Subject: Re: Public Records Request (IA-DHHS-24-0418)
Date: Tuesday, May 14, 2024 at 5:17:47 PM Eastern Daylight Time
From: rebecca.mcmahon@idph.iowa.gov on behalf of OpenRecords, HHS
To: AO Records

EXTERNAL SENDER

Hello. We are responding in part to your open records request from 4/24/24. In the below Google file you will find the emails we have responsive to the search we did for the HHS staff, individuals 1-6 from your request. Regarding the HHSC members, individuals 6-14, we are still working on the search for those emails. That process will take longer as we are searching email addresses not on our HHS government server and we hope to be back in touch with you in the next couple of weeks with those results.

For individuals 1-5, we identified 254 emails in response to the search we ran with the parameters you provided. You will find several of those email were duplicative and many seem unresponsive but we included them anyway as they were pulled in the search. Of those 254 emails, we are releasing 211 in full, 2 records were redacted to remove personal health identification (per Iowa Code 22.7(2)), 8 were withheld due to personal health information and reports (per Iowa Code 22.7(2)), 6 were withheld due to attorney client confidentiality (per Iowa Code 22.7(4)), and 27 were withheld as they contained draft documents (per Iowa Code 22.7.(65)).

https://drive.google.com/drive/folders/1k2NbGq49eIsxLcZz1GfrQVDsR8Mj6Zol?usp=sharing

Please let us know if you have any additional questions at this time. We will be back in touch soon with your additional records. Thank you for your patience as we prepare our response.

Maureen Barton
Open Records Officer
Division of Compliance
Iowa Department of Health and Human Services
321 E 12 th St., Des Moines, IA 50319
HHSopenrecords@idph.iowa.gov
HHS.iowa.gov

On Wed, Apr 24, 2024 at 8:31PM AO Records <records@americanoversight.org> wrote:

> Dear Custodian of Records:

AMERICAN OVERSIGHT

Please find attached a request for records under Iowa's Public Records Law.

Sincerely,

Marwah Adhoob I She/Her
Paralegal I American Oversight
records@americanoversight.org
www.americanoversight.org I @weareoversight

PRR: IA-DHHS-24-0418

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Document ID: 0.7.3995.5091

From: Iowa Legislative News Service <client.service@ialns.com>
To:
Cc:
Bcc:
Subject: IALNS Bulletin #48, Vol. 60
Date: Tue Mar 12 2024 19:07:07 CDT
Attachments: B.3.12.24 tue.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attached please find Bulletin #48 for Tuesday, March 12.

Regards,

Iowa Legislative News Service

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iowa legislative
news service
www.ialns.com

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Des Moines, IA 50301
Phone: 515.661.4929

Email: client.service@ialns.com

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iowa legislative news service

VOLUME 60, BULLETIN #48
TUESDAY, MARCH 12, 2024

www.ialns.com
515.661.4929

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editor: barbara.hunt@ialns.com

AROUND THE CAPITOL

The Senate gaveled-in and gaveled-out, without any debate on the floor. Three Senate committees met and voted out 11 bills, with the Senate State Government finishing its week by passing nine of the bills. The committee approved HF 2319 **BANNING GUARANTEED INCOME PROGRAMS** on a 12-6 vote. Senator Webster said that guaranteed income programs do not help lower-income families and that the programs cause higher prices. Democrats said that the programs use federal money and that local governments are in the best position to see if the programs are working. Senators Trone Garriot, Bennett and Wahls held a news conference and urged Republican leaders to "stand up" for the right to access contraception and IVF procedures. The three Senators introduced a bill earlier in the session, SF 2135 **RIGHT TO CONTRACEPTION**, that did not survive the first funnel. They said that the recent ruling by the Alabama Supreme Court on IVF shows the need for the bill.

The House passed HF 2401 **PBM DISCRIMINATION** on a 93-3 vote. Representative Forbes said that the bill is needed because low reimbursement rates are hurting Iowa pharmacies, leading to closures of independent pharmacies and fewer college students pursuing pharmacy careers. The House approved HF 2547 **ABSENT STUDENTS** on a 73-22 vote, with eight Republicans voting with Democrats against the bill. Representative Jones said that the *Strike & Replace* amendment that replaced the original bill had been drafted with significant input from schools, county attorneys and others affected by the bill and will help schools address absenteeism problems. Opponents of the bill said that it does not address the reasons that students are absent. Both HF 2401 and HF 2547 need to be approved by a Senate committee before Friday. The House approved HF 2605 **HEMP CONSUMABLES** on a 79-16 vote. Representative Holt said that the bill will help the state regulate the growth of hemp consumables while protecting the public. Representative Forbes, who voted against the bill, said that restrictions in the bill could hurt existing businesses and make it harder for people who purchase consumables for pain management to do so. In House subcommittee work, the subcommittee working on SF 2311 **STATE AGENCY AUDITS**, which allows state agencies to hire outside CPAs to do audit work, sent the bill back to the committee without recommendation. Representative Bergan, who chaired the subcommittee, said that the bill could increase costs for state agencies. The House Ethics Committee dismissed an ethics complaint against Representative Fischer 6-0, after a short deliberation on the matter. Barbara Kalbaugh filed the complaint because Fisher voted for HF 68 **EDUCATION SAVINGS ACCOUNTS** last session and now serves as the president for the Tama-Toledo Christian school board, which will receive school voucher money. She said that Fisher's actions were self-dealing. Fisher released a statement calling the complaint "politically motivated" and a smear because Kalbaugh disagreed with his politics.

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FISCAL IMPACTS

SF 2278 NON-RESIDENT CAR REGISTRATION

Allows a non-resident owner of residential real estate in Iowa to register a car in Iowa using an out-of-state ID. Requires proof of real estate ownership.

Senator Bousselot is the floor manager. The bill has been approved in Senate Transportation, but still needs to pass on the Senate floor and out of a House committee by Friday to be eligible beyond the second funnel. The LSA estimates the bill will have a one-time IT cost of $216,000 for the DOT.

HF 2587 JUROR PAY

Increases the pay for jurors to $75 a day. Prohibits requiring an employee from working withing 10 hours of jury duty.

The bill has been approved in Judiciary and now is in House Appropriations. If approved in committee, the bill will be eligible past the second funnel. The bill is expected to increase costs to the Judicial Branch by about $2.5 million.

HF 2607 VEHICLE REGISTRATION

Strikes provisions on registering vehicles in contiguous counties and allows the initial registration of a vehicle, including lease registrations for vehicles under 10,000 pounds to be in any county. Makes an exception for the requirement for the county name to be on the plate, except for natural resource special license plates. **Other**: Strikes the context clause that applies to vehicle franchisers (322A) in response to *Sioux City Truck v Iowa DOT 975 NW 2nd 333* (Iowa 2022).

The bill has been referred to House Ways & Means, after being approved in House Transportation. Representative Best is the chair of the subcommittee. If approved in House Ways & Means, the bill will be eligible past the second funnel. The LSA estimates that the bill will have a one-time IT cost to the DOT of $183,000.

HF 2649 FARM CAPITAL EXCLUSIONS

Excludes the net capital gain from the sale of horses or cattle if held for breeding, sporting, draft or dairy purposes for more than 2 years if the owner received farming income of 50% of gross income. Allows other breeding livestock to be excluded after a year.

The House Ways & Means Committee has approved the bill and Representative Wulf is the floor manager. The bill is expected to have an impact of $2.7 million against the GF in its first year and decline to $2.3 million by FY 2030. The impact to LOST is expected to start at $67,000 and decline to $59,000.

HF 2653 PERRY RETENTION BONUSES

Allows school districts to use the district management levy to pay for retention bonuses for school employees, if the school is the subject of a disaster proclamation in the 2023-24 school year and in three counties (Perry School district). Limits the payments to $700,000. Effective on enactment.

The bill has been approved by the House, and as an Appropriations bill, is funnel-proof. The bill is narrowly drafted to allow the Perry School District to spend $700,000 out of its management levy fund for retention bonuses. Perry has about $880,000 in that fund.

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IA-DHHS-24-0418-A-000007

TODAY IN THE LEGISLATURE

Bills to the Senate: (4)

House Files: none (last introduced HF 2656)
House Study Bills: 2 (HSB 736 - HSB 737)

WITHDRAWN: HF 2254

Senate Files: none (last introduced SF 2410)
Senate Study Bills: 1 (SSB 3187)

HOUSE FLOOR ACTION

Bills to the Senate: (4)

HF 2401 PBM DISCRIMINATION

Prohibits a PBM from discriminating against a pharmacy by in regard to referrals, reimbursements or participation in covered services if the pharmacy is acting within its scope of authority and according to law. Requires the use of a pass-through contract that allows for spread pricing. Makes definitions. Applies to contracts renewed on or after July 2024 for 2025 and after.

Amendments to HF 2401

H 8179 by **Lundgren** - Makes technical corrections. Makes changes to the appeals process. Adds reporting requirements. **ADOPTED**

H 8192 to H 8179 by **Lundgren** - Creates a PBM reverse auction process with implementing provisions. **ADOPTED**

H 8192 - **WITHDRAWN**

The **House PASSED** the bill as amended 93-3; it now GOES to the **Senate**

HF 2547 ABSENT STUDENTS

Requires parents of a student absent more than 10% to meet with the school and county attorney to develop an attendance plan. Requires the parent be warned of possible penalties for continued school absences.

Amendments to HF 2547

H 8191 by **G Mohr** & **Jones** - *Strike & Replace*: Enacts school absenteeism policies. Deems a child truant for missing school more than 18% of the time. Includes requirements for meetings with the county attorney and the school to create an attendance plan. Requires the county attorney to initiate an attendance cooperation proceeding if the attendance plan is not followed. Includes requirements for publication of guidelines in handbooks, notice to parents, on cooperation proceedings, confidentiality provisions and other matters.

H 8196 to H 8191 by Buck - Adds exemptions for excused absences (IEP plans, athletics and other reasons). Requires attendance policies be in the school handbook. **FAILED** 65-30

H 8194 to H 8191 by **Jones** - Adds provisions on absenteeism policies and consultation with the county attorney. **ADOPTED**

H 8197 to H 8191 by Ehlert - Gives the family 30 days to respond to absenteeism issues after notice is sent out. **FAILED** 65-30

H 8198 to H 8191 by Ehlert - Requires the notice be sent in the native language of the parent. **FAILED** 62-33

H 8191 by **G Mohr** & **Jones** as amended - **ADOPTED**

H 8172, H 8175, H 8195 - **WITHDRAWN** or **OUT-OF-ORDER**

The **House PASSED** the bill as amended 73-22; it now GOES to the **Senate**

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HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: (continued)

HF 2605 HEMP CONSUMABLES

Allows the HHS to adopt rules on the THC level of hemp consumables. Establishes criminal and civil penalties for failing to follow the rules/laws on hemp consumables. Makes it a serious misdemeanor to failure to register with the HHS. Makes it a simple misdemeanor to sell hemp consumables to persons under 21 and establishes a schedule of fines for a person under 21 who purchases hemp consumables. **Other**: Authorizes confiscation and destruction of hemp products under specified circumstances. Prohibits selling alcohol products with THC. Eliminates the negligent Violation Program that allows some violators to avoid criminal prosecution.

H 8134 by **Holt** - Sets the maximum amount of THC at 2 milligrams per serving and 10 milligrams per container. Adds definitions.

H 8193 to H 8134 by **Sorenson** - Raises the amount of THC in an individual dose of a consumable to 4 milligrams. Includes requirements for warning labels. **ADOPTED**

H 8134 by **Holt** as amended - **ADOPTED**

H 8165, H 8180, H 8182 - **WITHDRAWN**

The **House** **PASSED** the bill as amended 79-16; it now GOES to the **Senate**

HF 2653 PERRY RETENTION BONUSES

Allows school districts to use the district management levy to pay for retention bonuses for school employees, if the school is the subject of a disaster proclamation in the 2023-24 school year and in three counties (Perry School district). Limits the payments to $700,000. Authorizes the waiver of various school requirements but does not authorize the waiver of any federal requirements. Effective on enactment.

The **House** **PASSED** the bill 94-1; it now GOES to the **Senate**

HOUSE COMMITTEE ACTION

House Agriculture Committee: Voted Out (1)

SF 2391 MISBRANDING MEAT

Makes mislabeling meat products a simple misdemeanor. Defines a misbranded product as resembling meat from slaughtered animals (beef, bison, pork, chicken, turkey, mutton or goat) without labels specifying that it is a manufactured protein/insect or plant protein. Does not require a regulatory authority to inspect licensees but allows the authority to issue stop orders related to the sales of misbranded meats, including that it be disposed of by other than sale by retailer or processor. Allows enforcement by DIAL, the AG or county attorneys. **Regents**: Prohibits research at state universities into manufactured-protein food that is supported by public funding. Prohibits schools, CCs and state universities from purchasing misbranded meat/cultivated protein. **WIC**: Prohibits stores in the WIC program that sell meat from selling misbranded meat/cultivated protein. **PASSED** 18-5; *FM: **Hora***

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HOUSE COMMITTEE ACTION (CONTINUED)

House Health & Human Services Committee: Voted Out (2)

SF 506 CON/BIRTHING CENTERS

HFC: Eliminates the Health Facilities Council and assigns duties to the HHS. **CON**: Changes the Certificate of Need process. Changes definitions to exclude community MH centers and birthing centers from the CON process. Makes changes to definitions and other procedures. Updates thresholds. Requires an economic impact statement. Strikes organized outpatient facilities from the definition of institutional health facilities. **Birthing**: Establishes provisional licensing of birthing centers and requires the DIAL to develop proposed legislation for permanent licensing. Adds civil protections for health care providers accepting transfers of patients from provisional licensing of a birthing center. **PASSED** 20-0; *FM: **Fry***

SF 2285 HHS REPORTING

Makes changes to various HHS reporting requirements. Requires the HHS to make data available on its website in a cost-efficient manner and that the information be downloadable by 2027. **PASSED** 20-0; *FM: **Jeneary***

House Local Government Committee: Voted Out (3)

SF 451 BOARD OF REVIEW MEETING

Requires a board of review for property tax protests to determine a start date between May 1-7. **PASSED** 19-0; *FM: **Dunwell***

SF 2205 CIVIL SERVICE POLICE & FF HIRES

City: Allows a city to suspend civil service requirements to receive lists of qualified applicants after exams for hiring police and fire fighters for more than one year. Allows the city to reinstate those practices in less time. **Applicants**: Allows an applicant who has ILEA training to forgo a civil service exam when changing employment, or becoming simultaneously employed, if the applicant does not have more than a 180-day break in employment. Requires the applicant to take a physical exam. **PASSED** 19-0; *FM: **Dunwell***

SF 2325 CIVIL SERVICE DISCIPLINE

Police Boards: Prohibits allowing cities with a civil service commission from adopting a citizen's police review board. **Board**: Strikes current membership provisions and allows between five and seven members on a civil service board in cities over 50,000. **Dismissal**: Changes standards and procedures for the appeal of employee removal and related actions to the civil service commission. Requires a commission to make a decision by majority and with written findings and reasons for the decision. Requires that certain suspensions/demotions/firings by a police or fire chief be done due to violations of law and departmental policies. **Courts**: Makes court review a trial *de novo* and allows the award of fees and costs. **PASSED** 13-6; *FM: **Dunwell***

House Transportation Committee: Voted Out (1)

SF 2116 DRIVING RULES

Makes changes to driving rules. Requires a driver to stay in the right lane on two-lane roads with exceptions for passing and avoiding obstructions and in the center lane for three-lane roads, with the right lane for exiting the road. Authorizes passing only when it can be completed safely. **PASSED** 17-2; *FM: **Meggars***

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HOUSE COMMITTEE ACTION (CONTINUED)

House Veterans Affairs Committee: Voted Out (1)
SF 461 VETERAN BUSINESS LOANS
Allows the State Treasurer to make loans through the Small Business Linked Investment Program to businesses which are 51% owned by veterans. Defines veterans. **PASSED** 17-0; *FM: Golding*

SENATE COMMITTEE ACTION

Senate Natural Resources Committee: Voted Out (1)
HF 35 RECREATIONAL LAND & USES
Defines bicycle and includes bicycle riding as a recreational use on private land available for public recreation. Includes a privately-owned RR right-of-way that is part of a trail as private land for public recreation. **PASSED** 10-0; *FM: Sweeney*

Senate State Government Committee: Voted Out (9)
HF 2013 PROVISIONAL NURSING HOME ADMINISTRATORS
Increases the time an administrator can hold a provisional nursing home administrator license in lieu of the regular administrator to 24 months. **PASSED** 18-0; *FM: Driscoll*

HF 2232 TRANSLATION LICENSES
Allows the employers of translators and transliterators to be licensed by the Board of Sign Language Interpreters & Transliterators. Allows an employee to give such services without being licensed if the employee meets the requirements for a license. **PASSED** 18-0; *FM: Driscoll*

HF 2299 OPEN RECORDS
Authorizes a government to provide an open record in a reasonable format rather than the requested format. Does not require the government supply a record that is available on the internet site of the government and allows the government to send a notice of the availability on the internet. **PASSED** 18-0; *FM: Cournoyer*

HF 2319 BANNING GUARANTEED INCOME PROGRAMS
Prohibits any city or county from enacting a guaranteed income program without express authorization in state law. Gives the AG the power to enforce the prohibition. Allows current programs to run until January 2025. Effective on enactment. **PASSED** 12-6; *FM: Webster*

HF 2448 ALCOHOL COMPLIANCE CERTIFICATES
Allows a certificate from a 3rd party responsible alcohol service program approved by the DOR to be used to show that an employee has alcohol compliance training regarding violations of alcohol sales. **PASSED** 17-1; *FM: Cournoyer*

HF 2512 SOCIAL WORK COMPACT
Establishes the multi-state Social Work License Compact to allow social workers licensed in one state to practice in another state in the compact. Creates a commission to administer the compact. Contains implementing provisions. Makes the compact effective when seven states adopt the compact. **PASSED** 18-0; *FM: Cournoyer*

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SENATE COMMITTEE ACTION (CONTINUED)

Senate State Government Committee: Voted Out (continued)

HF 2515 LICENSING COUNSELORS

Prohibits the Board of Behavioral Sciences from requiring by rule that required supervised clinical experience include live or recorded direct observation of client interaction. Effective on enactment. **Out-of-State**: Allows a licensed out-of-state counselor to be licensed in Iowa by showing evidence of a license similar to Iowa requirements and paying a fee. **PASSED** 18-0; *FM: **Brown***

HF 2531 CABARETS AS NUISANCES

Deems an adult cabaret to be a public safety nuisance if an employee or patron fires a gun within 500 feet of the establishment; or assaults a person with a dangerous weapon, causing death or injury; or there are three riots within a year. Allows a county attorney or city attorney to file a suit without a bond to seek abatement of the nuisance. Allows injunctions on the filing of the suit to limit the hours or to prohibit drinking alcohol, or other necessary restrictions. Allows courts to order various remedial measures, including closure. **PASSED** 18-0; *FM: **Cournoyer***

HF 2539 OPEN MEETINGS FINES

Increases the range of fines for violations of the open meeting law to $500 to $2,500. Requires a court to issue an order removing a member from a governmental body if the member has previously violated the open meetings law. Requires members of such bodies to take a course on open meetings and open records laws. Requires the IPI Board to make such training available and for the group overseeing the training to issue certificates. **AMENDED & PASSED** 18-0; *FM: **Webster*** (Strikes the mandatory training by the IPIB.)

Senate Technology Committee: Voted Out (1)

HF 2240 PHOTO HARASSMENT

Deems that a person whose pictures have been photoshopped to create a visual depiction of nudity or partial nudity in provisions covering harassment using the picture of another person. **PASSED** 11-0; *FM: **Cournoyer***

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HOUSE & SENATE AGENDA

WEDNESDAY, MARCH 13, 2024

7-9 AM	*Area Substance Abuse Council Legislative Breakfast*	*Legislative Dining Room 15*
7 AM-3 PM	*Iowa State Association of Counties (ISAC) County Day at the Capitol*	*Rotunda*
8:30 AM	**HOUSE CONVENES**	*House Chamber*
9 AM	**SENATE CONVENES**	*Senate Chamber*
	House State Government Committee SF 2324 DNR PROPERTY PURCHASES: Harris (C) SF 2370 GOVERNOR RULEMAKING PROCEDURES: Sexton (C)	*Room 103*
10 AM	**House Appropriations Committee** HF 2242 CHILD PROTECTION: Lohse (C) HF 2429 PADDLECRAFT EXEMPTION: Mommsen (C) HF 2509 GOVERNOR BHSS BILL: Fry (C) HSB 729 CHILDCARE HALF DAY RATES: A Meyer (C)	*Room 103*
	House Ways & Means Committee HF 2533 PUBLIC SAFETY MATTERS: P Thompson (C) HSB 682 VAPOR PRODUCT DIRECTORY: Siegrist (C) HSB 684 MEDICAL CANNABIDIOL DISPENSARIES: Siegrist (C) HSB 721 INCOME TAX AMENDMENTS: Kaufmann (C) HSB 727 AGRISCIENCE RESEARCH CREDIT: Sexton (C) HSB 731 IOWA FILM INCENTIVES: Bloomingdale (C) HSB 734 GRAIN TAX REPEAL: Deyoe (C)	*Room 102*
	Senate Commerce Committee	*Room 116*
11 AM	**Senate Judiciary Committee** HF 701 CHINESE BODY ARMOR: Rowley (C) HF 2421 FIREARM HOLD AGREEMENTS: Webster (C) HF 2366 CHARITABLE DONATIONS IN PROBATE: Garrett (C) HF 2556 FIREARM RIGHTS DAMAGES: Webster (C) HF 2570 COUNTY ATTORNEY PROFESSIONAL PERMITS: J Taylor (C) HF 2576 FENTANYL MURDER: J Taylor (C) HF 2593 OFFICER-INVOLVED SHOOTINGS: Rowley (C) HF 2594 ORGANIZED RETAIL THEFT: Webster (C) HF 2600 CONTROLLED SUBSTANCE PROSECUTIONS: Webster (C) HF 2602 GROOMING OFFENSES: Evans (C) HF 2608 PUBLIC ASSISTANCE & SMUGGLING: Garrett (C)	*Room 116*
2 PM	**Senate Transportation Committee** HF 2568 4 LANE US 30: Klimesh (C) HF 2579 PERSONALIZED FF/EMS PLATES: Dickey (C)	*Room 116*
3 PM	**Senate Workforce Committee** HF 2391 HEALTH CARE AGENCY CHARGES: Schultz (C)	*Room 116*
3-4:30 PM	*Iowa Beverage Association Beverage Day on the Hill*	*Rotunda, South Wing*

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SUBCOMMITTEE MEETINGS

WEDNESDAY, MARCH 13, 2024		
8 AM	Senate Commerce Subcommittee HF 2235 COMMON INTEREST BOARDS: Bousselot (C), Giddens, Webster	*Room 217*
8:30 AM	House State Government Subcommittee SF 2370 GOVERNOR RULEMAKING PROCEDURES: Sexton (C), Nielsen, Young	*Room 304*
	Senate Judiciary Subcommittee HF 2517 TRUST ACTIONS: Bousselot (C), Reichman, Weiner	*Senate Lounge*
9:30 AM	Senate Judiciary Subcommittee HF 2598 LOOTING: Webster (C), Bisignano, J Taylor	*Senate Lounge*
NOON	House Appropriations Subcommittee HF 2565 RELEASED INMATE MEDICAID COVERAGE: A Meyer (C), Fry, Wessel-Kroeschell	*Room 102*
	House Judiciary Subcommittee SF 386 COLLEGE SUPPORT ORDERS: Wheeler (C), James, Stone	*House Lounge*
	House Judiciary Subcommittee SF 2186 PHOTO HARASSMENT/EXTORTION: C Thomson (C), Holt, Scheetz	*Room 103*
	House Ways & Means Subcommittee HF 2387 ELECTRIC CHARGING TAXES: Kaufmann (C), Harris, Judge *(reassigned)*	*Room 19*
12:30 PM	House Appropriations Subcommittee HF 2285 COUNTY VETERAN OFFICER TRAINING: Fry (C), Scheetz, Stone	*Room 102*
2 PM	Senate Ways & Means Subcommittee SSB 3186 CONSUMABLE HEMP TAX: Dawson (C), Dotzler, Driscoll	*Room 315*

HOUSE DEBATE CALENDAR

WEDNESDAY, MARCH 13, 2024			
HF 2551	CO	ELECTRIC TRANSMISSION LINES (sim/comp to SF 2372)	*G Mohr*
HF 2580	JU	COUNSEL FOR CHILDREN	*Lohse*
HF 2652	AP	SCHOOL SAFETY	*Nordman*

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HOUSE SUBCOMMITTEE ASSIGNMENTS

	JUDICIARY	
SF 2186	PHOTO HARASSMENT/EXTORTION	C Thomson (C), Holt, Scheetz
	WAYS & MEANS	
HJR 2005	NULLIFYING FILING RULES	Jones (C), Sexton, Wilson
HF 163	VETERAN HOMESTEAD CREDIT	P Thompson (C), Boden, Isenhart *(reassigned)*
HF 2481	RACOON BOUNTY PROGRAM	Deyoe (C), Jacoby, Wulf
HF 2550	GOVERNOR REORG CORRECTIONS	Kaufmann (C), Best, Jacoby
HSB 725	HEATED TOBACCO PRODUCTS	Siegrist (C), Forbes, Wulf *(reassigned)*

SENATE SUBCOMMITTEE ASSIGNMENTS

	COMMERCE	
HF 2235	COMMON INTEREST BOARDS	Bousselot (C), Giddens, Webster

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HOUSE STUDY BILLS (HSB 736 – HSB 737)

HSB 736 SCHOOL DIABETES INFORMATION (Health & Human Services) **A Meyer** (C), Brown-Powers, **Fry**
Requires schools to give diabetes information to parents.

HSB 737 PESTICIDE WARNING LABEL (Ways & Means) **P Thompson** (C), **Harris**, Nielsen
Torts: Establishes a defense from civil liability for pesticide use if it has a label that meets one of these criteria: EPA approval or is consistent with the most recent federal health assessments or is an update on the carcinogenic potential of the pesticide. Deems such a label to meet all warning requirements. Excludes Chinese-made pesticides. **Fees**: Adds a new step in pesticide fees ($125 for sales between $100,000 and $125,000). Similar to SF 2392

SENATE STUDY BILLS (SSB 3187)

SSB 3187 ETHANOL PUMP EQUIPMENT (Appropriations) **Zumbach** (C), **Costello**, Dotzler
Establishes a transition period for gas pump equipment paid through cost-share infrastructure money (compatible with E-15 through July 2025; with E-40 through July 2030; and compatible with E-85 after that date).

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Bcc:
Subject: FW: CB-496 Part 1 Claiming - Caseload Counts Conversation
Date: Tue Mar 12 2024 10:03:43 CDT
Attachments: Employee Manual 18-Appendix.pdf
image001.jpg
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

Here you go…….

Janee Harvey

Director, Division of Family Well-Being & Protection

Iowa Department of Health and Human Services

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state.ia.us>
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.

https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!

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Amy Hance, MSW

Child and Family Program Specialist

Children's Bureau/ACF

US Department of Health & Human Services

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record.
EXCEPTIONS:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose

Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

Source

This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to:

- The child being assessed and
- The child's custodial and noncustodial parents or guardian.

The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date.
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition
- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE:* Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose

Progress Notes is used to document foster home visits in the narrative of what took place and address:

- People present,
- Location of contact,
- Purpose of contact,
- Home environment,
- Foster child's perception of the home,
- Each foster child's health, education, behavior, and socialization,
- In-service training progress and list training completed,
- License capacity discussion,
- The conversation about the child's current medications and review the current therapeutic plan,
- Other issues noted, and
- The next steps (who will do what by when).

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.

Distribution

The RRTS contractor sends:

- The original to the DHS licensing worker,
- A copy to the foster child's DHS placement worker, and
- A copy to the resource parents.

Data

Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose	The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.
Source	Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.
Completion	PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session. If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does. It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them
Distribution	The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.
Data	**Part I** of the profile includes sections for the applicants to report: ▪ General information on household members, including: • Demographic information • Medical and personal information • Legal information • Financial information ▪ References ▪ Special projects (pictures, letters, scrapbook) ▪ Personal profile for the mother ▪ Personal profile for the father **Part II** of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration: ▪ A couple with children ▪ A couple with no children ▪ A single person with children ▪ A single person with no children ▪ A parent's profile of children now in the home ▪ A personal profile for children 12 years of age or older ▪ A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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IA-DHHS-24-0418-A-000313

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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IA-DHHS-24-0418-A-000314

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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IA-DHHS-24-0418-A-000315

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose	Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.
Source	HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The person requesting information concerning a dependent adult that has been reported as abused completes this form.
Distribution	Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*. The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when: ▪ The request is an employment check, or ▪ The local office no longer has a copy of the report, or ▪ The request is delivered personally to the Registry, or ▪ The request is denied. For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request. **NOTE:** Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.
Data	The requester completes: ▪ Name, phone number, and address of the requestor. ▪ Position and basis for authorization to receive the information. ▪ First, middle, and last name of the person the request is about. ▪ That person's maiden name or alias. ▪ That person's social security number, birth date, and address. ▪ The reason for the request. ▪ The date and the requestor's signature. *Section 1*: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose

Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.

Completion

The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services.

The immediate supervisor approves the form.

Distribution

Give the original to the foster parent and file a copy in the child's case record.

Data

The items on the form are completed as follows:

- *Child's Name*: Enter the child's name.
- *Age*: Enter the child's current age.
- *Foster Parent's Name and Address*: Enter the foster parent's name and address.
- *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request.
- *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request.
- *Identify Service*: Check the appropriate service.
- *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment.

  For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider.
- *Signatures*: Obtain the indicated signatures.

  After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*.

NOTE: Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose	Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to: ▪ Request a waiver for relatives to complete the 30 hours of pre-service training, and ▪ Waive the non-safety licensing standard that does not have a negative impact on child safety.
Source	Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes. Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard: ▪ Check the licensing standard that has the deficiency. ▪ Enter the effective date that the waiver is requested. ▪ Describe the circumstances that warrant the waiver. ▪ Describe the impact if a waiver is not approved.
Distribution	Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office.
Data	Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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IA-DHHS-24-0418-A-000332

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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IA-DHHS-24-0418-A-000335

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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IA-DHHS-24-0418-A-000362

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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IA-DHHS-24-0418-A-000363

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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IA-DHHS-24-0418-A-000372

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose	The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.
Distribution	The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth name ▪ Parent/caregiver name ▪ Parent/caregiver/noncustodial names ▪ Date of the YTDM meeting ▪ Date of the next YTDM meeting ▪ Facilitator name and approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcome of this Meeting**. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting. The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column. The five Fostering Connections areas are: ▪ Education ▪ Employment ▪ Health ▪ Housing ▪ Supportive Relationships Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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IA-DHHS-24-0418-A-000376

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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IA-DHHS-24-0418-A-000377

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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IA-DHHS-24-0418-A-000378

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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IA-DHHS-24-0418-A-000380

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000382

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000383

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000385

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000386

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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IA-DHHS-24-0418-A-000387

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000388

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000389

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000390

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000391

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000392

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000393

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000394

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000395

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000398

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000399

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000400

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000405

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000406

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000407

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000409

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000410

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000411

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000412

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000413

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000414

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000415

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000416

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000417

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000418

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000420

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000421

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000423

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000424

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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IA-DHHS-24-0418-A-000425

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000426

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000427

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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IA-DHHS-24-0418-A-000443

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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IA-DHHS-24-0418-A-000444

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-000445

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

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IA-DHHS-24-0418-A-000446

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-000447

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-000452

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RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-000453

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-000454

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-000455

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RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-000456

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RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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IA-DHHS-24-0418-A-000458

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-000459

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RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-000460

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

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IA-DHHS-24-0418-A-000461

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RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000462

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000463

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000464

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-000465

Employee Manual 18-Appendix.pdf for Printed Item: 432 (Attachment 1 of 3)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-000466

Document ID: 0.7.3995.5213-000002
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Filename: image001.jpg
Last Modified: Tue Mar 12 10:03:43 CDT 2024

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IOWA Health and Human Services

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Document ID: 0.7.3995.5213-000003
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Filename: Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Last Modified: Tue Mar 12 10:03:43 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5211

From: None
To:
Cc:
Bcc:
Subject: FW: CB-496 Part 1 Claiming - Caseload Counts Conversation
Date: Tue Mar 12 2024 10:03:26 CDT
Attachments: Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.

- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose	Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway. The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.
Source	This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Distribution	After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian. The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date. ▪ Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS. ▪ Household Composition ▪ Non-Custodial Parent ▪ Others Involved in the Assessment – Not in Household ▪ Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose	Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.
Source	Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment." This form may also be printed from "My Links" in JARVIS and entered into DARES later.
Completion	The adult protective worker must complete the *Safety Assessment* portion: ▪ Within 24 hours of the first contact with the adult subject, and ▪ Before closing the adult protective evaluation or assessment. The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment. The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.
Distribution	The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.
Data	Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition. Safety Assessment (Initial and Final) If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by: ▪ Obtaining medical care or placement, ▪ Engaging additional formal and informal supports, ▪ Safety planning, ▪ Use of law enforcement, or ▪ Seeking legal intervention. DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose	Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.
Source	Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms. Department staff may print the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement. Complete the form when: ▪ A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services. ▪ There is a change in any of the terms of the placement (e.g., rate of payment). The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.
Distribution	After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.
Data	The child's name and birth date corresponds to the information entered in FACS. The effective date is the date of placement or the date the revised terms become effective. Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract. The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number. Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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IA-DHHS-24-0418-A-000709

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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IA-DHHS-24-0418-A-000736

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose

Progress Notes is used to document foster home visits in the narrative of what took place and address:

- People present,
- Location of contact,
- Purpose of contact,
- Home environment,
- Foster child's perception of the home,
- Each foster child's health, education, behavior, and socialization,
- In-service training progress and list training completed,
- License capacity discussion,
- The conversation about the child's current medications and review the current therapeutic plan,
- Other issues noted, and
- The next steps (who will do what by when).

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.

Distribution

The RRTS contractor sends:

- The original to the DHS licensing worker,
- A copy to the foster child's DHS placement worker, and
- A copy to the resource parents.

Data

Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose	The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.
Source	Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.
Completion	PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session. If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does. It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them
Distribution	The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.
Data	**Part I** of the profile includes sections for the applicants to report: ▪ General information on household members, including: • Demographic information • Medical and personal information • Legal information • Financial information ▪ References ▪ Special projects (pictures, letters, scrapbook) ▪ Personal profile for the mother ▪ Personal profile for the father **Part II** of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration: ▪ A couple with children ▪ A couple with no children ▪ A single person with children ▪ A single person with no children ▪ A parent's profile of children now in the home ▪ A personal profile for children 12 years of age or older ▪ A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose	Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.
Source	HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The person requesting information concerning a dependent adult that has been reported as abused completes this form.
Distribution	Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*. The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when: ▪ The request is an employment check, or ▪ The local office no longer has a copy of the report, or ▪ The request is delivered personally to the Registry, or ▪ The request is denied. For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request. **NOTE:** Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.
Data	The requester completes: ▪ Name, phone number, and address of the requestor. ▪ Position and basis for authorization to receive the information. ▪ First, middle, and last name of the person the request is about. ▪ That person's maiden name or alias. ▪ That person's social security number, birth date, and address. ▪ The reason for the request. ▪ The date and the requestor's signature. *Section 1*: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose

Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.

Completion

The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services.

The immediate supervisor approves the form.

Distribution

Give the original to the foster parent and file a copy in the child's case record.

Data

The items on the form are completed as follows:

- *Child's Name*: Enter the child's name.
- *Age*: Enter the child's current age.
- *Foster Parent's Name and Address*: Enter the foster parent's name and address.
- *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request.
- *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request.
- *Identify Service*: Check the appropriate service.
- *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment.

  For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider.
- *Signatures*: Obtain the indicated signatures.

  After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*.

NOTE: Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose	Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to: ▪ Request a waiver for relatives to complete the 30 hours of pre-service training, and ▪ Waive the non-safety licensing standard that does not have a negative impact on child safety.
Source	Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes. Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard: ▪ Check the licensing standard that has the deficiency. ▪ Enter the effective date that the waiver is requested. ▪ Describe the circumstances that warrant the waiver. ▪ Describe the impact if a waiver is not approved.
Distribution	Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office.
Data	Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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IA-DHHS-24-0418-A-000823

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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IA-DHHS-24-0418-A-000830

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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IA-DHHS-24-0418-A-000832

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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IA-DHHS-24-0418-A-000833

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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IA-DHHS-24-0418-A-000835

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-000836

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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IA-DHHS-24-0418-A-000838

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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IA-DHHS-24-0418-A-000839

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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IA-DHHS-24-0418-A-000840

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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IA-DHHS-24-0418-A-000841

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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IA-DHHS-24-0418-A-000842

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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IA-DHHS-24-0418-A-000843

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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IA-DHHS-24-0418-A-000844

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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IA-DHHS-24-0418-A-000846

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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IA-DHHS-24-0418-A-000847

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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IA-DHHS-24-0418-A-000849

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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IA-DHHS-24-0418-A-000850

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000852

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000856

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000857

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000858

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000859

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000860

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-000862

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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IA-DHHS-24-0418-A-000863

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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IA-DHHS-24-0418-A-000864

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000866

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000867

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000868

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000869

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000870

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000871

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000872

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000873

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-000874

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000875

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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IA-DHHS-24-0418-A-000876

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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IA-DHHS-24-0418-A-000879

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RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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IA-DHHS-24-0418-A-000881

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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IA-DHHS-24-0418-A-000882

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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IA-DHHS-24-0418-A-000883

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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IA-DHHS-24-0418-A-000887

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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IA-DHHS-24-0418-A-000890

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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IA-DHHS-24-0418-A-000891

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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IA-DHHS-24-0418-A-000892

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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IA-DHHS-24-0418-A-000893

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000896

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000897

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000898

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000899

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000900

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000901

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000902

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000904

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000905

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000906

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000907

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000908

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-000909

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-000910

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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IA-DHHS-24-0418-A-000911

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-000912

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-000913

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-000914

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000915

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000916

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-000917

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-000918

Employee Manual 18-Appendix.pdf for Printed Item: 436 (Attachment 1 of 2)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-000919

Document ID: 0.7.3995.5211-000002	
Owner:	None
Filename:	Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Last Modified:	Tue Mar 12 10:03:26 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
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Document ID: 0.7.3995.5210

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Subject: FW: HHS News Clips - 3.12.2024
Date: Tue Mar 12 2024 09:24:11 CDT

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Attachments: HHS News Clips - 3.12.2024.pdf
image001.jpg

From: Murphy, Alexander <alex.murphy@hhs.iowa.gov>
Sent: Tuesday, March 12, 2024 9:15 AM
Subject: HHS News Clips - 3.12.2024

HHS News Clips - 3.12.2024

https://www.thegazette.com/state-government/time-running-out-on-some-big-bills-being-considered-by-iowa-state-lawmakers/

With a second key deadline looming at week's end in the Iowa Legislature, there remain many significant proposals with work still to do in just a few days if they are to remain available for further consideration in this year's session.

https://www.kcrg.com/2024/03/11/naloxone-vending-machines-coming-linn-county/

Seven naloxone vending machines are planned to be installed across Linn County. Naloxone, also known as Narcan, is a life-saving drug that can reverse the effects of an opioid overdose.

Happy Tuesday!

Alex Murphy

Director of Communications

Director's Office

Iowa Department of Health and Human Services

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Filename: HHS News Clips - 3.12.2024.pdf
Last Modified: Tue Mar 12 09:24:11 CDT 2024

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Time running out on some big bills being considered by Iowa state lawmakers

AEAs, gender ID, birth control access, school safety and many other significant bills need more legislative attention this week to survive a legislative deadline

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Erin Murphy

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Tom BartonCaleb McCullough, Gazette-Lee Des Moines Bureau

Mar. 12, 2024 5:30 am

AMERICAN OVERSIGHT

DES MOINES — With a second key deadline looming at week's end in the Iowa Legislature, there remain many significant proposals with work still to do in just a few days if they are to remain available for further consideration in this year's session.

Defining "man" and "woman" in state law; helping schools arm teachers and other staff; creating legal penalties for causing a pregnancy to end, which could also impact fertility treatments — these are among high-profile proposals needing at least a little more legislative approval if they are to remain on the track to become law this year.

Even the one issue that has dominated the 2024 session like no other — Gov. Kim Reynolds' proposal to overhaul the way the state's nine area education agencies are operated and funded — still needs legislative attention by the end of this week.

All of these proposals and hundreds more face the second legislative deadline of the 2024 session: the second funnel. By the end of this week, legislation must be approved by one full chamber — either the Iowa House or Senate — and at least a committee in the opposite chamber in order to remain eligible for consideration moving forward.

Any bill that fails to garner that much legislative support will be considered "dead." However, leaders in the majority party have the ability to resurrect the "dead" bills through multiple legislative tools. And sometimes they do.

The funnel deadline does not apply to bills that deal with tax policy, the state budget or other spending measures. So bills that deal with, for example, increasing the salaries of public school teachers and support staff, Reynolds' proposed streamlining of the state's mental and behavioral health systems, or statehouse Republicans' plans to further decrease state income taxes, are not subject to this week's deadline.

The following bills and topics are among the many that state lawmakers must advance at some point this week if the bills are to survive this second funnel:

Area education agencies

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Gov. Kim Reynolds gives the annual Condition of the State address Jan. 9 at the Iowa Capitol in Des Moines. (Zach Boyden-Holmes/Des Moines Register via AP)

In her Jan. 9 Condition of the State address to the Iowa Legislature, Reynolds set the tone for the next four months when she called for dramatic changes to the operating and funding structures of Iowa's area education agencies.

Since that day, Reynolds has unveiled her proposal and offered changes after hearing feedback from educators and parents, and majority party Republicans in the Iowa Senate and Iowa House have introduced their own proposals.

Instead of allowing state funding to go directly to the AEAs, as is currently the case, Reynolds has proposed giving school districts more direct control over special education funding, and moving oversight of AEAs to the state education department instead of local boards.

Senate Republicans' proposal is similar to the governor's, but keeps some of that state funding moving straight to the AEAs and calls for the Iowa Department of Education to work with the AEAs on a new oversight structure.

House Republicans went a completely different route. The House bill keeps AEAs as the sole provider of special education support. While state funding for special education services would go to the school districts, schools would be required to use that funding on services provided by the AEAs.

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House Republicans passed their plan out of the chamber — barely, on a 53-41 vote with nine Republicans voting against it. Shortly after the House's passage, the Senate was scheduled to debate the bill. But in an unusual move, it was pulled from the debate calendar and has not been seen since.

Gender identity

Legislation proposed by Reynolds that would define "man" and "woman" in Iowa Code based on a person's sex assigned at birth has yet to advance out of the House.

House Republicans passed the bill out of committee last month over the protests of transgender Iowans and civil rights activists who called it discriminatory, arguing it would lead to the "erasure" of transgender and nonbinary people from Iowa Code. But lawmakers have yet to take up the bill on the House floor and send it off to the Senate.

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AMERICAN OVERSIGHT

Erin Murphy

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Tom BartonCaleb McCullough, Gazette-Lee Des Moines Bureau

Mar. 12, 2024 5:30 am

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3rd Circ. Pick Affirms Muslim Lawyer Event Amid GOP Attacks

By Courtney Buble

Third Circuit nominee Adeel Mangi, who will be the first Muslim federal appeals court judge if confirmed and has been facing attacks from Republicans, has updated the Senate Judiciary Committee with an event he "inadvertently" left off his nominee questionnaire.

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Covington Holdout Drops SEC Cyberattack Appeal

By Jessica Corso

The anonymous Covington & Burling LLP client who objected to a demand that they reveal themselves to the U.S. Securities and Exchange Commission as a victim of a 2020 hack on the law firm agreed on Monday to drop the appeal of the subpoena enforcement action.

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Ex-K&L Gates Atty Wants Out Of Prison In Cyberstalking Case

By Jake Maher

A former K&L Gates LLP partner sentenced to two years in prison for cyberstalking and harassing his colleagues has moved for compassionate release seven months before his release date, citing his deteriorating health and poor living conditions behind bars.

Memorandum attached | Read full article » | Save to favorites »

Magnet Co. Says Feds' Leak On PACER Bars ITAR Charges

By Dorothy Atkins

A rare-earth magnets manufacturer and executives facing an April criminal conspiracy trial

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asked a Kentucky federal judge Monday to trim charges that they violated the International Traffic in Arms Regulations by sending sensitive technical data to a Chinese company, arguing that prosecutors recently disclosed the allegedly sensitive materials in court filings.

Motion attached | Read full article » | Save to favorites »

3rd Circ. Finds No Reason To Disturb AbbVie Privilege Ruling

By Matthew Perlman

The Third Circuit has found that AbbVie was unable to show that a Pennsylvania federal court went against precedent or made an error when ordering the drugmaker to turn over attorney communications from a "sham" patent case allegedly meant to delay AndroGel competitors.

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Trump Wants NY Trial Paused As Justices Weigh Immunity

By Elliot Weld

Donald Trump asked a New York judge to pause his hush-money case to await a U.S. Supreme Court ruling in a separate case on whether he is shielded from criminal charges by presidential immunity.

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Burford, Sysco Can't Swap In Price-Fixing Suits, Court Told

By Jack Karp

A magistrate judge was right to point to the underlying facts and public policy when denying an attempt to substitute a Burford Capital affiliate for Sysco in sprawling price-fixing lawsuits against pork and beef producers, the beef producers told a Minnesota federal court.

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Forex Firm Wants CFTC Sanctioned For 'Bad Faith' Behavior

By Jessica Corso

A foreign exchange firm accused by the U.S. Commodity Futures Trading Commission of defrauding customers is calling on a New Jersey federal judge to sanction the agency for a "pattern of misconduct" that includes knowingly submitting false statements to the court and attempting to intrude on attorney-client privilege.

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Conn. Judge Pick Takes Heat As Other Nominees Advance

By Brian Steele

The Connecticut legislature's joint judiciary committee voted to issue favorable reports Monday

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on 21 of Gov. Ned Lamont's nominees for the state court bench, but several lawmakers raised concerns about one pick's reputation, with a Democratic leader saying that holding a vote on assistant state prosecutor Devant J. Joiner's nomination was "a real slap in the face" given questions about his temperament.

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Catching Up With Delaware's Chancery Court

By Leslie A. Pappas

Delaware's Court of Chancery became a hot topic in New Orleans last week as litigators and judges at an annual convention acknowledged the First State's corporate law preeminence is under scrutiny. Back home, the court moved ahead on disputes involving Meta Platforms, Abercrombie & Fitch and Donald Trump.

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3rd Circ. Pick Affirms Muslim Lawyer Event Amid GOP Attacks

By Courtney Buble

Third Circuit nominee Adeel Mangi, who will be the first Muslim federal appeals court judge if confirmed and has been facing attacks from Republicans, has updated the Senate Judiciary Committee with an event he "inadvertently" left off his nominee questionnaire.

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Covington Holdout Drops SEC Cyberattack Appeal

By Jessica Corso

The anonymous Covington & Burling LLP client who objected to a demand that they reveal themselves to the U.S. Securities and Exchange Commission as a victim of a 2020 hack on the law firm agreed on Monday to drop the appeal of the subpoena enforcement action.

1 document attached | Read full article » | Save to favorites »

Ex-K&L Gates Atty Wants Out Of Prison In Cyberstalking Case

By Jake Maher

A former K&L Gates LLP partner sentenced to two years in prison for cyberstalking and harassing his colleagues has moved for compassionate release seven months before his release date, citing his deteriorating health and poor living conditions behind bars.

Memorandum attached | Read full article » | Save to favorites »

Magnet Co. Says Feds' Leak On PACER Bars ITAR Charges

By Dorothy Atkins

A rare-earth magnets manufacturer and executives facing an April criminal conspiracy trial

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asked a Kentucky federal judge Monday to trim charges that they violated the International Traffic in Arms Regulations by sending sensitive technical data to a Chinese company, arguing that prosecutors recently disclosed the allegedly sensitive materials in court filings.

Motion attached | Read full article » | Save to favorites »

3rd Circ. Finds No Reason To Disturb AbbVie Privilege Ruling

By Matthew Perlman

The Third Circuit has found that AbbVie was unable to show that a Pennsylvania federal court went against precedent or made an error when ordering the drugmaker to turn over attorney communications from a "sham" patent case allegedly meant to delay AndroGel competitors.

Opinion attached | Read full article » | Save to favorites »

Trump Wants NY Trial Paused As Justices Weigh Immunity

By Elliot Weld

Donald Trump asked a New York judge to pause his hush-money case to await a U.S. Supreme Court ruling in a separate case on whether he is shielded from criminal charges by presidential immunity.

2 documents attached | Read full article » | Save to favorites »

Burford, Sysco Can't Swap In Price-Fixing Suits, Court Told

By Jack Karp

A magistrate judge was right to point to the underlying facts and public policy when denying an attempt to substitute a Burford Capital affiliate for Sysco in sprawling price-fixing lawsuits against pork and beef producers, the beef producers told a Minnesota federal court.

Brief attached | Read full article » | Save to favorites »

Forex Firm Wants CFTC Sanctioned For 'Bad Faith' Behavior

By Jessica Corso

A foreign exchange firm accused by the U.S. Commodity Futures Trading Commission of defrauding customers is calling on a New Jersey federal judge to sanction the agency for a "pattern of misconduct" that includes knowingly submitting false statements to the court and attempting to intrude on attorney-client privilege.

Motion attached | Read full article » | Save to favorites »

Conn. Judge Pick Takes Heat As Other Nominees Advance

By Brian Steele

The Connecticut legislature's joint judiciary committee voted to issue favorable reports Monday

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on 21 of Gov. Ned Lamont's nominees for the state court bench, but several lawmakers raised concerns about one pick's reputation, with a Democratic leader saying that holding a vote on assistant state prosecutor Devant J. Joiner's nomination was "a real slap in the face" given questions about his temperament.

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Catching Up With Delaware's Chancery Court

By Leslie A. Pappas

Delaware's Court of Chancery became a hot topic in New Orleans last week as litigators and judges at an annual convention acknowledged the First State's corporate law preeminence is under scrutiny. Back home, the court moved ahead on disputes involving Meta Platforms, Abercrombie & Fitch and Donald Trump.

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House File 2605

H-8182

Amend the amendment, H-8180, to House File 2605, as follows:

1. By striking page 1, line 1, through page 7, line 20, and inserting:

<Amend House File 2605 as follows:

1. By striking everything after the enacting clause and inserting:

<DIVISION I

IOWA HEMP ACT

Section 1. Section 204.2, Code 2024, is amended by adding the following new subsections:

NEW SUBSECTION. 01. *"Advertise"* means to present a commercial message in any medium, including but not limited to print, radio, television, sign, display, text message, label, tag, or articulation.

NEW SUBSECTION. 6A. *"Distribute"* means to transfer possession.

NEW SUBSECTION. 15A. *"Registrant"* means a person who is registered with the department of health and human services and the department of revenue pursuant to section 204.7.

Sec. 2. Section 204.2, subsection 2, paragraph c, Code 2024, is amended to read as follows:

c. A hemp product is deemed to be a consumable hemp product if ~~it is any of the following~~ all of the following apply:

(1) It is any of the following:

(a) Designed by the processor, including the manufacturer, to be introduced into the human body.

~~(2)~~ (b) Advertised as an item to be introduced into the human body.

~~(3)~~ (c) Distributed, exported, ~~or~~ imported, offered for sale, or ~~distribution~~ sold to be introduced into the human body.

(2) Its maximum tetrahydrocannabinol concentration is less than or equal to the maximum tetrahydrocannabinol concentration allowed under section 124.204, subsection 7.

Sec. 3. Section 204.7, subsection 8, paragraph a,

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1 subparagraph (3), Code 2024, is amended to read as follows:
2 (3) The consumable hemp product complies with packaging
3 and labeling requirements, which shall be established by rules
4 adopted by the department of health and human services ~~by rule~~.
5 Sec. 4. Section 204.7, subsection 8, paragraph a, Code 2024,
6 is amended by adding the following new subparagraphs:
7 NEW SUBPARAGRAPH. (4) The consumable hemp product complies
8 with restrictions upon the sale or other distribution of a
9 consumable hemp product established by rules adopted by the
10 department of health and human services.
11 NEW SUBPARAGRAPH. (5) The consumable hemp product meets
12 requirements for total delta-9 tetrahydrocannabinol potency on
13 a per serving and per container basis, as set forth by rules
14 adopted by the department of health and human services.
15 Sec. 5. Section 204.7, subsection 8, Code 2024, is amended
16 by adding the following new paragraph:
17 NEW PARAGRAPH. *0b.* (1) A person is engaged in the retail
18 sale of a consumable hemp product, if any of the following
19 apply:
20 (a) The person offers to distribute a consumable hemp
21 product to a consumer in exchange for consideration.
22 (b) The person is an owner of a business that distributes
23 consumable hemp products to consumers in exchange for
24 consideration.
25 (c) The person is a business that distributes consumable
26 hemp products to consumers in exchange for consideration and
27 presents a consumable hemp product to a consumer in the form
28 of a gift.
29 (2) A person, including a business, is engaged in the sale
30 of a consumable hemp product regardless of whether the person
31 is registered with the department of health and human services
32 and the department of revenue as provided in this section.
33 Sec. 6. Section 204.7, subsection 8, paragraphs b and c,
34 Code 2024, are amended to read as follows:
35 *b.* A person manufacturing a consumable hemp product in this

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1 state shall register with the department of health and human
2 services and the department of revenue on a form prescribed ~~by~~
3 ~~the department of health and human services~~ by rule adopted
4 jointly by both departments. The department of health and
5 human services and the department of revenue may impose a fee,
6 established ~~by the department of health and human services~~
7 jointly by rule, on a registrant not to exceed the cost of
8 processing the registration. The department of health and
9 human services and the department of revenue shall jointly
10 adopt rules for the revocation of a registration issued to a
11 manufacturer who manufactures a consumable hemp product not in
12 compliance with this chapter.
13 *c.* A person selling a consumable hemp product in this
14 state shall register with the department of health and human
15 services and the department of revenue on a form prescribed by
16 ~~the department of health and human services by rule and~~ rule
17 adopted jointly by both departments. The person shall keep on
18 the premises of the person's business a copy of the certificate
19 of analysis issued pursuant to section 204.8 for the hemp
20 contained in the consumable hemp products sold by the person.
21 The department of health and human services ~~may impose~~ and the
22 department of revenue may jointly adopt by rule a registration
23 fee~~, established by the department of health and human services~~
24 ~~by rule,~~ imposed on a registrant not to exceed the cost of
25 processing the registration. The department of health and
26 human services and the department of revenue shall jointly
27 adopt rules for the revocation of a registration issued to a
28 person who sells a consumable hemp product not in compliance
29 with this section.
30 Sec. 7. Section 204.12, subsection 1, Code 2024, is amended
31 to read as follows:
32 1. ~~A~~ Unless another civil penalty is otherwise provided in
33 this chapter, a person who violates a provision of this chapter
34 is subject to a civil penalty of not less than five hundred
35 dollars and not more than two thousand five hundred dollars.

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1 The department shall impose, assess, and collect the civil
2 penalty. Each day that a continuing violation occurs may be
3 considered a separate offense.
4 Sec. 8. Section 204.14A, Code 2024, is amended by adding the
5 following new subsection:
6 NEW SUBSECTION. 1A. A person shall not possess, use,
7 manufacture, market, transport, deliver, or distribute a
8 consumable hemp product if it is capable of inhalation by using
9 either method described in subsection 1, paragraph *"b"* or *"c"*.
10 Sec. 9. Section 204.14A, subsection 2, Code 2024, is amended
11 to read as follows:
12 2. A person who violates subsection 1 or 1A is guilty of a
13 serious misdemeanor.
14 Sec. 10. NEW SECTION. **204.14B Sale of consumable hemp**
15 **product — failure to register — civil penalty.**
16 1. A person engaged in the retail sale of a consumable
17 hemp product in this state without being registered with the
18 department of health and human services as required in section
19 204.7 shall be subject to a civil penalty of not more than ten
20 thousand dollars. The department of health and human services
21 shall impose, assess, and collect the civil penalty. Each day
22 that a continuing violation occurs may be considered a separate
23 offense.
24 2. All civil penalties collected under this section shall be
25 deposited into the general fund of the state.
26 3. A person in violation of this section is not also subject
27 to a civil penalty as provided in section 204.12.
28 Sec. 11. NEW SECTION. **204.14C Sale of consumable hemp**
29 **product — failure to register — criminal penalty.**
30 1. *a.* A person engaged in the retail sale of a consumable
31 hemp product who is not registered with the department of
32 health and human services as required in section 204.7 commits
33 a serious misdemeanor.
34 *b.* A person engaged in the retail sale of an item advertised
35 as a consumable hemp product that is not a consumable hemp

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1 product commits a serious misdemeanor.
2 2. This section shall be presumed not to be in conflict with
3 or limit a prosecution for a violation of any other provision
4 of law, including but not limited to chapter 124 or 21 U.S.C.
5 ch. 13.
6 Sec. 12. NEW SECTION. **204.14D Persons under legal age —**
7 **criminal offense.**
8 1. A person shall not sell, give, or otherwise distribute
9 a consumable hemp product to a person under twenty-one years
10 of age.
11 2. A person who violates subsection 1 is guilty of a simple
12 misdemeanor.
13 Sec. 13. NEW SECTION. **204.14E Persons under legal age —**
14 **scheduled violation and community service.**
15 1. A person under twenty-one years of age shall not consume,
16 possess, purchase, or attempt to purchase a consumable hemp
17 product.
18 2. A person who violates subsection 1 shall be subject to a
19 scheduled violation in the form of a civil penalty pursuant to
20 section 805.8C, subsection 3, paragraph *"d"*.
21 3. In addition to the imposition of a civil penalty as
22 provided in subsection 2, a person who violates subsection 1
23 shall be subject to a court appearance as provided in section
24 805.10. The court shall sentence the person to perform a
25 specified number of hours of unpaid community service as deemed
26 appropriate by the court subject to the following:
27 *a.* For a first violation, eight hours, unless waived by the
28 court.
29 *b.* For a second offense, twelve hours.
30 *c.* For a third or subsequent offense, sixteen hours.
31 4. A person who violates this section is not subject to a
32 civil penalty as provided in section 204.12.
33 5. A person does not violate subsection 1 by possessing
34 a consumable hemp product if the person is employed by a
35 registrant and the person is possessing the consumable hemp

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1 product as part of their employment.
2 Sec. 14. NEW SECTION. **204.14F Persons under legal age —**
3 **exception — cooperation with department of public safety or**
4 **local law enforcement agency.**
5 1. *a.* A person who would otherwise act to commit an offense
6 under section 204.14D is not guilty of that offense if the
7 person acts under the direction or consent of the department
8 of public safety or a local law enforcement agency as part of
9 an enforcement investigation.
10 *b.* A person who would otherwise act to commit a violation
11 under section 204.14E is not subject to that offense if the
12 person acts under the direction or consent of the department
13 of public safety or a local law enforcement agency as part of
14 an enforcement investigation.
15 2. In enforcing this section, the department of public
16 safety or a local law enforcement agency shall take all
17 measures necessary to ensure that a consumable hemp product
18 is not introduced into the body of a person under the age of
19 twenty-one.
20 3. Notwithstanding chapter 22, any personal information
21 identifying the person committing an offense or violation as
22 described in this section shall be confidential.
23 Sec. 15. NEW SECTION. **204.15A Hemp products — order of**
24 **confiscation and disposal.**
25 1. The department of health and human services may order the
26 confiscation and disposal of a hemp product based on any of the
27 following:
28 *a.* It is falsely advertised, sold, or distributed as a
29 consumable hemp product.
30 *b.* It exceeds the maximum tetrahydrocannabinol concentration
31 allowed under section 124.204, subsection 7, or this chapter.
32 *c.* It is a consumable hemp product manufactured, sold,
33 or distributed by a person who is not registered with the
34 department of health and human services as is required in
35 section 204.7.

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1 2. The department of health and human services shall act
2 in consultation with the department of public safety. The
3 department of health and human services may request assistance
4 from the department of public safety or a local law enforcement
5 agency as necessary to carry out the provisions of this
6 section. The department of health and human services, upon
7 request, shall deliver any sample of the item to the department
8 of public safety or a local law enforcement agency.
9 3. A person required to be registered with the department of
10 health and human services as provided in section 204.7 shall
11 pay the department of health and human services all actual
12 and reasonable costs of the destruction of the item. If that
13 department assumes any amount of the costs, it may charge that
14 amount to the person.
15 Sec. 16. Section 805.8C, subsection 3, Code 2024, is amended
16 by adding the following new paragraph:
17 NEW PARAGRAPH. *d.* (1) For violations of section 204.14E,
18 the scheduled fine is as follows:
19 (a) If the violation is a first offense, the scheduled fine
20 is seventy dollars.
21 (b) If the violation is a second offense, the scheduled fine
22 is one hundred thirty-five dollars.
23 (c) If the violation is a third or subsequent offense, the
24 scheduled fine is three hundred twenty-five dollars.
25 (2) The fine shall be imposed as a civil penalty.
26 (3) The crime services surcharge under section 911.1 shall
27 not be added to the penalty, and the court costs pursuant to
28 section 805.9, subsection 6, shall not be imposed.
29 (4) Notwithstanding section 805.12, any civil penalty paid
30 under this subsection shall be retained by the city or county
31 enforcing the violation.
32 Sec. 17. Section 805.10, subsection 1, Code 2024, is amended
33 by adding the following new paragraph:
34 NEW PARAGRAPH. *e.* When a violation charged involves the
35 consumption, possession, purchase, or attempt to purchase of

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1 a consumable hemp product as provided in section 204.14E, for
2 which there is a community service sentence.
3 DIVISION II
4 REGULATION OF ALCOHOLIC BEVERAGES
5 Sec. 18. Section 123.49, subsection 2, Code 2024, is amended
6 by adding the following new paragraph:
7 NEW PARAGRAPH. *1.* Sell, give, or otherwise supply any
8 alcoholic beverage containing tetrahydrocannabinol as described
9 in chapter 124, including any isomers, derivatives, or analogs
10 of tetrahydrocannabinol, whether naturally occurring or
11 synthesized, to any person on the licensed premises.
12 Sec. 19. NEW SECTION. **123.49A Restriction on alcoholic**
13 **beverages containing tetrahydrocannabinol.**
14 A holder of a license, permit, or certificate of compliance
15 issued by the department under this chapter shall not
16 manufacture, import, or sell at wholesale in this state an
17 alcoholic beverage containing tetrahydrocannabinol as described
18 in chapter 124, including any isomers, derivatives, or analogs
19 of tetrahydrocannabinol, whether naturally occurring or
20 synthesized.>>

KONFRST of Polk

AMERICAN OVERSIGHT

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House File 2580

H-8183

1 Amend House File 2580 as follows:

2 1. Page 1, line 8, by striking <Appoint a guardian ad litem>
3 and inserting <Appoint counsel and a guardian ad litem>

4 2. Page 2, line 20, by striking <Appoint a guardian ad
5 litem> and inserting <Appoint counsel and a guardian ad litem>

6 3. Page 4, line 15, by striking <Appoint a guardian ad
7 litem> and inserting <Appoint counsel and a guardian ad litem>

LOHSE of Polk

AMERICAN OVERSIGHT

House File 2168

H-8184

1 Amend the amendment, H-8119, to House File 2168, as follows:
2 1. Page 1, by striking lines 2 through 23 and inserting:
3 <___. Page 3, lines 10 and 11, by striking <— **enforcement**>
4 ___. Page 4, by striking lines 1 through 23.
5 ___. Page 4, line 24, by striking <7.> and inserting <4.>
6 ___. Page 4, line 28, by striking <8.> and inserting <5.>
7 ___. Page 4, line 30, by striking <9.> and inserting <6.>
8 ___. By striking page 4, line 33, through page 5, line 26.>
9 2. By renumbering as necessary.

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HARRIS of Appanoose

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001023

House File 2487

H-8185

Amend the amendment, H-8178, to House File 2487, as follows:

1. Page 1, line 13, after <25. *a.*> by inserting <(1)>

2. Page 1, after line 26 by inserting:

<(2) The process must require the board of educational examiners to assign a unique identifier to each incident that is reported. The board of educational examiners shall provide the unique identifier to the person who reported the incident and to the employee who is the subject of the incident, and the unique identifier must be able to be used to search the board of educational examiners' internet site to determine the current status of the investigation of the incident, including the date of the most recently taken action. The board of educational examiners shall ensure that the portion of the internet site displaying such information is only accessible by the person who reported the incident, the employee who is the subject of the incident, and the board of educational examiners and its employees and agents.>

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BODEN of Warren

AMERICAN OVERSIGHT

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House File 2543

H-8186

1 Amend the amendment, H-8177, to House File 2543, as follows:
2 1. Page 3, after line 22 by inserting:
3 <___. Page 5, after line 17 by inserting:
4 <DIVISION ___
5 CHARTER SCHOOL STUDENTS — PARTICIPATION IN SCHOOL ACTIVITIES
6 Sec. ___. NEW SECTION. **256E.13 Students receiving**
7 **instruction over the internet — participation in activities in**
8 **district of residence.**
9 1. A student enrolled in a charter school who receives
10 educational instruction and course content primarily over the
11 internet may participate in any cocurricular or extracurricular
12 activities offered to children in the student's grade or group
13 and sponsored by the district of residence under the same
14 conditions and requirements as the students enrolled in the
15 district of residence. The student may participate in not more
16 than two cocurricular or extracurricular activities during a
17 school year unless the resident district approves the student's
18 participation in additional activities. The student shall
19 comply with the eligibility, conduct, and other requirements
20 relating to the activity that are established by the district
21 of residence for any student who applies to participate or who
22 is participating in the activity.
23 2. If a student participates in a cocurricular or
24 extracurricular activity in accordance with this section,
25 the district of residence may charge the charter school
26 up to two hundred dollars per activity, for up to two
27 activities. For a cocurricular activity, one semester shall
28 equal one activity. Extracurricular activities for which a
29 resident district may charge up to two hundred dollars per
30 activity for up to two activities under this section include
31 interscholastic athletics, music, drama, and any other activity
32 with a general fund expenditure exceeding five thousand
33 dollars annually. A student may participate in additional
34 extracurricular activities at the discretion of the resident
35 district. The resident district may charge the student a fee

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1 for participation in such cocurricular or extracurricular
2 activities equivalent to the fee charged to and paid in the
3 same manner by other resident students.
4 Sec. ___. Section 280.13A, subsection 1, Code 2024, is
5 amended to read as follows:
6 1. If a school district, ~~or~~ nonpublic school, or charter
7 school operating under section 256E.5 does not provide an
8 interscholastic activity for its students, the board of
9 directors of that school district, ~~or~~ the authorities in
10 charge of the nonpublic school, or governing board of the
11 charter school may complete an agreement with another school
12 district, ~~or~~ nonpublic school, or charter school operating
13 under section 256E.5 to provide for the eligibility of its
14 students in interscholastic activities provided by that other
15 school district, ~~or~~ nonpublic school, or charter school. A
16 copy of each agreement completed under this section shall be
17 filed with the appropriate organization as organization is
18 defined in section 280.13 not later than April 30 of the school
19 year preceding the school year in which the agreement takes
20 effect, unless an exception is granted by the organization
21 for good cause. An agreement completed under this section
22 shall be deemed approved unless denied by the organization
23 within ten days after its receipt. The organization shall
24 determine whether an agreement would substantially prejudice
25 the interscholastic activities of other schools. An agreement
26 denied by the organization under this section may be appealed
27 to the state board of education under chapter 290.>>
28 2. Page 3, by striking lines 26 through 28 and inserting
29 <property or vacant property by school districts, modifying
30 charter school funding and charter school board members
31 requirements, and modifying provisions related to participation
32 in school activities by students enrolled in charter schools.>>
33 3. By renumbering as necessary.

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GEHLBACH of Dallas

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House File 2235

H-8187

1 Amend the amendment, H-8181, to House File 2235, as follows:
2 1. Page 1, by striking lines 4 through 19 and inserting:
3 <Sec. ___. NEW SECTION. **499C.3 Vacancy on executive board.**
4 If an executive board fills a vacancy on the board, the
5 executive board shall submit the name of the appointed board
6 member for a ratification vote at the next annual meeting or
7 at a special meeting called pursuant to the bylaws of the unit
8 owners association, or pursuant to the chapter under subtitle
9 3 or subtitle 5 of Title XII that the unit owners association
10 is organized under. If the appointed board member is ratified
11 by the vote of the members, the appointed board member shall
12 serve the remainder of the term of the vacant position. If
13 the appointed board member is not ratified by the vote of the
14 members, the members may fill the vacancy pursuant to the
15 bylaws of the unit owners association, or pursuant to the
16 chapter under subtitle 3 or subtitle 5 of Title XII that the
17 unit owners association is organized under. Notwithstanding
18 this section, a unit owners association shall be governed by
19 the chapter under subtitle 3 or subtitle 5 of Title XII that
20 the unit owners association is organized under.>
21 2. Title page, by striking lines 1 and 2 and inserting <An
22 Act relating to filling a vacancy on a unit owners association
23 executive board.>

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JUDGE of Dallas

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House File 2487

H-8188

1 Amend the amendment, H-8178, to House File 2487, as follows:
2 1. Page 8, after line 19 by inserting:
3 <DIVISION ___
4 BOARD OF EDUCATIONAL EXAMINERS — ATHLETIC DIRECTOR
5 CERTIFICATES
6 Sec. ___. Section 256.146, Code 2024, is amended by adding
7 the following new subsection:
8 NEW SUBSECTION. 25. Adopt rules under chapter 17A
9 establishing a voluntary certification system for athletic
10 directors, including traditional and nontraditional pathways
11 for obtaining such a certificate. The rules shall specify
12 the rights, responsibilities, and qualifications for the
13 certificate. Applicants shall be disqualified for any reason
14 specified in subsection 13 or in administrative rule. The
15 board may issue an athletic director certificate to a person
16 who is at least eighteen years of age. A certificate issued
17 pursuant to this subsection shall not be considered a teacher
18 or administrator license for any purpose specified by law,
19 including the purposes specified under this part or chapter
20 279.>
21 2. Page 8, line 27, after <examiners> by inserting <, and
22 requiring the board of educational examiners to establish a
23 voluntary certification system for athletic directors>
24 3. By renumbering as necessary.

INGELS of Fayette

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House File 2450

H-8189

1 Amend House File 2450 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <DIVISION I
5 ECONOMIC DEVELOPMENT PROGRAMS
6 Section 1. Section 15.106B, subsection 5, paragraph b, Code
7 2024, is amended by striking the paragraph.
8 Sec. 2. NEW SECTION. **15.106E Application or award —**
9 **prohibition.**
10 1. The authority may prohibit a person from receiving an
11 award of financial assistance, or from being selected as a
12 vendor to provide goods or services to the authority in any of
13 the following circumstances:
14 *a.* An act or omission by the person seriously affects or
15 threatens public health, public safety, or the environment.
16 *b.* The person is charged with or convicted of a crime
17 involving dishonesty.
18 *c.* An act or omission by the person indicates a lack of
19 integrity or honesty.
20 *d.* The person violates the terms of an agreement or
21 transaction that detrimentally impacts the integrity of a
22 program administered by the authority, or other governmental
23 entity as defined in section 8A.101.
24 *e.* A compelling cause exists that is relevant to and affects
25 the person's obligations under the programs administered by the
26 authority, or is relevant to and affects the provision of goods
27 and services to the authority by a vendor.
28 2. Upon a determination by the authority, a person shall
29 be prohibited from receiving an award of financial assistance,
30 or from being selected as a vendor pursuant to subsection 1.
31 The authority shall provide written notice to the prohibited
32 person stating the reason for the prohibition. The authority
33 may immediately disqualify a prohibited person from receiving
34 financial assistance, or from being selected as a vendor.
35 3. A prohibited person may request a review of the

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1 determination made by the authority pursuant to subsection 2.
2 *a.* The request to review the determination shall be made
3 within thirty-five calendar days of the date the authority
4 provided written notice to the prohibited person. The request
5 to review the determination must be in writing and state the
6 specific reasons or legal basis for review.
7 *b.* Within sixty calendar days of the receipt of the request
8 to review, the authority shall approve, deny, or modify the
9 determination, if the authority finds that the determination
10 is based on a clear error of material fact or law, or if the
11 authority finds the determination was arbitrary, capricious, or
12 an abuse of discretion.
13 *c.* The authority shall issue its decision in writing and
14 provide written notice of the decision to the prohibited
15 person.
16 *d.* The decision of the authority pursuant to this subsection
17 shall be considered final agency action. A petition for
18 judicial review of the decision of the authority shall be filed
19 pursuant to section 17A.19.
20 4. The authority shall adopt rules as necessary pursuant to
21 chapter 17A to administer this section.
22 Sec. 3. Section 15.108, subsection 2, Code 2024, is amended
23 by striking the subsection and inserting in lieu thereof the
24 following:
25 2. *Marketing.* To aid in all of the following:
26 *a.* The marketing and promotion of Iowa products and
27 services.
28 *b.* The promotion and development of the agricultural
29 processing industry in the state.
30 Sec. 4. Section 15.108, subsection 3, paragraph a,
31 subparagraph (5), Code 2024, is amended to read as follows:
32 (5) Encourage cities, counties, local and regional
33 government organizations, and local and regional economic
34 development organizations to develop and implement
35 comprehensive community and economic development plans. ~~In~~

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1 ~~evaluating financial assistance applications, the authority~~
2 ~~shall award supplementary credit to applications submitted by~~
3 ~~cities, counties, local and regional government organizations,~~
4 ~~and local and regional economic development organizations~~
5 ~~that have developed a comprehensive community and economic~~
6 ~~development plan.~~
7 Sec. 5. Section 15.108, subsection 4, Code 2024, is amended
8 by striking the subsection and inserting in lieu thereof the
9 following:
10 4. *Exporting.* To promote and aid in the marketing and
11 sale of Iowa industrial and agricultural products and services
12 outside of the state. To carry out this responsibility, the
13 authority shall:
14 *a.* Perform the duties and activities specified for the
15 agricultural marketing program under sections 15.201 and
16 15.202.
17 *b.* Seek assistance and advice from the Iowa district export
18 council which advises the United States department of commerce.
19 Sec. 6. Section 15.108, subsection 5, paragraph d, Code
20 2024, is amended to read as follows:
21 *d.* ~~Coordinate with other divisions of the authority to add~~
22 Promote the contributions of Iowa's recreation, tourism, and
23 leisure resources ~~to the agricultural and other images which~~
24 ~~characterize the state~~ on a national level.
25 Sec. 7. Section 15.108, subsection 5, paragraph o, Code
26 2024, is amended by striking the paragraph.
27 Sec. 8. Section 15.108, subsection 6, paragraph c, Code
28 2024, is amended by striking the paragraph and inserting in
29 lieu thereof the following:
30 *c.* Provide aid for the development and implementation of
31 the Iowa targeted small business procurement Act established in
32 sections 73.15 through 73.22.
33 Sec. 9. Section 15.108, subsection 6, paragraphs f and g,
34 Code 2024, are amended by striking the paragraphs.
35 Sec. 10. Section 15.108, subsection 7, Code 2024, is amended

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by striking the subsection.

Sec. 11. Section 15.108, subsection 10, paragraph b, subparagraph (3), Code 2024, is amended to read as follows:

(3) Establish programs which assist communities or local entities in developing housing to meet a range of community needs, including ~~programs to assist homeless shelter operations and~~ programs to assist in the development of housing to enhance economic development opportunities in the community.

Sec. 12. Section 15.371, subsection 5, paragraph e, Code 2024, is amended to read as follows:

e. Employ a minimum of three full-time employees and no more than ~~seventy-five~~ one hundred twenty-five full-time employees across all of the manufacturer's locations.

Sec. 13. NEW SECTION. **73.22 Reports.**

1. By December 1 of each calendar year, the department of administrative services shall provide a written summary to the economic development authority of all activities undertaken by the department of administrative services to maximize the purposes of this subchapter during the immediately preceding fiscal year.

2. By December 1 of each calendar year, the economic development authority shall compile a list of the procurement goals established pursuant to section 73.16, subsection 2, for the prior fiscal year, and the performance of each agency or department of state government having purchasing authority in meeting the goals. The compilation shall be based upon the reports required to be filed under section 73.16, subsection 2.

3. By January 15 of each calendar year, the economic development authority shall submit to the governor and the general assembly a summary of all reports required under this section.

4. The director of the economic development authority, in cooperation with the department of administrative services and other state agencies shall do all of the following:

a. Publicize the targeted small business procurement goal

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1 program to targeted small businesses and to agencies of state
2 government.
3 *b.* Identify targeted small businesses able to perform
4 contracts under the program.
5 *c.* Encourage targeted small businesses to participate in the
6 program.
7 Sec. 14. REPEAL. Sections 15.246, 15.271, and 15.272, Code
8 2024, are repealed.
9 DIVISION II
10 ENERGY SHORTAGES
11 Sec. 15. Section 12.28, subsection 6, Code 2024, is amended
12 to read as follows:
13 6. The maximum principal amount of financing agreements
14 which the treasurer of state can enter into shall be one
15 million dollars per state agency in a fiscal year, subject
16 to the requirements of section 8.46. For the fiscal year,
17 the treasurer of state shall not enter into more than one
18 million dollars of financing agreements per state agency,
19 not considering interest expense. However, the treasurer
20 of state may enter into financing agreements in excess of
21 the one million dollar per agency per fiscal year limit if a
22 constitutional majority of each house of the general assembly,
23 or the legislative council if the general assembly is not in
24 session, and the governor, authorize the treasurer of state
25 to enter into additional financing agreements above the one
26 million dollar authorization contained in this section. The
27 treasurer of state shall not enter into a financing agreement
28 for real or personal property which is to be constructed for
29 use as a prison or prison-related facility without prior
30 authorization by a constitutional majority of each house of
31 the general assembly and approval by the governor of the use,
32 location, and maximum cost, not including interest expense,
33 of the real or personal property to be financed. However,
34 financing agreements for an energy conservation measure, as
35 defined in section 7D.34, ~~for an energy management improvement,~~

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~~as defined in section 473.19, or for costs associated with projects under section 473.13A,~~ are exempt from the provisions of this subsection, but are subject to the requirements of section 7D.34. In addition, financing agreements funded through the materials and equipment revolving fund established in section 307.47 are exempt from the provisions of this subsection.

Sec. 16. Section 279.53, Code 2024, is amended to read as follows:

279.53 Loan proceeds.

The proceeds of loans issued to school districts pursuant to section 279.48~~,~~ or 279.52~~, or 473.20~~ shall be deposited into either the general fund of a school district or the physical plant and equipment levy fund. The board of directors shall expend the amount of the principal and interest due each year to maturity from the same fund into which the loan proceeds were deposited.

Sec. 17. Section 298.3, subsection 1, paragraph g, Code 2024, is amended to read as follows:

g. Expenditures for energy conservation~~, including payments made pursuant to a guarantee furnished by a school district entering into a financing agreement for energy management improvements, limited to agreements pursuant to section 473.19, 473.20, or 473.20A~~.

Sec. 18. Section 473.3, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 19. NEW SECTION. **473.4 Duties of the authority.**

The authority shall do the following:

1. Periodically update the Iowa energy plan that identifies objectives and strategies for developing the energy sector in the state.

2. Administer and coordinate federal funds received for energy conservation, energy management, and alternative and renewable energy programs.

3. Apply for, receive, administer, and use federal or other

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1 funds available for achieving the purposes of this chapter.
2 Sec. 20. NEW SECTION. **473.5 Energy security plan.**
3 1. The governor or the governor's designee shall maintain
4 an energy security plan.
5 2. The energy security plan shall include but is not limited
6 to the following:
7 *a.* A description of the circumstances that indicate an
8 actual or imminent acute shortage of usable energy, including
9 liquid fossil fuels.
10 *b.* Any action to be taken by the authority or relevant
11 agencies in response to an executive order by the governor
12 under section 473.8.
13 Sec. 21. REPEAL. Sections 473.13A, 473.15, 473.19,
14 473.19A, 473.20, 473.20A, and 473.41, Code 2024, are repealed.
15 Sec. 22. TRANSFER OF MONEYS. On the effective date of this
16 division of this Act, any moneys remaining in the building
17 energy management fund in section 473.19A, Code 2024, shall be
18 transferred to the general fund of the state.>
19 2. Title page, by striking lines 1 through 3 and inserting
20 <An Act relating to economic development and energy shortages
21 under the purview of the economic development authority and
22 governor, and providing penalties.>

LATHAM of Franklin

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House File 2401

H-8190

1 Amend the amendment, H-8179, to House File 2401, as follows:
2 1. Page 2, after line 17 by inserting:
3 <___. Page 4, after line 14 by inserting:
4 <DIVISION ___
5 PHARMACY BENEFITS MANAGER REVERSE AUCTIONS
6 Sec. ___. NEW SECTION. **8A.319 Pharmacy benefits manager**
7 **reverse auctions.**
8 1. This section may be cited as *"The Iowa Competitive*
9 *Pharmacy Benefits Managers Marketplace Act"*.
10 2. As used in this section, unless the context otherwise
11 requires:
12 *a. "Market check"* means a technology-driven evaluation of an
13 incumbent pharmacy benefits manager's prescription drug pricing
14 based on benchmark comparators derived from pharmacy benefits
15 manager reverse auction processes conducted in the United
16 States over the immediately preceding twelve months.
17 *b. "Participant bidding agreement"* means an online
18 agreement that details common definitions, prescription drug
19 classifications, rules, data access and use rights, and other
20 optimal contract terms that benefit the state and that all
21 bidders must accept as a prerequisite for participation in a
22 pharmacy benefits manager reverse auction.
23 *c. "Pharmacy benefits manager"* means the same as defined in
24 section 510B.1.
25 *d. "Pharmacy benefits manager reverse auction"* means an
26 automated, transparent, and competitive bidding process
27 conducted online that starts with an opening round of bids
28 and allows qualified pharmacy benefits manager bidders to
29 counteroffer a lower price for as many rounds of bidding
30 as determined by the department for a multiple health plan
31 prescription drug purchasing group.
32 *e. "Price"* means the projected cost of a pharmacy benefits
33 manager's bid to provide prescription drug benefits to allow
34 direct comparison of the comparably calculated costs of
35 competing pharmacy benefits managers' proposals over the

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1 duration of the pharmacy benefits manager's services contract.
2 *f.* *"Real-time"* means within no more than one hour.
3 *g.* *"Self-funded private sector health plan"* means any
4 self-funded private sector employer or multi-employer health
5 plan.
6 *h.* *"Self-funded public sector health plan"* means any group
7 benefit plan under chapter 509A.
8 3. Consistent with section 8A.311, and notwithstanding any
9 other law to the contrary, the department shall enter into a
10 contract for the services of a pharmacy benefits manager for
11 the administration of benefits of self-funded public sector
12 health plans in compliance with this section.
13 4. Prior to November 1, 2024, the department shall
14 procure, through solicitation of proposals from qualified
15 professional services vendors, all of the following based on
16 price, capabilities, and other factors deemed relevant by the
17 department:
18 *a.* A technology platform with the capabilities to conduct
19 a pharmacy benefits manager reverse auction. The department
20 shall ensure that the technology platform possesses, at a
21 minimum, the capacity to do all of the following:
22 (1) Conduct an automated, online, reverse auction of
23 pharmacy benefits manager services using a software application
24 and high-performance data infrastructure to intake, cleanse,
25 and normalize pharmacy benefits manager data with development
26 methods and information security standards that have been
27 validated by receiving service organization control 2 and
28 national institute of standards and technology certification,
29 or successor information technology security certifications, as
30 identified by the office of the chief information officer.
31 (2) Automate repricing of diverse and complex pharmacy
32 benefits managers' prescription drug pricing proposals to allow
33 direct comparison by the state of the comparably calculated
34 costs of pharmacy benefits managers' bids using one hundred
35 percent of annual prescription drug claims data available

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1 for state-funded health plans, or a multiple health plan
2 prescription drug purchasing group, and using code-based
3 classification of drugs from nationally accepted drug sources.
4 (3) Simultaneously evaluate in real-time diverse and
5 complex multiple proposals from full-service pharmacy benefits
6 managers, including average wholesale price, guaranteed
7 net cost, and national average drug acquisition cost
8 pricing models, as well as proposals from pharmacy benefits
9 administrators and specialty drug and rebate carve-out service
10 providers.
11 (4) Produce an automated report and analysis of pharmacy
12 benefits managers' bids, including ranking of pharmacy benefits
13 managers' bids based on comparative costs and qualitative
14 aspects of the bids in real-time following the close of each
15 round of reverse auction bidding.
16 (5) Perform real-time, electronic, line-by-line,
17 claim-by-claim review of one hundred percent of invoiced
18 pharmacy benefits managers' prescription drug claims, and
19 identify all deviations from the specific terms of the pharmacy
20 benefits manager's services contract that resulted from the
21 reserve auction process.
22 *b.* Related services from the operator of the technology
23 platform identified in paragraph "*a*", which at a minimum shall
24 include all of the following:
25 (1) Evaluation of the qualifications of pharmacy benefits
26 manager bidders.
27 (2) Pharmacy benefits manager reverse auction services to
28 support the department in comparing pricing for the pharmacy
29 benefits manager procurement.
30 (3) Related professional services.
31 5. The department shall not award a contract for the
32 technology platform and technology operator services to a
33 vendor that is a pharmacy benefits manager or to a vendor that
34 is managed by, or a subsidiary or affiliate of, a pharmacy
35 benefits manager.

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1 6. The vendor awarded the contract by the department shall
2 not outsource any part of the pharmacy benefits manager reverse
3 auction or any part of the automated, real-time, electronic,
4 line-by-line, claim-by-claim review of invoiced pharmacy
5 benefits manager prescription drug claims.
6 7. With technical assistance and support provided by the
7 technology platform operator, the department shall specify the
8 terms of the participant bidding agreement. The terms of the
9 participant bidding agreement shall not be modified except by
10 specific consent of the department.
11 8. *a.* The technology platform used to conduct the reverse
12 auction shall be repurposed over the duration of the pharmacy
13 benefits manager's services contract as an automated pharmacy
14 claims adjudication engine to perform real-time, electronic,
15 line-by-line, claim-by-claim review of one hundred percent of
16 invoiced pharmacy benefits manager's prescription drug claims,
17 and to identify all deviations from the specific terms of the
18 pharmacy benefits manager's services contract.
19 *b.* The department shall reconcile the electronically
20 adjudicated pharmacy claims, as described in paragraph *"a"*,
21 with pharmacy benefits manager's invoices on a monthly or
22 quarterly basis to ensure that state payments shall not exceed
23 the terms specified in any pharmacy benefits manager's services
24 contract.
25 *c.* If following state payment to the pharmacy benefits
26 manager on the basis of the reconciliation under paragraph
27 *"b"* the pharmacy benefits manager asserts that the department
28 paid less than the amount owed, the pharmacy benefits manager
29 may seek resolution through a mutually acceptable dispute
30 resolution process that the parties agreed to in the terms of
31 the services contract under subsection 9, paragraph *"a"*.
32 9. *a.* The first pharmacy benefits manager reverse auction
33 shall be completed and the services contract shall be awarded
34 to the winning pharmacy benefits manager with an effective date
35 beginning July 1, 2025. Subsequent contracts must be awarded

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1 no later than three months prior to termination or expiration
2 of the current pharmacy benefits manager´s services contract
3 for a covered group, such as the state employees benefits
4 group, that includes only active employees and dependents, but
5 does not include retiree participants in a Medicare part D
6 employer group waiver program pursuant to the federal Medicare
7 Prescription Drug, Improvement, and Modernization Act of 2003,
8 Pub. L. No. 108-173.
9 *b.* In the event an eligible covered group that includes
10 retiree participants in a Medicare part D employer group
11 waiver program pursuant to the federal Medicare Prescription
12 Drug, Improvement, and Modernization Act of 2003, Pub. L. No.
13 108-173, opts to use the processes and procedures under this
14 section, the relevant pharmacy benefits manager reverse auction
15 shall be completed and the pharmacy benefits manager services
16 contract shall be awarded to the winning pharmacy benefits
17 manager no later than six months prior to termination or
18 expiration of the pharmacy benefits manager´s services contract
19 currently covering the retiree employer group waiver program
20 participants.
21 10. The department may perform a market check for providing
22 pharmacy benefits manager services during the term of the
23 current pharmacy benefits manager´s services contract in order
24 to ensure continuing competitiveness of incumbent prescription
25 drug pricing during the term of a pharmacy benefits manager´s
26 services contract.
27 11. To ensure that the department does not incur additional
28 expenditures associated with the pharmacy benefits manager
29 reverse auction, ongoing electronic review and validation
30 of pharmacy benefits managers´ claims, and periodic market
31 checks, the department shall implement a no-pay option that
32 obligates the winning pharmacy benefits manager, rather than
33 the state, to pay the cost of the technology platform and
34 related technology platform operator services by assessing the
35 pharmacy benefits manager a per-prescription fee in an amount

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1 agreed to by the department and the technology operator, and
2 requiring the pharmacy benefits manager to pay the fees to the
3 technology operator over the duration of the pharmacy benefits
4 manager's services contract. The obligation of the winning
5 pharmacy benefits manager to pay the per-prescription fee shall
6 be incorporated as a term of the participant bidding agreement
7 and the pharmacy benefits manager's services contract awarded
8 to the pharmacy benefits manager reverse auction winner.
9 12. *a.* This section shall apply to group benefit plans
10 under chapter 509A. This section shall not apply to nonprofit,
11 nongovernmental health maintenance organizations with respect
12 to managed care plans that provide a majority of covered health
13 care services through a single contracted medical group.
14 *b.* (1) Three years after the first service contract is
15 awarded to a pharmacy benefits manager pursuant to subsection
16 9, paragraph *"a"*, any self-funded private sector health plan
17 with substantial participation by Iowa employees and the
18 employees' dependents shall have the option to conduct a
19 pharmacy benefits manager reverse auction for the specific
20 self-funded private sector health plan utilizing the technology
21 platform and technology operator services selected by the
22 department under this section. The department may charge the
23 self-funded private sector health plan a fee, as established
24 by the department by rule, sufficient to cover any incremental
25 cost associated with the pharmacy benefits manager reverse
26 auction.
27 (2) A pharmacy benefits manager selected by a self-funded
28 private sector health plan as a result of a pharmacy benefits
29 manager reverse auction conducted pursuant to subparagraph
30 (1) shall be assessed a per-prescription fee, pursuant to
31 subsection 11, in an amount determined by the department by
32 rule.
33 *c.* Any self-funded public sector health plans or self-funded
34 private sector health plans that opt to conduct a pharmacy
35 benefits manager reverse auction shall retain full autonomy

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1 over determination of the individual health plan's respective
2 prescription drug formularies and pharmacy benefit designs,
3 and shall not be required to adopt a common prescription drug
4 formulary or common prescription pharmacy benefit design.
5 *d.* Any pharmacy benefits manager providing services to the
6 department, to a self-funded public sector health plan, or
7 to a self-funded private sector health plan as described in
8 this section shall provide the department, each participating
9 self-funded public sector health plan, and each participating
10 self-funded private sector health plan access to complete
11 pharmacy claims data necessary to conduct the pharmacy
12 benefits manager reverse auction and to carry out applicable
13 administrative and management duties.
14 13. Notwithstanding subsection 3, the department may elect
15 to vacate the outcome of a pharmacy benefits manager reverse
16 auction if the lowest-cost pharmacy benefits manager's bid
17 is not less than the projected cost trend for the incumbent
18 pharmacy benefits manager's services contract as verified by
19 the department. The department may utilize a consultant to
20 conduct the verification. The cost trend shall be projected
21 by the technology platform operator using industry-recognized
22 data sources and shall be subject to review and approval by
23 the department in advance of the pharmacy benefits manager
24 reverse auction. Methodology shall be applied consistently in
25 projection of cost and savings to the state with regard to the
26 incumbent pharmacy benefits manager's services contract and
27 competing pharmacy benefits manager reverse auction bids.>>
28 2. By renumbering, redesignating, and correcting internal
29 references as necessary.

LUNDGREN of Dubuque

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House File 2547

H-8191

1 Amend House File 2547 as follows:

2 1. By striking everything after the enacting clause and
3 inserting:

4 <DIVISION I

5 COMPULSORY EDUCATION

6 Section 1. Section 299.1, Code 2024, is amended to read as
7 follows:

8 **299.1 Attendance requirements — attendance policies.**

9 1. Except as provided in section 299.2, the parent,
10 guardian, or legal or actual custodian of a child who is of
11 compulsory attendance age shall cause the child to attend some
12 public school or an accredited nonpublic school, or place
13 the child under competent private instruction or independent
14 private instruction in accordance with the provisions of
15 chapter 299A, during a school year, as defined under section
16 279.10.

17 2. *a.* The board of directors of a public school district
18 or the governing body of an accredited nonpublic school shall
19 set the number of days or hours of required attendance for the
20 schools under its control.

21 *b.* The board of directors of a public school district or
22 the governing body of an accredited nonpublic school may, by
23 resolution, require attendance for the entire time when the
24 schools are in session in any school year ~~and~~.

25 3. The board of directors of a public school district or the
26 governing board of an accredited nonpublic school shall adopt a
27 policy or rules relating to the reasons considered to be valid
28 or acceptable excuses for absence from school.

29 4. *a.* The board of directors of a public school district
30 or the governing body of an accredited nonpublic school
31 shall adopt a policy or rules relating to children who
32 are chronically absent. The policy or rules must contain
33 provisions that clearly explain all of the following:

34 (1) How the board of directors or the governing body
35 determines whether a child is chronically absent.

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(2) The different interventions that the board of directors or the governing body may use when a child is chronically absent.

(3) The different penalties associated with a child being chronically absent.

b. The policy or rules adopted by the board of directors of a public school district or the governing body of an accredited nonpublic school pursuant to paragraph *"a"* must not apply to any child:

(1) Who has completed the requirements for graduation in a public school district or an accredited school or has obtained a high school equivalency diploma under chapter 259A.

(2) Who is excused for sufficient reason by any court of record or judge.

(3) While attending religious services or receiving religious instructions.

(4) Who is unable to attend school due to legitimate medical reasons.

Sec. 2. Section 299.6, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Any person who violates ~~a mediation agreement under section 299.5A~~ the terms of an absenteeism prevention plan or an attendance cooperation agreement entered into under section 299.12, who is referred for prosecution under section ~~299.5A~~ 299.12 and is convicted of a violation of any of the provisions of sections 299.1 through 299.5, who violates any of the provisions of sections 299.1 through 299.5, or who refuses to participate in ~~mediation under section 299.5A~~ a school engagement meeting or an attendance cooperation proceeding under section 299.12, commits a public offense.

Sec. 3. Section 299.8, Code 2024, is amended to read as follows:

299.8 "Truant" defined.

Any child of compulsory attendance age, to whom the exceptions described in section 299.2 do not apply, who ~~fails~~

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~~to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction or independent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant~~ has been absent from school, for any reason, for at least eighteen percent of the days in the school calendar. A finding that a child is truant, however, shall not by itself mean that the child is a child in need of assistance within the meaning of chapter 232 and shall not be the sole basis for a child in need of assistance petition.

Sec. 4. Section 299.11, subsection 2, Code 2024, is amended to read as follows:

2. The truancy officer shall promptly institute proceedings against any person violating any of the provisions of sections 299.1 through ~~299.5A~~ 299.5.

Sec. 5. Section 299.12, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

299.12 Failure to attend — school engagement meeting — attendance cooperation proceeding:

1. As used in this section:

a. "Chronically absent" means any absence from school for more than ten percent of the days in the school calendar established pursuant to section 279.10 by a public school or an accredited nonpublic school.

b. "School official" means an employee of a public school or an accredited nonpublic school whose job duties involve identifying children who are at risk for becoming chronically absent, creating interventions to limit the rate of student absenteeism, and participating in the legal process related to student absenteeism.

2. *a.* When a child becomes chronically absent, a school official shall send a notice by certified mail to the child's parent, guardian, or legal or actual custodian of the child, if the child is not an emancipated minor, or to the child, if

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1 the child is an emancipated minor, that includes information
2 related to the child's absences from school and the policies
3 and disciplinary processes associated with additional absences.
4 *b.* A school official may send the notice described in
5 paragraph "*a*" prior to a child at risk of becoming chronically
6 absent if all of the following requirements are satisfied:
7 (1) The county attorney of the county in which the
8 public school's or accredited nonpublic school's central
9 administrative office is located and the board of directors
10 of the public school district or the governing body of the
11 accredited nonpublic school, as applicable, agree to the amount
12 of absences that will lead to the school official sending the
13 notice.
14 (2) The amount of absences that will lead to the school
15 official sending the notice is described in the school's
16 student handbook.
17 3. *a.* (1) If a child is absent from school for greater
18 than or equal to fifteen percent, but less than eighteen
19 percent, of the days in the school calendar, a school official
20 shall attempt to find the cause for the child's absences and
21 shall initiate and participate in a school engagement meeting.
22 The purpose of the school engagement meeting is to identify the
23 child's barriers to attendance and the interventions that may
24 be used to improve the child's attendance.
25 (2) A school official may initiate and participate in a
26 school engagement meeting as provided in subparagraph (1) prior
27 to a child being absent from school for greater than or equal
28 to fifteen percent of the days in a school calendar if all of
29 the following requirements are satisfied:
30 (a) The county attorney of the county in which the
31 public school's or accredited nonpublic school's central
32 administrative office is located and the board of directors
33 of the public school district or the governing body of the
34 accredited nonpublic school, as applicable, agree to the amount
35 of absences that will lead to the school official initiating

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1 and participating in the school engagement meeting.
2 (b) The amount of absences that will lead to the school
3 official initiating and participating in the school engagement
4 meeting is described in the school's student handbook.
5 *b.* All of the following individuals shall participate in the
6 school engagement meeting:
7 (1) The child.
8 (2) The child's parent, guardian, or legal or actual
9 custodian, if the child is not an emancipated minor.
10 (3) A school official.
11 (4) The county attorney of the county in which the
12 public school's or accredited nonpublic school's central
13 administrative office is located, or the county attorney's
14 designee.
15 *c.* (1) During the school engagement meeting, the
16 participants shall create and sign an agreement that shall be
17 known as an absenteeism prevention plan. Each participant
18 signing the absenteeism prevention plan shall receive a copy of
19 the plan. The absenteeism prevention plan shall identify the
20 causes of the child's absences and the future responsibilities
21 of each participant related to the child's attendance.
22 (2) A school official shall monitor the participants'
23 compliance with the terms of the absenteeism prevention plan.
24 The school official shall contact the participants at least
25 once each week during the remainder of the school calendar to
26 monitor the performance of the participants under the plan.
27 *d.* During the school engagement meeting, a school official
28 may initiate referrals to any services or counseling that the
29 participants believe may be appropriate under the circumstances
30 to improve the child's attendance.
31 *e.* If the participants in the school engagement meeting fail
32 to enter into an absenteeism prevention plan, or if the child
33 or the child's parent, guardian, or legal or actual custodian
34 violates a term of the absenteeism prevention plan or fails
35 to participate in the school engagement meeting, the county

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1 attorney shall initiate an attendance cooperation proceeding
2 under subsection 4 and shall serve a notice of such initiation
3 on the child's parent, guardian, or legal or actual custodian,
4 if the child is not an emancipated minor, or on the child, if
5 the child is an emancipated minor, in the manner provided by
6 the rules of civil procedure for service of an original notice.
7 *f.* This subsection is not applicable to a child who is
8 receiving competent private instruction or independent private
9 instruction in accordance with the requirements of chapter
10 299A.
11 4. *a.* (1) When a child becomes truant, a school official
12 shall send a notice to the county attorney of the county in
13 which the public school's or accredited nonpublic school's
14 central administrative office is located. Within a reasonable
15 time after receipt of the notice, the county attorney shall
16 initiate and participate in an attendance cooperation
17 proceeding under this subsection.
18 (2) A school official may send a notice to the county
19 attorney, and a county attorney may initiate and participate
20 in an attendance cooperation proceeding under subparagraph
21 (1) prior to a child becoming truant, if all of the following
22 requirements are satisfied:
23 (a) The county attorney and the board of directors of the
24 public school district or the governing body of the accredited
25 nonpublic school agree to the amount of absences that will
26 lead to the school official sending the notice and the county
27 attorney initiating and participating in the attendance
28 cooperation proceeding.
29 (b) The amount of absences that will lead to the school
30 official sending the notice and the county attorney initiating
31 and participating in the attendance cooperation proceeding is
32 described in the school's student handbook.
33 *b.* The county attorney of the county in which the
34 public school's or accredited nonpublic school's central
35 administrative office is located shall designate any of

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1 the following individuals to serve as a mediator during the
2 attendance cooperation proceeding:
3 (1) A judge of this state or the United States.
4 (2) A neutral, third-party attorney who is licensed to
5 practice law in this state.
6 (3) A mediator doing business in this state.
7 *c.* All of the following individuals shall participate in the
8 attendance cooperation proceeding before the mediator selected
9 under paragraph "*b*":
10 (1) The child.
11 (2) The child's parent, guardian, or legal or actual
12 custodian, if the child is not an emancipated minor.
13 (3) A school official.
14 (4) The county attorney of the county in which the
15 public school's or accredited nonpublic school's central
16 administrative office is located, or the county attorney's
17 designee.
18 *d.* During the attendance cooperation proceeding, the
19 participants shall attempt to find the cause for the child's
20 absences, identify the child's barriers to attendance, and
21 identify the interventions that may be used to improve the
22 child's attendance.
23 *e.* (1) During the attendance cooperation proceeding, the
24 participants shall create and sign an attendance cooperation
25 agreement. The mediator shall receive a copy of the
26 attendance cooperation agreement, and each participant signing
27 the agreement shall also receive a copy. The attendance
28 cooperation agreement shall identify the causes of the child's
29 absences and the future responsibilities of each participant
30 related to the child's attendance. The mediator may require
31 any clause or provision to be included in the attendance
32 cooperation agreement if the mediator reasonably believes such
33 clause or provision will improve the child's attendance.
34 (2) A school official shall monitor the participants'
35 compliance with the terms of the attendance cooperation

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1 agreement. The attendance cooperation agreement shall require
2 a school official to periodically contact the participants
3 to monitor the performance of the participants under the
4 agreement.
5 *f.* During the attendance cooperation proceeding, a school
6 official may initiate referrals to any services or counseling
7 that the participants believe may be appropriate under the
8 circumstances to improve the child's attendance.
9 *g.* If the participants in the attendance cooperation
10 proceeding fail to enter into an attendance cooperation
11 agreement, or if the child or the child's parent, guardian, or
12 legal or actual custodian violates a term of the agreement or
13 fails to participate in the proceeding, the school official may
14 refer the child to juvenile court or may refer the matter to
15 the county attorney for prosecution within the county where the
16 school's central administrative office is located.
17 *h.* The public school or accredited nonpublic school and the
18 child's parent, guardian, or legal or actual custodian, if the
19 child is not an emancipated minor child, or the child, if the
20 child is an emancipated minor, shall equally share the costs of
21 the attendance cooperation proceeding.
22 *i.* This subsection is not applicable to a child who is
23 receiving competent private instruction or independent private
24 instruction in accordance with the requirements of chapter
25 299A.
26 Sec. 6. Section 299.13, Code 2024, is amended to read as
27 follows:
28 **299.13 Civil enforcement.**
29 A person shall not disseminate or redisseminate information
30 shared with the person pursuant to section ~~299.5A or~~ 299.12,
31 unless specifically authorized to do so by section 217.30~~,~~
32 ~~299.5A,~~ or 299.12. Unless a prohibited dissemination or
33 redissemination of information is subject to injunction
34 or sanction under other state or federal law, an action
35 for judicial enforcement may be brought in accordance with

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1 this section. An aggrieved person, the attorney general,
2 or a county attorney may seek judicial enforcement of the
3 requirements of this section in an action brought against the
4 public school or accredited nonpublic school or any other
5 person who has been granted access to information pursuant to
6 section ~~299.5A or~~ 299.12. Suits to enforce this section shall
7 be brought in the district court for the county in which the
8 information was disseminated or redisseminated. Upon a finding
9 by a preponderance of the evidence that a person has violated
10 this section, the court shall issue an injunction punishable
11 by civil contempt ordering the person in violation of this
12 section to comply with the requirements of, and to refrain from
13 any violations of section ~~299.5A or~~ 299.12 with respect to the
14 dissemination or redissemination of information shared with the
15 person pursuant to section ~~299.5A or~~ 299.12.
16 Sec. 7. REPEAL. Section 299.5A, Code 2024, is repealed.
17 Sec. 8. SCHOOL DISTRICTS —— POLICIES RELATED TO PORTABLE
18 ELECTRONIC DEVICES.
19 1. a. On or before December 31, 2024, each school district,
20 in consultation with the county attorney of the county in which
21 the school district's central administrative office is located,
22 shall develop a policy that restricts student use of cellular
23 telephones and smartphones during classroom instructional time.
24 b. The policy shall describe with specificity the
25 expectations related to student use of cellular telephones and
26 smartphones during the school day and disciplinary actions the
27 school district will take if a student violates the policy.
28 c. The policy shall apply to all attendance centers within
29 the school district; provided, however, that the policy may
30 establish different expectations and disciplinary actions for
31 different grade levels.
32 d. The policy shall describe the circumstances in which an
33 employee of the school district may temporarily waive or make
34 exceptions to the policy for a student in cases that require
35 that reasonable exceptions be made.

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1 2. The school district shall make the policy available to
2 the public, including by publishing the policy on the school
3 district's internet site.
4 Sec. 9. COUNTY ATTORNEYS — SCHOOL HANDBOOK AND SCHOOL
5 POLICY REVISIONS. On or before December 31, 2024, each school
6 district shall, in consultation with the county attorney of the
7 county in which the school district's central administrative
8 office is located, revise all school district handbooks and
9 policies applicable to students enrolled in prekindergarten
10 through grade eight to incorporate changes this Act has made
11 related to student absenteeism and truancy, and prekindergarten
12 through grade twelve for policies related to portable
13 electronic devices.
14 Sec. 10. STATE MANDATE FUNDING SPECIFIED. In accordance
15 with section 25B.2, subsection 3, the state cost of requiring
16 compliance with any state mandate included in this division
17 of this Act shall be paid by a school district from state
18 school foundation aid received by the school district under
19 section 257.16. This specification of the payment of the state
20 cost shall be deemed to meet all of the state funding-related
21 requirements of section 25B.2, subsection 3, and no additional
22 state funding shall be necessary for the full implementation of
23 this division of this Act by and enforcement of this division
24 of this Act against all affected school districts.
25 DIVISION II
26 TRUANT STUDENTS — OPEN ENROLLMENT
27 Sec. 11. Section 282.18, subsection 2, paragraph b, Code
28 2024, is amended to read as follows:
29 *b.* The board of the receiving district shall enroll
30 the pupil in a school in the receiving district unless the
31 receiving district has insufficient classroom space for the
32 pupil <u>or unless the receiving district has prohibited the</u>
33 <u>pupil from enrolling pursuant to subsection 11A</u>. The board of
34 directors of a receiving district may adopt a policy granting
35 the superintendent of the school district authority to approve

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1 open enrollment applications. If the request is granted,
2 the board shall transmit a copy of the form to the parent
3 or guardian and the school district of residence within five
4 days after board action. The parent or guardian may withdraw
5 the request at any time prior to the board's action on the
6 application. A denial of a request by the board of a receiving
7 district is not subject to appeal.
8 Sec. 12. Section 282.18, Code 2024, is amended by adding the
9 following new subsection:
10 NEW SUBSECTION. 11A. *a.* If a pupil participating in open
11 enrollment is truant as defined in section 299.8, the receiving
12 district may prohibit the pupil from remaining enrolled in the
13 receiving district and from enrolling in the receiving district
14 in the future. A receiving district shall send notification of
15 the receiving district's decision to prohibit the pupil from
16 remaining enrolled in the receiving district pursuant to this
17 paragraph to the pupil's parent or guardian and to the pupil's
18 sending district.
19 *b.* The sending district shall enroll the pupil who is
20 prohibited from remaining enrolled in the receiving district
21 pursuant to paragraph "*a*".
22 *c.* This subsection shall not be construed to prohibit the
23 pupil's parent or guardian from filing a request to transfer
24 pursuant to subsection 2, paragraph "*a*", subsequent to the
25 receiving district's decision to prohibit the pupil from
26 remaining enrolled in the receiving district.>
27 2. Title page, by striking lines 1 and 2 and inserting
28 <An Act relating to education, including by requiring school
29 engagement meetings and attendance cooperation proceedings when
30 children are absent from school, requiring school districts
31 to restrict student use of cellular phones and smartphones,
32 modifying provisions related to open enrollment of truant
33 students, and modifying penalties.>

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MOHR of Scott

JONES of Clay

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House Resolution 112 - Introduced

HOUSE RESOLUTION NO. 112

BY BRADLEY

1 A Resolution commemorating St. Patrick's Day and
2 the 26th anniversary of the Good Friday Agreement
3 between most political parties in Northern Ireland
4 and the British and Irish governments.
5 WHEREAS, the annual celebration of the Feast of St.
6 Patrick, the patron saint of Ireland, falls on March 17
7 each year, and Irish Americans join all people of all
8 ethnic backgrounds who, for one day, become Irish and
9 celebrate St. Patrick and the love of Ireland; and
10 WHEREAS, all who wear the green on St. Patrick's
11 Day live for a day in the spirit of St. Patrick, St.
12 Brigid, and St. Colmcille, the national saints of
13 Ireland; and
14 WHEREAS, Irish immigrants to the United States
15 helped form the cultural foundation of the nation and
16 those of Irish lineage today proudly claim support for
17 Ireland; and
18 WHEREAS, the Good Friday Agreement acknowledges
19 the right of differing political traditions to
20 pursue either remaining part of the United Kingdom or
21 supporting Irish unity; and
22 WHEREAS, the Good Friday Agreement demonstrated
23 democratic and peaceful means of resolving
24 differences; and
25 WHEREAS, members of both political parties in the
26 United States came together to support the Good Friday
27 Agreement; and
28 WHEREAS, we celebrate the establishment of the

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H.R. 112

1 American Irish State Legislators Caucus with the aim
2 of fostering and strengthening the long-standing
3 relationship that exists between the United States and
4 Ireland to the mutual benefit of both countries; NOW
5 THEREFORE,
6 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That
7 the House of Representatives commemorates St. Patrick´s
8 Day and the 26th anniversary of the Good Friday
9 Agreement, and recognizes the cultural significance
10 of Irish immigration to the United States, proclaims
11 support for Ireland, and joins with all people in
12 celebrating St. Patrick´s Day; and
13 BE IT FURTHER RESOLVED, That the House of
14 Representatives authorizes and directs a copy of this
15 resolution be sent to Senator Jerry Buttimer, Chair of
16 the Senate of Ireland, and the national chairpersons of
17 the American Irish State Legislators Caucus.

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Senate File 2410 - Introduced

SENATE FILE 2410
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO SF 2209)
(SUCCESSOR TO SSB 3052)

A BILL FOR

1 An Act relating to agriculture, by providing for the
2 administration of programs and regulations, making
3 appropriations, and including effective date provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5372SZ (3) 90
da/ns

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S.F. 2410

DIVISION I

IOWA-FOALED HORSES

Section 1. Section 99D.22, subsection 2, paragraph b, subparagraph (3), Code 2024, is amended to read as follows:

(3) (a) ~~Continuous~~ For a thoroughbred foal, continuous residency from December ~~31~~ 15 until the foal is inspected if the mare was bred by other than an Iowa registered stallion and is not bred back to an Iowa registered stallion.

(b) For a standardbred foal or quarter horse foal, continuous residency from January 31 until the foal is inspected if the mare was bred by other than an Iowa registered stallion and is not bred back to an Iowa registered stallion.

DIVISION II

AGRICULTURAL MARKETING

Sec. 2. Section 15E.370, Code 2024, is amended to read as follows:

15E.370 Butchery innovation and revitalization ~~fund and~~ program.

~~1. As used in this section unless the context otherwise requires:~~

~~*a. "Department"* means the department of agriculture and land stewardship.~~

~~*b. "Financial assistance"* means assistance provided only from the funds and assets legally available to the authority pursuant to this section and includes assistance in the form of grants, low-interest loans, and forgivable loans.~~

~~*c. "Fund"* means the butchery innovation and revitalization fund.~~

~~*d. "Located in"* means the place or places at which a business's operations are located and where at least ninety-eight percent of the business's employees work, or where employees that are paid at least ninety-eight percent of the business's payroll work.~~

~~*e. "Program"* means the butchery innovation and revitalization program.~~

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~~2. *a.* The fund is created in the state treasury under the control of the authority and consists of any moneys appropriated to the fund by the general assembly and any other moneys available and obtained or accepted by the authority for placement in the fund. The fund shall be used to award financial assistance as provided under the program. The authority shall use any moneys specifically appropriated for purposes of this section only for the purposes of the program.~~

~~*b.* Notwithstanding section 8.33, moneys in the fund that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.~~

~~*c.* The authority may use not more than five percent of the moneys in the fund at the beginning of each fiscal year for purposes of administrative costs, marketing, technical assistance, and other program support.~~

1. A butchery innovation and revitalization program is established within the department. The purpose of the program is to promote the development, modernization, and expansion of this state's small-scale butchery industry.

~~3.~~ 2. ~~The authority, in consultation with~~ In administering the program, the department~~,~~ shall ~~establish and administer the program for the purpose of awarding~~ award financial assistance to eligible businesses ~~for~~ to support projects that do one or more of the following ~~projects~~:

a. ~~To expand~~ Expand or refurbish an existing, or ~~to~~ establish a new, state-inspected small-scale meat processing business.

b. ~~To expand~~ Expand or refurbish an existing, or ~~to~~ establish a new, federally inspected small-scale meat processing business.

c. ~~To expand~~ Expand or refurbish an existing, or ~~to~~ establish a new, licensed custom locker.

d. ~~To expand~~ Expand or refurbish an existing, or ~~to~~

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establish a new, mobile slaughter unit that operates in compliance with the most current mobile slaughter unit compliance guide issued by the United States department of agriculture food safety and inspection service.

e. ~~To rent~~ Rent buildings, refrigeration facilities, or freezer facilities, or acquire equipment if necessary, to expand processing capacity, including mobile slaughter or refrigeration units used exclusively for meat or poultry processing.

~~4.~~ 3. The ~~authority, in consultation with the~~ department~~,~~ shall establish eligibility criteria for the program ~~by rule~~. The eligibility criteria must include all of the following:

a. The business must be located in this state.

b. The business must not have been subject to any regulatory enforcement action related to federal, state, or local environmental, worker safety, food processing, or food safety laws, rules, or regulations within the last five years.

c. The business must only employ individuals legally authorized to work in the state.

d. The business must not currently be in bankruptcy.

e. The business must employ less than seventy-five full-time, nonseasonal individuals.

~~5.~~ 4. ~~A~~ An eligible business seeking financial assistance under this section shall make application to the ~~authority~~ department in the manner and on forms prescribed by the ~~authority by rule~~ department.

~~6.~~ 5. Applications for financial assistance under this section shall be accepted during one or more annual application periods ~~to be determined by the authority by rule~~ established by the department. Upon reviewing and scoring all applications that are received during an application period, and subject to ~~funding~~ the availability of moneys, the ~~authority~~ department may~~, in consultation with the department,~~ award financial assistance to eligible businesses. A financial assistance award shall not exceed the amount of eligible project costs

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included in the eligible business's application. Priority shall be given to an eligible ~~businesses whose~~ business describing a proposed ~~projects~~ project under subsection ~~3 will~~ 2 that is most likely to do ~~any~~ one or more of the following:

a. Create new jobs.

b. Create or expand opportunities for local small-scale farmers to market processed meat under private labels.

c. Provide greater flexibility or convenience for local small-scale farmers to have animals processed.

~~7.~~ 6. ~~A~~ An eligible business that is awarded financial assistance under this section may apply for financial assistance under other programs administered by the ~~authority~~ department.

~~8. The authority shall, in consultation with the department, adopt rules pursuant to chapter 17A to administer this section.~~

Sec. 3. Section 159.20, subsection 2, Code 2024, is amended to read as follows:

2. The department shall ~~establish and~~ administer ~~a choose Iowa promotional program as provided in part 2 of this subchapter, in order to provide consumers a choice in~~ programs that advance the purchasing ~~food items~~ of agricultural commodities produced on Iowa farms and Iowa products that originate as ~~an~~ agricultural ~~commodity~~ commodities produced on Iowa farms under this title, including chapter 187.

Sec. 4. Section 159.20, subsection 3, unnumbered paragraph 1, Code 2024, is amended to read as follows:

As used in this ~~subchapter~~ section:

Sec. 5. Section 159.28, Code 2024, is amended to read as follows:

159.28 Choose Iowa promotional program.

1. The department shall establish and administer a choose Iowa promotional program to advertise for retail sale ~~on a retail basis a food item that originates as an agricultural commodity produced on an Iowa farm, and~~ an Iowa product that

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may include any of the following:

a. An agricultural commodity produced on an Iowa farm, except that it may be prepared for sale by washing or packaging in this state.

b. ~~A product, if it is~~ An agricultural commodity processed in this state ~~and any of its ingredients~~, if its components originate as an agricultural commodity produced on an Iowa farm.

2. *a.* The department may adopt rules further defining an Iowa farm, Iowa agricultural commodity, and Iowa product; and describing how an Iowa agricultural commodity originates on an Iowa farm.

b. The department may adopt rules providing for the acceptable use of ~~ingredients originating~~ a component that originates from an agricultural ~~commodities~~ commodity not produced on an Iowa ~~farms~~ farm. In adopting the rules, the department may consider whether the ~~ingredient~~ component is an incidental ~~additive or other component that the department determines is~~ or insignificant part of an Iowa product.

Sec. 6. Section 159.29, subsections 1 and 5, Code 2024, are amended to read as follows:

1. As part of the choose Iowa promotional program, the department may establish a choose Iowa logo to identify ~~a food item originating as an agricultural commodity produced on an Iowa farm~~ an Iowa product.

5. The use of a choose Iowa logo does not do any of the following:

a. Provide an express or implied guarantee or warranty concerning the safety, fitness, merchantability, or use of a ~~food item~~ product.

b. Supersede, revise, or replace a state or federal labeling requirement, including but not limited to a provision in the federal Fair Packaging and Labeling Act, 15 U.S.C. §1451 et seq.

c. Indicate the grade, specification, standard, or value of

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any ~~food item~~ agricultural commodity, component, or product.

Sec. 7. Section 159.31, subsections 1, 2, and 3, Code 2024, are amended to read as follows:

1. A choose Iowa fund is ~~established~~ created in the state treasury under the management and control of the department.

2. The fund shall include moneys collected as fees by the department as provided in section ~~159.30~~ 187.303, moneys appropriated by the general assembly, and other moneys available to and obtained or accepted by the department, including moneys from public or private sources.

3. Moneys in the fund are appropriated to the department and shall be used exclusively to ~~carry out the provisions of this part~~ administer the programs created in this subchapter as determined and directed by the department, and shall not require further special authorization by the general assembly.

Sec. 8. Section 159.31A, Code 2024, is amended to read as follows:

159.31A Dairy innovation ~~fund~~ and revitalization program.

~~1. As used in this section unless the context otherwise requires:~~

~~*a. "Financial assistance"* means assistance provided only from the moneys and assets legally available to the department pursuant to this section and includes assistance in the form of grants, low-interest loans, and forgivable loans.~~

~~*b. "Fund"* means the dairy innovation fund.~~

~~*c. "Located in"* means the place or places at which a business's operations are located and where at least ninety-eight percent of the business's employees work, or where employees that are paid at least ninety-eight percent of the business's payroll work.~~

~~*d. "Program"* means the dairy innovation program.~~

~~2. *a.* The fund is created in the state treasury under the control of the department and consists of any moneys appropriated to the fund by the general assembly and any other moneys available to or obtained or accepted by the department~~

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~~for placement in the fund. Moneys in the fund are appropriated to the department to award financial assistance as provided under the program. The department shall use any moneys specifically appropriated for purposes of this section only for the purposes of the program.~~

~~*b.* Notwithstanding section 8.33, moneys in the fund that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.~~

1. A dairy innovation and revitalization program is created within the department. The purpose of the program is to promote the development, modernization, and expansion of this state's dairy industry.

~~3.~~ 2. ~~The~~ In administering the program, the department shall ~~establish and administer the program for the purpose of awarding~~ award financial assistance to eligible businesses ~~engaged in~~ to support projects that do one or more of the following:

a. Expand or refurbish existing milk plants or establish a new milk plant, operating pursuant to a permit issued pursuant to section 192.111 or 194.3A.

b. Expand or refurbish existing mobile dairy processing units, or establish new mobile dairy processing units.

c. Rent buildings, refrigeration ~~facilities,~~ or freezer facilities, or equipment necessary to expand dairy processing capacity, including mobile dairy or refrigeration units used exclusively for dairy processing.

d. Incorporate methods and technologies that reduce farm labor associated with milk production and storage, including but not limited to the use of robotics and processes or systems that operate using computerized equipment or machinery.

~~4.~~ 3. The department shall establish eligibility criteria for the program ~~by rule~~. The eligibility criteria must include all of the following:

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a. The business must be located in this state.

b. The business must not have been subject to any regulatory enforcement action related to federal, state, or local environmental, worker safety, food processing, or food safety laws, rules, or regulations within the last five years.

c. The business must only employ individuals legally authorized to work in this state.

d. The business must not currently be in bankruptcy.

e. The business must employ less than fifty individuals.

~~5.~~ 4. ~~A~~ An eligible business seeking financial assistance under this section shall make application to the department in the manner and on forms prescribed by the department ~~by rule~~.

~~6.~~ 5. Applications for financial assistance under this section shall be accepted during one or more annual application periods ~~to be determined~~ established by the department ~~by rule~~. Upon reviewing and scoring all applications that are received during an application period, and subject to ~~funding~~ the availability of moneys, the department may award financial assistance to eligible businesses. A financial assistance award shall not exceed the amount of eligible project costs included in the eligible business's application. Priority shall be given to eligible businesses whose proposed project or projects under subsection ~~3 will~~ 2 are most likely to do ~~any~~ one or more of the following:

a. Create new jobs.

b. Create or expand opportunities for local small-scale milk producers to market pasteurized milk and milk products under private labels.

c. Provide greater flexibility or convenience for local small-scale farmers to have milk processed.

d. Reduce labor associated with the on-farm production and storage of milk.

~~7.~~ 6. ~~A~~ An eligible business that is awarded financial assistance under this section may apply for financial assistance under other programs administered by the ~~authority~~

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1 department.
2 ~~8. The department shall adopt rules pursuant to chapter 17A~~
3 ~~to administer this section.~~
4 Sec. 9. NEW SECTION. **187.101 Short title.**
5 This chapter shall be known and may be cited as the *"Choose*
6 *Iowa Act"*.
7 Sec. 10. NEW SECTION. **187.102 Definitions.**
8 As used in this chapter, unless the context otherwise
9 requires:
10 1. *"Agricultural commodity"* means an animal or plant, or raw
11 material originating from an animal or plant.
12 2. *"Component"* means an agricultural commodity that is
13 combined to form a product during processing.
14 3. *"Department"* means the department of agriculture and land
15 stewardship.
16 4. *"Farm"* means land and associated structures used to
17 produce an agricultural commodity.
18 5. *a. "Financial assistance"* means support provided by the
19 department to an eligible business under this chapter from
20 moneys or other assets legally available to the department.
21 *b. "Financial assistance"* includes any form of grant,
22 low-interest loan, or forgivable loan.
23 6. *"Food item"* means an agricultural commodity, or an item
24 processed from an agricultural commodity, that is fit for human
25 consumption.
26 7. *"Fund"* means the choose Iowa fund created in section
27 187.201.
28 8. *"Horticulture item"* means any of the following:
29 *a.* A nursery, floral, or greenhouse plant.
30 *b.* A product processed from a nursery, floral, or greenhouse
31 plant, including a seed, rooting, cutting, tissue culture,
32 seedling, or other propagation material.
33 9. *"Located in"* means the place or places at which
34 a business's operations are located and where at least
35 ninety-eight percent of the business's employees work, or where

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1 employees that are paid at least ninety-eight percent of the
2 business's payroll work.
3 10. *"Natural fiber item"* means fiber originating from
4 an agricultural commodity for use in processing, including
5 manufacturing into a textile, apparel, or other similar
6 product.
7 11. *"Process"* means to prepare a product that includes an
8 agricultural commodity alone or as a component.
9 12. *a.* *"Product"* means an agricultural commodity that
10 in its raw or processed state is moveable at the time of its
11 retail sale.
12 *b.* *"Product"* includes but is not limited to a food item,
13 horticulture item, or natural fiber item.
14 Sec. 11. NEW SECTION. **187.103 Administration.**
15 The department shall adopt all rules under chapter 17A as it
16 determines necessary or desirable to administer this chapter.
17 Sec. 12. NEW SECTION. **187.321 Value-added agricultural**
18 **grant program.**
19 A value-added agricultural grant program is created within
20 the department. The purpose of the program is to identify,
21 evaluate, and support projects and services that add value to
22 agricultural commodities produced on Iowa farms, including by
23 supporting new technologies and marketing strategies.
24 Sec. 13. REPEAL. Sections 159.26 and 159.27, Code 2024,
25 are repealed.
26 Sec. 14. TRANSFER OF MONEYS.
27 1. Not later than June 30, 2024, the unencumbered or
28 unobligated balances in all of the following funds shall be
29 transferred to the choose Iowa fund created in section 159.31
30 as follows:
31 a. (1) The butchery innovation and revitalization fund
32 created in section 15E.370.
33 (2) The economic development authority shall retain any
34 encumbered or obligated moneys in the fund to wind down the
35 authority's administration of the butchery innovation and

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1 revitalization program.
2 b. The dairy innovation fund created in section 159.31A.
3 2. Not later than June 30, 2024, any moneys appropriated
4 to the department of agriculture and land stewardship that the
5 department has not expended as required to support a value
6 added agriculture grant program shall be transferred to the
7 choose Iowa fund, including moneys appropriated in 2022 Iowa
8 Acts, chapter 1147, section 12, and 2023 Iowa Acts, chapter
9 109, section 4, subsection 9.
10 Sec. 15. WINDING DOWN PROVISIONS. The economic development
11 authority shall only use moneys in the butchery innovation and
12 revitalization fund created in section 15E.370 to wind down its
13 administration of the butchery innovation and revitalization
14 fund and program created in section 15E.370.
15 Sec. 16. TRANSITION PROVISIONS.
16 1. Any promulgated administrative decision, including a
17 rule, regulation, form, order, or directive, by the economic
18 development authority governing the butchery innovation
19 and revitalization program created in section 15E.370 and
20 transferred in this division of this Act to the department
21 of agriculture and land stewardship, and in effect on June
22 30, 2024, shall continue in full force and effect until
23 amended, repealed, or supplemented by affirmative action of the
24 department of agriculture and land stewardship.
25 2. The terms or conditions of any financial assistance
26 awarded, or contract entered into, as of June 30, 2024, by
27 the economic development authority governing the butchery
28 innovation and revitalization program created in section
29 15E.370 and transferred in this division of this Act to the
30 department of agriculture and land stewardship, and in effect
31 on June 30, 2024, shall continue in full force and effect
32 pursuant to the terms of the award or contract.
33 3. Any legal action, including an administrative hearing,
34 cause of action, or statute of limitation relating to the
35 economic development authority governing the butchery

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1 innovation and revitalization program created in section
2 15E.370 and transferred to the department of agriculture and
3 land stewardship, and in effect on June 30, 2024, shall not
4 be affected as a result of the transfer, except that the
5 department shall be regarded as the authority's successor in
6 interest.
7 Sec. 17. CODE EDITOR DIRECTIVE.
8 1. The Code editor is directed to make the following
9 transfers:
10 a. Section 15E.370 to 187.311.
11 b. Section 159.28 to 187.301.
12 c. Section 159.29 to 187.302.
13 d. Section 159.30 to 187.303.
14 e. Section 159.31 to 187.201.
15 f. Section 159.31A to 187.313.
16 2. The Code editor shall correct internal references in the
17 Code and in any enacted legislation as necessary due to the
18 enactment of this section.
19 Sec. 18. DIRECTIONS TO CODE EDITOR — SUBCHAPTERS AND
20 PARTS. The Code editor is directed to divide the provisions
21 of chapter 187, as amended, enacted, or transferred in this
22 division of this Act, into subchapters and parts as follows:
23 1. Subchapter I, including sections 187.101 through
24 187.103.
25 2. Subchapter II, including section 187.201.
26 3. Subchapter III, as follows:
27 a. Part 1, including sections 187.301 through 187.303.
28 b. Part 2, including sections 187.311 and 187.313.
29 c. Part 3, including section 187.321.
30 Sec. 19. EFFECTIVE DATE.
31 1. Except as provided in subsection 2, this division of this
32 Act takes effect July 1, 2024.
33 2. The following sections of this division of this Act,
34 being deemed of immediate importance, take effect upon
35 enactment:

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a. The section that provides for the transfer of moneys.

b. The section that provides for the transition of administrative decisions, financial assistance or contracts, or legal action.

c. The section that provides for the winding down of the butchery innovation and revitalization fund and program created in section 15E.370.

DIVISION III

COMMERCIAL ESTABLISHMENTS

Sec. 20. Section 162.2, subsection 8, Code 2024, is amended to read as follows:

8. *"Commercial breeder"* means a person, engaged in the business of breeding dogs or cats, who sells, exchanges, or leases dogs or cats in return for consideration, or who offers to do so, whether or not the animals are raised, trained, groomed, or boarded by the person. A person who owns or harbors three or fewer breeding males or females is not a commercial breeder. ~~However, a person who breeds any number of breeding male or female greyhounds for the purposes of using them for pari-mutuel wagering at a racetrack as provided in chapter 99D shall be considered a commercial breeder irrespective of whether the person sells, leases, or exchanges the greyhounds for consideration or offers to do so.~~

Sec. 21. Section 162.2B, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. For the issuance or renewal of a state license or permit, one hundred seventy-five dollars. ~~However, a commercial breeder who owns, keeps, breeds, or transports a greyhound dog for pari-mutuel wagering at a racetrack as provided in chapter 99D shall pay a different fee for the issuance or renewal of a state license as provided in rules adopted by the department.~~

Sec. 22. Section 162.10A, subsection 2, Code 2024, is amended to read as follows:

2. *a.* Except as provided in paragraph *"b"* ~~or *"c"*~~, a commercial establishment shall comply with rules that the

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department adopts to implement subsection 1. A commercial establishment shall be regulated under this paragraph "a" unless the person is a ~~state licensee as provided in paragraph "b" or a~~ permittee as provided in paragraph ~~"c"~~ "b".

~~b. A state licensee who is a commercial breeder owning, breeding, transporting, or keeping a greyhound dog for pari-mutuel wagering at a racetrack as provided in chapter 99D may be required to comply with different rules adopted by the department.~~

~~c.~~ b. A permittee is not required to comply with rules that the department adopts to implement a standard of care as provided in subsection 1 for state licensees and registrants. The department may adopt rules regulating a standard of care for a permittee, so long as the rules are not more restrictive than required for a permittee under the Animal Welfare Act. However, the department may adopt prescriptive rules relating to the standard of care. Regardless of whether the department adopts such rules, a permittee meets the standard of care required in subsection 1 if it voluntarily complies with rules applicable to state licensees or registrants. A finding by the United States department of agriculture that a permittee complies with the Animal Welfare Act is not conclusive when determining that the permittee provides a standard of care required in subsection 1.

Sec. 23. Section 717B.3, subsection 2, paragraph a, subparagraph (2), subparagraph divisions (a) and (b), Code 2024, are amended to read as follows:

(a) A state licensee or registrant operating pursuant to section 162.10A, subsection 2, paragraph "a" ~~or "b"~~.

(b) A permittee operating pursuant to section 162.10A, subsection 2, paragraph ~~"c"~~ "b".

DIVISION IV
GRADE "A" MILK

Sec. 24. Section 192.101A, Code 2024, is amended by adding the following new subsections:

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1 NEW SUBSECTION. 1A. *"Department"* means the department of
2 agriculture and land stewardship.
3 NEW SUBSECTION. 5. *"Secretary"* means the secretary of
4 agriculture.
5 Sec. 25. Section 192.109, Code 2024, is amended to read as
6 follows:
7 **192.109 Certification of grade "A" label.**
8 The department ~~of agriculture and land stewardship~~ shall
9 ~~annually~~ biennially conduct a survey and based on that survey
10 certify all milk labeled grade "A" pasteurized and grade "A"
11 raw milk for pasteurization~~, and, in~~. In the event that a
12 survey shows the requirements for production, processing, and
13 distribution for such grade are not being complied with, ~~the~~
14 that fact ~~thereof~~ shall be certified by the department to the
15 secretary ~~of agriculture~~ who shall proceed with the provisions
16 of section 192.107 for suspending the permit of the violator or
17 who, if the secretary did not issue such permit, shall withdraw
18 the grade "A" declared on the label.
19 Sec. 26. Section 192.111, subsection 1, paragraph a,
20 subparagraph (5), Code 2024, is amended to read as follows:
21 (5) A milk grader which must obtain a milk grader permit and
22 pay a ~~license~~ permit fee not greater than twenty dollars.
23 Sec. 27. Section 192.116, Code 2024, is amended to read as
24 follows:
25 **192.116 Bacteriologists.**
26 The department ~~of agriculture and land stewardship~~ may
27 employ dairy specialists or bacteriologists who shall devote
28 their full time to the improvement of sanitation in the
29 production, processing, and marketing of dairy products.
30 ~~Said~~ The dairy specialists and bacteriologists shall have
31 qualifications as to education and experience and such other
32 requirements as the secretary may require.
33 Sec. 28. Section 192.118, subsection 1, Code 2024, is
34 amended to read as follows:
35 1. To ensure uniformity in the tests and reporting, an

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1 employee certified by the United States public health service
2 of the bacteriological laboratory of the department shall
3 annually certify, in accordance with rules adopted by the
4 department incorporating or incorporating by reference the
5 federal publication entitled "Evaluation of Milk Laboratories",
6 all laboratories doing work in the sanitary quality of
7 milk and dairy products for public report. The approval by
8 the department shall be based on the evaluation of these
9 laboratories as to personnel training, laboratory methods
10 used, and reporting. The results on tests made by approved
11 laboratories shall be reported to the department on request,
12 on forms prescribed by the secretary ~~of agriculture~~, and such
13 reports may be used by the department.
14 DIVISION V
15 FERTILIZERS AND SOIL CONDITIONERS
16 Sec. 29. Section 200.3, subsection 29, Code 2024, is amended
17 to read as follows:
18 29. The term *"unmanipulated manures"* means any substances
19 composed primarily of excreta, plant remains, or mixtures of
20 such substances which have not been processed in any manner
21 other than dewatering.
22 Sec. 30. EFFECTIVE DATE. This division of this Act, being
23 deemed of immediate importance, takes effect upon enactment.
24 EXPLANATION
25 **The inclusion of this explanation does not constitute agreement with**
26 **the explanation's substance by the members of the general assembly.**
27 GENERAL. This bill provides for the administration of
28 a number of programs and regulations by the department of
29 agriculture and land stewardship (DALS). Specifically,
30 the bill addresses the promotion of the native horse racing
31 industry by providing for the qualification of Iowa-foaled
32 horse breeds; agricultural marketing, by revising a number
33 of existing programs such as the choose Iowa promotional
34 program and choose Iowa fund, the butchery innovation and
35 revitalization fund and program, the dairy innovation program

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1 and fund, and the value-added agricultural grant program; the
2 regulation of commercial establishments that keep certain
3 nonagricultural animals for commercial purposes, by eliminating
4 special requirements related to greyhound racing; and the
5 regulation of permittees authorized to engage in the handling
6 of grade "A" milk and related dairy products.
7 IOWA-FOALED HORSES. DALS regulates the status and care
8 of race horses involved in pari-mutual wagering conducted
9 by persons licensed by the racing and gaming commission to
10 operate racetracks and manage associated purses. There are
11 three breeds of horses involved in such racing, including
12 thoroughbred horses, quarter horses, and standardbred horses.
13 For at least one race of each racing day, either a race must
14 be limited to Iowa-foaled horses or alternatively Iowa-foaled
15 horses must be given a weight advantage (Code section 99D.22).
16 At least 20 percent of all net purse moneys distributed to
17 each breed must be awarded in the form of Iowa breeder awards
18 or purse supplements to Iowa breeders. One criteria used to
19 determine a foal's status as Iowa bred occurs in cases in which
20 the foal's brood mare was bred by a stallion not recognized
21 by DALS as an Iowa registered stallion and was not bred back
22 to an Iowa registered stallion. In that case, the brood mare
23 must have continuous Iowa residency from December 31 until the
24 foal is inspected. The bill provides that for thoroughbred
25 horses that beginning date is moved back to December 15, and
26 for quarter horses and standardbred horses that beginning date
27 is moved forward to January 31.
28 AGRICULTURAL MARKETING — CHOOSE IOWA PROMOTIONAL PROGRAM
29 AND CHOOSE IOWA PROMOTIONAL FUND. In 2022, the general
30 assembly established the choose Iowa promotional program
31 (choose Iowa program) and choose Iowa fund administered by
32 DALS (2022 Iowa Acts, chapter 1152). The stated purpose of
33 the choose Iowa program and fund is to provide consumers a
34 choice to purchase a food item originating as an agricultural
35 commodity (commodity) produced on an Iowa farm or a food

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1 item processed in Iowa using the commodity as an ingredient
2 (Code sections 159.26 through 159.31). As part of the choose
3 Iowa program, DALS may establish a choose Iowa logo (logo)
4 and register the logo for legal protection with the state or
5 the United States (e.g., by trademark or copyright). DALS
6 may also enter into a licensing agreement with a person who
7 applies to use the logo when selling a food item on a retail
8 basis. A choose Iowa fund was established to finance the
9 program. The fund includes fees paid by licensees and any
10 moneys appropriated by the general assembly. The bill uses
11 the term "product" to describe both raw and processed items
12 (i.e., moveable goods) that may be sold at retail using the
13 logo. It expands the program to include horticulture items (a
14 nursery, floral, or greenhouse plant) and natural fiber items
15 (e.g., wool). In all cases, the product must be a commodity
16 produced on an Iowa farm, a commodity produced on an Iowa farm
17 and processed in this state, or a commodity produced on an Iowa
18 farm and used as a component in a product processed in this
19 state. The bill changes the fund's name to the choose Iowa
20 promotional fund.
21 AGRICULTURAL MARKETING — BUTCHERY AND DAIRY INNOVATION
22 FUNDS AND PROGRAMS. In 2021, the general assembly created
23 a butchery innovation and revitalization fund and program
24 (2021 Iowa Acts, chapter 175) administered by the economic
25 development authority (IEDA) under Code section 15E.370. Its
26 purpose is to provide financial assistance to small-scale meat
27 processing businesses and locker plants. In 2023, the general
28 assembly created a dairy innovation fund and program (2023 Iowa
29 Acts, chapter 101) administered by DALS under Code section
30 159.31A. Its purpose is to provide financial assistance to
31 small-scale businesses engaged in dairy processing. Both
32 the funds and programs share a number of common provisions.
33 Each provide financing to an eligible business in the form
34 of a grant, low-interest loan, or forgivable loan, and each
35 provide similar criteria for participation, including a limit

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on the number of individuals that may be employed by the business. The bill eliminates both the butchery innovation and revitalization fund and dairy innovation fund. It provides that DALS rather than IEDA will administer the butchery innovation and revitalization program. It also changes the name of the dairy innovation program to the dairy innovation and revitalization program.

AGRICULTURAL MARKETING — VALUE-ADDED AGRICULTURAL GRANT PROGRAM. The bill establishes the value-added agricultural grant program. The purpose of the program is to support projects and services that add value to agricultural commodities produced on Iowa farms (e.g., by processing). The program has been enacted and supported in recent DALS general appropriations Acts but not codified (see 2021 Iowa Acts, chapter 143, section 12; 2022 Iowa Acts, chapter 1147, section 12; and 2023 Iowa Acts, chapter 109, section 4).

AGRICULTURAL MARKETING — CONSOLIDATION OF FUNDS AND PROGRAMS. The bill consolidates a number of agricultural marketing funds and programs in Code chapters 15E and 159 under new Code chapter 187 administered by DALS. The new Code chapter is divided into three subchapters. Subchapter I provides three new Code sections, including Code section 187.101 that names the Code chapter, "Choose Iowa Act"; Code section 187.102 that combines definitions taken from other Code sections; and Code section 187.103 authorizing DALS to adopt rules necessary to administer the Code chapter. Subchapter II includes amended Code section 159.31, establishing the choose Iowa fund (transferred to Code section 187.201) which will support all of the Code chapter's marketing programs. Finally, subchapter III includes three parts. Part 1 includes amended Code section 159.28 establishing the choose Iowa promotional program (transferred to Code section 187.301), Code section 159.29 providing for the choose Iowa logo (transferred to Code section 187.302), and Code section 159.30 providing for license agreements and fees (transferred to Code section 187.303).

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1 Part 2 includes amended Code section 15E.370 providing for the
2 butchery innovation and revitalization program (transferred to
3 Code section 187.311) and amended Code section 159.31A creating
4 the dairy innovation and revitalization program (transferred to
5 Code section 187.313. Part 3 includes new Code section 187.321
6 providing for the value-added agricultural grant program. The
7 bill also provides for transfer of moneys to the choose Iowa
8 fund from the eliminated butchery innovation and revitalization
9 fund and dairy innovation fund. The choose Iowa fund also
10 includes any moneys that had been appropriated to support the
11 value-added agricultural grant program. Finally, the bill
12 includes provisions allowing IEDA to wind up its affairs, and
13 transition provisions.
14 REGULATION OF COMMERCIAL ESTABLISHMENTS. DALS regulates
15 commercial establishments that keep certain nonagricultural
16 animals for commercial purposes on a nonprofit or profit
17 basis, including an animal shelter, pound, or research
18 facility issued a certificate of registration (Code sections
19 162.3, 162.4, and 162.4A); a pet shop, boarding kennel, or
20 commercial kennel issued a state license (Code sections 162.5,
21 162.5A, and 162.6); or a dealer, commercial breeder, or public
22 auction who may elect to be either issued a state license or
23 a permit. A permit is issued if the person is licensed under
24 the federal Animal Welfare Act (7 U.S.C. ch. 54) by the United
25 States department of agriculture (Code sections 162.7, 162.8,
26 and 162.9A). Code chapter 162 provides special regulations
27 applicable to a greyhound dog if used for pari-mutuel wagering
28 at a licensed racetrack (racing greyhound) (Code chapter 99D).
29 The bill eliminates those special provisions. Currently, a
30 person is regulated as a commercial breeder and is subject to
31 license or permit requirements if the person breeds dogs or
32 cats in exchange for payment with an exception that applies
33 to a person who keeps three or fewer breeding greyhounds.
34 The exception does not apply to a person who breeds racing
35 greyhounds (Code section 162.2). A person applying for a

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1 state license or permit is required to pay DALS $175 with
2 an exception for a person who keeps racing greyhounds (Code
3 section 162.2B). A person who keeps greyhounds must be issued
4 a state license and is subject to a fee established by DALS
5 rule which is currently $40 (21 IAC 67.17). A commercial
6 establishment is required to comply with standard of care
7 requirements including providing a kept animal with adequate
8 feed, adequate water, housing facilities, sanitary control,
9 grooming practices, and veterinary care as required by DALS
10 rule (Code section 162.10A). A state licensee who is a
11 commercial breeder keeping a racing greyhound may be required
12 to comply with different rules adopted by the department.
13 GRADE "A" MILK REGULATION. Iowa has adopted by reference
14 the model "Grade `A' Pasteurized Milk Ordinance" as part of
15 its "Iowa Grade `A' Milk Inspection Law" (Code chapter 192).
16 The bill makes several editorial changes to improve the Code's
17 readability, including by defining the terms "department"
18 as the department of agriculture and land stewardship and
19 "secretary" as the secretary of agriculture, and using those
20 terms consistently throughout the Code chapter. In order to
21 handle raw milk for pasteurization and processing, a person
22 must be issued a permit by DALS (Code section 192.107; 21
23 IAC 68.2). Each year, DALS is required to conduct a survey
24 of permittees to verify that the milk they handle meets
25 requirements to be labeled grade "A" for pasteurization. The
26 bill provides that the survey is to be conducted every other
27 year. DALS may suspend or revoke a permit for a person who does
28 not comply with the sanitary requirements.
29 UNMANIPULATED MANURES. The bill amends a provision in Code
30 chapter 200, which provides for the regulation of the sale
31 of fertilizers and soil conditioners by DALS. Specifically,
32 the bill amends the defined term "unmanipulated manures" which
33 means any substances composed of excreta or plant remains
34 that have not been processed. The bill provides that the
35 term includes such substances processed by dewatering. This

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1 provision takes effect upon enactment.
2 EFFECTIVE DATES. The bill takes effect July 1, 2024,
3 except for three sections that take effect upon enactment.
4 The sections all relate to agricultural marketing and include
5 provisions authorizing the transfer of moneys, winding down
6 affairs by IEDA, and an administrative transition period.

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Senate Resolution 104 - Introduced

SENATE RESOLUTION NO. 104

BY WHITVER, DAWSON, ZAUN, REICHMAN, SINCLAIR, KRAAYENBRINK, ZUMBACH, BROWN, COSTELLO, DRISCOLL, LOFGREN, SCHULTZ, McCLINTOCK, GREEN, KLIMESH, GUTH, ALONS, BOUSSELOT, DE WITT, KOELKER, WESTRICH, J. TAYLOR, SWEENEY, GRUENHAGEN, DICKEY, SALMON, COURNOYER, EVANS, GARRETT, EDLER, WEBSTER, ROZENBOOM, SHIPLEY, and ROWLEY

1 A Resolution supporting increased protections for
2 America´s borders.
3 WHEREAS, on January 20, 2021, President Biden
4 terminated the national emergency at the southern
5 border declared by Presidential Proclamation 9844
6 and halted the funding and construction of the border
7 wall; and
8 WHEREAS, within Presidential Proclamation 10142,
9 President Biden described the construction of the
10 wall as "a waste of money that diverts attention from
11 genuine threats to our homeland security" and declared
12 that the national emergency at the southern border "was
13 unwarranted"; and
14 WHEREAS, despite President Biden´s subsequent
15 legislative efforts to ostensibly modernize the
16 immigration system and secure the border against
17 criminal activity, the United States Customs and Border
18 Protection reports that illicit fentanyl smuggling is
19 increasing across the southern border; and
20 WHEREAS, the amount of fentanyl seized by the United
21 States Customs and Border Protection has increased by
22 860 percent since fiscal year 2019, representing a

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1 staggering 27,000 pounds recovered in fiscal year 2023
2 compared to just 2,545 pounds in fiscal year 2019; and
3 WHEREAS, as written by the state of Texas Governor
4 Greg Abbott on January 24, 2024, President Biden "has
5 violated his oath to faithfully execute immigration
6 laws enacted by Congress", "instructed his agencies to
7 ignore federal statutes that mandate the detention of
8 illegal immigrants", and "inflicted unprecedented harm
9 on the People all across the United States"; and
10 WHEREAS, the state of Texas has declared that an
11 invasion has occurred under the meaning of Article I,
12 section 10, clause 3, of the Constitution of the United
13 States and has invoked its constitutional authority to
14 defend and protect itself, leading the state of Texas
15 to launch Operation Lone Star; and
16 WHEREAS, Operation Lone Star has led to more
17 than 501,300 illegal immigrant apprehensions,
18 39,800 criminal arrests, and 35,800 felony charges,
19 successfully filling the dangerous gaps created by
20 the Biden administration's refusal to secure the
21 border; and
22 WHEREAS, under circumstances where the American
23 people suffer due to the inadequacy of the federal
24 government's actions to protect the sovereignty of the
25 United States, all other public servants must speak
26 against such injustice and act decisively to rectify
27 this problem; NOW THEREFORE,
28 BE IT RESOLVED BY THE SENATE, That the Senate
29 supports increased protection for America's borders
30 for the purpose of ending illegal immigration and

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1 smuggling; and
2 BE IT FURTHER RESOLVED, That the Senate supports the
3 actions of Governor Abbott to safeguard the people of
4 Texas and endorses the decision of Governor Reynolds
5 to deploy Iowa National Guard and Iowa State Patrol
6 personnel to secure the Texas and national border; and
7 BE IT FURTHER RESOLVED, That the Senate encourages
8 the United States Congress to close the southern border
9 and reinstate funding for and construction of the
10 border wall; and
11 BE IT FURTHER RESOLVED, That the Senate condemns
12 President Biden´s executive actions relating to
13 the southern border and urges for the reinstatement
14 of federal Executive Order 13768 and Presidential
15 Proclamation 9844.

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Senate Resolution 105 - Introduced

SENATE RESOLUTION NO. 105

BY WEINER, WINCKLER, CELSI, PETERSEN, JOCHUM, T. TAYLOR, BOULTON, DONAHUE, DOTZLER, WAHLS, TRONE GARRIOTT, BENNETT, SALMON, EDLER, COSTELLO, KRAAYENBRINK, BISIGNANO, COURNOYER, EVANS, WEBSTER, GRUENHAGEN, GARRETT, ALONS, GREEN, ZUMBACH, SINCLAIR, J. TAYLOR, BOUSSELOT, KOELKER, DICKEY, SHIPLEY, QUIRMBACH, SCHULTZ, ROWLEY, SWEENEY, ROZENBOOM, BROWN, WHITVER, KNOX, ZAUN, McCLINTOCK, and GIDDENS

1 A Resolution honoring Caitlin Clark on her
2 extraordinary achievements and the University of
3 Iowa Hawkeyes women´s basketball team and coaching
4 staff for their outstanding performance.
5 WHEREAS, in her freshman season, Caitlin Clark led
6 the NCAA Division I in scoring and earned All-American
7 honors; and
8 WHEREAS, Caitlin Clark improved to such an extent
9 in her sophomore year that she became the first NCAA
10 women´s basketball player to lead the NCAA Division I
11 in both points and assists; and
12 WHEREAS, during Caitlin Clark´s junior year, she
13 led the University of Iowa Hawkeyes women´s basketball
14 team to the national championship game in spectacular
15 fashion, and ended the season winning all major
16 national player of the year awards; and
17 WHEREAS, on February 15, 2024, in a game against
18 the University of Michigan Wolverines, Caitlin Clark
19 scored a program record 49 points and broke the NCAA
20 Division I women´s basketball record for most career

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1 points scored (3,527) as she led the Hawkeyes to a
2 106-89 victory; and
3 WHEREAS, on February 28, 2024, in a 108-60 victory
4 against the University of Minnesota Golden Gophers,
5 Caitlin Clark surpassed Lynette Woodard to become
6 the all-time leading scorer in major women's college
7 basketball history, broke the record for the most
8 three-point field goals made in a single NCAA season,
9 and became the first Big 10 women's player to record
10 more than 500 three-point field goals in a career; and
11 WHEREAS, on March 3, 2024, during a 93-83 victory
12 against the Ohio State Buckeyes, Caitlin Clark broke
13 the all-time NCAA scoring record held since 1970 by
14 Pete Maravich and now has a total of 3,685 points and
15 counting; and
16 WHEREAS, it is through teamwork of the University
17 of Iowa Hawkeyes women's basketball team and the
18 superlative coaching staff led by Coach Lisa Bluder
19 that these accomplishments are possible; and
20 WHEREAS, the University of Iowa Hawkeyes women's
21 basketball program has served as an inspiration to
22 people nationwide, has elevated and grown women's
23 basketball, and has brought honor to the state of
24 Iowa; NOW THEREFORE,
25 BE IT RESOLVED BY THE SENATE, That the Senate honors
26 Caitlin Clark for her outstanding athletic achievements
27 and looks forward to seeing Caitlin progress as one
28 of the most remarkable, hard-working, and talented
29 basketball players of all time; and
30 BE IT FURTHER RESOLVED, That the Senate honors the

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University of Iowa Hawkeyes women's basketball team for their regular season performance and wishes them the best of luck as they enter the Big 10 and NCAA tournaments; and

BE IT FURTHER RESOLVED, That upon passage, the Secretary of the Senate shall transmit a copy of this resolution to Caitlin Clark, Coach Lisa Bluder, the University of Iowa Hawkeyes women's basketball team, Beth Goetz, athletic director, and the president of the University of Iowa, Barbara Wilson.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 11, 2024

Senate Study Bill 3186 - Introduced

SENATE FILE _____
BY (PROPOSED COMMITTEE ON
WAYS AND MEANS BILL BY
CHAIRPERSON DAWSON)

A BILL FOR

1 An Act establishing an excise tax on the sales price of
2 consumable hemp products sold or purchased.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6353XC (2) 90
jm/jh

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1 Section 1. Section 423.3, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 110. The sales price from the sale or
4 purchase of consumable hemp products as defined in section
5 204.2.
6 Sec. 2. NEW SECTION. **423H.1 Definitions.**
7 1. For the purposes of this chapter, unless the context
8 otherwise requires:
9 *a. "Consumable hemp product"* means the same as defined in
10 section 204.2.
11 *b. "Department"* means the department of revenue.
12 *c. "Sales price"* or *"purchase price"* means the same as
13 defined in section 423.1.
14 2. All other words and phrases used in this chapter and
15 defined in section 423.1 have the meaning given them by section
16 423.1 for the purposes of this chapter.
17 Sec. 3. NEW SECTION. **423H.2 Tax imposed.**
18 A tax of twenty-five percent is imposed on the sales price
19 or purchase price of all consumable hemp products sold or used
20 in the state of Iowa. This tax shall be collected and paid to
21 the department by any retailer, retailer maintaining a place of
22 business in this state, or user who would be responsible for
23 collection and payment of the tax if it were a sales or use tax
24 imposed under chapter 423.
25 Sec. 4. NEW SECTION. **423H.3 Exemptions.**
26 There is exempted from tax imposed by this chapter the
27 following:
28 1. The sales price from the sales of consumable hemp
29 products that this state is prohibited from taxing under the
30 Constitution of the United States or the Constitution of the
31 State of Iowa.
32 2. The sales price or purchase price of sales for resale of
33 consumable hemp products.
34 Sec. 5. NEW SECTION. **423H.4 Administration by director.**
35 1. The director of revenue shall administer the excise

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1 tax on consumable hemp products as nearly as possible in
2 conjunction with the administration of the state sales and use
3 tax law, except that portion of the law which implements the
4 streamlined sales and use tax agreement. The director shall
5 provide appropriate forms, or provide on the regular state
6 tax forms, for reporting the sale and use of consumable hemp
7 products excise tax liability. All moneys received and all
8 refunds shall be deposited in or withdrawn from the general
9 fund of the state.
10 2. The director may require all persons who are engaged
11 in the business of deriving any sales price or purchase
12 price subject to tax under this chapter to register with
13 the department. The director may also require a tax permit
14 applicable only to this chapter for any retailer not
15 collecting, or any user not paying, taxes under chapter 423.
16 3. Section 422.25, subsection 4, sections 422.30, 422.67,
17 and 422.68, section 422.69, subsection 1, sections 422.70,
18 422.71, 422.72, 422.74, and 422.75, section 423.14, subsection
19 1, and sections 423.23, 423.24, 423.25, 423.31 through
20 423.35, 423.37 through 423.42, and 423.47, consistent with
21 the provisions of this chapter, apply with respect to the tax
22 authorized under this chapter, in the same manner and with the
23 same effect as if the excise taxes on consumable hemp product
24 sales or use were retail sales taxes within the meaning of
25 those statutes. Notwithstanding this subsection, the director
26 shall provide for monthly filing of returns and for other than
27 monthly filing of returns both as prescribed in section 423.31.
28 All taxes collected under this chapter by a retailer or any
29 user are deemed to be held in trust for the state of Iowa.
30 EXPLANATION

31 **The inclusion of this explanation does not constitute agreement with**
32 **the explanation's substance by the members of the general assembly.**

33 This bill establishes an excise tax on the sales price of
34 consumable hemp products sold or purchased in this state.
35 The bill defines "consumable hemp product" to mean the same

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1 as defined in Code section 204.2.
2 The bill imposes an excise tax of 25 percent on the sales
3 price of consumable hemp products, but exempts the sales price
4 of consumable hemp products from the sales tax.
5 The department of revenue (DOR) is required to administer
6 the excise tax. The bill requires DOR to administer the
7 excise tax as nearly as possible in conjunction with the
8 administration of the state sales and use tax laws.
9 The moneys collected from the excise tax imposed in the bill
10 are deposited into the general fund of the state.
11 By operation of Code section 423.6, an item exempt from the
12 imposition of the sales tax is also exempt from the use tax
13 imposed in Code section 423.5.

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AROUND THE CAPITOL

The Senate gaveled-in and gaveled-out today without doing any floor work. Several appointees were introduced and then the Senate turned to committee and subcommittee work. Senate Local Government moved two bills forward, HF 2276 **MATERNAL GROUP HOMES** on a 7-3 vote and HF 2264 **PUBLIC FUNDING USES** on a 9-0-1 vote, with Senator Quirmbach voting present. HF 2276 requires city councils and city zoning commissions to consider a maternal group home as a residential use; Democrats said that the situation which triggered the bill has been resolved on the local level and that there is no need for the bill. Senator Quirmbach voted present on HF 2264 because he said that the bill had several drafting errors that should be corrected. The bill allows county funds to be used by an ecclesiastical institution for non-religious programs that benefit the public.

HF 2484 **DEER DEPREDATION LICENSES**, passed in the House on a 70-23 vote, is likely dead for the session. Senator Shipley said that he had concerns about how the expansion of the use of deer depredation permits would have on the youth deer hunting season.

The House passed six bills on the floor today, sending one to the Governor, one back to the Senate with an amendment and four over to the Senate for the first time. The House ended debate early on Monday in order to wait for amendments to bills that will be voted on tomorrow. The House approved SF 455 **STORMWATER MANAGEMENT** after reconsidering the bill. Last week, the bill failed on a 49-44 vote, with sixteen Republicans voting against the bill. Several Republicans voted against the bill for procedural reasons, and today, with more members present, the House passed the bill 53-46 with Bergan, Best, Boden, Cisneros, Dieken, Ingels, Jones, Lohse, Lundgren and Mommsen voting with Democrats against the bill. The Senate must now consider the amendment. The bill limits how local governments can regulate topsoil preservation at construction sites.

The House passed HF 2625 **AMUSEMENT DEVICE EXEMPTION** on a 74-25 vote. Representative Lundgren said that the bill will help small businesses. The bill exempts the purchase of prizes for amusement games from the sales tax. Representative Stoltenberg joined 24 Democrats in voting against the bill. Representative Wilson, who voted against the bill, said that giving the sales tax exemption only to small businesses and not to non-profits is not fair. The House approved HF 2637 **ADOPTION TAX CREDIT** on a 99-0 vote. The bill increases the adoption credit to $20,000. Representative Lohse, who has sponsored smaller increases in previous sessions, thanked Speaker Grassley for his work on the bill. The fiscal impact will be about $4.4 million in FY 2025, due to retroactive claims, and in later years, will be about $2.5 million.

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TODAY IN THE LEGISLATURE

Bills to the Governor: (1)
Bills RETURNED to the Senate: (1)
Bills to the Senate: (4)

House Files: none (last introduced HF 2656)
House Study Bills: none (last introduced HSB 735)

Resolutions INTRODUCED by the House: (1)
HR 112 GOOD FRIDAY AGREEMENTS (**Bradley**)
Commemorates St Partick's Day and the 26th Anniversary of the Good Friday Agreements to settle the political disputes in Northern Ireland.

Resolutions ADOPTED by the House: (1)
HR 111 HONORING PHIL GRAY
Honors Phil Gray for his contributions to balloon aeronautics in Iowa.

WITHDRAWN: HF 276, HF 2058, HF 2238, HF 2243

Senate Files: 1 (SF 2410)
Senate Study Bills: 1 (SSB 3186)

Resolutions INTRODUCED in the Senate: (2)
SR 104 BORDER WALL (**Whitver**, **All Rs**)
Urges restoration of funding for a border wall.

SR 105 HONORING UI BASKETBALL & CLARK (Weiner, 16 Ds, **26 Rs**)
Honors Caitlyn Clark and the UI Basketball team for their achievements and outstanding season.

HOUSE FLOOR ACTION

Bills to the Governor: (1)
SF 2262 ARREST WARRANTS
Gives federal probation officers access to confidential information regarding the grounds for an arrest warrant, except to the extent such information is expressly denied by the court.
The **Senate PASSED** the bill 46-0 *(2/20)*
The **House PASSED** the bill 99-0; it now GOES to the **Governor**

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HOUSE FLOOR ACTION (CONTINUED)

Bills RETURNED to the Senate: (1)

SF 455 STORMWATER MANAGEMENT

Allows local governments to regulate topsoil preservation at construction sites no more restrictively than NPDES requirements or beyond five-year flood runoff restrictions. Allows the regulation of stormwater runoff but does not allow more restrictive rates after construction than prior to construction. Limits the regulation of runoff from upstream properties. Makes definitions.

Amendments to SF 455 *(from March 6)*

H 8004 by **Local Government** - Adds definitions of construction sites and topsoil and adds various other requirements related to regulation.

H 8162 to H 8004 by **Dunwell** - *Strike & Replace*: Strikes the amendment and the bill. Adds definitions of construction sites and topsoil and adds requirements for counties that want to regulate storm runoff. Prohibits special assessments and prohibits requirements from being more restrictive than NPDES permits. **ADOPTED**

All other amendments - WITHDRAWN or OUT-OF-ORDER

The **House FAILED TO PASS** the bill as amended 49-44; *MTR* **filed** by **Windschitl**

From March 11

The **House ADOPTED** the *MTR* & **PASSED** the bill as amended 53-46; it RETURNS to the **Senate**

Bills to the Senate: (4)

HF 2235 COMMON INTEREST BOARDS

Requires board members for common-interest communities who have been appointed to stand for election at the next owner's association meeting. Allows 1/4 of the owners to petition for an election if the majority of the board serves by appointment or by extension of a term. Requires the board to give unit owners 30 days before an election. Allows an owner to bring an action in small claims court or in a district court.

H 8181 by Judge - *Strike & Replace*: Adds provisions on the ratification of an appointment of a member to the board by the owners.

H 8187 to H 8181 by Judge - Perfecting amendment. **ADOPTED**

H 8181 by Judge as amended - **ADOPTED**

The **House PASSED** the bill as amended 99-0; it now GOES to the **Senate**

HF 2487 REPORTING GROOMING BEHAVIOR

Adds discipline for grooming behavior to the kinds of discipline taken against teachers that must be reported to the BEE. Defines such behavior by teachers.

H 8178 by **Boden** - Adds Investigation provisions (Requires the BEE to include the number of investigations of school employees who are not licensed or holders of certificates or authorizations that are referred to law enforcement in its annual reports. Includes protections for personal information. Strikes certain reporting requirements.

H 8185 to H-8178 by **Boden** - Requires the use of a unique identifier so that an investigation can be searched on the BEE website but limits who can search. **ADOPTED**

H-8188 by Ingels - **WITHDRAWN**

H 8178 by **Boden** as amended **ADOPTED**

The **House PASSED** the bill as amended 99-0; it now GOES to the **Senate**

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HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: (continued)

HF 2625 AMUSEMENT DEVICE EXEMPTION

Establishes a sales tax exemption for amusement devices that the sales price is paid out in prizes.

The **House** **PASSED** the bill 74-25; it now GOES to the **Senate**

HF 2637 ADOPTION TAX CREDIT

Increases the adoption credit to $20,000. Effective immediately.

The **House** **PASSED** the bill 99-0; it now GOES to the **Senate**

SENATE COMMITTEE ACTION

Senate Local Government Committee: Voted Out (2)

HF 2264 PUBLIC FUNDING USES

Allows county funds to be used by an ecclesiastical or sectarian institution for programs that benefit the public. Excludes religious or educational purposes. **PASSED** 9-0-1; *FM:* ***Westrich***

HF 2276 MATERNAL GROUP HOMES

Requires city councils and city zoning commissions to consider a maternal group home as a residential use. **PASSED** 7-3; *FM:* ***Klimesh***

Senate Veterans Affairs Committee: Voted Out (1)

HF 2306 MARINES ON THE VETERANS COMMISSION

Adds a 12th member to the Commission of Veterans Affairs. Requires that the Marine Corps League make two recommendations to the Governor for this position. **PASSED** 12-0; *FM:* ***Reichman***

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HOUSE & SENATE AGENDA

TUESDAY, MARCH 12, 2024

7-9 AM	*Iowa Unity Coalition Legislative Breakfast*	*Legislative Dining Room 15*
7 AM-3 PM	*Iowa Association of Electric Cooperatives (REC) Day on the Hill*	*Rotunda*
8:30 AM	**HOUSE CONVENES**	*House Chamber*
9 AM	**SENATE CONVENES**	*Senate Chamber*
	House Transportation Committee SF 2116 DRIVING RULES: Meggers (C)	*Room 103*
	House Veterans Affairs Committee SF 461 VETERAN BUSINESS LOANS: Golding (C)	*Room 102*
10 AM	**House Agriculture Committee** SF 2391 MISBRANDING MEAT: Hora (C)	*Room 102*
	House Health & Human Services Committee SF 506 CON/BIRTHING CENTERS (w/amend): Fry (C) SF 2285 HHS REPORTING: Jeneary (C)	*Room 103*
	House Local Government Committee SF 451 BOARD OF REVIEW MEETING: Dunwell (C) SF 2205 CIVIL SERVICE POLICE & FF HIRES: Dunwell (C) SF 2325 CIVIL SERVICE DISCIPLINE: Dunwell (C)	*Room 19*
	Senate Technology Committee HF 2240 PHOTO HARASSMENT: Cournoyer (C)	*Room 116*
11 AM	**Senate Natural Resources & Environment Committee** HF 35 RECREATIONAL LAND & USES: Sweeney (C)	*Room 116*
11:30 AM	**House Ethics Committee** Consideration of Fisher Complaint.	*Room 103*
3 PM	**Senate State Government Committee** HF 2013 PROVISIONAL NURSING HOME ADMINISTRATORS: Driscoll (C) HF 2232 TRANSLATION LICENSES: Driscoll (C) HF 2299 OPEN RECORDS: Cournoyer (C) HF 2319 BANNING GUARANTEED INCOME PROGRAMS: Webster (C) HF 2448 ALCOHOL COMPLIANCE CERTIFICATES: Cournoyer (C) HF 2512 SOCIAL WORK COMPACT: Cournoyer (C) HF 2531 CABARETS AS NUISANCES: Cournoyer (C) HF 2539 OPEN MEETINGS FINES (w/amend): Webster (C)	*Room 116*
3-5 PM	*NAACP Day on the Hill*	*Rotunda*
5-7 PM	*Pacific Legal Foundation - Iowan for Tax Relief Regulatory Reception*	*Alleged Lee's 510 E. Grand Avenue*

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SUBCOMMITTEE MEETINGS

TUESDAY, MARCH 12, 2024

7:30 AM	House Ways & Means Subcommittee HSB 732 COUNTY HOSPITAL RATES: J Wills (C), Croken, Sexton	*House Lounge*
8 AM	House State Government Subcommittee SF 2311 STATE AGENCY AUDITS: Bergan (C), Collins, Zabner	*House Lounge*
8:15 AM	House Ways & Means Subcommittee HF 2624 RR RECONSTRUCTION TAX CREDIT: Jones (C), Best, Croken	*House Lounge 2*
8:30 AM	Senate Natural Resources & Environment Subcommittee HF 35 RECREATIONAL LAND & USES: Sweeney (C), Celsi, Evans *(reassigned)*	*Room 217*
10 AM	Senate State Government Subcommittee HF 2013 PROVISIONAL NURSING HOME ADMINISTRATORS: Driscoll (C), Dawson, Winckler	*Room 217*
11 AM	Senate Education Subcommittee HF 2617 PREGNANCY EDUCATION: J Taylor (C), Quirmbach, Salmon	*Room G15*
	Senate Judiciary Subcommittee HF 2556 FIREARM RIGHTS DAMAGES: Webster (C), Petersen, Reichman	*Senate Lounge*
	Senate Ways & Means Subcommittee SF 182 LAND REDEVELOPMENT TRUSTS: Dawson (C), Jochum, Zaun	*Room 217*
NOON	House Appropriations Subcommittee HF 2492 BIOMARKER TESTING: Lohse (C), Ehlert, Fry	*House Lounge*
	House Commerce Subcommittee SF 411 BANNING ENERGY SOURCES: C Thomson (C), Forbes, J Wills	*Room 19*
	House Education Subcommittee SF 251 SCHOOL BUDGET: Gehlbach (C), Buck, Johnson	*House Lounge 2*
	House Education Subcommittee SF 2196 SCHOOL VACCINATION INFORMATION: Wheeler (C), Holt, Kurth	*Room 304*
	House State Government Subcommittee SF 2324 DNR PROPERTY PURCHASES: Harris (C), Baeth, Wulf	*Room 103*
	House Ways & Means Subcommittee HF 2449 WINE AUCTIONS: Sexton (C), Bloomingdale, Gjerde	*Room 102*
	Senate State Government Subcommittee HF 2319 BANNING GUARANTEED INCOME PROGRAMS: Webster (C), Bisignano, Bousselot	*Room 217*
12:30 PM	House Commerce Subcommittee SF 2362 SERVICE CONTRACTS: Lohse (C), Nordman, Srinivas	*House Lounge*
	House Education Subcommittee SF 2388 SCHOOL ADMINISTRATOR CONTRACTS: Gehlbach (C), Johnson, Madison	*House Lounge 2*
	House Ways & Means Subcommittee HF 2629 SHIPPING LIQUORS: Sexton (C), Forbes, Jones	*Room 102*
	House Ways & Means Subcommittee HSB 731 IOWA FILM INCENTIVES: Bloomingdale (C), Best, Isenhart, Jacoby, Siegrist	*Room 304*

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SUBCOMMITTEE MEETINGS (CONTINUED)

TUESDAY, MARCH 12, 2024		
1 PM	House Education Subcommittee SF 252 UNIVERSITY PREGNANCY ACCOMMODATIONS: Hora (C), Boden, Ehlert	*House Lounge*
	Senate State Government Subcommittee HF 2531 CABARETS AS NUISANCES: Cournoyer (C), Bisignano, Webster	*Room 217*
1:30 PM	Senate Judiciary Subcommittee HF 2602 GROOMING OFFENSES: Evans (C), Shipley, Weiner	*Room 217*
2 PM	Senate Judiciary Subcommittee HF 2608 PUBLIC ASSISTANCE & SMUGGLING: Garrett (C), J Taylor, Weiner	*Room G15*
4 PM	Senate Judiciary Subcommittee HF 2593 OFFICER-INVOLVED SHOOTINGS: Rowley (C), Boulton, J Taylor	*Room 217*

HOUSE DEBATE CALENDAR

TUESDAY, MARCH 12, 2024			
HF 2168	SG	CAMPAIGN MATTERS	*Harris*
HF 2401	CO	PBM DISCRIMINATION	*Lundgren*
HF 2543	ED	CHARTER SCHOOLS (sim/comp to SF 2368)	*Gehlbach*
HF 2547	ED	ABSENT STUDENTS	*Collins*
HF 2551	CO	ELECTRIC TRANSMISSION LINES (sim/comp to SF 2372)	*G Mohr*
HF 2577	JU	END-OF-LIFE CARE	*Gustoff*
HF 2580	JU	COUNSEL FOR CHILDREN	*Lohse*
HF 2605	PS	HEMP CONSUMABLES (sim/comp to SF 2352)	*Holt*
HF 2650	WM	MEDICAL CANNABIDIOL EXPENSES	*Harris*
HF 2652	AP	SCHOOL SAFETY	*Nordman*
HF 2653	AP	PERRY RETENTION BONUSES	*Nordman*

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HOUSE SUBCOMMITTEE ASSIGNMENTS

STATE GOVERNMENT

SF 2370	GOVERNOR RULEMAKING PROCEDURES	Sexton (C), Nielsen, Young

SENATE SUBCOMMITTEE ASSIGNMENTS

EDUCATION

HF 2558	UNIVERSITY & REGENT PROGRAMS	Kraayenbrink (C), Quirmbach, Rozenboom

JUDICIARY

HF 2460	HUMAN TRAFFICKING	Bousselot (C), Rowley, Weiner
HF 2517	TRUST ACTIONS	Bousselot (C), Reichman, Weiner
HF 2560	CIVIL FORFEITURES	Schultz (C), Evans, Quirmbach
HF 2570	COUNTY ATTORNEY PROFESSIONAL PERMITS	J Taylor (C), Petersen, Webster
HF 2575	TERMINATION OF PREGNANCY	Schultz (C), Bousselot, Petersen
HF 2597	LOOTING	Webster (C), Bisignano, J Taylor
HF 2602	GROOMING OFFENSES	Evans (C), Shipley, Weiner
HF 2608	PUBLIC ASSISTANCE & SMUGGLING	Garrett (C), J Taylor, Weiner

NATURAL RESOURCES

HF 35	RECREATIONAL LAND & USES	Sweeney (C), Celsi, Evans *(reassigned)*

STATE GOVERNMENT

HJR 2004	WAGERING & FANTASY SPORTS	Bousselot (C), Bisignano, Brown
HF 2506	METASTATIC BREAST CANCER DAY	Westrich (C), Celsi, Kraayenbrink
HF 2531	CABARETS AS NUISANCES	Cournoyer (C), Bisignano, Webster
HF 2549	AI CAMPAIGN USES	Cournoyer (C), Bisignano, Schultz

TECHNOLOGY

HF 2240	PHOTO HARASSMENT	Cournoyer (C), Bennett, Webster
HF 2523	MINOR SOCIAL MEDIA ACCOUNTS	Cournoyer (C), Bennett, Gruenhagen

TRANSPORTATION

HF 2601	PARKING METER TIME	Shipley (C), Klimesh, T Taylor

WAYS & MEANS

HF 2627	HONEYBEE SALES	Driscoll (C), Koelker, Quirmbach
HF 2628	BLOOD CENTER TAX EXEMPTION	Koelker (C), Dawson, Quirmbach

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SENATE FILES (SF 2410)

SF 2410 AGRICULTURAL OMNIBUS (**Appropriations**; Successor to SF 2209) *FM: **Zumbach***

Horses: Adds requirements for determining a racehorse is Iowa-foaled. **Choose Iowa**: Expands the products covered and makes a name change. **Milk & Butchery**: Strikes the Butchery & Milk Innovation funds and gives DALS the responsibility to run the Butchery Innovation program. Renames the Milk program as the Diary Innovation & Revitalization program. **Value-Added Grants**: Establishes the value-added grant program to assist in value-added agriculture programs. Consolidates a number of existing programs. **Breeders**: Strikes an exception for greyhound breeders, regulating them like other commercial breeders. Similar to HF 2641

SENATE STUDY BILLS (SSB 3186)

SSB 3186 CONSUMABLE HEMP TAX (Ways & Means) **Dawson** (C), Dotzler, **Driscoll**

Establishes a 25% excise tax on the sales of consumable hemp products. Exempts such products from the sales tax. Makes definitions.

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Cc: Rhoads, Jana
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=7fca4091cff343588eb64139592ab189-rhoads, jan>
Bcc:
Subject: founded, confirmed, and not confirmed
Date: Thu Apr 18 2024 12:08:00 CDT
Attachments: 232 (1).pdf
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The applicable sections of Code are highlighted below. The statute begins with "…if the department issues a finding…..". If in the course of our assessment we believe the allegations are "not confirmed," then that is an acceptable/allowable outcome. We cannot have a finding of "confirmed" if there are criminal charges though.

Pursuant to Iowa Code section 232.71D(3)(a)(1) and (2)

232.71D Founded child abuse — central registry.

1. The requirements of this section shall apply to child abuse information relating to a report of child abuse and to a child abuse assessment performed in accordance with section 232.71B.

2. Except as otherwise provided in subsections 3 and 4, and section 235A.19, subsection 3, if the department issues a finding that the alleged child abuse meets the definition of child abuse under section 232.68, subsection 2, the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse.

3. a. Unless any of the circumstances listed in paragraph "b" are applicable, cases to

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which any of the following circumstances apply shall not be placed in the central registry:

(1) A finding of physical abuse in which the department has determined the injury resulting from the abuse was minor, isolated, and unlikely to reoccur.

(2) A finding of abuse by failure to provide adequate supervision or by failure to provide adequate clothing, in which the department has determined the risk from the abuse to the child's health and welfare was minor, isolated, and unlikely to reoccur.

b. If any of the following circumstances apply in addition to those listed in paragraph "a", the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse:

(1) The case was referred for juvenile or criminal court action as a result of the acts or omissions of the alleged perpetrator or a criminal or juvenile court action was initiated by the county attorney or juvenile court within twelve months of the date of the department's report concerning the case, in which the alleged perpetrator was convicted of a crime involving the child or there was a delinquency or child in need of assistance adjudication.

(2) The department determines the acts or omissions of the alleged perpetrator meet the definition of child abuse and the department has previously determined within the five-year period preceding the issuance of the department's report that the acts or omissions of the alleged perpetrator in a prior case met the definition of child abuse.

(3) The department determines the alleged perpetrator of the child abuse will continue to pose a danger to the child who is the subject of the report of child abuse or to another child with whom the alleged perpetrator may come into contact.

Janee Harvey

Director, Division of Family Well-Being & Protection

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CHAPTER 232

JUVENILE JUSTICE

Referred to in §13B.9, 85.59, 123.47, 135.108, 135H.6, 135L.3, 232B.3, 232B.6, 233.2, 233A.5, 234.1, 234.46, 235A.13, 236.11, 236A.12, 237.1, 237.20, 238.32, 252D.1, 252D.16, 252D.16A, 252H.2, 252I.2, 252J.1, 256.177, 256.212, 257.11, 257.41, 273.2, 280.29, 299.8, 321.180B, 321.184, 321.482, 321G.14, 321I.15, 331.427, 331.756(42), 356.3, 462A.13, 483A.24, 598.21C, 600.5, 600.6, 600.8, 600.16A, 600B.41A, 602.6110, 602.7101, 602.7202, 602.8102(42), 664A.1, 664A.2, 664A.5, 664A.7, 709.12, 709A.1, 716.13, 716.14, 717B.1, 814.11, 815.9, 915.25, 915.37

For provisions concerning court orders under this chapter which impose terms and conditions on the parent, guardian, or custodian of a child, see §232.106

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232.1A Foster care placement — annual goal.
232.2 Definitions.
232.3 Concurrent court proceedings.
232.3A Authority relating to action to overcome paternity in a child in need of assistance or termination of parental rights proceeding.
232.4 Jurisdiction — support obligation.
232.5 Abortion performed on a minor — waiver of notification proceedings.
232.6 Jurisdiction — adoptions and terminations of parental rights.
232.7 Iowa Indian child welfare Act.
232.7A Rules of juvenile procedure.
232.7B Applicability of this chapter prior to July 1, 1979.

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232.69 Mandatory and permissive reporters — training required.
232.70 Reporting procedure.
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232.71B Duties of the department upon receipt of report.
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232.195 and 232.196 Repealed by 2022 Acts, ch 1098, §90.

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SUBCHAPTER I

CONSTRUCTION AND DEFINITIONS

232.1 Rules of construction.

This chapter shall be liberally construed to the end that each child under the jurisdiction of the court shall receive, preferably in the child's own home, the care, guidance and control that will best serve the child's welfare and the best interest of the state. When a child is removed from the control of the child's parents, the court shall secure the least restrictive care for the child's placement with a preference for placement with the child's family or a fictive kin.

[S13, §254-a14; C24, 27, 31, 35, 39, §**3617;** C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §232.1]

2022 Acts, ch 1098, §1

232.1A Foster care placement — annual goal.

The annual state goal for children placed in foster care that is funded under the federal Social Security Act, Tit. IV-E, is that not more than fifteen percent of the children will be in a foster care placement for a period of more than twenty-four months.

2005 Acts, ch 175, §101; 2010 Acts, ch 1061, §180

232.2 Definitions.

As used in this chapter unless the context otherwise requires:

1. *"Abandonment of a child"* means the relinquishment or surrender, without reference to any particular person, of the parental rights, duties, or privileges inherent in the parent-child relationship. Proof of abandonment must include both the intention to abandon and the acts by which the intention is evidenced. The term does not require that the relinquishment or surrender be over any particular period of time.

2. *"Adjudicatory hearing"* means a hearing to determine if the allegations of a petition are true.

3. *"Adult"* means a person other than a child.

4. *"Case permanency plan"* means the plan, mandated by Pub. L. No. 96-272 and Pub. L. No. 105-89, as codified in 42 U.S.C. §622(b)(10), 671(a)(16), and 675(1),(5), which is designed to achieve placement in the most appropriate, least restrictive, and most family-like setting available and in close proximity to the parent's home, consistent with the best interests and special needs of the child, and which considers the placement's proximity to the school in which the child is enrolled at the time of placement. The plan shall be developed by the department or agency involved and the child's parent, guardian, or custodian. If the child is fourteen years of age or older, the plan shall be developed in consultation with the child and, at the option of the child, with up to two persons chosen by the child to be members of the child's case planning team if such persons are not a foster parent of, or caseworker for, the child. The department may reject a person selected by a child to be a member of the child's case planning team at any time if the department has good cause to believe that the person would not act in the best interests of the child. One person selected by a child to be a member of the child's case planning team may be designated to be the child's advisor or, if necessary, the child's advocate with respect to the application of the reasonable and prudent parent standard. The plan shall specifically include all of the following:

a. Plans for carrying out the voluntary placement agreement or judicial determination pursuant to which the child entered care.

b. The type and appropriateness of the placement and services to be provided to the child.

c. The care and services that will be provided to the child, biological parents, and foster parents.

d. How the care and services will meet the needs of the child while in care and will facilitate the child's return home or other permanent placement.

e. The most recent information available regarding the child's health and education records, including the date the records were supplied to the agency or individual who is the child's foster care provider. If the child remains in foster care until the age of majority, the

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child is entitled to receive prior to discharge the most recent information available regarding the child's health and educational records.

f. Plans for retaining any suitable existing medical, dental, or mental health providers providing medical, dental, or mental health care to the child when the child entered foster care.

g. (1) When a child is fourteen years of age or older, a written transition plan of services, supports, activities, and referrals to programs which, based upon an assessment of the child's needs, would assist the child in preparing for the transition from foster care to adulthood. The transition plan and needs assessment shall be developed with a focus on the services, other support, and actions necessary to facilitate the child's successful entry into adulthood. The transition plan shall be personalized at the direction of the child and shall be developed with the child present, honoring the goals and concerns of the child, and shall address the following areas of need for the child's successful transition from foster care to adulthood, including but not limited to all of the following:

(a) Education.

(b) Employment services and other workforce support.

(c) Health and health care coverage.

(d) Housing and money management.

(e) Relationships, including local opportunities to have a mentor.

(f) If the needs assessment indicates the child is reasonably likely to need or be eligible for services or other support from the adult service system upon reaching age eighteen, the transition plan shall provide for the child's application for adult services.

(2) The transition plan shall be considered a working document and shall be reviewed and updated during a periodic case review, which shall occur at a minimum of once every six months. The transition plan shall also be reviewed and updated during the ninety calendar-day period preceding the child's eighteenth birthday and during the ninety calendar-day period immediately preceding the date the child is expected to exit foster care, if the child remains in foster care after the child's eighteenth birthday. The transition plan may be reviewed and updated more frequently.

(3) The transition plan shall be developed and reviewed by the department in collaboration with a child-centered transition team. The transition team shall be comprised of the child's caseworker and persons selected by the child, persons who have knowledge of services available to the child, and any person who may reasonably be expected to be a service provider for the child when the child becomes an adult or to become responsible for the costs of services at that time. If the child is reasonably likely to need or be eligible for adult services, the transition team membership shall include representatives from the adult services system. The membership of the transition team and the meeting dates for the team shall be documented in the transition plan.

(4) The final transition plan shall specifically identify how the need for housing will be addressed.

(5) If the child is interested in pursuing higher education, the transition plan shall provide for the child's participation in the college student aid commission's program of assistance in applying for federal and state aid under section 256.177.

(6) If the needs assessment indicates the child is reasonably likely to need or be eligible for services or other support from the adult service system upon reaching age eighteen, the transition plan shall be reviewed and approved by the transition committee for the area in which the child resides, in accordance with section 235.7, before the child reaches age seventeen and one-half. The transition committee's review and approval shall be indicated in the case permanency plan.

(7) The transition plan shall include a provision for the department or a designee of the department on or before the date the child reaches age eighteen, unless the child has been placed in foster care for less than thirty days, to provide to the child written verification of the child's foster care status, and a certified copy of the child's birth certificate, social security card, and driver's license or government-issued nonoperator's identification card. The fee for the certified copy of the child's birth certificate that is otherwise chargeable under section 144.13A, 144.46, or 331.605 shall be waived by the state or county registrar.

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h. The actions expected of the parent, guardian, or custodian in order for the department or agency to recommend that the court terminate a dispositional order for the child's out-of-home placement and for the department or agency to end its involvement with the child and the child's family.

i. If reasonable efforts to place a child for adoption or with a guardian are made concurrently with reasonable efforts as defined in section 232.102, the concurrent goals and timelines may be identified. Concurrent case permanency plan goals for reunification, and for adoption or for other permanent out-of-home placement of a child shall not be considered inconsistent in that the goals reflect divergent possible outcomes for a child in an out-of-home placement.

j. A provision that a designee of the department or other person responsible for placement of a child out-of-state shall visit the child at least once every six months.

k. If it has been determined that the child cannot return to the child's home, documentation of the steps taken to make and finalize an adoption or other permanent placement.

l. If it is part of the child's records or it is otherwise known that the child has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has been a victim or perpetrator of sexual abuse, that information shall be addressed in the plan and shall be provided to the child's parent, guardian, or foster parent or other person with custody of the child. The information shall be provided whether the child's placement is voluntary or made pursuant to a court determination. The information shall be provided at the time it is learned by the department or agency developing the plan and, if possible, at the time of the child's placement. The information shall only be withheld if ordered by the court or it is determined by the department or agency developing the plan that providing the information would be detrimental to the child or to the family with whom the child is living. In determining whether providing the information would be detrimental, the court, department, or agency shall consider any history of abuse within the child's family or toward the child.

m. The provisions involving sibling visitation or interaction required under section 232.108.

n. Documentation of the educational stability of the child while in foster care. The documentation shall include but is not limited to all of the following:

(1) Evidence there was an evaluation of the appropriateness of the child's educational setting while in placement and of the setting's proximity to the educational setting in which the child was enrolled at the time of placement.

(2) An assurance either that the department coordinated with appropriate local educational agencies to identify how the child could remain in the educational setting in which the child was enrolled at the time of placement or, if it was determined it was not in the child's best interest to remain in that setting, that the affected educational agencies would immediately and appropriately enroll the child in another educational setting during the child's placement and ensure that the child's educational records were provided for use in the new educational setting. For the purposes of this subparagraph, *"local educational agencies"* means the same as defined in the federal Elementary and Secondary Education Act of 1965, §9101, as codified in 20 U.S.C. §7801(26).

o. Any issues relating to the application of the reasonable and prudent parent standard and the child's participation in age or developmentally appropriate activities while in foster care.

5. *"Child"* means a person under eighteen years of age.

6. *"Child in need of assistance"* means a child who has been found to meet the grounds for adjudication pursuant to section 232.96A.

7. *"Chronic runaway"* means a child who is reported to law enforcement as a runaway more than once in any thirty-day period or three or more times in any year.

8. *"Complaint"* means an oral or written report which is made to the juvenile court by any person and alleges that a child is within the jurisdiction of the court.

9. *"Court"* means the juvenile court established under section 602.7101.

10. *"Court appointed special advocate"* means a person duly certified by the child

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advocacy board created in section 237.16 for participation in the court appointed special advocate program and appointed by the court to carry out duties pursuant to section 237.24.

11. *"Criminal or juvenile justice agency"* means any agency which has as its primary responsibility the enforcement of the state's criminal laws or of local ordinances made pursuant to state law.

12. *a.* *"Custodian"* means a stepparent or a relative within the fourth degree of consanguinity to a child who has assumed responsibility for that child, a person who has accepted a release of custody pursuant to subchapter IV, or a person appointed by a court or juvenile court having jurisdiction over a child.

b. The rights and duties of a custodian with respect to a child are as follows:

(1) To maintain or transfer to another the physical possession of that child.

(2) To protect, train, and discipline that child.

(3) To provide food, clothing, housing, and medical care for that child.

(4) To consent to emergency medical care, including surgery.

(5) To sign a release of medical information to a health professional.

c. All rights and duties of a custodian shall be subject to any residual rights and duties remaining in a parent or guardian.

13. *"Delinquent act"* means:

a. The violation of any state law or local ordinance which would constitute a public offense if committed by an adult except any offense which by law is exempted from the jurisdiction of this chapter.

b. The violation of a federal law or a law of another state which violation constitutes a criminal offense if the case involving that act has been referred to the juvenile court.

c. The violation of section 123.47 which is committed by a child.

d. The violation of sections 716.7 and 716.8, which is committed by a child.

e. The violation of section 724.4E which is committed by a child.

14. *"Department"* means the department of health and human services and includes the local and county officers of the department.

15. *"Desertion"* means the relinquishment or surrender for a period in excess of six months of the parental rights, duties, or privileges inherent in the parent-child relationship. Proof of desertion need not include the intention to desert, but is evidenced by the lack of attempted contact with the child or by only incidental contact with the child.

16. *"Detention"* means the temporary care of a child in a physically restricting facility designed to ensure the continued custody of the child at any point between the child's initial contact with the juvenile authorities and the final disposition of the child's case.

17. *"Detention hearing"* means a hearing at which the court determines whether it is necessary to place or retain a child in detention.

18. *"Director"* means the director of health and human services or the director's designee.

19. *"Dismissal of complaint"* means the termination of all proceedings against a child.

20. *"Dispositional hearing"* means a hearing held after an adjudication to determine what dispositional order should be made.

21. *"Family in need of assistance"* means a family in which there has been a breakdown in the relationship between a child and the child's parent, guardian, or custodian.

22. *"Fictive kin"* means an adult person who is not a relative of a child but who has an emotionally positive significant relationship with the child or the child's family.

23. *"Foster care"* means the provision of parental nurturing, including but not limited to the furnishing of food, lodging, training, education, supervision, treatment, or other care, to a child on a full-time basis by a person, including an adult relative or fictive kin of the child, and where the child is under the placement, care, or supervision of the department, juvenile court services, or tribes with whom the department has entered into an agreement pursuant to a court order or voluntary placement, but not including a guardian of the child.

24. *a.* *"Guardian"* means a person who is not the parent of a child, but who has been appointed by a court having jurisdiction over the child, to have a permanent self-sustaining relationship with the child and to make important decisions which have a permanent effect on the life and development of that child and to promote the general welfare of that child. A guardian may be a court. *"Guardian"* does not mean conservator, as defined in section

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633.3, although a person who is appointed to be a guardian may also be appointed to be a conservator.

b. Unless otherwise enlarged or circumscribed by a court or juvenile court having jurisdiction over the child or by operation of law, the rights and duties of a guardian with respect to a child shall be as follows:

(1) To consent to marriage, enlistment in the armed forces of the United States, or medical, psychiatric, or surgical treatment.

(2) To serve as guardian ad litem, unless the interests of the guardian conflict with the interests of the child or unless another person has been appointed guardian ad litem.

(3) To serve as custodian, unless another person has been appointed custodian.

(4) To make periodic visitations if the guardian does not have physical possession or custody of the child.

(5) To consent to adoption and to make any other decision that the parents could have made when the parent-child relationship existed.

(6) To make other decisions involving protection, education, and care and control of the child.

25. *a.* *"Guardian ad litem"* means a person appointed by the court to represent the interests of a child in any judicial proceeding to which the child is a party.

b. Unless otherwise enlarged or circumscribed after a finding of good cause by a court or juvenile court having jurisdiction over the child or by operation of law, the duties of a guardian ad litem with respect to a child shall include the following:

(1) Conducting in-person interviews with the child, if the child's age is appropriate for the interview, and interviewing each parent, guardian, or other person having custody of the child, if authorized by counsel.

(2) Conducting interviews with the child, if the child's age is appropriate for the interview, prior to any court-ordered hearing.

(3) Visiting the home, residence, or both home and residence of the child and any prospective home or residence of the child, including each time placement is changed.

(4) Interviewing any person providing medical, mental health, social, educational, or other services to the child, before any hearing referred to in subparagraph (2).

(5) Obtaining firsthand knowledge, if possible, of the facts, circumstances, and parties involved in the matter in which the person is appointed guardian ad litem.

(6) Attending any hearings in the matter in which the person is appointed as the guardian ad litem.

(7) If the child is required to have a transition plan developed in accordance with the child's case permanency plan and subject to review and approval of a transition committee under section 235.7, assisting the transition committee in development of the transition plan.

(8) Submitting a written report to the juvenile court and to each of the parties detailing compliance with this subsection. If the guardian ad litem is also appointed to represent the child as an attorney, the written report shall contain an assessment of this dual role and whether there is a need for the court to appoint a separate guardian ad litem. A written report shall be submitted for each court hearing unless otherwise ordered by the court.

(9) Providing a sibling of a child not placed with the child with the reasons why the child and the sibling have not been placed together and an explanation of the efforts being made to facilitate placement together or why efforts to place the child and sibling together are not appropriate. This subparagraph shall not apply if the sibling's age or mental state makes such explanations inappropriate.

c. The order appointing the guardian ad litem shall grant authorization to the guardian ad litem to interview any relevant person and inspect and copy any records relevant to the proceedings, if not prohibited by federal law. The order shall specify that the guardian ad litem may interview any person providing medical, mental health, social, educational, or other services to the child, may attend any departmental staff meeting, case conference, or meeting with medical or mental health providers, service providers, organizations, or educational institutions regarding the child, if deemed necessary by the guardian ad litem, and may inspect and copy any records relevant to the proceedings.

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d. If authorized by the court, a guardian ad litem may continue a relationship with and provide advice to a child for a period of time beyond the child's eighteenth birthday.

e. In determining the best interests of the child, rather than relying solely on a guardian ad litem's life experiences or instinct, a guardian ad litem shall, with the primary goal of achieving permanency for the child by preserving the child's family or reunifying the child with the child's family, do all of the following:

(1) Determine the child's circumstances through a full, independent, and efficient investigation, including the information gathered from the child's medical, mental health, and education professionals, social workers, other relevant experts, and other sources obtained in accordance with this subsection.

(2) Assess the child and the totality of the child's circumstances at the time of each placement determination, including any potential trauma to the child that may be caused by any recommended action.

(3) Examine all options available to the child in light of the permanency plans.

(4) Incorporate a child's expressed wishes in recommendations and reports.

26. *"Health practitioner"* means a licensed physician or surgeon, osteopathic physician or surgeon, dentist, optometrist, podiatric physician, or chiropractor, a resident or intern of any such profession, and any registered nurse or licensed practical nurse.

27. *"Informal adjustment"* means the disposition of a complaint without the filing of a petition and may include but is not limited to the following:

a. Placement of the child on nonjudicial probation.

b. Provision of intake services.

c. Referral of the child to a public or private agency other than the court for services.

28. *"Informal adjustment agreement"* means an agreement between an intake officer, a child who is the subject of a complaint, and the child's parent, guardian, or custodian providing for the informal adjustment of the complaint.

29. *"Intake"* means the preliminary screening of complaints by an intake officer to determine whether the court should take some action and if so, what action.

30. *"Intake officer"* means a juvenile court officer or other officer appointed by the court to perform the intake function.

31. *"Judge"* means the judge of a juvenile court.

32. *"Juvenile"* means the same as *"child"*. However, in the interstate compact for juveniles, section 232.173, *"juvenile"* means a person defined as a juvenile in the compact.

33. *"Juvenile court officer"* means a person appointed as a juvenile court officer under section 602.7202 and a chief juvenile court officer appointed under section 602.1217.

34. *"Juvenile court social records"* or *"social records"* means all records made with respect to a child in connection with proceedings over which the court has jurisdiction under this chapter other than official records and includes but is not limited to the records made and compiled by intake officers, predisposition reports, and reports of physical and mental examinations.

35. *"Juvenile detention home"* means a physically restricting facility used only for the detention of children.

36. *"Juvenile diversion program"* means an organized effort to coordinate services for a child who is alleged to have committed a delinquent act, when the organized effort results in the dismissal of a complaint alleging the commission of the delinquent act or results in informally proceeding without a complaint being filed against the child, and which does not result in an informal adjustment agreement involving juvenile court services or the filing of a delinquency petition.

37. *"Juvenile parole officer"* means a person representing an agency which retains jurisdiction over the case of a child adjudicated to have committed a delinquent act, placed in a secure facility and subsequently released, who supervises the activities of the child until the case is dismissed.

38. *"Juvenile shelter care home"* means a physically unrestricting facility used only for the shelter care of children.

39. *"Mental injury"* means a nonorganic injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to

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function within the child's normal range of performance and behavior, considering the child's cultural origin.

40. *"Neglect"* means the failure on the part of a person responsible for the care of a child to provide for adequate food, shelter, clothing, medical or mental health treatment, supervision, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

41. *"Newborn infant"* means the same as defined in section 233.1.

42. *"Nonjudicial probation"* means the informal adjustment of a complaint which involves the supervision of the child who is the subject of the complaint by an intake officer or juvenile court officer for a period during which the child may be required to comply with specified conditions concerning the child's conduct and activities.

43. *"Nonsecure facility"* means a physically unrestricting facility in which children may be placed pursuant to a dispositional order of the court made in accordance with the provisions of this chapter.

44. *"Official juvenile court records"* or *"official records"* means official records of the court of proceedings over which the court has jurisdiction under this chapter which includes but is not limited to the following:

a. The docket of the court and entries therein.

b. Complaints, petitions, other pleadings, motions, and applications filed with a court.

c. Any summons, notice, subpoena, or other process and proofs of publication.

d. Transcripts of proceedings before the court.

e. Findings, judgments, decrees, and orders of the court.

45. *"Parent"* means a biological or adoptive mother or father of a child; or a father whose paternity has been established by one of the methods enumerated in section 252A.3, subsection 10, or by operation of law due to the established father's marriage to the mother at the time of conception, birth, or at any time during the period between conception and birth of the child. *"Parent"* does not include a mother or father whose parental rights have been terminated or a father whose paternity has been overcome pursuant to section 232.3A.

46. *"Peace officer"* means a law enforcement officer or a person designated as a peace officer by a provision of the Code.

47. *"Petition"* means a pleading the filing of which initiates formal judicial proceedings in the juvenile court.

48. *"Physical abuse"* means any nonaccidental physical injury suffered by a child as the result of the acts or omissions of the child's parent, guardian, or custodian or other person legally responsible for the child.

49. *"Preadoptive care"* means the provision of parental nurturing on a full-time basis to a child in foster care by a person who has signed a preadoptive placement agreement with the department for the purposes of proceeding with a legal adoption of the child. Parental nurturing includes but is not limited to furnishing of food, lodging, training, education, treatment, and other care.

50. *"Predisposition investigation"* means an investigation conducted for the purpose of collecting information relevant to the court's fashioning of an appropriate disposition of a delinquency case over which the court has jurisdiction.

51. *"Predisposition report"* is a report furnished to the court which contains the information collected during a predisposition investigation.

52. *"Probation"* means a legal status which is created by a dispositional order of the court in a case where a child has been adjudicated to have committed a delinquent act, which exists for a specified period of time, and which places the child under the supervision of a juvenile court officer or other person or agency designated by the court. The probation order may require a child to comply with specified conditions imposed by the court concerning conduct and activities, subject to being returned to the court for violation of those conditions.

53. *"Putative father"* means a person who has been identified by the mother of a child as the child's potential biological father or a person who claims to be the biological father of a child and who was not married to the child's mother at the time of the child's birth, when all of the following circumstances apply:

a. Biological testing has not excluded the person as the child's biological father.

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b. No legal father has been established, biological testing excludes the previously identified father, or previous paternity has otherwise been disestablished.

c. Information sufficient to identify and find the person has been provided to the county attorney by the mother, the person, or a party to proceedings under this chapter.

d. The person has not been found by a court to be uncooperative with genetic testing.

54. *"Reasonable and prudent parent standard"* means the same as defined in section 237.1.

55. *"Registry"* means the central registry for child abuse information as established under chapter 235A.

56. *"Relative"* means an individual related to a child within the fourth degree of consanguinity or affinity, by marriage, or through adoption. For purposes of subchapters III and IV, *"relative"* includes the parent of a sibling of the child if the sibling's parent's parental rights were not previously terminated in relation to the child.

57. *"Residual parental rights and responsibilities"* means those rights and responsibilities remaining with the parent after transfer of legal custody or guardianship of the person of the child. These include but are not limited to the right of visitation, the right to consent to adoption, and the responsibility for support.

58. *"Secure facility"* means a physically restricting facility in which children adjudicated to have committed a delinquent act may be placed pursuant to a dispositional order of the court.

59. *"Sexual abuse"* means the commission of a sex offense as defined by the penal law.

60. *"Shelter care"* means the temporary care of a child in a physically unrestricting facility at any time between a child's initial contact with juvenile authorities and the final judicial disposition of the child's case.

61. *"Shelter care hearing"* means a hearing at which the court determines whether it is necessary to place or retain a child in shelter care.

62. *"Sibling"* means an individual who is related to another individual by blood, adoption, or affinity through a common legal or biological parent, regardless of whether a common legal or biological parent's parental rights have been terminated.

63. *"Social investigation"* means an investigation conducted for the purpose of collecting information relevant to the court's fashioning of an appropriate disposition of a child in need of assistance case over which the court has jurisdiction.

64. *"Social report"* means a report furnished to the court which contains the information collected during a social investigation.

65. *"Taking into custody"* means an act which would be governed by the laws of arrest under the criminal code if the subject of the act were an adult. The taking into custody of a child is subject to all constitutional and statutory protections which are afforded an adult upon arrest.

66. *"Termination hearing"* means a hearing held to determine whether the court should terminate a parent-child relationship.

67. *"Termination of the parent-child relationship"* means the divestment by the court of the parent's and child's privileges, duties, and powers with respect to each other.

68. *"Voluntary placement"* means a foster care placement in which the department provides foster care services to a child according to a signed placement agreement between the department and the child's parent or guardian.

69. *"Waiver hearing"* means a hearing at which the court determines whether it shall waive its jurisdiction over a child alleged to have committed a delinquent act so that the state may prosecute the child as if the child were an adult.

[S13, §254-a14, -a21; C24, 27, 31, 35, 39, §**3618, 3619, 3620, 3638;** C46, 50, 54, 58, 62, §232.2, 232.3, 232.4, 232.22; C66, 71, 73, 75, 77, 79, 81, §232.2; 82 Acts, ch 1209, §1]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10054, 10055, 10201; 84 Acts, ch 1279, §1, 2; 87 Acts, ch 121, §1, 2; 88 Acts, ch 1134, §46, 47; 89 Acts, ch 169, §1; 89 Acts, ch 229, §1 – 4; 89 Acts, ch 230, §1, 2; 90 Acts, ch 1251, §22; 91 Acts, ch 232, §1; 92 Acts, ch 1231, §10; 93 Acts, ch 93, §1; 94 Acts, ch 1046, §1, 2; 94 Acts, ch 1172, §12; 95 Acts, ch 108, §16; 95 Acts, ch 147, §3; 95 Acts, ch 182, §1, 2, 6; 95 Acts, ch 191, §7; 96 Acts, ch 1092, §1; 97 Acts, ch 90, §1; 97 Acts, ch 126, §10; 97 Acts, ch 164, §1; 98 Acts, ch 1019, §1; 98 Acts, ch 1047, §21; 98 Acts, ch 1190, §1 – 3; 99 Acts, ch 164, §1; 99 Acts, ch 208, §33, 34; 2000 Acts, ch 1067, §4, 5; 2000 Acts, ch 1232, §56; 2001 Acts, ch 46, §1; 2001 Acts, ch 67, §7, 13; 2002 Acts, ch 1081, §1; 2002 Acts,

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ch 1162, §16; 2003 Acts, ch 117, §1 – 3; 2004 Acts, ch 1090, §33; 2004 Acts, ch 1116, §3; 2005 Acts, ch 117, §2, 4; 2005 Acts, ch 124, §1; 2007 Acts, ch 67, §1, 2; 2007 Acts, ch 172, §2, 3; 2008 Acts, ch 1088, §141; 2008 Acts, ch 1112, §1; 2008 Acts, ch 1187, §131; 2009 Acts, ch 41, §231, 232; 2009 Acts, ch 120, §1, 2; 2010 Acts, ch 1151, §1; 2010 Acts, ch 1192, §74; 2013 Acts, ch 50, §1; 2015 Acts, ch 69, §72; 2016 Acts, ch 1063, §1 – 4; 2016 Acts, ch 1073, §83; 2016 Acts, ch 1087, §1; 2017 Acts, ch 86, §1; 2018 Acts, ch 1153, §1, 2; 2019 Acts, ch 126, §1, 2; 2020 Acts, ch 1062, §29, 94; 2022 Acts, ch 1055, §1; 2022 Acts, ch 1098, §2 – 14; 2022 Acts, ch 1153, §43, 44; 2023 Acts, ch 19, §590; 2023 Acts, ch 46, §1; 2023 Acts, ch 123, §1

Referred to in §13B.9, 135.119, 232.82, 232.89, 232.101A, 232.147, 235.7, 235A.15, 237.3, 237.15, 237.22, 282.30, 692.1, 709.13, 915.36, 915.37

Subsections 14 and 18 amended

NEW subsection 41 and former subsections 41 – 43 renumbered as 42 – 44

Former subsection 44 amended and renumbered as 45

Former subsections 45 – 68 renumbered as 46 – 69

232.3 Concurrent court proceedings.

1. During the pendency of an action under this chapter, a party to the action is estopped from litigating concurrently the custody, guardianship, or placement of a child who is the subject of the action, in a court other than the juvenile court. A district judge, district associate judge, magistrate, or judicial hospitalization referee, upon notice of the pendency of an action under this chapter, shall not issue an order, finding, or decision relating to the custody, guardianship, or placement of the child who is the subject of the action, under any law, including but not limited to chapter 232D, 598, 598B, or 633.

2. The juvenile court with jurisdiction of the pending action under this chapter, however, may, upon the request of a party to the action or on its own motion, authorize the party to litigate concurrently in another court a specific issue relating to the custody, guardianship, or placement of the child who is the subject of the action. Before authorizing a party to litigate a specific issue in another court, the juvenile court shall give all parties to the action an opportunity to be heard on the proposed authorization. The juvenile court may request but shall not require another court to exercise jurisdiction and adjudicate a specific issue relating to the custody, guardianship, or placement of the child.

83 Acts, ch 21, §2; 83 Acts, ch 186, §10056, 10201; 99 Acts, ch 103, §42; 2022 Acts, ch 1098, §15

232.3A Authority relating to action to overcome paternity in a child in need of assistance or termination of parental rights proceeding.

1. During an action under subchapter III, child in need of assistance proceedings, or subchapter IV, termination of parent-child relationship proceedings of this chapter, the court may on its own motion or that of any party, require the child and established father of the child to submit to blood or genetic testing in accordance with the procedures and method prescribed under section 600B.41 to overcome the paternity of the established father.

2. The juvenile court may enter an order overcoming paternity of an established father pursuant to section 600B.41A if all of the following conditions are met:

a. The child has been adjudicated a child in need of assistance in an active juvenile court case and a dispositional order in that case is in place.

b. Paternity of the child has been legally established, including by one of the methods enumerated in section 252A.3, subsection 10, or by operation of law due to the established father's marriage to the mother at the time of conception, birth, or at any time during the period between conception and the birth of the child.

c. Pursuant to section 600B.41, the conclusion of the expert as disclosed by the evidence based upon blood or genetic testing demonstrates that the established father is not the biological father of the child.

d. The established father agrees that the established father's paternity should be overcome or the established father objects to having his paternity overcome but the court finds that it is in the best interest of the child to overcome the established father's paternity.

3. When the criteria specified in subsection 2 are met, the juvenile court shall enter an order overcoming paternity, and shall send a copy of the order to the clerk of the district court. The juvenile court shall designate the petitioner and respondent for the purposes of the order.

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4. Upon receipt of the order by the district court, the clerk of the district court shall docket the case. Filing fees and other court costs shall not be assessed against the parties.

5. The district court shall take judicial notice of the juvenile file in any hearing related to the case. Records contained in the district court case file that were copied or transferred from the juvenile court file concerning the case shall be subject to section 232.147 and other confidentiality provisions of this chapter for cases not involving juvenile delinquency, and shall be disclosed, upon request, to child support services without a court order.

6. If paternity testing is completed and the established father is not excluded as the biological father of the child, the juvenile court shall find the established father to be the biological father of the child and a necessary party to the action.

7. Nothing in this section shall be construed to require appointment of counsel for the parties in the district court action.

2023 Acts, ch 19, §1358; 2023 Acts, ch 123, §2
Referred to in §232.2, 600B.41A, 602.6306
NEW section

232.4 Jurisdiction — support obligation.

Notwithstanding any other provision of this chapter, and for the purposes of establishing a parental liability obligation for a child under the jurisdiction of the juvenile court, a support obligation shall be established pursuant to section 234.39.

92 Acts, ch 1195, §302; 94 Acts, ch 1171, §7

232.5 Abortion performed on a minor — waiver of notification proceedings.

The court shall have exclusive jurisdiction over the proceedings for the granting of an order for waiver of the notification requirements relating to the performance of an abortion on a minor pursuant to section 135L.3.

96 Acts, ch 1011, §10; 96 Acts, ch 1174, §6

232.6 Jurisdiction — adoptions and terminations of parental rights.

The court may exercise jurisdiction over adoption and termination of parental rights proceedings under chapters 600 and 600A.

2000 Acts, ch 1145, §1

232.7 Iowa Indian child welfare Act.

1. If a proceeding held under this chapter involves an Indian child as defined in section 232B.3 and the proceeding is subject to the Iowa Indian child welfare Act under chapter 232B, the proceeding and other actions taken in connection with the proceeding or this chapter shall comply with chapter 232B.

2. In any proceeding held or action taken under this chapter involving an Indian child, the applicable requirements of the federal Adoption and Safe Families Act of 1997, Pub. L. No. 105-89, shall be applied to the proceeding or action in a manner that complies with chapter 232B and the federal Indian Child Welfare Act, Pub. L. No. 95-608.

2003 Acts, ch 153, §1; 2014 Acts, ch 1026, §49

232.7A Rules of juvenile procedure.

Proceedings under this chapter are subject to rules prescribed by the supreme court under section 602.4201.

[C79, 81, §232.152]
83 Acts, ch 186, §10058, 10201; 2021 Acts, ch 76, §150
C2022, §232.7A
Rules adopted by the supreme court are published in the compilation "Iowa Court Rules"

232.7B Applicability of this chapter prior to July 1, 1979.

1. Except as provided in subsections 2 and 3, this chapter does not apply to juvenile court cases brought prior to July 1, 1979, or to acts committed prior to July 1, 1979, which would otherwise bring a child or a child's parent, guardian, or custodian within the jurisdiction of the juvenile court pursuant to this chapter.

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2. In a case pending on or commenced after July 1, 1979, involving acts committed prior to July 1, 1979, upon the request of any party and the approval of the court:

a. Procedural provisions of this chapter shall apply insofar as they are justly applicable.

b. The court may order a disposition of the case pursuant to the provisions of this chapter.

3. Provisions of this chapter governing the termination, modification, or vacation of a dispositional order shall apply to persons to whom a dispositional order has been issued for acts committed prior to July 1, 1979, except that the maximum length of the order and the severity of the disposition shall not be increased. The provisions of this chapter shall not affect the substantive or procedural validity of a judgment entered before July 1, 1979, regardless of the fact that appeal time has not run or that an appeal is pending.

[C81, §232.153]

2021 Acts, ch 76, §150

C2022, §232.7B

SUBCHAPTER II

JUVENILE DELINQUENCY PROCEEDINGS

Referred to in §232.89

PART 1

GENERAL PROVISIONS

232.8 Jurisdiction.

1. *a.* The juvenile court has exclusive original jurisdiction in proceedings concerning a child who is alleged to have committed a delinquent act unless otherwise provided by law, and has exclusive original jurisdiction in proceedings concerning an adult who is alleged to have committed a delinquent act prior to having become an adult, and who has been transferred to the jurisdiction of the juvenile court pursuant to an order under section 803.5.

b. Violations by a child of provisions of chapter 321, 321G, 321I, 453A, 461A, 461B, 462A, 481A, 481B, 483A, 484A, or 484B, which would be simple misdemeanors if committed by an adult, and violations by a child of county or municipal curfew or traffic ordinances, are excluded from the jurisdiction of the juvenile court and shall be prosecuted as simple misdemeanors as provided by law. A child convicted of a violation excluded from the jurisdiction of the juvenile court under this paragraph shall be sentenced pursuant to section 805.8, where applicable, and pursuant to section 903.1, subsection 3, for all other violations.

c. Violations by a child, aged sixteen or older, which subject the child to the provisions of section 124.401, subsection 1, paragraph *"e"* or *"f"*, or violations of section 723A.2 which involve a violation of chapter 724, or violation of chapter 724 which constitutes a felony, or violations which constitute a forcible felony are excluded from the jurisdiction of the juvenile court and shall be prosecuted as otherwise provided by law unless the district court transfers jurisdiction of the child to the juvenile court upon motion and for good cause pursuant to section 803.6. Notwithstanding any other provision of the Code to the contrary, the district court may accept from a child in district court a plea of guilty, or may instruct the jury on a lesser included offense to the offense excluded from the jurisdiction of the juvenile court under this paragraph, in the same manner as regarding an adult. The judgment and sentence of a child in district court shall be as provided in section 901.5. However, the juvenile court shall have exclusive original jurisdiction in a proceeding concerning an offense of animal torture as provided in section 717B.3A alleged to have been committed by a child under the age of seventeen.

d. The juvenile court shall have jurisdiction in proceedings commenced against a child pursuant to section 236.3 over which the district court has waived its jurisdiction. The juvenile court shall hear the action in the manner of an adjudicatory hearing under section 232.47, subject to the following:

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(1) The juvenile court shall abide by the provisions of sections 236.4, 236.6, 236A.6, and 236A.8 in holding hearings and making a disposition.

(2) The plaintiff is entitled to proceed pro se under sections 236.3A and 236.3B.

e. The juvenile court shall have exclusive jurisdiction in a proceeding concerning a child under the age of eighteen alleged to have committed the offense of harassment in violation of section 708.7, subsection 1, paragraph "*a*", subparagraph (5).

2. *a.* A case involving a person charged in a court other than the juvenile court with the commission of a public offense not exempted by law from the jurisdiction of the juvenile court and who is within the provisions of subsection 1 of this section shall immediately be transferred to the juvenile court. The transferring court shall order a transfer and shall forward the transfer order together with all papers, documents, and a transcript of all testimony filed or admitted into evidence in connection with the case to the clerk of the juvenile court. The jurisdiction of the juvenile court shall attach immediately upon the signing of an order of transfer. From the time of transfer, the custody, shelter care, and detention of the person alleged to have committed a delinquent act shall be in accordance with the provisions of this chapter and the case shall be processed in accordance with the provisions of this chapter.

b. Upon completion of the transfer to juvenile court, the court shall file an order dismissing the charge in the transferring court and directing the clerk of court to seal all records of the charge initiated in the transferring court.

3. *a.* The juvenile court, after a hearing and in accordance with the provisions of section 232.45, may waive jurisdiction of a child alleged to have committed a public offense so that the child may be prosecuted as an adult or youthful offender for such offense in another court. If the child pleads guilty or is found guilty of a public offense other than a class "A" felony in another court of this state, that court may suspend the sentence or, with the consent of the child, defer judgment or sentence and, without regard to restrictions placed upon deferred judgments or sentences for adults, place the child on probation for a period of not less than one year upon such conditions as it may require. Upon fulfillment of the conditions of probation, a child who receives a deferred judgment shall be discharged without entry of judgment. A child prosecuted as a youthful offender shall be sentenced pursuant to section 907.3A.

b. This subsection does not apply in a proceeding concerning an offense of animal torture as provided in section 717B.3A alleged to have been committed by a child under the age of seventeen.

4. In a proceeding concerning a child who is alleged to have committed a second delinquent act or a second violation excluded from the jurisdiction of the juvenile court, the court or the juvenile court shall determine whether there is reason to believe that the child regularly abuses alcohol or other controlled substance and may be in need of treatment. If the court so determines, the court shall advise appropriate juvenile authorities and refer such offenders to the juvenile court for disposition pursuant to section 232.52A.

5. *a.* Juvenile court services may provide follow-up services for a child adjudicated to have committed a delinquent act upon the child reaching eighteen years of age until the child is twenty-one years of age, if the child and juvenile court services determine the child should remain under the guidance of a juvenile court officer. Follow-up services shall be made available to the child, as necessary, to meet the long-term needs of the child aging into adulthood.

b. A child who remains under the guidance of juvenile court services under paragraph "*a*" who is alleged to have committed a subsequent public offense shall be prosecuted as an adult.

6. Nothing in this chapter shall be interpreted as affecting the statutory limitations on prosecutions for murder in the first or second degree.

7. The supreme court shall prescribe rules under section 602.4202 to resolve jurisdictional and venue issues when juveniles who are placed in another court's jurisdiction are alleged to have committed subsequent delinquent acts.

[C71, 73, 75, 77, §232.63 – 232.67, 232.72; C79, 81, §232.8]

84 Acts, ch 1275, §6; 86 Acts, ch 1186, §1, 2; 87 Acts, ch 149, §1; 88 Acts, ch 1134, §48; 88 Acts, ch 1167, §1; 90 Acts, ch 1251, §23, 24; 91 Acts, ch 240, §9; 92 Acts, ch 1160, §21; 92 Acts,

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ch 1231, §12; 95 Acts, ch 180, §2; 95 Acts, ch 191, §8; 96 Acts, ch 1134, §1; 97 Acts, ch 126, §11; 2000 Acts, ch 1056, §1; 2000 Acts, ch 1152, §1, 2; 2000 Acts, ch 1232, §57, 58; 2004 Acts, ch 1132, §79; 2009 Acts, ch 41, §263; 2013 Acts, ch 42, §1, 2; 2015 Acts, ch 62, §1; 2017 Acts, ch 117, §1; 2017 Acts, ch 121, §2; 2018 Acts, ch 1153, §3; 2019 Acts, ch 24, §23
Referred to in §232.22, 232.45, 232.45A, 232.52A, 232.53, 232C.4, 717B.3A, 803.5, 803.6

232.9 Motion for change of judge.

Prior to a hearing pursuant to sections 232.44 through 232.47, 232.50, or 232.54, the child may file a motion with the district court for the appointment of a new judge. The chief judge of the district court for cause shown shall appoint a new judge.

[C79, 81, §232.9]
2021 Acts, ch 80, §125

232.10 Venue.

1. Venue for delinquency proceedings shall be in the judicial district where the child is found, where the child resides or where the alleged delinquent act occurred.

2. The court may transfer delinquency proceedings to the court of any county having venue at any stage in the proceeding as follows:

a. When it appears that the best interests of the child or society or the convenience of the parties will be served by a transfer, the court may transfer the case to the court of the county of the child's residence.

b. With the consent of the receiving court, the court may transfer the case to the court of the county where the child is found.

c. The court may transfer the case to the county where the alleged delinquent act occurred.

3. The court shall transfer the case by ordering the transfer and a continuance and by forwarding to the clerk of the receiving court a certified copy of all papers filed together with an order of transfer. The judge of the receiving court may accept the filings of the transferring court or may direct the filing of a new petition and hear the case anew.

[C71, 73, 75, 77, §232.68 – 232.70; C79, 81, §232.10]
88 Acts, ch 1134, §49

232.11 Right to assistance of counsel.

1. A child shall have the right to be represented by counsel at the following stages of the proceedings within the jurisdiction of the juvenile court under subchapter II or subchapter VIII:

a. From the time the child is taken into custody for any alleged delinquent act that constitutes a serious or aggravated misdemeanor or felony under the Iowa criminal code, and during any questioning thereafter by a peace officer or probation officer.

b. A detention or shelter care hearing as required by section 232.44.

c. A waiver hearing as required by section 232.45.

d. An adjudicatory hearing required by section 232.47.

e. A dispositional hearing as required by section 232.50.

f. Hearings to review and modify a dispositional order as required by section 232.54.

g. A hearing on a confidentiality order under section 232.149A or a public records order under section 232.149B.

2. The child's right to be represented by counsel under subsection 1, paragraphs "*b*" through "*f*", shall not be waived by a child of any age. The child's right to be represented by counsel under subsection 1, paragraph "*a*", shall not be waived by a child less than sixteen years of age without the written consent of the child's parent, guardian, or custodian. The waiver by a child who is at least sixteen years of age is valid only if a good faith effort has been made to notify the child's parent, guardian, or custodian that the child has been taken into custody and of the alleged delinquent act for which the child has been taken into custody, the location of the child, and the right of the parent, guardian, or custodian to visit and confer with the child.

3. If the child is not represented by counsel as required under subsection 1, counsel shall be provided as follows:

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a. If the court determines, after giving the child's parent, guardian, or custodian an opportunity to be heard, that such person has the ability in whole or in part to pay for the employment of counsel, it shall either order that person to retain an attorney to represent the child or shall appoint counsel for the child and order the parent, guardian, or custodian to pay for that counsel as provided in subsection 5.

b. If the court determines that the parent, guardian, or custodian cannot pay any part of the expenses of counsel to represent the child, it shall appoint counsel, who shall be reimbursed according to section 232.141, subsection 2, paragraph "*b*".

c. The court may appoint counsel to represent the child and reserve the determination of payment until the parent, guardian, or custodian has an opportunity to be heard.

4. If the child is represented by counsel and the court determines that there is a conflict of interest between the child and the child's parent, guardian, or custodian and that the retained counsel could not properly represent the child as a result of the conflict, the court shall appoint other counsel to represent the child and order the parent, guardian, or custodian to pay for such counsel as provided in subsection 5.

5. If the court determines, after an inquiry which includes notice and reasonable opportunity to be heard that the parent, guardian, or custodian has the ability to pay in whole or in part for the attorney appointed for the child, the court may order that person to pay such sums as the court finds appropriate in the manner and to whom the court directs. If the person so ordered fails to comply with the order without good reason, the court shall enter judgment against the person.

6. Nothing in this section shall be construed to prevent the child or the child's parent, guardian, or custodian from retaining counsel to represent the child in proceedings under this subchapter II in which the alleged delinquent act constitutes a simple misdemeanor under the Code.

[C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.28; C79, 81, §232.11; 82 Acts, ch 1209, §2]

90 Acts, ch 1168, §34; 2016 Acts, ch 1002, §1, 2, 17; 2020 Acts, ch 1062, §30, 94; 2021 Acts, ch 80, §126; 2023 Acts, ch 19, §591

Referred to in §232.28, 232.37, 232.52, 815.9

Subsections 3, 4, and 5 amended

232.12 Duties of county attorney.

Upon the filing of a petition the county attorney shall represent the state in all adversary proceedings arising under this subchapter and shall present evidence in support of the petition.

[C66, 71, 73, 75, 77, §232.19; C79, 81, §232.12]

2020 Acts, ch 1062, §94

232.13 State liability.

1. For purposes of chapter 669, the following persons shall be considered state employees:

a. A child given a work assignment of value to the state or the public or a community work assignment under this chapter.

b. A court appointed special advocate and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19.

2. The state of Iowa is exclusively liable for and shall pay any compensation becoming due a person under section 85.59.

84 Acts, ch 1280, §2; 85 Acts, ch 177, §2; 87 Acts, ch 24, §1; 87 Acts, ch 121, §3; 2005 Acts, ch 55, §1

232.14 through 232.18 Reserved.

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PART 2

CHILD CUSTODY

232.19 Taking a child into custody.

1. A child may be taken into custody:

a. By order of the court.

b. For a delinquent act pursuant to the laws relating to arrest.

c. By a peace officer, when the peace officer has reasonable grounds to believe the child has run away from the child's parents, guardian, or custodian, for the purposes of determining whether the child shall be reunited with the child's parents, guardian, or custodian or placed in shelter care.

d. By a peace officer, juvenile court officer, or juvenile parole officer when the officer has reasonable grounds to believe the child has committed a material violation of a dispositional order.

2. When a child is taken into custody as provided in subsection 1 the person taking the child into custody shall notify the child's parent, guardian, or custodian as soon as possible. The person may place bodily restraints, such as handcuffs, on the child if the child physically resists; threatens physical violence when being taken into custody; is being taken into custody for an alleged delinquent act of violence against a person; or when, in the reasonable judgment of the officer, the child presents a risk of injury to the child or others. The child may also be restrained by handcuffs or other restraints at any time after the child is taken into custody if the child has a known history of physical violence to others. Unless the child is placed in shelter care or detention in accordance with the provisions of section 232.21 or 232.22, the child shall be released to the child's parent, guardian, custodian, responsible adult relative, or other adult approved by the court upon the promise of such person to produce the child in court at such time as the court may direct.

3. Notwithstanding any other provision of this chapter, a child shall not be placed in detention as a result of a violation by that child of section 123.47.

4. Information pertaining to a child who is at least ten years of age and who is taken into custody for a delinquent act which would be a forcible felony offense if committed by an adult is a public record and is not confidential under section 232.147, subject to the provisions of section 232.149.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3630;** C46, 50, 54, 58, 62, §232.14; C66, 71, 73, 75, 77, §232.15, 232.16; C79, 81, §232.19]

83 Acts, ch 186, §10055, 10201; 90 Acts, ch 1251, §25; 94 Acts, ch 1172, §13; 97 Acts, ch 90, §2; 97 Acts, ch 126, §12, 13; 98 Acts, ch 1100, §24; 2016 Acts, ch 1002, §3, 17; 2022 Acts, ch 1098, §16

Referred to in §123.46, 232.20, 232.21, 232.149, 232.149A, 321J.1, 692.1

232.20 Admission of child to shelter care or detention.

1. If a child is taken into custody and not released as provided in section 232.19, subsection 2, the child shall immediately be taken to a detention or shelter care facility as specified in sections 232.21 or 232.22.

2. When a child is admitted to a detention or shelter care facility the person in charge of the facility or the person's designated representative shall notify the court, the child's attorney, and the child's parent, guardian, or custodian as soon as possible of the admission and the reasons for that admission.

[C66, 71, 73, 75, 77, §232.17; C79, 81, §232.20]

Referred to in §234.35

232.21 Placement in shelter care.

1. No child shall be placed in shelter care unless one of the following circumstances applies:

a. The child has no parent, guardian, custodian, responsible adult relative or other adult approved by the court who will provide proper shelter, care and supervision.

b. The child desires to be placed in shelter care.

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c. It is necessary to hold the child until the child's parent, guardian, or custodian has been contacted and has taken custody of the child.

d. It is necessary to hold the child for transfer to another jurisdiction.

e. The child is being placed pursuant to an order of the court.

2. *a.* A child may be placed in shelter care as provided in this section only in one of the following facilities:

(1) A juvenile shelter care home.

(2) A licensed foster home.

(3) An institution or other facility operated by the department, or one which is licensed or otherwise authorized by law to receive and provide care for the child.

(4) Any other suitable place designated by the court provided that no place used for the detention of a child may be so designated.

b. Placement shall be made in the least restrictive facility available consistent with the best interests and special needs of the child. Foster family care shall be used for a child unless the child has problems requiring specialized service or supervision which cannot be provided in a family living arrangement.

3. When there is reason to believe that a child placed in shelter care pursuant to section 232.19, subsection 1, paragraph "*c*", would not voluntarily remain in the shelter care facility, the shelter care facility shall impose reasonable restrictions necessary to ensure the child's continued custody.

4. A child placed in a shelter care facility under this section shall not be held for a period in excess of forty-eight hours without an oral or written court order authorizing the shelter care. When the action is authorized by an oral court order, the court shall enter a written order before the end of the next day confirming the oral order and indicating the reasons for the order. A child placed in shelter care pursuant to section 232.19, subsection 1, paragraph "*c*", shall not be held in excess of seventy-two hours in any event. If deemed appropriate by the court, an order authorizing shelter care placement may include a determination that continuation of the child in the child's home is contrary to the child's welfare and that reasonable efforts as defined in section 232.57 have been made. The inclusion of such a determination shall not under any circumstances be deemed a prerequisite for entering an order pursuant to this section. However, the inclusion of such a determination, supported by the record, may be used by the department to assist in obtaining federal funding for the child's placement.

5. If no satisfactory provision is made for uniting a child placed in shelter care pursuant to section 232.19, subsection 1, paragraph "*c*", with the child's family, a child in need of assistance complaint may be filed pursuant to section 232.81. Nothing in this subsection shall limit the right of a child to file a family in need of assistance petition under section 232.125.

6. A child twelve years of age or younger shall not be placed in a group shelter care home, unless there have been reasonable but unsuccessful efforts to place the child in an emergency foster family home which is able to meet the needs of the child. The efforts shall be documented at the shelter care hearing.

[S13, §254-a24; SS15, §254-a16; C24, 27, 31, 35, 39, §**3633;** C46, 50, 54, 58, 62, §232.17; C66, 71, 73, 75, 77, §232.17, 232.18; C79, 81, §232.21; 82 Acts, ch 1209, §3]

83 Acts, ch 96, §157, 159; 88 Acts, ch 1249, §10, 11; 2001 Acts, ch 135, §5; 2001 Acts, ch 176, §64; 2002 Acts, ch 1050, §22; 2009 Acts, ch 41, §263; 2023 Acts, ch 19, §592

Referred to in §232.19, 232.20, 232.44, 234.35

Subsection 2, paragraph a, subparagraph (3) amended

232.22 Placement in detention.

1. A child shall not be placed in detention unless one of the following conditions is met:

a. The child is being held under warrant for another jurisdiction.

b. The child is an escapee from a juvenile correctional or penal institution.

c. There is probable cause to believe that the child has violated conditions of release imposed under section 232.44, subsection 5, paragraph "*b*", or section 232.52 or 232.54, and there is a substantial probability that the child will run away or otherwise be unavailable for subsequent court appearance.

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d. There is probable cause to believe the child has committed a delinquent act, and one of the following conditions is met:

(1) There is a substantial probability that the child will run away or otherwise be unavailable for subsequent court appearance.

(2) There is a serious risk that the child if released may commit an act which would inflict serious bodily harm on the child or on another.

(3) There is a serious risk that the child if released may commit serious damage to the property of others.

e. There is probable cause to believe that the child has committed a delinquent act involving possession with intent to deliver any of the following controlled substances:

(1) A mixture or substance containing cocaine base, also known as crack cocaine, and if the act was committed by an adult, it would be a violation of section 124.401, subsection 1, paragraph "*a*", subparagraph (3), paragraph "*b*", subparagraph (3), or paragraph "*c*", subparagraph (3).

(2) A mixture or substance containing cocaine, its salts, optical and geometric isomers, and salts of isomers, and if the act was committed by an adult, it would be a violation of section 124.401, subsection 1, paragraph "*a*", subparagraph (2), subparagraph division (b), paragraph "*b*", subparagraph (2), subparagraph division (b), or paragraph "*c*", subparagraph (2), subparagraph division (b).

(3) A mixture or substance containing methamphetamine, its salts, isomers, or salts of isomers, or analogs of methamphetamine, and if the act was committed by an adult, it would be a violation of section 124.401, subsection 1.

f. A dispositional order has been entered under section 232.52 placing the child in secure custody in a facility defined in subsection 3, paragraph "*a*" or "*b*".

g. There is probable cause to believe that the child has committed a delinquent act which would be domestic abuse under chapter 236, sexual abuse under chapter 236A, or a domestic abuse assault under section 708.2A if committed by an adult.

2. If deemed appropriate by the court, an order for placement of a child in detention may include a determination that continuation of the child in the child's home is contrary to the child's welfare and that reasonable efforts as defined in section 232.57 have been made. The inclusion of such a determination shall not under any circumstances be deemed a prerequisite for entering an order pursuant to this section. However, the inclusion of such a determination, supported by the record, may assist the department in obtaining federal funding for the child's placement.

3. Except as provided in subsection 7, a child may be placed in detention as provided in this section in one of the following facilities only:

a. A juvenile detention home.

b. Any other suitable place designated by the court other than a facility under paragraph "*c*".

c. (1) A room in a facility intended or used for the detention of adults if there is probable cause to believe that the child has committed a delinquent act which if committed by an adult would be a felony, or aggravated misdemeanor under section 708.2 or 709.11, a serious or aggravated misdemeanor under section 321J.2, or a violation of section 123.46, and if all of the following apply:

(a) The child is at least fourteen years of age.

(b) The child has shown by the child's conduct, habits, or condition that the child constitutes an immediate and serious danger to another or to the property of another, and a facility or place enumerated in paragraph "*a*" or "*b*" is unavailable, or the court determines that the child's conduct or condition endangers the safety of others in the facility.

(c) The facility has an adequate staff to supervise and monitor the child's activities at all times.

(d) The child is confined in a room entirely separated from detained adults, is confined in a manner which prohibits communication with detained adults, and is permitted to use common areas of the facility only when no contact with detained adults is possible.

(2) However, if the child is to be detained for a violation of section 123.46 or section 321J.2, placement in a facility pursuant to this paragraph "*c*" shall be made only after an attempt has

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been made to notify the parents or legal guardians of the child and request that the parents or legal guardians take custody of the child. If the parents or legal guardians cannot be contacted, or refuse to take custody of the child, an attempt shall be made to place the child in another facility, including but not limited to a local hospital or shelter care facility. Also, a child detained for a violation of section 123.46 or section 321J.2 pursuant to this paragraph "*c*" shall only be detained in a facility with adequate staff to provide continuous visual supervision of the child.

d. A place used for the detention of children prior to an adjudicatory hearing may also be used for the detention of a child awaiting disposition to a placement under section 232.52, subsection 2, paragraph "*e*", while the adjudicated child is awaiting transfer to the disposition placement.

4. A child shall not be held in a facility under subsection 3, paragraph "*a*" or "*b*", for a period in excess of twenty-four hours without an oral or written court order authorizing the detention. When the detention is authorized by an oral court order, the court shall enter a written order before the end of the next day confirming the oral order and indicating the reasons for the order.

5. A child shall not be detained in a facility under subsection 3, paragraph "*c*", for a period of time in excess of six hours without the oral or written order of a judge or a magistrate authorizing the detention. A judge or magistrate may authorize detention in a facility under subsection 3, paragraph "*c*", for a period of time in excess of six hours but less than twenty-four hours, excluding weekends and legal holidays, but only if all of the following occur or exist:

a. The facility serves a geographic area outside a standard metropolitan statistical area as determined by the United States office of management and budget.

b. The court determines that an acceptable alternative placement does not exist pursuant to criteria developed by the department.

c. The facility has been certified by the department of corrections as being capable of sight and sound separation pursuant to this section and section 356.3.

d. The child is awaiting an initial hearing before the court pursuant to section 232.44.

6. An adult within the jurisdiction of the court under section 232.8, subsection 1, who has been placed in detention, is not bailable under chapter 811. If such an adult is detained in a room in a facility intended or used for the detention of adults, the adult shall be confined in a room entirely separated from adults not within the jurisdiction of the court under section 232.8, subsection 1.

7. *a.* If the juvenile court has waived its jurisdiction over the child pursuant to section 232.45 or 232.45A or the child is excluded from the jurisdiction of the juvenile court pursuant to section 232.8, subsection 1, paragraph "*c*", and the child is awaiting trial or other legal process, the child shall not be detained in any facility intended for the detention of adults unless the district court determines that after a hearing and issuing written findings, that such detention is in the best interest of the child and the community. In determining whether it is in the best interest of the child and the community to permit a child to be detained in a facility intended for the detention of adults, the court shall consider all of the following:

(1) The age of the child, including the child's physical and mental maturity.

(2) The present mental state of the child, including whether the child presents an imminent risk of harm to the child's self.

(3) The nature and circumstances of the alleged offense.

(4) The child's history of prior delinquent acts.

(5) The relative ability of available adult and juvenile detention facilities to not only meet the specific needs of the child but also to protect the safety of the public as well as other detained children.

(6) Any other relevant factor.

b. If a court determines pursuant to paragraph "*a*" that it is in the best interest of the child and the community to permit a child to be detained in a facility intended for the detention of adults, the following conditions shall apply:

(1) The child shall not have sight or sound contact with adult inmates.

(2) The court shall hold a hearing, not less than once every thirty days, or in the case of a

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rural, nonmetropolitan jurisdiction as determined by the United States office of management and budget, not less than once every forty-five days, to review whether it is still in the best interest of the child and the community to permit a child to be detained in a facility intended for the detention of adults.

(3) The child shall not be detained in a facility intended for the detention of adults for more than one hundred eighty days unless the court, in writing, determines there is good cause for an extension or the child expressly waives this limitation.

(4) A child detained in a county jail in a facility intended for the detention of adults under this subsection shall have all the rights of adult postarrest or pretrial detainees.

8. Notwithstanding any other provision of the Code to the contrary, a child shall not be placed in detention for a violation of section 123.47, or for failure to comply with a dispositional order which provides for performance of community service for a violation of section 123.47.

[S13, §254-a24; SS15, §254-a16; C24, 27, 31, 35, 39, §**3633;** C46, 50, 54, 58, 62, §232.17; C66, 71, 73, 75, 77, §232.17 – 232.19; C79, 81, §232.22; 82 Acts, ch 1209, §4, 5]

86 Acts, ch 1186, §3; 87 Acts, ch 149, §2 – 4; 88 Acts, ch 1167, §2, 3; 91 Acts, ch 232, §2, 3; 92 Acts, ch 1231, §14, 15; 95 Acts, ch 180, §3; 95 Acts, ch 191, §9; 96 Acts, ch 1164, §7; 97 Acts, ch 126, §14; 2001 Acts, ch 135, §6; 2009 Acts, ch 41, §233, 234, 263; 2017 Acts, ch 121, §3; 2021 Acts, ch 52, §1 – 3; 2023 Acts, ch 19, §593

Referred to in §232.19, 232.20, 232.23, 232.29, 232.44, 232.46, 232.52, 232.149, 803.6

Subsection 5, paragraph b amended

232.23 Detention — youthful offenders.

1. After waiver of a child who will be prosecuted as a youthful offender, the child shall be held in a facility under section 232.22, subsection 3, paragraph "*a*" or "*b*", unless released in accordance with subsection 2.

2. *a.* The court shall determine, at the detention hearing under section 232.44, the amount of bail, appearance bond, or other conditions necessary for a child who has been waived for prosecution as a youthful offender to be released from detention or that the child should not be released from detention.

b. A child placed in detention or released under this subsection shall be supervised by a juvenile court officer or juvenile court services personnel.

c. An order under this section may be reviewed by the court upon motion of either party.

97 Acts, ch 126, §15

Referred to in §232.44, 232.45, 602.1211

232.24 through 232.27 Reserved.

PART 3

INTAKE

232.28 Intake.

1. Any person having knowledge of the facts may file a complaint with the court or its designee alleging that a child has committed a delinquent act. A written record shall be maintained of any oral complaint received.

2. The court or its designee shall refer the complaint to an intake officer who shall consult with law enforcement authorities having knowledge of the facts and conduct a preliminary inquiry to determine what action should be taken.

3. In the course of a preliminary inquiry, the intake officer may:

a. Interview the complainant, victim, or witnesses of the alleged delinquent act.

b. Check existing records of the court, law enforcement agencies, public records of other agencies, and child abuse records as provided in section 235A.15, subsection 2, paragraph "*e*".

c. Hold conferences with the child and the child's parent or parents, guardian, or

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custodian for the purpose of interviewing them and discussing the disposition of the complaint in accordance with the requirements set forth in subsection 8.

d. Examine any physical evidence pertinent to the complaint.

e. Interview such persons as are necessary to determine whether the filing of a petition would be in the best interests of the child and the community as provided in section 232.35, subsections 2 and 3.

4. Any additional inquiries may be made only with the consent of the child and the child's parent or parents, guardian, or custodian.

5. Participation of the child and the child's parent or parents, guardian, or custodian in a conference with an intake officer shall be voluntary, and they shall have the right to refuse to participate in such conference. At such conference the child shall have the right to the assistance of counsel in accordance with section 232.11 and the right to remain silent when questioned by the intake officer.

6. The intake officer, after consultation with the county attorney when necessary, shall determine whether the complaint is legally sufficient for the filing of a petition. A complaint shall be deemed legally sufficient for the filing of a petition if the facts as alleged are sufficient to establish the jurisdiction of the court and probable cause to believe that the child has committed a delinquent act. If the intake officer determines that the complaint is legally sufficient to support the filing of a petition, the officer shall determine whether the interests of the child and the public will best be served by the dismissal of the complaint, the informal adjustment of the complaint, or the filing of a petition.

7. If the intake officer determines that the complaint is not legally sufficient for the filing of a petition or that further proceedings are not in the best interests of the child or the public, the intake officer shall dismiss the complaint.

8. If the intake officer determines that the complaint is legally sufficient for the filing of a petition and that an informal adjustment of the complaint is in the best interests of the child and the community, the officer may make an informal adjustment of the complaint in accordance with section 232.29.

9. If the intake officer determines that the complaint is legally sufficient for the filing of a petition and that the filing of a petition is in the best interests of the child and the public, the officer shall request the county attorney to file a petition in accordance with section 232.35.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621;** C46, 50, 54, 58, 62, §232.5; C66, 71, 73, 75, 77, §232.3; C79, 81, §232.28; 82 Acts, ch 1209, §6, 7]

88 Acts, ch 1134, §50; 95 Acts, ch 191, §10; 96 Acts, ch 1110, §1; 97 Acts, ch 126, §16, 17; 98 Acts, ch 1090, §61, 84; 2013 Acts, ch 42, §3; 2023 Acts, ch 19, §594

Referred to in §232.147, 235A.15, 915.26

Subsections 3, 4, and 5 amended

232.28A Victim rights. Repealed by 98 Acts, ch 1090, §81, 84.

232.29 Informal adjustment.

1. The informal adjustment of a complaint is a permissible disposition of a complaint at intake subject to the following conditions:

a. The child has admitted the child's involvement in a delinquent act.

b. The intake officer shall advise the child and the child's parent, guardian, or custodian that they have the right to refuse an informal adjustment of the complaint and demand the filing of a petition and a formal adjudication.

c. Any informal adjustment agreement shall be entered into voluntarily and intelligently by the child with the advice of the child's attorney, or by the child with the consent of a parent, guardian, or custodian if the child is not represented by counsel.

d. The terms of such agreement shall be clearly stated in writing and signed by all parties to the agreement and a copy of this agreement shall be given to the child; the counsel for the child; the parent, guardian, or custodian; and the intake officer, who shall retain the copy in the case file.

e. An agreement providing for the supervision of a child by a juvenile court officer or the provision of intake services shall not exceed six months.

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f. An agreement providing for the referral of a child to a public or private agency for services shall not exceed six months.

g. The child and the child's parent, guardian, or custodian shall have the right to terminate such agreement at any time and to request the filing of a petition and a formal adjudication.

h. If an informal adjustment of a complaint has been made, a petition based upon the events out of which the original complaint arose may be filed only during the period of six months from the date the informal adjustment agreement was entered into. If a petition is filed within this period the child's compliance with all proper and reasonable terms of the agreement shall be grounds for dismissal of the petition by the court.

i. The person performing the duties of intake officer shall file a report at least annually with the court listing the number of informal adjustments made during the reporting time, the conditions imposed in each case, the number of informal adjustments resulting in dismissal without the filing of a petition, and the number of informal adjustments resulting in the filing of a petition upon the original complaint.

2. An informal adjustment agreement may prohibit a child from driving a motor vehicle for a specified period of time or under specific circumstances, require the child to perform a work assignment of value to the state or to the public, or require the child to make restitution consisting of a monetary payment to the victim or a work assignment directly of value to the victim. The juvenile court officer shall notify the state department of transportation of the informal adjustment prohibiting the child from driving.

3. The person performing the duties of intake officer shall notify the superintendent of the school district or the superintendent's designee, or the authorities in charge of the nonpublic school which the child attends, of any informal adjustment regarding the child, fourteen years of age or older, for an act which would be an aggravated misdemeanor or felony if committed by an adult.

4. An informal adjustment agreement regarding a child who has been placed in detention under section 232.22, subsection 1, paragraph "g", may include a provision that the child voluntarily participate in a batterers' treatment program under section 708.2B.

[C79, 81, §232.29; 82 Acts, ch 1209, §8]

83 Acts, ch 186, §10055, 10201; 94 Acts, ch 1172, §14; 95 Acts, ch 180, §4; 95 Acts, ch 191, §11; 2023 Acts, ch 19, §595

Referred to in §232.28, 915.28

Juvenile victim restitution; see chapter 232A and §915.24 – 915.29

Subsection 1, paragraphs b, d, and g amended

232.30 through 232.34 Reserved.

PART 4

JUDICIAL PROCEEDINGS

232.35 Filing of petition.

1. A formal judicial proceeding to determine whether a child has committed a delinquent act shall be initiated by the filing by the county attorney of a petition alleging that a child has committed a delinquent act. After a petition has been filed, service of a summons requiring the child to appear before the court or service of a notice shall be made as provided in section 232.37.

2. If the intake officer determines that a complaint is legally sufficient for the filing of a petition alleging that a child has committed a delinquent act and that the filing of a petition would be in the best interests of the child and the community, the officer shall submit a written request for the filing of a petition to the county attorney. The county attorney may grant or deny the request of the intake officer for the filing of a petition. A determination by the county attorney that a petition should not be filed shall be final.

3. If the intake officer determines that a complaint is not legally sufficient for the filing of a petition or that the filing of a petition would not be in the best interests of the child and the community, the officer shall notify the complainant of the officer's determination and the

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reasons for such determination, and shall advise the complainant that the complainant may submit the complaint to the county attorney for review. Upon receiving a request for review, the county attorney shall consider the facts presented by the complainant, consult with the intake officer and make the final determination as to whether a petition should be filed. In the absence of a request by the complainant for a review of the intake officer's determination that a petition should not be filed, the officer's determination shall be final, and the intake officer shall inform the county attorney of this decision concerning complaints involving allegations of acts which, if committed by an adult, would constitute an aggravated misdemeanor or a felony.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621;** C46, 50, 54, 58, 62, §232.5; C66, 71, 73, 75, 77, §232.3; C79, 81, §232.35]

92 Acts, ch 1231, §16; 2003 Acts, ch 151, §4

Referred to in §232.28, 331.653, 692.1, 692.8, 692.15

232.36 Contents of petition.

1. The petition and subsequent court documents shall be entitled as follows:

In the interests of ....., a child.

2. The petition shall be verified and any statements in the petition may be made upon information and belief.

3. The petition shall set forth plainly:

a. The name, age, and residence of the child who is the subject of the petition.

b. The names and residences of any:

(1) Living parent of the child.

(2) Guardian of the child.

(3) Legal custodian of the child.

(4) Guardian ad litem.

c. With reasonable particularity, the time, place and manner of the delinquent act alleged and the penal law allegedly violated by such act.

4. If any of the facts required under subsection 3, paragraphs *"a"* and *"b"* are not known by the petitioner, the petition shall so state.

5. The petition shall set forth plainly the nearest known relative of the child if no parent or guardian can be found.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621, 3622;** C46, 50, 54, 58, 62, §232.5, 232.6; C66, 71, 73, 75, 77, §232.3; C79, 81, §232.36]

2019 Acts, ch 24, §24

Referred to in §232.87

232.37 Summons, notice, subpoenas, and service — order for removal.

1. After a petition has been filed the court shall set a time for an adjudicatory hearing and, unless the parties named in subsection 2 voluntarily appear, shall issue a summons requiring the child to appear before the court at a time and place stated and requiring the person who has custody or control of the child to appear before the court and to bring the child with the person at that time. The summons shall attach a copy of the petition and shall give notification of the right to counsel provided for in section 232.11.

2. Notice of the pendency of the case shall be served upon the known parents, guardians, or legal custodians of a child if these persons are not summoned to appear as provided in subsection 1. Notice shall also be served upon the child and upon the child's guardian ad litem, if any. The notice shall attach a copy of the petition and shall give notification of the right to counsel provided for in section 232.11.

3. Upon request of the child who is identified in the petition as a party to the proceeding, the child's parent, guardian, or custodian; or a county attorney; or on the court's own motion, the court or the clerk of the court shall issue subpoenas requiring the attendance and testimony of witnesses and production of papers at any hearing under this subchapter.

4. Service of summons or notice shall be made personally by the sheriff by delivering a copy of the summons or notice to the person being served. If the court determines that personal service of a summons or notice is impracticable, the court may order service by

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certified mail addressed to the last known address, by publication, or by electronic mail or other electronic means with the consent of the party to be served. Service of summons or notice shall be made not less than five days before the time fixed for hearing. Service of summons, notice, subpoenas or other process, after an initial valid summons or notice, shall be made in accordance with the rules of the court governing such service in civil actions.

5. If a person personally served with a summons or subpoena fails without reasonable cause to appear or to bring the child, the person may be proceeded against for contempt of court or the court may issue an order for the arrest of such person or both the arrest of the person and the taking into custody of the child.

6. The court may issue an order for the removal of the child from the custody of the child's parent, guardian, or custodian when there exists an immediate threat that the parent, guardian, or custodian will flee the state with the child, or when it appears that the child's immediate removal is necessary to avoid imminent danger to the child's life or health.

[SS15, 254-a16; C24, 27, 31, 35, 39, §**3623 – 3628, 3630;** C46, 50, 54, 58, 62, §232.7 – 232.12, 232.14; C66, 71, 73, 75, 77, §232.4 – 232.10; C79, 81, §232.37]

84 Acts, ch 1279, §3; 85 Acts, ch 195, §26; 95 Acts, ch 92, §1; 2003 Acts, ch 151, §5; 2019 Acts, ch 127, §1; 2020 Acts, ch 1062, §31; 2022 Acts, ch 1032, §45; 2022 Acts, ch 1098, §17

Referred to in §232.35, 232.45, 232.54, 232.88, 331.653

232.38 Presence of parents at hearings.

1. Any hearings or proceedings under this subchapter subsequent to the filing of a petition shall not take place without the presence of one or both of the child's parents, guardian, or custodian except that a hearing or proceeding may take place without such presence if the parent, guardian, or custodian fails to appear after reasonable notification, or if the court finds that a reasonably diligent effort has been made to notify the child's parent, guardian, or custodian, and the effort was unavailing.

2. In any such hearings or proceedings the court may temporarily excuse the presence of the parent, guardian, or custodian when the court deems it in the best interests of the child. Counsel for the parent, guardian, or custodian shall have the right to participate in a hearing or proceeding during the absence of the parent, guardian, or custodian.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.11, 232.30; C79, 81, §232.38]

2020 Acts, ch 1062, §94; 2023 Acts, ch 19, §596

Referred to in §232.91

Section amended

232.39 Exclusion of public from hearings.

At any time during the proceedings, the court, on the motion of any of the parties or upon the court's own motion, may exclude the public from hearings under this subchapter if the court determines that the possibility of damage or harm to the child outweighs the public's interest in having an open hearing. Upon closing the hearing to the public, the court may admit those persons who have direct interest in the case or in the work of the court.

[C24, 27, 31, 35, 39, §**3635;** C46, 50, 54, 58, 62, §232.19; C66, 71, 73, 75, 77, §232.27; C79, 81, §232.39]

88 Acts, ch 1134, §51; 2020 Acts, ch 1062, §94

Referred to in §232.147

232.40 Other issues adjudicated.

When it appears during the course of any hearing or proceeding that some action or remedy other than those indicated by the application or pleading is appropriate, the court, with the consent of all necessary parties, may proceed to hear and determine the additional or other issues as though originally properly sought and pleaded.

[C66, 71, 73, 75, 77, §232.12; C79, 81, §232.40]

232.41 Reporter required.

Stenographic notes or mechanical or electronic recordings shall be taken of all court hearings held pursuant to this subchapter unless waived by the parties. The child shall not

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be competent to waive the reporting requirement, but waiver may be made for the child by the child's counsel or guardian ad litem. Matters which must be reported under the provisions of this section shall be reported in the same manner as required in section 624.9.

[C66, 71, 73, 75, 77, §232.32; C79, 81, §232.41]

2020 Acts, ch 1062, §94

232.42 Continuances.

1. Continuances in juvenile delinquency proceedings may be granted by the court only for good cause shown on the record if the child is being held in detention.

2. Where the child requests a continuance of proceedings, the court, in an order granting the continuance, may suspend the time limitations imposed on the state by this subchapter for a period of time not to exceed the length of the continuance.

3. Proceedings may be continued for up to one year upon the request of the county attorney and the child to permit the making of probation arrangements prior to the adjudicatory hearing. If either the child or the county attorney requests that the adjudicatory hearing be held at any time during the period of the continuance, the court shall set the matter for hearing.

[S13, §254-a23; C24, 27, 31, 35, 39, §**3637;** C46, 50, 54, 58, 62, §232.21; C66, 71, 73, 75, 77, §232.34; C79, §232.13, 232.42; C81, §232.42]

94 Acts, ch 1172, §15; 2020 Acts, ch 1062, §94

232.43 Answer — plea agreement — acceptance of plea admitting allegations of petition.

1. A written answer to a delinquency petition need not be filed by the child, but any matters which might be set forth in an answer or other pleading may be filed in writing or pleaded orally before the court.

2. The county attorney and the child's counsel may mutually consider a plea agreement which contemplates entry of a plea admitting the allegations of the petition in the expectation that other charges will be dismissed or not filed or that a specific disposition will be recommended by the county attorney and granted by the court. Any plea discussion shall be open to the child and the child's parent, guardian, or custodian.

3. The court shall not accept a plea admitting the allegations of the petition without first addressing the child personally in court, determining that the plea is voluntary and not the result of any force or threats or promises other than promises made in connection with a plea agreement and informing the child of and determining that the child understands the following:

a. The nature of the allegations of the petition to which the plea is offered.

b. The severest possible disposition and the maximum length of such disposition which the court may order if the court accepts the plea.

c. The child has the right to deny the allegations of the petition.

d. If the child admits the allegations of the petition the child waives the right to a further adjudicatory hearing.

4. The court shall not accept a plea admitting the allegations of the petition without first addressing the county attorney and the child's counsel in court and making an inquiry into whether such a plea is the result of a plea agreement. The court shall require the disclosure of the terms of any such agreement in court. If a plea agreement has been reached which contemplates entry of the plea in the expectation that the court will order a specific disposition or dismiss other charges against the child before the court, the court shall state to the parties whether the court will concur in the proposed disposition or dismissal of charges. If the court will not concur in such disposition or dismissal, the court should advise the child personally of this fact, advise the child that the disposition of the case may be less favorable to the child than that contemplated by the plea agreement, and afford the child the opportunity to withdraw the plea. If the court defers decision as to whether the court will concur with the proposed disposition or dismissal until there has been an opportunity to consider the predisposition report, the court shall advise the child that the court is not bound by the plea agreement and afford the child the opportunity to withdraw the plea.

5. The court shall not accept a plea admitting the allegations of the petition without:

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a. Determining that there is a factual basis for the plea.

b. Determining that the child was given effective assistance of counsel prior to tender of the plea.

c. Inquiring of the parent or parents who are present in court whether they agree as to the course of action that their child has chosen. If either parent expresses disagreement with the plea, the court may refuse to accept that plea.

6. If the court determines that a plea is not in the child's best interest it may refuse to accept that plea regardless of the agreement of the parties.

[C79, 81, §232.43]

2023 Acts, ch 19, §597

Subsection 2 amended

232.44 Detention or shelter care hearing — release from detention upon change of circumstance.

1. *a.* A hearing shall be held within two working days of the time of the child's admission to a shelter care facility and within one working day of the time of a child's admission to a detention facility. If the hearing is not held within the time specified in this paragraph, except for good cause shown, the child shall be released from shelter care or detention.

b. Prior to the hearing a petition shall be filed, except where the child is already under the supervision of a juvenile court under a prior judgment.

c. If the child is placed in a detention facility in a county other than the county in which the child resides or in which the delinquent act allegedly occurred but which is within the same judicial district, the hearing may take place in the county in which the detention facility is located.

d. The child shall appear in person at the hearing required by this subsection.

2. The county attorney or a juvenile court officer may apply for a hearing at any time after the petition is filed to determine whether the child who is the subject of the petition should be placed in detention or shelter care. The court may upon the application or upon its own motion order such hearing. The court shall order a detention hearing for a child waived under section 232.45, subsection 7, at the time of waiver.

3. A notice shall be served upon the child, the child's attorney, the child's guardian ad litem if any, and the child's known parent, guardian, or custodian not less than twelve hours before the time the hearing is scheduled to begin and in a manner calculated fairly to apprise the parties of the time, place, and purpose of the hearing. In the case of a hearing for a child waived for prosecution as a youthful offender, this notice may accompany the waiver order. If the court finds that there has been reasonably diligent effort to give notice to a parent, guardian, or custodian and that the effort has been unavailing, the hearing may proceed without the notice having been served.

4. At the hearing to determine whether detention or shelter care is authorized under section 232.21 or 232.22 the court shall admit only testimony and other evidence relevant to the determination of whether there is probable cause to believe the child has committed the act as alleged in the petition and to the determination of whether the placement of the child in detention or shelter care is authorized under section 232.21 or 232.22. At the hearing to determine whether a child who has been waived for prosecution as a youthful offender should be released from detention the court shall also admit evidence of the kind admissible to determine bond or bail under chapter 811, notwithstanding section 811.1. Any written reports or records made available to the court at the hearing shall be made available to the parties. A copy of the petition or waiver order shall be given to each of the parties at or before the hearing.

5. The court shall find release to be proper under the following circumstances:

a. If the court finds that there is not probable cause to believe that the child is a child within the jurisdiction of the court under this chapter, it shall release the child and dismiss the petition.

b. If the court finds that detention or shelter care is not authorized under section 232.21 or 232.22, or is authorized but not warranted in a particular case, the court shall order the child's release, and in so doing, may impose one or more of the following conditions:

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(1) Place the child in the custody of a parent, guardian, or custodian under that person's supervision, or under the supervision of an organization which agrees to supervise the child.

(2) Place restrictions on the child's travel, association, or place of residence during the period of release.

(3) Impose any other condition deemed reasonably necessary and consistent with the grounds for detaining children specified in section 232.21 or 232.22, including a condition requiring that the child return to custody as required.

(4) In the case of a child waived for prosecution as a youthful offender, require bail, an appearance bond, or set other conditions consistent with this section or section 811.2.

c. An order releasing a child on conditions specified in this section may be amended at any time to impose equally or less restrictive conditions. The order may be amended to impose additional or more restrictive conditions, or to revoke the release, if the child has failed to conform to the conditions originally imposed.

6. If the court finds that there is probable cause to believe that the child is within the jurisdiction of the court under this chapter and that full-time detention or shelter care is authorized under section 232.21 or 232.22 or that detention is authorized under section 232.23, it may issue an order authorizing either shelter care or detention until the adjudicatory hearing or trial is held or for a period not exceeding seven days, whichever is shorter. However, in the case of a child placed in detention under section 232.23, this period may be extended by agreement of the parties and the court.

7. If a child held in shelter care or detention by court order has not been released after a detention hearing or has not appeared at an adjudicatory hearing before the expiration of the order of detention, an additional hearing shall automatically be scheduled for the next court day following the expiration of the order. The child, the child's counsel, the child's guardian ad litem, and the child's parent, guardian, or custodian shall be notified of this hearing not less than twenty-four hours before the hearing is scheduled to take place. The hearing required by this subsection may be held by telephone conference call.

8. A child held in a detention or shelter care facility pursuant to section 232.21 or 232.22 under order of court after a hearing may be released upon a showing that a change of circumstances makes continued detention unnecessary.

9. A written request for the release of the child, setting forth the changed circumstances, may be filed by the child, by a responsible adult on the child's behalf, by the child's custodian, or by the juvenile court officer.

10. Based upon the facts stated in the request for release the court may grant or deny the request without a hearing, or may order that a hearing be held at a date, time and place determined by the court. Notice of the hearing shall be given to the child and the child's custodian or counsel. Upon receiving evidence at the hearing, the court may release the child to the child's custodian or other suitable person, or may deny the request and remand the child to the detention or shelter care facility.

11. This section does not apply to a child placed in accordance with section 232.78, 232.79, or 232.95.

[C79, 81, §232.44; 82 Acts, ch 1209, §9, 10]

87 Acts, ch 149, §5; 94 Acts, ch 1172, §16, 17; 95 Acts, ch 67, §15; 97 Acts, ch 126, §19; 2009 Acts, ch 41, §94; 2018 Acts, ch 1153, §4; 2023 Acts, ch 19, §598, 599

Referred to in §232.9, 232.11, 232.22, 232.23, 232.45

Subsection 5, paragraph b, subparagraph (1) amended

Subsection 7 amended

232.45 Waiver hearing and waiver of jurisdiction.

1. After the filing of a petition which alleges that a child has committed a delinquent act on the basis of an alleged commission of a public offense and before an adjudicatory hearing on the merits of the petition is held, the county attorney or the child may file a motion requesting the court to waive its jurisdiction over the child for the alleged commission of the public offense or for the purpose of prosecution of the child as an adult or a youthful offender. If the county attorney and the child agree, a motion for waiver for the purpose of being prosecuted as a youthful offender may be heard by the district court as part of the proceedings under section 907.3A, or by the juvenile court as provided in this section. If the motion for waiver

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for the purpose of being prosecuted as a youthful offender is made as a result of a conditional agreement between the county attorney and the child, the conditions of the agreement shall be disclosed to the court in the same manner as provided in **rules of criminal procedure 2.8** and **2.10**.

2. The court shall hold a waiver hearing on all such motions.

3. Reasonable notice that states the time, place, and purpose of the waiver hearing shall be provided to the persons required to be provided notice for adjudicatory hearings under section 232.37. Summons, subpoenas, and other process may be issued and served in the same manner as for adjudicatory hearings as provided in section 232.37.

4. Prior to the waiver hearing, the juvenile probation officer or other person or agency designated by the court shall conduct an investigation for the purpose of collecting information relevant to the court's decision to waive its jurisdiction over the child for the alleged commission of the public offense and shall submit a report concerning the investigation to the court. The report shall include any recommendations made concerning waiver. Prior to the hearing the court shall provide the child's counsel and the county attorney with access to the report and to all written material to be considered by the court.

5. At the waiver hearing all relevant and material evidence shall be admitted.

6. At the conclusion of the waiver hearing the court may waive its jurisdiction over the child for the alleged commission of the public offense for the purpose of prosecution of the child as an adult if all of the following apply:

a. The child is fourteen years of age or older.

b. The court determines, or has previously determined in a detention hearing under section 232.44, that there is probable cause to believe that the child has committed a delinquent act which would constitute the public offense.

c. The court determines that the state has established that there are not reasonable prospects for rehabilitating the child if the juvenile court retains jurisdiction over the child and the child is adjudicated to have committed the delinquent act, and that waiver of the court's jurisdiction over the child for the alleged commission of the public offense would be in the best interests of the child and the community.

7. *a.* At the conclusion of the waiver hearing and after considering the best interests of the child and the best interests of the community the court may, in order that the child may be prosecuted as a youthful offender, waive its jurisdiction over the child if all of the following apply:

(1) The child is twelve through fifteen years of age or the child is ten or eleven years of age and has been charged with a public offense that would be classified as a class "A" felony if committed by an adult.

(2) The court determines, or has previously determined in a detention hearing under section 232.44, that there is probable cause to believe that the child has committed a delinquent act which would constitute a public offense under section 232.8, subsection 1, paragraph "*c*", notwithstanding the application of that paragraph to children aged sixteen or older.

(3) The court determines that the state has established that there are not reasonable prospects for rehabilitating the child, prior to the child's eighteenth birthday, if the juvenile court retains jurisdiction over the child and the child enters into a plea agreement, is a party to a consent decree, or is adjudicated to have committed the delinquent act.

b. The court shall retain jurisdiction over the child for the purpose of determining whether the child should be released from detention under section 232.23. If the court has been apprised of conditions of an agreement between the county attorney and the child which resulted in a motion for waiver for purposes of the child being prosecuted as a youthful offender, and the court finds that the conditions are in the best interests of the child, the conditions of the agreement shall constitute conditions of the waiver order.

8. In making the determination required by subsection 6, paragraph "*c*", the factors which the court shall consider include but are not limited to the following:

a. The nature of the alleged delinquent act and the circumstances under which it was committed.

b. The nature and extent of the child's prior contacts with juvenile authorities, including

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past efforts of such authorities to treat and rehabilitate the child and the response to such efforts.

c. The programs, facilities and personnel available to the juvenile court for rehabilitation and treatment of the child, and the programs, facilities and personnel which would be available to the court that would have jurisdiction in the event the juvenile court waives its jurisdiction so that the child can be prosecuted as an adult.

9. In making the determination required by subsection 7, paragraph "*a*", subparagraph (3), the factors which the court shall consider include but are not limited to the following:

a. The nature of the alleged delinquent act and the circumstances under which it was committed.

b. The nature and extent of the child's prior contacts with juvenile authorities, including past efforts of such authorities to treat and rehabilitate the child and the response to such efforts.

c. The age of the child, the programs, facilities, and personnel available to the juvenile court for rehabilitation and treatment of the child, and the programs, facilities, and personnel which would be available to the district court after the child reaches the age of eighteen in the event the child is given youthful offender status.

10. If at the conclusion of the hearing the court waives its jurisdiction over the child for the alleged commission of the public offense, the court shall make and file written findings as to its reasons for waiving its jurisdiction.

11. *a.* If the court waives jurisdiction, statements made by the child after being taken into custody and prior to intake are admissible as evidence in chief against the child in subsequent criminal proceedings provided that the statements were made with the advice of the child's counsel or after waiver of the child's right to counsel and provided that the court finds the child had voluntarily waived the right to remain silent. Other statements made by a child are admissible as evidence in chief provided that the court finds the statements were voluntary. In making its determination, the court may consider any factors it finds relevant and shall consider the following factors:

(1) Opportunity for the child to consult with a parent, guardian, custodian, lawyer, or other adult.

(2) The age of the child.

(3) The child's level of education.

(4) The child's level of intelligence.

(5) Whether the child was advised of the child's constitutional rights.

(6) Length of time the child was held in shelter care or detention before making the statement in question.

(7) The nature of the questioning which elicited the statement.

(8) Whether physical punishment such as deprivation of food or sleep was used upon the child during the shelter care, detention, or questioning.

b. Statements made by the child during intake or at a waiver hearing held pursuant to this section are not admissible as evidence in chief against the child in subsequent criminal proceedings over the child's objection in any event.

12. If the court waives its jurisdiction over the child for the alleged commission of the public offense so that the child may be prosecuted as an adult or a youthful offender, the judge who made the waiver decision shall not preside at any subsequent proceedings in connection with that prosecution if the child objects.

13. The waiver does not apply to other delinquent acts which are not alleged in the delinquency petition presented at the waiver hearing.

14. *a.* If a child who is alleged to have delivered, manufactured, or possessed with intent to deliver or manufacture, a controlled substance except marijuana, as defined in chapter 124, is waived to district court for prosecution, the mandatory minimum sentence provided in section 124.413 shall not be imposed if a conviction is had; however, each child convicted of such an offense shall be confined for not less than thirty days in a secure facility.

b. Upon application of a person charged or convicted under the authority of this subsection, the district court shall order the records in the case sealed if:

(1) Five years have elapsed since the final discharge of that person; and

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(2) The person has not been convicted of a felony or an aggravated or serious misdemeanor, or adjudicated a delinquent for an act which if committed by an adult would be a felony, or an aggravated or serious misdemeanor since the final discharge of that person.

[C79, 81, §232.45]

85 Acts, ch 130, §1, 2; 97 Acts, ch 126, §20 – 23; 2001 Acts, ch 135, §26; 2009 Acts, ch 41, §263; 2013 Acts, ch 42, §4, 5

Referred to in §232.8, 232.9, 232.11, 232.22, 232.44, 232.45A, 232.51, 232.89, 232.149B, 803.5, 803.6, 903.1, 904.503, 907.3A, 915.37

Age of majority deemed attained for certain purposes during incarceration following waiver and conviction; see §599.1

232.45A Waiver to and conviction by district court — processing.

1. Once jurisdiction over a child has been waived by the juvenile court as provided in section 232.45, for the alleged commission of a felony, and once a conviction is entered by the district court, for all other offenses, the clerk of the juvenile court shall immediately send a certified copy of the findings required by section 232.45, subsection 10, and the judgment of conviction, as applicable, to the department of public safety. The department shall maintain a file on each child who has previously been waived to or waived to and convicted by the district court in a prosecution as an adult. The file shall be accessible by law enforcement officers on a twenty-four hour per day basis.

2. Once a child sixteen years of age or older has been waived by the juvenile court to the district court, all subsequent criminal proceedings against the child for any delinquent act committed after the date of the waiver by the juvenile court shall begin in district court, notwithstanding sections 232.8 and 232.45. A copy of the findings required by section 232.45, subsection 10, shall be made a part of the record in the district court proceedings. However, upon acquittal or dismissal in district court of all waived offenses and all lesser included offenses of the waived offenses, the proceedings for any delinquent act committed by the child subsequent to such acquittal or dismissal shall begin in juvenile court. Any proceedings initiated in district court for a public offense committed by the child subsequent to the waiver by the juvenile court, but prior to any acquittal or dismissal of all waived offenses and lesser included offenses in district court, shall remain in district court.

3. If proceedings against a child sixteen years of age or older who has previously been waived to district court are mistakenly begun in the juvenile court, the matter shall be transferred to district court upon the discovery of the prior waiver, notwithstanding sections 232.8 and 232.45.

4. This section shall not apply to a child who was waived to the district court for the purpose of being prosecuted as a youthful offender.

91 Acts, ch 232, §4; 92 Acts, ch 1231, §17; 94 Acts, ch 1172, §18; 95 Acts, ch 191, §12; 97 Acts, ch 126, §24; 2013 Acts, ch 42, §6

Referred to in §232.9, 232.22

232.46 Consent decree.

1. *a.* At any time after the filing of a petition and prior to entry of an order of adjudication pursuant to section 232.47, the court may suspend the proceedings on motion of the county attorney or the child's counsel, enter a consent decree, and continue the case under terms and conditions established by the court. These terms and conditions may include any of the following:

(1) Prohibiting the child from driving a motor vehicle for a specified period of time or under specific circumstances. The court shall notify the department of transportation of an order prohibiting the child from driving.

(2) Supervision of the child by a juvenile court officer or other agency or person designated by the court.

(3) The performance of a work assignment of value to the state or to the public.

(4) Making restitution consisting of a monetary payment to the victim or a work assignment directly of value to the victim.

(5) Placement of the child in a group or family foster care setting, if the court makes a determination that such a placement is the least restrictive option.

b. A child's need for shelter placement or for inpatient mental health or substance use disorder treatment does not preclude entry or continued execution of a consent decree.

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2. A consent decree entered regarding a child placed in detention under section 232.22, subsection 1, paragraph "g", shall require the child to attend a batterers' treatment program under section 708.2B. The second time the child fails to attend the batterers' treatment as required by the consent decree shall result in the decree being vacated and proceedings commenced under section 232.47.

3. A consent decree shall not be entered unless the child and the child's parent, guardian, or custodian are informed of the consequences of the decree by the court and the court determines that the child has voluntarily and intelligently agreed to the terms and conditions of the decree. If the county attorney objects to the entry of a consent decree, the court shall proceed to determine the appropriateness of entering a consent decree after consideration of any objections or reasons for entering such a decree.

4. A consent decree shall remain in force for up to one year unless the child is sooner discharged by the court or by the juvenile court officer or other agency or person supervising the child. Upon application of a juvenile court officer or other agency or person supervising the child made prior to the expiration of the decree and after notice and hearing, or upon agreement by the parties, a consent decree may be extended for up to an additional year by order of the court.

5. When a child has complied with the express terms and conditions of the consent decree for the required amount of time or until earlier dismissed as provided in subsection 4, the original petition may not be reinstated. However, failure to so comply may result in the child's being thereafter held accountable as if the consent decree had never been entered.

6. A child who is discharged or who completes a period of continuance without the reinstatement of the original petition shall not be proceeded against in any court for a delinquent act alleged in the petition.

[C79, 81, §232.46; 82 Acts, ch 1209, §11]

83 Acts, ch 186, §10055, 10201; 94 Acts, ch 1172, §19; 95 Acts, ch 180, §5; 2008 Acts, ch 1187, §132; 2014 Acts, ch 1141, §74; 2015 Acts, ch 30, §76, 77; 2023 Acts, ch 19, §600, 601; 2023 Acts, ch 64, §32

Referred to in §232.9, 234.35

Juvenile victim restitution, see chapter 232A and §915.24 – 915.29

See Code editor's note on simple harmonization at the beginning of this Code volume

Subsection 1, paragraph b amended

Subsection 3 amended

232.47 Adjudicatory hearing — findings — adjudication.

1. If a child denies the allegations of the petition, that child may be found to be delinquent only after an adjudicatory hearing conducted in accordance with the provisions of this section.

2. The court shall hear and adjudicate all cases involving a petition alleging a child to have committed a delinquent act.

3. The child shall have the right to adjudication by an impartial finder of fact. A judge of the juvenile court may not serve as the finder of fact over objection of the child based upon a showing of prejudice on the part of the judge. In the event that a judge is disqualified from serving as a finder of fact under this provision, a substitute judge shall serve as the finder of fact.

4. At an adjudicatory hearing the state shall have the burden of proving the allegations of the petition.

5. Only evidence which is admissible under the rules of evidence applicable to the trial of criminal cases shall be admitted at the hearing except as otherwise provided by this section.

6. Statements or other evidence derived directly or indirectly from statements which a child makes to a law enforcement officer while in custody without presence of counsel may be admitted into evidence at an adjudicatory hearing over the child's objection only after the court determines whether the child has voluntarily waived the right to remain silent. In making its determination the court may consider any factors it finds relevant and shall consider the following factors:

a. Opportunity for the child to consult with a parent, guardian, custodian, lawyer or other adult.

b. The age of the child.

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c. The child's level of education.

d. The child's level of intelligence.

e. Whether the child was advised of the child's constitutional rights.

f. Length of time the child was held in shelter care or detention before making the statement in question.

g. The nature of the questioning which elicited the statement.

h. Whether physical punishment such as deprivation of food or sleep was used upon the child during the shelter care, detention, or questioning.

7. The following statements or other evidence shall not be admitted as evidence in chief at an adjudicatory hearing:

a. Statements or other evidence derived directly or indirectly from statements which a child makes to a juvenile intake officer without the presence of counsel subsequent to the filing of a complaint and prior to adjudication unless the child and the child's attorney consent to the admission of such statements or evidence.

b. Statements which the child makes to a juvenile probation officer or other person conducting a predisposition investigation during such an investigation.

8. At the conclusion of an adjudicatory hearing, the court shall make a finding as to whether the child has committed a delinquent act. The court shall make and file written findings as to the truth of the specific allegations of the petition and as to whether the child has engaged in delinquent conduct.

9. If the court finds that the child did not engage in delinquent conduct, the court shall enter an order dismissing the petition.

10. If the court finds that the child did engage in delinquent conduct, the court may enter an order adjudicating the child to have committed a delinquent act. The child shall be presumed to be innocent of the charges and no finding that a child has engaged in delinquent conduct may be made unless the state has proved beyond a reasonable doubt that the child engaged in such behavior.

11. If the court enters an order adjudicating the child to have committed a delinquent act, the court may issue an order authorizing either shelter care or detention until the dispositional hearing is held.

12. A juvenile court officer shall notify the superintendent of the school district or the superintendent's designee, or the authorities in charge of the nonpublic school which the child attends of the child's adjudication for a delinquent act which would be an indictable offense if committed by an adult.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.47]

94 Acts, ch 1172, §20

Referred to in §232.8, 232.9, 232.11, 232.46, 232.48, 232.49, 232.50, 232.133, 232.147

232.48 Predisposition investigation and report.

1. The court shall not make a disposition of the matter following the entry of an order of adjudication pursuant to section 232.47 until a predisposition report has been submitted to and considered by the court.

2. After a petition is filed, the court shall direct a juvenile court officer or any other agency or individual to conduct a predisposition investigation and to prepare a predisposition report. The investigation and report shall cover all of the following:

a. The social history, environment and present condition of the child and the child's family.

b. The performance of the child in school.

c. The presence of child abuse and neglect histories, learning disabilities, physical impairments and past acts of violence.

d. Other matters relevant to the child's status as a delinquent, treatment of the child or proper disposition of the case.

3. No predisposition report shall be submitted to or considered by the court prior to the completion of the adjudicatory hearing without the consent of the child and the child's counsel.

4. A predisposition report shall not be disclosed except as provided in this section and in subchapter VIII. The court shall permit the child's attorney to inspect the predisposition

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report prior to consideration by the court. The court may order counsel not to disclose parts of the report to the child, or to the child's parent, guardian, guardian ad litem, or custodian if the court finds that disclosure would seriously harm the treatment or rehabilitation of the child. If the report indicates the child has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has been a victim or perpetrator of sexual abuse, unless otherwise ordered by the court, the child's parent, guardian, or foster parent or other person with custody of the child shall be provided with that information.

[C79, 81, §232.48]

83 Acts, ch 186, §10055, 10201; 85 Acts, ch 88, §1; 2005 Acts, ch 124, §2; 2020 Acts, ch 1062, §32

Referred to in §232.147

232.49 Physical and mental examinations.

1. Following the entry of an order of adjudication under section 232.47 the court may, after a hearing which may be simultaneous with the adjudicatory hearing, order a physical or mental examination of the child if it finds that an examination is necessary to determine the child's physical or mental condition. The court may consider chemical dependency as either a physical or mental condition and may consider a chemical dependency evaluation as either a physical or mental examination. If the examination indicates the child has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has been a victim or perpetrator of sexual abuse, unless otherwise ordered by the court, the child's parent, guardian, or foster parent or other person with custody of the child shall be provided with that information.

2. When possible an examination shall be conducted on an outpatient basis, but the court may, if it deems necessary, commit the child to a suitable hospital, facility or institution for the purpose of examination. Commitment for examination shall not exceed thirty days and the civil commitment provisions of chapter 229 shall not apply.

3. *a.* At any time after the filing of a delinquency petition the court may order a physical or mental examination of the child if the following circumstances apply:

(1) The court finds such examination to be in the best interest of the child; and

(2) The parent, guardian, or custodian and the child's counsel agree.

b. An examination shall be conducted on an outpatient basis unless the court, the child's counsel, and the parent, guardian, or custodian agree that it is necessary the child be committed to a suitable hospital, facility, or institution for the purpose of examination. Commitment for examination shall not exceed thirty days and the civil commitment provisions of chapter 229 shall not apply.

[C66, 71, 73, 75, 77, §232.13; C79, 81, §232.49]

86 Acts, ch 1186, §4; 2005 Acts, ch 124, §3; 2009 Acts, ch 41, §235

Referred to in §232.147

232.50 Dispositional hearing.

1. As soon as practicable following the entry of an order of adjudication pursuant to section 232.47 or notification that the child has been placed on youthful offender status pursuant to section 907.3A, the court shall hold a dispositional hearing in order to determine what disposition should be made of the matter.

2. The court shall hold a periodic dispositional review hearing for each child in placement pursuant to section 232.52, subsection 2, paragraph *"d"* or *"e"*, to determine the future disposition status of the child. The hearings shall not be waived or continued beyond twelve months after the last dispositional hearing or dispositional review hearing.

3. At dispositional hearings under this section all relevant and material evidence shall be admitted.

4. When a dispositional hearing under this section is concluded the court shall enter an order to make any one or more of the dispositions authorized under section 232.52.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.50]

87 Acts, ch 159, §1; 97 Acts, ch 99, §1; 97 Acts, ch 126, §25; 2013 Acts, ch 42, §7

Referred to in §232.9, 232.11, 232.52, 232.103

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232.51 Disposition of child with mental illness.

1. If the evidence received at an adjudicatory or a dispositional hearing indicates that the child is mentally ill, the court may direct the juvenile court officer or the department to initiate proceedings or to assist the child's parent or guardian to initiate civil commitment proceedings in the juvenile court and such proceedings in the juvenile court shall adhere to the requirements of chapter 229.

2. *a.* If prior to the adjudicatory or dispositional hearing on the pending delinquency petition, the child is committed as a child with a mental illness and is ordered into a residential facility, institution, or hospital for inpatient treatment, the delinquency proceeding shall be suspended until such time as the juvenile court either terminates the civil commitment order or the child is released from the residential facility, institution, or hospital for purposes of receiving outpatient treatment.

b. During any time that the delinquency proceeding is suspended pursuant to this subsection, any time limits for speedy adjudicatory hearings and continuances shall be tolled.

c. This subsection shall not apply to waiver hearings held pursuant to section 232.45.

[C79, 81, §232.51]

83 Acts, ch 186, §10055, 10201; 86 Acts, ch 1186, §5; 96 Acts, ch 1129, §62; 2011 Acts, ch 10, §1; 2012 Acts, ch 1019, §85, 86; 2013 Acts, ch 130, §31, 35

Referred to in §229.26

232.52 Disposition of child found to have committed a delinquent act.

1. Pursuant to a hearing as provided in section 232.50, the court shall enter the least restrictive dispositional order appropriate in view of the seriousness of the delinquent act, the child's culpability as indicated by the circumstances of the particular case, the age of the child, the child's prior record, or the fact that the child has been placed on youthful offender status under section 907.3A. The order shall specify the duration and the nature of the disposition, including the type of residence or confinement ordered and the individual, agency, department, or facility in which custody is vested. In the case of a child who has been placed on youthful offender status, the initial duration of the dispositional order shall be until the child reaches the age of eighteen.

2. The dispositional orders which the court may enter subject to its continuing jurisdiction are as follows:

a. An order prescribing one or more of the following:

(1) A work assignment of value to the state or to the public.

(2) Restitution consisting of monetary payment or a work assignment of value to the victim.

(3) If the child is fourteen years of age or older, restitution consisting of monetary payment or a work assignment of value to the county or to the public for fees of attorneys appointed to represent the child at public expense pursuant to section 232.11.

(4) (a) The suspension or revocation of the driver's license or operating privilege of the child, for a period of one year, for the commission of delinquent acts which are a violation of any of the following:

(i) Section 123.46.

(ii) Section 123.47 regarding the purchase, attempt to purchase, or consumption of alcoholic beverages.

(iii) Chapter 124.

(iv) Section 126.3.

(v) Chapter 453B.

(vi) Two or more violations of section 123.47 regarding the consumption or possession of alcoholic beverages.

(vii) Section 708.1, if the assault is committed upon an employee of the school at which the child is enrolled, and the child intended to inflict serious injury upon the school employee or caused bodily injury or mental illness.

(viii) Section 724.4, if the child used the dangerous weapon in the commission of a crime.

(ix) Section 724.4B.

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(b) The child may be issued a temporary restricted license or school license if the child is otherwise eligible.

(5) The suspension of the driver's license or operating privilege of the child for a period not to exceed one year. The order shall state whether a work permit may or shall not be issued to the child.

b. An order placing the child on probation and releasing the child to the child's parent, guardian, or custodian.

c. An order providing special care and treatment required for the physical, emotional, or mental health of the child, and that does all of the following:

(1) Places the child on probation or other supervision.

(2) If the court deems appropriate, orders the parent, guardian, or custodian to reimburse the county for any costs incurred as provided in section 232.141, subsection 1, or to otherwise pay or provide for such care and treatment.

d. An order transferring the legal custody of the child, subject to the continuing jurisdiction of the court for purposes of section 232.54, to one of the following:

(1) An adult relative or other suitable adult and placing the child on probation.

(2) A child-placing agency or other suitable private agency or facility which is licensed or otherwise authorized by law to receive and provide care for children and placing the child on probation or other supervision.

(3) The department for purposes of foster care and prescribing the type of placement which will serve the best interests of the child and the means by which the placement shall be monitored by the court. The court shall consider ordering placement in family foster care as an alternative to group foster care.

(4) The chief juvenile court officer or the officer's designee for placement in a program under section 232.191, subsection 4.* The chief juvenile court officer or the officer's designee may place a child in group foster care for failure to comply with the terms and conditions of the supervised community treatment program for up to seventy-two hours without notice to the court or for more than seventy-two hours if the court is notified of the placement within seventy-two hours of placement, subject to a hearing before the court on the placement within ten days.

e. An order transferring the custody of the child, subject to the continuing jurisdiction and custody of the court for the purposes of section 232.54, to the director for purposes of placement in the state training school or other facility, provided that the child is at least twelve years of age and the court finds the placement to be in the best interests of the child or necessary for the protection of the public, and that the child has been found to have committed an act which is a forcible felony, as defined in section 702.11, or a felony violation of section 124.401 or chapter 707, or the court finds any three of the following conditions exist:

(1) The child is at least fifteen years of age and the court finds the placement to be in the best interests of the child or necessary to the protection of the public.

(2) The child has committed an act which is a crime against a person and which would be an aggravated misdemeanor or a felony if the act were committed by an adult.

(3) The child has previously been found to have committed a delinquent act.

(4) The child has previously been placed in a treatment facility outside the child's home or in a supervised community treatment program established pursuant to section 232.191, subsection 4,* as a result of a prior delinquency adjudication.

f. An order committing the child to a mental health institute or other appropriate facility for the purpose of treatment of a mental or emotional condition after making findings pursuant to the standards set out for involuntary commitment in chapter 229.

g. An order placing a child, other than a child who has committed a violation of section 123.47, in secure custody for not more than two days in a facility under section 232.22, subsection 3, paragraph *"a"* or *"b"*.

h. In the case of a child adjudicated delinquent for an act which would be a violation of chapter 236 or section 708.2A if committed by an adult, an order requiring the child to attend a batterers' treatment program under section 708.2B.

3. *a.* An order under subsection 2, paragraph *"a"*, may be the sole disposition or may be included as an element in other dispositional orders.

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b. A parent or guardian may be required by the juvenile court to participate in educational or treatment programs as part of a probation plan. A parent or guardian who does not participate in the probation plan when required to do so by the court may be held in contempt.

c. Notwithstanding subsection 2, the court shall not order group foster care placement of the child which is a charge upon the state unless the group foster care placement meets requirements as established by the department by rule.

4. When the court enters an order placing a child on probation pursuant to this section, the court may in cases of change of residency transfer jurisdiction of the child to the juvenile court of the county where the child's residence is established. The court to which the jurisdiction of the child is transferred shall have the same powers with respect to the child as if the petition had originally been filed in that court.

5. When the court enters an order transferring the legal and physical custody of a child to an agency, facility, department, or institution, the court shall transmit its order, its finding, and a summary of its information concerning the child to such agency, facility, department, or institution.

6. If the court orders the transfer of custody of the child to the department or other agency for placement, the department or agency responsible for the placement of the child shall submit a case permanency plan to the court and shall make every effort to return the child to the child's home as quickly as possible.

7. *a.* When the court orders the transfer of legal custody of a child pursuant to subsection 2, paragraph "*d*", "*e*", or "*f*", the order shall state that reasonable efforts as defined in section 232.57 have been made. If deemed appropriate by the court, the order may include a determination that continuation of the child in the child's home is contrary to the child's welfare. The inclusion of such a determination shall not under any circumstances be deemed a prerequisite for entering an order pursuant to this section. However, the inclusion of such a determination, supported by the record, may be used to assist the department in obtaining federal funding for the child's placement. If such a determination is included in the order, unless the court makes a determination that further reasonable efforts are not required, reasonable efforts shall be made to prevent permanent removal of a child from the child's home and to encourage reunification of the child with the child's parents and family. The reasonable efforts may include but are not limited to early intervention and follow-up programs implemented pursuant to section 232.191.**

b. When the court orders the transfer of legal custody of a child pursuant to subsection 2, paragraph "*d*", and the child is sixteen years of age or older, the order shall specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the child has a case permanency plan, the court shall consider the written transition plan of services and needs assessment developed for the child's case permanency plan. If the child does not have a case permanency plan containing the transition plan and needs assessment at the time the transfer order is entered, the written transition plan and needs assessment shall be developed and submitted for the court's consideration no later than six months from the date of the transfer order. The court shall modify the initial transfer order as necessary to specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the transition plan identifies services or other support needed to assist the child when the child becomes an adult and the court deems it to be beneficial to the child, the court may authorize the individual who is the child's guardian ad litem or court appointed special advocate to continue a relationship with and provide advice to the child for a period of time beyond the child's eighteenth birthday.

8. If the court orders the transfer of the custody of the child to the department or to another agency for placement in group foster care, the department or agency shall make every reasonable effort to place the child in the least restrictive, most family-like, and most appropriate setting available and in close proximity to the parents' home, consistent with the child's best interests and special needs, and shall consider the placement's proximity to the school in which the child is enrolled at the time of placement.

9. If a child has previously been adjudicated as a child in need of assistance, and a social worker or other caseworker from the department has been assigned to work on the child's

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case, the court may order the department to assign the same social worker or caseworker to work on any matters related to the child arising under this subchapter.

10. *a.* Upon receipt of an application from the director, the court shall enter an order to temporarily transfer a child who has been placed in the state training school pursuant to subsection 2, paragraph "*e*", to a facility which has been designated to be an alternative placement site for the state training school, provided the court finds that all of the following conditions exist:

(1) There is insufficient time to file a motion and hold a hearing for a substitute dispositional order under section 232.54.

(2) Immediate removal of the child from the state training school is necessary to safeguard the child's physical or emotional health.

(3) That reasonable attempts to notify the parents, guardian ad litem, and attorney for the child have been made.

b. If the court finds the conditions in paragraph "*a*" exist and there is insufficient time to provide notice as required under **rule of juvenile procedure 8.12**, the court may enter an ex parte order temporarily transferring the child to the alternative placement site.

c. Within three days of the child's transfer, the director shall file a motion for a substitute dispositional order under section 232.54 and the court shall hold a hearing concerning the motion within fourteen days of the child's transfer.

11. The court shall order a juvenile adjudicated a delinquent for an offense that requires DNA profiling under section 81.2 to submit a DNA sample for DNA profiling pursuant to section 81.4.

[C73, §1653 – 1659; C97, §2708, 2709; S13, §254-a23, 2708; C24, 27, 31, 35, 39, §**3637, 3646, 3647, 3652;** C46, 50, 54, 58, 62, §232.27, 232.28, 232.34; C66, 71, 73, 75, 77, §232.34, 232.38, 232.39; C79, 81, §232.52; 82 Acts, ch 1260, §22]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §5; 85 Acts, ch 124, §1; 88 Acts, ch 1249, §12, 13; 90 Acts, ch 1168, §35; 90 Acts, ch 1239, §7, 8; 90 Acts, ch 1271, §1505; 91 Acts, ch 232, §5, 6; 91 Acts, ch 258, §37; 92 Acts, ch 1229, §3; 92 Acts, ch 1231, §20, 21; 94 Acts, ch 1172, §21, 22; 95 Acts, ch 180, §6; 95 Acts, ch 191, §13, 14; 96 Acts, ch 1134, §2; 96 Acts, ch 1218, §57; 97 Acts, ch 51, §1; 97 Acts, ch 99, §2; 97 Acts, ch 126, §26, 27; 97 Acts, ch 208, §40; 98 Acts, ch 1073, §9; 99 Acts, ch 208, §35; 2001 Acts, ch 24, §39; 2001 Acts, ch 135, §7; 2002 Acts, ch 1081, §2; 2003 Acts, ch 117, §4; 2004 Acts, ch 1116, §4, 5; 2005 Acts, ch 158, §12, 19; 2007 Acts, ch 218, §113; 2009 Acts, ch 41, §236; 2009 Acts, ch 133, §220, 221; 2013 Acts, ch 42, §8; 2014 Acts, ch 1096, §5, 6; 2017 Acts, ch 69, §3; 2018 Acts, ch 1041, §61; 2018 Acts, ch 1101, §1; 2020 Acts, ch 1062, §94; 2021 Acts, ch 35, §7; 2022 Acts, ch 1021, §48; 2022 Acts, ch 1098, §74; 2023 Acts, ch 19, §602 – 605

Referred to in §92.17, 232.22, 232.50, 232.53, 232.54, 232.58, 232.133, 234.35, 321.213, 321.213A, 321.215, 321A.17, 692A.103, 907.3A, 915.28

Juvenile victim restitution, see chapter 232A and §915.24 – 915.29

*A reference to §232.192, subsection 1, paragraph d, probably intended; corrective legislation is pending

**A reference to §232.192 probably intended; corrective legislation is pending

Subsection 2, paragraph d, subparagraph (3) amended

Subsection 2, paragraph e, unnumbered paragraph 1 amended

Subsections 6, 8, and 9 amended

Subsection 10, paragraph a, unnumbered paragraph 1 amended

232.52A Disposition of certain juvenile offenders.

1. In addition to any other order of the juvenile court, a person under age eighteen, who may be in need of treatment as determined under section 232.8, may be ordered to participate in an alcohol or controlled substance education or evaluation program approved by the juvenile court. If recommended after evaluation, the court may also order the person to participate in a treatment program approved by the court. The juvenile court may also require the custodial parent or parents or other legal guardian to participate in an educational program with the person under age eighteen if the court determines that such participation is in the best interests of the person under age eighteen.

2. If the duration of a dispositional order is extended pursuant to section 232.53,

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subsection 3, the court may continue or extend supervision by an electronic tracking and monitoring system in addition to any other conditions of supervision.

90 Acts, ch 1251, §26; 2009 Acts, ch 119, §35

Referred to in §232.8

232.53 Duration of dispositional orders.

1. Any dispositional order entered by the court pursuant to section 232.52 shall remain in force for an indeterminate period or until the child becomes eighteen years of age unless otherwise specified by the court or unless sooner terminated pursuant to the provisions of section 232.54. No dispositional order made under section 232.52, subsection 2, paragraph "*e*", shall remain in force longer than the maximum possible duration of the sentence which may be imposed on an adult for the commission of the act which the child has been found by the court to have committed.

2. All dispositional orders entered prior to the child attaining the age of seventeen years shall automatically terminate when the child becomes eighteen years of age, except as provided in subsection 3. Dispositional orders entered subsequent to the child attaining the age of seventeen years and prior to the child's eighteenth birthday shall automatically terminate one year and six months after the date of disposition. In the case of an adult within the jurisdiction of the court under the provisions of section 232.8, subsection 1, the dispositional order shall automatically terminate one year and six months after the last date upon which jurisdiction could attach.

3. A dispositional order entered prior to the child attaining the age of seventeen, for a child required to register as a sex offender pursuant to the provisions of chapter 692A, may be extended one year and six months beyond the date the child becomes eighteen years of age.

4. Notwithstanding section 233A.13, a child committed to the training school subsequent to the child attaining the age of seventeen years and prior to the child's eighteenth birthday may be held at the school beyond the child's eighteenth birthday pursuant to subsection 2 or 3, provided that the training school makes application to and receives permission from the committing court. This extension shall be for the purpose of completion by the child of a course of instruction established for the child pursuant to section 233A.4 and cannot extend for more than one year and six months beyond the date of disposition unless the duration of the dispositional order was extended pursuant to subsection 3.

5. *a.* Any person supervising but not having custody of the child pursuant to such an order shall file a written report with the court at least every six months concerning the status and progress of the child.

b. Any agency, facility, institution, or person to whom custody of the child has been transferred pursuant to such order shall file a written report with the court at least every six months concerning the status and progress of the child.

c. Any report prepared pursuant to this subsection shall be included in the record considered by the court in a permanency hearing conducted pursuant to section 232.58.

[C73, §1653 – 1658; C97, §2708; S13, §254-a23, 2708; C24, 27, 31, 35, 39, §**3639, 3649;** C46, 50, 54, 58, 62, §232.23, 232.30; C66, 71, 73, 75, §232.36, 232.37; C79, 81, §232.53; 82 Acts, ch 1209, §12]

84 Acts, ch 1166, §1; 2000 Acts, ch 1056, §2; 2001 Acts, ch 135, §8; 2009 Acts, ch 119, §34, 36

Referred to in §232.52A

232.54 Termination, modification, or vacation and substitution of dispositional order.

1. At any time prior to its expiration, a dispositional order may be terminated, modified, or vacated and another dispositional order substituted therefor only in accordance with the following provisions:

a. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*a*", "*b*", or "*c*", and upon the motion of a child, a child's parent or guardian, a child's guardian ad litem, a person supervising the child under a dispositional order, a county attorney, or upon its own motion, the court may terminate the order and discharge the child, modify the order, or vacate the order and substitute another order pursuant to the provisions

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of section 232.52. Notice shall be afforded all parties, and a hearing shall be held at the request of any party.

b. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraphs "*d*" and "*e*", the court shall grant a motion of the person to whom custody has been transferred for termination of the order and discharge of the child, for modification of the order by imposition of less restrictive conditions, or for vacation of the order and substitution of a less restrictive order unless there is clear and convincing evidence that there has not been a change of circumstance sufficient to grant the motion. Notice shall be afforded all parties, and a hearing shall be held at the request of any party or upon the court's own motion.

c. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*d*", or "*e*", or "*f*", the court shall grant a motion of a person or agency to whom custody has been transferred for modification of the order by transfer to an equally restrictive placement, unless there is clear and convincing evidence that there has not been a change of circumstance sufficient to grant the motion. Notice shall be afforded all parties, and a hearing shall be held at the request of any party or upon the court's own motion.

d. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*d*", "*e*", or "*f*", the court may, after notice and hearing, either grant or deny a motion of the child, the child's parent or guardian, or the child's guardian ad litem, to terminate the order and discharge the child, to modify the order either by imposing less restrictive conditions or by transfer to an equally or less restrictive placement, or to vacate the order and substitute a less restrictive order. A motion may be made pursuant to this paragraph no more than once every six months.

e. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraphs "*d*" and "*e*", the court may, after notice and a hearing at which there is presented clear and convincing evidence to support such an action, either grant or deny a motion by a county attorney or by a person or agency to whom custody has been transferred, to modify an order by imposing more restrictive conditions or to vacate the order and substitute a more restrictive order.

f. With respect to a temporary transfer order made pursuant to section 232.52, subsection 10, if the court finds that removal of a child from the state training school is necessary to safeguard the child's physical or emotional health and is in the best interests of the child, the court shall grant the director's motion for a substitute dispositional order to place the child in a facility which has been designated to be an alternative placement site for the state training school.

g. With respect to a juvenile court dispositional order entered regarding a child who has been placed on youthful offender status under section 907.3A, the dispositional order may be terminated prior to the child reaching the age of eighteen upon motion of the child, the person or agency to whom custody of the child has been transferred, or the county attorney following a hearing before the juvenile court if it is shown by clear and convincing evidence that it is in the best interests of the child and the community to terminate the order. The hearing may be waived if all parties to the proceeding agree. The dispositional order regarding a child who has been placed on youthful offender status may also be terminated prior to the child reaching the age of eighteen upon motion of the county attorney, if the waiver of the child to district court was conditioned upon the terms of an agreement between the county attorney and the child, and the child violates the terms of the agreement after the waiver order has been entered. The district court shall discharge the child's youthful offender status upon receiving a termination order under this section.

h. With respect to a dispositional order entered regarding a child who has been placed on youthful offender status under section 907.3A, the juvenile court may, in the case of a child who violates the terms of the order, modify or terminate the order in accordance with the following:

(1) After notice and hearing at which the facts of the child's violation of the terms of the order are found, the juvenile court may refuse to modify the order, modify the order and impose a more restrictive order, or, after an assessment of the child by a juvenile court officer in consultation with the judicial district department of correctional services and if the child is

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age fourteen or over, terminate the order and return the child to the supervision of the district court under chapter 907.

(2) The juvenile court shall only terminate an order under this paragraph *"h"* if after considering the best interests of the child and the best interests of the community the court finds that the child should be returned to the supervision of the district court.

(3) A youthful offender over whom the juvenile court has terminated the dispositional order under this paragraph *"h"* shall be treated in the manner of an adult who has been arrested for a violation of probation under section 908.11 for sentencing purposes only.

i. With respect to a dispositional order requiring a child to register as a sex offender pursuant to chapter 692A, the juvenile court shall determine whether the child shall remain on the sex offender registry prior to termination of the dispositional order.

2. Notice requirements of this section shall be satisfied by providing reasonable notice to the persons required to be provided notice for adjudicatory hearings under section 232.37, except that notice shall be waived regarding a person who was notified of the adjudicatory hearing and who failed to appear. At a hearing under this section all relevant and material evidence shall be admitted.

[C79, 81, §232.54]

90 Acts, ch 1239, §9; 95 Acts, ch 92, §2; 97 Acts, ch 126, §28; 98 Acts, ch 1100, §25; 2001 Acts, ch 135, §27; 2009 Acts, ch 41, §237; 2009 Acts, ch 119, §37; 2013 Acts, ch 42, §9, 10

Referred to in §232.9, 232.11, 232.22, 232.52, 232.53, 692A.106, 907.3A

232.55 Effect of adjudication and disposition.

1. An adjudication or disposition in a proceeding under this subchapter shall not be deemed a conviction of a crime and shall not impose any civil disabilities or operate to disqualify the child in any civil service application or appointment.

2. *a.* Adjudication and disposition proceedings under this subchapter are not admissible as evidence against a person in a subsequent proceeding in any other court before or after the person reaches majority except in a proceeding pursuant to chapter 229A or in a sentencing proceeding after conviction of the person for an offense other than a simple or serious misdemeanor.

b. Adjudication and disposition proceedings may properly be included in a presentence investigation report prepared pursuant to chapter 901 and section 906.5.

c. However, the use of adjudication and disposition proceedings pursuant to this subsection shall be subject to the restrictions contained in section 232.150.

3. This section does not apply to dispositional orders entered regarding a child who has been placed on youthful offender status under section 907.3A who is not discharged from probation before or upon the child's eighteenth birthday.

[C79, 81, §232.55]

85 Acts, ch 179, §1; 97 Acts, ch 126, §29; 2009 Acts, ch 41, §238; 2013 Acts, ch 42, §11; 2014 Acts, ch 1059, §3; 2020 Acts, ch 1062, §94

Referred to in §321.213

232.56 Youthful offenders — transfer to district court supervision.

The juvenile court shall deliver a report, which includes an assessment of the child by a juvenile court officer after consulting with the judicial district department of correctional services, to the district court prior to the eighteenth birthday of a child who has been placed on youthful offender status under section 907.3A. A hearing shall be held in the district court in accordance with section 907.3A to determine whether the child should be discharged from youthful offender status or whether the child shall continue under the supervision of the district court after the child's eighteenth birthday.

97 Acts, ch 126, §30; 2013 Acts, ch 42, §12

Referred to in §907.3A

232.57 Reasonable efforts defined — effect of aggravated circumstances.

1. For the purposes of this subchapter, unless the context otherwise requires, *"reasonable efforts"* means the efforts made to prevent permanent removal of a child from the child's home and to encourage reunification of the child with the child's parents and family. Reasonable

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efforts shall include but are not limited to giving consideration, if appropriate, to interstate placement of a child in the permanency planning decisions involving the child and giving consideration to in-state and out-of-state placement options at a permanency hearing and when using concurrent planning. If a court order includes a determination that continuation of the child in the child's home is not appropriate or not possible, reasonable efforts may include the efforts made in a timely manner to finalize a permanency plan for the child.

2. If the court determines by clear and convincing evidence that aggravated circumstances exist, with written findings of fact based upon evidence in the record, the court may waive the requirement for making reasonable efforts. The existence of aggravated circumstances is indicated by any of the following:

a. The parent has abandoned the child.

b. The court finds the circumstances described in section 232.116, subsection 1, paragraph "*i*", are applicable to the child.

c. The parent's parental rights have been terminated under section 232.116 with respect to another child who is a member of the same family, and there is clear and convincing evidence to show that the offer or receipt of services would not be likely within a reasonable period of time to correct the conditions which led to the child's removal.

d. The parent has been convicted of the murder of another child.

e. The parent has been convicted of the voluntary manslaughter of another child.

f. The parent has been convicted of aiding or abetting, attempting, conspiring in, or soliciting the commission of the murder or voluntary manslaughter of another child.

g. The parent has been convicted of a felony assault which resulted in serious bodily injury of the child or of another child.

3. Any order entered under this subchapter may include findings regarding reasonable efforts.

2001 Acts, ch 135, §9; 2007 Acts, ch 172, §4; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §18
Referred to in §232.21, 232.22, 232.52, 232B.5

232.58 Permanency hearings.

1. If an order entered pursuant to this subchapter for an out-of-home placement of a child includes a determination that continuation of the child in the child's home is contrary to the child's welfare, the court shall review the child's continued placement by holding a permanency hearing or hearings in accordance with this section. The initial permanency hearing shall be the earlier of the following:

a. For an order for which the court has not waived reasonable efforts requirements, the permanency hearing shall be held within twelve months of the date the child was removed from the home.

b. For an order in a case in which aggravated circumstances exist for which the court has waived reasonable efforts requirements, the permanency hearing shall be held within thirty days of the date the requirements were waived.

2. Reasonable notice shall be provided of a permanency hearing for an out-of-home placement in which the court order has included a determination that continuation of the child in the child's home is contrary to the child's welfare. A permanency hearing shall be conducted in substantial conformance with the provisions of section 232.99. During the hearing, the court shall consider the child's need for a secure and permanent placement in light of any case permanency plan or evidence submitted to the court and the reasonable efforts made concerning the child. Upon completion of the hearing, the court shall enter written findings identifying a primary permanency goal for the child. If a case permanency plan is in effect at the time of the hearing, the court shall also make a determination as to whether reasonable progress is being made in achieving the permanency goal and in complying with the other provisions of that case permanency plan.

3. After a permanency hearing, the court shall do one of the following:

a. Enter an order pursuant to section 232.52 to return the child to the child's home.

b. Enter an order pursuant to section 232.52 to continue the out-of-home placement of the child for an additional six months at which time the court shall hold a hearing to consider modification of its permanency order. An order entered under this paragraph shall enumerate

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the specific factors, conditions, or expected behavioral changes which comprise the basis for the determination that the need for removal of the child from the child's home will no longer exist at the end of the additional six-month period.

c. Direct the county attorney or the attorney for the child to institute proceedings to terminate the parent-child relationship.

d. Enter an order, pursuant to findings based upon the existence of the evidence required by subsection 5, to do one of the following:

(1) Transfer guardianship and custody of the child to a suitable person.

(2) Transfer sole custody of the child from one parent to another parent.

(3) Transfer custody of the child to a suitable person for the purpose of long-term care.

(4) If the child is sixteen years of age or older and the department has documented to the court's satisfaction a compelling reason for determining that an order under the other subparagraphs of this paragraph "*d*" would not be in the child's best interest, order another planned permanent living arrangement for the child.

4. If the court enters an order for another planned permanent living arrangement pursuant to subsection 3, paragraph "*d*", the court shall do all of the following:

a. Ask the child about the child's desired permanency outcome and make a judicial determination that another planned permanent living arrangement is the best permanency plan for the child.

b. Require the department to do all of the following:

(1) Document the efforts to place a child permanently with a parent, relative, or in a guardianship or adoptive placement.

(2) Document that the planned permanent living arrangement is the best permanency plan for the child and compelling reasons why it is not in the child's best interest to be placed permanently with a parent, relative, or in a guardianship or adoptive placement.

(3) Document all of the following at the permanency hearing and the six-month periodic review:

(a) The steps the department is taking to ensure that the planned permanent living arrangement follows the reasonable and prudent parent standard.

(b) Whether the child has regular opportunities to engage in age-appropriate or developmentally appropriate activities.

5. Prior to entering a permanency order pursuant to subsection 3, paragraph "*d*", clear and convincing evidence must exist showing that all of the following apply:

a. A termination of the parent-child relationship would not be in the best interest of the child.

b. Services were offered to the child's family to correct the situation which led to the child's removal from the home.

c. The child cannot be returned to the child's home.

6. Any permanency order may provide restrictions upon the contact between the child and the child's parent or parents, consistent with the best interest of the child.

7. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*d*", "*e*", or "*f*", for which the court has suspended or terminated sibling visitation or interaction, when a review is made under this section the court shall consider whether the visitation or interaction can be safely resumed and may modify the suspension or termination as appropriate.

8. Subsequent to the entry of a permanency order pursuant to this section, the child shall not be returned to the care, custody, or control of the child's parent or parents, over a formal objection filed by the child's attorney or guardian ad litem, unless the court finds by a preponderance of the evidence that returning the child to such custody would be in the best interest of the child.

9. Following an initial permanency hearing and the entry of a permanency order which places a child in the custody or guardianship of another person or agency, the court shall retain jurisdiction and annually review the order to ascertain whether the best interest of the child is being served. When the order places the child in the custody of the department for the purpose of a planned permanent living arrangement, the review shall be in a hearing that shall not be waived or continued beyond twelve months after the initial permanency hearing

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or the last permanency review hearing. Any modification shall be accomplished through a hearing procedure following reasonable notice. During the hearing, all relevant and material evidence shall be admitted and procedural due process shall be provided to all parties.

2001 Acts, ch 135, §10; 2007 Acts, ch 67, §3; 2007 Acts, ch 172, §5; 2016 Acts, ch 1063, §5, 6; 2020 Acts, ch 1062, §94

Referred to in §232.53

232.59 and 232.60 Reserved.

SUBCHAPTER III

CHILD IN NEED OF ASSISTANCE PROCEEDINGS

Referred to in §232.2, 232.3A, 232.109, 600A.5

PART 1

GENERAL PROVISIONS

232.61 Jurisdiction.

1. The juvenile court shall have exclusive jurisdiction over proceedings under this chapter alleging that a child is a child in need of assistance.

2. In determining such jurisdiction the age and marital status of the child at the time the proceedings are initiated is controlling.

[C71, 73, 75, 77, §232.63; C79, 81, §232.61]

232.62 Venue.

1. Venue for child in need of assistance proceedings shall be in the judicial district where the child is found or in the judicial district of the child's residence.

2. The court may transfer any child in need of assistance proceedings brought under this chapter to the juvenile court of any county having venue at any stage in the proceedings as follows:

a. When it appears that the best interests of the child or the convenience of the proceedings shall be served by a transfer, the court may transfer the case to the court of the county of the child's residence.

b. With the consent of the receiving court, the court may transfer the case to the court of the county where the child is found.

3. The court shall transfer the case by ordering the transfer and a continuance and by forwarding to the clerk of the receiving court a certified copy of all papers filed together with an order of transfer. The judge of the receiving court may accept the filings of the transferring court or may direct the filing of a new petition and hear the case anew.

[C71, 73, 75, 77, §232.68 – 232.70; C79, 81, §232.62]

Referred to in §232.110, 232.123

232.63 through 232.66 Reserved.

PART 2

CHILD ABUSE REPORTING, ASSESSMENT, AND REHABILITATION

Referred to in §135L.3, 235A.13

232.67 Legislative findings — purpose and policy.

Children in this state are in urgent need of protection from abuse. It is the purpose and policy of subchapter III to provide the greatest possible protection to victims or potential victims of abuse through encouraging the increased reporting of suspected cases of abuse,

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ensuring the thorough and prompt assessment of these reports, and providing rehabilitative services, where appropriate and whenever possible to abused children and their families which will stabilize the home environment so that the family can remain intact without further danger to the child. The state recognizes removing a child from the child's family will cause the child harm and that the harm caused by a child's removal must be weighed against the potential harm in allowing a child to remain with the child's family.

[C66, 71, 73, 75, 77, §235A.1; C79, 81, §232.67]

97 Acts, ch 35, §3, 25; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §19

Referred to in §232.68

232.68 Definitions.

The definitions in section 235A.13 are applicable to this part 2 of subchapter III. As used in sections 232.67 through 232.77 and chapter 235A, subchapter II, unless the context otherwise requires:

1. *"Child"* means any person under the age of eighteen years.

2. *a.* *"Child abuse"* or *"abuse"* means:

(1) Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.

(2) Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined in section 622.10.

(3) The commission of a sexual offense with or to a child pursuant to chapter 709, section 726.2, or section 728.12, subsection 1, as a result of the acts or omissions of the person responsible for the care of the child or of a person who is fourteen years of age or older and resides in a home with the child. Notwithstanding section 702.5, the commission of a sexual offense under this subparagraph includes any sexual offense referred to in this subparagraph with or to a person under the age of eighteen years.

(4) (a) The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, medical or mental health treatment, supervision, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so and the failure occurred within five years of a report.

(b) For the purposes of subparagraph division (a), failure to provide for the adequate supervision of a child means the person failed to provide proper supervision of a child that a reasonable and prudent person would exercise under similar facts and circumstances and the failure resulted in direct harm or created a risk of harm to the child.

(c) A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child, however this provision shall not preclude a court from ordering that medical service be provided to the child where the child's health requires it.

(5) The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts prohibited pursuant to section 725.1. Notwithstanding section 702.5, acts or omissions under this subparagraph include an act or omission referred to in this subparagraph with or to a person under the age of eighteen years.

(6) An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.

(7) The person responsible for the care of a child, in the presence of a child, as defined in section 232.96A, subsection 16, paragraph *"e"*, unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance, as defined in section 232.96A, subsection 16, paragraph *"f"*, or knowingly allows such use, possession, manufacture, cultivation, or distribution by another person in the presence of a child; possesses a product with the intent to use the product as a precursor or an intermediary to a dangerous substance in the presence of a child; or unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous

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substance specified in section 232.96A, subsection 16, paragraph *"f"*, subparagraph (1), (2), or (3), in a child's home, on the premises, or in a motor vehicle located on the premises and the incident occurred within five years of a report to the department.

(8) The commission of bestiality in the presence of a minor under section 717C.1 by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.

(9) (a) A person who is responsible for the care of a child knowingly allowing another person custody of, control over, or unsupervised access to a child under the age of fourteen or a child with a physical or mental disability, after knowing the other person is required to register or is on the sex offender registry under chapter 692A.

(b) This subparagraph does not apply in any of the following circumstances:

(i) A child living with a parent or guardian who is a sex offender required to register or on the sex offender registry under chapter 692A.

(ii) A child living with a parent or guardian who is married to and living with a sex offender required to register or on the sex offender registry under chapter 692A.

(iii) A child who is a sex offender required to register or on the sex offender registry under chapter 692A who is living with the child's parent, guardian, or foster parent and is also living with the child to whom access was allowed.

(c) For purposes of this subparagraph, *"control over"* means any of the following:

(i) A person who has accepted, undertaken, or assumed supervision of a child from the parent or guardian of the child.

(ii) A person who has undertaken or assumed temporary supervision of a child without explicit consent from the parent or guardian of the child.

(10) The person responsible for the care of the child has knowingly allowed the child access to obscene material as defined in section 728.1 or has knowingly disseminated or exhibited such material to the child.

(11) The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a child for the purpose of commercial sexual activity as defined in section 710A.1.

b. *"Child abuse"* or *"abuse"* shall not be construed to hold a victim responsible for failing to prevent a crime against the victim.

2A. *"Child protection worker"* means an individual designated by the department to perform an assessment in response to a report of child abuse.

3. *"Confidential access to a child"* means access to a child, during an assessment of an alleged act of child abuse, who is alleged to be the victim of the child abuse. The access may be accomplished by interview, observation, or examination of the child. As used in this subsection and this part:

a. *"Interview"* means the verbal exchange between the child protection worker and the child for the purpose of developing information necessary to protect the child. A child protection worker is not precluded from recording visible evidence of abuse.

b. *"Observation"* means direct physical viewing of a child under the age of four by the child protection worker where the viewing is limited to the child's body other than the genitalia and pubes. *"Observation"* also means direct physical viewing of a child aged four or older by the child protection worker without touching the child or removing an article of the child's clothing, and doing so without the consent of the child's parent, custodian, or guardian. A child protection worker is not precluded from recording evidence of abuse obtained as a result of a child's voluntary removal of an article of clothing without inducement by the child protection worker. However, if prior consent of the child's parent or guardian, or an ex parte court order, is obtained, *"observation"* may include viewing the child's unclothed body other than the genitalia and pubes.

c. *"Physical examination"* means direct physical viewing, touching, and medically necessary manipulation of any area of the child's body by a physician licensed under chapter 148.

4. *"Department"* means the department of health and human services and includes the local and county offices of the department.

5. *"Differential response"* means an assessment system in which there are two discrete pathways to respond to accepted reports of child abuse, a child abuse assessment and a family

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assessment. The child abuse assessment pathway shall require a determination of abuse and a determination of whether criteria for placement on the central abuse registry are met. As used in this subsection and this part:

a. *"Assessment"* means the process by which the department responds to all accepted reports of alleged child abuse. An *"assessment"* addresses child safety, family functioning, culturally competent practice, and identifies the family strengths and needs, and engages the family in services if needed. The department's assessment process occurs either through a child abuse assessment or a family assessment.

b. *"Child abuse assessment"* means an assessment process by which the department responds to all accepted reports of child abuse which allege child abuse as defined in subsection 2, paragraph *"a"*, subparagraphs (1) through (3) and subparagraphs (5) through (10), or which allege child abuse as defined in subsection 2, paragraph *"a"*, subparagraph (4), that also allege imminent danger, death, or injury to a child. A *"child abuse assessment"* results in a disposition and a determination of whether a case meets the definition of child abuse and a determination of whether criteria for placement on the registry are met.

c. *"Family assessment"* means an assessment process by which the department responds to all accepted reports of child abuse which allege child abuse as defined in subsection 2, paragraph *"a"*, subparagraph (4), but do not allege imminent danger, death, or injury to a child. A *"family assessment"* does not include a determination of whether a case meets the definition of child abuse and does not include a determination of whether criteria for placement on the registry are met.

6. *"Health practitioner"* includes a licensed physician and surgeon, osteopathic physician and surgeon, dentist, optometrist, podiatric physician, or chiropractor; a resident or intern in any of such professions; a licensed dental hygienist, a registered nurse or licensed practical nurse; a physician assistant; and an emergency medical care provider certified under section 147A.6.

7. *"Mental health professional"* means a person who meets the following requirements:

a. Holds at least a master's degree in a mental health field, including but not limited to psychology, counseling, nursing, or social work; or is licensed to practice medicine pursuant to chapter 148.

b. Holds a license to practice in the appropriate profession.

c. Has at least two years of postdegree experience, supervised by a mental health professional, in assessing mental health problems and needs of individuals used in providing appropriate mental health services for those individuals.

8. *"Person responsible for the care of a child"* means:

a. A parent, guardian, or foster parent.

b. A relative or any other person with whom the child resides and who assumes care or supervision of the child, without reference to the length of time or continuity of such residence.

c. An employee or agent of any public or private facility providing care for a child, including an institution, hospital, health care facility, group home, mental health center, residential treatment center, shelter care facility, detention center, or child care facility.

d. Any person providing care for a child, but with whom the child does not reside, without reference to the duration of the care.

9. *"Registry"* means the central registry for child abuse information established in section 235A.14.

10. *"Sex trafficking"* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of commercial sexual activity as defined in section 710A.1.

11. *"Sex trafficking victim"* means a victim of sex trafficking.

[C66, 71, 73, 75, 77, §235A.2; C79, 81, §232.68]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1207, §1, 2; 85 Acts, ch 173, §2; 86 Acts, ch 1177, §1; 87 Acts, ch 153, §1, 2; 89 Acts, ch 24, §1; 89 Acts, ch 89, §16; 89 Acts, ch 230, §3, 4; 93 Acts, ch 76, §1; 93 Acts, ch 93, §2; 94 Acts, ch 1130, §1, 2; 95 Acts, ch 41, §24; 95 Acts, ch 108, §17; 95 Acts, ch 182, §7; 96 Acts, ch 1092, §2; 97 Acts, ch 35, §4, 5, 25; 97 Acts, ch 176, §1; 2001 Acts, ch 46, §2; 2001 Acts, ch 131, §1; 2003 Acts, ch 44, §49; 2004 Acts, ch 1116, §6; 2005 Acts, ch

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158, §20; 2008 Acts, ch 1088, §113 – 115; 2009 Acts, ch 119, §64; 2010 Acts, ch 1151, §2; 2011 Acts, ch 28, §1, 2; 2013 Acts, ch 115, §1, 19; 2016 Acts, ch 1063, §7 – 9; 2017 Acts, ch 86, §2; 2018 Acts, ch 1041, §120; 2018 Acts, ch 1165, §104, 105; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §20, 21; 2023 Acts, ch 19, §606

Referred to in §20.31, 135.119, 135L.3, 232.69, 232.70, 232.71B, 232.71D, 232.76, 232.96A, 235A.13, 235A.18, 235B.3, 280.17, 659A.4, 915.35, 915.84

Subsection 4 amended

232.69 Mandatory and permissive reporters — training required.

1. The classes of persons enumerated in this subsection shall make a report within twenty-four hours and as provided in section 232.70, of cases of child abuse. In addition, the classes of persons enumerated in this subsection shall make a report of abuse of a child which would be defined as child abuse under section 232.68, subsection 2, paragraph *"a"*, subparagraph (3) or (5), except that the abuse resulted from the acts or omissions of a person other than a person responsible for the care of the child.

a. Every health practitioner who in the scope of professional practice, examines, attends, or treats a child and who reasonably believes the child has been abused. Notwithstanding section 139A.30, this provision applies to a health practitioner who receives information confirming that a child is infected with a sexually transmitted disease.

b. Any of the following persons who, in the scope of professional practice or in their employment responsibilities, examines, attends, counsels, or treats a child and reasonably believes a child has suffered abuse:

(1) A social worker.

(2) An employee or operator of a public or private health care facility as defined in section 135C.1.

(3) A certified psychologist.

(4) A licensed school employee, certified para-educator, holder of a coaching authorization issued under section 256.165, school employee who is eighteen years of age or older, or an instructor employed by a community college.

(5) An employee or operator of a licensed child care center, registered child development home, head start program, family development and self-sufficiency grant program under section 216A.107, or healthy opportunities for parents to experience success – healthy families Iowa program under section 135.106.

(6) An employee or operator of a substance use disorder program or facility licensed under chapter 125.

(7) An employee of a department institution listed in section 218.1.

(8) An employee or operator of a juvenile detention or juvenile shelter care facility approved under section 232.142.

(9) An employee or operator of a foster care facility licensed or approved under chapter 237.

(10) An employee or operator of a mental health center.

(11) A peace officer.

(12) A counselor or mental health professional.

(13) An employee or operator of a provider of services to children funded under a federally approved medical assistance home and community-based services waiver.

(14) An employee, operator, owner, or other person who performs duties for a children's residential facility certified under chapter 237C.

(15) A massage therapist licensed pursuant to chapter 152C.

2. Any other person who believes that a child has been abused may make a report as provided in section 232.70.

3. *a.* For the purposes of this subsection, *"licensing board"* means a board designated in section 147.13, the board of educational examiners created in section 256.146, or a licensing board as defined in section 272C.1.

b. A person required to make a report under subsection 1, other than a physician whose professional practice does not regularly involve providing primary health care to children, shall complete two hours of training relating to the identification and reporting of child abuse within six months of initial employment or self-employment involving the

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examination, attending, counseling, or treatment of children on a regular basis. Within one month of initial employment or self-employment, the person shall obtain a statement of the abuse reporting requirements from the person's employer or, if self-employed, from the department. The person shall complete at least two hours of additional child abuse identification and reporting training every three years. If the person completes at least one hour of additional child abuse identification and reporting training prior to the three-year expiration period, the person shall be deemed in compliance with the training requirements of this section for an additional three years.

c. The core training curriculum relating to the identification and reporting of child abuse, as provided in paragraph "*b*", shall be developed and provided by the department.

d. An employer of a person required to make a report under subsection 1 may provide supplemental training, specific to identification and reporting of child abuse as it relates to the person's professional practice, in addition to the core training provided by the department.

e. A licensing board with authority over the license of a person required to make a report under subsection 1 shall require as a condition of licensure that the person is in compliance with the requirements for abuse training under this subsection. The licensing board shall require the person upon licensure renewal to accurately document for the licensing board the person's completion of the training requirements. However, the licensing board may adopt rules providing for waiver or suspension of the compliance requirements, if the waiver or suspension is in the public interest, applicable to a person who is engaged in active duty in the military service of this state or of the United States, to a person for whom compliance with the training requirements would impose a significant hardship, or to a person who is practicing a licensed profession outside this state or is otherwise subject to circumstances that would preclude the person from encountering child abuse in this state.

f. For persons required to make a report under subsection 1 who are not engaged in a licensed profession that is subject to the authority of a licensing board but are employed by a facility or program subject to licensure, registration, or approval by a state agency, the agency shall require as a condition of renewal of the facility's or program's licensure, registration, or approval, that such persons employed by the facility or program are in compliance with the training requirements of this subsection.

g. For peace officers, the elected or appointed official designated as the head of the agency employing the peace officer shall ensure compliance with the training requirements of this subsection.

h. For persons required to make a report under subsection 1 who are employees of state departments and political subdivisions of the state, the department director or the chief administrator of the political subdivision shall ensure the persons' compliance with the training requirements of this subsection.

[C66, 71, 73, 75, 77, §235A.3; C79, 81, §232.69]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §4, 6; 85 Acts, ch 173, §3 – 5; 87 Acts, ch 153, §3; 88 Acts, ch 1238, §1; 89 Acts, ch 89, §17; 89 Acts, ch 230, §5; 89 Acts, ch 265, §40; 94 Acts, ch 1130, §3; 97 Acts, ch 85, §1; 99 Acts, ch 192, §27, 33; 2000 Acts, ch 1066, §42; 2001 Acts, ch 122, §2, 3; 2002 Acts, ch 1047, §2, 20; 2002 Acts, ch 1142, §1, 31; 2005 Acts, ch 121, §2; 2007 Acts, ch 10, §164, 165; 2008 Acts, ch 1072, §3; 2013 Acts, ch 129, §54; 2018 Acts, ch 1113, §1; 2019 Acts, ch 91, §2, 3; 2022 Acts, ch 1078, §2; 2023 Acts, ch 19, §607; 2023 Acts, ch 95, §1, 2

Referred to in §135H.13, 152C.3, 232.68, 232.70, 232.75, 232.77, 237.9, 237A.5, 256.165, 907.3, 915.35

Subsection 1, unnumbered paragraph 1 amended

Subsection 1, paragraph b, subparagraphs (4), (6), and (7) amended

232.70 Reporting procedure.

1. Each report made by a mandatory reporter, as defined in section 232.69, subsection 1, or a permissive reporter, as defined in section 232.69, subsection 2, shall be oral.

2. The employer or supervisor of a person who is a mandatory or permissive reporter shall not apply a policy, work rule, or other requirement that interferes with the person making a report of child abuse.

3. The oral report shall be made by telephone or otherwise to the department. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency.

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4. Upon receipt of a report, the department shall do all of the following:

a. Immediately make a determination as to whether the report constitutes an allegation of child abuse as defined in section 232.68.

b. Notify the appropriate county attorney of the receipt of the report.

5. The oral and written reports shall contain the following information, or as much of the following information as the person making the report is able to furnish:

a. The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.

b. The child's present whereabouts if not the same as the parent's or other person's home address.

c. The child's age.

d. The nature and extent of the child's injuries, including any evidence of previous injuries.

e. The name, age and condition of other children in the same home.

f. If the person making the report is a licensed school employee who reasonably believes the person responsible for the injury is also a licensed school employee, the identity of the licensed school employee the person making the report believes is responsible for the injury.

g. Any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child.

h. The name and address of the person making the report.

6. A report made by a permissive reporter, as defined in section 232.69, subsection 2, shall be regarded as a report pursuant to this chapter whether or not the report contains all of the information required by this section and may be made to the department, county attorney, or law enforcement agency. If the report is made to any agency other than the department, such agency shall promptly refer the report to the department.

7. Within twenty-four hours of receiving a report from a mandatory or permissive reporter, the department shall inform the reporter, orally or by other appropriate means, whether or not the department has commenced an assessment of the allegation in the report.

8. If a report would be determined to constitute an allegation of child abuse as defined under section 232.68, subsection 2, paragraph "*a*", subparagraph (3) or (5), except that the suspected abuse resulted from the acts or omissions of a person other than a person responsible for the care of the child, the department shall refer the report to the appropriate law enforcement agency having jurisdiction to investigate the allegation. The department shall refer the report orally as soon as practicable and in writing within seventy-two hours of receiving the report.

9. If the department has reasonable cause to believe that a child under the placement, care, or supervision of the department is, or is at risk of becoming, a sex trafficking victim, the department shall do all of the following:

a. Identify the child as a sex trafficking victim or at risk of becoming a sex trafficking victim and include documentation in the child's department records.

b. Refer the child for appropriate services.

c. Refer the child identified as a sex trafficking victim, within twenty-four hours, to the appropriate law enforcement agency having jurisdiction to investigate the allegation.

[C66, 71, 73, 75, 77, §235A.4; C79, 81, §232.70]

83 Acts, ch 96, §157, 159; 87 Acts, ch 153, §4; 97 Acts, ch 176, §2, 17; 2000 Acts, ch 1137, §4, 14; 2001 Acts, ch 122, §4; 2013 Acts, ch 115, §2, 19; 2016 Acts, ch 1063, §10, 11; 2022 Acts, ch 1098, §22, 75; 2023 Acts, ch 19, §608; 2023 Acts, ch 95, §3

Referred to in §232.68, 232.69, 232.75

Subsections 3, 5, and 6 amended and subsection 5 editorially internally redesignated

232.71 and 232.71A Repealed by 97 Acts, ch 35, §24, 25.

232.71B Duties of the department upon receipt of report.

1. *Commencement of assessment — differential response — purpose.*

a. If the department determines a report constitutes a child abuse allegation, the

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department shall promptly commence either a child abuse assessment within twenty-four hours of receiving the report or a family assessment within seventy-two hours of receiving the report.

(1) Upon acceptance of a report of child abuse, the department shall commence a child abuse assessment when the report alleges child abuse as defined in section 232.68, subsection 2, paragraph "*a*", subparagraphs (1) through (3) and subparagraphs (5) through (11), or which alleges child abuse as defined in section 232.68, subsection 2, paragraph "*a*", subparagraph (4), that also alleges imminent danger, death, or injury to a child.

(2) Upon acceptance of a report of child abuse, the department shall commence a family assessment when the report alleges child abuse as defined in section 232.68, subsection 2, paragraph "*a*", subparagraph (4), but does not allege imminent danger, death, or injury to a child.

b. The primary purpose of either the child abuse assessment or the family assessment shall be the protection of the child named in the report. The secondary purpose of either type of assessment shall be to engage the child's family in services to enhance family strengths and to address needs.

2. *Notification of parents.* The department, within five working days of commencing the assessment, shall provide written notification of the assessment to the child's parents. If a parent is alleged to have committed the child abuse, the notice shall inform the parents regarding the complaint or allegation made regarding the parent. The parents shall be informed in a manner that protects the confidentiality rights of an individual who reported the child abuse or provided information as part of the assessment process. However, if the department shows the court to the court's satisfaction that notification is likely to endanger the child or other persons, the court shall orally direct the department to withhold notification. Within one working day of issuing an oral directive, the court shall issue a written order restraining the notification. The department shall not reveal in the written notification to the parents or otherwise the identity of the reporter of child abuse to a subject of a child abuse report listed in section 235A.15, subsection 2, paragraph "*a*".

3. *Involvement of law enforcement.*

a. The department shall apply protocols, developed with the local child protection assistance team established pursuant to section 915.35, to prioritize the actions taken in response to a child abuse assessment and shall work jointly with child protection assistance teams and law enforcement agencies in performing assessment and investigative processes for child abuse assessments in which a criminal act harming a child is alleged. The county attorney and appropriate law enforcement agencies shall also take any other lawful action which may be necessary or advisable for the protection of the child.

b. If a report is determined not to constitute a child abuse allegation or if the child abuse report is accepted but assessed under the family assessment, but a criminal act harming a child is alleged, the department shall immediately refer the matter to the appropriate law enforcement agency.

c. If the department has reasonable cause to believe that a child under the placement, care, or supervision of the department is, or is at risk of becoming, a sex trafficking victim, the department shall do all of the following:

(1) Identify the child as a sex trafficking victim or at risk of becoming a sex trafficking victim and include documentation in the child's department records.

(2) Refer the child for appropriate services.

(3) Refer the child identified as a sex trafficking victim, within twenty-four hours, to the appropriate law enforcement agency having jurisdiction to investigate the allegation.

d. The department shall report a child under the placement, care, or supervision of the department who is reported as missing or abducted to law enforcement and to the national center for missing and exploited children within twenty-four hours of receipt of the report.

4. *Assessment process.*

a. A child abuse assessment or family assessment shall include all of the following:

(1) A safety assessment and risk assessment. If at any time during a family assessment, a child is determined unsafe or in imminent danger, it appears that the immediate safety or well-being of a child is endangered, it appears that the family may flee or the child may

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disappear, or the facts otherwise warrant, the department shall immediately commence a child abuse assessment.

(2) An evaluation of the home environment. If concerns regarding protection of children are identified by the child protection worker, the child protection worker shall evaluate the child named in the report and any other children in the same home as the parents or other persons responsible for their care.

b. In addition to the requirements of paragraph "*a*", a child abuse assessment shall include the following:

(1) Identification of the nature, extent, and cause of the injuries, if any, to the child named in the report.

(2) Identification of the person or persons responsible for the alleged child abuse.

(3) A description of the name, age, and condition of other children in the same home as the child named in the report.

(4) An interview of the person alleged to have committed the child abuse, if the person's identity and location are known. The offer of an interview shall be made to the person prior to any consideration or determination being made that the person committed the alleged abuse. The person shall be informed of the complaint or allegation made regarding the person. The person shall be informed in a manner that protects the confidentiality rights of the individual who reported the child abuse or provided information as part of the assessment process. The purpose of the interview shall be to provide the person with the opportunity to explain or rebut the allegations of the child abuse report or other allegations made during the assessment. The court may waive the requirement to offer the interview only for good cause. The person offered an interview, or the person's attorney on the person's behalf, may decline the offer of an interview of the person.

5. *Child abuse determination.* Unless otherwise prohibited under section 234.40 or 280.21, the use of corporal punishment by the person responsible for the care of a child which does not result in a physical injury to the child shall not be considered child abuse.

6. *Home visit.* The assessment may, with the consent of the parent or guardian, include a visit to the home of the child named in the report and an interview or observation of the child may be conducted. If permission to enter the home to interview or observe the child is refused, the juvenile court or district court upon a showing of probable cause may authorize the person making the assessment to enter the home and interview or observe the child.

7. *Facility or school visit.* The assessment may include a visit to a facility providing care to the child named in the report or to any public or private school subject to the authority of the department of education where the child named in the report is located. The administrator of a facility, or a public or private school shall cooperate with the child protection worker by providing confidential access to the child named in the report for the purpose of interviewing the child, and shall allow the child protection worker confidential access to other children for the purpose of conducting interviews in order to obtain relevant information. The child protection worker may observe a child named in a report in accordance with the provisions of section 232.68, subsection 3, paragraph "*b*". A witness shall be present during an observation of a child. Any child aged ten years of age or older can terminate contact with the child protection worker by stating or indicating the child's wish to discontinue the contact. The immunity granted by section 232.73 applies to acts or omissions in good faith of administrators and their facilities or school districts for cooperating in an assessment and allowing confidential access to a child.

8. *Information requests.*

a. The department may request information from any person believed to have knowledge of a child abuse case. The county attorney, any law enforcement or social services agency in the state, and any mandatory reporter, whether or not the reporter made the specific child abuse report, shall cooperate and assist in the assessment upon the request of the department.

b. In performing an assessment, the department may request criminal history data from the department of public safety on any person believed to be responsible for an injury to a child which, if confirmed, would constitute child abuse. The department shall establish procedures for determining when a criminal history records check is necessary.

9. *Protective disclosure.* If the department determines that disclosure is necessary for

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the protection of a child, the department may disclose to a subject of a child abuse report referred to in section 235A.15, subsection 2, paragraph "*a*", that an individual is listed in the child or dependent adult abuse registry or is required to register with the sex offender registry in accordance with chapter 692A.

10. *Physical examination.* If the department refers a child to a physician or physician assistant for a physical examination, the department shall contact the physician or physician assistant regarding the examination within twenty-four hours of making the referral. If the physician or physician assistant who performs the examination upon referral by the department reasonably believes the child has been abused, the physician or physician assistant shall report to the department within twenty-four hours of performing the examination.

11. *Multidisciplinary team.* In each county or multicounty area in which more than fifty child abuse reports are made per year, the department shall establish a multidisciplinary team, as defined in section 235A.13, subsection 9. Upon the department's request, a multidisciplinary team shall assist the department in the assessment, diagnosis, and disposition of a child abuse assessment and the subsequent provision of services.

12. *Facility protocol.*

a. The department shall apply a protocol, developed in consultation with facilities providing care to children, for conducting an assessment of reports of abuse of children allegedly caused by employees of facilities providing care to children. As part of such an assessment, the department shall notify the licensing authority for the facility, the governing body of the facility, and the administrator in charge of the facility of any of the following:

(1) A violation of facility policy noted in the assessment.

(2) An instance in which facility policy or lack of facility policy may have contributed to the reported incident of alleged child abuse.

(3) An instance in which general practice in the facility appears to differ from the facility's written policy.

b. The licensing authority, the governing body, and the administrator in charge of the facility shall take any lawful action which may be necessary or advisable to protect children receiving care.

13. *Written assessment report.*

a. The department, upon completion of the child abuse assessment or the family assessment, shall make a written report of the assessment, in accordance with all of the following:

(1) The written assessment report shall incorporate the information required by subsection 4, paragraph "*a*".

(2) A written child abuse assessment report shall be completed within twenty business days of the receipt of the child abuse report. A written family assessment report shall be completed within ten business days of the receipt of the child abuse report.

(3) The written assessment report shall identify the strengths and needs of the child, and of the child's parent, home, and family.

(4) The written assessment report shall identify services available from the department and informal and formal services and other support available in the community to address the strengths and needs identified in the assessment.

(5) Upon completion of the assessment, the department shall consult with the child's family in offering services to the child and the child's family to address strengths and needs identified in the assessment.

b. In addition to the requirements of paragraph "*a*", a written child abuse assessment report shall include a description of the child's condition, identification of the injury or risk to which the child was exposed, the circumstances which led to the injury or risk to the child, and the identity of any person alleged to be responsible for the injury or risk to the child.

c. Following a child abuse assessment, the department shall notify each subject of the child abuse report, as identified in section 235A.15, subsection 2, paragraph "*a*", of the results of the child abuse assessment, of the subject's right, pursuant to section 235A.19, to correct the report data or disposition data which refers to the subject, and of the procedures to correct the data.

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d. Following a family assessment, the department shall notify the parent or guardian of each child listed in the report of suspected child abuse of the completion of the family assessment and any service recommendations. For cases assessed pursuant to a family assessment, there shall be no right to a contested case hearing pursuant to chapter 17A.

e. If after completing the assessment the child protection worker determines, with the concurrence of the worker's supervisor and the department's area administrator, that a report of suspected child abuse is a spurious report or that protective concerns are not present, the portions of the written assessment report described under paragraph "*a*", subparagraphs (3) and (4) shall not be required.

14. *Court-ordered and voluntary services.* The department shall provide or arrange for and monitor services for abused children and their families on a voluntary basis or under a final or intermediate order of the juvenile court. The department may provide or arrange for and monitor services for children and their families on a voluntary basis for cases in which a family assessment is completed.

15. *Safety issue.* If the department determines that a safety issue continues to require a child to reside outside of the child's home at the conclusion of a family assessment, the department shall transfer the assessment to the child abuse assessment pathway for a disposition.

16. *Conclusion of family assessment.* At the conclusion of a family assessment, the department shall transfer the case, if appropriate, to a contracted provider to review the service plan for the child and family. The contracted provider shall make a referral to the department abuse hotline if a family's noncompliance with a service plan places a child at risk. If any of the criteria for child abuse as defined in section 232.68, subsection 2, paragraph "*a*", are met, the department shall commence a child abuse assessment. If any of the criteria for a child in need of assistance pursuant to section 232.96A are met, the department shall determine whether to request a child in need of assistance petition.

17. *County attorney — juvenile court.* The department shall provide the juvenile court and the county attorney with a copy of the written child abuse assessment report, the written family assessment report for cases in which the department requests a child in need of assistance petition, or other reports for cases in which the department requests a child in need of assistance petition. The juvenile court and the county attorney shall notify the department of any action taken concerning an assessment provided by the department.

18. *False reports.* If a fourth report is received from the same person who made three earlier reports which identified the same child as a victim of child abuse and the same person responsible for the care of the child as the alleged abuser and which were determined by the department to be entirely false or without merit, the department may determine that the report is again false or without merit due to the report's spurious or frivolous nature and may in its discretion terminate its assessment of the report. If the department receives more than three reports which identify the same child as a victim of child abuse or the same person as the alleged abuser of a child, or which were made by the same person, and the department determined the reports to be entirely false or without merit, the department shall provide information concerning the reports to the county attorney for consideration of criminal charges under section 232.75, subsection 3.

19. *Rules.* The department shall adopt rules regarding the intake process, assessment process, assessment reports, contact with juvenile court or the county attorney, involvement with law enforcement, case record retention, and dissemination of records for both child abuse assessments and family assessments.

20. *Quality assurance.* The department shall engage external stakeholders, including but not limited to representatives of the county attorneys' offices, service providers, and parent partners to develop a quality assurance component to the differential response system.

97 Acts, ch 35, §6, 25; 97 Acts, ch 176, §24, 43; 2001 Acts, ch 122, §5; 2002 Acts, ch 1074, §1; 2003 Acts, ch 44, §50; 2003 Acts, ch 47, §1; 2003 Acts, ch 107, §1; 2003 Acts, ch 123, §1; 2003 Acts, ch 179, §68; 2004 Acts, ch 1152, §1, 2; 2009 Acts, ch 41, §239; 2013 Acts, ch 115, §3, 4, 19; 2016 Acts, ch 1063, §12, 13; 2022 Acts, ch 1066, §30; 2022 Acts, ch 1098, §23, 76

Referred to in §135.43, 232.68, 232.71C, 232.71D, 232.72, 232.73, 232.73A, 232.77, 232.78, 232.141, 235A.15, 235A.19, 279.76, 331.653, 601.1, 915.35

Section not amended; internal reference change applied

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232.71C Court action following assessment — guardian ad litem.

1. If, upon completion of an assessment performed under section 232.71B, the department determines that the best interests of the child require juvenile court action, the department shall act appropriately to initiate the action. If at any time during the assessment process the department believes court action is necessary to safeguard a child, the department shall act appropriately to initiate the action. The county attorney shall assist the department.

2. The department shall assist the juvenile court or district court during all stages of court proceedings involving an alleged child abuse case in accordance with the purposes of this chapter.

3. In every case involving child abuse which results in a child protective judicial proceeding, whether or not the proceeding arises under this chapter, a guardian ad litem shall be appointed by the court to represent the child in the proceedings. Before a guardian ad litem is appointed pursuant to this section, the court shall require the person responsible for the care of the child to complete under oath a detailed financial statement. If, on the basis of that financial statement, the court determines that the person responsible for the care of the child is able to bear the cost of the guardian ad litem, the court shall so order. In cases where the person responsible for the care of the child is unable to bear the cost of the guardian ad litem, the expense shall be paid out of the county treasury.

97 Acts, ch 35, §7, 25; 2013 Acts, ch 113, §1; 2013 Acts, ch 115, §5, 19

Referred to in §232.68, 331.424

232.71D Founded child abuse — central registry.

1. The requirements of this section shall apply to child abuse information relating to a report of child abuse and to a child abuse assessment performed in accordance with section 232.71B.

2. Except as otherwise provided in subsections 3 and 4, and section 235A.19, subsection 3, if the department issues a finding that the alleged child abuse meets the definition of child abuse under section 232.68, subsection 2, the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse.

3. *a.* Unless any of the circumstances listed in paragraph "*b*" are applicable, cases to which any of the following circumstances apply shall not be placed in the central registry:

(1) A finding of physical abuse in which the department has determined the injury resulting from the abuse was minor, isolated, and unlikely to reoccur.

(2) A finding of abuse by failure to provide adequate supervision or by failure to provide adequate clothing, in which the department has determined the risk from the abuse to the child's health and welfare was minor, isolated, and unlikely to reoccur.

b. If any of the following circumstances apply in addition to those listed in paragraph "*a*", the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse:

(1) The case was referred for juvenile or criminal court action as a result of the acts or omissions of the alleged perpetrator or a criminal or juvenile court action was initiated by the county attorney or juvenile court within twelve months of the date of the department's report concerning the case, in which the alleged perpetrator was convicted of a crime involving the child or there was a delinquency or child in need of assistance adjudication.

(2) The department determines the acts or omissions of the alleged perpetrator meet the definition of child abuse and the department has previously determined within the five-year period preceding the issuance of the department's report that the acts or omissions of the alleged perpetrator in a prior case met the definition of child abuse.

(3) The department determines the alleged perpetrator of the child abuse will continue to pose a danger to the child who is the subject of the report of child abuse or to another child with whom the alleged perpetrator may come into contact.

4. Cases of alleged child abuse to which any of the following circumstances apply shall be placed in the central registry as follows:

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a. A finding of sexual abuse in which the alleged perpetrator of the abuse is age thirteen or younger. However, the name of the alleged perpetrator shall be withheld from the registry.

b. A finding of sexual abuse in which the alleged perpetrator of the abuse is age fourteen through seventeen and the court has found there is good cause for the name of the alleged perpetrator to be removed from the central registry. Only the name of the alleged perpetrator shall be removed from the registry.

5. If report data and disposition data are placed in the central registry in accordance with this section, the department shall make periodic follow-up reports in a manner prescribed by the registry so that the registry is kept up-to-date and fully informed concerning the case.

6. *a.* The confidentiality of all of the following shall be maintained in accordance with section 217.30:

(1) Assessment data.

(2) Information pertaining to an allegation of child abuse for which there was no assessment performed.

(3) Information pertaining to a report of suspected child abuse for which there was an assessment performed but no determination was made as to whether the definition of child abuse was met.

(4) Information pertaining to an allegation of child abuse which was determined to not meet the definition of child abuse. Individuals identified in section 235A.15, subsection 4, are authorized to have access to such information under section 217.30.

(5) Report data and disposition data pertaining to an allegation of child abuse determined to meet the definition of child abuse which is not subject to placement in the central registry. Individuals identified in section 235A.15, subsection 3, are authorized to have access to such data under section 217.30.

b. The confidentiality of report data and disposition data pertaining to an allegation of child abuse determined to meet the definition of child abuse which is subject to placement in the central registry, shall be maintained as provided in chapter 235A.

97 Acts, ch 176, §5, 25, 26, 43; 99 Acts, ch 192, §33; 2004 Acts, ch 1086, §43; 2005 Acts, ch 121, §3; 2011 Acts, ch 28, §3, 4; 2011 Acts, ch 131, §57, 158; 2012 Acts, ch 1082, §1; 2013 Acts, ch 115, §6 – 8, 19, 20

Referred to in §232.68, 235A.14, 235A.15, 235A.17, 235A.18, 235A.19, 237A.5

232.72 Jurisdiction — transfer.

1. For the purposes of this subchapter, the terms *"department of health and human services"*, *"department"*, or *"county attorney"* ordinarily refer to the local office of the department or of the county attorney's office serving the county in which the child's home is located.

2. If the person making a report of child abuse pursuant to this chapter does not know where the child's home is located, the report may be made to the department or to the local office serving the county where the person making the report resides or the county where the health practitioner examines, attends, or treats the child. These agencies shall promptly proceed as provided in section 232.71B, unless the matter is transferred as provided in this section.

3. If the child's home is located in a county not served by the office receiving the report, the department shall promptly transfer the matter by transmitting a copy of the report of injury and any other pertinent information to the office and the county attorney serving the other county. The office and the county attorney shall promptly proceed as provided in section 232.71B.

[C66, 71, 73, 75, 77, §235A.6; C79, 81, §232.72]

83 Acts, ch 96, §157, 159; 97 Acts, ch 35, §8, 25; 2004 Acts, ch 1116, §7; 2018 Acts, ch 1041, §62; 2020 Acts, ch 1062, §94; 2021 Acts, ch 80, §127; 2023 Acts, ch 19, §609

Referred to in §232.68

Subsections 1 and 2 amended

232.73 Medically relevant tests — immunity from liability.

1. A person participating in good faith in the making of a report, photographs, or X rays, or in the performance of a medically relevant test pursuant to this chapter, or aiding and

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assisting in an assessment of a child abuse report pursuant to section 232.71B, shall have immunity from any liability, civil or criminal, which might otherwise be incurred or imposed. The person shall have the same immunity with respect to participation in good faith in any judicial proceeding resulting from the report or relating to the subject matter of the report.

2. As used in this section and in sections 232.73A, 232.77, and 232.78, *"medically relevant test"* means a test that produces reliable results of exposure to cocaine, heroin, amphetamine, methamphetamine, or other illegal drugs, or combinations or derivatives of the illegal drugs, including a drug urine screen test.

[C66, 71, 73, 75, 77, §235A.7; C79, 81, §232.73]

83 Acts, ch 88, §1; 90 Acts, ch 1264, §28; 95 Acts, ch 182, §8; 96 Acts, ch 1092, §3; 97 Acts, ch 35, §9, 25; 2001 Acts, ch 135, §11; 2012 Acts, ch 1040, §1

Referred to in §232.68, 232.71B, 232.77, 232.96A, 232.106

232.73A Retaliation prohibited — remedy.

1. *a.* An employer shall not take retaliatory action against an employee as a reprisal for the employee's participation in good faith in making a report, photograph, or X ray, or in the performance of a medically relevant test pursuant to this chapter, or aiding and assisting in an assessment of a child abuse report pursuant to section 232.71B. This section does not apply to a disclosure of information that is prohibited by statute.

b. For purposes of this section, *"retaliatory action"* includes but is not limited to an employer's action to discharge an employee or to take or fail to take action regarding an employee's appointment or proposed appointment to a position in employment, to take or fail to take action regarding an employee's promotion or proposed promotion to a position in employment, or to fail to provide an advantage in a position in employment.

2. Subsection 1 may be enforced through a civil action.

a. A person who violates subsection 1 is liable to an aggrieved employee for affirmative relief including reinstatement, with or without back pay, or any other equitable relief the court deems appropriate, including attorney fees and costs.

b. When a person commits, is committing, or proposes to commit an act in violation of subsection 1, an injunction may be granted through an action in district court to prohibit the person from continuing such acts. The action for injunctive relief may be brought by an aggrieved employee or the county attorney.

2012 Acts, ch 1040, §2; 2013 Acts, ch 90, §59

Referred to in §232.68, 232.73

232.74 Evidence not privileged or excluded.

Sections 622.9 and 622.10 and any other statute or rule of evidence which excludes or makes privileged the testimony of a husband or wife against the other or the testimony of a health practitioner or mental health professional as to confidential communications, do not apply to evidence regarding a child's injuries or the cause of the injuries in any judicial proceeding, civil or criminal, resulting from a report pursuant to this chapter or relating to the subject matter of such a report.

[C66, 71, 73, 75, 77, §235A.8; C79, 81, §232.74]

83 Acts, ch 37, §1; 87 Acts, ch 153, §6

Referred to in §228.6, 232.68

232.75 Sanctions.

1. Any person, official, agency, or institution required by this chapter to report a suspected case of child abuse who knowingly and willfully fails to do so is guilty of a simple misdemeanor.

2. Any person, official, agency, or institution required by section 232.69 to report a suspected case of child abuse who knowingly fails to do so or who knowingly interferes with the making of such a report in violation of section 232.70 is civilly liable for the damages proximately caused by such failure or interference.

3. A person who reports or causes to be reported to the department false information

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regarding an alleged act of child abuse, knowing that the information is false or that the act did not occur, commits a simple misdemeanor.

[C75, 77, §235A.9; C79, 81, §232.75]

86 Acts, ch 1238, §11; 87 Acts, ch 13, §2; 2001 Acts, ch 122, §6; 2023 Acts, ch 19, §610

Referred to in §232.68, 232.71B

Subsection 3 amended

232.76 Publicity, educational, and training programs.

1. The department, within the limits of available funds, shall conduct a continuing publicity and educational program for the personnel of the department, persons required to report, and any other appropriate persons to encourage the fullest possible degree of reporting of suspected cases of child abuse. Educational programs shall include but not be limited to the diagnosis and cause of child abuse, the responsibilities, obligations, duties, and powers of persons and agencies under this chapter and the procedures of the department and the juvenile court with respect to suspected cases of child abuse and disposition of actual cases.

2. *a.* For the purposes of this subsection, in addition to the definition in section 232.68, a *"child protection worker"* also includes any employee of the department who provides services to or otherwise works directly with children and families for whom child abuse has been alleged.

b. The training of a child protection worker shall include but is not limited to the worker's legal duties to protect the constitutional and statutory rights of a child and the child's family members throughout the child or family members' period of involvement with the department beginning with the child abuse report and ending with the department's closure of the case. The curriculum used for the training shall specifically include instruction on the fourth amendment to the Constitution of the United States and parents' legal rights.

[C75, 77, §235A.10; C79, 81, §232.76]

2004 Acts, ch 1152, §3

Referred to in §232.68

232.77 Photographs, X rays, and medically relevant tests.

1. A person who is required to report suspected child abuse may take or cause to be taken, at public expense, photographs, X rays, or other physical examinations or tests of a child which would provide medical indication of allegations arising from an assessment. A health practitioner may, if medically indicated, cause to be performed radiological examination, physical examination, or other medical tests of the child. A person who takes any photographs or X rays or performs physical examinations or other tests pursuant to this section shall notify the department that the photographs or X rays have been taken or the examinations or other tests have been performed. The person who made notification shall retain the photographs or X rays or examination or test findings for a reasonable time following the notification. Whenever the person is required to report under section 232.69, in that person's capacity as a member of the staff of a medical or other private or public institution, agency or facility, that person shall immediately notify the person in charge of the institution, agency, or facility or that person's designated delegate of the need for photographs or X rays or examinations or other tests.

2. *a.* If a health practitioner discovers in a child physical or behavioral symptoms of the effects of exposure to cocaine, heroin, amphetamine, methamphetamine, or other illegal drugs, or combinations or derivatives thereof, which were not prescribed by a health practitioner, or if the health practitioner has determined through examination of the natural mother of the child that the child was exposed in utero, the health practitioner may perform or cause to be performed a medically relevant test, as defined in section 232.73, on the child. The practitioner shall report any positive results of such a test on the child to the department. The department shall begin an assessment pursuant to section 232.71B upon receipt of such a report. A positive test result obtained prior to the birth of a child shall not be used for the criminal prosecution of a parent for acts and omissions resulting in intrauterine exposure of the child to an illegal drug.

b. If a health practitioner involved in the delivery or care of a newborn or infant discovers

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in the newborn or infant physical or behavioral symptoms that are consistent with the effects of prenatal drug exposure or a fetal alcohol spectrum disorder, the health practitioner shall report such information to the department in a manner prescribed by rule of the department.

[C75, 77, §235A.11; C79, 81, §232.77]

83 Acts, ch 96, §157, 159; 90 Acts, ch 1264, §29; 93 Acts, ch 93, §3; 94 Acts, ch 1130, §6; 96 Acts, ch 1092, §4; 97 Acts, ch 35, §10, 25; 2013 Acts, ch 115, §9, 19; 2017 Acts, ch 86, §3

Referred to in §232.68, 232.73

PART 3

TEMPORARY CUSTODY OF A CHILD

232.78 Temporary custody of a child pursuant to ex parte court order.

1. The juvenile court may enter an ex parte order directing a peace officer or a juvenile court officer to take custody of a child before or after the filing of a petition under this chapter provided all of the following apply:

a. The person responsible for the care of the child is absent, or though present, was asked and refused to consent to the removal of the child and was informed of an intent to apply for an order under this section, or there is reasonable cause to believe that a request for consent would further endanger the child, or there is reasonable cause to believe that a request for consent will cause the parent, guardian, or legal custodian to take flight with the child.

b. The court has found that substantial evidence exists to demonstrate that the need for removal outweighs the potential harm removal of the child would cause the child, including but not limited to any physical, emotional, social, and mental trauma the removal may cause the child.

c. The court finds that the child's immediate removal is necessary to avoid imminent danger to the child's life or health. The circumstances or conditions indicating the presence of such imminent danger shall include but are not limited to any of the following:

(1) The refusal or failure of the person responsible for the care of the child to comply with the request of a peace officer, juvenile court officer, or child protection worker for such person to obtain and provide to the requester the results of a physical or mental examination of the child. The request for a physical examination of the child may specify the performance of a medically relevant test.

(2) The refusal or failure of the person responsible for the care of the child or a person present in the person's home to comply with a request of a peace officer, juvenile court officer, or child protection worker for such a person to submit to and provide to the requester the results of a medically relevant test of the person.

d. There is not enough time to file a petition and hold a hearing under section 232.95.

e. The application for the order includes a statement of the facts to support the findings specified in paragraphs "*a*", "*b*", "*c*", and "*d*".

2. The person making the application for an order shall assert facts showing there is reasonable cause to believe that the child cannot either be returned to the place where the child was residing or placed with the parent who does not have physical care of the child.

3. Except for good cause shown or unless the child is sooner returned to the place where the child was residing or permitted to return to the child care facility, a petition shall be filed under this chapter within three days of the issuance of the order.

4. The juvenile court may enter an order authorizing a physician or physician assistant or hospital to provide emergency medical or surgical procedures before the filing of a petition under this chapter provided all of the following conditions are met:

a. Such procedures are necessary to safeguard the life and health of the child.

b. There is not enough time to file a petition under this chapter and hold a hearing as provided in section 232.95.

5. The juvenile court, before or after the filing of a petition under this chapter, may enter an ex parte order authorizing a physician or physician assistant or hospital to conduct an outpatient physical examination or authorizing a physician or physician assistant, a

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psychologist certified under section 154B.7, or a community mental health center accredited pursuant to chapter 230A to conduct an outpatient mental examination of a child if necessary to identify the nature, extent, and cause of injuries to the child as required by section 232.71B, provided all of the following apply:

a. The parent, guardian, or legal custodian is absent, or though present, was asked and refused to provide written consent to the examination.

b. The juvenile court has entered an ex parte order directing the removal of the child from the child's home or a child care facility under this section.

c. There is not enough time to file a petition and to hold a hearing as provided in section 232.98.

6. Any person who may file a petition under this chapter may apply for, or the court on its own motion may issue, an order for temporary removal under this section. An appropriate person designated by the court shall confer with a person seeking the removal order, shall make every reasonable effort to inform the parent or other person legally responsible for the child's care of the application, and shall make such inquiries as will aid the court in disposing of such application. The person designated by the court shall file with the court a complete written report providing all details of the designee's conference with the person seeking the removal order, the designee's efforts to inform the parents or other person legally responsible for the child's care of the application, any inquiries made by the designee to aid the court in disposing of the application, and all information the designee communicated to the court. The report shall be filed within five days of the date of the removal order. If the court does not designate an appropriate person who performs the required duties, notwithstanding section 234.39 or any other provision of law, the child's parent shall not be responsible for paying the cost of care and services for the duration of the removal order.

7. Any order entered under this section authorizing temporary removal of a child must include all of the following:

a. A determination made by the court that continuation of the child in the child's home would be contrary to the welfare of the child. Such a determination must be made on a case-by-case basis. The grounds for the court's determination must be explicitly documented and stated in the order. However, preserving the safety of the child must be the court's paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determination shall not be a prerequisite to the removal of the child.

b. A determination made by the court that the necessity of the removal of the child from the child's home, due to an imminent risk to the child's life or health, is greater than the potential harm including but not limited to physical, emotional, social, and mental trauma the removal may cause the child.

c. A statement informing the child's parent that the consequences of a permanent removal may include termination of the parent's rights with respect to the child.

8. *a.* If the juvenile court determines that the child should be temporarily removed from the child's home under this section, the court shall consider placing the child in the custody of another parent of the child. If the juvenile court determines placing custody of the child with any of the child's parents is not in the child's best interests, the child's custody shall be transferred to the department for placement of the child in any of the following categories in the following order of priority:

(1) An adult relative of the child including but not limited to adult siblings and parents of siblings.

(2) A fictive kin.

(3) Any other suitable placement identified by the child's relatives.

(4) An individual licensed to provide foster care pursuant to chapter 237. If the child is placed with a licensed foster care provider, the department shall assign decision-making authority to the foster care provider for the purpose of applying the reasonable and prudent parent standard during the child's placement.

(5) A group care facility, shelter care facility, or other residential treatment facility.

b. (1) If the court places custody of the child with the department pursuant to paragraph "*a*", the court may identify a category listed in paragraph "*a*" for placement of the child, but

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the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

(2) The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

c. A juvenile court shall not order placement of a child in a category listed in paragraph *"a"*, subparagraph (2), (3), (4), or (5), without a specific finding that placement with a relative is not in the child's best interests and shall provide reasons for the court's finding.

9. *a.* Notwithstanding any provision to the contrary including priority in placement of a child under subsection 8, if an ex parte order is requested from the juvenile court under this section pursuant to section 233.2 for transfer of custody of a newborn infant, one of the following shall be applicable:

(1) If physical custody of the newborn infant was not initially relinquished under section 233.2 to an adoption service provider, the department shall request that custody be transferred to the department.

(2) If physical custody of the newborn infant was initially relinquished under section 233.2 to an adoption service provider, the adoption service provider shall request that custody be transferred to the adoption service provider.

b. Upon receiving the order, the department or the adoption service provider shall take custody of the newborn infant and proceed in accordance with chapter 233.

c. For the purposes of this subsection, *"adoption service provider"* means the same as defined in section 233.1.

[C79, 81, §232.78]

84 Acts, ch 1279, §9; 85 Acts, ch 173, §10, 11; 89 Acts, ch 230, §14; 94 Acts, ch 1172, §23; 97 Acts, ch 35, §11, 25; 98 Acts, ch 1190, §4 – 6; 99 Acts, ch 192, §33; 2000 Acts, ch 1067, §6, 7; 2001 Acts, ch 135, §12, 13; 2022 Acts, ch 1066, §31, 32; 2022 Acts, ch 1098, §24 – 26; 2023 Acts, ch 19, §611; 2023 Acts, ch 46, §2; 2023 Acts, ch 66, §44

Referred to in §232.44, 232.73, 232.79, 232.95, 232.98, 232.104, 233.2
Subsection 1, paragraph e amended
Subsection 4 amended
NEW subsection 9

232.79 Custody without court order.

1. A peace officer or juvenile court officer may take a child into custody, a physician or physician assistant treating a child may keep the child in custody, or a juvenile court officer may authorize a peace officer, physician or physician assistant, or medical security personnel to take a child into custody, without a court order as required under section 232.78 and without the consent of a parent, guardian, or custodian provided that both of the following apply:

a. The child is in a circumstance or condition that presents an imminent danger to the child's life or health.

b. There is not enough time to apply for an order under section 232.78.

2. If a person authorized by this section removes or retains custody of a child, the person shall:

a. Bring the child immediately to a place designated by the rules of the court for this purpose, unless the person is a physician or physician assistant treating the child and the child is or will presently be admitted to a hospital.

b. Make every reasonable effort to inform the parent, guardian, or custodian of the whereabouts of the child.

c. Make every reasonable effort to place the child with an adult relative or a fictive kin of the child.

d. In accordance with court-established procedures, immediately orally inform the court of the emergency removal and the circumstances surrounding the removal.

e. Within twenty-four hours of orally informing the court of the emergency removal in accordance with paragraph *"d"*, inform the court in writing of the emergency removal and the circumstances surrounding the removal.

3. Any person, agency, or institution acting in good faith in the removal or keeping of a

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child pursuant to this section, and any employer of or person under the direction of such a person, agency, or institution, shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed as the result of such removal or keeping.

4. *a.* When the court is informed that there has been an emergency removal or keeping of a child without a court order, the court shall direct the department or the juvenile probation department to make every reasonable effort to communicate immediately with the child's parent or parents or other person legally responsible for the child's care. Upon locating the child's parent or parents or other person legally responsible for the child's care, the department or the juvenile probation department shall, in accordance with court-established procedures, immediately orally inform the court. After orally informing the court, the department or the juvenile probation department shall provide to the court written documentation of the oral information.

b. The court shall authorize the department or the juvenile probation department to cause a child thus removed or kept to be returned if it concludes there is not an imminent risk to the child's life and health in so doing. If the department or the juvenile probation department receives information which could affect the court's decision regarding the child's return, the department or the juvenile probation department, in accordance with court established procedures, shall immediately orally provide the information to the court. After orally providing the information to the court, the department or the juvenile probation department shall provide to the court written documentation of the oral information. If the child is not returned, the department or the juvenile probation department shall cause a petition to be filed within three days after the removal.

c. If deemed appropriate by the court, upon being informed that there has been an emergency removal or keeping of a child without a court order, the court may enter an order in accordance with section 232.78.

5. When there has been an emergency removal or keeping of a child without a court order, a physical examination of the child by a licensed medical practitioner shall be performed within twenty-four hours of such removal, unless the child is returned to the child's home within twenty-four hours of the removal.

[C79, 81, §232.79]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §10; 89 Acts, ch 230, §15; 90 Acts, ch 1215, §1; 94 Acts, ch 1172, §24; 2001 Acts, ch 135, §14; 2022 Acts, ch 1066, §33, 34; 2022 Acts, ch 1098, §27; 2023 Acts, ch 19, §612

Referred to in §232.44, 232.79A, 232.95, 232.104, 232B.6

Subsection 4, paragraphs a and b amended

232.79A Children without adult supervision.

If a peace officer determines that a child does not have adult supervision because the child's parent, guardian, or other person responsible for the care of the child has been arrested and detained or has been unexpectedly incapacitated, and that no adult who is legally responsible for the care of the child can be located within a reasonable period of time, the peace officer shall attempt to place the child with an adult relative of the child or a fictive kin. The person with whom the child is placed is authorized to give consent for emergency medical treatment of the child and shall not be held liable for any action arising from giving the consent. Upon the request of the peace officer, the department shall assist in making the placement. The placement shall not exceed a period of twenty-four hours and shall be terminated when a person who is legally responsible for the care of the child is located and takes custody of the child. If a person who is legally responsible for the care of the child cannot be located within the twenty-four hour period or a placement in accordance with this section is unavailable, the provisions of section 232.79 shall apply. If the person with whom the child is placed charges a fee for the care of the child, the fee shall be paid from funds provided in the appropriation to the department for protective child care.

90 Acts, ch 1215, §2; 2022 Acts, ch 1098, §28

232.79B Safety plans.

1. For the purposes of this section, *"safety plan"* means a short-term, time-limited

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agreement entered into between the department and a child's parent or guardian designed to address signs of imminent or impending danger to a child identified by the department.

2. Upon the department's determination that potential harm to a child may be mitigated by the development of a safety plan, the department may enter into a safety plan with the child's parent or guardian.

3. A safety plan shall not be construed as a removal from parental or guardian custody absent a court order placing the child with a person or facility other than the parent or guardian who entered into the safety plan.

4. The department shall adopt rules to implement this section.

2022 Acts, ch 1098, §29, 93; 2023 Acts, ch 140, §2

Section applies beginning on the effective date specified in rules adopted by the department of health and human services pursuant to chapter 17A to implement the section; 2022 Acts, ch 1098, §93

Subsections 1, 2, and 3 amended

232.80 Homemaker services. Repealed by 2018 Acts, ch 1137, §19.

232.81 Complaint.

1. Any person having knowledge of the circumstances may file a complaint with the person or agency designated by the court to perform intake duties alleging that a child is a child in need of assistance.

2. Upon receipt of a complaint, the court may request the department, juvenile probation office, or other authorized agency or individual to conduct a preliminary investigation of the complaint to determine if further action should be taken.

3. A petition alleging the child to be a child in need of assistance may be filed pursuant to section 232.87 provided the allegations of the complaint, if proven, are sufficient to establish the court's jurisdiction and the filing is in the best interests of the child.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621;** C46, 50, 54, 58, 62, §232.5; C71, 73, 75, 77, §232.3; C79, 81, §232.81]

83 Acts, ch 96, §157, 159; 2011 Acts, ch 98, §6; 2023 Acts, ch 19, §613

Referred to in §232.21, 232.83

Subsection 2 amended

232.82 Removal of sexual offenders, physical abusers, and domestic abusers from the residence pursuant to court order.

1. Notwithstanding section 561.15, if it is alleged by a person authorized to file a petition under section 232.87, subsection 2, or by the court on its own motion, that a parent, guardian, custodian, or an adult member of the household in which a child resides has committed a sexual offense with or against the child, pursuant to chapter 709 or section 726.2, or physical abuse as defined in section 232.2, subsection 48, or domestic abuse assault as defined in section 708.2A, against the child or another household member at a location or in a manner a reasonably prudent person would know the child could see, hear, or otherwise experience, the juvenile court may enter an ex parte order requiring the alleged sexual offender, physical abuser, or domestic abuser to vacate the child's residence upon a showing that probable cause exists to believe that the sexual offense, physical abuse, or domestic abuse has occurred and that substantial evidence exists to believe that the presence of the alleged sexual offender, physical abuser, or domestic abuser in the child's residence presents a danger to the child's life or physical, emotional, or mental health.

2. If an order is entered under subsection 1 and a petition has not yet been filed under this chapter, the petition shall be filed under section 232.87 by the county attorney, the department, or a juvenile court officer within three days of the entering of the order.

3. The juvenile court may order on its own motion, or shall order upon the request of the alleged sexual offender, physical abuser, or domestic abuser a hearing to determine whether the order to vacate the residence should be upheld, modified, or vacated. The hearing shall be held within thirty days of removal of the alleged sexual offender, physical abuser, or domestic

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abuser from the residence. The juvenile court may in any later child in need of assistance proceeding uphold, modify, or vacate the order to vacate the residence.

[82 Acts, ch 1209, §14]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 86 Acts, ch 1186, §6; 90 Acts, ch 1251, §27; 2022 Acts, ch 1098, §30; 2023 Acts, ch 19, §614

Subsection 2 amended

232.83 Child sexual abuse involving a person not responsible for the care of the child.

1. A complaint related to circumstances involving a child who is alleged to be a victim of an offense defined in chapter 709, 726, or 728 and an alleged offender who is not a person responsible for the care of the child shall be handled pursuant to section 232.81.

2. Anyone authorized to conduct a preliminary investigation in response to a complaint may apply for, or the court on its own motion may enter, an ex parte order authorizing a physician or physician assistant or hospital to conduct an outpatient physical examination or authorizing a physician or physician assistant, a psychologist certified under section 154B.7, or a community mental health center accredited pursuant to chapter 230A to conduct an outpatient mental examination of a child if necessary to identify the nature, extent, and causes of any injuries, emotional damage, or other such needs of a child as specified in section 232.96A, subsection 3, 5, or 6, provided that all of the following apply:

a. The parent, guardian, or legal custodian is absent, or though present, was asked and refused to authorize the examination.

b. There is not enough time to file a petition and hold a hearing under this chapter.

c. The parent, guardian, or legal custodian has not provided care and treatment related to their child's alleged victimization.

88 Acts, ch 1252, §2; 2022 Acts, ch 1066, §35; 2022 Acts, ch 1098, §77

Referred to in §709.13

232.84 Transfer of custody — notice to adult relatives.

1. For the purposes of this section, unless the context otherwise requires, "*agency*" means the department, juvenile court services, or a private agency.

2. Unless the custody of a child is transferred from one of the child's parents to another parent of the child, within thirty days after the entry of an order under this chapter removing a child from the custody of a parent or parents of the child, the department shall exercise due diligence in identifying and providing notice to the child's grandparents, aunts, uncles, adult siblings, parents of the child's siblings, and adult relatives suggested by the child's parents, subject to exceptions due to the presence of family or domestic violence.

3. The notice content shall include but is not limited to all of the following:

a. A statement that the child has been or is being removed from the custody of the child's parent or parents.

b. An explanation of the options the relative has under federal, state, and other law to participate in the care and placement of the child on a temporary or permanent basis. The options addressed shall include but are not limited to assistance and support options, options for participating in legal proceedings, and any options that may be lost by failure to respond to the notice.

c. A description of the requirements for the relative to serve as a foster family home provider or other type of care provider for the child and the additional services, training, and other support available for children receiving such care.

d. Information concerning the option to apply for kinship guardianship assistance payments.

4. The agency may share information as necessary to explore a child's potential placement with any adult relative who may receive notice pursuant to subsection 2.

5. If an adult relative entitled to notice pursuant to subsection 2 is later discovered by or identified to the department, the department shall provide notice to that relative within thirty days of that relative becoming known to the department.

2009 Acts, ch 120, §3; 2013 Acts, ch 50, §2; 2022 Acts, ch 1098, §31, 32

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232.85 and 232.86 Reserved.

PART 4

JUDICIAL PROCEEDINGS

232.87 Filing of a child in need of assistance petition — contents of petition.

1. A formal judicial proceeding to determine whether a child is a child in need of assistance under this chapter shall be initiated by the filing of a petition alleging a child to be a child in need of assistance.

2. A petition may be filed by the department, juvenile court officer, or county attorney.

3. The department, juvenile court officer, county attorney or judge may authorize the filing of a petition with the clerk of the court by any competent person having knowledge of the circumstances without the payment of a filing fee.

4. The petition shall be submitted in the form specified in section 232.36.

5. The petition shall contain the information specified in section 232.36 and a clear and concise summary of the facts which bring the child within the jurisdiction of the court under this subchapter.

[C79, 81, §232.87]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 2020 Acts, ch 1062, §94; 2023 Acts, ch 19, §615

Referred to in §232.81, 232.82, 232.95, 232.98, 232D.204, 233.2

Subsection 2 amended

232.88 Summons, notice, subpoenas, and service.

After a petition has been filed, the court shall issue and serve summons, subpoenas, and other process in the same manner as for adjudicatory hearings in cases of juvenile delinquency as provided in section 232.37. Reasonable notice shall be provided to the persons required to be provided notice under section 232.37, except that notice shall be waived regarding a person who was notified of the adjudicatory hearing and who failed to appear. In addition, reasonable notice for any hearing under this subchapter shall be provided to the agency, facility, institution, or person, including a foster parent, relative, or other individual providing preadoptive care, with whom a child has been placed.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3623;** C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §232.4; C79, 81, §232.88]

89 Acts, ch 229, §5; 95 Acts, ch 182, §3; 96 Acts, ch 1034, §10; 97 Acts, ch 164, §2; 2001 Acts, ch 135, §28; 2020 Acts, ch 1062, §94

Referred to in §232.91, 331.653

232.89 Right to and appointment of counsel.

1. Upon the filing of a petition the parent, guardian, putative father, or custodian identified in the petition shall have the right to counsel in connection with all subsequent hearings and proceedings. If that person desires but is financially unable to employ counsel, the court shall appoint counsel. A putative father is not a necessary party to a proceeding until the putative father's paternity is established.

2. Upon the filing of a petition, the court shall appoint counsel and a guardian ad litem for the child identified in the petition as a party to the proceedings. If a guardian ad litem has previously been appointed for the child in a proceeding under subchapter II or a proceeding in which the court has waived jurisdiction under section 232.45, the court shall appoint the same guardian ad litem upon the filing of the petition under this part. Counsel shall be appointed as follows:

a. If the child is represented by counsel and the court determines there is a conflict of interest between the child and the child's parent, guardian, putative father, or custodian and that the retained counsel could not properly represent the child as a result of the conflict, the court shall appoint other counsel to represent the child, who shall be compensated pursuant to the provisions of subsection 3.

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b. If the child is not represented by counsel, the court shall either order the parent, guardian, or custodian to retain counsel for the child or shall appoint counsel for the child, who shall be compensated pursuant to the provisions of subsection 3.

3. The court shall determine, after giving the parent, guardian, or custodian an opportunity to be heard, whether the person has the ability to pay in whole or in part for counsel appointed for the child. If the court determines that the person possesses sufficient financial ability, the court shall then consult with the department, the juvenile probation office, or other authorized agency or individual regarding the likelihood of impairment of the relationship between the child and the child's parent, guardian, or custodian as a result of ordering the parent, guardian, or custodian to pay for the child's counsel. If impairment is deemed unlikely, the court shall order that person to pay an amount the court finds appropriate in the manner and to whom the court directs. If the person fails to comply with the order without good reason, the court shall enter judgment against the person. If impairment is deemed likely or if the court determines that the parent, guardian, or custodian cannot pay any part of the expenses of counsel appointed to represent the child, counsel shall be reimbursed pursuant to section 232.141, subsection 2, paragraph "*b*".

4. The same person may serve both as the child's counsel and as guardian ad litem. However, the court may appoint a separate guardian ad litem, if the same person cannot properly represent the legal interests of the child as legal counsel and also represent the best interests of the child as guardian ad litem in accordance with section 232.2, subsection 25, paragraph "*e*", or a separate guardian ad litem is required to fulfill the requirements of subsection 2. If a child's guardian ad litem is also acting as an attorney for the child, each report submitted to a court by the guardian ad litem shall contain a statement indicating whether a separate guardian ad litem is required based on the guardian ad litem's interviews and investigations conducted until the time a report is submitted to the court.

[C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.28; C79, 81, §232.89]

83 Acts, ch 96, §157, 159; 86 Acts, ch 1186, §7; 87 Acts, ch 121, §4; 89 Acts, ch 283, §24; 90 Acts, ch 1271, §1506, 1507; 96 Acts, ch 1193, §5; 97 Acts, ch 23, §22; 97 Acts, ch 99, §3, 11; 2002 Acts, ch 1162, §17; 2020 Acts, ch 1062, §33; 2022 Acts, ch 1098, §34 – 36, 78; 2023 Acts, ch 19, §616

Referred to in §232.108
Subsection 3 amended

232.90 Duties of county attorney.

1. As used in this section, "*state*" means the general interest held by the people in the health, safety, welfare, and protection of all children living in this state.

2. The county attorney shall represent the state in proceedings arising from a petition filed under this subchapter and shall present evidence in support of the petition. The county attorney shall be present at proceedings initiated by petition under this subchapter filed by an intake officer or the county attorney, or if a party to the proceedings contests the proceedings, or if the court determines there is a conflict of interest between the child and the child's parent, guardian, or custodian or if there are contested issues before the court.

3. If there is disagreement between the department and the county attorney regarding the appropriate action to be taken, the department may request that the state be represented by the attorney general in place of the county attorney. If the state is represented by the attorney general, the county attorney may continue to appear in the proceeding and may present the position of the county attorney regarding the appropriate action to be taken in the case.

4. The county attorney and the attorney general shall comply with the requirements of chapter 232B and the federal Indian Child Welfare Act, Pub. L. No. 95-608, when either chapter 232B or the federal Indian Child Welfare Act is determined to be applicable in any proceeding under this subchapter.

[C66, 71, 73, 75, 77, §232.29; C79, 81, §232.90]

87 Acts, ch 151, §1; 89 Acts, ch 230, §16; 2013 Acts, ch 113, §2; 2014 Acts, ch 1092, §51; 2020 Acts, ch 1062, §94

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232.91 Presence of child, parents, guardian ad litem, and others at hearings — additional parties — department recordkeeping.

1. Any hearings or proceedings under this subchapter subsequent to the filing of a petition shall not take place without the presence of the child's parent, guardian, custodian, or guardian ad litem in accordance with and subject to section 232.38. A parent without custody shall be made a party to proceedings under this subchapter.

2. An agency, facility, institution, adult relative with a substantial relationship to the child, fictive kin, or individual providing custodial care to the child may petition the court to be made a party to proceedings under this subchapter.

3. Any person who is entitled under section 232.88 to receive notice of a hearing concerning a child shall be given the opportunity to be heard in any other review or hearing involving the child. A foster parent, adult relative, or other individual with whom a child has been placed for preadoptive care shall have the right to be heard in any proceeding involving the child. If a child is of an age appropriate to attend the hearing but the child does not attend, the court shall determine if the child was informed of the child's right to attend the hearing. A presumption exists that it is in the best interests of a child ten years of age or older to attend all hearings.

4. If a child is of an age appropriate to attend a hearing but the child does not attend, the court shall determine if the child was informed of the child's right to attend the hearing. A presumption exists that it is in the best interests of a child ten years of age or older to attend all hearings and all staff or family meetings involving placement options or services provided to the child. The department shall allow the child to attend all such hearings and meetings unless the attorney for the child finds the child's attendance is not in the best interests of the child. If the child is excluded from attending a hearing or meeting, the department shall maintain a written record detailing the reasons for excluding the child. Notwithstanding sections 232.147 through 232.151, a copy of the written record shall be made available to the child upon the request of the child after reaching the age of majority.

5. For purposes of this section, "*attend*" includes the appearance of the child at a hearing by video or telephonic means.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.11; C79, 81, §232.91]

84 Acts, ch 1279, §11; 95 Acts, ch 182, §4; 97 Acts, ch 164, §3; 98 Acts, ch 1190, §7; 2007 Acts, ch 172, §13; 2008 Acts, ch 1114, §1; 2008 Acts, ch 1187, §133; 2010 Acts, ch 1065, §1, 2; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §37

Referred to in §600A.7

232.92 Exclusion of public from hearings.

Hearings held under this subchapter are open to the public unless the court, on the motion of any of the parties or upon the court's own motion, excludes the public. The court shall exclude the public from a hearing if the court determines that the possibility of damage or harm to the child outweighs the public's interest in having an open hearing. Upon closing the hearing to the public, the court may admit those persons who have direct interest in the case or in the work of the court.

[C79, 81, §232.92]

89 Acts, ch 230, §17; 2020 Acts, ch 1062, §94

Referred to in §232.147, 600A.7

232.93 Other issues adjudicated.

When it appears during the course of any hearing or proceeding that some action or remedy other than those indicated by the application or pleading appears appropriate, the court may, provided all necessary parties consent, proceed to hear and determine the other issues as though originally properly sought and pleaded.

[C66, 71, 73, 75, 77, §232.12; C79, 81, §232.93]

Referred to in §600A.7

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232.94 Reporter required.

Stenographic notes or electronic or mechanical recordings shall be taken of all court hearings held pursuant to this subchapter unless waived by the parties. The child shall not be competent to waive the reporting requirement, but waiver may be made for the child by the child's counsel or guardian ad litem. Matters which must be reported under the provisions of this section shall be reported in the same manner as required in section 624.9.

[C66, 71, 73, 75, 77, §232.32; C79, 81, §232.94]

2020 Acts, ch 1062, §94

Referred to in §232.94A, 600A.7

232.94A Records — subsequent hearings.

Juvenile court records, social records, and the material required to be recorded pursuant to section 232.94 shall be maintained and shall be a part of each hearing relating to the child so long as and whenever the child is a child in need of assistance.

84 Acts, ch 1279, §12

Referred to in §600A.7

232.94B Continuances.

A court may grant a continuance in a child in need of assistance proceeding or a termination of a parent-child relationship proceeding only for good cause shown.

2022 Acts, ch 1098, §38

Referred to in §600A.7

232.95 Hearing concerning temporary removal.

1. At any time after the petition is filed, any person who may file a petition under section 232.87 may apply for, or the court on its own motion may order, a hearing to determine whether the child should be temporarily removed from home. If the child is in the custody of a person other than the child's parent, guardian, or custodian as the result of action taken pursuant to section 232.78 or 232.79, the court shall hold a hearing within ten days of the date of temporary removal to determine whether the temporary removal should be continued.

2. Upon such hearing, the court may do any of the following:

a. Return the child to a person with legal custody of the child pending a final order of disposition.

b. Remove the child from home and place the child with a parent of the child pending a final order of disposition.

c. Remove the child from home and place custody of the child with the department for placement of the child, pending a final order of disposition, in any of the following categories in the following order of priority:

(1) An adult relative of the child including but not limited to adult siblings and parents of siblings.

(2) A fictive kin.

(3) Any other suitable placement identified by the child's relatives.

(4) An individual licensed to provide foster care pursuant to chapter 237. If the child is placed with a licensed foster care provider, the department shall assign decision-making authority to the foster care provider for the purpose of applying the reasonable and prudent parent standard during the child's placement.

(5) A group care facility, shelter care facility, or other residential treatment facility.

d. Authorize a physician, physician assistant, or hospital to provide medical or surgical procedures if such procedures are necessary to safeguard the child's life or health.

3. Notwithstanding any provision to the contrary including placement of custody of a child pursuant to subsection 2, if the hearing under this section is the result of a request for an ex parte order from the court pursuant to section 232.78 for a newborn infant for whom physical custody was relinquished pursuant to section 233.2, the court shall place custody of the child as provided in section 232.78, subsection 9, and proceed in accordance with chapter 233.

4. The court shall make and file written findings as to the grounds for granting or denying an application under this section.

5. If the court orders the child removed from the home pursuant to subsection 2,

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paragraph *"b"* or *"c"*, the court shall hold a hearing to review the removal order within six months unless a dispositional hearing pursuant to section 232.99 has been held.

6. *a.* If the court orders a removal pursuant to subsection 2, paragraph *"b"* or *"c"*, the court shall, in addition, make a determination that continuation of the child in the child's home would be contrary to the welfare of the child, and that reasonable efforts have been made to prevent or eliminate the need for removal of the child from the child's home. The court shall also make a finding that substantial evidence exists to demonstrate that the need for removal due to an imminent risk to the child's life or health is greater than the potential harm including but not limited to any physical, emotional, social, or mental trauma the removal may cause the child.

b. The court's determination regarding continuation of the child in the child's home and regarding reasonable efforts, including those made to prevent removal and those made to finalize any permanency plan in effect as well as any determination by the court that reasonable efforts are not required, must be made on a case-by-case basis. The grounds for each determination must be specifically documented and stated in the court order. However, preserving the safety of the child must be the court's paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determinations otherwise required under this paragraph shall not be a prerequisite for an order for temporary removal of the child.

7. *a.* (1) If the court places custody of the child with the department pursuant to subsection 2, paragraph *"c"*, the court may identify a category listed in subsection 2, paragraph *"c"*, for placement of the child, but the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

(2) The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

b. The court shall not order placement of a child in a category identified in subsection 2, paragraph *"c"*, subparagraph (2), (3), (4), or (5), without a specific finding that placement with an adult relative is not in the child's best interests and providing reasons for the finding.

c. If the court orders the removal of a child pursuant to subsection 2, paragraph *"b"* or *"c"*, the order shall also include a statement informing the child's parent that the consequences of a permanent removal may include termination of the parent's rights with respect to the child.

[C79, 81, §232.95]

84 Acts, ch 1279, §13; 86 Acts, ch 1186, §8; 87 Acts, ch 159, §2; 98 Acts, ch 1190, §8; 2000 Acts, ch 1067, §8; 2001 Acts, ch 135, §15

[Subsection 2, paragraphs b and c, were inadvertently omitted in the 2001 Code Supplement and 2003 Code]

2004 Acts, ch 1101, §28; 2022 Acts, ch 1066, §36; 2022 Acts, ch 1098, §39, 40; 2023 Acts, ch 46, §3; 2023 Acts, ch 140, §3

Referred to in §232.44, 232.78, 232.96, 232.104, 232B.6, 600A.7
NEW subsection 3 and former subsection 3 renumbered as 4
Former subsection 4 amended and renumbered as 5
Former subsections 5 and 6 renumbered as 6 and 7

232.96 Adjudicatory hearing.

1. The court shall hear and adjudicate cases involving a petition alleging a child to be a child in need of assistance.

2. The state shall have the burden of proving the allegations by clear and convincing evidence.

3. Only evidence which is admissible under the rules of evidence applicable to the trial of civil cases shall be admitted, except as otherwise provided by this section.

4. A report made to the department pursuant to chapter 235A shall be admissible in evidence, but such a report shall not alone be sufficient to support a finding that the child is a child in need of assistance unless the attorneys for the child and the parents consent to such a finding.

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5. Neither the privilege attaching to confidential communications between a health practitioner or mental health professional and patient nor the prohibition upon admissibility of communications between husband and wife shall be ground for excluding evidence at an adjudicatory hearing.

6. A report, study, record, or other writing or an audiotape or videotape recording made by the department, a juvenile court officer, a peace officer, a child protection center, or a hospital relating to a child in a proceeding under this subchapter is admissible notwithstanding any objection to hearsay statements contained in it provided it is relevant and material and provided its probative value substantially outweighs the danger of unfair prejudice to the child's parent, guardian, or custodian. The circumstances of the making of the report, study, record or other writing or an audiotape or videotape recording, including the maker's lack of personal knowledge, may be proved to affect its weight.

7. After the hearing is concluded, the court shall make and file written findings as to the truth of allegations of the petition and as to whether the child is a child in need of assistance.

8. If the court concludes facts sufficient to sustain a petition have not been established by clear and convincing evidence or if the court concludes that its aid is not required in the circumstances, the court shall dismiss the petition.

9. If the court concludes that facts sufficient to sustain the petition have been established by clear and convincing evidence and that its aid is required, the court may enter an order adjudicating the child to be a child in need of assistance.

10. If the court enters an order adjudicating the child to be a child in need of assistance, the court, if it has not previously done so, may issue an order authorizing temporary removal of the child from the child's home as set forth in section 232.95, subsection 2, paragraph "*b*" or "*c*", pending a final order of disposition. The order shall include all of the following:

a. A determination that continuation of the child in the child's home would be contrary to the welfare of the child, that reasonable efforts have been made to prevent or eliminate the need for removal of the child from the child's home and the court has found that substantial evidence exists to demonstrate that the need for removal due to an imminent risk to the child's life or health is greater than the potential harm including but not limited to any physical, emotional, social, or mental trauma the removal may cause the child. The court's determination regarding continuation of the child in the child's home, and regarding reasonable efforts, including those made to prevent removal and those made to finalize any permanency plan in effect, as well as any determination by the court that reasonable efforts are not required, must be made on a case-by-case basis. The grounds for each determination must be explicitly documented and stated in the court order. However, preserving the safety of the child is the paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determinations otherwise required under this paragraph shall not be a prerequisite for an order for temporary removal of the child.

b. A statement informing the child's parent that the consequences of a permanent removal may include termination of the parent's rights with respect to the child.

c. If the court orders a removal of a child pursuant to this subsection and placement of a child pursuant to section 232.95, subsection 2, paragraph "*c*", subparagraph (2), (3), (4), or (5), a specific finding that placement with an adult relative is not in the child's best interests and the reasons for the finding.

11. *a.* If the court places custody of the child with the department pursuant to subsection 10, the court may identify a category listed in section 232.95, subsection 2, paragraph "*c*", for placement of the child, but the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

b. The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the

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department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.96]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 84 Acts, ch 1207, §4; 87 Acts, ch 153, §7; 98 Acts, ch 1190, §9; 2000 Acts, ch 1067, §9; 2001 Acts, ch 135, §16; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §41 – 43; 2023 Acts, ch 19, §617

Referred to in §232.99, 232.104, 232.116, 600A.7

Subsections 4 and 6 amended

232.96A Child in need of assistance adjudication.

The court may adjudicate a child in need of assistance if such child is unmarried and meets any of the following requirements:

1. The child's parent, guardian, or other custodian has abandoned or deserted the child.

2. The child's parent, guardian, other custodian, or other member of the household in which the child resides has physically abused or neglected the child, or is imminently likely to physically abuse or neglect the child.

3. The child has suffered or is imminently likely to suffer harmful effects as a result of any of the following:

a. Mental injury caused by the acts of the child's parent, guardian, or custodian.

b. The failure of the child's parent, guardian, custodian, or other member of the household in which the child resides to exercise a reasonable degree of care in supervising the child.

c. The child's parent, guardian, custodian, or person responsible for the care of a child as defined in section 232.68, has knowingly disseminated or exhibited obscene material, as defined in section 728.1, to the child.

4. The child has been, or is imminently likely to be, sexually abused by the child's parent, guardian, custodian, or other member of the household in which the child resides.

5. The child is in need of medical treatment to cure, alleviate, or prevent serious physical injury or illness and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.

6. The child is in need of treatment to cure or alleviate serious mental illness or disorder, or emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward the child's self or others and the child's parent, guardian, or custodian is unwilling to provide such treatment.

7. The child's parent, guardian, or custodian fails to exercise a minimal degree of care in supplying the child with adequate food, clothing, or shelter and refuses other means made available to provide such essentials.

8. The child has committed a delinquent act as a result of pressure, guidance, or approval from a parent, guardian, custodian, or other member of the household in which the child resides.

9. The child has been the subject of or a party to sexual activities for hire or who poses for live display or for photographic or other means of pictorial reproduction or display which is designed to appeal to the prurient interest, is patently offensive, and taken as a whole, lacks serious literary, scientific, political, or artistic value.

10. The child is without a parent, guardian, or other custodian.

11. The child's parent, guardian, or other custodian for good cause desires to be relieved of the child's care and custody.

12. The child for good cause desires to have the child's parents relieved of the child's care and custody.

13. The child is in need of treatment to cure or alleviate chemical dependency and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.

14. The child's parent, guardian, or custodian suffers from a mental incapacity, a mental condition, imprisonment, or drug or alcohol abuse that results in the child not receiving adequate care or being imminently likely not to receive adequate care.

15. The child's body has an illegal drug present as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian. The presence of the drug shall be determined in accordance with a medically relevant test as defined in section 232.73.

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16. The child's parent, guardian, custodian, or other adult member of the household in which a child resides does any of the following:

a. Unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance in the presence of the child.

b. Knowingly allows the use, possession, manufacture, cultivation, or distribution of a dangerous substance by another person in the presence of the child.

c. Possesses a product with the intent to use the product as a precursor or an intermediary to a dangerous substance in the presence of the child.

d. Unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance listed in paragraph "*f*", subparagraph (1), (2), or (3), in the child's home, on the premises, or in a motor vehicle located on the premises.

e. For the purposes of this subsection, "*in the presence of a child*" means in the physical presence of a child or occurring under other circumstances in which a reasonably prudent person would know that the use, possession, manufacture, cultivation, or distribution of a dangerous substance may be seen, smelled, ingested, or heard by a child.

f. For the purposes of this subsection, "*dangerous substance*" means any of the following:

(1) Amphetamine, its salts, isomers, or salts of its isomers.

(2) Methamphetamine, its salts, isomers, or salts of its isomers.

(3) A chemical or combination of chemicals that poses a reasonable risk of causing an explosion, fire, or other danger to the life or health of persons who are in the vicinity while the chemical or combination of chemicals is used or is intended to be used in any of the following:

(a) The process of manufacturing an illegal or controlled substance.

(b) As a precursor in the manufacturing of an illegal or controlled substance.

(c) As an intermediary in the manufacturing of an illegal or controlled substance.

(4) Cocaine, its salts, isomers, salts of its isomers, or derivatives.

(5) Heroin, its salts, isomers, salts of its isomers, or derivatives.

(6) Opium and opiate, and any salt, compound, derivative, or preparation of opium or opiate.

17. The child is a newborn infant whose parent has voluntarily released custody of the child in accordance with chapter 233.

2022 Acts, ch 1098, §33

Referred to in §232.2, 232.68, 232.71B, 232.83, 232.98, 232.102, 232.117, 709A.5

232.97 Social investigation and report.

1. The court shall not make a disposition of the petition until five working days after a social report has been submitted to the court and counsel for the child and has been considered by the court. The court may waive the five-day requirement upon agreement by all the parties. The court may direct either the juvenile court officer or the department or any other agency licensed by the state to conduct a social investigation and to prepare a social report which may include any evidence provided by an individual providing foster care for the child. A report prepared shall include any founded reports of child abuse.

2. The social investigation may be conducted and the social history may be submitted to the court prior to the adjudication of the child as a child in need of assistance with the consent of the parties.

3. The social report shall not be disclosed except as provided in this section and except as otherwise provided in this chapter. At least five days prior to the hearing at which the disposition is determined, the department shall file a copy of the social report with the court and the court shall restrict access of the social report to counsel for the child, counsel for the child's parent, guardian, or custodian, the department, the court appointed special advocate, a local board as defined in section 237.15, the county attorney, the state's counsel, and the guardian ad litem. The court may in its discretion order counsel not to disclose parts of the report to the child, or to the parent, guardian, or custodian. If the report indicates the child or parent has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has committed sexual abuse, or the child has been a victim of sexual abuse, unless otherwise ordered by the court, the child's

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parent, guardian, or foster parent or other person with custody of or providing substantial care to the child shall be provided with that information.

[C66, 71, 73, 75, 77, §232.14; C79, 81, §232.97]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 84 Acts, ch 1279, §14; 86 Acts, ch 1186, §9; 2005 Acts, ch 124, §4; 2015 Acts, ch 62, §2; 2022 Acts, ch 1098, §44; 2023 Acts, ch 19, §618

Referred to in §232.147

Subsection 1 amended

232.98 Physical and mental examinations.

1. Except as provided in section 232.78, subsection 5, a physical or mental examination of the child may be ordered only after the filing of a petition pursuant to section 232.87 and after a hearing to determine whether an examination is necessary to determine the child's physical or mental condition. The court may consider chemical dependency as either a physical or mental condition and may consider a chemical dependency evaluation as either a physical or mental examination.

a. The hearing required by this section may be held simultaneously with the adjudicatory hearing.

b. An examination ordered prior to the adjudication shall be conducted on an outpatient basis when possible, but if necessary the court may commit the child to a suitable nonsecure hospital, facility, or institution for the purpose of examination for a period not to exceed fifteen days if all of the following are found to be present:

(1) Probable cause exists to believe that the child is a child in need of assistance pursuant to section 232.96A, subsection 5 or 6.

(2) Commitment is necessary to determine whether there is clear and convincing evidence that the child is a child in need of assistance.

(3) The child's attorney agrees to the commitment.

c. An examination ordered after adjudication shall be conducted on an outpatient basis when possible, but if necessary the court may commit the child to a suitable nonsecure hospital, facility, or institution for the purpose of examination for a period not to exceed thirty days.

d. The child's parent, guardian, or custodian shall be included in counseling sessions offered during the child's stay in a hospital, facility, or institution when feasible, and when in the best interests of the child and the child's parent, guardian, or custodian. If separate counseling sessions are conducted for the child and the child's parent, guardian, or custodian, a joint counseling session shall be offered prior to the release of the child from the hospital, facility, or institution. The court shall require that notice be provided to the child's guardian ad litem of the counseling sessions and of the participants and results of the sessions.

2. Following an adjudication that a child is a child in need of assistance, the court may after a hearing order the physical or mental examination of the parent, guardian, or custodian if that person's ability to care for the child is at issue.

[C66, 71, 73, 75, 77, §232.13; C79, 81, §232.98; 82 Acts, ch 1209, §15]

84 Acts, ch 1279, §15; 85 Acts, ch 173, §12; 86 Acts, ch 1186, §10; 2009 Acts, ch 41, §263; 2022 Acts, ch 1098, §79; 2023 Acts, ch 19, §619

Referred to in §232.78

Subsection 2 amended

232.99 Dispositional hearing — findings.

1. Following the entry of an order pursuant to section 232.96, the court shall, as soon as practicable, hold a dispositional hearing in order to determine what disposition should be made of the petition.

2. All relevant and material evidence shall be admitted.

3. In the initial dispositional hearing, any hearing held under section 232.103, and any dispositional review or permanency hearing, the court shall inquire of the parties as to the sufficiency of the services being provided and whether additional services are needed to facilitate the safe return of the child to the child's home. If the court determines such services are needed, the court shall order the services to be provided. The court shall advise

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the parties that failure to identify a deficiency in services or to request additional services may preclude the party from challenging the sufficiency of the services in a termination of parent-child relationship proceeding.

4. When the dispositional hearing is concluded the court shall make the least restrictive disposition appropriate considering all the circumstances of the case. The dispositions which may be entered under this subchapter are listed in sections 232.100 through 232.102 in order from least to most restrictive.

5. The court shall make and file written findings as to its reason for the disposition.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.99]

98 Acts, ch 1190, §10; 2020 Acts, ch 1062, §94; 2020 Acts, ch 1063, §89

Referred to in §232.58, 232.95, 232.104

232.100 Suspended judgment.

After the dispositional hearing the court may enter an order suspending judgment and continuing the proceedings subject to terms and conditions imposed to assure the proper care and protection of the child. Such terms and conditions may include the supervision of the child and of the parent, guardian, or custodian by the department, juvenile court office, or other appropriate agency designated by the court. The maximum duration of any term or condition of a suspended judgment shall be twelve months unless the court finds at a hearing held during the last month of that period that exceptional circumstances require an extension of the term or condition for an additional six months.

[C79, 81, §232.100]

83 Acts, ch 96, §157, 159; 2023 Acts, ch 19, §620

Referred to in §232.99, 232.103, 232.117, 232.127

Section amended

232.101 Retention of custody by parent.

1. After the dispositional hearing, the court may enter an order permitting the child's parent, guardian, or custodian at the time of the filing of the petition to retain custody of the child subject to terms and conditions which the court prescribes to assure the proper care and protection of the child. Such terms and conditions may include supervision of the child and the parent, guardian, or custodian by the department, juvenile court office, or other appropriate agency which the court designates. Such terms and conditions may also include the provision or acceptance by the parent, guardian, or custodian of special treatment or care which the child needs for the child's physical or mental health. If the parent, guardian, or custodian fails to provide the treatment or care, the court may order the department or some other appropriate state agency to provide such care or treatment.

2. The duration of any period of supervision or other terms or conditions shall be for an initial period of no more than twelve months and the court, at the expiration of that period, upon a hearing and for good cause shown, may make not more than two successive extensions of such supervision or other terms or conditions of up to twelve months each.

[S13, §254-a20, 2708; C24, 27, 31, 35, 39, §**3637;** C46, 50, 54, 58, 62, §232.21; C66, 71, 73, 75, 77, §232.33; C79, 81, §232.101]

83 Acts, ch 96, §157, 159; 97 Acts, ch 99, §4; 2023 Acts, ch 19, §621

Referred to in §232.99, 232.103, 232.117, 232.127

Subsection 1 amended

232.101A Appointment of guardian.

1. After a dispositional hearing the court may close the child in need of assistance case and appoint a guardian pursuant to sections 232D.308 and 232D.401 if all of the following conditions are met:

a. The person receiving guardianship meets the definition of custodian in section 232.2.

b. The person receiving guardianship has assumed responsibility for the child prior to filing of the petition under this subchapter and has maintained placement of the child since the filing of the petition under this subchapter.

c. The parent of the child does not appear at the dispositional hearing, or the parent appears at the dispositional hearing, does not object to the transfer of guardianship, and agrees to waive the requirement for making reasonable efforts as defined in section 232.102.

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2. If the court appoints a guardian pursuant to subsection 1, the court may close the child in need of assistance case. The court shall inform the proposed guardian of the guardian's reporting duties under section 232D.501 and other duties under chapter 232D. The court shall direct the clerk of court, once the proposed guardian has filed an oath of office and identification, to issue letters of appointment for guardianship.

2014 Acts, ch 1048, §1; 2019 Acts, ch 56, §30, 44, 45; 2020 Acts, ch 1062, §94

Referred to in §232.99, 232.103, 232.127, 232D.201

2019 amendment is effective January 1, 2020, and applies to guardianships and guardianship proceedings of minors established or pending before, on, or after that date; 2019 Acts, ch 56, §44, 45

232.102 Transfer of legal custody of child and placement.

1. *a.* After a dispositional hearing, the court may enter an order transferring the legal custody of the child to a parent of the child. If the court finds that custody with either of the child's parents is not in the child's best interests, the child's custody shall be transferred to the department for placement of the child in any of the following categories in the following order of priority:

(1) An adult relative of the child including but not limited to adult siblings and parents of siblings.

(2) A fictive kin.

(3) Any other suitable placement identified by the child's relatives.

(4) An individual licensed to provide foster care pursuant to chapter 237. If the child is placed with a licensed foster care provider, the department shall assign decision-making authority to the foster care provider for the purpose of applying the reasonable and prudent parent standard during the child's placement.

(5) A group care facility, shelter care facility, or other residential treatment facility.

b. (1) If the court places custody of the child with the department pursuant to paragraph "*a*", the court may identify a category listed in paragraph "*a*" for placement of the child, but the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

(2) The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

c. A court shall not order placement of a child in a category identified in paragraph "*a*", subparagraph (2), (3), (4), or (5) without a specific finding that placement with an adult relative is not in the child's best interests and providing reasons for the court's finding.

d. If the child is fourteen years of age or older, the order shall specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the child has a case permanency plan, the court shall consider the written transition plan of services and needs assessment developed for the child's case permanency plan. If the child does not have a case permanency plan containing the transition plan and needs assessment at the time the order is entered, the written transition plan and needs assessment shall be developed and submitted for the court's consideration no later than six months from the date of the transfer order. The court shall modify the initial transfer order as necessary to specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the transition plan identifies services or other support needed to assist the child when the child becomes an adult and the court deems it to be beneficial to the child, the court may authorize the individual who is the child's guardian ad litem or court appointed special advocate to continue a relationship with and provide advice to the child for a period of time beyond the child's eighteenth birthday.

2. The court shall not order group foster care placement of the child which is a charge upon the state unless the group foster care meets the requirements established by the department by rule.

3. After a dispositional hearing and upon the request of the department, the court may enter an order appointing the department as the guardian of an unaccompanied refugee child or of a child without parent or guardian.

4. *a.* Whenever possible the court should permit the child to remain at home with the

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child's parent, guardian, or custodian. Custody of the child should not be transferred unless the court finds there is clear and convincing evidence of any of the following:

(1) The child cannot be protected from physical abuse without transfer of custody.

(2) The child cannot be protected from some harm which would justify the adjudication of the child as a child in need of assistance and an adequate placement is available.

b. In order to transfer custody of the child under this subsection, the court must make a determination that continuation of the child in the child's home would be contrary to the welfare of the child, and shall identify the reasonable efforts that have been made. The court's determination regarding continuation of the child in the child's home, and regarding reasonable efforts, including those made to prevent removal and those made to finalize any permanency plan in effect, as well as any determination by the court that reasonable efforts are not required, must be made on a case-by-case basis. The grounds for each determination must be explicitly documented and stated in the court order. However, preserving the safety of the child is the paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determinations otherwise required under this paragraph shall not be a prerequisite for an order for removal of the child. If the court transfers custody of the child, unless the court waives the requirement for making reasonable efforts or otherwise makes a determination that reasonable efforts are not required, reasonable efforts shall be made to make it possible for the child to safely return to the family's home.

5. The child shall not be placed in the state training school.

6. In any order transferring custody to the department or an agency, or in orders pursuant to a custody order, the court shall specify the nature and category of disposition which will serve the best interests of the child, and shall prescribe the means by which the placement shall be monitored by the court. If the court orders the transfer of the custody of the child to the department or other agency for placement, the department or agency shall submit a case permanency plan to the court and shall make every reasonable effort to return the child to the child's home as quickly as possible consistent with the best interests of the child. When the child is not returned to the child's home and if the child has been previously placed in a licensed foster care facility, the department or agency shall consider placing the child in the same licensed foster care facility. If the court orders the transfer of custody to a parent who does not have physical care of the child, other relative, or other suitable person, the court may direct the department or other agency to provide services to the child's parent, guardian, or custodian in order to enable them to resume custody of the child. If the court orders the transfer of custody to the department or to another agency for placement in group foster care, the department or agency shall make every reasonable effort to place the child in the least restrictive, most family-like, and most appropriate setting available, and in close proximity to the parents' home, consistent with the child's best interests and special needs, and shall consider the placement's proximity to the school in which the child is enrolled at the time of placement.

7. Any order transferring custody to the department or an agency shall include a statement informing the child's parent that the consequences of a permanent removal may include the termination of the parent's rights with respect to the child.

8. An agency, facility, institution, or person to whom custody of the child has been transferred pursuant to this section shall file a written report with the court at least every six months concerning the status and progress of the child. The court shall hold a periodic dispositional review hearing for each child in placement pursuant to this section in order to determine whether the child should be returned home, an extension of the placement should be made, a permanency hearing should be held, or a termination of the parent-child relationship proceeding should be instituted. The placement shall be terminated and the child returned to the child's home if the court finds by a preponderance of the evidence that the child will not suffer harm in the manner specified in section 232.96A. If the placement is extended, the court shall determine whether additional services are necessary to facilitate the return of the child to the child's home, and if the court determines such services are needed, the court shall order the provision of such services. When the child is not returned to the child's home and if the child has been previously placed in a licensed foster care

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facility, the department or agency responsible for the placement of the child shall consider placing the child in the same licensed foster care facility.

a. The initial dispositional review hearing shall not be waived or continued beyond six months after the date of the dispositional hearing.

b. Subsequent dispositional review hearings shall not be waived or continued beyond twelve months after the date of the most recent dispositional review hearing.

c. For purposes of this subsection, a hearing held pursuant to section 232.103 satisfies the requirements for initial dispositional review or subsequent permanency hearing.

9. Unless prohibited by court order or the department or juvenile court services finds that allowing the visitation would not be in the child's best interests, the department or juvenile court services may authorize reasonable visitation between the child and the child's adult relative or a fictive kin.

10. Notwithstanding any provision to the contrary, transfer of legal custody and placement of a newborn infant for whom physical custody was relinquished pursuant to section 233.2 shall be determined in accordance with chapter 233.

[S13, §254-a20, -a23, 2708, 2709; C24, 27, 31, 35, 39, §**3637, 3646, 3647;** C46, 50, 54, 58, 62, §232.21, 232.27, 232.28; C66, 71, 73, 75, 77, §232.33; C79, 81, §232.102; 81 Acts, ch 11, §17; 82 Acts, ch 1260, §23]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §16 – 18; 85 Acts, ch 173, §13; 87 Acts, ch 159, §3; 88 Acts, ch 1134, §52; 88 Acts, ch 1249, §14; 90 Acts, ch 1239, §10, 11; 91 Acts, ch 232, §7, 8; 92 Acts, ch 1229, §5; 92 Acts, 1st Ex, ch 1004, §2; 95 Acts, ch 67, §16; 97 Acts, ch 99, §5; 98 Acts, ch 1190, §11 – 17; 2000 Acts, ch 1067, §10; 2001 Acts, ch 24, §40; 2001 Acts, ch 135, §17 – 19; 2002 Acts, ch 1081, §3; 2003 Acts, ch 117, §5; 2004 Acts, ch 1116, §8 – 10; 2007 Acts, ch 172, §6, 9; 2007 Acts, ch 218, §114; 2008 Acts, ch 1098, §1; 2009 Acts, ch 41, §263; 2014 Acts, ch 1092, §52; 2016 Acts, ch 1063, §14, 15; 2017 Acts, ch 54, §31; 2019 Acts, ch 100, §4; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §45 – 48, 80; 2023 Acts, ch 19, §622; 2023 Acts, ch 46, §4; 2023 Acts, ch 140, §4

Referred to in §225C.49, 232.2, 232.99, 232.101A, 232.103, 232.104, 232.116, 232.117, 232.127, 232B.5, 233.2, 234.35
Copy of dispositional order under subsection 8 to be submitted to foster care review boards; 84 Acts, ch 1279, §42
Limitation on placing child in mental health institute; 86 Acts, ch 1246, §305
Subsections 4 and 6 amended
Former subsection 10 stricken
NEW subsection 10

232.102A Reasonable efforts.

1. For the purposes of this subchapter:

a. *"Reasonable efforts"* means the efforts made to preserve and unify a family prior to the out-of-home placement of a child in foster care or to eliminate the need for removal of the child or make it possible for the child to safely return to the family's home. Reasonable efforts include but are not limited to giving consideration, if appropriate, to interstate placement of a child in the permanency planning decisions involving the child and giving consideration to in-state and out-of-state placement options at a permanency hearing and when using concurrent planning. If returning the child to the family's home is not appropriate or not possible, reasonable efforts shall include the efforts made in a timely manner to finalize a permanency plan for the child. A child's health and safety shall be the paramount concern in making reasonable efforts. Reasonable efforts may include but are not limited to family-centered services, if the child's safety in the home can be maintained during the time the services are provided. In determining whether reasonable efforts have been made, the court shall consider all of the following:

(1) The type, duration, and intensity of services or support offered or provided to the child and the child's family. If family-centered services were not provided, the court record shall enumerate the reasons the services were not provided, including but not limited to whether the services were not available, not accepted by the child's family, judged to be unable to protect the child and the child's family during the time the services would have been provided, judged to be unlikely to be successful in resolving the problems which would lead to removal of the child, or other services were found to be more appropriate.

(2) The relative risk to the child of remaining in the child's home versus removal of the child.

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b. *"Family-centered services"* means services and other support intended to safely maintain a child with the child's family or with an adult relative, to safely and in a timely manner return a child to the home of the child's parent or relative, or to promote achievement of concurrent planning goals by identifying and helping the child secure placement for adoption, with a guardian, or with other alternative permanent family connections. Family-centered services include services adapted to the individual needs of a family in regard to the specific services and other support provided to the child's family and the intensity and duration of service delivery and services intended to preserve a child's connections to the child's neighborhood, community, and family and to improve the overall capacity of the child's family to provide for the needs of the children in the family.

2. Family interactions shall continue regardless of a parent's failure to comply with the requirements of a court order or the department, provided there is no finding by a court or the department that such interaction would be detrimental to the child.

3. The performance of reasonable efforts to place a child for adoption or with a guardian may be made concurrently with making reasonable efforts as defined in this section.

4. If the court determines by clear and convincing evidence that aggravated circumstances exist supported by written findings of fact based upon evidence in the record, the court may waive the requirement for making reasonable efforts. The existence of aggravated circumstances is indicated by any of the following:

a. The parent has abandoned the child.

b. The court finds the circumstances described in section 232.116, subsection 1, paragraph "*i*", are applicable to the child.

c. The parent's parental rights have been terminated under section 232.116 or involuntarily terminated by an order of a court of competent jurisdiction in another state with respect to another child who is a member of the same family, and there is clear and convincing evidence to show that the offer or receipt of services would not be likely within a reasonable period of time to correct the conditions which led to the child's removal.

d. The parent has been convicted of the murder of another child.

e. The parent has been convicted of the voluntary manslaughter of another child.

f. The parent has been convicted of aiding or abetting, attempting, conspiring in, or soliciting the commission of the murder or voluntary manslaughter of another child.

g. The parent has been convicted of a felony assault which resulted in serious bodily injury to the child or another child.

5. Prior services the state provided to the family shall not be considered in making a determination as to whether a waiver of reasonable efforts is appropriate.

2022 Acts, ch 1098, §49
Referred to in §232.104, 232.111, 234.6

232.103 Termination, modification, vacation, and substitution of dispositional order.

1. At any time prior to expiration of a dispositional order and upon the motion of an authorized party or upon its own motion as provided in this section, the court may terminate the order and discharge the child, modify the order, or vacate the order and make a new order.

2. The following persons shall be authorized to file a motion to terminate, modify, or vacate and substitute a dispositional order:

a. The child.

b. The child's parent, guardian, or custodian, except that such motion may be filed by that person not more often than once every sixty days except with leave of court for good cause shown.

c. The child's guardian ad litem.

d. A person supervising the child pursuant to a dispositional order.

e. An agency, facility, institution, or person to whom legal custody has been transferred pursuant to a dispositional order.

f. The county attorney.

3. A change in the level of care for a child who is subject to a dispositional order for out-of-home placement requires modification of the dispositional order. A hearing shall be held on a motion to terminate or modify a dispositional order except that a hearing on

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a motion to terminate or modify an order may be waived upon agreement by all parties. Reasonable notice of the hearing shall be given to the parties. The hearing shall be conducted in accordance with the procedure established for dispositional hearings under section 232.50, subsection 3.

4. The court may modify a dispositional order, vacate and substitute a dispositional order, or terminate a dispositional order and release the child if the court finds that any of the following circumstances exist:

a. The purposes of the order have been accomplished and the child is no longer in need of supervision, care, or treatment.

b. The purposes of the order cannot reasonably be accomplished.

c. The efforts made to effect the purposes of the order have been unsuccessful and other options to effect the purposes of the order are not available.

d. The purposes of the order have been sufficiently accomplished and the continuation of supervision, care, or treatment is unjustified or unwarranted.

5. The court may modify or vacate an order for good cause shown provided that where the request to modify or vacate is based on the child's alleged failure to comply with the conditions or terms of the order, the court may modify or vacate the order only if it finds that there is clear and convincing evidence that the child violated a material and reasonable condition or term of the order.

6. If the court vacates the order it may make any other order in accordance with and subject to the provisions of sections 232.100 through 232.102.

[C79, 81, §232.103]

90 Acts, ch 1239, §12; 2001 Acts, ch 135, §20; 2003 Acts, ch 117, §6; 2004 Acts, ch 1154, §1, 2; 2012 Acts, ch 1021, §51; 2017 Acts, ch 54, §72; 2019 Acts, ch 100, §5; 2020 Acts, ch 1062, §34; 2020 Acts, ch 1063, §90; 2022 Acts, ch 1098, §50

Referred to in §232.99, 232.102, 232.104

232.103A Transfer of jurisdiction related to child in need of assistance case — bridge order.

1. The juvenile court may close a child in need of assistance case by transferring jurisdiction over the child's custody, physical care, and visitation to the district court through a bridge order, if all of the following criteria are met:

a. The child has been adjudicated a child in need of assistance in an active juvenile court case, and a dispositional order in that case is in place.

b. Paternity of the child has been legally established by one of the methods enumerated in section 252A.3, subsection 10, or by operation of law due to the established father's marriage to the mother at the time of conception, birth, or at any time during the period between conception and birth of the child.

c. The child is safely placed by the juvenile court with a parent.

d. There is not a current district court order for custody in place.

e. The juvenile court has determined that the child in need of assistance case can safely close once orders for custody, physical care, and visitation are entered by the district court.

f. A parent qualified for a court-appointed attorney in the juvenile court case.

2. When the criteria specified in subsection 1 are met, any party to a child in need of assistance proceeding in juvenile court may file a motion with the juvenile court for a bridge order under subsection 1. Such motion shall be set for hearing by the juvenile court no less than thirty days nor more than ninety days from the date of filing the motion. The juvenile court, on its own motion, may set a hearing on the issue of a bridge order if such hearing is set no less than thirty days from the date of notice to the parties.

3. The juvenile court shall designate the petitioner and respondent for the purposes of the bridge order. A bridge order shall only address matters of custody, physical care, and visitation. All other matters, including child support, shall be filed by separate petition or by action of child support services, and shall be subject to existing applicable statutory provisions.

4. Upon transferring jurisdiction from the juvenile court to the district court, the clerk of

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court shall docket the case. Filing fees and other court costs shall not be assessed against the parties.

5. The district court shall take judicial notice of the juvenile file in any hearing related to the case. Records contained in the district court case file that were copied or transferred from the juvenile court file concerning the case shall be subject to section 232.147 and other confidentiality provisions of this chapter for cases not involving juvenile delinquency, and shall be disclosed, upon request, to child support services without a court order.

6. Following the issuance of a bridge order, a party may file a petition in district court for modification of the bridge order for custody, physical care, or visitation. If the petition for modification is filed within one year of the filing date of the bridge order, the party requesting modification shall not be required to demonstrate a substantial change of circumstances but instead shall demonstrate that such modification is in the best interest of the child. If a petition for modification is filed within one year of the filing date of the bridge order, filing fees and other court costs shall not be assessed against the parties.

7. Nothing in this section shall be construed to require appointment of counsel for the parties in the district court action.

8. A court-appointed attorney shall be paid by the state public defender's office for work done relating to a bridge order.

2015 Acts, ch 43, §1; 2022 Acts, ch 1098, §51; 2023 Acts, ch 19, §623; 2023 Acts, ch 123, §3
Referred to in §232D.201
Subsection 1, paragraph b amended
Subsections 3 and 5 amended

232.103B Child in need of assistance cases — transfer of jurisdiction pursuant to bridge modification order.

1. A juvenile court may close a child in need of assistance case by returning jurisdiction of the child's custody to the district court through an order modifying issues of legal custody, physical care, and parenting time if all of the following criteria have been met:

a. The child has been adjudicated a child in need of assistance in an active juvenile court case, and a permanency order is in place in that case.

b. Legal paternity has been established for the child.

c. The child is safely unified with a parent.

d. The district court has issued an order concerning custody, physical care, and parenting time regarding the child and the order is in place at the time of the filing of the child in need of assistance petition.

e. The juvenile court has determined that the child in need of assistance case can safely close when the modified district court order for custody, physical care, and parenting time is in place.

f. Either parent has qualified for a court-appointed attorney in the juvenile case.

2. When the criteria specified in subsection 1 are met, any party to a child in need of assistance proceeding in juvenile court may file a motion with the juvenile court for a bridge modification order as described in subsection 1. Such motion shall be set for hearing by the juvenile court no less than thirty days but not more than ninety days from the date of filing of the motion. The juvenile court, on its own motion, may set a hearing on the issue of the bridge modification order if such hearing is set no less than thirty days from the date of notice to the parties.

3. Bridge modification orders shall only address legal custody, physical care, and parenting time. All other matters, including child support, shall be filed by separate petition in district court, and shall be subject to existing statutory requirements.

4. Upon transferring jurisdiction, the clerk of court shall docket the bridge modification order in the current district court custodial order court file. The clerk of court shall not assess any filing fees or other court costs. The juvenile court shall follow the previously designated listing of the parties as petitioner and as respondent for the purposes of the bridge modification order.

5. The district court shall take judicial notice of the current child in need of assistance case related to the bridge modification order, as well as any prior child in need of assistance cases relating to any prior bridge orders in any hearing related to the case. Records that are

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copied or transferred from the juvenile court file shall be subject to section 232.147 and other confidentiality provisions of this chapter for cases not involving juvenile delinquency. Such documents shall be disclosed, upon request, to child support services without a court order, subject to any statutory confidentiality provisions.

6. Nothing in this section shall be construed to require the appointment of counsel for the parties in the district court action.

2023 Acts, ch 19, §1358; 2023 Acts, ch 132, §1
NEW section

232.104 Permanency hearing — permanency order — subsequent proceedings.

1. *a.* The time for the initial permanency hearing for a child subject to out-of-home placement shall be the earlier of the following:

(1) For a temporary removal order entered under section 232.78, 232.95, or 232.96, for a child who was removed without a court order under section 232.79, or for an order entered under section 232.102, for which the court has not waived reasonable efforts requirements, the permanency hearing shall be held within twelve months of the date the child was removed from the home.

(2) For an order entered under section 232.102, for which the court has waived reasonable efforts requirements under section 232.102A, subsection 4, the permanency hearing shall be held within thirty days of the date the requirements were waived.

b. The permanency hearing may be held concurrently with a hearing under section 232.103 to review, modify, substitute, vacate, or terminate a dispositional order.

c. Reasonable notice of a permanency hearing shall be provided to the parties. A permanency hearing shall be conducted in substantial conformance with the provisions of section 232.99. During the hearing, the court shall consider the child's need for a secure and permanent placement in light of any permanency plan or evidence submitted to the court and the reasonable efforts made concerning the child. Upon completion of the hearing, the court shall enter written findings and make a determination identifying a primary permanency goal for the child. If a permanency plan is in effect at the time of the hearing, the court shall also make a determination as to whether reasonable progress is being made in achieving the permanency goal and complying with the other provisions of that permanency plan.

2. After a permanency hearing the court shall do one of the following:

a. Enter an order pursuant to section 232.102 to return the child to the child's home.

b. Enter an order pursuant to section 232.102 to continue placement of the child for an additional six months at which time the court shall hold a hearing to consider modification of its permanency order. An order entered under this paragraph shall enumerate the specific factors, conditions, or expected behavioral changes which comprise the basis for the determination that the need for removal of the child from the child's home will no longer exist at the end of the additional six-month period.

c. Direct the county attorney or the attorney for the child to institute proceedings to terminate the parent-child relationship.

d. Enter an order, pursuant to findings required by subsection 4, to do one of the following:

(1) Transfer sole custody of the child from one parent to another parent.

(2) Transfer guardianship and custody of the child to an adult relative, a fictive kin, or another suitable person.

(3) Transfer custody of the child to a suitable person for the purpose of long-term care.

(4) If the child is sixteen years of age or older and the department has documented to the court's satisfaction a compelling reason for determining that an order under the other subparagraphs of this paragraph "*d*" would not be in the child's best interest, order another planned permanent living arrangement for the child.

3. If the court enters an order for another planned permanent living arrangement pursuant to subsection 2, paragraph "*d*", the court shall do all of the following:

a. Ask the child about the child's desired permanency outcome and make a judicial determination that another planned permanent living arrangement is the best permanency plan for the child.

b. Require the department to do all of the following:

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(1) Document the efforts to place a child permanently with a parent, relative, or in a guardianship or adoptive placement.

(2) Document that the planned permanent living arrangement is the best permanency plan for the child and compelling reasons why it is not in the child's best interest to be placed permanently with a parent, relative, or in a guardianship or adoptive placement.

(3) Document all of the following at the permanency hearing and the six-month periodic review:

(a) The steps the department is taking to ensure that the planned permanent living arrangement follows the reasonable and prudent parent standard.

(b) Whether the child has regular opportunities to engage in age-appropriate or developmentally appropriate activities.

4. Prior to entering a permanency order pursuant to subsection 2, paragraph "*d*", convincing evidence must exist showing that all of the following apply:

a. A termination of the parent-child relationship would not be in the best interest of the child.

b. Services were offered to the child's family to correct the situation which led to the child's removal from the home.

c. The child cannot be returned to the child's home.

5. A court shall apply the priority of placement requirements of section 232.102, subsection 1, paragraphs "*a*" and "*c*", when entering a permanency order pursuant to subsection 2, paragraph "*d*".

6. Any permanency order may provide restrictions upon the contact between the child and the child's parent or parents, consistent with the best interest of the child.

7. With respect to a dispositional order providing for transfer of custody of a child and siblings to the department or other agency for placement for which the court has suspended or terminated sibling visitation or interaction, when a review is made under this section the court shall consider whether the visitation or interaction can be safely resumed and may modify the suspension or termination as appropriate.

8. Subsequent to the entry of a permanency order pursuant to this section, the child shall not be returned to the care, custody, or control of the child's parent or parents, over a formal objection filed by the child's attorney or guardian ad litem, unless the court finds by a preponderance of the evidence, that returning the child to such custody would be in the best interest of the child.

9. *a.* Following an initial permanency hearing and the entry of a permanency order which places a child in the custody or guardianship of another person or agency, the court shall retain jurisdiction and annually review the order to ascertain whether the best interest of the child is being served. When the order places the child in the custody of the department for the purpose of long-term foster care placement in a facility, the review shall be in a hearing that shall not be waived or continued beyond twelve months after the initial permanency hearing or the last permanency review hearing. Any modification shall be accomplished through a hearing procedure following reasonable notice. During the hearing, all relevant and material evidence shall be admitted and procedural due process shall be provided to all parties.

b. In lieu of the procedures specified in paragraph "*a*", the court may close the child in need of assistance case and may appoint a guardian pursuant to chapter 232D.

10. Notwithstanding any provision to the contrary, legal custody and placement of a newborn infant for whom physical custody was relinquished pursuant to section 233.2 shall be determined in accordance with chapter 233.

87 Acts, ch 159, §4; 89 Acts, ch 229, §6; 95 Acts, ch 182, §5; 98 Acts, ch 1190, §18, 19; 2000 Acts, ch 1067, §11, 12; 2001 Acts, ch 135, §21, 22; 2007 Acts, ch 67, §4; 2007 Acts, ch 172, §7; 2010 Acts, ch 1143, §1; 2016 Acts, ch 1063, §16, 17; 2017 Acts, ch 54, §73; 2019 Acts, ch 56, §31, 44, 45; 2022 Acts, ch 1098, §52, 53; 2023 Acts, ch 46, §5; 2023 Acts, ch 66, §45

Referred to in §232.117, 232D.201

2019 amendment is effective January 1, 2020, and applies to guardianships and guardianship proceedings of minors established or pending before, on, or after that date; 2019 Acts, ch 56, §44, 45

Subsection 1, paragraph a, subparagraph (2) amended

NEW subsection 10

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232.105 Reserved.

232.106 Terms and conditions on child's parent.

If the court enters an order under this chapter which imposes terms and conditions on the child's parent, guardian, or custodian, the purpose of the terms and conditions shall be to assure the protection of the child. The order is subject to the following provisions:

1. The order shall state the reasons for and purpose of the terms and conditions.

2. If a parent, guardian, or custodian is required to have a chemical test of blood or urine for the purpose of determining the presence of an illegal drug, the test shall be a medically relevant test as defined in section 232.73.

95 Acts, ch 182, §9; 96 Acts, ch 1092, §5

232.107 Parent visitation. Repealed by 2022 Acts, ch 1098, §90.

232.108 Sibling placement and ongoing interaction.

1. If the court orders the transfer of custody of a child and siblings to the department or other agency for placement under this chapter, the department or other agency shall make reasonable efforts to place the child and siblings together whenever possible if such placement is in the best interests of each child. The requirement of this subsection remains applicable to custody transfer orders made at separate times provided the requirement will not jeopardize the stability of placements and is in the best interests of each child. The requirement of this subsection also applies in addition to efforts made to place the child with an adult relative.

2. If the requirements of subsection 1 apply but the siblings are not placed in the same placement together, the child's attorney or guardian ad litem shall provide the siblings with the reasons why and the efforts being made to facilitate such placement, or why making efforts for such placement is not appropriate. An explanation is not required if the ages or mental states of the siblings make such an explanation inappropriate. Unless visitation or ongoing interaction with siblings is suspended or terminated by the court, the department shall make reasonable efforts to provide for visitation or other ongoing interaction between the child and the child's siblings from the time of the child's out-of-home placement until the child returns home or is in a permanent placement. The department shall make reasonable efforts for such visitations or interactions to occur at least once every thirty days unless more frequent or less frequent visitation is ordered by the court based on the child's circumstances.

3. A person who wishes to assert a sibling relationship with a child who is subject to an order under this chapter for an out-of-home placement and to request visitation or other ongoing interaction with the child may file a motion or petition with the court with jurisdiction over the child. Unless the court determines it would not be in the child's best interests, upon finding that the person is a sibling of the child, the provisions of this section providing for frequent visitation or other ongoing interaction between the siblings shall apply. Nothing in this section is intended to provide or expand a right to counsel under this chapter beyond the right provided and persons specified in sections 232.89 and 232.113.

4. If the court determines by clear and convincing evidence that visitation or other ongoing interaction between a child and the child's siblings would be detrimental to the well-being of the child or a sibling, the court shall order the visitation or interaction to be suspended or terminated. The reasons for the determination shall be noted in the court order suspending or terminating the visitation or interaction and shall be explained to the child and the child's siblings, and to the parent, guardian, or custodian of the child.

5. The case permanency plan of a child who is subject to this section shall comply with all of the following, as applicable:

a. The plan shall document the efforts being made to provide for the child's frequent visitation or other ongoing interaction with the child's siblings from the time of the child's out-of-home placement until the child returns home or is in a permanent placement. The child's parent, guardian, or custodian may comment on the efforts as documented in the case permanency plan.

b. If at any point the court determines that the child's visitation or interaction with

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siblings would be detrimental to the child's well-being and visitation or interaction with siblings is suspended or terminated by the court, the determination shall be noted in the case permanency plan. If the court lifts the suspension or termination, the case permanency plan shall be revised to document the efforts to provide for visitation or interaction as required under paragraph "*a*".

c. If one or more of the child's siblings are also subject to an order under this chapter for an out-of-home placement and the siblings are not placed in the same placement together, the plan shall document the reasons why and the efforts being made to facilitate such placement, or why making efforts for such placement is not appropriate.

6. If an order is entered for termination of parental rights of a child who is subject to this section, unless the court has suspended or terminated sibling visitation or interaction in accordance with this section, the department or child-placing agency shall do all of the following to facilitate frequent visitation or ongoing interaction between the child and siblings when the child is adopted or enters a permanent placement:

a. Include in the training provided to prospective adoptive parents information regarding the importance of sibling relationships to an adopted child and counseling methods for maintaining sibling relationships.

b. Provide prospective adoptive parents with information regarding the child's siblings. The address of a sibling's residence shall not be disclosed in the information unless authorized by court order for good cause shown.

c. Encourage prospective adoptive parents to plan for facilitating postadoption contact between the child and the child's siblings.

7. Any information regarding court-ordered or authorized sibling visitation, interaction, or contact shall be provided to the foster parent, relative caretaker, guardian, prospective adoptive parent, and child as soon as reasonably possible following the entry of the court order or authorization as necessary to facilitate the visitation or interaction.

2007 Acts, ch 67, §5; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §54

Referred to in §232.2, 232.117, 238.18

SUBCHAPTER IV

TERMINATION OF PARENT-CHILD RELATIONSHIP PROCEEDING

Referred to in §232.2, 232.3A, 600A.5

232.109 Jurisdiction.

The juvenile court shall have exclusive jurisdiction over proceedings under this chapter to terminate a parent-child relationship and all parental rights with respect to a child. No such termination shall be ordered except under the provisions of this chapter if the court has made an order concerning the child pursuant to the provisions of subchapter III and the order is in force at the time a petition for termination is filed.

[C79, 81, §232.109]

2020 Acts, ch 1062, §35

232.110 Venue.

1. Venue for termination proceedings under this chapter shall be in the judicial district where the child is found or the judicial district where the child resides except as otherwise provided in subsection 2.

2. If a court has made an order concerning the child pursuant to the provisions of this chapter and the order is still in force at the time the termination petition is filed, such court shall hear and adjudicate the case unless the court transfers the case.

3. The judge may transfer the case to the juvenile court of any county having venue in accordance with the provisions of section 232.62.

[C79, 81, §232.110]

232.111 Petition.

1. A child's guardian, guardian ad litem, or custodian, the department, a juvenile

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court officer, or the county attorney may file a petition for termination of the parent-child relationship and parental rights with respect to a child.

2. *a.* Unless any of the circumstances described in paragraph *"b"* exist, the county attorney shall file a petition for termination of the parent-child relationship and parental rights with respect to a child or if a petition has been filed, join in the petition, under any of the following circumstances:

(1) The child has been placed in foster care for fifteen months of the most recent twenty-two-month period. The petition shall be filed by the end of the child's fifteenth month of foster care placement.

(2) A court has determined aggravated circumstances exist and has waived the requirement for making reasonable efforts, as defined in section 232.102A, because the court has found the circumstances described in section 232.116, subsection 1, paragraph *"i"*, are applicable to the child.

(3) The child is less than twelve months of age and has been judicially determined to have been abandoned or the child is a newborn infant whose parent has voluntarily released custody of the child in accordance with chapter 233.

(4) The parent has been convicted of the murder or the voluntary manslaughter of another child.

(5) The parent has been convicted of aiding or abetting, attempting, conspiring in, or soliciting the commission of the murder or voluntary manslaughter of another child.

(6) The parent has been convicted of a felony assault which resulted in serious bodily injury of the child or of another child.

b. If any of the following conditions exist, the county attorney is not required to file a petition or join in an existing petition as provided in paragraph *"a"*:

(1) At the option of the department or by order of the court, the child is being cared for by a relative.

(2) The department or a state agency has documented in the child's case permanency plan provided or available to the court a compelling reason for determining that filing the petition would not be in the best interest of the child. A compelling reason shall include but is not limited to documentation in the child's case permanency plan indicating it is reasonably likely the completion of the services being received in accordance with the permanency plan will eliminate the need for removal of the child or make it possible for the child to safely return to the family's home within six months.

(3) The department has not provided the child's family, consistent with the time frames outlined in the child's case permanency plan, with those services the state deems necessary for the safe return of the child to the child's home, and the limited extension of time necessary to complete the services is clearly documented in the case permanency plan.

3. The department, juvenile court officer, county attorney or judge may authorize any competent person having knowledge of the circumstances to file a termination petition with the clerk of the court without the payment of a filing fee.

4. A petition for termination of parental rights shall include the following:

a. The legal name, age, and domicile, if any, of the child.

b. The names, residences, and domicile of any:

(1) Living parents of the child.

(2) Guardian of the child.

(3) Custodian of the child.

(4) Guardian ad litem of the child.

(5) Petitioner.

(6) Person standing in the place of the parents of the child.

c. A plain statement of those facts and grounds specified in section 232.116 which indicate that the parent-child relationship should be terminated.

d. A plain statement explaining why the petitioner does not know any of the information required under paragraphs *"a"* and *"b"* of this subsection.

e. A complete list of the services which have been offered to preserve the family and a statement specifying the services provided to address the reasons stated in any order for

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removal or in any dispositional or permanency order which did not return the child to the child's home.

f. The signature and verification of the petitioner.

[C79, 81, §232.111]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 95 Acts, ch 147, §6; 98 Acts, ch 1190, §20, 21; 2001 Acts, ch 67, §8, 13; 2001 Acts, ch 135, §25; 2002 Acts, ch 1050, §23; 2022 Acts, ch 1098, §55; 2023 Acts, ch 19, §624

Referred to in §232.112, 233.2

Subsection 1 amended

232.112 Notice — service.

1. Persons listed in section 232.111, subsection 4, shall be necessary parties to a termination of parent-child relationship proceeding and are entitled to receive notice and an opportunity to be heard, except that notice may be dispensed with in the case of any such person whose name or whereabouts the court determines is unknown and cannot be ascertained by reasonably diligent search. In addition to the persons who are necessary parties who may be parties under section 232.111, notice for any hearing under this subchapter shall be provided to the child's foster parent, an individual providing preadoptive care for the child, or a relative providing care for the child.

2. Prior to the service of notice on the necessary parties, the juvenile court shall appoint a guardian ad litem for a child if the child does not have a guardian or guardian ad litem or if the interests of the guardian or guardian ad litem conflict with the interests of the child. Such guardian ad litem shall be a necessary party under subsection 1.

3. Notice under this section shall be served personally, sent by restricted certified mail, or sent by electronic mail or other electronic means with the consent of the party to be served, whichever is determined by the court to be the most effective means of notification. If the court determines that personal service is impracticable, the court may order service by publication. Such notice shall be made according to the rules of civil procedure relating to an original notice where not inconsistent with the provisions of this section. Notice by personal delivery and notice sent by electronic mail or other electronic means with the consent of the party to be served shall be served not less than seven days prior to the hearing on termination of parental rights. Notice by restricted certified mail shall be sent not less than fourteen days prior to the hearing on termination of parental rights. A notice by restricted certified mail which is refused by the necessary party given notice shall be sufficient notice to the party under this section.

[C79, 81, §232.112]

98 Acts, ch 1190, §22; 2019 Acts, ch 127, §2; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §56

232.113 Right to and appointment of counsel.

1. Upon the filing of a petition the parent identified in the petition shall have the right to counsel in connection with all subsequent hearings and proceedings. If the parent desires but is financially unable to employ counsel, the court shall appoint counsel.

2. Upon the filing of a petition the court shall appoint counsel for the child identified in the petition as a party to the proceedings. The same person may serve both as the child's counsel and as guardian ad litem.

[C79, 81, §232.113]

Referred to in §232.108

232.114 Duties of county attorney.

1. As used in this section, *"state"* means the general interest held by the people in the health, safety, welfare, and protection of all children living in this state.

2. Upon the filing of a petition the county attorney shall represent the state in all adversary proceedings arising under this subchapter and shall present evidence in support of the petition.

3. If there is disagreement between the department and the county attorney regarding the appropriate action to be taken, the department may request that the state be represented by the attorney general in place of the county attorney. If the state is represented by the attorney

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general, the county attorney may continue to appear in the proceeding and may present the position of the county attorney regarding the appropriate action to be taken in the case.

4. The county attorney and attorney general shall comply with the requirements of chapter 232B and the federal Indian Child Welfare Act, Pub. L. No. 95-608, when either chapter 232B or the federal Indian Child Welfare Act is determined to be applicable in any proceeding under this subchapter.

[C81, §232.114]

89 Acts, ch 230, §18; 2013 Acts, ch 113, §3; 2017 Acts, ch 29, §53; 2020 Acts, ch 1062, §94

232.115 Reporter required.

Stenographic notes or electronic or mechanical recordings shall be taken of all court hearings held pursuant to this subchapter unless waived by the parties. The child shall not be competent to waive the reporting requirement, but waiver may be made for the child by the child's counsel or guardian ad litem. Matters which must be reported under the provisions of this section shall be reported in the same manner as required in section 624.9.

[C81, §232.115]

2020 Acts, ch 1062, §94

232.116 Grounds for termination.

1. Except as provided in subsection 3, the court may order the termination of both the parental rights with respect to a child and the relationship between the parent and the child on any of the following grounds:

a. The parents voluntarily and intelligently consent to the termination of parental rights and the parent-child relationship and for good cause desire the termination.

b. The court finds that there is clear and convincing evidence that the child has been abandoned or deserted.

c. The court finds that there is clear and convincing evidence that the child is a newborn infant whose parent has voluntarily released custody of the child in accordance with chapter 233.

d. The court finds that both of the following have occurred:

(1) The court has previously adjudicated the child to be a child in need of assistance after finding the child to have been physically or sexually abused or neglected as the result of the acts or omissions of one or both parents, or the court has previously adjudicated a child who is a member of the same family to be a child in need of assistance after such a finding. This paragraph shall not be construed to require that a finding of sexual abuse or neglect requires a finding of a nonaccidental physical injury.

(2) Subsequent to the child in need of assistance adjudication, the parents were offered or received services to correct the circumstance which led to the adjudication, and the circumstance continues to exist despite the offer or receipt of services.

e. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(2) The child has been removed from the physical custody of the child's parents for a period of at least six consecutive months.

(3) There is clear and convincing evidence that the parents have not maintained significant and meaningful contact with the child during the previous six consecutive months and have made no reasonable efforts to resume care of the child despite being given the opportunity to do so. For the purposes of this subparagraph, *"significant and meaningful contact"* includes but is not limited to the affirmative assumption by the parents of the duties encompassed by the role of being a parent. This affirmative duty, in addition to financial obligations, requires continued interest in the child, a genuine effort to complete the responsibilities prescribed in the case permanency plan, a genuine effort to maintain communication with the child, and requires that the parents establish and maintain a place of importance in the child's life.

f. The court finds that all of the following have occurred:

(1) The child is four years of age or older.

(2) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

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(3) The child has been removed from the physical custody of the child's parents for at least twelve of the last eighteen months, or for the last twelve consecutive months and any trial period at home has been less than thirty days.

(4) There is clear and convincing evidence that at the present time the child cannot be returned to the custody of the child's parents as provided in section 232.102.

g. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(2) The court has terminated parental rights pursuant to section 232.117 with respect to another child who is a member of the same family or a court of competent jurisdiction in another state has entered an order involuntarily terminating parental rights with respect to another child who is a member of the same family.

(3) There is clear and convincing evidence that the parent continues to lack the ability or willingness to respond to services which would correct the situation.

(4) There is clear and convincing evidence that an additional period of rehabilitation would not correct the situation.

h. The court finds that all of the following have occurred:

(1) The child is three years of age or younger.

(2) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(3) The child has been removed from the physical custody of the child's parents for at least six months of the last twelve months, or for the last six consecutive months and any trial period at home has been less than thirty days.

(4) There is clear and convincing evidence that the child cannot be returned to the custody of the child's parents as provided in section 232.102 at the present time.

i. The court finds that all of the following have occurred:

(1) The child meets the definition of child in need of assistance based on a finding of physical or sexual abuse or neglect as a result of the acts or omissions of one or both parents. This paragraph shall not be construed to require that a finding of sexual abuse or neglect requires a finding of a nonaccidental physical injury.

(2) There is clear and convincing evidence that the abuse or neglect posed a significant risk to the life of the child or constituted imminent danger to the child.

(3) There is clear and convincing evidence that the offer or receipt of services would not correct the conditions which led to the abuse or neglect of the child within a reasonable period of time.

j. The court finds that both of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 and custody has been transferred from the child's parents for placement pursuant to section 232.102.

(2) The parent has been imprisoned for a crime against the child, the child's sibling, or another child in the household, or the parent has been imprisoned and it is unlikely that the parent will be released from prison for a period of five or more years.

k. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 and custody has been transferred from the child's parents for placement pursuant to section 232.102.

(2) The parent has a chronic mental illness and has been repeatedly institutionalized for mental illness, and presents a danger to self or others as evidenced by prior acts.

(3) There is clear and convincing evidence that the parent's prognosis indicates that the child will not be able to be returned to the custody of the parent within a reasonable period of time considering the child's age and need for a permanent home.

l. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 and custody has been transferred from the child's parents for placement pursuant to section 232.102.

(2) The parent has a severe substance use disorder as described by either of the following:

(a) The severe substance use disorder meets the definition for that term as defined in the most current edition of the diagnostic and statistical manual prepared by the American

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psychiatric association, and the parent presents a danger to self or others as evidenced by prior acts.

(b) The disorder is evidenced by continued and repeated use through the case, the parent's refusal to obtain a substance use disorder evaluation or treatment after given the opportunity to do so, and the parent presents a danger to self or others as evidenced by prior acts.

(3) There is clear and convincing evidence that the parent's prognosis indicates that the child will not be able to be returned to the custody of the parent within a reasonable period of time considering the child's age and need for a permanent home.

m. The court finds that both of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 after finding that the child has been physically or sexually abused or neglected as a result of the acts or omissions of a parent.

(2) The parent found to have physically or sexually abused or neglected the child has been convicted of a felony and imprisoned for physically or sexually abusing or neglecting the child, the child's sibling, or any other child in the household.

n. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(2) The parent has been convicted of child endangerment resulting in the death of the child's sibling, has been convicted of three or more acts of child endangerment involving the child, the child's sibling, or another child in the household, or has been convicted of child endangerment resulting in a serious injury to the child, the child's sibling, or another child in the household.

(3) There is clear and convincing evidence that the circumstances surrounding the parent's conviction for child endangerment would result in a finding of imminent danger to the child.

o. The parent has been convicted of a felony offense that is a sex offense against a minor as defined in section 692A.101, the parent is divorced from or was never married to the minor's other parent, and the parent is serving a minimum sentence of confinement of at least five years for that offense.

p. The court finds there is clear and convincing evidence that the child was conceived as the result of sexual abuse as defined in section 709.1, and the biological parent against whom the sexual abuse was perpetrated requests termination of the parental rights of the biological parent who perpetrated the sexual abuse.

2. In considering whether to terminate the rights of a parent under this section, the court shall give primary consideration to the child's safety, to the best placement for furthering the long-term nurturing and growth of the child, and to the physical, mental, and emotional condition and needs of the child. This consideration may include any of the following:

a. Whether the parent's ability to provide the needs of the child is affected by the parent's mental capacity or mental condition or the parent's imprisonment for a felony.

b. For a child who has been placed in foster family care by a court or has been voluntarily placed in foster family care by a parent or by another person, whether the child has become integrated into the foster family to the extent that the child's familial identity is with the foster family, and whether the foster family is able and willing to permanently integrate the child into the foster family. In considering integration into a foster family, the court shall review the following:

(1) The length of time the child has lived in a stable, satisfactory environment and the desirability of maintaining that environment and continuity for the child.

(2) The reasonable preference of the child, if the court determines that the child has sufficient capacity to express a reasonable preference.

c. The relevant testimony or written statement that a foster parent, relative, or other individual with whom the child has been placed for preadoptive care or other care has a right to provide to the court.

3. The court need not terminate the relationship between the parent and child if the court finds any of the following:

a. A relative has legal custody of the child.

b. The child is over ten years of age and objects to the termination.

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c. There is clear and convincing evidence that the termination would be detrimental to the child at the time due to the closeness of the parent-child relationship.

d. It is necessary to place the child in a hospital, facility, or institution for care and treatment and the continuation of the parent-child relationship is not preventing a permanent family placement for the child.

e. The absence of a parent is due to the parent's admission or commitment to any institution, hospital, or health facility or due to active service in the state or federal armed forces.

[C79, §232.114; C81, §232.116]

84 Acts, ch 1279, §19, 20; 86 Acts, ch 1186, §11; 87 Acts, ch 159, §6; 89 Acts, ch 229, §7 – 12; 90 Acts, ch 1251, §28; 92 Acts, ch 1231, §27 – 29; 93 Acts, ch 76, §2; 94 Acts, ch 1174, §3, 22; 95 Acts, ch 182, §10, 11; 98 Acts, ch 1190, §23; 2001 Acts, ch 67, §9, 13; 2006 Acts, ch 1182, §59; 2007 Acts, ch 172, §14; 2008 Acts, ch 1098, §2; 2009 Acts, ch 119, §38; 2011 Acts, ch 121, §58, 62; 2016 Acts, ch 1046, §1; 2022 Acts, ch 1098, §57 – 59; 2023 Acts, ch 19, §625

Referred to in §232.57, 232.102A, 232.111, 232.117

Subsection 1, paragraph l amended

232.117 Termination — findings — disposition.

1. After the hearing is concluded the court shall make and file written findings.

2. If the court concludes that facts sufficient to terminate parental rights have not been established by clear and convincing evidence, the court shall dismiss the petition.

3. If the court concludes that facts sufficient to sustain the petition have been established by clear and convincing evidence, the court may order parental rights terminated. If the court terminates the parental rights of a child's parent, the court shall transfer the guardianship and custody of the child to a parent of the child whose parental rights have not been terminated. If the court finds guardianship and custody with the child's parents is not in the child's best interests, guardianship and custody shall be transferred for placement of the child in any of the following categories in the following order of priority:

a. The department if the department had custody of the child at the time of the filing of the petition for termination of parental rights, or if custody with the department is necessary to facilitate the permanency or adoption goal, unless the department waives its priority.

b. An adult relative of the child, including but not limited to adult siblings or parents of siblings.

c. A fictive kin.

d. A child-placing agency or other suitable private agency, facility, or institution which is licensed or otherwise authorized by law to receive and to provide care for the child.

4. If the court orders a termination of parental rights and siblings are not placed together but have an existing relationship, the court shall order ongoing contact between the siblings in accordance with section 232.108 if the court finds that either visitation or ongoing interaction is in the best interests of each sibling. This subsection shall not be construed to require visitation between a child and a parent whose parental rights have been terminated as to that child, even if a sibling remains with the parent.

5. If after a hearing the court does not order the termination of parental rights but finds that there is clear and convincing evidence that the child is a child in need of assistance, pursuant to section 232.96A, due to the acts or omissions of one or both of the child's parents the court may adjudicate the child to be a child in need of assistance and may enter an order in accordance with the provisions of section 232.100, 232.101, 232.102, or 232.104.

6. If the court orders the termination of parental rights and transfers guardianship and custody under subsection 3, the guardian shall submit a case permanency plan to the court and shall make every effort to establish a stable placement for the child by adoption or other permanent placement. Within forty-five days of receipt of the termination order, and every forty-five days thereafter until the court determines such reports are no longer necessary, the guardian shall report to the court regarding efforts made to place the child for adoption or providing the rationale as to why adoption would not be in the child's best interest.

7. The guardian of each child whose guardianship and custody has been transferred under subsection 3 and who has not been placed for adoption shall file a written report with the

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court every six months concerning the child's placement. The court shall hold a hearing to review the placement at intervals not to exceed six months after the date of the termination of parental rights or the last placement review hearing.

8. The guardian of each child whose guardianship and custody has been transferred under subsection 3 and who has been placed for adoption and whose adoption has not been finalized shall file a written report with the court every six months concerning the child's placement. The court shall hold a hearing to review the placement at intervals not to exceed twelve months after the date of the adoptive placement or the last placement review hearing.

9. Hearings held under this subchapter are open to the public unless the court, on the motion of any of the parties or upon the court's own motion, excludes the public. The court shall exclude the public from a hearing if the court determines that the possibility of damage or harm to the child outweighs the public's interest in having a public hearing. Upon closing the hearing, the court may admit persons who have a direct interest in the case or in the work of the court.

10. If a termination of parental rights order is issued on the grounds that the child is a newborn infant whose parent has voluntarily released custody of the child under section 232.116, subsection 1, paragraph "c", the court shall retain jurisdiction to change a guardian or custodian and to allow a parent whose rights have been terminated to request vacation or appeal of the termination order which request must be made within thirty days of issuance of the granting of the termination order. The period for request for vacation or appeal by a parent whose rights have been terminated shall not be waived or extended and a vacation or appeal shall not be granted for a request made after the expiration of this period. The court shall grant the vacation request only if it is in the best interest of the child. The supreme court shall prescribe rules to establish the period of thirty days, which shall not be waived or extended, in which a parent whose parental rights have been terminated may request a vacation or appeal of such a termination order.

[C79, §232.115; C81, §232.117]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §21; 87 Acts, ch 159, §5, 7; 89 Acts, ch 229, §13; 89 Acts, ch 230, §19; 92 Acts, ch 1229, §6; 94 Acts, ch 1046, §3; 98 Acts, ch 1190, §24, 25; 2001 Acts, ch 67, §10, 13; 2004 Acts, ch 1116, §11; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §60, 61, 81

Referred to in §232.116, 232.118, 232.119, 232.133, 237.20

232.118 Removal of guardian.

1. Upon application of an interested party or upon the court's own motion, the court having jurisdiction of the child may, after notice to the parties and a hearing, remove a court-appointed guardian and appoint a guardian in accordance with the provisions of section 232.117, subsection 3.

a. The moving party or a party opposed to the actions of the guardian has the burden to establish that the court-appointed guardian failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge the guardian's duties in finding a suitable adoptive home for the child.

b. The court shall give deference to the decision of the guardian.

2. A child fourteen years of age or older who has not been adopted but who is placed in a satisfactory foster home may, with the consent of the foster parents, join with the guardian appointed by the court in an application to the court to remove the existing guardian and appoint the foster parents as guardians of the child.

3. The authority of a guardian appointed by the court terminates when the child reaches the age of majority or is adopted.

[C79, §232.116; C81, §232.118]

88 Acts, ch 1134, §53; 2022 Acts, ch 1098, §62

232.119 Adoption exchange established.

1. The purpose of this section is to facilitate the placement of all children in Iowa who are legally available for adoption through the establishment of an adoption exchange to help find adoptive homes for these children.

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2. An adoption information exchange is established within the department to be operated by the department or by an individual or agency under contract with the department.

a. All special needs children under state guardianship shall be registered on the adoption exchange within sixty days of the termination of parental rights pursuant to section 232.117 or 600A.9 and assignment of guardianship to the director.

b. Prospective adoptive families requesting a special needs child shall be registered on the adoption exchange upon receipt of an approved home study.

3. To register a child on the Iowa exchange, the department adoption worker or the private agency worker shall register the pertinent information concerning the child on the exchange. A photograph of the child and other necessary information shall be forwarded to the department to be included in the photo-listing book which shall be updated regularly. The department adoption worker or the private agency worker who places a child on the exchange shall update the registration information within ten working days after a change in the information occurs.

4. The exchange shall include a matching service for children registered or listed in the adoption photo-listing book and prospective adoptive families listed on the exchange. The department shall register a child with the national electronic exchange and electronic photo-listing system if the child has not been placed for adoption after three months on the exchange established pursuant to this section.

5. A request to defer registering the child on the exchange shall be submitted in writing and shall be granted if any of the following conditions exist:

a. The child is in an adoptive placement.

b. The child's foster parents or another person with a significant relationship is being considered as the adoptive family.

c. A diagnostic study or testing is necessary to clarify the child's needs and to provide an adequate description of the child's needs.

d. At the time of the request, the child is receiving medical care, mental health treatment, or other treatment and the child's care or treatment provider has determined that meeting prospective adoptive parents is not in the child's best interest.

e. The child is fourteen years of age or older and will not consent to an adoption plan and the consequences of not being adopted have been explained to the child.

6. The following requirements apply to a request to defer registering a child on the adoption exchange under subsection 5:

a. For a deferral granted by the exchange pursuant to subsection 5, paragraph "*a*", "*b*", or "*e*", the child's guardian shall address the child's deferral status in the report filed with the court and the court shall review the deferral status in the six-month review hearings held pursuant to section 232.117, subsection 7.

b. In addition to the requirements of paragraph "*a*", a deferral granted by the exchange pursuant to subsection 5, paragraph "*b*", shall be limited to not more than a one-time, ninety-day period unless the termination of parental rights order is appealed or the child is placed in a hospital or other institutional placement. However, if the foster parents or another person with a significant relationship continues to be considered the child's prospective adoptive family, additional extensions of the deferral request under subsection 5, paragraph "*b*", may be granted until sixty days after the date of the final decision regarding the appeal or until the date the child is discharged from a hospital or other institutional placement.

c. A deferral granted by the exchange pursuant to subsection 5, paragraph "*c*", shall be limited to not more than a one-time, ninety-day period.

d. A deferral granted by the exchange pursuant to subsection 5, paragraph "*d*", shall be limited to not more than a one-time, one-hundred-twenty-day period.

87 Acts, ch 159, §8; 91 Acts, ch 232, §9, 10; 93 Acts, ch 22, §1; 95 Acts, ch 182, §12; 98 Acts, ch 1190, §26; 2015 Acts, ch 29, §34

232.120 Preadoptive care — continued placement.

If a foster parent is providing preadoptive care to a child for whom a termination of parental rights petition has been filed, the placement of the child with that foster parent shall continue

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through the termination of parental rights proceeding unless the court orders otherwise based upon the best interests of the child.

98 Acts, ch 1190, §27

232.121 Reserved.

SUBCHAPTER V

FAMILY IN NEED OF ASSISTANCE PROCEEDINGS

232.122 Jurisdiction.

The juvenile court shall have exclusive jurisdiction over family in need of assistance proceedings.

[C79, 81, §232.122]

Referred to in §232C.2, 232C.3

232.123 Venue.

Venue for family in need of assistance proceedings shall be determined in accordance with section 232.62.

[C79, 81, §232.123]

Referred to in §232C.2, 232C.3

232.124 Reserved.

232.125 Petition.

1. A family in need of assistance proceeding shall be initiated by the filing of a petition alleging that a child and the child's parent, guardian, or custodian are a family in need of assistance.

2. Such a petition may be filed by the child's parent, guardian, or custodian, by the child, or on the court's own motion as provided in section 232C.2. The judge, county attorney, or juvenile court officer may authorize such parent, guardian, custodian, or child to file a petition with the clerk of the court without the payment of a filing fee.

3. The petition and subsequent court documents shall be entitled as follows:

In re the family of .....

4. The petition shall state all of the following:

a. The names and residences of the child.

b. The names and residences of the child's living parents, guardian, custodian, and guardian ad litem, if any.

c. The age of the child.

5. The petition shall allege that there has been a breakdown in the familial relationship and that the petitioner has sought services from public or private agencies to maintain and improve the familial relationship.

[C79, 81, §232.125]

83 Acts, ch 186, §10055, 10201; 2009 Acts, ch 153, §1; 2015 Acts, ch 30, §78; 2019 Acts, ch 24, §25

Referred to in §232.21, 232C.2, 232C.3

232.126 Appointment of counsel and guardian ad litem.

1. The court shall appoint counsel or a guardian ad litem to represent the interests of the child at the hearing to determine whether the family is a family in need of assistance unless the child already has such counsel or guardian. The court shall appoint counsel for the parent, guardian, or custodian if that person desires but is financially unable to employ counsel.

2. The court may appoint a court appointed special advocate. The court appointed special advocate shall receive notice of and may attend all depositions, hearings, and trial proceedings to support the child and advocate for the protection of the child. The court appointed special advocate shall not be allowed to separately introduce evidence or to

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directly examine or cross-examine witnesses. The court appointed special advocate shall submit reports to the court and the parties to the proceedings containing the information required in reports submitted by a court appointed special advocate under section 237.24, subsection 2, paragraphs "*g*" and "*h*". In addition, the court appointed special advocate shall file other reports to the court as required by the court.

[C79, 81, §232.126]

87 Acts, ch 121, §5; 2002 Acts, ch 1162, §18; 2022 Acts, ch 1098, §63

Referred to in §232C.2, 232C.3, 237.21

232.127 Hearing — adjudication — disposition.

1. Upon the filing of a petition, the court shall fix a time for a hearing and give notice thereof to the child and the child's parent, guardian, or custodian.

2. A parent without custody may petition the court to be made a party to proceedings under this subchapter.

3. The court shall exclude the general public from such hearing except the court in its discretion may admit persons having a legitimate interest in the case or the work of the court.

4. The hearing shall be informal and all relevant and material evidence shall be admitted.

5. The court may adjudicate the family to be a family in need of assistance and enter an appropriate dispositional order if the court finds all of the following:

a. There has been a breakdown in the relationship between the child and the child's parent, guardian, or custodian.

b. The child or the child's parent, guardian, or custodian has sought services from public or private agencies to maintain and improve the familial relationship.

c. The court has at its disposal services for this purpose which can be made available to the family.

6. If the court makes such a finding the court may order any or all of the parties to accept counseling and to comply with any other reasonable orders designed to maintain and improve the familial relationship. At the conclusion of any counseling ordered by the court, or at any other time deemed necessary, the parties shall be required to meet together and be apprised of the findings and recommendations of such counseling. Such an order shall remain in force for a period not to exceed one year unless the court otherwise specifies or sooner terminates the order.

7. The court may not order the child placed on probation, in a foster home or in a nonsecure facility unless the child requests and agrees to such supervision or placement. In no event shall the court order the child placed in the state training school or other secure facility.

8. The court shall not order group foster care placement of the child which is a charge upon the state unless the group foster care meets requirements as established by the department by rule.

9. A child found in contempt of court because of violation of conditions imposed under this section shall not be considered delinquent. Such a contempt may be punished by imposition of a work assignment or assignments to benefit the state or a governmental subdivision of the state. In addition to or in lieu of such an assignment or assignments, the court may impose one of the dispositions set out in sections 232.100 through 232.102.

10. If the child is fourteen years of age or older and an order for an out-of-home placement is entered, the order shall specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the child has a case permanency plan, the court shall consider the written transition plan of services and needs assessment developed for the child's case permanency plan. If the child does not have a case permanency plan containing the transition plan and needs assessment at the time the order is entered, the written transition plan and needs assessment shall be developed and submitted for the court's consideration no later than six months from the date of the transfer order. The court shall modify the initial transfer order as necessary to specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the transition plan identifies services or other support needed to assist the child in transitioning from foster care to adulthood and the court deems it to be beneficial to the child, the court may authorize

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the individual who is the child's guardian ad litem or court appointed special advocate to continue a relationship with and provide advice to the child for a period of time beyond the child's eighteenth birthday.

11. If after hearing pursuant to this section, the court finds, by clear and convincing evidence, that no remedy is available that would result in strengthening or maintaining the familial relationship, the court may order the minor emancipated pursuant to section 232C.3, subsection 4.

[C79, 81, §232.127; 82 Acts, ch 1260, §24]

92 Acts, ch 1229, §7; 2003 Acts, ch 117, §7; 2004 Acts, ch 1116, §12; 2009 Acts, ch 153, §2; 2016 Acts, ch 1063, §18; 2019 Acts, ch 59, §69; 2020 Acts, ch 1062, §94; 2021 Acts, ch 80, §128; 2022 Acts, ch 1098, §64

Referred to in §232C.2, 232C.3

232.128 through 232.132 Reserved.

SUBCHAPTER VI

APPEAL

Referred to in §232.147

232.133 Appeal.

1. An interested party aggrieved by an order or decree of the juvenile court may appeal from the court for review of questions of law or fact. However, an order adjudicating a child to have committed a delinquent act, entered pursuant to section 232.47, shall not be appealed until the court enters a corresponding dispositional order pursuant to section 232.52. An appeal that affects the custody of a child shall be heard at the earliest practicable time.

2. Except for appeals from orders entered in child in need of assistance proceedings or orders entered pursuant to section 232.117, appellate procedures shall be governed by the same provisions applicable to appeals from the district court. The supreme court may prescribe rules to expedite the resolution of appeals from orders entered in child in need of assistance proceedings or orders entered pursuant to section 232.117.

3. The pendency of an appeal or application therefor shall not suspend the order of the juvenile court regarding a child and shall not discharge the child from the custody of the court or the agency, association, facility, institution or person to whom the court has transferred legal custody unless the appellate court otherwise orders on application of an appellant.

4. If the appellate court does not dismiss the proceedings and discharge the child, the appellate court shall affirm or modify the order of the juvenile court and remand the child to the jurisdiction of the juvenile court for disposition not inconsistent with the appellate court's finding on the appeal.

[C66, 71, 73, 75, 77, §232.58; C79, 81, §232.133]

86 Acts, ch 1186, §12; 2001 Acts, ch 117, §1; 2003 Acts, ch 25, §1; 2006 Acts, ch 1129, §1; 2007 Acts, ch 126, §45

232.134 through 232.140 Reserved.

SUBCHAPTER VII

EXPENSES AND COSTS

232.141 Expenses.

1. Except as otherwise provided by law, the court shall inquire into the ability of the child or the child's parent to pay expenses incurred pursuant to subsections 2, 4, and 8. After giving the parent a reasonable opportunity to be heard, the court may order the parent to pay all or part of the costs of the child's care, examination, treatment, legal expenses, or other expenses. An order entered under this section does not obligate a parent paying child

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support under a custody decree, except that part of the monthly support payment may be used to satisfy the obligations imposed by the order entered pursuant to this section. If a parent fails to pay as ordered, without good reason, the court may proceed against the parent for contempt and may inform the county attorney who shall proceed against the parent to collect the unpaid amount. Any payment ordered by the court shall be a judgment against each of the child's parents and a lien as provided in section 624.23. If all or part of the amount that the parents are ordered to pay is subsequently paid by the county or state, the judgment and lien shall thereafter be against each of the parents in favor of the county to the extent of the county's payments and in favor of the state to the extent of the state's payments.

2. All of the following juvenile court expenses are a charge upon the county in which the proceedings are held, to the extent provided in subsection 3:

a. Juvenile court expenses incurred by an attorney appointed by the court to serve as counsel to any party or to serve as a guardian ad litem for any child, including fees and expenses for foreign language interpreters, costs of depositions and transcripts, fees and mileage of witnesses, and the expenses of officers serving notices and subpoenas.

b. Reasonable compensation for an attorney appointed by the court to serve as counsel to any party or as guardian ad litem for any child in juvenile court.

c. Fees and expenses incurred by the juvenile court for foreign language interpreters for court proceedings.

3. Costs incurred under subsection 2 shall be paid as follows:

a. A county shall be required to pay for the fiscal year beginning July 1, 1989, an amount equal to the county's base cost for witness and mileage fees and attorney fees established pursuant to section 232.141, subsection 8, paragraph "*d*", Code 1989, for the fiscal year beginning July 1, 1988, plus an amount equal to the percentage rate of change in the consumer price index as tabulated by the federal bureau of labor statistics for the current year times the county's base cost.

b. A county's base cost for a fiscal year plus the percentage rate of change amount as computed in paragraph "*a*" is the county's base cost for the succeeding fiscal year. The amount to be paid in the succeeding year by the county shall be computed as provided in paragraph "*a*".

c. The county, on an annual basis, shall pay to the indigent defense fund created under section 815.11 the amount of the county's base cost as determined in accordance with this subsection.

d. Costs incurred under subsection 2 shall be paid by the state from the appropriations to the indigent defense fund under section 815.11 in accordance with this chapter, chapter 815, and the rules adopted by the state public defender. The county shall be required to reimburse the indigent defense fund for costs incurred by the state up to the county's base in this subsection.

4. Upon certification of the court, all of the following expenses are a charge upon the state to the extent provided in subsection 5:

a. The expenses of transporting a child to or from a place designated by the court for the purpose of care or treatment.

b. Expenses for mental or physical examinations of a child if ordered by the court.

c. The expenses of care or treatment ordered by the court.

5. If no other provision of law requires the county to reimburse costs incurred pursuant to subsection 4, the department shall reimburse the costs as follows:

a. The department shall prescribe by administrative rule all services eligible for reimbursement pursuant to subsection 4 and shall establish an allowable rate of reimbursement for each service.

b. The department shall receive billings for services provided and, after determining allowable costs, shall reimburse providers at a rate which is not greater than allowed by administrative rule. Reimbursement paid to a provider by the department shall be considered reimbursement in full unless a county voluntarily agrees to pay any difference between the reimbursement amount and the actual cost. When there are specific program regulations prohibiting supplementation those regulations shall be applied to providers requesting supplemental payments from a county. Billings for services not listed in administrative rule

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shall not be paid. However, if the court orders a service not currently listed in administrative rule, the department shall review the order and, if reimbursement for the service of the department is not in conflict with other law or administrative rule, and meets the criteria of subsection 4, the department shall reimburse the provider.

6. If a child is given physical or mental examinations or treatment relating to an assessment performed pursuant to section 232.71B with the consent of the child's parent, guardian, or legal custodian and no other provision of law otherwise requires payment for the costs of the examination and treatment, the costs shall be paid by the state. Reimbursement for costs of services described in this subsection is subject to subsection 5.

7. A county charged with the costs and expenses under subsections 2 and 3 may recover the costs and expenses from the child's custodial parent's county of residence, as defined in section 225C.61, by filing verified claims which are payable as are other claims against the county. A detailed statement of the facts upon which a claim is based shall accompany the claim.

8. This subsection applies only to placements in a juvenile shelter care home which is publicly owned, operated as a county or multicounty shelter care home, organized under a chapter 28E agreement, or operated by a private juvenile shelter care home. If the actual and allowable costs of a child's shelter care placement exceed the amount the department is authorized to pay, the unpaid costs may be recovered from the child's custodial parent's county of residence. However, the maximum amount of the unpaid costs which may be recovered under this subsection is limited to the difference between the amount the department is authorized to pay and the statewide average of the actual and allowable rates as reasonably determined by the department annually. A home may only be reimbursed for the lesser of the home's actual and allowable costs or the statewide average of the actual and allowable rates as determined by the department in effect on the date the costs were paid. The unpaid costs are payable pursuant to filing of verified claims against the child's custodial parent's county of residence. A detailed statement of the facts upon which a claim is based shall accompany the claim. Any dispute between counties arising from filings of claims pursuant to this subsection shall be settled in the manner provided to determine residency in section 225C.61.

[S13, §254-a25, -a45; C24, 27, 31, 35, 39, §**3644, 3645;** C46, 50, 54, 58, 62, §232.25, 232.26; C66, 71, 73, 75, 77, §232.51 – 232.53; C79, 81, §232.141; 82 Acts, ch 1260, §119]

85 Acts, ch 173, §14; 87 Acts, ch 152, §1; 88 Acts, ch 1134, §54; 89 Acts, ch 283, §23; 90 Acts, ch 1233, §8; 92 Acts, ch 1229, §8; 92 Acts, 1st Ex, ch 1004, §3; 93 Acts, ch 76, §15; 93 Acts, ch 172, §34; 97 Acts, ch 35, §12, 25; 97 Acts, ch 126, §31; 99 Acts, ch 135, §20, 21; 2000 Acts, ch 1115, §2 – 4; 2002 Acts, ch 1119, §147; 2004 Acts, ch 1090, §51; 2004 Acts, ch 1175, §148; 2006 Acts, ch 1041, §5, 6; 2012 Acts, ch 1120, §118, 130; 2013 Acts, ch 115, §10, 19; 2018 Acts, ch 1137, §25; 2022 Acts, ch 1098, §66

Referred to in §232.11, 232.52, 232.89, 234.8, 237.20, 331.401, 602.1302, 602.1303, 815.11

Section not amended; internal reference change applied

232.142 Maintenance and cost of juvenile homes — fund.

1. County boards of supervisors which singly or in conjunction with one or more other counties provide and maintain juvenile detention and juvenile shelter care homes are subject to this section.

2. For the purpose of providing and maintaining a county or multicounty home, the board of supervisors of any county may issue general county purpose bonds in accordance with sections 331.441 through 331.449. Expenses for providing and maintaining a multicounty home shall be paid by the counties participating in a manner to be determined by the boards of supervisors.

3. A county or multicounty juvenile detention home approved pursuant to this section shall receive financial aid from the state in a manner approved by the director. Aid paid by the state shall be at least ten percent and not more than fifty percent of the total cost of the establishment, improvements, operation, and maintenance of the home.

4. The director shall adopt minimal rules and standards for the establishment, maintenance, and operation of such homes as shall be necessary to effect the purposes of this

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chapter. The rules shall apply the requirements of section 237.8, concerning employment and evaluation of persons with direct responsibility for a child or with access to a child when the child is alone and persons residing in a child foster care facility, to persons employed by, residing in, or volunteering for a home approved under this section. The director shall, upon request, give guidance and consultation in the establishment and administration of the homes and programs for the homes.

5. The director shall approve annually all such homes established and maintained under the provisions of this chapter. A home shall not be approved unless it complies with minimal rules and standards adopted by the director and has been inspected by the department of inspections, appeals, and licensing. The statewide number of beds in the homes approved by the director shall not exceed two hundred seventy-two beds beginning July 1, 2017.

6. A juvenile detention home fund is created in the state treasury under the authority of the department. The fund shall consist of moneys deposited in the fund pursuant to section 602.8108. The moneys in the fund shall be used for the costs of the establishment, improvement, operation, and maintenance of county or multicounty juvenile detention homes in accordance with annual appropriations made by the general assembly from the fund for these purposes.

[S13, §254-a20, -a26, -a29, -a30; C24, 27, 31, 35, 39, §**3653 – 3655;** C46, 50, 54, 58, 62, §232.35 – 232.37; C66, 71, 73, 75, 77, §232.21 – 232.26; C79, 81, S81, §232.142; 81 Acts, ch 117, §1031]

83 Acts, ch 123, §91, 209; 88 Acts, ch 1134, §55; 90 Acts, ch 1204, §47; 90 Acts, ch 1239, §13; 91 Acts, ch 138, §4; 92 Acts, ch 1229, §9; 2001 Acts, ch 191, §38; 2011 Acts, ch 98, §7; 2013 Acts, ch 138, §47; 2017 Acts, ch 174, §109; 2020 Acts, ch 1074, §50, 93; 2021 Acts, ch 80, §129; 2022 Acts, ch 1098, §67; 2023 Acts, ch 19, §626, 1932

Referred to in §232.69, 237.4, 237C.1, 331.382, 602.8108, 709.16

See Code editor's note on simple harmonization at the beginning of this Code volume

Section amended

232.143 Service area group foster care budget targets. Repealed by 2022 Acts, ch 1098, §90.

232.144 through 232.146 Reserved.

SUBCHAPTER VIII

RECORDS

Referred to in §232.11, 232.48

232.147 Confidentiality of juvenile court records.

1. Juvenile court social records shall be confidential. They shall not be inspected and their contents shall not be disclosed except as provided in this section or as authorized by other provisions in this chapter.

2. Official juvenile court records in all cases except those alleging delinquency shall be confidential and are not public records. Confidential records may be inspected and their contents shall be disclosed to the following without court order, provided that a person or entity who inspects or receives a confidential record under this subsection shall not disclose the confidential record or its contents unless required by law:

a. The judge and professional court staff, including juvenile court officers.

b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, and guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney, the county attorney's assistants, or the attorney representing the state in absence of the county attorney.

e. An agency, individual, association, facility, or institution responsible for the care,

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treatment, or supervision of the child pursuant to a court order or voluntary placement agreement with the department, juvenile officer, or intake officer.

f. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court proceeding.

g. The child's foster parent or an individual providing preadoptive care to the child.

h. The state public defender.

i. The statistical analysis center for the purposes stated in section 216A.136.

j. The department.

3. Official juvenile court records in all cases alleging the commission of a delinquent act except those alleging the commission of a delinquent act that would be a forcible felony if committed by an adult shall be confidential and are not public records. Unless an order sealing such confidential records in a delinquency proceeding has been entered pursuant to section 232.150, confidential records may be inspected and their contents shall be disclosed to the following without court order, provided that a person or entity who inspects or receives a confidential record under this subsection shall not disclose the confidential record or its contents unless required by law:

a. The judge and professional court staff, including juvenile court officers.

b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney, the county attorney's assistants, or the attorney representing the state in absence of the county attorney.

e. An agency, individual, association, facility, or institution responsible for the care, treatment, or supervision of the child pursuant to a court order or voluntary placement agreement with the department, juvenile court officer, or intake officer.

f. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court delinquency proceeding.

g. The state public defender.

h. The department.

i. The department of corrections.

j. A judicial district department of correctional services.

k. The board of parole.

l. The superintendent or the superintendent's designee of the school district for the school attended by the child or the authorities in charge of an accredited nonpublic school attended by the child.

m. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

n. The statistical analysis center for the purposes stated in section 216A.136.

o. A state or local law enforcement agency.

p. The alleged victim of the delinquent act.

q. An individual involved in the operation of a juvenile diversion program, who may also receive from a state or local law enforcement agency police reports and related information that assist in the operation of the juvenile diversion program.

4. Official juvenile court records containing a petition or complaint alleging the commission of a delinquent act that would be a forcible felony if committed by an adult shall be public records subject to a confidentiality order under section 232.149A or sealing under section 232.150. However, such official records shall not be available to the public or any governmental agency through the internet or in an electronic customized data report unless the child has been adjudicated delinquent in the matter. However, such official juvenile court records shall be disclosed through the internet or in an electronic customized data report prior to the child being adjudicated delinquent to the following without court order:

a. The judge and professional court staff, including juvenile court officers.

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b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney, the county attorney's assistants, or the attorney representing the state in absence of the county attorney.

e. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court proceeding.

f. An agency, individual, association, facility, or institution responsible for the care, treatment, or supervision of the child pursuant to a court order or voluntary placement agreement with the department, juvenile court officer, or intake officer.

g. A state or local law enforcement agency.

h. The state public defender.

i. The statistical analysis center for the purposes stated in section 216A.136.

j. The department.

k. The department of corrections.

l. A judicial district department of correctional services.

m. The board of parole.

n. The superintendent or the superintendent's designee of the school district for the school attended by the child or the authorities in charge of an accredited nonpublic school attended by the child.

o. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

p. The alleged victim of the delinquent act.

q. An individual involved in the operation of a juvenile diversion program, who may also receive from a state or local law enforcement agency police reports and related information that assist in the operation of the juvenile diversion program.

5. If the court has excluded the public from a hearing pursuant to section 232.39 or 232.92, the transcript of the proceedings shall not be deemed a public record and inspection and disclosure of the contents of the transcript shall not be permitted except pursuant to a court order or unless otherwise provided in this chapter.

6. Delinquency complaints under section 232.28 shall be released in accordance with section 915.25. Other official juvenile court records in a delinquency proceeding that are public records under this section and that have not been made confidential pursuant to section 232.149A or sealed pursuant to section 232.150 may be released under this section by a juvenile court officer.

7. Official juvenile court records enumerated in section 232.2, subsection 44, paragraph "*e*", relating to paternity, support, or the termination of parental rights, shall be disclosed, upon request, to child support services without court order.

8. Pursuant to court order, official juvenile court records may be inspected by and their contents may be disclosed to:

a. A person conducting bona fide research for research purposes under whatever conditions the court may deem proper, provided that no personal identifying data shall be disclosed to such a person.

b. Persons who have a direct interest in a proceeding or in the work of the court.

9. Social records prior to adjudication may be disclosed without court order to the superintendent or superintendent's designee of a school district, authorities in charge of an accredited nonpublic school, or any other state or local agency that is part of the juvenile justice system, in accordance with an interagency agreement established under section 280.25. The disclosure shall only include identifying information that is necessary to fulfill the purpose of the disclosure. The social records disclosed shall be used solely for the purpose of determining the programs and services appropriate to the needs of the child or the family of the child and shall not be disclosed for any other purpose unless otherwise provided by law.

10. Subject to restrictions imposed by sections 232.48, subsection 4, and 232.97,

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subsection 3, all juvenile court records shall be made available for inspection and their contents shall be disclosed to any party to the case and the party's counsel and to any trial or appellate court in connection with an appeal pursuant to subchapter VI.

11. The clerk of the district court shall enter information from the juvenile record on the judgment docket and lien index, but only as necessary to record support judgments.

12. The state agency designated to enforce support obligations may release information as necessary in order to meet statutory responsibilities.

13. Release of official juvenile court records to a victim of a delinquent act is subject to the provisions of section 915.24, notwithstanding contrary provisions of this chapter.

14. Notwithstanding any provision of this section or a confidentiality order entered pursuant to section 232.149A, the juvenile court shall notify the department of transportation as required by sections 321.213 and 321.213A.

15. The confidentiality of a final adjudication of delinquency under this section or pursuant to section 232.149A shall not prohibit the state from pleading or proving the adjudication at a subsequent criminal or delinquency proceeding for the purpose of penalty enhancement when a provision of the Code specifically deems the delinquency adjudication to constitute a final conviction.

16. A provision in this section or section 232.149A or 232.150 shall not be construed to limit or restrict the production, use, or introduction of official juvenile court records in any juvenile or adult criminal proceeding, where such records are relevant and deemed admissible under any other provision of the law.

17. A provision in this section or section 232.149A shall not limit or prohibit individuals from performing any duties or responsibilities as required by section 123.47B, 124.415, 232.47, 232.49, or 321J.2B.

18. Notwithstanding any provision of this section or section 232.149A to the contrary, if the child has been discharged from the jurisdiction of the juvenile court in a delinquency proceeding due to reaching the age of eighteen and restitution remains unpaid, the name of the court, the title of the action, and the court's file number shall not be kept confidential, and the restitution amount shall be a judgment and lien as provided in sections 910.7A, 910.8, 910.10, and 915.28 until the restitution is paid.

19. Notwithstanding any other provision of law, a public record which is confidential under the provisions of this chapter shall only be subject to release upon order of a court in a proceeding under this chapter.

[C66, 71, 73, 75, 77, §232.54, 232.57; C79, 81, §232.147; 82 Acts, ch 1209, §16]

83 Acts, ch 186, §10057, 10201; 84 Acts, ch 1208, §2; 90 Acts, ch 1271, §1508; 92 Acts, ch 1195, §301; 93 Acts, ch 172, §35, 56; 95 Acts, ch 191, §15; 96 Acts, ch 1110, §3; 97 Acts, ch 164, §4; 98 Acts, ch 1090, §63, 83, 84; 2000 Acts, ch 1123, §2; 2001 Acts, ch 79, §1; 2005 Acts, ch 55, §2; 2006 Acts, ch 1164, §1; 2006 Acts, ch 1185, §76; 2009 Acts, ch 41, §263; 2013 Acts, ch 116, §3; 2015 Acts, ch 58, §1; 2016 Acts, ch 1002, §4 – 9, 17; 2018 Acts, ch 1153, §5 – 7; 2020 Acts, ch 1062, §36; 2023 Acts, ch 19, §627 – 630

Referred to in §13B.4A, 135L.3, 216A.136, 228.6, 232.3A, 232.19, 232.91, 232.103A, 232.103B, 232.149A, 232.149B, 232.150, 232.151, 232C.4, 235A.17, 280.25, 692.2, 692A.121, 915.10A, 915.25

Subsection 2, paragraphs c, e, and j amended
Subsection 3, paragraphs c, e, and h amended
Subsection 4, paragraphs c, f, and j amended
Subsection 7 amended

232.148 Fingerprints — photographs.

1. Except as provided in this section, a child shall not be fingerprinted or photographed by a criminal or juvenile justice agency after the child is taken into custody.

2. Fingerprints of a child who has been taken into custody shall be taken and filed by a criminal or juvenile justice agency investigating the commission of a public offense other than a simple misdemeanor. In addition, photographs of a child who has been taken into custody may be taken and filed by a criminal or juvenile justice agency investigating the commission of a public offense other than a simple misdemeanor. The criminal or juvenile justice agency shall forward the fingerprints to the department of public safety for inclusion in the automated fingerprint identification system and may also retain a copy of the fingerprint card for comparison with latent fingerprints and the identification of repeat offenders.

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3. If a peace officer has reasonable grounds to believe that latent fingerprints found during the investigation of the commission of a public offense are those of a particular child, fingerprints of the child may be taken for immediate comparison with the latent fingerprints regardless of the nature of the offense. If the comparison is negative the fingerprint card and other copies of the fingerprints taken shall be immediately destroyed. If the comparison is positive, the fingerprint card and other copies of the fingerprints taken shall be delivered to the division of criminal investigation of the department of public safety in the manner and on the forms prescribed by the commissioner of public safety within two working days after the fingerprints are taken. After notification by the child or the child's representative that the child has not had a delinquency petition filed against the child or has not entered into an informal adjustment agreement, the fingerprint card and copies of the fingerprints shall be immediately destroyed.

4. Fingerprint and photograph files of children may be inspected by peace officers when necessary for the discharge of their official duties. The juvenile court may authorize other inspections of such files in individual cases upon a showing that inspection is necessary in the public interest.

5. Fingerprints and photographs of a child shall be removed from the file and destroyed upon notification by the child's guardian ad litem or legal counsel to the department of public safety that either of the following situations apply:

a. A petition alleging the child to be delinquent is not filed and the child has not entered into an informal adjustment, admitting involvement in a delinquent act alleged in the complaint.

b. After a petition is filed, the petition is dismissed or the proceedings are suspended and the child has not entered into a consent decree and has not been adjudicated delinquent on the basis of a delinquent act other than one alleged in the petition in question, or the child has not been placed on youthful offender status.

[C79, 81, §232.148; 82 Acts, ch 1209, §17]

94 Acts, ch 1172, §25; 95 Acts, ch 67, §17; 95 Acts, ch 191, §16, 17; 96 Acts, ch 1034, §11; 97 Acts, ch 126, §32, 33; 98 Acts, ch 1100, §26; 99 Acts, ch 37, §1

Referred to in §13B.4A, 216A.136, 232.91, 232.151, 232C.4, 692.15, 692A.121, 726.23

See also §690.2 and 690.4

232.149 Records of criminal or juvenile justice agencies, intake officers, and juvenile court officers.

1. The taking of a child into custody under the provisions of section 232.19 shall not be considered an arrest.

2. Records and files of a criminal or juvenile justice agency, an intake officer, or a juvenile court officer concerning a child involved in a delinquent act are confidential. The records are subject to sealing under section 232.150 unless the juvenile court waives its jurisdiction over the child so that the child may be prosecuted as an adult for a public offense. A criminal or juvenile justice agency may disclose to individuals involved in the operation of a juvenile diversion program police reports and related information that assist in the operation of the juvenile diversion program.

3. Records and files of a criminal or juvenile justice agency, an intake officer, or a juvenile court officer concerning a defendant transferred under section 803.6 to the juvenile court for the alleged commission of a public offense are public records, except that release of criminal history data, intelligence data, and law enforcement investigatory files is subject to the provisions of section 22.7 and chapter 692, and juvenile court social records shall be deemed confidential criminal identification files under section 22.7, subsection 9. The records are subject to sealing under section 232.150.

4. Notwithstanding subsection 2, if a juvenile who has been placed in detention under section 232.22 escapes from the facility, the criminal or juvenile justice agency may release the name of the juvenile, the facts surrounding the escape, and the offense or alleged offense which resulted in the placement of the juvenile in the facility.

5. Records of an intake officer or juvenile court officer containing a dismissal of a complaint or an informal adjustment of a complaint if no petition is filed relating to the

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complaint, shall not be available to the public and may only be inspected by or disclosed to the following:

a. The judge and professional court staff, including juvenile court officers.

b. The child's counsel or guardian ad litem.

c. The county attorney and county attorney's assistants.

d. The superintendent or the superintendent's designee of the school district for the school attended by the child or the authorities in charge of an accredited nonpublic school attended by the child.

e. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

f. The statistical analysis center for the purposes stated in section 216A.136.

g. The state public defender.

h. The department.

i. The alleged victim of the delinquent act.

6. Notwithstanding subsections 2 and 5, information from such records and files may be disclosed by a juvenile justice agency, intake officer, or juvenile court officer, when making referrals for placement of the child, to an agency, individual, association, facility, or institution that will have physical custody of the child, or will become responsible for the care, treatment, or supervision of the child upon placement.

[C66, 71, 73, 75, 77, §232.15; C79, 81, §232.149]

83 Acts, ch 186, §10057, 10201; 85 Acts, ch 173, §15; 94 Acts, ch 1172, §26; 95 Acts, ch 191, §18, 19; 97 Acts, ch 126, §34, 35; 2015 Acts, ch 58, §2; 2016 Acts, ch 1002, §10, 17; 2018 Acts, ch 1153, §8, 9; 2023 Acts, ch 19, §631

Referred to in §13B.4A, 216A.136, 232.19, 232.91, 232.150, 232.151, 232C.4, 692.2, 692A.121, 915.25

Subsection 5, paragraph h amended

232.149A Confidentiality orders.

1. Notwithstanding any other provision of the Code to the contrary, upon the court's own motion or application of a person who was the subject of a complaint or petition alleging the commission of a delinquent act that would be a forcible felony if committed by an adult, the court after hearing, shall order official juvenile court records in the case to be confidential and no longer public records under sections 232.19, 232.147, and 915.25, if the court finds both of the following apply:

a. The case has been dismissed without any adjudication of delinquency and the person is no longer subject to the jurisdiction of the juvenile court in the matter.

b. The child's interest in making the records confidential outweighs the public's interest in the records remaining public records.

2. The records subject to a confidentiality order may be sealed at a later date if section 232.150 applies.

3. Unless an order sealing the records has been entered pursuant to section 232.150, official juvenile court records subject to a confidentiality order may be inspected and their contents shall be disclosed to the following without court order:

a. The judge and professional court staff, including juvenile court officers.

b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, and guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney and the county attorney's assistants.

e. An agency, association, facility, or institution which has custody of the child, or is legally responsible for the care, treatment, or supervision of the child, including but not limited to the department.

f. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who had been the subject of a juvenile court proceeding.

g. The child's foster parent or an individual providing preadoptive care to the child.

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h. A state or local law enforcement agency.
i. The state public defender.
j. The department of corrections.
k. A judicial district department of correctional services.
l. The board of parole.
m. The statistical analysis center for the purposes stated in section 216A.136.
n. The alleged victim of the delinquent act.
o. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

4. Pursuant to court order, official juvenile court records subject to a confidentiality order may be inspected by and their contents may be disclosed to:

a. A person conducting bona fide research for research purposes under whatever conditions the court may deem proper, provided that no personal identifying data shall be disclosed to such a person.

b. Persons who have a direct interest in a proceeding or in the work of the court.

2006 Acts, ch 1164, §2; 2006 Acts, ch 1185, §77; 2016 Acts, ch 1002, §11, 12, 17; 2023 Acts, ch 19, §632
Referred to in §13B.4A, 216A.136, 232.11, 232.91, 232.147, 232.150, 232.151, 232C.4, 692.2, 692A.121, 915.25
Subsection 3, paragraphs c and e amended

232.149B Public records orders.

1. A rebuttable presumption exists that official juvenile court records in delinquency proceedings that do not involve an allegation of delinquency that would be a forcible felony offense if committed by an adult shall remain confidential as provided by section 232.147.

2. Upon application of any person or upon the court's own motion at any time prior to the termination of juvenile court jurisdiction over the charged juvenile, and after hearing, the court shall order the official juvenile court records in such a delinquency proceeding to be public records if any of the following apply:

a. The public's interest in making the records public outweighs the juvenile's interest in maintaining the confidentiality of the records.

b. The juvenile has been placed on youthful offender status pursuant to section 232.45, subsection 7, and section 907.3A, subsection 1, and will be transferred back to the district court for sentencing prior to the child's eighteenth birthday.

3. Upon application of any person or upon the court's own motion at any time prior to the termination of juvenile court jurisdiction over the charged juvenile, and after hearing, the court may order the official juvenile court records in such a delinquency proceeding to be public records if the juvenile has been subsequently adjudicated delinquent for a public offense that would be a serious misdemeanor, aggravated misdemeanor, or felony offense if committed by an adult, or another delinquency proceeding is pending seeking such an adjudication.

4. Records subject to a public records order may be sealed at a later date pursuant to section 232.150.

2016 Acts, ch 1002, §13, 17
Referred to in §13B.4A, 216A.136, 232.11, 232.91, 232.150, 232.151, 232C.4, 692.2, 692A.121, 915.25

232.150 Sealing of records.

1. *a.* In the case of an adjudication of delinquency, the court shall upon its own motion schedule a sealing of records hearing to be held two years after the date of the last official action, or the date the child becomes eighteen years of age, whichever is later. The court shall also schedule a sealing of records hearing upon application of a person who was the subject of a complaint or petition alleging delinquency that did not result in an adjudication. The court, after hearing, shall order the official juvenile court records in the case including those specified in sections 232.147, 232.149, 232.149A, 232.149B, and 915.25, sealed if the court finds all of the following:

(1) The person is eighteen years of age or older and two years have elapsed since the last official action in the person's case.

(2) The person has not been subsequently convicted of a felony or an aggravated or

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serious misdemeanor or adjudicated a delinquent child for an act which if committed by an adult would be a felony, an aggravated misdemeanor, or a serious misdemeanor and no proceeding is pending seeking such conviction or adjudication.

(3) The person was not placed on youthful offender status, transferred back to district court after the youthful offender's eighteenth birthday, and sentenced for the offense which precipitated the youthful offender placement.

(4) The person was not adjudicated delinquent on an offense involving a violation of section 321J.2.

b. If the person was adjudicated delinquent for an offense which if committed by an adult would be an aggravated misdemeanor or a felony, the court shall not order the records in the case sealed unless, upon application of the person or upon the court's own motion and after hearing, the court finds that paragraph "*a*", subparagraphs (1) and (2), apply and that the sealing is in the best interests of the person and the public.

c. If the person is required to pay monetary restitution to a victim due to a delinquent act and the restitution is unpaid, the records in the case may be sealed, but the name of the court, the title of the action, and the court's file number shall remain unsealed as provided in section 910.10 and the restitution amount shall be a judgment and lien as provided in sections 910.7A, 910.8, 910.10, and 915.28 until the restitution is paid in full.

2. Reasonable notice of the hearing shall be given to the person who is the subject of the records named in the motion, the county attorney, and the agencies having custody of the records named in the application or motion.

3. Notice and copies of a sealing order shall be sent to each agency or person having custody or the records named in the sealing order.

4. On entry of a sealing order:

a. All agencies and persons having custody of records which are named therein, shall send such records to the court issuing the order. Maintenance or destruction of these records shall be prescribed by the state court administrator.

b. All index references to sealed records shall be deleted.

5. The sealed records shall no longer be deemed to exist as a matter of law, and the juvenile court and any other agency or person who received notice and a copy of the sealing order shall reply to an inquiry that no such records exist, except when such reply is made to an inquiry pursuant to subsection 6.

6. Inspection of sealed records and disclosure of their contents thereafter may be permitted only pursuant to an order of the court upon application of the person who is the subject of such records except that the court in its discretion may permit reports to be inspected by or their contents to be disclosed for research purposes to a person conducting bona fide research under whatever conditions the court deems proper.

[C79, 81, §232.150; 82 Acts, ch 1209, §18]

97 Acts, ch 126, §36; 2006 Acts, ch 1164, §3; 2014 Acts, ch 1105, §1; 2016 Acts, ch 1002, §14, 15, 17; 2018 Acts, ch 1153, §10; 2019 Acts, ch 59, §70

Referred to in §13B.4A, 216A.136, 229A.2, 232.55, 232.91, 232.147, 232.149, 232.149A, 232.149B, 232.151, 232C.4, 692.2, 692A.101, 692A.121

232.151 Criminal penalties.

1. Any person who knowingly discloses, receives, or makes use or permits the use of information derived directly or indirectly from the records concerning a child referred to in sections 232.147 through 232.150, except as provided by those sections or section 13B.4A, subsection 2, paragraph "*c*", shall be guilty of a serious misdemeanor.

2. This section does not apply to a person or entity authorized to receive or inspect the contents of confidential official juvenile court records, or the confidential records of a criminal or juvenile justice agency, juvenile court officer, or juvenile intake officer, when such person or entity discloses such information to another person or entity also authorized to receive or inspect the confidential information, or discloses to a witness or other interested person

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the date, time, and nature of a court proceeding concerning the child in order to secure the appearance of the witness or other interested person at the proceeding.

[C79, 81, §232.151]

2014 Acts, ch 1038, §2; 2018 Acts, ch 1041, §121; 2018 Acts, ch 1153, §11

Referred to in §216A.136, 232.91, 232C.4, 692A.121

232.152 Rules of juvenile procedure. Transferred to §232.7A; 2021 Acts, ch 76, §150.

232.153 Applicability of this chapter prior to July 1, 1979. Transferred to §232.7B; 2021 Acts, ch 76, §150.

232.154 through 232.157 Reserved.

SUBCHAPTER IX

INTERSTATE COMPACT ON PLACEMENT OF CHILDREN

232.158 Interstate compact on placement of children.

The interstate compact on the placement of children is hereby enacted into law and entered into with all other jurisdictions legally joining therein in form substantially as follows:

1. *Article I — Purpose and policy.* It is the purpose and policy of the party states to cooperate with each other in the interstate placement of children to the end that:

a. Each child requiring placement shall receive the maximum opportunity to be placed in a suitable environment and with persons or institutions having appropriate qualifications and facilities to provide a necessary and desirable degree and type of care.

b. The appropriate authorities in a state where a child is to be placed may have full opportunity to ascertain the circumstances of the proposed placement, thereby promoting full compliance with applicable requirements for the protection of the child.

c. The proper authorities of the state from which the placement is made may obtain the most complete information on the basis of which to evaluate a projected placement before it is made.

d. Appropriate jurisdictional arrangements for the care of children will be promoted.

2. *Article II — Definitions.* As used in this compact:

a. *"Child"* means a person who, by reason of minority, is legally subject to parental, guardianship or similar control.

b. *"Sending agency"* means a party state, officer or employee thereof; a subdivision of a party state, or officer or employee thereof; a court of a party state; a person, corporation, association, charitable agency or other entity which sends, brings, or causes to be sent or brought any child to another party state.

c. *"Receiving state"* means the state to which a child is sent, brought, or caused to be sent or brought, whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons.

d. *"Placement"* means the arrangement for the care of a child in a family free or boarding home or in a child-caring agency or institution, but not in an institution caring for the mentally ill, mentally defective, or epileptic, in an institution primarily educational in character, or in a hospital or other medical facility.

3. *Article III — Conditions for placement.*

a. A sending agency shall not send, bring, or cause to be sent or brought into any other party state a child for placement in foster care or as a preliminary to a possible adoption unless the sending agency complies with every requirement set forth in this article and with the applicable laws of the receiving state governing the placement of children in the receiving state.

b. Prior to sending, bringing or causing any child to be sent or brought into a receiving state for placement in foster care or as a preliminary to a possible adoption, the sending

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agency shall furnish the appropriate public authorities in the receiving state written notice of the intention to send, bring, or place the child in the receiving state. The notice shall contain:

(1) The name, date and place of birth of the child.

(2) The identity and address or addresses of the parents or legal guardian.

(3) The name and address of the person, agency or institution to or with which the sending agency proposes to send, bring or place the child.

(4) A full statement of the reasons for such proposed action and evidence of the authority pursuant to which the placement is proposed to be made.

c. Any public officer or agency in a receiving state which is in receipt of a notice pursuant to paragraph *"b"* of this article may request of the sending agency, or any other appropriate officer or agency of or in the sending agency's state, and shall be entitled to receive therefrom, such supporting or additional information as it may deem necessary under the circumstances to carry out the purpose and policy of this compact.

d. The child shall not be sent, brought, or caused to be sent or brought into the receiving state until the appropriate public authorities in the receiving state shall notify the sending agency, in writing, to the effect that the proposed placement does not appear to be contrary to the interests of the child.

4. *Article IV — Penalty for illegal placement.* The sending, bringing, or causing to be sent or brought into any receiving state of a child in violation of the terms of this compact shall constitute a violation of the laws respecting the placement of children of both the state in which the sending agency is located or from which it sends or brings the child and of the receiving state. Such violation may be punished or subjected to penalty in either jurisdiction in accordance with its laws. In addition to liability for any such punishment or penalty, any such violation shall constitute full and sufficient grounds for the suspension or revocation of any license, permit, or other legal authorization held by the sending agency which empowers or allows it to place, or care for children.

5. *Article V — Retention of jurisdiction.*

a. The sending agency shall retain jurisdiction over the child sufficient to determine all matters in relation to the custody, supervision, care, treatment and disposition of the child which it would have had if the child had remained in the sending agency's state, until the child is adopted, reaches majority, becomes self-supporting or is discharged with the concurrence of the appropriate authority in the receiving state. Such jurisdiction shall also include the power to effect or cause the return of the child or its transfer to another location and custody pursuant to law. The sending agency shall continue to have financial responsibility for support and maintenance of the child during the period of the placement. Nothing contained herein shall defeat a claim of jurisdiction by a receiving state sufficient to deal with an act of delinquency or crime committed therein.

b. When the sending agency is a public agency, it may enter into an agreement with an authorized public or private agency in the receiving state providing for the performance of one or more services in respect of such case by the latter as agent for the sending agency.

c. Nothing in this compact shall be construed to prevent a private charitable agency authorized to place children in the receiving state from performing services or acting as agent in that state for a private charitable agency of the sending state; nor to prevent the agency in the receiving state from discharging financial responsibility for the support and maintenance of a child who has been placed on behalf of the sending agency without relieving the responsibility set forth in paragraph *"a"* hereof.

6. *Article VI — Institutional care of delinquent children.* A child adjudicated delinquent may be placed in an institution in another party jurisdiction pursuant to this compact but no such placement shall be made unless the child is given a court hearing on notice to the parent or guardian with opportunity to be heard, prior to the child being sent to such other party jurisdiction for institutional care and the court finds that:

a. Equivalent facilities for the child are not available in the sending agency's jurisdiction; and

b. Institutional care in the other jurisdiction is in the best interest of the child and will not produce undue hardship.

7. *Article VII — Compact administrator.* The executive head of each jurisdiction party to

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this compact shall designate an officer who shall be general coordinator of activities under this compact in the officer's jurisdiction and who, acting jointly with like officers of other party jurisdictions, shall have power to promulgate rules and regulations to carry out more effectively the terms and provisions of this compact.

8. *Article VIII — Limitations.* This compact shall not apply to:

a. The sending or bringing of a child into a receiving state by the child's parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, or guardian and leaving the child with any such relative or nonagency guardian in the receiving state.

b. Any placement, sending or bringing of a child into a receiving state pursuant to any other interstate compact to which both the state from which the child is sent or brought and the receiving state are party, or to any other agreement between said states which has the force of law.

9. *Article IX — Enactment and withdrawal.* This compact shall be open to joinder by any state, territory or possession of the United States, the District of Columbia, the commonwealth of Puerto Rico, and, with the consent of Congress, the government of Canada or any province thereof. It shall become effective with respect to any such jurisdiction when such jurisdiction has enacted the same into law. Withdrawal from this compact shall be by the enactment of a statute repealing the same, but shall not take effect until two years after the effective date of such statute and until written notice of the withdrawal has been given by the withdrawing state to the governor of each other party jurisdiction. Withdrawal of a party state shall not affect the rights, duties and obligations under this compact of any sending agency therein with respect to a placement made prior to the effective date of withdrawal.

10. *Article X — Construction and severability.* The provisions of this compact shall be liberally construed to effectuate the purposes thereof. The provisions of this compact shall be severable and if any phrase, clause, sentence or provision of this compact is declared to be contrary to the constitution of any party state or of the United States or the applicability thereof to any government, agency, person or circumstance is held invalid, the validity of the remainder of this compact and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby. If this compact shall be held contrary to the constitution of any state party thereto, the compact shall remain in full force and effect as to the remaining states and in full force and effect as to the state affected as to all severable matters.

[S13, §3260-1; C24, §3672, 3675; C27, 31, 35, §3661-a90, -a93, -a95, -a96; C39, §**3661.104, 3661.107, 3661.109, 3661.110;** C46, 50, 54, 58, 62, 66, §238.33, 238.36, 238.38, 238.39; C71, 73, 75, 77, 79, 81, §238.33]

85 Acts, ch 173, §21 – 23, 30

CS85, §232.158

2008 Acts, ch 1032, §201

Referred to in §232.158A, 232.159, 232.160, 232.161, 232.162, 232.163, 232.164, 232.165, 232.166, 232.167, 422.12A

232.158A Legal risk placement.

1. Notwithstanding any provision of the interstate compact on the placement of children under section 232.158 to the contrary, the department shall permit the legal risk placement of a child under the interstate compact on the placement of children if the prospective adoptive parent provides a legal risk statement, in writing, acknowledging all of the following:

a. That the placement is a legal risk placement.

b. That the court of the party state of the sending agency retains jurisdiction over the child for purposes of the termination of the parental rights of the biological parents.

c. That if termination of parental rights cannot be accomplished in accordance with applicable laws, the child shall be promptly returned to the party state of the sending agency to be returned to the child's biological parent or placed as deemed appropriate by a court of the party state of the sending agency.

d. That the prospective adoptive parent assumes full legal, financial, and other risks associated with the legal risk placement and that the prospective adoptive parent agrees to hold the department harmless for any disruption or failure of the placement.

e. That the prospective adoptive parent shall provide support and medical and other

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appropriate care to the child pending the termination of parental rights of the biological parents and shall assume liability for all costs associated with the return of the child to the party state of the sending agency if the placement is disrupted or fails.

2. Any written legal risk statement utilized in establishing a legal risk placement shall, at a minimum, state all of the information required under subsection 1, shall be signed by any prospective adoptive parent, and shall be notarized. The legal risk statement shall also contain the following notice printed in clearly legible type:

> If termination of parental rights is not accomplished and return of the child to the biological parent is required, the prospective adoptive parents are encouraged to seek mental health counseling to address any resulting psychological or family problems.

3. For the purposes of this section, *"legal risk placement"* means the placement of a child, who is to be adopted, with a prospective adoptive parent prior to the termination of parental rights of the biological parents, under which the prospective adoptive parent assumes the risk that if the parental rights of the biological parents are not terminated the child shall be returned to the biological parents or placed as deemed appropriate by a court of the party state of the sending agency, and under which the prospective adoptive parent assumes other risks and liabilities specified in a written agreement.

2001 Acts, ch 57, §1; 2018 Acts, ch 1041, §63; 2023 Acts, ch 19, §633, 634
Referred to in §232.166, 232.167
Subsection 1, unnumbered paragraph 1 amended
Subsection 1, paragraph d amended

232.159 Financial responsibility.

Financial responsibility for any child placed pursuant to the provisions of the interstate compact on the placement of children under section 232.158 shall be determined in accordance with the provisions of article V of that interstate compact in the first instance. However, in the event of partial or complete default of performance thereunder, the provisions of chapters 252 and 252A, fixing responsibility for the support of children also may be invoked.

[C71, 73, 75, 77, 79, 81, §238.34]
85 Acts, ch 173, §30
CS85, §232.159
2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.160 Department of health and human services as public authority.

The *"appropriate public authorities"* as used in article III of the interstate compact on the placement of children under section 232.158 shall, with reference to this state, mean the state department of health and human services and the department shall receive and act with reference to notices required by article III of that interstate compact.

[C71, 73, 75, 77, 79, 81, §238.35]
83 Acts, ch 96, §157, 159
85 Acts, ch 173, §30
CS85, §232.160
2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §635
Referred to in §232.166, 232.167
Section amended

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232.161 Department as authority in receiving state.

As used in paragraph *"a"* of article V of the interstate compact on the placement of children under section 232.158, the phrase *"appropriate authority in the receiving state"* with reference to this state means the state department of health and human services.

[C71, 73, 75, 77, 79, 81, §238.36]
83 Acts, ch 96, §157, 159
85 Acts, ch 173, §30
CS85, §232.161
2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §636
Referred to in §232.166, 232.167
Section amended

232.162 Authority to enter agreements.

The officers and agencies of this state and its subdivisions having authority to place children may enter into agreements with appropriate officers or agencies of or in other party states pursuant to paragraph *"b"* of article V of the interstate compact on the placement of children under section 232.158. Any such agreement which contains a financial commitment or imposes a financial obligation on this state or a subdivision or agency of this state shall not be binding unless it has the approval in writing of the director or the director's designee in the case of the state and the county general assistance director in the case of a subdivision of the state.

[C71, 73, 75, 77, 79, 81, §238.37]
85 Acts, ch 173, §30
CS85, §232.162
92 Acts, ch 1212, §8; 2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §637
Referred to in §232.166, 232.167
Section amended

232.163 Visitation, inspection, or supervision.

1. Any requirements for visitation, inspection, or supervision of children, homes, institutions, or other agencies in another party state which may apply under the provisions of this chapter shall be deemed to be met if performed pursuant to an agreement entered into by appropriate officers or agencies of this state or a subdivision of this state as contemplated by paragraph *"b"* of article V of the interstate compact on the placement of children contained in section 232.158.

2. If a child is placed outside the residency state of the child's parent, the sending agency shall provide for a designee to visit the child at least once every twelve months and to submit a written report to the court concerning the child and the visit.

[C71, 73, 75, 77, 79, 81, §238.38]
85 Acts, ch 173, §30
CS85, §232.163
97 Acts, ch 99, §6; 98 Acts, ch 1100, §27; 2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.164 Court authority to place child in another state.

Any court having jurisdiction to place delinquent children may place such a child in an institution of or in another state pursuant to article VI of the interstate compact on the placement of children, section 232.158, and shall retain jurisdiction as provided in article V of that interstate compact.

[C71, 73, 75, 77, 79, 81, §238.39]
85 Acts, ch 173, §30
CS85, §232.164
2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.165 Executive head.

As used in article VII of the interstate compact on the placement of children, section 232.158, the term *"executive head"* means the governor. The governor is hereby authorized

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to appoint a compact administrator in accordance with the terms of article VII of that interstate compact.

[C71, 73, 75, 77, 79, 81, §238.40]
85 Acts, ch 173, §30
CS85, §232.165
2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.166 Statutes not affected.

Nothing contained in sections 232.158 through 232.165 shall be deemed to affect or modify the other provisions of this chapter or of chapter 600.

[C71, 73, 75, 77, 79, 81, §238.41]
85 Acts, ch 173, §30
CS85, §232.166
2020 Acts, ch 1063, §91
Referred to in §232.167

232.167 Penalty.

A person or agency which violates or aids and abets in the violation of any of the provisions of sections 232.158 through 232.166 commits a fraudulent practice.

88 Acts, ch 1249, §15

232.168 Attorney general to enforce.

The attorney general may, on the attorney general's own initiative, institute any criminal and civil actions and proceedings under this subchapter, at whatever stage of placement necessary, to enforce the interstate compact on the placement of children, including, but not limited to, seeking enforcement of the provisions of the compact through the courts of a party state. The department shall cooperate with the attorney general and shall refer any placement or proposed placement to the attorney general which may require enforcement measures.

94 Acts, ch 1174, §4; 2020 Acts, ch 1062, §94; 2023 Acts, ch 19, §638
Section amended

232.169 and 232.170 Reserved.

SUBCHAPTER X

INTERSTATE JUVENILE COMPACTS

232.171 Interstate compact on juveniles.

The state of Iowa through its courts and agencies is hereby authorized to enter into interstate compacts on juveniles in behalf of this state with any other contracting state which legally joins therein in substantially the following form and the contracting states solemnly agree:

1. *Article I — Findings and purposes.* That juveniles who are not under proper supervision and control, or who have absconded, escaped or run away, are likely to endanger their own health, morals and welfare, and the health, morals and welfare of others. The cooperation of the states party to this compact is therefore necessary to provide for the welfare and protection of juveniles and of the public with respect to

a. Cooperative supervision of delinquent juveniles on probation or parole;

b. The return, from one state to another, of delinquent juveniles who have escaped or absconded;

c. The return, from one state to another, of nondelinquent juveniles who have run away from home; and

d. Additional measures for the protection of juveniles and of the public, which any two or more of the party states may find desirable to undertake cooperatively. In carrying out the provisions of this compact the party states shall be guided by the noncriminal,

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reformative and protective policies which guide their laws concerning delinquent, neglected or dependent juveniles generally. It shall be the policy of the states party to this compact to cooperate and observe their respective responsibilities for the prompt return and acceptance of juveniles and delinquent juveniles who become subject to the provisions of this compact. The provisions of this compact shall be reasonably and liberally construed to accomplish the foregoing purposes.

2. *Article II — Existing rights and remedies.* That all remedies and procedures provided by this compact shall be in addition to and not in substitution for other rights, remedies and procedures, and shall not be in derogation of parental rights and responsibilities.

3. *Article III — Definitions.* That, for the purposes of this compact, *"delinquent juvenile"* means any juvenile who has been adjudged delinquent and who, at the time the provisions of this compact are invoked, is still subject to the jurisdiction of the court that has made such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court; *"probation or parole"* means any kind of conditional release of juveniles authorized under the laws of the states party hereto; *"court"* means any court having jurisdiction over delinquent, neglected or dependent children; *"state"* means any state, territory or possession of the United States, the District of Columbia, and the Commonwealth of Puerto Rico; and *"residence"* or any variant thereof means a place at which a home or regular place of abode is maintained.

4. *Article IV — Return of runaways.*

a. (1) That the parent, guardian, or person or agency entitled to legal custody of a juvenile who has not been adjudged delinquent but who has run away without the consent of such parent, guardian, or person or agency may petition the appropriate court in the demanding state for the issuance of a requisition for the juvenile's return. The petition shall state the name and age of the juvenile, the name of the petitioner and the basis of entitlement to the juvenile's custody, the circumstances of the juvenile's running away, the juvenile's location if known at the time application is made, and such other facts as may tend to show that the juvenile who has run away is endangering the juvenile's own welfare or the welfare of others and is not an emancipated minor. The petition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the document or documents on which the petitioner's entitlement to the juvenile's custody is based, such as birth certificates, letters of guardianship, or custody decrees. Such further affidavits and other documents as may be deemed proper may be submitted with such petition. The judge of the court to which this application is made may hold a hearing thereon to determine whether for the purposes of this compact the petitioner is entitled to the legal custody of the juvenile, whether or not it appears that the juvenile has in fact run away without consent, whether or not the juvenile is an emancipated minor, and whether or not it is in the best interest of the juvenile to compel the juvenile's return to the state. If the judge determines, either with or without a hearing, that the juvenile should be returned, the judge shall present to the appropriate court or to the executive authority of the state where the juvenile is alleged to be located a written requisition for the return of such juvenile. Such requisition shall set forth the name and age of the juvenile, the determination of the court that the juvenile has run away without the consent of a parent, guardian, or person or agency entitled to the juvenile's legal custody, and that it is in the best interest and for the protection of such juvenile that the juvenile be returned. In the event that a proceeding for the adjudication of the juvenile as a delinquent, neglected or dependent juvenile is pending in the court at the time when such juvenile runs away, the court may issue a requisition for the return of such juvenile upon its own motion, regardless of the consent of the parent, guardian, or person or agency entitled to legal custody, reciting therein the nature and circumstances of the pending proceeding. The requisition shall in every case be executed in duplicate and shall be signed by the judge. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of such court. Upon the receipt of a requisition demanding the return of a juvenile who has run away, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing the officer or person to take into custody and detain such juvenile. Such detention order must substantially recite the facts necessary to the

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validity of its issuance hereunder. No juvenile detained upon such order shall be delivered over to the officer whom the court demanding the juvenile shall have appointed to receive the juvenile, unless the juvenile shall first be taken forthwith before a judge of a court in the state, who shall inform the juvenile of the demand made for the juvenile's return, and who may appoint counsel or guardian ad litem for the juvenile. If the judge of such court shall find that the requisition is in order, the judge shall deliver such juvenile over to the officer whom the court demanding the juvenile shall have appointed to receive the juvenile. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

(2) Upon reasonable information that a person is a juvenile who has run away from another state party to this compact without the consent of a parent, guardian, or person or agency entitled to the juvenile's legal custody, such juvenile may be taken into custody without a requisition and brought forthwith before a judge of the appropriate court who may appoint counsel or guardian ad litem for such juvenile and who shall determine after a hearing whether sufficient cause exists to hold the person, subject to the order of the court, for the person's own protection and welfare, for such a time not exceeding ninety days as will enable the person's return to another state party to this compact pursuant to a requisition for the person's return from a court of that state. If, at the time when a state seeks the return of a juvenile who has run away, there is pending in the state wherein the juvenile is found any criminal charge, or any proceeding to have the juvenile adjudicated a delinquent juvenile for an act committed in such state, or if the juvenile is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, the juvenile shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the juvenile being returned, shall be permitted to transport such juvenile through any and all states party to this compact, without interference. Upon the juvenile's return to the state from which the juvenile ran away, the juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

b. That the state to which a juvenile is returned under this article shall be responsible for payment of the transportation costs of such return.

c. That *"juvenile"* as used in this article means any person who is a minor under the law of the state of residence of the parent, guardian, or person or agency entitled to the legal custody of such minor.

5. *Article V — Return of escapees and absconders.*

a. (1) That the appropriate person or authority from whose probation or parole supervision a delinquent juvenile has absconded or from whose institutional custody the delinquent juvenile has escaped shall present to the appropriate court or to the executive authority of the state where the delinquent juvenile is alleged to be located a written requisition for the return of such delinquent juvenile. Such requisition shall state the name and age of the delinquent juvenile, the particulars of the juvenile's adjudication as a delinquent juvenile, the circumstances of the breach of the terms of the juvenile's probation or parole or of the juvenile's escape from an institution or agency vested with the juvenile's legal custody or supervision, and the location of such delinquent juvenile, if known, at the time the requisition is made. The requisition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the judgment, formal adjudication, or order of commitment which subjects such delinquent juvenile to probation or parole or to the legal custody of the institution or agency concerned. Such further affidavits and other documents as may be deemed proper may be submitted with such requisition. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of the appropriate court. Upon the receipt of a requisition demanding the return of a delinquent juvenile who has absconded or escaped, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing the officer or person to take into custody and detain such delinquent juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder.

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No delinquent juvenile detained upon such order shall be delivered over to the officer whom the appropriate person or authority demanding the juvenile shall have appointed to receive the juvenile, unless the juvenile shall first be taken forthwith before a judge of an appropriate court in the state, who shall inform the juvenile of the demand made for the juvenile's return and who may appoint counsel or guardian ad litem for the juvenile. If the judge of such court shall find that the requisition is in order, the judge shall deliver such delinquent juvenile over to the officer whom the appropriate person or authority demanding the juvenile shall have appointed to receive the juvenile. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

(2) Upon reasonable information that a person is a delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with the person's legal custody or supervision in any state party to this compact, such person may be taken into custody in any other state party to this compact without a requisition. But in such event, the person must be taken forthwith before a judge of the appropriate court, who may appoint counsel or guardian ad litem for such person and who shall determine, after a hearing, whether sufficient cause exists to hold the person subject to the order of the court for such a time, not exceeding ninety days, as will enable the person's detention under a detention order issued on a requisition pursuant to this article. If, at the time when a state seeks the return of a delinquent juvenile who has either absconded while on probation or parole or escaped from an institution or agency vested with the juvenile's legal custody or supervision, there is pending in the state wherein the juvenile is detained any criminal charge or any proceeding to have the juvenile adjudicated a delinquent juvenile for an act committed in such state, or if the juvenile is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, the juvenile shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the delinquent juvenile being returned, shall be permitted to transport such delinquent juvenile through any and all states party to this compact, without interference. Upon the juvenile's return to the state from which the juvenile escaped or absconded, the delinquent juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

b. That the state to which a delinquent juvenile is returned under this article shall be responsible for payment of the transportation costs of such return.

6. *Article VI — Voluntary return procedure*. That any delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with the juvenile's legal custody or supervision in any state party to this compact, and any juvenile who has run away from any state party to this compact, who is taken into custody without a requisition in another state party to this compact under the provisions of article IV, paragraph "*a*", or of article V, paragraph "*a*", may consent to the juvenile's immediate return to the state from which the juvenile absconded, escaped or ran away. Such consent shall be given by the juvenile or delinquent juvenile and the juvenile's counsel or guardian ad litem, if any, by executing or subscribing a writing, in the presence of a judge of the appropriate court, which states that the juvenile or delinquent juvenile and the juvenile's counsel or guardian ad litem, if any, consent to the juvenile's return to the demanding state. Before such consent shall be executed or subscribed, however, the judge, in the presence of counsel or guardian ad litem, if any, shall inform the juvenile or delinquent juvenile of the juvenile's rights under this compact. When the consent has been duly executed, it shall be forwarded to and filed with the compact administrator of the state in which the court is located and the judge shall direct the officer having the juvenile or delinquent juvenile in custody to deliver the juvenile to the duly accredited officer or officers of the state demanding the juvenile's return, and shall cause to be delivered to such officer or officers a copy of the consent. The court may, however, upon the request of the state to which the juvenile or delinquent juvenile is being returned, order the juvenile to return unaccompanied to such state and shall provide the juvenile with a copy of such court order; in such event a copy of the consent shall be

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forwarded to the compact administrator of the state to which said juvenile or delinquent juvenile is ordered to return.

7. *Article VII — Cooperative supervision of probationers and parolees.*

a. That the duly constituted judicial and administrative authorities of a state party to this compact, herein called *"sending state"*, may permit any delinquent juvenile within such state, placed on probation or parole, to reside in any other state party to this compact, herein called *"receiving state"*, while on probation or parole, and the receiving state shall accept such delinquent juvenile, if the parent, guardian, or person entitled to the legal custody of such delinquent juvenile is residing or undertakes to reside within the receiving state. Before granting such permission, opportunity shall be given to the receiving state to make such investigations as it deems necessary. The authorities of the sending state shall send to the authorities of the receiving state copies of pertinent court orders, social case studies and all other available information which may be of value to and assist the receiving state in supervising a probationer or parolee under this compact. A receiving state, in its discretion, may agree to accept supervision of a probationer or parolee in cases where the parent, guardian, or person entitled to the legal custody of the delinquent juvenile is not a resident of the receiving state, and if so accepted the sending state may transfer supervision accordingly.

b. That each receiving state will assume the duties of visitation and of supervision over any such delinquent juvenile and in the exercise of those duties will be governed by the same standards of visitation and supervision that prevail for its own delinquent juveniles released on probation or parole.

c. That, after consultation between the appropriate authorities of the sending state and of the receiving state as to the desirability and necessity of returning such a delinquent juvenile, the duly accredited officers of a sending state may enter a receiving state and there apprehend and retake any such delinquent juvenile on probation or parole. For that purpose, no formalities will be required, other than establishing the authority of the officer and the identity of the delinquent juvenile to be retaken and returned. The decision of the sending state to retake a delinquent juvenile on probation or parole shall be conclusive upon and not reviewable within the receiving state, but if, at the time the sending state seeks to retake a delinquent juvenile on probation or parole, there is pending against the juvenile within the receiving state any criminal charge or any proceeding to have the juvenile adjudicated a delinquent juvenile for any act committed in such state, or if the juvenile is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, the juvenile shall not be returned without the consent of the receiving state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of the sending state shall be permitted to transport delinquent juveniles being so returned through any and all states party to this compact, without interference.

d. That the sending state shall be responsible under this article for paying the costs of transporting any delinquent juvenile to the receiving state or of returning any delinquent juvenile to the sending state.

8. *Article VIII — Responsibility for costs.*

a. That the provisions of article IV, paragraph *"b"*, article V, paragraph *"b"*, and article VII, paragraph *"d"* of this compact shall not be construed to alter or affect any internal relationship among the departments, agencies and officers of and in the government of a party state, or between a party state and its subdivisions, as to the payment of costs, or responsibilities therefor.

b. That nothing in this compact shall be construed to prevent any party state or subdivision thereof from asserting any right against any person, agency or other entity in regard to costs for which such party state or subdivision thereof may be responsible pursuant to article IV, paragraph *"b"*, article V, paragraph *"b"*, or article VII, paragraph *"d"* of this compact.

9. *Article IX — Detention practices.* That, to every extent possible, it shall be the policy of states party to this compact that no juvenile or delinquent juvenile shall be placed or detained in any prison, jail or lockup nor be detained or transported in association with criminal, vicious or dissolute persons.

10. *Article X — Supplementary agreements.* That the duly constituted administrative

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authorities of a state party to this compact may enter into supplementary agreements with any other state or states party hereto for the cooperative care, treatment and rehabilitation of delinquent juveniles whenever they shall find that such agreements will improve the facilities or programs available for such care, treatment and rehabilitation. Such care, treatment and rehabilitation may be provided in an institution located within any state entering into such supplementary agreement. Such supplementary agreements shall:

a. Provide the rates to be paid for the care, treatment and custody of such delinquent juveniles, taking into consideration the character of facilities, services and subsistence furnished;

b. Provide that the delinquent juvenile shall be given a court hearing prior to the juvenile being sent to another state for care, treatment and custody;

c. Provide that the state receiving such a delinquent juvenile in one of its institutions shall act solely as agent for the state sending such delinquent juvenile;

d. Provide that the sending state shall at all times retain jurisdiction over delinquent juveniles sent to an institution in another state;

e. Provide for reasonable inspection of such institutions by the sending state;

f. Provide that the consent of the parent, guardian, or person or agency entitled to the legal custody of the delinquent juvenile shall be secured prior to the juvenile being sent to another state; and

g. Make provision for such other matters and details as shall be necessary to protect the rights and equities of such delinquent juveniles and of the cooperating states.

11. *Article XI — Acceptance of federal and other aid.* That any state party to this compact may accept any and all donations, gifts and grants of money, equipment and services from the federal or any local government, or any agency thereof and from any person, firm or corporation, for any of the purposes and functions of this compact, and may receive and utilize the same subject to the terms, conditions and regulations governing such donations, gifts and grants.

12. *Article XII — Compact administrators.* That the governor of each state party to this compact shall designate an officer who, acting jointly with like officers of other party states, shall promulgate rules and regulations to carry out more effectively the terms and provisions of this compact.

13. *Article XIII — Execution of compact.* That this compact shall become operative immediately upon its execution by any state as between it and any other state or states so executing. When executed it shall have the full force and effect of law within such state, the form of execution to be in accordance with the laws of the executing state.

14. *Article XIV — Renunciation.* That this compact shall continue in force and remain binding upon each executing state until renounced by it. Renunciation of this compact shall be by the same authority which executed it, by sending six months' notice in writing of its intention to withdraw from the compact to the other states party hereto. The duties and obligations of a renouncing state under article VII hereof shall continue as to parolees and probationers residing therein at the time of withdrawal until retaken or finally discharged. Supplementary agreements entered into under article X hereof shall be subject to renunciation as provided by such supplementary agreements, and shall not be subject to the six months' renunciation notice of the present article.

15. *Article XV — Rendition amendment.*

a. This article shall provide additional remedies, and shall be binding only as among and between those party states which specifically execute the same.

b. All provisions and procedures of articles V and VI of the Interstate Compact on Juveniles shall be construed to apply to any juvenile charged with being a delinquent by reason of a violation of any criminal law. Any juvenile charged with being a delinquent by reason of violating any criminal law shall be returned to the requesting state upon a requisition to the state where the juvenile may be found. A petition in such case shall be filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed. The petition may be filed regardless of whether the juvenile has left the state before or after the filing of the petition. The requisition described

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in article V of the compact shall be forwarded by the judge of the court in which the petition has been filed.

16. *Out-of-state confinement amendment.*

a. Whenever the duly constituted judicial or administrative authorities in a sending state shall determine that confinement of a probationer or reconfinement of a parolee is necessary or desirable, said officials may direct that the confinement or reconfinement be in an appropriate institution for delinquent juveniles within the territory of the receiving state, such receiving state to act in that regard solely as agent for the sending state.

b. Escapees and absconders who would otherwise be returned pursuant to article V of the compact may be confined or reconfined in the receiving state pursuant to this amendment. In any such case the information and allegations required to be made and furnished in a requisition pursuant to such article shall be made and furnished, but in place of the demand pursuant to article V, the sending state shall request confinement or reconfinement in the receiving state. Whenever applicable, detention orders as provided in article V may be employed pursuant to this paragraph preliminary to disposition of the escapee or absconder.

c. The confinement or reconfinement of a parolee, probationer, escapee, or absconder pursuant to this amendment shall require the concurrence of the appropriate judicial or administrative authorities of the receiving state.

d. As used in this amendment:

(1) *"Sending state"* means sending state as that term is used in article VII of the compact or the state from which a delinquent juvenile has escaped or absconded within the meaning of article V of the compact.

(2) *"Receiving state"* means any state, other than the sending state, in which a parolee, probationer, escapee, or absconder may be found, provided that said state is a party to this amendment.

e. Every state which adopts this amendment shall designate at least one of its institutions for delinquent juveniles as a "compact institution" and shall confine persons therein as provided in paragraph *"a"* hereof unless the sending and receiving state in question shall make specific contractual arrangements to the contrary. All states party to this amendment shall have access to "compact institutions" at all reasonable hours for the purpose of inspecting the facilities thereof and for the purpose of visiting such of said state's delinquents as may be confined in the institution.

f. Persons confined in "compact institutions" pursuant to the terms of this compact shall at all times be subject to the jurisdiction of the sending state and may at any time be removed from said "compact institution" for transfer to an appropriate institution within the sending state, for return to probation or parole, for discharge or for any purpose permitted by the laws of the sending state.

g. All persons who may be confined in a "compact institution" pursuant to the provisions of this amendment shall be treated in a reasonable and humane manner. The fact of confinement or reconfinement in a receiving state shall not deprive any person so confined or reconfined of any rights which said person would have had if confined or reconfined in an appropriate institution of the sending state; nor shall any agreement to submit to confinement or reconfinement pursuant to the terms of this amendment be construed as a waiver of any rights which the delinquent would have had if the delinquent had been confined or reconfined in any appropriate institution of the sending state except that the hearing or hearings, if any, to which a parolee, probationer, escapee, or absconder may be entitled, prior to confinement or reconfinement, by the laws of the sending state may be had before the appropriate judicial or administrative officers of the receiving state. In this event, said judicial and administrative officers shall act as agents of the sending state after consultation with appropriate officers of the sending state.

h. Any receiving state incurring costs or other expenses under this amendment shall be reimbursed in the amount of such costs or other expenses by the sending state unless the states concerned shall specifically otherwise agree. Any two or more states party to this amendment may enter into supplementary agreements determining a different allocation of costs as among themselves.

i. This amendment shall take initial effect when entered into by any two or more states

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party to the compact and shall be effective as to those states which have specifically enacted this amendment. Rules and regulations necessary to effectuate the terms of this amendment may be promulgated by the appropriate officers of those states which have enacted this amendment.

[C62, 66, 71, 73, 75, 77, §231.14; C79, 81, §232.139]
85 Acts, ch 182, §1
CS85, §232.171
2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §639 – 641
Referred to in §232.172
See §232.172 for limitations on applicability of this section
Subsection 4 amended
Subsection 7, paragraph a amended
Subsection 10, paragraph f amended

232.172 Confinement of delinquent juvenile.

1. For a juvenile under the jurisdiction of this state who is subject to the interstate compact for juveniles under section 232.173, the confinement of the juvenile in an institution located within another compacting state shall be as provided under the compact.

2. This subsection applies to the confinement of a delinquent juvenile under the jurisdiction of this state in an institution located within a noncompacting state, as defined in section 232.173, that entered into the interstate compact on juveniles under section 232.171. In addition to any institution in which the authorities of this state may otherwise confine or order the confinement of the delinquent juvenile, such authorities may, pursuant to the out-of-state confinement amendment to the interstate compact on juveniles in section 232.171, confine or order the confinement of the delinquent juvenile in a compact institution within another party state.

[C66, 71, 73, 75, 77, §231.15; C79, 81, §232.140]
CS85, §232.172
2010 Acts, ch 1192, §75; 2011 Acts, ch 34, §58

232.173 Interstate compact for juveniles.

1. *Article I — Purpose.*

a. The compacting states to this interstate compact recognize that each state is responsible for the proper supervision or return of juveniles, delinquents, and status offenders who are on probation or parole and who have absconded, escaped, or run away from supervision and control and in so doing have endangered their own safety and the safety of others. The compacting states also recognize that each state is responsible for the safe return of juveniles who have run away from home and in doing so have left their state of residence. The compacting states also recognize that Congress, by enacting the Crime Control Act, 4 U.S.C. §112 (1965), has authorized and encouraged compacts for cooperative efforts and mutual assistance in the prevention of crime.

b. It is the purpose of this compact, through means of joint and cooperative action among the compacting states to:

(1) Ensure that the adjudicated juveniles and status offenders subject to this compact are provided adequate supervision and services in the receiving state as ordered by the adjudicating judge or parole authority in the sending state.

(2) Ensure that the public safety interests of the citizens, including the victims of juvenile offenders, in both the sending and receiving states are adequately protected.

(3) Return juveniles who have run away, absconded, or escaped from supervision or control or have been accused of an offense to the state requesting their return.

(4) Make contracts for the cooperative institutionalization in public facilities in member states for delinquent youth needing special services.

(5) Provide for the effective tracking and supervision of juveniles.

(6) Equitably allocate the costs, benefits, and obligations of the compacting states.

(7) Establish procedures to manage the movement between states of juvenile offenders released to the community under the jurisdiction of courts, juvenile departments, or any other criminal or juvenile justice agency which has jurisdiction over juvenile offenders.

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(8) Insure immediate notice to jurisdictions where defined offenders are authorized to travel or to relocate across state lines.

(9) Establish procedures to resolve pending charges (detainers) against juvenile offenders prior to transfer or release to the community under the terms of this compact.

(10) Establish a system of uniform data collection on information pertaining to juveniles subject to this compact that allows access by authorized juvenile justice and criminal justice officials, and regular reporting of compact activities to heads of state executive, judicial, and legislative branches and juvenile and criminal justice administrators.

(11) Monitor compliance with rules governing interstate movement of juveniles and initiate interventions to address and correct noncompliance.

(12) Coordinate training and education regarding the regulation of interstate movement of juveniles for officials involved in such activity.

(13) Coordinate the implementation and operation of the compact with the interstate compact for the placement of children, the interstate compact for adult offender supervision, and other compacts affecting juveniles particularly in those cases where concurrent or overlapping supervision issues arise.

c. It is the policy of the compacting states that the activities conducted by the interstate commission created in this compact are the formation of public policies and therefore are public business. Furthermore, the compacting states shall cooperate and observe their individual and collective duties and responsibilities for the prompt return and acceptance of juveniles subject to the provisions of this compact. The provisions of this compact shall be reasonably and liberally construed to accomplish the purposes and policies of the compact.

2. *Article II — Definitions.* As used in this compact, unless the context clearly requires a different construction:

a. *"Bylaws"* means those bylaws established by the interstate commission for its governance, or for directing or controlling its actions or conduct.

b. *"Compact administrator"* means the individual in each compacting state appointed pursuant to the terms of this compact, responsible for the administration and management of the state's supervision and transfer of juveniles subject to the terms of this compact, the rules adopted by the interstate commission, and policies adopted by the state council under this compact.

c. *"Compacting state"* means any state which has enacted the enabling legislation for this compact.

d. *"Commissioner"* means the voting representative of each compacting state appointed pursuant to article III of this compact.

e. *"Court"* means any court having jurisdiction over delinquent, neglected, or dependent children.

f. *"Deputy compact administrator"* means the individual, if any, in each compacting state appointed to act on behalf of a compact administrator pursuant to the terms of this compact responsible for the administration and management of the state's supervision and transfer of juveniles subject to the terms of this compact, the rules adopted by the interstate commission, and policies adopted by the state council under this compact.

g. *"Interstate commission"* means the interstate commission for juveniles created by article III of this compact.

h. *"Juvenile"* means any person defined as a juvenile in any member state or by the rules of the interstate commission, including persons who are any of the following:

(1) An accused delinquent, meaning a person charged with an offense that, if committed by an adult, would be a criminal offense.

(2) An adjudicated delinquent, meaning a person found to have committed an offense that, if committed by an adult, would be a criminal offense.

(3) An accused status offender, meaning a person charged with an offense that would not be a criminal offense if committed by an adult.

(4) An adjudicated status offender, meaning a person found to have committed an offense that would not be a criminal offense if committed by an adult.

(5) A nonoffender, meaning a person in need of supervision who has not been accused or adjudicated a status offender or delinquent.

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i. *"Noncompacting state"* means any state which has not enacted the enabling legislation for this compact.

j. *"Probation or parole"* means any kind of supervision or conditional release of juveniles authorized under the laws of the compacting states.

k. *"Rule"* means a written statement by the interstate commission promulgated pursuant to article VI of this compact that is of general applicability, implements, interprets or prescribes a policy or provision of the compact, or an organizational, procedural, or practice requirement of the commission, and has the force and effect of statutory law in a compacting state, and includes the amendment, repeal, or suspension of an existing rule.

l. *"State"* means a state of the United States, the District of Columbia or its designee, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Northern Marianas Islands.

3. *Article III — Interstate commission for juveniles.*

a. The compacting states hereby create the interstate commission for juveniles. The commission shall be a body corporate and joint agency of the compacting states. The commission shall have all the responsibilities, powers, and duties set forth in this compact, and such additional powers as may be conferred upon it by subsequent action of the respective legislatures of the compacting states in accordance with the terms of this compact.

b. The interstate commission shall consist of commissioners appointed by the appropriate appointing authority in each state pursuant to the rules and requirements of each compacting state and in consultation with the state council for interstate juvenile supervision created in this compact. The commissioner shall be the compact administrator, deputy compact administrator, or designee from that state who shall serve on the interstate commission in such capacity under or pursuant to the applicable law of the compacting state.

c. In addition to the commissioners who are the voting representatives of each state, the interstate commission shall include individuals who are not commissioners, but who are members of interested organizations. Such noncommissioner members must include a member of the national organizations of governors, legislators, state chief justices, attorneys general, interstate compact for adult offender supervision, interstate compact for the placement of children, juvenile justice and juvenile corrections officials, and crime victims. All noncommissioner members of the interstate commission shall be ex officio, nonvoting members. The interstate commission may provide in its bylaws for such additional ex officio, nonvoting members, including members of other national organizations, in such numbers as shall be determined by the commission.

d. Each compacting state represented at any meeting of the commission is entitled to one vote. A majority of the compacting states shall constitute a quorum for the transaction of business, unless a larger quorum is required by the bylaws of the interstate commission.

e. The commission shall meet at least once each calendar year. The chairperson may call additional meetings and, upon the request of a simple majority of the compacting states, shall call additional meetings. Public notice shall be given of all meetings and meetings shall be open to the public.

f. The interstate commission shall establish an executive committee, which shall include commission officers, members, and others as determined by the bylaws. The executive committee shall have the power to act on behalf of the interstate commission during periods when the interstate commission is not in session, with the exception of rulemaking or amendment to the compact. The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and interstate commission staff; administer enforcement and compliance with the provisions of the compact, its bylaws, and rules; and perform such other duties as directed by the interstate commission or set forth in the bylaws.

g. Each member of the interstate commission shall have the right and power to cast a vote to which that compacting state is entitled and to participate in the business and affairs of the interstate commission. A member shall vote in person and shall not delegate a vote to another compacting state. However, a commissioner, in consultation with the state council, shall appoint another authorized representative, in the absence of the commissioner from that state, to cast a vote on behalf of the compacting state at a specified meeting. The

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bylaws may provide for members' participation in meetings by telephone or other means of telecommunication or electronic communication.

h. The interstate commission's bylaws shall establish conditions and procedures under which the interstate commission shall make its information and official records available to the public for inspection or copying. The interstate commission may exempt from disclosure any information or official records to the extent they would adversely affect personal privacy rights or proprietary interests.

i. Public notice shall be given of all meetings and all meetings shall be open to the public, except as set forth in the rules or as otherwise provided in the compact. The interstate commission and any of its committees may close a meeting to the public where it determines by two-thirds vote that an open meeting would be likely to:

(1) Relate solely to the interstate commission's internal personnel practices and procedures.

(2) Disclose matters specifically exempted from disclosure by statute.

(3) Disclose trade secrets or commercial or financial information which is privileged or confidential.

(4) Involve accusing any person of a crime, or formally censuring any person.

(5) Disclose information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy.

(6) Disclose investigative records compiled for law enforcement purposes.

(7) Disclose information contained in or related to an examination or operating or condition reports prepared by, or on behalf of or for the use of, the interstate commission with respect to a regulated person or entity for the purpose of regulation or supervision of such person or entity.

(8) Disclose information, the premature disclosure of which would significantly endanger the stability of a regulated person or entity.

(9) Specifically relate to the interstate commission's issuance of a subpoena, or its participation in a civil action or other legal proceeding.

j. For every meeting closed pursuant to this provision, the interstate commission's legal counsel shall publicly certify that, in the legal counsel's opinion, the meeting may be closed to the public, and shall reference each relevant exemptive provision. The interstate commission shall keep minutes which shall fully and clearly describe all matters discussed in any meeting and shall provide a full and accurate summary of any actions taken, and the reasons therefore, including a description of each of the views expressed on any item and the record of any roll call vote, reflected in the vote of each member on the question. All documents considered in connection with any action shall be identified in such minutes.

k. The interstate commission shall collect standardized data concerning the interstate movement of juveniles as directed through its rules which shall specify the data to be collected, the means of collection, and data exchange and reporting requirements. Such methods of data collection, exchange, and reporting shall insofar as is reasonably possible conform to up-to-date technology and coordinate its information functions with the appropriate repository of records.

4. *Article IV — Powers and duties of the interstate commission.* The commission shall have the following powers and duties:

a. To provide for dispute resolution among compacting states.

b. To promulgate rules to effect the purposes and obligations as enumerated in this compact, which shall have the force and effect of statutory law and shall be binding in the compacting states to the extent and in the manner provided in this compact.

c. To oversee, supervise, and coordinate the interstate movement of juveniles subject to the terms of this compact and any bylaws adopted and rules promulgated by the interstate commission.

d. To enforce compliance with the compact provisions, the rules promulgated by the interstate commission, and the bylaws, using all necessary and proper means, including but not limited to the use of judicial process.

e. To establish and maintain offices which shall be located within one or more of the compacting states.

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f. To purchase and maintain insurance and bonds.

g. To borrow, accept, hire, or contract for services of personnel.

h. To establish and appoint committees and hire staff which it deems necessary for the carrying out of its functions including but not limited to an executive committee as required by article III which shall have the power to act on behalf of the interstate commission in carrying out its powers and duties hereunder.

i. To elect or appoint such officers, attorneys, employees, agents, or consultants, and to fix their compensation, define their duties and determine their qualifications; and to establish the interstate commission's personnel policies and programs relating to, inter alia, conflicts of interest, rates of compensation, and qualifications of personnel.

j. To accept any and all donations and grants of money, equipment, supplies, materials, and services, and to receive, utilize, and dispose of it.

k. To lease, purchase, accept contributions or donations of, or otherwise to own, hold, improve, or use any property, real, personal, or mixed.

l. To sell, convey, mortgage, pledge, lease, exchange, abandon, or otherwise dispose of any property, real, personal, or mixed.

m. To establish a budget and make expenditures and levy dues as provided in article VIII of this compact.

n. To sue and be sued.

o. To adopt a seal and bylaws governing the management and operation of the interstate commission.

p. To perform such functions as may be necessary or appropriate to achieve the purposes of this compact.

q. To report annually to the legislatures, governors, judiciary, and state councils of the compacting states concerning the activities of the interstate commission during the preceding year. Such reports shall also include any recommendations that may have been adopted by the interstate commission.

r. To coordinate education, training, and public awareness regarding the interstate movement of juveniles for officials involved in such activity.

s. To establish uniform standards of the reporting, collecting, and exchanging of data.

t. The interstate commission shall maintain its corporate books and records in accordance with the bylaws.

5. *Article V — Organization and operation of the interstate commission.*

a. Bylaws. The interstate commission shall, by a majority of the members present and voting, within twelve months after the first interstate commission meeting, adopt bylaws to govern its conduct as may be necessary or appropriate to carry out the purposes of the compact, including but not limited to all of the following:

(1) Establishing the fiscal year of the interstate commission.

(2) Establishing an executive committee and such other committees as may be necessary.

(3) Provide for the establishment of committees governing any general or specific delegation of any authority or function of the interstate commission.

(4) Providing reasonable procedures for calling and conducting meetings of the interstate commission and ensuring reasonable notice of each such meeting.

(5) Establishing the titles and responsibilities of the officers of the interstate commission.

(6) Providing a mechanism for concluding the operations of the interstate commission and the return of any surplus funds that may exist upon the termination of the compact after the payment or reserving of all of its debts and obligations.

(7) Providing "start-up" rules for initial administration of the compact.

(8) Establishing standards and procedures for compliance and technical assistance in carrying out the compact.

b. Officers and staff.

(1) The interstate commission shall, by a majority of the members, elect annually from among its members a chairperson and a vice chairperson, each of whom shall have such authority and duties as may be specified in the bylaws. The chairperson or, in the chairperson's absence or disability, the vice chairperson shall preside at all meetings of the interstate commission. The officers so elected shall serve without compensation or

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remuneration from the interstate commission; provided that, subject to the availability of budgeted funds, the officers shall be reimbursed for any ordinary and necessary costs and expenses incurred by them in the performance of their duties and responsibilities as officers of the interstate commission.

(2) The interstate commission shall, through its executive committee, appoint or retain an executive director for such period, upon such terms and conditions and for such compensation as the interstate commission may deem appropriate. The executive director shall serve as secretary to the interstate commission, but shall not be a member and shall hire and supervise such other staff as may be authorized by the interstate commission.

c. Immunity, defense, and indemnification.

(1) The commission's executive director and employees shall be immune from suit and liability, either personally or in their official capacity, for any claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to any actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing occurred within the scope of commission employment, duties, or responsibilities; provided, that any such person shall not be protected from suit or liability for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

(2) The liability of any commissioner, or the employee or agent of a commissioner, acting within the scope of such person's employment or duties for acts, errors, or omissions occurring within such person's state may not exceed the limits of liability set forth under the constitution and laws of that state for state officials, employees, and agents. Nothing in this subparagraph shall be construed to protect any such person from suit or liability for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

(3) The interstate commission shall defend the executive director or the employees or representatives of the interstate commission and, subject to the approval of the attorney general of the state represented by any commissioner of a compacting state, shall defend such commissioner or the commissioner's representatives or employees in any civil action seeking to impose liability arising out of any actual or alleged act, error, or omission that occurred within the scope of interstate commission employment, duties, or responsibilities, or that the defendant had a reasonable basis for believing occurred within the scope of interstate commission employment, duties, or responsibilities, provided that the actual or alleged act, error, or omission did not result from intentional or willful and wanton misconduct on the part of such person.

(4) The interstate commission shall indemnify and hold the commissioner of a compacting state, or the commissioner's representatives or employees, or the interstate commission's representatives or employees, harmless in the amount of any settlement or judgment obtained against such persons arising out of any actual or alleged act, error, or omission that occurred within the scope of interstate commission employment, duties, or responsibilities, or that such persons had a reasonable basis for believing occurred within the scope of interstate commission employment, duties, or responsibilities, provided that the actual or alleged act, error, or omission did not result from intentional or willful and wanton misconduct on the part of such persons.

6. *Article VI — Rulemaking functions of the interstate commission.*

a. The interstate commission shall promulgate and publish rules in order to effectively and efficiently achieve the purposes of the compact.

b. Rulemaking shall occur pursuant to the criteria set forth in this article and the bylaws and rules adopted pursuant thereto. Such rulemaking shall substantially conform to the principles of the model state administrative procedures Act, 1981 Act, Uniform Laws Annotated, Vol. 15, p.1 (2000), or such other administrative procedures act, as the interstate commission deems appropriate consistent with due process requirements under the Constitution of the United States as now or hereafter interpreted by the United States supreme court. All rules and amendments shall become binding as of the date specified, as published with the final version of the rule as approved by the commission.

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c. When promulgating a rule, the interstate commission shall, at a minimum, do all of the following:

(1) Publish the proposed rule's entire text stating the reasons for that proposed rule.

(2) Allow and invite any and all persons to submit written data, facts, opinions, and arguments, which information shall be added to the record, and be made publicly available.

(3) Provide an opportunity for an informal hearing if petitioned by ten or more persons.

(4) Promulgate a final rule and its effective date, if appropriate, based on input from state or local officials, or interested parties.

d. Allow, not later than sixty days after a rule is promulgated, any interested person to file a petition in the United States district court for the District of Columbia or in the federal district court where the interstate commission's principal office is located for judicial review of such rule. If the court finds that the interstate commission's action is not supported by substantial evidence in the rulemaking record, the court shall hold the rule unlawful and set it aside. For purposes of this lettered paragraph, evidence is substantial if it would be considered substantial evidence under the model state administrative procedures Act.

e. If a majority of the legislatures of the compacting states rejects a rule, those states may, by enactment of a statute or resolution in the same manner used to adopt the compact, cause that such rule shall have no further force and effect in any compacting state.

f. The existing rules governing the operation of the interstate compact on juveniles superseded by this compact shall be null and void twelve months after the first meeting of the interstate commission created hereunder.

g. Upon determination by the interstate commission that a state of emergency exists, it may promulgate an emergency rule which shall become effective immediately upon adoption, provided that the usual rulemaking procedures provided hereunder shall be retroactively applied to said rule as soon as reasonably possible, but no later than ninety days after the effective date of the emergency rule.

7. *Article VII — Oversight, enforcement, and dispute resolution by the interstate commission.*

a. Oversight.

(1) The interstate commission shall oversee the administration and operations of the interstate movement of juveniles subject to this compact in the compacting states and shall monitor such activities being administered in noncompacting states which may significantly affect compacting states.

(2) The courts and executive agencies in each compacting state shall enforce this compact and shall take all actions necessary and appropriate to effectuate the compact's purposes and intent. The provisions of this compact and the rules promulgated hereunder shall be received by all the judges, public officers, commissions, and departments of the state government as evidence of the authorized statute and administrative rules. All courts shall take judicial notice of the compact and the rules. In any judicial or administrative proceeding in a compacting state pertaining to the subject matter of this compact which may affect the powers, responsibilities, or actions of the interstate commission, it shall be entitled to receive all service of process in any such proceeding, and shall have standing to intervene in the proceeding for all purposes.

b. Dispute resolution.

(1) The compacting states shall report to the interstate commission on all issues and activities necessary for the administration of the compact as well as issues and activities pertaining to compliance with the provisions of the compact and its bylaws and rules.

(2) The interstate commission shall attempt, upon the request of a compacting state, to resolve any disputes or other issues which are subject to the compact and which may arise among compacting states and between compacting and noncompacting states. The commission shall promulgate a rule providing for both mediation and binding dispute resolution for disputes among the compacting states.

(3) The interstate commission, in the reasonable exercise of its discretion, shall enforce the provisions and rules of this compact using any or all means set forth in article XI of this compact.

8. *Article VIII — Finance.*

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a. The interstate commission shall pay or provide for the payment of the reasonable expenses of its establishment, organization, and ongoing activities.

b. The interstate commission shall levy on and collect an annual assessment from each compacting state to cover the cost of the internal operations and activities of the interstate commission and its staff which must be in a total amount sufficient to cover the interstate commission's annual budget as approved each year. The aggregate annual assessment amount shall be allocated based upon a formula to be determined by the interstate commission, taking into consideration the population of each compacting state and the volume of interstate movement of juveniles in each compacting state and shall promulgate a rule binding upon all compacting states which governs said assessment.

c. The interstate commission shall not incur any obligations of any kind prior to securing the funds adequate to meet the same; nor shall the interstate commission pledge the credit of any of the compacting states, except by and with the authority of the compacting state.

d. The interstate commission shall keep accurate accounts of all receipts and disbursements. The receipts and disbursements of the interstate commission shall be subject to the audit and accounting procedures established under its bylaws. However, all receipts and disbursements of funds handled by the interstate commission shall be audited yearly by a certified or licensed public accountant and the report of the audit shall be included in and become part of the annual report of the interstate commission.

9. *Article IX — The state council.* Each member state shall create a state council for interstate juvenile supervision. While each state may determine the membership of its own state council, its membership must include at least one representative from the legislative, judicial, and executive branches of government, victims groups, and the compact administrator, deputy compact administrator, or designee. Each compacting state retains the right to determine the qualifications of the compact administrator or deputy compact administrator. Each state council will advise and may exercise oversight and advocacy concerning that state's participation in interstate commission activities and other duties as may be determined by that state, including but not limited to development of policy concerning operations and procedures of the compact within that state.

10. *Article X — Compacting states, effective date, and amendment.*

a. Any state, the District of Columbia, or its designee, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Northern Marianas Islands as defined in article II of this compact is eligible to become a compacting state.

b. The compact shall become effective and binding upon legislative enactment of the compact into law by no less than thirty-five of the states. The initial effective date shall be the later of July 1, 2004, or upon enactment into law by the thirty-fifth jurisdiction. Thereafter it shall become effective and binding as to any other compacting state upon enactment of the compact into law by that state. The governors of nonmember states or their designees shall be invited to participate in the activities of the interstate commission on a nonvoting basis prior to adoption of the compact by all states and territories of the United States.

c. The interstate commission may propose amendments to the compact for enactment by the compacting states. No amendment shall become effective and binding upon the interstate commission and the compacting states unless and until it is enacted into law by unanimous consent of the compacting states.

11. *Article XI — Withdrawal, default, termination, and judicial enforcement.*

a. Withdrawal.

(1) Once effective, the compact shall continue in force and remain binding upon each and every compacting state; provided that a compacting state may withdraw from the compact by specifically repealing the statute which enacted the compact into law.

(2) The effective date of withdrawal is the effective date of the repeal.

(3) The withdrawing state shall immediately notify the chairperson of the interstate commission in writing upon the introduction of legislation repealing this compact in the withdrawing state. The interstate commission shall notify the other compacting states of the withdrawing state's intent to withdraw within sixty days of its receipt thereof.

(4) The withdrawing state is responsible for all assessments, obligations, and liabilities

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incurred through the effective date of withdrawal, including any obligations, the performance of which extend beyond the effective date of withdrawal.

(5) Reinstatement following withdrawal of any compacting state shall occur upon the withdrawing state reenacting the compact or upon such later date as determined by the interstate commission.

b. Technical assistance, fines, suspension, termination, and default.

(1) If the interstate commission determines that any compacting state has at any time defaulted in the performance of any of its obligations or responsibilities under this compact, or the bylaws or duly promulgated rules, the interstate commission may impose any or all of the following penalties:

(a) Remedial training and technical assistance as directed by the interstate commission.

(b) Alternative dispute resolution.

(c) Fines, fees, and costs in such amounts as are deemed to be reasonable as fixed by the interstate commission.

(d) Suspension or termination of membership in the compact, which shall be imposed only after all other reasonable means of securing compliance under the bylaws and rules have been exhausted and the interstate commission has therefore determined that the offending state is in default. Immediate notice of suspension shall be given by the interstate commission to the governor, the chief justice or the chief judicial officer of the state, the majority and minority leaders of the defaulting state's legislature, and the state council.

(2) The grounds for default include, but are not limited to, failure of a compacting state to perform such obligations or responsibilities imposed upon it by this compact, the bylaws or duly promulgated rules, and any other grounds designated in commission bylaws and rules.

(3) The interstate commission shall immediately notify the defaulting state in writing of the penalty imposed by the interstate commission and of the default pending a cure of the default. The commission shall stipulate the conditions and the time period within which the defaulting state must cure its default. If the defaulting state fails to cure the default within the time period specified by the commission, the defaulting state shall be terminated from the compact upon an affirmative vote of a majority of the compacting states and all rights, privileges, and benefits conferred by this compact shall be terminated from the effective date of termination.

(4) Within sixty days of the effective date of termination of a defaulting state, the commission shall notify the governor, the chief justice or chief judicial officer, the majority and minority leaders of the defaulting state's legislature, and the state council of such termination.

(5) The defaulting state is responsible for all assessments, obligations, and liabilities incurred through the effective date of termination including any obligations, the performance of which extends beyond the effective date of termination.

(6) The interstate commission shall not bear any costs relating to the defaulting state unless otherwise mutually agreed upon in writing between the interstate commission and the defaulting state.

(7) Reinstatement following termination of any compacting state requires both a reenactment of the compact by the defaulting state and the approval of the interstate commission pursuant to the rules.

c. Judicial enforcement. The interstate commission may, by majority vote of the members, initiate legal action in the United States district court for the District of Columbia or, at the discretion of the interstate commission, in the federal district where the interstate commission has its offices, to enforce compliance with the provisions of the compact, its duly promulgated rules and bylaws, against any compacting state in default. In the event judicial enforcement is necessary the prevailing party shall be awarded all costs of such litigation including reasonable attorney fees.

d. Dissolution of compact.

(1) The compact dissolves effective upon the date of the withdrawal or default of the compacting state, which reduces membership in the compact to one compacting state.

(2) Upon the dissolution of this compact, the compact becomes null and void and shall be

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of no further force or effect, and the business and affairs of the interstate commission shall be concluded and any surplus funds shall be distributed in accordance with the bylaws.

12. *Article XII — Severability and construction.*

a. The provisions of this compact shall be severable, and if any phrase, clause, sentence, or provision is deemed unenforceable, the remaining provisions of the compact shall be enforceable.

b. The provisions of this compact shall be liberally construed to effectuate its purposes.

13. *Article XIII — Binding effect of compact and other laws.*

a. Other laws.

(1) Nothing in this compact prevents the enforcement of any other law of a compacting state that is not inconsistent with this compact.

(2) All compacting states' laws other than state constitutions and other interstate compacts conflicting with this compact are superseded to the extent of the conflict.

b. Binding effect of the compact.

(1) All lawful actions of the interstate commission, including all rules and bylaws promulgated by the interstate commission, are binding upon the compacting states.

(2) All agreements between the interstate commission and the compacting states are binding in accordance with their terms.

(3) Upon the request of a party to a conflict over meaning or interpretation of interstate commission actions, and upon a majority vote of the compacting states, the interstate commission may issue advisory opinions regarding such meaning or interpretation.

(4) In the event any provision of this compact exceeds the constitutional limits imposed on the legislature of any compacting state, the obligations, duties, powers, or jurisdiction sought to be conferred by such provision upon the interstate commission shall be ineffective and such obligations, duties, powers, or jurisdiction shall remain in the compacting state and shall be exercised by the agency thereof to which such obligations, duties, powers, or jurisdiction are delegated by law in effect at the time this compact becomes effective.

2010 Acts, ch 1192, §76

Referred to in §232.2, 232.172

232.174 Reserved.

SUBCHAPTER XI

VOLUNTARY FOSTER CARE PLACEMENT

232.175 through 232.183 Repealed by 2022 Acts, ch 1098, §90.

232.184 through 232.187 Reserved.

SUBCHAPTER XII

JUVENILE JUSTICE — DECATEGORIZATION AND EARLY INTERVENTION

232.188 Decategorization of child welfare and juvenile justice funding initiative.

1. *Definitions.* For the purposes of this section, unless the context otherwise requires:

a. "Decategorization governance board" or *"governance board"* means the group that enters into and implements a decategorization project agreement.

b. "Decategorization project" means the county or counties that have entered into a decategorization agreement to implement the decategorization initiative in the county or multicounty area covered by the agreement.

c. "Decategorization services funding pool" or *"funding pool"* means the funding designated for a decategorization project from all sources.

2. *Purpose.* The decategorization of the child welfare and juvenile justice funding initiative is intended to establish a system of delivering human services based upon client

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needs to replace a system based upon a multitude of categorical programs and funding sources, each with different service definitions and eligibility requirements. The purposes of the decategorization initiative include but are not limited to redirecting child welfare and juvenile justice funding to services which are more preventive, family-centered, and community-based in order to reduce use of restrictive approaches which rely upon institutional, out-of-home, and out-of-community services.

3. *Implementation.*

a. Implementation of the initiative shall be through creation of decategorization projects. A project shall consist of either a single county or a group of counties interested in jointly implementing the initiative. Representatives of the department, juvenile court services, and county government shall develop a project agreement to implement the initiative within a project.

b. The initiative shall include community planning activities in the area covered by a project. As part of the community planning activities, the department shall partner with other community stakeholders to develop service alternatives that provide less restrictive levels of care for children and families receiving services from the child welfare and juvenile justice systems within the project area.

c. The decategorization initiative shall not be implemented in a manner that limits the legal rights of children and families to receive services.

4. *Governance board.*

a. In partnership with an interested county or group of counties which has demonstrated the commitment and involvement of the affected county department, or departments, of human services, the juvenile justice system within the project area, and board, or boards, of supervisors in order to form a decategorization project, the department shall develop a process for combining specific state and state-federal funding categories into a decategorization services funding pool for that project. A decategorization project shall be implemented by a decategorization governance board. The decategorization governance board shall develop specific, quantifiable short-term and long-term plans for enhancing the family-centered and community-based services and reducing reliance upon out-of-community care in the project area.

b. The department shall work with the decategorization governance boards to best coordinate planning activities and most effectively target funding resources. The department shall work with the decategorization governance boards to support board planning and service development activities and to promote the most effective alignment of resources.

c. A decategorization governance board shall coordinate the project's planning and budgeting activities with the department's designee for the county or counties comprising the project area and the early childhood Iowa area board or boards for the early childhood Iowa area or areas within which the decategorization project is located.

5. *Funding pool.*

a. The governance board for a decategorization project has authority over the project's decategorization services funding pool and shall manage the pool to provide more flexible, individualized, family-centered, preventive, community-based, comprehensive, and coordinated service systems for children and families served in that project area. A funding pool shall also be used for child welfare and juvenile justice systems enhancements.

b. Notwithstanding section 8.33, moneys designated for a project's decategorization services funding pool that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure as directed by the project's governance board for child welfare and juvenile justice systems enhancements and other purposes of the project for the next three succeeding fiscal years. Such moneys shall be known as "*carryover funding*". Moneys may be made available to a funding pool from one or more of the following sources:

(1) Funds designated for the initiative in a state appropriation.

(2) Child welfare and juvenile justice services funds designated for the initiative by the department.

(3) Juvenile justice program funds designated for the initiative by a chief juvenile court officer.

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(4) Carryover funding.

(5) Any other source designating moneys for the funding pool.

c. The services and activities funded from a project's funding pool may vary depending upon the strategies selected by the project's governance board and shall be detailed in an annual child welfare and juvenile justice decategorization services plan developed by the governance board. A decategorization governance board shall involve community representatives and county organizations in the development of the plan for that project's funding pool. In addition, the governance board shall coordinate efforts through communication with the department regarding budget planning and decategorization service decisions.

d. A decategorization governance board is responsible for ensuring that decategorization services expenditures from that project's funding pool do not exceed the amount of funding available. If necessary, the governance board shall reduce expenditures or discontinue specific services as necessary to manage within the funding pool resources available for a fiscal year.

e. The annual child welfare and juvenile justice decategorization services plan developed for use of the funding pool by a decategorization governance board shall be submitted to the department and the early childhood Iowa state board. In addition, the decategorization governance board shall submit an annual progress report to the department and the early childhood Iowa state board which summarizes the progress made toward attaining the objectives contained in the plan. The progress report shall serve as an opportunity for information sharing and feedback.

6. *Departmental role.* The departmental share of the child welfare appropriation that is not allocated by law for the decategorization initiative shall be managed by and is under the authority of the department. The department is responsible for meeting the child welfare service needs with the available funding resources.

92 Acts, ch 1229, §18; 98 Acts, ch 1206, §11, 20; 99 Acts, ch 111, §10; 99 Acts, ch 190, §16; 99 Acts, ch 192, §33; 2004 Acts, ch 1116, §14; 2005 Acts, ch 95, §1; 2010 Acts, ch 1031, §297; 2011 Acts, ch 129, §90, 156; 2017 Acts, ch 29, §54; 2022 Acts, ch 1098, §69; 2023 Acts, ch 19, §642

Referred to in §225C.49, 235.7, 237A.1, 249A.26

Section amended

232.189 Reasonable efforts administrative requirements. Repealed by 2022 Acts, ch 1098, §91.

2022 repeal of this section effective July 1, 2023; 2022 Acts, ch 1098, §91

For proposed amendment to this section by 2023 Acts, ch 19, §643, see Code editor's note on simple harmonization at the beginning of this Code volume

232.190 Community grant fund. Repealed by its own terms; 2000 Acts, ch 1222, §14.

232.191 Early intervention and follow-up programs. Repealed by 2022 Acts, ch 1098, §91. See §232.192.

2022 repeal of this section effective July 1, 2023; 2022 Acts, ch 1098, §91

232.192 Early intervention and follow-up programs.

1. Contingent on a specific appropriation for juvenile delinquent graduated sanctions services, juvenile court services shall do the following:

a. Develop or expand programs providing specific life skills and interpersonal skills training for adjudicated delinquent youth who pose a low or moderate risk to the community.

b. Develop or expand a school-based program addressing truancy and school behavioral problems for youth ages twelve through seventeen.

c. Develop or expand an intensive tracking and supervision program for adjudicated delinquent youth at risk for placement who have been released from resident facilities, which shall include telephonic or electronic tracking and monitoring and intervention by juvenile authorities.

d. Develop or expand supervised community treatment for adjudicated delinquent youth who experience significant problems and who constitute a moderate community risk.

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2. The supreme court shall prescribe rules to implement this section.

2022 Acts, ch 1098, §70, 92
Section effective July 1, 2023; 2022 Acts, ch 1098, §92
NEW section

232.193 and 232.194 Reserved.

SUBCHAPTER XIII

RUNAWAY TREATMENT PLANS

232.195 and 232.196 Repealed by 2022 Acts, ch 1098, §90.

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Cc:
Bcc:
Subject: FW: Iowa Public Assistance Cost Allocation Plan
Date: Mon Mar 11 2024 18:16:21 CDT
Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
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Iowa DHHS & DPH Merger PACAP New 8301-2024-1.pdf

Liz –

We have two related, but distinct, issues we are working through with our federal partners. The first is the PACAP (attached here and email below).

An example is describing the Adult, Children and Family Services (ACFS Division) on page 93. For the most part, I think the corrections are technical and should be easily remedied. Our federal partner highlighted the first page where we reported this is a “complete rewrite” so she was struck that there was legacy information included in the report.

The second issue, CB-496, is going to require some effort to synch up federal IV-E policy, IV-E eligibility policy/work completed within FWB+P, fiscal reporting and data out of JARVIS. This one is also sticky because we are a pass through for State Public Defender IV-E claiming through an MOU. It was noticed by our federal partners that the data we report has a massive delta (SPD reports almost 10x more cases than we report having for what should be similarly sized populations). SPD is receiving federal funds based on that data. Either SPD is off and there could be a fiscal claw-back or we are underreporting which could mean additional federal funds.

I have a follow-up meeting with our BA, CPS leadership and federal partner at 9am. Hoping to gain some clarity on what is going on with the CB-496 report.

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All of this is just an FYI.

Janee Harvey

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Sent: Friday, March 1, 2024 12:47 PM
To: Havig, Joe <jhavig@dhs.state.ia.us>; Darling, Mr. Kendall (ACF) <Kendall.Darling@ACF.hhs.gov>; Barnwell, George V. (ACF) <george.barnwell@acf.hhs.gov>; Callis, Mr. Michael (ACF) <michael.callis@acf.hhs.gov>
Cc: Benson, Jess <jbenson1@dhs.state.ia.us>; Frick, Lori <lfrick@dhs.state.ia.us>; Harvey, Janee <jharvey1@dhs.state.ia.us>; Riewer, Mark <mriewer@dhs.state.ia.us>
Subject: RE: Iowa Public Assistance Cost Allocation Plan

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Hi Joe. My review of the PACAP is primarily from a program perspective. Some of the areas where I have questions/comments include:

1. Training for various groups (Foster Care Review Board, Court Appointed Special Advocates, State Providers)
2. SSA State Court
3. Allocation Methodology Descriptions in Child Protective Services section

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4. CAPTA COVID and CBCAP COVID
5. Child welfare/child protective sections include “dependent adults” pg. 97
6. Various summary descriptions that may need additional information or clarification
7. Information included in prior (recent) amendments appears to be missing (examples – participation rate information, Prevention Plan, juvenile court services)

I was not necessarily anticipating that Iowa would be able to address all of the questions during the call next week. We were thinking a call to set context and assure understanding ahead of sending written comments would be most productive. I hope this is helpful to the team in preparation for the call.

Please let me know if you have any questions. Thank you!

Amy Hance, MSW

Child and Family Program Specialist

Children's Bureau/ACF

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601 East 12th Street

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E-Mail: amy.hance@acf.hhs.gov

From: Havig, Joe <jhavig@dhs.state.ia.us>
Sent: Friday, March 1, 2024 9:42 AM
To: Hance, Amy (ACF) <Amy.Hance@acf.hhs.gov>; Darling, Mr. Kendall (ACF) <Kendall.Darling@ACF.hhs.gov>; Barnwell, George V. (ACF) <george.barnwell@acf.hhs.gov>; Callis, Mr. Michael (ACF) <michael.callis@acf.hhs.gov>
Cc: Benson, Jess <jbenson1@dhs.state.ia.us>; Frick, Lori <lfrick@dhs.state.ia.us>; Harvey, Janee <jharvey1@dhs.state.ia.us>; Riewer, Mark <mriewer@dhs.state.ia.us>
Subject: RE: Iowa Public Assistance Cost Allocation Plan

Good Morning,

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I wanted to reach out to see if there were any specific questions or topics you'd like us to research in advance to help facilitate the discussion next week. Our consultants who helped put together the new PACAP will also be on the call as they may be able to address some of the changes. Thank you.

Joe

-----Original Appointment-----
From: Hance, Amy (ACF) <Amy.Hance@acf.hhs.gov>
Sent: Thursday, February 29, 2024 11:24 AM
To: Hance, Amy (ACF); Havig, Joe; Harvey, Janee; Riewer, Mark; Darling, Mr. Kendall (ACF); Barnwell, George V. (ACF); Callis, Mr. Michael (ACF)
Cc: Benson, Jess; Frick, Lori
Subject: Iowa Public Assistance Cost Allocation Plan
When: Tuesday, March 5, 2024 11:00 AM-12:00 PM (UTC-06:00) Central Time (US & Canada).
Where: Microsoft Teams Meeting

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We will discuss Iowa's submission of IA HHS PACAP VERSION 24.1 Effective 07/01/23 Filed 11/29/23 (see attached).

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

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Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose	The *Adult Protective Notification* form is used to: ▪ Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment. ▪ Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report. ▪ Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.
Distribution	Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.
Data	Enter: ▪ The date. ▪ The registry number (automatically entered on second page). ▪ The incident number. ▪ Your name and address. ▪ Your supervisor's name. ▪ Your office phone number. ▪ A check for the role of the person. ▪ Whether this notice is about an addendum. Your finding (founded; unfounded; or confirmed, not registered). ▪ The type of allegation. ▪ The name of the dependent adult. ▪ The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose	The purpose of forms 470-0743 and 470-0743(S) is to provide: ▪ A formal request by the prospective adoptive parents for the placement of a child in their home. ▪ Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants. The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.
Distribution	Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.
Data	The worker completes the box in the top right corner indicating who received the form and the date received. The applicants complete the sections on: ▪ Identifying information. ▪ The type of child the applicant can best parent. ▪ Factual information about the applicants. ▪ Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose	Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway. The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.
Source	This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Distribution	After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian. The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date. ▪ Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS. ▪ Household Composition ▪ Non-Custodial Parent ▪ Others Involved in the Assessment – Not in Household ▪ Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose

The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.

Distribution

Keep the original form in the child or youth's case file.

Data

Referral Type: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*. The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose	The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.
Source	Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.
Distribution	The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.
Data	**Case Information**. Enter the following information: ▪ Child or children's name or names ▪ Parent or caregiver's name ▪ Parent, caregiver or noncustodial parent's name ▪ Date of the FTDM meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Family Functioning Domains**. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers. The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision. The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories): ▪ Child Well-Being: • Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form **470-5097** provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose	Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.
Source	Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms. Department staff may print the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement. Complete the form when: ▪ A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services. ▪ There is a change in any of the terms of the placement (e.g., rate of payment). The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.
Distribution	After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.
Data	The child's name and birth date corresponds to the information entered in FACS. The effective date is the date of placement or the date the revised terms become effective. Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract. The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number. Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non**-IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.

Data	The form identifies:
	▪ The parties to the agreement (the Department and the guardian).
	▪ The terms of the agreement.
	▪ A successor guardian if named.
	▪ A summary of the benefits agreed to:
	  • The guardianship subsidy maintenance payment.
	  • Non-recurring expenses related to finalizing the guardianship.
	  • Any agreed upon special services and the reason for special services.
	
	Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. 1. Enter the name, relationship, and address of the home where the juvenile is residing or will reside. 2. Check either "parole" or "probation." 3. Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose

Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.

Distribution

Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.

Data

The service worker enters the following information:

- State Supplemental Program (either IHHRC or Family Life Home)
- Member's Name: Enter the client's name
- SID #: Enter the client's state identification number.
- Date of Plan: Enter the date the service began.
- Date of Home Visit: Enter the date of the yearly home visit.
- Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact.
- Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc.
- Level of Care: Enter if level of care certification date (if applicable)
- Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed.
- Additional Comments: Enter other pertinent information about the client in a narrative format.
- Team Communication: Enter a goal for each service provided by the program.
- Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose	Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.
Source	Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.
Completion	The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including: ▪ Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license. ▪ Issuance of a provisional license on application or reapplication. ▪ Denial of a license on application, reapplication, or expiration of a provisional license. **NOTE:** The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.
Distribution	Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes. The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form. File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.
Data	Indicate if a new license or renewed license is being issued. Check the applicable choice and fill in the dates and license capacity if requested. If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided. If the application is denied: ▪ Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number. ▪ Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose	The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.
Source	Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions: ▪ An application is approved, denied, or withdrawn. ▪ A client is required to pay client participation. ▪ The client participation amount changes. ▪ The service is changed. ▪ Services are terminated. ▪ Services are renewed as a result of a regular or special review.
Distribution	Give the original to the client. File a copy in the case record.
Data	*Identifying Information*: The case number may be omitted on applications. *Explanation of Action*: Include in this section: ▪ The action taken; ▪ The services, if new or changed, and ▪ The specific basis for the action in words the client can understand. If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination. *Manual or Rule References*: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.) *Fees*: For clients with client participation, specify: ▪ The service the client participation covers. ▪ The amount of the client participation. ▪ The period covered by the client participation (e.g., $20 per month). ▪ The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose	The *Notice to Relatives and Parents* is used to: ▪ Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement. ▪ Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child. ▪ Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent. ▪ Identify benefits and availability of the State's Subsidized Guardianship Program.
Source	The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.
Completion	The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents. Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.
Distribution	The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.
Data	The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose	Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.
Source	Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens: 1. Click on the FORMS tab. 2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type. 3. Click on the form from the list of forms appearing on the right. 4. Click on Form Details for instructions. Click on Complete Form to open the form.
Completion	The Department may provide consent only when all of the following conditions are met: ▪ A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and ▪ The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and ▪ It is in the child's best interest to have a driver license or operator instruction permit, and ▪ Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license. The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child. A social work supervisor, social work administrator, or service area manager is required to sign the form. The Department of Transportation will check the Department signature against a list of Department staff approved to sign.
Distribution	Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.
Data	Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections I-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*. **NOTE:** Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose

The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The recruitment and retention home study worker shall:

- Complete this form before preparing the licensing or approval recommendation; and
- Complete an update of this form when significant changes occur.

NOTE: If an approved home study is more than one year old, then an update is required.

Distribution

The recruitment and retention contractor:

- Sends the original to the Department for the licensing file.
- Keeps a copy for its file.
- Gives a copy to the family upon request.

Data

The *Resource Parent Renewal Home Study* format includes sections summarizing the following:

- The dates of training and family consultations
- The family's motivation for becoming a foster family
- The family's strengths and needs relative to the skills needed
- The family's commitment to safety
- A summary of references
- The family's willingness to work with the child's birth family
- The family's understanding and support of concurrent planning
- Plans for supporting the family after placement
- Placement recommendations for this family
- Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose

Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.

Source

Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.

Distribution

Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.

Data

If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution Keep the original in the client's HHS service case file.

Data The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623, *Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

AMERICAN OVERSIGHT

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

AMERICAN OVERSIGHT

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Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

AMERICAN OVERSIGHT

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

AMERICAN OVERSIGHT

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

AMERICAN OVERSIGHT

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Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001632

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001633

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001635

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Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001636

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001638

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-001641

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-001642

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001643

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

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RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

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RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

AMERICAN OVERSIGHT

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RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

AMERICAN OVERSIGHT

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RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001684

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001685

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001686

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-001687

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-001688

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-001689

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-001690

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-001691

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-001692

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 454 (Attachment 2 of 5)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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Document ID: 0.7.3995.5209-000003
Owner: Harvey, Janee </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=25e08e93635c4147b891a83e2017b932-harvey, jan>
Filename: Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified: Mon Mar 11 18:16:21 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5209-000004
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Filename: image001.jpg
Last Modified: Mon Mar 11 18:16:21 CDT 2024

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Document ID: 0.7.3995.5209-000005
Owner: Harvey, Janee </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=25e08e93635c4147b891a83e2017b932-harvey, jan>
Filename: Iowa DHHS & DPH Merger PACAP New 8301-2024-1.pdf
Last Modified: Mon Mar 11 18:16:21 CDT 2024

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PUBLIC ASSISTANCE COST ALLOCATION PLAN

Effective Date: July 1, 2023

STATE OF IOWA
DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)

AMERICAN OVERSIGHT

November 29, 2023

Arif Karim
Director, Western Field Office
Cost Allocation Services
Program Support Center
U.S. Department of Health and Human Services
90 7th Street, Suite 4-600
San Francisco, CA 9410
cas-sf@psc.hhs.gov
Cost Allocation Services

Iowa Department of Health and Human Services
1305 E Walnut St
Des Moines, Iowa 50319

Dear Mr. Karim:

The Iowa Department of Health and Human Services (HHS) is submitting a public assistance cost allocation plan to reflect the merger of the Iowa Department of Human Services (DHS) with the Iowa Department of Public Health (IDPH), Department on Aging, Department of Human Rights, Volunteer Iowa, Iowa Child Advocacy Board, and Early Childhood Iowa effective July 1, 2023. Under separate copy, we submitted an indirect cost rate proposal (ICRP) with revised indirect cost rates.

As this plan represents a complete rewrite, it does not include track changes. There are minor changes in the intro to the Random Moment Sampling (RMS) section that are in red and strike through to address organizational references. There are also changes to the Social Services RMS to remove Adult Protective workers from the RMS.

If you have any questions, please contact me or Mark Riewer, our cost allocation specialist at mriewer@dhs.state.ia.us.

Thank you for your attention.

Sincerely,

Jess Benson
Chief Financial Officer
jbenson1@dhs.state.ia.us

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I. CERTIFICATION STATEMENT

I certify that:

(1) The information contained in this cost allocation plan is prepared in conformance with 2 CFR Part 200 - Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

(2) The costs are accorded consistent treatment through the application of generally accepted accounting principles appropriate to the circumstances.

(3) An adequate accounting and statistical system exists to support claims that will be made under the cost allocation plan; and

(4) The information provided in support of the proposed cost allocation plan is accurate.

Iowa Department of Human Services
Government Unit

Signature

Jess Benson
Name of Official

Chief Financial Officer
Title

11/29/2023
Date

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II. OUTSIDE AGENCY COST STATEMENT

I hereby certify that wherever costs are claimed for services provided by a governmental agency outside the Department of Health and Human Services that they will be supported by a written agreement that includes at a minimum: (i) the specific service(s) being purchased; (ii) the basis upon which the billing will be made by the provider agency (e.g., time reports, number of homes inspected, etc.); and (iii) a stipulation that the billing will be based on the actual costs incurred, except where the cost involved is specifically addressed in the Iowa Department of Health and Human Services Public Assistance Cost Allocation Plan.

Iowa Department of Human Services
Government Unit

Signature

Jess Benson
Name of Official

Chief Financial Officer
Title

11/29/2023
Date

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III. OVERVIEW OF AGENCY

Introduction

The Iowa Department of Health and Human Services (the Department or HHS) is comprised of the former Department of Human Services, Department of Public Health, Department of Human Rights, and the Department of Aging. Throughout the State Fiscal Year 2023, the agency has worked on a transition of these legacy departments into the umbrella agency of HHS, with an effective date of July 1, 2023. The purpose of this Cost Allocation Plan is to fully allocate the administrative costs of the Department to all benefitting programs in a consistent, reasonable, and thorough manner.

HHS administers both state and federal public assistance programs tied to activities associated with institutional programs for juvenile offenders, and institutional and community service programs for the mentally ill, mentally retarded, and developmentally disabled. Programs are administered by employees in the central administrative offices and are described within Section V. Table of Organization (TO) of this plan.

All HHS administrative costs are covered under this single Public Assistance Cost Allocation Plan (PACAP). Accordingly, all costs of the Department are allocated on a current basis each quarter. The standard administrative FFP percent is 50% unless an APD or another FFP percent is indicated in the narrative.

PACAP Organization

1) Ledger System

   The Department's expenditures are recorded in the Integrated Information for Iowa (I3) system, the State of Iowa accounting system.

2) Costs of services provided to the Department by other state agencies.

   a) Costs of the state central services are documented through a Statewide Cost Allocation Plan (SWCAP) which is prepared by the Iowa Department of Administrative Services (DAS).
   b) HHS maintains cooperative agreements with other state agencies, such as the Department of Inspections and Appeals, for the provision of services which are not considered state central services. These services are also direct billed to the Department and are also subject to approval of billing methodology by the cognizant federal negotiation agency.
   c) Wherever costs are claimed for services provided by a governmental agency outside the State agency, they are supported by a written agreement that includes, at a minimum (i) the specific service(s) being purchased, (ii) the basis upon which the billing will be made by the provider agency (e.g. time reports, number of homes inspected, etc.) and (iii) a stipulation that the billing will be based on the actual cost incurred, as required by 45 CFR Part 95.507 (b)(6).
   d) HHS acts as the Single State Agency for multiple programs including for the State of Iowa for Title IV-E administrative expenses. State agencies including the Juvenile Court System and the

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State Public Defender claim administrative expenses for federal reimbursement for allowable activities outside the purview of HHS.

3) Costs of services provided to the Department by county governments.

   a) Iowa counties are required by state law to provide resources such as office space, utilities, equipment, and supplies for use by the local offices of the Department. This category includes direct costs as well as indirect costs which are documented annually through the preparation of county-wide cost allocation plans.

Mission

Iowa HHS provides high quality programs and services that protect and improve the health and resiliency of individuals, families, and communities.

Societal Vision

Individuals, Individuals, families, and communities are safe, resilient, and empowered to be healthy and self-sufficient.

Organizational Vision

Iowa HHS is a trusted leader and partner in protecting health and providing high quality, equitable services.

Guiding Principles

Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.

Accountability: We use public resources responsibly to improve lives through the programs and services we provide.

Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.

Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals with an opportunity to succeed.

Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.

Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

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IV. COST IDENTIFICATION

The Department's expenditures are recorded in the Integrated Information for Iowa (I3) system, the State of Iowa accounting system. Refer to Appendix G for a detailed definition of the expense categories within I3.

The Department has separate state appropriations and maintains separate accountability Divisions which are also referred to as Verticals. In addition, separate accountability is maintained for costs of Local Administrative Expenses and Miscellaneous Administrative Program Expenses.

Within each Division/Vertical are various Bureaus, which are comprised of multiple Cost Centers. All costs are allocated as indicated in the PACAP narrative for the Cost Center. Each Cost Center includes object classes which are universal across Cost Centers. Individual object classes may be unallowable. A list of object classes and their general allowability is identified in Appendix F.

Cost Allocation System

Cost allocation processes and procedures implemented by HHS staff follow cost accounting policies and procedures consistent with State laws and 45 CFR 95, Subpart E and 2 CFR 200.

The Cost Allocation Plan is implemented through a combination of a proprietary computer software program for the allocation of actual administrative costs of the Department at the close of each quarter of the state's fiscal year and the use of the I3 ledger to record administrative expense.

Head Count Statistics

The Cost Allocation Plan utilizes many head count statistics to allocate costs. The number of employees for any given Cost Center is determined by taking a count of the number of staff paid for that Cost Center during a randomly chosen single biweekly pay period during each quarter. Contracted staff are included in head count allocations unless noted by assigning their head to the units billed each quarter.

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Indirect Cost Rates

All indirect costs are allocated initially in the PACAP to the Divisions and Bureaus (also referred to as verticals) in HHS. Certain Divisions and Bureaus prepare indirect cost rates that are submitted to the U.S. Department of Health and Human Services (USDHHS) because of the types of grants that they receive. The rates are either prepared for the entire Division/ Bureau or an area of the Division/ Bureau. The entire process is initiated within the PACAP to ensure that there is no duplication of costs. The table below lists the indirect cost rates that are prepared for HHS.

Division/ Bureau	Area
07 Behavioral Health and Disability Services	Addictive Disorders
08 Public Health	Entire Division
09 Community Access	Preventive Health
10 Family Well-Being and Protection	Maternal and Child Health
11 Aging and Disability	Entire Division
Human Rights	Human Rights (and Energy and Family Development and Self-Sufficiency (FaDSS) programs overseen by Human Rights)
Performance/Behavioral Risk Factor Surveillance System (BRFSS)	Entire Bureau
Volunteer Iowa	Entire Bureau

Statewide Central Service Costs

Costs of services provided to HHS by other state agencies. Costs of the state central services are documented through a Statewide Cost Allocation Plan which is prepared by the Iowa Department of Administrative Services (DAS). The Statewide Plan is approved annually by the cognizant federal negotiation agency, the U.S. Department of Health and Human Services (USDHHS) and encompasses both Section I and Section II costs. Section I costs are those which are allocated through the Statewide Plan. Section II costs are those which are direct billed by other state agencies.

In addition, HHS maintains cooperative agreements with other state agencies, such as the Department of Inspections and Appeals, for the provision of services which are not considered state central services. These services are also direct billed to the Department and are also subject to approval of billing methodology by the cognizant federal negotiation agency.

Wherever costs are claimed for services provided by a governmental agency outside the State agency, they are supported by a written agreement that includes, at a minimum (i) the specific service(s) being

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purchased, (ii) the basis upon which the billing will be made by the provider agency (e.g. time reports, number of homes inspected, etc.) and (iii) a stipulation that the billing will be based on the actual cost incurred, as required by 45 CFR Part 95.507 (b)(6).

The following statewide central services have been grouped into several categories and are allocated by Head Count across HHS (excluding contractors).

DAS State Accounting Enterprise	Costs included consist of centralized payroll, preaudit, accounting, and I3 (the State of Iowa accounting system) support.
Finance	Costs included in the statewide cost allocation plan related to finance consist of the State Treasurer and the Department of Management centralized budget costs
Building Space Costs	Costs included in the statewide cost allocation plan relate only to the space used by the Department in the capital complex. Costs included are utilities, security, and building use cost/depreciation.

Treatment of Terminal Leave Costs

State employees who leave state service in good standing are eligible for benefits based upon accumulated balances of unpaid leave. All such employees are eligible to receive payment for their accumulated vacation leave balance. Sick Leave Incentive Match (SLIP) pays for medical insurance premiums for staff retiring from state government who have accumulated more than $2,000 of sick leave pay. The state will continue to pay the employee share of medical insurance for staff until the accrued sick leave dollars are zero or the staff reach the age of 65.

Terminal leave costs are allocated by Head Count across HHS in the PACAP.

This procedure recognizes that the accumulated leave may have been earned when working in other positions and funded from sources other than the program in which the employee is paid at the time of termination.

Department of Inspections and Appeals (DIA) Costs

Under a cooperative agreement with the Department of Health and Human Services, periodic billings are received from the Department of Inspections and Appeals for services including:

SA05	**Audits of Care Facilities**	Allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP.
SA06	**Overpayment of Recovery Collections**	Allocated to Medical Assistance-Other Staff Title XIX (PP03) 50% FFP, FIP (PP012) Capped, Refugee Resettlement Program (PP020) 100% FFP, SNAP Fraud (PP023) 50% FFP, CCDF Block Grant (Matching Fund) (PP027) Current FMAP, and Promise Jobs TANF (PP045) Capped.
SA07	**Administrative Law Hearings**	Allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP, Family Investment Program (FIP) TANF (PP012) Capped, Child Support and Foster Care

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		Recovery Title IV-D (PP016) 66% FFP, SNAP Fraud (PP023) 50% FFP, and SNAP (PP025) 50% FFP.
SA08	**Fraud Investigations, Front-End Investigations, and Divestiture Investigations**	Allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP, Family Investment Program (FIP) TANF (PP012) Capped, SNAP Fraud (PP023) 50% FFP, CCDF Block Grant (Matching Fund) (PP027) Current FMAP, and Promise Jobs TANF (PP045) Capped.
SA10	**Audits of HHS Local Offices**	Allocated based on the RMS time study for Income Maintenance and Social Workers.
SA15	**Children's Services Entities Inspections and Investigations**	Allocated to Foster Care Administration Title IV-E (PP17) 50%

The billings are allocated directly to benefited programs based on DIA's approved cost allocation methodology.

Nutrition Outreach

Billings received from Iowa State University Extension Services and local community non-profit entities for Nutrition Outreach are allocated directly to the Family Outreach Program, (PP036).

Depreciation

Purchases of five thousand dollars or more will be deemed as unallowable in the period purchased and will be claimed for federal reimbursement in equal installments over the depreciable life of the asset based on the Department of the Treasury, Internal Revenue Service asset depreciation guidelines with no residual value. Capital gains and losses will be claimed for federal reimbursement upon disposal of the asset. The Agency will, from time to time, seek an exception from the depreciation requirement from the cognizant Federal Agency for program-specific purchases. Upon approval of the exception, the agency will claim federal participation for the asset in the period acquired.

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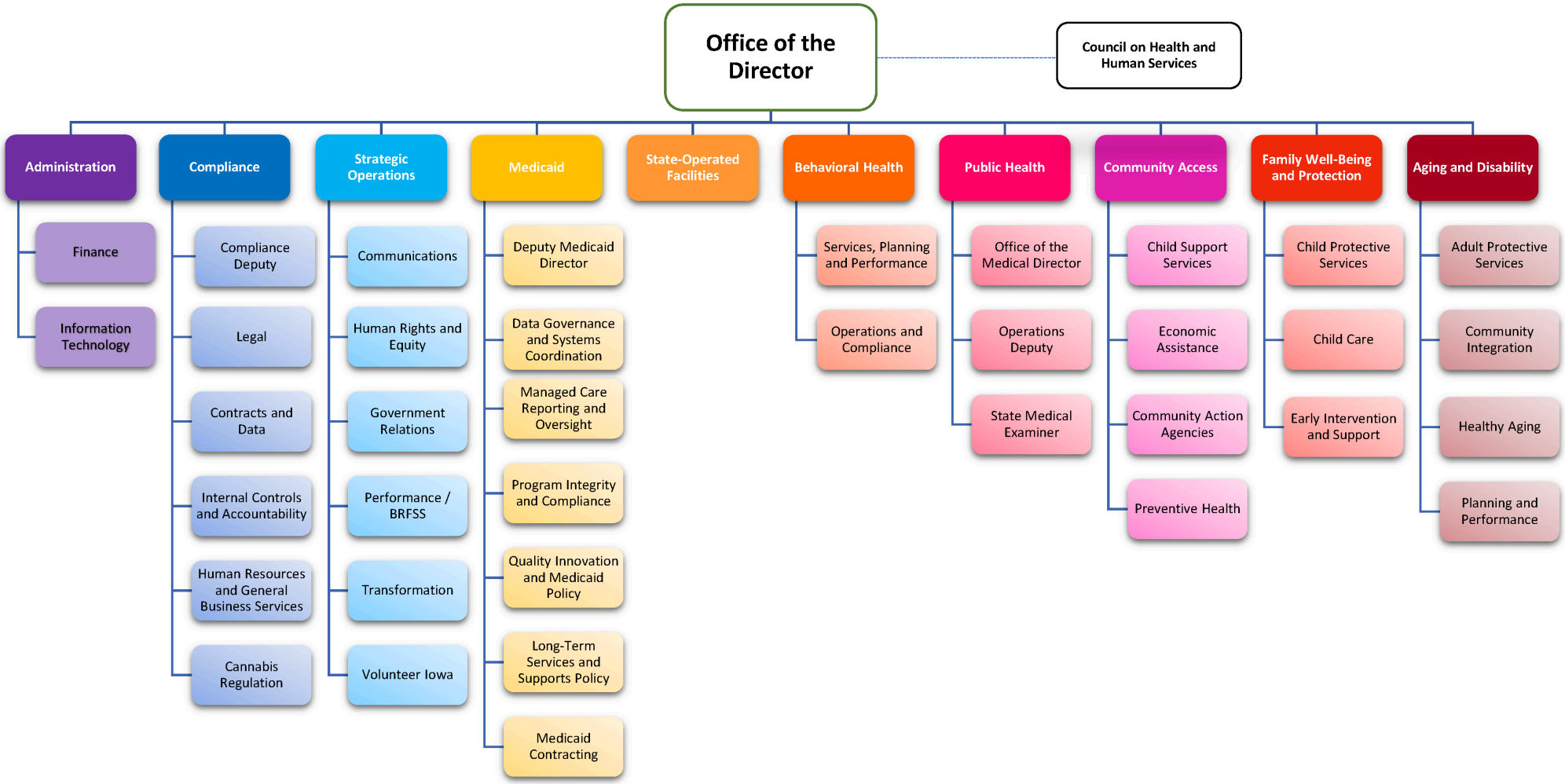
V. TABLE OF ORGANIZATION (TO)



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VI. NARRATIVE

01.00.00 – Office of the Director

The Department Director is the chief administrative officer for all activities of the Department of Health and Human Services (HHS). The Director is appointed by the Governor, with Iowa Senate confirmation.

401-0100 Director	**Summary:** Office of the Director costs are allocated to benefitting programs of the Agency.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-0300 Council on Human Services	**Summary:** The Council on Human Services is a policy and advisory group that meets at least monthly. The Council approves the Department's budget and policy changes and serves as the citizen input to operations.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-2199-SW Fed Fund Pass Thru	**Summary:** Costs of the Statewide Cost Allocation Plan (SWCAP) which is prepared by the Iowa Department of Administrative Services (DAS).	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

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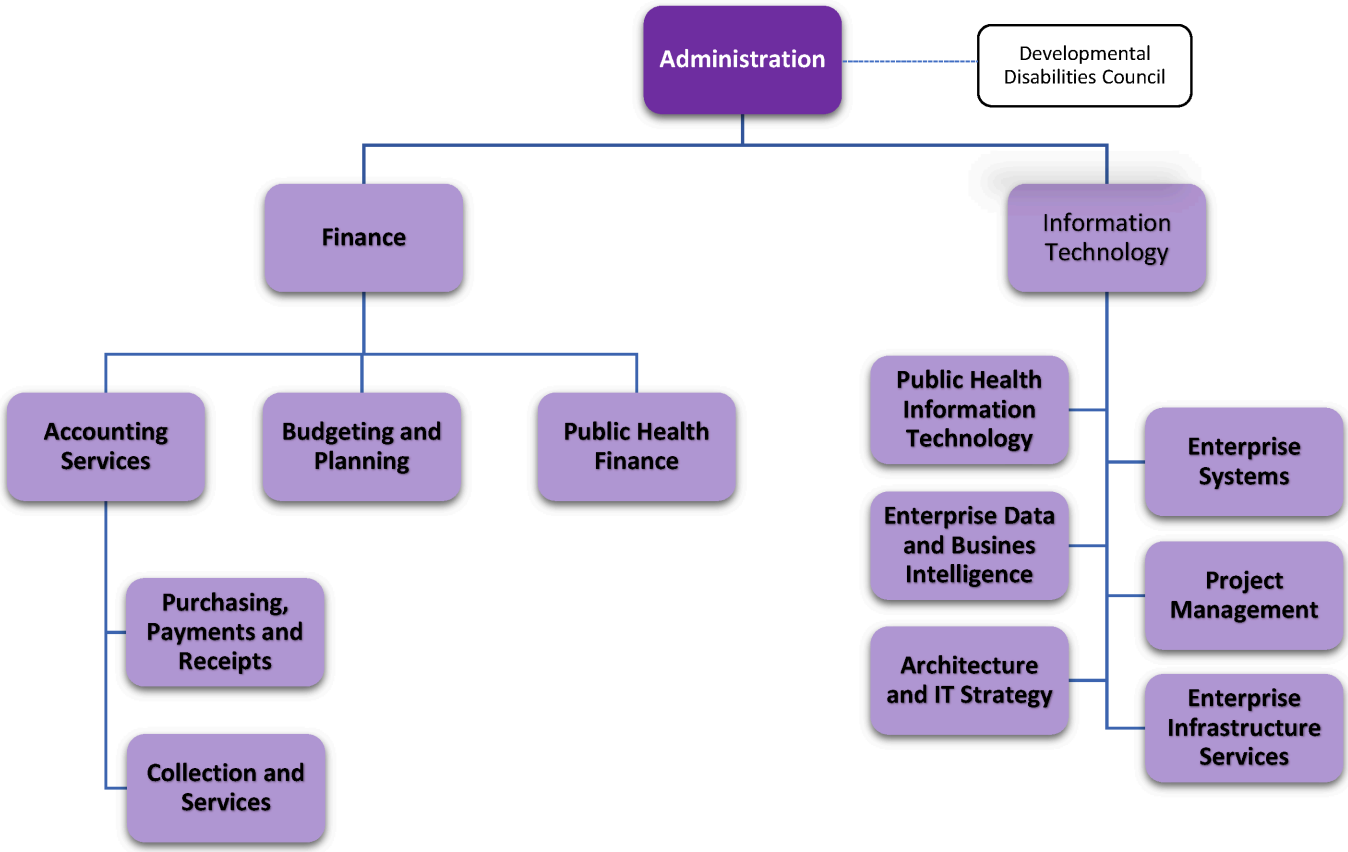
02.00.00 – Administration

Led by the Chief Operating Officer, the Administration Division includes administrative functions that support the entire Department, Information Technology (IT) functions, and various fiscal functions.

Headed by the Chief Financial Officer, the Finance area is responsible for budgeting and planning, cost allocation, forecasting, accounting, payments and receipts, procurement, and collections.

The Information Technology area handles all things IT, including hardware, software, data governance, systems modernization, and help desk services. IT also supports all major IT design, development, and implementation projects.



401-1100 Terminal Leave	**Summary:** This Unit accumulates the expenses for Terminal Leave and SLIP payments. (See Section IV).	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-1300 Developmental Disabilities Council (DD)	**Summary:** The Developmental Disabilities Council is established through Federal legislation. The primary responsibility of the Council is advocating on behalf of persons with developmental disabilities for change in the current system of supports and community integration to empower all people with disabilities to participate fully as independent, productive, and integrated members of their community. The Council is also responsible for the development, monitoring, implementation, and evaluation of the State Plan for Developmental Disabilities. This Cost Center accumulates the allowable expenses attributable to activities relating to the current federal fiscal year Developmental Disability Grant based on the approved rate filed by the Disabilities Council.	

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	The State of Iowa Department of Human Services contributes state funds in the amount of $35,000 in the first quarter of the new fiscal year grant (second quarter state fiscal year). This $35,000 contribution is allocated to the Developmental Disabilities State program pool (PP84) for the current year grant award with 0% federal participation.	
	Allocation Methodology:	Direct
	Program Pool(s):	Developmental Disabilities Federal [PP083] Developmental Disabilities State [PP084]
401-2191 IDPH/IDHS Alignment	**Summary:** Administrative expenses relating to the realignment of the Iowa Department of Public Health and the Iowa Department of Human Services.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2191-01 IDPH/IDHS Alignment / DHS Portion	**Summary:** Administrative expenses relating to the realignment of the Iowa Department of Public Health and the Iowa Department of Human Services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-2193 Information Technology Realignment	**Summary:** Administrative expenses relating to the realignment of the Iowa Department of Public Health and the Iowa Department of Human Services.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2195 WorkDay	**Summary:** Expenses associated with the agency's portion of statewide share of costs relating to the conversion of current human resources and accounting systems to the Workday platform.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2198 PACE Billing	**Summary:** This Cost Center includes costs from DAS for centralized data processing services. HHS has an agreement with DAS which is updated annually. A monthly billing (PACE billing) is prepared by DAS, Information Services Division for costs from the Centralized Data Processing Center attributable to HHS programs.	
	Allocation Methodology:	Billings
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50%) [PP003] MMIS Operations Title XIX [PP006] Social Services Block Grant (SSBG) [PP007] Medicaid Eligibility Title XIX [PP010] Family Investment Program (FIP) TANF [PP012] Foster Care Administration Title IV-E [PP017] Refugee Cash and Medical Assistance [PP020] Adoption Assistance Title IV-E [PP024] SNAP [PP025] SNAP EBT[PP026] CCDF Block Grant (Matching Fund) [PP027] Promise Jobs TANF [PP045] State Only Funded Programs [PP057] Social Security Administration Reimbursements [PP065] MH/MR/DD [PP079]
401-2199-UE Unemployment	**Summary:** Quarterly Iowa Workforce Development (IWD) billings from the Iowa Department of Administrative Services (DAS) for former Department employees who have received unemployment benefits in the prior quarter.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

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401-2212 Audit Expenses	**Summary:** The Auditor of State performs annual audits of HHS which includes both financial and Federal departmental operations.	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs
588-2221 Department Wide Activities	**Summary:** State appropriation for Resource Management, Department Wide Activities-including the Public Health share of the Director, Medical Director, and an IGOV employee.	
	Allocation Methodology:	Head Count across Public Health Programs
	Program Pool(s):	All Public Health Programs
401-2273 Support Items	**Summary:** This Cost Center consists of support expenses related to Cost Centers 401-2273-01, 401-2273-02, and 401-2273-03.	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs
401-2273-01 Support Items / Local Support	**Summary:** These expenses are incurred as a function of office space and employees residing in the State of Iowa Capital Complex. Costs are allocated by the head count of those residing in the Hoover Building on the State of Iowa Capital Complex.	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs
401-2273-02 Support Items / Communication	**Summary:** Communication expenses to support functions across HHS.	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs
401-2273-03 Support Items / Enterprise	**Summary:** These expenses are incurred for services utilized by the entire organization including, courier services, intra-agency postage, and fees from the Department of Administrative Services	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs
401-2280 General Admin State Only	**Summary:** General Administrative expenses that are state only costs	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-2500 HHS Admin	**Summary:** Indirect costs related to the HHS Administration Vertical. The HHS Administration Vertical is responsible for Department wide finance and human resources.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-5000 Chief Operating Officer	**Summary:** The Chief Operating Officer manages the business support functions of HHS divisions to advance the agency's mission and vision. Principal responsibilities include development and oversight of program and operational budgets; accounting and administrative control of appropriation expenditures; monitoring and processing of payments; human resource management; design, development, maintenance of information management and data processing systems; and policy coordination and appeals.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-A001 Lucas Renovation-SLFRF	**Summary:** Renovation expenses for remodeling office space to house the consolidated HHS agencies.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
402-8900	**Summary:** Payments for Sick Leave Incentive Program (SLIP) retirees and terminal leave costs.	

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SLIP and Terminal Leave	**Allocation Methodology:**	Head Count across HHS
	Program Pool(s):	All HHS Programs

02.01.00 – Finance

401-2200 Fiscal Management	**Summary:** The Division of Fiscal Management performs financial management functions for the Department including budgeting, fiscal analysis, cash management, accounting, cost allocation, federal reporting, payroll, and benefits, claims processing, state and federal audit responses, and corrective action coordination. The Division is composed of the Bureaus of Purchasing, Payments and Receipts, Budget and Planning, Accounting Services, Service Contracting Support, and Collection Services	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

02.01.01 – Accounting Services

401-2210 Purchasing, Payments & Receipt	**Summary:** The Bureau of Purchasing, Payments & Receipts is responsible for claims processing, payroll, purchasing, and receivables; delivery and distribution of mail; ordering, receiving, and distribution of supply orders. Institutions have their own business offices which are responsible for these functions for their programs and staff, under general guidance from the Bureau.	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs
401-2215 Bureau of Accounting Services	**Summary:** The Bureau of Accounting Services is responsible for reporting the agency's appropriations. The Bureau is responsible for receipt and expenditures of State, Federal, and other funds for these accounts.	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs
402-4015 CSRU Fiscal	**Summary:** This Unit is responsible for providing specialized fiscal, accounting, and administrative services for the Bureau of Collections.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4016 Central Collection Recovery	**Summary:** Administered costs reallocated directly to the Child Support Recovery Program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]

02.01.02 – Budgeting and Planning

401-2220 Budget Services	**Summary:** The Bureau of Budget Services is responsible for developing budgets and monitoring expenditures.	
	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs

02.01.03 – Public Health Finance

401-2192 Iowa Department Public Health Only	**Summary:** A clearing account for any costs were specific to Public Health prior to the merger with HHS.	
	Allocation Methodology:	Direct
	Program Pool(s):	All Public Health Programs
588-2202 Finance	**Summary:** Costs for the legacy Public Health finance team; the finance team performs financial management functions for the Department including budgeting, fiscal analysis, cash management, accounting, cost allocation, federal reporting, claims processing, state and federal audit responses, and corrective action coordination.	
	Allocation Methodology:	Administrative Expenditures for Public Health Programs

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	Program Pool(s):	All Public Health Programs across HHS

02.02.00 – Information Technology

401-2196 DoIT/OCIO Information Security	**Summary:** This Unit captures expenses related to the State of Iowa's Office of the Chief Information Officer's (OCIO) "Cyber Strategic Framework" program. Administrative expenses pertaining to the following activities will be charged to this Unit: • Documentation • Planning • Policy and procedures • Implementation • Regulatory/Compliance • Operational support	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2600 Data Management	**Summary:** The Division of Information Technology (IT) plans for, develops, and operates the automated systems that collect and process information to generate client and vendor payments, track cases and caseloads, monitor and control agency business applications, and schedule and access social programs. The Division additionally provides a wide range of technical support, such as personal computer assistance, network and WAN administration, office automation support, program and operational research and analysis, forecasting of program expenditures and utilization, report development and preparation, data analytics, business intelligence, data strategy, enterprise architecture, and project management. This Unit contains the administrative group for the IT Division.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2655 Enterprise Network	**Summary:** Improvements to the Department's enterprise network for use by the Department's organizational units supporting Medicaid, child welfare, child support, and income maintenance programs. The costs include computer hardware and software purchases and/or vendor support purchases.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2655-02 Enterprise Network-Corporate Technology Agency User Allocation	**Summary:** This subunit accumulates agency technology expenses supporting all users across the organization, excluding the Public Health vertical.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2655-03 Enterprise Network-Corporate Technology Agency Device Allocation	**Summary:** Agency expenses supporting all users across the organization, excluding the public health vertical.	
	Allocation Methodology:	Project Online / Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2655-04 Enterprise Network-Corporate	**Summary:** Agency expenses supporting all users across the organization, excluding the Public Health Vertical, most appropriately based on HHS local server utilization by program.	
	Allocation Methodology:	System Usage

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Technology System Usage Allocation	**Program Pool(s):**	All HHS Programs, excluding Public Health Programs
401-2655-05 Enterprise Network-Corporate Technology Unit Allocation	**Summary:** Agency expenses that can be specifically assigned to units utilizing the technology.	
	Allocation Methodology:	Actual Cost
	Program Pool(s):	Attributed Programs
401-2680 Enterprise Technology Projects	**Summary:** This Unit captures technology projects that impact Medicaid, child welfare, child support, and income maintenance programs	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2680-05 Enterprise Technology Projects / OpenText M&O	**Summary:** Open text M&O projects	
	Allocation Methodology:	Project Online
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Social Services Block Grant (SSBG) [PP007] Iowa Health and Wellness Plan (I-HAWP) [PP009] Family Investment Program (FIP) TANF [PP012] Child Support Recovery Title IV-D (66%) [PP016] Foster Care Administration Title IV-E [PP017] SNAP Fraud [PP023] SNAP [PP025] CCDF Block Grant (Matching Fund) [PP027] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI Hawk-I (Enhanced FMAP) [PP032] Supplemental Security Income [PP056] State Only Funded Programs [PP057] MH/MR/DD [PP079]
401-2680-07 Enterprise Projects / Enterprise Architect (FIP)	**Summary:** ES Tool and Human Centric Design	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2680-08 Enterprise Projects / Benefits Portal	**Summary:** Rent Reimbursement for Shared Development projects	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2680-09 Enterprise Project/Workday	**Summary:** Workday Implementation Project	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2690 Allocated State Staff	**Summary:** This Unit is comprised of contract workers who have converted to state staff state staff positions and work on projects across the enterprise excluding public health programs	
	Allocation Methodology:	Project online or Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs

02.02.01 – Public Health Technology

588-0977	**Summary:**

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E-Health	Personnel cost for information Management services provided to external partners including local public health agencies, hospitals, and vendors.	
	Allocation Methodology:	Head Count across Public Health Programs
	Program Pool(s):	All Public Health Programs across HHS

02.02.02 – Enterprise Systems

401-2601 FACS 50%	**Summary:** The costs in this Cost Center include the salary and support of staff overseeing the operations of the Family and Children Services (FACS) and the child abuse assessment tracking systems. The FACS system was established to provide a uniform system for accurately collecting and retrieving information about children as they pass through the Department's various programs. The child abuse assessment tracking system was developed to create a database of abuse assessment information for staff.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2601-04 FACS 50% / FACS Replacement Project	**Summary:** Starting 10/01/2018, Iowa has approval to receive CCWIS funding for maintenance and operations expenses for a portion of a specific module within the overall child welfare system while still in the planning APD phase of the project.	
	Allocation Methodology:	Child Welfare Allocation
	Program Pool(s):	Title IV-E Foster Care Administration [PP017] Title IV-E Adoption Assistance [PP024] TANF Child Protective Services [PP039] State Only Funded Programs [PP057]
401-2601-07 Non-CCWIS Project Maintenance and Operations	**Summary:** Child welfare reporting system maintenance and operation costs relating to FACS functions eligible for non-CCWIS funding.	
	Allocation Methodology:	Non-CCWIS Funding Methodology
	Program Pool(s):	Social Services Block Grant [PP007] Title IV-E Foster Care Administration [PP017] Title IV-E Adoption Assistance [PP024] TANF Child Protective Services [PP039] State Only Funded Programs [PP057]
401-2601-08 Reporting Child Welfare System	**Summary:** Child welfare reporting related costs including work benefitting system wide populations in FACS, the child abuse assessment tracking system (STAR), and FACS Help Desk, appropriately benefit only child welfare programs.	
	Allocation Methodology:	Modified Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	Social Services Block Grant [PP007]
		Title IV-E Foster Care Administration [PP017] Title IV-E Adoption Assistance [PP024] TANF Child Protective Services [PP039] State Only Funded Programs [PP057]
401-2607 Eligibility / Purchased Systems	**Summary:** This Unit provides computer programming development and maintenance for systems that determine eligibility and pay for services for childcare as well as Medicaid, non-Medicaid, mental health, adult, and adoptive services.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-2601 401-2601-04 401-2601-07 401-2601-08 401-2620 401-2620-01 401-2622
401-2620	**Summary:**	

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D.S. & Programming	This Unit is responsible for the research, development, documentation, maintenance, and production monitoring of selected data processing systems. Bureaus in this Division utilize services provided by the Iowa Department of Administrative Services, Information Technology Enterprise (ITE), which may include, but are not limited to main frame technology.	
	Allocation Methodology:	Project Online
	Program Pool(s):	Attributed Programs
401-2620-01 D.S. & Programming \ Data Systems and Programming Time Study	**Summary:** This Unit is responsible for the research, development, documentation, maintenance, and production monitoring of Needs-Based Information Technology data processing systems.	
	Allocation Methodology:	Project Online
	Program Pool(s):	Attributed Programs
401-2622 Medical Systems & Data Warehouse	**Summary:** This Unit is responsible for the research, development, documentation, maintenance, and production monitoring of medical data processing systems.	
	Allocation Methodology:	Project Online
	Program Pool(s):	Attributed Programs
401-2622-03 Medicare Part D Costs	**Summary:** Systems and operational costs to support the Medicare/Medicaid interface.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Medicare Part D [PP042]

02.02.03 – Enterprise Data and Business Intelligence

401-2602 Data Warehouse	**Summary:** The HHS data warehouse incorporates data from various existing systems into a database used to perform statistical and trend analysis, query, reporting, and other data analysis functions. Currently, the Department maintains data warehouse databases that are used to meet Federal TANF reporting requirements, Medicaid Decision Support and to perform program analysis for Medicaid, FIP, SNAP, and other Income Maintenance programs along with data analysis supporting the achievement of federally mandated child welfare program outcomes.	
	Allocation Methodology:	Project Online
	Program Pool(s):	Attributed Programs
401-2602-PD Data Warehouse PD	**Summary:** The HHS data warehouse incorporates data from various existing systems into a database used to perform statistical and trend analysis, query, reporting, and other data analysis functions. Currently, the Department maintains data warehouse databases that are used to meet Federal TANF reporting requirements, Medicaid Decision Support and to perform program analysis for Medicaid, FIP, SNAP, and other Income Maintenance programs along with data analysis supporting the achievement of federally mandated child welfare program outcomes.	
	Allocation Methodology:	Project Online
	Program Pool(s):	Attributed Programs
401-2609 Medical Systems and Programming	**Summary:** Bureau of Medical Systems and Enterprise Data Warehouse is composed of two different areas within the Division of Information Technology - Medicaid system support and overall Enterprise Data Warehousing requests and needs. The Unit is responsible for the supervision, general administration, oversight, day to day operations, coordination, and quality control for the staff in these offices. Additionally, this Unit is responsible for priority setting and customer service and serves as the liaison between these units and customer groups throughout the agency.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-2602 401-2602-PD

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02.02.04 – Project Management

401-2604 IT Project Management Office	**Summary:** Information Technology Project Management, assigned to the Division of Information Technology (DoIT), leads, supports, and enables the organization's projects, programs, and structured IT work activities.	
	Allocation Methodology:	Project Online
	Program Pool(s):	Attributed Programs
401-2604-01 Information Technology Project Management	**Summary:** This Unit records technology project management costs to support and enable the organization's enterprise projects, programs and structured IT work activities.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2604-02 Information Technology Project Management (Non-Facility)	**Summary:** This Unit records technology project management costs to support and enable the organization's enterprise projects, programs and structured IT work activities for projects impacting the entire organization outside of the facilities.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs and Facilities
	Program Pool(s):	All HHS Programs, excluding Public Health Programs and Facilities

02.02.05 – Architecture and IT Strategy

401-2612 Enterprise Architect & IT Strategy	**Summary:** The Unit works to ensure that current system environments meet the DHHS Enterprise architecture and application needs. Reviews existing environmental tools, settings, and configuration, continuously evaluates new products and enhancements, designs integration requirements and produces "how to" material to ensure Bureau staff know what capabilities are available and how to use/integrate them within applications.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs

02.02.06 – Enterprise Infrastructure Services

401-2610 Data Systems Support	**Summary:** The Bureau of IT Supports is composed of three sections: System Operations, Quality Assurance, and Role Based System Security Support. Systems operations staff are responsible for monitoring and managing HHS's applications batch networks. Quality Assurance assists staff and providers to solve problems with the delivery of economic assistance and social services to the Department's clients. The Systems Security staff are responsible for controlling access to Departmental systems and data. The staff accept security access requests from all Divisions of the Department for all major computer systems and network functions.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
		All HHS Programs, excluding Public Health Programs
401-2610-01 Data Systems Support \ Bureau of Network Support	**Summary:** Infrastructure Services provides services that allow connectivity between all Departmental systems and locations across the state to support all core business processes. The Technical Help Desk provides support across the enterprise for all users and personal computers. This includes solutions to hardware and software problems encountered by Departmental staff as well as installation and maintenance of personal computing equipment.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs
401-2610-20 Field Office Router Charges	**Summary:** Router charges for various county offices.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
402-6097	**Summary:** Information Technology staff supporting Community Access and the Family Wellbeing workers in the field.	

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Data Systems Support/IT Client Services (6097)	**Allocation Methodology:**	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results

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03.00.00 – Compliance

The HHS Compliance Division is responsible for supporting compliance with federal and state law and regulation.

Compliance Deputy oversees the Appeals, Administrative Rules and Policy, and Operations units. The Appeals, Rules and Waivers Unit is responsible for tracking and notifications related to appeals of agency decisions and eligibility determinations, working with policy teams across the agency to draft and adopt administrative rules and processing requests for waiver of agency rules (also referred to as Exceptions to Policy). The HHS Compliance Division is also responsible for cataloging agency policies, review and approval of Department wide MOUs and agreements. It is led by the agency's Chief of Compliance who also serves as a Deputy Director of HHS.

Legal Services provides general legal services to the entire Department. Specific legal functions may be direct billed to specific program areas.

The Contracts and Data bureaus are responsible for providing procurement and contracting support for the whole Department. Included in this work is development of procurement and contracting templates, support of procurement and contracting processes, team training and troubleshooting. The Data team is responsible for ensuring data are appropriately collected and shared both internally and externally. This Unit includes the Department's HIPAA privacy officer and works in close collaboration with the IT Division's security team.

Internal Controls and Accountability is responsible for Iowa HHS's internal audit program and other functionally independent units including the Office of the Long-Term Care Ombudsman and Child Advocacy Board (CASA and foster care review).

Human Resources is led by the Chief Human Resources Officer. The Human Resources team handles recruitment and retention of team members, helps ensure classification, compensation, and promotion consistency, as well as maintaining primary responsibility for the employee handbook and other policies.

General Business Services is responsible for directing and coordinating operational support services for the Department of Health and Human Services. This includes working with internal and external customers regarding mail services, purchasing goods, managing Department inventories, storage room operations, fleet and vehicle management, capital asset management, Department vendor management, and other centralized services functions. The Bureau is also responsible for the Department's lease management, working with DHHS county office coordinators as well as facility managers.

The Bureau of Cannabis Regulation manages Iowa's medical cannabis and consumable hemp regulatory programs, including the patient registry for the medical program.

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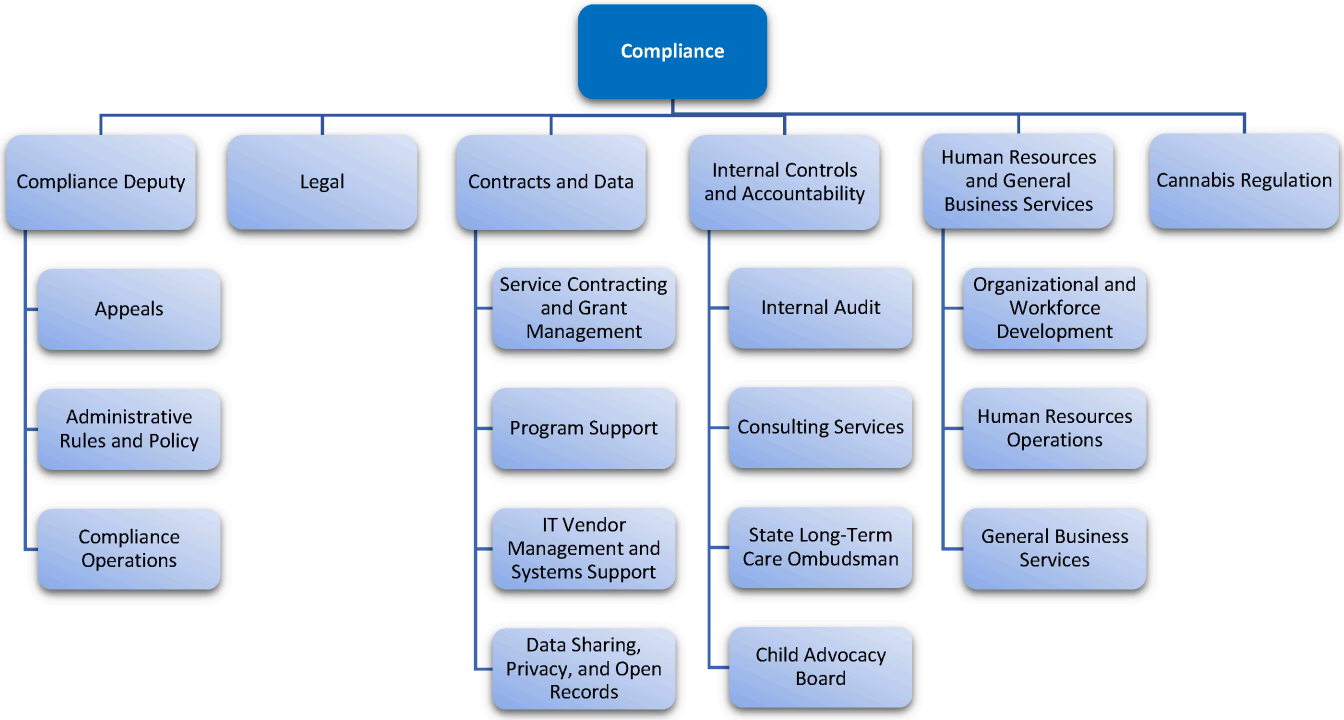

401-0200 Office of Compliance	**Summary:** The Compliance Division Administrator is part of the senior leadership team and reports directly to the Department of Health and Human Services Director. The Compliance Administrator performs highly advanced managerial work, directing the development and implementation of administrative rules, procurement, and contracting functions; overseeing the appeals and exceptions to policy process; providing stewardship of data governance and the Privacy and Security office; and building Internal Audit functions for the new agency structure. The Chief of Compliance also provides direction to and oversight of the Licensing and Regulation Division.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-5911 Quality Control	**Summary:** Quality Control is responsible for improving customer results and staff efficiency. Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations. Leadership will also select project focus areas in non-required areas of agency operations as needed as capacity allows. Bureau staff plays pivotal roles in Iowa's successfully attaining performance expectations, assuring quality, and improving operational consistency and efficiency, by supporting federal reviews in areas including but not limited to Medicaid and Hawk-i, Child Care, Child Welfare, Food Assistance, and FIP. Staff will use a variety of quality tools and techniques to assess and communicate performance trends, assess root cause, identify opportunities to improve, design rapid improvement strategies and ensure their successful implementation, and teach and train other staff to recognize opportunities to improve and to act effectively upon those opportunities.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
402-6914	**Summary:** This Bureau is responsible for improving customer results and staff efficiency.	

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Bureau of Quality Assurance and Improvement	Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations. Leadership will also select project focus areas in non-required areas of agency operations as needed as capacity allows. Bureau staff play pivotal roles in Iowa's successfully attaining performance expectations, assuring quality, and improving operational consistency and efficiency, by supporting federal reviews in areas including but not limited to Medicaid and Hawk-i, Child Care, Child Welfare, Food Assistance, and FIP. Staff will use a variety of quality tools and techniques to assess and communicate performance trends, assess root cause, identify opportunities to improve, design rapid improvement strategies and ensure their successful implementation, and teach and train other staff to recognize opportunities to improve and to act effectively upon those opportunities.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
588-2700 HHS Compliance	**Summary:** The Division of Compliance, led by the Chief of Compliance and one of the Department's two Deputy Director is responsible for compliance with federal and state law and regulation, internal legal counsel and internal contract development, review, and approval.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.01.00 – Compliance Deputy

401-0240 Compliance Deputy	**Summary:** The Division of Compliance, led by the Chief of Compliance and one of the Department's two Deputy Directors, is responsible for supporting compliance with federal and state law and regulation. The Division also provides internal legal counsel to HHS Compliance team members and others.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
588-2104 Deputy Director's Office	**Summary:** The Division of Compliance, led by the Chief of Compliance and one of the Department's two Deputy Directors, is responsible for supporting compliance with federal and state law and regulation. The Division also provides internal legal counsel to HHS Compliance team members and others. This Division supports the Office of the Deputy	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.01.01 – Appeals

401-5220 Appeals	**Summary:** Processes appeals and requests for exceptions to policy for the Department's programs. Key to the work done on this team is ensuring lawful operation under the agency's statutory base, allowing for uniform applications of policy and procedures to all HHS customers.	
	Allocation Methodology:	Number of Cases Disposed
	Program Pool(s):	All HHS Programs
401-5220-01 Appeals Process Automation	**Summary:** This Cost Center is used to isolate contract staff costs to automate the Appeals Process.	
	Allocation Methodology:	Number of Cases Disposed
	Program Pool(s):	All HHS Programs
401-5230 Forms Translation	**Summary:** Manages electronic forms and coordinates translation services.	
	Allocation Methodology:	Monthly Forms and Translations by Program
	Program Pool(s):	All HHS Programs

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03.01.02 – Administrative Rules and Policy

401-5200 Policy Analysis Team	**Summary:** The Bureau of Policy Coordination is responsible for processing the following: • Administrative Rules • Requests for Exceptions to Policy • Appeals of Department Actions Costs for the Bureau are allocated to administered organizational units based on head count.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.01.03 – Compliance Operations

401-0243 Compliance Operations	**Summary:** The Compliance Operation teams are responsible for managing appeals of Department decisions and eligibility determinations, working with policy teams to draft and adopt administrative rules and processing requests for waiver of rules. This team also supports the Compliance Division's planning, performance measurement and communications work, as well as catalogues and publishes Department wide policies and procedures and manages Department wide MOUs and other agreements	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.02.00 – Legal

401-0250 Legal Services	**Summary:** Legal Services provides legal advice to HHS, including general internal counsel for the Department and the Compliance Division, contracts, human resources, and program dedicated legal advice. Program specific activities are direct billed and not included in this Cost Center.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-1200 Legal Services	**Summary:** Legal Services provides legal advice to HHS, including general internal counsel for the Department and the Compliance Division, contracts, human resources, and program dedicated legal advice. Program specific activities are direct billed and not included in this Cost Center.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.03.00 – Contracts and Data

401-0230 Compliance-Contracts and Data	**Summary:** This Unit provides oversight for HHS's procurement, contracting, IT vendor management, data sharing, privacy, and governance activities. Includes oversight and day to day support for the bureaus of Service Contracting and Grants Management, Program Support, IT Vendor Management and Contracting Systems Support, and the Data Sharing, Privacy and Open Records Bureau, which includes the designated HHS HIPAA Privacy Officer.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.03.01 – Service Contracting and Grant Management

401-2250 Service Contract Support	**Summary:** The Bureau of Service Contracting Support provides oversight of and support for the procurement of services not provided directly by the Department. The emphasis of the Bureau is on technical assistance and monitoring.

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	Allocation Methodology:	Administrative Expenditures across HHS
	Program Pool(s):	All HHS Programs

03.03.02 – Program Support

401-2250-01 Medicaid Claims Review	**Summary:** This Unit conducts audits to assure appropriate payment of claims for services under the Medicaid Program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003]
402-6960 Provider Performance Managers	**Summary:** Negotiates and monitors the Purchase of Service agreements with private providers to enable HHS to purchase services for families.	
	Allocation Methodology:	Quarterly Paid Claims (6960)
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] TANF - Child Protective (Services) [PP039] State Only Funded Programs [PP057]

03.03.03 – IT Vendor Management and Systems Supports

401-0233 Compliance-Internal Controls and Accountability	**Summary:** Supports contracting functions throughout the agency.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.03.04 – Data Sharing, Privacy, and Open Records

401-0232 Compliance-Data Sharing, Privacy, & Open Records	**Summary:** Works with staff across internal bureaus and divisions regarding the Department's data sharing, privacy, and open records functions. • Assumes responsibility for the accuracy and propriety of all data sharing activities within data sharing agreements, research agreements, and contracts. • Advises the Division Administrator on compliance with laws and federal and state policies governing the privacy and security of protected data within the HHS. • Develops and implements the open records policies and procedures, and the evaluation of such to provide for consistent and objective response to HHS open records requests.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2600-01 Data Management \ Security Office	**Summary:** This Division is responsible for all security/privacy system functions and leading teams in completing Department IT security/privacy projects, initiatives, and enforcement. This office is charged with ensuring compliance with federal and statutory security mandates, including all IT requirements set forth in the Federal Health Insurance Portability and Accountability Act (HIPAA) and IRS IT system regulations. This office is responsible for the development and implementation of policies and procedures for system security and privacy. The office also conducts IT system risk assessments, IT risk analysis, vulnerability tests and audits that will allow the Department to maintain security and prevent and detect any security breaches.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.04.00 – Internal Controls and Accountability

401-0210	**Summary:** Provides oversight and review of critical agency functions to ensure compliance with State and Federal regulations.

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Compliance-Internal Controls and Accountability	**Allocation Methodology:**	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.04.01 – Internal Audit

401-0211 Internal Audit	**Summary:** The Internal Audit team conducts independent, objective reviews of Department processes and programs to assure compliance and operational efficiency and effectiveness. This team also supports the Department's annual risk assessment.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.04.02 – Consulting Services

401-0212 Consulting Services	**Summary:** The Consulting Services team advises Department managers and employees in evaluating and improving the effectiveness of risk management, control, and governance processes. This team may complete internal audits of Department processes and programs during times of high need.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.04.03 – State Long-Term Care Ombudsman

297-3586 LTC Ombudsman	**Summary:** The Long Term Care Ombudsman provides advocacy services on behalf of the individual recipient of Long Term Care.	
	Allocation Methodology:	Direct
	Program Pool(s):	Title VII Ombudsman Activity [PP187]
297-3587 Managed Care Ombudsman	**Summary:** The Managed Care Ombudsman supports members of managed care organizations and advocates on their behalf.	
	Allocation Methodology:	Direct
	Program Pool(s):	Title VII Ombudsman Activity [PP187]

03.04.04 – Child Advocacy Board

401-8310 Child Advocacy Board Administration	**Summary:** Administrative Unit for the Child Advocacy Board.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Administration Title IV-E [PP017]
401-8320 CAB Training	**Summary:** Foster Care Review Board Training activities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Training Title IV-E [PP019]
401-8325 CAB Field Offices	**Summary:** Foster Care Review Board Administrative activities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Administration Title IV-E [PP017]
401-8400 Shared Admin Expenses	**Summary:** Court Appointed Special Advocate administrative expenses.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Foster Care Administration Title IV-E [PP017] Foster Care Training Title IV-E [PP019]

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401-8420 CASA Training	**Summary:** Court Appointed Special Advocate training expenses.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Training Title IV-E [PP019]
415-064N CAB Foster Care Registry	**Summary:** Technology upgrade to the registry of the placement of all children receiving foster care as required by Iowa Code 237.17.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

03.05.00 – Human Resources and General Business Services

401-0220 Human Resources	**Summary:** The Human Resources is responsible for organizational and individual workforce development and training and human resources operations.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2211 Employee Services	**Summary:** This Unit processes new employees and handles all payroll and employee benefits	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
588-2211 Personnel	**Summary:** General fund dollars used to establish and sustain the overall ability of the Department to deliver services to the public.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.05.01 – Organizational and Workforce Development

401-0221 Organizational and Workplace Development	**Summary:** Manages the workforce development program for employees assuring compliance in meeting national public health standards, as well as coordinates the Department-wide professional development, wellness and internship programs, and new employee orientation and on-boarding activities.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.05.02 – Human Resources Operations

401-0222 Human Resources Operations	**Summary:** This Bureau is responsible for oversight of personnel-related matters including safety and worker compensation, affirmative action, position and classification changes, and grievance and discipline.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-5005 Bureau of Human Resources	**Summary:** This Bureau is responsible for oversight of personnel-related matters including safety and worker compensation, affirmative action, position and classification changes, and grievance and discipline. This Bureau includes Central Office Human Resources and Facilities HR Staff.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.05.03 – General Business Services

401-0223	**Summary:**

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General Business Services	The Bureau of General Business Services is responsible for directing and coordinating operational support services for the Department of Health and Human Services. This includes working with internal and external customers regarding mail services, purchasing goods, managing Department inventories, storage room operations, fleet and vehicle management, capital asset management, Department vendor management, and other centralized services functions. The Bureau is also responsible for the Department's lease management, working with HHS county office coordinators as well as facility managers.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

03.06.00 – Cannabis Regulation

588-0873 Medical Cannabidiol Act	**Summary:** The mission of the Medical Cannabis Program is to have a high-quality, effective, and compliant medical cannabis program for Iowa residents with serious medical conditions. The Medical Cannabis Program works to balance a patient's need for access to treatment of their debilitating medical condition, with the requirement to ensure the safety and efficacy of the products.	
	Allocation Methodology:	Direct
	Program Pool(s):	Cannabidiol and Hemp Fees - Fees [PP200]
588-0875 Consumable Hemp	**Summary:** Iowa HHS is responsible for the regulation of consumable hemp products, including registration (hemp manufacturers and retailers are not licensed, they are registered).	
	Allocation Methodology:	Direct
	Program Pool(s):	Cannabidiol and Hemp Fees - Fees [PP200]

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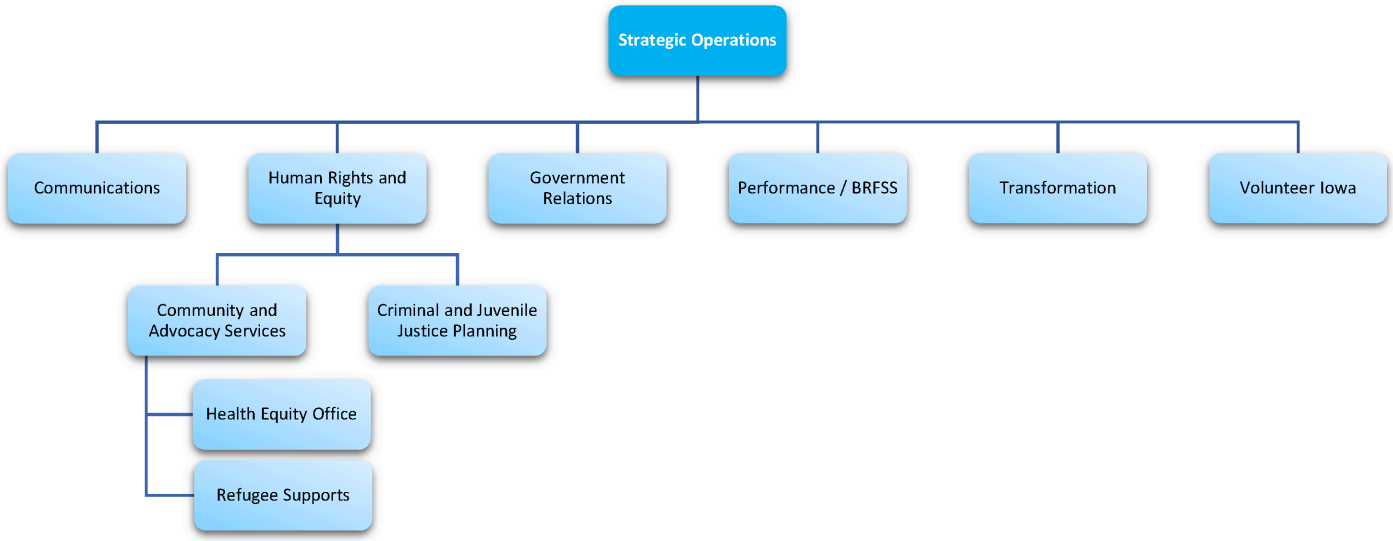
04.00.00 – Strategic Operations

The Strategic Operations Division works across the agency to support its programs and goals. It provides other divisions with the expertise, skills, and resources they need to accomplish their goals. Finally, it works to "connect the dots" and develop overall strategy for the agency.

The Division is comprised of the following bureaus:

- **Communications** – handles both internal and external communications for the agency.
- **Human Rights and Health Equity** – in addition to its Human Rights functions, this Bureau includes a focus on health equity, helps coordinate services for Iowa's refugee communities, and supports criminal and juvenile justice systems and programs across the state.
- **Government Relations** – this Bureau includes the Public Information Officer, Government Affairs (our Legislative Liaisons), and the Communications Team, which handles both internal and external communications.
- **Performance / BRFSS** – this Bureau is still undergoing development, but its primary deliverables are cross-divisional project support and measuring and reporting internal and external agency performance.
- **Transformation** - Currently, one of its primary responsibilities is coordinating the overall State of Iowa Government Alignment efforts for the agency.
- **Volunteer Iowa** – Volunteer Iowa's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. They administer AmeriCorps grants that are used for a variety of program types, including environmental, health, and education.

The Director's Executive Assistants also report up through Strategic Operations leadership.



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588-3300 HHS Strategic Ops	**Summary:** The Division of Strategic Operations works across the Department to support its programs and goals. It provides other divisions with the expertise, skills, and resources they need to accomplish their goals. This includes external relations, performance and transformation, human rights, and Volunteer Iowa.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

04.01.00 – Communications

401-0105 Division of Strategic Communications	**Summary:** Includes management and staff who create and distribute information about the Department, its programs, and its policies.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

04.02.00 – Human Rights and Equity

379-0100 Administration Division	**Summary:** Allowable centralized administration expenses to oversee functions within Human Rights and Equity and to oversee certain Energy and FaDSS functions now located in Community Access.	
	Allocation Methodology:	Head Count across Human Rights
	Program Pool(s):	All Human Rights Programs
379-0200 Administration - State Only	**Summary:** Unallowed and state funded expenses for the administrative Division.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-GTSB Gov. Traffic Safety Bureau	**Summary:** Criminal and Juvenile Justice Planning administers federal and state grant programs to fund local and state projects to prevent juvenile crime, provide services to juvenile offenders and otherwise improve Iowa's juvenile justice system. This is a grant from the GTSB.	
	Allocation Methodology:	Direct
	Program Pool(s):	National Priority Safety Programs [PP112]

04.02.01 – Community and Advocacy Services

379-1020 Community and Advocacy Services	**Summary:** The Division of Community Advocacy and Services (CAS) streamlines access to services offered by the State of Iowa for specific underserved populations and serves as a connection between Iowa's diverse communities and the programs, events and information that can provide understanding and equity. CAS partners with public and private agencies, institutions, and groups to enable more people to participate fully and make living in Iowa a richer experience.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-1022-01 CAS Miscellaneous Projects	**Summary:** The Division of Community Advocacy and Services streamlines access to services offered by the State of Iowa for specific underserved populations and serves as a connection between Iowa's diverse communities and the programs, events and information that can provide understanding and equity. CAS partners with public and private agencies, institutions, and groups to enable more people to participate fully and make living in Iowa a richer experience.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

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04.02.02 – Health Equity Office

04.02.03 – Refugee Supports

402-7000 Iowa Refugee Service Center	**Summary:** The Bureau of Refugee Services provides a wide spectrum of social service, resettlement, and employment-related support services to refugee individuals and families, with an emphasis on achieving self-sufficiency. Some of the core services provided include: health services, social adjustment and counseling, immigration services, interpretation, job counseling, and job development.	
	Allocation Methodology:	Refugee Expenditures
	Program Pool(s):	Refugee Cash and Medical Assistance [PP020] Refugee Resettlement Program [PP030]
402-7000-10 Iowa Refugee Service Center / RSS Grant Base Funds	**Summary:** General Expenses funded with the Refugee Social Services (RSS) Grant.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7000-20 Iowa Refugee Service Center / CMA Grant Base Funds	**Summary:** General Expenses funded with the Cash & Medical Assistance (CMA) Grant.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Cash and Medical Assistance [P020]
402-7000-30 Iowa Refugee Service Center / CMA Grant IT Expenditures	**Summary:** IT Expense funded with the CMA Grant.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Cash and Medical Assistance [P020]
402-7000-AB Iowa Refugee Service Center / RSS Grant - Afghan - Base Funds	**Summary:** Afghan Base Expenses funded with the RSS Grant.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7000-AL Iowa Refugee Service Center / RSS Grant - Afghan - Legal Funds	**Summary:** Afghan Legal Expenses funded with the RSS Grant.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7000-HB Iowa Refugee Service Center / RSS - Grant Haitian Base Funds	**Summary:** Housing assistance expenses for Haitian Refugees.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7000-SP Iowa Refugee Service Center \ Special Projects	**Summary:** The Bureau of Refugee Services provides a wide spectrum of social service, resettlement, and employment-related support services to refugee individuals and families, with an emphasis on achieving self-sufficiency. Some of the core services provided include: health services, social adjustment and counseling, immigration services, interpretation, job counseling, and job development.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7000-UK	**Summary:**	

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Iowa Refugee Service Center \ RSS - Grant Ukraine Base Funds	Expenses for housing assistance for Ukrainian Refugees is included in this account.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7420-10 TAG	**Summary:** Expenses that are funded with the RSS Grant – Targeted Assistance Program (TAG) Set-Aside. This program helps refugees obtain employment within one year's participation in the program to achieve self-sufficiency	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7425 Refugee Health Promotion	**Summary:** Expenses funded with the RSS Grant – Refugee Health Promotion Set-Aside.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7625 School Impact	**Summary:** Expenses funded with the RSS Grant – School Impact Set-Aside.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Resettlement Program [PP030]
402-7635 ESL Pilot Project Educ	**Summary:** Expenses funded by the Department of Education for ESL education.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

04.02.04 – Criminal and Juvenile Justice Planning

379-063S Infrastructure for Integrating Justice Data Systems	**Summary:** The Criminal Justice Information System (CJIS) serves as a "system of systems" that integrates and shares criminal justice information among Iowa's justice agencies in a seamless, real-time, and secure manner. CJIS allows agencies to share or receive critical information immediately and automatically, eliminating outdated methods and unnecessary manual entry.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-064S Justice Data Warehouse	**Summary:** The Justice Data Warehouse (JDW) is a central repository of key criminal and juvenile justice information from the Judicial Branch Case Management System and information from the Iowa Correctional Offender Network (ICON) system. The JDW is located on a platform within the Office of the Chief Information Officer as one part of the Enterprise Data Warehouse.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-9000 Criminal & Juvenile Justice	**Summary:** Criminal and Juvenile Justice Planning administers federal and state grant programs to fund local and state projects to prevent juvenile crime, provide services to juvenile offenders and otherwise improve Iowa's juvenile justice system.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-9300-21 Juv. Justice Delinquency Prev.	**Summary:** Iowa's Juvenile Justice Advisory Council (JJAC) will implement this program to expand the availability and utilization of pre-charge diversion (PCD) programs. The objective is to keep low-risk youth from formally entering the juvenile justice system and reduce racial and ethnic disparities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Juvenile Justice and Delinquency Prevention [PP219]

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379-CJJM Criminal and Juvenile Justice Planning miscellaneous funds	**Summary:** Criminal and Juvenile Justice Planning (CJJP) administers federal and state grant programs to fund local and state projects to prevent juvenile crime, provide services to juvenile offenders and otherwise improve Iowa's juvenile justice system. Annually, this funding is made available through competitive and allocation grant application procedures.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-DLNQ Delinquency Prevention Grant Program	**Summary:** The Juvenile Justice Advisory Council oversees Iowa's use of federal juvenile justice and delinquency prevention Formula Grant (Title II) funding and to develop plans for system improvements.	
	Allocation Methodology:	Direct
	Program Pool(s):	Juvenile Justice and Delinquency Prevention [PP219]
379-ICAP Iowa Client Assistance Program	**Summary:** The Client Assistance Program (CAP) is a federally mandated program designated to assist individuals who encounter conflicts with programs funded under the Rehabilitation Act. CAP helps people with disabilities receive quality services by advocating for their interests and helping them identify resources, understand procedures, resolve problems, and protect their rights in the rehabilitation process, employment, and independent living services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Rehabilitation Services Client Assistance Program [PP220]
379-IDHS Human Services misc contracts	**Summary:** Criminal and Juvenile Justice Planning administers federal and state grant programs to fund local and state projects to prevent juvenile crime, provide services to juvenile offenders and otherwise improve Iowa's juvenile justice system. This is a grant for Family Finding for Children in Foster Care.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-IVRS Voc Rehab contracts	**Summary:** Costs to oversee the Juvenile Reentry Task Force (JRTF) in the development and implementation of the juvenile justice reentry system. Multiple state agency partners are assisting with institutionalization and/or development of policy, procedure, and structural elements of its Juvenile Reentry System (JReS). The goal of JReS is the reduction of recidivism rates and to improve other youth outcomes through implementation of comprehensive system-wide reforms to juvenile reentry policies and processes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Rehabilitation Services Vocational Rehabilitation [PP221]
379-JDTR Judicial Districts Transfer	**Summary:** Criminal and Juvenile Justice Planning administers federal and state grant programs to fund local and state projects to prevent juvenile crime, provide services to juvenile offenders and otherwise improve Iowa's juvenile justice system. This is a transfer from the judicial districts.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
379-JJAC Juvenile Justice Advisory Council	**Summary:** The Juvenile Justice Advisory Council (JJAC) oversees Iowa's use of the Juvenile Justice & Delinquency Prevention Act of 1974 Title II Formula Grant funds and to develop plans for system improvements.	
	Allocation Methodology:	Direct
	Program Pool(s):	Juvenile Justice and Delinquency Prevention [PP219]
379-JJAG Juvenile Justice Action Grants	**Summary:** Criminal and Juvenile Justice Planning administers federal and state grant programs to fund local and state projects to prevent juvenile crime, provide services to juvenile offenders and otherwise improve Iowa's juvenile justice system. The Formula Grants Program is authorized under the Juvenile Justice and Delinquency Prevention (JJDP) Act.	
	Allocation Methodology:	Direct

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	Program Pool(s):	Juvenile Justice and Delinquency Prevention [PP219]
379-JRSS Juvenile Reentry System	**Summary:** Costs for the development and implementation of the juvenile justice reentry system (JReS). Multiple state agency partners are assisting with institutionalization and/or development of policy, procedure, and structural elements of its Juvenile Reentry System. The goal of JReS is the reduction of recidivism rates and to improve other youth outcomes through implementation of comprehensive system-wide reforms to juvenile reentry policies and processes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Second Chance Act Reentry Initiative [PP222]
379-NYTD National Youth Transition Data Base	**Summary:** Iowa NYTD is a federal initiative that collects outcome information from youth who are approaching the exit of, or have exited, foster care. The information provides insight into how prepared these youth are to enter adulthood and the services to which they have been provided during their time in foster care.	
	Allocation Methodology:	Direct
	Program Pool(s):	John H. Chafee Foster Care Program for Successful Transition to Adulthood [PP223]
379-ODCP Governor's Office of Drug Control Policy grants & contracts	**Summary:** Costs to administer federal and state grant programs to fund local and state projects to prevent juvenile crime, provide services to juvenile offenders and otherwise improve Iowa's juvenile justice system. This is a grant from the ODCP.	
	Allocation Methodology:	Billings
	Program Pool(s):	Corona Virus Emergency Supplemental Funding Program [PP109] Comprehensive Opioid, Stimulant, and other Substances Use Program [PP227] Harold Rogers Prescription Drug Monitoring Program [PP228]
379-PRIN Prison Research and Innovation Network Initiative	**Summary:** The PRIN is part of a five-year research project, funded by Arnold Ventures, to promote the well-being of people who live and work in prison. The PRIN is a national effort that includes five research sites: Colorado, Delaware, Iowa, Missouri, and Vermont. The goals of the research are to Understand prison environments and the safety and well-being of those who live and work there; help prisons collect data to promote transparency and accountability; and support evidence-based changes to improve prisons, such as ensuring safe and humane environments for all.	
	Allocation Methodology:	Direct
	Program Pool(s):	The Urban Institute [PP226]
379-SACG Statistical Analysis Center Grant	**Summary:** The Iowa Statistical Analysis Center (SAC), a member of the Justice Research and Statistics Association (JRSA), and carries out research, policy analysis, program development and data analysis activities to assist policy makers, justice system agencies and others to identify issues of concern and to improve the operation and effectiveness of Iowa's justice system.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Justice Statistics Program for Statistical Analysis Centers [PP224]
379-SPRX Strategic Prevention Framework Rx Project	**Summary:** The Strategic Prevention Framework for Prescription Drugs (SPF Rx) grant through the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) raises awareness about the dangers of sharing medications and work with pharmaceutical and medical communities on the risks of overprescribing to young adults.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]

04.03.00 – Government Relations

AMERICAN OVERSIGHT

04.04.00 – Performance / BRFSS

588-0456 BRFSS	**Summary:** The Behavioral Risk Factor Surveillance System (BRFSS) is a system of health-related telephone surveys that collect state data about U.S. residents regarding their health-related risk behaviors, chronic health conditions, and use of preventive services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Behavioral Risk Factor Surveillance System [PP149]
588-2114 Public Health Performance	**Summary:** Supports Performance management (PM) which is a systematic process of using data to make decisions. Data is used to measure, monitor, and communicate progress toward intended outcomes. Quality improvement (QI) tools are used to overcome barriers to progress.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs

04.05.00 – Transformation

04.06.00 – Volunteer Iowa

588-0028 Future Ready Iowa Mentoring Program SWJC	**Summary:** Future Ready Iowa Virtual Mentoring is a statewide networking and professional development opportunity that connects students pursuing careers in high-demand fields with professionals in the workforce.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-08CP Community Programs	**Summary:** Community Programs account was created in Iowa Code to provide an account for programming to support Iowa National Service Corps programs from other State, Federal or Private sources.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-08RR Refugee Rise	**Summary:** Community Program Account fund to support Refugee Rise AmeriCorps primarily with State appropriation transfer language from HHS Refugee Services Bureau.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-3670 Community Assistance	**Summary:** Fund to support activities of Governor's Office on Volunteerism and overall support of Volunteer Iowa to leverage service and volunteerism to engage Iowans to support state and community engagement.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-3683 Commission Investment Funds	**Summary:** Formula Grant fund to be used for Program Development, recruitment, and program enhancement for Iowa's AmeriCorps State programming.	
	Allocation Methodology:	Direct
	Program Pool(s):	AmeriCorps Commission Investment Fund [PP208]
588-3690 Iowa State Commission	**Summary:** Commission operating fund to support operations and support of commission grant programs, primarily AmeriCorps State as well as development and implementation of State Service Plan.	
	Allocation Methodology:	Direct
	Program Pool(s):	AmeriCorps State Commissions Support Grant [PP202]
588-3691	**Summary:** Fund for activities not eligible for program match (e.g., grant writing, etc.)	

AMERICAN OVERSIGHT

Americorp National Service	**Allocation Methodology:**	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-3699 Iowa Promise/Iowa Mentoring Partnership	**Summary:** The Iowa Mentoring Partnership works to promote, support, and build quality mentoring relationships by elevating the capacity of programs, systems, and policies that foster proven results for Iowa through our network of over 70 youth mentoring programs.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-36DR Disaster	**Summary:** Reimbursement account for deployment for disaster relief. Volunteer Iowa is reimbursed by FEMA/CNCS for disaster deployments so activities and costs are segregated with this fund.	
	Allocation Methodology:	Direct
	Program Pool(s):	Homeland Security Grant Program [PP203]
588-36HS Homeland Security Planning Grant	**Summary:** Federal grant from Iowa Homeland Security and Emergency Management covering staff costs to provide training and technical assistance to communities to develop plans for managing volunteers and donations in times of disaster.	
	Allocation Methodology:	Direct
	Program Pool(s):	Homeland Security Grant Program [PP204]
588-36SD AmeriCorps Senior Demo Program	**Summary:** Federal grant through AmeriCorps that places volunteers 55+ in intergenerational programming to support youth academic success and within organizations to build capacity. This grant is used to support direct staff costs associated with the program, travel and professional development costs of staff, stipends and travel reimbursement costs for enrolled volunteers, and supplies associated with trainings.	
	Allocation Methodology:	Direct
	Program Pool(s):	AmeriCorps Seniors Senior Demonstration Program (FGP) [PP205]
588-36VG Volunteer Generation Fund	**Summary:** Volunteer Generation Fund is a federal grant through AmeriCorps to increase innovation in volunteer engagement. Provides capacity building training on a variety of volunteer engagement related topics to nonprofit and government organizations, and subgrants to Volunteer Centers. This grant is used to support direct staff costs associated with the program, travel, and professional development costs of staff, subgrants to Volunteer Centers, and consultants and supplies associated with trainings.	
	Allocation Methodology:	Direct
	Program Pool(s):	AmeriCorps Volunteer Generation Fund [PP206]
588-36VR Volunteer Generation Fund - ARPA	**Summary:** Federal grant program through AmeriCorps, provides training, coaching, technical assistance, and implementation funding to school subgrantees to develop mentoring and/or service-learning programming to improve student outcomes. This grant is used to support direct staff costs associated with the program, travel, and professional development costs of staff, subgrants to schools, and supplies associated with trainings.	
	Allocation Methodology:	Direct
	Program Pool(s):	AmeriCorps Volunteer Generation Fund [PP206]
588-36VT VISTA Operational Grant	**Summary:** VISTA is a program operated by Volunteer Iowa placing AmeriCorps VISTA members in Iowa Communities and Nonprofits to build organizational capacity and work to reduce poverty. This grant is used to support direct staff costs associated with the program and certain travel costs of VISTA members and staff.	
	Allocation Methodology:	Direct
	Program Pool(s):	AmeriCorps Volunteers In Service to America [PP207]
588-F010 ICVS - Promise	**Summary:** Fund to support the general activities of Iowa's Promise (youth development programming) and Iowa Mentoring partnership. Funds are segregated from here to support those activities.	

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	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

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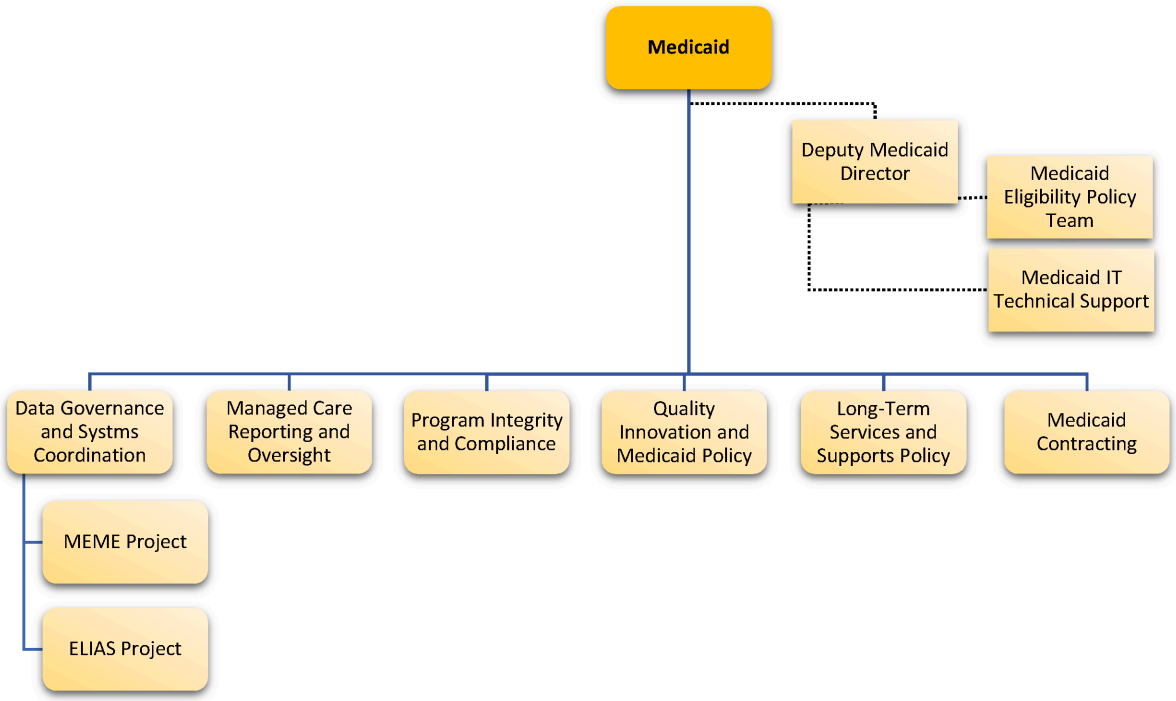
05.00.00 – Medicaid

The Division of Medical Services, also known as Iowa Medicaid, administers the Iowa Medicaid Program and the State Children's Health Insurance Program (CHIP), known as Healthy and Well Kids in Iowa (HAWK-i). It coordinates the activities of its Bureaus: Managed Care Organization (MCO) Oversight and Supports, Medical and Long-Term Services and Support (LTSS) Policy and the Iowa Medicaid Support and Operations team. All activities associated with national Health Care Reform as it applies to the Medicaid program, except policy related to expanded eligibility, are also administered out of this Division. The Division also supports the Medical Assistance Advisory Council (MAAC). The Division directs, coordinates, and oversees the Iowa Medicaid operations, Managed Care Organization (MCO) oversight, quality assurance, and cost containment activities to ensure effective program administration and adherence to laws, rules, regulations, and established policies. Iowa Medicaid operations include claims processing, member support and services, provider support and services, medical services, pharmacy medical and pharmacy point of sale services, provider cost audit, revenue collections, program integrity, and data warehouse.



401-1200-03 Legal Services – Medicaid Costs	**Summary:** Costs of this Unit include amounts reimbursed to the State Attorney General for dedicated attorney services for Medicaid programs.

AMERICAN OVERSIGHT

	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (100% FFP) [PP003]
413-2030 Nurse Aide Training 50/50	**Summary:** Funds for nurse aide training and competency evaluation programs administered by nursing facilities serving Medicaid-eligible residents.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]

05.01.00 – Deputy Medicaid Director

401-5300 Medical Administration	**Summary:** The Medicaid Director, Operational Director, and staff oversee the daily operations of Iowa Medicaid and CHIP.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5365 401-5325 401-5355 401-5361 401-5330 401-5301

05.02.00 – Data Governance and Systems Coordination

401-5365 Data Governance & Systems Coordinator	**Summary:** The Bureau Chief of Data Governance and Systems Coordination serves in a leadership capacity to build capacity for real-time data to drive policy and program decisions. This Bureau recommends strategic business solutions and prepares proposals to guide effective decisions. It also executes data quality management processes and prioritizes data governance initiatives and oversees the MEME and ELIAS projects.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]

05.03.00 – Managed Care Reporting and Oversight

401-5325 Medicaid-Managed Care	**Summary:** This Bureau has responsibility for policy development, performance, oversight of quality improvement and outcomes, encounter data, member attribution and provider networks, and actuarial rate setting for the Managed Care program, Iowa Health Link. Iowa Health Link is a comprehensive plan including physical health, behavioral care providers, nursing and ICF/ID facilities, and home and community-based service providers. Staff provide oversight to monitor performance of each managed care organization to promote alignment, ensure efficiencies, maximize quality and outcomes, and comply with state and federal mandates.	
	Allocation Methodology:	Quarterly Processed Claims (5325)
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan (I-HAWP) (50%) [PP009] Medicaid Expansion Title XXI – CHIP (Enhanced FMAP) [PP031] Medicaid Expansion Title XXI HAWK-i (Enhanced FMAP) HAWK-i [PP032] State Only Funded Programs (0% FFP) [PP057]

05.04.00 – Program Integrity and Compliance

401-5361 Program Integrity & Compliance	**Summary:** The Program Integrity & Compliance Bureau is responsible for all activities necessary to ensure the integrity of the Medicaid program and oversight of managed care and the transportation broker contract. Program integrity encompasses activities associated with initiating sanctions for excluded providers and oversight of the timeliness and accuracy of claims filed by Medicaid providers for both Fee for Service and managed care.

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	Allocation Methodology:	Quarterly Processed Claims
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
		Iowa Health and Wellness Plan (I-HAWP) (50%) [PP009] Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Medicaid Expansion Title XXI HAWK-i (Enhanced FMAP) HAWK-i [PP032] State Funded Family Planning Program (0% FFP) [PP044] State Only Funded Programs (0% FFP) [PP057]

05.05.00 – Quality Innovation and Medicaid Policy

401-5355 Quality, Innovation, & Reimbursement	**Summary:** The Bureau is responsible for overseeing all quality improvement and innovation activities in Iowa Medicaid, additionally the Unit oversees and administers the supplemental payment programs and the Ground Emergency Medical Transport (GEMT) program. The Unit focuses on both internal and external quality improvement and reporting initiatives and programmatic and policy innovations.	
	Allocation Methodology:	Quarterly Processed Claims
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan (75%) (I-HAWP) [PP009] Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI HAWK-i (Enhanced FMAP) [PP032] State Funded Family Planning Program (0% FFP) [PP044] State Only Funded Programs (0% FFP) [PP057]
401-5355-01 Quality, Innovation, & Reimbursement – Medical Policy Services	**Summary:** This Bureau has responsibility for policy development and quality oversight for the Iowa Health and Wellness Plan and hospitals, clinics, individual practitioner services including the State Funded Family Planning Program, Health Homes, Home Health Providers, HOSPICE, Mental Health, Substance Use Disorder providers, and PMIC providers. The Bureau staff also has responsibility for policy development and ongoing administration of the Department's Children's Health Insurance Program (CHIP) which is known in Iowa as the Healthy and Well Kids in Iowa (HAWK-i) program.	
	Allocation Methodology:	Quarterly Processed Claims
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan (75%) (I-HAWP) [PP009] Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI HAWK-i (Enhanced FMAP) [PP032] State Funded Family Planning Program (0% FFP) [PP044] State Only Funded Programs (0% FFP) [PP057]
401-5355-02 Quality, Innovation, & Reimbursement - Pharmacist	**Summary:** This Unit serves as the Pharmacy Consultant and Program Manager for the prescribed drug program within the Iowa Medicaid program and the advisor on medical science and healthcare policy. The Unit is responsible for planning, developing, and implementing all work activities related to the Medicaid drug program; including developing and interpreting federal regulations and federal and state laws to ensure accuracy of program policies and procedures, supervising the functions and activities of the Medicaid DUR, pharmacy budget development, writing rules, manuals, acting as a liaison for the Iowa Department of Health and Human Services regarding pharmacy issues, and other pharmacy duties.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Professional Staff Title XIX (75% FFP) [PP002]

05.06.00 – Long-Term Services and Supports Policy

401-5330	**Summary:**

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Bureau-Medical Policy and LTSS	The staff of this Bureau have responsibility for policy development and quality oversight for the Skilled Nursing Facilities (SNF), Intermediate Care Facilities (ICF), ICF-Intellectual Disabilities (ICF-ID), Home Health agencies, Rehabilitative Services, and waiver programs.	
	Allocation Methodology:	Quarterly Processed Claims (5330)
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] Refugee Cash and Medical Assistance [PP020] State Only Funded Programs (0% FFP) [PP057]
401-5330-02 Training and Technical Assistance	**Summary:** This contract is to provide technical assistance, support, and consultation to providers of habilitation services and home and community-based waiver services for adults with disabilities under the medical assistance program. It is also to provide nationally accredited and recognized internet-based training and training to providers in the areas of rules and regulations, audits and compliance, quality assurance, and transitioning consumers to community settings. These expenditures are for training and technical assistance including training programs, and technical assistance provided both in-person and by email, as well as oversight and coordination through a statewide provider association.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]

05.07.00 – Medicaid Contracting

401-5301 Medicaid Administrative Contract Oversight Unit	**Summary:** This Unit is responsible for management, oversight, and performance monitoring of the Iowa Medicaid Enterprise (IME) operational contracts to ensure contractual compliance. Staff recognized in this Cost Center also approve and facilitate system changes to the Iowa Medicaid Management Information System (MMIS) necessitated by program policy change including HIPAA, ACA, Medicaid Modernization, and for other changes requested to enhance the system. Other responsibilities include oversight of Medicare buy-in, oversight of day-to-day activities of Iowa Medicaid components, HIPAA compliance, and production of the MMIS related Advanced Planning Documents and requests for proposals.	
	Allocation Methodology:	Quarterly Processed Claims
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan (75%) (I-HAWP) [PP009] Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI HAWK-i (Enhanced FMAP) [PP032] State Funded Family Planning Program (0% FFP) [PP044] State Only Funded Programs (0% FFP) [PP057]
401-5301-01 Medicaid Administrative Contract Oversight Unit \ Time Study	**Summary:** This subset of the Medicaid administrative contract oversight Unit performs similar functions to the base Unit with more defined parameters.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	State Only Funded Programs (0% FFP) [PP057]

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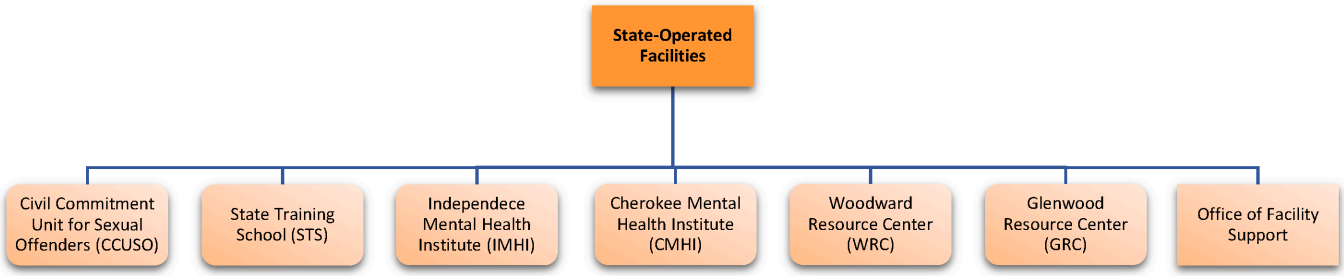
06.00.00 – State-Operated Facilities

The Department of Health and Human Services operates six facilities across the state:

- One Civil Commitment Unit for Sexual Offenders (CCUSO) provides secure, long-term, highly structured treatment for individuals who have been civilly committed by the court system.
- One State Training School that provides treatment and education for delinquent male youth between the ages of 12 and 18.
- Two Mental Health Institutes that provide short-term, acute psychiatric care for individuals with mental illness.
- Two State Resource Centers that provide active treatment and habilitation services for individuals with intellectual and developmental disabilities.

Office of Facility Support (OFS) staff assist facility leadership teams to help ensure each facility's specific licensure or accreditation requirements, compliance with the Iowa code, and any applicable federal requirements. The State-Operated Facilities Director also establishes additional policies, expectations, and vision for serving the indicated populations.



401-5800 **Division of Mental Health & Disability Services - Facilities**	**Summary:** The Division of Mental Health and Disability Services - Facilities (MHDS-F) guides, sets, and implements policy for the department's mental health and disability services for each for the following institutions: the Civil Commitment Unit for Sex Offenders (CCUSO), two Resource Centers, two Mental Health Institutes, and one Juvenile Facility.	
	Allocation Methodology:	Facility Resident Counts
	Program Pool(s):	Civil Commitment for Sexual Offenders [PP074] State Resource Centers [PP075] Mental Health Institutions [PP076] Juvenile Institution [PP077]
401-5822 **Office of Facility Support**	**Summary:** This Unit provides administrative support for each of the Department's following institutions: the Civil Commitment Unit for Sex Offenders (CCUSO), two Resource Centers, two Mental Health Institutes, and one Juvenile Facility.	
	Allocation Methodology:	Facility Resident Counts
	Program Pool(s):	Civil Commitment for Sexual Offenders [PP074] State Resource Centers [PP075] Mental Health Institutions [PP076] Juvenile Institution [PP077]

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401-5822-01 **Office of Facility Support / Facilities Staff Time Study**	**Summary:** This subunit includes support staff for the Division of Mental Health and Disability Services. Allowable costs are allocated to the appropriate facilities and the community-based programs based on a 100% time study of the full time equivalents assigned to this subunit.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Civil Commitment for Sexual Offenders [PP074] State Resource Centers [PP075] Mental Health Institutions [PP076] Juvenile Institution [PP077]
401-5822-02 **Office of Facility Support**	**Summary:** This subunit includes the policy liaison for the State Resource Centers.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Resource Centers [PP075]

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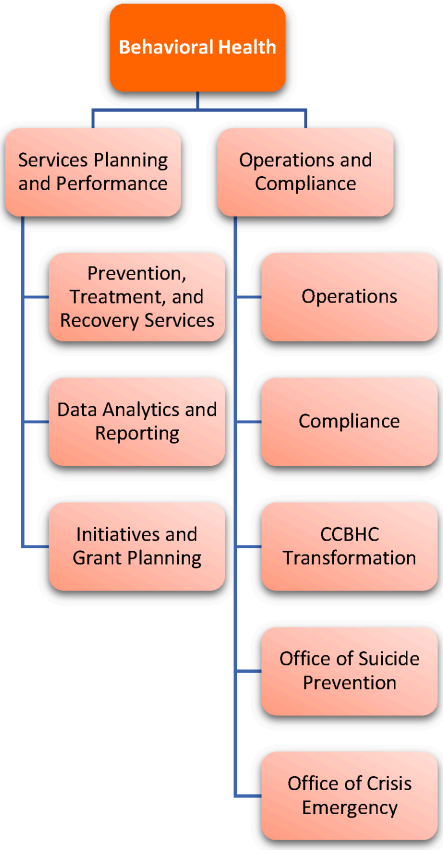
07.00.00 – Behavioral Health and Disability Services

The Division of Behavioral Health and Disability Services is focused on ensuring access to a full continuum of behavioral healthcare from prevention through treatment and recovery supports. The work in the Division combines the legacy-IDPH work related to substance use and problem gambling and the former Division of tobacco use, prevention, and control with legacy-DHHS work related to Mental Health and Disability Services (MHDS) regions, and Community Mental Health Centers. The Division of Behavioral Health and Disability Services includes Addictive Disorders which utilizes an indirect cost rate. The work of the Division is funded through state appropriations as well as multiple sources of federal funding including:

- Substance Use and Mental Health Block Grants (SUPTRS and MHBG).
- CDC funds for Tobacco.
- State Opioid Response (SOR).
- Multiple federal discretionary and planning grants.



588-0104 **AD Data Collection**	**Summary:** The collection of client data from licensed substance use disorder treatment agencies to meet state and federal data (e.g., TEDS, etc.) reporting requirements. IDPH uses data to assist in decision making for system/network improvements, provider service delivery (access, engagement, retention, and completion of treatment), and linkages to associated services and support.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

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588-0144 **First Responders Opioid Addiction and Recovery**	**Summary:** This program is specifically created in effort to build a collaborative system that educates and enables first responders to recognize opioid overdose, administer naloxone, refer patients to treatment, and reduce overdose related death.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]
413-0144-02 **Electronic Benefits Trfr-TANF \ Subject Matter Expert-ELIAS**	**Summary:** 0144-02 Subject Matter Experts for the eligibility system will charge costs to Cost Center 0144-02. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the Cost Center 413-0001-0166-XX. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of Cost Center 0144.	
	Allocation Methodology:	Direct
	Program Pool(s):	Food Assistance EBT [PP026]
588-0237 **Children MH Crisis Hotline**	**Summary:** Your Life Iowa is the statewide crisis line that provides information and referral, counseling, crisis service coordination and linkages to crisis screening and mental health services, 24 hours a day, 7 days a week.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0240 **SABG Treatment (ARPA)**	**Summary:** Supports the purpose of the Substance Abuse Block grant for substance abuse treatment with additional ARPA funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0242 **SABG Prevention (ARPA)**	**Summary:** Supports the purpose of the Substance Abuse Block grant for substance abuse prevention with additional ARPA funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0244 **SABG Admin (ARPA)**	**Summary:** Supports the purpose of the Substance Abuse Block grant for administration of additional ARPA funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0KG1 **Sports Wagering**	**Summary:** Sports Wagering Receipts Fund appropriation for problem gambling and substance-related disorder prevention, treatment, and recovery services, including Your Life Iowa, professional training, youth prevention, and program evaluation.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-2156 **Behavioral Health Division**	**Summary:** The Division of Behavioral Health focuses on enhancing Iowans' quality of life by ensuring access to a comprehensive array of prevention, treatment and recovery-oriented programs, services, and supports that improve the well-being and resilience of Iowa communities.	
	Allocation Methodology:	Head Count across Behavioral Health Vertical
	Program Pool(s):	All Programs within Behavioral Health Vertical
401-5700 **MH/MR/DD Division**	**Summary:** The Division of Behavioral Health serves as the State of Iowa Mental Health Authority. It guides, sets, and implements policy for the department's mental health, substance abuse, substance use prevention and problem gambling, tobacco use prevention and control, and administers the federal mental health and substance abuse block grants and other discretionary grants; manages contracts related to BHDS for the	

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	department; coordinates with and assists Iowa Medicaid Enterprise with policy, procedure, practice, and standards related to BHDS; provides oversight, guidance, and technical assistance to the BHDS regions; supports and advises the BHDS Commission; and manages and administers the department's targeted case management Bureau.	
	Allocation Methodology:	Head Count across Behavioral Health Vertical
	Program Pool(s):	All Programs within Behavioral Health Vertical
401-5700-57 MHDS State Only	**Summary:** This sub-Unit captures expenses incurred by the Division of Mental Health and Disability Services that are paid with state funds.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-5701 Mental Health and Disability Services Commission (MDHS)	**Summary:** The BHDS Commission advises the Division of Behavioral Health regarding policies related to services, programs, and other activities of the Division, assists the Division in establishing accreditation standards of providers of mental health and disability services, and is responsible for assisting the Division with state planning and developing recommendations for improvements of the state mental health and disability service system.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5702-01 401-5702-02
401-6423 Behavioral Info System BHSIS CBHSQ subcontract	**Summary:** To be used to support and enhance behavioral health services information systems.	
	Allocation Methodology:	Direct
	Program Pool(s):	BHSIS - Behavioral Health Service Information System [PP213]
401-6429 TTI-Transformation Transfer Initiative	**Summary:** 2021-2022 Transformation Transfer Initiative contract. The Transformation Transfer Initiative funding for facilitating timely access to community based mental health services.	
	Allocation Methodology:	Direct
	Program Pool(s):	2021-22 TTI - Transformation Transfer Initiative [PP209]
401-6432 988 Capacity Building	**Summary:** Through this grant opportunity U.S. states, territories and Lifeline centers receive grant funds to develop clear roadmaps for how they will address key coordination, capacity, funding and communication.	
	Allocation Methodology:	Direct
	Program Pool(s):	988 Capacity Building [PP211]
401-6435 TTI Grant	**Summary:** 2023 Transformation Transfer Initiative contract. The Transformation Transfer Initiative funding is for facilitating timely access to community based mental health services.	
	Allocation Methodology:	Direct
	Program Pool(s):	2023 TTI - Transformation Transfer Initiative [PP210]
401-6437 BSCA Safer Communities	**Summary:** The Bipartisan Safer Communities Act (BSCA) (P.L. 117-159) provides supplemental funding for the Community Mental Health Services Block grant (MHBG), to enable States, the District of Columbia, and territories to expand access to mental health care.	
	Allocation Methodology:	Direct
	Program Pool(s):	BSCA Center for Mental Health block Grants [PP214]
401-6439 Behavioral Health Clinics	**Summary:** The purpose of CCBHC Planning Grants is to support states to develop and implement certification systems for CCBHCs, establish Prospective Payment Systems (PPS) for Medicaid reimbursable services, and prepare an application to participate in a four-year CCBHC Demonstration program.	
	Allocation Methodology:	Direct

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	Program Pool(s):	Iowa CCBHC Planning Grant [PP216]
401-6450 Disaster MH & Substance Abuse	**Summary:** This is COVID emergency relief funding for the Community Mental Health Services Block Grant (MHBG) program authorized by the Coronavirus Response and Relief Supplement Appropriations Act, 2021. The Community MHBG program's objective is to support the grantees in carrying out plans for providing comprehensive community mental health services.	
	Allocation Methodology:	Direct
	Program Pool(s):	CRRSA Block Grant for Community Mental Health Services [PP215]
401-6461 Admin ARP MHBG	**Summary:** This is a supplemental Community Mental Health Block Grant award authorized by the American Rescue Plan Act. The Community Mental Health Services Block Grant (MHBG) program's objective is to support the grantees in carrying out plans for providing comprehensive community mental health services.	
	Allocation Methodology:	Direct
	Program Pool(s):	ARPA Block Grant for Community Mental Health Services [PP212]
401-6890 MH Serv. For The Homeless FY90	**Summary:** SAMHSA's Projects for Assistance in Transition from Homelessness (PATH) funds services for people with serious mental illness (SMI) experiencing homelessness.	
	Allocation Methodology:	Direct
	Program Pool(s):	PATH [PP217]
588-KG11 Gambling Treatment	**Summary:** Through the Integrated Provider Network (IPN), treatment for problem gambling is available for individuals experiencing problem gambling, as well as concerned persons, and friends.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

07.01.00 – Services, Planning and Performance

588-0102 AD Treatment (Block)	**Summary:** The Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) program's objective is to help plan, implement, and evaluate activities that prevent and treat substance use.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0152 AD Prevention (Block)	**Summary:** The Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) program's objective is to help plan, implement, and evaluate activities that prevent and treat substance use	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0182 Strategic Prevention Framework for Prescription Drugs (SPFRx)	**Summary:** The purpose of the SPF Rx grant program is to provide resources to help prevent and address prescription drug misuse within a State or locality. The program is designed to raise awareness about the dangers of sharing medications as well as the risks of fake or counterfeit pills purchased over social media or other unknown sources, and work with pharmaceutical and medical communities on the risks of overprescribing.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]
588-0184 Opioid State Targeted Response (STR)	**Summary:** The program aims to address the opioid crisis by increasing access to treatment, reducing unmet treatment need, and reducing opioid overdose related deaths through the provision of prevention, treatment, and recovery activities for opioid use disorder (OUD) (including prescription opioids as well as illicit drugs such as heroin).	
	Allocation Methodology:	Direct

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	Program Pool(s):	Opioid Response Grant [PP191]
588-0186 **Overdose Data**	**Summary:** The funding is used to track a variety of substance use overdose data.	
	Allocation Methodology:	Direct
	Program Pool(s):	Injury Prevention and Control Research and State and Community Based Programs [PP129]
588-0188 **Substance Abuse Services for Homeless**	**Summary:** The purpose of this program is to provide comprehensive, coordinated, and evidence-based treatment and services for individuals, including youth, and families with substance use disorders (SUDs) or co-occurring mental health conditions and SUDs (CODs) who are experiencing homelessness.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]
588-0214 **Addictive Disorders Admin**	**Summary:** The purpose of the program is to help plan, implement, and evaluate activities that prevent and treat substance use.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0219 **Tobacco**	**Summary:** The Division receives policy recommendations and directions from the Tobacco Use Prevention and Control Commission. The mission of the Division is to establish a comprehensive partnership among State government, local communities, and the people of Iowa to foster a social and legal climate in which tobacco use becomes undesirable and unacceptable.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0226 **Promoting Integration of Primary and Behavioral Health Care**	**Summary:** The purpose of this program is to: (1) promote full integration and collaboration in clinical practice between primary and behavioral healthcare; (2) support the improvement of integrated care models for primary care and behavioral health care to improve the overall wellness and physical health status of adults with a serious mental illness (SMI) or children with a serious emotional disturbance (SED); and (3) promote and offer integrated care services related to screening, diagnosis, prevention, and treatment of mental and substance use disorders, and co-occurring physical health conditions and chronic diseases.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]
588-0232 **Alcohol Involved Deaths Prevention**	**Summary:** The Program was created to reduce adult drinking and alcohol involved deaths with those 45 years old and older in eight of Iowa's highest need counties.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]
588-0234 **AD Treatment (COVID)**	**Summary:** The purpose of the program is to help plan, implement, and evaluate activities that prevent and treat substance use.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0235 **Substance Abuse & Problem Gambling**	**Summary:** The program collects client data from licensed substance use disorder treatment agencies to meet state and federal data (e.g., TEDS, etc.) reporting requirements. IDPH uses data to assist in decision	

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	making for system/network improvements, provider service delivery (access, engagement, retention, and completion of treatment), and linkages to associated services and support.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded program pool [PP057].
588-0235-GA **Substance Abuse & Problem Gambling / Gambling**	**Summary:** Sub portion of 588-0235. Activities directed toward reducing the prevalence of problem gambling and treating the individuals affected by addictive gambling behaviors.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0235-PR **Substance Abuse & Problem Gambling / Prevention**	**Summary:** Sub portion of 588-0235. Activities directed toward reducing the prevalence of problem gambling and the use of tobacco, alcohol, and other drugs	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0235-TR **Substance Abuse & Problem Gambling / Treatment**	**Summary:** Sub portion of 588-0235. Activities directed toward reducing the prevalence of problem gambling and the use of tobacco, alcohol, and other drugs.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0236 **AD Prevention (COVID)**	**Summary:** The purpose of the program is to help plan, implement, and evaluate activities that prevent and treat substance use.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0238 **AD Admin (COVID)**	**Summary:** The purpose of the program is to help plan, implement, and evaluate activities that prevent and treat substance use.	
	Allocation Methodology:	Direct
	Program Pool(s):	Block Grants for Prevention and Treatment of Substance Abuse [PP173]
588-0648 **Zero Suicide Iowa**	**Summary:** The Zero Suicide framework is a system-wide, organizational commitment to safer suicide care in health and behavioral health care systems. The framework provides the tools, training and support to health and behavioral health care systems to create a comprehensive approach to quality improvement and suicide safe care.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]
588-2800 **HHS Disability and Behavioral Health**	**Summary:** The Division of Behavioral Health focuses on enhancing Iowans' quality of life by ensuring access to a comprehensive array of prevention, treatment and recovery-oriented programs, services, and supports that improve the well-being and resilience of Iowa communities.	
	Allocation Methodology:	Head Count across Behavioral Health Vertical
	Program Pool(s):	All Programs within Behavioral Health Vertical
401-5702 **Bureau of Community Services and Planning**	**Summary:** This Bureau advises and sets policy for mental health and substance abuse, administers the federal Mental Health Block Grant and other discretionary grants, manages contracts related to mental health, manages state funding for mental health, substance abuse, and disability services, supports, directs, aligns and coordinates services with the Iowa Medicaid Enterprise on mental health, substance abuse and disability services funded through the Medicaid program, provides technical assistance, guidance, and consultation to the Mental Health and Disability Service (MHDS) regions, and guides and supports the MHDS Commission and Mental Health Planning Council.	

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	intensive psychiatric services and crisis mental health services that are a required part of the provider accreditation process as defined in the Iowa Administrative Code, Part 441, and Chapter 24.21.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5702-01 401-5702-02 401-5708-03 401-5708-07 413-2000 to 413-2999
401-5702-01 **Bureau of Community Services and Planning \ Intellectual Disability & Development Disability Svs**	**Summary:** Establishes policy and provides oversight and technical assistance for services to individuals with an ID/DD covered under Medicaid and provided by the MHDS regions. Works closely and collaboratively with the Iowa Medicaid Enterprise to ensure adequacy and alignment of services for individuals with an ID/DD.	
	Allocation Methodology:	Count of Recipients Served by Medicaid Intellectual Disability (ID) waiver
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] MH/MR/DD [PP079]
401-5702-02 **Bureau of Community Services and Planning - Mental Health Svcs**	**Summary:** Establishes policy and provides oversight and technical assistance for services to individuals with a mental illness covered under Medicaid and provided by the state's MHDS regions. Works closely and collaboratively with the Iowa Medicaid Enterprise to ensure adequacy and alignment of services for individuals with a mental illness.	
	Allocation Methodology:	Count of Recipients Served by Medicaid Intellectual Disability (ID) waiver
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] MH/MR/DD [PP079]
401-5702-03 **Bureau of Community Services and Planning - Non-CMHBG**	**Summary:** This subunit supports the Bureau Chief's office for the supervision, direction, and oversight of the entire Bureau and all of its functions, including those that related to support, direction, alignment and coordination of services funded by Medicaid and coordination with the Iowa Medicaid Enterprise.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] PASRR [PP033]
401-5704 **Children's Mental Health Crisis Planning Grant**	**Summary:** The Iowa Department of Human Services awarded two mental health crisis planning grants for the development and implementation of children's mental health crisis services. The grant awardees provide a report that includes a plan for developing and implementing children's mental health crisis services in their geographic area and recommendations for statewide requirements and standards for children's mental health crisis services	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded program pool [PP057].
401-5708 **Community Services & Planning**	**Summary:** This Unit is responsible for the oversight of the BHDS regions and accreditation of community-based services. Costs accumulated in this Unit are allocated to its subunits based on head count.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5708-03 401-5708-04
401-5708-03 **Adult Community Services State Only**	**Summary:** Unit staff is responsible for overseeing, guiding, and consulting with the state's BHDS regions related to administration and management of non-Medicaid funded services for individuals with mental illness or intellectual disability.	
	Allocation Methodology:	Direct
	Program Pool(s):	Mental Health State Only program pool [PP079]

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401-5708-04 **Adult Community Services Mental Health Services (MH)**	**Summary:** Complete surveys and reviews for accreditation of community-based services for individuals with a mental illness or intellectual disability. Services accredited include community mental health services, supported community living (SCL), and intensive psychiatric rehabilitation, and mental health crisis services. Accreditation is required for providers to bill Medicaid for services. Providers may also be paid by MHDS regions for services to individuals that are not eligible for Medicaid.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Medical Assistance program pool [PP003] Mental Health State Only program pool [PP079]
401-6440 **CMHSBG Admin**	**Summary:** The Community Mental Health Services Block Grant (MHBG) program's objective is to support the grantees in carrying out plans for providing comprehensive community mental health services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Community Mental Health Services Block Grant [PP099]
588-9342 **Tobacco Prevention (CDC)**	**Summary:** The purpose of the Program is to encourage coordinated, national efforts to reduce tobacco-related diseases and deaths. The program provides funding and technical support to state and territorial health departments.	
	Allocation Methodology:	Direct
	Program Pool(s):	National and State Tobacco Control Program [PP152]

07.02.00 – Operations and Compliance

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08.00.00 – Public Health

Led by the Agency's Medical Director, the Public Health Division delivers programs and scientifically sound strategies for improving Iowans' quality of life and reducing morbidity and premature mortality. The Division is comprised of 10 different bureaus and also houses the Iowa State Medical Examiner's Office. The Division provides certain administrative support to public health programs overseen by other divisions within HHS. Within this Division, indirect costs are included in the Division's indirect cost rate.

Some of the services the Division provides include:

- Maintaining vital records and making them available to the public
- Providing support for rural healthcare and the healthcare workforce.
- Permitting and certification for diagnostic radiological services and equipment.
- Serving as the radiation authority in Iowa, including emergency response, tracking, and advisory services.
- System development and licensure for emergency medical and trauma services.
- Serving as the state authority for public health emergency responses across a variety of disciplines.
- Monitoring and measuring public health performance.
- Providing analysis and dissemination of data related to health conditions and the environment to facilitate data-driven public health decisions.
- Working to reduce the number of children impacted by lead exposure through a combination of direct services and technical assistance through community partners.
- Oversight and tracking of immunizations and instances of tuberculosis.
- Prevention, treatment, support, and surveillance of HIV, sexually transmitted infections (STIs), and Hepatitis.
- Maintaining the State's Center for Acute Disease Epidemiology (CADE).

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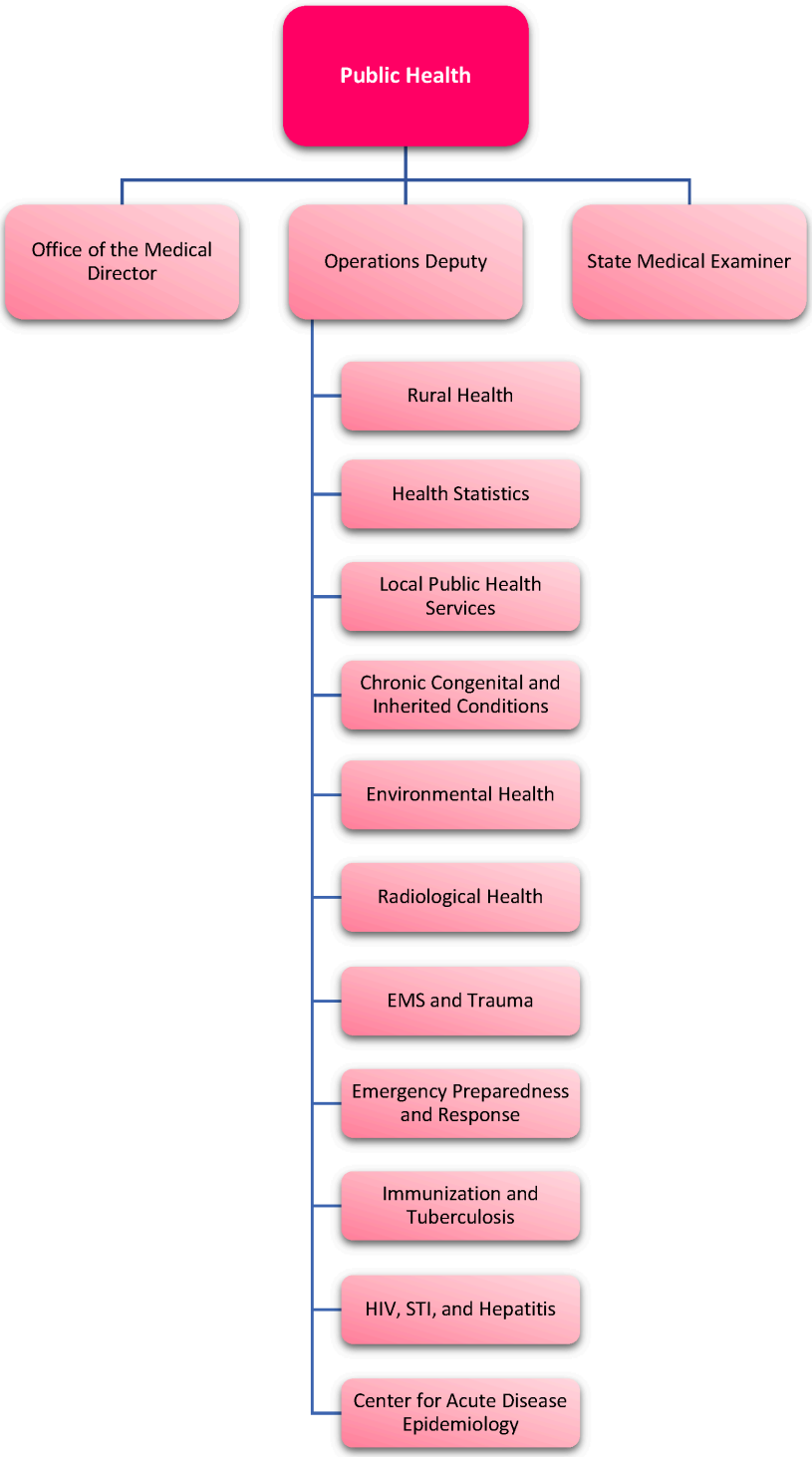

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588-3100 HHS Public Health	**Summary:** This Unit provides support to the programs within the Public Health Vertical.	
	Allocation Methodology:	Public Health Indirect Cost Rate
	Program Pool(s):	Indirect Cost Rate Pool – Public Health [PP300]

08.01.00 – Office of the Medical Director

08.02.00 - Operations Deputy

588-006R Medical Residency	**Summary:** The Medical Residency Training State Matching Grants Program is established to provide greater access to health care by increasing the number of practicing physicians in Iowa through the expansion of residency positions in Iowa. Sponsors may apply for funding to establish a new or alternative campus-accredited program, for the provision of a new residency position, or to fund residency positions in excess of the federal residency cap.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0404 Refugee Health	**Summary:** Pass through federal funding from HHS to support Refugee Health.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Cash and Medical Assistance [PP020]
588-0408 Breast and Cervical Cancer	**Summary:** Iowa Cancer Prevention and Control Program for Breast and Cervical Cancers	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal and Child Health Services Block Grant to the States [PP177]
588-0416 Comprehensive Cancer Control	**Summary:** Iowa Cancer Prevention and Control Program	
	Allocation Methodology:	Direct
	Program Pool(s):	Cancer Prevention and Control Programs for State, Territorial, and Tribal Organizations [PP165]
588-0420 Wisewomen Integrated Screening	**Summary:** The Iowa Care for Yourself (CFY) WISEWOMAN (Well-Integrated Screening and Evaluation for Women Across the Nation) (CFY-WISEWOMAN) is a public health program to provide cardiovascular disease (CVD) screening (focusing on hypertension control) integrated with the Iowa Breast and Cervical Cancer Early Detection Program (IA NBCCEDP) funded by the Centers for Disease Control and Prevention (CDC). Participants receive cardiovascular screening together with breast and cervical cancer screening.	
	Allocation Methodology:	Direct
	Program Pool(s):	Well-Integrated Screening and Evaluation for Women Across the Nation [PP192]
588-0734 Building Core Capacity in IA to Address Alzheimer's Disease	**Summary:** Funding for building core capacity in Iowa to address Alzheimer's Disease and related dementias.	
	Allocation Methodology:	Direct
	Program Pool(s):	The Healthy Brain Initiative: Technical Assistance to Implement Public Health Actions related to Cognitive Health, Cognitive Impairment, and Caregiving at the State and Local Levels [PP148]
588-0736 Advancing Health Equity for Priority	**Summary:** The program works with the CDC's Division of Diabetes Translation (DDT) to reduce and one day eliminate health disparities for all Americans who are living with diabetes or who are at risk of type 2 diabetes.	
	Allocation Methodology:	Direct

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Pop w/or At Risk Diabetes	**Program Pool(s):**	Cooperative Agreements for State-Based Diabetes Control Programs and Evaluation of Surveillance Systems [PP199]
588-0738 Cardiovascular Health	**Summary:** HHS receives a CDC grant to fund public health efforts in Health Systems Interventions for cardiovascular disease prevention and management. The Health Systems Interventions are targeted at increasing control in patients with high blood pressure and high cholesterol.	
	Allocation Methodology:	Direct
	Program Pool(s):	Improving the Health of Americans through Prevention and Management of Diabetes and Heart Disease and Stroke [PP155]
588-0762 Colorectal CA Integration (CDC)	**Summary:** Costs associated with the Colorectal Cancer integration Grant from the CDC.	
	Allocation Methodology:	Direct
	Program Pool(s):	The Colorectal Cancer Control Program (CRCCP) [PP162]
588-0812 Viral Suppression Data (NASTAD)	**Summary:** Viral Suppression Data (NASTAD) private grant. Supports staff to build capacity to improve collecting and reporting of viral suppression data for the Medicaid Adult Core Set initiative.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Projects of National Significance [PP168]
588-0855 Brain Injury \ Brain Injury Services	**Summary:** State appropriation for Chronic Conditions including funding from the Brain Injury Association of Iowa.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0855-BI Brain Injury \ Brain Injury Services	**Summary:** State appropriation for Chronic Conditions including funding from the Brain Injury Association of Iowa.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0908 Loan Repayment	**Summary:** The Loan Repayment program increases the availability of primary health care clinicians in Health Professional Shortage Areas (HPSAs) by assisting states to operate programs for the repayment of educational loans of health professionals in return for their practice in HPSAs.	
	Allocation Methodology:	Direct
	Program Pool(s):	Grants to States for Loan Repayment Program [PP131]
588-0912 Primary Care	**Summary:** Primary Care federal funding to support staff and associated costs.	
	Allocation Methodology:	Direct
	Program Pool(s):	Cooperative Agreements to State/Territories for the Coordination and Development of Primary Care Offices [PP128]
588-0916 Small Hosp Improve	**Summary:** Small rural Hospital Improvement program funding for staff and contractual costs.	
	Allocation Methodology:	Direct
	Program Pool(s):	Small Rural Hospital Improvement Grant Program [PP145]
588-0935 Health System Infrastructure	**Summary:** The Health System Infrastructure Program seeks to address health care issues that affect Iowa's rural and local communities. This work includes health care infrastructure planning and development, systems building and addressing barriers that impact access to quality health care. The Rural Health and Primary Care programs promote access to quality health care for all Iowans.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
**588-0935-HD Health System Infrastructure **	**Summary:** State appropriation for Community Capacity, Health System Infrastructure, Health Delivery Systems.	
	Allocation Methodology:	Direct

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Health Delivery System	**Program Pool(s):**	State Only Funded Programs [PP057]
588-0981 Volunteer Health Care	**Summary:** State appropriation for Community Capacity, Volunteer Health Care.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1010 IA Covid19 Health Disparities High Risk	**Summary:** Federal grant funding for COVID-19 Health Disparities Among Populations at High-Risk and Underserved. Funds staff and associated costs, upgrades to a state reporting system and grants funding out to various local agencies.	
	Allocation Methodology:	Direct
	Program Pool(s):	Activities to Sppt State, Tribal, Local and Territorial (STLT) Hlth Dept Response to PH or Healthcare Crises [PP153]
588-1012 Community Health Worker Training	**Summary:** Community Health Worker (CHW) focus on improving individual and community health and health access by providing training to health workers to allow them to forge connections where people live, learn, work, worship, and heal, from the inner city to rural communities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Public Health Training Centers Program [PP196]
588-1014 Public Health Workforce, Found Capabilities/Data Systems	**Summary:** Funding for the Public Health Workforce, Found Capacities and Data Systems efforts funded with the CDC's Collaboration with Academica to Strengthen Public Health Grant.	
	Allocation Methodology:	Direct
	Program Pool(s):	CDC's Collaboration with Academia to Strengthen Public Health [PP201]
588-1098 PHHS Block Grant Initiatives	**Summary:** The Iowa Preventive Health & Health Services (PHHS) Block Grant gives the agency the ability to address prioritized public health needs in their jurisdictions in collaboration with local and tribal public health agencies and organizations.	
	Allocation Methodology:	Direct
	Program Pool(s):	Preventive Health and Health Services Block Grant [PP176]
588-1804 Core State Injury Prevention Program	**Summary:** The Core State Injury Prevention Program (Core SIPP) supports health department infrastructure, data, and partnerships to identify and respond to existing and emerging injury threats with data-driven public health actions.	
	Allocation Methodology:	Direct
	Program Pool(s):	Injury Prevention and Control Research and State and Community Based Programs [PP129]
588-1917 Childhood Lead	**Summary:** State appropriation for Public Protection, Childhood Lead, funds staff, associated support costs, and funding to 19 local board of health.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1919 Abandoned Wells Project	**Summary:** Provides cost share reimbursement to help pay some of the cost associated with plugging your abandoned water supply well(s).	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1984 Forensic Science Improvement	**Summary:** The Office of the Medical Examiner provides training to state and local death investigators/pathologists.	
	Allocation Methodology:	Direct
	Program Pool(s):	Paul Coverdell Forensic Sciences Improvement Grant [PP111]

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588-1992 Assistive Devices for Cardiac Arrest (Helmsley)	**Summary:** Private grant for Assistive Devices for Cardiac Arrest. Supports staff as needed and purchases of professional and scientific supplies.	
	Allocation Methodology:	Direct
	Program Pool(s):	Private Grant [PP197]
588-1996 Childhood Lead	**Summary:** Federal Childhood Lead funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Childhood Lead Poisoning Prevention Projects [PP133]
588-2006 COVID PH Workforce	**Summary:** COVID Workforce federal funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Opioid Crisis Grant [PP150]
588-2112 Policy & Workforce Services	**Summary:** This Unit provides policy and workforce services.	
	Allocation Methodology:	Head Count across Public Health Programs
	Program Pool(s):	All Public Health Programs across HHS
588-2208 Information Management	**Summary:** Information Management activities to support Public Health Programs across HHS.	
	Allocation Methodology:	Head Count across Public Health Programs
	Program Pool(s):	All Public Health Programs
588-2220 Department Wide Activities	**Summary:** Department wide activities to support the general business activities of public health programs across HHS.	
	Allocation Methodology:	Head Count across Public Health Programs
	Program Pool(s):	All Public Health Programs

08.02.01 – Rural Health

588-0902 HRSA Rural Health	**Summary:** Grants to states for -operation of offices of rural health.	
	Allocation Methodology:	Direct
	Program Pool(s):	Grants to States for Operation of Offices of Rural Health [PP166]
588-0914 Critical Access Hospital	**Summary:** Medicare Rural Hospital Flexibility funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Rural Hospital Flexibility Program [PP138]

08.02.02 – Health Statistics

588-0024 Vital Records Operations	**Summary:** This Unit performs and supports Vital Records operations and functions.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees [PP198]

08.02.03 – Local Public Health Services

588-0935-HL Health System Infrastructure \ Local Public Health Liaison	**Summary:** State appropriation for Community Capacity, Health System Infrastructure, Local Public Health, specially used to fund a portion of local community health centers.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0958	**Summary:**	

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Local Public Health Liaison	The Local Public Health Liaison tracks PHHS block grant funds specific to strengthening local public health funds and works with local CHCs.	
	Allocation Methodology:	Direct
	Program Pool(s):	Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF) [PP195]

08.02.04 – Chronic Congenital and Inherited Conditions

588-0576 Enhancing Disease Detection in Newborns	**Summary:** The Newborn Screening Program screens for metabolic and congenital disorders in the newborn period is to enable the early identification of, and intervention for, at-risk individuals to prevent or lessen adverse health consequences such as intellectual and physical disability, serious illness, and death, with the overall objective of improving the quality of life for Iowans.	
	Allocation Methodology:	Direct
	Program Pool(s):	Laboratory Leadership, Workforce Training and Management Development, Improving Public Health Lab Infrastructure [PP119]
588-0611 Audiological Services for Kids	**Summary:** This Program provides funding for hearing aids and/or audiological services for children who otherwise would not be able to afford these services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0682 CDC Early Hearing Detection	**Summary:** Both Newborn Hearing Screening and Early Hearing Detection federal funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Early Hearing Detection and Intervention Information System (EHDI-IS) Surveillance Program [PP146]
588-0709 Congenital and Inherited Disorders	**Summary:** State funding for Chronic Conditions, Congenital Disorder Including funding for staff, contracts, and a grant to the University of Iowa for case management, genetic counseling, care coordination, and supportive assistance, and are provided in conjunction with medical consultation and diagnostic evaluation. Education and information about congenital and inherited disorders is provided and equitably accessible to families, health care providers, educators, and other interested individuals.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0775 Cervical Cancer	**Summary:** Provides support for cervical and colon cancer screening including prevention and early detection measures to a broad range of low-income women.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0863 Medical Home System	**Summary:** State appropriation for Chronic Conditions, Medical Home.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

08.02.05 – Environmental Health

588-0984 Environmental PH Tracking Network	**Summary:** The Environmental public health tracking network includes funding for staff, related costs, contracts, and related IT needs. funding. Supports staff and associated costs. Remaining funding is contractual/IT related.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Grants - WI DPI [PP121]
588-1920	**Summary:**	

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Radioactive Waste Transport	A permit is required to ship radioactive material in or through Iowa. The Program regulates the possession and use of radioactive material to help ensure public health and safety.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees [PP198]
588-1921 Groundwater	**Summary:** The Grants to Counties (GTC) helps prevent further contamination of groundwater. Grants are made available to local county health departments to provide financial assistance to their residents for private water well services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1922 Radon Control	**Summary:** Provides radon credentialing, education/outreach and assists the public in accessing low-cost radon test kits.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Indoor Radon Grants [PP113]
588-1923 Environmental Health Protection	**Summary:** State appropriation for Public Protection, Environmental Health.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1923-EH Environmental Health Protection \ Environmental Health	**Summary:** Related to 588-1923 (noted above) costs that are tracked as Environmental Heath related	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1923-RN Environmental Health Protection \ Radon	**Summary:** Related to 588-1923 (noted above) costs that are tracked as Radon related	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1926 Rad Waste Transport (CSG)	**Summary:** Dept of Energy funding received from CSG for costs associated with radioactive materials transported.	
	Allocation Methodology:	Direct
	Program Pool(s):	Transport of Transuranic Wastes to the Waste Isolation Pilot Plant: States and Tribal Concerns, Proposed Solutions [PP116]
588-1938 Iowa's Antiviral Stockpile	**Summary:** Supports the purchase, storage, and distribution of antiviral medical for prevention and treatment in the event of a pandemic.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

08.02.06 – Radiological Health

588-1915 Radiological Health	**Summary:** Rad Health Unit and sub-Unit used to track Mammography.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
588-1915-MM Radiological Health / Mammography Review	**Summary:** Rad Health Unit and sub-Unit used to track Mammography.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
588-1915-RE Radiological Health / Radiological	**Summary:** To provide funding to protect Iowans from excessive exposure to radiation; specifically radiological emergency response	

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Emergency Response	**Allocation Methodology:**	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
588-1915-RH Radiological Health / Radiological Health	**Summary:** Activities to provide funding to protect Iowans from excessive exposure to radiation	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
588-1915-RM Radiological Health / Radioactive Materials	**Summary:** Activities to provide funding to protect Iowans from excessive exposure to radiation; specifically radioactive materials	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
588-1915-XM Radiological Health / X-Ray Machine	**Summary:** Activities to provide funding to protect Iowans from excessive exposure to radiation; specifically X-ray machines	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
588-1915-XP Radiological Health / X-Ray Permit	**Summary:** Rad Health Unit and sub-Unit used to track X-ray Permit activity	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]

08.02.07 – EMS and Trauma

588-1714 EMS For Kids	**Summary:** EMS for Kids federal funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Emergency Medical Services for Children [PP127]
588-1722 EMS Injury Prevention	**Summary:** EMS Injury Prevention funding received from the Department of Public Safety.	
	Allocation Methodology:	Direct
	Program Pool(s):	National Priority Safety Programs [PP112]
588-1802 Trauma Brain Injury	**Summary:** Federal brain injury funding to support staff, related costs, and contracts.	
	Allocation Methodology:	Direct
	Program Pool(s):	Traumatic Brain Injury State Demonstration Grant Program [PP135]
588-1941 Emergency Medical Services	**Summary:** State appropriation for Public Protection, EMS Trauma	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1942 Emergency Medical Services	**Summary:** Emergency Medical Services federal funding	
	Allocation Methodology:	Direct
	Program Pool(s):	Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF) [PP195]

08.02.08 – Emergency Preparedness and Response

588-1932 PH Preparedness / Response BT	**Summary:** Public Health Emergency Preparedness federal funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Public Health Emergency Preparedness [PP120]
588-1934	**Summary:**	

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BT Hospital Preparedness	Hospital Preparedness federal funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	National Bioterrorism Hospital Preparedness Program [PP164]

08.02.09 – Immunization and Tuberculosis

588-1522 Vaccine Preventable Diseases	**Summary:** Vaccine Preventable Diseases federal funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Immunization Cooperative Agreements [PP142]
588-1554 Supplemental COVID Immunization	**Summary:** Supplemental COVID Immunization federal funding	
	Allocation Methodology:	Direct
	Program Pool(s):	Immunization Cooperative Agreements [PP142]
588-1602 TB Prevention	**Summary:** Tuberculosis Prevention funding to provide comprehensive TB prevention and control services in Iowa to include laboratory, DOT funding, clinical case management, consultation, and education.	
	Allocation Methodology:	Direct
	Program Pool(s):	Project Grants and Cooperative Agreements for Tuberculosis Control Programs [PP126]

08.02.10 – HIV, STI, and Hepatitis

588-0804 Ryan White HIV Care	**Summary:** Ryan White HIV Care for staff and contractual services.	
	Allocation Methodology:	Direct
	Program Pool(s):	HIV Care Formula Grants [PP167]
588-0806 Ryan White Part B ADAP Program	**Summary:** Federal Ryan White Part B ADAP Program for staff, contractual services, and drugs & biologicals.	
	Allocation Methodology:	Direct
	Program Pool(s):	HIV Care Formula Grants [PP167]
588-1553 Sexually Transmitted Diseases	**Summary:** State appropriation for Sexually Transmitted Diseases for staff, support costs, and contractual services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1564 Sexually Transmitted Diseases	**Summary:** Federal and private grants for Strengthening STD Prevention and Control.	
	Allocation Methodology:	Direct
	Program Pool(s):	Preventive Health and Health Services Block Grant [PP174]
588-1580 Adult Hepatitis Program Coordinator	**Summary:** Adult Hepatitis Program Coordinator to oversee Iowa's integrated viral hepatitis surveillance and prevention program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Adult Viral Hepatitis Prevention and Control [PP143]
588-1584 Comprehensive HIV Prevention Project for Health Depts	**Summary:** Comprehensive HIV Prevention Project for Health Depts to integrate HIV surveillance and prevention activities program.	
	Allocation Methodology:	Direct
	Program Pool(s):	HIV Prevention Activities-Health Department Based [PP169]
588-1586 COVID STD Prevention	**Summary:** COVID STD Prevention including COVID grant for Strengthening STD Prevention and Control.	
	Allocation Methodology:	Direct

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	Program Pool(s):	Assisted Outpatient Treatment [PP175]

08.02.11 – Center for Acute Disease Epidemiology

588-1501 Center For Epidemiology	**Summary:** Center For Epidemiology state appropriation to support staff with the goal to reduce the incidence and prevalence of communicable diseases and provide for epidemiological monitoring and investigation of outbreaks.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-1506 Epidemiology And Lab Capacity	**Summary:** Protects and preserves the health and safety of Iowans from infectious diseases through disease surveillance; investigation of acute outbreaks; education and consultation to county, local, and private health agencies on infectious diseases; immunization and vaccine guidelines; treatment after animal bites; and vaccines for international travel.	
	Allocation Methodology:	Direct
	Program Pool(s):	Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health [PP154]
588-1606 Building & Strengthening	**Summary:** Multifaceted federal grant supporting epidemiology and laboratory capacity for prevention and control of emerging infectious diseases.	
	Allocation Methodology:	Direct
	Program Pool(s):	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) [PP147]
588-1608 COVID ELC Detection Expansion	**Summary:** To provide additional critical support to jurisdictions as they continue to address COVID-19 within their communities by supporting testing, case investigation and contact tracing, surveillance, containment, and mitigation.	
	Allocation Methodology:	Direct
	Program Pool(s):	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) [PP147]
588-1612 COVID Data Modernization	**Summary:** Federal grant supporting epidemiology and laboratory capacity for infectious diseases. Majority of funding goes to contractual services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) [PP147]

08.03.00 – State Medical Examiner

588-1951 State Medical Examiner's Office	**Summary:** State Medical Examiner funding is for a varying combination of state appropriations and fees to perform the functions of the State Medical Examiner's Office.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]

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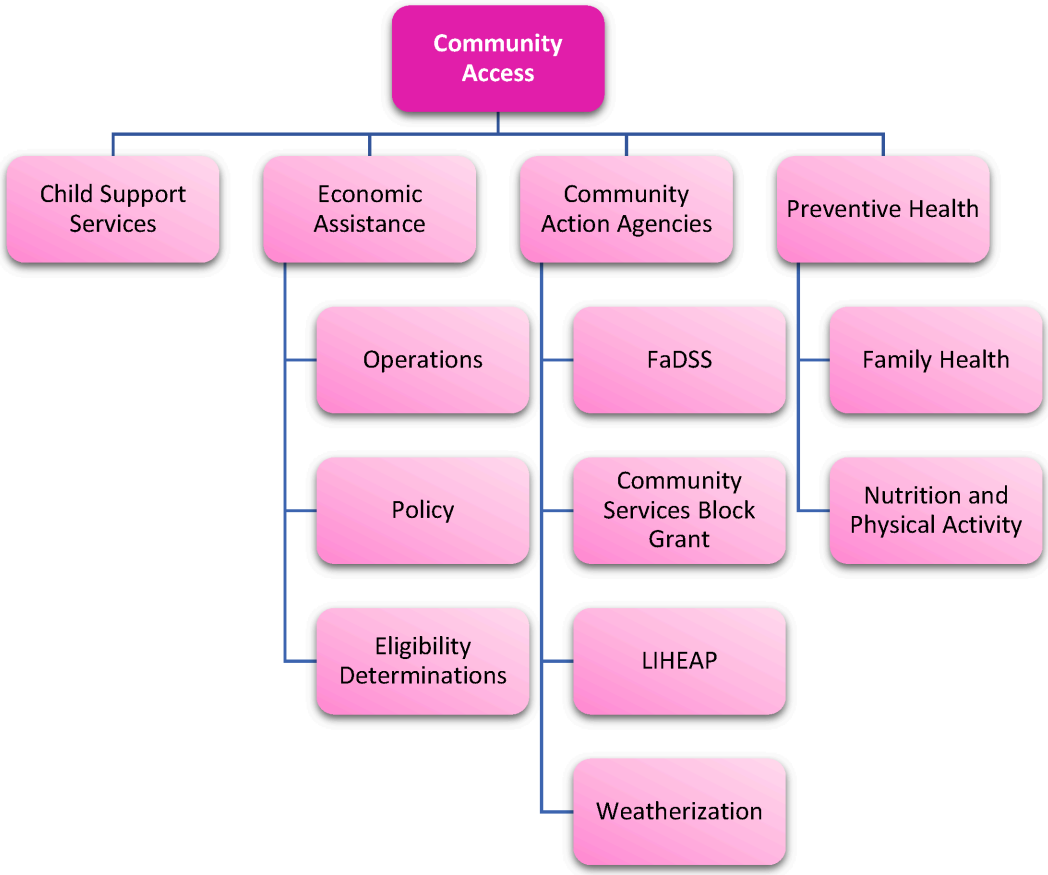
09.00.00 – Community Access

The Community Access Division serves as an entry point for Iowans to the many services, programs, and benefits offered by the Department. With many basic financial, work, and health supports now provided in one Division, our goal is to seamlessly connect Iowans to the right supports at the right time, collaborating across programs to provide warm handoffs. Division staff are in the central office and in statewide field offices, and help Iowans understand what programs and services they are eligible for, assist them with enrollment, and directly provide health services to families.

This Division houses Child Support Services which helps ensure families receive the child support they need in order to be able to meet the financial and health needs of their children.

The Economic Assistance Programs team combines policy, operations, and field services to help Iowans access and maintain services such as Medicaid, SNAP, WIC, and Rent Reimbursement.

The Wellness and Preventive Health team offers services to support the health and well-being of Iowa families and communities, including reproductive health, child and adolescent health, oral health, and nutrition and physical activity. This Division includes Preventive Health which prepares an indirect cost rate.



413-0107	Summary:

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Program Administration	Costs associated with the FIP TANF administrative Cost Center are accumulated in this residual cost pool based on the head count and the percentage of total operating costs of the underlying direct Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Investment Program (FIP) TANF [PP012]
413-0109 Diversion Administrative Costs	**Summary:** This Cost Center includes the salary and support of staff responsible for directing and coordinating the "Diversion" program, aimed at diverting individuals and families from public assistance. Also included in this Cost Center are administrative costs from fiscal agents for diversion checking accounts for counties participating in the diversion program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Investment Program (FIP) TANF [PP012]
413-012M Public Assistance IT Modernization	**Summary:** Appropriated funds for the modernization of IT systems	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-0137 Welfare Reform-Tech-State	**Summary:** Maintenance and Operations expenses paid solely with state funds	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-0139 Welfare Reform Tech-TANF CF Welfare Reform Tech-TANF CF	**Summary:** This Cost Center is used to isolate and record technology costs specific to the Iowa FIP and PROMISE JOBS programs and includes the salary and support of policy and technical staff charged with these responsibilities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Investment Program (FIP) TANF [PP012]
413-0144 Electronic Benefits Transfer	**Summary:** The costs in this Cost Center include the fees for services from the Department's provider of electronic transfer services, system support costs, and other miscellaneous systems and programming. This system delivers benefits by electronic fund transfer technology.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP EBT [PP026]
413-0144-01 Electronic Benefits Transfer of Inspections and Appeals Billing	**Summary:** This Cost Center is used to isolate the costs for new staff in the Department of Inspections and Appeals (DIA) for time spent providing support for SNAP electronic benefit transfer. This sub-Unit is set up for the pass-through of the federal share of costs to DIA, while DIA provides the 50% state share of costs.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP EBT [PP026]
413-0146 Welfare Reform - Food Stamps	**Summary:** This Cost Center is used to isolate and record technology costs specific to the SNAP program and includes the salary and support of policy and technical staff charged with this responsibility.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP [PP025]
413-0147 Welfare Reform - Title XIX	**Summary:** This Cost Center is used to isolate and record technology costs specific to the Medicaid program and includes the salary and support of policy and technical staff per the approved APD.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Eligibility Title XIX (75% FFP) [PP010]
413-0151-02 Technology COVID-19	**Summary:** Medicaid technology initiatives authorized under current OAPD for enhanced Funding	
	Allocation Methodology:	Direct

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	Program Pool(s):	MMIS COVID19 APD {10/01/20} [PP043]
413-0153 **WR Maint TANF and Food Stamps**	**Summary:** This Cost Center is used to isolate technology costs specifically identifiable to the Iowa FIP/TANF and SNAP programs and includes the salary and support costs of the technical staff charged with this responsibility.	
	Allocation Methodology:	Average Monthly Enrollment for Each Program (PP012/PP025)
	Program Pool(s):	Family Investment Program (FIP) TANF [PP012] SNAP [PP025]
413-0153-01 **Needs-Based Assistance Programs Technology – FIP/TANF and Food Assistance Time Study**	**Summary:** Costs are allocated based on a 100% time study. The percentage of salary and benefit costs associated with building a new eligibility system (ELIAS) will be transferred to the appropriate ELIAS DDI Cost Center as part of an approved APD. The percentage of salary and benefit costs associated with non-ELIAS FIP/TANF, and SNAP duties will be allocated in the same manner as the base Unit. Remaining salary and benefit costs associated with regular job activities will be allocated according to the results of the 100% time study.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Family Investment Program (FIP) TANF [PP012] SNAP [PP025]
413-0158 **WR - Shared Costs Maintenance**	**Summary:** This Cost Center is used to isolate and record technology maintenance costs not specifically identifiable to the Iowa FIP/TANF, SNAP, or Medicaid program eligibility, and includes the salary and support of the of the technical staff charged with this responsibility as part of an approved APD.	
	Allocation Methodology:	Average Monthly Enrollment for Each Program (M&O)
	Program Pool(s):	Medicaid Eligibility Title XIX [PP010] Family Investment Program (FIP) TANF [PP012] SNAP [PP025]
413-0158-01 **Technology - OPR**	**Summary:** Administrative and technology costs for the Overpayment Recovery System (OPR)	
	Allocation Methodology:	Average Monthly Enrollment for Each Program (WOPR)
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (FFP 50%) [PP003] Family Investment Program (FIP) TANF [PP012] SNAP [PP025] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031]
413-0158-57 **Technology – OPR - State**	**Summary:** State only administrative and technology costs for the Overpayment Recovery System (OPR)	
	Allocation Methodology:	Quarterly Collections
	Program Pool(s):	State Only Funded Programs [PP057]
413-0162 **ELIAS System Shared Maintenance**	**Summary:** Costs related to the ELIAS Eligibility System maintenance and operations are accumulated in this Cost Center. Costs include system hardware and software maintenance, vendor contracted maintenance and operations charges, and state staffing costs associated with maintenance and operations as part of the approved APD-U.	
	Allocation Methodology:	Average Monthly Enrollment for Each Program
	Program Pool(s):	Medicaid Eligibility Title XIX (75% FFP) [PP010] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI Hawk-I (Current FMAP) [PP032]
413-0162-01 **ELIAS System - PAPD**	**Summary:** Costs related to the ELIAS Eligibility System maintenance and operations are accumulated in this Cost Center. Costs include system hardware and software maintenance, vendor contracted maintenance and operations charges, and state staffing costs associated with maintenance and operations as part of the approved APD-U.	
	Allocation Methodology:	Average Monthly Enrollment for Each Program

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	Program Pool(s):	Medicaid Eligibility Title XIX (75% FFP) [PP010] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI Hawk-I (Current FMAP) [PP032]
413-0162-02 **ELIAS System – M&O**	**Summary:** Costs related to the ELIAS Eligibility System maintenance and operations are accumulated in this Cost Center. Costs include system hardware and software maintenance, vendor contracted maintenance and operations charges, and state staffing costs associated with maintenance and operations as part of the approved APD-U.	
	Allocation Methodology:	Average Monthly Enrollment for Each Program
	Program Pool(s):	Medicaid Eligibility Title XIX (75% FFP) [PP010] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI Hawk-I (Current FMAP) [PP032]
413-0163 **WISE System \ Income Maintenance Business Support Systems**	**Summary:** This Cost Center is used to isolate and record technology maintenance costs associated with the web-based application being used to support the income maintenance related systems. Costs, which primarily include staffing costs, are not specifically identifiable to the Iowa FIP/TANF, SNAP, Medicaid, or Medicaid Expansion programs.	
	Allocation Methodology:	Average Monthly Enrollment for Each Program (CHIP +)
	Program Pool(s):	Medicaid Eligibility Title XIX [PP010] Family Investment Program (FIP) TANF [PP012] SNAP [PP025] Med Exp Title XXI – CHIP [PP031] Med Exp Title XXI Hawk-i [PP032]
413-0163-01 **WISE System \ Income Maintenance Business Support Training**	**Summary:** This subunit is used to isolate salary and benefit costs for state staff charged with the training responsibility for the ABC and ELIAS technology applications that handle the Iowa FIP/TANF, SNAP, Medicaid, or Medicaid Expansion programs.	
	Allocation Methodology:	Average Monthly Enrollment for Each Program (CHIP +)
	Program Pool(s):	Medicaid Eligibility Title XIX {10/01/22} [PP010] Family Investment Program (FIP) TANF [PP012] SNAP [PP025] Med Exp Title XXI – CHIP [PP031] Med Exp Title XXI Hawk-i [PP032]
413-0166 **ELIAS System Shared Development**	**Summary:** This Cost Center is used to accumulate costs associated with activities required to procure a replacement eligibility system and conduct the business process re-engineering project. To comply with GASB Statement 51, Accounting and Financial Reporting for Intangible Assets, the percentage of salary and benefit costs allocated on Project Online to the Eligibility System Procurement project will be transferred on I3 to Cost Center 0166. As approved by the Iowa Department of Administrative Services, all intangible assets at or above $500,000 must be reported separately, including computer software that is purchased, licensed, or internally generated. The methodology for distributing costs, which are shared among all programs agrees with the {04/01/21} most recently approved APD.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-0166-57 **ELIAS System State**	**Summary:** This Cost Center is used to accumulate costs associated with activities required to procure a replacement eligibility system and conduct the business process re-engineering project. To comply with GASB Statement 51, Accounting and Financial Reporting for Intangible Assets, the percentage of salary and benefit costs allocated on Project Online to the Eligibility System Procurement project will be transferred on I3 to Cost Center 0166. As approved by the Iowa Department of Administrative Services, all intangible assets at or above $500,000 must be reported separately, including computer software that is purchased, licensed, or	

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	internally generated. The methodology for distributing costs, which are shared among all programs agrees with the {04/01/21} most recently approved APD.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-0800 Community Access	**Summary:** Provides administrative direction and guidance to ensure access to services critical to client health and well-being.	
	Allocation Methodology:	Head Count across Community Access Vertical
	Program Pool(s):	All Community Access Programs
401-2190 Rent Reimbursement Program	**Summary:** The Disabled and Senior Citizens Property Tax Credit and Rent Reimbursement Program provides low-income citizens with property tax assistance. This Unit includes direct and indirect costs to transition the program from the Iowa Department of Revenue to the Iowa Department of Human Services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-2199-DB DIA Billing	**Summary:** Under a cooperative agreement with the Department of Human Services, periodic billings are received from the Department of Inspections and Appeals for services including: SA05- Audits of Care Facilities SA06- Overpayment Recovery Collections SA07- Administrative Law Hearings SA08- Fraud Investigations, Front-End Investigations, and Divestiture Investigations SA10- Audits of DHS Local Offices SA15- Children's Services Entities Inspections and Investigations The billings are allocated directly to benefited programs based on DIA's approved cost allocation methodology. SA05 Audits of Care Facilities are allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP. SA06 Overpayment Recovery Collections are allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP, FIP (PP012) Capped, Refugee Resettlement Program (PP020) 100% FFP, Food Assistance Fraud (PP023) 50% FFP, CCDF Block Grant (Matching Fund) (PP027) Current FMAP, and Promise Jobs TANF (PP045) Capped. SA07 Administrative Law Hearings are allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP, Family Investment Program (FIP) TANF (PP012) Capped, Child Support and Foster Care Recovery Title IV-D (PP016) 66% FFP, Food Assistance Fraud (PP023) 50% FFP, and Food Assistance (PP025) 50% FFP. SA08 Fraud Investigations, Front-End Investigations, and Divestiture Investigations are allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP, Family Investment Program (FIP) TANF (PP012) Capped, Food Assistance Fraud (PP023) 50% FFP, CCDF Block Grant (Matching Fund) (PP027) Current FMAP, and Promise Jobs TANF (PP045) Capped. SA10 Local office audit billings are allocated directly to the Field Operations - Administrative Support indirect Cost Center for subsequent reallocation based on the RMS time study for Income Maintenance and Social Workers. SA15 Children's Services Entities Inspections and Investigations costs are allocated to Foster Care Administration Title IV-E (PP017) 50% FFP based on client counts from the Family and Children Services	

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	(FACS) Key Performance Indicator (KPI) N302 report first month (rerun 30 days after the end of the first month) of the quarter and to Adoption Assistance Title IV-E (PP024) 50% FFP based on the percent of adoption cases which are Title IV-E eligible. Percentages are calculated from client eligibility counts documented in the FACS system Key Performance Indicator (KPI) N402 Adoption Financial Summary Report for the first month of the quarter (rerun 30 days after the end of the first month). See Section VI(L). Allocation Methodologies – Eligibility Rates.	
	Allocation Methodology:	DIA Allocation
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Family Investment Program (FIP) TANF [PP012] Child Support and Foster Care Recovery Title IV-D [PP016] Foster Care Administration Title IV-E [PP017] Refugee Resettlement Program [PP020] Food Assistance Fraud [PP023] Adoption Assistance Title IV-E [PP024] Food Assistance [PP025] CCDF Block Grant (Matching Fund) [PP027] Promise Jobs TANF [PP045] IM RMS Results SS RMS Results
401-2199-NO **Nutrition Outreach**	**Summary:** Billings received from Iowa State University Extension Services and local community non-profit entities for Nutrition Outreach.	
	Allocation Methodology:	Direct
	Program Pool(s):	Food Assistance - Family Outreach Program [PP036]
413-2503 **HIPP**	**Summary:** The Health Insurance Premium Payment (HIPP) Program Unit is responsible for enrolling eligible Medicaid recipients in employer-related group health insurance plans when it is determined cost effective to do so. The activities of this Unit result in reduced costs to the Medicaid program by establishing or maintaining a third-party resource as the primary payer of the recipient's medical expenses. Section 4402 of the Omnibus Budget Reconciliation Act (OBRA) permits states to pay for the costs of this Unit.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003]
413-2503-02 **Health Insurance Premium Program Unit**	**Summary:** This subunit of the HIPP program Unit is responsible for the execution and integrity of the Health Insurance Premium Payment (HIPP) program and the Healthy and Well Kids in Iowa (***hawk-i***) program. The purpose of this subunit is to continually evaluate data relative to program participation and effectiveness resulting in the development and implementation of program enhancements or correction of contracts.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan (I-HAWP) [PP009] Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI – CHIP [PP031] Med Exp Title XXI Hawk-i [PP032] State Funded Family Planning Program [PP044] State Only Funded Programs [PP057]
413-2503-03 **Health Insurance Premium Program Unit**	**Summary:** The HIPP Program Unit is also responsible for enrolling non-Medicaid eligible persons in the 100% state-funded AIDS/HIV HIPP program. Costs for the AIDS/HIV HIPP program are identified and tracked separately from the regular HIPP program through use of a separate sub organization within this Cost Center. Costs of this Unit are allocated based on current quarter caseload information.	

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	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-4096 Volunteer - Statewide	**Summary:** This program funds the development and coordination of volunteer assistance in HHS Service Areas to enhance services provided to Iowans who experience personal economic and social problems to relieve their constraining conditions and enhance their individual productivity. The Volunteers Program is funded with both state dollars and federal dollars.	
	Allocation Methodology:	Direct
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007]
413-T007 Pregnancy Prevention Grants	**Summary:** This Unit supports the Community Adolescent Pregnancy Prevention (CAPP) program which is a grant program operating throughout the state that funds local community-based projects with the intention of preventing adolescent pregnancies.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Investment Program (FIP) TANF [PP012]
413-X379 FADSS Administration	**Summary:** For administrative costs associated with the Family Development and Self Sufficiency Program (FaDSS) program which provides in-home case management to families who are at risk of long-term dependency on the Family Investment Program (FIP)	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Investment Program (FIP) TANF [PP012]
413-X381 PJ Administrative Expenses	**Summary:** This Cost Center includes the salary and support of staff responsible for directing and coordinating the PROMISE JOBS program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Promise Jobs TANF [PP045]
588-0506 MCHS Child Health	**Summary:** Title V block grant federal funding child health portion.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal and Child Health Services Block Grant to the States [PP177]

09.01.00 – Child Support Services

401-0810 Child Support Services	**Summary:** This Unit provides guidance, planning and oversight for the administrative function of the Child Support collection activities of the administration. The following units will ultimately report to this Unit. • Four Regional Collection Centers • Administration • Policy and Case Management Support • Policy and System Support	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4017 CSRU Central Administration	**Summary:** The Bureau of Collections Administration has the responsibility for policy and system development and maintenance, customer service management, contract management, and Bureau management. Costs of Bureau administration are contained in organization Unit 4017.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4017-08	**Summary:**	

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CSRU Central Administration ICER Unit	The Iowa Centralized Employee Registry is an administrative Unit of the Child Support Recovery Unit that processes reports of newly hired employees from businesses operating around the State of Iowa. The Unit also maintains a database containing relevant information about these employees, which is used by the CSRU to identify the employers of absent parents that owe child support. This data is used to obtain income withholding orders against non-custodial employees. The salary and support costs of ICER Unit staff are recorded in this Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4017-09 CSRU Central Administration Paternity Affidavits	**Summary:** The paternity affidavit match program was developed cooperatively with the Bureau of Vital Records to proactively match paternity affidavits with Iowa's existing IV-D caseload. Information from paternity affidavits is entered onto a tape, which is matched against the CSRU ICAR database. The salary and support costs of administering the paternity affidavit match program are recorded in this Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4022 Welfare Reform APD	**Summary:** Child Support Recovery Unit Policy staff are responsible for the management of all CSRU policy and system development supporting materials for program operation in all areas of performance including establishment, enforcement, and modification. CSRU's Information Technology staff are responsible for the development and maintenance of the CSRU certified system. The costs of ICAR (Iowa Collections and Reporting) system maintenance are recorded in this Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4022-IT Welfare Reform APD / DHS IT staff expense for CSRU projects	**Summary:** Child Support Recovery Unit Policy staff are responsible for the management of all CSRU policy and system development supporting materials for program operation in all areas of performance including establishment, enforcement, and modification. CSRU's Information Technology staff are responsible for the development and maintenance of the CSRU certified system. The costs of ICAR (Iowa Collections and Reporting) system maintenance are recorded in this Cost Center	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4023 Central Coll. & Distribution	**Summary:** Central Collection Distribution receives and processes payments of child support for all IV-D and Foster Care clients.	
	Allocation Methodology:	Cases Served by Central Collection and Distribution Unit
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016] State Only [PP057] Child Support – SDU [PP091]
402-4024 AG CSRU Promotional Campaign	**Summary:** This residual cost pool consists solely of indirect costs allocated to the Attorney General/Child Support Recovery Unit Promotional Campaign.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4026 Non IV-D	**Summary:** This residual pool consists solely of indirect costs allocated to the Child Support State Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
402-4037 Employer Service Center	**Summary:** Based on a recommendation received from a task force of the State's employers, the Child Support Recovery Unit created the Employer Service Center. The service center serves as a single point of contact for employers' questions about income withholding orders and about providing medical insurance coverage	

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	to the children of non-custodial parents who work for them. The service center will also process all income withholding orders and medical support orders from the Child Support Recovery Unit. In addition, initial review of the cases selected for the License Sanction process is conducted by service center staff, who then send customers initial notices on any cases meeting the qualification of the license sanction process.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4041 Fin. Inst Quarterl Match	**Summary:** The Personal Responsibility and Work Opportunities Reconciliation Act (PRWORA) of 1996 required States to develop and administer the Federal Institution Data Match (FIDM) program. This program will identify bank account holders that are delinquent in their child support obligations and will allow for the Department to collect a portion of the delinquent non-custodial parents' account. This Cost Center is used to reimburse financial institutions for the costs of running the program to provide account holder information. Account holder information is provided to the State's Child Support Recovery Unit on a quarterly basis.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4042 DRF Contract	**Summary:** CSRU has entered into an agreement with the Department of Revenue and Finance to provide enforcement services on select cases.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4111 CSRU – Western Region	**Summary:** Administrative costs associated with the Child Support Recovery Unit – Western Region.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4111-01 CSRU – Western Region Paternity Blood Tests	**Summary:** Costs of Paternity Blood Tests – Western Region.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4118 ISU Task Order Training	**Summary:** Costs of the contract with ISU for short-term training of Title IV-D agency staff on implementation of policy and program requirements are applied directly to the Child Support Recovery program. No indirect costs will be allocated to this Cost Center. See "Note" below. ISU Task Orders for Policy and ICAR Training - Travel/Bureau of Collections (4118-03) Travel costs associated with the contract between HHS and ISU for short term Policy and ICAR training of IV-D agency staff are recorded in this organizational Unit. These costs are applied directly to the Child Support Recovery program pool (PP016). The expenditures in this Cost Center represent 100% of the costs incurred. No indirect costs will be allocated to this Cost Center. Note: Costs from I3 for these Cost Centers represent the federal share of expenses only. Accordingly, these expenses are converted to 100 percent prior to cost allocation. The costs of 4118 and 4118-03 are divided by 66 percent for this conversion.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4118-03 CSRU – Western Region Paternity Blood Tests	**Summary:** Travel costs associated with the contract between DHS and ISU for short term Policy and ICAR training of Title IV-D agency staff are recorded in this organizational Unit. These costs are applied directly to the Child Support Recovery program pool (PP016). The expenditures in this Cost Center represent 100% of the costs incurred. No indirect costs will be allocated to this Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]

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402-4211 CSRU – Central Region	**Summary:** Administrative costs associated with the Child Support Recovery Unit – Central Region.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4211-01 CSRU – Central Region Paternity Blood Tests	**Summary:** Costs of Paternity Blood Tests – Central Region.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4311 CSRU – Eastern Region	**Summary:** Administrative costs associated with the Child Support Recovery Unit – Eastern Region.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4311-01 CSRU – Eastern Region Paternity Blood Tests	**Summary:** Costs of Paternity Blood Tests – Eastern Region.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4411 CSRU – Des Moines Office	**Summary:** Administrative costs associated with the Child Support Recovery Unit – Des Moines Office.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4411-01 CSRU – Des Moines Office Paternity Blood Tests	**Summary:** Costs of Paternity Blood Tests – Des Moines Office.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4916 County Co-Op Agreements	**Summary:** Reimbursement to counties for contracted child support services	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
402-4917 CSRU DPH CONTRACT	**Summary:** A contract is maintained with the Department of Public Health to obtain an electronic file to match names and social security numbers of parents and children to those on the CSRU ICAR system for children born after November 1, 1990. A contract is maintained with the State Court Administrator to record information originated by the CSRU in a court file as well as providing customer service for child support customers. The Department uses this information solely for the purpose of locating absent parents and establishing paternity and child support orders and enforcement of support orders for Title IV-D cases.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]

09.02.00 – Economic Assistance

401-5412 Commodities	**Summary:** The Food Distribution Unit administers the USDA commodity programs. Costs are allocated to food distribution grant programs and other supported areas based on the number of direct worker hours expended on each as determined by an on-going time study maintained by the Unit.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Commodity Supplemental Feeding Program [PP105] The Emergency Food Assistance Program (TEFAP) [PP106]
401-5412-01 Emergency Food Assistance (TEFAP)	**Summary:** The Food Distribution Unit administers the USDA commodity programs. Costs to administer the program, such as direct salaries as a result of employee time studies, conference expenses, and travel expenses to perform site visits of food banks and agency sites.	

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	Allocation Methodology:	Direct
	Program Pool(s):	The Emergency Food Assistance Program (TEFAP) [PP106]
401-5412-02 Commodity Supplemental Feeding Program (CSFP)	**Summary:** The Food Distribution Unit administers the USDA commodity programs. This includes costs to administer the program, such as direct salaries as a result of employee time studies, conference expenses, and travel expenses to perform site visits of sites responsible for administering.	
	Allocation Methodology:	Direct
	Program Pool(s):	Commodity Supplemental Feeding Program [PP105]
401-5417 FIP Unit	**Summary:** The Family Investment Program Unit is responsible for writing policy and administering programs related to TANF cash assistance, including FIP. Staff in this Unit also provides interpretation of existing policies and procedures to local offices, the public, and other interested persons, and act as liaison to other state agencies.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Investment Program [PP012]
401-5418 Pandemic EBT Admin	**Summary:** This Unit will capture expenses pertaining to vendor contracts, agency SNAP staff, Iowa Department of Education administrative expenses and agency technology staff to implement and administer the State of Iowa P-EBT plan. Administrative costs for the development and execution of State P-EBT plans during federal fiscal year 2021.	
	Allocation Methodology:	Direct
	Program Pool(s):	P-EBT {04/01/21} [PP048]
401-5419 SNAP 100% ARPA	**Summary:** This Unit will capture expenses pertaining to the state plan for the American Rescue Plan Act of 2021. It will include vendor contracts, agency SNAP staff, and agency technology staff to implement administrative improvements for the delivery of SNAP benefits as approved in the State Plan.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP SAE (ARPA) {07/01/21} [PP049]
401-5420 Bureau of Quality Control	**Summary:** The Bureau of Quality Control is assigned to the Division of Adult, Children and Family Services. The Bureau is responsible for the following: developing and maintaining a full array of quality control activities supporting Income Maintenance program areas of the Department and addressing and meeting all federally mandated Quality Control requirements for HHS programs. The Bureau is responsible for the management of ongoing review requirements for the Payment Error Rate Measurement (PERM) program for medical assistance, Child Care Error Rate Reviews, the SNAP Program, Hawk-i, the Family Investment Program (FIP), CHIP and Medicaid Eligibility Quality Control (MEQC).	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5421 401-5422 401-5422-01
401-5421 Quality Control	**Summary:** Quality control costs are allocated to Medical Assistance-Other Staff Title XIX (PP003) 50% FFP, Family Investment Program (FIP) TANF (PP012) Capped, SNAP (PP025) 50% FFP, and CCDF Block Grant (Matching Fund) (PP027) FMAP, Med Exp Title XXI - CHIP (PP031) Enhanced FMAP and Med Exp Title XXI *hawk-i* (PP032) Enhanced FMAP based on the time studies from first level reviewers that are obtained from the Quality Control Unit for the quarter.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Medical Assistance-Other Staff Title XIX [PP003] Family Investment Program (FIP) TANF [PP012] SNAP [PP025] CCDF Block Grant (Matching Fund) [PP027] Med Exp Title XXI - CHIP [PP031]

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		Enhanced FMAP and Med Exp Title XXI hawk-i [PP032]
401-5422 Perm Analysis	**Summary:** Quality control second level review Unit.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Family Investment Program (FIP) TANF [PP012]
		SNAP [PP025] CCDF Block Grant (Matching Fund) [PP027] Med Exp Title XXI - CHIP [PP031] Enhanced FMAP and Med Exp Title XXI hawk-i [PP032]
401-5422-01 Perm Analysis – FA & CCA Reviews	**Summary:** Quality Control costs associated with SNAP and Child Care Assistance Programs. Costs include Costs of this Unit include salaries, benefits, and other miscellaneous expenses.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	SNAP [PP025] CCDF Block Grant (Matching Fund) [PP027]
401-5450 Notice Printing & Postage	**Summary:** Costs for printing of the "Notice of Decision", "Notice of Cancellation", and the "Medicaid Review" documents are accumulated in this organization code. Postage costs for mailing the "Notice of Decision," "Notice of Cancellation," and the "Medicaid Review" documents are accumulated in this organization code.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
401-5451 SNAP Work Registration E&T	**Summary:** This is a federally funded SNAP work and employment training program.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP-Work Reg/Job search [PP035]
401-5451-01 SNAP-E&T 50/50	**Summary:** The Department receives billings from E&T Service Providers for administrative and tuition costs in excess of the 100% federally funded costs; (i.e., in excess of the cap for 100% federally funded E&T.) Costs are associated with students currently eligible under SNAP E&T rules. The required match is provided by the E&T service provider.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP – Employment and Training [PP037]
401-5452 SNAP State Exchange	**Summary:** The State Exchange Fund facilitates the exchange of information related to the SNAP program among States.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP - State Exchange Fund [PP034]
401-5452-77 SNAP State Exchange EBT	**Summary:** The State Exchange Fund facilitates the exchange of information related to the SNAP program among States.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP - State Exchange EBT Fund [PP080]
401-5452-78 SNAP State Exchange Program Access E&T	**Summary:** The State Exchange Fund facilitates the exchange of information related to the SNAP program among States.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP - State Exchange Access E&T Fund [PP081]
401-5453 Nutrition Education 100% Federal	**Summary:** Billings received from Iowa State University and Iowa Department of Public Health for Supplemental Nutrition Assistance Program Education (SNAP-Ed).	
	Allocation Methodology:	Direct

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	Program Pool(s):	SNAP - Family Nutrition Program [PP038]
401-5453-01 SNAP -ED Administration Costs	**Summary:** This Cost Center accumulates the results of the SNAP Program – Time Study 401-5411-02.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP - Family Nutrition Program [PP038]
401-5901-IM Field Support	**Summary:** Field Operations Support handles all internal affairs of the Service Areas and any client complaints and inquiries regarding programs administered in the Service Areas across the state.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
401-5910-IM Quality Assurance and Improvement - IM	**Summary:** This cost provides supervision and support for the Bureau of Quality Assurance and Improvement. The purpose of this Bureau is to help ensure that HHS services are delivered in a quality, appropriate, safe, respectful, and cost-effective manner with a focus on achieving results for the children and families served.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
401-5911-IM Quality Control / IM	**Summary:** This Cost Center is responsible for improving customer results and staff efficiency. Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
401-5940 Bureau of IM Support and Training	**Summary:** This Cost Center consists of salaries and related support costs for income maintenance workers help desk. The help desk provides answers to questions in areas of policy application and the automated systems procedure for Income Maintenance workers in field offices. The help desk provides support for all programs administered by income maintenance workers.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
401-5940-01 Bureau of IM Support and Training / Time Study	**Summary:** Subject Matter Experts for the eligibility system will charge costs to Cost Center 5940-01. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the Cost Center 413-0166. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of Cost Center 401-5940	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
401-5955 Records Checks	**Summary:** This Unit includes the cost of staff who work on record check evaluations for nursing homes and home health care providers, as well as for child welfare providers.	
	Allocation Methodology:	Head Count across HHS, excluding Public Health Programs
	Program Pool(s):	All HHS Programs, excluding Public Health Programs

09.02.01 – Operations

402-6099-IM IM Field Operations	**Summary:** This Cost Center is used to record various administrative and support costs incurred during field operations, such as communications charges, office supplies, equipment purchases, etc. which are not Service Area specific, as recorded in the State's financial accounting system I-3.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results

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402-6110-IM Western Area Administration - IM	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers – Western Area.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6116 Western Area Income Maintenance	**Summary:** This Cost Center consists of salaries and related support costs for Income Maintenance workers assigned to the County offices of the Department. Costs of the Field Operations - Income Maintenance Service Areas Cost Center are allocated to specific program pools based on the results of the Income Maintenance Random Moment	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6210-IM Northern Area Administration - IM	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers – Northern Area.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6216 Northern Area Income Maintenance	**Summary:** This Cost Center consists of salaries and related support costs for Income Maintenance workers assigned to the County offices of the Department. Costs of the Field Operations - Income Maintenance Service Areas Cost Center are allocated to specific program pools based on the results of the Income Maintenance Random Moment	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6310-IM Eastern Area Administration - IM	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers – Eastern Area.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6316 Eastern Area Income Maintenance	**Summary:** This Cost Center consists of salaries and related support costs for Income Maintenance workers assigned to the County offices of the Department. Costs of the Field Operations - Income Maintenance Service Areas Cost Center are allocated to specific program pools based on the results of the Income Maintenance Random Moment	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6410-IM Cedar Rapids Area Administration - IM	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers – Cedar Rapids Area.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6416 Cedar Rapids Area Income Maintenance	**Summary:** This Cost Center consists of salaries and related support costs for Income Maintenance workers assigned to the County offices of the Department. Costs of the Field Operations - Income Maintenance Service Areas Cost Center are allocated to specific program pools based on the results of the Income Maintenance Random Moment	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6510-IM	**Summary:**	

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Des Moines Area Administration - IM	This Cost Center consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers – Des Moines Area.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6516 Des Moines Area Income Maintenance	**Summary:** This Cost Center consists of salaries and related support costs for Income Maintenance workers assigned to the County offices of the Department. Costs of the Field Operations - Income Maintenance Service Areas Cost Center are allocated to specific program pools based on the results of the Income Maintenance Random Moment	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6910-IM Field Operations – Income Maintenance Centralized Management	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6914-IM Bureau of Quality Assurance and Improvement / IM	**Summary:** Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6915-IM Field Operations Customer Service for Income Maintenance	**Summary:** Salaries and related support costs for staff dedicated to supporting Income Maintenance Workers.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6918 Rent Reimbursement Unit	**Summary:** This Unit consists of salaries and related support costs for HHS Income Maintenance, Management, and Support staff focusing on Iowa's Rent Reimbursement program, determining eligibility, answering questions, assisting people in completing applications, and other Income Maintenance related activities.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6924 Continuous Case Improvement (CCI) Unit	**Summary:** The Continuous Case Improvement Unit's intended purpose is to review Iowa's Supplemental Nutrition Assistance Program (SNAP) case eligibility determinations for accuracy and compliance with State and Federal policies. The Unit will review SNAP cases for compliance with initial and ongoing eligibility determinations as well as to assess gaps in training or local practice and recommend action to improve performance. Data collected during the reviews will identify errors in a quantitative and reportable manner that will inform future performance improvement as well as inform standards of practice across the state.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP [PP025]
402-6926 IM Customer Call Center	**Summary:** The costs consist of salaries and related support costs for HHS Income Maintenance, management, and support staff located in the Income Maintenance Customer Call Center for the purposes of answering questions, assisting people in completing applications, and acting on reported changes that are related to the Medicaid, SNAP, Child Care, IowaCare, and Family Investment Programs.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6928	**Summary:**	

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Claims Integrity Unit	The Claims Integrity Unit is a centralized Unit that will specialize in assuring financial and medical benefit integrity. The Unit will focus on individuals who are inappropriately receiving benefits in more than one state and supporting the timely establishment of claims initiated within the State. When it is determined that benefits were paid inappropriately, the Unit will work to recoup the funds. There are Federal requirements for this effort, under the Public Assistance Reporting Information System (PARIS) program that became mandatory for all states in 2009. The Department's establishment and ongoing support of the Unit is intended to meet three goals; 1.) Improve the accuracy of benefit payments and recoup fraudulent payments and 2.) Prepare for and comply with the Center for Medicaid Services (CMS) policies and the corresponding audits and 3.) Comply with the rules and regulations that support the accurate claiming of federal matching Medicaid administrative funds. This Unit will also be responsible for the timely entry of sanctions imposed by Child Support Recovery Unit so that Federal guidelines are met as well as removing the sanction when it is necessary. The Claims Integrity Unit will handle any appeals resulting from these situations.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS) Maintenance
	Program Pool(s):	IM RMS Results
402-6928-01 Claims Integrity Unit - DIA	**Summary:** HHS contracts with DIA to provide investigation resources to determine if an overpayment of public funds exists. The DIA investigator serves subpoenas for information, makes inquiries with other states, holds interviews with recipients of these public funds, as well as other tasks as necessary to determine the answers to questions of appropriate receiving of benefits.	
	Allocation Methodology:	Federal Program Review Counts from PARIS
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Family Investment Program (FIP) TANF [PP012] SNAP [PP025]
402-6929 Employment and Training (E&T)	**Summary:** The Employment and Training (E&T) Unit is a centralized Unit that will serve the SNAP E&T program by determining initial and ongoing eligibility for E&T, tracking able-bodied adults without dependents (ABAWD) eligibility, determining, and tracking allowable 15% exemptions, initially reviewing E&T participant billings, attending committee meetings, completing eligibility changes based on E&T enrollment, and completing HHS referrals to E&T.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	SNAP - Work Reg/Job Search [PP035] SNAP [PP025]
402-6936 Bureau of IM Support and Training-IMTA	**Summary:** This Cost Center consists of salaries and related support costs for Income Maintenance training personnel to conduct training for Income Maintenance workers. Training at the Income Maintenance Training Academy is defined as training in the skills, procedural content, and computer system content integrated with the policy content for the Income Maintenance programs of SNAP, Family Investment Program, FMAP-related Medicaid, SSI-related Medicaid, and Child Care Assistance.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6945 Bureau of IM Support & Training	**Summary:** This Cost Center provides supervision and support for the Bureau of IM Support and training. The purpose of this Bureau is to help ensure that HHS services delivered by HHS staff across the state are appropriately supported and accurate, timely information is available to workers as needed. This Bureau consists of two parts, the Income Maintenance Training Academy and the Income Maintenance Workers Help Desk.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6946	**Summary:**	

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Bureau of IM Support and Training (SPIRS) Unit-Income Maint.	This Cost Centers consists of salaries and related support costs for Income Maintenance Workers help desk. The Income Maintenance help desk provides answers to questions in areas of policy application, case specific consultation and the automated systems procedure for Income Maintenance workers from the field offices. The Income Maintenance help desk provides support for all programs administered by Income Maintenance staff.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results

09.02.02 – Policy

401-5410 Financial, Health & Work Supports	**Summary:** The Bureau of Financial, Food and Work Supports develops and writes policy and implements programs and services that support via food, cash, work, and training opportunities. Specific programs in this Bureau include the following: Food Assistance, SNAP Employment and Training, SNAP Outreach, Nutrition Education, Commodities, Electronic Benefit Transfer (EBT), Wireless EBT Program, Family Investment Program (FIP), PROMISE JOBS (FIP self-sufficiency program), and Refugee Cash Assistance.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5411 401-5411-02 401-5417 401-5451 413-0144-02 401-6440
401-5410-01 Financial, Health & Work Supports \ Financial & Work Support	**Summary:** This Unit provides leadership to staff responsible for management of the following programs: SNAP, Commodities, Family Investment Program (FIP), and PROMISE JOBS. This Unit is also responsible for Food Assistance program policies, procedures and training related to: Electronic Benefit Transfer for SNAP (EBT), EBT-related fraud, SNAP program integrity, SNAP corrective action, SNAP State Plan, Disaster SNAP, and general SNAP eligibility.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	All Economic Assistance Programs
401-5411 SNAP Unit	**Summary:** The SNAP Unit is responsible for writing policy and implementing the SNAP program. Staff in this Unit provides interpretation of existing policies and procedures to local offices, the public, other interested persons, and acts as liaison to other state agencies.	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP [PP025]
401-5411-02 SNAP Unit \ Subject Matter Expert	**Summary:** Subject Matter Experts working to provide support to multiple programs within the SNAP Unit. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefit costs associated with providing assistance on the commodities programs will be transferred on I3 ledger to the Cost Center 401-0001-M01-5412-01 (TEFAP) or 401-001-M01-5412-02 (CSFP), or 401-0001-M01-5453-01. The percentage of salary and benefit costs associated with regular job activities will be allocated according to the methodology of Cost Center 401-5411.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	SNAP [PP025]

09.02.03 – Eligibility Determinations

401-0820 Community Access – Eligibility	**Summary:** This Unit provides guidance, planning and oversight for the income maintenance field workers.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)

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	Program Pool(s):	IM RMS Results
401-0823 Community Access-Eligibility Determinations	**Summary:** Provides guidance, planning and oversight for the income maintenance eligibility staff.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
401-5314 Medical Assistance Eligibility Unit	**Summary:** The Medical Assistance Eligibility Unit is responsible for eligibility policy development and ongoing administration for the Medical Assistance program. This includes the development of operating instructions used by local offices when determining recipient eligibility and benefit levels. Staff in this Unit also provides interpretation of existing policies and procedures related to the Medicaid program to local offices, the public, and other interested persons, and act as liaison to other state agencies having responsibilities in the medical and health areas.	
	Allocation Methodology:	Count of Processed Claims
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan [PP009] Refugees [PP020] Med Exp Title XXI CHIP [PP031] Med Exp Title XXI Hawk-I [PP032] State Funded Family Planning Program [PP044] State Only Funded Programs [PP057]
401-5314-01 Medical Assistance Eligibility Unit \ Medical Assistance Eligibility Unit Time Study	**Summary:** The percentage of salary and benefit costs associated with building the new eligibility system (ELIAS) is transferred in the I3 ledger to the appropriate ELIAS Cost Center. Remaining expenses are allocated in the same manner as the base Unit.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan (I-HAWP) [PP009] Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI Hawk-I (Enhanced FMAP) [PP032] State Funded Family Planning Program [PP044] State Only Funded Programs [PP057]
401-5314-02 HIPP	**Summary:** The Health Insurance Premium Payment (HIPP) Program Eligibility Unit is responsible the oversight of cost effective enrollment of eligible Medicaid recipients in employer-related group health insurance plans.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003]
401-5350 Eligibility Integrated Application Solution	**Summary:** Costs for printing the "Notice of Action" generated by this integrated eligibility system are accumulated in this sub-organization code. Postage costs for mailing the "Notice of Action" generated by this integrated eligibility system are accumulated in this sub-organization code.	
	Allocation Methodology:	ELIAS Case Counts
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Med Exp Title XXI - CHIP [PP031] Enhanced FMAP and Med Exp Title XXI hawk-i [PP032] State Funded Family Planning Program [PP044] State Only Funded Programs [PP057]
402-6912	**Summary:** HHS transitioned to one Unit to handle all child care functions. This approach provides the necessary environment to streamline and standardize processes. All staff receive uniform training and consistent	

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Child Care Eligibility Unit	policy/procedure clarifications. In addition, the supervisory team works together to ensure best practices are developed and implemented. The focus on both best practices and standardization will result in improvements and efficiencies for this program and the customers it serves.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6913 Medicaid Eligibility Unit	**Summary:** The consolidated Medicaid Only Intake (MIO) Unit will process all Medicaid applications and ongoing actions associated with residents in Medical Institutions, specifically, ICF, ICF-MR, ICF-MI, PMI, hospital only, and Medical Rehabilitation Centers. This Unit (a) determines SSI-related and/or FMAP related eligibility of residents residing in these institutions, as needed and (b) processes other Medicaid coverage groups of residents of Medical Institutions, as appropriate.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results
402-6976 Field Foster Care, Adoption & Medicaid Eligibility Unit	**Summary:** This Unit consists of salary and support related to the overall operation of the Unit/performance monitoring, IV-E and Medicaid eligibility accuracy, Title IV-E, and Medicaid determination/redetermination for Foster Care and Adoption Subsidy.	
	Allocation Methodology:	Income Maintenance Random Moment Sample (IM RMS)
	Program Pool(s):	IM RMS Results

09.03.00 – Community Action Agencies

379-BHEU Black Hills Utility	**Summary:** Black Hills is an electric and gas public utility contracting with DCAA to provide services pertaining to energy efficiency to its low income customers for the Low Income Statewide Weatherization Program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Black Hills Utilities [PP236]

09.03.01 – FaDSS

379-FDSA FaDSS 23 St Admin	**Summary:** The Family Development Self-Sufficiency Program engages families in dynamic partnerships to address their basic needs, improve child well-being, and develop career opportunities that, in turn, improves lives, families, and communities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Development and Self Sufficiency FaDSS [PP231]

09.03.02 – Community Services Block Grant

379-CSBA Comm Servs 22 St Admin	**Summary:** The Community Services Block Grant (CSBG) is a federal block grant program that is administered by the states. The purpose of the CSBG is to provide funding to states and local agencies for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.	
	Allocation Methodology:	Direct
	Program Pool(s):	Community Services Block Grant [PP229]

09.03.03 – LIHEAP

379-HEAA HHS HEAP Weatherization State Admin.	**Summary:** The Low-Income Home Energy Assistance Program (LIHEAP) is a federally-funded program designed to assist low income families meet the cost of home heating by providing a one-time payment to the heating utility.	
	Allocation Methodology:	Direct

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	Program Pool(s):	Low-Income Home Energy Assistance [PP232]
379-LHSA HHS LIHEAP STATE ADMIN	**Summary:** The Low-Income Home Energy Assistance Program is a federally funded program designed to assist low-income families meet the cost of home heating by providing a one-time payment to the heating utility.	
	Allocation Methodology:	Direct
	Program Pool(s):	Low-Income Home Energy Assistance [PP232]
379-LWAA LIHEAP Water Assistance program St Admin	**Summary:** The new federal Low-Income Household Water Assistance Program (LIHWAP) will provide benefit payments made directly to participating water vendors on behalf of households for past-due charges, fees, and taxes for drinking and wastewater services that have been disconnected or at risk of disconnection. The program will be administered by the Iowa Department of Human Rights and locally through Iowa's Community Action Agencies that serve all 99 counties.	
	Allocation Methodology:	Direct
	Program Pool(s):	Low Income Household Water Assistance Program [PP233]

09.03.04 – Weatherization

379-DOEA DOE Wx 23 St Admin	**Summary:** The Weatherization Assistance Program is a federal grant program established to help reduce the heating and cooling costs for low-income persons, particularly the elderly, disabled, and children, by improving the energy efficiency of their homes, thereby reducing the households' energy bills. The program also improves the health and safety of low-income homes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Weatherization Assistance for Low-Income Persons [PP230]
379-DOET DOE Wx 23 Train/Tech	**Summary:** The Weatherization Assistance Program is a federal grant program established to help reduce the heating and cooling costs for low-income persons, particularly the elderly, disabled, and children, by improving the energy efficiency of their homes, thereby reducing the households' energy bills. The program also improves the health and safety of low-income homes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Weatherization Assistance for Low-Income Persons [PP230]

09.04.00 – Preventive Health

588-0572 Healthy Kids Healthy Futures Technical Assistance	**Summary:** The Healthy Kids, Healthy Future Technical Assistance Program provides on-going technical assistance (TA) and training resources with the goal of embedding healthy eating and physical activity best practices into early care and education (ECE).	
	Allocation Methodology:	Direct
	Program Pool(s):	Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health [PP154]
588-0574 State Maternal Health Innovation Program	**Summary:** The State maternal health innovation program provides support to: • Establishing a maternal health task force. • Improving the collection and use of state-level data on maternal mortality and severe maternal morbidity (SMM). Launching new maternal health service delivery activities (e.g., improving access to services during pregnancy and the postpartum period; equipping the maternal and child health workforce with new training and resources).	
	Allocation Methodology:	Direct
	Program Pool(s):	Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health [PP154]

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588-0688 **HHS Hawk-I Outreach**	**Summary:** The Hawk-i Outreach Coordinator directs and coordinates implementation of Haw-ki Grassroots Outreach and Enrollment for the State's Children's Health Insurance Program (CHIP). This work includes collaborating with the Hawk-i state administrator in developing system level approaches to outreach strategies and providing consultation, guidance and technical assistance to local child and adolescent health agencies and other community entities conducting Hawk-i Outreach.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0691 **1st Five/ABCD II**	**Summary:** 1st Five is a public-private mental development initiative that partners primary care and public health services in Iowa to enhance high-quality well-child care. The 1st Five Model supports health providers in the earlier detection of socioemotional delays, developmental delays, and family risk-related factors in children from birth to age five. The Initiative then coordinates referrals, interventions, and follow-ups.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-0830 **Wellness and Preventive Health**	**Summary:** This Unit provides guidance, planning and oversight of Family Health and Nutritional and Physical Activity Initiatives, which are Preventive Health programs.	
	Allocation Methodology:	Preventive Health Indirect Cost Rate
	Program Pool(s):	All Preventive Health Programs
588-1752 **Rape Prevention/Education**	**Summary:** The RPE program work collaboratively with diverse stakeholders including educational institutions, rape crisis centers, community organizations, and other state agency partners to guide the implementation and evaluation of their state sexual violence prevention efforts.	
	Allocation Methodology:	Direct
	Program Pool(s):	Injury Prevention and Control Research and State and Community Based Programs [PP129]
588-1756 **Domestic Violence**	**Summary:** This program develops and strengthens effective law enforcement and prosecution strategies to combat violent crimes against women and develop and strengthen victim services in cases involving crimes against women. The Program encourages the development and implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women.	
	Allocation Methodology:	Direct
	Program Pool(s):	Preventive Health and Health Services Block Grant [PP176]
588-1988 **Iowa Violent Death Reporting System**	**Summary:** Using a variety of source records, the Iowa Violent Death Reporting System (IAVDRS) gathers information on cause of death and contributing circumstances and enters it into a national database. Community partners and researchers can use the data to contribute to a better understanding of violent deaths and develop strategies to prevent them.	
	Allocation Methodology:	Direct – Preventive Health
	Program Pool(s):	Injury Prevention and Control Research and State and Community Based Programs [PP129]
588-2600 **HHS Community Access**	**Summary:** This Unit oversees the programs within Preventive Health.	
	Allocation Methodology:	Preventive Health Indirect Cost Rate
	Program Pool(s):	Indirect Cost Rate Pool - Preventive Health [PP301]

09.04.01 – Family Health

588-0302	**Summary:**

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Family Planning	To establish and operate voluntary family planning services projects, which shall provide family planning services to all persons desiring such services, with priority for services to persons from low-income families.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family Planning Services [PP134]
588-0304 Maternal Health (MCHS)	**Summary:** Maternal Health Programs work to ensure optimal health for pregnant, birthing, and postpartum mothers, ensure more babies can celebrate their first birthday (prevent infant mortality), and improve birth outcomes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal and Child Health Services Block Grant to the States [PP177]
588-0454 MCHS Maternal Admin	**Summary:** Maternal Health Programs work to ensure optimal health for pregnant, birthing, and postpartum mothers, ensure more babies can celebrate their first birthday (prevent infant mortality), and improve birth outcomes. This Unit is the administration of the program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal and Child Health Services Block Grant to the States [PP177]
588-0502 Oral Health (MCHS)	**Summary:** Maternal, Child & Adolescent Health (MCAH) contract agencies are responsible for ensuring access to oral health services, with an emphasis on early intervention and preventive oral health care beginning at or near the age of 12 months and into adulthood. Oral Health Center staff oversee the I-Smile program for children and pregnant women.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal and Child Health Services Block Grant to the States [PP177]
588-0504 Iowa Oral Disease Prevention Program	**Summary:** Supports states in their efforts to reduce oral disease and improve oral health by using effective interventions.	
	Allocation Methodology:	Direct – Preventive Health
	Program Pool(s):	CDC, Technical Assistance, Vital Statistics [PP193]
588-0527-EPSDT Maternal & Child Health	**Summary:** The EPSDT benefit provides comprehensive health coverage for all children under age 21 enrolled in Medicaid. Created in 1967 and required in every state, EPSDT finances various appropriate and necessary pediatric services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0527-EP EPSDT Maternal & Child Health \ EPSDT	**Summary:** The EPSDT benefit provides comprehensive health coverage for all children under age 21 enrolled in Medicaid. Created in 1967 and required in every state, EPSDT finances various appropriate and necessary pediatric services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0527-IS EPSDT Maternal & Child Health \ EPSDT I-Smile	**Summary:** The EPSDT benefit provides comprehensive health coverage for all children under age 21 enrolled in Medicaid. Created in 1967 and required in every state, EPSDT finances various appropriate and necessary pediatric services. This funding is specific to Maternal Health	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0527-MA EPSDT Maternal & Child Health \ MA	**Summary:** The EPSDT benefit provides comprehensive health coverage for all children under age 21 enrolled in Medicaid. Created in 1967 and required in every state, EPSDT finances various appropriate and necessary pediatric services. This funding is specific to Maternal Health	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

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588-0529 Maternal & Child Health	**Summary:** The program supports 24 maternal health agencies serving all 99 counties that provide prenatal and postpartum care to Medicaid-eligible and other low-income women. Services offered to Iowa residents include medical and dental assessment; health and nutrition education; psychosocial screenings and referrals; care coordination; assistance with birthing plans; and postpartum home visiting.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0566 Iowa Pregnancy Risk Assessment Monitoring System Surveillance	**Summary:** Pregnancy Risk Assessment Monitoring System Surveillance was designed to supplement data from vital records and to generate data for planning and assessing perinatal health programs in each participating state.	
	Allocation Methodology:	Direct
	Program Pool(s):	Cooperative Agreements to Support State-Based Safe Motherhood and Infant Health Initiative Programs [PP171]
588-0582 Preventing Maternal Deaths	**Summary:** The Maternal Mortality Review Committee reviews all pregnancy-associated deaths of women with indication of pregnancy up to 365 days following the end of the pregnancy, regardless of cause.	
	Allocation Methodology:	Direct
	Program Pool(s):	Preventing Maternal Deaths: Supporting Maternal Mortality Review Committees [PP157]
588-0606 Abstinence Ed	**Summary:** Support for abstinence education, and where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity.	
	Allocation Methodology:	Direct
	Program Pool(s):	Affordable Care Act (ACA) Abstinence Education Program [PP136]
588-0616 Adolescent Personal Responsibility	**Summary:** The Personal Responsibility Education Program projects are required to replicate effective, evidence-based program models or substantially incorporate elements of projects that have been proven to delay sexual activity, increase condom or contraceptive use for sexually active youth, or reduce pregnancy among youth.	
	Allocation Methodology:	Direct
	Program Pool(s):	Affordable Care Act (ACA) Personal Responsibility Education Program [PP124]
588-0622 MCHS Care Coordination (HHS)	**Summary:** Provides Care coordination for the maternal and child health program in conjunction with Medicaid.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Assistance [PP161]
588-0684 SSSDI Mch data Capacity	**Summary:** The program uses two- generation, trauma-informed interventions that concurrently address the needs of parents and children and mitigate the multi-generational transmission of trauma	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal and Child Health Federal Consolidated Programs [PP125]
588-0708 Early Access Part C	**Summary:** Supports a statewide system of coordinated, comprehensive, multidisciplinary, interagency programs and making early intervention services available to children with disabilities, aged birth through two, and their families.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Education - Grants for Infants and Families [PP117]
588-1006 Oral Health Workforce Support	**Summary:** The Program develop and implement innovative programs to address the dental workforce needs of designated dental health professional shortage areas (Dental HPSAs).	
	Allocation Methodology:	Direct
	Program Pool(s):	Grants to States to Support Oral Health Workforce Activities [PP137]

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09.04.02 – Nutrition and Physical Activity

588-0512 WIC Local Services	**Summary:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Supplemental Nutrition Program for Women, Infants, and Children [PP107]
588-0514 WIC Client Services	**Summary:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Supplemental Nutrition Program for Women, Infants, and Children [PP107]
588-0516 WIC Nutrition Ed	**Summary:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Supplemental Nutrition Program for Women, Infants, and Children [PP107]
588-0608 WIC Breastfeeding	**Summary:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Supplemental Nutrition Program for Women, Infants, and Children [PP107]
588-0609 Childhood Obesity	**Summary:** The program provides support to reduce obesity in Iowans under the age of 18.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0620 WIC Breastfeeding & Peer Counseling	**Summary:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Supplemental Nutrition Program for Women, Infants, and Children [PP107]
588-0652 WIC Administration	**Summary:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.	
	Allocation Methodology:	Direct

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	Program Pool(s):	Special Supplemental Nutrition Program for Women, Infants, and Children [PP107]
588-0678 WIC Computer Systems	**Summary:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.	
	Allocation Methodology:	Direct
	Program Pool(s):	Special Supplemental Nutrition Program for Women, Infants, and Children [PP107]
588-1108 Food Stamp Nutrition Program	**Summary:** Provides nutrition education services in accordance with the defined performance criteria set forth in the federal Supplemental Nutrition Assistance Program Education (SNAP-Ed) State Plan	
	Allocation Methodology:	Direct
	Program Pool(s):	SNAP - Family Nutrition Program [PP038]

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10.00.00 – Family Well-Being and Protection

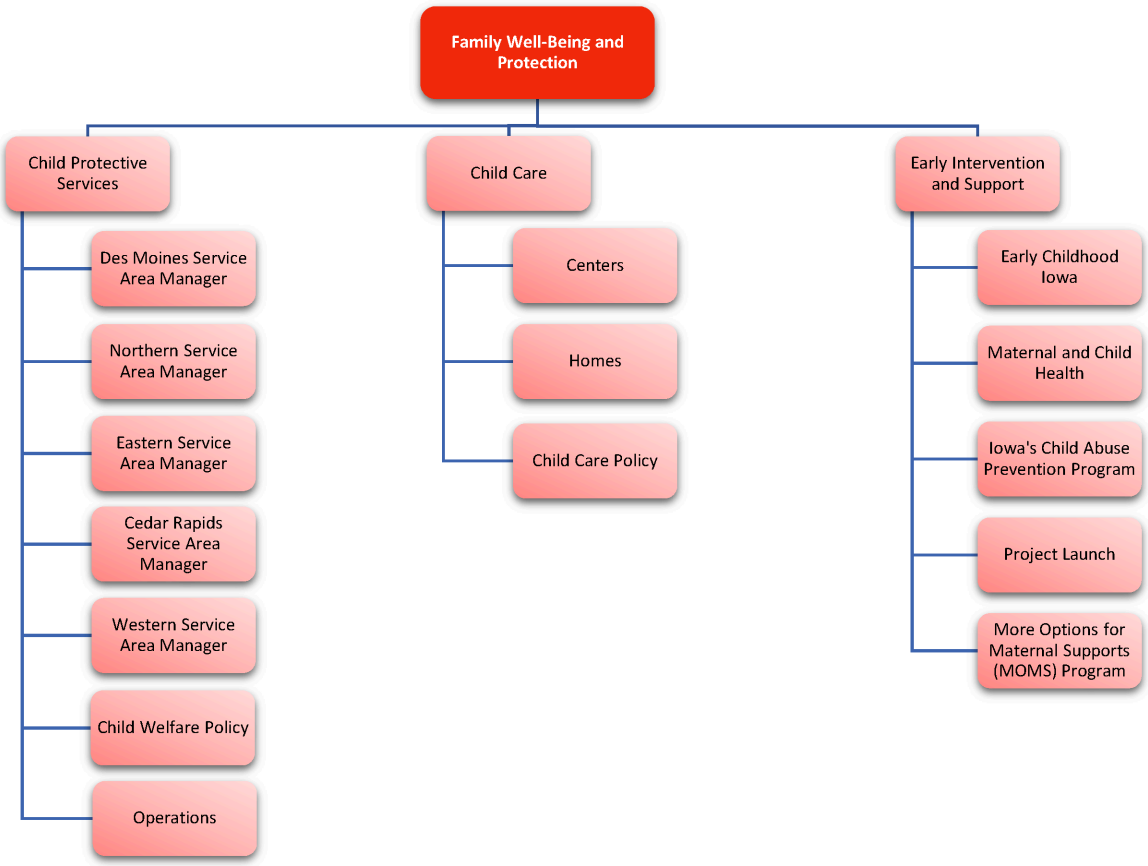
As its name implies, the Family Well-Being & Protection Division is dedicated to serving and protecting Iowa families; in particular, children.

The Division consists of three functional areas: Child Care, Child Protective Services, and Early Intervention & Supports.

The Child Care team sets direction and policy for Child Care Assistance in Iowa, including ways to expand eligibility, support accessibility to quality child care, and targeted strategies to address child care "deserts."

Child Protective Services combines policy development with operations to help ensure safety, permanency and well-being for children and families of Iowa. This area oversees a variety of services, supports, and programs, including family preservation, foster and adoptive services, and residential programs.

Early Intervention & Support includes a network of primary prevention programs and services that are accessible throughout Iowa communities. This organizational design increases Iowa's capacity to address and support the well-being of young children, families, and caregivers, diverting families away from the child welfare system and toward community supports and evidence-based programs. Maternal and Child Health programs, formerly part of the Department of Public Health, utilize an indirect cost rate.



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401-0900 **Family Well-Being and Protection**	**Summary:** The following report to the Family Well-Being and Protection Division Administrator: • Child Protection and Services • Child Care • Early Intervention and Support	
	Allocation Methodology:	Head Count across Family-Well Being and Protection Vertical
	Program Pool(s):	All Programs within Family Well-Being and Protection Vertical
401-0921 **Family Well-Being & Protection-Operations**	**Summary:** Responsible for the oversight of the Family Well-Being and Protection day to day operations	
	Allocation Methodology:	Head Count across Family-Well Being and Protection Vertical
	Program Pool(s):	All Programs within Family Well-Being and Protection Vertical
401-2199-01 **SSA-State Court**	**Summary:** The Iowa Department of Human Services (DHS) will facilitate the procurement of appropriate IV-E funding for the following non-DHS administered program: (1) The SPD shall coordinate the provision of representation to all indigent parents and children in juvenile proceedings pursuant to Iowa Code §§ 13B, 815, and 232. (2) The representation provided by the SPD is limited to independent legal representation by an attorney for a child who is a candidate for title IV-E foster care or in foster care and his/her parent to prepare for and participate in all stages of foster care legal proceedings, such as court hearings related to a child's removal from the home. Attorneys for parents and children will provide independent representation of their clients consistent with their ethical obligations.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Administration Title IV-E [PP017]
401-2199-02 **SSA-Juvenile Court**	**Summary:** Quarterly billings are received from the Iowa Department of Administrative Services (DAS) for Department employees who have received benefits.	
	Allocation Methodology:	Head Count across HHS
	Program Pool(s):	All HHS Programs
401-2635 **FACS Replacement Project DDI**	**Summary:** This Cost Center isolates expenses associated with the approved implementation APD for Iowa's new Comprehensive Child Welfare Information System (CCWIS). The state intends to build a custom CCWIS utilizing an agile development approach on a Microsoft platform.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Administration Title IV-E [PP017]
402-5125 **Local Administrative Expenses Western Area**	**Summary:** In the State of Iowa, the counties are required by the Code of Iowa to provide adequate office space, supplies, equipment, etc. for the administration of the local offices of Human Services. The county-paid costs are billed to the State quarterly for reimbursement.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
402-5225 **Local Administrative Expenses Northern Area**	**Summary:** In the State of Iowa, the counties are required by the Code of Iowa to provide adequate office space, supplies, equipment, etc. for the administration of the local offices of Human Services. The county-paid costs are billed to the State quarterly for reimbursement.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
402-5325	**Summary:**	

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Local Administrative Expenses Eastern Area	In the State of Iowa, the counties are required by the Code of Iowa to provide adequate office space, supplies, equipment, etc. for the administration of the local offices of Human Services. The county-paid costs are billed to the State quarterly for reimbursement.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
401-5400 Adult, Children and Family Services	**Summary:** The Division of Adult, Children and Family Services provides and develops policy, programs and budget for services and financial supports for adults, children, and families. Bureaus within this Division include: The Bureau of Financial, Food and Work Supports The Bureau of Quality Control The Bureau of Child Welfare and Community Services The Bureau of Child Care	
	Allocation Methodology:	Head Count across Family-Well Being and Protection Vertical
	Program Pool(s):	All Programs within Family Well-Being and Protection Vertical
401-5400-57 ACFS State Only Expenses	**Summary:** ACFS State Only Expenses	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
402-5425 Local Administrative Expenses Cedar Rapids Area	**Summary:** In the State of Iowa, the counties are required by the Code of Iowa to provide adequate office space, supplies, equipment, etc. for the administration of the local offices of Human Services. The county-paid costs are billed to the State quarterly for reimbursement.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
402-5525 Local Administrative Expenses Des Moines Area	**Summary:** In the State of Iowa, the counties are required by the Code of Iowa to provide adequate office space, supplies, equipment, etc. for the administration of the local offices of Human Services. The county-paid costs are billed to the State quarterly for reimbursement.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
402-6099 FO Support Budget	**Summary:** Various administrative and support costs incurred during field operations, such as communications charges, office supplies, equipment purchases, etc. which are not Service Area specific, as recorded in the State's financial accounting system I-3. The remaining costs are initially distributed between Income Maintenance Service Areas and Social Services Service Areas based on the total number of employees in Income Maintenance and Social Services staff at the county offices. The resultant allocations to Income Maintenance Service Areas and Social Services Service Areas are then further allocated as follows: Income Maintenance Service Areas Costs are reallocated based on the results of the Income Maintenance Random Moment Sample time study. Social Services Service Areas Costs are reallocated based on the results of the Social Services Random Moment Sample time study.	
	Allocation Methodology:	Head Count Split, IM and SS RMS

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	Program Pool(s):	IM RMS Results / SS RMS Results
413-1710 **Early Childhood Iowa Professional Development**	**Summary:** Early Childhood Iowa program funds to be used for support of professional development and training activities for persons working in early care, health, and education by the early childhood Iowa state board	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-4015 **ARPA Statewide WAGE$ and TEACH**	**Summary:** This residual cost pool consists solely of indirect costs allocated to the Child Support-Fiscal Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Support Recovery Title IV-D (66%) [PP016]
413-F963 **CW Quality Assurance**	**Summary:** Costs associated with Child Welfare QA are accumulated in this residual cost pool based on the head count and percentage of total operating costs of the underlying direct Cost Center.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Administration Title IV-E [PP017]

10.01.00 – Child Protective Services

401-0920 **Family Well-Being and Protection - Child Protection and Services**	**Summary:** This Unit provides guidance, planning and oversight for the social worker, policy, and operations staff. The following schedules will report to the Child Protection and Services manager: • Field Service Area Managers • Child Protection Policy • Operations	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
401-1200-01 **Legal Services – Child Care**	**Summary:** Costs of this Unit include amounts reimbursed to the State Attorney General for dedicated attorney services for child care programs.	
	Allocation Methodology:	Direct
	Program Pool(s):	CCDF Block Grant (Matching Fund) [PP027]
401-1200-02 **Legal Services – Child Welfare**	**Summary:** Costs of this Unit include amounts reimbursed to the State Attorney General for dedicated attorney services for child welfare programs. Costs of this Unit are allocated based on the quarterly results of the social worker random moment time study with adult protective and childcare hits removed.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
401-1200-57 **Legal Services – Child Abuse**	**Summary:** Costs of this Unit include amounts reimbursed to the State Attorney General for dedicated attorney services for Child Abuse programs.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-5154 **IV-E Independent Living Grant**	**Summary:** The Chaffee Independent Living Program provides funding to assist youth in foster care and young adults formerly in foster care with services and financial assistance to promote their transition to adulthood.	
	Allocation Methodology:	Direct

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	Program Pool(s):	Independent Living Grant Title IV-E [PP104]
401-5156 **Voucher Program**	**Summary:** To provide resources to states and eligible Indian tribes to make available vouchers for postsecondary training and education to youth who have experienced foster care at age 14 or older, who have aged of foster care, or who have been adopted or left for kinship guardianship from the public foster care system after age 16.	
	Allocation Methodology:	Direct
	Program Pool(s):	Chafee Education and Training Vouchers Program (ETV) [PP239]
402-6999 **STATE PROGRAM EXPENSE**	**Summary:** Various statewide salary and support costs related to the Department's Field Operations that are not eligible for Federal Financial Participation (FFP).	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-9001 **Childrens Justice**	**Summary:** The Children's Justice Act (CJA) provides grants to States to improve the investigation, prosecution and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Abuse Grants {07/01/21} [PP103]
401-9066 **CAPTA COVID**	**Summary:** The Child Abuse Prevention and Treatment Act COVID funding encourages community-based prevention, collaboration with child protective services and other agencies, workforce development, technology enhancements, training, and promoting access to services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Abuse Prevention and Treatment Act COVID [PP240]
401-9075 **Community Base Family Resource**	**Summary:** The objectives of the Community-Based Child Abuse Prevention Grants are (1) to support community-based efforts to develop, operate, expand, and enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and (2) to foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Abuse Grants {07/01/21} [PP103]
401-9077 **CBCAP COVID**	**Summary:** Supplemental funding authorized through the American Rescue Plan Act of 2021 to support the objectives of the Community-Based Child Abuse Prevention Grants.	
	Allocation Methodology:	Direct
	Program Pool(s):	Community-Based Child Abuse Prevention Grants COVID [PP241]
413-F001 **Child Welfare Training**	**Summary:** To enhance staff ability to provide child protective treatment services, reasonable efforts and family-based services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-F018 **IVE miscellaneous payments**	**Summary:** Expenses related to the feature-rich online report system for aiding the management of HHS Child Welfare organization	
	Allocation Methodology:	Title IV-E participation rate - All Child Welfare Programs
	Program Pool(s):	Foster Care Administration Title IV-E [PP017] State Only Funded Programs [PP057]

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413-F908 Community Partnerships	**Summary:** Indirect costs associated with Community Partnership Grant are accumulated in this residual cost pool based on the Head Count and percentage of total operating costs of the underlying direct cost pool.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-F922 IV-E Training	**Summary:** Training contract costs to enhance staff ability to provide child protective treatment services, reasonable efforts, and family-based services.	
	Allocation Methodology:	Course content and IV-E participation rate - All Child Welfare Programs Federal Share Only
	Program Pool(s):	Foster Care Administration Title IV-E [PP017] Foster Care Training Title IV-E [PP019] Adoption Assistance Title IV-E [PP024]
413-F928 MAAP Training	**Summary:** Statewide contract for the training of staff for the purpose of the recruitment and retention of resource families that are available to be successfully matched with children who need out-of-home care in a foster family care setting, adoptive placement or relative placement.	
	Allocation Methodology:	Title IV-E participation rate - Family Foster and Subsidized Adoption
	Program Pool(s):	Foster Care Training Title IV-E [PP019]
		Adoption Assistance Title IV-E [PP024] State Only Funded Programs [PP057]
413-F929 100% State Provider Training	**Summary:** To provide training to improve provider/contractor skills and knowledge to meet the needs of the various HHS child welfare service providers.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-F930 Foster Parent Insurance	**Summary:** Provides funds to maintain insurance coverage for foster families to insure for liability and damages caused by a foster child through purchase of a private insurance policy.	
	Allocation Methodology:	Title IV-E participation rate - Family Foster Care
	Program Pool(s):	Foster Care Administration Title IV-E [PP017] State Only Funded Programs [PP057]
413-FCSA-01 Family Centered Services Administration	**Summary:** This Cost Center is used for administrative and implementation expenditures incurred during the implementation of Iowa's Family Centered Services (FCS) contracted service array under the Family First Act.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family First Transition Grant [PP041]
413-FCSA-03 Family Centered Services Admin	**Summary:** FCS start-up costs for incurred during the implementation of Iowa's Family Centered Services (FCS) contracted service array under the Family First Act	
	Allocation Methodology:	Direct
	Program Pool(s):	Family First Transition Grant [PP041]
413-FCSA-04 Family Centered Services Admin	**Summary:** Licensing fee expenditures incurred during the implementation of Iowa's Family Centered Services (FCS) contracted service array under the Family First Act.	
	Allocation Methodology:	Direct
	Program Pool(s):	Family First Transition Grant [PP041]
413-FCSA-05 Family First Transition Funding	**Summary:** Program manager expenditures incurred during the implementation of Iowa's Family Centered Services (FCS) contracted service array under the Family First Act.	

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	Allocation Methodology:	Direct
	Program Pool(s):	Family First Transition Grant [PP041]
413-FP01 **Promoting Safe & Stable Fam.**	**Summary:** Provides funds for services to at-risk children and families, based on community planning process. Services are designed to provide support services to families at risk of abuse, family preservation services to families at risk of out-of-home placement, reunification services for children placed outside the home, and adoption services for children who need placement in a permanent family.	
	Allocation Methodology:	Direct
	Program Pool(s):	PSSF Grant Title IV-B [PP018]
413-FP02 **Comm. Based IV-B Support Admin**	**Summary:** Costs associated with PSSF Grant are accumulated in this residual cost pool based on the head count and percentage of total operating costs of the underlying direct cost pool.	
	Allocation Methodology:	Direct
	Program Pool(s):	PSSF Grant Title IV-B [PP018]
413-FP05 **PSSF Caseworker Visitation grant**	**Summary:** Costs associated with PSSF Grant are accumulated in this residual cost pool based on the head count and percentage of total operating costs of the underlying direct cost pool.	
	Allocation Methodology:	Direct
	Program Pool(s):	PSSF Grant Title IV-B [PP018]
413-FPA1 **Adoption Promotion**	**Summary:** Statewide contract for the recruitment and retention of resource families that are available to be successfully matched with children who need adoptive placement or relative placement.	
	Allocation Methodology:	Direct
	Program Pool(s):	PSSF Grant Title IV-B [PP018]
413-FPR9 **Family Reunification**	**Summary:** Provides funds for services to at-risk children and families, based on community planning process. Services are designed to provide reunification services for children placed outside the home	
	Allocation Methodology:	Direct
	Program Pool(s):	PSSF Grant Title IV-B [PP018]
413-FRRE **Recruitment and Retention**	**Summary:** Statewide contract for the recruitment and retention of resource families that are available to be successfully matched with children who need out-of-home care in a foster family care setting, adoptive placement or relative placement.	
	Allocation Methodology:	Title IV-E participation rate - Family Foster and Subsidized Adoption
	Program Pool(s):	Foster Care Administration Title IV-E [PP017] Adoption Assistance Title IV-E [PP024] State Only Funded Programs [PP057]
413-FST1 **School Transportation-Dept of Education**	**Summary:** As part of the implementation of the Educational Stability Provisions of the Every Student Succeeds Act (ESSA) and the Fostering Connections to Success and Increasing Adoptions Act of 2008, the Iowa Department of Education and local Department of Human Services (DHS) entered into a formal agreement for sharing foster care information, collaborating to ensure a child in foster care is able to remain in their school of origin unless it is not in their best interest, and to provide and pay for additional costs of transportation to keep the child stable in their home school.	
	Allocation Methodology:	Title IV-E participation rate - All Foster Care Federal Share Only
	Program Pool(s):	Foster Care Administration Title IV-E [PP017]
413-FST2 **School Transportation-DHS**	**Summary:** As part of the implementation of the Educational Stability Provisions of the Every Student Succeeds Act (ESSA) and the Fostering Connections to Success and Increasing Adoptions Act of 2008, the Iowa Department of Education and local Department of Human Services (DHS) entered into a formal agreement for sharing foster care information, collaborating to ensure a child in foster care is able to	

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	remain in their school of origin unless it is not in their best interest, and to provide and pay for additional costs of transportation to keep the child stable in their home school.	
	Allocation Methodology:	Title IV-E participation rate - All Foster Care
	Program Pool(s):	Foster Care Administration Title IV-E [PP017] State Only Funded Programs [PP057]
413-FTCB **All CW blended**	**Summary:** Staff training costs (including travel) incurred to enhance the ability to provide child protective treatment services, reasonable efforts and family-based services.	
	Allocation Methodology:	Title IV-E participation rate - All Child Welfare Programs Blended
	Program Pool(s):	Foster Care Training Title IV-E [PP019] Adoption Assistance Title IV-E [PP024] State Only Funded Programs [PP057]
413-FTCW **All Child Welfare**	**Summary:** Staff training costs (including travel) incurred to enhance the ability to provide child protective treatment services, reasonable efforts and family-based services.	
	Allocation Methodology:	Title IV-E participation rate - All Child Welfare Programs
	Program Pool(s):	Foster Care Training Title IV-E [PP019] Adoption Assistance Title IV-E [PP024] State Only Funded Programs [PP057]

10.01.01 – Des Moines Service Area Manager

402-6510-SS **Des Moines Area Administration**	**Summary:** This Cost Center consists of salaries and related support costs for Service Area Administrative Support personnel. These personnel provide management, supervision, and administrative/clerical support services for Income Maintenance and Social Service workers in the 99+ County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6512 **Des Moines Area Non Abuse Social Service**	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6513 **Des Moines Area Abuse Social Service**	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results

10.01.02 – Northern Service Area Manager

402-6210-SS **Northern Area Administration - SS**	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Social Service Workers - Northern Area.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6212 **Northern Area Non Abuse Social Service**	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results

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402-6213 Northern Area Abuse Social Service	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results

10.01.03 – Eastern Service Area Manager

402-6310-SS Eastern Area Administration - SS	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Social Service Workers - Eastern Area.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6312 Eastern Area Non Abuse Social Service	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6313 Eastern Area Abuse Social Service	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results

10.01.04 – Cedar Rapids Service Area Manager

402-6410-SS Cedar Rapids Area Administration - SS	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Social Service Workers – Cedar Rapids Area.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6412 Cedar Rapids Area Non Abuse Social Service	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6413 Cedar Rapids Area Abuse Social Service	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results

10.01.05 – Western Service Area Manager

402-6110-SS Western Area Administration - SS	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Social Service Workers – Western Area.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6112 Western Area Non Abuse Social Service	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)

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	Program Pool(s):	SS RMS Results
402-6113 **Western Area Abuse Social Service**	**Summary:** This Cost Center consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results

10.01.06 – Child Welfare Policy

401-5430 **Bureau of Child Protection Policy**	**Summary:** The Bureau provides policy, programs, and budget oversight for services and supports for children and families who come to the attention of the child welfare system through an array of individualized options to strengthen families, protect children from abuse and neglect, and improve child well-being. This Bureau is responsible for policy related to abuse and neglect of children, and dependent adults. Also included is support for children and families as a part of the array of services provided by HHS including safety and permanency services, Qualified Residential Treatment Programs, administration of Title IV-E, administration of CBCAP, and coordination of CFSR and Title IV-B State Plan.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5433 401-5434 401-5436 401-5443 401-5446
401-5433 **Qualified Residential Treatment Program Unit**	**Summary:** This Unit includes the costs of staff who work on policy and practice related to Qualified Residential Treatment Programs and Shelter Care. Costs of this Unit include salaries, benefits, and other miscellaneous expenses.	
	Allocation Methodology:	Qualified Residential Treatment Programs (QRTP) & Shelter Care Client Counts
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Foster Care Administration Title IV-E [PP017] TANF - Child Protective (Services) [PP039] Child Welfare Title IV-B / SSBG [PP015]
401-5434 **Child Welfare In-Home Service Unit**	**Summary:** This Unit includes the costs of staff who work on Family Centered Services for intact families and children in foster care, as well as case planning and child well-being (i.e., education, physical and mental health) for intact families and children in foster care. Family Centered Services provides child and family focused services and support to families referred from the Department. Services are provided to keep the children safe and the family intact, preventing the need for further and future intervention by the Department. Services also build on-going linkages for the family to community-based resources. Costs of this Unit include salaries, benefits, and other miscellaneous expenses.	
	Allocation Methodology:	Client Counts from FACS
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Foster Care Administration Title IV-E [PP017] TANF - Child Protective (Services) [PP039] Child Welfare Title IV-B / SSBG [PP015]
401-5436 **Child Welfare State Plans**	**Summary:** This Unit provides policy and program guidance related to Title IV-B and Title IV-E, including development of the Title IV-B and IV-E Plans, and coordination of the Child and Family Service Review Process. Staff in this Unit are also responsible for coordinating Iowa's AFCARS and NCANDS reporting and SACWIS compliance. Costs of this Unit include salaries, benefits, and other miscellaneous expenses.	
	Allocation Methodology:	Client Counts from FACS
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Foster Care Administration Title IV-E [PP017]

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		TANF - Child Protective (Services) [PP039] Child Welfare Title IV-B / SSBG [PP015]
401-5443 **Foster Care and Adoption Unit**	**Summary:** This Unit includes the costs of staff who work on policy and practice related to foster care, kinship care and adoption. Unit staff also manage the interstate compact for adoption medical assistance.	
	Allocation Methodology:	Client Counts from FACS (Foster Care/Adoption)
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Foster Care Administration Title IV-E [PP017] Adoption Assistance Title IV-E [PP024] Child Welfare Title IV-B / SSBG [PP015]
401-5443-01 **Foster Care and Adoption Unit: Case Management Policy**	**Summary:** This subunit includes the costs of staff who work on case management policy and practice related to foster care, kinship care and adoption.	
	Allocation Methodology:	Client Counts from FACS (Foster Care/Adoption)
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Foster Care Administration Title IV-E [PP017] Adoption Assistance Title IV-E [PP024] Child Welfare Title IV-B / SSBG [PP015]
401-5443-02 **Foster Care and Adoption Unit: Foster Care**	**Summary:** This subunit includes the costs of staff who work on policy and practice related to foster care and kinship care.	
	Allocation Methodology:	Client Counts from FACS (Foster Care)
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Foster Care Administration Title IV-E [PP017] Child Welfare Title IV-B / SSBG [PP015]
401-5443-03 **Foster Care and Adoption Unit: Adoption & Guardianship Assistance Unit**	**Summary:** This subunit includes the costs of staff who work on policy and practice related to adoption and the Guardian Assistance Program (GAP).	
	Allocation Methodology:	Client Counts from FACS (GAP/Adoption)
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Guardianship Assistance Program (GAP] IV-E [PP021] Adoption Assistance Title IV-E [PP024] Child Welfare Title IV-B / SSBG [PP015]
401-5446 **Foster Care Transition**	**Summary:** This Unit is responsible for policy and program development for children transitioning from Foster Care to adulthood, and for youth that are foster care alumni. Staff also provide training and guidance to HHS field transition specialists, prepare federal and state reports on foster care transitioning including the Chafee federal report contained in the Annual Performance and Services Report. This Unit is also responsible for policy and program development for youth adjudicated delinquent or who are at risk of delinquency adjudication. Programs include juvenile court services directed programs including court-ordered services and <u>three</u> graduated sanction programs: <u>community-based interventions</u>; school-based supervision; and <u>supportive enhancements</u>. Costs of this Unit include salaries, benefits, and other miscellaneous expenses.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Independent Living Grant Title IV-E [PP104] Child Welfare Title IV-B / SSBG [PP015]
402-6970	**Summary:**	

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Centralized IV-E And Eligibility Leadership Unit	This Unit consists of salary and support costs related to IV-E and Medicaid eligibility determinations/redeterminations for children in foster care and subsidized adoption. This Unit supervises the IV-E Policy Unit and Foster Care and Adoption Subsidy Medicaid Eligibility Unit.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 402-6975 402-6976 402-5965
402-6975 **Field IV-E Policy Unit**	**Summary:** This Unit consists of salary and support costs related to Title IV-E Compliance, Policy, and Performance Improvement Team. The staff ensures compliance with Federal regulations, State Plan requirements related to Title IV-E eligibility and claiming, Administrative rules and Employee's Manual. Initial and ongoing staff training, Help Desk-technical assistance, eligibility determination, case reading, accuracy improvement activities, routine performance reports, and system improvements.	
	Allocation Methodology:	Direct
	Program Pool(s):	Foster Care Administration Title IV-E [PP017]

10.01.07 – Operations

401-5900 **Field Operations**	**Summary:** This Unit oversees a variety of training, case consultation, technical assistance help desks, customer services and administrative supports to staff located in offices across the state to facilitate the delivery of services administered in the Service Areas.	
	Allocation Methodology:	Head Count Split, IM and SS RMS
	Program Pool(s):	IM RMS Results / SS RMS Results
401-5910-SS **Bureau of Quality Assurance and Improvement**	**Summary:** This Cost Center provides supervision and support for the Bureau of Quality Assurance and Improvement. The purpose of this Bureau is to help ensure that HHS services are delivered in a quality, appropriate, safe, respectful, and cost-effective manner with a focus on achieving results for the children and families served.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
401-5911-SS **Quality Control / SS**	**Summary:** This Cost Center is responsible for improving customer results and staff efficiency. Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
401-5930 **Bureau of Service Support and Training**	**Summary:** This Cost Center consists of salaries and related support costs for social service workers help desk. The help desk staff provide answers to questions in areas of policy application and the automated systems procedure for social service workers in field offices. The help desk provides support for all programs administered by social workers.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
401-5935 **Training Coordination Unit**	**Summary:** This Unit coordinates the training function for child welfare staff across the field Division of the organization.	
	Allocation Methodology:	Training Content
	Program Pool(s):	Foster Care Administration Title IV-E [PP017] Foster Care Training Title IV-E [PP019] State Only Funded Programs [PP057]
401-5951	**Summary:**	

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Child Abuse Services	This Unit is responsible for the operation of the child abuse registry and child abuse registry reviews and appeals.	
	Allocation Methodology:	Direct
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007]
401-5965 **ICPC**	**Summary:** This Unit includes the costs of staff who work on the interstate compacts for Foster Care, Adoptions and Juvenile Runaways.	
	Allocation Methodology:	Client Counts from FACS (ICPC)
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007] Foster Care Administration Title IV-E [PP017] TANF - Child Protective (Services) [PP039] Child Welfare Title IV-B / SSBG [PP015]
402-6099-SS **SS Field Operations**	**Summary:** This Cost Center is used to record various administrative and support costs incurred during field operation as communications charges, office supplies, equipment purchases, etc. which are not Service Area specific recorded in the State's financial accounting system I-3.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6910-SS **Field Operations – Social Services Centralized Management**	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Social Services Workers.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6911 **Centralized Service Intake Unit**	**Summary:** Iowa Code mandates HHS's responsibilities for receiving and responding to child and dependent adult abuse referrals. This is a twenty-four (24) hour, seven (7) day a week requirement. HHS has implemented a statewide centralized child and dependent adult abuse Unit to achieve efficiencies and to assure that standardized practices and best approaches are achieved.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
401-6914-SS **Bureau of Quality Assurance and Improvement / SS**	**Summary:** This Bureau is responsible for improving customer results and staff efficiency. Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6915-SS **Field Operations Customer Service for Social Services**	**Summary:** This Cost Center consists of salaries and related support costs for staff dedicated to supporting Social Service Workers. Costs will be reallocated based on the results of the Social Service Random Moment Sample time study.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6942 **Bureau of Service and Support Training (SPIRS) Unit**	**Summary:** This Cost Center consists of salaries and related support costs of the Social Service help desk, The help desk provides answers to questions in areas of policy application, case specific consultation and the automated systems procedure for Service workers from the field offices. The help desk provides support for all programs administered by Service staff. The help desk also provides out-of-state visits to children under the Iowa Department of Health and Human Service's guardianship or custody. Staff evaluates the facilities and services these clients are receiving. The information is shared with other HHS staff for future placements of children with special needs. Staff also visit adult clients placed in out of state facilities.	

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	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results
402-6942-FH Bureau of Service and Support Training (SPIRS) Unit \ Facs/Star Helpdesk	**Summary:** This Cost Center consists of salaries and related support costs for the Social Service help desk (FACS/STAR). The FACS/STAR Unit provides answers to questions in areas of policy application, case specific consultation and the automated systems of FACS and STAR for Service workers from the field offices. The FACS/STAR Unit provides support for all programs administered by Service staff.	
	Allocation Methodology:	Social Service Random Moment Sample (SS RMS)
	Program Pool(s):	SS RMS Results

10.02.00 – Child Care

588-0662 Healthy Child Care	**Summary:** Healthy Child Care Iowa (HCCI) works to improve the quality of health and safety in Early Care and Education (ECE) programs serving infants, toddlers, preschoolers, school-aged children, and their families. HCCI provides structure and fidelity for Child Care Nurse Consultants at the local level.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Care and Development Block Grant [PP159]
401-0930 Family Well-Being and Protection-Child Care	**Summary:** This Unit provides guidance, planning and oversight for the Child Care staff.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	CCDF Block Grant (Matching Fund) [PP027]
413-4010 Child Care Admin	**Summary:** For administrative activities associated with the Child Care and Development Fund block grant including salaries of staff performing administrative functions.	
	Allocation Methodology:	Direct
	Program Pool(s):	CCDF Block Grant (Discretionary Fund) (100% FFP) [PP028]
413-4065 Child Care Management Information System	**Summary:** Costs associated with the child care program management information system are accumulated in this residual cost pool based on the head count and the percentage of total operating costs of the underlying direct cost pool.	
	Allocation Methodology:	Direct
	Program Pool(s):	CCDF Block Grant (Discretionary Fund) (100% FFP) [PP028]
413-4081 Empowerment Admin.	**Summary:** This Unit is for the administration of the Early Childhood Iowa program. Funds are used for technical assistance and for other administrative activities.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-FCSA Family Centered Services Administration	**Summary:** Iowa has a two-part prevention plan for Title IV-E Prevention Services. The first part is Iowa's in-home services that are incorporated under the Family Centered Services Program. Within that service array, SafeCare is the primary service available to families. SafeCare is an in-home, skill-based parenting program which is supported on the IV-E Clearing house. Iowa has a contract with Georgia State University for ongoing research and evaluation into the effectiveness and implementation of the program. The second part is Iowa's Juvenile Court Services (JCS). HHS entered into a Title IV-E agreement with JCS on June 26th, 2020; JCS alone determines Title IV-E Prevention Services program eligibility for the children and families they serve. The two EBPs that are used by JCS include Functional Family Therapy (FFT) and Multisystemic Therapy (MST). Both services are well supported from the IV-E Prevention Services Clearinghouse.	
	Allocation Methodology:	Direct
	Program Pool(s):	FF Transition Grant [PP041]

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10.02.01 – Centers

413-0987 **Child Care Facility Fund**	**Summary:** Costs associated with the Child Care Facility Fund are accumulated in this residual cost pool based on the head count and the percentage of total operating costs of the underlying direct cost pool.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
402-6950 **Child Care Regulatory Unit-Centers**	**Summary:** This Cost Center consists of the salary and support costs related to the licensing of child care facilities. The staff performs child care regulatory functions across the state.	
	Allocation Methodology:	Direct
	Program Pool(s):	CCDF Block Grant (Matching Fund) [PP027]

10.02.02 – Homes

402-6951 **Child Care Regulatory Unit-Homes**	**Summary:** This Cost Center consists of the salary and support costs related to the regulation of home child care throughout the state.	
	Allocation Methodology:	Direct
	Program Pool(s):	CCDF Block Grant (Matching Fund) [PP027]

10.02.03 – Child Care Policy

401-5440 **Bureau of Child Care**	**Summary:** This Bureau develops policy and programs for services and supports for child care assistance and child care assistance eligibility. This Unit includes the costs of staff who work exclusively on programs under the auspices of the Child Care Development Fund. Staff are responsible for policy regarding child care assistance, child care assistance eligibility. Also included are activities related to Early Access and Family Support Programs. Specific programs and services in this Bureau include: Grants and regulatory oversight in Childcare such as Child Care Resource and Referral and Wrap Around, Child Care Development Block Grant State (CCDBG) Plan, Child Care Assistance Eligibility, Early Access, and Family Support Programs.	
	Allocation Methodology:	Head Count of Administered Units
	Program Pool(s):	Administered Units: 401-5444 402-6950 402-6951
401-5444 **Child Care Policy**	**Summary:** This Unit includes the costs of staff who work exclusively on programs under the auspices of the Child Care Development Fund. Staff are responsible for policy regarding child care assistance, child care assistance eligibility, licensing, and registration, as well as child care quality initiatives and the state's child care quality rating system.	
	Allocation Methodology:	Direct
	Program Pool(s):	CCDF Block Grant (Discretionary Fund) [PP028]

10.03.00 – Early Intervention and Support

401-0940 **Family Well-Being Early Intervention & Support**	**Summary:** This Unit provides guidance, planning and oversight for the Early Intervention and Support staff.	
	Allocation Methodology:	Head Count across Early Intervention and Support Sub-Vertical
	Program Pool(s):	All Programs within Early Intervention and Support Sub-Vertical

10.03.01 – Early Childhood Iowa

413-1700	**Summary:**

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Early Childhood Iowa Office	This Unit is for the administration of the Early Childhood Iowa program. Funds are used for technical assistance and for other administrative activities.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-1710 Early Childhood Iowa Professional Development	**Summary:** Early Childhood Iowa program funds to be used for support of professional development and training activities for persons working in early care, health, and education by the early childhood Iowa state board	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-1740 Integrated Data	**Summary:** Early Childhood Iowa program funds to invest in the state's early childhood database system that integrates state administrative data to provide results that inform and improve the early childhood system of programs and services in the state.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

10.03.02 – Maternal and Child Health

588-0559 HOPES	**Summary:** The Program provides support for families through home visits that begin during pregnancy or at the birth of a child and can continue through age four.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
588-0560 ACA Maternal, Infant & Early Childhood Home Visiting Program	**Summary:** The Program supports pregnant people and parents with young children who live in communities that face greater risks and barriers to achieving positive maternal and child health outcomes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal, Infant and Early Childhood Homevisiting Grant Program [PP218]
588-0578 MIECHV Rescue Plan Funding	**Summary:** The Program supports the delivery of coordinated and comprehensive, high-quality, voluntary, evidence-based home visiting services to children and families living in communities at risk for poor maternal and child health outcomes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal, Infant and Early Childhood Homevisiting Grant Program. [PP218]
588-0584 Rescue Plan MIECHV 2022 Allocation	**Summary:** The Program supports the delivery of coordinated and comprehensive, high-quality, voluntary, evidence-based home visiting services to children and families living in communities at risk for poor maternal and child health outcomes.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal, Infant and Early Childhood Homevisiting Grant Program. [PP218]
588-0586 Maternal, Infant & Early Child Homevisiting Innovation Gt	**Summary:** The award supports the state in the development, implementation, and evaluation of innovations to strengthen and improve the delivery of coordinated and comprehensive high-quality voluntary home visiting services that improve family health and well-being.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal, Infant and Early Childhood Home Visiting Grant Program. [PP163]

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588-0588 **Infant-Toddler Court Program**	**Summary:** The program uses two- generation, trauma-informed interventions that concurrently address the needs of parents and children and mitigate the multi-generational transmission of trauma.	
	Allocation Methodology:	Direct
	Program Pool(s):	Maternal and Child Health Federal Consolidated Programs. [PP125]

10.03.03 – Iowa's Child Abuse Prevention Program

401-9071 **Child Abuse Demo. Grant**	**Summary:** This program provides funds for States to improve their child protective service systems. Under this program, states perform a range of child abuse prevention activities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Child Abuse Grants {07/01/21} [PP103]

10.03.04 – Project Launch

588-0980 **Project LAUNCH (SAMHSA)**	**Summary:** This program promotes the wellness of young children, from birth to 8 years of age, by addressing the social, emotional, cognitive, physical, and behavioral aspects of their development, preparing young children to thrive in school and beyond.	
	Allocation Methodology:	Direct
	Program Pool(s):	Substance Abuse and Mental Health Services-Projects of Regional and National Significance [PP139]

10.03.05 – More Options for Maternal Supports (MOMS) Program

401-2197 **More Options for Maternal Support (MOMS)**	**Summary:** The MOMS (More Options for Maternal Support) program promotes healthy pregnancies and childbirth through non-profit organizations that provide pregnancy support services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

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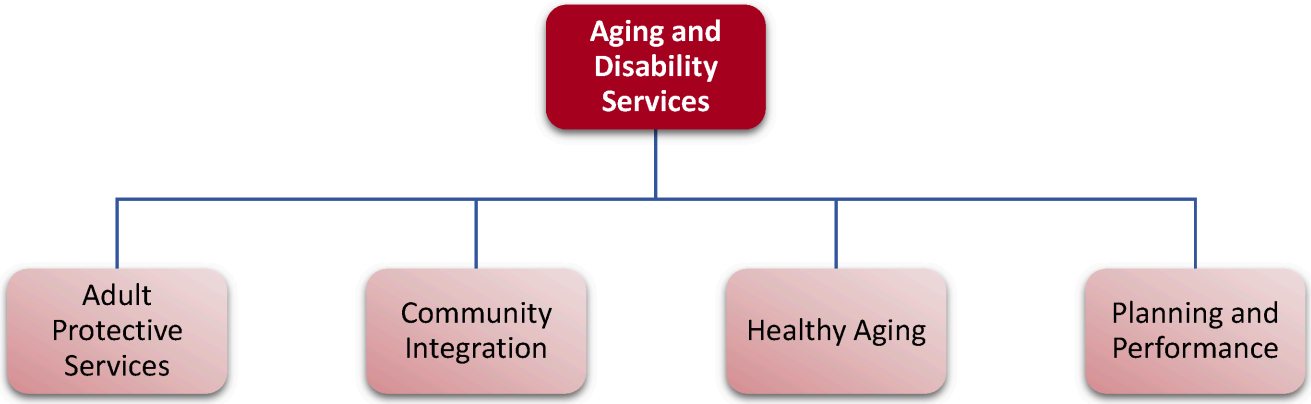
11.00.00 – Aging and Disability Services

The Division of Aging and Disability Services brings together the legacy Department on Aging alongside legacy-HHS disability and aging related services. The focus of the work in this Division is related to long term services and supports that provide Iowans with ongoing care to ensure that individuals with challenges related to aging or disability related needs can live, learn, work, and participate fully in their chosen communities. The work in this Division focuses on Iowa's Area Agencies on Aging (AAA), Aging and Disability Resource Centers (ADRC), Home and Community Based Services (HCBS) policy for non-Title 19 funded home and community based services (HCBS), activities that ensure the State's compliance with Olmstead Community Integration mandate, and the Older Americans Act (OAA), provision of Targeted Case Management (TCM) for fee-for-service Medicaid waiver recipients, and Adult Protective Services.



297-3280 **State Unit on Aging (SUA) Indirect Costs**	**Summary:** This Unit provides administrative support to all programs and activities within the Division of Aging and Disability Services.	
	Allocation Methodology:	Aging and Disability Indirect Cost Rate
	Program Pool(s):	Indirect Cost Rate Pool - Aging and Disability [PP302]
297-3385 **SUA Housing Alternatives**	**Summary:** This Cost Center supports salary and related costs for the Return to the Community Program. The Program works to keep individuals in the community and out of long-term care facilities following a nursing facility stay.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
297-5285 **SUA Abuse Awareness**	**Summary:** The Elder Abuse Prevention & Awareness State Clearinghouse serves as a single location point for the general public, medical professionals, financial institutions, law enforcement professionals, aging network partners and other stakeholders to find information and resources related to elder abuse, neglect and financial exploitation, including how to recognize elder abuse and prevent it from occurring.	
	Allocation Methodology:	Direct
	Program Pool(s):	Title VII Elder Abuse [PP186]

11.01.00 - Adult Protective Services

297-3285	**Summary:**

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SUA Supportive Services	There are many supports and services that assist older adults in remaining in their home or returning to their home after a hospital or long-term facility stay. Supportive services are key to helping older adults maintain their long-term independence.	
	Allocation Methodology:	Direct
	Program Pool(s):	ACL Innovations in Nutrition [PP190]
297-5286 Substitute Decision Maker	**Summary:** The Office of Public Guardian may act as an individual's guardian, conservator, or representative payee. The mission of the Office of Public Guardian is to preserve individual independence through a person-centered process.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
401-5431 Protective Services	**Summary:** This Unit includes the costs of staff who work on policy and program initiatives related to protective services for dependent adults.	
	Allocation Methodology:	Direct
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007]
401-5431-02 Protective Services / System Costs	**Summary:** This Cost Center includes systems costs for policy and program initiatives related to protective services for dependent adults.	
	Allocation Methodology:	Direct
	Program Pool(s):	Social Services Block Grant (SSBG) [PP007]
413-APS2 ARPA APS 1st Installment	**Summary:** This Cost Center includes costs related to a one-time grant to support enhancing and improving adult protective services provided by states and local units of government	
	Allocation Methodology:	Direct
	Program Pool(s):	American Rescue Plan (ARP) for Adult Protective Services [PP088]
413-APS2-SN ARPA APS 1st Installment \ Staff Needs	**Summary:** This Cost Center is for staffing needs to support enhancing and improving adult protective services provided by states and local units of government	
	Allocation Methodology:	Direct
	Program Pool(s):	American Rescue Plan (ARP) for Adult Protective Services [PP088]
413-APS2-TS ARPA APS 1st Installment / Staff Needs	**Summary:** This Cost Center is for staffing needs to support enhancing and improving adult protective services provided by states and local units of government	
	Allocation Methodology:	Direct
	Program Pool(s):	American Rescue Plan (ARP) for Adult Protective Services [PP088]

11.02.00 - Community Integration

297-5135 Retired Senior Volunteer Program	**Summary:** This program provides opportunities for retired individuals and seniors to volunteer within the community.	
	Allocation Methodology:	Direct
	Program Pool(s):	CNCS-Retired Senior Vol Pgm [PP181]
297-5197 Aging/Disability Resource Center	**Summary:** This Cost Center is for costs that support the Return to the Community Program. The Program works to keep individuals in the community and out of long-term care facilities following a nursing facility stay.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
297-5198 ADRC MAC	**Summary:** This Cost Center is for Medicaid administrative costs for Aging and Disability Resource Centers.	

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	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003]
402-8000 **Targeted Case Management**	**Summary:** This Cost Center is for central office administration and support costs related to TCM.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
402-8200 **TCM - East Region**	**Summary:** Medicaid service provider that is reimbursed for its services by HHS. DHS-TCM provides services under both traditional and Administrative Case Management (CM) for individuals who receive services through the Medicaid Fee for Service (FFS) program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]
402-8400 **TCM - West Region**	**Summary:** Medicaid service provider that is reimbursed for its services by HHS. DHS-TCM provides services under both traditional and Administrative Case Management (CM) for individuals who receive services through the Medicaid Fee for Service (FFS) program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Fees (0% FFP) [PP198]

11.03.00 - Healthy Aging

297-3485 **SUA Healthy Aging**	**Summary:** This Cost Center supports the National Resource Center on Nutrition and Aging as well as innovation and nutrition and falls prevention.	
	Allocation Methodology:	Direct
	Program Pool(s):	AoA Evidence-Based Falls Prev [PP189]

11.04.00 - Planning and Performance

402-6916 **Dependent Adult Care Unit**	**Summary:** The Dependent Adult Care Unit receives reports of abuse, neglect, and exploitation of dependent adults. Concerns of possible abuse are evaluated or assessed by HHS. The program endeavors to provide for the safety and protection of adults who are, or suspected to be, victims of maltreatment. The program endeavors to make referrals to assist alleged victims and their families in locating community supports to meet their needs.	
	Allocation Methodology:	Time and Effort
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Social Services Block Grant (SSBG) [PP007]

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VII. ALLOCATION METHODOLOGIES

A. Counts

Average Monthly Enrollment for Each Program (CHIP +): Costs are allocated to program pools based on the average monthly enrollment of each program area for the most recently completed year.

Average Monthly Enrollment for Each Program (ELIAS): Costs are allocated to program pools based on the average monthly enrollee count active in ELIAS during the prior state fiscal year.

Average Monthly Enrollment for Each Program (M&O): These costs are allocated among the program pools based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June).

Average Monthly Enrollment for Each Program (PP012/PP025): These costs are allocated between PP012 and PP025 based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June).

Average Monthly Enrollment for Each Program (WOPR): These costs are allocated among the program pools based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June).

Cases Served by Central Collection and Distribution Unit: Costs are allocated to program pools based on the percentages of Title IV-D, non-IV-D, and non-IV-D clerk of court related cases served by the Central Collection and Distribution Unit.

Client Counts from FACS: Costs are allocated based on client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report for the first month (rerun 30 days after the end of the first month) of the quarter, with costs allocated to Social Service Block Grant program pool (PP007) and Foster Care Title IV-E program pool (PP017) and costs of this Unit are allocated on client count from the FACS Family Centered Report N053-F report for the first month (rerun 30 days after the end of the first month) with costs allocated for the "at risk candidates" Foster Care IV-E program pool (PP017), TANF program pool (PP039), and Social Service Block Grant program pool (PP007). See Section VI. Allocation Methodologies, Sub Section K for Foster Care and Adoption Program Definitions. Any costs allocated to the Social Service Block Grant program pool (PP007) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP015), up to that capped federal grant award.

Client Counts from FACS (Foster Care): Costs are allocated based on the client counts for the first month of the quarter for Foster Care children.

Client Counts from FACS (Foster Care/Adoption): Costs are allocated based on the client counts for the first month of the quarter for Foster Care and Adoption children.

Client Counts from FACS (GAP/Adoption): Costs are allocated based on the client counts for the first month of the quarter for GAP and Adoption children.

Client Counts from FACS (ICPC): Costs of this Unit are allocated based on client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 for the first month (rerun 30 days after the end of the first month) of the quarter for ICPC children.

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Count of Eligible Individuals: Costs are allocated to program pools based on the average number of individuals eligible each quarter.

Count of Processed Claims: Costs are allocated to program pools based on the number of claims processed by the State's Medicaid fiscal agent during the quarterly for each program.

Count of Recipients Served by Medicaid Intellectual Disability (ID) waiver: The costs of this subunit are allocated based on the number of recipients served by the Medicaid Intellectual Disability (ID) waiver as a percentage of total ID/DD recipients served by both Medicaid ID waiver and the MHDS regions.

Count of Review by Type from PARIS: Costs are allocated to program pools based on review type from the Public Assistance Reporting Information System (PARIS)

ELIAS Case Counts: Costs are allocated to program pools based on the case counts active in the ELIAS system during the quarter.

Facility Resident Counts: Costs are allocated to program pools based on the number of residents at each facility.

Monthly Forms and Translations by Program: Costs will be allocated based on forms and translations completed for each program area and submitted monthly.

Number of Cases Disposed: Costs of this section are allocated to programs based on the number of cases for the middle month of each quarter disposed of by case category.

Qualified Residential Treatment Programs (QRTP) & Shelter Care Client Counts: Costs are allocated based on Qualified Residential Treatment Programs and Shelter Care client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report for the first month (rerun 30 days after the end of the first month) of the quarter.

B. DIA Allocation

Costs are allocated to program pools based on direct billings by the DIA (Department of Inspections and Appeals)

C. Direct

Actual Cost: Costs are allocated specifically to programs in a direct charged manner.

Billings: Costs are allocated to program pools based on direct billing.

Direct: Costs allocated by this allocation methodology are tied to a specific funding source/benefitting program, thus directly passing through to that program pool.

Expenditures

Administrative Expenditures across Administered Units: Costs are allocated to all HHS Cost Centers based on each Cost Centers share of total administrative costs.

Administrative Expenditures across HHS: Costs utilizing this methodology are allocated across HHS (excluding Object Classes 310, 311, 405, 406, 407, 414, 414, 416, 418, 419, 432, 433, 434, 601, 602, 704, 705, 801. 803, 805. 901, 91B. 92A, 94B) by a percentage share of each cost as applicable to all benefiting Cost Centers.

Administrative Expenditures across Public Health Programs: Cost centers utilizing this methodology allocate costs by a percentage of administrative Expenditures across public health programs across HHS (identified by the 588

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Cost Center suffix) (excluding Object Classes 310, 311, 405, 406, 407, 414, 414, 416, 418, 419, 432, 433, 434, 601, 602, 704, 705, 801. 803, 805. 901, 91B. 92A, 94B)

Program Expenditures: Costs are allocated based on program expenditures as a percentage of total program expenditures

Matched to Approved IAPD Expenses: Expenditures are mapped to program pools based on approved IAPD expenses.

D. Head Count

Head Count across Behavioral Health Vertical: Costs are allocated to all Cost Centers that roll-up within the Behavioral Health Vertical (Division).

Head Count across Community Access Vertical: Costs are allocated to all Cost Centers that roll-up within the Community Access Vertical (Division).

Head Count across Early Intervention and Support Sub-Vertical: Costs are allocated to all Cost Centers that roll-up within the Early Intervention Sub-Vertical.

Head Count across Economic Assistance Sub-Vertical: Costs are allocated to all Cost Centers that roll-up within the Economic Assistance Sub-Vertical.

Head Count across Family Well-Being and Protection Vertical: Costs are allocated to all Cost Centers that roll-up within the Family Well-Being and Protection Vertical (Division).

Head Count across HHS: Head Count across HHS includes all staff and directly supervised contractors. For cost allocation purposes, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base. These institutions are not fully supported by HHS staff.

Head Count across HHS excluding Contractors: This method excludes directly supervised contracted staff.

Head Count across HHS, excluding Public Health Programs: This method counts staff including directly supervised contracted staff in Cost Centers across HHS excluding those identified as “588”.

Head Count across Human Rights and Equity Sub-Vertical: Costs are allocated to all Cost Centers that roll-up within the Human Rights and Equity Sub-Vertical.

Head Count of Administered Units: Costs are allocated by the subordinate Cost Centers identified by each Cost Center.

Head Count across Public Health Programs: This method counts staff including directly supervised contracted staff in Cost Centers identified as “588” across HHS, tied to legacy Department of Public health programs.

E. Indirect

Aging and Disability Indirect Cost Rate: These costs are sent directly to the numerator of the indirect cost rate for Aging & Disability.

Preventive Health Indirect Cost Rate: These costs are sent directly to the numerator of the indirect cost rate for Preventive Health. These costs sit within Community Access but only support Preventive Health programs.

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Public Health Indirect Cost Rate: These costs are sent directly to the numerator of the indirect cost rate for Public Health, to be used by the Public Health Vertical (Division).

F. Non-CCWIS Allocation

Costs are allocated to program pools based on the approved non-CCWIS funding methodology.

G. Payments/Claims

Quarterly Claim Payments by Program (Blended Rate PP003/PP006): Costs are matched to the appropriate funding source based on the current allocation determination.

Quarterly Claim Payments by Sub-Units: Costs are allocated based on the underlying sub-units of the main Unit.

Quarterly Paid Claims (6960): Costs of this Cost Center are allocated to program pools based on the total number of claims paid for each during the middle month of the quarter.

Quarterly Payments Recorded by MMIS System: Costs are allocated to program pools based on quarterly payments recorded by the MMIS system.

Quarterly Processed Claims: Costs are allocated to program pools based on the amount of claims processed during the quarter, for each program.

Quarterly Processed Claims (2917): Costs are allocated to program pools based on the amount of claims processed during the quarter, for each program.

Quarterly Processed Claims (5325): Costs are allocated to program pools based on the amount of claims processed during the quarter, for each program.

Quarterly Processed Claims (5330): Costs are allocated to program pools based on the amount of claims processed during the quarter, for each program.

H. Project Online

Is a project management system in which information technology staff record time on specific projects and efforts.

I. Random Moment Sample (RMS)

Head Count Split, IM and SS RMS: Costs are initially distributed between Income Maintenance Support Areas and Social Services Support Areas based on the head count of employees in each area. The resultant allocations are then further allocated as follows:

Income Maintenance Support Service Areas costs are allocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services Support Service Areas costs are allocated based on the results of the Social Services Random Moment Sample time study.

Income Maintenance (IM) and Social Service (SS) Random Moment Sample Methodologies:

Overview

Random Moment Sampling (RMS) software is utilized by the state agency to identify ~~Field Operations Division (Field OPS)~~ employee effort related to specific field programs and activities within 1) social services and 2) income

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maintenance programs to determine the ultimate federal and state funding sources attributable to those programs and activities. These staff are located in the Family Well-Being and Protection and the Community Access Verticals respectively.

Identification of the Universes

Two separate sampling universes are defined for the purposes of the RMS. Two distinct universes (one for social services and one for income maintenance) identify the efforts of direct worker field staff involved in the day-to-day administration of the Department's social service and income maintenance programs.

Using the 1981 Office of Procurement Assistance, and Logistics (OPAL) guidelines as the basis for this determination, the following definition was used to establish which workers were to be included in the sampling universe.

The population covered by the individual RMS should consist of the following:

1. Employees who are directly involved with the provision of social services and/or case maintenance with the following job classes:
    a. Social Services Worker II
    b. Social Services Worker III
2. Employees directly involved in eligibility determinations, predeterminations, and/or case maintenance with the following job classes:
    a. Income Maintenance Worker I
    b. Income Maintenance Worker II

All positions listed above within fund code 0001 and agency code 402 are eligible for sampling and represent the universe of sampled employees except for direct charge staff whose efforts are 100% attributable to one ultimate funding source.

Universe Member Creation

As previously indicated, the RMS software contains two sample groups: 1) social service employees and 2) income maintenance employees.

Prior to the start of each new sampling quarter the following occurs:

1. Each distinct sample group (SW and IM) is copied forward from the previous quarter and becomes the base sample of employees for the upcoming quarter.
2. The last available listing of social workers and income maintenance workers is downloaded from the state payroll system and compared to the base sample listing from the previous quarter.
    a. Employees listed in the base sample but not listed in the payroll download are removed from the base sample for the coming quarter.
    b. Employees not listed in the base sample but listed in the payroll download are added to the base sample for the coming quarter.
    c. Known new hires (those hired but not in the payroll sample) are added to the current quarter sample if the following is available at the time of the sample generation:
        i. A valid email address exists in the state system at the time of sample group creation.
        ii. An office assignment is known at the time of sample membership creation.
    d. Work schedule is assigned as 8:00 to 4:30 M-F when information is not available at the time of sample group creation.

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3. Current quarter sample groups are compared against vacant position responses from the previous quarter to remove any late terminations not reflected in 2.a.
4. Pursuant to 2 CFR 200.430(5)(i)(B), current quarter sample groups for each universe are compared against "Outside of normal work hours" responses (non-strikes) from the previous quarter and schedules are adjusted for the upcoming quarter.

Sample Creation

Once the sample group membership creation process for each universe is complete, the actual sample for the coming quarter can be created.

Prior to the start of each new sampling quarter the following occurs for each member universe:

1. Current sample beginning and end dates are entered to encompass entire upcoming quarter
2. State holidays for the current sampling quarter are entered
3. Sample size is selected to be 2,700 (2.400 requested + 300 oversamples) per universe
4. Sample validation is selected to be 10% of all samples per universe for the quarter
5. Entire random sample is system generated for each universe for the upcoming quarter
    a. Random samples can be selected at any time based on the following criteria:
        i. Non-weekend and non-state holiday dates
        ii. Available work hours of sampled staff
            1. Each staff member can have unique work hours
            2. Sampled staff do not receive samples outside scheduled work hours
6. Respective universe members have equal chance of selection for samples that fall within their assigned work hours and can receive multiple RMS requests for a given day
7. System automatically emails samples to the employees as they become active throughout the upcoming quarter.
    a. 40-50 samples a day emailed to employees in each universe
    b. 4-5 sample validations emailed to sample validators (see next section) in each universe

It should be noted that the entire sample is drawn and determined prior to the beginning of the quarter. Yet, while all sample dates and times are known within the system, only RMS administrative staff (see RMS administration section) have access to the schedule (as a function of system access) for the upcoming quarter. No sampled employee, field staff supervisor, or management outside of the RMS system administration framework has access to the sample dates and times housed in the RMS system.

The following chart illustrates sample creation and usage throughout the year:

Payroll Processing for Period Ending	Survey Period	Applicable Federal Claim Period
Last available processed payroll of Jun	Jul Aug Sep	Jul Aug Sep
Last available processed payroll of Sep	Oct Nov Dec	Oct Nov Dec
Last available processed payroll of Dec	Jan Feb Mar	Jan Feb Mar
Last available processed payroll of Mar	Apr May Jun	Apr May Jun

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The last available processed payroll of the month can vary due to the time restraints of updating the sample membership for each universe. Generally, if the final payroll of the month is processed in the last week, the previous payroll file (the first payroll file) of the last month of the quarter must be used to update the respective sample memberships for each universe.

Sample Size

The sample size required to produce mandatory levels of precision and confidence is determined initially through the application of the following equation:

$$n = \frac{p(1-p)}{\left(\frac{se}{t}\right)^2}$$

Where: n = sample size

p = maximum anticipated rate of occurrence of the activities being observed

se = desired sample precision (standard error)

t = 1.96 for a 95 percent confidence level

The calculation of minimum sample size is based on the highest expected rate of occurrence of any one activity. Historically, the maximum occurrence rate for any one activity from the RMS results does not exceed 30%. As long as this occurrence rate does not exceed fifty percent, this will avoid the need to subsequently increase sample size in order to maintain the mandated precision and confidence levels. Utilizing the above formula, if the highest incidence of occurrence of any activity is thirty percent, and the desired standard error is 2% and t=1.96 for at 95% confidence level, the required sample size would be 2017 samples.

The above equation assumes a population from which the sample is drawn to be larger than one hundred workers.

Federal partners have requested that the sample size be minimally 2,400 samples for each universe regardless of the above calculation. Additionally, the agency adds an additional 300 samples to each universe quarterly to compensate for vacant positions that arise over the course of the quarter.

Confidence Level and Precision

The RMS software was designed to permit a level of precision at +/- two percent with a ninety-five percent confidence level. For activities with expected rates of occurrence less than five percent, precision is reduced to +/- five percent. However, the confidence level will remain at ninety-five percent regardless of the expected rate of occurrence.

Random Sample Distribution

Once the sample for the upcoming quarter has been drawn and the new quarter sample commences, the RMS software emails the 2,700 samples from each universe sequentially based on the time the RMS samples become active.

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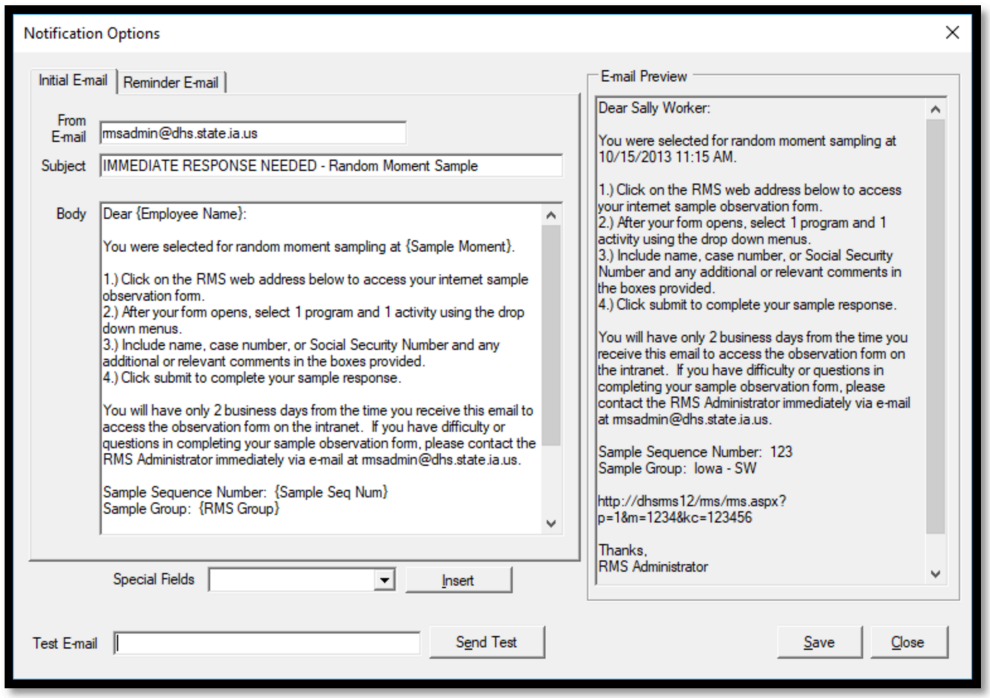
The employee receives no prior notice of the issuance of a random sample moment. For example, on the first day of the new quarter sample #1 was drawn for a social services worker for their activity at 7:48 AM. At 7:48 AM the sample becomes active and is queued by the software system for distribution. At 7:50 AM the system batch process sends out the following form email (system view shown below) to the sampled employee asking them to report their activity at 7:48 AM:



Sampled employee email from RMS system

If sample #1 had been randomly chosen by the system for validation, the system batch process sends out the following email to the person charged with validating the employee's response to sample #1:

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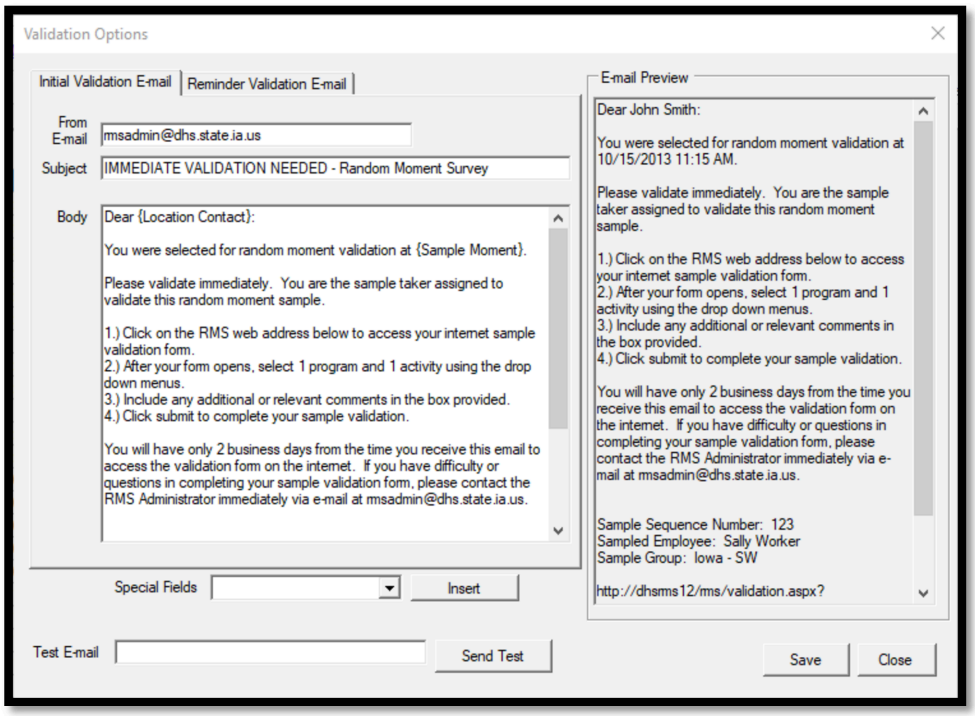

Validator for sampled employee email from RMS system

The employee (and the validator) now have two work days from the time of the sample moment to respond and enter their response based on drop down menus in a form sent to them in the email. (Valid choices are listed in Appendix I.3 and I.7.

RMS Administration

The RMS software and sampling is administered by the following:

RMS System Administrator (1 primary, 1 back-up)

The RMS system administrator is responsible for:

- Creating quarterly samples in a timely manner
- Responding to RMS Sample Administrator questions
- Identifying and investigating anomalous quarterly results
- Adding and deleting administrative users
- Coordinating with the Division of Information Technology (DoIT) to resolve system issues and install updates

This employee is granted full administrative access to the RMS system software.

RMS Sample Administrator (2 primary, 6 back-ups)

The RMS sample administrator in the Field Division is responsible for:

- Responding to questions from sample recipients and sample validators (IM)
- Ensuring all samples are answered within two business days
- Investigating and resolving validation and invalid combination errors
- Serving as data validator for sample recipients (SW)

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These employees are granted limited administrative access to the RMS system software based on universe responsibility.

The quality control function is the primary responsibility of the validators for the sampled employee:

IM RMS Sample Validator (1 primary, 1 back-up per service area)

Each service area has least two RMS validators. The primary responsibilities of the RMS validator include the following:

- Acting as the contact for questions from sample recipients
- Personally interviewing employees in their respective services area for 10 percent of the moments randomly chosen by the RMS system software for observation to ensure sampling accuracy, electronic form completion, and quality control

These employees do not have administrative access to the RMS system software. The validation function is accomplished by email in a similar manner to sampled employees.

The RMS Sample Administrators monitor the status of each observation using the RMS system sample dashboard. Two business days are allowed for completion of the observation. Appropriate follow-up emails and calls to the sampled employee and validator are made for observations not completed within one business day and for any worker reported invalid combinations or questions about the response.

Responses can be accepted after two business days, if the sampled employee was on vacation, other approved leave, attending a training session or can provide documentation of their work effort for the observation. The RMS System Administrator and RMS Sample Administrators are the only employees who can complete an observation on behalf of a sampled employee after the second business day. Any such changes require documentation that is retained for audit purposes by sample number.

RMS Sample Validators have the responsibility of personally witnessing the pre-selected sub-sample of ten percent of the sampled observations and completing an Email/Intranet form. The sampled worker also completes the observation. The responses are matched and non-matches are investigated and resolved immediately. In the event of invalid responses, further training is provided to the sampled employee if deemed necessary.

All records pertaining to the RMS sample are retained at the central office for seven years following the sample quarter. Likewise, each quarter's data files, including sample data, allocation matrices and validation emails noting a change in an employee's response are retained for the same period. Information on case-related activity is entered in the RMS system to facilitate audits back to the case file by state or federal auditors.

SW RMS Sample Validator (1 primary, 2 back-ups)

The social worker validation utilizes a centralized validation approach. The primary responsibilities of the RMS validator include the following:

- Acting as the contact for questions from sample recipients
- Personally reviewing employee response for 10 percent of the moments randomly chosen by the RMS system software for validation to ensure sampling accuracy, electronic form completion, and quality control
- Remedial training for employees in the event of invalid combinations in a response

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RMS Quality Assurance

Service Area RMS Coordinators coordinate or provide training to local office sample validators and sampled employees on changes to the RMS process. The training is scheduled to occur prior to the change in the RMS sample process or the service/program area choices and activity choices. The RMS instructions describing each service/program area and activity choice are available from the Email/Intranet forms through a link. The instructions for completing the observation and the process are kept current on the web page.

Each quarter a side-by-side comparison of RMS results by program for the last two quarters is prepared. Any program that has a 2% difference would alert the RMS System Administrator to investigate the reasons for the change.

Additionally, periodically throughout the quarter, the RMS System Administrator conducts a review of the responses in either quarter focusing on the non-strikes and administrative hits. Any anomalous responses will be referred to the RMS sample administrators for further research and resolution.

Application of RMS Results

Once the sample period has ended, the application of the system results for both the social services and income maintenance programs is executed through a three-step procedure.

1. Application of the service/program area and activity combination matrix
2. Application of various case-related statistics in the allocation bases
3. Final production of the summary by funding source report

Activity Combination Matrix

The system recognizes that certain service or program activity combinations should be reported separately as unallowable activities or as exclusively assignable activities to a given cost objective. This matrix includes all possible response combinations and divides them into the following categories:

1. Processed hits
    a. Valid and timely program-specific responses received from RMS participants
    b. Allocated to final objective based on system rules and statistics
2. Administrative hits
    a. Valid timely administrative responses received from RMS participants
        i. Paid vacation
        ii. Paid breaks
        iii. Paid sick leave
    b. Allocated to final cost objective based on processed hits distribution
3. Non-strikes
    a. Discarded from sample
        i. Unfilled positions as a result of resignation or termination
        ii. Unpaid leave
        iii. Samples outside of work hours
4. Invalid combinations
    a. Discarded from sample
        i. Programs and activity choices by the RMS recipient that are not allowed
        ii. Unresolved validation errors between sample participant and sample validator

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1. Normally resolved by RMS sample administrator within the 48 hours sample window
2. Remedial training provided to alleviate future errors

5. No responses
    a. Discarded from sample
        i. RMS samples not completed within 48 work hours of issuance

Allocation Bases

While the activity combination matrix does capture and categorize all potential responses, not all responses can be directly assigned to a cost objective. Case-related statistics regarding particular case events occurring for the quarter subject to the RMS results are collected for the middle month of each quarter. The statistics are entered into the RMS system after the close of the quarter. These allocation bases then further refine certain program activity combinations to determine the ultimate funding sources for the RMS responses. The entry of statistics into the system does not change the responses received through the RMS process. Rather, it only impacts the distribution of the responses to the ultimate funding source.

Summary by Funding Source Report

Once the quarter has closed and the Allocation Bases information is entered into the system, the processed RMS responses are tallied by the RMS software and distributed to the ultimate funding sources.

Valid processed hits are distributed by the system based on the Activity Combination Matrix in conjunction with applicable Allocation Bases to the ultimate funding sources. Then, the valid Admin hits are distributed in proportion to the valid responses to the ultimate funding sources. Non-strikes, invalid combinations, and non-responses are discarded from the results.

Copies of the Service/Activity Allocation Base Assignments, Detailed Allocation Bases, and the Program List are included in the Appendices.

Sanctions

Generally, the percentage of non-strikes for each universe per quarter has historically remained under seven per cent. These non-strikes consist mostly of samples drawn for employees who terminate after the sample generation process or employees who change scheduled hours during the sample period. The 300 additional samples are meant to compensate for these non-strikes.

In the event that the number of valid responses (Processed hits and administrative hits) received by universe does not exceed 85% (2,040 samples), the Iowa Department of Health and Human services will be required to impose sanctions on the deficient sample to reduce the amount of federal funding that can be claimed by the Department for the deficient sample quarter.

In the event that the agency, in a normal operating environment, is unable to achieve an 85% response rate of 2,040 valid responses for a sample population, the agency will then add back the number of non-strikes (invalid) responses to the deficient sample as state only funded responses (sanction responses) in order to achieve the 85% response rate. The agency will then redistribute administrative strikes in proportion to all programs (including the sanction responses) to determine the ultimate funding of the sample. Essentially, the difference between the

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required response rate of 85% and the achieved rate will be funded 100% by the state without the assistance of any federal program.

The state agency proactively promotes responses to its RMS during its employee training. It is emphasized during training that failing to respond promptly and correctly to random sample moments the employee receives is unacceptable. Additionally, the state has dedicated two staff solely to the daily administration of the RMS sample. These administrators ensure that all samples are answered within the required 48 hours. In the event of a failure to achieve the required 85% response rate under normal operating circumstances, the state agency will immediately implement remedial training for all staff within the deficient sample universe concerning the importance of timely and accurate responses to the random moment sample requests.

a) Methodology for Project Online.

The Project Online system is a project management system identifying 100% of specified worker time spent on individual projects, with the flexibility to also identify worker time related to specific programs within the purview of the Department of Health and Human Services. The Department uses the Project Online system for the purpose of allocating certain direct personnel and non-personnel costs, as well as indirect costs.

Information is entered into Project Online through on-line entry by the worker as they record their time. This includes complete descriptive information, project and task date information, and all employee assignments. Projects and tasks are defined by management staff. Each worker has a specific list of projects within the Project Online system assigned to them by their supervisor to which time may be reported. A list of general categories for time reporting such as sick leave, break, vacation, etc. is also assigned to all workers. Entered time information is accessible at any time for on-line review and project status reporting. A worker's Project Online system time reports are reviewed weekly by their supervisor.

The projects to which workers report time are matched to the appropriate Cost Center. A list identifying how projects are allocated to program Cost Centers is continually updated and reviewed as new projects are started and old projects are completed. This review is performed jointly by cost allocation staff and the Iowa Department of Health and Human Services Project Management Office (PMO). Project time allocated to a designated Cost Centers is compiled quarterly for use as a cost allocation base.

In order to comply with GASB Statement 51, Accounting and Financial Reporting for Intangible Assets, the percentage of salary and benefit costs allocated on Project Online to computer software projects at or above $500,000 will be transferred to the Cost Centers indicated below. As approved by the Iowa Department of Administrative Services, all intangible assets at or above $ 500,000 must be reported separately, including computer software that is purchased, licensed, or internally generated.

- The percentage of salary and benefits costs allocated by Project Online to the Eligibility System Procurement Project will be transferred in the I3 ledger to Cost Center 0001-413-N01-0166-XX, Schedule 375.1

b) Time Studies

The Cost Allocation Plan identifies, by schedule, the method of allocating costs for each organization or Cost Center. If the Plan identifies a 100%-time study as the methodology for allocating Unit expenses, the employees residing within the identified schedules will complete and submit their time study results every two weeks for

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supervisor approval as part of the salary payment process of the State of Iowa through the payroll system in Workday.

c) Quarterly Position Reviews

The Iowa Department of Health and Human Services, through meetings with each Division, completes a quarterly review of position activities included within the cost allocation plan to ensure that salary allocation methodologies continue to reflect the appropriate ultimate funding sources for the effort exerted.

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Sample

All time study participants now enter their daily time into Workday's HR module and attach Worktags to their hours. The work tags reference schedules within the Department of Health and Human Services Public Agency Cost Allocation Plan to accurately reflect the appropriate funding of the effort of the employee. Time entry is approved by the supervisor every two weeks. The following example shows the entry of time for a week into the system.

4 items

Time Type	Worktags	Fri, 9/24	Sat, 9/25	Sun, 9/26	Mon, 9/27	Tue, 9/28	Wed, 9/29	Thu, 9/30	Total
Hours Worked	Work Reporting Code: 401-5453-01 SNAP ED	5	0	0	5.5	6.25	2	0.25	19
Hours Worked	Work Reporting Code: 401-SNAP GA 5411	2.5	0	0	1.5	1	4	7.25	16.25
Hours Worked	Work Reporting Code: 401-ADMINISTRATION 0000	0.5	0	0	1	0.75	2	0.5	4.75
		8	0	0	8	8	8	8	40

<u>Modified Social Service Random Moment Sample (SS RMS):</u> Costs are allocated via a modified RMS, which include the application of the IV-E participation rate to IV-E allocable foster care and adoption activities). The modified SSRMS results remove child care hits.

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J. System Usage

Costs are allocated to program pools based on the direct costs associated with the usage within the system.

K. Time and Effort

Costs are allocated to program pools based on reported time of employee.

L. Training Content

Costs are allocated based on the content and utilization of the training materials developed and maintained by the staff within this Unit.

M. Eligibility Rates

Individuals Enrolled in Needs-Based Assistance Programs Legacy Eligibility System
IABC Eligibility System
Attachment D SFY20

SFY19 Individuals Fiscal Year: 2020	PP12 FIP	PP25 Food Assistance	PP10 ABC Title XIX	Program Total	PP12 FIP %	PP25 Food Assistance %	PP10 Medicaid (ABC) %
6/1/2019	17,521	319,374	68,813	405,708	4.32%	78.72%	16.96%
5/1/2019	17,396	320,269	71,156	408,821	4.26%	78.34%	17.40%
4/1/2019	17,475	322,710	72,224	412,409	4.24%	78.25%	17.51%
3/1/2019	18,012	324,654	74,375	417,041	4.32%	77.85%	17.83%
2/1/2019	18,510	341,001	78,401	437,912	4.23%	77.87%	17.90%
1/1/2019	18,841	330,357	80,060	429,258	4.39%	76.96%	18.65%
12/1/2018	19,383	333,210	83,651	436,244	4.44%	76.38%	19.18%
11/1/2018	19,484	335,201	87,550	442,235	4.41%	75.80%	19.79%
10/1/2018	19,852	338,603	93,029	451,484	4.40%	75.00%	20.60%
9/1/2018	19,825	339,570	97,180	456,575	4.34%	74.37%	21.29%
8/1/2018	19,995	340,538	103,242	463,775	4.31%	73.43%	22.26%
7/1/2018	19,981	341,129	109,291	470,401	4.25%	72.52%	23.23%
Total	**226,275**	**3,986,616**	**1,018,972**	**5,231,863**	4.32%	76.20%	19.48%

Schedule	Unit	PP10	PP12	PP25
366.1	0153 PP12/PP25		5.37%	94.63%
366.1	0154 PP10/PP25	20.36%		79.64%
366.1	0155 PP10/PP12	81.83%	18.17%	
366.1	0158 PP10/PP12/PP25	19.48%	4.32%	76.20%

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Foster Care and Adoption Program Definitions

Candidates for Foster Care:

{01/01/21, 02/10/23} When the child is residing with the child's parents, kin, or fictive kin, the case plan shall state whether the child would be at "imminent risk of removal" from the home if preventative services were not provided. HHS uses two separate definitions for traditional and prevention candidates for foster care. The requirements for a child to be considered a traditional candidate for foster care is one who has a defined case plan (Form 470-3453) that identifies in-home services to prevent removal; services received include HHS case management and FCS services. The requirements for a child to be considered a prevention candidate is one who can remain safely at home or in a kinship or fictive kin placement while receiving an approved service on the IV-E Evidenced-Based Clearinghouse; service for a preventative candidate is SafeCare®.

A redetermination of whether the child remains at "imminent risk of removal" from the home shall be conducted at minimum once every six months. If it is determined that the child remains at "imminent risk of removal" if in-home service were not provided, workers document this and why in the case plan.

"**Imminent risk**" means there is an immediate threat or likelihood that the child will suffer maltreatment. When assessing "imminent risk" workers consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities and determine if the child would be unsafe without in-home services in place.

Title IV-E Participation Rate

Foster Care

Title IV-E Foster Care Participation Rate percentages are recalculated each quarter from the Title IV-E client eligibility counts documented in the Family and Children Services (FACS) system Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month). Costs are allocated to Foster Care IV-E (PP17) based on the percent of cases which are Title IV-E eligible pursuant to the definition in 45 CFR 1355.20.

{10/01/20, 02/10/23} Candidates for Foster Care are defined in section F.1 as those children who currently reside in-home, with parents, kin, or fictive kin, but are at "imminent risk of removal" and placement into the foster care system. HHS uses two separate definitions for traditional and prevention candidates for foster care. The requirements for a child to be considered a traditional candidate for foster care is one who has a defined case plan (Form 470-3453) that identifies in-home services to prevent removal; services received include HHS case management and FCS services. The requirements for a child to be considered a prevention candidate is one who can remain safely at home or in a kinship or fictive kin placement while receiving an approved service on the IV-E Evidenced-Based Clearinghouse; service for a preventative candidate is SafeCare®.

Iowa Department of Health and Human Services cost allocation utilizes the following population model when determining its IV-E participation rate.

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Three populations exist in the foster care universe of the Iowa Department of Health and Human Services FACS System:

- Human Services Foster Care Population
- Sac and Fox of the Mississippi **{10/01/21, 02/10/23** Children (Meskwaki)
- Juvenile Court System Children

The following is a brief description of the different populations within the FACS system.

Human Services Foster Care Cases – this part of the FACS Foster Care population is entered and managed by staff of the State of Iowa Department of Health and Human Services (HHS) and includes all children within the HHS system. Children within this population are deemed IV-E eligible for claiming purposes if they received a Title IV-E benefit payment or were deemed as eligible for IV-E administrative claiming during the first month of the quarter.

Sac and Fox of the Mississippi {10/01/20, 02/10/23} Children- this part of the FACS Foster Care population is entered by HHS staff The Sac and Fox of the Mississippi **{10/01/21, 02/10/23** handles its own foster care case management and at this time and does not claim administrative expenses through the single state agency. For claiming purposes, children within this population are deemed Title IV-E eligible if they received a Title IV –E benefit payment in the first month of a quarter. Children not receiving a Title IV-E benefit payment are included in the global population.

Juvenile Court System Children – this part of the FACS Foster Care population is case managed by staff outside of HHS and is for the sole purpose of securing certain payments for Title IV-E eligible children within the juvenile court system. HHS workers do not exert any effort relating to these children. For claiming purposes, children within this population are deemed Title IV-E eligible if they received a Title IV-E benefit payment in the first month of a quarter. Children not receiving a benefit payment are included in the global population.

The foster care reporting in the FACS system is broken into four component subpopulations as follows:

- Foster Family
- Qualified Residential Treatment Program (QRTP)
- Independent Living
- Shelter Care

Within each of these populations the information from the FACS system foster care population report from the first month of the quarter (rerun the second month to capture any updates applicable to the first month's activity) is used to determine the respective IV-E eligible population percentages for claiming purposes based on the benefits paid during the quarter.

Foster Family – The system generated report breaks out the total Foster Family population by the categories of eligibility determined by the FACS system. These categories include IV-E, State, Refugee, Title XIX, SSBG and "IV-A". While IV-A no longer exists, it is now attributed to Protective TANF. The number of IV-E eligible children in the population is then divided by the total Foster Family population to determine the Foster Family IV-E participation rate.

{04/01/20 02/10/23} Qualified Residential Treatment Program (QRTP) - A specific category of a non-foster family home setting, for which title IV-E agencies must meet detailed assessment, case planning, documentation, judicial

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determinations and ongoing review and permanency hearing requirements for a child to be placed in and continue to receive title IV-E FCMPs for the placement. The facility must also meet the definition of a CCI at sections 472(c)(2)(A) and (C) of the Act, including that it must be licensed, and that criminal record and child abuse and neglect registry checks must be completed in accordance with section 471(a)(20)(D) of the Act. Further, it must be accredited by one of the independent, not-for-profit organizations specified in the statute or one approved by the Secretary.

The system generated report breaks out the total Group Care population by the categories of eligibility determined by the FACS system. These categories include IV-E, State, Refugee, Title XIX, SSBG and "IV-A". While IV-A no longer exists, it is now attributed to protective TANF. The number of IV-E eligible children in the population is then divided by the total Group Care population to determine the Group Care IV-E participation rate.

Independent Living – The Independent living subpopulation is not eligible for IV-E funding therefore the IV-E participation rate will always be 0%.

Sheltered Care/Highly Structured – The system generated report breaks out the total Sheltered Care/Highly Structured population by the categories of eligibility determined by the FACS system. These categories include IV-E, State, Refugee, Title XIX, SSBG and "IV-A". While IV-A no longer exists, it is now attributed to protective TANF. The number of IV-E eligible children in the population is then divided by the total Sheltered Care/Highly Structured population to determine the Sheltered Care/Highly Structured IV-E population rate.

The overall IV-E participation rate is determined as a combination of the four subpopulations.

Cost allocation then utilizes the appropriate IV-E eligible subpopulation or the aggregate IV-E eligible population throughout the cost allocation process.

Once the IV-E participation rate has been determined it is then applied to all IV-E related foster care expenses for the purposes of administrative claiming with the exception of approved expenses relating to the election to build a CCWIS compliant child information system.

Penetration Rate Usage {01/01/21}

The Iowa Department of Health and Human Services will determine and apply penetration rates based on the underlying foster care population served.

Three penetration rates are derived from the FACS Foster Care population:

1. ~~**Global**~~ **Combined {10/01/21, 02/10/23}** Foster Care Child Population
   This rate includes all children served by the State of Iowa Foster Care System
2. ~~Combined~~ {**10/01/21, 02/10/23}** Human Services Foster Care Population and the ~~**Fox and Sioux Tribe**~~ **Sac and Fox of the Mississippi {10/01/21, 02/10/23** Children (Meskwaki)
   This rate includes children served by the State of Iowa Department of Health and Human Services
3. Juvenile Court System Child Population
   This rate includes children served by the State of Iowa Juvenile Court System

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The FACS system reporting allows the agency to determine IV-E eligibility by respective population.

Adoption

Title IV-E Adoption Participation Rate percentages are recalculated each quarter from the Title IV-E client eligibility counts documented in the FACS system N402 Adoption Financial Summary Report. Costs are allocated to Adoption IV-E (PP24) based on the percentage of cases which are Title IV-E eligible pursuant to the definition of in 45 CFR 1355.20.

The adoption population universe of the Iowa Department of Health and Human Services FACS System consists of all children who have been adopted and have not yet reached the age of majority (age 21 for children with diagnosed disabilities) and those who are in the preadoption phase. All cases are handled by employees of the Iowa Department of Health and Human services.

The adoption IV-E participation rate is determined by combining those who received an adoption or preadoption IV-E subsidy payment in the first month of the quarter and dividing that number by all active children within the adoption system.

Once the adoption IV-E participation rate has been determined it is then applied to all IV-E related adoption expenses for the purposes of administrative claiming with the exception of approved expenses relating to the election to build a CCWIS compliant child information system.

KPI work papers and copies of monthly FACS reports are retained in accordance with retention requirements for records 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Guardianship Assistance Program (GAP)

The title IV-E Guardianship Assistance Program (GAP) is a formula grant that helps States, Indian Tribes, Tribal Organizations and Tribal Consortia (hereafter "Tribes") who opt to provide guardianship assistance payments for the care of children by relatives who have assumed legal guardianship of eligible children for whom they previously cared as foster parents. Unlike title IV-E Foster Care and Adoption Assistance, the title IV-E Guardianship Assistance Program is an optional program for title IV-E agencies. The program is authorized by title IV-E of the Social Security Act, and funding is contingent upon an approved title IV-E plan to administer or supervise the administration of the program.

For those States and Tribes that opt to participate in the program, federal assistance may be used only to support the care of children discharged from foster care to legal guardianship who meet the eligibility requirements specified in the statute. Funds may also be used to support siblings of eligible children in certain situations as specified in the statute.

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Language was amended to provide for the extension of guardianship subsidies to the youth age 20 under certain limited circumstances. The age of eligibility has been changed to 14 to 10. There is no longer an age distinction for younger siblings to be eligible for subsidized guardianship residing in the same home as a child who meets eligibility.

Title IV-E Guardianship Assistance Program participation rate percentages are recalculated each quarter from the Title IV-E client eligibility counts documented in the Family and Children Services (FACS) system Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).

Children must be in a licensed family foster home for six months before they are eligible for subsidized guardianship. References for further information include Iowa Administrative Code 441.204 (Subsidized Guardianship Program) and the Employee's Manual Chapter regarding Subsidized Guardianship, Title 18, Chapter F(2)

Costs are allocated to Guardianship Assistance Program (GAP) IV-E (PP21) based on the percent of cases that are Title IV-E eligible pursuant to the definition of in 45 CFR 1355.20.

Iowa Department of Health and Human Services cost allocation utilizes the following population model when determining its IV-E participation rate.

Title IV-E Guardianship Assistance Program participation rate percentages are recalculated each quarter from the Title IV-E client eligibility counts documented in the Family and Children Services (FACS) system Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month). We have seen steady increase in participation in the sub guard program since its inception and we HHS) continue to participate in efforts to educate HHS direct staff and external stakeholders to the benefits of the program. With these efforts, we hope to continue to see more children exit Iowa's Foster Care system in this permanency option.

Contracted Services

The IV-E Participation Rate for Contracted Services (Contract Costs Not Processed through Administrative Cost Allocation). Effective July 1, 2011 as agreed final response Administrative Cost Review Pilot Fall 2009:

Procedure to allocate contract costs not processed through cost allocation among benefitting programs.

Costs are allocated to Title IV-E based on client counts from FACS KPI N302-G (Foster Care Monthly Report) and FACS KPI 402-F (Adoption Financial Summary Report) rerun 30 days after the end of the month. The numerator is the average daily IV-E population for the month. The denominator is the total average daily population for the month.

The IV-E participation rate used for a contract or contract component is dependent on the activity. Training expenditures are allocated based on course content. The following IV-E participation rates are used to allocate contract costs:

- Family foster care

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- All foster care
- Subsidized adoption
- Foster family and subsidized adoption
- All child welfare

For the state fiscal year (July 1 through June 30), IV-E participation rates will be calculated based on statistics for the months of July through March of the previous state fiscal year. The federal share of costs will initially be claimed based on these estimated rates. At the close of the state fiscal year, the actual average IV-E participation rate for each quarter will be applied to costs for the corresponding quarter and an adjustment made for the difference between the actual federal share and the estimated federal share previously reported. A prior quarter increasing/decreasing adjustment for each quarter will be reported on the IV-E federal report.

If an activity benefits both IV-E foster care and IV-E adoption assistance, the federal share of expenditures will be allocated equally to each federal program.

Family First Act Administrative Claiming

Child specific administrative claiming:

Generally, children and families receive family-centered services in a voluntary case managed by a contracted provider or an HHS case managed by an HHS social work case manager in the child welfare system for the state of Iowa.

With the advent of the Family First Act (FFA), certain criteria must be met in order to claim child-specific administrative expenses:

1. The child must be a candidate for foster care
2. The child must have received one of the following assessments and finding outcomes at the risk levels indicated:
    a. Child Abuse
        i. Confirmed – High Risk
        ii. Founded - Moderate or High Risk
    b. Child in Need of Assistance (CINA) –
        i. CINA criteria met
        ii. High Risk
3. The child must have a prevention plan in place prior to the receipt of services
4. The child must be receiving an approved prevention service limited to a 12-month period

Candidates for Foster Care

Candidates for foster care are defined in section F.1 as those children who currently reside in-home, with relatives, or with fictive kin, but are at “imminent risk” of removal and placement into the foster care system.

Assessments

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As part of the assessment process, the HHS social worker conducts a Risk Assessment to determine whether the child is at "imminent risk" of removal. The worker utilizes the Risk Assessment rating in both Child Abuse assessments and CINA assessments. In the case of the Child Abuse assessment, a finding of confirmed with a rating of high risk or a finding of founded with a moderate or high risk rating is required to create the prevention plan. The CINA assessment of CINA criteria met and high risk also is required to create the prevention plan.

Prevention Plan

At the end of a Child Abuse Assessment or a CINA where the required finding and risk level are met, as indicated above, the social worker develops with the family an initial prevention plan, which is part of the Child Abuse Assessment and CINA assessment summaries. When the social worker hands off the case to an HHS social work case manager, the prevention plan continues with that social worker.

Prevention Service

The prevention plan lists the services that will be provided to the child and family to keep the family Unit intact. Prevention services are rated in the federal Title IV-E Prevention Services Clearinghouse (Clearinghouse) as promising, supported, or well-supported with respect to the effectiveness of each service. In order to claim child-specific administrative expenses under the Family First Act, the prevention services documented in the child's prevention plan must be rated at least "promising" by the Clearinghouse.

Once the child's prevention plan is in place, the following HHS Family Centered Services are offered to the family:

1. Solution Based Casework® (SBC)
2. SafeCare®
3. Family Team Decision-Making (FTDM) Meeting and Youth Transition Decision-Making (YTDM) Meeting Facilitation
4. Child Safety Conference (CSC) Facilitation
5. Family Preservation Services

In addition to these services, children and families may receive services included in the child's prevention plan that are rated as either promising, supported, or well-supported by the Clearinghouse but funded through a non-Title IV-E funding source, (e.g., Medicaid, etc.). In these situations, Iowa may claim child administrative costs.

Of the five services offered, only the SafeCare® program is approved in the Clearinghouse and currently maintains a "Supported" rating. Therefore, the child-specific administration claiming will be determined by the population that meets all the criteria previously listed and is receiving the SafeCare® service.

The entire universe consists of all child abuse and child in need of assistance referrals. Then, of those referrals the prevention plan population consists of the following children:

1. At imminent risk of removal, and
2. Still within family Unit setting, and
3. Received a finding of confirmed with a rating of High Risk or a finding of founded with a rating of Moderate or High risk for the Child Protective Assessment, or
4. Received a finding of meets CINA criteria with a rating of High risk for the CINA Assessment, and
5. Has a prevention plan in place that includes prevention services limited to a 12-month period

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Once this risk level has been determined and the prevention plan has been put in place, the child specific administration claiming will be limited to only the SafeCare® program.

FFA administrative claiming through the RMS system

Overview

The RMS system captures effort of field staff throughout each quarter. The results of the random moment samples are then translated into the ultimate funding stream determination for the majority of the roughly 1,000 field staff and supervisors

Case Assessment – Current Methodology

For initial child protective assessment activities, case workers can currently choose between the following programs when answering an RMS sample request:

1. 10 – CPA No Intact Family Services
2. 11 – CPA Intact Family Services
3. 15 – CINA Assessments

Within each of those programs there are multiple activities relating to the initial intake of the child from which social worker can choose:

Activity - Description

230 Judicial Hearings/Reviews 80

260 Child - Ongoing Assessment of Family Functioning 80

265 Child - Case Documentation 80

266 Child - Case Collaboration 80

270 Child - Family Team Meeting 80

275 Child - Case Permanency Planning 80

280 Child - Case Supervision 80

285 Child - Case Consultation 80

295 Child - Client Transportation 80

330 ALJ Hearings and Appeals 80

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405 Participate in Service Specific Meetings/Staff Training 80

415 Professional Reading/Review Manual. 80

The initial assessment activities include the following populations of children during the quarter:

1. Children entering foster care
2. Children deemed at risk of entering foster care
3. Children deemed not at risk of entering foster care

The social worker chooses the activity when polled by the RMS system based on whether the child protective assessment has resulted in placement in the foster care system (10) or has indicated that the child is at risk of entering the foster care system (11). Additionally, the social worker also can indicate whether they are working a CINA assessment at the time (15).

Case Assessment – Current Funding

The population represents all children evaluated for the quarter, therefore the agency had to apply a statistic to the RMS results to determine the appropriate funding. This was achieved by evaluating the intakes in the first month of the quarter and determining the percentage of children who were removed from the home setting and placed in foster care. Since these children were placed in foster care, the initial assessment was eligible to receive IV-E funding based on the IV-E eligible population. The children who are at risk of removal were not IV-E eligible and were funded by the social services block grant and state funds.

Case Assessment – FFA Methodology

For the initial case assessment, the agency will add the following new activity to the RMS to capture effort exerted to develop a prevention plan for the child. This will be the only activity that will claim FFA funding:

262 Child – Prevention Plan Development 81

This will be a valid choice for all three RMS assessment programs (10, 11, and 15) as social workers perform the initial case assessment functions.

Case Assessment – FFA Funding

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The funding change focuses on the portion of the child population that is at risk of removal from their family, meeting the assessment risk thresholds, have a prevention plan in place and are receiving an approved service. To do this the agency will determine the following components of the population:

1. Number of children meeting CAA and CINA assessments criteria for eligibility
2. FFA eligible children
    a. Meets CAA or CINA assessment criteria
    b. Prevention Plan developed
    c. Receiving approved service for less than 12 months

The agency will then divide the number of "FFA eligible children" by the "Number of children meeting CAA and CINA assessments criteria for eligibility" to determine the IV-E population participation rate. This will then be applied against the number of responses of activity 262 Child – Prevention Plan Development.

Intact Family Services Case Management – Methodology

For case management activities, case workers can currently choose the following program when answering an RMS sample request:

1. 60 – Intact Family Services – Family Centered

Within each of those programs there are multiple activities relating to the case management of the child from which social worker can choose:

Activity - Description

230 Judicial Hearings/Reviews 73

245 Child - Identify Services and Complete Referrals 73

260 Child - Ongoing Assessment of Family Functioning 73

265 Child - Case Documentation 73

266 Child - Case Collaboration 73

270 Child - Family Team Meeting 73

275 Child - Case Permanency Planning 73

280 Child - Case Supervision 73

285 Child - Case Consultation 73

295 Child - Client Transportation 73

330 ALJ Hearings and Appeals 75

405 Participate in Service Specific Meetings/Staff Training 75

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415 Professional Reading/Review Manual. 75

Case management for intact families includes the following population:

1. Children at risk of removal

The social worker chooses the activity when polled by the RMS system when working on a case in which the child remains with the family but is still at risk of removal.

Intact Family Services Case Management – Current Funding

The population represents those children who are at risk of entering the foster care system. Currently, the agency receives IV-E funding for the percentage of the children who are candidates for foster care and supplements that funding with block grant funds based on system reports.

Intact Family Services Case Management – FFA Funding

The funding change focuses on the portion of the population that is at risk of removal from the family and is receiving an approved prevention service. This impacts effort relating to Activity 60 in the RMS system. The new funding requires the agency to isolate the population of children who are not receiving IV-E candidacy funding but are receiving an approved service from the clearinghouse. To do this the agency will determine the following components of the population:

1. Number of children meeting CAA and CINA assessments criteria for eligibility
2. FFA eligible children
    a. Meets CAA or CINA assessment criteria
    b. Prevention Plan developed
    c. Receiving approved service for less than 12 months

The agency will then:

1. Divide the number of "FFA eligible children" by the "Number of children meeting CAA and CINA assessments criteria for eligibility" to determine the FFA IV-E population participation rate.
2. Apply the IV-E population participation rate in 1 proportionally to the portion of the population who do not currently meet the IV-E candidacy or the IV-A eligibility criteria.

Overall claiming

The change will impact the funding of field social workers, supervisors, and support staff for their efforts with children who are at risk of removal from the family setting. The portion of their effort devoted to prevention plan

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services meeting Clearinghouse criteria will now be claimed. Staff in general administration supporting these field staff will also receive the new funding.

Individuals Enrolled in Needs-Based Assistance Programs Eligibility Systems							
ELIAS M&O & ELIAS IAPD							
Attachment G SFY20							
SFY19 Individuals	PP10/PP64	PP31	PP32		PP10/PP64	PP31	PP32
Fiscal Year: 2020	ELIAS XIX	ELIAS XXI	Hawki XXI	Program Total	ELIAS XIX %	ELIAS XXI %	Hawki XXI %
6/1/2019	551,666	16,853	60,045	628,564	87.77%	2.68%	9.55%
5/1/2019	549,425	16,956	59,645	626,026	87.76%	2.71%	9.53%
4/1/2019	547,640	17,292	58,811	623,743	87.80%	2.77%	9.43%
3/1/2019	545,382	17,449	58,549	621,380	87.77%	2.81%	9.42%
2/1/2019	542,854	17,084	58,569	618,507	87.77%	2.76%	9.47%
1/1/2019	539,591	17,166	57,879	614,636	87.79%	2.79%	9.42%
12/1/2018	532,684	17,050	57,916	607,650	87.66%	2.81%	9.53%
11/1/2018	529,825	17,176	58,044	605,045	87.57%	2.84%	9.59%
10/1/2018	526,087	17,359	57,783	601,229	87.50%	2.89%	9.61%
9/1/2018	519,538	17,399	57,344	594,281	87.42%	2.93%	9.65%
8/1/2018	511,871	17,606	56,587	586,064	87.34%	3.00%	9.66%
7/1/2018	503,034	17,436	57,359	577,829	87.06%	3.02%	9.93%
Total	**6,399,597**	**206,826**	**698,531**	**7,304,954**	87.61%	2.83%	9.56%
Schedule	Unit	PP10	PP12	PP25	PP31	PP32	PP64
375.1	0162 PP10 PP31 PP32	87.61%			2.83%	9.56%	
375.1	0166 IAPD FFY19 (Approved)				2.90%	8.92%	88.18%
375.1	0166 IAPD FFY20 (Proposed)	0.04%	0.60%	10.45%			88.91%

Qualified Residential Treatment Programs (QRTP) & Shelter Care Client Counts

Counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report for the first month (rerun 30 days after the end of the first month) of the quarter.

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APPENDIX A: PROGRAM POOLS [PP]

POOL #	PROGRAM	CFDA	FFP
001			
002	Medical Assistance-Professional Staff Title XIX	93.778	75%
003	Medical Assistance-Other Staff Title XIX	93.778	50%
004			
005			
006	MMIS Operations Title XIX (75% FFP)	93.118	75%
007	Social Services Block Grant (SSBG)	93.667	100%
008	Title XIX for Medicare Part D	93.778	50%
009	Iowa Health and Wellness Plan (I-HAWP)	93.778	50%
010	Medicaid Eligibility Title XIX	93.778	75%
011	Iowa Health and Wellness Plan (I-HAWP)	93.778	75%
012	Family Investment Program (FIP) TANF	93.558	100%
013	Family Investment Program (FIP) Two Parent Families	State	0%
014	Training for Court Appointed Special Advocates Title IV-E- graduated FFP	93.658	75%
015	Child Welfare Title IV-B / SSBG	93.645	75%
016	Child Support Recovery Title IV-D (66%)	93.563	66%
017	Foster Care Administration Title IV-E	93.658	50%
018	PSSF Grant Title IV-B	93.556	75%
019	Foster Care Training Title IV-E	93.658	75%
020	Refugee Cash and Medical Assistance	93.566	100%
021	Guardianship Assistance Program (GAP) IV-E	93.09	50%
022	TANF SNAP -FIP Households	93.558	100%
023	SNAP Fraud	10.561	50%
024	Adoption Assistance Title IV-E	93.659	50%
025	SNAP	10.561	50%
026	SNAP EBT	10.561	50%
027	CCDF Block Grant (Matching Fund)	93.596	FMAP
028	CCDF Block Grant (Discretionary Fund)	93.575	100%
029	CCDF Block Grant (Mandatory Fund)	93.596	100%
030	Refugee Resettlement Program	93.566	100%
031	Med Exp Title XXI - CHIP (Enhanced FMAP)	93.767	Enhanced FMAP
032	Med Exp Title XXI Hawk-I (Enhanced FMAP)	93.767	Enhanced FMAP
033	PASRR	93.778	75%
034	SNAP - State Exchange Fund	10.561	100%
035	SNAP - Work Reg/Job Search	10.561	100%
036	SNAP - Family Outreach Program	10.561	50%
037	SNAP - Employment and Training	10.561	50%
038	SNAP - Family Nutrition Program	10.561	100%
039	TANF - Child Protective (Services)	93.558	100%
040	Family First Prevention Services IV-E	93.472	50%
041	Family First Transition Grant	93.556	100%
042	Medicare Part D MMIS	93.778	75%
043	MMIS COVID19 APD	93.778	90%
044	State Funded Family Planning Program	State	0%

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POOL #	PROGRAM	CFDA	FFP
045	Promise Jobs TANF	93.558	100%
046	State Supplemental Funding	State	0%
047	SNAP SAE	10.561	100%
048	P-EBT	10.551	100%
049	SNAP SAE (ARPA)	10.561	100%
050	COVID-19 Funding	21.019	100%
051			
052	State Medicaid Health Information Technology Plan (SMHP) APD	93.778	90%
053	SAVE - Medical Title XIX	93.778	100%
054	SAVE - FIP TANF	93.558	100%
055	SAVE - SNAP	10.561	50%
056	Supplemental Security Income	State	0%
057	State Only Funded Programs	State	0%
058	SNAP Reinvestment	State	0%
059			
060			
061			
062	Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME)	93.778	90%
063			
064	Eligibility System Procurement APD (ELIAS)	93.778	90%
065	Social Security Administration Reimbursements	State	0%
066			
067			
068	MONEY FOLLOWS THE PERSON ADMIN	93.791	50%
069	MONEY FOLLOWS THE PERSON GRANT	93.791	100%
070	MEME IAPD – Interoperability	93.778	90%
071	Open Funding Source MEME IAPD - Program Integrity	93.778	90%
072			
073			
074	Civil Commitment Unit for Sexual Offenders	State	0%
075	State Resource Centers	State	0%
076	Mental Health Institutions	State	0%
077	Juvenile Institution	State	0%
078			
079	MH/MR/DD	State	0%
080	SNAP - State Exchange EBT Fund	10.551	100%
081	SNAP - State Exchange Access E&T Fund	10.537	100%
082	Developmental Disabilities Indirect	93.63	50%
083	Developmental Disabilities Federal	93.63	100%
084	Developmental Disabilities State	State	0%
085	Prevention of Disabilities State	State	0%
086			
087			
088	American Rescue Plan (ARP) for Adult Protective Services	93.747	100%
089	Operational FAMIS TANF	93.558	100%
090	Pharmacy POS APD	93.778	90%
091	Child Support - State Disbursement Unit (SDU) Title IV-D	96.563	66%
092		-	-

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POOL #	PROGRAM	CFDA	FFP
093	Eligibility System Procurement-Medicaid APD	93.778	90%
094	Cost Sharing IAPD	93.778	90%
095			
096	TMSIS APD	93.778	90%
097			
098	MEME Provider Services Module	93.778	90%
099	Community Mental Health Services Block Grant	93.958	100%
100			
101	Mental Health Grants	State	0%
102	Case Management Title XIX	93.778	50%
103	Child Abuse Grants	Multiple	100%
104	Independent Living Grant Title IV-E	93.374	100%
105	Commodity Supplemental Feeding Program	10.565	100%
106	The Emergency Food Assistance Program (TEFAP)	10.568	50%
107	Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	100%
108	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	100%
109	Corona Virus Emergency Supplemental Funding Program	16.034	100%
110	Violence Against Women Formula Grants	16.588	100%
111	Paul Coverdell Forensic Sciences Improvement Grant	16.742	100%
112	National Priority Safety Programs	20.616	100%
113	State Indoor Radon Grants	66.032	100%
114			
115	Performance Partnership Grants	66.605	100%
116	Transport of Transuranic Wastes to the Waste Isolation Pilot Plant: States and Tribal Concerns, Proposed Solutions	81.106	100%
117	Special Education - Grants for Infants and Families	84.181	100%
118	Sexual Risk Avoidance Education	93.235	100%
119	Laboratory Leadership, Workforce Training and Management Development, Improving Public Health Lab Infrastructure	93.065	100%
120	Public Health Emergency Preparedness	93.069	100%
121	State Grants - WI DPI	93.070	100%
122	State Grants - WI DPI	93.079	100%
123	Advancing System Improvements to Support Targets for Healthy People	93.088	-
124	Affordable Care Act (ACA) Personal Responsibility Education Program	93.092	100%
125	Maternal and Child Health Federal Consolidated Programs	93.110	100%
126	Project Grants and Cooperative Agreements for Tuberculosis Control Programs	93.116	100%
127	Emergency Medical Services for Children	93.127	100%
128	Cooperative Agreements to States/Territories for the Coordination and Development of Primary Care Offices	93.130	100%
129	Injury Prevention and Control Research and State and Community Based Programs	93.136	100%
130	Rural Health Research Centers	93.155	-
131	Grants to States for Loan Repayment Program	93.165	100%
132	Disabilities Prevention	93.184	-
133	Childhood Lead Poisoning Prevention Projects	93.137	100%
134	Family Planning Services	93.217	100%
135	Traumatic Brain Injury State Demonstration Grant Program	93.234	100%
136	Affordable Care Act (ACA) Abstinence Education Program	93.235	100%

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POOL #	PROGRAM	CFDA	FFP
137	Grants to States to Support Oral Health Workforce Activities	93.236	100%
138	State Rural Hospital Flexibility Program	93.241	100%
139	Substance Abuse and Mental Health Services-Projects of Regional and National Significance	93.243	100%
140	Universal Newborn Hearing Screening	93.251	100%
141			
142	Immunization Cooperative Agreements	93.268	100%
143	Adult Viral Hepatitis Prevention and Control	93.270	100%
144	Drug Abuse and Addiction Research Program	93.279	100%
145	Small Rural Hospital Improvement Grant Program	93.301	100%
146	Early Hearing Detection and Intervention Information System (EHDI-IS) Surveillance Program	93.314	100%
147	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	100%
148	The Healthy Brain Initiative: Technical Assistance to Implement Public Health Actions related to Cognitive Health, Cognitive Impairment, and Caregiving at the State and Local Levels	93.334	100%
149	Behavioral Risk Factor Surveillance System (BRFSS)	93.336	100%
150	Opioid Crisis Grant	93.354	100%
151	State Actions to Improve Oral Health Outcomes and Partner Actions to Improve Oral Health Outcomes	93.366	100%
152	National and State Tobacco Control Program	93.387	100%
153	Activities to Sppt State, Tribal, Local and Territorial (STLT) Health Dept Response to PH or Healthcare Crises	93.391	100%
154	Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health	93.421	100%
155	Improving the Health of Americans through Prevention and Management of Diabetes and Heart Disease and Stroke	93.426	100%
156	Well-Integrated Screening and Evaluation for Women Across The Nation (Wisewoman)	93.436	100%
157	Preventing Maternal Deaths: Supporting Maternal Mortality Review Committees	93.478	100%
158		-	-
159	Child Care and Development Block Grant	93.575	100%
160	Emergency Grants to Address Mental and Substance Use Disorders During COVID-19	93.665	100%
161	Medicaid Assistance	93.778	100%
162	The Colorectal Cancer Control Program (CRCCP)	93.800	100%
163	Maternal, Infant and Early Childhood Home Visiting Grant Program	93.870	100%
164	National Bioterrorism Hospital Preparedness Program	93.899	100%
165	Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations	93.898	100%
166	Grants to States for Operation of Offices of Rural Health	93.913	100%
167	HIV Care Formula Grants	93.917	100%
168	Special Projects of National Significance	93.928	100%

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POOL #	PROGRAM	CFDA	FFP
169	HIV Prevention Activities-Health Department Based	93.940	100%
170	Assistance Programs for Chronic Disease Prevention and Control	93.945	100%
171	Cooperative Agreements to Support State-Based Safe Motherhood and Infant Health Initiative Programs	93.946	100%
172	Block Grants for Community Mental Health Services	93.958	100%
173	Block Grants for Prevention and Treatment of Substance Abuse	93.959	100%
174	Preventive Health and Health Services Block Grant	93.977	100%
175	Assisted Outpatient Treatment	93.997	100%
176	Preventive Health and Health Services Block Grant	93.977	100%
177	Maternal and Child Health Services Block Grant to the States	93.994	100%
178	Medicare Improvements for Patients and Providers MIPPA	93.071	100%
179	Title IIIC1 Congregate Meals	93.045	100%
180	Nutrition Services Incentive Program	93.053	100%
181	CNCS-Retired Senior Vol Pgm	94.002	90%
182	Title IIIB Supportive Services	93.044	100%
183	Title IIIE Caregiver Support	93.052	100%
184	Title IIID Preventive Health Administration	93.043	100%
185			
186	Title VII Elder Abuse	93.041	100%
187	Title VII Ombudsman Activity	93.042	100%
188	CRRSA Ombudsman-Eld Justice	93.747	100%
189	AoA Evidence-Based Falls Prev	93.761	100%
190	ACL Innovations in Nutrition	93.048	100%
191	Opioid Response Grant	93.788	100%
192	Well-Integrated Screening and Evaluation for Women Across the Nation	93.094	100%
193	CDC, Technical Assistance, Vital Statistics	93.283	100%
194	Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program	93.505	100%
195	Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF)	93.758	100%
196	Public Health Training Centers Program	93.516	100%
197	Private Grant	Private	0%
198	Fees (0% FFP)	Fees	0%
199	Cooperative Agreements for State-Based Diabetes Control Programs and Evaluation of Surveillance Systems	93.988	100%
200	Cannabidiol and Hemp Fees - Fees	Fees	0%
201	CDC's Collaboration with Academia to Strengthen Public Health	93.967	100%
202	AmeriCorps State Commissions Support Grant	94.003	100%
203	Homeland Security Grant Program	97.02	100%
204	Homeland Security Grant Program	96.067	100%
205	AmeriCorps Seniors Senior Demonstration Program (FGP)	94.017	100%
206	AmeriCorps Volunteer Generation Fund	94.021	100%
207	AmeriCorps Volunteers In Service to America	94.013	100%

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POOL #	PROGRAM	CFDA	FFP
208	AmeriCorps Commission Investment Fund	94.008	100%
209	2021-22 TTI - Transformation Transfer Initiative	State	0%
210	2023 TTI - Transformation Transfer Initiative	State	0%
211	988 Capacity Building	93.243	100%
212	ARPA Block Grant for Community Mental Health Services	93.958	100%
213	BHSIS - Behavioral Health Service Information System	State	0%
214	BSCA Center for Mental Health block Grants	93.958	100%
215	CRRSA Block Grant for Community Mental Health Services	93.958	100%
216	Iowa CCBHC Planning Grant	93.829	100%
217	PATH	93.150	100%
218	Maternal, Infant and Early Childhood Homevisiting Grant Program	93.870	100%
219	Juvenile Justice and Delinquency Prevention	16.540	100%
220	Rehabilitation Services Client Assistance Program	84.161	100%
221	Rehabilitation Services Vocational Rehabilitation	84.126	100%
222	Second Chance Act Reentry Initiative	16.812	100%
223	John H. Chafee Foster Care Program for Successful Transition to Adulthood	93.674	100%
224	State Justice Statistics Program for Statistical Analysis Centers	16.550	100%
225	National Crime Prevention Council (NCPC)	Private	0%
226	The Urban Institute	Private	0%
227	Comprehensive Opioid, Stimulant, and other Substances Use Program	16.838	100%
228	Harold Rogers Prescription Drug Monitoring Program	16.754	100%
229	Community Services Block Grant	93.569	100%
230	Weatherization Assistance for Low-Income Persons	81.042	100%
231	Family Development and Self Sufficiency FaDSS	93.558	100%
232	Low-Income Home Energy Assistance	93.568	100%
233	Low Income Household Water Assistance Program	93.499	100%
234	Interstate Power & Light	Private	0%
235	MidAmerican Energy	Private	0%
236	Black Hills Utilities	Private	0%
237	Henry Albert Expendable Trust	Private	0%
238	3rd Party University of Wisconsin	State	0%
239	Chafee Education and Training Vouchers Program (ETV)	93.599	100%
240	Child Abuse Prevention and Treatment Act COVID	93.669	100%
241	Community-Based Child Abuse Prevention Grants COVID	93.590	100%
300	Indirect Cost Rate Pool – Public Health	Indirect	
301	Indirect Cost Rate Pool - Preventive Health	Indirect	
302	Indirect Cost Rate Pool – Aging and Disability	Indirect	

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APPENDIX B: COMMONLY USED TERMS

Administrative Costs: all costs incurred by the Department except expenditures for financial assistance, medical vendor payments and payments to third parties in compensation for services and goods provided directly to program recipients.

Administrative Support Worker: Employees at the local and regional levels who perform secretarial and clerical duties.

Allocation Basis: The underlying statistical foundation upon which costs are allocated. An allocation basis may be percentage of time, number of staff, operating costs, caseload, etc.

Bureau: A level of organization in the Department which reports to a Division Director.

Central Office: The administrative offices of the Director, Deputy Directors, and the divisions which are housed together in the State office complex.

Cost Allocation Plan: The document specifying the method by which allowable costs of administration will be identified, accumulated, and distributed to grants and programs.

Cost center: An accumulation of similar costs from organization codes in the accounting system and costs allocated from other levels. The costs accumulated in a Cost Center are then allocated or directly charged to another pool, a residual cost pool, or a program pool.

Direct Costs or Charges: Costs which can be identified to a specific program or residual cost pool and, therefore, directly allocated to that program.

Division: A level of operation in the Department reporting to a Deputy Director.

Federal Grant: The primary source of Federal resources available for use.

Federal Financial Participation (FFP): The amount of funds received from the U.S. Government to totally finance or share in the costs of programs. This is usually expressed as either a sum of dollars received or a percentage of total allowable costs.

Fiscal Year (FY): The accounting period for which financial statements are prepared. The Federal Fiscal Year is October 1 through September 30, and the State Fiscal Year is July 1 through June 30.

Income Maintenance (IM): Programs designed to provide financial assistance to clients based upon their income, such as FIP, SNAP, and medical services.

Income Maintenance Workers: Employees at the local or regional offices working primarily on income maintenance programs.

Indirect Cost: Expenditures incurred for a common purpose that benefit more than one Cost Center or program and accordingly cannot be directly charged or allocated to specific Cost Centers or programs.

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Integrated Information for Iowa (I3) system: The State's computerized financial accounting system.

Local Office: The organizational Unit responsible for the delivery of services for the income maintenance and social service programs at the county level. There is at least one local office in each of Iowa's ninety-nine counties. The local offices administratively report to their assigned regional offices.

Office: A level of operation in the Department reporting to the Director or the Deputy Directors.

Organization Code: One of the lowest levels in the I3 system for which costs are accumulated and fiscal authority is exercised.

Program: A reporting level where costs related to specific activities are accumulated for external and internal reporting needs and the computation of federal financial participation.

Service Area: One of six geographically designated areas of the State responsible for the delivery of services and financial assistance and providing administrative support for local offices.

Residual Cost Pool: A level where costs related to a group of programs are accumulated for allocation to the related programs.

Service Workers: Employees at the local or regional offices who work with programs designed to provide social assistance to clients, such as Social Services Block Grant, foster care, and adoption assistance.

Social Services: The general term for programs which provide other than financial aid, e.g., day care, protective services, and foster care.

Statewide Cost Allocation Plan: A plan, submitted annually by the Iowa Department of Administrative Services (DAS) which serves as a basis for the reporting of Statewide expenses by the Department of Health and Human Services. This plan is approved separately by the State's cognizant Federal agency.

Sub-organization Code: The lowest level in the I3 system available to account for expenditures and revenues within an organization code where a more detailed record is necessary.

Sub-verticals: Second level and beyond pools within the organizational Vertical structure of HHS.

Support Costs: Expenses incurred in the service areas and local offices for basic administrative needs, such as supplies, rental, and non-classified supervisory or clerical workers.

Time Study: A procedure used to record the time spent by a particular population of workers on various programs or support activities over a given period of time.

Unallowable Costs: Any expenditure incurred in the administration of a program for which FFP cannot be claimed.

Verticals: Functional divisions of the combined Health and Human Services entity.

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APPENDIX C: COMMONLY USED ACRONYMS

Acronym	Description
AAA	Area Agencies on Aging
ADRC	Aging and Disability Resource Centers
APD	Advance Planning Document
ADPER	Acute Disease Prevention and Emergency Response
ARPA	American Rescue Plan Act
BHDS	Behavioral Health and Disability Services
BRFSS	Behavioral Risk Factor Surveillance System
CAP	Client Assistance Program
CAP	Cost Allocation Plan
CAS	Community Advocacy and Services
CAS	Cost Allocation Services
CCDF	Child Care Development Fund
CCUSO	Civil Commitment Unit for Sexual Offenders
CCWIS	Comprehensive Child Welfare Information System
CDC	Centers for Disease Control
CFR	Code of Federal Regulations
CHIP	(State) Children's Health Insurance Program
CJIS	Criminal Justice Information System
CMA	Cash and Medical Assistance
CSBG	Community Services Block Grant
CSRU	Child Support Recover Unit
DAS	Department of Administrative Services
DD	Developmental Disabilities
DIA	Department of Inspections and Appeals
DOE	Department of Energy
DPH	Department of Public Health
EBT	Electronic Benefit Transfer
ELIAS	Eligibility Integrated Application Solution
EMS	Emergency Medical Services
FACS	Family and Children Services
FaDSS	Family Development Self-Sufficiency Program
FEMA	Federal Emergency Management Agency
FFP	Federal Financial Participation
FIP	Family Investment Program
FMAP	Federal Medicaid Assistance Percentage
GEMT	Ground Emergency Medical Transportation
HHS	Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HIPP	Health Insurance Premium Payment
HIT	Health Information Technology
I3	Integrated Information for Iowa
ICAR	Iowa Collections and Reporting
ICER	Iowa Centralized Employee Registry
ICF	Intermediate Care Facilities
ICR/ICRP	Indirect Cost Rate Proposal
IM	Income Maintenance

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Acronym	Description
IM RMS	Income Maintenance Random Moment Sample
IME	Iowa Medicaid Enterprise
IT	Information Technology
JJAC	Juvenile Justice Advisory Council
JJDP	Juvenile Justice and Delinquency Prevention Act
LAE	Local Administrative Expenses
LIHEAP	Low-Income Home Energy Assistance Program
LTC	Long Term Care
MAAC	Medical Assistance Advisory Council
MCHSBG	Maternal and Child Health Services Block Grant
MCO	Managed Care Organization
MFP	Money Follows the Person
MH	Mental Health
MHBG	Mental Health Block Grant
MHDS	Mental Health and Disability Services
MMIS	Medicaid Management Information System
M&O	Maintenance and Operation
MR	Mental Retardation
NCPC	National Crime Prevention Council
OCIO	Office of the Chief Information Officer
PACAP	Public Assistance Cost Allocation Plan
PARIS	Public Assistance Reporting Information System
PASRR	Preadmission Screening and Resident Review
PCD	Pre-Charge Diversion
PH	Public Health
PI	Program Integrity
PP	Program Pool
RMS	Random Moment Sampling
RSS	Refugee Social Services
SAC	Statistical Analysis Center
SABG	Substance Abuse Block Grant
SAMHSA	Substance Abuse and Mental Health Services Administration
SLIP	Sick Leave Incentive Program
SMHP	State Medicaid HIT Plan
SNAP	Supplemental Nutrition Assistance Program
SNF	Skilled Nursing Facilities
SS	Social Service
SS RMS	Social Services Random Moment Sample
SSA	Social Security Administration
SSBG	Social Services Block Grant
SUA	State Unit on Aging
SUBH	Substance Use Prevention, Treatment, and Recovery Services Block Grant
SUD	Substance Abuse Disorder
SWCAP	Statewide Cost Allocation Plan
TAG	Targeted Assistance Program
TANF	Temporary Assistance for Needy Families
TCM	Targeted Case Management
USDHHS	United States Department of Health and Human Services
WIC	Women, Infants, and Children

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APPENDIX D: IM RMS DOCUMENTATION

Program Choices and Descriptions

Program #	Program Description
100	**Family Investment Program (FIP)** provides aid to needy families with children.
102	**Child Care Assistance** provides a subsidy for childcare services (less than 24 hours per day) to eligible children of low-income parents in a licensed, registered, or approved non-registered setting.
105	**SNAP AND FIP** provides assistance to FIP eligible to access FIP services AND provide assistance to increase the food purchasing power of households receiving public assistance in the form of FIP benefits.
106	**SNAP AND Medicaid** provides assistance to Medicaid eligible to access Medicaid services AND provide assistance to increase the food purchasing power of households receiving Medicaid but not receiving FIP.
107	**SNAP** provides assistance to increase the food purchasing power of households with low income, but not providing assistance to access other services such as FIP or Medicaid assistance during the sampled moment.
109	**Medicaid (MAGI-Related)** provides Medicaid coverage for persons whose eligibility is derived from the regulations governing the MAGI program. Included in this program area are MAGI, Medically Needy, Transitional or Extended Medicaid, CMAP, MAGI-related automatic re-determination, children in PMICs and MAC (pregnant women, infants and children) related cases. (Aid types 30-8, 37-E, 37-0, 37-2, 38-0, and 92-0).
110	**Medicaid (NON MAGI-Related)** provides Medicaid coverage for the aged, blind, and disabled whose eligibility is derived, in part, from the Supplemental Security Income (SSI) eligibility standards. This includes SSI-Related Medically Needy and activity that affects the Medicaid of an SSI cash recipient and also those persons residing in acute-care hospitals, psychiatric institutions, nursing facilities, and intermediate care facilities for the mentally retarded. Also use this code to record activity that affects only the Medicaid of State Supplementary Assistance recipients.
111	**Medical for Foster Care/Adoption (FBU 19)** provides medical services for children in foster care, or subsidized adoption.
112	**Medicaid (other than 109 - 111)** is used when a case with Medicaid is not in categories 109 through 111, such as people under age 21 who reside in an MHI or people who participate in a breast or cervical cancer program.
113	**State Funded Family Planning Program** provides state-funded family planning services to eligible members.
128	**Medicare Part D Low Income Subsidy (LIS)** provides a low-income subsidy for the aged, blind, or disabled to pay for a part or all of the Medicare Part D premium for the Medicare prescription drug program.
130	**Iowa Health and Wellness Plan** replaces the IowaCare 1115 demonstration and implements three options that offer coverage to adults ages 19 through 64 with income not exceeding 133 percent of the federal poverty level.
135	**State Supplementary Assistance** provides payments issued either by the Social Security Administration or by the Department to persons who meet all SSI eligibility requirements except for income above SSI standards and whose income is insufficient to meet the cost of certain special needs, including residential care facility care.

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Program #	Program Description
	Use this code for activity that affects both the State Supplementary payment and Medicaid for State Supplementary Assistance recipients.
140	**Refugee Cash Assistance (06 aid type)** provides cash assistance to eligible refugees in 06 aid types who have been in the U.S. for eight months or less. Aid is terminated upon attainment of the ninth month of arrival. Also use this code for people whose RCA is suspended and people who are eligible for RCA but receive no check because the amount is less than $10.
141	**Refugee Medical Assistance (06 Aid Type)** provides medical assistance to eligible refugees in 06 aid types who have been in the U.S. for eight months or less. Aid is terminated upon attainment of the ninth month of arrival.
150	**Rent Reimbursement – aids with rent for those who qualify. Formerly a Department of Revenue administered program.**
	Non-Program Specific
400	**Not Limited to Specific Program** includes all activities that are not identifiable to a specific program. Program Code 400 is used with the following activity codes: • 400 Administrative Meetings or Trainings • 404 General Administrative Functions • 500 Lunch • 600 Vacation, Breaks, Personal, Ill, Approved Flex Time, and Military • 800 Samples Outside Scheduled Work Hours • 999 Position Vacant or Unpaid Leave This code may be selected for other activity codes, but workers are asked to try to select a specific Program Area from the list before selecting Program Code 400.

Activity Choices and Descriptions

Case Related

When selecting one of these activity choices, you will need to enter a case number, client name, or other identifier in the space provided on the intranet observation form. These Activities may apply to any of the Programs.

If you are traveling for a case specific activity, please select the code that best describes the purpose of the travel. For example, if you are traveling to appear at a hearing, select code 307.

Activity #	Activity Description
300	**Screening Interview/Intake** includes conducting interviews, and providing applicants with appropriate forms in the office, in the field, by mail, or by telephone. This also includes preliminary review of application forms and verification documents in the office, in the field, by mail, or by telephone, and entering and correcting data in the eligibility system for pending purposes.
301	**Application/Certification** includes reviewing verification documents (IEVS), preparation of calculation entries or computations, entering and correcting data in the eligibility system or REFER, and completing necessary forms.

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Activity #	Activity Description
302	**Re-determination (review/recertification)** includes reviewing case records, verification documents (IEVS), preparation of calculation entries or computations, entering and correcting data in the eligibility system or REFER for eligibility purposes, completing necessary forms and any policy research specific to a case, and case reviews which may affect the level of assistance. This category includes monthly report activities and actions on client reports that do not result from a regularly scheduled review.
303	**Process Changes to Ongoing Case** includes activities which do not affect eligibility. Examples include changing an address, entering or correcting the eligibility system or REFER data, authorizing replacement benefits, changing managed health care enrollments.
304	**Cancellation/Discontinue** includes all activities related to canceling a case and entering or correcting eligibility system data after the re-determination.
305	**Overpayment/Underpayment Processing** includes review of files, referral for investigations, calculation of overpayment or underpayment, completion of appropriate forms, vendor adjustments, court appearances, preparation of claim determinations, and issuing a receipt for an item of value. This also includes all related data entry and correction activity for the eligibility system and SPAD.
306	**Case Documentation** includes preparing narratives on household situation and case activity.
307	**Hearings and Appeals** includes file review, preparation of testimony (written or oral), appearance at hearing, and completion of appropriate forms.
308	**Information and Referral (Non-Eligibility)** includes referral of the client and providing information on behalf of the client to social services, employment agencies, housing agencies, or other governmental or private agencies.
309	**Eligibility Information and Referral** includes providing information for eligibility determinations and routing the appropriate copy of the application to another agency for eligibility determination.
310	**Home Visit** includes in-home contact with client or family.
311	**Sanctions/Disqualifications** includes preparing and sending a notice of decision and updating the eligibility system.
312	**Verification of Alien Status** includes verifying the immigration status of an alien applying for SNAP, Medicaid, FIP or State Supplementary benefits
313	**Case Reading** includes reviewing the work of another person when the decision on eligibility has already been made.
315	**Benefit Replacement** is used for all non-EBT activities when clients have not received their benefits. Such activities include researching why the benefits were delayed; follow-up activities to correct the situation, such as tracing mail, stop-payment activities, and completing affidavits for lost and stolen warrants; and phone calls explaining to the client what happened and the necessary referrals to help clients until the benefits arrive. *When performing these activities related to EBT issuances, use code 317.* Do not use this code for computer entry time.
317	**Electronic Benefit Transfer (EBT) Issuance** is used when you are informing the client EBT and for all EBT activities after the client is registered.
318	**Voter Registration** includes offering the opportunity to register to vote, assisting with the completion of the registration form, and the disposition of the declination and voter registration forms.
319	**Case Consultation** is used when discussing a specific case with a supervisor. Activities may also include preparation/review of e-mail, voice mail, on-line manual reviews, filing notices specific to cases, and SPIRS calls.

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General Activity

These are activities that do not relate to work being done on a specific case, but relate to general job duties, training, or time away from your work area. Do not use a code in this series if there is a specific activity code that better describes the activity being performed.

If you are in job related travel status, select the appropriate activity that best describes the purpose of the travel. For example, if you are traveling to participate in a staff meeting, select activity code 400; if you are traveling to participate in program specific training, select activity code 401.

Activity #	Activity Description
400	**Administrative Meetings or Trainings** includes preparation for the purpose of conducting or participating in Unit staff meetings, as well as the actual participation or leading of Unit staff meetings. Also includes general administrative trainings.
401	**Program Specific Training** includes preparation for the purpose of conducting or participating in staff training as well as the actual participation in or leading of training. This includes supervisors training staff on program specific issues. This also includes travel to and from training.
402	**Participate in ELIAS eligibility system training** includes preparation for and participation in staff training on the new eligibility system. This also includes travel to and from the training.
403	**Supervisory Meeting (not case specific)** covers discussion with a supervisor not relating to a specific case or any staff meeting. If discussing a specific case, please use code 319.
#	**Activity Description**
404	**General Administrative Functions** includes all other non-case-related activity, such as organizing desk, filing, reading or responding to non-case specific e-mails and voice mails, attending to general clerical matters.
410	**Answering Questions from Potential Clients** answering program questions by potential applicants.
500	**Lunch** is used when sample time is during lunch.
600	**Vacation, Breaks, Personal, Ill, Approved Flex Time and Military** is selected when the employee is using paid benefit time.
800	**Sample Outside Scheduled Work Hours** means the sample moment is outside the scheduled work shift/hours of the employee and therefore the employee is not scheduled to be at work at the time of the sample.
999	**Position Vacant or Unpaid Leave** is used for leave without pay or position vacancy.

Form Choices

Step I: Services (Must select only one)			Step II: Activities (Must select only one)	
100	FIP (FAMILY INVESTMENT PROGRAM)		300	Screening Interview/Intake
102	Child Care Assistance		301	Application/Certification
105	SNAP and FIP		302	Redetermination (review/recertification)
106	SNAP and Medicaid		303	Process Changes to Ongoing Case
107	SNAP		304	Cancellation/Discontinue
109	Medicaid (MAGI Related)		305	Overpayment/Underpayment Processing
110	Medicaid (NON MAGI related)		306	Case Documentation
111	Medical for Foster Care/Adoption (FBU 19)		307	Hearings & Appeals
112	Medicaid (other than 109-111)		308	Information and Referral (Non-Eligibility)
113	State Funded Family Planning Program		309	Eligibility Information and Referral
128	Medicare Part D Low Income Subsidy (LIS)		310	Home Visit

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			311	Sanctions/Disqualifications
130	Iowa Health and Wellness Plan		312	Verification of Alien Status
135	State Supplementary Assistance		313	Case Reading
140	Refugee Cash Assistance (06-Aid)		315	Benefit Replacement
141	Refugee Medical Assistance (06-Aid)		317	Electronic Benefit Transfer (EBT) Issuance
150	Rent Reimbursement (State Program)		318	Voter Registration
400	Not Limited to Specific Program		319	Case Consultation
			400	General Meetings or Trainings
			401	Program Specific Meetings/Trainings
			402	Participate in ELIAS eligibility system training
			403	Supervisory Meeting (not case specific)
			404	General Admin Functions
			410	Answering Questions from Potential Applicants
			500	Lunch
			600	Vacation, Breaks, Personal, Ill Approved Flex Time and Military
			800	Sample Outside Scheduled Work Hours
			999	Vacant Position or Unpaid Leave
Step III: Case Number (please enter case number, name or SSN)				

Valid Combinations

Service Code	Services	Activity Code	Activities	Base Code
100	FIP (Family Investment Program)	300	Screening Interview/Intake	00
100	FIP (Family Investment Program)	301	Application/Certification	00
100	FIP (Family Investment Program)	302	Redetermination	00
100	FIP (Family Investment Program)	303	Process Changes to Ongoing Case	00
100	FIP (Family Investment Program)	304	Cancellation	00
100	FIP (Family Investment Program)	305	Overpayment/Underpayment Processing	00
100	FIP (Family Investment Program)	306	Case Documentation	00
100	FIP (Family Investment Program)	307	Hearings & Appeals	00
100	FIP (Family Investment Program)	308	Information and Referral (Non-Eligibility)	00
100	FIP (Family Investment Program)	309	Eligibility Information and Referral	00
100	FIP (Family Investment Program)	310	Home Visit	00
100	FIP (Family Investment Program)	311	Sanctions/Disqualifications	00
100	FIP (Family Investment Program)	313	Case Reading	00
100	FIP (Family Investment Program)	315	Benefit Replacement	00
100	FIP (Family Investment Program)	317	Electronic Benefit Transfer	00
100	FIP (Family Investment Program)	318	Voter Registration	00
100	FIP (Family Investment Program)	319	Case Consultation	00
100	FIP (Family Investment Program)	400	Administrative Meetings or Trainings	00
100	FIP (Family Investment Program)	401	Program Specific Training	00
100	FIP (Family Investment Program)	403	Supervisor Meeting (not case specific)	00
100	FIP (Family Investment Program)	404	General Admin Functions	00
100	FIP (Family Investment Program)	410	Answering Questions from Potential Clients	00
105	SNAP AND FIP	300	Screening Interview/Intake	04

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Service Code	Services	Activity Code	Activities	Base Code
105	SNAP AND FIP	301	Application/Certification	04
105	SNAP AND FIP	302	Redetermination	04
105	SNAP AND FIP	304	Cancellation	04
105	SNAP AND FIP	310	Home Visit	04
105	SNAP AND FIP	311	Sanctions/Disqualifications	04
105	SNAP AND FIP	315	Benefit Replacement	04
105	SNAP AND FIP	303	Process Changes to Ongoing Case	05
105	SNAP AND FIP	305	Overpayment/Underpayment Processing	05
105	SNAP AND FIP	306	Case Documentation	05
105	SNAP AND FIP	307	Hearings & Appeals	05
105	SNAP AND FIP	308	Information and Referral (Non-Eligibility)	05
105	SNAP AND FIP	309	Eligibility Information and Referral	05
105	SNAP AND FIP	313	Case Reading	05
105	SNAP AND FIP	318	Voter Registration	05
105	SNAP AND FIP	319	Case Consultation	05
105	SNAP AND FIP	400	Administrative Meetings or Trainings	05
105	SNAP AND FIP	401	Program Specific Training	05
105	SNAP AND FIP	403	Supervisor Meeting (not case specific)	05
105	SNAP AND FIP	404	General Admin Functions	05
105	SNAP AND FIP	410	Answering Questions from Potential Clients	05
107	SNAP	300	Screening Interview/Intake	05
107	SNAP	301	Application/Certification	05
107	SNAP	302	Redetermination	05
107	SNAP	303	Process Changes to Ongoing Case	05
107	SNAP	304	Cancellation	05
107	SNAP	305	Overpayment/Underpayment Processing	05
107	SNAP	306	Case Documentation	05
107	SNAP	307	Hearings & Appeals	05
107	SNAP	308	Information and Referral (Non-Eligibility)	05
107	SNAP	309	Eligibility Information and Referral	05
107	SNAP	310	Home Visit	05
107	SNAP	311	Sanctions/Disqualifications	05
107	SNAP	313	Case Reading	05
107	SNAP	315	Benefit Replacement	05
107	SNAP	318	Voter Registration	05
107	SNAP	319	Case Consultation	05
107	SNAP	400	Administrative Meetings or Trainings	05
107	SNAP	401	Program Specific Training	05
107	SNAP	403	Supervisor Meeting (not case specific)	05
107	SNAP	404	General Admin Functions	05
107	SNAP	410	Answering Questions from Potential Clients	05
109	Medicaid (MAGI)	303	Process Changes to Ongoing Case	0650
109	Medicaid (MAGI)	304	Cancellation	0650
109	Medicaid (MAGI)	305	Overpayment/Underpayment Processing	0650
109	Medicaid (MAGI)	306	Case Documentation	0650
109	Medicaid (MAGI)	307	Hearings & Appeals	0650
109	Medicaid (MAGI)	308	Information and Referral (Non-Eligibility)	06
109	Medicaid (MAGI)	309	Eligibility Information and Referral	0650

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Service Code	Services	Activity Code	Activities	Base Code
109	Medicaid (MAGI)	310	Home Visit	0650
109	Medicaid (MAGI)	311	Sanctions/Disqualifications	0650
109	Medicaid (MAGI)	313	Case Reading	06
109	Medicaid (MAGI)	315	Benefit Replacement	0650
109	Medicaid (MAGI)	318	Voter Registration	06
109	Medicaid (MAGI)	319	Case Consultation	0650
109	Medicaid (MAGI)	400	Administrative Meetings or Trainings	06
109	Medicaid (MAGI)	401	Program Specific Training	06
109	Medicaid (MAGI)	402	Participate in ELIAS eligibility system training	09
109	Medicaid (MAGI)	403	Supervisor Meeting (not case specific)	06
109	Medicaid (MAGI)	404	General Admin Functions	06
109	Medicaid (MAGI)	410	Answering Questions from Potential Clients	06
110	Medicaid (NON MAGI Related)	300	Screening Interview/Intake	075
110	Medicaid (NON MAGI Related)	301	Application/Certification	075
110	Medicaid (NON MAGI Related)	302	Redetermination	075
110	Medicaid (NON MAGI Related)	303	Process Changes to Ongoing Case	075
110	Medicaid (NON MAGI Related)	304	Cancellation	075
110	Medicaid (NON MAGI Related)	305	Overpayment/Underpayment Processing	075
110	Medicaid (NON MAGI Related)	306	Case Documentation	075
110	Medicaid (NON MAGI Related)	307	Hearings & Appeals	075
110	Medicaid (NON MAGI Related)	308	Information and Referral (Non-Eligibility)	07
110	Medicaid (NON MAGI Related)	309	Eligibility Information and Referral	075
110	Medicaid (NON MAGI Related)	310	Home Visit	075
110	Medicaid (NON MAGI Related)	311	Sanctions/Disqualifications	075
110	Medicaid (NON MAGI Related)	313	Case Reading	07
110	Medicaid (NON MAGI Related)	315	Benefit Replacement	075
110	Medicaid (NON MAGI Related)	318	Voter Registration	07
110	Medicaid (NON MAGI Related)	319	Case Consultation	075
110	Medicaid (NON MAGI Related)	400	Administrative Meetings or Trainings	07
110	Medicaid (NON MAGI Related)	401	Program Specific Training	07
110	Medicaid (NON MAGI Related)	402	Participate in ELIAS eligibility system training	09
110	Medicaid (NON MAGI Related)	403	Supervisor Meeting (not case specific)	07
110	Medicaid (NON MAGI Related)	404	General Admin Functions	07
110	Medicaid (NON MAGI Related)	410	Answering Questions from Potential Clients	07
109	Medicaid (MAGI)	300	Screening Interview/Intake	085
109	Medicaid (MAGI)	301	Application/Certification	085
109	Medicaid (MAGI)	302	Redetermination	085
111	Medical for FC/Adopt	300	Screening Interview/Intake	105
111	Medical for FC/Adopt	301	Application/Certification	105
111	Medical for FC/Adopt	302	Redetermination	105
111	Medical for FC/Adopt	303	Process Changes to Ongoing Case	105
111	Medical for FC/Adopt	304	Cancellation	105
111	Medical for FC/Adopt	305	Overpayment/Underpayment Processing	105
111	Medical for FC/Adopt	306	Case Documentation	105
111	Medical for FC/Adopt	307	Hearings & Appeals	105
111	Medical for FC/Adopt	308	Information and Referral (Non-Eligibility)	10
111	Medical for FC/Adopt	309	Eligibility Information and Referral	105
111	Medical for FC/Adopt	310	Home Visit	105

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Service Code	Services	Activity Code	Activities	Base Code
112	Medical for FC/Adopt	311	Sanctions/Disqualifications	105
111	Medical for FC/Adopt	313	Case Reading	10
111	Medical for FC/Adopt	315	Benefit Replacement	105
111	Medical for FC/Adopt	318	Voter Registration	10
111	Medical for FC/Adopt	319	Case Consultation	105
111	Medical for FC/Adopt	400	Administrative Meetings or Trainings	10
111	Medical for FC/Adopt	401	Program Specific Training	10
111	Medical for FC/Adopt	403	Supervisor Meeting (not case specific)	10
111	Medical for FC/Adopt	404	General Admin Functions	10
111	Medical for FC/Adopt	410	Answering Questions from Potential Clients	10
141	Refugee Medical Assistance (06-Aid)	300	Screening Interview/Intake	11
141	Refugee Medical Assistance (06-Aid)	301	Application/Certification	11
141	Refugee Medical Assistance (06-Aid)	302	Redetermination	11
141	Refugee Medical Assistance (06-Aid)	303	Process Changes to Ongoing Case	11
141	Refugee Medical Assistance (06-Aid)	304	Cancellation	11
141	Refugee Medical Assistance (06-Aid)	305	Overpayment/Underpayment Processing	11
141	Refugee Medical Assistance (06-Aid)	306	Case Documentation	11
141	Refugee Medical Assistance (06-Aid)	307	Hearings & Appeals	11
141	Refugee Medical Assistance (06-Aid)	308	Information and Referral (Non-Eligibility)	11
141	Refugee Medical Assistance (06-Aid)	309	Eligibility Information and Referral	11
141	Refugee Medical Assistance (06-Aid)	310	Home Visit	11
141	Refugee Medical Assistance (06-Aid)	311	Sanctions/Disqualifications	11
141	Refugee Medical Assistance (06-Aid)	312	Verification of Alien Status	11
141	Refugee Medical Assistance (06-Aid)	313	Case Reading	11
141	Refugee Medical Assistance (06-Aid)	315	Benefit Replacement	11
141	Refugee Medical Assistance (06-Aid)	319	Case Consultation	11
141	Refugee Medical Assistance (06-Aid)	400	Administrative Meetings or Trainings	11
141	Refugee Medical Assistance (06-Aid)	401	Program Specific Training	11
141	Refugee Medical Assistance (06-Aid)	403	Supervisor Meeting (not case specific)	11

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Service Code	Services	Activity Code	Activities	Base Code
141	Refugee Medical Assistance (06-Aid)	404	General Admin Functions	11
141	Refugee Medical Assistance (06-Aid)	410	Answering Questions from Potential Clients	11
112	Medicaid (other than 109-111)	300	Screening Interview/Intake	135
112	Medicaid (other than 109-111)	301	Application/Certification	135
112	Medicaid (other than 109-111)	302	Redetermination	135
112	Medicaid (other than 109-111)	303	Process Changes to Ongoing Case	135
112	Medicaid (other than 109-111)	304	Cancellation	135
112	Medicaid (other than 109-111)	305	Overpayment/Underpayment Processing	135
112	Medicaid (other than 109-111)	306	Case Documentation	135
112	Medicaid (other than 109-111)	307	Hearings & Appeals	135
112	Medicaid (other than 109-111)	308	Information and Referral (Non-Eligibility)	13
112	Medicaid (other than 109-111)	309	Eligibility Information and Referral	135
112	Medicaid (other than 109-111)	310	Home Visit	135
112	Medicaid (other than 109-111)	311	Sanctions/Disqualifications	135
112	Medicaid (other than 109-111)	313	Case Reading	13
112	Medicaid (other than 109-111)	315	Benefit Replacement	135
112	Medicaid (other than 109-111)	318	Voter Registration	13
112	Medicaid (other than 109-111)	319	Case Consultation	135
112	Medicaid (other than 109-111)	400	Administrative Meetings or Trainings	13
112	Medicaid (other than 109-111)	401	Program Specific Training	13
112	Medicaid (other than 109-111)	402	Participate in ELIAS eligibility system training	09
112	Medicaid (other than 109-111)	403	Supervisor Meeting (not case specific)	13
112	Medicaid (other than 109-111)	404	General Admin Functions	13
112	Medicaid (other than 109-111)	410	Answering Questions from Potential Clients	13
140	Refugee Cash Assistance (06-Aid)	300	Screening Interview/Intake	14
140	Refugee Cash Assistance (06-Aid)	301	Application/Certification	14
140	Refugee Cash Assistance (06-Aid)	302	Redetermination	14
140	Refugee Cash Assistance (06-Aid)	303	Process Changes to Ongoing Case	14
140	Refugee Cash Assistance (06-Aid)	304	Cancellation	14
140	Refugee Cash Assistance (06-Aid)	305	Overpayment/Underpayment Processing	14
140	Refugee Cash Assistance (06-Aid)	306	Case Documentation	14
140	Refugee Cash Assistance (06-Aid)	307	Hearings & Appeals	14
140	Refugee Cash Assistance (06-Aid)	308	Information and Referral (Non-Eligibility)	14
140	Refugee Cash Assistance (06-Aid)	309	Eligibility Information and Referral	14
140	Refugee Cash Assistance (06-Aid)	310	Home Visit	14
140	Refugee Cash Assistance (06-Aid)	311	Sanctions/Disqualifications	14
140	Refugee Cash Assistance (06-Aid)	312	Verification of Alien Status	14
140	Refugee Cash Assistance (06-Aid)	313	Case Reading	14
140	Refugee Cash Assistance (06-Aid)	315	Benefit Replacement	14
140	Refugee Cash Assistance (06-Aid)	317	Electronic Benefit Transfer	14
140	Refugee Cash Assistance (06-Aid)	319	Case Consultation	14
140	Refugee Cash Assistance (06-Aid)	400	Administrative Meetings or Trainings	14
140	Refugee Cash Assistance (06-Aid)	401	Program Specific Training	14
140	Refugee Cash Assistance (06-Aid)	403	Supervisor Meeting (not case specific)	14
140	Refugee Cash Assistance (06-Aid)	404	General Admin Functions	14
140	Refugee Cash Assistance (06-Aid)	410	Answering Questions from Potential Clients	14

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Service Code	Services	Activity Code	Activities	Base Code
135	State Supplementary Assistance	300	Screening Interview/Intake	19
135	State Supplementary Assistance	301	Application/Certification	19
135	State Supplementary Assistance	302	Redetermination	19
135	State Supplementary Assistance	303	Process Changes to Ongoing Case	19
135	State Supplementary Assistance	304	Cancellation	19
135	State Supplementary Assistance	305	Overpayment/Underpayment Processing	19
135	State Supplementary Assistance	306	Case Documentation	19
135	State Supplementary Assistance	307	Hearings & Appeals	19
135	State Supplementary Assistance	308	Information and Referral (Non-Eligibility)	19
135	State Supplementary Assistance	309	Eligibility Information and Referral	19
135	State Supplementary Assistance	310	Home Visit	19
135	State Supplementary Assistance	311	Sanctions/Disqualifications	19
135	State Supplementary Assistance	312	Verification of Alien Status	19
135	State Supplementary Assistance	313	Case Reading	19
135	State Supplementary Assistance	315	Benefit Replacement	19
135	State Supplementary Assistance	319	Case Consultation	19
135	State Supplementary Assistance	400	Administrative Meetings or Trainings	19
135	State Supplementary Assistance	401	Program Specific Training	19
135	State Supplementary Assistance	403	Supervisor Meeting (not case specific)	19
135	State Supplementary Assistance	404	General Admin Functions	19
135	State Supplementary Assistance	410	Answering Questions from Potential Clients	19
113	State Funded Family Planning Program	300	Screening Interview/Intake	20
113	State Funded Family Planning Program	301	Application/Certification	20
113	State Funded Family Planning Program	302	Redetermination	20
113	State Funded Family Planning Program	303	Process Changes to Ongoing Case	20
113	State Funded Family Planning Program	304	Cancellation	20
113	State Funded Family Planning Program	305	Overpayment/Underpayment Processing	20
113	State Funded Family Planning Program	306	Case Documentation	20
113	State Funded Family Planning Program	307	Hearings & Appeals	20
113	State Funded Family Planning Program	308	Information and Referral (Non-Eligibility)	20
113	State Funded Family Planning Program	309	Eligibility Information and Referral	20
113	State Funded Family Planning Program	310	Home Visit	20
113	State Funded Family Planning Program	311	Sanctions/Disqualifications	20
113	State Funded Family Planning Program	313	Case Reading	20
113	State Funded Family Planning Program	315	Benefit Replacement	20

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Service Code	Services	Activity Code	Activities	Base Code
113	State Funded Family Planning Program	318	Voter Registration	20
113	State Funded Family Planning Program	319	Case Consultation	20
113	State Funded Family Planning Program	400	Administrative Meetings or Trainings	20
113	State Funded Family Planning Program	401	Program Specific Training	20
113	State Funded Family Planning Program	403	Supervisor Meeting (not case specific)	20
113	State Funded Family Planning Program	404	General Admin Functions	20
113	State Funded Family Planning Program	410	Answering Questions from Potential Clients	20
109	Medicaid (MAGI)	312	Verification of Alien Status	23
110	Medicaid (NON MAGI Related)	312	Verification of Alien Status	23
111	Medical for FC/Adopt	312	Verification of Alien Status	23
112	Medicaid (other than 109-111)	312	Verification of Alien Status	23
130	Iowa Health and Wellness Plan	312	Verification of Alien Status	23
100	FIP	312	Verification of Alien Status	24
107	SNAP	312	Verification of Alien Status	25
105	SNAP AND FIP	317	Electronic Benefit Transfer	27
106	SNAP AND Medicaid	317	Electronic Benefit Transfer	27
107	SNAP	317	Electronic Benefit Transfer	27
102	Child Care Assistance	300	Screening Interview/Intake	30
102	Child Care Assistance	301	Application/Certification	30
102	Child Care Assistance	302	Redetermination	30
102	Child Care Assistance	303	Process Changes to Ongoing Case	30
102	Child Care Assistance	304	Cancellation	30
102	Child Care Assistance	305	Overpayment/Underpayment Processing	30
102	Child Care Assistance	306	Case Documentation	30
102	Child Care Assistance	307	Hearings & Appeals	30
102	Child Care Assistance	308	Information and Referral (Non-Eligibility)	30
102	Child Care Assistance	309	Eligibility Information and Referral	30
102	Child Care Assistance	310	Home Visit	30
102	Child Care Assistance	313	Case Reading	30
102	Child Care Assistance	315	Benefit Replacement	30
102	Child Care Assistance	319	Case Consultation	30
102	Child Care Assistance	400	Administrative Meetings or Trainings	30
102	Child Care Assistance	401	Program Specific Training	30
102	Child Care Assistance	403	Supervisor Meeting (not case specific)	30
102	Child Care Assistance	404	General Admin Functions	30
102	Child Care Assistance	410	Answering Questions from Potential Clients	30
128	Medicare Part D Low Income Subsidy (LIS)	300	Screening Interview/Intake	31
128	Medicare Part D Low Income Subsidy (LIS)	301	Application/Certification	31

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Service Code	Services	Activity Code	Activities	Base Code
128	Medicare Part D Low Income Subsidy (LIS)	302	Redetermination	31
128	Medicare Part D Low Income Subsidy (LIS)	303	Process Changes to Ongoing Case	31
128	Medicare Part D Low Income Subsidy (LIS)	304	Cancellation	31
128	Medicare Part D Low Income Subsidy (LIS)	306	Case Documentation	31
128	Medicare Part D Low Income Subsidy (LIS)	307	Hearings & Appeals	31
128	Medicare Part D Low Income Subsidy (LIS)	308	Information and Referral (Non-Eligibility)	31
128	Medicare Part D Low Income Subsidy (LIS)	309	Eligibility Information and Referral	31
128	Medicare Part D Low Income Subsidy (LIS)	310	Home Visit	31
128	Medicare Part D Low Income Subsidy (LIS)	319	Case Consultation	31
128	Medicare Part D Low Income Subsidy (LIS)	401	Program Specific Training	31
128	Medicare Part D Low Income Subsidy (LIS)	404	General Admin Functions	31
128	Medicare Part D Low Income Subsidy (LIS)	410	Answering Questions from Potential Clients	31
130	Iowa Health and Wellness Plan	300	Screening Interview/Intake	365
130	Iowa Health and Wellness Plan	301	Application/Certification	365
130	Iowa Health and Wellness Plan	302	Redetermination	365
130	Iowa Health and Wellness Plan	303	Process Changes to Ongoing Case	365
130	Iowa Health and Wellness Plan	304	Cancellation	365
130	Iowa Health and Wellness Plan	305	Overpayment/Underpayment Processing	365
130	Iowa Health and Wellness Plan	306	Case Documentation	365
130	Iowa Health and Wellness Plan	307	Hearings & Appeals	365
130	Iowa Health and Wellness Plan	308	Information and Referral (Non-Eligibility)	36
130	Iowa Health and Wellness Plan	309	Eligibility Information and Referral	365
130	Iowa Health and Wellness Plan	310	Home Visit	365
130	Iowa Health and Wellness Plan	311	Sanctions/Disqualifications	365
130	Iowa Health and Wellness Plan	313	Case Reading	36
130	Iowa Health and Wellness Plan	315	Benefit Replacement	365
130	Iowa Health and Wellness Plan	318	Voter Registration	36
130	Iowa Health and Wellness Plan	319	Case Consultation	365
130	Iowa Health and Wellness Plan	401	Program Specific Training	36
130	Iowa Health and Wellness Plan	403	Supervisor Meeting (not case specific)	36
130	Iowa Health and Wellness Plan	404	General Admin Functions	36
130	Iowa Health and Wellness Plan	410	Answering Questions from Potential Clients	36
106	SNAP and Medicaid	300	Screening Interview/Intake	405
106	SNAP and Medicaid	301	Application/Certification	405
106	SNAP and Medicaid	302	Redetermination	405
106	SNAP and Medicaid	303	Process Changes to Ongoing Case	405

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Service Code	Services	Activity Code	Activities	Base Code
106	SNAP and Medicaid	304	Cancellation	405
106	SNAP and Medicaid	305	Overpayment/Underpayment Processing	405
106	SNAP and Medicaid	306	Case Documentation	405
106	SNAP and Medicaid	307	Hearings & Appeals	405
106	SNAP and Medicaid	308	Information and Referral (Non-Eligibility)	40
106	SNAP and Medicaid	309	Eligibility Information and Referral	405
106	SNAP and Medicaid	310	Home Visit	405
106	SNAP and Medicaid	311	Sanctions/Disqualifications	405
106	SNAP and Medicaid	313	Case Reading	40
106	SNAP and Medicaid	315	Benefit Replacement	405
106	SNAP and Medicaid	318	Voter Registration	40
106	SNAP and Medicaid	319	Case Consultation	405
106	SNAP and Medicaid	400	Administrative Meetings or Trainings	40
106	SNAP and Medicaid	401	Program Specific Training	40
106	SNAP and Medicaid	403	Supervisor Meeting (not case specific)	40
106	SNAP and Medicaid	404	General Admin Functions	40
106	SNAP and Medicaid	410	Answering Questions from Potential Clients	40
106	SNAP and Medicaid	312	Verification of Alien Status	41
105	SNAP andFIP	312	Verification of Alien Status	42
150	Rent Reimbursement (State Program)	300	Screening Interview/Intake	57
150	Rent Reimbursement (State Program)	301	Application/Certification	57
150	Rent Reimbursement (State Program)	302	Redetermination	57
150	Rent Reimbursement (State Program)	303	Process Changes to Ongoing Case	57
150	Rent Reimbursement (State Program)	304	Cancellation	57
150	Rent Reimbursement (State Program)	305	Overpayment/Underpayment Processing	57
150	Rent Reimbursement (State Program)	306	Case Documentation	57
150	Rent Reimbursement (State Program)	307	Hearings & Appeals	57
150	Rent Reimbursement (State Program)	308	Information and Referral (Non-Eligibility)	57
150	Rent Reimbursement (State Program)	309	Eligibility Information and Referral	57
150	Rent Reimbursement (State Program)	310	Home Visit	57
150	Rent Reimbursement (State Program)	311	Sanctions/Disqualifications	57
150	Rent Reimbursement (State Program)	313	Case Reading	57
150	Rent Reimbursement (State Program)	315	Benefit Replacement	57
150	Rent Reimbursement (State Program)	317	Electronic Benefit Transfer	57

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Service Code	Services	Activity Code	Activities	Base Code
150	Rent Reimbursement (State Program)	318	Voter Registration	57
150	Rent Reimbursement (State Program)	319	Case Consultation	57
150	Rent Reimbursement (State Program)	400	Administrative Meetings or Trainings	57
150	Rent Reimbursement (State Program)	401	Program Specific Training	57
150	Rent Reimbursement (State Program)	403	Supervisor Meeting (not case specific)	57
150	Rent Reimbursement (State Program)	404	General Admin Functions	57
150	Rent Reimbursement (State Program)	410	Answering Questions from Potential Clients	57
400	Not Limited to Specific Program	800	Sampled Outside Scheduled Work Hours	Non-Strike
400	Not Limited to Specific Program	999	Position Vacant or Unpaid Leave	Non-Strike
400	Not Limited to Specific Program	300	Screening Interview/Intake	NPS
400	Not Limited to Specific Program	318	Voter Registration	NPS
400	Not Limited to Specific Program	400	Administrative Meetings or Trainings	NPS
400	Not Limited to Specific Program	402	Participate in ELIAS eligibility system training	09
400	Not Limited to Specific Program	403	Supervisor Meeting (not case specific)	NPS
400	Not Limited to Specific Program	404	General Admin Functions	NPS
400	Not Limited to Specific Program	410	Answering Questions from Potential Clients	NPS
400	Not Limited to Specific Program	500	Lunch	NPS
400	Not Limited to Specific Program	600	Vacation, Breaks, Personal, Ill, Approved Flex Time and Military (paid leave)	NPS

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Allocation Bases

Base Code	Funding Source	Methodology
Base: 00 FIP	PP012 FIP TANF	Using middle month of quarter data: Total FIP Cases less State Only Cases/Total FIP Cases
	PP057 State Only	Using middle month of quarter data: State Only Cases (2-Parent FIP Cases+Battered Alien Cases)/Total FIP Cases
Base: 04 SNAP and FIP	PP012 FIP TANF	50%
	PP025 Other SNAP	50%
Base: 05 SNAP FNS Activities	PP025 Other SNAP	100%
Base: 06 Medicaid - MAGI Related	PP003 Medicaid 50%	*Medicaid XIX Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)*
	PP031 Medicaid Expansion XXI *PP032 Hawki XXI*	*Medicaid Expansion XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)* *Hawki XXI Eligible/(Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)*
Base: 065 Medicaid - MAGI Related	PP010 Medicaid 75%	*Medicaid XIX Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)*
	PP031 Medicaid Expansion XXI *PP032 Hawki XXI*	*Medicaid Expansion XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)* *Hawki XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)*
Base: 07 Medicaid - NON MAGI Related	PP003 Medicaid 50%	100%
Base: 075 Medicaid - NON MAGI Related	PP010 Medicaid 75%	100%
Base: 08 Medicaid - Delinking (MAGI)	PP003 Medicaid 50%	100%
Base: 085 Medicaid - Delinking (MAGI)	PP010 Medicaid 75%	100%

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Base Code	Funding Source	Methodology
Base: 09 Medicaid - Eligibility Training	PP010 Eligibility Medicaid 75% FFP	*Medicaid XIX Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)*
	PP031 Medicaid Expansion XXI	*Medicaid Expansion XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)*
	PP032 Hawki XXI	*XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)*
Base: 10 Medical Eligibility - FC/Adoption	PP003 Medicaid 50%	33%
	PP017 Foster Care	Using KPI Foster Care and Adoption Report N402F totals: % of Foster Care clients X 67%
	PP024 Adoption	Using KPI Foster Care and Adoption Report N402F totals: % of Adoption clients X 67%
Base: 105 Medical Eligibility - FC/Adoption	PP010 Medicaid 75%	33%
	PP017 Foster Care	Using KPI Foster Care and Adoption Report N402F totals: % of Foster Care clients X 67%
	PP024 Adoption	Using KPI Foster Care and Adoption Report N402F totals: % of Adoption clients X 67%
Base: 11 Refugee - Medical Assistance	PP020 Refugee - Medical Assistance	100%
Base: 13 Medicaid - other than 109-111	PP003 Medicaid 50%	100%
Base: 135 Medicaid - other than 109-111	PP010 Medicaid 75%	100%
Base: 14 Refugee - Cash Assistance	PP020 Refugee - Cash Assistance	100%
Base: 15 State Funded Family Planning Program	PP044 State Funded Family Planning Program	100%
Base: 19 State Supplementary Assistance	PP057 State Only	100%
Base: 23 SAVE - Medical	PP053 SAVE - Medical	100%
Base: 24 SAVE - FIP	PP054 SAVE - FIP	100%
Base: 25 SAVE – SNAP	PP055 SAVE SNAP	100%
Base: 27 SNAP FNS EBT	PP026 SNAP EBT (FNS)	100%
Base: 30 Child Care Assistance	PP027 CCDF-Matching (TCC)	100%

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Base Code	Funding Source	Methodology
Base: 31 Medicare Part D Low Income Sub (LIS)	PP008 Medicare Part D (LIS)	100%
Base: 36 Iowa Health and Wellness Plan	PP009 IHAWP 50%	100%
Base: 365 Iowa Health and Wellness Plan	PP011 IHAWP 75%	100%
Base: 40 SNAP AND Medicaid	PP03 Medicaid 50%	50%
	PP025 Other SNAP	50%
Base: 405 SNAP AND Medicaid	PP010 Medicaid 75%	50%
	PP025 Other SNAP	50%
Base: 41 SAVE - SNAP AND Medicaid	PP053 SAVE - Medical 75%	50%
	PP055 SAVE SNAP	50%
Base: 42 SAVE - SNAP AND FIP	PP054 SAVE - FIP	50%
	PP055 SAVE SNAP	50%
Base 57 State Program	PP057 State Only	0%

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APPENDIX E: SS RMS DOCUMENTATION

Program Choices and Descriptions

Program #	Program Description
10	**Child Protective Assessments (No Intact Family)** When the child identified as the victim of the abuse is not currently receiving intact family services. This includes child protective assessments conducted under both the child abuse pathway and family assessment pathway. Includes services related to the assessment of reports that children have been or are suspected of being abused, neglected, or exploited by their parents, legal guardians or other care takers, including the need for ongoing child welfare services, safety and risk assessment, court intervention or out of home placement.{07/01/20}
11	**Child Protective Assessments (Intact Family)** When the child identified as the victim of the abuse is currently receiving intact family services and you are doing a child protective assessment. This includes child protective assessments conducted under both the child abuse pathway and family assessment pathway. Includes services related to the assessment of reports that children have been or are suspected of being abused, neglected, or exploited by their parents, legal guardians or other care takers, including the need for ongoing child welfare services, safety and risk assessment, court intervention or out of home placement. {07/01/20}
15	**Child Protective CINA Assessments** include services related to the assessment of child's need for CINA adjudication, when there is no allegation of child abuse, including assessments of family strengths and needs, recommendations on filing a CINA, and determining what services are available in the community with or without court order. This may include determining the need for ongoing child welfare services, court intervention, or out of home placement.
20	**Family Foster Care- Licensed/In-Process** provides services in a licensed relative or non-relative foster family home, or in a relative home that is in the process of becoming licensed. Also use this service code for licensing or recruiting foster family homes.
25	**Unlicensed Relative Care (e.g., Relative Placement)** provides services in an unlicensed relative home when the family has not submitted an application to be licensed as a family foster care home.
30	**PMIC** provides services to a child placed in a specialized psychiatric medical institution for children and adolescents.
35	**Shelter Care** provides placement on a temporary basis in a licensed shelter.
40	**Qualified Residential Treatment Program** provides services in a licensed **qualified residential treatment program** setting. {04/01/20}
45	**Supervised Apartments (formerly Foster Care Independent Living)** provides services to youth living in supervised apartment/placement outside the parental home to more effectively prepare foster care adolescents for self-sufficiency or independence (Transition Plan).
50	**Adoption (Pre and Post)** provides adoption services to children whose parental rights have been terminated who are in the process of being terminated or who have a concurrent permanency goal of adoption so the children do not have to remain, or be placed, in foster homes, qualified residential treatment programs, or institutions. This service also includes post finalization activities, subsidies, recruitment, adoption studies and case consultation efforts to support adoptive or potentially adoptive parents. Also use this code for all training specifically related to adoption services. {04/01/20}
55	**Interstate Compact (incoming)** includes completion of pre-placement home studies or arranging for the purchase of home studies, case management, and direct services and supervision provided to a child or youth who is under the jurisdiction of an another state's court or human services Department.
60	**Intact Family Services** provide services and support parenting, to a child or children living with their parents. Staff provide case management for families that are eligible for services funded by HHS

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Program #	Program Description
	(e.g., DECAT), services funded through another state or community agency (e.g., substance abuse treatment), or informal services and supports to reduce the risk or prevent out of home placement.
65	**Guardianship Assistance Program (GAP)** provides financial support to children who are in guardianship placement. {01/01/20}
70	**Child Care Services (Home Registrations).** This service is used for home registration activities and complaint investigations.
75	**State Institution Placements** includes services provided to children who have been committed to state institutions (e.g. Toledo, Eldora), Resource Centers or MHI.

Activity Choices and Descriptions

Case Related

These activities apply to most of the choices and generally relate to case-specific activity. If you are traveling for a case specific activity, please select the choice that best describes the purpose of the travel. For example, if you were on the way to or from a court hearing or review, select the activity code describing this effort (e.g., Actions involving court proceedings to remove child from home or judicial hearings/reviews).

Child Services

Activity	Activity Description
200	**Child Screening/Intake** includes receipt of calls or other communication alleging abuse to a child, eliciting information to make a determination of acceptance or rejection of the allegation report for assessment, provision of intake decision to the individual responsible to conduct the assessment.
205	**CINA Intake through Completion of CINA Assessment** includes service intake functions, including circumstances that exist that would justify filing of a CINA petition, and providing applicant with information and referral assistance.
207[1]	**Accepted CPS Assessment work during first 24 hours of assessment -** All work performed during the first 24 hours of a CPS Assessment under both the Child Abuse pathway and the Family Assessment pathway. Includes travel to assure safety of victims, completion of the initial safety assessment and safety plan, and any supervisor consultation occurring within the first 24 hours of the CPS Intake date and time.
210	**Actions involving Court Proceedings to Remove Child from Home** includes preparation of court report and study, appearing at hearings, providing testimony, and coordination of information for the court.
215	**Child Placement** includes development of the placement plan, service agreements with respect to arranging for supervision or other provider services.
220	**Preplacement Activities** include organizing and sending client referral information to secure an appropriate placement. They also include contacts with placement agencies (or families) and transporting client for preplacement visits to in state or out of state placement.
225	**IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit** includes case file review, completion of required forms and gathering required documentation (e.g., court documents) needed to forward to the IV-E Unit in order to determine IV-E eligibility.
230	**Judicial Hearings/Reviews** includes file review, preparation of court report and study, appearing at hearings, providing testimony, and coordination of information for the court.
235	**Initial Child Protective Services (CPS) Assessment** includes planning for and conducting the CPS assessment, determining if report is confirmed, conducting safety and risk assessments and establishing a Safety Plan.
240	**Child Identify Medical Service Needs and Collaborate with Health Care Providers** includes prescreening of children for mental health services; providing consultation to parents in selecting Mental Health Services and other health care providers; selecting physical and mental health providers for children in

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Activity	Activity Description
	foster care, integrating physical and mental health treatment plan into the HHS family case plan; and updating HHS family case plan for health care changes.
245	**Child Identify Services and Complete Referrals** includes referral readiness, and referral to community services other than health care providers and community care, such as AEA, energy assistance, employment assistance, low-income housing, etc.
250	**Protective Child Care Eligibility/Referral** includes activity to determine if childcare will reduce the potential for child abuse and to make a child care services referral for children.
255	**Child Referral to Community Care Agency** includes referral readiness and referral of family to Community Care Agency.
260	**Child Ongoing Assessment of Family Functioning** includes evaluation of safety and risk factors, family functioning, and engaging the family in appropriate services to enhance family strengths and meet identified needs in a culturally sensitive manner. This activity includes case management of service related to ongoing assessments.
262	**Child Prevention Plan Development** – includes activities to develop the prevention plan for eligible children under the Family First Act. {10/01/20}
265	**Child Case Documentation** includes documenting contacts and observations, preparing narratives on the client's situation, service provision and client progress, as well as completion of general forms and screens in the computer system such as JARVIS, FACS, IMPA, IMERS, KinderTrack, CRIS, WISE, ARTS, Iowa Courts/EDMS, Child Welfare Budget Monitor, ROM, Drug Testing, ISIS At-A-Glance, CareMatch, TOP. ICAR, Dragon, Federal Parent Locator, NYTD, and Birth/Death Certificate Request.
266[1]	**Child Case Collaboration** - Case Collaboration includes discussion with providers, community partners, HHS social workers, HHS Help Desk staff, counselors, attorneys, and others relating to a specific case.
270[1]	**Child Family Team Meeting** - Family Team Meeting includes attendance and participation at meetings where client progress is discussed with the family and/or involved service providers, as well as preparing for and participation in the family team meetings to engage the family in referral readiness and continuing appropriate services to enhance family strengths and address safety, well-being and permanency issues. Also use this activity for oversight of family mediation activities. This activity includes travel to and from family team meetings.
275	**Child - Case Permanency Planning** includes time spent engaging the family in developing the case permanency goal and plan for the child; gathering information from the child, parents, providers and collaterals; preparing and reviewing a child's case permanency plan (family case plan); and gathering information to develop concurrent permanency options (e.g., adoption or guardianship) if reunification is not achievable.
280	**Child - Case Supervision** includes arranging and monitoring client support, obtaining services, monitoring community based services (e.g., substance abuse) and preparing for and attending case staffings. This case management activity is provided to intact families where children are identified as at risk of out of home placement.
285	**Child - Case Consultation with Supervisor** includes discussion with a supervisor relating to a specific case.
290	**Child - Professional Consultation Outside of HHS** includes requesting a review of HHS involvement in a case, discussion with professionals who can assist in the assessment of strengths, needs, promote referral readiness, resolve problems related to clients' behavior, family, and social environment and/or access the support and assessments of experts to substantiate CPS Assessment Summary findings or support recommendations to the Court.
295	**Child - Client Transportation** includes transportation of a client to a judicial determination related to placement, transportation associated with child placements, transportation to case reviews, and other case management and supervisory-related functions related to the client. Family Team Meetings for intact families are not included.

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Activity	Activity Description
300	**Child - Develop, Monitor, Document Transition Plan** includes activities related to the assessment, planning and supporting youth to successfully transition out of foster care to independence including sharing information on Aftercare, ETC, PAL, or MIYA, etc.
310	**Foster Care Administrative Review/FCRB** includes preparation for and participation in initial preplacement, 30-day, or six-month foster care administrative reviews (e.g. writing reports, sending notices, etc.), whether conducted by the Department or by local foster care review boards.
315	**Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing** includes speaking to prospective applicants, participating in local forums or public service programs to inform the public of need, composing brochures or flyers, distributing existing materials, other promotional activities that are directly related to recruitment and licensing, participating in recruitment committees, initial approval licensure, performing criminal and child abuse records checks, interim monitoring, renewals, denials, and revocations. Do not use this choice for foster and adoptive parent training.
320	**Participate in Adoptive/Foster Parent Training** includes preparation for the purpose of conducting or participating in adoptive or foster care parent training, as well as the actual provision of such training.
325	**Child Care Registration or Complaint Investigation** includes activities for registration of childcare providers, including complaint investigations and spot checks.

General Activity:

These are activities that do not relate to work being done on a specific case. However, the activity can relate to a service area (e.g., service specific training). The activities in this area are primarily used for general job duties, administrative training, or time away from your work area (e.g. lunch, breaks, paid leave, position vacant are not service specific and are only valid with Service Choice 400 Not Service Specific).

Activity #	Activity Description
400	**Conduct/Participate in Admin Meetings/Trainings** for the purpose of conducting or participating in Unit or staff meetings as well as the actual participation or leading of Unit or staff meetings. The meetings and trainings are general in nature and are not specific to one service area. This code includes training on administrative topics such as completion of time sheets, travel requests, RMS intranet forms.
405	**Conduct/Participate in Service Specific Staff Training** include preparation for the purpose of conducting or participating in program or service area, as well as the actual leading of or participation in the training courses.
415	**Professional Reading/Review Manual** includes professional reading as required to maintain current job knowledge or to track relevant program or legal issues. Also includes reviewing program policy manuals and program policy updates as related to your area of responsibility.
420	**General Administrative Functions** include all other non-case-related activity, such as organizing desk, filing, attending to general clerical matters, the training of mandatory reporters, community meetings, emails, voice mails, etc.
425	**Intake Unit General Administrative Functions** includes time spent in ready status between phone calls/general intake duties not including case specific work. Specific to Intake Unit only.
500	**Lunch.** Sample time during lunch.
600	**Vacation, Breaks, Personal Business, Illness, *Approved Flex Time.* Military (Paid Leave)** is used for approved leave.
800	**Sample Outside Scheduled Work Hours.** The observation time is when the employee is not routinely scheduled to be at work.
999	**Position Vacant or Unpaid Leave** means leave without pay, position vacancy.

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Form Choices

Step I: Services (Must select only one)			Step II: Activities (Must select only one)	
10	Child Protective Assessments – No Intact Family Services {07/01/20}		200	Child Screening/Intake through Allegation Determination
11	Child Protective Assessments – Intact Family Services {07/01/20}		205	CINA Intake through Completion of CINA Assessment
15	CINA Assessments		207	Accepted CPS Assessment work during first 24 hours of assessment
20	Family Foster Care- Licensed/In-Process		210	Actions involving court proceedings to remove child from home
25	Unlicensed Relative Care (e.g., Relative Placement)		215	Child Placement
30	PMIC		220	Preplacement Activities
35	Shelter Care		225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit
40	Qualified Residential Treatment Program {04/01/20}		230	Judicial hearings/reviews (after removal)
45	Supervised Apartments (Formerly FC - Independent Living)		235	Child Protective Services (CPS) Assessment
50	Adoption (Pre and Post)		240	Identify Medical Services Needs and Collaborate with Health Care Providers
55	Interstate Compact (Incoming)		245	Identify Services and Complete Referrals
60	Intact Family Services		250	Protective Child Care Eligibility/Referral
65	Guardianship Assistance Program (GAP) (01/01/20}		255	Voluntary (Non-HHS) Services {07/01/20}
70	Child Care Services (Home Registrations)		260	Ongoing Assessment of Family Functioning
75	State Institution Placements		262	Child Prevention Plan Development {10/01/20}
400	Not Service Specific		265	Case Documentation
			266	Case Collaboration
			270	CSC/FTDM/YTDM Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20, 09/30/20}
			275	Case Permanency Planning
			280	Case Supervision
			285	Case Consultation
			290	Professional Consultation Outside of HHS
			295	Client Transportation
			300	Develop, Monitor, Document Transition Plan
			310	Foster Care Administrative Review/FCRB
			315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing
			320	Participate in Adoptive/Foster Parent Training
			325	Child Care Registration or Complaint Investigation
			400	Conduct/Participate in Admin Meetings/Trainings
			405	Conduct/Participate in Service Specific Staff Training
			415	Professional Reading/Review Manual
			420	General Administrative Functions
			425	Intake Unit General Administrative
			500	Lunch

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			600	Vacation, Breaks, Personal Business, Illness, Military (paid leave)
			800	Sample Outside Scheduled Work Hours
			999	Position Vacant or Unpaid Leave
Step III: Case Number (please enter case number, name, or SSN)				

Valid Combinations

#	Services	#	Activities	Base Code
10	Child Protective Assessments – No Intact Family Services {07/01/20}	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
11	Child Protective Assessments – Intact Family Services {07/01/20}	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
15	CINA Assessments	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
20	Family Foster Care- Licensed/In-Process	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
25	Unlicensed Relative Care (e.g., Relative Placement)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
30	PMIC	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
35	Shelter Care	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
40	Qualified Residential Treatment Program {04/01/20}	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
45	Supervised Apartments (Formerly FC - Independent Living)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
55	Interstate Compact (Incoming)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
60	Intact Family Services	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
45	Supervised Apartments (Formerly FC - Independent Living)	200	Child Screening/Intake through Allegation Determination	02
45	Supervised Apartments (Formerly FC - Independent Living)	210	Actions involving court proceedings to remove child from home	02
45	Supervised Apartments (Formerly FC - Independent Living)	215	Child Placement	02
45	Supervised Apartments (Formerly FC - Independent Living)	220	Preplacement Activities	02
45	Supervised Apartments (Formerly FC - Independent Living)	230	Judicial hearings/reviews (after removal)	02
45	Supervised Apartments (Formerly FC - Independent Living)	235	Child Protective Services (CPS) Assessment	02
45	Supervised Apartments (Formerly FC - Independent Living)	245	Identify Services and Complete Referrals	02
45	Supervised Apartments (Formerly FC - Independent Living)	255	Voluntary (Non-HHS) Services{07/01/20}	02
45	Supervised Apartments (Formerly FC - Independent Living)	260	Ongoing Assessment of Family Functioning	02

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#	Services	#	Activities	Base Code
45	Supervised Apartments (Formerly FC - Independent Living)	265	Case Documentation	02
45	Supervised Apartments (Formerly FC - Independent Living)	266	Case Collaboration	02
45	Supervised Apartments (Formerly FC - Independent Living)	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20,09/30/20}	02
45	Supervised Apartments (Formerly FC - Independent Living)	275	Case Permanency Planning	02
45	Supervised Apartments (Formerly FC - Independent Living)	280	Case Supervision	02
45	Supervised Apartments (Formerly FC - Independent Living)	285	Case Consultation	02
45	Supervised Apartments (Formerly FC - Independent Living)	290	Professional Consultation Outside of HHS	02
45	Supervised Apartments (Formerly FC - Independent Living)	295	Client Transportation	02
45	Supervised Apartments (Formerly FC - Independent Living)	300	Develop, Monitor, Document Transition Plan	02
45	Supervised Apartments (Formerly FC - Independent Living)	310	Foster Care Administrative Review/FCRB	02
45	Supervised Apartments (Formerly FC - Independent Living)	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	02
45	Supervised Apartments (Formerly FC - Independent Living)	330	ALJ Hearings and Appeals	02
45	Supervised Apartments (Formerly FC - Independent Living)	405	Participate in Service Specific Meetings/ Staff Training	02
45	Supervised Apartments (Formerly FC - Independent Living)	415	Professional Reading/Review Manual	02
50	Adoption (Pre and Post)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	03
50	Adoption (Pre and Post)	215	Child Placement	04
50	Adoption (Pre and Post)	220	Preplacement Activities	04
50	Adoption (Pre and Post)	230	Judicial hearings/reviews (after removal)	04
50	Adoption (Pre and Post)	245	Identify Services and Complete Referrals	04
50	Adoption (Pre and Post)	260	Ongoing Assessment of Family Functioning	04
50	Adoption (Pre and Post)	265	Case Documentation	04
50	Adoption (Pre and Post)	266	Case Collaboration	04
50	Adoption (Pre and Post)	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20,09/30/20}	04
50	Adoption (Pre and Post)	275	Case Permanency Planning	04
50	Adoption (Pre and Post)	280	Case Supervision	04
50	Adoption (Pre and Post)	285	Case Consultation	04
50	Adoption (Pre and Post)	290	Professional Consultation Outside of HHS	04
50	Adoption (Pre and Post)	295	Client Transportation	04

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#	Services	#	Activities	Base Code
50	Adoption (Pre and Post)	300	Develop, Monitor, Document Transition Plan	04
50	Adoption (Pre and Post)	310	Foster Care Administrative Review/FCRB	04
50	Adoption (Pre and Post)	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	04
50	Adoption (Pre and Post)	330	ALJ Hearings and Appeals	04
50	Adoption (Pre and Post)	405	Participate in Service Specific Meetings/ Staff Training	04
50	Adoption (Pre and Post)	415	Professional Reading/Review Manual	04
50	Adoption (Pre and Post)	320	Participate in Adoptive/Foster Parent Training	05
30	PMIC	200	Child Screening/Intake through Allegation Determination	12
30	PMIC	210	Actions involving court proceedings to remove child from home	12
30	PMIC	215	Child Placement	12
30	PMIC	220	Preplacement Activities	12
30	PMIC	230	Judicial hearings/reviews (after removal)	12
30	PMIC	235	Child Protective Services (CPS) Assessment	12
30	PMIC	240	Identify Medical Service Needs and Collaborate with Health Care Providers	12
30	PMIC	245	Identify Services and Complete Referrals	12
30	PMIC	250	Protective Child Care Eligibility/Referral	12
30	PMIC	255	Voluntary (Non-HHS) Services{07/01/20}	12
30	PMIC	260	Ongoing Assessment of Family Functioning	12
30	PMIC	265	Case Documentation	12
30	PMIC	266	Case Collaboration	12
30	PMIC	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20, 09/30/20}	12
30	PMIC	275	Case Permanency Planning	12
30	PMIC	280	Case Supervision	12
30	PMIC	285	Case Consultation	12
30	PMIC	290	Professional Consultation Outside of HHS	12
30	PMIC	295	Client Transportation	12
30	PMIC	300	Develop, Monitor, Document Transition Plan	12
30	PMIC	310	Foster Care Administrative Review/FCRB	12
30	PMIC	330	ALJ Hearings and Appeals	12
30	PMIC	405	Participate in Service Specific Meetings/ Staff Training	12
30	PMIC	415	Professional Reading/Review Manual	12
55	Interstate Compact (Incoming)	200	Child Screening/Intake through Allegation Determination	13
55	Interstate Compact (Incoming)	210	Actions involving court proceedings to remove child from home	13
55	Interstate Compact (Incoming)	215	Child Placement	13
55	Interstate Compact (Incoming)	220	Preplacement Activities	13
55	Interstate Compact (Incoming)	230	Judicial hearings/reviews (after removal)	13
55	Interstate Compact (Incoming)	235	Child Protective Services (CPS) Assessment	13
55	Interstate Compact (Incoming)	245	Identify Services and Complete Referrals	13
55	Interstate Compact (Incoming)	255	Voluntary (Non-HHS) Services{07/01/20}	13
55	Interstate Compact (Incoming)	260	Ongoing Assessment of Family Functioning	13
55	Interstate Compact (Incoming)	265	Case Documentation	13

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#	Services	#	Activities	Base Code
55	Interstate Compact (Incoming)	266	Case Collaboration	13
55	Interstate Compact (Incoming)	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20, 09/30/20}	13
55	Interstate Compact (Incoming)	275	Case Permanency Planning	13
55	Interstate Compact (Incoming)	280	Case Supervision	13
55	Interstate Compact (Incoming)	285	Case Consultation	13
55	Interstate Compact (Incoming)	290	Professional Consultation Outside of HHS	13
55	Interstate Compact (Incoming)	295	Client Transportation	13
55	Interstate Compact (Incoming)	300	Develop, Monitor, Document Transition Plan	13
55	Interstate Compact (Incoming)	310	Foster Care Administrative Review/FCRB	13
55	Interstate Compact (Incoming)	330	ALJ Hearings and Appeals	13
55	Interstate Compact (Incoming)	405	Participate in Service Specific Meetings/ Staff Training	13
55	Interstate Compact (Incoming)	415	Professional Reading/Review Manual	13
20	Family Foster Care- Licensed/In-Process	230	Judicial hearings/reviews (after removal)	15
20	Family Foster Care- Licensed/In-Process	245	Identify Services and Complete Referrals	15
20	Family Foster Care- Licensed/In-Process	260	Ongoing Assessment of Family Functioning	15
20	Family Foster Care- Licensed/In-Process	265	Case Documentation	15
20	Family Foster Care- Licensed/In-Process	266	Case Collaboration	15
20	Family Foster Care- Licensed/In-Process	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20, 09/30/20}	15
20	Family Foster Care- Licensed/In-Process	275	Case Permanency Planning	15
20	Family Foster Care- Licensed/In-Process	280	Case Supervision	15
20	Family Foster Care- Licensed/In-Process	285	Case Consultation	15
20	Family Foster Care- Licensed/In-Process	290	Professional Consultation Outside of HHS	15
20	Family Foster Care- Licensed/In-Process	295	Client Transportation	15
20	Family Foster Care- Licensed/In-Process	300	Develop, Monitor, Document Transition Plan	15
20	Family Foster Care- Licensed/In-Process	310	Foster Care Administrative Review/FCRB	15
20	Family Foster Care- Licensed/In-Process	210	Actions involving court proceedings to remove child from home	16
20	Family Foster Care- Licensed/In-Process	215	Child Placement	16
20	Family Foster Care- Licensed/In-Process	220	Preplacement Activities	16
20	Family Foster Care- Licensed/In-Process	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	17
20	Family Foster Care- Licensed/In-Process	330	ALJ Hearings and Appeals	18
20	Family Foster Care- Licensed/In-Process	405	Participate in Service Specific Meetings/ Staff Training	18
20	Family Foster Care- Licensed/In-Process	415	Professional Reading/Review Manual	18
20	Family Foster Care- Licensed/In-Process	320	Participate in Adoptive/Foster Parent Training	19
25	Unlicensed Relative Care (e.g., Relative Placement)	200	Child Screening/Intake through Allegation Determination	20
25	Unlicensed Relative Care (e.g., Relative Placement)	210	Actions involving court proceedings to remove child from home	20
25	Unlicensed Relative Care (e.g., Relative Placement)	215	Child Placement	20

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#	Services	#	Activities	Base Code
25	Unlicensed Relative Care (e.g., Relative Placement)	220	Preplacement Activities	20
25	Unlicensed Relative Care (e.g., Relative Placement)	230	Judicial hearings/reviews (after removal)	20
25	Unlicensed Relative Care (e.g., Relative Placement)	235	Child Protective Services (CPS) Assessment	20
25	Unlicensed Relative Care (e.g., Relative Placement)	245	Identify Services and Complete Referrals	20
25	Unlicensed Relative Care (e.g., Relative Placement)	260	Ongoing Assessment of Family Functioning	20
25	Unlicensed Relative Care (e.g., Relative Placement)	265	Case Documentation	20
25	Unlicensed Relative Care (e.g., Relative Placement)	266	Case Collaboration	20
25	Unlicensed Relative Care (e.g., Relative Placement)	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}//Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20, 09/30/20}	20
25	Unlicensed Relative Care (e.g., Relative Placement)	275	Case Permanency Planning	20
25	Unlicensed Relative Care (e.g., Relative Placement)	280	Case Supervision	20
25	Unlicensed Relative Care (e.g., Relative Placement)	285	Case Consultation	20
25	Unlicensed Relative Care (e.g., Relative Placement)	290	Professional Consultation Outside of HHS	20
25	Unlicensed Relative Care (e.g., Relative Placement)	295	Client Transportation	20
25	Unlicensed Relative Care (e.g., Relative Placement)	300	Develop, Monitor, Document Transition Plan	20
25	Unlicensed Relative Care (e.g., Relative Placement)	310	Foster Care Administrative Review/FCRB	20
25	Unlicensed Relative Care (e.g., Relative Placement)	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	20
25	Unlicensed Relative Care (e.g., Relative Placement)	320	Participate in Adoptive/Foster Parent Training	20
25	Unlicensed Relative Care (e.g., Relative Placement)	330	ALJ Hearings and Appeals	20
25	Unlicensed Relative Care (e.g., Relative Placement)	405	Participate in Service Specific Meetings/ Staff Training	20
25	Unlicensed Relative Care (e.g., Relative Placement)	415	Professional Reading/Review Manual	20
35	Shelter Care	230	Judicial hearings/reviews (after removal)	21
35	Shelter Care	245	Identify Services and Complete Referrals	21
35	Shelter Care	260	Ongoing Assessment of Family Functioning	21
35	Shelter Care	265	Case Documentation	21
35	Shelter Care	266	Case Collaboration	21
35	Shelter Care	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team	21

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#	Services	#	Activities	Base Code
			Decision Meeting/Youth Team Decision Meeting {10/01/20, 09/30/20}	
35	Shelter Care	275	Case Permanency Planning	21
35	Shelter Care	280	Case Supervision	21
35	Shelter Care	285	Case Consultation	21
35	Shelter Care	290	Professional Consultation Outside of HHS	21
35	Shelter Care	295	Client Transportation	21
35	Shelter Care	300	Develop, Monitor, Document Transition Plan	21
35	Shelter Care	310	Foster Care Administrative Review/FCRB	21
35	Shelter Care	210	Actions involving court proceedings to remove child from home	22
35	Shelter Care	215	Child Placement	22
35	Shelter Care	220	Preplacement Activities	22
35	Shelter Care	330	ALJ Hearings and Appeals	23
35	Shelter Care	405	Participate in Service Specific Meetings/ Staff Training	23
35	Shelter Care	415	Professional Reading/Review Manual	23
40	Qualified Residential Treatment Program {04/01/20}	295	Client Transportation	26
40	Qualified Residential Treatment Program {04/01/20}	310	Foster Care Administrative Review/FCRB	26
40	) Qualified Residential Treatment Program {04/01/20}	210	Actions involving court proceedings to remove child from home	27
40	Qualified Residential Treatment Program {04/01/20}	230	Judicial hearings/reviews (after removal)	28
40	Qualified Residential Treatment Program {04/01/20}	245	Identify Services and Complete Referrals	28
40	Qualified Residential Treatment Program {04/01/20}	260	Ongoing Assessment of Family Functioning	28
40	Qualified Residential Treatment Program {04/01/20}	265	Case Documentation	28
40	Qualified Residential Treatment Program {04/01/20}	266	Case Collaboration	28
40	Qualified Residential Treatment Program {04/01/20}	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20,9/30/20}	28
40	Qualified Residential Treatment Program {04/01/20}	275	Case Permanency Planning	28
40	Qualified Residential Treatment Program {04/01/20}	280	Case Supervision	28
40	Qualified Residential Treatment Program {04/01/20}	285	Case Consultation	28
40	Qualified Residential Treatment Program {04/01/20}	290	Professional Consultation Outside of HHS	28
40	Qualified Residential Treatment Program {04/01/20}	300	Develop, Monitor, Document Transition Plan	28
40	Qualified Residential Treatment Program {04/01/20}	215	Child Placement	29

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#	Services	#	Activities	Base Code
40	Qualified Residential Treatment Program {04/01/20}	220	Preplacement Activities	29
40	Qualified Residential Treatment Program {04/01/20}	330	ALJ Hearings and Appeals	31
40	Qualified Residential Treatment Program {04/01/20}	405	Participate in Service Specific Meetings/ Staff Training	31
40	Qualified Residential Treatment Program {04/01/20}	415	Professional Reading/Review Manual	31
65	Guardianship Assistance Program	230	Judicial hearings/reviews (after removal)	40
65	Guardianship Assistance Program	265	Case Documentation	40
65	Guardianship Assistance Program	280	Case Supervision	40
65	Guardianship Assistance Program	285	Case Consultation	40
65	Guardianship Assistance Program	290	Professional Consultation Outside of HHS	40
65	Guardianship Assistance Program	330	ALJ Hearings and Appeals	40
65	Guardianship Assistance Program	405	Participate in Service Specific Meetings/ Staff Training	40
65	Guardianship Assistance Program	415	Professional Reading/Review Manual	40
10	Child Protective Assessments – No Intact Family Services {07/01/20}	250	Protective Child Care Eligibility/Referral	43
11	Child Protective Assessments – Intact Family Services {07/01/20}	250	Protective Child Care Eligibility/Referral {07/01/20}	43
15	CINA Assessments	250	Protective Child Care Eligibility/Referral	43
20	Family Foster Care- Licensed/In-Process	250	Protective Child Care Eligibility/Referral	43
25	Unlicensed Relative Care (e.g., Relative Placement)	250	Protective Child Care Eligibility/Referral	43
50	Adoption (Pre and Post)	250	Protective Child Care Eligibility/Referral	43
55	Interstate Compact (Incoming)	250	Protective Child Care Eligibility/Referral	43
60	Intact Family Services	250	Protective Child Care Eligibility/Referral	43
70	Child Care Services (Home Registrations)	200	Child Screening/Intake through Allegation Determination	43
70	Child Care Services (Home Registrations)	230	Judicial hearings/reviews (after removal)	43
70	Child Care Services (Home Registrations)	265	Case Documentation	43
70	Child Care Services (Home Registrations)	266	Case Collaboration	43
70	Child Care Services (Home Registrations)	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20, 09/30/22}	43
70	Child Care Services (Home Registrations)	280	Case Supervision	43
70	Child Care Services (Home Registrations)	285	Case Consultation	43
70	Child Care Services (Home Registrations)	295	Client Transportation	43
70	Child Care Services (Home Registrations)	325	Child Care Registration or Complaint Investigation	43
70	Child Care Services (Home Registrations)	330	ALJ Hearings and Appeals	43
70	Child Care Services (Home Registrations)	405	Participate in Service Specific Meetings/ Staff Training	43
70	Child Care Services (Home Registrations)	415	Professional Reading/Review Manual	43
75	State Institution Placements	200	Child Screening/Intake through Allegation Determination	44
75	State Institution Placements	210	Actions involving court proceedings to remove child from home	44
75	State Institution Placements	215	Child Placement	44
75	State Institution Placements	220	Preplacement Activities	44
75	State Institution Placements	230	Judicial hearings/reviews (after removal)	44

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#	Services	#	Activities	Base Code
75	State Institution Placements	235	Child Protective Services (CPS) Assessment	44
75	State Institution Placements	240	Identify Medical Service Needs and Collaborate with Health Care Providers	44
75	State Institution Placements	245	Identify Services and Complete Referrals	44
75	State Institution Placements	250	Protective Child Care Eligibility/Referral	44
75	State Institution Placements	255	Voluntary (Non-HHS) Services{07/01/20}	44
75	State Institution Placements	260	Ongoing Assessment of Family Functioning	44
75	State Institution Placements	265	Case Documentation	44
75	State Institution Placements	266	Case Collaboration	44
75	State Institution Placements	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20, 09/30/20}	44
75	State Institution Placements	275	Case Permanency Planning	44
75	State Institution Placements	280	Case Supervision	44
75	State Institution Placements	285	Case Consultation	44
75	State Institution Placements	290	Professional Consultation Outside of HHS	44
75	State Institution Placements	295	Client Transportation	44
75	State Institution Placements	300	Develop, Monitor, Document Transition Plan	44
75	State Institution Placements	310	Foster Care Administrative Review/FCRB	44
75	State Institution Placements	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	44
75	State Institution Placements	320	Participate in Adoptive/Foster Parent Training	44
75	State Institution Placements	325	Child Care Registration or Complaint Investigation	44
75	State Institution Placements	330	ALJ Hearings and Appeals	44
75	State Institution Placements	405	Participate in Service Specific Meetings/ Staff Training	44
75	State Institution Placements	415	Professional Reading/Review Manual	44
20	Family Foster Care- Licensed/In-Process	240	Identify Medical Service Needs and Collaborate with Health Care Providers	50
25	Unlicensed Relative Care (e.g., Relative Placement)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	51
10	Child Protective Assessments – No Intact Family Services {07/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers	52
11	Child Protective Assessments – Intact Family Services {07/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers {07/01/20}	52
15	CINA Assessments	240	Identify Medical Service Needs and Collaborate with Health Care Providers	52
60	Intact Family Services	240	Identify Medical Service Needs and Collaborate with Health Care Providers	52
35	Shelter Care	240	Identify Medical Service Needs and Collaborate with Health Care Providers	53
40	Qualified Residential Treatment Program {04/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers	54
45	Supervised Apartments (Formerly FC - Independent Living)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	55
55	Interstate Compact (Incoming)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	56

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#	Services	#	Activities	Base Code
65	Guardianship Assistance Program {01/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers	57
50	Adoption (Pre and Post)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	58
60	Intact Family Services	230	Judicial hearings/reviews (after removal)	73
60	Intact Family Services	245	Identify Services and Complete Referrals	73
60	Intact Family Services	260	Ongoing Assessment of Family Functioning	73
60	Intact Family Services	265	Case Documentation	73
60	Intact Family Services	266	Case Collaboration	73
60	Intact Family Services	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20, 09/30/20}	73
60	Intact Family Services	275	Case Permanency Planning	73
60	Intact Family Services	280	Case Supervision	73
60	Intact Family Services	285	Case Consultation	73
60	Intact Family Services	290	Professional Consultation Outside of HHS	73
60	Intact Family Services	295	Client Transportation	73
60	Intact Family Services	330	ALJ Hearings and Appeals	75
60	Intact Family Services	405	Participate in Service Specific Meetings/ Staff Training	75
60	Intact Family Services	415	Professional Reading/Review Manual	75
10	Child Protective Assessments – No Intact Family Services {07/01/20}	230	Judicial hearings/reviews (after removal)	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	260	Ongoing Assessment of Family Functioning	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	265	Case Documentation	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	266	Case Collaboration	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	270	Family Team Meeting	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	275	Case Permanency Planning	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	280	Case Supervision	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	285	Case Consultation	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	295	Client Transportation	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	330	ALJ Hearings and Appeals	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	230	Judicial hearings/reviews (after removal) {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	260	Ongoing Assessment of Family Functioning {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	265	Case Documentation {07/01/20}	80

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#	Services	#	Activities	Base Code
11	Child Protective Assessments – Intact Family Services {07/01/20}	266	Case Collaboration {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}Family Team Decision Meeting /Youth Team Decision Meeting{10/01/20,09/30/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	275	Case Permanency Planning {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	280	Case Supervision {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	285	Case Consultation {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	295	Client Transportation {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	330	ALJ Hearings and Appeals {07/01/20}	80
15	CINA Assessments	230	Judicial hearings/reviews (after removal)	80
15	CINA Assessments	260	Ongoing Assessment of Family Functioning	80
15	CINA Assessments	265	Case Documentation	80
15	CINA Assessments	266	Case Collaboration	80
15	CINA Assessments	270	CSC/FTDM/YTDM – ~~Client Support Conference~~ Child Safety Conference {10/01/20, 02/10/23}/Family Team Decision Meeting/Youth Team Decision Meeting {10/01/20,09/30/20}	80
15	CINA Assessments	275	Case Permanency Planning	80
15	CINA Assessments	280	Case Supervision	80
15	CINA Assessments	285	Case Consultation	80
15	CINA Assessments	290	Professional Consultation Outside of HHS	80
15	CINA Assessments	295	Client Transportation	80
15	CINA Assessments	300	Develop, Monitor, Document Transition Plan	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	405	Participate in Service Specific Meetings/ Staff Training	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	415	Professional Reading/Review Manual	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	405	Participate in Service Specific Meetings/ Staff Training 07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	415	Professional Reading/Review Manual 07/01/20}	80
15	CINA Assessments	405	Participate in Service Specific Meetings/ Staff Training	80
15	CINA Assessments	415	Professional Reading/Review Manual	80
10	Child Protective Assessments – No Intact Family Services	262	Child Prevention Plan Development {10/01/20}	81
11	Child Protective Assessments – Intact Family Services	262	Child Prevention Plan Development {10/01/20}	81
15	CINA Assessments	262	Child Prevention Plan Development {10/01/20}	81
10	Child Protective Assessments – No Intact Family Services {07/01/20}	200	Child Screening/Intake through Allegation Determination	83

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#	Services	#	Activities	Base Code
10	Child Protective Assessments – No Intact Family Services {07/01/20}	207	Accepted CPA Assessment work during 1st 24 hours of assessment	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	235	Child Protective Services (CPS) Assessment	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	245	Identify Services and Complete Referrals	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	255	Voluntary (Non-HHS) Services {07/01/20}	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	290	Professional Consultation Outside of HHS	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	200	Child Screening/Intake through Allegation Determination 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	207	Accepted CPA Assessment work during 1st 24 hours of assessment 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	235	Child Protective Services (CPS) Assessment 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	245	Identify Services and Complete Referrals 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	255	Voluntary (Non-HHS) Services {07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	290	Professional Consultation Outside of HHS 07/01/20}	83
15	CINA Assessments	205	CINA Intake through Completion of CINA Assessment	83
15	CINA Assessments	207	Accepted CPA Assessment work during 1st 24 hours of assessment	83
15	CINA Assessments	235	Child Protective Services (CPS) Assessment	83
15	CINA Assessments	245	Identify Services and Complete Referrals	83
20	Family Foster Care- Licensed/In-Process	200	Child Screening/Intake through Allegation Determination	83
20	Family Foster Care- Licensed/In-Process	235	Child Protective Services (CPS) Assessment	83
20	Family Foster Care- Licensed/In-Process	255	Voluntary (Non-HHS) Services {07/01/20}	83
35	Shelter Care	200	Child Screening/Intake through Allegation Determination	83
35	Shelter Care	235	Child Protective Services (CPS) Assessment	83
40	Qualified Residential Treatment Facility {04/01/20}	200	Child Screening/Intake through Allegation Determination	83
40	Qualified Residential Treatment Program {04/01/20}	235	Child Protective Services (CPS) Assessment	83
50	Adoption (Pre and Post)	235	Child Protective Services (CPS) Assessment	83
60	Intact Family Services	200	Child Screening/Intake through Allegation Determination	83
60	Intact Family Services	255	Voluntary (Non-HHS) Services {07/01/20}	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	210	Actions involving court proceedings to remove child from home	84
10	Child Protective Assessments – No Intact Family Services {07/01/20}	215	Child Placement	84
10	Child Protective Assessments – No Intact Family Services {07/01/20}	220	Preplacement Activities	84
11	Child Protective Assessments – Intact Family Services {07/01/20}	210	Actions involving court proceedings to remove child from home {07/01/20}	84

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#	Services	#	Activities	Base Code
11	Child Protective Assessments – Intact Family Services {07/01/20}	215	Child Placement {07/01/20}	84
11	Child Protective Assessments – Intact Family Services {07/01/20}	220	Preplacement Activities {07/01/20}	84
15	CINA Assessments	210	Actions involving court proceedings to remove child from home	84
15	CINA Assessments	215	Child Placement	84
15	CINA Assessments	220	Preplacement Activities	84
60	Intact Family Services	210	Actions involving court proceedings to remove child from home	84
60	Intact Family Services	215	Child Placement	84
60	Intact Family Services	220	Preplacement Activities	84
400	Not Service Specific	425	Intake Unit General Administrative Functions	85
400	Not Service Specific	800	Sample Outside Scheduled Work Hours	Non-Strike
400	Not Service Specific	999	Position Vacant or Unpaid Leave	Non-Strike
400	Not Service Specific	400	Conduct/Participate in Admin Meetings/Trainings	NPA
400	Not Service Specific	415	Professional Reading/Review Manual	NPA
400	Not Service Specific	420	General Administrative Functions	NPA
400	Not Service Specific	500	Lunch	NPA
400	Not Service Specific	600	Vacation, Breaks, Personal Business, Illness, Military (paid leave)	NPA

Allocation Bases

Base Code	Funding Source	Methodology
Base: 01 Eligibility Determination	PP17 Title IV-E Foster Care	100% Time is allocated to only Title IV-E Foster Care (PP17) because Title IV-E will pay for positive and negative Foster Care eligibility determination activities per the DAB's Missouri Decision dated March 2, 1987.
Base: 02 Independent Living	PP07 Social Services Block Grant	100% Time is allocated to only SSBG (PP07) because Foster Care Independent Living is included in the Social Services Block Grant plan.
Base: 03 Adoption Eligibility Determination	PP24 Title IV-E Adoption	100% Time is allocated to only Title IV-E adoption (PP24) because Title IV-E will pay for positive and negative adoption eligibility determination activities per the DAB's Missouri Decision dated March 2, 1987.
Base: 04 Adoption Administration	PP07 Social Services Block Grant PP24 Title IV-E Adoption	Time is allocated to SSBG (PP07) and Title IV-E adoption (PP24) based on the percent of adoption cases which are Title IV-E eligible. Percentages are calculated from client eligibility counts documented in the Family and Children Services (FACS) system Key Performance Indicator (KPI) N402 Adoption Financial Summary Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 05 Adoptive Parent Training	PP07 Social Services Block Grant PP24 Title IV-E Adoption	Time is allocated to SSBG (PP07) and Title IV-E adoption (PP24) based on the percent of adoption cases which are Title IV-E eligible. This percentage is calculated from client eligibility counts documented in the FACS system Key Performance Indicator (KPI) N402 Adoption Financial Summary Report for the first month of the quarter (rerun 30 days after the end of the first month).

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Base Code	Funding Source	Methodology
Base: 07 Medicaid Eligibility Application	PP03 Title XIX Medical	100% Time is allocated to only Title XIX Medical (PP03)
Base: 12 State Only	PP57 State Funded	100% Time is allocated to only state funding (PP57). Time is allocated based on client counts from the FACS KPI N302 for the first month (rerun 30 days after the end of the first month) of the quarter, Costs will be allocated to Foster Care IV-E program pool (PP17), TANF program pool (PP39), and Social Service Block Grant program pool (PP07)
Base: 13 Interstate Compact (Incoming)	PP07 Social Services Block Grant	Time is allocated based on client counts from the FACS KPI N302 for the first month (rerun 30 days after the end of the first month) of the quarter, Costs will be allocated to Foster Care IV-E program pool (PP17), TANF program pool (PP39), and Social Service Block Grant program pool (PP07)
	PP17 Title IV-E Foster Care	
	PP39 TANF Emergency Assistance	
Base: 15 Foster Family Care Basic- Case Management	PP07 Social Services Block Grant	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Foster Family Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
	PP17 Title IV-E Foster Care	
	PP39 TANF Emergency Assistance	
Base: 16 Foster Family Care Basic- Preplacement	PP07 Social Services Block Grant	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Foster Family Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
	PP17 Title IV-E Foster Care	
	PP39 TANF Emergency Assistance	
Base: 17 Foster Family Care Basic- Preplacement/No TANF	PP07 Social Services Block Grant	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
	PP17 Title IV-E Foster Care	
Base: 18 Foster Family Care Basic- Other	PP07 Social Services Block Grant	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Foster Family Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
	PP17 Title IV-E Foster Care	
	PP39 TANF Emergency Assistance	
Base: 19 Foster Family Care Basic- Parent Training	PP07 Social Services Block Grant	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator
	PP17 Title IV-E Foster Care	

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Base Code	Funding Source	Methodology
		(KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 20 Unlicensed Relative Care	PP57 State Funded	100% Time is allocated to only State funding (PP57)
Base: 21 Shelter Care-Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Shelter Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 22 Shelter Care-Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Shelter Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 23 Shelter Care-Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Shelter Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 24 Shelter Care-Other/No TANF	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 26 Qualified Residential Treatment Program {04/01/20}-Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 27 Qualified Residential Treatment Program {04/01/20}- -Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 28 Qualified Residential Treatment	PP07 Social Services Block Grant	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts

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Base Code	Funding Source	Methodology
Program {04/01/20}- - Case Management	PP17 Title IV-E Foster Care	documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 29 Qualified Residential Treatment Program {04/01/20}- - Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 30 Qualified Residential Treatment Program {04/01/20}- - Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 31 Qualified Residential Treatment Program {04/01/20}- - Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
{01/01/20}		
Base: 40 Guardianship Assistance Program (GAP) {01/01/20}	PP07 Social Services Block Grant PP21 Guardianship Assistance Program (GAP) IV-E	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Guardianship Assistance Program (GAP) cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 43 Child Day Care	PP27 CCDF	100% Time is allocated to only CCDF (PP27).
Base: 44 State Institution Placements	PP07 Social Services Block Grant	100% Time is allocated to only SSBG (PP07) because the support services for the state institution placements are included in the Social Services Block Grant plan.
Base: 49 FFC Rehab-Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 50 FFC- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03) and SSBG (PP07) based on a methodology using the percent of Foster Family Care cases that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 51 Unlicensed Relative Care- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03) and SSBG (PP07) based on a methodology using the percent of children in unlicensed relative care that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter
Base: 52 Intact Family Services- Medical	PP03 Title XIX Medical	Time is allocated to Title XIX Medicaid (PP03) and SSBG (PP07) based on a methodology using the percent of children in Intact Family Services

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Base Code	Funding Source	Methodology
	PP07 Social Services Block Grant	that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 53 Shelter Care-Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of children in Shelter Care that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 54 Qualified Residential Treatment Program {04/01/20}- -Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of children in Qualified Residential Treatment Programs {04/01/20}- that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 55 Supervised Apartments- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of children living in Supervised Apartments that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 56 Interstate Compact (Incoming)-Medical	PP57 State Funded	100% Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of Interstate Compact cases that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
{01/01/20}		
Base: 57 Guardianship Assistance Program (GAP) – Medical {01/01/20}	PP03 Title XIX Medical PP07 Social Services Block Grant	100% Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of Supervised Guardianship cases that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 58 Adoption-Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of Adoption cases that are Title XIX eligible. Percentages are calculated from the Data Warehouse system for the first month of the quarter.
Base: 73 Intact Family Services- Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance PP40 FF Prev Scvs IV-E	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a six step allocation methodology. STEP 1: The Key Performance Indicator file contains information to obtain the listing of Intact Family Services cases open at the end of the reported month that are not in placement. Adoption Subsidy and Guardianship Assistance Program (GAP) cases are included in the case count. STEP 2: IV-E Eligibility (candidacy) is determined if the assessment for candidacy is marked as “yes” and falls within the review period. STEP 3: TANF eligibility is determined if there exists an accepted IV-A application and the report date falls within the application eligibility start date (signed date) and end date range (one year from sign date).

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Base Code	Funding Source	Methodology
		STEP 4: IV-E eligibility rate for the Family First Act is determined as the proportion of eligible children receiving ~~a claimable service from the Clearinghouse~~ SafeCare® services {10/01/20, 02/10/23} to the total number of eligible children. {10/01/20, 09/30/20} STEP 5: If no program funding is identified for an Intact Family Services case, the case is identified as SSBG. STEP 6: The percent of Title IV-E eligible cases for all settings of Foster Care (from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month) is applied to the At Risk and XIX eligible and to the At Risk Only cases. The IV-E eligible portion of the At Risk Only cases is identified to IV-E. The remainder is identified to SSBG. Step 7: The percent applied to IV-E, TANF and SSBG is the number of cases for each program divided by the total number of Intact Family Services Cases.
Base: 75 Intact Family Services- Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance PP40 FF Prev Scvs IV-E	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a six step allocation methodology. STEP 1: The Key Performance Indicator file contains information to obtain the listing of Intact Family Services cases open at the end of the reported month that are not in placement. Adoption Subsidy and Guardianship Assistance Program (GAP) cases are included in the case count. STEP 2: IV-E Eligibility (candidacy) is determined if the assessment for candidacy is marked as “yes” and falls within the review period. STEP 3: TANF eligibility is determined if there exists an accepted IV-A application and the report date falls within the application eligibility start date (signed date) and end date range (one year from sign date). STEP 4: IV-E eligibility rate for the Family First Act is determined as the proportion of eligible children receiving ~~a claimable service from the Clearinghouse~~ SafeCare® services {10/01/20, 02/10/23} to the total number of eligible children. {10/01/20} STEP 5: If no program funding is identified for an Intact Family Services case, the case is identified as SSBG. STEP 6: The percent of Title IV-E eligible cases for all settings of Foster Care (from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month) is applied to the At Risk and XIX eligible and to the At Risk Only

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Base Code	Funding Source	Methodology
		cases. The IV-E eligible portion of the At Risk Only cases is identified to IV-E. The remainder is identified to SSBG. Step 7: The percent applied to IV-E, TANF and SSBG is the number of cases for each program divided by the total number of Intact Family Services Cases.
Base: 80 CPA Case Management (IV-E)	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to the Title IV-E Foster Care (PP17) and the Social Service Block Grant (SSBG) – (PP07)) program pools using the following methodology: STEP 1: For the first month of the quarter report (rerun 30 days after the end of the first month) of all completed Child Protective Assessments: Numerator: Unduplicated number of victims with an Unsafe or Conditionally Safe Safety Assessment. Denominator: Unduplicated Number of Victims. STEP 2: Multiply Step 1 by the percent of Title IV-E eligible cases for all settings of Foster Care from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month). The resulting percentage will be allocated to PP17 Title IV-E. Remaining time will be allocated to the Social Service Block Grant (SSBG) program pool (PP07). Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to TANF program pool (PP39), up to that capped federal grant award.
Base 81 – FFA Eligible Services	PP40 FF Prev Scvs IV-E PP07 Social Services Block Grant	Number of CAA or CINA determined eligible children receiving ~~claimable services listed on the Clearinghouse~~ SafeCare® services {10/01/20, 02/10/23} to total number of CAA or CINA determined eligible children.
Base: 83 Child Protective Investigator & Juvenile Service	PP39 TANF Emergency Assistance	100% Time is allocated to the TANF Emergency Assistance – Services program pool (PP39).
Base: 84 Child Placement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to the Title IV-E (PP17) and Social Service Block Grant (SSBG) (PP07) program pools based on the percent of all Foster Care cases which are Title IV-E eligible. This percentage will be calculated from the client counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month)

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Base Code	Funding Source	Methodology
Base: 85 Intake Unit General Administrative	PP39 TANF Emergency Assistance	Time is allocated to PP39 TANF (child intakes
Base: 97 Other Non - specified Program	PP57 State Funded	100% Time is allocated to state only funding (PP57).
NPA NOT PROGRAM SPECIFIC ADMINISTRATION		Time is identified to NPA when the reported service and activity are not identifiable to any one service. This time is not used in the calculation of the final RMS time percentages. The hits are treated as valid service and activity combinations.
IR Non-Strike		The sample moment is outside the employee's scheduled work hours, the position is vacant or the employee is on unpaid leave

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APPENDIX F: OBJECT CLASSES AND OBJECT CODES

The Department's expenses are recorded in the Integrated Information for Iowa (I3) system. The administrative expense categories are recorded in the following allowable object classes:

101 Personnel Services: Salaries and wages, payroll taxes, retirement contributions, employee insurance (health, dental, life, disability), and contributions to employee deferred compensation plans.
202 In State Travel: Transportation, food, lodging, and other in state travel expense.
203 State Vehicle Operation: Gasoline, insurance, and repair expense.
204 State Vehicle Depreciation: Vehicle depreciation payments.
205 Out of State Travel: Transportation, food, lodging, and other out of state travel expense.
301 Office Supplies: Stationery and supplies, photocopies, subscriptions, organizational dues, and other miscellaneous office supplies.
302 Facility Maintenance Supplies: Janitor supplies and materials.
303 Equipment Maintenance Supplies: Equipment maintenance and supplies.
304 Prof & Scientific Supplies: Educational, training, and other professional supplies.
308 Other Supplies: Recording and transcript fees, miscellaneous supplies.
309 Printing & Binding: Publications and printing costs.
313 Postage: Postage and mail fees.
401 Communications: Telephone, Iowa Communications Network (ICN), and other communication expense.
402 Rentals: Office, storage, and equipment rentals.
403 Utilities: Electricity, gas, water.
405 Prof & Scientific Services: Professional and consultant fees.
406 Outside Services: Temporary staffing, office equipment maintenance, office moving expenses, delivery service, and other miscellaneous outside services.
408 Advertising & Publicity: Newspaper official publications, employee recruitment and other required public notifications.
409 Outside Repairs/Service: Outside services for building repair, other machinery and equipment repair.
411 Attorney General Reimbursement: Legal services.
412 Auditor Of State Reimbursement: Audit services.
417 Workers Comp Reimbursements: State Workers Comp Payments.
501 Equipment: Miscellaneous equipment (telephone, other).
502 Office Equipment: Office equipment.
503 Equipment-Non Inventory: Office furniture and equipment.
510 IT Equipment & Software: Desktop, server, network, and printer expense.
702 Fees: Court costs.

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APPENDIX G: PUBLIC ASSISTANCE COST ALLOCATION PLAN PENDING APPROVAL AMENDMENTS

No pending amendments as this is the first PACAP submitted on behalf of this agency.

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APPENDIX H: IOWA MEDICAID INTERAGENCY AGREEMENTS

Agreements with the former Department of Public Health remain on this list for now as the accounting mechanisms have not yet changed.

413-2010 TPL and AOL Payments	**Summary:** The Social Security Administration (SSA) is providing third party liability (TPL) data and obtaining assignment of rights (AOR) to medical benefits for Iowa under the terms of the Section 1634 Agreement. Expenditures from this org are to pay the Centers for Medicare & Medicaid Services (CMS) for the administrative costs incurred by SSA in collecting and providing the data	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2032 State Family Planning Program	**Summary:** Funds to pay for state only family planning services.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Funded Family Planning Program [PP044]
413-2038 Medical Transportation	**Summary:** Costs to provide transportation services provided to ensure necessary transportation for Medicaid recipients to and from providers as required in 42CFR 431.53. These services include non-emergency transportation services provided by the Transportation Brokerage, not otherwise covered as a State Plan service.	
	Allocation Methodology:	Program Expenditures
	Program Pool(s):	Medical Assistance (50% FFP) [PP003] Med Exp Title XXI HAWK-i (Enhanced FMAP) [PP032]
413-2039 Medical Transport-State	**Summary:** State only costs for medical transportation.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-2080-02 Med ID Card and Postage	**Summary:** Costs associated with Med ID Cards and postage.	
	Allocation Methodology:	Count of Eligible Individuals
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003] Iowa Health and Wellness Plan (I-HAWP) (50% FFP) [PP009] Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI - CHIP [PP031] Med Exp Title XXI Hawk-i [PP032] State Only Funded Programs [PP057]
413-2095 DPH Case Management Services	**Summary:** Costs associated with Case Coordination Services provided by DPH to families of Medicaid eligible children in the EPSDT program to make them aware of the benefits of the Medicaid program and to link those who are eligible with the appropriate services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance (50% FFP) [PP003]
413-2095-01 DPH Case Management Services	**Summary:** Costs associated with services provided by the DHS Targeted Case Management Unit to provide assistance to Medicaid HCBS waiver applicants not enrolled in an MCO with access to waiver funding slots and administrative case management services for Medicaid HCBS waiver members not eligible for Medicaid managed care	
	Allocation Methodology:	Direct

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	Program Pool(s):	Medical Assistance (50% FFP) [PP003]
413-2095-02 DPH Case Management Services	**Summary:** Contractual services with the DHS Targeted Case Management Unit to provide assistance to those Medicaid HCBS waiver applicants not enrolled in a MCO with access to HCBS waiver funding slots; and administrative case management services for those Medicaid HCBS waiver members not eligible for Medicaid managed care.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance (50% FFP) [PP003]
413-2623 Health Care Facility Fines	**Summary:** This Cost Center is used to record fines levied on health care facilities.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs (0% FFP) [PP057]
413-4053 Supplemental Payment Program Administration	**Summary:** The Supplemental Payment Programs Administration Unit is responsible for administrative work associated with the Medicaid supplemental payment programs.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2808 Section (11) Nurse Aide Registry	**Summary:** Costs associated with the agreement with the Iowa Department of Inspections and Appeals (DIA) to maintain the Nurse Aide Registry and the nurse aide training and testing program as required by the Omnibus Budget Reconciliation Act (OBRA) of 1987.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2811 Section (12) DCI Background Checks (CDAC Providers)	**Summary:** Costs associated with agreement with the Iowa Department of Criminal Investigations (DCI) with providing background checks and evaluations for individuals providing home and community-based consumer directed attendant care (CDAC providers) as required by Iowa Law.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2812 Section (13) AG Position	**Summary:** Costs for the salary, benefits, and related costs for an assistant Attorney General. The attorney assists with SURS appeal cases. The costs of the attorney are allocated to the appropriate programs based on the number of claims processed by the State's Medicaid fiscal agent.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2833 Section (17) Disability Determination Services	**Summary:** Costs associated with the agreement with the Department of Education (DOE), Division of Vocational Rehabilitation (DVR) Services to conduct disability determinations on behalf of HHS via a contract. Costs are associated with the activities to perform Medicaid disability determinations.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2842-04 Iowa Department of Revenue Collections and Recoveries	**Summary:** Interagency agreement with the Iowa Department of Revenue (IDR) for collections from providers that default on a repayment plan or do not respond to demand letters, The Program Integrity Unit (PI) issues a sanction and transfer the debt to the Iowa Department of Revenue (IDR) to attempt collection of overpayments exceeding $50.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2843 Section (21) EPSDT Administration	**Summary:** Costs associated with the agreement with the Department of Public Health to coordinate administration of the Early Periodic Screening, Diagnosis and Treatment Program (EPSDT) to develop and maintain local	

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	capability for conducting screening examinations required under the EPSDT program, increase program efficiency and effectiveness by assuring that needed services are provided timely and efficiently, develop and maintain local capability for Maternal and Child Health (MCH) Services, provide Medicaid information and care coordination to EPSDT clients, and develop a cooperative and collaborative relationship at all levels to prevent duplication of services	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2843-01 1st Five Healthy Mental Development Initiative	**Summary:** Costs associated with the Department of Public Health to build partnerships between physician practices and public service providers to enhance high quality well-childcare. 1st Five promotes the use of standardized developmental surveillance and screening tools that support healthy mental development for young children.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2844 Section (22) Linked Data Files	**Summary:** Costs associated with the agreement with the Department of Public Health (DPH) to provide for the transfer of funds for the development and implementation of linked data files of vital records and Medicaid claim forms for the purpose of evaluating Medicaid services provided to pregnant women and children.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2845 Section (23) Medicaid Outreach	**Summary:** Costs associated with the agreement with the Department of Public Health to provide outreach services to women and children who are or may be Medicaid eligible.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2857 Section (26) Medicaid Audits	**Summary:** Costs associated with the agreement with the State of Iowa for Medicaid audits.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2861 MMIS Daily Operations and Enhancements	**Summary:** Costs associated with the provision of goods and services by Iowa Technology Enterprise (ITE) related to the daily operations of the mainframe MMIS and Data Warehouse.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2861-02 MMIS Daily Operations and Enhancements	**Summary:** Costs associated with the provision of goods and services by Iowa Technology Enterprise (ITE) related to the daily operations of the mainframe MMIS and Data Warehouse.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2914-01 Long-Term Care Ombudsman Services for Medicaid Members	**Summary:** Ombudsman services provided by the Office of the State Long-Term Care Ombudsman for Medicaid recipients and potential Medicaid enrollees residing in nursing homes, residential care facilities, board and care homes, assisted living facilities, and similar adult care facilities. Costs are allocated to Medicaid based on the time spent serving Medicaid members as documented through the Office's case management software system.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2921	**Summary:**	

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ADRC Medicaid Administrative Claiming	Costs associated with a CMS approved MAC plan for the six Area Agencies on Aging (AAA) as part of a contract with the Iowa Department of Health and Human Services to provide pass-through federal funding for Medicaid administrative services.	
	Allocation Methodology:	Claimed per Approved MAC Plan
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-H014 Poison Control Center	**Summary:** HHS has a Memorandum of Understanding (MOU) with the Iowa Department of Public Health, provides CHIP enhanced federal matching funds (CFDA # 93767) for a Poison Control Center that the Department of Public Health (DPH) contracts with. A state plan amendment has been submitted to provide for the authorization of utilizing the CHIP enhanced funding for this purpose, and the state is awaiting approval.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031]
413-M2CO Dental Home for Children	**Summary:** Contractual services with the Department of Public Health (IDPH) to coordinate administration for the oral health portion of the Early Periodic Screening, Diagnosis and Treatment Program. The Contractor's duties shall include, but not be limited to the following for oral health: (1) Provide community infrastructure-building, enabling, and population-based services to increase access to care for EPSDT children; (2) Provide evaluation of current agency capacity and future needs for the I-Smile project; (3) Develop protocols, specific to each agency, to accommodate increased EPSDT client volume through I-Smile; (4) Begin enhancements to the Child and Adolescent Recording System (CAReS) to capture additional dental data and develop a tracking system for dental service provided for EPSDT children ages 0 to 12; (5) Provide IDPH data system enhancements to monitor preventive dental care access for Medicaid-enrolled pregnant women, including under age 21; (6) Provide an oral health specific linkage analysis of all state Title V agencies with reports and recommendations for local oral health infrastructure improvements; and (7) Provide a linkage analysis within the data link report regarding pre-term low birthweight deliveries and oral health of pregnant women.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]

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APPENDIX I: IOWA MEDICAID AND CHIP CONTRACTS

413-2046 Estate Recovery	**Summary:** Contractual services and associated costs to perform estate recovery services to identify and recover amounts due the Iowa Medicaid program from estates of decedents for services paid by Medicaid but for which a decedent's estate is liable.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2074 Home and Community Based Services (HCBS)	**Summary:** Contracted costs and associated costs for the provision of home and community-based services (HBCS) including system evaluation, system realignment implementation, provider training platform, TCM assistance with waiver applications, Development Grant community-based Neurobehavioral Rehabilitation Servies (CNRS) pilot for children, Therapeutic foster home pilot, and an expanded direct care registry.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2092 Integrated Information System Contract Costs	**Summary:** Title XIX costs associated with activities to operate and maintain the Integrated Information for Iowa (I/3) system for enterprise accounting, procurement, budget preparation, and human resources payroll and benefits.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2092-03 Pharmacy Medical Services Contractor	**Summary:** Costs associated with the administration of the Preferred Drug List (PDL) by the Pharmacy Medical Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2092-05 CCI and Claims Editing Contract Costs	**Summary:** Contract and associated costs for the Correct Coding Initiative including costs for the administration of the software services and interfaces related to CCI and claims editing.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Professional Staff Title XIX (75% FFP) [PP002]
413-2092-07 IME Contract Costs	**Summary:** Contract and associated costs for Iowa Medicaid Medical Services and Member Services Savings Initiatives including costs associated with operations of the Medical and Member Services contracts, and software, hardware, and licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Professional Staff Title XIX (75% FFP) [PP002]
413-2092-08 Cost Initiatives	**Summary:** Drug Pricing Litigation Costs to support legal representation and other administrative activities for the Department relative to drug pricing litigation.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2092-09 Medicaid Strategic Planning Costs	**Summary:** Medicaid Strategic Planning Costs to assist the Medicaid agency in the development of a strategic planning partnership which identifies key strategic initiatives necessary to programmatically change Medicaid, reduce overall expenditures and create a set of key performance and quality indicators to enhance quality of services and outcomes for Medicaid members while ensuring an efficient and appropriate delivery system.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2092-11	**Summary:**	

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TCM ASO – Administration	Targeted Case Management (TCM) Administrative Services Organization (ASO) Contract and associated costs for administrative services organization established to effectively assess, authorize, and pay for TCM and case management for enrollees receiving Habilitation services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031]
413-2092-12 TCM ASO – Wellness Plan	**Summary:** Targeted Case Management (TCM) Administrative Services Organization (ASO) Contract and associated costs for Wellness Plan administrative costs associated with an administrative services organization established to effectively assess, authorize, and pay for TCM and case management for enrollees receiving Habilitation services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2092-13 TCM ASO – Marketplace Choice	**Summary:** TCM ASO Administration Marketplace Choice Plan. Marketplace Choice Plan administrative costs associated with an administrative services organization established to effectively assess, authorize, and pay for TCM and case management for enrollees receiving Habilitation services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2092-14 Asset Verification System	**Summary:** Asset Verification System Contractual services and associated costs to provide implementation and operation services of a Medicaid Asset Verification System to identify assets held at various Financial Institutions by Iowa's Medicaid aged, blind, and disabled applicants and beneficiaries.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2202 Children's Health Insurance Administration	**Summary:** Contract(s) associated with the administration of the CHIP program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI Hawk-i (Enhanced FMAP) [PP032]
413-2807-02 Iowa Partnership for Community Integration (Money Follows the Person)	**Summary:** Iowa's Partnership for Community Integration (Money Follows the Person) demonstration project to improve opportunities for individuals diagnosed with MR/DD or related conditions to receive the supports and services needed to sustain them in community settings. Administrative related costs for the Money Follows the Person program subject to 50% reimbursement under the grant.	
	Allocation Methodology:	Direct
	Program Pool(s):	MONEY FOLLOWS THE PERSON ADMIN (50% FFP) [PP068]
413-2807-04 Iowa Partnership for Community Integration (Money Follows the Person)	**Summary:** All Money Follows the Person grant activities approved for 100% reimbursement.	
	Allocation Methodology:	Direct
	Program Pool(s):	MONEY FOLLOWS THE PERSON GRANT (100% FFP) [PP069]
413-2807-05 Money Follows the Person Rebalancing Fund Activities	**Summary:** Contractual services and activities that are intended to help to expand the state's community-based long term care capacity and to help sustain the demonstration participants in community-based care settings.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2807-07 CAP Building	**Summary:** Planning and capacity building activities to accelerate Long-Term care system transformation design and implementation, and to expand Home and Community-Based Capacity.	
	Allocation Methodology:	Direct
	Program Pool(s):	MONEY FOLLOWS THE PERSON GRANT [PP069]

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413-2811-01 DCI Checks	**Summary:** This subunit records the recovery of background expenses from DCI	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2822-02 SMHP	**Summary:** Contractual and related costs related to the implementation of the state's Medicaid HIT Plan (SMHP).	
	Allocation Methodology:	Direct
	Program Pool(s):	STRATEGIC MEDICAID HIT PLAN (SMHP) (100% FFP) [PP051]
413-2822-06 SMHP	**Summary:** Contractual and related costs related to the implementation of the state's Medicaid HIT Plan (SMHP).	
	Allocation Methodology:	Direct
	Program Pool(s):	State Medicaid Health Information Technology Plan (SMHP) APD (90% FFP) [PP052]
413-2822-09 SMHP	**Summary:** Contractual and related costs to connect the Immunization Registry and Disease Surveillance system to the Iowa Health Information Network.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Medicaid Health Information Technology Plan (SMHP) APD (90% FFP) [PP052]
413-2822-57 SMHP State	**Summary:** This Unit contains salary, benefit, and related state costs to implement the State Medicaid HIT Plan (SMHP) for Iowa to serve as the strategic plan for the state over the next 5 years.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-2823 University of Iowa, Child Health Specialty Clinics	**Summary:** Contractual services and related costs from the University of Iowa, Child Health Specialty Clinics, for assessment, planning, and care coordination activities related to the recipients of the Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) and the Home and Community Based Services III and Handicapped (HCBS-IH) waiver.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2834 Managed Care Evaluation	**Summary:** Contractual services and related costs to assist the Department with an independent evaluation of the Medicaid Managed Health Care Program.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2842-01 Smoking Quitline	**Summary:** Interagency and contractual costs associated with the Quitline. Quitline Iowa is a tobacco cessation telephone counseling service funded by the Iowa Department of Public Health and operated by the National Jewish Health (Denver, CO).	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2842-02 Preadmission Screening and Resident Review (PASRR)	**Summary:** Contractual and related costs associated with conducting Preadmission Screening and Resident Review (PASRR) Level II decisions, evaluations, and determinations for Iowa residents seeking admission to or currently residing in nursing facilities certified by the Iowa Medicaid program in accordance with all applicable federal and state laws and regulations.	
	Allocation Methodology:	Direct
	Program Pool(s):	PASRR (75% FFP) [PP033]
413-2842-03	**Summary:**	

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Home Health Evaluation	Contractual and related costs for the Health Home program evaluation required under state plan amendment conducted by the Public Policy Center at the University of Iowa.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2845-01 University of Iowa EPSDT Newsletter	**Summary:** Contractual services and related costs from the University of Iowa for developing and sending an EPSDT newsletter three times a year to medical professionals in the state. This contract also supports working with medical professionals in the systems change work with surveillance and assessment of the mental health of young children.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2845-03 University of Iowa – COMPASS Contract	**Summary:** This contract provides Iowans with disabilities, their families and service providers information about Medicaid and its programs as well as referrals to Medicaid programs.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2858 HCBS and Habilitation Services /QA	**Summary:** Contractual services and related costs to conduct performance and quality of service reviews of providers participating under the Home and Community Based Services Programs (HCBS) and providers performing Habilitation services, to gather and analyze data to engage in discovery and remediation actions that lead to quality improvement in the programs.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2859 Managed Care Actuarial Services	**Summary:** Contractual services to perform actuarial services for managed care programs.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2878 Sovereign States Drug Consortium (SSDC)	**Summary:** Support costs associated with the multi-state consortium (Iowa, Maine, Vermont) to provide lower cost prescription drugs by creating a large marketing pool. The consortium focuses on negotiating and acquiring the best pharmaceutical rebates while preserving each state's ability to customize its own Preferred Drug List and Prior Approval programs. The State of Vermont, Office of Vermont Health Access is designated as the SSDC agent for the contracted services on behalf of the states that are members of the SSDC,	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2888 Iowa Medicaid Enterprise	**Summary:** Costs related to support of the Iowa Medicaid Enterprise (IME). These costs included APD systems supports, software, hardware and licensing costs and other policy and administrative functions eligible for varying Medicaid FFP rates. Costs are assigned to Medicaid program pools through a combination of direct and allocated charges.	
	Allocation Methodology:	Quarterly Claim Payments by Sub-Units
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006] MMIS COVID19 APD {10/01/20} (90% FFP) [PP043] Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2888-01 Iowa Medicaid Enterprise	**Summary:** Design, development, and implementation costs with the startup of the building.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2888-02	**Summary:** Costs associated with policy or other administrative functions for the building.	

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Iowa Medicaid Enterprise (IME)	**Allocation Methodology:**	Quarterly Claim Payments by Program
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] Refugee Cash and Medical Assistance (100%) [PP020] Med Exp Title XXI – CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI HAWK-i (Enhanced FMAP) [PP032] State Funded Family Planning Program [PP044] State Only Funded Programs [PP057]
413-2888-03 Iowa Medicaid Enterprise	**Summary:** Costs associated with purchasing and installing a new phone system.	
	Allocation Methodology:	Quarterly Claim Payments by Program
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2888-04 Iowa Medicaid Enterprise	**Summary:** Costs associated with purchasing and installing a new phone system.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS COVID19 APD {10/01/20} (90% FFP) [P043]
413-2888-05 Iowa Medicaid Enterprise	**Summary:** Costs associated with COVID-19 related expenditures	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2888-07 Iowa Medicaid Enterprise	**Summary:** Costs related to QIO allocated to the PP43 MMIS COVID APD	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS COVID19 APD {10/01/20} (90% FFP) [PP043]
413-2888-08 Iowa Medicaid Enterprise	**Summary:** Costs related to the relocation of State staff and contractors to the State Property on the Capital Complex.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2889-01 Iowa Medicaid CORE MMIS Contract	**Summary:** Design, development, and implementation costs with the startup of the MMIS by the Core MMIS Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2889-02 Iowa Medicaid CORE MMIS Contract	**Summary:** Costs associated with operations of the Core MMIS Contractor or software, hardware, and/or licensing fees	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2889-03 Iowa Medicaid CORE MMIS Contract	**Summary:** Costs associated with policy or other administrative functions for the Core MMIS Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2889-06 Iowa Medicaid CORE MMIS Contract	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2891-01 Iowa Medicaid Pharmacy Point of Sale Contract	**Summary:** Design, development, and implementation costs with the start-up of the MMIS by the Pharmacy POS Contractor.	
	Allocation Methodology:	Direct

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	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2891-02 Iowa Medicaid Pharmacy Point of Sale Contract	**Summary:** Costs associated with operations of the Pharmacy POS Contractor or software, hardware, and/or licensing fees	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2891-03 Pharmacy Purchase of Service	**Summary:** Costs associated with policy or other administrative functions for the Pharmacy POS Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2891-06 Pharmacy Purchase of Service	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.	
	Allocation Methodology:	Negotiated Rate
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006]
413-2891-07 Pharmacy Purchase of Service	**Summary:** Costs associated with the Pharmacy Contractor POC paid with State Funds.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-2892-01 Iowa Medicaid Pharmacy Medical Services Contract	**Summary:** Design, development, and implementation costs associated with the start-up of the MMIS by the Pharmacy Medical Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2892-03 Iowa Medicaid Pharmacy Medical Services Contract	**Summary:** Cost associated with policy administration for the Pharmacy Medical Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2892-06 Iowa Medicaid Pharmacy Medical Services Contract	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.	
	Allocation Methodology:	Negotiated Rate
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006]
413-2893-01 Iowa Medicaid Medical Services Contract	**Summary:** Design, development, and implementation costs associated with the startup of the MMIS by the Medical Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2893-02 Iowa Medicaid Medical Services Contract	**Summary:** Costs associated with operations of the Medical Services Contractor or software, hardware, and/or licensing fees. This contractor serves as the Iowa Medicaid program's Quality Improvement Organization (QIO).	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2893-03	**Summary:** Costs associated with policy administration for the Medical Services Contractor.	
	Allocation Methodology:	Direct

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Iowa Medicaid Medical Services Contract	**Program Pool(s):**	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2893-06 Iowa Medicaid Medical Services Contract	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.	
	Allocation Methodology:	Negotiated Rate
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006]
413-2894-01 Iowa Medicaid Provider Services Contract	**Summary:** Design, development, and implementation costs associated with the startup of the MMIS by the Provider Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2894-02 Iowa Medicaid Provider Services Contract	**Summary:** Costs associated with operations of the Provider Services Contractor or software, hardware, and/or licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2894-03 Iowa Medicaid Provider Services Contract	**Summary:** Costs associated with policy administration for the Provider Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2894-06 Iowa Medicaid Provider Services Contract	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination	
	Allocation Methodology:	Quarterly Claim Payments by Program (Blended Rate PP003/PP006]
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006]
413-2894-07 Iowa Medicaid Provider Services Contract ACA Provider Screening	**Summary:** Expenses related to the provider screening requirements of the ACA will be captured in this Subunit and will be offset by ACA required provider application fees collected and deposited also to this Subunit. The remaining expenses, netting against the fees collected, will be claimed at 50% FFP. If the fees collected exceed the expenses for the quarter, the federal portion (50%) of the excess will be returned, by including it on line 9D of the CMS-64 report.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2895-01 Iowa Medicaid Revenue Collections Contract	**Summary:** Design, development, and implementation costs associated with the startup of the MMIS by the Revenue Collection Contractor	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2895-02 Iowa Medicaid Revenue Collections Contract	**Summary:** Costs associated with operations of the Revenue Collections Contractor or software, hardware, and/or licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2895-03	**Summary:** Costs associated with policy administration for the Revenue Collections Contractor.	

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Iowa Medicaid Revenue Collections Contract	**Allocation Methodology:**	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2895-06 Iowa Medicaid Revenue Collections Contract	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination	
	Allocation Methodology:	Negotiated Rate
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006]
413-2896-01 Iowa Medicaid Member Services Contract	**Summary:** Design, development, and implementation costs associated with the startup of the MMIS by the Member Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2896-02 Iowa Medicaid Member Services Contract	**Summary:** Costs associated with operations of the Member Services Contractor or software, hardware, and/or licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2896-03 Iowa Medicaid Member Services Contract	**Summary:** Costs associated with policy administration for the Member Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2896-06 Iowa Medicaid Member Services Contract	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination	
	Allocation Methodology:	Negotiated Rate
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006]
413-2897-02 Iowa Medicaid Member Services Contract Prog INT 75%	**Summary:** Costs associated with operations of the Program Integrity Contractor or software, hardware, and/or licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2897-03 Iowa Medicaid Member Services Contract Prog INT 50%	**Summary:** Costs associated with policy administration for the Program Integrity Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2897-06 Iowa Medicaid Program Integrity Contract	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2898-01	**Summary:** Design, development, and implementation costs associated with the startup of the MMIS by the Provider Audits and Rate Setting Contractor.	

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Iowa Medicaid Provider Cost Audit and Rate	**Allocation Methodology:**	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2898-02 Iowa Medicaid Provider Cost Audit and Rate	**Summary:** Costs associated with operations of the Provider Audits and Rate Setting Contractor or software, hardware, and/or licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2898-03 Iowa Medicaid Provider Cost Audit and Rate Setting Contractor	**Summary:** Costs associated with policy administration for the Provider Audits and Rate Setting.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2898-06 Iowa Medicaid Provider Cost Audit and Rate	**Summary:** Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination	
	Allocation Methodology:	Negotiated Rate
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003] MMIS Operations Title XIX (75% FFP) [PP006]
413-2899-01 Iowa Medicaid Data Warehouse	**Summary:** Design, development, and implementation costs associated with the startup of the MMIS by the Data Warehouse Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Information Technology Architecture (MITA) APD (90% FFP) [PP097]
413-2899-02 Iowa Medicaid Data Warehouse	**Summary:** Costs associated with operations of the Data Warehouse/DDS Contractor or software, hardware, and/or licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2899-03 Iowa Medicaid Data Warehouse / DSS	**Summary:** Costs associated with policy administration for the Medical Services Contractor.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2899-04 ISIS Support	**Summary:** Costs associated with development and support of case services programs in the case services management system (ISIS). Services include=Remedial Services, Habilitation services, Targeted case management, Consumer Choices Option, along with enhancements to existing programs within ISIS to meet changing business and program requirements.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2907-01 T-MSIS Contract Costs	**Summary:** Contract and related costs associated with the operation and oversight of the T-MSIS project per the Planning APD.	
	Allocation Methodology:	Direct
	Program Pool(s):	Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME) (90% FFP) [PP062]
413-2907-02 T-MSIS Hardware and Software Costs	**Summary:** Hardware and software costs associated with the operation and oversight of the T-MSIS project.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]

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413-2907-03 T-MSIS Postage Costs	**Summary:** Postage costs associated with the operation and oversight of the T-MSIS project.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Other Staff Title XIX (50% FFP) [PP003]
413-2908 Section (34) Autism Support Program	**Summary:** Contract and other costs for support services for children with autism spectrum disorder and their families.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-2909 Section (35) Iowa Health and Wellness Plan Operations	**Summary:** Contractual costs associated with operations of the Iowa Health and Wellness Plan program. All costs of Unit 2909 are allocated between the Wellness Plan and the Marketplace Choice Plan based on actual ending enrollment for the quarter in which the expenses were paid. The overall FFP for each contract is based on a spreadsheet filled out by the applicable contractor, on an annual basis coinciding with the FFY that allocates their time spent on 50% vs 75% eligible activities.	
	Allocation Methodology:	Enrollment Data
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2909-02 Iowa Health and Wellness Plan Operations	**Summary:** Contractual costs associated with operations of IHAWP in relation to the MMIS, including software, hardware, and/or licensing fees.	
	Allocation Methodology:	Direct
	Program Pool(s):	
413-2909-03 Iowa Health and Wellness Plan Operations	**Summary:** Contractual costs associated with policy administration for IHAWP.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2909-57 Iowa Health and Wellness Plan Operations - State	**Summary:** Costs associated with operations of the new Iowa Health and Wellness Plan program paid with state funds.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-2099-ST Iowa Health and Wellness Plan State Only Costs	**Summary:** State only funding associated with specific sections of the Iowa Health and Wellness Plan administration.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-2911 Tier 1 Call Center	**Summary:** Contractual costs associated with an ACD-level Tier 1 consumer assistance call center. Costs will be accumulated in the subunits 2911-02 and 2911-03	
	Allocation Methodology:	Administrative Expenditures across Administered Units
	Program Pool(s):	Administered Units: 413-2911-02 413-2911-03
413-2911-02 Tier 1 Call Center Eligibility	**Summary:** Contractual costs associated with operations of the Tier 1 Call Center eligible for enhanced Medicaid funding.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medicaid Eligibility Title XIX (75% FFP) [PP010]
413-2911-03 Tier 1 Call Center Other Costs	**Summary:** Contractual costs associated with the Tier 1 Call Center not subject to enhanced 75% reimbursement.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2912	**Summary:**	

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Standardized Assessment Tools	Costs associated with planning and implementing a system of Core Standardized Assessments (CSAs) for assigned HCBS waiver populations, as required by the Balancing Incentive Program (BIP) and Iowa law.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2913 External Quality Review Project	**Summary:** Contractual costs and expenses related to external quality review organizations	
	Allocation Methodology:	Administrative Expenditures across Administered Units
	Program Pool(s):	Administered Units: 413-2913-04 413-2913-05
413-2913-04 External Quality Review Project	**Summary:** Analysis and evaluation by the EQRO, of aggregated information on quality, timeliness, and access to the health care services that an MCO or their contractors furnish to Medicaid beneficiaries.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2913-05 External Quality Review Project	**Summary:** Analysis and evaluation by the EQRO of aggregated information on quality, timeliness, and access to the health care services that a PIHP, PAHP, PCCM, or their contractors furnish to Medicaid beneficiaries.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2914-02 Managed Care Ombudsman Services for Medicaid Members	**Summary:** Ombudsman services provided by the Office of the State Long-Term Care Ombudsman for Medicaid recipients and potential Medicaid enrollees enrolled in one of the seven home and community-based services waivers or recipients receiving care in an institutional facility and similar HCBS settings. All costs are allocated to Medicaid.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2915 Iowa Health Information Network (IHIN) Participation Costs	**Summary:** IME and the MCO's use the IHIN for query and direct messaging purposes for prior authorizations. Through the use of the IHIN, Medicaid are able to streamline processes and cut down on time by using electronic means, which will result in cost reductions for Medicaid.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2917-01 Modernizing the Exchange of information within the Medicaid Enterprise PAPD MEME Advanced Planning Document (APD)	**Summary:** Activities related to the modernization of Iowa's Medicaid Management Information System (MMIS). All costs associated with a CMS approved planning advanced planning document (PAPD) of the MEME project.).	
	Allocation Methodology:	Direct
	Program Pool(s):	Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME) (90% FFP) [PP062]
413-2917-06 Interoperability	**Summary:** Planning team established and staffed for moving forward with interoperability and billed directly to the Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME)	
	Allocation Methodology:	Direct
	Program Pool(s):	Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME) (90% FFP) [PP062]
413-2917-57 MEME State	**Summary:** Other costs associated with the MEME planning project paid with state funds	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]

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413-2920 Section (45) ISIS Modernization - ISIS Modernization APD	**Summary:** Activities related to modernizing the Individualized Services Information System (ISIS) system. Costs associated with the CMS approved IAPD to upgrade and enhance Iowa's Individualized Services Information System (ISIS).	
	Allocation Methodology:	Direct
	Program Pool(s):	ISIS Modernization IAPD (90% FFP) [PP063]
413-2920-01 Section (45) ISIS Modernization - ISIS Modernization APD	**Summary:** Activities related to modernizing the Individualized Services Information System (ISIS) system. Costs associated with the CMS approved IAPD to upgrade and enhance Iowa's Individualized Services Information System (ISIS).	
	Allocation Methodology:	Direct
	Program Pool(s):	ISIS Modernization IAPD (90% FFP) [PP063]
413-2921 ADRC Medicaid Admin Claiming (MAC)	**Summary:** Costs associated with a CMS approved MAC plan for the six Area Agencies on Aging (AAA) as part of a contract with the Iowa Department of Health and Human Services to provide pass-through federal funding for Medicaid administrative services.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-2922-01 Cost Sharing IAPD	**Summary:** Costs associated with an IAPD to upgrade Iowa's Medicaid Management Information System (MMIS) and ancillary systems to track incurred copayments and premiums against the cost sharing cap in accordance with 42 CFR 447.56(f)(1), (2), (3) and 42 CFR 457.560.	
	Allocation Methodology:	Direct
	Program Pool(s):	Refugee Cash and Medical Assistance (100%) [PP020] Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI Hawk-I (Enhanced FMAP) [PP032] State Funded Family Planning Program [PP044] State Only Funded Programs [PP057] Cost Sharing IAPD (90% FFP) [PP094]
413-2924-01 Medicaid Enterprise Modernization Effort (MEME) - Interoperability	**Summary:** CMS approved implementation advanced planning document (IAPD) for the MEME Interoperability project. All costs associated with a CMS approved implementation advanced planning document (IAPD) of the MEME Interoperability project.	
	Allocation Methodology:	Direct
	Program Pool(s):	MEME IAPD - Interoperability {07/01/21} (90% FFP) [PP070]
413-2924-02 Medicaid Enterprise Modernization Effort (MEME) – 75%	**Summary:** All costs associated with a CMS approved operational advanced planning document (OAPD) of the MEME Interoperability project.	
	Allocation Methodology:	Direct
	Program Pool(s):	MMIS Operations Title XIX (75% FFP) [PP006]
413-2924-57 Medicaid Enterprise Modernization Effort (MEME) – State	**Summary:** Other costs associated with the MEME Interoperability project paid with state funds	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-2925-01 Pharmacy Benefit Project Manager	**Summary:** Costs associated with a Planning Advance Planning Document (PAPD) for planning activities related to the acquisition and implementation of a Pharmacy Point of Sale (POS) module for Iowa's Medicaid Management Information System (MMIS).	

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	Allocation Methodology:	Quarterly Claim Payments by Program
	Program Pool(s):	Refugee Cash and Medical Assistance [PP020] Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031] Med Exp Title XXI Hawk-I (Enhanced FMAP) [PP032] State Funded Family Planning Program [PP044] State Only Funded Programs [PP057] Pharmacy POS APD (90% FFP) [PP090]
413-H001 CHIP/ HAWK-i Non-Outreach Program Administration Expenses	**Summary:** Contractual and other costs related to CHIP/HAWK-i. Used for courier service charges, payments made to a third-party administrator for postage and post office box charges, printing of forms used in administration (surveys, envelopes, letterhead, etc.) and state systems changes related to HAWK-I and payments made to the Department of Inspections and Appeals to investigate fraud and pursue recovery of overpayments in the HAWK-*I* program. Also includes translation and interpreter services for Title XXI children, TCM ASO administration for Title XXI children, and other miscellaneous Title XXI administrative expenditures.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031]
413-H002 CHIP/ HAWK-i 100% State Expenses	**Summary:** Contractual and related costs associated with CHIP/ HAWK-i.	
	Allocation Methodology:	Direct
	Program Pool(s):	State Only Funded Programs [PP057]
413-H004 CHIP/ HAWK-i Outreach Expenses	**Summary:** Printing (brochures, posters, training packets) and other outreach materials. Advertising, payment for booth space at fairs, conferences and other outreach events, graphic arts work and grassroots outreach funds that go directly to communities.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031]
413-H005 CHIP/ HAWK-i Actuarial Expenses	**Summary:** Contractual costs of actuarial analysis for the establishment of capitation rates and determining benchmark equivalency for health care plans.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031]
413-H006 CHIP/ HAWK-i Peer Review	**Summary:** Medical chart review and quality review of health plans by a peer review organization.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031]
413-H010 CHIP/ HAWK-i Functional Assessment / Encounter Data Expenses	**Summary:** Payment to University of Iowa for analysis of survey results and encounter data, and payment to a fiscal agent for their services related to the survey.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031]
413-H011 CHIP/ HAWK-i Fiscal Agent Services	**Summary:** Payment of monthly contractual costs, operational expenditures, and change orders for a third-party administrator.	
	Allocation Methodology:	Direct
	Program Pool(s):	Med Exp Title XXI - CHIP (Enhanced FMAP) [PP031]
413-H260 Health Partnership Activities	**Summary:** For costs associated with the health partnership activities of the IowaCare Act.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-H2C0	**Summary:**	

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Dental Home for Children	Contractual services with the Department of Public Health (IDPH) to coordinate administration for the oral health portion of the Early Periodic Screening, Diagnosis and Treatment Program. The Contractor's duties shall include, but not be limited to the following for oral health: (1) Provide community infrastructure-building, enabling, and population-based services to increase access to care for EPSDT children; (2) Provide evaluation of current agency capacity and future needs for the I-Smile project; (3) Develop protocols, specific to each agency, to accommodate increased EPSDT client volume through I-Smile; (4) Begin enhancements to the Child and Adolescent Recording System (CAReS) to capture additional dental data and develop a tracking system for dental service provided for EPSDT children ages 0 to 12; (5) Provide IDPH data system enhancements to monitor preventive dental care access for Medicaid-enrolled pregnant women, including under age 21; (6) Provide an oral health specific linkage analysis of all state Title V agencies with reports and recommendations for local oral health infrastructure improvements; and (7) Provide a linkage analysis within the data link report regarding pre-term low birthweight deliveries and oral health of pregnant women.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]
413-M220 Medical Information Hotline	**Summary:** Per IowaCare legislation, expansion population members have access to a medical information hotline, accessible twenty-four hours per day, seven days per week, to assist them in making appropriate choices about the use of emergency room and other health care services. These expenditures are for the contractual services provided by the University of Iowa in developing, implementing, and maintaining this statewide toll-free telephone Nurse Helpline that is available 24 hours a day 7 days a week to enrolled IowaCare members with clinically related ("medical") questions. The Nurse Helpline provides callers with clinical care options and advice regarding the appropriate level of service necessary. The hotline calls are answered by a registered nurse.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance-Professional Staff Title XIX (75% FFP) [PP002]
413-M270 Audits, Performance Evaluations, Studies	**Summary:** Contractual services with the University of Iowa Public Policy Center to serve as the external evaluator for the IowaCare Demonstration. Evaluation activities include the review of IowaCare Demonstration objectives to: Increase access to appropriate health care; Incent consumers to engage in responsible health care utilization and personal health care management; Increase support for safety net hospitals; and rebalance the state's mental health system.	
	Allocation Methodology:	Direct
	Program Pool(s):	Medical Assistance - Other Staff Title XIX (50% FFP) [PP003]

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APPENDIX J: COST IMPACT STATEMENT

The Department of Health and Human Services anticipates the following break down of expenditures for FY2024. Actual differences by funding source will be available as the merger is implemented and claims are submitted by program.

EXPENDITURE / COST TYPE	AMOUNT	COMMENT
Indirect Costs	$18,909,749	
State Funds	$256,405,375	Non-federal, MOE, and/or match
Federal Funds	$356,224,036	FFP and block grants
Total	**$631,539,161**	**Total Expenditures (Annualized)**

POOL #	CAP DESCRIPTION	PROGRAM	CFDA	GROSS EXPENSE	FEDERAL PORTION	FFP
PP002	PP002 93.778 MED ASSIST PROF 75%	Medical Assistance-Professional Staff Title XIX	93.778	114,594	85,946	75%
PP003	PP003 93.778 MED ASSIST OTHER 50%	Medical Assistance-Other Staff Title XIX	93.778	67,168,681	33,584,341	50%
PP006	PP006 93.118 MMIS OPER TXIX 75%	MMIS Operations Title XIX	93.118	29,739,592	22,304,694	75%
PP007	PP007 93.667 SSBG 100%	Social Services Block Grant (SSBG)	93.667	40,902,943	14,314,046	0%
PP009	PP009 93.778 I-HAWP ADM 50%	Iowa Health and Wellness Plan (I-HAWP)	93.778	3,507,421	1,753,711	50%
PP010	PP010 93.778 MED ELIG TXIX 75%	Medicaid Eligibility Title XIX	93.778	53,271,223	39,953,417	75%
PP011	PP011 93.778 I-HAWP ELIG XIX 75%	Iowa Health and Wellness Plan (I-HAWP)	93.778	78,404	58,803	75%
PP012	PP012 93.558 FIP 100%	Family Investment Program (FIP) TANF	93.558	4,300,277	0	0%
PP014	PP014 93.658 IVE CASA 75%	Training for Court Appointed Special Advocates Title IV-E- graduated FFP	93.658	125,637	94,228	75%
PP016	PP016 93.563 CHILD SUPPORT ENFORCE 66%	Child Support and Foster Care Recovery Title IV-D	93.563	60,736,241	40,085,919	66%
PP017	PP017 93.658 FOSTER CARE ADMIN IVE 50%	Foster Care Administration Title IV-E	93.658	34,938,542	17,469,271	50%
PP018	PP018 93.556 PSSF GRANT IV-B 75%	PSSF Grant Title IV-B	93.556	1,508,167	1,131,125	75%
PP019	PP019 93.658 FOSTER CARE TRAIN IVE 75%	Foster Care Training Title IV-E	93.658	9,681	7,261	75%
PP020	PP020 93.566 REFUGEE CMA 100%	Refugee Cash and Medical Assistance	93.566	2,693,367	2,693,367	100%

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PP021	PP021 93.090 GUARDIAN ASSITANCE IVE 50%	Guardianship Assistance Program (GAP) IV-E	93.09	13,466	6,733	50%
PP023	PP023 10.561 FA FRAUD 50%	SNAP Fraud	10.561	1,332,891	666,446	50%
PP024	PP024 93.659 ADOPTION ASSISTANCE IVE 50%	Adoption Assistance Title IV-E	93.659	6,087,506	3,043,753	50%
PP025	PP025 10.561 FOOD ASSISTANCE 50%	SNAP	10.561	44,242,358	22,121,179	50%
PP026	PP026 10.561 FOOD ASSISTANCE EBT 50%	SNAP EBT	10.561	1,933,994	966,997	50%
PP027	PP027 93.596 CCDF MATCHING FMAP	CCDF Block Grant (Matching Fund)	93.596	9,314,485	6,113,097	66%
PP028	PP028 93.575 CCDF DISCRETIONARY 100%	CCDF Block Grant (Discretionary Fund)	93.575	2,342,553	2,342,553	100%
PP031	PP031 93.767 MED EXP XXI CHIP FMAP	Med Exp Title XXI - CHIP (Enhanced FMAP)	93.767	3,504,303	2,661,168	76%
PP032	PP032 93.767 MED EXP XXI HAWKI FMAP	Med Exp Title XXI Hawk-I (Enhanced FMAP)	93.767	3,927,799	2,982,771	76%
PP033	PP033 93.778 PASRR 75%	PASRR	93.778	2,773,794	2,080,346	75%
PP034	PP034 10.561 FOOD ASSIST STATE EXCH 100%	SNAP - State Exchange Fund	10.561	0	0	100%
PP035	PP035 10.561 FOOD ASSIST WORK REG 100%	SNAP - Work Reg/Job Search	10.561	869,276	869,276	100%
PP038	PP038 10.561 FOOD ASSIST NUTRITION 100%	SNAP - Family Nutrition Program	10.561	2,891,645	2,891,645	100%
PP039	PP039 TANF CHILD PROTECT SERVICES 100%	TANF - Child Protective (Services)	93.558	36,999,193	27,249,618	0%
PP040	PP040 FAMILY FIRST PREV SVC IVE 50%	Family First Prevention Services IV-E	93.472	5,205,468	2,602,734	50%
PP041	PP041 FAMILY FIRST TRANSITION GRANT 100%	Family First Transition Grant	93.556	704,442	704,442	100%
PP042	PP042 MEDICARE PART D MMIS 75%	Medicare Part D MMIS	93.778	24,498	18,374	75%
PP043	PP043 93.778 MMIS COVID19 APD 90%	MMIS COVID19 APD	93.778	1,096,337	986,703	90%
PP044	PP044 STATE FAMILY PLANNING 0%	State Funded Family Planning Program	State	11,332	0	0%
PP045	PP045 PROMISE JOBS TANF 100%	Promise Jobs TANF	93.558	411,646	411,646	0%
PP048	PP048 10.551 PANDEMIC EBT 100%	P-EBT	10.551	2,500,648	2,500,648	100%
PP049	PP049 10.561 SNAP SAE (ARPA) 100%	SNAP SAE (ARPA)	10.561	388,569	388,569	100%
PP052	PP052 93.778 SMHP APD 90%	State Medicaid Health Information Technology Plan (SMHP) APD	93.778	541,414	487,273	90%
PP053	PP053 93.778 SAVE MEDICAL XIX 100%	SAVE - Medical Title XIX	93.778	39,556	39,556	100%
PP055	PP055 10.561 SAVE FOOD ASSIST 50%	SAVE - SNAP	10.561	42,450	21,225	50%
PP056	PP056 STATE SUPPLEMENT SEC INCOME 0%	Supplemental Security Income	State	82,906	0	0%
PP057	PP057 STATE ONLY 0%	State Only Funded Programs	State	55,176,525	0	0%
PP062	PP062 93.778 MEME MED APD 90%	Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME)	93.778	11,078,528	9,970,675	90%
PP069	PP069 93.791 MONEY FOLLOW PER GRANT 100%	MONEY FOLLOWS THE PERSON GRANT	93.791	2,572,793	2,572,793	100%
PP070	PP070 93.778 MEME INT APD 90%	MEME IAPD - Interoperability	93.778	0	0	90%
PP074	PP074 STATE CIVIL COMMITTMENT UNIT 0%	Civil Commitment Unit for Sexual Offenders	State	5,073	0	0%

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PP075	PP075 STATE RESOURCE CENTERS 0%	State Resource Centers	State	150,677	0	0%
PP076	PP076 STATE MENTAL HEALTH INST 0%	Mental Health Institutions	State	15,393	0	0%
PP077	PP077 STATE JUVENILE INSTITUTION 0%	Juvenile Institution	State	4,871	0	0%
PP079	PP079 STATE MENTAL HEALTH & DISABIL 0%	MH/MR/DD	State	492,077	0	0%
PP082	PP082 93.63X DEVELOP DIS ADMIN 50%	Developmental Disabilities Indirect	93.63	5,418	2,709	50%
PP083	PP083 93.63X DEVELOP DIS FEDERAL 100%	Developmental Disabilities Federal	93.63	421,367	421,367	100%
PP091	PP091 93.563 CHILD SUPPORT SDU 66%	Child Support - State Disbursement Unit (SDU) Title IV-D	96.563	49,727	32,820	66%
PP096	PP096 93.778 TMSIS APD 90%	TMSIS APD	93.778	575,237	517,713	90%
PP098	PP098 93.778 MEME PROV SVS MOD 90%	MEME Provider Services Module	93.778	0	0	90%
PP099	PP099 93.958 COMM MENTAL HEAL BG 100%	Community Mental Health Services Block Grant	93.958	234,068	234,068	100%
PP101	PP101 STATE MENTAL HEALTH GRANTS 0%	Mental Health Grants	State	678	0	0%
PP102	PP102 XX.XXX CASE MGMT XIX 50%	Case Management Title XIX	93.778	40	20	50%
PP103	PP103 XX.XXX CHILD ABUSE GRANT 100%	Child Abuse Grants	Multiple	653,110	653,110	100%
PP104	PP104 XX.XXX INDEPENDENT LIVE GRANT 100%	Independent Living Grant Title IV-E	93.374	823,383	823,383	100%
PP105	PP105 XX.XXX CSFP FUND 375 100%	Commodity Supplemental Feeding Program	10.565	12,539	12,539	100%
PP106	PP106 XX.XXX TEFAP EFUND 50%	The Emergency Food Assistance Program (TEFAP)	10.568	75,088	37,544	50%
PP107	PP107 10.557 SUPP NUT WIC 100%	Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	2,508,758	2,508,758	100%
PP112	PP112 20.616 NATIONAL PRIORITY SAFE 100%	National Priority Safety Programs	20.616	180,229	180,229	100%
PP113	PP113 66.032 STATE INDOOR RADON 100%	State Indoor Radon Grants	66.032	97,747	97,747	100%
PP116	PP116 81.106 TRANSPORT OF TRANSURAN 100%	Transport of Transuranic Wastes to the Waste Isolation Pilot Plant: States and Tribal Concerns, Proposed Solutions	81.106	147,896	147,896	100%
PP117	PP117 84.181 SPECIAL EDUCATION 100%	Special Education - Grants for Infants and Families	84.181	183,358	183,358	100%
PP119	PP119 93.065 LAB LEADERSHIP 100%	Laboratory Leadership, Workforce Training and Management Development, Improving Public Health Lab Infrastructure	93.065	5,093	5,093	100%
PP120	PP120 93.069 PUBLIC HEALTH EMERG 100%	Public Health Emergency Preparedness	93.069	1,685,338	1,685,338	100%
PP121	PP121 93.070 STATE GRANTS WI DPI 100%	State Grants - WI DPI	93.07	428,733	428,733	100%

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PP124	PP124 93.092 ACA PERSONAL RESP %	Affordable Care Act (ACA) Personal Responsibility Education Program	93.092	122,086	122,086	100%
PP125	PP125 93.110 MATERNAL & CHILD HEALTH %	Maternal and Child Health Federal Consolidated Programs	93.11	116,362	116,362	100%
PP126	PP126 93.116 TUBERCULOSIS CONTROL %	Project Grants and Cooperative Agreements for Tuberculosis Control Programs	93.116	285,288	285,288	100%
PP127	PP127 93.127 EMERGENCY MEDICAL CHILD %	Emergency Medical Services for Children	93.127	166,107	166,107	100%
PP128	PP128 93.130 PRIMARY CARE OFFICES %	Cooperative Agreements to States/Territories for the Coordination and Development of Primary Care Offices	93.13	136,581	136,581	100%
PP129	PP129 93.136 INJURY PREVENTION	Injury Prevention and Control Research and State and Community Based Programs	93.136	1,628,172	1,628,172	100%
PP131	PP131 93.165 LOAN REPAYMENT PRG 100%	Grants to States for Loan Repayment Program	93.165	706,465	706,465	100%
PP133	PP133 93.137 CHILDHOOS LEAD PREV %	Childhood Lead Poisoning Prevention Projects	93.137	363,565	363,565	100%
PP134	PP134 93.217 FAMILY PLANNING %	Family Planning Services	93.217	259,621	259,621	100%
PP135	PP135 93.234 TRAUMATIC BRAIN INJURY %	Traumatic Brain Injury State Demonstration Grant Program	93.234	101,562	101,562	100%
PP136	PP136 92.235 ACA ABSTINANCE %	Affordable Care Act (ACA) Abstinence Education Program	93.235	154,403	154,403	100%
PP137	PP137 92.236 ORAL HEALTH 0%	Grants to States to Support Oral Health Workforce Activities	93.236	168,388	168,388	100%
PP138	PP138 93.241 STATE RURAL HOSPITAL %	State Rural Hospital Flexibility Program	93.241	256,874	256,874	100%
PP139	PP139 93.243 SA&MH SERVICES PROJ 0%	Substance Abuse and Mental Health Services-Projects of Regional and National Significance	93.243	1,610,588	1,610,588	100%
PP142	PP142 93.268 IMMUNIZATION COOPERATIVE %	Immunization Cooperative Agreements	93.268	8,780,961	8,780,961	100%
PP143	PP143 93.27X ADULT VIRAL HEP PREV %	Adult Viral Hepatitis Prevention and Control	93.27	295,364	295,364	100%
PP145	PP145 93.301 SMAL RURAL HOSPITAL %	Small Rural Hospital Improvement Grant Program	93.301	109,395	109,395	100%
PP146	PP146 93.314 EALRY HEARING DETECT %	Early Hearing Detection and Intervention Information System (EHDI-IS) Surveillance Program	93.314	296,047	296,047	100%

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PP147	PP147 93.323 EPIDEMIOLOGY %	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	41,005,288	41,005,288	100%
PP148	PP148 93.334 HEALTH BRAIN %	The Healthy Brain Initiative: Technical Assistance to Implement Public Health Actions related to Cognitive Health, Cognitive Impairment, and Caregiving at the State and Local Levels	93.334	273,682	273,682	100%
PP149	PP149 93.336 BRFSS 100%	Behavioral Risk Factor Surveillance System (BRFSS)	93.336	206,656	206,656	100%
PP150	PP150 93.354 OPOID CRISIS GRANT %	Opioid Crisis Grant	93.354	2,277,688	2,277,688	100%
PP152	PP152 93.387 TABACCO CONTROL PROGRAM	National and State Tobacco Control Program	93.387	804,561	804,561	100%
PP153	PP153 93.391 PH & HEALTHCARE CRISIS 100%	Activities to Support State, Tribal, Local and Territorial (STLT) Health Dept Response to PH or Healthcare Crises	93.391	430,106	430,106	100%
PP154	PP154 93.421 PUBLIC HEALTH SYS %	Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health	93.421	331,462	331,462	100%
PP155	PP155 93.426 DIABETES & HEART DIS 100%	Improving the Health of Americans through Prevention and Management of Diabetes and Heart Disease and Stroke	93.426	302,908	302,908	100%
PP157	PP157 93.478 PREV MATERNAL DEATH %	Preventing Maternal Deaths: Supporting Maternal Mortality Review Committees	93.478	211,301	211,301	100%
PP159	PP159 93.575 CHILD CARE DEV GRANT 100%	Child Care and Development Block Grant	93.575	443,307	443,307	100%
PP161	PP161 93.778 MEDICAID ASST %	Medicaid Assistance	93.778	272,322	272,322	100%
PP162	PP162 93.800 COLORECTAL CANCER %	The Colorectal Cancer Control Program (CRCCP)	93.8	316,373	316,373	100%
PP163	PP163 93.870 MATERNAL INFANT EARLY 100%	Maternal, Infant and Early Childhood Home Visiting Grant Program	93.87	433,993	433,993	100%
PP164	PP164 93.899 NATIONAL BIOTERROR %	National Bioterrorism Hospital Preparedness Program	93.899	727,487	727,487	100%
PP165	PP165 93.898 CANCER PREVENTION %	Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations	93.898	124,288	124,288	100%
PP166	PP166 93.913 OFFICES OF RURAL HEALTH %	Grants to States for Operation of Offices of Rural Health	93.913	164,556	164,556	100%
PP167	PP167 93.917 HIV CARE FORM GRANTS %	HIV Care Formula Grants	93.917	3,898,206	3,898,206	100%

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PP168	PP168 93.928 SPECIAL PROJECTS %	Special Projects of National Significance	93.928	157,991	157,991	100%
PP169	PP169 93.94X HIV PREVENTION %	HIV Prevention Activities-Health Department Based	93.94	669,025	669,025	100%
PP171	PP171 96.946 SAFE MOTHERHOOD %	Cooperative Agreements to Support State-Based Safe Motherhood and Infant Health Initiative Programs	93.946	119,707	119,707	100%
PP173	PP173 93.959 SUBSTANCE ABUSE BG	Block Grants for Prevention and Treatment of Substance Abuse	93.959	2,413,131	2,413,131	100%
PP174	PP174 93.977 PREV HEALTH BLCK GRANT %	Preventive Health and Health Services Block Grant	93.977	613,903	613,903	100%
PP175	PP175 93.997 ASSISTED OUTPATIENT %	Assisted Outpatient Treatment	93.997	642,387	642,387	100%
PP176	PP176 93.991 PREVENT HEALTH %	Preventive Health and Health Services Block Grant	93.977	358,587	358,587	100%
PP177	PP177 93.994 MATERNAL AND CHILD %	Maternal and Child Health Services Block Grant to the States	93.994	2,509,683	2,509,683	100%
PP181	PP181 94.002 CNCS RET SENIOR VOL 90%	CNCS-Retired Senior Vol Pgm	94.002	1,144,410	1,029,969	90%
PP186	PP186 93.041 TITLE VI ELDER ABUSE 100%	Title VII Elder Abuse	93.041	3,371	3,371	100%
PP187	PP187 93.042 TITLE VII OMBUDSMAN 100%	Title VII Ombudsman Activity	93.042	1,565,811	1,565,811	100%
PP189	PP189 93.761 AoA EB FALL PREV %	AoA Evidence-Based Falls Prev	93.761	1,303,347	1,303,347	100%
PP190	PP190 93.048 ACL INNOV NUTRITION %	ACL Innovations in Nutrition	93.048	2,461,829	2,461,829	100%
PP191	PP191 93.788 OPOID RESP GRANT 100%	Opioid Response Grant	93.788	4,143,073	4,143,073	100%
PP192	PP192 93.094 WOMAN SCREENING 100%	Well-Integrated Screening and Evaluation for Women Across the Nation	93.094	63,140	63,140	100%
PP193	PP193 93.283 CDC TECH ASST VITAL STAT %	CDC, Technical Assistance, Vital Statistics	93.283	218,638	218,638	100%
PP195	PP195 93.758 PREVENTIVE HEALTH %	Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF)	93.758	1,301,199	1,301,199	100%
PP196	PP196 93.516 PUBLIC HEALTH TRAIN %	Public Health Training Centers Program	93.516	110,620	110,620	100%
PP197	PP197 PR.VTE PRIVATE GRANT %	Private Grant	Private	1,318,899	0	0%
PP198	PP198 FE.EES FEES %	Fees	Fees	23,576,773	0	0%
PP199	PP199 93.988 DIABETES CONTROL 100%	Cooperative Agreements for State-Based Diabetes Control Programs and Evaluation of Surveillance Systems	93.988	414,292	414,292	100%
PP200	PP200 FE.EES CANNABIDOL HEMP FEE 0%	Cannabidiol and Hemp Fees - Fees	Fees	3,055,774	0	0%

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PP201	PP201 93.967 ACADEMIA COLL 100%	CDC's Collaboration with Academia to Strengthen Public Health	93.967	1,617,319	1,617,319	100%
PP202	PP202 94.003 AMERICORPS COMM SUPP 100%	AmeriCorps State Commissions Support Grant	94.003	1,467,308	1,467,308	100%
PP203	PP20.97.02X HOMELAND SECURITY 100%	Homeland Security Grant Program	97.02	39,672	39,672	100%
PP204	PP204 96.067 HOMELAND SECURITY 100%	Homeland Security Grant Program	96.067	101,867	101,867	100%
PP205	PP205 94.017 AMERICORPS SENIOR FGP 100%	AmeriCorps Seniors Senior Demonstration Program (FGP)	94.017	240,337	240,337	100%
PP206	PP206 94.021 AMERICORPS GENERATION 100%	AmeriCorps Volunteer Generation Fund	94.021	370,358	370,358	100%
PP207	PP207 94.013 AMERICORPS AMERICA 100%	AmeriCorps Volunteers In Service to America	94.013	243,038	243,038	100%
PP208	PP208 94.008 AMERICORP INVEST FUND 100%	AmeriCorps Commission Investment Fund	94.008	259,833	259,833	100%
PP212	PP212 XX.XXX ARPA CMHS 0%	ARPA Block Grant for Community Mental Health Services	93.958	120,464	120,464	100%
PP213	PP213 XX.XXX BHSIS 0%	BHSIS - Behavioral Health Service Information System	STATE	32,435	0	0%
PP215	PP215 XX.XXX CRRSA CMHS 0%	CRRSA Block Grant for Community Mental Health Services	93.958	303,370	303,370	100%
PP216	PP216 XX.XXX IOWA CCBHC GRANT 0%	Iowa CCBHC Planning Grant	93.829	214,314	214,314	100%
PP218	PP218 93.870 EARLY HOMEVISIT 100%	Maternal, Infant and Early Childhood Homevisiting Grant Program	93.87	826,118	826,118	100%
PP219	PP219 16.540 DELINQUENCY PREV 100%	Juvenile Justice and Delinquency Prevention	16.54	291,282	291,282	100%
PP220	PP220 84.161 RHB SRVCE CLIENT ASST 100%	Rehabilitation Services Client Assistance Program	84.161	219,037	219,037	100%
PP221	PP221 84.126 RHB SRVC VOC REHAB 100%	Rehabilitation Services Vocational Rehabilitation	84.126	454,658	454,658	100%
PP222	PP222 16.812 SECOND CHANCE 100%	Second Chance Act Reentry Initiative	16.812	235,337	235,337	100%
PP223	PP223 93.674 CHAFEE TRANS GRANT 100%	John H. Chafee Foster Care Program for Successful Transition to Adulthood	93.674	615,813	615,813	100%
PP224	PP224 16.550 STATE JUSTICE STATS 100%	State Justice Statistics Program for Statistical Analysis Centers	16.55	246,697	246,697	100%
PP226	PP226 PR.VTE URBAN INSTITUTE 0%	The Urban Institute	Private	21,824	0	0%
PP227	PP227 16.838 SUBSTANCE USE 100%	Comprehensive Opioid, Stimulant, and other Substances Use Program	16.838	38,365	38,365	100%
PP229	PP229 93.569 COMMUNITY SERVICE BG 100%	Community Services Block Grant	93.569	329,130	329,130	100%

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PP230	PP230 81.042 WEATHERIZATION 0%	Weatherization Assistance for Low-Income Persons	81.042	907,474	907,474	100%
PP231	PP231 93.588 FaDSS GRANT 100%	Family Development and Self Sufficiency FaDSS	93.558	325,598	325,598	100%
PP232	PP232 93.568 HOME INCOME ENERGY 0%	Low-Income Home Energy Assistance	93.568	368,584	368,584	100%
PP233	PP233 93.499 WATER ASSISTANCE 0%	Low Income Household Water Assistance Program	93.499	84,144	84,144	100%
PP240	PP240 93.669 CHILD ABUSE COVID 100%	Child Abuse Prevention and Treatment Act COVID	93.669	337,922	337,922	100%
PP300	PP300 IND COST POOL PUBLIC HEALTH 75%	Indirect Cost Rate Pool – Public Health	Indirect	581,363	436,022	75%
PP301	PP301 IND COST POOL PREV HEALTH 75%	Indirect Cost Rate Pool – Preventive Health	Indirect	199,659	149,744	75%
PP302	PP302 IND COST POOL - AGING & DIS 75%	Indirect Cost Rate Pool – Aging and Disability	Indirect	537,195	402,896	75%
TOTAL				**631,539,161**	**375,337,191**	**59.43%**

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</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dbe41ea4b20141c7a878851abd32f72e-walker, kri>; Hance, Amy (ACF) <amy.hance@acf.hhs.gov>

Cc:

Bcc:

Subject: CB-496 follow-up

Date: Mon Mar 11 2024 15:23:56 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record.
EXCEPTIONS:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose

Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

Source

This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to:

- The child being assessed and
- The child's custodial and noncustodial parents or guardian.

The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date.
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition
- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose	Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.
Source	Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.
Completion	The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved. **Exception**: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required. Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain. ▪ If the child will remain in the new household, complete the risk assessment on the new household. ▪ If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**. Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services. The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).
Distribution	The form is maintained within JARVIS and is considered assessment data.
Data	Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response. On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose	Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.
Source	Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms. Department staff may print the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement. Complete the form when: ▪ A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services. ▪ There is a change in any of the terms of the placement (e.g., rate of payment). The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.
Distribution	After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.
Data	The child's name and birth date corresponds to the information entered in FACS. The effective date is the date of placement or the date the revised terms become effective. Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract. The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number. Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.

Data	The form identifies:
	▪ The parties to the agreement (the Department and the guardian).
	▪ The terms of the agreement.
	▪ A successor guardian if named.
	▪ A summary of the benefits agreed to:
	  • The guardianship subsidy maintenance payment.
	  • Non-recurring expenses related to finalizing the guardianship.
	  • Any agreed upon special services and the reason for special services.
	
	Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose	Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.
Source	Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.
Completion	The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including: ▪ Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license. ▪ Issuance of a provisional license on application or reapplication. ▪ Denial of a license on application, reapplication, or expiration of a provisional license. **NOTE:** The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.
Distribution	Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes. The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form. File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.
Data	Indicate if a new license or renewed license is being issued. Check the applicable choice and fill in the dates and license capacity if requested. If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided. If the application is denied: ▪ Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number. ▪ Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose	Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.
Source	The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for: ▪ The subjects of the report. ▪ The mandatory reporter who made the report, if applicable. ▪ The employees of a child protection center involved in the child abuse assessment, if applicable. ▪ Child care facility administrators, if applicable. ▪ The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable. **NOTE:** A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.
Distribution	The form is mailed from Central Printing when completed in JARVIS. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. The county attorney and juvenile court have access through the portal.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose	Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.
Source	Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens: 1. Click on the FORMS tab. 2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type. 3. Click on the form from the list of forms appearing on the right. 4. Click on Form Details for instructions. Click on Complete Form to open the form.
Completion	The Department may provide consent only when all of the following conditions are met: ▪ A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and ▪ The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and ▪ It is in the child's best interest to have a driver license or operator instruction permit, and ▪ Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license. The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child. A social work supervisor, social work administrator, or service area manager is required to sign the form. The Department of Transportation will check the Department signature against a list of Department staff approved to sign.
Distribution	Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.
Data	Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose

Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance:

- For foster parent applicants to complete the 30 hours of pre-service training, or
- Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.

Source

Complete this form using the template in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form.

To request a variance of a licensing standard:

- Enter the rule needing approval of the variance.
- Enter the effective date that the variance is requested.
- Describe the proposed equivalent alternative to meeting the licensure rule.

The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.

Distribution

Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office and enter the date sent.

Data

Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*.

NOTE: Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

Resource Parent Initial Home Study, Form 470-5436

Purpose

The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The recruitment and retention home study worker shall:

- Complete this form before preparing the licensing or approval recommendation; and
- Complete an update of this form when significant changes occur.

NOTE: If an approved home study is more than one year old, then an update is required.

Distribution

The recruitment and retention contractor:

- Sends the original to the Department for the licensing file.
- Keeps a copy for its file.
- Gives a copy to the family upon request.

Data

The *Resource Parent Initial Home Study* format includes sections summarizing the following:

- The dates of training and family consultations
- The family's motivation for becoming a foster family
- The family's strengths and needs relative to the skills needed
- The family's commitment to safety
- A summary of references
- The family's willingness to work with the child's birth family
- The family's understanding and support of concurrent planning
- Plans for supporting the family after placement
- Placement recommendations for this family
- Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose

Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.

Source

Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.

Distribution

Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.

Data

If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-002304

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Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-002306

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Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-002307

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 460 (Attachment 2 of 3)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

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IA-DHHS-24-0418-A-002362

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RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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Document ID: 0.7.3995.5207-000003
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Filename: Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified: Mon Mar 11 15:23:56 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5203

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Cc:

Bcc:

Subject: CB-496 follow-up

Date: Mon Mar 11 2024 15:23:34 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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StartTime: Tue Mar 12 09:00:00 Central Daylight Time 2024
EndTime: Tue Mar 12 09:45:00 Central Daylight Time 2024
Location: Microsoft Teams Meeting
Invitees: Philmon, David; Lipscomb, Lori; Konchalski, Kristin; Hance, Amy (ACF)
Recurring: No
ShowReminder: No
Accepted: No

I'll be in the office.

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 210 637 230 486
Passcode: tCZdFb

Download Teams | Join on the web

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Or call in (audio only)

+1 469-998-6046,,984693889# United States, Dallas

Phone Conference ID: 984 693 889#

Find a local number | Reset PIN

Learn More | Meeting options

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Filename: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg <extracted>
Last Modified: Mon Mar 11 15:23:34 CDT 2024

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
E-Mail: amy.hance@acf.hhs.gov

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Filename: Employee Manual 18-Appendix.pdf <extracted>
Last Modified: Mon Mar 11 15:23:34 CDT 2024

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose	The *Adult Protective Notification* form is used to: ▪ Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment. ▪ Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report. ▪ Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.
Distribution	Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.
Data	Enter: ▪ The date. ▪ The registry number (automatically entered on second page). ▪ The incident number. ▪ Your name and address. ▪ Your supervisor's name. ▪ Your office phone number. ▪ A check for the role of the person. ▪ Whether this notice is about an addendum. Your finding (founded; unfounded; or confirmed, not registered). ▪ The type of allegation. ▪ The name of the dependent adult. ▪ The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose	Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway. The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.
Source	This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Distribution	After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian. The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date. ▪ Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS. ▪ Household Composition ▪ Non-Custodial Parent ▪ Others Involved in the Assessment – Not in Household ▪ Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose	The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.
Source	Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.
Distribution	The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.
Data	**Case Information**. Enter the following information: ▪ Child or children's name or names ▪ Parent or caregiver's name ▪ Parent, caregiver or noncustodial parent's name ▪ Date of the FTDM meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Family Functioning Domains**. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers. The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision. The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories): ▪ Child Well-Being: • Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

AMERICAN OVERSIGHT

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose	Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.
Source	Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.
Completion	The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including: ▪ Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license. ▪ Issuance of a provisional license on application or reapplication. ▪ Denial of a license on application, reapplication, or expiration of a provisional license. **NOTE:** The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.
Distribution	Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes. The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form. File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.
Data	Indicate if a new license or renewed license is being issued. Check the applicable choice and fill in the dates and license capacity if requested. If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided. If the application is denied: ▪ Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number. ▪ Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose	Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.
Source	Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens: 1. Click on the FORMS tab. 2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type. 3. Click on the form from the list of forms appearing on the right. 4. Click on Form Details for instructions. Click on Complete Form to open the form.
Completion	The Department may provide consent only when all of the following conditions are met: ▪ A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and ▪ The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and ▪ It is in the child's best interest to have a driver license or operator instruction permit, and ▪ Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license. The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child. A social work supervisor, social work administrator, or service area manager is required to sign the form. The Department of Transportation will check the Department signature against a list of Department staff approved to sign.
Distribution	Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.
Data	Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*. **NOTE:** Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose

Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.

Source

Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.

Distribution

Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.

Data

If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

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Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002799

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RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-002800

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002801

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-002803

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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IA-DHHS-24-0418-A-002804

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-002807

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-002808

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-002809

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002810

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002811

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002812

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002813

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002814

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002815

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002816

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002817

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002818

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-002819

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002820

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 464 (Attachment 2 of 3)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-002821

Document ID: 0.7.3995.5203-000003
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Filename: Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified: Mon Mar 11 15:23:34 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5339

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Cc:

Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Mon Mar 11 2024 12:18:29 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Mon Mar 11 12:18:29 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

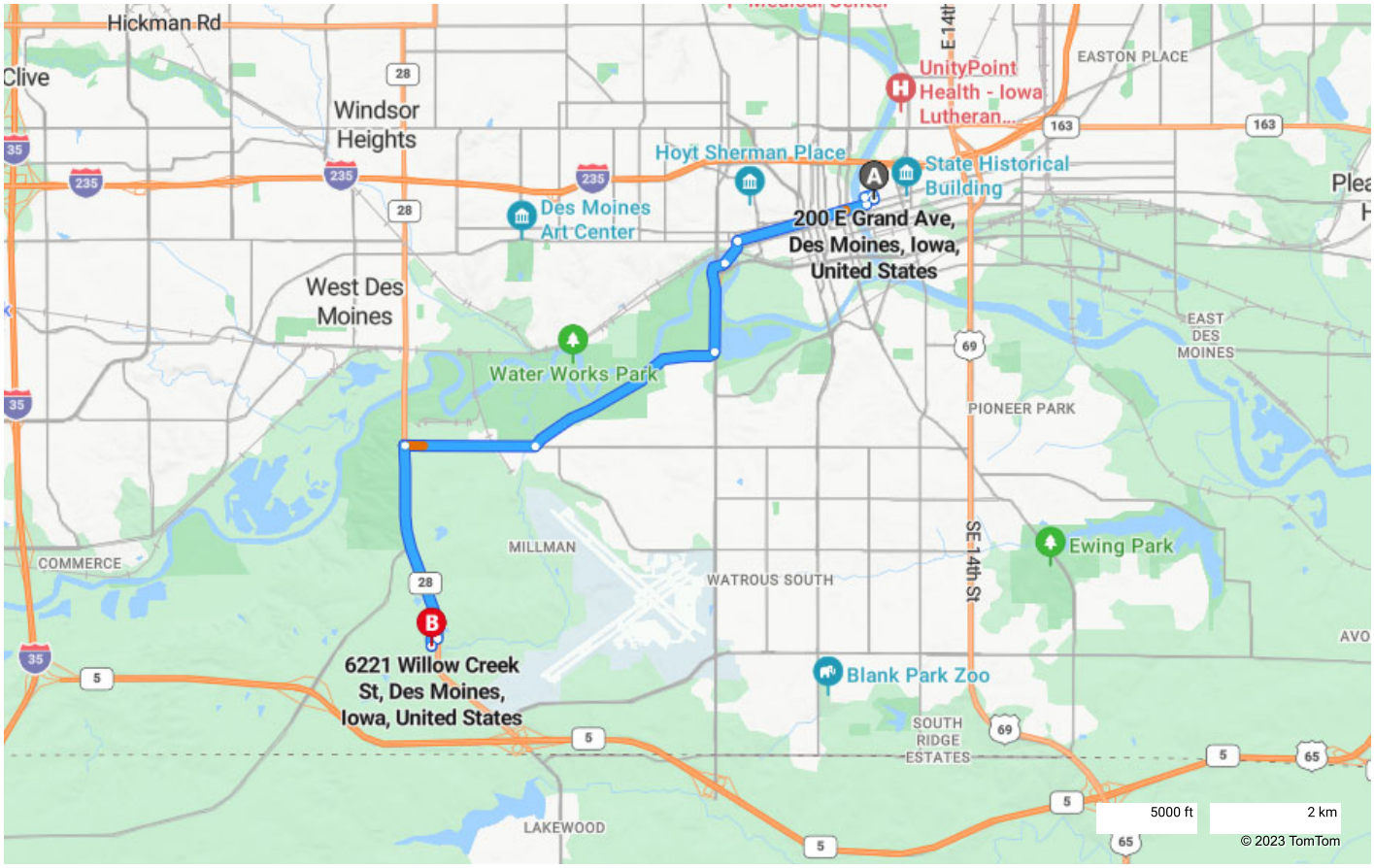
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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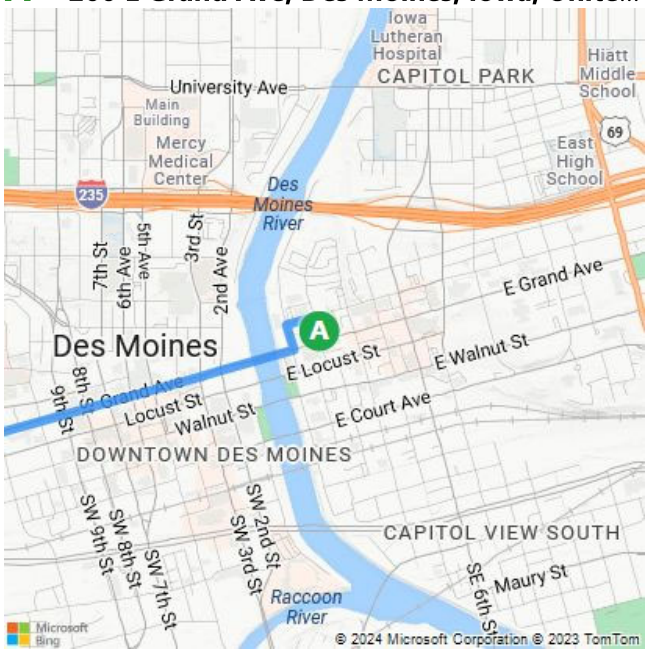

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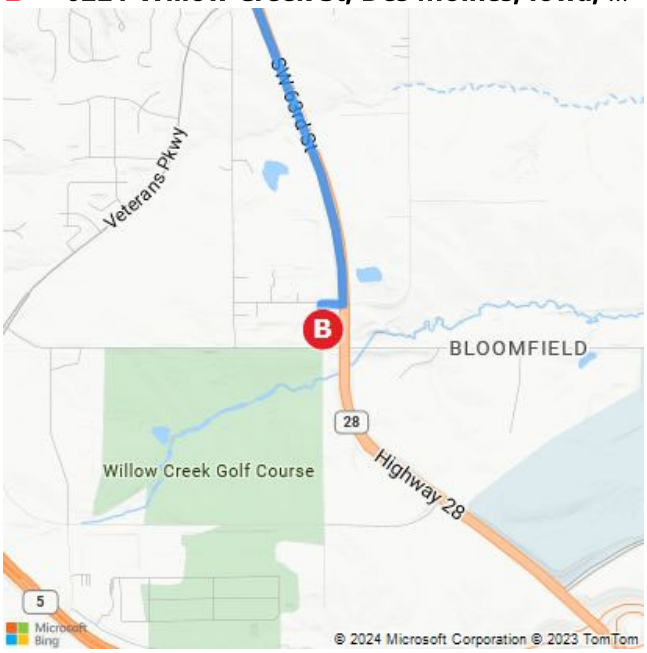

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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Mon Mar 11 12:18:29 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

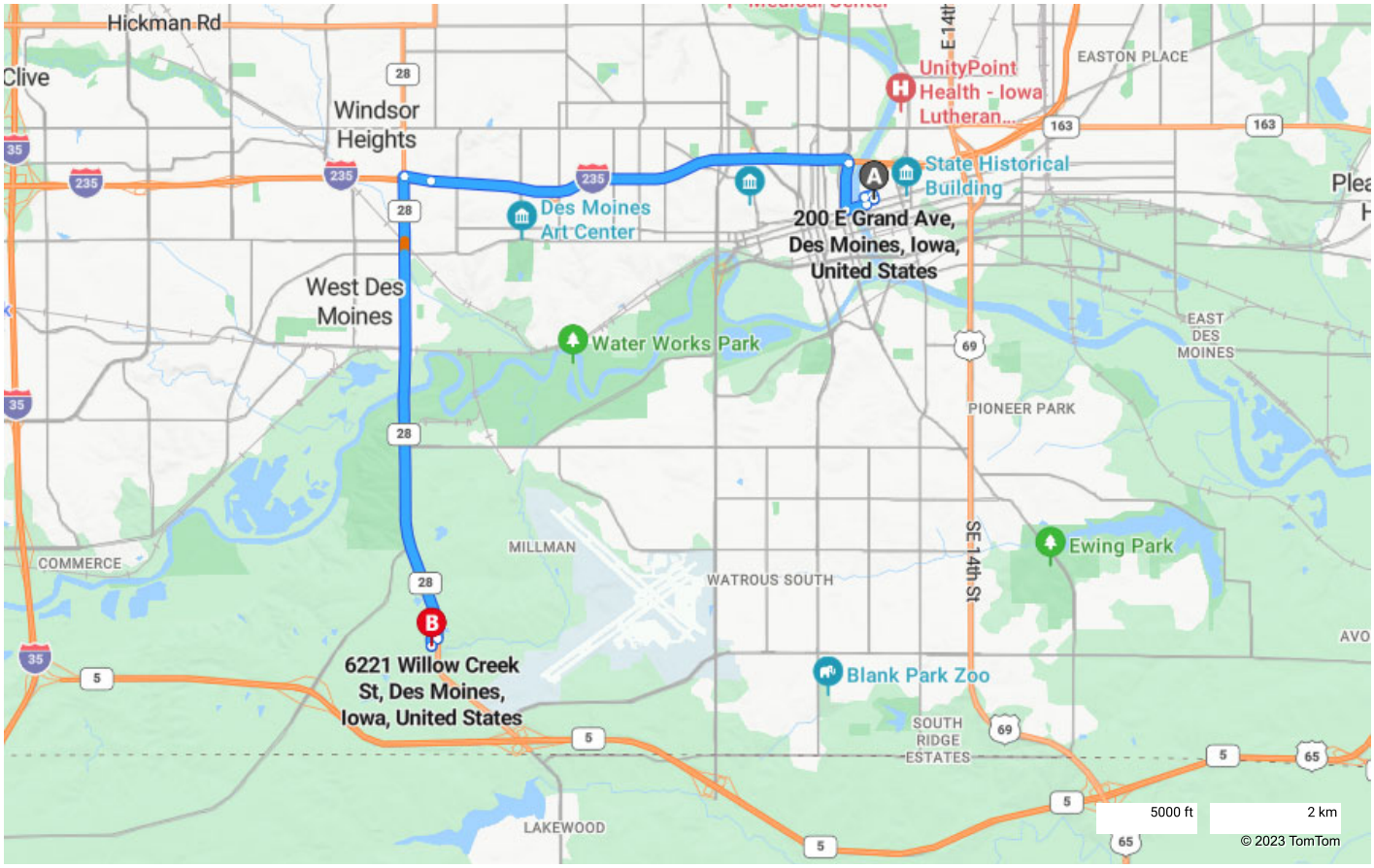
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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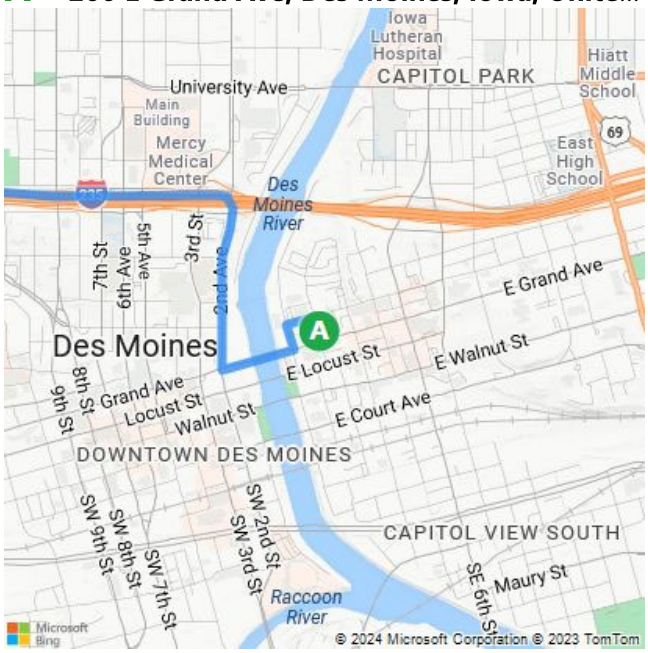
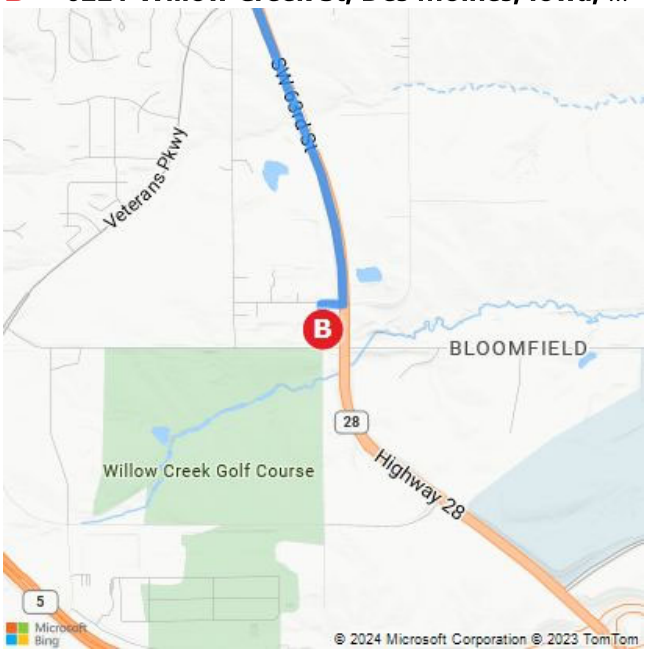


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Mon Mar 11 12:18:29 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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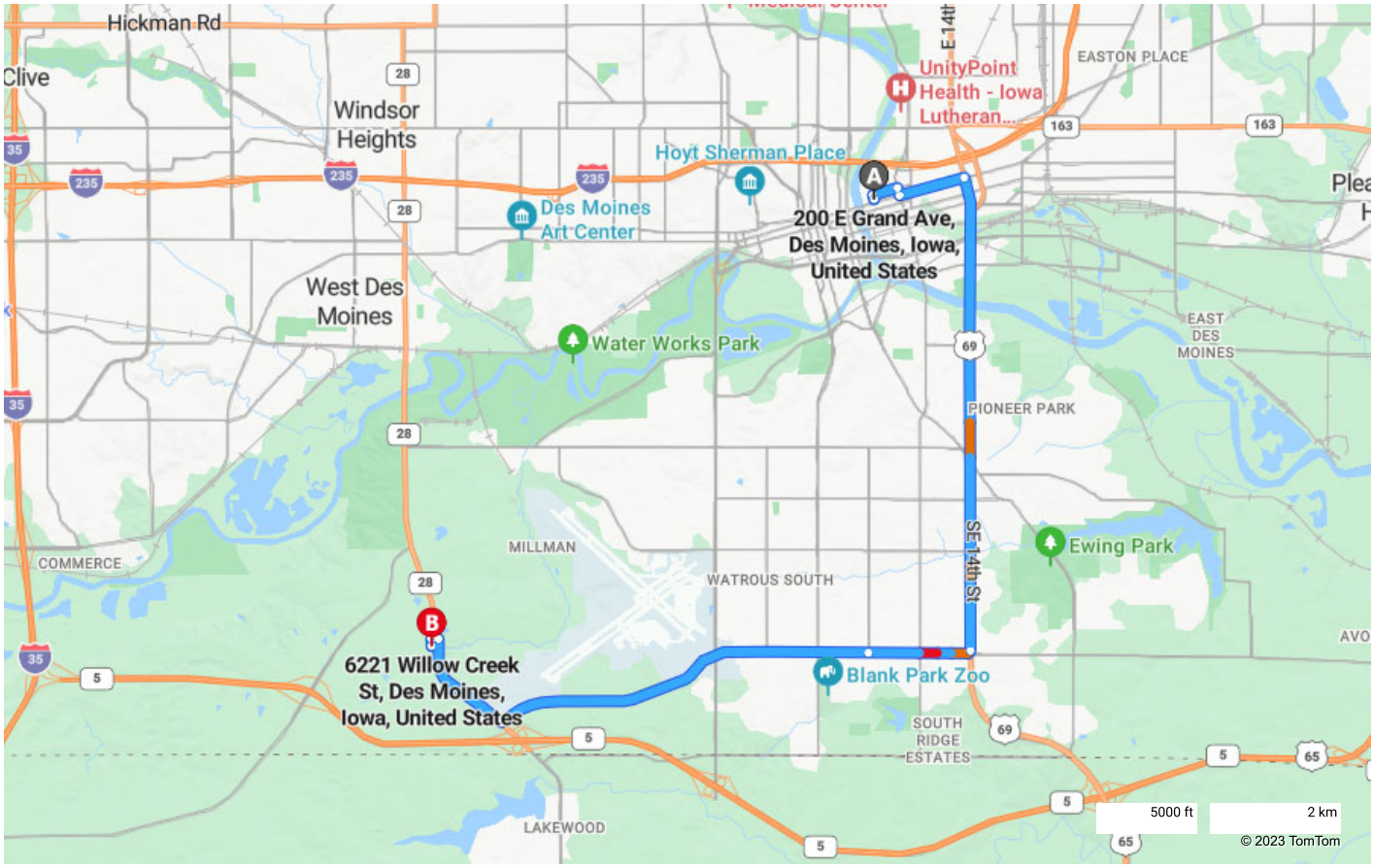

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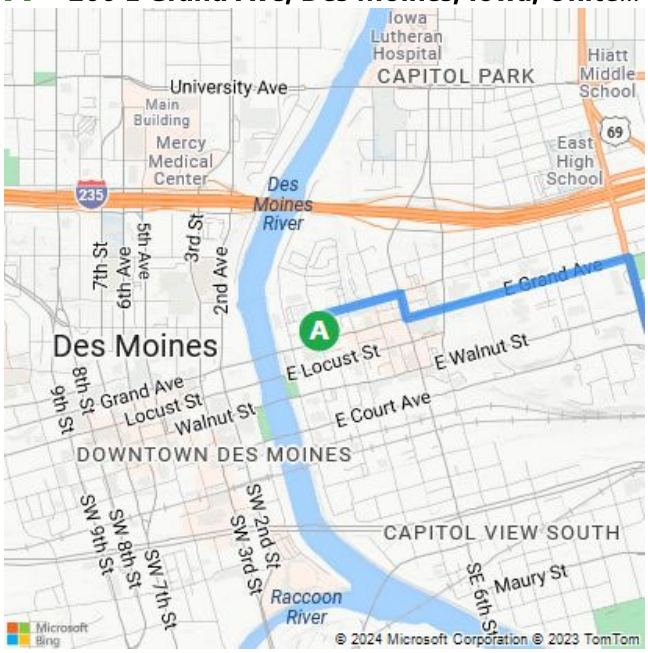

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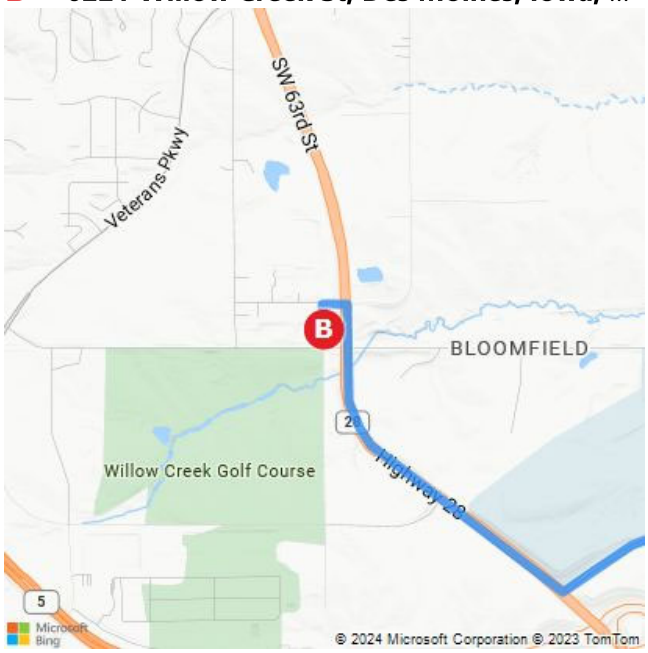

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AMERICAN OVERSIGHT

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Cc:

Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Mon Mar 11 2024 12:18:29 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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Document ID: 0.7.3995.5087-000001
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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Mon Mar 11 12:18:29 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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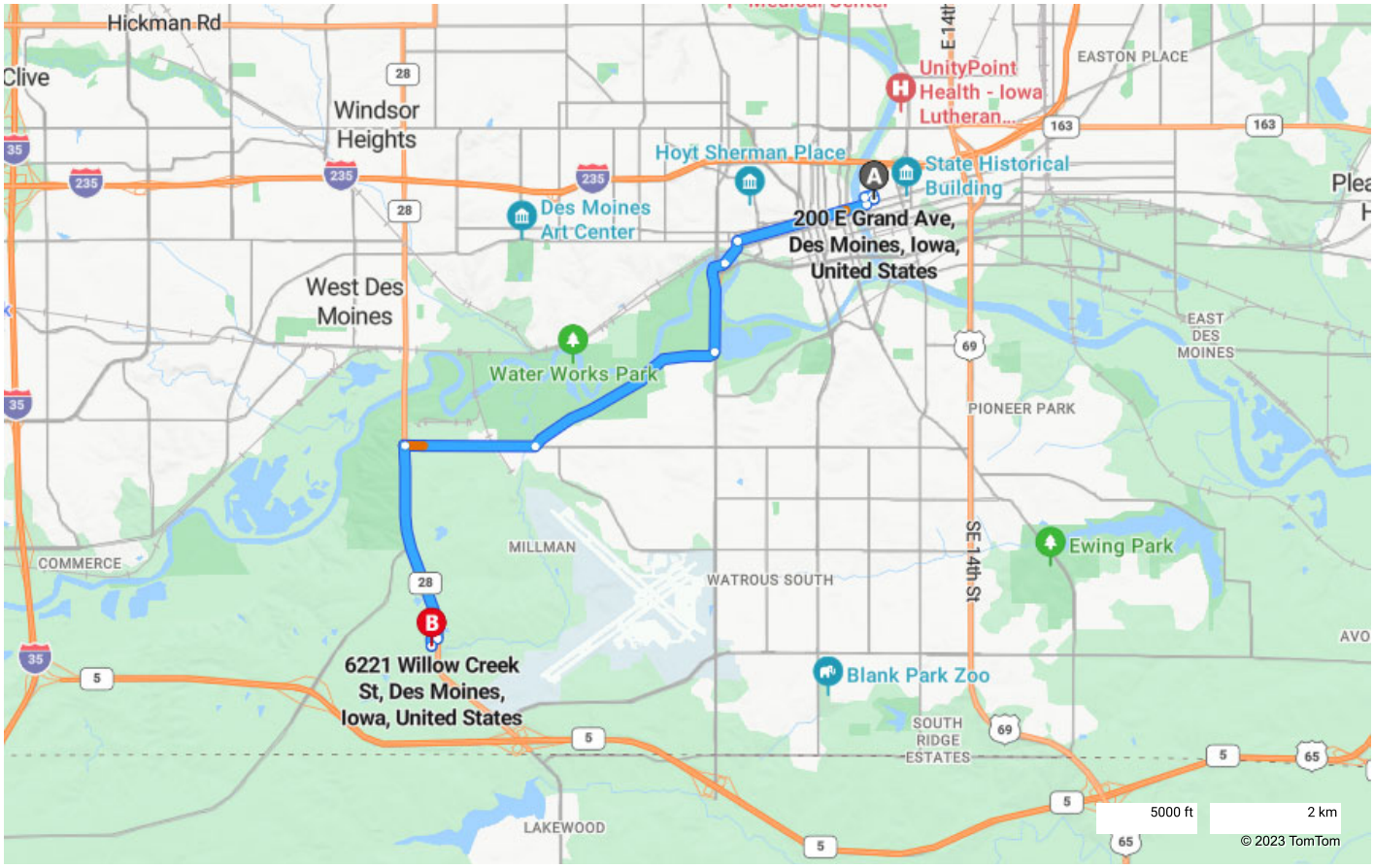

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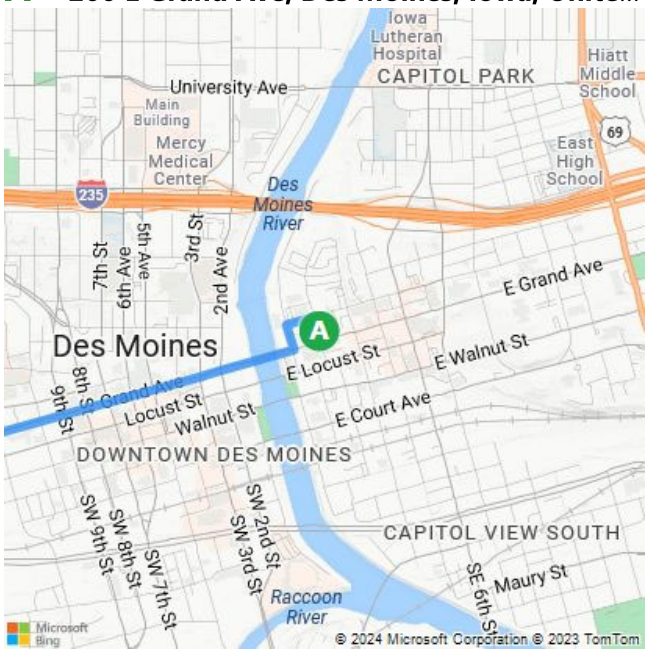
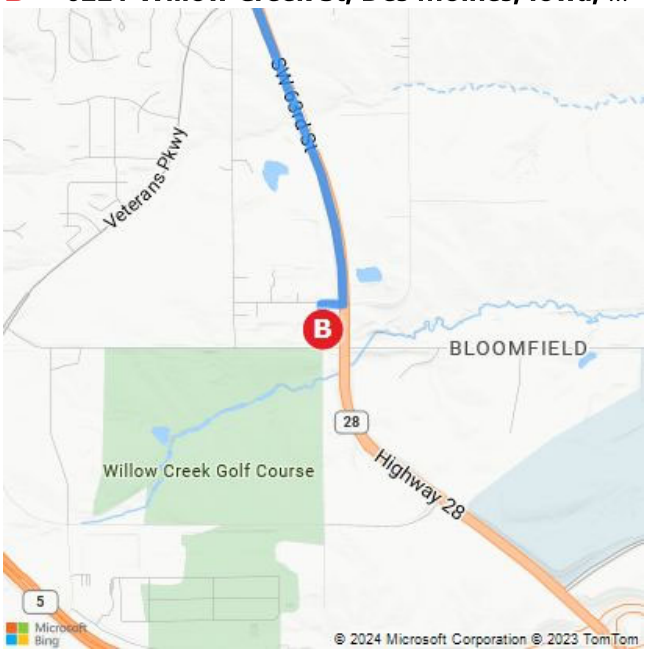


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Mon Mar 11 12:18:29 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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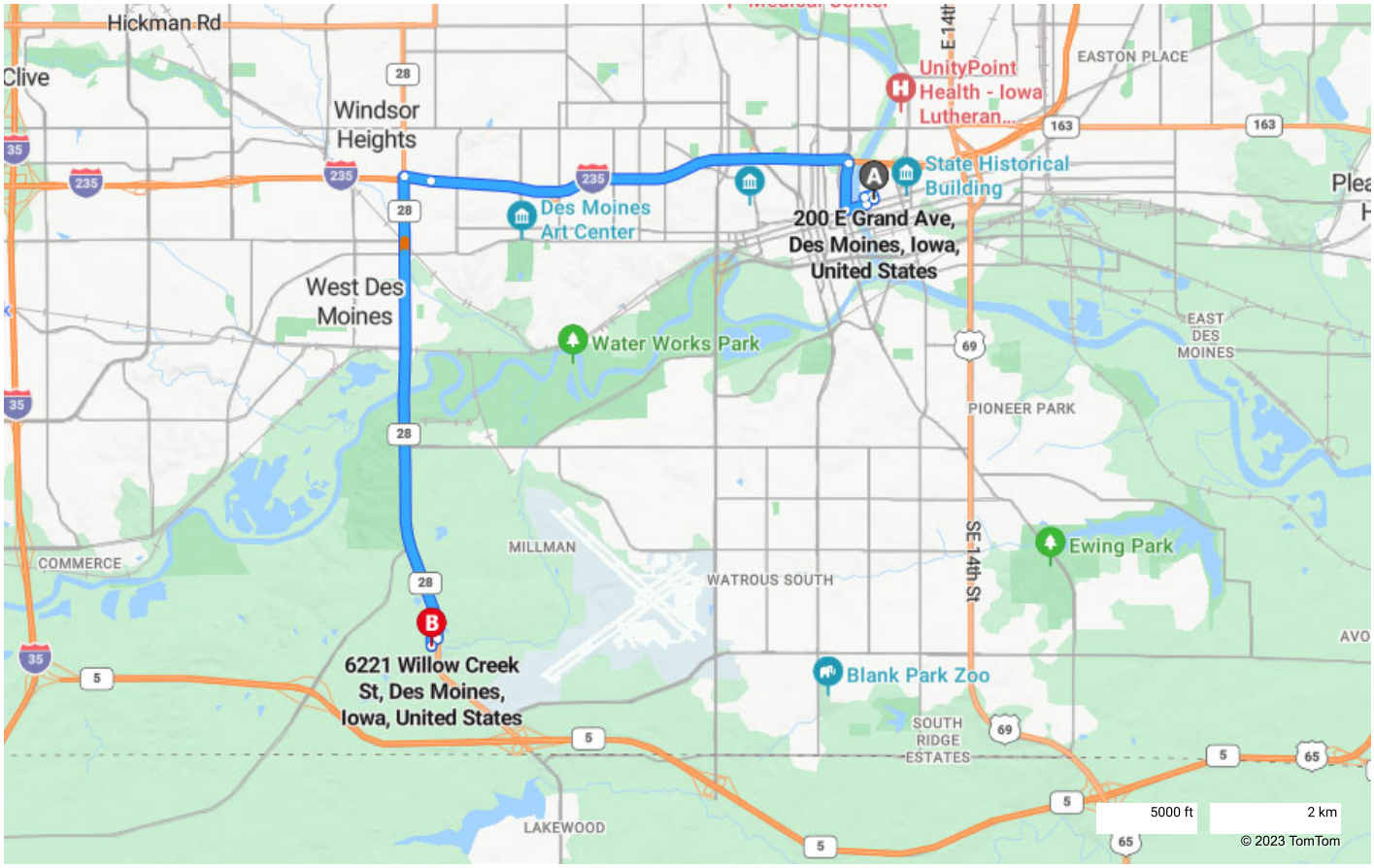

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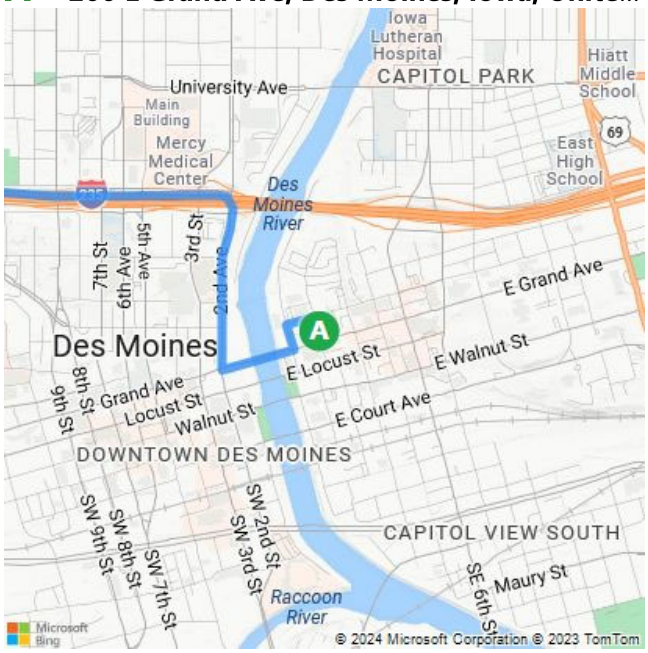
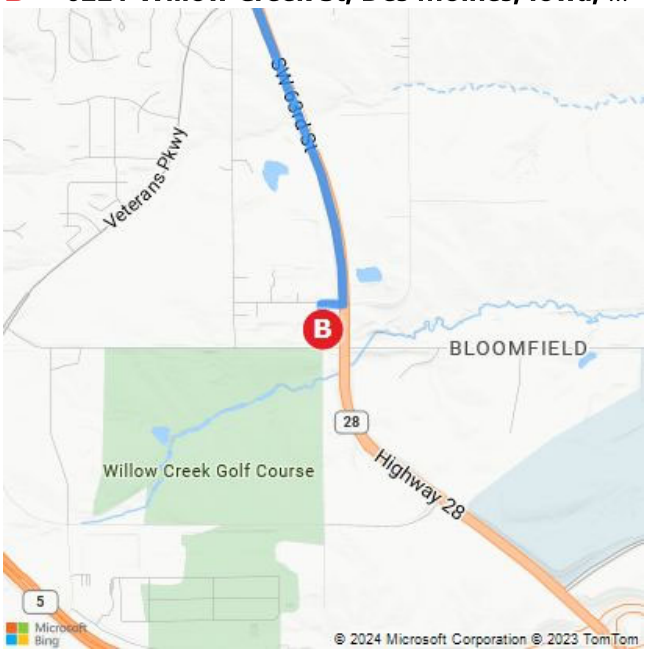


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Mon Mar 11 12:18:29 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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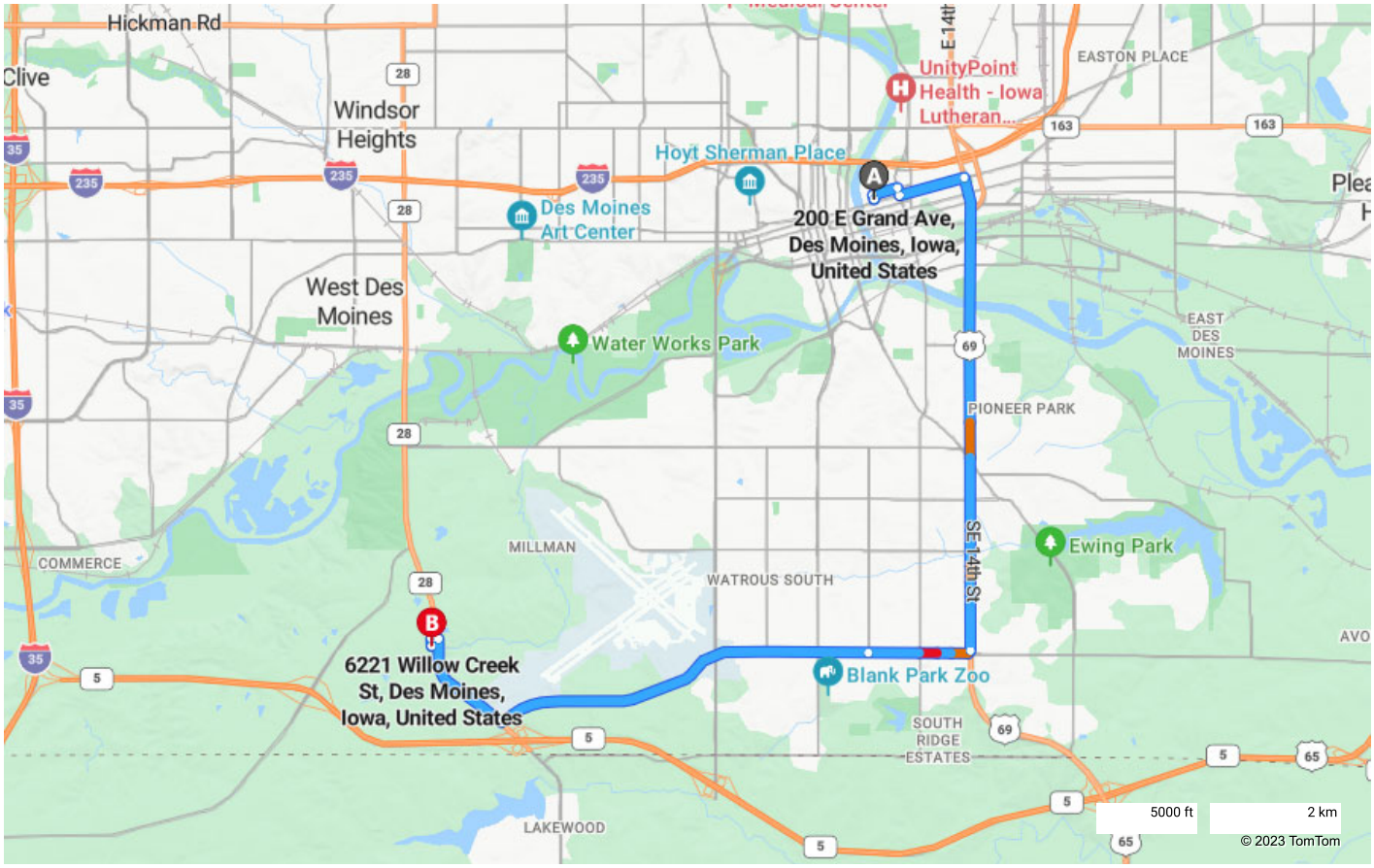
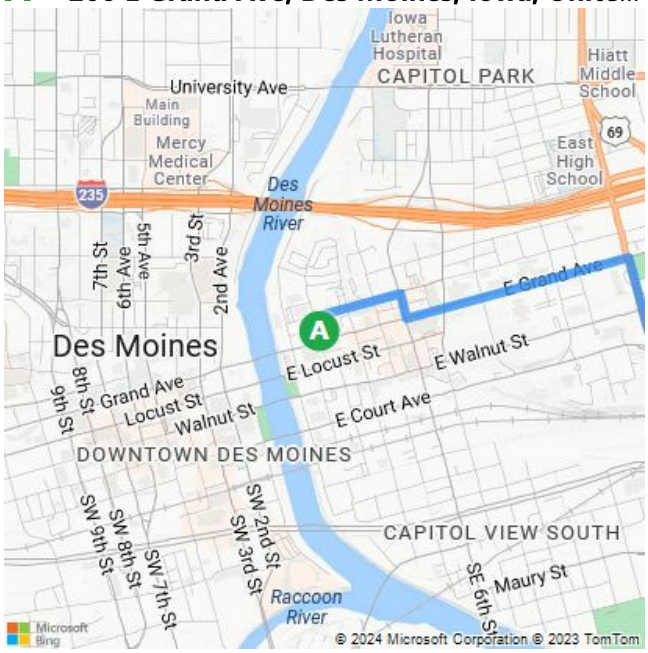
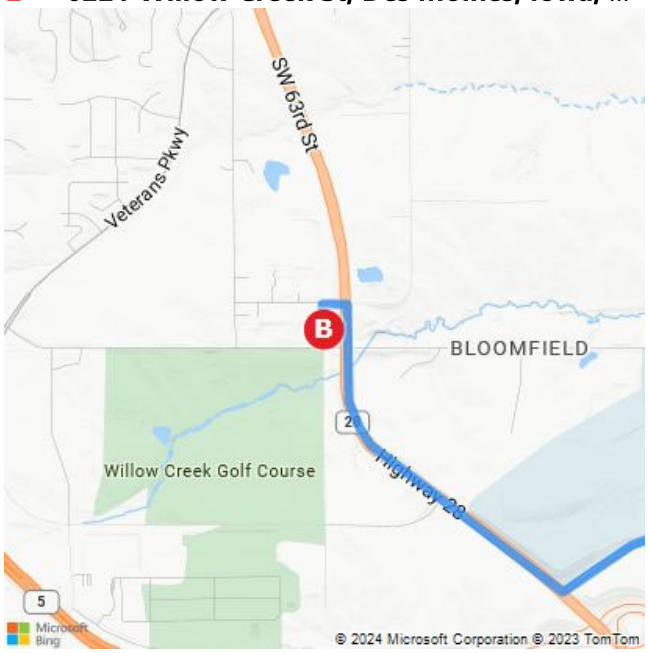


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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From: Iowa House Republicans <natalie.payne@legis.iowa.gov>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: Your Morning Latte is Served!
Date: Mon Mar 11 2024 09:06:39 CDT
Attachments:

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Monday, March 11, 2024

DMR: Iowa Poll: After Perry High shooting, most Iowans favor letting teachers have guns in school

CR Gazette: Gov. Reynolds proposes fix to Iowa's splintered mental health system. Will it help?

CR Gazette: Private school students would still receive special education services under proposed AEA bills, but educators worry about funding

DMR: Most Iowans support Kim Reynolds' prescription-free birth control plan, Iowa Poll finds

DMR: Why IVF advocates worry Iowa could become the next Alabama over 'personhood' legislation

CR Gazette: Iowa university graduation, retention rates strong as workforce needs persist

IA Cap Dispatch: Who will be left to pay for rural Iowa's roads?

CR Gazette: Why public health groups are joining retailers to oppose Iowa vaping bill

Happy Birthday to...
Rep. Jane Bloomingdale - March 10!

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From: Duane Morris Government Strategies <emartins-dmgs.com@shared1.ccsend.com>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: Weekly State of the States
Date: Fri Mar 08 2024 15:25:13 CST
Attachments:

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March 8th Edition

View Our News

WEEKLY STATE OF THE STATES

In this week's State of the States, we look at a range of measures, from groundbreaking healthcare initiatives to updates on education and infrastructure. In Alabama, legislation was enacted providing legal protections for in vitro fertilization (IVF) services, while in Utah, lawmakers are looking at regulating NIL deals. Dive into the details of these updates and more as we navigate the dynamic landscape of state governance together.

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From: CMS Press <cmslists@subscriptions.cms.hhs.gov>
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Cc:
Bcc:
Subject: CMS Roundup (Mar. 8, 2024)
Date: Fri Mar 08 2024 14:03:25 CST
Attachments:

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Today, the Centers for Medicare & Medicaid Services (CMS) provides an at-a-glance summary of news from around the agency.

CMS Releases Eighth Annual Evaluation Report of the Independence at Home Demonstration

February 23: CMS released its eighth annual report on the evaluation of the Independence at Home Demonstration (IAH). The IAH demonstration is Congressionally mandated and tests whether a payment incentive for providing home-based primary care for people with Medicare with multiple chronic conditions reduces health care spending for Medicare by forestalling the need for care in institutional settings. In Year 8, the second year of the COVID-19 pandemic, ambulatory care and support provided by the seven participating practices did not significantly reduce total spending or hospital utilization for people with Medicare. Home-based primary care provided by IAH practices has several features that differ from typical office-based care and may have been especially valuable to people with Medicare during the pandemic.

CMS Notifies State Medicaid Directors about Availability of Funds for Skilled Professional Medical Personnel and Nurse Advice Lines (NALs)

February 26: CMS issued guidance in a State Medicaid Directors Letter (SMDL) that allows states to expand the pool of skilled professional medical personnel (SPMP) to include certain additional behavioral health professionals. State Medicaid agencies employ SPMPs to ensure that the administration of the program is informed by and aligned with clinical best practices on behalf of people with Medicaid. This expansion will allow states to claim higher administrative federal match for their work. The guidance also informs states that they may claim administrative federal match dollars for nurse advice lines (NALs) a tool that builds a lifeline between coverage and critical health services, particularly in rural areas.

CMS Approves Amendment to Montana's Healing and Ending Addiction Through Recovery and Treatment Section 1115 Demonstration

AMERICAN OVERSIGHT

February 26: CMS approved an amendment to Montana's Healing and Ending Addiction through Recovery and Treatment (HEART) section 1115 demonstration to expand Montana's support of individuals with behavioral health conditions and other risk factors. This approval allows the state to provide pre-tenancy and tenancy support services to people with Medicaid with a serious mental illness or substance use disorder (SUD), who meet the state's needs-based criteria and have certain risk factors, such as a history of homelessness. In addition, CMS approved expenditure authority for contingency management services to qualifying individuals with a stimulant use disorder. Lastly, Montana will now be able to provide a targeted set of services to certain incarcerated individuals for up to 30 days immediately prior to the individual's expected release date from a state prison. To receive pre-release services, these Medicaid-eligible individuals need to meet health-related criteria, including having a mental illness health or SUD diagnosis or suspected SUD.

CMS Releases Second Annual Evaluation Report for the Primary Care First Model

February 26: CMS released its second annual report on the evaluation of the Primary Care First Model (PCF). Launched in 2021, PCF aims to improve quality, improve patient experience of care, and reduce expenditures by increasing patient access to advanced primary care services. In the first two years of PCF, practices used model funds to make care delivery changes, including continuing changes they started prior to joining the model, that they believe will ultimately reduce hospitalizations. Prior primary care transformation experience and affiliation with larger health care organizations facilitated these changes. As expected, this early in the model, there have been minimal effects on hospitalizations and Medicare expenditures. Future reports will focus on the trajectory of practice transformation to deepen CMS' understanding of practices' perception of the payment model and provide estimates for effects across a broader set of outcomes.

CMS Posts the 2024 National Impact Assessment Quality Measures Reports

February 28: CMS posted the National Impact Assessment Quality Measures Reports. CMS uses quality measures to support a patient-centered health care system anchored by quality, accessibility, affordability, innovation, and accountability. The report analyzes quality measure results from 2016 to 2021 across 26 quality and value-based incentive payment programs. The report also provides updates on how CMS reduces burden through the broad use of digital data sources. The quality reports examine data-driven results that support progress toward CMS objectives to improve public health, implement measures meaningful to patients and providers, minimize provider burden, focus on outcomes whenever possible, identify significant opportunities for improvement, and support a transition to population-based payment models.

CMS' Medicare Administrative Contractors Remove and Replace Billing Instruction for Blood Tests Used to Monitor for Organ Transplant Rejection

February 29: CMS' Medicare Administrative Contractors (MACs) issued revised provider billing instructions for blood tests used to monitor patients who are at risk of rejecting transplanted organs. Billing instructions help health care providers understand when and how to bill Medicare for a covered service. These billing instructions will help to reassure providers and patients with transplanted hearts, lungs, or kidneys who meet Medicare's local coverage criteria have coverage for blood tests used to monitor for solid organ transplantation rejection when medically necessary and ordered by a physician. Additional information is here.

CMS Approves Utah Section 1115 Demonstration Bundled Amendments

AMERICAN OVERSIGHT

February 29: CMS approved amendments to Utah's Medicaid Reform 1115 Demonstration (formerly the "Primary Care Network"), giving the state Medicaid expenditure authority to provide fertility preservation services to certain people diagnosed with cancer, as well as in vitro fertilization (IVF) and genetic testing services for individuals with certain genetic traits. This amendment also approves an increase in the premium subsidy amount for individuals eligible for coverage under the state's Children's Health Insurance Program (CHIP) premium assistance program. Additionally, this amendment adds four risk factors that would be considered under the state's Housing Related Services and Supports (HRSS) program, which provides coverage of tenancy support, community transition, and supportive living services to individuals experiencing homelessness, food or transportation insecurity, or interpersonal violence and trauma.

CMS Approves New Yorks Application for a State Innovation Waiver Under the Affordable Care Act – the Essential Plan Expansion

March 1: CMS approved New York's application for a State Innovation Waiver under the Affordable Care Act (ACA) (referred to as a "section 1332 waiver") for five years, from April 2024 through December (PY) 2028. New York's section 1332 waiver application sought to create a new coverage program, the Essential Plan (EP) Expansion, that generally mirrors the State's Basic Health Program (BHP), known as the EP,1 with expanded eligibility under its section 1332 waiver to certain residents with estimated household incomes up to 250% of the Federal Poverty Level (FPL). The EP Expansion will also include some individuals with incomes below 250% of FPL who would otherwise be enrolled in Medicaid coverage or in a state-funded health insurance program absent the waiver. This first-of-its-kind, innovative waiver aims to improve access to affordable coverage, provide additional benefits, help advance health equity, and smooth the affordability "cliff" for individuals transitioning from Medicaid during the unwinding period.

CMS Updates National Plan and Provider Enumeration System to Include Additional Gender Options and P.O. Boxes Instead of Home Addresses

March 4: CMS issued a Federal Register notice updating the gender options on the National Provider Identifier form in the National Plan and Provider Enumeration System (NPPES) to improve accuracy and inclusive data collection. Also, for providers who do not have a physical location other than their home address (for example, if exclusively furnishing telehealth services from their homes), the NPPES will allow for submission of a post office box or personal mailbox offered by a private delivery service as a practice location address. These changes will be effective in NPPES on April 3, 2024.

HHS Outlines Steps CMS Has Taken to Help Providers Continue to Serve Patients Following a Cyberattack on a Subsidiary of UnitedHealth Group - Change Healthcare

March 5: HHS issued a statement about a recent cyberattack that happened in late February to Change Healthcare, which is a subsidiary of UnitedHealth Group's division Optum, Inc. The effects of this attack have been felt across the health care sector – from pharmacies and hospitals to physician offices. More importantly, it has impacted some people's ability to get the care or prescriptions they need. The statement includes immediate steps CMS is taking to assist providers in continuing to serve patients. Please refer to the HHS statement for specific flexibilities that have been put into place to assist the health care community with submitting claims and receiving payments.

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CMS Announces a National Coverage Determination (NCD) for Allogeneic Hematopoietic Stem Cell Transplantation (HSCT) for Myelodysplastic Syndromes (MDS)

March 6: CMS posted a Final National Coverage Determination (NCD) for Allogeneic Hematopoietic Stem Cell Transplantation (HSCT) for Myelodysplastic Syndromes (MDS). CMS will cover allogeneic HSCT for the treatment of myelodysplastic syndromes (MDS) in patients who have been designated as Intermediate-2, high-risk, or very high-risk of developing acute myeloid leukemia measured by specified risk stratification systems (IPSS, IPSS-R, IPSS-M) which are tools used to determine a patient's risk for developing cancer. CMS will cover HSCT using FDA-approved bone marrow, peripheral blood, or umbilical cord blood stem cell products and eliminate the requirement for patients to participate in a Medicare-approved, prospective clinical study. Coverage for patients who do not meet these indications may be determined by Medicare Administrative Contractors (MACs). Read more about the Medicare Coverage Determination Process here.

CMS Releases Request for Applications for Manufacturers Applying for the Cell and Gene Therapy Access Model

March 7: CMS released the Request for Applications (RFA) for manufacturers applying for the Cell and Gene Therapy (CGT) Access Model. The CGT Access Model aims to improve health outcomes for people with Medicaid living with rare and severe diseases by increasing access to potentially life-changing treatments. The model was announced in January 2024 and will initially focus on gene therapies for sickle cell disease. The Manufacturer RFA is available on the

model webpage and is open to all manufacturers of gene therapies for the treatment of sickle cell disease. Responses to the RFA are due by May 1, 2024. Another RFA and Notice of Funding Opportunity (NOFO) for states will follow in Summer 2024.

CMS Shares Strategies to Improve Delivery of Tobacco Cessation Services

March 7: CMS released a bulletin on strategies states have used to help more Medicaid and Children's Health Insurance Program (CHIP) individuals quit smoking. The informational bulletin summarizes the burden of smoking and smoking-related diseases in the Medicaid and CHIP population, outlines the benefits of helping people quit smoking, and provides an overview of the evidence-based treatment services and opportunities available to help this population quit smoking. The bulletin also provides an overview of state tobacco cessation coverage requirements and authorities in Medicaid and CHIP. An overview of quality measures that state Medicaid and CHIP agencies can use to measure and drive improvement in their delivery of tobacco cessation services and several resources that can support states in their drive for improvement are also included.

CMS Releases Accomplishments for 2023

March 8: CMS released its 2023 accomplishments on the CMS Strategy Page highlighting its work guided by the CMS strategic pillars. Inherent in CMS' work is an unyielding focus on the customer experience to expand coverage and equitable access to those covered by one or more of our programs. To support the pillars, CMS has outlined a set of 13 cross-cutting initiatives that draw upon critical work done across the agency to drive results. These initiatives are high-level, multi-year Administration policy priorities that bring our Centers and Offices together to leverage their expertise and strengthen collaboration. In 2023, CMS continued to advance health equity, expand coverage, and improve health outcomes.

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Today, the Centers for Medicare & Medicaid Services (CMS) provides an at-a-glance summary of news from around the agency.

CMS Releases Eighth Annual Evaluation Report of the Independence at Home Demonstration

February 23: CMS released its eighth annual report on the evaluation of the Independence at Home Demonstration (IAH). The IAH demonstration is Congressionally mandated and tests whether a payment incentive for providing home-based primary care for people with Medicare with multiple chronic conditions reduces health care spending for Medicare by forestalling the need for care in institutional settings. In Year 8, the second year of the COVID-19 pandemic, ambulatory care and support provided by the seven participating practices did not significantly reduce total spending or hospital utilization for people with Medicare. Home-based primary care provided by IAH practices has several features that differ from typical office-based care and may have been especially valuable to people with Medicare during the pandemic.

CMS Notifies State Medicaid Directors about Availability of Funds for Skilled Professional Medical Personnel and Nurse Advice Lines (NALs)

February 26: CMS issued guidance in a State Medicaid Directors Letter (SMDL) that allows states to expand the pool of skilled professional medical personnel (SPMP) to include certain additional behavioral health professionals. State Medicaid agencies employ SPMPs to ensure that the administration of the program is informed by and aligned with clinical best practices on behalf of people with Medicaid. This expansion will allow states to claim higher administrative federal match for their work. The guidance also informs states that they may claim administrative federal match dollars for nurse advice lines (NALs) a tool that builds a lifeline between coverage and critical health services, particularly in rural areas.

CMS Approves Amendment to Montana's Healing and Ending Addiction Through Recovery and Treatment Section 1115 Demonstration

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February 26: CMS approved an amendment to Montana's Healing and Ending Addiction through Recovery and Treatment (HEART) section 1115 demonstration to expand Montana's support of individuals with behavioral health conditions and other risk factors. This approval allows the state to provide pre-tenancy and tenancy support services to people with Medicaid with a serious mental illness or substance use disorder (SUD), who meet the state's needs-based criteria and have certain risk factors, such as a history of homelessness. In addition, CMS approved expenditure authority for contingency management services to qualifying individuals with a stimulant use disorder. Lastly, Montana will now be able to provide a targeted set of services to certain incarcerated individuals for up to 30 days immediately prior to the individual's expected release date from a state prison. To receive pre-release services, these Medicaid-eligible individuals need to meet health-related criteria, including having a mental illness health or SUD diagnosis or suspected SUD.

CMS Releases Second Annual Evaluation Report for the Primary Care First Model

February 26: CMS released its second annual report on the evaluation of the Primary Care First Model (PCF). Launched in 2021, PCF aims to improve quality, improve patient experience of care, and reduce expenditures by increasing patient access to advanced primary care services. In the first two years of PCF, practices used model funds to make care delivery changes, including continuing changes they started prior to joining the model, that they believe will ultimately reduce hospitalizations. Prior primary care transformation experience and affiliation with larger health care organizations facilitated these changes. As expected, this early in the model, there have been minimal effects on hospitalizations and Medicare expenditures. Future reports will focus on the trajectory of practice transformation to deepen CMS' understanding of practices' perception of the payment model and provide estimates for effects across a broader set of outcomes.

CMS Posts the 2024 National Impact Assessment Quality Measures Reports

February 28: CMS posted the National Impact Assessment Quality Measures Reports. CMS uses quality measures to support a patient-centered health care system anchored by quality, accessibility, affordability, innovation, and accountability. The report analyzes quality measure results from 2016 to 2021 across 26 quality and value-based incentive payment programs. The report also provides updates on how CMS reduces burden through the broad use of digital data sources. The quality reports examine data-driven results that support progress toward CMS objectives to improve public health, implement measures meaningful to patients and providers, minimize provider burden, focus on outcomes whenever possible, identify significant opportunities for improvement, and support a transition to population-based payment models.

CMS' Medicare Administrative Contractors Remove and Replace Billing Instruction for Blood Tests Used to Monitor for Organ Transplant Rejection

February 29: CMS' Medicare Administrative Contractors (MACs) issued revised provider billing instructions for blood tests used to monitor patients who are at risk of rejecting transplanted organs. Billing instructions help health care providers understand when and how to bill Medicare for a covered service. These billing instructions will help to reassure providers and patients with transplanted hearts, lungs, or kidneys who meet Medicare's local coverage criteria have coverage for blood tests used to monitor for solid organ transplantation rejection when medically necessary and ordered by a physician. Additional information is here.

CMS Approves Utah Section 1115 Demonstration Bundled Amendments

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February 29: CMS approved amendments to Utah's Medicaid Reform 1115 Demonstration (formerly the "Primary Care Network"), giving the state Medicaid expenditure authority to provide fertility preservation services to certain people diagnosed with cancer, as well as in vitro fertilization (IVF) and genetic testing services for individuals with certain genetic traits. This amendment also approves an increase in the premium subsidy amount for individuals eligible for coverage under the state's Children's Health Insurance Program (CHIP) premium assistance program. Additionally, this amendment adds four risk factors that would be considered under the state's Housing Related Services and Supports (HRSS) program, which provides coverage of tenancy support, community transition, and supportive living services to individuals experiencing homelessness, food or transportation insecurity, or interpersonal violence and trauma.

CMS Approves New Yorks Application for a State Innovation Waiver Under the Affordable Care Act – the Essential Plan Expansion

March 1: CMS approved New York's application for a State Innovation Waiver under the Affordable Care Act (ACA) (referred to as a "section 1332 waiver") for five years, from April 2024 through December (PY) 2028. New York's section 1332 waiver application sought to create a new coverage program, the Essential Plan (EP) Expansion, that generally mirrors the State's Basic Health Program (BHP), known as the EP,1 with expanded eligibility under its section 1332 waiver to certain residents with estimated household incomes up to 250% of the Federal Poverty Level (FPL). The EP Expansion will also include some individuals with incomes below 250% of FPL who would otherwise be enrolled in Medicaid coverage or in a state-funded health insurance program absent the waiver. This first-of-its-kind, innovative waiver aims to improve access to affordable coverage, provide additional benefits, help advance health equity, and smooth the affordability "cliff" for individuals transitioning from Medicaid during the unwinding period.

CMS Updates National Plan and Provider Enumeration System to Include Additional Gender Options and P.O. Boxes Instead of Home Addresses

March 4: CMS issued a Federal Register notice updating the gender options on the National Provider Identifier form in the National Plan and Provider Enumeration System (NPPES) to improve accuracy and inclusive data collection. Also, for providers who do not have a physical location other than their home address (for example, if exclusively furnishing telehealth services from their homes), the NPPES will allow for submission of a post office box or personal mailbox offered by a private delivery service as a practice location address. These changes will be effective in NPPES on April 3, 2024.

HHS Outlines Steps CMS Has Taken to Help Providers Continue to Serve Patients Following a Cyberattack on a Subsidiary of UnitedHealth Group - Change Healthcare

March 5: HHS issued a statement about a recent cyberattack that happened in late February to Change Healthcare, which is a subsidiary of UnitedHealth Group's division Optum, Inc. The effects of this attack have been felt across the health care sector – from pharmacies and hospitals to physician offices. More importantly, it has impacted some people's ability to get the care or prescriptions they need. The statement includes immediate steps CMS is taking to assist providers in continuing to serve patients. Please refer to the HHS statement for specific flexibilities that have been put into place to assist the health care community with submitting claims and receiving payments.

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CMS Announces a National Coverage Determination (NCD) for Allogeneic Hematopoietic Stem Cell Transplantation (HSCT) for Myelodysplastic Syndromes (MDS)

March 6: CMS posted a Final National Coverage Determination (NCD) for Allogeneic Hematopoietic Stem Cell Transplantation (HSCT) for Myelodysplastic Syndromes (MDS). CMS will cover allogeneic HSCT for the treatment of myelodysplastic syndromes (MDS) in patients who have been designated as Intermediate-2, high-risk, or very high-risk of developing acute myeloid leukemia measured by specified risk stratification systems (IPSS, IPSS-R, IPSS-M) which are tools used to determine a patient's risk for developing cancer. CMS will cover HSCT using FDA-approved bone marrow, peripheral blood, or umbilical cord blood stem cell products and eliminate the requirement for patients to participate in a Medicare-approved, prospective clinical study. Coverage for patients who do not meet these indications may be determined by Medicare Administrative Contractors (MACs). Read more about the Medicare Coverage Determination Process here.

CMS Releases Request for Applications for Manufacturers Applying for the Cell and Gene Therapy Access Model

March 7: CMS released the Request for Applications (RFA) for manufacturers applying for the Cell and Gene Therapy (CGT) Access Model. The CGT Access Model aims to improve health outcomes for people with Medicaid living with rare and severe diseases by increasing access to potentially life-changing treatments. The model was announced in January 2024 and will initially focus on gene therapies for sickle cell disease. The Manufacturer RFA is available on the

model webpage and is open to all manufacturers of gene therapies for the treatment of sickle cell disease. Responses to the RFA are due by May 1, 2024. Another RFA and Notice of Funding Opportunity (NOFO) for states will follow in Summer 2024.

CMS Shares Strategies to Improve Delivery of Tobacco Cessation Services

March 7: CMS released a bulletin on strategies states have used to help more Medicaid and Children's Health Insurance Program (CHIP) individuals quit smoking. The informational bulletin summarizes the burden of smoking and smoking-related diseases in the Medicaid and CHIP population, outlines the benefits of helping people quit smoking, and provides an overview of the evidence-based treatment services and opportunities available to help this population quit smoking. The bulletin also provides an overview of state tobacco cessation coverage requirements and authorities in Medicaid and CHIP. An overview of quality measures that state Medicaid and CHIP agencies can use to measure and drive improvement in their delivery of tobacco cessation services and several resources that can support states in their drive for improvement are also included.

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Meetings for Monday:

* 11:00am HF 2585 (S mtg), FN24-121, Nursing Home Citations
* 12:30pm HF 2391 (S mtg), FN24-096, Health Care Employment Agencies
* 2:00pm HF 2488 (S mtg), BR24-052, Prior Auth

House Debate Scheduled for Monday:

* HF 2637 A bill for an act relating to the adoption tax credit available against the individual income tax, and including effective date and retroactive applicability provisions. Watching

* HF 2401 A bill for an act relating to pharmacy benefits managers, pharmacies, and prescription drug pricing, and Providing applicability provisions. Watching Amendment filed: H-8179

* HF 2487 A bill for an act relating to mandatory reporting to the board of educational examiners of licensed school employees who engage in grooming behavior toward students or the abuse of students. Watching Amendment filed: H-8178

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* HF 2577 A bill for an act relating to end-of-life care under guardianships of adults. Watching Amendment filed: H-8167 – strike all

* HF 2580 A bill for an act relating to legal representation for children who are placed in, or may be placed in, foster care. FN24-088 Amendment filed: H-8168

* HF 2605 A bill for an act providing for the regulation of hemp and hemp products, providing penalties, and making penalties applicable. FN24-114 Amendments filed: H-8134; H-8165; H-8180 – strike all

House Debate on Thursday; they gaveled in & gaveled out this morning:

* HF 2280 A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. BR24-021 Amendments filed: H-8002 failed, H-8003 withdrawn; Passed 60-33

* HF 2363 A bill for an act relating to a father's obligation for payment of expenses including those related to a mother's pregnancy and the birth of a child born out of wedlock. FN24-081 – started debate, but deferred but retained on calendar as issues with the bill were discussed on the floor.

* HF 2517 A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings. Watching; Passed 92-0

* HF 2575 A bill for an act relating to the nonconsensual causing of death of, or serious injury to, an unborn person, and providing penalties. Watching Amendment filed: H-8169, withdrawn; Passed 58-36

* HF 2608 A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties. FN24-075; Passed 60-32

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3 Successor bills filed yesterday:

Yellow highlights are either already assigned or tracked or are pending assignments. Yellow highlights are FYI

HF 2652 SCHOOL SAFETY (Appropriations; Successor to HSB 692) FM: Nordman watching PH

Radios: Authorizes schools to purchase mobile panic systems that can connect with public safety answering points and law enforcement. Requires schools to have a hand-held radio in each school building that can access public safety answering points. Safety: Requires schools to do comprehensive safety reviews of school buildings. Requires safety reviews to be submitted to the state patrol and local police. Deems such reviews as confidential. Firearms Detection: Requires the DHS/ED to establish a firearms detection grant program and appropriates $350,000 for the program. Gun Grants: Requires the DHS/ED to establish a grant program to help schools purchase infrastructure and training for employees carry permits. Appropriates $3 million for grants and limits the grants to $25,000 per school. Other: Requires the DPS, with the DOE and the DHS/ED, to establish a task force on school safety standards and requires a report by December 2024. Prohibits schools from issuing bonds for school building projects that are not in compliance with these provisions.

SF 2403 PARENTAL RIGHTS TERMINATION FEES (Ways & Means; Successor to SF 2350) FM: Rowley BR24-063

Raises the income levels for determining indigency in parental rights termination cases (125% of the FPL or a written finding by a judge that not appointing an attorney would constitute a substantial hardship for a person with an income under 200%). Requires an affidavit of financial status with a PRT petition. Deems a person filing such a petition to be responsible for guardian ad litem cost unless the filer is a licensed child-placement agency or is indigent, and in such cases, directs the State Public Defender to make payments from the Indigent Defense Fund.

SF 2409 DOM POWERS & ORGANIZATION (Appropriations; Successor to SF 2375) FM: Kraayenbrink BR24-065

Authorizes the Director of the DOM to establish or eliminate divisions in the DOM. Makes changes to standing appropriations reporting and standing appropriations. Makes changes to the duties of the DOM. IPERS: Strikes an exception for IPERS and makes it supported entity subject to the DOM. Other: Makes changes to the OCIO related to the consolidation of agencies. Removes DOM employees from the 24-month limit on employee interchange among agencies. Makes changes regarding the penalties for violating gift/lobbying laws.

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Have a wonderful weekend!

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

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Monthly cancer control updates from the Iowa Cancer Consortium.

March 2024

UPCOMING EVENTS

3/13, 6/12, 9/11: 2024 Prevent Cancer Dialogue Virtual Series (Prevent Cancer Foundation)

3/18, 12pm: New Member Orientation (Iowa Cancer Consortium)

3/19, 11am: Beyond the Rainbow: Addressing Cancer Disparities in LGBTQIA+ Communities (ACS CAN)

3/20, 10am: Health Equity Workgroup (Iowa Cancer Consortium)

3/20, 12:15 -1:15pm: HPV Workgroup (Iowa Cancer Consortium co-hosted with Iowa Immunizes)

3/21, 3-4pm: FY25 Iowa Cancer Plan Implementation Grants Application Webinar (Iowa Cancer Consortium)

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3/26, 3/27: 2024 Public Health Conference of Iowa (Iowa Public Health Association)

3/26, 1pm: Improving Access to Fertility Preservation (Triage Cancer)

3/28, 8am-4:30pm: 2024 Nebraska Cancer Summit (Nebraska Cancer Coalition)

4/2, 1pm: Patients' Difficulties with 5 Different Fecal Immunochemical Tests & Screening Efforts at Proteus (Holden Comprehensive Cancer Center)

4/5, 10-11am: Policy Workgroup (Iowa Cancer Consortium)

4/9, 1pm: Forward-thinking: Progress, Gaps, and Impact in Adolescent and Young Adult Cancer Survivorship (National Cancer Institute)

4/25, 11am-2pm: Spring Meeting (Iowa Cancer Consortium)

5/3, 7am: Colorectal Cancer Learning Series: Clinical Trials (Holden Comprehensive Cancer Center)

5/7, 8am-3:30pm: The Art of Living Beyond Cancer Conference (A Time to Heal)

5/17-18, 10am-4:30pm: Triage Cancer Conference (Triage Cancer)

7/26: Midwest Pediatric Cancer Environmental and Survivorship Research Symposium (University of Nebraska Medical Center)

9/09: Save the Date ~ Iowa Immunization Summit (Iowa Immunizes)

10/15: Save the Date ~ Iowa Cancer Summit (Iowa Cancer Consortium)

CONSORTIUM UPDATES

Spring Meeting Registration Now Open! We hope you'll join us for our annual spring meeting, being held virtually this year on Thursday, April 25th from 11:00 a.m. - 2:00 p.m. The theme for 2024 is Cancer at Work: Occupational Risk Reduction, and several sectors highlighted in the Iowa Cancer Plan will be discussed, including: Agricultural workers and environmental exposures; Casino workers and second-hand smoke; "Firefighting" as a carcinogen; Military and the Veterans Affairs healthcare system; Employers' role in cancer control. Register here.

FY25 Iowa Cancer Plan Implementation Grants: Invitation for Proposals Every year, the Iowa Cancer Consortium Board of Directors invites members of the community to apply for up to $25,000 of funding in support of public health initiatives outlined within the Iowa Cancer Plan. Details, including key dates and all application documents are now available on our website. Learn more & apply.

What Cancer Control Partners Need to Know About the Iowa Legislative Session This is a list of bills by topic that various Consortium members and cancer control partners are watching. Each bill’s post-funnel status is included. This list is shared for informational purposes only and is likely not comprehensive. As always, the Iowa Cancer Consortium does not use state or federal funds to engage in lobbying, and therefore does not endorse or oppose any of the

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proposed bills or actions listed here. Read more.

Cancer Prevention Month: Iowa experts share tips to lower your risk (CBS 2 Iowa News Now | 2/19) Kelly Sittig with the Iowa Cancer Consortium and Dr. Mary Charlton, Director of the Iowa Cancer Registry, join Iowa's News Now to talk about Cancer Prevention Month and how you can lower your risk. Video.

CANCER IN IOWA

2024 Cancer In Iowa Report The Iowa Cancer Registry released their annual Cancer in Iowa Report, with new data showing Iowa still has the second-highest and fastest-growing cancer incidence rate in the country. Learn more: analysis brief, River to River episode, and interview.

Melanoma vaccine trial to start at University of Iowa Health Care (Corridor Business Journal | 3/01) University of Iowa Health Care is among the first sites in the country to participate in a phase 3 clinical trial to test a new, personalized vaccine for patients with high-risk melanoma. Article.

USDA awards $26M for Iowa Water Projects (Freeman Journal | 2/25) Theresa Greenfield, United States Department of Agriculture Rural Development state director for Iowa, announced $21,457,000 in loans and $4,695,000 in grants for water projects in Iowa. Article.

Fewer Iowa parents are choosing to immunize their kids against HPV (We Are Iowa | 2/21) In 2023, less than 50% of children ages 13-15 completed their HPV vaccine series. Article.

Iowa woman advocates for radon awareness after surviving radon induced cancer (WQAD8 | 2/12) Maria Steele is interviewed about her experience with radon induced cancer. Article.

Starting the HPV vaccine series at age 9 could prevent future cancers (UIHC | 2/08) Although 85% of people will get the human papillomavirus, or HPV, infection in their lifetime, HPV vaccination rates are significantly lower compared to other vaccines in Iowa. Article

PARTNER ANNOUNCEMENTS

Apply for Patient Navigation "Bootcamp" (Deadline: 3/15/24) The American Cancer Society has partnered with the Academy of Oncology Nurse and Patient Navigators (AONN+) for an inaugural bootcamp, Building Sustainable Navigation 101. Applications are now open for this free bootcamp experience; any type of organization that provides cancer-directed therapy is eligible to apply. Learn more & apply.

Hola Center of Iowa Now Open (Des Moines) The Hola Center provides free culturally and linguistically appropriate resources for Latinos. Learn More.

Job Openings:

* Program Associate Environmental Health at UNI
* Sr Manager, Hope Lodge at American Cancer Society

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Meet Megan Hartwig, Rural Community Outreach Coordinator
Written by Megan Hartwig, Iowa Cancer Consortium

Hello, I'm Megan Hartwig, and I'm excited to be a part of the Iowa Cancer Consortium team as the Rural Community Outreach Coordinator. I have a healthcare administration and public health background and served as the State Office of Rural Health director. Read more.

Meet Delaney Robinson, Practicum Student
Written by Delaney Robinson, Iowa Cancer Consortium

Hello! My name is Delaney Robinson, and I am currently completing my practicum experience at the Iowa Cancer Consortium! For my project, I will be assisting with the Annual Redesign of the 2023-2027 Iowa Cancer Plan by developing new and updating existing components of the plan. Read more.

Free Transportation to Cancer Treatments: American Cancer Society's Road to Recovery® Program
Written by Liz Orton, Iowa Cancer Consortium
When someone is diagnosed with cancer, they may experience a multitude of concerns. Will I be okay? How will I pay for my treatment? Can I take the necessary time off of work for my treatment plan? What side effects will I have? How will this affect my family? A national program available in Iowa, however, works to ensure that one concern is taken care of: How will I get to treatment? Read more.

TOOLS & RESOURCES

Survivor and Thriver Resources for Individuals Affected by Cancer (National Behavior Health Network)

SURVEYS

The Cancer Experience Registry. The Cancer Experience Registry (CER) is an online research study that uncovers the broad impact of cancer through a 35-minute survey of patients and caregivers. The survey focuses on multiple aspects of cancer to understand its emotional, physical, practical, and financial impact, so we can identify and address gaps in care and support. By gathering the important insights of those affected by cancer through the CER survey, we can create better outcomes for patients and caregivers today, and for future generations. Take the survey using Iowa's unique URL: https://www.cancerexperienceregistry.org/Iowa

Research Study on Transgender or Gender-Diverse People with Cancer. The Holden Comprehensive Cancer Center at UIHC is conducting a study to learn about the healthcare experiences of gender-diverse cancer patients. Their goal is to improve healthcare for future patients in this community. Individuals who agree to participate will conduct a 60 minute interview with a member of the research team and receive a $75 e-voucher for volunteering their time, their story, and their perspective. Learn more and apply.

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NATIONAL SPOTLIGHT

For childhood cancer survivors, inherited genetic factors influence risk of cancers later in life (National Cancer Institute | 3/07)

How to Get 4.5 Million Americans to Quit Smoking (Time | 2/21)

NIH launches research network to evaluate emerging cancer screening technologies (National Cancer Institute | 2/21)

Virginia Tech Researches develop test to detect cancer in dogs early (WDBJ7 | 2/21)

Representation matters to Black patients seeking prostate cancer information online, study shows (News Medical Life Sciences | 2/09)

Millions of California women are exposed to cancer-causing chemicals at work. UC-funded research pinpoints risks and solutions (University of California | 2/07)

CDC anti-smoking campaign takes aim at menthol cigarettes (CNN | 2/05)

FUNDING OPPORTUNITIES

Exact Sciences FOCUS Program: Funding Opportunities for CRC Screening Uptake Strategies (Deadline: 3/21/24) Exact Sciences seeks to provide grant funding to increase colorectal cancer screening, increase colorectal cancer screening access, and ensure pathways to affordable follow up screening colonoscopies after positive tests. Learn more and apply.

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Friday, March 8th, 2024

DMR: Starting teacher salary in Iowa would rise to $50,000 per year under bill passed by the House

IPR: Iowa House votes to increase penalties for killing 'unborn person' as Democrats raise IVF concerns

IA Cap Dispatch: House passes bill raising penalties for fetal deaths, adding ‘unborn person’ language

DMR: Iowa House lawmakers vote to create new crime of 'smuggling' undocumented immigrants

Radio Iowa: Parental OK would be mandatory for Iowa teens’ social media accounts

DMR: Iowa Poll: Majorities oppose letting felons run for president, banning ballot drop boxes

CR Gazette: Regents respond to lawmaker questions as bills progress

DMR: Iowa lawmakers want murder charges for fentanyl deaths. Bill could include unknowing teens

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Date: Fri Mar 08 2024 09:56:36 CST

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From: Murphy, Alexander <alex.murphy@hhs.iowa.gov>
Sent: Friday, March 8, 2024 8:51 AM
Subject: HHS News Clips - 3.8.2024

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https://www.thegazette.com/state-government/iowa-house-passes-bill-to-block-undocumented-immigrants-from-public-assistance-programs/

Iowa House Republicans passed legislation Thursday intended to crack down on the smuggling of undocumented immigrants into the state and prevent them from accessing public assistance programs.

https://iowacapitaldispatch.com/2024/03/07/house-passes-bill-raising-penalties-for-fetal-deaths-adding-unborn-person-language/

House lawmakers passed a measure Thursday that would increase penalties in cases resulting in fetal deaths, a move Democrats said could put access to in vitro fertilization and contraceptives at risk.

https://who13.com/news/spelling-bee-fundraiser-helps-highlight-iowa-childrens-mental-health/

Orchard Place is hosting a one-of-a-kind spelling bee fundraiser Thursday to help bring awareness to children's mental health and support the nearly 7,000 Iowa children being served by the center.

https://www.radioiowa.com/2024/03/07/health-officials-watchful-for-upturn-in-measles-cases/

During the pandemic, some Iowans chose not to vaccinate themselves or their children, which has led to a gradual rise in some diseases that were long thought eliminated in the state and nation.

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Happy Friday and have a great weekend!
AM

Alex Murphy

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Iowa House passes bill to block undocumented immigrants from public assistance programs

The bill also seeks to crack down on human smuggling

Tom Barton

Mar. 7, 2024 6:55 pm

Vanessa Marcano-Kelly speaks during rally Feb. 7 of the Migrant Movement for Justice at the Iowa Capitol in Des Moines. The demonstrators called attention to four proposed laws that the group says target undocumented immigrants. (Tom Barton/The Gazette)

DES MOINES — Iowa House Republicans passed legislation Thursday intended to crack down on the smuggling of undocumented immigrants into the state and prevent them from accessing public assistance programs.

House File 2608 passed 60-32 with all Democrats opposed.

The bill expands the verification process for public assistance benefits by the Iowa Department of Health and Human Services to check the citizenship status of those applying under a push by Republicans to block undocumented immigrants from accessing taxpayer benefits.

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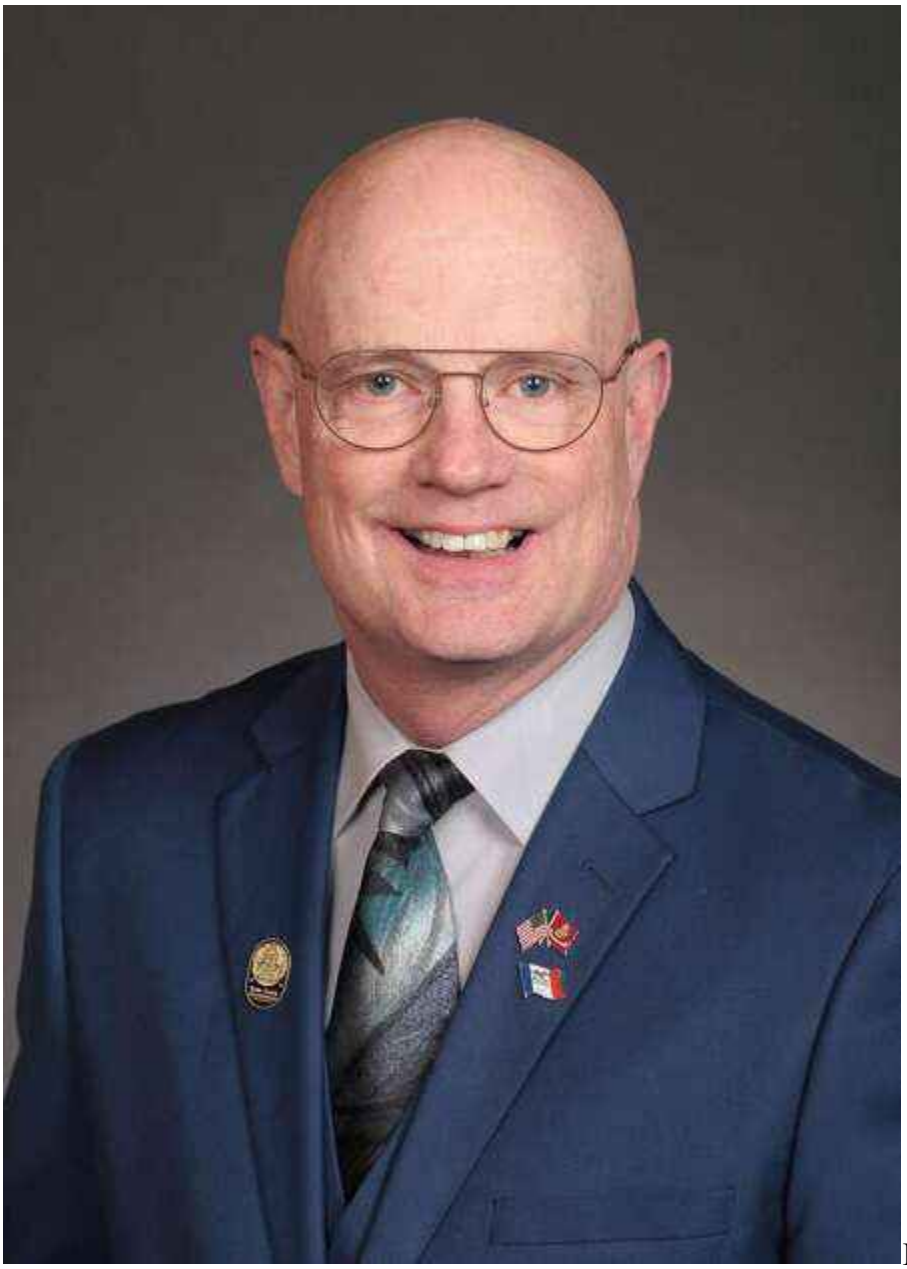
It also creates a new state crime of human smuggling. The bill would make it a felony to "encourage or induce a person to enter or remain" in the country in violation of federal law by "concealing, harboring, or shielding that person from detection."

Catholic charities and religious orders that house and assist asylum-seekers have expressed concerns they could be targeted should the bill be signed into law.

The bill was amended to specify "a person commits the offense of smuggling of persons" if done "knowingly, for payment or some other benefit."



Rep. Steve Holt, R-Denison

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Rep. Steve Holt, R-Denison, the lead Republican on the bill, said the law is aimed at people engaged in human smuggling, not churches or other organizations, and that the amendment added to the bill alleviates those concerns.

“I think we have prosecutorial discretion. I think we have law enforcement discretion, and I think the language is plenty tight,” Holt said.

He also noted the state already checks the citizenship status of those applying for public assistance benefits as a result of existing federal law. Holt, however, argued it was important to codify the practice in state law should that change.

Democrats said the bill was unnecessary and that concerns about immigration and border security need to be addressed at the federal level.

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Iowa Rep. Lindsay James, D-Dubuque

"I think we can all agree that the immigration system needs some work," said Rep. Lindsay James, D-Dubuque. "There has been bipartisan legislation worked out across the line on the federal level that imploded because of the politics of Donald Trump and the Republican do-nothing Congress. We shouldn't even be having this discussion today."

House Minority Leader Jennifer Konfrst, D-Windsor Heights, speaking to reporters before the House vote, echoed James.

"So the bills like that that are out there are simply playing into a national narrative, national politics and trying to rile up a base," Konfrst said. "That's not how we're

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supposed to write policy. We're supposed to write policy in a way that addresses what Iowans need. This bill doesn't do that."

Rather, she said Republicans should be focused on improving and expanding access to mental health service and child care, and better funding public schools.

Republicans argued the ongoing crisis at the U.S.-Mexico border has reached critical levels, with significant increases in fentanyl and other drug seizures and human trafficking they attributed to a surge in illegal border crossings.

Holt and Rep. Mark Thompson, R-Clarion, emphasized the urgent need for legislation to protect both Iowa residents and immigrants exploited by human smugglers and trafficked for sex or forced labor.

"Human smuggling is a business. It is a disgusting business, but it's a business," Thompson said. "So it has supply and it has demand. The supply comes from mostly south of our border. … But some of that demand is right here," he said of immigrants who come to Iowa to work on farms, at meatpackers and elsewhere.

"We're not doing anyone coming across our border any fair shake, any favors, by letting them come across and just come up to Iowa," Thompson said, asserting their "immigration status is used against them as blackmail" to deny them a decent wage or should they complain about work conditions.

Creating a state crime for human smuggling will allow law enforcement to take action in the absence of sufficient enforcement of federal immigration laws at the U.S.-Mexico border, Holt said.

"It's a clear and present danger to our nation and our state," Holt said. " … The very real, profoundly serious crisis on our Southern border demands that we stand up as a state and protect our citizens and ourselves, and, perhaps, discourage human trafficking, labor trafficking, sex trafficking and all of the garbage that is happening on our Southern border and transferring into our state."

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

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SR114 1055

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IA-DHHS-24-0418-A-002896

House File 2691

H-8323

1 Amend House File 2691 as follows:
2 1. Page 13, after line 13 by inserting:
3 <g. For the security office of the chief information officer
4 for statewide endpoint detection and response:
5 ..... $ 1,117,658
6 h. For the security office of the chief information officer
7 for cybersecurity incident investigation response:
8 ..... $ 1,830,000>
9 2. Page 18, lines 5 and 6, by striking <sixteen million six
10 hundred nineteen thousand two hundred fifteen> and inserting
11 <nineteen million five hundred sixty-six thousand eight hundred
12 seventy-three>

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BOSSMAN of Woodbury

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IA-DHHS-24-0418-A-002897

House File 2574

H-8324

1 Amend House File 2574 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <DIVISION I
5 ESTABLISHMENT AND REVIEW OF BOARDS, COMMISSIONS, COMMITTEES,
6 AND COUNCILS
7 Section 1. NEW SECTION. **2.69 Definitions.**
8 As used in this subchapter, unless the context otherwise
9 requires:
10 1. *"Board"* means any board, commission, committee, council,
11 panel, review team, or foundation of this state.
12 2. *"Committee"* means the state government efficiency review
13 committee established pursuant to this subchapter.
14 Sec. 2. NEW SECTION. **2.70 Committee — duties.**
15 1. The committee shall carry out the functions provided in
16 this subchapter.
17 2. Administrative assistance shall be provided by the
18 legislative services agency.
19 Sec. 3. NEW SECTION. **2.71 Board reviews.**
20 1. The committee shall review the usefulness, performance,
21 and efficacy of each board as provided in subsection 2. The
22 committee shall hold hearings to receive the testimony of the
23 public, the chief executive officer of the board, and any other
24 person deemed necessary by the committee. After completing a
25 review, the committee shall prepare and publish a report of its
26 findings and recommendations as provided in section 2.72.
27 2. The committee shall establish a schedule for the
28 committee to review each board such that the committee reviews
29 approximately one-fourth of all boards each calendar year.
30 Each board shall be reviewed once between the calendar years
31 2025 and 2029, and once every four years thereafter. The
32 committee may modify the schedule as necessary to facilitate
33 the efficient administration of the committee.
34 3. A board that is scheduled for review shall submit a
35 report to the committee thirty days prior to the date that it

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1 is scheduled for review that includes all of the following
2 information:
3 *a.* The board's primary purpose and its goals and objectives.
4 *b.* The board's past and anticipated workload, the number of
5 staff required to complete that workload, and the board's total
6 number of staff.
7 *c.* The board's past and anticipated budgets and its sources
8 of funding.
9 *d.* The number of members that compose the governing board or
10 other governing entity of the board and member compensation,
11 if any.
12 *e.* Any other information requested by the committee.
13 4. A board subject to review shall bear the burden of
14 demonstrating to the committee a public need for its continued
15 existence. In determining whether a board has met that
16 burden, the committee shall consider all of the following, as
17 applicable:
18 *a.* Whether continuation of the board is necessary to protect
19 the health or safety of the public, and if so, the manner in
20 which it is necessary and whether the board's authority is
21 narrowly tailored to protect against present, recognizable, and
22 significant harms to the health or safety of the public.
23 *b.* The extent to which the board's jurisdiction and programs
24 overlap or duplicate those of other boards, the extent to which
25 the board coordinates with those other boards, and the extent
26 to which the board's programs could be consolidated with the
27 programs of other state departments or boards.
28 *c.* Whether the operation of the board has inhibited economic
29 growth, reduced efficiency, or increased government costs.
30 *d.* The cost-effectiveness of the board in terms of the
31 number of employees, services rendered, and administrative
32 costs incurred, both past and present.
33 *e.* Whether the purpose for which the board was created has
34 been fulfilled, has changed, or no longer exists.
35 Sec. 4. NEW SECTION. **2.72 Reports.**

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1 1. After completing a review of a board pursuant to section
2 2.71, the committee shall prepare and submit a report of its
3 findings and recommendations by December 21 of each year.
4 A report may include findings and recommendations for more
5 than one board. Copies of the report shall be made publicly
6 available on the general assembly's internet site.
7 2. Recommendations of the committee shall indicate how or
8 whether implementation of the recommendations would do each of
9 the following:
10 *a.* Improve efficiency in the management of state government.
11 *b.* Provide for the least restrictive regulations by
12 repealing current regulations and replacing them with less
13 restrictive regulations.
14 *c.* Improve the effectiveness of the services performed by
15 the boards of the state.
16 *d.* Avoid duplication of effort by state agencies or boards.
17 *e.* Improve the organization and coordination of the state
18 government.
19 Sec. 5. NEW SECTION. **2.73 State government efficiency**
20 **review committee established.**
21 1. A state government efficiency review committee is
22 established which shall meet as necessary to efficiently
23 review all boards according to the schedule established by the
24 committee pursuant to section 2.71.
25 2. *a.* (1) The committee shall consist of two members of
26 the senate appointed by the majority leader of the senate, one
27 member of the senate appointed by the minority leader of the
28 senate, two members of the house of representatives appointed
29 by the speaker of the house of representatives, and one member
30 of the house of representatives appointed by the minority
31 leader of the house of representatives.
32 (2) The following shall serve as ex officio, nonvoting
33 members of the committee:
34 (a) An employee of the office of the governor, appointed by
35 the governor.

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1 (b) The director of the department of management or the
2 director's designee.
3 (c) The director of the department of inspections, appeals,
4 and licensing or the director's designee.
5 *b.* Members shall be appointed prior to January 31 of the
6 first regular session of each general assembly and shall serve
7 for terms ending upon the convening of the following general
8 assembly or when their successors are appointed, whichever is
9 later. A vacancy shall be filled in the same manner as the
10 original appointment and shall be for the remainder of the
11 unexpired term of the vacancy.
12 *c.* The committee shall elect a chairperson and vice
13 chairperson.
14 3. The legislative members of the committee shall be
15 reimbursed for actual and necessary expenses incurred in the
16 performance of their duties and shall be paid a per diem as
17 specified in section 2.10 for each day in which they engaged
18 in the performance of their duties. However, per diem
19 compensation and expenses shall not be paid to members of the
20 general assembly when the general assembly is actually in
21 session at the seat of government. Expenses and per diem shall
22 be paid from moneys appropriated pursuant to section 2.12.
23 4. Administrative assistance shall be provided by the
24 legislative services agency.
25 Sec. 6. REPEAL. Sections 2.69 and 3.20, Code 2024, are
26 repealed.
27 Sec. 7. CODE EDITOR DIRECTIVE —— TRANSFERS.
28 1. The Code editor is directed to make the following
29 transfers:
30 a. Section 69.15 to section 2.74.
31 b. Section 69.16 to section 2.75.
32 c. Section 69.16A to section 2.76.
33 d. Section 69.16B to section 2.77.
34 e. Section 69.16C to section 2.78.
35 f. Section 69.16D to section 2.79.

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1 g. Section 69.16E to section 2.80.
2 h. Section 69.17 to section 2.81.
3 2. The Code editor shall correct internal references in the
4 Code and in any enacted legislation as necessary due to the
5 enactment of this section.
6 DIVISION II
7 PROFESSIONAL BOARDS
8 Sec. 8. Section 10A.503, subsection 1, Code 2024, is amended
9 to read as follows:
10 1. Each board under chapter 100C, 103, 103A, 105, or 147
11 that is under the administrative authority of the department
12 shall receive ~~administrative and clerical~~ staff support from
13 the department and may not employ its own support staff ~~for~~
14 ~~administrative and clerical duties~~. ~~The executive director~~
15 ~~of the board of nursing, board of medicine, dental board,~~
16 ~~and board of pharmacy shall be appointed pursuant to section~~
17 ~~10A.504.~~
18 Sec. 9. Section 10A.504, subsection 1, unnumbered paragraph
19 1, Code 2024, is amended to read as follows:
20 The director shall appoint and supervise ~~a full-time~~ an
21 executive director for each of the following boards:
22 Sec. 10. Section 103.4, Code 2024, is amended to read as
23 follows:
24 **103.4 ~~Executive secretary — staff and duties~~ Support staff.**
25 The director shall ~~appoint an executive secretary for the~~
26 ~~board and shall~~ hire and provide staff to assist the board
27 in administering this chapter. ~~The executive secretary~~
28 ~~shall report to the director for purposes of routine board~~
29 ~~administrative functions, and shall report directly to~~
30 ~~the board for purposes of execution of board policy such~~
31 ~~as application of licensing criteria and processing of~~
32 ~~applications.~~
33 Sec. 11. Section 103.34, subsection 1, Code 2024, is amended
34 to read as follows:
35 1. Upon receipt of a notice of appeal filed pursuant

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1 to section 103.33, the chairperson or ~~executive secretary~~
2 administrative staff of the board may designate a hearing
3 officer from among the board members to hear the appeal or
4 may set the matter for hearing before the full board at its
5 next regular meeting. A majority of the board shall make the
6 decision.
7 Sec. 12. Section 147.80, subsection 3, Code 2024, is amended
8 by striking the subsection.
9 Sec. 13. Section 147.87, Code 2024, is amended to read as
10 follows:
11 **147.87 Enforcement.**
12 1. A board shall enforce the provisions of this chapter and
13 the board's enabling statute and for that purpose may request
14 the department of inspections, appeals, and licensing to make
15 necessary investigations. Every licensee and member of a board
16 shall furnish the board or the department of inspections,
17 appeals, and licensing such evidence as the member or licensee
18 may have relative to any alleged violation which is being
19 investigated.
20 2. The department of inspections, appeals, and licensing
21 may administratively close a complaint that does not allege a
22 violation of this chapter, the board's enabling statute, or a
23 rule of the board.
24 Sec. 14. Section 147.88, Code 2024, is amended to read as
25 follows:
26 **147.88 Inspections and investigations.**
27 The department of inspections, appeals, and licensing may
28 perform inspections and investigations as required by this
29 subtitle~~, except inspections and investigations for the board~~
30 ~~of medicine, board of pharmacy, board of nursing, and the~~
31 ~~dental board~~. ~~The department of inspections, appeals, and~~
32 ~~licensing shall employ personnel related to the inspection and~~
33 ~~investigative functions.~~
34 Sec. 15. Section 152.2, Code 2024, is amended to read as
35 follows:

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152.2 Executive director.

~~The board shall retain a full-time~~ An executive director~~,~~ ~~who~~ shall be appointed pursuant to section 10A.504. The executive director shall be a registered nurse. The governor, with the approval of the executive council pursuant to section 8A.413, subsection 3, under the pay plan for exempt positions in the executive branch of government, shall set the salary of the executive director.

Sec. 16. Section 152E.2, Code 2024, is amended to read as follows:

152E.2 Compact administrator.

The ~~executive director of the board of nursing, as provided for in section 152.2,~~ director of the department of inspections, appeals, and licensing, or the director's designee, shall serve as the compact administrator identified in article VII, paragraph *"b"*, of the nurse licensure compact contained in section 152E.1 and as the compact administrator identified in article VIII, paragraph *"a"*, of the advanced practice registered nurse compact contained in section 152E.3.

Sec. 17. Section 153.36, subsection 1, Code 2024, is amended to read as follows:

1. Sections 147.44, 147.48, 147.49, 147.53, and 147.55~~, and sections 147.87 through 147.92~~ shall not apply to the practice of dentistry.

Sec. 18. Section 272C.6, subsection 1, Code 2024, is amended to read as follows:

1. Disciplinary hearings held pursuant to this chapter shall be heard by the board sitting as the hearing panel, or by an administrative law judge, or by a panel of not less than three board members who are licensed in the profession, or by a panel of not less than three members appointed pursuant to subsection 2. Notwithstanding chapters 17A and 21 a disciplinary hearing shall be open to the public at the discretion of the licensee.

Sec. 19. REPEAL. Sections 152.3 and 153.33B, Code 2024,

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1 are repealed.
2 DIVISION III
3 SALARIES — CERTAIN BOARDS AND COUNCILS
4 Sec. 20. Section 217.2, subsection 1, Code 2024, is amended
5 by adding the following new paragraph:
6 NEW PARAGRAPH. *d.* The voting members of the council shall
7 receive an annual salary of ten thousand dollars, which shall
8 be paid from moneys appropriated to the department.
9 Sec. 21. Section 256.5, Code 2024, is amended to read as
10 follows:
11 **256.5 Compensation and expenses.**
12 The members of the state board shall receive an annual salary
13 of ten thousand dollars and shall be reimbursed for actual and
14 necessary expenses incurred while engaged in their official
15 duties. Members of the state board may also be eligible to
16 receive compensation as provided in section 7E.6. All ~~expense~~
17 moneys paid to the members pursuant to this section shall be
18 paid from ~~funds~~ moneys appropriated to the department.
19 Sec. 22. NEW SECTION. **262.3 Salary.**
20 The eight members of the state board of regents selected
21 from the state at large shall receive an annual salary of ten
22 thousand dollars, which shall be paid from moneys appropriated
23 to the board.
24 DIVISION IV
25 LICENSURE STUDIES
26 Sec. 23. LICENSURE RENEWAL CYCLES STUDY. The department of
27 inspections, appeals, and licensing shall review all current
28 licensure renewal cycles for professional and occupational
29 licenses issued by a department, board, commission, or other
30 governmental entity. The department shall submit a report,
31 including proposed recommendations for a uniform renewal cycle
32 for all professional and occupational licenses, to the governor
33 and the general assembly by September 30, 2024.
34 Sec. 24. LICENSURE FEE STUDY.
35 1. The department of inspections, appeals, and licensing

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1 shall review fees imposed by a department, board, commission,
2 or other governmental entity for the issuance or renewal of a
3 professional or occupational license. The department shall
4 evaluate the fees based on the licensure fees imposed in
5 surrounding states and the operational costs of the licensing
6 functions of the entity.
7 2. The department shall submit a report, including proposed
8 fees, to the governor and the general assembly by September 30,
9 2024.
10 DIVISION V
11 ADVISORY BODIES
12 Sec. 25. Section 7E.3, subsection 3, Code 2024, is amended
13 by striking the subsection and inserting in lieu thereof the
14 following:
15 3. *Advisory bodies.* In addition to any boards, commissions,
16 committees, or councils specifically created by law, establish
17 and utilize other ad hoc advisory committees as determined
18 necessary by the head of the department or independent
19 agency. The department or independent agency shall establish
20 appointment provisions, membership terms, operating guidelines,
21 and any other operational requirements for committees
22 established pursuant to this subsection. Members of committees
23 under this general authority shall serve without compensation
24 but may be reimbursed for actual expenses.
25 Sec. 26. Section 15.105, Code 2024, is amended by adding the
26 following new subsection:
27 NEW SUBSECTION. 12. The authority may establish and utilize
28 such ad hoc advisory committees as determined necessary by
29 the authority. The authority shall establish appointment
30 provisions, membership terms, operating guidelines, and any
31 other operational requirements for committees established
32 pursuant to this subsection. Members of committees established
33 pursuant to this subsection shall serve without compensation
34 but may be reimbursed for actual expenses.
35 Sec. 27. NEW SECTION. **152.3A Advisory committees.**

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1 The board may establish and utilize such ad hoc advisory
2 committees as determined necessary by the board. The board
3 shall establish appointment provisions, membership terms,
4 operating guidelines, and any other operational requirements
5 for committees established pursuant to this section. Members
6 of committees established pursuant to this section shall serve
7 without compensation but may be reimbursed for actual expenses.
8 Sec. 28. Section 153.33, subsection 1, Code 2024, is amended
9 by adding the following new paragraph:
10 NEW PARAGRAPH. *f.* To establish and utilize such ad hoc
11 advisory committees as determined necessary by the board,
12 including an advisory committee on the practice of dental
13 hygiene. The board shall establish appointment provisions,
14 membership terms, operating guidelines, and any other
15 operational requirements for committees established pursuant
16 to this paragraph. Members of committees established pursuant
17 to this paragraph shall serve without compensation but may be
18 reimbursed for actual expenses.
19 Sec. 29. Section 256.7, Code 2024, is amended by adding the
20 following new subsection:
21 NEW SUBSECTION. 35. Establish and utilize such ad hoc
22 advisory committees as determined necessary by the state
23 board. The state board shall establish appointment provisions,
24 membership terms, operating guidelines, and any other
25 operational requirements for committees established pursuant to
26 this subsection. Members of committees established pursuant
27 to this subsection shall serve without compensation but may be
28 reimbursed for actual expenses.
29 Sec. 30. Section 307A.2, Code 2024, is amended by adding the
30 following new subsection:
31 NEW SUBSECTION. 7. Establish and utilize such ad hoc
32 advisory committees as determined necessary by the commission.
33 The commission shall establish appointment provisions,
34 membership terms, operating guidelines, and any other
35 operational requirements for committees established pursuant to

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1 this subsection. Members of committees established pursuant
2 to this subsection shall serve without compensation but may be
3 reimbursed for actual expenses.
4 Sec. 31. Section 455A.5, subsection 6, Code 2024, is amended
5 by adding the following new paragraph:
6 NEW PARAGRAPH. *g.* Establish and utilize such ad hoc
7 advisory committees as determined necessary by the commission.
8 The commission shall establish appointment provisions,
9 membership terms, operating guidelines, and any other
10 operational requirements for committees established pursuant
11 to this paragraph. Members of committees established pursuant
12 to this paragraph shall serve without compensation but may be
13 reimbursed for actual expenses.
14 Sec. 32. Section 455A.6, subsection 6, Code 2024, is amended
15 by adding the following new paragraph:
16 NEW PARAGRAPH. *e.* Establish and utilize such ad hoc
17 advisory committees as determined necessary by the commission.
18 The commission shall establish appointment provisions,
19 membership terms, operating guidelines, and any other
20 operational requirements for committees established pursuant
21 to this paragraph. Members of committees established pursuant
22 to this paragraph shall serve without compensation but may be
23 reimbursed for actual expenses.
24 Sec. 33. Section 904.105, Code 2024, is amended by adding
25 the following new subsection:
26 NEW SUBSECTION. 9A. Establish and utilize such ad hoc
27 advisory committees as determined necessary by the board. The
28 board shall establish appointment provisions, membership terms,
29 operating guidelines, and any other operational requirements
30 for committees established pursuant to this subsection.
31 Members of committees established pursuant to this subsection
32 shall serve without compensation but may be reimbursed for
33 actual expenses.
34 DIVISION VI
35 ELECTRONIC MEETINGS

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1 Sec. 34. Section 21.8, subsection 1, unnumbered paragraph
2 1, Code 2024, is amended to read as follows:
3 A governmental body ~~may conduct a meeting by electronic~~
4 ~~means only in circumstances where such a meeting in person is~~
5 ~~impossible or impractical and only if the governmental body~~
6 ~~complies~~ shall provide for hybrid meetings, teleconference
7 participation, virtual meetings, remote participation, and
8 other hybrid options for the members of the governmental body
9 to participate in official meetings. A governmental body
10 conducting a meeting pursuant to this subsection shall comply
11 with all of the following:
12 Sec. 35. Section 21.8, subsection 1, paragraph c, Code 2024,
13 is amended to read as follows:
14 *c.* Minutes are kept of the meeting. ~~The minutes shall~~
15 ~~include a statement explaining why a meeting in person was~~
16 ~~impossible or impractical.~~
17 Sec. 36. Section 21.8, Code 2024, is amended by adding the
18 following new subsection:
19 NEW SUBSECTION. 4. For the purposes of this section:
20 *a.* *"Hybrid meeting"* means a meeting involving both remote
21 participation and in-person participation by members.
22 *b.* *"Remote participation"* means real-time participation by
23 a remotely located individual in a meeting which is being held
24 in a different physical location using integrated audio, video,
25 and other digital tools.
26 *c.* *"Teleconference participation"* means participation using
27 audio conference tools involving multiple participants in at
28 least two separate locations.
29 *d.* *"Virtual meeting"* means a meeting involving real-time
30 interaction using integrated audio, video, and other digital
31 tools, in which participants do not share a physical location.
32 DIVISION VII
33 MEETINGS — GENERAL
34 Sec. 37. Section 5.3, Code 2024, is amended to read as
35 follows:

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5.3 Organization.

The commissioners shall meet at the state capitol ~~at least once in two years~~ as necessary and shall organize by the election of one of their number as chairperson and another as secretary, who shall hold their respective offices for a term of two years and until their successors are elected and qualified.

Sec. 38. Section 8A.606, Code 2024, is amended to read as follows:

8A.606 Meetings.

The commission shall have its offices at the seat of government but may hold meetings in other locations. The commission shall meet ~~quarterly and~~ at the call of the chairperson.

Sec. 39. Section 8A.616, subsection 4, Code 2024, is amended to read as follows:

4. *Meetings.* The board shall meet ~~at least three times annually and~~ at the call of the chair. ~~At least one meeting annually shall be held outside the state capital or in conjunction with a meeting of a relevant statewide professional organization.~~

Sec. 40. Section 10A.601, subsection 3, Code 2024, is amended to read as follows:

3. The members of the appeal board shall select a chairperson and vice chairperson from their membership. The appeal board ~~shall meet at least once per month but~~ may meet as often as necessary. Meetings shall be set by a majority of the appeal board or upon the call of the chairperson, or in the chairperson's absence, upon the call of the vice chairperson. The employment appeal board, subject to the approval of the director, may appoint personnel necessary for carrying out its functions and duties.

Sec. 41. Section 13A.5, Code 2024, is amended to read as follows:

13A.5 Meetings.

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The council ~~shall meet at least four times each year and~~ shall hold meetings when called by the chairperson, or in the absence of the chairperson, by the vice chairperson or when called by the chairperson upon the written request of three members of the council. The council shall establish its own procedures and requirements with respect to quorum, place, and conduct of its meetings and other matters.

Sec. 42. Section 23.3, subsection 7, Code 2024, is amended to read as follows:

7. The board shall meet ~~at least quarterly and~~ at the call of the chairperson.

Sec. 43. Section 24.26, subsection 2, Code 2024, is amended to read as follows:

2. The ~~annual meeting of the~~ state board shall ~~be held on the second Tuesday of January in each year~~ meet as necessary. ~~At each annual meeting the~~ The state board shall organize by the election from its members of a chairperson and a vice chairperson; and by appointing a secretary. Two members of the state board constitute a quorum for the transaction of any business.

Sec. 44. Section 47.8, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A state voter registration commission is established which shall meet ~~at least quarterly~~ as necessary to make and review policy, adopt rules, and establish procedures to be followed by the registrar in discharging the duties of that office, and to promote interagency cooperation and planning.

Sec. 45. Section 80B.9, Code 2024, is amended to read as follows:

80B.9 Meetings.

The council ~~shall meet at least four times each year and~~ shall hold ~~special~~ meetings when called by the chairperson or, in the absence of the chairperson, by the vice chairperson, or by the chairperson upon written request of five members of the council. The council shall establish procedures and

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1 requirements with respect to quorum, place, and conduct of
2 meetings.
3 Sec. 46. Section 99D.6, subsection 1, Code 2024, is amended
4 to read as follows:
5 1. The commission shall have its headquarters in the city of
6 Des Moines and shall meet ~~in July of each year and~~ at ~~other~~ such
7 times and places as it finds necessary for the discharge of its
8 duties. The commission shall elect in July of each year one of
9 its members as chairperson for the succeeding year.
10 Sec. 47. Section 99G.8, subsection 11, Code 2024, is amended
11 to read as follows:
12 11. The board shall meet ~~at least quarterly and at such~~
13 ~~other times~~ upon call of the chairperson or the chief executive
14 officer. Notice of the time and place of each board meeting
15 shall be given to each member. The board shall also meet upon
16 call of three or more of the board members. The board shall
17 keep accurate and complete records of all its meetings.
18 Sec. 48. Section 103.2, subsection 3, paragraph b, Code
19 2024, is amended to read as follows:
20 *b.* ~~The board shall hold at least one meeting quarterly at~~
21 ~~the location of the board's principal office, and meetings~~
22 Meetings shall be called ~~at other times~~ as needed by the
23 chairperson or four members of the board. At any meeting of
24 the board, a majority of members constitutes a quorum.
25 Sec. 49. Section 103.34, subsection 1, Code 2024, is amended
26 to read as follows:
27 1. Upon receipt of a notice of appeal filed pursuant to
28 section 103.33, the chairperson or executive secretary of the
29 board may designate a hearing officer from among the board
30 members to hear the appeal or may set the matter for hearing
31 before the full board at its next ~~regular~~ scheduled meeting. A
32 majority of the board shall make the decision.
33 Sec. 50. Section 123.6, Code 2024, is amended to read as
34 follows:
35 **123.6 Commission meetings.**

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The commission shall meet on or before July 1 of each year for the purpose of selecting one of its members as chairperson for the succeeding year. The commission shall ~~otherwise~~ meet ~~quarterly or~~ at the call of the chairperson or director or when three members file a written request for a meeting. Written notice of the time and place of each meeting shall be given to each member of the commission. A majority of the commission members shall constitute a quorum.

Sec. 51. Section 124E.5, subsection 2, Code 2024, is amended to read as follows:

2. The medical cannabidiol board shall convene ~~at least twice per year~~ as necessary.

Sec. 52. Section 169.5, subsections 3 and 4, Code 2024, are amended to read as follows:

3. ~~The board shall meet at least once each year as determined by the board. Other necessary~~ Necessary meetings may be called by the president of the board by giving proper notice. Except as provided, a majority of the board constitutes a quorum. Meetings shall be open and public except that the board may meet in closed session to prepare, approve, administer, or grade examinations, or to deliberate the qualifications of an applicant for license or the disposition of a proceeding to discipline a licensed veterinarian.

4. ~~At its annual meeting, the~~ The board shall organize by electing a president and such other officers as may be necessary. Officers of the board serve for terms of one year and until a successor is elected, without limitation on the number of terms an officer may serve. The president shall serve as chairperson of board meetings. The person designated as the state veterinarian shall serve as secretary of the board.

Sec. 53. Section 182.13, Code 2024, is amended to read as follows:

182.13 Compensation — meetings.

Members of the board may receive payment for their

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actual expenses and travel in performing official board functions. Payment shall be made from amounts collected from the assessment. No member of the board shall be a salaried employee of the board or any organization or agency receiving funds from the board. The board shall meet at ~~least once every three months, and at other~~ such times as it deems necessary.

Sec. 54. Section 184.7, subsection 4, Code 2024, is amended to read as follows:

4. The council shall meet ~~at least once every three months and~~ at ~~other~~ such times as the council determines are necessary.

Sec. 55. Section 185.14, Code 2024, is amended to read as follows:

185.14 Compensation — meetings.

Each director of the board shall receive a per diem of one hundred dollars and actual expenses in performing official board functions, notwithstanding section 7E.6. A director of the board shall not be a salaried employee of the board or any organization or agency which is receiving moneys from the board. The board shall meet ~~at least four times each year~~ as necessary.

Sec. 56. Section 185C.14, subsection 3, Code 2024, is amended to read as follows:

3. The board shall meet ~~at least three times each year, and~~ at such ~~other~~ times as deemed necessary by the board.

Sec. 57. Section 186.1, Code 2024, is amended to read as follows:

186.1 Meetings and organization of society.

The Iowa state horticulture society shall hold meetings ~~each year, at times as it may fix,~~ as necessary for the transaction of business. The officers and board of directors of the society shall be chosen as provided for in the constitution of the society, for the period and in the manner prescribed therein, but the secretary of agriculture or the secretary's designee shall be a member of the board of directors and of

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1 the executive committee. Any vacancy in the offices filled by
2 the society may be filled by the executive committee for the
3 unexpired portion of the term.
4 Sec. 58. Section 217.4, Code 2024, is amended to read as
5 follows:
6 **217.4 Meetings of council.**
7 ~~The council shall meet at least monthly. Additional~~
8 ~~meetings~~ Meetings shall be called by the chairperson or upon
9 written request of any three council members as necessary to
10 carry out the duties of the council. The chairperson shall
11 preside at all meetings or in the absence of the chairperson
12 the vice chairperson shall preside. The members of the council
13 shall be paid a per diem as specified in section 7E.6 and their
14 reasonable and necessary expenses.
15 Sec. 59. Section 237.16, subsection 2, Code 2024, is amended
16 to read as follows:
17 2. The members of the state board shall annually select a
18 chairperson, vice chairperson, and other officers the members
19 deem necessary. The members may be entitled to receive
20 reimbursement for actual and necessary expenses incurred in
21 the performance of their duties, subject to available funding.
22 Each member of the board may also be eligible to receive
23 compensation as provided in section 7E.6. The state board
24 shall meet ~~at least twice a year~~ as necessary.
25 Sec. 60. Section 256.32, subsection 3, Code 2024, is amended
26 to read as follows:
27 3. The duties of the council are to review, develop,
28 and recommend standards for secondary and postsecondary
29 agricultural education. The council shall annually issue a
30 report to the state board of education and the chairpersons
31 of the house and senate agriculture and education committees
32 regarding both short-term and long-term curricular standards
33 for agricultural education and the council's activities. The
34 council shall meet ~~a minimum of twice annually~~ as necessary,
35 and must have a quorum consisting of a majority of voting

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1 members present to hold an official meeting and to take any
2 final council action. However, hearings may be held without
3 a quorum. The chairperson shall be elected annually by and
4 from the voting membership. The initial organizational meeting
5 shall be called by the director of the department of education.
6 Sec. 61. Section 256.83, subsection 1, Code 2024, is amended
7 to read as follows:
8 1. The board shall elect from among its members a president
9 and a vice president to serve a one-year term. The board
10 shall ~~meet at least four times annually and shall~~ hold ~~special~~
11 meetings at the call of the president or in the absence of
12 the president by the vice president or by the president upon
13 written request of four members. The board shall establish
14 procedures and requirements relating to quorum, place, and
15 conduct of meetings.
16 Sec. 62. Section 256I.3, subsection 4, Code 2024, is amended
17 to read as follows:
18 4. The state board shall elect a chairperson from among the
19 citizen members and may select other officers from the voting
20 members as determined to be necessary by the board. The board
21 shall meet ~~regularly~~ as determined by the board, upon the call
22 of the board's chairperson, or upon the call of a majority of
23 voting members. ~~The board shall meet at least quarterly.~~
24 Sec. 63. Section 262.8, Code 2024, is amended to read as
25 follows:
26 **262.8 Meetings.**
27 ~~The board shall meet four times a year. Special meetings~~
28 Meetings may be called by the board, by the president of the
29 board, or by the executive director of the board upon written
30 request of any five members thereof.
31 Sec. 64. Section 267.5, subsection 2, Code 2024, is amended
32 to read as follows:
33 2. ~~Hold a meeting twice each year~~ Meet as necessary at Iowa
34 state university of science and technology. The council shall
35 meet with the faculty of the college of veterinary medicine.

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1 The council may hold other such meetings as the council may
2 determine necessary, or as required by section 267.6. An
3 action taken by the council shall not be valid unless agreed to
4 by a majority of the council members.
5 Sec. 65. Section 455A.5, subsection 4, Code 2024, is amended
6 to read as follows:
7 4. The commission shall hold an organizational meeting
8 within thirty days of the beginning of a new regular term for
9 one or more of its members. The commission shall organize by
10 electing a chairperson, vice chairperson, secretary, and any
11 other officers deemed necessary or desirable. The commission
12 shall also meet ~~at least quarterly throughout the year~~ as
13 necessary.
14 Sec. 66. Section 455A.6, subsection 4, Code 2024, is amended
15 to read as follows:
16 4. The commission shall hold an organizational meeting
17 within thirty days of the beginning of a new regular term for
18 one or more of its members. The commission shall organize by
19 electing a chairperson, vice chairperson, secretary, and any
20 other officers deemed necessary or desirable. The commission
21 shall also meet ~~at least quarterly throughout the year~~ as
22 necessary.
23 Sec. 67. Section 465C.5, Code 2024, is amended to read as
24 follows:
25 **465C.5 Organization.**
26 The board shall organize annually by the election of a
27 chairperson. The board shall meet ~~annually and~~ at such ~~other~~
28 times as it deems necessary. Meetings may be called by the
29 chairperson, and shall be called by the chairperson on the
30 request of three members of the board.
31 Sec. 68. Section 466B.3, subsection 5, paragraph a, Code
32 2024, is amended to read as follows:
33 *a.* The council shall be convened by the secretary of
34 agriculture ~~at least quarterly~~ as necessary.
35 Sec. 69. Section 481A.10A, subsection 3, Code 2024, is

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amended to read as follows:

3. The committee shall meet with a representative of the department of natural resources ~~on a semiannual basis~~ as necessary. The committee shall serve without compensation or reimbursement for expenses.

Sec. 70. Section 524.205, subsection 5, Code 2024, is amended to read as follows:

5. The state banking council shall meet ~~at least once each calendar quarter on such date and at such place as the council may decide, and shall meet~~ at such ~~other~~ times as may be deemed necessary by the superintendent or a majority of the council members.

Sec. 71. Section 533.107, subsection 3, Code 2024, is amended to read as follows:

3. The review board ~~shall meet at least four times each year and~~ shall hold ~~special~~ meetings at the call of the chairperson. Four members constitute a quorum.

Sec. 72. Section 542B.9, Code 2024, is amended to read as follows:

542B.9 Organization of ~~the~~ board — staff.

The board shall elect annually from its members a chairperson and a vice chairperson. The director of the department of inspections, appeals, and licensing shall hire and provide staff to assist the board in implementing this chapter. ~~The board shall hold at least one meeting at the location of the board's principal office, and meetings~~ Meetings shall be called ~~at other times~~ by the director or the director's designee at the request of the chairperson or four members of the board. At any meeting of the board, a majority of members constitutes a quorum.

Sec. 73. Section 543B.50, Code 2024, is amended to read as follows:

543B.50 Meetings.

The real estate commission shall ~~hold at least one meeting per year~~ meet as necessary at the location of the commission's

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principal office and shall elect a chairperson annually. A majority of the members of the commission shall constitute a quorum.

Sec. 74. Section 543D.4, subsection 7, Code 2024, is amended to read as follows:

7. The board shall meet ~~at least once each calendar quarter~~ as necessary to conduct its business.

Sec. 75. Section 904.106, Code 2024, is amended to read as follows:

904.106 Meetings — expenses.

~~The board shall meet at least quarterly throughout the year.~~ ~~Special meetings~~ Meetings may be called by the chairperson or upon written request of any three members of the board. The chairperson shall preside at all meetings or in the chairperson's absence, the vice chairperson shall preside. The members of the board shall be paid their actual expenses while attending the meetings. Each member of the board may also be able to receive compensation as provided in section 7E.6.

Sec. 76. Section 905.3, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. The district advisory board shall meet ~~not more often than quarterly during the calendar year~~ as necessary.

DIVISION VIII

REORGANIZATION

Sec. 77. Section 7E.5, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. There is a civil rights commission, ~~a public employment relations board, an interstate cooperation commission,~~ an Iowa ethics and campaign disclosure board, an Iowa utilities board, and an Iowa law enforcement academy.

Sec. 78. Section 8A.201, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. Materials excluded from this definition by ~~the commission through the adoption and enforcement of rules~~ rule.

Sec. 79. Section 8A.203, subsections 3 and 4, Code 2024, are

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1 amended to read as follows:
2 3. The commission shall ~~adopt~~ provide advice and
3 recommendations on the adoption of rules under chapter 17A by
4 the department for carrying out the responsibilities of the
5 department as it relates to library services duties of the
6 department.
7 4. ~~Advise~~ The commission shall advise the department and the
8 state librarian concerning the library services duties of the
9 department.
10 Sec. 80. Section 8A.206, subsection 2, paragraphs a and d,
11 Code 2024, are amended to read as follows:
12 *a.* Operate the law library which shall be maintained in the
13 state capitol or in rooms convenient to the state supreme court
14 and which shall be available for free use by the residents of
15 Iowa under rules the ~~commission~~ department adopts.
16 *d.* Perform other duties imposed by law or by the rules of
17 the ~~commission~~ department.
18 Sec. 81. Section 8A.207, subsection 1, Code 2024, is amended
19 to read as follows:
20 1. Manage the state data center program to make United
21 States census data available to the residents of Iowa under
22 rules the ~~commission~~ department adopts.
23 Sec. 82. Section 8A.209, subsection 1, Code 2024, is amended
24 to read as follows:
25 1. An enrich Iowa program is established in the department
26 to provide direct state assistance to public libraries, to
27 support the open access and access plus programs, to provide
28 public libraries with an incentive to improve library services
29 that are in compliance with performance measures, and to
30 reduce inequities among communities in the delivery of library
31 services based on performance measures adopted by rule by the
32 ~~commission~~ department. The ~~commission~~ department shall adopt
33 rules governing the allocation of ~~funds~~ moneys appropriated by
34 the general assembly for purposes of this section to provide
35 direct state assistance to eligible public libraries. A public

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1 library is eligible for ~~funds~~ moneys under this subchapter
2 if it is in compliance with the ~~commission's~~ department's
3 performance measures.
4 Sec. 83. Section 8A.412, subsection 11, Code 2024, is
5 amended to read as follows:
6 11. Professional employees under the supervision of the
7 attorney general, the state public defender, the secretary of
8 state, the auditor of state, and the treasurer of state~~, and~~
9 ~~the public employment relations board~~.
10 Sec. 84. Section 8A.415, subsection 1, paragraph b, Code
11 2024, is amended to read as follows:
12 *b.* If not satisfied, the employee may, within thirty
13 calendar days following the director's response, file an appeal
14 with the ~~public~~ employment ~~relations~~ appeal board. The hearing
15 shall be conducted in accordance with the rules of the ~~public~~
16 employment ~~relations~~ appeal board and the Iowa administrative
17 procedure Act, chapter 17A. Decisions rendered shall be based
18 upon a standard of substantial compliance with this subchapter
19 and the rules of the department. Decisions by the ~~public~~
20 employment ~~relations~~ appeal board constitute final agency
21 action.
22 Sec. 85. Section 8A.415, subsection 2, paragraph b, Code
23 2024, is amended to read as follows:
24 *b.* If not satisfied, the employee may, within thirty
25 calendar days following the director's response, file an
26 appeal with the ~~public~~ employment ~~relations~~ appeal board. The
27 employee has the right to a hearing closed to the public,
28 unless a public hearing is requested by the employee. The
29 hearing shall otherwise be conducted in accordance with the
30 rules of the ~~public~~ employment ~~relations~~ appeal board and the
31 Iowa administrative procedure Act, chapter 17A. If the ~~public~~
32 employment ~~relations~~ appeal board finds that the action taken
33 by the appointing authority was for political, religious,
34 racial, national origin, sex, age, or other reasons not
35 constituting just cause, the employee may be reinstated without

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loss of pay or benefits for the elapsed period, or the ~~public~~ employment ~~relations~~ appeal board may provide other appropriate remedies. Decisions by the ~~public~~ employment ~~relations~~ appeal board constitute final agency action.

Sec. 86. Section 8A.703, subsection 1, Code 2024, is amended to read as follows:

1. A state historical society board of trustees is established consisting of ~~twelve~~ seven members selected as follows:

a. ~~Three~~ Two members shall be elected by the members of the state historical society according to rules established by the board of trustees.

~~*b.* The governor shall appoint one member from each of the state's congressional districts established under section 40.1.~~

~~*c.*~~ *b.* The governor shall appoint five members from the state at large, considering but not requiring geographical diversity, at least ~~two~~ one of whom shall be on the faculty of a college or university in the state engaged in a discipline related to the activities of the historical society.

Sec. 87. Section 8A.707, subsection 1, Code 2024, is amended by adding the following new paragraphs:

NEW PARAGRAPH. *f.* Serve as the central advisory body for historical records planning in the state and as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state.

NEW PARAGRAPH. *g.* Serve as a state level review body for grant proposals submitted to the national historical publications and records commission.

Sec. 88. Section 8A.707, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4. The state historical society board of trustees may:

a. Serve in an advisory capacity to the state records commission, the state archives and records program, and other statewide archival or records agencies.

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b. Seek moneys from the national historical publications and records commission or other grant-funding bodies for sponsoring and publishing surveys of the conditions and needs of historical records in the state; for developing, revising, and distributing funding priorities for historical records projects in Iowa; for implementing projects to be carried out in the state for the preservation of historical records and publications; or for reviewing, through reports and otherwise, the operation and progress of records projects in the state.

Sec. 89. Section 8D.3, subsection 3, paragraphs b and d, Code 2024, are amended to read as follows:

b. ~~Adopt rules pursuant to chapter 17A as deemed appropriate and necessary, and directly related to the implementation and administration of the duties of the commission. The commission, in consultation with the department of administrative services, shall also adopt and provide for standard communications procedures and policies relating to the use of the network which recognize, at a minimum, the need for reliable communications services.~~ Provide advice and recommendations to the director for the adoption of rules as provided in section 8D.4.

d. ~~Review and approve for adoption, rules as proposed and submitted by an authorized user group necessary for the authorized user group's access and use of the network. The commission may refuse to approve and adopt a proposed rule, and upon such refusal, shall return the proposed rule to the respective authorized user group proposing the rule with a statement indicating the commission's reason for refusing to approve and adopt the rule.~~ Provide advice and recommendations to the director for the review and adoption of rules proposed and submitted by an authorized user group.

Sec. 90. Section 8D.4, Code 2024, is amended to read as follows:

8D.4 Executive director appointed.

1. The ~~commission~~ governor shall appoint an executive

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1 director of the commission, subject to confirmation by the
2 senate. Such individual shall not serve as a member of the
3 commission. The executive director shall serve at the pleasure
4 of the ~~commission~~ governor. The executive director shall be
5 selected primarily for administrative ability and knowledge
6 in the field, without regard to political affiliation. The
7 governor shall establish the salary of the executive director
8 within the applicable salary range as established by the
9 general assembly. The salary and support of the executive
10 director shall be paid from ~~funds~~ moneys deposited in the Iowa
11 communications network fund.
12 2. The director shall adopt rules pursuant to chapter 17A
13 for the implementation and administration of the duties of the
14 commission. The director, in consultation with the department
15 of administrative services, shall also adopt and provide for
16 standard communications procedures and policies relating to the
17 use of the network which recognize, at a minimum, the need for
18 reliable communications services. The director shall review
19 and approve for adoption rules as proposed and submitted by
20 an authorized user group necessary for the authorized user
21 group's access and use of the network. The director may refuse
22 to approve and adopt a proposed rule, and upon such refusal,
23 shall return the proposed rule to the respective authorized
24 user group proposing the rule with a statement indicating the
25 director's reason for refusing to approve and adopt the rule.
26 Sec. 91. Section 8D.9, subsection 2, paragraph b, Code 2024,
27 is amended to read as follows:
28 *b.* A private or public agency, other than an institution
29 under the control of the state board of regents, a private
30 college or university, or a nonpublic school, shall petition
31 the commission for a waiver of the requirement to use the
32 network as provided in paragraph *"a"*, if the agency determines
33 that paragraph *"a"*, subparagraph (1) or (2), applies. The
34 ~~commission~~ director shall establish by rule a review process
35 for determining, upon application of an authorized user,

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1 whether paragraph "a", subparagraph (1) or (2), applies. An
2 authorized user found by the commission to be under contract
3 for such services as provided in paragraph "a", subparagraph
4 (2), shall not enter into another contract upon the expiration
5 of such contract, but shall utilize the network for such
6 services as provided in this section unless paragraph "a",
7 subparagraph (1), applies. A waiver approved by the commission
8 may be for a period as requested by the private or public
9 agency of up to three years.
10 Sec. 92. Section 10A.104, subsection 2, Code 2024, is
11 amended to read as follows:
12 2. Appoint the administrators of the divisions within
13 the department and all other personnel deemed necessary for
14 the administration of this chapter, except the state public
15 defender, assistant state public defenders, administrator of
16 the racing and gaming commission, labor commissioner, workers'
17 compensation commissioner, director of the Iowa ~~state~~ office of
18 civil rights ~~commission~~, and members of the employment appeal
19 board. All persons appointed and employed in the department
20 are covered by the provisions of chapter 8A, subchapter IV, but
21 persons not appointed by the director are exempt from the merit
22 system provisions of chapter 8A, subchapter IV.
23 Sec. 93. Section 10A.506, subsection 1, paragraph a,
24 subparagraph (7), Code 2024, is amended by striking the
25 subparagraph.
26 Sec. 94. Section 12.72, subsection 1, Code 2024, is amended
27 to read as follows:
28 1. A vision Iowa fund is created and established as a
29 separate and distinct fund in the state treasury. The moneys
30 in the fund are appropriated to the ~~enhance Iowa~~ economic
31 development authority board for purposes of the vision Iowa
32 program established in section 15F.302. Moneys in the fund
33 shall not be subject to appropriation for any other purpose by
34 the general assembly, but shall be used only for the purposes
35 of the vision Iowa fund. The treasurer of state shall act as

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1 custodian of the fund and disburse moneys contained in the
2 fund as directed by the ~~enhance Iowa~~ economic development
3 authority board, including automatic disbursements of funds
4 received pursuant to the terms of bond indentures and documents
5 and security provisions to trustees. The fund shall be
6 administered by the ~~enhance Iowa~~ economic development authority
7 board which shall make expenditures from the fund consistent
8 with the purposes of the vision Iowa program without further
9 appropriation. An applicant under the vision Iowa program
10 shall not receive more than seventy-five million dollars in
11 financial assistance from the fund.
12 Sec. 95. Section 12.75, subsection 1, Code 2024, is amended
13 to read as follows:
14 1. The ~~enhance Iowa~~ economic development authority board
15 may undertake a project for two or more applicants jointly
16 or for any combination of applicants, and may combine for
17 financing purposes, with the consent of all of the applicants
18 which are involved, the project and some or all future projects
19 of any applicant, and section 12.71, Code 2020, sections 12.72
20 and 12.74, this section, and sections 12.76 and 12.77 apply to
21 and for the benefit of the ~~enhance Iowa~~ economic development
22 authority board and the joint applicants. However, the money
23 set aside in a fund or funds pledged for any series or issue
24 of bonds or notes shall be held for the sole benefit of the
25 series or issue separate and apart from money pledged for
26 another series or issue of bonds or notes of the treasurer
27 of state. To facilitate the combining of projects, bonds or
28 notes may be issued in series under one or more resolutions or
29 trust agreements and may be fully open-ended, thus providing
30 for the unlimited issuance of additional series, or partially
31 open-ended, limited as to additional series.
32 Sec. 96. Section 12B.10, subsection 7, unnumbered paragraph
33 1, Code 2024, is amended to read as follows:
34 Notwithstanding sections 12C.2, 12C.4, 12C.6, ~~12C.6A,~~
35 and any other provision of law relating to the deposits of

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public funds, if public funds are deposited in a depository, as defined in section 12C.1, any uninsured portion of the public funds invested through the depository may be invested in insured deposits or certificates of deposit arranged by the depository that are placed in or issued by one or more federally insured banks or savings associations regardless of location for the account of the public funds depositor if all of the following requirements are satisfied:

Sec. 97. Section 12C.6, subsection 2, paragraphs a, c, d, e, and f, Code 2024, are amended to read as follows:

a. ~~A committee composed of the superintendent of banking, the superintendent of credit unions, the auditor of state or a designee, and the treasurer of state shall meet on or about the first of each month or at other times as the committee may prescribe and by majority action~~ The treasurer of state, in consultation with subject matter experts as needed, shall establish a minimum rate to be earned on state funds placed in time deposits.

c. An interest rate established by the ~~committee~~ treasurer of state under this section shall be in effect commencing on the eighth calendar day following the day the rate is established and until a different rate is established and takes effect.

d. The ~~committee~~ treasurer of state shall give advisory notice of an interest rate established under this section. This notice may be given by publication in one or more newspapers, by publication in the Iowa administrative bulletin, by ordinary mail to persons directly affected, by any other method determined by the ~~committee~~ treasurer of state, or by a combination of these. In all cases, the notice shall be published in the Iowa administrative bulletin.

e. The notice shall contain the following words: The rate of interest has been determined by ~~a committee~~ the treasurer of state of the state of Iowa to be the minimum interest rate that shall be paid on public funds deposited in

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1 approved financial institutions. To be eligible to accept
2 deposits of public funds of the state of Iowa, a financial
3 institution shall demonstrate a commitment to serve the
4 needs of the local community in which it is chartered to do
5 business. These needs include credit services as well as
6 deposit services. All such financial institutions are required
7 to provide the ~~committee~~ treasurer of state with a written
8 description of their commitment to provide credit services in
9 the community. This statement is available for examination by
10 citizens.
11 *f.* The notice shall also provide the name and address of a
12 state official to whom inquiries can be sent. Actions of the
13 ~~committee~~ treasurer of state under this section ~~and section~~
14 ~~12C.6A~~ are exempt from chapter 17A.
15 Sec. 98. Section 15.105, subsection 1, paragraph a,
16 subparagraph (1), Code 2024, is amended to read as follows:
17 (1) The powers of the authority are vested in and shall
18 be exercised by a board of eleven voting members selected at
19 large and appointed by the governor subject to confirmation
20 by the senate. ~~The voting members shall be comprised of the~~
21 ~~following:~~
22 ~~(a) Two members from each United States congressional~~
23 ~~district established under section 40.1 in the state.~~
24 ~~(b) Three members selected at large.~~
25 Sec. 99. Section 15.108, subsection 5, paragraph c, Code
26 2024, is amended to read as follows:
27 *c.* Coordinate and develop with the department of
28 transportation, the department of natural resources, ~~the~~
29 ~~enhance Iowa board,~~ other state agencies, and local and
30 regional entities public interpretation, marketing, and
31 education programs that encourage Iowans and out-of-state
32 visitors to participate in the recreational and leisure
33 opportunities available in Iowa. The authority shall establish
34 and administer a program that helps connect both Iowa residents
35 and residents of other states to new and existing Iowa

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1 experiences as a means to enhance the economic, social, and
2 cultural well-being of the state. The program shall include
3 a broad range of new opportunities, both rural and urban,
4 including main street destinations, green space initiatives,
5 and artistic and cultural attractions.
6 Sec. 100. Section 15.108, subsection 8, paragraph b,
7 subparagraphs (4) and (5), Code 2024, are amended to read as
8 follows:
9 (4) Compile, in consultation with the Iowa arts council,
10 a list of grant applications recommended for funding in
11 accordance with the amount available for distribution as
12 provided in section 15.481, subsection 3. ~~The list of~~
13 ~~recommended grant applications shall be submitted to the Iowa~~
14 ~~cultural trust board of trustees for approval.~~
15 (5) Monitor the allocation and use of grant moneys by all
16 qualified organizations to determine whether moneys are used
17 in accordance with the provisions of this paragraph *"b"* and
18 subchapter II, part 30. ~~The authority shall annually submit~~
19 ~~a report with the authority's findings and recommendations to~~
20 ~~the Iowa cultural trust board of trustees prior to final board~~
21 ~~action in approving grants for the next succeeding fiscal year.~~
22 Sec. 101. Section 15.116, Code 2024, is amended to read as
23 follows:
24 **15.116 Technology commercialization committee.**
25 To evaluate and make recommendations to the authority
26 on appropriate funding for the projects and programs
27 applying for financial assistance from the innovation
28 and commercialization development fund created in section
29 15.412, the economic development authority shall create a
30 technology commercialization committee composed of members
31 with expertise in the areas of biosciences, engineering,
32 manufacturing, pharmaceuticals, materials, information
33 solutions, software, and energy. At least one member of the
34 technology commercialization committee shall be a member of the
35 economic development authority. An organization designated by

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1 the authority, composed of members from both the public and
2 private sectors and composed of subunits or subcommittees in
3 the areas of already identified bioscience platforms, education
4 and workforce development, commercialization, communication,
5 policy and governance, and finance, shall provide funding
6 recommendations to the technology commercialization committee.
7 Members of the committee shall be eligible for a per diem as
8 specified in section 7E.6 for each day spent in performance of
9 duties as members, and shall receive compensation for mileage
10 to and from meetings.
11 Sec. 102. Section 15.117A, subsection 2, paragraph a,
12 unnumbered paragraph 1, Code 2024, is amended to read as
13 follows:
14 ~~Twenty-nine~~ Nine voting members as follows:
15 Sec. 103. Section 15.117A, subsection 2, paragraph a,
16 subparagraphs (1), (3), and (9), Code 2024, are amended to read
17 as follows:
18 (1) ~~Twenty~~ Three members selected by the board to serve
19 staggered, two-year terms beginning and ending as provided
20 in section 69.19. ~~Of the members selected by the board,~~
21 ~~fourteen shall be representatives from businesses in the~~
22 ~~targeted industries and six shall be individuals who serve~~
23 ~~on the technology commercialization committee created in~~
24 ~~section 15.116, or other committees of the board, and who~~
25 ~~have expertise with the targeted industries. At least ten of~~
26 ~~the members selected pursuant to this subparagraph shall be~~
27 ~~executives actively engaged in the management of a business in~~
28 ~~a targeted industry.~~ The members selected pursuant to this
29 ~~paragraph~~ subparagraph shall have expertise in the targeted
30 industries and reflect the size and diversity of businesses in
31 the targeted industries ~~and of the various geographic areas of~~
32 ~~the state~~.
33 (3) The director of the authority~~, or the director's~~
34 ~~designee~~.
35 (9) ~~Two~~ One community college ~~presidents from~~

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1 ~~geographically diverse areas of the state~~ president, selected
2 by the Iowa association of community college trustees.
3 Sec. 104. Section 15.117A, subsection 2, paragraph a,
4 subparagraphs (2) and (4), Code 2024, are amended by striking
5 the subparagraphs.
6 Sec. 105. Section 15.117A, subsection 4, Code 2024, is
7 amended to read as follows:
8 4. The ~~chief technology officer appointed pursuant to~~
9 ~~section 15.117~~ council shall ~~be~~ select the chairperson of the
10 council ~~and~~, who shall be responsible for convening meetings of
11 the council and coordinating its activities ~~and shall convene~~
12 ~~the council at least annually~~. The council shall annually
13 elect one of the voting members to serve as vice chairperson.
14 A majority of the members of the council constitutes a quorum.
15 However, the ~~chief technology officer~~ chairperson shall not
16 convene a meeting of the council unless the director of the
17 authority, or the director's designee, is present at the
18 meeting.
19 Sec. 106. Section 15.117A, subsection 6, paragraphs a, b,
20 and d, Code 2024, are amended by striking the paragraphs.
21 Sec. 107. Section 15.117A, Code 2024, is amended by adding
22 the following new subsection:
23 NEW SUBSECTION. 7. A committee appointed by the
24 director and the chairperson of the council shall review and
25 make recommendations on all applications received by the
26 authority for financial assistance under the Iowa strategic
27 infrastructure program pursuant to section 15.313. Persons
28 appointed to a committee pursuant to this subsection are not
29 required to be members of the council.
30 Sec. 108. Section 15.439, subsection 1, paragraphs a, c, d,
31 and e, Code 2024, are amended to read as follows:
32 *a.* The authority shall establish and administer an Iowa
33 great places program for purposes of combining resources of
34 state government in an effort to showcase the unique and
35 authentic qualities of communities, regions, neighborhoods, and

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1 districts that make such places exceptional places to work and
2 live. ~~The authority shall provide administrative assistance to~~
3 ~~the Iowa great places board.~~ The authority shall coordinate
4 ~~the~~ efforts ~~of the Iowa great places board~~ with ~~the efforts of~~
5 other state agencies participating in the program which shall
6 include but not be limited to the Iowa finance authority, the
7 department of health and human services, the department of
8 natural resources, the state department of transportation, and
9 the department of workforce development.
10 *c.* ~~Initially, three Iowa great places projects shall be~~
11 ~~identified by the Iowa great places board.~~ The ~~board~~ authority
12 may identify additional Iowa great places for participation
13 under the program when places develop dimensions and meet
14 readiness criteria for participation under the program.
15 ~~*d.* The authority shall work in cooperation with the enhance~~
16 ~~Iowa board for purposes of maximizing and leveraging moneys~~
17 ~~appropriated to identified Iowa great places.~~
18 ~~*e.*~~ *d.* As a condition of receiving state funds, an
19 identified Iowa great place shall present information to the
20 ~~board~~ authority concerning the proposed activities and total
21 financial needs of the project.
22 Sec. 109. Section 15.439, subsection 2, Code 2024, is
23 amended by striking the subsection.
24 Sec. 110. Section 15.439, subsections 3 and 4, Code 2024,
25 are amended to read as follows:
26 3. The ~~board~~ authority shall do all of the following:
27 ~~*a.* Organize.~~
28 ~~*b.*~~ *a.* Identify Iowa great places for purposes of receiving
29 a package of resources under the program.
30 ~~*c.*~~ *b.* Identify a combination of state resources which can
31 be provided to Iowa great places.
32 4. Notwithstanding any restriction, requirement, or
33 duty to the contrary, in considering an application for a
34 grant, loan, or other financial or technical assistance for a
35 project identified in an Iowa great places agreement developed

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1 pursuant to this section, a state agency shall give additional
2 consideration or additional points in the application of rating
3 or evaluation criteria to such applications. This subsection
4 applies to applications filed within three years of the ~~Iowa~~
5 ~~great places board's~~ authority's identification of the project
6 for participation in the program.
7 Sec. 111. Section 15.478, subsection 1, Code 2024, is
8 amended by striking the subsection.
9 Sec. 112. Section 15.479, subsection 4, Code 2024, is
10 amended to read as follows:
11 4. The treasurer of state shall act as custodian of the
12 fund, shall invest moneys in the trust fund, and shall transfer
13 the interest attributable to the investment of trust fund
14 moneys to the grant account created in section 15.482. The
15 trust fund's principal shall not be used or accessed by the
16 ~~department or the board~~ authority for any purpose.
17 Sec. 113. Section 15.481, unnumbered paragraph 1, Code
18 2024, is amended to read as follows:
19 The ~~board~~ authority shall do any or all of the following:
20 Sec. 114. Section 15.481, subsections 2 and 3, Code 2024,
21 are amended to read as follows:
22 2. Approve or disapprove the grants recommended for
23 approval by the director, in consultation with the Iowa arts
24 council and the state historical society of Iowa, in accordance
25 with section 15.108, subsection 8, paragraph "*b*". The ~~board~~
26 authority may remove any recommendation from the list, but
27 shall not add to or otherwise amend the list of recommended
28 grants.
29 3. Upon approving a grant, the ~~board~~ authority shall certify
30 to the treasurer of state the amount of financial assistance
31 payable from the grant account to the qualified organization
32 whose grant application is approved.
33 Sec. 115. Section 15.482, subsections 1 and 3, Code 2024,
34 are amended to read as follows:
35 1. An Iowa cultural trust grant account is created in

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the office of the treasurer of state under the control of the ~~board~~ authority to receive interest attributable to the investment of trust fund moneys as required by section 15.479, subsection 4. The moneys in the grant account are appropriated to the ~~board~~ authority for purposes of the Iowa cultural trust created in section 15.479. Moneys in the grant account shall not be subject to appropriation for any other purpose by the general assembly, but shall be used only for the purposes of the Iowa cultural trust. The treasurer of state shall act as custodian of the grant account and disburse moneys contained in the grant account as directed by the ~~board~~ authority. The ~~board~~ authority shall make expenditures from the grant account consistent with the purposes of the Iowa cultural trust.

3. At any time when the principal balance in the trust fund equals or exceeds three million dollars, the ~~board~~ authority may use moneys in the grant account for a statewide educational program to promote participation in, expanded support of, and local endowment building for, Iowa nonprofit arts, history, and sciences and humanities organizations.

Sec. 116. Section 15F.101, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~enhance Iowa~~ economic development authority board as created in section ~~15F.102~~ 15.105.

Sec. 117. Section 15F.203, subsection 2, Code 2024, is amended to read as follows:

2. A review committee composed of five members of the board shall review community attraction and tourism program applications forwarded to the board and make recommendations regarding the applications to the board. ~~The review committee shall consist of members of the board, with one member from each congressional district under section 15F.102, subsection 2, paragraph *"a"*, and one member from the state at large under section 15F.102, subsection 2, paragraph *"b"*.~~

Sec. 118. Section 15F.304, subsection 2, Code 2024, is amended to read as follows:

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2. A review committee composed of six members of the board shall review vision Iowa program applications and river enhancement community attraction and tourism project applications forwarded to the board and make recommendations regarding the applications to the board. ~~The review committee shall consist of members of the board, with one member from each congressional district under section 15F.102, subsection 2, paragraph "a", and two members from the state at large under section 15F.102, subsection 2, paragraph "b".~~

Sec. 119. Section 15F.402, subsection 2, Code 2024, is amended to read as follows:

2. A review committee composed of five members of the board shall review sports tourism marketing and infrastructure program applications forwarded to the board and make recommendations regarding the applications to the authority. ~~The review committee shall consist of members of the board, with one member from each congressional district under section 15F.102, subsection 2, paragraph "a", and one member from the state at large under section 15F.102, subsection 2, paragraph "b".~~

Sec. 120. Section 15H.3, subsection 1, paragraphs e and k, Code 2024, are amended by striking the paragraphs.

Sec. 121. Section 16.2D, subsections 1, 2, 3, 4, 5, and 6, Code 2024, are amended by striking the subsections.

Sec. 122. Section 16.2D, subsection 7, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The duties of the ~~council~~ authority under this section shall include but are not limited to the following:

Sec. 123. Section 16.2D, subsection 7, paragraph e, Code 2024, is amended to read as follows:

e. Advise the governor's office, ~~the authority,~~ state agencies, and private organizations on strategies to prevent and eliminate homelessness.

Sec. 124. Section 16.2D, subsections 8, 9, and 10, Code 2024, are amended to read as follows:

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8. The ~~council~~ authority shall file a point-in-time report on homelessness in Iowa with the governor and the general assembly on or before December 1 of each year.

9. *a.* The authority~~, in consultation with the council,~~ shall adopt rules pursuant to chapter 17A for carrying out the duties of the ~~council~~ authority pursuant to this section.

b. The ~~council~~ authority shall establish internal rules of procedure consistent with the provisions of this section.

c. Rules adopted or internal rules of procedure established pursuant to paragraph *"a"* or *"b"* shall be consistent with the requirements of the federal McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11301 et seq.

10. The ~~council~~ authority shall comply with the requirements of chapters 21 and 22. ~~The authority shall be the official repository of council records.~~

Sec. 125. Section 20.1, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The general assembly declares that the purposes of the ~~public employment relations board established by~~ employment appeal board with respect to this chapter are to implement the provisions of this chapter and adjudicate and conciliate employment-related cases involving the state of Iowa and other public employers and employee organizations. For these purposes the powers and duties of the board include but are not limited to the following:

Sec. 126. Section 20.3, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~public~~ employment ~~relations~~ appeal board established under section ~~20.5~~ 10A.601.

Sec. 127. Section 20.6, subsection 1, Code 2024, is amended to read as follows:

1. Administer the provisions of this chapter and delegate the powers and duties of the board to ~~the executive director or~~ persons employed by the board, as appropriate.

Sec. 128. Section 22.7, subsection 69, Code 2024, is amended

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to read as follows:

69. The evidence of public employee support for the certification, retention and recertification, or decertification of an employee organization as defined in section 20.3 that is submitted to the ~~public~~ employment ~~relations~~ appeal board as provided in section 20.14 or 20.15.

Sec. 129. Section 23A.2, subsection 6, paragraph a, Code 2024, is amended to read as follows:

a. The director of the department of corrections~~, with the advice of the state prison industries advisory board,~~ may, by rule, provide for exemptions from this chapter.

Sec. 130. Section 34A.2A, subsection 2, Code 2024, is amended to read as follows:

2. The 911 program manager shall act under the supervisory control of the director of the department of homeland security and emergency management~~, and in consultation with the 911 communications council,~~ and shall perform the duties specifically set forth in this chapter and as assigned by the director.

Sec. 131. Section 34A.7A, subsection 2, paragraph f, subparagraph (1), subparagraph division (a), Code 2024, is amended by striking the subparagraph division.

Sec. 132. Section 34A.7A, subsection 2, paragraph f, subparagraph (1), subparagraph division (b), Code 2024, is amended to read as follows:

(b) The program manager~~, in consultation with the 911 communications council,~~ shall allocate an amount, not to exceed one hundred thousand dollars per fiscal year, for development of public awareness and educational programs related to the use of 911 by the public, educational programs for personnel responsible for the maintenance, operation, and upgrading of local 911 systems~~, and the expenses of members of the 911 communications council for travel, monthly meetings, and training, provided, however, that the members have not received reimbursement funds for such expenses from another source~~.

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1 Sec. 133. Section 34A.7A, subsection 2, paragraph g, Code
2 2024, is amended to read as follows:
3 *g.* The director, in consultation with the program manager
4 ~~and the 911 communications council~~, shall adopt rules pursuant
5 to chapter 17A governing the distribution of the surcharge
6 collected and distributed pursuant to this subsection. The
7 rules shall include provisions that all joint 911 service
8 boards and the department of public safety which answer or
9 service wireless 911 calls are eligible to receive an equitable
10 portion of the receipts.
11 Sec. 134. Section 34A.7A, subsection 5, paragraph a, Code
12 2024, is amended to read as follows:
13 *a.* The program manager, in consultation with the ~~911~~
14 ~~communications council and the~~ auditor of state, shall
15 establish a methodology for determining and collecting public
16 safety answering point cost and expense data through the county
17 joint 911 service boards. The methodology shall include the
18 collection of data for direct costs and expenses related to
19 the operation of a public safety answering point and account
20 for the extent to which identified costs and expenses are
21 compensated for or addressed through 911 surcharges versus
22 other sources of funding.
23 Sec. 135. Section 34A.11, subsection 1, Code 2024, is
24 amended to read as follows:
25 1. The joint 911 service board in each 911 service area
26 shall designate a person to serve as a single point-of-contact
27 to facilitate the communication of needs, issues, or concerns
28 regarding emergency communications, interoperability, and
29 other matters applicable to emergency 911 communications and
30 migration to the next generation 911 network. The person
31 designated as the single point-of-contact shall be responsible
32 for facilitating the communication of such needs, issues, or
33 concerns between public or private safety agencies within the
34 service area, the 911 program manager, ~~the 911 communications~~
35 ~~council,~~ the statewide interoperable communications system

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1 board established in section 80.28, and any other person,
2 entity, or agency the person deems necessary or appropriate.
3 The person designated shall also be responsible for responding
4 to surveys or requests for information applicable to the
5 service area received from a federal, state, or local agency,
6 entity, or board.
7 Sec. 136. Section 35A.2, subsection 2, Code 2024, is amended
8 to read as follows:
9 2. Ten commissioners shall be honorably discharged members
10 of the armed forces of the United States. The American
11 legion ~~of Iowa~~, disabled American veterans ~~department of Iowa~~,
12 veterans of foreign wars ~~department of Iowa~~, American veterans
13 ~~of World War II, Korea, and Vietnam~~, the Vietnam veterans of
14 America, the military order of the purple heart, the paralyzed
15 veterans of America, and the Iowa association of county
16 commissioners and veteran service officers, through their
17 department commanders, shall submit two names respectively from
18 their organizations to the governor. The adjutant general and
19 the Iowa affiliate of the reserve officers association ~~shall~~
20 may submit names to the governor of persons to represent the
21 Iowa national guard and the ~~association~~ reserve organization
22 of America. The governor shall appoint from the group of
23 names submitted by the adjutant general and reserve officers
24 association two representatives and from each of the other
25 organizations one representative to serve as a member of the
26 commission, unless the appointments would conflict with the
27 bipartisan and gender balance provisions of sections 69.16 and
28 69.16A. In addition, the governor shall appoint one member
29 of the public, knowledgeable in the general field of veterans
30 affairs, to serve on the commission. If an organization fails
31 to submit a recommendation pursuant to this subsection, the
32 governor may appoint any person to fill the vacancy.
33 Sec. 137. Section 68B.2, subsection 23, Code 2024, is
34 amended to read as follows:
35 23. *"Regulatory agency"* means the department of agriculture

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and land stewardship, department of workforce development, department of insurance and financial services, department of public safety, department of education, state board of regents, department of health and human services, department of revenue, department of inspections, appeals, and licensing, department of administrative services, ~~public~~ employment ~~relations~~ appeal board, state department of transportation, ~~civil rights commission~~ office of civil rights, department of public defense, department of homeland security and emergency management, Iowa ethics and campaign disclosure board, utilities board, and department of natural resources.

Sec. 138. Section 68B.35, subsection 2, paragraph e, Code 2024, is amended to read as follows:

e. Members of the state banking council, the Iowa ethics and campaign disclosure board, the credit union review board, the economic development authority, the employment appeal board, the environmental protection commission, the health facilities council, the Iowa finance authority, the Iowa public employees' retirement system investment board, the Iowa lottery board created in section 99G.8, the natural resource commission, the board of parole, the petroleum underground storage tank fund board, ~~the public employment relations board,~~ the state racing and gaming commission, the state board of regents, the transportation commission, the office of consumer advocate, the utilities board, the Iowa telecommunications and technology commission, and any full-time members of other boards and commissions as defined under section 7E.4 who receive an annual salary for their service on the board or commission. The Iowa ethics and campaign disclosure board shall conduct an annual review to determine if members of any other board, commission, or authority should file a statement and shall require the filing of a statement pursuant to rules adopted pursuant to chapter 17A.

Sec. 139. Section 70A.28, subsection 6, Code 2024, is amended to read as follows:

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6. Subsection 2 may also be enforced by an employee through an administrative action pursuant to the requirements of this subsection if the employee is not a merit system employee or an employee covered by a collective bargaining agreement. An employee eligible to pursue an administrative action pursuant to this subsection who is discharged, suspended, demoted, or otherwise receives a reduction in pay and who believes the adverse employment action was taken as a result of the employee's disclosure of information that was authorized pursuant to subsection 2, may file an appeal of the adverse employment action with the ~~public~~ employment ~~relations~~ appeal board within thirty calendar days following the later of the effective date of the action or the date a finding is issued to the employee by the office of ombudsman pursuant to section 2C.11A. The findings issued by the ombudsman may be introduced as evidence before the ~~public~~ employment ~~relations~~ appeal board. The employee has the right to a hearing closed to the public, but may request a public hearing. The hearing shall otherwise be conducted in accordance with the rules of the ~~public~~ employment ~~relations~~ appeal board and the Iowa administrative procedure Act, chapter 17A. If the ~~public~~ employment ~~relations~~ appeal board finds that the action taken in regard to the employee was in violation of subsection 2, the employee may be reinstated without loss of pay or benefits for the elapsed period, or the ~~public~~ employment ~~relations~~ appeal board may provide other appropriate remedies. Decisions by the ~~public~~ employment ~~relations~~ appeal board constitute final agency action.

Sec. 140. Section 80.28, subsections 2 and 3, Code 2024, are amended to read as follows:

2. The board shall consist of ~~nineteen voting members, as follows~~ the following members, selected by the governor after considering recommendations from professional or volunteer organizations:

a. ~~The following members representing state agencies:~~

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1 ~~(1) One member representing the department of public~~
2 ~~safety.~~
3 ~~(2) One member representing the state department of~~
4 ~~transportation.~~
5 ~~(3) One member representing the department of homeland~~
6 ~~security and emergency management.~~
7 ~~(4) One member representing the department of corrections.~~
8 ~~(5) One member representing the department of natural~~
9 ~~resources.~~
10 ~~(6) One member representing the department of health and~~
11 ~~human services.~~
12 ~~(7) One member representing the office of the chief~~
13 ~~information officer created in section 8B.2.~~
14 ~~(8) One member representing the Iowa law enforcement~~
15 ~~academy created in section 80B.4.~~
16 ~~*b.* The governor shall solicit and consider recommendations~~
17 ~~from professional or volunteer organizations in appointing the~~
18 ~~following members:~~
19 ~~(1) Two members who are representatives~~ One member who is a
20 representative from a municipal police ~~departments~~ department.
21 ~~(2)~~ *b.* ~~Two members who are representatives~~ One member who
22 is a representative of a sheriff's ~~offices~~ office.
23 ~~(3)~~ *c.* ~~Two members who are representatives~~ One member who
24 is a representative from a fire ~~departments~~ department. ~~One~~
25 ~~of the members shall be a volunteer fire fighter and the other~~
26 ~~member shall be a paid fire fighter.~~
27 ~~(4)~~ *d.* ~~Two members who are~~ One member who is a law
28 communication center ~~managers~~ manager employed by a state or
29 local government ~~agencies~~ agency.
30 ~~(5)~~ *e.* One member representing local emergency management
31 coordinators.
32 ~~(6)~~ *f.* One member representing emergency medical service
33 providers.
34 ~~(7)~~ *g.* One at-large member.
35 3. In addition to the ~~voting~~ members listed in subsection

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2, the board membership shall include four members of the general assembly with one member designated by each of the following: the majority leader of the senate, the minority leader of the senate, the speaker of the house of representatives, and the minority leader of the house of representatives. A legislative member serves for a term as provided in section 69.16B in an ex officio, nonvoting capacity and is eligible for per diem and expenses as provided in section 2.10.

Sec. 141. Section 84A.1A, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

An Iowa workforce development board is created, consisting of ~~thirty-three voting members and thirteen nonvoting~~ the following members.

Sec. 142. Section 84A.1A, subsection 1, paragraph a, subparagraph (5), Code 2024, is amended by striking the subparagraph.

Sec. 143. Section 84A.1A, subsection 1, paragraph a, subparagraph (8), unnumbered paragraph 1, Code 2024, is amended to read as follows:

The following ~~twenty-six~~ members who shall be appointed by the governor for staggered terms of four years beginning and ending as provided in section 69.19, subject to confirmation by the senate:

Sec. 144. Section 84A.1A, subsection 1, paragraph a, subparagraph (8), subparagraph division (a), unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~Seventeen~~ Ten members who shall be representatives of businesses in the state to whom each of the following applies, and at least one of whom shall represent small businesses as defined by the United States small business administration:

Sec. 145. Section 84A.1A, subsection 1, paragraph a, subparagraph (8), subparagraph division (b), Code 2024, is amended to read as follows:

(b) ~~Seven~~ Four members who shall be representatives of

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the workforce in the state and who shall include all of the following:

(i) ~~Four~~ At least two representatives of labor organizations who have been nominated by state labor federations.

(ii) ~~One~~ At least one representative of a joint labor-management apprenticeship program in the state who shall be a member of a labor organization or a training director. If such a joint program does not exist in the state, the member shall instead be a representative of an apprenticeship program in the state.

~~(iii) Two representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §3(24), including but not limited to organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; or that serve eligible youth, as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §3(18), including representatives of organizations that serve out-of-school youth, as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §129(a)(1)(B).~~

Sec. 146. Section 84A.1A, subsection 1, paragraph b, Code 2024, is amended by striking the paragraph and inserting in lieu thereof the following:

b. The director of the department of education or the director's designee shall serve as an ex officio, nonvoting member.

Sec. 147. Section 97B.8B, subsection 2, Code 2024, is amended to read as follows:

2. *Membership.* The benefits advisory committee shall be comprised of representatives of constituent groups concerned with the retirement system, and shall include representatives

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of employers, active members, and retired members. In addition, the director of the department of administrative services, or the director's designee, and a member of the public selected by the voting members of the committee shall serve as members of the committee. The system shall adopt rules under chapter 17A to provide for the selection of members to the committee and the election of the voting members of the committee.

Sec. 148. Section 100B.1, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The council shall consist of ~~eleven~~ seven voting members and one ex officio, nonvoting member. Voting members of the state fire service and emergency response council shall be appointed by the governor.

(1) The governor shall ~~appoint~~ consider appointing voting members of the council from a list of nominees submitted by each of the following organizations, but may appoint any person to serve on the council:

(a) ~~Two members from a list submitted by the~~ The Iowa firefighters association.

(b) ~~Two members from a list submitted by the~~ The Iowa fire chiefs' association.

(c) ~~Two members from a list submitted by the~~ The Iowa professional fire fighters.

(d) ~~Two members from a list submitted by the~~ The Iowa association of professional fire chiefs.

(e) ~~One member from a list submitted by the~~ The Iowa emergency medical services association.

~~(2) A person nominated for inclusion in the voting membership on the council is not required to be a member of the organization that nominates the person.~~

~~(3) The tenth and eleventh voting members of the council shall be members of the general public appointed by the governor.~~

~~(4)~~ (2) The labor commissioner, or the labor commissioner's

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1 designee, shall be a nonvoting, ex officio member of the
2 council.
3 Sec. 149. Section 100B.1, subsection 3, Code 2024, is
4 amended to read as follows:
5 3. ~~Six~~ Four voting members of the council shall constitute
6 a quorum. For the purpose of conducting business, a majority
7 vote of the council shall be required. The council shall elect
8 a chairperson from its members. The council shall meet at the
9 call of the chairperson, or the state fire marshal, or when any
10 ~~six~~ four members of the council file a written request with the
11 chairperson for a meeting.
12 Sec. 150. Section 100C.1, subsection 5, Code 2024, is
13 amended to read as follows:
14 5. *"Automatic fire extinguishing system"* means a system of
15 devices and equipment that automatically detects a fire and
16 discharges an approved fire extinguishing agent onto or in
17 the area of a fire and includes automatic sprinkler systems,
18 carbon dioxide extinguishing systems, deluge systems, automatic
19 dry-chemical extinguishing systems, foam extinguishing systems,
20 and halogenated extinguishing systems, or other equivalent fire
21 extinguishing technologies recognized by the ~~fire extinguishing~~
22 ~~system contractors advisory board~~ department.
23 Sec. 151. Section 100C.7, Code 2024, is amended to read as
24 follows:
25 **100C.7 Administration — rules.**
26 The director shall administer this chapter and~~, after~~
27 ~~consultation with the fire extinguishing system contractors and~~
28 ~~alarm systems advisory board, shall~~ adopt rules pursuant to
29 chapter 17A necessary for the administration and enforcement of
30 this chapter.
31 Sec. 152. Section 100D.5, subsection 1, Code 2024, is
32 amended to read as follows:
33 1. ~~After consultation with the fire extinguishing system~~
34 ~~contractors and alarm systems advisory board established~~
35 ~~pursuant to section 100C.10, adopt~~ Adopt rules pursuant to

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chapter 17A necessary for the administration and enforcement of this chapter.

Sec. 153. Section 103.1, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~electrical examining~~ board of building and construction occupations created under ~~section 103.2~~ chapter 103A.

Sec. 154. Section 103A.3, subsection 1, Code 2024, is amended to read as follows:

1. ~~*"Board of review" or "board"*~~ *"Board"* means the ~~state building code~~ board of ~~review~~ building and construction occupations created by this chapter.

Sec. 155. Section 103A.15, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~commissioner shall establish a state building code board of review~~ board of building and construction occupations is established.

Sec. 156. Section 103A.15, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The board shall be composed of ~~three~~ the following members ~~of the council.~~, appointed by the governor:

a. Two master electricians licensed pursuant to chapter 103, one of whom shall be a member of a union and one of whom shall not.

b. Two master plumbers licensed pursuant to chapter 105, one of whom shall be a member of a union and one of whom shall not.

c. Two master mechanical professionals licensed pursuant to chapter 105, one of whom shall be a member of a union and one of whom shall not.

d. Two members, each of whom is either a journeyman licensed pursuant to chapter 103 or a journeyperson licensed pursuant to chapter 105, one of whom shall be a member of a union and one of whom shall not.

2. Members of the board ~~of review~~ shall serve ~~at the pleasure of the commissioner~~ for a term of three years.

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1 Sec. 157. Section 103A.18, unnumbered paragraph 1, Code
2 2024, is amended to read as follows:
3 Judicial review of action of the commissioner, board
4 ~~of review~~, or council may be sought in accordance with the
5 terms of the Iowa administrative procedure Act, chapter 17A.
6 Notwithstanding the terms of said Act:
7 Sec. 158. Section 103A.19, subsection 2, paragraph b, Code
8 2024, is amended to read as follows:
9 *b.* Require that the construction of any building or
10 structure shall be in accordance with the applicable provisions
11 of the state building code, subject, however, to the powers
12 granted to the board ~~of review~~ in section 103A.16.
13 Sec. 159. Section 103A.19, subsection 2, paragraph d,
14 subparagraph (2), Code 2024, is amended to read as follows:
15 (2) Every certificate of occupancy or use shall, until set
16 aside or vacated by the board ~~of review~~, director, or a court
17 of competent jurisdiction, be binding and conclusive upon all
18 state and local agencies, as to all matters set forth and no
19 order, direction, or requirement at variance therewith shall be
20 made or issued by any other state or local agency.
21 Sec. 160. Section 105.2, subsection 2, Code 2024, is amended
22 to read as follows:
23 2. *"Board"* means the ~~plumbing and mechanical systems~~
24 board of building and construction occupations as established
25 pursuant to ~~section 105.3~~ chapter 103A.
26 Sec. 161. Section 123.8, subsection 1, Code 2024, is amended
27 to read as follows:
28 1. The commission, in addition to the duties specifically
29 enumerated in this chapter, shall ~~act as a policy-making body~~
30 ~~under this chapter and~~ serve in an advisory capacity to the
31 director and department.
32 Sec. 162. Section 123.8, subsection 2, unnumbered paragraph
33 1, Code 2024, is amended to read as follows:
34 The commission may ~~review and affirm, reverse, or amend all~~
35 provide advice and make recommendations regarding the actions

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1 of the director under this chapter, including but not limited
2 to the following instances:
3 Sec. 163. Section 123.10, unnumbered paragraph 1, Code
4 2024, is amended to read as follows:
5 The director, with the ~~approval~~ advice of the commission and
6 subject to chapter 17A, may adopt rules as necessary to carry
7 out this chapter. The director's authority under this chapter
8 extends to~~,~~ but is not limited to~~,~~ the following:
9 Sec. 164. Section 123.49, subsection 2, paragraph f,
10 subparagraph (4), Code 2024, is amended to read as follows:
11 (4) If a person employed under this paragraph reports an
12 incident of workplace harassment to the employer or if the
13 employer otherwise becomes aware of such an incident, the
14 employer shall report the incident to the employee's parent,
15 guardian, or legal custodian and to the Iowa office of civil
16 rights ~~commission~~, which shall determine if any action is
17 necessary or appropriate under chapter 216.
18 Sec. 165. Section 124.551, subsection 1, Code 2024, is
19 amended to read as follows:
20 1. Contingent upon the receipt of funds pursuant to
21 section 124.557 sufficient to carry out the purposes of
22 this subchapter, the board, in conjunction with the advisory
23 ~~council~~ committee created in section 124.555, shall establish
24 and maintain an information program for drug prescribing and
25 dispensing.
26 Sec. 166. Section 124.553, subsection 1, paragraph b, Code
27 2024, is amended to read as follows:
28 *b.* An individual who requests the individual's own program
29 information in accordance with the procedure established in
30 rules of the board ~~and advisory council~~ adopted under section
31 124.554.
32 Sec. 167. Section 124.554, subsection 1, unnumbered
33 paragraph 1, Code 2024, is amended to read as follows:
34 The board ~~and advisory council~~ shall ~~jointly~~ adopt rules in
35 accordance with chapter 17A to carry out the purposes of, and

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1 to enforce the provisions of, this subchapter. The rules shall
2 include but not be limited to the development of procedures
3 relating to:
4 Sec. 168. Section 124.554, subsection 1, paragraphs f, g,
5 and h, Code 2024, are amended to read as follows:
6 *f.* Use by the board or advisory ~~council~~ committee of the
7 program request records required by section 124.553, subsection
8 2, to document and report statistical information.
9 *g.* Including all schedule II, schedule III, and schedule
10 IV controlled substances, schedule V controlled substances
11 including when dispensed by a pharmacist without a prescription
12 except for sales of pseudoephedrine that are reported to the
13 real-time electronic repository, opioid antagonists, and other
14 prescription substances that the advisory ~~council~~ committee and
15 board determine can be addictive or fatal if not taken under
16 the proper care and direction of a prescribing practitioner.
17 *h.* Access by a pharmacist or prescribing practitioner to
18 information in the program pursuant to a written agreement with
19 the board ~~and advisory council~~.
20 Sec. 169. Section 124.554, subsection 2, unnumbered
21 paragraph 1, Code 2024, is amended to read as follows:
22 Beginning February 1, 2021, and annually by February 1
23 thereafter, the board ~~and advisory council~~ shall present to the
24 general assembly and the governor a report prepared consistent
25 with section 124.555, subsection 3, paragraph *"d"*, which shall
26 include but not be limited to the following:
27 Sec. 170. Section 124.554, subsection 2, paragraphs b and c,
28 Code 2024, are amended to read as follows:
29 *b.* Information from pharmacies, prescribing practitioners,
30 the board, the advisory ~~council~~ committee, and others regarding
31 the benefits or detriments of the program.
32 *c.* Information from pharmacies, prescribing practitioners,
33 the board, the advisory ~~council~~ committee, and others regarding
34 the board's effectiveness in providing information from the
35 program.

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1 Sec. 171. Section 124.554, subsection 3, paragraph a,
2 subparagraph (6), Code 2024, is amended to read as follows:
3 (6) Other pertinent information identified by the board ~~and~~
4 ~~advisory council~~ by rule.
5 Sec. 172. Section 124.555, unnumbered paragraph 1, Code
6 2024, is amended to read as follows:
7 An advisory ~~council~~ committee shall be established to
8 ~~provide oversight to~~ assist the board ~~and~~ in the management of
9 the program and ~~to comanage~~ program activities.
10 Sec. 173. Section 124.555, subsections 1 and 2, Code 2024,
11 are amended to read as follows:
12 1. The ~~council~~ committee shall consist of five members
13 appointed by the board. The members shall include at least
14 one ~~licensed pharmacist~~ prescribing practitioner licensed
15 by the board, one physician licensed under chapter 148, one
16 prescribing practitioner licensed by the board of nursing, and
17 one ~~licensed prescribing practitioner who is not a physician,~~
18 ~~and other members as determined by the board~~ prescribing
19 practitioner licensed by the board of behavioral health
20 professionals. The board shall adopt rules in accordance with
21 chapter 17A on matters pertaining to the ~~council~~ committee
22 membership, including the terms of appointment and quorum.
23 The board shall solicit recommendations for ~~council~~ committee
24 members from ~~Iowa health professional licensing boards,~~
25 ~~associations, and societies~~ the board of medicine, board of
26 nursing, and board of behavioral health professionals. The
27 license of each member appointed to and serving on the advisory
28 ~~council~~ committee shall be current and in good standing with
29 the professional's licensing board.
30 2. The ~~council~~ committee shall advance the goals of the
31 program, which include identification of misuse and diversion
32 of controlled substances identified pursuant to section
33 124.554, subsection 1, paragraph "g", and enhancement of the
34 quality of health care delivery in this state.
35 Sec. 174. Section 124.555, subsection 3, unnumbered

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1 paragraph 1, Code 2024, is amended to read as follows:
2 Duties of the ~~council~~ committee shall include but not be
3 limited to the following:
4 Sec. 175. Section 124.555, subsection 3, paragraph d, Code
5 2024, is amended to read as follows:
6 *d.* Making recommendations regarding the continued benefits
7 of maintaining the program in relationship to cost and other
8 burdens to the patient, prescribing practitioner, pharmacist,
9 and the board. The ~~council's~~ committee's recommendations shall
10 be included in reports required by section 124.554, subsection
11 2.
12 Sec. 176. Section 124.555, subsection 4, Code 2024, is
13 amended to read as follows:
14 4. Members of the advisory ~~council~~ committee shall
15 be eligible to request and receive actual expenses for
16 their duties as members of the advisory ~~council~~ committee,
17 subject to reimbursement limits imposed by the department of
18 administrative services, and shall also be eligible to receive
19 a per diem compensation as provided in section 7E.6, subsection
20 1.
21 Sec. 177. Section 124.556, Code 2024, is amended to read as
22 follows:
23 **124.556 Education and treatment.**
24 The program shall include education initiatives and outreach
25 to consumers, prescribing practitioners, and pharmacists, and
26 shall also include assistance for identifying substance use
27 disorder treatment programs and providers. The program shall
28 also include educational updates and information on general
29 patient risk factors for prescribing practitioners. The board
30 ~~and advisory council~~ shall adopt rules, as provided under
31 section 124.554, to implement this section.
32 Sec. 178. Section 135.11, subsection 22, Code 2024, is
33 amended to read as follows:
34 22. ~~In consultation with the advisory committee for~~
35 ~~perinatal guidelines, develop~~ Develop and maintain the

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1 statewide perinatal program based on the recommendations of
2 the American academy of pediatrics and the American college
3 of obstetricians and gynecologists contained in the most
4 recent edition of the guidelines for perinatal care, and
5 adopt rules in accordance with chapter 17A to implement those
6 recommendations. Hospitals within the state shall determine
7 whether to participate in the statewide perinatal program,
8 and select the hospital's level of participation in the
9 program. A hospital having determined to participate in the
10 program shall comply with the guidelines appropriate to the
11 level of participation selected by the hospital. Perinatal
12 program surveys and reports are privileged and confidential
13 and are not subject to discovery, subpoena, or other means
14 of legal compulsion for their release to a person other than
15 the affected hospital, and are not admissible in evidence in a
16 judicial or administrative proceeding other than a proceeding
17 involving verification of the participating hospital under this
18 subsection.
19 Sec. 179. Section 135.24, subsection 2, paragraph a, Code
20 2024, is amended to read as follows:
21 *a.* Procedures for registration of health care providers
22 deemed qualified by the board of medicine, the board of
23 physician assistants, the dental board, the board of nursing,
24 the board of chiropractic, the board of ~~psychology, the~~
25 ~~board of social work, the board of~~ behavioral ~~science~~ health
26 professionals, the board of pharmacy, the board of optometry,
27 the board of podiatry, the board of physical and occupational
28 therapy, the board of respiratory care and polysomnography,
29 and the department of inspections, appeals, and licensing, as
30 applicable.
31 Sec. 180. Section 135.43, subsections 1 and 2, Code 2024,
32 are amended to read as follows:
33 1. ~~An Iowa child death~~ A state mortality review ~~team~~
34 committee is established in the department. The department
35 shall provide staffing and administrative support to the ~~team~~

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1 committee.
2 2. The membership of the review ~~team~~ committee is subject
3 to the provisions of sections 69.16 and 69.16A, relating
4 to political affiliation and gender balance. Review ~~team~~
5 committee members who are not designated by another appointing
6 authority shall be appointed by the director. Membership terms
7 shall be for three years. A membership vacancy shall be filled
8 in the same manner as the original appointment. The review
9 ~~team~~ committee shall elect a chairperson and other officers
10 as deemed necessary by the review ~~team~~ committee. The review
11 ~~team~~ committee shall meet upon the call of the director or
12 as determined by the review ~~team~~ committee. The review ~~team~~
13 committee shall include the following:
14 *a.* The state medical examiner or the state medical
15 examiner's designee.
16 ~~*b.* A certified or licensed professional who is knowledgeable~~
17 ~~concerning sudden infant death syndrome.~~
18 ~~*c.* A pediatrician who is knowledgeable concerning deaths of~~
19 ~~children.~~
20 ~~*d.* A family practice physician who is knowledgeable~~
21 ~~concerning deaths of children.~~
22 ~~*e.* One mental health professional who is knowledgeable~~
23 ~~concerning deaths of children.~~
24 ~~*f.* One social worker who is knowledgeable concerning deaths~~
25 ~~of children.~~
26 ~~*g.* A certified or licensed professional who is knowledgeable~~
27 ~~concerning domestic violence.~~
28 ~~*h.* A professional who is knowledgeable concerning substance~~
29 ~~use disorder.~~
30 ~~*i.* A local law enforcement official.~~
31 ~~*j.* A county attorney.~~
32 ~~*k.* An emergency room nurse who is knowledgeable concerning~~
33 ~~the deaths of children.~~
34 ~~*l.* A perinatal expert.~~
35 ~~*m.* A representative of the health insurance industry.~~

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1 ~~*n.* One other member who is appointed at large.~~
2 *b.* A licensed physician knowledgeable concerning the causes
3 of death.
4 *c.* A certified or licensed professional knowledgeable
5 regarding substance use disorder.
6 *d.* An attorney experienced in prosecuting domestic abuse
7 cases.
8 *e.* An expert in unexpected or unexplained infant deaths.
9 *f.* Two designees of the state court administrator.
10 *g.* A judicial officer, to be appointed by the chief justice
11 of the supreme court.
12 *h.* A local law enforcement official.
13 *i.* A social worker knowledgeable about deaths of children.
14 *j.* Additional members as determined by the director.
15 Sec. 181. Section 135.43, subsection 3, unnumbered
16 paragraph 1, Code 2024, is amended to read as follows:
17 The review ~~team~~ committee shall perform the following
18 duties:
19 Sec. 182. Section 135.43, subsection 3, paragraphs a, c, e,
20 f, and g, Code 2024, are amended to read as follows:
21 *a.* Collect, review, and analyze child death certificates and
22 child death data, including patient records or other pertinent
23 confidential information concerning the deaths of children
24 under age eighteen, and other information as the review ~~team~~
25 committee deems appropriate for use in preparing an annual
26 report to the governor and the general assembly concerning the
27 causes and manner of child deaths. The report shall include
28 analysis of factual information obtained through review and
29 recommendations regarding prevention of child deaths.
30 *c.* Recommend to the agencies represented on the review ~~team~~
31 committee changes which may prevent child deaths.
32 *e.* Recommend to the department, appropriate law enforcement
33 agencies, and any other person involved with child protection,
34 interventions that may prevent harm to a child who is related
35 to or is living in the same home as a child whose case is

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1 reviewed by the ~~team~~ committee.
2 *f.* If the sharing of information is necessary to assist in
3 or initiate a child death investigation or criminal prosecution
4 and the office or agency receiving the information does not
5 otherwise have access to the information, share information
6 possessed by the review ~~team~~ committee with the office of the
7 attorney general, a county attorney's office, or an appropriate
8 law enforcement agency. The office or agency receiving
9 the information shall maintain the confidentiality of the
10 information in accordance with this section. Unauthorized
11 release or disclosure of the information received is subject to
12 penalty as provided in this section.
13 *g.* In order to assist the department in performing the
14 department's duties, if the department does not otherwise have
15 access to the information, share information possessed by the
16 review ~~team~~ committee. The recipient of the information shall
17 maintain the confidentiality of the information in accordance
18 with this section. Unauthorized release or disclosure of the
19 information received is subject to penalty as provided in this
20 section.
21 Sec. 183. Section 135.43, subsection 4, unnumbered
22 paragraph 1, Code 2024, is amended to read as follows:
23 The department shall develop protocols for ~~a child fatality~~
24 ~~review committee, to be appointed by the director on an ad hoc~~
25 ~~basis,~~ the state mortality review committee to immediately
26 review the child abuse assessments which involve the fatality
27 of a child under age eighteen. ~~The director shall appoint a~~
28 ~~medical examiner, a pediatrician, and a person involved with~~
29 ~~law enforcement to the committee.~~
30 Sec. 184. Section 135.43, subsection 4, paragraph a, Code
31 2024, is amended to read as follows:
32 *a.* The purpose of the review shall be to determine whether
33 the department and others involved with the case of child abuse
34 responded appropriately. The protocols shall provide for
35 the committee to consult with any multidisciplinary team, as

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1 defined in section 235A.13, that is operating in the area in
2 which the fatality occurred. The protocols shall also ensure
3 that a member of the ~~child fatality review~~ committee does not
4 have a conflict of interest regarding the child fatality under
5 review.
6 Sec. 185. Section 135.43, subsection 5, paragraph a,
7 unnumbered paragraph 1, Code 2024, is amended to read as
8 follows:
9 The following individuals shall designate a liaison
10 to assist the review ~~team~~ committee in fulfilling its
11 responsibilities:
12 Sec. 186. Section 135.43, subsection 5, paragraph b, Code
13 2024, is amended to read as follows:
14 *b.* In addition, the department shall designate a liaison
15 from the public at large to assist the review ~~team~~ committee in
16 fulfilling its responsibilities.
17 Sec. 187. Section 135.43, subsections 6, 7, and 8, Code
18 2024, are amended to read as follows:
19 6. The review ~~team~~ committee may establish subcommittees to
20 which the ~~team~~ committee may delegate some or all of the ~~team's~~
21 committee's responsibilities under subsection 3.
22 7. *a.* The department shall adopt rules providing for
23 disclosure of information which is confidential under chapter
24 22 or any other provision of state law, to the review ~~team~~
25 committee for purposes of performing its child death and child
26 abuse review responsibilities.
27 *b.* A person in possession or control of medical,
28 investigative, assessment, or other information pertaining to a
29 child death and child abuse review shall allow the inspection
30 and reproduction of the information by the department
31 upon the request of the department, to be used only in the
32 administration and for the duties of the ~~Iowa child death~~
33 state mortality review ~~team~~ committee. Except as provided
34 for a report on a child fatality by ~~an ad hoc child fatality~~
35 ~~review~~ the committee under subsection 4, information and

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1 records produced under this section which are confidential
2 under section 22.7 and chapter 235A, and information or records
3 received from the confidential records, remain confidential
4 under this section. A person does not incur legal liability by
5 reason of releasing information to the department as required
6 under and in compliance with this section.
7 8. Review ~~team~~ committee members and their agents are immune
8 from any liability, civil or criminal, which might otherwise
9 be incurred or imposed as a result of any act, omission,
10 proceeding, decision, or determination undertaken or performed,
11 or recommendation made as a review ~~team~~ committee member or
12 agent provided that the review ~~team~~ committee members or agents
13 acted in good faith and without malice in carrying out their
14 official duties in their official capacity. The department
15 shall adopt rules pursuant to chapter 17A to administer
16 this subsection. A complainant bears the burden of proof in
17 establishing malice or lack of good faith in an action brought
18 against review ~~team~~ committee members involving the performance
19 of their duties and powers under this section.
20 Sec. 188. Section 135.108, Code 2024, is amended by adding
21 the following new subsection:
22 NEW SUBSECTION. 01. *"Committee"* or *"review committee"* means
23 the state mortality review committee established in section
24 135.43.
25 Sec. 189. Section 135.108, subsection 4, Code 2024, is
26 amended by striking the subsection.
27 Sec. 190. Section 135.110, subsection 1, unnumbered
28 paragraph 1, Code 2024, is amended to read as follows:
29 The review ~~team~~ committee shall perform the following
30 duties:
31 Sec. 191. Section 135.110, subsection 1, paragraphs b and c,
32 Code 2024, are amended to read as follows:
33 *b.* Advise and consult ~~the agencies represented on the team~~
34 ~~and other~~ state agencies regarding program and regulatory
35 changes that may prevent domestic abuse deaths.

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1 *c.* Develop protocols for domestic abuse death investigations
2 and ~~team~~ committee review.
3 Sec. 192. Section 135.110, subsections 2, 3, 4, 5, and 6,
4 Code 2024, are amended to read as follows:
5 2. In performing duties pursuant to subsection 1, the
6 review ~~team~~ committee shall review the relationship between the
7 decedent victim and the alleged or convicted perpetrator from
8 the point where the abuse allegedly began, until the domestic
9 abuse death occurred, and shall review all relevant documents
10 pertaining to the relationship between the parties, including
11 but not limited to protective orders and dissolution, custody,
12 and support agreements and related court records, in order to
13 ascertain whether a correlation exists between certain events
14 in the relationship and any escalation of abuse, and whether
15 patterns can be established regarding such events in relation
16 to domestic abuse deaths in general. The review ~~team~~ committee
17 shall consider such conclusions in making recommendations
18 pursuant to subsection 1.
19 3. The ~~team~~ committee shall meet upon the call of the
20 chairperson, upon the request of a state agency, or as
21 determined by a majority of the ~~team~~ committee.
22 4. The ~~team~~ committee shall annually elect a chairperson and
23 other officers as deemed necessary by the ~~team~~ committee.
24 5. The ~~team~~ committee may establish ~~committees~~
25 subcommittees or panels to whom the ~~team~~ committee may assign
26 some or all of the ~~team's~~ committee's responsibilities.
27 6. Members of the ~~team~~ committee who are currently
28 practicing attorneys or current employees of the judicial
29 branch of state government shall not participate in the
30 following:
31 *a.* An investigation by the ~~team~~ committee that involves a
32 case in which the ~~team~~ committee member is presently involved
33 in the member's professional capacity.
34 *b.* Development of protocols by the ~~team~~ committee for
35 domestic abuse death investigations and ~~team~~ committee review.

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1 *c.* Development of regulatory changes related to domestic
2 abuse deaths.
3 Sec. 193. Section 135.111, subsection 1, Code 2024, is
4 amended to read as follows:
5 1. A person in possession or control of medical,
6 investigative, or other information pertaining to a domestic
7 abuse death and related incidents and events preceding the
8 domestic abuse death, shall allow for the inspection and review
9 of written or photographic information related to the death,
10 whether the information is confidential or public in nature, by
11 the department upon the request of the department and the ~~team~~
12 committee, to be used only in the administration and for the
13 official duties of the ~~team~~ committee. Information and records
14 produced under this section that are confidential under the law
15 of this state or under federal law, or because of any legally
16 recognized privilege, and information or records received
17 from the confidential records, remain confidential under this
18 section.
19 Sec. 194. Section 135.112, Code 2024, is amended to read as
20 follows:
21 **135.112 Rulemaking.**
22 The department shall adopt rules pursuant to chapter 17A
23 relating to the administration of the ~~domestic abuse death~~
24 ~~review team~~ committee and sections 135.108 through 135.111.
25 Sec. 195. Section 147.1, subsection 6, Code 2024, is amended
26 to read as follows:
27 6. *"Profession"* means medicine and surgery, podiatry,
28 osteopathic medicine and surgery, genetic counseling, practice
29 as a physician assistant, psychology, chiropractic, nursing,
30 dentistry, dental hygiene, dental assisting, optometry, speech
31 pathology, audiology, pharmacy, physical therapy, physical
32 therapist assisting, occupational therapy, occupational therapy
33 assisting, respiratory care, cosmetology arts and sciences,
34 barbering, mortuary science, applied behavior analysis, marital
35 and family therapy, mental health counseling, midwifery,

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1 polysomnography, social work, ~~dietetics,~~ massage therapy,
2 athletic training, acupuncture, nursing home administration,
3 practice as a hearing aid specialist, sign language
4 interpreting or transliterating, orthotics, prosthetics, or
5 pedorthics.
6 Sec. 196. Section 147.2, subsection 1, Code 2024, is amended
7 to read as follows:
8 1. A person shall not engage in the practice of medicine
9 and surgery, podiatry, osteopathic medicine and surgery,
10 genetic counseling, psychology, chiropractic, physical
11 therapy, physical therapist assisting, nursing, dentistry,
12 dental hygiene, dental assisting, optometry, speech pathology,
13 audiology, occupational therapy, occupational therapy
14 assisting, orthotics, prosthetics, pedorthics, respiratory
15 care, pharmacy, cosmetology arts and sciences, barbering,
16 social work, ~~dietetics,~~ applied behavior analysis, marital
17 and family therapy or mental health counseling, massage
18 therapy, mortuary science, polysomnography, athletic training,
19 acupuncture, nursing home administration, or sign language
20 interpreting or transliterating, or shall not practice as a
21 physician assistant or a hearing aid specialist, unless the
22 person has obtained a license for that purpose from the board
23 for the profession.
24 Sec. 197. Section 147.13, subsection 3, Code 2024, is
25 amended to read as follows:
26 3. For psychology, social work, applied behavior analysis,
27 marital and family therapy, and mental health counseling, the
28 board of ~~psychology~~ behavioral health professionals.
29 Sec. 198. Section 147.13, subsections 14, 15, 16, and 21,
30 Code 2024, are amended by striking the subsections.
31 Sec. 199. Section 147.14, subsection 1, paragraphs b, d, e,
32 f, n, and s, Code 2024, are amended to read as follows:
33 *b.* For nursing, ~~four~~ three registered nurses, ~~two~~ one of
34 whom shall be actively engaged in practice, ~~two~~ one of whom
35 shall be a nurse ~~educators~~ educator from a nursing education

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1 ~~programs; of these, one in higher education and one in area~~
2 ~~community and vocational-technical registered nurse education~~
3 program; one licensed practical nurse actively engaged in
4 practice; and ~~two members~~ one member who is not a registered
5 ~~nurses~~ nurse or licensed practical ~~nurses~~ nurse and who
6 shall represent the general public. The ~~representatives~~
7 representative of the general public shall not be ~~members~~ a
8 member of a health care delivery ~~systems~~ system.
9 *d.* For pharmacy, ~~five~~ four members licensed to practice
10 pharmacy, one member registered as a certified pharmacy
11 technician as defined by the board by rule, and ~~two members~~
12 one member who ~~are~~ is not licensed to practice pharmacy or
13 registered as a certified pharmacy technician and who shall
14 represent the general public.
15 *e.* For optometry, ~~five~~ four members licensed to practice
16 optometry and ~~two members~~ one member who ~~are~~ is not licensed to
17 practice optometry and who shall represent the general public.
18 *f.* For ~~psychology~~ behavioral health professionals, ~~five~~ two
19 members who are licensed to practice psychology, two members
20 who are licensed to practice social work as a master social
21 worker or independent social worker, one member licensed to
22 practice marital and family therapy, one member licensed to
23 practice mental health counseling, and ~~two members~~ one member
24 not licensed to practice psychology, social work, marital and
25 family therapy, or mental health counseling and who shall
26 represent the general public. ~~Of the five members who are~~
27 ~~licensed to practice psychology, one member shall be primarily~~
28 ~~engaged in graduate teaching in psychology or primarily engaged~~
29 ~~in research psychology, three members shall be persons who~~
30 ~~render services in psychology, and one member shall represent~~
31 ~~areas of applied psychology and may be affiliated with training~~
32 ~~institutions and shall devote a major part of the member's time~~
33 ~~to rendering service in psychology.~~
34 *n.* For mortuary science, ~~four~~ three members licensed to
35 practice mortuary science, one member owning, operating,

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1 or employed by a crematory, and ~~two members~~ one member not
2 licensed to practice mortuary science and not a crematory
3 owner, operator, or employee who shall represent the general
4 public.
5 *s.* For sign language interpreting and transliterating,
6 ~~four~~ three members licensed to practice interpreting and
7 transliterating, ~~three~~ two of whom shall be practicing
8 interpreters and transliterators at the time of appointment
9 to the board and at least one of whom is employed in an
10 educational setting; and ~~three~~ two members who are consumers of
11 interpreting or transliterating services as defined in section
12 154E.1, each of whom shall be deaf or hard of hearing.
13 Sec. 200. Section 147.14, subsection 1, paragraphs j, l, r,
14 and t, Code 2024, are amended by striking the paragraphs.
15 Sec. 201. Section 147.107, subsection 2, paragraph a, Code
16 2024, is amended to read as follows:
17 *a.* A prescriber who dispenses prescription drugs, including
18 but not limited to controlled substances, for human use, may
19 delegate nonjudgmental dispensing functions to staff assistants
20 only when verification of the accuracy and completeness
21 of the dispensing is determined by the practitioner in the
22 practitioner's physical presence. However, the physical
23 presence requirement does not apply when a practitioner is
24 utilizing an automated dispensing system. When using an
25 automated dispensing system, the practitioner shall utilize an
26 internal quality control assurance plan that ensures accuracy
27 for dispensing. Verification of automated dispensing accuracy
28 and completeness remains the responsibility of the practitioner
29 and shall be determined in accordance with rules adopted by the
30 board of medicine, the dental board, the board of podiatry, and
31 the board of ~~psychology~~ behavioral health professionals for
32 their respective licensees.
33 Sec. 202. Section 147.161, subsection 1, paragraph b,
34 subparagraph (2), Code 2024, is amended to read as follows:
35 (2) Licensed master social workers with a current and

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1 active supervision plan on file with the board of ~~social work~~
2 behavioral health professionals.
3 Sec. 203. Section 148.2A, subsection 2, unnumbered
4 paragraph 1, Code 2024, is amended to read as follows:
5 Notwithstanding sections 17A.11, 69.16, 69.16A, 147.12,
6 147.14, and 147.19, the board may have a pool of up to ~~ten~~ three
7 alternate members, including members licensed to practice under
8 this chapter and members not licensed to practice under this
9 chapter, to substitute for board members who are disqualified
10 or become unavailable for any other reason for contested case
11 hearings.
12 Sec. 204. Section 148.2A, subsection 2, paragraph a, Code
13 2024, is amended to read as follows:
14 *a.* The board may recommend, subject to approval by
15 the governor, up to ~~ten~~ three people to serve in a pool of
16 alternate members.
17 Sec. 205. Section 148.13A, unnumbered paragraph 1, Code
18 2024, is amended to read as follows:
19 The board of medicine shall, in consultation with the board
20 of ~~psychology~~ behavioral health professionals, establish by
21 rule all of the following:
22 Sec. 206. Section 148.13B, subsection 1, unnumbered
23 paragraph 1, Code 2024, is amended to read as follows:
24 The board of medicine and the board of ~~psychology~~ behavioral
25 health professionals shall adopt joint rules in regard to the
26 following:
27 Sec. 207. Section 148.13B, subsection 3, Code 2024, is
28 amended to read as follows:
29 3. The joint rules, and any amendments thereto, adopted by
30 the board of medicine and the board of ~~psychology~~ behavioral
31 health professionals pursuant to this section and section
32 154B.14 shall only be adopted by agreement of both boards
33 through a joint rule-making process.
34 Sec. 208. Section 152A.1, subsection 1, Code 2024, is
35 amended by striking the subsection and inserting in lieu

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1 thereof the following:
2 1. *"Department"* means the department of inspections,
3 appeals, and licensing.
4 Sec. 209. Section 152A.1, subsection 2, Code 2024, is
5 amended to read as follows:
6 2. ~~*"Licensed dietitian" or "dietitian"*~~ *"Dietitian"* means
7 a person ~~who holds a valid license~~ registered to practice
8 dietetics pursuant to this chapter.
9 Sec. 210. Section 152A.2, Code 2024, is amended to read as
10 follows:
11 **152A.2 ~~License~~ Registration requirements.**
12 ~~1.~~ An applicant shall be ~~issued a license to practice~~
13 ~~dietetics~~ registered as a dietitian by the ~~board~~ department
14 when the applicant ~~satisfies all of the following:~~
15 ~~*a.* Possesses a baccalaureate degree or postbaccalaureate~~
16 ~~degree with a major course of study in human nutrition, food~~
17 ~~and nutrition, dietetics, or food systems management, or in an~~
18 ~~equivalent major course of study which meets minimum academic~~
19 ~~requirements as established by the accreditation council~~
20 ~~for education in nutrition and dietetics of the academy of~~
21 ~~nutrition and dietetics and approved by the board.~~
22 ~~*b.* Completes an accredited competency-based supervised~~
23 ~~experience program approved by the accreditation council~~
24 ~~for education in nutrition and dietetics of the academy of~~
25 ~~nutrition and dietetics and approved by the board.~~
26 ~~*c.* Satisfactorily completes the commission on dietetic~~
27 ~~registration of the academy of nutrition and dietetics~~
28 ~~examination approved by the board.~~
29 ~~2. Renewal of a license granted under this chapter shall~~
30 ~~not be approved unless the applicant has satisfactorily~~
31 ~~completed the continuing education requirements for the license~~
32 ~~as prescribed by the board~~ presents proof that the applicant
33 holds a valid credential issued by the academy of nutrition and
34 dietetics.
35 Sec. 211. Section 154A.1, subsection 1, Code 2024, is

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1 amended by striking the subsection.
2 Sec. 212. Section 154A.1, subsection 6, Code 2024, is
3 amended to read as follows:
4 6. *"Hearing aid specialist"* means any person engaged in the
5 fitting, dispensing, and sale of hearing aids and providing
6 hearing aid services or maintenance, by means of procedures
7 stipulated by this chapter or the ~~board~~ department.
8 Sec. 213. Section 154A.10, subsection 3, Code 2024, is
9 amended to read as follows:
10 3. Pays the necessary fees set by the ~~board~~ department.
11 Sec. 214. Section 154A.12, subsection 2, Code 2024, is
12 amended to read as follows:
13 2. The ~~board~~ department shall not require the applicant to
14 possess the degree of professional competence normally expected
15 of physicians.
16 Sec. 215. Section 154A.13, Code 2024, is amended to read as
17 follows:
18 **154A.13 Temporary permit.**
19 A person who has not been licensed as a hearing aid
20 specialist may obtain a temporary permit from the department
21 upon completion of the application accompanied by the written
22 verification of employment from a licensed hearing aid
23 specialist. The department shall issue a temporary permit for
24 one year which shall not be renewed or reissued. The fee for
25 issuance of the temporary permit shall be set by the ~~board~~
26 department in accordance with the provisions for establishment
27 of fees by boards in section 147.80. The temporary permit
28 entitles an applicant to engage in the fitting or selection and
29 sale of hearing aids under the supervision of a person holding
30 a valid license.
31 Sec. 216. Section 154A.19, subsection 1, Code 2024, is
32 amended to read as follows:
33 1. This chapter shall not prohibit a corporation,
34 partnership, trust, association, or other organization
35 maintaining an established business address from engaging in

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1 the business of selling or offering for sale hearing aids at
2 retail without a license if it employs only licensed hearing
3 aid specialists in the direct fitting or selection and sale
4 of hearing aids. Such an organization shall file annually
5 with the ~~board~~ department a list of all licensed hearing aid
6 specialists and persons holding temporary permits directly
7 or indirectly employed by it. Such an organization shall
8 also file with the ~~board~~ department a statement on a form
9 approved by the ~~board~~ department that the organization submits
10 itself to the rules and regulations of the ~~board~~ department
11 and the provisions of this chapter which the department deems
12 applicable.
13 Sec. 217. Section 154A.19, Code 2024, is amended by adding
14 the following new subsection:
15 NEW SUBSECTION. 4. This chapter shall not apply to a person
16 who engages in practices covered by this chapter if the person
17 is licensed as an audiologist pursuant to chapter 154F.
18 Sec. 218. Section 154A.23, Code 2024, is amended to read as
19 follows:
20 **154A.23 Disciplinary orders — attorney general.**
21 The ~~board~~ department shall forward a copy of all final
22 disciplinary orders, with associated complaints, to the
23 attorney general for consideration for prosecution or
24 enforcement when warranted. The attorney general and all
25 county attorneys shall assist ~~the board and~~ the department in
26 the enforcement of the provisions of this chapter.
27 Sec. 219. Section 154A.24, unnumbered paragraph 1, Code
28 2024, is amended to read as follows:
29 The ~~board~~ department may revoke or suspend a license or
30 temporary permit permanently or for a fixed period for any of
31 the following causes:
32 Sec. 220. Section 154A.24, subsection 2, paragraphs e and s,
33 Code 2024, are amended to read as follows:
34 *e.* Representing that the service or advice of a person
35 licensed to practice medicine, or one who is certificated as

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1 a clinical audiologist by the board of speech pathology and
2 audiology or its equivalent, will be used or made available in
3 the fitting or selection, adjustment, maintenance, or repair
4 of hearing aids when that is not true, or using the words
5 "doctor", "clinic", "clinical audiologist", "state approved",
6 or similar words, abbreviations, or symbols which tend to
7 connote the medical or other professions, except where the
8 title "certified hearing aid audiologist" has been granted
9 by the national hearing aid society, or that the hearing aid
10 specialist has been recommended by this state or the ~~board~~
11 department when such is not accurate.
12 *s.* Such other acts or omissions as the ~~board~~ department may
13 determine to be unethical conduct.
14 Sec. 221. Section 154B.1, subsections 1 and 5, Code 2024,
15 are amended to read as follows:
16 1. *"Board"* means the board of ~~psychology~~ behavioral health
17 professionals created under chapter 147.
18 5. *"Physician"* means a person licensed to practice medicine
19 and surgery or osteopathic medicine and surgery in this state
20 in family medicine, internal medicine, pediatrics, psychiatry,
21 or another specialty who prescribes medications for the
22 treatment of a mental disorder to patients in the normal course
23 of the person's clinical medical practice pursuant to joint
24 rules adopted by the board of ~~psychology~~ behavioral health
25 professionals and the board of medicine.
26 Sec. 222. Section 154B.9, subsection 3, Code 2024, is
27 amended to read as follows:
28 3. A prescribing psychologist may prescribe psychotropic
29 medication pursuant to joint rules adopted by the board of
30 ~~psychology~~ behavioral health professionals and the board of
31 medicine and the provisions of this chapter.
32 Sec. 223. Section 154B.10, subsection 1, paragraphs b, c, d,
33 e, and g, Code 2024, are amended to read as follows:
34 *b.* Completed pharmacological training from an institution
35 approved by the board of ~~psychology~~ behavioral health

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1 professionals and the board of medicine or from a provider
2 of continuing education approved by the board of ~~psychology~~
3 behavioral health professionals and the board of medicine
4 pursuant to joint rules adopted by both boards.
5 *c.* Passed a national certification examination approved by
6 the board of ~~psychology~~ behavioral health professionals and
7 the board of medicine that tested the applicant's knowledge of
8 pharmacology in the diagnosis, care, and treatment of mental
9 disorders.
10 *d.* Successfully completed a postdoctoral master of science
11 degree in clinical psychopharmacology approved by the board of
12 ~~psychology~~ behavioral health professionals and the board of
13 medicine pursuant to joint rules adopted by both boards. The
14 program shall at a minimum include coursework in neuroscience,
15 pharmacology, psychopharmacology, physiology, and appropriate
16 and relevant physical and laboratory assessments.
17 *e.* Has been certified by the applicant's supervising
18 physician as having successfully completed a supervised
19 and relevant clinical experience in clinical assessment and
20 pathophysiology and an additional supervised practicum treating
21 patients with mental disorders. The practica shall have been
22 supervised by a trained physician. The board of ~~psychology~~
23 behavioral health professionals and the board of medicine,
24 pursuant to joint rules adopted by the boards, shall determine
25 sufficient practica to competently train the applicant in the
26 treatment of a diverse patient population.
27 *g.* Meets all other requirements, as determined by joint
28 rules adopted by the board of ~~psychology~~ behavioral health
29 professionals and the board of medicine, for obtaining a
30 conditional prescription certificate.
31 Sec. 224. Section 154B.10, subsection 3, paragraph d, Code
32 2024, is amended to read as follows:
33 *d.* Any other rules adopted jointly by the board of
34 ~~psychology~~ behavioral health professionals and the board of
35 medicine.

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1 Sec. 225. Section 154B.11, subsection 1, paragraph d, Code
2 2024, is amended to read as follows:
3 *d.* Meets all other requirements, as determined by rules
4 adopted by the board, for obtaining a prescription certificate,
5 including joint rules adopted by the board of ~~psychology~~
6 behavioral health professionals and the board of medicine.
7 Sec. 226. Section 154B.11, subsection 2, paragraph d, Code
8 2024, is amended to read as follows:
9 *d.* Any other rules adopted jointly by the board of
10 ~~psychology~~ behavioral health professionals and the board of
11 medicine.
12 Sec. 227. Section 154B.12, subsection 1, Code 2024, is
13 amended to read as follows:
14 1. A prescribing psychologist or a psychologist with
15 a conditional prescription certificate may administer and
16 prescribe psychotropic medication within the scope of the
17 psychologist's profession, including the ordering and review
18 of laboratory tests in conjunction with the prescription, for
19 the treatment of mental disorders. Such prescribing practices
20 shall be governed by joint rules adopted by the board of
21 ~~psychology~~ behavioral health professionals and the board of
22 medicine.
23 Sec. 228. Section 154B.14, subsection 1, unnumbered
24 paragraph 1, Code 2024, is amended to read as follows:
25 The board of ~~psychology~~ behavioral health professionals and
26 the board of medicine shall adopt joint rules in regard to the
27 following:
28 Sec. 229. Section 154B.14, subsections 2 and 3, Code 2024,
29 are amended to read as follows:
30 2. The board of ~~psychology~~ behavioral health professionals
31 shall consult with the university of Iowa Carver college of
32 medicine and clinical and counseling psychology doctoral
33 programs at regents institutions in the development of the
34 rules pertaining to education and training requirements in
35 sections 154B.10 and 154B.11.

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1 3. The joint rules, and any amendments thereto, adopted by
2 the board of ~~psychology~~ behavioral health professionals and the
3 board of medicine pursuant to this section and section 148.13B
4 shall only be adopted by agreement of both boards through a
5 joint rule-making process.
6 Sec. 230. Section 154C.1, subsection 1, Code 2024, is
7 amended to read as follows:
8 1. *"Board"* means the board of ~~social work~~ behavioral health
9 professionals established in chapter 147.
10 Sec. 231. Section 154D.1, subsection 1, Code 2024, is
11 amended to read as follows:
12 1. *"Board"* means the board of ~~behavioral science~~ behavioral
13 health professionals established in chapter 147.
14 Sec. 232. Section 161A.3, Code 2024, is amended by adding
15 the following new subsection:
16 NEW SUBSECTION. 12A. *"Secretary"* means the secretary of
17 agriculture.
18 Sec. 233. Section 161A.4, subsection 1, Code 2024, is
19 amended to read as follows:
20 1. The division of soil conservation and water quality
21 created within the department pursuant to section 159.5
22 shall perform the functions conferred upon it in this chapter
23 and chapters 161C, 161E, 161F, 207, and 208. The division
24 shall be administered in accordance with the policies of the
25 committee, which shall advise the division ~~and which shall~~
26 ~~approve administrative rules proposed by the division~~ for
27 the administration of this chapter and chapters 161C, 161E,
28 161F, 207, and 208 ~~before the rules are adopted pursuant to~~
29 ~~section 17A.5~~. ~~If a difference exists between the committee~~
30 ~~and secretary regarding the content of a proposed rule, the~~
31 ~~secretary shall notify the chairperson of the committee of~~
32 ~~the difference within thirty days from the committee's action~~
33 ~~on the rule. The secretary and the committee shall meet to~~
34 ~~resolve the difference within thirty days after the secretary~~
35 ~~provides the committee with notice of the difference.~~

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1 Sec. 234. Section 161A.4, subsection 6, Code 2024, is
2 amended to read as follows:
3 6. *a.* The committee may ~~perform acts, hold public hearings,~~
4 ~~and propose and approve~~ provide advice and recommendations on
5 the adoption of rules pursuant to chapter 17A by the secretary
6 and department as necessary for the execution of ~~its~~ their
7 functions.
8 *b.* The committee shall recommend to the secretary each year
9 a budget for the division. The secretary, at the earliest
10 opportunity and prior to formulating a budget, shall meet with
11 representatives of the committee to discuss the committee's
12 recommendation. The secretary shall have the authority to set
13 the budget for the division.
14 *c.* The committee shall recommend three persons to the
15 secretary of agriculture who ~~shall~~ may appoint from the
16 persons recommended a director to head the division and serve
17 at the pleasure of the secretary. ~~After reviewing the names~~
18 ~~submitted, the secretary may request that the committee submit~~
19 ~~additional names for consideration.~~
20 Sec. 235. Section 161A.7, subsection 1, paragraph n,
21 subparagraph (1), unnumbered paragraph 1, Code 2024, is amended
22 to read as follows:
23 The district plan shall contain a comprehensive long-range
24 assessment of soil and surface water resources in the district
25 consistent with rules approved ~~by the committee~~ under section
26 161A.4. In developing the plan the district may receive
27 technical support from the United States department of
28 agriculture natural resources conservation service and the
29 county board of supervisors in the county where the district
30 is located. The division and the Iowa cooperative extension
31 service in agriculture and home economics may provide technical
32 support to the district. The support may include but is not
33 limited to the following:
34 Sec. 236. Section 169.5, subsection 1, paragraph a, Code
35 2024, is amended to read as follows:

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a. The governor shall appoint, subject to confirmation by the senate pursuant to section 2.32, a board of five individuals, three of whom shall be licensed veterinarians and two of whom shall not be licensed veterinarians and shall represent the general public, one of whom shall be a farmer involved in the production of agricultural animals. The board shall be known as the Iowa board of veterinary medicine.

Sec. 237. Section 170.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 238. Section 170.3B, Code 2024, is amended to read as follows:

170.3B Farm deer administration fee.

The department may establish a farm deer administration fee which shall be annually imposed on each landowner who keeps farm deer in this state. The amount of the fee shall not exceed two hundred dollars per year. The fee shall be collected by the department in a manner specified by rules adopted by the department ~~after consulting with the farm deer council established in section 170.2~~. The collected fees shall be credited to the farm deer administration fund created pursuant to section 170.3C.

Sec. 239. Section 190C.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 240. Section 190C.2B, subsection 1, Code 2024, is amended to read as follows:

1. The department shall implement and administer the provisions of this chapter for agricultural products that have been produced and handled within this state using organic methods as provided in this chapter. ~~The department may consult with the council in implementing and administering this chapter.~~ The department may certify agricultural products that have been produced and handled outside this state using an organic method as provided in this chapter.

Sec. 241. Section 190C.3, subsection 2, Code 2024, is amended to read as follows:

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2. The department may request assistance from ~~the council as provided in section 190C.2A or from~~ one or more regional organic associations as provided in section 190C.6.

Sec. 242. Section 203.11A, subsection 2, Code 2024, is amended to read as follows:

2. The amount of a civil penalty shall not exceed one thousand five hundred dollars. Each day that a violation continues shall constitute a separate violation. ~~The amount of the civil penalty that may be assessed in a case shall not exceed the amount recommended by the grain industry peer review panel established pursuant to section 203.11B.~~ Moneys collected in civil penalties by the department or the attorney general shall be deposited in the general fund of the state.

Sec. 243. Section 203.16, subsection 8, Code 2024, is amended by striking the subsection.

Sec. 244. Section 203C.24, subsection 8, Code 2024, is amended by striking the subsection.

Sec. 245. Section 203C.36A, subsection 2, Code 2024, is amended to read as follows:

2. The amount of a civil penalty shall not exceed one thousand five hundred dollars. Each day that a violation continues shall constitute a separate violation. ~~The amount of the civil penalty that may be assessed in an administrative case shall not exceed the amount recommended by the grain industry peer review panel established pursuant to section 203.11B.~~ Moneys collected in civil penalties by the department or the attorney general shall be deposited in the general fund of the state.

Sec. 246. Section 206.19, subsection 5, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *c.* (1) A person subject to a civil penalty pursuant to this subsection may submit an appeal to the department. The appeal shall be referred to an administrative law judge for hearing as a contested case pursuant to chapter 17A.

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1 (2) This paragraph does not apply to a license revocation
2 proceeding. This paragraph does not require the department
3 to delay the prosecution of a case if immediate action is
4 necessary to reduce the risk of harm to the environment or
5 public health or safety. This section also does not require a
6 review or response if the department refers a violation of this
7 chapter for criminal prosecution, or for an action involving a
8 stop order issued pursuant to section 206.16.
9 (3) An available response by the department may be used as
10 evidence in an administrative hearing, or a civil or criminal
11 case, except to the extent that information is considered
12 confidential pursuant to section 22.7.
13 Sec. 247. Section 216.2, Code 2024, is amended by adding the
14 following new subsections:
15 NEW SUBSECTION. 01. *"Agency"* means the administrative
16 function of the Iowa office of civil rights, including the
17 director and staff. *"Agency"* does not include a member of the
18 Iowa state civil rights commission.
19 NEW SUBSECTION. 4A. *"Director"* means the director of the
20 Iowa office of civil rights.
21 NEW SUBSECTION. 11A. *"Office"* means the Iowa office of
22 civil rights.
23 Sec. 248. Section 216.2, subsection 1, Code 2024, is amended
24 to read as follows:
25 1. *"Commission"* means the Iowa state civil rights commission
26 created ~~by this chapter~~ within the Iowa office of civil rights.
27 Sec. 249. Section 216.3, subsections 1 and 3, Code 2024, are
28 amended to read as follows:
29 1. The Iowa state civil rights commission is created
30 ~~within the department of inspections, appeals, and licensing~~
31 consisting of ~~seven~~ five members appointed by the governor
32 subject to confirmation by the senate. Appointments shall be
33 made to provide geographical area representation insofar as
34 practicable. No more than ~~four~~ three members of the commission
35 shall belong to the same political party. Members appointed

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to the commission shall serve for four-year staggered terms beginning and ending as provided by section 69.19.

3. The governor subject to confirmation by the senate shall appoint a director who shall serve as the ~~executive officer of the commission~~ head of the agency. The governor shall set the salary of the director within the applicable salary range established by the general assembly. The director shall adopt rules pursuant to chapter 17A consistent with and necessary for the enforcement of this chapter. The director shall advise and support the commission in fulfilling the commission's duties and responsibilities under section 216.5A.

Sec. 250. Section 216.4, Code 2024, is amended to read as follows:

216.4 Compensation and expenses — ~~rules~~ procedures.

Commissioners shall be paid a per diem as specified in section 7E.6 and shall be reimbursed for actual and necessary expenses incurred while on official commission business. All per diem and expense moneys paid to commissioners shall be paid from funds appropriated to the ~~commission~~ office. The commission shall adopt, amend, or rescind ~~rules~~ procedures as necessary for the conduct of its meetings. A quorum shall consist of ~~four~~ three commissioners.

Sec. 251. Section 216.5, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

216.5 Powers and duties of agency.

The agency shall have the following powers and duties:

1. To receive, investigate, mediate, conciliate, and determine the merits of complaints alleging illegal discriminatory practices. The agency shall not disclose the filing of a complaint, the information gathered during the investigation, or the endeavors to eliminate such illegal discriminatory practice by mediation or conciliation, unless such disclosure is made in connection with the agency's investigation.

2. To investigate compliance with conciliation agreements

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1 and pursue appropriate remedies up to and including filing in
2 district court.
3 3. To investigate, study, and report on the existence,
4 causes, and extent of illegal discrimination, as deemed
5 necessary by the director.
6 4. To provide education and outreach regarding illegal
7 discrimination, including individuals and organizations.
8 5. To seek a temporary injunction against a respondent when
9 it appears that a complainant may suffer irreparable injury
10 as a result of an alleged violation of this chapter. Unless
11 otherwise specified in this chapter, a temporary injunction
12 may be issued only after the respondent has been notified and
13 afforded an opportunity to be heard.
14 6. To hold contested case hearings upon any complaint made
15 against a respondent, and all of the following:
16 *a.* To subpoena witnesses and compel their attendance.
17 *b.* To administer oaths and take the testimony of any person
18 under oath.
19 *c.* To compel a respondent to produce for examination any
20 books and papers relating to the complaint.
21 7. To issue subpoenas at the request of a party in contested
22 hearings.
23 8. To petition the district court for issuance of a subpoena
24 and the court, in a proper case, shall issue the subpoena for
25 contested case hearings. Refusal to obey a district court
26 subpoena shall be subject to punishment for contempt.
27 9. To pursue the entry of a consent decree in district court
28 for conciliation agreements.
29 10. To petition and appear before the district court for
30 the enforcement of office orders following a contested case
31 hearing.
32 11. To provide education opportunities and informal
33 technical advice to local commissions regarding legal
34 developments, case process improvements, and cooperation for
35 cross-filing.

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1 12. To prepare and transmit to the governor and the general
2 assembly an annual report describing performance outcomes of
3 the agency.
4 13. To make recommendations to the governor and general
5 assembly for such further legislation concerning illegal
6 discrimination as deemed necessary by the director.
7 14. To adopt, publish, amend, and rescind office rules
8 pursuant to chapter 17A consistent with and necessary for the
9 enforcement of this chapter.
10 15. To receive, administer, dispense, and account for any
11 moneys that may be granted or voluntarily contributed to the
12 office for furthering the purposes of this chapter.
13 16. To utilize volunteers to aid in the conduct of the
14 agency's duties as deemed necessary by the director.
15 17. To issue a copy of the case file to any party following
16 the issuance of a right to sue letter, the filing of a
17 contested case, or the filing of an action for judicial review.
18 18. To issue protective orders in case files when necessary.
19 Sec. 252. NEW SECTION. **216.5A Powers and duties of**
20 **commission.**
21 The commission shall have the following powers and duties:
22 1. To adopt, amend, or rescind procedures as necessary for
23 the conduct of commission meetings.
24 2. To sit as the final reviewing body for decisions issued
25 by an administrative law judge following an appeal from a
26 contested case hearing.
27 3. To make policy recommendations to the director for
28 consideration to be incorporated with any recommendations from
29 the agency to the governor and general assembly.
30 Sec. 253. Section 216.8C, subsections 3 and 4, Code 2024,
31 are amended to read as follows:
32 3. The ~~commission~~ agency, in consultation with the consumer
33 protection division of the office of the attorney general,
34 shall adopt rules regarding the making of a written finding
35 by licensees under this section. The rules shall include a

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1 form for licensees to document the licensees' written finding.
2 The form shall recite this section's requirements and comply
3 with the federal Fair Housing Act, 42 U.S.C. §3601 et seq., as
4 amended, and section 504 of the federal Rehabilitation Act of
5 1973, 29 U.S.C. §794, as amended. The form must contain only
6 two questions regarding the qualifications of the patient or
7 client, which shall be whether a person has a disability and
8 whether the need for an assistance animal or service animal is
9 related to the disability. The form must indicate that the
10 responses must be limited to "yes" or "no". The form must not
11 allow for additional detail.
12 4. A person who, in the course of employment, is asked
13 to make a finding of disability and disability-related need
14 for an assistance animal or service animal shall utilize the
15 form created by the ~~commission~~ agency to document the person's
16 written finding.
17 Sec. 254. Section 216.12, subsection 1, paragraph d,
18 unnumbered paragraph 1, Code 2024, is amended to read as
19 follows:
20 Discrimination on the basis of familial status involving
21 dwellings provided under any state or federal program
22 specifically designed and operated to assist elderly persons,
23 as defined in the state or federal program that the ~~commission~~
24 agency determines to be consistent with determinations made by
25 the United States secretary of housing and urban development,
26 and housing for older persons. As used in this paragraph,
27 *"housing for older persons"* means housing communities consisting
28 of dwellings intended for either of the following:
29 Sec. 255. Section 216.15, Code 2024, is amended to read as
30 follows:
31 **216.15 Complaint — hearing.**
32 1. Any person claiming to be aggrieved by a discriminatory
33 or unfair practice may, in person or by an attorney, make,
34 sign, and file with the ~~commission~~ agency a verified, written
35 complaint which shall state the name and address of the person,

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1 employer, employment agency, or labor organization alleged
2 to have committed the discriminatory or unfair practice of
3 which complained, shall set forth the particulars thereof,
4 and shall contain such other information as may be required
5 by the ~~commission~~ agency. ~~The commission~~ Agency staff, a
6 commissioner, or the attorney general may in like manner make,
7 sign, and file such complaint.
8 2. Any place of public accommodation, employer, labor
9 organization, or other person who has any employees or members
10 who refuse or threaten to refuse to comply with the provisions
11 of this chapter may file with the ~~commission~~ agency a verified
12 written complaint in triplicate asking the ~~commission~~ agency
13 for assistance to obtain their compliance by conciliation or
14 other remedial action.
15 3. *a.* After the filing of a verified complaint, a true
16 copy shall be served within twenty days on the person against
17 whom the complaint is filed, except as provided in subsection
18 4. ~~An authorized member of the commission~~ Agency staff shall
19 make a prompt investigation and shall issue a recommendation
20 to an administrative law judge employed by the division of
21 administrative hearings created by section 10A.801, who shall
22 then issue a determination of probable cause or no probable
23 cause.
24 *b.* For purposes of this chapter, an administrative law judge
25 issuing a determination of probable cause or no probable cause
26 under this section is exempt from section 17A.17.
27 *c.* If the administrative law judge concurs with the
28 investigating official that probable cause exists regarding
29 the allegations of the complaint, the staff of the ~~commission~~
30 agency shall promptly endeavor to eliminate the discriminatory
31 or unfair practice by conference, conciliation, and persuasion.
32 If the administrative law judge finds that no probable cause
33 exists, the administrative law judge shall issue a final order
34 dismissing the complaint and shall promptly mail a copy to the
35 complainant and to the respondent. A finding of probable cause

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1 shall not be introduced into evidence in an action brought
2 under section 216.16.
3 *d.* The ~~commission~~ agency staff must endeavor to eliminate
4 the discriminatory or unfair practice by conference,
5 conciliation, and persuasion for a period of thirty days
6 following the initial conciliation meeting between the
7 respondent and the ~~commission~~ agency staff after a finding
8 of probable cause. After the expiration of thirty days, the
9 director may order the conciliation conference and persuasion
10 procedure provided in this section to be bypassed when the
11 director determines the procedure is unworkable by reason of
12 past patterns and practices of the respondent, or a statement
13 by the respondent that the respondent is unwilling to continue
14 with the conciliation. ~~The director must have the approval of~~
15 ~~a commissioner before bypassing the conciliation, conference~~
16 ~~and persuasion procedure.~~ Upon the bypassing of conciliation,
17 the director shall state in writing the reasons for bypassing.
18 4. *a.* The ~~commission~~ agency may permit service of a
19 complaint on a respondent by regular or electronic mail. If
20 the respondent does not respond to the service by regular or
21 electronic mail after ninety days, the ~~commission~~ agency shall
22 serve the complaint on the respondent by certified mail within
23 twenty days after the expiration of the ninety-day response
24 period to service by regular or electronic mail.
25 *b.* The ~~commission~~ agency may also permit a party to file
26 a response to a complaint, a document, information, or other
27 material, by electronic mail.
28 *c.* The ~~commission~~ agency may issue a notice, determination,
29 order, subpoena, request, correspondence, or any other document
30 issued by the ~~commission~~ agency, by electronic mail.
31 5. The members of the commission and ~~its~~ agency staff
32 shall not disclose the filing of a complaint, the information
33 gathered during the investigation, or the endeavors to
34 eliminate such discriminatory or unfair practice by mediation,
35 conference, conciliation, and persuasion, unless such

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1 disclosure is made in connection with the conduct of such
2 investigation.
3 6. When the director is satisfied that further endeavor to
4 settle a complaint by conference, conciliation, and persuasion
5 is unworkable and should be bypassed, and the thirty-day period
6 provided for in subsection 3 has expired without agreement, the
7 director ~~with the approval of a commissioner,~~ shall issue and
8 cause to be served a written notice specifying the charges in
9 the complaint as they may have been amended and the reasons for
10 bypassing conciliation, if the conciliation is bypassed, and
11 requiring the respondent to answer the charges of the complaint
12 at a hearing before the ~~commission~~ agency, a commissioner, or
13 a person designated by the ~~commission~~ agency to conduct the
14 hearing, hereafter referred to as the administrative law judge,
15 and at a time and place to be specified in the notice.
16 7. The case in support of such complaint shall be presented
17 at the hearing by one of the ~~commission's~~ agency's attorneys
18 or agents. The investigating official shall not participate
19 in the hearing except as a witness nor participate in the
20 deliberations of the ~~commission~~ agency in such case.
21 8. The hearing shall be conducted in accordance with the
22 provisions of chapter 17A for contested cases. The burden of
23 proof in such a hearing shall be on the ~~commission~~ agency.
24 9. If upon taking into consideration all of the evidence
25 at a hearing, the ~~commission~~ agency determines that the
26 respondent has engaged in a discriminatory or unfair practice,
27 the ~~commission~~ agency shall state its findings of fact and
28 conclusions of law and shall issue an order requiring the
29 respondent to cease and desist from the discriminatory or
30 unfair practice and to take the necessary remedial action
31 as in the judgment of the ~~commission~~ agency will carry out
32 the purposes of this chapter. A copy of the order shall be
33 delivered to the respondent, the complainant, and to any other
34 public officers and persons as the ~~commission~~ agency deems
35 proper.

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1 *a.* For the purposes of this subsection and pursuant to the
2 provisions of this chapter "remedial action" includes but is
3 not limited to the following:
4 (1) Hiring, reinstatement or upgrading of employees
5 with or without pay. Interim earned income and unemployment
6 compensation shall operate to reduce the pay otherwise
7 allowable.
8 (2) Admission or restoration of individuals to a labor
9 organization, admission to or participation in a guidance
10 program, apprenticeship training program, on-the-job training
11 program or other occupational training or retraining program,
12 with the utilization of objective criteria in the admission of
13 individuals to such programs.
14 (3) Admission of individuals to a public accommodation or an
15 educational institution.
16 (4) Sale, exchange, lease, rental, assignment or sublease
17 of real property to an individual.
18 (5) Extension to all individuals of the full and equal
19 enjoyment of the advantages, facilities, privileges, and
20 services of the respondent denied to the complainant because of
21 the discriminatory or unfair practice.
22 (6) Reporting as to the manner of compliance.
23 (7) Posting notices in conspicuous places in the
24 respondent's place of business in form prescribed by the
25 ~~commission~~ agency and inclusion of notices in advertising
26 material.
27 (8) Payment to the complainant of damages for an injury
28 caused by the discriminatory or unfair practice which damages
29 shall include but are not limited to actual damages, court
30 costs and reasonable attorney fees.
31 (9) For an unfair or discriminatory practice relating
32 to wage discrimination pursuant to section 216.6A, payment
33 to the complainant of damages for an injury caused by the
34 discriminatory or unfair practice which damages shall include
35 but are not limited to court costs, reasonable attorney fees,

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1 and either of the following:
2 (a) An amount equal to two times the wage differential
3 paid to another employee compared to the complainant for the
4 period of time for which the complainant has been discriminated
5 against.
6 (b) In instances of willful violation, an amount equal to
7 three times the wage differential paid to another employee as
8 compared to the complainant for the period of time for which
9 the complainant has been discriminated against.
10 *b.* In addition to the remedies provided in the preceding
11 provisions of this subsection, the ~~commission~~ agency may issue
12 an order requiring the respondent to cease and desist from the
13 discriminatory or unfair practice and to take such affirmative
14 action as in the judgment of the ~~commission~~ agency will carry
15 out the purposes of this chapter as follows:
16 (1) In the case of a respondent operating by virtue of
17 a license issued by the state or a political subdivision
18 or agency, if the ~~commission~~ agency, upon notice to the
19 respondent with an opportunity to be heard, determines that the
20 respondent has engaged in a discriminatory or unfair practice
21 and that the practice was authorized, requested, commanded,
22 performed or knowingly or recklessly tolerated by the board
23 of directors of the respondent or by an officer or executive
24 agent acting within the scope of the officer's or agent's
25 employment, the ~~commission~~ agency shall so certify to the
26 licensing agency. Unless the ~~commission~~ agency finding of a
27 discriminatory or unfair practice is reversed in the course of
28 judicial review, the finding of discrimination is binding on
29 the licensing agency. If a certification is made pursuant to
30 this subsection, the licensing agency may initiate licensee
31 disciplinary procedures.
32 (2) In the case of a respondent who is found by the
33 ~~commission~~ agency to have engaged in a discriminatory or
34 unfair practice in the course of performing under a contract
35 or subcontract with the state or political subdivision or

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1 agency, if the practice was authorized, requested, commanded,
2 performed, or knowingly or recklessly tolerated by the board
3 of directors of the respondent or by an officer or executive
4 agent acting within the scope of the officer's or agent's
5 employment, the ~~commission~~ agency shall so certify to the
6 contracting agency. Unless the ~~commission's~~ agency's finding
7 of a discriminatory or unfair practice is reversed in the
8 course of judicial review, the finding of discrimination is
9 binding on the contracting agency.
10 (3) Upon receiving a certification made under this
11 subsection, a contracting agency may take appropriate action
12 to terminate a contract or portion thereof previously entered
13 into with the respondent, either absolutely or on condition
14 that the respondent carry out a program of compliance with
15 the provisions of this chapter; and assist the state and all
16 political subdivisions and agencies thereof to refrain from
17 entering into further contracts.
18 *c.* The election of an affirmative order under paragraph *"b"*
19 of this subsection shall not bar the election of affirmative
20 remedies provided in paragraph *"a"* of this subsection.
21 10. *a.* The terms of a conciliation or mediation agreement
22 reached with the respondent may require the respondent to
23 refrain in the future from committing discriminatory or
24 unfair practices of the type stated in the agreement, to take
25 remedial action as in the judgment of the ~~commission~~ agency
26 will carry out the purposes of this chapter, and to consent
27 to the entry in an appropriate district court of a consent
28 decree embodying the terms of the conciliation or mediation
29 agreement. Violation of such a consent decree may be punished
30 as contempt by the court in which it is filed, upon a showing
31 by the ~~commission~~ agency of the violation at any time within
32 six months of its occurrence. At any time in its discretion,
33 the ~~commission~~ agency may investigate whether the terms of the
34 agreement are being complied with by the respondent.
35 *b.* Upon a finding that the terms of the conciliation

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1 or mediation agreement are not being complied with by the
2 respondent, the ~~commission~~ agency shall take appropriate action
3 to assure compliance.
4 11. If, upon taking into consideration all of the evidence
5 at a hearing, the ~~commission~~ agency finds that a respondent
6 has not engaged in any such discriminatory or unfair practice,
7 the ~~commission~~ agency shall issue an order denying relief and
8 stating the findings of fact and conclusions of the ~~commission~~
9 agency, and shall cause a copy of the order dismissing the
10 complaint to be served on the complainant and the respondent.
11 12. The ~~commission~~ agency shall establish rules to govern,
12 expedite, and effectuate the procedures established by this
13 chapter and its own actions thereunder.
14 13. Except as provided in section 614.8, a claim under this
15 chapter shall not be maintained unless a complaint is filed
16 with the ~~commission~~ agency within three hundred days after the
17 alleged discriminatory or unfair practice occurred.
18 14. The ~~commission~~ agency or a party to a complaint may
19 request mediation of the complaint at any time during the
20 ~~commission's~~ agency's processing of the complaint. If the
21 complainant and respondent participate in mediation, any
22 mediation agreement may be enforced pursuant to this section.
23 Mediation may be discontinued at the request of any party or
24 the ~~commission~~ agency.
25 Sec. 256. Section 216.15A, Code 2024, is amended to read as
26 follows:
27 **216.15A Additional proceedings — housing discrimination.**
28 1. *a.* The ~~commission~~ agency may join a person not named
29 in the complaint as an additional or substitute respondent
30 if in the course of the investigation, the ~~commission~~ agency
31 determines that the person should be alleged to have committed
32 a discriminatory housing or real estate practice.
33 *b.* In addition to the information required in the notice,
34 the ~~commission~~ agency shall include in a notice to a respondent
35 joined under this subsection an explanation of the basis for

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1 the determination under this subsection that the person is
2 properly joined as a respondent.
3 2. *a.* The ~~commission~~ agency shall, during the period
4 beginning with the filing of a complaint and ending with the
5 filing of a charge or a dismissal by the ~~commission~~ agency, to
6 the extent feasible, engage in mediation with respect to the
7 complaint.
8 *b.* A mediation agreement is an agreement between a
9 respondent and the complainant and is subject to ~~commission~~
10 agency approval.
11 *c.* A mediation agreement may provide for binding arbitration
12 or other method of dispute resolution. Dispute resolution that
13 results from a mediation agreement may authorize appropriate
14 relief, including monetary relief.
15 *d.* A mediation agreement shall be made public unless
16 the complainant and respondent agree otherwise, and the
17 ~~commission~~ agency determines that disclosure is not necessary
18 to further the purposes of this chapter relating to unfair or
19 discriminatory practices in housing or real estate.
20 *e.* The proceedings or results of mediation shall not be made
21 public or used as evidence in a subsequent proceeding under
22 this chapter without the written consent of the persons who are
23 party to the mediation.
24 *f.* After the completion of the ~~commission's~~ agency's
25 investigation, the ~~commission~~ agency shall make available to
26 the aggrieved person and the respondent information derived
27 from the investigation and the final investigation report
28 relating to that investigation.
29 *g.* When the ~~commission~~ agency has reasonable cause to
30 believe that a respondent has breached a mediation agreement,
31 the ~~commission~~ agency shall refer this matter to an assistant
32 attorney general with a recommendation that a civil action be
33 filed for the enforcement of the agreement. The assistant
34 attorney general may commence a civil action in the appropriate
35 district court not later than the expiration of ninety days

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1 after referral of the breach.
2 3. *a.* If the ~~commission~~ agency concludes, following the
3 filing of a complaint, that prompt judicial action is necessary
4 to carry out the purposes of this chapter relating to unfair
5 or discriminatory housing or real estate practices, the
6 ~~commission~~ agency may authorize a civil action for appropriate
7 temporary or preliminary relief pending final disposition of
8 the complaint.
9 *b.* On receipt of the ~~commission's~~ agency's authorization,
10 the attorney general shall promptly file the action.
11 *c.* A temporary restraining order or other order granting
12 preliminary or temporary relief under this section is governed
13 by the applicable Iowa rules of civil procedure.
14 *d.* The filing of a civil action under this section does
15 not affect the initiation or continuation of administrative
16 proceedings in regard to an administrative hearing.
17 4. *a.* The ~~commission~~ agency shall prepare a final
18 investigative report.
19 *b.* A final report under this section may be amended by the
20 ~~commission~~ agency if additional evidence is discovered.
21 5. *a.* The ~~commission~~ agency shall determine based on
22 the facts whether probable cause exists to believe that a
23 discriminatory housing or real estate practice has occurred or
24 is about to occur.
25 *b.* The ~~commission~~ agency shall make its determination under
26 paragraph *"a"* not later than one hundred days after a complaint
27 is filed unless any of the following applies:
28 (1) It is impracticable to make the determination within
29 that time period.
30 (2) The ~~commission~~ agency has approved a mediation
31 agreement relating to the complaint.
32 *c.* If it is impracticable to make the determination within
33 the time period provided by paragraph *"b"*, the ~~commission~~ agency
34 shall notify the complainant and respondent in writing of the
35 reasons for the delay.

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1 *d.* If the ~~commission~~ agency determines that probable cause
2 exists to believe that a discriminatory housing or real estate
3 practice has occurred or is about to occur, the ~~commission~~
4 agency shall immediately issue a determination unless the
5 ~~commission~~ agency determines that the legality of a zoning or
6 land use law or ordinance is involved as provided in subsection
7 7.
8 6. *a.* A determination issued under subsection 5 must
9 include all of the following:
10 (1) Must consist of a short and plain statement of the facts
11 on which the ~~commission~~ agency has found probable cause to
12 believe that a discriminatory housing or real estate practice
13 has occurred or is about to occur.
14 (2) Must be based on the final investigative report.
15 (3) Need not be limited to the facts or grounds alleged in
16 the complaint.
17 *b.* Not later than twenty days after the ~~commission~~ agency
18 issues a determination, the ~~commission~~ agency shall send a copy
19 of the determination with information concerning the election
20 under section 216.16A to all of the following persons:
21 (1) Each respondent, together with a notice of the
22 opportunity for a hearing as provided under subsection 10.
23 (2) Each aggrieved person on whose behalf the complaint was
24 filed.
25 7. If the ~~commission~~ agency determines that the matter
26 involves the legality of a state or local zoning or other
27 land use ordinance, the ~~commission~~ agency shall not issue a
28 determination and shall immediately refer the matter to the
29 attorney general for appropriate action.
30 8. *a.* If the ~~commission~~ agency determines that no probable
31 cause exists to believe that a discriminatory housing or
32 real estate practice has occurred or is about to occur, the
33 ~~commission~~ agency shall promptly dismiss the complaint.
34 *b.* The ~~commission~~ agency shall make public disclosure of
35 each dismissal under this section.

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1 9. The ~~commission~~ agency shall not issue a determination
2 under this section regarding an alleged discriminatory housing
3 or real estate practice after the beginning of the trial of a
4 civil action commenced by the aggrieved party under federal or
5 state law seeking relief with respect to that discriminatory
6 housing or real estate practice.
7 10. *a.* If a timely election is not made under section
8 216.16A, the ~~commission~~ agency shall provide for a hearing on
9 the charges in the complaint.
10 *b.* Except as provided by paragraph *"c"*, the hearing shall be
11 conducted in accordance with chapter 17A for contested cases.
12 *c.* A hearing under this section shall not be continued
13 regarding an alleged discriminatory housing or real estate
14 practice after the beginning of the trial of a civil action
15 commenced by the aggrieved person under federal or state law
16 seeking relief with respect to that discriminatory housing or
17 real estate practice.
18 11. *a.* If the ~~commission~~ agency determines at a hearing
19 under subsection 10 that a respondent has engaged or is about
20 to engage in a discriminatory housing or real estate practice,
21 the ~~commission~~ agency may order the appropriate relief,
22 including actual damages, reasonable attorney fees, court
23 costs, and other injunctive or equitable relief.
24 *b.* To vindicate the public interest, the ~~commission~~ agency
25 may assess a civil penalty against the respondent in an amount
26 that does not exceed the following applicable amount:
27 (1) Ten thousand dollars if the respondent has not been
28 adjudged by the order of the commission or agency or a court to
29 have committed a prior discriminatory housing or real estate
30 practice.
31 (2) Except as provided by paragraph *"c"*, twenty-five
32 thousand dollars if the respondent has been adjudged by order
33 of the commission or agency or a court to have committed one
34 other discriminatory housing or real estate practice during
35 the five-year period ending on the date of the filing of the

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1 complaint.
2 (3) Except as provided by paragraph *"c"*, fifty thousand
3 dollars if the respondent has been adjudged by order of the
4 commission or agency or a court to have committed two or more
5 discriminatory housing or real estate practices during the
6 seven-year period ending on the date of the filing of the
7 complaint.
8 *c.* If the acts constituting the discriminatory housing or
9 real estate practice that is the object of the complaint are
10 committed by the same natural person who has been previously
11 adjudged to have committed acts constituting a discriminatory
12 housing or real estate practice, the civil penalties in
13 paragraph *"b"*, subparagraphs (2) and (3) may be imposed
14 without regard to the period of time within which any other
15 discriminatory housing or real estate practice occurred.
16 *d.* At the request of the ~~commission~~ agency, the attorney
17 general shall initiate legal proceedings to recover a civil
18 penalty due under this section. Funds collected under this
19 section shall be paid to the treasurer of state for deposit in
20 the state treasury to the credit of the general fund.
21 12. This section applies only to the following:
22 *a.* Complaints which allege a violation of the prohibitions
23 contained in section 216.8 or 216.8A.
24 *b.* Complaints which allege a violation of section 216.11 or
25 216.11A arising out of alleged violations of the prohibitions
26 contained in section 216.8 or 216.8A.
27 13. If a provision of this section applies under the terms
28 of subsection 12, and the provision of this section conflicts
29 with a provision of section 216.15, then the provision
30 contained within this section shall prevail. Similarly, if
31 a provision of section 216.16A or 216.17A conflicts with a
32 provision of section 216.16 or 216.17, then the provision
33 contained in section 216.16A or 216.17A shall prevail.
34 Sec. 257. Section 216.15B, subsection 1, Code 2024, is
35 amended to read as follows:

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1 1. A mediator may be designated in writing by the ~~commission~~
2 agency to conduct formal mediation of a complaint filed under
3 this chapter. The written designation must specifically refer
4 to this section.
5 Sec. 258. Section 216.16, subsections 1, 2, 3, 4, and 6,
6 Code 2024, are amended to read as follows:
7 1. A person claiming to be aggrieved by an unfair or
8 discriminatory practice must initially seek an administrative
9 relief by filing a complaint with the ~~commission~~ agency in
10 accordance with section 216.15. This provision also applies to
11 persons claiming to be aggrieved by an unfair or discriminatory
12 practice committed by the state or an agency or political
13 subdivision of the state, notwithstanding the terms of the Iowa
14 administrative procedure Act, chapter 17A.
15 2. After the proper filing of a complaint with the
16 ~~commission~~ agency, a complainant may subsequently commence an
17 action for relief in the district court if all of the following
18 conditions have been satisfied:
19 *a.* The complainant has timely filed the complaint with the
20 ~~commission~~ agency as provided in section 216.15, subsection 13.
21 *b.* The complaint has been on file with the ~~commission~~ agency
22 for at least sixty days and the ~~commission~~ agency has issued a
23 release to the complainant pursuant to subsection 3.
24 3. *a.* Upon a request by the complainant, and after the
25 expiration of sixty days from the timely filing of a complaint
26 with the ~~commission~~ agency, the ~~commission~~ agency shall issue
27 to the complainant a release stating that the complainant
28 has a right to commence an action in the district court. A
29 release under this subsection shall not be issued if any of the
30 following apply:
31 (1) A finding of no probable cause has been made on the
32 complaint by the administrative law judge charged with that
33 duty under section 216.15, subsection 3.
34 (2) A conciliation agreement has been executed under
35 section 216.15.

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1 (3) The ~~commission~~ agency has served notice of hearing upon
2 the respondent pursuant to section 216.15, subsection 6.
3 (4) The complaint is closed as an administrative closure and
4 two years have elapsed since the issuance date of the closure.
5 *b.* Notwithstanding section 216.15, subsection 5, a party may
6 obtain a copy of all documents contained in a case file where
7 the ~~commission~~ agency has issued a release to the complainant
8 pursuant to this subsection.
9 4. An action authorized under this section is barred unless
10 commenced within ninety days after issuance by the ~~commission~~
11 agency of a release under subsection 3. If a complainant
12 obtains a release from the ~~commission~~ agency under subsection
13 3, the ~~commission~~ agency is barred from further action on that
14 complaint.
15 6. The district court may grant any relief in an action
16 under this section which is authorized by section 216.15,
17 subsection 9, to be issued by the ~~commission~~ agency. The
18 district court may also award the respondent reasonable
19 attorney fees and court costs when the court finds that the
20 complainant's action was frivolous.
21 Sec. 259. Section 216.16A, subsection 1, paragraphs b and c,
22 Code 2024, are amended to read as follows:
23 *b.* The election must be made not later than twenty days
24 after the date of receipt by the electing person of service
25 under section 216.15A, subsection 5, or in the case of the
26 ~~commission~~ agency, not later than twenty days after the date
27 the determination was issued.
28 *c.* The person making the election shall give notice to the
29 ~~commission~~ agency and to all other complainants and respondents
30 to whom the election relates.
31 Sec. 260. Section 216.16A, subsection 2, paragraphs d and e,
32 Code 2024, are amended to read as follows:
33 *d.* If the ~~commission~~ agency has obtained a mediation
34 agreement with the consent of an aggrieved person, the
35 aggrieved person shall not file an action under this subsection

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1 with respect to the alleged discriminatory practice that forms
2 the basis for the complaint except to enforce the terms of the
3 agreement.
4 *e.* An aggrieved person shall not file an action under this
5 subsection with respect to an alleged discriminatory housing or
6 real estate practice that forms the basis of a charge issued
7 by the ~~commission~~ agency if the ~~commission~~ agency has begun a
8 hearing on the record under this chapter with respect to the
9 charge.
10 Sec. 261. Section 216.17, subsections 1, 2, 3, 4, 5, 7, and
11 10, Code 2024, are amended to read as follows:
12 1. *a.* Judicial review of the actions of the agency
13 or commission may be sought in accordance with the terms
14 of the Iowa administrative procedure Act, chapter 17A.
15 Notwithstanding the terms of said Act, petition for judicial
16 review may be filed in the district court in which an
17 enforcement proceeding under subsection 2 may be brought.
18 *b.* For purposes of the time limit for filing a petition for
19 judicial review under the Iowa administrative procedure Act,
20 chapter 17A, specified by section 17A.19, the issuance of a
21 final decision of the agency or commission under this chapter
22 occurs on the date notice of the decision is mailed to the
23 parties.
24 *c.* Notwithstanding the time limit provided in section
25 17A.19, subsection 3, a petition for judicial review of
26 no-probable-cause decisions and other final agency actions
27 which are not of general applicability must be filed within
28 thirty days of the issuance of the final agency action.
29 2. The ~~commission~~ agency may obtain an order of court for
30 the enforcement of agency or commission orders in a proceeding
31 as provided in this section. Such an enforcement proceeding
32 shall be brought in the district court of the district in the
33 county in which the alleged discriminatory or unfair practice
34 which is the subject of the agency's or commission's order was
35 committed, or in which any respondent required in the order to

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1 cease or desist from a discriminatory or unfair practice or to
2 take other affirmative action, resides, or transacts business.
3 3. Such an enforcement proceeding shall be initiated by
4 the filing of a petition in such court and the service of a
5 copy thereof upon the respondent. Thereupon the ~~commission~~
6 agency shall file with the court a transcript of the record
7 of the hearing before it. The court shall have power to
8 grant such temporary relief or restraining order as it deems
9 just and proper, and to make and enter upon the pleadings,
10 testimony, and proceedings set forth in such transcript an
11 order enforcing, modifying, and enforcing as so modified, or
12 setting aside the order of the agency or commission, in whole
13 or in part.
14 4. An objection that has not been urged before the agency
15 or commission shall not be considered by the court in an
16 enforcement proceeding, unless the failure or neglect to urge
17 such objection shall be excused because of extraordinary
18 circumstances.
19 5. Any party to the enforcement proceeding may move the
20 court to remit the case to the agency or commission in the
21 interests of justice for the purpose of adducing additional
22 specified and material evidence and seeking findings thereof,
23 providing such party shall show reasonable grounds for
24 the failure to adduce such evidence before the agency or
25 commission.
26 7. The agency's or commission's copy of the testimony shall
27 be available to all parties for examination at all reasonable
28 times, without cost, and for the purpose of judicial review of
29 the agency's or commission's orders.
30 10. If no proceeding to obtain judicial review is instituted
31 within thirty days from the issuance of an order of the
32 commission under section 216.15 or 216.15A, the ~~commission~~
33 agency may obtain an order of the court for the enforcement
34 of the order upon showing that respondent is subject to
35 the jurisdiction of the agency or commission and resides or

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1 transacts business within the county in which the petition for
2 enforcement is brought.
3 Sec. 262. Section 216.17A, subsection 1, paragraph a, Code
4 2024, is amended to read as follows:
5 *a.* If timely election is made under section 216.16A,
6 subsection 1, the ~~commission~~ agency shall authorize, and not
7 later than thirty days after the election is made, the attorney
8 general shall file a civil action on behalf of the aggrieved
9 person in a district court seeking relief.
10 Sec. 263. Section 216.17A, subsections 2, 4, 10, and 11,
11 Code 2024, are amended to read as follows:
12 2. ~~A commission~~ An agency order under section 216.15A,
13 subsection 11, and ~~a~~ an agency or commission order that has
14 been substantially affirmed by judicial review, do not affect
15 a contract, sale, encumbrance, or lease that was consummated
16 before the agency or commission issued the order and involved a
17 bona fide purchaser, encumbrancer, or tenant who did not have
18 actual notice of the charge issued under this chapter.
19 4. If the agency or commission issues an order against a
20 respondent against whom another order was issued within the
21 preceding five years under section 216.15A, subsection 11, the
22 ~~commission~~ agency shall send a copy of each order issued under
23 that section to the attorney general.
24 10. The attorney general, on behalf of the ~~commission~~
25 agency or other party at whose request a subpoena is issued,
26 may enforce the subpoena in appropriate proceedings in district
27 court.
28 11. A court in a civil action brought under this section
29 or the ~~commission~~ agency in an administrative hearing under
30 section 216.15A, subsection 11, may award reasonable attorney's
31 fees to the prevailing party and assess court costs against the
32 nonprevailing party.
33 Sec. 264. Section 216.17A, subsection 3, unnumbered
34 paragraph 1, Code 2024, is amended to read as follows:
35 If the agency or commission issues an order with respect

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1 to a discriminatory housing practice that occurred in the
2 course of a business subject to a licensing or regulation by a
3 governmental agency, the agency or commission, not later than
4 thirty days after the date of issuance of the order, shall do
5 all of the following:
6 Sec. 265. Section 216.17A, subsection 8, paragraph a, Code
7 2024, is amended to read as follows:
8 *a.* On the request of the agency or commission, the attorney
9 general may intervene in an action under section 216.16A,
10 subsection 2, if the agency or commission certifies that the
11 case is of general public importance.
12 Sec. 266. Section 216.17A, subsection 9, paragraph a,
13 unnumbered paragraph 1, Code 2024, is amended to read as
14 follows:
15 On the request of the agency or commission, the attorney
16 general may file a civil action in district court for
17 appropriate relief if the agency or commission has reasonable
18 cause to believe that any of the following applies:
19 Sec. 267. Section 216.19, subsections 2, 3, 4, 5, 6, 7, and
20 8, Code 2024, are amended to read as follows:
21 2. A city with a population of twenty-nine thousand, or
22 greater, shall maintain an independent local civil rights
23 agency or commission consistent with ~~commission~~ agency rules
24 adopted pursuant to chapter 17A. An agency or commission
25 for which a staff is provided shall have control over such
26 staff. A city required to maintain a local civil rights agency
27 or commission shall structure and adequately fund the agency
28 or commission in order to effect cooperative undertakings
29 with the Iowa office of civil rights ~~commission~~ and to aid in
30 effectuating the purposes of this chapter.
31 3. An agency or commission of local government and the
32 Iowa office of civil rights ~~commission~~ shall cooperate in the
33 sharing of data and research, and coordinating investigations
34 and conciliations in order to expedite claims of unlawful
35 discrimination and eliminate needless duplication. The Iowa

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1 office of civil rights ~~commission~~ may enter into cooperative
2 agreements with any local agency or commission to effectuate
3 the purposes of this chapter. Such agreements may include
4 technical and clerical assistance and reimbursement of expenses
5 incurred by the local agency or commission in the performance
6 of the agency's or commission's duties if funds for this
7 purpose are appropriated by the general assembly.
8 4. The ~~Iowa civil rights commission~~ director may designate
9 an unfunded local agency or commission as a referral agency. A
10 local agency or commission shall not be designated a referral
11 agency unless the ordinance creating it provides the same
12 rights and remedies as are provided in this chapter. The ~~Iowa~~
13 ~~civil rights commission~~ director shall establish by rules
14 the procedures for designating a referral agency and the
15 qualifications to be met by a referral agency.
16 5. The ~~Iowa civil rights commission~~ director may adopt
17 rules establishing the procedures for referral of complaints.
18 A referral agency may refuse to accept a case referred to
19 it by the Iowa office of civil rights ~~commission~~ if the
20 referral agency is unable to effect proper administration of
21 the complaint. It shall be the burden of the referral agency
22 to demonstrate that it is unable to properly administer that
23 complaint.
24 6. A complainant who files a complaint with a referral
25 agency having jurisdiction shall be prohibited from filing a
26 complaint with the ~~Iowa civil rights commission~~ agency alleging
27 violations based upon the same acts or practices cited in the
28 original complaint; and a complainant who files a complaint
29 with the ~~commission~~ agency shall be prohibited from filing
30 a complaint with the referral agency alleging violations
31 based upon the same acts or practices cited in the original
32 complaint. However, the ~~Iowa civil rights commission~~ agency in
33 its discretion may refer a complaint filed with the ~~commission~~
34 agency to a referral agency having jurisdiction over the
35 parties for investigation and resolution; and a referral agency

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1 in its discretion may refer a complaint filed with that agency
2 to the ~~commission~~ office for investigation and resolution.
3 7. A final decision by a referral agency shall be subject
4 to judicial review as provided in section 216.17 in the same
5 manner and to the same extent as a final decision of the ~~Iowa~~
6 ~~civil rights commission~~ agency.
7 8. The referral of a complaint by the Iowa office of
8 civil rights ~~commission~~ to a referral agency or by a referral
9 agency to the Iowa office of civil rights ~~commission~~ shall not
10 affect the right of a complainant to commence an action in the
11 district court under section 216.16.
12 Sec. 268. Section 216.21, Code 2024, is amended to read as
13 follows:
14 **216.21 Documents to attorney or party.**
15 If a party is represented by an attorney during the
16 proceedings of the agency or commission, with permission of
17 the attorney for the party or of the party, the agency or
18 commission shall provide copies of all relevant documents
19 including an order or decision to either the attorney for the
20 party or the party, but not to both.
21 Sec. 269. Section 216.22, subsection 2, paragraph b, Code
22 2024, is amended to read as follows:
23 *b.* The franchisor has been found by the ~~commission~~ agency to
24 have exercised a type or degree of control over the franchisee
25 or the franchisee's employees that is not customarily exercised
26 by a franchisor for the purpose of protecting the franchisor's
27 trademarks and brand.
28 Sec. 270. Section 228.1, subsection 7, paragraph b, Code
29 2024, is amended to read as follows:
30 *b.* The individual holds a current Iowa license if
31 practicing in a field covered by an Iowa licensure law and
32 is a psychiatrist, an advanced registered nurse practitioner
33 who holds a national certification in psychiatric mental
34 health care and is licensed by the board of nursing, a
35 physician assistant practicing under the supervision of or in

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1 collaboration with a psychiatrist, a qualified mental health
2 professional physician assistant, a psychiatric advanced
3 registered nurse practitioner as defined in section 125.2,
4 or an individual who holds a doctorate degree in psychology
5 and is licensed by the board of ~~psychology~~ behavioral health
6 professionals to practice psychology. For the purposes of this
7 paragraph, *"collaboration"* means the same as defined in section
8 148C.1.
9 Sec. 271. Section 230A.110, subsection 2, Code 2024, is
10 amended by striking the subsection.
11 Sec. 272. Section 235B.1, subsection 4, Code 2024, is
12 amended by striking the subsection.
13 Sec. 273. Section 235B.3, subsection 1, paragraph a,
14 subparagraph (4), Code 2024, is amended to read as follows:
15 (4) If, in the course of an assessment or evaluation of
16 a report of dependent adult abuse, the department or the
17 department of inspections, appeals, and licensing determines
18 that the case involves discrimination under the jurisdiction
19 of the Iowa office of civil rights ~~commission~~, the relevant
20 portions of the case shall be referred to the ~~commission~~
21 office.
22 Sec. 274. Section 235B.16A, subsections 1 and 4, Code 2024,
23 are amended to read as follows:
24 1. The ~~dependent adult protective advisory council~~
25 ~~established pursuant to section 235B.1~~ department shall
26 ~~recommend~~ adopt a uniform assessment instrument and process for
27 adoption and use by the department and other agencies involved
28 with assessing a dependent adult's degree of dependency
29 and determining whether dependent adult abuse has occurred.
30 However, this section shall not apply to dependent adult abuse
31 assessments and determinations made under chapter 235E.
32 4. The department shall cooperate with the departments
33 of inspections, appeals, and licensing, public safety,
34 and workforce development, the Iowa office of civil rights
35 ~~commission~~, and other state and local agencies performing

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1 inspections or otherwise visiting residential settings where
2 dependent adults live, to regularly provide training to the
3 appropriate staff in the agencies concerning each agency's
4 procedures involving dependent adults, and to build awareness
5 concerning dependent adults and reporting of dependent adult
6 abuse.
7 Sec. 275. Section 235E.5, Code 2024, is amended to read as
8 follows:
9 **235E.5 Rulemaking authority.**
10 The department, in cooperation and consultation with
11 ~~the dependent adult protective advisory council established~~
12 ~~in section 235B.1,~~ affected industry representatives~~,~~ and
13 professional and consumer groups, may adopt rules pursuant to
14 chapter 17A to administer this chapter.
15 Sec. 276. Section 237A.12, subsection 3, Code 2024, is
16 amended to read as follows:
17 3. Rules relating to fire safety for child care centers
18 shall be adopted under this chapter by the director of
19 the department of inspections, appeals, and licensing in
20 consultation with the department. Rules adopted by the
21 director of the department of inspections, appeals, and
22 licensing for a building which is owned or leased by a school
23 district or accredited nonpublic school and used as a child
24 care facility shall not differ from standards adopted by
25 the director of the department of inspections, appeals, and
26 licensing for school buildings under chapter 10A, subchapter V,
27 part 2. Rules relating to sanitation shall be adopted by the
28 department. ~~All rules shall be developed in consultation with~~
29 ~~the state child care advisory committee.~~ The director of the
30 department of inspections, appeals, and licensing shall inspect
31 the facilities.
32 Sec. 277. Section 237A.25, subsection 1, Code 2024, is
33 amended to read as follows:
34 1. The department shall develop consumer information
35 material to assist parents in selecting a child care provider.

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1 In developing the material, the department shall consult with
2 department staff, department of education staff, ~~the state~~
3 ~~child care advisory committee,~~ the early childhood Iowa state
4 board, and child care resource and referral services. In
5 addition, the department may consult with other entities at the
6 local, state, and national level.
7 Sec. 278. Section 237A.30, subsection 1, Code 2024, is
8 amended to read as follows:
9 1. The department shall work with the early childhood Iowa
10 program established in section 256I.5 ~~and the state child care~~
11 ~~advisory committee~~ in designing and implementing a voluntary
12 quality rating system for each provider type of child care
13 facility.
14 Sec. 279. Section 249A.15, Code 2024, is amended to read as
15 follows:
16 **249A.15 Licensed psychologists eligible for payment —**
17 **provisional licensees.**
18 1. The department shall adopt rules pursuant to chapter
19 17A entitling psychologists who are licensed pursuant to
20 chapter 154B and psychologists who are licensed in the state
21 where the services are provided and have a doctorate degree
22 in psychology, have had at least two years of clinical
23 experience in a recognized health setting, or have met the
24 standards of a national register of health service providers
25 in psychology, to payment for services provided to recipients
26 of medical assistance, subject to limitations and exclusions
27 the department finds necessary on the basis of federal laws and
28 regulations and of funds available for the medical assistance
29 program. The rules shall also provide that an individual, who
30 holds a provisional license to practice psychology pursuant
31 to section 154B.6, is entitled to payment under this section
32 for services provided to recipients of medical assistance,
33 when such services are provided under the supervision of a
34 supervisor who meets the qualifications determined by the
35 board of ~~psychology~~ behavioral health professionals by rule,

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1 and claims for payment for such services are submitted by the
2 supervisor.
3 2. Entitlement to payment under this section is applicable
4 to services provided to recipients of medical assistance
5 under both the fee-for-service and managed care payment and
6 delivery systems. Neither the fee-for-service nor the managed
7 care payment and delivery system shall impose a practice
8 or supervision restriction which is inconsistent with or
9 more restrictive than the authority already granted by law,
10 including the authority to provide supervision in person or
11 remotely through electronic means as specified by rule of the
12 board of ~~psychology~~ behavioral health professionals.
13 Sec. 280. Section 249A.15A, subsections 1, 2, and 3, Code
14 2024, are amended to read as follows:
15 1. The department shall adopt rules pursuant to chapter
16 17A entitling marital and family therapists who are licensed
17 pursuant to chapter 154D to payment for behavioral health
18 services provided to recipients of medical assistance, subject
19 to limitations and exclusions the department finds necessary
20 on the basis of federal laws and regulations. The rules shall
21 also provide that a marital and family therapist, who holds
22 a temporary license to practice marital and family therapy
23 pursuant to section 154D.7, is entitled to payment under this
24 section for behavioral health services provided to recipients
25 of medical assistance, when such services are provided under
26 the supervision of a qualified supervisor as determined by the
27 board of ~~behavioral science~~ behavioral health professionals by
28 rule, and claims for payment for such services are submitted by
29 the qualified supervisor.
30 2. The department shall adopt rules pursuant to chapter
31 17A entitling master social workers who hold a master's
32 degree approved by the board of ~~social work~~ behavioral health
33 professionals, are licensed as a master social worker pursuant
34 to section 154C.3, subsection 1, paragraph "b", and provide
35 treatment services under the supervision of an independent

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1 social worker licensed pursuant to section 154C.3, subsection
2 1, paragraph "c", to payment for behavioral health services
3 provided to recipients of medical assistance, subject to
4 limitations and exclusions the department finds necessary on
5 the basis of federal laws and regulations.
6 3. The department shall adopt rules pursuant to chapter 17A
7 entitling mental health counselors who are licensed pursuant
8 to chapter 154D to payment for behavioral health services
9 provided to recipients of medical assistance, subject to
10 limitations and exclusions the department finds necessary on
11 the basis of federal laws and regulations. The rules shall
12 also provide that a mental health counselor, who holds a
13 temporary license to practice mental health counseling pursuant
14 to section 154D.7, is entitled to payment under this section
15 for behavioral health services provided to recipients of
16 medical assistance, when such services are provided under the
17 supervision of a qualified supervisor as determined by the
18 board of ~~behavioral science~~ behavioral health professionals by
19 rule, and claims for payment for such services are submitted by
20 the qualified supervisor.
21 Sec. 281. Section 256.3, subsections 1 and 2, Code 2024, are
22 amended to read as follows:
23 1. The state board of education is established for the
24 department. The state board consists of ~~ten~~ nine members:
25 ~~nine~~ seven voting members, ~~and~~ one nonvoting student member,
26 and the director of the department of workforce development,
27 who shall serve as a nonvoting member. The voting members
28 shall be appointed by the governor subject to senate
29 confirmation. The nonvoting student member shall be appointed
30 as provided in section 256.5A.
31 2. The voting members shall be registered voters of
32 the state and hold no other elective or appointive state
33 office. Not more than five voting members shall be of the
34 same political party. ~~Three of the voting members shall~~
35 ~~have substantial knowledge related to the community college~~

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1 ~~system.~~ The ~~remaining six~~ voting members shall be members of
2 the general public. A voting member shall not be engaged in
3 professional education for a major portion of the member's time
4 nor shall the member derive a major portion of income from any
5 business or activity connected with education.
6 Sec. 282. Section 256.7, subsection 7, paragraph c, Code
7 2024, is amended by striking the paragraph.
8 Sec. 283. Section 256.9, subsection 31, paragraph b, Code
9 2024, is amended to read as follows:
10 *b.* Standards and materials developed shall include materials
11 which employ developmentally appropriate practices and
12 incorporate substantial parental involvement. The materials
13 and standards shall include alternative teaching approaches
14 including collaborative teaching and alternative dispute
15 resolution training. The department shall consult with the
16 child development coordinating council, ~~the state child care~~
17 ~~advisory committee established pursuant to section 135.173A,~~
18 the department of health and human services, the state board
19 of regents center for early developmental education, the
20 area education agencies, the department of human development
21 and family studies in the college of human sciences at
22 Iowa state university of science and technology, the early
23 childhood elementary division of the college of education at
24 the university of Iowa, and the college of education at the
25 university of northern Iowa, in developing these standards and
26 materials.
27 Sec. 284. Section 256.17, Code 2024, is amended to read as
28 follows:
29 **256.17 Postsecondary course audit ~~committee~~.**
30 1. The department shall ~~establish and facilitate a~~
31 ~~postsecondary course audit committee which shall~~ annually
32 audit postsecondary courses offered to high school students in
33 accordance with chapter 261E.
34 ~~2. The committee shall include but not be limited~~
35 ~~to representatives from the kindergarten through grade~~

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1 ~~twelve education community, community colleges, and regents~~
2 ~~universities.~~
3 ~~3.~~ 2. The ~~committee~~ department shall establish a sampling
4 technique that randomly selects courses for audit. The audit
5 shall include but not be limited to a review of the course
6 syllabus, teacher qualifications, examples of student products,
7 and results of student assessments. Standards for review shall
8 be established by the ~~committee and approved by the~~ department.
9 Audit findings shall be submitted to the institutions providing
10 the classes audited and shall be posted on the department's
11 internet site.
12 ~~4.~~ 3. If the ~~committee~~ department determines that a
13 postsecondary course offered to high school students in
14 accordance with chapter 261E does not meet the standards
15 established by the ~~committee~~ department pursuant to subsection
16 ~~3~~ 2, the course shall not be eligible for future supplementary
17 weighting under section 257.11. If the institution makes
18 changes to the course sufficient to cause the course to meet
19 the standards of the ~~committee~~ department, the ~~committee~~
20 department may reinstate the eligibility of the course for
21 future supplementary weighting under section 257.11.
22 Sec. 285. Section 256.32, subsection 1, Code 2024, is
23 amended to read as follows:
24 1. An advisory council for agricultural education is
25 established, which consists of ~~nine~~ seven members appointed
26 by the governor. The ~~nine~~ seven members shall include ~~the~~
27 ~~following:~~
28 ~~*a.* Five~~ at least four persons representing all areas
29 of agriculture and diverse geographical areas and at least
30 one person involved in the field of education, including
31 but not limited to a secondary school program instructor, a
32 postsecondary school program instructor, or a teacher educator.
33 ~~*b.* An individual representing agriculture on a council~~
34 ~~created to advise the state on career and technical education~~
35 ~~matters.~~

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~~*c.* A secondary school program instructor, a postsecondary school program instructor, and a teacher educator.~~

Sec. 286. Section 256.33, subsection 1, Code 2024, is amended to read as follows:

1. The department shall consort with school districts, area education agencies, community colleges, and colleges and universities to provide assistance to them in the use of educational technology for instruction purposes. The department shall consult with ~~the advisory committee on telecommunications, established in section 256.7, subsection 7, and other~~ users of educational technology on the development and operation of programs under this section.

Sec. 287. Section 256.82, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. Four members shall be appointed by the governor so that the portion of the board membership appointed under this paragraph includes two male board members and two female board members at all times~~:~~

~~(1) One member shall be appointed from the business community other than the television and telecommunications industry.~~

~~(2) One member shall be appointed with experience in or knowledge about the television industry.~~

~~(3) One member shall be appointed from the membership of a fundraising nonprofit organization financially assisting the Iowa public broadcasting division~~. At least one member shall have experience in or knowledge of the television and telecommunications industry, and at least one member shall have experience with or knowledge of fundraising nonprofit organizations.

~~(4) One member shall represent the general public.~~

Sec. 288. Section 256.176, subsection 2, paragraphs a and d, Code 2024, are amended to read as follows:

a. A member of the state board of regents to be named by the state board of regents, or the executive director of the state

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1 board of regents if so appointed by the state board of regents,
2 who shall serve for a four-year term or until the expiration
3 of the member's term of office, and who shall serve as an ex
4 officio, nonvoting member.
5 *d.* ~~Nine~~ Seven additional members to be appointed by the
6 governor as follows:
7 ~~(1) One member shall be selected to represent private~~
8 ~~colleges and universities located in the state of Iowa.~~
9 ~~When appointing this member, the governor shall give careful~~
10 ~~consideration to any person nominated or recommended by any~~
11 ~~organization or association of some or all private colleges and~~
12 ~~universities located in the state of Iowa.~~
13 ~~(2) One member shall be selected to represent Iowa's~~
14 ~~community colleges. When appointing this member, the governor~~
15 ~~shall give careful consideration to any person nominated~~
16 ~~or recommended by any organization or association of Iowa~~
17 ~~community colleges.~~
18 ~~(3)~~ (1) ~~One~~ At least one member shall be enrolled as a
19 student at an institution of higher learning governed by the
20 board of regents, a community college, or an accredited private
21 institution.
22 ~~(4)~~ (2) ~~One~~ At least one member shall be a parent of a
23 student enrolled at an institution of higher learning governed
24 by the board of regents, a community college, or an accredited
25 private institution.
26 ~~(5)~~ (3) ~~One~~ At least one member shall ~~represent~~
27 ~~practitioners licensed under chapter 256, subchapter VII,~~
28 ~~part 3. When appointing this member, the governor shall give~~
29 ~~careful consideration to any person nominated by an Iowa~~
30 ~~teacher association or other education stakeholder organization~~
31 have knowledge and experience in financial or fiduciary
32 matters.
33 ~~(6) Four members shall represent the general public,~~
34 ~~none of whom shall be officers, board members, or trustees~~
35 ~~of an institution of higher learning or of an association of~~

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1 ~~institutions of higher learning.~~
2 Sec. 289. Section 256.176, subsection 2, Code 2024, is
3 amended by adding the following new paragraphs:
4 NEW PARAGRAPH. *e.* One member to represent private colleges
5 and universities located in the state of Iowa, who shall be
6 selected by an organization or association of some or all
7 private colleges and universities located in the state of Iowa,
8 and who shall serve as an ex officio, nonvoting member.
9 NEW PARAGRAPH. *f.* One member to represent Iowa's community
10 colleges, who shall be selected by an organization or
11 association of Iowa community colleges, and who shall serve as
12 an ex officio, nonvoting member.
13 Sec. 290. Section 256I.4, subsection 19, Code 2024, is
14 amended by striking the subsection and inserting in lieu
15 thereof the following:
16 19. Serve as the state advisory council required under the
17 federal Improving Head Start for School Readiness Act of 2007,
18 Pub. L. No. 110-134, as designated by the governor.
19 Sec. 291. Section 260C.36, subsection 4, Code 2024, is
20 amended to read as follows:
21 4. The department of education shall establish ~~the~~
22 ~~following committees:~~
23 ~~*a.* An~~ an ad hoc accreditation quality faculty plan protocol
24 committee to advise the department in the development of
25 protocols related to the quality faculty planning process to
26 be used by the accreditation teams during site visits. The
27 committee shall, at a minimum, determine what types of evidence
28 need to be provided, develop interview procedures and visit
29 goals, and propose accreditation protocol revisions.
30 ~~*b.* An ongoing quality faculty plan professional development~~
31 ~~committee. The committee shall, at a minimum, do the~~
32 ~~following:~~
33 ~~(1) Develop systemic, ongoing, and sustainable statewide~~
34 ~~professional development opportunities that support~~
35 ~~institutional development as well as individual development and~~

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~~support of the quality faculty plans. The opportunities may include internet-based systems to share promising practices.~~

~~(2) Determine future professional development needs.~~

~~(3) Develop or identify training and assistance relating to the quality faculty plan process and requirements.~~

~~(4) Assist the department and community colleges in developing professional development consortia.~~

~~(5) Review and identify best practices in each community college quality faculty plan, including best practices regarding adjunct faculty.~~

~~*c.* A community college faculty advisory committee consisting of one member and one alternate from each community college, appointed by the committee established pursuant to subsection 1. The committee membership shall be equally represented by individuals from the liberal arts and sciences faculty and the career and technical faculty. The committee shall, at a minimum, keep faculty informed of higher education issues, facilitate communication between the faculty and the department on an ongoing basis, and serve as an advisory committee to the department and community colleges on faculty issues.~~

Sec. 292. Section 260C.39, subsection 3, Code 2024, is amended to read as follows:

3. The terms of employment of personnel, for the academic year following the effective date of the agreement to combine the merged areas shall not be affected by the combination of the merged areas, except in accordance with the procedures under sections 279.15, 279.16, 279.18, and 279.24, to the extent those procedures are applicable, or under the terms of the base bargaining agreement. The authority and responsibility to offer new contracts or to continue, modify, or terminate existing contracts pursuant to any applicable procedures under chapter 279, shall be transferred to the acting, and then to the new, board of the combined merged area upon certification of a favorable vote to each of the merged areas affected by the agreement. The collective bargaining

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1 agreement of the merged area receiving the greatest amount of
2 general state aid shall serve as the base agreement for the
3 combined merged area and the employees of the merged areas
4 which combined to form the new combined merged area shall
5 automatically be accreted to the bargaining unit from that
6 former merged area for purposes of negotiating the contracts
7 for the following years without further action by the ~~public~~
8 employment ~~relations~~ appeal board. If only one collective
9 bargaining agreement is in effect among the merged areas which
10 are combining under this section, then that agreement shall
11 serve as the base agreement, and the employees of the merged
12 areas which are combining to form the new combined merged
13 area shall automatically be accreted to the bargaining unit
14 of that former merged area for purposes of negotiating the
15 contracts for the following years without further action by the
16 ~~public~~ employment ~~relations~~ appeal board. The board of the
17 combined merged area, using the base agreement as its existing
18 contract, shall bargain with the combined employees of the
19 merged areas that have agreed to combine for the academic year
20 beginning with the effective date of the agreement to combine
21 merged areas. The bargaining shall be completed by March 15
22 prior to the academic year in which the agreement to combine
23 merged areas becomes effective or within one hundred eighty
24 days after the organization of the acting board of the new
25 combined merged area, whichever is later. If a bargaining
26 agreement was already concluded in the former merged area which
27 has the collective bargaining agreement that is serving as the
28 base agreement for the new combined merged area, between the
29 former merged area board and the employees of the former merged
30 area, that agreement is void, unless the agreement contained
31 multiyear provisions affecting academic years subsequent to the
32 effective date of the agreement to form a combined merged area.
33 If the base collective bargaining agreement contains multiyear
34 provisions, the duration and effect of the agreement shall
35 be controlled by the terms of the agreement. The provisions

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1 of the base agreement shall apply to the offering of new
2 contracts, or the continuation, modification, or termination
3 of existing contracts between the acting or new board of the
4 combined merged area and the combined employees of the new
5 combined merged area.
6 Sec. 293. Section 261A.6, subsection 2, Code 2024, is
7 amended to read as follows:
8 2. *a.* ~~The~~ For members appointed prior to the effective date
9 of this division of this Act, members of the authority shall be
10 appointed by the governor for terms of six years beginning and
11 ending as provided in section 69.19. A member of the authority
12 is eligible for reappointment.
13 *b.* For members appointed on or after the effective date of
14 this division of this Act, members of the authority shall be
15 appointed by the governor for terms of four years beginning and
16 ending as provided in section 69.19. A member of the authority
17 shall not serve more than two full terms.
18 *c.* The governor shall fill a vacancy for the remainder of
19 the unexpired term. A member of the authority may be removed
20 by the governor for misfeasance, malfeasance, or willful
21 neglect of duty or other cause after notice and a public
22 hearing unless the notice and hearing are waived by the member
23 in writing.
24 Sec. 294. Section 266.39, subsections 3 and 5, Code 2024,
25 are amended by striking the subsections.
26 Sec. 295. Section 272C.1, subsection 6, paragraphs b and u,
27 Code 2024, are amended by striking the paragraphs.
28 Sec. 296. Section 272C.1, subsection 6, paragraphs s and ad,
29 Code 2024, are amended to read as follows:
30 *s.* The board of ~~psychology~~ behavioral health professionals,
31 created pursuant to chapter 147.
32 *ad.* The ~~plumbing and mechanical systems~~ board of building
33 and construction occupations, created pursuant to chapter ~~105~~
34 103A, in performing licensing activities pursuant to chapters
35 103 and 105.

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1 Sec. 297. Section 273.22, subsection 2, paragraph a, Code
2 2024, is amended to read as follows:
3 *a.* The collective bargaining agreement of the area education
4 agency with the largest basic enrollment, as defined in section
5 257.6, for the year prior to the year the reorganization is
6 effective, shall serve as the base agreement in the new area
7 education agency and the employees of the other area education
8 agencies involved in the formation of the new area education
9 agency shall automatically be accreted to the bargaining
10 unit of that collective bargaining agreement for purposes of
11 negotiating the contracts for the following years without
12 further action by the ~~public~~ employment ~~relations~~ appeal
13 board. If only one collective bargaining agreement is in
14 effect among the area education agencies that are party to
15 the reorganization, that agreement shall serve as the base
16 agreement, and the employees of the other agencies involved
17 in the formation of the new area education agency shall
18 automatically be accreted to the bargaining unit of that
19 collective bargaining agreement for purposes of negotiating the
20 contracts for the following years without further action by the
21 ~~public~~ employment ~~relations~~ appeal board.
22 Sec. 298. Section 275.33, subsection 2, paragraph a, Code
23 2024, is amended to read as follows:
24 *a.* The collective bargaining agreement of the district
25 with the largest basic enrollment for the year prior to
26 the reorganization, as defined in section 257.6, in the new
27 district shall serve as the base agreement and the employees
28 of the other districts involved in the formation of the new
29 district shall automatically be accreted to the bargaining
30 unit of that collective bargaining agreement for purposes of
31 negotiating the contracts for the following years without
32 further action by the ~~public~~ employment ~~relations~~ appeal board.
33 If only one collective bargaining agreement is in effect among
34 the districts which are party to the reorganization, then that
35 agreement shall serve as the base agreement, and the employees

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of the other districts involved in the formation of the new district shall automatically be accreted to the bargaining unit of that collective bargaining agreement for purposes of negotiating the contracts for the following years without further action by the ~~public~~ employment ~~relations~~ appeal board.

Sec. 299. Section 284.11, subsection 2, paragraph c, Code 2024, is amended to read as follows:

c. Review the use and effectiveness of the funds distributed to school districts for supplemental assistance in high-need schools under this section~~, and consider the findings and recommendations of the commission on educator leadership and compensation submitted pursuant to section 284.15, subsection 13, relating to the use and effectiveness of the funds distributed to school districts under this section~~. The department shall submit its findings and recommendations in a report to the general assembly by January 15 annually.

Sec. 300. Section 284.15, subsection 12, Code 2024, is amended by striking the subsection.

Sec. 301. Section 284.15, subsection 14, Code 2024, is amended to read as follows:

14. The provisions of this chapter shall be subject to legislative review at least every three years. ~~The review shall be based upon a status report from the commission on educator leadership and compensation, which shall be prepared with the assistance of the departments of education, management, and revenue.~~ The status report shall review and report on the department's assignment and utilization of full-time equivalent positions, and shall include information on teacher retention, teacher compensation, academic quality of beginning teachers, teacher evaluation results, student achievement trend and comparative data, and recommendations for changes to the teacher leadership supplement foundation aid and the framework or comparable systems approved pursuant to this section. The first status report shall be submitted to the general assembly by January 15, 2017, with subsequent

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status reports prepared and submitted to the general assembly by January 15 at least every third year thereafter.

Sec. 302. Section 312.3, subsection 1, Code 2024, is amended to read as follows:

1. Apportion among the counties the road use tax funds credited to the secondary road fund by using the distribution methodology adopted ~~pursuant to section 312.3C~~ by the commission by rule.

Sec. 303. Section 312.3B, subsection 2, Code 2024, is amended to read as follows:

2. The Iowa county engineers association service bureau shall annually compute the secondary road fund and farm-to-market road fund distributions using the methodology determined by the ~~secondary road fund distribution committee pursuant to section 312.3C~~ commission. The Iowa county engineers association service bureau shall report the computations to ~~the secondary road fund distribution committee,~~ the department, the treasurer of state, and the counties.

Sec. 304. Section 312.5, subsection 1, Code 2024, is amended to read as follows:

1. ~~For the fiscal year ending June 30, 2006, the treasurer of state shall apportion among the counties the road use tax funds credited to the farm-to-market road fund by using the allocation method contained in section 312.5, subsection 1, Code 2005. For subsequent fiscal years~~ Each fiscal year, the treasurer of state shall apportion among the counties the road use tax funds credited to the farm-to-market road fund by using the distribution methodology adopted ~~pursuant to section 312.3C~~ by the commission.

Sec. 305. Section 312.16, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 01. *"Commission"* means the state transportation commission.

Sec. 306. Section 312A.3, subsection 2, Code 2024, is amended to read as follows:

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2. Twenty percent for deposit in the secondary road fund, for apportionment according to the methodology adopted ~~pursuant to section 312.3C~~ by the commission, to be used by counties for construction and maintenance projects on secondary road bridges and on highways in the farm-to-market road system. At least ten percent of the moneys allocated to a county under this subsection shall be used for bridge construction, repair, and maintenance, with priority given to projects that aid and support economic development and job creation.

Sec. 307. Section 314.1, subsection 2, Code 2024, is amended to read as follows:

2. Notwithstanding any other provision of law to the contrary, a public improvement that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert and that has a cost in excess of the applicable threshold in section 73A.18, 262.34, 297.7, 309.40, 310.14, or 313.10, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, shall be advertised and let for bid, except such public improvements that involve emergency work pursuant to section 309.40A, 313.10, or 384.103, subsection 2. For a city having a population of fifty thousand or less, a public improvement that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert that has a cost in excess of twenty-five thousand dollars, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, shall be advertised and let for bid, excluding emergency work. However, a public improvement that has an estimated total cost to a city in excess of a threshold of fifty thousand dollars, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, and that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert that is under the jurisdiction of a city with a population of more than fifty thousand, shall be advertised and let for bid. Cities required to competitively bid highway, bridge, or culvert work shall do so in compliance with the contract

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1 letting procedures of sections 26.3 through 26.12.
2 Sec. 308. Section 314.1B, subsection 1, paragraph a, Code
3 2024, is amended by striking the paragraph.
4 Sec. 309. Section 314.1B, subsection 1, paragraph b, Code
5 2024, is amended to read as follows:
6 *b.* The ~~subcommittee~~ director, in consultation with industry
7 and subject matter experts, shall review the competitive bid
8 thresholds applicable to city and county highway, bridge,
9 and culvert projects. The ~~subcommittee~~ director shall
10 review price adjustments for all types of city and county
11 highway, bridge, and culvert construction, reconstruction, and
12 improvement projects, based on changes in the construction
13 price index from the preceding year. Upon completion of the
14 review the ~~subcommittee~~ director may make adjustments in the
15 applicable bid thresholds for types of work based on the price
16 adjustments.
17 Sec. 310. Section 314.1B, subsection 2, paragraph a, Code
18 2024, is amended by striking the paragraph.
19 Sec. 311. Section 314.1B, subsection 2, paragraphs b, c, d,
20 and e, Code 2024, are amended to read as follows:
21 *b.* The ~~subcommittee appointed under this subsection~~
22 director, in consultation with industry and subject matter
23 experts, shall review the competitive bid thresholds applicable
24 to governmental entities under chapter 26. The ~~subcommittee~~
25 director shall review price adjustments for all types of
26 construction, reconstruction, and public improvement projects
27 based on the changes in the construction price index, building
28 cost index, and material cost index from the preceding
29 adjustment. Upon completion of the review the ~~subcommittee~~
30 director may make adjustments in the applicable bid thresholds
31 for types of work based on the price adjustments.
32 *c.* ~~The subcommittee shall not make an initial adjustment to~~
33 ~~the competitive bid threshold in section 26.3 to be effective~~
34 ~~prior to January 1, 2012. Thereafter, the subcommittee~~ The
35 director shall adjust the bid threshold amount in accordance

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with subsection 3 but shall not adjust the bid threshold to an amount less than the bid threshold applicable to a governmental entity on January 1, 2007.

d. Beginning July 1, ~~2006~~ 2024, the ~~subcommittee~~ director shall make adjustments to the competitive quotation threshold amounts in section 26.14 for vertical infrastructure in accordance with the methodology of paragraph *"b"*.

e. ~~After 2012, the subcommittee~~ The director shall adjust the competitive quotation threshold amounts in section 26.14 at the same time and by the same percentage as adjustments are made to the competitive bid threshold.

Sec. 312. Section 314.1B, subsection 3, Code 2024, is amended to read as follows:

3. *Review — publication.* ~~Each subcommittee~~ The director shall ~~meet to conduct the review and~~ make the adjustments described in this section on or before August 1 of every other year, or of every year if determined necessary by the ~~subcommittee~~ director. By September 1 of each year in which a ~~subcommittee~~ director makes adjustments in the bid or quotation thresholds, the director shall cause an advisory notice to be published in the Iowa administrative bulletin and in a newspaper of general circulation in this state, stating the adjusted bid and quotation thresholds to be in effect on January 1 of the following year, as established by the ~~subcommittees~~ director under this section.

Sec. 313. Section 314.13, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 314. Section 314.13, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4A. *"Director"* means the director of transportation.

Sec. 315. Section 314.22, subsection 3, Code 2024, is amended to read as follows:

3. ~~*Integrated roadside vegetation management technical advisory committee*~~ *Report.*

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1 ~~*a.* The director of the department shall appoint members~~
2 ~~to an integrated roadside vegetation management technical~~
3 ~~advisory committee which is created to provide advice on the~~
4 ~~development and implementation of a statewide integrated~~
5 ~~roadside vegetation management plan and program and related~~
6 ~~projects.~~ The department shall report annually in January to
7 the general assembly regarding its activities ~~and those of the~~
8 ~~committee~~ under this section. ~~Activities of the committee may~~
9 ~~include but are not limited to providing advice and assistance~~
10 ~~in the following areas:~~
11 ~~(1) Research efforts.~~
12 ~~(2) Demonstration projects.~~
13 ~~(3) Education and orientation efforts for property owners,~~
14 ~~public officials, and the general public.~~
15 ~~(4) Activities of the integrated roadside vegetation~~
16 ~~management coordinator for integrated roadside vegetation~~
17 ~~management.~~
18 ~~(5) Reviewing applications for funding assistance.~~
19 ~~(6) Securing funding for research and demonstrations.~~
20 ~~(7) Determining needs for revising the state weed law and~~
21 ~~other applicable Code sections.~~
22 ~~(8) Liaison with the Iowa state association of counties, the~~
23 ~~Iowa league of cities, and other organizations for integrated~~
24 ~~roadside vegetation management purposes.~~
25 ~~*b.* The director may appoint any number of persons to the~~
26 ~~committee but, at a minimum, the committee shall consist of all~~
27 ~~of the following:~~
28 ~~(1) One member representing the utility industry.~~
29 ~~(2) One member from the Iowa academy of sciences.~~
30 ~~(3) One member representing county government.~~
31 ~~(4) One member representing city government.~~
32 ~~(5) Two members representing the private sector including~~
33 ~~community interest groups.~~
34 ~~(6) One member representing soil conservation interests.~~
35 ~~(7) One member representing the department of natural~~

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~~resources.~~

~~(8) One member representing county conservation boards.~~

~~*c.* Members of the committee shall serve without compensation, but may be reimbursed for allowable expenses from the living roadway trust fund created under section 314.21. No more than a simple majority of the members of the committee shall be of the same gender as provided in section 69.16A. The director of the department shall appoint the chair of the committee and shall establish a minimum schedule of meetings for the committee.~~

Sec. 316. Section 321.252, subsection 3, paragraph a, Code 2024, is amended to read as follows:

a. The department shall establish, by rule, ~~in cooperation with a tourist signing committee,~~ the standards for tourist-oriented directional signs and shall annually review the list of attractions for which signing is in place. The rules shall conform to national standards for tourist-oriented directional signs adopted under 23 U.S.C. §131(q) and to the manual of uniform traffic-control devices.

~~(1) The tourist signing committee shall be made up of the directors or the directors' designees of the departments of agriculture and land stewardship, natural resources, and transportation, the director or the director's designee of the economic development authority, the chairperson or the chairperson's designee of the Iowa travel council, and a member of the outdoor advertising association of Iowa. The director or the director's designee of the economic development authority shall be the chairperson of the committee.~~

~~(2) The department of transportation shall be responsible for calling and setting the date of the meetings of the committee which meetings shall be based upon the amount of activity relating to signs. However, the committee shall meet at least once a month.~~

Sec. 317. Section 331.301, subsection 6, paragraph b, Code 2024, is amended to read as follows:

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1 *b.* A county shall not impose any fee or charge on any
2 individual or business licensed pursuant to chapter 105 by
3 the ~~plumbing and mechanical systems~~ board of building and
4 construction occupations for the right to perform plumbing,
5 mechanical, HVAC, refrigeration, sheet metal, or hydronic
6 systems work within the scope of the license. This paragraph
7 does not prohibit a county from charging fees for the issuance
8 of permits for, and inspections of, work performed in its
9 jurisdiction.
10 Sec. 318. Section 333A.2, subsection 1, paragraphs b and c,
11 Code 2024, are amended to read as follows:
12 *b.* Five elected county officials who are regularly involved
13 in budget preparation. ~~One county official shall be from~~
14 ~~a county with a population of less than eleven thousand~~
15 ~~five hundred, one from a county with a population of more~~
16 ~~than eleven thousand five hundred but not more than sixteen~~
17 ~~thousand, one from a county with a population of more than~~
18 ~~sixteen thousand but not more than twenty-two thousand five~~
19 ~~hundred, one from a county with a population of more than~~
20 ~~twenty-two thousand five hundred but not more than eighty~~
21 ~~thousand and one from a county with a population of more than~~
22 ~~eighty thousand.~~ The ~~governor~~ director of the department of
23 management shall select and appoint the county officials~~,~~
24 ~~subject to the approval of two-thirds of the members of the~~
25 ~~senate~~.
26 *c.* A certified public accountant experienced in governmental
27 accounting selected and appointed by the ~~governor with the~~
28 ~~approval of two-thirds of the members of the senate~~ director of
29 the department of management.
30 Sec. 319. Section 333A.2, subsection 2, Code 2024, is
31 amended to read as follows:
32 2. The members of the committee appointed by the ~~governor~~
33 director of the department of management are appointed for
34 four-year terms except that of the initial appointments, two
35 county official members shall be appointed to two-year terms.

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1 When a county official member no longer holds the office which
2 qualified the official for appointment, the official shall no
3 longer be a member of the committee. Any person appointed to
4 fill a vacancy shall be appointed to serve the unexpired term.
5 Any member is eligible for reappointment, but a member shall
6 not be appointed to serve more than two four-year terms.
7 Sec. 320. Section 357A.21, subsection 2, Code 2024, is
8 amended to read as follows:
9 2. If an agreement is not reached under subsection 1,
10 the governing body of the city or water utility or the board
11 of directors or trustees of the district or association may
12 request mediation pursuant to chapter 679C. The governing
13 body or board requesting mediation shall be responsible for
14 the costs of the mediation. A mediation committee shall be
15 established if a governing body or board requests mediation
16 pursuant to this subsection. The mediation committee shall
17 consist of one member of the governing body of the city or the
18 governing body's designee, one member of the board of directors
19 or trustees of the district or association, as applicable, and
20 one disinterested member chosen by the other two members. A
21 list of qualified mediators may be obtained from the American
22 arbitration association, the ~~public~~ employment ~~relations~~ appeal
23 board established pursuant to section ~~20.5~~ 10A.601, or a
24 recognized mediation organization or association.
25 Sec. 321. Section 364.3, subsection 3, paragraph b, Code
26 2024, is amended to read as follows:
27 *b.* A city shall not impose any fee or charge on any
28 individual or business licensed pursuant to chapter 105 by
29 the ~~plumbing and mechanical systems~~ board of building and
30 construction occupations for the right to perform plumbing,
31 mechanical, HVAC, refrigeration, sheet metal, or hydronic
32 systems work within the scope of the license. This paragraph
33 does not prohibit a city from charging fees for the issuance
34 of permits for, and inspections of, work performed in its
35 jurisdiction.

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1 Sec. 322. Section 384.13, subsection 2, paragraphs c and d,
2 Code 2024, are amended to read as follows:
3 *c.* Five city officials who are regularly involved in
4 budget preparation. ~~One official must be from a city with a~~
5 ~~population of not over two thousand five hundred, one from a~~
6 ~~city with a population of over two thousand five hundred but~~
7 ~~not over fifteen thousand, one from a city with a population~~
8 ~~of over fifteen thousand but not over fifty thousand, one from~~
9 ~~a city with a population of over fifty thousand, and one from~~
10 ~~any size city.~~ The ~~governor~~ director of the department of
11 management shall select and appoint the city officials.
12 *d.* One certified public accountant experienced in city
13 accounting, to be selected and appointed by the ~~governor~~
14 director of the department of management.
15 Sec. 323. Section 455A.5, subsection 1, Code 2024, is
16 amended to read as follows:
17 1. *a.* A natural resource commission is created, which
18 consists of seven members appointed by the governor for
19 staggered terms of six years beginning and ending as provided
20 in section 69.19, except as provided in paragraph *"b"*. The
21 appointees are subject to senate confirmation. The members
22 shall be citizens of the state who have a substantial knowledge
23 of the subjects embraced by chapter 456A. The appointments
24 shall be based upon the training, experience, and capacity of
25 the appointees, and not based upon political considerations,
26 other than as provided in section 69.16. A member of the
27 commission shall not hold any other state or federal office.
28 *b.* For members appointed on or after the effective date
29 of this division of this Act, members shall serve staggered
30 terms of four years beginning and ending as provided in section
31 69.19.
32 Sec. 324. Section 455A.5, subsection 6, paragraph d, Code
33 2024, is amended to read as follows:
34 *d.* ~~Approve~~ Provide advice and recommendations regarding
35 the budget request prepared by the director for the programs

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1 authorized by chapters 321G, 321I, 456A, 456B, 457A, 461A,
2 462A, 462B, 464A, 481A, 481B, 483A, 484A, and 484B. ~~The~~
3 ~~commission may increase, decrease, or strike any item within~~
4 ~~the department budget request for the specified programs before~~
5 ~~granting approval.~~
6 Sec. 325. Section 455A.6, subsection 6, paragraph d, Code
7 2024, is amended to read as follows:
8 *d.* ~~Approve~~ Provide advice and make recommendations regarding
9 the budget request prepared by the director for the programs
10 authorized by chapters 455B, 455C, 455E, 455F, 455H, and 459,
11 subchapters II and III. ~~The commission shall approve the~~
12 ~~budget request prepared by the director for programs subject to~~
13 ~~the rulemaking authority of the commission. The commission may~~
14 ~~increase, decrease, or strike any item within the department~~
15 ~~budget request for the specified programs before granting~~
16 ~~approval.~~
17 Sec. 326. Section 455A.19, subsection 1, unnumbered
18 paragraph 1, Code 2024, is amended to read as follows:
19 Upon receipt of any revenue, the director shall deposit the
20 moneys in the Iowa resources enhancement and protection fund
21 created pursuant to section 455A.18. The first three hundred
22 fifty thousand dollars of the funds received for deposit in the
23 fund annually shall be allocated ~~to the conservation education~~
24 ~~program board~~ for the purposes specified in section 455A.21.
25 One percent of the revenue receipts shall be deducted and
26 transferred to the administration fund provided for in section
27 456A.17. All of the remaining receipts shall be allocated to
28 the following accounts:
29 Sec. 327. Section 455A.21, Code 2024, is amended to read as
30 follows:
31 **455A.21 Conservation education program ~~board~~.**
32 ~~1. A conservation education program board is created in~~
33 ~~the department. The board shall have five members appointed~~
34 ~~as follows:~~
35 ~~*a.* One member appointed by the director of the department~~

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~~of education.~~

~~*b.* One member appointed by the director of the department of natural resources.~~

~~*c.* One member appointed by the president of the Iowa association of county conservation boards.~~

~~*d.* One member appointed by the president of the Iowa association of naturalists.~~

~~*e.* One member appointed by the president of the Iowa conservation education council.~~

~~2. Section 69.16 does not apply to appointments made pursuant to this section.~~

~~3.~~ The ~~duties of the board are to~~ department shall revise and produce conservation education materials and ~~to~~ specify stipends to Iowa educators who participate in innovative conservation education programs approved by the ~~board~~ department. The ~~board~~ department shall allocate the funds provided for under section 455A.19, subsection 1, for the educational materials and stipends.

~~4. The department shall administer the funds allocated to the conservation education program as provided in this section.~~

Sec. 328. Section 455B.190A, subsection 1, paragraph h, Code 2024, is amended by striking the paragraph.

Sec. 329. Section 455B.190A, subsection 2, paragraphs f and g, Code 2024, are amended to read as follows:

f. The department shall develop continuing education requirements for certification of a well contractor ~~in consultation with the well contractors' council~~.

g. The examination shall be developed by the department ~~in consultation with the well contractors' council~~ to determine the applicant's qualifications to perform well drilling or pump services or both. The examination shall be updated as necessary to reflect current groundwater law and well construction, maintenance, pump services, and abandonment practices. The examination shall be administered by the department or by a person designated by the department.

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Sec. 330. Section 455B.190A, subsections 3 and 6, Code 2024, are amended by striking the subsections.

Sec. 331. Section 455B.190A, subsection 4, Code 2024, is amended to read as follows:

4. The department shall develop~~, in consultation with the well contractors' council,~~ a consumer information pamphlet regarding well construction, well maintenance, well plugging, pump services, and Iowa groundwater laws. The department ~~and the council~~ shall review and revise the consumer information pamphlet as necessary. The consumer information pamphlet shall be supplied to well contractors, at cost, and well contractors shall supply one copy at no cost to potential customers prior to initiation of well services.

Sec. 332. Section 455B.190A, subsection 5, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The department shall establish by rule and collect~~, in consultation with the well contractors' council,~~ the following fees to be used to implement and administer the provisions of this section:

Sec. 333. Section 461A.42, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. A firearm or other weapon authorized for hunting may be used in preserves or parts of preserves designated by the ~~state advisory board on preserves at the request of the~~ commission.

Sec. 334. Section 465C.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 335. Section 465C.1, subsection 4, Code 2024, is amended to read as follows:

4. *"Dedication"* means the allocation of an area as a preserve by a public agency or by a private owner by written stipulation in a form approved by the ~~state advisory board for preserves~~ commission.

Sec. 336. Section 465C.2, Code 2024, is amended to read as follows:

465C.2 Advisory board.

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1 There is hereby created a state system of preserves ~~and a~~
2 ~~state advisory board for preserves~~.
3 Sec. 337. Section 465C.8, unnumbered paragraph 1, Code
4 2024, is amended to read as follows:
5 The ~~board~~ commission shall have the following powers and
6 duties with respect to this chapter:
7 Sec. 338. Section 465C.8, subsection 9, Code 2024, is
8 amended by striking the subsection.
9 Sec. 339. Section 465C.9, Code 2024, is amended to read as
10 follows:
11 **465C.9 Articles of dedication.**
12 1. The public agency or private owner shall complete
13 articles of dedication on forms approved by the ~~board~~
14 commission. When the articles of dedication have been approved
15 by the governor, the ~~board~~ commission shall record them with
16 the county recorder for the county or counties in which the
17 area is located.
18 2. The articles of dedication may contain restrictions
19 on development, sale, transfer, method of management, public
20 access, and commercial or other use, and may contain such other
21 provisions as may be necessary to further the purposes of this
22 chapter. They may define the respective jurisdictions of the
23 owner or operating agency and the ~~board~~ commission. They may
24 provide procedures to be applied in case of violation of the
25 dedication. They may recognize reversionary rights. They may
26 vary in provisions from one preserve to another in accordance
27 with differences in relative conditions.
28 Sec. 340. Section 465C.10, Code 2024, is amended to read as
29 follows:
30 **465C.10 When dedicated as a preserve.**
31 An area shall become a preserve when it has been approved by
32 the ~~board~~ commission for dedication as a preserve, whether in
33 public or private ownership, formally dedicated as a preserve
34 within the system by a public agency or private owner and
35 designated by the governor as a preserve.

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1 Sec. 341. Section 465C.11, Code 2024, is amended to read as
2 follows:
3 **465C.11 Area held in trust.**
4 1. An area designated as a preserve within the system is
5 hereby declared put to its highest, best, and most important
6 use for public benefit. It shall be held in trust and shall not
7 be alienated except to another public use upon a finding by the
8 ~~board~~ commission of imperative and unavoidable public necessity
9 and with the approval of ~~the commission,~~ the general assembly
10 by concurrent resolution~~,~~ and the governor. The ~~board's~~
11 commission's interest or interests in any area designated as a
12 preserve shall not be taken under the condemnation statutes of
13 the state without such a finding of imperative and unavoidable
14 public necessity by the ~~board~~ commission, and with the
15 consent of ~~the commission,~~ the general assembly by concurrent
16 resolution~~,~~ and the governor.
17 2. The ~~board~~ commission, with the approval of the governor,
18 may enter into amendments to any articles of dedication upon
19 its finding that such amendment will not permit an impairment,
20 disturbance, or development of the area inconsistent with the
21 purposes of this chapter.
22 3. Before the ~~board~~ commission shall make a finding
23 of imperative and unavoidable public necessity, or shall
24 enter into any amendment to articles of dedication, the
25 ~~board~~ commission shall provide notice of such proposal and
26 opportunity for any person to be heard. Such notice shall
27 be published at least once in a newspaper with a general
28 circulation in the county or counties wherein the area directly
29 affected is situated, and mailed within ten days of such
30 published notice to all persons who have requested notice of
31 all such proposed actions. Each notice shall set forth the
32 substance of the proposed action and describe, with or without
33 legal description, the area affected, and shall set forth a
34 place and time not less than sixty days thence for all persons
35 desiring to be heard to have reasonable opportunity to be heard

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1 prior to the finding of the ~~board~~ commission.
2 Sec. 342. Section 481C.2, subsection 3, Code 2024, is
3 amended to read as follows:
4 3. The criteria for issuing depredation licenses and
5 permits shall be established in administrative rules ~~in~~
6 ~~consultation with the farmer advisory committee created in~~
7 ~~section 481A.10A~~. The administrative rules adopted pursuant
8 to this section shall not require a producer to erect or
9 maintain fencing at a cost exceeding one thousand dollars as a
10 requisite for receiving a depredation license or permit or for
11 participation in a depredation plan.
12 Sec. 343. Section 514C.32, subsection 1, paragraphs a and b,
13 Code 2024, are amended to read as follows:
14 *a.* A licensed master social worker who is licensed by the
15 board of ~~social work~~ behavioral health professionals as a
16 master social worker pursuant to section 154C.3, subsection 1,
17 paragraph *"b"*, and who provides services under the supervision
18 of an independent social worker licensed pursuant to section
19 154C.3, subsection 1, paragraph *"c"*.
20 *b.* A licensed mental health counselor or a licensed
21 marital and family therapist who holds a temporary license to
22 practice mental health counseling or marital and family therapy
23 pursuant to section 154D.7, and who provides services under
24 the supervision of a qualified supervisor as determined by the
25 board of ~~behavioral science~~ behavioral health professionals by
26 rule.
27 Sec. 344. Section 514C.33, subsections 1 and 2, Code 2024,
28 are amended to read as follows:
29 1. Notwithstanding section 514C.6, a policy or contract
30 providing for third-party payment or prepayment of health or
31 medical expenses shall include a provision for the payment of
32 necessary behavioral health services provided by a person who
33 holds a provisional license to practice psychology pursuant to
34 section 154B.6, and who practices under the supervision of a
35 supervisor who meets the qualifications determined by the board

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1 of ~~psychology~~ behavioral health professionals by rule.
2 2. A policy or contract subject to this section shall
3 not impose a practice or supervision restriction which is
4 inconsistent with or more restrictive than the authority
5 already granted by law, including the authority to provide
6 supervision in person or remotely through electronic means as
7 specified by rule of the board of ~~psychology~~ behavioral health
8 professionals.
9 Sec. 345. Section 524.223, subsection 2, unnumbered
10 paragraph 1, Code 2024, is amended to read as follows:
11 If the state bank, director, officer, employee, or
12 substantial shareholder fails to appear at the hearing it shall
13 be deemed to have consented to the issuance of a cease and
14 desist order. In the event of such consent, or if upon the
15 record made at such hearing, the superintendent shall find that
16 any violation or unsafe or unsound practice specified in the
17 notice has been established, the superintendent may issue and
18 serve upon the state bank, director, officer, employee, or
19 substantial shareholder an order to cease and desist from any
20 such violation or practice. Such order may require the state
21 bank and its directors, officers, employees, and shareholders
22 to cease and desist from any such violation or practice and,
23 further, to take affirmative action to correct the conditions
24 resulting from any such violation or practice. In addition,
25 if the violation or practice involves a failure to comply with
26 chapter 12C or any rules adopted pursuant to chapter 12C, the
27 superintendent ~~may recommend to the committee established~~
28 ~~under section 12C.6 that the bank be removed from the list of~~
29 ~~financial institutions eligible to accept public funds under~~
30 ~~section 12C.6A and~~ may require that during the current calendar
31 quarter and up to the next succeeding eight calendar quarters
32 that the bank do any one or more of the following:
33 Sec. 346. Section 542.4, subsection 1, paragraphs a and b,
34 Code 2024, are amended to read as follows:
35 *a.* The board shall consist of ~~eight~~ five members, appointed

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1 by the governor and subject to senate confirmation, all of whom
2 shall be residents of this state. ~~Five~~ Four of the ~~eight~~ five
3 members shall be holders of certificates issued under section
4 542.6~~, one member shall be the holder of a license issued~~
5 ~~under section 542.8,~~ and ~~two~~ one shall not be a certified
6 public ~~accountants~~ accountant or licensed public ~~accountants~~
7 accountant and shall represent the general public. At least
8 three of the holders of certificates issued under section
9 542.6 shall also be qualified to supervise attest services as
10 provided in section 542.7.
11 *b.* A certified or licensed member of the board shall be
12 actively engaged in practice as a certified public accountant
13 or as a licensed public accountant ~~and shall have been so~~
14 ~~engaged for five years preceding appointment, the last two of~~
15 ~~which shall have been in this state~~.
16 Sec. 347. Section 542B.3, Code 2024, is amended to read as
17 follows:
18 **542B.3 Engineering and land surveying examining board**
19 **created.**
20 An engineering and land surveying examining board is
21 created within the department of inspections, appeals, and
22 licensing. The board consists of three members who are
23 licensed professional engineers, two members who are licensed
24 professional land surveyors, and two members who are not
25 licensed professional engineers or licensed professional land
26 surveyors and who shall represent the general public. An
27 individual who is licensed as both a professional engineer and
28 a professional land surveyor may serve to satisfy the board
29 membership requirement for either a licensed professional
30 engineer or a licensed professional land surveyor, but not
31 both. Members shall be appointed by the governor subject
32 to confirmation by the senate. A licensed member shall
33 be actively engaged in the practice of engineering or land
34 surveying ~~and shall have been so engaged for five years~~
35 ~~preceding the appointment, the last two of which shall have~~

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1 ~~been in Iowa~~. Insofar as practicable, licensed engineer
2 members of the board shall be from different branches of the
3 profession of engineering. Professional associations or
4 societies composed of licensed engineers or licensed land
5 surveyors may recommend the names of potential board members
6 whose profession is representative of that association or
7 society to the governor. However, the governor is not bound by
8 the recommendations. A board member shall not be required to
9 be a member of any professional association or society composed
10 of professional engineers or professional land surveyors.
11 Sec. 348. Section 542B.15, Code 2024, is amended to read as
12 follows:
13 **542B.15 Examinations — report required.**
14 Examinations for licensure shall be given as often as deemed
15 necessary by the ~~board~~ department of inspections, appeals,
16 and licensing, but no less than one time per year. The scope
17 of the examinations and the methods of procedure shall be
18 prescribed by the board. ~~Any examination may be given by~~
19 ~~representatives of the board.~~ The identity of the person
20 taking the examination shall be concealed until after the
21 examination has been graded by the department of inspections,
22 appeals, and licensing. As soon as practicable after the
23 close of each examination, a report shall be filed in the
24 office of the secretary of the board by the ~~board~~ department
25 of inspections, appeals, and licensing. The report shall
26 show the action of the board upon each application and the
27 secretary of the board shall notify each applicant of the
28 result of the applicant's examination. Applicants who fail the
29 examination once shall be allowed to take the examination at
30 the next scheduled time. Thereafter, the applicant shall be
31 allowed to take the examination at the discretion of the board.
32 An applicant who has failed the examination may request in
33 writing information from the board concerning the applicant's
34 examination grade and subject areas or questions which the
35 applicant failed to answer correctly, except that if the board

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1 administers a uniform, standardized examination, the board
2 shall only be required to provide the examination grade and
3 such other information concerning the applicant's examination
4 results which are available to the board.
5 Sec. 349. Section 543B.8, subsections 1 and 2, Code 2024,
6 are amended to read as follows:
7 1. A real estate commission is created within the department
8 of inspections, appeals, and licensing. The commission
9 consists of ~~five~~ four members licensed under this chapter and
10 ~~two members~~ one member not licensed under this chapter and who
11 shall represent the general public. Commission members shall
12 be appointed by the governor subject to confirmation by the
13 senate.
14 2. No more than one member shall be appointed from a
15 county. A commission member shall not hold any other elective
16 or appointive state or federal office. At least one of the
17 licensed members shall be a licensed real estate salesperson,
18 except that if the licensed real estate salesperson becomes
19 a licensed real estate broker during a term of office,
20 that person may complete the term, but is not eligible for
21 reappointment on the commission as a licensed real estate
22 salesperson. A licensed member shall be actively engaged
23 in the real estate business ~~and shall have been so engaged~~
24 ~~for five years preceding the appointment, the last two of~~
25 ~~which shall have been in Iowa~~. Professional associations or
26 societies of real estate brokers or real estate salespersons
27 may recommend the names of potential commission members to
28 the governor. However, the governor is not bound by their
29 recommendations. A commission member shall not be required to
30 be a member of any professional association or society composed
31 of real estate brokers or salespersons.
32 Sec. 350. Section 543D.4, subsections 1 and 3, Code 2024,
33 are amended to read as follows:
34 1. A real estate appraiser examining board is established
35 within the department of inspections, appeals, and licensing.

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The board consists of ~~seven~~ five members, ~~two~~ one of whom shall be a public ~~members~~ member and ~~five~~ four of whom shall be certified real estate appraisers.

3. A certified real estate appraiser member of the board shall be actively engaged in practice as a certified real estate appraiser ~~and shall have been so engaged for five years preceding appointment, the last two of which shall have been in this state~~. The governor shall attempt to represent each class of certified appraisers in making the appointments.

Sec. 351. Section 544A.1, subsection 2, Code 2024, is amended to read as follows:

2. The architectural examining board is created within the department of inspections, appeals, and licensing. The board consists of ~~five~~ three members who possess a license issued under section 544A.9 ~~and who have been in active practice of architecture for not less than five years, the last two of which shall have been in Iowa~~, and ~~two members~~ one member who ~~do~~ does not possess a license issued under section 544A.9 and who shall represent the general public. Members shall be appointed by the governor subject to confirmation by the senate.

Sec. 352. Section 544C.1, subsection 1, Code 2024, is amended by striking the subsection.

Sec. 353. Section 544C.3, Code 2024, is amended to read as follows:

544C.3 Duties of ~~the board~~ department.

~~1.~~ The duties of the ~~board~~ department shall include~~,~~ but are not limited to~~,~~ all of the following:

~~*a.*~~ 1. Administering and enforcing this chapter.

~~*b.* Establishing requirements for the examination, education, and practical training of applicants for registration.~~

~~*c.* Holding meetings each year for the purpose of transacting business pertaining to the affairs of the board. Action at a meeting shall not be taken without the affirmative votes of a majority of members of the board.~~

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~~d.~~ 2. Adopting rules under chapter 17A necessary for the proper performance of its duties. The rules shall include provisions addressing conflicts of interest and full disclosure, including sources of compensation.

~~e.~~ 3. Establishing fees for registration as a registered interior designer, renewal of registration, reinstatement of registration, and for other activities of the ~~board~~ department pertaining to its duties. The fees shall be sufficient to defray the costs of administering this chapter, and shall be deposited in the licensing and regulation fund created in section 10A.507.

~~f.~~ 4. Maintaining records, which are open to public inspection at all reasonable times, of its proceedings relating to the issuance, refusal, renewal, suspension, and revocation of registration. The records shall also contain a roster indicating the name, place of business and residence, and the date and registration number of every registrant.

~~2. The director of the department shall provide staff to assist the board in the implementation of this chapter.~~

Sec. 354. Section 544C.5, Code 2024, is amended to read as follows:

544C.5 Qualifications for registration.

~~Each applicant for registration must meet the interior design education and practical training requirements adopted by rule by the board, and have passed an examination prescribed by the board that is task-oriented, focused on public safety, and validated by a recognized testing agency.~~ The department shall register an individual who submits an application to the ~~board~~ department on the form and in the manner prescribed by the ~~board~~ department as a registered interior designer if the individual satisfies the following requirements:

1. Submits written proof that the individual ~~has successfully passed~~ is certified by the national council for interior design qualification ~~examination~~, or its equivalent.

~~2. Has completed any of the following:~~

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~~*a.* Four years of interior design education plus two years of full-time work experience in registered interior design.~~

~~*b.* Three years of interior design education plus three years of full-time work experience in registered interior design.~~

~~*c.* Two years of interior design education plus four years of full-time work experience in registered interior design.~~

~~3.~~ 2. Submits the required registration fee to the ~~board~~ department.

Sec. 355. Section 544C.6, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~board~~ department may also grant registration by reciprocity. An applicant applying to the ~~board~~ department for registration by reciprocity shall furnish satisfactory evidence that the applicant meets both of the following requirements:

Sec. 356. Section 544C.6, subsection 1, Code 2024, is amended to read as follows:

1. Holds a valid registration or license issued by another registration authority recognized by the ~~board~~ department, where the qualifications for registration or licensure were substantially equivalent to those prescribed in this state on the date of original registration or licensure with the other registration authority.

Sec. 357. Section 544C.7, Code 2024, is amended to read as follows:

544C.7 Registration issuance.

When an applicant has complied with the qualifications for registration in section 544C.5 or 544C.6 to the satisfaction of ~~a majority of the members of~~ the ~~board~~ department and has paid the fees prescribed by the ~~board~~ department, the ~~board~~ department shall enroll the applicant's name and address in the roster of registered interior designers and issue to the applicant a registration certificate, signed by the ~~officers of the board~~ director of the department. The certificate shall entitle the applicant to use the title "registered interior designer" in this state.

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1 Sec. 358. Section 544C.9, subsection 1, unnumbered
2 paragraph 1, Code 2024, is amended to read as follows:
3 The ~~board~~ department may revoke, suspend, or refuse to issue
4 or renew the registration of any person upon a finding of any
5 of the following:
6 Sec. 359. Section 544C.9, subsection 2, Code 2024, is
7 amended to read as follows:
8 2. Any person may appeal a finding of the ~~board~~ department
9 within thirty days of the date of notification of action.
10 Upon appeal, the ~~board~~ department shall schedule a hearing in
11 accordance with chapter 17A.
12 Sec. 360. Section 544C.10, subsection 2, Code 2024, is
13 amended to read as follows:
14 2. A person who violates this section is guilty of a simple
15 misdemeanor. The ~~board~~ department, in its discretion and
16 in lieu of prosecuting a first offense under this section,
17 may enter into a consent agreement with a violator, or with
18 a person guilty of aiding or abetting a violator, which
19 acknowledges the violation and the violator's agreement to
20 refrain from any further violations.
21 Sec. 361. Section 544C.11, Code 2024, is amended to read as
22 follows:
23 **544C.11 Injunction.**
24 In addition to any other remedies, and on the petition of
25 the ~~board~~ department, any person violating this chapter may
26 be restrained and permanently enjoined from committing or
27 continuing the violations.
28 Sec. 362. Section 544C.14, subsection 1, Code 2024, is
29 amended to read as follows:
30 1. A registered interior designer shall have a seal with
31 which to identify all interior technical submissions issued by
32 the registered interior designer for use in this state. The
33 seal shall be of a design, content, and size prescribed by the
34 ~~board~~ department. A registered interior designer shall only
35 sign and seal an interior technical submission within the scope

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of registered interior design.

Sec. 363. Section 544C.15, subsection 1, paragraphs d and e, Code 2024, are amended to read as follows:

d. Obtain or attempt to obtain registration from the ~~board~~ department by fraud.

e. Make any willfully false oath or affirmation to the ~~board~~ department.

Sec. 364. Section 602.1209, subsections 9 and 13, Code 2024, are amended by striking the subsections.

Sec. 365. Section 602.1401, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. For purposes of chapter 20, the certified representative, which on July 1, 1983, represents employees who become judicial branch employees as a result of 1983 Iowa Acts, ch. 186, shall remain the certified representative when the employees become judicial branch employees and thereafter, unless the public employee organization is not retained and recertified or is decertified in an election held under section 20.15 or amended or absorbed into another certified organization pursuant to chapter 20. Collective bargaining negotiations shall be conducted on a statewide basis and the certified employee organizations which engage in bargaining shall negotiate on a statewide basis, although bargaining units shall be organized by judicial district. The ~~public~~ employment ~~relations~~ appeal board shall adopt rules pursuant to chapter 17A to implement this subsection.

Sec. 366. Section 602.1513, Code 2024, is amended to read as follows:

602.1513 Per diem compensation.

The supreme court shall set the per diem compensation under ~~sections 602.1511 and~~ section 602.1512 at a rate per day not exceeding the rate specified in section 7E.6.

Sec. 367. Section 602.3105, Code 2024, is amended to read as follows:

602.3105 Applications.

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1 Applications for certification shall be on forms prescribed
2 and furnished by the ~~board~~ department of inspections, appeals,
3 and licensing and the ~~board~~ department shall not require that
4 the application contain a photograph of the applicant. An
5 applicant shall not be denied certification because of age,
6 citizenship, sex, race, religion, marital status, or national
7 origin although the application may require citizenship
8 information. Character references may be required, but shall
9 not be obtained from certified shorthand reporters.
10 Sec. 368. Section 602.3106, Code 2024, is amended to read
11 as follows:
12 **602.3106 Fees — appropriation.**
13 1. The ~~supreme court~~ department of inspections, appeals,
14 and licensing shall set the fee for certification examinations.
15 The fee shall be based on the annual cost of administering the
16 examinations and upon the administrative costs of sustaining
17 the activities of the ~~board~~ department of inspections, appeals,
18 and licensing under this article, which shall include but shall
19 not be limited to the cost for per diem, expenses, and travel
20 for ~~board members~~ employees of the department, and office
21 facilities, supplies, and equipment.
22 2. The fees collected are appropriated to the ~~judicial~~
23 ~~branch~~ department and shall be used to offset the expenses of
24 the ~~board~~ department, including the costs of administering the
25 examination.
26 Sec. 369. Section 602.3107, Code 2024, is amended to read
27 as follows:
28 **602.3107 Examinations.**
29 The ~~board~~ department of inspections, appeals, and licensing
30 may administer as many examinations per year as necessary,
31 but shall administer at least one examination per year.
32 The scope of the examinations and the methods of procedure
33 shall be prescribed by the ~~board~~ department. A written
34 examination may be conducted by representatives of the ~~board~~
35 department. Examinations in theory shall be in writing

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1 and the identity of the person taking the examination shall
2 be concealed until after the examination papers have been
3 graded. For examinations in practice, the identity of the
4 person taking the examination also shall be concealed as far
5 as possible. Applicants who fail the examination once may
6 take the examination at the next scheduled time. Thereafter,
7 the applicant may be allowed to take the examination at the
8 discretion of the ~~board~~ department. An applicant who has
9 failed the examination may request in writing information
10 from the ~~board~~ department concerning the examination grade
11 and subject areas or questions which the applicant failed to
12 answer correctly, and the ~~board~~ department shall provide the
13 information. However, if the ~~board~~ department administers
14 a uniform, standardized examination, the ~~board~~ department
15 is only required to provide the examination grade and other
16 information concerning the applicant's examination results that
17 is available to the ~~board~~ department.
18 Sec. 370. Section 602.3108, Code 2024, is amended to read
19 as follows:
20 **602.3108 Certification.**
21 The ~~board~~ department of inspections, appeals, and licensing
22 may issue a certificate to a person of good moral character
23 and fitness who makes application on a form prescribed and
24 furnished by the ~~board~~ department and who satisfies the
25 education, experience, and examination requirements of this
26 article and rules prescribed by the supreme court pursuant
27 to this article. The ~~board~~ department may consider the
28 applicant's past record of any felony conviction and the
29 applicant's past record of disciplinary action with respect to
30 certification as a shorthand reporter in any jurisdiction. The
31 ~~board~~ department may deny certification if the ~~board~~ department
32 finds the applicant has committed any of the acts listed in
33 section 602.3203 or has made a false statement of material fact
34 on the application for certification.
35 Sec. 371. Section 602.3201, Code 2024, is amended to read

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1 as follows:
2 **602.3201 Requirement of certification — use of title.**
3 A person shall not engage in the profession of shorthand
4 reporting unless the person is certified pursuant to this
5 chapter, or otherwise exempted pursuant to section 602.6603,
6 subsection 4. Only a person who is certified by the ~~board~~
7 department of inspections, appeals, and licensing may
8 assume the title of certified shorthand reporter, or use the
9 abbreviation C.S.R., or any words, letters, or figures to
10 indicate that the person is a certified shorthand reporter.
11 Sec. 372. Section 602.3205, subsection 3, Code 2024, is
12 amended to read as follows:
13 3. *a.* An audio or video recording of a certified shorthand
14 reporter shall be provided to the ~~board~~ department of
15 inspections, appeals, and licensing upon request by the ~~board~~
16 department if a disciplinary proceeding is pending regarding
17 the certified shorthand reporter who is a respondent under the
18 provisions of section 602.3203 or the rules of the ~~board of~~
19 ~~examiners of shorthand reporters, Iowa court rules, ch. 46~~
20 department.
21 *b.* The audio and video recordings provided to the
22 ~~board~~ department pursuant to this subsection shall be kept
23 confidential by the ~~board~~ department in a manner as provided in
24 section 272C.6, subsection 4.
25 Sec. 373. Section 602.3206, Code 2024, is amended to read
26 as follows:
27 **602.3206 Exempt status.**
28 If a person's certification as a shorthand reporter is
29 placed in exempt status, the person may transcribe or certify
30 a proceeding the person reported while certified as an active
31 shorthand reporter. A person transcribing or certifying a
32 proceeding pursuant to this section shall remain subject to the
33 jurisdiction of the ~~board of examiners of shorthand reporters~~
34 department of inspections, appeals, and licensing.
35 Sec. 374. Section 602.3301, subsection 1, unnumbered

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1 paragraph 1, Code 2024, is amended to read as follows:
2 ~~A member~~ An employee of the ~~board~~ department of inspections,
3 appeals, and licensing shall not disclose information relating
4 to the following:
5 Sec. 375. Section 602.3301, subsection 2, Code 2024, is
6 amended to read as follows:
7 2. ~~A member~~ An employee of the ~~board~~ department who
8 willfully communicates or seeks to communicate information
9 referred to in subsection 1, or a person who willfully
10 requests, obtains, or seeks to obtain information referred to
11 in subsection 1, is guilty of a simple misdemeanor.
12 Sec. 376. Section 602.6603, subsection 5, Code 2024, is
13 amended to read as follows:
14 5. Except as provided in subsection 4, a person shall not
15 be appointed to the position of court reporter of the district
16 court unless the person has been certified as a shorthand
17 reporter by the ~~board of examiners~~ department of inspections,
18 appeals, and licensing under article 3.
19 Sec. 377. Section 622.10, subsection 7, Code 2024, is
20 amended to read as follows:
21 7. For the purposes of this section, *"mental health*
22 *professional"* means a psychologist licensed under chapter 154B,
23 a registered nurse licensed under chapter 152, a social worker
24 licensed under chapter 154C, a marital and family therapist
25 licensed under chapter 154D, a mental health counselor licensed
26 under chapter 154D, or an individual holding at least a
27 master's degree in a related field as deemed appropriate by the
28 board of ~~behavioral science~~ behavioral health professionals.
29 Sec. 378. Section 904.103, Code 2024, is amended by adding
30 the following new subsections:
31 NEW SUBSECTION. 5. Policies for the operation and conduct
32 of the department and the implementation of all department
33 programs.
34 NEW SUBSECTION. 6. Adoption of rules in accordance with
35 chapter 17A as necessary to transact its business and for the

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1 administration and exercise of its powers and duties.
2 NEW SUBSECTION. 7. The approval of the locations for all
3 state institutions which are penal, reformatory, or corrective.
4 Sec. 379. Section 904.105, subsections 2, 5, 7, and 9, Code
5 2024, are amended to read as follows:
6 2. ~~Adopt and establish~~ Provide advice and recommendations
7 to the department regarding policies for the operation and
8 conduct of the department and the implementation of all
9 department programs.
10 5. ~~Approve~~ Provide advice and recommendations to the
11 department regarding the budget of the department prior to
12 submission to the governor.
13 7. ~~Adopt rules in accordance with chapter 17A as the board~~
14 ~~deems~~ Provide advice and recommendations to the department
15 regarding rules necessary to transact its business and for the
16 administration and exercise of its powers and duties.
17 9. ~~Approve~~ Provide advice and recommendations regarding
18 the locations for all state institutions which are penal,
19 reformatory, or corrective.
20 Sec. 380. Section 904.105, subsection 3, Code 2024, is
21 amended by striking the subsection.
22 Sec. 381. Section 904.802, subsection 1, Code 2024, is
23 amended by striking the subsection.
24 Sec. 382. Section 904.802, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. *"Iowa state industries"* means prison industries that
27 are established and maintained by the Iowa department of
28 corrections~~, in consultation with the industries board,~~ at or
29 adjacent to the state's adult correctional institutions, except
30 that an inmate work program established by the state director
31 under section 904.703 is not restricted to industries at or
32 adjacent to the institutions.
33 Sec. 383. Section 904.804, Code 2024, is amended to read as
34 follows:
35 **904.804 Duties of ~~industries board~~ department — state**

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industries.

The ~~industries board's principal duties~~ department shall ~~be to promulgate and~~ adopt rules ~~and to advise the state director regarding the management of Iowa state industries so as~~ to further the intent stated by section 904.801.

Sec. 384. Section 904.805, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The state director~~, with the advice of the industries board,~~ shall:

Sec. 385. Section 904.806, Code 2024, is amended to read as follows:

904.806 Authority of state director not impaired.

Nothing in this subchapter shall be construed to impair the authority of the state director over the adult correctional institutions of this state, nor over the inmates thereof. ~~It is, however, the duty of the state director to obtain the advice of the industries board to further the intent stated by section 904.801.~~

Sec. 386. Section 904.809, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The state director ~~and the industries board~~ shall comply with the intent of section 904.801.

Sec. 387. Section 904.809, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. Any other provision of the Code to the contrary notwithstanding, the state director may~~, after obtaining the advice of the industries board,~~ lease one or more buildings or portions thereof on the grounds of any state adult correctional institution, together with the real estate needed for reasonable access to and egress from the leased buildings, for a term not to exceed twenty years, to a private corporation for the purpose of establishing and operating a factory for the manufacture and processing of products, or any other commercial enterprise deemed by the state director to be consistent with the intent stated in section 904.801.

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Sec. 388. Section 904.809, subsection 2, paragraph b, subparagraph (1), Code 2024, is amended to read as follows:

(1) Persons working in the factory or other commercial enterprise operated in the leased property, except the lessee's supervisory employees and necessary support personnel approved by the ~~industries board~~ state director, shall be inmates of the institution where the leased property is located who are approved for such work by the state director and the lessee.

Sec. 389. Section 904.809, subsection 3, Code 2024, is amended to read as follows:

3. The state director ~~with the advice of the prison industries advisory board~~ may provide an inmate workforce to private industry. Under the program inmates will be employees of a private business.

Sec. 390. Section 904.813, subsection 2, paragraph a, subparagraphs (1), (2), and (3), Code 2024, are amended to read as follows:

(1) Establishment, maintenance, transfer, or closure of industrial operations, or vocational, technical, and related training facilities and services for inmates as authorized by the state director ~~in consultation with the industries board~~.

~~(2) Payment of all costs incurred by the industries board, including but not limited to per diem and expenses of its members, and of salaries, allowances, support, and maintenance of Iowa state industries.~~

~~(3)~~ (2) Direct purchases from vendors of raw materials and capital items used for the manufacturing processes of Iowa state industries, in accordance with rules which meet state bidding requirements. The rules shall be adopted by the state director ~~in consultation with the industries board~~.

Sec. 391. Section 904.814, Code 2024, is amended to read as follows:

904.814 Inmate allowance supplement revolving fund.

There is established in the treasury of the state a permanent adult correctional institutions inmate allowance supplement

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1 revolving fund, consisting solely of money paid as board and
2 maintenance by inmates working in Iowa state industries, or
3 working pursuant to section 904.809. The fund established
4 by this section may be used to supplement the allowances
5 of inmates who perform other institutional work within and
6 about the adult correctional institutions including those
7 who are working in Iowa state industries. Payments made
8 from the fund shall supplement and not replace all or any
9 part of the allowances otherwise received by, and shall be
10 equably distributed among such inmates. The work of inmates
11 in other institutional or industry work shall, to the greatest
12 extent feasible, be in accord with the intent stated in
13 section 904.801. The fund may also be used to supplement
14 other rehabilitation activities within the adult correctional
15 institutions. Determination of the use of the funds is the
16 responsibility of the state director ~~who shall first seek the~~
17 ~~advice of the prison industries advisory board~~.
18 Sec. 392. Section 904.909, Code 2024, is amended to read as
19 follows:
20 **904.909 Work release and OWI violators — reimbursement to**
21 **department for transportation costs.**
22 The department of corrections shall arrange for the return
23 of a work release client, or offender convicted of violating
24 chapter 321J, who escapes from the facility to which the
25 client is assigned or violates the conditions of supervision.
26 The client or offender shall reimburse the department of
27 corrections for the cost of transportation incurred because
28 of the escape or violation. The amount of reimbursement
29 shall be the actual cost incurred by the department and shall
30 be credited to the support account from which the billing
31 occurred. The director of the department of corrections
32 shall ~~recommend~~ adopt rules pursuant to chapter 17A~~, subject~~
33 ~~to approval by the board of corrections pursuant to section~~
34 ~~904.105, subsection 7,~~ to implement this section.
35 Sec. 393. Section 915.82, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. The ~~board~~ department shall adopt rules pursuant to
3 chapter 17A relating to program policies and procedures.
4 Sec. 394. 2023 Iowa Acts, chapter 19, section 2795,
5 subsection 3, paragraphs b and c, are amended to read as
6 follows:
7 b. The following are range 4 positions: chairperson and
8 members of the employment appeal board of the department of
9 inspections, appeals, and licensing, director of the Iowa
10 ~~state~~ office of civil rights ~~commission~~, director of the
11 department for the blind, executive director of the ethics
12 and campaign disclosure board, executive director of the Iowa
13 public information board, and chairperson, vice chairperson,
14 and members of the board of parole.
15 c. The following are range 5 positions: state public
16 defender, labor commissioner, workers' compensation
17 commissioner, and director of the law enforcement academy~~, and~~
18 ~~executive director of the public employment relations board~~.
19 Sec. 395. REPEAL. Chapters 28B and 473A, Code 2024, are
20 repealed.
21 Sec. 396. REPEAL. Sections 7D.15, 8A.616, 12C.6A, 15.117,
22 15.480, 15F.102, 20.5, 34A.15, 80E.2, 100C.10, 103.2, 103.3,
23 103.4, 105.3, 135.109, 135.173A, 147.16, 153.33A, 154A.7,
24 155A.2A, 170.2, 190C.2, 190C.2A, 203.11B, 206.23A, 206.23B,
25 237A.23, 252B.22, 256.15, 256.31, 256I.12, 273.15, 312.3C,
26 312.3D, 328.13, 423.9A, 455B.150, 455B.151, 461A.79, 461A.80,
27 465C.3, 465C.4, 465C.5, 465C.6, 465C.7, 466B.31, 475A.7,
28 481A.10A, 544C.2, 544C.4, 544C.8, 602.1511, 602.3101, 602.3102,
29 602.3103, 602.3104, 691.6B, 904.803, and 907B.3, Code 2024, are
30 repealed.
31 Sec. 397. CODE EDITOR DIRECTIVE — TERMINOLOGY CHANGES.
32 1. The Code editor is directed to change all references to
33 the "board of directors of the Iowa lottery" created in section
34 99G.8 to the "Iowa lottery commission" and all references to
35 "board" when referring to the board of directors of the Iowa

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1 lottery created in section 99G.8 to "commission" wherever they
2 appear in the Code.
3 2. The Code editor is directed to change all references
4 to the "Iowa utilities board" created in section 474.1 to the
5 "Iowa utilities commission", all references to "utilities
6 board" when referring to the Iowa utilities board created in
7 section 474.1 to "utilities commission", and all references to
8 "board" when referring to the Iowa utilities board created in
9 section 474.1 to "commission" wherever they appear in the Code.
10 3. The Code editor is directed to make changes in any Code
11 sections amended or enacted by any other Act to correspond with
12 the changes made in this Act if there appears to be no doubt
13 as to the proper method of making the changes and the changes
14 would not be contrary to or inconsistent with the purposes of
15 this Act or any other Act.
16 Sec. 398. CERTIFICATE OF NEED PROCESS — STUDY. The
17 department of health and human services, in consultation with
18 the department of inspections, appeals, and licensing, and with
19 the assistance of other interested parties, shall conduct a
20 study of the effectiveness of the existing certificate of need
21 process and shall make findings and recommendations related to
22 the continuation of the process or the implementation of a less
23 restrictive alternative. The department of health and human
24 services shall submit a report, including its findings and
25 recommendations, to the governor and the general assembly by
26 December 31, 2025.
27 DIVISION IX
28 PUBLIC OFFICERS AND EMPLOYEES
29 Sec. 399. Section 69.15, subsection 1, unnumbered paragraph
30 1, Code 2024, is amended to read as follows:
31 Any person who has been appointed by the governor to any
32 board under the laws of this state shall be deemed to have
33 submitted a resignation from such office if ~~either~~ any of the
34 following events occurs:
35 Sec. 400. Section 69.15, subsection 1, Code 2024, is amended

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by adding the following new paragraph:

NEW PARAGRAPH. *c.* Sufficient grounds exist that would otherwise subject the person to removal by the executive council pursuant to section 66.26.

Sec. 401. Section 69.15, subsection 2, Code 2024, is amended to read as follows:

2. ~~If~~ With respect to subsection 1, paragraphs *"a"* and *"b"*, if such person received no notice and had no knowledge of a regular meeting and gives the governor a sworn statement to that effect within ten days after the person learns of the meeting, such meeting shall not be counted for the purposes of this section.

DIVISION X

COUNCIL ON HEALTH AND HUMAN SERVICES

Sec. 402. Section 125.7, Code 2024, is amended to read as follows:

125.7 Duties of the council.

The council shall:

1. ~~Approve~~ Make recommendations to the department regarding the comprehensive substance use disorder program, developed by the department pursuant to sections 125.1 through 125.3, this section, and sections 125.9, 125.10, 125.12 through 125.21, 125.25, 125.32 through 125.34, and 125.37 through 125.43.

2. Advise the department on policies governing the performance of the department in the discharge of any duties imposed on the department by law.

3. Advise or make recommendations to the governor and the general assembly relative to substance use disorder treatment, intervention, education, and prevention programs in this state.

~~4. Adopt rules for subsections 1 and 6 and review other rules necessary to carry out the provisions of this chapter, subject to review in accordance with chapter 17A.~~

~~5.~~ 4. Investigate the work of the department relating to substance use disorder, and for this purpose the council shall have access at any time to all books, papers, documents, and

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1 records of the department.
2 ~~6.~~ 5. Consider and ~~approve or disapprove~~ make
3 recommendations to the department regarding the approval or
4 disapproval of all applications for a license and all cases
5 involving the renewal, denial, suspension, or revocation of a
6 license.
7 ~~7. Act as the appeal board regarding funding decisions made~~
8 ~~by the department.~~
9 Sec. 403. Section 125.10, subsections 1 and 11, Code 2024,
10 are amended to read as follows:
11 1. Prepare and submit a state plan ~~subject to approval~~
12 ~~by the council and~~ in accordance with 42 U.S.C. §300x-21 et
13 seq. The state plan shall designate the department as the sole
14 agency for supervising the administration of the plan.
15 11. Develop and implement, with the ~~counsel and approval~~
16 advice of the council, the comprehensive plan for treatment of
17 persons with a substance use disorder in accordance with this
18 chapter.
19 Sec. 404. Section 125.12, subsection 1, Code 2024, is
20 amended to read as follows:
21 1. The council shall review the comprehensive substance
22 use disorder program implemented by the department for
23 the treatment of persons with a substance use disorder and
24 concerned family members. ~~Subject to~~ Based on the review
25 of the council, the council shall make recommendations to
26 the director, and the director shall divide the state into
27 appropriate regions for the conduct of the program and
28 establish standards for the development of the program on the
29 regional level. In establishing the regions, consideration
30 shall be given to city and county lines, population
31 concentrations, and existing substance use disorder treatment
32 services.
33 Sec. 405. Section 125.13, subsection 2, paragraphs a, b, i,
34 and j, Code 2024, are amended to read as follows:
35 *a.* A hospital providing care or treatment to persons with

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1 a substance use disorder licensed under chapter 135B which is
2 accredited by the joint commission on the accreditation of
3 health care organizations, the commission on accreditation
4 of rehabilitation facilities, the American osteopathic
5 association, or another recognized organization approved by the
6 ~~council~~ department. All survey reports from the accrediting or
7 licensing body must be sent to the department.
8 *b.* Any practitioner of medicine and surgery or osteopathic
9 medicine and surgery, in the practitioner's private practice.
10 However, a program shall not be exempted from licensing by the
11 ~~council~~ department by virtue of its utilization of the services
12 of a medical practitioner in its operation.
13 *i.* A substance use disorder treatment program not funded
14 by the department which is accredited or licensed by the joint
15 commission on the accreditation of health care organizations,
16 the commission on the accreditation of rehabilitation
17 facilities, the American osteopathic association, or another
18 recognized organization approved by the ~~council~~ department.
19 All survey reports from the accrediting or licensing body must
20 be sent to the department.
21 *j.* A hospital substance use disorder treatment program
22 that is accredited or licensed by the joint commission on the
23 accreditation of health care organizations, the commission on
24 the accreditation of rehabilitation facilities, the American
25 osteopathic association, or another recognized organization
26 approved by the ~~council~~ department. All survey reports for
27 the hospital substance use disorder treatment program from the
28 accrediting or licensing body shall be sent to the department.
29 Sec. 406. Section 125.14, Code 2024, is amended to read as
30 follows:
31 **125.14 Licenses — renewal — fees.**
32 The ~~council~~ department shall consider all cases involving
33 initial issuance, and renewal, denial, suspension, or
34 revocation of a license. The department shall issue a license
35 to an applicant whom the ~~council~~ department determines meets

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1 the licensing requirements of this chapter. Licenses shall
2 expire no later than three years from the date of issuance
3 and shall be renewed upon timely application made in the same
4 manner as for initial issuance of a license unless notice of
5 nonrenewal is given to the licensee at least thirty days prior
6 to the expiration of the license. The department shall not
7 charge a fee for licensing or renewal of programs contracting
8 with the department for provision of treatment services. A fee
9 may be charged to other licensees.
10 Sec. 407. Section 125.15A, subsection 1, paragraph b, Code
11 2024, is amended to read as follows:
12 *b.* The ~~council~~ department has suspended, revoked, or refused
13 to renew the existing license of the program.
14 Sec. 408. Section 125.16, Code 2024, is amended to read as
15 follows:
16 **125.16 Transfer of license or change of location prohibited.**
17 A license issued under this chapter may not be transferred,
18 and the location of the physical facilities occupied or
19 utilized by any program licensed under this chapter shall not
20 be changed without the prior written consent of the ~~council~~
21 department.
22 Sec. 409. Section 125.17, Code 2024, is amended to read as
23 follows:
24 **125.17 License suspension or revocation.**
25 Violation of any of the requirements or restrictions
26 of this chapter or of any of the rules adopted pursuant to
27 this chapter is cause for suspension, revocation, or refusal
28 to renew a license. The director shall at the earliest
29 time feasible notify a licensee whose license the ~~council~~
30 department is considering suspending or revoking and shall
31 inform the licensee what changes must be made in the licensee's
32 operation to avoid such action. The licensee shall be
33 given a reasonable time for compliance, as determined by the
34 director, after receiving such notice or a notice that the
35 ~~council~~ department does not intend to renew the license. When

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the licensee believes compliance has been achieved, or if the licensee considers the proposed suspension, revocation, or refusal to renew unjustified, the licensee may submit pertinent information to the ~~council~~ department and the ~~council~~ department shall expeditiously make a decision in the matter and notify the licensee of the decision.

Sec. 410. Section 125.18, Code 2024, is amended to read as follows:

125.18 Hearing before ~~council~~ department.

If a licensee under this chapter makes a written request for a hearing within thirty days of suspension, revocation, or refusal to renew a license, a hearing before the ~~council~~ department shall be expeditiously arranged by the department of inspections, appeals, and licensing whose decision is subject to review by the ~~council~~ department. The ~~council~~ department shall issue a written statement of the ~~council's~~ department's findings within thirty days after conclusion of the hearing upholding or reversing the proposed suspension, revocation, or refusal to renew a license. ~~Action involving suspension, revocation, or refusal to renew a license shall not be taken by the council unless a quorum is present at the meeting.~~ A copy of the ~~council's~~ department's decision shall be promptly transmitted to the affected licensee who may, if aggrieved by the decision, seek judicial review of the actions of the ~~council~~ department in accordance with the terms of chapter 17A.

Sec. 411. Section 125.19, Code 2024, is amended to read as follows:

125.19 Reissuance or reinstatement.

After suspension, revocation, or refusal to renew a license pursuant to this chapter, the affected licensee shall not have the license reissued or reinstated within one year of the effective date of the suspension, revocation, or expiration upon refusal to renew, unless the ~~council~~ department orders otherwise. After that time, proof of compliance with the requirements and restrictions of this chapter and the rules

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1 adopted pursuant to this chapter must be presented to the
2 ~~council~~ department prior to reinstatement or reissuance of a
3 license.
4 Sec. 412. Section 125.21, subsection 1, Code 2024, is
5 amended to read as follows:
6 1. The ~~council~~ department has exclusive power in this state
7 to approve and license chemical substitutes and antagonists
8 programs, and to monitor chemical substitutes and antagonists
9 programs to ensure that the programs are operating within the
10 rules adopted pursuant to this chapter. The ~~council~~ department
11 shall grant approval and license if the requirements of the
12 rules are met and state funding is not requested. The chemical
13 substitutes and antagonists programs conducted by persons
14 exempt from the licensing requirements of this chapter pursuant
15 to section 125.13, subsection 2, are subject to approval and
16 licensure under this section.
17 Sec. 413. Section 125.43A, Code 2024, is amended to read as
18 follows:
19 **125.43A Prescreening —— exception.**
20 Except in cases of medical emergency or court-ordered
21 admissions, a person shall be admitted to a state mental health
22 institute for treatment of a substance use disorder only after
23 a preliminary intake and assessment by a department-licensed
24 treatment facility or a hospital providing care or treatment
25 for persons with a substance use disorder licensed under
26 chapter 135B and accredited by the joint commission on the
27 accreditation of health care organizations, the commission
28 on accreditation of rehabilitation facilities, the American
29 osteopathic association, or another recognized organization
30 approved by the ~~council~~ department, or by a designee of a
31 department-licensed treatment facility or a hospital other
32 than a state mental health institute, which confirms that the
33 admission is appropriate to the person's substance use disorder
34 service needs. A county board of supervisors may seek an
35 admission of a patient to a state mental health institute who

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1 has not been confirmed for appropriate admission and the county
2 shall be responsible for one hundred percent of the cost of
3 treatment and services of the patient.
4 Sec. 414. Section 125.58, subsection 1, Code 2024, is
5 amended to read as follows:
6 1. If the department has probable cause to believe that
7 an institution, place, building, or agency not licensed
8 as a substance use disorder treatment and rehabilitation
9 facility is in fact a substance use disorder treatment and
10 rehabilitation facility as defined by this chapter, and
11 is not exempt from licensing by section 125.13, subsection
12 2, the ~~council~~ department may order an inspection of the
13 institution, place, building, or agency. If the inspector
14 upon presenting proper identification is denied entry for the
15 purpose of making the inspection, the inspector may, with
16 the assistance of the county attorney of the county in which
17 the premises are located, apply to the district court for an
18 order requiring the owner or occupant to permit entry and
19 inspection of the premises to determine whether there have been
20 violations of this chapter. The investigation may include
21 review of records, reports, and documents maintained by the
22 facility and interviews with staff members consistent with the
23 confidentiality safeguards of state and federal law.
24 Sec. 415. Section 135.141, subsection 2, paragraph i, Code
25 2024, is amended to read as follows:
26 *i.* Adopt rules pursuant to chapter 17A for the
27 administration of this subchapter including rules adopted in
28 cooperation with the Iowa pharmacy association and the Iowa
29 hospital association for the development of a surveillance
30 system to monitor supplies of drugs, antidotes, and vaccines to
31 assist in detecting a potential public health disaster. Prior
32 to adoption, the rules shall be approved by the ~~council on~~
33 ~~health and human services and the~~ director of the department of
34 homeland security and emergency management.
35 Sec. 416. Section 135A.8, subsection 4, Code 2024, is

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1 amended to read as follows:
2 4. A local board of health seeking matching funds or grants
3 under this section shall apply to the department. The ~~council~~
4 ~~on health and human services~~ department shall adopt rules
5 concerning the application and award process for the allocation
6 of moneys in the fund and shall establish the criteria for the
7 allocation of moneys in the fund if the moneys are insufficient
8 to meet the needs of local boards of health.
9 Sec. 417. Section 135A.9, unnumbered paragraph 1, Code
10 2024, is amended to read as follows:
11 The ~~council on health and human services~~ department shall
12 adopt rules pursuant to chapter 17A to implement this chapter
13 which shall include but are not limited to the following:
14 Sec. 418. Section 135B.7, subsection 1, paragraph a, Code
15 2024, is amended to read as follows:
16 *a.* The department~~, with the approval of the council on~~
17 ~~health and human services,~~ shall adopt rules setting out the
18 standards for the different types of hospitals and for rural
19 emergency hospitals to be licensed under this chapter. The
20 department shall enforce the rules.
21 Sec. 419. Section 135C.14, unnumbered paragraph 1, Code
22 2024, is amended to read as follows:
23 The department shall, in accordance with chapter 17A ~~and~~
24 ~~with the approval of the council on health and human services~~,
25 adopt and enforce rules setting minimum standards for health
26 care facilities. In so doing, the department~~, with the~~
27 ~~approval of the council on health and human services,~~ may
28 adopt by reference, with or without amendment, nationally
29 recognized standards and rules, which shall be specified by
30 title and edition, date of publication, or similar information.
31 The rules and standards required by this section shall be
32 formulated in consultation with the director of health and
33 human services or the director of health and human services'
34 designee, with the director, and with affected industry,
35 professional, and consumer groups, and shall be designed to

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1 further the accomplishment of the purposes of this chapter and
2 shall relate to:
3 Sec. 420. Section 135J.7, Code 2024, is amended to read as
4 follows:
5 **135J.7 Rules.**
6 Except as otherwise provided in this chapter, the department
7 shall adopt rules pursuant to chapter 17A necessary to
8 implement this chapter~~, subject to approval of the council~~
9 ~~on health and human services~~. Formulation of the rules
10 shall include consultation with Iowa hospice organization
11 representatives and other persons affected by this chapter.
12 Sec. 421. Section 135R.4, subsection 1, Code 2024, is
13 amended to read as follows:
14 1. The department, with the advice ~~and approval~~ of the
15 council on health and human services, shall adopt rules
16 specifying the standards for ambulatory surgical centers to be
17 licensed under this chapter. The rules shall be consistent
18 with and shall not exceed the requirements of this chapter and
19 the conditions for coverage in the federal Medicare program for
20 ambulatory surgical centers under 42 C.F.R. pt. 416.
21 Sec. 422. Section 137.104, subsection 1, paragraph b,
22 unnumbered paragraph 1, Code 2024, is amended to read as
23 follows:
24 Make and enforce such reasonable rules and regulations not
25 inconsistent with law and the rules of the ~~council~~ department
26 as may be necessary for the protection and improvement of the
27 public health.
28 Sec. 423. Section 137.105, subsection 1, paragraph f, Code
29 2024, is amended to read as follows:
30 *f.* A local board of health member shall serve without
31 compensation, but may be reimbursed for necessary expenses in
32 accordance with rules established by the ~~council~~ department or
33 the applicable jurisdiction.
34 Sec. 424. Section 137.107, Code 2024, is amended to read as
35 follows:

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137.107 Request reviewed by state department.

The state department shall review requests submitted pursuant to section 137.106. The state department, upon finding that all required elements are present, ~~shall present findings to the council. The council~~ may approve the formation of a district board and if the formation is approved, shall notify the county boards from whom the request was received.

Sec. 425. Section 137.114, Code 2024, is amended to read as follows:

137.114 Withdrawal from district.

A county may withdraw from an existing district board upon submission of a request for withdrawal to and approval by the state department. The request shall include a plan to reform its county board or join a different district board, information specified in section 137.106, and approval of the request by the district board ~~and, at the recommendation of the state department, the council~~. Any county choosing to withdraw from the district board shall commit to the continuity of services in its county by reestablishing its county board or joining a different district board. The remaining counties in the district shall submit an application including the information specified in section 137.106 to the state department for review as provided in section 137.107.

Sec. 426. Section 137.119, Code 2024, is amended to read as follows:

137.119 Adoption of rules.

The ~~council~~ department shall adopt rules to implement this chapter. The department is vested with discretionary authority to interpret the provisions of this chapter.

Sec. 427. Section 139A.8, subsection 3, Code 2024, is amended to read as follows:

3. Subject to the provision of subsection 4, the ~~council on health and human services~~ department may modify or delete any of the immunizations in subsection 2.

Sec. 428. Section 139A.8, subsection 4, paragraph b, Code

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1 2024, is amended to read as follows:
2 *b.* The exemptions under this subsection do not apply in
3 times of emergency or epidemic as determined ~~by the council on~~
4 ~~health and human services~~ and ~~as~~ declared by the director ~~of~~
5 ~~health and human services~~.
6 Sec. 429. Section 139A.9, Code 2024, is amended to read as
7 follows:
8 **139A.9 Forcible removal — isolation — quarantine.**
9 The forcible removal and isolation or quarantine of any
10 infected person shall be accomplished according to the rules
11 and regulations of the local board or the rules of the ~~council~~
12 ~~on health and human services~~ department.
13 Sec. 430. Section 141A.2, subsection 6, Code 2024, is
14 amended to read as follows:
15 6. The department~~, with the approval of the council~~
16 ~~on health and human services,~~ may conduct epidemiological
17 blinded and nonblinded studies to determine the incidence
18 and prevalence of HIV infection. Initiation of any new
19 epidemiological studies shall be contingent upon the receipt
20 of funding sufficient to cover all the costs associated with
21 the studies. The informed consent, reporting, and counseling
22 requirements of this chapter shall not apply to blinded
23 studies.
24 Sec. 431. Section 217.2, subsection 1, paragraph a, Code
25 2024, is amended to read as follows:
26 *a.* There is created within the department a council on
27 health and human services which shall act in ~~a policymaking and~~
28 an advisory capacity on matters within the jurisdiction of the
29 department. The council shall consist of nine voting members
30 appointed by the governor subject to confirmation by the
31 senate. Appointments shall be made on the basis of interest
32 in public affairs, good judgment, and knowledge and ability in
33 the field of health and human services. Appointments shall
34 be made to provide a diversity of interest and point of view
35 in the membership and without regard to religious opinions or

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affiliations. The voting members of the council shall serve for six-year staggered terms.

Sec. 432. Section 217.3, Code 2024, is amended to read as follows:

217.3 Duties of council.

The council shall:

1. Organize annually and select a chairperson and vice chairperson.

2. ~~Adopt and establish policy for the operation and~~ Advise the department on conduct of the department~~, subject to any guidelines which may be adopted by the general assembly,~~ and the implementation of all services and programs administered by the department.

3. Report immediately to the governor any failure by the department to carry out any of the policy decisions or directives of the ~~council~~ department.

4. ~~Approve~~ Advise and make recommendations to the department on the budget of the department prior to submission to the governor. Prior to ~~approval of~~ making recommendations on the budget, the council shall publicize and hold a public hearing to provide explanations and hear questions, opinions, and suggestions regarding the budget. Invitations to the hearing shall be extended to the governor, the governor-elect, the director of the department of management, and other persons deemed by the council as integral to the budget process. The budget materials submitted to the governor shall include ~~a review of options~~ recommendations for revising the medical assistance program made available by federal action or by actions implemented by other states as identified by the department, the medical assistance advisory council created in section 249A.4B, and by county representatives. The review shall address what potential revisions could be made in this state and how the changes would be beneficial to Iowans.

5. ~~Insure~~ Make recommendations to the department to ensure that all programs administered or services rendered by the

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department directly to any citizen or through a local agency to any citizen are coordinated and integrated so that any citizen does not receive a duplication of services from various departments or local agencies that could be rendered by one department or local agency. ~~If the council finds that such is not the case, it shall hear and determine which department or local agency shall provide the needed service or services and enter an order of their determination by resolution of the council which must be concurred in by at least a majority of the members. Thereafter such order or resolution of the council shall be obeyed by all state departments and local agencies to which it is directed.~~

~~6. Adopt all necessary rules recommended by the department prior to their promulgation pursuant to chapter 17A.~~

~~7.~~ 6. Recommend to the governor the names of individuals qualified for the position of director when a vacancy exists in the office.

Sec. 433. Section 217.3A, Code 2024, is amended to read as follows:

217.3A Advisory committees.

The council may establish and utilize other ad hoc advisory committees as determined necessary to advise the council related to the subject matter under the purview of the department, including but not limited to child and family services, behavioral health, public health, and the department's interactions with the juvenile justice system. The council shall establish appointment provisions, membership terms, operating guidelines, and other operational requirements for committees established pursuant to this section.

Sec. 434. Section 217.6, Code 2024, is amended to read as follows:

217.6 Rules ~~and regulations~~ — organization of department.

1. The director may ~~recommend~~ submit to the council for ~~adoption~~ review and recommendation, rules ~~and regulations~~ necessary to administer the duties, functions, and programs

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of the department. ~~Any action taken, decision made, or administrative rule adopted may be reviewed by the director.~~ The director, ~~upon~~ may consider such ~~review, may affirm, modify, or reverse any such action, decision, or rule~~ recommendations in adopting rules for the department.

2. The rules ~~and regulations~~ adopted for the public benefits and programs administered by the department shall apply the residency eligibility restrictions required by federal and state law.

3. The director shall organize the department into subunits as necessary to most efficiently carry out the intent of this chapter and any other chapter the department is responsible for administering.

4. If the department requires or requests a service consumer, service provider, or other person to maintain required documentation in electronic form, the department shall accept such documentation submitted by electronic means and shall not require a physical copy of the documentation unless required by state or federal law.

Sec. 435. Section 218.4, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The department shall ~~recommend to the council for adoption~~ adopt rules not inconsistent with law as necessary for the management of the institutions and the admission, treatment, care, custody, education and discharge of residents. It is the duty of the department to establish rules by which danger to life and property from fire will be minimized. The department may require any appointees to perform duties in addition to those required by statute.

2. Rules adopted by the ~~council~~ department pursuant to chapter 17A shall be uniform and shall apply to all institutions under the department's jurisdiction. The primary rules for use in institutions where persons with mental illness are served shall, unless otherwise indicated, uniformly apply to county or private hospitals in which persons with mental

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1 illness are served, but the rules shall not interfere with
2 proper medical treatment administered to such persons by
3 competent physicians. Annually, signed copies of the rules
4 shall be sent to the superintendent of each institution.
5 Copies shall also be sent to the clerk of each district court,
6 the chairperson of the board of supervisors of each county and,
7 as appropriate, to the officer in charge of institutions or
8 hospitals caring for persons with mental illness in each county
9 who shall be responsible for seeing that the rules are posted
10 in each institution or hospital in a prominent place. The
11 rules shall be kept current to meet the public need and shall
12 be revised and published annually.
13 Sec. 436. Section 222.1, subsection 2, Code 2024, is amended
14 to read as follows:
15 2. The Glenwood state resource center and the Woodward
16 state resource center are established and shall be maintained
17 as the state's regional resource centers for the purpose of
18 providing treatment, training, instruction, care, habilitation,
19 and support of persons with an intellectual disability or other
20 disabilities in this state, and providing facilities, services,
21 and other support to the communities located in the region
22 being served by a state resource center. In addition, the
23 state resource centers are encouraged to serve as a training
24 resource for community-based program staff, medical students,
25 and other participants in professional education programs.
26 A resource center may request the approval of the ~~council~~
27 department to change the name of the resource center for use in
28 communication with the public, in signage, and in other forms
29 of communication.
30 Sec. 437. Section 222.2, Code 2024, is amended to read as
31 follows:
32 **222.2 Definitions.**
33 When used in this chapter, unless the context otherwise
34 requires:
35 1. *"Auditor"* means the county auditor or the auditor's

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1 designee.
2 ~~2. *"Council"* means the council on health and human services.~~
3 ~~3.~~ 2. *"Department"* means the department of health and human
4 services.
5 ~~4.~~ 3. *"Director"* means the director of health and human
6 services.
7 ~~5.~~ 4. *"Intellectual disability"* means the same as defined
8 in section 4.1.
9 ~~6.~~ 5. *"Mental health and disability services region"* means
10 a mental health and disability services region formed in
11 accordance with section 225C.56.
12 ~~7.~~ 6. *"Regional administrator"* means the regional
13 administrator of a mental health and disability services
14 region, as defined in section 225C.55.
15 ~~8.~~ 7. *"Special unit"* means a special intellectual
16 disability unit established at a state mental health institute
17 pursuant to sections 222.88 through 222.91.
18 ~~9.~~ 8. *"State resource centers"* or *"resource centers"* means
19 the Glenwood state resource center and the Woodward state
20 resource center.
21 ~~10.~~ 9. *"Superintendents"* means the superintendents of the
22 state resource centers.
23 Sec. 438. Section 225.33, Code 2024, is amended to read as
24 follows:
25 **225.33 Death of patient — disposal of body.**
26 When a committed public patient or a voluntary public
27 patient or a committed private patient dies while at the state
28 psychiatric hospital or at the university hospital, the state
29 psychiatric hospital shall have the body prepared for shipment
30 in accordance with the rules prescribed by the ~~council on~~
31 department of health and human services for shipping such
32 bodies. It is the duty of the state board of regents to make
33 arrangements for the embalming and such other preparation as
34 necessary to comply with the rules and for the purchase of
35 suitable caskets.

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1 Sec. 439. Section 225C.49, subsection 1, unnumbered
2 paragraph 1, Code 2024, is amended to read as follows:
3 The department shall provide coordination of the programs
4 administered by the department which serve individuals with a
5 disability and the individuals' families, including but not
6 limited to the following juvenile justice and child welfare
7 services: family-centered services described under section
8 232.102, decategorization of child welfare funding provided
9 for under section 232.188, and foster care services paid under
10 section 234.35, subsection 3. The department shall regularly
11 review administrative rules associated with such programs and
12 make recommendations to the ~~council,~~ governor~~,~~ and general
13 assembly for revisions to remove barriers to the programs for
14 individuals with a disability and the individuals' families
15 including the following:
16 Sec. 440. Section 226.1, subsections 3 and 4, Code 2024, are
17 amended to read as follows:
18 3. A mental health institute may request the approval of the
19 ~~council~~ department to change the name of the institution for
20 use in communication with the public, in signage, and in other
21 forms of communication.
22 4. For the purposes of this chapter, unless the context
23 otherwise requires:
24 ~~a. "Council" means the council on health and human services.~~
25 ~~b.~~ a. *"Department"* means the department of health and human
26 services.
27 ~~c.~~ b. *"Director"* means the director of health and human
28 services.
29 ~~d.~~ c. *"Mental health and disability services region"* means
30 a mental health and disability services region formed in
31 accordance with section 225C.56.
32 ~~e.~~ d. *"Mental health institute"* or *"state mental health*
33 *institute"* means a state hospital for persons with mental
34 illness as designated in this chapter.
35 ~~f.~~ e. *"Regional administrator"* means the same as defined

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1 in section 225C.55.
2 Sec. 441. Section 234.1, Code 2024, is amended to read as
3 follows:
4 **234.1 Definitions.**
5 As used in this chapter, unless the context otherwise
6 requires:
7 1. *"Child"* means either a person less than eighteen years of
8 age or a person eighteen, nineteen, or twenty years of age who
9 meets all of the following conditions:
10 *a.* The person was placed by court order issued pursuant
11 to chapter 232 in foster care or in an institution listed in
12 section 218.1 and either of the following situations apply to
13 the person:
14 (1) After reaching eighteen years of age, the person
15 has remained continuously and voluntarily under the care
16 of an individual, as defined in section 237.1, licensed to
17 provide foster care pursuant to chapter 237 or in a supervised
18 apartment living arrangement, in this state.
19 (2) The person aged out of foster care after reaching
20 eighteen years of age and subsequently voluntarily applied for
21 placement with an individual, as defined in section 237.1,
22 licensed to provide foster care pursuant to chapter 237 or for
23 placement in a supervised apartment living arrangement, in this
24 state.
25 *b.* The person has demonstrated a willingness to participate
26 in case planning and to complete the responsibilities
27 prescribed in the person's case permanency plan.
28 *c.* The department has made an application for the person
29 for adult services upon a determination that it is likely the
30 person will need or be eligible for services or other support
31 from the adult services system.
32 ~~2. *"Council"* means the council on health and human services.~~
33 ~~3.~~ 2. *"Department"* means the department of health and human
34 services.
35 ~~4.~~ 3. *"Director"* means the director of health and human

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1 services.
2 ~~5.~~ 4. *"Food programs"* means the supplemental nutrition
3 assistance program and donated foods programs authorized by
4 federal law under the United States department of agriculture.
5 ~~6.~~ 5. *"Supplemental nutrition assistance program"* or *"SNAP"*
6 means benefits provided by the federal program administered
7 through 7 C.F.R. pts. 270 — 283, as amended.
8 Sec. 442. Section 234.6, subsection 1, unnumbered paragraph
9 1, Code 2024, is amended to read as follows:
10 The director shall administer the family investment program,
11 state supplementary assistance, food programs, child welfare,
12 and emergency relief, family and adult service programs, and
13 any other form of public assistance and institutions that are
14 placed under the director's administration. The director shall
15 perform duties, formulate and adopt rules as necessary, and
16 outline policies, dictate procedure, and delegate powers as
17 necessary for competent and efficient administration. ~~Subject~~
18 ~~to restrictions that may be imposed by the council, the~~ The
19 director may abolish, alter, consolidate, or establish subunits
20 and abolish or change existing subunits. The director may
21 employ necessary personnel and determine their compensation;
22 may allocate or reallocate functions and duties among subunits;
23 and may adopt rules relating to the employment of personnel
24 and the allocation of their functions and duties among the
25 various subunits as required for competent and efficient
26 administration. The director shall do all of the following:
27 Sec. 443. Section 234.6, subsection 1, paragraphs d and h,
28 Code 2024, are amended to read as follows:
29 *d.* Notwithstanding any provisions to the contrary in chapter
30 239B relating to the consideration of income and resources of
31 claimants for assistance, ~~and with the consent and approval of~~
32 ~~the council,~~ adopt rules necessary to qualify for federal aid
33 in the assistance programs administered by the director.
34 *h.* ~~Recommend~~ Adopt rules ~~for their adoption by the council~~
35 for before and after school child care programs, conducted

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1 within and by or contracted for by school districts, that are
2 appropriate for the ages of the children who receive services
3 under the programs.
4 Sec. 444. Section 237.1, Code 2024, is amended to read as
5 follows:
6 **237.1 Definitions.**
7 As used in this chapter:
8 1. *"Agency"* means a person which provides child foster care
9 and which does not meet the definition of an individual as
10 defined under this section.
11 2. *"Child"* means child as defined in section 234.1.
12 3. *"Child foster care"* means the provision of parental
13 nurturing, including but not limited to the furnishing of
14 food, lodging, training, education, supervision, treatment,
15 or other care, to a child on a full-time basis by a person,
16 including a relative of the child if the relative is licensed
17 under this chapter, but not including a guardian of the child.
18 *"Child foster care"* does not include any of the following care
19 situations:
20 *a.* Care furnished by an individual person who receives the
21 child of a personal friend as an occasional and personal guest
22 in the individual person's home, free of charge and not as a
23 business.
24 *b.* Care furnished by an individual person with whom a child
25 has been placed for lawful adoption, unless that adoption is
26 not completed within two years after placement.
27 *c.* Care furnished by a private boarding school subject to
28 approval by the state board of education pursuant to section
29 256.11.
30 *d.* Child care furnished by a child care center, a child
31 development home, or a child care home as defined in section
32 237A.1.
33 *e.* Care furnished in a hospital licensed under chapter 135B
34 or care furnished in a nursing facility licensed under chapter
35 135C.

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f. Care furnished by a relative of a child or an individual person with a meaningful relationship with the child where the child is not under the placement, care, or supervision of the department.

~~4. *"Council"* means the council on health and human services.~~

~~5.~~ 4. *"Department"* means the department of health and human services.

~~6.~~ 5. *"Director"* means the director of health and human services.

~~7.~~ 6. *"Facility"* means the personnel, program, physical plant, and equipment of a licensee.

~~8.~~ 7. *"Individual"* means an individual person or a married couple who provides child foster care in a single-family home environment and which does not meet the definition of an agency under this section.

~~9.~~ 8. *"Licensee"* means an individual or an agency licensed under this chapter.

~~10.~~ 9. *"Reasonable and prudent parent standard"* means the standard characterized by careful and sensible parenting decisions that maintain the health, safety, and best interests of a child, while at the same time encouraging the emotional and developmental growth of a child, that a caregiver shall use when determining whether to allow a child in foster care under the placement, care, or supervision of the department to participate in extracurricular, enrichment, cultural, or social activities. For the purposes of this subsection, *"caregiver"* means an individual or an agency licensed under this chapter with which a child in foster care has been placed or a juvenile shelter care home approved under chapter 232 in which a child in foster care has been placed.

Sec. 445. Section 237.3, subsection 1, Code 2024, is amended to read as follows:

1. Except as otherwise provided by subsections 3 and 4, the department shall ~~promulgate, after their adoption by the council,~~ adopt and enforce in accordance with chapter 17A,

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1 administrative rules necessary to implement this chapter.
2 Formulation of the rules shall include consultation with
3 representatives of child foster care providers and other
4 persons affected by this chapter. The rules shall encourage
5 the provision of child foster care in a single-family, home
6 environment, exempting the single-family, home facility from
7 inappropriate rules.
8 Sec. 446. Section 237A.1, Code 2024, is amended to read as
9 follows:
10 **237A.1 Definitions.**
11 As used in this chapter unless the context otherwise
12 requires:
13 1. *"Child"* means either of the following:
14 *a.* A person twelve years of age or younger.
15 *b.* A person thirteen years of age or older but younger than
16 nineteen years of age who has a developmental disability as
17 defined under the federal Developmental Disabilities Assistance
18 and Bill of Rights Act of 2000, Pub. L. No. 106-402, as
19 codified in 42 U.S.C. §15002(8).
20 2. *"Child care"* means the care, supervision, and guidance of
21 a child by a person other than the child's parent, guardian,
22 or custodian for periods of less than twenty-four hours per
23 day per child on a regular basis, but does not include care,
24 supervision, and guidance of a child by any of the following:
25 *a.* An instructional program for children who are attending
26 prekindergarten as defined by the state board of education
27 under section 256.11 or a higher grade level and are at least
28 four years of age, or are at least three years of age and
29 eligible for special education under chapter 256B, administered
30 by any of the following:
31 (1) A public or nonpublic school system accredited by the
32 department of education or the state board of regents.
33 (2) A nonpublic school system which is not accredited by the
34 department of education or the state board of regents.
35 *b.* Any of the following church-related programs:

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1 (1) An instructional program.
2 (2) A youth program other than a preschool, before or after
3 school child care program, or other child care program.
4 (3) A program providing care to children on church premises
5 while the children's parents are attending church-related or
6 church-sponsored activities on the church premises.
7 *c.* Short-term classes of less than two weeks' duration held
8 between school terms or during a break within a school term.
9 *d.* A child care center for sick children operated as part of
10 a pediatrics unit in a hospital licensed by the department of
11 inspections, appeals, and licensing pursuant to chapter 135B.
12 *e.* A program operated not more than one day per week by
13 volunteers which meets all of the following conditions:
14 (1) Not more than eleven children are served per volunteer.
15 (2) The program operates for less than four hours during any
16 twenty-four-hour period.
17 (3) The program is provided at no cost to the children's
18 parent, guardian, or custodian.
19 *f.* A program administered by a political subdivision of the
20 state which is primarily for recreational or social purposes
21 and is limited to children who are five years of age or older
22 and attending school.
23 *g.* An after school program continuously offered throughout
24 the school year calendar to children who are at least five
25 years of age and are enrolled in school, and attend the program
26 intermittently or a summer-only program for such children. The
27 program must be provided through a nominal membership fee or
28 at no cost.
29 *h.* A special activity program which meets less than four
30 hours per day for the sole purpose of the special activity.
31 Special activity programs include but are not limited to music
32 or dance classes, organized athletic or sports programs,
33 recreational classes, scouting programs, and hobby or craft
34 clubs or classes.
35 *i.* A nationally accredited camp.

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1 *j.* A structured program for the purpose of providing
2 therapeutic, rehabilitative, or supervisory services to
3 children under any of the following:
4 (1) A purchase of service or managed care contract with the
5 department.
6 (2) A contract approved by a governance board of a
7 decategorization of child welfare and juvenile justice funding
8 project created under section 232.188.
9 (3) An arrangement approved by a juvenile court order.
10 *k.* Care provided on-site to children of parents residing in
11 an emergency, homeless, or domestic violence shelter.
12 *l.* A child care facility providing respite care to a
13 licensed foster family home for a period of twenty-four hours
14 or more to a child who is placed with that licensed foster
15 family home.
16 *m.* A program offered to a child whose parent, guardian,
17 or custodian is engaged solely in a recreational or social
18 activity, remains immediately available and accessible on the
19 physical premises on which the child's care is provided, and
20 does not engage in employment while the care is provided.
21 However, if the recreational or social activity is provided
22 in a fitness center or on the premises of a nonprofit
23 organization, the parent, guardian, or custodian of the child
24 may be employed to teach or lead the activity.
25 3. *"Child care center"* or *"center"* means a facility
26 providing child care or preschool services for seven or more
27 children, except when the facility is registered as a child
28 development home.
29 4. *"Child care facility"* or *"facility"* means a child care
30 center, preschool, or a registered child development home.
31 5. *"Child care home"* means a person or program providing
32 child care to any of the following children at any one time
33 that is not registered to provide child care under this
34 chapter, as authorized under section 237A.3:
35 *a.* Five or fewer children.

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b. Six or fewer children, if at least one of the children is school-aged.

6. *"Child development home"* means a person or program registered under section 237A.3A that may provide child care to seven or more children at any one time.

7. *"Children needing special needs care"* or *"special needs child"* means a child or children with one or more of the following conditions:

a. The child has been diagnosed by a physician or by a person endorsed for service as a school psychologist by the department of education to have a developmental disability which substantially limits one or more major life activities, and the child requires professional treatment, assistance in self-care, or the purchase of special adaptive equipment.

b. The child has been determined by a qualified intellectual disability professional to have a condition which impairs the child's intellectual and social functioning.

c. The child has been diagnosed by a mental health professional to have a behavioral or emotional disorder characterized by situationally inappropriate behavior which deviates substantially from behavior appropriate to the child's age, or which significantly interferes with the child's intellectual, social, or personal development.

~~8. *"Council"* means the council on health and human services.~~

~~9.~~ 8. *"Department"* means the department of health and human services.

~~10.~~ 9. *"Director"* means the director of health and human services.

~~11.~~ 10. *"Infant"* means a child who is less than twenty-four months of age.

~~12.~~ 11. *"Involvement with child care"* means licensed or registered under this chapter, employed in a child care facility, residing in a child care facility, receiving public funding for providing child care, or providing child care as a child care home provider, or residing in a child care home.

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1 ~~13.~~ 12. *"Licensed center"* means a center issued a full
2 or provisional license by the department under the provisions
3 of this chapter or a center for which a license is being
4 processed.
5 ~~14.~~ 13. *"Poverty level"* means the poverty level defined by
6 the most recently revised poverty income guidelines published
7 by the United States department of health and human services.
8 ~~15.~~ 14. *"Preschool"* means a child care facility which
9 provides to children ages three through five, for periods of
10 time not exceeding three hours per day, programs designed
11 to help the children to develop intellectual skills, social
12 skills, and motor skills, and to extend their interest and
13 understanding of the world about them.
14 ~~16.~~ 15. *"School"* means kindergarten or a higher grade
15 level.
16 ~~17. *"State child care advisory committee"* means the state~~
17 ~~child care advisory committee established pursuant to section~~
18 ~~135.173A.~~
19 Sec. 447. Section 238.1, Code 2024, is amended to read as
20 follows:
21 **238.1 Definitions.**
22 For the purpose of this chapter unless the context otherwise
23 requires:
24 1. *"Child"* means the same as defined in section 234.1.
25 2. *"Child-placing agency"* or *"agency"* means any agency,
26 whether public, semipublic, or private, which represents that
27 the agency places children permanently or temporarily in
28 private family homes or receives children for placement in
29 private family homes, or which actually engages for gain or
30 otherwise in the placement of children in private family homes.
31 *"Agency"* includes individuals, institutions, partnerships,
32 voluntary associations, and corporations, other than
33 institutions under the management or control of the department.
34 ~~3. *"Council"* means the council on health and human services.~~
35 ~~4.~~ 3. *"Department"* means the department of health and human

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1 services.
2 ~~5.~~ 4. *"Director"* means the director of health and human
3 services.
4 Sec. 448. Section 238.12, Code 2024, is amended to read as
5 follows:
6 **238.12 Appeal — judicial review.**
7 1. A licensee aggrieved by a decision of the department
8 revoking the licensee's license may appeal to the ~~council~~
9 department in the manner prescribed by the ~~council~~ department.
10 The ~~council~~ department shall, upon receipt of such an appeal,
11 give the licensee reasonable notice and opportunity for a fair
12 hearing before the ~~council or its duly~~ department's authorized
13 representative. Following the hearing, the ~~council~~ department
14 shall take final action and notify the licensee in writing.
15 2. Judicial review of the actions of the ~~council~~ department
16 may be sought in accordance with ~~the terms of~~ chapter 17A.
17 Sec. 449. Section 249.1, Code 2024, is amended to read as
18 follows:
19 **249.1 Definitions.**
20 As used in this chapter:
21 ~~1. *"Council"* means the council on health and human services.~~
22 ~~2.~~ 1. *"Department"* means the department of health and human
23 services.
24 ~~3.~~ 2. *"Director"* means the director of health and human
25 services.
26 ~~4.~~ 3. *"Federal supplemental security income"* means cash
27 payments made to individuals by the United States government
28 under Tit. XVI of the Social Security Act as amended by Pub. L.
29 No. 92-603, or any other amendments thereto.
30 ~~5.~~ 4. *"Previous categorical assistance programs"* means the
31 aid to the blind program authorized by chapter 241, the aid to
32 the disabled program authorized by chapter 241A and the old-age
33 assistance program authorized by chapter 249, Code 1973.
34 ~~6.~~ 5. *"State supplementary assistance"* means cash payments
35 made to individuals:

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a. By the United States government on behalf of the state of Iowa pursuant to section 249.2.

b. By the state of Iowa directly pursuant to sections 249.3 through 249.5.

Sec. 450. Section 249.4, subsection 1, Code 2024, is amended to read as follows:

1. Applications for state supplementary assistance shall be made in the form and manner prescribed by the director or the director's designee~~, with the approval of the council,~~ pursuant to chapter 17A. Each person who applies and is found eligible under section 249.3 shall, so long as the person's eligibility continues, receive state supplementary assistance on a monthly basis, from funds appropriated to the department for the purpose.

Sec. 451. Section 249A.4B, subsections 1 and 7, Code 2024, are amended to read as follows:

1. A medical assistance advisory council is created to comply with 42 C.F.R. §431.12 based on section 1902(a)(4) of the federal Social Security Act and to advise the director about health and medical care services under the medical assistance program. The council shall meet ~~no more than quarterly~~ as necessary. The director's designee responsible for public health or their designee and a public member of the council selected by the public members of the council shall serve as co-chairpersons of the council.

7. The director shall consider the recommendations offered by the council in the director's preparation of the medical assistance budget ~~recommendations to the council on health and human services pursuant to section 217.3~~ and in implementation of medical assistance program policies.

Sec. 452. Section 331.304, subsection 9, Code 2024, is amended to read as follows:

9. A county shall not adopt or enforce any ordinance imposing any registration or licensing system or registration or license fees for or relating to owner-occupied manufactured

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1 or mobile homes including the lots, lands, or manufactured
2 home community or mobile home park upon or in which they are
3 located. A county shall not adopt or enforce any ordinance
4 imposing any registration or licensing system, or registration
5 or license fees, or safety or sanitary standards for rental
6 manufactured or mobile homes unless similar registration or
7 licensing system, or registration or license fees, or safety
8 or sanitary standards are required for other rental properties
9 intended for human habitation. This subsection does not
10 preclude the investigation and abatement of a nuisance or the
11 enforcement of a tiedown system, or the enforcement of any
12 ~~regulations~~ rules of the ~~council on~~ department of health and
13 human services or local board of health if those ~~regulations~~
14 rules apply to other rental properties or to owner-occupied
15 housing intended for human habitation.
16 Sec. 453. Section 364.3, subsection 5, Code 2024, is amended
17 to read as follows:
18 5. A city shall not adopt or enforce any ordinance imposing
19 any registration or licensing system or registration or license
20 fees for or relating to owner-occupied manufactured or mobile
21 homes including the lots, lands, or manufactured home community
22 or mobile home park upon or in which they are located. A
23 city shall not adopt or enforce any ordinance imposing any
24 registration or licensing system, or registration or license
25 fees, or safety or sanitary standards for rental manufactured
26 or mobile homes unless a similar registration or licensing
27 system, or registration or license fees, or safety or sanitary
28 standards are required for other rental properties intended
29 for human habitation. This subsection does not preclude the
30 investigation and abatement of a nuisance or the enforcement of
31 a tiedown system, or the enforcement of any ~~regulations~~ rules
32 of the ~~council on~~ department of health and human services or
33 local board of health if those ~~regulations~~ rules apply to other
34 rental properties or to owner-occupied housing intended for
35 human habitation.

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DIVISION XI

ELIMINATION OF ADVISORY COUNCIL ON BRAIN INJURIES

Sec. 454. Section 135.22A, Code 2024, is amended to read as follows:

135.22A ~~Advisory council on brain~~ Brain injuries — policy — department as lead agency.

1. For purposes of this section, unless the context otherwise requires:

a. "Brain injury" means a brain injury as defined in section 135.22.

b. "Council" means the ~~advisory~~ council on ~~brain injuries~~ health and human services.

~~2. The advisory council on brain injuries is established. The following persons or their designees shall serve as ex officio, nonvoting members of the council:~~

~~*a.* The director of health and human services or the director's designee.~~

~~*b.* The director of the department of education.~~

~~*c.* The chief of the special education bureau of the department of education.~~

~~*d.* The administrator of the division of vocational rehabilitation services of the department of workforce development.~~

~~*e.* The director of the department for the blind.~~

~~3. The council shall be composed of a minimum of nine members appointed by the governor in addition to the ex officio members, and the governor may appoint additional members. Insofar as practicable, the council shall include persons with brain injuries; family members of persons with brain injuries; representatives of industry, labor, business, and agriculture; representatives of federal, state, and local government; and representatives of religious, charitable, fraternal, civic, educational, medical, legal, veteran, welfare, and other professional groups and organizations. Members shall be appointed representing every geographic and employment area~~

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1 ~~of the state and shall include members of both sexes. A~~
2 ~~simple majority of the members appointed by the governor shall~~
3 ~~constitute a quorum.~~
4 ~~4. Members of the council appointed by the governor shall~~
5 ~~be appointed for terms of two years. Vacancies on the council~~
6 ~~shall be filled for the remainder of the term of the original~~
7 ~~appointment. Members whose terms expire may be reappointed.~~
8 ~~5. The voting members of the council shall appoint a~~
9 ~~chairperson and a vice chairperson and other officers as the~~
10 ~~council deems necessary. The officers shall serve until their~~
11 ~~successors are appointed and qualified. Members of the council~~
12 ~~shall receive actual expenses for their services. Members may~~
13 ~~also be eligible to receive compensation as provided in section~~
14 ~~7E.6. The council shall adopt rules pursuant to chapter 17A.~~
15 ~~6.~~ 2. The council shall do all of the following:
16 *a.* Promote meetings and programs for the discussion of
17 methods to reduce the debilitating effects of brain injuries,
18 and disseminate information in cooperation with any other
19 department, agency, or entity on the prevention, evaluation,
20 care, treatment, and rehabilitation of persons affected by
21 brain injuries.
22 *b.* Study and review current prevention, evaluation, care,
23 treatment, and rehabilitation technologies and recommend
24 appropriate preparation, training, retraining, and distribution
25 of personnel and resources in the provision of services
26 to persons with brain injuries through private and public
27 residential facilities, day programs, and other specialized
28 services.
29 *c.* Participate in developing and disseminating criteria and
30 standards which may be required for future funding or licensing
31 of facilities, day programs, and other specialized services for
32 persons with brain injuries in this state.
33 *d.* Make recommendations to the governor for developing and
34 administering a state plan to provide services for persons with
35 brain injuries.

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e. Meet ~~at least quarterly~~ as necessary.

~~7.~~ 3. The department is designated as Iowa's lead agency for brain injury. For the purposes of this section, the designation of lead agency authorizes the department to perform or oversee the performance of those functions specified in subsection 6, paragraphs *"a"* through *"c"*. ~~The council is assigned to the department for administrative purposes. The director shall be responsible for budgeting, program coordination, and related management functions.~~

~~8. The council may receive gifts, grants, or donations made for any of the purposes of its programs and disburse and administer them in accordance with their terms and under the direction of the director.~~

Sec. 455. Section 135.22B, subsection 2, paragraph c, Code 2024, is amended to read as follows:

c. The department shall consult with the ~~advisory~~ council ~~on brain injuries, established pursuant to section 135.22A,~~ regarding the program and shall report to the council concerning the program at least quarterly. The council shall make recommendations to the department concerning the program's operation.

DIVISION XII

ELIMINATION OF CHILDREN'S BEHAVIORAL HEALTH SYSTEM STATE BOARD

Sec. 456. Section 225C.52, Code 2024, is amended to read as follows:

225C.52 ~~Children's behavioral health system state board —~~ Council duties.

The council shall provide guidance on the implementation and management of a children's behavioral health system for the provision of services to children with a serious emotional disturbance. To the extent funding is available, the ~~state board~~ council shall perform the following duties:

1. Advise the director on the administration of the children's behavioral health system.

2. Provide ~~consultation services~~ support to agencies

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1 regarding the development of administrative rules for the
2 children's behavioral health system.
3 3. Identify behavioral health outcomes and indicators for
4 eligible children with a serious emotional disturbance to
5 promote children living with their own families and in the
6 community.
7 4. Submit a written report on or before December 1 of each
8 year to the governor and the general assembly. At a minimum,
9 the report shall include a summary of all activities undertaken
10 by the ~~state board~~ council relating to the children's
11 behavioral health system and results from identified behavioral
12 health outcomes and indicators for the children's behavioral
13 health system.
14 Sec. 457. Section 225C.55, Code 2024, is amended to read as
15 follows:
16 **225C.55 Definitions.**
17 As used in this subchapter, unless the context otherwise
18 requires:
19 1. *"Children's behavioral health services"* means the same as
20 defined in section 225C.2.
21 2. *"Council"* means the council on health and human services.
22 ~~2.~~ 3. *"Department"* means the department of health and human
23 services.
24 ~~3.~~ 4. *"Director"* means the director of health and human
25 services.
26 ~~4.~~ 5. *"Disability services"* means the same as defined in
27 section 225C.2.
28 ~~5.~~ 6. *"Population"* means, as of July 1 of the fiscal year
29 preceding the fiscal year in which the population figure is
30 applied, the population shown by the latest preceding certified
31 federal census or the latest applicable population estimate
32 issued by the United States census bureau, whichever is most
33 recent.
34 ~~6.~~ 7. *"Regional administrator"* means the administrative
35 office, organization, or entity formed by agreement of the

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1 counties participating in a region to function on behalf of
2 those counties in accordance with this subchapter.
3 ~~7.~~ 8. *"Serious emotional disturbance"* means the same as
4 defined in section 225C.2.
5 ~~8. *"State board"* means the children's system state board~~
6 ~~created in section 225C.51.~~
7 ~~9. *"State commission"* means the mental health and disability~~
8 ~~services commission created in section 225C.5.~~
9 Sec. 458. Section 225C.66, subsection 3, Code 2024, is
10 amended to read as follows:
11 3. ~~Pursuant to recommendations made by the state board,~~
12 ~~the~~ The department shall adopt rules to define the services
13 included in the core domains listed in this section. The rules
14 shall provide service definitions, service provider standards,
15 service access standards, and service implementation dates, and
16 shall provide consistency, to the extent possible, with similar
17 service definitions under the medical assistance program.
18 Sec. 459. REPEAL. Section 225C.51, Code 2024, is repealed.
19 DIVISION XIII
20 ELIMINATION OF CONGENITAL AND INHERITED DISORDERS ADVISORY
21 COMMITTEE
22 Sec. 460. Section 136A.2, Code 2024, is amended to read as
23 follows:
24 **136A.2 Definitions.**
25 As used in this chapter, unless the context otherwise
26 requires:
27 1. *"Attending health care provider"* means a licensed
28 physician, nurse practitioner, certified nurse midwife, or
29 physician assistant.
30 ~~2. *"Congenital and inherited disorders advisory committee"*~~
31 ~~or *"advisory committee"* means the congenital and inherited~~
32 ~~disorders advisory committee created in this chapter.~~
33 ~~3.~~ 2. *"Congenital disorder"* means an abnormality existing
34 prior to or at birth, including a stillbirth, that adversely
35 affects the health and development of a fetus, newborn, child,

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1 or adult, including a structural malformation or a genetic,
2 chromosomal, inherited, or biochemical disorder.
3 3. *"Council"* means the council on health and human services.
4 4. *"Department"* means the department of health and human
5 services.
6 5. *"Disorder"* means a congenital or inherited disorder.
7 6. *"Genetics"* means the study of inheritance and how genes
8 contribute to health conditions and the potential for disease.
9 7. *"Genomics"* means the functions and interactions of all
10 human genes and their variation within human populations,
11 including their interaction with environmental factors, and
12 their contribution to health.
13 8. *"Inherited disorder"* means a condition caused by an
14 abnormal change in a gene or genes passed from a parent or
15 parents to their child. Onset of the disorder may be prior to
16 or at birth, during childhood, or in adulthood.
17 9. *"Stillbirth"* means an unintended fetal death occurring
18 after a gestation period of twenty completed weeks, or an
19 unintended fetal death of a fetus with a weight of three
20 hundred fifty or more grams.
21 Sec. 461. Section 136A.3A, Code 2024, is amended to read as
22 follows:
23 **136A.3A ~~Congenital and inherited disorders advisory committee~~**
24 **~~established — process~~ Process for addition of conditions to**
25 **newborn screening.**
26 1. ~~A congenital and inherited disorders advisory committee~~
27 ~~is established to~~ The council shall assist the department in
28 the development of programs that ensure the availability and
29 access to quality genetic and genomic health care services for
30 all Iowans.
31 ~~2. The members of the advisory committee shall be appointed~~
32 ~~by the director and shall include persons with relevant~~
33 ~~expertise and interest including parent representatives.~~
34 ~~3.~~ 2. The ~~advisory committee~~ council shall assist the
35 department in designating the conditions to be included in the

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1 newborn screening and in regularly evaluating the effectiveness
2 and appropriateness of the newborn screening.
3 ~~4.~~ 3. *a.* Beginning July 1, 2022, the ~~advisory committee~~
4 council shall ensure that all conditions included in the
5 federal recommended uniform screening panel as of January 1,
6 2022, are included in the newborn screening.
7 *b.* Within twelve months of the addition of a new
8 condition to the federal recommended uniform screening panel,
9 the ~~advisory committee~~ council shall consider and make a
10 recommendation to the department regarding inclusion of the
11 new condition in the newborn screening, including the current
12 newborn screening capacity to screen for the new condition
13 and the resources necessary to screen for the new condition
14 going forward. If the ~~advisory committee~~ council recommends
15 inclusion of a new condition, the department shall include the
16 new condition in the newborn screening within eighteen months
17 of receipt of the recommendation.
18 ~~5.~~ 4. The department shall submit a status report to the
19 general assembly, annually, by December 31, regarding all of
20 the following:
21 *a.* The current conditions included in the newborn screening.
22 *b.* Any new conditions currently under consideration or
23 recommended by the ~~advisory committee~~ council for inclusion in
24 the newborn screening.
25 *c.* Any new conditions considered but not recommended by the
26 ~~advisory committee~~ council in the prior twelve-month period and
27 the reason for not recommending any such conditions.
28 *d.* Any departmental request for additional program capacity
29 or resources necessitated by the inclusion of a recommended new
30 condition in the newborn screening.
31 *e.* Any delay and the reason for the delay by the ~~advisory~~
32 ~~committee~~ council in complying with the specified twelve-month
33 time frame in considering or recommending the inclusion of a
34 new condition in the newborn screening to the department.
35 *f.* Any delay and the reason for the delay by the department

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in complying with the specified eighteen-month time frame in including a new condition in the newborn screening following receipt of a recommendation from the ~~advisory committee~~ council recommending the inclusion of such condition.

~~6.~~ 5. The state hygienic laboratory shall establish the newborn screening fee schedule in a manner sufficient to support the newborn screening system of care including laboratory screening costs, short-term and long-term follow-up program costs, the newborn screening developmental fund, and the cost of the department's newborn screening data system.

DIVISION XIV

ELIMINATION OF EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

Sec. 462. Section 147A.2, Code 2024, is amended to read as follows:

147A.2 Council ~~established — terms of office~~ on health and human services — advisory duties.

~~1. An EMS advisory council shall be appointed by the director. Membership of the council shall be comprised of individuals nominated from, but not limited to, the following state or national organizations: Iowa osteopathic medical association, Iowa medical society, American college of emergency physicians, Iowa physician assistant society, Iowa academy of family physicians, university of Iowa hospitals and clinics, American academy of emergency medicine, American academy of pediatrics, Iowa EMS association, Iowa firefighters association, Iowa professional fire fighters, EMS education programs committee, Iowa nurses association, Iowa hospital association, and the Iowa state association of counties. The council shall also include at least two at-large members who are volunteer emergency medical care providers and a representative of a private service program.~~

~~2.~~ The ~~EMS advisory~~ council on health and human services shall advise the director and develop policy recommendations concerning the regulation, administration, and coordination of emergency medical services in the state.

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1 Sec. 463. REPEAL. Section 147A.3, Code 2024, is repealed.
2 DIVISION XV
3 ELIMINATION OF TRAUMA SYSTEM ADVISORY COUNCIL
4 Sec. 464. Section 147A.23, Code 2024, is amended to read as
5 follows:
6 **147A.23 Trauma care system development.**
7 1. The department is designated as a lead agency in this
8 state responsible for the development of a statewide trauma
9 care system.
10 2. The department~~, in consultation with the trauma system~~
11 ~~advisory council,~~ shall develop, coordinate, and monitor a
12 statewide trauma care system. This system shall include, but
13 not be limited to, the following:
14 *a.* (1) Development of criteria for the categorization
15 of all hospitals and emergency care facilities according to
16 their trauma care capabilities. These categories shall be for
17 levels I, II, III, and IV, based on the most current guidelines
18 published by the American college of surgeons committee on
19 trauma, the American college of emergency physicians, and
20 the model trauma care plan of the United States department
21 of health and human services' health resources and services
22 administration.
23 (2) The categorization of all hospitals and emergency
24 care facilities by the department as to their capacity to
25 provide trauma care services. The categorization shall be
26 determined by the department from self-reported information
27 provided to the department by the hospital or emergency care
28 facility. This categorization shall not be construed to imply
29 any guarantee on the part of the department as to the level of
30 trauma care services available at the hospital or emergency
31 care facility.
32 *b.* (1) Development of a process for the verification of
33 the trauma care capacity of each facility and the issuance of a
34 certificate of verification. The standards and verification
35 process shall be established by rule and may vary as

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1 appropriate by level of trauma care capability. To the extent
2 possible, the standards and verification process shall be
3 coordinated with other applicable accreditation and licensing
4 standards.
5 (2) The issuance of a certificate of verification of all
6 categorized hospitals and emergency care facilities from the
7 department at the level preferred by the hospital or emergency
8 care facility. ~~The standards and verification process shall~~
9 ~~be established by rule and may vary as appropriate by level of~~
10 ~~trauma care capability. To the extent possible, the standards~~
11 ~~and verification process shall be coordinated with other~~
12 ~~applicable accreditation and licensing standards.~~
13 *c.* Upon verification and the issuance of a certificate
14 of verification, agreement by a hospital or emergency care
15 facility ~~agrees~~ to maintain a level of commitment and resources
16 sufficient to meet responsibilities and standards as required
17 by the trauma care criteria established by rule under this
18 subchapter. Verifications are valid for a period of three
19 years or as determined by the department and are renewable. As
20 part of the verification and renewal process, the department
21 may conduct periodic on-site reviews of the services and
22 facilities of the hospital or emergency care facility.
23 *d.* Implementation of an Iowa trauma care plan.
24 *e.* Development of standards for medical direction, trauma
25 care, triage and transfer protocols, and trauma registries.
26 *f.* Promotion of public information and education activities
27 for injury prevention.
28 *g.* The development of strategies and the review of rules
29 adopted under this subchapter to promote optimal trauma care
30 delivery throughout the state.
31 *h.* Development, implementation, and conducting of trauma
32 care system evaluation, quality assessment, and quality
33 improvement.
34 ~~*d.*~~ 3. The department is responsible for the funding of the
35 administrative costs of this subchapter. Any funds received

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1 by the department for this purpose shall be deposited in the
2 emergency medical services fund established in section 135.25.
3 ~~e.~~ 4. This section shall not be construed to limit the
4 number and distribution of level I, II, III, and IV categorized
5 and verified trauma care facilities in a community or region.
6 5. Proceedings, records, and reports developed pursuant
7 to this section constitute peer review records under section
8 147.135, and are not subject to discovery by subpoena or
9 admissible as evidence. All information and documents
10 received from a hospital or emergency care facility under this
11 subchapter shall be confidential pursuant to section 272C.6,
12 subsection 4.
13 Sec. 465. Section 147A.26, subsection 1, Code 2024, is
14 amended to read as follows:
15 1. The department shall maintain a statewide trauma
16 reporting system by which ~~the trauma system advisory council~~
17 ~~and~~ the department may monitor the effectiveness of the
18 statewide trauma care system.
19 Sec. 466. REPEAL. Section 147A.24, Code 2024, is repealed.
20 DIVISION XVI
21 ELIMINATION OF JUSTICE ADVISORY BOARD
22 Sec. 467. Section 216A.131, Code 2024, is amended to read
23 as follows:
24 **216A.131 Definitions.**
25 For the purpose of this subchapter, unless the context
26 otherwise requires~~:~~
27 ~~1. *"Board"* means the justice advisory board.~~
28 ~~2. *"Department"*~~, *"department"* means the department of health
29 and human services.
30 Sec. 468. Section 216A.133, Code 2024, is amended to read
31 as follows:
32 **216A.133 ~~Purpose and~~ Department duties.**
33 1. The ~~purpose of the board~~ department shall ~~be~~ do all of
34 the following:
35 *a.* Develop short-term and long-term goals to improve the

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1 criminal and juvenile justice systems.
2 *b.* Identify and analyze justice system issues, including
3 the impact of present criminal and juvenile justice policy, and
4 make recommendations for policy change.
5 *c.* Develop and assist others in implementing recommendations
6 and plans for justice system improvement.
7 *d.* Provide the general assembly with an analysis of current
8 and proposed criminal code provisions.
9 *e.* Provide for a clearinghouse of justice system information
10 to coordinate with data resource agencies and assist others in
11 the use of justice system data.
12 ~~2. The board shall advise the department on its~~
13 ~~administration of state and federal grants and appropriations~~
14 ~~and shall carry out other functions consistent with this~~
15 ~~subchapter.~~
16 ~~3. The duties of the board shall consist of the following:~~
17 ~~*a.* Identifying issues and analyzing the operation and impact~~
18 ~~of present criminal and juvenile justice policy and making~~
19 ~~recommendations for policy changes.~~
20 ~~*b.*~~ *f.* ~~Coordinating~~ Coordinate with data resource agencies
21 to provide data and analytical information to federal, state,
22 and local governments, and ~~assisting~~ assist agencies in the use
23 of criminal and juvenile justice data.
24 ~~*c.*~~ *g.* ~~Reporting~~ Report criminal justice system needs to the
25 governor, the general assembly, and other decision makers to
26 improve the criminal justice system.
27 ~~*d.*~~ *h.* ~~Reporting~~ Report juvenile justice system needs to
28 the governor, the general assembly, and other decision makers
29 to address issues specifically affecting the juvenile justice
30 system, including evidence-based programs for group foster
31 care placements and the state training school, diversion, and
32 community-based services for juvenile offenders.
33 ~~*e.*~~ *i.* ~~Providing~~ Provide technical assistance upon request
34 to state and local agencies.
35 ~~*f.*~~ *j.* ~~Administering~~ Administer federal funds and funds

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appropriated by the state or that are otherwise available in compliance with applicable laws, regulations, and other requirements for purposes of study, research, investigation, planning, and implementation in the areas of criminal and juvenile justice.

~~g.~~ *k.* ~~Making~~ Make grants to cities, counties, and other entities pursuant to applicable law.

~~h.~~ *l.* ~~Maintaining~~ Maintain an Iowa correctional policy project as provided in section 216A.137.

~~i.~~ *m.* ~~Providing~~ Provide input and make recommendations to the director including in the development of a budget ~~recommendations~~ for the department.

~~j. Developing and making recommendations to the director.~~

~~k.~~ *n.* ~~Serving as a liaison between the department and the public, sharing~~ Share information and ~~gathering~~ gather constituency input.

~~l. Recommending to the department the adoption of rules pursuant to chapter 17A as it deems necessary for the board and department.~~

~~m.~~ *o.* ~~Recommending~~ Recommend legislative and executive action to the governor and general assembly.

~~n.~~ *p.* ~~Establishing~~ Establish advisory committees, work groups, or other coalitions as appropriate.

~~o.~~ *q.* ~~Providing~~ Provide the general assembly with an analysis and recommendations of current criminal code provisions and proposed legislation which include but are not limited to all of the following:

(1) Potential disparity in sentencing.

(2) Truth in sentencing.

(3) Victims.

(4) The proportionality of specific sentences.

(5) Sentencing procedures.

(6) Costs associated with the implementation of criminal code provisions, including costs to the judicial branch, department of corrections, and judicial district departments

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1 of correctional services, costs for representing indigent
2 defendants, and costs incurred by political subdivisions of the
3 state.
4 (7) Best practices related to the department of corrections
5 including recidivism rates, safety and the efficient use of
6 correctional staff, and compliance with correctional standards
7 set by the federal government and other jurisdictions.
8 (8) Best practices related to the ~~Iowa child death~~ state
9 mortality review ~~team~~ committee established in section 135.43
10 ~~and the Iowa domestic abuse death review team established in~~
11 ~~section 135.109~~.
12 ~~*p.*~~ *r.* ~~Studying~~ Study and ~~making~~ make recommendations for
13 treating and supervising adult and juvenile sex offenders in
14 institutions, community-based programs, and in the community,
15 in areas which include but are not limited to all of the
16 following:
17 (1) The effectiveness of electronically monitoring sex
18 offenders.
19 (2) The cost and effectiveness of special sentences
20 pursuant to chapter 903B.
21 (3) Risk assessment models created for sex offenders.
22 (4) Determining the best treatment programs available for
23 sex offenders and the efforts of Iowa and other states to
24 implement treatment programs.
25 (5) The efforts of Iowa and other states to prevent sex
26 abuse-related crimes including child sex abuse.
27 (6) Any other related issues the board deems necessary,
28 including but not limited to computer and internet sex-related
29 crimes, sex offender case management, best practices for sex
30 offender supervision, the sex offender registry, and the
31 effectiveness of safety zones.
32 ~~*q.*~~ *s.* ~~Providing~~ Provide expertise and advice to the
33 legislative services agency, the department of corrections, the
34 judicial branch, and others charged with formulating fiscal,
35 correctional, or minority impact statements.

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1 ~~r.~~ *t.* ~~Reviewing~~ Review data supplied by the department, the
2 department of management, the legislative services agency, the
3 Iowa supreme court, and other departments or agencies for the
4 purpose of determining the effectiveness and efficiency of the
5 collection of such data.
6 ~~4.~~ 2. The ~~board~~ department shall submit reports, in
7 accordance with section 216A.135, to the governor and general
8 assembly regarding actions taken, issues studied, and ~~board~~
9 council recommendations.
10 Sec. 469. Section 216A.135, subsection 1, Code 2024, is
11 amended to read as follows:
12 1. The ~~board~~ department shall submit a three-year criminal
13 and juvenile justice plan for the state, beginning December 1,
14 2020, and every three years thereafter, by December 1. The
15 three-year plan shall be updated annually. Each three-year
16 plan and annual updates of the three-year plan shall be
17 submitted to the governor and the general assembly by December
18 1.
19 Sec. 470. Section 216A.137, subsection 1, Code 2024, is
20 amended to read as follows:
21 1. The department shall maintain an Iowa correctional
22 policy project for the purpose of conducting analyses of
23 major correctional issues affecting the criminal and juvenile
24 justice system. The ~~board~~ department shall identify and
25 prioritize the issues and studies to be addressed ~~by the~~
26 ~~department~~ through this project and shall report project
27 plans and findings annually along with the report required
28 in section 216A.135. Issues and studies to be considered ~~by~~
29 ~~the board~~ shall include but are not limited to a review of the
30 information systems available to assess corrections trends
31 and program effectiveness, the development of an evaluation
32 plan for assessing the impact of corrections expenditures,
33 and a study of the desirability and feasibility of changing
34 the state's sentencing practices, which includes a prison
35 population forecast.

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1 Sec. 471. REPEAL. Section 216A.132, Code 2024, is repealed.
2 DIVISION XVII
3 ELIMINATION OF IOWA COLLABORATION FOR YOUTH DEVELOPMENT COUNCIL
4 Sec. 472. Section 216A.140, Code 2024, is amended to read
5 as follows:
6 **216A.140 ~~Iowa collaboration for youth development council —~~**
7 **~~state~~ State of Iowa youth advisory council.**
8 1. *Definitions.* For the purposes of this section, unless
9 the context otherwise requires:
10 *a. "Youth"* means children and young persons who are ages six
11 through twenty-one years.
12 *b. "Youth advisory council"* means the state of Iowa youth
13 advisory council created by this section.
14 ~~*c. "Youth development council"* means the Iowa collaboration~~
15 ~~for youth development council created by this section.~~
16 ~~2. *Collaboration council created.* An Iowa collaboration for~~
17 ~~youth development council is created as an alliance of state~~
18 ~~agencies that address the needs of youth in Iowa.~~
19 ~~3. *Purpose.* The purpose of the youth development council is~~
20 ~~to improve the lives and futures of Iowa's youth by doing all~~
21 ~~of the following:~~
22 ~~*a.* Adopting and applying positive youth development~~
23 ~~principles and practices at the state and local levels.~~
24 ~~*b.* Increasing the quality, efficiency, and effectiveness of~~
25 ~~opportunities and services and other supports for youth.~~
26 ~~*c.* Improving and coordinating state youth policy and~~
27 ~~programs across state agencies.~~
28 ~~4. *Vision statement.* All youth development activities~~
29 ~~addressed by the youth development council shall be aligned~~
30 ~~around the following vision statement:~~
31 ~~"All Iowa youth will be safe, healthy, successful, and prepared~~
32 ~~for adulthood."~~
33 ~~5. *Membership.* The youth development council membership~~
34 ~~shall be determined by the council itself and shall include the~~
35 ~~directors or chief administrators, or their designees, from the~~

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1 ~~following state agencies and programs:~~
2 ~~*a.* Child advocacy board.~~
3 ~~*b.* Department of education.~~
4 ~~*c.* Department of health and human services.~~
5 ~~*d.* Department of workforce development.~~
6 ~~*e.* Office of drug control policy.~~
7 ~~*f.* Iowa cooperative extension service in agriculture and~~
8 ~~home economics.~~
9 ~~6. *Procedure.* Except as otherwise provided by law, the~~
10 ~~youth development council shall determine its own rules of~~
11 ~~procedure and operating policies, including but not limited~~
12 ~~to terms of members. The youth development council may form~~
13 ~~committees or subgroups as necessary to achieve its purpose.~~
14 ~~7. *Duties.* The youth development council's duties shall~~
15 ~~include but are not limited to all of the following:~~
16 ~~*a.* Study, explore, and plan for the best approach to~~
17 ~~structure and formalize the functions and activities of the~~
18 ~~youth development council to meet its purpose, and make formal~~
19 ~~recommendations for improvement to the governor and general~~
20 ~~assembly.~~
21 ~~*b.* Review indicator data and identify barriers to youth~~
22 ~~success and develop strategies to address the barriers.~~
23 ~~*c.* Coordinate across agencies the state policy priorities~~
24 ~~for youth.~~
25 ~~*d.* Strengthen partnerships with the nonprofit and private~~
26 ~~sectors to gather input, build consensus, and maximize use of~~
27 ~~existing resources and leverage new resources to improve the~~
28 ~~lives of youth and their families.~~
29 ~~*e.* Oversee the activities of the youth advisory council.~~
30 ~~*f.* Seek input from and engage the youth advisory council~~
31 ~~in the development of more effective policies, practices, and~~
32 ~~programs to improve the lives and futures of youth.~~
33 ~~*g.* Report annually by February 1 to the governor and general~~
34 ~~assembly.~~
35 ~~8.~~ 2. *State of Iowa youth advisory council.* A state of

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1 Iowa youth advisory council is created to provide input to the
2 governor, general assembly, and state and local policymakers on
3 youth issues.
4 *a.* The purpose of the youth advisory council is to foster
5 communication among a group of engaged youth and the governor,
6 general assembly, and state and local policymakers regarding
7 programs, policies, and practices affecting youth and families;
8 ~~and~~ to advocate for youth on important issues affecting youth;
9 and to improve the lives and futures of Iowa's youth.
10 *b.* The youth advisory council shall consist of no more than
11 twenty-one youth ages fourteen through twenty years who reside
12 in Iowa. Membership shall be for two-year staggered terms.
13 The director or the director's designee shall select council
14 members using an application process. The director or the
15 director's designee shall strive to maintain a diverse council
16 membership and shall take into consideration race, ethnicity,
17 disabilities, gender, and geographic location of residence of
18 the applicants.
19 *c.* Except as otherwise provided by law, the youth advisory
20 council shall determine its own rules of procedure and
21 operating policies, subject to approval by the director or the
22 director's designee.
23 *d.* The youth advisory council shall ~~meet at least quarterly.~~
24 do all of the following:
25 (1) Adopt and apply positive youth development principles
26 and practices at the state and local levels.
27 (2) Increase the quality, efficiency, and effectiveness of
28 opportunities and services and other supports for youth.
29 (3) Improve, coordinate, and prioritize state youth policy
30 and programs across state agencies.
31 (4) Align all policies around the vision that all Iowa youth
32 will be safe, healthy, successful, and prepared for adulthood.
33 (5) Review indicator data, identify barriers to youth
34 success, and develop strategies to address the barriers.
35 (6) Strengthen partnerships with the nonprofit and private

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sectors to gather input, build consensus, and maximize the use of existing resources and leverage new resources to improve the lives of youth and their families.

(7) Report annually by February 1 to the governor and the general assembly.

~~9.~~ 3. *Lead agency.* The lead agency for support of the ~~Iowa collaboration for youth development council and the~~ state of Iowa youth advisory council is the department. The department shall coordinate activities and, with funding made available to it for such purposes, provide staff support for the ~~youth development council and the~~ youth advisory council.

DIVISION XVIII

ELIMINATION OF COMMISSIONS UNDER HUMAN RIGHTS BOARD

Sec. 473. Section 216A.1, subsection 1, paragraph a, Code 2024, is amended by striking the paragraph and inserting in lieu thereof the following:

a. Community advocacy and services on behalf of underrepresented populations in the state.

Sec. 474. Section 216A.3, Code 2024, is amended to read as follows:

216A.3 Human rights board.

1. A human rights board is created within the department.

2. The board shall consist of ~~sixteen~~ twelve members, including ~~eleven~~ seven voting members and five nonvoting members, ~~and~~ determined as follows:

a. The voting members shall consist of ~~nine~~ seven voting members ~~selected by each of the permanent commissions within the department, and two voting members, appointed by the governor. For purposes of this paragraph *"a"*, *"permanent commissions"* means the commission of Latino affairs, commission on the status of women, commission of persons with disabilities, commission on community action agencies, commission of deaf services, justice advisory board, commission on the status of African Americans, commission of Asian and Pacific Islander affairs, and commission of Native American~~

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1 ~~affairs~~ who shall be appointed by the governor, subject to
2 confirmation by the senate pursuant to section 2.32, and shall
3 represent underrepresented populations in the state. All
4 voting members shall reside in the state. The term of office
5 for voting members is four years.
6 *b.* The nonvoting members shall consist of the department
7 director, two state representatives, one appointed by the
8 speaker of the house of representatives and one by the minority
9 leader of the house of representatives, and two state senators,
10 one appointed by the majority leader of the senate and one by
11 the minority leader of the senate.
12 3. A majority of the voting members of the board shall
13 constitute a quorum, and the affirmative vote of two-thirds of
14 the voting members present is necessary for any substantive
15 action taken by the board. The board shall select a
16 chairperson from the voting members of the board. ~~The board~~
17 ~~shall meet not less than four times a year.~~
18 4. The board shall ~~develop~~ do all of the following:
19 *a.* Develop and monitor implementation of a comprehensive
20 strategic plan to remove barriers for underrepresented
21 populations or groups and, in doing so, to increase Iowa's
22 productivity and inclusivity, including performance measures
23 and benchmarks.
24 *b.* Study the opportunities for and changing needs of the
25 underrepresented populations or groups in the state.
26 *c.* Serve as a liaison between the department and the public,
27 sharing information and gathering constituency input.
28 *d.* Recommend to the department the adoption of rules
29 pursuant to chapter 17A as the board deems necessary.
30 *e.* Recommend legislative and executive action to the
31 governor and general assembly to advance the interests of
32 underrepresented populations or groups and to improve the
33 status of low-income persons in the state.
34 *f.* Establish advisory committees, work groups, or other
35 coalitions as appropriate.

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1 *g.* Advance the interests of underrepresented populations
2 or groups in the areas of human rights, access to justice,
3 economic equality, and the elimination of discrimination.
4 Sec. 475. Section 216A.4, Code 2024, is amended to read as
5 follows:
6 **216A.4 Definitions.**
7 For purposes of this chapter, unless the context otherwise
8 requires:
9 1. *"Asian or Pacific Islander"* means an individual from any
10 of the countries of Asia or islands of the Pacific.
11 ~~1.~~ 2. *"Board"* means the human rights board.
12 ~~2.~~ 3. *"Department"* means the department of health and human
13 services.
14 ~~3.~~ 4. *"Director"* means the director of health and human
15 services.
16 5. *"Tribal government"* means the governing body of a
17 federally recognized Indian tribe.
18 ~~4.~~ 6. *"Underrepresented"* means the historical
19 marginalization of populations or groups in the United States
20 and Iowa, including but not limited to African Americans, Asian
21 and Pacific Islanders, persons who are deaf or hard of hearing,
22 persons with disabilities, Latinos, Native Americans, women,
23 persons who have low socioeconomic status, at-risk youth, and
24 adults or juveniles with a criminal history.
25 COMMISSION AND OFFICE OF LATINO AFFAIRS ELIMINATION
26 Sec. 476. REPEAL. Sections 216A.11, 216A.12, 216A.13,
27 216A.14, and 216A.15, Code 2024, are repealed.
28 COMMISSION AND OFFICE ON THE STATUS OF WOMEN ELIMINATION
29 Sec. 477. Section 241.3, subsection 2, Code 2024, is amended
30 to read as follows:
31 2. The department shall consult and cooperate with the
32 department of workforce development, the United States
33 commissioner of social security administration, ~~the office~~
34 ~~on the status of women of the department,~~ the department of
35 education, and other persons in the executive branch of the

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1 state government as the department considers appropriate to
2 facilitate the coordination of multipurpose service programs
3 established under this chapter with existing programs of a
4 similar nature.
5 Sec. 478. REPEAL. Sections 216A.51, 216A.52, 216A.53, and
6 216A.54, Code 2024, are repealed.
7 COMMISSION AND OFFICE ON PERSONS WITH DISABILITIES ELIMINATION
8 Sec. 479. REPEAL. Sections 216A.71, 216A.72, 216A.74, and
9 216A.75, Code 2024, are repealed.
10 COMBINING OF DEAF SERVICES COMMISSION AND DUAL PARTY RELAY
11 COUNCIL
12 Sec. 480. Section 216A.111, subsection 2, Code 2024, is
13 amended by striking the subsection.
14 Sec. 481. Section 216A.113, Code 2024, is amended to read
15 as follows:
16 **216A.113 Deaf services commission established.**
17 1. The commission of deaf services is established, and shall
18 consist of seven voting members appointed by the governor~~,~~
19 ~~subject to confirmation by the senate pursuant to section~~
20 ~~2.32~~. Membership of the commission shall include at least four
21 members who are deaf ~~and at least one member who is~~ or hard of
22 hearing, and three members who are representatives of telephone
23 companies. The commission shall also include the director, or
24 the director's designee, as a nonvoting member. All members
25 shall reside in Iowa.
26 2. ~~Members~~ Voting members of the commission shall serve
27 four-year staggered terms which shall begin and end pursuant to
28 section 69.19. ~~Members~~ Voting members whose terms expire may
29 be reappointed. Vacancies on the commission may be filled for
30 the remainder of the term in the same manner as the original
31 appointment. ~~Members~~ Voting members shall receive actual
32 expenses incurred while serving in their official capacity,
33 subject to statutory limits. ~~Members~~ Voting members may also
34 be eligible to receive compensation as provided in section
35 7E.6.

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1 3. ~~Members~~ The voting members of the commission shall
2 appoint a chairperson and vice chairperson and other officers
3 as the commission deems necessary. ~~The commission shall~~
4 ~~meet at least quarterly during each fiscal year.~~ A majority
5 of the voting members currently appointed to the commission
6 shall constitute a quorum. A quorum shall be required for the
7 conduct of business of the commission, and the affirmative vote
8 of a majority of the currently appointed voting members is
9 necessary for any substantive action taken by the commission.
10 A voting member shall not vote on any action if the voting
11 member has a conflict of interest on the matter, and a
12 statement by the voting member of a conflict of interest shall
13 be conclusive for this purpose.
14 Sec. 482. Section 216A.114, Code 2024, is amended to read
15 as follows:
16 **216A.114 Commission powers and duties.**
17 The commission shall have the following powers and duties:
18 1. Study the changing needs and opportunities for the deaf
19 and hard-of-hearing people in this state.
20 2. Serve as a liaison between the ~~office~~ department and the
21 public, sharing information and gathering constituency input.
22 3. Recommend to the board for adoption rules pursuant
23 to chapter 17A as it deems necessary for the commission and
24 office.
25 4. Recommend legislative and executive action to the
26 governor and general assembly.
27 5. Establish advisory committees, work groups, or other
28 coalitions as appropriate.
29 6. Advise the utilities board on the planning,
30 establishment, administration, and promotion of a statewide
31 program to provide dual party relay service and to secure,
32 finance, and distribute telecommunications devices for the deaf
33 and hard of hearing pursuant to chapter 477C.
34 Sec. 483. Section 477C.2, Code 2024, is amended to read as
35 follows:

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477C.2 Definitions.

As used in this chapter, unless the context otherwise requires:

1. *"Board"* means the utilities board created in section 474.1.

2. *"Commission"* means the commission on deaf services created in section 216A.113.

~~2.~~ 3. *"Communication disorder"* means the inability to use the telephone for communication without a telecommunications device for the deaf and hard of hearing.

~~3. *"Council"* means the dual party relay council established in section 477C.5.~~

4. *"Dual party relay service"* or *"relay service"* means a communication service which provides persons with communication disorders access to the telephone system functionally equivalent to the access available to persons without communication disorders.

5. *"Telecommunications device for the deaf and hard of hearing"* means any specialized or supplemental telephone equipment used by persons with communication disorders to provide access to the telephone system.

Sec. 484. Section 477C.3, unnumbered paragraph 1, Code 2024, is amended to read as follows:

With the advice of the ~~council~~ commission, the board shall plan, establish, administer, and promote a statewide program to provide dual party relay service as follows:

Sec. 485. Section 477C.4, Code 2024, is amended to read as follows:

477C.4 Telecommunications devices for the deaf and hard of hearing.

With the advice of the ~~council~~ commission, the board may plan, establish, administer, and promote a program to secure, finance, and distribute telecommunications devices for the deaf and hard of hearing. The board may establish eligibility criteria for persons to receive telecommunications devices

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1 for the deaf and hard of hearing, including but not limited
2 to requiring certification that the recipient cannot use the
3 telephone for communication without a telecommunications device
4 for the deaf and hard of hearing.
5 Sec. 486. Section 477C.5, subsection 2, paragraph c, Code
6 2024, is amended by striking the paragraph.
7 Sec. 487. Section 622B.4, Code 2024, is amended to read as
8 follows:
9 **622B.4 List.**
10 The ~~office of deaf services of the~~ department of health and
11 human services shall prepare and continually update a listing
12 of qualified and available sign language interpreters. The
13 courts and administrative agencies shall maintain a directory
14 of qualified interpreters for deaf and hard-of-hearing
15 persons as furnished by the department of health and human
16 services. The ~~office of deaf services of the~~ department
17 of health and human services shall maintain a list of sign
18 language interpreters which shall be made available to a court,
19 administrative agency, or interested parties to an action using
20 the services of a sign language interpreter.
21 Sec. 488. REPEAL. Sections 216A.112 and 477C.5, Code 2024,
22 are repealed.
23 COMMISSION AND OFFICE ON STATUS OF AFRICAN AMERICANS
24 ELIMINATION
25 Sec. 489. REPEAL. Sections 216A.141, 216A.142, 216A.143,
26 and 216A.146, Code 2024, are repealed.
27 COMMISSION AND OFFICE ON ASIAN AND PACIFIC ISLANDERS
28 ELIMINATION
29 Sec. 490. REPEAL. Sections 216A.151, 216A.152, 216A.153,
30 and 216A.154, Code 2024, are repealed.
31 COMMISSION AND OFFICE OF NATIVE AMERICAN AFFAIRS ELIMINATION
32 Sec. 491. Section 216A.167, Code 2024, is amended to read
33 as follows:
34 **216A.167 Limitations on authority.**
35 1. The ~~commission~~ board and ~~office~~ department shall not have

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1 the authority to do any of the following:
2 *a.* Implement or administer the duties of the state of Iowa
3 under the federal Indian Gaming Regulatory Act, shall not have
4 any authority to recommend, negotiate, administer, or enforce
5 any agreement or compact entered into between the state of Iowa
6 and Indian tribes located in the state pursuant to section
7 10A.104, and shall not have any authority relative to Indian
8 gaming issues.
9 *b.* Administer the duties of the state under the federal
10 National Historic Preservation Act, the federal Native American
11 Graves Protection and Repatriation Act, and chapter 263B. The
12 ~~commission~~ board shall also not interfere with the advisory
13 role of a separate Indian advisory council or committee
14 established by the state archeologist by rule for the purpose
15 of consultation on matters related to ancient human skeletal
16 remains and associated artifacts.
17 2. This subchapter shall not diminish or inhibit the right
18 of any tribal government to interact directly with the state
19 or any of its departments or agencies for any purpose which a
20 tribal government desires to conduct its business or affairs as
21 a sovereign governmental entity.
22 Sec. 492. REPEAL. Sections 216A.161, 216A.162, 216A.163,
23 216A.165, and 216A.166, Code 2024, are repealed.
24 COMMUNITY ACTION AGENCY COMMISSION ELIMINATION
25 Sec. 493. Section 216A.91, Code 2024, is amended to read as
26 follows:
27 **216A.91 Definitions.**
28 For purposes of this subchapter, unless the context
29 otherwise requires:
30 ~~1. *"Commission"* means the commission on community action~~
31 ~~agencies.~~
32 ~~2.~~ 1. *"Community action agency"* means a public agency
33 or a private nonprofit agency which is authorized under its
34 charter or bylaws to receive funds to administer community
35 action programs and is designated by the governor to receive

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and administer the funds.

~~3.~~ 2. *"Community action program"* means a program conducted by a community action agency which includes projects to provide a range of services to improve the conditions of poverty in the area served by the community action agency.

Sec. 494. Section 216A.93, Code 2024, is amended to read as follows:

216A.93 Establishment of community action agencies.

The department shall recognize and assist in the designation of certain community action agencies to assist in the delivery of community action programs. These programs shall include but not be limited to outreach, community services block grant, low-income energy assistance, and weatherization programs. If a community action agency is in effect and currently serving an area, that community action agency shall become the designated community action agency for that area. If any geographic area of the state ceases to be served by a designated community action agency, the department may solicit applications and assist the governor in designating a community action agency for that area in accordance with current community services block grant requirements. The department shall supervise the collection of data regarding the scope of services provided by the community action agencies.

Sec. 495. Section 541A.1, Code 2024, is amended to read as follows:

541A.1 Definitions.

For the purposes of this chapter, unless the context otherwise requires:

1. *"Account holder"* means an individual who is the owner of an individual development account.

2. *"Charitable contributor"* means a nonprofit association described in section 501(c)(3) of the Internal Revenue Code which makes a deposit to an individual development account and which is exempt from taxation under section 501(a) of the Internal Revenue Code.

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1 ~~3. *"Commission"* means the commission on community action~~
2 ~~agencies created in section 216A.92A.~~
3 ~~4.~~ 3. *"Department"* means the department of health and human
4 services.
5 ~~5.~~ 4. *"Director"* means the director of health and human
6 services.
7 ~~6.~~ 5. *"Federal poverty level"* means the first poverty
8 income guidelines published in the calendar year by the United
9 States department of health and human services.
10 ~~7.~~ 6. *"Financial institution"* means a financial institution
11 approved by the director as an investment mechanism for
12 individual development accounts.
13 ~~8.~~ 7. *"Household income"* means the annual household
14 income of an account holder or prospective account holder, as
15 determined in accordance with rules adopted by the director.
16 ~~9.~~ 8. *"Individual contributor"* means an individual who
17 makes a deposit to an individual development account and is not
18 the account holder or a charitable contributor.
19 ~~10.~~ 9. *"Individual development account"* means either of the
20 following:
21 *a.* A financial instrument that is certified to have the
22 characteristics described in section 541A.2 by the operating
23 organization.
24 *b.* A financial instrument that is certified by the
25 operating organization to have the characteristics described
26 in and funded by a federal individual development account
27 program under which federal and state funding contributed to
28 match account holder deposits is deposited by an operating
29 organization in accordance with federal law and regulations,
30 and which includes but is not limited to any of the programs
31 implemented under the following federal laws:
32 (1) The federal Personal Responsibility and Work
33 Opportunity Act of 1996, 42 U.S.C. §604(h).
34 (2) The federal Assets for Independence Act, Pub. L. No.
35 105-285, Tit. IV.

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1 ~~11.~~ 10. *"Operating organization"* means an agency selected
2 by the department for involvement in operating individual
3 development accounts directed to a specific target population.
4 ~~12.~~ 11. *"Source of principal"* means any of the sources of
5 a deposit to an individual development account under section
6 541A.2, subsection 2.
7 Sec. 496. Section 541A.5, subsections 1 and 2, Code 2024,
8 are amended to read as follows:
9 1. The ~~commission~~ department, in consultation with
10 the department of administrative services, shall adopt
11 administrative rules to administer this chapter.
12 2. *a.* The rules adopted by the ~~commission~~ department
13 shall include but are not limited to provision for transfer
14 of an individual development account to a different financial
15 institution than originally approved by the department, if
16 the different financial institution has an agreement with the
17 account's operating organization.
18 *b.* The rules for determining household income may provide
19 categorical eligibility for prospective account holders who are
20 enrolled in programs with income eligibility restrictions that
21 are equal to or less than the maximum household income allowed
22 for payment of a state match under section 541A.3.
23 *c.* Subject to the availability of funding, the ~~commission~~
24 department may adopt rules implementing an individual
25 development account program for refugees. Rules shall identify
26 purposes authorized for withdrawals to meet the special needs
27 of refugee families.
28 Sec. 497. Section 541A.6, Code 2024, is amended to read as
29 follows:
30 **541A.6 Compliance with federal requirements.**
31 The ~~commission~~ department shall adopt rules for compliance
32 with federal individual development account requirements under
33 the federal Personal Responsibility and Work Opportunity
34 Reconciliation Act of 1996, §103, as codified in 42 U.S.C.
35 §604(h), under the federal Assets for Independence Act, Pub.

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L. No. 105-285, Tit. IV, or with any other federal individual development account program requirements for drawing federal funding. Any rules adopted under this section shall not apply the federal individual development account program requirements to an operating organization which does not utilize federal funding for the accounts with which it is connected or to an account holder who does not receive temporary assistance for needy families block grant or other federal funding.

Sec. 498. REPEAL. Sections 216A.92A and 216A.92B, Code 2024, are repealed.

ELIMINATION OF FAMILY DEVELOPMENT AND SELF-SUFFICIENCY COUNCIL

Sec. 499. Section 216A.107, Code 2024, is amended to read as follows:

216A.107 Family development and self-sufficiency — ~~council and~~ grant program.

~~1. A family development and self-sufficiency council is established within the department. The council shall consist of the following persons:~~

~~*a.* The director of the department or the director's designee.~~

~~*b.* The director of the school of social work at the university of Iowa or the director's designee.~~

~~*c.* The dean of the college of human sciences at Iowa state university or the dean's designee.~~

~~*d.* Two recipients or former recipients of the family investment program, selected by the other members of the council.~~

~~*e.* One recipient or former recipient of the family investment program who is a member of a racial or ethnic minority, selected by the other members of the council.~~

~~*f.* One member representing providers of services to victims of domestic violence, selected by the other members of the council.~~

~~*g.* The head of the department of design, textiles, gerontology, and family studies at the university of northern~~

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1 ~~Iowa or that person's designee.~~
2 ~~*h.* The director of the department of education or the~~
3 ~~director's designee.~~
4 ~~*i.* The director of the department of workforce development~~
5 ~~or the director's designee.~~
6 ~~*j.* Two persons representing the business community, selected~~
7 ~~by the other members of the council.~~
8 ~~*k.* Two members from each chamber of the general assembly~~
9 ~~serving as ex officio, nonvoting members. The two members~~
10 ~~of the senate shall be appointed one each by the majority~~
11 ~~leader and the minority leader of the senate. The two~~
12 ~~members of the house of representatives shall be appointed one~~
13 ~~each by the speaker and the minority leader of the house of~~
14 ~~representatives.~~
15 ~~2. Unless otherwise provided by law, terms of members,~~
16 ~~election of officers, and other procedural matters shall be~~
17 ~~as determined by the council. A quorum shall be required for~~
18 ~~the conduct of business of the council, and the affirmative~~
19 ~~vote of a majority of the currently appointed voting members~~
20 ~~is necessary for any substantive action taken by the council.~~
21 ~~A member shall not vote on any action if the member has a~~
22 ~~conflict of interest on the matter, and a statement by the~~
23 ~~member of a conflict of interest shall be conclusive for this~~
24 ~~purpose.~~
25 ~~3.~~ 1. The ~~family development and self-sufficiency~~ council
26 on health and human services shall do all of the following:
27 *a.* Identify the factors and conditions that place Iowa
28 families at risk of dependency upon the family investment
29 program. The council shall seek to use relevant research
30 findings and national and Iowa-specific data on the family
31 investment program.
32 *b.* Identify the factors and conditions that place Iowa
33 families at risk of family instability. The council shall
34 seek to use relevant research findings and national and
35 Iowa-specific data on family stability issues.

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1 *c.* Subject to the availability of funds for this
2 purpose, award grants to public or private organizations
3 for provision of family development services to families at
4 risk of dependency on the family investment program or of
5 family instability. Not more than five percent of any funds
6 appropriated by the general assembly for the purposes of this
7 lettered paragraph may be used for staffing and administration
8 of the grants. Grant proposals for the family development and
9 self-sufficiency grant program shall include the following
10 elements:
11 (1) Designation of families to be served that meet one or
12 more criteria for being at risk of dependency on the family
13 investment program or of family instability, and agreement
14 to serve clients that are referred by the department from
15 the family investment program which meet the criteria. The
16 criteria may include but are not limited to factors such as
17 educational level, work history, family structure, age of the
18 youngest child in the family, previous length of stay on the
19 family investment program, and participation in the family
20 investment program or the foster care program while the head of
21 a household was a child. Grant proposals shall also establish
22 the number of families to be served under the grant.
23 (2) Designation of the services to be provided for
24 the families served, including assistance regarding
25 job-seeking skills, family budgeting, nutrition, self-esteem,
26 methamphetamine education, health and hygiene, child rearing,
27 child education preparation, and goal setting. Grant proposals
28 shall indicate the support groups and support systems to be
29 developed for the families served during the transition between
30 the need for assistance and self-sufficiency.
31 (3) Designation of the manner in which other needs of the
32 families will be provided for, including but not limited to
33 child care assistance, transportation, substance use disorder
34 treatment, support group counseling, food, clothing, and
35 housing.

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1 (4) Designation of the process for training of the staff
2 which provides services, and the appropriateness of the
3 training for the purposes of meeting family development and
4 self-sufficiency goals of the families being served.
5 (5) Designation of the support available within the
6 community for the program and for meeting subsequent needs of
7 the clients, and the manner in which community resources will
8 be made available to the families being served.
9 (6) Designation of the manner in which the program will be
10 subject to audit and to evaluation.
11 (7) Designation of agreement provisions for tracking and
12 reporting performance measures developed pursuant to paragraph
13 *"d"*.
14 *d.* Develop appropriate performance measures for the grant
15 program to demonstrate how the program helps families achieve
16 self-sufficiency.
17 *e.* Seek to enlist research support from the Iowa research
18 community in meeting the duties outlined in paragraphs *"a"*
19 through *"d"*.
20 *f.* Seek additional support for the funding of grants under
21 the program, including but not limited to funds available
22 through the federal government in serving families at risk of
23 long-term welfare dependency, and private foundation grants.
24 *g.* Make recommendations to the governor and the general
25 assembly on the effectiveness of programs in Iowa and
26 throughout the country that provide family development services
27 that lead to self-sufficiency for families at risk of welfare
28 dependency.
29 ~~4.~~ 2. *a.* The department shall administer the family
30 development and self-sufficiency grant program.
31 *b.* To the extent that the family development and
32 self-sufficiency grant program is funded by the federal
33 temporary assistance for needy families block grant and by the
34 state maintenance of efforts funds appropriated in connection
35 with the block grant, the department shall comply with all

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1 federal requirements for the block grant. The department is
2 responsible for payment of any federal penalty imposed that is
3 attributable to the grant program and shall receive any federal
4 bonus payment attributable to the grant program.
5 *c.* The department shall ensure that expenditures of moneys
6 appropriated to the department from the general fund of the
7 state for the family development and self-sufficiency grant
8 program are eligible to be considered as state maintenance of
9 effort expenditures under federal temporary assistance for
10 needy families block grant requirements.
11 *d.* The department shall consider the recommendations of
12 the council on health and human services in adopting rules
13 pertaining to the grant program.
14 *e.* The department shall submit to the governor and general
15 assembly on or before November 30 following the end of each
16 state fiscal year, a report detailing performance measure
17 and outcome data evaluating the family development and
18 self-sufficiency grant program for the fiscal year that just
19 ended.
20 DIVISION XIX
21 HAWKI BOARD AND ADVISORY COMMITTEE FOR CHILDREN WITH SPECIAL
22 HEALTH CARE NEEDS ELIMINATION
23 Sec. 500. Section 249A.4B, subsection 2, paragraph b, Code
24 2024, is amended to read as follows:
25 *b.* The council shall include all of the following nonvoting
26 members:
27 (1) The director's designee responsible for public health
28 or their designee.
29 (2) The long-term care ombudsman, or the long-term care
30 ombudsman's designee.
31 (3) The dean of Des Moines university college of osteopathic
32 medicine, or the dean's designee.
33 (4) The dean of the university of Iowa college of medicine,
34 or the dean's designee.
35 ~~(5) A member of the Hawki board created in section 514I.5,~~

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1 ~~selected by the members of the Hawki board.~~
2 ~~(6)~~ (5) The following members of the general assembly, each
3 for a term of two years as provided in section 69.16B:
4 (a) Two members of the house of representatives, one
5 appointed by the speaker of the house of representatives
6 and one appointed by the minority leader of the house of
7 representatives from their respective parties.
8 (b) Two members of the senate, one appointed by the
9 president of the senate after consultation with the majority
10 leader of the senate and one appointed by the minority leader
11 of the senate.
12 Sec. 501. Section 514I.1, subsection 2, Code 2024, is
13 amended to read as follows:
14 2. It is the intent of the general assembly that the program
15 be implemented and administered in compliance with Tit. XXI
16 of the federal Social Security Act. If, as a condition of
17 receiving federal funds for the program, federal law requires
18 implementation and administration of the program in a manner
19 not provided in this chapter, during a period when the general
20 assembly is not in session, the department, with the approval
21 of the ~~Hawki board~~ medical assistance advisory council, shall
22 proceed to implement and administer those provisions, subject
23 to review by the next regular session of the general assembly.
24 Sec. 502. Section 514I.2, Code 2024, is amended to read as
25 follows:
26 **514I.2 Definitions.**
27 As used in this chapter, unless the context otherwise
28 requires:
29 1. *"Benchmark benefit package"* means any of the following:
30 *a.* The standard blue cross/blue shield preferred provider
31 option service benefit plan, described in and offered under 5
32 U.S.C. §8903(1).
33 *b.* A health benefits coverage plan that is offered and
34 generally available to state employees in this state.
35 *c.* The plan of a health maintenance organization as defined

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1 in 42 U.S.C. §300e, with the largest insured commercial,
2 nonmedical assistance enrollment of covered lives in the state.
3 2. *"Cost sharing"* means the payment of a premium or
4 copayment as provided for by Tit. XXI of the federal Social
5 Security Act and section 514I.10.
6 3. *"Department"* means the department of health and human
7 services.
8 4. *"Director"* means the director of health and human
9 services.
10 5. *"Eligible child"* means an individual who meets the
11 criteria for participation in the program under section 514I.8.
12 ~~6. *"Hawki board"* or *"board"* means the entity which adopts~~
13 ~~rules and establishes policy for, and directs the department~~
14 ~~regarding, the Hawki program.~~
15 ~~7.~~ 6. *"Hawki program"* or *"program"* means the healthy and
16 well kids in Iowa program created in this chapter to provide
17 health insurance coverage to eligible children.
18 ~~8.~~ 7. *"Health insurance coverage"* means health insurance
19 coverage as defined in 42 U.S.C. §300gg-91.
20 8. *"Medical assistance advisory council"* or *"advisory*
21 *council"* means the medical assistance advisory council created
22 in section 249A.4B.
23 9. *"Participating insurer"* means any of the following:
24 *a.* An entity licensed by the division of insurance
25 of the department of insurance and financial services to
26 provide health insurance in Iowa that has contracted with the
27 department to provide health insurance coverage to eligible
28 children under this chapter.
29 *b.* A managed care organization acting pursuant to a contract
30 with the department to administer the Hawki program.
31 10. *"Qualified child health plan"* or *"plan"* means health
32 insurance coverage provided by a participating insurer under
33 this chapter.
34 Sec. 503. Section 514I.4, Code 2024, is amended to read as
35 follows:

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514I.4 Director and department — duties — powers.

1. The director, with the approval of the ~~Hawki board~~ medical assistance advisory council, shall implement this chapter. The director shall do all of the following:

a. At least every six months, evaluate the scope of the program currently being provided under this chapter, project the probable cost of continuing the program, and compare the probable cost with the remaining balance of the state appropriation made for payment of assistance under this chapter during the current appropriation period. The director shall report the findings of the evaluation to the ~~board~~ advisory council and shall annually report findings to the governor and the general assembly by January 1.

b. Establish premiums to be paid to participating insurers for provision of health insurance coverage.

c. Contract with participating insurers to provide health insurance coverage under this chapter.

d. Recommend to the ~~board~~ advisory council proposed rules necessary to implement the program.

e. Recommend to the board individuals to serve as members of the clinical advisory committee.

2. *a.* The director, with the approval of the ~~board~~ advisory council, may contract with participating insurers to provide dental-only services.

b. The director, with the approval of the ~~board~~ advisory council, may contract with participating insurers to provide the supplemental dental-only coverage to otherwise eligible children who have private health care coverage as specified in the federal Children's Health Insurance Program Reauthorization Act of 2009, Pub. L. No. 111-3.

3. The department may enter into contracts with other persons whereby the other person provides some or all of the functions, pursuant to rules adopted by the ~~board~~ advisory council, which are required of the director or the department under this section. All contracts entered into pursuant to

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1 this section shall be made available to the public.
2 4. The department shall do or shall provide for all of the
3 following:
4 *a.* Determine eligibility for program enrollment as
5 prescribed by federal law and regulation, using policies and
6 procedures adopted by rule of the department pursuant to
7 chapter 17A. The department shall not enroll a child who has
8 group health coverage unless expressly authorized by such
9 rules.
10 *b.* Enroll qualifying children in the program with
11 maintenance of a supporting eligibility file or database.
12 *c.* Utilize the department's eligibility system to maintain
13 eligibility files with pertinent eligibility determination and
14 ongoing enrollment information including but not limited to
15 data regarding beneficiaries, enrollment dates, disenrollments,
16 and annual financial redeterminations.
17 *d.* Provide for administrative oversight and monitoring of
18 federal requirements.
19 *e.* Perform annual financial reviews of eligibility for each
20 beneficiary.
21 *f.* Collect and track monthly family premiums to assure that
22 payments are current.
23 *g.* Notify each participating insurer of new program
24 enrollees who are enrolled by the department in that
25 participating insurer's plan.
26 *h.* Verify the number of program enrollees with each
27 participating insurer for determination of the amount of
28 premiums to be paid to each participating insurer.
29 *i.* Maintain data for the purpose of quality assurance
30 reports as required by rule of the ~~board~~ advisory council.
31 *j.* (1) Establish the family cost sharing amounts for
32 children of families with incomes of one hundred fifty percent
33 or more but not exceeding two hundred percent of the federal
34 poverty level, of not less than ten dollars per individual
35 and twenty dollars per family, if not otherwise prohibited by

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federal law, with the approval of the ~~board~~ advisory council.

(2) Establish for children of families with incomes exceeding two hundred percent but not exceeding three hundred percent of the federal poverty level, family cost sharing amounts, and graduated premiums based on a rationally developed sliding fee schedule, in accordance with federal law, with the approval of the ~~board~~ advisory council.

k. Perform annual, random reviews of enrollee applications to ensure compliance with program eligibility and enrollment policies. Quality assurance reports shall be made to the ~~board~~ advisory council based upon the data maintained by the department.

l. Perform other duties as determined by the ~~board~~ advisory council.

Sec. 504. Section 514I.5, Code 2024, is amended to read as follows:

514I.5 ~~Hawki board~~ Medical assistance advisory council — duties.

1. ~~A Hawki board for the Hawki program is established.~~ The ~~board shall meet not less than six and not more than twelve times annually, for the purposes of establishing~~ medical assistance advisory council shall establish policy for, ~~directing~~ direct the department on, and ~~adopting~~ adopt rules for the Hawki program. ~~The board shall consist of seven voting members and four ex officio, nonvoting members, including all of the following:~~

~~*a.* The commissioner of insurance, or the commissioner's designee.~~

~~*b.* The director of the department of education, or the director's designee.~~

~~*c.* The director of health and human services, or the director's designee.~~

~~*d.* Four public members appointed by the governor and subject to confirmation by the senate. The public members shall be members of the general public who have experience,~~

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1 ~~knowledge, or expertise in the subject matter embraced within~~
2 ~~this chapter.~~
3 ~~*e.* Two members of the senate and two members of the house of~~
4 ~~representatives, serving as ex officio, nonvoting members. The~~
5 ~~legislative members of the board shall be appointed one each~~
6 ~~by the majority leader of the senate, after consultation with~~
7 ~~the president of the senate, and by the minority leader of the~~
8 ~~senate, and by the speaker of the house of representatives,~~
9 ~~after consultation with the majority leader of the house of~~
10 ~~representatives, and by the minority leader of the house~~
11 ~~of representatives. Legislative members shall receive~~
12 ~~compensation pursuant to section 2.12.~~
13 ~~2. Members appointed by the governor shall serve two-year~~
14 ~~staggered terms as designated by the governor, and legislative~~
15 ~~members of the board shall serve two-year terms. The filling~~
16 ~~of positions reserved for the public representatives,~~
17 ~~vacancies, membership terms, payment of compensation and~~
18 ~~expenses, and removal of the members are governed by chapter~~
19 ~~69. Members of the board are entitled to receive reimbursement~~
20 ~~of actual expenses incurred in the discharge of their duties.~~
21 ~~Public members of the board are also eligible to receive~~
22 ~~compensation as provided in section 7E.6. A majority of the~~
23 ~~voting members constitutes a quorum and the affirmative vote~~
24 ~~of a majority of the voting members is necessary for any~~
25 ~~substantive action to be taken by the board. The members~~
26 ~~shall select a chairperson on an annual basis from among the~~
27 ~~membership of the board.~~
28 ~~3.~~ 2. The ~~board~~ advisory council shall approve any contract
29 entered into pursuant to this chapter. All contracts entered
30 into pursuant to this chapter shall be made available to the
31 public.
32 ~~4. The department shall act as support staff to the board.~~
33 ~~5. The board may receive and accept grants, loans, or~~
34 ~~advances of funds from any person and may receive and accept~~
35 ~~from any source contributions of money, property, labor, or any~~

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1 ~~other thing of value, to be held, used, and applied for the~~
2 ~~purposes of the program.~~
3 ~~6.~~ 3. The ~~Hawki board~~ medical assistance advisory council
4 shall do all of the following:
5 *a.* Define, in consultation with the department, the regions
6 of the state for which plans are offered in a manner as to
7 ensure access to services for all children participating in the
8 program.
9 *b.* Approve the benefit package design, review the benefit
10 package design on a periodic basis, and make necessary changes
11 in the benefit design to reflect the results of the periodic
12 reviews.
13 *c.* Develop, with the assistance of the department, an
14 outreach plan, and provide for periodic assessment of the
15 effectiveness of the outreach plan. The plan shall provide
16 outreach to families of children likely to be eligible
17 for assistance under the program, to inform them of the
18 availability of and to assist the families in enrolling
19 children in the program. The outreach efforts may include, but
20 are not limited to, solicitation of cooperation from programs,
21 agencies, and other persons who are likely to have contact
22 with eligible children, including but not limited to those
23 associated with the educational system, and the development
24 of community plans for outreach and marketing. Other state
25 agencies shall assist the department in data collection related
26 to outreach efforts to potentially eligible children and their
27 families.
28 *d.* In consultation with the clinical advisory committee,
29 assess the initial health status of children participating in
30 the program, establish a baseline for comparison purposes, and
31 develop appropriate indicators to measure the subsequent health
32 status of children participating in the program.
33 *e.* Review, in consultation with the department, and take
34 necessary steps to improve interaction between the program and
35 other public and private programs which provide services to the

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population of eligible children.

f. By January 1, annually, prepare, with the assistance of the department, and submit a report to the governor, the general assembly, and the council on health and human services, concerning the ~~board's~~ advisory council's activities, findings, and recommendations.

g. Solicit input from the public regarding the program and related issues and services.

h. Establish and consult with a clinical advisory committee to make recommendations to the board regarding the clinical aspects of the Hawki program.

i. Prescribe the elements to be included in a health improvement program plan required to be developed by a participating insurer. The elements shall include but are not limited to health maintenance and prevention and health risk assessment.

j. ~~Establish an advisory committee to make~~ Make recommendations ~~to the board and~~ to the general assembly by January 1 annually concerning the provision of health insurance coverage to children with special health care needs. ~~The committee shall include individuals with experience in, knowledge of, or expertise in this area.~~ The recommendations shall address, but are not limited to, all of the following:

(1) The definition of the target population of children with special health care needs for the purposes of determining eligibility under the program.

(2) Eligibility options for and assessment of children with special health care needs for eligibility.

(3) Benefit options for children with special health care needs.

(4) Options for enrollment of children with special health care needs in and disenrollment of children with special health care needs from qualified child health plans utilizing a capitated fee form of payment.

(5) The appropriateness and quality of care for children

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1 with special health care needs.
2 (6) The coordination of health services provided for
3 children with special health care needs under the program with
4 services provided by other publicly funded programs.
5 *k.* Develop options and recommendations to allow children
6 eligible for the Hawki program to participate in qualified
7 employer-sponsored health plans through a premium assistance
8 program. The options and recommendations shall ensure
9 reasonable alignment between the benefits and costs of
10 the Hawki program and the employer-sponsored health plans
11 consistent with federal law. In addition, the ~~board~~ advisory
12 council shall implement the premium assistance program options
13 described under the federal Children's Health Insurance Program
14 Reauthorization Act of 2009, Pub. L. No. 111-3, for the Hawki
15 program.
16 ~~7.~~ 4. The ~~Hawki board~~ medical assistance advisory council,
17 in consultation with the department, shall adopt rules
18 which address, but are not limited to addressing, all of the
19 following:
20 *a.* Implementation and administration of the program.
21 *b.* Qualifying standards for selecting participating insurers
22 for the program.
23 *c.* The benefits to be included in a qualified child health
24 plan which are those included in a benchmark or benchmark
25 equivalent plan and which comply with Tit. XXI of the federal
26 Social Security Act. Benefits covered shall include but are
27 not limited to all of the following:
28 (1) Inpatient hospital services including medical,
29 surgical, intensive care unit, mental health, and substance use
30 disorder services.
31 (2) Nursing care services including skilled nursing
32 facility services.
33 (3) Outpatient hospital services including emergency room,
34 surgery, lab, and x-ray services and other services.
35 (4) Physician services, including surgical and medical, and

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1 including office visits, newborn care, well-baby and well-child
2 care, immunizations, urgent care, specialist care, allergy
3 testing and treatment, mental health visits, and substance use
4 disorder visits.
5 (5) Ambulance services.
6 (6) Physical therapy.
7 (7) Speech therapy.
8 (8) Durable medical equipment.
9 (9) Home health care.
10 (10) Hospice services.
11 (11) Prescription drugs.
12 (12) Dental services including preventive services.
13 (13) Medically necessary hearing services.
14 (14) Vision services including corrective lenses.
15 (15) Translation and interpreter services as specified
16 pursuant to the federal Children's Health Insurance Program
17 Reauthorization Act of 2009, Pub. L. No. 111-3.
18 (16) Chiropractic services.
19 (17) Occupational therapy.
20 *d.* Presumptive eligibility criteria for the program.
21 ~~Beginning January 1, 2010, presumptive~~ Presumptive eligibility
22 shall be provided for eligible children.
23 *e.* The amount of any cost sharing under the program which
24 shall be assessed based on family income and which complies
25 with federal law.
26 *f.* The reasons for disenrollment including, but not limited
27 to, nonpayment of premiums, eligibility for medical assistance
28 or other insurance coverage, admission to a public institution,
29 relocation from the area, and change in income.
30 *g.* Conflict of interest provisions applicable to
31 participating insurers and between ~~public~~ members of the ~~board~~
32 advisory council and participating insurers.
33 *h.* Penalties for breach of contract or other violations of
34 requirements or provisions under the program.
35 *i.* A mechanism for participating insurers to report any

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1 rebates received to the department.
2 *j.* The data to be maintained by the department including
3 data to be collected for the purposes of quality assurance
4 reports.
5 *k.* The use of provider guidelines in assessing the
6 well-being of children, which may include the use of the bright
7 futures for infants, children, and adolescents program as
8 developed by the federal maternal and child health bureau and
9 the American academy of pediatrics guidelines for well-child
10 care.
11 ~~8.~~ 5. *a.* The ~~Hawki board~~ medical assistance advisory
12 council may provide approval to the director to contract with
13 participating insurers to provide dental-only services. In
14 determining whether to provide such approval to the director,
15 the ~~board~~ advisory council shall take into consideration the
16 impact on the overall program of single source contracting for
17 dental services.
18 *b.* The ~~Hawki board~~ medical assistance advisory council may
19 provide approval to the director to contract with participating
20 insurers to provide the supplemental dental-only coverage
21 to otherwise eligible children who have private health
22 care coverage as specified in the federal Children's Health
23 Insurance Program Reauthorization Act of 2009, Pub. L. No.
24 111-3.
25 ~~9.~~ 6. The ~~Hawki board~~ medical assistance advisory
26 council shall monitor the capacity of Medicaid managed
27 care organizations acting pursuant to a contract with the
28 department to administer the Hawki program to specifically
29 and appropriately address the unique needs of children and
30 children's health delivery.
31 Sec. 505. Section 514I.6, subsection 4, paragraph d, Code
32 2024, is amended to read as follows:
33 *d.* Other information as directed by the ~~board~~ advisory
34 council.
35 Sec. 506. Section 514I.6, subsection 5, Code 2024, is

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1 amended to read as follows:
2 5. Submit a plan for a health improvement program to the
3 department, for approval by the ~~board~~ advisory council.
4 Sec. 507. Section 514I.8, subsection 2, paragraph e, Code
5 2024, is amended to read as follows:
6 *e.* Is not currently covered under a group health plan as
7 defined in 42 U.S.C. §300gg-91(a)(1) unless allowed by rule of
8 the ~~board~~ advisory council.
9 Sec. 508. Section 514I.8, subsection 3, Code 2024, is
10 amended to read as follows:
11 3. In accordance with the rules adopted by the ~~board~~
12 advisory council, a child may be determined to be presumptively
13 eligible for the program pending a final eligibility
14 determination. Following final determination of eligibility,
15 a child shall be eligible for a twelve-month period. At the
16 end of the twelve-month period, a review of the circumstances
17 of the child's family shall be conducted to establish
18 eligibility and cost sharing for the subsequent twelve-month
19 period. Pending such review of the circumstances of the
20 child's family, the child shall continue to be eligible for
21 and remain enrolled in the same plan if the family complies
22 with requirements to provide information and verification of
23 income, otherwise cooperates in the annual review process,
24 and submits the completed review form and any information
25 necessary to establish continued eligibility in a timely manner
26 in accordance with administrative rules.
27 Sec. 509. Section 514I.9, subsection 1, Code 2024, is
28 amended to read as follows:
29 1. The ~~Hawki board~~ advisory council shall review the
30 benefits package annually and shall determine additions to
31 or deletions from the benefits package offered. The ~~Hawki~~
32 ~~board~~ advisory council shall submit the recommendations to the
33 general assembly for any amendment to the benefits package.
34 DIVISION XX
35 AUTISM COUNCIL ELIMINATION AND CREATION OF IOWA SPECIAL

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1 EDUCATION COUNCIL
2 Sec. 510. NEW SECTION. **256.35B Iowa special education**
3 **council.**
4 1. An Iowa special education council is created to act in an
5 advisory capacity to the department in promoting, directing,
6 and supervising education for children requiring special
7 education in the schools under the supervision and control of
8 the department.
9 2. The council shall consist of seven voting members
10 appointed by the governor and confirmed by the senate. Each of
11 the following shall be represented among the voting members:
12 *a.* One member who is a parent or guardian of a student who
13 has a disability in obtaining an education because of autism.
14 *b.* One member who is a parent or guardian of a student
15 who has a disability in obtaining an education because of a
16 behavioral disorder.
17 *c.* One member who is a parent or guardian of a student who
18 has a disability in obtaining an education because of physical
19 disability.
20 *d.* One member who is a parent or guardian of a student who
21 has a disability in obtaining an education because of mental
22 learning disability or head injury.
23 *e.* One member who is a parent or guardian of a student
24 who has a disability in obtaining an education because of a
25 communication learning disability.
26 *f.* One member who is a parent or guardian of a student who
27 has a disability in obtaining an education because of dyslexia.
28 *g.* One member who is a special education teacher.
29 3. Voting members shall serve three-year terms beginning
30 and ending as provided in section 69.19, and appointments shall
31 comply with section 69.16. Vacancies on the council shall
32 be filled in the same manner as the original appointment. A
33 person appointed to fill a vacancy shall serve only for the
34 unexpired portion of the term. Public members shall receive
35 reimbursement for actual expenses incurred while serving in

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1 their official capacity and may also be eligible to receive
2 compensation as provided in section 7E.6.
3 4. The council shall elect a chairperson from its voting
4 members annually. A majority of the voting members of the
5 council shall constitute a quorum.
6 5. The department shall convene and provide administrative
7 support to the council.
8 Sec. 511. REPEAL. Section 256.35A, Code 2024, is repealed.
9 Sec. 512. EFFECTIVE DATE. This division of this Act takes
10 effect July 1, 2025.
11 DIVISION XXI
12 PROFESSIONAL LAND SURVEYORS — LICENSING
13 Sec. 513. Section 542B.20, subsection 1, Code 2024, is
14 amended to read as follows:
15 1. *a.* A person holding a certificate of licensure as a
16 professional engineer or professional land surveyor issued to
17 the person by a proper authority of a state, territory, or
18 possession of the United States, the District of Columbia,
19 or of any foreign country, based on requirements and
20 qualifications, in the opinion of the board equal to or higher
21 than the requirements of this chapter, may be licensed without
22 further examination, except as provided in paragraph *"b"*.
23 *b.* A person shall not be licensed as a professional
24 land surveyor under this subsection unless the person
25 passes an examination specific to the laws of this state.
26 Notwithstanding section 272C.12, subsection 3, paragraph
27 *"c"*, a person shall not be issued a temporary license as a
28 professional land surveyor.
29 Sec. 514. TRANSITION PROVISIONS.
30 1. A temporary license to practice professional land
31 surveying issued pursuant to section 272C.12, subsection 3,
32 paragraph "c", prior to the effective date of this division
33 of this Act shall continue in full force and effect until
34 expiration or until suspension or revocation by the engineering
35 and land surveying examining board pursuant to section 542B.21.

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2. A license issued to a professional land surveyor pursuant to section 542B.20, Code 2024, prior to the effective date of this division of this Act shall continue in full force and effect until expiration or until suspension or revocation by the engineering and land surveying examining board pursuant to section 542B.21.

DIVISION XXII

MIDWIFERY ADVISORY COUNCIL

Sec. 515. Section 148I.7, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4. This section is repealed July 1, 2026.

DIVISION XXIII

MISSISSIPPI RIVER PARKWAY COMMISSION

Sec. 516. Section 308.1, subsection 1, Code 2024, is amended to read as follows:

1. The Mississippi river parkway ~~planning~~ commission ~~shall~~ must be composed of ten members appointed by the governor, ~~five members to be appointed for two-year terms beginning July 1, 1959, and five members to be appointed~~ including one member each from Allamakee county, Clayton county, Clinton county, Des Moines county, Dubuque county, Jackson county, Lee county, Louisa county, Muscatine county, and Scott county, for four-year terms ~~beginning July 1, 1959~~. In addition to the above members there ~~shall~~ must be ~~seven~~ four advisory ex officio members ~~who shall be~~ as follows:

a. One member from the state department of transportation ~~commission~~.

b. One member from the natural resource commission.

c. ~~One member from the state soil conservation and water quality committee.~~ One member from the economic development authority, whose primary responsibility includes tourism under section 15.108, subsection 5.

d. One member from the state historical society of Iowa.

~~*e.* One member from the faculty of the landscape architectural division of the Iowa state university of science~~

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1 ~~and technology.~~
2 ~~*f.* One member from the economic development authority.~~
3 ~~*g.* One member from the environmental protection commission.~~
4 Sec. 517. Section 308.1, Code 2024, is amended by adding the
5 following new subsections:
6 NEW SUBSECTION. 1A. The parkway commission shall submit a
7 report regarding the economic impact of the great river road
8 on this state on or before December 15 each year to the general
9 assembly and to the governor.
10 NEW SUBSECTION. 1B. The parkway commission may establish a
11 technical committee to advise the commission. If established,
12 members of the committee must include at least one person
13 each from the departments of transportation and agriculture
14 and land stewardship, from the consumer protection division
15 of the office of the attorney general, and from the economic
16 development authority, designated by the applicable head of the
17 entity. The commission may request any other state agency to
18 designate an employee to serve on the committee.
19 DIVISION XXIV
20 TRANSITION PROVISIONS
21 Sec. 518. TRANSITION PROVISIONS.
22 1. A rule adopted by a government body eliminated in this
23 Act that is in force and effect immediately prior to the
24 effective date of this division of this Act shall continue in
25 full force and effect until the earlier of the following:
26 a. The rule is amended, rescinded, or supplemented by
27 the affirmative action of the board of behavioral health
28 professionals, board of building and construction occupations,
29 board of pharmacy, state historical society board of trustees,
30 board of education, employment appeal board, economic
31 development authority board, human rights board, or the
32 government body under which the former government body was
33 organized.
34 b. The rule expires by its own terms.
35 2. Any license or permit issued by a government body

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1 eliminated in this Act in effect on the effective date of this
2 division of this Act shall continue in full force and effect
3 until expiration or renewal.
4 3. a. Any moneys in any account or fund of, and all client
5 and organizational files in the possession of, the boards
6 of behavioral science, psychology, or social work shall be
7 transferred to the control of the board of behavioral health
8 professionals.
9 b. Any moneys in any account or fund of, and all client and
10 organizational files in the possession of, the state building
11 code board of review, electrical examining board, or plumbing
12 and mechanical systems board shall be transferred to the
13 control of the board of building and construction occupations.
14 c. Any moneys in any account or fund of, and all client and
15 organizational files in the possession of, the prescription
16 monitoring program advisory council shall be transferred to the
17 control of the board of pharmacy.
18 d. Any moneys in any account or fund of, and all client and
19 organizational files in the possession of, the secondary road
20 fund distribution committee shall be transferred to the control
21 of the state transportation commission.
22 e. Any moneys in any account or fund of, and all client and
23 organizational files in the possession of, the state historical
24 records advisory board shall be transferred to the control of
25 the board of trustees of the state historical society.
26 f. Any moneys in any account or fund of, and all client and
27 organizational files in the possession of, the state board of
28 preserves or farmer advisory committee shall be transferred to
29 the control of the natural resource commission.
30 g. Any moneys in any account or fund of, and all client
31 and organizational files in the possession of, the community
32 college council or nonpublic school advisory committee shall be
33 transferred to the control of the board of education.
34 h. Any moneys in any account or fund of, and all client
35 and organizational files in the possession of, the public

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1 employment relations board shall be transferred to the control
2 of the employment appeal board.
3 i. Any moneys in any account or fund of, and all client
4 and organizational files in the possession of, the enhance
5 Iowa board shall be transferred to the control of the economic
6 development authority board.
7 j. Any moneys in any account or fund of, and all client and
8 organizational files in the possession of, the advisory council
9 on brain injuries, children's behavioral health system state
10 board, congenital and inherited disorders advisory committee,
11 emergency medical services advisory council, family development
12 and self-sufficiency council, justice advisory board, trauma
13 system advisory council, or Iowa collaboration for youth
14 development council shall be transferred to the control of the
15 council on health and human services.
16 k. Any moneys in any account or fund of, and all client
17 and organizational files in the possession of, the commissions
18 on the status of African Americans or the status of women,
19 the commissions of Asian and Pacific Islanders, persons with
20 disabilities, or Native Americans, or the Latino affairs
21 commission shall be transferred to the control of the human
22 rights board.
23 l. Any moneys in any account or fund of, and all client and
24 organizational files in the possession of, the healthy and well
25 kids in Iowa board or advisory committee shall be transferred
26 to the control of the medical assistance advisory council.
27 m. Any moneys in any account or fund of, and all client and
28 organizational files in the possession of, the dual party relay
29 council shall be transferred to the control of the commission
30 of deaf services.
31 n. Any moneys in any account or fund of, and all client and
32 organizational files in the possession of, any other board,
33 council, committee, or commission eliminated in this Act shall
34 be transferred to the control of the state agency or department
35 under which the board, council, committee, or commission was

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1 organized.
2 4. a. Any cause of action, statute of limitation, or
3 administrative action relating to or initiated by the boards
4 of behavioral science, psychology, or social work shall not be
5 affected as a result of this Act and shall apply to the board of
6 behavioral health professionals.
7 b. Any cause of action, statute of limitation, or
8 administrative action relating to or initiated by the state
9 building code board of review, electrical examining board, or
10 plumbing and mechanical systems board shall not be affected as
11 a result of this Act and shall apply to the board of building
12 and construction occupations.
13 c. Any cause of action, statute of limitation, or
14 administrative action relating to or initiated by the
15 prescription monitoring program advisory council shall not be
16 affected as a result of this Act and shall apply to the board
17 of pharmacy.
18 d. Any cause of action, statute of limitation, or
19 administrative action relating to or initiated by the secondary
20 road fund distribution committee shall not be affected as a
21 result of this Act and shall apply to the state transportation
22 commission.
23 e. Any cause of action, statute of limitation, or
24 administrative action relating to or initiated by the state
25 historical records advisory board shall not be affected as a
26 result of this Act and shall apply to the board of trustees of
27 the state historical society.
28 f. Any cause of action, statute of limitation, or
29 administrative action relating to or initiated by the state
30 board of preserves or farmer advisory committee shall not be
31 affected as a result of this Act and shall apply to the natural
32 resource commission.
33 g. Any cause of action, statute of limitation, or
34 administrative action relating to or initiated by the community
35 college council or nonpublic school advisory committee shall

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1 not be affected as a result of this Act and shall apply to the
2 board of education.
3 h. Any cause of action, statute of limitation, or
4 administrative action relating to or initiated by the public
5 employment relations board shall not be affected as a result of
6 this Act and shall apply to the employment appeal board.
7 i. Any cause of action, statute of limitation, or
8 administrative action relating to or initiated by the enhance
9 Iowa board shall not be affected as a result of this Act and
10 shall apply to the economic development authority board.
11 j. Any cause of action, statute of limitation, or
12 administrative action relating to or initiated by the advisory
13 council on brain injuries, children's behavioral health system
14 state board, congenital and inherited disorders advisory
15 committee, emergency medical services advisory council, family
16 development and self-sufficiency council, justice advisory
17 board, trauma system advisory council, or Iowa collaboration
18 for youth development council shall not be affected as a result
19 of this Act and shall apply to the council on health and human
20 services.
21 k. Any cause of action, statute of limitation, or
22 administrative action relating to or initiated by the
23 commissions on the status of African Americans or the status of
24 women, the commissions of Asian and Pacific Islanders, persons
25 with disabilities, or Native Americans, or the Latino affairs
26 commission shall not be affected as a result of this Act and
27 shall apply to the human rights board.
28 l. Any cause of action, statute of limitation, or
29 administrative action relating to or initiated by the healthy
30 and well kids in Iowa board or advisory committee shall not be
31 affected as a result of this Act and shall apply to the medical
32 assistance advisory council.
33 m. Any cause of action, statute of limitation, or
34 administrative action relating to or initiated by the dual
35 party relay council shall not be affected as a result of this

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1 Act and shall apply to the commission of deaf services.
2 n. Any cause of action, statute of limitation, or
3 administrative action relating to or initiated by any other
4 board, council, committee, or commission eliminated in this Act
5 shall not be affected as a result of this Act and shall apply to
6 the state agency or department under which the board, council,
7 committee, or commission was organized.
8 5. Any personnel in the state merit system of employment
9 who are mandatorily transferred due to the effect of this Act
10 shall be so transferred without any loss in salary, benefits,
11 or accrued years of service.
12 6. a. Except as otherwise provided, nothing in this Act
13 shall affect the appointment or any term of office of a member
14 of any board, council, commission, committee, or other similar
15 entity of the state established by the Code prior to the
16 effective date of this division of this Act.
17 b. Notwithstanding any other provision to the contrary
18 in this Act, the terms of all members serving on any board,
19 council, commission, committee, or other similar entity merged,
20 consolidated, or eliminated by this Act, or any such entity
21 with fewer members or reduced term lengths for current members
22 resulting from the provisions of this Act, shall terminate on
23 the effective date of this division of this Act.
24 c. Except for those boards, councils, commissions,
25 committees, or other similar entities eliminated by this Act,
26 the governor or other appointing or designating authority shall
27 appoint or designate new members to the boards, councils,
28 commissions, committees, or other similar entities provided
29 for in this subsection on or before the effective date of this
30 division of this Act. The governor or other appointing or
31 designating authority shall determine the length of the initial
32 terms of office for each respective position, but in any event
33 shall stagger such terms, beginning and ending as otherwise
34 provided by law.>
35 2. Title page, line 2, after <including> by inserting

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1 <effective date and>

_____
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Senate File 2385

H-8325

Amend Senate File 2385, as amended, passed, and reprinted by the Senate, as follows:

1. By striking everything after the enacting clause and inserting:

<DIVISION I

SOIL CONSERVATION AND WATER QUALITY COMMITTEE

Section 1. Section 159.5, subsection 12, Code 2024, is amended to read as follows:

12. Create and maintain a division of soil conservation and water quality as provided in chapter 161A. The division's director shall be appointed by the secretary ~~from a list of names of persons recommended by the soil conservation and water quality committee, pursuant to section 161A.4,~~ and shall serve at the pleasure of the secretary. The director shall be the administrator responsible for carrying out the provisions of chapters 207 and 208.

Sec. 2. Section 161A.3, subsection 4, Code 2024, is amended to read as follows:

4. *"Committee"* means the state soil conservation and water quality committee established in section ~~161A.4~~ 161A.4A.

Sec. 3. Section 161A.4, subsections 1, 6, and 7, Code 2024, are amended to read as follows:

1. The division of soil conservation and water quality created within the department pursuant to section 159.5 shall perform the functions conferred upon it in this chapter and chapters 161C, 161E, 161F, 207, ~~and~~ 208, and 466B. ~~The division shall be administered in accordance with the policies of the committee, which shall advise the division and which shall approve administrative rules proposed by the division for the administration of this chapter and chapters 161C, 161E, 161F, 207, and 208 before the rules are adopted pursuant to section 17A.5. If a difference exists between the committee and secretary regarding the content of a proposed rule, the secretary shall notify the chairperson of the committee of the difference within thirty days from the committee's action~~

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1 ~~on the rule. The secretary and the committee shall meet to~~
2 ~~resolve the difference within thirty days after the secretary~~
3 ~~provides the committee with notice of the difference.~~
4 6. ~~*a.*~~ The ~~committee~~ division may perform acts, hold public
5 hearings, and propose and approve rules pursuant to chapter 17A
6 as necessary for the execution of its functions.
7 ~~*b.* The committee shall recommend to the secretary each year~~
8 ~~a budget for the division. The secretary, at the earliest~~
9 ~~opportunity and prior to formulating a budget, shall meet with~~
10 ~~representatives of the committee to discuss the committee's~~
11 ~~recommendation.~~
12 ~~*c.* The committee shall recommend three persons to the~~
13 ~~secretary of agriculture who shall appoint from the persons~~
14 ~~recommended a director to head the division and serve at~~
15 ~~the pleasure of the secretary. After reviewing the names~~
16 ~~submitted, the secretary may request that the committee submit~~
17 ~~additional names for consideration.~~
18 7. The ~~committee or~~ division may call upon the attorney
19 general of the state for necessary legal services. ~~The~~
20 ~~committee may delegate to its chairperson, to one or more of~~
21 ~~its members, or to one or more agents or employees, powers and~~
22 ~~duties as it deems proper. Upon request of the committee, for~~
23 ~~the purpose of carrying out any of the functions assigned the~~
24 ~~committee or the department by law, the supervising officer~~
25 ~~of any state agency, or of any state institution of learning~~
26 ~~shall, insofar as possible under available appropriations,~~
27 ~~and having due regard to the needs of the agency to which the~~
28 ~~request is directed, assign or detail the request to the staff~~
29 ~~or personnel of the agency or institution of learning, and~~
30 ~~make the special reports, surveys, or studies as the committee~~
31 ~~requests.~~
32 Sec. 4. Section 161A.4, subsections 4 and 5, Code 2024, are
33 amended by striking the subsections.
34 Sec. 5. NEW SECTION. **161A.4A State soil conservation and**
35 **water quality committee.**

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1 1. A state soil conservation and water quality committee
2 is established within the department. The committee exists to
3 provide expert advice and consultation related to technical
4 and financial assistance programs administered by the division
5 and promote the installation of soil and water conservation
6 practices to the citizens of the state of Iowa.
7 *a.* The members of the committee shall be appointed by the
8 secretary of agriculture and shall include the following:
9 (1) Six of the members shall be persons engaged in actual
10 farming operations, each of whom shall be a resident of one
11 of six different geographic regions in the state, including
12 northwest, southwest, north central, south central, northeast,
13 and southeast Iowa. One member shall be actively engaged in
14 tree farming. The boundaries of the geographic regions shall
15 be established by the department by rule.
16 (2) One member shall be an elected commissioner from a soil
17 and water conservation district.
18 (3) One member shall be a representative of the mining
19 industry.
20 (4) One member shall be a representative of cities and
21 towns.
22 (5) One member shall be a representative of an organization
23 working in conservation or outdoor recreation.
24 (6) One member shall be a representative of agribusiness.
25 (7) One member shall be a representative of an engineering
26 or contracting business engaged in conservation work.
27 *b.* The following shall serve as ex officio, nonvoting
28 members of the committee:
29 (1) The director of the Iowa cooperative extension service
30 in agriculture and home economics, or the director's designee.
31 (2) The director of the department of natural resources, or
32 the director's designee.
33 (3) The state conservationist for the state of Iowa of the
34 natural resources conservation service.
35 2. *a.* The committee shall designate its chairperson, and

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may change the designation. The members appointed by the secretary of agriculture shall serve for a period of two years. Members designated to represent the director of the department of natural resources and the director of the Iowa cooperative extension service in agriculture and home economics shall serve at the pleasure of the officer making the designation.

b. Members are entitled to actual expenses necessarily incurred in the discharge of their duties as members of the committee. The expenses paid to the committee members shall be paid from moneys appropriated to the department. Each member of the committee may also be eligible to receive compensation as provided in section 7E.6. The committee shall provide for the keeping of a full and accurate record of all proceedings.

Sec. 6. Section 161A.5, subsection 1, Code 2024, is amended to read as follows:

1. The one hundred soil and water conservation districts established in the manner which was prescribed by law prior to July 1, 1975 shall continue in existence with the boundaries and the names in effect on July 1, 1975. If the existence of a district so established is discontinued pursuant to section 161A.10, a petition for reestablishment of the district or for annexation of the former district's territory to any other abutting district may be submitted to, and shall be acted upon by, the ~~committee~~ division in substantially the manner provided by section 467A.5, Code 1975.

Sec. 7. Section 161A.5, subsection 2, paragraph c, Code 2024, is amended to read as follows:

c. If a commissioner is absent for sixty or more percent of monthly meetings during any twelve-month period, the other commissioners by their unanimous vote may declare the member's office vacant. A vacancy in the office of commissioner shall be filled by appointment of the ~~committee~~ remaining members of the district until the next succeeding general election, at which time the balance of the unexpired term shall be filled as provided by section 69.12. Within thirty days of

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an appointment pursuant to this paragraph, the district shall notify the division of any change to its membership.

Sec. 8. Section 161A.7, subsection 1, paragraph k, Code 2024, is amended to read as follows:

k. Subject to the approval of the ~~committee~~ division, to change the name of the soil and water conservation district.

Sec. 9. Section 161A.7, subsection 1, paragraph n, subparagraph (1), unnumbered paragraph 1, Code 2024, is amended to read as follows:

The district plan shall contain a comprehensive long-range assessment of soil and surface water resources in the district consistent with rules approved by the ~~committee~~ division under section 161A.4. In developing the plan the district may receive technical support from the United States department of agriculture natural resources conservation service and the county board of supervisors in the county where the district is located. The division and the Iowa cooperative extension service in agriculture and home economics may provide technical support to the district. The support may include but is not limited to the following:

Sec. 10. Section 161A.7, subsection 1, paragraph n, subparagraph (2), Code 2024, is amended to read as follows:

(2) The title page of the district plan and a notification stating where the plan may be reviewed shall be recorded with the recorder in the county in which the district is located, and updated as necessary, after the ~~committee~~ director of the division approves and ~~the director of the division~~ signs the district plan. The commissioners shall provide notice of the recording and may provide a copy of the approved district plan to the county board of supervisors in the county where the district is located. The district plan shall be filed with the division as part of the state soil and water resource conservation plan provided in section 161A.4.

Sec. 11. Section 161A.7, subsection 3, Code 2024, is amended to read as follows:

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1 3. The commissioners, as a condition for the receipt of
2 any state cost-sharing funds for permanent soil conservation
3 practices, shall require the owner of the land on which the
4 practices are to be established to covenant and file, in the
5 office of the district of the county in which the land is
6 located, an agreement identifying the particular lands upon
7 which the practices for which state cost-sharing funds are to
8 be received will be established, and providing that the project
9 will not be removed, altered, or modified so as to lessen
10 its effectiveness without the consent of the commissioners,
11 obtained in advance and based on guidelines drawn up by the
12 ~~committee~~ division, for a period not to exceed twenty years
13 after the date of receiving payment. The commissioners shall
14 assist the division in the enforcement of this subsection.
15 The agreement does not create a lien on the land, but is a
16 charge personally against the owner of the land at the time of
17 removal, alteration, or modification if an administrative order
18 is made under section 161A.61, subsection 3.
19 Sec. 12. Section 161A.10, Code 2024, is amended to read as
20 follows:
21 **161A.10 Discontinuance of districts.**
22 1. At any time after five years after the organization of
23 a district under this chapter, any twenty-five owners of land
24 lying within the boundaries of the district, but in no case
25 less than twenty percent of the owners of land lying within
26 the district, may file a petition with the ~~committee~~ division
27 asking that the operations of the district be terminated and
28 the existence of the district discontinued. The ~~committee~~
29 division may conduct public meetings and public hearings upon
30 the petition as necessary to assist in the consideration of
31 the petition. Within sixty days after a petition has been
32 received by the ~~committee~~ division, the division shall give
33 due notice of the holding of a referendum, shall supervise the
34 referendum, and shall issue appropriate rules governing the
35 conduct of the referendum. The question is to be submitted by

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1 ballots upon which the words "For terminating the existence of
2 the ..... (name of the soil and water conservation district to
3 be here inserted)" and "Against terminating the existence of
4 the ..... (name of the soil and water conservation district to
5 be here inserted)" shall be printed, with a square before each
6 proposition and a direction to insert an X mark in the square
7 before one or the other of the propositions as the voter favors
8 or opposes discontinuance of the district. All owners of lands
9 lying within the boundaries of the district are eligible to
10 vote in the referendum. No informalities in the conduct of
11 the referendum or in any matters relating to the referendum
12 invalidate the referendum or the result of the referendum if
13 notice was given substantially as provided in this section and
14 if the referendum was fairly conducted.
15 2. When sixty-five percent of the landowners vote to
16 terminate the existence of the district, the ~~committee~~
17 division shall advise the commissioners to terminate the
18 affairs of the district. The commissioners shall dispose of
19 all property belonging to the district at public auction and
20 shall pay over the proceeds of the sale to be deposited into
21 the state treasury. The commissioners shall then file an
22 application, duly verified, with the secretary of state for the
23 discontinuance of the district, and shall transmit with the
24 application the certificate of the ~~committee~~ division setting
25 forth the determination of the ~~committee~~ division that the
26 continued operation of the district is not administratively
27 practicable and feasible. The application shall recite that
28 the property of the district has been disposed of and the
29 proceeds paid over as provided in this section, and shall set
30 forth a full accounting of the properties and proceeds of the
31 sale. The secretary of state shall issue to the commissioners
32 a certificate of dissolution and shall record the certificate
33 in an appropriate book of record in the secretary of state's
34 office.
35 3. Upon issuance of a certificate of dissolution under this

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1 section, all ordinances and regulations previously adopted
2 and in force within the districts are of no further force and
3 effect. All contracts previously entered into, to which the
4 district or commissioners are parties, remain in force and
5 effect for the period provided in the contracts. The ~~committee~~
6 division is substituted for the district or commissioners as
7 party to the contracts. The ~~committee~~ division is entitled to
8 all benefits and subject to all liabilities under the contracts
9 and has the same right and liability to perform, to require
10 performance, to sue and be sued, and to modify or terminate the
11 contracts by mutual consent or otherwise, as the commissioners
12 of the district would have had.
13 4. The ~~committee~~ division shall not entertain petitions for
14 the discontinuance of any district nor conduct referenda upon
15 discontinuance petitions nor make determinations pursuant to
16 the petitions in accordance with this chapter, more often than
17 once in five years.
18 Sec. 13. Section 161A.22, subsection 2, Code 2024, is
19 amended to read as follows:
20 2. The governing body of the subdistrict, upon
21 determination that benefits from works of improvement as set
22 forth in the watershed work plan to be installed will exceed
23 costs thereof, and that funds needed for purposes of the
24 subdistrict require levy of a special benefit assessment as
25 provided in section 161A.23, in lieu of the special annual
26 tax as provided in section 161A.20, shall record its decision
27 to use its taxing authority and, upon majority vote of the
28 governing body and with the approval of the ~~committee~~ division,
29 may issue warrants or bonds payable in not more than forty
30 semiannual installments in connection with the special benefit
31 assessment, and pledge and assign the proceeds of the special
32 benefit assessment and other revenues of the subdistrict as
33 security for the warrants or bonds. The warrants and bonds of
34 indebtedness are general obligations of the subdistrict, exempt
35 from all taxes, state and local, and are not indebtedness of

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1 the district or the state of Iowa.
2 Sec. 14. Section 161A.42, subsection 9, paragraphs a and b,
3 Code 2024, are amended to read as follows:
4 *a. "Permanent soil and water conservation practices"* means
5 planting of perennial grasses, legumes, shrubs, or trees, the
6 establishment of grassed waterways, and the construction of
7 terraces, or other permanent soil and water practices approved
8 by the ~~committee~~ division.
9 *b. "Temporary soil and water conservation practices"* means
10 planting of annual or biennial crops, use of strip-cropping,
11 contour planting, or minimum or mulch tillage, and any other
12 cultural practices approved by the ~~committee~~ division.
13 Sec. 15. Section 161A.44, unnumbered paragraph 1, Code
14 2024, is amended to read as follows:
15 The commissioners of each district shall, with approval
16 of and within time limits set by administrative order of
17 the ~~committee~~ division, adopt reasonable regulations as are
18 deemed necessary to establish a soil loss limit or limits for
19 the district and provide for the implementation of the limit
20 or limits. A district may subsequently amend or repeal its
21 regulations as it deems necessary. The ~~committee~~ division
22 shall review the soil loss limit regulations adopted by the
23 districts at least once every five years, and shall recommend
24 changes in the regulations of a district which the ~~committee~~
25 division deems necessary to assure that the district's soil
26 loss limits are reasonable and attainable. The commissioners
27 may:
28 Sec. 16. Section 161A.44, subsection 2, Code 2024, is
29 amended to read as follows:
30 2. Establish different soil loss limits for different
31 classes of land in the district if in their judgment and that
32 of the ~~committee~~ division a lower soil loss limit should be
33 applied to some land than can reasonably be applied to other
34 land in the district, it being the intent of the general
35 assembly that no land in the state be assigned a soil loss

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limit that cannot reasonably be applied to such land.

Sec. 17. Section 161A.45, Code 2024, is amended to read as follows:

161A.45 Submission of regulations to ~~committee~~ division — hearing.

Regulations which the commissioners propose to adopt, amend, or repeal shall be submitted to the ~~committee~~ division, in a form prescribed by the ~~committee~~ division, for its approval. The ~~committee~~ division may approve the regulations as submitted, or with amendments as it deems necessary. The commissioners shall, after approval, publish notice of hearing on the proposed regulations, as approved, in a newspaper of general circulation in the district, setting a date and time not less than ten nor more than thirty days after the publication when a hearing on the proposed regulations will be held at a specified place. The notice shall include the full text of the proposed regulations or shall state that the proposed regulations are on file and available for review at the office of the affected soil and water conservation district.

Sec. 18. Section 161A.46, Code 2024, is amended to read as follows:

161A.46 Conduct of hearing.

At the hearing, the commissioners or their designees shall explain, in reasonable detail, the reasons why adoption, amendment, or repeal of the regulations is deemed necessary or advisable. Any landowner, or any occupant of land who would be affected by the regulations, shall be afforded an opportunity to be heard for or against the proposed regulations. At the conclusion of the hearing, the commissioners shall announce and enter of record their decision whether to adopt or modify the proposed regulations. Any modification must be approved by the ~~committee~~ division, which may at its discretion order the commissioners to republish the regulations and hold another hearing in the manner prescribed by this chapter.

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1 Sec. 19. Section 161A.71, subsections 1 and 4, Code 2024,
2 are amended to read as follows:
3 1. The division may establish a conservation practices
4 revolving loan fund composed of any money appropriated by the
5 general assembly for that purpose, and of any other moneys
6 available to and obtained or accepted by the ~~committee~~ division
7 from the federal government or private sources for placement
8 in that fund. Except as otherwise provided by subsection 3,
9 the assets of the conservation practices revolving loan fund
10 shall be used only to make loans directly to owners of land in
11 this state for the purpose of establishing on that land any
12 new permanent soil and water conservation practice which the
13 commissioners of the soil and water conservation district in
14 which the land is located have found is necessary or advisable
15 to meet the soil loss limits established for that land. A
16 loan shall not be made for establishing a permanent soil and
17 water conservation practice on land that is subject to the
18 restriction on state cost-sharing funds of section 161A.76.
19 Revolving loan funds and public cost-sharing funds may be
20 used in combination for funding a particular soil and water
21 conservation practice. Each loan made under this section
22 shall be for a period not to exceed ten years, shall bear no
23 interest, and shall be repayable to the conservation practices
24 revolving loan fund in equal yearly installments due March 1 of
25 each year the loan is in effect. The interest rate upon loans
26 for which payment is delinquent shall accelerate immediately to
27 the current legal usury limit. Applicants are eligible for no
28 more than twenty thousand dollars in loans outstanding at any
29 time under this program. *"Permanent soil and water conservation*
30 *practices"* has the same meaning as defined in section 161A.42
31 and those established under this program are subject to the
32 requirements of section 161A.7, subsection 3. Loans made under
33 this program shall come due for payment upon sale of the land
34 on which those practices are established.
35 4. This section does not negate the provisions of

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1 section 161A.48 that an owner or occupant of land in this
2 state shall not be required to establish any new soil and
3 water conservation practice unless public cost-sharing
4 funds have been approved and are available for the land
5 affected. However, the owner of land with respect to which an
6 administrative order to establish soil and water conservation
7 practices has been issued under section 161A.47 but not
8 complied with for lack of public cost-sharing funds, may waive
9 the right to await availability of such funds and instead apply
10 for a loan under this section to establish any permanent soil
11 and water conservation practices necessary to comply with the
12 order. If a landowner does so, that loan application shall be
13 given reasonable preference by the ~~committee~~ division if there
14 are applications for more loans under this section than can be
15 made from the money available in the conservation practices
16 revolving loan fund. If it is found necessary to deny an
17 application for a soil and water conservation practices loan to
18 a landowner who has waived the right to availability of public
19 cost-sharing funds before complying with an administrative
20 order issued under section 161A.47, the landowner's waiver is
21 void.
22 Sec. 20. Section 161A.71, subsection 3, paragraph a, Code
23 2024, is amended to read as follows:
24 *a.* Contract, sue and be sued, and promulgate administrative
25 rules necessary to carry out the provisions of this section,
26 but the ~~committee~~ division shall not in any manner directly or
27 indirectly pledge the credit of the state of Iowa.
28 Sec. 21. Section 161A.72, subsection 1, Code 2024, is
29 amended to read as follows:
30 1. Financial incentives provided under this chapter shall
31 be administered by the division. The incentives shall be
32 supported with funds appropriated by the general assembly,
33 and moneys available to or obtained by the division ~~or the~~
34 ~~committee~~ from public or private sources, including but
35 not limited to the United States, other states, or private

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1 organizations. The division shall adopt all rules consistent
2 with chapter 17A necessary to carry out the purpose of this
3 subchapter as provided in section 161A.70.
4 Sec. 22. Section 161A.74, subsection 1, paragraph a, Code
5 2024, is amended to read as follows:
6 *a.* The financial incentives shall not exceed more than fifty
7 percent of the estimated cost of establishing the practices
8 as determined by the commissioners, or fifty percent of the
9 actual cost of establishing the practices, whichever is less.
10 However, the commissioners may allocate an amount determined
11 by the ~~committee~~ division for management of soil and water
12 conservation practices, except as otherwise provided regarding
13 land classified as agricultural land under conservation cover.
14 Sec. 23. Section 161A.74, subsection 2, Code 2024, is
15 amended to read as follows:
16 2. The ~~committee~~ division shall review requirements of this
17 section once each year. The ~~committee~~ division may authorize
18 commissioners in districts to condition the establishment of a
19 mandatory soil and water conservation practice in a specific
20 case on a higher proportion of public cost-sharing than is
21 required by this section. The commissioners shall determine
22 the amount of cost-sharing moneys allocated to establish a
23 specific soil and water conservation practice in accordance
24 with an administrative order issued pursuant to section 161A.47
25 by considering the extent to which the practice will contribute
26 benefits to the individual owner or occupant of the land on
27 which the practice is to be established.
28 Sec. 24. Section 161A.75, subsection 3, Code 2024, is
29 amended to read as follows:
30 3. Following the disaster emergency, the commissioners
31 shall submit a report to the ~~committee~~ division providing
32 information regarding restoration projects and moneys allocated
33 under this section for the projects.
34 Sec. 25. Section 161C.1, subsection 1, Code 2024, is amended
35 by striking the subsection.

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1 Sec. 26. Section 161C.4, subsection 1, Code 2024, is amended
2 to read as follows:
3 1. A water protection fund is created within the division.
4 The fund is composed of money appropriated by the general
5 assembly for that purpose, and moneys available to and obtained
6 or accepted by the ~~committee~~ division from the United States or
7 private sources for placement in the fund. The fund shall be a
8 revolving fund from which moneys may be used for loans, grants,
9 administrative costs, and cost-sharing.
10 Sec. 27. Section 161C.4, subsection 3, paragraph a, Code
11 2024, is amended to read as follows:
12 *a.* Contract, sue and be sued, and adopt rules necessary to
13 carry out the provisions of this section, but the division ~~or~~
14 ~~committee~~ shall not in any manner directly or indirectly pledge
15 the credit of this state.
16 Sec. 28. Section 207.2, subsection 2, Code 2024, is amended
17 by striking the subsection.
18 Sec. 29. Section 207.3, subsections 2, 3, and 4, Code 2024,
19 are amended to read as follows:
20 2. The division may~~, after notification to the committee,~~
21 commence proceedings to suspend, revoke, or refuse to renew a
22 license of a licensee for repeated or willful violation of any
23 of the provisions of this chapter or of the federal Coal Mine
24 Health and Safety Act of 1969, 30 U.S.C. §801 et seq.
25 3. The hearing shall be held pursuant to chapter 17A not
26 less than fifteen nor more than thirty days after the mailing
27 or service of the notice. If the licensee is found to have
28 willfully or repeatedly violated any of the provisions of this
29 chapter or of the federal Coal Mine Health and Safety Act of
30 1969, 30 U.S.C. §801 et seq., the ~~committee~~ division may affirm
31 or modify the proposed suspension, revocation, or refusal to
32 renew the license.
33 4. Suspension or revocation of a license shall become
34 effective thirty days after the mailing or service of the
35 decision to the licensee. If the ~~committee~~ division finds

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1 the license should not be renewed, the renewal fee shall be
2 refunded and the license shall expire on the expiration date
3 or thirty days after mailing or service of the decision to the
4 licensee, whichever is later.
5 Sec. 30. Section 207.9, subsection 5, Code 2024, is amended
6 to read as follows:
7 5. Within sixty days a person having an interest which is
8 or may be adversely affected may appeal ~~to the committee~~ the
9 decision of the division granting or denying a permit as a
10 contested case under chapter 17A.
11 Sec. 31. Section 207.14, subsection 4, paragraph a, Code
12 2024, is amended to read as follows:
13 *a.* A permittee may request in writing an appeal to the
14 ~~committee~~ division of a decision made in a hearing under
15 subsection 3 within thirty days of the decision. The ~~committee~~
16 division shall review the record made in the contested case
17 hearing, and may hear additional evidence upon a showing of
18 good cause for failure to present the evidence in the hearing,
19 or if evidence concerning events occurring after the hearing
20 is deemed relevant to the proceeding. However, the ~~committee~~
21 division shall not review a decision in a proceeding if the
22 division seeks to collect a civil penalty pursuant to section
23 207.15, and those decisions are final agency actions subject to
24 direct judicial review as provided in chapter 17A.
25 Sec. 32. Section 207.14, subsection 5, Code 2024, is amended
26 to read as follows:
27 5. In any administrative proceeding under this chapter
28 or judicial review, the amount of all reasonable costs and
29 expenses, including reasonable attorney fees incurred by a
30 person in connection with the person's participation in the
31 proceedings or judicial review, may be assessed against either
32 party as the court in judicial review or the ~~committee~~ division
33 in administrative proceedings deems proper.
34 Sec. 33. Section 207.14, subsection 7, paragraph a, Code
35 2024, is amended to read as follows:

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1 *a.* A permittee issued a notice or order under this section
2 or any person having an interest which is or may be adversely
3 affected by the notice or order or by its modification,
4 vacation, or termination may apply to the ~~committee~~ division
5 for review within thirty days of receipt of the notice or
6 order or within thirty days of its modification, vacation, or
7 termination. The review shall be treated as a contested case
8 under chapter 17A.
9 Sec. 34. Section 207.14, subsection 7, paragraph c,
10 subparagraph (2), Code 2024, is amended to read as follows:
11 (2) The applicant shows that there is substantial
12 likelihood that the findings of the ~~committee~~ division will be
13 favorable to the applicant.
14 Sec. 35. Section 208.2, subsection 3, Code 2024, is amended
15 by striking the subsection.
16 Sec. 36. Section 208.8, subsections 2, 4, 5, and 6, Code
17 2024, are amended to read as follows:
18 2. The division shall, by certified mail or personal
19 service, serve on the operator notice in writing of the charges
20 and grounds upon which the license is to be suspended, revoked,
21 or will not be issued. The notice shall include the time
22 and the place at which a hearing shall be held before the
23 ~~committee, a subcommittee appointed by the committee, or the~~
24 ~~committee's designee,~~ division to determine whether to suspend,
25 revoke, or refuse to issue the license. The hearing shall
26 be not less than fifteen nor more than thirty days after the
27 mailing or service of the notice.
28 4. If after full investigation and hearing the operator
29 is found to have willfully or repeatedly violated any of the
30 provisions of this chapter, the ~~committee or subcommittee~~
31 division may affirm or modify the proposed suspension,
32 revocation, or refusal to issue the license.
33 5. When the ~~committee or subcommittee~~ division finds that
34 a license should be suspended or revoked or should not be
35 issued, the division shall so notify the operator in writing by

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1 certified mail or by personal service.
2 *a.* The suspension or revocation of a license shall become
3 effective thirty days after notice to the operator.
4 *b.* If the license or renewal fee has been paid and the
5 ~~committee or subcommittee~~ division finds that the license
6 should not be issued, then the license shall expire thirty days
7 after notice to the operator.
8 6. An action by the ~~committee or subcommittee~~ division
9 to affirm or modify the proposed suspension, revocation, or
10 refusal to issue a license constitutes a final agency action
11 for purposes of judicial review pursuant to section 208.11 and
12 chapter 17A.
13 Sec. 37. Section 208.9, subsection 3, Code 2024, is amended
14 to read as follows:
15 3. The division shall automatically invalidate all
16 registrations of an operator who fails to renew the operator's
17 mining license within a time period set by the division,
18 who has been denied license renewal by the ~~committee or~~
19 ~~subcommittee~~ division, or whose license has been suspended or
20 revoked by the ~~committee or subcommittee~~ division.
21 Sec. 38. Section 208.11, Code 2024, is amended to read as
22 follows:
23 **208.11 Judicial review.**
24 Judicial review of the action of the ~~committee or~~ division
25 may be sought in accordance with the terms of the Iowa
26 administrative procedure Act, chapter 17A.
27 Sec. 39. Section 460.303, subsection 1, Code 2024, is
28 amended to read as follows:
29 1. An agricultural drainage well water quality assistance
30 fund is created in the state treasury under the control of
31 the division. The fund is composed of moneys appropriated by
32 the general assembly, and moneys available to and obtained or
33 accepted by the division ~~or the state soil conservation and~~
34 ~~water quality committee established in section 161A.4,~~ from the
35 United States or private sources for placement in the fund.

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1 Sec. 40. Section 461.11, subsection 1, Code 2024, is amended
2 to read as follows:
3 1. When making decisions regarding the expenditure of
4 trust fund moneys affecting soil and water conservation, the
5 secretary of agriculture shall regularly consult with the soil
6 conservation and water quality committee established in section
7 ~~161A.4~~ 161A.4A. When making decisions regarding the expenditure
8 of trust fund moneys affecting natural resources and outdoor
9 recreation, the director of the department of natural resources
10 shall regularly consult with the natural resource commission
11 established pursuant to section 455A.5. When making decisions
12 regarding the expenditure of trust fund moneys affecting
13 trails, the department of transportation shall consult with the
14 state transportation commission as provided in chapter 307A.
15 DIVISION II
16 PROFESSIONAL LAND SURVEYORS —— LICENSING
17 Sec. 41. REPEAL. Section 542B.20, Code 2024, is repealed.
18 Sec. 42. TRANSITION PROVISIONS. A license issued pursuant
19 to section 542B.20, Code 2024, prior to the effective date of
20 this division of this Act shall continue in full force and
21 effect until expiration or until suspension or revocation by
22 the engineering and land surveying examining board pursuant to
23 section 542B.21.
24 DIVISION III
25 ESTABLISHMENT AND REVIEW OF BOARDS, COMMISSIONS, COMMITTEES,
26 AND COUNCILS
27 Sec. 43. NEW SECTION. **4A.1 Definitions.**
28 As used in this chapter, unless the context otherwise
29 requires:
30 1. *"Board"* means any board, commission, committee, council,
31 panel, review team, or foundation of this state.
32 2. *"Committee"* means the state government efficiency review
33 committee established pursuant to this chapter.
34 3. *"Nonhealth profession"* means a profession regulated by
35 this state other than as provided in Title IV, subtitle 3.

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1 4. *"Regulated health profession"* means a profession
2 regulated pursuant to Title IV, subtitle 3.
3 5. *"Unregulated health profession"* means a profession
4 pursuant to Title IV, subtitle 3, that is not regulated by any
5 entity of this state.
6 6. *"Unregulated nonhealth profession"* means a profession
7 that is not regulated by any entity of this state and is not an
8 unregulated health profession.
9 Sec. 44. NEW SECTION. **4A.2 Committee — duties.**
10 1. The committee shall carry out the functions provided in
11 this chapter.
12 2. Administrative assistance shall be provided by the
13 legislative services agency.
14 Sec. 45. NEW SECTION. **4A.3 Board reviews.**
15 1. The committee shall review the usefulness, performance,
16 and efficacy of each board as provided in subsection 2. After
17 completing a review, the committee shall prepare and publish
18 a report of its findings and recommendations as provided in
19 section 4A.4.
20 2. The committee shall establish a schedule for the
21 committee to review each board such that the committee reviews
22 approximately one-fourth of all boards each calendar year.
23 Each board shall be reviewed once between the calendar years
24 2025 and 2029, and once every four years thereafter. The
25 committee may modify the schedule as necessary to facilitate
26 the efficient administration of the committee.
27 3. A board that is scheduled for review shall submit a
28 report to the committee thirty days prior to the date that it
29 is scheduled for review that includes but is not limited to all
30 of the following:
31 *a.* The board's primary purpose and its goals and objectives.
32 *b.* The board's past and anticipated workload, the number of
33 staff required to complete that workload, and the board's total
34 number of staff.
35 *c.* The board's past and anticipated budgets and its sources

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1 of funding.
2 *d.* The number of members that compose the governing board or
3 other governing entity of the board and member compensation,
4 if any.
5 4. A board subject to review shall bear the burden of
6 demonstrating to the committee a public need for its continued
7 existence. In determining whether a board has met that burden,
8 the committee shall consider the following, as applicable,
9 in addition to any other information deemed relevant by the
10 committee:
11 *a.* Whether continuation of the board is necessary to protect
12 the health or safety of the public, and if so, whether the
13 board's authority is narrowly tailored to protect against
14 present, recognizable, and significant harms to the health or
15 safety of the public.
16 *b.* Whether the public could be protected or served in an
17 alternate or less restrictive manner.
18 *c.* Whether rules adopted by the board are consistent with
19 the legislative mandate of the board as expressed in the
20 statutes that created and empowered the board.
21 *d.* The extent to which the board's jurisdiction and programs
22 overlap or duplicate those of other boards, the extent to which
23 the board coordinates with those other boards, and the extent
24 to which the board's programs could be consolidated with the
25 programs of other state departments or boards.
26 *e.* The number of other states that regulate the occupation,
27 whether a license is required to engage in the occupation in
28 other states, whether the initial licensing and license renewal
29 requirements for the occupation are substantially equivalent
30 in every state, and the amount of regulation exercised by the
31 board compared to the regulation, if any, in other states.
32 *f.* Whether the board recognizes national uniform licensure
33 requirements for the occupation.
34 *g.* Whether private contractors could be used, in an
35 effective and efficient manner, either to assist the board in

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1 the performance of its duties or to perform the board's duties
2 in place of the board.
3 *h.* The cost-effectiveness of the board in terms of the
4 number of employees, services rendered, and administrative
5 costs incurred, both past and present.
6 *i.* The efficiency with which formal public complaints filed
7 with the board have been processed to completion.
8 *j.* Whether the purpose for which the board was created has
9 been fulfilled, has changed, or no longer exists.
10 *k.* Whether federal law requires that the board exist in some
11 form.
12 *l.* Whether the requirement for an occupational license
13 is consistent with the principles expressed in section 4A.4,
14 subsection 2, serves the public health or safety, and provides
15 the least restrictive form of regulation that adequately
16 protects the public health or safety.
17 *m.* The extent to which licensing ensures that practitioners
18 have occupational skill sets or competencies that are
19 substantially related to protecting consumers from present,
20 significant, and substantiated harms that threaten the public
21 health or safety, and the impact that those criteria have on
22 applicants for a license, particularly those with moderate or
23 low incomes, seeking to enter the occupation or profession.
24 *n.* The extent to which the requirement for the occupational
25 license stimulates or restricts competition, affects consumer
26 choice, and affects the cost of services.
27 Sec. 46. NEW SECTION. **4A.4 Reports.**
28 1. After completing a review of a board pursuant to section
29 4A.3, the committee shall prepare and submit a report of its
30 findings and recommendations by December 21 of each year.
31 A report may include findings and recommendations for more
32 than one board. Copies of the report shall be submitted
33 to the president of the senate, the speaker of the house
34 of representatives, the governor, and each affected board,
35 and shall be made publicly available on the internet site

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1 of the general assembly. The committee shall present its
2 recommendations to the general assembly.
3 2. Recommendations of the committee shall indicate how or
4 whether implementation of the recommendations would do each of
5 the following:
6 *a.* Improve efficiency in the management of state government.
7 *b.* Improve services rendered to citizens of the state.
8 *c.* Provide for the least restrictive regulations by
9 repealing current regulations and replacing them with less
10 restrictive regulations that adequately protect the public.
11 *d.* Improve the effectiveness of the services performed by
12 the boards of the state.
13 *e.* Avoid duplication of effort by state agencies or boards.
14 Sec. 47. NEW SECTION. **4A.5 Boards and governmental entities**
15 **— dissolution.**
16 1. Except as provided in subsection 2, a board established
17 by an Act of the general assembly after the effective date of
18 this division of this Act shall dissolve four years after the
19 establishment of the board, unless the Act establishing the
20 board expressly states an alternative dissolution date.
21 2. An Act of the general assembly establishing a board for
22 the exclusive purpose of providing advice or recommendations
23 after the effective date of this division of this Act shall
24 include a dissolution date of the board not more than two years
25 after the establishment of the board.
26 Sec. 48. NEW SECTION. **4A.6 State government efficiency**
27 **review committee established.**
28 1. A state government efficiency review committee is
29 established which shall meet as necessary to efficiently
30 review all boards according to the schedule established by the
31 committee pursuant to section 4A.3.
32 2. *a.* The committee shall consist of two members of the
33 senate appointed by the majority leader of the senate, one
34 member of the senate appointed by the minority leader of the
35 senate, two members of the house of representatives appointed

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1 by the speaker of the house of representatives, one member of
2 the house of representatives appointed by the minority leader
3 of the house of representatives, an employee of the office
4 of the governor appointed by the governor, the director of
5 the department of management or the director's designee, and
6 the director of the department of inspections, appeals, and
7 licensing, or the director's designee.
8 *b.* Members shall be appointed prior to January 31 of the
9 first regular session of each general assembly and shall serve
10 for terms ending upon the convening of the following general
11 assembly or when their successors are appointed, whichever is
12 later. A vacancy shall be filled in the same manner as the
13 original appointment and shall be for the remainder of the
14 unexpired term of the vacancy.
15 *c.* The committee shall elect a chairperson and vice
16 chairperson.
17 3. The legislative members of the committee shall be
18 reimbursed for actual and necessary expenses incurred in the
19 performance of their duties and shall be paid a per diem as
20 specified in section 2.10 for each day in which they engaged
21 in the performance of their duties. However, per diem
22 compensation and expenses shall not be paid to members of the
23 general assembly when the general assembly is actually in
24 session at the seat of government. Expenses and per diem shall
25 be paid from moneys appropriated pursuant to section 2.12.
26 4. Administrative assistance shall be provided by the
27 legislative services agency.
28 Sec. 49. NEW SECTION. **4A.7 Regulation of unregulated health**
29 **professions.**
30 1. An unregulated health profession shall not be subject
31 to regulation by any entity of this state for the purpose of
32 prohibiting competition but may be subject to such regulation
33 only for the exclusive purpose of protecting the public health
34 or safety. All proposed legislation to create a board or
35 commission to regulate an unregulated health profession shall

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1 be reviewed by the general assembly to determine that all of
2 the following conditions are met:
3 *a.* There is credible evidence that the unregulated practice
4 of the unregulated health profession will clearly harm or
5 endanger the public health or safety and the potential for harm
6 is easily recognizable and not remote.
7 *b.* The public needs and can reasonably be expected
8 to benefit from an assurance of initial and continuing
9 professional ability.
10 2. Prior to considering proposed legislation to create
11 a board or commission to regulate an unregulated health
12 profession for passage to the floor of the senate or the
13 house of representatives, a legislative standing committee to
14 which proposed legislation to create a board or commission to
15 regulate an unregulated health profession has been referred
16 shall consider whether the conditions in subsection 1 have been
17 met. If the committee finds that the conditions in subsection
18 1 have been met, the committee shall consider whether the
19 legislation is the least restrictive method of regulation, that
20 adequately protects the public, to address the specific harm or
21 danger identified in this subsection.
22 3. The legislative standing committee shall submit its
23 findings regarding whether the proposed legislation meets
24 the conditions in subsections 1 and 2 to the president of
25 the senate or the speaker of the house of representatives,
26 as applicable, who shall make the findings available to each
27 member of the general assembly on the internet site of the
28 general assembly.
29 4. This section does not allow a person to practice an
30 unregulated health profession if the profession includes
31 practices within the scope of practice of an existing regulated
32 health profession.
33 Sec. 50. NEW SECTION. **4A.8 Proposed regulation of**
34 **unregulated health professions —— written reports.**
35 1. A member of the general assembly introducing proposed

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1 legislation to create a board or commission to regulate an
2 unregulated health profession shall submit with the legislation
3 a report addressing the requirements contained in subsection 2.
4 The report shall be submitted to the president of the senate
5 or the speaker of the house of representatives, as applicable,
6 prior to full consideration of the legislation by the senate or
7 the house of representatives and made available on the internet
8 site of the general assembly.
9 2. The report must address, at a minimum, all of the
10 following and identify the source of all information contained
11 in the report:
12 *a.* Why regulation is necessary, including the nature of the
13 proven harm to the public if the unregulated health profession
14 is not regulated and the extent to which there is a threat to
15 the public health or safety.
16 *b.* The efforts made to address the problem the legislation
17 is intended to solve.
18 *c.* The alternatives considered, including all of the
19 following:
20 (1) Regulation of business employers or practitioners
21 rather than employee practitioners.
22 (2) Voluntary efforts to regulate the profession.
23 (3) Registration of all practitioners.
24 (4) Certification of all practitioners.
25 (5) If licensing is sought, why licensing would serve to
26 protect the public health or safety.
27 *d.* The benefit to the public health or safety if regulation
28 is granted, including all of the following:
29 (1) The extent to which the incidence of specific problems
30 present in the unregulated health profession can reasonably be
31 expected to be reduced by regulation.
32 (2) The extent to which qualified practitioners are
33 competent, including all of the following:
34 (a) The nature of the standards proposed for registration,
35 certification, or licensure as compared with the standards in

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1 other jurisdictions.
2 (b) Whether the proposed regulatory entity would be
3 authorized to enter into reciprocity agreements with other
4 jurisdictions.
5 (c) The nature and duration of any training and experience
6 required, whether applicants will be required to pass an
7 examination, and whether there will be alternative methods to
8 enter the health profession.
9 (3) Assurances to the public that practitioners have
10 maintained their competence, including all of the following:
11 (a) Whether a registration, certificate, or license will
12 include an expiration date.
13 (b) Whether the renewal of a registration, certificate,
14 or license will be based only on payment of a fee or whether
15 renewal will involve reexamination, peer review, or other
16 enforcement.
17 *e.* The maintenance of professional standards, including all
18 of the following:
19 (1) Whether effective quality assurance standards exist
20 in the profession such as legal requirements associated with
21 specific programs that define or enforce standards or a code
22 of ethics.
23 (2) How the proposed legislation will ensure quality,
24 including whether a code of ethics will be adopted and the
25 grounds for suspension or revocation of a registration,
26 certificate, or license.
27 *f.* A description of the group proposed for regulation,
28 including a list of associations, organizations, and other
29 professional groups representing practitioners in this state,
30 an estimate of the number of practitioners in each professional
31 group, and whether the professional groups represent different
32 levels of practice.
33 *g.* The expected costs of regulation, including the impact of
34 costs on the public and costs imposed on this state.
35 Sec. 51. NEW SECTION. **4A.9 Regulation of unregulated**

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1 **nonhealth professions.**
2 1. An unregulated nonhealth profession shall not be
3 regulated except for the exclusive purpose of protecting the
4 public health or safety. All proposed legislation to create
5 a board or commission to regulate an unregulated nonhealth
6 profession shall be reviewed by the legislative standing
7 committee to which the proposed legislation is referred to
8 ensure that all of the following requirements are met:
9 *a.* The unregulated practice of the nonhealth profession can
10 clearly harm the public health or safety.
11 *b.* The actual or anticipated public benefit of the
12 regulation clearly exceeds the costs imposed by the regulation
13 on consumers, businesses, and individuals.
14 *c.* The public cannot be effectively protected by private
15 certification or other alternatives.
16 2. If a legislative standing committee finds that the
17 proposed legislation satisfies the conditions in subsection
18 1, the committee shall examine data from multiple sources and
19 shall consider evidence of actual harm to the public related
20 to the unregulated nonhealth profession being considered for
21 regulation. The evidence may include industry association
22 data; federal, state, and local government data; business
23 reports; complaints to law enforcement, relevant state
24 agencies, and the better business bureau; and data from
25 agencies in other states with and without similar systems of
26 regulation.
27 3. If, after consideration of evidence pursuant to
28 subsection 2, the legislative standing committee finds that it
29 is necessary to create a board or commission to regulate an
30 unregulated nonhealth profession, the committee shall review
31 the proposed legislation to determine whether it is the least
32 restrictive regulation necessary to adequately protect the
33 public and whether the regulation protects a discrete interest
34 group from economic competition.
35 4. The legislative standing committee shall submit its

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1 findings regarding whether the proposed legislation meets the
2 requirements of subsections 1, 2, and 3, to the president of
3 the senate or the speaker of the house of representatives,
4 as applicable, who shall make the findings available to each
5 member of the general assembly on the internet site of the
6 general assembly.
7 5. This section does not allow a person to practice an
8 unregulated nonhealth profession if the profession includes
9 practices within the scope of practice of an existing regulated
10 nonhealth profession.
11 Sec. 52. NEW SECTION. **4A.10 Proposed regulation of**
12 **unregulated nonhealth professions — written reports.**
13 1. A member of the general assembly introducing legislation
14 to regulate an unregulated nonhealth profession shall submit
15 with the legislation a report addressing the requirements
16 contained in subsection 2. The report shall be submitted to
17 the president of the senate or the speaker of the house of
18 representatives, as applicable, prior to full consideration of
19 the legislation by the senate or the house of representatives
20 and made available on the internet site of the general
21 assembly.
22 2. The report must address all of the following and identify
23 the source of all information contained in the report:
24 *a.* Why regulation is necessary including what particular
25 problem regulation would address.
26 *b.* The alternatives considered.
27 *c.* The benefit to the public health or safety of regulating
28 the profession.
29 *d.* The extent to which regulation might harm the public.
30 *e.* The maintenance of professional standards, including all
31 of the following:
32 (1) Whether effective quality assurance standards exist
33 in the profession such as legal requirements associated with
34 specific programs that define or enforce standards or a code
35 of ethics.

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1 (2) How the proposed legislation will assure quality
2 including the extent to which a code of ethics will be
3 adopted and the grounds for the suspension or revocation of a
4 registration, certificate, or license.
5 *f.* A description of the profession proposed for regulation,
6 including a list of associations, organizations, and other
7 professional groups representing practitioners in this state,
8 an estimate of the number of practitioners in each profession,
9 and whether the professional groups represent different levels
10 of practice.
11 *g.* The expected costs of regulation, including the impact of
12 costs on the public and costs imposed on this state.
13 Sec. 54. REPEAL. Sections 2.69 and 3.20, Code 2024, are
14 repealed.
15 Sec. 55. CODE EDITOR DIRECTIVE —— TRANSFERS.
16 1. The Code editor is directed to make the following
17 transfers:
18 a. Section 69.15 to section 4A.11.
19 b. Section 69.16 to section 4A.12.
20 c. Section 69.16B to section 4A.13.
21 d. Section 69.16C to section 4A.14.
22 e. Section 69.16D to section 4A.15.
23 f. Section 69.16E to section 4A.16.
24 g. Section 69.17 to section 4A.17.
25 2. The Code editor shall correct internal references in the
26 Code and in any enacted legislation as necessary due to the
27 enactment of this section.
28 DIVISION IV
29 PROFESSIONAL BOARDS
30 Sec. 56. Section 10A.503, subsection 1, Code 2024, is
31 amended to read as follows:
32 1. Each board under chapter 100C, 103, 103A, 105, or 147
33 that is under the administrative authority of the department
34 shall receive ~~administrative and clerical~~ staff support from
35 the department and may not employ its own support staff ~~for~~

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1 ~~administrative and clerical duties. The executive director~~
2 ~~of the board of nursing, board of medicine, dental board,~~
3 ~~and board of pharmacy shall be appointed pursuant to section~~
4 ~~10A.504.~~
5 Sec. 57. Section 10A.504, subsection 1, unnumbered
6 paragraph 1, Code 2024, is amended to read as follows:
7 The director shall appoint and supervise ~~a full-time~~ an
8 executive director for each of the following boards:
9 Sec. 58. Section 103.4, Code 2024, is amended to read as
10 follows:
11 **103.4 ~~Executive secretary — staff and duties~~ Support staff.**
12 The director shall ~~appoint an executive secretary for the~~
13 ~~board and shall~~ hire and provide staff to assist the board
14 in administering this chapter. ~~The executive secretary~~
15 ~~shall report to the director for purposes of routine board~~
16 ~~administrative functions, and shall report directly to~~
17 ~~the board for purposes of execution of board policy such~~
18 ~~as application of licensing criteria and processing of~~
19 ~~applications.~~
20 Sec. 59. Section 103.34, subsection 1, Code 2024, is amended
21 to read as follows:
22 1. Upon receipt of a notice of appeal filed pursuant
23 to section 103.33, the chairperson or ~~executive secretary~~
24 administrative staff of the board may designate a hearing
25 officer from among the board members to hear the appeal or
26 may set the matter for hearing before the full board at its
27 next regular meeting. A majority of the board shall make the
28 decision.
29 Sec. 60. Section 147.80, subsection 3, Code 2024, is amended
30 by striking the subsection.
31 Sec. 61. Section 147.87, Code 2024, is amended to read as
32 follows:
33 **147.87 Enforcement.**
34 1. A board shall enforce the provisions of this chapter and
35 the board's enabling statute and for that purpose may request

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1 the department of inspections, appeals, and licensing to make
2 necessary investigations. Every licensee and member of a board
3 shall furnish the board or the department of inspections,
4 appeals, and licensing such evidence as the member or licensee
5 may have relative to any alleged violation which is being
6 investigated.
7 2. The department of inspections, appeals, and licensing
8 may administratively close a complaint that does not allege a
9 violation of this chapter, the board's enabling statute, or a
10 rule of the board.
11 Sec. 62. Section 147.88, Code 2024, is amended to read as
12 follows:
13 **147.88 Inspections and investigations.**
14 The department of inspections, appeals, and licensing may
15 perform inspections and investigations as required by this
16 subtitle~~, except inspections and investigations for the board~~
17 ~~of medicine, board of pharmacy, board of nursing, and the~~
18 ~~dental board~~. ~~The department of inspections, appeals, and~~
19 ~~licensing shall employ personnel related to the inspection and~~
20 ~~investigative functions.~~
21 Sec. 63. Section 152.2, Code 2024, is amended to read as
22 follows:
23 **152.2 Executive director.**
24 ~~The board shall retain a full-time~~ An executive director~~,~~
25 ~~who~~ shall be appointed pursuant to section 10A.504. The
26 executive director shall be a registered nurse. The governor,
27 with the approval of the executive council pursuant to section
28 8A.413, subsection 3, under the pay plan for exempt positions
29 in the executive branch of government, shall set the salary of
30 the executive director.
31 Sec. 64. Section 152E.2, Code 2024, is amended to read as
32 follows:
33 **152E.2 Compact administrator.**
34 The ~~executive director of the board of nursing, as~~
35 ~~provided for in section 152.2,~~ director of the department

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1 of inspections, appeals, and licensing, or the director's
2 designee, shall serve as the compact administrator identified
3 in article VII, paragraph "b", of the nurse licensure compact
4 contained in section 152E.1 and as the compact administrator
5 identified in article VIII, paragraph "a", of the advanced
6 practice registered nurse compact contained in section 152E.3.
7 Sec. 65. Section 153.36, subsection 1, Code 2024, is amended
8 to read as follows:
9 1. Sections 147.44, 147.48, 147.49, 147.53, and 147.55~~, and~~
10 ~~sections 147.87 through 147.92~~ shall not apply to the practice
11 of dentistry.
12 Sec. 66. Section 272C.6, subsection 1, Code 2024, is amended
13 to read as follows:
14 1. Disciplinary hearings held pursuant to this chapter
15 shall be heard by the board sitting as the hearing panel, or
16 by an administrative law judge, or by a panel of not less
17 than three board members who are licensed in the profession,
18 or by a panel of not less than three members appointed
19 pursuant to subsection 2. Notwithstanding chapters 17A and
20 21 a disciplinary hearing shall be open to the public at the
21 discretion of the licensee.
22 Sec. 67. REPEAL. Sections 152.3 and 153.33B, Code 2024,
23 are repealed.
24 DIVISION V
25 LICENSURE STUDIES
26 Sec. 68. LICENSURE RENEWAL CYCLES STUDY. The department of
27 inspections, appeals, and licensing shall review all current
28 licensure renewal cycles for professional and occupational
29 licenses issued by a department, board, commission, or other
30 governmental entity. The department shall submit a report,
31 including proposed recommendations for a uniform renewal cycle
32 for all professional and occupational licenses, to the governor
33 and the general assembly by September 30, 2024.
34 Sec. 69. LICENSURE FEE STUDY.
35 1. The department of inspections, appeals, and licensing

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1 shall review fees imposed by a department, board, commission,
2 or other governmental entity for the issuance or renewal of a
3 professional or occupational license. The department shall
4 evaluate the fees based on the licensure fees imposed in
5 surrounding states and the operational costs of the licensing
6 functions of the entity.
7 2. The department shall submit a report, including proposed
8 fees, to the governor and the general assembly by September 30,
9 2024.
10 DIVISION VI
11 ADVISORY BODIES
12 Sec. 70. Section 7E.3, subsection 3, Code 2024, is amended
13 by striking the subsection and inserting in lieu thereof the
14 following:
15 3. *Advisory bodies.* In addition to any boards, commissions,
16 committees, or councils specifically created by law, establish
17 and utilize other ad hoc advisory committees as determined
18 necessary by the head of the department or independent
19 agency. The department or independent agency shall establish
20 appointment provisions, membership terms, operating guidelines,
21 and any other operational requirements for committees
22 established pursuant to this subsection. Members of committees
23 under this general authority shall serve without compensation
24 but may be reimbursed for actual expenses.
25 Sec. 71. Section 15.105, Code 2024, is amended by adding the
26 following new subsection:
27 NEW SUBSECTION. 12. The authority may establish and utilize
28 such ad hoc advisory committees as determined necessary by
29 the authority. The authority shall establish appointment
30 provisions, membership terms, operating guidelines, and any
31 other operational requirements for committees established
32 pursuant to this subsection. Members of committees established
33 pursuant to this subsection shall serve without compensation
34 but may be reimbursed for actual expenses.
35 Sec. 72. NEW SECTION. **152.3A Advisory committees.**

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1 The board may establish and utilize such ad hoc advisory
2 committees as determined necessary by the board. The board
3 shall establish appointment provisions, membership terms,
4 operating guidelines, and any other operational requirements
5 for committees established pursuant to this section. Members
6 of committees established pursuant to this section shall serve
7 without compensation but may be reimbursed for actual expenses.
8 Sec. 73. Section 153.33, subsection 1, Code 2024, is amended
9 by adding the following new paragraph:
10 NEW PARAGRAPH. *f.* To establish and utilize such ad hoc
11 advisory committees as determined necessary by the board,
12 including an advisory committee on the practice of dental
13 hygiene. The board shall establish appointment provisions,
14 membership terms, operating guidelines, and any other
15 operational requirements for committees established pursuant
16 to this paragraph. Members of committees established pursuant
17 to this paragraph shall serve without compensation but may be
18 reimbursed for actual expenses.
19 Sec. 74. Section 256.7, Code 2024, is amended by adding the
20 following new subsection:
21 NEW SUBSECTION. 35. Establish and utilize such ad hoc
22 advisory committees as determined necessary by the state
23 board. The state board shall establish appointment provisions,
24 membership terms, operating guidelines, and any other
25 operational requirements for committees established pursuant to
26 this subsection. Members of committees established pursuant
27 to this subsection shall serve without compensation but may be
28 reimbursed for actual expenses.
29 Sec. 75. Section 307A.2, Code 2024, is amended by adding the
30 following new subsection:
31 NEW SUBSECTION. 7. Establish and utilize such ad hoc
32 advisory committees as determined necessary by the commission.
33 The commission shall establish appointment provisions,
34 membership terms, operating guidelines, and any other
35 operational requirements for committees established pursuant to

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1 this subsection. Members of committees established pursuant
2 to this subsection shall serve without compensation but may be
3 reimbursed for actual expenses.
4 Sec. 76. Section 455A.5, subsection 6, Code 2024, is amended
5 by adding the following new paragraph:
6 NEW PARAGRAPH. *g.* Establish and utilize such ad hoc
7 advisory committees as determined necessary by the commission.
8 The commission shall establish appointment provisions,
9 membership terms, operating guidelines, and any other
10 operational requirements for committees established pursuant
11 to this paragraph. Members of committees established pursuant
12 to this paragraph shall serve without compensation but may be
13 reimbursed for actual expenses.
14 Sec. 77. Section 455A.6, subsection 6, Code 2024, is amended
15 by adding the following new paragraph:
16 NEW PARAGRAPH. *e.* Establish and utilize such ad hoc
17 advisory committees as determined necessary by the commission.
18 The commission shall establish appointment provisions,
19 membership terms, operating guidelines, and any other
20 operational requirements for committees established pursuant
21 to this paragraph. Members of committees established pursuant
22 to this paragraph shall serve without compensation but may be
23 reimbursed for actual expenses.
24 Sec. 78. Section 904.105, Code 2024, is amended by adding
25 the following new subsection:
26 NEW SUBSECTION. 9A. Establish and utilize such ad hoc
27 advisory committees as determined necessary by the board. The
28 board shall establish appointment provisions, membership terms,
29 operating guidelines, and any other operational requirements
30 for committees established pursuant to this subsection.
31 Members of committees established pursuant to this subsection
32 shall serve without compensation but may be reimbursed for
33 actual expenses.
34 DIVISION VII
35 ELECTRONIC MEETINGS

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1 Sec. 79. Section 21.8, subsection 1, unnumbered paragraph
2 1, Code 2024, is amended to read as follows:
3 A governmental body ~~may conduct a meeting by electronic~~
4 ~~means only in circumstances where such a meeting in person is~~
5 ~~impossible or impractical and only if the governmental body~~
6 ~~complies~~ shall provide for hybrid meetings, teleconference
7 participation, virtual meetings, remote participation, and
8 other hybrid options for the members of the governmental body
9 to participate in official meetings. A governmental body
10 conducting a meeting pursuant to this subsection shall comply
11 with all of the following:
12 Sec. 80. Section 21.8, subsection 1, paragraph c, Code 2024,
13 is amended to read as follows:
14 *c.* Minutes are kept of the meeting. ~~The minutes shall~~
15 ~~include a statement explaining why a meeting in person was~~
16 ~~impossible or impractical.~~
17 Sec. 81. Section 21.8, Code 2024, is amended by adding the
18 following new subsection:
19 NEW SUBSECTION. 4. For the purposes of this section:
20 *a.* *"Hybrid meeting"* means a meeting involving both remote
21 participation and in-person participation by members.
22 *b.* *"Remote participation"* means real-time participation by
23 a remotely located individual in a meeting which is being held
24 in a different physical location using integrated audio, video,
25 and other digital tools.
26 *c.* *"Teleconference participation"* means participation using
27 audio conference tools involving multiple participants in at
28 least two separate locations.
29 *d.* *"Virtual meeting"* means a meeting involving real-time
30 interaction using integrated audio, video, and other digital
31 tools, in which participants do not share a physical location.
32 DIVISION VIII
33 MEETINGS — GENERAL
34 Sec. 82. Section 5.3, Code 2024, is amended to read as
35 follows:

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5.3 Organization.

The commissioners shall meet at the state capitol ~~at least once in two years~~ as necessary and shall organize by the election of one of their number as chairperson and another as secretary, who shall hold their respective offices for a term of two years and until their successors are elected and qualified.

Sec. 85. Section 8A.606, Code 2024, is amended to read as follows:

8A.606 Meetings.

The commission shall have its offices at the seat of government but may hold meetings in other locations. The commission shall meet ~~quarterly and~~ at the call of the chairperson.

Sec. 86. Section 8A.616, subsection 4, Code 2024, is amended to read as follows:

4. *Meetings.* The board shall meet ~~at least three times annually and~~ at the call of the chair. ~~At least one meeting annually shall be held outside the state capital or in conjunction with a meeting of a relevant statewide professional organization.~~

Sec. 87. Section 10A.601, subsection 3, Code 2024, is amended to read as follows:

3. The members of the appeal board shall select a chairperson and vice chairperson from their membership. The appeal board ~~shall meet at least once per month but~~ may meet as often as necessary. Meetings shall be set by a majority of the appeal board or upon the call of the chairperson, or in the chairperson's absence, upon the call of the vice chairperson. The employment appeal board, subject to the approval of the director, may appoint personnel necessary for carrying out its functions and duties.

Sec. 88. Section 13A.5, Code 2024, is amended to read as follows:

13A.5 Meetings.

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The council ~~shall meet at least four times each year and~~ shall hold meetings when called by the chairperson, or in the absence of the chairperson, by the vice chairperson or when called by the chairperson upon the written request of three members of the council. The council shall establish its own procedures and requirements with respect to quorum, place, and conduct of its meetings and other matters.

Sec. 89. Section 23.3, subsection 7, Code 2024, is amended to read as follows:

7. The board shall meet ~~at least quarterly and~~ at the call of the chairperson.

Sec. 90. Section 24.26, subsection 2, Code 2024, is amended to read as follows:

2. The ~~annual meeting of the~~ state board shall ~~be held on the second Tuesday of January in each year~~ meet as necessary. ~~At each annual meeting the~~ The state board shall organize by the election from its members of a chairperson and a vice chairperson; and by appointing a secretary. Two members of the state board constitute a quorum for the transaction of any business.

Sec. 91. Section 47.8, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A state voter registration commission is established which shall meet ~~at least quarterly~~ as necessary to make and review policy, adopt rules, and establish procedures to be followed by the registrar in discharging the duties of that office, and to promote interagency cooperation and planning.

Sec. 92. Section 80B.9, Code 2024, is amended to read as follows:

80B.9 Meetings.

The council ~~shall meet at least four times each year and~~ shall hold ~~special~~ meetings when called by the chairperson or, in the absence of the chairperson, by the vice chairperson, or by the chairperson upon written request of five members of the council. The council shall establish procedures and

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requirements with respect to quorum, place, and conduct of meetings.

Sec. 93. Section 99D.6, subsection 1, Code 2024, is amended to read as follows:

1. The commission shall have its headquarters in the city of Des Moines and shall meet ~~in July of each year and~~ at ~~other~~ such times and places as it finds necessary for the discharge of its duties. The commission shall elect in July of each year one of its members as chairperson for the succeeding year.

Sec. 94. Section 99G.8, subsection 11, Code 2024, is amended to read as follows:

11. The board shall meet ~~at least quarterly and at such other times~~ upon call of the chairperson or the chief executive officer. Notice of the time and place of each board meeting shall be given to each member. The board shall also meet upon call of three or more of the board members. The board shall keep accurate and complete records of all its meetings.

Sec. 95. Section 103.2, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. ~~The board shall hold at least one meeting quarterly at the location of the board's principal office, and meetings~~ Meetings shall be called ~~at other times~~ as needed by the chairperson or four members of the board. At any meeting of the board, a majority of members constitutes a quorum.

Sec. 96. Section 103.34, subsection 1, Code 2024, is amended to read as follows:

1. Upon receipt of a notice of appeal filed pursuant to section 103.33, the chairperson or executive secretary of the board may designate a hearing officer from among the board members to hear the appeal or may set the matter for hearing before the full board at its next ~~regular~~ scheduled meeting. A majority of the board shall make the decision.

Sec. 97. Section 123.6, Code 2024, is amended to read as follows:

123.6 Commission meetings.

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The commission shall meet on or before July 1 of each year for the purpose of selecting one of its members as chairperson for the succeeding year. The commission shall ~~otherwise~~ meet ~~quarterly or~~ at the call of the chairperson or director or when three members file a written request for a meeting. Written notice of the time and place of each meeting shall be given to each member of the commission. A majority of the commission members shall constitute a quorum.

Sec. 98. Section 124E.5, subsection 2, Code 2024, is amended to read as follows:

2. The medical cannabidiol board shall convene ~~at least twice per year~~ as necessary.

Sec. 99. Section 169.5, subsections 3 and 4, Code 2024, are amended to read as follows:

3. ~~The board shall meet at least once each year as determined by the board. Other necessary~~ Necessary meetings may be called by the president of the board by giving proper notice. Except as provided, a majority of the board constitutes a quorum. Meetings shall be open and public except that the board may meet in closed session to prepare, approve, administer, or grade examinations, or to deliberate the qualifications of an applicant for license or the disposition of a proceeding to discipline a licensed veterinarian.

4. ~~At its annual meeting, the~~ The board shall organize by electing a president and such other officers as may be necessary. Officers of the board serve for terms of one year and until a successor is elected, without limitation on the number of terms an officer may serve. The president shall serve as chairperson of board meetings. The person designated as the state veterinarian shall serve as secretary of the board.

Sec. 100. Section 182.13, Code 2024, is amended to read as follows:

182.13 Compensation — meetings.

Members of the board may receive payment for their

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1 actual expenses and travel in performing official board
2 functions. Payment shall be made from amounts collected from
3 the assessment. No member of the board shall be a salaried
4 employee of the board or any organization or agency receiving
5 funds from the board. The board shall meet at ~~least once every~~
6 ~~three months, and at other~~ such times as it deems necessary.
7 Sec. 101. Section 184.7, subsection 4, Code 2024, is amended
8 to read as follows:
9 4. The council shall meet ~~at least once every three~~
10 ~~months and~~ at ~~other~~ such times as the council determines are
11 necessary.
12 Sec. 102. Section 185.14, Code 2024, is amended to read as
13 follows:
14 **185.14 Compensation — meetings.**
15 Each director of the board shall receive a per diem of one
16 hundred dollars and actual expenses in performing official
17 board functions, notwithstanding section 7E.6. A director of
18 the board shall not be a salaried employee of the board or
19 any organization or agency which is receiving moneys from the
20 board. The board shall meet ~~at least four times each year~~ as
21 necessary.
22 Sec. 103. Section 185C.14, subsection 3, Code 2024, is
23 amended to read as follows:
24 3. The board shall meet ~~at least three times each year, and~~
25 at such ~~other~~ times as deemed necessary by the board.
26 Sec. 104. Section 186.1, Code 2024, is amended to read as
27 follows:
28 **186.1 Meetings and organization of society.**
29 The Iowa state horticulture society shall hold meetings ~~each~~
30 ~~year, at times as it may fix,~~ as necessary for the transaction
31 of business. The officers and board of directors of the
32 society shall be chosen as provided for in the constitution
33 of the society, for the period and in the manner prescribed
34 therein, but the secretary of agriculture or the secretary's
35 designee shall be a member of the board of directors and of

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1 the executive committee. Any vacancy in the offices filled by
2 the society may be filled by the executive committee for the
3 unexpired portion of the term.
4 Sec. 105. Section 217.4, Code 2024, is amended to read as
5 follows:
6 **217.4 Meetings of council.**
7 ~~The council shall meet at least monthly. Additional~~
8 ~~meetings~~ Meetings shall be called by the chairperson or upon
9 written request of any three council members as necessary to
10 carry out the duties of the council. The chairperson shall
11 preside at all meetings or in the absence of the chairperson
12 the vice chairperson shall preside. The members of the council
13 shall be paid a per diem as specified in section 7E.6 and their
14 reasonable and necessary expenses.
15 Sec. 106. Section 237.16, subsection 2, Code 2024, is
16 amended to read as follows:
17 2. The members of the state board shall annually select a
18 chairperson, vice chairperson, and other officers the members
19 deem necessary. The members may be entitled to receive
20 reimbursement for actual and necessary expenses incurred in
21 the performance of their duties, subject to available funding.
22 Each member of the board may also be eligible to receive
23 compensation as provided in section 7E.6. The state board
24 shall meet ~~at least twice a year~~ as necessary.
25 Sec. 107. Section 256.32, subsection 3, Code 2024, is
26 amended to read as follows:
27 3. The duties of the council are to review, develop,
28 and recommend standards for secondary and postsecondary
29 agricultural education. The council shall annually issue a
30 report to the state board of education and the chairpersons
31 of the house and senate agriculture and education committees
32 regarding both short-term and long-term curricular standards
33 for agricultural education and the council's activities. The
34 council shall meet ~~a minimum of twice annually~~ as necessary,
35 and must have a quorum consisting of a majority of voting

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1 members present to hold an official meeting and to take any
2 final council action. However, hearings may be held without
3 a quorum. The chairperson shall be elected annually by and
4 from the voting membership. The initial organizational meeting
5 shall be called by the director of the department of education.
6 Sec. 108. Section 256.83, subsection 1, Code 2024, is
7 amended to read as follows:
8 1. The board shall elect from among its members a president
9 and a vice president to serve a one-year term. The board
10 shall ~~meet at least four times annually and shall~~ hold ~~special~~
11 meetings at the call of the president or in the absence of
12 the president by the vice president or by the president upon
13 written request of four members. The board shall establish
14 procedures and requirements relating to quorum, place, and
15 conduct of meetings.
16 Sec. 109. Section 256I.3, subsection 4, Code 2024, is
17 amended to read as follows:
18 4. The state board shall elect a chairperson from among the
19 citizen members and may select other officers from the voting
20 members as determined to be necessary by the board. The board
21 shall meet ~~regularly~~ as determined by the board, upon the call
22 of the board's chairperson, or upon the call of a majority of
23 voting members. ~~The board shall meet at least quarterly.~~
24 Sec. 110. Section 262.8, Code 2024, is amended to read as
25 follows:
26 **262.8 Meetings.**
27 ~~The board shall meet four times a year. Special meetings~~
28 Meetings may be called by the board, by the president of the
29 board, or by the executive director of the board upon written
30 request of any five members thereof.
31 Sec. 111. Section 267.5, subsection 2, Code 2024, is amended
32 to read as follows:
33 2. ~~Hold a meeting twice each year~~ Meet as necessary at Iowa
34 state university of science and technology. The council shall
35 meet with the faculty of the college of veterinary medicine.

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The council may hold other such meetings as the council may determine necessary, or as required by section 267.6. An action taken by the council shall not be valid unless agreed to by a majority of the council members.

Sec. 112. Section 455A.5, subsection 4, Code 2024, is amended to read as follows:

4. The commission shall hold an organizational meeting within thirty days of the beginning of a new regular term for one or more of its members. The commission shall organize by electing a chairperson, vice chairperson, secretary, and any other officers deemed necessary or desirable. The commission shall also meet ~~at least quarterly throughout the year~~ as necessary.

Sec. 113. Section 455A.6, subsection 4, Code 2024, is amended to read as follows:

4. The commission shall hold an organizational meeting within thirty days of the beginning of a new regular term for one or more of its members. The commission shall organize by electing a chairperson, vice chairperson, secretary, and any other officers deemed necessary or desirable. The commission shall also meet ~~at least quarterly throughout the year~~ as necessary.

Sec. 114. Section 465C.5, Code 2024, is amended to read as follows:

465C.5 Organization.

The board shall organize annually by the election of a chairperson. The board shall meet ~~annually and~~ at such ~~other~~ times as it deems necessary. Meetings may be called by the chairperson, and shall be called by the chairperson on the request of three members of the board.

Sec. 115. Section 466B.3, subsection 5, paragraph a, Code 2024, is amended to read as follows:

a. The council shall be convened by the secretary of agriculture ~~at least quarterly~~ as necessary.

Sec. 116. Section 481A.10A, subsection 3, Code 2024, is

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1 amended to read as follows:
2 3. The committee shall meet with a representative of the
3 department of natural resources ~~on a semiannual basis~~ as
4 necessary. The committee shall serve without compensation or
5 reimbursement for expenses.
6 Sec. 117. Section 524.205, subsection 5, Code 2024, is
7 amended to read as follows:
8 5. The state banking council shall meet ~~at least once each~~
9 ~~calendar quarter on such date and at such place as the council~~
10 ~~may decide, and shall meet~~ at such ~~other~~ times as may be deemed
11 necessary by the superintendent or a majority of the council
12 members.
13 Sec. 118. Section 533.107, subsection 3, Code 2024, is
14 amended to read as follows:
15 3. The review board ~~shall meet at least four times each year~~
16 ~~and~~ shall hold ~~special~~ meetings at the call of the chairperson.
17 Four members constitute a quorum.
18 Sec. 119. Section 542B.9, Code 2024, is amended to read as
19 follows:
20 **542B.9 Organization of ~~the~~ board — staff.**
21 The board shall elect annually from its members a
22 chairperson and a vice chairperson. The director of the
23 department of inspections, appeals, and licensing shall
24 hire and provide staff to assist the board in implementing
25 this chapter. ~~The board shall hold at least one meeting at~~
26 ~~the location of the board's principal office, and meetings~~
27 Meetings shall be called ~~at other times~~ by the director or the
28 director's designee at the request of the chairperson or four
29 members of the board. At any meeting of the board, a majority
30 of members constitutes a quorum.
31 Sec. 120. Section 543B.50, Code 2024, is amended to read as
32 follows:
33 **543B.50 Meetings.**
34 The real estate commission shall ~~hold at least one meeting~~
35 ~~per year~~ meet as necessary at the location of the commission's

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principal office and shall elect a chairperson annually. A majority of the members of the commission shall constitute a quorum.

Sec. 121. Section 543D.4, subsection 7, Code 2024, is amended to read as follows:

7. The board shall meet ~~at least once each calendar quarter~~ as necessary to conduct its business.

Sec. 122. Section 904.106, Code 2024, is amended to read as follows:

904.106 Meetings — expenses.

~~The board shall meet at least quarterly throughout the year. Special meetings~~ Meetings may be called by the chairperson or upon written request of any three members of the board. The chairperson shall preside at all meetings or in the chairperson's absence, the vice chairperson shall preside. The members of the board shall be paid their actual expenses while attending the meetings. Each member of the board may also be able to receive compensation as provided in section 7E.6.

Sec. 123. Section 905.3, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. The district advisory board shall meet ~~not more often than quarterly during the calendar year~~ as necessary.

DIVISION IX

REORGANIZATION

Sec. 124. Section 7E.5, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. There is a civil rights commission, ~~a public employment relations board, an interstate cooperation commission,~~ an Iowa ethics and campaign disclosure board, an Iowa utilities board, and an Iowa law enforcement academy.

Sec. 125. Section 8A.201, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. Materials excluded from this definition by ~~the commission through the adoption and enforcement of rules~~ rule.

Sec. 126. Section 8A.203, subsections 3 and 4, Code 2024,

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1 are amended to read as follows:
2 3. The commission shall ~~adopt~~ provide advice and
3 recommendations on the adoption of rules under chapter 17A by
4 the department for carrying out the responsibilities of the
5 department as it relates to library services duties of the
6 department.
7 4. ~~Advise~~ The commission shall advise the department and the
8 state librarian concerning the library services duties of the
9 department.
10 Sec. 127. Section 8A.206, subsection 2, paragraphs a and d,
11 Code 2024, are amended to read as follows:
12 *a.* Operate the law library which shall be maintained in the
13 state capitol or in rooms convenient to the state supreme court
14 and which shall be available for free use by the residents of
15 Iowa under rules the ~~commission~~ department adopts.
16 *d.* Perform other duties imposed by law or by the rules of
17 the ~~commission~~ department.
18 Sec. 128. Section 8A.207, subsection 1, Code 2024, is
19 amended to read as follows:
20 1. Manage the state data center program to make United
21 States census data available to the residents of Iowa under
22 rules the ~~commission~~ department adopts.
23 Sec. 129. Section 8A.209, subsection 1, Code 2024, is
24 amended to read as follows:
25 1. An enrich Iowa program is established in the department
26 to provide direct state assistance to public libraries, to
27 support the open access and access plus programs, to provide
28 public libraries with an incentive to improve library services
29 that are in compliance with performance measures, and to
30 reduce inequities among communities in the delivery of library
31 services based on performance measures adopted by rule by the
32 ~~commission~~ department. The ~~commission~~ department shall adopt
33 rules governing the allocation of ~~funds~~ moneys appropriated by
34 the general assembly for purposes of this section to provide
35 direct state assistance to eligible public libraries. A public

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1 library is eligible for ~~funds~~ moneys under this subchapter
2 if it is in compliance with the ~~commission's~~ department's
3 performance measures.
4 Sec. 130. Section 8A.412, subsection 11, Code 2024, is
5 amended to read as follows:
6 11. Professional employees under the supervision of the
7 attorney general, the state public defender, the secretary of
8 state, the auditor of state, and the treasurer of state~~, and~~
9 ~~the public employment relations board~~.
10 Sec. 131. Section 8A.415, subsection 1, paragraph b, Code
11 2024, is amended to read as follows:
12 *b.* If not satisfied, the employee may, within thirty
13 calendar days following the director's response, file an appeal
14 with the ~~public~~ employment ~~relations~~ appeal board. The hearing
15 shall be conducted in accordance with the rules of the ~~public~~
16 employment ~~relations~~ appeal board and the Iowa administrative
17 procedure Act, chapter 17A. Decisions rendered shall be based
18 upon a standard of substantial compliance with this subchapter
19 and the rules of the department. Decisions by the ~~public~~
20 employment ~~relations~~ appeal board constitute final agency
21 action.
22 Sec. 132. Section 8A.415, subsection 2, paragraph b, Code
23 2024, is amended to read as follows:
24 *b.* If not satisfied, the employee may, within thirty
25 calendar days following the director's response, file an
26 appeal with the ~~public~~ employment ~~relations~~ appeal board. The
27 employee has the right to a hearing closed to the public,
28 unless a public hearing is requested by the employee. The
29 hearing shall otherwise be conducted in accordance with the
30 rules of the ~~public~~ employment ~~relations~~ appeal board and the
31 Iowa administrative procedure Act, chapter 17A. If the ~~public~~
32 employment ~~relations~~ appeal board finds that the action taken
33 by the appointing authority was for political, religious,
34 racial, national origin, sex, age, or other reasons not
35 constituting just cause, the employee may be reinstated without

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loss of pay or benefits for the elapsed period, or the ~~public~~ employment ~~relations~~ appeal board may provide other appropriate remedies. Decisions by the ~~public~~ employment ~~relations~~ appeal board constitute final agency action.

Sec. 133. Section 8A.703, subsection 1, Code 2024, is amended to read as follows:

1. A state historical society board of trustees is established consisting of ~~twelve~~ seven members selected as follows:

a. ~~Three~~ Two members shall be elected by the members of the state historical society according to rules established by the board of trustees.

~~*b.* The governor shall appoint one member from each of the state's congressional districts established under section 40.1.~~

~~*c.*~~ *b.* The governor shall appoint five members from the state at large, considering but not requiring geographical diversity, at least ~~two~~ one of whom shall be on the faculty of a college or university in the state engaged in a discipline related to the activities of the historical society.

Sec. 134. Section 8A.707, subsection 1, Code 2024, is amended by adding the following new paragraphs:

NEW PARAGRAPH. *f.* Serve as the central advisory body for historical records planning in the state and as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state.

NEW PARAGRAPH. *g.* Serve as a state level review body for grant proposals submitted to the national historical publications and records commission.

Sec. 135. Section 8A.707, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4. The state historical society board of trustees may:

a. Serve in an advisory capacity to the state records commission, the state archives and records program, and other statewide archival or records agencies.

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b. Seek moneys from the national historical publications and records commission or other grant-funding bodies for sponsoring and publishing surveys of the conditions and needs of historical records in the state; for developing, revising, and distributing funding priorities for historical records projects in Iowa; for implementing projects to be carried out in the state for the preservation of historical records and publications; or for reviewing, through reports and otherwise, the operation and progress of records projects in the state.

Sec. 136. Section 8D.3, subsection 3, paragraphs b and d, Code 2024, are amended to read as follows:

b. ~~Adopt rules pursuant to chapter 17A as deemed appropriate and necessary, and directly related to the implementation and administration of the duties of the commission. The commission, in consultation with the department of administrative services, shall also adopt and provide for standard communications procedures and policies relating to the use of the network which recognize, at a minimum, the need for reliable communications services.~~ Provide advice and recommendations to the director for the adoption of rules as provided in section 8D.4.

d. ~~Review and approve for adoption, rules as proposed and submitted by an authorized user group necessary for the authorized user group's access and use of the network. The commission may refuse to approve and adopt a proposed rule, and upon such refusal, shall return the proposed rule to the respective authorized user group proposing the rule with a statement indicating the commission's reason for refusing to approve and adopt the rule.~~ Provide advice and recommendations to the director for the review and adoption of rules proposed and submitted by an authorized user group.

Sec. 137. Section 8D.4, Code 2024, is amended to read as follows:

8D.4 Executive director appointed.

1. The ~~commission~~ governor shall appoint an executive

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1 director of the commission, subject to confirmation by the
2 senate. Such individual shall not serve as a member of the
3 commission. The executive director shall serve at the pleasure
4 of the ~~commission~~ governor. The executive director shall be
5 selected primarily for administrative ability and knowledge
6 in the field, without regard to political affiliation. The
7 governor shall establish the salary of the executive director
8 within the applicable salary range as established by the
9 general assembly. The salary and support of the executive
10 director shall be paid from ~~funds~~ moneys deposited in the Iowa
11 communications network fund.
12 2. The director shall adopt rules pursuant to chapter 17A
13 for the implementation and administration of the duties of the
14 commission. The director, in consultation with the department
15 of administrative services, shall also adopt and provide for
16 standard communications procedures and policies relating to the
17 use of the network which recognize, at a minimum, the need for
18 reliable communications services. The director shall review
19 and approve for adoption rules as proposed and submitted by
20 an authorized user group necessary for the authorized user
21 group's access and use of the network. The director may refuse
22 to approve and adopt a proposed rule, and upon such refusal,
23 shall return the proposed rule to the respective authorized
24 user group proposing the rule with a statement indicating the
25 director's reason for refusing to approve and adopt the rule.
26 Sec. 138. Section 8D.9, subsection 2, paragraph b, Code
27 2024, is amended to read as follows:
28 *b.* A private or public agency, other than an institution
29 under the control of the state board of regents, a private
30 college or university, or a nonpublic school, shall petition
31 the commission for a waiver of the requirement to use the
32 network as provided in paragraph *"a"*, if the agency determines
33 that paragraph *"a"*, subparagraph (1) or (2), applies. The
34 ~~commission~~ director shall establish by rule a review process
35 for determining, upon application of an authorized user,

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1 whether paragraph "a", subparagraph (1) or (2), applies. An
2 authorized user found by the commission to be under contract
3 for such services as provided in paragraph "a", subparagraph
4 (2), shall not enter into another contract upon the expiration
5 of such contract, but shall utilize the network for such
6 services as provided in this section unless paragraph "a",
7 subparagraph (1), applies. A waiver approved by the commission
8 may be for a period as requested by the private or public
9 agency of up to three years.
10 Sec. 139. Section 10A.104, subsection 2, Code 2024, is
11 amended to read as follows:
12 2. Appoint the administrators of the divisions within
13 the department and all other personnel deemed necessary for
14 the administration of this chapter, except the state public
15 defender, assistant state public defenders, administrator of
16 the racing and gaming commission, labor commissioner, workers'
17 compensation commissioner, director of the Iowa ~~state~~ office of
18 civil rights ~~commission~~, and members of the employment appeal
19 board. All persons appointed and employed in the department
20 are covered by the provisions of chapter 8A, subchapter IV, but
21 persons not appointed by the director are exempt from the merit
22 system provisions of chapter 8A, subchapter IV.
23 Sec. 140. Section 12.72, subsection 1, Code 2024, is amended
24 to read as follows:
25 1. A vision Iowa fund is created and established as a
26 separate and distinct fund in the state treasury. The moneys
27 in the fund are appropriated to the ~~enhance Iowa~~ economic
28 development authority board for purposes of the vision Iowa
29 program established in section 15F.302. Moneys in the fund
30 shall not be subject to appropriation for any other purpose by
31 the general assembly, but shall be used only for the purposes
32 of the vision Iowa fund. The treasurer of state shall act as
33 custodian of the fund and disburse moneys contained in the
34 fund as directed by the ~~enhance Iowa~~ economic development
35 authority board, including automatic disbursements of funds

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1 received pursuant to the terms of bond indentures and documents
2 and security provisions to trustees. The fund shall be
3 administered by the ~~enhance Iowa~~ economic development authority
4 board which shall make expenditures from the fund consistent
5 with the purposes of the vision Iowa program without further
6 appropriation. An applicant under the vision Iowa program
7 shall not receive more than seventy-five million dollars in
8 financial assistance from the fund.
9 Sec. 141. Section 12.75, subsection 1, Code 2024, is amended
10 to read as follows:
11 1. The ~~enhance Iowa~~ economic development authority board
12 may undertake a project for two or more applicants jointly
13 or for any combination of applicants, and may combine for
14 financing purposes, with the consent of all of the applicants
15 which are involved, the project and some or all future projects
16 of any applicant, and section 12.71, Code 2020, sections 12.72
17 and 12.74, this section, and sections 12.76 and 12.77 apply to
18 and for the benefit of the ~~enhance Iowa~~ economic development
19 authority board and the joint applicants. However, the money
20 set aside in a fund or funds pledged for any series or issue
21 of bonds or notes shall be held for the sole benefit of the
22 series or issue separate and apart from money pledged for
23 another series or issue of bonds or notes of the treasurer
24 of state. To facilitate the combining of projects, bonds or
25 notes may be issued in series under one or more resolutions or
26 trust agreements and may be fully open-ended, thus providing
27 for the unlimited issuance of additional series, or partially
28 open-ended, limited as to additional series.
29 Sec. 142. Section 12C.6, subsection 2, paragraphs a, c, d,
30 e, and f, Code 2024, are amended to read as follows:
31 *a.* ~~A committee composed of the superintendent of banking,~~
32 ~~the superintendent of credit unions, the auditor of state or~~
33 ~~a designee, and the treasurer of state shall meet on or about~~
34 ~~the first of each month or at other times as the committee~~
35 ~~may prescribe and by majority action~~ The treasurer of state,

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1 in consultation with subject matter experts as needed, shall
2 establish a minimum rate to be earned on state funds placed in
3 time deposits.
4 *c.* An interest rate established by the ~~committee~~ treasurer
5 of state under this section shall be in effect commencing
6 on the eighth calendar day following the day the rate is
7 established and until a different rate is established and takes
8 effect.
9 *d.* The ~~committee~~ treasurer of state shall give advisory
10 notice of an interest rate established under this section.
11 This notice may be given by publication in one or more
12 newspapers, by publication in the Iowa administrative bulletin,
13 by ordinary mail to persons directly affected, by any other
14 method determined by the ~~committee~~ treasurer of state, or by
15 a combination of these. In all cases, the notice shall be
16 published in the Iowa administrative bulletin.
17 *e.* The notice shall contain the following words:
18 The rate of interest has been determined by ~~a committee~~ the
19 treasurer of state of the state of Iowa to be the minimum
20 interest rate that shall be paid on public funds deposited in
21 approved financial institutions. To be eligible to accept
22 deposits of public funds of the state of Iowa, a financial
23 institution shall demonstrate a commitment to serve the
24 needs of the local community in which it is chartered to do
25 business. These needs include credit services as well as
26 deposit services. All such financial institutions are required
27 to provide the ~~committee~~ treasurer of state with a written
28 description of their commitment to provide credit services in
29 the community. This statement is available for examination by
30 citizens.
31 *f.* The notice shall also provide the name and address of a
32 state official to whom inquiries can be sent. Actions of the
33 ~~committee~~ treasurer of state under this section and section
34 12C.6A are exempt from chapter 17A.
35 Sec. 143. Section 12C.6A, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. In addition to establishing a minimum interest rate for
3 public funds pursuant to section 12C.6, ~~the committee composed~~
4 ~~of the superintendent of banking, the superintendent of credit~~
5 ~~unions, the auditor of state or a designee, and~~ the treasurer
6 of state, in consultation with subject matter experts as
7 needed, shall develop a list of financial institutions eligible
8 to accept state public funds. The ~~committee~~ treasurer of state
9 shall require that a financial institution seeking to qualify
10 for the list shall annually provide the ~~committee~~ treasurer
11 of state a written statement that the financial institution
12 has complied with the requirements of this chapter and has a
13 commitment to community reinvestment consistent with the safe
14 and sound operation of a financial institution, unless the
15 financial institution has received a rating of satisfactory
16 or higher pursuant to the federal Community Reinvestment
17 Act, 12 U.S.C. §2901 et seq., and such rating is certified
18 to the ~~committee~~ treasurer of state by the superintendent of
19 banking. To qualify for the list, a financial institution must
20 demonstrate a continuing commitment to meet the credit needs of
21 the local community in which it is chartered.
22 Sec. 144. Section 12C.6A, subsection 3, unnumbered
23 paragraph 1, Code 2024, is amended to read as follows:
24 The ~~committee~~ treasurer of state may require a financial
25 institution to provide public notice inviting the public to
26 submit comments to the financial institution regarding its
27 community lending activities. Each financial institution shall
28 maintain a file open to public inspection which contains public
29 comments received on its community investment activities, and
30 the financial institution's response to those comments. The
31 ~~committee~~ treasurer of state shall adopt procedures for both
32 of the following:
33 Sec. 145. Section 12C.6A, subsection 4, unnumbered
34 paragraph 1, Code 2024, is amended to read as follows:
35 At least once a year the ~~committee~~ treasurer of state

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1 shall review any challenges that have been filed pursuant
2 to subsection 3. The ~~committee~~ treasurer of state may hold
3 a public hearing to consider the challenge. In considering
4 a challenge, the ~~committee~~ treasurer of state shall review
5 documents filed with federal regulatory authorities pursuant to
6 the Community Reinvestment Act, 12 U.S.C. §2901 et seq., and
7 regulations adopted pursuant to the Act, as amended to January
8 1, 1990. In addition, consistent with the confidentiality of
9 financial institution records the ~~committee~~ treasurer of state
10 shall consider other factors including, but not limited to, the
11 following:
12 Sec. 146. Section 12C.6A, subsection 5, Code 2024, is
13 amended to read as follows:
14 5. *a.* A person who believes a bank has failed to meet its
15 community reinvestment responsibility may file a complaint with
16 the ~~committee~~ treasurer of state detailing the basis for that
17 belief.
18 *b.* If ~~any committee member, in the member's discretion,~~
19 the treasurer of state, in the treasurer's discretion, finds
20 that the complaint has merit, the ~~member~~ treasurer of state may
21 order the bank alleged to have failed to meet its community
22 reinvestment responsibility to attend and participate in a
23 meeting with the complainant. The ~~committee member~~ treasurer
24 of state may specify who, at minimum, shall represent the bank
25 at the meeting. At the meeting, or at any other time, the bank
26 may, but is not required to, enter into an agreement with a
27 complainant to correct alleged failings.
28 *c.* ~~A majority of the committee~~ The treasurer of state may
29 order a bank against which a complaint has been filed pursuant
30 to this subsection, to disclose such additional information
31 relating to community reinvestment as required by the order of
32 the ~~majority of the committee~~ treasurer of state.
33 *d.* This subsection does not preempt any other remedies
34 available under statutory or common law available to the
35 ~~committee~~ treasurer of state, the superintendent of banking, or

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1 aggrieved persons to cure violations of this section or chapter
2 524, or rules adopted pursuant to this section or chapter 524.
3 The ~~committee~~ treasurer of state may conduct a public hearing
4 as provided in subsection 4 based upon the same complaint. An
5 order finding merit in a complaint and ordering a meeting is
6 not an election of remedies.
7 Sec. 147. Section 15.105, subsection 1, paragraph a,
8 subparagraph (1), Code 2024, is amended to read as follows:
9 (1) The powers of the authority are vested in and shall
10 be exercised by a board of eleven voting members selected at
11 large and appointed by the governor subject to confirmation
12 by the senate. ~~The voting members shall be comprised of the~~
13 ~~following:~~
14 ~~(a) Two members from each United States congressional~~
15 ~~district established under section 40.1 in the state.~~
16 ~~(b) Three members selected at large.~~
17 Sec. 148. Section 15.108, subsection 5, paragraph c, Code
18 2024, is amended to read as follows:
19 *c.* Coordinate and develop with the department of
20 transportation, the department of natural resources, ~~the~~
21 ~~enhance Iowa board,~~ other state agencies, and local and
22 regional entities public interpretation, marketing, and
23 education programs that encourage Iowans and out-of-state
24 visitors to participate in the recreational and leisure
25 opportunities available in Iowa. The authority shall establish
26 and administer a program that helps connect both Iowa residents
27 and residents of other states to new and existing Iowa
28 experiences as a means to enhance the economic, social, and
29 cultural well-being of the state. The program shall include
30 a broad range of new opportunities, both rural and urban,
31 including main street destinations, green space initiatives,
32 and artistic and cultural attractions.
33 Sec. 149. Section 15.108, subsection 8, paragraph b,
34 subparagraphs (4) and (5), Code 2024, are amended to read as
35 follows:

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(4) Compile, in consultation with the Iowa arts council, a list of grant applications recommended for funding in accordance with the amount available for distribution as provided in section 15.481, subsection 3. ~~The list of recommended grant applications shall be submitted to the Iowa cultural trust board of trustees for approval.~~

(5) Monitor the allocation and use of grant moneys by all qualified organizations to determine whether moneys are used in accordance with the provisions of this paragraph *"b"* and subchapter II, part 30. ~~The authority shall annually submit a report with the authority's findings and recommendations to the Iowa cultural trust board of trustees prior to final board action in approving grants for the next succeeding fiscal year.~~

Sec. 150. Section 15.116, Code 2024, is amended to read as follows:

15.116 Technology commercialization committee.

To evaluate and make recommendations to the authority on appropriate funding for the projects and programs applying for financial assistance from the innovation and commercialization development fund created in section 15.412, the economic development authority shall create a technology commercialization committee composed of members with expertise in the areas of biosciences, engineering, manufacturing, pharmaceuticals, materials, information solutions, software, and energy. At least one member of the technology commercialization committee shall be a member of the economic development authority. An organization designated by the authority, composed of members from both the public and private sectors and composed of subunits or subcommittees in the areas of already identified bioscience platforms, education and workforce development, commercialization, communication, policy and governance, and finance, shall provide funding recommendations to the technology commercialization committee. Members of the committee shall be eligible for a per diem as specified in section 7E.6 for each day spent in performance of

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duties as members, and shall receive compensation for mileage to and from meetings.

Sec. 151. Section 15.117A, subsection 2, paragraph a, unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~Twenty-nine~~ Nine voting members as follows:

Sec. 152. Section 15.117A, subsection 2, paragraph a, subparagraphs (1), (3), and (9), Code 2024, are amended to read as follows:

(1) ~~Twenty~~ Three members selected by the board to serve staggered, two-year terms beginning and ending as provided in section 69.19. ~~Of the members selected by the board, fourteen shall be representatives from businesses in the targeted industries and six shall be individuals who serve on the technology commercialization committee created in section 15.116, or other committees of the board, and who have expertise with the targeted industries. At least ten of the members selected pursuant to this subparagraph shall be executives actively engaged in the management of a business in a targeted industry.~~ The members selected pursuant to this ~~paragraph~~ subparagraph shall have expertise in the targeted industries and reflect the size and diversity of businesses in the targeted industries ~~and of the various geographic areas of the state~~.

(3) The director of the authority~~, or the director's designee~~.

(9) ~~Two~~ One community college ~~presidents from geographically diverse areas of the state~~ president, selected by the Iowa association of community college trustees.

Sec. 153. Section 15.117A, subsection 2, paragraph a, subparagraphs (2) and (4), Code 2024, are amended by striking the subparagraphs.

Sec. 154. Section 15.117A, subsection 4, Code 2024, is amended to read as follows:

4. The ~~chief technology officer appointed pursuant to~~

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1 ~~section 15.117~~ council shall ~~be~~ select the chairperson of the
2 council ~~and~~, who shall be responsible for convening meetings of
3 the council and coordinating its activities ~~and shall convene~~
4 ~~the council at least annually~~. The council shall annually
5 elect one of the voting members to serve as vice chairperson.
6 A majority of the members of the council constitutes a quorum.
7 However, the ~~chief technology officer~~ chairperson shall not
8 convene a meeting of the council unless the director of the
9 authority, or the director's designee, is present at the
10 meeting.
11 Sec. 155. Section 15.117A, subsection 6, paragraphs a, b,
12 and d, Code 2024, are amended by striking the paragraphs.
13 Sec. 156. Section 15.117A, Code 2024, is amended by adding
14 the following new subsection:
15 NEW SUBSECTION. 7. A committee appointed by the
16 director and the chairperson of the council shall review and
17 make recommendations on all applications received by the
18 authority for financial assistance under the Iowa strategic
19 infrastructure program pursuant to section 15.313. Persons
20 appointed to a committee pursuant to this subsection are not
21 required to be members of the council.
22 Sec. 157. Section 15.439, subsection 1, paragraphs a, c, d,
23 and e, Code 2024, are amended to read as follows:
24 *a.* The authority shall establish and administer an Iowa
25 great places program for purposes of combining resources of
26 state government in an effort to showcase the unique and
27 authentic qualities of communities, regions, neighborhoods, and
28 districts that make such places exceptional places to work and
29 live. ~~The authority shall provide administrative assistance to~~
30 ~~the Iowa great places board.~~ The authority shall coordinate
31 ~~the~~ efforts ~~of the Iowa great places board~~ with ~~the efforts of~~
32 other state agencies participating in the program which shall
33 include but not be limited to the Iowa finance authority, the
34 department of health and human services, the department of
35 natural resources, the state department of transportation, and

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1 the department of workforce development.
2 *c.* ~~Initially, three Iowa great places projects shall be~~
3 ~~identified by the Iowa great places board.~~ The ~~board~~ authority
4 may identify additional Iowa great places for participation
5 under the program when places develop dimensions and meet
6 readiness criteria for participation under the program.
7 ~~*d.* The authority shall work in cooperation with the enhance~~
8 ~~Iowa board for purposes of maximizing and leveraging moneys~~
9 ~~appropriated to identified Iowa great places.~~
10 ~~*e.*~~ *d.* As a condition of receiving state funds, an
11 identified Iowa great place shall present information to the
12 ~~board~~ authority concerning the proposed activities and total
13 financial needs of the project.
14 Sec. 158. Section 15.439, subsection 2, Code 2024, is
15 amended by striking the subsection.
16 Sec. 159. Section 15.439, subsections 3 and 4, Code 2024,
17 are amended to read as follows:
18 3. The ~~board~~ authority shall do all of the following:
19 ~~*a.* Organize.~~
20 ~~*b.*~~ *a.* Identify Iowa great places for purposes of receiving
21 a package of resources under the program.
22 ~~*c.*~~ *b.* Identify a combination of state resources which can
23 be provided to Iowa great places.
24 4. Notwithstanding any restriction, requirement, or
25 duty to the contrary, in considering an application for a
26 grant, loan, or other financial or technical assistance for a
27 project identified in an Iowa great places agreement developed
28 pursuant to this section, a state agency shall give additional
29 consideration or additional points in the application of rating
30 or evaluation criteria to such applications. This subsection
31 applies to applications filed within three years of the ~~Iowa~~
32 ~~great places board's~~ authority's identification of the project
33 for participation in the program.
34 Sec. 160. Section 15.478, subsection 1, Code 2024, is
35 amended by striking the subsection.

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1 Sec. 161. Section 15.479, subsection 4, Code 2024, is
2 amended to read as follows:
3 4. The treasurer of state shall act as custodian of the
4 fund, shall invest moneys in the trust fund, and shall transfer
5 the interest attributable to the investment of trust fund
6 moneys to the grant account created in section 15.482. The
7 trust fund's principal shall not be used or accessed by the
8 ~~department or the board~~ authority for any purpose.
9 Sec. 162. Section 15.481, unnumbered paragraph 1, Code
10 2024, is amended to read as follows:
11 The ~~board~~ authority shall do any or all of the following:
12 Sec. 163. Section 15.481, subsections 2 and 3, Code 2024,
13 are amended to read as follows:
14 2. Approve or disapprove the grants recommended for
15 approval by the director, in consultation with the Iowa arts
16 council and the state historical society of Iowa, in accordance
17 with section 15.108, subsection 8, paragraph *"b"*. The ~~board~~
18 authority may remove any recommendation from the list, but
19 shall not add to or otherwise amend the list of recommended
20 grants.
21 3. Upon approving a grant, the ~~board~~ authority shall certify
22 to the treasurer of state the amount of financial assistance
23 payable from the grant account to the qualified organization
24 whose grant application is approved.
25 Sec. 164. Section 15.482, subsections 1 and 3, Code 2024,
26 are amended to read as follows:
27 1. An Iowa cultural trust grant account is created in
28 the office of the treasurer of state under the control of
29 the ~~board~~ authority to receive interest attributable to the
30 investment of trust fund moneys as required by section 15.479,
31 subsection 4. The moneys in the grant account are appropriated
32 to the ~~board~~ authority for purposes of the Iowa cultural trust
33 created in section 15.479. Moneys in the grant account shall
34 not be subject to appropriation for any other purpose by the
35 general assembly, but shall be used only for the purposes of

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the Iowa cultural trust. The treasurer of state shall act as custodian of the grant account and disburse moneys contained in the grant account as directed by the ~~board~~ authority. The ~~board~~ authority shall make expenditures from the grant account consistent with the purposes of the Iowa cultural trust.

3. At any time when the principal balance in the trust fund equals or exceeds three million dollars, the ~~board~~ authority may use moneys in the grant account for a statewide educational program to promote participation in, expanded support of, and local endowment building for, Iowa nonprofit arts, history, and sciences and humanities organizations.

Sec. 165. Section 15F.101, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~enhance Iowa~~ economic development authority board as created in section ~~15F.102~~ 15.105.

Sec. 166. Section 15F.203, subsection 2, Code 2024, is amended to read as follows:

2. A review committee composed of five members of the board shall review community attraction and tourism program applications forwarded to the board and make recommendations regarding the applications to the board. ~~The review committee shall consist of members of the board, with one member from each congressional district under section 15F.102, subsection 2, paragraph *"a"*, and one member from the state at large under section 15F.102, subsection 2, paragraph *"b"*.~~

Sec. 167. Section 15F.304, subsection 2, Code 2024, is amended to read as follows:

2. A review committee composed of six members of the board shall review vision Iowa program applications and river enhancement community attraction and tourism project applications forwarded to the board and make recommendations regarding the applications to the board. ~~The review committee shall consist of members of the board, with one member from each congressional district under section 15F.102, subsection 2, paragraph *"a"*, and two members from the state at large under~~

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1 ~~section 15F.102, subsection 2, paragraph "b".~~
2 Sec. 168. Section 15F.402, subsection 2, Code 2024, is
3 amended to read as follows:
4 2. A review committee composed of five members of the
5 board shall review sports tourism marketing and infrastructure
6 program applications forwarded to the board and make
7 recommendations regarding the applications to the authority.
8 ~~The review committee shall consist of members of the board,~~
9 ~~with one member from each congressional district under section~~
10 ~~15F.102, subsection 2, paragraph "a", and one member from the~~
11 ~~state at large under section 15F.102, subsection 2, paragraph~~
12 ~~"b".~~
13 Sec. 169. Section 15H.3, subsection 1, paragraphs e and k,
14 Code 2024, are amended by striking the paragraphs.
15 Sec. 170. Section 16.2D, subsections 1, 2, 3, 4, 5, and 6,
16 Code 2024, are amended by striking the subsections.
17 Sec. 171. Section 16.2D, subsection 7, unnumbered paragraph
18 1, Code 2024, is amended to read as follows:
19 The duties of the ~~council~~ authority under this section shall
20 include but are not limited to the following:
21 Sec. 172. Section 16.2D, subsection 7, paragraph e, Code
22 2024, is amended to read as follows:
23 *e.* Advise the governor's office, ~~the authority,~~ state
24 agencies, and private organizations on strategies to prevent
25 and eliminate homelessness.
26 Sec. 173. Section 16.2D, subsections 8, 9, and 10, Code
27 2024, are amended to read as follows:
28 8. The ~~council~~ authority shall file a point-in-time report
29 on homelessness in Iowa with the governor and the general
30 assembly on or before December 1 of each year.
31 9. *a.* The authority~~, in consultation with the council,~~
32 shall adopt rules pursuant to chapter 17A for carrying out the
33 duties of the ~~council~~ authority pursuant to this section.
34 *b.* The ~~council~~ authority shall establish internal rules of
35 procedure consistent with the provisions of this section.

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c. Rules adopted or internal rules of procedure established pursuant to paragraph *"a"* or *"b"* shall be consistent with the requirements of the federal McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11301 et seq.

10. The ~~council~~ authority shall comply with the requirements of chapters 21 and 22. ~~The authority shall be the official repository of council records.~~

Sec. 174. Section 20.1, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The general assembly declares that the purposes of the ~~public employment relations board established by~~ employment appeal board with respect to this chapter are to implement the provisions of this chapter and adjudicate and conciliate employment-related cases involving the state of Iowa and other public employers and employee organizations. For these purposes the powers and duties of the board include but are not limited to the following:

Sec. 175. Section 20.3, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~public~~ employment ~~relations~~ appeal board established under section ~~20.5~~ 10A.601.

Sec. 176. Section 20.6, subsection 1, Code 2024, is amended to read as follows:

1. Administer the provisions of this chapter and delegate the powers and duties of the board to ~~the executive director or~~ persons employed by the board, as appropriate.

Sec. 177. Section 22.7, subsection 69, Code 2024, is amended to read as follows:

69. The evidence of public employee support for the certification, retention and recertification, or decertification of an employee organization as defined in section 20.3 that is submitted to the ~~public~~ employment ~~relations~~ appeal board as provided in section 20.14 or 20.15.

Sec. 178. Section 23A.2, subsection 6, paragraph a, Code 2024, is amended to read as follows:

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a. The director of the department of corrections~~, with the advice of the state prison industries advisory board,~~ may, by rule, provide for exemptions from this chapter.

Sec. 179. Section 35A.2, subsection 2, Code 2024, is amended to read as follows:

2. Ten commissioners shall be honorably discharged members of the armed forces of the United States. The American legion ~~of Iowa~~, disabled American veterans ~~department of Iowa~~, veterans of foreign wars ~~department of Iowa~~, American veterans ~~of World War II, Korea, and Vietnam~~, the Vietnam veterans of America, the military order of the purple heart, the paralyzed veterans of America, and the Iowa association of county commissioners and veteran service officers, through their department commanders, shall submit two names respectively from their organizations to the governor. The adjutant general and the Iowa affiliate of the reserve officers association ~~shall~~ may submit names to the governor of persons to represent the Iowa national guard and the ~~association~~ reserve organization of America. The governor shall appoint from the group of names submitted by the adjutant general and reserve officers association two representatives and from each of the other organizations one representative to serve as a member of the commission, unless the appointments would conflict with the bipartisan and gender balance provisions of sections 69.16 and 69.16A. In addition, the governor shall appoint one member of the public, knowledgeable in the general field of veterans affairs, to serve on the commission. If an organization fails to submit a recommendation pursuant to this subsection, the governor may appoint any person to fill the vacancy.

Sec. 180. Section 68B.2, subsection 23, Code 2024, is amended to read as follows:

23. *"Regulatory agency"* means the department of agriculture and land stewardship, department of workforce development, department of insurance and financial services, department of public safety, department of education, state board of

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1 regents, department of health and human services, department
2 of revenue, department of inspections, appeals, and licensing,
3 department of administrative services, ~~public~~ employment
4 ~~relations~~ appeal board, state department of transportation,
5 ~~civil rights commission~~ office of civil rights, department of
6 public defense, department of homeland security and emergency
7 management, Iowa ethics and campaign disclosure board,
8 utilities board, and department of natural resources.
9 Sec. 181. Section 68B.35, subsection 2, paragraph e, Code
10 2024, is amended to read as follows:
11 *e.* Members of the state banking council, the Iowa ethics and
12 campaign disclosure board, the credit union review board, the
13 economic development authority, the employment appeal board,
14 the environmental protection commission, the health facilities
15 council, the Iowa finance authority, the Iowa public employees'
16 retirement system investment board, the Iowa lottery board
17 created in section 99G.8, the natural resource commission,
18 the board of parole, the petroleum underground storage tank
19 fund board, ~~the public employment relations board,~~ the state
20 racing and gaming commission, the state board of regents, the
21 transportation commission, the office of consumer advocate, the
22 utilities board, the Iowa telecommunications and technology
23 commission, and any full-time members of other boards and
24 commissions as defined under section 7E.4 who receive an annual
25 salary for their service on the board or commission. The Iowa
26 ethics and campaign disclosure board shall conduct an annual
27 review to determine if members of any other board, commission,
28 or authority should file a statement and shall require the
29 filing of a statement pursuant to rules adopted pursuant to
30 chapter 17A.
31 Sec. 182. Section 70A.28, subsection 6, Code 2024, is
32 amended to read as follows:
33 6. Subsection 2 may also be enforced by an employee through
34 an administrative action pursuant to the requirements of this
35 subsection if the employee is not a merit system employee or

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1 an employee covered by a collective bargaining agreement. An
2 employee eligible to pursue an administrative action pursuant
3 to this subsection who is discharged, suspended, demoted,
4 or otherwise receives a reduction in pay and who believes
5 the adverse employment action was taken as a result of the
6 employee's disclosure of information that was authorized
7 pursuant to subsection 2, may file an appeal of the adverse
8 employment action with the ~~public~~ employment ~~relations~~ appeal
9 board within thirty calendar days following the later of the
10 effective date of the action or the date a finding is issued
11 to the employee by the office of ombudsman pursuant to section
12 2C.11A. The findings issued by the ombudsman may be introduced
13 as evidence before the ~~public~~ employment ~~relations~~ appeal
14 board. The employee has the right to a hearing closed to
15 the public, but may request a public hearing. The hearing
16 shall otherwise be conducted in accordance with the rules of
17 the ~~public~~ employment ~~relations~~ appeal board and the Iowa
18 administrative procedure Act, chapter 17A. If the ~~public~~
19 employment ~~relations~~ appeal board finds that the action taken
20 in regard to the employee was in violation of subsection 2, the
21 employee may be reinstated without loss of pay or benefits for
22 the elapsed period, or the ~~public~~ employment ~~relations~~ appeal
23 board may provide other appropriate remedies. Decisions by
24 the ~~public~~ employment ~~relations~~ appeal board constitute final
25 agency action.
26 Sec. 183. Section 80.28, subsections 2 and 3, Code 2024, are
27 amended to read as follows:
28 2. The board shall consist of ~~nineteen voting members, as~~
29 ~~follows~~ the following members, selected by the governor after
30 considering recommendations from professional or volunteer
31 organizations:
32 *a.* ~~The following members representing state agencies:~~
33 ~~(1) One member representing the department of public~~
34 ~~safety.~~
35 ~~(2) One member representing the state department of~~

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1 ~~transportation.~~
2 ~~(3) One member representing the department of homeland~~
3 ~~security and emergency management.~~
4 ~~(4) One member representing the department of corrections.~~
5 ~~(5) One member representing the department of natural~~
6 ~~resources.~~
7 ~~(6) One member representing the department of health and~~
8 ~~human services.~~
9 ~~(7) One member representing the office of the chief~~
10 ~~information officer created in section 8B.2.~~
11 ~~(8) One member representing the Iowa law enforcement~~
12 ~~academy created in section 80B.4.~~
13 ~~*b.* The governor shall solicit and consider recommendations~~
14 ~~from professional or volunteer organizations in appointing the~~
15 ~~following members:~~
16 ~~(1) Two members who are representatives~~ One member who is a
17 representative from a municipal police ~~departments~~ department.
18 ~~(2)~~ *b.* ~~Two members who are representatives~~ One member who
19 is a representative of a sheriff's ~~offices~~ office.
20 ~~(3)~~ *c.* ~~Two members who are representatives~~ One member who
21 is a representative from a fire ~~departments~~ department. ~~One~~
22 ~~of the members shall be a volunteer fire fighter and the other~~
23 ~~member shall be a paid fire fighter.~~
24 ~~(4)~~ *d.* ~~Two members who are~~ One member who is a law
25 communication center ~~managers~~ manager employed by a state or
26 local government ~~agencies~~ agency.
27 ~~(5)~~ *e.* One member representing local emergency management
28 coordinators.
29 ~~(6)~~ *f.* One member representing emergency medical service
30 providers.
31 ~~(7)~~ *g.* One at-large member.
32 3. In addition to the ~~voting~~ members listed in subsection
33 2, the board membership shall include four members of the
34 general assembly with one member designated by each of
35 the following: the majority leader of the senate, the

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1 minority leader of the senate, the speaker of the house of
2 representatives, and the minority leader of the house of
3 representatives. A legislative member serves for a term as
4 provided in section 69.16B in an ex officio, nonvoting capacity
5 and is eligible for per diem and expenses as provided in
6 section 2.10.
7 Sec. 184. Section 84A.1A, subsection 1, unnumbered
8 paragraph 1, Code 2024, is amended to read as follows:
9 An Iowa workforce development board is created, consisting
10 of ~~thirty-three voting members and thirteen nonvoting~~ the
11 following members.
12 Sec. 185. Section 84A.1A, subsection 1, paragraph a,
13 subparagraph (5), Code 2024, is amended by striking the
14 subparagraph.
15 Sec. 186. Section 84A.1A, subsection 1, paragraph a,
16 subparagraph (8), unnumbered paragraph 1, Code 2024, is amended
17 to read as follows:
18 The following ~~twenty-six~~ members who shall be appointed by
19 the governor for staggered terms of four years beginning and
20 ending as provided in section 69.19, subject to confirmation
21 by the senate:
22 Sec. 187. Section 84A.1A, subsection 1, paragraph a,
23 subparagraph (8), subparagraph division (a), unnumbered
24 paragraph 1, Code 2024, is amended to read as follows:
25 ~~Seventeen~~ Ten members who shall be representatives of
26 businesses in the state to whom each of the following applies,
27 and at least one of whom shall represent small businesses as
28 defined by the United States small business administration:
29 Sec. 188. Section 84A.1A, subsection 1, paragraph a,
30 subparagraph (8), subparagraph division (b), Code 2024, is
31 amended to read as follows:
32 (b) ~~Seven~~ Four members who shall be representatives of
33 the workforce in the state and who shall include all of the
34 following:
35 (i) ~~Four~~ At least two representatives of labor

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1 organizations who have been nominated by state labor
2 federations.
3 (ii) ~~One~~ At least one representative of a joint
4 labor-management apprenticeship program in the state who shall
5 be a member of a labor organization or a training director. If
6 such a joint program does not exist in the state, the member
7 shall instead be a representative of an apprenticeship program
8 in the state.
9 ~~(iii) Two representatives of community-based organizations~~
10 ~~that have demonstrated experience and expertise in addressing~~
11 ~~the employment, training, or education needs of individuals~~
12 ~~with barriers to employment as defined in the federal Workforce~~
13 ~~Innovation and Opportunity Act, Pub. L. No. 113-128, §3(24),~~
14 ~~including but not limited to organizations that serve veterans~~
15 ~~or that provide or support competitive, integrated employment~~
16 ~~for individuals with disabilities; or that serve eligible~~
17 ~~youth, as defined in the federal Workforce Innovation and~~
18 ~~Opportunity Act, Pub. L. No. 113-128, §3(18), including~~
19 ~~representatives of organizations that serve out-of-school~~
20 ~~youth, as defined in the federal Workforce Innovation and~~
21 ~~Opportunity Act, Pub. L. No. 113-128, §129(a)(1)(B).~~
22 Sec. 189. Section 84A.1A, subsection 1, paragraph b, Code
23 2024, is amended by striking the paragraph and inserting in
24 lieu thereof the following:
25 *b.* The director of the department of education or the
26 director's designee shall serve as an ex officio, nonvoting
27 member.
28 Sec. 190. Section 97B.8B, subsection 2, Code 2024, is
29 amended to read as follows:
30 2. *Membership.* The benefits advisory committee shall be
31 comprised of representatives of constituent groups concerned
32 with the retirement system, and shall include representatives
33 of employers, active members, and retired members. In
34 addition, the director of the department of administrative
35 services, or the director's designee, and a member of the

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1 public selected by the voting members of the committee shall
2 serve as members of the committee. The system shall adopt
3 rules under chapter 17A to provide for the selection of members
4 to the committee and the election of the voting members of the
5 committee.
6 Sec. 191. Section 100B.1, subsection 1, paragraph a, Code
7 2024, is amended to read as follows:
8 *a.* The council shall consist of ~~eleven~~ seven voting members
9 and one ex officio, nonvoting member. Voting members of the
10 state fire service and emergency response council shall be
11 appointed by the governor.
12 (1) The governor shall ~~appoint~~ consider appointing voting
13 members of the council from a list of nominees submitted by
14 each of the following organizations, but may appoint any person
15 to serve on the council:
16 (a) ~~Two members from a list submitted by the~~ The Iowa
17 firefighters association.
18 (b) ~~Two members from a list submitted by the~~ The Iowa fire
19 chiefs' association.
20 (c) ~~Two members from a list submitted by the~~ The Iowa
21 professional fire fighters.
22 (d) ~~Two members from a list submitted by the~~ The Iowa
23 association of professional fire chiefs.
24 (e) ~~One member from a list submitted by the~~ The Iowa
25 emergency medical services association.
26 ~~(2) A person nominated for inclusion in the voting~~
27 ~~membership on the council is not required to be a member of the~~
28 ~~organization that nominates the person.~~
29 ~~(3) The tenth and eleventh voting members of the council~~
30 ~~shall be members of the general public appointed by the~~
31 ~~governor.~~
32 ~~(4)~~ (2) The labor commissioner, or the labor commissioner's
33 designee, shall be a nonvoting, ex officio member of the
34 council.
35 Sec. 192. Section 100B.1, subsection 3, Code 2024, is

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1 amended to read as follows:
2 3. ~~Six~~ Four voting members of the council shall constitute
3 a quorum. For the purpose of conducting business, a majority
4 vote of the council shall be required. The council shall elect
5 a chairperson from its members. The council shall meet at the
6 call of the chairperson, or the state fire marshal, or when any
7 ~~six~~ four members of the council file a written request with the
8 chairperson for a meeting.
9 Sec. 193. Section 100C.1, subsection 5, Code 2024, is
10 amended to read as follows:
11 5. *"Automatic fire extinguishing system"* means a system of
12 devices and equipment that automatically detects a fire and
13 discharges an approved fire extinguishing agent onto or in
14 the area of a fire and includes automatic sprinkler systems,
15 carbon dioxide extinguishing systems, deluge systems, automatic
16 dry-chemical extinguishing systems, foam extinguishing systems,
17 and halogenated extinguishing systems, or other equivalent fire
18 extinguishing technologies recognized by the ~~fire extinguishing~~
19 ~~system contractors advisory board~~ department.
20 Sec. 194. Section 100C.7, Code 2024, is amended to read as
21 follows:
22 **100C.7 Administration — rules.**
23 The director shall administer this chapter and~~, after~~
24 ~~consultation with the fire extinguishing system contractors and~~
25 ~~alarm systems advisory board, shall~~ adopt rules pursuant to
26 chapter 17A necessary for the administration and enforcement of
27 this chapter.
28 Sec. 195. Section 100D.5, subsection 1, Code 2024, is
29 amended to read as follows:
30 1. ~~After consultation with the fire extinguishing system~~
31 ~~contractors and alarm systems advisory board established~~
32 ~~pursuant to section 100C.10, adopt~~ Adopt rules pursuant to
33 chapter 17A necessary for the administration and enforcement of
34 this chapter.
35 Sec. 196. Section 123.8, subsection 1, Code 2024, is amended

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1 to read as follows:
2 1. The commission, in addition to the duties specifically
3 enumerated in this chapter, shall ~~act as a policy-making body~~
4 ~~under this chapter and~~ serve in an advisory capacity to the
5 director and department.
6 Sec. 197. Section 123.8, subsection 2, unnumbered paragraph
7 1, Code 2024, is amended to read as follows:
8 The commission may ~~review and affirm, reverse, or amend all~~
9 provide advice and make recommendations regarding the actions
10 of the director under this chapter, including but not limited
11 to the following instances:
12 Sec. 198. Section 123.10, unnumbered paragraph 1, Code
13 2024, is amended to read as follows:
14 The director, with the ~~approval~~ advice of the commission and
15 subject to chapter 17A, may adopt rules as necessary to carry
16 out this chapter. The director's authority under this chapter
17 extends to~~,~~ but is not limited to~~,~~ the following:
18 Sec. 199. Section 123.49, subsection 2, paragraph f,
19 subparagraph (4), Code 2024, is amended to read as follows:
20 (4) If a person employed under this paragraph reports an
21 incident of workplace harassment to the employer or if the
22 employer otherwise becomes aware of such an incident, the
23 employer shall report the incident to the employee's parent,
24 guardian, or legal custodian and to the Iowa office of civil
25 rights ~~commission~~, which shall determine if any action is
26 necessary or appropriate under chapter 216.
27 Sec. 200. Section 124.551, subsection 1, Code 2024, is
28 amended to read as follows:
29 1. Contingent upon the receipt of funds pursuant to
30 section 124.557 sufficient to carry out the purposes of
31 this subchapter, the board, in conjunction with the advisory
32 ~~council~~ committee created in section 124.555, shall establish
33 and maintain an information program for drug prescribing and
34 dispensing.
35 Sec. 201. Section 124.553, subsection 1, paragraph b, Code

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2024, is amended to read as follows:

b. An individual who requests the individual's own program information in accordance with the procedure established in rules of the board ~~and advisory council~~ adopted under section 124.554.

Sec. 202. Section 124.554, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The board ~~and advisory council~~ shall ~~jointly~~ adopt rules in accordance with chapter 17A to carry out the purposes of, and to enforce the provisions of, this subchapter. The rules shall include but not be limited to the development of procedures relating to:

Sec. 203. Section 124.554, subsection 1, paragraphs f, g, and h, Code 2024, are amended to read as follows:

f. Use by the board or advisory ~~council~~ committee of the program request records required by section 124.553, subsection 2, to document and report statistical information.

g. Including all schedule II, schedule III, and schedule IV controlled substances, schedule V controlled substances including when dispensed by a pharmacist without a prescription except for sales of pseudoephedrine that are reported to the real-time electronic repository, opioid antagonists, and other prescription substances that the advisory ~~council~~ committee and board determine can be addictive or fatal if not taken under the proper care and direction of a prescribing practitioner.

h. Access by a pharmacist or prescribing practitioner to information in the program pursuant to a written agreement with the board ~~and advisory council~~.

Sec. 204. Section 124.554, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Beginning February 1, 2021, and annually by February 1 thereafter, the board ~~and advisory council~~ shall present to the general assembly and the governor a report prepared consistent with section 124.555, subsection 3, paragraph *"d"*, which shall include but not be limited to the following:

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1 Sec. 205. Section 124.554, subsection 2, paragraphs b and c,
2 Code 2024, are amended to read as follows:
3 *b.* Information from pharmacies, prescribing practitioners,
4 the board, the advisory ~~council~~ committee, and others regarding
5 the benefits or detriments of the program.
6 *c.* Information from pharmacies, prescribing practitioners,
7 the board, the advisory ~~council~~ committee, and others regarding
8 the board's effectiveness in providing information from the
9 program.
10 Sec. 206. Section 124.554, subsection 3, paragraph a,
11 subparagraph (6), Code 2024, is amended to read as follows:
12 (6) Other pertinent information identified by the board ~~and~~
13 ~~advisory council~~ by rule.
14 Sec. 207. Section 124.555, unnumbered paragraph 1, Code
15 2024, is amended to read as follows:
16 An advisory ~~council~~ committee shall be established to
17 ~~provide oversight to~~ assist the board ~~and~~ in the management of
18 the program and ~~to comanage~~ program activities.
19 Sec. 208. Section 124.555, subsections 1 and 2, Code 2024,
20 are amended to read as follows:
21 1. The ~~council~~ committee shall consist of five members
22 appointed by the board. The members shall include at least
23 one ~~licensed pharmacist~~ prescribing practitioner licensed
24 by the board, one physician licensed under chapter 148, one
25 prescribing practitioner licensed by the board of nursing, and
26 one licensed prescribing practitioner who is not a physician,
27 and other members as determined by the board. The board
28 shall adopt rules in accordance with chapter 17A on matters
29 pertaining to the ~~council~~ committee membership, including the
30 terms of appointment and quorum. The board shall solicit
31 recommendations for ~~council~~ committee members from Iowa health
32 professional licensing boards, associations, and societies.
33 The license of each member appointed to and serving on the
34 advisory ~~council~~ committee shall be current and in good
35 standing with the professional's licensing board.

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1 2. The ~~council~~ committee shall advance the goals of the
2 program, which include identification of misuse and diversion
3 of controlled substances identified pursuant to section
4 124.554, subsection 1, paragraph *"g"*, and enhancement of the
5 quality of health care delivery in this state.
6 Sec. 209. Section 124.555, subsection 3, unnumbered
7 paragraph 1, Code 2024, is amended to read as follows:
8 Duties of the ~~council~~ committee shall include but not be
9 limited to the following:
10 Sec. 210. Section 124.555, subsection 3, paragraph d, Code
11 2024, is amended to read as follows:
12 *d.* Making recommendations regarding the continued benefits
13 of maintaining the program in relationship to cost and other
14 burdens to the patient, prescribing practitioner, pharmacist,
15 and the board. The ~~council's~~ committee's recommendations shall
16 be included in reports required by section 124.554, subsection
17 2.
18 Sec. 211. Section 124.555, subsection 4, Code 2024, is
19 amended to read as follows:
20 4. Members of the advisory ~~council~~ committee shall
21 be eligible to request and receive actual expenses for
22 their duties as members of the advisory ~~council~~ committee,
23 subject to reimbursement limits imposed by the department of
24 administrative services, and shall also be eligible to receive
25 a per diem compensation as provided in section 7E.6, subsection
26 1.
27 Sec. 212. Section 124.556, Code 2024, is amended to read as
28 follows:
29 **124.556 Education and treatment.**
30 The program shall include education initiatives and outreach
31 to consumers, prescribing practitioners, and pharmacists, and
32 shall also include assistance for identifying substance use
33 disorder treatment programs and providers. The program shall
34 also include educational updates and information on general
35 patient risk factors for prescribing practitioners. The board

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1 ~~and advisory council~~ shall adopt rules, as provided under
2 section 124.554, to implement this section.
3 Sec. 213. Section 135.11, subsection 22, Code 2024, is
4 amended to read as follows:
5 22. ~~In consultation with the advisory committee for~~
6 ~~perinatal guidelines, develop~~ Develop and maintain the
7 statewide perinatal program based on the recommendations of
8 the American academy of pediatrics and the American college
9 of obstetricians and gynecologists contained in the most
10 recent edition of the guidelines for perinatal care, and
11 adopt rules in accordance with chapter 17A to implement those
12 recommendations. Hospitals within the state shall determine
13 whether to participate in the statewide perinatal program,
14 and select the hospital's level of participation in the
15 program. A hospital having determined to participate in the
16 program shall comply with the guidelines appropriate to the
17 level of participation selected by the hospital. Perinatal
18 program surveys and reports are privileged and confidential
19 and are not subject to discovery, subpoena, or other means
20 of legal compulsion for their release to a person other than
21 the affected hospital, and are not admissible in evidence in a
22 judicial or administrative proceeding other than a proceeding
23 involving verification of the participating hospital under this
24 subsection.
25 Sec. 214. Section 135.43, subsections 1 and 2, Code 2024,
26 are amended to read as follows:
27 1. ~~An Iowa child death~~ A state mortality review ~~team~~
28 committee is established in the department. The department
29 shall provide staffing and administrative support to the ~~team~~
30 committee.
31 2. The membership of the review ~~team~~ committee is subject
32 to the provisions of sections 69.16 and 69.16A, relating
33 to political affiliation and gender balance. Review ~~team~~
34 committee members who are not designated by another appointing
35 authority shall be appointed by the director. Membership terms

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1 shall be for three years. A membership vacancy shall be filled
2 in the same manner as the original appointment. The review
3 ~~team~~ committee shall elect a chairperson and other officers
4 as deemed necessary by the review ~~team~~ committee. The review
5 ~~team~~ committee shall meet upon the call of the director or
6 as determined by the review ~~team~~ committee. The review ~~team~~
7 committee shall include the following:
8 *a.* The state medical examiner or the state medical
9 examiner's designee.
10 ~~*b.* A certified or licensed professional who is knowledgeable~~
11 ~~concerning sudden infant death syndrome.~~
12 ~~*c.* A pediatrician who is knowledgeable concerning deaths of~~
13 ~~children.~~
14 ~~*d.* A family practice physician who is knowledgeable~~
15 ~~concerning deaths of children.~~
16 ~~*e.* One mental health professional who is knowledgeable~~
17 ~~concerning deaths of children.~~
18 ~~*f.* One social worker who is knowledgeable concerning deaths~~
19 ~~of children.~~
20 ~~*g.* A certified or licensed professional who is knowledgeable~~
21 ~~concerning domestic violence.~~
22 ~~*h.* A professional who is knowledgeable concerning substance~~
23 ~~use disorder.~~
24 ~~*i.* A local law enforcement official.~~
25 ~~*j.* A county attorney.~~
26 ~~*k.* An emergency room nurse who is knowledgeable concerning~~
27 ~~the deaths of children.~~
28 ~~*l.* A perinatal expert.~~
29 ~~*m.* A representative of the health insurance industry.~~
30 ~~*n.* One other member who is appointed at large.~~
31 *b.* A licensed physician knowledgeable concerning the causes
32 of death.
33 *c.* A certified or licensed professional knowledgeable
34 regarding substance use disorder.
35 *d.* An attorney experienced in prosecuting domestic abuse

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1 cases.
2 *e.* An expert in unexpected or unexplained infant deaths.
3 *f.* A clerk of a district court, to be appointed by the chief
4 justice of the supreme court.
5 *g.* A judicial officer, to be appointed by the chief justice
6 of the supreme court.
7 *h.* A local law enforcement official.
8 *i.* A social worker knowledgeable about deaths of children.
9 *j.* Additional members as determined by the director.
10 Sec. 215. Section 135.43, subsection 3, unnumbered
11 paragraph 1, Code 2024, is amended to read as follows:
12 The review ~~team~~ committee shall perform the following
13 duties:
14 Sec. 216. Section 135.43, subsection 3, paragraphs a, c, e,
15 f, and g, Code 2024, are amended to read as follows:
16 *a.* Collect, review, and analyze child death certificates and
17 child death data, including patient records or other pertinent
18 confidential information concerning the deaths of children
19 under age eighteen, and other information as the review ~~team~~
20 committee deems appropriate for use in preparing an annual
21 report to the governor and the general assembly concerning the
22 causes and manner of child deaths. The report shall include
23 analysis of factual information obtained through review and
24 recommendations regarding prevention of child deaths.
25 *c.* Recommend to the agencies represented on the review ~~team~~
26 committee changes which may prevent child deaths.
27 *e.* Recommend to the department, appropriate law enforcement
28 agencies, and any other person involved with child protection,
29 interventions that may prevent harm to a child who is related
30 to or is living in the same home as a child whose case is
31 reviewed by the ~~team~~ committee.
32 *f.* If the sharing of information is necessary to assist in
33 or initiate a child death investigation or criminal prosecution
34 and the office or agency receiving the information does not
35 otherwise have access to the information, share information

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1 possessed by the review ~~team~~ committee with the office of the
2 attorney general, a county attorney's office, or an appropriate
3 law enforcement agency. The office or agency receiving
4 the information shall maintain the confidentiality of the
5 information in accordance with this section. Unauthorized
6 release or disclosure of the information received is subject to
7 penalty as provided in this section.
8 *g.* In order to assist the department in performing the
9 department's duties, if the department does not otherwise have
10 access to the information, share information possessed by the
11 review ~~team~~ committee. The recipient of the information shall
12 maintain the confidentiality of the information in accordance
13 with this section. Unauthorized release or disclosure of the
14 information received is subject to penalty as provided in this
15 section.
16 Sec. 217. Section 135.43, subsection 4, unnumbered
17 paragraph 1, Code 2024, is amended to read as follows:
18 The department shall develop protocols for ~~a child fatality~~
19 ~~review committee, to be appointed by the director on an ad hoc~~
20 ~~basis,~~ the state mortality review committee to immediately
21 review the child abuse assessments which involve the fatality
22 of a child under age eighteen. ~~The director shall appoint a~~
23 ~~medical examiner, a pediatrician, and a person involved with~~
24 ~~law enforcement to the committee.~~
25 Sec. 218. Section 135.43, subsection 4, paragraph a, Code
26 2024, is amended to read as follows:
27 *a.* The purpose of the review shall be to determine whether
28 the department and others involved with the case of child abuse
29 responded appropriately. The protocols shall provide for
30 the committee to consult with any multidisciplinary team, as
31 defined in section 235A.13, that is operating in the area in
32 which the fatality occurred. The protocols shall also ensure
33 that a member of the ~~child fatality review~~ committee does not
34 have a conflict of interest regarding the child fatality under
35 review.

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1 Sec. 219. Section 135.43, subsection 5, paragraph a,
2 unnumbered paragraph 1, Code 2024, is amended to read as
3 follows:
4 The following individuals shall designate a liaison
5 to assist the review ~~team~~ committee in fulfilling its
6 responsibilities:
7 Sec. 220. Section 135.43, subsection 5, paragraph b, Code
8 2024, is amended to read as follows:
9 *b.* In addition, the department shall designate a liaison
10 from the public at large to assist the review ~~team~~ committee in
11 fulfilling its responsibilities.
12 Sec. 221. Section 135.43, subsections 6, 7, and 8, Code
13 2024, are amended to read as follows:
14 6. The review ~~team~~ committee may establish subcommittees to
15 which the ~~team~~ committee may delegate some or all of the ~~team's~~
16 committee's responsibilities under subsection 3.
17 7. *a.* The department shall adopt rules providing for
18 disclosure of information which is confidential under chapter
19 22 or any other provision of state law, to the review ~~team~~
20 committee for purposes of performing its child death and child
21 abuse review responsibilities.
22 *b.* A person in possession or control of medical,
23 investigative, assessment, or other information pertaining to a
24 child death and child abuse review shall allow the inspection
25 and reproduction of the information by the department
26 upon the request of the department, to be used only in the
27 administration and for the duties of the ~~Iowa child death~~
28 state mortality review ~~team~~ committee. Except as provided
29 for a report on a child fatality by ~~an ad hoc child fatality~~
30 ~~review~~ the committee under subsection 4, information and
31 records produced under this section which are confidential
32 under section 22.7 and chapter 235A, and information or records
33 received from the confidential records, remain confidential
34 under this section. A person does not incur legal liability by
35 reason of releasing information to the department as required

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1 under and in compliance with this section.
2 8. Review ~~team~~ committee members and their agents are immune
3 from any liability, civil or criminal, which might otherwise
4 be incurred or imposed as a result of any act, omission,
5 proceeding, decision, or determination undertaken or performed,
6 or recommendation made as a review ~~team~~ committee member or
7 agent provided that the review ~~team~~ committee members or agents
8 acted in good faith and without malice in carrying out their
9 official duties in their official capacity. The department
10 shall adopt rules pursuant to chapter 17A to administer
11 this subsection. A complainant bears the burden of proof in
12 establishing malice or lack of good faith in an action brought
13 against review ~~team~~ committee members involving the performance
14 of their duties and powers under this section.
15 Sec. 222. Section 135.108, Code 2024, is amended by adding
16 the following new subsection:
17 NEW SUBSECTION. 01. *"Committee"* or *"review committee"* means
18 the state mortality review committee established in section
19 135.43.
20 Sec. 223. Section 135.108, subsection 4, Code 2024, is
21 amended by striking the subsection.
22 Sec. 224. Section 135.110, subsection 1, unnumbered
23 paragraph 1, Code 2024, is amended to read as follows:
24 The review ~~team~~ committee shall perform the following
25 duties:
26 Sec. 225. Section 135.110, subsection 1, paragraphs b and c,
27 Code 2024, are amended to read as follows:
28 *b.* Advise and consult ~~the agencies represented on the team~~
29 ~~and other~~ state agencies regarding program and regulatory
30 changes that may prevent domestic abuse deaths.
31 *c.* Develop protocols for domestic abuse death investigations
32 and ~~team~~ committee review.
33 Sec. 226. Section 135.110, subsections 2, 3, 4, 5, and 6,
34 Code 2024, are amended to read as follows:
35 2. In performing duties pursuant to subsection 1, the

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1 review ~~team~~ committee shall review the relationship between the
2 decedent victim and the alleged or convicted perpetrator from
3 the point where the abuse allegedly began, until the domestic
4 abuse death occurred, and shall review all relevant documents
5 pertaining to the relationship between the parties, including
6 but not limited to protective orders and dissolution, custody,
7 and support agreements and related court records, in order to
8 ascertain whether a correlation exists between certain events
9 in the relationship and any escalation of abuse, and whether
10 patterns can be established regarding such events in relation
11 to domestic abuse deaths in general. The review ~~team~~ committee
12 shall consider such conclusions in making recommendations
13 pursuant to subsection 1.
14 3. The ~~team~~ committee shall meet upon the call of the
15 chairperson, upon the request of a state agency, or as
16 determined by a majority of the ~~team~~ committee.
17 4. The ~~team~~ committee shall annually elect a chairperson and
18 other officers as deemed necessary by the ~~team~~ committee.
19 5. The ~~team~~ committee may establish ~~committees~~
20 subcommittees or panels to whom the ~~team~~ committee may assign
21 some or all of the ~~team's~~ committee's responsibilities.
22 6. Members of the ~~team~~ committee who are currently
23 practicing attorneys or current employees of the judicial
24 branch of state government shall not participate in the
25 following:
26 *a.* An investigation by the ~~team~~ committee that involves a
27 case in which the ~~team~~ committee member is presently involved
28 in the member's professional capacity.
29 *b.* Development of protocols by the ~~team~~ committee for
30 domestic abuse death investigations and ~~team~~ committee review.
31 *c.* Development of regulatory changes related to domestic
32 abuse deaths.
33 Sec. 227. Section 135.111, subsection 1, Code 2024, is
34 amended to read as follows:
35 1. A person in possession or control of medical,

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1 investigative, or other information pertaining to a domestic
2 abuse death and related incidents and events preceding the
3 domestic abuse death, shall allow for the inspection and review
4 of written or photographic information related to the death,
5 whether the information is confidential or public in nature, by
6 the department upon the request of the department and the ~~team~~
7 committee, to be used only in the administration and for the
8 official duties of the ~~team~~ committee. Information and records
9 produced under this section that are confidential under the law
10 of this state or under federal law, or because of any legally
11 recognized privilege, and information or records received
12 from the confidential records, remain confidential under this
13 section.
14 Sec. 228. Section 135.112, Code 2024, is amended to read as
15 follows:
16 **135.112 Rulemaking.**
17 The department shall adopt rules pursuant to chapter 17A
18 relating to the administration of the ~~domestic abuse death~~
19 ~~review team~~ committee and sections 135.108 through 135.111.
20 Sec. 229. Section 147.13, subsection 21, Code 2024, is
21 amended by striking the subsection.
22 Sec. 230. Section 147.14, subsection 1, paragraphs b, d, e,
23 n, and s, Code 2024, are amended to read as follows:
24 *b.* For nursing, ~~four~~ three registered nurses, ~~two~~ one of
25 whom shall be actively engaged in practice, ~~two~~ one of whom
26 shall be a nurse ~~educators~~ educator from a nursing education
27 ~~programs; of these, one in higher education and one in area~~
28 ~~community and vocational-technical registered nurse education~~
29 program, and one of whom shall be an advanced registered
30 nurse practitioner; one licensed practical nurse actively
31 engaged in practice; and ~~two members~~ one member who is not a
32 registered ~~nurses~~ nurse or licensed practical ~~nurses~~ nurse and
33 who shall represent the general public. The ~~representatives~~
34 representative of the general public shall not be ~~members~~ a
35 member of a health care delivery ~~systems~~ system.

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d. For pharmacy, ~~five~~ four members licensed to practice pharmacy, one member registered as a certified pharmacy technician as defined by the board by rule, and ~~two members~~ one member who ~~are~~ is not licensed to practice pharmacy or registered as a certified pharmacy technician and who shall represent the general public.

e. For optometry, ~~five~~ four members licensed to practice optometry and ~~two members~~ one member who ~~are~~ is not licensed to practice optometry and who shall represent the general public.

n. For mortuary science, ~~four~~ three members licensed to practice mortuary science, one member owning, operating, or employed by a crematory, and ~~two members~~ one member not licensed to practice mortuary science and not a crematory owner, operator, or employee who shall represent the general public.

s. For sign language interpreting and transliterating, ~~four~~ three members licensed to practice interpreting and transliterating, ~~three~~ two of whom shall be practicing interpreters and transliterators at the time of appointment to the board and at least one of whom is employed in an educational setting; and ~~three~~ two members who are consumers of interpreting or transliterating services as defined in section 154E.1, each of whom shall be deaf or hard of hearing.

Sec. 231. Section 147.14, subsection 1, paragraph t, Code 2024, is amended by striking the paragraph.

Sec. 232. Section 148.2A, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Notwithstanding sections 17A.11, 69.16, 69.16A, 147.12, 147.14, and 147.19, the board may have a pool of up to ~~ten~~ three alternate members, including members licensed to practice under this chapter and members not licensed to practice under this chapter, to substitute for board members who are disqualified or become unavailable for any other reason for contested case hearings.

Sec. 233. Section 148.2A, subsection 2, paragraph a, Code

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1 2024, is amended to read as follows:
2 *a.* The board may recommend, subject to approval by
3 the governor, up to ~~ten~~ three people to serve in a pool of
4 alternate members.
5 Sec. 234. Section 154A.1, subsection 1, Code 2024, is
6 amended by striking the subsection.
7 Sec. 235. Section 154A.1, subsection 6, Code 2024, is
8 amended to read as follows:
9 6. *"Hearing aid specialist"* means any person engaged in the
10 fitting, dispensing, and sale of hearing aids and providing
11 hearing aid services or maintenance, by means of procedures
12 stipulated by this chapter or the ~~board~~ department.
13 Sec. 236. Section 154A.10, subsection 3, Code 2024, is
14 amended to read as follows:
15 3. Pays the necessary fees set by the ~~board~~ department.
16 Sec. 237. Section 154A.12, subsection 2, Code 2024, is
17 amended to read as follows:
18 2. The ~~board~~ department shall not require the applicant to
19 possess the degree of professional competence normally expected
20 of physicians.
21 Sec. 238. Section 154A.13, Code 2024, is amended to read as
22 follows:
23 **154A.13 Temporary permit.**
24 A person who has not been licensed as a hearing aid
25 specialist may obtain a temporary permit from the department
26 upon completion of the application accompanied by the written
27 verification of employment from a licensed hearing aid
28 specialist. The department shall issue a temporary permit for
29 ~~one year~~ two years which shall not be renewed or reissued.
30 The fee for issuance of the temporary permit shall be set
31 by the ~~board~~ department in accordance with the provisions
32 for establishment of fees by boards in section 147.80. The
33 temporary permit entitles an applicant to engage in the fitting
34 or selection and sale of hearing aids under the supervision of
35 a person holding a valid license.

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1 Sec. 239. Section 154A.19, subsection 1, Code 2024, is
2 amended to read as follows:
3 1. This chapter shall not prohibit a corporation,
4 partnership, trust, association, or other organization
5 maintaining an established business address from engaging in
6 the business of selling or offering for sale hearing aids at
7 retail without a license if it employs only licensed hearing
8 aid specialists in the direct fitting or selection and sale
9 of hearing aids. Such an organization shall file annually
10 with the ~~board~~ department a list of all licensed hearing aid
11 specialists and persons holding temporary permits directly
12 or indirectly employed by it. Such an organization shall
13 also file with the ~~board~~ department a statement on a form
14 approved by the ~~board~~ department that the organization submits
15 itself to the rules and regulations of the ~~board~~ department
16 and the provisions of this chapter which the department deems
17 applicable.
18 Sec. 240. Section 154A.19, Code 2024, is amended by adding
19 the following new subsection:
20 NEW SUBSECTION. 4. This chapter shall not apply to a person
21 who engages in practices covered by this chapter if the person
22 is licensed as an audiologist pursuant to chapter 154F.
23 Sec. 241. Section 154A.23, Code 2024, is amended to read as
24 follows:
25 **154A.23 Disciplinary orders — attorney general.**
26 The ~~board~~ department shall forward a copy of all final
27 disciplinary orders, with associated complaints, to the
28 attorney general for consideration for prosecution or
29 enforcement when warranted. The attorney general and all
30 county attorneys shall assist ~~the board and~~ the department in
31 the enforcement of the provisions of this chapter.
32 Sec. 242. Section 154A.24, unnumbered paragraph 1, Code
33 2024, is amended to read as follows:
34 The ~~board~~ department may revoke or suspend a license or
35 temporary permit permanently or for a fixed period for any of

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1 the following causes:
2 Sec. 243. Section 154A.24, subsection 2, paragraphs e and s,
3 Code 2024, are amended to read as follows:
4 *e.* Representing that the service or advice of a person
5 licensed to practice medicine, or one who is certificated as
6 a clinical audiologist by the board of speech pathology and
7 audiology or its equivalent, will be used or made available in
8 the fitting or selection, adjustment, maintenance, or repair
9 of hearing aids when that is not true, or using the words
10 "doctor", "clinic", "clinical audiologist", "state approved",
11 or similar words, abbreviations, or symbols which tend to
12 connote the medical or other professions, except where the
13 title "certified hearing aid audiologist" has been granted
14 by the national hearing aid society, or that the hearing aid
15 specialist has been recommended by this state or the ~~board~~
16 department when such is not accurate.
17 *s.* Such other acts or omissions as the ~~board~~ department may
18 determine to be unethical conduct.
19 Sec. 244. Section 169.5, subsection 1, paragraph a, Code
20 2024, is amended to read as follows:
21 *a.* The governor shall appoint, subject to confirmation
22 by the senate pursuant to section 2.32, a board of five
23 individuals, three of whom shall be licensed veterinarians
24 and two of whom shall not be licensed veterinarians and shall
25 represent the general public, one of whom shall be a farmer
26 involved in the production of agricultural animals. The board
27 shall be known as the Iowa board of veterinary medicine.
28 Sec. 245. Section 170.1, subsection 2, Code 2024, is amended
29 by striking the subsection.
30 Sec. 246. Section 170.3B, Code 2024, is amended to read as
31 follows:
32 **170.3B Farm deer administration fee.**
33 The department may establish a farm deer administration fee
34 which shall be annually imposed on each landowner who keeps
35 farm deer in this state. The amount of the fee shall not exceed

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1 two hundred dollars per year. The fee shall be collected
2 by the department in a manner specified by rules adopted by
3 the department ~~after consulting with the farm deer council~~
4 ~~established in section 170.2~~. The collected fees shall be
5 credited to the farm deer administration fund created pursuant
6 to section 170.3C.
7 Sec. 247. Section 190C.1, subsection 2, Code 2024, is
8 amended by striking the subsection.
9 Sec. 248. Section 190C.2B, subsection 1, Code 2024, is
10 amended to read as follows:
11 1. The department shall implement and administer the
12 provisions of this chapter for agricultural products that have
13 been produced and handled within this state using organic
14 methods as provided in this chapter. ~~The department may~~
15 ~~consult with the council in implementing and administering this~~
16 ~~chapter.~~ The department may certify agricultural products that
17 have been produced and handled outside this state using an
18 organic method as provided in this chapter.
19 Sec. 249. Section 190C.3, subsection 2, Code 2024, is
20 amended to read as follows:
21 2. The department may request assistance from ~~the council~~
22 ~~as provided in section 190C.2A or from~~ one or more regional
23 organic associations as provided in section 190C.6.
24 Sec. 250. Section 203.11A, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. The amount of a civil penalty shall not exceed one
27 thousand five hundred dollars. Each day that a violation
28 continues shall constitute a separate violation. ~~The amount~~
29 ~~of the civil penalty that may be assessed in a case shall~~
30 ~~not exceed the amount recommended by the grain industry peer~~
31 ~~review panel established pursuant to section 203.11B.~~ Moneys
32 collected in civil penalties by the department or the attorney
33 general shall be deposited in the general fund of the state.
34 Sec. 251. Section 203.16, subsection 8, Code 2024, is
35 amended by striking the subsection.

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1 Sec. 252. Section 203C.24, subsection 8, Code 2024, is
2 amended by striking the subsection.
3 Sec. 253. Section 203C.36A, subsection 2, Code 2024, is
4 amended to read as follows:
5 2. The amount of a civil penalty shall not exceed one
6 thousand five hundred dollars. Each day that a violation
7 continues shall constitute a separate violation. ~~The amount~~
8 ~~of the civil penalty that may be assessed in an administrative~~
9 ~~case shall not exceed the amount recommended by the grain~~
10 ~~industry peer review panel established pursuant to section~~
11 ~~203.11B.~~ Moneys collected in civil penalties by the department
12 or the attorney general shall be deposited in the general fund
13 of the state.
14 Sec. 254. Section 206.19, subsection 5, Code 2024, is
15 amended by adding the following new paragraph:
16 NEW PARAGRAPH. *c.* (1) A person subject to a civil penalty
17 pursuant to this subsection may submit an appeal to the
18 department. The appeal shall be referred to an administrative
19 law judge for hearing as a contested case pursuant to chapter
20 17A.
21 (2) This paragraph does not apply to a license revocation
22 proceeding. This paragraph does not require the department
23 to delay the prosecution of a case if immediate action is
24 necessary to reduce the risk of harm to the environment or
25 public health or safety. This section also does not require a
26 review or response if the department refers a violation of this
27 chapter for criminal prosecution, or for an action involving a
28 stop order issued pursuant to section 206.16.
29 (3) An available response by the department may be used as
30 evidence in an administrative hearing, or a civil or criminal
31 case, except to the extent that information is considered
32 confidential pursuant to section 22.7.
33 Sec. 255. Section 216.2, Code 2024, is amended by adding the
34 following new subsections:
35 NEW SUBSECTION. 01. *"Agency"* means the administrative

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1 function of the Iowa office of civil rights, including the
2 director and staff. *"Agency"* does not include a member of the
3 Iowa state civil rights commission.
4 NEW SUBSECTION. 4A. *"Director"* means the director of the
5 Iowa office of civil rights.
6 NEW SUBSECTION. 11A. *"Office"* means the Iowa office of
7 civil rights.
8 Sec. 256. Section 216.2, subsection 1, Code 2024, is amended
9 to read as follows:
10 1. *"Commission"* means the Iowa state civil rights commission
11 created ~~by this chapter~~ within the Iowa office of civil rights.
12 Sec. 257. Section 216.3, subsections 1 and 3, Code 2024, are
13 amended to read as follows:
14 1. The Iowa state civil rights commission is created
15 ~~within the department of inspections, appeals, and licensing~~
16 consisting of ~~seven~~ five members appointed by the governor
17 subject to confirmation by the senate. Appointments shall be
18 made to provide geographical area representation insofar as
19 practicable. No more than ~~four~~ three members of the commission
20 shall belong to the same political party. Members appointed
21 to the commission shall serve for four-year staggered terms
22 beginning and ending as provided by section 69.19.
23 3. The governor subject to confirmation by the senate shall
24 appoint a director who shall serve as the ~~executive officer~~
25 ~~of the commission~~ head of the agency. The governor shall set
26 the salary of the director within the applicable salary range
27 established by the general assembly. The director shall adopt
28 rules pursuant to chapter 17A consistent with and necessary for
29 the enforcement of this chapter. The director shall advise and
30 support the commission in fulfilling the commission's duties
31 and responsibilities under section 216.5A.
32 Sec. 258. Section 216.4, Code 2024, is amended to read as
33 follows:
34 **216.4 Compensation and expenses — ~~rules~~ procedures.**
35 Commissioners shall be paid a per diem as specified in

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1 section 7E.6 and shall be reimbursed for actual and necessary
2 expenses incurred while on official commission business. All
3 per diem and expense moneys paid to commissioners shall be
4 paid from funds appropriated to the ~~commission~~ office. The
5 commission shall adopt, amend, or rescind ~~rules~~ procedures as
6 necessary for the conduct of its meetings. A quorum shall
7 consist of ~~four~~ three commissioners.
8 Sec. 259. Section 216.5, Code 2024, is amended by striking
9 the section and inserting in lieu thereof the following:
10 **216.5 Powers and duties of agency.**
11 The agency shall have the following powers and duties:
12 1. To receive, investigate, mediate, conciliate,
13 and determine the merits of complaints alleging illegal
14 discriminatory practices. The agency shall not disclose the
15 filing of a complaint, the information gathered during the
16 investigation, or the endeavors to eliminate such illegal
17 discriminatory practice by mediation or conciliation, unless
18 such disclosure is made in connection with the agency's
19 investigation.
20 2. To investigate compliance with conciliation agreements
21 and pursue appropriate remedies up to and including filing in
22 district court.
23 3. To investigate, study, and report on the existence,
24 causes, and extent of illegal discrimination, as deemed
25 necessary by the director.
26 4. To provide education and outreach regarding illegal
27 discrimination, including individuals and organizations.
28 5. To seek a temporary injunction against a respondent when
29 it appears that a complainant may suffer irreparable injury
30 as a result of an alleged violation of this chapter. Unless
31 otherwise specified in this chapter, a temporary injunction
32 may be issued only after the respondent has been notified and
33 afforded an opportunity to be heard.
34 6. To hold contested case hearings upon any complaint made
35 against a respondent, and all of the following:

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1 *a.* To subpoena witnesses and compel their attendance.
2 *b.* To administer oaths and take the testimony of any person
3 under oath.
4 *c.* To compel a respondent to produce for examination any
5 books and papers relating to the complaint.
6 7. To issue subpoenas at the request of a party in contested
7 hearings.
8 8. To petition the district court for issuance of a subpoena
9 and the court, in a proper case, shall issue the subpoena for
10 contested case hearings. Refusal to obey a district court
11 subpoena shall be subject to punishment for contempt.
12 9. To pursue the entry of a consent decree in district court
13 for conciliation agreements.
14 10. To petition and appear before the district court for
15 the enforcement of office orders following a contested case
16 hearing.
17 11. To provide education opportunities and informal
18 technical advice to local commissions regarding legal
19 developments, case process improvements, and cooperation for
20 cross-filing.
21 12. To prepare and transmit to the governor and the general
22 assembly an annual report describing performance outcomes of
23 the agency.
24 13. To make recommendations to the governor and general
25 assembly for such further legislation concerning illegal
26 discrimination as deemed necessary by the director.
27 14. To adopt, publish, amend, and rescind office rules
28 pursuant to chapter 17A consistent with and necessary for the
29 enforcement of this chapter.
30 15. To receive, administer, dispense, and account for any
31 moneys that may be granted or voluntarily contributed to the
32 office for furthering the purposes of this chapter.
33 16. To utilize volunteers to aid in the conduct of the
34 agency´s duties as deemed necessary by the director.
35 17. To issue a copy of the case file to any party following

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1 the issuance of a right to sue letter, the filing of a
2 contested case, or the filing of an action for judicial review.
3 18. To issue protective orders in case files when necessary.
4 Sec. 260. NEW SECTION. **216.5A Powers and duties of**
5 **commission.**
6 The commission shall have the following powers and duties:
7 1. To adopt, amend, or rescind procedures as necessary for
8 the conduct of commission meetings.
9 2. To sit as the final reviewing body for decisions issued
10 by an administrative law judge following an appeal from a
11 contested case hearing.
12 3. To make policy recommendations to the director for
13 consideration to be incorporated with any recommendations from
14 the agency to the governor and general assembly.
15 Sec. 261. Section 216.8C, subsections 3 and 4, Code 2024,
16 are amended to read as follows:
17 3. The ~~commission~~ agency, in consultation with the consumer
18 protection division of the office of the attorney general,
19 shall adopt rules regarding the making of a written finding
20 by licensees under this section. The rules shall include a
21 form for licensees to document the licensees' written finding.
22 The form shall recite this section's requirements and comply
23 with the federal Fair Housing Act, 42 U.S.C. §3601 et seq., as
24 amended, and section 504 of the federal Rehabilitation Act of
25 1973, 29 U.S.C. §794, as amended. The form must contain only
26 two questions regarding the qualifications of the patient or
27 client, which shall be whether a person has a disability and
28 whether the need for an assistance animal or service animal is
29 related to the disability. The form must indicate that the
30 responses must be limited to "yes" or "no". The form must not
31 allow for additional detail.
32 4. A person who, in the course of employment, is asked
33 to make a finding of disability and disability-related need
34 for an assistance animal or service animal shall utilize the
35 form created by the ~~commission~~ agency to document the person's

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1 written finding.
2 Sec. 262. Section 216.12, subsection 1, paragraph d,
3 unnumbered paragraph 1, Code 2024, is amended to read as
4 follows:
5 Discrimination on the basis of familial status involving
6 dwellings provided under any state or federal program
7 specifically designed and operated to assist elderly persons,
8 as defined in the state or federal program that the ~~commission~~
9 agency determines to be consistent with determinations made by
10 the United States secretary of housing and urban development,
11 and housing for older persons. As used in this paragraph,
12 *"housing for older persons"* means housing communities consisting
13 of dwellings intended for either of the following:
14 Sec. 263. Section 216.15, Code 2024, is amended to read as
15 follows:
16 **216.15 Complaint — hearing.**
17 1. Any person claiming to be aggrieved by a discriminatory
18 or unfair practice may, in person or by an attorney, make,
19 sign, and file with the ~~commission~~ agency a verified, written
20 complaint which shall state the name and address of the person,
21 employer, employment agency, or labor organization alleged
22 to have committed the discriminatory or unfair practice of
23 which complained, shall set forth the particulars thereof,
24 and shall contain such other information as may be required
25 by the ~~commission~~ agency. ~~The commission~~ Agency staff, a
26 commissioner, or the attorney general may in like manner make,
27 sign, and file such complaint.
28 2. Any place of public accommodation, employer, labor
29 organization, or other person who has any employees or members
30 who refuse or threaten to refuse to comply with the provisions
31 of this chapter may file with the ~~commission~~ agency a verified
32 written complaint in triplicate asking the ~~commission~~ agency
33 for assistance to obtain their compliance by conciliation or
34 other remedial action.
35 3. *a.* After the filing of a verified complaint, a true

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1 copy shall be served within twenty days on the person against
2 whom the complaint is filed, except as provided in subsection
3 4. ~~An authorized member of the commission~~ Agency staff shall
4 make a prompt investigation and shall issue a recommendation
5 to an administrative law judge employed by the division of
6 administrative hearings created by section 10A.801, who shall
7 then issue a determination of probable cause or no probable
8 cause.
9 *b.* For purposes of this chapter, an administrative law judge
10 issuing a determination of probable cause or no probable cause
11 under this section is exempt from section 17A.17.
12 *c.* If the administrative law judge concurs with the
13 investigating official that probable cause exists regarding
14 the allegations of the complaint, the staff of the ~~commission~~
15 agency shall promptly endeavor to eliminate the discriminatory
16 or unfair practice by conference, conciliation, and persuasion.
17 If the administrative law judge finds that no probable cause
18 exists, the administrative law judge shall issue a final order
19 dismissing the complaint and shall promptly mail a copy to the
20 complainant and to the respondent. A finding of probable cause
21 shall not be introduced into evidence in an action brought
22 under section 216.16.
23 *d.* The ~~commission~~ agency staff must endeavor to eliminate
24 the discriminatory or unfair practice by conference,
25 conciliation, and persuasion for a period of thirty days
26 following the initial conciliation meeting between the
27 respondent and the ~~commission~~ agency staff after a finding
28 of probable cause. After the expiration of thirty days, the
29 director may order the conciliation conference and persuasion
30 procedure provided in this section to be bypassed when the
31 director determines the procedure is unworkable by reason of
32 past patterns and practices of the respondent, or a statement
33 by the respondent that the respondent is unwilling to continue
34 with the conciliation. ~~The director must have the approval of~~
35 ~~a commissioner before bypassing the conciliation, conference~~

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1 ~~and persuasion procedure.~~ Upon the bypassing of conciliation,
2 the director shall state in writing the reasons for bypassing.
3 4. *a.* The ~~commission~~ agency may permit service of a
4 complaint on a respondent by regular or electronic mail. If
5 the respondent does not respond to the service by regular or
6 electronic mail after ninety days, the ~~commission~~ agency shall
7 serve the complaint on the respondent by certified mail within
8 twenty days after the expiration of the ninety-day response
9 period to service by regular or electronic mail.
10 *b.* The ~~commission~~ agency may also permit a party to file
11 a response to a complaint, a document, information, or other
12 material, by electronic mail.
13 *c.* The ~~commission~~ agency may issue a notice, determination,
14 order, subpoena, request, correspondence, or any other document
15 issued by the ~~commission~~ agency, by electronic mail.
16 5. The members of the commission and ~~its~~ agency staff
17 shall not disclose the filing of a complaint, the information
18 gathered during the investigation, or the endeavors to
19 eliminate such discriminatory or unfair practice by mediation,
20 conference, conciliation, and persuasion, unless such
21 disclosure is made in connection with the conduct of such
22 investigation.
23 6. When the director is satisfied that further endeavor to
24 settle a complaint by conference, conciliation, and persuasion
25 is unworkable and should be bypassed, and the thirty-day period
26 provided for in subsection 3 has expired without agreement, the
27 director ~~with the approval of a commissioner,~~ shall issue and
28 cause to be served a written notice specifying the charges in
29 the complaint as they may have been amended and the reasons for
30 bypassing conciliation, if the conciliation is bypassed, and
31 requiring the respondent to answer the charges of the complaint
32 at a hearing before the ~~commission~~ agency, a commissioner, or
33 a person designated by the ~~commission~~ agency to conduct the
34 hearing, hereafter referred to as the administrative law judge,
35 and at a time and place to be specified in the notice.

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1 7. The case in support of such complaint shall be presented
2 at the hearing by one of the ~~commission's~~ agency's attorneys
3 or agents. The investigating official shall not participate
4 in the hearing except as a witness nor participate in the
5 deliberations of the ~~commission~~ agency in such case.
6 8. The hearing shall be conducted in accordance with the
7 provisions of chapter 17A for contested cases. The burden of
8 proof in such a hearing shall be on the ~~commission~~ agency.
9 9. If upon taking into consideration all of the evidence
10 at a hearing, the ~~commission~~ agency determines that the
11 respondent has engaged in a discriminatory or unfair practice,
12 the ~~commission~~ agency shall state its findings of fact and
13 conclusions of law and shall issue an order requiring the
14 respondent to cease and desist from the discriminatory or
15 unfair practice and to take the necessary remedial action
16 as in the judgment of the ~~commission~~ agency will carry out
17 the purposes of this chapter. A copy of the order shall be
18 delivered to the respondent, the complainant, and to any other
19 public officers and persons as the ~~commission~~ agency deems
20 proper.
21 *a.* For the purposes of this subsection and pursuant to the
22 provisions of this chapter "remedial action" includes but is
23 not limited to the following:
24 (1) Hiring, reinstatement or upgrading of employees
25 with or without pay. Interim earned income and unemployment
26 compensation shall operate to reduce the pay otherwise
27 allowable.
28 (2) Admission or restoration of individuals to a labor
29 organization, admission to or participation in a guidance
30 program, apprenticeship training program, on-the-job training
31 program or other occupational training or retraining program,
32 with the utilization of objective criteria in the admission of
33 individuals to such programs.
34 (3) Admission of individuals to a public accommodation or an
35 educational institution.

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1 (4) Sale, exchange, lease, rental, assignment or sublease
2 of real property to an individual.
3 (5) Extension to all individuals of the full and equal
4 enjoyment of the advantages, facilities, privileges, and
5 services of the respondent denied to the complainant because of
6 the discriminatory or unfair practice.
7 (6) Reporting as to the manner of compliance.
8 (7) Posting notices in conspicuous places in the
9 respondent's place of business in form prescribed by the
10 ~~commission~~ agency and inclusion of notices in advertising
11 material.
12 (8) Payment to the complainant of damages for an injury
13 caused by the discriminatory or unfair practice which damages
14 shall include but are not limited to actual damages, court
15 costs and reasonable attorney fees.
16 (9) For an unfair or discriminatory practice relating
17 to wage discrimination pursuant to section 216.6A, payment
18 to the complainant of damages for an injury caused by the
19 discriminatory or unfair practice which damages shall include
20 but are not limited to court costs, reasonable attorney fees,
21 and either of the following:
22 (a) An amount equal to two times the wage differential
23 paid to another employee compared to the complainant for the
24 period of time for which the complainant has been discriminated
25 against.
26 (b) In instances of willful violation, an amount equal to
27 three times the wage differential paid to another employee as
28 compared to the complainant for the period of time for which
29 the complainant has been discriminated against.
30 *b.* In addition to the remedies provided in the preceding
31 provisions of this subsection, the ~~commission~~ agency may issue
32 an order requiring the respondent to cease and desist from the
33 discriminatory or unfair practice and to take such affirmative
34 action as in the judgment of the ~~commission~~ agency will carry
35 out the purposes of this chapter as follows:

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1 (1) In the case of a respondent operating by virtue of
2 a license issued by the state or a political subdivision
3 or agency, if the ~~commission~~ agency, upon notice to the
4 respondent with an opportunity to be heard, determines that the
5 respondent has engaged in a discriminatory or unfair practice
6 and that the practice was authorized, requested, commanded,
7 performed or knowingly or recklessly tolerated by the board
8 of directors of the respondent or by an officer or executive
9 agent acting within the scope of the officer's or agent's
10 employment, the ~~commission~~ agency shall so certify to the
11 licensing agency. Unless the ~~commission~~ agency finding of a
12 discriminatory or unfair practice is reversed in the course of
13 judicial review, the finding of discrimination is binding on
14 the licensing agency. If a certification is made pursuant to
15 this subsection, the licensing agency may initiate licensee
16 disciplinary procedures.
17 (2) In the case of a respondent who is found by the
18 ~~commission~~ agency to have engaged in a discriminatory or
19 unfair practice in the course of performing under a contract
20 or subcontract with the state or political subdivision or
21 agency, if the practice was authorized, requested, commanded,
22 performed, or knowingly or recklessly tolerated by the board
23 of directors of the respondent or by an officer or executive
24 agent acting within the scope of the officer's or agent's
25 employment, the ~~commission~~ agency shall so certify to the
26 contracting agency. Unless the ~~commission's~~ agency's finding
27 of a discriminatory or unfair practice is reversed in the
28 course of judicial review, the finding of discrimination is
29 binding on the contracting agency.
30 (3) Upon receiving a certification made under this
31 subsection, a contracting agency may take appropriate action
32 to terminate a contract or portion thereof previously entered
33 into with the respondent, either absolutely or on condition
34 that the respondent carry out a program of compliance with
35 the provisions of this chapter; and assist the state and all

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1 political subdivisions and agencies thereof to refrain from
2 entering into further contracts.
3 *c.* The election of an affirmative order under paragraph *"b"*
4 of this subsection shall not bar the election of affirmative
5 remedies provided in paragraph *"a"* of this subsection.
6 10. *a.* The terms of a conciliation or mediation agreement
7 reached with the respondent may require the respondent to
8 refrain in the future from committing discriminatory or
9 unfair practices of the type stated in the agreement, to take
10 remedial action as in the judgment of the ~~commission~~ agency
11 will carry out the purposes of this chapter, and to consent
12 to the entry in an appropriate district court of a consent
13 decree embodying the terms of the conciliation or mediation
14 agreement. Violation of such a consent decree may be punished
15 as contempt by the court in which it is filed, upon a showing
16 by the ~~commission~~ agency of the violation at any time within
17 six months of its occurrence. At any time in its discretion,
18 the ~~commission~~ agency may investigate whether the terms of the
19 agreement are being complied with by the respondent.
20 *b.* Upon a finding that the terms of the conciliation
21 or mediation agreement are not being complied with by the
22 respondent, the ~~commission~~ agency shall take appropriate action
23 to assure compliance.
24 11. If, upon taking into consideration all of the evidence
25 at a hearing, the ~~commission~~ agency finds that a respondent
26 has not engaged in any such discriminatory or unfair practice,
27 the ~~commission~~ agency shall issue an order denying relief and
28 stating the findings of fact and conclusions of the ~~commission~~
29 agency, and shall cause a copy of the order dismissing the
30 complaint to be served on the complainant and the respondent.
31 12. The ~~commission~~ agency shall establish rules to govern,
32 expedite, and effectuate the procedures established by this
33 chapter and its own actions thereunder.
34 13. Except as provided in section 614.8, a claim under this
35 chapter shall not be maintained unless a complaint is filed

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1 with the ~~commission~~ agency within three hundred days after the
2 alleged discriminatory or unfair practice occurred.
3 14. The ~~commission~~ agency or a party to a complaint may
4 request mediation of the complaint at any time during the
5 ~~commission's~~ agency's processing of the complaint. If the
6 complainant and respondent participate in mediation, any
7 mediation agreement may be enforced pursuant to this section.
8 Mediation may be discontinued at the request of any party or
9 the ~~commission~~ agency.
10 Sec. 264. Section 216.15A, Code 2024, is amended to read as
11 follows:
12 **216.15A Additional proceedings — housing discrimination.**
13 1. *a.* The ~~commission~~ agency may join a person not named
14 in the complaint as an additional or substitute respondent
15 if in the course of the investigation, the ~~commission~~ agency
16 determines that the person should be alleged to have committed
17 a discriminatory housing or real estate practice.
18 *b.* In addition to the information required in the notice,
19 the ~~commission~~ agency shall include in a notice to a respondent
20 joined under this subsection an explanation of the basis for
21 the determination under this subsection that the person is
22 properly joined as a respondent.
23 2. *a.* The ~~commission~~ agency shall, during the period
24 beginning with the filing of a complaint and ending with the
25 filing of a charge or a dismissal by the ~~commission~~ agency, to
26 the extent feasible, engage in mediation with respect to the
27 complaint.
28 *b.* A mediation agreement is an agreement between a
29 respondent and the complainant and is subject to ~~commission~~
30 agency approval.
31 *c.* A mediation agreement may provide for binding arbitration
32 or other method of dispute resolution. Dispute resolution that
33 results from a mediation agreement may authorize appropriate
34 relief, including monetary relief.
35 *d.* A mediation agreement shall be made public unless

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1 the complainant and respondent agree otherwise, and the
2 ~~commission~~ agency determines that disclosure is not necessary
3 to further the purposes of this chapter relating to unfair or
4 discriminatory practices in housing or real estate.
5 *e.* The proceedings or results of mediation shall not be made
6 public or used as evidence in a subsequent proceeding under
7 this chapter without the written consent of the persons who are
8 party to the mediation.
9 *f.* After the completion of the ~~commission's~~ agency's
10 investigation, the ~~commission~~ agency shall make available to
11 the aggrieved person and the respondent information derived
12 from the investigation and the final investigation report
13 relating to that investigation.
14 *g.* When the ~~commission~~ agency has reasonable cause to
15 believe that a respondent has breached a mediation agreement,
16 the ~~commission~~ agency shall refer this matter to an assistant
17 attorney general with a recommendation that a civil action be
18 filed for the enforcement of the agreement. The assistant
19 attorney general may commence a civil action in the appropriate
20 district court not later than the expiration of ninety days
21 after referral of the breach.
22 3. *a.* If the ~~commission~~ agency concludes, following the
23 filing of a complaint, that prompt judicial action is necessary
24 to carry out the purposes of this chapter relating to unfair
25 or discriminatory housing or real estate practices, the
26 ~~commission~~ agency may authorize a civil action for appropriate
27 temporary or preliminary relief pending final disposition of
28 the complaint.
29 *b.* On receipt of the ~~commission's~~ agency's authorization,
30 the attorney general shall promptly file the action.
31 *c.* A temporary restraining order or other order granting
32 preliminary or temporary relief under this section is governed
33 by the applicable Iowa rules of civil procedure.
34 *d.* The filing of a civil action under this section does
35 not affect the initiation or continuation of administrative

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1 proceedings in regard to an administrative hearing.
2 4. *a.* The ~~commission~~ agency shall prepare a final
3 investigative report.
4 *b.* A final report under this section may be amended by the
5 ~~commission~~ agency if additional evidence is discovered.
6 5. *a.* The ~~commission~~ agency shall determine based on
7 the facts whether probable cause exists to believe that a
8 discriminatory housing or real estate practice has occurred or
9 is about to occur.
10 *b.* The ~~commission~~ agency shall make its determination under
11 paragraph *"a"* not later than one hundred days after a complaint
12 is filed unless any of the following applies:
13 (1) It is impracticable to make the determination within
14 that time period.
15 (2) The ~~commission~~ agency has approved a mediation
16 agreement relating to the complaint.
17 *c.* If it is impracticable to make the determination within
18 the time period provided by paragraph *"b"*, the ~~commission~~ agency
19 shall notify the complainant and respondent in writing of the
20 reasons for the delay.
21 *d.* If the ~~commission~~ agency determines that probable cause
22 exists to believe that a discriminatory housing or real estate
23 practice has occurred or is about to occur, the ~~commission~~
24 agency shall immediately issue a determination unless the
25 ~~commission~~ agency determines that the legality of a zoning or
26 land use law or ordinance is involved as provided in subsection
27 7.
28 6. *a.* A determination issued under subsection 5 must
29 include all of the following:
30 (1) Must consist of a short and plain statement of the facts
31 on which the ~~commission~~ agency has found probable cause to
32 believe that a discriminatory housing or real estate practice
33 has occurred or is about to occur.
34 (2) Must be based on the final investigative report.
35 (3) Need not be limited to the facts or grounds alleged in

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1 the complaint.
2 *b.* Not later than twenty days after the ~~commission~~ agency
3 issues a determination, the ~~commission~~ agency shall send a copy
4 of the determination with information concerning the election
5 under section 216.16A to all of the following persons:
6 (1) Each respondent, together with a notice of the
7 opportunity for a hearing as provided under subsection 10.
8 (2) Each aggrieved person on whose behalf the complaint was
9 filed.
10 7. If the ~~commission~~ agency determines that the matter
11 involves the legality of a state or local zoning or other
12 land use ordinance, the ~~commission~~ agency shall not issue a
13 determination and shall immediately refer the matter to the
14 attorney general for appropriate action.
15 8. *a.* If the ~~commission~~ agency determines that no probable
16 cause exists to believe that a discriminatory housing or
17 real estate practice has occurred or is about to occur, the
18 ~~commission~~ agency shall promptly dismiss the complaint.
19 *b.* The ~~commission~~ agency shall make public disclosure of
20 each dismissal under this section.
21 9. The ~~commission~~ agency shall not issue a determination
22 under this section regarding an alleged discriminatory housing
23 or real estate practice after the beginning of the trial of a
24 civil action commenced by the aggrieved party under federal or
25 state law seeking relief with respect to that discriminatory
26 housing or real estate practice.
27 10. *a.* If a timely election is not made under section
28 216.16A, the ~~commission~~ agency shall provide for a hearing on
29 the charges in the complaint.
30 *b.* Except as provided by paragraph *"c"*, the hearing shall be
31 conducted in accordance with chapter 17A for contested cases.
32 *c.* A hearing under this section shall not be continued
33 regarding an alleged discriminatory housing or real estate
34 practice after the beginning of the trial of a civil action
35 commenced by the aggrieved person under federal or state law

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1 seeking relief with respect to that discriminatory housing or
2 real estate practice.
3 11. *a.* If the ~~commission~~ agency determines at a hearing
4 under subsection 10 that a respondent has engaged or is about
5 to engage in a discriminatory housing or real estate practice,
6 the ~~commission~~ agency may order the appropriate relief,
7 including actual damages, reasonable attorney fees, court
8 costs, and other injunctive or equitable relief.
9 *b.* To vindicate the public interest, the ~~commission~~ agency
10 may assess a civil penalty against the respondent in an amount
11 that does not exceed the following applicable amount:
12 (1) Ten thousand dollars if the respondent has not been
13 adjudged by the order of the commission or agency or a court to
14 have committed a prior discriminatory housing or real estate
15 practice.
16 (2) Except as provided by paragraph *"c"*, twenty-five
17 thousand dollars if the respondent has been adjudged by order
18 of the commission or agency or a court to have committed one
19 other discriminatory housing or real estate practice during
20 the five-year period ending on the date of the filing of the
21 complaint.
22 (3) Except as provided by paragraph *"c"*, fifty thousand
23 dollars if the respondent has been adjudged by order of the
24 commission or agency or a court to have committed two or more
25 discriminatory housing or real estate practices during the
26 seven-year period ending on the date of the filing of the
27 complaint.
28 *c.* If the acts constituting the discriminatory housing or
29 real estate practice that is the object of the complaint are
30 committed by the same natural person who has been previously
31 adjudged to have committed acts constituting a discriminatory
32 housing or real estate practice, the civil penalties in
33 paragraph *"b"*, subparagraphs (2) and (3) may be imposed
34 without regard to the period of time within which any other
35 discriminatory housing or real estate practice occurred.

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1 *d.* At the request of the ~~commission~~ agency, the attorney
2 general shall initiate legal proceedings to recover a civil
3 penalty due under this section. Funds collected under this
4 section shall be paid to the treasurer of state for deposit in
5 the state treasury to the credit of the general fund.
6 12. This section applies only to the following:
7 *a.* Complaints which allege a violation of the prohibitions
8 contained in section 216.8 or 216.8A.
9 *b.* Complaints which allege a violation of section 216.11 or
10 216.11A arising out of alleged violations of the prohibitions
11 contained in section 216.8 or 216.8A.
12 13. If a provision of this section applies under the terms
13 of subsection 12, and the provision of this section conflicts
14 with a provision of section 216.15, then the provision
15 contained within this section shall prevail. Similarly, if
16 a provision of section 216.16A or 216.17A conflicts with a
17 provision of section 216.16 or 216.17, then the provision
18 contained in section 216.16A or 216.17A shall prevail.
19 Sec. 265. Section 216.15B, subsection 1, Code 2024, is
20 amended to read as follows:
21 1. A mediator may be designated in writing by the ~~commission~~
22 agency to conduct formal mediation of a complaint filed under
23 this chapter. The written designation must specifically refer
24 to this section.
25 Sec. 266. Section 216.16, subsections 1, 2, 3, 4, and 6,
26 Code 2024, are amended to read as follows:
27 1. A person claiming to be aggrieved by an unfair or
28 discriminatory practice must initially seek an administrative
29 relief by filing a complaint with the ~~commission~~ agency in
30 accordance with section 216.15. This provision also applies to
31 persons claiming to be aggrieved by an unfair or discriminatory
32 practice committed by the state or an agency or political
33 subdivision of the state, notwithstanding the terms of the Iowa
34 administrative procedure Act, chapter 17A.
35 2. After the proper filing of a complaint with the

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1 ~~commission~~ agency, a complainant may subsequently commence an
2 action for relief in the district court if all of the following
3 conditions have been satisfied:
4 *a.* The complainant has timely filed the complaint with the
5 ~~commission~~ agency as provided in section 216.15, subsection 13.
6 *b.* The complaint has been on file with the ~~commission~~ agency
7 for at least sixty days and the ~~commission~~ agency has issued a
8 release to the complainant pursuant to subsection 3.
9 3. *a.* Upon a request by the complainant, and after the
10 expiration of sixty days from the timely filing of a complaint
11 with the ~~commission~~ agency, the ~~commission~~ agency shall issue
12 to the complainant a release stating that the complainant
13 has a right to commence an action in the district court. A
14 release under this subsection shall not be issued if any of the
15 following apply:
16 (1) A finding of no probable cause has been made on the
17 complaint by the administrative law judge charged with that
18 duty under section 216.15, subsection 3.
19 (2) A conciliation agreement has been executed under
20 section 216.15.
21 (3) The ~~commission~~ agency has served notice of hearing upon
22 the respondent pursuant to section 216.15, subsection 6.
23 (4) The complaint is closed as an administrative closure and
24 two years have elapsed since the issuance date of the closure.
25 *b.* Notwithstanding section 216.15, subsection 5, a party may
26 obtain a copy of all documents contained in a case file where
27 the ~~commission~~ agency has issued a release to the complainant
28 pursuant to this subsection.
29 4. An action authorized under this section is barred unless
30 commenced within ninety days after issuance by the ~~commission~~
31 agency of a release under subsection 3. If a complainant
32 obtains a release from the ~~commission~~ agency under subsection
33 3, the ~~commission~~ agency is barred from further action on that
34 complaint.
35 6. The district court may grant any relief in an action

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1 under this section which is authorized by section 216.15,
2 subsection 9, to be issued by the ~~commission~~ agency. The
3 district court may also award the respondent reasonable
4 attorney fees and court costs when the court finds that the
5 complainant's action was frivolous.
6 Sec. 267. Section 216.16A, subsection 1, paragraphs b and c,
7 Code 2024, are amended to read as follows:
8 *b.* The election must be made not later than twenty days
9 after the date of receipt by the electing person of service
10 under section 216.15A, subsection 5, or in the case of the
11 ~~commission~~ agency, not later than twenty days after the date
12 the determination was issued.
13 *c.* The person making the election shall give notice to the
14 ~~commission~~ agency and to all other complainants and respondents
15 to whom the election relates.
16 Sec. 268. Section 216.16A, subsection 2, paragraphs d and e,
17 Code 2024, are amended to read as follows:
18 *d.* If the ~~commission~~ agency has obtained a mediation
19 agreement with the consent of an aggrieved person, the
20 aggrieved person shall not file an action under this subsection
21 with respect to the alleged discriminatory practice that forms
22 the basis for the complaint except to enforce the terms of the
23 agreement.
24 *e.* An aggrieved person shall not file an action under this
25 subsection with respect to an alleged discriminatory housing or
26 real estate practice that forms the basis of a charge issued
27 by the ~~commission~~ agency if the ~~commission~~ agency has begun a
28 hearing on the record under this chapter with respect to the
29 charge.
30 Sec. 269. Section 216.17, subsections 1, 2, 3, 4, 5, 7, and
31 10, Code 2024, are amended to read as follows:
32 1. *a.* Judicial review of the actions of the agency
33 or commission may be sought in accordance with the terms
34 of the Iowa administrative procedure Act, chapter 17A.
35 Notwithstanding the terms of said Act, petition for judicial

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1 review may be filed in the district court in which an
2 enforcement proceeding under subsection 2 may be brought.
3 *b.* For purposes of the time limit for filing a petition for
4 judicial review under the Iowa administrative procedure Act,
5 chapter 17A, specified by section 17A.19, the issuance of a
6 final decision of the agency or commission under this chapter
7 occurs on the date notice of the decision is mailed to the
8 parties.
9 *c.* Notwithstanding the time limit provided in section
10 17A.19, subsection 3, a petition for judicial review of
11 no-probable-cause decisions and other final agency actions
12 which are not of general applicability must be filed within
13 thirty days of the issuance of the final agency action.
14 2. The ~~commission~~ agency may obtain an order of court for
15 the enforcement of agency or commission orders in a proceeding
16 as provided in this section. Such an enforcement proceeding
17 shall be brought in the district court of the district in the
18 county in which the alleged discriminatory or unfair practice
19 which is the subject of the agency's or commission's order was
20 committed, or in which any respondent required in the order to
21 cease or desist from a discriminatory or unfair practice or to
22 take other affirmative action, resides, or transacts business.
23 3. Such an enforcement proceeding shall be initiated by
24 the filing of a petition in such court and the service of a
25 copy thereof upon the respondent. Thereupon the ~~commission~~
26 agency shall file with the court a transcript of the record
27 of the hearing before it. The court shall have power to
28 grant such temporary relief or restraining order as it deems
29 just and proper, and to make and enter upon the pleadings,
30 testimony, and proceedings set forth in such transcript an
31 order enforcing, modifying, and enforcing as so modified, or
32 setting aside the order of the agency or commission, in whole
33 or in part.
34 4. An objection that has not been urged before the agency
35 or commission shall not be considered by the court in an

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1 enforcement proceeding, unless the failure or neglect to urge
2 such objection shall be excused because of extraordinary
3 circumstances.
4 5. Any party to the enforcement proceeding may move the
5 court to remit the case to the agency or commission in the
6 interests of justice for the purpose of adducing additional
7 specified and material evidence and seeking findings thereof,
8 providing such party shall show reasonable grounds for
9 the failure to adduce such evidence before the agency or
10 commission.
11 7. The agency's or commission's copy of the testimony shall
12 be available to all parties for examination at all reasonable
13 times, without cost, and for the purpose of judicial review of
14 the agency's or commission's orders.
15 10. If no proceeding to obtain judicial review is instituted
16 within thirty days from the issuance of an order of the
17 commission under section 216.15 or 216.15A, the ~~commission~~
18 agency may obtain an order of the court for the enforcement
19 of the order upon showing that respondent is subject to
20 the jurisdiction of the agency or commission and resides or
21 transacts business within the county in which the petition for
22 enforcement is brought.
23 Sec. 270. Section 216.17A, subsection 1, paragraph a, Code
24 2024, is amended to read as follows:
25 *a.* If timely election is made under section 216.16A,
26 subsection 1, the ~~commission~~ agency shall authorize, and not
27 later than thirty days after the election is made, the attorney
28 general shall file a civil action on behalf of the aggrieved
29 person in a district court seeking relief.
30 Sec. 271. Section 216.17A, subsections 2, 4, 10, and 11,
31 Code 2024, are amended to read as follows:
32 2. ~~A commission~~ An agency order under section 216.15A,
33 subsection 11, and ~~a~~ an agency or commission order that has
34 been substantially affirmed by judicial review, do not affect
35 a contract, sale, encumbrance, or lease that was consummated

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1 before the agency or commission issued the order and involved a
2 bona fide purchaser, encumbrancer, or tenant who did not have
3 actual notice of the charge issued under this chapter.
4 4. If the agency or commission issues an order against a
5 respondent against whom another order was issued within the
6 preceding five years under section 216.15A, subsection 11, the
7 ~~commission~~ agency shall send a copy of each order issued under
8 that section to the attorney general.
9 10. The attorney general, on behalf of the ~~commission~~
10 agency or other party at whose request a subpoena is issued,
11 may enforce the subpoena in appropriate proceedings in district
12 court.
13 11. A court in a civil action brought under this section
14 or the ~~commission~~ agency in an administrative hearing under
15 section 216.15A, subsection 11, may award reasonable attorney's
16 fees to the prevailing party and assess court costs against the
17 nonprevailing party.
18 Sec. 272. Section 216.17A, subsection 3, unnumbered
19 paragraph 1, Code 2024, is amended to read as follows:
20 If the agency or commission issues an order with respect
21 to a discriminatory housing practice that occurred in the
22 course of a business subject to a licensing or regulation by a
23 governmental agency, the agency or commission, not later than
24 thirty days after the date of issuance of the order, shall do
25 all of the following:
26 Sec. 273. Section 216.17A, subsection 8, paragraph a, Code
27 2024, is amended to read as follows:
28 *a.* On the request of the agency or commission, the attorney
29 general may intervene in an action under section 216.16A,
30 subsection 2, if the agency or commission certifies that the
31 case is of general public importance.
32 Sec. 274. Section 216.17A, subsection 9, paragraph a,
33 unnumbered paragraph 1, Code 2024, is amended to read as
34 follows:
35 On the request of the agency or commission, the attorney

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1 general may file a civil action in district court for
2 appropriate relief if the agency or commission has reasonable
3 cause to believe that any of the following applies:
4 Sec. 275. Section 216.19, subsections 2, 3, 4, 5, 6, 7, and
5 8, Code 2024, are amended to read as follows:
6 2. A city with a population of twenty-nine thousand, or
7 greater, shall maintain an independent local civil rights
8 agency or commission consistent with ~~commission~~ agency rules
9 adopted pursuant to chapter 17A. An agency or commission
10 for which a staff is provided shall have control over such
11 staff. A city required to maintain a local civil rights agency
12 or commission shall structure and adequately fund the agency
13 or commission in order to effect cooperative undertakings
14 with the Iowa office of civil rights ~~commission~~ and to aid in
15 effectuating the purposes of this chapter.
16 3. An agency or commission of local government and the
17 Iowa office of civil rights ~~commission~~ shall cooperate in the
18 sharing of data and research, and coordinating investigations
19 and conciliations in order to expedite claims of unlawful
20 discrimination and eliminate needless duplication. The Iowa
21 office of civil rights ~~commission~~ may enter into cooperative
22 agreements with any local agency or commission to effectuate
23 the purposes of this chapter. Such agreements may include
24 technical and clerical assistance and reimbursement of expenses
25 incurred by the local agency or commission in the performance
26 of the agency's or commission's duties if funds for this
27 purpose are appropriated by the general assembly.
28 4. The ~~Iowa civil rights commission~~ director may designate
29 an unfunded local agency or commission as a referral agency. A
30 local agency or commission shall not be designated a referral
31 agency unless the ordinance creating it provides the same
32 rights and remedies as are provided in this chapter. The ~~Iowa~~
33 ~~civil rights commission~~ director shall establish by rules
34 the procedures for designating a referral agency and the
35 qualifications to be met by a referral agency.

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1 5. The ~~Iowa civil rights commission~~ director may adopt
2 rules establishing the procedures for referral of complaints.
3 A referral agency may refuse to accept a case referred to
4 it by the Iowa office of civil rights ~~commission~~ if the
5 referral agency is unable to effect proper administration of
6 the complaint. It shall be the burden of the referral agency
7 to demonstrate that it is unable to properly administer that
8 complaint.
9 6. A complainant who files a complaint with a referral
10 agency having jurisdiction shall be prohibited from filing a
11 complaint with the ~~Iowa civil rights commission~~ agency alleging
12 violations based upon the same acts or practices cited in the
13 original complaint; and a complainant who files a complaint
14 with the ~~commission~~ agency shall be prohibited from filing
15 a complaint with the referral agency alleging violations
16 based upon the same acts or practices cited in the original
17 complaint. However, the ~~Iowa civil rights commission~~ agency in
18 its discretion may refer a complaint filed with the ~~commission~~
19 agency to a referral agency having jurisdiction over the
20 parties for investigation and resolution; and a referral agency
21 in its discretion may refer a complaint filed with that agency
22 to the ~~commission~~ office for investigation and resolution.
23 7. A final decision by a referral agency shall be subject
24 to judicial review as provided in section 216.17 in the same
25 manner and to the same extent as a final decision of the ~~Iowa~~
26 ~~civil rights commission~~ agency.
27 8. The referral of a complaint by the Iowa office of
28 civil rights ~~commission~~ to a referral agency or by a referral
29 agency to the Iowa office of civil rights ~~commission~~ shall not
30 affect the right of a complainant to commence an action in the
31 district court under section 216.16.
32 Sec. 276. Section 216.21, Code 2024, is amended to read as
33 follows:
34 **216.21 Documents to attorney or party.**
35 If a party is represented by an attorney during the

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1 proceedings of the agency or commission, with permission of
2 the attorney for the party or of the party, the agency or
3 commission shall provide copies of all relevant documents
4 including an order or decision to either the attorney for the
5 party or the party, but not to both.
6 Sec. 277. Section 216.22, subsection 2, paragraph b, Code
7 2024, is amended to read as follows:
8 *b.* The franchisor has been found by the ~~commission~~ agency to
9 have exercised a type or degree of control over the franchisee
10 or the franchisee's employees that is not customarily exercised
11 by a franchisor for the purpose of protecting the franchisor's
12 trademarks and brand.
13 Sec. 278. Section 230A.110, subsection 2, Code 2024, is
14 amended by striking the subsection.
15 Sec. 279. Section 235B.1, subsection 4, Code 2024, is
16 amended by striking the subsection.
17 Sec. 280. Section 235B.3, subsection 1, paragraph a,
18 subparagraph (4), Code 2024, is amended to read as follows:
19 (4) If, in the course of an assessment or evaluation of
20 a report of dependent adult abuse, the department or the
21 department of inspections, appeals, and licensing determines
22 that the case involves discrimination under the jurisdiction
23 of the Iowa office of civil rights ~~commission~~, the relevant
24 portions of the case shall be referred to the ~~commission~~
25 office.
26 Sec. 281. Section 235B.16A, subsections 1 and 4, Code 2024,
27 are amended to read as follows:
28 1. The ~~dependent adult protective advisory council~~
29 ~~established pursuant to section 235B.1~~ department shall
30 ~~recommend~~ adopt a uniform assessment instrument and process for
31 adoption and use by the department and other agencies involved
32 with assessing a dependent adult's degree of dependency
33 and determining whether dependent adult abuse has occurred.
34 However, this section shall not apply to dependent adult abuse
35 assessments and determinations made under chapter 235E.

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4. The department shall cooperate with the departments of inspections, appeals, and licensing, public safety, and workforce development, the Iowa office of civil rights ~~commission~~, and other state and local agencies performing inspections or otherwise visiting residential settings where dependent adults live, to regularly provide training to the appropriate staff in the agencies concerning each agency's procedures involving dependent adults, and to build awareness concerning dependent adults and reporting of dependent adult abuse.

Sec. 282. Section 235E.5, Code 2024, is amended to read as follows:

235E.5 Rulemaking authority.

The department, in cooperation and consultation with ~~the dependent adult protective advisory council established in section 235B.1,~~ affected industry representatives~~,~~ and professional and consumer groups, may adopt rules pursuant to chapter 17A to administer this chapter.

Sec. 283. Section 237A.12, subsection 3, Code 2024, is amended to read as follows:

3. Rules relating to fire safety for child care centers shall be adopted under this chapter by the director of the department of inspections, appeals, and licensing in consultation with the department. Rules adopted by the director of the department of inspections, appeals, and licensing for a building which is owned or leased by a school district or accredited nonpublic school and used as a child care facility shall not differ from standards adopted by the director of the department of inspections, appeals, and licensing for school buildings under chapter 10A, subchapter V, part 2. Rules relating to sanitation shall be adopted by the department. ~~All rules shall be developed in consultation with the state child care advisory committee.~~ The director of the department of inspections, appeals, and licensing shall inspect the facilities.

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Sec. 284. Section 237A.25, subsection 1, Code 2024, is amended to read as follows:

1. The department shall develop consumer information material to assist parents in selecting a child care provider. In developing the material, the department shall consult with department staff, department of education staff, ~~the state child care advisory committee,~~ the early childhood Iowa state board, and child care resource and referral services. In addition, the department may consult with other entities at the local, state, and national level.

Sec. 285. Section 237A.30, subsection 1, Code 2024, is amended to read as follows:

1. The department shall work with the early childhood Iowa program established in section 256I.5 ~~and the state child care advisory committee~~ in designing and implementing a voluntary quality rating system for each provider type of child care facility.

Sec. 286. Section 256.3, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The state board of education is established for the department. The state board consists of ~~ten~~ nine members: ~~nine~~ seven voting members, ~~and~~ one nonvoting student member, and the director of the department of workforce development, who shall serve as a nonvoting member. The voting members shall be appointed by the governor subject to senate confirmation. The nonvoting student member shall be appointed as provided in section 256.5A.

2. The voting members shall be registered voters of the state and hold no other elective or appointive state office. Not more than five voting members shall be of the same political party. ~~Three of the voting members shall have substantial knowledge related to the community college system.~~ The ~~remaining six~~ voting members shall be members of the general public. A voting member shall not be engaged in professional education for a major portion of the member's time

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nor shall the member derive a major portion of income from any business or activity connected with education.

Sec. 287. Section 256.7, subsection 7, paragraph c, Code 2024, is amended by striking the paragraph.

Sec. 288. Section 256.9, subsection 31, paragraph b, Code 2024, is amended to read as follows:

b. Standards and materials developed shall include materials which employ developmentally appropriate practices and incorporate substantial parental involvement. The materials and standards shall include alternative teaching approaches including collaborative teaching and alternative dispute resolution training. The department shall consult with the child development coordinating council, ~~the state child care advisory committee established pursuant to section 135.173A,~~ the department of health and human services, the state board of regents center for early developmental education, the area education agencies, the department of human development and family studies in the college of human sciences at Iowa state university of science and technology, the early childhood elementary division of the college of education at the university of Iowa, and the college of education at the university of northern Iowa, in developing these standards and materials.

Sec. 289. Section 256.17, Code 2024, is amended to read as follows:

256.17 Postsecondary course audit ~~committee~~.

1. The department shall ~~establish and facilitate a postsecondary course audit committee which shall~~ annually audit postsecondary courses offered to high school students in accordance with chapter 261E.

~~2. The committee shall include but not be limited to representatives from the kindergarten through grade twelve education community, community colleges, and regents universities.~~

~~3.~~ 2. The ~~committee~~ department shall establish a sampling

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technique that randomly selects courses for audit. The audit shall include but not be limited to a review of the course syllabus, teacher qualifications, examples of student products, and results of student assessments. Standards for review shall be established by the ~~committee and approved by the~~ department. Audit findings shall be submitted to the institutions providing the classes audited and shall be posted on the department's internet site.

~~4.~~ 3. If the ~~committee~~ department determines that a postsecondary course offered to high school students in accordance with chapter 261E does not meet the standards established by the ~~committee~~ department pursuant to subsection ~~3~~ 2, the course shall not be eligible for future supplementary weighting under section 257.11. If the institution makes changes to the course sufficient to cause the course to meet the standards of the ~~committee~~ department, the ~~committee~~ department may reinstate the eligibility of the course for future supplementary weighting under section 257.11.

Sec. 290. Section 256.32, subsection 1, Code 2024, is amended to read as follows:

1. An advisory council for agricultural education is established, which consists of ~~nine~~ seven members appointed by the governor. The ~~nine~~ seven members shall include ~~the following:~~

~~*a.* Five~~ at least four persons representing all areas of agriculture and diverse geographical areas and at least one person involved in the field of education, including but not limited to a secondary school program instructor, a postsecondary school program instructor, or a teacher educator.

~~*b.* An individual representing agriculture on a council created to advise the state on career and technical education matters.~~

~~*c.* A secondary school program instructor, a postsecondary school program instructor, and a teacher educator.~~

Sec. 291. Section 256.33, subsection 1, Code 2024, is

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amended to read as follows:

1. The department shall consort with school districts, area education agencies, community colleges, and colleges and universities to provide assistance to them in the use of educational technology for instruction purposes. The department shall consult with ~~the advisory committee on telecommunications, established in section 256.7, subsection 7, and other~~ users of educational technology on the development and operation of programs under this section.

Sec. 292. Section 256.82, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. Four members shall be appointed by the governor ~~so that the portion of the board membership appointed under this paragraph includes two male board members and two female board members at all times:~~

~~(1) One member shall be appointed from the business community other than the television and telecommunications industry.~~

~~(2) One member shall be appointed with experience in or knowledge about the television industry.~~

~~(3) One member shall be appointed from the membership of a fundraising nonprofit organization financially assisting the Iowa public broadcasting division~~. At least one member shall have experience in or knowledge of the television and telecommunications industry, and at least one member shall have experience with or knowledge of fundraising nonprofit organizations.

~~(4) One member shall represent the general public.~~

Sec. 293. Section 256.176, subsection 2, paragraphs a and d, Code 2024, are amended to read as follows:

a. A member of the state board of regents to be named by the state board of regents, or the executive director of the state board of regents if so appointed by the state board of regents, who shall serve for a four-year term or until the expiration of the member's term of office, and who shall serve as an ex

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1 officio, nonvoting member.
2 *d.* ~~Nine~~ Seven additional members to be appointed by the
3 governor as follows:
4 ~~(1) One member shall be selected to represent private~~
5 ~~colleges and universities located in the state of Iowa.~~
6 ~~When appointing this member, the governor shall give careful~~
7 ~~consideration to any person nominated or recommended by any~~
8 ~~organization or association of some or all private colleges and~~
9 ~~universities located in the state of Iowa.~~
10 ~~(2) One member shall be selected to represent Iowa's~~
11 ~~community colleges. When appointing this member, the governor~~
12 ~~shall give careful consideration to any person nominated~~
13 ~~or recommended by any organization or association of Iowa~~
14 ~~community colleges.~~
15 ~~(3)~~ (1) ~~One~~ At least one member shall be enrolled as a
16 student at an institution of higher learning governed by the
17 board of regents, a community college, or an accredited private
18 institution.
19 ~~(4)~~ (2) ~~One~~ At least one member shall be a parent of a
20 student enrolled at an institution of higher learning governed
21 by the board of regents, a community college, or an accredited
22 private institution.
23 ~~(5)~~ (3) ~~One~~ At least one member shall ~~represent~~
24 ~~practitioners licensed under chapter 256, subchapter VII,~~
25 ~~part 3. When appointing this member, the governor shall give~~
26 ~~careful consideration to any person nominated by an Iowa~~
27 ~~teacher association or other education stakeholder organization~~
28 have knowledge and experience in financial or fiduciary
29 matters.
30 ~~(6) Four members shall represent the general public,~~
31 ~~none of whom shall be officers, board members, or trustees~~
32 ~~of an institution of higher learning or of an association of~~
33 ~~institutions of higher learning.~~
34 Sec. 294. Section 256.176, subsection 2, Code 2024, is
35 amended by adding the following new paragraphs:

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1 NEW PARAGRAPH. *e.* One member to represent private colleges
2 and universities located in the state of Iowa, who shall be
3 selected by an organization or association of some or all
4 private colleges and universities located in the state of Iowa,
5 and who shall serve as an ex officio, nonvoting member.
6 NEW PARAGRAPH. *f.* One member to represent Iowa's community
7 colleges, who shall be selected by an organization or
8 association of Iowa community colleges, and who shall serve as
9 an ex officio, nonvoting member.
10 Sec. 295. Section 256I.4, subsection 19, Code 2024, is
11 amended by striking the subsection and inserting in lieu
12 thereof the following:
13 19. Serve as the state advisory council required under the
14 federal Improving Head Start for School Readiness Act of 2007,
15 Pub. L. No. 110-134, as designated by the governor.
16 Sec. 296. Section 260C.36, subsection 4, Code 2024, is
17 amended to read as follows:
18 4. The department of education shall establish ~~the~~
19 ~~following committees:~~
20 ~~*a.* An~~ an ad hoc accreditation quality faculty plan protocol
21 committee to advise the department in the development of
22 protocols related to the quality faculty planning process to
23 be used by the accreditation teams during site visits. The
24 committee shall, at a minimum, determine what types of evidence
25 need to be provided, develop interview procedures and visit
26 goals, and propose accreditation protocol revisions.
27 ~~*b.* An ongoing quality faculty plan professional development~~
28 ~~committee. The committee shall, at a minimum, do the~~
29 ~~following:~~
30 ~~(1) Develop systemic, ongoing, and sustainable statewide~~
31 ~~professional development opportunities that support~~
32 ~~institutional development as well as individual development and~~
33 ~~support of the quality faculty plans. The opportunities may~~
34 ~~include internet-based systems to share promising practices.~~
35 ~~(2) Determine future professional development needs.~~

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1 ~~(3) Develop or identify training and assistance relating to~~
2 ~~the quality faculty plan process and requirements.~~
3 ~~(4) Assist the department and community colleges in~~
4 ~~developing professional development consortia.~~
5 ~~(5) Review and identify best practices in each community~~
6 ~~college quality faculty plan, including best practices~~
7 ~~regarding adjunct faculty.~~
8 ~~*c.* A community college faculty advisory committee consisting~~
9 ~~of one member and one alternate from each community college,~~
10 ~~appointed by the committee established pursuant to subsection~~
11 ~~1. The committee membership shall be equally represented by~~
12 ~~individuals from the liberal arts and sciences faculty and~~
13 ~~the career and technical faculty. The committee shall, at a~~
14 ~~minimum, keep faculty informed of higher education issues,~~
15 ~~facilitate communication between the faculty and the department~~
16 ~~on an ongoing basis, and serve as an advisory committee to the~~
17 ~~department and community colleges on faculty issues.~~
18 Sec. 297. Section 260C.39, subsection 3, Code 2024, is
19 amended to read as follows:
20 3. The terms of employment of personnel, for the academic
21 year following the effective date of the agreement to combine
22 the merged areas shall not be affected by the combination of
23 the merged areas, except in accordance with the procedures
24 under sections 279.15, 279.16, 279.18, and 279.24, to
25 the extent those procedures are applicable, or under the
26 terms of the base bargaining agreement. The authority and
27 responsibility to offer new contracts or to continue, modify,
28 or terminate existing contracts pursuant to any applicable
29 procedures under chapter 279, shall be transferred to the
30 acting, and then to the new, board of the combined merged area
31 upon certification of a favorable vote to each of the merged
32 areas affected by the agreement. The collective bargaining
33 agreement of the merged area receiving the greatest amount of
34 general state aid shall serve as the base agreement for the
35 combined merged area and the employees of the merged areas

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1 which combined to form the new combined merged area shall
2 automatically be accreted to the bargaining unit from that
3 former merged area for purposes of negotiating the contracts
4 for the following years without further action by the ~~public~~
5 employment ~~relations~~ appeal board. If only one collective
6 bargaining agreement is in effect among the merged areas which
7 are combining under this section, then that agreement shall
8 serve as the base agreement, and the employees of the merged
9 areas which are combining to form the new combined merged
10 area shall automatically be accreted to the bargaining unit
11 of that former merged area for purposes of negotiating the
12 contracts for the following years without further action by the
13 ~~public~~ employment ~~relations~~ appeal board. The board of the
14 combined merged area, using the base agreement as its existing
15 contract, shall bargain with the combined employees of the
16 merged areas that have agreed to combine for the academic year
17 beginning with the effective date of the agreement to combine
18 merged areas. The bargaining shall be completed by March 15
19 prior to the academic year in which the agreement to combine
20 merged areas becomes effective or within one hundred eighty
21 days after the organization of the acting board of the new
22 combined merged area, whichever is later. If a bargaining
23 agreement was already concluded in the former merged area which
24 has the collective bargaining agreement that is serving as the
25 base agreement for the new combined merged area, between the
26 former merged area board and the employees of the former merged
27 area, that agreement is void, unless the agreement contained
28 multiyear provisions affecting academic years subsequent to the
29 effective date of the agreement to form a combined merged area.
30 If the base collective bargaining agreement contains multiyear
31 provisions, the duration and effect of the agreement shall
32 be controlled by the terms of the agreement. The provisions
33 of the base agreement shall apply to the offering of new
34 contracts, or the continuation, modification, or termination
35 of existing contracts between the acting or new board of the

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combined merged area and the combined employees of the new combined merged area.

Sec. 298. Section 261A.6, subsection 2, Code 2024, is amended to read as follows:

2. *a.* ~~The~~ For members appointed prior to the effective date of this division of this Act, members of the authority shall be appointed by the governor for terms of six years beginning and ending as provided in section 69.19. A member of the authority is eligible for reappointment.

b. For members appointed on or after the effective date of this division of this Act, members of the authority shall be appointed by the governor for terms of four years beginning and ending as provided in section 69.19. A member of the authority shall not serve more than two full terms.

c. The governor shall fill a vacancy for the remainder of the unexpired term. A member of the authority may be removed by the governor for misfeasance, malfeasance, or willful neglect of duty or other cause after notice and a public hearing unless the notice and hearing are waived by the member in writing.

Sec. 299. Section 266.39, subsections 3 and 5, Code 2024, are amended by striking the subsections.

Sec. 300. Section 272C.1, subsection 6, paragraph u, Code 2024, is amended by striking the paragraph.

Sec. 301. Section 273.22, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. The collective bargaining agreement of the area education agency with the largest basic enrollment, as defined in section 257.6, for the year prior to the year the reorganization is effective, shall serve as the base agreement in the new area education agency and the employees of the other area education agencies involved in the formation of the new area education agency shall automatically be accreted to the bargaining unit of that collective bargaining agreement for purposes of negotiating the contracts for the following years without

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1 further action by the ~~public~~ employment ~~relations~~ appeal
2 board. If only one collective bargaining agreement is in
3 effect among the area education agencies that are party to
4 the reorganization, that agreement shall serve as the base
5 agreement, and the employees of the other agencies involved
6 in the formation of the new area education agency shall
7 automatically be accreted to the bargaining unit of that
8 collective bargaining agreement for purposes of negotiating the
9 contracts for the following years without further action by the
10 ~~public~~ employment ~~relations~~ appeal board.
11 Sec. 302. Section 275.33, subsection 2, paragraph a, Code
12 2024, is amended to read as follows:
13 *a.* The collective bargaining agreement of the district
14 with the largest basic enrollment for the year prior to
15 the reorganization, as defined in section 257.6, in the new
16 district shall serve as the base agreement and the employees
17 of the other districts involved in the formation of the new
18 district shall automatically be accreted to the bargaining
19 unit of that collective bargaining agreement for purposes of
20 negotiating the contracts for the following years without
21 further action by the ~~public~~ employment ~~relations~~ appeal board.
22 If only one collective bargaining agreement is in effect among
23 the districts which are party to the reorganization, then that
24 agreement shall serve as the base agreement, and the employees
25 of the other districts involved in the formation of the new
26 district shall automatically be accreted to the bargaining
27 unit of that collective bargaining agreement for purposes of
28 negotiating the contracts for the following years without
29 further action by the ~~public~~ employment ~~relations~~ appeal board.
30 Sec. 303. Section 284.11, subsection 2, paragraph c, Code
31 2024, is amended to read as follows:
32 *c.* Review the use and effectiveness of the funds distributed
33 to school districts for supplemental assistance in high-need
34 schools under this section~~, and consider the findings and~~
35 ~~recommendations of the commission on educator leadership~~

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1 ~~and compensation submitted pursuant to section 284.15,~~
2 ~~subsection 13, relating to the use and effectiveness of the~~
3 ~~funds distributed to school districts under this section~~. The
4 department shall submit its findings and recommendations in a
5 report to the general assembly by January 15 annually.
6 Sec. 304. Section 284.15, subsection 12, Code 2024, is
7 amended by striking the subsection.
8 Sec. 305. Section 284.15, subsection 14, Code 2024, is
9 amended to read as follows:
10 14. The provisions of this chapter shall be subject to
11 legislative review at least every three years. ~~The review~~
12 ~~shall be based upon a status report from the commission~~
13 ~~on educator leadership and compensation, which shall be~~
14 ~~prepared with the assistance of the departments of education,~~
15 ~~management, and revenue.~~ The status report shall review and
16 report on the department's assignment and utilization of
17 full-time equivalent positions, and shall include information
18 on teacher retention, teacher compensation, academic quality
19 of beginning teachers, teacher evaluation results, student
20 achievement trend and comparative data, and recommendations
21 for changes to the teacher leadership supplement foundation
22 aid and the framework or comparable systems approved pursuant
23 to this section. The first status report shall be submitted
24 to the general assembly by January 15, 2017, with subsequent
25 status reports prepared and submitted to the general assembly
26 by January 15 at least every third year thereafter.
27 Sec. 306. Section 312.3, subsection 1, Code 2024, is amended
28 to read as follows:
29 1. Apportion among the counties the road use tax funds
30 credited to the secondary road fund by using the distribution
31 methodology adopted ~~pursuant to section 312.3C~~ by the
32 commission by rule.
33 Sec. 307. Section 312.3B, subsection 2, Code 2024, is
34 amended to read as follows:
35 2. The Iowa county engineers association service

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bureau shall annually compute the secondary road fund and farm-to-market road fund distributions using the methodology determined by the ~~secondary road fund distribution committee pursuant to section 312.3C~~ commission. The Iowa county engineers association service bureau shall report the computations to ~~the secondary road fund distribution committee,~~ the department, the treasurer of state, and the counties.

Sec. 308. Section 312.5, subsection 1, Code 2024, is amended to read as follows:

1. ~~For the fiscal year ending June 30, 2006, the treasurer of state shall apportion among the counties the road use tax funds credited to the farm-to-market road fund by using the allocation method contained in section 312.5, subsection 1, Code 2005. For subsequent fiscal years~~ Each fiscal year, the treasurer of state shall apportion among the counties the road use tax funds credited to the farm-to-market road fund by using the distribution methodology adopted ~~pursuant to section 312.3C~~ by the commission.

Sec. 309. Section 312.16, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 01. *"Commission"* means the state transportation commission.

Sec. 310. Section 312A.3, subsection 2, Code 2024, is amended to read as follows:

2. Twenty percent for deposit in the secondary road fund, for apportionment according to the methodology adopted ~~pursuant to section 312.3C~~ by the commission, to be used by counties for construction and maintenance projects on secondary road bridges and on highways in the farm-to-market road system. At least ten percent of the moneys allocated to a county under this subsection shall be used for bridge construction, repair, and maintenance, with priority given to projects that aid and support economic development and job creation.

Sec. 311. Section 314.1, subsection 2, Code 2024, is amended to read as follows:

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2. Notwithstanding any other provision of law to the contrary, a public improvement that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert and that has a cost in excess of the applicable threshold in section 73A.18, 262.34, 297.7, 309.40, 310.14, or 313.10, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, shall be advertised and let for bid, except such public improvements that involve emergency work pursuant to section 309.40A, 313.10, or 384.103, subsection 2. For a city having a population of fifty thousand or less, a public improvement that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert that has a cost in excess of twenty-five thousand dollars, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, shall be advertised and let for bid, excluding emergency work. However, a public improvement that has an estimated total cost to a city in excess of a threshold of fifty thousand dollars, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, and that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert that is under the jurisdiction of a city with a population of more than fifty thousand, shall be advertised and let for bid. Cities required to competitively bid highway, bridge, or culvert work shall do so in compliance with the contract letting procedures of sections 26.3 through 26.12.

Sec. 312. Section 314.1B, subsection 1, paragraph a, Code 2024, is amended by striking the paragraph.

Sec. 313. Section 314.1B, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. The ~~subcommittee~~ director, in consultation with industry and subject matter experts, shall review the competitive bid thresholds applicable to city and county highway, bridge, and culvert projects. The ~~subcommittee~~ director shall review price adjustments for all types of city and county highway, bridge, and culvert construction, reconstruction, and

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1 improvement projects, based on changes in the construction
2 price index from the preceding year. Upon completion of the
3 review the ~~subcommittee~~ director may make adjustments in the
4 applicable bid thresholds for types of work based on the price
5 adjustments.
6 Sec. 314. Section 314.1B, subsection 2, paragraph a, Code
7 2024, is amended by striking the paragraph.
8 Sec. 315. Section 314.1B, subsection 2, paragraphs b, c, d,
9 and e, Code 2024, are amended to read as follows:
10 *b.* The ~~subcommittee appointed under this subsection~~
11 director, in consultation with industry and subject matter
12 experts, shall review the competitive bid thresholds applicable
13 to governmental entities under chapter 26. The ~~subcommittee~~
14 director shall review price adjustments for all types of
15 construction, reconstruction, and public improvement projects
16 based on the changes in the construction price index, building
17 cost index, and material cost index from the preceding
18 adjustment. Upon completion of the review the ~~subcommittee~~
19 director may make adjustments in the applicable bid thresholds
20 for types of work based on the price adjustments.
21 *c.* ~~The subcommittee shall not make an initial adjustment to~~
22 ~~the competitive bid threshold in section 26.3 to be effective~~
23 ~~prior to January 1, 2012. Thereafter, the subcommittee~~ The
24 director shall adjust the bid threshold amount in accordance
25 with subsection 3 but shall not adjust the bid threshold to an
26 amount less than the bid threshold applicable to a governmental
27 entity on January 1, 2007.
28 *d.* Beginning July 1, ~~2006~~ 2024, the ~~subcommittee~~ director
29 shall make adjustments to the competitive quotation threshold
30 amounts in section 26.14 for vertical infrastructure in
31 accordance with the methodology of paragraph *"b"*.
32 *e.* ~~After 2012, the subcommittee~~ The director shall adjust
33 the competitive quotation threshold amounts in section 26.14
34 at the same time and by the same percentage as adjustments are
35 made to the competitive bid threshold.

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Sec. 316. Section 314.1B, subsection 3, Code 2024, is amended to read as follows:

3. *Review — publication.* ~~Each subcommittee~~ The director shall ~~meet to conduct the review and~~ make the adjustments described in this section on or before August 1 of every other year, or of every year if determined necessary by the ~~subcommittee~~ director. By September 1 of each year in which a ~~subcommittee~~ director makes adjustments in the bid or quotation thresholds, the director shall cause an advisory notice to be published in the Iowa administrative bulletin and in a newspaper of general circulation in this state, stating the adjusted bid and quotation thresholds to be in effect on January 1 of the following year, as established by the ~~subcommittees~~ director under this section.

Sec. 317. Section 314.13, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 318. Section 314.13, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4A. *"Director"* means the director of transportation.

Sec. 319. Section 314.22, subsection 3, Code 2024, is amended to read as follows:

3. ~~*Integrated roadside vegetation management technical advisory committee*~~ *Report.*

~~*a.* The director of the department shall appoint members to an integrated roadside vegetation management technical advisory committee which is created to provide advice on the development and implementation of a statewide integrated roadside vegetation management plan and program and related projects.~~ The department shall report annually in January to the general assembly regarding its activities ~~and those of the committee~~ under this section. ~~Activities of the committee may include but are not limited to providing advice and assistance in the following areas:~~

~~(1) Research efforts.~~

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1 ~~(2) Demonstration projects.~~
2 ~~(3) Education and orientation efforts for property owners,~~
3 ~~public officials, and the general public.~~
4 ~~(4) Activities of the integrated roadside vegetation~~
5 ~~management coordinator for integrated roadside vegetation~~
6 ~~management.~~
7 ~~(5) Reviewing applications for funding assistance.~~
8 ~~(6) Securing funding for research and demonstrations.~~
9 ~~(7) Determining needs for revising the state weed law and~~
10 ~~other applicable Code sections.~~
11 ~~(8) Liaison with the Iowa state association of counties, the~~
12 ~~Iowa league of cities, and other organizations for integrated~~
13 ~~roadside vegetation management purposes.~~
14 ~~*b.* The director may appoint any number of persons to the~~
15 ~~committee but, at a minimum, the committee shall consist of all~~
16 ~~of the following:~~
17 ~~(1) One member representing the utility industry.~~
18 ~~(2) One member from the Iowa academy of sciences.~~
19 ~~(3) One member representing county government.~~
20 ~~(4) One member representing city government.~~
21 ~~(5) Two members representing the private sector including~~
22 ~~community interest groups.~~
23 ~~(6) One member representing soil conservation interests.~~
24 ~~(7) One member representing the department of natural~~
25 ~~resources.~~
26 ~~(8) One member representing county conservation boards.~~
27 ~~*c.* Members of the committee shall serve without~~
28 ~~compensation, but may be reimbursed for allowable expenses from~~
29 ~~the living roadway trust fund created under section 314.21. No~~
30 ~~more than a simple majority of the members of the committee~~
31 ~~shall be of the same gender as provided in section 69.16A.~~
32 ~~The director of the department shall appoint the chair of the~~
33 ~~committee and shall establish a minimum schedule of meetings~~
34 ~~for the committee.~~
35 Sec. 320. Section 321.252, subsection 3, paragraph a, Code

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1 2024, is amended to read as follows:
2 *a.* The department shall establish, by rule, ~~in cooperation~~
3 ~~with a tourist signing committee,~~ the standards for
4 tourist-oriented directional signs and shall annually review
5 the list of attractions for which signing is in place. The
6 rules shall conform to national standards for tourist-oriented
7 directional signs adopted under 23 U.S.C. §131(q) and to the
8 manual of uniform traffic-control devices.
9 ~~(1) The tourist signing committee shall be made up of~~
10 ~~the directors or the directors' designees of the departments~~
11 ~~of agriculture and land stewardship, natural resources, and~~
12 ~~transportation, the director or the director's designee of~~
13 ~~the economic development authority, the chairperson or the~~
14 ~~chairperson's designee of the Iowa travel council, and a~~
15 ~~member of the outdoor advertising association of Iowa. The~~
16 ~~director or the director's designee of the economic development~~
17 ~~authority shall be the chairperson of the committee.~~
18 ~~(2) The department of transportation shall be responsible~~
19 ~~for calling and setting the date of the meetings of the~~
20 ~~committee which meetings shall be based upon the amount of~~
21 ~~activity relating to signs. However, the committee shall meet~~
22 ~~at least once a month.~~
23 Sec. 321. Section 333A.2, subsection 1, paragraphs b and c,
24 Code 2024, are amended to read as follows:
25 *b.* Five elected county officials who are regularly involved
26 in budget preparation. ~~One county official shall be from~~
27 ~~a county with a population of less than eleven thousand~~
28 ~~five hundred, one from a county with a population of more~~
29 ~~than eleven thousand five hundred but not more than sixteen~~
30 ~~thousand, one from a county with a population of more than~~
31 ~~sixteen thousand but not more than twenty-two thousand five~~
32 ~~hundred, one from a county with a population of more than~~
33 ~~twenty-two thousand five hundred but not more than eighty~~
34 ~~thousand and one from a county with a population of more than~~
35 ~~eighty thousand.~~ The ~~governor~~ director of the department of

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1 management shall select and appoint the county officials~~,~~
2 ~~subject to the approval of two-thirds of the members of the~~
3 ~~senate~~.
4 *c.* A certified public accountant experienced in governmental
5 accounting selected and appointed by the ~~governor with the~~
6 ~~approval of two-thirds of the members of the senate~~ director of
7 the department of management.
8 Sec. 322. Section 333A.2, subsection 2, Code 2024, is
9 amended to read as follows:
10 2. The members of the committee appointed by the ~~governor~~
11 director of the department of management are appointed for
12 four-year terms except that of the initial appointments, two
13 county official members shall be appointed to two-year terms.
14 When a county official member no longer holds the office which
15 qualified the official for appointment, the official shall no
16 longer be a member of the committee. Any person appointed to
17 fill a vacancy shall be appointed to serve the unexpired term.
18 Any member is eligible for reappointment, but a member shall
19 not be appointed to serve more than two four-year terms.
20 Sec. 323. Section 357A.21, subsection 2, Code 2024, is
21 amended to read as follows:
22 2. If an agreement is not reached under subsection 1,
23 the governing body of the city or water utility or the board
24 of directors or trustees of the district or association may
25 request mediation pursuant to chapter 679C. The governing
26 body or board requesting mediation shall be responsible for
27 the costs of the mediation. A mediation committee shall be
28 established if a governing body or board requests mediation
29 pursuant to this subsection. The mediation committee shall
30 consist of one member of the governing body of the city or the
31 governing body's designee, one member of the board of directors
32 or trustees of the district or association, as applicable, and
33 one disinterested member chosen by the other two members. A
34 list of qualified mediators may be obtained from the American
35 arbitration association, the ~~public~~ employment ~~relations~~ appeal

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1 board established pursuant to section ~~20.5~~ 10A.601, or a
2 recognized mediation organization or association.
3 Sec. 324. Section 384.13, subsection 2, paragraphs c and d,
4 Code 2024, are amended to read as follows:
5 *c.* Five city officials who are regularly involved in
6 budget preparation. ~~One official must be from a city with a~~
7 ~~population of not over two thousand five hundred, one from a~~
8 ~~city with a population of over two thousand five hundred but~~
9 ~~not over fifteen thousand, one from a city with a population~~
10 ~~of over fifteen thousand but not over fifty thousand, one from~~
11 ~~a city with a population of over fifty thousand, and one from~~
12 ~~any size city.~~ The ~~governor~~ director of the department of
13 management shall select and appoint the city officials.
14 *d.* One certified public accountant experienced in city
15 accounting, to be selected and appointed by the ~~governor~~
16 director of the department of management.
17 Sec. 325. Section 455A.5, subsection 1, Code 2024, is
18 amended to read as follows:
19 1. *a.* A natural resource commission is created, which
20 consists of seven members appointed by the governor for
21 staggered terms of six years beginning and ending as provided
22 in section 69.19, except as provided in paragraph *"b"*. The
23 appointees are subject to senate confirmation. The members
24 shall be citizens of the state who have a substantial knowledge
25 of the subjects embraced by chapter 456A. The appointments
26 shall be based upon the training, experience, and capacity of
27 the appointees, and not based upon political considerations,
28 other than as provided in section 69.16. A member of the
29 commission shall not hold any other state or federal office.
30 *b.* For members appointed on or after the effective date
31 of this division of this Act, members shall serve staggered
32 terms of four years beginning and ending as provided in section
33 69.19.
34 Sec. 326. Section 455A.5, subsection 6, paragraph d, Code
35 2024, is amended to read as follows:

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d. ~~Approve~~ Provide advice and recommendations regarding the budget request prepared by the director for the programs authorized by chapters 321G, 321I, 456A, 456B, 457A, 461A, 462A, 462B, 464A, 481A, 481B, 483A, 484A, and 484B. ~~The commission may increase, decrease, or strike any item within the department budget request for the specified programs before granting approval.~~

Sec. 327. Section 455A.6, subsection 6, paragraph d, Code 2024, is amended to read as follows:

d. ~~Approve~~ Provide advice and make recommendations regarding the budget request prepared by the director for the programs authorized by chapters 455B, 455C, 455E, 455F, 455H, and 459, subchapters II and III. ~~The commission shall approve the budget request prepared by the director for programs subject to the rulemaking authority of the commission. The commission may increase, decrease, or strike any item within the department budget request for the specified programs before granting approval.~~

Sec. 328. Section 455A.19, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Upon receipt of any revenue, the director shall deposit the moneys in the Iowa resources enhancement and protection fund created pursuant to section 455A.18. The first three hundred fifty thousand dollars of the funds received for deposit in the fund annually shall be allocated ~~to the conservation education program board~~ for the purposes specified in section 455A.21. One percent of the revenue receipts shall be deducted and transferred to the administration fund provided for in section 456A.17. All of the remaining receipts shall be allocated to the following accounts:

Sec. 329. Section 455A.21, Code 2024, is amended to read as follows:

455A.21 Conservation education program ~~board~~.

~~1. A conservation education program board is created in the department. The board shall have five members appointed~~

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~~as follows:~~

~~*a.* One member appointed by the director of the department of education.~~

~~*b.* One member appointed by the director of the department of natural resources.~~

~~*c.* One member appointed by the president of the Iowa association of county conservation boards.~~

~~*d.* One member appointed by the president of the Iowa association of naturalists.~~

~~*e.* One member appointed by the president of the Iowa conservation education council.~~

~~2. Section 69.16 does not apply to appointments made pursuant to this section.~~

~~3.~~ The ~~duties of the board are to~~ department shall revise and produce conservation education materials and ~~to~~ specify stipends to Iowa educators who participate in innovative conservation education programs approved by the ~~board~~ department. The ~~board~~ department shall allocate the funds provided for under section 455A.19, subsection 1, for the educational materials and stipends.

~~4. The department shall administer the funds allocated to the conservation education program as provided in this section.~~

Sec. 330. Section 455B.190A, subsection 1, paragraph h, Code 2024, is amended by striking the paragraph.

Sec. 331. Section 455B.190A, subsection 2, paragraphs f and g, Code 2024, are amended to read as follows:

f. The department shall develop continuing education requirements for certification of a well contractor ~~in consultation with the well contractors' council~~.

g. The examination shall be developed by the department ~~in consultation with the well contractors' council~~ to determine the applicant's qualifications to perform well drilling or pump services or both. The examination shall be updated as necessary to reflect current groundwater law and well construction, maintenance, pump services, and abandonment

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practices. The examination shall be administered by the department or by a person designated by the department.

Sec. 332. Section 455B.190A, subsections 3 and 6, Code 2024, are amended by striking the subsections.

Sec. 333. Section 455B.190A, subsection 4, Code 2024, is amended to read as follows:

4. The department shall develop~~, in consultation with the well contractors' council,~~ a consumer information pamphlet regarding well construction, well maintenance, well plugging, pump services, and Iowa groundwater laws. The department ~~and the council~~ shall review and revise the consumer information pamphlet as necessary. The consumer information pamphlet shall be supplied to well contractors, at cost, and well contractors shall supply one copy at no cost to potential customers prior to initiation of well services.

Sec. 334. Section 455B.190A, subsection 5, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The department shall establish by rule and collect~~, in consultation with the well contractors' council,~~ the following fees to be used to implement and administer the provisions of this section:

Sec. 335. Section 455G.4, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 7. *Repeal.* This section is repealed December 31, 2028. On or before November 29, 2027, the department of natural resources, in consultation with the board, shall propose legislation to the general assembly to strike or repeal provisions referencing the board and the Iowa comprehensive petroleum underground storage tank fund created in section 455G.3 throughout the Code. The remainder of the moneys in the Iowa comprehensive petroleum underground storage tank fund on December 31, 2028, shall be transferred to the storage tank management account of the groundwater protection fund created in section 455E.11.

Sec. 336. Section 461A.42, subsection 1, paragraph a, Code

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2024, is amended to read as follows:

a. A firearm or other weapon authorized for hunting may be used in preserves or parts of preserves designated by the ~~state advisory board on preserves~~ department at the request of the commission.

Sec. 337. Section 465C.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 338. Section 465C.1, subsection 4, Code 2024, is amended to read as follows:

4. *"Dedication"* means the allocation of an area as a preserve by a public agency or by a private owner by written stipulation in a form approved by the ~~state advisory board for preserves~~ department.

Sec. 339. Section 465C.2, Code 2024, is amended to read as follows:

465C.2 Advisory board.

There is hereby created a state system of preserves ~~and a state advisory board for preserves~~.

Sec. 340. Section 465C.8, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~board~~ department shall have the following powers and duties with respect to this chapter:

Sec. 341. Section 465C.8, subsection 9, Code 2024, is amended by striking the subsection.

Sec. 342. Section 465C.9, Code 2024, is amended to read as follows:

465C.9 Articles of dedication.

1. The public agency or private owner shall complete articles of dedication on forms approved by the ~~board~~ department. When the articles of dedication have been approved by the governor, the ~~board~~ department shall record them with the county recorder for the county or counties in which the area is located.

2. The articles of dedication may contain restrictions on development, sale, transfer, method of management, public

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1 access, and commercial or other use, and may contain such other
2 provisions as may be necessary to further the purposes of this
3 chapter. They may define the respective jurisdictions of the
4 owner or operating agency and the ~~board~~ department. They may
5 provide procedures to be applied in case of violation of the
6 dedication. They may recognize reversionary rights. They may
7 vary in provisions from one preserve to another in accordance
8 with differences in relative conditions.
9 Sec. 343. Section 465C.10, Code 2024, is amended to read as
10 follows:
11 **465C.10 When dedicated as a preserve.**
12 An area shall become a preserve when it has been approved by
13 the ~~board~~ department for dedication as a preserve, whether in
14 public or private ownership, formally dedicated as a preserve
15 within the system by a public agency or private owner and
16 designated by the governor as a preserve.
17 Sec. 344. Section 465C.11, Code 2024, is amended to read as
18 follows:
19 **465C.11 Area held in trust.**
20 1. An area designated as a preserve within the system is
21 hereby declared put to its highest, best, and most important
22 use for public benefit. It shall be held in trust and shall not
23 be alienated except to another public use upon a finding by the
24 ~~board~~ department of imperative and unavoidable public necessity
25 and with the approval of the commission, the general assembly
26 by concurrent resolution, and the governor. The ~~board's~~
27 department's interest or interests in any area designated as a
28 preserve shall not be taken under the condemnation statutes of
29 this state without such a finding of imperative and unavoidable
30 public necessity by the ~~board~~ department, and with the
31 consent of the commission, the general assembly by concurrent
32 resolution, and the governor.
33 2. The ~~board~~ department, with the approval of the governor,
34 may enter into amendments to any articles of dedication upon
35 its finding that such amendment will not permit an impairment,

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1 disturbance, or development of the area inconsistent with the
2 purposes of this chapter.
3 3. Before the ~~board~~ department shall make a finding
4 of imperative and unavoidable public necessity, or shall
5 enter into any amendment to articles of dedication, the
6 ~~board~~ department shall provide notice of such proposal and
7 opportunity for any person to be heard. Such notice shall
8 be published at least once in a newspaper with a general
9 circulation in the county or counties wherein the area directly
10 affected is situated, and mailed within ten days of such
11 published notice to all persons who have requested notice of
12 all such proposed actions. Each notice shall set forth the
13 substance of the proposed action and describe, with or without
14 legal description, the area affected, and shall set forth a
15 place and time not less than sixty days thence for all persons
16 desiring to be heard to have reasonable opportunity to be heard
17 prior to the finding of the ~~board~~ department.
18 Sec. 345. Section 481C.2, subsection 3, Code 2024, is
19 amended to read as follows:
20 3. The criteria for issuing depredation licenses and
21 permits shall be established in administrative rules ~~in~~
22 ~~consultation with the farmer advisory committee created in~~
23 ~~section 481A.10A~~. The administrative rules adopted pursuant
24 to this section shall not require a producer to erect or
25 maintain fencing at a cost exceeding one thousand dollars as a
26 requisite for receiving a depredation license or permit or for
27 participation in a depredation plan.
28 Sec. 346. Section 524.223, subsection 2, unnumbered
29 paragraph 1, Code 2024, is amended to read as follows:
30 If the state bank, director, officer, employee, or
31 substantial shareholder fails to appear at the hearing it shall
32 be deemed to have consented to the issuance of a cease and
33 desist order. In the event of such consent, or if upon the
34 record made at such hearing, the superintendent shall find that
35 any violation or unsafe or unsound practice specified in the

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notice has been established, the superintendent may issue and serve upon the state bank, director, officer, employee, or substantial shareholder an order to cease and desist from any such violation or practice. Such order may require the state bank and its directors, officers, employees, and shareholders to cease and desist from any such violation or practice and, further, to take affirmative action to correct the conditions resulting from any such violation or practice. In addition, if the violation or practice involves a failure to comply with chapter 12C or any rules adopted pursuant to chapter 12C, the superintendent may recommend to the ~~committee established under section 12C.6~~ treasurer of state that the bank be removed from the list of financial institutions eligible to accept public funds under section 12C.6A and may require that during the current calendar quarter and up to the next succeeding eight calendar quarters that the bank do any one or more of the following:

Sec. 347. Section 542.4, subsection 1, paragraphs a and b, Code 2024, are amended to read as follows:

a. The board shall consist of ~~eight~~ five members, appointed by the governor and subject to senate confirmation, all of whom shall be residents of this state. ~~Five~~ Four of the ~~eight~~ five members shall be holders of certificates issued under section 542.6~~, one member shall be the holder of a license issued under section 542.8,~~ and ~~two~~ one shall not be a certified public ~~accountants~~ accountant or licensed public ~~accountants~~ accountant and shall represent the general public. At least three of the holders of certificates issued under section 542.6 shall also be qualified to supervise attest services as provided in section 542.7.

b. A certified or licensed member of the board shall be actively engaged in practice as a certified public accountant or as a licensed public accountant ~~and shall have been so engaged for five years preceding appointment, the last two of which shall have been in this state~~.

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1 Sec. 348. Section 542B.15, Code 2024, is amended to read as
2 follows:
3 **542B.15 Examinations — report required.**
4 Examinations for licensure shall be given as often as deemed
5 necessary by the ~~board~~ department of inspections, appeals,
6 and licensing, but no less than one time per year. The scope
7 of the examinations and the methods of procedure shall be
8 prescribed by the board. ~~Any examination may be given by~~
9 ~~representatives of the board.~~ The identity of the person
10 taking the examination shall be concealed until after the
11 examination has been graded by the department of inspections,
12 appeals, and licensing. As soon as practicable after the
13 close of each examination, a report shall be filed in the
14 office of the secretary of the board by the ~~board~~ department
15 of inspections, appeals, and licensing. The report shall
16 show the action of the board upon each application and the
17 secretary of the board shall notify each applicant of the
18 result of the applicant's examination. Applicants who fail the
19 examination once shall be allowed to take the examination at
20 the next scheduled time. Thereafter, the applicant shall be
21 allowed to take the examination at the discretion of the board.
22 An applicant who has failed the examination may request in
23 writing information from the board concerning the applicant's
24 examination grade and subject areas or questions which the
25 applicant failed to answer correctly, except that if the board
26 administers a uniform, standardized examination, the board
27 shall only be required to provide the examination grade and
28 such other information concerning the applicant's examination
29 results which are available to the board.
30 Sec. 349. Section 543B.8, subsections 1 and 2, Code 2024,
31 are amended to read as follows:
32 1. A real estate commission is created within the department
33 of inspections, appeals, and licensing. The commission
34 consists of ~~five~~ four members licensed under this chapter and
35 ~~two members~~ one member not licensed under this chapter and who

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1 shall represent the general public. Commission members shall
2 be appointed by the governor subject to confirmation by the
3 senate.
4 2. No more than one member shall be appointed from a
5 county. A commission member shall not hold any other elective
6 or appointive state or federal office. At least one of the
7 licensed members shall be a licensed real estate salesperson,
8 except that if the licensed real estate salesperson becomes
9 a licensed real estate broker during a term of office,
10 that person may complete the term, but is not eligible for
11 reappointment on the commission as a licensed real estate
12 salesperson. A licensed member shall be actively engaged
13 in the real estate business ~~and shall have been so engaged~~
14 ~~for five years preceding the appointment, the last two of~~
15 ~~which shall have been in Iowa~~. Professional associations or
16 societies of real estate brokers or real estate salespersons
17 may recommend the names of potential commission members to
18 the governor. However, the governor is not bound by their
19 recommendations. A commission member shall not be required to
20 be a member of any professional association or society composed
21 of real estate brokers or salespersons.
22 Sec. 350. Section 543D.4, subsections 1 and 3, Code 2024,
23 are amended to read as follows:
24 1. A real estate appraiser examining board is established
25 within the department of inspections, appeals, and licensing.
26 The board consists of ~~seven~~ five members, ~~two~~ one of whom shall
27 be a public ~~members~~ member and ~~five~~ four of whom shall be
28 certified real estate appraisers.
29 3. A certified real estate appraiser member of the board
30 shall be actively engaged in practice as a certified real
31 estate appraiser ~~and shall have been so engaged for five years~~
32 ~~preceding appointment, the last two of which shall have been in~~
33 ~~this state~~. The governor shall attempt to represent each class
34 of certified appraisers in making the appointments.
35 Sec. 351. Section 544A.1, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. The architectural examining board is created within the
3 department of inspections, appeals, and licensing. The board
4 consists of ~~five~~ four members who possess a license issued
5 under section 544A.9 ~~and who have been in active practice of~~
6 ~~architecture for not less than five years, the last two of~~
7 ~~which shall have been in Iowa~~, and ~~two members~~ one member who
8 ~~do~~ does not possess a license issued under section 544A.9
9 and who shall represent the general public. Members shall
10 be appointed by the governor subject to confirmation by the
11 senate.
12 Sec. 352. Section 602.1401, subsection 3, paragraph b, Code
13 2024, is amended to read as follows:
14 *b.* For purposes of chapter 20, the certified representative,
15 which on July 1, 1983, represents employees who become judicial
16 branch employees as a result of 1983 Iowa Acts, ch. 186, shall
17 remain the certified representative when the employees become
18 judicial branch employees and thereafter, unless the public
19 employee organization is not retained and recertified or is
20 decertified in an election held under section 20.15 or amended
21 or absorbed into another certified organization pursuant to
22 chapter 20. Collective bargaining negotiations shall be
23 conducted on a statewide basis and the certified employee
24 organizations which engage in bargaining shall negotiate on a
25 statewide basis, although bargaining units shall be organized
26 by judicial district. The ~~public~~ employment ~~relations~~ appeal
27 board shall adopt rules pursuant to chapter 17A to implement
28 this subsection.
29 Sec. 353. Section 904.103, Code 2024, is amended by adding
30 the following new subsections:
31 NEW SUBSECTION. 5. Policies for the operation and conduct
32 of the department and the implementation of all department
33 programs.
34 NEW SUBSECTION. 6. Adoption of rules in accordance with
35 chapter 17A as necessary to transact its business and for the

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1 administration and exercise of its powers and duties.
2 NEW SUBSECTION. 7. The approval of the locations for all
3 state institutions which are penal, reformatory, or corrective.
4 Sec. 354. Section 904.105, subsections 2, 5, 7, and 9, Code
5 2024, are amended to read as follows:
6 2. ~~Adopt and establish~~ Provide advice and recommendations
7 to the department regarding policies for the operation and
8 conduct of the department and the implementation of all
9 department programs.
10 5. ~~Approve~~ Provide advice and recommendations to the
11 department regarding the budget of the department prior to
12 submission to the governor.
13 7. ~~Adopt rules in accordance with chapter 17A as the board~~
14 ~~deems~~ Provide advice and recommendations to the department
15 regarding rules necessary to transact its business and for the
16 administration and exercise of its powers and duties.
17 9. ~~Approve~~ Provide advice and recommendations regarding
18 the locations for all state institutions which are penal,
19 reformatory, or corrective.
20 Sec. 355. Section 904.105, subsection 3, Code 2024, is
21 amended by striking the subsection.
22 Sec. 356. Section 904.802, subsection 1, Code 2024, is
23 amended by striking the subsection.
24 Sec. 357. Section 904.802, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. *"Iowa state industries"* means prison industries that
27 are established and maintained by the Iowa department of
28 corrections~~, in consultation with the industries board,~~ at or
29 adjacent to the state's adult correctional institutions, except
30 that an inmate work program established by the state director
31 under section 904.703 is not restricted to industries at or
32 adjacent to the institutions.
33 Sec. 358. Section 904.804, Code 2024, is amended to read as
34 follows:
35 **904.804 Duties of ~~industries board~~ department — state**

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1 **industries.**
2 The ~~industries board's principal duties~~ department shall ~~be~~
3 ~~to promulgate and~~ adopt rules ~~and to advise the state director~~
4 ~~regarding the management of Iowa state industries so as~~ to
5 further the intent stated by section 904.801.
6 Sec. 359. Section 904.805, unnumbered paragraph 1, Code
7 2024, is amended to read as follows:
8 The state director~~, with the advice of the industries board,~~
9 shall:
10 Sec. 360. Section 904.806, Code 2024, is amended to read as
11 follows:
12 **904.806 Authority of state director not impaired.**
13 Nothing in this subchapter shall be construed to impair the
14 authority of the state director over the adult correctional
15 institutions of this state, nor over the inmates thereof. ~~It~~
16 ~~is, however, the duty of the state director to obtain the~~
17 ~~advice of the industries board to further the intent stated by~~
18 ~~section 904.801.~~
19 Sec. 361. Section 904.809, subsection 1, paragraph a, Code
20 2024, is amended to read as follows:
21 *a.* The state director ~~and the industries board~~ shall comply
22 with the intent of section 904.801.
23 Sec. 362. Section 904.809, subsection 2, paragraph a, Code
24 2024, is amended to read as follows:
25 *a.* Any other provision of the Code to the contrary
26 notwithstanding, the state director may~~, after obtaining the~~
27 ~~advice of the industries board,~~ lease one or more buildings or
28 portions thereof on the grounds of any state adult correctional
29 institution, together with the real estate needed for
30 reasonable access to and egress from the leased buildings, for
31 a term not to exceed twenty years, to a private corporation for
32 the purpose of establishing and operating a factory for the
33 manufacture and processing of products, or any other commercial
34 enterprise deemed by the state director to be consistent with
35 the intent stated in section 904.801.

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Sec. 363. Section 904.809, subsection 2, paragraph b, subparagraph (1), Code 2024, is amended to read as follows:

(1) Persons working in the factory or other commercial enterprise operated in the leased property, except the lessee's supervisory employees and necessary support personnel approved by the ~~industries board~~ state director, shall be inmates of the institution where the leased property is located who are approved for such work by the state director and the lessee.

Sec. 364. Section 904.809, subsection 3, Code 2024, is amended to read as follows:

3. The state director ~~with the advice of the prison industries advisory board~~ may provide an inmate workforce to private industry. Under the program inmates will be employees of a private business.

Sec. 365. Section 904.813, subsection 2, paragraph a, subparagraphs (1), (2), and (3), Code 2024, are amended to read as follows:

(1) Establishment, maintenance, transfer, or closure of industrial operations, or vocational, technical, and related training facilities and services for inmates as authorized by the state director ~~in consultation with the industries board~~.

~~(2) Payment of all costs incurred by the industries board, including but not limited to per diem and expenses of its members, and of salaries, allowances, support, and maintenance of Iowa state industries.~~

~~(3)~~ (2) Direct purchases from vendors of raw materials and capital items used for the manufacturing processes of Iowa state industries, in accordance with rules which meet state bidding requirements. The rules shall be adopted by the state director ~~in consultation with the industries board~~.

Sec. 366. Section 904.814, Code 2024, is amended to read as follows:

904.814 Inmate allowance supplement revolving fund.

There is established in the treasury of the state a permanent adult correctional institutions inmate allowance supplement

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1 revolving fund, consisting solely of money paid as board and
2 maintenance by inmates working in Iowa state industries, or
3 working pursuant to section 904.809. The fund established
4 by this section may be used to supplement the allowances
5 of inmates who perform other institutional work within and
6 about the adult correctional institutions including those
7 who are working in Iowa state industries. Payments made
8 from the fund shall supplement and not replace all or any
9 part of the allowances otherwise received by, and shall be
10 equably distributed among such inmates. The work of inmates
11 in other institutional or industry work shall, to the greatest
12 extent feasible, be in accord with the intent stated in
13 section 904.801. The fund may also be used to supplement
14 other rehabilitation activities within the adult correctional
15 institutions. Determination of the use of the funds is the
16 responsibility of the state director ~~who shall first seek the~~
17 ~~advice of the prison industries advisory board~~.
18 Sec. 367. Section 904.909, Code 2024, is amended to read as
19 follows:
20 **904.909 Work release and OWI violators — reimbursement to**
21 **department for transportation costs.**
22 The department of corrections shall arrange for the return
23 of a work release client, or offender convicted of violating
24 chapter 321J, who escapes from the facility to which the
25 client is assigned or violates the conditions of supervision.
26 The client or offender shall reimburse the department of
27 corrections for the cost of transportation incurred because
28 of the escape or violation. The amount of reimbursement
29 shall be the actual cost incurred by the department and shall
30 be credited to the support account from which the billing
31 occurred. The director of the department of corrections
32 shall ~~recommend~~ adopt rules pursuant to chapter 17A~~, subject~~
33 ~~to approval by the board of corrections pursuant to section~~
34 ~~904.105, subsection 7,~~ to implement this section.
35 Sec. 368. Section 915.82, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. The ~~board~~ department shall adopt rules pursuant to
3 chapter 17A relating to program policies and procedures.
4 Sec. 369. 2023 Iowa Acts, chapter 19, section 2795,
5 subsection 3, paragraphs b and c, are amended to read as
6 follows:
7 b. The following are range 4 positions: chairperson and
8 members of the employment appeal board of the department of
9 inspections, appeals, and licensing, director of the Iowa
10 ~~state~~ office of civil rights ~~commission~~, director of the
11 department for the blind, executive director of the ethics
12 and campaign disclosure board, executive director of the Iowa
13 public information board, and chairperson, vice chairperson,
14 and members of the board of parole.
15 c. The following are range 5 positions: state public
16 defender, labor commissioner, workers' compensation
17 commissioner, and director of the law enforcement academy~~, and~~
18 ~~executive director of the public employment relations board~~.
19 Sec. 370. REPEAL. Chapters 28B and 473A, Code 2024, are
20 repealed.
21 Sec. 371. REPEAL. Sections 7D.15, 8A.616, 15.117, 15.480,
22 15F.102, 20.5, 80E.2, 100C.10, 135.109, 135.173A, 147.16,
23 153.33A, 154A.7, 155A.2A, 170.2, 190C.2, 190C.2A, 203.11B,
24 206.23A, 206.23B, 237A.23, 252B.22, 256.15, 256.31, 256I.12,
25 273.15, 312.3C, 312.3D, 328.13, 423.9A, 455B.150, 455B.151,
26 461A.79, 461A.80, 465C.3, 465C.4, 465C.5, 465C.6, 465C.7,
27 466B.31, 475A.7, 481A.10A, 691.6B, 904.803, and 907B.3, Code
28 2024, are repealed.
29 Sec. 372. CODE EDITOR DIRECTIVE — TERMINOLOGY CHANGES.
30 1. The Code editor is directed to change all references to
31 the "board of directors of the Iowa lottery" created in section
32 99G.8 to the "Iowa lottery commission" and all references to
33 "board" when referring to the board of directors of the Iowa
34 lottery created in section 99G.8 to "commission" wherever they
35 appear in the Code.

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1 2. The Code editor is directed to change all references
2 to the "Iowa utilities board" created in section 474.1 to the
3 "Iowa utilities commission", all references to "utilities
4 board" when referring to the Iowa utilities board created in
5 section 474.1 to "utilities commission", and all references to
6 "board" when referring to the Iowa utilities board created in
7 section 474.1 to "commission" wherever they appear in the Code.
8 3. The Code editor is directed to make changes in any Code
9 sections or other noncodified enactments amended or enacted
10 by any other Act to correspond with the changes made in this
11 Act if there appears to be no doubt as to the proper method of
12 making the changes and the changes would not be contrary to or
13 inconsistent with the purposes of this Act or any other Act.
14 Sec. 373. CERTIFICATE OF NEED PROCESS — STUDY. The
15 department of health and human services, in consultation with
16 the department of inspections, appeals, and licensing, and with
17 the assistance of other interested parties, shall conduct a
18 study of the effectiveness of the existing certificate of need
19 process and shall make findings and recommendations related to
20 the continuation of the process or the implementation of a less
21 restrictive alternative. The department of health and human
22 services shall submit a report, including its findings and
23 recommendations, to the governor and the general assembly by
24 December 31, 2025.
25 DIVISION X
26 PUBLIC OFFICERS AND EMPLOYEES
27 Sec. 374. Section 69.15, subsection 1, unnumbered paragraph
28 1, Code 2024, is amended to read as follows:
29 Any person who has been appointed by the governor to any
30 board under the laws of this state shall be deemed to have
31 submitted a resignation from such office if ~~either~~ any of the
32 following events occurs:
33 Sec. 375. Section 69.15, subsection 1, Code 2024, is amended
34 by adding the following new paragraph:
35 NEW PARAGRAPH. *c.* Sufficient grounds exist that would

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otherwise subject the person to removal by the executive council pursuant to section 66.26.

Sec. 376. Section 69.15, subsection 2, Code 2024, is amended to read as follows:

2. ~~If~~ With respect to subsection 1, paragraphs *"a"* and *"b"*, if such person received no notice and had no knowledge of a regular meeting and gives the governor a sworn statement to that effect within ten days after the person learns of the meeting, such meeting shall not be counted for the purposes of this section.

DIVISION XI

COUNCIL ON HEALTH AND HUMAN SERVICES

Sec. 377. Section 125.7, Code 2024, is amended to read as follows:

125.7 Duties of the council.

The council shall:

1. ~~Approve~~ Make recommendations to the department regarding the comprehensive substance use disorder program, developed by the department pursuant to sections 125.1 through 125.3, this section, and sections 125.9, 125.10, 125.12 through 125.21, 125.25, 125.32 through 125.34, and 125.37 through 125.43.

2. Advise the department on policies governing the performance of the department in the discharge of any duties imposed on the department by law.

3. Advise or make recommendations to the governor and the general assembly relative to substance use disorder treatment, intervention, education, and prevention programs in this state.

~~4. Adopt rules for subsections 1 and 6 and review other rules necessary to carry out the provisions of this chapter, subject to review in accordance with chapter 17A.~~

~~5.~~ 4. Investigate the work of the department relating to substance use disorder, and for this purpose the council shall have access at any time to all books, papers, documents, and records of the department.

~~6.~~ 5. Consider and ~~approve or disapprove~~ make

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1 recommendations to the department regarding the approval or
2 disapproval of all applications for a license and all cases
3 involving the renewal, denial, suspension, or revocation of a
4 license.
5 ~~7. Act as the appeal board regarding funding decisions made~~
6 ~~by the department.~~
7 Sec. 378. Section 125.10, subsections 1 and 11, Code 2024,
8 are amended to read as follows:
9 1. Prepare and submit a state plan ~~subject to approval~~
10 ~~by the council and~~ in accordance with 42 U.S.C. §300x-21 et
11 seq. The state plan shall designate the department as the sole
12 agency for supervising the administration of the plan.
13 11. Develop and implement, with the ~~counsel and approval~~
14 advice of the council, the comprehensive plan for treatment of
15 persons with a substance use disorder in accordance with this
16 chapter.
17 Sec. 379. Section 125.12, subsection 1, Code 2024, is
18 amended to read as follows:
19 1. The council shall review the comprehensive substance
20 use disorder program implemented by the department for
21 the treatment of persons with a substance use disorder and
22 concerned family members. ~~Subject to~~ Based on the review
23 of the council, the council shall make recommendations to
24 the director, and the director shall divide the state into
25 appropriate regions for the conduct of the program and
26 establish standards for the development of the program on the
27 regional level. In establishing the regions, consideration
28 shall be given to city and county lines, population
29 concentrations, and existing substance use disorder treatment
30 services.
31 Sec. 380. Section 125.13, subsection 2, paragraphs a, b, i,
32 and j, Code 2024, are amended to read as follows:
33 *a.* A hospital providing care or treatment to persons with
34 a substance use disorder licensed under chapter 135B which is
35 accredited by the joint commission on the accreditation of

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1 health care organizations, the commission on accreditation
2 of rehabilitation facilities, the American osteopathic
3 association, or another recognized organization approved by the
4 ~~council~~ department. All survey reports from the accrediting or
5 licensing body must be sent to the department.
6 *b.* Any practitioner of medicine and surgery or osteopathic
7 medicine and surgery, in the practitioner's private practice.
8 However, a program shall not be exempted from licensing by the
9 ~~council~~ department by virtue of its utilization of the services
10 of a medical practitioner in its operation.
11 *i.* A substance use disorder treatment program not funded
12 by the department which is accredited or licensed by the joint
13 commission on the accreditation of health care organizations,
14 the commission on the accreditation of rehabilitation
15 facilities, the American osteopathic association, or another
16 recognized organization approved by the ~~council~~ department.
17 All survey reports from the accrediting or licensing body must
18 be sent to the department.
19 *j.* A hospital substance use disorder treatment program
20 that is accredited or licensed by the joint commission on the
21 accreditation of health care organizations, the commission on
22 the accreditation of rehabilitation facilities, the American
23 osteopathic association, or another recognized organization
24 approved by the ~~council~~ department. All survey reports for
25 the hospital substance use disorder treatment program from the
26 accrediting or licensing body shall be sent to the department.
27 Sec. 381. Section 125.14, Code 2024, is amended to read as
28 follows:
29 **125.14 Licenses — renewal — fees.**
30 The ~~council~~ department shall consider all cases involving
31 initial issuance, and renewal, denial, suspension, or
32 revocation of a license. The department shall issue a license
33 to an applicant whom the ~~council~~ department determines meets
34 the licensing requirements of this chapter. Licenses shall
35 expire no later than three years from the date of issuance

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1 and shall be renewed upon timely application made in the same
2 manner as for initial issuance of a license unless notice of
3 nonrenewal is given to the licensee at least thirty days prior
4 to the expiration of the license. The department shall not
5 charge a fee for licensing or renewal of programs contracting
6 with the department for provision of treatment services. A fee
7 may be charged to other licensees.
8 Sec. 382. Section 125.15A, subsection 1, paragraph b, Code
9 2024, is amended to read as follows:
10 *b.* The ~~council~~ department has suspended, revoked, or refused
11 to renew the existing license of the program.
12 Sec. 383. Section 125.16, Code 2024, is amended to read as
13 follows:
14 **125.16 Transfer of license or change of location prohibited.**
15 A license issued under this chapter may not be transferred,
16 and the location of the physical facilities occupied or
17 utilized by any program licensed under this chapter shall not
18 be changed without the prior written consent of the ~~council~~
19 department.
20 Sec. 384. Section 125.17, Code 2024, is amended to read as
21 follows:
22 **125.17 License suspension or revocation.**
23 Violation of any of the requirements or restrictions
24 of this chapter or of any of the rules adopted pursuant to
25 this chapter is cause for suspension, revocation, or refusal
26 to renew a license. The director shall at the earliest
27 time feasible notify a licensee whose license the ~~council~~
28 department is considering suspending or revoking and shall
29 inform the licensee what changes must be made in the licensee's
30 operation to avoid such action. The licensee shall be
31 given a reasonable time for compliance, as determined by the
32 director, after receiving such notice or a notice that the
33 ~~council~~ department does not intend to renew the license. When
34 the licensee believes compliance has been achieved, or if
35 the licensee considers the proposed suspension, revocation,

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1 or refusal to renew unjustified, the licensee may submit
2 pertinent information to the ~~council~~ department and the ~~council~~
3 department shall expeditiously make a decision in the matter
4 and notify the licensee of the decision.
5 Sec. 385. Section 125.18, Code 2024, is amended to read as
6 follows:
7 **125.18 Hearing before ~~council~~ department.**
8 If a licensee under this chapter makes a written request
9 for a hearing within thirty days of suspension, revocation,
10 or refusal to renew a license, a hearing before the ~~council~~
11 department shall be expeditiously arranged by the department of
12 inspections, appeals, and licensing whose decision is subject
13 to review by the ~~council~~ department. The ~~council~~ department
14 shall issue a written statement of the ~~council's~~ department's
15 findings within thirty days after conclusion of the hearing
16 upholding or reversing the proposed suspension, revocation,
17 or refusal to renew a license. ~~Action involving suspension,~~
18 ~~revocation, or refusal to renew a license shall not be taken~~
19 ~~by the council unless a quorum is present at the meeting.~~ A
20 copy of the ~~council's~~ department's decision shall be promptly
21 transmitted to the affected licensee who may, if aggrieved
22 by the decision, seek judicial review of the actions of the
23 ~~council~~ department in accordance with the terms of chapter 17A.
24 Sec. 386. Section 125.19, Code 2024, is amended to read as
25 follows:
26 **125.19 Reissuance or reinstatement.**
27 After suspension, revocation, or refusal to renew a license
28 pursuant to this chapter, the affected licensee shall not have
29 the license reissued or reinstated within one year of the
30 effective date of the suspension, revocation, or expiration
31 upon refusal to renew, unless the ~~council~~ department orders
32 otherwise. After that time, proof of compliance with the
33 requirements and restrictions of this chapter and the rules
34 adopted pursuant to this chapter must be presented to the
35 ~~council~~ department prior to reinstatement or reissuance of a

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1 license.
2 Sec. 387. Section 125.21, subsection 1, Code 2024, is
3 amended to read as follows:
4 1. The ~~council~~ department has exclusive power in this state
5 to approve and license chemical substitutes and antagonists
6 programs, and to monitor chemical substitutes and antagonists
7 programs to ensure that the programs are operating within the
8 rules adopted pursuant to this chapter. The ~~council~~ department
9 shall grant approval and license if the requirements of the
10 rules are met and state funding is not requested. The chemical
11 substitutes and antagonists programs conducted by persons
12 exempt from the licensing requirements of this chapter pursuant
13 to section 125.13, subsection 2, are subject to approval and
14 licensure under this section.
15 Sec. 388. Section 125.43A, Code 2024, is amended to read as
16 follows:
17 **125.43A Prescreening —— exception.**
18 Except in cases of medical emergency or court-ordered
19 admissions, a person shall be admitted to a state mental health
20 institute for treatment of a substance use disorder only after
21 a preliminary intake and assessment by a department-licensed
22 treatment facility or a hospital providing care or treatment
23 for persons with a substance use disorder licensed under
24 chapter 135B and accredited by the joint commission on the
25 accreditation of health care organizations, the commission
26 on accreditation of rehabilitation facilities, the American
27 osteopathic association, or another recognized organization
28 approved by the ~~council~~ department, or by a designee of a
29 department-licensed treatment facility or a hospital other
30 than a state mental health institute, which confirms that the
31 admission is appropriate to the person's substance use disorder
32 service needs. A county board of supervisors may seek an
33 admission of a patient to a state mental health institute who
34 has not been confirmed for appropriate admission and the county
35 shall be responsible for one hundred percent of the cost of

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1 treatment and services of the patient.
2 Sec. 389. Section 125.58, subsection 1, Code 2024, is
3 amended to read as follows:
4 1. If the department has probable cause to believe that
5 an institution, place, building, or agency not licensed
6 as a substance use disorder treatment and rehabilitation
7 facility is in fact a substance use disorder treatment and
8 rehabilitation facility as defined by this chapter, and
9 is not exempt from licensing by section 125.13, subsection
10 2, the ~~council~~ department may order an inspection of the
11 institution, place, building, or agency. If the inspector
12 upon presenting proper identification is denied entry for the
13 purpose of making the inspection, the inspector may, with
14 the assistance of the county attorney of the county in which
15 the premises are located, apply to the district court for an
16 order requiring the owner or occupant to permit entry and
17 inspection of the premises to determine whether there have been
18 violations of this chapter. The investigation may include
19 review of records, reports, and documents maintained by the
20 facility and interviews with staff members consistent with the
21 confidentiality safeguards of state and federal law.
22 Sec. 390. Section 135.141, subsection 2, paragraph i, Code
23 2024, is amended to read as follows:
24 *i.* Adopt rules pursuant to chapter 17A for the
25 administration of this subchapter including rules adopted in
26 cooperation with the Iowa pharmacy association and the Iowa
27 hospital association for the development of a surveillance
28 system to monitor supplies of drugs, antidotes, and vaccines to
29 assist in detecting a potential public health disaster. Prior
30 to adoption, the rules shall be approved by the ~~council on~~
31 ~~health and human services and the~~ director of the department of
32 homeland security and emergency management.
33 Sec. 391. Section 135A.8, subsection 4, Code 2024, is
34 amended to read as follows:
35 4. A local board of health seeking matching funds or grants

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1 under this section shall apply to the department. The ~~council~~
2 ~~on health and human services~~ department shall adopt rules
3 concerning the application and award process for the allocation
4 of moneys in the fund and shall establish the criteria for the
5 allocation of moneys in the fund if the moneys are insufficient
6 to meet the needs of local boards of health.
7 Sec. 392. Section 135A.9, unnumbered paragraph 1, Code
8 2024, is amended to read as follows:
9 The ~~council on health and human services~~ department shall
10 adopt rules pursuant to chapter 17A to implement this chapter
11 which shall include but are not limited to the following:
12 Sec. 393. Section 135B.7, subsection 1, paragraph a, Code
13 2024, is amended to read as follows:
14 *a.* The department~~, with the approval of the council on~~
15 ~~health and human services,~~ shall adopt rules setting out the
16 standards for the different types of hospitals and for rural
17 emergency hospitals to be licensed under this chapter. The
18 department shall enforce the rules.
19 Sec. 394. Section 135C.14, unnumbered paragraph 1, Code
20 2024, is amended to read as follows:
21 The department shall, in accordance with chapter 17A ~~and~~
22 ~~with the approval of the council on health and human services~~,
23 adopt and enforce rules setting minimum standards for health
24 care facilities. In so doing, the department~~, with the~~
25 ~~approval of the council on health and human services,~~ may
26 adopt by reference, with or without amendment, nationally
27 recognized standards and rules, which shall be specified by
28 title and edition, date of publication, or similar information.
29 The rules and standards required by this section shall be
30 formulated in consultation with the director of health and
31 human services or the director of health and human services'
32 designee, with the director, and with affected industry,
33 professional, and consumer groups, and shall be designed to
34 further the accomplishment of the purposes of this chapter and
35 shall relate to:

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1 Sec. 395. Section 135J.7, Code 2024, is amended to read as
2 follows:
3 **135J.7 Rules.**
4 Except as otherwise provided in this chapter, the department
5 shall adopt rules pursuant to chapter 17A necessary to
6 implement this chapter~~, subject to approval of the council~~
7 ~~on health and human services~~. Formulation of the rules
8 shall include consultation with Iowa hospice organization
9 representatives and other persons affected by this chapter.
10 Sec. 396. Section 135R.4, subsection 1, Code 2024, is
11 amended to read as follows:
12 1. The department, with the advice ~~and approval~~ of the
13 council on health and human services, shall adopt rules
14 specifying the standards for ambulatory surgical centers to be
15 licensed under this chapter. The rules shall be consistent
16 with and shall not exceed the requirements of this chapter and
17 the conditions for coverage in the federal Medicare program for
18 ambulatory surgical centers under 42 C.F.R. pt. 416.
19 Sec. 397. Section 137.104, subsection 1, paragraph b,
20 unnumbered paragraph 1, Code 2024, is amended to read as
21 follows:
22 Make and enforce such reasonable rules and regulations not
23 inconsistent with law and the rules of the ~~council~~ department
24 as may be necessary for the protection and improvement of the
25 public health.
26 Sec. 398. Section 137.105, subsection 1, paragraph f, Code
27 2024, is amended to read as follows:
28 *f.* A local board of health member shall serve without
29 compensation, but may be reimbursed for necessary expenses in
30 accordance with rules established by the ~~council~~ department or
31 the applicable jurisdiction.
32 Sec. 399. Section 137.107, Code 2024, is amended to read as
33 follows:
34 **137.107 Request reviewed by state department.**
35 The state department shall review requests submitted

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pursuant to section 137.106. The state department, upon finding that all required elements are present, ~~shall present findings to the council. The council~~ may approve the formation of a district board and if the formation is approved, shall notify the county boards from whom the request was received.

Sec. 400. Section 137.114, Code 2024, is amended to read as follows:

137.114 Withdrawal from district.

A county may withdraw from an existing district board upon submission of a request for withdrawal to and approval by the state department. The request shall include a plan to reform its county board or join a different district board, information specified in section 137.106, and approval of the request by the district board ~~and, at the recommendation of the state department, the council~~. Any county choosing to withdraw from the district board shall commit to the continuity of services in its county by reestablishing its county board or joining a different district board. The remaining counties in the district shall submit an application including the information specified in section 137.106 to the state department for review as provided in section 137.107.

Sec. 401. Section 137.119, Code 2024, is amended to read as follows:

137.119 Adoption of rules.

The ~~council~~ department shall adopt rules to implement this chapter. The department is vested with discretionary authority to interpret the provisions of this chapter.

Sec. 402. Section 139A.8, subsection 3, Code 2024, is amended to read as follows:

3. Subject to the provision of subsection 4, the ~~council on health and human services~~ department may modify or delete any of the immunizations in subsection 2.

Sec. 403. Section 139A.8, subsection 4, paragraph b, Code 2024, is amended to read as follows:

b. The exemptions under this subsection do not apply in

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1 times of emergency or epidemic as determined ~~by the council on~~
2 ~~health and human services~~ and ~~as~~ declared by the director ~~of~~
3 ~~health and human services~~.
4 Sec. 404. Section 139A.9, Code 2024, is amended to read as
5 follows:
6 **139A.9 Forcible removal — isolation — quarantine.**
7 The forcible removal and isolation or quarantine of any
8 infected person shall be accomplished according to the rules
9 and regulations of the local board or the rules of the ~~council~~
10 ~~on health and human services~~ department.
11 Sec. 405. Section 141A.2, subsection 6, Code 2024, is
12 amended to read as follows:
13 6. The department~~, with the approval of the council~~
14 ~~on health and human services,~~ may conduct epidemiological
15 blinded and nonblinded studies to determine the incidence
16 and prevalence of HIV infection. Initiation of any new
17 epidemiological studies shall be contingent upon the receipt
18 of funding sufficient to cover all the costs associated with
19 the studies. The informed consent, reporting, and counseling
20 requirements of this chapter shall not apply to blinded
21 studies.
22 Sec. 406. Section 217.2, subsection 1, paragraph a, Code
23 2024, is amended to read as follows:
24 *a.* There is created within the department a council on
25 health and human services which shall act in ~~a policymaking and~~
26 an advisory capacity on matters within the jurisdiction of the
27 department. The council shall consist of nine voting members
28 appointed by the governor subject to confirmation by the
29 senate. Appointments shall be made on the basis of interest
30 in public affairs, good judgment, and knowledge and ability in
31 the field of health and human services. Appointments shall
32 be made to provide a diversity of interest and point of view
33 in the membership and without regard to religious opinions or
34 affiliations. The voting members of the council shall serve
35 for six-year staggered terms.

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1 Sec. 407. Section 217.3, Code 2024, is amended to read as
2 follows:
3 **217.3 Duties of council.**
4 The council shall:
5 1. Organize annually and select a chairperson and vice
6 chairperson.
7 2. ~~Adopt and establish policy for the operation and~~ Advise
8 the department on conduct of the department~~, subject to any~~
9 ~~guidelines which may be adopted by the general assembly,~~ and
10 the implementation of all services and programs administered
11 by the department.
12 3. Report immediately to the governor any failure by
13 the department to carry out any of the policy decisions or
14 directives of the ~~council~~ department.
15 4. ~~Approve~~ Advise and make recommendations to the
16 department on the budget of the department prior to submission
17 to the governor. Prior to ~~approval of~~ making recommendations
18 on the budget, the council shall publicize and hold a public
19 hearing to provide explanations and hear questions, opinions,
20 and suggestions regarding the budget. Invitations to the
21 hearing shall be extended to the governor, the governor-elect,
22 the director of the department of management, and other persons
23 deemed by the council as integral to the budget process. The
24 budget materials submitted to the governor shall include ~~a~~
25 ~~review of options~~ recommendations for revising the medical
26 assistance program made available by federal action or by
27 actions implemented by other states as identified by the
28 department, the medical assistance advisory council created in
29 section 249A.4B, and by county representatives. The review
30 shall address what potential revisions could be made in this
31 state and how the changes would be beneficial to Iowans.
32 5. ~~Insure~~ Make recommendations to the department to ensure
33 that all programs administered or services rendered by the
34 department directly to any citizen or through a local agency
35 to any citizen are coordinated and integrated so that any

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1 citizen does not receive a duplication of services from various
2 departments or local agencies that could be rendered by one
3 department or local agency. ~~If the council finds that such~~
4 ~~is not the case, it shall hear and determine which department~~
5 ~~or local agency shall provide the needed service or services~~
6 ~~and enter an order of their determination by resolution of~~
7 ~~the council which must be concurred in by at least a majority~~
8 ~~of the members. Thereafter such order or resolution of the~~
9 ~~council shall be obeyed by all state departments and local~~
10 ~~agencies to which it is directed.~~
11 ~~6. Adopt all necessary rules recommended by the department~~
12 ~~prior to their promulgation pursuant to chapter 17A.~~
13 ~~7.~~ 6. Recommend to the governor the names of individuals
14 qualified for the position of director when a vacancy exists
15 in the office.
16 Sec. 408. Section 217.3A, Code 2024, is amended to read as
17 follows:
18 **217.3A Advisory committees.**
19 The council may establish and utilize other ad hoc
20 advisory committees as determined necessary to advise the
21 council related to the subject matter under the purview
22 of the department, including but not limited to child and
23 family services, behavioral health, public health, and the
24 department's interactions with the juvenile justice system.
25 The council shall establish appointment provisions, membership
26 terms, operating guidelines, and other operational requirements
27 for committees established pursuant to this section.
28 Sec. 409. Section 217.6, Code 2024, is amended to read as
29 follows:
30 **217.6 Rules ~~and regulations~~ — organization of department.**
31 1. The director may ~~recommend~~ submit to the council for
32 ~~adoption~~ review and recommendation, rules ~~and regulations~~
33 necessary to administer the duties, functions, and programs
34 of the department. ~~Any action taken, decision made, or~~
35 ~~administrative rule adopted may be reviewed by the director.~~

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1 The director, ~~upon~~ may consider such ~~review, may affirm,~~
2 ~~modify, or reverse any such action, decision, or rule~~
3 recommendations in adopting rules for the department.
4 2. The rules ~~and regulations~~ adopted for the public benefits
5 and programs administered by the department shall apply the
6 residency eligibility restrictions required by federal and
7 state law.
8 3. The director shall organize the department into subunits
9 as necessary to most efficiently carry out the intent of this
10 chapter and any other chapter the department is responsible for
11 administering.
12 4. If the department requires or requests a service
13 consumer, service provider, or other person to maintain
14 required documentation in electronic form, the department shall
15 accept such documentation submitted by electronic means and
16 shall not require a physical copy of the documentation unless
17 required by state or federal law.
18 Sec. 410. Section 218.4, subsections 1 and 2, Code 2024, are
19 amended to read as follows:
20 1. The department shall ~~recommend to the council for~~
21 ~~adoption~~ adopt rules not inconsistent with law as necessary
22 for the management of the institutions and the admission,
23 treatment, care, custody, education and discharge of residents.
24 It is the duty of the department to establish rules by which
25 danger to life and property from fire will be minimized. The
26 department may require any appointees to perform duties in
27 addition to those required by statute.
28 2. Rules adopted by the ~~council~~ department pursuant
29 to chapter 17A shall be uniform and shall apply to all
30 institutions under the department's jurisdiction. The primary
31 rules for use in institutions where persons with mental illness
32 are served shall, unless otherwise indicated, uniformly apply
33 to county or private hospitals in which persons with mental
34 illness are served, but the rules shall not interfere with
35 proper medical treatment administered to such persons by

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1 competent physicians. Annually, signed copies of the rules
2 shall be sent to the superintendent of each institution.
3 Copies shall also be sent to the clerk of each district court,
4 the chairperson of the board of supervisors of each county and,
5 as appropriate, to the officer in charge of institutions or
6 hospitals caring for persons with mental illness in each county
7 who shall be responsible for seeing that the rules are posted
8 in each institution or hospital in a prominent place. The
9 rules shall be kept current to meet the public need and shall
10 be revised and published annually.
11 Sec. 411. Section 222.1, subsection 2, Code 2024, is amended
12 to read as follows:
13 2. The Glenwood state resource center and the Woodward
14 state resource center are established and shall be maintained
15 as the state's regional resource centers for the purpose of
16 providing treatment, training, instruction, care, habilitation,
17 and support of persons with an intellectual disability or other
18 disabilities in this state, and providing facilities, services,
19 and other support to the communities located in the region
20 being served by a state resource center. In addition, the
21 state resource centers are encouraged to serve as a training
22 resource for community-based program staff, medical students,
23 and other participants in professional education programs.
24 A resource center may request the approval of the ~~council~~
25 department to change the name of the resource center for use in
26 communication with the public, in signage, and in other forms
27 of communication.
28 Sec. 412. Section 222.2, Code 2024, is amended to read as
29 follows:
30 **222.2 Definitions.**
31 When used in this chapter, unless the context otherwise
32 requires:
33 1. *"Auditor"* means the county auditor or the auditor's
34 designee.
35 ~~2. *"Council"* means the council on health and human services.~~

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1 ~~3.~~ 2. *"Department"* means the department of health and human
2 services.
3 ~~4.~~ 3. *"Director"* means the director of health and human
4 services.
5 ~~5.~~ 4. *"Intellectual disability"* means the same as defined
6 in section 4.1.
7 ~~6.~~ 5. *"Mental health and disability services region"* means
8 a mental health and disability services region formed in
9 accordance with section 225C.56.
10 ~~7.~~ 6. *"Regional administrator"* means the regional
11 administrator of a mental health and disability services
12 region, as defined in section 225C.55.
13 ~~8.~~ 7. *"Special unit"* means a special intellectual
14 disability unit established at a state mental health institute
15 pursuant to sections 222.88 through 222.91.
16 ~~9.~~ 8. *"State resource centers"* or *"resource centers"* means
17 the Glenwood state resource center and the Woodward state
18 resource center.
19 ~~10.~~ 9. *"Superintendents"* means the superintendents of the
20 state resource centers.
21 Sec. 413. Section 225.33, Code 2024, is amended to read as
22 follows:
23 **225.33 Death of patient — disposal of body.**
24 When a committed public patient or a voluntary public
25 patient or a committed private patient dies while at the state
26 psychiatric hospital or at the university hospital, the state
27 psychiatric hospital shall have the body prepared for shipment
28 in accordance with the rules prescribed by the ~~council on~~
29 department of health and human services for shipping such
30 bodies. It is the duty of the state board of regents to make
31 arrangements for the embalming and such other preparation as
32 necessary to comply with the rules and for the purchase of
33 suitable caskets.
34 Sec. 414. Section 225C.49, subsection 1, unnumbered
35 paragraph 1, Code 2024, is amended to read as follows:

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1 The department shall provide coordination of the programs
2 administered by the department which serve individuals with a
3 disability and the individuals' families, including but not
4 limited to the following juvenile justice and child welfare
5 services: family-centered services described under section
6 232.102, decategorization of child welfare funding provided
7 for under section 232.188, and foster care services paid under
8 section 234.35, subsection 3. The department shall regularly
9 review administrative rules associated with such programs and
10 make recommendations to the ~~council,~~ governor~~,~~ and general
11 assembly for revisions to remove barriers to the programs for
12 individuals with a disability and the individuals' families
13 including the following:
14 Sec. 415. Section 226.1, subsections 3 and 4, Code 2024, are
15 amended to read as follows:
16 3. A mental health institute may request the approval of the
17 ~~council~~ department to change the name of the institution for
18 use in communication with the public, in signage, and in other
19 forms of communication.
20 4. For the purposes of this chapter, unless the context
21 otherwise requires:
22 ~~a. "Council" means the council on health and human services.~~
23 ~~b.~~ a. *"Department"* means the department of health and human
24 services.
25 ~~c.~~ b. *"Director"* means the director of health and human
26 services.
27 ~~d.~~ c. *"Mental health and disability services region"* means
28 a mental health and disability services region formed in
29 accordance with section 225C.56.
30 ~~e.~~ d. *"Mental health institute"* or *"state mental health*
31 *institute"* means a state hospital for persons with mental
32 illness as designated in this chapter.
33 ~~f.~~ e. *"Regional administrator"* means the same as defined
34 in section 225C.55.
35 Sec. 416. Section 234.1, Code 2024, is amended to read as

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1 follows:
2 **234.1 Definitions.**
3 As used in this chapter, unless the context otherwise
4 requires:
5 1. *"Child"* means either a person less than eighteen years of
6 age or a person eighteen, nineteen, or twenty years of age who
7 meets all of the following conditions:
8 *a.* The person was placed by court order issued pursuant
9 to chapter 232 in foster care or in an institution listed in
10 section 218.1 and either of the following situations apply to
11 the person:
12 (1) After reaching eighteen years of age, the person
13 has remained continuously and voluntarily under the care
14 of an individual, as defined in section 237.1, licensed to
15 provide foster care pursuant to chapter 237 or in a supervised
16 apartment living arrangement, in this state.
17 (2) The person aged out of foster care after reaching
18 eighteen years of age and subsequently voluntarily applied for
19 placement with an individual, as defined in section 237.1,
20 licensed to provide foster care pursuant to chapter 237 or for
21 placement in a supervised apartment living arrangement, in this
22 state.
23 *b.* The person has demonstrated a willingness to participate
24 in case planning and to complete the responsibilities
25 prescribed in the person's case permanency plan.
26 *c.* The department has made an application for the person
27 for adult services upon a determination that it is likely the
28 person will need or be eligible for services or other support
29 from the adult services system.
30 ~~2. *"Council"* means the council on health and human services.~~
31 ~~3.~~ 2. *"Department"* means the department of health and human
32 services.
33 ~~4.~~ 3. *"Director"* means the director of health and human
34 services.
35 ~~5.~~ 4. *"Food programs"* means the supplemental nutrition

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1 assistance program and donated foods programs authorized by
2 federal law under the United States department of agriculture.
3 ~~6.~~ 5. *"Supplemental nutrition assistance program"* or *"SNAP"*
4 means benefits provided by the federal program administered
5 through 7 C.F.R. pts. 270 — 283, as amended.
6 Sec. 417. Section 234.6, subsection 1, unnumbered paragraph
7 1, Code 2024, is amended to read as follows:
8 The director shall administer the family investment program,
9 state supplementary assistance, food programs, child welfare,
10 and emergency relief, family and adult service programs, and
11 any other form of public assistance and institutions that are
12 placed under the director's administration. The director shall
13 perform duties, formulate and adopt rules as necessary, and
14 outline policies, dictate procedure, and delegate powers as
15 necessary for competent and efficient administration. ~~Subject~~
16 ~~to restrictions that may be imposed by the council, the~~ The
17 director may abolish, alter, consolidate, or establish subunits
18 and abolish or change existing subunits. The director may
19 employ necessary personnel and determine their compensation;
20 may allocate or reallocate functions and duties among subunits;
21 and may adopt rules relating to the employment of personnel
22 and the allocation of their functions and duties among the
23 various subunits as required for competent and efficient
24 administration. The director shall do all of the following:
25 Sec. 418. Section 234.6, subsection 1, paragraphs d and h,
26 Code 2024, are amended to read as follows:
27 *d.* Notwithstanding any provisions to the contrary in chapter
28 239B relating to the consideration of income and resources of
29 claimants for assistance, ~~and with the consent and approval of~~
30 ~~the council,~~ adopt rules necessary to qualify for federal aid
31 in the assistance programs administered by the director.
32 *h.* ~~Recommend~~ Adopt rules ~~for their adoption by the council~~
33 for before and after school child care programs, conducted
34 within and by or contracted for by school districts, that are
35 appropriate for the ages of the children who receive services

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1 under the programs.
2 Sec. 419. Section 237.1, Code 2024, is amended to read as
3 follows:
4 **237.1 Definitions.**
5 As used in this chapter:
6 1. *"Agency"* means a person which provides child foster care
7 and which does not meet the definition of an individual as
8 defined under this section.
9 2. *"Child"* means child as defined in section 234.1.
10 3. *"Child foster care"* means the provision of parental
11 nurturing, including but not limited to the furnishing of
12 food, lodging, training, education, supervision, treatment,
13 or other care, to a child on a full-time basis by a person,
14 including a relative of the child if the relative is licensed
15 under this chapter, but not including a guardian of the child.
16 *"Child foster care"* does not include any of the following care
17 situations:
18 *a.* Care furnished by an individual person who receives the
19 child of a personal friend as an occasional and personal guest
20 in the individual person's home, free of charge and not as a
21 business.
22 *b.* Care furnished by an individual person with whom a child
23 has been placed for lawful adoption, unless that adoption is
24 not completed within two years after placement.
25 *c.* Care furnished by a private boarding school subject to
26 approval by the state board of education pursuant to section
27 256.11.
28 *d.* Child care furnished by a child care center, a child
29 development home, or a child care home as defined in section
30 237A.1.
31 *e.* Care furnished in a hospital licensed under chapter 135B
32 or care furnished in a nursing facility licensed under chapter
33 135C.
34 *f.* Care furnished by a relative of a child or an individual
35 person with a meaningful relationship with the child where the

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1 child is not under the placement, care, or supervision of the
2 department.
3 ~~4. *"Council"* means the council on health and human services.~~
4 ~~5.~~ 4. *"Department"* means the department of health and human
5 services.
6 ~~6.~~ 5. *"Director"* means the director of health and human
7 services.
8 ~~7.~~ 6. *"Facility"* means the personnel, program, physical
9 plant, and equipment of a licensee.
10 ~~8.~~ 7. *"Individual"* means an individual person or a married
11 couple who provides child foster care in a single-family home
12 environment and which does not meet the definition of an agency
13 under this section.
14 ~~9.~~ 8. *"Licensee"* means an individual or an agency licensed
15 under this chapter.
16 ~~10.~~ 9. *"Reasonable and prudent parent standard"* means
17 the standard characterized by careful and sensible parenting
18 decisions that maintain the health, safety, and best interests
19 of a child, while at the same time encouraging the emotional
20 and developmental growth of a child, that a caregiver shall
21 use when determining whether to allow a child in foster care
22 under the placement, care, or supervision of the department to
23 participate in extracurricular, enrichment, cultural, or social
24 activities. For the purposes of this subsection, *"caregiver"*
25 means an individual or an agency licensed under this chapter
26 with which a child in foster care has been placed or a juvenile
27 shelter care home approved under chapter 232 in which a child
28 in foster care has been placed.
29 Sec. 420. Section 237.3, subsection 1, Code 2024, is amended
30 to read as follows:
31 1. Except as otherwise provided by subsections 3 and 4,
32 the department shall ~~promulgate, after their adoption by the~~
33 ~~council,~~ adopt and enforce in accordance with chapter 17A,
34 administrative rules necessary to implement this chapter.
35 Formulation of the rules shall include consultation with

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1 representatives of child foster care providers and other
2 persons affected by this chapter. The rules shall encourage
3 the provision of child foster care in a single-family, home
4 environment, exempting the single-family, home facility from
5 inappropriate rules.
6 Sec. 421. Section 237A.1, Code 2024, is amended to read as
7 follows:
8 **237A.1 Definitions.**
9 As used in this chapter unless the context otherwise
10 requires:
11 1. *"Child"* means either of the following:
12 *a.* A person twelve years of age or younger.
13 *b.* A person thirteen years of age or older but younger than
14 nineteen years of age who has a developmental disability as
15 defined under the federal Developmental Disabilities Assistance
16 and Bill of Rights Act of 2000, Pub. L. No. 106-402, as
17 codified in 42 U.S.C. §15002(8).
18 2. *"Child care"* means the care, supervision, and guidance of
19 a child by a person other than the child's parent, guardian,
20 or custodian for periods of less than twenty-four hours per
21 day per child on a regular basis, but does not include care,
22 supervision, and guidance of a child by any of the following:
23 *a.* An instructional program for children who are attending
24 prekindergarten as defined by the state board of education
25 under section 256.11 or a higher grade level and are at least
26 four years of age, or are at least three years of age and
27 eligible for special education under chapter 256B, administered
28 by any of the following:
29 (1) A public or nonpublic school system accredited by the
30 department of education or the state board of regents.
31 (2) A nonpublic school system which is not accredited by the
32 department of education or the state board of regents.
33 *b.* Any of the following church-related programs:
34 (1) An instructional program.
35 (2) A youth program other than a preschool, before or after

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1 school child care program, or other child care program.
2 (3) A program providing care to children on church premises
3 while the children's parents are attending church-related or
4 church-sponsored activities on the church premises.
5 *c.* Short-term classes of less than two weeks' duration held
6 between school terms or during a break within a school term.
7 *d.* A child care center for sick children operated as part of
8 a pediatrics unit in a hospital licensed by the department of
9 inspections, appeals, and licensing pursuant to chapter 135B.
10 *e.* A program operated not more than one day per week by
11 volunteers which meets all of the following conditions:
12 (1) Not more than eleven children are served per volunteer.
13 (2) The program operates for less than four hours during any
14 twenty-four-hour period.
15 (3) The program is provided at no cost to the children's
16 parent, guardian, or custodian.
17 *f.* A program administered by a political subdivision of the
18 state which is primarily for recreational or social purposes
19 and is limited to children who are five years of age or older
20 and attending school.
21 *g.* An after school program continuously offered throughout
22 the school year calendar to children who are at least five
23 years of age and are enrolled in school, and attend the program
24 intermittently or a summer-only program for such children. The
25 program must be provided through a nominal membership fee or
26 at no cost.
27 *h.* A special activity program which meets less than four
28 hours per day for the sole purpose of the special activity.
29 Special activity programs include but are not limited to music
30 or dance classes, organized athletic or sports programs,
31 recreational classes, scouting programs, and hobby or craft
32 clubs or classes.
33 *i.* A nationally accredited camp.
34 *j.* A structured program for the purpose of providing
35 therapeutic, rehabilitative, or supervisory services to

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1 children under any of the following:
2 (1) A purchase of service or managed care contract with the
3 department.
4 (2) A contract approved by a governance board of a
5 decategorization of child welfare and juvenile justice funding
6 project created under section 232.188.
7 (3) An arrangement approved by a juvenile court order.
8 *k.* Care provided on-site to children of parents residing in
9 an emergency, homeless, or domestic violence shelter.
10 *l.* A child care facility providing respite care to a
11 licensed foster family home for a period of twenty-four hours
12 or more to a child who is placed with that licensed foster
13 family home.
14 *m.* A program offered to a child whose parent, guardian,
15 or custodian is engaged solely in a recreational or social
16 activity, remains immediately available and accessible on the
17 physical premises on which the child's care is provided, and
18 does not engage in employment while the care is provided.
19 However, if the recreational or social activity is provided
20 in a fitness center or on the premises of a nonprofit
21 organization, the parent, guardian, or custodian of the child
22 may be employed to teach or lead the activity.
23 3. *"Child care center"* or *"center"* means a facility
24 providing child care or preschool services for seven or more
25 children, except when the facility is registered as a child
26 development home.
27 4. *"Child care facility"* or *"facility"* means a child care
28 center, preschool, or a registered child development home.
29 5. *"Child care home"* means a person or program providing
30 child care to any of the following children at any one time
31 that is not registered to provide child care under this
32 chapter, as authorized under section 237A.3:
33 *a.* Five or fewer children.
34 *b.* Six or fewer children, if at least one of the children
35 is school-aged.

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1 6. *"Child development home"* means a person or program
2 registered under section 237A.3A that may provide child care to
3 seven or more children at any one time.
4 7. *"Children needing special needs care"* or *"special needs*
5 *child"* means a child or children with one or more of the
6 following conditions:
7 *a.* The child has been diagnosed by a physician or by a
8 person endorsed for service as a school psychologist by the
9 department of education to have a developmental disability
10 which substantially limits one or more major life activities,
11 and the child requires professional treatment, assistance in
12 self-care, or the purchase of special adaptive equipment.
13 *b.* The child has been determined by a qualified intellectual
14 disability professional to have a condition which impairs the
15 child's intellectual and social functioning.
16 *c.* The child has been diagnosed by a mental health
17 professional to have a behavioral or emotional disorder
18 characterized by situationally inappropriate behavior which
19 deviates substantially from behavior appropriate to the
20 child's age, or which significantly interferes with the child's
21 intellectual, social, or personal development.
22 ~~8. *"Council"* means the council on health and human services.~~
23 ~~9.~~ 8. *"Department"* means the department of health and human
24 services.
25 ~~10.~~ 9. *"Director"* means the director of health and human
26 services.
27 ~~11.~~ 10. *"Infant"* means a child who is less than twenty-four
28 months of age.
29 ~~12.~~ 11. *"Involvement with child care"* means licensed
30 or registered under this chapter, employed in a child care
31 facility, residing in a child care facility, receiving public
32 funding for providing child care, or providing child care as a
33 child care home provider, or residing in a child care home.
34 ~~13.~~ 12. *"Licensed center"* means a center issued a full
35 or provisional license by the department under the provisions

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of this chapter or a center for which a license is being processed.

~~14.~~ 13. *"Poverty level"* means the poverty level defined by the most recently revised poverty income guidelines published by the United States department of health and human services.

~~15.~~ 14. *"Preschool"* means a child care facility which provides to children ages three through five, for periods of time not exceeding three hours per day, programs designed to help the children to develop intellectual skills, social skills, and motor skills, and to extend their interest and understanding of the world about them.

~~16.~~ 15. *"School"* means kindergarten or a higher grade level.

~~17. *"State child care advisory committee"* means the state child care advisory committee established pursuant to section 135.173A.~~

Sec. 422. Section 238.1, Code 2024, is amended to read as follows:

238.1 Definitions.

For the purpose of this chapter unless the context otherwise requires:

1. *"Child"* means the same as defined in section 234.1.

2. *"Child-placing agency"* or *"agency"* means any agency, whether public, semipublic, or private, which represents that the agency places children permanently or temporarily in private family homes or receives children for placement in private family homes, or which actually engages for gain or otherwise in the placement of children in private family homes. *"Agency"* includes individuals, institutions, partnerships, voluntary associations, and corporations, other than institutions under the management or control of the department.

~~3. *"Council"* means the council on health and human services.~~

~~4.~~ 3. *"Department"* means the department of health and human services.

~~5.~~ 4. *"Director"* means the director of health and human

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1 services.
2 Sec. 423. Section 238.12, Code 2024, is amended to read as
3 follows:
4 **238.12 Appeal — judicial review.**
5 1. A licensee aggrieved by a decision of the department
6 revoking the licensee's license may appeal to the ~~council~~
7 department in the manner prescribed by the ~~council~~ department.
8 The ~~council~~ department shall, upon receipt of such an appeal,
9 give the licensee reasonable notice and opportunity for a fair
10 hearing before the ~~council or its duly~~ department's authorized
11 representative. Following the hearing, the ~~council~~ department
12 shall take final action and notify the licensee in writing.
13 2. Judicial review of the actions of the ~~council~~ department
14 may be sought in accordance with ~~the terms of~~ chapter 17A.
15 Sec. 424. Section 249.1, Code 2024, is amended to read as
16 follows:
17 **249.1 Definitions.**
18 As used in this chapter:
19 ~~1. *"Council"* means the council on health and human services.~~
20 ~~2.~~ 1. *"Department"* means the department of health and human
21 services.
22 ~~3.~~ 2. *"Director"* means the director of health and human
23 services.
24 ~~4.~~ 3. *"Federal supplemental security income"* means cash
25 payments made to individuals by the United States government
26 under Tit. XVI of the Social Security Act as amended by Pub. L.
27 No. 92-603, or any other amendments thereto.
28 ~~5.~~ 4. *"Previous categorical assistance programs"* means the
29 aid to the blind program authorized by chapter 241, the aid to
30 the disabled program authorized by chapter 241A and the old-age
31 assistance program authorized by chapter 249, Code 1973.
32 ~~6.~~ 5. *"State supplementary assistance"* means cash payments
33 made to individuals:
34 *a.* By the United States government on behalf of the state of
35 Iowa pursuant to section 249.2.

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b. By the state of Iowa directly pursuant to sections 249.3 through 249.5.

Sec. 425. Section 249.4, subsection 1, Code 2024, is amended to read as follows:

1. Applications for state supplementary assistance shall be made in the form and manner prescribed by the director or the director's designee~~, with the approval of the council,~~ pursuant to chapter 17A. Each person who applies and is found eligible under section 249.3 shall, so long as the person's eligibility continues, receive state supplementary assistance on a monthly basis, from funds appropriated to the department for the purpose.

Sec. 426. Section 249A.4B, subsections 1 and 7, Code 2024, are amended to read as follows:

1. A medical assistance advisory council is created to comply with 42 C.F.R. §431.12 based on section 1902(a)(4) of the federal Social Security Act and to advise the director about health and medical care services under the medical assistance program. The council shall meet ~~no more than quarterly~~ as necessary. The director's designee responsible for public health or their designee and a public member of the council selected by the public members of the council shall serve as co-chairpersons of the council.

7. The director shall consider the recommendations offered by the council in the director's preparation of the medical assistance budget ~~recommendations to the council on health and human services pursuant to section 217.3~~ and in implementation of medical assistance program policies.

Sec. 427. Section 331.304, subsection 9, Code 2024, is amended to read as follows:

9. A county shall not adopt or enforce any ordinance imposing any registration or licensing system or registration or license fees for or relating to owner-occupied manufactured or mobile homes including the lots, lands, or manufactured home community or mobile home park upon or in which they are

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1 located. A county shall not adopt or enforce any ordinance
2 imposing any registration or licensing system, or registration
3 or license fees, or safety or sanitary standards for rental
4 manufactured or mobile homes unless similar registration or
5 licensing system, or registration or license fees, or safety
6 or sanitary standards are required for other rental properties
7 intended for human habitation. This subsection does not
8 preclude the investigation and abatement of a nuisance or the
9 enforcement of a tiedown system, or the enforcement of any
10 ~~regulations~~ rules of the ~~council on~~ department of health and
11 human services or local board of health if those ~~regulations~~
12 rules apply to other rental properties or to owner-occupied
13 housing intended for human habitation.
14 Sec. 428. Section 364.3, subsection 5, Code 2024, is amended
15 to read as follows:
16 5. A city shall not adopt or enforce any ordinance imposing
17 any registration or licensing system or registration or license
18 fees for or relating to owner-occupied manufactured or mobile
19 homes including the lots, lands, or manufactured home community
20 or mobile home park upon or in which they are located. A
21 city shall not adopt or enforce any ordinance imposing any
22 registration or licensing system, or registration or license
23 fees, or safety or sanitary standards for rental manufactured
24 or mobile homes unless a similar registration or licensing
25 system, or registration or license fees, or safety or sanitary
26 standards are required for other rental properties intended
27 for human habitation. This subsection does not preclude the
28 investigation and abatement of a nuisance or the enforcement of
29 a tiedown system, or the enforcement of any ~~regulations~~ rules
30 of the ~~council on~~ department of health and human services or
31 local board of health if those ~~regulations~~ rules apply to other
32 rental properties or to owner-occupied housing intended for
33 human habitation.
34 DIVISION XII
35 ELIMINATION OF ADVISORY COUNCIL ON BRAIN INJURIES

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1 Sec. 429. Section 135.22A, Code 2024, is amended to read as
2 follows:
3 **135.22A ~~Advisory council on brain~~ Brain injuries — policy**
4 **— department as lead agency.**
5 1. For purposes of this section, unless the context
6 otherwise requires:
7 *a. "Brain injury"* means a brain injury as defined in section
8 135.22.
9 *b. "Council"* means the ~~advisory~~ council on ~~brain injuries~~
10 health and human services.
11 ~~2. The advisory council on brain injuries is established.~~
12 ~~The following persons or their designees shall serve as ex~~
13 ~~officio, nonvoting members of the council:~~
14 ~~*a.* The director of health and human services or the~~
15 ~~director's designee.~~
16 ~~*b.* The director of the department of education.~~
17 ~~*c.* The chief of the special education bureau of the~~
18 ~~department of education.~~
19 ~~*d.* The administrator of the division of vocational~~
20 ~~rehabilitation services of the department of workforce~~
21 ~~development.~~
22 ~~*e.* The director of the department for the blind.~~
23 ~~3. The council shall be composed of a minimum of nine~~
24 ~~members appointed by the governor in addition to the ex officio~~
25 ~~members, and the governor may appoint additional members.~~
26 ~~Insofar as practicable, the council shall include persons with~~
27 ~~brain injuries; family members of persons with brain injuries;~~
28 ~~representatives of industry, labor, business, and agriculture;~~
29 ~~representatives of federal, state, and local government; and~~
30 ~~representatives of religious, charitable, fraternal, civic,~~
31 ~~educational, medical, legal, veteran, welfare, and other~~
32 ~~professional groups and organizations. Members shall be~~
33 ~~appointed representing every geographic and employment area~~
34 ~~of the state and shall include members of both sexes. A~~
35 ~~simple majority of the members appointed by the governor shall~~

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1 ~~constitute a quorum.~~
2 ~~4. Members of the council appointed by the governor shall~~
3 ~~be appointed for terms of two years. Vacancies on the council~~
4 ~~shall be filled for the remainder of the term of the original~~
5 ~~appointment. Members whose terms expire may be reappointed.~~
6 ~~5. The voting members of the council shall appoint a~~
7 ~~chairperson and a vice chairperson and other officers as the~~
8 ~~council deems necessary. The officers shall serve until their~~
9 ~~successors are appointed and qualified. Members of the council~~
10 ~~shall receive actual expenses for their services. Members may~~
11 ~~also be eligible to receive compensation as provided in section~~
12 ~~7E.6. The council shall adopt rules pursuant to chapter 17A.~~
13 ~~6.~~ 2. The council shall do all of the following:
14 *a.* Promote meetings and programs for the discussion of
15 methods to reduce the debilitating effects of brain injuries,
16 and disseminate information in cooperation with any other
17 department, agency, or entity on the prevention, evaluation,
18 care, treatment, and rehabilitation of persons affected by
19 brain injuries.
20 *b.* Study and review current prevention, evaluation, care,
21 treatment, and rehabilitation technologies and recommend
22 appropriate preparation, training, retraining, and distribution
23 of personnel and resources in the provision of services
24 to persons with brain injuries through private and public
25 residential facilities, day programs, and other specialized
26 services.
27 *c.* Participate in developing and disseminating criteria and
28 standards which may be required for future funding or licensing
29 of facilities, day programs, and other specialized services for
30 persons with brain injuries in this state.
31 *d.* Make recommendations to the governor for developing and
32 administering a state plan to provide services for persons with
33 brain injuries.
34 *e.* Meet ~~at least quarterly~~ as necessary.
35 ~~7.~~ 3. The department is designated as Iowa's lead agency

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for brain injury. For the purposes of this section, the designation of lead agency authorizes the department to perform or oversee the performance of those functions specified in subsection 6, paragraphs *"a"* through *"c"*. ~~The council is assigned to the department for administrative purposes. The director shall be responsible for budgeting, program coordination, and related management functions.~~

~~8. The council may receive gifts, grants, or donations made for any of the purposes of its programs and disburse and administer them in accordance with their terms and under the direction of the director.~~

Sec. 430. Section 135.22B, subsection 2, paragraph c, Code 2024, is amended to read as follows:

c. The department shall consult with the ~~advisory~~ council ~~on brain injuries, established pursuant to section 135.22A,~~ regarding the program and shall report to the council concerning the program at least quarterly. The council shall make recommendations to the department concerning the program's operation.

DIVISION XIII

ELIMINATION OF CHILDREN'S BEHAVIORAL HEALTH SYSTEM STATE BOARD

Sec. 431. Section 225C.52, Code 2024, is amended to read as follows:

225C.52 ~~Children's behavioral health system state board —~~ Council duties.

The council shall provide guidance on the implementation and management of a children's behavioral health system for the provision of services to children with a serious emotional disturbance. To the extent funding is available, the ~~state board~~ council shall perform the following duties:

1. Advise the director on the administration of the children's behavioral health system.

2. Provide ~~consultation services~~ support to agencies regarding the development of administrative rules for the children's behavioral health system.

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1 3. Identify behavioral health outcomes and indicators for
2 eligible children with a serious emotional disturbance to
3 promote children living with their own families and in the
4 community.
5 4. Submit a written report on or before December 1 of each
6 year to the governor and the general assembly. At a minimum,
7 the report shall include a summary of all activities undertaken
8 by the ~~state board~~ council relating to the children's
9 behavioral health system and results from identified behavioral
10 health outcomes and indicators for the children's behavioral
11 health system.
12 Sec. 432. Section 225C.55, Code 2024, is amended to read as
13 follows:
14 **225C.55 Definitions.**
15 As used in this subchapter, unless the context otherwise
16 requires:
17 1. *"Children's behavioral health services"* means the same as
18 defined in section 225C.2.
19 2. *"Council"* means the council on health and human services.
20 ~~2.~~ 3. *"Department"* means the department of health and human
21 services.
22 ~~3.~~ 4. *"Director"* means the director of health and human
23 services.
24 ~~4.~~ 5. *"Disability services"* means the same as defined in
25 section 225C.2.
26 ~~5.~~ 6. *"Population"* means, as of July 1 of the fiscal year
27 preceding the fiscal year in which the population figure is
28 applied, the population shown by the latest preceding certified
29 federal census or the latest applicable population estimate
30 issued by the United States census bureau, whichever is most
31 recent.
32 ~~6.~~ 7. *"Regional administrator"* means the administrative
33 office, organization, or entity formed by agreement of the
34 counties participating in a region to function on behalf of
35 those counties in accordance with this subchapter.

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~~7.~~ 8. *"Serious emotional disturbance"* means the same as defined in section 225C.2.

~~8. *"State board"* means the children's system state board created in section 225C.51.~~

~~9. *"State commission"* means the mental health and disability services commission created in section 225C.5.~~

Sec. 433. Section 225C.66, subsection 3, Code 2024, is amended to read as follows:

3. ~~Pursuant to recommendations made by the state board, the~~ The department shall adopt rules to define the services included in the core domains listed in this section. The rules shall provide service definitions, service provider standards, service access standards, and service implementation dates, and shall provide consistency, to the extent possible, with similar service definitions under the medical assistance program.

Sec. 434. REPEAL. Section 225C.51, Code 2024, is repealed.

DIVISION XIV

ELIMINATION OF CONGENITAL AND INHERITED DISORDERS ADVISORY COMMITTEE

Sec. 435. Section 136A.2, Code 2024, is amended to read as follows:

136A.2 Definitions.

As used in this chapter, unless the context otherwise requires:

1. *"Attending health care provider"* means a licensed physician, nurse practitioner, certified nurse midwife, or physician assistant.

~~2. *"Congenital and inherited disorders advisory committee" or "advisory committee"* means the congenital and inherited disorders advisory committee created in this chapter.~~

~~3.~~ 2. *"Congenital disorder"* means an abnormality existing prior to or at birth, including a stillbirth, that adversely affects the health and development of a fetus, newborn, child, or adult, including a structural malformation or a genetic, chromosomal, inherited, or biochemical disorder.

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1 3. *"Council"* means the council on health and human services.
2 4. *"Department"* means the department of health and human
3 services.
4 5. *"Disorder"* means a congenital or inherited disorder.
5 6. *"Genetics"* means the study of inheritance and how genes
6 contribute to health conditions and the potential for disease.
7 7. *"Genomics"* means the functions and interactions of all
8 human genes and their variation within human populations,
9 including their interaction with environmental factors, and
10 their contribution to health.
11 8. *"Inherited disorder"* means a condition caused by an
12 abnormal change in a gene or genes passed from a parent or
13 parents to their child. Onset of the disorder may be prior to
14 or at birth, during childhood, or in adulthood.
15 9. *"Stillbirth"* means an unintended fetal death occurring
16 after a gestation period of twenty completed weeks, or an
17 unintended fetal death of a fetus with a weight of three
18 hundred fifty or more grams.
19 Sec. 436. Section 136A.3A, Code 2024, is amended to read as
20 follows:
21 **136A.3A ~~Congenital and inherited disorders advisory committee~~**
22 **~~established — process~~ Process for addition of conditions to**
23 **newborn screening.**
24 1. ~~A congenital and inherited disorders advisory committee~~
25 ~~is established to~~ The council shall assist the department in
26 the development of programs that ensure the availability and
27 access to quality genetic and genomic health care services for
28 all Iowans.
29 ~~2. The members of the advisory committee shall be appointed~~
30 ~~by the director and shall include persons with relevant~~
31 ~~expertise and interest including parent representatives.~~
32 ~~3.~~ 2. The ~~advisory committee~~ council shall assist the
33 department in designating the conditions to be included in the
34 newborn screening and in regularly evaluating the effectiveness
35 and appropriateness of the newborn screening.

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1 ~~4.~~ 3. *a.* Beginning July 1, 2022, the ~~advisory committee~~
2 council shall ensure that all conditions included in the
3 federal recommended uniform screening panel as of January 1,
4 2022, are included in the newborn screening.
5 *b.* Within twelve months of the addition of a new
6 condition to the federal recommended uniform screening panel,
7 the ~~advisory committee~~ council shall consider and make a
8 recommendation to the department regarding inclusion of the
9 new condition in the newborn screening, including the current
10 newborn screening capacity to screen for the new condition
11 and the resources necessary to screen for the new condition
12 going forward. If the ~~advisory committee~~ council recommends
13 inclusion of a new condition, the department shall include the
14 new condition in the newborn screening within eighteen months
15 of receipt of the recommendation.
16 ~~5.~~ 4. The department shall submit a status report to the
17 general assembly, annually, by December 31, regarding all of
18 the following:
19 *a.* The current conditions included in the newborn screening.
20 *b.* Any new conditions currently under consideration or
21 recommended by the ~~advisory committee~~ council for inclusion in
22 the newborn screening.
23 *c.* Any new conditions considered but not recommended by the
24 ~~advisory committee~~ council in the prior twelve-month period and
25 the reason for not recommending any such conditions.
26 *d.* Any departmental request for additional program capacity
27 or resources necessitated by the inclusion of a recommended new
28 condition in the newborn screening.
29 *e.* Any delay and the reason for the delay by the ~~advisory~~
30 ~~committee~~ council in complying with the specified twelve-month
31 time frame in considering or recommending the inclusion of a
32 new condition in the newborn screening to the department.
33 *f.* Any delay and the reason for the delay by the department
34 in complying with the specified eighteen-month time frame in
35 including a new condition in the newborn screening following

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1 receipt of a recommendation from the ~~advisory committee~~ council
2 recommending the inclusion of such condition.
3 ~~6.~~ 5. The state hygienic laboratory shall establish
4 the newborn screening fee schedule in a manner sufficient
5 to support the newborn screening system of care including
6 laboratory screening costs, short-term and long-term follow-up
7 program costs, the newborn screening developmental fund, and
8 the cost of the department's newborn screening data system.
9 DIVISION XV
10 ELIMINATION OF EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL
11 Sec. 437. Section 147A.2, Code 2024, is amended to read as
12 follows:
13 **147A.2 Council ~~established — terms of office~~ on health and**
14 **human services — advisory duties.**
15 ~~1. An EMS advisory council shall be appointed by the~~
16 ~~director. Membership of the council shall be comprised of~~
17 ~~individuals nominated from, but not limited to, the following~~
18 ~~state or national organizations: Iowa osteopathic medical~~
19 ~~association, Iowa medical society, American college of~~
20 ~~emergency physicians, Iowa physician assistant society, Iowa~~
21 ~~academy of family physicians, university of Iowa hospitals~~
22 ~~and clinics, American academy of emergency medicine, American~~
23 ~~academy of pediatrics, Iowa EMS association, Iowa firefighters~~
24 ~~association, Iowa professional fire fighters, EMS education~~
25 ~~programs committee, Iowa nurses association, Iowa hospital~~
26 ~~association, and the Iowa state association of counties. The~~
27 ~~council shall also include at least two at-large members~~
28 ~~who are volunteer emergency medical care providers and a~~
29 ~~representative of a private service program.~~
30 ~~2.~~ The ~~EMS advisory~~ council on health and human services
31 shall advise the director and develop policy recommendations
32 concerning the regulation, administration, and coordination of
33 emergency medical services in the state.
34 Sec. 438. REPEAL. Section 147A.3, Code 2024, is repealed.
35 DIVISION XVI

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1 ELIMINATION OF TRAUMA SYSTEM ADVISORY COUNCIL
2 Sec. 439. Section 147A.23, Code 2024, is amended to read as
3 follows:
4 **147A.23 Trauma care system development.**
5 1. The department is designated as a lead agency in this
6 state responsible for the development of a statewide trauma
7 care system.
8 2. The department~~, in consultation with the trauma system~~
9 ~~advisory council,~~ shall develop, coordinate, and monitor a
10 statewide trauma care system. This system shall include, but
11 not be limited to, the following:
12 *a.* (1) Development of criteria for the categorization
13 of all hospitals and emergency care facilities according to
14 their trauma care capabilities. These categories shall be for
15 levels I, II, III, and IV, based on the most current guidelines
16 published by the American college of surgeons committee on
17 trauma, the American college of emergency physicians, and
18 the model trauma care plan of the United States department
19 of health and human services' health resources and services
20 administration.
21 (2) The categorization of all hospitals and emergency
22 care facilities by the department as to their capacity to
23 provide trauma care services. The categorization shall be
24 determined by the department from self-reported information
25 provided to the department by the hospital or emergency care
26 facility. This categorization shall not be construed to imply
27 any guarantee on the part of the department as to the level of
28 trauma care services available at the hospital or emergency
29 care facility.
30 *b.* (1) Development of a process for the verification of
31 the trauma care capacity of each facility and the issuance of a
32 certificate of verification. The standards and verification
33 process shall be established by rule and may vary as
34 appropriate by level of trauma care capability. To the extent
35 possible, the standards and verification process shall be

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1 coordinated with other applicable accreditation and licensing
2 standards.
3 (2) The issuance of a certificate of verification of all
4 categorized hospitals and emergency care facilities from the
5 department at the level preferred by the hospital or emergency
6 care facility. ~~The standards and verification process shall~~
7 ~~be established by rule and may vary as appropriate by level of~~
8 ~~trauma care capability. To the extent possible, the standards~~
9 ~~and verification process shall be coordinated with other~~
10 ~~applicable accreditation and licensing standards.~~
11 *c.* Upon verification and the issuance of a certificate
12 of verification, agreement by a hospital or emergency care
13 facility ~~agrees~~ to maintain a level of commitment and resources
14 sufficient to meet responsibilities and standards as required
15 by the trauma care criteria established by rule under this
16 subchapter. Verifications are valid for a period of three
17 years or as determined by the department and are renewable. As
18 part of the verification and renewal process, the department
19 may conduct periodic on-site reviews of the services and
20 facilities of the hospital or emergency care facility.
21 *d.* Implementation of an Iowa trauma care plan.
22 *e.* Development of standards for medical direction, trauma
23 care, triage and transfer protocols, and trauma registries.
24 *f.* Promotion of public information and education activities
25 for injury prevention.
26 *g.* The development of strategies and the review of rules
27 adopted under this subchapter to promote optimal trauma care
28 delivery throughout the state.
29 *h.* Development, implementation, and conducting of trauma
30 care system evaluation, quality assessment, and quality
31 improvement.
32 ~~*d.*~~ 3. The department is responsible for the funding of the
33 administrative costs of this subchapter. Any funds received
34 by the department for this purpose shall be deposited in the
35 emergency medical services fund established in section 135.25.

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1 ~~e.~~ 4. This section shall not be construed to limit the
2 number and distribution of level I, II, III, and IV categorized
3 and verified trauma care facilities in a community or region.
4 5. Proceedings, records, and reports developed pursuant
5 to this section constitute peer review records under section
6 147.135, and are not subject to discovery by subpoena or
7 admissible as evidence. All information and documents
8 received from a hospital or emergency care facility under this
9 subchapter shall be confidential pursuant to section 272C.6,
10 subsection 4.
11 Sec. 440. Section 147A.26, subsection 1, Code 2024, is
12 amended to read as follows:
13 1. The department shall maintain a statewide trauma
14 reporting system by which ~~the trauma system advisory council~~
15 ~~and~~ the department may monitor the effectiveness of the
16 statewide trauma care system.
17 Sec. 441. REPEAL. Section 147A.24, Code 2024, is repealed.
18 DIVISION XVII
19 ELIMINATION OF JUSTICE ADVISORY BOARD
20 Sec. 442. Section 216A.131, Code 2024, is amended to read
21 as follows:
22 **216A.131 Definitions.**
23 For the purpose of this subchapter, unless the context
24 otherwise requires~~:~~
25 ~~1. *"Board"* means the justice advisory board.~~
26 ~~2. *"Department"*~~, *"department"* means the department of health
27 and human services.
28 Sec. 443. Section 216A.133, Code 2024, is amended to read
29 as follows:
30 **216A.133 ~~Purpose and~~ Department duties.**
31 1. The ~~purpose of the board~~ department shall ~~be~~ do all of
32 the following:
33 *a.* Develop short-term and long-term goals to improve the
34 criminal and juvenile justice systems.
35 *b.* Identify and analyze justice system issues, including

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1 the impact of present criminal and juvenile justice policy, and
2 make recommendations for policy change.
3 *c.* Develop and assist others in implementing recommendations
4 and plans for justice system improvement.
5 *d.* Provide the general assembly with an analysis of current
6 and proposed criminal code provisions.
7 *e.* Provide for a clearinghouse of justice system information
8 to coordinate with data resource agencies and assist others in
9 the use of justice system data.
10 ~~2. The board shall advise the department on its~~
11 ~~administration of state and federal grants and appropriations~~
12 ~~and shall carry out other functions consistent with this~~
13 ~~subchapter.~~
14 ~~3. The duties of the board shall consist of the following:~~
15 ~~*a.* Identifying issues and analyzing the operation and impact~~
16 ~~of present criminal and juvenile justice policy and making~~
17 ~~recommendations for policy changes.~~
18 ~~*b.*~~ *f.* ~~Coordinating~~ Coordinate with data resource agencies
19 to provide data and analytical information to federal, state,
20 and local governments, and ~~assisting~~ assist agencies in the use
21 of criminal and juvenile justice data.
22 ~~*c.*~~ *g.* ~~Reporting~~ Report criminal justice system needs to the
23 governor, the general assembly, and other decision makers to
24 improve the criminal justice system.
25 ~~*d.*~~ *h.* ~~Reporting~~ Report juvenile justice system needs to
26 the governor, the general assembly, and other decision makers
27 to address issues specifically affecting the juvenile justice
28 system, including evidence-based programs for group foster
29 care placements and the state training school, diversion, and
30 community-based services for juvenile offenders.
31 ~~*e.*~~ *i.* ~~Providing~~ Provide technical assistance upon request
32 to state and local agencies.
33 ~~*f.*~~ *j.* ~~Administering~~ Administer federal funds and funds
34 appropriated by the state or that are otherwise available
35 in compliance with applicable laws, regulations, and other

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1 requirements for purposes of study, research, investigation,
2 planning, and implementation in the areas of criminal and
3 juvenile justice.
4 ~~g.~~ *k.* ~~Making~~ Make grants to cities, counties, and other
5 entities pursuant to applicable law.
6 ~~h.~~ *l.* ~~Maintaining~~ Maintain an Iowa correctional policy
7 project as provided in section 216A.137.
8 ~~i.~~ *m.* ~~Providing~~ Provide input and make recommendations
9 to the director including in the development of a budget
10 ~~recommendations~~ for the department.
11 ~~j. Developing and making recommendations to the director.~~
12 ~~k.~~ *n.* ~~Serving as a liaison between the department and~~
13 ~~the public, sharing~~ Share information and ~~gathering~~ gather
14 constituency input.
15 ~~l. Recommending to the department the adoption of rules~~
16 ~~pursuant to chapter 17A as it deems necessary for the board and~~
17 ~~department.~~
18 ~~m.~~ *o.* ~~Recommending~~ Recommend legislative and executive
19 action to the governor and general assembly.
20 ~~n.~~ *p.* ~~Establishing~~ Establish advisory committees, work
21 groups, or other coalitions as appropriate.
22 ~~o.~~ *q.* ~~Providing~~ Provide the general assembly with
23 an analysis and recommendations of current criminal code
24 provisions and proposed legislation which include but are not
25 limited to all of the following:
26 (1) Potential disparity in sentencing.
27 (2) Truth in sentencing.
28 (3) Victims.
29 (4) The proportionality of specific sentences.
30 (5) Sentencing procedures.
31 (6) Costs associated with the implementation of criminal
32 code provisions, including costs to the judicial branch,
33 department of corrections, and judicial district departments
34 of correctional services, costs for representing indigent
35 defendants, and costs incurred by political subdivisions of the

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state.

(7) Best practices related to the department of corrections including recidivism rates, safety and the efficient use of correctional staff, and compliance with correctional standards set by the federal government and other jurisdictions.

(8) Best practices related to the ~~Iowa child death~~ state mortality review ~~team~~ committee established in section 135.43 ~~and the Iowa domestic abuse death review team established in section 135.109~~.

~~p.~~ *r.* ~~Studying~~ Study and ~~making~~ make recommendations for treating and supervising adult and juvenile sex offenders in institutions, community-based programs, and in the community, in areas which include but are not limited to all of the following:

(1) The effectiveness of electronically monitoring sex offenders.

(2) The cost and effectiveness of special sentences pursuant to chapter 903B.

(3) Risk assessment models created for sex offenders.

(4) Determining the best treatment programs available for sex offenders and the efforts of Iowa and other states to implement treatment programs.

(5) The efforts of Iowa and other states to prevent sex abuse-related crimes including child sex abuse.

(6) Any other related issues the board deems necessary, including but not limited to computer and internet sex-related crimes, sex offender case management, best practices for sex offender supervision, the sex offender registry, and the effectiveness of safety zones.

~~q.~~ *s.* ~~Providing~~ Provide expertise and advice to the legislative services agency, the department of corrections, the judicial branch, and others charged with formulating fiscal, correctional, or minority impact statements.

~~r.~~ *t.* ~~Reviewing~~ Review data supplied by the department, the department of management, the legislative services agency, the

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Iowa supreme court, and other departments or agencies for the purpose of determining the effectiveness and efficiency of the collection of such data.

~~4.~~ 2. The ~~board~~ department shall submit reports, in accordance with section 216A.135, to the governor and general assembly regarding actions taken, issues studied, and ~~board~~ council recommendations.

Sec. 444. Section 216A.135, subsection 1, Code 2024, is amended to read as follows:

1. The ~~board~~ department shall submit a three-year criminal and juvenile justice plan for the state, beginning December 1, 2020, and every three years thereafter, by December 1. The three-year plan shall be updated annually. Each three-year plan and annual updates of the three-year plan shall be submitted to the governor and the general assembly by December 1.

Sec. 445. Section 216A.137, subsection 1, Code 2024, is amended to read as follows:

1. The department shall maintain an Iowa correctional policy project for the purpose of conducting analyses of major correctional issues affecting the criminal and juvenile justice system. The ~~board~~ department shall identify and prioritize the issues and studies to be addressed ~~by the department~~ through this project and shall report project plans and findings annually along with the report required in section 216A.135. Issues and studies to be considered ~~by the board~~ shall include but are not limited to a review of the information systems available to assess corrections trends and program effectiveness, the development of an evaluation plan for assessing the impact of corrections expenditures, and a study of the desirability and feasibility of changing the state's sentencing practices, which includes a prison population forecast.

Sec. 446. REPEAL. Section 216A.132, Code 2024, is repealed.

DIVISION XVIII

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ELIMINATION OF IOWA COLLABORATION FOR YOUTH DEVELOPMENT COUNCIL

Sec. 447. Section 216A.140, Code 2024, is amended to read as follows:

216A.140 ~~Iowa collaboration for youth development council —~~ ~~state~~ State of Iowa youth advisory council.

1. *Definitions.* For the purposes of this section, unless the context otherwise requires:

a. *"Youth"* means children and young persons who are ages six through twenty-one years.

b. *"Youth advisory council"* means the state of Iowa youth advisory council created by this section.

~~*c.* *"Youth development council"* means the Iowa collaboration for youth development council created by this section.~~

~~2. *Collaboration council created.* An Iowa collaboration for youth development council is created as an alliance of state agencies that address the needs of youth in Iowa.~~

~~3. *Purpose.* The purpose of the youth development council is to improve the lives and futures of Iowa's youth by doing all of the following:~~

~~*a.* Adopting and applying positive youth development principles and practices at the state and local levels.~~

~~*b.* Increasing the quality, efficiency, and effectiveness of opportunities and services and other supports for youth.~~

~~*c.* Improving and coordinating state youth policy and programs across state agencies.~~

~~4. *Vision statement.* All youth development activities addressed by the youth development council shall be aligned around the following vision statement:~~

~~"All Iowa youth will be safe, healthy, successful, and prepared for adulthood."~~

~~5. *Membership.* The youth development council membership shall be determined by the council itself and shall include the directors or chief administrators, or their designees, from the following state agencies and programs:~~

~~*a.* Child advocacy board.~~

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~~*b.* Department of education.~~

~~*c.* Department of health and human services.~~

~~*d.* Department of workforce development.~~

~~*e.* Office of drug control policy.~~

~~*f.* Iowa cooperative extension service in agriculture and home economics.~~

~~6. *Procedure.* Except as otherwise provided by law, the youth development council shall determine its own rules of procedure and operating policies, including but not limited to terms of members. The youth development council may form committees or subgroups as necessary to achieve its purpose.~~

~~7. *Duties.* The youth development council's duties shall include but are not limited to all of the following:~~

~~*a.* Study, explore, and plan for the best approach to structure and formalize the functions and activities of the youth development council to meet its purpose, and make formal recommendations for improvement to the governor and general assembly.~~

~~*b.* Review indicator data and identify barriers to youth success and develop strategies to address the barriers.~~

~~*c.* Coordinate across agencies the state policy priorities for youth.~~

~~*d.* Strengthen partnerships with the nonprofit and private sectors to gather input, build consensus, and maximize use of existing resources and leverage new resources to improve the lives of youth and their families.~~

~~*e.* Oversee the activities of the youth advisory council.~~

~~*f.* Seek input from and engage the youth advisory council in the development of more effective policies, practices, and programs to improve the lives and futures of youth.~~

~~*g.* Report annually by February 1 to the governor and general assembly.~~

~~8.~~ 2. *State of Iowa youth advisory council.* A state of Iowa youth advisory council is created to provide input to the governor, general assembly, and state and local policymakers on

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1 youth issues.
2 *a.* The purpose of the youth advisory council is to foster
3 communication among a group of engaged youth and the governor,
4 general assembly, and state and local policymakers regarding
5 programs, policies, and practices affecting youth and families;
6 ~~and~~ to advocate for youth on important issues affecting youth;
7 and to improve the lives and futures of Iowa's youth.
8 *b.* The youth advisory council shall consist of no more than
9 twenty-one youth ages fourteen through twenty years who reside
10 in Iowa. Membership shall be for two-year staggered terms.
11 The director or the director's designee shall select council
12 members using an application process. The director or the
13 director's designee shall strive to maintain a diverse council
14 membership and shall take into consideration race, ethnicity,
15 disabilities, gender, and geographic location of residence of
16 the applicants.
17 *c.* Except as otherwise provided by law, the youth advisory
18 council shall determine its own rules of procedure and
19 operating policies, subject to approval by the director or the
20 director's designee.
21 *d.* The youth advisory council shall ~~meet at least quarterly.~~
22 do all of the following:
23 (1) Adopt and apply positive youth development principles
24 and practices at the state and local levels.
25 (2) Increase the quality, efficiency, and effectiveness of
26 opportunities and services and other supports for youth.
27 (3) Improve, coordinate, and prioritize state youth policy
28 and programs across state agencies.
29 (4) Align all policies around the vision that all Iowa youth
30 will be safe, healthy, successful, and prepared for adulthood.
31 (5) Review indicator data, identify barriers to youth
32 success, and develop strategies to address the barriers.
33 (6) Strengthen partnerships with the nonprofit and private
34 sectors to gather input, build consensus, and maximize the use
35 of existing resources and leverage new resources to improve the

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lives of youth and their families.

(7) Report annually by February 1 to the governor and the general assembly.

~~9.~~ 3. *Lead agency.* The lead agency for support of the ~~Iowa collaboration for youth development council and the~~ state of Iowa youth advisory council is the department. The department shall coordinate activities and, with funding made available to it for such purposes, provide staff support for the ~~youth development council and the~~ youth advisory council.

DIVISION XIX

ELIMINATION OF COMMISSIONS UNDER HUMAN RIGHTS BOARD

Sec. 448. Section 216A.1, subsection 1, paragraph a, Code 2024, is amended by striking the paragraph and inserting in lieu thereof the following:

a. Community advocacy and services on behalf of underrepresented populations in the state.

Sec. 449. Section 216A.3, Code 2024, is amended to read as follows:

216A.3 Human rights board.

1. A human rights board is created within the department.

2. The board shall consist of ~~sixteen~~ twelve members, including ~~eleven~~ seven voting members and five nonvoting members, ~~and~~ determined as follows:

a. The voting members shall consist of ~~nine~~ seven voting members ~~selected by each of the permanent commissions within the department, and two voting members, appointed by the governor. For purposes of this paragraph *"a"*, *"permanent commissions"* means the commission of Latino affairs, commission on the status of women, commission of persons with disabilities, commission on community action agencies, commission of deaf services, justice advisory board, commission on the status of African Americans, commission of Asian and Pacific Islander affairs, and commission of Native American affairs~~ who shall be appointed by the governor, subject to confirmation by the senate pursuant to section 2.32, and shall

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1 represent underrepresented populations in the state. All
2 voting members shall reside in the state. The term of office
3 for voting members is four years.
4 *b.* The nonvoting members shall consist of the department
5 director, two state representatives, one appointed by the
6 speaker of the house of representatives and one by the minority
7 leader of the house of representatives, and two state senators,
8 one appointed by the majority leader of the senate and one by
9 the minority leader of the senate.
10 3. A majority of the voting members of the board shall
11 constitute a quorum, and the affirmative vote of two-thirds of
12 the voting members present is necessary for any substantive
13 action taken by the board. The board shall select a
14 chairperson from the voting members of the board. ~~The board~~
15 ~~shall meet not less than four times a year.~~
16 4. The board shall ~~develop~~ do all of the following:
17 *a.* Develop and monitor implementation of a comprehensive
18 strategic plan to remove barriers for underrepresented
19 populations or groups and, in doing so, to increase Iowa's
20 productivity and inclusivity, including performance measures
21 and benchmarks.
22 *b.* Study the opportunities for and changing needs of the
23 underrepresented populations or groups in the state.
24 *c.* Serve as a liaison between the department and the public,
25 sharing information and gathering constituency input.
26 *d.* Recommend to the department the adoption of rules
27 pursuant to chapter 17A as the board deems necessary.
28 *e.* Recommend legislative and executive action to the
29 governor and general assembly to advance the interests of
30 underrepresented populations or groups and to improve the
31 status of low-income persons in the state.
32 *f.* Establish advisory committees, work groups, or other
33 coalitions as appropriate.
34 *g.* Advance the interests of underrepresented populations
35 or groups in the areas of human rights, access to justice,

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1 economic equality, and the elimination of discrimination.
2 Sec. 450. Section 216A.4, Code 2024, is amended to read as
3 follows:
4 **216A.4 Definitions.**
5 For purposes of this chapter, unless the context otherwise
6 requires:
7 1. *"Asian or Pacific Islander"* means an individual from any
8 of the countries of Asia or islands of the Pacific.
9 ~~1.~~ 2. *"Board"* means the human rights board.
10 ~~2.~~ 3. *"Department"* means the department of health and human
11 services.
12 ~~3.~~ 4. *"Director"* means the director of health and human
13 services.
14 5. *"Tribal government"* means the governing body of a
15 federally recognized Indian tribe.
16 ~~4.~~ 6. *"Underrepresented"* means the historical
17 marginalization of populations or groups in the United States
18 and Iowa, including but not limited to African Americans, Asian
19 and Pacific Islanders, persons who are deaf or hard of hearing,
20 persons with disabilities, Latinos, Native Americans, women,
21 persons who have low socioeconomic status, at-risk youth, and
22 adults or juveniles with a criminal history.
23 COMMISSION AND OFFICE OF LATINO AFFAIRS ELIMINATION
24 Sec. 451. REPEAL. Sections 216A.11, 216A.12, 216A.13,
25 216A.14, and 216A.15, Code 2024, are repealed.
26 COMMISSION AND OFFICE ON THE STATUS OF WOMEN ELIMINATION
27 Sec. 452. Section 241.3, subsection 2, Code 2024, is amended
28 to read as follows:
29 2. The department shall consult and cooperate with the
30 department of workforce development, the United States
31 commissioner of social security administration, ~~the office~~
32 ~~on the status of women of the department,~~ the department of
33 education, and other persons in the executive branch of the
34 state government as the department considers appropriate to
35 facilitate the coordination of multipurpose service programs

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1 established under this chapter with existing programs of a
2 similar nature.
3 Sec. 453. REPEAL. Sections 216A.51, 216A.52, 216A.53, and
4 216A.54, Code 2024, are repealed.
5 COMMISSION AND OFFICE ON PERSONS WITH DISABILITIES ELIMINATION
6 Sec. 454. REPEAL. Sections 216A.71, 216A.72, 216A.74, and
7 216A.75, Code 2024, are repealed.
8 COMBINING OF DEAF SERVICES COMMISSION AND DUAL PARTY RELAY
9 COUNCIL
10 Sec. 455. Section 216A.111, subsection 2, Code 2024, is
11 amended by striking the subsection.
12 Sec. 456. Section 216A.113, Code 2024, is amended to read
13 as follows:
14 **216A.113 Deaf services commission established.**
15 1. The commission of deaf services is established, and shall
16 consist of seven voting members appointed by the governor~~,~~
17 ~~subject to confirmation by the senate pursuant to section~~
18 ~~2.32~~. Membership of the commission shall include at least four
19 members who are deaf ~~and at least one member who is~~ or hard of
20 hearing, and three members who are representatives of telephone
21 companies. The commission shall also include the director, or
22 the director's designee, as a nonvoting member. All members
23 shall reside in Iowa.
24 2. ~~Members~~ Voting members of the commission shall serve
25 four-year staggered terms which shall begin and end pursuant to
26 section 69.19. ~~Members~~ Voting members whose terms expire may
27 be reappointed. Vacancies on the commission may be filled for
28 the remainder of the term in the same manner as the original
29 appointment. ~~Members~~ Voting members shall receive actual
30 expenses incurred while serving in their official capacity,
31 subject to statutory limits. ~~Members~~ Voting members may also
32 be eligible to receive compensation as provided in section
33 7E.6.
34 3. ~~Members~~ The voting members of the commission shall
35 appoint a chairperson and vice chairperson and other officers

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1 as the commission deems necessary. ~~The commission shall~~
2 ~~meet at least quarterly during each fiscal year.~~ A majority
3 of the voting members currently appointed to the commission
4 shall constitute a quorum. A quorum shall be required for the
5 conduct of business of the commission, and the affirmative vote
6 of a majority of the currently appointed voting members is
7 necessary for any substantive action taken by the commission.
8 A voting member shall not vote on any action if the voting
9 member has a conflict of interest on the matter, and a
10 statement by the voting member of a conflict of interest shall
11 be conclusive for this purpose.
12 Sec. 457. Section 216A.114, Code 2024, is amended to read
13 as follows:
14 **216A.114 Commission powers and duties.**
15 The commission shall have the following powers and duties:
16 1. Study the changing needs and opportunities for the deaf
17 and hard-of-hearing people in this state.
18 2. Serve as a liaison between the ~~office~~ department and the
19 public, sharing information and gathering constituency input.
20 3. Recommend to the board for adoption rules pursuant
21 to chapter 17A as it deems necessary for the commission and
22 office.
23 4. Recommend legislative and executive action to the
24 governor and general assembly.
25 5. Establish advisory committees, work groups, or other
26 coalitions as appropriate.
27 6. Advise the utilities board on the planning,
28 establishment, administration, and promotion of a statewide
29 program to provide dual party relay service and to secure,
30 finance, and distribute telecommunications devices for the deaf
31 and hard of hearing pursuant to chapter 477C.
32 Sec. 458. Section 477C.2, Code 2024, is amended to read as
33 follows:
34 **477C.2 Definitions.**
35 As used in this chapter, unless the context otherwise

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1 requires:
2 1. *"Board"* means the utilities board created in section
3 474.1.
4 2. *"Commission"* means the commission on deaf services
5 created in section 216A.113.
6 ~~2.~~ 3. *"Communication disorder"* means the inability to use
7 the telephone for communication without a telecommunications
8 device for the deaf and hard of hearing.
9 ~~3. *"Council"* means the dual party relay council established~~
10 ~~in section 477C.5.~~
11 4. *"Dual party relay service"* or *"relay service"* means a
12 communication service which provides persons with communication
13 disorders access to the telephone system functionally
14 equivalent to the access available to persons without
15 communication disorders.
16 5. *"Telecommunications device for the deaf and hard of*
17 *hearing"* means any specialized or supplemental telephone
18 equipment used by persons with communication disorders to
19 provide access to the telephone system.
20 Sec. 459. Section 477C.3, unnumbered paragraph 1, Code
21 2024, is amended to read as follows:
22 With the advice of the ~~council~~ commission, the board shall
23 plan, establish, administer, and promote a statewide program to
24 provide dual party relay service as follows:
25 Sec. 460. Section 477C.4, Code 2024, is amended to read as
26 follows:
27 **477C.4 Telecommunications devices for the deaf and hard of**
28 **hearing.**
29 With the advice of the ~~council~~ commission, the board may
30 plan, establish, administer, and promote a program to secure,
31 finance, and distribute telecommunications devices for the
32 deaf and hard of hearing. The board may establish eligibility
33 criteria for persons to receive telecommunications devices
34 for the deaf and hard of hearing, including but not limited
35 to requiring certification that the recipient cannot use the

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1 telephone for communication without a telecommunications device
2 for the deaf and hard of hearing.
3 Sec. 461. Section 477C.5, subsection 2, paragraph c, Code
4 2024, is amended by striking the paragraph.
5 Sec. 462. Section 622B.4, Code 2024, is amended to read as
6 follows:
7 **622B.4 List.**
8 The ~~office of deaf services of the~~ department of health and
9 human services shall prepare and continually update a listing
10 of qualified and available sign language interpreters. The
11 courts and administrative agencies shall maintain a directory
12 of qualified interpreters for deaf and hard-of-hearing
13 persons as furnished by the department of health and human
14 services. The ~~office of deaf services of the~~ department
15 of health and human services shall maintain a list of sign
16 language interpreters which shall be made available to a court,
17 administrative agency, or interested parties to an action using
18 the services of a sign language interpreter.
19 Sec. 463. REPEAL. Sections 216A.112 and 477C.5, Code 2024,
20 are repealed.
21 COMMISSION AND OFFICE ON STATUS OF AFRICAN AMERICANS
22 ELIMINATION
23 Sec. 464. REPEAL. Sections 216A.141, 216A.142, 216A.143,
24 and 216A.146, Code 2024, are repealed.
25 COMMISSION AND OFFICE ON ASIAN AND PACIFIC ISLANDERS
26 ELIMINATION
27 Sec. 465. REPEAL. Sections 216A.151, 216A.152, 216A.153,
28 and 216A.154, Code 2024, are repealed.
29 COMMISSION AND OFFICE OF NATIVE AMERICAN AFFAIRS ELIMINATION
30 Sec. 466. Section 216A.167, Code 2024, is amended to read
31 as follows:
32 **216A.167 Limitations on authority.**
33 1. The ~~commission~~ board and ~~office~~ department shall not have
34 the authority to do any of the following:
35 *a.* Implement or administer the duties of the state of Iowa

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1 under the federal Indian Gaming Regulatory Act, shall not have
2 any authority to recommend, negotiate, administer, or enforce
3 any agreement or compact entered into between the state of Iowa
4 and Indian tribes located in the state pursuant to section
5 10A.104, and shall not have any authority relative to Indian
6 gaming issues.
7 *b.* Administer the duties of the state under the federal
8 National Historic Preservation Act, the federal Native American
9 Graves Protection and Repatriation Act, and chapter 263B. The
10 ~~commission~~ board shall also not interfere with the advisory
11 role of a separate Indian advisory council or committee
12 established by the state archeologist by rule for the purpose
13 of consultation on matters related to ancient human skeletal
14 remains and associated artifacts.
15 2. This subchapter shall not diminish or inhibit the right
16 of any tribal government to interact directly with the state
17 or any of its departments or agencies for any purpose which a
18 tribal government desires to conduct its business or affairs as
19 a sovereign governmental entity.
20 Sec. 467. REPEAL. Sections 216A.161, 216A.162, 216A.163,
21 216A.165, and 216A.166, Code 2024, are repealed.
22 COMMUNITY ACTION AGENCY COMMISSION ELIMINATION
23 Sec. 468. Section 216A.91, Code 2024, is amended to read as
24 follows:
25 **216A.91 Definitions.**
26 For purposes of this subchapter, unless the context
27 otherwise requires:
28 ~~1. *"Commission"* means the commission on community action~~
29 ~~agencies.~~
30 ~~2.~~ 1. *"Community action agency"* means a public agency
31 or a private nonprofit agency which is authorized under its
32 charter or bylaws to receive funds to administer community
33 action programs and is designated by the governor to receive
34 and administer the funds.
35 ~~3.~~ 2. *"Community action program"* means a program conducted

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1 by a community action agency which includes projects to provide
2 a range of services to improve the conditions of poverty in the
3 area served by the community action agency.
4 Sec. 469. Section 216A.93, Code 2024, is amended to read as
5 follows:
6 **216A.93 Establishment of community action agencies.**
7 The department shall recognize and assist in the designation
8 of certain community action agencies to assist in the delivery
9 of community action programs. These programs shall include but
10 not be limited to outreach, community services block grant,
11 low-income energy assistance, and weatherization programs. If
12 a community action agency is in effect and currently serving an
13 area, that community action agency shall become the designated
14 community action agency for that area. If any geographic area
15 of the state ceases to be served by a designated community
16 action agency, the department may solicit applications and
17 assist the governor in designating a community action agency
18 for that area in accordance with current community services
19 block grant requirements. The department shall supervise the
20 collection of data regarding the scope of services provided by
21 the community action agencies.
22 Sec. 470. Section 541A.1, Code 2024, is amended to read as
23 follows:
24 **541A.1 Definitions.**
25 For the purposes of this chapter, unless the context
26 otherwise requires:
27 1. *"Account holder"* means an individual who is the owner of
28 an individual development account.
29 2. *"Charitable contributor"* means a nonprofit association
30 described in section 501(c)(3) of the Internal Revenue Code
31 which makes a deposit to an individual development account
32 and which is exempt from taxation under section 501(a) of the
33 Internal Revenue Code.
34 ~~3. *"Commission"* means the commission on community action~~
35 ~~agencies created in section 216A.92A.~~

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1 ~~4.~~ 3. *"Department"* means the department of health and human
2 services.
3 ~~5.~~ 4. *"Director"* means the director of health and human
4 services.
5 ~~6.~~ 5. *"Federal poverty level"* means the first poverty
6 income guidelines published in the calendar year by the United
7 States department of health and human services.
8 ~~7.~~ 6. *"Financial institution"* means a financial institution
9 approved by the director as an investment mechanism for
10 individual development accounts.
11 ~~8.~~ 7. *"Household income"* means the annual household
12 income of an account holder or prospective account holder, as
13 determined in accordance with rules adopted by the director.
14 ~~9.~~ 8. *"Individual contributor"* means an individual who
15 makes a deposit to an individual development account and is not
16 the account holder or a charitable contributor.
17 ~~10.~~ 9. *"Individual development account"* means either of the
18 following:
19 *a.* A financial instrument that is certified to have the
20 characteristics described in section 541A.2 by the operating
21 organization.
22 *b.* A financial instrument that is certified by the
23 operating organization to have the characteristics described
24 in and funded by a federal individual development account
25 program under which federal and state funding contributed to
26 match account holder deposits is deposited by an operating
27 organization in accordance with federal law and regulations,
28 and which includes but is not limited to any of the programs
29 implemented under the following federal laws:
30 (1) The federal Personal Responsibility and Work
31 Opportunity Act of 1996, 42 U.S.C. §604(h).
32 (2) The federal Assets for Independence Act, Pub. L. No.
33 105-285, Tit. IV.
34 ~~11.~~ 10. *"Operating organization"* means an agency selected
35 by the department for involvement in operating individual

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development accounts directed to a specific target population.

~~12.~~ 11. *"Source of principal"* means any of the sources of a deposit to an individual development account under section 541A.2, subsection 2.

Sec. 471. Section 541A.5, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The ~~commission~~ department, in consultation with the department of administrative services, shall adopt administrative rules to administer this chapter.

2. *a.* The rules adopted by the ~~commission~~ department shall include but are not limited to provision for transfer of an individual development account to a different financial institution than originally approved by the department, if the different financial institution has an agreement with the account's operating organization.

b. The rules for determining household income may provide categorical eligibility for prospective account holders who are enrolled in programs with income eligibility restrictions that are equal to or less than the maximum household income allowed for payment of a state match under section 541A.3.

c. Subject to the availability of funding, the ~~commission~~ department may adopt rules implementing an individual development account program for refugees. Rules shall identify purposes authorized for withdrawals to meet the special needs of refugee families.

Sec. 472. Section 541A.6, Code 2024, is amended to read as follows:

541A.6 Compliance with federal requirements.

The ~~commission~~ department shall adopt rules for compliance with federal individual development account requirements under the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, §103, as codified in 42 U.S.C. §604(h), under the federal Assets for Independence Act, Pub. L. No. 105-285, Tit. IV, or with any other federal individual development account program requirements for drawing federal

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1 funding. Any rules adopted under this section shall not apply
2 the federal individual development account program requirements
3 to an operating organization which does not utilize federal
4 funding for the accounts with which it is connected or to an
5 account holder who does not receive temporary assistance for
6 needy families block grant or other federal funding.
7 Sec. 473. REPEAL. Sections 216A.92A and 216A.92B, Code
8 2024, are repealed.
9 ELIMINATION OF FAMILY DEVELOPMENT AND SELF-SUFFICIENCY COUNCIL
10 Sec. 474. Section 216A.107, Code 2024, is amended to read
11 as follows:
12 **216A.107 Family development and self-sufficiency — ~~council~~**
13 **~~and~~ grant program.**
14 ~~1. A family development and self-sufficiency council is~~
15 ~~established within the department. The council shall consist~~
16 ~~of the following persons:~~
17 ~~*a.* The director of the department or the director's~~
18 ~~designee.~~
19 ~~*b.* The director of the school of social work at the~~
20 ~~university of Iowa or the director's designee.~~
21 ~~*c.* The dean of the college of human sciences at Iowa state~~
22 ~~university or the dean's designee.~~
23 ~~*d.* Two recipients or former recipients of the family~~
24 ~~investment program, selected by the other members of the~~
25 ~~council.~~
26 ~~*e.* One recipient or former recipient of the family~~
27 ~~investment program who is a member of a racial or ethnic~~
28 ~~minority, selected by the other members of the council.~~
29 ~~*f.* One member representing providers of services to victims~~
30 ~~of domestic violence, selected by the other members of the~~
31 ~~council.~~
32 ~~*g.* The head of the department of design, textiles,~~
33 ~~gerontology, and family studies at the university of northern~~
34 ~~Iowa or that person's designee.~~
35 ~~*h.* The director of the department of education or the~~

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1 ~~director's designee.~~
2 ~~*i.* The director of the department of workforce development~~
3 ~~or the director's designee.~~
4 ~~*j.* Two persons representing the business community, selected~~
5 ~~by the other members of the council.~~
6 ~~*k.* Two members from each chamber of the general assembly~~
7 ~~serving as ex officio, nonvoting members. The two members~~
8 ~~of the senate shall be appointed one each by the majority~~
9 ~~leader and the minority leader of the senate. The two~~
10 ~~members of the house of representatives shall be appointed one~~
11 ~~each by the speaker and the minority leader of the house of~~
12 ~~representatives.~~
13 ~~2. Unless otherwise provided by law, terms of members,~~
14 ~~election of officers, and other procedural matters shall be~~
15 ~~as determined by the council. A quorum shall be required for~~
16 ~~the conduct of business of the council, and the affirmative~~
17 ~~vote of a majority of the currently appointed voting members~~
18 ~~is necessary for any substantive action taken by the council.~~
19 ~~A member shall not vote on any action if the member has a~~
20 ~~conflict of interest on the matter, and a statement by the~~
21 ~~member of a conflict of interest shall be conclusive for this~~
22 ~~purpose.~~
23 ~~3.~~ 1. The ~~family development and self-sufficiency~~ council
24 on health and human services shall do all of the following:
25 *a.* Identify the factors and conditions that place Iowa
26 families at risk of dependency upon the family investment
27 program. The council shall seek to use relevant research
28 findings and national and Iowa-specific data on the family
29 investment program.
30 *b.* Identify the factors and conditions that place Iowa
31 families at risk of family instability. The council shall
32 seek to use relevant research findings and national and
33 Iowa-specific data on family stability issues.
34 *c.* Subject to the availability of funds for this
35 purpose, award grants to public or private organizations

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1 for provision of family development services to families at
2 risk of dependency on the family investment program or of
3 family instability. Not more than five percent of any funds
4 appropriated by the general assembly for the purposes of this
5 lettered paragraph may be used for staffing and administration
6 of the grants. Grant proposals for the family development and
7 self-sufficiency grant program shall include the following
8 elements:
9 (1) Designation of families to be served that meet one or
10 more criteria for being at risk of dependency on the family
11 investment program or of family instability, and agreement
12 to serve clients that are referred by the department from
13 the family investment program which meet the criteria. The
14 criteria may include but are not limited to factors such as
15 educational level, work history, family structure, age of the
16 youngest child in the family, previous length of stay on the
17 family investment program, and participation in the family
18 investment program or the foster care program while the head of
19 a household was a child. Grant proposals shall also establish
20 the number of families to be served under the grant.
21 (2) Designation of the services to be provided for
22 the families served, including assistance regarding
23 job-seeking skills, family budgeting, nutrition, self-esteem,
24 methamphetamine education, health and hygiene, child rearing,
25 child education preparation, and goal setting. Grant proposals
26 shall indicate the support groups and support systems to be
27 developed for the families served during the transition between
28 the need for assistance and self-sufficiency.
29 (3) Designation of the manner in which other needs of the
30 families will be provided for, including but not limited to
31 child care assistance, transportation, substance use disorder
32 treatment, support group counseling, food, clothing, and
33 housing.
34 (4) Designation of the process for training of the staff
35 which provides services, and the appropriateness of the

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1 training for the purposes of meeting family development and
2 self-sufficiency goals of the families being served.
3 (5) Designation of the support available within the
4 community for the program and for meeting subsequent needs of
5 the clients, and the manner in which community resources will
6 be made available to the families being served.
7 (6) Designation of the manner in which the program will be
8 subject to audit and to evaluation.
9 (7) Designation of agreement provisions for tracking and
10 reporting performance measures developed pursuant to paragraph
11 *"d"*.
12 *d.* Develop appropriate performance measures for the grant
13 program to demonstrate how the program helps families achieve
14 self-sufficiency.
15 *e.* Seek to enlist research support from the Iowa research
16 community in meeting the duties outlined in paragraphs *"a"*
17 through *"d"*.
18 *f.* Seek additional support for the funding of grants under
19 the program, including but not limited to funds available
20 through the federal government in serving families at risk of
21 long-term welfare dependency, and private foundation grants.
22 *g.* Make recommendations to the governor and the general
23 assembly on the effectiveness of programs in Iowa and
24 throughout the country that provide family development services
25 that lead to self-sufficiency for families at risk of welfare
26 dependency.
27 ~~4.~~ 2. *a.* The department shall administer the family
28 development and self-sufficiency grant program.
29 *b.* To the extent that the family development and
30 self-sufficiency grant program is funded by the federal
31 temporary assistance for needy families block grant and by the
32 state maintenance of efforts funds appropriated in connection
33 with the block grant, the department shall comply with all
34 federal requirements for the block grant. The department is
35 responsible for payment of any federal penalty imposed that is

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1 attributable to the grant program and shall receive any federal
2 bonus payment attributable to the grant program.
3 *c.* The department shall ensure that expenditures of moneys
4 appropriated to the department from the general fund of the
5 state for the family development and self-sufficiency grant
6 program are eligible to be considered as state maintenance of
7 effort expenditures under federal temporary assistance for
8 needy families block grant requirements.
9 *d.* The department shall consider the recommendations of
10 the council on health and human services in adopting rules
11 pertaining to the grant program.
12 *e.* The department shall submit to the governor and general
13 assembly on or before November 30 following the end of each
14 state fiscal year, a report detailing performance measure
15 and outcome data evaluating the family development and
16 self-sufficiency grant program for the fiscal year that just
17 ended.
18 DIVISION XX
19 HAWKI BOARD AND ADVISORY COMMITTEE FOR CHILDREN WITH SPECIAL
20 HEALTH CARE NEEDS ELIMINATION
21 Sec. 475. Section 249A.4B, subsection 2, paragraph b, Code
22 2024, is amended to read as follows:
23 *b.* The council shall include all of the following nonvoting
24 members:
25 (1) The director's designee responsible for public health
26 or their designee.
27 (2) The long-term care ombudsman, or the long-term care
28 ombudsman's designee.
29 (3) The dean of Des Moines university college of osteopathic
30 medicine, or the dean's designee.
31 (4) The dean of the university of Iowa college of medicine,
32 or the dean's designee.
33 ~~(5) A member of the Hawki board created in section 514I.5,~~
34 ~~selected by the members of the Hawki board.~~
35 ~~(6)~~ (5) The following members of the general assembly, each

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1 for a term of two years as provided in section 69.16B:
2 (a) Two members of the house of representatives, one
3 appointed by the speaker of the house of representatives
4 and one appointed by the minority leader of the house of
5 representatives from their respective parties.
6 (b) Two members of the senate, one appointed by the
7 president of the senate after consultation with the majority
8 leader of the senate and one appointed by the minority leader
9 of the senate.
10 Sec. 476. Section 514I.1, subsection 2, Code 2024, is
11 amended to read as follows:
12 2. It is the intent of the general assembly that the program
13 be implemented and administered in compliance with Tit. XXI
14 of the federal Social Security Act. If, as a condition of
15 receiving federal funds for the program, federal law requires
16 implementation and administration of the program in a manner
17 not provided in this chapter, during a period when the general
18 assembly is not in session, the department, with the approval
19 of the ~~Hawki board~~ medical assistance advisory council, shall
20 proceed to implement and administer those provisions, subject
21 to review by the next regular session of the general assembly.
22 Sec. 477. Section 514I.2, Code 2024, is amended to read as
23 follows:
24 **514I.2 Definitions.**
25 As used in this chapter, unless the context otherwise
26 requires:
27 1. *"Benchmark benefit package"* means any of the following:
28 *a.* The standard blue cross/blue shield preferred provider
29 option service benefit plan, described in and offered under 5
30 U.S.C. §8903(1).
31 *b.* A health benefits coverage plan that is offered and
32 generally available to state employees in this state.
33 *c.* The plan of a health maintenance organization as defined
34 in 42 U.S.C. §300e, with the largest insured commercial,
35 nonmedical assistance enrollment of covered lives in the state.

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1 2. *"Cost sharing"* means the payment of a premium or
2 copayment as provided for by Tit. XXI of the federal Social
3 Security Act and section 514I.10.
4 3. *"Department"* means the department of health and human
5 services.
6 4. *"Director"* means the director of health and human
7 services.
8 5. *"Eligible child"* means an individual who meets the
9 criteria for participation in the program under section 514I.8.
10 ~~6. *"Hawki board"* or *"board"* means the entity which adopts~~
11 ~~rules and establishes policy for, and directs the department~~
12 ~~regarding, the Hawki program.~~
13 ~~7.~~ 6. *"Hawki program"* or *"program"* means the healthy and
14 well kids in Iowa program created in this chapter to provide
15 health insurance coverage to eligible children.
16 ~~8.~~ 7. *"Health insurance coverage"* means health insurance
17 coverage as defined in 42 U.S.C. §300gg-91.
18 8. *"Medical assistance advisory council"* or *"advisory*
19 *council"* means the medical assistance advisory council created
20 in section 249A.4B.
21 9. *"Participating insurer"* means any of the following:
22 *a.* An entity licensed by the division of insurance
23 of the department of insurance and financial services to
24 provide health insurance in Iowa that has contracted with the
25 department to provide health insurance coverage to eligible
26 children under this chapter.
27 *b.* A managed care organization acting pursuant to a contract
28 with the department to administer the Hawki program.
29 10. *"Qualified child health plan"* or *"plan"* means health
30 insurance coverage provided by a participating insurer under
31 this chapter.
32 Sec. 478. Section 514I.4, Code 2024, is amended to read as
33 follows:
34 **514I.4 Director and department — duties — powers.**
35 1. The director, with the approval of the ~~Hawki board~~

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1 medical assistance advisory council, shall implement this
2 chapter. The director shall do all of the following:
3 *a.* At least every six months, evaluate the scope of the
4 program currently being provided under this chapter, project
5 the probable cost of continuing the program, and compare
6 the probable cost with the remaining balance of the state
7 appropriation made for payment of assistance under this chapter
8 during the current appropriation period. The director shall
9 report the findings of the evaluation to the ~~board~~ advisory
10 council and shall annually report findings to the governor and
11 the general assembly by January 1.
12 *b.* Establish premiums to be paid to participating insurers
13 for provision of health insurance coverage.
14 *c.* Contract with participating insurers to provide health
15 insurance coverage under this chapter.
16 *d.* Recommend to the ~~board~~ advisory council proposed rules
17 necessary to implement the program.
18 *e.* Recommend to the board individuals to serve as members of
19 the clinical advisory committee.
20 2. *a.* The director, with the approval of the ~~board~~ advisory
21 council, may contract with participating insurers to provide
22 dental-only services.
23 *b.* The director, with the approval of the ~~board~~ advisory
24 council, may contract with participating insurers to provide
25 the supplemental dental-only coverage to otherwise eligible
26 children who have private health care coverage as specified in
27 the federal Children's Health Insurance Program Reauthorization
28 Act of 2009, Pub. L. No. 111-3.
29 3. The department may enter into contracts with other
30 persons whereby the other person provides some or all of the
31 functions, pursuant to rules adopted by the ~~board~~ advisory
32 council, which are required of the director or the department
33 under this section. All contracts entered into pursuant to
34 this section shall be made available to the public.
35 4. The department shall do or shall provide for all of the

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1 following:
2 *a.* Determine eligibility for program enrollment as
3 prescribed by federal law and regulation, using policies and
4 procedures adopted by rule of the department pursuant to
5 chapter 17A. The department shall not enroll a child who has
6 group health coverage unless expressly authorized by such
7 rules.
8 *b.* Enroll qualifying children in the program with
9 maintenance of a supporting eligibility file or database.
10 *c.* Utilize the department's eligibility system to maintain
11 eligibility files with pertinent eligibility determination and
12 ongoing enrollment information including but not limited to
13 data regarding beneficiaries, enrollment dates, disenrollments,
14 and annual financial redeterminations.
15 *d.* Provide for administrative oversight and monitoring of
16 federal requirements.
17 *e.* Perform annual financial reviews of eligibility for each
18 beneficiary.
19 *f.* Collect and track monthly family premiums to assure that
20 payments are current.
21 *g.* Notify each participating insurer of new program
22 enrollees who are enrolled by the department in that
23 participating insurer's plan.
24 *h.* Verify the number of program enrollees with each
25 participating insurer for determination of the amount of
26 premiums to be paid to each participating insurer.
27 *i.* Maintain data for the purpose of quality assurance
28 reports as required by rule of the ~~board~~ advisory council.
29 *j.* (1) Establish the family cost sharing amounts for
30 children of families with incomes of one hundred fifty percent
31 or more but not exceeding two hundred percent of the federal
32 poverty level, of not less than ten dollars per individual
33 and twenty dollars per family, if not otherwise prohibited by
34 federal law, with the approval of the ~~board~~ advisory council.
35 (2) Establish for children of families with incomes

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exceeding two hundred percent but not exceeding three hundred percent of the federal poverty level, family cost sharing amounts, and graduated premiums based on a rationally developed sliding fee schedule, in accordance with federal law, with the approval of the ~~board~~ advisory council.

k. Perform annual, random reviews of enrollee applications to ensure compliance with program eligibility and enrollment policies. Quality assurance reports shall be made to the ~~board~~ advisory council based upon the data maintained by the department.

l. Perform other duties as determined by the ~~board~~ advisory council.

Sec. 479. Section 514I.5, Code 2024, is amended to read as follows:

514I.5 ~~Hawki board~~ Medical assistance advisory council — duties.

1. ~~A Hawki board for the Hawki program is established.~~ The ~~board shall meet not less than six and not more than twelve times annually, for the purposes of establishing~~ medical assistance advisory council shall establish policy for, ~~directing~~ direct the department on, and ~~adopting~~ adopt rules for the Hawki program. ~~The board shall consist of seven voting members and four ex officio, nonvoting members, including all of the following:~~

~~*a.* The commissioner of insurance, or the commissioner's designee.~~

~~*b.* The director of the department of education, or the director's designee.~~

~~*c.* The director of health and human services, or the director's designee.~~

~~*d.* Four public members appointed by the governor and subject to confirmation by the senate. The public members shall be members of the general public who have experience, knowledge, or expertise in the subject matter embraced within this chapter.~~

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~~*e.* Two members of the senate and two members of the house of representatives, serving as ex officio, nonvoting members. The legislative members of the board shall be appointed one each by the majority leader of the senate, after consultation with the president of the senate, and by the minority leader of the senate, and by the speaker of the house of representatives, after consultation with the majority leader of the house of representatives, and by the minority leader of the house of representatives. Legislative members shall receive compensation pursuant to section 2.12.~~

~~2. Members appointed by the governor shall serve two-year staggered terms as designated by the governor, and legislative members of the board shall serve two-year terms. The filling of positions reserved for the public representatives, vacancies, membership terms, payment of compensation and expenses, and removal of the members are governed by chapter 69. Members of the board are entitled to receive reimbursement of actual expenses incurred in the discharge of their duties. Public members of the board are also eligible to receive compensation as provided in section 7E.6. A majority of the voting members constitutes a quorum and the affirmative vote of a majority of the voting members is necessary for any substantive action to be taken by the board. The members shall select a chairperson on an annual basis from among the membership of the board.~~

~~3.~~ 2. The ~~board~~ advisory council shall approve any contract entered into pursuant to this chapter. All contracts entered into pursuant to this chapter shall be made available to the public.

~~4. The department shall act as support staff to the board.~~

~~5. The board may receive and accept grants, loans, or advances of funds from any person and may receive and accept from any source contributions of money, property, labor, or any other thing of value, to be held, used, and applied for the purposes of the program.~~

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1 ~~6.~~ 3. The ~~Hawki board~~ medical assistance advisory council
2 shall do all of the following:
3 *a.* Define, in consultation with the department, the regions
4 of the state for which plans are offered in a manner as to
5 ensure access to services for all children participating in the
6 program.
7 *b.* Approve the benefit package design, review the benefit
8 package design on a periodic basis, and make necessary changes
9 in the benefit design to reflect the results of the periodic
10 reviews.
11 *c.* Develop, with the assistance of the department, an
12 outreach plan, and provide for periodic assessment of the
13 effectiveness of the outreach plan. The plan shall provide
14 outreach to families of children likely to be eligible
15 for assistance under the program, to inform them of the
16 availability of and to assist the families in enrolling
17 children in the program. The outreach efforts may include, but
18 are not limited to, solicitation of cooperation from programs,
19 agencies, and other persons who are likely to have contact
20 with eligible children, including but not limited to those
21 associated with the educational system, and the development
22 of community plans for outreach and marketing. Other state
23 agencies shall assist the department in data collection related
24 to outreach efforts to potentially eligible children and their
25 families.
26 *d.* In consultation with the clinical advisory committee,
27 assess the initial health status of children participating in
28 the program, establish a baseline for comparison purposes, and
29 develop appropriate indicators to measure the subsequent health
30 status of children participating in the program.
31 *e.* Review, in consultation with the department, and take
32 necessary steps to improve interaction between the program and
33 other public and private programs which provide services to the
34 population of eligible children.
35 *f.* By January 1, annually, prepare, with the assistance

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1 of the department, and submit a report to the governor, the
2 general assembly, and the council on health and human services,
3 concerning the ~~board's~~ advisory council's activities, findings,
4 and recommendations.
5 *g.* Solicit input from the public regarding the program and
6 related issues and services.
7 *h.* Establish and consult with a clinical advisory committee
8 to make recommendations to the board regarding the clinical
9 aspects of the Hawki program.
10 *i.* Prescribe the elements to be included in a health
11 improvement program plan required to be developed by a
12 participating insurer. The elements shall include but are not
13 limited to health maintenance and prevention and health risk
14 assessment.
15 *j.* ~~Establish an advisory committee to make~~ Make
16 recommendations ~~to the board and~~ to the general assembly
17 by January 1 annually concerning the provision of health
18 insurance coverage to children with special health care needs.
19 ~~The committee shall include individuals with experience in,~~
20 ~~knowledge of, or expertise in this area.~~ The recommendations
21 shall address, but are not limited to, all of the following:
22 (1) The definition of the target population of children
23 with special health care needs for the purposes of determining
24 eligibility under the program.
25 (2) Eligibility options for and assessment of children with
26 special health care needs for eligibility.
27 (3) Benefit options for children with special health care
28 needs.
29 (4) Options for enrollment of children with special health
30 care needs in and disenrollment of children with special health
31 care needs from qualified child health plans utilizing a
32 capitated fee form of payment.
33 (5) The appropriateness and quality of care for children
34 with special health care needs.
35 (6) The coordination of health services provided for

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1 children with special health care needs under the program with
2 services provided by other publicly funded programs.
3 *k.* Develop options and recommendations to allow children
4 eligible for the Hawki program to participate in qualified
5 employer-sponsored health plans through a premium assistance
6 program. The options and recommendations shall ensure
7 reasonable alignment between the benefits and costs of
8 the Hawki program and the employer-sponsored health plans
9 consistent with federal law. In addition, the ~~board~~ advisory
10 council shall implement the premium assistance program options
11 described under the federal Children's Health Insurance Program
12 Reauthorization Act of 2009, Pub. L. No. 111-3, for the Hawki
13 program.
14 ~~7.~~ 4. The ~~Hawki board~~ medical assistance advisory council,
15 in consultation with the department, shall adopt rules
16 which address, but are not limited to addressing, all of the
17 following:
18 *a.* Implementation and administration of the program.
19 *b.* Qualifying standards for selecting participating insurers
20 for the program.
21 *c.* The benefits to be included in a qualified child health
22 plan which are those included in a benchmark or benchmark
23 equivalent plan and which comply with Tit. XXI of the federal
24 Social Security Act. Benefits covered shall include but are
25 not limited to all of the following:
26 (1) Inpatient hospital services including medical,
27 surgical, intensive care unit, mental health, and substance use
28 disorder services.
29 (2) Nursing care services including skilled nursing
30 facility services.
31 (3) Outpatient hospital services including emergency room,
32 surgery, lab, and x-ray services and other services.
33 (4) Physician services, including surgical and medical, and
34 including office visits, newborn care, well-baby and well-child
35 care, immunizations, urgent care, specialist care, allergy

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1 testing and treatment, mental health visits, and substance use
2 disorder visits.
3 (5) Ambulance services.
4 (6) Physical therapy.
5 (7) Speech therapy.
6 (8) Durable medical equipment.
7 (9) Home health care.
8 (10) Hospice services.
9 (11) Prescription drugs.
10 (12) Dental services including preventive services.
11 (13) Medically necessary hearing services.
12 (14) Vision services including corrective lenses.
13 (15) Translation and interpreter services as specified
14 pursuant to the federal Children's Health Insurance Program
15 Reauthorization Act of 2009, Pub. L. No. 111-3.
16 (16) Chiropractic services.
17 (17) Occupational therapy.
18 *d.* Presumptive eligibility criteria for the program.
19 ~~Beginning January 1, 2010, presumptive~~ Presumptive eligibility
20 shall be provided for eligible children.
21 *e.* The amount of any cost sharing under the program which
22 shall be assessed based on family income and which complies
23 with federal law.
24 *f.* The reasons for disenrollment including, but not limited
25 to, nonpayment of premiums, eligibility for medical assistance
26 or other insurance coverage, admission to a public institution,
27 relocation from the area, and change in income.
28 *g.* Conflict of interest provisions applicable to
29 participating insurers and between ~~public~~ members of the ~~board~~
30 advisory council and participating insurers.
31 *h.* Penalties for breach of contract or other violations of
32 requirements or provisions under the program.
33 *i.* A mechanism for participating insurers to report any
34 rebates received to the department.
35 *j.* The data to be maintained by the department including

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1 data to be collected for the purposes of quality assurance
2 reports.
3 *k.* The use of provider guidelines in assessing the
4 well-being of children, which may include the use of the bright
5 futures for infants, children, and adolescents program as
6 developed by the federal maternal and child health bureau and
7 the American academy of pediatrics guidelines for well-child
8 care.
9 ~~8.~~ 5. *a.* The ~~Hawki board~~ medical assistance advisory
10 council may provide approval to the director to contract with
11 participating insurers to provide dental-only services. In
12 determining whether to provide such approval to the director,
13 the ~~board~~ advisory council shall take into consideration the
14 impact on the overall program of single source contracting for
15 dental services.
16 *b.* The ~~Hawki board~~ medical assistance advisory council may
17 provide approval to the director to contract with participating
18 insurers to provide the supplemental dental-only coverage
19 to otherwise eligible children who have private health
20 care coverage as specified in the federal Children's Health
21 Insurance Program Reauthorization Act of 2009, Pub. L. No.
22 111-3.
23 ~~9.~~ 6. The ~~Hawki board~~ medical assistance advisory
24 council shall monitor the capacity of Medicaid managed
25 care organizations acting pursuant to a contract with the
26 department to administer the Hawki program to specifically
27 and appropriately address the unique needs of children and
28 children's health delivery.
29 Sec. 480. Section 514I.6, subsection 4, paragraph d, Code
30 2024, is amended to read as follows:
31 *d.* Other information as directed by the ~~board~~ advisory
32 council.
33 Sec. 481. Section 514I.6, subsection 5, Code 2024, is
34 amended to read as follows:
35 5. Submit a plan for a health improvement program to the

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1 department, for approval by the ~~board~~ advisory council.
2 Sec. 482. Section 514I.8, subsection 2, paragraph e, Code
3 2024, is amended to read as follows:
4 *e.* Is not currently covered under a group health plan as
5 defined in 42 U.S.C. §300gg-91(a)(1) unless allowed by rule of
6 the ~~board~~ advisory council.
7 Sec. 483. Section 514I.8, subsection 3, Code 2024, is
8 amended to read as follows:
9 3. In accordance with the rules adopted by the ~~board~~
10 advisory council, a child may be determined to be presumptively
11 eligible for the program pending a final eligibility
12 determination. Following final determination of eligibility,
13 a child shall be eligible for a twelve-month period. At the
14 end of the twelve-month period, a review of the circumstances
15 of the child's family shall be conducted to establish
16 eligibility and cost sharing for the subsequent twelve-month
17 period. Pending such review of the circumstances of the
18 child's family, the child shall continue to be eligible for
19 and remain enrolled in the same plan if the family complies
20 with requirements to provide information and verification of
21 income, otherwise cooperates in the annual review process,
22 and submits the completed review form and any information
23 necessary to establish continued eligibility in a timely manner
24 in accordance with administrative rules.
25 Sec. 484. Section 514I.9, subsection 1, Code 2024, is
26 amended to read as follows:
27 1. The ~~Hawki board~~ advisory council shall review the
28 benefits package annually and shall determine additions to
29 or deletions from the benefits package offered. The ~~Hawki~~
30 ~~board~~ advisory council shall submit the recommendations to the
31 general assembly for any amendment to the benefits package.
32 DIVISION XXI
33 AUTISM COUNCIL ELIMINATION AND CREATION OF IOWA SPECIAL
34 EDUCATION COUNCIL
35 Sec. 485. NEW SECTION. **256.35B Iowa special education**

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1 **council.**
2 1. An Iowa special education council is created to act in an
3 advisory capacity to the department in promoting, directing,
4 and supervising education for children requiring special
5 education in the schools under the supervision and control of
6 the department.
7 2. The council shall consist of seven voting members
8 appointed by the governor and confirmed by the senate. Each of
9 the following shall be represented among the voting members:
10 *a.* One member who is a parent or guardian of a student who
11 has a disability in obtaining an education because of autism.
12 *b.* One member who is a parent or guardian of a student
13 who has a disability in obtaining an education because of a
14 behavioral disorder.
15 *c.* One member who is a parent or guardian of a student who
16 has a disability in obtaining an education because of physical
17 disability.
18 *d.* One member who is a parent or guardian of a student who
19 has a disability in obtaining an education because of mental
20 learning disability or head injury.
21 *e.* One member who is a parent or guardian of a student
22 who has a disability in obtaining an education because of a
23 communication learning disability.
24 *f.* One member who is a parent or guardian of a student who
25 has a disability in obtaining an education because of dyslexia.
26 *g.* One member who is a special education teacher.
27 3. Voting members shall serve three-year terms beginning
28 and ending as provided in section 69.19, and appointments shall
29 comply with section 69.16. Vacancies on the council shall
30 be filled in the same manner as the original appointment. A
31 person appointed to fill a vacancy shall serve only for the
32 unexpired portion of the term. Public members shall receive
33 reimbursement for actual expenses incurred while serving in
34 their official capacity and may also be eligible to receive
35 compensation as provided in section 7E.6.

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1 4. The council shall elect a chairperson from its voting
2 members annually. A majority of the voting members of the
3 council shall constitute a quorum.
4 5. The department shall convene and provide administrative
5 support to the council.
6 Sec. 486. REPEAL. Section 256.35A, Code 2024, is repealed.
7 Sec. 487. EFFECTIVE DATE. This division of this Act takes
8 effect July 1, 2025.
9 DIVISION XXII
10 TRANSITION PROVISIONS
11 Sec. 488. TRANSITION PROVISIONS.
12 1. A rule adopted by a government body eliminated in this
13 Act that is in force and effect immediately prior to the
14 effective date of this division of this Act shall continue in
15 full force and effect until the earlier of the following:
16 a. The rule is amended, rescinded, or supplemented by the
17 affirmative action of the board of pharmacy, state historical
18 society board of trustees, board of education, employment
19 appeal board, economic development authority board, human
20 rights board, or the government body under which the former
21 government body was organized.
22 b. The rule expires by its own terms.
23 2. Any license or permit issued by a government body
24 eliminated in this Act in effect on the effective date of this
25 division of this Act shall continue in full force and effect
26 until expiration or renewal.
27 3. a. Any moneys in any account or fund of, and all client
28 and organizational files in the possession of, the prescription
29 monitoring program advisory council shall be transferred to the
30 control of the board of pharmacy.
31 b. Any moneys in any account or fund of, and all client and
32 organizational files in the possession of, the secondary road
33 fund distribution committee shall be transferred to the control
34 of the state transportation commission.
35 c. Any moneys in any account or fund of, and all client and

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1 organizational files in the possession of, the state historical
2 records advisory board shall be transferred to the control of
3 the board of trustees of the state historical society.
4 d. Any moneys in any account or fund of, and all client and
5 organizational files in the possession of, the state board of
6 preserves or farmer advisory committee shall be transferred to
7 the control of the natural resource commission.
8 e. Any moneys in any account or fund of, and all client
9 and organizational files in the possession of, the community
10 college council or nonpublic school advisory committee shall be
11 transferred to the control of the board of education.
12 f. Any moneys in any account or fund of, and all client
13 and organizational files in the possession of, the public
14 employment relations board shall be transferred to the control
15 of the employment appeal board.
16 g. Any moneys in any account or fund of, and all client
17 and organizational files in the possession of, the enhance
18 Iowa board shall be transferred to the control of the economic
19 development authority board.
20 h. Any moneys in any account or fund of, and all client and
21 organizational files in the possession of, the advisory council
22 on brain injuries, children's behavioral health system state
23 board, congenital and inherited disorders advisory committee,
24 emergency medical services advisory council, family development
25 and self-sufficiency council, justice advisory board, trauma
26 system advisory council, or Iowa collaboration for youth
27 development council shall be transferred to the control of the
28 council on health and human services.
29 i. Any moneys in any account or fund of, and all client
30 and organizational files in the possession of, the commissions
31 on the status of African Americans or the status of women,
32 the commissions of Asian and Pacific Islanders, persons with
33 disabilities, or Native Americans, or the Latino affairs
34 commission shall be transferred to the control of the human
35 rights board.

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1 j. Any moneys in any account or fund of, and all client and
2 organizational files in the possession of, the healthy and well
3 kids in Iowa board or advisory committee shall be transferred
4 to the control of the medical assistance advisory council.
5 k. Any moneys in any account or fund of, and all client and
6 organizational files in the possession of, the dual party relay
7 council shall be transferred to the control of the commission
8 of deaf services.
9 l. Any moneys in any account or fund of, and all client and
10 organizational files in the possession of, any other board,
11 council, committee, or commission eliminated in this Act shall
12 be transferred to the control of the state agency or department
13 under which the board, council, committee, or commission was
14 organized.
15 4. a. Any cause of action, statute of limitation,
16 or administrative action relating to or initiated by the
17 prescription monitoring program advisory council shall not be
18 affected as a result of this Act and shall apply to the board
19 of pharmacy.
20 b. Any cause of action, statute of limitation, or
21 administrative action relating to or initiated by the secondary
22 road fund distribution committee shall not be affected as a
23 result of this Act and shall apply to the state transportation
24 commission.
25 c. Any cause of action, statute of limitation, or
26 administrative action relating to or initiated by the state
27 historical records advisory board shall not be affected as a
28 result of this Act and shall apply to the board of trustees of
29 the state historical society.
30 d. Any cause of action, statute of limitation, or
31 administrative action relating to or initiated by the state
32 board of preserves or farmer advisory committee shall not be
33 affected as a result of this Act and shall apply to the natural
34 resource commission.
35 e. Any cause of action, statute of limitation, or

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1 administrative action relating to or initiated by the community
2 college council or nonpublic school advisory committee shall
3 not be affected as a result of this Act and shall apply to the
4 board of education.
5 f. Any cause of action, statute of limitation, or
6 administrative action relating to or initiated by the public
7 employment relations board shall not be affected as a result of
8 this Act and shall apply to the employment appeal board.
9 g. Any cause of action, statute of limitation, or
10 administrative action relating to or initiated by the enhance
11 Iowa board shall not be affected as a result of this Act and
12 shall apply to the economic development authority board.
13 h. Any cause of action, statute of limitation, or
14 administrative action relating to or initiated by the advisory
15 council on brain injuries, children's behavioral health system
16 state board, congenital and inherited disorders advisory
17 committee, emergency medical services advisory council, family
18 development and self-sufficiency council, justice advisory
19 board, trauma system advisory council, or Iowa collaboration
20 for youth development council shall not be affected as a result
21 of this Act and shall apply to the council on health and human
22 services.
23 i. Any cause of action, statute of limitation, or
24 administrative action relating to or initiated by the
25 commissions on the status of African Americans or the status of
26 women, the commissions of Asian and Pacific Islanders, persons
27 with disabilities, or Native Americans, or the Latino affairs
28 commission shall not be affected as a result of this Act and
29 shall apply to the human rights board.
30 j. Any cause of action, statute of limitation, or
31 administrative action relating to or initiated by the healthy
32 and well kids in Iowa board or advisory committee shall not be
33 affected as a result of this Act and shall apply to the medical
34 assistance advisory council.
35 k. Any cause of action, statute of limitation, or

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1 administrative action relating to or initiated by the dual
2 party relay council shall not be affected as a result of this
3 Act and shall apply to the commission of deaf services.
4 1. Any cause of action, statute of limitation, or
5 administrative action relating to or initiated by any other
6 board, council, committee, or commission eliminated in this Act
7 shall not be affected as a result of this Act and shall apply to
8 the state agency or department under which the board, council,
9 committee, or commission was organized.
10 5. Any personnel in the state merit system of employment
11 who are mandatorily transferred due to the effect of this Act
12 shall be so transferred without any loss in salary, benefits,
13 or accrued years of service.
14 6. a. Except as otherwise provided, nothing in this Act
15 shall affect the appointment or any term of office of a member
16 of any board, council, commission, committee, or other similar
17 entity of the state established by the Code prior to the
18 effective date of this division of this Act.
19 b. Notwithstanding any other provision to the contrary
20 in this Act, the terms of all members serving on any board,
21 council, commission, committee, or other similar entity merged,
22 consolidated, or eliminated by this Act, or any such entity
23 with fewer members or reduced term lengths for current members
24 resulting from the provisions of this Act, shall terminate on
25 the effective date of this division of this Act.
26 c. Except for those boards, councils, commissions,
27 committees, or other similar entities eliminated by this Act,
28 the governor or other appointing or designating authority shall
29 appoint or designate new members to the boards, councils,
30 commissions, committees, or other similar entities provided
31 for in this subsection on or before the effective date of this
32 division of this Act. The governor or other appointing or
33 designating authority shall determine the length of the initial
34 terms of office for each respective position, but in any event
35 shall stagger such terms, beginning and ending as otherwise

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1 provided by law.>

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BLOOMINGDALE of Worth

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Senate File 2385

H-8326

1 Amend the amendment, H-8325, to Senate File 2385, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. Page 22, lines 33 and 34, by striking <one member> and
4 inserting <two members>
5 2. Page 23, line 1, by striking <one member> and inserting
6 <two members>

_____

NIELSEN of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-003368

Senate File 2385

H-8327

1 Amend the amendment, H-8325, to Senate File 2385, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. By striking page 53, line 29, through page 57, line 6.

NIELSEN of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-003369

Senate File 2385

H-8328

1 Amend the amendment, H-8325, to Senate File 2385, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. By striking page 91, line 33, through page 116, line 12.
4 2. Page 116, by striking lines 17 through 25.
5 3. Page 116, line 26, by striking <subsections 1 and 4> and
6 inserting <subsection 1>
7 4. Page 116, line 27, by striking <are> and inserting <is>
8 5. Page 117, by striking lines 1 through 10.
9 6. By renumbering as necessary.

WILBURN of Story

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Senate File 2385

H-8329

1 Amend the amendment, H-8325, to Senate File 2385, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. By striking page 200, line 10, through page 215, line 17.
4 2. Page 230, by striking lines 29 through 35.
5 3. Page 232, by striking lines 23 through 29.
6 4. By renumbering, redesignating, and correcting internal
7 references as necessary.

AMOS JR. of Black Hawk

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Senate File 2385

H-8330

1 Amend the amendment, H-8325, to Senate File 2385, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. Page 229, after line 8 by inserting:
4 <DIVISION ___
5 WOMEN´S HEALTH BOARD
6 Sec. ___. NEW SECTION. **219A.1 Women´s health board.**
7 1. There is created within the department of health and
8 human services a women´s health board, which shall investigate
9 and provide advice to the department regarding all of the
10 following:
11 *a.* Access to birth control.
12 *b.* Improving the state infant mortality rate.
13 *c.* Access to in vitro fertilization treatments.
14 *d.* Access to prenatal care.
15 *e.* Postpartum health care access.
16 *f.* Rising cancer rates, with a focus on breast cancer rates.
17 2. The department shall adopt rules pursuant to chapter 17A
18 necessary for the functioning of the board, including rules
19 relating to membership of the board.>
20 2. By renumbering as necessary.

WESSEL-KROESCHELL of Story

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Senate File 2385

H-8331

1 Amend the amendment, H-8325, to Senate File 2385, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. Page 229, after line 8 by inserting:
4 <DIVISION ___
5 DEPARTMENT OF HEALTH AND HUMAN SERVICES — VOTER REGISTRATION
6 Sec. ___. NATIONAL VOTER REGISTRATION ACT. The director of
7 the department of health and human services shall ensure that
8 the department is in compliance with the federal National Voter
9 Registration Act of 1993, 52 U.S.C. ch. 205, within thirty days
10 after the effective date of this division of this Act.>
11 2. By renumbering as necessary.

_____

ZABNER of Johnson

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Senate Amendment to
House File 2581

H-8332

Amend House File 2581, as amended, passed, and reprinted by the House, as follows:

1. Page 4, line 24, after <general.> by inserting <If a locator employed by an operator violates this paragraph, the operator employing the locator shall be subject to a civil penalty in an amount determined by the attorney general, which shall be the same as though assessed against the locator.>

2. Page 5, lines 9 and 10, by striking <and engages in location services under a contract with an operator>

3. Page 5, by striking line 23 and inserting <operator except as provided in section 480.6, subsection 1, paragraph "c".>

4. Page 5, before line 24 by inserting:

<3. Any enforcement action taken against a locator employed by an operator for a violation of this chapter shall not result in the operator being subject to penalties as both a locator and an operator.>

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Senate File 2385

H-8333

1 Amend the amendment, H-8325, to Senate File 2385, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. Page 151, line 23, by striking <153.33A,>
4 2. Page 229, after line 8 by inserting:
5 <DIVISION ___
6 BOARD OF BEHAVIORAL HEALTH PROFESSIONALS
7 Sec. ___. Section 135.24, subsection 2, paragraph a, Code
8 2024, is amended to read as follows:
9 *a.* Procedures for registration of health care providers
10 deemed qualified by the board of medicine, the board of
11 physician assistants, the dental board, the board of nursing,
12 the board of chiropractic, the board of ~~psychology, the~~
13 ~~board of social work, the board of~~ behavioral ~~science~~ health
14 professionals, the board of pharmacy, the board of optometry,
15 the board of podiatry, the board of physical and occupational
16 therapy, the board of respiratory care and polysomnography,
17 and the department of inspections, appeals, and licensing, as
18 applicable.
19 Sec. ___. Section 147.13, subsection 3, Code 2024, is
20 amended to read as follows:
21 3. For psychology, social work, applied behavior analysis,
22 marital and family therapy, and mental health counseling, the
23 board of ~~psychology~~ behavioral health professionals.
24 Sec. ___. Section 147.13, subsections 14 and 15, Code 2024,
25 are amended by striking the subsections.
26 Sec. ___. Section 147.14, subsection 1, paragraph f, Code
27 2024, is amended to read as follows:
28 *f.* (1) For ~~psychology~~ behavioral health professionals,
29 ~~five~~ two members who are licensed to practice psychology, two
30 members who are licensed to practice social work as a master
31 social worker or independent social worker, one member licensed
32 to practice marital and family therapy, one member licensed
33 to practice mental health counseling, one member licensed as
34 a behavior analyst, and ~~two members~~ one member not licensed
35 to practice psychology, practice psychology, social work,

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1 marital and family therapy, or mental health counseling, or as
2 a behavior analyst, and who shall represent the general public.
3 ~~Of the five members who are licensed to practice psychology,~~
4 ~~one member shall be primarily engaged in graduate teaching in~~
5 ~~psychology or primarily engaged in research psychology, three~~
6 ~~members shall be persons who render services in psychology,~~
7 ~~and one member shall represent areas of applied psychology and~~
8 ~~may be affiliated with training institutions and shall devote~~
9 ~~a major part of the member's time to rendering service in~~
10 ~~psychology.~~
11 (2) The board of behavioral health professionals shall
12 establish an advisory committee of psychology, an advisory
13 committee of social workers, and an advisory committee of
14 mental health counselors, marital and family therapists,
15 and behavior analysts to provide recommendations to the
16 board on license reviews and implementation of state laws
17 and administrative rules. Each advisory committee shall
18 be comprised of at least five individuals licensed in the
19 profession or professions about which the advisory committee
20 provides recommendations.
21 Sec. ___. Section 147.14, subsection 1, paragraphs l and r,
22 Code 2024, are amended by striking the paragraphs.
23 Sec. ___. Section 147.107, subsection 2, paragraph a, Code
24 2024, is amended to read as follows:
25 *a.* A prescriber who dispenses prescription drugs, including
26 but not limited to controlled substances, for human use, may
27 delegate nonjudgmental dispensing functions to staff assistants
28 only when verification of the accuracy and completeness
29 of the dispensing is determined by the practitioner in the
30 practitioner's physical presence. However, the physical
31 presence requirement does not apply when a practitioner is
32 utilizing an automated dispensing system. When using an
33 automated dispensing system, the practitioner shall utilize an
34 internal quality control assurance plan that ensures accuracy
35 for dispensing. Verification of automated dispensing accuracy

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1 and completeness remains the responsibility of the practitioner
2 and shall be determined in accordance with rules adopted by the
3 board of medicine, the dental board, the board of podiatry, and
4 the board of ~~psychology~~ behavioral health professionals for
5 their respective licensees.
6 Sec. ___. Section 147.161, subsection 1, paragraph b,
7 subparagraph (2), Code 2024, is amended to read as follows:
8 (2) Licensed master social workers with a current and
9 active supervision plan on file with the board of ~~social work~~
10 behavioral health professionals.
11 Sec. ___. Section 148.13A, unnumbered paragraph 1, Code
12 2024, is amended to read as follows:
13 The board of medicine shall, in consultation with the board
14 of ~~psychology~~ behavioral health professionals, establish by
15 rule all of the following:
16 Sec. ___. Section 148.13B, subsection 1, unnumbered
17 paragraph 1, Code 2024, is amended to read as follows:
18 The board of medicine and the board of ~~psychology~~ behavioral
19 health professionals shall adopt joint rules in regard to the
20 following:
21 Sec. ___. Section 148.13B, subsection 3, Code 2024, is
22 amended to read as follows:
23 3. The joint rules, and any amendments thereto, adopted by
24 the board of medicine and the board of ~~psychology~~ behavioral
25 health professionals pursuant to this section and section
26 154B.14 shall only be adopted by agreement of both boards
27 through a joint rule-making process.
28 Sec. ___. Section 154B.1, subsections 1 and 5, Code 2024,
29 are amended to read as follows:
30 1. *"Board"* means the board of ~~psychology~~ behavioral health
31 professionals created under chapter 147.
32 5. *"Physician"* means a person licensed to practice medicine
33 and surgery or osteopathic medicine and surgery in this state
34 in family medicine, internal medicine, pediatrics, psychiatry,
35 or another specialty who prescribes medications for the

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1 treatment of a mental disorder to patients in the normal course
2 of the person's clinical medical practice pursuant to joint
3 rules adopted by the board of ~~psychology~~ behavioral health
4 professionals and the board of medicine.
5 Sec. ___. Section 154B.9, subsection 3, Code 2024, is
6 amended to read as follows:
7 3. A prescribing psychologist may prescribe psychotropic
8 medication pursuant to joint rules adopted by the board of
9 ~~psychology~~ behavioral health professionals and the board of
10 medicine and the provisions of this chapter.
11 Sec. ___. Section 154B.10, subsection 1, paragraphs b, c, d,
12 e, and g, Code 2024, are amended to read as follows:
13 *b.* Completed pharmacological training from an institution
14 approved by the board of psychology and the board of medicine
15 or from a provider of continuing education approved by the
16 board of ~~psychology~~ behavioral health professionals and the
17 board of medicine pursuant to joint rules adopted by both
18 boards.
19 *c.* Passed a national certification examination approved by
20 the board of ~~psychology~~ behavioral health professionals and
21 the board of medicine that tested the applicant's knowledge of
22 pharmacology in the diagnosis, care, and treatment of mental
23 disorders.
24 *d.* Successfully completed a postdoctoral master of science
25 degree in clinical psychopharmacology approved by the board of
26 ~~psychology~~ behavioral health professionals and the board of
27 medicine pursuant to joint rules adopted by both boards. The
28 program shall at a minimum include coursework in neuroscience,
29 pharmacology, psychopharmacology, physiology, and appropriate
30 and relevant physical and laboratory assessments.
31 *e.* Has been certified by the applicant's supervising
32 physician as having successfully completed a supervised
33 and relevant clinical experience in clinical assessment and
34 pathophysiology and an additional supervised practicum treating
35 patients with mental disorders. The practica shall have been

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1 supervised by a trained physician. The board of ~~psychology~~
2 behavioral health professionals and the board of medicine,
3 pursuant to joint rules adopted by the boards, shall determine
4 sufficient practica to competently train the applicant in the
5 treatment of a diverse patient population.
6 *g.* Meets all other requirements, as determined by joint
7 rules adopted by the board of ~~psychology~~ behavioral health
8 professionals and the board of medicine, for obtaining a
9 conditional prescription certificate.
10 Sec. ___. Section 154B.10, subsection 3, paragraph d, Code
11 2024, is amended to read as follows:
12 *d.* Any other rules adopted jointly by the board of
13 ~~psychology~~ behavioral health professionals and the board of
14 medicine.
15 Sec. ___. Section 154B.11, subsection 1, paragraph d, Code
16 2024, is amended to read as follows:
17 *d.* Meets all other requirements, as determined by rules
18 adopted by the board, for obtaining a prescription certificate,
19 including joint rules adopted by the board of ~~psychology~~
20 behavioral health professionals and the board of medicine.
21 Sec. ___. Section 154B.11, subsection 2, paragraph d, Code
22 2024, is amended to read as follows:
23 *d.* Any other rules adopted jointly by the board of
24 ~~psychology~~ behavioral health professionals and the board of
25 medicine.
26 Sec. ___. Section 154B.12, subsection 1, Code 2024, is
27 amended to read as follows:
28 1. A prescribing psychologist or a psychologist with
29 a conditional prescription certificate may administer and
30 prescribe psychotropic medication within the scope of the
31 psychologist's profession, including the ordering and review
32 of laboratory tests in conjunction with the prescription, for
33 the treatment of mental disorders. Such prescribing practices
34 shall be governed by joint rules adopted by the board of
35 ~~psychology~~ behavioral health professionals and the board of

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1 medicine.
2 Sec. ___. Section 154B.14, subsection 1, unnumbered
3 paragraph 1, Code 2024, is amended to read as follows:
4 The board of ~~psychology~~ behavioral health professionals and
5 the board of medicine shall adopt joint rules in regard to the
6 following:
7 Sec. ___. Section 154B.14, subsections 2 and 3, Code 2024,
8 are amended to read as follows:
9 2. The board of ~~psychology~~ behavioral health professionals
10 shall consult with the university of Iowa Carver college of
11 medicine and clinical and counseling psychology doctoral
12 programs at regents institutions in the development of the
13 rules pertaining to education and training requirements in
14 sections 154B.10 and 154B.11.
15 3. The joint rules, and any amendments thereto, adopted by
16 the board of ~~psychology~~ behavioral health professionals and the
17 board of medicine pursuant to this section and section 148.13B
18 shall only be adopted by agreement of both boards through a
19 joint rule-making process.
20 Sec. ___. Section 154C.1, subsection 1, Code 2024, is
21 amended to read as follows:
22 1. *"Board"* means the board of ~~social work~~ behavioral health
23 professionals established in chapter 147.
24 Sec. ___. Section 154D.1, subsection 1, Code 2024, is
25 amended to read as follows:
26 1. *"Board"* means the board of behavioral ~~science~~ health
27 professionals established in chapter 147.
28 Sec. ___. Section 228.1, subsection 7, paragraph b, Code
29 2024, is amended to read as follows:
30 *b.* The individual holds a current Iowa license if
31 practicing in a field covered by an Iowa licensure law and
32 is a psychiatrist, an advanced registered nurse practitioner
33 who holds a national certification in psychiatric mental
34 health care and is licensed by the board of nursing, a
35 physician assistant practicing under the supervision of or in

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1 collaboration with a psychiatrist, a qualified mental health
2 professional physician assistant, a psychiatric advanced
3 registered nurse practitioner as defined in section 125.2, or
4 an individual who holds a doctorate degree in psychology and
5 is licensed by the board of behavioral health professionals
6 to practice psychology. For the purposes of this paragraph,
7 *"collaboration"* means the same as defined in section 148C.1.
8 Sec. ___. Section 249A.15, Code 2024, is amended to read as
9 follows:
10 **249A.15 Licensed psychologists eligible for payment —**
11 **provisional licensees.**
12 1. The department shall adopt rules pursuant to chapter
13 17A entitling psychologists who are licensed pursuant to
14 chapter 154B and psychologists who are licensed in the state
15 where the services are provided and have a doctorate degree
16 in psychology, have had at least two years of clinical
17 experience in a recognized health setting, or have met the
18 standards of a national register of health service providers
19 in psychology, to payment for services provided to recipients
20 of medical assistance, subject to limitations and exclusions
21 the department finds necessary on the basis of federal laws and
22 regulations and of funds available for the medical assistance
23 program. The rules shall also provide that an individual, who
24 holds a provisional license to practice psychology pursuant
25 to section 154B.6, is entitled to payment under this section
26 for services provided to recipients of medical assistance,
27 when such services are provided under the supervision of a
28 supervisor who meets the qualifications determined by the
29 board of ~~psychology~~ behavioral health professionals by rule,
30 and claims for payment for such services are submitted by the
31 supervisor.
32 2. Entitlement to payment under this section is applicable
33 to services provided to recipients of medical assistance
34 under both the fee-for-service and managed care payment and
35 delivery systems. Neither the fee-for-service nor the managed

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1 care payment and delivery system shall impose a practice
2 or supervision restriction which is inconsistent with or
3 more restrictive than the authority already granted by law,
4 including the authority to provide supervision in person or
5 remotely through electronic means as specified by rule of the
6 board of ~~psychology~~ behavioral health professionals.
7 Sec. ___. Section 249A.15A, subsections 1, 2, and 3, Code
8 2024, are amended to read as follows:
9 1. The department shall adopt rules pursuant to chapter
10 17A entitling marital and family therapists who are licensed
11 pursuant to chapter 154D to payment for behavioral health
12 services provided to recipients of medical assistance, subject
13 to limitations and exclusions the department finds necessary
14 on the basis of federal laws and regulations. The rules shall
15 also provide that a marital and family therapist, who holds
16 a temporary license to practice marital and family therapy
17 pursuant to section 154D.7, is entitled to payment under this
18 section for behavioral health services provided to recipients
19 of medical assistance, when such services are provided under
20 the supervision of a qualified supervisor as determined by
21 the board of behavioral ~~science~~ health professionals by rule,
22 and claims for payment for such services are submitted by the
23 qualified supervisor.
24 2. The department shall adopt rules pursuant to chapter
25 17A entitling master social workers who hold a master's
26 degree approved by the board of ~~social work~~ behavioral health
27 professionals, are licensed as a master social worker pursuant
28 to section 154C.3, subsection 1, paragraph "b", and provide
29 treatment services under the supervision of an independent
30 social worker licensed pursuant to section 154C.3, subsection
31 1, paragraph "c", to payment for behavioral health services
32 provided to recipients of medical assistance, subject to
33 limitations and exclusions the department finds necessary on
34 the basis of federal laws and regulations.
35 3. The department shall adopt rules pursuant to chapter 17A

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1 entitling mental health counselors who are licensed pursuant
2 to chapter 154D to payment for behavioral health services
3 provided to recipients of medical assistance, subject to
4 limitations and exclusions the department finds necessary
5 on the basis of federal laws and regulations. The rules
6 shall also provide that a mental health counselor, who holds
7 a temporary license to practice mental health counseling
8 pursuant to section 154D.7, is entitled to payment under this
9 section for behavioral health services provided to recipients
10 of medical assistance, when such services are provided under
11 the supervision of a qualified supervisor as determined by
12 the board of behavioral ~~science~~ health professionals by rule,
13 and claims for payment for such services are submitted by the
14 qualified supervisor.
15 Sec. ___. Section 272C.1, subsection 6, paragraph s, Code
16 2024, is amended to read as follows:
17 *s.* The board of ~~psychology~~ behavioral health professionals,
18 created pursuant to chapter 147.
19 Sec. ___. Section 514C.32, subsection 1, paragraphs a and b,
20 Code 2024, are amended to read as follows:
21 *a.* A licensed master social worker who is licensed by the
22 board of ~~social work~~ behavioral health professionals as a
23 master social worker pursuant to section 154C.3, subsection 1,
24 paragraph *"b"*, and who provides services under the supervision
25 of an independent social worker licensed pursuant to section
26 154C.3, subsection 1, paragraph *"c"*.
27 *b.* A licensed mental health counselor or a licensed
28 marital and family therapist who holds a temporary license to
29 practice mental health counseling or marital and family therapy
30 pursuant to section 154D.7, and who provides services under
31 the supervision of a qualified supervisor as determined by the
32 board of behavioral ~~science~~ health professionals by rule.
33 Sec. ___. Section 514C.33, subsections 1 and 2, Code 2024,
34 are amended to read as follows:
35 1. Notwithstanding section 514C.6, a policy or contract

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1 providing for third-party payment or prepayment of health or
2 medical expenses shall include a provision for the payment of
3 necessary behavioral health services provided by a person who
4 holds a provisional license to practice psychology pursuant to
5 section 154B.6, and who practices under the supervision of a
6 supervisor who meets the qualifications determined by the board
7 of ~~psychology~~ behavioral health professionals by rule.
8 2. A policy or contract subject to this section shall
9 not impose a practice or supervision restriction which is
10 inconsistent with or more restrictive than the authority
11 already granted by law, including the authority to provide
12 supervision in person or remotely through electronic means as
13 specified by rule of the board of ~~psychology~~ behavioral health
14 professionals.
15 Sec. ___. Section 622.10, subsection 7, Code 2024, is
16 amended to read as follows:
17 7. For the purposes of this section, *"mental health*
18 *professional"* means a psychologist licensed under chapter 154B,
19 a registered nurse licensed under chapter 152, a social worker
20 licensed under chapter 154C, a marital and family therapist
21 licensed under chapter 154D, a mental health counselor licensed
22 under chapter 154D, or an individual holding at least a
23 master's degree in a related field as deemed appropriate by the
24 board of behavioral ~~science~~ health professionals.>
25 3. Page 229, line 20, after <board,> by inserting <board of
26 behavioral health professionals,>
27 4. Page 231, after line 14 by inserting:
28 <m. Any moneys in any account or fund of, and all client
29 and organizational files in the possession of, the boards
30 of behavioral science, psychology, or social work shall be
31 transferred to the control of the board of behavioral health
32 professionals.>
33 5. Page 233, after line 9 by inserting:
34 <m. Any cause of action, statute of limitation, or
35 administrative action relating to or initiated by the boards

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1 of behavioral science, psychology, or social work shall not be
2 affected as a result of this Act and shall apply to the board of
3 behavioral health professionals.>
4 6. By renumbering as necessary.

_____
BLOOMINGDALE of Worth

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House File 2693 - Introduced

HOUSE FILE 2693
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO LSB 5005HB)

A BILL FOR

1 An Act relating to and making appropriations to the justice
2 system.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5005HV (1) 90
as/ns

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1 DIVISION I
2 FY 2024-2025 APPROPRIATIONS
3 Section 1. DEPARTMENT OF JUSTICE.
4 1. There is appropriated from the general fund of the state
5 to the department of justice for the fiscal year beginning July
6 1, 2024, and ending June 30, 2025, the following amounts, or
7 so much thereof as is necessary, to be used for the purposes
8 designated:
9 a. For the general office of attorney general for
10 salaries, support, maintenance, and miscellaneous purposes,
11 including the prosecuting attorneys training program, matching
12 funds for federal violence against women grant programs,
13 victim assistance grants, the office of drug control policy
14 prosecuting attorney program, and odometer fraud enforcement,
15 and for not more than the following full-time equivalent
16 positions:
17 ..... $ 9,360,642
18 ..... FTEs 240.00
19 As a condition of receiving the appropriation provided
20 in this lettered paragraph, the department of justice shall
21 maintain a record of the estimated time incurred representing
22 each agency or department.
23 The general office of attorney general may temporarily
24 exceed and draw more than the amount appropriated in this
25 lettered paragraph and incur a negative cash balance as long
26 as there are receivables equal to or greater than the negative
27 balances and the amount appropriated in this lettered paragraph
28 is not exceeded at the close of the fiscal year.
29 b. For victim assistance grants:
30 ..... $ 5,516,708
31 The moneys appropriated in this lettered paragraph shall be
32 used to provide grants to care providers providing services to
33 crime victims of domestic abuse or to crime victims of rape and
34 sexual assault.
35 The balance of the victim compensation fund established

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1 in section 915.94 may be used to provide salary and support
2 of not more than 28.80 full-time equivalent positions and to
3 provide maintenance for the victim compensation functions
4 of the department of justice. In addition to the full-time
5 equivalent positions authorized pursuant to this paragraph,
6 7.00 full-time equivalent positions are authorized and shall
7 be used by the department of justice to employ one accountant
8 and four program planners. The department of justice may
9 employ the additional 7.00 full-time equivalent positions
10 authorized pursuant to this paragraph that are in excess of the
11 number of full-time equivalent positions authorized only if
12 the department of justice receives sufficient federal moneys
13 to maintain employment for the additional full-time equivalent
14 positions during the current fiscal year. The department
15 of justice shall only employ the additional 7.00 full-time
16 equivalent positions in succeeding fiscal years if sufficient
17 federal moneys are received during each of those succeeding
18 fiscal years.
19 The department of justice shall transfer at least $150,000
20 from the victim compensation fund established in section 915.94
21 to the victim assistance grant program established in section
22 13.31.
23 Notwithstanding section 8.33, moneys appropriated in this
24 lettered paragraph that remain unencumbered or unobligated at
25 the close of the fiscal year shall not revert but shall remain
26 available for expenditure for the purposes designated until the
27 close of the succeeding fiscal year.
28 c. For legal services for persons in poverty grants as
29 provided in section 13.34:
30 ..... $ 2,634,601
31 d. To improve the department of justice's cybersecurity and
32 technology infrastructure:
33 ..... $ 202,060
34 2. a. The department of justice, in submitting budget
35 estimates for the fiscal year beginning July 1, 2025, pursuant

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1 to section 8.23, shall include a report of funding from sources
2 other than amounts appropriated directly from the general fund
3 of the state to the department of justice or to the office of
4 consumer advocate. These funding sources shall include but
5 are not limited to reimbursements from other state agencies,
6 commissions, boards, or similar entities, and reimbursements
7 from special funds or internal accounts within the department
8 of justice. The department of justice shall also report actual
9 reimbursements for the fiscal year beginning July 1, 2023,
10 and actual and expected reimbursements for the fiscal year
11 beginning July 1, 2024.
12 b. The department of justice shall include the report
13 required under paragraph "a", as well as information regarding
14 any revisions occurring as a result of reimbursements actually
15 received or expected at a later date, in a report to the
16 general assembly. The department of justice shall submit the
17 report on or before January 15, 2025.
18 3. a. The department of justice shall fully reimburse
19 the costs and necessary related expenses incurred by the Iowa
20 law enforcement academy to continue to employ one additional
21 instructor position who shall provide training for human
22 trafficking-related issues throughout the state.
23 b. The department of justice shall obtain the moneys
24 necessary to reimburse the Iowa law enforcement academy to
25 employ such an instructor from unrestricted moneys from either
26 the victim compensation fund established in section 915.94 or
27 the human trafficking victim fund established in section 915.95
28 or the human trafficking enforcement fund established in 2015
29 Iowa Acts, chapter 138, section 141.
30 Sec. 2. OFFICE OF CONSUMER ADVOCATE. There is appropriated
31 from the commerce revolving fund created in section 546.12 to
32 the office of consumer advocate of the department of justice
33 for the fiscal year beginning July 1, 2024, and ending June 30,
34 2025, the following amount, or so much thereof as is necessary,
35 to be used for the purposes designated:

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1 For salaries, support, maintenance, and miscellaneous
2 purposes, and for not more than the following full-time
3 equivalent positions:
4 ..... $ 3,450,713
5 ..... FTEs 18.00
6 The office of consumer advocate shall include in its charges
7 assessed or revenues generated an amount sufficient to cover
8 the amount stated in its appropriation and any state-assessed
9 indirect costs determined by the department of administrative
10 services.
11 Sec. 3. DEPARTMENT OF CORRECTIONS —— FACILITIES.
12 1. There is appropriated from the general fund of the state
13 to the department of corrections for the fiscal year beginning
14 July 1, 2024, and ending June 30, 2025, the following amounts,
15 or so much thereof as is necessary, to be used for the purposes
16 designated:
17 a. For the operation of the Fort Madison correctional
18 facility, including salaries, support, maintenance, and
19 miscellaneous purposes:
20 ..... $ 45,522,762
21 b. For the operation of the Anamosa correctional facility,
22 including salaries, support, maintenance, and miscellaneous
23 purposes:
24 ..... $ 38,887,065
25 c. For the operation of the Oakdale correctional facility,
26 including salaries, support, maintenance, and miscellaneous
27 purposes:
28 ..... $ 57,703,792
29 d. For the Oakdale correctional facility for
30 department-wide institutional pharmaceuticals and miscellaneous
31 purposes:
32 ..... $ 9,925,417
33 e. For the operation of the Newton correctional facility,
34 including salaries, support, maintenance, and miscellaneous
35 purposes:

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1 ..... $ 31,522,181
2 f. For the operation of the Mount Pleasant correctional
3 facility, including salaries, support, maintenance, and
4 miscellaneous purposes:
5 ..... $ 29,729,489
6 g. For the operation of the Rockwell City correctional
7 facility, including salaries, support, maintenance, and
8 miscellaneous purposes:
9 ..... $ 11,364,524
10 h. For the operation of the Clarinda correctional facility,
11 including salaries, support, maintenance, and miscellaneous
12 purposes:
13 ..... $ 28,625,610
14 Moneys received by the department of corrections as
15 reimbursement for services provided to the Clarinda youth
16 corporation are appropriated to the department and shall be
17 used for the purpose of operating the Clarinda correctional
18 facility.
19 i. For the operation of the Mitchellville correctional
20 facility, including salaries, support, maintenance, and
21 miscellaneous purposes:
22 ..... $ 25,512,183
23 j. For the operation of the Fort Dodge correctional
24 facility, including salaries, support, maintenance, and
25 miscellaneous purposes:
26 ..... $ 33,279,423
27 k. For reimbursement of counties for temporary confinement
28 of prisoners, as provided in sections 901.7, 904.908, and
29 906.17, and for offenders confined pursuant to section 904.513:
30 ..... $ 1,345,319
31 l. For federal prison reimbursement, reimbursements for
32 out-of-state placements, and miscellaneous contracts:
33 ..... $ 234,411
34 2. The department of corrections shall use moneys
35 appropriated in subsection 1 to continue to contract for the

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1 services of a Muslim imam and a Native American spiritual
2 leader.
3 Sec. 4. DEPARTMENT OF CORRECTIONS —— ADMINISTRATION.
4 There is appropriated from the general fund of the state to the
5 department of corrections for the fiscal year beginning July
6 1, 2024, and ending June 30, 2025, the following amounts, or
7 so much thereof as is necessary, to be used for the purposes
8 designated:
9 1. For general administration, including salaries and the
10 adjustment of salaries throughout the department, support,
11 maintenance, employment of an education director to administer
12 a centralized education program for the correctional system,
13 and miscellaneous purposes:
14 ..... $ 7,662,297
15 a. It is the intent of the general assembly that each
16 lease negotiated by the department of corrections with a
17 private corporation for the purpose of providing private
18 industry employment of inmates in a correctional institution
19 shall prohibit the private corporation from utilizing inmate
20 labor for partisan political purposes for any person seeking
21 election to public office in this state and that a violation
22 of this requirement shall result in a termination of the lease
23 agreement.
24 b. It is the intent of the general assembly that as a
25 condition of receiving the appropriation provided in this
26 subsection the department of corrections shall not enter into
27 a lease or contractual agreement pursuant to section 904.809
28 with a private corporation for the use of building space for
29 the purpose of providing inmate employment without providing
30 that the terms of the lease or contract establish safeguards to
31 restrict, to the greatest extent feasible, access by inmates
32 working for the private corporation to personal identifying
33 information of citizens.
34 c. Of the moneys appropriated in this subsection, $586,966
35 is allocated to employ 5.00 additional full-time equivalent

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1 positions to improve the management and oversight of the
2 department of corrections' central office.
3 2. For educational programs for inmates at state penal
4 institutions:
5 ..... $ 2,608,109
6 a. To maximize the funding for educational programs,
7 the department shall establish guidelines and procedures to
8 prioritize the availability of educational and vocational
9 training for inmates based upon the goal of facilitating an
10 inmate's successful release from the correctional institution.
11 b. The director of the department of corrections may
12 transfer moneys from Iowa prison industries and the canteen
13 operating funds established pursuant to section 904.310, for
14 use in educational programs for inmates.
15 c. Notwithstanding section 8.33, moneys appropriated in
16 this subsection that remain unencumbered or unobligated at the
17 close of the fiscal year shall not revert but shall remain
18 available to be used only for the purposes designated in this
19 subsection until the close of the succeeding fiscal year.
20 3. For the development and operation of the Iowa corrections
21 offender network (ICON) data system:
22 ..... $ 2,000,000
23 4. For offender mental health and substance abuse
24 treatment:
25 ..... $ 28,065
26 5. For department-wide duties, including operations, costs,
27 and miscellaneous purposes:
28 ..... $ 8,654,633
29 Sec. 5. JUDICIAL DISTRICT DEPARTMENTS OF CORRECTIONAL
30 SERVICES.
31 1. There is appropriated from the general fund of the state
32 to the department of corrections for the fiscal year beginning
33 July 1, 2024, and ending June 30, 2025, for salaries, support,
34 maintenance, and miscellaneous purposes, the following amounts,
35 or so much thereof as is necessary, to be used for the purposes

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1 designated:
2 a. For the first judicial district department of
3 correctional services:
4 ..... $ 16,826,981
5 It is the intent of the general assembly that the first
6 judicial district department of correctional services maintains
7 the drug courts operated by the district department.
8 b. For the second judicial district department of
9 correctional services:
10 ..... $ 13,637,109
11 It is the intent of the general assembly that the second
12 judicial district department of correctional services maintains
13 two drug courts to be operated by the district department.
14 c. For the third judicial district department of
15 correctional services:
16 ..... $ 8,615,128
17 d. For the fourth judicial district department of
18 correctional services:
19 ..... $ 6,465,898
20 e. For the fifth judicial district department of
21 correctional services, including funding for electronic
22 monitoring devices for use on a statewide basis:
23 ..... $ 24,328,291
24 It is the intent of the general assembly that the fifth
25 judicial district department of correctional services maintains
26 the drug court operated by the district department.
27 f. For the sixth judicial district department of
28 correctional services:
29 ..... $ 17,128,661
30 It is the intent of the general assembly that the sixth
31 judicial district department of correctional services maintains
32 the drug court operated by the district department.
33 g. For the seventh judicial district department of
34 correctional services:
35 ..... $ 10,671,655

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1 It is the intent of the general assembly that the seventh
2 judicial district department of correctional services maintains
3 the drug court operated by the district department.
4 h. For the eighth judicial district department of
5 correctional services:
6 ..... $ 10,001,148
7 2. Each judicial district department of correctional
8 services, within the moneys available, shall continue programs
9 and plans established within that district to provide for
10 intensive supervision, sex offender treatment, diversion of
11 low-risk offenders to the least restrictive sanction available,
12 job development, and expanded use of intermediate criminal
13 sanctions.
14 3. Each judicial district department of correctional
15 services shall provide alternatives to prison consistent with
16 chapter 901B. The alternatives to prison shall ensure public
17 safety while providing maximum rehabilitation to the offender.
18 A judicial district department of correctional services may
19 also establish a day program.
20 4. The office of drug control policy of the department
21 of public safety shall consider federal grants made to the
22 department of corrections for the benefit of each of the eight
23 judicial district departments of correctional services as local
24 government grants, as defined pursuant to federal regulations.
25 5. The department of corrections shall continue to contract
26 with a judicial district department of correctional services to
27 provide for the rental of electronic monitoring equipment which
28 shall be available statewide.
29 6. The public safety assessment shall not be utilized in
30 pretrial hearings when determining whether to detain or release
31 a defendant before trial until such time the use of the public
32 safety assessment has been specifically authorized by the
33 general assembly.
34 Sec. 6. DEPARTMENT OF CORRECTIONS — REALLOCATION OF
35 APPROPRIATIONS. Notwithstanding section 8.39, within the

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1 moneys appropriated in this division of this Act to the
2 department of corrections, the department may reallocate the
3 moneys appropriated and allocated as necessary to best fulfill
4 the needs of the correctional institutions, administration
5 of the department, and the judicial district departments of
6 correctional services. However, in addition to complying with
7 the requirements of sections 904.116 and 905.8 and providing
8 notice to the legislative services agency, the department
9 of corrections shall also provide notice to the department
10 of management, prior to the effective date of the revision
11 or reallocation of an appropriation made pursuant to this
12 section. The department of corrections shall not reallocate an
13 appropriation or allocation for the purpose of eliminating any
14 program.
15 Sec. 7. INTENT — REPORTS.
16 1. The department of corrections, in cooperation with
17 townships, the Iowa cemetery associations, and other nonprofit
18 or governmental entities, may use inmate labor during the
19 fiscal year beginning July 1, 2024, to restore or preserve
20 rural cemeteries and historical landmarks. The department, in
21 cooperation with the counties, may also use inmate labor to
22 clean up roads, major water sources, and other water sources
23 around the state.
24 2. By January 15, 2025, the department shall provide an
25 annual status report regarding private-sector employment to
26 the general assembly. The report shall include the number
27 of offenders employed in the private sector, the combined
28 number of hours worked by the offenders, the total amount of
29 allowances, and the distribution of allowances pursuant to
30 section 904.702, including any moneys deposited in the general
31 fund of the state.
32 Sec. 8. ELECTRONIC MONITORING REPORT. The department of
33 corrections shall submit a report on electronic monitoring
34 to the general assembly by January 15, 2025. The report
35 shall specifically address the number of persons being

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1 electronically monitored and break down the number of persons
2 being electronically monitored by offense committed. The
3 report shall also include a comparison of any data from the
4 prior fiscal year with the current fiscal year.
5 Sec. 9. STATE AGENCY PURCHASES FROM PRISON INDUSTRIES.
6 1. As used in this section, unless the context otherwise
7 requires, "state agency" means the government of the state
8 of Iowa, including but not limited to all executive branch
9 departments, agencies, boards, bureaus, and commissions, the
10 judicial branch, the general assembly and all legislative
11 agencies, institutions within the purview of the state board of
12 regents, and any corporation whose primary function is to act
13 as an instrumentality of the state.
14 2. State agencies are encouraged to purchase products from
15 Iowa state industries, as defined in section 904.802, when
16 purchases are required and the products are available from
17 Iowa state industries. State agencies shall obtain bids from
18 Iowa state industries for purchases of office furniture during
19 the fiscal year beginning July 1, 2024, exceeding $5,000 or
20 in accordance with applicable administrative rules related to
21 purchases for the agency.
22 Sec. 10. IOWA LAW ENFORCEMENT ACADEMY.
23 1. There is appropriated from the general fund of the
24 state to the Iowa law enforcement academy for the fiscal year
25 beginning July 1, 2024, and ending June 30, 2025, the following
26 amount, or so much thereof as is necessary, to be used for the
27 purposes designated:
28 a. For salaries, support, maintenance, and miscellaneous
29 purposes, including jailer training and technical assistance,
30 and for not more than the following full-time equivalent
31 positions:
32 ..... $ 3,615,948
33 ..... FTEs 30.25
34 b. The Iowa law enforcement academy may temporarily exceed
35 and draw more than the amount appropriated in this subsection

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1 and incur a negative cash balance as long as there are
2 receivables equal to or greater than the negative balance and
3 the amount appropriated in this subsection is not exceeded at
4 the close of the fiscal year.
5 2. The Iowa law enforcement academy may select at least
6 five automobiles of the department of public safety, division
7 of state patrol, prior to turning over the automobiles to
8 the department of administrative services to be disposed
9 of by public auction, and the Iowa law enforcement academy
10 may exchange any automobile owned by the academy for each
11 automobile selected if the selected automobile is used in
12 training law enforcement officers at the academy. However, any
13 automobile exchanged by the academy shall be substituted for
14 the selected vehicle of the department of public safety and
15 sold by public auction with the receipts being deposited in the
16 depreciation fund maintained pursuant to section 8A.365 to the
17 credit of the department of public safety, division of state
18 patrol.
19 3. The Iowa law enforcement academy shall provide training
20 for domestic abuse and human trafficking-related issues
21 throughout the state. The training shall be offered at no
22 cost to the attendees and the training shall not replace any
23 existing domestic abuse or human trafficking training offered
24 by the academy.
25 Sec. 11. STATE PUBLIC DEFENDER.
26 1. There is appropriated from the general fund of the state
27 to the office of the state public defender of the department
28 of inspections, appeals, and licensing for the fiscal year
29 beginning July 1, 2024, and ending June 30, 2025, the following
30 amounts, or so much thereof as is necessary, to be used for the
31 purposes designated:
32 a. For salaries, support, maintenance, and miscellaneous
33 purposes, and for not more than the following full-time
34 equivalent positions:
35 ..... $ 31,982,355

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..... FTEs 241.00

b. For payments on behalf of eligible adults and juveniles from the indigent defense fund, in accordance with section 815.11:

..... $ 46,646,374

2. Moneys received by the office of the state public defender pursuant to Tit. IV-E of the federal Social Security Act remaining unencumbered and unobligated at the end of the fiscal year shall not revert but shall be transferred to the Tit. IV-E juvenile justice improvement fund created in 2022 Iowa Acts, chapter 1146, section 11, subsection 3, to remain available for expenditure by the office of the state public defender in succeeding fiscal years for the purposes allowed by Tit. IV-E of the federal Social Security Act.

Sec. 12. BOARD OF PAROLE. There is appropriated from the general fund of the state to the board of parole for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For salaries, support, maintenance, and miscellaneous purposes, and for not more than the following full-time equivalent positions:

..... $ 1,563,261

..... FTEs 11.00

Sec. 13. DEPARTMENT OF PUBLIC DEFENSE.

1. There is appropriated from the general fund of the state to the department of public defense, for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For salaries, support, maintenance, and miscellaneous purposes, and for not more than the following full-time equivalent positions:

..... $ 7,281,970

..... FTEs 248.00

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1 2. The department of public defense may temporarily exceed
2 and draw more than the amount appropriated in this section and
3 incur a negative cash balance as long as there are receivables
4 of federal funds equal to or greater than the negative balance
5 and the amount appropriated in this section is not exceeded at
6 the close of the fiscal year.
7 Sec. 14. DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY
8 MANAGEMENT.
9 1. There is appropriated from the general fund of the state
10 to the department of homeland security and emergency management
11 for the fiscal year beginning July 1, 2024, and ending June 30,
12 2025, the following amount, or so much thereof as is necessary,
13 to be used for the purposes designated:
14 For salaries, support, maintenance, and miscellaneous
15 purposes, and for not more than the following full-time
16 equivalent positions:
17 ..... $ 2,444,732
18 ..... FTEs 25.44
19 2. The department of homeland security and emergency
20 management may temporarily exceed and draw more than the amount
21 appropriated in this section and incur a negative cash balance
22 as long as there are receivables of federal funds equal to or
23 greater than the negative balance and the amount appropriated
24 in this section is not exceeded at the close of the fiscal
25 year.
26 Sec. 15. DEPARTMENT OF PUBLIC SAFETY. There is appropriated
27 from the general fund of the state to the department of public
28 safety for the fiscal year beginning July 1, 2024, and ending
29 June 30, 2025, the following amounts, or so much thereof as is
30 necessary, to be used for the purposes designated:
31 1. For administrative functions, including salaries and the
32 adjustment of salaries throughout the department, the criminal
33 justice information system, and for not more than the following
34 full-time equivalent positions:
35 ..... $ 7,092,910

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1 ..... FTEs 47.00
2 2. For the division of criminal investigation, including
3 the state's contribution to the peace officers' retirement,
4 accident, and disability system provided in chapter 97A in the
5 amount of the state's normal contribution rate, as defined in
6 section 97A.8, multiplied by the salaries for which the moneys
7 are appropriated, to meet federal fund matching requirements,
8 and for not more than the following full-time equivalent
9 positions:
10 ..... $ 21,189,769
11 ..... FTEs 180.00
12 3. For the criminalistics laboratory fund created in
13 section 691.9:
14 ..... $ 650,000
15 Notwithstanding section 8.33, moneys appropriated in this
16 subsection that remain unencumbered or unobligated at the close
17 of the fiscal year shall not revert but shall remain available
18 for expenditure for the purposes designated until the close of
19 the succeeding fiscal year.
20 4. a. For the division of narcotics enforcement, including
21 the state's contribution to the peace officers' retirement,
22 accident, and disability system provided in chapter 97A in the
23 amount of the state's normal contribution rate, as defined in
24 section 97A.8, multiplied by the salaries for which the moneys
25 are appropriated, to meet federal fund matching requirements,
26 and for not more than the following full-time equivalent
27 positions:
28 ..... $ 9,243,545
29 ..... FTEs 67.00
30 The division of narcotics enforcement is authorized an
31 additional 1.00 full-time equivalent position pursuant to
32 this lettered paragraph that is in excess of the number of
33 full-time equivalent positions authorized for the previous
34 fiscal year only if the division of narcotics enforcement
35 receives sufficient federal moneys to maintain employment

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1 for the additional full-time equivalent position during the
2 current fiscal year. The division of narcotics enforcement
3 shall only employ the additional full-time equivalent position
4 in succeeding fiscal years if sufficient federal moneys are
5 received during each of those succeeding fiscal years.
6 b. For the division of narcotics enforcement for undercover
7 purchases:
8 ..... $ 209,042
9 5. For the division of state fire marshal, for fire
10 protection services as provided through the state fire service
11 and emergency response council as created in the department,
12 and for the state's contribution to the peace officers'
13 retirement, accident, and disability system provided in chapter
14 97A in the amount of the state's normal contribution rate,
15 as defined in section 97A.8, multiplied by the salaries for
16 which the moneys are appropriated, and for not more than the
17 following full-time equivalent positions:
18 ..... $ 3,418,466
19 ..... FTEs 21.00
20 6. For the division of state patrol, for salaries, support,
21 maintenance, workers' compensation costs, and miscellaneous
22 purposes, including the state's contribution to the peace
23 officers' retirement, accident, and disability system provided
24 in chapter 97A in the amount of the state's normal contribution
25 rate, as defined in section 97A.8, multiplied by the salaries
26 for which the moneys are appropriated, and for not more than
27 the following full-time equivalent positions:
28 ..... $ 90,056,257
29 ..... FTEs 613.00
30 It is the intent of the general assembly that members of the
31 state patrol be assigned to patrol the highways and roads in
32 lieu of assignments for inspecting school buses for the school
33 districts.
34 7. For deposit in the sick leave benefits fund established
35 in section 80.42 for all departmental employees eligible to

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1 receive benefits for accrued sick leave under the collective
2 bargaining agreement:
3 ..... $ 279,517
4 8. For costs associated with the training and equipment
5 needs of volunteer fire fighters:
6 ..... $ 1,075,520
7 Notwithstanding section 8.33, moneys appropriated in this
8 subsection that remain unencumbered or unobligated at the close
9 of the fiscal year shall not revert but shall remain available
10 for expenditure for the purposes designated in this subsection
11 until the close of the succeeding fiscal year.
12 9. For the public safety interoperable and broadband
13 communications fund established in section 80.44:
14 ..... $ 115,661
15 10. For the office to combat human trafficking established
16 pursuant to section 80.45, including salaries, support,
17 maintenance, and miscellaneous purposes, and for not more than
18 the following full-time equivalent positions:
19 ..... $ 200,742
20 ..... FTEs 2.00
21 11. For department-wide duties, including operations,
22 costs, and miscellaneous purposes:
23 ..... $ 4,649,789
24 12. For deposit in the public safety equipment fund
25 established in section 80.48 for the purchase, maintenance, and
26 replacement of equipment used by the department:
27 ..... $ 2,500,000
28 13. For the office of drug control policy, for salaries,
29 support, maintenance, and miscellaneous purposes, including
30 statewide coordination of the drug abuse resistance education
31 (D.A.R.E) programs or other similar programs, and for not more
32 than the following full-time equivalent positions:
33 ..... $ 249,219
34 ..... FTEs 4.00
35 Notwithstanding section 8.39, the department of public

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1 safety may reallocate moneys appropriated in this section
2 as necessary to best fulfill the needs provided for in the
3 appropriation. However, the department shall not reallocate
4 moneys appropriated to the department in this section unless
5 notice of the reallocation is given to the legislative services
6 agency and the department of management prior to the effective
7 date of the reallocation. The notice shall include information
8 regarding the rationale for reallocating the moneys. The
9 department shall not reallocate moneys appropriated in this
10 section for the purpose of eliminating any program.
11 Sec. 16. GAMING ENFORCEMENT.
12 1. There is appropriated from the gaming enforcement
13 revolving fund created in section 80.43 to the department of
14 public safety for the fiscal year beginning July 1, 2024, and
15 ending June 30, 2025, the following amount, or so much thereof
16 as is necessary, to be used for the purposes designated:
17 For any direct support costs for agents and officers of
18 the division of criminal investigation's excursion gambling
19 boat, gambling structure, and racetrack enclosure enforcement
20 activities, including salaries, support, maintenance, and
21 miscellaneous purposes, and for not more than the following
22 full-time equivalent positions:
23 ..... $ 11,442,487
24 ..... FTEs 65.00
25 2. For each additional license to conduct gambling games on
26 an excursion gambling boat, gambling structure, or racetrack
27 enclosure issued during the fiscal year beginning July 1, 2024,
28 there is appropriated from the gaming enforcement revolving
29 fund to the department of public safety for the fiscal year
30 beginning July 1, 2024, and ending June 30, 2025, an additional
31 amount of not more than $300,000 to be used for full-time
32 equivalent positions.
33 3. The department of public safety, with the approval of the
34 department of management, may employ no more than three special
35 agents for each additional riverboat or gambling structure

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1 regulated after July 1, 2025, and three special agents for
2 each racing facility which becomes operational during the
3 fiscal year which begins July 1, 2025. Positions authorized
4 in this subsection are in addition to the full-time equivalent
5 positions otherwise authorized in this section.
6 Sec. 17. DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY
7 MANAGEMENT. There is appropriated from the 911 emergency
8 communications fund created in section 34A.7A to the department
9 of homeland security and emergency management for the fiscal
10 year beginning July 1, 2024, and ending June 30, 2025, the
11 following amount, or so much thereof as is necessary, to be
12 used for the purposes designated:
13 For implementation, support, and maintenance of the
14 functions of the administrator and program manager under
15 chapter 34A and to employ the auditor of the state to perform
16 an annual audit of the 911 emergency communications fund:
17 ..... $ 300,000
18 Sec. 18. CONSUMER EDUCATION AND LITIGATION —— FARM
19 MEDIATION AND PROSECUTIONS, APPEALS, AND CLAIMS.
20 Notwithstanding section 714.16C, there is appropriated from the
21 consumer education and litigation fund to the department of
22 justice for the fiscal year beginning July 1, 2024, and ending
23 June 30, 2025, the following amounts, or so much thereof as is
24 necessary, to be used for the purposes designated:
25 1. For farm mediation services as specified in section
26 13.13, subsection 2:
27 ..... $ 300,000
28 2. For salaries, support, maintenance, and miscellaneous
29 purposes for criminal prosecutions, criminal appeals, and
30 performing duties pursuant to chapter 669:
31 ..... $ 2,000,000
32 DIVISION II
33 IOWA LAW ENFORCEMENT ACADEMY
34 Sec. 19. Section 80B.11B, subsection 2, paragraph c, Code
35 2024, is amended to read as follows:

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c. For a candidate sponsored by a political subdivision and hired by the political subdivision, to the political subdivision, one-third of the total cost~~; to the candidate, one-third of the total cost;~~ and to the state, the remainder of the total cost. ~~The political subdivision may pay for all or a portion of the candidate's share of the costs.~~

Sec. 20. Section 80B.11B, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 2A. For the fiscal year beginning July 1, 2024, and for each fiscal year thereafter, the Iowa law enforcement academy shall pay the total tuition cost of the basic training course for one law enforcement officer candidate from every sponsoring law enforcement agency in the state including tribal government candidates. This subsection does not apply to candidates of a sponsoring agency that is a state department.

DIVISION III
INDIGENT DEFENSE

Sec. 21. Section 815.7, subsection 8, Code 2024, is amended to read as follows:

8. For appointments made on or after July 1, 2023, through June 30, 2024, the reasonable compensation shall be calculated on the basis of eighty-three dollars per hour for class "A" felonies, seventy-eight dollars per hour for class "B" felonies, and seventy-three dollars per hour for all other cases.

Sec. 22. Section 815.7, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 8A. For appointments made on or after July 1, 2024, the reasonable compensation shall be calculated on the basis of eighty-eight dollars per hour for class "A" felonies, eighty-three dollars per hour for class "B" felonies, and seventy-eight dollars per hour for all other cases.

EXPLANATION

The inclusion of this explanation does not constitute agreement with

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1 the explanation's substance by the members of the general assembly.
2 This bill relates to and makes appropriations to the justice
3 system. The bill is organized in divisions.
4 FY 2024-2025 APPROPRIATIONS. The bill makes appropriations
5 for FY 2024-2025 from the general fund of the state to the
6 departments of justice, corrections, public defense, public
7 safety, and homeland security and emergency management, and
8 the Iowa law enforcement academy, office of the state public
9 defender, and board of parole.
10 The bill appropriates moneys from the commerce revolving
11 fund to the office of consumer advocate of the department
12 of justice; from the gaming enforcement revolving fund to
13 the department of public safety; from the 911 emergency
14 communications fund to the department of homeland security
15 and emergency management; and from the consumer education and
16 litigation fund to the department of justice for farm mediation
17 services and for criminal prosecutions, criminal appeals, and
18 performing certain duties.
19 IOWA LAW ENFORCEMENT ACADEMY. For a basic training course
20 provided to a candidate sponsored by a political subdivision
21 and hired by the political subdivision, current law requires
22 the Iowa law enforcement academy to charge one-third of the
23 cost to the political subdivision, one-third to the candidate,
24 and the remainder to the state. The bill provides that the
25 state will be charged the cost previously charged to the
26 candidate.
27 The bill provides that each fiscal year the academy shall
28 pay the tuition cost for one law enforcement officer candidate
29 from every sponsoring law enforcement agency including tribal
30 government candidates. This provision does not apply to
31 candidates of a state department.
32 INDIGENT DEFENSE. The bill increases the hourly rates for
33 court-appointed counsel by $5 per hour and provides that for
34 appointments made on or after July 1, 2024, compensation is
35 calculated on the basis of $88 per hour for class "A" felonies,

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1 $83 per hour for class "B" felonies, and $78 per hour for all
2 other cases.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House File 2694 - Introduced

HOUSE FILE 2694
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO LSB 5001HB)

A BILL FOR

1 An Act relating to and making appropriations involving state
2 government entities associated with agriculture, natural
3 resources, and environmental protection, making related
4 statutory changes, and including effective date provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5001HV (1) 90
da/js

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DIVISION I
DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP
GENERAL FUND APPROPRIATIONS

Section 1. GENERAL FUND — DEPARTMENT.

1. There is appropriated from the general fund of the state to the department of agriculture and land stewardship for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For purposes of supporting the department, including its divisions, for administration, regulation, and programs; for salaries, support, maintenance, and miscellaneous purposes; and for not more than the following full-time equivalent positions:

..... $ 20,192,310
..... FTEs 420.00

2. Of the amount appropriated in subsection 1, the following amount is transferred to Iowa state university of science and technology, to be used for the university's midwest grape and wine industry institute:

..... $ 325,000

3. Of the amount appropriated in subsection 1, the department shall use $250,000 for purposes of administering and supporting additional meat and poultry inspectors and fuel inspectors.

4. The department shall submit a report each quarter of the fiscal year to the general assembly and the department of management. The report shall describe in detail the expenditure of moneys appropriated in this section to support the department's administration, regulation, and programs.

DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS

Sec. 2. UNCLAIMED PARI-MUTUEL WAGERING WINNINGS — HORSE AND DOG RACING. There is appropriated from the moneys available under section 99D.13 to the department of agriculture and land stewardship for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so

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1 much thereof as is necessary, to be used for the purposes
2 designated:
3 For purposes of supporting the department's administration
4 and enforcement of horse and dog racing law pursuant to section
5 99D.22, including for salaries, support, maintenance, and
6 miscellaneous purposes:
7 ..... $ 305,516
8 Sec. 3. RENEWABLE FUEL INFRASTRUCTURE FUND — MOTOR
9 FUEL INSPECTION. There is appropriated from the renewable
10 fuel infrastructure fund created in section 159A.16 to the
11 department of agriculture and land stewardship for the fiscal
12 year beginning July 1, 2024, and ending June 30, 2025, the
13 following amount, or so much thereof as is necessary, to be
14 used for the purposes designated:
15 For purposes of the inspection of motor fuel, including
16 salaries, support, maintenance, and miscellaneous purposes:
17 ..... $ 500,000
18 SPECIAL GENERAL FUND APPROPRIATIONS
19 Sec. 4. SPECIAL APPROPRIATIONS FROM GENERAL FUND TO
20 DEPARTMENT. There is appropriated from the general fund of the
21 state to the department of agriculture and land stewardship
22 for the fiscal year beginning July 1, 2024, and ending June
23 30, 2025, the following amounts, or so much thereof as is
24 necessary, to be used for the purposes designated:
25 1. DAIRY REGULATION
26 a. For purposes of performing functions pursuant to section
27 192.109, including conducting a survey of grade "A" milk and
28 certifying the results to the secretary of agriculture:
29 ..... $ 189,196
30 b. Notwithstanding section 8.33, moneys appropriated in
31 this subsection that remain unencumbered or unobligated at the
32 close of the fiscal year shall not revert but shall remain
33 available for expenditure for the purposes designated until the
34 close of the succeeding fiscal year.
35 2. LOCAL FOOD AND FARM PROGRAM

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1 a. For purposes of supporting the local food and farm
2 program pursuant to chapter 267A:
3 ..... $ 75,000
4 b. The department shall enter into a cost-sharing agreement
5 with Iowa state university of science and technology to support
6 the local food and farm program coordinator position as part of
7 the university's cooperative extension service in agriculture
8 and home economics pursuant to chapter 267A.
9 c. Notwithstanding section 8.33, moneys appropriated in
10 this subsection that remain unencumbered or unobligated at the
11 close of the fiscal year shall not revert but shall remain
12 available for expenditure for the purposes designated until the
13 close of the succeeding fiscal year.
14 3. AGRICULTURAL EDUCATION
15 a. For purposes of allocating moneys to an Iowa association
16 affiliated with a national organization that promotes
17 agricultural education providing for future farmers:
18 ..... $ 75,000
19 b. Notwithstanding section 8.33, moneys appropriated in
20 this subsection that remain unencumbered or unobligated at the
21 close of the fiscal year shall not revert but shall remain
22 available for expenditure for the purposes designated until the
23 close of the succeeding fiscal year.
24 4. FOREIGN ANIMAL DISEASES AFFLICTING LIVESTOCK
25 a. For deposit in the foreign animal disease preparedness
26 and response fund created in section 163.3B:
27 ..... $ 1,000,000
28 b. For purposes of purchasing and maintaining equipment
29 to further the implementation of the foreign animal disease
30 preparedness and response strategy developed under section
31 163.3B:
32 ..... $ 250,000
33 c. For purposes of assisting in the development of vaccines
34 against foreign animal diseases by a company based in Iowa that
35 develops livestock and other animal vaccines:

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1 ..... $ 250,000
2 5. FARMERS WITH DISABILITIES PROGRAM
3 a. For purposes of supporting a program for farmers with
4 disabilities:
5 ..... $ 230,000
6 b. The moneys appropriated in this subsection shall be
7 used for the public purpose of providing a grant to a national
8 nonprofit organization with over 80 years of experience in
9 assisting children and adults with disabilities and special
10 needs. The moneys shall be used to support a nationally
11 recognized program that began in 1986 and has been replicated
12 in at least 30 other states, but is not available through
13 any other entity in this state, and that provides assistance
14 to farmers with disabilities in all 99 counties to allow the
15 farmers to remain in their own homes and be gainfully engaged
16 in farming through provision of agricultural worksite and home
17 modification consultations, peer support services, services
18 to families, information and referral, and equipment loan
19 services.
20 c. Notwithstanding section 8.33, moneys appropriated in
21 this subsection that remain unencumbered or unobligated at the
22 close of the fiscal year shall not revert but shall remain
23 available for expenditure for the purposes designated until the
24 close of the succeeding fiscal year.
25 6. LOESS HILLS DEVELOPMENT AND CONSERVATION FUND
26 a. For deposit in the loess hills development and
27 conservation fund created pursuant to section 161D.2:
28 ..... $ 400,000
29 b. (1) Of the amount appropriated to the loess hills
30 development and conservation fund in this subsection, $360,000
31 shall be allocated to the fund's hungry canyons account.
32 (2) Not more than 10 percent of the moneys allocated to the
33 fund's hungry canyons account as provided in this paragraph may
34 be used for administrative costs.
35 c. (1) Of the amount appropriated to the loess hills

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1 development and conservation fund in this subsection, $40,000
2 shall be allocated to the fund's loess hills alliance account.
3 (2) Not more than 10 percent of the moneys allocated to
4 the fund's loess hills alliance account as provided in this
5 paragraph may be used for administrative costs.
6 7. SOUTHERN IOWA DEVELOPMENT AND CONSERVATION FUND
7 a. For deposit in the southern Iowa development and
8 conservation fund created pursuant to section 161D.12:
9 ..... $ 150,000
10 b. Not more than 10 percent of the moneys appropriated
11 to the fund as provided in this subsection may be used for
12 administrative costs.
13 8. GRAIN REGULATION
14 For the administration and enforcement of chapters 203
15 and 203C, including salaries, support, maintenance, and
16 miscellaneous purposes:
17 ..... $ 350,000
18 Sec. 5. CHOOSE IOWA FOOD PURCHASING PILOT PROJECT FOR
19 SCHOOLS AND SCHOOL DISTRICTS OR FOOD BANKS AND IOWA EMERGENCY
20 FEEDING ORGANIZATIONS.
21 1. There is appropriated from the general fund of the state
22 to the department of agriculture and land stewardship for the
23 fiscal year beginning July 1, 2024, and ending June 30, 2025,
24 the following amount, or so much thereof as is necessary, to be
25 used for the purposes designated:
26 For purposes of supporting a choose Iowa food purchasing
27 pilot project to assist eligible participants in purchasing
28 qualified food products:
29 ..... $ 250,000
30 2. Except as provided in subsection 3, the department
31 shall administer the pilot project based on the farm-to-school
32 program described in chapter 190A, in which the department
33 reimburses a school or school district for the purchase of a
34 food product originating from a farm source.
35 3. The department shall administer the pilot project

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1 according to all of the following:
2 a. A farm or business that owns or operates the farm source
3 shall be given a preference to participate in the pilot project
4 if the farm or business is currently participating in the
5 choose Iowa promotional program as provided in chapter 159,
6 subchapter II, part 2. Otherwise, a farm or business may
7 participate in the pilot project if the farm or business has
8 applied to participate in the choose Iowa promotional program
9 and the department determines that the application will be
10 approved.
11 b. An eligible participant is limited to any of the
12 following:
13 (1) A public or private school or a school district, if the
14 public or private school or school district is not currently
15 participating in the farm-to-school program.
16 (2) An Iowa food bank or an Iowa emergency feeding
17 organization, recognized by the department.
18 c. A qualified food product is limited to the following:
19 (1) For a school or school district, meat and poultry, dairy
20 products other than milk, eggs, and produce.
21 (2) For an Iowa food bank or Iowa emergency feeding
22 organization, meat and poultry, dairy products, eggs, and
23 produce.
24 d. The department is not required to follow a requirement in
25 chapter 190A that the department determines is not practical
26 for the pilot project.
27 4. a. Of the moneys appropriated in subsection 1, not more
28 than $100,000 shall be used to reimburse schools or school
29 districts and not more than $150,000 shall be used to reimburse
30 Iowa food banks and Iowa emergency feeding organizations.
31 b. An eligible participant shall be reimbursed on a matching
32 basis with the department contributing $1 for every $1 expended
33 by the eligible participant.
34 c. (1) A school or school district shall not receive more
35 than $1,000 for participating in the pilot project.

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(2) An Iowa food bank or Iowa emergency feeding organization shall not receive more than $25,000 for participating in the pilot project.

5. The department shall prepare and submit a report regarding its findings and recommendations to the governor and general assembly not later than January 15, 2025.

DIVISION II

DEPARTMENT OF NATURAL RESOURCES

Sec. 6. GENERAL FUND — DEPARTMENT.

1. There is appropriated from the general fund of the state to the department of natural resources for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For purposes of supporting the department, including its divisions, for administration, regulation, and programs; for salaries, support, maintenance, and miscellaneous purposes; and for not more than the following full-time equivalent positions:

..... $ 12,919,695

..... FTEs 1,145.95

2. Of the number of full-time equivalent positions authorized to the department pursuant to subsection 1, 50.00 full-time equivalent positions shall be allocated by the department for seasonal employees for purposes of providing maintenance, upkeep, and sanitary services at state parks. This subsection shall not impact conservation officer, park ranger, or park manager positions within the department.

3. The department shall submit a report each quarter of the fiscal year to the general assembly and the department of management. The report shall describe in detail the expenditure of moneys appropriated under this section to support the department's administration, regulation, and programs.

Sec. 7. STATE PARKS AND RECREATION AREAS — ACCESSIBILITY. There is appropriated from the general

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1 fund of the state to the department of natural resources for
2 the fiscal year beginning July 1, 2024, and ending June 30,
3 2025, the following amount, or so much thereof as is necessary,
4 to be used for the purposes designated:
5 For purposes of increasing accessibility for persons with
6 disabilities when visiting state parks and recreation areas:
7 ..... $ 250,000
8 Sec. 8. STATE FISH AND GAME PROTECTION FUND — REGULATION
9 AND ADVANCEMENT OF OUTDOOR ACTIVITIES.
10 1. There is appropriated from the state fish and game
11 protection fund created pursuant to section 456A.17 to the
12 department of natural resources for the fiscal year beginning
13 July 1, 2024, and ending June 30, 2025, the following amount,
14 or so much thereof as is necessary, to be used for the purposes
15 designated:
16 For purposes of supporting the regulation or advancement of
17 hunting, fishing, or trapping, or the protection, propagation,
18 restoration, management, or harvest of fish or wildlife,
19 including for administration, regulation, law enforcement, and
20 programs; and for salaries, support, maintenance, equipment,
21 and miscellaneous purposes:
22 ..... $ 49,752,093
23 2. Notwithstanding section 455A.10, the department may use
24 the unappropriated balance remaining in the state fish and game
25 protection fund to provide for the funding of health and life
26 insurance premium payments from unused sick leave balances of
27 conservation peace officers employed in a protection occupation
28 who retire, pursuant to section 97B.49B.
29 3. Notwithstanding section 455A.10, the department may
30 use the unappropriated balance remaining in the state fish
31 and game protection fund for the fiscal year beginning July
32 1, 2024, and ending June 30, 2025, as is necessary to fund
33 salary adjustments for departmental employees for which the
34 general assembly has made an operating budget appropriation in
35 subsection 1.

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1 Sec. 9. GROUNDWATER PROTECTION FUND — WATER QUALITY. There
2 is appropriated from the groundwater protection fund created
3 in section 455E.11 to the department of natural resources for
4 the fiscal year beginning July 1, 2024, and ending June 30,
5 2025, from those moneys that are not allocated pursuant to
6 that section, the following amount, or so much thereof as is
7 necessary, to be used for the purposes designated:
8 For purposes of supporting the department's protection
9 of the state's groundwater, including for administration,
10 regulation, and programs, and for salaries, support,
11 maintenance, equipment, and miscellaneous purposes:
12 ..... $ 3,455,850
13 DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS
14 Sec. 10. SPECIAL SNOWMOBILE FUND — SNOWMOBILE
15 PROGRAM. There is appropriated from the special snowmobile
16 fund created under section 321G.7 to the department of natural
17 resources for the fiscal year beginning July 1, 2024, and
18 ending June 30, 2025, the following amount, or so much thereof
19 as is necessary, to be used for the purposes designated:
20 For purposes of administering and enforcing the state
21 snowmobile programs:
22 ..... $ 100,000
23 Sec. 11. UNASSIGNED REVENUE FUND — UNDERGROUND STORAGE
24 TANKS SECTION EXPENSES. There is appropriated from the
25 unassigned revenue fund administered by the Iowa comprehensive
26 petroleum underground storage tank fund board established
27 pursuant to section 455G.4 to the department of natural
28 resources for the fiscal year beginning July 1, 2024, and
29 ending June 30, 2025, the following amount, or so much thereof
30 as is necessary, to be used for the purposes designated:
31 For purposes of paying for administration expenses of the
32 department's underground storage tanks section:
33 ..... $ 200,000
34 SPECIAL GENERAL FUND APPROPRIATIONS
35 Sec. 12. SPECIAL APPROPRIATIONS FROM GENERAL FUND TO

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1 DEPARTMENT. There is appropriated from the general fund of the
2 state to the department of natural resources for the fiscal
3 year beginning July 1, 2024, and ending June 30, 2025, the
4 following amounts, or so much thereof as is necessary, to be
5 used for the purposes designated:
6 1. FLOODPLAIN MANAGEMENT AND DAM SAFETY
7 a. For purposes of supporting floodplain management and dam
8 safety:
9 ..... $ 1,510,000
10 b. Of the amount appropriated in this subsection, up to
11 $400,000 may be used by the department to acquire or install
12 stream gages for purposes of tracking and predicting flood
13 events and for compiling necessary data to improve flood
14 frequency analysis.
15 c. Notwithstanding section 8.33, moneys appropriated in
16 this subsection that remain unencumbered or unobligated at the
17 close of the fiscal year shall not revert but shall remain
18 available for expenditure for the purposes designated until the
19 close of the succeeding fiscal year.
20 2. FORESTRY HEALTH MANAGEMENT
21 a. For purposes of providing for forestry health management
22 programs:
23 ..... $ 500,000
24 b. Notwithstanding section 8.33, moneys appropriated in
25 this subsection that remain unencumbered or unobligated at the
26 close of the fiscal year shall not revert but shall remain
27 available for expenditure for the purposes designated until the
28 close of the succeeding fiscal year.
29 3. STATE PARK OPERATIONS
30 For supporting operations at state parks, including
31 maintenance and repair of grounds and facilities:
32 ..... $ 1,000,000
33 DIVISION III
34 IOWA STATE UNIVERSITY
35 SPECIAL GENERAL FUND APPROPRIATIONS

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1 Sec. 13. VETERINARY DIAGNOSTIC LABORATORY.
2 1. There is appropriated from the general fund of the state
3 to Iowa state university of science and technology for the
4 fiscal year beginning July 1, 2024, and ending June 30, 2025,
5 the following amount, or so much thereof as is necessary, to be
6 used for the purposes designated:
7 For purposes of supporting the college of veterinary
8 medicine for the operation of the veterinary diagnostic
9 laboratory and for not more than the following full-time
10 equivalent positions:
11 ..... $ 4,400,000
12 ..... FTEs 51.00
13 2. a. Iowa state university of science and technology
14 shall not reduce the amount that it allocates to support the
15 college of veterinary medicine from any other source due to the
16 appropriation made in this section.
17 b. Paragraph "a" does not apply to a reduction made
18 to support the college of veterinary medicine if the same
19 percentage of reduction imposed on the college of veterinary
20 medicine is also imposed on all of Iowa state university of
21 science and technology's budget units.
22 3. If by June 30, 2025, Iowa state university of science and
23 technology fails to allocate the moneys appropriated in this
24 section to the college of veterinary medicine in accordance
25 with this section, the moneys appropriated in this section for
26 that fiscal year shall revert to the general fund of the state.
27 Sec. 14. VETERINARY DIAGNOSTIC LABORATORY — MOVE. There
28 is appropriated from the general fund of the state to Iowa
29 state university of science and technology for the fiscal year
30 beginning July 1, 2024, and ending June 30, 2025, the following
31 amount, or so much thereof as is necessary, to be used for the
32 purposes designated:
33 For purposes of supporting the move of the veterinary
34 diagnostic laboratory to a new building, including the
35 acquisition of new equipment:

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1 ..... $ 150,000
2 Sec. 15. MANAGEMENT OF PRIVATE FORESTS.
3 1. There is appropriated from the general fund of the state
4 to Iowa state university of science and technology for the
5 fiscal year beginning July 1, 2024, and ending June 30, 2025,
6 the following amount, or so much thereof as is necessary, to be
7 used for the purposes designated:
8 For purposes of supporting the Iowa cooperative extension
9 service in agriculture and home economics in providing
10 technical support to landowners and loggers regarding the
11 management of private forests in southeast Iowa, and for not
12 more than the following full-time equivalent positions:
13 ..... $ 150,000
14 ..... FTEs 1.00
15 2. The department of natural resources shall cooperate with
16 the Iowa cooperative extension service in agriculture and home
17 economics in administering this section.
18 Sec. 16. LIVESTOCK DISEASE RESEARCH.
19 1. There is appropriated from the general fund of the state
20 to Iowa state university of science and technology for the
21 fiscal year beginning July 1, 2024, and ending June 30, 2025,
22 the following amount, or so much thereof as is necessary, to be
23 used for the purposes designated:
24 For deposit in the livestock disease research fund created
25 in section 267.8:
26 ..... $ 291,390
27 2. Moneys appropriated under subsection 1 shall be used
28 by Iowa state university of science and technology to support
29 animal disease research in areas of importance to livestock
30 producers.
31 DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS
32 Sec. 17. IOWA NUTRIENT REDUCTION FUND —— VETERINARY
33 DIAGNOSTIC LABORATORY. Notwithstanding section 466B.46, there
34 is appropriated from the Iowa nutrient research fund created
35 in section 466B.46 to Iowa state university of science and

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technology for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purpose designated:

For the purpose of supporting the college of veterinary medicine for the operation of the veterinary diagnostic laboratory:

..... $ 120,000

DIVISION IV

STATE UNIVERSITY OF IOWA

SPECIAL GENERAL FUND APPROPRIATIONS

Sec. 18. IOWA´S CENTER FOR AGRICULTURAL SAFETY AND HEALTH (I-CASH).

1. There is appropriated from the general fund of the state to the state university of Iowa for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For supporting the operations of Iowa´s center for agricultural safety and health, as part of the university´s college of public health, and in cooperation with the department of agriculture and land stewardship, to anticipate, recognize, and prevent occupational illness and injury among members of the agricultural community:

..... $ 128,154

2. a. As a condition of the appropriation made in subsection 1, the state university of Iowa shall retain the director of Iowa´s center for agricultural safety and health employed on the effective date of this division of this Act for at least the same number of hours for the fiscal year beginning July 1, 2024, as worked by the director during the fiscal year beginning July 1, 2023.

b. As a condition of the appropriation made in subsection 1, the state university of Iowa shall not reduce the amount allocated to support Iowa´s center for agricultural safety and health from any other source due to the appropriation made in

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1 subsection 1.
2 3. If by June 30, 2025, the state university of Iowa fails
3 to use the moneys appropriated in subsection 1 in accordance
4 with the purposes and conditions of subsections 1 and 2, any
5 unencumbered or unobligated moneys appropriated in subsection
6 1 for the fiscal year beginning July 1, 2024, and ending June
7 30, 2025, shall revert to the general fund of the state. In
8 addition, if moneys revert as required pursuant to section
9 8.33, the state university of Iowa shall transfer to the
10 general fund of the state from any otherwise unencumbered or
11 unobligated moneys from any other general fund appropriation or
12 from any moneys available from other funding sources an amount
13 equal to the amount appropriated in subsection 1 less any
14 amount that reverted to the general fund of the state pursuant
15 to section 8.33.
16 DIVISION V
17 ENVIRONMENT FIRST FUND
18 GENERAL APPROPRIATIONS
19 Sec. 19. DEPARTMENT OF AGRICULTURE AND LAND
20 STEWARDSHIP. There is appropriated from the environment first
21 fund created in section 8.57A to the department of agriculture
22 and land stewardship for the fiscal year beginning July 1,
23 2024, and ending June 30, 2025, the following amounts, or so
24 much thereof as is necessary, to be used for the purposes
25 designated:
26 1. CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP)
27 a. For the conservation reserve enhancement program to
28 restore and construct wetlands for the purposes of intercepting
29 tile line runoff, reducing nutrient loss, improving water
30 quality, and enhancing agricultural production practices:
31 ..... $ 1,000,000
32 b. Not more than 10 percent of the moneys appropriated
33 in paragraph "a" may be used for costs of administration and
34 implementation of soil and water conservation practices.
35 c. Notwithstanding any other provision of law, the

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1 department may use moneys appropriated in this subsection,
2 in combination with other appropriate environment first
3 fund appropriations, for cost sharing to match United States
4 department of agriculture, natural resources conservation
5 service, wetlands reserve enhancement program (WREP) funding
6 available to Iowa.
7 2. WATERSHED PROTECTION
8 a. For continuation of a program that provides
9 multiobjective resource protections for flood control, water
10 quality, erosion control, and natural resource conservation:
11 ..... $ 900,000
12 b. Not more than 10 percent of the moneys appropriated
13 in paragraph "a" may be used for costs of administration and
14 implementation of soil and water conservation practices.
15 3. CONSERVATION RESERVE PROGRAM (CRP)
16 a. To encourage and assist farmers in enrolling in and the
17 implementation of the federal conservation reserve program and
18 to work with them to enhance their revegetation efforts to
19 improve water quality and habitat:
20 ..... $ 900,000
21 b. Not more than 10 percent of the moneys appropriated
22 in paragraph "a" may be used for costs of administration and
23 implementation of soil and water conservation practices.
24 4. SOIL AND WATER CONSERVATION
25 a. For use by the department in providing for soil and water
26 conservation:
27 ..... $ 8,325,000
28 b. (1) Of the amount appropriated in paragraph "a", for
29 transfer to the hungry canyons account of the loess hills
30 development and conservation fund created in section 161D.2:
31 ..... $ 140,000
32 (2) Not more than 10 percent of the moneys transferred to
33 the fund's hungry canyons account as provided in subparagraph
34 (1) may be used for administrative costs.
35 c. Of the remaining amount appropriated in paragraph "a",

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1 for use by the department in providing for soil and water
2 conservation administration, the conservation of soil and
3 water resources, or the support of soil and water conservation
4 districts:
5 ..... $ 8,185,000
6 d. Of the amount appropriated in paragraph "c" that the
7 department allocates to a soil and water conservation district,
8 the first $15,000 may be expended by the district for the
9 purpose of providing financial incentives under section 161A.73
10 to establish management practices for the control of soil
11 erosion on land that is row-cropped, including but not limited
12 to nontill planting, ridge-till planting, and contouring
13 strip-cropping. Of any remaining amount of that appropriation
14 allocated by the department to a district, 30 percent may be
15 expended by the district for that same purpose.
16 e. Not more than 5 percent of the moneys appropriated in
17 paragraph "c" may be allocated for cost sharing to address
18 complaints filed under section 161A.47.
19 f. Of the moneys appropriated in paragraph "c", 5 percent
20 shall be allocated for financial incentives to establish
21 practices to protect watersheds above publicly owned lakes of
22 the state from soil erosion and sediment as provided in section
23 161A.73.
24 g. The state soil conservation and water quality committee
25 established by section 161A.4 may allocate moneys appropriated
26 in paragraph "c" to conduct research and demonstration projects
27 to promote conservation tillage and nonpoint source pollution
28 control practices.
29 h. The allocation of moneys as financial incentives as
30 provided in section 161A.73 may be used in combination with
31 moneys allocated by the department of natural resources.
32 i. Not more than 15 percent of the moneys appropriated
33 in paragraph "c" may be used for costs of administration and
34 implementation of soil and water conservation practices.
35 5. SOIL AND WATER CONSERVATION — ADMINISTRATION

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a. For use by the department for costs of administration and implementation of soil and water conservation practices:
..... $ 3,800,000

b. Of the moneys appropriated in paragraph "a", $150,000 is allocated to support field staff providing technical assistance.

Sec. 20. DEPARTMENT OF NATURAL RESOURCES. There is appropriated from the environment first fund created in section 8.57A to the department of natural resources for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amounts, or so much thereof as is necessary, to be used for the purposes designated:

1. STATE PARKS MAINTENANCE AND OPERATIONS

For regular maintenance and operations of state parks and staff time associated with these activities:
..... $ 6,235,000

2. GEOGRAPHIC INFORMATION SYSTEM (GIS)

To provide local watershed managers with geographic information system data for their use in developing, monitoring, and displaying results of their watershed work:
..... $ 195,000

3. WATER QUALITY MONITORING

For continuing the establishment and operation of water quality monitoring stations:
..... $ 2,955,000

4. PUBLIC WATER SUPPLY SYSTEM ACCOUNT

For deposit in the public water supply system account of the water quality protection fund created in section 455B.183A:
..... $ 500,000

5. REGULATION OF ANIMAL FEEDING OPERATIONS

For the regulation of animal feeding operations, including as provided for in chapters 459, 459A, and 459B:
..... $ 1,320,000

6. FLOODPLAIN MANAGEMENT AND DAM SAFETY

For supporting floodplain management and dam safety:

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1 ..... $ 375,000
2 7. AMBIENT AIR QUALITY
3 For the abatement, control, and prevention of ambient
4 air pollution in this state, including measures as necessary
5 to assure attainment and maintenance of ambient air quality
6 standards from particulate matter:
7 ..... $ 425,000
8 Sec. 21. STATE UNIVERSITY OF IOWA — IOWA GEOLOGICAL
9 SURVEY. There is appropriated from the environment first
10 fund created in section 8.57A to the state university of Iowa
11 for the fiscal year beginning July 1, 2024, and ending June
12 30, 2025, the following amounts, or so much thereof as is
13 necessary, to be used for the purposes designated:
14 1. OPERATIONS
15 For purposes of supporting the operations of the Iowa
16 geological survey of the state as created within the state
17 university of Iowa pursuant to section 456.1, including but not
18 limited to providing analysis; data maintenance, collection,
19 and compilation; investigative programs; and information for
20 water supply development and protection:
21 ..... $ 200,000
22 2. WATER RESOURCE MANAGEMENT
23 For purposes of supporting the Iowa geological survey in
24 measuring, assessing, and evaluating the quantity of water
25 sources in this state and assisting the department of natural
26 resources in regulating water quantity as provided in chapter
27 455B, subchapter III, part 4, pursuant to sections 455B.262B
28 and 456.14:
29 ..... $ 495,000
30 Sec. 22. REVERSION.
31 1. a. Except as provided in paragraph "b", and
32 notwithstanding section 8.33, moneys appropriated for the
33 fiscal year beginning July 1, 2024, in this division of this
34 Act that remain unencumbered or unobligated at the close of
35 the fiscal year shall not revert but shall remain available

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1 for expenditure for the purposes designated until the close of
2 the succeeding fiscal year, or until the project for which the
3 appropriation was made is completed, whichever is earlier.
4 b. Notwithstanding section 8.33, moneys appropriated for
5 the fiscal year beginning July 1, 2024, in this division of
6 this Act to the department of agriculture and land stewardship
7 to provide financial assistance for the establishment of
8 permanent soil and water conservation practices that remain
9 unencumbered or unobligated at the close of the fiscal year
10 shall not revert but shall remain available for expenditure
11 for the purposes designated until the close of the fiscal year
12 beginning July 1, 2027.
13 2. Subsection 1 does not apply to moneys transferred
14 pursuant to this division of this Act to the loess hills
15 development and conservation fund created in section 161D.2,
16 which shall not revert as provided in that section.
17 DIVISION VI
18 ENVIRONMENT FIRST FUND
19 SPECIAL APPROPRIATIONS
20 Sec. 23. WATER QUALITY INITIATIVE —— DEPARTMENT OF
21 AGRICULTURE AND LAND STEWARDSHIP.
22 1. There is appropriated from the environment first fund
23 created in section 8.57A to the department of agriculture
24 and land stewardship for the fiscal year beginning July 1,
25 2024, and ending June 30, 2025, the following amount, or so
26 much thereof as is necessary, to be used for the purposes
27 designated:
28 For deposit in the water quality initiative fund created in
29 section 466B.45, for purposes of supporting the water quality
30 initiative administered by the division of soil conservation
31 and water quality as provided in section 466B.42, including
32 salaries, support, maintenance, and miscellaneous purposes:
33 ..... $ 2,375,000
34 2. a. The moneys appropriated in subsection 1 shall be
35 used to support projects in subwatersheds as designated by the

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1 division that are part of high-priority watersheds identified
2 by the water resources coordinating council established
3 pursuant to section 466B.3.
4 b. The moneys appropriated in subsection 1 shall be used to
5 support projects in watersheds generally, including regional
6 watersheds, as designated by the division and high-priority
7 watersheds identified by the water resources coordinating
8 council established pursuant to section 466B.3.
9 3. In supporting projects in subwatersheds and watersheds
10 as provided in subsection 2, all of the following apply:
11 a. The demonstration projects shall utilize water quality
12 practices as described in the Iowa nutrient reduction strategy
13 as defined in section 455B.171.
14 b. The division shall implement demonstration projects as
15 provided in paragraph "a" by providing for participation by
16 persons who hold a legal interest in agricultural land used in
17 farming. To every extent practical, the division shall provide
18 for collaborative participation by such persons who hold a
19 legal interest in agricultural land located within the same
20 subwatershed.
21 c. The division shall implement a demonstration project on
22 a cost-share basis as determined by the division. However,
23 except for edge-of-field practices, the state's share of the
24 amount shall not exceed 50 percent of the estimated cost of
25 establishing the practice as determined by the division or
26 50 percent of the actual cost of establishing the practice,
27 whichever is less.
28 d. The demonstration projects shall be used to educate other
29 persons about the feasibility and value of establishing similar
30 water quality practices. The division shall promote field day
31 events for purposes of allowing interested persons to establish
32 water quality practices on their agricultural land.
33 e. The division shall conduct water quality evaluations
34 within supported subwatersheds. Within a reasonable period
35 after accumulating information from such evaluations, the

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1 division shall create an aggregated database of water quality
2 practices. Any information identifying a person holding a
3 legal interest in agricultural land or specific agricultural
4 land shall be a confidential record under section 22.7.
5 4. The moneys appropriated in subsection 1 shall be used
6 to support education and outreach in a manner that encourages
7 persons who hold a legal interest in agricultural land used for
8 farming to implement water quality practices, including the
9 establishment of such practices in watersheds generally, and
10 not limited to subwatersheds or high-priority watersheds.
11 5. The moneys appropriated in subsection 1 may be used
12 to contract with persons to coordinate the implementation of
13 efforts provided in this section.
14 6. The moneys appropriated in subsection 1 may be used by
15 the department to support urban soil and water conservation
16 efforts, which may include but are not limited to management
17 practices related to bioretention, landscaping, the use of
18 permeable or pervious pavement, and soil quality restoration.
19 The moneys shall be allocated on a cost-share basis as provided
20 in chapter 161A.
21 7. Notwithstanding any other provision of law to the
22 contrary, the department may use moneys appropriated in
23 subsection 1 to carry out the provisions of this section on a
24 cost-share basis in combination with other moneys available to
25 the department from a state or federal source.
26 8. Not more than 10 percent of the moneys appropriated in
27 this section may be used to pay for the costs of administering
28 and implementing the water quality initiative by the
29 department's division of soil conservation and water quality as
30 provided in section 466B.42 and this section.
31 DIVISION VII
32 IOWA RESOURCES ENHANCEMENT AND PROTECTION — OPEN SPACES
33 Sec. 24. REAP — IN LIEU OF GENERAL FUND APPROPRIATION. In
34 lieu of the standing appropriation in section 455A.18, there is
35 appropriated from the environment first fund created in section

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1 8.57A to the Iowa resources enhancement and protection fund
2 for the fiscal year beginning July 1, 2024, and ending June
3 30, 2025, the following amount, to be allocated as provided in
4 section 455A.19:
5 ..... $ 12,000,000
6 Sec. 25. REAP — OPEN SPACES ACCOUNT — STATE PARK
7 MAINTENANCE, OPERATIONS, AND FACILITY REFURBISHMENT.
8 Notwithstanding section 455A.19, subsection 1, paragraph "a",
9 subparagraph (1), of the moneys allocated to the open spaces
10 account of the Iowa resources enhancement and protection fund,
11 up to $1,000,000 may be used by the department of natural
12 resources for state park maintenance, development, operations,
13 and facility refurbishment for the fiscal year beginning July
14 1, 2024, and ending on June 30, 2025.
15 DIVISION VIII
16 SPECIAL GENERAL FUND APPROPRIATIONS — MARKETING AGRICULTURAL
17 PRODUCTS — DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP
18 PART A
19 PROMOTIONAL PROGRAMS
20 Sec. 26. VALUE-ADDED AGRICULTURE GRANT PROGRAM, DAIRY
21 INNOVATION FUND, AND CHOOSE IOWA PROMOTIONAL PROGRAM. There
22 is appropriated from the general fund of the state to the
23 department of agriculture and land stewardship for the fiscal
24 year beginning July 1, 2024, and ending June 30, 2025, the
25 following amounts, or so much thereof as is necessary, to be
26 used for the purposes designated:
27 1. VALUE-ADDED AGRICULTURE GRANT PROGRAM
28 a. For the administration and execution of a value-added
29 agriculture grant program to identify, evaluate, and support
30 programs and services that add value to agriculture products,
31 enable new technology, and support marketing strategies:
32 ..... $ 463,000
33 b. The department shall adopt rules pursuant to chapter 17A
34 necessary to implement and administer this subsection.
35 c. Notwithstanding section 8.33, moneys appropriated in

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1 this subsection that remain unencumbered or unobligated at the
2 close of the fiscal year shall not revert but shall remain
3 available for expenditure for the purposes designated until the
4 close of the succeeding fiscal year.
5 2. CHOOSE IOWA PROMOTIONAL PROGRAM
6 For deposit in the choose Iowa fund established pursuant to
7 section 159.31:
8 ..... $ 600,000
9 3. DAIRY INNOVATION FUND
10 For deposit in the dairy innovation fund created in section
11 159.31A:
12 ..... $ 750,000
13 PART B
14 BUTCHERY INNOVATION AND REVITALIZATION FUND AND PROGRAM
15 Sec. 27. BUTCHERY INNOVATION AND REVITALIZATION FUND AND
16 PROGRAM. There is appropriated from the general fund of the
17 state to the department of agriculture and land stewardship for
18 the fiscal year beginning July 1, 2024, and ending June 30,
19 2025, the following amount, or so much thereof as is necessary,
20 to be used for the purposes designated:
21 For deposit in the butchery innovation and revitalization
22 fund as created in section 15E.370:
23 ..... $ 500,000
24 Sec. 28. CONTINGENT EFFECTIVE DATE. This part of
25 this division of this Act takes effect July 1, 2024, if
26 the administration of the butchery innovation program is
27 transferred from the economic development authority to the
28 department of agriculture and land stewardship by July 1, 2024.
29 DIVISION IX
30 STATUTORY CHANGES
31 Sec. 29. Section 159.31, Code 2024, is amended by adding the
32 following new subsection:
33 NEW SUBSECTION. 2A. The department may use not more than
34 five percent of the balance of unencumbered and unobligated
35 moneys in the fund at the beginning of a fiscal year to pay for

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costs of administration.

Sec. 30. Section 159.31A, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 2A. The department may use not more than five percent of the balance of unencumbered and unobligated moneys in the fund at the beginning of a fiscal year to pay for costs of administration.

Sec. 31. Section 159.31C, if enacted by 2024 Iowa Acts, House File 2641, or successor legislation, is amended by adding the following new subsection:

NEW SUBSECTION. 2A. The department may use not more than five percent of the balance of unencumbered and unobligated moneys in the fund at the beginning of a fiscal year to pay for costs of administration.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

GENERAL. This bill relates to agriculture and natural resources by making appropriations for FY 2024-2025 to support related entities, including the department of agriculture and land stewardship (DALS), the department of natural resources (DNR), Iowa state university (ISU), and the university of Iowa (UI).

The bill primarily appropriates moneys to DALS and DNR. The appropriations are made to support those departments for administration, regulation, and support of programs. The bill requires the departments to submit quarterly reports to the general assembly and department of management regarding the expenditure of appropriated moneys. The bill also provides moneys to support specific programs or projects administered by those departments.

The bill primarily appropriates moneys from the state general fund (GF) and the environment first fund (EFF) to support DALS and DNR, but also UI and ISU, and to support a number of designated activities, projects, and programs

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1 administered by those agencies. General appropriations are
2 made from other major sources, including the state fish and
3 game protection fund (SFGPF) and the groundwater protection
4 fund (GPF), both administered by DNR. Finally, appropriations
5 are made from and to a number of dedicated sources, including
6 the resources enhancement and protection (REAP) fund
7 administered by DNR, and the renewable fuel infrastructure
8 fund (RFIF) and the water quality initiative fund (WQIF)
9 administered by DALS.
10 DALS — GF APPROPRIATIONS. The bill appropriates moneys
11 to DALS from the GF in order to support its administrative
12 divisions, including consumer protection and industry services,
13 soil conservation, and food safety and animal health. Moneys
14 are transferred to ISU to support its midwest grape and wine
15 industry institute.
16 DALS — DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS.
17 The bill appropriates moneys from several sources to support a
18 number of designated purposes, including moneys derived from
19 unclaimed winnings from horse and dog races, for administration
20 and enforcement of racing regulations; and moneys credited to
21 the RFIF, for purposes of regulating motor fuel.
22 DALS — SPECIAL GF APPROPRIATIONS. The bill makes special
23 appropriations from the GF to DALS in order to support specific
24 purposes including milk inspection, the local food and farm
25 program, an agricultural education organization, foreign animal
26 disease preparedness, assistance to farmers with disabilities,
27 loess hills protections, southern Iowa development and
28 conservation, grain regulation, the value-added agriculture
29 grant program, the dairy innovation fund and program, and the
30 choose Iowa promotional program.
31 DALS — SPECIAL GF APPROPRIATION TO SUPPORT CHOOSE IOWA FOOD
32 PURCHASING PILOT PROJECT. The bill appropriates moneys from
33 the GF to support a choose Iowa food purchasing pilot project
34 to assist schools, school districts, Iowa food banks, and Iowa
35 emergency feeding organizations in obtaining food from farm

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1 sources.
2 DNR — GF AND OTHER MAJOR FUNDS APPROPRIATIONS. The bill
3 makes appropriations from a number of funds to DNR in order
4 to support its administrative divisions involving natural
5 resources and environmental protection from the GF, the SFGPF,
6 and the GPF. The bill makes a special appropriation from the
7 GF to DNR for purposes of increasing the accessibility to state
8 parks and recreation areas by persons with disabilities.
9 DNR — DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS.
10 The bill appropriates moneys to DNR from a number of sources
11 to support designated purposes, including moneys deposited in
12 the special snowmobile fund to provide for administering and
13 enforcing the state snowmobile programs; and moneys deposited
14 in the unassigned revenue fund for purposes of paying for
15 administration of DNR's underground storage tanks section.
16 DNR — SPECIAL GF APPROPRIATIONS. The bill makes special
17 appropriations from the GF to DNR in order to support specific
18 purposes including floodplain management, dam safety and
19 forestry health management programs, and state parks.
20 ISU — SPECIAL GF APPROPRIATIONS. The bill appropriates
21 moneys from the GF to ISU to support the operation of its
22 veterinary diagnostic laboratory and livestock disease
23 research. The bill makes special appropriations from the GF to
24 ISU to support the move of the veterinary diagnostic laboratory
25 and to support the management of private forests.
26 ISU — DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS.
27 The bill appropriates moneys from the Iowa nutrient reduction
28 fund to ISU for the veterinary diagnostic laboratory.
29 UI — SPECIAL GF APPROPRIATIONS. The bill appropriates
30 moneys from the GF to UI to support the operations of Iowa's
31 center for agricultural safety and health, which is part of
32 UI's college of public health.
33 DALS, DNR, AND UI — EFF — GENERAL APPROPRIATIONS. The
34 bill appropriates moneys from the EFF to support a number of
35 programs administered by DALS, DNR, and UI. For DALS, the

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1 moneys are appropriated to support programs involving soil
2 conservation, watershed protection and nutrient management,
3 and the loess hills development and conservation fund. For
4 DNR, moneys are appropriated to support programs involving
5 state parks, geographic information systems, water quality
6 monitoring, public water supplies, regulation of animal feeding
7 operations, air quality, and floodplain management and dam
8 safety. For UI, moneys are appropriated to support the Iowa
9 geological survey. The bill includes provisions that delay the
10 reversion of these moneys.
11 EFF — SPECIAL APPROPRIATIONS FOR WQIF. The bill
12 appropriates moneys from the EFF to the WQIF subject to certain
13 conditions.
14 REAP FUND — EFF APPROPRIATION IN LIEU OF GF APPROPRIATION.
15 The bill appropriates moneys from the EFF to the REAP
16 fund instead of the $20 million otherwise required to be
17 appropriated to the REAP fund from the GF. Notwithstanding
18 the standing allocation from the REAP fund to its open
19 spaces account, DNR may use moneys in the account for state
20 park maintenance, development, operations, and facility
21 refurbishment.
22 GF — BUTCHERY — SPECIAL CONTINGENT APPROPRIATION. The
23 bill appropriates moneys to DALS to support the butchery
24 innovation and revitalization fund and program contingent on
25 the enactment of legislation transferring the fund and program
26 from the economic development authority to DALS.
27 STATUTORY CHANGES — DALS ADMINISTRATIVE EXPENSES. The
28 bill amends provisions creating funds for the choose Iowa
29 promotional program, the dairy innovation fund, and the
30 value-added agricultural grant program, by providing that not
31 more than 5 percent of moneys in those funds may be used for
32 purposes of administration.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House File 2695 - Introduced

HOUSE FILE 2695
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO LSB 5006HB)

A BILL FOR

1 An Act relating to and making appropriations to the judicial
2 branch, and including effective date provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5006HV (1) 90
cm/ns

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1 Section 1. JUDICIAL BRANCH.
2 1. There is appropriated from the general fund of the state
3 to the judicial branch for the fiscal year beginning July 1,
4 2024, and ending June 30, 2025, the following amounts, or so
5 much thereof as is necessary, to be used for the purposes
6 designated:
7 a. For salaries of supreme court justices, appellate court
8 judges, district court judges, district associate judges,
9 associate juvenile judges, associate probate judges, judicial
10 magistrates and staff, state court administrator, clerk of
11 the supreme court, district court administrators, clerks of
12 the district court, juvenile court officers, board of law
13 examiners, board of examiners of shorthand reporters, and
14 commission on judicial qualifications; receipt and disbursement
15 of child support payments; reimbursement of the auditor
16 of state for expenses incurred in completing audits of the
17 offices of the clerks of the district court during the fiscal
18 year beginning July 1, 2024; and maintenance, equipment, and
19 miscellaneous purposes:
20 ..... $201,597,574
21 b. For deposit in the revolving fund created pursuant to
22 section 602.1302, subsection 3, for jury and witness fees,
23 mileage, costs related to summoning jurors, costs and fees for
24 interpreters and translators, and reimbursement of attorney
25 fees paid by the state public defender:
26 ..... $ 6,105,240
27 c. For payment of expenses for court-ordered services
28 provided to juveniles who are under the supervision of juvenile
29 court services, which expenses are a charge upon the state
30 pursuant to section 232.141, subsection 4:
31 ..... $ 3,290,000
32 (1) Of the moneys appropriated in this lettered paragraph,
33 no more than $1,556,000 is allocated to provide school-based
34 supervision of children under chapter 232, of which no more
35 than $25,000 may be used for purposes of training.

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1 (2) Notwithstanding section 232.141 or any other provision
2 of law to the contrary, the moneys appropriated in this
3 lettered paragraph shall be distributed to the judicial
4 districts as determined by the state court administrator. The
5 state court administrator shall make the determination of the
6 distribution amounts within thirty days of the date on which
7 the annual census data is released.
8 (3) Notwithstanding chapter 232 or any other provision of
9 law to the contrary, a district or juvenile court shall not
10 order any service which is a charge upon the state pursuant
11 to section 232.141 if there are insufficient court-ordered
12 services moneys available in the district court distribution
13 amounts to pay for the service. The chief juvenile court
14 officer shall encourage use of the moneys appropriated in this
15 lettered paragraph such that there are sufficient moneys to pay
16 for all court-ordered services during the entire fiscal year.
17 The chief juvenile court officer shall attempt to anticipate
18 potential surpluses and shortfalls in the distribution amounts
19 and shall cooperatively request the state court administrator
20 to transfer moneys between the judicial districts' distribution
21 amounts as prudent.
22 (4) Notwithstanding any provision of law to the contrary,
23 a district or juvenile court shall not order a county to pay
24 for any service provided to a juvenile pursuant to an order
25 entered under chapter 232 which is a charge upon the state
26 under section 232.141, subsection 4.
27 (5) Of the moneys appropriated in this lettered paragraph,
28 no more than $83,000 may be used by the judicial branch
29 for administration of the requirements under this lettered
30 paragraph.
31 (6) Of the moneys appropriated in this lettered paragraph,
32 an amount not to exceed the actual cost of the annual
33 membership fee is allocated to the judicial branch to support
34 the interstate commission for juveniles in accordance with
35 the interstate compact for juveniles as provided in section

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1 232.173.
2 (7) Notwithstanding section 8.33, moneys appropriated in
3 this lettered paragraph that remain unencumbered or unobligated
4 at the close of the fiscal year shall not revert but shall
5 remain available for expenditure for the purposes designated
6 until the close of the fiscal year that begins July 1, 2027.
7 d. For juvenile delinquent graduated sanctions services
8 pursuant to section 232.192:
9 ..... $ 12,253,000
10 (1) Any state moneys saved as a result of efforts by
11 juvenile court services to earn a federal fund match pursuant
12 to Tit. IV-E of the federal Family First Prevention Services
13 Act of 2018, Pub. L. No. 115-123, for juvenile court services
14 administration is appropriated to the judicial branch for
15 purposes of this lettered paragraph.
16 (2) Notwithstanding section 8.33, moneys appropriated in
17 this lettered paragraph that remain unencumbered or unobligated
18 at the close of the fiscal year shall not revert but shall
19 remain available for expenditure for the purposes designated
20 until the close of the fiscal year that begins July 1, 2027.
21 2. The judicial branch, except for purposes of internal
22 processing, shall use the current state budget system, the
23 state payroll system, and the Iowa finance and accounting
24 system in administration of programs and payments for services,
25 and shall not duplicate the state payroll, accounting, and
26 budgeting systems.
27 3. The judicial branch shall submit monthly financial
28 statements to the legislative services agency and the
29 department of management containing all appropriated accounts
30 in the same manner as provided in the monthly financial status
31 reports and personal services usage reports of the department
32 of administrative services. The monthly financial statements
33 shall include a comparison of the dollars and percentage
34 spent of budgeted versus actual revenues and expenditures on
35 a cumulative basis for full-time equivalent positions and

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1 dollars.
2 4. The judicial branch shall focus efforts upon the
3 collection of delinquent fines, penalties, court costs, fees,
4 surcharges, or similar amounts.
5 5. It is the intent of the general assembly that the offices
6 of the clerks of the district court operate in all 99 counties
7 and be accessible to the public as much as is reasonably
8 possible in order to address the relative needs of the citizens
9 of each county. An office of the clerk of the district court
10 shall be open regular courthouse hours.
11 6. In addition to the requirements for transfers under
12 section 8.39, the judicial branch shall not change the
13 appropriations from the amounts appropriated to the judicial
14 branch in this Act, unless notice of the revisions is given to
15 the legislative services agency prior to the effective date.
16 The notice shall include information on the judicial branch's
17 rationale for making the changes and details concerning the
18 workload and performance measures upon which the changes are
19 based.
20 7. The judicial branch shall submit a semiannual update
21 to the legislative services agency specifying the amounts of
22 fines, surcharges, and court costs collected using the Iowa
23 court information system since the last report. The judicial
24 branch shall continue to facilitate the sharing of vital
25 sentencing and other information with other state departments
26 and governmental agencies involved in the criminal justice
27 system through the Iowa court information system.
28 8. The judicial branch shall provide a report to the general
29 assembly by January 1, 2025, concerning the amounts received
30 and expended from the court technology and modernization fund
31 created in section 602.8108, subsection 7, during the fiscal
32 year beginning July 1, 2023, and ending June 30, 2024, and the
33 plans for expenditures from each fund during the fiscal year
34 beginning July 1, 2024, and ending June 30, 2025.
35 Sec. 2. CIVIL TRIALS — LOCATION. Notwithstanding any

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1 provision to the contrary, for the fiscal year beginning July
2 1, 2024, and ending June 30, 2025, if all parties in a case
3 agree, a civil trial including a jury trial may take place in a
4 county contiguous to the county with proper jurisdiction, even
5 if the contiguous county is located in an adjacent judicial
6 district or judicial election district. If the trial is moved
7 pursuant to this section, court personnel shall treat the case
8 as if a change of venue occurred.
9 Sec. 3. TRAVEL REIMBURSEMENT. Notwithstanding section
10 602.1509, for the fiscal year beginning July 1, 2024, and
11 ending June 30, 2025, a judicial officer may waive travel
12 reimbursement for any travel outside the judicial officer's
13 county of residence to conduct official judicial business.
14 Sec. 4. JUDICIAL OFFICER — UNPAID LEAVE. Notwithstanding
15 the annual salary rates for judicial officers established
16 by this Act for the fiscal year beginning July 1, 2024, and
17 ending June 30, 2025, the supreme court may by order place all
18 judicial officers on unpaid leave status on any day employees
19 of the judicial branch are placed on temporary layoff status.
20 The biweekly pay of the judicial officers shall be reduced
21 accordingly for the pay period in which the unpaid leave date
22 occurred in the same manner as for noncontract employees of the
23 judicial branch. Through the course of the fiscal year, the
24 judicial branch may use an amount equal to the aggregate amount
25 of salary reductions due to the judicial officer unpaid leave
26 days for any purpose other than for judicial salaries.
27 Sec. 5. IOWA COMMUNICATIONS NETWORK. It is the intent
28 of the general assembly that the judicial branch utilize
29 the Iowa communications network or other secure electronic
30 communications in lieu of traveling for the fiscal year
31 beginning July 1, 2024, and ending June 30, 2025.
32 Sec. 6. SALARIES — STATE COURT JUSTICES, JUDGES, AND
33 MAGISTRATES.
34 1. The salary rates specified in subsection 2 are for the
35 fiscal year beginning July 1, 2024, effective for the pay

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1 period beginning June 21, 2024, and for subsequent fiscal
2 years until otherwise provided by the general assembly. The
3 salaries provided for in this section shall be paid from moneys
4 appropriated to the judicial branch pursuant to this Act or any
5 other Act of the general assembly.
6 2. The following annual salary rates shall be paid to the
7 persons holding the judicial positions indicated during the
8 fiscal year beginning July 1, 2024, effective with the pay
9 period beginning June 21, 2024, and for subsequent pay periods:
10 a. Chief justice of the supreme court:
11 ..... $ 208,265
12 b. Each justice of the supreme court:
13 ..... $ 198,940
14 c. Chief judge of the court of appeals:
15 ..... $ 186,507
16 d. Each associate judge of the court of appeals:
17 ..... $ 180,290
18 e. Each chief judge of a judicial district:
19 ..... $ 174,072
20 f. Each district judge except the chief judge of a judicial
21 district:
22 ..... $ 167,855
23 g. Each district associate judge:
24 ..... $ 149,206
25 h. Each associate juvenile judge:
26 ..... $ 149,206
27 i. Each associate probate judge:
28 ..... $ 149,206
29 j. Each judicial magistrate:
30 ..... $ 46,004
31 k. Each senior judge:
32 ..... $ 9,947
33 3. Persons receiving salary rates established under this
34 section shall not receive any additional salary adjustments
35 provided by this Act or any other Act of the general assembly.

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1 Sec. 7. EFFECTIVE DATE. The section of this Act enacting
2 salaries for state court justices, judges, and magistrates
3 takes effect June 21, 2024.
4 EXPLANATION
5 The inclusion of this explanation does not constitute agreement with
6 the explanation's substance by the members of the general assembly.
7 This bill relates to and makes appropriations to the
8 judicial branch.
9 The bill appropriates moneys from the general fund
10 of the state for FY 2024-2025 to the judicial branch for
11 salaries, receipt and disbursement of child support payments,
12 reimbursement of the auditor of state, maintenance, equipment,
13 miscellaneous purposes, deposit in the revolving fund created
14 pursuant to Code section 602.1302(3) for certain purposes,
15 payment of court-ordered juvenile services, and juvenile
16 delinquent graduated sanctions services.
17 The bill provides that a civil trial including a jury trial
18 may take place in a county contiguous to the county with proper
19 jurisdiction, even if the contiguous county is located in an
20 adjacent judicial district or judicial election district, if
21 all the parties in a case agree. If a trial is moved to another
22 county that is located in another judicial district or judicial
23 election district, the judicial officers serving the judicial
24 district or judicial election district receiving the case shall
25 preside over the case.
26 The bill permits a judicial officer to waive travel
27 reimbursement for any travel outside the judicial officer's
28 county of residence to conduct official business.
29 The bill allows a judicial officer to be placed on unpaid
30 leave on any day a court employee is required to furlough.
31 The bill provides that if a judicial officer is placed on
32 unpaid leave, the salary of the judicial officer shall be
33 reduced accordingly for the pay period in which the unpaid
34 leave occurred. The bill provides that the judicial branch
35 may use an amount equal to the aggregate amount of the salary

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1 reductions due to judicial officer unpaid leave for any purpose
2 other than judicial salaries.
3 The bill states legislative intent that the judicial
4 branch utilize the Iowa communications network or other secure
5 electronic communications in lieu of traveling.
6 The bill sets forth salaries for justices, judges, and
7 magistrates. This provision takes effect June 21, 2024.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House File 2696 - Introduced

HOUSE FILE 2696
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO LSB 5000HB)

A BILL FOR

1 An Act relating to and making appropriations for state
2 government administration and regulation, including the
3 department of administrative services, auditor of state,
4 ethics and campaign disclosure board, offices of governor
5 and lieutenant governor, department of inspections, appeals,
6 and licensing, department of insurance and financial
7 services, department of management, Iowa public employees'
8 retirement system, public information board, department
9 of revenue, secretary of state, treasurer of state, and
10 utilities board.
11 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5000HV (1) 90
sc/ns

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

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FY 2024-2025 APPROPRIATIONS

Section 1. DEPARTMENT OF ADMINISTRATIVE SERVICES.

1. There is appropriated from the general fund of the state to the department of administrative services for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amounts, or so much thereof as is necessary, to be used for the purposes designated:

a. For salaries, support, maintenance, and miscellaneous purposes, and for not more than the following full-time equivalent positions:

..... $ 3,713,718
..... FTEs 55.30

b. For the payment of utility costs, and for not more than the following full-time equivalent positions:

..... $ 4,487,598
..... FTEs 1.00

Notwithstanding section 8.33, moneys appropriated for utility costs in this lettered paragraph that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.

c. For Terrace Hill operations, and for not more than the following full-time equivalent positions:

..... $ 460,884
..... FTEs 4.37

d. For state library services:

(1) For salaries, support, maintenance, and miscellaneous purposes, and for not more than the following full-time equivalent positions:

..... $ 2,626,613
..... FTEs 20.00

(2) For the enrich Iowa program established under section 8A.209:

..... $ 2,464,823

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1 e. For administration of cultural activities:
2 (1) For salaries, support, maintenance, and miscellaneous
3 purposes, and for not more than the following full-time
4 equivalent positions:
5 ..... $ 168,403
6 ..... FTEs 0.75
7 (2) The department shall coordinate historical and cultural
8 activities with the tourism office of the economic development
9 authority to promote attendance at the state historical
10 building and at the state's historic sites.
11 (3) Full-time equivalent positions authorized under
12 this paragraph are funded, in full or in part, using moneys
13 appropriated under this paragraph and paragraphs "f" and "g".
14 f. For support of the state's historical resources, and for
15 not more than the following full-time equivalent positions:
16 ..... $ 3,136,371
17 ..... FTEs 37.24
18 g. For administration and support of the state's historic
19 sites, and for not more than the following full-time equivalent
20 positions:
21 ..... $ 425,751
22 ..... FTEs 2.00
23 2. Any moneys and premiums collected by the department
24 for workers' compensation shall be segregated into a separate
25 workers' compensation fund in the state treasury to be used
26 for payment of state employees' workers' compensation claims
27 and administrative costs. Notwithstanding section 8.33,
28 unencumbered or unobligated moneys remaining in this workers'
29 compensation fund at the end of the fiscal year shall not
30 revert but shall remain available for expenditure for purposes
31 of the fund in subsequent fiscal years.
32 Sec. 2. REVOLVING FUNDS — DEPARTMENT OF ADMINISTRATIVE
33 SERVICES. There is appropriated to the department of
34 administrative services for the fiscal year beginning July
35 1, 2024, and ending June 30, 2025, from the revolving funds

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1 designated in chapter 8A and from internal service funds
2 created by the department such amounts as the department deems
3 necessary for the operation of the department consistent with
4 the requirements of chapter 8A.
5 Sec. 3. STATE EMPLOYEE HEALTH INSURANCE ADMINISTRATION
6 CHARGE —— DEPARTMENT OF ADMINISTRATIVE SERVICES. For the
7 fiscal year beginning July 1, 2024, and ending June 30, 2025,
8 the monthly per contract administrative charge which may be
9 assessed by the department of administrative services shall be
10 $2.00 per contract on all health insurance plans administered
11 by the department.
12 Sec. 4. AUDITOR OF STATE.
13 1. There is appropriated from the general fund of the state
14 to the office of the auditor of state for the fiscal year
15 beginning July 1, 2024, and ending June 30, 2025, the following
16 amounts, or so much thereof as is necessary, to be used for the
17 purposes designated:
18 For salaries, support, maintenance, and miscellaneous
19 purposes, and for not more than the following full-time
20 equivalent positions:
21 ..... $ 1,035,752
22 ..... FTEs 98.00
23 2. The auditor of state may retain additional full-time
24 equivalent positions as is reasonable and necessary to
25 perform governmental subdivision audits which are reimbursable
26 pursuant to section 11.20 or 11.21, to perform audits which are
27 requested by and reimbursable from the federal government, and
28 to perform work requested by and reimbursable from departments
29 or agencies pursuant to section 11.5A or 11.5B. The auditor
30 of state shall notify the department of management, the
31 legislative fiscal committee, and the legislative services
32 agency of the additional full-time equivalent positions
33 retained.
34 3. The auditor of state shall allocate moneys from the
35 appropriations in this section solely for audit work related to

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1 the annual comprehensive financial report, federally required
2 audits, and investigations of embezzlement, theft, or other
3 significant financial irregularities until the audit of the
4 annual comprehensive financial report is complete.
5 Sec. 5. IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD. There
6 is appropriated from the general fund of the state to the
7 Iowa ethics and campaign disclosure board for the fiscal year
8 beginning July 1, 2024, and ending June 30, 2025, the following
9 amount, or so much thereof as is necessary, to be used for the
10 purposes designated:
11 For salaries, support, maintenance, and miscellaneous
12 purposes, and for not more than the following full-time
13 equivalent positions:
14 ..... $ 1,051,151
15 ..... FTEs 9.00
16 Sec. 6. GOVERNOR AND LIEUTENANT GOVERNOR. There is
17 appropriated from the general fund of the state to the offices
18 of the governor and the lieutenant governor for the fiscal year
19 beginning July 1, 2024, and ending June 30, 2025, the following
20 amounts, or so much thereof as is necessary, to be used for the
21 purposes designated:
22 1. GENERAL OFFICE
23 For salaries, support, maintenance, and miscellaneous
24 purposes, and for not more than the following full-time
25 equivalent positions:
26 ..... $ 2,864,932
27 ..... FTEs 25.00
28 2. TERRACE HILL QUARTERS
29 For the governor's quarters at Terrace Hill, including
30 salaries, support, maintenance, and miscellaneous purposes, and
31 for not more than the following full-time equivalent positions:
32 ..... $ 144,222
33 ..... FTEs 1.93
34 Sec. 7. DEPARTMENT OF INSPECTIONS, APPEALS, AND
35 LICENSING. There is appropriated from the general fund of the

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1 state to the department of inspections, appeals, and licensing
2 for the fiscal year beginning July 1, 2024, and ending June
3 30, 2025, the following amounts, or so much thereof as is
4 necessary, to be used for the purposes designated:
5 1. ADMINISTRATION DIVISION
6 For salaries, support, maintenance, and miscellaneous
7 purposes, and for not more than the following full-time
8 equivalent positions:
9 ..... $ 1,234,684
10 ..... FTEs 11.55
11 2. ADMINISTRATIVE HEARINGS DIVISION
12 For salaries, support, maintenance, and miscellaneous
13 purposes, and for not more than the following full-time
14 equivalent positions:
15 ..... $ 624,374
16 ..... FTEs 23.00
17 3. INVESTIGATIONS
18 a. For salaries, support, maintenance, and miscellaneous
19 purposes, and for not more than the following full-time
20 equivalent positions:
21 ..... $ 2,705,970
22 ..... FTEs 56.00
23 b. By December 1, 2024, the department shall submit a
24 report to the general assembly concerning the department's
25 activities relative to fraud in public assistance programs
26 for the fiscal year beginning July 1, 2023, and ending June
27 30, 2024. The report shall include but is not limited to a
28 summary of the number of cases investigated, case outcomes,
29 overpayment dollars identified, amount of cost avoidance, and
30 actual dollars recovered.
31 4. HEALTH FACILITIES
32 a. For salaries, support, maintenance, and miscellaneous
33 purposes, and for not more than the following full-time
34 equivalent positions:
35 ..... $ 6,217,662

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1 ..... FTEs 133.00
2 b. The department shall make all of the following
3 information available to the public as part of the department's
4 development efforts to revise the department's internet site:
5 (1) The number of inspections of health facilities
6 conducted by the department annually by type of service
7 provider and type of inspection.
8 (2) The total annual operations budget for the department
9 that is associated with health facilities regulation, including
10 general fund appropriations and federal contract dollars
11 received by type of service provider inspected.
12 (3) The total number of full-time equivalent positions
13 in the department that are associated with health facilities
14 regulation, to include the number of full-time equivalent
15 positions serving in a supervisory capacity, and serving as
16 surveyors, inspectors, or monitors in the field by type of
17 service provider inspected.
18 (4) Identification of state and federal survey trends,
19 cited regulations, the scope and severity of deficiencies
20 identified, and federal and state fines assessed and collected
21 concerning nursing and assisted living facilities and programs.
22 c. It is the intent of the general assembly that the
23 department continuously solicit input from health facilities
24 regulated by the department to assess and improve the
25 department's level of collaboration and to identify new
26 opportunities for cooperation.
27 5. EMPLOYMENT APPEAL BOARD
28 a. For salaries, support, maintenance, and miscellaneous
29 purposes, and for not more than the following full-time
30 equivalent positions:
31 ..... $ 38,865
32 ..... FTEs 11.00
33 b. The employment appeal board shall be reimbursed by the
34 department for all costs associated with hearings conducted
35 under chapter 91C related to contractor registration. The

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1 board may expend, in addition to the amount appropriated under
2 this subsection, additional amounts as are directly billable
3 to the department under this subsection and to retain the
4 additional full-time equivalent positions as needed to conduct
5 hearings required pursuant to chapter 91C.
6 c. The employment appeal board may temporarily exceed and
7 draw more than the amount appropriated in this subsection and
8 incur a negative cash balance as long as there are receivables
9 of federal funds equal to or greater than the negative balance
10 and the amount appropriated in this subsection is not exceeded
11 at the close of the fiscal year.
12 6. FOOD AND CONSUMER SAFETY
13 For salaries, support, maintenance, and miscellaneous
14 purposes, and for not more than the following full-time
15 equivalent positions:
16 ..... $ 509,565
17 ..... FTEs 33.75
18 7. IOWA STATE CIVIL RIGHTS COMMISSION
19 a. For salaries, support, maintenance, and miscellaneous
20 purposes, and for not more than the following full-time
21 equivalent positions:
22 ..... $ 1,337,999
23 ..... FTEs 27.00
24 b. The Iowa state civil rights commission may enter into
25 a contract with a nonprofit organization to provide legal
26 assistance to resolve civil rights complaints.
27 8. LABOR SERVICES
28 a. For salaries, support, maintenance, and miscellaneous
29 purposes, and for not more than the following full-time
30 equivalent positions:
31 ..... $ 2,895,719
32 ..... FTEs 50.00
33 b. Notwithstanding section 8.33, moneys appropriated in
34 this subsection that remain unencumbered or unobligated at the
35 close of the fiscal year shall not revert but shall remain

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1 available for expenditure for the purposes designated until the
2 close of the succeeding fiscal year.
3 9. DIVISION OF WORKERS' COMPENSATION
4 a. For salaries, support, maintenance, and miscellaneous
5 purposes, and for not more than the following full-time
6 equivalent positions:
7 ..... $ 3,321,044
8 ..... FTEs 26.10
9 b. The division of workers' compensation shall charge a
10 $100 filing fee for workers' compensation cases. The filing
11 fee shall be paid by the petitioner of a claim. However,
12 the fee can be taxed as a cost and paid by the losing party,
13 except in cases where it would impose an undue hardship or be
14 unjust under the circumstances. The moneys generated by the
15 filing fee allowed under this paragraph are appropriated to
16 the department to be used for purposes of administering the
17 division of workers' compensation.
18 c. Notwithstanding section 8.33, moneys appropriated in
19 this subsection that remain unencumbered or unobligated at the
20 close of the fiscal year shall not revert but shall remain
21 available for expenditure for the purposes designated until the
22 close of the succeeding fiscal year.
23 10. PROFESSIONAL LICENSING
24 For salaries, support, maintenance, and miscellaneous
25 purposes, and for not more than the following full-time
26 equivalent positions:
27 ..... $ 1,627,969
28 ..... FTEs 139.00
29 11. APPROPRIATION REALLOCATION
30 Notwithstanding section 8.39, the department of inspections,
31 appeals, and licensing, in consultation with the department of
32 management, may reallocate moneys appropriated in this section
33 as necessary to best fulfill the needs of the department
34 provided for in the appropriation.
35 Sec. 8. DEPARTMENT OF INSPECTIONS, APPEALS, AND LICENSING

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1 — LICENSE OR REGISTRATION FEES.
2 1. For the fiscal year beginning July 1, 2024, and ending
3 June 30, 2025, the department of inspections, appeals, and
4 licensing shall collect any license or registration fees or
5 electronic transaction fees generated during the fiscal year
6 as a result of licensing and registration activities under
7 chapters 99B, 137C, 137D, and 137F.
8 2. From the fees collected by the department under this
9 section on behalf of a municipal corporation with which
10 the department has an agreement pursuant to section 137F.3,
11 through a statewide electronic licensing system operated by
12 the department, notwithstanding section 137F.6, subsection 2,
13 the department shall remit the amount of those fees to the
14 municipal corporation for whom the fees were collected less
15 any electronic transaction fees collected by the department to
16 enable electronic payment.
17 3. From the fees collected by the department under this
18 section, other than those fees described in subsection 2,
19 the department shall deposit the amount of $800,000 into the
20 general fund of the state prior to June 30, 2025.
21 4. From the fees collected by the department under this
22 section, other than those fees described in subsections 2 and
23 3, the department shall retain the remainder of the fees for
24 the purposes of enforcing the provisions of chapters 99B, 137C,
25 137D, and 137F. Notwithstanding section 8.33, moneys retained
26 by the department pursuant to this subsection that remain
27 unencumbered or unobligated at the close of the fiscal year
28 shall not revert but shall remain available for expenditure
29 for the purposes of enforcing the provisions of chapters 99B,
30 137C, 137D, and 137F during the succeeding fiscal year. The
31 department shall provide an annual report to the department
32 of management and the legislative services agency on fees
33 billed and collected and expenditures from the moneys retained
34 by the department in a format determined by the department
35 of management in consultation with the legislative services

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1 agency.
2 Sec. 9. HOUSING TRUST FUND APPROPRIATION — DEPARTMENT OF
3 INSPECTIONS, APPEALS, AND LICENSING. There is appropriated
4 from the housing trust fund created in section 16.181 to the
5 department of inspections, appeals, and licensing for the
6 fiscal year beginning July 1, 2024, and ending June 30, 2025,
7 the following amount, or so much thereof as is necessary, to be
8 used for the purposes designated:
9 For professional licensing salaries, support, maintenance,
10 and miscellaneous purposes:
11 ..... $ 62,317
12 Sec. 10. RACING AND GAMING COMMISSION — RACING AND
13 GAMING REGULATION — DEPARTMENT OF INSPECTIONS, APPEALS, AND
14 LICENSING. There is appropriated from the gaming regulatory
15 revolving fund established in section 99F.20 to the racing and
16 gaming commission of the department of inspections, appeals,
17 and licensing for the fiscal year beginning July 1, 2024, and
18 ending June 30, 2025, the following amount, or so much thereof
19 as is necessary, to be used for the purposes designated:
20 For salaries, support, maintenance, and miscellaneous
21 purposes for regulation, administration, and enforcement of
22 pari-mutuel racetracks, excursion boat gambling, gambling
23 structure laws, sports wagering, and fantasy sports contests,
24 and for not more than the following full-time equivalent
25 positions:
26 ..... $ 7,166,071
27 ..... FTEs 53.70
28 Sec. 11. ROAD USE TAX FUND APPROPRIATION — DEPARTMENT OF
29 INSPECTIONS, APPEALS, AND LICENSING. There is appropriated
30 from the road use tax fund created in section 312.1 to
31 the administrative hearings division of the department of
32 inspections, appeals, and licensing for the fiscal year
33 beginning July 1, 2024, and ending June 30, 2025, the following
34 amount, or so much thereof as is necessary, to be used for the
35 purposes designated:

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1 For salaries, support, maintenance, and miscellaneous
2 purposes:
3 ..... $ 1,623,897
4 Sec. 12. DEPARTMENT OF INSURANCE AND FINANCIAL
5 SERVICES. There is appropriated from the commerce revolving
6 fund created in section 546.12 to the department of insurance
7 and financial services for the fiscal year beginning July 1,
8 2024, and ending June 30, 2025, the following amounts, or so
9 much thereof as is necessary, to be used for the purposes
10 designated:
11 1. BANKING DIVISION
12 For salaries, support, maintenance, and miscellaneous
13 purposes, and for not more than the following full-time
14 equivalent positions:
15 ..... $ 14,004,469
16 ..... FTEs 79.00
17 2. CREDIT UNION DIVISION
18 For salaries, support, maintenance, and miscellaneous
19 purposes, and for not more than the following full-time
20 equivalent positions:
21 ..... $ 2,624,690
22 ..... FTEs 16.00
23 3. INSURANCE DIVISION
24 a. For salaries, support, maintenance, and miscellaneous
25 purposes, and for not more than the following full-time
26 equivalent positions:
27 ..... $ 7,998,148
28 ..... FTEs 127.85
29 b. From the full-time equivalent positions authorized
30 in this subsection, the insurance division shall use 2.00
31 full-time equivalent positions for two fraud investigators.
32 c. The insurance division shall use 1.00 full-time
33 equivalent position authorized in this subsection for an
34 employee whose sole responsibility is investigating complaints
35 and notifications related to financial exploitation of eligible

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1 adults.
2 d. The insurance division shall use 2.00 full-time
3 equivalent positions authorized in this subsection for
4 management, enforcement, and investigation of matters related
5 to pharmacy benefit manager programs.
6 e. Except as provided in paragraphs "b", "c", and "d",
7 the insurance division may reallocate authorized full-time
8 equivalent positions as necessary to respond to accreditation
9 recommendations or requirements.
10 f. The insurance division expenditures for examination
11 purposes may exceed the projected receipts, refunds, and
12 reimbursements, estimated pursuant to section 505.7, subsection
13 7, including the expenditures for retention of additional
14 personnel, if the expenditures are fully reimbursable and the
15 division first does all of the following:
16 (1) Notifies the department of management, the legislative
17 services agency, and the legislative fiscal committee of the
18 need for the expenditures.
19 (2) Files with each of the entities named in subparagraph
20 (1) the legislative and regulatory justification for the
21 expenditures, along with an estimate of the expenditures.
22 g. For the review of and report on pharmacy services
23 administrative organizations and the wholesale distribution of
24 prescription drugs, if enacted by 2024 Iowa Acts, House File
25 2401, section 6, or successor legislation:
26 ..... $ 225,000
27 Sec. 13. DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
28 — CAPTIVE INSURANCE. There is appropriated from the general
29 fund of the state to the department of insurance and financial
30 services for the fiscal year beginning July 1, 2024, and ending
31 June 30, 2025, the following amount, or so much thereof as is
32 necessary, to be used for the purposes designated:
33 For deposit in the captive insurance regulatory and
34 supervision fund created in section 521J.12 for use as provided
35 in section 521J.12, including salaries, support, maintenance,

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1 and miscellaneous purposes, and for not more than the following
2 full-time equivalent positions:
3 ..... $ 450,000
4 ..... FTEs 2.00
5 Sec. 14. DEPARTMENT OF MANAGEMENT. There is appropriated
6 from the general fund of the state to the department of
7 management for the fiscal year beginning July 1, 2024, and
8 ending June 30, 2025, the following amounts, or so much thereof
9 as is necessary, to be used for the purposes designated:
10 1. For enterprise resource planning, providing for a salary
11 model administrator, conducting performance audits, and the
12 department's LEAN process; for salaries, support, maintenance,
13 and miscellaneous purposes; and for not more than the following
14 full-time equivalent positions:
15 ..... $ 3,986,893
16 ..... FTEs 31.70
17 2. For the security office of the chief information officer;
18 for salaries, support, maintenance, and miscellaneous purposes;
19 and for not more than the following full-time equivalent
20 positions:
21 ..... $ 4,421,887
22 ..... FTEs 24.39
23 Of the moneys appropriated in this subsection, $325,000
24 is allocated to providing cybersecurity services to local
25 governments.
26 3. For the security office of the chief information officer
27 for statewide endpoint detection and response, including
28 coverage for all state agencies, cities, and counties at all
29 times:
30 ..... $ 1,117,658
31 4. For the security office of the chief information officer
32 for the Iowa centralized logging and monitoring platform for
33 software to modernize cybersecurity incident investigation and
34 response:
35 ..... $ 1,830,000

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1 Sec. 15. DEPARTMENT OF MANAGEMENT — OFFICE OF THE CHIEF
2 INFORMATION OFFICER — REVOLVING FUND.
3 1. There is appropriated to the office of the chief
4 information officer of the department of management for the
5 fiscal year beginning July 1, 2024, and ending June 30, 2025,
6 from the revolving funds designated in chapter 8B and from
7 internal service funds created by the office such amounts as
8 the office deems necessary for the operation of the office
9 consistent with the requirements of chapter 8B.
10 2. a. Notwithstanding section 321A.3, subsection 1, for the
11 fiscal year beginning July 1, 2024, and ending June 30, 2025,
12 the first $750,000 collected and transferred to the treasurer
13 of state with respect to the fees for transactions involving
14 the furnishing of a certified abstract of a vehicle operating
15 record under section 321A.3, subsection 1, shall be transferred
16 to the IowAccess revolving fund created in section 8B.33 for
17 the purposes of developing, implementing, maintaining, and
18 expanding electronic access to government records as provided
19 by law.
20 b. All fees collected with respect to transactions
21 involving IowAccess shall be deposited in the IowAccess
22 revolving fund created under section 8B.33 and shall be used
23 only for the support of IowAccess projects.
24 Sec. 16. ROAD USE TAX FUND APPROPRIATION — DEPARTMENT OF
25 MANAGEMENT. There is appropriated from the road use tax fund
26 created in section 312.1 to the department of management for
27 the fiscal year beginning July 1, 2024, and ending June 30,
28 2025, the following amount, or so much thereof as is necessary,
29 to be used for the purposes designated:
30 For salaries, support, maintenance, and miscellaneous
31 purposes:
32 ..... $ 56,000
33 Sec. 17. IPERS — GENERAL OFFICE. There is appropriated
34 from the Iowa public employees' retirement fund created in
35 section 97B.7 to the Iowa public employees' retirement system

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1 for the fiscal year beginning July 1, 2024, and ending June
2 30, 2025, the following amounts, or so much thereof as is
3 necessary, to be used for the purposes designated:
4 For salaries, support, maintenance, and other operational
5 purposes to pay the costs of the Iowa public employees'
6 retirement system, and for not more than the following
7 full-time equivalent positions:
8 ..... $ 20,774,712
9 ..... FTEs 99.13
10 Sec. 18. IOWA PUBLIC INFORMATION BOARD. There is
11 appropriated from the general fund of the state to the Iowa
12 public information board for the fiscal year beginning July
13 1, 2024, and ending June 30, 2025, the following amount, or
14 so much thereof as is necessary, to be used for the purposes
15 designated:
16 For salaries, support, maintenance, and miscellaneous
17 purposes, and for not more than the following full-time
18 equivalent positions:
19 ..... $ 405,227
20 ..... FTEs 3.20
21 Sec. 19. DEPARTMENT OF REVENUE.
22 1. There is appropriated from the general fund of the state
23 to the department of revenue for the fiscal year beginning July
24 1, 2024, and ending June 30, 2025, the following amounts, or
25 so much thereof as is necessary, to be used for the purposes
26 designated:
27 a. For salaries, support, maintenance, and miscellaneous
28 purposes, and for not more than the following full-time
29 equivalent positions:
30 ..... $ 15,321,014
31 ..... FTEs 166.66
32 b. From the moneys appropriated in this subsection, the
33 department shall use $400,000 to pay the direct costs of
34 compliance related to the collection and distribution of local
35 sales and services taxes imposed pursuant to chapter 423B.

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1 2. The director of revenue shall prepare and issue a state
2 appraisal manual and the revisions to the state appraisal
3 manual as provided in section 421.17, subsection 17, without
4 cost to a city or county.
5 Sec. 20. MOTOR VEHICLE FUEL TAX FUND APPROPRIATION —
6 DEPARTMENT OF REVENUE. There is appropriated from the motor
7 vehicle fuel tax fund created pursuant to section 452A.77 to
8 the department of revenue for the fiscal year beginning July
9 1, 2024, and ending June 30, 2025, the following amount, or
10 so much thereof as is necessary, to be used for the purposes
11 designated:
12 For salaries, support, maintenance, and miscellaneous
13 purposes, and for administration and enforcement of the
14 provisions of chapter 452A and the motor vehicle fuel tax
15 program:
16 ..... $ 1,305,775
17 Sec. 21. SECRETARY OF STATE. There is appropriated from
18 the general fund of the state to the office of the secretary of
19 state for the fiscal year beginning July 1, 2024, and ending
20 June 30, 2025, the following amounts, or so much thereof as is
21 necessary, to be used for the purposes designated:
22 1. ADMINISTRATION AND ELECTIONS
23 a. For salaries, support, maintenance, and miscellaneous
24 purposes, and for not more than the following full-time
25 equivalent positions:
26 ..... $ 2,701,697
27 ..... FTEs 19.25
28 b. The state department or agency that provides data
29 processing services to support voter registration file
30 maintenance and storage shall provide those services without
31 charge.
32 2. BUSINESS SERVICES
33 For salaries, support, maintenance, and miscellaneous
34 purposes, and for not more than the following full-time
35 equivalent positions:

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1 ..... $ 1,568,795
2 ..... FTEs 16.75
3 Sec. 22. ADDRESS CONFIDENTIALITY PROGRAM REVOLVING FUND
4 APPROPRIATION — SECRETARY OF STATE. There is appropriated
5 from the address confidentiality program revolving fund created
6 in section 9.8 to the office of the secretary of state for the
7 fiscal year beginning July 1, 2024, and ending June 30, 2025,
8 the following amount, or so much thereof as is necessary, to be
9 used for the purposes designated:
10 For salaries, support, maintenance, and miscellaneous
11 purposes:
12 ..... $ 195,400
13 Sec. 23. SECRETARY OF STATE FILING FEES REFUND.
14 Notwithstanding the obligation to collect fees pursuant to the
15 provisions of section 489.122, subsection 1, paragraphs "c" and
16 "q", section 490.122, subsection 1, paragraph "a", and section
17 504.113, subsection 1, paragraphs "a", "c", "d", "j", "k",
18 "l", and "m", for the fiscal year beginning July 1, 2024, the
19 secretary of state may refund these fees to the filer pursuant
20 to rules established by the secretary of state. The decision
21 of the secretary of state not to issue a refund under rules
22 established by the secretary of state is final and not subject
23 to review pursuant to chapter 17A.
24 Sec. 24. TREASURER OF STATE.
25 1. There is appropriated from the general fund of the
26 state to the office of treasurer of state for the fiscal year
27 beginning July 1, 2024, and ending June 30, 2025, the following
28 amount, or so much thereof as is necessary, to be used for the
29 purposes designated:
30 For salaries, support, maintenance, and miscellaneous
31 purposes, and for not more than the following full-time
32 equivalent positions:
33 ..... $ 1,046,415
34 ..... FTEs 26.00
35 2. The office of treasurer of state shall supply

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1 administrative support for the executive council.
2 Sec. 25. ROAD USE TAX FUND APPROPRIATION — OFFICE OF
3 TREASURER OF STATE. There is appropriated from the road use
4 tax fund created in section 312.1 to the office of treasurer of
5 state for the fiscal year beginning July 1, 2024, and ending
6 June 30, 2025, the following amount, or so much thereof as is
7 necessary, to be used for the purposes designated:
8 For enterprise resource management costs related to the
9 distribution of road use tax fund moneys:
10 ..... $ 316,788
11 Sec. 26. IOWA UTILITIES BOARD.
12 1. There is appropriated from the commerce revolving fund
13 created in section 546.12 to the Iowa utilities board for the
14 fiscal year beginning July 1, 2024, and ending June 30, 2025,
15 the following amount, or so much thereof as is necessary, to be
16 used for the purposes designated:
17 For salaries, support, maintenance, and miscellaneous
18 purposes, and for not more than the following full-time
19 equivalent positions:
20 ..... $ 11,002,937
21 ..... FTEs 80.00
22 2. The utilities board may expend additional moneys,
23 including moneys for additional personnel, if those additional
24 expenditures are actual expenses which exceed the moneys
25 budgeted for utility regulation and the expenditures are fully
26 reimbursable. Before the board expends or encumbers an amount
27 in excess of the moneys budgeted for regulation, the board
28 shall first do all of the following:
29 a. Notify the department of management, the legislative
30 services agency, and the legislative fiscal committee of the
31 need for the expenditures.
32 b. File with each of the entities named in paragraph "a" the
33 legislative and regulatory justification for the expenditures,
34 along with an estimate of the expenditures.
35 Sec. 27. CHARGES — IOWA UTILITIES BOARD AND DEPARTMENT OF

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1 INSURANCE AND FINANCIAL SERVICES. The Iowa utilities board
2 and each division of the department of insurance and financial
3 services shall include in its charges assessed or revenues
4 generated an amount sufficient to cover the amount stated
5 in its appropriation and any state-assessed indirect costs
6 determined by the department of administrative services.
7 Sec. 28. IOWA PRODUCTS. As a condition of receiving an
8 appropriation, any agency appropriated moneys pursuant to this
9 Act shall give first preference when purchasing a product to an
10 Iowa product or a product produced by an Iowa-based business.
11 Second preference shall be given to a United States product or
12 a product produced by a business based in the United States.
13 FY 2024-2025 STANDING APPROPRIATIONS — LIMITATIONS
14 Sec. 29. LIMITATION OF STANDING APPROPRIATION — FY
15 2024-2025. Notwithstanding the standing appropriation in the
16 following designated section for the fiscal year beginning July
17 1, 2024, and ending June 30, 2025, the amount appropriated from
18 the general fund of the state pursuant to that section for the
19 following designated purpose shall not exceed the following
20 amount:
21 For the enforcement of chapter 453D relating to tobacco
22 product manufacturers under section 453D.8:
23 ..... $ 17,525
24 EXPLANATION

25 The inclusion of this explanation does not constitute agreement with
26 the explanation's substance by the members of the general assembly.

27 This bill relates to and appropriates moneys to various
28 state departments, agencies, and funds for FY 2024-2025,
29 including the department of administrative services, auditor of
30 state, Iowa ethics and campaign disclosure board, offices of
31 governor and lieutenant governor, department of inspections,
32 appeals, and licensing, department of insurance and financial
33 services, department of management, Iowa public employees'
34 retirement system, Iowa public information board, department
35 of revenue, secretary of state, treasurer of state, and Iowa

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1 utilities board.
2 The bill limits a standing appropriation for FY 2024-2025
3 for enforcement of Code chapter 453D relating to tobacco
4 product manufacturers under Code section 453D.8.

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House File 2697 - Introduced

HOUSE FILE 2697
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO LSB 5002HB)

A BILL FOR

1 An Act relating to and making appropriations for the economic
2 development of the state, including to the economic
3 development authority, the Iowa finance authority, the
4 public employment relations board, the department of
5 workforce development, and the state board of regents and
6 certain regents institutions, and providing for properly
7 related matters including membership in councils of
8 governments.
9 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5002HV (2) 90
ko/ns

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DIVISION I

FY 2024-2025 APPROPRIATIONS

Section 1. GOALS AND ACCOUNTABILITY — ECONOMIC DEVELOPMENT.

1. For the fiscal year beginning July 1, 2024, the goals for the economic development authority shall be to expand and stimulate the state economy, increase the wealth of Iowans, and increase the population of the state.

2. To achieve the goals in subsection 1, the economic development authority shall do all of the following for the fiscal year beginning July 1, 2024:

a. Concentrate its efforts on programs and activities that result in commercially viable products and services.

b. Adopt practices and services consistent with free market, private sector philosophies.

c. Ensure economic growth and development throughout the state.

d. Work with businesses and communities to continually improve the economic development climate along with the economic well-being and quality of life for Iowans.

e. Coordinate with other state agencies to ensure that they are attentive to the needs of an entrepreneurial culture.

f. Establish a strong and aggressive marketing image to showcase Iowa's workforce, existing industry, and potential. A priority shall be placed on recruiting new businesses, business expansion, and retaining existing Iowa businesses. Emphasis shall be placed on entrepreneurial development through helping entrepreneurs secure capital, and developing networks and a business climate conducive to entrepreneurs and small businesses.

g. Encourage the development of communities and quality of life to foster economic growth.

h. Prepare communities for future growth and development through development, expansion, and modernization of infrastructure.

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1 i. Develop public-private partnerships with Iowa businesses
2 in the tourism industry, Iowa tour groups, Iowa tourism
3 organizations, and political subdivisions in this state to
4 assist in the development of advertising efforts.
5 Sec. 2. ECONOMIC DEVELOPMENT AUTHORITY.
6 1. APPROPRIATION
7 a. There is appropriated from the general fund of the state
8 to the economic development authority for the fiscal year
9 beginning July 1, 2024, and ending June 30, 2025, the following
10 amount, or so much thereof as is necessary, to be used for the
11 purposes designated in this subsection, and for not more than
12 the following full-time equivalent positions:
13 ..... $ 12,921,510
14 ..... FTEs 115.50
15 b. (1) For salaries, support, miscellaneous purposes,
16 programs, marketing, administration, business development,
17 community development, small business development, and any
18 divisions the authority may organize.
19 (2) For business development operations and programs,
20 international trade, export assistance, workforce recruitment,
21 and the partner state program.
22 (3) For transfer to a fund created pursuant to section
23 15.313 for purposes of financing strategic infrastructure
24 projects.
25 (4) For community economic development programs, tourism
26 operations, community assistance, and the community development
27 block grant.
28 (5) For achieving the goals and accountability, and
29 fulfilling the requirements and duties required under this Act.
30 (6) The full-time equivalent positions authorized under
31 this section are funded, in whole or in part, by the moneys
32 appropriated under this subsection or by other moneys received
33 by the authority, including certain federal moneys.
34 c. Notwithstanding section 8.33, moneys appropriated in
35 this subsection that remain unencumbered or unobligated at the

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1 close of the fiscal year shall not revert but shall remain
2 available for expenditure for the purposes designated in this
3 subsection until the close of the succeeding fiscal year.
4 2. FINANCIAL ASSISTANCE RESTRICTIONS
5 a. A business creating jobs through moneys appropriated in
6 subsection 1 shall be subject to contract provisions requiring
7 new and retained jobs to be filled by individuals who are
8 citizens of the United States who reside within the United
9 States, or any person authorized to work in the United States
10 pursuant to federal law, including legal resident aliens
11 residing in the United States.
12 b. Any vendor who receives moneys appropriated in
13 subsection 1 shall adhere to such contract provisions and
14 provide periodic assurances as the state shall require that the
15 jobs are filled solely by citizens of the United States who
16 reside within the United States, or any person authorized to
17 work in the United States, pursuant to federal law, including
18 legal resident aliens residing in the United States.
19 c. A business that receives financial assistance from
20 the authority from moneys appropriated in subsection 1 shall
21 only employ individuals legally authorized to work in this
22 state. In addition to all other applicable penalties provided
23 by current law, all or a portion of the assistance received
24 by a business which is found to knowingly employ individuals
25 not legally authorized to work in this state is subject to
26 recapture by the authority.
27 3. USES OF APPROPRIATIONS
28 a. From the moneys appropriated in subsection 1, the
29 authority may provide financial assistance in the form of a
30 grant to a community economic development entity for conducting
31 a local workforce recruitment effort designed to recruit former
32 citizens of the state and former students at colleges and
33 universities in the state to meet the needs of local employers.
34 b. From the moneys appropriated in subsection 1, the
35 authority may provide financial assistance to early stage

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1 industry companies being established by women entrepreneurs.
2 c. From the moneys appropriated in subsection 1, the
3 authority may provide financial assistance in the form of
4 grants, loans, or forgivable loans for advanced research and
5 commercialization projects involving value-added agriculture,
6 advanced technology, or biotechnology.
7 4. WORLD FOOD PRIZE
8 In lieu of the standing appropriation in section 15.368,
9 there is appropriated from the general fund of the state to the
10 economic development authority for the fiscal year beginning
11 July 1, 2024, and ending June 30, 2025, the following amount
12 for the world food prize:
13 ..... $ 750,000
14 5. COUNCILS OF GOVERNMENTS — ASSISTANCE
15 There is appropriated from the general fund of the state
16 to the economic development authority for the fiscal year
17 beginning July 1, 2024, and ending June 30, 2025, the following
18 amount to be used for the purposes of providing financial
19 assistance to Iowa's councils of governments:
20 ..... $ 400,000
21 6. TOURISM OFFICE
22 a. There is appropriated from the general fund of the state
23 to the economic development authority for the fiscal year
24 beginning July 1, 2024, and ending June 30, 2025, the following
25 amount for the tourism office to be used for advertising,
26 promoting, placement, and implementation of the economic
27 development authority's strategic plan for tourism and travel:
28 ..... $ 1,100,000
29 b. Notwithstanding section 8.33, moneys appropriated in
30 this subsection that remain unencumbered or unobligated at the
31 close of the fiscal year shall not revert but shall remain
32 available for expenditure for the purposes designated until the
33 close of the succeeding fiscal year.
34 c. The economic development authority shall submit an
35 annual report on or before January 15 to the general assembly

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1 regarding the tourism office's activities funded with moneys
2 appropriated under this subsection. The report shall be
3 provided in an electronic format and shall include metrics
4 and criteria that allow the general assembly to quantify
5 and evaluate the effectiveness and economic impact of the
6 tourism office's activities related to advertising, promoting,
7 placement, and implementation of the economic development
8 authority's strategic plan for tourism and travel.
9 7. CULTURAL AFFAIRS ACTIVITIES
10 a. There is appropriated from the general fund of the state
11 to the economic development authority for the fiscal year
12 beginning July 1, 2024, and ending June 30, 2025, the following
13 amounts, or so much thereof as is necessary, to be used for the
14 purposes designated:
15 (1) For planning and programming for the community cultural
16 grants program established under section 15.436:
17 ..... $ 172,090
18 (2) For support of the Iowa arts council:
19 ..... $ 1,450,000
20 Of the moneys appropriated in this subparagraph, the
21 authority shall allocate $300,000 for purposes of the film
22 office.
23 (3) For the Iowa great places program established under
24 section 15.439:
25 ..... $ 149,710
26 (4) For grant programs administered by the Iowa arts
27 council including those programs supporting the long-term
28 financial stability and sustainability of nonprofit cultural
29 organizations:
30 ..... $ 150,000
31 b. Notwithstanding section 8.33, moneys appropriated in
32 this subsection that remain unencumbered or unobligated at the
33 close of the fiscal year shall not revert but shall remain
34 available for expenditure for the purposes designated until the
35 close of the succeeding fiscal year.

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1 Sec. 3. LIMITATIONS OF STANDING APPROPRIATIONS — FY
2 2024-2025. Notwithstanding the standing appropriations
3 in the following designated sections for the fiscal year
4 beginning July 1, 2024, and ending June 30, 2025, the amounts
5 appropriated from the general fund of the state pursuant to
6 those sections for the following purposes shall not exceed the
7 following amounts:
8 1. For operational support grants and community cultural
9 grants under section 99F.11, subsection 4, paragraph "d",
10 subparagraph (1):
11 ..... $ 448,403
12 2. For the purposes of tourism marketing under section
13 99F.11, subsection 4, paragraph "d", subparagraph (2):
14 ..... $ 1,443,700
15 Sec. 4. FINANCIAL ASSISTANCE REPORTING — ECONOMIC
16 DEVELOPMENT AUTHORITY. The economic development authority
17 shall submit an annual report to the general assembly no later
18 than November 1, 2024, that details the amount of every direct
19 loan, forgivable loan, tax credit, tax exemption, tax refund,
20 grant, or any other financial assistance awarded to a person
21 during the prior fiscal year by the authority under an economic
22 development program administered by the authority. The report
23 shall identify the county where the project associated with
24 each such award is located.
25 Sec. 5. INSURANCE ECONOMIC DEVELOPMENT. From the moneys
26 collected by the insurance division of the department of
27 insurance and financial services in excess of the anticipated
28 gross revenues under section 505.7, subsection 3, during
29 the fiscal year beginning July 1, 2024, $100,000 shall be
30 transferred to the economic development authority for insurance
31 economic development and international insurance economic
32 development.
33 Sec. 6. IOWA FINANCE AUTHORITY.
34 1. There is appropriated from the general fund of the state
35 to the Iowa finance authority for the fiscal year beginning

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1 July 1, 2024, and ending June 30, 2025, the following amounts,
2 or so much thereof as is necessary, to be used for the purposes
3 designated:
4 a. Rent subsidy program
5 (1) To provide reimbursement for rent expenses to eligible
6 persons under the home and community-based services rent
7 subsidy program established in section 16.55:
8 ..... $ 873,000
9 (2) Of the moneys appropriated in this paragraph, not more
10 than $35,000 may be used for administrative costs.
11 b. Housing renewal pilot program
12 To provide housing renewal moneys to a nonprofit Iowa
13 affiliate to award grants to eligible communities for a housing
14 renewal pilot program:
15 ..... $ 600,000
16 2. Notwithstanding section 8.33, moneys appropriated in
17 this section that remain unencumbered or unobligated at the
18 close of the fiscal year shall not revert but shall remain
19 available for expenditure for the purposes designated until the
20 close of the succeeding fiscal year.
21 Sec. 7. IOWA FINANCE AUTHORITY AUDIT. The auditor of state
22 is requested to review the audit of the Iowa finance authority
23 performed by the auditor hired by the authority.
24 Sec. 8. PUBLIC EMPLOYMENT RELATIONS BOARD.
25 1. There is appropriated from the general fund of the state
26 to the public employment relations board for the fiscal year
27 beginning July 1, 2024, and ending June 30, 2025, the following
28 amount, or so much thereof as is necessary, to be used for the
29 purposes designated:
30 For salaries, support, maintenance, and miscellaneous
31 purposes, and for not more than the following full-time
32 equivalent positions:
33 ..... $ 1,296,403
34 ..... FTEs 5.00
35 2. Of the moneys appropriated in this section, the board

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1 shall allocate $15,000 for maintaining an internet site that
2 allows access to a searchable database of collective bargaining
3 information.
4 Sec. 9. DEPARTMENT OF WORKFORCE DEVELOPMENT. There
5 is appropriated from the general fund of the state to the
6 department of workforce development for the fiscal year
7 beginning July 1, 2024, and ending June 30, 2025, the following
8 amounts, or so much thereof as is necessary, to be used for the
9 purposes designated:
10 1. WORKFORCE DEVELOPMENT OPERATIONS
11 a. For the operation of field offices and the workforce
12 development board, and for not more than the following
13 full-time equivalent positions:
14 ..... $ 6,902,636
15 ..... FTEs 173.37
16 b. Of the moneys appropriated in paragraph "a", the
17 department shall allocate $150,000 to the state library for the
18 purpose of licensing an online resource which prepares persons
19 to succeed in the workplace through programs which improve job
20 skills and vocational test-taking abilities.
21 2. OFFENDER REENTRY PROGRAM
22 a. For the development and administration of an offender
23 reentry program to provide offenders with employment skills,
24 and for not more than the following full-time equivalent
25 positions:
26 ..... $ 387,158
27 ..... FTEs 5.00
28 b. The department of workforce development shall partner
29 with the department of corrections to provide staff within
30 the correctional facilities resources to improve offenders'
31 abilities to find and retain productive employment.
32 3. INTEGRATED INFORMATION FOR IOWA SYSTEM
33 For the payment of services provided by the department of
34 administrative services related to the integrated information
35 for Iowa system:

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1 ..... $ 228,822
2 4. WORKPLACE INJURY AND SAFETY SURVEYS
3 For the operation of workplace safety surveys and workplace
4 data collection and analysis, including salaries, support,
5 maintenance, and miscellaneous purposes, and for not more than
6 the following full-time equivalent positions:
7 ..... $ 125,555
8 ..... FTEs 3.00
9 5. SUMMER YOUTH INTERN PILOT PROGRAM
10 For the funding of a summer youth intern pilot program that
11 will help young people at risk of not graduating from high
12 school to explore and prepare for high-demand careers through
13 summer work experience, including the development of soft
14 skills:
15 ..... $ 250,000
16 6. DIVISION OF VOCATIONAL REHABILITATION SERVICES
17 a. For salaries, support, maintenance, and miscellaneous
18 purposes, and for not more than the following full-time
19 equivalent positions:
20 ..... $ 6,226,739
21 ..... FTEs 248.00
22 For purposes of optimizing the job placement of individuals
23 with disabilities, the division shall make its best efforts
24 to work with community rehabilitation program providers for
25 job placement and retention services for individuals with
26 significant disabilities and most significant disabilities. By
27 January 15, 2025, the division shall submit a written report to
28 the general assembly regarding the division's outreach efforts
29 with community rehabilitation program providers.
30 b. For matching moneys for programs to enable persons
31 with severe physical or mental disabilities to function more
32 independently, including salaries and support, and for not more
33 than the following full-time equivalent positions:
34 ..... $ 84,804
35 ..... FTEs 1.00

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1 c. For the entrepreneurs with disabilities program
2 established pursuant to section 84H.4:
3 ..... $ 138,506
4 d. For costs associated with centers for independent
5 living:
6 ..... $ 86,547
7 7. ADULT EDUCATION AND LITERACY PROGRAMS
8 For distribution as grants to community colleges for
9 the purpose of adult basic education programs for students
10 requiring instruction in English as a second language:
11 ..... $ 500,000
12 In issuing grants under this subsection, the department of
13 workforce development shall use the same application process
14 and criteria as are used for purposes of awarding grants to
15 community colleges for the purpose of adult basic education
16 programs for students requiring instruction in English as a
17 second language using moneys that are appropriated to the
18 department from the Iowa skilled worker and job creation fund.
19 8. REGISTERED APPRENTICESHIP DEVELOPMENT PROGRAMS
20 For the funding of registered apprenticeship development
21 programs in the department of workforce development:
22 ..... $ 760,000
23 Notwithstanding section 8.33, moneys appropriated in this
24 section that remain unencumbered or unobligated at the close of
25 the fiscal year shall not revert but shall remain available for
26 expenditure for the purposes designated until the close of the
27 succeeding fiscal year.
28 Sec. 10. GENERAL FUND — EMPLOYEE MISCLASSIFICATION
29 PROGRAM. There is appropriated from the general fund of the
30 state to the department of workforce development for the fiscal
31 year beginning July 1, 2024, and ending June 30, 2025, the
32 following amount, or so much thereof as is necessary, to be
33 used for the purposes designated:
34 For enhancing efforts to investigate employers that
35 misclassify workers, and for not more than the following

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1 full-time equivalent positions:
2 ..... $ 379,631
3 ..... FTEs 3.00
4 Sec. 11. SPECIAL EMPLOYMENT SECURITY CONTINGENCY FUND.
5 1. There is appropriated from the special employment
6 security contingency fund created in section 96.13 to the
7 department of workforce development for the fiscal year
8 beginning July 1, 2024, and ending June 30, 2025, the following
9 amount, or so much thereof as is necessary, to be used for
10 field offices:
11 ..... $ 2,416,084
12 2. Any remaining additional penalty and interest revenue
13 collected by the department of workforce development is
14 appropriated to the department for the fiscal year beginning
15 July 1, 2024, and ending June 30, 2025, to accomplish the
16 mission of the department.
17 Sec. 12. UNEMPLOYMENT COMPENSATION RESERVE FUND — FIELD
18 OFFICES. Notwithstanding section 96.9, subsection 8, paragraph
19 "e", there is appropriated from interest earned on the
20 unemployment compensation reserve fund created in section 96.9
21 to the department of workforce development for the fiscal year
22 beginning July 1, 2024, and ending June 30, 2025, the following
23 amount, or so much thereof as is necessary, to be used for the
24 purposes designated:
25 For the operation of field offices:
26 ..... $ 2,200,000
27 Sec. 13. IOWA SKILLED WORKER AND JOB CREATION FUND.
28 1. There is appropriated from the Iowa skilled worker and
29 job creation fund created in section 8.75 to the following
30 departments, agencies, and institutions for the fiscal year
31 beginning July 1, 2024, and ending June 30, 2025, the following
32 amounts, or so much thereof as is necessary, to be used for the
33 purposes designated:
34 a. ECONOMIC DEVELOPMENT AUTHORITY
35 (1) For the purposes of providing assistance as described in

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1 section 15.335B for the high quality jobs program:
2 ..... $ 11,700,000
3 (a) From the moneys appropriated in this subparagraph
4 (1), the economic development authority may use not more than
5 $1,000,000 for purposes of providing infrastructure grants to
6 main street communities under the main street Iowa program.
7 (b) As a condition of receiving moneys appropriated in this
8 subparagraph (1), an entity shall testify upon the request of
9 the joint appropriations subcommittee on economic development
10 regarding the expenditure of such moneys.
11 (2) For support of the manufacturing 4.0 technology
12 investment program established in section 15.371:
13 ..... $ 2,016,675
14 (3) For the empower rural Iowa program:
15 ..... $ 700,000
16 b. STATE BOARD OF REGENTS AND REGENTS INSTITUTIONS
17 (1) STATE BOARD OF REGENTS. For capacity building
18 infrastructure in areas related to technology
19 commercialization, marketing and business development
20 efforts in areas related to technology commercialization,
21 entrepreneurship, and business growth, and infrastructure
22 projects and programs needed to assist in implementation of
23 activities under chapter 262B:
24 ..... $ 3,000,000
25 (a) Of the moneys appropriated pursuant to this
26 subparagraph (1), 35 percent shall be allocated for Iowa state
27 university of science and technology, 35 percent shall be
28 allocated for the state university of Iowa, and 30 percent
29 shall be allocated for the university of northern Iowa.
30 (b) The institutions shall provide a one-to-one match
31 of additional moneys for the activities funded with moneys
32 appropriated under this subparagraph (1).
33 (c) The state board of regents shall submit a report by
34 January 15, 2025, to the governor and the general assembly
35 regarding the activities, projects, and programs funded with

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1 moneys appropriated under this subparagraph (1). The report
2 shall be provided in an electronic format and shall include a
3 list of metrics and criteria mutually agreed to in advance by
4 the board of regents and the economic development authority.
5 The metrics and criteria shall allow the governor's office and
6 the general assembly to quantify and evaluate the progress
7 of the board of regents institutions with regard to their
8 activities, projects, and programs in the areas of technology
9 commercialization, entrepreneurship, regional development, and
10 market research.
11 (2) IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY. For
12 small business development centers, the research park, and the
13 center for industrial research and service, and for not more
14 than the following full-time equivalent positions:
15 ..... $ 2,424,302
16 ..... FTEs 50.95
17 (a) Of the moneys appropriated in this subparagraph (2),
18 Iowa state university of science and technology shall allocate
19 at least $735,728 for purposes of funding small business
20 development centers. Iowa state university of science and
21 technology may allocate the appropriated moneys to the various
22 small business development centers in any manner necessary to
23 achieve the purposes of this subparagraph.
24 (b) Iowa state university of science and technology shall
25 do all of the following:
26 (i) Direct expenditures for research toward projects that
27 will provide economic stimulus for Iowa.
28 (ii) Provide emphasis to providing services to Iowa-based
29 companies.
30 (c) It is the intent of the general assembly that the
31 industrial incentive program focus on Iowa industrial sectors
32 and seek contributions and in-kind donations from businesses,
33 industrial foundations, and trade associations, and that moneys
34 for the center for industrial research and service industrial
35 incentive program shall be allocated only for projects which

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1 are matched by private sector moneys for directed contract
2 research or for nondirected research. The match required of
3 small businesses as defined in section 15.102 for directed
4 contract research or for nondirected research shall be $1
5 for each $3 of state funds. The match required for other
6 businesses for directed contract research or for nondirected
7 research shall be $1 for each $1 of state funds. The match
8 required of industrial foundations or trade associations shall
9 be $1 for each $1 of state funds.
10 (d) Iowa state university of science and technology shall
11 report annually to the general assembly the total amount of
12 private contributions, the proportion of contributions from
13 small businesses and other businesses, and the proportion for
14 directed contract research and nondirected research of benefit
15 to Iowa businesses and industrial sectors.
16 (3) STATE UNIVERSITY OF IOWA
17 (a) For the state university of Iowa research park and for
18 university of Iowa pharmaceuticals located at the research
19 park, including salaries, support, maintenance, equipment, and
20 miscellaneous purposes, and for not more than the following
21 full-time equivalent positions:
22 ..... $ 209,279
23 ..... FTEs 6.00
24 The state university of Iowa shall do all of the following:
25 (i) Direct expenditures for research toward projects that
26 will provide economic stimulus for Iowa.
27 (ii) Provide emphasis to providing services to Iowa-based
28 companies.
29 (b) For the purpose of implementing the entrepreneurship
30 and economic growth initiative, and for not more than the
31 following full-time equivalent positions:
32 ..... $ 2,000,000
33 ..... FTEs 8.00
34 (4) UNIVERSITY OF NORTHERN IOWA. For the metal casting and
35 foundry 4.0 centers, advance Iowa, family business center, and

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1 the institute for decision making, including salaries, support,
2 maintenance, and miscellaneous purposes, and for not more than
3 the following full-time equivalent positions:
4 ..... $ 1,466,419
5 ..... FTEs 13.00
6 The university of northern Iowa shall do all of the
7 following:
8 (a) Direct expenditures for research toward projects that
9 will provide economic stimulus for Iowa.
10 (b) Provide emphasis to providing services to Iowa-based
11 companies.
12 (5) As a condition of receiving moneys appropriated in
13 this lettered paragraph "b", an entity shall testify upon the
14 request of the joint appropriations subcommittee on economic
15 development regarding the expenditure of such moneys.
16 c. DEPARTMENT OF WORKFORCE DEVELOPMENT
17 (1) To develop a long-term sustained program to train
18 unemployed and underemployed central Iowans with skills
19 necessary to advance to higher-paying jobs with full benefits:
20 ..... $ 100,000
21 As a condition of receiving moneys appropriated under this
22 subparagraph (1), an entity shall testify upon the request of
23 the joint appropriations subcommittee on economic development
24 regarding the expenditure of such moneys.
25 (2) For distribution to community colleges for the purposes
26 of implementing adult education and literacy programs pursuant
27 to section 84A.19:
28 ..... $ 5,500,000
29 (a) From the moneys appropriated in this numbered
30 subparagraph, $3,883,000 shall be allocated pursuant to the
31 formula established in section 260C.18C.
32 (b) From the moneys appropriated in this numbered
33 subparagraph, not more than $150,000 shall be used by the
34 department of workforce development for implementation of adult
35 education and literacy programs pursuant to section 84A.19.

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1 (c) From the moneys appropriated in this numbered
2 subparagraph, not more than $1,257,000 shall be distributed
3 as grants to community colleges for the purpose of adult
4 basic education programs for students requiring instruction
5 in English as a second language. The department of workforce
6 development shall establish an application process and criteria
7 to award grants pursuant to this subparagraph division to
8 community colleges. The criteria shall be based on need for
9 instruction in English as a second language in the region
10 served by each community college as determined by factors
11 including data from the latest federal decennial census and
12 outreach efforts to determine regional needs.
13 (3) For the funding of internships for students studying in
14 the fields of science, technology, engineering, and mathematics
15 with eligible Iowa employers as provided in section 15.411,
16 subsection 3, paragraph "c":
17 ..... $ 633,325
18 2. Notwithstanding section 8.33, moneys appropriated in
19 this section that remain unencumbered or unobligated at the
20 close of the fiscal year shall not revert but shall remain
21 available for expenditure for the purposes designated until the
22 close of the succeeding fiscal year.
23 Sec. 14. GENERAL FUND — CERTAIN REGENTS INSTITUTIONS.
24 1. There is appropriated from the general fund of the state
25 to the following institutions for the fiscal year beginning
26 July 1, 2024, and ending June 30, 2025, the following amounts,
27 or so much thereof as is necessary, to be used for the purposes
28 designated:
29 a. IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY
30 In cooperation with the economic development authority, for
31 support of a biosciences innovation ecosystem, to strengthen
32 Iowa's leadership positions in the area of bio-based chemicals,
33 digital agriculture, vaccines, and medical devices, including
34 salaries, support, maintenance, and miscellaneous purposes, and
35 for not more than the following full-time equivalent positions:

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1 ..... $ 2,963,995
2 ..... FTEs 8.40
3 b. STATE UNIVERSITY OF IOWA
4 In cooperation with the economic development authority, for
5 support of a biosciences innovation ecosystem, to strengthen
6 Iowa's leadership positions in the area of bio-based chemicals,
7 digital agriculture, vaccines, and medical devices, including
8 salaries, support, maintenance, and miscellaneous purposes, and
9 for not more than the following full-time equivalent positions:
10 ..... $ 1,000,000
11 ..... FTEs 4.35
12 c. UNIVERSITY OF NORTHERN IOWA
13 For equipment and technology to expand the university's
14 additive manufacturing capabilities related to investment
15 castings technology and industry support, including salaries,
16 support, maintenance, and miscellaneous purposes, and for not
17 more than the following full-time equivalent positions:
18 ..... $ 394,321
19 ..... FTEs 2.73
20 The university of northern Iowa shall make a good-faith
21 effort to coordinate with private entities to seek moneys to
22 supplement this appropriation to support the expansion of the
23 university's additive manufacturing capabilities.
24 2. Notwithstanding section 8.33, moneys appropriated in
25 subsection 1, paragraphs "a" and "b", that remain unencumbered
26 or unobligated at the close of the fiscal year shall not revert
27 but shall remain available for expenditure for the purposes
28 designated until the close of the succeeding fiscal year.
29 DIVISION II
30 COUNCILS OF GOVERNMENTS
31 Sec. 15. NEW SECTION. **28H.6 Cities within boundaries of two**
32 **or more councils of governments.**
33 A city whose boundaries overlap the boundaries of two or more
34 councils of governments may designate one of such councils of
35 governments as the council of governments of which the city is

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a member, subject to the provisions of any applicable chapter 28E agreement to which the city is a party.

DIVISION III

GAMBLING RECEIPTS —— ECONOMIC DEVELOPMENT AUTHORITY

Sec. 16. Section 99F.11, subsection 4, paragraph d, subparagraph (2), Code 2024, is amended to read as follows:

(2) One-half of the moneys remaining after the appropriation in subparagraph (1) is appropriated to the ~~community development division of the~~ economic development authority for the purposes of ~~regional~~ tourism marketing. The moneys appropriated in this subparagraph shall be disbursed to the authority in quarterly allotments. However, none of the moneys appropriated under this subparagraph shall be used for administrative purposes.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to and makes appropriations for the economic development of the state. The bill is organized by divisions.

FY 2024-2025 APPROPRIATIONS. The bill appropriates moneys for FY 2024-2025 from the general fund of the state to the economic development authority, the Iowa finance authority, the public employment relations board, the department of workforce development, Iowa state university of science and technology, the state university of Iowa, and the university of northern Iowa.

The bill appropriates moneys for FY 2024-2025 from the Iowa skilled worker and job creation fund to the economic development authority, the department of workforce development, and the state board of regents and institutions under the control of the board.

For FY 2024-2025, the bill limits standing appropriations for the world food prize, certain operational support grants, community cultural grants, and regional tourism marketing.

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1 The bill transfers $100,000 of the moneys collected by the
2 insurance division in excess of the anticipated gross revenues
3 under Code section 505.7 to the economic development authority.
4 The bill appropriates moneys for FY 2024-2025 from the
5 special employment security contingency fund and interest
6 earned on the unemployment compensation reserve fund to the
7 department of workforce development.
8 The auditor of state is requested to review the audit of the
9 Iowa finance authority performed by the auditor hired by the
10 authority.
11 The bill requires the economic development authority, the
12 vocational rehabilitation services division of the department
13 of workforce development, the state board of regents, and Iowa
14 state university of science and technology to submit various
15 reports to the general assembly.
16 COUNCILS OF GOVERNMENTS. The bill permits a city whose
17 boundaries overlap the boundaries of two or more councils of
18 governments (COGs) to designate one of such COGs as the COG of
19 which the city is a member, subject to the provisions of any
20 applicable Code chapter 28E agreement to which the city is a
21 party.
22 GAMBLING RECEIPTS —— ECONOMIC DEVELOPMENT AUTHORITY. The
23 bill makes conforming changes to Code section 99F.11(4)(d)(2).

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House File 2698 - Introduced

HOUSE FILE 2698
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO LSB 5004HB)

A BILL FOR

1 An Act relating to and making appropriations for veterans
2 and health and human services, including other related
3 provisions and appropriations, and including effective date
4 and retroactive applicability provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5004HV (3) 90
pf/ko

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DIVISION I

DEPARTMENT OF VETERANS AFFAIRS — FY 2024-2025

Section 1. DEPARTMENT OF VETERANS AFFAIRS. There is appropriated from the general fund of the state to the department of veterans affairs for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amounts, or so much thereof as is necessary, to be used for the purposes designated:

1. DEPARTMENT OF VETERANS AFFAIRS ADMINISTRATION

For salaries, support, maintenance, and miscellaneous purposes, and for not more than the following full-time equivalent positions:

..... $ 1,369,205

..... FTEs 15.00

2. STATE VETERANS CEMETERY

For cemetery grounds services and miscellaneous purposes:

..... $ 292,000

3. IOWA VETERANS HOME

For salaries, support, maintenance, and miscellaneous purposes:

..... $ 8,145,736

a. The Iowa veterans home billings involving the department of health and human services shall be submitted to the department on at least a monthly basis.

b. The Iowa veterans home expenditure report shall be submitted monthly to the general assembly.

4. HOME OWNERSHIP ASSISTANCE PROGRAM

For transfer to the Iowa finance authority for the continuation of the home ownership assistance program for persons who are or were eligible members of the armed forces of the United States, pursuant to section 16.54:

..... $ 2,200,000

DIVISION II

AGING AND DISABILITY SERVICES — FY 2024-2025

Sec. 2. DEPARTMENT OF HEALTH AND HUMAN SERVICES — AGING

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1 AND DISABILITY SERVICES. There is appropriated from the
2 general fund of the state to the department of health and human
3 services for the fiscal year beginning July 1, 2024, and ending
4 June 30, 2025, the following amount, or so much thereof as is
5 necessary, to be used for the purposes designated:
6 For aging programs for the department of health and human
7 services and area agencies on aging to provide citizens of
8 Iowa who are 60 years of age and older with case management;
9 Iowa's aging and disabilities resource centers; for the
10 return to community program; for the purposes of chapter 231E,
11 to administer the prevention of elder abuse, neglect, and
12 exploitation program pursuant to section 231.56A, in accordance
13 with the requirements of the federal Older Americans Act of
14 1965, 42 U.S.C. §3001 et seq., as amended; for the reporting
15 and evaluation of cases of dependant adult abuse pursuant to
16 chapter 235B; and for other services which may include but are
17 not limited to adult day, respite care, chore, information
18 and assistance, and material aid, for information and options
19 counseling for persons with disabilities, and for salaries,
20 support, administration, maintenance, and miscellaneous
21 purposes:
22 ..... $ 19,088,714
23 1. Funds appropriated in this section may be used to
24 supplement federal funds under federal regulations. To
25 receive funds appropriated in this section, a local area
26 agency on aging shall match the funds with moneys from other
27 sources according to rules adopted by the department. Funds
28 appropriated in this section may be used for services not
29 specifically enumerated in this section only if approved by the
30 department as part of an area agency on aging's area plan.
31 2. Of the funds appropriated in this section, $949,282
32 shall be used for the family support center component of the
33 comprehensive family support program under chapter 225C,
34 subchapter V.
35 3. Of the funds appropriated in this section, $33,632 shall

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be used to build community capacity through the coordination and provision of training opportunities in accordance with the consent decree of Conner v. Branstad, No. 4-86-CV-30871 (S.D. Iowa, July 14, 1994).

DIVISION III

BEHAVIORAL HEALTH — FY 2024-2025

Sec. 3. DEPARTMENT OF HEALTH AND HUMAN SERVICES — BEHAVIORAL HEALTH. There is appropriated from the general fund of the state to the department of health and human services for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For behavioral health prevention, treatment, and recovery efforts to reduce the prevalence of the use of, provide treatment for, and support recovery from tobacco and substance use and misuse pursuant to the applicable policy, purpose, and intent described in sections 125.1 and 142A.1, alcohol, problem gambling, and other addictive behaviors. Activities shall align with accepted best practice guidance standards for behavioral health including those published by the centers for disease control and prevention and the substance abuse and mental health services administration of the United States department of health and human services for health promotion; universal, selective, and indicated prevention; treatment; and recovery services and supports; and shall include a 24-hour helpline, public information resources, professional training, youth prevention, program evaluation, and efforts at the state and local levels:

..... $ 24,400,114

Sec. 4. DEPARTMENT OF HEALTH AND HUMAN SERVICES — SPORTS WAGERING RECEIPTS FUND. There is appropriated from the sports wagering receipts fund created in section 8.57, subsection 6, to the department of health and human services for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be

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1 used for behavioral health prevention, treatment, and recovery
2 efforts to reduce the prevalence of the use of, provide
3 treatment for, and support recovery from tobacco and substance
4 use and misuse pursuant to the applicable policy, purpose, and
5 intent described in sections 125.1 and 142A.1, alcohol, problem
6 gambling, and other addictive behaviors:
7 ..... $ 1,750,000
8 Sec. 5. DEPARTMENT OF HEALTH AND HUMAN SERVICES —— MENTAL
9 HEALTH AND DISABILITY SERVICES REGIONAL SERVICE FUND ——
10 REGION INCENTIVE FUND. There is appropriated from the region
11 incentive fund of the mental health and disability services
12 regional service fund created in section 225C.7A, to the
13 department of health and human services for the fiscal year
14 beginning July 1, 2024, and ending June 30, 2025, the following
15 amount, or so much thereof as is necessary, to be used to
16 support the statewide 988 suicide and crisis line, and to
17 support the transition to the new behavioral health system
18 pursuant to 2024 Iowa Acts, House File 2509, or successor
19 legislation, if enacted:
20 ..... $ 3,000,000
21 DIVISION IV
22 PUBLIC HEALTH —— FY 2024-2025
23 Sec. 6. DEPARTMENT OF HEALTH AND HUMAN SERVICES —— PUBLIC
24 HEALTH. There is appropriated from the general fund of the
25 state to the department of health and human services for the
26 fiscal year beginning July 1, 2024, and ending June 30, 2025,
27 the following amount, or so much thereof as is necessary, to be
28 used for the purposes designated:
29 For programs that support health promotion, protect the
30 health and safety of the public, conduct disease surveillance
31 and investigation to reduce the incidence of morbidity and
32 mortality, serve individuals with chronic conditions, and
33 strengthen the health care delivery system to improve health
34 outcomes for all Iowans:
35 ..... $ 22,916,821

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1 1. Of the funds appropriated in this section, $2,100,000
2 shall be deposited in the medical residency training account
3 created in section 135.175, subsection 5, paragraph "a", and is
4 appropriated from the account to the department to be used for
5 the purposes of the medical residency training state matching
6 grants program as specified in section 135.176.
7 2. Of the funds appropriated in this section, $800,000
8 shall be used for rural psychiatric residencies to annually
9 fund eight psychiatric residents who will provide mental health
10 services in underserved areas of the state.
11 3. Of the funds appropriated in this section, $425,000
12 shall be used for the continuation of a centers of excellence
13 program for the awarding of two grants to encourage innovation
14 and collaboration among regional health care providers in a
15 rural area based upon the results of a regional community
16 needs assessment to transform health care delivery in order to
17 provide quality, sustainable care that meets the needs of the
18 local communities. An applicant for the grant shall specify
19 how the grant will be expended to accomplish the goals of the
20 program and shall provide a detailed five-year sustainability
21 plan prior to being awarded any grant. Following receipt
22 of the grant, a recipient shall submit periodic reports as
23 specified by the department to the governor and the general
24 assembly regarding the recipient's expenditure of the grant and
25 progress in accomplishing the program's goals.
26 4. Of the funds appropriated in this section, $560,000 shall
27 be deposited in the state-funded family medicine obstetrics
28 fellowship program fund to be used for the state-funded family
29 medicine obstetrics fellowship program, in accordance with
30 section 135.193.
31 5. The department shall work with the board established
32 in chapter 135D to develop plans for program enhancements
33 in the Iowa health information network for the purpose of
34 empowering Iowa patients to access and direct their health
35 information utilizing the Iowa health information network.

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1 Program enhancements shall protect data privacy, facilitate the
2 interchange of health data for the purpose of improving public
3 health outcomes, and increase participation by health care
4 providers.
5 6. The university of Iowa hospitals and clinics under
6 the control of the state board of regents shall not receive
7 indirect costs from the funds appropriated in this section.
8 The university of Iowa hospitals and clinics billings to the
9 department shall be on at least a quarterly basis.
10 DIVISION V
11 COMMUNITY ACCESS AND ELIGIBILITY — FY 2024-2025
12 Sec. 7. DEPARTMENT OF HEALTH AND HUMAN SERVICES — COMMUNITY
13 ACCESS AND ELIGIBILITY. There is appropriated from the
14 general fund of the state to the department of health and human
15 services for the fiscal year beginning July 1, 2024, and ending
16 June 30, 2025, the following amount, or so much thereof as is
17 necessary, to be used for the purposes designated:
18 To be used for salaries, support, maintenance, and
19 miscellaneous purposes and for family investment program (FIP)
20 assistance in accordance with chapter 239B, and for other costs
21 associated with providing needs-based benefits or assistance
22 including but not limited to maternal and child health, oral
23 health, obesity prevention, the promoting independence and
24 self-sufficiency through employment, job opportunities and
25 basic skills (PROMISE JOBS) program, supplemental nutrition
26 assistance program (SNAP) employment and training, the FIP
27 diversion program, family planning, rent reimbursement,
28 and eligibility determinations for medical assistance, food
29 assistance, and the children's health insurance program:
30 ..... $ 68,043,944
31 1. Of the child support collections assigned under FIP,
32 the federal share of support collections shall be credited to
33 the child support services appropriation made in this division
34 of this Act. Of the remainder of the assigned child support
35 collections received by child support services, a portion

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1 shall be credited to community access and eligibility, and
2 the remaining funds may be used to increase recoveries, to
3 sustain cash flow in the child support payments account, or for
4 technology needs. If child support collections assigned under
5 FIP are greater than estimated or are otherwise determined not
6 to be required for maintenance of effort, the state share of
7 either amount may be transferred to or retained in the child
8 support payments account.
9 2. Of the funds appropriated in this section, $3,075,000
10 shall be used for continuation of the department's initiative
11 to provide for adequate developmental surveillance and
12 screening during a child's first five years. The funds shall
13 be used first to fully fund the current participating counties
14 to ensure that those counties are fully operational, with the
15 remaining funds to be used for expanding participation to
16 additional counties. The full implementation and expansion
17 shall include enhancing the scope of the initiative through
18 collaboration with the child health specialty clinics to
19 promote the use of developmental surveillance and screening to
20 support healthy child development through early identification
21 and response to both biomedical and social determinants of
22 healthy development by providing practitioner consultation
23 and continuous improvement through training and education,
24 particularly for children with behavioral conditions and
25 needs. The department shall also collaborate with the Medicaid
26 program and the child health specialty clinics to assist in
27 coordinating the activities of the first five initiative into
28 the establishment of patient-centered medical homes developed
29 to improve health quality and population health while reducing
30 health care costs. To the maximum extent possible, funding
31 allocated in this subsection shall be utilized as matching
32 funds for Medicaid program reimbursement.
33 3. Of the funds appropriated in this section, $1,145,102
34 is allocated to the Iowa commission on volunteer service for
35 programs and grants.

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1 4. The university of Iowa hospitals and clinics under
2 the control of the state board of regents shall not receive
3 indirect costs from the funds appropriated in this section.
4 The university of Iowa hospitals and clinics billings to the
5 department shall be on at least a quarterly basis.
6 CHILD SUPPORT SERVICES
7 Sec. 8. CHILD SUPPORT SERVICES. There is appropriated from
8 the general fund of the state to the department of health and
9 human services for the fiscal year beginning July 1, 2024, and
10 ending June 30, 2025, the following amount, or so much thereof
11 as is necessary, to be used for the purposes designated:
12 For child support services, including salaries, support,
13 maintenance, and miscellaneous purposes:
14 ..... $ 15,434,282
15 1. Federal access and visitation grant moneys shall be used
16 for services designed to increase compliance with the child
17 access provisions of court orders, including but not limited to
18 neutral visitation sites and mediation services.
19 2. The appropriation made to the department for child
20 support services may be used throughout the fiscal year in the
21 manner necessary for purposes of cash flow management, and for
22 cash flow management purposes the department may temporarily
23 draw more than the amount appropriated, provided the amount
24 appropriated is not exceeded at the close of the fiscal year.
25 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES BLOCK GRANT
26 Sec. 9. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES BLOCK
27 GRANT. There is appropriated from the special fund created in
28 section 8.41 to the department of health and human services
29 for the fiscal year beginning July 1, 2024, and ending June
30 30, 2025, from moneys received under the federal temporary
31 assistance for needy families (TANF) block grant pursuant
32 to the federal Personal Responsibility and Work Opportunity
33 Reconciliation Act of 1996, Pub. L. No. 104-193, and successor
34 legislation, the following amounts, or so much thereof as is
35 necessary, to be used for the purposes designated:

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1 1. For community access and eligibility, FIP, the PROMISE
2 JOBS program, implementing family investment agreements in
3 accordance with chapter 239B, and for continuation of the
4 program promoting awareness of the benefits of a healthy
5 marriage:
6 ..... $ 12,988,627
7 2. For community access and eligibility to provide
8 pregnancy prevention grants on the condition that family
9 planning services are funded:
10 ..... $ 1,913,203
11 Pregnancy prevention grants shall be awarded to programs
12 in existence on or before July 1, 2024, if the programs have
13 demonstrated positive outcomes. Grants shall be awarded to
14 pregnancy prevention programs which are developed after July
15 1, 2024, if the programs are based on existing models that
16 have demonstrated positive outcomes. Grants shall comply with
17 the requirements provided in 1997 Iowa Acts, chapter 208,
18 section 14, subsections 1 and 2, including the requirement that
19 grant programs must emphasize sexual abstinence. Priority in
20 the awarding of grants shall be given to programs that serve
21 areas of the state which demonstrate the highest percentage of
22 unplanned pregnancies of females of childbearing age within the
23 geographic area to be served by the grant.
24 3. For community access and eligibility to meet one of the
25 four core purposes of TANF as specified in 45 C.F.R. §260.20,
26 including by modernizing the program to promote economic
27 mobility and self-sufficiency, ensuring that families are able
28 to overcome benefit cliffs, encouraging healthy families, and
29 streamlining service delivery to reduce duplication:
30 ..... $ 5,000,000
31 4. For technology needs related to child support
32 modernization of the Iowa collections and reporting (ICAR)
33 system and for a closed loop referral system for the thrive
34 Iowa program:
35 ..... $ 5,000,000

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1 5. For early intervention and supports for the family
2 development and self-sufficiency (FaDSS) grant program in
3 accordance with section 216A.107:
4 ..... $ 2,888,980
5 Of the funds allocated for the FaDSS grant program in this
6 subsection, not more than 5 percent of the funds shall be used
7 for administrative purposes.
8 6. For early intervention and supports for child abuse
9 prevention grants:
10 ..... $ 125,000
11 7. For accountability, compliance, program integrity,
12 technology needs, and other resources necessary to meet federal
13 and state reporting, tracking, and case management requirements
14 and other departmental needs:
15 ..... $ 3,533,647
16 8. For state child care assistance:
17 ..... $ 47,166,826
18 9. For child protective services:
19 ..... $ 62,364,100
20 10. For child protective services for the kinship stipend
21 program:
22 ..... $ 3,000,000
23 DIVISION VI
24 MEDICAL ASSISTANCE — STATE SUPPLEMENTARY ASSISTANCE — HEALTHY
25 AND WELL KIDS IN IOWA PROGRAM AND OTHER HEALTH-RELATED PROGRAMS
26 — FY 2024-2025
27 Sec. 10. MEDICAL ASSISTANCE, STATE SUPPLEMENTARY
28 ASSISTANCE, AND HEALTHY AND WELL KIDS IN IOWA PROGRAM. There
29 is appropriated from the general fund of the state to the
30 department of health and human services for the fiscal year
31 beginning July 1, 2024, and ending June 30, 2025, the following
32 amount, or so much thereof as is necessary, to be used for the
33 purposes designated:
34 For medical assistance program reimbursement and associated
35 costs as specifically provided in the reimbursement

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1 methodologies in effect on June 30, 2024, except as otherwise
2 expressly authorized by law, consistent with options under
3 federal law and regulations, and contingent upon receipt of
4 approval from the office of the governor of reimbursement
5 for each abortion performed under the program; for the state
6 supplementary assistance program; for the health insurance
7 premium payment program; and for maintenance of the healthy and
8 well kids in Iowa (Hawki) program pursuant to chapter 514I,
9 including supplemental dental services, for receipt of federal
10 financial participation under Tit. XXI of the federal Social
11 Security Act, which creates the children's health insurance
12 program; and for other specified health-related programs:
13 ..... $ 1,651,307,614
14 1. Of the funds appropriated in this section,
15 $1,605,504,882 is allocated for medical assistance program
16 reimbursement and associated costs.
17 a. Of the funds allocated in this subsection, $800,000 shall
18 be used for the renovation and construction of certain nursing
19 facilities, consistent with the provisions of chapter 249K.
20 b. Of the funds allocated in this subsection, $3,383,880
21 shall be used for program administration, outreach, and
22 enrollment activities of the state family planning services
23 program pursuant to section 217.41B, and of this amount, the
24 department may use $200,000 for administrative expenses.
25 c. Of the funds allocated in this subsection, $369,000 shall
26 be used to provide enhanced reimbursement for a psychiatric
27 medical institution for children that meets the selection
28 criteria and for the purposes specified in 2024 Iowa Acts,
29 House File 2402, or successor legislation, if enacted.
30 d. Of the funds allocated in this subsection, $86,000 shall
31 be used to provide biomarker testing under the Medicaid program
32 as specified in 2024 Iowa Acts, House File 2668, or successor
33 legislation, if enacted.
34 e. Of the funds allocated in this subsection, $2,000,000
35 shall be used for adjustment of the Medicaid pharmacy

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1 dispensing fee.
2 f. Of the funds allocated in this subsection, $1,779,122
3 shall be used to increase income eligibility for the Medicaid
4 for employed people with disabilities program to 300 percent of
5 the most recently revised official poverty guidelines published
6 by the United States department of health and human services.
7 g. Of the funds allocated in this subsection, $2,251,436
8 shall be used to increase reimbursement rates under the
9 Medicaid program for mental health providers.
10 2. Iowans support reducing the number of abortions
11 performed in our state. Funds appropriated under this section
12 shall not be used for abortions, unless otherwise authorized
13 under this section.
14 3. The provisions of this section relating to abortions
15 shall also apply to the Iowa health and wellness plan created
16 pursuant to chapter 249N.
17 4. Of the funds appropriated in this section, $4,479,762 is
18 allocated for the state supplementary assistance program.
19 5. Of the funds appropriated in this section, $41,322,970
20 is allocated for maintenance of the Hawki program pursuant
21 to chapter 514I, including supplemental dental services, for
22 receipt of federal financial participation under Tit. XXI of
23 the federal Social Security Act, which creates the children's
24 health insurance program.
25 HEALTH PROGRAM OPERATIONS
26 Sec. 11. HEALTH PROGRAM OPERATIONS. There is appropriated
27 from the general fund of the state to the department of health
28 and human services for the fiscal year beginning July 1,
29 2024, and ending June 30, 2025, the following amount, or so
30 much thereof as is necessary, to be used for the purposes
31 designated:
32 For health program operations:
33 ..... $ 39,597,231
34 1. The department of inspections, appeals, and licensing
35 shall provide all state matching funds for survey and

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1 certification activities performed by the department of
2 inspections, appeals, and licensing. The department of health
3 and human services is solely responsible for distributing the
4 federal matching funds for such activities.
5 2. Of the funds appropriated in this section, a sufficient
6 amount shall be used for the administration of the health
7 insurance premium payment program, including salaries, support,
8 maintenance, and miscellaneous purposes.
9 3. Of the funds appropriated in this section, $750,000 shall
10 be used for the state poison control center. Pursuant to the
11 directive under 2014 Iowa Acts, chapter 1140, section 102, the
12 federal matching funds available to the state poison control
13 center from the department under the federal Children's Health
14 Insurance Program Reauthorization Act of 2009 allotment shall
15 be subject to the federal administrative cap rule of 10 percent
16 applicable to funding provided under Tit. XXI of the federal
17 Social Security Act and included within the department's
18 calculations of the cap.
19 4. Unless otherwise provided, annual increases for services
20 provided through contracts funded under this section shall
21 not exceed the amount by which the consumer price index for
22 all urban consumers increased during the most recently ended
23 calendar year.
24 HEALTH CARE ACCOUNTS AND FUNDS
25 Sec. 12. PHARMACEUTICAL SETTLEMENT ACCOUNT — DEPARTMENT
26 OF HEALTH AND HUMAN SERVICES. There is appropriated from the
27 pharmaceutical settlement account created in section 249A.33 to
28 the department of health and human services for the fiscal year
29 beginning July 1, 2024, and ending June 30, 2025, the following
30 amount, or so much thereof as is necessary, to be used for the
31 purposes designated:
32 Notwithstanding any provision of law to the contrary, to
33 supplement the appropriation made in this Act for health
34 program operations under the medical assistance program for the
35 same fiscal year:

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1 ..... $ 234,193
2 Sec. 13. QUALITY ASSURANCE TRUST FUND — DEPARTMENT OF
3 HEALTH AND HUMAN SERVICES. Notwithstanding any provision to
4 the contrary and subject to the availability of funds, there is
5 appropriated from the quality assurance trust fund created in
6 section 249L.4 to the department of health and human services
7 for the fiscal year beginning July 1, 2024, and ending June 30,
8 2025, the following amount, or so much thereof as is necessary,
9 for the purposes designated:
10 To supplement the appropriation made in this Act from the
11 general fund of the state to the department of health and human
12 services for medical assistance for the same fiscal year:
13 ..... $111,216,205
14 Sec. 14. HOSPITAL HEALTH CARE ACCESS TRUST FUND —
15 DEPARTMENT OF HEALTH AND HUMAN SERVICES. Notwithstanding any
16 provision to the contrary and subject to the availability of
17 funds, there is appropriated from the hospital health care
18 access trust fund created in section 249M.4 to the department
19 of health and human services for the fiscal year beginning July
20 1, 2024, and ending June 30, 2025, the following amount, or so
21 much thereof as is necessary, for the purposes designated:
22 To supplement the appropriation made in this Act from the
23 general fund of the state to the department of health and human
24 services for medical assistance for the same fiscal year:
25 ..... $ 33,920,554
26 REIMBURSEMENT RATES
27 Sec. 15. REIMBURSEMENT RATES.
28 1. Reimbursement for medical assistance, state
29 supplementary assistance, and social service providers and
30 services reimbursed under the purview of the department of
31 health and human services shall remain at the reimbursement
32 rate or shall be determined pursuant to the reimbursement
33 methodology in effect on June 30, 2024, with the exception of
34 the following:
35 a. If reimbursement is otherwise negotiated by contract or

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1 pursuant to an updated fee schedule.
2 b. As otherwise provided in this section.
3 2. a. Notwithstanding any provision of law to the contrary,
4 for the fiscal year beginning July 1, 2024, and ending June
5 30, 2025, the department of health and human services shall
6 reimburse case-mix nursing facility rates at the amounts in
7 effect on June 30, 2024.
8 b. The department of health and human services shall
9 calculate each nursing facility's case-mix index for the period
10 beginning July 1, 2023, using weighting based on the current
11 patient driven payment model (PDPM) schedule. Rosters shall be
12 made to show a separate calculation to determine the average
13 case-mix index for a nursing-facility-wide case mix index, and
14 a case-mix index for the residents of a nursing facility who
15 are Medicaid recipients using all minimum data set reports by
16 the nursing facility for the previous semi-annual period using
17 a day weighted calculation.
18 3. For the fiscal year beginning July 1, 2024, Medicaid
19 provider rates shall be adjusted to 85 percent of the benchmark
20 rates based on the department's 2023 Medicaid rate review for
21 all of the following Medicaid providers:
22 a. Home health agencies.
23 b. Medical supply providers.
24 c. Physician assistants.
25 d. Physical therapists.
26 e. Occupational therapists.
27 f. Certified nurse midwives.
28 4. For the fiscal year beginning July 1, 2024, Medicaid
29 provider rates shall be adjusted to 85 percent of the benchmark
30 rates based on the department's 2024 Medicaid rate review for
31 all of the following Medicaid providers:
32 a. Psychologists.
33 b. Nurse practitioners.
34 5. For the fiscal year beginning July 1, 2024, reimbursement
35 rates for home and community-based services providers shall be

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1 increased compared to the rates in effect on June 30, 2024, to
2 the extent possible within the state funding, including the
3 $14,600,000 provided for this purpose.
4 6. For the fiscal year beginning July 1, 2024, reimbursement
5 rates for community mental health centers shall be increased
6 compared to the rates in effect on June 30, 2024, to the extent
7 possible within the state funding, including the $276,947
8 provided for this purpose.
9 7. For the fiscal year beginning July 1, 2024, enhanced
10 reimbursement shall be provided for a psychiatric medical
11 institution for children that meets the selection criteria
12 specified in 2024 Iowa Acts, House File 2402, or successor
13 legislation, if enacted.
14 8. For the fiscal year beginning July 1, 2024, the pharmacy
15 dispensing fee shall be adjusted within the additional
16 $2,000,000 appropriated for this purpose.
17 9. For the fiscal year beginning July 1, 2024, the
18 reimbursement rates for mental health providers shall be
19 increased within the additional $2,251,436 appropriated for
20 this purpose.
21 DIVISION VII
22 FAMILY WELL-BEING AND PROTECTION —— FY 2024-2025
23 STATE CHILD CARE ASSISTANCE
24 Sec. 16. STATE CHILD CARE ASSISTANCE. There is appropriated
25 from the general fund of the state to the department of health
26 and human services for the fiscal year beginning July 1,
27 2024, and ending June 30, 2025, the following amount, or so
28 much thereof as is necessary, to be used for the purposes
29 designated:
30 For state child care assistance in accordance with section
31 237A.13:
32 ..... $ 34,966,931
33 A portion of the state match for the federal child care and
34 development block grant shall be provided as necessary to meet
35 federal matching funds requirements through the state general

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1 fund appropriation made for child development grants and other
2 programs for at-risk children in section 279.51.
3 EARLY INTERVENTION AND SUPPORTS
4 Sec. 17. EARLY INTERVENTION AND SUPPORTS. There is
5 appropriated from the general fund of the state to the
6 department of health and human services for the fiscal year
7 beginning July 1, 2024, and ending June 30, 2025, the following
8 amount, or so much thereof as is necessary, to be used for the
9 purposes designated:
10 For promoting the optimum health status for children
11 and adolescents from birth through 21 years of age, and for
12 families:
13 ..... $ 35,277,739
14 1. Of the funds appropriated in this section, not more
15 than $734,000 shall be used for the healthy opportunities for
16 parents to experience success (HOPES)-healthy families Iowa
17 (HFI) program established pursuant to section 135.106.
18 2. Of the funds appropriated in this section, $4,313,854 is
19 allocated for the FaDSS grant program. Of the funds allocated
20 for the FaDSS grant program in this subsection, not more than 5
21 percent of the funds shall be used for administration of the
22 grant program.
23 3. Of the funds appropriated in this section, $29,256,799
24 shall be used for the purposes of the early childhood Iowa fund
25 created in section 256I.11.
26 4. Of the funds appropriated in this section, $1,000,000
27 shall be used for the purposes of program administration and
28 provision of pregnancy support services through the more
29 options for maternal support program in accordance with section
30 217.41C.
31 CHILD PROTECTIVE SERVICES
32 Sec. 18. CHILD PROTECTIVE SERVICES. There is appropriated
33 from the general fund of the state to the department of health
34 and human services for the fiscal year beginning July 1,
35 2024, and ending June 30, 2025, the following amount, or so

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much thereof as is necessary, to be used for the purposes designated:

For child, family, and adoption services, and for salaries, support, maintenance, and miscellaneous purposes:
..... $170,374,778

1. Of the funds appropriated in this section, $1,717,000 is allocated specifically for expenditure for fiscal year 2024-2025 through the decategorization services funding pools and governance boards established pursuant to section 232.188.

2. Federal funds received by the state during the fiscal year beginning July 1, 2024, as the result of the expenditure of state funds appropriated during a previous state fiscal year for a service or activity funded under this section, are appropriated to the department to be used as additional funding for services and purposes provided for under this section. Notwithstanding section 8.33, moneys received in accordance with this subsection that remain unencumbered or unobligated at the close of the fiscal year shall not revert to any fund but shall remain available for the purposes designated until the close of the succeeding fiscal year.

3. a. Of the funds appropriated in this section, $748,000 is allocated for the payment of the expenses of court-ordered services provided to children who are under the supervision of the department, which expenses are a charge upon the state pursuant to section 232.141, subsection 4.

b. Notwithstanding chapter 232 or any other provision of law to the contrary, a district or juvenile court shall not order any service which is a charge upon the state pursuant to section 232.141 if the court-ordered services distribution amount is insufficient to pay for the service.

4. Of the funds appropriated in this section, $1,658,000 shall be used for the child protection center grant program for child protection centers located in Iowa in accordance with section 135.118. The grant amounts under the program shall be equalized so that each center receives a uniform base amount of

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1 $245,000, and so that the remaining funds are awarded through
2 a funding formula based upon the volume of children served.
3 To increase access to child protection center services for
4 children in rural areas, the funding formula for the awarding
5 of the remaining funds shall provide for the awarding of an
6 enhanced amount to eligible grantees to develop and maintain
7 satellite centers in underserved regions of the state.
8 5. Of the funds appropriated in this section, $4,359,500 is
9 allocated for the preparation for adult living program pursuant
10 to section 234.46.
11 6. Of the funds appropriated in this section, a portion may
12 be used for family-centered services for purposes of complying
13 with the federal Family First Prevention Services Act of 2018,
14 Pub. L. No. 115-123, and successor legislation.
15 7. a. Of the funds appropriated in this section, a
16 sufficient amount is allocated for adoption subsidy payments
17 and related costs.
18 b. Any funds allocated in this subsection remaining after
19 the allocation under paragraph "a" are designated and allocated
20 as state savings resulting from implementation of the federal
21 Fostering Connections to Success and Increasing Adoptions Act
22 of 2008, Pub. L. No. 110-351, and successor legislation, as
23 determined in accordance with 42 U.S.C. §673(a)(8), and shall
24 be used for post-adoption services and for other purposes
25 allowed under these federal laws, Tit. IV-B or Tit. IV-E of the
26 federal Social Security Act.
27 c. Of the funds appropriated in this section, $296,463
28 shall be used to increase the adoption subsidy paid to a person
29 pursuant to section 600.17 who adopts a child after July 1,
30 2024, by ten percent over the rates in effect on June 30, 2024.
31 8. Of the funds appropriated in this section, $193,000 shall
32 be used to expand the availability of supervised apartment
33 living arrangements.
34 9. Of the funds appropriated in this section, $617,530 shall
35 be used to increase the foster care reimbursement rates paid

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1 pursuant to section 234.38, by ten percent over the rates in
2 effect on June 30, 2024.
3 10. Of the funds appropriated in this section, $2,000,000
4 shall be used to pay the cost of the preplacement investigation
5 and the postplacement investigations related to adoptions, as
6 specified pursuant to section 600.8, as amended in this Act.
7 11. Of the funds appropriated in this section, $2,623,748
8 shall be used to lower the required ratio of supervisors to
9 social workers from one supervisor for every six and one-half
10 social workers to one supervisor for every five social workers.
11 12. If a separate funding source is identified that reduces
12 the need for state funds within an allocation under this
13 section, the allocated state funds may be redistributed to
14 other allocations under this section for the same fiscal year.
15 DIVISION VIII
16 STATE SPECIALTY CARE — FY 2024-2025
17 Sec. 19. STATE SPECIALTY CARE. There is appropriated from
18 the general fund of the state to the department of health and
19 human services for the fiscal year beginning July 1, 2024, and
20 ending June 30, 2025, the following amount, or so much thereof
21 as is necessary, to be used for the purposes designated:
22 For salaries, support, maintenance, and miscellaneous
23 purposes at institutions under the jurisdiction of the
24 department of health and human services:
25 ..... $100,006,128
26 1. The department shall utilize the funds appropriated in
27 this section as necessary to maximize bed capacity and to most
28 effectively meet the needs of the individuals served.
29 2. Of the amount appropriated in this section, the following
30 amounts are allocated to each institution as follows:
31 a. For the state mental health institute at Cherokee:
32 ..... $ 19,439,086
33 b. For the state mental health institute at Independence:
34 ..... $ 23,916,279
35 c. For the civil commitment unit for sexual offenders at

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1 Cherokee:
2 ..... $ 17,755,397
3 d. For the state resource center at Woodward:
4 ..... $ 14,018,717
5 e. For the state resource center at Glenwood:
6 ..... $ 5,255,132
7 f. For the state training school at Eldora:
8 ..... $ 19,621,517
9 DIVISION IX
10 ADMINISTRATION AND COMPLIANCE — FY 2024-2025
11 Sec. 20. ACCOUNTABILITY, COMPLIANCE, AND PROGRAM
12 INTEGRITY. There is appropriated from the general fund of the
13 state to the department of health and human services for the
14 fiscal year beginning July 1, 2024, and ending June 30, 2025,
15 the following amount, or so much thereof as is necessary, to be
16 used for the purposes designated:
17 For accountability, compliance, and program integrity,
18 including salaries, support, maintenance, and miscellaneous
19 purposes:
20 ..... $ 21,194,894
21 1. Of the funds appropriated in this section, $200,000 shall
22 be transferred to and deposited in the Iowa ABLE savings plan
23 trust administrative fund created in section 12I.4, to be used
24 for implementation and administration activities of the Iowa
25 ABLE savings plan trust.
26 2. Of the funds appropriated in this section, $2,602,312
27 shall be used for foster care review and the court appointed
28 special advocate program, including for salaries, support,
29 maintenance, and miscellaneous purposes.
30 3. Of the funds appropriated in this section, $1,148,959
31 shall be used for the office of long-term care ombudsman
32 for salaries, support, administration, maintenance, and
33 miscellaneous purposes.
34 4. For the fiscal year beginning July 1, 2024, and ending
35 June 30, 2025, the department of health and human services

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1 may utilize the funds appropriated from the general fund of
2 the state to the department under this Act for up to 4,156.00
3 full-time equivalent positions. The department shall report to
4 the general assembly by December 15, 2024, the distribution of
5 the approved number of full-time equivalent positions across
6 the organizational divisions of the department.
7 DIVISION X
8 ANNUAL DEPARTMENTAL BUDGET REPORT
9 Sec. 21. ANNUAL BUDGET REPORT. The department of health and
10 human services shall include in the annual budget submitted to
11 the council on health and human services pursuant to section
12 217.3 a detailed description of the programs and expenditures
13 by budget unit reflective of the redesigned organizational
14 divisions of the department.
15 DIVISION XI
16 MEDICAL ASSISTANCE HOME AND COMMUNITY-BASED SERVICES WAIVER
17 FOR INDIVIDUALS WITH AN INTELLECTUAL DISABILITY — ADDITIONAL
18 WAIVER SLOTS — FY 2025-2026
19 Sec. 22. MEDICAL ASSISTANCE — HOME AND COMMUNITY-BASED
20 SERVICES WAIVER FOR INDIVIDUALS WITH AN INTELLECTUAL
21 DISABILITY — ADDITIONAL WAIVER SLOTS — APPROPRIATION — FY
22 2025-2026. There is appropriated from the general fund of
23 the state to the department of health and human services for
24 the fiscal year beginning July 1, 2025, and ending June 30,
25 2026, the following amount, or so much thereof as is necessary,
26 to be used for the medical assistance program to provide for
27 additional home and community-based services waiver slots for
28 individuals with an intellectual disability:
29 ..... $ 1,950,000
30 DIVISION XII
31 DEPARTMENT OF HEALTH AND HUMAN SERVICES TRANSFERS, CASHFLOW,
32 AND NONREVERSIONS
33 Sec. 23. DEPARTMENT OF HEALTH AND HUMAN SERVICES TRANSFERS
34 AND CASHFLOW.
35 1. The department of health and human services may transfer

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1 funds appropriated in this Act to support continuing alignment
2 efforts, to maximize federal support in accordance with the
3 department's federal costs allocation plan, and for resources
4 necessary to implement and administer the services for which
5 funds are provided. The department shall report any transfers
6 made pursuant to this subsection to the general assembly.
7 2. If the savings to the appropriations made for the
8 Medicaid program from ongoing cost management efforts exceed
9 the associated costs for the fiscal year, the department may
10 transfer any savings generated for the fiscal year due to cost
11 management efforts to the appropriations made in this Act for
12 health program operations or for accountability, compliance,
13 and program integrity to defray the costs associated with
14 implementation of the cost management efforts.
15 3. The department may transfer funds appropriated for
16 child protective services to pay the nonfederal share costs of
17 services reimbursed under the medical assistance program, state
18 child care assistance program, or the family investment program
19 which are provided to children who would otherwise receive
20 services paid under the appropriation for child protective
21 services.
22 4. The department may transfer funds from the temporary
23 assistance for needy families block grant to the federal social
24 services block grant appropriation, and to the child care and
25 development block grant appropriation, in accordance with
26 federal law.
27 Sec. 24. DEPARTMENT OF HEALTH AND HUMAN SERVICES
28 NONREVERSIONS.
29 1. Notwithstanding section 8.33, moneys appropriated from
30 the general fund of the state and the temporary assistance for
31 needy families block grant to the department of health and
32 human services for the fiscal year beginning July 1, 2024,
33 and ending June 30, 2025, for the purposes of the FaDSS grant
34 program that remain unencumbered or unobligated at the close of
35 the fiscal year shall not revert, but shall remain available

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1 for expenditure for the purposes designated until the close of
2 the succeeding fiscal year.
3 2. Notwithstanding section 8.33, of the moneys appropriated
4 from the general fund of the state, the quality assurance trust
5 fund, and the hospital health care access trust fund to the
6 department of health and human services for the fiscal year
7 beginning July 1, 2024, and ending June 30, 2025, for the
8 purposes of the medical assistance program, the amount that is
9 in excess of actual expenditures for the medical assistance
10 program that remains unencumbered or unobligated at the close
11 of the fiscal year shall not revert, but shall remain available
12 for expenditure for the medical assistance program until the
13 close of the succeeding fiscal year.
14 3. Notwithstanding section 8.33, and notwithstanding the
15 nonreversion amount limitation specified in section 222.92,
16 moneys appropriated from the general fund of the state to the
17 department of health and human services for the fiscal year
18 beginning July 1, 2024, and ending June 30, 2025, for the
19 purposes of state specialty care that remain unencumbered or
20 unobligated at the close of the fiscal year shall not revert,
21 but shall remain available for expenditure for the purposes
22 designated for subsequent fiscal years.
23 4. Notwithstanding section 8.33, moneys appropriated from
24 the general fund of the state to the department of health and
25 human services for the fiscal year beginning July 1, 2024,
26 and ending June 30, 2025, for the commission on volunteer
27 service for purposes of the Iowa state commission grant program
28 that remain unencumbered or unobligated at the close of the
29 fiscal year shall not revert, but shall remain available for
30 expenditure for the purposes designated for subsequent fiscal
31 years.
32 5. Notwithstanding section 8.33, moneys appropriated from
33 the general fund of the state to the department of health and
34 human services for the fiscal year beginning July 1, 2024,
35 and ending June 30, 2025, and allocated for rural psychiatric

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1 residencies to annually fund eight psychiatric residents who
2 will provide mental health services to underserved areas of the
3 state that remain unencumbered or unobligated at the close of
4 the fiscal year shall not revert, but shall remain available
5 for expenditure for the purposes designated until the close of
6 the succeeding fiscal year.
7 6. Notwithstanding section 8.33, moneys appropriated from
8 the general fund of the state to the department of health and
9 human services for the fiscal year beginning July 1, 2024, and
10 ending June 30, 2025, and allocated to provide audiological
11 services and hearing aids for children that remain unencumbered
12 or unobligated at the close of the fiscal year shall not
13 revert, but shall remain available for expenditure for the
14 purposes designated until the close of the succeeding fiscal
15 year.
16 7. Notwithstanding section 8.33, moneys appropriated from
17 the general fund of the state to the department of health and
18 human services for the fiscal year beginning July 1, 2024,
19 and ending June 30, 2025, and allocated for adoption subsidy
20 payments and related costs or for post-adoption services
21 and related allowable purposes that remain unencumbered or
22 unobligated at the close of the fiscal year shall not revert,
23 but shall remain available for expenditure for the purposes
24 designated until the close of the succeeding fiscal year.
25 8. Notwithstanding section 8.33, moneys appropriated from
26 the general fund of the state to the department of health and
27 human services for the fiscal year beginning July 1, 2024,
28 and ending June 30, 2025, and allocated to lower the required
29 ratio of supervisors to social workers as specified in this
30 Act, that remain unencumbered or unobligated at the close of
31 the fiscal year shall not revert but shall remain available for
32 expenditure for the purpose designated until the close of the
33 succeeding fiscal year.
34 9. Notwithstanding section 8.33, moneys appropriated from
35 the general fund of the state to the department of health and

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1 human services for the fiscal year beginning July 1, 2024, and
2 ending June 30, 2025, and allocated to increase the foster
3 care reimbursement rates paid pursuant to section 234.38 as
4 specified in this Act, that remain unencumbered or unobligated
5 at the close of the fiscal year shall not revert but shall
6 remain available for expenditure for the purpose designated
7 until the close of the succeeding fiscal year.
8 DIVISION XIII
9 HEALTH AND HUMAN SERVICES — PRIOR APPROPRIATIONS AND OTHER
10 PROVISIONS — FY 2022-2023
11 RURAL PSYCHIATRIC RESIDENCIES
12 Sec. 25. 2022 Iowa Acts, chapter 1131, section 3, subsection
13 4, paragraph j, is amended to read as follows:
14 j. Of the funds appropriated in this subsection, $800,000
15 shall be used for rural psychiatric residencies to support the
16 annual creation and training of ~~six~~ eight psychiatric residents
17 who will provide mental health services in underserved areas of
18 the state. Notwithstanding section 8.33, moneys that remain
19 unencumbered or unobligated at the close of the fiscal year
20 shall not revert but shall remain available for expenditure for
21 the purposes designated for subsequent fiscal years.
22 FAMILY INVESTMENT PROGRAM
23 Sec. 26. 2022 Iowa Acts, chapter 1131, section 9, subsection
24 7, as enacted by 2023 Iowa Acts, chapter 112, section 41, is
25 amended to read as follows:
26 7. Notwithstanding section 8.33, moneys appropriated in
27 this section that remain unencumbered or unobligated at the
28 close of the fiscal year shall not revert but shall remain
29 available for the purposes designated, or may be transferred to
30 other appropriations in this division of this Act or used as
31 necessary to enhance agency accountability, program integrity,
32 compliance, and efficiency, until the close of the succeeding
33 fiscal year.
34 Sec. 27. EFFECTIVE DATE. This division of this Act, being
35 deemed of immediate importance, takes effect upon enactment.

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1 Sec. 28. RETROACTIVE APPLICABILITY. This division of this
2 Act applies retroactively to July 1, 2022.
3 DIVISION XIV
4 HEALTH AND HUMAN SERVICES — PRIOR APPROPRIATIONS AND OTHER
5 PROVISIONS — FY 2023-2024
6 OFFICE OF PUBLIC GUARDIAN
7 Sec. 29. 2023 Iowa Acts, chapter 112, section 3, is amended
8 by adding the following new subsection:
9 NEW SUBSECTION. 7. Notwithstanding section 8.33,
10 moneys appropriated in this section for the state office of
11 public guardian established under chapter 231E that remain
12 unencumbered or unobligated at the close of the fiscal year
13 shall not revert but shall remain available for the purposes
14 designated until the close of the succeeding fiscal year.
15 AUDIOLOGICAL SERVICES
16 Sec. 30. 2023 Iowa Acts, chapter 112, section 5, subsection
17 2, paragraph e, is amended to read as follows:
18 e. Of the funds appropriated in this subsection, $156,000
19 shall be used to provide audiological services and hearing aids
20 for children. Notwithstanding section 8.33, moneys allocated
21 in this paragraph that remain unencumbered or unobligated at
22 the close of the fiscal year shall not revert but shall remain
23 available for the purposes designated until the close of the
24 succeeding fiscal year.
25 RURAL PSYCHIATRIC RESIDENCIES
26 Sec. 31. 2023 Iowa Acts, chapter 112, section 5, subsection
27 4, paragraph j, is amended to read as follows:
28 j. Of the funds appropriated in this subsection, $800,000
29 shall be used for rural psychiatric residencies to annually
30 fund ~~six~~ eight psychiatric residents who will provide
31 mental health services in underserved areas of the state.
32 Notwithstanding section 8.33, moneys that remain unencumbered
33 or unobligated at the close of the fiscal year shall not revert
34 but shall remain available for expenditure for the purposes
35 designated for subsequent fiscal years.

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FAMILY INVESTMENT PROGRAM

Sec. 32. 2023 Iowa Acts, chapter 112, section 9, is amended by adding the following new subsection:

NEW SUBSECTION. 7. Notwithstanding section 8.33, moneys appropriated in this section that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for the purposes designated, or may be transferred to other appropriations in this division of this Act or used as necessary to enhance agency accountability, program integrity, compliance, and efficiency, until the close of the succeeding fiscal year.

CHILD CARE ASSISTANCE

Sec. 33. 2023 Iowa Acts, chapter 112, section 17, subsection 8, is amended to read as follows:

8. Notwithstanding section 8.33, moneys ~~advanced for purposes of the programs developed by early childhood Iowa areas, advanced for purposes of wraparound child care, or received from the federal appropriations made for the purposes of~~ appropriated in this section that remain unencumbered or unobligated at the close of the fiscal year shall not revert to any fund but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.

CHILD AND FAMILY SERVICES

Sec. 34. 2023 Iowa Acts, chapter 112, section 19, is amended by adding the following new subsection:

NEW SUBSECTION. 23. Notwithstanding section 8.33, moneys appropriated in this section that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for the purposes designated until the close of the succeeding fiscal year.

FIELD OPERATIONS

Sec. 35. 2023 Iowa Acts, chapter 112, section 26, is amended by adding the following new subsection:

NEW SUBSECTION. 4. Notwithstanding section 8.33, moneys

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appropriated in this section that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for the purposes designated until the close of the succeeding fiscal year.

GENERAL ADMINISTRATION — MORE OPTIONS FOR MATERNAL SUPPORT PROGRAM

Sec. 36. 2023 Iowa Acts, chapter 112, section 27, subsection 8, is amended to read as follows:

8. Of the funds appropriated under this section, $1,000,000 shall be used for the purposes of program administration and provision of pregnancy support services through the more options for maternal support program in accordance with section 217.41C. Notwithstanding section 8.33, moneys allocated in this subsection that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for the purposes designated until the close of the succeeding fiscal year.

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM ADMINISTRATIVE ALLOCATION — FEDERAL BLOCK GRANT

Sec. 37. 2023 Iowa Acts, chapter 161, section 10, subsection 3, is amended to read as follows:

3. After subtracting the allocation in subsection 2, ~~up to 10~~ no less than 8.4 percent of the remaining moneys for each federal fiscal year are allocated for administrative expenses of low-income home energy assistance program contractors and up to 1.6 percent of the remaining moneys for each fiscal year are allocated for the administrative expenses of the department of health and human services under the low-income home energy assistance program ~~of which $377,000 is allocated each federal fiscal year for administrative expenses of the department of health and human services~~. The costs of auditing the use and administration of the portion of the appropriation in this section that is retained by the state shall be paid from the amount allocated in this subsection each federal fiscal year to the department of health and human services. The auditor of

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1 state shall bill the department of health and human services
2 for the audit costs.
3 Sec. 38. EFFECTIVE DATE. This division of this Act, being
4 deemed of immediate importance, takes effect upon enactment.
5 Sec. 39. RETROACTIVE APPLICABILITY. This division of this
6 Act applies retroactively to July 1, 2023.
7 DIVISION XV
8 REPORT ON NONREVERSION OF FUNDS
9 Sec. 40. REPORT ON NONREVERSION OF FUNDS. The department
10 of health and human services shall report the expenditure of
11 any moneys for which nonreversion authorization was provided
12 for the fiscal year beginning July 1, 2023, and ending June 30,
13 2024, to the general assembly on a quarterly basis beginning
14 October 1, 2024.
15 DIVISION XVI
16 EMERGENCY RULES AND REPORTS
17 Sec. 41. EMERGENCY RULES.
18 1. If necessary to comply with federal requirements
19 including time frames, or if specifically authorized by a
20 provision of this Act, the department of health and human
21 services or the mental health and disability services
22 commission shall adopt administrative rules under section
23 17A.4, subsection 3, and section 17A.5, subsection 2, paragraph
24 "b", to implement the applicable provisions of this Act. The
25 rules shall be effective immediately upon filing unless a
26 later date is specified in the rules. Any rules adopted in
27 accordance with this section shall also be published as a
28 notice of intended action as provided in section 17A.4.
29 2. If during a fiscal year, the department of health and
30 human services is adopting rules in accordance with this
31 section or as otherwise directed or authorized by state
32 law, and the rules will result in an expenditure increase
33 beyond the amount anticipated in the budget process or if the
34 expenditure was not addressed in the budget process for the
35 fiscal year, the department shall notify the general assembly

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1 and the department of management concerning the rules and the
2 expenditure increase. The notification shall be provided at
3 least thirty calendar days prior to the date notice of the
4 rules is submitted to the administrative rules coordinator and
5 the administrative code editor.
6 Sec. 42. REPORTS. Unless otherwise provided, any reports or
7 other information required to be compiled and submitted under
8 this Act during the fiscal year beginning July 1, 2024, shall
9 be submitted on or before the date specified for submission of
10 the reports or information.
11 DIVISION XVII
12 CODIFIED PROVISIONS
13 SUBSTANCE USE DISORDER — BEER AND LIQUOR CONTROL FUND
14 Sec. 43. Section 123.17, subsection 5, Code 2024, is amended
15 to read as follows:
16 5. After any transfer provided for in subsection 3 is
17 made, the department shall transfer into a special revenue
18 account in the general fund of the state, a sum of money at
19 least equal to seven percent of the gross amount of sales made
20 by the department from the beer and liquor control fund on a
21 monthly basis but not less than nine million dollars annually.
22 Of the amounts transferred, two million dollars~~, plus an~~
23 ~~additional amount determined by the general assembly,~~ shall be
24 appropriated to the department of health and human services for
25 use by the staff who administer the comprehensive substance use
26 disorder program under chapter 125 for substance use disorder
27 treatment and prevention programs. Any amounts received in
28 excess of the amounts appropriated to the department of health
29 and human services for use by the staff who administer the
30 comprehensive substance use disorder program under chapter 125
31 shall be considered part of the general fund balance.
32 TOBACCO USE PREVENTION AND CONTROL
33 Sec. 44. Section 142A.5, Code 2024, is amended by adding the
34 following new subsection:
35 NEW SUBSECTION. 9. Collaborate with the department of

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1 revenue for enforcement of tobacco laws, regulations, and
2 ordinances and to engage in tobacco control activities approved
3 by the departments.
4 AREA AGENCIES ON AGING
5 Sec. 45. NEW SECTION. **231.35 Procedures related to**
6 **expenditure of state and federal funds.**
7 1. The department shall establish and enforce procedures
8 relating to expenditure of state and federal funds by area
9 agencies on aging that require compliance with both state and
10 federal laws, rules, and regulations, including but not limited
11 to all of the following:
12 *a.* Requiring that expenditures are incurred only for goods
13 or services received or performed prior to the end of the
14 fiscal period designated for use of the funds.
15 *b.* Prohibiting prepayment for goods or services not received
16 or performed prior to the end of the fiscal period designated
17 for use of the funds.
18 *c.* Prohibiting prepayment for goods or services not defined
19 specifically by good or service, time period, or recipient.
20 *d.* Prohibiting the establishment of accounts from which
21 future goods or services which are not defined specifically by
22 good or service, time period, or recipient, may be purchased.
23 2. The procedures shall provide that if any funds are
24 expended in a manner that is not in compliance with the
25 procedures and applicable federal and state laws, rules, and
26 regulations, and are subsequently subject to repayment, the
27 area agency on aging expending such funds in contravention of
28 such procedures, laws, rules and regulations, not the state,
29 shall be liable for such repayment.
30 PERSONAL NEEDS ALLOWANCE FOR FACILITIES UNDER MEDICAID
31 Sec. 46. Section 249A.30A, Code 2024, is amended to read as
32 follows:
33 **249A.30A Medical assistance — personal needs allowance.**
34 1. The personal needs allowance under the medical
35 assistance program, which may be retained by a person who is a

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1 resident of a nursing facility, an intermediate care facility
2 for persons with an intellectual disability, or an intermediate
3 care facility for persons with mental illness, as defined in
4 section 135C.1, or a person who is a resident of a psychiatric
5 medical institution for children as defined in section 135H.1,
6 shall be fifty dollars per month.
7 2. A resident who has income of less than fifty dollars
8 per month shall receive a supplement from the state in the
9 amount necessary to receive a personal needs allowance of fifty
10 dollars per month~~, if funding is specifically appropriated for~~
11 ~~this purpose~~. The general assembly shall annually appropriate
12 a sufficient amount from the general fund of the state to the
13 department of health and human services for this purpose.
14 REPLACEMENT GENERATION TAX REVENUES
15 Sec. 47. Section 437A.8, subsection 4, paragraph d, Code
16 2024, is amended to read as follows:
17 *d.* Notwithstanding paragraph *"a"*, a taxpayer who owns
18 or leases a new electric power generating plant and who has
19 no other operating property in the state of Iowa except for
20 operating property directly serving the new electric power
21 generating plant as described in section 437A.16 shall pay
22 the replacement generation tax associated with the allocation
23 of the local amount to the county treasurer of the county in
24 which the local amount is located and shall remit the remaining
25 replacement generation tax, if any, to the director according
26 to paragraph *"a"* for remittance of the tax to county treasurers.
27 The director shall notify each taxpayer on or before August 31
28 following a tax year of its remaining replacement generation
29 tax to be remitted to the director. All remaining replacement
30 generation tax revenues received by the director shall be
31 ~~deposited in the property tax relief fund created in section~~
32 ~~426B.1, and shall be distributed as provided in section 426B.2~~
33 appropriated annually to the department of health and human
34 services to supplement any appropriation made for medical
35 assistance.

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If a taxpayer has paid an amount of replacement tax, penalty, or interest which was ~~deposited into the property tax relief fund~~ appropriated to the department of health and human services under this paragraph and which was not due, all of the provisions of section 437A.14, subsection 1, paragraph *"b"*, shall apply with regard to any claim for refund or credit filed by the taxpayer. The director shall have sole discretion as to whether the erroneous payment will be refunded to the taxpayer or credited against any replacement tax due, or to become due, from the taxpayer that would be ~~subject to deposit in the property tax relief fund~~ appropriated to the department of health and human services under this paragraph.

Sec. 48. Section 437A.15, subsection 3, paragraph f, Code 2024, is amended to read as follows:

f. Notwithstanding the provisions of this section, if a taxpayer is a municipal utility or a municipal owner of an electric power facility financed under the provisions of chapter 28F or 476A, the assessed value, other than the local amount, of a new electric power generating plant shall be allocated to each taxing district in which the municipal utility or municipal owner is serving customers and has electric meters in operation in the ratio that the number of operating electric meters of the municipal utility or municipal owner located in the taxing district bears to the total number of operating electric meters of the municipal utility or municipal owner in the state as of January 1 of the tax year. If the municipal utility or municipal owner of an electric power facility financed under the provisions of chapter 28F or 476A has a new electric power generating plant but the municipal utility or municipal owner has no operating electric meters in this state, the municipal utility or municipal owner shall pay the replacement generation tax associated with the new electric power generating plant allocation of the local amount to the county treasurer of the county in which the local amount is located and shall remit the remaining replacement

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generation tax, if any, to the director at the times contained in section 437A.8, subsection 4, for remittance of the tax to the county treasurers. All remaining replacement generation tax revenues received by the director shall be ~~deposited in the property tax relief fund created in section 426B.1, and shall be distributed as provided in section 426B.2~~ appropriated annually to the department of health and human services to supplement any appropriation made for medical assistance.

PERSONAL NEEDS ALLOWANCE FOR STATE SUPPLEMENTARY ASSISTANCE

Sec. 49. NEW SECTION. **249.9A Personal needs allowance.**

1. The department shall increase the personal needs allowance for residents of residential care facilities by the same percentage and at the same time as federal supplemental security income and federal social security benefits are increased due to a recognized increase in the cost of living.

2. If during a fiscal year, the department projects that state supplementary assistance expenditures for a calendar year will not meet the federal pass-through requirement specified in Tit. XVI of the federal Social Security Act, section 1618, as codified in 42 U.S.C. §1382g, the department may take actions including but not limited to increasing the personal needs allowance for residential care facility residents and making programmatic adjustments or upward adjustments of the residential care facility or in-home health-related care reimbursement rates to ensure compliance with federal requirements. In addition, the department may make other programmatic and rate adjustments necessary to remain within the funds appropriated for a fiscal year while ensuring compliance with federal requirements.

3. The department may adopt emergency rules under section 17A.4, subsection 3, and section 17A.5, subsection 2, paragraph *"b"*, to implement the provisions of this section and the rules shall be effective immediately upon filing unless a later date is specified in the rules. Any rules adopted in accordance with this section shall also be published as a notice of

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1 intended action as provided in section 17A.4.
2 MEDICAID FRAUD FUND AND HEALTH CARE TRUST FUND
3 Sec. 50. Section 249A.50, subsection 3, Code 2024, is
4 amended to read as follows:
5 3. *a.* A Medicaid fraud fund is created in the state
6 treasury under the authority of the department of inspections,
7 appeals, and licensing. Moneys from penalties, investigative
8 costs recouped by the Medicaid fraud control unit, and other
9 amounts received as a result of prosecutions involving
10 the department of inspections, appeals, and licensing
11 investigations and audits to ensure compliance with the medical
12 assistance program that are not credited to the program shall
13 be credited to the fund.
14 *b.* Notwithstanding section 8.33, moneys credited to the
15 fund from any other account or fund shall not revert to the
16 other account or fund. Moneys in the fund shall only be used as
17 provided in appropriations from the fund and shall be used in
18 accordance with applicable laws, regulations, and the policies
19 of the office of inspector general of the United States
20 department of health and human services.
21 *c.* Any funds remaining in the Medicaid fraud fund at the
22 close of a fiscal year are appropriated to the department of
23 health and human services to supplement any medical assistance
24 program appropriation for the same fiscal year to be used
25 for medical assistance reimbursement and associated costs,
26 including program administration and costs associated with
27 program implementation.
28 ~~*c.*~~ *d.* For the purposes of this subsection, *"investigative*
29 *costs"* means the reasonable value of a Medicaid fraud control
30 unit investigator's, auditor's or employee's time, any moneys
31 expended by the Medicaid fraud control unit, and the reasonable
32 fair market value of resources used or expended by the Medicaid
33 fraud control unit in a case resulting in a criminal conviction
34 of a provider under this chapter or chapter 714 or 715A.
35 Sec. 51. Section 453A.35A, Code 2024, is amended to read as

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1 follows:
2 **453A.35A Health care trust fund — appropriation to Medicaid**
3 **program.**
4 1. A health care trust fund is created in the office of
5 the treasurer of state. The fund consists of the revenues
6 generated from the tax on cigarettes pursuant to section
7 453A.6, subsection 1, and from the tax on tobacco products
8 as specified in section 453A.43, subsections 1, 2, 3, and 4,
9 that are credited to the health care trust fund, annually,
10 pursuant to section 453A.35. Moneys in the fund shall be
11 separate from the general fund of the state and shall not be
12 considered part of the general fund of the state. However, the
13 fund shall be considered a special account for the purposes
14 of section 8.53 relating to generally accepted accounting
15 principles. Moneys in the fund shall be used only as specified
16 in this section and shall be appropriated only for the uses
17 specified. Moneys in the fund are not subject to section 8.33
18 and shall not be transferred, used, obligated, appropriated,
19 or otherwise encumbered, except as provided in this section.
20 Notwithstanding section 12C.7, subsection 2, interest or
21 earnings on moneys deposited in the fund shall be credited to
22 the fund.
23 2. Moneys in the fund shall be used only for purposes
24 related to health care, substance use disorder treatment and
25 prevention, and tobacco use prevention, cessation, and control.
26 3. Any funds remaining in the health care trust fund at the
27 close of a fiscal year are appropriated to the department of
28 health and human services to supplement any medical assistance
29 program appropriation for the same fiscal year to be used
30 for medical assistance reimbursement and associated costs,
31 including program administration and costs associated with
32 program implementation.
33 MENTAL HEALTH INSTITUTES — RETAINING OF REVENUE
34 Sec. 52. NEW SECTION. **218.97 Retaining of revenue by mental**
35 **health institutes.**

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1 Notwithstanding sections 218.78 and 249A.11, any revenue
2 received from the state mental health institute at Cherokee or
3 the state mental health institute at Independence pursuant to
4 42 C.F.R. §438.6(e) may be retained and expended by the mental
5 health institute.
6 RESIDENTS OF MENTAL HEALTH INSTITUTES — RETAINING MEDICAID
7 ELIGIBILITY
8 Sec. 53. NEW SECTION. **249A.38A Residents of mental health**
9 **institutes — retaining of Medicaid eligibility.**
10 Notwithstanding any provision of law to the contrary,
11 a Medicaid recipient residing at the state mental health
12 institute at Cherokee or the state mental health institute
13 at Independence shall retain Medicaid eligibility during the
14 period of the Medicaid recipient's stay for which federal
15 financial participation is available.
16 STATE RESOURCE CENTERS — SCOPE OF SERVICES
17 Sec. 54. NEW SECTION. **218.97A State resource centers —**
18 **scope of services approach — time-limited assessment and respite**
19 **services.**
20 1. The department may continue to bill for state resource
21 center services utilizing a scope of services approach used for
22 private providers of intermediate care facilities for persons
23 with an intellectual disability services, in a manner which
24 does not shift costs between the medical assistance program,
25 mental health and disability services regions, or other sources
26 of funding for the state resource centers.
27 2. The state resource centers may expand the time-limited
28 assessment and respite services during a fiscal year.
29 JUVENILE DETENTION HOME FUND — APPROPRIATION
30 Sec. 55. Section 232.142, Code 2024, is amended to read as
31 follows:
32 **232.142 Maintenance and cost of juvenile homes — fund —**
33 **appropriation of moneys in fund.**
34 1. County boards of supervisors which singly or in
35 conjunction with one or more other counties provide and

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1 maintain juvenile detention and juvenile shelter care homes are
2 subject to this section.
3 2. For the purpose of providing and maintaining a county
4 or multicounty home, the board of supervisors of any county
5 may issue general county purpose bonds in accordance with
6 sections 331.441 through 331.449. Expenses for providing and
7 maintaining a multicounty home shall be paid by the counties
8 participating in a manner to be determined by the boards of
9 supervisors.
10 3. A county or multicounty juvenile detention home approved
11 pursuant to this section shall receive financial aid from the
12 state in a manner approved by the director. Aid paid by the
13 state shall be at least ten percent and not more than fifty
14 percent of the total cost of the establishment, improvements,
15 operation, and maintenance of the home.
16 4. The director shall adopt minimal rules and standards for
17 the establishment, maintenance, and operation of such homes as
18 shall be necessary to effect the purposes of this chapter. The
19 rules shall apply the requirements of section 237.8, concerning
20 employment and evaluation of persons with direct responsibility
21 for a child or with access to a child when the child is
22 alone and persons residing in a child foster care facility,
23 to persons employed by, residing in, or volunteering for a
24 home approved under this section. The director shall, upon
25 request, give guidance and consultation in the establishment
26 and administration of the homes and programs for the homes.
27 5. The director shall approve annually all such homes
28 established and maintained under the provisions of this
29 chapter. A home shall not be approved unless it complies with
30 minimal rules and standards adopted by the director and has
31 been inspected by the department of inspections, appeals, and
32 licensing. The statewide number of beds in the homes approved
33 by the director shall not exceed two hundred seventy-two beds
34 beginning July 1, 2017.
35 6. *a.* A juvenile detention home fund is created in the

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state treasury under the authority of the department. The fund shall consist of moneys deposited in the fund pursuant to section 602.8108. The moneys in the fund shall be used for the costs of the establishment, improvement, operation, and maintenance of county or multicounty juvenile detention homes in accordance with ~~annual appropriations made by the general assembly from the fund for these purposes~~ this subsection.

b. (1) Moneys deposited in the juvenile detention home fund during a fiscal year are appropriated to the department for the same fiscal year for distribution of an amount equal to a percentage of the costs of the establishment, improvement, operation, and maintenance of county or multicounty juvenile detention homes in the prior fiscal year. Such percentage shall be determined by the department based on the amount available for distribution from the fund.

(2) Moneys appropriated for distribution in accordance with this subsection shall be allocated among eligible detention homes, prorated on the basis of an eligible detention home's proportion of the costs of all eligible detention homes in the prior fiscal year.

FAMILY INVESTMENT PROGRAM ACCOUNT ELIMINATION

Sec. 56. Section 239B.11, Code 2024, is amended to read as follows:

239B.11 Family investment program ~~account — diversion program subaccount~~ — diversion program.

~~1. An account is established in the state treasury to be known as the family investment program account under control of the department to which shall be credited all funds appropriated by the state for the payment of assistance and JOBS program expenditures. All other moneys received at any time for these purposes, including child support revenues, shall be deposited into the account as provided by law. All assistance and JOBS program expenditures under this chapter shall be paid from the account.~~

~~2. *a.* A diversion program subaccount is created within~~

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~~the family investment program account. The subaccount may be used to provide incentives to divert a family's participation in the family investment program if the family meets the department's income eligibility requirements for the diversion program. Incentives may be provided in the form of payment or services to help a family to obtain or retain employment. The diversion program subaccount may also be used for payments to participants as necessary to cover the expenses of removing barriers to employment and to assist in stabilizing employment. In addition, the diversion program subaccount may be used for funding of services and payments for persons whose family investment program eligibility has ended, in order to help the persons to stabilize or improve their employment status.~~

~~*b.* The~~ A diversion program is created under the family investment program. The program shall provide incentives to divert a family's participation in or transition of a family from the family investment program by helping a participant obtain or retain employment, by removing barriers to employment, by stabilizing a participant's employment, or by improving a participant's employment status. The program shall be implemented statewide in a manner that preserves local flexibility in program design. The department shall assess and screen individuals who would most likely benefit from diversion program assistance. The department ~~may~~ shall adopt income eligibility requirements and additional eligibility criteria for the diversion program as necessary for compliance with federal law and for screening those families ~~who would be~~ most likely to become eligible for the family investment program if diversion program incentives ~~would~~ were not ~~be~~ provided ~~to the families~~.

Sec. 57. Section 239B.14, subsection 2, Code 2024, is amended to read as follows:

2. An individual who commits a fraudulent practice under this section is personally liable for the amount of assistance or other benefits fraudulently obtained. The amount of the

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1 assistance or other benefits may be recovered from the offender
2 or the offender's estate in an action brought or by claim
3 filed in the name of the state and the recovered funds shall
4 be ~~deposited in the family investment program account~~ credited
5 to the appropriation to the department for community access
6 and eligibility to be used for the purposes of the family
7 investment program. The action or claim filed in the name of
8 the state shall not be considered an election of remedies to
9 the exclusion of other remedies.
10 Sec. 58. Section 252B.27, subsection 1, Code 2024, is
11 amended to read as follows:
12 1. The director, within the limitations of the amount
13 appropriated for child support services, or moneys transferred
14 for this purpose from the ~~family investment program account~~
15 ~~created in section 239B.11~~ appropriation to the department for
16 community access and eligibility, may establish new positions
17 and add employees to child support services if the director
18 determines that both the current and additional employees
19 together can reasonably be expected to maintain or increase net
20 state revenue at or beyond the budgeted level for the fiscal
21 year.
22 Sec. 59. TRANSITION PROVISION. All unencumbered and
23 unobligated moneys remaining on June 30, 2024, in the family
24 investment program account created in section 239B.11, are
25 appropriated to the department of health and human services for
26 community access and eligibility.
27 CHILD SUPPORT COLLECTION SERVICES CENTER REFUND ACCOUNT
28 Sec. 60. Section 252B.13A, Code 2024, is amended by adding
29 the following new subsection:
30 NEW SUBSECTION. 3. Support payments received by the
31 collection services center shall be deposited in the collection
32 services center refund account. The account shall be separate
33 from the general fund of the state and shall not be considered
34 part of the general fund of the state. The moneys deposited
35 in the account are not subject to section 8.33 and shall not

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be transferred, used, obligated, appropriated, or otherwise encumbered except as provided for the purposes of this chapter. Notwithstanding section 12C.7, subsection 2, interest or earnings on moneys deposited in the account shall be credited to the account.

QUALITY ASSURANCE ASSESSMENT — PAYMENT PERIOD BASIS

Sec. 61. Section 249L.3, subsection 2, Code 2024, is amended to read as follows:

2. The quality assurance assessment shall be paid by each nursing facility to the department on a ~~quarterly~~ monthly basis after the nursing facility's medical assistance payment rates are adjusted to include funds appropriated from the quality assurance trust fund for that purpose. The department shall prepare and distribute a form upon which nursing facilities shall calculate and report the quality assurance assessment. A nursing facility shall submit the completed form with the assessment amount no later than thirty days following the end of each ~~calendar quarter~~ month.

SUPPORTED COMMUNITY LIVING SERVICES

Sec. 62. Section 225C.21, subsection 1, Code 2024, is amended to read as follows:

1. As used in this section, *"supported community living services"* means services provided in a noninstitutional setting to ~~adult~~ persons sixteen years of age and older with mental illness, an intellectual disability, brain injury, or developmental disabilities to meet the persons' daily living needs.

CENTERS OF EXCELLENCE GRANT PROGRAM

Sec. 63. NEW SECTION. **135.194 Centers of excellence grant program.**

1. The department shall administer a centers of excellence grant program to encourage innovation and collaboration among regional health care providers in rural areas, based upon the results of a regional community needs assessment, in order to transform health care delivery that provides quality,

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1 sustainable care in meeting the needs of the local community.
2 2. An applicant for a grant shall specify how the grant will
3 be expended to accomplish the goals of the program and shall
4 provide a detailed five-year sustainability plan prior to being
5 awarded the grant.
6 3. Following receipt of a grant, a recipient shall submit
7 periodic reports as specified by the department to the governor
8 and the general assembly regarding the recipient's expenditure
9 of the grant and progress in accomplishing the program's goals.
10 REGIONAL AUTISM ASSISTANCE PROGRAM
11 Sec. 64. Section 256.35, Code 2024, is amended to read as
12 follows:
13 **256.35 Regional autism assistance program.**
14 The department shall establish a regional autism assistance
15 program, to be administered by the child health specialty
16 clinics of the university of Iowa hospitals and clinics. The
17 program shall ~~be designed to coordinate~~ collaborate with the
18 autism support program created in chapter 225D to enhance
19 interagency collaboration in coordinating educational, medical,
20 and other human services for persons with autism, their
21 parents, and providers of services to persons with autism. The
22 ~~function~~ functions of the program shall include but ~~is~~ are
23 not limited to regionalized and integrated care delivery and
24 coordination, family navigation, the coordination of diagnostic
25 and assessment services, the maintaining of a research base,
26 coordination of in-service training, ~~providing~~ provision of
27 technical assistance, and ~~providing~~ provision of consultation.
28 LODGING EXPENSES UNIVERSITY OF IOWA HOSPITALS AND CLINICS —
29 CANCER PATIENTS
30 Sec. 65. NEW SECTION. **217.41D Lodging for cancer patients**
31 **— university of Iowa hospitals and clinics.**
32 The department shall use funding appropriated to the
33 department for lodging expenses associated with care provided
34 at the university of Iowa hospitals and clinics for patients
35 with cancer in accordance with this section. The funding shall

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1 be used for patients whose travel distance is thirty miles
2 or more and whose income is at or below two hundred percent
3 of the federal poverty level as defined by the most recently
4 revised poverty income guidelines published by the United
5 States department of health and human services. The department
6 shall establish the maximum number of overnight stays and the
7 maximum rate reimbursed for overnight lodging, which may be
8 based on the state employee rate established by the department
9 of administrative services.
10 ASSISTED LIVING PROGRAM — REVISED PAYMENT MODEL STUDY
11 Sec. 66. ASSISTED LIVING PROGRAM — REVISED PAYMENT
12 MODEL STUDY. The department of health and human services,
13 in consultation with Medicaid provider associations and
14 stakeholders, shall explore options for a revised payment model
15 for reimbursement of assisted living programs that provide
16 services to Medicaid recipients. The study shall include
17 consideration of all sources of funding utilized by residents
18 of assisted living programs. The department of health and
19 human services shall report all options identified to the
20 general assembly by December 1, 2024.
21 COUNTY COMMISSIONS OF VETERAN AFFAIRS — APPROPRIATION
22 Sec. 67. Section 35A.16, subsection 1, paragraph b, Code
23 2024, is amended to read as follows:
24 *b.* There is appropriated from the general fund of the state
25 to the department, for the fiscal year beginning July 1, 2009,
26 and for each subsequent fiscal year, the sum of ~~one million~~
27 nine hundred ninety thousand dollars to be credited to the
28 county commissions of veteran affairs fund.
29 DIVISION XVIII
30 HEALTH CARE EMPLOYMENT AGENCIES AND HEALTH CARE TECHNOLOGY
31 PLATFORMS
32 Sec. 68. Section 135Q.1, Code 2024, is amended to read as
33 follows:
34 **135Q.1 Definitions.**
35 As used in this chapter, unless the context otherwise

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1 requires:
2 1. *"Affiliate"* means an entity that directly or indirectly
3 is controlled with or by, or is under the common control with,
4 a health care entity. For the purposes of this subsection,
5 *"control"* means the same as defined in section 423.3, subsection
6 92, paragraph *"e"*.
7 ~~1.~~ 2. *"Department"* means the department of inspections,
8 appeals, and licensing.
9 ~~2.~~ 3. *a.* *"Health care employment agency"* or *"agency"*
10 means an agency that contracts with a health care entity
11 in this state to provide agency workers for temporary or
12 temporary-to-hire employee placements.
13 *b.* *"Health care employment agency"* does not include a health
14 care entity or an affiliate of a health care entity when acting
15 as a health care employment agency for the sole purpose of
16 providing agency workers to the health care entity itself or to
17 an affiliate of the health care entity.
18 ~~3.~~ 4. *"Health care employment agency worker"* or *"agency*
19 *worker"* means an individual who contracts with or is employed by
20 a health care employment agency to provide nursing services to
21 health care entity consumers.
22 ~~4.~~ 5. *"Health care entity"* means a facility, agency, or
23 program licensed or certified by the department or by the
24 centers for Medicare and Medicaid services of the United States
25 department of health and human services.
26 6. *"Health care technology platform"* or *"platform"* includes
27 an individual, a trust, a partnership, a corporation, a limited
28 liability partnership or company, or any other business entity
29 that develops and operates, offers, or maintains a system or
30 technology that provides an internet-based or application-based
31 marketplace through which an independent nursing services
32 professional bids on open shifts posted by a health care entity
33 to provide nursing services for the health care entity.
34 7. *"Independent nursing services professional"* means a person
35 engaged as an independent contractor through a health care

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technology platform to provide nursing services for a health care entity. An independent nursing services professional shall be considered an independent contractor provided the independent nursing services professional in the independent nursing services professional's sole discretion bids on open shifts and chooses where, when, and how often to work.

8. *"Individual agency worker category"* includes registered nurses, licensed practical nurses, certified nurse aides, certified medication aides, home health aides, medication managers, and noncertified or nonlicensed staff providing personal care as defined in section 231C.2 who are health care employment agency workers.

~~5.~~ 9. *"Managing entity"* means a business entity, owner, ownership group, chief executive officer, program administrator, director, or other decision maker whose responsibilities include directing the management or policies of a health care employment agency or a health care technology platform. *"Managing entity"* includes an individual who, directly or indirectly, holds a beneficial interest in a corporation, partnership, or other business entity that constitutes a managing entity.

~~6.~~ 10. *"Nursing services"* means those services which may be provided only by or under the supervision of a nurse. *"Nursing services"* includes services performed by a registered nurse, a licensed practical nurse, a certified nurse aide, a certified medication aide, a home health aide, a medication manager, or by noncertified or nonlicensed staff providing personal care as defined in section 231C.2. *"Nursing services"* does not include the practice of nursing by an advanced registered nurse practitioner or an advanced practice registered nurse licensed under chapter 152 or 152E.

11. *"Nursing services professionals"* includes registered nurses, licensed practical nurses, certified nurse aides, certified medication aides, home health aides, medication managers, and noncertified or nonlicensed staff providing

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1 personal care as defined in section 231C.2, who are not
2 health care employment agency workers but instead are employed
3 directly by or contract directly with a health care entity.
4 Sec. 69. Section 135Q.2, Code 2024, is amended to read as
5 follows:
6 **135Q.2 Health care employment agency requirements —**
7 **registration — liability ~~— penalties~~.**
8 1. *a.* A health care employment agency operating in the
9 state shall register annually with the department. Each
10 separate location of a health care employment agency shall
11 register annually with and pay an annual registration fee of
12 five hundred dollars to the department. The department shall
13 issue each location a separate certification of registration
14 upon approval of registration and payment of the fee. The
15 annual registration fees shall be retained by the department as
16 repayment receipts as defined in section 8.2.
17 *b.* A health care employment agency that fails to register
18 with the department as required under this subsection shall be
19 prohibited from contracting with any health care entity in this
20 state.
21 2. A health care employment agency shall do all of the
22 following:
23 *a.* Ensure that agency workers comply with all applicable
24 requirements relating to the health requirements and
25 qualifications of personnel in health care entity settings.
26 *b.* Document that each agency worker meets the minimum
27 licensing, certification, training, and health requirements
28 and the continuing education standards for the agency worker's
29 position in the health care entity setting.
30 *c.* Maintain records for each agency worker and report,
31 file, or otherwise provide any required documentation to
32 external parties or regulators which would otherwise be the
33 responsibility of the health care entity if the agency worker
34 was directly employed by the health care entity.
35 *d.* Maintain professional and general liability insurance

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1 coverage with minimum per occurrence coverage of one million
2 dollars and aggregate coverage of three million dollars to
3 insure against loss, damage, or expense incident to a claim
4 arising out of the death or injury of any person as the result
5 of negligence or malpractice in the provision of services by
6 the agency or an agency worker.
7 3. *a.* A health care employment agency shall not do any of
8 the following:
9 (1) Restrict in any manner the employment opportunities
10 of an agency worker by including a noncompete clause in any
11 contract with an agency worker or health care entity.
12 (2) In any contract with an agency worker or health care
13 entity, require payment of liquidated damages, employment fees,
14 or other compensation if the agency worker is subsequently
15 hired as a permanent employee of the health care entity.
16 (3) Use the establishment of, or the required applicability
17 of, the statewide maximum allowable charges schedule under
18 section 135Q.4 as a basis for prohibiting or otherwise
19 interfering with a wage increase for any agency worker.
20 *b.* This subsection shall not apply to a contract between
21 a health care employment agency and an agency worker or a
22 health care entity if the contract meets all of the following
23 criteria:
24 (1) The contract is entered into for the purpose of placing
25 an agency worker the health care employment agency assisted in
26 obtaining authorization to work in the United States.
27 (2) The contract contains an initial duration term of
28 not less than twenty-four months and a total duration term,
29 including any renewals or extensions, of not more than
30 thirty-six months.
31 (3) The contract requires the agency worker to work for
32 a single health care entity for the entire duration of the
33 contract.
34 *c.* Any contract that violates this subsection shall be
35 unenforceable in court.

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4. A health care employment agency shall submit a report to the department on a quarterly basis for each health care entity participating in Medicare or Medicaid with whom the agency contracts that includes all of the following by provider type:

a. A detailed list of the average amount charged to the health care entity for each individual agency worker category.

b. A detailed list of the average amount paid by the agency to agency workers in each individual agency worker category.

~~5. *a.* A health care employment agency that violates subsection 1 or subsection 2 is subject to denial or revocation of registration for a period of one year and a monetary penalty of five hundred dollars for a first offense and five thousand dollars for each offense thereafter.~~

~~*b.* A health care employment agency that violates subsection 3 or that knowingly provides an agency worker who has an illegally or fraudulently obtained or issued diploma, registration, license, certification, or background check to a health care entity is subject to immediate revocation of registration. The department shall notify the agency thirty days in advance of the date of such revocation.~~

~~*c.* (1) The managing entity of an agency for which registration has been denied or revoked under this subsection shall not be eligible to apply for or be granted registration for another agency during the two-year period following the date of the denial or revocation.~~

~~(2) The department shall not approve a new registration or renew an existing registration for any agency for which the managing entity is also the managing entity of an agency for which registration has been denied or revoked during the two-year period in which registration of the violating agency is denied or revoked.~~

~~6.~~ 5. The department shall establish a system for members of the public to report complaints against an agency or agency worker. The department shall investigate any complaint received and shall report the department's findings to the

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1 complaining party and the agency involved.
2 Sec. 70. NEW SECTION. **135Q.3 Health care technology**
3 **platform requirements — registration — liability.**
4 1. *a.* A health care technology platform operating in
5 the state shall register annually with the department and
6 pay an annual registration fee of five hundred dollars to
7 the department. The department shall issue each health
8 care technology platform a certificate of registration upon
9 approval of registration and payment of the fee. The annual
10 registration fees shall be retained by the department as
11 repayment receipts as defined in section 8.2.
12 *b.* A health care technology platform that fails to register
13 with the department as required under this subsection shall be
14 prohibited from contracting with any health care entity in this
15 state.
16 *c.* A health care technology platform that allows independent
17 nursing services professionals to utilize the platform to bid
18 on open shifts is an authorized agency for purposes of access
19 to the single contact repository. A health care technology
20 platform shall rerun background checks for an independent
21 nursing services professional following two consecutive years
22 of inactivity on the platform by the independent nursing
23 services professional.
24 2. A health care technology platform shall verify that
25 an independent nursing services professional utilizing the
26 platform does all of the following:
27 *a.* Supplies documentation demonstrating that the independent
28 nursing services professional meets all applicable state
29 requirements and qualifications of personnel in a health care
30 entity setting.
31 *b.* Meets all applicable minimum state licensing and
32 certification requirements.
33 *c.* Maintains professional liability insurance coverage with
34 the minimum per occurrence coverage of one million dollars and
35 aggregate coverage of three million dollars to insure against

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1 loss, damage, or expense incident to a claim arising out of
2 the death or injury of any person as the result of negligence
3 or malpractice in the provision of services by the independent
4 nursing services professional.
5 3. *a.* A health care technology platform shall not do any
6 of the following:
7 (1) Restrict in any manner the employment opportunities of
8 an independent nursing services professional by including a
9 noncompete clause in any contract with an independent nursing
10 services professional or health care entity.
11 (2) In any contract with an independent nursing services
12 professional or health care entity, require payment of
13 liquidated damages, employment fees, or other compensation if
14 the independent nursing services professional is subsequently
15 hired as a permanent employee or is engaged directly as a
16 contractor of the health care entity.
17 *b.* Any contract that violates this subsection shall be
18 unenforceable in court.
19 4. The department shall establish a system for members
20 of the public to report complaints against a health care
21 technology platform or an independent nursing services
22 professional. The department shall investigate any complaint
23 received and shall report the department's findings to the
24 complaining party and the health care technology platform
25 involved.
26 Sec. 71. NEW SECTION. **135Q.4 Statewide maximum allowable**
27 **charges schedule — establishment and annual revision — required**
28 **utilization and compliance — rules.**
29 1. The department of health and human services shall
30 annually establish and publish by September 30, a statewide
31 maximum allowable charges schedule that shall be applicable
32 January 1 of the immediately following calendar year to nursing
33 services provided by a health care employment agency worker.
34 The department of health and human services shall utilize the
35 most recently preceding nursing facility cost report schedule

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1 H to calculate the statewide maximum allowable charges. The
2 department of health and human services, in collaboration
3 with stakeholders, shall develop a process to periodically
4 obtain wage information from provider types other than nursing
5 facilities.
6 2. The amounts established in the statewide maximum
7 allowable charges schedule shall meet all of the following
8 requirements:
9 *a.* The amounts shall be no greater than one hundred fifty
10 percent of the statewide average wage paid in the most recently
11 preceding cost report year by a specific type of health care
12 entity to a specific type of nursing services professional, and
13 within the applicable core-based statistical area of the state.
14 *b.* The amounts shall be inclusive of the hourly rate,
15 administrative fees, contract fees, transportation or travel
16 stipends, per diems, and any other costs a health care
17 employment agency is authorized to include in the charge to a
18 health care entity for nursing services provided by an agency
19 worker within an individual agency worker category.
20 3. Each separate location of a health care employment agency
21 registered under section 135Q.2 shall utilize and comply with
22 the statewide maximum allowable charges schedule established
23 under this section.
24 4. The statewide maximum allowable charges schedule
25 established under this section shall not apply to any of the
26 following:
27 *a.* A contract between a health care employment agency and
28 an agency worker or a health care entity if the contract meets
29 all of the following criteria:
30 (1) The contract is entered into for the purpose of placing
31 a specific agency worker with a health care entity.
32 (2) The contract contains an initial duration term of not
33 less than twelve consecutive weeks.
34 (3) The contract requires the agency worker to work for
35 a single health care entity for the entire duration of the

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1 contract.
2 *b.* A health care technology platform.
3 5. The department of health and human services, in
4 cooperation with the department, shall adopt rules pursuant to
5 chapter 17A to administer this section.
6 Sec. 72. NEW SECTION. **135Q.5 Penalties — enforcement.**
7 1. *a.* A health care employment agency that violates
8 section 135Q.2, subsection 1 or 4, is subject to an initial
9 monetary penalty of five thousand dollars and shall be provided
10 notification by the department and given a thirty-day grace
11 period in which to comply.
12 *b.* A health care employment agency that fails to comply
13 following the notification and within the thirty-day grace
14 period under paragraph *"a"*, shall be subject to a monetary
15 penalty of twenty-five thousand dollars.
16 *c.* If a health care employment agency fails to comply
17 with paragraph *"b"*, the health care employment agency shall
18 be subject to an additional monetary penalty of twenty-five
19 thousand dollars, revocation of registration, and denial of
20 subsequent registration for up to three years.
21 2. *a.* A health care employment agency that violates section
22 135Q.2, subsection 2, or that knowingly provides an agency
23 worker who has an illegally or fraudulently obtained or issued
24 diploma, registration, license, certification, or background
25 check to a health care entity is subject to a monetary penalty
26 of five thousand dollars for each violation.
27 *b.* If a health care employment agency commits a second or
28 subsequent violation of section 135Q.2, subsection 2, within
29 any three-year period, the health care employment agency shall
30 be subject to immediate revocation of registration. The
31 department shall notify the agency thirty days in advance of
32 the date of such revocation.
33 3. A health care employment agency that violates section
34 135Q.2, subsection 3, is subject to a monetary penalty of
35 twenty-five thousand dollars for the first violation. If

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1 a health care employment agency violates section 135Q.2,
2 subsection 3, a second or subsequent time, the health care
3 employment agency shall be subject to immediate revocation of
4 registration, and shall not be eligible to apply for or be
5 granted registration for the three-year period immediately
6 following the date of revocation.
7 4. *a.* (1) A health care technology platform that violates
8 section 135Q.3, subsection 1, is subject to an initial
9 monetary penalty of five thousand dollars and shall be provided
10 notification by the department and given a thirty-day grace
11 period in which to comply.
12 (2) A health care technology platform that fails to comply
13 with the notification and within the thirty-day grace period
14 under subparagraph (1) shall be subject to a monetary penalty
15 of twenty-five thousand dollars.
16 (3) If a health care technology platform fails to comply
17 with subparagraph (2), the health care technology platform
18 shall be subject to an additional monetary penalty of
19 twenty-five thousand dollars, revocation of registration, and
20 denial of subsequent registration for up to three years.
21 *b.* (1) A health care technology platform that violates
22 section 135Q.3, subsection 2, or that knowingly allows
23 an independent nursing services professional who has an
24 illegally obtained or issued diploma, registration, license,
25 certification, or background check to utilize the platform to
26 bid on a shift for a health care entity is subject to a monetary
27 penalty of five thousand dollars for each violation.
28 (2) If a health care technology platform commits a second or
29 subsequent violation of section 135Q.3, subsection 2, within
30 any three-year period, the health care technology platform
31 shall be subject to immediate revocation of registration. The
32 department shall notify the health care technology platform
33 thirty days in advance of the date of such revocation.
34 *c.* (1) A health care technology platform that violates
35 section 135Q.3, subsection 3, is subject to a monetary penalty

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1 of twenty-five thousand dollars for the first violation.
2 (2) If a health care technology platform violates section
3 135Q.3, subsection 3, a second or subsequent time, the health
4 care technology platform shall be subject to immediate
5 revocation of registration, and shall not be eligible to apply
6 for or be granted registration for the three-year period
7 immediately following the date of revocation.
8 5. A health care employment agency that violates section
9 135Q.4 shall be subject to a monetary penalty of five thousand
10 dollars for the first violation, and a monetary penalty of
11 twenty-five thousand dollars for each subsequent violation.
12 6. *a.* The managing entity of an agency for which
13 registration has been denied or revoked under this section
14 shall not be eligible to apply for or be granted registration
15 for another agency during the three-year period following the
16 date of the denial or revocation.
17 *b.* The department shall not approve a new registration
18 or renew an existing registration for any agency for which
19 the managing entity is also the managing entity of an agency
20 for which registration has been denied or revoked during the
21 three-year period in which registration of the violating agency
22 is denied or revoked.
23 7. *a.* The managing entity of a health care technology
24 platform for which registration has been denied or revoked
25 under this section shall not be eligible to apply for or
26 be granted registration for another health care technology
27 platform during the two-year period following the date of the
28 denial or revocation.
29 *b.* The department shall not approve a new registration or
30 renew an existing registration for any health care technology
31 platform for which the managing entity is also the managing
32 entity of a health care technology platform for which
33 registration has been denied or revoked during the two-year
34 period in which registration of the violating health care
35 technology platform is denied or revoked.

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1 8. Any monetary penalties collected under this section
2 shall be retained by the department as repayment receipts as
3 defined in section 8.2.
4 9. The attorney general shall enforce this chapter.
5 Sec. 73. NEW SECTION. **135Q.6 Department annual report.**
6 The department shall submit an annual report to the general
7 assembly by January 15, for the immediately preceding fiscal
8 year, that includes a summary of the number of registrations
9 issued and the amount of registration fees collected, the
10 violations of this chapter, the amount of monetary penalties
11 collected, the number of health care employment agencies,
12 health care technology platforms, and managing entities for
13 whom a registration was revoked or denied, the statewide
14 maximum allowable charges schedule, and any recommendations for
15 changes to the chapter.
16 Sec. 74. EFFECTIVE DATE. This division of this Act, being
17 deemed of immediate importance, takes effect upon enactment.
18 DIVISION XIX
19 MEDICAL CANNABIDIOL REGISTRATION CARD — TELEMEDICINE —
20 PRACTITIONER REQUIREMENTS
21 Sec. 75. Section 124E.3, Code 2024, is amended by adding the
22 following new subsection:
23 NEW SUBSECTION. 4. A health care practitioner that
24 establishes or maintains a relationship with a patient through
25 the use of telemedicine shall comply with the requirements of
26 653 IAC 13.11(7).
27 DIVISION XX
28 FOSTER CARE PROCESSES, SERVICES, AND SUPPORTS
29 Sec. 76. Section 232.96A, subsection 6, Code 2024, is
30 amended to read as follows:
31 6. The child is in need of treatment to cure or alleviate a
32 serious chemical dependency or mental ~~illness or disorder, or~~
33 ~~emotional damage as evidenced by severe anxiety, depression,~~
34 ~~withdrawal,~~ or behavioral health disorder that compromises
35 the child's safety or causes untoward aggressive behavior

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toward ~~the child's self or~~ others in the household, and the child's parent, guardian, or custodian is unwilling to provide such treatment or the parent's, guardian's, or custodian's efforts to secure needed treatment have been exhausted and unsuccessful.

Sec. 77. Section 232.96A, subsections 11, 12, and 13, Code 2024, are amended by striking the subsections.

Sec. 78. Section 234.38, Code 2024, is amended to read as follows:

234.38 Foster care reimbursement rates.

The department shall make reimbursement payments directly to foster parents for services provided to children pursuant to section 234.6, subsection 1, paragraph *"e"*, subparagraph (2), or section 234.35. ~~In any fiscal year, the reimbursement rate shall be based upon sixty-five percent of the United States department of agriculture estimate of the cost to raise a child in the calendar year immediately preceding the fiscal year. The department may pay an additional stipend for a child with special needs.~~ The department shall review reimbursement payment rates paid to foster parents under this section no less than once every three years. The department shall adopt rules to implement this section.

Sec. 79. Section 234.39, subsection 2, Code 2024, is amended to read as follows:

2. *a.* A person entitled to periodic support payments pursuant to an order or judgment entered in any action for support, who also is or has a child receiving foster care services, is deemed to have assigned to the department current and accruing support payments attributable to the child effective as of the date the child enters foster care placement, to the extent of expenditure of foster care funds. The department shall notify the clerk of the district court when a child entitled to support payments is receiving foster care services pursuant to chapter 234. Upon notification by the department that a child entitled to periodic support

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1 payments is receiving foster care services, the clerk of
2 the district court shall make a notation of the automatic
3 assignment in the judgment docket and lien index. The notation
4 constitutes constructive notice of assignment. The clerk of
5 court shall furnish the department with copies of all orders
6 and decrees awarding support when the child is receiving
7 foster care services. At the time the child ceases to receive
8 foster care services, the assignment of support shall be
9 automatically terminated. Unpaid support accrued under the
10 assignment of support rights during the time that the child was
11 in foster care remains due to the department up to the amount
12 of unreimbursed foster care funds expended. The department
13 shall notify the clerk of court of the automatic termination
14 of the assignment. Unless otherwise specified in the support
15 order, an equal and proportionate share of any child support
16 awarded shall be presumed to be payable on behalf of each child
17 subject to the order or judgment for purposes of an assignment
18 under this section.
19 *b.* This subsection shall not apply when a child is placed
20 with a relative or fictive kin as those terms are defined in
21 section 232.2, who is not licensed under chapter 237 to provide
22 child foster care.
23 Sec. 80. Section 600.8, subsection 3, Code 2024, is amended
24 to read as follows:
25 3. *a.* The department, an agency, or a certified adoption
26 investigator shall conduct all investigations and reports
27 required under subsection 2.
28 *b.* The department shall pay the costs of the preplacement
29 investigation and the postplacement investigation under
30 subsection 2, up to a maximum of two thousand dollars for the
31 preplacement investigation and up to a maximum of two thousand
32 dollars for the postplacement investigation.
33 *c.* The department shall not pay the costs of the
34 preplacement investigation or the postplacement investigation
35 as required under paragraph "*b*" until a prospective adoption

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1 petitioner has been approved under subsection 1, paragraph "a",
2 subparagraph (3), by the person making the investigation.
3 Sec. 81. 2023 Iowa Acts, chapter 112, section 7, subsection
4 7, is amended to read as follows:
5 7. For child ~~and family~~ protective services:
6 ..... $ ~~32,380,654~~
7 35,380,654
8 Of the funds appropriated in this subsection, up to
9 $3,000,000 shall be used for the kinship caregiver stipend
10 program.
11 Sec. 82. DEPARTMENT OF HEALTH AND HUMAN SERVICES — LEGAL
12 REPRESENTATION FOR JUVENILE CASES INTERIM STUDY COMMITTEE.
13 1. The department of health and human services shall
14 establish a legal representation for juvenile cases interim
15 study committee for the 2024 interim to investigate, study, and
16 propose legislation relating to client-directed representation
17 for children in juvenile court cases.
18 2. The committee shall consist of the following voting
19 members:
20 a. Two members of the house of representatives, one
21 of whom shall be appointed by the speaker of the house of
22 representatives and one of whom shall be appointed by the
23 minority leader of the house of representatives.
24 b. Two members of the senate, one of whom shall be appointed
25 by the majority leader of the senate and one of whom shall be
26 appointed by the minority leader of the senate.
27 3. The committee shall also following ex officio, nonvoting
28 members:
29 a. The state public defender.
30 b. A person who works for an organization providing advocacy
31 for kids, appointed by the governor.
32 c. A juvenile court judge, appointed by the judicial branch.
33 d. A county attorney working in juvenile courts, appointed
34 by the Iowa county attorneys association.
35 4. The committee shall submit a report to the general

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1 assembly by January 10, 2025.
2 Sec. 83. EFFECTIVE DATE. The section of this division
3 of this Act amending 2023 Iowa Acts, chapter 112, section 7,
4 subsection 7, being deemed of immediate importance, takes
5 effect upon enactment.
6 Sec. 84. RETROACTIVE APPLICABILITY. The section of this
7 division of this Act amending 2023 Iowa Acts, chapter 112,
8 section 7, is retroactively applicable to July 1, 2023.
9 DIVISION XXI
10 NURSING FACILITY OVERSIGHT
11 Sec. 85. NEW SECTION. **135C.35C Nursing facilities — joint**
12 **training sessions.**
13 The department shall semiannually provide joint training
14 sessions for inspectors and nursing facilities to review at
15 least three of the ten most frequently issued federal citations
16 in the state during the immediately preceding calendar year.
17 The department shall develop a protocol to identify regional
18 citation patterns relating to complaints, standards, and
19 outcomes in the nursing facility inspection process. The
20 department shall include the state long-term care ombudsman,
21 or the state long-term care ombudsman's designee, and
22 representatives of each nursing facility provider association
23 in the state in the planning process for the joint training
24 sessions.
25 Sec. 86. Section 135C.40, subsection 1, Code 2024, is
26 amended by adding the following new paragraph:
27 NEW PARAGRAPH. *d.* (1) The department shall establish and
28 maintain a process to review each citation issued for immediate
29 jeopardy or substandard quality of care prior to issuance of
30 final findings under section 135C.40A. Representatives of the
31 nursing facility issued such a citation may participate in
32 the review to provide context and evidence for the department
33 to consider in determining if a final finding of immediate
34 jeopardy or substandard quality of care should be issued. The
35 review shall ensure consistent and accurate application of

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1 federal and state inspection protocols and defined regulatory
2 standards.
3 (2) For the purposes of this paragraph:
4 (a) *"Immediate jeopardy"* means a situation in which the
5 provider's noncompliance with one or more requirements of
6 participation has caused, or is likely to cause, serious
7 injury, harm, impairment, or death to a resident.
8 (b) *"Likely"* means probable and reasonably to be expected,
9 and suggests a greater degree of probability than a mere risk,
10 potential, or possibility that a particular event will cause
11 serious injury, harm, impairment, or death to a resident.
12 (c) *"Substandard quality of care"* means the same as defined
13 in 42 C.F.R. §488.301.
14 EXPLANATION

15 **The inclusion of this explanation does not constitute agreement with**
16 **the explanation's substance by the members of the general assembly.**

17 This bill makes appropriations from the general fund of
18 the state to the department of veterans affairs and to the
19 department of health and human services (HHS) for fiscal
20 year 2024-2025. The appropriations from the general fund
21 of the state to the department of veterans affairs include
22 appropriations for administration, the state veterans cemetery,
23 the Iowa veterans home, and the home ownership assistance
24 program. The standing appropriation for the county commissions
25 of veteran affairs is codified at $900,000, annually. The
26 appropriations from the general fund of the state to HHS
27 include appropriations for aging and disability services;
28 behavioral health; public health; community access and
29 eligibility including for child support services; Medicaid,
30 state supplementary assistance, the healthy and well kids
31 in Iowa (Hawki) program, and other specified health-related
32 programs including health program operations and reimbursement
33 rate provisions; family well-being and protection including
34 state child care assistance, early intervention and supports,
35 and child protective services; state specialty care; and

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1 administration and compliance. The bill makes an appropriation
2 from the general fund of the state to HHS for FY 2025-2026 to be
3 used for the Medicaid program to provide for additional home
4 and community-based services waiver slots for individuals with
5 an intellectual disability. The bill also makes appropriations
6 to HHS from the sports wagering receipts fund, the region
7 incentive fund, the temporary assistance for needy families
8 block grant, the pharmaceutical settlement account, the quality
9 assurance trust fund, and the hospital health care access trust
10 fund.
11 The bill includes transfer, cashflow, and nonreversion
12 provisions; emergency rulemaking authority and reporting
13 requirements; and certain codified provisions relating to the
14 duties and programs under the purview of HHS.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House File 2699 - Introduced

HOUSE FILE 2699
BY ISENHART

A BILL FOR

1 An Act relating to ratemaking and energy efficiency plans and
2 demand response plans.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6149YH (4) 90
lh/js

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1 Section 1. Section 476.6, subsections 2 and 4, Code 2024,
2 are amended to read as follows:
3 2. *Written notice of increase.* All public utilities,
4 except those exempted from rate regulation by section 476.1
5 and telecommunications service providers registered pursuant
6 to section 476.95A, shall give written notice of a proposed
7 increase of any rate or charge to all affected customers served
8 by the public utility no more than thirty days prior to the
9 time the application for the increase is filed with the board.
10 Public utilities exempted from rate regulation by section
11 476.1, except telecommunications service providers registered
12 pursuant to section 476.95A, shall give written notice of
13 a proposed increase of any rate or charge to all affected
14 customers served by the public utility at least thirty days
15 prior to the effective date of the increase. If the public
16 utility is subject to rate regulation, the written notice to
17 affected customers shall include an estimate of the total bill
18 impact on a typical customer in each affected customer class,
19 state the total rate increase as a percentage of the public
20 utility's own current charges, provide a general explanation
21 of the board's rate increase review process, and state that
22 the customer has a right to file a written objection to the
23 rate increase and that the affected customers may request
24 the board to hold a public hearing to determine if the rate
25 increase should be allowed. The written notice to each
26 affected customer of the public utility shall be served in the
27 manner in which the customer elects to receive bills and other
28 communications from the public utility.
29 4. *Hearing set.* After the filing of an application for
30 new or changed rates, charges, schedules, or regulations by a
31 public utility subject to rate regulation, the board, prior
32 to the expiration of thirty days after the filing date, shall
33 docket the case as a formal proceeding and set the case for
34 hearing unless the new or changed rates, charges, schedules,
35 or regulations are approved by the board. However, if an

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application presents no material issue of fact subject to dispute, and the board determines that the application violates a relevant statute, or is not in substantial compliance with a board rule lawfully adopted pursuant to chapter 17A, the application may be rejected by the board without prejudice and without a hearing, provided that the board issues a written order setting forth all of its reasons for rejecting the application. In the case of a gas public utility having less than two thousand customers, the board shall docket a case as a formal proceeding and set the case for hearing as provided in section 476.1C. In the case of a rural electric cooperative, the board may docket the case as a formal proceeding and set the case for hearing prior to the proposed effective date of the tariff. The board shall give notice of formal proceedings as it deems appropriate. Prior to a public hearing, the utility shall provide to each affected customer an example of the requested utility rate increase applied to the past twelve months of the affected customer's usage as if the rate increase were in place, in a manner to be determined by the board. The docketing of a case as a formal proceeding suspends the effective date of the new or changed rates, charges, schedules, or regulations until the rates, charges, schedules, or regulations are approved by the board, except as provided in subsection 9. As a part of the formal proceeding, the board shall admit into evidence all objections filed by customers prior to the close of the evidentiary record, in accordance with subsection 3. Parties to the formal proceeding may object to the inclusion of the objections.

Sec. 2. Section 476.6, subsection 15, paragraph e, Code 2024, is amended to read as follows:

e. (1) A gas or electric utility required to be rate-regulated under this chapter may recover, through an automatic adjustment mechanism filed pursuant to subsection 8, over a period not to exceed the term of the plan, the costs of an energy efficiency plan or demand response plan approved by

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1 the board in a contested case proceeding conducted pursuant to
2 paragraph "c". The board shall allow a gas or electric utility
3 to provide in an energy efficiency plan or demand response
4 plan for a return of and return on investments exceeding an
5 amount established by the board for the utility's current and
6 previously approved plan that is up to nine percent of revenue,
7 to the extent that such investments are cost-effective,
8 including the return allowed by the board. Customers that have
9 been granted exemptions from energy efficiency plans pursuant
10 to paragraph "a", shall not be charged for recovery of energy
11 efficiency costs beginning January 1 of the year following the
12 year in which the customer was granted the exemption.
13 (2) The board shall periodically conduct a contested case
14 proceeding to evaluate the reasonableness and prudence of the
15 utility's implementation of an approved energy efficiency
16 or demand response plan and budget. If a utility is not
17 taking all reasonable actions to cost-effectively implement an
18 approved plan, the board shall not allow the utility to recover
19 from customers costs in excess of those costs that would be
20 incurred under reasonable and prudent implementation and shall
21 not allow the utility to recover future costs at a level other
22 than what the board determines to be reasonable and prudent.
23 If the result of a contested case proceeding is a judgment
24 against a utility, that utility's future level of cost recovery
25 shall be reduced by the amount by which the programs were found
26 to be imprudently conducted. Beginning January 1, 2019, a
27 gas or electric utility shall represent energy efficiency and
28 demand response in customer billings as a separate cost or
29 expense.
30 (3) The board shall ensure access to an energy efficiency
31 plan approved under this section to customers in the affected
32 rate class.
33 EXPLANATION
34 The inclusion of this explanation does not constitute agreement with
35 the explanation's substance by the members of the general assembly.

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1 This bill relates to gas and electric utility energy
2 efficiency plans and demand response plans and formal
3 ratemaking proceedings.
4 The bill requires utilities to file annual comparisons
5 utilized in setting revenue requirements. The utility shall
6 provide in the written notice of a rate increase to customers
7 the total rate increase as a percentage of the utility's own
8 current charges. The utility shall provide the Iowa utilities
9 board (board) with sufficient detail in the filings to verify
10 the authorized rate case treatment of revenue requirements.
11 The bill requires a utility to provide affected customers an
12 example of the requested rate increase applied over the past
13 12 months prior to a public hearing. The board may determine
14 the manner of notification of the example to the affected
15 customers. In a formal proceeding, the board shall admit all
16 objections filed by customers into evidence, but parties may
17 object to the inclusion of the objections filed by customers.
18 The bill requires the board to allow a gas or electric
19 utility to provide in an energy efficiency plan or demand
20 response plan, for investments exceeding the current or
21 previously approved plan, up to 9 percent of revenue to ensure
22 investments are cost-effective.
23 The bill also requires the board to ensure for customers
24 in an affected rate class access to an energy efficiency plan
25 approved under Code section 476.6.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House Study Bill 749 - Introduced

HOUSE CONCURRENT RESOLUTION NO. _____

BY (PROPOSED COMMITTEE ON APPROPRIATIONS RESOLUTION BY CHAIRPERSON MOHR)

1 A Concurrent Resolution directing the legislative
2 council to meet for the purposes of adopting a new
3 legislative staff pay matrix.
4 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES,
5 THE SENATE CONCURRING, That the legislative council
6 is directed to meet prior to adjournment sine die of
7 the second regular session of the Ninetieth General
8 Assembly to consider and adopt a new legislative staff
9 pay matrix.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

House Study Bill 750 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
APPROPRIATIONS BILL BY
CHAIRPERSON MOHR)

A BILL FOR

1 An Act relating to salaries of state elected officials, and
2 including effective date and applicability provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6397YC (3) 90
ss/ns

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

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DIVISION I

LEGISLATIVE SALARIES

Section 1. Section 2.10, subsections 1, 2, and 8, Code 2024, are amended to read as follows:

1. ~~Every~~ Subject to the annual adjustments provided in subsection 8, every member of the general assembly except the presiding officer of the senate, the speaker of the house, the majority and minority floor leader of each house, and the president pro tempore of the senate and speaker pro tempore of the house shall receive an annual salary of ~~twenty-five~~ thirty-five thousand dollars for the year ~~2007~~ 2025 and subsequent years while serving as a member of the general assembly. In addition, each such member shall receive a per diem, as defined in subsection 5, for expenses of office, except travel, for each day the general assembly is in session commencing with the first day of a legislative session and ending with the day of final adjournment of each legislative session as indicated by the journals of the house and senate, except that if the length of the first regular session of the general assembly exceeds one hundred ten calendar days and the second regular session exceeds one hundred calendar days, the payments shall be made only for one hundred ten calendar days for the first session and one hundred calendar days for the second session. Members from Polk county shall receive an amount per day equal to three-fourths of the per diem of the non-Polk county members. Each member shall receive a three hundred dollar per month allowance for legislative district constituency postage, travel, telephone costs, and other expenses. Travel expenses shall be paid at the rate established by section 8A.363 for actual travel in going to and returning from the seat of government by the nearest traveled route for not more than one time per week during a legislative session unless the general assembly otherwise provides.

2. ~~The~~ Subject to the annual adjustments provided in subsection 8, the speaker of the house, presiding officer of

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the senate, and the majority and minority floor leader of each house shall each receive an annual salary of ~~thirty-seven~~ forty-seven thousand five hundred dollars for the year ~~2007~~ 2025 and subsequent years while serving in that capacity. ~~The~~ Subject to the annual adjustments provided in subsection 8, the president pro tempore of the senate and the speaker pro tempore of the house shall receive an annual salary of ~~twenty-seven~~ thirty-seven thousand dollars for the year ~~2007~~ 2025 and subsequent years while serving in that capacity. Expense and travel allowances shall be the same for the speaker of the house and the presiding officer of the senate, the president pro tempore of the senate and the speaker pro tempore of the house, and the majority and minority leader of each house as provided for other members of the general assembly.

8. Commencing upon the convening of the ~~Seventy-eighth~~ Ninety-first General Assembly in January ~~1999~~ 2026, and for each calendar year thereafter, the annual salaries of members and officers of the general assembly, as the annual salaries existed during the preceding calendar year, shall be adjusted by an amount equal to the average of the annual cost-of-living pay adjustments negotiated for the members of the collective bargaining units represented by the state police officers council labor union, the American federation of state, county, and municipal employees, and the Iowa united professionals for the preceding fiscal year ~~beginning July 1, 1997~~. ~~For the calendar year 2000, during the month of January, the annual salaries of members and officers of the general assembly shall be adjusted by an amount equal to the average of the annual cost-of-living pay adjustments received by the members of those collective bargaining units for the fiscal year beginning July 1, 1998. The annual salaries determined for the members and officers as provided in this section for the calendar year 2000 shall remain in effect for subsequent calendar years until otherwise provided by the general assembly.~~

Sec. 2. APPLICABILITY. The following apply upon the

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convening of the Ninety-first General Assembly in January 2025:

The portion of the section of this division of this Act amending section 2.10, subsections 1 and 2.

DIVISION II

SALARIES OF STATEWIDE ELECTED EXECUTIVE OFFICIALS

Sec. 3. Section 7.8, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

7.8 Salary — governor and lieutenant governor.

1. Subject to the annual adjustments provided in subsection 3, the governor shall receive an annual salary of one hundred forty thousand dollars, and the lieutenant governor shall receive an annual salary of one hundred thirteen thousand two hundred twelve dollars. Payment of expenses and any per diem of the lieutenant governor shall be as fixed by the general assembly.

2. The salaries of the governor and lieutenant governor shall be paid from moneys appropriated to the office of the governor and lieutenant governor pursuant to any Act of the general assembly.

3. For the fiscal year beginning July 1, 2025, and for each fiscal year thereafter, the annual salaries of the governor and lieutenant governor, as the annual salaries existed during the preceding fiscal year, shall be adjusted by an amount equal to the average of the annual cost-of-living pay adjustments negotiated for the members of the collective bargaining units represented by the state police officers council labor union, the American federation of state, county, and municipal employees, and the Iowa united professionals for the preceding fiscal year.

Sec. 4. Section 9.5, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

9.5 Salary.

1. Subject to the annual adjustments provided in subsection 3, the secretary of state shall receive an annual salary of one hundred thirteen thousand two hundred twelve dollars.

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1 2. The salary of the secretary of state shall be paid from
2 moneys appropriated to the office of the secretary of state
3 pursuant to any Act of the general assembly.
4 3. For the fiscal year beginning July 1, 2025, and for
5 each fiscal year thereafter, the annual adjusted salary of the
6 secretary of state shall be adjusted as described in section
7 7.8, subsection 3.
8 Sec. 5. Section 11.30, Code 2024, is amended by striking the
9 section and inserting in lieu thereof the following:
10 **11.30 Salary.**
11 1. Subject to the annual adjustments provided in subsection
12 3, the auditor of state shall receive an annual salary of one
13 hundred thirteen thousand two hundred twelve dollars.
14 2. The salary of the auditor of state shall be paid from
15 moneys appropriated to the office of the auditor of state
16 pursuant to any Act of the general assembly.
17 3. For the fiscal year beginning July 1, 2025, and for
18 each fiscal year thereafter, the annual adjusted salary of the
19 auditor of state shall be adjusted as described in section 7.8,
20 subsection 3.
21 Sec. 6. Section 12.18, Code 2024, is amended by striking the
22 section and inserting in lieu thereof the following:
23 **12.18 Salary.**
24 1. Subject to the annual adjustments provided in subsection
25 3, the treasurer of state shall receive an annual salary of one
26 hundred thirteen thousand two hundred twelve dollars.
27 2. The salary of the treasurer of state shall be paid from
28 moneys appropriated to the office of the treasurer of state
29 pursuant to any Act of the general assembly.
30 3. For the fiscal year beginning July 1, 2025, and for
31 each fiscal year thereafter, the annual adjusted salary of the
32 treasurer of state shall be adjusted as described in section
33 7.8, subsection 3.
34 Sec. 7. Section 13.9, Code 2024, is amended by striking the
35 section and inserting in lieu thereof the following:

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13.9 Salary.

1. Subject to the annual adjustments provided in subsection 3, the attorney general shall receive an annual salary of one hundred thirty-three thousand six hundred sixty-nine dollars.

2. The salary of the attorney general shall be paid from moneys appropriated to the department of justice pursuant to any Act of the general assembly.

3. For the fiscal year beginning July 1, 2025, and for each fiscal year thereafter, the annual adjusted salary of the attorney general shall be adjusted as described in section 7.8, subsection 3.

4. The salaries of the chief deputy attorney general and other deputy and assistant attorneys general shall be such as may be fixed by law.

Sec. 8. Section 159.19, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

159.19 Salary.

1. Subject to the annual adjustments provided in subsection 3, the secretary of agriculture shall receive an annual salary of one hundred thirteen thousand two hundred twelve dollars.

2. The salary of the secretary of agriculture shall be paid from moneys appropriated to the department pursuant to any Act of the general assembly.

3. For the fiscal year beginning July 1, 2025, and for each fiscal year thereafter, the annual adjusted salary for the secretary of agriculture shall be adjusted as described in section 7.8, subsection 3.

Sec. 9. EFFECTIVE DATE. This division of this Act takes effect June 21, 2024.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to salaries of state elected officials.

DIVISION I — LEGISLATIVE SALARIES. The bill increases the salaries for members of the general assembly, including

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1 specified officers, by $10,000 per year. The bill also applies
2 a cost-of-living adjustment equal to the average of the annual
3 cost-of-living pay adjustments negotiated for the members
4 of the collective bargaining units represented by the state
5 police officers council labor union, the American federation
6 of state, county, and municipal employees, and the Iowa united
7 professionals to salaries for members and officers of the
8 general assembly each year beginning in 2026. Pursuant to the
9 Constitution of the State of Iowa, the provisions increasing
10 the base salaries for members of the general assembly apply
11 upon the convening of the 91st General Assembly in January
12 2025.
13 DIVISION II —— SALARIES OF STATEWIDE ELECTED EXECUTIVE
14 OFFICIALS. The bill codifies and increases the salaries of
15 the governor, lieutenant governor, secretary of state, auditor
16 of state, treasurer of state, secretary of agriculture, and
17 attorney general by $10,000 per year. Beginning July 1, 2025,
18 the bill also applies a cost-of-living adjustment equal to
19 the legislative cost-of-living adjustment to salaries for the
20 statewide elected executive officials. This division takes
21 effect June 21, 2024.

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House File 626

S-5159

1 Amend House File 626, as amended, passed, and reprinted by
2 the House, as follows:
3 1. Page 3, line 27, by striking <2024> and inserting <2025>

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House File 2673

S-5160

1 Amend House File 2673, as amended, passed, and reprinted by
2 the House, as follows:
3 1. By striking everything after the enacting clause and
4 inserting:
5 <DIVISION I
6 BEHAVIORAL HEALTH SERVICE SYSTEM
7 Section 1. NEW SECTION. **225A.1 Definitions.**
8 As used in this chapter unless the context otherwise
9 requires:
10 1. *"Administrative services organization"* means an entity
11 designated by the department pursuant to section 225A.4, to
12 develop and perform planning and administrative services in
13 accordance with a district behavioral health service system
14 plan.
15 2. *"Behavioral health condition"* means a substantial
16 limitation in major life activities due to a mental,
17 behavioral, or addictive disorder or condition diagnosed in
18 accordance with the criteria provided in the most current
19 edition of the diagnostic and statistical manual of mental
20 disorders, published by the American psychiatric association.
21 3. *"Behavioral health district"* or *"district"* means a
22 geographic, multicounty, sub-state area as designated by the
23 department under section 225A.4.
24 4. *"Behavioral health provider"* or *"provider"* means an
25 individual, firm, corporation, association, or institution
26 that, pursuant to this chapter, is providing or has been
27 approved by the department to provide services to an individual
28 with a behavioral health condition.
29 5. *"Behavioral health service system"* means the behavioral
30 health service system established in section 225A.3.
31 6. *"Caregiver"* means an adult family member, or other
32 individual, who is providing care to a person outside of a
33 formal program.
34 7. *"Community mental health center"* means an entity
35 designated by the department to address the mental health needs

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1 of one or more counties.
2 8. *"Department"* means the department of health and human
3 services.
4 9. *"Director"* means the director of the department of health
5 and human services.
6 10. *"District behavioral health advisory council"*
7 or *"advisory council"* means a council established by an
8 administrative services organization under section 225A.5, to
9 identify opportunities, address challenges, and advise the
10 administrative services organization in accordance with section
11 225A.5.
12 11. *"District behavioral health service system plan"* or
13 *"district behavioral health plan"* means a plan developed by
14 an administrative services organization and approved by the
15 department to outline the services intended to be provided
16 within the administrative services organization's behavioral
17 health district.
18 12. *"Indicated prevention"* means prevention activities
19 designed to prevent the onset of substance use disorders in
20 individuals who do not meet the medical criteria for addiction,
21 but who show early signs of developing a substance use disorder
22 in the future.
23 13. *"Selective prevention"* means prevention activities
24 designed to target subsets of the total population who are
25 considered at-risk for a substance use disorder by virtue of
26 their membership in a particular segment of the population.
27 Selective prevention targets the entire subgroup, regardless of
28 the degree of risk of any individual within the group.
29 14. *"State behavioral health service system plan"* or
30 *"state behavioral health plan"* means the plan developed by the
31 department that describes the key components of the state's
32 behavioral health service system.
33 15. *"Universal prevention"* means prevention activities
34 designed to address an entire population class for the purpose
35 of preventing or delaying the use of alcohol, tobacco, and

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1 other drugs. Population classes include but are not limited
2 to the national population, local populations, community
3 populations, school populations, and neighborhood populations.
4 Sec. 2. NEW SECTION. **225A.2 State mental health authority**
5 **— state agency for substance abuse.**
6 1. The department is designated as the state mental health
7 authority as defined in 42 U.S.C. §201(m) for the purpose of
8 directing benefits from the federal community mental health
9 services block grant, 42 U.S.C. §300x et seq., and the state
10 authority designated for the purpose of directing benefits
11 from the federal substance abuse prevention and treatment
12 block grant, 42 U.S.C. §300x-21 et seq. This designation
13 does not preclude the state board of regents from authorizing
14 or directing any institution under the board of regents'
15 jurisdiction to carry out educational, prevention, and research
16 activities in the areas of mental health and intellectual
17 disability.
18 2. The department is designated as the single state agency
19 for substance abuse for the purposes of 42 U.S.C. §1396a et
20 seq.
21 3. For the purposes of effectuating the department's roles
22 designated in this section, the department shall have the
23 following powers and the authority to take all of the following
24 actions:
25 *a.* Plan, establish, and maintain prevention, education,
26 early intervention, treatment, recovery support, and crisis
27 services programs as necessary or desirable for the behavioral
28 health service system established in section 225A.3.
29 *b.* Develop and submit a state plan as required by, and in
30 accordance with, 42 U.S.C. §300x-1.
31 *c.* Review and approve district behavioral health service
32 system plans developed in accordance with the state behavioral
33 health service system plan.
34 *d.* Perform all necessary acts to cooperate with any state
35 agency, political subdivision, or federal government agency to

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1 apply for grants.
2 *e.* Solicit and accept for use any gift of money by will or
3 otherwise, and any grant of money or services from the federal
4 government, the state, or any political subdivision thereof,
5 or any private source.
6 *f.* Collect and maintain records, engage in studies and
7 analyses, and gather relevant statistics.
8 *g.* Take any other actions as necessary to execute the
9 duties granted to the department in this chapter, or that
10 are otherwise required to maintain compliance with federal
11 requirements related to the department's roles as designated in
12 this section.
13 Sec. 3. NEW SECTION. **225A.3 Behavioral health service**
14 **system — department powers and duties.**
15 1. *a.* A behavioral health service system is established
16 under the control of the department for the purposes of
17 implementing a statewide system of prevention, education, early
18 intervention, treatment, recovery support, and crisis services
19 related to mental health and addictive disorders, including but
20 not limited to alcohol use, substance use, tobacco use, and
21 problem gambling.
22 *b.* The behavioral health service system shall support
23 equitable statewide access to all services offered through
24 the behavioral health service system and offer specialized
25 services with a focus on at-risk populations including but not
26 limited to children, youth, young adults, individuals with
27 disabilities, pregnant and parenting women, older adults, and
28 people with limited access to financial resources.
29 *c.* Services offered through the behavioral health service
30 system shall, at a minimum, include all of the following:
31 (1) Prevention intervention services and education
32 programs designed to reduce and mitigate behavioral health
33 conditions and future behavioral health conditions. Prevention
34 intervention programs shall incorporate indicated prevention,
35 selective prevention, and universal prevention activities.

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1 (2) Evidence-based and evidence-informed early intervention
2 and treatment services.
3 (3) Comprehensive recovery support services with a focus on
4 community-based services that avoid, divert, or offset the need
5 for long-term inpatient services, law enforcement involvement,
6 or incarceration.
7 (4) Crisis services with a focus on reducing the escalation
8 of crisis situations, relieving the immediate distress of
9 individuals experiencing a crisis situation, and reducing the
10 risk that individuals in a crisis situation harm themselves.
11 2. To the extent funding is available, the department shall
12 perform all of the following duties to develop and administer
13 the behavioral health service system:
14 *a.* (1) Develop a state behavioral health service system
15 plan that accomplishes all of the following:
16 (a) Identifies the goals, objectives, and targeted outcomes
17 for the behavioral health service system.
18 (b) Identifies the strategies to meet system objectives and
19 ensure equitable access statewide to prevention, education,
20 early intervention, treatment, recovery support, and crisis
21 services.
22 (c) Is consistent with the state health improvement plan
23 developed under section 217.17.
24 (d) Is consistent with the department's agency strategic
25 plan adopted pursuant to section 8E.206.
26 (2) The department shall do all of the following when
27 developing the state behavioral health service system plan:
28 (a) Collaborate with stakeholders including but not limited
29 to county supervisors and other local elected officials,
30 experienced behavioral health providers, and organizations that
31 represent populations, including but not limited to children,
32 served by the behavioral health service system.
33 (b) Publish the proposed state behavioral health service
34 system plan on the department's internet site and allow the
35 public to review and comment on the proposed state behavioral

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1 health system plan prior to the adoption of the proposed state
2 behavioral health plan.
3 *b.* Administer and distribute state appropriations, federal
4 aid, and grants that have been deposited into the behavioral
5 health fund established in section 225A.7.
6 *c.* Oversee, provide technical assistance to, and
7 monitor administrative services organizations to ensure the
8 administrative services organizations´ compliance with district
9 behavioral health plans.
10 *d.* Collaborate with the department of inspections, appeals,
11 and licensing on the accreditation, certification, and
12 licensure of behavioral health providers including but not
13 limited to the approval, denial, revocation, or suspension of
14 a behavioral health provider´s accreditation, certification,
15 or licensure.
16 *e.* Develop and adopt minimum accreditation standards for
17 the maintenance and operation of community mental health
18 centers to ensure that each community mental health center,
19 and each entity that provides services under contract with a
20 community mental health center, furnishes high-quality mental
21 health services to the community that the community mental
22 health center serves in accordance with rules adopted by the
23 department.
24 *f.* Designate community mental health centers.
25 *g.* Conduct formal accreditation reviews of community mental
26 health centers based on minimum accreditation standards adopted
27 by the department pursuant to paragraph ˝*e*˝.
28 *h.* Establish and maintain a data collection and management
29 information system to identify, collect, and analyze service
30 outcome and performance data to address the needs of patients,
31 providers, the department, and programs operating within the
32 behavioral health service system.
33 *i.* Collect, monitor, and utilize information including but
34 not limited to behavioral health service system patient records
35 and syndromic surveillance data to understand emerging needs,

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1 and to deploy information, resources, and technical assistance
2 in response.
3 *j.* Collaborate with the department of revenue for
4 enforcement of tobacco laws, regulations, and ordinances and
5 engage in tobacco control activities.
6 *k.* Adopt rules pursuant to chapter 17A to administer this
7 chapter. Such rules shall include but not be limited to rules
8 that provide for all of the following:
9 (1) Minimum access standards to ensure equitable access to
10 services provided through the behavioral health service system
11 including but not limited to when services are available, who
12 is eligible for services, and where services are available.
13 (2) Methods to ensure each individual who is eligible
14 for services receives an uninterrupted continuum of care for
15 prevention, education, early intervention, treatment, recovery
16 support, and crisis services.
17 (3) Standards for the implementation and maintenance
18 of behavioral health programs and services offered by the
19 behavioral health service system, and by each administrative
20 services organization.
21 (4) Procedures for the management and oversight of
22 behavioral health providers to ensure compliance with the terms
23 of the behavioral health providers' contracts relating to the
24 behavioral health service system, and with state and federal
25 law and rules.
26 (5) Procedures for the suspension of an administrative
27 services organization's services due to the administrative
28 services organization's failure to comply with the terms and
29 conditions of its contract with the department.
30 (6) Procedures for the reallocation of funds from
31 an administrative services organization that is not in
32 compliance with the terms of its contract with the department
33 to an alternative administrative services organization or
34 a behavioral health provider to provide for services the
35 noncompliant administrative services organization failed to

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1 provide.
2 (7) Procedures for the termination of an administrative
3 services organization's designation as an administrative
4 services organization.
5 (8) Procedures for the collection, utilization, and
6 maintenance of the data necessary to establish a central data
7 repository in accordance with section 225A.6.
8 (9) Any other requirements the department deems necessary
9 to ensure that an administrative services organization
10 fulfills the administrative services organization's duties
11 as established in this chapter, and as established in the
12 administrative services organization's district behavioral
13 health plan.
14 Sec. 4. NEW SECTION. **225A.4 Behavioral health service**
15 **system — districts and administrative services organizations.**
16 1. *a.* The department shall divide the entirety of the
17 state into designated behavioral health districts. Behavioral
18 health prevention, education, early intervention, treatment,
19 recovery support, and crisis services related to mental health
20 and addictive disorders, including but not limited to alcohol
21 use, substance use, tobacco use, and problem gambling, shall
22 be made available through each behavioral health district in a
23 manner consistent with directives each district receives from
24 the department.
25 *b.* For the purpose of providing equitable access to all
26 services provided through the behavioral health service
27 system, the department shall consider all of the following when
28 designating behavioral health districts:
29 (1) City and county lines.
30 (2) The maximum population size that behavioral health
31 services available in an area are able to effectively serve.
32 (3) Areas of high need for behavioral health services.
33 (4) Patterns various populations exhibit when accessing or
34 receiving behavioral health services.
35 *c.* Notwithstanding chapter 17A, the manner in which the

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1 department designates behavioral health districts including but
2 not limited to the determination of the boundaries for each
3 district shall not be subject to judicial review.
4 2. *a.* The department shall designate an administrative
5 services organization for each behavioral health district to
6 oversee and organize each district and the behavioral health
7 services associated with the district. The department shall
8 issue requests for proposals for administrative services
9 organization candidates.
10 *b.* At the department's discretion, the department may
11 designate any of the following entities as an administrative
12 services organization:
13 (1) An organization that coordinated administrative
14 services or mental health and disability services for a mental
15 health and disability services region formed on or before June
16 30, 2024.
17 (2) A public or private nonprofit agency located in a
18 behavioral health district, or any separate organizational
19 unit within the public or private nonprofit agency, that has
20 the capabilities to engage in the planning or provision of a
21 broad range of behavioral health prevention, education, early
22 intervention, treatment, recovery support, and crisis services
23 related to mental health and addictive disorders, including but
24 not limited to alcohol use, substance use, tobacco use, and
25 problem gambling, only as directed by the department.
26 *c.* The department shall consider all of the following
27 factors in determining whether to designate an entity as an
28 administrative services organization:
29 (1) Whether the entity has demonstrated the capacity to
30 manage and utilize available resources in a manner required of
31 an administrative services organization.
32 (2) Whether the entity has demonstrated the ability to
33 ensure the delivery of behavioral health services within the
34 district as required by the department by rule.
35 (3) Whether the entity has demonstrated the ability to

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1 fulfill the monitoring, oversight, and provider compliance
2 responsibilities as required by the department by rule.
3 (4) Whether the entity has demonstrated the capacity to
4 function as a subrecipient for the purposes of the federal
5 community mental health services block grant, 42 U.S.C.
6 §300x et seq., and the federal substance abuse prevention and
7 treatment block grant, 42 U.S.C. §300x-21 et seq., and the
8 ability to comply with all federal requirements applicable to
9 subrecipients under the block grants.
10 3. *a.* Upon designation by the department, an administrative
11 services organization shall be considered an instrumentality of
12 the state and shall adhere to all state and federal mandates
13 and prohibitions applicable to an instrumentality of the state.
14 *b.* An entity's designation as an administrative services
15 organization shall continue until the designation is removed
16 by the department, the administrative services organization
17 withdraws, or a change in state or federal law necessitates the
18 removal of the designation.
19 4. Each administrative services organization shall function
20 as a subrecipient for the purposes of the federal community
21 mental health services block grant, 42 U.S.C. §300x et seq.,
22 and the federal substance abuse prevention and treatment block
23 grant, 42 U.S.C. §300x-21 et seq., and shall comply with all
24 federal requirements applicable to subrecipients under the
25 block grants.
26 5. Each administrative services organization shall perform
27 all of the following duties:
28 *a.* Develop and administer a district behavioral health plan
29 in accordance with the standards adopted by the department by
30 rule.
31 *b.* Coordinate the administration of the district behavioral
32 health plan with federal, state, and local resources in order
33 to develop a comprehensive and coordinated local behavioral
34 health service system.
35 *c.* Enter into contracts necessary to provide services under

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1 the district behavioral health plan.
2 *d.* Oversee, provide technical assistance to, and monitor
3 the compliance of providers contracted by the administrative
4 services organization to provide behavioral health services in
5 accordance with the district behavioral health plan.
6 *e.* Establish a district behavioral health advisory council
7 pursuant to section 225A.5.
8 Sec. 5. NEW SECTION. **225A.5 District behavioral health**
9 **advisory councils.**
10 1. Each administrative services organization shall
11 establish a district behavioral health advisory council that
12 shall do all of the following:
13 *a.* Identify opportunities and address challenges based on
14 updates received from the administrative services organization
15 regarding the implementation of the district behavioral health
16 plan.
17 *b.* Advise the administrative services organization while the
18 administrative services organization is developing behavioral
19 health policies.
20 *c.* Advise the administrative services organization on
21 how to best provide access to behavioral health prevention,
22 education, early intervention, treatment, recovery support,
23 and crisis services related to mental health and addictive
24 disorders, including but not limited to alcohol use, substance
25 use, tobacco use, and problem gambling, throughout the district
26 as directed by the department.
27 2. An advisory council shall consist of ten members.
28 Members shall be appointed by the administrative services
29 organization subject to the following requirements:
30 *a.* Three members shall be local elected public officials
31 currently holding office within the behavioral health district,
32 or the public official's designated representative.
33 *b.* Three members shall be chosen in accordance with
34 procedures established by the administrative services
35 organization to ensure representation of the populations

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1 served within the behavioral health district. At least one
2 member chosen under this paragraph shall represent child and
3 adolescent persons.
4 *c.* Three members shall be chosen who have experience
5 or education related to core behavioral health functions,
6 essential behavioral health services, behavioral health
7 prevention, behavioral health treatment, population-based
8 behavioral health services, or community-based behavioral
9 health initiatives.
10 *d.* One member shall be a law enforcement representative from
11 within the behavioral health district.
12 3. An advisory council shall perform the duties required
13 under this section regardless of whether any seat on the
14 advisory council is vacant.
15 Sec. 6. NEW SECTION. **225A.6 Behavioral health service**
16 **system —— data collection and use.**
17 1. The department shall take all of the following actions
18 for data related to the behavioral health service system:
19 *a.* Collect and analyze the data, including but not
20 limited to Medicaid and community services network data, as
21 necessary to issue cost estimates for serving populations,
22 providing treatment, making and receiving payments, conducting
23 operations, and performing prevention and health promotion
24 activities. In doing so, the department shall maintain
25 compliance with applicable federal and state privacy laws
26 to ensure the confidentiality and integrity of individually
27 identifiable data. The department shall periodically assess
28 the status of the department's compliance to ensure that data
29 collected by and stored with the department is protected.
30 *b.* Establish and administer a central data repository for
31 collecting and analyzing state, behavioral health district, and
32 contracted behavioral health provider data.
33 *c.* Establish a record for each individual receiving publicly
34 funded services from an administrative services organization.
35 Each record shall include a unique client identifier for the

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1 purposes of identifying and tracking the individual's record.
2 *d.* Consult with administrative services organizations,
3 behavioral health service providers, and other behavioral
4 health service system stakeholders on an ongoing basis to
5 implement and maintain the central data repository.
6 *e.* Engage with all entities that maintain information the
7 department is required to collect pursuant to this section in
8 order to integrate all data concerning individuals receiving
9 services within the behavioral health service system.
10 *f.* Engage with all entities that maintain general population
11 data relating to behavioral health in order to develop action
12 plans, create projections relating to a population's behavioral
13 health needs, develop policies concerning behavioral health,
14 and otherwise perform acts as necessary to enhance the state's
15 overall behavioral health.
16 2. Administrative services organizations shall report all
17 data required to be maintained in the central data repository
18 to the department in a manner as established by the department
19 by rule. For the purpose of making such data reports, an
20 administrative services organization shall do one of the
21 following:
22 *a.* Utilize a data system that integrates with the data
23 systems used by the department.
24 *b.* Utilize a data system that has the capacity to securely
25 exchange information with the department, other behavioral
26 health districts, contractors, and other entities involved with
27 the behavioral health service system who are authorized to
28 access the central data repository.
29 3. Data and information maintained by and exchanged between
30 an administrative services organization and the department
31 shall be labeled consistently, share the same definitions,
32 utilize the same common coding and nomenclature, and be in a
33 form and format as required by the department by rule.
34 4. Administrative services organizations shall report
35 to the department, in a manner specified by the department,

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1 information including but not limited to demographic
2 information, expenditure data, and data concerning the
3 behavioral health services and other support provided to
4 individuals in the administrative service organization's
5 district.
6 5. The department shall ensure that public and private
7 agencies, organizations, and individuals that operate within
8 the behavioral health service system, or that make formal
9 requests for the release of data collected by the department,
10 maintain uniform methods for keeping statistical information
11 relating to behavioral health service system outcomes and
12 performance.
13 6. The department shall develop and implement a
14 communication plan that details how outcome and performance
15 data will be shared with stakeholders including but not limited
16 to the public, persons involved with the behavioral health
17 service system, and the general assembly.
18 Sec. 7. NEW SECTION. **225A.7 Behavioral health fund.**
19 1. For purposes of this section:
20 *a. "Population"* means, as of July 1 of the fiscal year
21 preceding the fiscal year in which the population figure is
22 applied, the population shown by the latest preceding certified
23 federal census or the latest applicable population estimate
24 issued by the United States census bureau, whichever is most
25 recent.
26 *b. "State growth factor"* for a fiscal year means an amount
27 equal to the dollar amount used to calculate the appropriation
28 under this section for the immediately preceding fiscal year
29 multiplied by the percent increase, if any, in the amount of
30 sales tax revenue deposited into the general fund of the state
31 under section 423.2A, subsection 1, paragraph *"a"*, less the
32 transfers required under section 423.2A, subsection 2, between
33 the fiscal year beginning three years prior to the applicable
34 fiscal year and the fiscal year beginning two years prior
35 to the applicable year, but not to exceed one and one-half

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1 percent.
2 2. A behavioral health fund is established in the state
3 treasury under the control of the department. The fund shall
4 consist of moneys deposited into the fund pursuant to this
5 section and section 426B.1, gifts of money or property accepted
6 by the state or the department to support any services under
7 this chapter or chapter 231, and moneys otherwise appropriated
8 by the general assembly. Moneys in the fund are appropriated
9 to the department to implement and administer the behavioral
10 health service system and related programs including but not
11 limited to all of the following:
12 *a.* Distributions to administrative services organizations
13 to provide services as outlined in the organizations' district
14 behavioral health plan.
15 *b.* Distributions to providers of mental health services
16 and addictive disorder services, including but not limited to
17 tobacco use services, substance use disorder services, and
18 problem gambling services.
19 *c.* Funding of disability services pursuant to chapter 231.
20 This paragraph is repealed July 1, 2028.
21 *d.* Administrative costs associated with services described
22 under this subsection. For purposes of administrative costs,
23 the department shall not use more than five percent of the
24 moneys in the behavioral health fund at the beginning of each
25 fiscal year, excluding the total sum of any moneys deposited
26 into the fund from the federal community mental health service
27 block grant, 42 U.S.C. §300x et seq., and the federal substance
28 abuse prevention and treatment block grant, 42 U.S.C. §300x-21
29 et seq.
30 3. For the fiscal year beginning July 1, 2025, there
31 is transferred from the general fund of the state to the
32 behavioral health fund an amount equal to forty-two dollars
33 multiplied by the state's population for the fiscal year.
34 4. For the fiscal year beginning July 1, 2026, and each
35 succeeding fiscal year, there is transferred from the general

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1 fund of the state to the behavioral health fund an amount equal
2 to the state's population for the fiscal year multiplied by
3 the sum of the dollar amount used to calculate the transfer
4 from the general fund to the behavioral health fund for the
5 immediately preceding fiscal year, plus the state growth factor
6 for the fiscal year for which the transfer is being made.
7 5. For each fiscal year, an administrative services
8 organization shall not spend on administrative costs an amount
9 more than seven percent of the total amount distributed to the
10 administrative services organization through this section and
11 all other appropriations for the same fiscal year.
12 6. Moneys in the behavioral health fund may be used by the
13 department for cash flow purposes, provided that any moneys so
14 allocated are returned to the behavioral health fund by the end
15 of each fiscal year.
16 7. Notwithstanding section 12C.7, subsection 2, interest
17 or earnings on moneys deposited in the behavioral health fund
18 shall be credited to the behavioral health fund.
19 8. Notwithstanding section 8.33, moneys appropriated in
20 this section that remain unencumbered or unobligated at the
21 close of the fiscal year shall not revert but shall remain
22 available for expenditure for the purposes designated.
23 Sec. 8. NEW SECTION. **225A.8 Addictive disorders prevention**
24 **— prohibitions.**
25 1. For purposes of this section, *"entity"* means a
26 manufacturer, distributor, wholesaler, retailer, or
27 distributing agent, or an agent of a manufacturer, distributor,
28 wholesaler, retailer, or distributing agent as those terms are
29 defined in section 453A.1.
30 2. To promote comprehensive tobacco use prevention and
31 control initiatives outlined in the state behavioral health
32 service system plan, an entity shall not perform any of the
33 following acts:
34 *a.* Give away cigarettes or tobacco products.
35 *b.* Provide free articles, products, commodities, gifts, or

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1 concessions in any exchange for the purchase of cigarettes or
2 tobacco products.
3 3. The prohibitions in this section shall not apply to
4 transactions between manufacturers, distributors, wholesalers,
5 or retailers as those terms are defined in section 453A.1.
6 Sec. 9. NEW SECTION. **225A.9 Application for services —**
7 **minors.**
8 A minor who is twelve years of age or older shall have
9 the legal capacity to act and give consent to the provision
10 of tobacco cessation coaching services pursuant to a tobacco
11 cessation telephone and internet-based program approved by
12 the department through the behavioral health service system
13 established in section 225A.3. Consent shall not be subject to
14 later disaffirmance by reason of such minority. The consent of
15 another person, including but not limited to the consent of a
16 spouse, parent, custodian, or guardian, shall not be necessary.
17 Sec. 10. CODE EDITOR DIRECTIVE. The Code editor is directed
18 to do all of the following:
19 1. Designate sections 225A.1 through 225A.9, as enacted
20 in this division of this Act, as Code chapter 225A entitled
21 "Department of Health and Human Services — Behavioral Health
22 Service System".
23 2. Correct internal references in the Code and in any
24 enacted legislation as necessary due to the enactment of this
25 division of this Act.
26 Sec. 11. EFFECTIVE DATE. This division of this Act takes
27 effect July 1, 2025.
28 DIVISION II
29 BEHAVIORAL HEALTH SERVICE SYSTEM — CONFORMING CHANGES
30 Sec. 12. Section 11.6, subsection 1, paragraph b, Code 2024,
31 is amended to read as follows:
32 *b.* The financial condition and transactions of ~~community~~
33 ~~mental health centers organized under chapter 230A,~~ substance
34 use disorder programs ~~organized~~ licensed under chapter 125~~,~~ and
35 community action agencies organized under chapter 216A~~,~~ shall

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be audited at least once each year.

Sec. 13. Section 97B.1A, subsection 8, paragraph a, subparagraph (13), Code 2024, is amended by striking the subparagraph.

Sec. 14. Section 123.17, subsection 5, Code 2024, is amended to read as follows:

5. After any transfer provided for in subsection 3 is made, the department shall transfer into a special revenue account in the general fund of the state, a sum of money at least equal to seven percent of the gross amount of sales made by the department from the beer and liquor control fund on a monthly basis but not less than nine million dollars annually. Of the amounts transferred, ~~two~~ three million dollars, ~~plus an additional amount determined by the general assembly, shall be appropriated to the department of health and human services for use by the staff who administer the comprehensive substance use disorder program under chapter 125 for substance use disorder treatment and prevention programs~~ shall be transferred to the behavioral health fund established under section 225A.7. Any amounts received in excess of the amounts ~~appropriated to the department of health and human services for use by the staff who administer the comprehensive substance use disorder program under chapter 125~~ transferred to the behavioral health fund shall be considered part of the general fund balance.

Sec. 15. Section 123.17, subsection 8, Code 2024, is amended by striking the subsection.

Sec. 16. Section 123.17, subsection 9, Code 2024, is amended to read as follows:

9. After any transfers provided for in subsections 3, 5, 6, and 7~~, and 8~~ are made, and before any other transfer to the general fund, the department shall transfer to the economic development authority from the beer and liquor control fund the lesser of two hundred fifty thousand dollars or one percent of the gross sales of native distilled spirits by all class "A" native distilled spirits license holders made by the department

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1 for the purposes of promoting Iowa wine, beer, and spirits.
2 Sec. 17. Section 124.409, subsection 2, Code 2024, is
3 amended by striking the subsection.
4 Sec. 18. Section 125.2, subsections 4, 5, and 10, Code 2024,
5 are amended by striking the subsections.
6 Sec. 19. Section 125.91, subsection 1, Code 2024, is amended
7 to read as follows:
8 1. The procedure prescribed by this section shall only
9 be used for a person with a substance use disorder due to
10 intoxication or substance-induced incapacitation who has
11 threatened, attempted, or inflicted physical self-harm or harm
12 on another, and is likely to inflict physical self-harm or harm
13 on another unless immediately detained, or who is incapacitated
14 by a chemical substance, if an application has not been filed
15 naming the person as the respondent pursuant to section 125.75
16 and the person cannot be ordered into immediate custody and
17 detained pursuant to section 125.81.
18 Sec. 20. Section 125.93, Code 2024, is amended to read as
19 follows:
20 **125.93 Commitment records — confidentiality.**
21 Records of the identity, diagnosis, prognosis, or treatment
22 of a person which are maintained in connection with the
23 provision of substance use disorder treatment services are
24 confidential, consistent with ~~the requirements of section~~
25 ~~125.37, and with the~~ federal confidentiality regulations
26 authorized by ~~the federal Drug Abuse Office and Treatment Act,~~
27 ~~42 U.S.C. §290ee and~~ the federal Comprehensive Alcohol Abuse
28 and Alcoholism Prevention, Treatment and Rehabilitation Act, 42
29 U.S.C. §290dd-2. However, such records may be disclosed to an
30 employee of the department of corrections, if authorized by the
31 director of the department of corrections, or to an employee
32 of a judicial district department of correctional services, if
33 authorized by the director of the judicial district department
34 of correctional services.
35 Sec. 21. Section 135.11, subsection 11, Code 2024, is

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1 amended to read as follows:
2 11. Administer chapters 125, 136A, 136C, 139A, 142, ~~142A,~~
3 144, and 147A.
4 Sec. 22. Section 135C.2, subsection 5, unnumbered paragraph
5 1, Code 2024, is amended to read as follows:
6 The department shall establish a special classification
7 within the residential care facility category in order to
8 foster the development of residential care facilities which
9 serve persons with an intellectual disability, chronic mental
10 illness, a developmental disability, or brain injury, ~~as~~
11 ~~described under section 225C.26,~~ and which contain five or
12 fewer residents. A facility within the special classification
13 established pursuant to this subsection is exempt from the
14 requirements of section 10A.713. The department shall adopt
15 rules which are consistent with rules previously developed for
16 the ~~waiver~~ demonstration waiver project pursuant to 1986 Iowa
17 Acts, ch. 1246, §206, and which include all of the following
18 provisions:
19 Sec. 23. Section 135C.6, subsection 1, Code 2024, is amended
20 to read as follows:
21 1. A person or governmental unit acting severally or
22 jointly with any other person or governmental unit shall not
23 establish or operate a health care facility in this state
24 without a license for the facility. A supported community
25 living service, as defined in section ~~225C.21~~ 249A.38A, is not
26 required to be licensed under this chapter, but is subject to
27 approval under section ~~225C.21~~ 249A.38A in order to receive
28 public funding.
29 Sec. 24. Section 135C.23, subsection 1, unnumbered
30 paragraph 1, Code 2024, is amended to read as follows:
31 Each resident shall be covered by a contract executed
32 by the resident, or the resident's legal representative,
33 and the health care facility at or prior to the time of the
34 resident's admission ~~or prior thereto by the resident, or the~~
35 ~~legal representative, and the health care facility, except as~~

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1 ~~otherwise provided by subsection 5 with respect to residents~~
2 ~~admitted at public expense to a county care facility operated~~
3 ~~under chapter 347B~~. Each party to the contract shall be
4 entitled to a duplicate of the original ~~thereof~~ contract, and
5 the health care facility shall keep on file all contracts
6 which it has with residents and shall not destroy or otherwise
7 dispose of any such contract for at least one year after its
8 expiration. Each such contract shall expressly set forth:
9 Sec. 25. Section 135C.23, subsection 2, paragraph b, Code
10 2024, is amended to read as follows:
11 *b.* This section does not prohibit the admission of a
12 patient with a history of dangerous or disturbing behavior to
13 an intermediate care facility for persons with mental illness,
14 intermediate care facility for persons with an intellectual
15 disability, or nursing facility~~, or county care facility~~ when
16 the intermediate care facility for persons with mental illness,
17 intermediate care facility for persons with an intellectual
18 disability, or nursing facility~~, or county care facility~~ has a
19 program which has received prior approval from the department
20 to properly care for and manage the patient. An intermediate
21 care facility for persons with mental illness, intermediate
22 care facility for persons with an intellectual disability,
23 or nursing facility~~, or county care facility~~ is required to
24 transfer or discharge a resident with dangerous or disturbing
25 behavior when the intermediate care facility for persons with
26 mental illness, intermediate care facility for persons with an
27 intellectual disability, or nursing facility~~, or county care~~
28 ~~facility~~ cannot control the resident's dangerous or disturbing
29 behavior. The department~~, in coordination with the state~~
30 ~~mental health and disability services commission created in~~
31 ~~section 225C.5~~, shall adopt rules pursuant to chapter 17A for
32 programs to be required in intermediate care facilities for
33 persons with mental illness, intermediate care facilities
34 for persons with an intellectual disability, and nursing
35 facilities~~, and county care facilities~~ that admit patients

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1 or have residents with histories of dangerous or disturbing
2 behavior.
3 Sec. 26. Section 135C.23, subsection 5, Code 2024, is
4 amended by striking the subsection.
5 Sec. 27. Section 135C.24, subsection 5, Code 2024, is
6 amended by striking the subsection.
7 Sec. 28. Section 135G.1, subsection 12, Code 2024, is
8 amended to read as follows:
9 12. *a.* *"Subacute mental health services"* means ~~the same~~
10 ~~as defined in section 225C.6~~ services that provide all of the
11 following:
12 (1) A comprehensive set of wraparound services for a
13 person who has had, or is at imminent risk of having, acute or
14 crisis mental health symptoms that do not permit the person to
15 remain in or threatens removal of the person from the person's
16 home and community, but who has been determined by a mental
17 health professional and a licensed health care professional,
18 subject to the professional's scope of practice, not to need
19 inpatient acute hospital services. For the purposes of this
20 subparagraph, *"licensed health care professional"* means a person
21 licensed under chapter 148, an advanced registered nurse
22 practitioner, or a physician assistant.
23 (2) Intensive, recovery-oriented treatment and monitoring
24 of a person. Treatment may be provided directly or remotely
25 by a licensed psychiatrist or an advanced registered nurse
26 practitioner.
27 (3) An outcome-focused, interdisciplinary approach designed
28 to return a person to living successfully in the community.
29 *b.* Subacute mental health services may include services
30 provided in a wide array of settings ranging from a person's
31 home to a specialized facility with restricted means of egress.
32 *c.* Subacute mental health services shall be limited to a
33 period not to exceed ten calendar days or another time period
34 determined in accordance with rules adopted by the department
35 for this purpose, whichever is longer.

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1 Sec. 29. Section 142.1, Code 2024, is amended to read as
2 follows:
3 **142.1 Delivery of bodies.**
4 The body of every person ~~dying~~ who died in a public asylum,
5 hospital, ~~county care facility,~~ penitentiary, or reformatory
6 in this state, or found dead within the state, or ~~which~~ who
7 is to be buried at public expense in this state, except those
8 buried under the provisions of chapter 144C or 249, and which
9 is suitable for scientific purposes, shall be delivered to the
10 medical college of the state university, or some osteopathic
11 or chiropractic college or school located in this state, which
12 has been approved under the law regulating the practice of
13 osteopathic medicine or chiropractic; but no such body shall
14 be delivered to any such college or school if the deceased
15 person expressed a desire during the person's last illness
16 that the person's body should be buried or cremated, nor if
17 such is the desire of the person's relatives. Such bodies
18 shall be equitably distributed among said colleges and schools
19 according to their needs for teaching anatomy in accordance
20 with such rules as may be adopted by the department of health
21 and human services. The expense of transporting said bodies to
22 such college or school shall be paid by the college or school
23 receiving the same. If the deceased person has not expressed
24 a desire during the person's last illness that the person's
25 body should be buried or cremated and no person authorized to
26 control the deceased person's remains under section 144C.5
27 requests the person's body for burial or cremation, and if a
28 friend objects to the use of the deceased person's body for
29 scientific purposes, said deceased person's body shall be
30 ~~forthwith~~ delivered to such friend for burial or cremation at
31 no expense to the state or county. Unless such friend provides
32 for burial and burial expenses within five days, the body shall
33 be used for scientific purposes under this chapter.
34 Sec. 30. Section 142.3, Code 2024, is amended to read as
35 follows:

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1 **142.3 Notification of department.**
2 Every county medical examiner, funeral director or embalmer,
3 and the managing officer of every public asylum, hospital,
4 ~~county care facility,~~ penitentiary, or reformatory, as soon as
5 any dead body shall come into the person's custody which may be
6 used for scientific purposes as provided in sections 142.1 and
7 142.2, shall at once notify the nearest relative or friend of
8 the deceased, if known, and the department of health and human
9 services, and hold such body unburied for forty-eight hours.
10 Upon receipt of notification, the department shall issue verbal
11 or written instructions relative to the disposition to be made
12 of said body. Complete jurisdiction over said bodies is vested
13 exclusively in the department of health and human services. No
14 autopsy or post mortem, except as are legally ordered by county
15 medical examiners, shall be performed on any of said bodies
16 prior to their delivery to the medical schools.
17 Sec. 31. NEW SECTION. **217.17 State health improvement plan.**
18 1. The department shall develop, implement, and administer
19 a state health improvement plan to identify health priorities,
20 goals, and measurable objectives, and outline strategies to
21 improve health statewide.
22 2. The state health improvement plan shall be developed
23 and updated in collaboration and in coordination with other
24 state departments, stakeholders, and statewide organizations
25 the department determines to be relevant.
26 3. The state health improvement plan may be updated by the
27 department at the department's discretion.
28 Sec. 32. NEW SECTION. **217.37 Recovery of payment —**
29 **assignment of liens — county attorney to enforce.**
30 1. For purposes of this section, *"assistance"* means all of
31 the following:
32 *a.* A payment by the state for services rendered through
33 the behavioral health service system established under section
34 225A.3.
35 *b.* A payment by the state for aging and disability services

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1 rendered in accordance with chapter 231.
2 2. The department shall have the authority to investigate if
3 a person is eligible to have assistance paid on the person's
4 behalf and whether payment of assistance was proper.
5 3. Notwithstanding any provision of law to the contrary,
6 assistance shall not be recoverable unless the department
7 finds that the assistance was paid for the benefit of a person
8 who was not entitled to have assistance paid on the person's
9 behalf.
10 4. Assistance paid for the benefit of a person who was
11 not entitled to have assistance paid on the person's behalf
12 shall be recoverable from the entity to which the assistance
13 was paid, from the person on whose behalf assistance was paid,
14 or from a third party who is liable for the person's debts or
15 support.
16 5. Upon the death of a person who was not entitled to
17 have assistance paid on the person's behalf, the department
18 shall have a lien equivalent in priority to liens described
19 in section 633.425, subsection 6, against the person's estate
20 for the portion of the assistance improperly paid which the
21 department had not recovered at the time of the person's death.
22 6. The department may waive all or a portion of improperly
23 paid assistance, or a lien created under subsection 5, if
24 the department finds that collection would result in undue
25 hardship.
26 7. The department shall adopt rules pursuant to chapter 17A
27 to implement and administer this section.
28 Sec. 33. Section 218.30, Code 2024, is amended to read as
29 follows:
30 **218.30 Investigation of other facilities.**
31 The director may investigate or cause the investigation of
32 charges of abuse, neglect, or mismanagement on the part of an
33 officer or employee of a private facility which is subject to
34 the director's supervision or control. ~~The director shall also~~
35 ~~investigate or cause the investigation of charges concerning~~

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1 ~~county care facilities in which persons with mental illness are~~
2 ~~served.~~
3 Sec. 34. Section 218.78, subsection 1, Code 2024, is amended
4 to read as follows:
5 1. All institutional receipts of the department, including
6 funds received from client participation at the state resource
7 centers under section 222.78 ~~and at the state mental health~~
8 ~~institutes under section 230.20~~, shall be deposited in the
9 general fund except for reimbursements for services provided
10 to another institution or state agency, for receipts deposited
11 in the revolving farm fund under section 904.706, for deposits
12 into the medical assistance fund under section 249A.11, and for
13 rentals charged to employees or others for room, apartment, or
14 house and meals, which shall be available to the institutions.
15 Sec. 35. Section 222.1, subsection 1, Code 2024, is amended
16 to read as follows:
17 1. This chapter addresses the public and private services
18 available in this state to meet the needs of persons with an
19 intellectual disability. ~~The responsibility of the mental~~
20 ~~health and disability services regions formed by counties and~~
21 ~~of the state for the costs and administration of publicly~~
22 ~~funded services shall be as set out in section 222.60 and other~~
23 ~~pertinent sections of this chapter.~~
24 Sec. 36. Section 222.2, Code 2024, is amended by adding the
25 following new subsection:
26 NEW SUBSECTION. 01. *"Administrative services organization"*
27 means the same as defined in section 225A.1.
28 Sec. 37. Section 222.2, subsections 6 and 7, Code 2024, are
29 amended by striking the subsections.
30 Sec. 38. Section 222.12, subsection 2, Code 2024, is amended
31 by striking the subsection.
32 Sec. 39. Section 222.13, Code 2024, is amended to read as
33 follows:
34 **222.13 Voluntary admissions.**
35 1. If an adult person is believed to be a person with an

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1 intellectual disability, the adult person or the adult person's
2 guardian may apply to the department and the superintendent of
3 any state resource center for the voluntary admission of the
4 adult person either as an inpatient or an outpatient of the
5 resource center. ~~If the expenses of the person's admission~~
6 ~~or placement are payable in whole or in part by the person's~~
7 ~~county of residence, application for the admission shall be~~
8 ~~made through the regional administrator. An application for~~
9 ~~admission to a special unit of any adult person believed to be~~
10 ~~in need of any of the services provided by the special unit~~
11 ~~under section 222.88 may be made in the same manner.~~ The
12 superintendent shall accept the application if a preadmission
13 diagnostic evaluation confirms or establishes the need for
14 admission, except that an application shall not be accepted if
15 the institution does not have adequate facilities available or
16 if the acceptance will result in an overcrowded condition.
17 2. If the resource center does not have an appropriate
18 program for the treatment of an adult or minor person with an
19 intellectual disability applying under this section or section
20 222.13A, ~~the regional administrator for the person's county~~
21 ~~of residence or~~ the department~~, as applicable,~~ shall arrange
22 for the placement of the person in any public or private
23 facility within or ~~without~~ outside of the state, approved by
24 the director, which offers appropriate services for the person.
25 ~~If the expenses of the placement are payable in whole or in~~
26 ~~part by a county, the placement shall be made by the regional~~
27 ~~administrator for the county.~~
28 ~~3. If the expenses of an admission of an adult to a resource~~
29 ~~center or a special unit, or of the placement of the person~~
30 ~~in a public or private facility are payable in whole or in~~
31 ~~part by a mental health and disability services region, the~~
32 ~~regional administrator shall make a full investigation into~~
33 ~~the financial circumstances of the person and those liable for~~
34 ~~the person's support under section 222.78 to determine whether~~
35 ~~or not any of them are able to pay the expenses arising out of~~

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1 ~~the admission of the person to a resource center, special unit,~~
2 ~~or public or private facility. If the regional administrator~~
3 ~~finds that the person or those legally responsible for~~
4 ~~the person are presently unable to pay the expenses, the~~
5 ~~regional administrator shall pay the expenses. The regional~~
6 ~~administrator may review such a finding at any subsequent~~
7 ~~time while the person remains at the resource center, or is~~
8 ~~otherwise receiving care or treatment for which this chapter~~
9 ~~obligates the region to pay. If the regional administrator~~
10 ~~finds upon review that the person or those legally responsible~~
11 ~~for the person are presently able to pay the expenses, the~~
12 ~~finding shall apply only to the charges incurred during the~~
13 ~~period beginning on the date of the review and continuing~~
14 ~~thereafter, unless and until the regional administrator again~~
15 ~~changes such a finding. If the regional administrator finds~~
16 ~~that the person or those legally responsible for the person~~
17 ~~are able to pay the expenses, the regional administrator shall~~
18 ~~collect the charges to the extent required by section 222.78,~~
19 ~~and the regional administrator shall be responsible for the~~
20 ~~payment of the remaining charges.~~
21 Sec. 40. Section 222.13A, subsections 3 and 4, Code 2024,
22 are amended to read as follows:
23 3. During the preadmission diagnostic evaluation, the
24 minor shall be informed both orally and in writing that the
25 minor has the right to object to the voluntary admission. ~~If~~
26 Notwithstanding section 222.33, if the preadmission diagnostic
27 evaluation determines that the voluntary admission is
28 appropriate but the minor objects to the admission, the minor
29 shall not be admitted to the state resource center unless the
30 court approves of the admission. A petition for approval of
31 the minor's admission may be submitted to the juvenile court by
32 the minor's parent, guardian, or custodian.
33 4. As soon as practicable after the filing of a petition for
34 approval of the voluntary admission, the court shall determine
35 whether the minor has an attorney to represent the minor in the

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1 proceeding. If the minor does not have an attorney, the court
2 shall assign an attorney to the minor ~~an attorney~~. If the
3 minor is unable to pay for an attorney, the attorney shall be
4 compensated by ~~the mental health and disability services region~~
5 an administrative services organization at an hourly rate to be
6 established ~~by the regional administrator~~ in substantially the
7 same manner as provided in section 815.7.
8 Sec. 41. Section 222.14, Code 2024, is amended to read as
9 follows:
10 **222.14 Care ~~by region~~ pending admission.**
11 If the institution is unable to receive a patient, the
12 superintendent shall notify ~~the regional administrator~~
13 ~~for the county of residence of the prospective patient~~ an
14 administrative services organization. Until such time as the
15 patient is able to be received by the institution, or when
16 application has been made for admission to a public or private
17 facility as provided in section 222.13 and the application
18 is pending, the care of the patient shall be provided as
19 arranged by the ~~regional administrator~~ administrative services
20 organization.
21 Sec. 42. NEW SECTION. **222.33 State resource center —**
22 **admissions and discharge.**
23 1. The department shall make all final determinations
24 concerning whether a person may be admitted to a state resource
25 center.
26 2. If a patient is admitted to a state resource center
27 pursuant to section 222.13 or 222.13A, and the patient
28 wishes to be placed outside of the state resource center, the
29 discharge of the patient shall be made in accordance with
30 section 222.15.
31 Sec. 43. NEW SECTION. **222.35 State — payor of last resort.**
32 The department shall implement services and adopt rules
33 pursuant to chapter 17A in a manner that ensures that the state
34 is the payor of last resort, and that the department shall not
35 make any payments for services that have been provided until

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the department has determined that the services provided are not payable by a third-party source.

Sec. 44. Section 222.73, subsections 2 and 4, Code 2024, are amended by striking the subsections.

Sec. 45. Section 222.77, Code 2024, is amended to read as follows:

222.77 Patients on leave.

The cost of support of patients placed on convalescent leave or removed as a habilitation measure from a resource center, ~~or a special unit,~~ except when living in the home of a person legally bound for the support of the patient, shall be paid by ~~the county of residence or~~ the state ~~as provided in section 222.60~~.

Sec. 46. Section 222.78, subsection 1, Code 2024, is amended to read as follows:

1. The father and mother of any patient admitted to a resource center ~~or to a special unit~~, as either an inpatient or an outpatient, and any person, firm, or corporation bound by contract made for support of the patient, are liable for the support of the patient. The patient and those legally bound for the support of the patient shall be liable to the ~~county or~~ state~~, as applicable,~~ for all sums advanced ~~in accordance with the provisions of sections 222.60 and 222.77~~ relating to reasonable attorney fees and court costs for the patient's admission to the resource center, and for the treatment, training, instruction, care, habilitation, support, transportation, or other expenditures made on behalf of the patient pursuant to this chapter.

Sec. 47. Section 222.79, Code 2024, is amended to read as follows:

222.79 Certification statement presumed correct.

In actions to enforce the liability imposed by section 222.78, the superintendent ~~or the county of residence, as applicable,~~ shall submit a certification statement stating the sums charged, and the certification statement shall be

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1 considered presumptively correct.
2 Sec. 48. Section 222.80, Code 2024, is amended to read as
3 follows:
4 **222.80 Liability to ~~county or~~ state.**
5 A person admitted to a county institution ~~or home~~ or admitted
6 at ~~county or~~ state expense to a private hospital, sanitarium,
7 or other facility for treatment, training, instruction, care,
8 habilitation, and support as a patient with an intellectual
9 disability shall be liable to the ~~county or~~ state~~, as~~
10 ~~applicable,~~ for the reasonable cost of the support as provided
11 in section 222.78.
12 Sec. 49. Section 222.82, Code 2024, is amended to read as
13 follows:
14 **222.82 Collection of liabilities and claims.**
15 If liabilities and claims exist as provided in section
16 222.78 or any other provision of this chapter, ~~the county of~~
17 ~~residence or~~ the state~~, as applicable,~~ may proceed as provided
18 in this section. ~~If the liabilities and claims are owed to~~
19 ~~a county of residence, the county's board of supervisors may~~
20 ~~direct the county attorney to proceed with the collection of~~
21 ~~the liabilities and claims as a part of the duties of the~~
22 ~~county attorney's office when the board of supervisors deems~~
23 ~~such action advisable. If the liabilities and claims are owed~~
24 ~~to the state, the state shall proceed with the collection.~~
25 The ~~board of supervisors or the~~ state~~, as applicable,~~ may
26 compromise any and all liabilities to the ~~county or~~ state
27 arising under this chapter when such compromise is deemed to be
28 in the best interests of the ~~county or~~ state. Any collections
29 and liens shall be limited in conformance to section 614.1,
30 subsection 4.
31 Sec. 50. Section 222.85, subsection 2, Code 2024, is amended
32 to read as follows:
33 2. Moneys paid to a resource center from any source other
34 than state appropriated funds and intended to pay all or a
35 portion of the cost of care of a patient, which cost would

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1 otherwise be paid from state ~~or county~~ funds or from the
2 patient's own funds, shall not be deemed "funds belonging to a
3 patient" for the purposes of this section.
4 Sec. 51. Section 222.86, Code 2024, is amended to read as
5 follows:
6 **222.86 Payment for care from fund.**
7 If a patient is not receiving medical assistance under
8 chapter 249A and the amount in the account of any patient
9 in the patients' personal deposit fund exceeds two hundred
10 dollars, the department may apply any amount of the excess to
11 reimburse the ~~county of residence or the~~ state for liability
12 incurred by ~~the county or~~ the state for the payment of care,
13 support, and maintenance of the patient~~,~~ when billed by the
14 ~~county or~~ state~~, as applicable~~.
15 Sec. 52. Section 222.92, subsection 1, Code 2024, is amended
16 to read as follows:
17 1. The department shall operate the state resource centers
18 on the basis of net appropriations from the general fund of
19 the state. The appropriation amounts shall be the net amounts
20 of state moneys projected to be needed for the state resource
21 centers for the fiscal year of the appropriations. The purpose
22 of utilizing net appropriations is to encourage the state
23 resource centers to operate with increased self-sufficiency, to
24 improve quality and efficiency, and to support collaborative
25 efforts between the state resource centers and ~~counties and~~
26 ~~other~~ providers of funding for the services available from
27 the state resource centers. The state resource centers shall
28 not be operated under the net appropriations in a manner that
29 results in a cost increase to the state or in cost shifting
30 between the state, the medical assistance program, ~~counties,~~ or
31 other sources of funding for the state resource centers.
32 Sec. 53. Section 222.92, subsection 3, paragraph a, Code
33 2024, is amended by striking the paragraph.
34 Sec. 54. Section 225.1, subsection 2, Code 2024, is amended
35 to read as follows:

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1 2. For the purposes of this chapter, unless the context
2 otherwise requires:
3 *a.* ~~*"Mental health and disability services region"* means~~
4 ~~a mental health and disability services region approved in~~
5 ~~accordance with section 225C.56.~~ *"Administrative services*
6 *organization"* means the same as defined in section 225A.1.
7 *b.* ~~*"Regional administrator"* means the administrator of a~~
8 ~~mental health and disability services region, as defined in~~
9 ~~section 225C.55.~~ *"Department"* means the department of health
10 and human services.
11 *c.* *"Respondent"* means the same as defined in section 229.1.
12 Sec. 55. NEW SECTION. **225.4 State psychiatric hospital —**
13 **admissions.**
14 The department shall make all final determinations
15 concerning whether a person may be admitted to the state
16 psychiatric hospital.
17 Sec. 56. Section 225.11, Code 2024, is amended to read as
18 follows:
19 **225.11 Initiating commitment procedures.**
20 When a court finds upon completion of a hearing held pursuant
21 to section 229.12 that the contention that a respondent is
22 seriously mentally impaired has been sustained by clear and
23 convincing evidence, and the application filed under section
24 229.6 also contends or the court otherwise concludes that it
25 would be appropriate to refer the respondent to the state
26 psychiatric hospital for a complete psychiatric evaluation and
27 appropriate treatment pursuant to section 229.13, the judge
28 may order that a financial investigation be made in the manner
29 prescribed by section 225.13. If the costs of a respondent's
30 evaluation or treatment are payable in whole or in part by ~~a~~
31 ~~county~~ an administrative services organization, an order under
32 this section shall be for referral of the respondent ~~through~~
33 ~~the regional administrator for the respondent's county of~~
34 ~~residence~~ by an administrative services organization for an
35 evaluation and referral of the respondent to an appropriate

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1 placement or service, which may include the state psychiatric
2 hospital for additional evaluation or treatment.
3 Sec. 57. Section 225.12, Code 2024, is amended to read as
4 follows:
5 **225.12 Voluntary public patient — physician's or physician**
6 **assistant's report.**
7 A physician or a physician assistant who meets the
8 qualifications set forth in the definition of a mental health
9 professional in section 228.1 ~~filing information under~~
10 ~~section 225.10 shall include a written report to the regional~~
11 ~~administrator for the county of residence of the person named~~
12 ~~in the information, giving~~ shall submit a detailed history of
13 the case to an administrative services organization as will be
14 likely to aid in the observation, treatment, and hospital care
15 of the person ~~and describing the history in detail~~.
16 Sec. 58. Section 225.13, Code 2024, is amended to read as
17 follows:
18 **225.13 Financial condition.**
19 ~~The regional administrator for the county of residence of~~
20 ~~a person being admitted to the state psychiatric hospital is~~
21 Administrative services organizations shall be responsible for
22 investigating the financial condition of ~~the~~ a person and of
23 those legally responsible for the person's support.
24 Sec. 59. Section 225.15, Code 2024, is amended to read as
25 follows:
26 **225.15 Examination and treatment.**
27 ~~1.~~ When a respondent arrives at the state psychiatric
28 hospital, the admitting physician, or a physician assistant
29 who meets the qualifications set forth in the definition of a
30 mental health professional in section 228.1, shall examine the
31 respondent and determine whether or not, in the physician's
32 or physician assistant's judgment, the respondent is a fit
33 subject for observation, treatment, and hospital care. If,
34 upon examination, the physician or physician assistant who
35 meets the qualifications set forth in the definition of a

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1 mental health professional in section 228.1 decides that the
2 respondent should be admitted to the hospital, the respondent
3 shall be provided a proper bed in the hospital. The physician
4 or physician assistant who meets the qualifications set forth
5 in the definition of a mental health professional in section
6 228.1 who has charge of the respondent shall proceed with
7 observation, medical treatment, and hospital care as in the
8 physician's or physician assistant's judgment are proper and
9 necessary, in compliance with sections 229.13, 229.14, this
10 section, and section 229.16. After the respondent's admission,
11 the observation, medical treatment, and hospital care of the
12 respondent may be provided by a mental health professional,
13 as defined in section 228.1, who is licensed as a physician,
14 advanced registered nurse practitioner, or physician assistant.
15 ~~2. A proper and competent nurse shall also be assigned to~~
16 ~~look after and care for the respondent during observation,~~
17 ~~treatment, and care. Observation, treatment, and hospital~~
18 ~~care under this section which are payable in whole or in part~~
19 ~~by a county shall only be provided as determined through~~
20 ~~the regional administrator for the respondent's county of~~
21 ~~residence.~~
22 Sec. 60. Section 225.16, subsection 1, Code 2024, is amended
23 to read as follows:
24 1. If the ~~regional administrator for a person's county of~~
25 ~~residence~~ department finds from the physician's information
26 or from the information of a physician assistant who
27 meets the qualifications set forth in the definition of
28 a mental health professional in section 228.1 which was
29 filed under the provisions of section ~~225.10~~ 225.12 that it
30 would be appropriate for the person to be admitted to the
31 state psychiatric hospital, and ~~the report of the regional~~
32 ~~administrator made pursuant to section 225.13 shows~~ the
33 department finds that the person and those who are legally
34 responsible for the person are not able to pay the expenses
35 incurred at the hospital, or are able to pay only a part of

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the expenses, the person shall be considered to be a voluntary public patient and ~~the regional administrator shall direct that the person~~ shall be sent to the state psychiatric hospital ~~at the state university of Iowa~~ for observation, treatment, and hospital care.

Sec. 61. Section 225.17, subsection 2, Code 2024, is amended to read as follows:

2. When the respondent arrives at the hospital, the respondent shall receive the same treatment as is provided for committed public patients in section 225.15, in compliance with sections 229.13 through 229.16. ~~However, observation, treatment, and hospital care under this section of a respondent whose expenses are payable in whole or in part by a county shall only be provided as determined through the regional administrator for the respondent's county of residence.~~

Sec. 62. Section 225.18, Code 2024, is amended to read as follows:

225.18 Attendants.

~~The regional administrator~~ An administrative services organization may appoint an attendant to accompany the committed public patient or the voluntary public patient or the committed private patient from the place where the patient may be to the state psychiatric hospital, or to accompany the patient from the hospital to a place as may be designated by the ~~regional administrator~~ administrative services organization. If a patient is moved pursuant to this section, at least one attendant shall be of the same gender as the patient.

Sec. 63. Section 225.22, Code 2024, is amended to read as follows:

225.22 Liability of private patients — payment.

Every committed private patient, if the patient has an estate sufficient for that purpose, or if those legally responsible for the patient's support are financially able, shall be liable to the ~~county and~~ state for all expenses paid

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by ~~them in~~ the state on behalf of such patient. All bills for the care, nursing, observation, treatment, medicine, and maintenance of such patients shall be paid by the director of the department of administrative services in the same manner as those of committed and voluntary public patients as provided in this chapter, unless the patient or those legally responsible for the patient make such settlement with the state psychiatric hospital.

Sec. 64. Section 225.24, Code 2024, is amended to read as follows:

225.24 Collection of preliminary expense.

Unless a committed private patient or those legally responsible for the patient's support offer to settle the amount of the claims, the ~~regional administrator for the person's county of residence~~ department shall collect, by action if necessary, the amount of all claims for per diem and expenses that have been approved by ~~the regional administrator for the county~~ an administrative services organization and paid by the ~~regional administrator as provided under section 225.21~~ administrative services organization. Any amount collected shall be credited to the ~~mental health and disability services region combined account created~~ behavioral health fund established in ~~accordance with~~ section ~~225C.58~~ 225A.7.

Sec. 65. Section 225.27, Code 2024, is amended to read as follows:

225.27 Discharge — transfer.

The state psychiatric hospital may, at any time, discharge any patient as recovered, as improved, or as not likely to be benefited by further treatment. If the patient being so discharged was involuntarily hospitalized, the hospital shall notify the committing judge or court of the discharge as required by section 229.14 or section 229.16, ~~whichever is~~ as applicable~~, and the applicable regional administrator~~. Upon receiving the notification, the court shall issue an order confirming the patient's discharge from the hospital or from

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1 care and custody, as the case may be, and shall terminate the
2 proceedings pursuant to which the order was issued. The court
3 or judge shall, if necessary, appoint a person to accompany the
4 discharged patient from the state psychiatric hospital to such
5 place as the hospital or the court may designate, or authorize
6 the hospital to appoint such attendant.
7 Sec. 66. Section 226.1, subsection 4, Code 2024, is amended
8 by adding the following new paragraph:
9 NEW PARAGRAPH. *0a. "Administrative services organization"*
10 means the same as defined in section 225A.1.
11 Sec. 67. Section 226.1, subsection 4, paragraphs d and f,
12 Code 2024, are amended by striking the paragraphs.
13 Sec. 68. Section 226.8, subsection 2, Code 2024, is amended
14 to read as follows:
15 2. Charges for the care of any person with a diagnosis of
16 an intellectual disability admitted to a state mental health
17 institute shall be made by the institute in the manner provided
18 by chapter 230, but the liability of any other person to ~~any~~
19 ~~mental health and disability services region~~ the state for the
20 cost of care of such person with a diagnosis of an intellectual
21 disability shall be as prescribed by section 222.78.
22 Sec. 69. Section 226.32, Code 2024, is amended to read as
23 follows:
24 **226.32 Overcrowded conditions.**
25 The director shall order the discharge or removal from the
26 mental health institute of incurable and harmless patients
27 whenever it is necessary to make room for recent cases. ~~If~~
28 ~~a patient who is to be discharged entered the mental health~~
29 ~~institute voluntarily, the director shall notify the regional~~
30 ~~administrator for the county interested at least ten days in~~
31 ~~advance of the day of actual discharge.~~
32 Sec. 70. Section 226.34, subsection 2, paragraph d, Code
33 2024, is amended by striking the paragraph.
34 Sec. 71. Section 228.6, subsection 1, Code 2024, is amended
35 to read as follows:

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1 1. A mental health professional or an employee of or
2 agent for a mental health facility may disclose mental health
3 information if and to the extent necessary, to meet the
4 requirements of section 229.24, 229.25, ~~230.20, 230.21, 230.25,~~
5 ~~230.26,~~ 230A.108, 232.74, or 232.147, or to meet the compulsory
6 reporting or disclosure requirements of other state or federal
7 law relating to the protection of human health and safety.
8 Sec. 72. Section 229.1, Code 2024, is amended by adding the
9 following new subsection:
10 NEW SUBSECTION. 01. *"Administrative services organization"*
11 means the same as defined in section 225A.1.
12 Sec. 73. Section 229.1, subsections 11, 18, and 19, Code
13 2024, are amended by striking the subsections.
14 Sec. 74. Section 229.1B, Code 2024, is amended to read as
15 follows:
16 **229.1B ~~Regional administrator~~ Administrative services**
17 **organization.**
18 Notwithstanding any provision of this chapter to the
19 contrary, any person whose hospitalization expenses are
20 payable in whole or in part by ~~a mental health and disability~~
21 ~~services region~~ an administrative services organization
22 shall be subject to all administrative requirements of the
23 ~~regional administrator for the county~~ administrative services
24 organization.
25 Sec. 75. Section 229.2, subsection 1, paragraph b,
26 subparagraph (3), Code 2024, is amended to read as follows:
27 (3) As soon as is practicable after the filing of a
28 petition for juvenile court approval of the admission of the
29 minor, the juvenile court shall determine whether the minor
30 has an attorney to represent the minor in the hospitalization
31 proceeding, and if not, the court shall assign to the minor
32 an attorney. If the minor is financially unable to pay for
33 an attorney, the attorney shall be compensated by ~~the mental~~
34 ~~health and disability services region~~ an administrative
35 services organization at an hourly rate to be established

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by the ~~regional administrator for the county in which the proceeding is held~~ administrative services organization in substantially the same manner as provided in section 815.7.

Sec. 76. Section 229.2, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. The chief medical officer of a public hospital shall receive and may admit the person whose admission is sought, subject in cases other than medical emergencies to availability of suitable accommodations and to the provisions of ~~sections~~ section 229.41 ~~and 229.42~~.

Sec. 77. Section 229.8, subsection 1, Code 2024, is amended to read as follows:

1. Determine whether the respondent has an attorney who is able and willing to represent the respondent in the hospitalization proceeding, and if not, whether the respondent is financially able to employ an attorney and capable of meaningfully assisting in selecting one. In accordance with those determinations, the court shall if necessary allow the respondent to select, or shall assign to the respondent, an attorney. If the respondent is financially unable to pay an attorney, the attorney shall be compensated by ~~the mental health and disability services region~~ an administrative services organization at an hourly rate to be established by the ~~regional administrator for the county in which the proceeding is held~~ administrative services organization in substantially the same manner as provided in section 815.7.

Sec. 78. Section 229.10, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. An examination of the respondent shall be conducted by one or more licensed physicians or mental health professionals, as required by the court's order, within a reasonable time. If the respondent is detained pursuant to section 229.11, subsection 1, paragraph "*b*", the examination shall be conducted within twenty-four hours. If the respondent is detained pursuant to section 229.11, subsection 1, paragraph "*a*" or

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1 "c", the examination shall be conducted within forty-eight
2 hours. If the respondent so desires, the respondent shall be
3 entitled to a separate examination by a licensed physician or
4 mental health professional of the respondent's own choice. The
5 reasonable cost of the examinations shall, if the respondent
6 lacks sufficient funds to pay the cost, be paid by ~~the regional~~
7 ~~administrator from mental health and disability services region~~
8 ~~funds~~ an administrative services organization upon order of the
9 court.
10 Sec. 79. Section 229.11, subsection 1, unnumbered paragraph
11 1, Code 2024, is amended to read as follows:
12 If the applicant requests that the respondent be taken into
13 immediate custody and the judge, upon reviewing the application
14 and accompanying documentation, finds probable cause to believe
15 that the respondent has a serious mental impairment and is
16 likely to injure the respondent or other persons if allowed
17 to remain at liberty, the judge may enter a written order
18 directing that the respondent be taken into immediate custody
19 by the sheriff or the sheriff's deputy and be detained until
20 the hospitalization hearing. The hospitalization hearing shall
21 be held no more than five days after the date of the order,
22 except that if the fifth day after the date of the order is
23 a Saturday, Sunday, or a holiday, the hearing may be held
24 on the next succeeding business day. If the expenses of a
25 respondent are payable in whole or in part by ~~a mental health~~
26 ~~and disability services region~~ an administrative services
27 organization, for a placement in accordance with paragraph "a",
28 the judge shall give notice of the placement to ~~the regional~~
29 ~~administrator for the county in which the court is located~~ an
30 administrative services organization, and for a placement in
31 accordance with paragraph "b" or "c", the judge shall order
32 the placement in a hospital or facility designated ~~through~~
33 ~~the regional administrator~~ by an administrative services
34 organization. The judge may order the respondent detained for
35 the period of time until the hearing is held, and no longer,

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in accordance with paragraph "*a*", if possible, and if not then in accordance with paragraph "*b*", or, only if neither of these alternatives is available, in accordance with paragraph "*c*". Detention may be in any of the following:

Sec. 80. Section 229.13, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The court shall order a respondent whose expenses are payable in whole or in part by ~~a mental health and disability services region~~ an administrative services organization placed under the care of an appropriate hospital or facility designated ~~through the regional administrator for the county~~ by an administrative services organization on an inpatient or outpatient basis.

Sec. 81. Section 229.13, subsection 7, paragraph b, Code 2024, is amended to read as follows:

b. ~~A region~~ An administrative services organization shall contract with mental health professionals to provide the appropriate treatment including treatment by the use of oral medicine or injectable antipsychotic medicine pursuant to this section.

Sec. 82. Section 229.14, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. For a respondent whose expenses are payable in whole or in part by ~~a mental health and disability services region~~ an administrative services organization, placement as designated ~~through the regional administrator for the county~~ by an administrative services organization in the care of an appropriate hospital or facility on an inpatient or outpatient basis, or other appropriate treatment, or in an appropriate alternative placement.

Sec. 83. Section 229.14A, subsections 7 and 9, Code 2024, are amended to read as follows:

7. If a respondent's expenses are payable in whole or in part by ~~a mental health and disability services region through the regional administrator for the county~~ an administrative

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1 services organization, notice of a placement hearing shall be
2 provided to the county attorney and ~~the regional administrator~~
3 an administrative services organization. At the hearing, the
4 county may present evidence regarding appropriate placement.
5 9. A placement made pursuant to an order entered under
6 section 229.13 or 229.14 or this section shall be considered to
7 be authorized ~~through the regional administrator for the county~~
8 by an administrative services organization.
9 Sec. 84. Section 229.15, subsection 4, Code 2024, is amended
10 to read as follows:
11 4. When a patient has been placed in an alternative facility
12 other than a hospital pursuant to a report issued under section
13 229.14, subsection 1, paragraph *"d"*, a report on the patient's
14 condition and prognosis shall be made to the court which placed
15 the patient, at least once every six months, unless the court
16 authorizes annual reports. ~~If an evaluation of the patient is~~
17 ~~performed pursuant to section 227.2, subsection 4, a copy of~~
18 ~~the evaluation report shall be submitted to the court within~~
19 ~~fifteen days of the evaluation's completion. The court may in~~
20 ~~its discretion waive the requirement of an additional report~~
21 ~~between the annual evaluations. If the department exercises~~
22 ~~the authority to remove residents or patients from a county~~
23 ~~care facility or other county or private facility under section~~
24 ~~227.6, the department shall promptly notify each court which~~
25 ~~placed in that facility any resident or patient removed.~~
26 Sec. 85. Section 229.19, subsection 1, paragraphs a and b,
27 Code 2024, are amended to read as follows:
28 *a.* In each county the board of supervisors shall appoint
29 an individual who has demonstrated by prior activities an
30 informed concern for the welfare and rehabilitation of persons
31 with mental illness, and who is not an officer or employee of
32 the department~~, an officer or employee of a region, an officer~~
33 ~~or employee of a county performing duties for a region,~~ or
34 an officer or employee of any agency or facility providing
35 care or treatment to persons with mental illness, to act as an

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1 advocate representing the interests of patients involuntarily
2 hospitalized by the court, in any matter relating to the
3 patients' hospitalization or treatment under section 229.14 or
4 229.15.
5 *b.* The committing court shall assign the advocate for the
6 county where the patient is located. A county ~~or region~~ may
7 seek reimbursement from ~~the patient's county of residence or~~
8 ~~from the region in which the patient's county of residence is~~
9 ~~located~~ an administrative services organization.
10 Sec. 86. Section 229.19, subsection 4, unnumbered paragraph
11 1, Code 2024, is amended to read as follows:
12 The ~~state mental health and disability services commission~~
13 ~~created in section 225C.5~~ department, in consultation with
14 advocates and county and judicial branch representatives, shall
15 adopt rules pursuant to chapter 17A relating to advocates that
16 include but are not limited to all of the following topics:
17 Sec. 87. Section 229.22, subsection 2, paragraph b, Code
18 2024, is amended to read as follows:
19 *b.* If the magistrate orders that the person be detained,
20 the magistrate shall, by the close of business on the next
21 working day, file a written order with the clerk in the county
22 where it is anticipated that an application may be filed
23 under section 229.6. The order may be filed by facsimile if
24 necessary. A peace officer from the law enforcement agency
25 that took the person into custody, if no request was made
26 under paragraph *"a"*, may inform the magistrate that an arrest
27 warrant has been issued for or charges are pending against the
28 person and request that any written order issued under this
29 paragraph require the facility or hospital to notify the law
30 enforcement agency about the discharge of the person prior to
31 discharge. The order shall state the circumstances under which
32 the person was taken into custody or otherwise brought to a
33 facility or hospital, and the grounds supporting the finding
34 of probable cause to believe that the person is seriously
35 mentally impaired and likely to injure the person's self or

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1 others if not immediately detained. The order shall also
2 include any law enforcement agency notification requirements if
3 applicable. The order shall confirm the oral order authorizing
4 the person's detention including any order given to transport
5 the person to an appropriate facility or hospital. A peace
6 officer from the law enforcement agency that took the person
7 into custody may also request an order, separate from the
8 written order, requiring the facility or hospital to notify the
9 law enforcement agency about the discharge of the person prior
10 to discharge. The clerk shall provide a copy of the written
11 order or any separate order to the chief medical officer of
12 the facility or hospital to which the person was originally
13 taken, to any subsequent facility to which the person was
14 transported, and to any law enforcement department, ambulance
15 service, or transportation service under contract with ~~a~~
16 ~~mental health and disability services region~~ an administrative
17 services organization that transported the person pursuant
18 to the magistrate's order. A transportation service that
19 contracts with ~~a mental health and disability services region~~
20 an administrative services organization for purposes of this
21 paragraph shall provide a secure transportation vehicle and
22 shall employ staff that has received or is receiving mental
23 health training.
24 Sec. 88. Section 229.24, subsection 3, unnumbered paragraph
25 1, Code 2024, is amended to read as follows:
26 If all or part of the costs associated with hospitalization
27 of an individual under this chapter are chargeable to ~~a county~~
28 ~~of residence~~ an administrative services organization, the
29 clerk of the district court shall provide to ~~the regional~~
30 ~~administrator for the county of residence and to the regional~~
31 ~~administrator for the county in which the hospitalization~~
32 ~~order is entered~~ an administrative services organization the
33 following information pertaining to the individual which would
34 be confidential under subsection 1:
35 Sec. 89. Section 229.38, Code 2024, is amended to read as

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1 follows:
2 **229.38 Cruelty or official misconduct.**
3 If any person having the care of a person with mental illness
4 who has voluntarily entered a hospital or other facility for
5 treatment or care, or who is responsible for psychiatric
6 examination care, treatment, and maintenance of any person
7 involuntarily hospitalized under sections 229.6 through 229.15,
8 whether in a hospital or elsewhere, with or without proper
9 authority, shall treat such patient with unnecessary severity,
10 harshness, or cruelty, or in any way abuse the patient or if
11 any person unlawfully detains or deprives of liberty any person
12 with mental illness or any person who is alleged to have mental
13 illness, or if any officer required by the provisions of this
14 chapter and ~~chapters~~ chapter 226 ~~and 227~~, to perform any act
15 shall willfully refuse or neglect to perform the same, the
16 offending person shall, unless otherwise provided, be guilty of
17 a serious misdemeanor.
18 Sec. 90. Section 230.1, Code 2024, is amended by adding the
19 following new subsection:
20 NEW SUBSECTION. 01. *"Administrative service organization"*
21 means the same as defined in section 225A.1.
22 Sec. 91. Section 230.1, subsections 4 and 5, Code 2024, are
23 amended by striking the subsections.
24 Sec. 92. Section 230.10, Code 2024, is amended to read as
25 follows:
26 **230.10 Payment of costs.**
27 All legal costs and expenses for the taking into custody,
28 care, investigation, and admission or commitment of a person to
29 a state mental health institute ~~under a finding that the person~~
30 ~~has residency in another county of this state~~ shall be charged
31 ~~against the regional administrator of the person's county of~~
32 ~~residence~~ to an administrative services organization.
33 Sec. 93. Section 230.11, Code 2024, is amended to read as
34 follows:
35 **230.11 Recovery of costs from state.**

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1 Costs and expenses for the taking into custody, care, and
2 investigation of a person who has been admitted or committed
3 to a state mental health institute, United States department
4 of veterans affairs hospital, or other agency of the United
5 States government, for persons with mental illness and
6 who has no residence in this state or whose residence is
7 unknown, including cost of commitment, if any, shall be paid
8 as approved by the department. The amount of the costs and
9 expenses approved by the department is appropriated to the
10 department from any moneys in the state treasury not otherwise
11 appropriated. ~~Payment shall be made by the department on~~
12 ~~itemized vouchers executed by the regional administrator of~~
13 ~~the person's county which has paid them, and approved by the~~
14 ~~department.~~
15 Sec. 94. Section 230.15, subsections 1 and 2, Code 2024, are
16 amended to read as follows:
17 1. A person with mental illness and a person legally liable
18 for the person's support remain liable for the support of
19 the person with mental illness as provided in this section.
20 Persons legally liable for the support of a person with mental
21 illness include the spouse of the person, and any person
22 bound by contract for support of the person. ~~The regional~~
23 ~~administrator of the person's county of residence, subject to~~
24 ~~the direction of the region's governing board, shall enforce~~
25 ~~the obligation created in this section as to all sums advanced~~
26 ~~by the regional administrator.~~ The liability ~~to the regional~~
27 ~~administrator~~ incurred by a person with mental illness or a
28 person legally liable for the person's support under this
29 section is limited to an amount equal to one hundred percent
30 of the cost of care and treatment of the person with mental
31 illness at a state mental health institute for one hundred
32 twenty days of hospitalization. This limit of liability may
33 be reached by payment of the cost of care and treatment of the
34 person with mental illness subsequent to a single admission
35 or multiple admissions to a state mental health institute ~~or,~~

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1 ~~if the person is not discharged as cured, subsequent to a~~
2 ~~single transfer or multiple transfers to a county care facility~~
3 ~~pursuant to section 227.11~~. After reaching this limit of
4 liability, a person with mental illness or a person legally
5 liable for the person's support is liable to the ~~regional~~
6 ~~administrator~~ state for the care and treatment of the person
7 with mental illness at a state mental health institute ~~or,~~
8 ~~if transferred but not discharged as cured, at a county care~~
9 ~~facility~~ in an amount not ~~in excess of~~ to exceed the average
10 minimum cost of the maintenance of an individual who is
11 physically and mentally healthy residing in the individual's
12 own home~~, which standard shall be~~ as established ~~and may be~~
13 ~~revised~~ by the department by rule. ~~A lien imposed by section~~
14 ~~230.25 shall not exceed the amount of the liability which may~~
15 ~~be incurred under this section on account of a person with~~
16 ~~mental illness.~~
17 2. A person with a substance use disorder is legally
18 liable for the total amount of the cost of providing care,
19 maintenance, and treatment for the person with a substance
20 use disorder while a voluntary or committed patient. When
21 a portion of the cost is paid by ~~a county~~ an administrative
22 services organization, the person with a substance use disorder
23 is legally liable to the ~~county~~ administrative services
24 organization for the amount paid. The person with a substance
25 use disorder shall assign any claim for reimbursement under any
26 contract of indemnity, by insurance or otherwise, providing
27 for the person's care, maintenance, and treatment in a state
28 mental health institute to the state. ~~Any payments received~~
29 ~~by the state from or on behalf of a person with a substance use~~
30 ~~disorder shall be in part credited to the county in proportion~~
31 ~~to the share of the costs paid by the county.~~
32 Sec. 95. NEW SECTION. **230.23 State — payor of last resort.**
33 The department shall implement services and adopt rules
34 pursuant to chapter 17A in a manner that ensures that the state
35 is the payor of last resort, and that the department does not

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1 make any payments for services that have been provided until
2 the department has determined that the services provided are
3 not payable by a third-party source.
4 Sec. 96. Section 230.30, Code 2024, is amended to read as
5 follows:
6 **230.30 Claim against estate.**
7 On the death of a person receiving or who has received
8 assistance under the provisions of this chapter, and whom the
9 ~~board~~ department has previously found~~, under section 230.25,~~
10 is able to pay, there shall be allowed against the estate of
11 such decedent a claim of the sixth class for that portion of
12 the total amount paid for that person's care which exceeds
13 the total amount of all claims of the first through the fifth
14 classes, inclusive, as defined in section 633.425, which are
15 allowed against that estate.
16 Sec. 97. Section 232.78, subsection 5, unnumbered paragraph
17 1, Code 2024, is amended to read as follows:
18 The juvenile court, before or after the filing of a petition
19 under this chapter, may enter an ex parte order authorizing
20 a physician or physician assistant or hospital to conduct an
21 outpatient physical examination or authorizing a physician or
22 physician assistant, a psychologist certified under section
23 154B.7, or a community mental health center accredited pursuant
24 to ~~chapter 230A~~ section 225A.3 to conduct an outpatient mental
25 examination of a child if necessary to identify the nature,
26 extent, and cause of injuries to the child as required by
27 section 232.71B, provided all of the following apply:
28 Sec. 98. Section 232.83, subsection 2, unnumbered paragraph
29 1, Code 2024, is amended to read as follows:
30 Anyone authorized to conduct a preliminary investigation in
31 response to a complaint may apply for, or the court on its own
32 motion may enter, an ex parte order authorizing a physician
33 or physician assistant or hospital to conduct an outpatient
34 physical examination or authorizing a physician or physician
35 assistant, a psychologist certified under section 154B.7, or a

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1 community mental health center accredited pursuant to ~~chapter~~
2 ~~230A~~ section 225A.3 to conduct an outpatient mental examination
3 of a child if necessary to identify the nature, extent, and
4 causes of any injuries, emotional damage, or other such needs
5 of a child as specified in section 232.96A, subsection 3, 5, or
6 6, provided that all of the following apply:
7 Sec. 99. Section 235.7, subsection 2, Code 2024, is amended
8 to read as follows:
9 2. *Membership.* The department may authorize the governance
10 boards of decategorization of child welfare and juvenile
11 justice funding projects established under section 232.188 to
12 appoint the transition committee membership and may utilize
13 the boundaries of decategorization projects to establish
14 the service areas for transition committees. The committee
15 membership may include but is not limited to department staff
16 involved with foster care, child welfare, and adult services,
17 juvenile court services staff, staff involved with county
18 general assistance or emergency relief under chapter 251 or
19 252, ~~or a regional administrator of the county mental health~~
20 ~~and disability services region, as defined in section 225C.55,~~
21 ~~in the area,~~ school district and area education agency staff
22 involved with special education, and a child's court appointed
23 special advocate, guardian ad litem, service providers, and
24 other persons knowledgeable about the child.
25 Sec. 100. Section 235A.15, subsection 2, paragraph c,
26 subparagraphs (5) and (8), Code 2024, are amended by striking
27 the subparagraphs.
28 Sec. 101. Section 249A.4, subsection 15, Code 2024, is
29 amended by striking the subsection.
30 Sec. 102. Section 249A.12, subsection 4, Code 2024, is
31 amended by striking the subsection.
32 Sec. 103. NEW SECTION. **249A.38A Supported community living**
33 **services.**
34 1. As used in this section, *"supported community living*
35 *service"* means a service provided in a noninstitutional setting

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to persons sixteen years of age and older with mental illness, an intellectual disability, brain injury, or developmental disabilities to meet the persons' daily living needs.

2. The department shall adopt rules pursuant to chapter 17A establishing minimum standards for supported community living services.

3. The department shall determine whether to grant, deny, or revoke approval for any supported community living service.

4. Approved supported community living services may receive funding from the state, federal and state social services block grant funds, and other appropriate funding sources, consistent with state legislation and federal regulations. The funding may be provided on a per diem, per hour, or grant basis, as appropriate.

Sec. 104. Section 249N.8, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

249N.8 Behavioral health services reports.

The department shall annually submit a report to the governor and the general assembly with details related to the department's review of the funds administered by, and the outcomes and effectiveness of, the behavioral health services provided by, the behavioral health service system established in section 225A.3.

Sec. 105. Section 252.24, subsections 1 and 3, Code 2024, are amended to read as follows:

1. The county of residence, as defined in section ~~225C.61~~ 331.190, shall be liable to the county granting assistance for all reasonable charges and expenses incurred in the assistance and care of a poor person.

3. This section shall apply to assistance or maintenance provided ~~by a county~~ through the ~~county's mental health and disability services~~ behavioral health service system ~~implemented under chapter 225C~~ established in section 225A.3.

Sec. 106. Section 256.25, subsections 2 and 3, Code 2024, are amended to read as follows:

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2. A school district, which may collaborate and partner with one or more school districts, area education agencies, accredited nonpublic schools, nonprofit agencies, and institutions that provide children's mental health services, ~~located in mental health and disability services regions providing children's behavioral health services in accordance with chapter 225C, subchapter VII~~ operating within the state's behavioral health service system under chapter 225A, may apply for a grant under this program to establish a therapeutic classroom in the school district in accordance with this section.

3. The department shall develop a grant application and selection and evaluation criteria. Selection criteria shall include a method for prioritizing grant applications submitted by school districts. First priority shall be given to applications submitted by school districts that submitted an application pursuant to this section for the ~~previous~~ immediately preceding fiscal year. Second priority shall be given to applications submitted by school districts that, pursuant to subsection 2, are collaborating and partnering with one or more school districts, area education agencies, accredited nonpublic schools, nonprofit agencies, or institutions that provide mental health services for children. Third priority shall be given to applications submitted by school districts located in ~~mental health and disability services regions~~ behavioral health districts as defined in section 225A.1, and that are providing behavioral health services for children in accordance with chapter ~~225C, subchapter VII~~ 225A. Grant awards shall be distributed as equitably as possible among small, medium, and large school districts. For purposes of this subsection, a small school district is a district with an actual enrollment of fewer than six hundred pupils; a medium school district is a district with an actual enrollment that is at least six hundred pupils, but less than two thousand five hundred pupils; and a large

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1 school district is a district with an actual enrollment of two
2 thousand five hundred or more pupils.
3 Sec. 107. Section 321.189, subsection 10, Code 2024, is
4 amended to read as follows:
5 10. *Autism spectrum disorder status.* A licensee who has
6 autism spectrum disorder, as defined in section 514C.28, may
7 request that the license be marked to reflect the licensee's
8 autism spectrum disorder status on the face of the license
9 when the licensee applies for the issuance or renewal of a
10 license. The department may adopt rules pursuant to chapter
11 17A establishing criteria under which a license may be marked,
12 including requiring the licensee to submit medical proof of the
13 licensee's autism spectrum disorder status. When a driver's
14 license is so marked, the licensee's autism spectrum disorder
15 status shall be noted in the electronic database used by
16 the department and law enforcement to access registration,
17 titling, and driver's license information. The department, in
18 consultation with the ~~mental health and disability services~~
19 ~~commission~~ department of health and human services, shall
20 develop educational media to raise awareness of a licensee's
21 ability to request the license be marked to reflect the
22 licensee's autism spectrum disorder status.
23 Sec. 108. Section 321.190, subsection 1, paragraph b,
24 subparagraph (6), Code 2024, is amended to read as follows:
25 (6) An applicant for a nonoperator's identification
26 card who has autism spectrum disorder, as defined in section
27 514C.28, may request that the card be marked to reflect
28 the applicant's autism spectrum disorder status on the face
29 of the card when the applicant applies for the issuance or
30 renewal of a card. The department may adopt rules pursuant to
31 chapter 17A establishing criteria under which a card may be
32 marked, including requiring the applicant to submit medical
33 proof of the applicant's autism spectrum disorder status.
34 The department, in consultation with the ~~mental health and~~
35 ~~disability services commission~~ department of health and human

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1 services, shall develop educational media to raise awareness of
2 an applicant's ability to request the card be marked to reflect
3 the applicant's autism spectrum disorder status.
4 Sec. 109. Section 321J.25, subsection 1, paragraph b, Code
5 2024, is amended to read as follows:
6 *b. "Program"* means a substance use disorder awareness
7 program, licensed under chapter 125, and provided under a
8 contract entered into between the provider and the department
9 of health and human services ~~under chapter 125~~ or an
10 administrative services organization as defined in section
11 225A.1.
12 Sec. 110. Section 321J.25, subsection 2, unnumbered
13 paragraph 1, Code 2024, is amended to read as follows:
14 A substance use disorder awareness program is established
15 in each ~~of the regions established by the director of health~~
16 ~~and human services pursuant to section 125.12~~ behavioral
17 health district designated pursuant to section 225A.4. The
18 program shall consist of an insight class and a substance
19 use disorder evaluation, which shall be attended by the
20 participant, to discuss issues related to the potential
21 consequences of substance use disorder. The parent or parents
22 of the participant shall also be encouraged to participate
23 in the program. The program provider shall consult with the
24 participant or the parents of the participant in the program
25 to determine the timing and appropriate level of participation
26 for the participant and any participation by the participant's
27 parents. The program may also include a supervised educational
28 tour by the participant to any or all of the following:
29 Sec. 111. Section 331.321, subsection 1, paragraph e, Code
30 2024, is amended by striking the paragraph.
31 Sec. 112. Section 331.323, subsection 1, paragraph a,
32 subparagraph (7), Code 2024, is amended by striking the
33 subparagraph.
34 Sec. 113. Section 331.381, subsections 4 and 5, Code 2024,
35 are amended to read as follows:

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4. Comply with chapter 222~~, including but not limited to sections 222.13, 222.14, 222.59 through 222.70, 222.73 through 222.75, and 222.77 through 222.82,~~ in regard to the care of persons with an intellectual disability.

5. Comply with chapters ~~227,~~ 229 and 230~~, including but not limited to sections 227.11, 227.14, 229.42, 230.25, 230.27, and 230.35,~~ in regard to the care of persons with mental illness.

Sec. 114. Section 331.382, subsection 1, paragraphs e, f, and g, Code 2024, are amended by striking the paragraphs.

Sec. 115. Section 331.382, subsection 3, Code 2024, is amended by striking the subsection.

Sec. 116. Section 331.432, subsection 3, Code 2024, is amended by striking the subsection.

Sec. 117. Section 331.502, subsection 10, Code 2024, is amended by striking the subsection.

Sec. 118. Section 331.502, subsection 12, Code 2024, is amended to read as follows:

12. Carry out duties relating to the hospitalization and support of persons with mental illness as provided in sections ~~229.42, 230.3,~~ 230.11~~,~~ and 230.15~~, 230.21, 230.22, 230.25, and 230.26~~.

Sec. 119. Section 331.552, subsection 13, Code 2024, is amended by striking the subsection.

Sec. 120. Section 331.756, subsections 25, 38, and 41, Code 2024, are amended by striking the subsections.

Sec. 121. Section 331.910, subsection 2, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *0a. "Administrative services organization"* means the same as defined in section 225A.1.

Sec. 122. Section 331.910, subsection 2, paragraph d, Code 2024, is amended by striking the paragraph.

Sec. 123. Section 331.910, subsection 3, paragraphs a and c, Code 2024, are amended to read as follows:

a. ~~A region~~ An administrative services organization may contract with a receiving agency in a bordering state to secure

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1 substance use disorder or mental health care and treatment
2 under this subsection for persons who receive substance use
3 disorder or mental health care and treatment pursuant to
4 section 125.33, 125.91, 229.2, or 229.22 ~~through a region~~.
5 *c.* ~~A region~~ An administrative services organization may
6 contract with a sending agency in a bordering state to provide
7 care and treatment under this subsection for residents of
8 the bordering state in approved substance use disorder and
9 mental health care and treatment hospitals, centers, and
10 facilities in this state, except that care and treatment shall
11 not be provided for residents of the bordering state who are
12 involved in criminal proceedings substantially similar to the
13 involvement described in paragraph *"b"*.
14 Sec. 124. Section 347.16, subsection 3, Code 2024, is
15 amended to read as follows:
16 3. Care and treatment may be furnished in a county public
17 hospital to any sick or injured person who has residence
18 outside the county which maintains the hospital, subject to
19 such policies and rules as the board of hospital trustees
20 may adopt. If care and treatment is provided under this
21 subsection to a person who is indigent, the person's county of
22 residence, as defined in section ~~225C.61~~ 331.190, shall pay to
23 the board of hospital trustees the fair and reasonable cost of
24 the care and treatment provided by the county public hospital
25 unless the cost of the indigent person's care and treatment is
26 otherwise provided for. If care and treatment is provided to
27 an indigent person under this subsection, the county public
28 hospital furnishing the care and treatment shall immediately
29 notify, by regular mail, the auditor of the county of residence
30 of the indigent person of the provision of care and treatment
31 to the indigent person including care and treatment provided
32 ~~by a county~~ through the ~~county's mental health and disability~~
33 ~~services system implemented under chapter 225C~~ behavioral
34 health service system established in section 225A.3.
35 Sec. 125. Section 423.3, subsection 18, paragraph d, Code

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2024, is amended to read as follows:

d. Community mental health centers accredited by the department of health and human services pursuant to ~~chapter 225C~~ section 225A.3.

Sec. 126. Section 426B.1, subsection 2, Code 2024, is amended to read as follows:

2. Moneys shall be distributed from the property tax relief fund to the ~~mental health and disability services regional service system for mental health and disability services,~~ behavioral health fund established in section 225A.7 in accordance with the appropriations made to the fund and other statutory requirements.

Sec. 127. Section 437A.8, subsection 4, paragraph d, Code 2024, is amended to read as follows:

d. (1) Notwithstanding paragraph *"a"*, a taxpayer who owns or leases a new electric power generating plant and who has no other operating property in the state of Iowa except for operating property directly serving the new electric power generating plant as described in section 437A.16 shall pay the replacement generation tax associated with the allocation of the local amount to the county treasurer of the county in which the local amount is located and shall remit the remaining replacement generation tax, if any, to the director according to paragraph *"a"* for remittance of the tax to county treasurers. The director shall notify each taxpayer on or before August 31 following a tax year of its remaining replacement generation tax to be remitted to the director. All remaining replacement generation tax revenues received by the director shall be deposited in the property tax relief fund created in section 426B.1~~, and shall be distributed as provided in section 426B.2~~.

(2) If a taxpayer has paid an amount of replacement tax, penalty, or interest which was deposited into the property tax relief fund and which was not due, all of the provisions of section 437A.14, subsection 1, paragraph *"b"*, shall apply with regard to any claim for refund or credit filed by the taxpayer.

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1 The director shall have sole discretion as to whether the
2 erroneous payment will be refunded to the taxpayer or credited
3 against any replacement tax due, or to become due, from the
4 taxpayer that would be subject to deposit in the property tax
5 relief fund.
6 Sec. 128. Section 437A.15, subsection 3, paragraph f, Code
7 2024, is amended to read as follows:
8 *f.* Notwithstanding the provisions of this section, if
9 a taxpayer is a municipal utility or a municipal owner of
10 an electric power facility financed under the provisions
11 of chapter 28F or 476A, the assessed value, other than the
12 local amount, of a new electric power generating plant shall
13 be allocated to each taxing district in which the municipal
14 utility or municipal owner is serving customers and has
15 electric meters in operation in the ratio that the number of
16 operating electric meters of the municipal utility or municipal
17 owner located in the taxing district bears to the total number
18 of operating electric meters of the municipal utility or
19 municipal owner in the state as of January 1 of the tax year.
20 If the municipal utility or municipal owner of an electric
21 power facility financed under the provisions of chapter 28F
22 or 476A has a new electric power generating plant but the
23 municipal utility or municipal owner has no operating electric
24 meters in this state, the municipal utility or municipal owner
25 shall pay the replacement generation tax associated with the
26 new electric power generating plant allocation of the local
27 amount to the county treasurer of the county in which the local
28 amount is located and shall remit the remaining replacement
29 generation tax, if any, to the director at the times contained
30 in section 437A.8, subsection 4, for remittance of the tax to
31 the county treasurers. All remaining replacement generation
32 tax revenues received by the director shall be deposited in the
33 ~~property tax relief~~ behavioral health fund ~~created~~ established
34 in section ~~426B.1, and shall be distributed as provided in~~
35 ~~section 426B.2~~ 225A.7.

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1 Sec. 129. Section 483A.24, subsection 7, Code 2024, is
2 amended to read as follows:
3 7. A license shall not be required of minor pupils of the
4 Iowa school for the deaf or of minor residents of other state
5 institutions under the control of the department of health
6 and human services. In addition, a person who is on active
7 duty with the armed forces of the United States, on authorized
8 leave from a duty station located outside of this state, and
9 a resident of the state of Iowa shall not be required to
10 have a license to hunt or fish in this state. The military
11 person shall carry the person's leave papers and a copy of
12 the person's current earnings statement showing a deduction
13 for Iowa income taxes while hunting or fishing. In lieu of
14 carrying the person's earnings statement, the military person
15 may also claim residency if the person is registered to vote
16 in this state. If a deer or wild turkey is taken, the military
17 person shall immediately contact a state conservation officer
18 to obtain an appropriate tag to transport the animal. A
19 license shall not be required of ~~residents of county care~~
20 ~~facilities or~~ any person who is receiving supplementary
21 assistance under chapter 249.
22 Sec. 130. Section 602.8102, subsection 39, Code 2024, is
23 amended to read as follows:
24 39. Refer persons applying for voluntary admission to a
25 community mental health center accredited by the department
26 of health and human services under section 225A.3, for a
27 preliminary diagnostic evaluation ~~as provided in section~~
28 ~~225C.16, subsection 2~~.
29 Sec. 131. Section 714.8, subsection 12, Code 2024, is
30 amended to read as follows:
31 12. Knowingly transfers or assigns a legal or equitable
32 interest in property, as defined in section 702.14, for less
33 than fair consideration, with the intent to obtain public
34 assistance under chapters 16, 35B, and 35D, ~~and 347B,~~ or Title
35 VI, subtitles 2 through 6, or accepts a transfer of or an

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1 assignment of a legal or equitable interest in property, as
2 defined in section 702.14, for less than fair consideration,
3 with the intent of enabling the party transferring the property
4 to obtain public assistance under chapters 16, 35B, and 35D,
5 ~~and 347B,~~ or Title VI, subtitles 2 through 6. A transfer or
6 assignment of property for less than fair consideration within
7 one year prior to an application for public assistance benefits
8 shall be evidence of intent to transfer or assign the property
9 in order to obtain public assistance for which a person is
10 not eligible by reason of the amount of the person's assets.
11 If a person is found guilty of a fraudulent practice in the
12 transfer or assignment of property under this subsection the
13 maximum sentence shall be the penalty established for a serious
14 misdemeanor and sections 714.9, 714.10, and 714.11 shall not
15 apply.
16 Sec. 132. Section 812.6, subsection 1, Code 2024, is amended
17 to read as follows:
18 1. If the court finds the defendant does not pose a danger
19 to the public peace and safety, is otherwise qualified for
20 pretrial release, and is willing to cooperate with treatment,
21 the court shall order, as a condition of pretrial release,
22 that the defendant obtain mental health treatment designed to
23 restore the defendant to competency. The costs of treatment
24 pursuant to this subsection shall be paid by ~~the mental~~
25 ~~health and disability services region for the county of the~~
26 ~~defendant's residency pursuant to chapter 225C regardless of~~
27 ~~whether the defendant meets financial eligibility requirements~~
28 ~~under section 225C.62 or 225C.66~~ an administrative services
29 organization designated pursuant to section 225A.4.
30 Sec. 133. Section 904.201, subsection 8, Code 2024, is
31 amended to read as follows:
32 8. Chapter 230 governs the determination of costs and
33 charges for the care and treatment of persons with mental
34 illness admitted to the forensic psychiatric hospital~~,~~
35 ~~except that charges for the care and treatment of any person~~

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1 ~~transferred to the forensic psychiatric hospital from an adult~~
2 ~~correctional institution or from a state training school shall~~
3 ~~be paid entirely from state funds. Charges for all other~~
4 ~~persons at the forensic psychiatric hospital shall be billed to~~
5 ~~the respective counties at the same ratio as for patients at~~
6 ~~state mental health institutes under section 230.20.~~
7 Sec. 134. REPEAL. Chapters 142A, 225C, 227, 230A, and 347B,
8 Code 2024, are repealed.
9 Sec. 135. REPEAL. Sections 125.1, 125.3, 125.7, 125.9,
10 125.10, 125.12, 125.25, 125.32A, 125.34, 125.37, 125.38,
11 125.39, 125.40, 125.41, 125.42, 125.43, 125.43A, 125.46,
12 125.48, 125.54, 125.55, 125.58, 125.59, 125.60, 135B.18,
13 218.99, 222.59, 222.60, 222.61, 222.62, 222.63, 222.64, 222.65,
14 222.66, 222.67, 222.68, 222.69, 222.70, 222.74, 222.75, 225.10,
15 225.19, 225.21, 226.45, 229.42, 230.1A, 230.2, 230.3, 230.4,
16 230.5, 230.6, 230.9, 230.12, 230.16, 230.17, 230.18, 230.19,
17 230.20, 230.21, 230.22, 230.25, 230.26, 230.27, 426B.2, 426B.4,
18 and 426B.5, Code 2024, are repealed.
19 Sec. 136. CODE EDITOR DIRECTIVE. The Code editor is
20 directed to correct internal references in the Code and in any
21 enacted legislation as necessary due to the enactment of this
22 division of this Act.
23 Sec. 137. EFFECTIVE DATE. This division of this Act takes
24 effect July 1, 2025.
25 DIVISION III
26 AGING AND DISABILITY
27 Sec. 138. Section 231.3, Code 2024, is amended to read as
28 follows:
29 **231.3 State policy and objectives.**
30 1. The general assembly declares that it is the policy of
31 the state to work toward attainment of the following objectives
32 for Iowa's older individuals and individuals with disabilities:
33 ~~1.~~ *a.* An adequate income.
34 ~~2.~~ *b.* Access to physical and mental health care and
35 long-term living and community support services without regard

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1 to economic status.
2 ~~3.~~ *c.* Suitable and affordable housing that reflects the
3 needs of ~~older~~ individuals.
4 ~~4.~~ *d.* Access to comprehensive information and a community
5 navigation system providing all available options related to
6 long-term living and community support services that assist
7 ~~older~~ individuals in the preservation of personal assets and
8 the ability to entirely avoid or significantly delay reliance
9 on entitlement programs.
10 ~~5.~~ *e.* Full restorative services for those who require
11 institutional care, and a comprehensive array of long-term
12 living and community support services adequate to sustain ~~older~~
13 people in their communities and, whenever possible, in their
14 homes, including support for caregivers.
15 ~~6.~~ *f.* Pursuit of meaningful activity within the widest
16 range of civic, cultural, educational, recreational, and
17 employment opportunities.
18 ~~7.~~ *g.* Suitable community transportation systems to assist
19 in the attainment of independent movement.
20 ~~8.~~ *h.* Freedom, independence, and the free exercise of
21 individual initiative in planning and managing their own lives.
22 ~~9.~~ *i.* Freedom from abuse, neglect, and exploitation.
23 2. The general assembly declares that the state of Iowa
24 recognizes a brain injury as a disability, and each agency and
25 subdivision of this state shall recognize a brain injury as a
26 distinct disability.
27 3. It is the policy of this state that each state agency
28 shall make reasonable efforts to identify those persons with
29 brain injuries among the persons served by the state agency.
30 Sec. 139. Section 231.4, subsection 1, Code 2024, is amended
31 by adding the following new paragraph:
32 NEW PARAGRAPH. *0c.* *"Brain injury"* means the same as defined
33 in section 135.22.
34 Sec. 140. Section 231.4, subsection 1, paragraph d, Code
35 2024, is amended to read as follows:

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1 *d.* ~~*"Commission"* means the commission on aging.~~ *"Council"*
2 means the council on health and human services created in
3 section 217.2.
4 Sec. 141. Section 231.14, Code 2024, is amended to read as
5 follows:
6 **231.14 ~~Commission~~ Council duties and authority.**
7 ~~1. The commission is the policymaking body of the sole state~~
8 ~~agency responsible for administration of the federal Act.~~ The
9 ~~commission~~ council shall do all of the following:
10 ~~*a.*~~ 1. ~~Approve~~ Make recommendations to the department
11 regarding approval of the state plan on aging developed under
12 section 231.31 and area plans ~~on aging~~, developed under section
13 231.33.
14 ~~*b.*~~ 2. ~~Adopt~~ Recommend policies to coordinate state
15 activities related to the purposes of this chapter.
16 ~~*c.*~~ 3. Serve as an effective and visible advocate for older
17 individuals and individuals with disabilities by ~~establishing~~
18 recommending policies ~~for reviewing and commenting upon~~
19 ~~all state plans, budgets, and policies~~ which affect older
20 individuals and ~~for providing technical assistance to any~~
21 ~~agency, organization, association, or individual representing~~
22 ~~the needs of older~~ individuals with disabilities.
23 ~~*d.* Divide the state into distinct planning and service~~
24 ~~areas after considering the geographical distribution of~~
25 ~~older individuals in the state, the incidence of the need~~
26 ~~for supportive services, nutrition services, multipurpose~~
27 ~~senior centers, and legal services, the distribution of older~~
28 ~~individuals who have low incomes residing in such areas, the~~
29 ~~distribution of resources available to provide such services~~
30 ~~or centers, the boundaries of existing areas within the~~
31 ~~state which are drawn for the planning or administration of~~
32 ~~supportive services programs, the location of units of general~~
33 ~~purpose, local government within the state, and any other~~
34 ~~relevant factors.~~
35 ~~*e.* Designate for each planning and service area a public or~~

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1 ~~private nonprofit agency or organization as the area agency on~~
2 ~~aging for that area. The commission may revoke the designation~~
3 ~~of an area agency on aging pursuant to section 231.32.~~
4 ~~*f.*~~ 4. ~~Adopt policies to assure~~ Make recommendations to
5 ensure that the department will take into account the views
6 of older individuals and individuals with disabilities in the
7 development of policy.
8 ~~*g.* Adopt a method for the distribution of federal~~
9 ~~Act and state funds taking into account, to the maximum~~
10 ~~extent feasible, the best available data on the geographic~~
11 ~~distribution of older individuals in the state, and publish the~~
12 ~~method for review and comment.~~
13 ~~*h.*~~ 5. ~~Adopt~~ Recommend policies and measures to ~~assure~~
14 ensure that preference will be given to providing services to
15 older individuals and individuals with disabilities with the
16 greatest economic or social needs, with particular attention to
17 low-income minority ~~older~~ individuals, ~~older~~ individuals with
18 limited English proficiency, and ~~older~~ individuals residing in
19 rural areas.
20 ~~*i.*~~ 6. ~~Adopt~~ Recommend policies to administer state programs
21 authorized by this chapter.
22 ~~*j.*~~ 7. ~~Adopt~~ Recommend policies ~~and administrative rules~~
23 ~~pursuant to chapter 17A~~ that support the capabilities of the
24 area agencies on aging and the aging and disabilities resource
25 centers to serve older individuals and ~~persons~~ individuals
26 with disabilities experiencing Alzheimer's disease or related
27 dementias.
28 ~~2. The commission shall adopt administrative rules pursuant~~
29 ~~to chapter 17A to administer the duties specified in this~~
30 ~~chapter and in all other chapters under the department's~~
31 ~~jurisdiction.~~
32 Sec. 142. Section 231.21, Code 2024, is amended to read as
33 follows:
34 **231.21 Administration of chapter — department of health and**
35 **human services.**

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The department of health and human services shall ~~administer this chapter under the policy direction of the commission on aging~~ consider the recommendations of the council when administering this chapter.

Sec. 143. Section 231.23, Code 2024, is amended to read as follows:

231.23 Department — duties and authority.

The department shall:

1. ~~Develop and administer a~~ Administer the state plan on aging developed pursuant to section 231.31.

2. ~~Assist the commission in the review and approval of~~ Review and approve area plans developed under section 231.33.

3. ~~Pursuant to commission policy, coordinate~~ Coordinate state activities related to the purposes of this chapter ~~and all other chapters under the department's jurisdiction~~. State activities shall include, at a minimum, home and community-based services such as employment support, community living, and service coordination.

4. Advocate for older individuals and individuals with disabilities by reviewing and commenting upon all state plans, budgets, laws, rules, ~~regulations,~~ and policies which affect older individuals or individuals with disabilities and by providing technical assistance to any agency, organization, association, or individual representing the needs of older individuals or individuals with disabilities.

5. ~~Assist the commission in dividing~~ Divide the state into distinct planning and service areas after considering the geographical distribution of older individuals and individuals with disabilities in the state, the incidence of the need for supportive services, nutrition services, multipurpose senior centers, and legal services, the distribution of older individuals and individuals with disabilities with low income residing in such areas, the distribution of resources available to provide such services or centers, the boundaries of existing areas within the state which are drawn for the planning or

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1 administration of supportive services programs, the location of
2 units of general purpose, local government within the state,
3 and any other relevant factors.
4 6. ~~Assist the commission in designating~~ Designate for each
5 area a public or private nonprofit agency or organization as
6 the area agency on aging for that area. The department may
7 revoke the designation of an area agency on aging pursuant to
8 section 231.32.
9 7. ~~Pursuant to commission policy, take~~ Take into account the
10 views of older Iowans and Iowans with disabilities.
11 8. ~~Assist the commission in adopting~~ Adopt a method for
12 the distribution of funds available from the federal Act
13 and state appropriations and allocations that takes into
14 account, to the extent feasible, the best available data on the
15 geographic distribution of older individuals and individuals
16 with disabilities in the state.
17 9. ~~Assist the commission in assuring~~ Adopt policies and
18 measures to ensure that preference will be given to providing
19 services to older individuals and individuals with disabilities
20 with the greatest economic or social needs, with particular
21 attention to low-income minority ~~older~~ individuals, ~~older~~
22 individuals with limited English proficiency, and ~~older~~
23 individuals residing in rural areas.
24 10. ~~Assist the commission in developing, adopting, and~~
25 ~~enforcing~~ Develop, adopt, and enforce administrative rules,
26 including by issuing necessary forms and procedures, to
27 administer the duties specified in this chapter.
28 11. Apply for, receive, and administer grants, devises,
29 donations, and gifts~~, or bequests of real or personal property~~
30 from any source to conduct projects consistent with the
31 purposes of the department. Notwithstanding section 8.33,
32 moneys received by the department pursuant to this section are
33 not subject to reversion to the general fund of the state.
34 12. Administer state authorized programs.
35 13. Establish a procedure for an area agency on aging to

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use in selection of members of the agency's board of directors. The selection procedure shall be incorporated into the bylaws of the board of directors.

14. Adopt rules pursuant to chapter 17A that support the capabilities of the area agencies on aging, and aging and disabilities resource centers, to serve older individuals and individuals with disabilities.

Sec. 144. Section 231.23A, subsections 1 and 3, Code 2024, are amended to read as follows:

1. Services for older individuals, ~~persons with disabilities eighteen years of age and older,~~ family caregivers, and veterans as defined by the department in the most current version of the department's reporting manual and pursuant to the federal Act and regulations.

3. ~~The aging~~ Aging and disability resource ~~center~~ centers.

Sec. 145. Section 231.23A, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 7A. Services and supports available to individuals with disabilities including but not limited to individuals with mental illness, an intellectual disability or other developmental disability, or a brain injury.

Sec. 146. Section 231.31, Code 2024, is amended to read as follows:

231.31 State plan on aging.

The department shall develop~~, and submit to the commission on aging for approval,~~ a multiyear state plan on aging. The state plan on aging shall meet all applicable federal requirements.

Sec. 147. Section 231.32, Code 2024, is amended to read as follows:

231.32 Criteria for designation of area agencies on aging.

1. The ~~commission~~ department shall designate an area agency on aging for each planning and service area. The ~~commission shall continue the~~ designation shall continue until an area agency on aging's designation is removed for cause as

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1 determined by the ~~commission~~ department, until the time of
2 renewal or the annual update of an area plan, until the agency
3 voluntarily withdraws as an area agency on aging, or until a
4 change in the designation of planning and service areas or area
5 agencies on aging is required by state or federal law. In that
6 event, the ~~commission~~ department shall proceed in accordance
7 with subsections 2, 3, and 4. Designated area agencies on
8 aging shall comply with the requirements of the federal Act.
9 2. The ~~commission~~ department shall designate an area
10 agency on aging to serve each planning and service area, after
11 consideration of the views offered by units of general purpose
12 local government. An area agency on aging may be:
13 *a.* An established office of aging which is operating within
14 a planning and service area designated by the ~~commission~~
15 department.
16 *b.* Any office or agency of a unit of general purpose local
17 government, which is designated to function only for the
18 purpose of serving as an area agency on aging by the chief
19 elected official of such unit.
20 *c.* Any office or agency designated by the appropriate
21 chief elected officials of any combination of units of
22 general purpose local government to act only on behalf of such
23 combination for such purpose.
24 *d.* Any public or nonprofit private agency in a planning and
25 service area or any separate organizational unit within such
26 agency which is under the supervision or direction for this
27 purpose of the department and which can and will engage only in
28 the planning or provision of a broad range of long-term living
29 and community support services or nutrition services within the
30 planning and service area.
31 3. When the ~~commission~~ department designates a new area
32 agency on aging, the ~~commission~~ department shall give the right
33 of first refusal to a unit of general purpose local government
34 if:
35 *a.* Such unit can meet the requirements of subsection 1.

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1 *b.* The boundaries of such a unit and the boundaries of the
2 area are reasonably contiguous.
3 4. Each area agency on aging shall provide assurance,
4 determined adequate by the ~~commission~~ department, that the
5 area agency on aging has the ability to develop an area plan
6 and to carry out, directly or through contractual or other
7 arrangements, a program in accordance with the plan within the
8 planning and service area. In designating an area agency on
9 aging within the planning and service area, the ~~commission~~
10 department shall give preference to an established office of
11 aging, unless the ~~commission~~ department finds that no such
12 office within the planning and service area has the capacity to
13 carry out the area plan.
14 5. Upon designation, an area agency on aging shall be
15 considered an instrumentality of the state and shall adhere to
16 all state and federal mandates applicable to an instrumentality
17 of the state.
18 Sec. 148. Section 231.33, subsections 1 and 13, Code 2024,
19 are amended to read as follows:
20 1. Develop and administer an area plan ~~on aging~~ approved by
21 the ~~commission~~ department.
22 13. Submit all fiscal and performance reports in accordance
23 with the policies of the ~~commission~~ department.
24 Sec. 149. NEW SECTION. **231.35 Procedures related to**
25 **expenditure of state and federal funds.**
26 1. The department shall establish and enforce procedures
27 relating to expenditure of state and federal funds by area
28 agencies on aging that require compliance with both state and
29 federal laws, rules, and regulations, including but not limited
30 to all of the following:
31 *a.* Requiring that expenditures are incurred only for goods
32 or services received or performed prior to the end of the
33 fiscal period designated for use of the funds.
34 *b.* Prohibiting prepayment for goods or services not received
35 or performed prior to the end of the fiscal period designated

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1 for use of the funds.
2 *c.* Prohibiting prepayment for goods or services not defined
3 specifically by good or service, time period, or recipient.
4 *d.* Prohibiting the establishment of accounts from which
5 future goods or services which are not defined specifically by
6 good or service, time period, or recipient, may be purchased.
7 2. The procedures shall provide that if any funds are
8 expended in a manner that is not in compliance with the
9 procedures and applicable federal and state laws, rules, and
10 regulations, and are subsequently subject to repayment, the
11 area agency on aging expending such funds in contravention of
12 such procedures, laws, rules and regulations, not the state,
13 shall be liable for such repayment.
14 Sec. 150. Section 231.56, Code 2024, is amended to read as
15 follows:
16 **231.56 Services and programs.**
17 The department shall administer long-term living and
18 community support services and programs that allow older
19 individuals and individuals with disabilities to secure and
20 maintain maximum independence and dignity in a home environment
21 that provides for self-care with appropriate supportive
22 services, assist in removing individual and social barriers
23 to economic and personal independence for older individuals
24 and individuals with disabilities, and provide a continuum of
25 care for older individuals and individuals with disabilities.
26 Funds appropriated for this purpose shall be allocated based
27 on ~~administrative~~ rules adopted by the ~~commission~~ department
28 pursuant to chapter 17A. The department shall ~~require such~~
29 ~~records as needed~~ adopt rules pursuant to chapter 17A that
30 allow the department to collect information as necessary from
31 long-term living and community support services, program
32 providers, and patients to administer this section.
33 Sec. 151. Section 231.57, Code 2024, is amended to read as
34 follows:
35 **231.57 Coordination of advocacy.**

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The department shall administer a program for the coordination of information and assistance provided within the state to assist older individuals and individuals with disabilities, and their caregivers, in obtaining and protecting their rights and benefits. State and local agencies providing information and assistance to older individuals and individuals with disabilities, and their caregivers, in seeking their rights and benefits shall cooperate with the department in administering this program.

Sec. 152. Section 231.58, Code 2024, is amended to read as follows:

231.58 Long-term living coordination.

The director may convene meetings, as necessary, of the director and the director of inspections, appeals, and licensing, to assist in the coordination of policy, service delivery, and long-range planning relating to the long-term living system and older Iowans and Iowans with disabilities in the state. The group may consult with individuals, institutions, and entities with expertise in the area of the long-term living system and older Iowans and Iowans with disabilities, as necessary, to facilitate the group's efforts.

Sec. 153. Section 231.64, Code 2024, is amended to read as follows:

231.64 Aging and disability resource ~~center~~ centers.

1. ~~The aging and disability resource center shall be administered by the department consistent with the federal Act.~~ The department shall designate ~~area agencies on~~ aging and disability resource centers to establish, in consultation with other stakeholders including organizations representing the disability community, a coordinated local aging and disability service system ~~for providing~~. In addition to services required by the department by rules adopted pursuant to chapter 17A, aging and disability resource centers shall provide for all of the following:

a. Comprehensive information, referral, and assistance

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1 regarding the full range of available public and private
2 long-term living and community support services, options,
3 service providers, and resources within a community, including
4 information on the availability of integrated long-term care.
5 *b.* Options counseling to assist individuals in assessing
6 their existing or anticipated long-term care needs and
7 developing and implementing a plan for long-term living and
8 community support services designed to meet their specific
9 needs and circumstances. The plan for long-term living
10 and community support services may include support with
11 person-centered care transitions to assist consumers and family
12 caregivers with transitions between home and care settings.
13 *c.* Consumer access to the range of publicly-supported
14 long-term living and community support services for which
15 consumers may be eligible, by serving as a convenient point
16 of entry for such services. ~~The aging~~ Aging and disability
17 resource ~~center~~ centers shall offer information online and
18 be available via a toll-free telephone number, electronic
19 communications, and in person.
20 2. The following entities shall be eligible to be designated
21 as an aging and disability resource center by the department:
22 *a.* An area agency on aging established on or before June 30,
23 2024.
24 *b.* A public or private nonprofit agency, or any separate
25 organizational unit within the public or private nonprofit
26 agency, that has the capabilities to engage in the planning or
27 provision of aging and disability services only as directed by
28 the department.
29 ~~2.~~ 3. ~~The aging~~ Aging and disability resource ~~center~~
30 centers shall assist older individuals, ~~persons~~ individuals
31 with disabilities ~~age eighteen or older~~, family caregivers,
32 and people who inquire about or request assistance on behalf
33 of members of these groups, as they seek long-term living and
34 community support services.
35 4. The department shall adopt rules pursuant to chapter 17A

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1 to implement this section.
2 Sec. 154. NEW SECTION. **231.75 Scope.**
3 The service quality standards and rights in this subchapter
4 VII shall apply to any person with an intellectual disability,
5 a developmental disability, brain injury, or chronic mental
6 illness who receives services which are funded in whole or in
7 part by public funds, or services which are permitted under
8 Iowa law.
9 Sec. 155. NEW SECTION. **231.76 Service quality standards.**
10 As the state participates more fully in funding services
11 and other support for persons with an intellectual disability,
12 developmental disability, brain injury, or chronic mental
13 illness, it is the intent of the general assembly that the
14 state shall seek to attain the following quality standards in
15 the provision of services and other supports:
16 1. Provide comprehensive evaluation and diagnosis adapted
17 to the cultural background, primary language, and ethnic origin
18 of a person.
19 2. Provide an individual treatment, habilitation, and
20 program services plan.
21 3. Provide treatment, habilitation, and program services
22 that are individualized, flexible, cost-effective, and produce
23 results.
24 4. Provide periodic review of an individual's treatment,
25 habilitation, and program services plan.
26 5. Provide for the least restrictive environment, and
27 age-appropriate services.
28 6. Provide appropriate training and employment
29 opportunities so that a person's ability to contribute to, and
30 participate in, the community is maximized.
31 7. Provide an ongoing process to determine the degree of
32 access to, and the effectiveness of, the services and other
33 supports in achieving the disability service outcomes and
34 indicators identified by the department.
35 Sec. 156. NEW SECTION. **231.77 Rights.**

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1 All of the following rights shall apply to a person with an
2 intellectual disability, a developmental disability, a brain
3 injury, or a chronic mental illness:
4 1. *Wage protection.* A person engaged in a work program
5 shall be paid wages commensurate with the going rate for
6 comparable work and productivity.
7 2. *Insurance protection.* Pursuant to section 507B.4,
8 subsection 3, paragraph *"g"*, a person or designated group
9 of persons shall not be unfairly discriminated against for
10 purposes of insurance coverage.
11 3. *Citizenship.* A person retains the right to citizenship
12 in accordance with the laws of the state.
13 4. *Participation in planning activities.* A person has
14 the right to participate in the formulation of an individual
15 treatment, habilitation, and program plan developed for the
16 person.
17 Sec. 157. NEW SECTION. **231.78 Compliance.**
18 1. A person's sole remedy for a violation of a rule adopted
19 by the department to implement sections 231.75 through 231.77
20 shall be to initiate a proceeding with the department by
21 request pursuant to chapter 17A.
22 *a.* Any decision of the department shall be in accordance
23 with due process of law. A person or party who is aggrieved or
24 adversely affected by the department's action may seek judicial
25 review pursuant to section 17A.19. A person or party who is
26 aggrieved or adversely affected by a final judgment of the
27 district court may appeal under section 17A.20.
28 *b.* Either the department or a party in interest may apply
29 to the Iowa district court for an order to enforce a final
30 decision of the department.
31 2. Any rules adopted by the department to implement sections
32 231.76 and 231.77 shall not create any right, entitlement,
33 property or liberty right or interest, or private cause of
34 action for damages against the state or a political subdivision
35 of the state, or for which the state or a political subdivision

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1 of the state would be responsible.
2 3. Notwithstanding subsection 1, any violation of section
3 231.77, subsection 2, shall be subject to enforcement by the
4 commissioner of insurance pursuant to chapter 507B.
5 Sec. 158. NEW SECTION. **231.79 Appeals process.**
6 The department shall establish an appeals process by which a
7 person or the person's representative may appeal a decision of
8 the department concerning the provision or denial of aging or
9 disability services to the person.
10 Sec. 159. Section 231E.3, Code 2024, is amended to read as
11 follows:
12 **231E.3 Definitions.**
13 As used in this chapter, unless the context otherwise
14 requires:
15 1. *"Client"* means an individual for whom a representative
16 payee is appointed.
17 ~~2. *"Commission"* means the commission on aging.~~
18 ~~3.~~ 2. *"Conservator"* means conservator as defined in section
19 633.3.
20 ~~4.~~ 3. *"Court"* means court as defined in section 633.3.
21 ~~5.~~ 4. *"Department"* means the department of health and human
22 services.
23 ~~6.~~ 5. *"Director"* means the director of health and human
24 services.
25 ~~7.~~ 6. *"Guardian"* means guardian as defined in section
26 633.3.
27 ~~8.~~ 7. *"Incompetent"* means incompetent as defined in section
28 633.3.
29 ~~9.~~ 8. *"Local office"* means a local office of public
30 guardian.
31 ~~10.~~ 9. *"Local public guardian"* means an individual under
32 contract with the department to act as a guardian, conservator,
33 or representative payee.
34 ~~11.~~ 10. *"Public guardian"* means the state public guardian
35 or a local public guardian.

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1 ~~12.~~ 11. *"Public guardianship services"* means guardianship,
2 conservatorship, or representative payee services provided by
3 the state public guardian or a local public guardian.
4 ~~13.~~ 12. *"Representative payee"* means an individual
5 appointed by a government entity to receive funds on behalf of
6 a client pursuant to federal regulation.
7 ~~14.~~ 13. *"State agency"* means any executive department,
8 commission, board, institution, division, bureau, office,
9 agency, or other executive entity of state government.
10 ~~15.~~ 14. *"State office"* means the state office of public
11 guardian.
12 ~~16.~~ 15. *"State public guardian"* means the administrator of
13 the state office of public guardian.
14 ~~17.~~ 16. *"Ward"* means the individual for whom a guardianship
15 or conservatorship is established.
16 Sec. 160. REPEAL. Sections 231.11, 231.12, and 231.13, Code
17 2024, are repealed.
18 Sec. 161. CODE EDITOR DIRECTIVE. The Code editor is
19 directed to do all of the following:
20 1. Entitle Code chapter 231 "Department of Health and Human
21 Services — Aging and Disability Services".
22 2. Designate sections 231.75 through 231.79, as enacted in
23 this division of this Act, as subchapter VII entitled "Bill
24 of Rights and Service Quality Standards for Persons with an
25 Intellectual Disability, Developmental Disability, Brain
26 Injury, or Chronic Mental Illness".
27 3. Correct internal references in the Code and in any
28 enacted legislation as necessary due to the enactment of this
29 division of this Act.
30 Sec. 162. EFFECTIVE DATE. The following take effect July
31 1, 2025:
32 1. The parts of the sections of this division of this Act
33 amending the following:
34 a. Section 231.3.
35 b. Section 231.4, subsection 1.

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1 c. Section 231.23, subsections 4 and 7.
2 d. Section 231.23A, subsection 1.
3 e. Sections 231.56, 231.57, and 231.58.
4 f. Section 231.64, subsection 2.
5 2. The parts of the sections of this division of this Act
6 enacting the following: sections 231.23A, subsection 7A,
7 231.75, 231.76, 231.77, 231.78, and 231.79.
8 DIVISION IV
9 TRANSITION PROVISIONS
10 Sec. 163. DEPARTMENT OF HEALTH AND HUMAN SERVICES —
11 TRANSITION OF MENTAL HEALTH SERVICES, ADDICTIVE DISORDER
12 SERVICES, AND DISABILITY SERVICES.
13 1. For purposes of this division:
14 a. "Administrative services organization" means the same
15 as defined in section 225A.1, as enacted in division I of this
16 Act.
17 b. "Behavioral health district" means the same as defined in
18 section 225A.1, as enacted in division I of this Act.
19 c. "Department" means the department of health and human
20 services.
21 d. "District behavioral health service system plan" means
22 the same as defined in section 225A.1, as enacted in division
23 I of this Act.
24 e. "Mental health and disability services region" means the
25 same as defined in section 225C.2, subsection 9.
26 f. "State behavioral health service system" means the state
27 behavioral health service system as established in section
28 225A.3, as enacted in division I of this Act.
29 g. "State behavioral health service system plan" means the
30 same as defined in section 225A.1, as enacted in division I of
31 this Act.
32 h. "Transition period" means the period beginning on the
33 date of enactment of this division of this Act and concluding
34 on June 30, 2025.
35 2. There is created a behavioral health service system under

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1 the control of the department. For the fiscal year beginning
2 July 1, 2025, and each succeeding fiscal year, the behavioral
3 health service system shall be responsible for implementing and
4 maintaining a statewide system of prevention, education, early
5 intervention, treatment, recovery support, and crisis services
6 related to mental health and addictive disorders, including
7 but not limited to substance use, tobacco use, and problem
8 gambling. For the fiscal year beginning July 1, 2025, and each
9 succeeding fiscal year, the department's division of aging
10 and disability services shall be responsible for disability
11 services.
12 3. During the transition period, the department may
13 exercise all policymaking functions and regulatory powers
14 established in division I of this Act, as necessary to
15 establish the state behavioral health service system.
16 4. To ensure the state behavioral health service system
17 and the division of aging and disability services are able to
18 operate as intended at the conclusion of the transition period,
19 the department shall perform all the following duties:
20 a. Make contracts as necessary to set up services and
21 administrative functions.
22 b. Adopt rules as necessary to establish and administer the
23 state's behavioral health service system.
24 c. Establish policies as necessary to ensure efficient
25 implementation and operation of the behavioral health service
26 system.
27 d. Prepare forms necessary for the implementation and
28 administration of behavioral health services.
29 e. Prepare a state behavioral health service system plan for
30 the state behavioral health service system.
31 f. Designate behavioral health districts on or before
32 August 1, 2024. The behavioral health district designation
33 process shall include an opportunity for the public to
34 review and to comment on proposed behavioral health district
35 boundaries.

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1 g. Designate an administrative services organization for
2 each behavioral health district on or before December 31, 2024.
3 h. Review and approve district behavioral health service
4 system plans for services related to the behavioral health
5 service system.
6 i. Issue all necessary licenses and certifications.
7 j. Establish contractual rights, privileges, and
8 responsibilities as necessary to establish and implement the
9 state behavioral health service system.
10 k. Develop and implement a plan to ensure that persons
11 currently receiving disability services or early intervention,
12 treatment, recovery support, or crisis services related
13 to mental health or addictive disorders, including but not
14 limited to alcohol use, substance use, tobacco use, and problem
15 gambling, have an uninterrupted continuum of care.
16 l. Establish a central data repository as described in
17 section 225A.6, as enacted in division I of this Act.
18 m. Collaborate with the department of revenue for
19 enforcement of tobacco laws, regulations, and ordinances and
20 engage in tobacco control activities.
21 5. If the department determines that a federal waiver or
22 authorization is necessary to administer any provision of this
23 division of this Act or to effectuate the state behavioral
24 health service system by the conclusion of the transition
25 period, the department shall timely request the federal waiver
26 or authorization. Notwithstanding any other effective date to
27 the contrary, a provision the department determines requires a
28 federal waiver or authorization shall be effective only upon
29 receipt of federal approval for the waiver or authorization.
30 6. a. On or before July 1, 2024, the department shall
31 publish on the department's internet site an initial transition
32 plan for establishing the state behavioral health service
33 system. The transition plan shall describe, at a minimum, all
34 of the following:
35 (1) All tasks that require completion before July 1, 2025.

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1 The description of tasks shall include a description of how the
2 department will solicit comments from stakeholders, including
3 employees of the department, persons served by the department,
4 partners of the department, members of the public, and members
5 of the general assembly, and a detailed timeline for the
6 completion of the tasks described.
7 (2) The proposed organizational structure of the state
8 behavioral health service system.
9 (3) The transition of service delivery sites from locations
10 where people currently receive behavioral health services to
11 where the people will receive behavioral health services under
12 the state behavioral health service system.
13 (4) Procedures for the transfer and reconciliation of
14 budgeting and funding between the mental health and disability
15 services regions and the department.
16 (5) A description of how responsibilities for disability
17 services programs will be transferred from current program
18 administrators to the department's division of aging and
19 disability services by the end of the transition period.
20 (6) Any additional known tasks that may require completion
21 after the transition on July 1, 2025.
22 b. The transition plan published under paragraph "a" shall:
23 (1) Be updated no less than quarterly during the transition
24 period with the current status of completing the tasks
25 identified in paragraph "a", subparagraph (1).
26 (2) Describe how information regarding any changes in
27 service delivery will be provided to persons receiving services
28 from the mental health and disability services regions or
29 current behavioral health care providers contracted with the
30 department.
31 (3) Describe how the transition is being funded, including
32 how expenses associated with the transition will be managed.
33 7. a. Before the end of the transition period, the
34 governing board of each mental health and disability services
35 region that maintains a combined account pursuant to section

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1 225C.58, subsection 1, shall transfer all unencumbered and
2 unobligated moneys remaining in the combined account to the
3 treasurer of state for deposit into the behavioral health fund
4 as established in section 225A.7 as enacted in division I of
5 this Act.
6 b. Before the end of the transition period, each county
7 which maintains a county mental health and disability services
8 fund pursuant to section 225C.58, subsection 1, shall transfer
9 all unencumbered and unobligated moneys remaining in the mental
10 health and disability services fund to the treasurer of state
11 for deposit into the behavioral health fund as established in
12 section 225A.7 as enacted in division I of this Act.
13 c. Moneys in the behavioral health fund as established
14 in section 225A.7 as enacted in division I of this Act are
15 appropriated to the department for the purposes established in
16 section 225A.7 as enacted in division I of this Act, and as
17 otherwise necessary to effectuate this division of this Act.
18 8. a. All debts, claims, or other liabilities owed to a
19 county, a mental health and disability services region, or
20 the state due to services rendered pursuant to chapter 125,
21 222, 225, 225C, 226, 227, 229, 230, or 230A, Code 2024, at the
22 conclusion of the transition period shall remain due and owing
23 after the transition period concludes.
24 b. After the transition period concludes, each county
25 auditor shall collect outstanding debts, claims, or other
26 liabilities owed to the county for services rendered pursuant
27 to chapter 125, 222, 225, 225C, 226, 227, 229, 230, or 230A,
28 Code 2024, before the transition period concluded. The county
29 attorney may bring a judicial action as necessary to collect
30 the outstanding debts, claims, or other liabilities.
31 9. With input from appropriate stakeholders, the department
32 shall identify each contract that will be impacted by mental
33 health and disability services being transferred to the state
34 behavioral health service system, or by responsibilities
35 being transferred to the department's division of aging and

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1 disabilities, pursuant to this Act. On or before June 30,
2 2025, a party to a contract identified by the department
3 under this subsection shall exercise the option, if available
4 pursuant to the terms of the contract, to terminate the
5 contract in accordance with the terms of the contract which
6 provide for termination. Contracts that do not provide for
7 termination shall not be renewed or extended at the end of the
8 current contract term.
9 10. A mental health and disability services region, a
10 regional administrator as defined in section 225C.55, and
11 any subdivision of the state shall not enter into, renew, or
12 extend any contract for services related to mental health and
13 disability services or addictive disorder services beyond June
14 30, 2025.
15 Sec. 164. DEPARTMENT OF HEALTH AND HUMAN SERVICES ——
16 TRANSITION FUNDING —— 988 SERVICE FUNDING.
17 1. Notwithstanding any provision of law to the contrary,
18 there is appropriated from the region incentive fund of the
19 mental health and disability services regional service fund
20 created in section 225C.7A, subsection 8, to the department of
21 health and human services for the fiscal year beginning July
22 1, 2024, and ending June 30, 2025, the following amount, or
23 so much thereof as is necessary, to be used for the purposes
24 designated:
25 For the establishment of a central data repository as
26 described in section 225A.6, subsection 1, as enacted in
27 division I of this Act:
28 ..... $ 645,179
29 2. There is appropriated from the region incentive fund
30 of the mental health and disability services regional service
31 fund created in section 225C.7A, to the department of health
32 and human services for the fiscal year beginning July 1, 2024,
33 and ending June 30, 2025, the following amount, or so much
34 thereof as is necessary, to be used to support the statewide
35 988 suicide and crisis line:

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1 ..... $ 3,000,000
2 3. Notwithstanding section 8.33, moneys appropriated in
3 this section that remain unencumbered or unobligated at the
4 close of the fiscal year shall not revert to the credit of
5 the region incentive fund of the mental health and disability
6 services regional service fund, but shall be credited to the
7 behavioral health fund created in section 225A.7, as enacted in
8 division I of this Act, and are appropriated to the department
9 of health and human services for expenditure for the purposes
10 of the behavioral health fund.
11 Sec. 165. EMERGENCY RULES. The department of health and
12 human services may adopt emergency rules under section 17A.4,
13 subsection 3, and section 17A.5, subsection 2, paragraph "b",
14 to implement the provisions of this division of this Act and
15 the rules shall be effective immediately upon filing unless
16 a later date is specified in the rules. Any rules adopted
17 in accordance with this section shall also be published as a
18 notice of intended action as provided in section 17A.4.
19 Sec. 166. EFFECTIVE DATE. This division of this Act, being
20 deemed of immediate importance, takes effect upon enactment.
21 DIVISION V
22 ELIMINATION OF SPECIAL INTELLECTUAL DISABILITY UNITS
23 Sec. 167. Section 222.1, subsection 3, Code 2024, is amended
24 by striking the subsection.
25 Sec. 168. Section 222.2, subsection 8, Code 2024, is amended
26 by striking the subsection.
27 Sec. 169. Section 222.5, Code 2024, is amended to read as
28 follows:
29 **222.5 Preadmission diagnostic evaluation.**
30 A person shall not be eligible for admission to a resource
31 center ~~or a special unit~~ until a preadmission diagnostic
32 evaluation has been made by a resource center ~~or a special unit~~
33 which confirms or establishes the need for admission.
34 Sec. 170. Section 222.7, unnumbered paragraph 1, Code 2024,
35 is amended to read as follows:

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The department may transfer patients from one state resource center to the other and may at any time transfer patients from the resource centers to the hospitals for persons with mental illness~~, or transfer patients in the resource centers to a special unit or vice versa~~. The department may also transfer patients from a hospital for persons with mental illness to a resource center if consent is given or obtained as follows:

Sec. 171. Section 222.8, Code 2024, is amended to read as follows:

222.8 Communications by patients.

Persons admitted to the resource centers ~~or a special unit~~ shall have all reasonable opportunity and facility for communication with their friends. Such persons shall be permitted to write and send letters, provided the letters contain nothing of an offensive character. Letters written by any patient to the director or to any state or county official shall be forwarded unopened.

Sec. 172. Section 222.9, Code 2024, is amended to read as follows:

222.9 Unauthorized departures.

If any person with an intellectual disability shall depart without proper authorization from a resource center ~~or a special unit~~, it shall be the duty of the superintendent and the superintendent's assistants and all peace officers of any county in which such patient may be found to take and detain the patient without a warrant or order and to immediately report such detention to the superintendent who shall immediately provide for the return of such patient to the resource center ~~or special unit~~.

Sec. 173. Section 222.12, subsection 1, Code 2024, is amended to read as follows:

1. Upon the death of a patient of a resource center ~~or special unit~~, a preliminary investigation of the death shall be conducted as required by section 218.64 by the county medical examiner as provided in section 331.802. Such a preliminary

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1 investigation shall also be conducted in the event of a sudden
2 or mysterious death of a patient in a private institution
3 for persons with an intellectual disability. The chief
4 administrative officer of any private institution may request
5 an investigation of the death of any patient by the county
6 medical examiner.
7 Sec. 174. Section 222.73, subsections 1, 3, and 5, Code
8 2024, are amended to read as follows:
9 1. The superintendent of each resource center ~~and special~~
10 ~~unit~~ shall compute by February 1 the average daily patient
11 charge and outpatient treatment charges for which each county
12 will be billed for services provided to patients chargeable to
13 the county during the fiscal year beginning the following July
14 1. The department shall certify the amount of the charges and
15 notify the counties of the billing charges.
16 *a.* The superintendent shall compute the average daily
17 patient charge for a resource center ~~or special unit~~ for
18 services provided in the following fiscal year, in accordance
19 with generally accepted accounting procedures, by totaling
20 the expenditures of the resource center ~~or special unit~~ for
21 the immediately preceding calendar year, by adjusting the
22 expenditures by a percentage not to exceed the percentage
23 increase in the consumer price index for all urban consumers
24 for the immediately preceding calendar year, and by dividing
25 the adjusted expenditures by the total inpatient days of
26 service provided during the immediately preceding calendar
27 year.
28 *b.* The department shall compute the outpatient treatment
29 charges, in accordance with generally accepted accounting
30 procedures, on the basis of the actual cost of the outpatient
31 treatment provided during the immediately preceding calendar
32 year.
33 ~~3.~~ 2. The superintendent shall compute in January the
34 actual per-patient-per-day cost for each resource center ~~or~~
35 ~~special unit~~ for the immediately preceding calendar year, in

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1 accordance with generally accepted accounting procedures, by
2 totaling the actual expenditures of the resource center ~~or~~
3 ~~special unit~~ for the calendar year and by dividing the total
4 actual expenditures by the total inpatient days of service
5 provided during the calendar year.
6 ~~5.~~ 3. A superintendent of a resource center ~~or special~~
7 ~~unit~~ may request that the director enter into a contract with
8 a person for the resource center ~~or special unit~~ to provide
9 consultation or treatment services or for fulfilling other
10 purposes which are consistent with the purposes stated in
11 section 222.1. The contract provisions shall include charges
12 which reflect the actual cost of providing the services. Any
13 income from a contract authorized under this subsection may
14 be retained by the resource center ~~or special unit~~ to defray
15 the costs of providing the services or fulfilling the other
16 purposes. Except for a contract voluntarily entered into by a
17 county under this subsection, the costs or income associated
18 with a contract authorized under this subsection shall not
19 be considered in computing charges and per diem costs in
20 accordance with the provisions of subsections 1 ~~through 4~~ and
21 2.
22 Sec. 175. Section 222.83, Code 2024, is amended to read as
23 follows:
24 **222.83 Nonresident patients.**
25 The estates of all nonresident patients who are provided
26 treatment, training, instruction, care, habilitation, and
27 support in or by a resource center ~~or a special unit~~, and all
28 persons legally bound for the support of such persons, shall be
29 liable to the state for the reasonable value of such services.
30 The certificate of the superintendent of the resource center
31 ~~or special unit~~ in which any nonresident is or has been a
32 patient, showing the amounts drawn from the state treasury or
33 due therefrom as provided by law on account of such nonresident
34 patient, shall be presumptive evidence of the reasonable value
35 of such services furnished such patient by the resource center

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1 ~~or special unit~~.
2 Sec. 176. Section 222.84, Code 2024, is amended to read as
3 follows:
4 **222.84 Patients' personal deposit fund.**
5 There is established at each resource center ~~and special~~
6 ~~unit~~ a patients' personal deposit fund. ~~In the case of a~~
7 ~~special unit, the director may direct that the patients'~~
8 ~~personal deposit fund be maintained and administered as a part~~
9 ~~of the fund established, pursuant to sections 226.43 through~~
10 ~~226.46, by the state mental health institute where the special~~
11 ~~unit is located.~~
12 Sec. 177. Section 222.85, subsection 1, Code 2024, is
13 amended to read as follows:
14 1. Any funds coming into the possession of the
15 superintendent or any employee of a resource center ~~or special~~
16 ~~unit~~ belonging to any patient in that institution shall be
17 deposited in the name of the patient in the patients' personal
18 deposit fund, except that if a guardian of the property has
19 been appointed for the person, the guardian shall have the
20 right to demand and receive such funds. Funds belonging to a
21 patient deposited in the patients' personal deposit fund may
22 be used for the purchase of personal incidentals, desires, and
23 comforts for the patient.
24 Sec. 178. Section 222.87, Code 2024, is amended to read as
25 follows:
26 **222.87 Deposit in bank.**
27 The department shall deposit the patients' personal deposit
28 fund in a commercial account of a bank of reputable standing.
29 When deposits in the commercial account exceed average monthly
30 withdrawals, the department may deposit the excess at interest.
31 The savings account shall be in the name of the patients'
32 personal deposit fund and interest paid on the account may be
33 used for recreational purposes for the patients at the resource
34 center ~~or special unit~~.
35 Sec. 179. REPEAL. Sections 222.88, 222.89, 222.90, and

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1 222.91, Code 2024, are repealed.
2 Sec. 180. EFFECTIVE DATE. This division of this Act, being
3 deemed of immediate importance, takes effect upon enactment.
4 DIVISION VI
5 COUNTY OF RESIDENCE DETERMINATIONS
6 Sec. 181. NEW SECTION. **331.190 County of residence —**
7 **dispute resolution.**
8 1. *"County of residence"* means the county in this state
9 in which, at the time a person applies for or receives
10 services, the person is living and has established an ongoing
11 presence with the declared, good faith intention of living
12 for a permanent or indefinite period of time. The county
13 of residence of a homeless person is the county in which
14 the homeless person usually sleeps. A person maintains
15 residency in the county or state in which the person last
16 resided during the time period that the person is present in
17 a different county or state receiving services in a hospital,
18 a correctional facility, a halfway house for community-based
19 corrections or substance use disorder treatment, a nursing
20 facility, an intermediate care facility for persons with an
21 intellectual disability, a residential care facility, or for
22 the purpose of attending a college or university.
23 2. *a.* The dispute resolution process in this subsection
24 shall apply to county of residence disputes. The dispute
25 resolution process shall not be applicable to any of the
26 following:
27 (1) Disputes involving persons committed to a state
28 facility pursuant to chapter 812.
29 (2) Disputes involving Iowa rule of criminal procedure
30 2.22(8)(b), commitment for evaluation.
31 (3) Disputes involving chapter 12 of Iowa court rules, rules
32 for involuntary hospitalization of mentally ill persons.
33 *b.* If a county objects to a billing for services or a
34 residency determination and asserts that either the person
35 has residency in a different county or the person is not a

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1 resident of this state, the person's county of residence
2 shall be determined as provided in this subsection. If the
3 county asserts that the person has residency in a different
4 county in this state, the county shall notify that county in
5 writing within one hundred twenty calendar days of receiving
6 the billing for services or of the county of residence
7 determination.
8 *c.* The county that receives the notification under paragraph
9 "*b*" shall respond in writing to the county that provided the
10 notification within forty-five calendar days of receiving the
11 notification. If the parties cannot agree as to the person's
12 county of residence within ninety calendar days of the date of
13 notification, on motion of either of the parties, the matter
14 shall be referred to the administrative hearings division of
15 the department of inspections, appeals, and licensing for
16 a contested case proceeding under chapter 17A, before an
17 administrative law judge assigned in accordance with section
18 10A.801, to determine the person's county of residence.
19 *d.* (1) Notwithstanding section 17A.15, the administrative
20 law judge's determination of a person's county of residence
21 shall be considered final agency action. Judicial review of
22 the determination may be sought in accordance with section
23 17A.19.
24 (2) If following the determination of a person's county of
25 residence under this subsection additional evidence becomes
26 available that merits a change in the determination of the
27 person's county of residence, the affected parties may change
28 the determination of county of residence by mutual agreement.
29 Otherwise, a party may move that the matter be reconsidered
30 by the county, or by an administrative law judge assigned in
31 accordance with section 10A.801.
32 *e.* Unless a petition is filed for judicial review, the
33 administrative law judge's determination of the person's county
34 of residence shall result in one of the following:
35 (1) If a county is determined to be the person's county

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1 of residence, that county shall pay any amounts due and shall
2 reimburse the other county for any amounts paid for services
3 provided to the person by the other county prior to the county
4 of residence determination.
5 (2) If it is determined that the person is not a resident of
6 this state, neither the state nor either county shall be liable
7 for payment of amounts due for services provided to the person
8 prior to the determination of the person's county of residence.
9 *f.* (1) The party that does not prevail in a contested
10 case proceeding or a subsequent judicial review pursuant to
11 this subsection shall be liable for costs associated with
12 the proceeding or judicial review, including reimbursement
13 of the administrative hearings division of the department of
14 inspections, appeals, and licensing's actual costs associated
15 with the administrative proceeding, court costs, and reasonable
16 attorney fees.
17 (2) A payment or reimbursement pursuant to this subsection
18 shall be remitted within forty-five calendar days of the
19 date the county of residence determination is issued by the
20 administrative law judge or the date the court files an order
21 determining the person's county of residence, whichever is
22 later. After forty-five calendar days, the prevailing party
23 may add a penalty of up to one percent per month to any amounts
24 due.
25 Sec. 182. Section 35D.9, Code 2024, is amended to read as
26 follows:
27 **35D.9 County of residence upon discharge.**
28 A member of the home does not acquire residency in the county
29 in which the home is located unless the member is voluntarily
30 or involuntarily discharged from the home and the member
31 meets county of residence requirements. For purposes of this
32 section, *"county of residence"* means the same as defined in
33 section ~~225C.61~~ 331.190.
34 Sec. 183. Section 232.141, subsections 7 and 8, Code 2024,
35 are amended to read as follows:

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1 7. A county charged with the costs and expenses under
2 subsections 2 and 3 may recover the costs and expenses from the
3 child's custodial parent's county of residence, as defined in
4 section ~~225C.61~~ 331.190, by filing verified claims which are
5 payable as are other claims against the county. A detailed
6 statement of the facts upon which a claim is based shall
7 accompany the claim.
8 8. This subsection applies only to placements in a juvenile
9 shelter care home which is publicly owned, operated as a county
10 or multicounty shelter care home, organized under a chapter
11 28E agreement, or operated by a private juvenile shelter care
12 home. If the actual and allowable costs of a child's shelter
13 care placement exceed the amount the department is authorized
14 to pay, the unpaid costs may be recovered from the child's
15 custodial parent's county of residence. However, the maximum
16 amount of the unpaid costs which may be recovered under this
17 subsection is limited to the difference between the amount
18 the department is authorized to pay and the statewide average
19 of the actual and allowable rates as reasonably determined
20 by the department annually. A home may only be reimbursed
21 for the lesser of the home's actual and allowable costs or
22 the statewide average of the actual and allowable rates as
23 determined by the department in effect on the date the costs
24 were paid. The unpaid costs are payable pursuant to filing of
25 verified claims against the child's custodial parent's county
26 of residence. A detailed statement of the facts upon which a
27 claim is based shall accompany the claim. Any dispute between
28 counties arising from ~~filings of~~ claims filed pursuant to this
29 subsection shall be settled in the manner provided to determine
30 ~~residency~~ county of residence in section ~~225C.61~~ 331.190.
31 Sec. 184. EFFECTIVE DATE. This division of this Act takes
32 effect July 1, 2025.
33 DIVISION VII
34 SUBSTANCE USE DISORDER — BEER AND LIQUOR CONTROL FUND
35 Sec. 185. Section 123.17, subsection 5, Code 2024, is

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amended to read as follows:

5. After any transfer provided for in subsection 3 is made, the department shall transfer into a special revenue account in the general fund of the state, a sum of money at least equal to seven percent of the gross amount of sales made by the department from the beer and liquor control fund on a monthly basis but not less than nine million dollars annually. Of the amounts transferred, two million dollars~~, plus an additional amount determined by the general assembly,~~ shall be appropriated to the department of health and human services for use by the staff who administer the comprehensive substance use disorder program under chapter 125 for substance use disorder treatment and prevention programs. Any amounts received in excess of the amounts appropriated to the department of health and human services for use by the staff who administer the comprehensive substance use disorder program under chapter 125 shall be considered part of the general fund balance.

Sec. 186. EFFECTIVE DATE. This division of this Act, being deemed of immediate importance, takes effect upon enactment.

DIVISION VIII

SUPPORTED COMMUNITY LIVING SERVICES

Sec. 187. Section 225C.21, subsection 1, Code 2024, is amended to read as follows:

1. As used in this section, *"supported community living services"* means services provided in a noninstitutional setting to ~~adult~~ persons sixteen years of age and older with mental illness, an intellectual disability, brain injury, or developmental disabilities to meet the persons' daily living needs.

Sec. 188. EFFECTIVE DATE. This division of this Act, being deemed of immediate importance, takes effect upon enactment.>

JEFF EDLER

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House File 2545

S-5161

Amend House File 2545, as amended, passed, and reprinted by the House, as follows:

1. By striking everything after the enacting clause and inserting:

<DIVISION I

STATE BOARD OF EDUCATION — COMPREHENSIVE REVIEW OF EDUCATIONAL STANDARDS

Section 1. DEPARTMENT OF EDUCATION — COMPREHENSIVE REVIEW OF IOWA EDUCATIONAL STANDARDS — RECOMMENDED REVISIONS.

1. The director of the department of education shall conduct a comprehensive review of the high school graduation requirements and core curriculum established pursuant to section 256.7, subsection 26, the core content standards established pursuant to section 256.7, subsection 28, and the educational standards established in section 256.11. The comprehensive review shall be designed to generate recommendations for policy changes to be included in the reports required under subsection 4. The recommendations for policy changes shall include all of the following:

a. A plan to regularly review and revise the core content standards focused on English language arts, mathematics, science, and social studies, with a focus on United States history, western civilization, and civics.

b. A plan to make Iowa's educational standards the best in the nation.

c. Input from relevant stakeholders, including parents and teachers.

d. A plan to increase the quality of the instructional curriculum.

e. A plan to maximize local flexibility in graduation requirements and course offerings while maintaining a goal that all high school graduates have necessary skills at graduation.

f. Identification of opportunities to equip high school graduates with sufficient knowledge of civics and United States history, including the principles reflected in the Constitution

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1 of the United States, so that high school graduates are capable
2 of discharging the responsibilities associated with United
3 States citizenship.
4 g. A statewide literacy plan to increase student
5 proficiency using systematic and sequential approaches to
6 teaching phonetic awareness, phonics, vocabulary, fluency,
7 and text comprehension. The statewide literacy plan shall
8 address standards for practitioner preparation programs
9 established under section 256.16 that promote evidence-based
10 reading instruction and practical application that are
11 direct, systematic, explicit, responsive, and that consist of
12 phonetic awareness, phonics, vocabulary, fluency, and text
13 comprehension. Such standards shall not include instruction or
14 practical application that is designed to teach students using
15 the instructional model commonly known as the three-cueing
16 system.
17 2. The director of the department of education shall ensure
18 that the core curriculum established pursuant to section 256.7,
19 subsection 26, the core content standards established pursuant
20 to section 256.7, subsection 28, and the educational standards
21 established in section 256.11, comply with section 279.74.
22 3. The comprehensive review described in subsection 1 shall
23 include all of the following:
24 a. Providing the opportunity for the public and interested
25 stakeholders to provide comments related to the comprehensive
26 review, including comments related to each graduation
27 requirement, core content standard, and educational requirement
28 by grade level, at each committee meeting convened pursuant to
29 this subsection.
30 b. Collecting and considering the comments provided
31 pursuant to paragraph "a".
32 c. (1) Convening committees to assist in the comprehensive
33 review and provide recommendations related to the subject areas
34 in the educational standards established in section 256.11.
35 (2) The director of the department of education shall

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1 determine the membership of each committee; provided, however,
2 that each committee shall include four members of the general
3 assembly with one member designated by each of the following:
4 the president of the senate, the minority leader of the senate,
5 the speaker of the house of representatives, and the minority
6 leader of the house of representatives. A legislative member
7 serves in an ex officio, nonvoting capacity.
8 4. a. The director of the department of education shall
9 submit an initial report, including initial findings and
10 recommendations for policy changes, to the governor and the
11 general assembly on or before December 31, 2024.
12 b. The director of the department of education shall submit
13 a final report, including findings and recommendations for
14 policy changes, to the governor and the general assembly on or
15 before July 1, 2025.
16 Sec. 2. EFFECTIVE DATE. This division of this Act, being
17 deemed of immediate importance, takes effect upon enactment.
18 DIVISION II
19 STATE BOARD OF EDUCATION — CORE CURRICULUM
20 Sec. 3. Section 256.7, subsection 26, paragraph a,
21 unnumbered paragraph 1, Code 2024, is amended to read as
22 follows:
23 Adopt ~~rules that establish~~ a core curriculum and adopt rules
24 that establish high school graduation requirements for all
25 students in school districts and accredited nonpublic schools
26 that include at a minimum satisfactory completion of four years
27 of English and language arts, three years of mathematics, three
28 years of science, and three years of social studies.
29 Sec. 4. Section 256.7, subsection 26, paragraph a,
30 subparagraph (3), Code 2024, is amended to read as follows:
31 (3) The ~~rules establishing a~~ core curriculum shall address
32 the core content standards in subsection 28 and the skills and
33 knowledge students need to be successful in the twenty-first
34 century. The core curriculum shall include social studies
35 and twenty-first century learning skills which include but

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1 are not limited to civic literacy, health literacy, financial
2 literacy, family life and consumer sciences, and employability
3 skills; and shall address the curricular needs of students in
4 kindergarten through grade twelve in those areas. The state
5 board shall further define the twenty-first century learning
6 skills components ~~by rule~~.
7 Sec. 5. STATE BOARD OF EDUCATION — RULES ESTABLISHING A
8 CORE CURRICULUM. Rules adopted by the state board of education
9 on or before the effective date of this division of this
10 Act relating to the core curriculum shall remain effective
11 until modified or rescinded by action of the state board of
12 education.
13 DIVISION III
14 STATE BOARD OF EDUCATION — SOCIAL STUDIES STANDARDS
15 Sec. 6. STATE BOARD OF EDUCATION — REVIEW AND REVISION OF
16 SOCIAL STUDIES STANDARDS.
17 1. The state board of education shall complete a review
18 and revision of the state social studies standards contained
19 in the core content standards established pursuant to section
20 256.7, subsection 28, with a focus on United States history,
21 government, founding philosophies and principles, important
22 historical figures, western civilization, and civics. At a
23 minimum, the revised social studies standards shall include
24 instruction related to all of the following topics in grade
25 one through grade twelve, in such a manner that is both
26 relevant and appropriate for the age of the student receiving
27 instruction:
28 a. The United States federal and republican form of
29 government, including the branches and structure of the
30 United States federal government, the division of power
31 between branches of government and between federal and state
32 governments, a comparison to alternative forms of government,
33 and the crimes against humanity that have occurred under
34 communist regimes since 1917.
35 b. The rights and responsibilities of citizens of the United

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1 States and the state of Iowa, including civic virtues displayed
2 in the lives of exemplary Americans.
3 c. The history of the United States and the state of Iowa,
4 including all of the following:
5 (1) The political, diplomatic, and military history of the
6 United States, including exemplary Americans important to such
7 events, beginning with the discovery of the western hemisphere
8 through the present, including but not limited to the founding
9 fathers, the American Revolutionary War, the War of 1812, the
10 Civil War, World War I, World War II, the Vietnam War, the
11 Korean War, and the War on Terrorism, including the attacks on
12 September 11, 2001.
13 (2) The founding of Iowa, and famous Iowans and their
14 involvement in important events in history.
15 (3) The secular and religious ideals and institutions of
16 liberty, including political, religious, economic, social, and
17 cultural liberty, in western civilization, the United States,
18 and the state of Iowa.
19 d. Exemplary figures and important events in western
20 civilization, the United States, and the state of Iowa,
21 including but not limited to the history of ancient Israel, the
22 free Greek city-states, the Roman Republic, the Roman Empire,
23 medieval Europe, Columbus and the Age of Discovery, World War
24 I, World War II and instruction related to the Holocaust, and
25 the Cold War.
26 e. Important historical and founding documents to the
27 United States and the state of Iowa, including but not limited
28 to the Mayflower Compact, the Declaration of Independence,
29 the Constitution of the United States and the amendments to
30 the Constitution, the Federalist Papers, and the Emancipation
31 Proclamation.
32 2. The director of the department of education, or the
33 director's designee, shall present the revised social studies
34 standards to the state board of education for adoption on or
35 before December 31, 2025.

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1 DIVISION IV
2 EDUCATIONAL STANDARDS FOR GRADES SEVEN AND EIGHT
3 Sec. 7. Section 256.11, subsection 4, Code 2024, is amended
4 to read as follows:
5 4. The following shall be taught in grades seven and
6 eight: English-language arts; social studies, including
7 instruction related to civics; mathematics; science;
8 health; age-appropriate and research-based human growth and
9 development; career exploration and development; physical
10 education; music; and visual art. Computer science instruction
11 incorporating the standards established under section 256.7,
12 subsection 26, paragraph *"a"*, subparagraph (4), shall be
13 offered in at least one grade level commencing with the
14 school year beginning July 1, 2023. Career exploration
15 and development shall be designed so that students are
16 appropriately prepared to create an individual career
17 and academic plan pursuant to section 279.61, incorporate
18 foundational career and technical education concepts aligned
19 with the six career and technical education service areas as
20 defined in subsection 5, paragraph *"h"*, incorporate relevant
21 twenty-first century skills to facilitate career readiness,
22 and introduce students to career opportunities within the
23 local community and across this state. The health curriculum
24 shall include age-appropriate and research-based information
25 regarding the characteristics of sexually transmitted diseases.
26 The state board as part of accreditation standards shall adopt
27 curriculum definitions for implementing the program in grades
28 seven and eight. However, this subsection shall not apply to
29 the teaching of career exploration and development in nonpublic
30 schools.>
31 2. Title page, by striking lines 1 through 5 and inserting
32 <An Act relating to education, including by requiring the
33 director of the department of education to review the state's
34 high school graduation requirements, core curriculum, core
35 content standards, and educational standards, requiring the

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1 state board of education to review and revise the state's
2 social studies standards, requiring that the social studies
3 instruction provided to students enrolled in school districts
4 and accredited nonpublic schools in grades seven and eight
5 include instruction related to civics, and including effective
6 date provisions.>

_____
BRAD ZAUN

AMERICAN OVERSIGHT

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House File 2673

S-5162

Amend the amendment, S-5160, to House File 2673, as amended, passed, and reprinted by the House, as follows:

1. Page 15, by striking lines 21 through 29.

2. Page 79, after line 20 by inserting:

<n. Submit a report to the general assembly no later than January 13, 2025, that details the administrative and operational costs for the establishment, implementation, and administration of the state behavioral health service system.>

3. Page 82, line 16, by striking <FUNDING — 988 SERVICE>

4. Page 83, after line 1 by inserting:

<3. There is appropriated from the region incentive fund of the mental health and disability services regional service fund created in section 225C.7A, to the department of health and human services for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used to implement the provisions of this division of this Act:

..... $ 1,000,000>

5. Page 83, line 2, by striking <3.> and inserting <4.>

JEFF EDLER

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House File 2545

S-5163

1 Amend the amendment, S-5161, to House File 2545, as amended,
2 passed, and reprinted by the House, as follows:
3 1. Page 1, line 23, by striking <western civilization> and
4 inserting <world civilizations>
5 2. Page 4, line 22, by striking <western civilization> and
6 inserting <world civilizations>
7 3. Page 5, line 17, by striking <western civilization> and
8 inserting <world civilizations>
9 4. Page 5, lines 19 and 20, by striking <western
10 civilization> and inserting <world civilizations>

_____
HERMAN C. QUIRMBACH

AMERICAN OVERSIGHT

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House File 2639

S-5164

Amend House File 2639, as passed by the House, as follows:

1. Page 1, before line 1 by inserting:

<Section 1. NEW SECTION. **80.49 Right to keep and bear arms education and training fund.**

1. A right to keep and bear arms education and training fund is created in the state treasury under the control of the department. The fund shall consist of moneys transferred to the fund pursuant to section 321.34, subsection 11E, and any other moneys appropriated to or deposited in the fund. Moneys in the fund are appropriated to the department for the purposes set forth in subsection 2.

2. The department shall distribute moneys in the fund by awarding grants to persons to provide education and training on the right to keep and bear arms protected under the Constitution of the United States and the Constitution of the State of Iowa. In the awarding of grants, the department shall give first consideration to any official state association of the national rifle association and similar nonprofit organizations.

3. Notwithstanding section 8.33, moneys in the fund that remain unencumbered or unobligated at the close of a fiscal year shall not revert but shall remain available for expenditure for the purposes designated. Notwithstanding section 12C.7, subsection 2, interest or earnings on moneys in the fund shall be credited to the fund.>

2. By striking page 1, line 29, through page 2, line 5, and inserting <in section 321.145, subsection 2, to the right to keep and bear arms education and training fund created in section 80.49 the amount of the special fees collected in the previous month for Gadsden flag plates.>

3. Title page, line 3, by striking <plates.> and inserting <plates, and making appropriations.>

4. By renumbering as necessary.

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CHRIS COURNOYER

AMERICAN OVERSIGHT

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Senate File 2368

S-5165

1 Amend Senate File 2368 as follows:
2 1. By striking page 1, line 1, through page 2, line 7.
3 2. Page 2, by striking lines 10 through 18.
4 3. By striking page 2, line 30, through page 3, line 16.
5 4. By striking page 3, line 30, through page 4, line 8, and
6 inserting:
7 <Sec. ___. NEW SECTION. **297.24 Sale of real property to**
8 **other educational institutions.**>
9 5. Page 4, line 9, by striking <2.> and inserting <1.>
10 6. Page 4, by striking lines 11 through 22 and inserting
11 <property to an educational institution.>
12 7. By striking page 4, line 23, through page 5, line 6, and
13 inserting:
14 <2. If the board of directors of a school district offers
15 to sell real property that contains a building or structure,
16 and an educational institution offers to purchase such real
17 property for a purchase price that represents the highest bid
18 the board of directors of the school district received for
19 the real property, then the board of directors of the school
20 district shall sell the real property to the educational
21 institution for such purchase price.
22 3. For purposes of this section, *"educational institution"*
23 means all of the following:
24 *a.* A school district.
25 *b.* A nonpublic school.
26 *c.* A charter school established pursuant to chapter 256E.
27 *d.* A charter school or innovation zone school established
28 pursuant to chapter 256F.
29 *e.* An institution of higher education under the control of
30 the state board of regents.
31 *f.* A community college established under chapter 260C.
32 *g.* The state training school established under chapter 233A.
33 *h.* An accredited private institution as defined in section
34 256.183.>
35 8. By striking page 5, line 9, through page 6, line 6.

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1 9. Page 6, after line 15 by inserting:
2 <DIVISION ___
3 CHARTER SCHOOL STUDENTS — PARTICIPATION IN ATHLETICS
4 Sec. ___. NEW SECTION. **256E.13 Students receiving**
5 **instruction over the internet — participation in activities in**
6 **district of residence.**
7 1. A student enrolled in a charter school who receives
8 educational instruction and course content primarily over the
9 internet may participate in any cocurricular or extracurricular
10 activities offered to children in the student's grade or group
11 and sponsored by the district of residence under the same
12 conditions and requirements as the students enrolled in the
13 district of residence. The student may participate in not more
14 than two cocurricular or extracurricular activities during a
15 school year unless the resident district approves the student's
16 participation in additional activities. The student shall
17 comply with the eligibility, conduct, and other requirements
18 relating to the activity that are established by the district
19 of residence for any student who applies to participate or who
20 is participating in the activity.
21 2. If a student participates in a cocurricular or
22 extracurricular activity in accordance with this section,
23 the district of residence may charge the charter school
24 up to two hundred dollars per activity, for up to two
25 activities. For a cocurricular activity, one semester shall
26 equal one activity. Extracurricular activities for which a
27 resident district may charge up to two hundred dollars per
28 activity for up to two activities under this section include
29 interscholastic athletics, music, drama, and any other activity
30 with a general fund expenditure exceeding five thousand
31 dollars annually. A student may participate in additional
32 extracurricular activities at the discretion of the resident
33 district. The resident district may charge the student a fee
34 for participation in such cocurricular or extracurricular
35 activities equivalent to the fee charged to and paid in the

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1 same manner by other resident students.
2 Sec. ___. Section 280.13A, subsection 1, Code 2024, is
3 amended to read as follows:
4 1. If a school district, ~~or~~ nonpublic school, or charter
5 school operating under section 256E.5 does not provide an
6 interscholastic activity for its students, the board of
7 directors of that school district, ~~or~~ the authorities in
8 charge of the nonpublic school, or governing board of the
9 charter school may complete an agreement with another school
10 district, ~~or~~ nonpublic school, or charter school operating
11 under section 256E.5 to provide for the eligibility of its
12 students in interscholastic activities provided by that other
13 school district, ~~or~~ nonpublic school, or charter school. A
14 copy of each agreement completed under this section shall be
15 filed with the appropriate organization as organization is
16 defined in section 280.13 not later than April 30 of the school
17 year preceding the school year in which the agreement takes
18 effect, unless an exception is granted by the organization
19 for good cause. An agreement completed under this section
20 shall be deemed approved unless denied by the organization
21 within ten days after its receipt. The organization shall
22 determine whether an agreement would substantially prejudice
23 the interscholastic activities of other schools. An agreement
24 denied by the organization under this section may be appealed
25 to the state board of education under chapter 290.>
26 10. Title page, by striking lines 1 through 5 and inserting
27 <An Act relating to education, including by modifying
28 provisions related to the sale of real property by school
29 districts, charter school board member requirements, and the
30 participation in school activities by students enrolled in
31 charter schools.>
32 11. By renumbering as necessary.

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KERRY GRUENHAGEN

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House Amendment to
Senate File 2196

S-5166

1 Amend Senate File 2196, as passed by the Senate, as follows:
2 1. Page 1, after line 11 by inserting:
3 <Sec. ___. NEW SECTION. **280.13D Seizure action plan and**
4 **training requirements.**
5 1. For the purposes of this section, unless the context
6 otherwise requires:
7 *a. "Individual health plan"* means the confidential, written,
8 preplanned, and ongoing special health service developed for a
9 student who requires such service to be incorporated with the
10 student's educational program.
11 *b. "School nurse"* means a registered nurse holding current
12 licensure recognized by the board of nursing who practices in
13 the school setting to promote and protect the health of the
14 school population by using knowledge from the nursing, social,
15 and public health sciences.
16 *c. "School personnel"* means principals, guidance counselors,
17 teachers, and other relevant employees who have direct contact
18 with and supervise children, including school bus drivers and
19 paraeducators.
20 *d. "Seizure action plan"* means a written set of instructions
21 designed to direct caregivers and staff to intervene in the
22 event of a seizure occurrence and is considered a plan for
23 emergencies as a part of an individual health plan.
24 2. *a.* Starting with the school year beginning July 1,
25 2024, the board of directors of each school district and the
26 authorities in charge of each accredited nonpublic school shall
27 have at least one school employee at each school who has met
28 the training requirements necessary to administer or assist
29 with the self-administration of all of the following:
30 (1) A medication approved by the United States food and
31 drug administration to treat seizure disorder symptoms or
32 a medication approved by the United States food and drug
33 administration as a seizure rescue medication.
34 (2) A manual dose of prescribed electrical stimulation
35 using a vagus nerve stimulator magnet approved by the United

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1 States food and drug administration.
2 *b.* The presence of a school nurse employed full-time by
3 a school district or accredited nonpublic school who assumes
4 responsibility for the administration of seizure medications
5 and the administration oversight of vagus nerve stimulation
6 shall fulfill the requirements of paragraph *"a"*. This section
7 shall not be construed to require school personnel, other than
8 a school nurse, to administer a suppository to a student.
9 3. *a.* On or before December 31, 2025, each public school
10 and each accredited nonpublic school shall provide training to
11 all school personnel on how to recognize the signs and symptoms
12 of seizures and the appropriate steps for seizure first aid.
13 *b.* Each public school and each accredited nonpublic school
14 shall require school personnel responsible for the supervision
15 or care of students to undergo seizure recognition and first
16 aid training on a biennial basis.
17 4. Any training programs or guidelines adopted by a state
18 agency for the training of school personnel in the health care
19 needs of students diagnosed with a seizure disorder shall be
20 consistent with training programs and guidelines developed
21 by the epilepsy foundation of America or any successor
22 organization.
23 5. This section shall not be construed to limit the
24 authority of a school district, an accredited nonpublic school,
25 or the department of education to require additional seizure
26 disorder training.
27 6. *a.* Prior to school personnel administering medication
28 prescribed to treat a student's seizure disorder symptoms, a
29 school or accredited nonpublic school shall obtain a signed and
30 dated authorization from the student's parent or guardian that
31 authorizes a person who meets the requirements of subsection 2
32 to administer medication in accordance with the school's policy
33 and procedures.
34 *b.* Authorizations required pursuant to paragraph *"a"* shall
35 be effective for the school year in which the authorization is

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1 granted and must be renewed each school year.
2 7. Upon the request of a student's parent or guardian,
3 a school district or accredited nonpublic school shall
4 collaborate with the parent or guardian and relevant licensed
5 health care professionals, including the school nurse or
6 education team, in the development of an individual health
7 plan, and a seizure action plan if appropriate, consistent
8 with rules adopted by the state board of education. The
9 individual health plan or seizure action plan shall be based
10 on the student's needs and may include but is not limited
11 to assessment, nursing diagnosis, outcomes, planning,
12 interventions, student goals, and a plan for emergencies to
13 provide direction in managing the student's health needs. The
14 plan shall be updated consistent with timelines for individual
15 health plans and with rules adopted by the state board of
16 education.
17 8. *a.* Each school district and each accredited nonpublic
18 school shall maintain all authorizations pursuant to subsection
19 6, individual health plans, and seizure action plans for
20 enrolled students on file in the office of the school nurse or
21 school administrator.
22 *b.* Each school district and each accredited nonpublic
23 school shall distribute information regarding a student's
24 seizure action plan to any school personnel responsible for the
25 supervision or care of the student.
26 9. The requirements of subsections 6, 7, and 8 shall only
27 apply to a school district or accredited nonpublic school that
28 has either of the following:
29 *a.* An enrolled student with a known diagnosis of epilepsy or
30 seizure disorder.
31 *b.* An enrolled student who is known to currently be taking
32 medication prescribed by a health care provider as that term
33 is defined in section 135.61, and approved by the United
34 States food and drug administration to treat seizure disorder
35 symptoms.

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1 10. The state board of education shall adopt rules to
2 establish a seizure education program for the purpose of
3 providing school districts and accredited nonpublic schools an
4 age-appropriate program on seizures and seizure disorders. The
5 seizure education program shall be consistent with guidelines
6 published by the epilepsy foundation of America or any
7 successor organization, and participation in the program shall
8 be optional.
9 11. A school district or accredited nonpublic school, an
10 employee of a school district or accredited nonpublic school,
11 or an agent of a school district or accredited nonpublic
12 school acting in good faith and in compliance with a student´s
13 individual health plan and seizure action plan shall not be
14 liable for any claim for injuries or damages arising from
15 actions taken to assist a student with the student´s needs
16 related to epilepsy or a seizure disorder.>
17 2. Title page, line 1, after <relating to> by inserting
18 <school and student health care-related activities including>
19 3. Title page, line 2, by striking <exemptions> and
20 inserting <exemptions, and school personnel training, emergency
21 care planning, authorizations for assisting, and limitations
22 of liability concerning students with epilepsy or a seizure
23 disorder>

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IA-DHHS-24-0418-A-003675

House File 2673

S-5167

1 Amend the amendment, S-5160, to House File 2673, as amended,
2 passed, and reprinted by the House, as follows:
3 1. By striking page 16, line 23, through page 17, line 16.
4 2. Page 17, line 19, by striking <225A.9> and inserting
5 <225A.7>
6 3. By striking page 19, line 35, through page 20, line 3.
7 4. Page 61, line 7, by striking <142A,>
8 5. By renumbering as necessary.

HERMAN C. QUIRMBACH

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-003676

House File 2639

S-5168

1 Amend the amendment, S-5164, to House File 2639, as passed by
2 the House, as follows:
3 1. Page 1, by striking lines 2 through 25.
4 2. Page 1, by striking lines 27 through 30 and inserting
5 <and inserting <in section 321.145, subsection 2, to the public
6 safety survivor benefits fund created in section 80.47 the
7 amount of the special fees collected in the previous month for
8 Gadsden flag plates.>>
9 3. Page 1, by striking lines 31 through 33.
10 4. By renumbering as necessary.

_____
WILLIAM A. DOTZLER, JR.

_____
TONY BISIGNANO

_____
NATE BOULTON

_____
CLAIRE CELSI

_____
MOLLY DONAHUE

_____
ERIC GIDDENS

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-003677

PAM JOCHUM

IZAAH KNOX

JANET PETERSEN

HERMAN C. QUIRMBACH

TODD TAYLOR

SARAH TRONE GARRIOTT

JANICE WEINER

CINDY WINCKLER

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-003678

Senate File 2410

S-5169

1 Amend Senate File 2410 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <DIVISION I
5 IOWA-FOALED HORSES
6 Section 1. Section 99D.22, subsection 2, paragraph b,
7 subparagraph (3), Code 2024, is amended to read as follows:
8 (3) (a) ~~Continuous~~ For a thoroughbred foal, continuous
9 residency from December ~~31~~ 15 until the foal is inspected if
10 the mare was bred by other than an Iowa registered stallion and
11 is not bred back to an Iowa registered stallion.
12 (b) For a standardbred foal or quarter horse foal,
13 continuous residency from January 31 until the foal is
14 inspected if the mare was bred by other than an Iowa registered
15 stallion and is not bred back to an Iowa registered stallion.
16 DIVISION II
17 AGRICULTURAL MARKETING
18 Sec. 2. Section 159.20, subsection 2, Code 2024, is amended
19 to read as follows:
20 2. The department shall ~~establish and~~ administer ~~a~~
21 ~~choose Iowa promotional program as provided in part 2 of~~
22 ~~this subchapter, in order to provide consumers a choice in~~
23 programs that advance the purchasing ~~food items~~ of agricultural
24 commodities produced on Iowa farms and Iowa products that
25 originate as ~~an~~ agricultural ~~commodity~~ commodities produced on
26 Iowa farms under this title, including chapter 187.
27 Sec. 3. Section 159.20, subsection 3, unnumbered paragraph
28 1, Code 2024, is amended to read as follows:
29 As used in this ~~subchapter~~ section:
30 Sec. 4. Section 159.28, Code 2024, is amended to read as
31 follows:
32 **159.28 Choose Iowa promotional program.**
33 1. The department shall establish and administer a choose
34 Iowa promotional program to advertise for retail sale ~~on a~~
35 ~~retail basis a food item that originates as an agricultural~~

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1 ~~commodity produced on an Iowa farm, and~~ an Iowa product that
2 may include any of the following:
3 *a.* An agricultural commodity produced on an Iowa farm,
4 except that it may be prepared for sale by washing or packaging
5 in this state.
6 *b.* ~~A product, if it is~~ An agricultural commodity processed
7 in this state ~~and any of its ingredients~~, if its components
8 originate as an agricultural commodity produced on an Iowa
9 farm.
10 2. *a.* The department may adopt rules further defining an
11 Iowa farm, Iowa agricultural commodity, and Iowa product; and
12 describing how an Iowa agricultural commodity originates on an
13 Iowa farm.
14 *b.* The department may adopt rules providing for the
15 acceptable use of ~~ingredients originating~~ a component that
16 originates from an agricultural ~~commodities~~ commodity not
17 produced on an Iowa ~~farms~~ farm. In adopting the rules, the
18 department may consider whether the ~~ingredient~~ component is
19 an incidental ~~additive or other component that the department~~
20 ~~determines is~~ or insignificant part of an Iowa product.
21 Sec. 5. Section 159.29, subsections 1 and 5, Code 2024, are
22 amended to read as follows:
23 1. As part of the choose Iowa promotional program, the
24 department may establish a choose Iowa logo to identify ~~a food~~
25 ~~item originating as an agricultural commodity produced on an~~
26 ~~Iowa farm~~ an Iowa product.
27 5. The use of a choose Iowa logo does not do any of the
28 following:
29 *a.* Provide an express or implied guarantee or warranty
30 concerning the safety, fitness, merchantability, or use of a
31 ~~food item~~ product.
32 *b.* Supersede, revise, or replace a state or federal labeling
33 requirement, including but not limited to a provision in the
34 federal Fair Packaging and Labeling Act, 15 U.S.C. §1451 et
35 seq.

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c. Indicate the grade, specification, standard, or value of any ~~food item~~ agricultural commodity, component, or product.

Sec. 6. Section 159.31, subsections 1, 2, and 3, Code 2024, are amended to read as follows:

1. A choose Iowa fund is ~~established~~ created in the state treasury under the management and control of the department.

2. The fund shall include moneys collected as fees by the department as provided in section ~~159.30~~ 187.303, moneys appropriated by the general assembly, and other moneys available to and obtained or accepted by the department, including moneys from public or private sources.

3. Moneys in the fund are appropriated to the department and shall be used exclusively to ~~carry out the provisions of this part~~ administer the programs created in this subchapter as determined and directed by the department, and shall not require further special authorization by the general assembly.

Sec. 7. Section 159.31A, Code 2024, is amended to read as follows:

159.31A Dairy innovation ~~fund~~ and revitalization program.

~~1. As used in this section unless the context otherwise requires:~~

~~*a. "Financial assistance"* means assistance provided only from the moneys and assets legally available to the department pursuant to this section and includes assistance in the form of grants, low-interest loans, and forgivable loans.~~

~~*b. "Fund"* means the dairy innovation fund.~~

~~*c. "Located in"* means the place or places at which a business's operations are located and where at least ninety-eight percent of the business's employees work, or where employees that are paid at least ninety-eight percent of the business's payroll work.~~

~~*d. "Program"* means the dairy innovation program.~~

~~2. *a.* The fund is created in the state treasury under the control of the department and consists of any moneys appropriated to the fund by the general assembly and any other~~

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~~moneys available to or obtained or accepted by the department for placement in the fund. Moneys in the fund are appropriated to the department to award financial assistance as provided under the program. The department shall use any moneys specifically appropriated for purposes of this section only for the purposes of the program.~~

~~*b.* Notwithstanding section 8.33, moneys in the fund that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.~~

1. A dairy innovation and revitalization program is created within the department. The purpose of the program is to promote the development, modernization, and expansion of this state's dairy industry.

~~3.~~ 2. ~~The~~ In administering the program, the department shall ~~establish and administer the program for the purpose of awarding~~ award financial assistance to eligible businesses ~~engaged in~~ to support projects that do one or more of the following:

a. Expand or refurbish existing milk plants or establish a new milk plant, operating pursuant to a permit issued pursuant to section 192.111 or 194.3A.

b. Expand or refurbish existing mobile dairy processing units, or establish new mobile dairy processing units.

c. Rent buildings, refrigeration ~~facilities,~~ or freezer facilities, or equipment necessary to expand dairy processing capacity, including mobile dairy or refrigeration units used exclusively for dairy processing.

d. Incorporate methods and technologies that reduce farm labor associated with milk production and storage, including but not limited to the use of robotics and processes or systems that operate using computerized equipment or machinery.

~~4.~~ 3. The department shall establish eligibility criteria for the program ~~by rule~~. The eligibility criteria must include

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1 all of the following:
2 *a.* The business must be located in this state.
3 *b.* The business must not have been subject to any regulatory
4 enforcement action related to federal, state, or local
5 environmental, worker safety, food processing, or food safety
6 laws, rules, or regulations within the last five years.
7 *c.* The business must only employ individuals legally
8 authorized to work in this state.
9 *d.* The business must not currently be in bankruptcy.
10 *e.* The business must employ less than fifty individuals.
11 ~~5.~~ 4. ~~A~~ An eligible business seeking financial assistance
12 under this section shall make application to the department in
13 the manner and on forms prescribed by the department ~~by rule~~.
14 ~~6.~~ 5. Applications for financial assistance under this
15 section shall be accepted during one or more annual application
16 periods ~~to be determined~~ established by the department ~~by~~
17 ~~rule~~. Upon reviewing and scoring all applications that are
18 received during an application period, and subject to ~~funding~~
19 the availability of moneys, the department may award financial
20 assistance to eligible businesses. A financial assistance
21 award shall not exceed the amount of eligible project costs
22 included in the eligible business's application. Priority
23 shall be given to eligible businesses whose proposed project
24 or projects under subsection ~~3 will~~ 2 are most likely to do ~~any~~
25 one or more of the following:
26 *a.* Create new jobs.
27 *b.* Create or expand opportunities for local small-scale milk
28 producers to market pasteurized milk and milk products under
29 private labels.
30 *c.* Provide greater flexibility or convenience for local
31 small-scale farmers to have milk processed.
32 *d.* Reduce labor associated with the on-farm production and
33 storage of milk.
34 ~~7.~~ 6. ~~A~~ An eligible business that is awarded financial
35 assistance under this section may apply for financial

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1 assistance under other programs administered by the ~~authority~~
2 department.
3 ~~8. The department shall adopt rules pursuant to chapter 17A~~
4 ~~to administer this section.~~
5 Sec. 8. NEW SECTION. **187.101 Short title.**
6 This chapter shall be known and may be cited as the *"Choose*
7 *Iowa Act"*.
8 Sec. 9. NEW SECTION. **187.102 Definitions.**
9 As used in this chapter, unless the context otherwise
10 requires:
11 1. *"Agricultural commodity"* means an animal or plant, or raw
12 material originating from an animal or plant.
13 2. *"Component"* means an agricultural commodity that is
14 combined to form a product during processing.
15 3. *"Department"* means the department of agriculture and land
16 stewardship.
17 4. *"Farm"* means land and associated structures used to
18 produce an agricultural commodity.
19 5. *a. "Financial assistance"* means support provided by the
20 department to an eligible business under this chapter from
21 moneys or other assets legally available to the department.
22 *b. "Financial assistance"* includes any form of grant,
23 low-interest loan, or forgivable loan.
24 6. *"Food item"* means an agricultural commodity, or an item
25 processed from an agricultural commodity, that is fit for human
26 consumption.
27 7. *"Fund"* means the choose Iowa fund created in section
28 187.201.
29 8. *"Horticulture item"* means any of the following:
30 *a.* A nursery, floral, or greenhouse plant.
31 *b.* A product processed from a nursery, floral, or greenhouse
32 plant, including a seed, rooting, cutting, tissue culture,
33 seedling, or other propagation material.
34 9. *"Located in"* means the place or places at which
35 a business's operations are located and where at least

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1 ninety-eight percent of the business's employees work, or where
2 employees that are paid at least ninety-eight percent of the
3 business's payroll work.
4 10. *"Natural fiber item"* means fiber originating from
5 an agricultural commodity for use in processing, including
6 manufacturing into a textile, apparel, or other similar
7 product.
8 11. *"Process"* means to prepare a product that includes an
9 agricultural commodity alone or as a component.
10 12. *a.* *"Product"* means an agricultural commodity that
11 in its raw or processed state is moveable at the time of its
12 retail sale.
13 *b.* *"Product"* includes but is not limited to a food item,
14 horticulture item, or natural fiber item.
15 Sec. 10. NEW SECTION. **187.103 Administration.**
16 The department shall adopt all rules under chapter 17A as it
17 determines necessary or desirable to administer this chapter.
18 Sec. 11. NEW SECTION. **187.321 Value-added agricultural**
19 **grant program.**
20 A value-added agricultural grant program is created within
21 the department. The purpose of the program is to identify,
22 evaluate, and support projects and services that add value to
23 agricultural commodities produced on Iowa farms, including by
24 supporting new technologies and marketing strategies.
25 Sec. 12. REPEAL. Sections 159.26 and 159.27, Code 2024,
26 are repealed.
27 Sec. 13. TRANSFER OF MONEYS.
28 1. Not later than June 30, 2024, the balance of the dairy
29 innovation fund created in section 159.31A shall be transferred
30 to the choose Iowa fund created in section 159.31.
31 2. Not later than June 30, 2024, any moneys appropriated
32 to the department of agriculture and land stewardship that the
33 department has not expended as required to support a value
34 added agriculture grant program shall be transferred to the
35 choose Iowa fund, including moneys appropriated in 2022 Iowa

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1 Acts, chapter 1147, section 12, and 2023 Iowa Acts, chapter
2 109, section 4, subsection 9.
3 Sec. 14. CODE EDITOR DIRECTIVE.
4 1. The Code editor is directed to make the following
5 transfers:
6 a. Section 159.28 to 187.301.
7 b. Section 159.29 to 187.302.
8 c. Section 159.30 to 187.303.
9 d. Section 159.31 to 187.201.
10 e. Section 159.31A to 187.311.
11 2. The Code editor shall correct internal references in the
12 Code and in any enacted legislation as necessary due to the
13 enactment of this section.
14 Sec. 15. DIRECTIONS TO CODE EDITOR —— SUBCHAPTERS AND
15 PARTS. The Code editor is directed to divide the provisions
16 of chapter 187, as amended, enacted, or transferred in this
17 division of this Act, into subchapters and parts as follows:
18 1. Subchapter I, including sections 187.101 through
19 187.103.
20 2. Subchapter II, including section 187.201.
21 3. Subchapter III, as follows:
22 a. Part 1, including sections 187.301 through 187.303.
23 b. Part 2, including section 187.311.
24 c. Part 3, including section 187.321.
25 Sec. 16. EFFECTIVE DATE.
26 1. Except as provided in subsection 2, this division of this
27 Act takes effect July 1, 2024.
28 2. The following section of this division of this Act, being
29 deemed of immediate importance, takes effect upon enactment:
30 The section that provides for the transfer of moneys to the
31 choose Iowa fund.
32 DIVISION III
33 COMMERCIAL ESTABLISHMENTS
34 Sec. 17. Section 162.2, subsection 8, Code 2024, is amended
35 to read as follows:

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8. *"Commercial breeder"* means a person, engaged in the business of breeding dogs or cats, who sells, exchanges, or leases dogs or cats in return for consideration, or who offers to do so, whether or not the animals are raised, trained, groomed, or boarded by the person. A person who owns or harbors three or fewer breeding males or females is not a commercial breeder. ~~However, a person who breeds any number of breeding male or female greyhounds for the purposes of using them for pari-mutuel wagering at a racetrack as provided in chapter 99D shall be considered a commercial breeder irrespective of whether the person sells, leases, or exchanges the greyhounds for consideration or offers to do so.~~

Sec. 18. Section 162.2B, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. For the issuance or renewal of a state license or permit, one hundred seventy-five dollars. ~~However, a commercial breeder who owns, keeps, breeds, or transports a greyhound dog for pari-mutuel wagering at a racetrack as provided in chapter 99D shall pay a different fee for the issuance or renewal of a state license as provided in rules adopted by the department.~~

Sec. 19. Section 162.10A, subsection 2, Code 2024, is amended to read as follows:

2. *a.* Except as provided in paragraph *"b"* ~~or *"c"*~~, a commercial establishment shall comply with rules that the department adopts to implement subsection 1. A commercial establishment shall be regulated under this paragraph *"a"* unless the person is a ~~state licensee as provided in paragraph *"b"* or a~~ permittee as provided in paragraph ~~*"c"*~~ *"b"*.

~~*b.* A state licensee who is a commercial breeder owning, breeding, transporting, or keeping a greyhound dog for pari-mutuel wagering at a racetrack as provided in chapter 99D may be required to comply with different rules adopted by the department.~~

~~*c.*~~ *b.* A permittee is not required to comply with rules that the department adopts to implement a standard of care as

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1 provided in subsection 1 for state licensees and registrants.
2 The department may adopt rules regulating a standard of care
3 for a permittee, so long as the rules are not more restrictive
4 than required for a permittee under the Animal Welfare Act.
5 However, the department may adopt prescriptive rules relating
6 to the standard of care. Regardless of whether the department
7 adopts such rules, a permittee meets the standard of care
8 required in subsection 1 if it voluntarily complies with rules
9 applicable to state licensees or registrants. A finding by
10 the United States department of agriculture that a permittee
11 complies with the Animal Welfare Act is not conclusive when
12 determining that the permittee provides a standard of care
13 required in subsection 1.
14 Sec. 20. Section 717B.3, subsection 2, paragraph a,
15 subparagraph (2), subparagraph divisions (a) and (b), Code
16 2024, are amended to read as follows:
17 (a) A state licensee or registrant operating pursuant to
18 section 162.10A, subsection 2, paragraph *"a"* ~~or *"b"*~~.
19 (b) A permittee operating pursuant to section 162.10A,
20 subsection 2, paragraph ~~*"c"*~~ *"b"*.
21 DIVISION IV
22 GRADE "A" MILK
23 Sec. 21. Section 192.101A, Code 2024, is amended by adding
24 the following new subsections:
25 NEW SUBSECTION. 1A. *"Department"* means the department of
26 agriculture and land stewardship.
27 NEW SUBSECTION. 5. *"Secretary"* means the secretary of
28 agriculture.
29 Sec. 22. Section 192.109, Code 2024, is amended to read as
30 follows:
31 **192.109 Certification of grade "A" label.**
32 The department ~~of agriculture and land stewardship~~ shall
33 ~~annually~~ biennially conduct a survey and based on that survey
34 certify all milk labeled grade "A" pasteurized and grade "A"
35 raw milk for pasteurization~~, and, in~~. In the event that a

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1 survey shows the requirements for production, processing, and
2 distribution for such grade are not being complied with, ~~the~~
3 that fact ~~thereof~~ shall be certified by the department to the
4 secretary ~~of agriculture~~ who shall proceed with the provisions
5 of section 192.107 for suspending the permit of the violator or
6 who, if the secretary did not issue such permit, shall withdraw
7 the grade "A" declared on the label.
8 Sec. 23. Section 192.111, subsection 1, paragraph a,
9 subparagraph (5), Code 2024, is amended to read as follows:
10 (5) A milk grader which must obtain a milk grader permit and
11 pay a ~~license~~ permit fee not greater than twenty dollars.
12 Sec. 24. Section 192.116, Code 2024, is amended to read as
13 follows:
14 **192.116 Bacteriologists.**
15 The department ~~of agriculture and land stewardship~~ may
16 employ dairy specialists or bacteriologists who shall devote
17 their full time to the improvement of sanitation in the
18 production, processing, and marketing of dairy products.
19 ~~Said~~ The dairy specialists and bacteriologists shall have
20 qualifications as to education and experience and such other
21 requirements as the secretary may require.
22 Sec. 25. Section 192.118, subsection 1, Code 2024, is
23 amended to read as follows:
24 1. To ensure uniformity in the tests and reporting, an
25 employee certified by the United States public health service
26 of the bacteriological laboratory of the department shall
27 annually certify, in accordance with rules adopted by the
28 department incorporating or incorporating by reference the
29 federal publication entitled "Evaluation of Milk Laboratories",
30 all laboratories doing work in the sanitary quality of
31 milk and dairy products for public report. The approval by
32 the department shall be based on the evaluation of these
33 laboratories as to personnel training, laboratory methods
34 used, and reporting. The results on tests made by approved
35 laboratories shall be reported to the department on request,

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1 on forms prescribed by the secretary ~~of agriculture~~, and such
2 reports may be used by the department.
3 DIVISION V
4 FERTILIZERS AND SOIL CONDITIONERS
5 Sec. 26. Section 200.3, subsection 29, Code 2024, is amended
6 to read as follows:
7 29. The term *"unmanipulated manures"* means any substances
8 composed primarily of excreta, plant remains, or mixtures of
9 such substances which have not been processed in any manner
10 other than dewatering.
11 Sec. 27. EFFECTIVE DATE. This division of this Act, being
12 deemed of immediate importance, takes effect upon enactment.
13 DIVISION VI
14 HEMP
15 PART A
16 HEMP REGULATIONS
17 Sec. 28. Section 204.2, subsections 1, 4, 5, 10, 12, 14, 15,
18 and 16, Code 2024, are amended by striking the subsections.
19 Sec. 29. Section 204.2, subsection 6, Code 2024, is amended
20 by striking the subsection and inserting in lieu thereof the
21 following:
22 6. *"Department of health and human services"* or *"department"*
23 means the principal central department established in section
24 7E.5, subsection 1, paragraph *"i"*.
25 Sec. 30. Section 204.2, subsection 9, Code 2024, is amended
26 by striking the subsection and inserting in lieu thereof the
27 following:
28 9. *"Hemp"* means the same as defined in section 204A.2.
29 Sec. 31. Section 204.7, subsections 1, 2, 3, 4, 5, 6, and 7,
30 Code 2024, are amended by striking the subsections.
31 Sec. 32. Section 204.8, Code 2024, is amended by striking
32 the section and inserting in lieu thereof the following:
33 **204.8 Hemp —— testing requirements and certificate of**
34 **analysis.**
35 For purposes of this chapter, requirements for testing hemp

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1 and the issuance of a certificate of analysis for hemp are
2 governed by chapter 204A.
3 Sec. 33. Section 204.12, subsection 2, Code 2024, is amended
4 by striking the subsection.
5 Sec. 34. Section 204.14, subsections 2 and 3, Code 2024, are
6 amended to read as follows:
7 2. ~~*a.* Except as provided in paragraph "*b*", the~~ The person
8 is required to hold a certificate of analysis to possess,
9 handle, use, manufacture, market, transport, deliver, or
10 distribute hemp that has been harvested under this chapter.
11 ~~*b.* The person is required to hold a temporary harvest and~~
12 ~~transportation permit to possess, harvest, or move hemp.~~
13 3. The person knowingly or intentionally does any of the
14 following:
15 *a.* Falsifies ~~the temporary harvest and transportation permit~~
16 ~~or~~ a certificate of analysis.
17 *b.* Acquires ~~the temporary harvest and transportation permit~~
18 ~~or~~ a certificate of analysis that the person knows has been
19 falsified.
20 Sec. 35. Section 204.15, Code 2024, is amended by striking
21 the section and inserting in lieu thereof the following:
22 **204.15 Negligent violation program.**
23 A USDA licensee who is participating in or has successfully
24 completed the program for negligent violations as provided in 7
25 C.F.R. §990.29 shall not be subject to a criminal offense under
26 chapter 124 or 453B for committing an act that otherwise would
27 constitute the offense.
28 Sec. 36. Section 204.17, subsection 1, Code 2024, is amended
29 by striking the subsection.
30 Sec. 37. Section 204.17, subsection 6, Code 2024, is amended
31 by striking the subsection and inserting in lieu thereof the
32 following:
33 6. Nothing in this chapter shall be construed or applied
34 to affect a statute or rule which applies to an article under
35 this chapter, if it would apply in the same manner as to other

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1 articles subject to the same general regulation in other
2 chapters.
3 Sec. 38. NEW SECTION. **204A.2 Definitions.**
4 As used in this chapter, unless the context otherwise
5 requires:
6 1. *"Acceptable hemp THC level"* means the same as defined in
7 7 C.F.R. §990.1.
8 2. *"Cannabis"* means the same as defined in 7 C.F.R. §990.1.
9 3. *"Controlled substance"* means the same as defined in
10 section 124.101.
11 4. *"Delta-9 tetrahydrocannabinol"* or *"THC"* means the same as
12 defined in 7 C.F.R. §990.1.
13 5. *"Department"* means the department of agriculture and land
14 stewardship.
15 6. *"Federal hemp law"* means 7 U.S.C. §1639o, 1639q, and
16 1639r, together with the domestic hemp production program as
17 provided in 7 C.F.R. pt. 990.
18 7. *"Hemp"* means the same as defined in 7 C.F.R. §990.1.
19 8. *"Local law enforcement agency"* means an office of county
20 sheriff or a municipal police department.
21 9. *"Lot"* means the same as defined in 7 C.F.R. §990.1.
22 10. *"Total THC"* means the same as defined in 7 C.F.R.
23 §990.1.
24 11. *"USDA licensee"* means the same as defined in 7 C.F.R.
25 §990.1.
26 Sec. 39. NEW SECTION. **204A.3 Administration — rules.**
27 The department may adopt rules that it deems necessary to
28 administer and enforce this chapter. The rules shall comply
29 with the federal hemp law, or requirements of the United States
30 department of agriculture acting under the federal hemp law.
31 Sec. 40. NEW SECTION. **204A.4 Criminal offenses.**
32 A criminal offense involving hemp includes but is not
33 limited to production, use, harvest, transportation, delivery,
34 distribution, or sale of cannabis as a controlled substance
35 except as otherwise provided in this chapter and chapter 204.

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1 Sec. 41. NEW SECTION. **204A.5 Hemp production.**
2 1. Except to the extent otherwise provided in the federal
3 hemp law, or by the United States department of agriculture
4 acting under the federal hemp law, this chapter does not affect
5 the powers and duties of the state, including the department of
6 public safety or a local law enforcement agency, to investigate
7 or prosecute a person for a violation of a criminal offense,
8 including an act in violation of chapter 124 or 453B.
9 2. *a.* Except to the extent otherwise provided in the
10 federal hemp law, or by the United States department of
11 agriculture acting under the federal hemp law, the department
12 of public safety may require a USDA licensee to submit to the
13 department of public safety any of the following:
14 (1) A notice that the United States department of
15 agriculture's lot includes cannabis that exceeds the acceptable
16 hemp THC level and a description of the noncompliant plant's
17 disposal as required in 7 C.F.R. §990.27.
18 (2) A corrective action plan filed with the United States
19 department of agriculture to cure the negligent violation as
20 required in 7 C.F.R. §990.27.
21 (3) A notice of the United States department of
22 agriculture's license suspension under 7 C.F.R. §990.30 or
23 United States department of agriculture's license revocation
24 under 7 C.F.R. §990.31.
25 (4) A report or record required to be submitted to
26 the United States department of agriculture as part of
27 participation in the domestic hemp program as provided in 7
28 C.F.R. §990.32.
29 *b.* Any data or business information designated as
30 confidential by the United States department of agriculture
31 under this subsection and received by a government body as
32 defined in section 22.1 shall be a confidential record under
33 chapter 22 and subject to any restrictions imposed by the
34 United States department of agriculture.
35 Sec. 42. NEW SECTION. **204A.6 Hemp transportation.**

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1 Except to the extent otherwise provided in the federal
2 hemp law, including 7 C.F.R. §990.25, or by the United States
3 department of agriculture acting under the federal hemp law, a
4 person transporting hemp seed or harvested hemp in this state,
5 on an intrastate or interstate basis, is subject to all of the
6 following public safety requirements:
7 1. If the person is licensed under 7 C.F.R. ch. 990, subpt.
8 B or C, the person must carry a copy of that license.
9 2. The person must carry a certificate of analysis.
10 3. The person must carry a bill of lading under all of the
11 following circumstances:
12 *a.* The person is in possession of the hemp in transit to
13 transfer ownership.
14 *b.* The person is delivering cannabis seed for planting and
15 the seed is not of the licensee´s own production.
16 *c.* A person brings hemp produced in another state into or
17 through this state.
18 Sec. 43. NEW SECTION. **204A.9 Statutory construction.**
19 1. Nothing in this chapter shall be construed or applied to
20 be less stringent than required under the federal hemp law.
21 2. Nothing in this chapter shall be construed or applied
22 to be in conflict with applicable federal law and related
23 regulations.
24 3. Nothing in this chapter shall be construed or applied to
25 infringe upon the ability of the department of public safety
26 or a local law enforcement agency to obtain a search warrant
27 issued by a court, or enter onto any premises in a manner
28 consistent with the laws of this state and the United States,
29 including Article I, section 8, of the Constitution of the
30 State of Iowa, or the fourth amendment to the Constitution of
31 the United States.
32 4. Nothing in this chapter shall be construed or applied
33 to affect a statute or rule which applies to an article under
34 this chapter, if it would apply in the same manner as to other
35 articles subject to the same general regulation in other

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1 chapters.
2 Sec. 44. REPEAL. Sections 204.3, 204.4, 204.5, 204.6,
3 204.9, 204.10, 204.11, 204.13, and 204.16, Code 2024, are
4 repealed.
5 Sec. 45. CODE EDITOR DIRECTIVE.
6 1. The Code editor is directed to make the following
7 transfers:
8 a. Section 204.1 to section 204A.1.
9 b. Section 204.14 to section 204A.7.
10 c. Section 204.15 to section 204A.8.
11 2. The Code editor shall correct internal references in the
12 Code and in any enacted legislation as necessary due to the
13 enactment of this section.
14 PART B
15 CORRESPONDING CHANGES
16 Sec. 46. Section 124.201A, subsection 4, Code 2024, is
17 amended to read as follows:
18 4. Any cannabis-derived investigational product or
19 cannabis-derived product approved as a prescription drug
20 medication by the United States food and drug administration
21 shall not be considered marijuana or cannabimimetic agents,
22 both as defined in section 124.204, tetrahydrocannabinols
23 as used in section 124.204, subsection 4, paragraph *"u"*,
24 unnumbered paragraph 1, or hemp as defined in section ~~204.2~~
25 204A.2.
26 Sec. 47. Section 124.204, subsection 7, paragraph a, Code
27 2024, is amended to read as follows:
28 *a.* Hemp as defined in section ~~204.2~~ 204A.2, including hemp
29 that is or was produced in this state, or was produced in
30 another state~~,~~ in accordance with the provisions of ~~chapter 204~~
31 the federal hemp law as defined in chapter 204A, with a maximum
32 delta-9 tetrahydrocannabinol concentration that does not exceed
33 three-tenths of one percent on a dry weight basis.
34 Sec. 48. Section 124.401, subsection 6, paragraph a, Code
35 2024, is amended by striking the paragraph and inserting in

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lieu thereof the following:

a. Hemp that is hemp seed, including hemp seed delivered for planting at a lot by a USDA licensee or hemp that is or was produced at a lot by a USDA licensee, in accordance with the provisions of the federal hemp law, as those terms are defined in chapter 204A.

Sec. 49. Section 124.401G, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

124.401G Iowa hemp Act — negligent violation program.

Notwithstanding any provision of this chapter to the contrary, a person shall not be guilty of an offense under this chapter, including under section 124.401 or 124.410, for producing, possessing, using, harvesting, handling, manufacturing, marketing, transporting, delivering, or distributing the plant cannabis, to the extent that the person is a USDA licensee acting in accordance with the federal hemp law, as those terms are defined in chapter 204A.

Sec. 50. Section 124.506, subsection 5, Code 2024, is amended by striking the subsection.

Sec. 51. Section 317.1D, Code 2024, is amended to read as follows:

317.1D Exemption — Iowa hemp Act.

This chapter does not apply to a plant or any part of the plant qualifying as hemp, if the hemp is produced ~~on a crop site regulated under chapter 204~~ on the USDA licensee's lot in accordance with the federal hemp law, as those terms are defined in chapter 204A.

Sec. 52. Section 453B.17, subsection 1, Code 2024, is amended by striking the subsection and inserting in lieu thereof the following:

1. Hemp as defined in section 204A.2, including hemp seed delivered for planting at a lot by a USDA licensee or hemp that is or was produced at a lot by a USDA licensee, in accordance with the provisions of the federal hemp law, as those terms are defined in chapter 204A.

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1 Sec. 53. Section 453B.18, Code 2024, is amended by striking
2 the section and inserting in lieu thereof the following:
3 **453B.18 Exemption — Iowa hemp Act — negligent violation**
4 **program.**
5 Notwithstanding any provision of this chapter to the
6 contrary, a person shall not be guilty of an offense under this
7 chapter for producing or possessing the plant cannabis, to the
8 extent that the person is a USDA licensee acting in accordance
9 with the federal hemp law, as those terms are defined in
10 chapter 204A.
11 Sec. 54. Section 716.14, subsection 1, paragraph b, Code
12 2024, is amended to read as follows:
13 *b. "Agricultural crop"* means a plant produced for food,
14 animal feed, fiber, oil, or fuel if the plant is classified
15 as a forage or cereal plant, including but not limited to
16 alfalfa, barley, buckwheat, corn, flax, forage, hemp as defined
17 in section ~~204.2~~ 204A.2, millet, oats, popcorn, rye, sorghum,
18 soybeans, sunflowers, wheat, and grasses used for forage or
19 silage. A plant which is a noxious weed pursuant to section
20 317.1A shall not be considered an agricultural crop unless the
21 plant is produced as a research crop.
22 PART C
23 EFFECTIVE DATE
24 Sec. 55. EFFECTIVE DATE. This division of this Act takes
25 effect December 31, 2024.>
26 2. Title page, by striking lines 1 through 3 and
27 inserting <An Act relating to agriculture, by providing
28 for the administration of programs and regulations, making
29 appropriations, providing penalties, and including effective
30 date provisions.>

TOM SHIPLEY

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House Amendment to
Senate File 2385

S-5170

1 Amend Senate File 2385, as amended, passed, and reprinted by
2 the Senate, as follows:
3 1. By striking everything after the enacting clause and
4 inserting:
5 <DIVISION I
6 SOIL CONSERVATION AND WATER QUALITY COMMITTEE
7 Section 1. Section 159.5, subsection 12, Code 2024, is
8 amended to read as follows:
9 12. Create and maintain a division of soil conservation
10 and water quality as provided in chapter 161A. The division's
11 director shall be appointed by the secretary ~~from a list of~~
12 ~~names of persons recommended by the soil conservation and water~~
13 ~~quality committee, pursuant to section 161A.4,~~ and shall serve
14 at the pleasure of the secretary. The director shall be the
15 administrator responsible for carrying out the provisions of
16 chapters 207 and 208.
17 Sec. 2. Section 161A.3, subsection 4, Code 2024, is amended
18 to read as follows:
19 4. *"Committee"* means the state soil conservation and water
20 quality committee established in section ~~161A.4~~ 161A.4A.
21 Sec. 3. Section 161A.4, subsections 1, 6, and 7, Code 2024,
22 are amended to read as follows:
23 1. The division of soil conservation and water quality
24 created within the department pursuant to section 159.5 shall
25 perform the functions conferred upon it in this chapter and
26 chapters 161C, 161E, 161F, 207, ~~and~~208, and 466B. ~~The division~~
27 ~~shall be administered in accordance with the policies of the~~
28 ~~committee, which shall advise the division and which shall~~
29 ~~approve administrative rules proposed by the division for~~
30 ~~the administration of this chapter and chapters 161C, 161E,~~
31 ~~161F, 207, and 208 before the rules are adopted pursuant to~~
32 ~~section 17A.5. If a difference exists between the committee~~
33 ~~and secretary regarding the content of a proposed rule, the~~
34 ~~secretary shall notify the chairperson of the committee of~~
35 ~~the difference within thirty days from the committee's action~~

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1 ~~on the rule. The secretary and the committee shall meet to~~
2 ~~resolve the difference within thirty days after the secretary~~
3 ~~provides the committee with notice of the difference.~~
4 6. ~~*a.*~~ The ~~committee~~ division may perform acts, hold public
5 hearings, and propose and approve rules pursuant to chapter 17A
6 as necessary for the execution of its functions.
7 ~~*b.* The committee shall recommend to the secretary each year~~
8 ~~a budget for the division. The secretary, at the earliest~~
9 ~~opportunity and prior to formulating a budget, shall meet with~~
10 ~~representatives of the committee to discuss the committee's~~
11 ~~recommendation.~~
12 ~~*c.* The committee shall recommend three persons to the~~
13 ~~secretary of agriculture who shall appoint from the persons~~
14 ~~recommended a director to head the division and serve at~~
15 ~~the pleasure of the secretary. After reviewing the names~~
16 ~~submitted, the secretary may request that the committee submit~~
17 ~~additional names for consideration.~~
18 7. The ~~committee or~~ division may call upon the attorney
19 general of the state for necessary legal services. ~~The~~
20 ~~committee may delegate to its chairperson, to one or more of~~
21 ~~its members, or to one or more agents or employees, powers and~~
22 ~~duties as it deems proper. Upon request of the committee, for~~
23 ~~the purpose of carrying out any of the functions assigned the~~
24 ~~committee or the department by law, the supervising officer~~
25 ~~of any state agency, or of any state institution of learning~~
26 ~~shall, insofar as possible under available appropriations,~~
27 ~~and having due regard to the needs of the agency to which the~~
28 ~~request is directed, assign or detail the request to the staff~~
29 ~~or personnel of the agency or institution of learning, and~~
30 ~~make the special reports, surveys, or studies as the committee~~
31 ~~requests.~~
32 Sec. 4. Section 161A.4, subsections 4 and 5, Code 2024, are
33 amended by striking the subsections.
34 Sec. 5. NEW SECTION. **161A.4A State soil conservation and**
35 **water quality committee.**

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1 1. A state soil conservation and water quality committee
2 is established within the department. The committee exists to
3 provide expert advice and consultation related to technical
4 and financial assistance programs administered by the division
5 and promote the installation of soil and water conservation
6 practices to the citizens of the state of Iowa.
7 *a.* The members of the committee shall be appointed by the
8 secretary of agriculture and shall include the following:
9 (1) Six of the members shall be persons engaged in actual
10 farming operations, each of whom shall be a resident of one
11 of six different geographic regions in the state, including
12 northwest, southwest, north central, south central, northeast,
13 and southeast Iowa. One member shall be actively engaged in
14 tree farming. The boundaries of the geographic regions shall
15 be established by the department by rule.
16 (2) One member shall be an elected commissioner from a soil
17 and water conservation district.
18 (3) One member shall be a representative of the mining
19 industry.
20 (4) One member shall be a representative of cities and
21 towns.
22 (5) One member shall be a representative of an organization
23 working in conservation or outdoor recreation.
24 (6) One member shall be a representative of agribusiness.
25 (7) One member shall be a representative of an engineering
26 or contracting business engaged in conservation work.
27 *b.* The following shall serve as ex officio, nonvoting
28 members of the committee:
29 (1) The director of the Iowa cooperative extension service
30 in agriculture and home economics, or the director's designee.
31 (2) The director of the department of natural resources, or
32 the director's designee.
33 (3) The state conservationist for the state of Iowa of the
34 natural resources conservation service.
35 2. *a.* The committee shall designate its chairperson, and

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1 may change the designation. The members appointed by the
2 secretary of agriculture shall serve for a period of two years.
3 Members designated to represent the director of the department
4 of natural resources and the director of the Iowa cooperative
5 extension service in agriculture and home economics shall serve
6 at the pleasure of the officer making the designation.
7 *b.* Members are entitled to actual expenses necessarily
8 incurred in the discharge of their duties as members of the
9 committee. The expenses paid to the committee members shall be
10 paid from moneys appropriated to the department. Each member
11 of the committee may also be eligible to receive compensation
12 as provided in section 7E.6. The committee shall provide for
13 the keeping of a full and accurate record of all proceedings.
14 Sec. 6. Section 161A.5, subsection 1, Code 2024, is amended
15 to read as follows:
16 1. The one hundred soil and water conservation districts
17 established in the manner which was prescribed by law prior to
18 July 1, 1975 shall continue in existence with the boundaries
19 and the names in effect on July 1, 1975. If the existence of
20 a district so established is discontinued pursuant to section
21 161A.10, a petition for reestablishment of the district or for
22 annexation of the former district's territory to any other
23 abutting district may be submitted to, and shall be acted upon
24 by, the ~~committee~~ division in substantially the manner provided
25 by section 467A.5, Code 1975.
26 Sec. 7. Section 161A.5, subsection 2, paragraph c, Code
27 2024, is amended to read as follows:
28 *c.* If a commissioner is absent for sixty or more percent
29 of monthly meetings during any twelve-month period, the other
30 commissioners by their unanimous vote may declare the member's
31 office vacant. A vacancy in the office of commissioner shall
32 be filled by appointment of the ~~committee~~ remaining members
33 of the district until the next succeeding general election,
34 at which time the balance of the unexpired term shall be
35 filled as provided by section 69.12. Within thirty days of

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1 an appointment pursuant to this paragraph, the district shall
2 notify the division of any change to its membership.
3 Sec. 8. Section 161A.7, subsection 1, paragraph k, Code
4 2024, is amended to read as follows:
5 *k.* Subject to the approval of the ~~committee~~ division, to
6 change the name of the soil and water conservation district.
7 Sec. 9. Section 161A.7, subsection 1, paragraph n,
8 subparagraph (1), unnumbered paragraph 1, Code 2024, is amended
9 to read as follows:
10 The district plan shall contain a comprehensive long-range
11 assessment of soil and surface water resources in the district
12 consistent with rules approved by the ~~committee~~ division under
13 section 161A.4. In developing the plan the district may
14 receive technical support from the United States department
15 of agriculture natural resources conservation service and the
16 county board of supervisors in the county where the district
17 is located. The division and the Iowa cooperative extension
18 service in agriculture and home economics may provide technical
19 support to the district. The support may include but is not
20 limited to the following:
21 Sec. 10. Section 161A.7, subsection 1, paragraph n,
22 subparagraph (2), Code 2024, is amended to read as follows:
23 (2) The title page of the district plan and a notification
24 stating where the plan may be reviewed shall be recorded with
25 the recorder in the county in which the district is located,
26 and updated as necessary, after the ~~committee~~ director of the
27 division approves and ~~the director of the division~~ signs the
28 district plan. The commissioners shall provide notice of the
29 recording and may provide a copy of the approved district plan
30 to the county board of supervisors in the county where the
31 district is located. The district plan shall be filed with
32 the division as part of the state soil and water resource
33 conservation plan provided in section 161A.4.
34 Sec. 11. Section 161A.7, subsection 3, Code 2024, is amended
35 to read as follows:

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1 3. The commissioners, as a condition for the receipt of
2 any state cost-sharing funds for permanent soil conservation
3 practices, shall require the owner of the land on which the
4 practices are to be established to covenant and file, in the
5 office of the district of the county in which the land is
6 located, an agreement identifying the particular lands upon
7 which the practices for which state cost-sharing funds are to
8 be received will be established, and providing that the project
9 will not be removed, altered, or modified so as to lessen
10 its effectiveness without the consent of the commissioners,
11 obtained in advance and based on guidelines drawn up by the
12 ~~committee~~ division, for a period not to exceed twenty years
13 after the date of receiving payment. The commissioners shall
14 assist the division in the enforcement of this subsection.
15 The agreement does not create a lien on the land, but is a
16 charge personally against the owner of the land at the time of
17 removal, alteration, or modification if an administrative order
18 is made under section 161A.61, subsection 3.
19 Sec. 12. Section 161A.10, Code 2024, is amended to read as
20 follows:
21 **161A.10 Discontinuance of districts.**
22 1. At any time after five years after the organization of
23 a district under this chapter, any twenty-five owners of land
24 lying within the boundaries of the district, but in no case
25 less than twenty percent of the owners of land lying within
26 the district, may file a petition with the ~~committee~~ division
27 asking that the operations of the district be terminated and
28 the existence of the district discontinued. The ~~committee~~
29 division may conduct public meetings and public hearings upon
30 the petition as necessary to assist in the consideration of
31 the petition. Within sixty days after a petition has been
32 received by the ~~committee~~ division, the division shall give
33 due notice of the holding of a referendum, shall supervise the
34 referendum, and shall issue appropriate rules governing the
35 conduct of the referendum. The question is to be submitted by

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1 ballots upon which the words "For terminating the existence of
2 the ..... (name of the soil and water conservation district to
3 be here inserted)" and "Against terminating the existence of
4 the ..... (name of the soil and water conservation district to
5 be here inserted)" shall be printed, with a square before each
6 proposition and a direction to insert an X mark in the square
7 before one or the other of the propositions as the voter favors
8 or opposes discontinuance of the district. All owners of lands
9 lying within the boundaries of the district are eligible to
10 vote in the referendum. No informalities in the conduct of
11 the referendum or in any matters relating to the referendum
12 invalidate the referendum or the result of the referendum if
13 notice was given substantially as provided in this section and
14 if the referendum was fairly conducted.
15 2. When sixty-five percent of the landowners vote to
16 terminate the existence of the district, the ~~committee~~
17 division shall advise the commissioners to terminate the
18 affairs of the district. The commissioners shall dispose of
19 all property belonging to the district at public auction and
20 shall pay over the proceeds of the sale to be deposited into
21 the state treasury. The commissioners shall then file an
22 application, duly verified, with the secretary of state for the
23 discontinuance of the district, and shall transmit with the
24 application the certificate of the ~~committee~~ division setting
25 forth the determination of the ~~committee~~ division that the
26 continued operation of the district is not administratively
27 practicable and feasible. The application shall recite that
28 the property of the district has been disposed of and the
29 proceeds paid over as provided in this section, and shall set
30 forth a full accounting of the properties and proceeds of the
31 sale. The secretary of state shall issue to the commissioners
32 a certificate of dissolution and shall record the certificate
33 in an appropriate book of record in the secretary of state's
34 office.
35 3. Upon issuance of a certificate of dissolution under this

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1 section, all ordinances and regulations previously adopted
2 and in force within the districts are of no further force and
3 effect. All contracts previously entered into, to which the
4 district or commissioners are parties, remain in force and
5 effect for the period provided in the contracts. The ~~committee~~
6 division is substituted for the district or commissioners as
7 party to the contracts. The ~~committee~~ division is entitled to
8 all benefits and subject to all liabilities under the contracts
9 and has the same right and liability to perform, to require
10 performance, to sue and be sued, and to modify or terminate the
11 contracts by mutual consent or otherwise, as the commissioners
12 of the district would have had.
13 4. The ~~committee~~ division shall not entertain petitions for
14 the discontinuance of any district nor conduct referenda upon
15 discontinuance petitions nor make determinations pursuant to
16 the petitions in accordance with this chapter, more often than
17 once in five years.
18 Sec. 13. Section 161A.22, subsection 2, Code 2024, is
19 amended to read as follows:
20 2. The governing body of the subdistrict, upon
21 determination that benefits from works of improvement as set
22 forth in the watershed work plan to be installed will exceed
23 costs thereof, and that funds needed for purposes of the
24 subdistrict require levy of a special benefit assessment as
25 provided in section 161A.23, in lieu of the special annual
26 tax as provided in section 161A.20, shall record its decision
27 to use its taxing authority and, upon majority vote of the
28 governing body and with the approval of the ~~committee~~ division,
29 may issue warrants or bonds payable in not more than forty
30 semiannual installments in connection with the special benefit
31 assessment, and pledge and assign the proceeds of the special
32 benefit assessment and other revenues of the subdistrict as
33 security for the warrants or bonds. The warrants and bonds of
34 indebtedness are general obligations of the subdistrict, exempt
35 from all taxes, state and local, and are not indebtedness of

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1 the district or the state of Iowa.
2 Sec. 14. Section 161A.42, subsection 9, paragraphs a and b,
3 Code 2024, are amended to read as follows:
4 *a. "Permanent soil and water conservation practices"* means
5 planting of perennial grasses, legumes, shrubs, or trees, the
6 establishment of grassed waterways, and the construction of
7 terraces, or other permanent soil and water practices approved
8 by the ~~committee~~ division.
9 *b. "Temporary soil and water conservation practices"* means
10 planting of annual or biennial crops, use of strip-cropping,
11 contour planting, or minimum or mulch tillage, and any other
12 cultural practices approved by the ~~committee~~ division.
13 Sec. 15. Section 161A.44, unnumbered paragraph 1, Code
14 2024, is amended to read as follows:
15 The commissioners of each district shall, with approval
16 of and within time limits set by administrative order of
17 the ~~committee~~ division, adopt reasonable regulations as are
18 deemed necessary to establish a soil loss limit or limits for
19 the district and provide for the implementation of the limit
20 or limits. A district may subsequently amend or repeal its
21 regulations as it deems necessary. The ~~committee~~ division
22 shall review the soil loss limit regulations adopted by the
23 districts at least once every five years, and shall recommend
24 changes in the regulations of a district which the ~~committee~~
25 division deems necessary to assure that the district's soil
26 loss limits are reasonable and attainable. The commissioners
27 may:
28 Sec. 16. Section 161A.44, subsection 2, Code 2024, is
29 amended to read as follows:
30 2. Establish different soil loss limits for different
31 classes of land in the district if in their judgment and that
32 of the ~~committee~~ division a lower soil loss limit should be
33 applied to some land than can reasonably be applied to other
34 land in the district, it being the intent of the general
35 assembly that no land in the state be assigned a soil loss

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limit that cannot reasonably be applied to such land.

Sec. 17. Section 161A.45, Code 2024, is amended to read as follows:

161A.45 Submission of regulations to ~~committee~~ division — hearing.

Regulations which the commissioners propose to adopt, amend, or repeal shall be submitted to the ~~committee~~ division, in a form prescribed by the ~~committee~~ division, for its approval. The ~~committee~~ division may approve the regulations as submitted, or with amendments as it deems necessary. The commissioners shall, after approval, publish notice of hearing on the proposed regulations, as approved, in a newspaper of general circulation in the district, setting a date and time not less than ten nor more than thirty days after the publication when a hearing on the proposed regulations will be held at a specified place. The notice shall include the full text of the proposed regulations or shall state that the proposed regulations are on file and available for review at the office of the affected soil and water conservation district.

Sec. 18. Section 161A.46, Code 2024, is amended to read as follows:

161A.46 Conduct of hearing.

At the hearing, the commissioners or their designees shall explain, in reasonable detail, the reasons why adoption, amendment, or repeal of the regulations is deemed necessary or advisable. Any landowner, or any occupant of land who would be affected by the regulations, shall be afforded an opportunity to be heard for or against the proposed regulations. At the conclusion of the hearing, the commissioners shall announce and enter of record their decision whether to adopt or modify the proposed regulations. Any modification must be approved by the ~~committee~~ division, which may at its discretion order the commissioners to republish the regulations and hold another hearing in the manner prescribed by this chapter.

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1 Sec. 19. Section 161A.71, subsections 1 and 4, Code 2024,
2 are amended to read as follows:
3 1. The division may establish a conservation practices
4 revolving loan fund composed of any money appropriated by the
5 general assembly for that purpose, and of any other moneys
6 available to and obtained or accepted by the ~~committee~~ division
7 from the federal government or private sources for placement
8 in that fund. Except as otherwise provided by subsection 3,
9 the assets of the conservation practices revolving loan fund
10 shall be used only to make loans directly to owners of land in
11 this state for the purpose of establishing on that land any
12 new permanent soil and water conservation practice which the
13 commissioners of the soil and water conservation district in
14 which the land is located have found is necessary or advisable
15 to meet the soil loss limits established for that land. A
16 loan shall not be made for establishing a permanent soil and
17 water conservation practice on land that is subject to the
18 restriction on state cost-sharing funds of section 161A.76.
19 Revolving loan funds and public cost-sharing funds may be
20 used in combination for funding a particular soil and water
21 conservation practice. Each loan made under this section
22 shall be for a period not to exceed ten years, shall bear no
23 interest, and shall be repayable to the conservation practices
24 revolving loan fund in equal yearly installments due March 1 of
25 each year the loan is in effect. The interest rate upon loans
26 for which payment is delinquent shall accelerate immediately to
27 the current legal usury limit. Applicants are eligible for no
28 more than twenty thousand dollars in loans outstanding at any
29 time under this program. *"Permanent soil and water conservation*
30 *practices"* has the same meaning as defined in section 161A.42
31 and those established under this program are subject to the
32 requirements of section 161A.7, subsection 3. Loans made under
33 this program shall come due for payment upon sale of the land
34 on which those practices are established.
35 4. This section does not negate the provisions of

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1 section 161A.48 that an owner or occupant of land in this
2 state shall not be required to establish any new soil and
3 water conservation practice unless public cost-sharing
4 funds have been approved and are available for the land
5 affected. However, the owner of land with respect to which an
6 administrative order to establish soil and water conservation
7 practices has been issued under section 161A.47 but not
8 complied with for lack of public cost-sharing funds, may waive
9 the right to await availability of such funds and instead apply
10 for a loan under this section to establish any permanent soil
11 and water conservation practices necessary to comply with the
12 order. If a landowner does so, that loan application shall be
13 given reasonable preference by the ~~committee~~ division if there
14 are applications for more loans under this section than can be
15 made from the money available in the conservation practices
16 revolving loan fund. If it is found necessary to deny an
17 application for a soil and water conservation practices loan to
18 a landowner who has waived the right to availability of public
19 cost-sharing funds before complying with an administrative
20 order issued under section 161A.47, the landowner's waiver is
21 void.
22 Sec. 20. Section 161A.71, subsection 3, paragraph a, Code
23 2024, is amended to read as follows:
24 *a.* Contract, sue and be sued, and promulgate administrative
25 rules necessary to carry out the provisions of this section,
26 but the ~~committee~~ division shall not in any manner directly or
27 indirectly pledge the credit of the state of Iowa.
28 Sec. 21. Section 161A.72, subsection 1, Code 2024, is
29 amended to read as follows:
30 1. Financial incentives provided under this chapter shall
31 be administered by the division. The incentives shall be
32 supported with funds appropriated by the general assembly,
33 and moneys available to or obtained by the division ~~or the~~
34 ~~committee~~ from public or private sources, including but
35 not limited to the United States, other states, or private

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1 organizations. The division shall adopt all rules consistent
2 with chapter 17A necessary to carry out the purpose of this
3 subchapter as provided in section 161A.70.
4 Sec. 22. Section 161A.74, subsection 1, paragraph a, Code
5 2024, is amended to read as follows:
6 *a.* The financial incentives shall not exceed more than fifty
7 percent of the estimated cost of establishing the practices
8 as determined by the commissioners, or fifty percent of the
9 actual cost of establishing the practices, whichever is less.
10 However, the commissioners may allocate an amount determined
11 by the ~~committee~~ division for management of soil and water
12 conservation practices, except as otherwise provided regarding
13 land classified as agricultural land under conservation cover.
14 Sec. 23. Section 161A.74, subsection 2, Code 2024, is
15 amended to read as follows:
16 2. The ~~committee~~ division shall review requirements of this
17 section once each year. The ~~committee~~ division may authorize
18 commissioners in districts to condition the establishment of a
19 mandatory soil and water conservation practice in a specific
20 case on a higher proportion of public cost-sharing than is
21 required by this section. The commissioners shall determine
22 the amount of cost-sharing moneys allocated to establish a
23 specific soil and water conservation practice in accordance
24 with an administrative order issued pursuant to section 161A.47
25 by considering the extent to which the practice will contribute
26 benefits to the individual owner or occupant of the land on
27 which the practice is to be established.
28 Sec. 24. Section 161A.75, subsection 3, Code 2024, is
29 amended to read as follows:
30 3. Following the disaster emergency, the commissioners
31 shall submit a report to the ~~committee~~ division providing
32 information regarding restoration projects and moneys allocated
33 under this section for the projects.
34 Sec. 25. Section 161C.1, subsection 1, Code 2024, is amended
35 by striking the subsection.

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1 Sec. 26. Section 161C.4, subsection 1, Code 2024, is amended
2 to read as follows:
3 1. A water protection fund is created within the division.
4 The fund is composed of money appropriated by the general
5 assembly for that purpose, and moneys available to and obtained
6 or accepted by the ~~committee~~ division from the United States or
7 private sources for placement in the fund. The fund shall be a
8 revolving fund from which moneys may be used for loans, grants,
9 administrative costs, and cost-sharing.
10 Sec. 27. Section 161C.4, subsection 3, paragraph a, Code
11 2024, is amended to read as follows:
12 *a.* Contract, sue and be sued, and adopt rules necessary to
13 carry out the provisions of this section, but the division ~~or~~
14 ~~committee~~ shall not in any manner directly or indirectly pledge
15 the credit of this state.
16 Sec. 28. Section 207.2, subsection 2, Code 2024, is amended
17 by striking the subsection.
18 Sec. 29. Section 207.3, subsections 2, 3, and 4, Code 2024,
19 are amended to read as follows:
20 2. The division may~~, after notification to the committee,~~
21 commence proceedings to suspend, revoke, or refuse to renew a
22 license of a licensee for repeated or willful violation of any
23 of the provisions of this chapter or of the federal Coal Mine
24 Health and Safety Act of 1969, 30 U.S.C. §801 et seq.
25 3. The hearing shall be held pursuant to chapter 17A not
26 less than fifteen nor more than thirty days after the mailing
27 or service of the notice. If the licensee is found to have
28 willfully or repeatedly violated any of the provisions of this
29 chapter or of the federal Coal Mine Health and Safety Act of
30 1969, 30 U.S.C. §801 et seq., the ~~committee~~ division may affirm
31 or modify the proposed suspension, revocation, or refusal to
32 renew the license.
33 4. Suspension or revocation of a license shall become
34 effective thirty days after the mailing or service of the
35 decision to the licensee. If the ~~committee~~ division finds

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1 the license should not be renewed, the renewal fee shall be
2 refunded and the license shall expire on the expiration date
3 or thirty days after mailing or service of the decision to the
4 licensee, whichever is later.
5 Sec. 30. Section 207.9, subsection 5, Code 2024, is amended
6 to read as follows:
7 5. Within sixty days a person having an interest which is
8 or may be adversely affected may appeal ~~to the committee~~ the
9 decision of the division granting or denying a permit as a
10 contested case under chapter 17A.
11 Sec. 31. Section 207.14, subsection 4, paragraph a, Code
12 2024, is amended to read as follows:
13 *a.* A permittee may request in writing an appeal to the
14 ~~committee~~ division of a decision made in a hearing under
15 subsection 3 within thirty days of the decision. The ~~committee~~
16 division shall review the record made in the contested case
17 hearing, and may hear additional evidence upon a showing of
18 good cause for failure to present the evidence in the hearing,
19 or if evidence concerning events occurring after the hearing
20 is deemed relevant to the proceeding. However, the ~~committee~~
21 division shall not review a decision in a proceeding if the
22 division seeks to collect a civil penalty pursuant to section
23 207.15, and those decisions are final agency actions subject to
24 direct judicial review as provided in chapter 17A.
25 Sec. 32. Section 207.14, subsection 5, Code 2024, is amended
26 to read as follows:
27 5. In any administrative proceeding under this chapter
28 or judicial review, the amount of all reasonable costs and
29 expenses, including reasonable attorney fees incurred by a
30 person in connection with the person's participation in the
31 proceedings or judicial review, may be assessed against either
32 party as the court in judicial review or the ~~committee~~ division
33 in administrative proceedings deems proper.
34 Sec. 33. Section 207.14, subsection 7, paragraph a, Code
35 2024, is amended to read as follows:

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1 *a.* A permittee issued a notice or order under this section
2 or any person having an interest which is or may be adversely
3 affected by the notice or order or by its modification,
4 vacation, or termination may apply to the ~~committee~~ division
5 for review within thirty days of receipt of the notice or
6 order or within thirty days of its modification, vacation, or
7 termination. The review shall be treated as a contested case
8 under chapter 17A.
9 Sec. 34. Section 207.14, subsection 7, paragraph c,
10 subparagraph (2), Code 2024, is amended to read as follows:
11 (2) The applicant shows that there is substantial
12 likelihood that the findings of the ~~committee~~ division will be
13 favorable to the applicant.
14 Sec. 35. Section 208.2, subsection 3, Code 2024, is amended
15 by striking the subsection.
16 Sec. 36. Section 208.8, subsections 2, 4, 5, and 6, Code
17 2024, are amended to read as follows:
18 2. The division shall, by certified mail or personal
19 service, serve on the operator notice in writing of the charges
20 and grounds upon which the license is to be suspended, revoked,
21 or will not be issued. The notice shall include the time
22 and the place at which a hearing shall be held before the
23 ~~committee, a subcommittee appointed by the committee, or the~~
24 ~~committee's designee,~~ division to determine whether to suspend,
25 revoke, or refuse to issue the license. The hearing shall
26 be not less than fifteen nor more than thirty days after the
27 mailing or service of the notice.
28 4. If after full investigation and hearing the operator
29 is found to have willfully or repeatedly violated any of the
30 provisions of this chapter, the ~~committee or subcommittee~~
31 division may affirm or modify the proposed suspension,
32 revocation, or refusal to issue the license.
33 5. When the ~~committee or subcommittee~~ division finds that
34 a license should be suspended or revoked or should not be
35 issued, the division shall so notify the operator in writing by

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1 certified mail or by personal service.
2 *a.* The suspension or revocation of a license shall become
3 effective thirty days after notice to the operator.
4 *b.* If the license or renewal fee has been paid and the
5 ~~committee or subcommittee~~ division finds that the license
6 should not be issued, then the license shall expire thirty days
7 after notice to the operator.
8 6. An action by the ~~committee or subcommittee~~ division
9 to affirm or modify the proposed suspension, revocation, or
10 refusal to issue a license constitutes a final agency action
11 for purposes of judicial review pursuant to section 208.11 and
12 chapter 17A.
13 Sec. 37. Section 208.9, subsection 3, Code 2024, is amended
14 to read as follows:
15 3. The division shall automatically invalidate all
16 registrations of an operator who fails to renew the operator's
17 mining license within a time period set by the division,
18 who has been denied license renewal by the ~~committee or~~
19 ~~subcommittee~~ division, or whose license has been suspended or
20 revoked by the ~~committee or subcommittee~~ division.
21 Sec. 38. Section 208.11, Code 2024, is amended to read as
22 follows:
23 **208.11 Judicial review.**
24 Judicial review of the action of the ~~committee or~~ division
25 may be sought in accordance with the terms of the Iowa
26 administrative procedure Act, chapter 17A.
27 Sec. 39. Section 460.303, subsection 1, Code 2024, is
28 amended to read as follows:
29 1. An agricultural drainage well water quality assistance
30 fund is created in the state treasury under the control of
31 the division. The fund is composed of moneys appropriated by
32 the general assembly, and moneys available to and obtained or
33 accepted by the division ~~or the state soil conservation and~~
34 ~~water quality committee established in section 161A.4~~, from the
35 United States or private sources for placement in the fund.

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1 Sec. 40. Section 461.11, subsection 1, Code 2024, is amended
2 to read as follows:
3 1. When making decisions regarding the expenditure of
4 trust fund moneys affecting soil and water conservation, the
5 secretary of agriculture shall regularly consult with the soil
6 conservation and water quality committee established in section
7 ~~161A.4~~ 161A.4A. When making decisions regarding the expenditure
8 of trust fund moneys affecting natural resources and outdoor
9 recreation, the director of the department of natural resources
10 shall regularly consult with the natural resource commission
11 established pursuant to section 455A.5. When making decisions
12 regarding the expenditure of trust fund moneys affecting
13 trails, the department of transportation shall consult with the
14 state transportation commission as provided in chapter 307A.
15 DIVISION II
16 PROFESSIONAL LAND SURVEYORS —— LICENSING
17 Sec. 41. REPEAL. Section 542B.20, Code 2024, is repealed.
18 Sec. 42. TRANSITION PROVISIONS. A license issued pursuant
19 to section 542B.20, Code 2024, prior to the effective date of
20 this division of this Act shall continue in full force and
21 effect until expiration or until suspension or revocation by
22 the engineering and land surveying examining board pursuant to
23 section 542B.21.
24 DIVISION III
25 ESTABLISHMENT AND REVIEW OF BOARDS, COMMISSIONS, COMMITTEES,
26 AND COUNCILS
27 Sec. 43. NEW SECTION. **4A.1 Definitions.**
28 As used in this chapter, unless the context otherwise
29 requires:
30 1. *"Board"* means any board, commission, committee, council,
31 panel, review team, or foundation of this state.
32 2. *"Committee"* means the state government efficiency review
33 committee established pursuant to this chapter.
34 3. *"Nonhealth profession"* means a profession regulated by
35 this state other than as provided in Title IV, subtitle 3.

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1 4. *"Regulated health profession"* means a profession
2 regulated pursuant to Title IV, subtitle 3.
3 5. *"Unregulated health profession"* means a profession
4 pursuant to Title IV, subtitle 3, that is not regulated by any
5 entity of this state.
6 6. *"Unregulated nonhealth profession"* means a profession
7 that is not regulated by any entity of this state and is not an
8 unregulated health profession.
9 Sec. 44. NEW SECTION. **4A.2 Committee — duties.**
10 1. The committee shall carry out the functions provided in
11 this chapter.
12 2. Administrative assistance shall be provided by the
13 legislative services agency.
14 Sec. 45. NEW SECTION. **4A.3 Board reviews.**
15 1. The committee shall review the usefulness, performance,
16 and efficacy of each board as provided in subsection 2. After
17 completing a review, the committee shall prepare and publish
18 a report of its findings and recommendations as provided in
19 section 4A.4.
20 2. The committee shall establish a schedule for the
21 committee to review each board such that the committee reviews
22 approximately one-fourth of all boards each calendar year.
23 Each board shall be reviewed once between the calendar years
24 2025 and 2029, and once every four years thereafter. The
25 committee may modify the schedule as necessary to facilitate
26 the efficient administration of the committee.
27 3. A board that is scheduled for review shall submit a
28 report to the committee thirty days prior to the date that it
29 is scheduled for review that includes but is not limited to all
30 of the following:
31 *a.* The board's primary purpose and its goals and objectives.
32 *b.* The board's past and anticipated workload, the number of
33 staff required to complete that workload, and the board's total
34 number of staff.
35 *c.* The board's past and anticipated budgets and its sources

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1 of funding.
2 *d.* The number of members that compose the governing board or
3 other governing entity of the board and member compensation,
4 if any.
5 4. A board subject to review shall bear the burden of
6 demonstrating to the committee a public need for its continued
7 existence. In determining whether a board has met that burden,
8 the committee shall consider the following, as applicable,
9 in addition to any other information deemed relevant by the
10 committee:
11 *a.* Whether continuation of the board is necessary to protect
12 the health or safety of the public, and if so, whether the
13 board's authority is narrowly tailored to protect against
14 present, recognizable, and significant harms to the health or
15 safety of the public.
16 *b.* Whether the public could be protected or served in an
17 alternate or less restrictive manner.
18 *c.* Whether rules adopted by the board are consistent with
19 the legislative mandate of the board as expressed in the
20 statutes that created and empowered the board.
21 *d.* The extent to which the board's jurisdiction and programs
22 overlap or duplicate those of other boards, the extent to which
23 the board coordinates with those other boards, and the extent
24 to which the board's programs could be consolidated with the
25 programs of other state departments or boards.
26 *e.* The number of other states that regulate the occupation,
27 whether a license is required to engage in the occupation in
28 other states, whether the initial licensing and license renewal
29 requirements for the occupation are substantially equivalent
30 in every state, and the amount of regulation exercised by the
31 board compared to the regulation, if any, in other states.
32 *f.* Whether the board recognizes national uniform licensure
33 requirements for the occupation.
34 *g.* Whether private contractors could be used, in an
35 effective and efficient manner, either to assist the board in

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1 the performance of its duties or to perform the board's duties
2 in place of the board.
3 *h.* The cost-effectiveness of the board in terms of the
4 number of employees, services rendered, and administrative
5 costs incurred, both past and present.
6 *i.* The efficiency with which formal public complaints filed
7 with the board have been processed to completion.
8 *j.* Whether the purpose for which the board was created has
9 been fulfilled, has changed, or no longer exists.
10 *k.* Whether federal law requires that the board exist in some
11 form.
12 *l.* Whether the requirement for an occupational license
13 is consistent with the principles expressed in section 4A.4,
14 subsection 2, serves the public health or safety, and provides
15 the least restrictive form of regulation that adequately
16 protects the public health or safety.
17 *m.* The extent to which licensing ensures that practitioners
18 have occupational skill sets or competencies that are
19 substantially related to protecting consumers from present,
20 significant, and substantiated harms that threaten the public
21 health or safety, and the impact that those criteria have on
22 applicants for a license, particularly those with moderate or
23 low incomes, seeking to enter the occupation or profession.
24 *n.* The extent to which the requirement for the occupational
25 license stimulates or restricts competition, affects consumer
26 choice, and affects the cost of services.
27 Sec. 46. NEW SECTION. **4A.4 Reports.**
28 1. After completing a review of a board pursuant to section
29 4A.3, the committee shall prepare and submit a report of its
30 findings and recommendations by December 21 of each year.
31 A report may include findings and recommendations for more
32 than one board. Copies of the report shall be submitted
33 to the president of the senate, the speaker of the house
34 of representatives, the governor, and each affected board,
35 and shall be made publicly available on the internet site

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1 of the general assembly. The committee shall present its
2 recommendations to the general assembly.
3 2. Recommendations of the committee shall indicate how or
4 whether implementation of the recommendations would do each of
5 the following:
6 *a.* Improve efficiency in the management of state government.
7 *b.* Improve services rendered to citizens of the state.
8 *c.* Provide for the least restrictive regulations by
9 repealing current regulations and replacing them with less
10 restrictive regulations that adequately protect the public.
11 *d.* Improve the effectiveness of the services performed by
12 the boards of the state.
13 *e.* Avoid duplication of effort by state agencies or boards.
14 Sec. 47. NEW SECTION. **4A.5 Boards and governmental entities**
15 **— dissolution.**
16 1. Except as provided in subsection 2, a board established
17 by an Act of the general assembly after the effective date of
18 this division of this Act shall dissolve four years after the
19 establishment of the board, unless the Act establishing the
20 board expressly states an alternative dissolution date.
21 2. An Act of the general assembly establishing a board for
22 the exclusive purpose of providing advice or recommendations
23 after the effective date of this division of this Act shall
24 include a dissolution date of the board not more than two years
25 after the establishment of the board.
26 Sec. 48. NEW SECTION. **4A.6 State government efficiency**
27 **review committee established.**
28 1. A state government efficiency review committee is
29 established which shall meet as necessary to efficiently
30 review all boards according to the schedule established by the
31 committee pursuant to section 4A.3.
32 2. *a.* The committee shall consist of two members of the
33 senate appointed by the majority leader of the senate, one
34 member of the senate appointed by the minority leader of the
35 senate, two members of the house of representatives appointed

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1 by the speaker of the house of representatives, one member of
2 the house of representatives appointed by the minority leader
3 of the house of representatives, an employee of the office
4 of the governor appointed by the governor, the director of
5 the department of management or the director's designee, and
6 the director of the department of inspections, appeals, and
7 licensing, or the director's designee.
8 *b.* Members shall be appointed prior to January 31 of the
9 first regular session of each general assembly and shall serve
10 for terms ending upon the convening of the following general
11 assembly or when their successors are appointed, whichever is
12 later. A vacancy shall be filled in the same manner as the
13 original appointment and shall be for the remainder of the
14 unexpired term of the vacancy.
15 *c.* The committee shall elect a chairperson and vice
16 chairperson.
17 3. The legislative members of the committee shall be
18 reimbursed for actual and necessary expenses incurred in the
19 performance of their duties and shall be paid a per diem as
20 specified in section 2.10 for each day in which they engaged
21 in the performance of their duties. However, per diem
22 compensation and expenses shall not be paid to members of the
23 general assembly when the general assembly is actually in
24 session at the seat of government. Expenses and per diem shall
25 be paid from moneys appropriated pursuant to section 2.12.
26 4. Administrative assistance shall be provided by the
27 legislative services agency.
28 Sec. 49. NEW SECTION. **4A.7 Regulation of unregulated health**
29 **professions.**
30 1. An unregulated health profession shall not be subject
31 to regulation by any entity of this state for the purpose of
32 prohibiting competition but may be subject to such regulation
33 only for the exclusive purpose of protecting the public health
34 or safety. All proposed legislation to create a board or
35 commission to regulate an unregulated health profession shall

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1 be reviewed by the general assembly to determine that all of
2 the following conditions are met:
3 *a.* There is credible evidence that the unregulated practice
4 of the unregulated health profession will clearly harm or
5 endanger the public health or safety and the potential for harm
6 is easily recognizable and not remote.
7 *b.* The public needs and can reasonably be expected
8 to benefit from an assurance of initial and continuing
9 professional ability.
10 2. Prior to considering proposed legislation to create
11 a board or commission to regulate an unregulated health
12 profession for passage to the floor of the senate or the
13 house of representatives, a legislative standing committee to
14 which proposed legislation to create a board or commission to
15 regulate an unregulated health profession has been referred
16 shall consider whether the conditions in subsection 1 have been
17 met. If the committee finds that the conditions in subsection
18 1 have been met, the committee shall consider whether the
19 legislation is the least restrictive method of regulation, that
20 adequately protects the public, to address the specific harm or
21 danger identified in this subsection.
22 3. The legislative standing committee shall submit its
23 findings regarding whether the proposed legislation meets
24 the conditions in subsections 1 and 2 to the president of
25 the senate or the speaker of the house of representatives,
26 as applicable, who shall make the findings available to each
27 member of the general assembly on the internet site of the
28 general assembly.
29 4. This section does not allow a person to practice an
30 unregulated health profession if the profession includes
31 practices within the scope of practice of an existing regulated
32 health profession.
33 Sec. 50. NEW SECTION. **4A.8 Proposed regulation of**
34 **unregulated health professions —— written reports.**
35 1. A member of the general assembly introducing proposed

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1 legislation to create a board or commission to regulate an
2 unregulated health profession shall submit with the legislation
3 a report addressing the requirements contained in subsection 2.
4 The report shall be submitted to the president of the senate
5 or the speaker of the house of representatives, as applicable,
6 prior to full consideration of the legislation by the senate or
7 the house of representatives and made available on the internet
8 site of the general assembly.
9 2. The report must address, at a minimum, all of the
10 following and identify the source of all information contained
11 in the report:
12 *a.* Why regulation is necessary, including the nature of the
13 proven harm to the public if the unregulated health profession
14 is not regulated and the extent to which there is a threat to
15 the public health or safety.
16 *b.* The efforts made to address the problem the legislation
17 is intended to solve.
18 *c.* The alternatives considered, including all of the
19 following:
20 (1) Regulation of business employers or practitioners
21 rather than employee practitioners.
22 (2) Voluntary efforts to regulate the profession.
23 (3) Registration of all practitioners.
24 (4) Certification of all practitioners.
25 (5) If licensing is sought, why licensing would serve to
26 protect the public health or safety.
27 *d.* The benefit to the public health or safety if regulation
28 is granted, including all of the following:
29 (1) The extent to which the incidence of specific problems
30 present in the unregulated health profession can reasonably be
31 expected to be reduced by regulation.
32 (2) The extent to which qualified practitioners are
33 competent, including all of the following:
34 (a) The nature of the standards proposed for registration,
35 certification, or licensure as compared with the standards in

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1 other jurisdictions.
2 (b) Whether the proposed regulatory entity would be
3 authorized to enter into reciprocity agreements with other
4 jurisdictions.
5 (c) The nature and duration of any training and experience
6 required, whether applicants will be required to pass an
7 examination, and whether there will be alternative methods to
8 enter the health profession.
9 (3) Assurances to the public that practitioners have
10 maintained their competence, including all of the following:
11 (a) Whether a registration, certificate, or license will
12 include an expiration date.
13 (b) Whether the renewal of a registration, certificate,
14 or license will be based only on payment of a fee or whether
15 renewal will involve reexamination, peer review, or other
16 enforcement.
17 *e.* The maintenance of professional standards, including all
18 of the following:
19 (1) Whether effective quality assurance standards exist
20 in the profession such as legal requirements associated with
21 specific programs that define or enforce standards or a code
22 of ethics.
23 (2) How the proposed legislation will ensure quality,
24 including whether a code of ethics will be adopted and the
25 grounds for suspension or revocation of a registration,
26 certificate, or license.
27 *f.* A description of the group proposed for regulation,
28 including a list of associations, organizations, and other
29 professional groups representing practitioners in this state,
30 an estimate of the number of practitioners in each professional
31 group, and whether the professional groups represent different
32 levels of practice.
33 *g.* The expected costs of regulation, including the impact of
34 costs on the public and costs imposed on this state.
35 Sec. 51. NEW SECTION. **4A.9 Regulation of unregulated**

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1 **nonhealth professions.**
2 1. An unregulated nonhealth profession shall not be
3 regulated except for the exclusive purpose of protecting the
4 public health or safety. All proposed legislation to create
5 a board or commission to regulate an unregulated nonhealth
6 profession shall be reviewed by the legislative standing
7 committee to which the proposed legislation is referred to
8 ensure that all of the following requirements are met:
9 *a.* The unregulated practice of the nonhealth profession can
10 clearly harm the public health or safety.
11 *b.* The actual or anticipated public benefit of the
12 regulation clearly exceeds the costs imposed by the regulation
13 on consumers, businesses, and individuals.
14 *c.* The public cannot be effectively protected by private
15 certification or other alternatives.
16 2. If a legislative standing committee finds that the
17 proposed legislation satisfies the conditions in subsection
18 1, the committee shall examine data from multiple sources and
19 shall consider evidence of actual harm to the public related
20 to the unregulated nonhealth profession being considered for
21 regulation. The evidence may include industry association
22 data; federal, state, and local government data; business
23 reports; complaints to law enforcement, relevant state
24 agencies, and the better business bureau; and data from
25 agencies in other states with and without similar systems of
26 regulation.
27 3. If, after consideration of evidence pursuant to
28 subsection 2, the legislative standing committee finds that it
29 is necessary to create a board or commission to regulate an
30 unregulated nonhealth profession, the committee shall review
31 the proposed legislation to determine whether it is the least
32 restrictive regulation necessary to adequately protect the
33 public and whether the regulation protects a discrete interest
34 group from economic competition.
35 4. The legislative standing committee shall submit its

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1 findings regarding whether the proposed legislation meets the
2 requirements of subsections 1, 2, and 3, to the president of
3 the senate or the speaker of the house of representatives,
4 as applicable, who shall make the findings available to each
5 member of the general assembly on the internet site of the
6 general assembly.
7 5. This section does not allow a person to practice an
8 unregulated nonhealth profession if the profession includes
9 practices within the scope of practice of an existing regulated
10 nonhealth profession.
11 Sec. 52. NEW SECTION. **4A.10 Proposed regulation of**
12 **unregulated nonhealth professions —— written reports.**
13 1. A member of the general assembly introducing legislation
14 to regulate an unregulated nonhealth profession shall submit
15 with the legislation a report addressing the requirements
16 contained in subsection 2. The report shall be submitted to
17 the president of the senate or the speaker of the house of
18 representatives, as applicable, prior to full consideration of
19 the legislation by the senate or the house of representatives
20 and made available on the internet site of the general
21 assembly.
22 2. The report must address all of the following and identify
23 the source of all information contained in the report:
24 *a.* Why regulation is necessary including what particular
25 problem regulation would address.
26 *b.* The alternatives considered.
27 *c.* The benefit to the public health or safety of regulating
28 the profession.
29 *d.* The extent to which regulation might harm the public.
30 *e.* The maintenance of professional standards, including all
31 of the following:
32 (1) Whether effective quality assurance standards exist
33 in the profession such as legal requirements associated with
34 specific programs that define or enforce standards or a code
35 of ethics.

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1 (2) How the proposed legislation will assure quality
2 including the extent to which a code of ethics will be
3 adopted and the grounds for the suspension or revocation of a
4 registration, certificate, or license.
5 *f.* A description of the profession proposed for regulation,
6 including a list of associations, organizations, and other
7 professional groups representing practitioners in this state,
8 an estimate of the number of practitioners in each profession,
9 and whether the professional groups represent different levels
10 of practice.
11 *g.* The expected costs of regulation, including the impact of
12 costs on the public and costs imposed on this state.
13 Sec. 54. REPEAL. Sections 2.69 and 3.20, Code 2024, are
14 repealed.
15 Sec. 55. CODE EDITOR DIRECTIVE —— TRANSFERS.
16 1. The Code editor is directed to make the following
17 transfers:
18 a. Section 69.15 to section 4A.11.
19 b. Section 69.16 to section 4A.12.
20 c. Section 69.16B to section 4A.13.
21 d. Section 69.16C to section 4A.14.
22 e. Section 69.16D to section 4A.15.
23 f. Section 69.16E to section 4A.16.
24 g. Section 69.17 to section 4A.17.
25 2. The Code editor shall correct internal references in the
26 Code and in any enacted legislation as necessary due to the
27 enactment of this section.
28 DIVISION IV
29 PROFESSIONAL BOARDS
30 Sec. 56. Section 10A.503, subsection 1, Code 2024, is
31 amended to read as follows:
32 1. Each board under chapter 100C, 103, 103A, 105, or 147
33 that is under the administrative authority of the department
34 shall receive ~~administrative and clerical~~ staff support from
35 the department and may not employ its own support staff ~~for~~

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1 ~~administrative and clerical duties. The executive director~~
2 ~~of the board of nursing, board of medicine, dental board,~~
3 ~~and board of pharmacy shall be appointed pursuant to section~~
4 ~~10A.504.~~
5 Sec. 57. Section 10A.504, subsection 1, unnumbered
6 paragraph 1, Code 2024, is amended to read as follows:
7 The director shall appoint and supervise ~~a full-time~~ an
8 executive director for each of the following boards:
9 Sec. 58. Section 103.4, Code 2024, is amended to read as
10 follows:
11 **103.4 ~~Executive secretary — staff and duties~~ Support staff.**
12 The director shall ~~appoint an executive secretary for the~~
13 ~~board and shall~~ hire and provide staff to assist the board
14 in administering this chapter. ~~The executive secretary~~
15 ~~shall report to the director for purposes of routine board~~
16 ~~administrative functions, and shall report directly to~~
17 ~~the board for purposes of execution of board policy such~~
18 ~~as application of licensing criteria and processing of~~
19 ~~applications.~~
20 Sec. 59. Section 103.34, subsection 1, Code 2024, is amended
21 to read as follows:
22 1. Upon receipt of a notice of appeal filed pursuant
23 to section 103.33, the chairperson or ~~executive secretary~~
24 administrative staff of the board may designate a hearing
25 officer from among the board members to hear the appeal or
26 may set the matter for hearing before the full board at its
27 next regular meeting. A majority of the board shall make the
28 decision.
29 Sec. 60. Section 147.80, subsection 3, Code 2024, is amended
30 by striking the subsection.
31 Sec. 61. Section 147.87, Code 2024, is amended to read as
32 follows:
33 **147.87 Enforcement.**
34 1. A board shall enforce the provisions of this chapter and
35 the board's enabling statute and for that purpose may request

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1 the department of inspections, appeals, and licensing to make
2 necessary investigations. Every licensee and member of a board
3 shall furnish the board or the department of inspections,
4 appeals, and licensing such evidence as the member or licensee
5 may have relative to any alleged violation which is being
6 investigated.
7 2. The department of inspections, appeals, and licensing
8 may administratively close a complaint that does not allege a
9 violation of this chapter, the board's enabling statute, or a
10 rule of the board.
11 Sec. 62. Section 147.88, Code 2024, is amended to read as
12 follows:
13 **147.88 Inspections and investigations.**
14 The department of inspections, appeals, and licensing may
15 perform inspections and investigations as required by this
16 subtitle~~, except inspections and investigations for the board~~
17 ~~of medicine, board of pharmacy, board of nursing, and the~~
18 ~~dental board~~. ~~The department of inspections, appeals, and~~
19 ~~licensing shall employ personnel related to the inspection and~~
20 ~~investigative functions.~~
21 Sec. 63. Section 152.2, Code 2024, is amended to read as
22 follows:
23 **152.2 Executive director.**
24 ~~The board shall retain a full-time~~ An executive director~~,~~
25 ~~who~~ shall be appointed pursuant to section 10A.504. The
26 executive director shall be a registered nurse. The governor,
27 with the approval of the executive council pursuant to section
28 8A.413, subsection 3, under the pay plan for exempt positions
29 in the executive branch of government, shall set the salary of
30 the executive director.
31 Sec. 64. Section 152E.2, Code 2024, is amended to read as
32 follows:
33 **152E.2 Compact administrator.**
34 The ~~executive director of the board of nursing, as~~
35 ~~provided for in section 152.2,~~ director of the department

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1 of inspections, appeals, and licensing, or the director's
2 designee, shall serve as the compact administrator identified
3 in article VII, paragraph "b", of the nurse licensure compact
4 contained in section 152E.1 and as the compact administrator
5 identified in article VIII, paragraph "a", of the advanced
6 practice registered nurse compact contained in section 152E.3.
7 Sec. 65. Section 153.36, subsection 1, Code 2024, is amended
8 to read as follows:
9 1. Sections 147.44, 147.48, 147.49, 147.53, and 147.55~~, and~~
10 ~~sections 147.87 through 147.92~~ shall not apply to the practice
11 of dentistry.
12 Sec. 66. Section 272C.6, subsection 1, Code 2024, is amended
13 to read as follows:
14 1. Disciplinary hearings held pursuant to this chapter
15 shall be heard by the board sitting as the hearing panel, or
16 by an administrative law judge, or by a panel of not less
17 than three board members who are licensed in the profession,
18 or by a panel of not less than three members appointed
19 pursuant to subsection 2. Notwithstanding chapters 17A and
20 21 a disciplinary hearing shall be open to the public at the
21 discretion of the licensee.
22 Sec. 67. REPEAL. Sections 152.3 and 153.33B, Code 2024,
23 are repealed.
24 DIVISION V
25 LICENSURE STUDIES
26 Sec. 68. LICENSURE RENEWAL CYCLES STUDY. The department of
27 inspections, appeals, and licensing shall review all current
28 licensure renewal cycles for professional and occupational
29 licenses issued by a department, board, commission, or other
30 governmental entity. The department shall submit a report,
31 including proposed recommendations for a uniform renewal cycle
32 for all professional and occupational licenses, to the governor
33 and the general assembly by September 30, 2024.
34 Sec. 69. LICENSURE FEE STUDY.
35 1. The department of inspections, appeals, and licensing

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1 shall review fees imposed by a department, board, commission,
2 or other governmental entity for the issuance or renewal of a
3 professional or occupational license. The department shall
4 evaluate the fees based on the licensure fees imposed in
5 surrounding states and the operational costs of the licensing
6 functions of the entity.
7 2. The department shall submit a report, including proposed
8 fees, to the governor and the general assembly by September 30,
9 2024.
10 DIVISION VI
11 ADVISORY BODIES
12 Sec. 70. Section 7E.3, subsection 3, Code 2024, is amended
13 by striking the subsection and inserting in lieu thereof the
14 following:
15 3. *Advisory bodies.* In addition to any boards, commissions,
16 committees, or councils specifically created by law, establish
17 and utilize other ad hoc advisory committees as determined
18 necessary by the head of the department or independent
19 agency. The department or independent agency shall establish
20 appointment provisions, membership terms, operating guidelines,
21 and any other operational requirements for committees
22 established pursuant to this subsection. Members of committees
23 under this general authority shall serve without compensation
24 but may be reimbursed for actual expenses.
25 Sec. 71. Section 15.105, Code 2024, is amended by adding the
26 following new subsection:
27 NEW SUBSECTION. 12. The authority may establish and utilize
28 such ad hoc advisory committees as determined necessary by
29 the authority. The authority shall establish appointment
30 provisions, membership terms, operating guidelines, and any
31 other operational requirements for committees established
32 pursuant to this subsection. Members of committees established
33 pursuant to this subsection shall serve without compensation
34 but may be reimbursed for actual expenses.
35 Sec. 72. NEW SECTION. **152.3A Advisory committees.**

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1 The board may establish and utilize such ad hoc advisory
2 committees as determined necessary by the board. The board
3 shall establish appointment provisions, membership terms,
4 operating guidelines, and any other operational requirements
5 for committees established pursuant to this section. Members
6 of committees established pursuant to this section shall serve
7 without compensation but may be reimbursed for actual expenses.
8 Sec. 73. Section 153.33, subsection 1, Code 2024, is amended
9 by adding the following new paragraph:
10 NEW PARAGRAPH. *f.* To establish and utilize such ad hoc
11 advisory committees as determined necessary by the board,
12 including an advisory committee on the practice of dental
13 hygiene. The board shall establish appointment provisions,
14 membership terms, operating guidelines, and any other
15 operational requirements for committees established pursuant
16 to this paragraph. Members of committees established pursuant
17 to this paragraph shall serve without compensation but may be
18 reimbursed for actual expenses.
19 Sec. 74. Section 256.7, Code 2024, is amended by adding the
20 following new subsection:
21 NEW SUBSECTION. 35. Establish and utilize such ad hoc
22 advisory committees as determined necessary by the state
23 board. The state board shall establish appointment provisions,
24 membership terms, operating guidelines, and any other
25 operational requirements for committees established pursuant to
26 this subsection. Members of committees established pursuant
27 to this subsection shall serve without compensation but may be
28 reimbursed for actual expenses.
29 Sec. 75. Section 307A.2, Code 2024, is amended by adding the
30 following new subsection:
31 NEW SUBSECTION. 7. Establish and utilize such ad hoc
32 advisory committees as determined necessary by the commission.
33 The commission shall establish appointment provisions,
34 membership terms, operating guidelines, and any other
35 operational requirements for committees established pursuant to

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1 this subsection. Members of committees established pursuant
2 to this subsection shall serve without compensation but may be
3 reimbursed for actual expenses.
4 Sec. 76. Section 455A.5, subsection 6, Code 2024, is amended
5 by adding the following new paragraph:
6 NEW PARAGRAPH. *g.* Establish and utilize such ad hoc
7 advisory committees as determined necessary by the commission.
8 The commission shall establish appointment provisions,
9 membership terms, operating guidelines, and any other
10 operational requirements for committees established pursuant
11 to this paragraph. Members of committees established pursuant
12 to this paragraph shall serve without compensation but may be
13 reimbursed for actual expenses.
14 Sec. 77. Section 455A.6, subsection 6, Code 2024, is amended
15 by adding the following new paragraph:
16 NEW PARAGRAPH. *e.* Establish and utilize such ad hoc
17 advisory committees as determined necessary by the commission.
18 The commission shall establish appointment provisions,
19 membership terms, operating guidelines, and any other
20 operational requirements for committees established pursuant
21 to this paragraph. Members of committees established pursuant
22 to this paragraph shall serve without compensation but may be
23 reimbursed for actual expenses.
24 Sec. 78. Section 904.105, Code 2024, is amended by adding
25 the following new subsection:
26 NEW SUBSECTION. 9A. Establish and utilize such ad hoc
27 advisory committees as determined necessary by the board. The
28 board shall establish appointment provisions, membership terms,
29 operating guidelines, and any other operational requirements
30 for committees established pursuant to this subsection.
31 Members of committees established pursuant to this subsection
32 shall serve without compensation but may be reimbursed for
33 actual expenses.
34 DIVISION VII
35 ELECTRONIC MEETINGS

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1 Sec. 79. Section 21.8, subsection 1, unnumbered paragraph
2 1, Code 2024, is amended to read as follows:
3 A governmental body ~~may conduct a meeting by electronic~~
4 ~~means only in circumstances where such a meeting in person is~~
5 ~~impossible or impractical and only if the governmental body~~
6 ~~complies~~ shall provide for hybrid meetings, teleconference
7 participation, virtual meetings, remote participation, and
8 other hybrid options for the members of the governmental body
9 to participate in official meetings. A governmental body
10 conducting a meeting pursuant to this subsection shall comply
11 with all of the following:
12 Sec. 80. Section 21.8, subsection 1, paragraph c, Code 2024,
13 is amended to read as follows:
14 *c.* Minutes are kept of the meeting. ~~The minutes shall~~
15 ~~include a statement explaining why a meeting in person was~~
16 ~~impossible or impractical.~~
17 Sec. 81. Section 21.8, Code 2024, is amended by adding the
18 following new subsection:
19 NEW SUBSECTION. 4. For the purposes of this section:
20 *a.* *"Hybrid meeting"* means a meeting involving both remote
21 participation and in-person participation by members.
22 *b.* *"Remote participation"* means real-time participation by
23 a remotely located individual in a meeting which is being held
24 in a different physical location using integrated audio, video,
25 and other digital tools.
26 *c.* *"Teleconference participation"* means participation using
27 audio conference tools involving multiple participants in at
28 least two separate locations.
29 *d.* *"Virtual meeting"* means a meeting involving real-time
30 interaction using integrated audio, video, and other digital
31 tools, in which participants do not share a physical location.
32 DIVISION VIII
33 MEETINGS — GENERAL
34 Sec. 82. Section 5.3, Code 2024, is amended to read as
35 follows:

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5.3 Organization.

The commissioners shall meet at the state capitol ~~at least once in two years~~ as necessary and shall organize by the election of one of their number as chairperson and another as secretary, who shall hold their respective offices for a term of two years and until their successors are elected and qualified.

Sec. 85. Section 8A.606, Code 2024, is amended to read as follows:

8A.606 Meetings.

The commission shall have its offices at the seat of government but may hold meetings in other locations. The commission shall meet ~~quarterly and~~ at the call of the chairperson.

Sec. 86. Section 8A.616, subsection 4, Code 2024, is amended to read as follows:

4. *Meetings.* The board shall meet ~~at least three times annually and~~ at the call of the chair. ~~At least one meeting annually shall be held outside the state capital or in conjunction with a meeting of a relevant statewide professional organization.~~

Sec. 87. Section 10A.601, subsection 3, Code 2024, is amended to read as follows:

3. The members of the appeal board shall select a chairperson and vice chairperson from their membership. The appeal board ~~shall meet at least once per month but~~ may meet as often as necessary. Meetings shall be set by a majority of the appeal board or upon the call of the chairperson, or in the chairperson's absence, upon the call of the vice chairperson. The employment appeal board, subject to the approval of the director, may appoint personnel necessary for carrying out its functions and duties.

Sec. 88. Section 13A.5, Code 2024, is amended to read as follows:

13A.5 Meetings.

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The council ~~shall meet at least four times each year and~~ shall hold meetings when called by the chairperson, or in the absence of the chairperson, by the vice chairperson or when called by the chairperson upon the written request of three members of the council. The council shall establish its own procedures and requirements with respect to quorum, place, and conduct of its meetings and other matters.

Sec. 89. Section 23.3, subsection 7, Code 2024, is amended to read as follows:

7. The board shall meet ~~at least quarterly and~~ at the call of the chairperson.

Sec. 90. Section 24.26, subsection 2, Code 2024, is amended to read as follows:

2. The ~~annual meeting of the~~ state board shall ~~be held on the second Tuesday of January in each year~~ meet as necessary. ~~At each annual meeting the~~ The state board shall organize by the election from its members of a chairperson and a vice chairperson; and by appointing a secretary. Two members of the state board constitute a quorum for the transaction of any business.

Sec. 91. Section 47.8, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A state voter registration commission is established which shall meet ~~at least quarterly~~ as necessary to make and review policy, adopt rules, and establish procedures to be followed by the registrar in discharging the duties of that office, and to promote interagency cooperation and planning.

Sec. 92. Section 80B.9, Code 2024, is amended to read as follows:

80B.9 Meetings.

The council ~~shall meet at least four times each year and~~ shall hold ~~special~~ meetings when called by the chairperson or, in the absence of the chairperson, by the vice chairperson, or by the chairperson upon written request of five members of the council. The council shall establish procedures and

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requirements with respect to quorum, place, and conduct of meetings.

Sec. 93. Section 99D.6, subsection 1, Code 2024, is amended to read as follows:

1. The commission shall have its headquarters in the city of Des Moines and shall meet ~~in July of each year and~~ at ~~other~~ such times and places as it finds necessary for the discharge of its duties. The commission shall elect in July of each year one of its members as chairperson for the succeeding year.

Sec. 94. Section 99G.8, subsection 11, Code 2024, is amended to read as follows:

11. The board shall meet ~~at least quarterly and at such other times~~ upon call of the chairperson or the chief executive officer. Notice of the time and place of each board meeting shall be given to each member. The board shall also meet upon call of three or more of the board members. The board shall keep accurate and complete records of all its meetings.

Sec. 95. Section 103.2, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. ~~The board shall hold at least one meeting quarterly at the location of the board's principal office, and meetings~~ Meetings shall be called ~~at other times~~ as needed by the chairperson or four members of the board. At any meeting of the board, a majority of members constitutes a quorum.

Sec. 96. Section 103.34, subsection 1, Code 2024, is amended to read as follows:

1. Upon receipt of a notice of appeal filed pursuant to section 103.33, the chairperson or executive secretary of the board may designate a hearing officer from among the board members to hear the appeal or may set the matter for hearing before the full board at its next ~~regular~~ scheduled meeting. A majority of the board shall make the decision.

Sec. 97. Section 123.6, Code 2024, is amended to read as follows:

123.6 Commission meetings.

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The commission shall meet on or before July 1 of each year for the purpose of selecting one of its members as chairperson for the succeeding year. The commission shall ~~otherwise~~ meet ~~quarterly or~~ at the call of the chairperson or director or when three members file a written request for a meeting. Written notice of the time and place of each meeting shall be given to each member of the commission. A majority of the commission members shall constitute a quorum.

Sec. 98. Section 124E.5, subsection 2, Code 2024, is amended to read as follows:

2. The medical cannabidiol board shall convene ~~at least twice per year~~ as necessary.

Sec. 99. Section 169.5, subsections 3 and 4, Code 2024, are amended to read as follows:

3. ~~The board shall meet at least once each year as determined by the board. Other necessary~~ Necessary meetings may be called by the president of the board by giving proper notice. Except as provided, a majority of the board constitutes a quorum. Meetings shall be open and public except that the board may meet in closed session to prepare, approve, administer, or grade examinations, or to deliberate the qualifications of an applicant for license or the disposition of a proceeding to discipline a licensed veterinarian.

4. ~~At its annual meeting, the~~ The board shall organize by electing a president and such other officers as may be necessary. Officers of the board serve for terms of one year and until a successor is elected, without limitation on the number of terms an officer may serve. The president shall serve as chairperson of board meetings. The person designated as the state veterinarian shall serve as secretary of the board.

Sec. 100. Section 182.13, Code 2024, is amended to read as follows:

182.13 Compensation — meetings.

Members of the board may receive payment for their

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actual expenses and travel in performing official board functions. Payment shall be made from amounts collected from the assessment. No member of the board shall be a salaried employee of the board or any organization or agency receiving funds from the board. The board shall meet at ~~least once every three months, and at other~~ such times as it deems necessary.

Sec. 101. Section 184.7, subsection 4, Code 2024, is amended to read as follows:

4. The council shall meet ~~at least once every three months and~~ at ~~other~~ such times as the council determines are necessary.

Sec. 102. Section 185.14, Code 2024, is amended to read as follows:

185.14 Compensation — meetings.

Each director of the board shall receive a per diem of one hundred dollars and actual expenses in performing official board functions, notwithstanding section 7E.6. A director of the board shall not be a salaried employee of the board or any organization or agency which is receiving moneys from the board. The board shall meet ~~at least four times each year~~ as necessary.

Sec. 103. Section 185C.14, subsection 3, Code 2024, is amended to read as follows:

3. The board shall meet ~~at least three times each year, and~~ at such ~~other~~ times as deemed necessary by the board.

Sec. 104. Section 186.1, Code 2024, is amended to read as follows:

186.1 Meetings and organization of society.

The Iowa state horticulture society shall hold meetings ~~each year, at times as it may fix,~~ as necessary for the transaction of business. The officers and board of directors of the society shall be chosen as provided for in the constitution of the society, for the period and in the manner prescribed therein, but the secretary of agriculture or the secretary's designee shall be a member of the board of directors and of

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1 the executive committee. Any vacancy in the offices filled by
2 the society may be filled by the executive committee for the
3 unexpired portion of the term.
4 Sec. 105. Section 217.4, Code 2024, is amended to read as
5 follows:
6 **217.4 Meetings of council.**
7 ~~The council shall meet at least monthly. Additional~~
8 ~~meetings~~ Meetings shall be called by the chairperson or upon
9 written request of any three council members as necessary to
10 carry out the duties of the council. The chairperson shall
11 preside at all meetings or in the absence of the chairperson
12 the vice chairperson shall preside. The members of the council
13 shall be paid a per diem as specified in section 7E.6 and their
14 reasonable and necessary expenses.
15 Sec. 106. Section 237.16, subsection 2, Code 2024, is
16 amended to read as follows:
17 2. The members of the state board shall annually select a
18 chairperson, vice chairperson, and other officers the members
19 deem necessary. The members may be entitled to receive
20 reimbursement for actual and necessary expenses incurred in
21 the performance of their duties, subject to available funding.
22 Each member of the board may also be eligible to receive
23 compensation as provided in section 7E.6. The state board
24 shall meet ~~at least twice a year~~ as necessary.
25 Sec. 107. Section 256.32, subsection 3, Code 2024, is
26 amended to read as follows:
27 3. The duties of the council are to review, develop,
28 and recommend standards for secondary and postsecondary
29 agricultural education. The council shall annually issue a
30 report to the state board of education and the chairpersons
31 of the house and senate agriculture and education committees
32 regarding both short-term and long-term curricular standards
33 for agricultural education and the council's activities. The
34 council shall meet ~~a minimum of twice annually~~ as necessary,
35 and must have a quorum consisting of a majority of voting

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1 members present to hold an official meeting and to take any
2 final council action. However, hearings may be held without
3 a quorum. The chairperson shall be elected annually by and
4 from the voting membership. The initial organizational meeting
5 shall be called by the director of the department of education.
6 Sec. 108. Section 256.83, subsection 1, Code 2024, is
7 amended to read as follows:
8 1. The board shall elect from among its members a president
9 and a vice president to serve a one-year term. The board
10 shall ~~meet at least four times annually and shall~~ hold ~~special~~
11 meetings at the call of the president or in the absence of
12 the president by the vice president or by the president upon
13 written request of four members. The board shall establish
14 procedures and requirements relating to quorum, place, and
15 conduct of meetings.
16 Sec. 109. Section 256I.3, subsection 4, Code 2024, is
17 amended to read as follows:
18 4. The state board shall elect a chairperson from among the
19 citizen members and may select other officers from the voting
20 members as determined to be necessary by the board. The board
21 shall meet ~~regularly~~ as determined by the board, upon the call
22 of the board's chairperson, or upon the call of a majority of
23 voting members. ~~The board shall meet at least quarterly.~~
24 Sec. 110. Section 262.8, Code 2024, is amended to read as
25 follows:
26 **262.8 Meetings.**
27 ~~The board shall meet four times a year. Special meetings~~
28 Meetings may be called by the board, by the president of the
29 board, or by the executive director of the board upon written
30 request of any five members thereof.
31 Sec. 111. Section 267.5, subsection 2, Code 2024, is amended
32 to read as follows:
33 2. ~~Hold a meeting twice each year~~ Meet as necessary at Iowa
34 state university of science and technology. The council shall
35 meet with the faculty of the college of veterinary medicine.

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The council may hold other such meetings as the council may determine necessary, or as required by section 267.6. An action taken by the council shall not be valid unless agreed to by a majority of the council members.

Sec. 112. Section 455A.5, subsection 4, Code 2024, is amended to read as follows:

4. The commission shall hold an organizational meeting within thirty days of the beginning of a new regular term for one or more of its members. The commission shall organize by electing a chairperson, vice chairperson, secretary, and any other officers deemed necessary or desirable. The commission shall also meet ~~at least quarterly throughout the year~~ as necessary.

Sec. 113. Section 455A.6, subsection 4, Code 2024, is amended to read as follows:

4. The commission shall hold an organizational meeting within thirty days of the beginning of a new regular term for one or more of its members. The commission shall organize by electing a chairperson, vice chairperson, secretary, and any other officers deemed necessary or desirable. The commission shall also meet ~~at least quarterly throughout the year~~ as necessary.

Sec. 114. Section 465C.5, Code 2024, is amended to read as follows:

465C.5 Organization.

The board shall organize annually by the election of a chairperson. The board shall meet ~~annually and~~ at such ~~other~~ times as it deems necessary. Meetings may be called by the chairperson, and shall be called by the chairperson on the request of three members of the board.

Sec. 115. Section 466B.3, subsection 5, paragraph a, Code 2024, is amended to read as follows:

a. The council shall be convened by the secretary of agriculture ~~at least quarterly~~ as necessary.

Sec. 116. Section 481A.10A, subsection 3, Code 2024, is

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amended to read as follows:

3. The committee shall meet with a representative of the department of natural resources ~~on a semiannual basis~~ as necessary. The committee shall serve without compensation or reimbursement for expenses.

Sec. 117. Section 524.205, subsection 5, Code 2024, is amended to read as follows:

5. The state banking council shall meet ~~at least once each calendar quarter on such date and at such place as the council may decide, and shall meet~~ at such ~~other~~ times as may be deemed necessary by the superintendent or a majority of the council members.

Sec. 118. Section 533.107, subsection 3, Code 2024, is amended to read as follows:

3. The review board ~~shall meet at least four times each year and~~ shall hold ~~special~~ meetings at the call of the chairperson. Four members constitute a quorum.

Sec. 119. Section 542B.9, Code 2024, is amended to read as follows:

542B.9 Organization of ~~the~~ board — staff.

The board shall elect annually from its members a chairperson and a vice chairperson. The director of the department of inspections, appeals, and licensing shall hire and provide staff to assist the board in implementing this chapter. ~~The board shall hold at least one meeting at the location of the board's principal office, and meetings~~ Meetings shall be called ~~at other times~~ by the director or the director's designee at the request of the chairperson or four members of the board. At any meeting of the board, a majority of members constitutes a quorum.

Sec. 120. Section 543B.50, Code 2024, is amended to read as follows:

543B.50 Meetings.

The real estate commission shall ~~hold at least one meeting per year~~ meet as necessary at the location of the commission's

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principal office and shall elect a chairperson annually. A majority of the members of the commission shall constitute a quorum.

Sec. 121. Section 543D.4, subsection 7, Code 2024, is amended to read as follows:

7. The board shall meet ~~at least once each calendar quarter~~ as necessary to conduct its business.

Sec. 122. Section 904.106, Code 2024, is amended to read as follows:

904.106 Meetings — expenses.

~~The board shall meet at least quarterly throughout the year. Special meetings~~ Meetings may be called by the chairperson or upon written request of any three members of the board. The chairperson shall preside at all meetings or in the chairperson's absence, the vice chairperson shall preside. The members of the board shall be paid their actual expenses while attending the meetings. Each member of the board may also be able to receive compensation as provided in section 7E.6.

Sec. 123. Section 905.3, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. The district advisory board shall meet ~~not more often than quarterly during the calendar year~~ as necessary.

DIVISION IX

REORGANIZATION

Sec. 124. Section 7E.5, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. There is a civil rights commission, ~~a public employment relations board, an interstate cooperation commission,~~ an Iowa ethics and campaign disclosure board, an Iowa utilities board, and an Iowa law enforcement academy.

Sec. 125. Section 8A.201, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. Materials excluded from this definition by ~~the commission through the adoption and enforcement of rules~~ rule.

Sec. 126. Section 8A.203, subsections 3 and 4, Code 2024,

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1 are amended to read as follows:
2 3. The commission shall ~~adopt~~ provide advice and
3 recommendations on the adoption of rules under chapter 17A by
4 the department for carrying out the responsibilities of the
5 department as it relates to library services duties of the
6 department.
7 4. ~~Advise~~ The commission shall advise the department and the
8 state librarian concerning the library services duties of the
9 department.
10 Sec. 127. Section 8A.206, subsection 2, paragraphs a and d,
11 Code 2024, are amended to read as follows:
12 *a.* Operate the law library which shall be maintained in the
13 state capitol or in rooms convenient to the state supreme court
14 and which shall be available for free use by the residents of
15 Iowa under rules the ~~commission~~ department adopts.
16 *d.* Perform other duties imposed by law or by the rules of
17 the ~~commission~~ department.
18 Sec. 128. Section 8A.207, subsection 1, Code 2024, is
19 amended to read as follows:
20 1. Manage the state data center program to make United
21 States census data available to the residents of Iowa under
22 rules the ~~commission~~ department adopts.
23 Sec. 129. Section 8A.209, subsection 1, Code 2024, is
24 amended to read as follows:
25 1. An enrich Iowa program is established in the department
26 to provide direct state assistance to public libraries, to
27 support the open access and access plus programs, to provide
28 public libraries with an incentive to improve library services
29 that are in compliance with performance measures, and to
30 reduce inequities among communities in the delivery of library
31 services based on performance measures adopted by rule by the
32 ~~commission~~ department. The ~~commission~~ department shall adopt
33 rules governing the allocation of ~~funds~~ moneys appropriated by
34 the general assembly for purposes of this section to provide
35 direct state assistance to eligible public libraries. A public

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1 library is eligible for ~~funds~~ moneys under this subchapter
2 if it is in compliance with the ~~commission's~~ department's
3 performance measures.
4 Sec. 130. Section 8A.412, subsection 11, Code 2024, is
5 amended to read as follows:
6 11. Professional employees under the supervision of the
7 attorney general, the state public defender, the secretary of
8 state, the auditor of state, and the treasurer of state~~, and~~
9 ~~the public employment relations board~~.
10 Sec. 131. Section 8A.415, subsection 1, paragraph b, Code
11 2024, is amended to read as follows:
12 *b.* If not satisfied, the employee may, within thirty
13 calendar days following the director's response, file an appeal
14 with the ~~public~~ employment ~~relations~~ appeal board. The hearing
15 shall be conducted in accordance with the rules of the ~~public~~
16 employment ~~relations~~ appeal board and the Iowa administrative
17 procedure Act, chapter 17A. Decisions rendered shall be based
18 upon a standard of substantial compliance with this subchapter
19 and the rules of the department. Decisions by the ~~public~~
20 employment ~~relations~~ appeal board constitute final agency
21 action.
22 Sec. 132. Section 8A.415, subsection 2, paragraph b, Code
23 2024, is amended to read as follows:
24 *b.* If not satisfied, the employee may, within thirty
25 calendar days following the director's response, file an
26 appeal with the ~~public~~ employment ~~relations~~ appeal board. The
27 employee has the right to a hearing closed to the public,
28 unless a public hearing is requested by the employee. The
29 hearing shall otherwise be conducted in accordance with the
30 rules of the ~~public~~ employment ~~relations~~ appeal board and the
31 Iowa administrative procedure Act, chapter 17A. If the ~~public~~
32 employment ~~relations~~ appeal board finds that the action taken
33 by the appointing authority was for political, religious,
34 racial, national origin, sex, age, or other reasons not
35 constituting just cause, the employee may be reinstated without

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loss of pay or benefits for the elapsed period, or the ~~public~~ employment ~~relations~~ appeal board may provide other appropriate remedies. Decisions by the ~~public~~ employment ~~relations~~ appeal board constitute final agency action.

Sec. 133. Section 8A.703, subsection 1, Code 2024, is amended to read as follows:

1. A state historical society board of trustees is established consisting of ~~twelve~~ seven members selected as follows:

a. ~~Three~~ Two members shall be elected by the members of the state historical society according to rules established by the board of trustees.

~~*b.* The governor shall appoint one member from each of the state's congressional districts established under section 40.1.~~

~~*c.*~~ *b.* The governor shall appoint five members from the state at large, considering but not requiring geographical diversity, at least ~~two~~ one of whom shall be on the faculty of a college or university in the state engaged in a discipline related to the activities of the historical society.

Sec. 134. Section 8A.707, subsection 1, Code 2024, is amended by adding the following new paragraphs:

NEW PARAGRAPH. *f.* Serve as the central advisory body for historical records planning in the state and as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state.

NEW PARAGRAPH. *g.* Serve as a state level review body for grant proposals submitted to the national historical publications and records commission.

Sec. 135. Section 8A.707, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4. The state historical society board of trustees may:

a. Serve in an advisory capacity to the state records commission, the state archives and records program, and other statewide archival or records agencies.

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b. Seek moneys from the national historical publications and records commission or other grant-funding bodies for sponsoring and publishing surveys of the conditions and needs of historical records in the state; for developing, revising, and distributing funding priorities for historical records projects in Iowa; for implementing projects to be carried out in the state for the preservation of historical records and publications; or for reviewing, through reports and otherwise, the operation and progress of records projects in the state.

Sec. 136. Section 8D.3, subsection 3, paragraphs b and d, Code 2024, are amended to read as follows:

b. ~~Adopt rules pursuant to chapter 17A as deemed appropriate and necessary, and directly related to the implementation and administration of the duties of the commission. The commission, in consultation with the department of administrative services, shall also adopt and provide for standard communications procedures and policies relating to the use of the network which recognize, at a minimum, the need for reliable communications services.~~ Provide advice and recommendations to the director for the adoption of rules as provided in section 8D.4.

d. ~~Review and approve for adoption, rules as proposed and submitted by an authorized user group necessary for the authorized user group's access and use of the network. The commission may refuse to approve and adopt a proposed rule, and upon such refusal, shall return the proposed rule to the respective authorized user group proposing the rule with a statement indicating the commission's reason for refusing to approve and adopt the rule.~~ Provide advice and recommendations to the director for the review and adoption of rules proposed and submitted by an authorized user group.

Sec. 137. Section 8D.4, Code 2024, is amended to read as follows:

8D.4 Executive director appointed.

1. The ~~commission~~ governor shall appoint an executive

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1 director of the commission, subject to confirmation by the
2 senate. Such individual shall not serve as a member of the
3 commission. The executive director shall serve at the pleasure
4 of the ~~commission~~ governor. The executive director shall be
5 selected primarily for administrative ability and knowledge
6 in the field, without regard to political affiliation. The
7 governor shall establish the salary of the executive director
8 within the applicable salary range as established by the
9 general assembly. The salary and support of the executive
10 director shall be paid from ~~funds~~ moneys deposited in the Iowa
11 communications network fund.
12 2. The director shall adopt rules pursuant to chapter 17A
13 for the implementation and administration of the duties of the
14 commission. The director, in consultation with the department
15 of administrative services, shall also adopt and provide for
16 standard communications procedures and policies relating to the
17 use of the network which recognize, at a minimum, the need for
18 reliable communications services. The director shall review
19 and approve for adoption rules as proposed and submitted by
20 an authorized user group necessary for the authorized user
21 group's access and use of the network. The director may refuse
22 to approve and adopt a proposed rule, and upon such refusal,
23 shall return the proposed rule to the respective authorized
24 user group proposing the rule with a statement indicating the
25 director's reason for refusing to approve and adopt the rule.
26 Sec. 138. Section 8D.9, subsection 2, paragraph b, Code
27 2024, is amended to read as follows:
28 *b.* A private or public agency, other than an institution
29 under the control of the state board of regents, a private
30 college or university, or a nonpublic school, shall petition
31 the commission for a waiver of the requirement to use the
32 network as provided in paragraph *"a"*, if the agency determines
33 that paragraph *"a"*, subparagraph (1) or (2), applies. The
34 ~~commission~~ director shall establish by rule a review process
35 for determining, upon application of an authorized user,

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1 whether paragraph "a", subparagraph (1) or (2), applies. An
2 authorized user found by the commission to be under contract
3 for such services as provided in paragraph "a", subparagraph
4 (2), shall not enter into another contract upon the expiration
5 of such contract, but shall utilize the network for such
6 services as provided in this section unless paragraph "a",
7 subparagraph (1), applies. A waiver approved by the commission
8 may be for a period as requested by the private or public
9 agency of up to three years.
10 Sec. 139. Section 10A.104, subsection 2, Code 2024, is
11 amended to read as follows:
12 2. Appoint the administrators of the divisions within
13 the department and all other personnel deemed necessary for
14 the administration of this chapter, except the state public
15 defender, assistant state public defenders, administrator of
16 the racing and gaming commission, labor commissioner, workers'
17 compensation commissioner, director of the Iowa ~~state~~ office of
18 civil rights ~~commission~~, and members of the employment appeal
19 board. All persons appointed and employed in the department
20 are covered by the provisions of chapter 8A, subchapter IV, but
21 persons not appointed by the director are exempt from the merit
22 system provisions of chapter 8A, subchapter IV.
23 Sec. 140. Section 12.72, subsection 1, Code 2024, is amended
24 to read as follows:
25 1. A vision Iowa fund is created and established as a
26 separate and distinct fund in the state treasury. The moneys
27 in the fund are appropriated to the ~~enhance Iowa~~ economic
28 development authority board for purposes of the vision Iowa
29 program established in section 15F.302. Moneys in the fund
30 shall not be subject to appropriation for any other purpose by
31 the general assembly, but shall be used only for the purposes
32 of the vision Iowa fund. The treasurer of state shall act as
33 custodian of the fund and disburse moneys contained in the
34 fund as directed by the ~~enhance Iowa~~ economic development
35 authority board, including automatic disbursements of funds

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1 received pursuant to the terms of bond indentures and documents
2 and security provisions to trustees. The fund shall be
3 administered by the ~~enhance Iowa~~ economic development authority
4 board which shall make expenditures from the fund consistent
5 with the purposes of the vision Iowa program without further
6 appropriation. An applicant under the vision Iowa program
7 shall not receive more than seventy-five million dollars in
8 financial assistance from the fund.
9 Sec. 141. Section 12.75, subsection 1, Code 2024, is amended
10 to read as follows:
11 1. The ~~enhance Iowa~~ economic development authority board
12 may undertake a project for two or more applicants jointly
13 or for any combination of applicants, and may combine for
14 financing purposes, with the consent of all of the applicants
15 which are involved, the project and some or all future projects
16 of any applicant, and section 12.71, Code 2020, sections 12.72
17 and 12.74, this section, and sections 12.76 and 12.77 apply to
18 and for the benefit of the ~~enhance Iowa~~ economic development
19 authority board and the joint applicants. However, the money
20 set aside in a fund or funds pledged for any series or issue
21 of bonds or notes shall be held for the sole benefit of the
22 series or issue separate and apart from money pledged for
23 another series or issue of bonds or notes of the treasurer
24 of state. To facilitate the combining of projects, bonds or
25 notes may be issued in series under one or more resolutions or
26 trust agreements and may be fully open-ended, thus providing
27 for the unlimited issuance of additional series, or partially
28 open-ended, limited as to additional series.
29 Sec. 142. Section 12C.6, subsection 2, paragraphs a, c, d,
30 e, and f, Code 2024, are amended to read as follows:
31 *a.* ~~A committee composed of the superintendent of banking,~~
32 ~~the superintendent of credit unions, the auditor of state or~~
33 ~~a designee, and the treasurer of state shall meet on or about~~
34 ~~the first of each month or at other times as the committee~~
35 ~~may prescribe and by majority action~~ The treasurer of state,

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1 in consultation with subject matter experts as needed, shall
2 establish a minimum rate to be earned on state funds placed in
3 time deposits.
4 *c.* An interest rate established by the ~~committee~~ treasurer
5 of state under this section shall be in effect commencing
6 on the eighth calendar day following the day the rate is
7 established and until a different rate is established and takes
8 effect.
9 *d.* The ~~committee~~ treasurer of state shall give advisory
10 notice of an interest rate established under this section.
11 This notice may be given by publication in one or more
12 newspapers, by publication in the Iowa administrative bulletin,
13 by ordinary mail to persons directly affected, by any other
14 method determined by the ~~committee~~ treasurer of state, or by
15 a combination of these. In all cases, the notice shall be
16 published in the Iowa administrative bulletin.
17 *e.* The notice shall contain the following words:
18 The rate of interest has been determined by ~~a committee~~ the
19 treasurer of state of the state of Iowa to be the minimum
20 interest rate that shall be paid on public funds deposited in
21 approved financial institutions. To be eligible to accept
22 deposits of public funds of the state of Iowa, a financial
23 institution shall demonstrate a commitment to serve the
24 needs of the local community in which it is chartered to do
25 business. These needs include credit services as well as
26 deposit services. All such financial institutions are required
27 to provide the ~~committee~~ treasurer of state with a written
28 description of their commitment to provide credit services in
29 the community. This statement is available for examination by
30 citizens.
31 *f.* The notice shall also provide the name and address of a
32 state official to whom inquiries can be sent. Actions of the
33 ~~committee~~ treasurer of state under this section and section
34 12C.6A are exempt from chapter 17A.
35 Sec. 143. Section 12C.6A, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. In addition to establishing a minimum interest rate for
3 public funds pursuant to section 12C.6, ~~the committee composed~~
4 ~~of the superintendent of banking, the superintendent of credit~~
5 ~~unions, the auditor of state or a designee, and~~ the treasurer
6 of state, in consultation with subject matter experts as
7 needed, shall develop a list of financial institutions eligible
8 to accept state public funds. The ~~committee~~ treasurer of state
9 shall require that a financial institution seeking to qualify
10 for the list shall annually provide the ~~committee~~ treasurer
11 of state a written statement that the financial institution
12 has complied with the requirements of this chapter and has a
13 commitment to community reinvestment consistent with the safe
14 and sound operation of a financial institution, unless the
15 financial institution has received a rating of satisfactory
16 or higher pursuant to the federal Community Reinvestment
17 Act, 12 U.S.C. §2901 et seq., and such rating is certified
18 to the ~~committee~~ treasurer of state by the superintendent of
19 banking. To qualify for the list, a financial institution must
20 demonstrate a continuing commitment to meet the credit needs of
21 the local community in which it is chartered.
22 Sec. 144. Section 12C.6A, subsection 3, unnumbered
23 paragraph 1, Code 2024, is amended to read as follows:
24 The ~~committee~~ treasurer of state may require a financial
25 institution to provide public notice inviting the public to
26 submit comments to the financial institution regarding its
27 community lending activities. Each financial institution shall
28 maintain a file open to public inspection which contains public
29 comments received on its community investment activities, and
30 the financial institution's response to those comments. The
31 ~~committee~~ treasurer of state shall adopt procedures for both
32 of the following:
33 Sec. 145. Section 12C.6A, subsection 4, unnumbered
34 paragraph 1, Code 2024, is amended to read as follows:
35 At least once a year the ~~committee~~ treasurer of state

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1 shall review any challenges that have been filed pursuant
2 to subsection 3. The ~~committee~~ treasurer of state may hold
3 a public hearing to consider the challenge. In considering
4 a challenge, the ~~committee~~ treasurer of state shall review
5 documents filed with federal regulatory authorities pursuant to
6 the Community Reinvestment Act, 12 U.S.C. §2901 et seq., and
7 regulations adopted pursuant to the Act, as amended to January
8 1, 1990. In addition, consistent with the confidentiality of
9 financial institution records the ~~committee~~ treasurer of state
10 shall consider other factors including, but not limited to, the
11 following:
12 Sec. 146. Section 12C.6A, subsection 5, Code 2024, is
13 amended to read as follows:
14 5. *a.* A person who believes a bank has failed to meet its
15 community reinvestment responsibility may file a complaint with
16 the ~~committee~~ treasurer of state detailing the basis for that
17 belief.
18 *b.* If ~~any committee member, in the member's discretion,~~
19 the treasurer of state, in the treasurer's discretion, finds
20 that the complaint has merit, the ~~member~~ treasurer of state may
21 order the bank alleged to have failed to meet its community
22 reinvestment responsibility to attend and participate in a
23 meeting with the complainant. The ~~committee member~~ treasurer
24 of state may specify who, at minimum, shall represent the bank
25 at the meeting. At the meeting, or at any other time, the bank
26 may, but is not required to, enter into an agreement with a
27 complainant to correct alleged failings.
28 *c.* ~~A majority of the committee~~ The treasurer of state may
29 order a bank against which a complaint has been filed pursuant
30 to this subsection, to disclose such additional information
31 relating to community reinvestment as required by the order of
32 the ~~majority of the committee~~ treasurer of state.
33 *d.* This subsection does not preempt any other remedies
34 available under statutory or common law available to the
35 ~~committee~~ treasurer of state, the superintendent of banking, or

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1 aggrieved persons to cure violations of this section or chapter
2 524, or rules adopted pursuant to this section or chapter 524.
3 The ~~committee~~ treasurer of state may conduct a public hearing
4 as provided in subsection 4 based upon the same complaint. An
5 order finding merit in a complaint and ordering a meeting is
6 not an election of remedies.
7 Sec. 147. Section 15.105, subsection 1, paragraph a,
8 subparagraph (1), Code 2024, is amended to read as follows:
9 (1) The powers of the authority are vested in and shall
10 be exercised by a board of eleven voting members selected at
11 large and appointed by the governor subject to confirmation
12 by the senate. ~~The voting members shall be comprised of the~~
13 ~~following:~~
14 ~~(a) Two members from each United States congressional~~
15 ~~district established under section 40.1 in the state.~~
16 ~~(b) Three members selected at large.~~
17 Sec. 148. Section 15.108, subsection 5, paragraph c, Code
18 2024, is amended to read as follows:
19 *c.* Coordinate and develop with the department of
20 transportation, the department of natural resources, ~~the~~
21 ~~enhance Iowa board,~~ other state agencies, and local and
22 regional entities public interpretation, marketing, and
23 education programs that encourage Iowans and out-of-state
24 visitors to participate in the recreational and leisure
25 opportunities available in Iowa. The authority shall establish
26 and administer a program that helps connect both Iowa residents
27 and residents of other states to new and existing Iowa
28 experiences as a means to enhance the economic, social, and
29 cultural well-being of the state. The program shall include
30 a broad range of new opportunities, both rural and urban,
31 including main street destinations, green space initiatives,
32 and artistic and cultural attractions.
33 Sec. 149. Section 15.108, subsection 8, paragraph b,
34 subparagraphs (4) and (5), Code 2024, are amended to read as
35 follows:

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1 (4) Compile, in consultation with the Iowa arts council,
2 a list of grant applications recommended for funding in
3 accordance with the amount available for distribution as
4 provided in section 15.481, subsection 3. ~~The list of~~
5 ~~recommended grant applications shall be submitted to the Iowa~~
6 ~~cultural trust board of trustees for approval.~~
7 (5) Monitor the allocation and use of grant moneys by all
8 qualified organizations to determine whether moneys are used
9 in accordance with the provisions of this paragraph *"b"* and
10 subchapter II, part 30. ~~The authority shall annually submit~~
11 ~~a report with the authority's findings and recommendations to~~
12 ~~the Iowa cultural trust board of trustees prior to final board~~
13 ~~action in approving grants for the next succeeding fiscal year.~~
14 Sec. 150. Section 15.116, Code 2024, is amended to read as
15 follows:
16 **15.116 Technology commercialization committee.**
17 To evaluate and make recommendations to the authority
18 on appropriate funding for the projects and programs
19 applying for financial assistance from the innovation
20 and commercialization development fund created in section
21 15.412, the economic development authority shall create a
22 technology commercialization committee composed of members
23 with expertise in the areas of biosciences, engineering,
24 manufacturing, pharmaceuticals, materials, information
25 solutions, software, and energy. At least one member of the
26 technology commercialization committee shall be a member of the
27 economic development authority. An organization designated by
28 the authority, composed of members from both the public and
29 private sectors and composed of subunits or subcommittees in
30 the areas of already identified bioscience platforms, education
31 and workforce development, commercialization, communication,
32 policy and governance, and finance, shall provide funding
33 recommendations to the technology commercialization committee.
34 Members of the committee shall be eligible for a per diem as
35 specified in section 7E.6 for each day spent in performance of

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duties as members, and shall receive compensation for mileage to and from meetings.

Sec. 151. Section 15.117A, subsection 2, paragraph a, unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~Twenty-nine~~ Nine voting members as follows:

Sec. 152. Section 15.117A, subsection 2, paragraph a, subparagraphs (1), (3), and (9), Code 2024, are amended to read as follows:

(1) ~~Twenty~~ Three members selected by the board to serve staggered, two-year terms beginning and ending as provided in section 69.19. ~~Of the members selected by the board, fourteen shall be representatives from businesses in the targeted industries and six shall be individuals who serve on the technology commercialization committee created in section 15.116, or other committees of the board, and who have expertise with the targeted industries. At least ten of the members selected pursuant to this subparagraph shall be executives actively engaged in the management of a business in a targeted industry.~~ The members selected pursuant to this ~~paragraph~~ subparagraph shall have expertise in the targeted industries and reflect the size and diversity of businesses in the targeted industries ~~and of the various geographic areas of the state~~.

(3) The director of the authority~~, or the director's designee~~.

(9) ~~Two~~ One community college ~~presidents from geographically diverse areas of the state~~ president, selected by the Iowa association of community college trustees.

Sec. 153. Section 15.117A, subsection 2, paragraph a, subparagraphs (2) and (4), Code 2024, are amended by striking the subparagraphs.

Sec. 154. Section 15.117A, subsection 4, Code 2024, is amended to read as follows:

4. The ~~chief technology officer appointed pursuant to~~

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1 ~~section 15.117~~ council shall ~~be~~ select the chairperson of the
2 council ~~and~~, who shall be responsible for convening meetings of
3 the council and coordinating its activities ~~and shall convene~~
4 ~~the council at least annually~~. The council shall annually
5 elect one of the voting members to serve as vice chairperson.
6 A majority of the members of the council constitutes a quorum.
7 However, the ~~chief technology officer~~ chairperson shall not
8 convene a meeting of the council unless the director of the
9 authority, or the director's designee, is present at the
10 meeting.
11 Sec. 155. Section 15.117A, subsection 6, paragraphs a, b,
12 and d, Code 2024, are amended by striking the paragraphs.
13 Sec. 156. Section 15.117A, Code 2024, is amended by adding
14 the following new subsection:
15 NEW SUBSECTION. 7. A committee appointed by the
16 director and the chairperson of the council shall review and
17 make recommendations on all applications received by the
18 authority for financial assistance under the Iowa strategic
19 infrastructure program pursuant to section 15.313. Persons
20 appointed to a committee pursuant to this subsection are not
21 required to be members of the council.
22 Sec. 157. Section 15.439, subsection 1, paragraphs a, c, d,
23 and e, Code 2024, are amended to read as follows:
24 *a.* The authority shall establish and administer an Iowa
25 great places program for purposes of combining resources of
26 state government in an effort to showcase the unique and
27 authentic qualities of communities, regions, neighborhoods, and
28 districts that make such places exceptional places to work and
29 live. ~~The authority shall provide administrative assistance to~~
30 ~~the Iowa great places board.~~ The authority shall coordinate
31 ~~the~~ efforts ~~of the Iowa great places board~~ with ~~the efforts of~~
32 other state agencies participating in the program which shall
33 include but not be limited to the Iowa finance authority, the
34 department of health and human services, the department of
35 natural resources, the state department of transportation, and

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1 the department of workforce development.
2 *c.* ~~Initially, three Iowa great places projects shall be~~
3 ~~identified by the Iowa great places board.~~ The ~~board~~ authority
4 may identify additional Iowa great places for participation
5 under the program when places develop dimensions and meet
6 readiness criteria for participation under the program.
7 ~~*d.* The authority shall work in cooperation with the enhance~~
8 ~~Iowa board for purposes of maximizing and leveraging moneys~~
9 ~~appropriated to identified Iowa great places.~~
10 ~~*e.*~~ *d.* As a condition of receiving state funds, an
11 identified Iowa great place shall present information to the
12 ~~board~~ authority concerning the proposed activities and total
13 financial needs of the project.
14 Sec. 158. Section 15.439, subsection 2, Code 2024, is
15 amended by striking the subsection.
16 Sec. 159. Section 15.439, subsections 3 and 4, Code 2024,
17 are amended to read as follows:
18 3. The ~~board~~ authority shall do all of the following:
19 ~~*a.* Organize.~~
20 ~~*b.*~~ *a.* Identify Iowa great places for purposes of receiving
21 a package of resources under the program.
22 ~~*c.*~~ *b.* Identify a combination of state resources which can
23 be provided to Iowa great places.
24 4. Notwithstanding any restriction, requirement, or
25 duty to the contrary, in considering an application for a
26 grant, loan, or other financial or technical assistance for a
27 project identified in an Iowa great places agreement developed
28 pursuant to this section, a state agency shall give additional
29 consideration or additional points in the application of rating
30 or evaluation criteria to such applications. This subsection
31 applies to applications filed within three years of the ~~Iowa~~
32 ~~great places board's~~ authority's identification of the project
33 for participation in the program.
34 Sec. 160. Section 15.478, subsection 1, Code 2024, is
35 amended by striking the subsection.

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1 Sec. 161. Section 15.479, subsection 4, Code 2024, is
2 amended to read as follows:
3 4. The treasurer of state shall act as custodian of the
4 fund, shall invest moneys in the trust fund, and shall transfer
5 the interest attributable to the investment of trust fund
6 moneys to the grant account created in section 15.482. The
7 trust fund's principal shall not be used or accessed by the
8 ~~department or the board~~ authority for any purpose.
9 Sec. 162. Section 15.481, unnumbered paragraph 1, Code
10 2024, is amended to read as follows:
11 The ~~board~~ authority shall do any or all of the following:
12 Sec. 163. Section 15.481, subsections 2 and 3, Code 2024,
13 are amended to read as follows:
14 2. Approve or disapprove the grants recommended for
15 approval by the director, in consultation with the Iowa arts
16 council and the state historical society of Iowa, in accordance
17 with section 15.108, subsection 8, paragraph *"b"*. The ~~board~~
18 authority may remove any recommendation from the list, but
19 shall not add to or otherwise amend the list of recommended
20 grants.
21 3. Upon approving a grant, the ~~board~~ authority shall certify
22 to the treasurer of state the amount of financial assistance
23 payable from the grant account to the qualified organization
24 whose grant application is approved.
25 Sec. 164. Section 15.482, subsections 1 and 3, Code 2024,
26 are amended to read as follows:
27 1. An Iowa cultural trust grant account is created in
28 the office of the treasurer of state under the control of
29 the ~~board~~ authority to receive interest attributable to the
30 investment of trust fund moneys as required by section 15.479,
31 subsection 4. The moneys in the grant account are appropriated
32 to the ~~board~~ authority for purposes of the Iowa cultural trust
33 created in section 15.479. Moneys in the grant account shall
34 not be subject to appropriation for any other purpose by the
35 general assembly, but shall be used only for the purposes of

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the Iowa cultural trust. The treasurer of state shall act as custodian of the grant account and disburse moneys contained in the grant account as directed by the ~~board~~ authority. The ~~board~~ authority shall make expenditures from the grant account consistent with the purposes of the Iowa cultural trust.

3. At any time when the principal balance in the trust fund equals or exceeds three million dollars, the ~~board~~ authority may use moneys in the grant account for a statewide educational program to promote participation in, expanded support of, and local endowment building for, Iowa nonprofit arts, history, and sciences and humanities organizations.

Sec. 165. Section 15F.101, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~enhance Iowa~~ economic development authority board as created in section ~~15F.102~~ 15.105.

Sec. 166. Section 15F.203, subsection 2, Code 2024, is amended to read as follows:

2. A review committee composed of five members of the board shall review community attraction and tourism program applications forwarded to the board and make recommendations regarding the applications to the board. ~~The review committee shall consist of members of the board, with one member from each congressional district under section 15F.102, subsection 2, paragraph *"a"*, and one member from the state at large under section 15F.102, subsection 2, paragraph *"b"*.~~

Sec. 167. Section 15F.304, subsection 2, Code 2024, is amended to read as follows:

2. A review committee composed of six members of the board shall review vision Iowa program applications and river enhancement community attraction and tourism project applications forwarded to the board and make recommendations regarding the applications to the board. ~~The review committee shall consist of members of the board, with one member from each congressional district under section 15F.102, subsection 2, paragraph *"a"*, and two members from the state at large under~~

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1 ~~section 15F.102, subsection 2, paragraph "b".~~
2 Sec. 168. Section 15F.402, subsection 2, Code 2024, is
3 amended to read as follows:
4 2. A review committee composed of five members of the
5 board shall review sports tourism marketing and infrastructure
6 program applications forwarded to the board and make
7 recommendations regarding the applications to the authority.
8 ~~The review committee shall consist of members of the board,~~
9 ~~with one member from each congressional district under section~~
10 ~~15F.102, subsection 2, paragraph "a", and one member from the~~
11 ~~state at large under section 15F.102, subsection 2, paragraph~~
12 ~~"b".~~
13 Sec. 169. Section 15H.3, subsection 1, paragraphs e and k,
14 Code 2024, are amended by striking the paragraphs.
15 Sec. 170. Section 16.2D, subsections 1, 2, 3, 4, 5, and 6,
16 Code 2024, are amended by striking the subsections.
17 Sec. 171. Section 16.2D, subsection 7, unnumbered paragraph
18 1, Code 2024, is amended to read as follows:
19 The duties of the ~~council~~ authority under this section shall
20 include but are not limited to the following:
21 Sec. 172. Section 16.2D, subsection 7, paragraph e, Code
22 2024, is amended to read as follows:
23 *e.* Advise the governor's office, ~~the authority,~~ state
24 agencies, and private organizations on strategies to prevent
25 and eliminate homelessness.
26 Sec. 173. Section 16.2D, subsections 8, 9, and 10, Code
27 2024, are amended to read as follows:
28 8. The ~~council~~ authority shall file a point-in-time report
29 on homelessness in Iowa with the governor and the general
30 assembly on or before December 1 of each year.
31 9. *a.* The authority~~, in consultation with the council,~~
32 shall adopt rules pursuant to chapter 17A for carrying out the
33 duties of the ~~council~~ authority pursuant to this section.
34 *b.* The ~~council~~ authority shall establish internal rules of
35 procedure consistent with the provisions of this section.

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c. Rules adopted or internal rules of procedure established pursuant to paragraph *"a"* or *"b"* shall be consistent with the requirements of the federal McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11301 et seq.

10. The ~~council~~ authority shall comply with the requirements of chapters 21 and 22. ~~The authority shall be the official repository of council records.~~

Sec. 174. Section 20.1, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The general assembly declares that the purposes of the ~~public employment relations board established by~~ employment appeal board with respect tothis chapter are to implement the provisions of this chapter and adjudicate and conciliate employment-related cases involving the state of Iowa and other public employers and employee organizations. For these purposes the powers and duties of the board include but are not limited to the following:

Sec. 175. Section 20.3, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~public~~ employment ~~relations~~ appeal board established under section ~~20.5~~ 10A.601.

Sec. 176. Section 20.6, subsection 1, Code 2024, is amended to read as follows:

1. Administer the provisions of this chapter and delegate the powers and duties of the board to ~~the executive director or~~ persons employed by the board, as appropriate.

Sec. 177. Section 22.7, subsection 69, Code 2024, is amended to read as follows:

69. The evidence of public employee support for the certification, retention and recertification, or decertification of an employee organization as defined in section 20.3 that is submitted to the ~~public~~ employment ~~relations~~ appeal board as provided in section 20.14 or 20.15.

Sec. 178. Section 23A.2, subsection 6, paragraph a, Code 2024, is amended to read as follows:

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1 *a.* The director of the department of corrections~~, with the~~
2 ~~advice of the state prison industries advisory board,~~ may, by
3 rule, provide for exemptions from this chapter.
4 Sec. 179. Section 35A.2, subsection 2, Code 2024, is amended
5 to read as follows:
6 2. Ten commissioners shall be honorably discharged members
7 of the armed forces of the United States. The American
8 legion ~~of Iowa~~, disabled American veterans ~~department of Iowa~~,
9 veterans of foreign wars ~~department of Iowa~~, American veterans
10 ~~of World War II, Korea, and Vietnam~~, the Vietnam veterans of
11 America, the military order of the purple heart, the paralyzed
12 veterans of America, and the Iowa association of county
13 commissioners and veteran service officers, through their
14 department commanders, shall submit two names respectively from
15 their organizations to the governor. The adjutant general and
16 the Iowa affiliate of the reserve officers association ~~shall~~
17 may submit names to the governor of persons to represent the
18 Iowa national guard and the ~~association~~ reserve organization
19 of America. The governor shall appoint from the group of
20 names submitted by the adjutant general and reserve officers
21 association two representatives and from each of the other
22 organizations one representative to serve as a member of the
23 commission, unless the appointments would conflict with the
24 bipartisan and gender balance provisions of sections 69.16 and
25 69.16A. In addition, the governor shall appoint one member
26 of the public, knowledgeable in the general field of veterans
27 affairs, to serve on the commission. If an organization fails
28 to submit a recommendation pursuant to this subsection, the
29 governor may appoint any person to fill the vacancy.
30 Sec. 180. Section 68B.2, subsection 23, Code 2024, is
31 amended to read as follows:
32 23. *"Regulatory agency"* means the department of agriculture
33 and land stewardship, department of workforce development,
34 department of insurance and financial services, department
35 of public safety, department of education, state board of

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1 regents, department of health and human services, department
2 of revenue, department of inspections, appeals, and licensing,
3 department of administrative services, ~~public~~ employment
4 ~~relations~~ appeal board, state department of transportation,
5 ~~civil rights commission~~ office of civil rights, department of
6 public defense, department of homeland security and emergency
7 management, Iowa ethics and campaign disclosure board,
8 utilities board, and department of natural resources.
9 Sec. 181. Section 68B.35, subsection 2, paragraph e, Code
10 2024, is amended to read as follows:
11 *e.* Members of the state banking council, the Iowa ethics and
12 campaign disclosure board, the credit union review board, the
13 economic development authority, the employment appeal board,
14 the environmental protection commission, the health facilities
15 council, the Iowa finance authority, the Iowa public employees'
16 retirement system investment board, the Iowa lottery board
17 created in section 99G.8, the natural resource commission,
18 the board of parole, the petroleum underground storage tank
19 fund board, ~~the public employment relations board,~~ the state
20 racing and gaming commission, the state board of regents, the
21 transportation commission, the office of consumer advocate, the
22 utilities board, the Iowa telecommunications and technology
23 commission, and any full-time members of other boards and
24 commissions as defined under section 7E.4 who receive an annual
25 salary for their service on the board or commission. The Iowa
26 ethics and campaign disclosure board shall conduct an annual
27 review to determine if members of any other board, commission,
28 or authority should file a statement and shall require the
29 filing of a statement pursuant to rules adopted pursuant to
30 chapter 17A.
31 Sec. 182. Section 70A.28, subsection 6, Code 2024, is
32 amended to read as follows:
33 6. Subsection 2 may also be enforced by an employee through
34 an administrative action pursuant to the requirements of this
35 subsection if the employee is not a merit system employee or

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1 an employee covered by a collective bargaining agreement. An
2 employee eligible to pursue an administrative action pursuant
3 to this subsection who is discharged, suspended, demoted,
4 or otherwise receives a reduction in pay and who believes
5 the adverse employment action was taken as a result of the
6 employee's disclosure of information that was authorized
7 pursuant to subsection 2, may file an appeal of the adverse
8 employment action with the ~~public~~ employment ~~relations~~ appeal
9 board within thirty calendar days following the later of the
10 effective date of the action or the date a finding is issued
11 to the employee by the office of ombudsman pursuant to section
12 2C.11A. The findings issued by the ombudsman may be introduced
13 as evidence before the ~~public~~ employment ~~relations~~ appeal
14 board. The employee has the right to a hearing closed to
15 the public, but may request a public hearing. The hearing
16 shall otherwise be conducted in accordance with the rules of
17 the ~~public~~ employment ~~relations~~ appeal board and the Iowa
18 administrative procedure Act, chapter 17A. If the ~~public~~
19 employment ~~relations~~ appeal board finds that the action taken
20 in regard to the employee was in violation of subsection 2, the
21 employee may be reinstated without loss of pay or benefits for
22 the elapsed period, or the ~~public~~ employment ~~relations~~ appeal
23 board may provide other appropriate remedies. Decisions by
24 the ~~public~~ employment ~~relations~~ appeal board constitute final
25 agency action.
26 Sec. 183. Section 80.28, subsections 2 and 3, Code 2024, are
27 amended to read as follows:
28 2. The board shall consist of ~~nineteen voting members, as~~
29 ~~follows~~ the following members, selected by the governor after
30 considering recommendations from professional or volunteer
31 organizations:
32 *a.* ~~The following members representing state agencies:~~
33 ~~(1) One member representing the department of public~~
34 ~~safety.~~
35 ~~(2) One member representing the state department of~~

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1 ~~transportation.~~
2 ~~(3) One member representing the department of homeland~~
3 ~~security and emergency management.~~
4 ~~(4) One member representing the department of corrections.~~
5 ~~(5) One member representing the department of natural~~
6 ~~resources.~~
7 ~~(6) One member representing the department of health and~~
8 ~~human services.~~
9 ~~(7) One member representing the office of the chief~~
10 ~~information officer created in section 8B.2.~~
11 ~~(8) One member representing the Iowa law enforcement~~
12 ~~academy created in section 80B.4.~~
13 ~~*b.* The governor shall solicit and consider recommendations~~
14 ~~from professional or volunteer organizations in appointing the~~
15 ~~following members:~~
16 ~~(1) Two members who are representatives~~ One member who is a
17 representative from a municipal police ~~departments~~ department.
18 ~~(2)~~ *b.* ~~Two members who are representatives~~ One member who
19 is a representative of a sheriff's ~~offices~~ office.
20 ~~(3)~~ *c.* ~~Two members who are representatives~~ One member who
21 is a representative from a fire ~~departments~~ department. ~~One~~
22 ~~of the members shall be a volunteer fire fighter and the other~~
23 ~~member shall be a paid fire fighter.~~
24 ~~(4)~~ *d.* ~~Two members who are~~ One member who is a law
25 communication center ~~managers~~ manager employed by a state or
26 local government ~~agencies~~ agency.
27 ~~(5)~~ *e.* One member representing local emergency management
28 coordinators.
29 ~~(6)~~ *f.* One member representing emergency medical service
30 providers.
31 ~~(7)~~ *g.* One at-large member.
32 3. In addition to the ~~voting~~ members listed in subsection
33 2, the board membership shall include four members of the
34 general assembly with one member designated by each of
35 the following: the majority leader of the senate, the

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1 minority leader of the senate, the speaker of the house of
2 representatives, and the minority leader of the house of
3 representatives. A legislative member serves for a term as
4 provided in section 69.16B in an ex officio, nonvoting capacity
5 and is eligible for per diem and expenses as provided in
6 section 2.10.
7 Sec. 184. Section 84A.1A, subsection 1, unnumbered
8 paragraph 1, Code 2024, is amended to read as follows:
9 An Iowa workforce development board is created, consisting
10 of ~~thirty-three voting members and thirteen nonvoting~~ the
11 following members.
12 Sec. 185. Section 84A.1A, subsection 1, paragraph a,
13 subparagraph (5), Code 2024, is amended by striking the
14 subparagraph.
15 Sec. 186. Section 84A.1A, subsection 1, paragraph a,
16 subparagraph (8), unnumbered paragraph 1, Code 2024, is amended
17 to read as follows:
18 The following ~~twenty-six~~ members who shall be appointed by
19 the governor for staggered terms of four years beginning and
20 ending as provided in section 69.19, subject to confirmation
21 by the senate:
22 Sec. 187. Section 84A.1A, subsection 1, paragraph a,
23 subparagraph (8), subparagraph division (a), unnumbered
24 paragraph 1, Code 2024, is amended to read as follows:
25 ~~Seventeen~~ Ten members who shall be representatives of
26 businesses in the state to whom each of the following applies,
27 and at least one of whom shall represent small businesses as
28 defined by the United States small business administration:
29 Sec. 188. Section 84A.1A, subsection 1, paragraph a,
30 subparagraph (8), subparagraph division (b), Code 2024, is
31 amended to read as follows:
32 (b) ~~Seven~~ Four members who shall be representatives of
33 the workforce in the state and who shall include all of the
34 following:
35 (i) ~~Four~~ At least two representatives of labor

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organizations who have been nominated by state labor federations.

(ii) ~~One~~ At least one representative of a joint labor-management apprenticeship program in the state who shall be a member of a labor organization or a training director. If such a joint program does not exist in the state, the member shall instead be a representative of an apprenticeship program in the state.

~~(iii) Two representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §3(24), including but not limited to organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; or that serve eligible youth, as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §3(18), including representatives of organizations that serve out-of-school youth, as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §129(a)(1)(B).~~

Sec. 189. Section 84A.1A, subsection 1, paragraph b, Code 2024, is amended by striking the paragraph and inserting in lieu thereof the following:

b. The director of the department of education or the director's designee shall serve as an ex officio, nonvoting member.

Sec. 190. Section 97B.8B, subsection 2, Code 2024, is amended to read as follows:

2. *Membership.* The benefits advisory committee shall be comprised of representatives of constituent groups concerned with the retirement system, and shall include representatives of employers, active members, and retired members. In addition, the director of the department of administrative services, or the director's designee, and a member of the

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1 public selected by the voting members of the committee shall
2 serve as members of the committee. The system shall adopt
3 rules under chapter 17A to provide for the selection of members
4 to the committee and the election of the voting members of the
5 committee.
6 Sec. 191. Section 100B.1, subsection 1, paragraph a, Code
7 2024, is amended to read as follows:
8 *a.* The council shall consist of ~~eleven~~ seven voting members
9 and one ex officio, nonvoting member. Voting members of the
10 state fire service and emergency response council shall be
11 appointed by the governor.
12 (1) The governor shall ~~appoint~~ consider appointing voting
13 members of the council from a list of nominees submitted by
14 each of the following organizations, but may appoint any person
15 to serve on the council:
16 (a) ~~Two members from a list submitted by the~~ The Iowa
17 firefighters association.
18 (b) ~~Two members from a list submitted by the~~ The Iowa fire
19 chiefs' association.
20 (c) ~~Two members from a list submitted by the~~ The Iowa
21 professional fire fighters.
22 (d) ~~Two members from a list submitted by the~~ The Iowa
23 association of professional fire chiefs.
24 (e) ~~One member from a list submitted by the~~ The Iowa
25 emergency medical services association.
26 ~~(2) A person nominated for inclusion in the voting~~
27 ~~membership on the council is not required to be a member of the~~
28 ~~organization that nominates the person.~~
29 ~~(3) The tenth and eleventh voting members of the council~~
30 ~~shall be members of the general public appointed by the~~
31 ~~governor.~~
32 ~~(4)~~ (2) The labor commissioner, or the labor commissioner's
33 designee, shall be a nonvoting, ex officio member of the
34 council.
35 Sec. 192. Section 100B.1, subsection 3, Code 2024, is

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amended to read as follows:

3. ~~Six~~ Four voting members of the council shall constitute a quorum. For the purpose of conducting business, a majority vote of the council shall be required. The council shall elect a chairperson from its members. The council shall meet at the call of the chairperson, or the state fire marshal, or when any ~~six~~ four members of the council file a written request with the chairperson for a meeting.

Sec. 193. Section 100C.1, subsection 5, Code 2024, is amended to read as follows:

5. *"Automatic fire extinguishing system"* means a system of devices and equipment that automatically detects a fire and discharges an approved fire extinguishing agent onto or in the area of a fire and includes automatic sprinkler systems, carbon dioxide extinguishing systems, deluge systems, automatic dry-chemical extinguishing systems, foam extinguishing systems, and halogenated extinguishing systems, or other equivalent fire extinguishing technologies recognized by the ~~fire extinguishing system contractors advisory board~~ department.

Sec. 194. Section 100C.7, Code 2024, is amended to read as follows:

100C.7 Administration — rules.

The director shall administer this chapter and~~, after consultation with the fire extinguishing system contractors and alarm systems advisory board, shall~~ adopt rules pursuant to chapter 17A necessary for the administration and enforcement of this chapter.

Sec. 195. Section 100D.5, subsection 1, Code 2024, is amended to read as follows:

1. ~~After consultation with the fire extinguishing system contractors and alarm systems advisory board established pursuant to section 100C.10, adopt~~ Adopt rules pursuant to chapter 17A necessary for the administration and enforcement of this chapter.

Sec. 196. Section 123.8, subsection 1, Code 2024, is amended

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1 to read as follows:
2 1. The commission, in addition to the duties specifically
3 enumerated in this chapter, shall ~~act as a policy-making body~~
4 ~~under this chapter and~~ serve in an advisory capacity to the
5 director and department.
6 Sec. 197. Section 123.8, subsection 2, unnumbered paragraph
7 1, Code 2024, is amended to read as follows:
8 The commission may ~~review and affirm, reverse, or amend all~~
9 provide advice and make recommendations regarding the actions
10 of the director under this chapter, including but not limited
11 to the following instances:
12 Sec. 198. Section 123.10, unnumbered paragraph 1, Code
13 2024, is amended to read as follows:
14 The director, with the ~~approval~~ advice of the commission and
15 subject to chapter 17A, may adopt rules as necessary to carry
16 out this chapter. The director's authority under this chapter
17 extends to~~,~~ but is not limited to~~,~~ the following:
18 Sec. 199. Section 123.49, subsection 2, paragraph f,
19 subparagraph (4), Code 2024, is amended to read as follows:
20 (4) If a person employed under this paragraph reports an
21 incident of workplace harassment to the employer or if the
22 employer otherwise becomes aware of such an incident, the
23 employer shall report the incident to the employee's parent,
24 guardian, or legal custodian and to the Iowa office of civil
25 rights ~~commission~~, which shall determine if any action is
26 necessary or appropriate under chapter 216.
27 Sec. 200. Section 124.551, subsection 1, Code 2024, is
28 amended to read as follows:
29 1. Contingent upon the receipt of funds pursuant to
30 section 124.557 sufficient to carry out the purposes of
31 this subchapter, the board, in conjunction with the advisory
32 ~~council~~ committee created in section 124.555, shall establish
33 and maintain an information program for drug prescribing and
34 dispensing.
35 Sec. 201. Section 124.553, subsection 1, paragraph b, Code

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2024, is amended to read as follows:

b. An individual who requests the individual's own program information in accordance with the procedure established in rules of the board ~~and advisory council~~ adopted under section 124.554.

Sec. 202. Section 124.554, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The board ~~and advisory council~~ shall ~~jointly~~ adopt rules in accordance with chapter 17A to carry out the purposes of, and to enforce the provisions of, this subchapter. The rules shall include but not be limited to the development of procedures relating to:

Sec. 203. Section 124.554, subsection 1, paragraphs f, g, and h, Code 2024, are amended to read as follows:

f. Use by the board or advisory ~~council~~ committee of the program request records required by section 124.553, subsection 2, to document and report statistical information.

g. Including all schedule II, schedule III, and schedule IV controlled substances, schedule V controlled substances including when dispensed by a pharmacist without a prescription except for sales of pseudoephedrine that are reported to the real-time electronic repository, opioid antagonists, and other prescription substances that the advisory ~~council~~ committee and board determine can be addictive or fatal if not taken under the proper care and direction of a prescribing practitioner.

h. Access by a pharmacist or prescribing practitioner to information in the program pursuant to a written agreement with the board ~~and advisory council~~.

Sec. 204. Section 124.554, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Beginning February 1, 2021, and annually by February 1 thereafter, the board ~~and advisory council~~ shall present to the general assembly and the governor a report prepared consistent with section 124.555, subsection 3, paragraph *"d"*, which shall include but not be limited to the following:

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1 Sec. 205. Section 124.554, subsection 2, paragraphs b and c,
2 Code 2024, are amended to read as follows:
3 *b.* Information from pharmacies, prescribing practitioners,
4 the board, the advisory ~~council~~ committee, and others regarding
5 the benefits or detriments of the program.
6 *c.* Information from pharmacies, prescribing practitioners,
7 the board, the advisory ~~council~~ committee, and others regarding
8 the board's effectiveness in providing information from the
9 program.
10 Sec. 206. Section 124.554, subsection 3, paragraph a,
11 subparagraph (6), Code 2024, is amended to read as follows:
12 (6) Other pertinent information identified by the board ~~and~~
13 ~~advisory council~~ by rule.
14 Sec. 207. Section 124.555, unnumbered paragraph 1, Code
15 2024, is amended to read as follows:
16 An advisory ~~council~~ committee shall be established to
17 ~~provide oversight to~~ assist the board ~~and~~ in the management of
18 the program and ~~to comanage~~ program activities.
19 Sec. 208. Section 124.555, subsections 1 and 2, Code 2024,
20 are amended to read as follows:
21 1. The ~~council~~ committee shall consist of five members
22 appointed by the board. The members shall include at least
23 one ~~licensed pharmacist~~ prescribing practitioner licensed
24 by the board, one physician licensed under chapter 148, one
25 prescribing practitioner licensed by the board of nursing, and
26 one licensed prescribing practitioner who is not a physician,
27 and other members as determined by the board. The board
28 shall adopt rules in accordance with chapter 17A on matters
29 pertaining to the ~~council~~ committee membership, including the
30 terms of appointment and quorum. The board shall solicit
31 recommendations for ~~council~~ committee members from Iowa health
32 professional licensing boards, associations, and societies.
33 The license of each member appointed to and serving on the
34 advisory ~~council~~ committee shall be current and in good
35 standing with the professional's licensing board.

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1 2. The ~~council~~ committee shall advance the goals of the
2 program, which include identification of misuse and diversion
3 of controlled substances identified pursuant to section
4 124.554, subsection 1, paragraph *"g"*, and enhancement of the
5 quality of health care delivery in this state.
6 Sec. 209. Section 124.555, subsection 3, unnumbered
7 paragraph 1, Code 2024, is amended to read as follows:
8 Duties of the ~~council~~ committee shall include but not be
9 limited to the following:
10 Sec. 210. Section 124.555, subsection 3, paragraph d, Code
11 2024, is amended to read as follows:
12 *d.* Making recommendations regarding the continued benefits
13 of maintaining the program in relationship to cost and other
14 burdens to the patient, prescribing practitioner, pharmacist,
15 and the board. The ~~council's~~ committee's recommendations shall
16 be included in reports required by section 124.554, subsection
17 2.
18 Sec. 211. Section 124.555, subsection 4, Code 2024, is
19 amended to read as follows:
20 4. Members of the advisory ~~council~~ committee shall
21 be eligible to request and receive actual expenses for
22 their duties as members of the advisory ~~council~~ committee,
23 subject to reimbursement limits imposed by the department of
24 administrative services, and shall also be eligible to receive
25 a per diem compensation as provided in section 7E.6, subsection
26 1.
27 Sec. 212. Section 124.556, Code 2024, is amended to read as
28 follows:
29 **124.556 Education and treatment.**
30 The program shall include education initiatives and outreach
31 to consumers, prescribing practitioners, and pharmacists, and
32 shall also include assistance for identifying substance use
33 disorder treatment programs and providers. The program shall
34 also include educational updates and information on general
35 patient risk factors for prescribing practitioners. The board

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1 ~~and advisory council~~ shall adopt rules, as provided under
2 section 124.554, to implement this section.
3 Sec. 213. Section 135.11, subsection 22, Code 2024, is
4 amended to read as follows:
5 22. ~~In consultation with the advisory committee for~~
6 ~~perinatal guidelines, develop~~ Develop and maintain the
7 statewide perinatal program based on the recommendations of
8 the American academy of pediatrics and the American college
9 of obstetricians and gynecologists contained in the most
10 recent edition of the guidelines for perinatal care, and
11 adopt rules in accordance with chapter 17A to implement those
12 recommendations. Hospitals within the state shall determine
13 whether to participate in the statewide perinatal program,
14 and select the hospital's level of participation in the
15 program. A hospital having determined to participate in the
16 program shall comply with the guidelines appropriate to the
17 level of participation selected by the hospital. Perinatal
18 program surveys and reports are privileged and confidential
19 and are not subject to discovery, subpoena, or other means
20 of legal compulsion for their release to a person other than
21 the affected hospital, and are not admissible in evidence in a
22 judicial or administrative proceeding other than a proceeding
23 involving verification of the participating hospital under this
24 subsection.
25 Sec. 214. Section 135.43, subsections 1 and 2, Code 2024,
26 are amended to read as follows:
27 1. ~~An Iowa child death~~ A state mortality review ~~team~~
28 committee is established in the department. The department
29 shall provide staffing and administrative support to the ~~team~~
30 committee.
31 2. The membership of the review ~~team~~ committee is subject
32 to the provisions of sections 69.16 and 69.16A, relating
33 to political affiliation and gender balance. Review ~~team~~
34 committee members who are not designated by another appointing
35 authority shall be appointed by the director. Membership terms

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1 shall be for three years. A membership vacancy shall be filled
2 in the same manner as the original appointment. The review
3 ~~team~~ committee shall elect a chairperson and other officers
4 as deemed necessary by the review ~~team~~ committee. The review
5 ~~team~~ committee shall meet upon the call of the director or
6 as determined by the review ~~team~~ committee. The review ~~team~~
7 committee shall include the following:
8 *a.* The state medical examiner or the state medical
9 examiner's designee.
10 ~~*b.* A certified or licensed professional who is knowledgeable~~
11 ~~concerning sudden infant death syndrome.~~
12 ~~*c.* A pediatrician who is knowledgeable concerning deaths of~~
13 ~~children.~~
14 ~~*d.* A family practice physician who is knowledgeable~~
15 ~~concerning deaths of children.~~
16 ~~*e.* One mental health professional who is knowledgeable~~
17 ~~concerning deaths of children.~~
18 ~~*f.* One social worker who is knowledgeable concerning deaths~~
19 ~~of children.~~
20 ~~*g.* A certified or licensed professional who is knowledgeable~~
21 ~~concerning domestic violence.~~
22 ~~*h.* A professional who is knowledgeable concerning substance~~
23 ~~use disorder.~~
24 ~~*i.* A local law enforcement official.~~
25 ~~*j.* A county attorney.~~
26 ~~*k.* An emergency room nurse who is knowledgeable concerning~~
27 ~~the deaths of children.~~
28 ~~*l.* A perinatal expert.~~
29 ~~*m.* A representative of the health insurance industry.~~
30 ~~*n.* One other member who is appointed at large.~~
31 *b.* A licensed physician knowledgeable concerning the causes
32 of death.
33 *c.* A certified or licensed professional knowledgeable
34 regarding substance use disorder.
35 *d.* An attorney experienced in prosecuting domestic abuse

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1 cases.
2 *e.* An expert in unexpected or unexplained infant deaths.
3 *f.* A clerk of a district court, to be appointed by the chief
4 justice of the supreme court.
5 *g.* A judicial officer, to be appointed by the chief justice
6 of the supreme court.
7 *h.* A local law enforcement official.
8 *i.* A social worker knowledgeable about deaths of children.
9 *j.* Additional members as determined by the director.
10 Sec. 215. Section 135.43, subsection 3, unnumbered
11 paragraph 1, Code 2024, is amended to read as follows:
12 The review ~~team~~ committee shall perform the following
13 duties:
14 Sec. 216. Section 135.43, subsection 3, paragraphs a, c, e,
15 f, and g, Code 2024, are amended to read as follows:
16 *a.* Collect, review, and analyze child death certificates and
17 child death data, including patient records or other pertinent
18 confidential information concerning the deaths of children
19 under age eighteen, and other information as the review ~~team~~
20 committee deems appropriate for use in preparing an annual
21 report to the governor and the general assembly concerning the
22 causes and manner of child deaths. The report shall include
23 analysis of factual information obtained through review and
24 recommendations regarding prevention of child deaths.
25 *c.* Recommend to the agencies represented on the review ~~team~~
26 committee changes which may prevent child deaths.
27 *e.* Recommend to the department, appropriate law enforcement
28 agencies, and any other person involved with child protection,
29 interventions that may prevent harm to a child who is related
30 to or is living in the same home as a child whose case is
31 reviewed by the ~~team~~ committee.
32 *f.* If the sharing of information is necessary to assist in
33 or initiate a child death investigation or criminal prosecution
34 and the office or agency receiving the information does not
35 otherwise have access to the information, share information

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1 possessed by the review ~~team~~ committee with the office of the
2 attorney general, a county attorney's office, or an appropriate
3 law enforcement agency. The office or agency receiving
4 the information shall maintain the confidentiality of the
5 information in accordance with this section. Unauthorized
6 release or disclosure of the information received is subject to
7 penalty as provided in this section.
8 *g.* In order to assist the department in performing the
9 department's duties, if the department does not otherwise have
10 access to the information, share information possessed by the
11 review ~~team~~ committee. The recipient of the information shall
12 maintain the confidentiality of the information in accordance
13 with this section. Unauthorized release or disclosure of the
14 information received is subject to penalty as provided in this
15 section.
16 Sec. 217. Section 135.43, subsection 4, unnumbered
17 paragraph 1, Code 2024, is amended to read as follows:
18 The department shall develop protocols for ~~a child fatality~~
19 ~~review committee, to be appointed by the director on an ad hoc~~
20 ~~basis,~~ the state mortality review committee to immediately
21 review the child abuse assessments which involve the fatality
22 of a child under age eighteen. ~~The director shall appoint a~~
23 ~~medical examiner, a pediatrician, and a person involved with~~
24 ~~law enforcement to the committee.~~
25 Sec. 218. Section 135.43, subsection 4, paragraph a, Code
26 2024, is amended to read as follows:
27 *a.* The purpose of the review shall be to determine whether
28 the department and others involved with the case of child abuse
29 responded appropriately. The protocols shall provide for
30 the committee to consult with any multidisciplinary team, as
31 defined in section 235A.13, that is operating in the area in
32 which the fatality occurred. The protocols shall also ensure
33 that a member of the ~~child fatality review~~ committee does not
34 have a conflict of interest regarding the child fatality under
35 review.

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1 Sec. 219. Section 135.43, subsection 5, paragraph a,
2 unnumbered paragraph 1, Code 2024, is amended to read as
3 follows:
4 The following individuals shall designate a liaison
5 to assist the review ~~team~~ committee in fulfilling its
6 responsibilities:
7 Sec. 220. Section 135.43, subsection 5, paragraph b, Code
8 2024, is amended to read as follows:
9 *b.* In addition, the department shall designate a liaison
10 from the public at large to assist the review ~~team~~ committee in
11 fulfilling its responsibilities.
12 Sec. 221. Section 135.43, subsections 6, 7, and 8, Code
13 2024, are amended to read as follows:
14 6. The review ~~team~~ committee may establish subcommittees to
15 which the ~~team~~ committee may delegate some or all of the ~~team's~~
16 committee's responsibilities under subsection 3.
17 7. *a.* The department shall adopt rules providing for
18 disclosure of information which is confidential under chapter
19 22 or any other provision of state law, to the review ~~team~~
20 committee for purposes of performing its child death and child
21 abuse review responsibilities.
22 *b.* A person in possession or control of medical,
23 investigative, assessment, or other information pertaining to a
24 child death and child abuse review shall allow the inspection
25 and reproduction of the information by the department
26 upon the request of the department, to be used only in the
27 administration and for the duties of the ~~Iowa child death~~
28 state mortality review ~~team~~ committee. Except as provided
29 for a report on a child fatality by ~~an ad hoc child fatality~~
30 ~~review~~ the committee under subsection 4, information and
31 records produced under this section which are confidential
32 under section 22.7 and chapter 235A, and information or records
33 received from the confidential records, remain confidential
34 under this section. A person does not incur legal liability by
35 reason of releasing information to the department as required

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1 under and in compliance with this section.
2 8. Review ~~team~~ committee members and their agents are immune
3 from any liability, civil or criminal, which might otherwise
4 be incurred or imposed as a result of any act, omission,
5 proceeding, decision, or determination undertaken or performed,
6 or recommendation made as a review ~~team~~ committee member or
7 agent provided that the review ~~team~~ committee members or agents
8 acted in good faith and without malice in carrying out their
9 official duties in their official capacity. The department
10 shall adopt rules pursuant to chapter 17A to administer
11 this subsection. A complainant bears the burden of proof in
12 establishing malice or lack of good faith in an action brought
13 against review ~~team~~ committee members involving the performance
14 of their duties and powers under this section.
15 Sec. 222. Section 135.108, Code 2024, is amended by adding
16 the following new subsection:
17 NEW SUBSECTION. 01. *"Committee"* or *"review committee"* means
18 the state mortality review committee established in section
19 135.43.
20 Sec. 223. Section 135.108, subsection 4, Code 2024, is
21 amended by striking the subsection.
22 Sec. 224. Section 135.110, subsection 1, unnumbered
23 paragraph 1, Code 2024, is amended to read as follows:
24 The review ~~team~~ committee shall perform the following
25 duties:
26 Sec. 225. Section 135.110, subsection 1, paragraphs b and c,
27 Code 2024, are amended to read as follows:
28 *b.* Advise and consult ~~the agencies represented on the team~~
29 ~~and other~~ state agencies regarding program and regulatory
30 changes that may prevent domestic abuse deaths.
31 *c.* Develop protocols for domestic abuse death investigations
32 and ~~team~~ committee review.
33 Sec. 226. Section 135.110, subsections 2, 3, 4, 5, and 6,
34 Code 2024, are amended to read as follows:
35 2. In performing duties pursuant to subsection 1, the

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1 review ~~team~~ committee shall review the relationship between the
2 decedent victim and the alleged or convicted perpetrator from
3 the point where the abuse allegedly began, until the domestic
4 abuse death occurred, and shall review all relevant documents
5 pertaining to the relationship between the parties, including
6 but not limited to protective orders and dissolution, custody,
7 and support agreements and related court records, in order to
8 ascertain whether a correlation exists between certain events
9 in the relationship and any escalation of abuse, and whether
10 patterns can be established regarding such events in relation
11 to domestic abuse deaths in general. The review ~~team~~ committee
12 shall consider such conclusions in making recommendations
13 pursuant to subsection 1.
14 3. The ~~team~~ committee shall meet upon the call of the
15 chairperson, upon the request of a state agency, or as
16 determined by a majority of the ~~team~~ committee.
17 4. The ~~team~~ committee shall annually elect a chairperson and
18 other officers as deemed necessary by the ~~team~~ committee.
19 5. The ~~team~~ committee may establish ~~committees~~
20 subcommittees or panels to whom the ~~team~~ committee may assign
21 some or all of the ~~team's~~ committee's responsibilities.
22 6. Members of the ~~team~~ committee who are currently
23 practicing attorneys or current employees of the judicial
24 branch of state government shall not participate in the
25 following:
26 *a.* An investigation by the ~~team~~ committee that involves a
27 case in which the ~~team~~ committee member is presently involved
28 in the member's professional capacity.
29 *b.* Development of protocols by the ~~team~~ committee for
30 domestic abuse death investigations and ~~team~~ committee review.
31 *c.* Development of regulatory changes related to domestic
32 abuse deaths.
33 Sec. 227. Section 135.111, subsection 1, Code 2024, is
34 amended to read as follows:
35 1. A person in possession or control of medical,

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1 investigative, or other information pertaining to a domestic
2 abuse death and related incidents and events preceding the
3 domestic abuse death, shall allow for the inspection and review
4 of written or photographic information related to the death,
5 whether the information is confidential or public in nature, by
6 the department upon the request of the department and the ~~team~~
7 committee, to be used only in the administration and for the
8 official duties of the ~~team~~ committee. Information and records
9 produced under this section that are confidential under the law
10 of this state or under federal law, or because of any legally
11 recognized privilege, and information or records received
12 from the confidential records, remain confidential under this
13 section.
14 Sec. 228. Section 135.112, Code 2024, is amended to read as
15 follows:
16 **135.112 Rulemaking.**
17 The department shall adopt rules pursuant to chapter 17A
18 relating to the administration of the ~~domestic abuse death~~
19 ~~review team~~ committee and sections 135.108 through 135.111.
20 Sec. 229. Section 147.13, subsection 21, Code 2024, is
21 amended by striking the subsection.
22 Sec. 230. Section 147.14, subsection 1, paragraphs b, d, e,
23 n, and s, Code 2024, are amended to read as follows:
24 *b.* For nursing, ~~four~~ three registered nurses, ~~two~~ one of
25 whom shall be actively engaged in practice, ~~two~~ one of whom
26 shall be a nurse ~~educators~~ educator from a nursing education
27 ~~programs; of these, one in higher education and one in area~~
28 ~~community and vocational-technical registered nurse education~~
29 program, and one of whom shall be an advanced registered
30 nurse practitioner; one licensed practical nurse actively
31 engaged in practice; and ~~two members~~ one member who is not a
32 registered ~~nurses~~ nurse or licensed practical ~~nurses~~ nurse and
33 who shall represent the general public. The ~~representatives~~
34 representative of the general public shall not be ~~members~~ a
35 member of a health care delivery ~~systems~~ system.

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1 *d.* For pharmacy, ~~five~~ four members licensed to practice
2 pharmacy, one member registered as a certified pharmacy
3 technician as defined by the board by rule, and ~~two members~~
4 one member who ~~are~~ is not licensed to practice pharmacy or
5 registered as a certified pharmacy technician and who shall
6 represent the general public.
7 *e.* For optometry, ~~five~~ four members licensed to practice
8 optometry and ~~two members~~ one member who ~~are~~ is not licensed to
9 practice optometry and who shall represent the general public.
10 *n.* For mortuary science, ~~four~~ three members licensed to
11 practice mortuary science, one member owning, operating,
12 or employed by a crematory, and ~~two members~~ one member not
13 licensed to practice mortuary science and not a crematory
14 owner, operator, or employee who shall represent the general
15 public.
16 *s.* For sign language interpreting and transliterating,
17 ~~four~~ three members licensed to practice interpreting and
18 transliterating, ~~three~~ two of whom shall be practicing
19 interpreters and transliterators at the time of appointment
20 to the board and at least one of whom is employed in an
21 educational setting; and ~~three~~ two members who are consumers of
22 interpreting or transliterating services as defined in section
23 154E.1, each of whom shall be deaf or hard of hearing.
24 Sec. 231. Section 147.14, subsection 1, paragraph t, Code
25 2024, is amended by striking the paragraph.
26 Sec. 232. Section 148.2A, subsection 2, unnumbered
27 paragraph 1, Code 2024, is amended to read as follows:
28 Notwithstanding sections 17A.11, 69.16, 69.16A, 147.12,
29 147.14, and 147.19, the board may have a pool of up to ~~ten~~ three
30 alternate members, including members licensed to practice under
31 this chapter and members not licensed to practice under this
32 chapter, to substitute for board members who are disqualified
33 or become unavailable for any other reason for contested case
34 hearings.
35 Sec. 233. Section 148.2A, subsection 2, paragraph a, Code

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1 2024, is amended to read as follows:
2 *a.* The board may recommend, subject to approval by
3 the governor, up to ~~ten~~ three people to serve in a pool of
4 alternate members.
5 Sec. 234. Section 154A.1, subsection 1, Code 2024, is
6 amended by striking the subsection.
7 Sec. 235. Section 154A.1, subsection 6, Code 2024, is
8 amended to read as follows:
9 6. *"Hearing aid specialist"* means any person engaged in the
10 fitting, dispensing, and sale of hearing aids and providing
11 hearing aid services or maintenance, by means of procedures
12 stipulated by this chapter or the ~~board~~ department.
13 Sec. 236. Section 154A.10, subsection 3, Code 2024, is
14 amended to read as follows:
15 3. Pays the necessary fees set by the ~~board~~ department.
16 Sec. 237. Section 154A.12, subsection 2, Code 2024, is
17 amended to read as follows:
18 2. The ~~board~~ department shall not require the applicant to
19 possess the degree of professional competence normally expected
20 of physicians.
21 Sec. 238. Section 154A.13, Code 2024, is amended to read as
22 follows:
23 **154A.13 Temporary permit.**
24 A person who has not been licensed as a hearing aid
25 specialist may obtain a temporary permit from the department
26 upon completion of the application accompanied by the written
27 verification of employment from a licensed hearing aid
28 specialist. The department shall issue a temporary permit for
29 ~~one year~~ two years which shall not be renewed or reissued.
30 The fee for issuance of the temporary permit shall be set
31 by the ~~board~~ department in accordance with the provisions
32 for establishment of fees by boards in section 147.80. The
33 temporary permit entitles an applicant to engage in the fitting
34 or selection and sale of hearing aids under the supervision of
35 a person holding a valid license.

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1 Sec. 239. Section 154A.19, subsection 1, Code 2024, is
2 amended to read as follows:
3 1. This chapter shall not prohibit a corporation,
4 partnership, trust, association, or other organization
5 maintaining an established business address from engaging in
6 the business of selling or offering for sale hearing aids at
7 retail without a license if it employs only licensed hearing
8 aid specialists in the direct fitting or selection and sale
9 of hearing aids. Such an organization shall file annually
10 with the ~~board~~ department a list of all licensed hearing aid
11 specialists and persons holding temporary permits directly
12 or indirectly employed by it. Such an organization shall
13 also file with the ~~board~~ department a statement on a form
14 approved by the ~~board~~ department that the organization submits
15 itself to the rules and regulations of the ~~board~~ department
16 and the provisions of this chapter which the department deems
17 applicable.
18 Sec. 240. Section 154A.19, Code 2024, is amended by adding
19 the following new subsection:
20 NEW SUBSECTION. 4. This chapter shall not apply to a person
21 who engages in practices covered by this chapter if the person
22 is licensed as an audiologist pursuant to chapter 154F.
23 Sec. 241. Section 154A.23, Code 2024, is amended to read as
24 follows:
25 **154A.23 Disciplinary orders — attorney general.**
26 The ~~board~~ department shall forward a copy of all final
27 disciplinary orders, with associated complaints, to the
28 attorney general for consideration for prosecution or
29 enforcement when warranted. The attorney general and all
30 county attorneys shall assist ~~the board and~~ the department in
31 the enforcement of the provisions of this chapter.
32 Sec. 242. Section 154A.24, unnumbered paragraph 1, Code
33 2024, is amended to read as follows:
34 The ~~board~~ department may revoke or suspend a license or
35 temporary permit permanently or for a fixed period for any of

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1 the following causes:
2 Sec. 243. Section 154A.24, subsection 2, paragraphs e and s,
3 Code 2024, are amended to read as follows:
4 *e.* Representing that the service or advice of a person
5 licensed to practice medicine, or one who is certificated as
6 a clinical audiologist by the board of speech pathology and
7 audiology or its equivalent, will be used or made available in
8 the fitting or selection, adjustment, maintenance, or repair
9 of hearing aids when that is not true, or using the words
10 "doctor", "clinic", "clinical audiologist", "state approved",
11 or similar words, abbreviations, or symbols which tend to
12 connote the medical or other professions, except where the
13 title "certified hearing aid audiologist" has been granted
14 by the national hearing aid society, or that the hearing aid
15 specialist has been recommended by this state or the ~~board~~
16 department when such is not accurate.
17 *s.* Such other acts or omissions as the ~~board~~ department may
18 determine to be unethical conduct.
19 Sec. 244. Section 169.5, subsection 1, paragraph a, Code
20 2024, is amended to read as follows:
21 *a.* The governor shall appoint, subject to confirmation
22 by the senate pursuant to section 2.32, a board of five
23 individuals, three of whom shall be licensed veterinarians
24 and two of whom shall not be licensed veterinarians and shall
25 represent the general public, one of whom shall be a farmer
26 involved in the production of agricultural animals. The board
27 shall be known as the Iowa board of veterinary medicine.
28 Sec. 245. Section 170.1, subsection 2, Code 2024, is amended
29 by striking the subsection.
30 Sec. 246. Section 170.3B, Code 2024, is amended to read as
31 follows:
32 **170.3B Farm deer administration fee.**
33 The department may establish a farm deer administration fee
34 which shall be annually imposed on each landowner who keeps
35 farm deer in this state. The amount of the fee shall not exceed

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1 two hundred dollars per year. The fee shall be collected
2 by the department in a manner specified by rules adopted by
3 the department ~~after consulting with the farm deer council~~
4 ~~established in section 170.2~~. The collected fees shall be
5 credited to the farm deer administration fund created pursuant
6 to section 170.3C.
7 Sec. 247. Section 190C.1, subsection 2, Code 2024, is
8 amended by striking the subsection.
9 Sec. 248. Section 190C.2B, subsection 1, Code 2024, is
10 amended to read as follows:
11 1. The department shall implement and administer the
12 provisions of this chapter for agricultural products that have
13 been produced and handled within this state using organic
14 methods as provided in this chapter. ~~The department may~~
15 ~~consult with the council in implementing and administering this~~
16 ~~chapter.~~ The department may certify agricultural products that
17 have been produced and handled outside this state using an
18 organic method as provided in this chapter.
19 Sec. 249. Section 190C.3, subsection 2, Code 2024, is
20 amended to read as follows:
21 2. The department may request assistance from ~~the council~~
22 ~~as provided in section 190C.2A or from~~ one or more regional
23 organic associations as provided in section 190C.6.
24 Sec. 250. Section 203.11A, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. The amount of a civil penalty shall not exceed one
27 thousand five hundred dollars. Each day that a violation
28 continues shall constitute a separate violation. ~~The amount~~
29 ~~of the civil penalty that may be assessed in a case shall~~
30 ~~not exceed the amount recommended by the grain industry peer~~
31 ~~review panel established pursuant to section 203.11B.~~ Moneys
32 collected in civil penalties by the department or the attorney
33 general shall be deposited in the general fund of the state.
34 Sec. 251. Section 203.16, subsection 8, Code 2024, is
35 amended by striking the subsection.

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Sec. 252. Section 203C.24, subsection 8, Code 2024, is amended by striking the subsection.

Sec. 253. Section 203C.36A, subsection 2, Code 2024, is amended to read as follows:

2. The amount of a civil penalty shall not exceed one thousand five hundred dollars. Each day that a violation continues shall constitute a separate violation. ~~The amount of the civil penalty that may be assessed in an administrative case shall not exceed the amount recommended by the grain industry peer review panel established pursuant to section 203.11B.~~ Moneys collected in civil penalties by the department or the attorney general shall be deposited in the general fund of the state.

Sec. 254. Section 206.19, subsection 5, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *c.* (1) A person subject to a civil penalty pursuant to this subsection may submit an appeal to the department. The appeal shall be referred to an administrative law judge for hearing as a contested case pursuant to chapter 17A.

(2) This paragraph does not apply to a license revocation proceeding. This paragraph does not require the department to delay the prosecution of a case if immediate action is necessary to reduce the risk of harm to the environment or public health or safety. This section also does not require a review or response if the department refers a violation of this chapter for criminal prosecution, or for an action involving a stop order issued pursuant to section 206.16.

(3) An available response by the department may be used as evidence in an administrative hearing, or a civil or criminal case, except to the extent that information is considered confidential pursuant to section 22.7.

Sec. 255. Section 216.2, Code 2024, is amended by adding the following new subsections:

NEW SUBSECTION. 01. *"Agency"* means the administrative

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1 function of the Iowa office of civil rights, including the
2 director and staff. *"Agency"* does not include a member of the
3 Iowa state civil rights commission.
4 NEW SUBSECTION. 4A. *"Director"* means the director of the
5 Iowa office of civil rights.
6 NEW SUBSECTION. 11A. *"Office"* means the Iowa office of
7 civil rights.
8 Sec. 256. Section 216.2, subsection 1, Code 2024, is amended
9 to read as follows:
10 1. *"Commission"* means the Iowa state civil rights commission
11 created ~~by this chapter~~ within the Iowa office of civil rights.
12 Sec. 257. Section 216.3, subsections 1 and 3, Code 2024, are
13 amended to read as follows:
14 1. The Iowa state civil rights commission is created
15 ~~within the department of inspections, appeals, and licensing~~
16 consisting of ~~seven~~ five members appointed by the governor
17 subject to confirmation by the senate. Appointments shall be
18 made to provide geographical area representation insofar as
19 practicable. No more than ~~four~~ three members of the commission
20 shall belong to the same political party. Members appointed
21 to the commission shall serve for four-year staggered terms
22 beginning and ending as provided by section 69.19.
23 3. The governor subject to confirmation by the senate shall
24 appoint a director who shall serve as the ~~executive officer~~
25 ~~of the commission~~ head of the agency. The governor shall set
26 the salary of the director within the applicable salary range
27 established by the general assembly. The director shall adopt
28 rules pursuant to chapter 17A consistent with and necessary for
29 the enforcement of this chapter. The director shall advise and
30 support the commission in fulfilling the commission's duties
31 and responsibilities under section 216.5A.
32 Sec. 258. Section 216.4, Code 2024, is amended to read as
33 follows:
34 **216.4 Compensation and expenses — ~~rules~~ procedures.**
35 Commissioners shall be paid a per diem as specified in

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1 section 7E.6 and shall be reimbursed for actual and necessary
2 expenses incurred while on official commission business. All
3 per diem and expense moneys paid to commissioners shall be
4 paid from funds appropriated to the ~~commission~~ office. The
5 commission shall adopt, amend, or rescind ~~rules~~ procedures as
6 necessary for the conduct of its meetings. A quorum shall
7 consist of ~~four~~ three commissioners.
8 Sec. 259. Section 216.5, Code 2024, is amended by striking
9 the section and inserting in lieu thereof the following:
10 **216.5 Powers and duties of agency.**
11 The agency shall have the following powers and duties:
12 1. To receive, investigate, mediate, conciliate,
13 and determine the merits of complaints alleging illegal
14 discriminatory practices. The agency shall not disclose the
15 filing of a complaint, the information gathered during the
16 investigation, or the endeavors to eliminate such illegal
17 discriminatory practice by mediation or conciliation, unless
18 such disclosure is made in connection with the agency's
19 investigation.
20 2. To investigate compliance with conciliation agreements
21 and pursue appropriate remedies up to and including filing in
22 district court.
23 3. To investigate, study, and report on the existence,
24 causes, and extent of illegal discrimination, as deemed
25 necessary by the director.
26 4. To provide education and outreach regarding illegal
27 discrimination, including individuals and organizations.
28 5. To seek a temporary injunction against a respondent when
29 it appears that a complainant may suffer irreparable injury
30 as a result of an alleged violation of this chapter. Unless
31 otherwise specified in this chapter, a temporary injunction
32 may be issued only after the respondent has been notified and
33 afforded an opportunity to be heard.
34 6. To hold contested case hearings upon any complaint made
35 against a respondent, and all of the following:

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1 *a.* To subpoena witnesses and compel their attendance.
2 *b.* To administer oaths and take the testimony of any person
3 under oath.
4 *c.* To compel a respondent to produce for examination any
5 books and papers relating to the complaint.
6 7. To issue subpoenas at the request of a party in contested
7 hearings.
8 8. To petition the district court for issuance of a subpoena
9 and the court, in a proper case, shall issue the subpoena for
10 contested case hearings. Refusal to obey a district court
11 subpoena shall be subject to punishment for contempt.
12 9. To pursue the entry of a consent decree in district court
13 for conciliation agreements.
14 10. To petition and appear before the district court for
15 the enforcement of office orders following a contested case
16 hearing.
17 11. To provide education opportunities and informal
18 technical advice to local commissions regarding legal
19 developments, case process improvements, and cooperation for
20 cross-filing.
21 12. To prepare and transmit to the governor and the general
22 assembly an annual report describing performance outcomes of
23 the agency.
24 13. To make recommendations to the governor and general
25 assembly for such further legislation concerning illegal
26 discrimination as deemed necessary by the director.
27 14. To adopt, publish, amend, and rescind office rules
28 pursuant to chapter 17A consistent with and necessary for the
29 enforcement of this chapter.
30 15. To receive, administer, dispense, and account for any
31 moneys that may be granted or voluntarily contributed to the
32 office for furthering the purposes of this chapter.
33 16. To utilize volunteers to aid in the conduct of the
34 agency's duties as deemed necessary by the director.
35 17. To issue a copy of the case file to any party following

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1 the issuance of a right to sue letter, the filing of a
2 contested case, or the filing of an action for judicial review.
3 18. To issue protective orders in case files when necessary.
4 Sec. 260. NEW SECTION. **216.5A Powers and duties of**
5 **commission.**
6 The commission shall have the following powers and duties:
7 1. To adopt, amend, or rescind procedures as necessary for
8 the conduct of commission meetings.
9 2. To sit as the final reviewing body for decisions issued
10 by an administrative law judge following an appeal from a
11 contested case hearing.
12 3. To make policy recommendations to the director for
13 consideration to be incorporated with any recommendations from
14 the agency to the governor and general assembly.
15 Sec. 261. Section 216.8C, subsections 3 and 4, Code 2024,
16 are amended to read as follows:
17 3. The ~~commission~~ agency, in consultation with the consumer
18 protection division of the office of the attorney general,
19 shall adopt rules regarding the making of a written finding
20 by licensees under this section. The rules shall include a
21 form for licensees to document the licensees' written finding.
22 The form shall recite this section's requirements and comply
23 with the federal Fair Housing Act, 42 U.S.C. §3601 et seq., as
24 amended, and section 504 of the federal Rehabilitation Act of
25 1973, 29 U.S.C. §794, as amended. The form must contain only
26 two questions regarding the qualifications of the patient or
27 client, which shall be whether a person has a disability and
28 whether the need for an assistance animal or service animal is
29 related to the disability. The form must indicate that the
30 responses must be limited to "yes" or "no". The form must not
31 allow for additional detail.
32 4. A person who, in the course of employment, is asked
33 to make a finding of disability and disability-related need
34 for an assistance animal or service animal shall utilize the
35 form created by the ~~commission~~ agency to document the person's

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1 written finding.
2 Sec. 262. Section 216.12, subsection 1, paragraph d,
3 unnumbered paragraph 1, Code 2024, is amended to read as
4 follows:
5 Discrimination on the basis of familial status involving
6 dwellings provided under any state or federal program
7 specifically designed and operated to assist elderly persons,
8 as defined in the state or federal program that the ~~commission~~
9 agency determines to be consistent with determinations made by
10 the United States secretary of housing and urban development,
11 and housing for older persons. As used in this paragraph,
12 *"housing for older persons"* means housing communities consisting
13 of dwellings intended for either of the following:
14 Sec. 263. Section 216.15, Code 2024, is amended to read as
15 follows:
16 **216.15 Complaint — hearing.**
17 1. Any person claiming to be aggrieved by a discriminatory
18 or unfair practice may, in person or by an attorney, make,
19 sign, and file with the ~~commission~~ agency a verified, written
20 complaint which shall state the name and address of the person,
21 employer, employment agency, or labor organization alleged
22 to have committed the discriminatory or unfair practice of
23 which complained, shall set forth the particulars thereof,
24 and shall contain such other information as may be required
25 by the ~~commission~~ agency. ~~The commission~~ Agency staff, a
26 commissioner, or the attorney general may in like manner make,
27 sign, and file such complaint.
28 2. Any place of public accommodation, employer, labor
29 organization, or other person who has any employees or members
30 who refuse or threaten to refuse to comply with the provisions
31 of this chapter may file with the ~~commission~~ agency a verified
32 written complaint in triplicate asking the ~~commission~~ agency
33 for assistance to obtain their compliance by conciliation or
34 other remedial action.
35 3. *a.* After the filing of a verified complaint, a true

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1 copy shall be served within twenty days on the person against
2 whom the complaint is filed, except as provided in subsection
3 4. ~~An authorized member of the commission~~ Agency staff shall
4 make a prompt investigation and shall issue a recommendation
5 to an administrative law judge employed by the division of
6 administrative hearings created by section 10A.801, who shall
7 then issue a determination of probable cause or no probable
8 cause.
9 *b.* For purposes of this chapter, an administrative law judge
10 issuing a determination of probable cause or no probable cause
11 under this section is exempt from section 17A.17.
12 *c.* If the administrative law judge concurs with the
13 investigating official that probable cause exists regarding
14 the allegations of the complaint, the staff of the ~~commission~~
15 agency shall promptly endeavor to eliminate the discriminatory
16 or unfair practice by conference, conciliation, and persuasion.
17 If the administrative law judge finds that no probable cause
18 exists, the administrative law judge shall issue a final order
19 dismissing the complaint and shall promptly mail a copy to the
20 complainant and to the respondent. A finding of probable cause
21 shall not be introduced into evidence in an action brought
22 under section 216.16.
23 *d.* The ~~commission~~ agency staff must endeavor to eliminate
24 the discriminatory or unfair practice by conference,
25 conciliation, and persuasion for a period of thirty days
26 following the initial conciliation meeting between the
27 respondent and the ~~commission~~ agency staff after a finding
28 of probable cause. After the expiration of thirty days, the
29 director may order the conciliation conference and persuasion
30 procedure provided in this section to be bypassed when the
31 director determines the procedure is unworkable by reason of
32 past patterns and practices of the respondent, or a statement
33 by the respondent that the respondent is unwilling to continue
34 with the conciliation. ~~The director must have the approval of~~
35 ~~a commissioner before bypassing the conciliation, conference~~

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1 ~~and persuasion procedure.~~ Upon the bypassing of conciliation,
2 the director shall state in writing the reasons for bypassing.
3 4. *a.* The ~~commission~~ agency may permit service of a
4 complaint on a respondent by regular or electronic mail. If
5 the respondent does not respond to the service by regular or
6 electronic mail after ninety days, the ~~commission~~ agency shall
7 serve the complaint on the respondent by certified mail within
8 twenty days after the expiration of the ninety-day response
9 period to service by regular or electronic mail.
10 *b.* The ~~commission~~ agency may also permit a party to file
11 a response to a complaint, a document, information, or other
12 material, by electronic mail.
13 *c.* The ~~commission~~ agency may issue a notice, determination,
14 order, subpoena, request, correspondence, or any other document
15 issued by the ~~commission~~ agency, by electronic mail.
16 5. The members of the commission and ~~its~~ agency staff
17 shall not disclose the filing of a complaint, the information
18 gathered during the investigation, or the endeavors to
19 eliminate such discriminatory or unfair practice by mediation,
20 conference, conciliation, and persuasion, unless such
21 disclosure is made in connection with the conduct of such
22 investigation.
23 6. When the director is satisfied that further endeavor to
24 settle a complaint by conference, conciliation, and persuasion
25 is unworkable and should be bypassed, and the thirty-day period
26 provided for in subsection 3 has expired without agreement, the
27 director ~~with the approval of a commissioner,~~ shall issue and
28 cause to be served a written notice specifying the charges in
29 the complaint as they may have been amended and the reasons for
30 bypassing conciliation, if the conciliation is bypassed, and
31 requiring the respondent to answer the charges of the complaint
32 at a hearing before the ~~commission~~ agency, a commissioner, or
33 a person designated by the ~~commission~~ agency to conduct the
34 hearing, hereafter referred to as the administrative law judge,
35 and at a time and place to be specified in the notice.

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1 7. The case in support of such complaint shall be presented
2 at the hearing by one of the ~~commission's~~ agency's attorneys
3 or agents. The investigating official shall not participate
4 in the hearing except as a witness nor participate in the
5 deliberations of the ~~commission~~ agency in such case.
6 8. The hearing shall be conducted in accordance with the
7 provisions of chapter 17A for contested cases. The burden of
8 proof in such a hearing shall be on the ~~commission~~ agency.
9 9. If upon taking into consideration all of the evidence
10 at a hearing, the ~~commission~~ agency determines that the
11 respondent has engaged in a discriminatory or unfair practice,
12 the ~~commission~~ agency shall state its findings of fact and
13 conclusions of law and shall issue an order requiring the
14 respondent to cease and desist from the discriminatory or
15 unfair practice and to take the necessary remedial action
16 as in the judgment of the ~~commission~~ agency will carry out
17 the purposes of this chapter. A copy of the order shall be
18 delivered to the respondent, the complainant, and to any other
19 public officers and persons as the ~~commission~~ agency deems
20 proper.
21 *a.* For the purposes of this subsection and pursuant to the
22 provisions of this chapter "remedial action" includes but is
23 not limited to the following:
24 (1) Hiring, reinstatement or upgrading of employees
25 with or without pay. Interim earned income and unemployment
26 compensation shall operate to reduce the pay otherwise
27 allowable.
28 (2) Admission or restoration of individuals to a labor
29 organization, admission to or participation in a guidance
30 program, apprenticeship training program, on-the-job training
31 program or other occupational training or retraining program,
32 with the utilization of objective criteria in the admission of
33 individuals to such programs.
34 (3) Admission of individuals to a public accommodation or an
35 educational institution.

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1 (4) Sale, exchange, lease, rental, assignment or sublease
2 of real property to an individual.
3 (5) Extension to all individuals of the full and equal
4 enjoyment of the advantages, facilities, privileges, and
5 services of the respondent denied to the complainant because of
6 the discriminatory or unfair practice.
7 (6) Reporting as to the manner of compliance.
8 (7) Posting notices in conspicuous places in the
9 respondent's place of business in form prescribed by the
10 ~~commission~~ agency and inclusion of notices in advertising
11 material.
12 (8) Payment to the complainant of damages for an injury
13 caused by the discriminatory or unfair practice which damages
14 shall include but are not limited to actual damages, court
15 costs and reasonable attorney fees.
16 (9) For an unfair or discriminatory practice relating
17 to wage discrimination pursuant to section 216.6A, payment
18 to the complainant of damages for an injury caused by the
19 discriminatory or unfair practice which damages shall include
20 but are not limited to court costs, reasonable attorney fees,
21 and either of the following:
22 (a) An amount equal to two times the wage differential
23 paid to another employee compared to the complainant for the
24 period of time for which the complainant has been discriminated
25 against.
26 (b) In instances of willful violation, an amount equal to
27 three times the wage differential paid to another employee as
28 compared to the complainant for the period of time for which
29 the complainant has been discriminated against.
30 *b.* In addition to the remedies provided in the preceding
31 provisions of this subsection, the ~~commission~~ agency may issue
32 an order requiring the respondent to cease and desist from the
33 discriminatory or unfair practice and to take such affirmative
34 action as in the judgment of the ~~commission~~ agency will carry
35 out the purposes of this chapter as follows:

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1 (1) In the case of a respondent operating by virtue of
2 a license issued by the state or a political subdivision
3 or agency, if the ~~commission~~ agency, upon notice to the
4 respondent with an opportunity to be heard, determines that the
5 respondent has engaged in a discriminatory or unfair practice
6 and that the practice was authorized, requested, commanded,
7 performed or knowingly or recklessly tolerated by the board
8 of directors of the respondent or by an officer or executive
9 agent acting within the scope of the officer's or agent's
10 employment, the ~~commission~~ agency shall so certify to the
11 licensing agency. Unless the ~~commission~~ agency finding of a
12 discriminatory or unfair practice is reversed in the course of
13 judicial review, the finding of discrimination is binding on
14 the licensing agency. If a certification is made pursuant to
15 this subsection, the licensing agency may initiate licensee
16 disciplinary procedures.
17 (2) In the case of a respondent who is found by the
18 ~~commission~~ agency to have engaged in a discriminatory or
19 unfair practice in the course of performing under a contract
20 or subcontract with the state or political subdivision or
21 agency, if the practice was authorized, requested, commanded,
22 performed, or knowingly or recklessly tolerated by the board
23 of directors of the respondent or by an officer or executive
24 agent acting within the scope of the officer's or agent's
25 employment, the ~~commission~~ agency shall so certify to the
26 contracting agency. Unless the ~~commission's~~ agency's finding
27 of a discriminatory or unfair practice is reversed in the
28 course of judicial review, the finding of discrimination is
29 binding on the contracting agency.
30 (3) Upon receiving a certification made under this
31 subsection, a contracting agency may take appropriate action
32 to terminate a contract or portion thereof previously entered
33 into with the respondent, either absolutely or on condition
34 that the respondent carry out a program of compliance with
35 the provisions of this chapter; and assist the state and all

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1 political subdivisions and agencies thereof to refrain from
2 entering into further contracts.
3 *c.* The election of an affirmative order under paragraph *"b"*
4 of this subsection shall not bar the election of affirmative
5 remedies provided in paragraph *"a"* of this subsection.
6 10. *a.* The terms of a conciliation or mediation agreement
7 reached with the respondent may require the respondent to
8 refrain in the future from committing discriminatory or
9 unfair practices of the type stated in the agreement, to take
10 remedial action as in the judgment of the ~~commission~~ agency
11 will carry out the purposes of this chapter, and to consent
12 to the entry in an appropriate district court of a consent
13 decree embodying the terms of the conciliation or mediation
14 agreement. Violation of such a consent decree may be punished
15 as contempt by the court in which it is filed, upon a showing
16 by the ~~commission~~ agency of the violation at any time within
17 six months of its occurrence. At any time in its discretion,
18 the ~~commission~~ agency may investigate whether the terms of the
19 agreement are being complied with by the respondent.
20 *b.* Upon a finding that the terms of the conciliation
21 or mediation agreement are not being complied with by the
22 respondent, the ~~commission~~ agency shall take appropriate action
23 to assure compliance.
24 11. If, upon taking into consideration all of the evidence
25 at a hearing, the ~~commission~~ agency finds that a respondent
26 has not engaged in any such discriminatory or unfair practice,
27 the ~~commission~~ agency shall issue an order denying relief and
28 stating the findings of fact and conclusions of the ~~commission~~
29 agency, and shall cause a copy of the order dismissing the
30 complaint to be served on the complainant and the respondent.
31 12. The ~~commission~~ agency shall establish rules to govern,
32 expedite, and effectuate the procedures established by this
33 chapter and its own actions thereunder.
34 13. Except as provided in section 614.8, a claim under this
35 chapter shall not be maintained unless a complaint is filed

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1 with the ~~commission~~ agency within three hundred days after the
2 alleged discriminatory or unfair practice occurred.
3 14. The ~~commission~~ agency or a party to a complaint may
4 request mediation of the complaint at any time during the
5 ~~commission's~~ agency's processing of the complaint. If the
6 complainant and respondent participate in mediation, any
7 mediation agreement may be enforced pursuant to this section.
8 Mediation may be discontinued at the request of any party or
9 the ~~commission~~ agency.
10 Sec. 264. Section 216.15A, Code 2024, is amended to read as
11 follows:
12 **216.15A Additional proceedings — housing discrimination.**
13 1. *a.* The ~~commission~~ agency may join a person not named
14 in the complaint as an additional or substitute respondent
15 if in the course of the investigation, the ~~commission~~ agency
16 determines that the person should be alleged to have committed
17 a discriminatory housing or real estate practice.
18 *b.* In addition to the information required in the notice,
19 the ~~commission~~ agency shall include in a notice to a respondent
20 joined under this subsection an explanation of the basis for
21 the determination under this subsection that the person is
22 properly joined as a respondent.
23 2. *a.* The ~~commission~~ agency shall, during the period
24 beginning with the filing of a complaint and ending with the
25 filing of a charge or a dismissal by the ~~commission~~ agency, to
26 the extent feasible, engage in mediation with respect to the
27 complaint.
28 *b.* A mediation agreement is an agreement between a
29 respondent and the complainant and is subject to ~~commission~~
30 agency approval.
31 *c.* A mediation agreement may provide for binding arbitration
32 or other method of dispute resolution. Dispute resolution that
33 results from a mediation agreement may authorize appropriate
34 relief, including monetary relief.
35 *d.* A mediation agreement shall be made public unless

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1 the complainant and respondent agree otherwise, and the
2 ~~commission~~ agency determines that disclosure is not necessary
3 to further the purposes of this chapter relating to unfair or
4 discriminatory practices in housing or real estate.
5 *e.* The proceedings or results of mediation shall not be made
6 public or used as evidence in a subsequent proceeding under
7 this chapter without the written consent of the persons who are
8 party to the mediation.
9 *f.* After the completion of the ~~commission's~~ agency's
10 investigation, the ~~commission~~ agency shall make available to
11 the aggrieved person and the respondent information derived
12 from the investigation and the final investigation report
13 relating to that investigation.
14 *g.* When the ~~commission~~ agency has reasonable cause to
15 believe that a respondent has breached a mediation agreement,
16 the ~~commission~~ agency shall refer this matter to an assistant
17 attorney general with a recommendation that a civil action be
18 filed for the enforcement of the agreement. The assistant
19 attorney general may commence a civil action in the appropriate
20 district court not later than the expiration of ninety days
21 after referral of the breach.
22 3. *a.* If the ~~commission~~ agency concludes, following the
23 filing of a complaint, that prompt judicial action is necessary
24 to carry out the purposes of this chapter relating to unfair
25 or discriminatory housing or real estate practices, the
26 ~~commission~~ agency may authorize a civil action for appropriate
27 temporary or preliminary relief pending final disposition of
28 the complaint.
29 *b.* On receipt of the ~~commission's~~ agency's authorization,
30 the attorney general shall promptly file the action.
31 *c.* A temporary restraining order or other order granting
32 preliminary or temporary relief under this section is governed
33 by the applicable Iowa rules of civil procedure.
34 *d.* The filing of a civil action under this section does
35 not affect the initiation or continuation of administrative

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1 proceedings in regard to an administrative hearing.
2 4. *a.* The ~~commission~~ agency shall prepare a final
3 investigative report.
4 *b.* A final report under this section may be amended by the
5 ~~commission~~ agency if additional evidence is discovered.
6 5. *a.* The ~~commission~~ agency shall determine based on
7 the facts whether probable cause exists to believe that a
8 discriminatory housing or real estate practice has occurred or
9 is about to occur.
10 *b.* The ~~commission~~ agency shall make its determination under
11 paragraph *"a"* not later than one hundred days after a complaint
12 is filed unless any of the following applies:
13 (1) It is impracticable to make the determination within
14 that time period.
15 (2) The ~~commission~~ agency has approved a mediation
16 agreement relating to the complaint.
17 *c.* If it is impracticable to make the determination within
18 the time period provided by paragraph *"b"*, the ~~commission~~ agency
19 shall notify the complainant and respondent in writing of the
20 reasons for the delay.
21 *d.* If the ~~commission~~ agency determines that probable cause
22 exists to believe that a discriminatory housing or real estate
23 practice has occurred or is about to occur, the ~~commission~~
24 agency shall immediately issue a determination unless the
25 ~~commission~~ agency determines that the legality of a zoning or
26 land use law or ordinance is involved as provided in subsection
27 7.
28 6. *a.* A determination issued under subsection 5 must
29 include all of the following:
30 (1) Must consist of a short and plain statement of the facts
31 on which the ~~commission~~ agency has found probable cause to
32 believe that a discriminatory housing or real estate practice
33 has occurred or is about to occur.
34 (2) Must be based on the final investigative report.
35 (3) Need not be limited to the facts or grounds alleged in

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1 the complaint.
2 *b.* Not later than twenty days after the ~~commission~~ agency
3 issues a determination, the ~~commission~~ agency shall send a copy
4 of the determination with information concerning the election
5 under section 216.16A to all of the following persons:
6 (1) Each respondent, together with a notice of the
7 opportunity for a hearing as provided under subsection 10.
8 (2) Each aggrieved person on whose behalf the complaint was
9 filed.
10 7. If the ~~commission~~ agency determines that the matter
11 involves the legality of a state or local zoning or other
12 land use ordinance, the ~~commission~~ agency shall not issue a
13 determination and shall immediately refer the matter to the
14 attorney general for appropriate action.
15 8. *a.* If the ~~commission~~ agency determines that no probable
16 cause exists to believe that a discriminatory housing or
17 real estate practice has occurred or is about to occur, the
18 ~~commission~~ agency shall promptly dismiss the complaint.
19 *b.* The ~~commission~~ agency shall make public disclosure of
20 each dismissal under this section.
21 9. The ~~commission~~ agency shall not issue a determination
22 under this section regarding an alleged discriminatory housing
23 or real estate practice after the beginning of the trial of a
24 civil action commenced by the aggrieved party under federal or
25 state law seeking relief with respect to that discriminatory
26 housing or real estate practice.
27 10. *a.* If a timely election is not made under section
28 216.16A, the ~~commission~~ agency shall provide for a hearing on
29 the charges in the complaint.
30 *b.* Except as provided by paragraph *"c"*, the hearing shall be
31 conducted in accordance with chapter 17A for contested cases.
32 *c.* A hearing under this section shall not be continued
33 regarding an alleged discriminatory housing or real estate
34 practice after the beginning of the trial of a civil action
35 commenced by the aggrieved person under federal or state law

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1 seeking relief with respect to that discriminatory housing or
2 real estate practice.
3 11. *a.* If the ~~commission~~ agency determines at a hearing
4 under subsection 10 that a respondent has engaged or is about
5 to engage in a discriminatory housing or real estate practice,
6 the ~~commission~~ agency may order the appropriate relief,
7 including actual damages, reasonable attorney fees, court
8 costs, and other injunctive or equitable relief.
9 *b.* To vindicate the public interest, the ~~commission~~ agency
10 may assess a civil penalty against the respondent in an amount
11 that does not exceed the following applicable amount:
12 (1) Ten thousand dollars if the respondent has not been
13 adjudged by the order of the commission or agency or a court to
14 have committed a prior discriminatory housing or real estate
15 practice.
16 (2) Except as provided by paragraph *"c"*, twenty-five
17 thousand dollars if the respondent has been adjudged by order
18 of the commission or agency or a court to have committed one
19 other discriminatory housing or real estate practice during
20 the five-year period ending on the date of the filing of the
21 complaint.
22 (3) Except as provided by paragraph *"c"*, fifty thousand
23 dollars if the respondent has been adjudged by order of the
24 commission or agency or a court to have committed two or more
25 discriminatory housing or real estate practices during the
26 seven-year period ending on the date of the filing of the
27 complaint.
28 *c.* If the acts constituting the discriminatory housing or
29 real estate practice that is the object of the complaint are
30 committed by the same natural person who has been previously
31 adjudged to have committed acts constituting a discriminatory
32 housing or real estate practice, the civil penalties in
33 paragraph *"b"*, subparagraphs (2) and (3) may be imposed
34 without regard to the period of time within which any other
35 discriminatory housing or real estate practice occurred.

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1 *d.* At the request of the ~~commission~~ agency, the attorney
2 general shall initiate legal proceedings to recover a civil
3 penalty due under this section. Funds collected under this
4 section shall be paid to the treasurer of state for deposit in
5 the state treasury to the credit of the general fund.
6 12. This section applies only to the following:
7 *a.* Complaints which allege a violation of the prohibitions
8 contained in section 216.8 or 216.8A.
9 *b.* Complaints which allege a violation of section 216.11 or
10 216.11A arising out of alleged violations of the prohibitions
11 contained in section 216.8 or 216.8A.
12 13. If a provision of this section applies under the terms
13 of subsection 12, and the provision of this section conflicts
14 with a provision of section 216.15, then the provision
15 contained within this section shall prevail. Similarly, if
16 a provision of section 216.16A or 216.17A conflicts with a
17 provision of section 216.16 or 216.17, then the provision
18 contained in section 216.16A or 216.17A shall prevail.
19 Sec. 265. Section 216.15B, subsection 1, Code 2024, is
20 amended to read as follows:
21 1. A mediator may be designated in writing by the ~~commission~~
22 agency to conduct formal mediation of a complaint filed under
23 this chapter. The written designation must specifically refer
24 to this section.
25 Sec. 266. Section 216.16, subsections 1, 2, 3, 4, and 6,
26 Code 2024, are amended to read as follows:
27 1. A person claiming to be aggrieved by an unfair or
28 discriminatory practice must initially seek an administrative
29 relief by filing a complaint with the ~~commission~~ agency in
30 accordance with section 216.15. This provision also applies to
31 persons claiming to be aggrieved by an unfair or discriminatory
32 practice committed by the state or an agency or political
33 subdivision of the state, notwithstanding the terms of the Iowa
34 administrative procedure Act, chapter 17A.
35 2. After the proper filing of a complaint with the

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1 ~~commission~~ agency, a complainant may subsequently commence an
2 action for relief in the district court if all of the following
3 conditions have been satisfied:
4 *a.* The complainant has timely filed the complaint with the
5 ~~commission~~ agency as provided in section 216.15, subsection 13.
6 *b.* The complaint has been on file with the ~~commission~~ agency
7 for at least sixty days and the ~~commission~~ agency has issued a
8 release to the complainant pursuant to subsection 3.
9 3. *a.* Upon a request by the complainant, and after the
10 expiration of sixty days from the timely filing of a complaint
11 with the ~~commission~~ agency, the ~~commission~~ agency shall issue
12 to the complainant a release stating that the complainant
13 has a right to commence an action in the district court. A
14 release under this subsection shall not be issued if any of the
15 following apply:
16 (1) A finding of no probable cause has been made on the
17 complaint by the administrative law judge charged with that
18 duty under section 216.15, subsection 3.
19 (2) A conciliation agreement has been executed under
20 section 216.15.
21 (3) The ~~commission~~ agency has served notice of hearing upon
22 the respondent pursuant to section 216.15, subsection 6.
23 (4) The complaint is closed as an administrative closure and
24 two years have elapsed since the issuance date of the closure.
25 *b.* Notwithstanding section 216.15, subsection 5, a party may
26 obtain a copy of all documents contained in a case file where
27 the ~~commission~~ agency has issued a release to the complainant
28 pursuant to this subsection.
29 4. An action authorized under this section is barred unless
30 commenced within ninety days after issuance by the ~~commission~~
31 agency of a release under subsection 3. If a complainant
32 obtains a release from the ~~commission~~ agency under subsection
33 3, the ~~commission~~ agency is barred from further action on that
34 complaint.
35 6. The district court may grant any relief in an action

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1 under this section which is authorized by section 216.15,
2 subsection 9, to be issued by the ~~commission~~ agency. The
3 district court may also award the respondent reasonable
4 attorney fees and court costs when the court finds that the
5 complainant's action was frivolous.
6 Sec. 267. Section 216.16A, subsection 1, paragraphs b and c,
7 Code 2024, are amended to read as follows:
8 *b.* The election must be made not later than twenty days
9 after the date of receipt by the electing person of service
10 under section 216.15A, subsection 5, or in the case of the
11 ~~commission~~ agency, not later than twenty days after the date
12 the determination was issued.
13 *c.* The person making the election shall give notice to the
14 ~~commission~~ agency and to all other complainants and respondents
15 to whom the election relates.
16 Sec. 268. Section 216.16A, subsection 2, paragraphs d and e,
17 Code 2024, are amended to read as follows:
18 *d.* If the ~~commission~~ agency has obtained a mediation
19 agreement with the consent of an aggrieved person, the
20 aggrieved person shall not file an action under this subsection
21 with respect to the alleged discriminatory practice that forms
22 the basis for the complaint except to enforce the terms of the
23 agreement.
24 *e.* An aggrieved person shall not file an action under this
25 subsection with respect to an alleged discriminatory housing or
26 real estate practice that forms the basis of a charge issued
27 by the ~~commission~~ agency if the ~~commission~~ agency has begun a
28 hearing on the record under this chapter with respect to the
29 charge.
30 Sec. 269. Section 216.17, subsections 1, 2, 3, 4, 5, 7, and
31 10, Code 2024, are amended to read as follows:
32 1. *a.* Judicial review of the actions of the agency
33 or commission may be sought in accordance with the terms
34 of the Iowa administrative procedure Act, chapter 17A.
35 Notwithstanding the terms of said Act, petition for judicial

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1 review may be filed in the district court in which an
2 enforcement proceeding under subsection 2 may be brought.
3 *b.* For purposes of the time limit for filing a petition for
4 judicial review under the Iowa administrative procedure Act,
5 chapter 17A, specified by section 17A.19, the issuance of a
6 final decision of the agency or commission under this chapter
7 occurs on the date notice of the decision is mailed to the
8 parties.
9 *c.* Notwithstanding the time limit provided in section
10 17A.19, subsection 3, a petition for judicial review of
11 no-probable-cause decisions and other final agency actions
12 which are not of general applicability must be filed within
13 thirty days of the issuance of the final agency action.
14 2. The ~~commission~~ agency may obtain an order of court for
15 the enforcement of agency or commission orders in a proceeding
16 as provided in this section. Such an enforcement proceeding
17 shall be brought in the district court of the district in the
18 county in which the alleged discriminatory or unfair practice
19 which is the subject of the agency's or commission's order was
20 committed, or in which any respondent required in the order to
21 cease or desist from a discriminatory or unfair practice or to
22 take other affirmative action, resides, or transacts business.
23 3. Such an enforcement proceeding shall be initiated by
24 the filing of a petition in such court and the service of a
25 copy thereof upon the respondent. Thereupon the ~~commission~~
26 agency shall file with the court a transcript of the record
27 of the hearing before it. The court shall have power to
28 grant such temporary relief or restraining order as it deems
29 just and proper, and to make and enter upon the pleadings,
30 testimony, and proceedings set forth in such transcript an
31 order enforcing, modifying, and enforcing as so modified, or
32 setting aside the order of the agency or commission, in whole
33 or in part.
34 4. An objection that has not been urged before the agency
35 or commission shall not be considered by the court in an

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1 enforcement proceeding, unless the failure or neglect to urge
2 such objection shall be excused because of extraordinary
3 circumstances.
4 5. Any party to the enforcement proceeding may move the
5 court to remit the case to the agency or commission in the
6 interests of justice for the purpose of adducing additional
7 specified and material evidence and seeking findings thereof,
8 providing such party shall show reasonable grounds for
9 the failure to adduce such evidence before the agency or
10 commission.
11 7. The agency's or commission's copy of the testimony shall
12 be available to all parties for examination at all reasonable
13 times, without cost, and for the purpose of judicial review of
14 the agency's or commission's orders.
15 10. If no proceeding to obtain judicial review is instituted
16 within thirty days from the issuance of an order of the
17 commission under section 216.15 or 216.15A, the ~~commission~~
18 agency may obtain an order of the court for the enforcement
19 of the order upon showing that respondent is subject to
20 the jurisdiction of the agency or commission and resides or
21 transacts business within the county in which the petition for
22 enforcement is brought.
23 Sec. 270. Section 216.17A, subsection 1, paragraph a, Code
24 2024, is amended to read as follows:
25 *a.* If timely election is made under section 216.16A,
26 subsection 1, the ~~commission~~ agency shall authorize, and not
27 later than thirty days after the election is made, the attorney
28 general shall file a civil action on behalf of the aggrieved
29 person in a district court seeking relief.
30 Sec. 271. Section 216.17A, subsections 2, 4, 10, and 11,
31 Code 2024, are amended to read as follows:
32 2. ~~A commission~~ An agency order under section 216.15A,
33 subsection 11, and ~~a~~ an agency or commission order that has
34 been substantially affirmed by judicial review, do not affect
35 a contract, sale, encumbrance, or lease that was consummated

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1 before the agency or commission issued the order and involved a
2 bona fide purchaser, encumbrancer, or tenant who did not have
3 actual notice of the charge issued under this chapter.
4 4. If the agency or commission issues an order against a
5 respondent against whom another order was issued within the
6 preceding five years under section 216.15A, subsection 11, the
7 ~~commission~~ agency shall send a copy of each order issued under
8 that section to the attorney general.
9 10. The attorney general, on behalf of the ~~commission~~
10 agency or other party at whose request a subpoena is issued,
11 may enforce the subpoena in appropriate proceedings in district
12 court.
13 11. A court in a civil action brought under this section
14 or the ~~commission~~ agency in an administrative hearing under
15 section 216.15A, subsection 11, may award reasonable attorney's
16 fees to the prevailing party and assess court costs against the
17 nonprevailing party.
18 Sec. 272. Section 216.17A, subsection 3, unnumbered
19 paragraph 1, Code 2024, is amended to read as follows:
20 If the agency or commission issues an order with respect
21 to a discriminatory housing practice that occurred in the
22 course of a business subject to a licensing or regulation by a
23 governmental agency, the agency or commission, not later than
24 thirty days after the date of issuance of the order, shall do
25 all of the following:
26 Sec. 273. Section 216.17A, subsection 8, paragraph a, Code
27 2024, is amended to read as follows:
28 *a.* On the request of the agency or commission, the attorney
29 general may intervene in an action under section 216.16A,
30 subsection 2, if the agency or commission certifies that the
31 case is of general public importance.
32 Sec. 274. Section 216.17A, subsection 9, paragraph a,
33 unnumbered paragraph 1, Code 2024, is amended to read as
34 follows:
35 On the request of the agency or commission, the attorney

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1 general may file a civil action in district court for
2 appropriate relief if the agency or commission has reasonable
3 cause to believe that any of the following applies:
4 Sec. 275. Section 216.19, subsections 2, 3, 4, 5, 6, 7, and
5 8, Code 2024, are amended to read as follows:
6 2. A city with a population of twenty-nine thousand, or
7 greater, shall maintain an independent local civil rights
8 agency or commission consistent with ~~commission~~ agency rules
9 adopted pursuant to chapter 17A. An agency or commission
10 for which a staff is provided shall have control over such
11 staff. A city required to maintain a local civil rights agency
12 or commission shall structure and adequately fund the agency
13 or commission in order to effect cooperative undertakings
14 with the Iowa office of civil rights ~~commission~~ and to aid in
15 effectuating the purposes of this chapter.
16 3. An agency or commission of local government and the
17 Iowa office of civil rights ~~commission~~ shall cooperate in the
18 sharing of data and research, and coordinating investigations
19 and conciliations in order to expedite claims of unlawful
20 discrimination and eliminate needless duplication. The Iowa
21 office of civil rights ~~commission~~ may enter into cooperative
22 agreements with any local agency or commission to effectuate
23 the purposes of this chapter. Such agreements may include
24 technical and clerical assistance and reimbursement of expenses
25 incurred by the local agency or commission in the performance
26 of the agency's or commission's duties if funds for this
27 purpose are appropriated by the general assembly.
28 4. The ~~Iowa civil rights commission~~ director may designate
29 an unfunded local agency or commission as a referral agency. A
30 local agency or commission shall not be designated a referral
31 agency unless the ordinance creating it provides the same
32 rights and remedies as are provided in this chapter. The ~~Iowa~~
33 ~~civil rights commission~~ director shall establish by rules
34 the procedures for designating a referral agency and the
35 qualifications to be met by a referral agency.

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1 5. The ~~Iowa civil rights commission~~ director may adopt
2 rules establishing the procedures for referral of complaints.
3 A referral agency may refuse to accept a case referred to
4 it by the Iowa office of civil rights ~~commission~~ if the
5 referral agency is unable to effect proper administration of
6 the complaint. It shall be the burden of the referral agency
7 to demonstrate that it is unable to properly administer that
8 complaint.
9 6. A complainant who files a complaint with a referral
10 agency having jurisdiction shall be prohibited from filing a
11 complaint with the ~~Iowa civil rights commission~~ agency alleging
12 violations based upon the same acts or practices cited in the
13 original complaint; and a complainant who files a complaint
14 with the ~~commission~~ agency shall be prohibited from filing
15 a complaint with the referral agency alleging violations
16 based upon the same acts or practices cited in the original
17 complaint. However, the ~~Iowa civil rights commission~~ agency in
18 its discretion may refer a complaint filed with the ~~commission~~
19 agency to a referral agency having jurisdiction over the
20 parties for investigation and resolution; and a referral agency
21 in its discretion may refer a complaint filed with that agency
22 to the ~~commission~~ office for investigation and resolution.
23 7. A final decision by a referral agency shall be subject
24 to judicial review as provided in section 216.17 in the same
25 manner and to the same extent as a final decision of the ~~Iowa~~
26 ~~civil rights commission~~ agency.
27 8. The referral of a complaint by the Iowa office of
28 civil rights ~~commission~~ to a referral agency or by a referral
29 agency to the Iowa office of civil rights ~~commission~~ shall not
30 affect the right of a complainant to commence an action in the
31 district court under section 216.16.
32 Sec. 276. Section 216.21, Code 2024, is amended to read as
33 follows:
34 **216.21 Documents to attorney or party.**
35 If a party is represented by an attorney during the

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1 proceedings of the agency or commission, with permission of
2 the attorney for the party or of the party, the agency or
3 commission shall provide copies of all relevant documents
4 including an order or decision to either the attorney for the
5 party or the party, but not to both.
6 Sec. 277. Section 216.22, subsection 2, paragraph b, Code
7 2024, is amended to read as follows:
8 *b.* The franchisor has been found by the ~~commission~~ agency to
9 have exercised a type or degree of control over the franchisee
10 or the franchisee's employees that is not customarily exercised
11 by a franchisor for the purpose of protecting the franchisor's
12 trademarks and brand.
13 Sec. 278. Section 230A.110, subsection 2, Code 2024, is
14 amended by striking the subsection.
15 Sec. 279. Section 235B.1, subsection 4, Code 2024, is
16 amended by striking the subsection.
17 Sec. 280. Section 235B.3, subsection 1, paragraph a,
18 subparagraph (4), Code 2024, is amended to read as follows:
19 (4) If, in the course of an assessment or evaluation of
20 a report of dependent adult abuse, the department or the
21 department of inspections, appeals, and licensing determines
22 that the case involves discrimination under the jurisdiction
23 of the Iowa office of civil rights ~~commission~~, the relevant
24 portions of the case shall be referred to the ~~commission~~
25 office.
26 Sec. 281. Section 235B.16A, subsections 1 and 4, Code 2024,
27 are amended to read as follows:
28 1. The ~~dependent adult protective advisory council~~
29 ~~established pursuant to section 235B.1~~ department shall
30 ~~recommend~~ adopt a uniform assessment instrument and process for
31 adoption and use by the department and other agencies involved
32 with assessing a dependent adult's degree of dependency
33 and determining whether dependent adult abuse has occurred.
34 However, this section shall not apply to dependent adult abuse
35 assessments and determinations made under chapter 235E.

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4. The department shall cooperate with the departments of inspections, appeals, and licensing, public safety, and workforce development, the Iowa office of civil rights ~~commission~~, and other state and local agencies performing inspections or otherwise visiting residential settings where dependent adults live, to regularly provide training to the appropriate staff in the agencies concerning each agency's procedures involving dependent adults, and to build awareness concerning dependent adults and reporting of dependent adult abuse.

Sec. 282. Section 235E.5, Code 2024, is amended to read as follows:

235E.5 Rulemaking authority.

The department, in cooperation and consultation with ~~the dependent adult protective advisory council established in section 235B.1,~~ affected industry representatives~~,~~ and professional and consumer groups, may adopt rules pursuant to chapter 17A to administer this chapter.

Sec. 283. Section 237A.12, subsection 3, Code 2024, is amended to read as follows:

3. Rules relating to fire safety for child care centers shall be adopted under this chapter by the director of the department of inspections, appeals, and licensing in consultation with the department. Rules adopted by the director of the department of inspections, appeals, and licensing for a building which is owned or leased by a school district or accredited nonpublic school and used as a child care facility shall not differ from standards adopted by the director of the department of inspections, appeals, and licensing for school buildings under chapter 10A, subchapter V, part 2. Rules relating to sanitation shall be adopted by the department. ~~All rules shall be developed in consultation with the state child care advisory committee.~~ The director of the department of inspections, appeals, and licensing shall inspect the facilities.

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Sec. 284. Section 237A.25, subsection 1, Code 2024, is amended to read as follows:

1. The department shall develop consumer information material to assist parents in selecting a child care provider. In developing the material, the department shall consult with department staff, department of education staff, ~~the state child care advisory committee,~~ the early childhood Iowa state board, and child care resource and referral services. In addition, the department may consult with other entities at the local, state, and national level.

Sec. 285. Section 237A.30, subsection 1, Code 2024, is amended to read as follows:

1. The department shall work with the early childhood Iowa program established in section 256I.5~~and the state child care advisory committee~~ in designing and implementing a voluntary quality rating system for each provider type of child care facility.

Sec. 286. Section 256.3, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The state board of education is established for the department. The state board consists of ~~ten~~ nine members: ~~nine~~ seven voting members,~~and~~ one nonvoting student member, and the director of the department of workforce development, who shall serve as a nonvoting member. The voting members shall be appointed by the governor subject to senate confirmation. The nonvoting student member shall be appointed as provided in section 256.5A.

2. The voting members shall be registered voters of the state and hold no other elective or appointive state office. Not more than five voting members shall be of the same political party. ~~Three of the voting members shall have substantial knowledge related to the community college system.~~ The ~~remaining six~~ voting members shall be members of the general public. A voting member shall not be engaged in professional education for a major portion of the member's time

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nor shall the member derive a major portion of income from any business or activity connected with education.

Sec. 287. Section 256.7, subsection 7, paragraph c, Code 2024, is amended by striking the paragraph.

Sec. 288. Section 256.9, subsection 31, paragraph b, Code 2024, is amended to read as follows:

b. Standards and materials developed shall include materials which employ developmentally appropriate practices and incorporate substantial parental involvement. The materials and standards shall include alternative teaching approaches including collaborative teaching and alternative dispute resolution training. The department shall consult with the child development coordinating council, ~~the state child care advisory committee established pursuant to section 135.173A,~~ the department of health and human services, the state board of regents center for early developmental education, the area education agencies, the department of human development and family studies in the college of human sciences at Iowa state university of science and technology, the early childhood elementary division of the college of education at the university of Iowa, and the college of education at the university of northern Iowa, in developing these standards and materials.

Sec. 289. Section 256.17, Code 2024, is amended to read as follows:

256.17 Postsecondary course audit ~~committee~~.

1. The department shall ~~establish and facilitate a postsecondary course audit committee which shall~~ annually audit postsecondary courses offered to high school students in accordance with chapter 261E.

~~2. The committee shall include but not be limited to representatives from the kindergarten through grade twelve education community, community colleges, and regents universities.~~

~~3.~~ 2. The ~~committee~~ department shall establish a sampling

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technique that randomly selects courses for audit. The audit shall include but not be limited to a review of the course syllabus, teacher qualifications, examples of student products, and results of student assessments. Standards for review shall be established by the ~~committee and approved by the~~ department. Audit findings shall be submitted to the institutions providing the classes audited and shall be posted on the department's internet site.

~~4.~~ 3. If the ~~committee~~ department determines that a postsecondary course offered to high school students in accordance with chapter 261E does not meet the standards established by the ~~committee~~ department pursuant to subsection ~~3~~ 2, the course shall not be eligible for future supplementary weighting under section 257.11. If the institution makes changes to the course sufficient to cause the course to meet the standards of the ~~committee~~ department, the ~~committee~~ department may reinstate the eligibility of the course for future supplementary weighting under section 257.11.

Sec. 290. Section 256.32, subsection 1, Code 2024, is amended to read as follows:

1. An advisory council for agricultural education is established, which consists of ~~nine~~ seven members appointed by the governor. The ~~nine~~ seven members shall include ~~the following:~~

~~*a.* Five~~ at least four persons representing all areas of agriculture and diverse geographical areas and at least one person involved in the field of education, including but not limited to a secondary school program instructor, a postsecondary school program instructor, or a teacher educator.

~~*b.* An individual representing agriculture on a council created to advise the state on career and technical education matters.~~

~~*c.* A secondary school program instructor, a postsecondary school program instructor, and a teacher educator.~~

Sec. 291. Section 256.33, subsection 1, Code 2024, is

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amended to read as follows:

1. The department shall consort with school districts, area education agencies, community colleges, and colleges and universities to provide assistance to them in the use of educational technology for instruction purposes. The department shall consult with ~~the advisory committee on telecommunications, established in section 256.7, subsection 7, and other~~ users of educational technology on the development and operation of programs under this section.

Sec. 292. Section 256.82, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. Four members shall be appointed by the governor ~~sothat the portion of the board membership appointed under this paragraph includes two male board members and two female board members at all times:~~

~~(1) One member shall be appointed from the business community other than the television and telecommunications industry.~~

~~(2) One member shall be appointed with experience in or knowledge about the television industry.~~

~~(3) One member shall be appointed from the membership of a fundraising nonprofit organization financially assisting the Iowa public broadcasting division~~. At least one member shall have experience in or knowledge of the television and telecommunications industry, and at least one member shall have experience with or knowledge of fundraising nonprofit organizations.

~~(4) One member shall represent the general public.~~

Sec. 293. Section 256.176, subsection 2, paragraphs a and d, Code 2024, are amended to read as follows:

a. A member of the state board of regents to be named by the state board of regents, or the executive director of the state board of regents if so appointed by the state board of regents, who shall serve for a four-year term or until the expiration of the member's term of office, and who shall serve as an ex

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1 officio, nonvoting member.
2 *d.* ~~Nine~~ Seven additional members to be appointed by the
3 governor as follows:
4 ~~(1) One member shall be selected to represent private~~
5 ~~colleges and universities located in the state of Iowa.~~
6 ~~When appointing this member, the governor shall give careful~~
7 ~~consideration to any person nominated or recommended by any~~
8 ~~organization or association of some or all private colleges and~~
9 ~~universities located in the state of Iowa.~~
10 ~~(2) One member shall be selected to represent Iowa's~~
11 ~~community colleges. When appointing this member, the governor~~
12 ~~shall give careful consideration to any person nominated~~
13 ~~or recommended by any organization or association of Iowa~~
14 ~~community colleges.~~
15 ~~(3)~~ (1) ~~One~~ At least one member shall be enrolled as a
16 student at an institution of higher learning governed by the
17 board of regents, a community college, or an accredited private
18 institution.
19 ~~(4)~~ (2) ~~One~~ At least one member shall be a parent of a
20 student enrolled at an institution of higher learning governed
21 by the board of regents, a community college, or an accredited
22 private institution.
23 ~~(5)~~ (3) ~~One~~ At least one member shall ~~represent~~
24 ~~practitioners licensed under chapter 256, subchapter VII,~~
25 ~~part 3. When appointing this member, the governor shall give~~
26 ~~careful consideration to any person nominated by an Iowa~~
27 ~~teacher association or other education stakeholder organization~~
28 have knowledge and experience in financial or fiduciary
29 matters.
30 ~~(6) Four members shall represent the general public,~~
31 ~~none of whom shall be officers, board members, or trustees~~
32 ~~of an institution of higher learning or of an association of~~
33 ~~institutions of higher learning.~~
34 Sec. 294. Section 256.176, subsection 2, Code 2024, is
35 amended by adding the following new paragraphs:

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1 NEW PARAGRAPH. *e.* One member to represent private colleges
2 and universities located in the state of Iowa, who shall be
3 selected by an organization or association of some or all
4 private colleges and universities located in the state of Iowa,
5 and who shall serve as an ex officio, nonvoting member.
6 NEW PARAGRAPH. *f.* One member to represent Iowa's community
7 colleges, who shall be selected by an organization or
8 association of Iowa community colleges, and who shall serve as
9 an ex officio, nonvoting member.
10 Sec. 295. Section 256I.4, subsection 19, Code 2024, is
11 amended by striking the subsection and inserting in lieu
12 thereof the following:
13 19. Serve as the state advisory council required under the
14 federal Improving Head Start for School Readiness Act of 2007,
15 Pub. L. No. 110-134, as designated by the governor.
16 Sec. 296. Section 260C.36, subsection 4, Code 2024, is
17 amended to read as follows:
18 4. The department of education shall establish ~~the~~
19 ~~following committees:~~
20 ~~*a.* An~~ an ad hoc accreditation quality faculty plan protocol
21 committee to advise the department in the development of
22 protocols related to the quality faculty planning process to
23 be used by the accreditation teams during site visits. The
24 committee shall, at a minimum, determine what types of evidence
25 need to be provided, develop interview procedures and visit
26 goals, and propose accreditation protocol revisions.
27 ~~*b.* An ongoing quality faculty plan professional development~~
28 ~~committee. The committee shall, at a minimum, do the~~
29 ~~following:~~
30 ~~(1) Develop systemic, ongoing, and sustainable statewide~~
31 ~~professional development opportunities that support~~
32 ~~institutional development as well as individual development and~~
33 ~~support of the quality faculty plans. The opportunities may~~
34 ~~include internet-based systems to share promising practices.~~
35 ~~(2) Determine future professional development needs.~~

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1 ~~(3) Develop or identify training and assistance relating to~~
2 ~~the quality faculty plan process and requirements.~~
3 ~~(4) Assist the department and community colleges in~~
4 ~~developing professional development consortia.~~
5 ~~(5) Review and identify best practices in each community~~
6 ~~college quality faculty plan, including best practices~~
7 ~~regarding adjunct faculty.~~
8 ~~*c.* A community college faculty advisory committee consisting~~
9 ~~of one member and one alternate from each community college,~~
10 ~~appointed by the committee established pursuant to subsection~~
11 ~~1. The committee membership shall be equally represented by~~
12 ~~individuals from the liberal arts and sciences faculty and~~
13 ~~the career and technical faculty. The committee shall, at a~~
14 ~~minimum, keep faculty informed of higher education issues,~~
15 ~~facilitate communication between the faculty and the department~~
16 ~~on an ongoing basis, and serve as an advisory committee to the~~
17 ~~department and community colleges on faculty issues.~~
18 Sec. 297. Section 260C.39, subsection 3, Code 2024, is
19 amended to read as follows:
20 3. The terms of employment of personnel, for the academic
21 year following the effective date of the agreement to combine
22 the merged areas shall not be affected by the combination of
23 the merged areas, except in accordance with the procedures
24 under sections 279.15, 279.16, 279.18, and 279.24, to
25 the extent those procedures are applicable, or under the
26 terms of the base bargaining agreement. The authority and
27 responsibility to offer new contracts or to continue, modify,
28 or terminate existing contracts pursuant to any applicable
29 procedures under chapter 279, shall be transferred to the
30 acting, and then to the new, board of the combined merged area
31 upon certification of a favorable vote to each of the merged
32 areas affected by the agreement. The collective bargaining
33 agreement of the merged area receiving the greatest amount of
34 general state aid shall serve as the base agreement for the
35 combined merged area and the employees of the merged areas

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1 which combined to form the new combined merged area shall
2 automatically be accreted to the bargaining unit from that
3 former merged area for purposes of negotiating the contracts
4 for the following years without further action by the ~~public~~
5 employment ~~relations~~ appeal board. If only one collective
6 bargaining agreement is in effect among the merged areas which
7 are combining under this section, then that agreement shall
8 serve as the base agreement, and the employees of the merged
9 areas which are combining to form the new combined merged
10 area shall automatically be accreted to the bargaining unit
11 of that former merged area for purposes of negotiating the
12 contracts for the following years without further action by the
13 ~~public~~ employment ~~relations~~ appeal board. The board of the
14 combined merged area, using the base agreement as its existing
15 contract, shall bargain with the combined employees of the
16 merged areas that have agreed to combine for the academic year
17 beginning with the effective date of the agreement to combine
18 merged areas. The bargaining shall be completed by March 15
19 prior to the academic year in which the agreement to combine
20 merged areas becomes effective or within one hundred eighty
21 days after the organization of the acting board of the new
22 combined merged area, whichever is later. If a bargaining
23 agreement was already concluded in the former merged area which
24 has the collective bargaining agreement that is serving as the
25 base agreement for the new combined merged area, between the
26 former merged area board and the employees of the former merged
27 area, that agreement is void, unless the agreement contained
28 multiyear provisions affecting academic years subsequent to the
29 effective date of the agreement to form a combined merged area.
30 If the base collective bargaining agreement contains multiyear
31 provisions, the duration and effect of the agreement shall
32 be controlled by the terms of the agreement. The provisions
33 of the base agreement shall apply to the offering of new
34 contracts, or the continuation, modification, or termination
35 of existing contracts between the acting or new board of the

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1 combined merged area and the combined employees of the new
2 combined merged area.
3 Sec. 298. Section 261A.6, subsection 2, Code 2024, is
4 amended to read as follows:
5 2. *a.* ~~The~~ For members appointed prior to the effective date
6 of this division of this Act, members of the authority shall be
7 appointed by the governor for terms of six years beginning and
8 ending as provided in section 69.19. A member of the authority
9 is eligible for reappointment.
10 *b.* For members appointed on or after the effective date of
11 this division of this Act, members of the authority shall be
12 appointed by the governor for terms of four years beginning and
13 ending as provided in section 69.19. A member of the authority
14 shall not serve more than two full terms.
15 *c.* The governor shall fill a vacancy for the remainder of
16 the unexpired term. A member of the authority may be removed
17 by the governor for misfeasance, malfeasance, or willful
18 neglect of duty or other cause after notice and a public
19 hearing unless the notice and hearing are waived by the member
20 in writing.
21 Sec. 299. Section 266.39, subsections 3 and 5, Code 2024,
22 are amended by striking the subsections.
23 Sec. 300. Section 272C.1, subsection 6, paragraph u, Code
24 2024, is amended by striking the paragraph.
25 Sec. 301. Section 273.22, subsection 2, paragraph a, Code
26 2024, is amended to read as follows:
27 *a.* The collective bargaining agreement of the area education
28 agency with the largest basic enrollment, as defined in section
29 257.6, for the year prior to the year the reorganization is
30 effective, shall serve as the base agreement in the new area
31 education agency and the employees of the other area education
32 agencies involved in the formation of the new area education
33 agency shall automatically be accreted to the bargaining
34 unit of that collective bargaining agreement for purposes of
35 negotiating the contracts for the following years without

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1 further action by the ~~public~~ employment ~~relations~~ appeal
2 board. If only one collective bargaining agreement is in
3 effect among the area education agencies that are party to
4 the reorganization, that agreement shall serve as the base
5 agreement, and the employees of the other agencies involved
6 in the formation of the new area education agency shall
7 automatically be accreted to the bargaining unit of that
8 collective bargaining agreement for purposes of negotiating the
9 contracts for the following years without further action by the
10 ~~public~~ employment ~~relations~~ appeal board.
11 Sec. 302. Section 275.33, subsection 2, paragraph a, Code
12 2024, is amended to read as follows:
13 *a.* The collective bargaining agreement of the district
14 with the largest basic enrollment for the year prior to
15 the reorganization, as defined in section 257.6, in the new
16 district shall serve as the base agreement and the employees
17 of the other districts involved in the formation of the new
18 district shall automatically be accreted to the bargaining
19 unit of that collective bargaining agreement for purposes of
20 negotiating the contracts for the following years without
21 further action by the ~~public~~ employment ~~relations~~ appeal board.
22 If only one collective bargaining agreement is in effect among
23 the districts which are party to the reorganization, then that
24 agreement shall serve as the base agreement, and the employees
25 of the other districts involved in the formation of the new
26 district shall automatically be accreted to the bargaining
27 unit of that collective bargaining agreement for purposes of
28 negotiating the contracts for the following years without
29 further action by the ~~public~~ employment ~~relations~~ appeal board.
30 Sec. 303. Section 284.11, subsection 2, paragraph c, Code
31 2024, is amended to read as follows:
32 *c.* Review the use and effectiveness of the funds distributed
33 to school districts for supplemental assistance in high-need
34 schools under this section~~, and consider the findings and~~
35 ~~recommendations of the commission on educator leadership~~

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1 ~~and compensation submitted pursuant to section 284.15,~~
2 ~~subsection 13, relating to the use and effectiveness of the~~
3 ~~funds distributed to school districts under this section~~. The
4 department shall submit its findings and recommendations in a
5 report to the general assembly by January 15 annually.
6 Sec. 304. Section 284.15, subsection 12, Code 2024, is
7 amended by striking the subsection.
8 Sec. 305. Section 284.15, subsection 14, Code 2024, is
9 amended to read as follows:
10 14. The provisions of this chapter shall be subject to
11 legislative review at least every three years. ~~The review~~
12 ~~shall be based upon a status report from the commission~~
13 ~~on educator leadership and compensation, which shall be~~
14 ~~prepared with the assistance of the departments of education,~~
15 ~~management, and revenue.~~ The status report shall review and
16 report on the department's assignment and utilization of
17 full-time equivalent positions, and shall include information
18 on teacher retention, teacher compensation, academic quality
19 of beginning teachers, teacher evaluation results, student
20 achievement trend and comparative data, and recommendations
21 for changes to the teacher leadership supplement foundation
22 aid and the framework or comparable systems approved pursuant
23 to this section. The first status report shall be submitted
24 to the general assembly by January 15, 2017, with subsequent
25 status reports prepared and submitted to the general assembly
26 by January 15 at least every third year thereafter.
27 Sec. 306. Section 312.3, subsection 1, Code 2024, is amended
28 to read as follows:
29 1. Apportion among the counties the road use tax funds
30 credited to the secondary road fund by using the distribution
31 methodology adopted ~~pursuant to section 312.3C~~ by the
32 commission by rule.
33 Sec. 307. Section 312.3B, subsection 2, Code 2024, is
34 amended to read as follows:
35 2. The Iowa county engineers association service

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1 bureau shall annually compute the secondary road fund and
2 farm-to-market road fund distributions using the methodology
3 determined by the ~~secondary road fund distribution committee~~
4 ~~pursuant to section 312.3C~~ commission. The Iowa county
5 engineers association service bureau shall report the
6 computations to ~~the secondary road fund distribution committee,~~
7 the department, the treasurer of state, and the counties.
8 Sec. 308. Section 312.5, subsection 1, Code 2024, is amended
9 to read as follows:
10 1. ~~For the fiscal year ending June 30, 2006, the treasurer~~
11 ~~of state shall apportion among the counties the road use tax~~
12 ~~funds credited to the farm-to-market road fund by using the~~
13 ~~allocation method contained in section 312.5, subsection 1,~~
14 ~~Code 2005. For subsequent fiscal years~~ Each fiscal year, the
15 treasurer of state shall apportion among the counties the road
16 use tax funds credited to the farm-to-market road fund by using
17 the distribution methodology adopted ~~pursuant to section 312.3C~~
18 by the commission.
19 Sec. 309. Section 312.16, Code 2024, is amended by adding
20 the following new subsection:
21 NEW SUBSECTION. 01. *"Commission"* means the state
22 transportation commission.
23 Sec. 310. Section 312A.3, subsection 2, Code 2024, is
24 amended to read as follows:
25 2. Twenty percent for deposit in the secondary road fund,
26 for apportionment according to the methodology adopted ~~pursuant~~
27 ~~to section 312.3C~~ by the commission, to be used by counties
28 for construction and maintenance projects on secondary road
29 bridges and on highways in the farm-to-market road system. At
30 least ten percent of the moneys allocated to a county under
31 this subsection shall be used for bridge construction, repair,
32 and maintenance, with priority given to projects that aid and
33 support economic development and job creation.
34 Sec. 311. Section 314.1, subsection 2, Code 2024, is amended
35 to read as follows:

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2. Notwithstanding any other provision of law to the contrary, a public improvement that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert and that has a cost in excess of the applicable threshold in section 73A.18, 262.34, 297.7, 309.40, 310.14, or 313.10, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, shall be advertised and let for bid, except such public improvements that involve emergency work pursuant to section 309.40A, 313.10, or 384.103, subsection 2. For a city having a population of fifty thousand or less, a public improvement that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert that has a cost in excess of twenty-five thousand dollars, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, shall be advertised and let for bid, excluding emergency work. However, a public improvement that has an estimated total cost to a city in excess of a threshold of fifty thousand dollars, as modified by the ~~bid threshold subcommittee~~ director pursuant to section 314.1B, and that involves the construction, reconstruction, or improvement of a highway, bridge, or culvert that is under the jurisdiction of a city with a population of more than fifty thousand, shall be advertised and let for bid. Cities required to competitively bid highway, bridge, or culvert work shall do so in compliance with the contract letting procedures of sections 26.3 through 26.12.

Sec. 312. Section 314.1B, subsection 1, paragraph a, Code 2024, is amended by striking the paragraph.

Sec. 313. Section 314.1B, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. The ~~subcommittee~~ director, in consultation with industry and subject matter experts, shall review the competitive bid thresholds applicable to city and county highway, bridge, and culvert projects. The ~~subcommittee~~ director shall review price adjustments for all types of city and county highway, bridge, and culvert construction, reconstruction, and

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1 improvement projects, based on changes in the construction
2 price index from the preceding year. Upon completion of the
3 review the ~~subcommittee~~ director may make adjustments in the
4 applicable bid thresholds for types of work based on the price
5 adjustments.
6 Sec. 314. Section 314.1B, subsection 2, paragraph a, Code
7 2024, is amended by striking the paragraph.
8 Sec. 315. Section 314.1B, subsection 2, paragraphs b, c, d,
9 and e, Code 2024, are amended to read as follows:
10 *b.* The ~~subcommittee appointed under this subsection~~
11 director, in consultation with industry and subject matter
12 experts, shall review the competitive bid thresholds applicable
13 to governmental entities under chapter 26. The ~~subcommittee~~
14 director shall review price adjustments for all types of
15 construction, reconstruction, and public improvement projects
16 based on the changes in the construction price index, building
17 cost index, and material cost index from the preceding
18 adjustment. Upon completion of the review the ~~subcommittee~~
19 director may make adjustments in the applicable bid thresholds
20 for types of work based on the price adjustments.
21 *c.* ~~The subcommittee shall not make an initial adjustment to~~
22 ~~the competitive bid threshold in section 26.3 to be effective~~
23 ~~prior to January 1, 2012. Thereafter, the subcommittee~~ The
24 director shall adjust the bid threshold amount in accordance
25 with subsection 3 but shall not adjust the bid threshold to an
26 amount less than the bid threshold applicable to a governmental
27 entity on January 1, 2007.
28 *d.* Beginning July 1, ~~2006~~ 2024, the ~~subcommittee~~ director
29 shall make adjustments to the competitive quotation threshold
30 amounts in section 26.14 for vertical infrastructure in
31 accordance with the methodology of paragraph *"b"*.
32 *e.* ~~After 2012, the subcommittee~~ The director shall adjust
33 the competitive quotation threshold amounts in section 26.14
34 at the same time and by the same percentage as adjustments are
35 made to the competitive bid threshold.

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1 Sec. 316. Section 314.1B, subsection 3, Code 2024, is
2 amended to read as follows:
3 3. *Review — publication.* ~~Each subcommittee~~ The director
4 shall ~~meet to conduct the review and~~ make the adjustments
5 described in this section on or before August 1 of every
6 other year, or of every year if determined necessary by the
7 ~~subcommittee~~ director. By September 1 of each year in which
8 a ~~subcommittee~~ director makes adjustments in the bid or
9 quotation thresholds, the director shall cause an advisory
10 notice to be published in the Iowa administrative bulletin and
11 in a newspaper of general circulation in this state, stating
12 the adjusted bid and quotation thresholds to be in effect
13 on January 1 of the following year, as established by the
14 ~~subcommittees~~ director under this section.
15 Sec. 317. Section 314.13, subsection 2, Code 2024, is
16 amended by striking the subsection.
17 Sec. 318. Section 314.13, Code 2024, is amended by adding
18 the following new subsection:
19 NEW SUBSECTION. 4A. *"Director"* means the director of
20 transportation.
21 Sec. 319. Section 314.22, subsection 3, Code 2024, is
22 amended to read as follows:
23 3. ~~*Integrated roadside vegetation management technical*~~
24 ~~*advisory committee*~~ *Report.*
25 ~~*a.* The director of the department shall appoint members~~
26 ~~to an integrated roadside vegetation management technical~~
27 ~~advisory committee which is created to provide advice on the~~
28 ~~development and implementation of a statewide integrated~~
29 ~~roadside vegetation management plan and program and related~~
30 ~~projects.~~ The department shall report annually in January to
31 the general assembly regarding its activities ~~and those of the~~
32 ~~committee~~ under this section. ~~Activities of the committee may~~
33 ~~include but are not limited to providing advice and assistance~~
34 ~~in the following areas:~~
35 ~~(1) Research efforts.~~

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1 ~~(2) Demonstration projects.~~
2 ~~(3) Education and orientation efforts for property owners,~~
3 ~~public officials, and the general public.~~
4 ~~(4) Activities of the integrated roadside vegetation~~
5 ~~management coordinator for integrated roadside vegetation~~
6 ~~management.~~
7 ~~(5) Reviewing applications for funding assistance.~~
8 ~~(6) Securing funding for research and demonstrations.~~
9 ~~(7) Determining needs for revising the state weed law and~~
10 ~~other applicable Code sections.~~
11 ~~(8) Liaison with the Iowa state association of counties, the~~
12 ~~Iowa league of cities, and other organizations for integrated~~
13 ~~roadside vegetation management purposes.~~
14 ~~*b.* The director may appoint any number of persons to the~~
15 ~~committee but, at a minimum, the committee shall consist of all~~
16 ~~of the following:~~
17 ~~(1) One member representing the utility industry.~~
18 ~~(2) One member from the Iowa academy of sciences.~~
19 ~~(3) One member representing county government.~~
20 ~~(4) One member representing city government.~~
21 ~~(5) Two members representing the private sector including~~
22 ~~community interest groups.~~
23 ~~(6) One member representing soil conservation interests.~~
24 ~~(7) One member representing the department of natural~~
25 ~~resources.~~
26 ~~(8) One member representing county conservation boards.~~
27 ~~*c.* Members of the committee shall serve without~~
28 ~~compensation, but may be reimbursed for allowable expenses from~~
29 ~~the living roadway trust fund created under section 314.21. No~~
30 ~~more than a simple majority of the members of the committee~~
31 ~~shall be of the same gender as provided in section 69.16A.~~
32 ~~The director of the department shall appoint the chair of the~~
33 ~~committee and shall establish a minimum schedule of meetings~~
34 ~~for the committee.~~
35 Sec. 320. Section 321.252, subsection 3, paragraph a, Code

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2024, is amended to read as follows:

a. The department shall establish, by rule, ~~in cooperation with a tourist signing committee,~~ the standards for tourist-oriented directional signs and shall annually review the list of attractions for which signing is in place. The rules shall conform to national standards for tourist-oriented directional signs adopted under 23 U.S.C. §131(q) and to the manual of uniform traffic-control devices.

~~(1) The tourist signing committee shall be made up of the directors or the directors' designees of the departments of agriculture and land stewardship, natural resources, and transportation, the director or the director's designee of the economic development authority, the chairperson or the chairperson's designee of the Iowa travel council, and a member of the outdoor advertising association of Iowa. The director or the director's designee of the economic development authority shall be the chairperson of the committee.~~

~~(2) The department of transportation shall be responsible for calling and setting the date of the meetings of the committee which meetings shall be based upon the amount of activity relating to signs. However, the committee shall meet at least once a month.~~

Sec. 321. Section 333A.2, subsection 1, paragraphs b and c, Code 2024, are amended to read as follows:

b. Five elected county officials who are regularly involved in budget preparation. ~~One county official shall be from a county with a population of less than eleven thousand five hundred, one from a county with a population of more than eleven thousand five hundred but not more than sixteen thousand, one from a county with a population of more than sixteen thousand but not more than twenty-two thousand five hundred, one from a county with a population of more than twenty-two thousand five hundred but not more than eighty thousand and one from a county with a population of more than eighty thousand.~~ The ~~governor~~ director of the department of

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1 management shall select and appoint the county officials~~,~~
2 ~~subject to the approval of two-thirds of the members of the~~
3 ~~senate~~.
4 *c.* A certified public accountant experienced in governmental
5 accounting selected and appointed by the ~~governor with the~~
6 ~~approval of two-thirds of the members of the senate~~ director of
7 the department of management.
8 Sec. 322. Section 333A.2, subsection 2, Code 2024, is
9 amended to read as follows:
10 2. The members of the committee appointed by the ~~governor~~
11 director of the department of management are appointed for
12 four-year terms except that of the initial appointments, two
13 county official members shall be appointed to two-year terms.
14 When a county official member no longer holds the office which
15 qualified the official for appointment, the official shall no
16 longer be a member of the committee. Any person appointed to
17 fill a vacancy shall be appointed to serve the unexpired term.
18 Any member is eligible for reappointment, but a member shall
19 not be appointed to serve more than two four-year terms.
20 Sec. 323. Section 357A.21, subsection 2, Code 2024, is
21 amended to read as follows:
22 2. If an agreement is not reached under subsection 1,
23 the governing body of the city or water utility or the board
24 of directors or trustees of the district or association may
25 request mediation pursuant to chapter 679C. The governing
26 body or board requesting mediation shall be responsible for
27 the costs of the mediation. A mediation committee shall be
28 established if a governing body or board requests mediation
29 pursuant to this subsection. The mediation committee shall
30 consist of one member of the governing body of the city or the
31 governing body's designee, one member of the board of directors
32 or trustees of the district or association, as applicable, and
33 one disinterested member chosen by the other two members. A
34 list of qualified mediators may be obtained from the American
35 arbitration association, the ~~public~~ employment ~~relations~~ appeal

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1 board established pursuant to section ~~20.5~~ 10A.601, or a
2 recognized mediation organization or association.
3 Sec. 324. Section 384.13, subsection 2, paragraphs c and d,
4 Code 2024, are amended to read as follows:
5 *c.* Five city officials who are regularly involved in
6 budget preparation. ~~One official must be from a city with a~~
7 ~~population of not over two thousand five hundred, one from a~~
8 ~~city with a population of over two thousand five hundred but~~
9 ~~not over fifteen thousand, one from a city with a population~~
10 ~~of over fifteen thousand but not over fifty thousand, one from~~
11 ~~a city with a population of over fifty thousand, and one from~~
12 ~~any size city.~~ The ~~governor~~ director of the department of
13 management shall select and appoint the city officials.
14 *d.* One certified public accountant experienced in city
15 accounting, to be selected and appointed by the ~~governor~~
16 director of the department of management.
17 Sec. 325. Section 455A.5, subsection 1, Code 2024, is
18 amended to read as follows:
19 1. *a.* A natural resource commission is created, which
20 consists of seven members appointed by the governor for
21 staggered terms of six years beginning and ending as provided
22 in section 69.19, except as provided in paragraph *"b"*. The
23 appointees are subject to senate confirmation. The members
24 shall be citizens of the state who have a substantial knowledge
25 of the subjects embraced by chapter 456A. The appointments
26 shall be based upon the training, experience, and capacity of
27 the appointees, and not based upon political considerations,
28 other than as provided in section 69.16. A member of the
29 commission shall not hold any other state or federal office.
30 *b.* For members appointed on or after the effective date
31 of this division of this Act, members shall serve staggered
32 terms of four years beginning and ending as provided in section
33 69.19.
34 Sec. 326. Section 455A.5, subsection 6, paragraph d, Code
35 2024, is amended to read as follows:

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d. ~~Approve~~ Provide advice and recommendations regarding the budget request prepared by the director for the programs authorized by chapters 321G, 321I, 456A, 456B, 457A, 461A, 462A, 462B, 464A, 481A, 481B, 483A, 484A, and 484B. ~~The commission may increase, decrease, or strike any item within the department budget request for the specified programs before granting approval.~~

Sec. 327. Section 455A.6, subsection 6, paragraph d, Code 2024, is amended to read as follows:

d. ~~Approve~~ Provide advice and make recommendations regarding the budget request prepared by the director for the programs authorized by chapters 455B, 455C, 455E, 455F, 455H, and 459, subchapters II and III. ~~The commission shall approve the budget request prepared by the director for programs subject to the rulemaking authority of the commission. The commission may increase, decrease, or strike any item within the department budget request for the specified programs before granting approval.~~

Sec. 328. Section 455A.19, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Upon receipt of any revenue, the director shall deposit the moneys in the Iowa resources enhancement and protection fund created pursuant to section 455A.18. The first three hundred fifty thousand dollars of the funds received for deposit in the fund annually shall be allocated ~~to the conservation education program board~~ for the purposes specified in section 455A.21. One percent of the revenue receipts shall be deducted and transferred to the administration fund provided for in section 456A.17. All of the remaining receipts shall be allocated to the following accounts:

Sec. 329. Section 455A.21, Code 2024, is amended to read as follows:

455A.21 Conservation education program ~~board~~.

~~1. A conservation education program board is created in the department. The board shall have five members appointed~~

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1 ~~as follows:~~
2 ~~*a.* One member appointed by the director of the department~~
3 ~~of education.~~
4 ~~*b.* One member appointed by the director of the department of~~
5 ~~natural resources.~~
6 ~~*c.* One member appointed by the president of the Iowa~~
7 ~~association of county conservation boards.~~
8 ~~*d.* One member appointed by the president of the Iowa~~
9 ~~association of naturalists.~~
10 ~~*e.* One member appointed by the president of the Iowa~~
11 ~~conservation education council.~~
12 ~~2. Section 69.16 does not apply to appointments made~~
13 ~~pursuant to this section.~~
14 ~~3.~~ The ~~duties of the board are to~~ department shall revise
15 and produce conservation education materials and ~~to~~ specify
16 stipends to Iowa educators who participate in innovative
17 conservation education programs approved by the ~~board~~
18 department. The ~~board~~ department shall allocate the funds
19 provided for under section 455A.19, subsection 1, for the
20 educational materials and stipends.
21 ~~4. The department shall administer the funds allocated to~~
22 ~~the conservation education program as provided in this section.~~
23 Sec. 330. Section 455B.190A, subsection 1, paragraph h,
24 Code 2024, is amended by striking the paragraph.
25 Sec. 331. Section 455B.190A, subsection 2, paragraphs f and
26 g, Code 2024, are amended to read as follows:
27 *f.* The department shall develop continuing education
28 requirements for certification of a well contractor ~~in~~
29 ~~consultation with the well contractors' council~~.
30 *g.* The examination shall be developed by the department ~~in~~
31 ~~consultation with the well contractors' council~~ to determine
32 the applicant's qualifications to perform well drilling or
33 pump services or both. The examination shall be updated
34 as necessary to reflect current groundwater law and well
35 construction, maintenance, pump services, and abandonment

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practices. The examination shall be administered by the department or by a person designated by the department.

Sec. 332. Section 455B.190A, subsections 3 and 6, Code 2024, are amended by striking the subsections.

Sec. 333. Section 455B.190A, subsection 4, Code 2024, is amended to read as follows:

4. The department shall develop~~, in consultation with the well contractors' council,~~ a consumer information pamphlet regarding well construction, well maintenance, well plugging, pump services, and Iowa groundwater laws. The department ~~and the council~~ shall review and revise the consumer information pamphlet as necessary. The consumer information pamphlet shall be supplied to well contractors, at cost, and well contractors shall supply one copy at no cost to potential customers prior to initiation of well services.

Sec. 334. Section 455B.190A, subsection 5, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The department shall establish by rule and collect~~, in consultation with the well contractors' council,~~ the following fees to be used to implement and administer the provisions of this section:

Sec. 335. Section 455G.4, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 7. *Repeal.* This section is repealed December 31, 2028. On or before November 29, 2027, the department of natural resources, in consultation with the board, shall propose legislation to the general assembly to strike or repeal provisions referencing the board and the Iowa comprehensive petroleum underground storage tank fund created in section 455G.3 throughout the Code. The remainder of the moneys in the Iowa comprehensive petroleum underground storage tank fund on December 31, 2028, shall be transferred to the storage tank management account of the groundwater protection fund created in section 455E.11.

Sec. 336. Section 461A.42, subsection 1, paragraph a, Code

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2024, is amended to read as follows:

a. A firearm or other weapon authorized for hunting may be used in preserves or parts of preserves designated by the ~~state advisory board on preserves~~ department at the request of the commission.

Sec. 337. Section 465C.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 338. Section 465C.1, subsection 4, Code 2024, is amended to read as follows:

4. *"Dedication"* means the allocation of an area as a preserve by a public agency or by a private owner by written stipulation in a form approved by the ~~state advisory board for preserves~~ department.

Sec. 339. Section 465C.2, Code 2024, is amended to read as follows:

465C.2 Advisory board.

There is hereby created a state system of preserves ~~and a state advisory board for preserves~~.

Sec. 340. Section 465C.8, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~board~~ department shall have the following powers and duties with respect to this chapter:

Sec. 341. Section 465C.8, subsection 9, Code 2024, is amended by striking the subsection.

Sec. 342. Section 465C.9, Code 2024, is amended to read as follows:

465C.9 Articles of dedication.

1. The public agency or private owner shall complete articles of dedication on forms approved by the ~~board~~ department. When the articles of dedication have been approved by the governor, the ~~board~~ department shall record them with the county recorder for the county or counties in which the area is located.

2. The articles of dedication may contain restrictions on development, sale, transfer, method of management, public

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1 access, and commercial or other use, and may contain such other
2 provisions as may be necessary to further the purposes of this
3 chapter. They may define the respective jurisdictions of the
4 owner or operating agency and the ~~board~~ department. They may
5 provide procedures to be applied in case of violation of the
6 dedication. They may recognize reversionary rights. They may
7 vary in provisions from one preserve to another in accordance
8 with differences in relative conditions.
9 Sec. 343. Section 465C.10, Code 2024, is amended to read as
10 follows:
11 **465C.10 When dedicated as a preserve.**
12 An area shall become a preserve when it has been approved by
13 the ~~board~~ department for dedication as a preserve, whether in
14 public or private ownership, formally dedicated as a preserve
15 within the system by a public agency or private owner and
16 designated by the governor as a preserve.
17 Sec. 344. Section 465C.11, Code 2024, is amended to read as
18 follows:
19 **465C.11 Area held in trust.**
20 1. An area designated as a preserve within the system is
21 hereby declared put to its highest, best, and most important
22 use for public benefit. It shall be held in trust and shall not
23 be alienated except to another public use upon a finding by the
24 ~~board~~ department of imperative and unavoidable public necessity
25 and with the approval of the commission, the general assembly
26 by concurrent resolution, and the governor. The ~~board's~~
27 department's interest or interests in any area designated as a
28 preserve shall not be taken under the condemnation statutes of
29 this state without such a finding of imperative and unavoidable
30 public necessity by the ~~board~~ department, and with the
31 consent of the commission, the general assembly by concurrent
32 resolution, and the governor.
33 2. The ~~board~~ department, with the approval of the governor,
34 may enter into amendments to any articles of dedication upon
35 its finding that such amendment will not permit an impairment,

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1 disturbance, or development of the area inconsistent with the
2 purposes of this chapter.
3 3. Before the ~~board~~ department shall make a finding
4 of imperative and unavoidable public necessity, or shall
5 enter into any amendment to articles of dedication, the
6 ~~board~~ department shall provide notice of such proposal and
7 opportunity for any person to be heard. Such notice shall
8 be published at least once in a newspaper with a general
9 circulation in the county or counties wherein the area directly
10 affected is situated, and mailed within ten days of such
11 published notice to all persons who have requested notice of
12 all such proposed actions. Each notice shall set forth the
13 substance of the proposed action and describe, with or without
14 legal description, the area affected, and shall set forth a
15 place and time not less than sixty days thence for all persons
16 desiring to be heard to have reasonable opportunity to be heard
17 prior to the finding of the ~~board~~ department.
18 Sec. 345. Section 481C.2, subsection 3, Code 2024, is
19 amended to read as follows:
20 3. The criteria for issuing depredation licenses and
21 permits shall be established in administrative rules ~~in~~
22 ~~consultation with the farmer advisory committee created in~~
23 ~~section 481A.10A~~. The administrative rules adopted pursuant
24 to this section shall not require a producer to erect or
25 maintain fencing at a cost exceeding one thousand dollars as a
26 requisite for receiving a depredation license or permit or for
27 participation in a depredation plan.
28 Sec. 346. Section 524.223, subsection 2, unnumbered
29 paragraph 1, Code 2024, is amended to read as follows:
30 If the state bank, director, officer, employee, or
31 substantial shareholder fails to appear at the hearing it shall
32 be deemed to have consented to the issuance of a cease and
33 desist order. In the event of such consent, or if upon the
34 record made at such hearing, the superintendent shall find that
35 any violation or unsafe or unsound practice specified in the

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notice has been established, the superintendent may issue and serve upon the state bank, director, officer, employee, or substantial shareholder an order to cease and desist from any such violation or practice. Such order may require the state bank and its directors, officers, employees, and shareholders to cease and desist from any such violation or practice and, further, to take affirmative action to correct the conditions resulting from any such violation or practice. In addition, if the violation or practice involves a failure to comply with chapter 12C or any rules adopted pursuant to chapter 12C, the superintendent may recommend to the ~~committee established under section 12C.6~~ treasurer of state that the bank be removed from the list of financial institutions eligible to accept public funds under section 12C.6A and may require that during the current calendar quarter and up to the next succeeding eight calendar quarters that the bank do any one or more of the following:

Sec. 347. Section 542.4, subsection 1, paragraphs a and b, Code 2024, are amended to read as follows:

a. The board shall consist of ~~eight~~ five members, appointed by the governor and subject to senate confirmation, all of whom shall be residents of this state. ~~Five~~ Four of the ~~eight~~ five members shall be holders of certificates issued under section 542.6~~, one member shall be the holder of a license issued under section 542.8,~~ and ~~two~~ one shall not be a certified public ~~accountants~~ accountant or licensed public ~~accountants~~ accountant and shall represent the general public. At least three of the holders of certificates issued under section 542.6 shall also be qualified to supervise attest services as provided in section 542.7.

b. A certified or licensed member of the board shall be actively engaged in practice as a certified public accountant or as a licensed public accountant ~~and shall have been so engaged for five years preceding appointment, the last two of which shall have been in this state~~.

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1 Sec. 348. Section 542B.15, Code 2024, is amended to read as
2 follows:
3 **542B.15 Examinations — report required.**
4 Examinations for licensure shall be given as often as deemed
5 necessary by the ~~board~~ department of inspections, appeals,
6 and licensing, but no less than one time per year. The scope
7 of the examinations and the methods of procedure shall be
8 prescribed by the board. ~~Any examination may be given by~~
9 ~~representatives of the board.~~ The identity of the person
10 taking the examination shall be concealed until after the
11 examination has been graded by the department of inspections,
12 appeals, and licensing. As soon as practicable after the
13 close of each examination, a report shall be filed in the
14 office of the secretary of the board by the ~~board~~ department
15 of inspections, appeals, and licensing. The report shall
16 show the action of the board upon each application and the
17 secretary of the board shall notify each applicant of the
18 result of the applicant's examination. Applicants who fail the
19 examination once shall be allowed to take the examination at
20 the next scheduled time. Thereafter, the applicant shall be
21 allowed to take the examination at the discretion of the board.
22 An applicant who has failed the examination may request in
23 writing information from the board concerning the applicant's
24 examination grade and subject areas or questions which the
25 applicant failed to answer correctly, except that if the board
26 administers a uniform, standardized examination, the board
27 shall only be required to provide the examination grade and
28 such other information concerning the applicant's examination
29 results which are available to the board.
30 Sec. 349. Section 543B.8, subsections 1 and 2, Code 2024,
31 are amended to read as follows:
32 1. A real estate commission is created within the department
33 of inspections, appeals, and licensing. The commission
34 consists of ~~five~~ four members licensed under this chapter and
35 ~~two members~~ one member not licensed under this chapter and who

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1 shall represent the general public. Commission members shall
2 be appointed by the governor subject to confirmation by the
3 senate.
4 2. No more than one member shall be appointed from a
5 county. A commission member shall not hold any other elective
6 or appointive state or federal office. At least one of the
7 licensed members shall be a licensed real estate salesperson,
8 except that if the licensed real estate salesperson becomes
9 a licensed real estate broker during a term of office,
10 that person may complete the term, but is not eligible for
11 reappointment on the commission as a licensed real estate
12 salesperson. A licensed member shall be actively engaged
13 in the real estate business ~~and shall have been so engaged~~
14 ~~for five years preceding the appointment, the last two of~~
15 ~~which shall have been in Iowa~~. Professional associations or
16 societies of real estate brokers or real estate salespersons
17 may recommend the names of potential commission members to
18 the governor. However, the governor is not bound by their
19 recommendations. A commission member shall not be required to
20 be a member of any professional association or society composed
21 of real estate brokers or salespersons.
22 Sec. 350. Section 543D.4, subsections 1 and 3, Code 2024,
23 are amended to read as follows:
24 1. A real estate appraiser examining board is established
25 within the department of inspections, appeals, and licensing.
26 The board consists of ~~seven~~ five members, ~~two~~ one of whom shall
27 be a public ~~members~~ member and ~~five~~ four of whom shall be
28 certified real estate appraisers.
29 3. A certified real estate appraiser member of the board
30 shall be actively engaged in practice as a certified real
31 estate appraiser ~~and shall have been so engaged for five years~~
32 ~~preceding appointment, the last two of which shall have been in~~
33 ~~this state~~. The governor shall attempt to represent each class
34 of certified appraisers in making the appointments.
35 Sec. 351. Section 544A.1, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. The architectural examining board is created within the
3 department of inspections, appeals, and licensing. The board
4 consists of ~~five~~ four members who possess a license issued
5 under section 544A.9~~and who have been in active practice of~~
6 ~~architecture for not less than five years, the last two of~~
7 ~~which shall have been in Iowa~~, and ~~two members~~ one member who
8 ~~do~~ does not possess a license issued under section 544A.9
9 and who shall represent the general public. Members shall
10 be appointed by the governor subject to confirmation by the
11 senate.
12 Sec. 352. Section 602.1401, subsection 3, paragraph b, Code
13 2024, is amended to read as follows:
14 *b.* For purposes of chapter 20, the certified representative,
15 which on July 1, 1983, represents employees who become judicial
16 branch employees as a result of 1983 Iowa Acts, ch. 186, shall
17 remain the certified representative when the employees become
18 judicial branch employees and thereafter, unless the public
19 employee organization is not retained and recertified or is
20 decertified in an election held under section 20.15 or amended
21 or absorbed into another certified organization pursuant to
22 chapter 20. Collective bargaining negotiations shall be
23 conducted on a statewide basis and the certified employee
24 organizations which engage in bargaining shall negotiate on a
25 statewide basis, although bargaining units shall be organized
26 by judicial district. The ~~public~~ employment ~~relations~~ appeal
27 board shall adopt rules pursuant to chapter 17A to implement
28 this subsection.
29 Sec. 353. Section 904.103, Code 2024, is amended by adding
30 the following new subsections:
31 NEW SUBSECTION. 5. Policies for the operation and conduct
32 of the department and the implementation of all department
33 programs.
34 NEW SUBSECTION. 6. Adoption of rules in accordance with
35 chapter 17A as necessary to transact its business and for the

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1 administration and exercise of its powers and duties.
2 NEW SUBSECTION. 7. The approval of the locations for all
3 state institutions which are penal, reformatory, or corrective.
4 Sec. 354. Section 904.105, subsections 2, 5, 7, and 9, Code
5 2024, are amended to read as follows:
6 2. ~~Adopt and establish~~ Provide advice and recommendations
7 to the department regarding policies for the operation and
8 conduct of the department and the implementation of all
9 department programs.
10 5. ~~Approve~~ Provide advice and recommendations to the
11 department regarding the budget of the department prior to
12 submission to the governor.
13 7. ~~Adopt rules in accordance with chapter 17A as the board~~
14 ~~deems~~ Provide advice and recommendations to the department
15 regarding rules necessary to transact its business and for the
16 administration and exercise of its powers and duties.
17 9. ~~Approve~~ Provide advice and recommendations regarding
18 the locations for all state institutions which are penal,
19 reformatory, or corrective.
20 Sec. 355. Section 904.105, subsection 3, Code 2024, is
21 amended by striking the subsection.
22 Sec. 356. Section 904.802, subsection 1, Code 2024, is
23 amended by striking the subsection.
24 Sec. 357. Section 904.802, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. *"Iowa state industries"* means prison industries that
27 are established and maintained by the Iowa department of
28 corrections~~, in consultation with the industries board,~~ at or
29 adjacent to the state's adult correctional institutions, except
30 that an inmate work program established by the state director
31 under section 904.703 is not restricted to industries at or
32 adjacent to the institutions.
33 Sec. 358. Section 904.804, Code 2024, is amended to read as
34 follows:
35 **904.804 Duties of ~~industries board~~ department — state**

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1 **industries.**
2 The ~~industries board's principal duties~~ department shall ~~be~~
3 ~~to promulgate and~~ adopt rules ~~and to advise the state director~~
4 ~~regarding the management of Iowa state industries so as~~ to
5 further the intent stated by section 904.801.
6 Sec. 359. Section 904.805, unnumbered paragraph 1, Code
7 2024, is amended to read as follows:
8 The state director~~, with the advice of the industries board,~~
9 shall:
10 Sec. 360. Section 904.806, Code 2024, is amended to read as
11 follows:
12 **904.806 Authority of state director not impaired.**
13 Nothing in this subchapter shall be construed to impair the
14 authority of the state director over the adult correctional
15 institutions of this state, nor over the inmates thereof. ~~It~~
16 ~~is, however, the duty of the state director to obtain the~~
17 ~~advice of the industries board to further the intent stated by~~
18 ~~section 904.801.~~
19 Sec. 361. Section 904.809, subsection 1, paragraph a, Code
20 2024, is amended to read as follows:
21 *a.* The state director ~~and the industries board~~ shall comply
22 with the intent of section 904.801.
23 Sec. 362. Section 904.809, subsection 2, paragraph a, Code
24 2024, is amended to read as follows:
25 *a.* Any other provision of the Code to the contrary
26 notwithstanding, the state director may~~, after obtaining the~~
27 ~~advice of the industries board,~~ lease one or more buildings or
28 portions thereof on the grounds of any state adult correctional
29 institution, together with the real estate needed for
30 reasonable access to and egress from the leased buildings, for
31 a term not to exceed twenty years, to a private corporation for
32 the purpose of establishing and operating a factory for the
33 manufacture and processing of products, or any other commercial
34 enterprise deemed by the state director to be consistent with
35 the intent stated in section 904.801.

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1 Sec. 363. Section 904.809, subsection 2, paragraph b,
2 subparagraph (1), Code 2024, is amended to read as follows:
3 (1) Persons working in the factory or other commercial
4 enterprise operated in the leased property, except the lessee's
5 supervisory employees and necessary support personnel approved
6 by the ~~industries board~~ state director, shall be inmates of
7 the institution where the leased property is located who are
8 approved for such work by the state director and the lessee.
9 Sec. 364. Section 904.809, subsection 3, Code 2024, is
10 amended to read as follows:
11 3. The state director ~~with the advice of the prison~~
12 ~~industries advisory board~~ may provide an inmate workforce to
13 private industry. Under the program inmates will be employees
14 of a private business.
15 Sec. 365. Section 904.813, subsection 2, paragraph a,
16 subparagraphs (1), (2), and (3), Code 2024, are amended to read
17 as follows:
18 (1) Establishment, maintenance, transfer, or closure of
19 industrial operations, or vocational, technical, and related
20 training facilities and services for inmates as authorized by
21 the state director ~~in consultation with the industries board~~.
22 ~~(2) Payment of all costs incurred by the industries board,~~
23 ~~including but not limited to per diem and expenses of its~~
24 ~~members, and of salaries, allowances, support, and maintenance~~
25 ~~of Iowa state industries.~~
26 ~~(3)~~ (2) Direct purchases from vendors of raw materials
27 and capital items used for the manufacturing processes of Iowa
28 state industries, in accordance with rules which meet state
29 bidding requirements. The rules shall be adopted by the state
30 director ~~in consultation with the industries board~~.
31 Sec. 366. Section 904.814, Code 2024, is amended to read as
32 follows:
33 **904.814 Inmate allowance supplement revolving fund.**
34 There is established in the treasury of the state a permanent
35 adult correctional institutions inmate allowance supplement

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1 revolving fund, consisting solely of money paid as board and
2 maintenance by inmates working in Iowa state industries, or
3 working pursuant to section 904.809. The fund established
4 by this section may be used to supplement the allowances
5 of inmates who perform other institutional work within and
6 about the adult correctional institutions including those
7 who are working in Iowa state industries. Payments made
8 from the fund shall supplement and not replace all or any
9 part of the allowances otherwise received by, and shall be
10 equably distributed among such inmates. The work of inmates
11 in other institutional or industry work shall, to the greatest
12 extent feasible, be in accord with the intent stated in
13 section 904.801. The fund may also be used to supplement
14 other rehabilitation activities within the adult correctional
15 institutions. Determination of the use of the funds is the
16 responsibility of the state director ~~who shall first seek the~~
17 ~~advice of the prison industries advisory board~~.
18 Sec. 367. Section 904.909, Code 2024, is amended to read as
19 follows:
20 **904.909 Work release and OWI violators — reimbursement to**
21 **department for transportation costs.**
22 The department of corrections shall arrange for the return
23 of a work release client, or offender convicted of violating
24 chapter 321J, who escapes from the facility to which the
25 client is assigned or violates the conditions of supervision.
26 The client or offender shall reimburse the department of
27 corrections for the cost of transportation incurred because
28 of the escape or violation. The amount of reimbursement
29 shall be the actual cost incurred by the department and shall
30 be credited to the support account from which the billing
31 occurred. The director of the department of corrections
32 shall ~~recommend~~ adopt rules pursuant to chapter 17A~~, subject~~
33 ~~to approval by the board of corrections pursuant to section~~
34 ~~904.105, subsection 7,~~ to implement this section.
35 Sec. 368. Section 915.82, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. The ~~board~~ department shall adopt rules pursuant to
3 chapter 17A relating to program policies and procedures.
4 Sec. 369. 2023 Iowa Acts, chapter 19, section 2795,
5 subsection 3, paragraphs b and c, are amended to read as
6 follows:
7 b. The following are range 4 positions: chairperson and
8 members of the employment appeal board of the department of
9 inspections, appeals, and licensing, director of the Iowa
10 ~~state~~ office of civil rights ~~commission~~, director of the
11 department for the blind, executive director of the ethics
12 and campaign disclosure board, executive director of the Iowa
13 public information board, and chairperson, vice chairperson,
14 and members of the board of parole.
15 c. The following are range 5 positions: state public
16 defender, labor commissioner, workers' compensation
17 commissioner, and director of the law enforcement academy~~, and~~
18 ~~executive director of the public employment relations board~~.
19 Sec. 370. REPEAL. Chapters 28B and 473A, Code 2024, are
20 repealed.
21 Sec. 371. REPEAL. Sections 7D.15, 8A.616, 15.117, 15.480,
22 15F.102, 20.5, 80E.2, 100C.10, 135.109, 135.173A, 147.16,
23 154A.7, 155A.2A, 170.2, 190C.2, 190C.2A, 203.11B, 206.23A,
24 206.23B, 237A.23, 252B.22, 256.15, 256.31, 256I.12, 273.15,
25 312.3C, 312.3D, 328.13, 423.9A, 455B.150, 455B.151, 461A.79,
26 461A.80, 465C.3, 465C.4, 465C.5, 465C.6, 465C.7, 466B.31,
27 475A.7, 481A.10A, 691.6B, 904.803, and 907B.3, Code 2024, are
28 repealed.
29 Sec. 372. CODE EDITOR DIRECTIVE — TERMINOLOGY CHANGES.
30 1. The Code editor is directed to change all references to
31 the "board of directors of the Iowa lottery" created in section
32 99G.8 to the "Iowa lottery commission" and all references to
33 "board" when referring to the board of directors of the Iowa
34 lottery created in section 99G.8 to "commission" wherever they
35 appear in the Code.

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1 2. The Code editor is directed to change all references
2 to the "Iowa utilities board" created in section 474.1 to the
3 "Iowa utilities commission", all references to "utilities
4 board" when referring to the Iowa utilities board created in
5 section 474.1 to "utilities commission", and all references to
6 "board" when referring to the Iowa utilities board created in
7 section 474.1 to "commission" wherever they appear in the Code.
8 3. The Code editor is directed to make changes in any Code
9 sections or other noncodified enactments amended or enacted
10 by any other Act to correspond with the changes made in this
11 Act if there appears to be no doubt as to the proper method of
12 making the changes and the changes would not be contrary to or
13 inconsistent with the purposes of this Act or any other Act.
14 Sec. 373. CERTIFICATE OF NEED PROCESS — STUDY. The
15 department of health and human services, in consultation with
16 the department of inspections, appeals, and licensing, and with
17 the assistance of other interested parties, shall conduct a
18 study of the effectiveness of the existing certificate of need
19 process and shall make findings and recommendations related to
20 the continuation of the process or the implementation of a less
21 restrictive alternative. The department of health and human
22 services shall submit a report, including its findings and
23 recommendations, to the governor and the general assembly by
24 December 31, 2025.
25 DIVISION X
26 PUBLIC OFFICERS AND EMPLOYEES
27 Sec. 374. Section 69.15, subsection 1, unnumbered paragraph
28 1, Code 2024, is amended to read as follows:
29 Any person who has been appointed by the governor to any
30 board under the laws of this state shall be deemed to have
31 submitted a resignation from such office if ~~either~~ any of the
32 following events occurs:
33 Sec. 375. Section 69.15, subsection 1, Code 2024, is amended
34 by adding the following new paragraph:
35 NEW PARAGRAPH. *c.* Sufficient grounds exist that would

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otherwise subject the person to removal by the executive council pursuant to section 66.26.

Sec. 376. Section 69.15, subsection 2, Code 2024, is amended to read as follows:

2. ~~If~~ With respect to subsection 1, paragraphs *"a"* and *"b"*, if such person received no notice and had no knowledge of a regular meeting and gives the governor a sworn statement to that effect within ten days after the person learns of the meeting, such meeting shall not be counted for the purposes of this section.

DIVISION XI

COUNCIL ON HEALTH AND HUMAN SERVICES

Sec. 377. Section 125.7, Code 2024, is amended to read as follows:

125.7 Duties of the council.

The council shall:

1. ~~Approve~~ Make recommendations to the department regarding the comprehensive substance use disorder program, developed by the department pursuant to sections 125.1 through 125.3, this section, and sections 125.9, 125.10, 125.12 through 125.21, 125.25, 125.32 through 125.34, and 125.37 through 125.43.

2. Advise the department on policies governing the performance of the department in the discharge of any duties imposed on the department by law.

3. Advise or make recommendations to the governor and the general assembly relative to substance use disorder treatment, intervention, education, and prevention programs in this state.

~~4. Adopt rules for subsections 1 and 6 and review other rules necessary to carry out the provisions of this chapter, subject to review in accordance with chapter 17A.~~

~~5.~~ 4. Investigate the work of the department relating to substance use disorder, and for this purpose the council shall have access at any time to all books, papers, documents, and records of the department.

~~6.~~ 5. Consider and ~~approve or disapprove~~ make

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1 recommendations to the department regarding the approval or
2 disapproval of all applications for a license and all cases
3 involving the renewal, denial, suspension, or revocation of a
4 license.
5 ~~7. Act as the appeal board regarding funding decisions made~~
6 ~~by the department.~~
7 Sec. 378. Section 125.10, subsections 1 and 11, Code 2024,
8 are amended to read as follows:
9 1. Prepare and submit a state plan ~~subject to approval~~
10 ~~by the council and~~ in accordance with 42 U.S.C. §300x-21 et
11 seq. The state plan shall designate the department as the sole
12 agency for supervising the administration of the plan.
13 11. Develop and implement, with the ~~counsel and approval~~
14 advice of the council, the comprehensive plan for treatment of
15 persons with a substance use disorder in accordance with this
16 chapter.
17 Sec. 379. Section 125.12, subsection 1, Code 2024, is
18 amended to read as follows:
19 1. The council shall review the comprehensive substance
20 use disorder program implemented by the department for
21 the treatment of persons with a substance use disorder and
22 concerned family members. ~~Subject to~~ Based on the review
23 of the council, the council shall make recommendations to
24 the director, and the director shall divide the state into
25 appropriate regions for the conduct of the program and
26 establish standards for the development of the program on the
27 regional level. In establishing the regions, consideration
28 shall be given to city and county lines, population
29 concentrations, and existing substance use disorder treatment
30 services.
31 Sec. 380. Section 125.13, subsection 2, paragraphs a, b, i,
32 and j, Code 2024, are amended to read as follows:
33 *a.* A hospital providing care or treatment to persons with
34 a substance use disorder licensed under chapter 135B which is
35 accredited by the joint commission on the accreditation of

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1 health care organizations, the commission on accreditation
2 of rehabilitation facilities, the American osteopathic
3 association, or another recognized organization approved by the
4 ~~council~~ department. All survey reports from the accrediting or
5 licensing body must be sent to the department.
6 *b.* Any practitioner of medicine and surgery or osteopathic
7 medicine and surgery, in the practitioner's private practice.
8 However, a program shall not be exempted from licensing by the
9 ~~council~~ department by virtue of its utilization of the services
10 of a medical practitioner in its operation.
11 *i.* A substance use disorder treatment program not funded
12 by the department which is accredited or licensed by the joint
13 commission on the accreditation of health care organizations,
14 the commission on the accreditation of rehabilitation
15 facilities, the American osteopathic association, or another
16 recognized organization approved by the ~~council~~ department.
17 All survey reports from the accrediting or licensing body must
18 be sent to the department.
19 *j.* A hospital substance use disorder treatment program
20 that is accredited or licensed by the joint commission on the
21 accreditation of health care organizations, the commission on
22 the accreditation of rehabilitation facilities, the American
23 osteopathic association, or another recognized organization
24 approved by the ~~council~~ department. All survey reports for
25 the hospital substance use disorder treatment program from the
26 accrediting or licensing body shall be sent to the department.
27 Sec. 381. Section 125.14, Code 2024, is amended to read as
28 follows:
29 **125.14 Licenses — renewal — fees.**
30 The ~~council~~ department shall consider all cases involving
31 initial issuance, and renewal, denial, suspension, or
32 revocation of a license. The department shall issue a license
33 to an applicant whom the ~~council~~ department determines meets
34 the licensing requirements of this chapter. Licenses shall
35 expire no later than three years from the date of issuance

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1 and shall be renewed upon timely application made in the same
2 manner as for initial issuance of a license unless notice of
3 nonrenewal is given to the licensee at least thirty days prior
4 to the expiration of the license. The department shall not
5 charge a fee for licensing or renewal of programs contracting
6 with the department for provision of treatment services. A fee
7 may be charged to other licensees.
8 Sec. 382. Section 125.15A, subsection 1, paragraph b, Code
9 2024, is amended to read as follows:
10 *b.* The ~~council~~ department has suspended, revoked, or refused
11 to renew the existing license of the program.
12 Sec. 383. Section 125.16, Code 2024, is amended to read as
13 follows:
14 **125.16 Transfer of license or change of location prohibited.**
15 A license issued under this chapter may not be transferred,
16 and the location of the physical facilities occupied or
17 utilized by any program licensed under this chapter shall not
18 be changed without the prior written consent of the ~~council~~
19 department.
20 Sec. 384. Section 125.17, Code 2024, is amended to read as
21 follows:
22 **125.17 License suspension or revocation.**
23 Violation of any of the requirements or restrictions
24 of this chapter or of any of the rules adopted pursuant to
25 this chapter is cause for suspension, revocation, or refusal
26 to renew a license. The director shall at the earliest
27 time feasible notify a licensee whose license the ~~council~~
28 department is considering suspending or revoking and shall
29 inform the licensee what changes must be made in the licensee's
30 operation to avoid such action. The licensee shall be
31 given a reasonable time for compliance, as determined by the
32 director, after receiving such notice or a notice that the
33 ~~council~~ department does not intend to renew the license. When
34 the licensee believes compliance has been achieved, or if
35 the licensee considers the proposed suspension, revocation,

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1 or refusal to renew unjustified, the licensee may submit
2 pertinent information to the ~~council~~ department and the ~~council~~
3 department shall expeditiously make a decision in the matter
4 and notify the licensee of the decision.
5 Sec. 385. Section 125.18, Code 2024, is amended to read as
6 follows:
7 **125.18 Hearing before ~~council~~ department.**
8 If a licensee under this chapter makes a written request
9 for a hearing within thirty days of suspension, revocation,
10 or refusal to renew a license, a hearing before the ~~council~~
11 department shall be expeditiously arranged by the department of
12 inspections, appeals, and licensing whose decision is subject
13 to review by the ~~council~~ department. The ~~council~~ department
14 shall issue a written statement of the ~~council's~~ department's
15 findings within thirty days after conclusion of the hearing
16 upholding or reversing the proposed suspension, revocation,
17 or refusal to renew a license. ~~Action involving suspension,~~
18 ~~revocation, or refusal to renew a license shall not be taken~~
19 ~~by the council unless a quorum is present at the meeting.~~ A
20 copy of the ~~council's~~ department's decision shall be promptly
21 transmitted to the affected licensee who may, if aggrieved
22 by the decision, seek judicial review of the actions of the
23 ~~council~~ department in accordance with the terms of chapter 17A.
24 Sec. 386. Section 125.19, Code 2024, is amended to read as
25 follows:
26 **125.19 Reissuance or reinstatement.**
27 After suspension, revocation, or refusal to renew a license
28 pursuant to this chapter, the affected licensee shall not have
29 the license reissued or reinstated within one year of the
30 effective date of the suspension, revocation, or expiration
31 upon refusal to renew, unless the ~~council~~ department orders
32 otherwise. After that time, proof of compliance with the
33 requirements and restrictions of this chapter and the rules
34 adopted pursuant to this chapter must be presented to the
35 ~~council~~ department prior to reinstatement or reissuance of a

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1 license.
2 Sec. 387. Section 125.21, subsection 1, Code 2024, is
3 amended to read as follows:
4 1. The ~~council~~ department has exclusive power in this state
5 to approve and license chemical substitutes and antagonists
6 programs, and to monitor chemical substitutes and antagonists
7 programs to ensure that the programs are operating within the
8 rules adopted pursuant to this chapter. The ~~council~~ department
9 shall grant approval and license if the requirements of the
10 rules are met and state funding is not requested. The chemical
11 substitutes and antagonists programs conducted by persons
12 exempt from the licensing requirements of this chapter pursuant
13 to section 125.13, subsection 2, are subject to approval and
14 licensure under this section.
15 Sec. 388. Section 125.43A, Code 2024, is amended to read as
16 follows:
17 **125.43A Prescreening —— exception.**
18 Except in cases of medical emergency or court-ordered
19 admissions, a person shall be admitted to a state mental health
20 institute for treatment of a substance use disorder only after
21 a preliminary intake and assessment by a department-licensed
22 treatment facility or a hospital providing care or treatment
23 for persons with a substance use disorder licensed under
24 chapter 135B and accredited by the joint commission on the
25 accreditation of health care organizations, the commission
26 on accreditation of rehabilitation facilities, the American
27 osteopathic association, or another recognized organization
28 approved by the ~~council~~ department, or by a designee of a
29 department-licensed treatment facility or a hospital other
30 than a state mental health institute, which confirms that the
31 admission is appropriate to the person's substance use disorder
32 service needs. A county board of supervisors may seek an
33 admission of a patient to a state mental health institute who
34 has not been confirmed for appropriate admission and the county
35 shall be responsible for one hundred percent of the cost of

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1 treatment and services of the patient.
2 Sec. 389. Section 125.58, subsection 1, Code 2024, is
3 amended to read as follows:
4 1. If the department has probable cause to believe that
5 an institution, place, building, or agency not licensed
6 as a substance use disorder treatment and rehabilitation
7 facility is in fact a substance use disorder treatment and
8 rehabilitation facility as defined by this chapter, and
9 is not exempt from licensing by section 125.13, subsection
10 2, the ~~council~~ department may order an inspection of the
11 institution, place, building, or agency. If the inspector
12 upon presenting proper identification is denied entry for the
13 purpose of making the inspection, the inspector may, with
14 the assistance of the county attorney of the county in which
15 the premises are located, apply to the district court for an
16 order requiring the owner or occupant to permit entry and
17 inspection of the premises to determine whether there have been
18 violations of this chapter. The investigation may include
19 review of records, reports, and documents maintained by the
20 facility and interviews with staff members consistent with the
21 confidentiality safeguards of state and federal law.
22 Sec. 390. Section 135.141, subsection 2, paragraph i, Code
23 2024, is amended to read as follows:
24 *i.* Adopt rules pursuant to chapter 17A for the
25 administration of this subchapter including rules adopted in
26 cooperation with the Iowa pharmacy association and the Iowa
27 hospital association for the development of a surveillance
28 system to monitor supplies of drugs, antidotes, and vaccines to
29 assist in detecting a potential public health disaster. Prior
30 to adoption, the rules shall be approved by the ~~council on~~
31 ~~health and human services and the~~ director of the department of
32 homeland security and emergency management.
33 Sec. 391. Section 135A.8, subsection 4, Code 2024, is
34 amended to read as follows:
35 4. A local board of health seeking matching funds or grants

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1 under this section shall apply to the department. The ~~council~~
2 ~~on health and human services~~ department shall adopt rules
3 concerning the application and award process for the allocation
4 of moneys in the fund and shall establish the criteria for the
5 allocation of moneys in the fund if the moneys are insufficient
6 to meet the needs of local boards of health.
7 Sec. 392. Section 135A.9, unnumbered paragraph 1, Code
8 2024, is amended to read as follows:
9 The ~~council on health and human services~~ department shall
10 adopt rules pursuant to chapter 17A to implement this chapter
11 which shall include but are not limited to the following:
12 Sec. 393. Section 135B.7, subsection 1, paragraph a, Code
13 2024, is amended to read as follows:
14 *a.* The department~~, with the approval of the council on~~
15 ~~health and human services,~~ shall adopt rules setting out the
16 standards for the different types of hospitals and for rural
17 emergency hospitals to be licensed under this chapter. The
18 department shall enforce the rules.
19 Sec. 394. Section 135C.14, unnumbered paragraph 1, Code
20 2024, is amended to read as follows:
21 The department shall, in accordance with chapter 17A~~and~~
22 ~~with the approval of the council on health and human services~~,
23 adopt and enforce rules setting minimum standards for health
24 care facilities. In so doing, the department~~, with the~~
25 ~~approval of the council on health and human services,~~ may
26 adopt by reference, with or without amendment, nationally
27 recognized standards and rules, which shall be specified by
28 title and edition, date of publication, or similar information.
29 The rules and standards required by this section shall be
30 formulated in consultation with the director of health and
31 human services or the director of health and human services'
32 designee, with the director, and with affected industry,
33 professional, and consumer groups, and shall be designed to
34 further the accomplishment of the purposes of this chapter and
35 shall relate to:

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1 Sec. 395. Section 135J.7, Code 2024, is amended to read as
2 follows:
3 **135J.7 Rules.**
4 Except as otherwise provided in this chapter, the department
5 shall adopt rules pursuant to chapter 17A necessary to
6 implement this chapter~~, subject to approval of the council~~
7 ~~on health and human services~~. Formulation of the rules
8 shall include consultation with Iowa hospice organization
9 representatives and other persons affected by this chapter.
10 Sec. 396. Section 135R.4, subsection 1, Code 2024, is
11 amended to read as follows:
12 1. The department, with the advice ~~and approval~~ of the
13 council on health and human services, shall adopt rules
14 specifying the standards for ambulatory surgical centers to be
15 licensed under this chapter. The rules shall be consistent
16 with and shall not exceed the requirements of this chapter and
17 the conditions for coverage in the federal Medicare program for
18 ambulatory surgical centers under 42 C.F.R. pt. 416.
19 Sec. 397. Section 137.104, subsection 1, paragraph b,
20 unnumbered paragraph 1, Code 2024, is amended to read as
21 follows:
22 Make and enforce such reasonable rules and regulations not
23 inconsistent with law and the rules of the ~~council~~ department
24 as may be necessary for the protection and improvement of the
25 public health.
26 Sec. 398. Section 137.105, subsection 1, paragraph f, Code
27 2024, is amended to read as follows:
28 *f.* A local board of health member shall serve without
29 compensation, but may be reimbursed for necessary expenses in
30 accordance with rules established by the ~~council~~ department or
31 the applicable jurisdiction.
32 Sec. 399. Section 137.107, Code 2024, is amended to read as
33 follows:
34 **137.107 Request reviewed by state department.**
35 The state department shall review requests submitted

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1 pursuant to section 137.106. The state department, upon
2 finding that all required elements are present, ~~shall present~~
3 ~~findings to the council. The council~~ may approve the formation
4 of a district board and if the formation is approved, shall
5 notify the county boards from whom the request was received.
6 Sec. 400. Section 137.114, Code 2024, is amended to read as
7 follows:
8 **137.114 Withdrawal from district.**
9 A county may withdraw from an existing district board upon
10 submission of a request for withdrawal to and approval by
11 the state department. The request shall include a plan to
12 reform its county board or join a different district board,
13 information specified in section 137.106, and approval of the
14 request by the district board ~~and, at the recommendation of~~
15 ~~the state department, the council~~. Any county choosing to
16 withdraw from the district board shall commit to the continuity
17 of services in its county by reestablishing its county
18 board or joining a different district board. The remaining
19 counties in the district shall submit an application including
20 the information specified in section 137.106 to the state
21 department for review as provided in section 137.107.
22 Sec. 401. Section 137.119, Code 2024, is amended to read as
23 follows:
24 **137.119 Adoption of rules.**
25 The ~~council~~ department shall adopt rules to implement this
26 chapter. The department is vested with discretionary authority
27 to interpret the provisions of this chapter.
28 Sec. 402. Section 139A.8, subsection 3, Code 2024, is
29 amended to read as follows:
30 3. Subject to the provision of subsection 4, the ~~council on~~
31 ~~health and human services~~ department may modify or delete any
32 of the immunizations in subsection 2.
33 Sec. 403. Section 139A.8, subsection 4, paragraph b, Code
34 2024, is amended to read as follows:
35 *b.* The exemptions under this subsection do not apply in

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1 times of emergency or epidemic as determined ~~by the council on~~
2 ~~health and human services~~ and ~~as~~ declared by the director ~~of~~
3 ~~health and human services~~.
4 Sec. 404. Section 139A.9, Code 2024, is amended to read as
5 follows:
6 **139A.9 Forcible removal — isolation — quarantine.**
7 The forcible removal and isolation or quarantine of any
8 infected person shall be accomplished according to the rules
9 and regulations of the local board or the rules of the ~~council~~
10 ~~on health and human services~~ department.
11 Sec. 405. Section 141A.2, subsection 6, Code 2024, is
12 amended to read as follows:
13 6. The department~~, with the approval of the council~~
14 ~~on health and human services,~~ may conduct epidemiological
15 blinded and nonblinded studies to determine the incidence
16 and prevalence of HIV infection. Initiation of any new
17 epidemiological studies shall be contingent upon the receipt
18 of funding sufficient to cover all the costs associated with
19 the studies. The informed consent, reporting, and counseling
20 requirements of this chapter shall not apply to blinded
21 studies.
22 Sec. 406. Section 217.2, subsection 1, paragraph a, Code
23 2024, is amended to read as follows:
24 *a.* There is created within the department a council on
25 health and human services which shall act in ~~a policymaking and~~
26 an advisory capacity on matters within the jurisdiction of the
27 department. The council shall consist of nine voting members
28 appointed by the governor subject to confirmation by the
29 senate. Appointments shall be made on the basis of interest
30 in public affairs, good judgment, and knowledge and ability in
31 the field of health and human services. Appointments shall
32 be made to provide a diversity of interest and point of view
33 in the membership and without regard to religious opinions or
34 affiliations. The voting members of the council shall serve
35 for six-year staggered terms.

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1 Sec. 407. Section 217.3, Code 2024, is amended to read as
2 follows:
3 **217.3 Duties of council.**
4 The council shall:
5 1. Organize annually and select a chairperson and vice
6 chairperson.
7 2. ~~Adopt and establish policy for the operation and~~ Advise
8 the department on conduct of the department~~, subject to any~~
9 ~~guidelines which may be adopted by the general assembly,~~ and
10 the implementation of all services and programs administered
11 by the department.
12 3. Report immediately to the governor any failure by
13 the department to carry out any of the policy decisions or
14 directives of the ~~council~~ department.
15 4. ~~Approve~~ Advise and make recommendations to the
16 department on the budget of the department prior to submission
17 to the governor. Prior to ~~approval of~~ making recommendations
18 on the budget, the council shall publicize and hold a public
19 hearing to provide explanations and hear questions, opinions,
20 and suggestions regarding the budget. Invitations to the
21 hearing shall be extended to the governor, the governor-elect,
22 the director of the department of management, and other persons
23 deemed by the council as integral to the budget process. The
24 budget materials submitted to the governor shall include ~~a~~
25 ~~review of options~~ recommendations for revising the medical
26 assistance program made available by federal action or by
27 actions implemented by other states as identified by the
28 department, the medical assistance advisory council created in
29 section 249A.4B, and by county representatives. The review
30 shall address what potential revisions could be made in this
31 state and how the changes would be beneficial to Iowans.
32 5. ~~Insure~~ Make recommendations to the department to ensure
33 that all programs administered or services rendered by the
34 department directly to any citizen or through a local agency
35 to any citizen are coordinated and integrated so that any

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1 citizen does not receive a duplication of services from various
2 departments or local agencies that could be rendered by one
3 department or local agency. ~~If the council finds that such~~
4 ~~is not the case, it shall hear and determine which department~~
5 ~~or local agency shall provide the needed service or services~~
6 ~~and enter an order of their determination by resolution of~~
7 ~~the council which must be concurred in by at least a majority~~
8 ~~of the members. Thereafter such order or resolution of the~~
9 ~~council shall be obeyed by all state departments and local~~
10 ~~agencies to which it is directed.~~
11 ~~6. Adopt all necessary rules recommended by the department~~
12 ~~prior to their promulgation pursuant to chapter 17A.~~
13 ~~7.~~ 6. Recommend to the governor the names of individuals
14 qualified for the position of director when a vacancy exists
15 in the office.
16 Sec. 408. Section 217.3A, Code 2024, is amended to read as
17 follows:
18 **217.3A Advisory committees.**
19 The council may establish and utilize other ad hoc
20 advisory committees as determined necessary to advise the
21 council related to the subject matter under the purview
22 of the department, including but not limited to child and
23 family services, behavioral health, public health, and the
24 department's interactions with the juvenile justice system.
25 The council shall establish appointment provisions, membership
26 terms, operating guidelines, and other operational requirements
27 for committees established pursuant to this section.
28 Sec. 409. Section 217.6, Code 2024, is amended to read as
29 follows:
30 **217.6 Rules ~~and regulations~~ — organization of department.**
31 1. The director may ~~recommend~~ submit to the council for
32 ~~adoption~~ review and recommendation, rules ~~and regulations~~
33 necessary to administer the duties, functions, and programs
34 of the department. ~~Any action taken, decision made, or~~
35 ~~administrative rule adopted may be reviewed by the director.~~

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1 The director, ~~upon~~ may consider such ~~review, may affirm,~~
2 ~~modify, or reverse any such action, decision, or rule~~
3 recommendations in adopting rules for the department.
4 2. The rules ~~and regulations~~ adopted for the public benefits
5 and programs administered by the department shall apply the
6 residency eligibility restrictions required by federal and
7 state law.
8 3. The director shall organize the department into subunits
9 as necessary to most efficiently carry out the intent of this
10 chapter and any other chapter the department is responsible for
11 administering.
12 4. If the department requires or requests a service
13 consumer, service provider, or other person to maintain
14 required documentation in electronic form, the department shall
15 accept such documentation submitted by electronic means and
16 shall not require a physical copy of the documentation unless
17 required by state or federal law.
18 Sec. 410. Section 218.4, subsections 1 and 2, Code 2024, are
19 amended to read as follows:
20 1. The department shall ~~recommend to the council for~~
21 ~~adoption~~ adopt rules not inconsistent with law as necessary
22 for the management of the institutions and the admission,
23 treatment, care, custody, education and discharge of residents.
24 It is the duty of the department to establish rules by which
25 danger to life and property from fire will be minimized. The
26 department may require any appointees to perform duties in
27 addition to those required by statute.
28 2. Rules adopted by the ~~council~~ department pursuant
29 to chapter 17A shall be uniform and shall apply to all
30 institutions under the department's jurisdiction. The primary
31 rules for use in institutions where persons with mental illness
32 are served shall, unless otherwise indicated, uniformly apply
33 to county or private hospitals in which persons with mental
34 illness are served, but the rules shall not interfere with
35 proper medical treatment administered to such persons by

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1 competent physicians. Annually, signed copies of the rules
2 shall be sent to the superintendent of each institution.
3 Copies shall also be sent to the clerk of each district court,
4 the chairperson of the board of supervisors of each county and,
5 as appropriate, to the officer in charge of institutions or
6 hospitals caring for persons with mental illness in each county
7 who shall be responsible for seeing that the rules are posted
8 in each institution or hospital in a prominent place. The
9 rules shall be kept current to meet the public need and shall
10 be revised and published annually.
11 Sec. 411. Section 222.1, subsection 2, Code 2024, is amended
12 to read as follows:
13 2. The Glenwood state resource center and the Woodward
14 state resource center are established and shall be maintained
15 as the state's regional resource centers for the purpose of
16 providing treatment, training, instruction, care, habilitation,
17 and support of persons with an intellectual disability or other
18 disabilities in this state, and providing facilities, services,
19 and other support to the communities located in the region
20 being served by a state resource center. In addition, the
21 state resource centers are encouraged to serve as a training
22 resource for community-based program staff, medical students,
23 and other participants in professional education programs.
24 A resource center may request the approval of the ~~council~~
25 department to change the name of the resource center for use in
26 communication with the public, in signage, and in other forms
27 of communication.
28 Sec. 412. Section 222.2, Code 2024, is amended to read as
29 follows:
30 **222.2 Definitions.**
31 When used in this chapter, unless the context otherwise
32 requires:
33 1. *"Auditor"* means the county auditor or the auditor's
34 designee.
35 ~~2. *"Council"* means the council on health and human services.~~

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1 ~~3.~~ 2. *"Department"* means the department of health and human
2 services.
3 ~~4.~~ 3. *"Director"* means the director of health and human
4 services.
5 ~~5.~~ 4. *"Intellectual disability"* means the same as defined
6 in section 4.1.
7 ~~6.~~ 5. *"Mental health and disability services region"* means
8 a mental health and disability services region formed in
9 accordance with section 225C.56.
10 ~~7.~~ 6. *"Regional administrator"* means the regional
11 administrator of a mental health and disability services
12 region, as defined in section 225C.55.
13 ~~8.~~ 7. *"Special unit"* means a special intellectual
14 disability unit established at a state mental health institute
15 pursuant to sections 222.88 through 222.91.
16 ~~9.~~ 8. *"State resource centers"* or *"resource centers"* means
17 the Glenwood state resource center and the Woodward state
18 resource center.
19 ~~10.~~ 9. *"Superintendents"* means the superintendents of the
20 state resource centers.
21 Sec. 413. Section 225.33, Code 2024, is amended to read as
22 follows:
23 **225.33 Death of patient — disposal of body.**
24 When a committed public patient or a voluntary public
25 patient or a committed private patient dies while at the state
26 psychiatric hospital or at the university hospital, the state
27 psychiatric hospital shall have the body prepared for shipment
28 in accordance with the rules prescribed by the ~~council on~~
29 department of health and human services for shipping such
30 bodies. It is the duty of the state board of regents to make
31 arrangements for the embalming and such other preparation as
32 necessary to comply with the rules and for the purchase of
33 suitable caskets.
34 Sec. 414. Section 225C.49, subsection 1, unnumbered
35 paragraph 1, Code 2024, is amended to read as follows:

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1 The department shall provide coordination of the programs
2 administered by the department which serve individuals with a
3 disability and the individuals' families, including but not
4 limited to the following juvenile justice and child welfare
5 services: family-centered services described under section
6 232.102, decategorization of child welfare funding provided
7 for under section 232.188, and foster care services paid under
8 section 234.35, subsection 3. The department shall regularly
9 review administrative rules associated with such programs and
10 make recommendations to the ~~council,~~ governor~~,~~ and general
11 assembly for revisions to remove barriers to the programs for
12 individuals with a disability and the individuals' families
13 including the following:
14 Sec. 415. Section 226.1, subsections 3 and 4, Code 2024, are
15 amended to read as follows:
16 3. A mental health institute may request the approval of the
17 ~~council~~ department to change the name of the institution for
18 use in communication with the public, in signage, and in other
19 forms of communication.
20 4. For the purposes of this chapter, unless the context
21 otherwise requires:
22 ~~a. "Council" means the council on health and human services.~~
23 ~~b.~~ a. *"Department"* means the department of health and human
24 services.
25 ~~c.~~ b. *"Director"* means the director of health and human
26 services.
27 ~~d.~~ c. *"Mental health and disability services region"* means
28 a mental health and disability services region formed in
29 accordance with section 225C.56.
30 ~~e.~~ d. *"Mental health institute"* or *"state mental health*
31 *institute"* means a state hospital for persons with mental
32 illness as designated in this chapter.
33 ~~f.~~ e. *"Regional administrator"* means the same as defined
34 in section 225C.55.
35 Sec. 416. Section 234.1, Code 2024, is amended to read as

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1 follows:
2 **234.1 Definitions.**
3 As used in this chapter, unless the context otherwise
4 requires:
5 1. *"Child"* means either a person less than eighteen years of
6 age or a person eighteen, nineteen, or twenty years of age who
7 meets all of the following conditions:
8 *a.* The person was placed by court order issued pursuant
9 to chapter 232 in foster care or in an institution listed in
10 section 218.1 and either of the following situations apply to
11 the person:
12 (1) After reaching eighteen years of age, the person
13 has remained continuously and voluntarily under the care
14 of an individual, as defined in section 237.1, licensed to
15 provide foster care pursuant to chapter 237 or in a supervised
16 apartment living arrangement, in this state.
17 (2) The person aged out of foster care after reaching
18 eighteen years of age and subsequently voluntarily applied for
19 placement with an individual, as defined in section 237.1,
20 licensed to provide foster care pursuant to chapter 237 or for
21 placement in a supervised apartment living arrangement, in this
22 state.
23 *b.* The person has demonstrated a willingness to participate
24 in case planning and to complete the responsibilities
25 prescribed in the person's case permanency plan.
26 *c.* The department has made an application for the person
27 for adult services upon a determination that it is likely the
28 person will need or be eligible for services or other support
29 from the adult services system.
30 ~~2. *"Council"* means the council on health and human services.~~
31 ~~3.~~ 2. *"Department"* means the department of health and human
32 services.
33 ~~4.~~ 3. *"Director"* means the director of health and human
34 services.
35 ~~5.~~ 4. *"Food programs"* means the supplemental nutrition

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1 assistance program and donated foods programs authorized by
2 federal law under the United States department of agriculture.
3 ~~6.~~ 5. *"Supplemental nutrition assistance program"* or *"SNAP"*
4 means benefits provided by the federal program administered
5 through 7 C.F.R. pts. 270 — 283, as amended.
6 Sec. 417. Section 234.6, subsection 1, unnumbered paragraph
7 1, Code 2024, is amended to read as follows:
8 The director shall administer the family investment program,
9 state supplementary assistance, food programs, child welfare,
10 and emergency relief, family and adult service programs, and
11 any other form of public assistance and institutions that are
12 placed under the director's administration. The director shall
13 perform duties, formulate and adopt rules as necessary, and
14 outline policies, dictate procedure, and delegate powers as
15 necessary for competent and efficient administration. ~~Subject~~
16 ~~to restrictions that may be imposed by the council, the~~ The
17 director may abolish, alter, consolidate, or establish subunits
18 and abolish or change existing subunits. The director may
19 employ necessary personnel and determine their compensation;
20 may allocate or reallocate functions and duties among subunits;
21 and may adopt rules relating to the employment of personnel
22 and the allocation of their functions and duties among the
23 various subunits as required for competent and efficient
24 administration. The director shall do all of the following:
25 Sec. 418. Section 234.6, subsection 1, paragraphs d and h,
26 Code 2024, are amended to read as follows:
27 *d.* Notwithstanding any provisions to the contrary in chapter
28 239B relating to the consideration of income and resources of
29 claimants for assistance, ~~and with the consent and approval of~~
30 ~~the council,~~ adopt rules necessary to qualify for federal aid
31 in the assistance programs administered by the director.
32 *h.* ~~Recommend~~ Adopt rules ~~for their adoption by the council~~
33 for before and after school child care programs, conducted
34 within and by or contracted for by school districts, that are
35 appropriate for the ages of the children who receive services

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1 under the programs.
2 Sec. 419. Section 237.1, Code 2024, is amended to read as
3 follows:
4 **237.1 Definitions.**
5 As used in this chapter:
6 1. *"Agency"* means a person which provides child foster care
7 and which does not meet the definition of an individual as
8 defined under this section.
9 2. *"Child"* means child as defined in section 234.1.
10 3. *"Child foster care"* means the provision of parental
11 nurturing, including but not limited to the furnishing of
12 food, lodging, training, education, supervision, treatment,
13 or other care, to a child on a full-time basis by a person,
14 including a relative of the child if the relative is licensed
15 under this chapter, but not including a guardian of the child.
16 *"Child foster care"* does not include any of the following care
17 situations:
18 *a.* Care furnished by an individual person who receives the
19 child of a personal friend as an occasional and personal guest
20 in the individual person's home, free of charge and not as a
21 business.
22 *b.* Care furnished by an individual person with whom a child
23 has been placed for lawful adoption, unless that adoption is
24 not completed within two years after placement.
25 *c.* Care furnished by a private boarding school subject to
26 approval by the state board of education pursuant to section
27 256.11.
28 *d.* Child care furnished by a child care center, a child
29 development home, or a child care home as defined in section
30 237A.1.
31 *e.* Care furnished in a hospital licensed under chapter 135B
32 or care furnished in a nursing facility licensed under chapter
33 135C.
34 *f.* Care furnished by a relative of a child or an individual
35 person with a meaningful relationship with the child where the

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1 child is not under the placement, care, or supervision of the
2 department.
3 ~~4. *"Council"* means the council on health and human services.~~
4 ~~5.~~ 4. *"Department"* means the department of health and human
5 services.
6 ~~6.~~ 5. *"Director"* means the director of health and human
7 services.
8 ~~7.~~ 6. *"Facility"* means the personnel, program, physical
9 plant, and equipment of a licensee.
10 ~~8.~~ 7. *"Individual"* means an individual person or a married
11 couple who provides child foster care in a single-family home
12 environment and which does not meet the definition of an agency
13 under this section.
14 ~~9.~~ 8. *"Licensee"* means an individual or an agency licensed
15 under this chapter.
16 ~~10.~~ 9. *"Reasonable and prudent parent standard"* means
17 the standard characterized by careful and sensible parenting
18 decisions that maintain the health, safety, and best interests
19 of a child, while at the same time encouraging the emotional
20 and developmental growth of a child, that a caregiver shall
21 use when determining whether to allow a child in foster care
22 under the placement, care, or supervision of the department to
23 participate in extracurricular, enrichment, cultural, or social
24 activities. For the purposes of this subsection, *"caregiver"*
25 means an individual or an agency licensed under this chapter
26 with which a child in foster care has been placed or a juvenile
27 shelter care home approved under chapter 232 in which a child
28 in foster care has been placed.
29 Sec. 420. Section 237.3, subsection 1, Code 2024, is amended
30 to read as follows:
31 1. Except as otherwise provided by subsections 3 and 4,
32 the department shall ~~promulgate, after their adoption by the~~
33 ~~council,~~ adopt and enforce in accordance with chapter 17A,
34 administrative rules necessary to implement this chapter.
35 Formulation of the rules shall include consultation with

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1 representatives of child foster care providers and other
2 persons affected by this chapter. The rules shall encourage
3 the provision of child foster care in a single-family, home
4 environment, exempting the single-family, home facility from
5 inappropriate rules.
6 Sec. 421. Section 237A.1, Code 2024, is amended to read as
7 follows:
8 **237A.1 Definitions.**
9 As used in this chapter unless the context otherwise
10 requires:
11 1. *"Child"* means either of the following:
12 *a.* A person twelve years of age or younger.
13 *b.* A person thirteen years of age or older but younger than
14 nineteen years of age who has a developmental disability as
15 defined under the federal Developmental Disabilities Assistance
16 and Bill of Rights Act of 2000, Pub. L. No. 106-402, as
17 codified in 42 U.S.C. §15002(8).
18 2. *"Child care"* means the care, supervision, and guidance of
19 a child by a person other than the child's parent, guardian,
20 or custodian for periods of less than twenty-four hours per
21 day per child on a regular basis, but does not include care,
22 supervision, and guidance of a child by any of the following:
23 *a.* An instructional program for children who are attending
24 prekindergarten as defined by the state board of education
25 under section 256.11 or a higher grade level and are at least
26 four years of age, or are at least three years of age and
27 eligible for special education under chapter 256B, administered
28 by any of the following:
29 (1) A public or nonpublic school system accredited by the
30 department of education or the state board of regents.
31 (2) A nonpublic school system which is not accredited by the
32 department of education or the state board of regents.
33 *b.* Any of the following church-related programs:
34 (1) An instructional program.
35 (2) A youth program other than a preschool, before or after

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1 school child care program, or other child care program.
2 (3) A program providing care to children on church premises
3 while the children's parents are attending church-related or
4 church-sponsored activities on the church premises.
5 *c.* Short-term classes of less than two weeks' duration held
6 between school terms or during a break within a school term.
7 *d.* A child care center for sick children operated as part of
8 a pediatrics unit in a hospital licensed by the department of
9 inspections, appeals, and licensing pursuant to chapter 135B.
10 *e.* A program operated not more than one day per week by
11 volunteers which meets all of the following conditions:
12 (1) Not more than eleven children are served per volunteer.
13 (2) The program operates for less than four hours during any
14 twenty-four-hour period.
15 (3) The program is provided at no cost to the children's
16 parent, guardian, or custodian.
17 *f.* A program administered by a political subdivision of the
18 state which is primarily for recreational or social purposes
19 and is limited to children who are five years of age or older
20 and attending school.
21 *g.* An after school program continuously offered throughout
22 the school year calendar to children who are at least five
23 years of age and are enrolled in school, and attend the program
24 intermittently or a summer-only program for such children. The
25 program must be provided through a nominal membership fee or
26 at no cost.
27 *h.* A special activity program which meets less than four
28 hours per day for the sole purpose of the special activity.
29 Special activity programs include but are not limited to music
30 or dance classes, organized athletic or sports programs,
31 recreational classes, scouting programs, and hobby or craft
32 clubs or classes.
33 *i.* A nationally accredited camp.
34 *j.* A structured program for the purpose of providing
35 therapeutic, rehabilitative, or supervisory services to

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1 children under any of the following:
2 (1) A purchase of service or managed care contract with the
3 department.
4 (2) A contract approved by a governance board of a
5 decategorization of child welfare and juvenile justice funding
6 project created under section 232.188.
7 (3) An arrangement approved by a juvenile court order.
8 *k.* Care provided on-site to children of parents residing in
9 an emergency, homeless, or domestic violence shelter.
10 *l.* A child care facility providing respite care to a
11 licensed foster family home for a period of twenty-four hours
12 or more to a child who is placed with that licensed foster
13 family home.
14 *m.* A program offered to a child whose parent, guardian,
15 or custodian is engaged solely in a recreational or social
16 activity, remains immediately available and accessible on the
17 physical premises on which the child's care is provided, and
18 does not engage in employment while the care is provided.
19 However, if the recreational or social activity is provided
20 in a fitness center or on the premises of a nonprofit
21 organization, the parent, guardian, or custodian of the child
22 may be employed to teach or lead the activity.
23 3. *"Child care center"* or *"center"* means a facility
24 providing child care or preschool services for seven or more
25 children, except when the facility is registered as a child
26 development home.
27 4. *"Child care facility"* or *"facility"* means a child care
28 center, preschool, or a registered child development home.
29 5. *"Child care home"* means a person or program providing
30 child care to any of the following children at any one time
31 that is not registered to provide child care under this
32 chapter, as authorized under section 237A.3:
33 *a.* Five or fewer children.
34 *b.* Six or fewer children, if at least one of the children
35 is school-aged.

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1 6. *"Child development home"* means a person or program
2 registered under section 237A.3A that may provide child care to
3 seven or more children at any one time.
4 7. *"Children needing special needs care"* or *"special needs*
5 *child"* means a child or children with one or more of the
6 following conditions:
7 *a.* The child has been diagnosed by a physician or by a
8 person endorsed for service as a school psychologist by the
9 department of education to have a developmental disability
10 which substantially limits one or more major life activities,
11 and the child requires professional treatment, assistance in
12 self-care, or the purchase of special adaptive equipment.
13 *b.* The child has been determined by a qualified intellectual
14 disability professional to have a condition which impairs the
15 child's intellectual and social functioning.
16 *c.* The child has been diagnosed by a mental health
17 professional to have a behavioral or emotional disorder
18 characterized by situationally inappropriate behavior which
19 deviates substantially from behavior appropriate to the
20 child's age, or which significantly interferes with the child's
21 intellectual, social, or personal development.
22 ~~8. *"Council"* means the council on health and human services.~~
23 ~~9.~~ 8. *"Department"* means the department of health and human
24 services.
25 ~~10.~~ 9. *"Director"* means the director of health and human
26 services.
27 ~~11.~~ 10. *"Infant"* means a child who is less than twenty-four
28 months of age.
29 ~~12.~~ 11. *"Involvement with child care"* means licensed
30 or registered under this chapter, employed in a child care
31 facility, residing in a child care facility, receiving public
32 funding for providing child care, or providing child care as a
33 child care home provider, or residing in a child care home.
34 ~~13.~~ 12. *"Licensed center"* means a center issued a full
35 or provisional license by the department under the provisions

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of this chapter or a center for which a license is being processed.

~~14.~~ 13. *"Poverty level"* means the poverty level defined by the most recently revised poverty income guidelines published by the United States department of health and human services.

~~15.~~ 14. *"Preschool"* means a child care facility which provides to children ages three through five, for periods of time not exceeding three hours per day, programs designed to help the children to develop intellectual skills, social skills, and motor skills, and to extend their interest and understanding of the world about them.

~~16.~~ 15. *"School"* means kindergarten or a higher grade level.

~~17. *"State child care advisory committee"* means the state child care advisory committee established pursuant to section 135.173A.~~

Sec. 422. Section 238.1, Code 2024, is amended to read as follows:

238.1 Definitions.

For the purpose of this chapter unless the context otherwise requires:

1. *"Child"* means the same as defined in section 234.1.

2. *"Child-placing agency"* or *"agency"* means any agency, whether public, semipublic, or private, which represents that the agency places children permanently or temporarily in private family homes or receives children for placement in private family homes, or which actually engages for gain or otherwise in the placement of children in private family homes. *"Agency"* includes individuals, institutions, partnerships, voluntary associations, and corporations, other than institutions under the management or control of the department.

~~3. *"Council"* means the council on health and human services.~~

~~4.~~ 3. *"Department"* means the department of health and human services.

~~5.~~ 4. *"Director"* means the director of health and human

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1 services.
2 Sec. 423. Section 238.12, Code 2024, is amended to read as
3 follows:
4 **238.12 Appeal — judicial review.**
5 1. A licensee aggrieved by a decision of the department
6 revoking the licensee's license may appeal to the ~~council~~
7 department in the manner prescribed by the ~~council~~ department.
8 The ~~council~~ department shall, upon receipt of such an appeal,
9 give the licensee reasonable notice and opportunity for a fair
10 hearing before the ~~council or its duly~~ department's authorized
11 representative. Following the hearing, the ~~council~~ department
12 shall take final action and notify the licensee in writing.
13 2. Judicial review of the actions of the ~~council~~ department
14 may be sought in accordance with ~~the terms of~~chapter 17A.
15 Sec. 424. Section 249.1, Code 2024, is amended to read as
16 follows:
17 **249.1 Definitions.**
18 As used in this chapter:
19 ~~1. *"Council"* means the council on health and human services.~~
20 ~~2.~~ 1. *"Department"* means the department of health and human
21 services.
22 ~~3.~~ 2. *"Director"* means the director of health and human
23 services.
24 ~~4.~~ 3. *"Federal supplemental security income"* means cash
25 payments made to individuals by the United States government
26 under Tit. XVI of the Social Security Act as amended by Pub. L.
27 No. 92-603, or any other amendments thereto.
28 ~~5.~~ 4. *"Previous categorical assistance programs"* means the
29 aid to the blind program authorized by chapter 241, the aid to
30 the disabled program authorized by chapter 241A and the old-age
31 assistance program authorized by chapter 249, Code 1973.
32 ~~6.~~ 5. *"State supplementary assistance"* means cash payments
33 made to individuals:
34 *a.* By the United States government on behalf of the state of
35 Iowa pursuant to section 249.2.

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b. By the state of Iowa directly pursuant to sections 249.3 through 249.5.

Sec. 425. Section 249.4, subsection 1, Code 2024, is amended to read as follows:

1. Applications for state supplementary assistance shall be made in the form and manner prescribed by the director or the director's designee~~, with the approval of the council,~~ pursuant to chapter 17A. Each person who applies and is found eligible under section 249.3 shall, so long as the person's eligibility continues, receive state supplementary assistance on a monthly basis, from funds appropriated to the department for the purpose.

Sec. 426. Section 249A.4B, subsections 1 and 7, Code 2024, are amended to read as follows:

1. A medical assistance advisory council is created to comply with 42 C.F.R. §431.12 based on section 1902(a)(4) of the federal Social Security Act and to advise the director about health and medical care services under the medical assistance program. The council shall meet ~~no more than quarterly~~ as necessary. The director's designee responsible for public health or their designee and a public member of the council selected by the public members of the council shall serve as co-chairpersons of the council.

7. The director shall consider the recommendations offered by the council in the director's preparation of the medical assistance budget ~~recommendations to the council on health and human services pursuant to section 217.3~~ and in implementation of medical assistance program policies.

Sec. 427. Section 331.304, subsection 9, Code 2024, is amended to read as follows:

9. A county shall not adopt or enforce any ordinance imposing any registration or licensing system or registration or license fees for or relating to owner-occupied manufactured or mobile homes including the lots, lands, or manufactured home community or mobile home park upon or in which they are

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1 located. A county shall not adopt or enforce any ordinance
2 imposing any registration or licensing system, or registration
3 or license fees, or safety or sanitary standards for rental
4 manufactured or mobile homes unless similar registration or
5 licensing system, or registration or license fees, or safety
6 or sanitary standards are required for other rental properties
7 intended for human habitation. This subsection does not
8 preclude the investigation and abatement of a nuisance or the
9 enforcement of a tiedown system, or the enforcement of any
10 ~~regulations~~ rules of the ~~council on~~ department of health and
11 human services or local board of health if those ~~regulations~~
12 rules apply to other rental properties or to owner-occupied
13 housing intended for human habitation.
14 Sec. 428. Section 364.3, subsection 5, Code 2024, is amended
15 to read as follows:
16 5. A city shall not adopt or enforce any ordinance imposing
17 any registration or licensing system or registration or license
18 fees for or relating to owner-occupied manufactured or mobile
19 homes including the lots, lands, or manufactured home community
20 or mobile home park upon or in which they are located. A
21 city shall not adopt or enforce any ordinance imposing any
22 registration or licensing system, or registration or license
23 fees, or safety or sanitary standards for rental manufactured
24 or mobile homes unless a similar registration or licensing
25 system, or registration or license fees, or safety or sanitary
26 standards are required for other rental properties intended
27 for human habitation. This subsection does not preclude the
28 investigation and abatement of a nuisance or the enforcement of
29 a tiedown system, or the enforcement of any ~~regulations~~ rules
30 of the ~~council on~~ department of health and human services or
31 local board of health if those ~~regulations~~ rules apply to other
32 rental properties or to owner-occupied housing intended for
33 human habitation.
34 DIVISION XII
35 ELIMINATION OF ADVISORY COUNCIL ON BRAIN INJURIES

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1 Sec. 429. Section 135.22A, Code 2024, is amended to read as
2 follows:
3 **135.22A ~~Advisory council on brain~~ Brain injuries — policy**
4 **— department as lead agency.**
5 1. For purposes of this section, unless the context
6 otherwise requires:
7 *a. "Brain injury"* means a brain injury as defined in section
8 135.22.
9 *b. "Council"* means the ~~advisory~~ council on ~~brain injuries~~
10 health and human services.
11 ~~2. The advisory council on brain injuries is established.~~
12 ~~The following persons or their designees shall serve as ex~~
13 ~~officio, nonvoting members of the council:~~
14 ~~*a.* The director of health and human services or the~~
15 ~~director's designee.~~
16 ~~*b.* The director of the department of education.~~
17 ~~*c.* The chief of the special education bureau of the~~
18 ~~department of education.~~
19 ~~*d.* The administrator of the division of vocational~~
20 ~~rehabilitation services of the department of workforce~~
21 ~~development.~~
22 ~~*e.* The director of the department for the blind.~~
23 ~~3. The council shall be composed of a minimum of nine~~
24 ~~members appointed by the governor in addition to the ex officio~~
25 ~~members, and the governor may appoint additional members.~~
26 ~~Insofar as practicable, the council shall include persons with~~
27 ~~brain injuries; family members of persons with brain injuries;~~
28 ~~representatives of industry, labor, business, and agriculture;~~
29 ~~representatives of federal, state, and local government; and~~
30 ~~representatives of religious, charitable, fraternal, civic,~~
31 ~~educational, medical, legal, veteran, welfare, and other~~
32 ~~professional groups and organizations. Members shall be~~
33 ~~appointed representing every geographic and employment area~~
34 ~~of the state and shall include members of both sexes. A~~
35 ~~simple majority of the members appointed by the governor shall~~

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1 ~~constitute a quorum.~~
2 ~~4. Members of the council appointed by the governor shall~~
3 ~~be appointed for terms of two years. Vacancies on the council~~
4 ~~shall be filled for the remainder of the term of the original~~
5 ~~appointment. Members whose terms expire may be reappointed.~~
6 ~~5. The voting members of the council shall appoint a~~
7 ~~chairperson and a vice chairperson and other officers as the~~
8 ~~council deems necessary. The officers shall serve until their~~
9 ~~successors are appointed and qualified. Members of the council~~
10 ~~shall receive actual expenses for their services. Members may~~
11 ~~also be eligible to receive compensation as provided in section~~
12 ~~7E.6. The council shall adopt rules pursuant to chapter 17A.~~
13 ~~6.~~ 2. The council shall do all of the following:
14 *a.* Promote meetings and programs for the discussion of
15 methods to reduce the debilitating effects of brain injuries,
16 and disseminate information in cooperation with any other
17 department, agency, or entity on the prevention, evaluation,
18 care, treatment, and rehabilitation of persons affected by
19 brain injuries.
20 *b.* Study and review current prevention, evaluation, care,
21 treatment, and rehabilitation technologies and recommend
22 appropriate preparation, training, retraining, and distribution
23 of personnel and resources in the provision of services
24 to persons with brain injuries through private and public
25 residential facilities, day programs, and other specialized
26 services.
27 *c.* Participate in developing and disseminating criteria and
28 standards which may be required for future funding or licensing
29 of facilities, day programs, and other specialized services for
30 persons with brain injuries in this state.
31 *d.* Make recommendations to the governor for developing and
32 administering a state plan to provide services for persons with
33 brain injuries.
34 *e.* Meet ~~at least quarterly~~ as necessary.
35 ~~7.~~ 3. The department is designated as Iowa's lead agency

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for brain injury. For the purposes of this section, the designation of lead agency authorizes the department to perform or oversee the performance of those functions specified in subsection 6, paragraphs *"a"* through *"c"*. ~~The council is assigned to the department for administrative purposes. The director shall be responsible for budgeting, program coordination, and related management functions.~~

~~8. The council may receive gifts, grants, or donations made for any of the purposes of its programs and disburse and administer them in accordance with their terms and under the direction of the director.~~

Sec. 430. Section 135.22B, subsection 2, paragraph c, Code 2024, is amended to read as follows:

c. The department shall consult with the ~~advisory~~ council ~~on brain injuries, established pursuant to section 135.22A,~~ regarding the program and shall report to the council concerning the program at least quarterly. The council shall make recommendations to the department concerning the program's operation.

DIVISION XIII

ELIMINATION OF CHILDREN'S BEHAVIORAL HEALTH SYSTEM STATE BOARD

Sec. 431. Section 225C.52, Code 2024, is amended to read as follows:

225C.52 ~~Children's behavioral health system state board —~~ Council duties.

The council shall provide guidance on the implementation and management of a children's behavioral health system for the provision of services to children with a serious emotional disturbance. To the extent funding is available, the ~~state board~~ council shall perform the following duties:

1. Advise the director on the administration of the children's behavioral health system.

2. Provide ~~consultation services~~ support to agencies regarding the development of administrative rules for the children's behavioral health system.

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1 3. Identify behavioral health outcomes and indicators for
2 eligible children with a serious emotional disturbance to
3 promote children living with their own families and in the
4 community.
5 4. Submit a written report on or before December 1 of each
6 year to the governor and the general assembly. At a minimum,
7 the report shall include a summary of all activities undertaken
8 by the ~~state board~~ council relating to the children's
9 behavioral health system and results from identified behavioral
10 health outcomes and indicators for the children's behavioral
11 health system.
12 Sec. 432. Section 225C.55, Code 2024, is amended to read as
13 follows:
14 **225C.55 Definitions.**
15 As used in this subchapter, unless the context otherwise
16 requires:
17 1. *"Children's behavioral health services"* means the same as
18 defined in section 225C.2.
19 2. *"Council"* means the council on health and human services.
20 ~~2.~~ 3. *"Department"* means the department of health and human
21 services.
22 ~~3.~~ 4. *"Director"* means the director of health and human
23 services.
24 ~~4.~~ 5. *"Disability services"* means the same as defined in
25 section 225C.2.
26 ~~5.~~ 6. *"Population"* means, as of July 1 of the fiscal year
27 preceding the fiscal year in which the population figure is
28 applied, the population shown by the latest preceding certified
29 federal census or the latest applicable population estimate
30 issued by the United States census bureau, whichever is most
31 recent.
32 ~~6.~~ 7. *"Regional administrator"* means the administrative
33 office, organization, or entity formed by agreement of the
34 counties participating in a region to function on behalf of
35 those counties in accordance with this subchapter.

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1 ~~7.~~ 8. *"Serious emotional disturbance"* means the same as
2 defined in section 225C.2.
3 ~~8. *"State board"* means the children's system state board~~
4 ~~created in section 225C.51.~~
5 ~~9. *"State commission"* means the mental health and disability~~
6 ~~services commission created in section 225C.5.~~
7 Sec. 433. Section 225C.66, subsection 3, Code 2024, is
8 amended to read as follows:
9 3. ~~Pursuant to recommendations made by the state board,~~
10 ~~the~~ The department shall adopt rules to define the services
11 included in the core domains listed in this section. The rules
12 shall provide service definitions, service provider standards,
13 service access standards, and service implementation dates, and
14 shall provide consistency, to the extent possible, with similar
15 service definitions under the medical assistance program.
16 Sec. 434. REPEAL. Section 225C.51, Code 2024, is repealed.
17 DIVISION XIV
18 ELIMINATION OF CONGENITAL AND INHERITED DISORDERS ADVISORY
19 COMMITTEE
20 Sec. 435. Section 136A.2, Code 2024, is amended to read as
21 follows:
22 **136A.2 Definitions.**
23 As used in this chapter, unless the context otherwise
24 requires:
25 1. *"Attending health care provider"* means a licensed
26 physician, nurse practitioner, certified nurse midwife, or
27 physician assistant.
28 ~~2. *"Congenital and inherited disorders advisory committee"*~~
29 ~~or *"advisory committee"* means the congenital and inherited~~
30 ~~disorders advisory committee created in this chapter.~~
31 ~~3.~~ 2. *"Congenital disorder"* means an abnormality existing
32 prior to or at birth, including a stillbirth, that adversely
33 affects the health and development of a fetus, newborn, child,
34 or adult, including a structural malformation or a genetic,
35 chromosomal, inherited, or biochemical disorder.

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1 3. *"Council"* means the council on health and human services.
2 4. *"Department"* means the department of health and human
3 services.
4 5. *"Disorder"* means a congenital or inherited disorder.
5 6. *"Genetics"* means the study of inheritance and how genes
6 contribute to health conditions and the potential for disease.
7 7. *"Genomics"* means the functions and interactions of all
8 human genes and their variation within human populations,
9 including their interaction with environmental factors, and
10 their contribution to health.
11 8. *"Inherited disorder"* means a condition caused by an
12 abnormal change in a gene or genes passed from a parent or
13 parents to their child. Onset of the disorder may be prior to
14 or at birth, during childhood, or in adulthood.
15 9. *"Stillbirth"* means an unintended fetal death occurring
16 after a gestation period of twenty completed weeks, or an
17 unintended fetal death of a fetus with a weight of three
18 hundred fifty or more grams.
19 Sec. 436. Section 136A.3A, Code 2024, is amended to read as
20 follows:
21 **136A.3A ~~Congenital and inherited disorders advisory committee~~**
22 **~~established — process~~ Process for addition of conditions to**
23 **newborn screening.**
24 1. ~~A congenital and inherited disorders advisory committee~~
25 ~~is established to~~ The council shall assist the department in
26 the development of programs that ensure the availability and
27 access to quality genetic and genomic health care services for
28 all Iowans.
29 ~~2. The members of the advisory committee shall be appointed~~
30 ~~by the director and shall include persons with relevant~~
31 ~~expertise and interest including parent representatives.~~
32 ~~3.~~ 2. The ~~advisory committee~~ council shall assist the
33 department in designating the conditions to be included in the
34 newborn screening and in regularly evaluating the effectiveness
35 and appropriateness of the newborn screening.

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1 ~~4.~~ 3. *a.* Beginning July 1, 2022, the ~~advisory committee~~
2 council shall ensure that all conditions included in the
3 federal recommended uniform screening panel as of January 1,
4 2022, are included in the newborn screening.
5 *b.* Within twelve months of the addition of a new
6 condition to the federal recommended uniform screening panel,
7 the ~~advisory committee~~ council shall consider and make a
8 recommendation to the department regarding inclusion of the
9 new condition in the newborn screening, including the current
10 newborn screening capacity to screen for the new condition
11 and the resources necessary to screen for the new condition
12 going forward. If the ~~advisory committee~~ council recommends
13 inclusion of a new condition, the department shall include the
14 new condition in the newborn screening within eighteen months
15 of receipt of the recommendation.
16 ~~5.~~ 4. The department shall submit a status report to the
17 general assembly, annually, by December 31, regarding all of
18 the following:
19 *a.* The current conditions included in the newborn screening.
20 *b.* Any new conditions currently under consideration or
21 recommended by the ~~advisory committee~~ council for inclusion in
22 the newborn screening.
23 *c.* Any new conditions considered but not recommended by the
24 ~~advisory committee~~ council in the prior twelve-month period and
25 the reason for not recommending any such conditions.
26 *d.* Any departmental request for additional program capacity
27 or resources necessitated by the inclusion of a recommended new
28 condition in the newborn screening.
29 *e.* Any delay and the reason for the delay by the ~~advisory~~
30 ~~committee~~ council in complying with the specified twelve-month
31 time frame in considering or recommending the inclusion of a
32 new condition in the newborn screening to the department.
33 *f.* Any delay and the reason for the delay by the department
34 in complying with the specified eighteen-month time frame in
35 including a new condition in the newborn screening following

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1 receipt of a recommendation from the ~~advisory committee~~ council
2 recommending the inclusion of such condition.
3 ~~6.~~ 5. The state hygienic laboratory shall establish
4 the newborn screening fee schedule in a manner sufficient
5 to support the newborn screening system of care including
6 laboratory screening costs, short-term and long-term follow-up
7 program costs, the newborn screening developmental fund, and
8 the cost of the department's newborn screening data system.
9 DIVISION XV
10 ELIMINATION OF EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL
11 Sec. 437. Section 147A.2, Code 2024, is amended to read as
12 follows:
13 **147A.2 Council ~~established — terms of office~~ on health and**
14 **human services — advisory duties.**
15 ~~1. An EMS advisory council shall be appointed by the~~
16 ~~director. Membership of the council shall be comprised of~~
17 ~~individuals nominated from, but not limited to, the following~~
18 ~~state or national organizations: Iowa osteopathic medical~~
19 ~~association, Iowa medical society, American college of~~
20 ~~emergency physicians, Iowa physician assistant society, Iowa~~
21 ~~academy of family physicians, university of Iowa hospitals~~
22 ~~and clinics, American academy of emergency medicine, American~~
23 ~~academy of pediatrics, Iowa EMS association, Iowa firefighters~~
24 ~~association, Iowa professional fire fighters, EMS education~~
25 ~~programs committee, Iowa nurses association, Iowa hospital~~
26 ~~association, and the Iowa state association of counties. The~~
27 ~~council shall also include at least two at-large members~~
28 ~~who are volunteer emergency medical care providers and a~~
29 ~~representative of a private service program.~~
30 ~~2.~~ The ~~EMS advisory~~ council on health and human services
31 shall advise the director and develop policy recommendations
32 concerning the regulation, administration, and coordination of
33 emergency medical services in the state.
34 Sec. 438. REPEAL. Section 147A.3, Code 2024, is repealed.
35 DIVISION XVI

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1 ELIMINATION OF TRAUMA SYSTEM ADVISORY COUNCIL
2 Sec. 439. Section 147A.23, Code 2024, is amended to read as
3 follows:
4 **147A.23 Trauma care system development.**
5 1. The department is designated as a lead agency in this
6 state responsible for the development of a statewide trauma
7 care system.
8 2. The department~~, in consultation with the trauma system~~
9 ~~advisory council,~~ shall develop, coordinate, and monitor a
10 statewide trauma care system. This system shall include, but
11 not be limited to, the following:
12 *a.* (1) Development of criteria for the categorization
13 of all hospitals and emergency care facilities according to
14 their trauma care capabilities. These categories shall be for
15 levels I, II, III, and IV, based on the most current guidelines
16 published by the American college of surgeons committee on
17 trauma, the American college of emergency physicians, and
18 the model trauma care plan of the United States department
19 of health and human services' health resources and services
20 administration.
21 (2) The categorization of all hospitals and emergency
22 care facilities by the department as to their capacity to
23 provide trauma care services. The categorization shall be
24 determined by the department from self-reported information
25 provided to the department by the hospital or emergency care
26 facility. This categorization shall not be construed to imply
27 any guarantee on the part of the department as to the level of
28 trauma care services available at the hospital or emergency
29 care facility.
30 *b.* (1) Development of a process for the verification of
31 the trauma care capacity of each facility and the issuance of a
32 certificate of verification. The standards and verification
33 process shall be established by rule and may vary as
34 appropriate by level of trauma care capability. To the extent
35 possible, the standards and verification process shall be

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1 coordinated with other applicable accreditation and licensing
2 standards.
3 (2) The issuance of a certificate of verification of all
4 categorized hospitals and emergency care facilities from the
5 department at the level preferred by the hospital or emergency
6 care facility. ~~The standards and verification process shall~~
7 ~~be established by rule and may vary as appropriate by level of~~
8 ~~trauma care capability. To the extent possible, the standards~~
9 ~~and verification process shall be coordinated with other~~
10 ~~applicable accreditation and licensing standards.~~
11 *c.* Upon verification and the issuance of a certificate
12 of verification, agreement by a hospital or emergency care
13 facility ~~agrees~~ to maintain a level of commitment and resources
14 sufficient to meet responsibilities and standards as required
15 by the trauma care criteria established by rule under this
16 subchapter. Verifications are valid for a period of three
17 years or as determined by the department and are renewable. As
18 part of the verification and renewal process, the department
19 may conduct periodic on-site reviews of the services and
20 facilities of the hospital or emergency care facility.
21 *d.* Implementation of an Iowa trauma care plan.
22 *e.* Development of standards for medical direction, trauma
23 care, triage and transfer protocols, and trauma registries.
24 *f.* Promotion of public information and education activities
25 for injury prevention.
26 *g.* The development of strategies and the review of rules
27 adopted under this subchapter to promote optimal trauma care
28 delivery throughout the state.
29 *h.* Development, implementation, and conducting of trauma
30 care system evaluation, quality assessment, and quality
31 improvement.
32 ~~*d.*~~ 3. The department is responsible for the funding of the
33 administrative costs of this subchapter. Any funds received
34 by the department for this purpose shall be deposited in the
35 emergency medical services fund established in section 135.25.

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1 ~~e.~~ 4. This section shall not be construed to limit the
2 number and distribution of level I, II, III, and IV categorized
3 and verified trauma care facilities in a community or region.
4 5. Proceedings, records, and reports developed pursuant
5 to this section constitute peer review records under section
6 147.135, and are not subject to discovery by subpoena or
7 admissible as evidence. All information and documents
8 received from a hospital or emergency care facility under this
9 subchapter shall be confidential pursuant to section 272C.6,
10 subsection 4.
11 Sec. 440. Section 147A.26, subsection 1, Code 2024, is
12 amended to read as follows:
13 1. The department shall maintain a statewide trauma
14 reporting system by which ~~the trauma system advisory council~~
15 ~~and~~ the department may monitor the effectiveness of the
16 statewide trauma care system.
17 Sec. 441. REPEAL. Section 147A.24, Code 2024, is repealed.
18 DIVISION XVII
19 ELIMINATION OF JUSTICE ADVISORY BOARD
20 Sec. 442. Section 216A.131, Code 2024, is amended to read
21 as follows:
22 **216A.131 Definitions.**
23 For the purpose of this subchapter, unless the context
24 otherwise requires~~:~~
25 ~~1. *"Board"* means the justice advisory board.~~
26 ~~2. *"Department"*~~, *"department"* means the department of health
27 and human services.
28 Sec. 443. Section 216A.133, Code 2024, is amended to read
29 as follows:
30 **216A.133 ~~Purpose and~~ Department duties.**
31 1. The ~~purpose of the board~~ department shall ~~be~~ do all of
32 the following:
33 *a.* Develop short-term and long-term goals to improve the
34 criminal and juvenile justice systems.
35 *b.* Identify and analyze justice system issues, including

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the impact of present criminal and juvenile justice policy, and make recommendations for policy change.

c. Develop and assist others in implementing recommendations and plans for justice system improvement.

d. Provide the general assembly with an analysis of current and proposed criminal code provisions.

e. Provide for a clearinghouse of justice system information to coordinate with data resource agencies and assist others in the use of justice system data.

~~2. The board shall advise the department on its administration of state and federal grants and appropriations and shall carry out other functions consistent with this subchapter.~~

~~3. The duties of the board shall consist of the following:~~

~~*a.* Identifying issues and analyzing the operation and impact of present criminal and juvenile justice policy and making recommendations for policy changes.~~

~~*b.*~~ *f.* ~~Coordinating~~ Coordinate with data resource agencies to provide data and analytical information to federal, state, and local governments, and ~~assisting~~ assist agencies in the use of criminal and juvenile justice data.

~~*c.*~~ *g.* ~~Reporting~~ Report criminal justice system needs to the governor, the general assembly, and other decision makers to improve the criminal justice system.

~~*d.*~~ *h.* ~~Reporting~~ Report juvenile justice system needs to the governor, the general assembly, and other decision makers to address issues specifically affecting the juvenile justice system, including evidence-based programs for group foster care placements and the state training school, diversion, and community-based services for juvenile offenders.

~~*e.*~~ *i.* ~~Providing~~ Provide technical assistance upon request to state and local agencies.

~~*f.*~~ *j.* ~~Administering~~ Administer federal funds and funds appropriated by the state or that are otherwise available in compliance with applicable laws, regulations, and other

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1 requirements for purposes of study, research, investigation,
2 planning, and implementation in the areas of criminal and
3 juvenile justice.
4 ~~g.~~ *k.* ~~Making~~ Make grants to cities, counties, and other
5 entities pursuant to applicable law.
6 ~~h.~~ *l.* ~~Maintaining~~ Maintain an Iowa correctional policy
7 project as provided in section 216A.137.
8 ~~i.~~ *m.* ~~Providing~~ Provide input and make recommendations
9 to the director including in the development of a budget
10 ~~recommendations~~ for the department.
11 ~~j. Developing and making recommendations to the director.~~
12 ~~k.~~ *n.* ~~Serving as a liaison between the department and~~
13 ~~the public, sharing~~ Share information and ~~gathering~~ gather
14 constituency input.
15 ~~l. Recommending to the department the adoption of rules~~
16 ~~pursuant to chapter 17A as it deems necessary for the board and~~
17 ~~department.~~
18 ~~m.~~ *o.* ~~Recommending~~ Recommend legislative and executive
19 action to the governor and general assembly.
20 ~~n.~~ *p.* ~~Establishing~~ Establish advisory committees, work
21 groups, or other coalitions as appropriate.
22 ~~o.~~ *q.* ~~Providing~~ Provide the general assembly with
23 an analysis and recommendations of current criminal code
24 provisions and proposed legislation which include but are not
25 limited to all of the following:
26 (1) Potential disparity in sentencing.
27 (2) Truth in sentencing.
28 (3) Victims.
29 (4) The proportionality of specific sentences.
30 (5) Sentencing procedures.
31 (6) Costs associated with the implementation of criminal
32 code provisions, including costs to the judicial branch,
33 department of corrections, and judicial district departments
34 of correctional services, costs for representing indigent
35 defendants, and costs incurred by political subdivisions of the

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1 state.
2 (7) Best practices related to the department of corrections
3 including recidivism rates, safety and the efficient use of
4 correctional staff, and compliance with correctional standards
5 set by the federal government and other jurisdictions.
6 (8) Best practices related to the ~~Iowa child death~~ state
7 mortality review ~~team~~ committee established in section
8 135.43~~and the Iowa domestic abuse death review team established~~
9 ~~in section 135.109~~.
10 *~~p.~~* *r.* ~~Studying~~ Study and ~~making~~ make recommendations for
11 treating and supervising adult and juvenile sex offenders in
12 institutions, community-based programs, and in the community,
13 in areas which include but are not limited to all of the
14 following:
15 (1) The effectiveness of electronically monitoring sex
16 offenders.
17 (2) The cost and effectiveness of special sentences
18 pursuant to chapter 903B.
19 (3) Risk assessment models created for sex offenders.
20 (4) Determining the best treatment programs available for
21 sex offenders and the efforts of Iowa and other states to
22 implement treatment programs.
23 (5) The efforts of Iowa and other states to prevent sex
24 abuse-related crimes including child sex abuse.
25 (6) Any other related issues the board deems necessary,
26 including but not limited to computer and internet sex-related
27 crimes, sex offender case management, best practices for sex
28 offender supervision, the sex offender registry, and the
29 effectiveness of safety zones.
30 *~~q.~~* *s.* ~~Providing~~ Provide expertise and advice to the
31 legislative services agency, the department of corrections, the
32 judicial branch, and others charged with formulating fiscal,
33 correctional, or minority impact statements.
34 *~~r.~~* *t.* ~~Reviewing~~ Review data supplied by the department, the
35 department of management, the legislative services agency, the

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1 Iowa supreme court, and other departments or agencies for the
2 purpose of determining the effectiveness and efficiency of the
3 collection of such data.
4 ~~4.~~ 2. The ~~board~~ department shall submit reports, in
5 accordance with section 216A.135, to the governor and general
6 assembly regarding actions taken, issues studied, and ~~board~~
7 council recommendations.
8 Sec. 444. Section 216A.135, subsection 1, Code 2024, is
9 amended to read as follows:
10 1. The ~~board~~ department shall submit a three-year criminal
11 and juvenile justice plan for the state, beginning December 1,
12 2020, and every three years thereafter, by December 1. The
13 three-year plan shall be updated annually. Each three-year
14 plan and annual updates of the three-year plan shall be
15 submitted to the governor and the general assembly by December
16 1.
17 Sec. 445. Section 216A.137, subsection 1, Code 2024, is
18 amended to read as follows:
19 1. The department shall maintain an Iowa correctional
20 policy project for the purpose of conducting analyses of
21 major correctional issues affecting the criminal and juvenile
22 justice system. The ~~board~~ department shall identify and
23 prioritize the issues and studies to be addressed ~~by the~~
24 ~~department~~ through this project and shall report project
25 plans and findings annually along with the report required
26 in section 216A.135. Issues and studies to be considered ~~by~~
27 ~~the board~~ shall include but are not limited to a review of the
28 information systems available to assess corrections trends
29 and program effectiveness, the development of an evaluation
30 plan for assessing the impact of corrections expenditures,
31 and a study of the desirability and feasibility of changing
32 the state's sentencing practices, which includes a prison
33 population forecast.
34 Sec. 446. REPEAL. Section 216A.132, Code 2024, is repealed.
35 DIVISION XVIII

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1 ELIMINATION OF IOWA COLLABORATION FOR YOUTH DEVELOPMENT COUNCIL
2 Sec. 447. Section 216A.140, Code 2024, is amended to read
3 as follows:
4 **216A.140 ~~Iowa collaboration for youth development council —~~**
5 **~~state~~ State of Iowa youth advisory council.**
6 1. *Definitions.* For the purposes of this section, unless
7 the context otherwise requires:
8 *a.* *"Youth"* means children and young persons who are ages six
9 through twenty-one years.
10 *b.* *"Youth advisory council"* means the state of Iowa youth
11 advisory council created by this section.
12 ~~*c.* *"Youth development council"* means the Iowa collaboration~~
13 ~~for youth development council created by this section.~~
14 ~~2. *Collaboration council created.* An Iowa collaboration for~~
15 ~~youth development council is created as an alliance of state~~
16 ~~agencies that address the needs of youth in Iowa.~~
17 ~~3. *Purpose.* The purpose of the youth development council is~~
18 ~~to improve the lives and futures of Iowa's youth by doing all~~
19 ~~of the following:~~
20 ~~*a.* Adopting and applying positive youth development~~
21 ~~principles and practices at the state and local levels.~~
22 ~~*b.* Increasing the quality, efficiency, and effectiveness of~~
23 ~~opportunities and services and other supports for youth.~~
24 ~~*c.* Improving and coordinating state youth policy and~~
25 ~~programs across state agencies.~~
26 ~~4. *Vision statement.* All youth development activities~~
27 ~~addressed by the youth development council shall be aligned~~
28 ~~around the following vision statement:~~
29 ~~"All Iowa youth will be safe, healthy, successful, and prepared~~
30 ~~for adulthood."~~
31 ~~5. *Membership.* The youth development council membership~~
32 ~~shall be determined by the council itself and shall include the~~
33 ~~directors or chief administrators, or their designees, from the~~
34 ~~following state agencies and programs:~~
35 ~~*a.* Child advocacy board.~~

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1 ~~*b.* Department of education.~~
2 ~~*c.* Department of health and human services.~~
3 ~~*d.* Department of workforce development.~~
4 ~~*e.* Office of drug control policy.~~
5 ~~*f.* Iowa cooperative extension service in agriculture and~~
6 ~~home economics.~~
7 ~~6. *Procedure.* Except as otherwise provided by law, the~~
8 ~~youth development council shall determine its own rules of~~
9 ~~procedure and operating policies, including but not limited~~
10 ~~to terms of members. The youth development council may form~~
11 ~~committees or subgroups as necessary to achieve its purpose.~~
12 ~~7. *Duties.* The youth development council's duties shall~~
13 ~~include but are not limited to all of the following:~~
14 ~~*a.* Study, explore, and plan for the best approach to~~
15 ~~structure and formalize the functions and activities of the~~
16 ~~youth development council to meet its purpose, and make formal~~
17 ~~recommendations for improvement to the governor and general~~
18 ~~assembly.~~
19 ~~*b.* Review indicator data and identify barriers to youth~~
20 ~~success and develop strategies to address the barriers.~~
21 ~~*c.* Coordinate across agencies the state policy priorities~~
22 ~~for youth.~~
23 ~~*d.* Strengthen partnerships with the nonprofit and private~~
24 ~~sectors to gather input, build consensus, and maximize use of~~
25 ~~existing resources and leverage new resources to improve the~~
26 ~~lives of youth and their families.~~
27 ~~*e.* Oversee the activities of the youth advisory council.~~
28 ~~*f.* Seek input from and engage the youth advisory council~~
29 ~~in the development of more effective policies, practices, and~~
30 ~~programs to improve the lives and futures of youth.~~
31 ~~*g.* Report annually by February 1 to the governor and general~~
32 ~~assembly.~~
33 ~~8.~~ 2. *State of Iowa youth advisory council.* A state of
34 Iowa youth advisory council is created to provide input to the
35 governor, general assembly, and state and local policymakers on

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1 youth issues.
2 *a.* The purpose of the youth advisory council is to foster
3 communication among a group of engaged youth and the governor,
4 general assembly, and state and local policymakers regarding
5 programs, policies, and practices affecting youth and families;
6 ~~and~~ to advocate for youth on important issues affecting youth;
7 and to improve the lives and futures of Iowa's youth.
8 *b.* The youth advisory council shall consist of no more than
9 twenty-one youth ages fourteen through twenty years who reside
10 in Iowa. Membership shall be for two-year staggered terms.
11 The director or the director's designee shall select council
12 members using an application process. The director or the
13 director's designee shall strive to maintain a diverse council
14 membership and shall take into consideration race, ethnicity,
15 disabilities, gender, and geographic location of residence of
16 the applicants.
17 *c.* Except as otherwise provided by law, the youth advisory
18 council shall determine its own rules of procedure and
19 operating policies, subject to approval by the director or the
20 director's designee.
21 *d.* The youth advisory council shall ~~meet at least quarterly.~~
22 do all of the following:
23 (1) Adopt and apply positive youth development principles
24 and practices at the state and local levels.
25 (2) Increase the quality, efficiency, and effectiveness of
26 opportunities and services and other supports for youth.
27 (3) Improve, coordinate, and prioritize state youth policy
28 and programs across state agencies.
29 (4) Align all policies around the vision that all Iowa youth
30 will be safe, healthy, successful, and prepared for adulthood.
31 (5) Review indicator data, identify barriers to youth
32 success, and develop strategies to address the barriers.
33 (6) Strengthen partnerships with the nonprofit and private
34 sectors to gather input, build consensus, and maximize the use
35 of existing resources and leverage new resources to improve the

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1 lives of youth and their families.
2 (7) Report annually by February 1 to the governor and the
3 general assembly.
4 ~~9.~~ 3. *Lead agency.* The lead agency for support of the ~~Iowa~~
5 ~~collaboration for youth development council and the~~ state of
6 Iowa youth advisory council is the department. The department
7 shall coordinate activities and, with funding made available
8 to it for such purposes, provide staff support for the ~~youth~~
9 ~~development council and the~~ youth advisory council.
10 DIVISION XIX
11 ELIMINATION OF COMMISSIONS UNDER HUMAN RIGHTS BOARD
12 Sec. 448. Section 216A.1, subsection 1, paragraph a, Code
13 2024, is amended by striking the paragraph and inserting in
14 lieu thereof the following:
15 *a.* Community advocacy and services on behalf of
16 underrepresented populations in the state.
17 Sec. 449. Section 216A.3, Code 2024, is amended to read as
18 follows:
19 **216A.3 Human rights board.**
20 1. A human rights board is created within the department.
21 2. The board shall consist of ~~sixteen~~ twelve members,
22 including ~~eleven~~ seven voting members and five nonvoting
23 members,~~and~~ determined as follows:
24 *a.* The voting members shall consist of ~~nine~~ seven voting
25 members ~~selected by each of the permanent commissions within~~
26 ~~the department, and two voting members, appointed by the~~
27 ~~governor. For purposes of this paragraph *"a"*, *"permanent*~~
28 ~~*commissions"* means the commission of Latino affairs,~~
29 ~~commission on the status of women, commission of persons~~
30 ~~with disabilities, commission on community action agencies,~~
31 ~~commission of deaf services, justice advisory board, commission~~
32 ~~on the status of African Americans, commission of Asian and~~
33 ~~Pacific Islander affairs, and commission of Native American~~
34 ~~affairs~~ who shall be appointed by the governor, subject to
35 confirmation by the senate pursuant to section 2.32, and shall

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1 represent underrepresented populations in the state. All
2 voting members shall reside in the state. The term of office
3 for voting members is four years.
4 *b.* The nonvoting members shall consist of the department
5 director, two state representatives, one appointed by the
6 speaker of the house of representatives and one by the minority
7 leader of the house of representatives, and two state senators,
8 one appointed by the majority leader of the senate and one by
9 the minority leader of the senate.
10 3. A majority of the voting members of the board shall
11 constitute a quorum, and the affirmative vote of two-thirds of
12 the voting members present is necessary for any substantive
13 action taken by the board. The board shall select a
14 chairperson from the voting members of the board. ~~The board~~
15 ~~shall meet not less than four times a year.~~
16 4. The board shall ~~develop~~ do all of the following:
17 *a.* Develop and monitor implementation of a comprehensive
18 strategic plan to remove barriers for underrepresented
19 populations or groups and, in doing so, to increase Iowa's
20 productivity and inclusivity, including performance measures
21 and benchmarks.
22 *b.* Study the opportunities for and changing needs of the
23 underrepresented populations or groups in the state.
24 *c.* Serve as a liaison between the department and the public,
25 sharing information and gathering constituency input.
26 *d.* Recommend to the department the adoption of rules
27 pursuant to chapter 17A as the board deems necessary.
28 *e.* Recommend legislative and executive action to the
29 governor and general assembly to advance the interests of
30 underrepresented populations or groups and to improve the
31 status of low-income persons in the state.
32 *f.* Establish advisory committees, work groups, or other
33 coalitions as appropriate.
34 *g.* Advance the interests of underrepresented populations
35 or groups in the areas of human rights, access to justice,

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1 economic equality, and the elimination of discrimination.
2 Sec. 450. Section 216A.4, Code 2024, is amended to read as
3 follows:
4 **216A.4 Definitions.**
5 For purposes of this chapter, unless the context otherwise
6 requires:
7 1. *"Asian or Pacific Islander"* means an individual from any
8 of the countries of Asia or islands of the Pacific.
9 ~~1.~~ 2. *"Board"* means the human rights board.
10 ~~2.~~ 3. *"Department"* means the department of health and human
11 services.
12 ~~3.~~ 4. *"Director"* means the director of health and human
13 services.
14 5. *"Tribal government"* means the governing body of a
15 federally recognized Indian tribe.
16 ~~4.~~ 6. *"Underrepresented"* means the historical
17 marginalization of populations or groups in the United States
18 and Iowa, including but not limited to African Americans, Asian
19 and Pacific Islanders, persons who are deaf or hard of hearing,
20 persons with disabilities, Latinos, Native Americans, women,
21 persons who have low socioeconomic status, at-risk youth, and
22 adults or juveniles with a criminal history.
23 COMMISSION AND OFFICE OF LATINO AFFAIRS ELIMINATION
24 Sec. 451. REPEAL. Sections 216A.11, 216A.12, 216A.13,
25 216A.14, and 216A.15, Code 2024, are repealed.
26 COMMISSION AND OFFICE ON THE STATUS OF WOMEN ELIMINATION
27 Sec. 452. Section 241.3, subsection 2, Code 2024, is amended
28 to read as follows:
29 2. The department shall consult and cooperate with the
30 department of workforce development, the United States
31 commissioner of social security administration, ~~the office~~
32 ~~on the status of women of the department,~~ the department of
33 education, and other persons in the executive branch of the
34 state government as the department considers appropriate to
35 facilitate the coordination of multipurpose service programs

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1 established under this chapter with existing programs of a
2 similar nature.
3 Sec. 453. REPEAL. Sections 216A.51, 216A.52, 216A.53, and
4 216A.54, Code 2024, are repealed.
5 COMMISSION AND OFFICE ON PERSONS WITH DISABILITIES ELIMINATION
6 Sec. 454. REPEAL. Sections 216A.71, 216A.72, 216A.74, and
7 216A.75, Code 2024, are repealed.
8 COMBINING OF DEAF SERVICES COMMISSION AND DUAL PARTY RELAY
9 COUNCIL
10 Sec. 455. Section 216A.111, subsection 2, Code 2024, is
11 amended by striking the subsection.
12 Sec. 456. Section 216A.113, Code 2024, is amended to read
13 as follows:
14 **216A.113 Deaf services commission established.**
15 1. The commission of deaf services is established, and shall
16 consist of seven voting members appointed by the governor~~,~~
17 ~~subject to confirmation by the senate pursuant to section~~
18 ~~2.32~~. Membership of the commission shall include at least four
19 members who are deaf ~~and at least one member who is~~ or hard of
20 hearing, and three members who are representatives of telephone
21 companies. The commission shall also include the director, or
22 the director's designee, as a nonvoting member. All members
23 shall reside in Iowa.
24 2. ~~Members~~ Voting members of the commission shall serve
25 four-year staggered terms which shall begin and end pursuant to
26 section 69.19. ~~Members~~ Voting members whose terms expire may
27 be reappointed. Vacancies on the commission may be filled for
28 the remainder of the term in the same manner as the original
29 appointment. ~~Members~~ Voting members shall receive actual
30 expenses incurred while serving in their official capacity,
31 subject to statutory limits. ~~Members~~ Voting members may also
32 be eligible to receive compensation as provided in section
33 7E.6.
34 3. ~~Members~~ The voting members of the commission shall
35 appoint a chairperson and vice chairperson and other officers

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1 as the commission deems necessary. ~~The commission shall~~
2 ~~meet at least quarterly during each fiscal year.~~ A majority
3 of the voting members currently appointed to the commission
4 shall constitute a quorum. A quorum shall be required for the
5 conduct of business of the commission, and the affirmative vote
6 of a majority of the currently appointed voting members is
7 necessary for any substantive action taken by the commission.
8 A voting member shall not vote on any action if the voting
9 member has a conflict of interest on the matter, and a
10 statement by the voting member of a conflict of interest shall
11 be conclusive for this purpose.
12 Sec. 457. Section 216A.114, Code 2024, is amended to read
13 as follows:
14 **216A.114 Commission powers and duties.**
15 The commission shall have the following powers and duties:
16 1. Study the changing needs and opportunities for the deaf
17 and hard-of-hearing people in this state.
18 2. Serve as a liaison between the ~~office~~ department and the
19 public, sharing information and gathering constituency input.
20 3. Recommend to the board for adoption rules pursuant
21 to chapter 17A as it deems necessary for the commission and
22 office.
23 4. Recommend legislative and executive action to the
24 governor and general assembly.
25 5. Establish advisory committees, work groups, or other
26 coalitions as appropriate.
27 6. Advise the utilities board on the planning,
28 establishment, administration, and promotion of a statewide
29 program to provide dual party relay service and to secure,
30 finance, and distribute telecommunications devices for the deaf
31 and hard of hearing pursuant to chapter 477C.
32 Sec. 458. Section 477C.2, Code 2024, is amended to read as
33 follows:
34 **477C.2 Definitions.**
35 As used in this chapter, unless the context otherwise

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1 requires:
2 1. *"Board"* means the utilities board created in section
3 474.1.
4 2. *"Commission"* means the commission on deaf services
5 created in section 216A.113.
6 ~~2.~~ 3. *"Communication disorder"* means the inability to use
7 the telephone for communication without a telecommunications
8 device for the deaf and hard of hearing.
9 ~~3. *"Council"* means the dual party relay council established~~
10 ~~in section 477C.5.~~
11 4. *"Dual party relay service"* or *"relay service"* means a
12 communication service which provides persons with communication
13 disorders access to the telephone system functionally
14 equivalent to the access available to persons without
15 communication disorders.
16 5. *"Telecommunications device for the deaf and hard of*
17 *hearing"* means any specialized or supplemental telephone
18 equipment used by persons with communication disorders to
19 provide access to the telephone system.
20 Sec. 459. Section 477C.3, unnumbered paragraph 1, Code
21 2024, is amended to read as follows:
22 With the advice of the ~~council~~ commission, the board shall
23 plan, establish, administer, and promote a statewide program to
24 provide dual party relay service as follows:
25 Sec. 460. Section 477C.4, Code 2024, is amended to read as
26 follows:
27 **477C.4 Telecommunications devices for the deaf and hard of**
28 **hearing.**
29 With the advice of the ~~council~~ commission, the board may
30 plan, establish, administer, and promote a program to secure,
31 finance, and distribute telecommunications devices for the
32 deaf and hard of hearing. The board may establish eligibility
33 criteria for persons to receive telecommunications devices
34 for the deaf and hard of hearing, including but not limited
35 to requiring certification that the recipient cannot use the

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1 telephone for communication without a telecommunications device
2 for the deaf and hard of hearing.
3 Sec. 461. Section 477C.5, subsection 2, paragraph c, Code
4 2024, is amended by striking the paragraph.
5 Sec. 462. Section 622B.4, Code 2024, is amended to read as
6 follows:
7 **622B.4 List.**
8 The ~~office of deaf services of the~~ department of health and
9 human services shall prepare and continually update a listing
10 of qualified and available sign language interpreters. The
11 courts and administrative agencies shall maintain a directory
12 of qualified interpreters for deaf and hard-of-hearing
13 persons as furnished by the department of health and human
14 services. The ~~office of deaf services of the~~ department
15 of health and human services shall maintain a list of sign
16 language interpreters which shall be made available to a court,
17 administrative agency, or interested parties to an action using
18 the services of a sign language interpreter.
19 Sec. 463. REPEAL. Sections 216A.112 and 477C.5, Code 2024,
20 are repealed.
21 COMMISSION AND OFFICE ON STATUS OF AFRICAN AMERICANS
22 ELIMINATION
23 Sec. 464. REPEAL. Sections 216A.141, 216A.142, 216A.143,
24 and 216A.146, Code 2024, are repealed.
25 COMMISSION AND OFFICE ON ASIAN AND PACIFIC ISLANDERS
26 ELIMINATION
27 Sec. 465. REPEAL. Sections 216A.151, 216A.152, 216A.153,
28 and 216A.154, Code 2024, are repealed.
29 COMMISSION AND OFFICE OF NATIVE AMERICAN AFFAIRS ELIMINATION
30 Sec. 466. Section 216A.167, Code 2024, is amended to read
31 as follows:
32 **216A.167 Limitations on authority.**
33 1. The ~~commission~~ board and ~~office~~ department shall not have
34 the authority to do any of the following:
35 *a.* Implement or administer the duties of the state of Iowa

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1 under the federal Indian Gaming Regulatory Act, shall not have
2 any authority to recommend, negotiate, administer, or enforce
3 any agreement or compact entered into between the state of Iowa
4 and Indian tribes located in the state pursuant to section
5 10A.104, and shall not have any authority relative to Indian
6 gaming issues.
7 *b.* Administer the duties of the state under the federal
8 National Historic Preservation Act, the federal Native American
9 Graves Protection and Repatriation Act, and chapter 263B. The
10 ~~commission~~ board shall also not interfere with the advisory
11 role of a separate Indian advisory council or committee
12 established by the state archeologist by rule for the purpose
13 of consultation on matters related to ancient human skeletal
14 remains and associated artifacts.
15 2. This subchapter shall not diminish or inhibit the right
16 of any tribal government to interact directly with the state
17 or any of its departments or agencies for any purpose which a
18 tribal government desires to conduct its business or affairs as
19 a sovereign governmental entity.
20 Sec. 467. REPEAL. Sections 216A.161, 216A.162, 216A.163,
21 216A.165, and 216A.166, Code 2024, are repealed.
22 COMMUNITY ACTION AGENCY COMMISSION ELIMINATION
23 Sec. 468. Section 216A.91, Code 2024, is amended to read as
24 follows:
25 **216A.91 Definitions.**
26 For purposes of this subchapter, unless the context
27 otherwise requires:
28 ~~1. *"Commission"* means the commission on community action~~
29 ~~agencies.~~
30 ~~2.~~ 1. *"Community action agency"* means a public agency
31 or a private nonprofit agency which is authorized under its
32 charter or bylaws to receive funds to administer community
33 action programs and is designated by the governor to receive
34 and administer the funds.
35 ~~3.~~ 2. *"Community action program"* means a program conducted

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1 by a community action agency which includes projects to provide
2 a range of services to improve the conditions of poverty in the
3 area served by the community action agency.
4 Sec. 469. Section 216A.93, Code 2024, is amended to read as
5 follows:
6 **216A.93 Establishment of community action agencies.**
7 The department shall recognize and assist in the designation
8 of certain community action agencies to assist in the delivery
9 of community action programs. These programs shall include but
10 not be limited to outreach, community services block grant,
11 low-income energy assistance, and weatherization programs. If
12 a community action agency is in effect and currently serving an
13 area, that community action agency shall become the designated
14 community action agency for that area. If any geographic area
15 of the state ceases to be served by a designated community
16 action agency, the department may solicit applications and
17 assist the governor in designating a community action agency
18 for that area in accordance with current community services
19 block grant requirements. The department shall supervise the
20 collection of data regarding the scope of services provided by
21 the community action agencies.
22 Sec. 470. Section 541A.1, Code 2024, is amended to read as
23 follows:
24 **541A.1 Definitions.**
25 For the purposes of this chapter, unless the context
26 otherwise requires:
27 1. *"Account holder"* means an individual who is the owner of
28 an individual development account.
29 2. *"Charitable contributor"* means a nonprofit association
30 described in section 501(c)(3) of the Internal Revenue Code
31 which makes a deposit to an individual development account
32 and which is exempt from taxation under section 501(a) of the
33 Internal Revenue Code.
34 ~~3. *"Commission"* means the commission on community action~~
35 ~~agencies created in section 216A.92A.~~

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1 ~~4.~~ 3. *"Department"* means the department of health and human
2 services.
3 ~~5.~~ 4. *"Director"* means the director of health and human
4 services.
5 ~~6.~~ 5. *"Federal poverty level"* means the first poverty
6 income guidelines published in the calendar year by the United
7 States department of health and human services.
8 ~~7.~~ 6. *"Financial institution"* means a financial institution
9 approved by the director as an investment mechanism for
10 individual development accounts.
11 ~~8.~~ 7. *"Household income"* means the annual household
12 income of an account holder or prospective account holder, as
13 determined in accordance with rules adopted by the director.
14 ~~9.~~ 8. *"Individual contributor"* means an individual who
15 makes a deposit to an individual development account and is not
16 the account holder or a charitable contributor.
17 ~~10.~~ 9. *"Individual development account"* means either of the
18 following:
19 *a.* A financial instrument that is certified to have the
20 characteristics described in section 541A.2 by the operating
21 organization.
22 *b.* A financial instrument that is certified by the
23 operating organization to have the characteristics described
24 in and funded by a federal individual development account
25 program under which federal and state funding contributed to
26 match account holder deposits is deposited by an operating
27 organization in accordance with federal law and regulations,
28 and which includes but is not limited to any of the programs
29 implemented under the following federal laws:
30 (1) The federal Personal Responsibility and Work
31 Opportunity Act of 1996, 42 U.S.C. §604(h).
32 (2) The federal Assets for Independence Act, Pub. L. No.
33 105-285, Tit. IV.
34 ~~11.~~ 10. *"Operating organization"* means an agency selected
35 by the department for involvement in operating individual

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development accounts directed to a specific target population.

~~12.~~ 11. *"Source of principal"* means any of the sources of a deposit to an individual development account under section 541A.2, subsection 2.

Sec. 471. Section 541A.5, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The ~~commission~~ department, in consultation with the department of administrative services, shall adopt administrative rules to administer this chapter.

2. *a.* The rules adopted by the ~~commission~~ department shall include but are not limited to provision for transfer of an individual development account to a different financial institution than originally approved by the department, if the different financial institution has an agreement with the account's operating organization.

b. The rules for determining household income may provide categorical eligibility for prospective account holders who are enrolled in programs with income eligibility restrictions that are equal to or less than the maximum household income allowed for payment of a state match under section 541A.3.

c. Subject to the availability of funding, the ~~commission~~ department may adopt rules implementing an individual development account program for refugees. Rules shall identify purposes authorized for withdrawals to meet the special needs of refugee families.

Sec. 472. Section 541A.6, Code 2024, is amended to read as follows:

541A.6 Compliance with federal requirements.

The ~~commission~~ department shall adopt rules for compliance with federal individual development account requirements under the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, §103, as codified in 42 U.S.C. §604(h), under the federal Assets for Independence Act, Pub. L. No. 105-285, Tit. IV, or with any other federal individual development account program requirements for drawing federal

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1 funding. Any rules adopted under this section shall not apply
2 the federal individual development account program requirements
3 to an operating organization which does not utilize federal
4 funding for the accounts with which it is connected or to an
5 account holder who does not receive temporary assistance for
6 needy families block grant or other federal funding.
7 Sec. 473. REPEAL. Sections 216A.92A and 216A.92B, Code
8 2024, are repealed.
9 ELIMINATION OF FAMILY DEVELOPMENT AND SELF-SUFFICIENCY COUNCIL
10 Sec. 474. Section 216A.107, Code 2024, is amended to read
11 as follows:
12 **216A.107 Family development and self-sufficiency — ~~council~~**
13 **~~and~~ grant program.**
14 ~~1. A family development and self-sufficiency council is~~
15 ~~established within the department. The council shall consist~~
16 ~~of the following persons:~~
17 ~~*a.* The director of the department or the director's~~
18 ~~designee.~~
19 ~~*b.* The director of the school of social work at the~~
20 ~~university of Iowa or the director's designee.~~
21 ~~*c.* The dean of the college of human sciences at Iowa state~~
22 ~~university or the dean's designee.~~
23 ~~*d.* Two recipients or former recipients of the family~~
24 ~~investment program, selected by the other members of the~~
25 ~~council.~~
26 ~~*e.* One recipient or former recipient of the family~~
27 ~~investment program who is a member of a racial or ethnic~~
28 ~~minority, selected by the other members of the council.~~
29 ~~*f.* One member representing providers of services to victims~~
30 ~~of domestic violence, selected by the other members of the~~
31 ~~council.~~
32 ~~*g.* The head of the department of design, textiles,~~
33 ~~gerontology, and family studies at the university of northern~~
34 ~~Iowa or that person's designee.~~
35 ~~*h.* The director of the department of education or the~~

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1 ~~director's designee.~~
2 ~~*i.* The director of the department of workforce development~~
3 ~~or the director's designee.~~
4 ~~*j.* Two persons representing the business community, selected~~
5 ~~by the other members of the council.~~
6 ~~*k.* Two members from each chamber of the general assembly~~
7 ~~serving as ex officio, nonvoting members. The two members~~
8 ~~of the senate shall be appointed one each by the majority~~
9 ~~leader and the minority leader of the senate. The two~~
10 ~~members of the house of representatives shall be appointed one~~
11 ~~each by the speaker and the minority leader of the house of~~
12 ~~representatives.~~
13 ~~2. Unless otherwise provided by law, terms of members,~~
14 ~~election of officers, and other procedural matters shall be~~
15 ~~as determined by the council. A quorum shall be required for~~
16 ~~the conduct of business of the council, and the affirmative~~
17 ~~vote of a majority of the currently appointed voting members~~
18 ~~is necessary for any substantive action taken by the council.~~
19 ~~A member shall not vote on any action if the member has a~~
20 ~~conflict of interest on the matter, and a statement by the~~
21 ~~member of a conflict of interest shall be conclusive for this~~
22 ~~purpose.~~
23 ~~3.~~ 1. The ~~family development and self-sufficiency~~ council
24 on health and human services shall do all of the following:
25 *a.* Identify the factors and conditions that place Iowa
26 families at risk of dependency upon the family investment
27 program. The council shall seek to use relevant research
28 findings and national and Iowa-specific data on the family
29 investment program.
30 *b.* Identify the factors and conditions that place Iowa
31 families at risk of family instability. The council shall
32 seek to use relevant research findings and national and
33 Iowa-specific data on family stability issues.
34 *c.* Subject to the availability of funds for this
35 purpose, award grants to public or private organizations

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1 for provision of family development services to families at
2 risk of dependency on the family investment program or of
3 family instability. Not more than five percent of any funds
4 appropriated by the general assembly for the purposes of this
5 lettered paragraph may be used for staffing and administration
6 of the grants. Grant proposals for the family development and
7 self-sufficiency grant program shall include the following
8 elements:
9 (1) Designation of families to be served that meet one or
10 more criteria for being at risk of dependency on the family
11 investment program or of family instability, and agreement
12 to serve clients that are referred by the department from
13 the family investment program which meet the criteria. The
14 criteria may include but are not limited to factors such as
15 educational level, work history, family structure, age of the
16 youngest child in the family, previous length of stay on the
17 family investment program, and participation in the family
18 investment program or the foster care program while the head of
19 a household was a child. Grant proposals shall also establish
20 the number of families to be served under the grant.
21 (2) Designation of the services to be provided for
22 the families served, including assistance regarding
23 job-seeking skills, family budgeting, nutrition, self-esteem,
24 methamphetamine education, health and hygiene, child rearing,
25 child education preparation, and goal setting. Grant proposals
26 shall indicate the support groups and support systems to be
27 developed for the families served during the transition between
28 the need for assistance and self-sufficiency.
29 (3) Designation of the manner in which other needs of the
30 families will be provided for, including but not limited to
31 child care assistance, transportation, substance use disorder
32 treatment, support group counseling, food, clothing, and
33 housing.
34 (4) Designation of the process for training of the staff
35 which provides services, and the appropriateness of the

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1 training for the purposes of meeting family development and
2 self-sufficiency goals of the families being served.
3 (5) Designation of the support available within the
4 community for the program and for meeting subsequent needs of
5 the clients, and the manner in which community resources will
6 be made available to the families being served.
7 (6) Designation of the manner in which the program will be
8 subject to audit and to evaluation.
9 (7) Designation of agreement provisions for tracking and
10 reporting performance measures developed pursuant to paragraph
11 *"d"*.
12 *d.* Develop appropriate performance measures for the grant
13 program to demonstrate how the program helps families achieve
14 self-sufficiency.
15 *e.* Seek to enlist research support from the Iowa research
16 community in meeting the duties outlined in paragraphs *"a"*
17 through *"d"*.
18 *f.* Seek additional support for the funding of grants under
19 the program, including but not limited to funds available
20 through the federal government in serving families at risk of
21 long-term welfare dependency, and private foundation grants.
22 *g.* Make recommendations to the governor and the general
23 assembly on the effectiveness of programs in Iowa and
24 throughout the country that provide family development services
25 that lead to self-sufficiency for families at risk of welfare
26 dependency.
27 ~~4.~~ 2. *a.* The department shall administer the family
28 development and self-sufficiency grant program.
29 *b.* To the extent that the family development and
30 self-sufficiency grant program is funded by the federal
31 temporary assistance for needy families block grant and by the
32 state maintenance of efforts funds appropriated in connection
33 with the block grant, the department shall comply with all
34 federal requirements for the block grant. The department is
35 responsible for payment of any federal penalty imposed that is

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1 attributable to the grant program and shall receive any federal
2 bonus payment attributable to the grant program.
3 *c.* The department shall ensure that expenditures of moneys
4 appropriated to the department from the general fund of the
5 state for the family development and self-sufficiency grant
6 program are eligible to be considered as state maintenance of
7 effort expenditures under federal temporary assistance for
8 needy families block grant requirements.
9 *d.* The department shall consider the recommendations of
10 the council on health and human services in adopting rules
11 pertaining to the grant program.
12 *e.* The department shall submit to the governor and general
13 assembly on or before November 30 following the end of each
14 state fiscal year, a report detailing performance measure
15 and outcome data evaluating the family development and
16 self-sufficiency grant program for the fiscal year that just
17 ended.
18 DIVISION XX
19 HAWKI BOARD AND ADVISORY COMMITTEE FOR CHILDREN WITH SPECIAL
20 HEALTH CARE NEEDS ELIMINATION
21 Sec. 475. Section 249A.4B, subsection 2, paragraph b, Code
22 2024, is amended to read as follows:
23 *b.* The council shall include all of the following nonvoting
24 members:
25 (1) The director's designee responsible for public health
26 or their designee.
27 (2) The long-term care ombudsman, or the long-term care
28 ombudsman's designee.
29 (3) The dean of Des Moines university college of osteopathic
30 medicine, or the dean's designee.
31 (4) The dean of the university of Iowa college of medicine,
32 or the dean's designee.
33 ~~(5) A member of the Hawki board created in section 514I.5,~~
34 ~~selected by the members of the Hawki board.~~
35 ~~(6)~~ (5) The following members of the general assembly, each

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1 for a term of two years as provided in section 69.16B:
2 (a) Two members of the house of representatives, one
3 appointed by the speaker of the house of representatives
4 and one appointed by the minority leader of the house of
5 representatives from their respective parties.
6 (b) Two members of the senate, one appointed by the
7 president of the senate after consultation with the majority
8 leader of the senate and one appointed by the minority leader
9 of the senate.
10 Sec. 476. Section 514I.1, subsection 2, Code 2024, is
11 amended to read as follows:
12 2. It is the intent of the general assembly that the program
13 be implemented and administered in compliance with Tit. XXI
14 of the federal Social Security Act. If, as a condition of
15 receiving federal funds for the program, federal law requires
16 implementation and administration of the program in a manner
17 not provided in this chapter, during a period when the general
18 assembly is not in session, the department, with the approval
19 of the ~~Hawki board~~ medical assistance advisory council, shall
20 proceed to implement and administer those provisions, subject
21 to review by the next regular session of the general assembly.
22 Sec. 477. Section 514I.2, Code 2024, is amended to read as
23 follows:
24 **514I.2 Definitions.**
25 As used in this chapter, unless the context otherwise
26 requires:
27 1. *"Benchmark benefit package"* means any of the following:
28 *a.* The standard blue cross/blue shield preferred provider
29 option service benefit plan, described in and offered under 5
30 U.S.C. §8903(1).
31 *b.* A health benefits coverage plan that is offered and
32 generally available to state employees in this state.
33 *c.* The plan of a health maintenance organization as defined
34 in 42 U.S.C. §300e, with the largest insured commercial,
35 nonmedical assistance enrollment of covered lives in the state.

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2. *"Cost sharing"* means the payment of a premium or copayment as provided for by Tit. XXI of the federal Social Security Act and section 514I.10.

3. *"Department"* means the department of health and human services.

4. *"Director"* means the director of health and human services.

5. *"Eligible child"* means an individual who meets the criteria for participation in the program under section 514I.8.

~~6. *"Hawki board"* or *"board"* means the entity which adopts rules and establishes policy for, and directs the department regarding, the Hawki program.~~

~~7.~~ 6. *"Hawki program"* or *"program"* means the healthy and well kids in Iowa program created in this chapter to provide health insurance coverage to eligible children.

~~8.~~ 7. *"Health insurance coverage"* means health insurance coverage as defined in 42 U.S.C. §300gg-91.

8. *"Medical assistance advisory council"* or *"advisory council"* means the medical assistance advisory council created in section 249A.4B.

9. *"Participating insurer"* means any of the following:

a. An entity licensed by the division of insurance of the department of insurance and financial services to provide health insurance in Iowa that has contracted with the department to provide health insurance coverage to eligible children under this chapter.

b. A managed care organization acting pursuant to a contract with the department to administer the Hawki program.

10. *"Qualified child health plan"* or *"plan"* means health insurance coverage provided by a participating insurer under this chapter.

Sec. 478. Section 514I.4, Code 2024, is amended to read as follows:

514I.4 Director and department — duties — powers.

1. The director, with the approval of the ~~Hawki board~~

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1 medical assistance advisory council, shall implement this
2 chapter. The director shall do all of the following:
3 *a.* At least every six months, evaluate the scope of the
4 program currently being provided under this chapter, project
5 the probable cost of continuing the program, and compare
6 the probable cost with the remaining balance of the state
7 appropriation made for payment of assistance under this chapter
8 during the current appropriation period. The director shall
9 report the findings of the evaluation to the ~~board~~ advisory
10 council and shall annually report findings to the governor and
11 the general assembly by January 1.
12 *b.* Establish premiums to be paid to participating insurers
13 for provision of health insurance coverage.
14 *c.* Contract with participating insurers to provide health
15 insurance coverage under this chapter.
16 *d.* Recommend to the ~~board~~ advisory council proposed rules
17 necessary to implement the program.
18 *e.* Recommend to the board individuals to serve as members of
19 the clinical advisory committee.
20 2. *a.* The director, with the approval of the ~~board~~ advisory
21 council, may contract with participating insurers to provide
22 dental-only services.
23 *b.* The director, with the approval of the ~~board~~ advisory
24 council, may contract with participating insurers to provide
25 the supplemental dental-only coverage to otherwise eligible
26 children who have private health care coverage as specified in
27 the federal Children's Health Insurance Program Reauthorization
28 Act of 2009, Pub. L. No. 111-3.
29 3. The department may enter into contracts with other
30 persons whereby the other person provides some or all of the
31 functions, pursuant to rules adopted by the ~~board~~ advisory
32 council, which are required of the director or the department
33 under this section. All contracts entered into pursuant to
34 this section shall be made available to the public.
35 4. The department shall do or shall provide for all of the

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1 following:
2 *a.* Determine eligibility for program enrollment as
3 prescribed by federal law and regulation, using policies and
4 procedures adopted by rule of the department pursuant to
5 chapter 17A. The department shall not enroll a child who has
6 group health coverage unless expressly authorized by such
7 rules.
8 *b.* Enroll qualifying children in the program with
9 maintenance of a supporting eligibility file or database.
10 *c.* Utilize the department's eligibility system to maintain
11 eligibility files with pertinent eligibility determination and
12 ongoing enrollment information including but not limited to
13 data regarding beneficiaries, enrollment dates, disenrollments,
14 and annual financial redeterminations.
15 *d.* Provide for administrative oversight and monitoring of
16 federal requirements.
17 *e.* Perform annual financial reviews of eligibility for each
18 beneficiary.
19 *f.* Collect and track monthly family premiums to assure that
20 payments are current.
21 *g.* Notify each participating insurer of new program
22 enrollees who are enrolled by the department in that
23 participating insurer's plan.
24 *h.* Verify the number of program enrollees with each
25 participating insurer for determination of the amount of
26 premiums to be paid to each participating insurer.
27 *i.* Maintain data for the purpose of quality assurance
28 reports as required by rule of the ~~board~~ advisory council.
29 *j.* (1) Establish the family cost sharing amounts for
30 children of families with incomes of one hundred fifty percent
31 or more but not exceeding two hundred percent of the federal
32 poverty level, of not less than ten dollars per individual
33 and twenty dollars per family, if not otherwise prohibited by
34 federal law, with the approval of the ~~board~~ advisory council.
35 (2) Establish for children of families with incomes

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1 exceeding two hundred percent but not exceeding three hundred
2 percent of the federal poverty level, family cost sharing
3 amounts, and graduated premiums based on a rationally developed
4 sliding fee schedule, in accordance with federal law, with the
5 approval of the ~~board~~ advisory council.
6 *k.* Perform annual, random reviews of enrollee applications
7 to ensure compliance with program eligibility and enrollment
8 policies. Quality assurance reports shall be made to the
9 ~~board~~ advisory council based upon the data maintained by the
10 department.
11 *l.* Perform other duties as determined by the ~~board~~ advisory
12 council.
13 Sec. 479. Section 514I.5, Code 2024, is amended to read as
14 follows:
15 **514I.5 ~~Hawki board~~ Medical assistance advisory council —**
16 **duties.**
17 1. ~~A Hawki board for the Hawki program is established.~~ The
18 ~~board shall meet not less than six and not more than twelve~~
19 ~~times annually, for the purposes of establishing~~ medical
20 assistance advisory council shall establish policy for,
21 ~~directing~~ direct the department on, and ~~adopting~~ adopt rules
22 for the Hawki program. ~~The board shall consist of seven voting~~
23 ~~members and four ex officio, nonvoting members, including all~~
24 ~~of the following:~~
25 ~~*a.* The commissioner of insurance, or the commissioner's~~
26 ~~designee.~~
27 ~~*b.* The director of the department of education, or the~~
28 ~~director's designee.~~
29 ~~*c.* The director of health and human services, or the~~
30 ~~director's designee.~~
31 ~~*d.* Four public members appointed by the governor and~~
32 ~~subject to confirmation by the senate. The public members~~
33 ~~shall be members of the general public who have experience,~~
34 ~~knowledge, or expertise in the subject matter embraced within~~
35 ~~this chapter.~~

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1 ~~*e.* Two members of the senate and two members of the house of~~
2 ~~representatives, serving as ex officio, nonvoting members. The~~
3 ~~legislative members of the board shall be appointed one each~~
4 ~~by the majority leader of the senate, after consultation with~~
5 ~~the president of the senate, and by the minority leader of the~~
6 ~~senate, and by the speaker of the house of representatives,~~
7 ~~after consultation with the majority leader of the house of~~
8 ~~representatives, and by the minority leader of the house~~
9 ~~of representatives. Legislative members shall receive~~
10 ~~compensation pursuant to section 2.12.~~
11 ~~2. Members appointed by the governor shall serve two-year~~
12 ~~staggered terms as designated by the governor, and legislative~~
13 ~~members of the board shall serve two-year terms. The filling~~
14 ~~of positions reserved for the public representatives,~~
15 ~~vacancies, membership terms, payment of compensation and~~
16 ~~expenses, and removal of the members are governed by chapter~~
17 ~~69. Members of the board are entitled to receive reimbursement~~
18 ~~of actual expenses incurred in the discharge of their duties.~~
19 ~~Public members of the board are also eligible to receive~~
20 ~~compensation as provided in section 7E.6. A majority of the~~
21 ~~voting members constitutes a quorum and the affirmative vote~~
22 ~~of a majority of the voting members is necessary for any~~
23 ~~substantive action to be taken by the board. The members~~
24 ~~shall select a chairperson on an annual basis from among the~~
25 ~~membership of the board.~~
26 ~~3.~~ 2. The ~~board~~ advisory council shall approve any contract
27 entered into pursuant to this chapter. All contracts entered
28 into pursuant to this chapter shall be made available to the
29 public.
30 ~~4. The department shall act as support staff to the board.~~
31 ~~5. The board may receive and accept grants, loans, or~~
32 ~~advances of funds from any person and may receive and accept~~
33 ~~from any source contributions of money, property, labor, or any~~
34 ~~other thing of value, to be held, used, and applied for the~~
35 ~~purposes of the program.~~

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1 ~~6.~~ 3. The ~~Hawki board~~ medical assistance advisory council
2 shall do all of the following:
3 *a.* Define, in consultation with the department, the regions
4 of the state for which plans are offered in a manner as to
5 ensure access to services for all children participating in the
6 program.
7 *b.* Approve the benefit package design, review the benefit
8 package design on a periodic basis, and make necessary changes
9 in the benefit design to reflect the results of the periodic
10 reviews.
11 *c.* Develop, with the assistance of the department, an
12 outreach plan, and provide for periodic assessment of the
13 effectiveness of the outreach plan. The plan shall provide
14 outreach to families of children likely to be eligible
15 for assistance under the program, to inform them of the
16 availability of and to assist the families in enrolling
17 children in the program. The outreach efforts may include, but
18 are not limited to, solicitation of cooperation from programs,
19 agencies, and other persons who are likely to have contact
20 with eligible children, including but not limited to those
21 associated with the educational system, and the development
22 of community plans for outreach and marketing. Other state
23 agencies shall assist the department in data collection related
24 to outreach efforts to potentially eligible children and their
25 families.
26 *d.* In consultation with the clinical advisory committee,
27 assess the initial health status of children participating in
28 the program, establish a baseline for comparison purposes, and
29 develop appropriate indicators to measure the subsequent health
30 status of children participating in the program.
31 *e.* Review, in consultation with the department, and take
32 necessary steps to improve interaction between the program and
33 other public and private programs which provide services to the
34 population of eligible children.
35 *f.* By January 1, annually, prepare, with the assistance

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1 of the department, and submit a report to the governor, the
2 general assembly, and the council on health and human services,
3 concerning the ~~board's~~ advisory council's activities, findings,
4 and recommendations.
5 *g.* Solicit input from the public regarding the program and
6 related issues and services.
7 *h.* Establish and consult with a clinical advisory committee
8 to make recommendations to the board regarding the clinical
9 aspects of the Hawki program.
10 *i.* Prescribe the elements to be included in a health
11 improvement program plan required to be developed by a
12 participating insurer. The elements shall include but are not
13 limited to health maintenance and prevention and health risk
14 assessment.
15 *j.* ~~Establish an advisory committee to make~~ Make
16 recommendations ~~to the board and~~ to the general assembly
17 by January 1 annually concerning the provision of health
18 insurance coverage to children with special health care needs.
19 ~~The committee shall include individuals with experience in,~~
20 ~~knowledge of, or expertise in this area.~~ The recommendations
21 shall address, but are not limited to, all of the following:
22 (1) The definition of the target population of children
23 with special health care needs for the purposes of determining
24 eligibility under the program.
25 (2) Eligibility options for and assessment of children with
26 special health care needs for eligibility.
27 (3) Benefit options for children with special health care
28 needs.
29 (4) Options for enrollment of children with special health
30 care needs in and disenrollment of children with special health
31 care needs from qualified child health plans utilizing a
32 capitated fee form of payment.
33 (5) The appropriateness and quality of care for children
34 with special health care needs.
35 (6) The coordination of health services provided for

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1 children with special health care needs under the program with
2 services provided by other publicly funded programs.
3 *k.* Develop options and recommendations to allow children
4 eligible for the Hawki program to participate in qualified
5 employer-sponsored health plans through a premium assistance
6 program. The options and recommendations shall ensure
7 reasonable alignment between the benefits and costs of
8 the Hawki program and the employer-sponsored health plans
9 consistent with federal law. In addition, the ~~board~~ advisory
10 council shall implement the premium assistance program options
11 described under the federal Children's Health Insurance Program
12 Reauthorization Act of 2009, Pub. L. No. 111-3, for the Hawki
13 program.
14 ~~7.~~ 4. The ~~Hawki board~~ medical assistance advisory council,
15 in consultation with the department, shall adopt rules
16 which address, but are not limited to addressing, all of the
17 following:
18 *a.* Implementation and administration of the program.
19 *b.* Qualifying standards for selecting participating insurers
20 for the program.
21 *c.* The benefits to be included in a qualified child health
22 plan which are those included in a benchmark or benchmark
23 equivalent plan and which comply with Tit. XXI of the federal
24 Social Security Act. Benefits covered shall include but are
25 not limited to all of the following:
26 (1) Inpatient hospital services including medical,
27 surgical, intensive care unit, mental health, and substance use
28 disorder services.
29 (2) Nursing care services including skilled nursing
30 facility services.
31 (3) Outpatient hospital services including emergency room,
32 surgery, lab, and x-ray services and other services.
33 (4) Physician services, including surgical and medical, and
34 including office visits, newborn care, well-baby and well-child
35 care, immunizations, urgent care, specialist care, allergy

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1 testing and treatment, mental health visits, and substance use
2 disorder visits.
3 (5) Ambulance services.
4 (6) Physical therapy.
5 (7) Speech therapy.
6 (8) Durable medical equipment.
7 (9) Home health care.
8 (10) Hospice services.
9 (11) Prescription drugs.
10 (12) Dental services including preventive services.
11 (13) Medically necessary hearing services.
12 (14) Vision services including corrective lenses.
13 (15) Translation and interpreter services as specified
14 pursuant to the federal Children's Health Insurance Program
15 Reauthorization Act of 2009, Pub. L. No. 111-3.
16 (16) Chiropractic services.
17 (17) Occupational therapy.
18 *d.* Presumptive eligibility criteria for the program.
19 ~~Beginning January 1, 2010, presumptive~~ Presumptive eligibility
20 shall be provided for eligible children.
21 *e.* The amount of any cost sharing under the program which
22 shall be assessed based on family income and which complies
23 with federal law.
24 *f.* The reasons for disenrollment including, but not limited
25 to, nonpayment of premiums, eligibility for medical assistance
26 or other insurance coverage, admission to a public institution,
27 relocation from the area, and change in income.
28 *g.* Conflict of interest provisions applicable to
29 participating insurers and between ~~public~~ members of the ~~board~~
30 advisory council and participating insurers.
31 *h.* Penalties for breach of contract or other violations of
32 requirements or provisions under the program.
33 *i.* A mechanism for participating insurers to report any
34 rebates received to the department.
35 *j.* The data to be maintained by the department including

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1 data to be collected for the purposes of quality assurance
2 reports.
3 *k.* The use of provider guidelines in assessing the
4 well-being of children, which may include the use of the bright
5 futures for infants, children, and adolescents program as
6 developed by the federal maternal and child health bureau and
7 the American academy of pediatrics guidelines for well-child
8 care.
9 ~~8.~~ 5. *a.* The ~~Hawki board~~ medical assistance advisory
10 council may provide approval to the director to contract with
11 participating insurers to provide dental-only services. In
12 determining whether to provide such approval to the director,
13 the ~~board~~ advisory council shall take into consideration the
14 impact on the overall program of single source contracting for
15 dental services.
16 *b.* The ~~Hawki board~~ medical assistance advisory council may
17 provide approval to the director to contract with participating
18 insurers to provide the supplemental dental-only coverage
19 to otherwise eligible children who have private health
20 care coverage as specified in the federal Children's Health
21 Insurance Program Reauthorization Act of 2009, Pub. L. No.
22 111-3.
23 ~~9.~~ 6. The ~~Hawki board~~ medical assistance advisory
24 council shall monitor the capacity of Medicaid managed
25 care organizations acting pursuant to a contract with the
26 department to administer the Hawki program to specifically
27 and appropriately address the unique needs of children and
28 children's health delivery.
29 Sec. 480. Section 514I.6, subsection 4, paragraph d, Code
30 2024, is amended to read as follows:
31 *d.* Other information as directed by the ~~board~~ advisory
32 council.
33 Sec. 481. Section 514I.6, subsection 5, Code 2024, is
34 amended to read as follows:
35 5. Submit a plan for a health improvement program to the

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1 department, for approval by the ~~board~~ advisory council.
2 Sec. 482. Section 514I.8, subsection 2, paragraph e, Code
3 2024, is amended to read as follows:
4 *e.* Is not currently covered under a group health plan as
5 defined in 42 U.S.C. §300gg-91(a)(1) unless allowed by rule of
6 the ~~board~~ advisory council.
7 Sec. 483. Section 514I.8, subsection 3, Code 2024, is
8 amended to read as follows:
9 3. In accordance with the rules adopted by the ~~board~~
10 advisory council, a child may be determined to be presumptively
11 eligible for the program pending a final eligibility
12 determination. Following final determination of eligibility,
13 a child shall be eligible for a twelve-month period. At the
14 end of the twelve-month period, a review of the circumstances
15 of the child's family shall be conducted to establish
16 eligibility and cost sharing for the subsequent twelve-month
17 period. Pending such review of the circumstances of the
18 child's family, the child shall continue to be eligible for
19 and remain enrolled in the same plan if the family complies
20 with requirements to provide information and verification of
21 income, otherwise cooperates in the annual review process,
22 and submits the completed review form and any information
23 necessary to establish continued eligibility in a timely manner
24 in accordance with administrative rules.
25 Sec. 484. Section 514I.9, subsection 1, Code 2024, is
26 amended to read as follows:
27 1. The ~~Hawki board~~ advisory council shall review the
28 benefits package annually and shall determine additions to
29 or deletions from the benefits package offered. The ~~Hawki~~
30 ~~board~~ advisory council shall submit the recommendations to the
31 general assembly for any amendment to the benefits package.
32 DIVISION XXI
33 AUTISM COUNCIL ELIMINATION AND CREATION OF IOWA SPECIAL
34 EDUCATION COUNCIL
35 Sec. 485. NEW SECTION. **256.35B Iowa special education**

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1 **council.**
2 1. An Iowa special education council is created to act in an
3 advisory capacity to the department in promoting, directing,
4 and supervising education for children requiring special
5 education in the schools under the supervision and control of
6 the department.
7 2. The council shall consist of seven voting members
8 appointed by the governor and confirmed by the senate. Each of
9 the following shall be represented among the voting members:
10 *a.* One member who is a parent or guardian of a student who
11 has a disability in obtaining an education because of autism.
12 *b.* One member who is a parent or guardian of a student
13 who has a disability in obtaining an education because of a
14 behavioral disorder.
15 *c.* One member who is a parent or guardian of a student who
16 has a disability in obtaining an education because of physical
17 disability.
18 *d.* One member who is a parent or guardian of a student who
19 has a disability in obtaining an education because of mental
20 learning disability or head injury.
21 *e.* One member who is a parent or guardian of a student
22 who has a disability in obtaining an education because of a
23 communication learning disability.
24 *f.* One member who is a parent or guardian of a student who
25 has a disability in obtaining an education because of dyslexia.
26 *g.* One member who is a special education teacher.
27 3. Voting members shall serve three-year terms beginning
28 and ending as provided in section 69.19, and appointments shall
29 comply with section 69.16. Vacancies on the council shall
30 be filled in the same manner as the original appointment. A
31 person appointed to fill a vacancy shall serve only for the
32 unexpired portion of the term. Public members shall receive
33 reimbursement for actual expenses incurred while serving in
34 their official capacity and may also be eligible to receive
35 compensation as provided in section 7E.6.

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1 4. The council shall elect a chairperson from its voting
2 members annually. A majority of the voting members of the
3 council shall constitute a quorum.
4 5. The department shall convene and provide administrative
5 support to the council.
6 Sec. 486. REPEAL. Section 256.35A, Code 2024, is repealed.
7 Sec. 487. EFFECTIVE DATE. This division of this Act takes
8 effect July 1, 2025.
9 DIVISION XXII
10 BOARD OF BEHAVIORAL HEALTH PROFESSIONALS
11 Sec. 488. Section 135.24, subsection 2, paragraph a, Code
12 2024, is amended to read as follows:
13 *a.* Procedures for registration of health care providers
14 deemed qualified by the board of medicine, the board of
15 physician assistants, the dental board, the board of nursing,
16 the board of chiropractic, the board of ~~psychology, the~~
17 ~~board of social work, the board of~~ behavioral ~~science~~ health
18 professionals, the board of pharmacy, the board of optometry,
19 the board of podiatry, the board of physical and occupational
20 therapy, the board of respiratory care and polysomnography,
21 and the department of inspections, appeals, and licensing, as
22 applicable.
23 Sec. 489. Section 147.13, subsection 3, Code 2024, is
24 amended to read as follows:
25 3. For psychology, social work, applied behavior analysis,
26 marital and family therapy, and mental health counseling, the
27 board of ~~psychology~~ behavioral health professionals.
28 Sec. 490. Section 147.13, subsections 14 and 15, Code 2024,
29 are amended by striking the subsections.
30 Sec. 491. Section 147.14, subsection 1, paragraph f, Code
31 2024, is amended to read as follows:
32 *f.* (1) For ~~psychology~~ behavioral health professionals,
33 ~~five~~ two members who are licensed to practice psychology, two
34 members who are licensed to practice social work as a master
35 social worker or independent social worker, one member licensed

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1 to practice marital and family therapy, one member licensed
2 to practice mental health counseling, one member licensed as
3 a behavior analyst, and ~~two members~~ one member not licensed
4 to practice psychology, practice psychology, social work,
5 marital and family therapy, or mental health counseling, or as
6 a behavior analyst, and who shall represent the general public.
7 ~~Of the five members who are licensed to practice psychology,~~
8 ~~one member shall be primarily engaged in graduate teaching in~~
9 ~~psychology or primarily engaged in research psychology, three~~
10 ~~members shall be persons who render services in psychology,~~
11 ~~and one member shall represent areas of applied psychology and~~
12 ~~may be affiliated with training institutions and shall devote~~
13 ~~a major part of the member's time to rendering service in~~
14 ~~psychology.~~
15 (2) The board of behavioral health professionals shall
16 establish an advisory committee of psychology, an advisory
17 committee of social workers, and an advisory committee of
18 mental health counselors, marital and family therapists,
19 and behavior analysts to provide recommendations to the
20 board on license reviews and implementation of state laws
21 and administrative rules. Each advisory committee shall
22 be comprised of at least five individuals licensed in the
23 profession or professions about which the advisory committee
24 provides recommendations.
25 Sec. 492. Section 147.14, subsection 1, paragraphs l and r,
26 Code 2024, are amended by striking the paragraphs.
27 Sec. 493. Section 147.107, subsection 2, paragraph a, Code
28 2024, is amended to read as follows:
29 *a.* A prescriber who dispenses prescription drugs, including
30 but not limited to controlled substances, for human use, may
31 delegate nonjudgmental dispensing functions to staff assistants
32 only when verification of the accuracy and completeness
33 of the dispensing is determined by the practitioner in the
34 practitioner's physical presence. However, the physical
35 presence requirement does not apply when a practitioner is

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1 utilizing an automated dispensing system. When using an
2 automated dispensing system, the practitioner shall utilize an
3 internal quality control assurance plan that ensures accuracy
4 for dispensing. Verification of automated dispensing accuracy
5 and completeness remains the responsibility of the practitioner
6 and shall be determined in accordance with rules adopted by the
7 board of medicine, the dental board, the board of podiatry, and
8 the board of ~~psychology~~ behavioral health professionals for
9 their respective licensees.
10 Sec. 494. Section 147.161, subsection 1, paragraph b,
11 subparagraph (2), Code 2024, is amended to read as follows:
12 (2) Licensed master social workers with a current and
13 active supervision plan on file with the board of ~~social work~~
14 behavioral health professionals.
15 Sec. 495. Section 148.13A, unnumbered paragraph 1, Code
16 2024, is amended to read as follows:
17 The board of medicine shall, in consultation with the board
18 of ~~psychology~~ behavioral health professionals, establish by
19 rule all of the following:
20 Sec. 496. Section 148.13B, subsection 1, unnumbered
21 paragraph 1, Code 2024, is amended to read as follows:
22 The board of medicine and the board of ~~psychology~~ behavioral
23 health professionals shall adopt joint rules in regard to the
24 following:
25 Sec. 497. Section 148.13B, subsection 3, Code 2024, is
26 amended to read as follows:
27 3. The joint rules, and any amendments thereto, adopted by
28 the board of medicine and the board of ~~psychology~~ behavioral
29 health professionals pursuant to this section and section
30 154B.14 shall only be adopted by agreement of both boards
31 through a joint rule-making process.
32 Sec. 498. Section 154B.1, subsections 1 and 5, Code 2024,
33 are amended to read as follows:
34 1. *"Board"* means the board of ~~psychology~~ behavioral health
35 professionals created under chapter 147.

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5. *"Physician"* means a person licensed to practice medicine and surgery or osteopathic medicine and surgery in this state in family medicine, internal medicine, pediatrics, psychiatry, or another specialty who prescribes medications for the treatment of a mental disorder to patients in the normal course of the person's clinical medical practice pursuant to joint rules adopted by the board of ~~psychology~~ behavioral health professionals and the board of medicine.

Sec. 499. Section 154B.9, subsection 3, Code 2024, is amended to read as follows:

3. A prescribing psychologist may prescribe psychotropic medication pursuant to joint rules adopted by the board of ~~psychology~~ behavioral health professionals and the board of medicine and the provisions of this chapter.

Sec. 500. Section 154B.10, subsection 1, paragraphs b, c, d, e, and g, Code 2024, are amended to read as follows:

b. Completed pharmacological training from an institution approved by the board of psychology and the board of medicine or from a provider of continuing education approved by the board of ~~psychology~~ behavioral health professionals and the board of medicine pursuant to joint rules adopted by both boards.

c. Passed a national certification examination approved by the board of ~~psychology~~ behavioral health professionals and the board of medicine that tested the applicant's knowledge of pharmacology in the diagnosis, care, and treatment of mental disorders.

d. Successfully completed a postdoctoral master of science degree in clinical psychopharmacology approved by the board of ~~psychology~~ behavioral health professionals and the board of medicine pursuant to joint rules adopted by both boards. The program shall at a minimum include coursework in neuroscience, pharmacology, psychopharmacology, physiology, and appropriate and relevant physical and laboratory assessments.

e. Has been certified by the applicant's supervising

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1 physician as having successfully completed a supervised
2 and relevant clinical experience in clinical assessment and
3 pathophysiology and an additional supervised practicum treating
4 patients with mental disorders. The practica shall have been
5 supervised by a trained physician. The board of ~~psychology~~
6 behavioral health professionals and the board of medicine,
7 pursuant to joint rules adopted by the boards, shall determine
8 sufficient practica to competently train the applicant in the
9 treatment of a diverse patient population.
10 *g.* Meets all other requirements, as determined by joint
11 rules adopted by the board of ~~psychology~~ behavioral health
12 professionals and the board of medicine, for obtaining a
13 conditional prescription certificate.
14 Sec. 501. Section 154B.10, subsection 3, paragraph d, Code
15 2024, is amended to read as follows:
16 *d.* Any other rules adopted jointly by the board of
17 ~~psychology~~ behavioral health professionals and the board of
18 medicine.
19 Sec. 502. Section 154B.11, subsection 1, paragraph d, Code
20 2024, is amended to read as follows:
21 *d.* Meets all other requirements, as determined by rules
22 adopted by the board, for obtaining a prescription certificate,
23 including joint rules adopted by the board of ~~psychology~~
24 behavioral health professionals and the board of medicine.
25 Sec. 503. Section 154B.11, subsection 2, paragraph d, Code
26 2024, is amended to read as follows:
27 *d.* Any other rules adopted jointly by the board of
28 ~~psychology~~ behavioral health professionals and the board of
29 medicine.
30 Sec. 504. Section 154B.12, subsection 1, Code 2024, is
31 amended to read as follows:
32 1. A prescribing psychologist or a psychologist with
33 a conditional prescription certificate may administer and
34 prescribe psychotropic medication within the scope of the
35 psychologist's profession, including the ordering and review

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1 of laboratory tests in conjunction with the prescription, for
2 the treatment of mental disorders. Such prescribing practices
3 shall be governed by joint rules adopted by the board of
4 ~~psychology~~ behavioral health professionals and the board of
5 medicine.
6 Sec. 505. Section 154B.14, subsection 1, unnumbered
7 paragraph 1, Code 2024, is amended to read as follows:
8 The board of ~~psychology~~ behavioral health professionals and
9 the board of medicine shall adopt joint rules in regard to the
10 following:
11 Sec. 506. Section 154B.14, subsections 2 and 3, Code 2024,
12 are amended to read as follows:
13 2. The board of ~~psychology~~ behavioral health professionals
14 shall consult with the university of Iowa Carver college of
15 medicine and clinical and counseling psychology doctoral
16 programs at regents institutions in the development of the
17 rules pertaining to education and training requirements in
18 sections 154B.10 and 154B.11.
19 3. The joint rules, and any amendments thereto, adopted by
20 the board of ~~psychology~~ behavioral health professionals and the
21 board of medicine pursuant to this section and section 148.13B
22 shall only be adopted by agreement of both boards through a
23 joint rule-making process.
24 Sec. 507. Section 154C.1, subsection 1, Code 2024, is
25 amended to read as follows:
26 1. *"Board"* means the board of ~~social work~~ behavioral health
27 professionals established in chapter 147.
28 Sec. 508. Section 154D.1, subsection 1, Code 2024, is
29 amended to read as follows:
30 1. *"Board"* means the board of behavioral ~~science~~ health
31 professionals established in chapter 147.
32 Sec. 509. Section 228.1, subsection 7, paragraph b, Code
33 2024, is amended to read as follows:
34 *b.* The individual holds a current Iowa license if
35 practicing in a field covered by an Iowa licensure law and

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1 is a psychiatrist, an advanced registered nurse practitioner
2 who holds a national certification in psychiatric mental
3 health care and is licensed by the board of nursing, a
4 physician assistant practicing under the supervision of or in
5 collaboration with a psychiatrist, a qualified mental health
6 professional physician assistant, a psychiatric advanced
7 registered nurse practitioner as defined in section 125.2, or
8 an individual who holds a doctorate degree in psychology and
9 is licensed by the board of behavioral health professionals
10 to practice psychology. For the purposes of this paragraph,
11 *"collaboration"* means the same as defined in section 148C.1.
12 Sec. 510. Section 249A.15, Code 2024, is amended to read as
13 follows:
14 **249A.15 Licensed psychologists eligible for payment —**
15 **provisional licensees.**
16 1. The department shall adopt rules pursuant to chapter
17 17A entitling psychologists who are licensed pursuant to
18 chapter 154B and psychologists who are licensed in the state
19 where the services are provided and have a doctorate degree
20 in psychology, have had at least two years of clinical
21 experience in a recognized health setting, or have met the
22 standards of a national register of health service providers
23 in psychology, to payment for services provided to recipients
24 of medical assistance, subject to limitations and exclusions
25 the department finds necessary on the basis of federal laws and
26 regulations and of funds available for the medical assistance
27 program. The rules shall also provide that an individual, who
28 holds a provisional license to practice psychology pursuant
29 to section 154B.6, is entitled to payment under this section
30 for services provided to recipients of medical assistance,
31 when such services are provided under the supervision of a
32 supervisor who meets the qualifications determined by the
33 board of ~~psychology~~ behavioral health professionals by rule,
34 and claims for payment for such services are submitted by the
35 supervisor.

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1 2. Entitlement to payment under this section is applicable
2 to services provided to recipients of medical assistance
3 under both the fee-for-service and managed care payment and
4 delivery systems. Neither the fee-for-service nor the managed
5 care payment and delivery system shall impose a practice
6 or supervision restriction which is inconsistent with or
7 more restrictive than the authority already granted by law,
8 including the authority to provide supervision in person or
9 remotely through electronic means as specified by rule of the
10 board of ~~psychology~~ behavioral health professionals.
11 Sec. 511. Section 249A.15A, subsections 1, 2, and 3, Code
12 2024, are amended to read as follows:
13 1. The department shall adopt rules pursuant to chapter
14 17A entitling marital and family therapists who are licensed
15 pursuant to chapter 154D to payment for behavioral health
16 services provided to recipients of medical assistance, subject
17 to limitations and exclusions the department finds necessary
18 on the basis of federal laws and regulations. The rules shall
19 also provide that a marital and family therapist, who holds
20 a temporary license to practice marital and family therapy
21 pursuant to section 154D.7, is entitled to payment under this
22 section for behavioral health services provided to recipients
23 of medical assistance, when such services are provided under
24 the supervision of a qualified supervisor as determined by
25 the board of behavioral ~~science~~ health professionals by rule,
26 and claims for payment for such services are submitted by the
27 qualified supervisor.
28 2. The department shall adopt rules pursuant to chapter
29 17A entitling master social workers who hold a master's
30 degree approved by the board of ~~social work~~ behavioral health
31 professionals, are licensed as a master social worker pursuant
32 to section 154C.3, subsection 1, paragraph "b", and provide
33 treatment services under the supervision of an independent
34 social worker licensed pursuant to section 154C.3, subsection
35 1, paragraph "c", to payment for behavioral health services

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1 provided to recipients of medical assistance, subject to
2 limitations and exclusions the department finds necessary on
3 the basis of federal laws and regulations.
4 3. The department shall adopt rules pursuant to chapter 17A
5 entitling mental health counselors who are licensed pursuant
6 to chapter 154D to payment for behavioral health services
7 provided to recipients of medical assistance, subject to
8 limitations and exclusions the department finds necessary
9 on the basis of federal laws and regulations. The rules
10 shall also provide that a mental health counselor, who holds
11 a temporary license to practice mental health counseling
12 pursuant to section 154D.7, is entitled to payment under this
13 section for behavioral health services provided to recipients
14 of medical assistance, when such services are provided under
15 the supervision of a qualified supervisor as determined by
16 the board of behavioral ~~science~~ health professionals by rule,
17 and claims for payment for such services are submitted by the
18 qualified supervisor.
19 Sec. 512. Section 272C.1, subsection 6, paragraph s, Code
20 2024, is amended to read as follows:
21 *s.* The board of ~~psychology~~ behavioral health professionals,
22 created pursuant to chapter 147.
23 Sec. 513. Section 514C.32, subsection 1, paragraphs a and b,
24 Code 2024, are amended to read as follows:
25 *a.* A licensed master social worker who is licensed by the
26 board of ~~social work~~ behavioral health professionals as a
27 master social worker pursuant to section 154C.3, subsection 1,
28 paragraph *"b"*, and who provides services under the supervision
29 of an independent social worker licensed pursuant to section
30 154C.3, subsection 1, paragraph *"c"*.
31 *b.* A licensed mental health counselor or a licensed
32 marital and family therapist who holds a temporary license to
33 practice mental health counseling or marital and family therapy
34 pursuant to section 154D.7, and who provides services under
35 the supervision of a qualified supervisor as determined by the

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1 board of behavioral ~~science~~ health professionals by rule.
2 Sec. 514. Section 514C.33, subsections 1 and 2, Code 2024,
3 are amended to read as follows:
4 1. Notwithstanding section 514C.6, a policy or contract
5 providing for third-party payment or prepayment of health or
6 medical expenses shall include a provision for the payment of
7 necessary behavioral health services provided by a person who
8 holds a provisional license to practice psychology pursuant to
9 section 154B.6, and who practices under the supervision of a
10 supervisor who meets the qualifications determined by the board
11 of ~~psychology~~ behavioral health professionals by rule.
12 2. A policy or contract subject to this section shall
13 not impose a practice or supervision restriction which is
14 inconsistent with or more restrictive than the authority
15 already granted by law, including the authority to provide
16 supervision in person or remotely through electronic means as
17 specified by rule of the board of ~~psychology~~ behavioral health
18 professionals.
19 Sec. 515. Section 622.10, subsection 7, Code 2024, is
20 amended to read as follows:
21 7. For the purposes of this section, *"mental health*
22 *professional"* means a psychologist licensed under chapter 154B,
23 a registered nurse licensed under chapter 152, a social worker
24 licensed under chapter 154C, a marital and family therapist
25 licensed under chapter 154D, a mental health counselor licensed
26 under chapter 154D, or an individual holding at least a
27 master's degree in a related field as deemed appropriate by the
28 board of behavioral ~~science~~ health professionals.
29 DIVISION XXIII
30 TRANSITION PROVISIONS
31 Sec. 516. TRANSITION PROVISIONS.
32 1. A rule adopted by a government body eliminated in this
33 Act that is in force and effect immediately prior to the
34 effective date of this division of this Act shall continue in
35 full force and effect until the earlier of the following:

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1 a. The rule is amended, rescinded, or supplemented by the
2 affirmative action of the board of pharmacy, state historical
3 society board of trustees, board of education, employment
4 appeal board, economic development authority board, human
5 rights board, board of behavioral health professionals, or the
6 government body under which the former government body was
7 organized.
8 b. The rule expires by its own terms.
9 2. Any license or permit issued by a government body
10 eliminated in this Act in effect on the effective date of this
11 division of this Act shall continue in full force and effect
12 until expiration or renewal.
13 3. a. Any moneys in any account or fund of, and all client
14 and organizational files in the possession of, the prescription
15 monitoring program advisory council shall be transferred to the
16 control of the board of pharmacy.
17 b. Any moneys in any account or fund of, and all client and
18 organizational files in the possession of, the secondary road
19 fund distribution committee shall be transferred to the control
20 of the state transportation commission.
21 c. Any moneys in any account or fund of, and all client and
22 organizational files in the possession of, the state historical
23 records advisory board shall be transferred to the control of
24 the board of trustees of the state historical society.
25 d. Any moneys in any account or fund of, and all client and
26 organizational files in the possession of, the state board of
27 preserves or farmer advisory committee shall be transferred to
28 the control of the natural resource commission.
29 e. Any moneys in any account or fund of, and all client
30 and organizational files in the possession of, the community
31 college council or nonpublic school advisory committee shall be
32 transferred to the control of the board of education.
33 f. Any moneys in any account or fund of, and all client
34 and organizational files in the possession of, the public
35 employment relations board shall be transferred to the control

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1 of the employment appeal board.
2 g. Any moneys in any account or fund of, and all client
3 and organizational files in the possession of, the enhance
4 Iowa board shall be transferred to the control of the economic
5 development authority board.
6 h. Any moneys in any account or fund of, and all client and
7 organizational files in the possession of, the advisory council
8 on brain injuries, children's behavioral health system state
9 board, congenital and inherited disorders advisory committee,
10 emergency medical services advisory council, family development
11 and self-sufficiency council, justice advisory board, trauma
12 system advisory council, or Iowa collaboration for youth
13 development council shall be transferred to the control of the
14 council on health and human services.
15 i. Any moneys in any account or fund of, and all client
16 and organizational files in the possession of, the commissions
17 on the status of African Americans or the status of women,
18 the commissions of Asian and Pacific Islanders, persons with
19 disabilities, or Native Americans, or the Latino affairs
20 commission shall be transferred to the control of the human
21 rights board.
22 j. Any moneys in any account or fund of, and all client and
23 organizational files in the possession of, the healthy and well
24 kids in Iowa board or advisory committee shall be transferred
25 to the control of the medical assistance advisory council.
26 k. Any moneys in any account or fund of, and all client and
27 organizational files in the possession of, the dual party relay
28 council shall be transferred to the control of the commission
29 of deaf services.
30 l. Any moneys in any account or fund of, and all client and
31 organizational files in the possession of, any other board,
32 council, committee, or commission eliminated in this Act shall
33 be transferred to the control of the state agency or department
34 under which the board, council, committee, or commission was
35 organized.

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1 m. Any moneys in any account or fund of, and all client
2 and organizational files in the possession of, the boards
3 of behavioral science, psychology, or social work shall be
4 transferred to the control of the board of behavioral health
5 professionals.
6 4. a. Any cause of action, statute of limitation,
7 or administrative action relating to or initiated by the
8 prescription monitoring program advisory council shall not be
9 affected as a result of this Act and shall apply to the board
10 of pharmacy.
11 b. Any cause of action, statute of limitation, or
12 administrative action relating to or initiated by the secondary
13 road fund distribution committee shall not be affected as a
14 result of this Act and shall apply to the state transportation
15 commission.
16 c. Any cause of action, statute of limitation, or
17 administrative action relating to or initiated by the state
18 historical records advisory board shall not be affected as a
19 result of this Act and shall apply to the board of trustees of
20 the state historical society.
21 d. Any cause of action, statute of limitation, or
22 administrative action relating to or initiated by the state
23 board of preserves or farmer advisory committee shall not be
24 affected as a result of this Act and shall apply to the natural
25 resource commission.
26 e. Any cause of action, statute of limitation, or
27 administrative action relating to or initiated by the community
28 college council or nonpublic school advisory committee shall
29 not be affected as a result of this Act and shall apply to the
30 board of education.
31 f. Any cause of action, statute of limitation, or
32 administrative action relating to or initiated by the public
33 employment relations board shall not be affected as a result of
34 this Act and shall apply to the employment appeal board.
35 g. Any cause of action, statute of limitation, or

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1 administrative action relating to or initiated by the enhance
2 Iowa board shall not be affected as a result of this Act and
3 shall apply to the economic development authority board.
4 h. Any cause of action, statute of limitation, or
5 administrative action relating to or initiated by the advisory
6 council on brain injuries, children's behavioral health system
7 state board, congenital and inherited disorders advisory
8 committee, emergency medical services advisory council, family
9 development and self-sufficiency council, justice advisory
10 board, trauma system advisory council, or Iowa collaboration
11 for youth development council shall not be affected as a result
12 of this Act and shall apply to the council on health and human
13 services.
14 i. Any cause of action, statute of limitation, or
15 administrative action relating to or initiated by the
16 commissions on the status of African Americans or the status of
17 women, the commissions of Asian and Pacific Islanders, persons
18 with disabilities, or Native Americans, or the Latino affairs
19 commission shall not be affected as a result of this Act and
20 shall apply to the human rights board.
21 j. Any cause of action, statute of limitation, or
22 administrative action relating to or initiated by the healthy
23 and well kids in Iowa board or advisory committee shall not be
24 affected as a result of this Act and shall apply to the medical
25 assistance advisory council.
26 k. Any cause of action, statute of limitation, or
27 administrative action relating to or initiated by the dual
28 party relay council shall not be affected as a result of this
29 Act and shall apply to the commission of deaf services.
30 l. Any cause of action, statute of limitation, or
31 administrative action relating to or initiated by any other
32 board, council, committee, or commission eliminated in this Act
33 shall not be affected as a result of this Act and shall apply to
34 the state agency or department under which the board, council,
35 committee, or commission was organized.

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1 m. Any cause of action, statute of limitation, or
2 administrative action relating to or initiated by the boards
3 of behavioral science, psychology, or social work shall not be
4 affected as a result of this Act and shall apply to the board of
5 behavioral health professionals.
6 5. Any personnel in the state merit system of employment
7 who are mandatorily transferred due to the effect of this Act
8 shall be so transferred without any loss in salary, benefits,
9 or accrued years of service.
10 6. a. Except as otherwise provided, nothing in this Act
11 shall affect the appointment or any term of office of a member
12 of any board, council, commission, committee, or other similar
13 entity of the state established by the Code prior to the
14 effective date of this division of this Act.
15 b. Notwithstanding any other provision to the contrary
16 in this Act, the terms of all members serving on any board,
17 council, commission, committee, or other similar entity merged,
18 consolidated, or eliminated by this Act, or any such entity
19 with fewer members or reduced term lengths for current members
20 resulting from the provisions of this Act, shall terminate on
21 the effective date of this division of this Act.
22 c. Except for those boards, councils, commissions,
23 committees, or other similar entities eliminated by this Act,
24 the governor or other appointing or designating authority shall
25 appoint or designate new members to the boards, councils,
26 commissions, committees, or other similar entities provided
27 for in this subsection on or before the effective date of this
28 division of this Act. The governor or other appointing or
29 designating authority shall determine the length of the initial
30 terms of office for each respective position, but in any event
31 shall stagger such terms, beginning and ending as otherwise
32 provided by law.>

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Senate Resolution 111 - Introduced

SENATE RESOLUTION NO. 111

BY COMMITTEE ON RULES AND ADMINISTRATION

1 A Resolution honoring Senator Pam Jochum for her
2 service to Iowa.
3 WHEREAS, the guideposts for Senator Mary Pamela
4 (Pam) Jochum´s life of public service include the
5 people of her beloved Dubuque community; her father,
6 Eugene (Mickey), who worked for the Dubuque Packing
7 Company and her mother, Jean (Noel) Hingtgen, who
8 raised six children and volunteered with neighborhood
9 schools and local charitable organizations, who by
10 their examples taught her the importance of family and
11 a hard day´s work; the sisters of multiple orders who
12 instilled in her a passion for democracy, equality, and
13 justice and the ideal that failing to speak up and do
14 what is right is failing to do your civic duty; and her
15 daughter, Sarah Noel, who epitomized empathy, dignity,
16 and unconditional love; and
17 WHEREAS, after graduating magna cum laude in speech
18 communication from Loras College, recognizing that
19 good government should promote fairness, improve the
20 lives of all, and provide a public voice for those who
21 are not able to speak for themselves, Senator Jochum
22 became active in politics as the chairperson of the
23 Dubuque County Democratic Party, as an organizer for
24 presidential and other candidates, and as a delegate to
25 national conventions; and
26 WHEREAS, Senator Jochum was elected to the House of
27 Representatives in 1992 as the first woman to represent
28 Dubuque in the General Assembly, serving eight terms

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1 before moving to the Senate in 2008; and
2 WHEREAS, Senator Jochum has served in many
3 leadership positions during her tenure, including as
4 President of the Senate from 2013 to 2017, becoming
5 only the first woman Democrat and the second woman to
6 hold the position, as assistant Democratic leader, and
7 most recently as Senate Democratic leader; and
8 WHEREAS, during her over 30 years in the House
9 of Representatives and the Senate, Senator Jochum
10 has served as a member of or in other positions on
11 the Appropriations, Administration and Rules/Rules
12 and Administration (vice chairperson and ranking
13 member), State Government (chairperson, vice
14 chairperson, and ranking member), Labor and Industrial
15 Relations/Labor/Labor and Business Relations (vice
16 chairperson), Transportation, Ways and Means (ranking
17 member), Natural Resources, Economic Development,
18 Judiciary, Environmental Protection, Rebuild Iowa,
19 Human Resources/Health and Human Services, Ethics
20 (ranking member), and Commerce Committees, and on
21 the Administration and Regulation (chairperson and
22 vice chairperson) and Justice Systems Appropriations
23 Subcommittees; and
24 WHEREAS, Senator Jochum has also served on
25 innumerable councils, committees, boards, and
26 commissions, including the Public Retirement Systems
27 Committee, Administrative Rules Review Committee,
28 State Government Efficiency Review Committee, the
29 Mississippi River Partnership Council, the Indigent
30 Defense Advisory Commission, and the Tax Expenditure

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1 Committee; the Legislative Council; the Prevention of
2 Disabilities Policy Council, the Family Development
3 and Self-Sufficiency Council, the Investment Board of
4 the Iowa Public Employees' Retirement System, and the
5 Mental Health and Disabilities Services Commission; and
6 WHEREAS, Senator Jochum, believing that creating a
7 society and an economy that protects the rights and
8 freedoms of all and works for all Iowans is vital to
9 the future of the state, has played a leading role
10 in expanding affordable health care to thousands of
11 working Iowans through the creation of the Iowa Health
12 and Wellness Plan and the Children's Health Insurance
13 Program (Hawki), has been a champion for citizens
14 with disabilities, has worked to ensure government
15 transparency and access to public information and
16 records, has helped expand access to early childhood
17 education and affordable higher education, has
18 influenced reforms in Iowa's tax laws and backed a
19 living wage to build strong working families, and has
20 protected the environment by advocating for alternative
21 energy sources and flood mitigation programs; and
22 WHEREAS, Senator Jochum has received countless
23 honors, including from the Freedom of Information
24 Council, labor unions, child advocacy organizations,
25 Iowa Caregivers, the Iowa Hospital Association, the
26 Iowa Health Care Association, The League of Women
27 Voters, the Iowa League of Cities, the Dubuque
28 Chamber of Commerce, the Girl Scouts of Eastern Iowa,
29 the Iowa Firefighters Association, the Iowa State
30 Sheriffs' and Deputies' Association, and the Iowa

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1 Pharmacy Association, and has received the Uncommon
2 Public Service Award from the Hoover Presidential
3 Foundation, one of the highest awards given to Iowa
4 state legislators; and
5 WHEREAS, Senator Jochum has had an inspirational
6 legislative career, being described as passionate,
7 tenacious, and committed to her community and to
8 dignity for all people; serving as a tremendous role
9 model for women; and being respected for her ability to
10 build coalitions and get things done for Dubuque and
11 for Iowa; all while humbly acknowledging that "you just
12 can't ask for more of an honor than for people to have
13 enough belief and trust in you that they want you to be
14 their voice"; NOW THEREFORE,
15 BE IT RESOLVED BY THE SENATE, That the Senate honors
16 Senator Pam Jochum for her years of service to her
17 community of Dubuque and to the state of Iowa, and
18 wishes her all the best in the years to come.

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Senate Resolution 112 - Introduced

SENATE RESOLUTION NO. 112

BY COMMITTEE ON RULES AND ADMINISTRATION

A Resolution honoring Senator Todd Taylor for his service in the Iowa Senate.

WHEREAS, Senator Todd Taylor was first elected to the House of Representatives in 1994, and after 12 terms in the House of Representatives he was elected to the Senate in 2018; and

WHEREAS, Senator Taylor has long resided in Cedar Rapids with his wife, Kim, and children, Sydney and Carson, and has never failed to call home at 8:00 p.m. every night he was in Des Moines; and

WHEREAS, Senator Taylor has continued a Cedar Rapids tradition of sending capable, dedicated, and experienced representation to the Statehouse, and through his decades of work as a labor leader, including receiving the Labor Arbitration Institute Award four times in five years, has brought significant expertise on labor matters to the Senate; and

WHEREAS, during his time in the General Assembly, Senator Taylor has been a champion for the rights of workers to organize, earn a good living, and work in a safe environment, as well as championing voting rights, securing a properly funded and equitable justice system, rebuilding after the devastating flood of 2008 and derecho of 2020, expanding Iowa´s workforce, increasing access to child care, safeguarding the social safety net, promoting railroad safety, and passage of the Smokefree Air Act; and

WHEREAS, during his Senate tenure, Senator Taylor

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has served on the Agriculture, Appropriations, Ethics, Labor and Business Relations (ranking member), Local Government, State Government, Transportation (ranking member), Ways and Means, and Workforce Committees; the Justice Systems Appropriations Subcommittee (ranking member); and the Fuel Distribution Percentage Formula Review Committee, the Commercial Air Service Retention and Expansion Committee, the Brady-Giglio List Study Committee, the Interstate Compact for Adult Offender Supervision State Council, the Minor Driver´s License Interim Study Committee, the Statewide Interoperable Communications System Board, and the Legislative Council; and

WHEREAS, Senator Taylor has further demonstrated his commitment to civic engagement through his involvement with the Hawkeye Area Labor Council, the Bowhay Institute for Legislative Leadership Development Selection Board, the Linn County Democratic Central Committee, Boy Scouts of America, and the Community of Christ Church; and

WHEREAS, Senator Taylor is grateful to the citizens of his district for placing their trust in him, and looks forward to his next endeavors and spending more time with his family; NOW THEREFORE,

BE IT RESOLVED BY THE SENATE, That the Senate honors Senator Todd Taylor for his 30 years of public service to the people of Iowa and wishes him all the best in the years to come.

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Senate Resolution 113 - Introduced

SENATE RESOLUTION NO. 113

BY COMMITTEE ON RULES AND ADMINISTRATION

A Resolution honoring Senator Jeff Edler for his service in the Iowa Senate.

WHEREAS, Senator Jeff Edler was first elected in November 2016 and has proudly served in the Senate ever since; and

WHEREAS, Senator Edler earned a bachelor of science degree in agricultural studies from Iowa State University and has worked as a farmer with his brother since 1996, allowing him to bring valuable knowledge and experience in farming and agriculture to the Senate; and

WHEREAS, during his two terms in the Senate, Senator Edler has worked tirelessly to expand access to health care services to all citizens of Iowa, to protect small businesses, and to protect the safety of all Iowans; and

WHEREAS, his interest in health care access includes service on the Children´s Behavioral Health System State Board, the Council on Health and Human Services, the Iowa Mental Health Planning and Advisory Council, the Mental Health and Disability Services Commission, and the Health Policy Oversight Committee; and

WHEREAS, Senator Edler was instrumental in reshaping Iowa´s mental health system and creating the first children´s mental health system in Iowa, as well as merging the department of human services and the department of public health, creating the behavioral health services system, and instituting public welfare

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1 integrity changes; and
2 WHEREAS, Senator Edler has served on multiple
3 legislative committees during his time in the
4 Senate and has taken on leadership roles, including
5 Agriculture, Appropriations, Education (vice
6 chairperson), Local Government (chairperson), Health
7 and Human Services (chairperson), Judiciary, Veterans
8 Affairs, and Ways and Means standing committees,
9 and the Health and Human Services Appropriations
10 Subcommittee (vice chairperson); and
11 WHEREAS, Senator Edler has served on numerous other
12 boards and commissions and has also been very active
13 in his community by serving as the president of the
14 Consumers Energy Rural Electric Cooperative board of
15 directors, serving as an honorary member of the State
16 Center fire and emergency medical services department,
17 and remaining active in his church; and
18 WHEREAS, Senator Edler remains proud of his rural
19 roots and is grateful to the citizens of his district
20 for placing their trust in him, and looks forward
21 to spending more time with his wife, Stephanie, and
22 their six children, Wyatt, Whitney, Sienna, Elizabeth,
23 Aubrey, and Sawyer; NOW THEREFORE,
24 BE IT RESOLVED BY THE SENATE, That the Senate honors
25 Senator Jeff Edler for his years of service in the Iowa
26 Senate, and wishes him all the best in the years to
27 come; and
28 BE IT FURTHER RESOLVED, That the members of the
29 General Assembly and legislative staff thank Senator
30 Edler for providing sweet corn every summer and look

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1 forward to him continuing this annual tradition.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
April 16, 2024

Senate Resolution 114 - Introduced

SENATE RESOLUTION NO. 114

BY WHITVER

A Resolution deferring action on the confirmation of certain appointments submitted by the Governor.

BE IT RESOLVED BY THE SENATE, That the Senate, under the provisions of section 2.32, subsection 7, defers the consideration of the confirmation of all appointments that have been or are submitted by the Governor during the last thirty days of the second regular session of the ninetieth general assembly, and which have not otherwise been acted upon, to the next regular session of the general assembly.

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Iowa House passes bill to block undocumented immigrants from public assistance programs

The bill also seeks to crack down on human smuggling

Tom Barton

Mar. 7, 2024 6:55 pm

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The bill expands the verification process for public assistance benefits by the Iowa Department of Health and Human Services to check the citizenship status of those applying under a push by Republicans to block undocumented immigrants from accessing taxpayer benefits.

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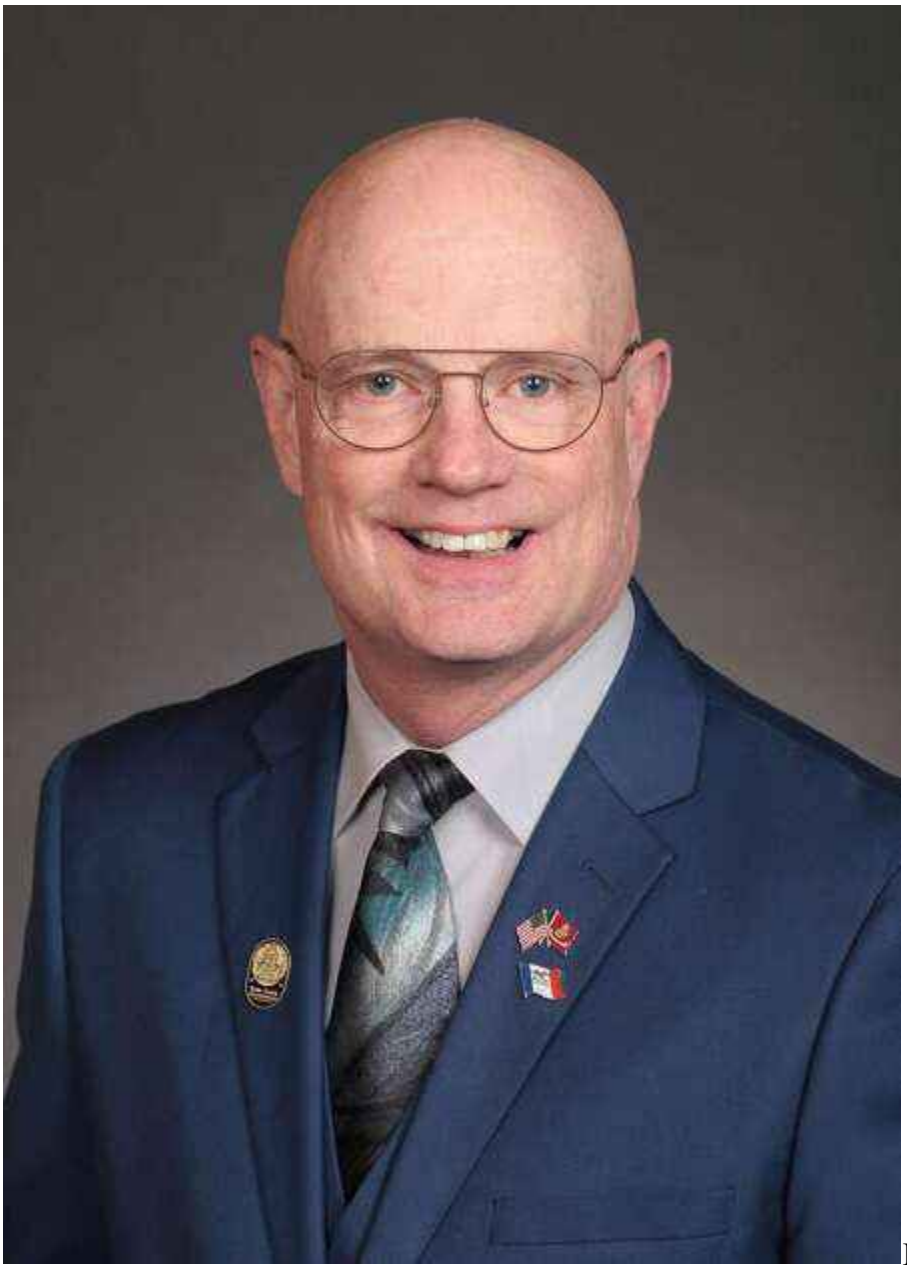
It also creates a new state crime of human smuggling. The bill would make it a felony to "encourage or induce a person to enter or remain" in the country in violation of federal law by "concealing, harboring, or shielding that person from detection."

Catholic charities and religious orders that house and assist asylum-seekers have expressed concerns they could be targeted should the bill be signed into law.

The bill was amended to specify "a person commits the offense of smuggling of persons" if done "knowingly, for payment or some other benefit."



Rep. Steve Holt, R-Denison

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Rep. Steve Holt, R-Denison, the lead Republican on the bill, said the law is aimed at people engaged in human smuggling, not churches or other organizations, and that the amendment added to the bill alleviates those concerns.

“I think we have prosecutorial discretion. I think we have law enforcement discretion, and I think the language is plenty tight,” Holt said.

He also noted the state already checks the citizenship status of those applying for public assistance benefits as a result of existing federal law. Holt, however, argued it was important to codify the practice in state law should that change.

Democrats said the bill was unnecessary and that concerns about immigration and border security need to be addressed at the federal level.

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Iowa Rep. Lindsay James, D-Dubuque

"I think we can all agree that the immigration system needs some work," said Rep. Lindsay James, D-Dubuque. "There has been bipartisan legislation worked out across the line on the federal level that imploded because of the politics of Donald Trump and the Republican do-nothing Congress. We shouldn't even be having this discussion today."

House Minority Leader Jennifer Konfrst, D-Windsor Heights, speaking to reporters before the House vote, echoed James.

"So the bills like that that are out there are simply playing into a national narrative, national politics and trying to rile up a base," Konfrst said. "That's not how we're

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supposed to write policy. We're supposed to write policy in a way that addresses what Iowans need. This bill doesn't do that."

Rather, she said Republicans should be focused on improving and expanding access to mental health service and child care, and better funding public schools.

Republicans argued the ongoing crisis at the U.S.-Mexico border has reached critical levels, with significant increases in fentanyl and other drug seizures and human trafficking they attributed to a surge in illegal border crossings.

Holt and Rep. Mark Thompson, R-Clarion, emphasized the urgent need for legislation to protect both Iowa residents and immigrants exploited by human smugglers and trafficked for sex or forced labor.

"Human smuggling is a business. It is a disgusting business, but it's a business," Thompson said. "So it has supply and it has demand. The supply comes from mostly south of our border. … But some of that demand is right here," he said of immigrants who come to Iowa to work on farms, at meatpackers and elsewhere.

"We're not doing anyone coming across our border any fair shake, any favors, by letting them come across and just come up to Iowa," Thompson said, asserting their "immigration status is used against them as blackmail" to deny them a decent wage or should they complain about work conditions.

Creating a state crime for human smuggling will allow law enforcement to take action in the absence of sufficient enforcement of federal immigration laws at the U.S.-Mexico border, Holt said.

"It's a clear and present danger to our nation and our state," Holt said. " … The very real, profoundly serious crisis on our Southern border demands that we stand up as a state and protect our citizens and ourselves, and, perhaps, discourage human trafficking, labor trafficking, sex trafficking and all of the garbage that is happening on our Southern border and transferring into our state."

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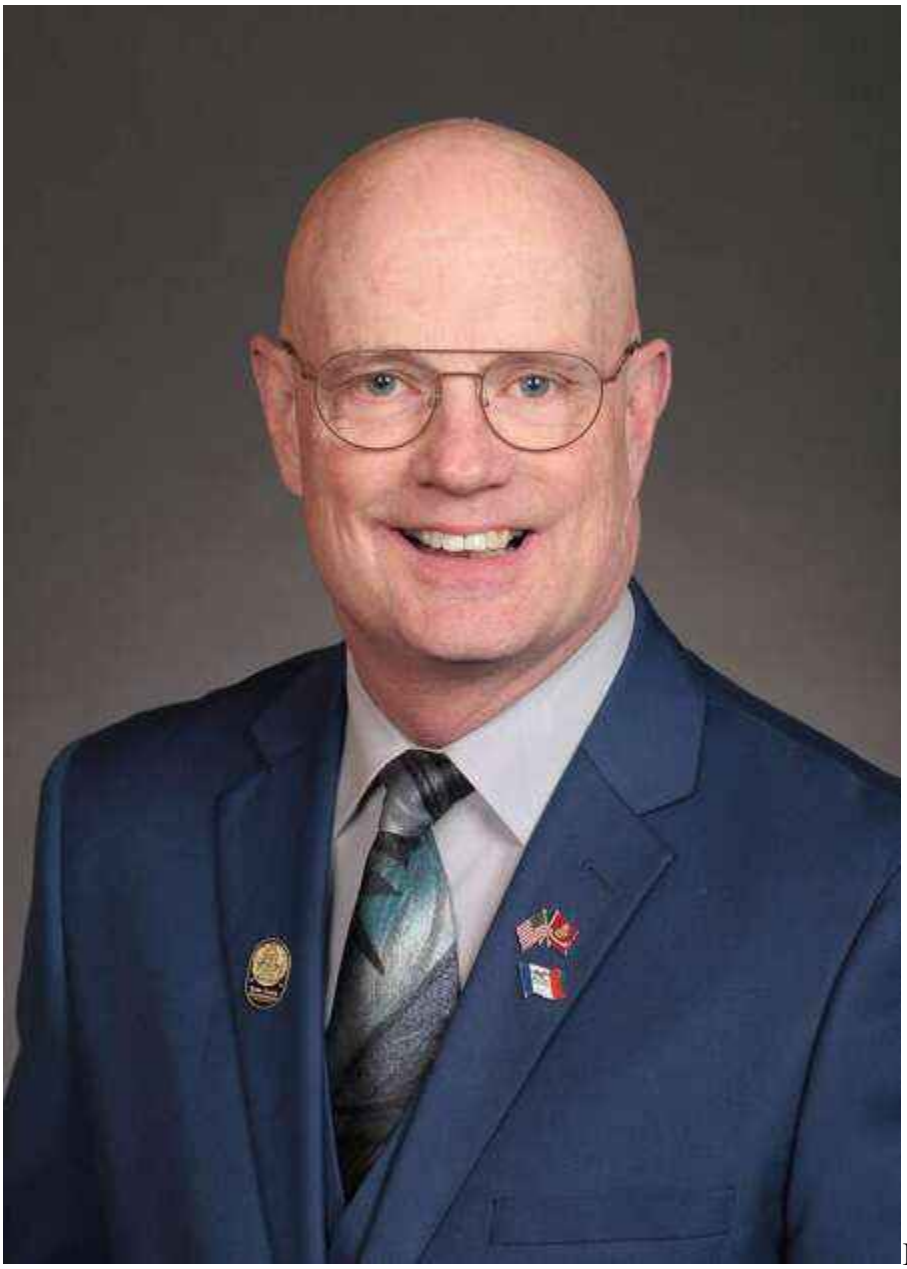

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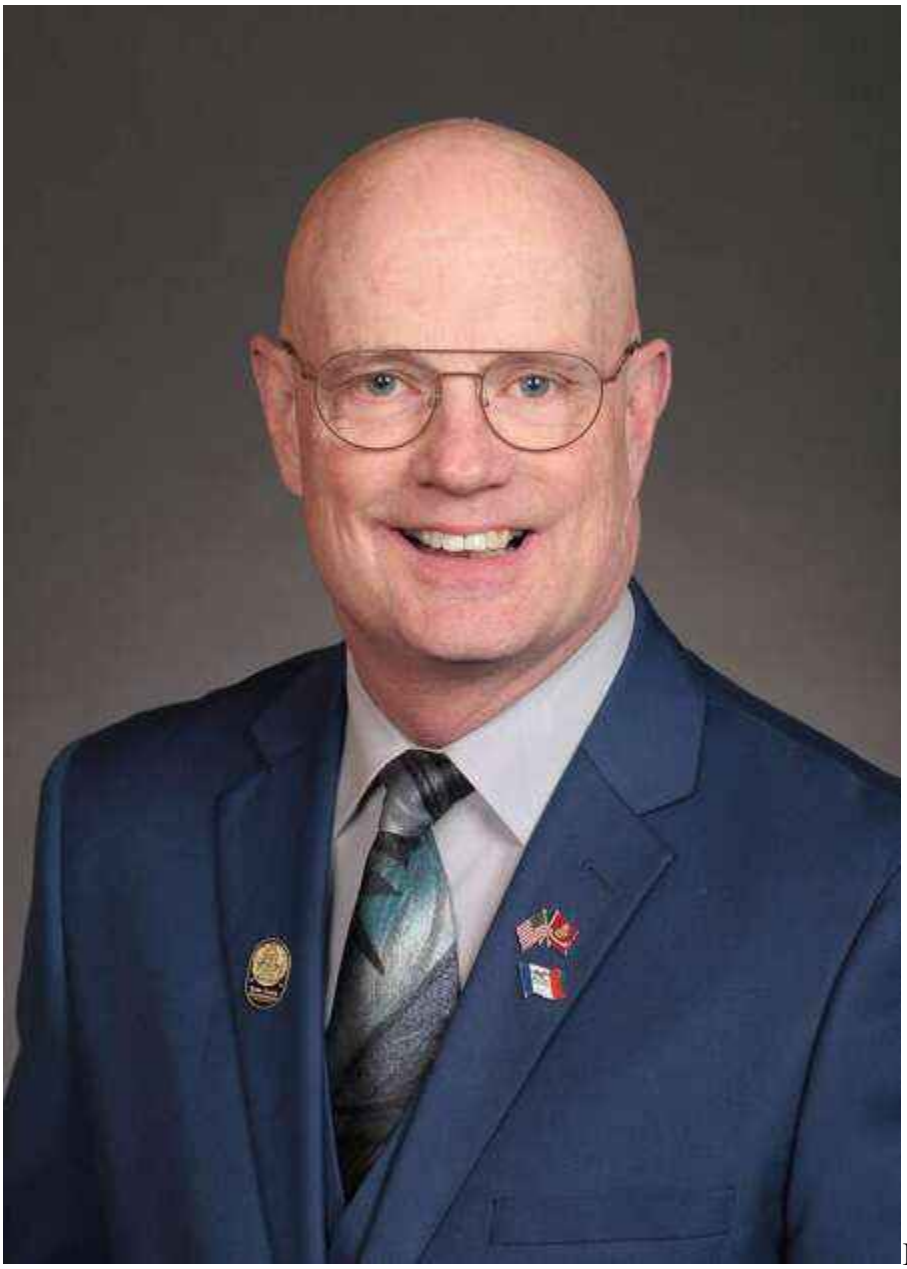
Catholic charities and religious orders that house and assist asylum-seekers have expressed concerns they could be targeted should the bill be signed into law.

The bill was amended to specify "a person commits the offense of smuggling of persons" if done "knowingly, for payment or some other benefit."



Rep. Steve Holt, R-Denison

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Rep. Steve Holt, R-Denison, the lead Republican on the bill, said the law is aimed at people engaged in human smuggling, not churches or other organizations, and that the amendment added to the bill alleviates those concerns.

“I think we have prosecutorial discretion. I think we have law enforcement discretion, and I think the language is plenty tight,” Holt said.

He also noted the state already checks the citizenship status of those applying for public assistance benefits as a result of existing federal law. Holt, however, argued it was important to codify the practice in state law should that change.

Democrats said the bill was unnecessary and that concerns about immigration and border security need to be addressed at the federal level.

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Iowa Rep. Lindsay James, D-Dubuque

"I think we can all agree that the immigration system needs some work," said Rep. Lindsay James, D-Dubuque. "There has been bipartisan legislation worked out across the line on the federal level that imploded because of the politics of Donald Trump and the Republican do-nothing Congress. We shouldn't even be having this discussion today."

House Minority Leader Jennifer Konfrst, D-Windsor Heights, speaking to reporters before the House vote, echoed James.

"So the bills like that that are out there are simply playing into a national narrative, national politics and trying to rile up a base," Konfrst said. "That's not how we're

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supposed to write policy. We're supposed to write policy in a way that addresses what Iowans need. This bill doesn't do that."

Rather, she said Republicans should be focused on improving and expanding access to mental health service and child care, and better funding public schools.

Republicans argued the ongoing crisis at the U.S.-Mexico border has reached critical levels, with significant increases in fentanyl and other drug seizures and human trafficking they attributed to a surge in illegal border crossings.

Holt and Rep. Mark Thompson, R-Clarion, emphasized the urgent need for legislation to protect both Iowa residents and immigrants exploited by human smugglers and trafficked for sex or forced labor.

"Human smuggling is a business. It is a disgusting business, but it's a business," Thompson said. "So it has supply and it has demand. The supply comes from mostly south of our border. … But some of that demand is right here," he said of immigrants who come to Iowa to work on farms, at meatpackers and elsewhere.

"We're not doing anyone coming across our border any fair shake, any favors, by letting them come across and just come up to Iowa," Thompson said, asserting their "immigration status is used against them as blackmail" to deny them a decent wage or should they complain about work conditions.

Creating a state crime for human smuggling will allow law enforcement to take action in the absence of sufficient enforcement of federal immigration laws at the U.S.-Mexico border, Holt said.

"It's a clear and present danger to our nation and our state," Holt said. " … The very real, profoundly serious crisis on our Southern border demands that we stand up as a state and protect our citizens and ourselves, and, perhaps, discourage human trafficking, labor trafficking, sex trafficking and all of the garbage that is happening on our Southern border and transferring into our state."

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No Huddle meeting this morning; but please review this email.

Next week is Second Funnel Week Most bills must pass the originating chamber, make it through the other Chamber's subcommittee and Committee process and be eligible for debate. (Exceptions are Appropriations and Ways & Means bills.) The second Chamber can also introduce the bill and place it on the Unfinished Business Calendar, which keeps the bill viable. For the most part, our active bill list will become much shorter!

Expect another busy week full of debate and subcommittee and committee meetings. Next up … Appropriations Bills!

Capitol Happenings from Thursday:

* SF 2381 MEDICAL CASH DISCOUNTS Requires health care providers to establish and disclose discounted cash prices for certain healthcare services. Subcommittee recommends indefinite postponement. FN23-128

* HF 2571 EMERGENCY PROTECTIVE ORDERS Allows peace officers to file a petition for emergency protective orders on behalf of persons seeking relief from domestic abuse.

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Subcommittee recommends amendment and passage. Watching

* HF 2617 HUMAN GROWTH & DEVELOPMENT CURRICULUM Requires curriculum to include a video that demonstrates a baby in various stages of fetal development, known as "Baby Olivia" video. Subcommittee canceled. Watching

* HF 2509, BEHAVIOR HEALTH SYSTEM ALIGNMENT – GOVERNOR BILL Transitions mental health and disability services system to a behavioral health services system. Transfers disability services to the Division of Aging and Disability Services at HHS. Feedback in subcommittee: NAMI and Blank Children's Hospital were previously undecided but will be supporting the bill with the amendments. Passed Appropriations subcommittee. FN24-108

* HSB 725 HEATED TOBACCO PRODUCTS Defines heated tobacco products as cigarettes for sales but not for tax and regulatory purposes. Defines such products as tobacco products for tax and regulatory purposes. .Subcommittee recommends indefinite postponement. Watching

* HF 2393 STUDENT DENTAL EXAMS Adds dental screenings to the list of screenings/exams that schools can conduct without parental consent. Passed subcommittee. BR24-058

Senate adjourned until Monday with no Debate.

House Debate Scheduled on Thursday; they will gavel in & gavel out this morning:

* HF 2280 A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. BR24-021 Amendments filed: H-8002 failed, H-8003 withdrawn; Passed 60-33

* HF 2363 A bill for an act relating to a father's obligation for payment of expenses including those related to a mother's pregnancy and the birth of a child born out of wedlock. FN24-081 – started debate, but deferred as issues with the bill were discussed on the floor.

* HF 2517 A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings. Watching; Passed 92-0

* HF 2575 A bill for an act relating to the nonconsensual causing of death of, or serious injury to, an unborn person, and providing penalties. Watching Amendment filed: H-8169, withdrawn; Passed 58-36

* HF 2608 A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties. FN24-075; Passed 60-32

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3 Successor bills filed yesterday:

Yellow highlights are either already assigned or tracked or are pending assignments. Yellow highlights are FYI

HF 2652 SCHOOL SAFETY (Appropriations; Successor to HSB 692) FM: Nordman watching PH

Radios: Authorizes schools to purchase mobile panic systems that can connect with public safety answering points and law enforcement. Requires schools to have a hand-held radio in each school building that can access public safety answering points. Safety: Requires schools to do comprehensive safety reviews of school buildings. Requires safety reviews to be submitted to the state patrol and local police. Deems such reviews as confidential. Firearms Detection: Requires the DHS/ED to establish a firearms detection grant program and appropriates $350,000 for the program. Gun Grants: Requires the DHS/ED to establish a grant program to help schools purchase infrastructure and training for employees carry permits. Appropriates $3 million for grants and limits the grants to $25,000 per school. Other: Requires the DPS, with the DOE and the DHS/ED, to establish a task force on school safety standards and requires a report by December 2024. Prohibits schools from issuing bonds for school building projects that are not in compliance with these provisions.

SF 2403 PARENTAL RIGHTS TERMINATION FEES (Ways & Means; Successor to SF 2350) FM: Rowley BR24-063

Raises the income levels for determining indigency in parental rights termination cases (125% of the FPL or a written finding by a judge that not appointing an attorney would constitute a substantial hardship for a person with an income under 200%). Requires an affidavit of financial status with a PRT petition. Deems a person filing such a petition to be responsible for guardian ad litem cost unless the filer is a licensed child-placement agency or is indigent, and in such cases, directs the State Public Defender to make payments from the Indigent Defense Fund.

SF 2409 DOM POWERS & ORGANIZATION (Appropriations; Successor to SF 2375) FM: Kraayenbrink BR24-065

Authorizes the Director of the DOM to establish or eliminate divisions in the DOM. Makes changes to standing appropriations reporting and standing appropriations. Makes changes to the duties of the DOM. IPERS: Strikes an exception for IPERS and makes it supported entity subject to the DOM. Other: Makes changes to the OCIO related to the consolidation of agencies. Removes DOM employees from the 24-month limit on employee interchange among agencies. Makes changes regarding the penalties for violating gift/lobbying laws.

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Have a wonderful weekend!

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

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IA-DHHS-24-0418-A-003989

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Subject: Lawmakers Act on IVF Bills
Date: Fri Mar 08 2024 05:25:22 CST
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Response to Alabama Supreme Court Ruling

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LAWMAKERS ACT ON IVF BILLS

The process of artificial insemination of an egg in an IVF clinic. Reproductive medicine, in vitro fertilization

In February 2024, Alabama's Supreme Court ruled that frozen embryos can be considered children under state law. The ruling set off intense debate over its impact, particularly on treatments for in vitro fertilization (IVF). Alabama state lawmakers and legislators in several other states have rapidly introduced various IVF bills in response to the ruling.

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Date: Fri Mar 08 2024 04:41:26 CST
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President Joe Biden laid out a forceful healthcare agenda in his State of the Union address on Thursday, promising to ramp up efforts to control drug prices and pledging to reinstate the federal right to an abortion if voters elect a pro-abortion Congress.

Health
FRIDAY, MARCH 8, 2024

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TOP NEWS

Abortion, Drug Costs Top Health Issues in State Of The Union

By Theresa Schliep

President Joe Biden laid out a forceful healthcare agenda in his State of the Union address on Thursday, promising to ramp up efforts to control drug prices and pledging to reinstate the federal right to an abortion if voters elect a pro-abortion Congress.

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Judge Doubts Medicare Drug Pricing Amounts To 'Taking'

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By George Woolston

A New Jersey federal judge on Thursday bristled at the position by pharmaceutical companies that Medicare's drug price negotiation program is an unconstitutional "taking" that undercuts their bottom line, suggesting that the drug powerhouses needed more numbers to back their argument.

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5th Circ. Backs NLRB On Nurse Fired Over COVID Complaints

By Tim Ryan

The Fifth Circuit upheld on Thursday a National Labor Relations Board ruling finding a Texas home health company unlawfully fired a nurse who raised concerns about the company's handling of the COVID-19 pandemic, but cleared the company on the claim that it barred workers from discussing wages.

Opinion attached | Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

Conn. Psychologist Agrees To Repay $2.65M For Billing Fraud

By Brian Steele

A Connecticut psychologist already sentenced to 27 months in federal prison for his second alleged healthcare fraud scheme has agreed to a plan to repay $2.65 million in restitution under a proposed order that awaits approval from a federal judge.

2 documents attached | Read full article » | Save to favorites »

Judges Say Facing Threats And Vitriol Now Part Of The Job

By Bonnie Eslinger

Federal judges spoke Thursday about the challenges of the profession in the 21st century, describing how they've either received threats or know of warnings against colleagues, with one jurist saying she received 11 death threats during her first three months on the bench.

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LITIGATION

2nd Circ. Keeps Nurse's Win In 'Loser Pays' Arbitration Row

By Irene Spezzamonte

The Second Circuit said Thursday that a worker advanced "sufficiently serious" questions of

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whether a staffing company's arbitration provision requiring him to pay if he lost would impede on his rights, keeping a New York federal court's ruling.

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Wash. Appeals Panel Won't Revive Workers' Vaccine Bias Suit

By Patrick Hoff

A Washington state appeals court refused Thursday to revive a disability bias suit alleging a hospital system unlawfully fired dozens of healthcare workers who did not get the COVID-19 vaccine, finding the workers' unvaccinated status didn't qualify as a disability under the law.

3 documents attached | Read full article » | Save to favorites »

Harpoon Shareholder Sues For Records On $680M Merck Buy

By Leslie A. Pappas

A shareholder of Harpoon Therapeutics Inc. sued in Delaware's Court of Chancery Thursday for corporate documents related to the company's proposed $680 million cash buyout by Merck, saying the proposed deal appears to unfairly "lock in a windfall for select Harpoon investors."

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Wash. Justices Won't Hear Unions' Wage Clawback Case

By Rachel Riley

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Judge Doubts Medicare Drug Pricing Amounts To 'Taking'

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By George Woolston

A New Jersey federal judge on Thursday bristled at the position by pharmaceutical companies that Medicare's drug price negotiation program is an unconstitutional "taking" that undercuts their bottom line, suggesting that the drug powerhouses needed more numbers to back their argument.

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5th Circ. Backs NLRB On Nurse Fired Over COVID Complaints

By Tim Ryan

The Fifth Circuit upheld on Thursday a National Labor Relations Board ruling finding a Texas home health company unlawfully fired a nurse who raised concerns about the company's handling of the COVID-19 pandemic, but cleared the company on the claim that it barred workers from discussing wages.

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ENFORCEMENT & COMPLIANCE

Conn. Psychologist Agrees To Repay $2.65M For Billing Fraud

By Brian Steele

A Connecticut psychologist already sentenced to 27 months in federal prison for his second alleged healthcare fraud scheme has agreed to a plan to repay $2.65 million in restitution under a proposed order that awaits approval from a federal judge.

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Judges Say Facing Threats And Vitriol Now Part Of The Job

By Bonnie Eslinger

Federal judges spoke Thursday about the challenges of the profession in the 21st century, describing how they've either received threats or know of warnings against colleagues, with one jurist saying she received 11 death threats during her first three months on the bench.

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2nd Circ. Keeps Nurse's Win In 'Loser Pays' Arbitration Row

By Irene Spezzamonte

The Second Circuit said Thursday that a worker advanced "sufficiently serious" questions of

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whether a staffing company's arbitration provision requiring him to pay if he lost would impede on his rights, keeping a New York federal court's ruling.

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Wash. Appeals Panel Won't Revive Workers' Vaccine Bias Suit

By Patrick Hoff

A Washington state appeals court refused Thursday to revive a disability bias suit alleging a hospital system unlawfully fired dozens of healthcare workers who did not get the COVID-19 vaccine, finding the workers' unvaccinated status didn't qualify as a disability under the law.

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Harpoon Shareholder Sues For Records On $680M Merck Buy

By Leslie A. Pappas

A shareholder of Harpoon Therapeutics Inc. sued in Delaware's Court of Chancery Thursday for corporate documents related to the company's proposed $680 million cash buyout by Merck, saying the proposed deal appears to unfairly "lock in a windfall for select Harpoon investors."

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Session Daily

Mar 07, 2024

The information provided is potentially subject to correction or revision. The official record of legislative action is published in the Senate and House Journals. For assistance with Session Daily, contact the Legislative Information Office at 515-281-5129.

Voted out of Senate

No Bills Voted out of Senate on this date

Voted out of House

Files	Title	Sponsor
HF 2630 History	A bill for an act relating to teacher and education support professional compensation, including teacher salary supplement cost per pupil calculations, teacher minimum starting salary requirements, Iowa public employees' retirement system bona fide retirement requirements, and school district budget statement reporting, making appropriations, and including effective date provisions. (Formerly HF 2611, HSB 714.)	APPROPRIATIONS
HF 2280 History	A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. (Formerly HF 464, HF 283.)	EDUCATION
HF 2517 History	A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings. (Formerly HF 2344.)	JUDICIARY
HF 2310 History	A bill for an act relating to certain trespassing violations and associated scheduled fines. (Formerly HF 2011.)	PUBLIC SAFETY
HF 2531 History	A bill for an act relating to public safety nuisances at adult cabarets, and making penalties applicable.(Formerly HF 2334.)	PUBLIC SAFETY
HF 2602 History	A bill for an act establishing a criminal offense of grooming and providing penalties. (Formerly HSB 575.)	JUDICIARY
HF 2560 History	A bill for an act relating to the forfeiture of property for criminal offenses and repealing civil forfeiture. (Formerly HSB 634.)	PUBLIC SAFETY
HF 2575 History	A bill for an act relating to the nonconsensual causing of death of, or serious injury to, an unborn person, and providing penalties.(Formerly HSB 621.)	JUDICIARY

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HF 2608 History	A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties.(Formerly HF 2112.)	JUDICIARY

Voted out of Senate Committee

No Bills Voted out of Senate Committee on this date

Voted out of House Committee

Files	Title	Sponsor
SF 144 History	A bill for an act relating to an assault involving a laser pointed toward an aircraft, and making penalties applicable.(Formerly SSB 1016.)	JUDICIARY

Withdrawn

Files	Title	Sponsor
HF 2011 History	A bill for an act relating to certain trespassing violations and associated scheduled fines.(See HF 2310.)	COLLINS
HF 2112 History	A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties.(See HF 2608.)	HOLT, WHEELER, GERHOLD, JENEARY, GEHLBACH, COLLINS, GOLDING, JOHNSON, MOMMSEN, HENDERSON, STOLTENBERG, FISHER, HAYES, M. THOMPSON, CARLSON, WILLS, MOORE, BRADLEY and STONE
HF 2334 History	A bill for an act relating to public safety nuisances at adult cabarets, and making penalties applicable.(See HF 2531.)	VONDRAN
HF 2344 History	A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings.(See HF 2517.)	GUSTOFF
HF 2611 History	A bill for an act relating to school funding, including the teacher salary supplement cost per pupil and teacher and education support professional compensation, and making appropriations.(Formerly HSB 714; See HF 2630.)	EDUCATION
HF 283 History	A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. (See HF 464, HF 2280.)	GUSTOFF
HF 464 History	A bill for an act relating to private	EDUCATION

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	instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. (Formerly HF 283; See HF 2280.)

Passed on File
No Bills Passed on File on this date
Sent to Governor
No Bills Sent to Governor on this date
Vetoed by Governor
No Bills Vetoed by Governor on this date
Signed by Governor
No Bills Signed by Governor on this date

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Attached please find Bulletin #45 for Thursday, March 7.

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iowa legislative news service

VOLUME 60, BULLETIN #45
THURSDAY, MARCH 7, 2024

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AROUND THE CAPITOL

The Senate did not debate bills on the floor or meet in committee. The Senate will not meet on Friday and does not return to Des Moines until Monday afternoon. Several successor Senate Files were introduced, and Senate subcommittees met. The Senate subcommittee working on HF 2615 **COLLEGE INFORMATION TO HS** moved the bill forward, but recommended amending the bill. The House approved the bill on a 95-0 vote.

The House met for an afternoon session, after spending much of the day in caucus. The House will gavel-in, and gavel-out on Friday morning. The House approved HF 2630 **TEACHER SALARIES** on a 92-1 vote which raises starting teacher salaries to $50,000 over two years and includes a $15 wage for educational support personnel; the Senate has similar provisions to raise teacher salaries in its AEA proposals (SF 2386 and HF 2612). Representative Gustoff said that the pay increases will help schools recruit and retain teachers.

The House approved HF 2280 **HOME SCHOOL REQUIREMENTS** on a 60-33 party-line vote. Representative Gustoff said that the bill updates home school provisions and will give home schoolers more options. Representative Cahill, who voted against the bill, said that HF 2280 allows home-schools to move toward being private schools without having to meet the requirements that private schools must meet. The House approved HF 2310 **TRESPASS FINES** 85-7, after amending the bill to include all hunting trespass crimes. Representative Kurth, who opposed the bill, said that the bill increased penalties too much for hunters who may be guilty of a trespass while pursuing game. Representative Vondran said that the trespass can be a serious crime and that landowners need to know who is on their property for safety reasons

The House approved HF 2575 **TERMINATION OF PREGNANCY** on a 58-36 vote, with three Republicans voting with Republicans against the bill (Cisneros, Dieken, Lohse). Representative Wheeler said that the bill adds protections for unborn children. Democrats said that the bill is an effort pass a personhood bill and could threaten IVF procedures and hormonal contraception but withdrew an amendment to exempt such procedures.

The House approved HF 2608 **PUBLIC ASSISTANCE & SMUGGLING** on a 60-32 vote. Representative Holt said that the HHS already verifies the status of non-citizens applying for public assistance due to federal law but said that the state should act in case federal law changes. He said that the improving the protections against smuggling immigrants will protect Iowans. Representative Olson said that those provisions are drafted too broadly. The House took up HF 2363 **PREGNANCY SUPPORT OBLIGATIONS** briefly, but deferred the bill after Representative Srinivas and Representative Brian Meyer pointed out potential problems with the bill.

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TODAY IN THE LEGISLATURE

Bills to the Senate: (9)

House Files: 6 (HF 2651 - HF 2656)
House Study Bills: none (last introduced HSB 735)

WITHDRAWN: HF 464, HF 2011, HF 2112, HF 2334, HF 2344, HF 2611

Senate Files: 7 (SF 2403 - SF 2409)
Senate Study Bills: none (last introduced SSB 3185)

Resolutions INTRODUCED by the Senate: (1)
SJR 2003 INCOME TAX AMENDMENTS (**Ways & Means**; Successor to SSB 3142) *FM: **Dawson***
Proposes a constitutional amendment to require 2/3 approval of both chambers for increasing tax rates, to prohibit a graduated income tax and to require that the income tax be set at one single rate.

HOUSE FLOOR ACTION

Bills to the Senate: (9)
HF 2280 HOME SCHOOL REQUIREMENTS
Strikes requirements that a parent of a home-schooled child (competent private instruction) give proof to a school district that the child has been immunized and had a blood lead test. Requires the name and age of a child in addition to the course of study for a home-schooled child to the school district. Strikes the definition of an outline of the course of study. Requires instruction that is appropriate to the age of the child for home-school study and strikes requirements that the child be related to the primary instructor. Deems such instruction not to be an accredited non-public school.
H 8002 by Cahill - Restores the restriction of four unrelated students. **FAILED** 60-33
H 8003 by Cahill - **WITHDRAWN**
The **House** **PASSED** the bill 60-33; it now GOES to the **Senate**

HF 2310 TRESPASS FINES
Increases scheduled fines for knowing trespasses ($500 for 1st offense, $1,000 for 2nd and $1,500 for 3rd).
H 8128 by **Vondran** - Makes a hunter who commits trespass while hunting subject to these penalties.
Allows any wildlife harvested to be seized after a trespass. **ADOPTED**
The **House** **PASSED** the bill 87-7; it now GOES to the **Senate**

HF 2517 TRUST ACTIONS
Deems that a spendthrift provision may be used to advance a material interest of a trust. Allows the provision to be used against beneficiaries that try to force the trustee to do something against the provisions of the trust or to give them access. Allows an interested party to a trust to petition the court about the internal affairs of the trust. Includes settling accounts or passing on the acts of the trustee, instructing or modifying the powers of the trustee, trustee compensation, removal or resignation of the trustee in the scope of proceedings.
The **House** **PASSED** the bill 93-0; it now GOES to the **Senate**

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HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: (continued)

HF 2531 CABARETS AS NUISANCES

Deems an adult cabaret to be a public safety nuisance if an employee or patron fires a gun within 500 feet of the establishment; or assaults a person with a dangerous weapon, causing death or injury; or there are three riots within a year. Allows a county attorney or city attorney to file a suit without a bond to seek abatement of the nuisance. Allows injunctions on the filing of the suit to limit the hours or to prohibit drinking alcohol, or other necessary restrictions. Allows courts to order various remedial measures, including closure.

The **House PASSED** the bill 94-0; it now GOES to the **Senate**

HF 2560 CIVIL FORFEITURES

Strikes provisions allowing civil forfeiture and allows criminal forfeitures only as specified. States that forfeiture is disfavored. Allows the forfeiture of personal property seized during an arrest and requires notice and process for seizing real property. Exempts less than $200 dollars or vehicles worth less than $2,000 from forfeiture. Includes provisions for procedures by police, appointment of counsel, searches for other persons with an interest, for the return of property if the state does not establish its case by a preponderance of the evidence.

H 8127 by **P Tompson** - Strikes provisions allowing the return of property prior to trial if the property owner appears likely to prevail at trial. **ADOPTED**

The **House PASSED** the bill 94-0; it now GOES to the **Senate**

HF 2575 TERMINATION OF PREGNANCY

Increases the penalty for the non-consensual termination of a pregnancy during a felony, including forcible felonies, to a Class A felony; for other non-consensual terminations to a Class B felony and for attempts to do so to a Class C felony. Includes the non-consensual termination of a pregnancy in various other current offenses. Changes references from human pregnancy to unborn person and defines unborn person.

H 8169 by Wessel-Kroeschell - Adds exceptions for contraceptives and IVF. **WITHDRAWN**

The **House PASSED** the bill 58-36; it now GOES to the **Senate**

HF 2602 GROOMING OFFENSES

Makes grooming a Class D offense and defines it as using a person who uses a computer, or other forms of contact, to entice a minor under 17, including persons the offender believes to be under 17, to commit a sex act.

H 8170 by B Meyer - Requires the sex act to be an unlawful sex act. **ADOPTED**

The **House PASSED** the bill as amended 94-0; it now GOES to the **Senate**

HF 2608 PUBLIC ASSISTANCE & SMUGGLING

Assistance: Requires the DHHS to verify the status of non-citizens applying for public assistance. Requires a non-citizen to be an Iowa resident and have a verified immigration status to receive assistance. **Smuggling**: Establishes offenses for knowingly helping persons to cross the border, or for helping them remain or evade arrest, ranging from a Class C felony to a Class A felony. Establishes an affirmative defense for smuggling a family member (2nd degree consanguinity/affinity).

The **House PASSED** the bill 60-32; it now GOES to the **Senate**

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HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: (continued)

HF 2630 TEACHER SALARIES

Raises teachers' salaries to $47,500 in the 2024-25 school year and to $50,000 in the 2026-27 school year. Requires the DOM to calculate a supplement to pay for the increased salary costs and to include an additional supplement, not to exceed $14 million, to raise education support personnel to $15. Requires calculations in later years related to growth. Adds a $22 million supplement for districts to use for teacher salaries and support personnel in a manner to promote quality education.

H 8171 by **Gustoff** - Allows a teacher to return to covered employment after one month if the first month of entitlement for a pension is between July 2024 and July 2027. Requires schools to mail budget reports to the DOM within 30 days of the enactment of the bill.

The **House** **PASSED** the bill as amended 93-1; it now GOES to the **Senate**

Deferred On: (1)

HF 2363 PREGNANCY SUPPORT OBLIGATIONS

Requires a court to establish medical support and allows the court to order a father to pay the mother for medical expenses related to a child born out of wedlock, absent an agreement between the parties or good cause. Bases the formula for such an obligation on child support guidelines. Allows the court to order payment for other reasonable related expenses.

HOUSE COMMITTEE ACTION

House Judiciary Committee: Voted Out (1)

SF 144 POINTING LASERS AT AIRCRAFT

Includes aircraft under the provisions making it a criminal offense, ranging from a misdemeanor to a Class C felony, to point a laser at a person. Defines aircraft & lasers. **PASSED** 20-0; FM: ***P Thompson***

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HOUSE & SENATE AGENDA

FRIDAY, MARCH 8, 2024

8 AM	HOUSE CONVENES	*House Chamber*

HOUSE SUBCOMMITTEE ASSIGNMENTS

EDUCATION

SF 2191	ACTIVE SHOOTER ALARMS	Ingels (C), Bradley, Staed
SF 2388	SCHOOL ADMINISTRATOR CONTRACTS	Gehlbach (C), Johnson, Madison

NATURAL RESOURCES

SJR 2002	AMERICAN CREAM DRAFT HORSE	Latham (C), Hora, Levin *(reassigned)*

STATE GOVERNMENT

SF 2324	DNR PROPERTY PURCHASES	Harris (C), Baeth, Wulf

TRANSPORTATION

SF 2116	DRIVING RULES	Meggers (C), Cooling, Wulf

SENATE SUBCOMMITTEE ASSIGNMENTS

NATURAL RESOURCES

HF 2484	DEER DEPREDATION LICENSES	Shipley (C), Sweeney, Trone Garriott *(reassigned)*

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HOUSE FILES (HF 2651 – HF 2656)

HF 2651 HEALTH PLAN COST SHARING (**Best**) (Commerce) *(funneled)*
Requires health care plans to count various expenditures by enrollees for the cost limitations in the plan. Defines such expenditures.

HF 2652 SCHOOL SAFETY (**Appropriations**; Successor to HSB 692) *FM:* ***Nordman***
Radios: Authorizes schools to purchase mobile panic systems that can connect with public safety answering points and law enforcement. Requires schools to have a hand-held radio in each school building that can access public safety answering points. **Safety**: Requires schools to do comprehensive safety reviews of school buildings. Requires safety reviews to be submitted to the state patrol and local police. Deems such reviews as confidential. **Firearms Detection**: Requires the DHS/ED to establish a firearms detection grant program and appropriates $350,000 for the program. **Gun Grants**: Requires the DHS/ED to establish a grant program to help schools purchase infrastructure and training for employees carry permits. Appropriates $3 million for grants and limits the grants to $25,000 per school. **Other**: Requires the DPS, with the DOE and the DHS/ED, to establish a task force on school safety standards and requires a report by December 2024. Prohibits schools from issuing bonds for school building projects that are not in compliance with these provisions.

HF 2653 PERRY RETENTION BONUSES (**Appropriations**; Successor to HSB 728) *FM:* ***Nordman***
Allows school districts to use the district management levy to pay for retention bonuses for school employees, if the school is the subject of a disaster proclamation in the 2023-24 school year and in three counties (Perry School district). Limits the payments to $700,000. Effective on enactment.

HF 2654 DELINQUENT PROPERTY (**Ways & Means**; Successor to HF 2566) *FM:* ***Bloomingdale***
Allows collections related to a delinquent assessment for the cost of a public improvement adjacent to a property if the building value exceeds 20,000.

HF 2655 CHILDCARE ASSESSMENTS (**Ways & Means**; Successor to HSB 726) *FM:* ***Boden***
Exempts property primarily used as a childcare facility from the calculation of the actual value of the property. Establishes a formula for the assessment of childcare facilities. Contains implementing provisions. Retroactive to 1/24 and applies to payments made after July 2025.

HF 2656 SPORTS BLACKOUTS (Scholten) (Commerce) *(funneled)*
Prohibits a professional sports team from seeking tv blackouts of sporting events unless the team plays at least one game in Iowa.

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SENATE FILES (SF 2403 – SF 2408)

SF 2403 PARENTAL RIGHTS TERMINATION FEES (**Ways & Means**; Successor to SF 2350) *FM:* ***Rowley***
Raises the income levels for determining indigency in parental rights termination cases (125% of the FPL or a written finding by a judge that not appointing an attorney would constitute a substantial hardship for a person with an income under 200%). Requires an affidavit of financial status with a PRT petition. Deems a person filing such a petition to be responsible for *guardian ad litem* cost unless the filer is a licensed child-placement agency or is indigent, and in such cases, directs the State Public Defender to make payments from the Indigent Defense Fund.

SF 2404 BANK EXPEDITED FILINGS (**Ways & Means**; Successor to SF 2288) *FM:* ***Brown***
Allows banks to use the SOS pre-clearance & expedited filing services.

SF 2405 COMMUNITY COLLEGE FUNDING (**Appropriations**; Successor to SF 2373) *FM:* ***Kraayenbrink***
Changes the community college funding formula. Establishes a distribution formula that includes base funding, a marginal cost adjustment, a 3-year rolling average of full-time enrollment, an extraordinary growth adjustment and other allocations. Establishes a President's Council of CC presidents to make formula distribution decisions for the following year. Requires ten presidents to agree on funding. Requires the DOE to make distribution formula decisions if the Presidents Council cannot agree. Makes definitions.

SF 2406 VETERAN BENEFIT POSTERS (**Ways & Means**; Successor to SSB 3185) *FM:* ***Rowley***
Requires DIAL to consult with the DVA to create a poster explaining benefits for veterans for display by employers. Specifies minimum content.

SF 2407 VETERAN LIFETIME TRAPPER LICENSE (**Ways & Means**; Successor to SF 2235) *FM:* ***Driscoll***
Requires the DNR to establish a lifetime fur harvester (trapper) license for Iowans who are disabled veterans and to set the fee by rule. Requires the DVA to assist the DNR in verifying the status of vets.

SF 2408 ATE DEVICE REGULATION (**Ways & Means**; Successor to SF 489) *FM:* ***Klimesh***
Regulates traffic cameras & ATE devices. **Permits**: Requires local governments to get a permit from the DOT to use automated enforcement devices. Prohibits a local government from suspending rules requiring it to vote twice on such an ordinance. Requires DOT to determine that the ATE device is the least restrictive means to address critical safety concerns. Allows only one permit for each local government that indicates all the placement locations. Allows the local government to apply to update locations. Sets requirements for applications, including an analysis of various traffic issues, critical safety issues and alternatives. **Images**: Requires images of plates to be deleted after 30 days and makes violations a simple misdemeanor. Establishes exceptions. **Citations**: Limits the citations that can be issued (failure to stop or yield, exceeding the speed by 10 mph). Does not allow cities under 20,000 to use mobile systems. Requires signs notifying drivers of the use of the system. Allows for cities of any size to issue warnings using mobile systems. Requires citations be reviewed by law enforcement officers and that vehicle owners be given an opportunity to identify the driver. **Fines**: Limits fines and scoops 10% of fines for the Length of Service program and 5% for the ILEA. **Length of Service**: Allows cities, townships and other government bodies to establish LOS programs for volunteer firefighters, reserve police officers and volunteer EMS workers and to determine requirements and distributions for the programs. **Current Systems**: Sets timelines for the approval of current systems. **Other**: Includes installation and maintenance requirements and calibration requirements. Requires annual reports by local governments.

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SENATE FILES (SF 2409)

SF 2409 DOM POWERS & ORGANIZATION (**Appropriations**; Successor to SF 2375) *FM:* ***Kraayenbrink***

Authorizes the Director of the DOM to establish or eliminate divisions in the DOM. Makes changes to standing appropriations reporting and standing appropriations. Makes changes to the duties of the DOM. **IPERS**: Strikes an exception for IPERS and makes it supported entity subject to the DOM. **Other**: Makes changes to the OCIO related to the consolidation of agencies. Removes DOM employees from the 24-month limit on employee interchange among agencies. Makes changes regarding the penalties for violating gift/lobbying laws.

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Subject: Courtesy Copy: Title V Weekly Update 4-16-2024
Date: Tue Apr 16 2024 11:23:48 CDT
Attachments:

This is a courtesy copy of an email bulletin sent by Bea Sanchez - DPH.

This bulletin was sent to the following groups of people:

Subscribers of DPH_MCAH Title V (112 recipients)

Updates for the week of April 16, 2024

In honor of Black Maternal Health Week, we are highlighting the Iowa HHS-funded Title V Doula Pilot Project for Black and African American Identifying Pregnant Women. There are many different doula projects currently happening across the state and this is just one of many important initiatives to address disparities in maternal outcomes in Iowa! We ask that partners share their work on social media using the hashtag #BMHW2024 and tagging Iowa HHS!

Title V Doula Pilot Project for Black and African American Identifying Pregnant Women

The Title V Doula Pilot Project aims to:

* Reduce disparities in maternal health outcomes among Black and African American women living in Iowa.
* Improve infant and maternal health outcomes through breastfeeding support and the implementation of a culturally congruent, community-based doula program.
* Increase the workforce in a culturally congruent way.

In-progress Data*

* Demographics: Participants reported a median age of 25 and for half of them this was their first birth.
* Support and Referral Needs: In the first year of the project the most common need before and after birth was support on individual and family life. During prenatal service, about 17.2% of mothers reported a need for mental health support compared to 29.3% during postpartum service, illustrating an increased need for mental health services for postpartum mothers. Mental Health continued to be the second highest need postpartum in the second year of the

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program. Additionally in the second year, the need for income support and employment almost doubled from pre to postpartum surveys.
* Barriers to Care: Of the participants who expressed barriers to accessing health care, the top barriers reported were not knowing where services were located, not knowing what care they needed, fear of judgment, and cost.

Project Successes

* Data and Numbers

* 95% of clients reported that they felt prepared for childbirth because of their doula.
* 93% of clients reported that having a doula helped them feel in control of childbirth.
* 90% of clients reported that they felt the doula eased their fears about childbirth.

* Client Feedback

* “She advocated for me 110% of the way when doctors at the first hospital were not listening”
* “I feel like my doula was the best. She was always[s] there for me and still calls and checks in on me. I enjoyed my doula so much.”
* “My doula was very helpful in preparing my partner.”
* “[My doula] was very supportive and informative. I felt like I had a friend throughout my entire pregnancy.”
* “I found that [doula services] helped me prepare way in advance and she told me what to expect.”
* “That I had a plan and was actually able to stick to it.”

*Data and Project Successes were compiled by Dr. Deshauna Jones, University of Iowa Institute for Clinical and Translational Science for the Year 2 Evaluation Report

Next Steps

* Connecting all Doula Efforts In Iowa (CADEII): HHS is working on a new collaborative project to bring all of Iowa's doula projects together and better align efforts/partnerships.
* Recruiting: The Pilot Project is working towards recruiting new doulas, specifically in Black Hawk, Scott, and Dubuque Counties
* Policy: HHS has contracted with Mary Nelle of Iowa Aces 360 to conduct an analysis on Medicaid Reimbursement for Doula Services. So far this has included interviews with various stakeholders. The next step will include creating a Doula Provider Manual.

How to apply for HHS Benefits PDF

HCCI CCNC PM quarterly report

The HCCI CCNC PM quarterly report for 3rd quarter is due on April 16, 2024 in Iowa Grants.

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*
Please locate your Q2 workbook in the "Correspondence section" of Iowa Grants.
*
The Q3 CCNC performance measure data will be added to that spreadsheet in the Q3 column.
*
Once finished entering Q3 data-save the workbook with your agency name-FY 24-Q3-CCNC PM report
* Attach the updated workbook in the "Correspondence section" and send in the "To" area to Kimberly Gonzales.
* If you have any questions on the report or how to locate it in correspondence section, please contact kim.l.gonzales@hhs.iowa.gov.

Remember, do not duplicate these areas: number of ECE providers participating with the CCNC(s), QRS/IQ4K levels and Special Health Needs.

Register now for the 2024 CMS Health Equity Conference!

We are excited to announce that registration for the second CMS Health Equity Conference is now open! The conference will be held on May 29-30, 2024, at the Hyatt Regency hotel in Bethesda, Maryland, and available online for virtual participation.

Register for in-person or virtual attendance today!

Attendance is free and open to all, but please note that registration fills up quickly and there are a limited number of slots open for in-person attendance. If you are planning on attending in person and do not live locally to Bethesda, we encourage you to book your stay through our Hyatt Regency room block before April 30.

CMS is excited to host the 2024 CMS Health Equity Conference, and we look forward to your attendance and participation!

Iowa’s Project LAUNCH initiative and Infant Toddler Court Program are sponsoring a series of “lunch and learn” webinars on topics related to infant mental health and equity.

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The webinar topics are listed below (dates for the final two webinars are yet to be determined). Each webinar will be held from 12:00 – 1:00 and is open to anyone interested in the topic. These webinars are free to attend. Feel free to share this with your contacts and let me know if you have any questions.

* Maternal Health, Birth Outcomes, and Early Childhood Development: This workshop will focus on the integration of maternal health, birth journey, and early childhood development from an equity perspective. Infant mental health is impacted by epigenetics. The impact of genes and environmental conditions begin in utero and continue throughout the lifespan. Many cognitive and social emotional delays can be linked to pregnancy outcomes. This course will highlight environmental and genetic factors contributing to infant mental health and childhood development.

March 27th * Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJYkdeCrqzIjHdc3bz9u45OWt4MSEh-JoUsNI

* Connecting with "Hard to Reach Families" IECMH Community Engagement Toolkit: One of the difficulties with the term "hard-to-reach" is that it places blame on families, when in fact, it may be the services that are "hard to reach". Families that are deemed "hard-to-reach" are those who are less likely to engage in services that are offered to them. They may be disinterested in the services, unwilling to accept help, or reluctant to ask for help. Participants will engage in activities to more deeply understand the challenges faced and how to face their own bias when interacting with families. They will learn why some families may not want to participate, while others may have difficulty accessing the services and many may not know the resources exist.

April 23rd *Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJwucuqsrjwqE9as-5--t7BJigEVQxPu6cyva#/-registration

* Secondary Traumatic Stress: Understanding the Impact on Professionals in Trauma-Exposed Workplaces: Designed for all child-serving professionals who are exposed to details of traumatic events and/or individuals suffering from post-traumatic distress in the context of their work. Participants will learn the risks associated with working with individuals suffering with traumatic stress symptoms, strategies to reduce the impact of secondary traumatic stress (STS), and how to support wellness in staff. This course addresses how STS is an ethical mandate for organizations and individuals working in trauma-exposed environments. Building in STS mitigation into systems supports equity efforts by supporting BIPOC populations with historical trauma they carry and present day stressors.

May 29th Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJckdOiupzwoGdDcFH--hGWK1lhItrFhjdOZf#/-registration

* Uncovering Implicit Bias and Racial Inequality through Reflective Supervision: This training will identify the elements of Reflective Supervision/Consultation and discuss how this intentional space is ideal to uncover implicit bias and process experiences of racial inequity to drive more equitable IECMH policies and practices.

June 27th * Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJ0pduyuqDouHtXDe3PrSgEp7L10y--ClaMYs

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Maternal Health Monthly Contractor Calls

As a reminder, contractors are required to have representation at 75% of all contractor calls. Due to the last minute change in topic for the November call, that will count as a "freebie" for all agencies, so if you did not attend that call but need to miss three calls in addition to that, you are still in compliance. (Unless the call requires registration, the Zoom information is listed below).

* May 1 - Data with Debbie regarding nicotine use in Iowa + Iowa Quitline updates
* June 5 - Iowa SIDS Foundation *RN CEUs will be offered

New ZoomGov link (this invite is recurring for all of the MH calls):
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://www.zoomgov.-com/meeting/vJItfu6pqDsiH_-EecJkawNQ3SAg1twHweVk/ics?-icsToken=-98tyKuiurjItG9KVuBzBeI89EJm7bu-rFkXhmlYZYnzXuAjd9U1DFF--UTJqVXB93m

Join ZoomGov Meeting
https://www.zoomgov.com/j/-1609716085

Meeting ID: 160 971 6085

Maternal Health Resources

AIM Obstetric Emergency Readiness Resource Kit

Share with your local emergency department contacts! Developed in response to the decline of hospitals providing obstetric services in rural areas of the United States and the disparate rates of pregnancy-related mortality based on race, ethnicity, and geographic location. The resource kit contains best practices, resources, and planning materials for use by teams in healthcare settings that may not typically provide obstetric services or frequently care for people experiencing obstetric emergencies.

POST-BIRTH Warning Signs

POST-BIRTH Warning Signs is available to download in 23 languages at the link below - go to the bottom of the screen 'download' and choose language.

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* https://saveyourlife.awhonn.-org/?utm_source=nurses_-station_newsletter&utm_medium=-email&utm_campaign=PBWS_-Digital_Download_Launch_2023

Oral Health Resources

Fluoridation Page

The American Academy of Pediatrics has launched a new and extensive Fluoridation page on AAP.org. The page is extensively linked to the Campaign for Dental Health website and provides numerous downloadable resources for health professionals and families alike. Topics – everything from how fluoride works to an explanation of fluorosis – are addressed using frequently asked questions and printable information sheets.

Toolkit Provides Tips for Referring Patients to State QuitLines

A toolkit released by the ADA offers dentists guidance on managing and how to refer patients to State QuitLines to support tobacco and vaping cessation efforts. The toolkit, Implementing & Fostering QuitLine Referrals: A Guide for Oral Health Professionals, was developed by the ADA's Council on Advocacy for Access and Prevention (CAAP) in collaboration with the North American Quitline Consortium (NAQC).

Child Health Resources

How does the CCNC role and services fit into the ECI Strategic Plan for 2023-2026?

The HCCI CCNC program is evidence-based and helps to ensure that children have access to healthy and safe care. The CCNC program supports the following activities outlined in the Child Care Nurse Consultant Role Guidance and national Child Care Health Consultant Competencies:

* COMPETENCY 1A. Understands the role of the CCNC
* Competency 1D. Applies principles of health equity and cultural and linguistic competence to work with ECE programs, including staff, children, and families.
* COMPETENCY 2A. Uses evidence-based instruments to assess the quality of health,

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safety, and wellness practices in ECE programs.
*
COMPETENCY 2B. Collaborates with ECE programs to improve the quality of their health, safety, and wellness practices.
* COMPETENCY 7A. Collaborates with programs and families to support the care and inclusion of children with special health care needs and/or chronic physical health or mental health conditions.

Early Childhood Iowa Strategic Plan 2023-2026:

* Goal 1: Promote a coordinated infrastructure to advance the early childhood system.

*
Strategy: Expand collaboration and coordination among state and local programs and agencies serving young children and their families.
*
Strategy: Infuse data-based discussions and decision-making processes throughout the early childhood system.

*
Goal 3: Transform the early childhood workforce through formal education, improved professionalization, increased skills and competence, and new approaches to implementing best practices.

*
Strategy: Provide new or expanded early childhood workforce supports to enhance the quality of early childhood programs and services.

*
Goal 4: Ensure that young children and families receive the services they need when they need them.

*
Strategy: Improve and expand equitable access to high quality early learning opportunities and services, with focused intentionality for young children and families who have at-risk factors.

*
Goal 5: Improve the quality of early childhood services for young children and their families across early care and education; health, mental health, and nutrition; and family support services.

*
Strategy: Adopt a collective impact approach to investing in high-quality, evidence-based services, programs, and activities across the early childhood system.

Here is the link to the ECI Strategic Plan ECI_StrategicPlan-2023-26_-online Final.pdf (iowa.gov)
Contact Heidi Hotvedt at heidi.k.hotvedt@hhs.iowa.gov for questions.

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Helpful Agency Links

* MCAH Portal
* Instructions to Report MCO Billing Issues
* Healthy Families Line Material Order Form
* HRSA Hotline Promotional Materials
* Maternal Health Agency Resources - Google Folder

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Iowa Department of Public Health Bureau of Family Health

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Meetings for Friday:

* Nothing scheduled

New Bills:

HSB 730 SCHOOL CARDIAC PLANS (Public Safety) P Thompson (C), Kressig, Wheeler (should be funneled, but not marked as such?) watching

Requires schools to develop plans for school personnel to deal with a cardiac arrest or other life-threatening emergency.

HSB 733 MEDICAL CANNABIDIOL CARD (Ways & Means) Siegrist (C), Forbes, Harris watching; had a FN request, sent to Sarah for opinion before assigning, submitted as no impacts

Strikes the requirement that a person be an Iowa resident in order to receive a medical cannabidiol card.

Senate adjourned until Monday

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House Debate Scheduled for Thursday – as of now, still recessed:

* HF 2280 A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. BR24-021 Amendments filed: H-8002, H-8003

* HF 2363 A bill for an act relating to a father's obligation for payment of expenses including those related to a mother's pregnancy and the birth of a child born out of wedlock. FN24-081

* HF 2517 A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings. Watching

* HF 2575 A bill for an act relating to the nonconsensual causing of death of, or serious injury to, an unborn person, and providing penalties. Watching Amendment filed: H-8169

* HF 2580 A bill for an act relating to legal representation for children who are placed in, or may be placed in, foster care. FN24-088 Amendment filed: H-8168

* HF 2605 A bill for an act providing for the regulation of hemp and hemp products, providing penalties, and making penalties applicable. [SIMILAR/COMPANION To SF 2352] FN24-114 Amendment filed: H-8134

* HF 2608 A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties. FN24-075

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

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<krystal.vanderbrink@idph.iowa.gov>; Van Engelenhoven, Jeff [IDPH] <jeff.vanengelenhoven@idph.iowa.gov>; Van Liew, Juliann </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=49dc8bab93cb42cc89be919a591c6d37-35b2b700-ec>; Van Maanen, Amy [IDPH] <amy.vanmaanen@idph.iowa.gov>; Van Pelt, Angela R </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=d23b3fe83efd407c93c3b22fa3e81bfb-c0d1b4cc-30>; Wickman, Tiffany </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=418a9a3c605147c591f4b15067249e37-vasey, tiff>

Cc:
Bcc:
Subject: Huddle 3.7.24 - cancelled, but please review
Date: Thu Mar 07 2024 07:20:11 CST
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No need to meet today, but if I could have teams review the two new bills introduced yesterday and give me feedback on tracking or assignments, I would greatly appreciate it!

Please also review the notes from subcommittee & committee meetings yesterday as well as floor action and amendments (1 bill passed House, several on calendar for today).

Blue highlights are those that need decisions on assignments. Let me know which of these with question marks you want tracked, any potential assignments, etc. Yellow highlights are either already assigned or tracked or are pending assignments. Yellow highlights are FYI

New Bills:

HSB 730 SCHOOL CARDIAC PLANS (Public Safety) P Thompson (C), Kressig, Wheeler (should be funneled, but not marked as such?) watch PH?

Requires schools to develop plans for school personnel to deal with a cardiac arrest or other life-threatening emergency.

HSB 733 MEDICAL CANNABIDIOL CARD (Ways & Means) Siegrist (C), Forbes, Harris FYI/BR? Compliance

Strikes the requirement that a person be an Iowa resident in order to receive a medical cannabidiol card.

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From the GR Team at the Capitol yesterday:

SUBCOMMITTEES

* HF 2512 SOCIAL WORK Establishes the multi-state Social Work License Compact to allow social workers licensed in one state to practice in another state in the compact. Creates a commission to administer the compact. Passed subcommittee

* HF 2539 OPEN MEETINGS FINES Increases the range of fines for violations of the open meeting law to $500 to $2,500. Requires members of government bodies to take a course on open meetings and open records laws. Requires the Iowa Public Information Board to make such training available. Passed subcommittee

* SF 2377 GOVERNOR REORG CORRECTIONS Makes corrections and changes to the organization and duties of various government agencies. Passed subcommittee

* HSB 689 OPIOID FUND SPENDING-Governor bill Makes appropriations from the Opioid Settlement fund to HHS, IFA and IWD for prevention and recovery activity. Subcommittee recommends amendment and passage.
* SF 506 CERTIFICATE OF NEED, BIRTHING CENTERS, INSTITUTIONAL HEALTH FACILITIES Makes changes to the Certificate of Need program. Amends definition of “institutional heath facility” by removing a “community health facility” and a “birth center” from inclusion in the definition, thereby making these facilities and centers exempt from CON requirements. Amends qualifications and terms for members of Health Facilities Council. Passed subcommittee

* HF 2299 OPEN RECORDS Authorizes a government to provide an open record in a reasonable format rather than the requested format. Does not require the government supply a record that is available on the internet site of the government and allows the government to send a notice of the availability on the internet. Feedback in subcommittee: there may be some disagreement about what “comparable alternative ” means. Passed subcommittee

* HSB 729 CHILDCARE ASSISTANCE REIMBURSEMENT RATES Requires HHS to amend administrative rules to set the half-day reimbursement rate for childcare providers in the childcare assistance program to between 65% and 80% of the 2024 market survey rates. Requires HHS to extend the childcare pilot program for childcare providers to July 2025. Subcommittee recommends amendment and passage

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COMMITTEES

* SF 2331 PUBLIC NOTICE REQUIREMENTS IN NEWSPAPERS Requires the statewide association of newspapers to operate a website for public notices. Outlines requirements for newspaper for official publication. Passed State Government Committee

* HF 2268 REVIEW OF MEDICAID CLAIMS Limits the review of paid Medicaid claims after 24 months except for fraud or misrepresentation. Does not allow for repayment or for offsets of the old claims. Passed State Government Committee

* HF 2375 DIETICIAN COMPACT Enacts the Dietician Licensure compact to allow dieticians to work in other states that have enacted the compact. Includes a commission and implementing provisions. Passed Appropriations Committee with two amendments, #3388, 3497.

* SF 2350 PARENTAL RIGHTS TERMINATION FEES Raises the income levels for determining indigency in parental rights termination cases. Deems a person filing such a petition to be responsible for guardian ad litem cost unless the filer is a licensed child-placement agency or is indigent, and in such cases, directs the State Public Defender to make payments from the Indigent Defense Fund. Passed Judiciary Committee

* HSB 692 SCHOOL SAFETY Requires schools to do comprehensive safety reviews. Appropriates money for school districts to purchase infrastructure and equipment related to arming or training staff. Establishes a task force to study and make recommendations related to school safety and security. Passed Appropriations Committee with amendment

House Debate on Wednesday:

* HF 2460 A bill for an act relating to human trafficking including parole and work release and victim counselors, and guardian ad litem appointments for prosecuting witnesses with mental disabilities. FN24-018; Amendments filed: H-8084 failed, H-8118 Adopted, Passed 91-3

Senate adjourned without Debate on Wednesday

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House Debate Scheduled for Thursday:

* HF 2280 A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. BR24-021 Amendments filed: H-8002, H-8003

* HF 2363 A bill for an act relating to a father's obligation for payment of expenses including those related to a mother's pregnancy and the birth of a child born out of wedlock. FN24-081

* HF 2517 A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings. Watching

* HF 2575 A bill for an act relating to the nonconsensual causing of death of, or serious injury to, an unborn person, and providing penalties. Watching Amendment filed: H-8169

* HF 2580 A bill for an act relating to legal representation for children who are placed in, or may be placed in, foster care. FN24-088 Amendment filed: H-8168

* HF 2605 A bill for an act providing for the regulation of hemp and hemp products, providing penalties, and making penalties applicable. [SIMILAR/COMPANION To SF 2352] FN24-114 Amendment filed: H-8134

* HF 2608 A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties. FN24-075

Senate Debate for Thursday (from Tuesday)?:

* SF 2323 A bill for an act relating to the right to try Act. FN24-110

* SF 2386 A bill for an act relating to education, including modifying provisions related to the duties and powers of area education agencies, the department of education, the

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department of administrative services, area education agency funding, the calculation of the teacher salary supplement district cost per pupil and the minimum teacher starting salary, and including transition, effective date, and applicability provisions. [ATTACHED HF 2612, Passed House 2/29/24 (this is a different bill)] Amendment filed: S-5042, strike all, conforming amendment

Have a wonderful day!

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

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HSB735 127
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AMERICAN OVERSIGHT

House File 2523

H-8163

1 Amend the amendment, H-8136, to House File 2523, as follows:

2 1. Page 1, line 5, by striking <and do> and inserting <for

3 the primary purpose of performing>

THOMSON of Floyd

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004069

House File 2601

H-8164

Amend the amendment, H-8135, to House File 2601, as follows:

1. Page 1, after line 1 by inserting:

<1. Page 1, line 3, before <A> by inserting <1.>

___. Page 1, line 8, by striking <1.> and inserting <*a.*>>

2. Page 1, after line 4 by inserting:

<___. Page 1, line 12, by striking <2.> and inserting <*b.*>>

3. Page 1, line 9, by striking <3.> and inserting <*c.*>

4. Page 1, after line 13 by inserting:

<2. This section applies to a city with a population of more than twenty-five thousand but not more than twenty-six thousand according to the 2020 federal decennial census and that is known as the video game capital of the world by mayoral decree issued on November 30, 1982.>>

5. By renumbering as necessary.

_____

B. MEYER of Polk

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IA-DHHS-24-0418-A-004070

House File 2605

H-8165

1 Amend House File 2605 as follows:
2 1. Page 7, after line 17 by inserting:
3 <DIVISION ___
4 STUDENT ACCESS TO BROAD-SPECTRUM CANNABIDIOL PRODUCTS
5 Sec. ___. NEW SECTION. **280.16B Broad-spectrum cannabidiol**
6 **products.**
7 1. For purposes of this section, unless the context
8 otherwise requires:
9 *a. "Broad-spectrum cannabidiol"* means any pharmaceutical
10 grade cannabinoid found in the plant Cannabis sativa L. or
11 Cannabis indica or any other preparation thereof that contains
12 no tetrahydrocannabinol. *"Broad-spectrum cannabidiol"* does not
13 include *"medical cannabidiol"* as defined in section 124E.2.
14 *b. "Broad-spectrum cannabidiol product"* means a product
15 that contains broad-spectrum cannabidiol and contains no
16 tetrahydrocannabinol.
17 *c. "Licensed health care professional"* means the same as
18 provided in section 280.16, subsection 1.
19 *d. "School nurse"* means the same as provided in section
20 280.16A, subsection 1.
21 2. The board of directors in charge of each school district
22 and the authorities in charge of each accredited nonpublic
23 school shall establish procedures for a school nurse to
24 provide a broad-spectrum cannabidiol product to a student. The
25 policy must provide that a school nurse shall only provide a
26 broad-spectrum cannabidiol product to a student if the product
27 was provided to the school district or school by the parent
28 or guardian of the student and if the product is provided in
29 accordance with written instructions provided by the parent
30 or guardian. The policy shall provide for the broad-spectrum
31 cannabidiol product to be stored in a secure location when not
32 in use.
33 3. The policy established pursuant to subsection 2 must
34 provide for a form for a parent or guardian that shall be
35 filled out to the satisfaction of the school district or school

AMERICAN OVERSIGHT

1 and signed before the broad-spectrum cannabidiol product is
2 provided to the student. The form must include all of the
3 following:
4 *a.* Instructions to the school district or school on the
5 use of the broad-spectrum cannabidiol product, including
6 the specific circumstances under which the product is to
7 be provided and, if applicable, the time and frequency for
8 providing the product and the expiration date of the product.
9 *b.* Authorization for the school district or school to
10 provide the broad-spectrum cannabidiol product to the student
11 in accordance with the instructions.
12 *c.* Certification that the product provided by the parent or
13 guardian is a broad-spectrum cannabidiol product.
14 *d.* Contact information for the parent or guardian and for a
15 licensed health care professional who provides medical care for
16 the student.
17 4. The parent or guardian shall include with the form
18 written documentation that the product provided by the parent
19 or guardian is a broad-spectrum cannabidiol product, which
20 shall include documentation from the manufacturer of the
21 product specifically indicating that the product contains no
22 tetrahydrocannabinol.>
23 2. Title page, line 1, by striking <hemp and hemp products,>
24 and inserting <hemp, hemp products, and student access to
25 broad-spectrum cannabidiol products,>
26 3. By renumbering as necessary.

LOHSE of Polk

AMERICAN OVERSIGHT

House File 2591

H-8166

1 Amend House File 2591 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. NEW SECTION. **135.194 Lyme disease testing**
5 **information — immunity.**
6 1. A health care provider who orders a laboratory test for
7 the presence of Lyme disease shall provide the patient, or the
8 patient's legal representative, with the following information:
9 According to the centers for disease control and prevention,
10 as of 2011, Lyme disease is the sixth fastest growing disease
11 in the United States.
12 Your health care provider has ordered a laboratory test
13 for the presence of Lyme disease for you. Current laboratory
14 testing for Lyme disease can be problematic and standard
15 laboratory tests often result in false negative and false
16 positive results and, if performed too early, you may not have
17 produced enough antibodies to be considered positive because
18 your immune response requires time to develop antibodies. If
19 you are tested for the presence of Lyme disease and the results
20 are negative, this does not necessarily mean you do not have
21 Lyme disease. If you continue to experience symptoms, you
22 should contact your health care provider and inquire about the
23 appropriateness of retesting or additional treatment.
24 2. A health care provider shall be immune from civil
25 liability for providing written information in compliance with
26 this section, except in the case of gross negligence or willful
27 misconduct.
28 3. For the purposes of this section, *"health care provider"*
29 means a physician licensed to practice under chapter 148 or an
30 individual who orders a laboratory test for Lyme disease under
31 the authorization of the licensed physician.>
32 2. Title page, by striking lines 1 through 3 and inserting
33 <An Act relating to the provision of Lyme disease information
34 by a health care provider, and providing immunity.>

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IA-DHHS-24-0418-A-004073

BODEN of Warren

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IA-DHHS-24-0418-A-004074

House File 2577

H-8167

1 Amend House File 2577 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. Section 633.635, subsection 2, paragraph a,
5 Code 2024, is amended to read as follows:
6 *a.* Making decisions regarding the care, maintenance, health,
7 education, welfare, and safety of the protected person except
8 as otherwise limited by the court. Decisions regarding a
9 protected person's health include all of the following:
10 (1) The ability to enter into hospice care if the protected
11 person is deemed to have a terminal condition defined in
12 section 144A.2 and is in palliative care.
13 (2) The power to withhold or withdraw life-sustaining
14 procedures from a patient pursuant to section 144A.7.
15 (3) (a) The power to execute, reaffirm, and revoke
16 a do-not-resuscitate order pursuant to section 144A.7A
17 provided that a do-not-resuscitate order may only be executed,
18 reaffirmed, or revoked for a protected person who is in
19 a terminal condition and who is comatose, incompetent, or
20 otherwise physically or mentally incapable of communication
21 and has not made a declaration in accordance with section
22 144A.7A, if there is consultation and written agreement for the
23 executing, reaffirming, or revoking of a do-not-resuscitate
24 order by the attending physician, the guardian, and any of the
25 following individuals, who shall be guided by the express or
26 implied intentions of the protected person, in the following
27 order of priority if no individual in a prior class is
28 reasonably available, willing, and competent to act:
29 (i) The attorney in fact designated to make treatment
30 decisions for the protected person should the protected person
31 be diagnosed as suffering from a terminal condition, if the
32 designation is in writing and complies with chapter 144B.
33 (ii) The protected person's spouse.
34 (iii) An adult child of the protected person or, if the
35 protected person has more than one adult child, a majority

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1 of the adult children who are reasonably available for
2 consultation.
3 (iv) A parent of the protected person, or parents if both
4 are reasonably available.
5 (v) An adult sibling of the protected person.
6 (b) When a decision is made pursuant to this subparagraph to
7 execute, reaffirm, or revoke a do-not-resuscitate order, there
8 shall be a witness present at the time of the consultation when
9 that decision is made.
10 Sec. 2. Section 633.635, subsection 3, paragraph b,
11 subparagraph (1), Code 2024, is amended to read as follows:
12 (1) (a) The withholding or withdrawal of life-sustaining
13 procedures from the protected person in accordance with chapter
14 144A or 144D.
15 (b) The guardian may also request court approval to
16 enter the protected person into hospice care; to consent to,
17 reaffirm, or revoke an out-of-hospital do-not-resuscitate
18 order pursuant to section 144A.7A; or to execute, reaffirm,
19 change, or revoke a physician order for scope of treatment form
20 pursuant to chapter 144D at any time that all of the following
21 conditions are met:
22 (i) The protected person is eligible for hospice care, is in
23 a terminal condition as defined by section 144A.2, or meets the
24 definition of a patient as defined in section 144D.1.
25 (ii) The decision is consistent with the express or implied
26 intention of the protected person or, if such intentions
27 are unknown, the decision is in the protected person's best
28 interests given the protected person's overall medical
29 condition and prognosis.
30 (iii) The guardian has consulted with the protected
31 person's attending physician, and the attending physician has
32 provided written agreement with the decision.>

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IA-DHHS-24-0418-A-004076

GUSTOFF of Polk

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IA-DHHS-24-0418-A-004077

House File 2580

H-8168

1 Amend House File 2580 as follows:
2 1. Page 2, by striking lines 1 through 7 and inserting:
3 <4. *a.* If a child is under the age of ten, the same person
4 may serve as the child's counsel and the child's guardian ad
5 litem. A court may appoint a separate guardian ad litem if the
6 court finds that the same person cannot adequately represent
7 the child as the child's counsel while advocating for the best
8 interests of the child as guardian ad litem in accordance with
9 section 232.2, subsection 25, paragraph *"e"*. If a child's
10 guardian ad litem is also acting as the child's counsel, each
11 report submitted to a court by the guardian ad litem shall
12 contain a statement indicating whether a separate guardian ad
13 litem is required based on the child's age or the guardian ad
14 litem's interviews and investigations conducted up to the time
15 the report is submitted to the court.
16 *b.* If a child attains ten years of age while represented by
17 a guardian ad litem pursuant to this section, the court shall
18 enter an order discharging the guardian ad litem and appoint
19 counsel for the child pursuant to the provisions of this
20 section. A court may appoint a guardian ad litem discharged
21 pursuant to this subsection as counsel for the child if the
22 person can properly represent the legal interests of the
23 child.>
24 2. Page 2, line 9, by striking <subsection:> and inserting
25 <subsections:>
26 3. Page 2, line 10, by striking <The> and inserting <If a
27 child remains in foster care after the matter which caused the
28 child to be placed in foster care has resolved, the>
29 4. By striking page 3, line 32, through page 4, line 4, and
30 inserting:
31 <NEW SUBSECTION. 4. *a.* If a child is under the age of
32 ten, the same person may serve as the child's counsel and the
33 child's guardian ad litem. A court may appoint a separate
34 guardian ad litem if the court finds that the same person
35 cannot adequately represent the child as the child's counsel

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1 while advocating for the best interests of the child as
2 guardian ad litem in accordance with section 232.2, subsection
3 25, paragraph *"e"*. If a child's guardian ad litem is also
4 acting as the child's counsel, each report submitted to a court
5 by the guardian ad litem shall contain a statement indicating
6 whether a separate guardian ad litem is required based on
7 the child's age or the guardian ad litem's interviews and
8 investigations conducted up to the time the report is submitted
9 to the court.
10 *b.* If a child attains ten years of age while represented by
11 a guardian ad litem pursuant to this section, the court shall
12 enter an order discharging the guardian ad litem and appoint
13 counsel for the child pursuant to the provisions of this
14 section. A court may appoint a guardian ad litem discharged
15 pursuant to this subsection as counsel for the child if the
16 person can properly represent the legal interests of the
17 child.>
18 5. Page 4, line 5, by striking <The> and inserting <If a
19 child remains in foster care after the matter which caused the
20 child to be placed in foster care has resolved, the>
21 6. Page 5, by striking lines 27 through 34 and inserting:
22 <NEW SUBSECTION. 4. *a.* If a child is under the age of
23 ten, the same person may serve as the child's counsel and the
24 child's guardian ad litem. A court may appoint a separate
25 guardian ad litem if the court finds that the same person
26 cannot adequately represent the child as the child's counsel
27 while advocating for the best interests of the child as
28 guardian ad litem in accordance with section 232.2, subsection
29 25, paragraph *"e"*. If a child's guardian ad litem is also
30 acting as the child's counsel, each report submitted to a court
31 by the guardian ad litem shall contain a statement indicating
32 whether a separate guardian ad litem is required based on
33 the child's age or the guardian ad litem's interviews and
34 investigations conducted up to the time the report is submitted
35 to the court.

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1 *b.* If a child attains ten years of age while represented by
2 a guardian ad litem pursuant to this section, the court shall
3 enter an order discharging the guardian ad litem and appoint
4 counsel for the child pursuant to the provisions of this
5 section. A court may appoint a guardian ad litem discharged
6 pursuant to this subsection as counsel for the child if the
7 person can properly represent the legal interests of the
8 child.>
9 7. Page 5, line 35, by striking <The> and inserting <If a
10 child remains in foster care after the matter which caused the
11 child to be placed in foster care has resolved, the>

LOHSE of Polk

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IA-DHHS-24-0418-A-004080

House File 2575

H-8169

1 Amend House File 2575 as follows:

2 1. Page 3, after line 8 by inserting:

3 <*d.* The ordering, prescribing, dispensing, administering, or

4 use of hormonal contraceptives.

5 *e.* In vitro fertilization.>

_____

WESSEL-KROESCHELL of Story

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004081

House File 2602

H-8170

1 Amend House File 2602 as follows:

2 1. Page 1, line 8, after <commit any> by inserting

3 <unlawful>

_____

B. MEYER of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004082

House File 2630

H-8171

1 Amend House File 2630 as follows:
2 1. Page 1, before line 1 by inserting:
3 <Section 1. Section 97B.52A, subsection 1, paragraph c,
4 subparagraph (2), Code 2024, is amended by adding the following
5 new subparagraph division:
6 NEW SUBPARAGRAPH DIVISION. (d) For a member whose first
7 month of entitlement is July 2024 or later, but before July
8 2027, the member may return to covered employment as a teacher
9 for a covered employer after receiving one month of retirement
10 benefits. For the purposes of this subparagraph division,
11 "*teacher*" means a teacher licensed under chapter 256.>
12 2. Page 6, after line 26 by inserting:
13 <Sec. ___. SCHOOL DISTRICT BUDGET STATEMENTS — FISCAL YEAR
14 BEGINNING JULY 1, 2024.
15 1. Notwithstanding section 24.2A, subsection 2, paragraph
16 "a", each school district shall file with the department of
17 management a report containing all necessary information for
18 the department of management to compile and calculate amounts
19 required to be included in the statements for the budget year
20 beginning July 1, 2024, mailed under section 24.2A, subsection
21 2, paragraph "b", no later than thirty calendar days after the
22 effective date of 2024 Iowa Acts, House File 2613, or successor
23 legislation, if enacted.
24 2. Notwithstanding section 24.2A, subsection 2, paragraph
25 "b", each county auditor, using information received under
26 subsection 1, shall send to each property owner or taxpayer
27 within the county by regular mail an individual statement
28 containing all of the information required by section
29 24.2A, subsection 2, paragraph "b", for each school district
30 comprising the owner's or taxpayer's taxing district no later
31 than thirty-five calendar days after the effective date of
32 2024 Iowa Acts, House File 2613, or successor legislation, if
33 enacted.
34 Sec. ___. EFFECTIVE DATE. This Act, being deemed of
35 immediate importance, takes effect upon enactment.>

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1 3. Title page, by striking lines 1 through 3 and inserting
2 <An Act relating to teacher and education support professional
3 compensation, including teacher salary supplement cost
4 per pupil calculations, teacher minimum starting salary
5 requirements, Iowa public employees' retirement system bona
6 fide retirement requirements, and school district budget
7 statement reporting, making appropriations, and including
8 effective date provisions.>
9 4. By renumbering as necessary.

_____
GUSTOFF of Polk

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IA-DHHS-24-0418-A-004084

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House File 2640 - Introduced

HOUSE FILE 2640
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2525)
(SUCCESSOR TO HSB 657)

A BILL FOR

1 An Act making an appropriation to support efforts relating
2 to commissioning the U.S.S. Iowa SSN 797, and including
3 effective date provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5980HZ (1) 90
jm/ko

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IA-DHHS-24-0418-A-004085

H.F. 2640

Section 1. ECONOMIC DEVELOPMENT AUTHORITY — U.S.S. IOWA — APPROPRIATIONS.

1. There is appropriated from the general fund of the state to the economic development authority for the fiscal year beginning July 1, 2023, and ending June 30, 2024, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For providing a grant to the SSN 797 commissioning committee in support of the U.S.S. Iowa (SSN 797):

..... $ 75,000

2. The economic development authority may use not more than five percent of the moneys appropriated in this section for purposes of administrative costs, marketing, technical assistance, and other program support.

Sec. 2. REVERSION. For purposes of section 8.33, unencumbered or unobligated moneys from an appropriation made in this Act shall not revert but shall remain available for expenditure for the purpose designated until the close of the fiscal year beginning July 1, 2024.

Sec. 3. EFFECTIVE DATE. This Act, being deemed of immediate importance, takes effect upon enactment.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill provides a general fund appropriation to the economic development authority for purposes of providing a grant to the SSN 797 commissioning committee in support of commissioning the U.S.S. Iowa (SSN 797), a nuclear submarine. The bill takes effect upon enactment.

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House File 2641 - Introduced

HOUSE FILE 2641
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2510)
(SUCCESSOR TO HSB 560)

(COMPANION TO SF 2209 BY
COMMITTEE ON AGRICULTURE)

A BILL FOR

1 An Act relating to agriculture, by providing for the
2 administration of programs and regulations, making
3 appropriations, and including effective date provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5372HZ (1) 90
da/ns

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

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DIVISION I
IOWA-FOALED HORSES

Section 1. Section 99D.22, subsection 2, paragraph b, subparagraph (3), Code 2024, is amended to read as follows:

(3) (a) ~~Continuous~~ For a thoroughbred foal, continuous residency from December ~~31~~ 15 until the foal is inspected if the mare was bred by other than an Iowa registered stallion and is not bred back to an Iowa registered stallion.

(b) For a standardbred foal or quarter horse foal, continuous residency from January 31 until the foal is inspected if the mare was bred by other than an Iowa registered stallion and is not bred back to an Iowa registered stallion.

DIVISION II
AGRICULTURAL MARKETING
PART A
CHOOSE IOWA PROMOTIONAL PROGRAM

Sec. 2. Section 159.26, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

159.26 Definitions.

As used in this part, unless the context otherwise requires:

1. *"Agricultural commodity"* means an animal or plant, or raw material originating from an animal or plant.

2. *"Component"* means an agricultural commodity that is combined to form a product during processing.

3. *"Farm"* means land and associated structures used to produce an agricultural commodity.

4. *"Food item"* means an agricultural commodity, or an item processed from an agricultural commodity, that is fit for human consumption.

5. *"Fund"* means the choose Iowa program fund established in section 159.31.

6. *"Horticulture item"* means any of the following:

a. A nursery, floral, or greenhouse plant.

b. A product processed from a nursery, floral, or greenhouse plant, including a seed, rooting, cutting, tissue culture,

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seedling, or other propagation material.

7. *"Natural fiber item"* means fiber originating from an agricultural commodity for use in processing, including manufacturing into a textile, apparel, or other similar product.

8. *"Process"* means to prepare a product that includes an agricultural commodity alone or as a component.

9. *a.* *"Product"* means an agricultural commodity that in its raw or processed state is moveable at the time of its retail sale.

b. *"Product"* includes but is not limited to a food item, horticulture item, or natural fiber item.

10. *"Program"* means the choose Iowa promotional program established in section 159.28.

Sec. 3. Section 159.28, Code 2024, is amended to read as follows:

159.28 Choose Iowa promotional program.

1. The department shall establish and administer a choose Iowa promotional program to advertise for retail sale ~~on a retail basis a food item that originates as an agricultural commodity produced on an Iowa farm, and~~ an Iowa product that may include any of the following:

a. An agricultural commodity produced on an Iowa farm, except that it may be prepared for sale by washing or packaging in this state.

b. ~~A product, if it is~~ An agricultural commodity processed in this state ~~and any of its ingredients~~, if its components originate as an agricultural commodity produced on an Iowa farm.

2. *a.* The department may adopt rules further defining an Iowa farm, Iowa agricultural commodity, and Iowa product; and describing how an Iowa agricultural commodity originates on an Iowa farm.

b. The department may adopt rules providing for the acceptable use of ~~ingredients originating~~ a component that

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originates from an agricultural ~~commodities~~ commodity not produced on an Iowa ~~farms~~ farm. In adopting the rules, the department may consider whether the ~~ingredient~~ component is an incidental ~~additive or other component that the department determines is~~ or insignificant part of an Iowa product.

Sec. 4. Section 159.29, subsections 1 and 5, Code 2024, are amended to read as follows:

1. As part of the choose Iowa promotional program, the department may establish a choose Iowa logo to identify ~~a food item originating as an agricultural commodity produced on an Iowa farm~~ an Iowa product.

5. The use of a choose Iowa logo does not do any of the following:

a. Provide an express or implied guarantee or warranty concerning the safety, fitness, merchantability, or use of a ~~food item~~ product.

b. Supersede, revise, or replace a state or federal labeling requirement, including but not limited to a provision in the federal Fair Packaging and Labeling Act, 15 U.S.C. §1451 et seq.

c. Indicate the grade, specification, standard, or value of any ~~food item~~ agricultural commodity, component, or product.

Sec. 5. Section 159.31, subsection 1, Code 2024, is amended to read as follows:

1. A choose Iowa promotional fund is established in the state treasury under the management and control of the department.

PART B

DAIRY INNOVATION

Sec. 6. Section 159.31A, subsection 3, paragraphs a and c, Code 2024, are amended to read as follows:

a. Expand or refurbish existing milk plants or establish a new milk plant, operating pursuant to a permit issued pursuant to section 192.111 or 194.3A.

c. Rent buildings, refrigeration facilities, or freezer

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1 facilities, or acquire equipment, if necessary to expand dairy
2 processing capacity, including mobile dairy or refrigeration
3 units used exclusively for dairy processing.
4 Sec. 7. Section 159.31A, subsection 7, Code 2024, is amended
5 to read as follows:
6 7. A business that is awarded financial assistance under
7 this section may apply for financial assistance under other
8 programs administered by the ~~authority~~ department.
9 PART C
10 VALUE-ADDED AGRICULTURAL GRANT FUND AND PROGRAM
11 Sec. 8. NEW SECTION. **159.31C Value-added agricultural grant**
12 **program fund.**
13 1. A value-added agricultural grant program fund is
14 established in the state treasury under the management and
15 control of the department.
16 2. The fund shall include moneys appropriated by the general
17 assembly and other moneys available to and obtained or accepted
18 by the department, including moneys from public or private
19 sources.
20 3. Moneys in the fund are appropriated to the department for
21 the purpose of supporting the value-added agricultural grant
22 program established in section 159.31D.
23 4. *a.* Notwithstanding section 12C.7, interest or earnings
24 on moneys in the fund shall be credited to the fund.
25 *b.* Notwithstanding section 8.33, moneys in the fund that
26 remain unencumbered or unobligated at the end of a fiscal year
27 shall not revert.
28 Sec. 9. NEW SECTION. **159.31D Value-added agricultural grant**
29 **program.**
30 There is established a value-added agricultural grant
31 program to identify, evaluate, and support projects and
32 services that add value to agricultural commodities produced
33 on Iowa farms, including by supporting new technologies and
34 marketing strategies. The department shall adopt rules as
35 necessary to administer the program.

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DIVISION III
COMMERCIAL ESTABLISHMENTS

Sec. 10. Section 162.2, subsection 8, Code 2024, is amended to read as follows:

8. *"Commercial breeder"* means a person, engaged in the business of breeding dogs or cats, who sells, exchanges, or leases dogs or cats in return for consideration, or who offers to do so, whether or not the animals are raised, trained, groomed, or boarded by the person. A person who owns or harbors three or fewer breeding males or females is not a commercial breeder. ~~However, a person who breeds any number of breeding male or female greyhounds for the purposes of using them for pari-mutuel wagering at a racetrack as provided in chapter 99D shall be considered a commercial breeder irrespective of whether the person sells, leases, or exchanges the greyhounds for consideration or offers to do so.~~

Sec. 11. Section 162.2B, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. For the issuance or renewal of a state license or permit, one hundred seventy-five dollars. ~~However, a commercial breeder who owns, keeps, breeds, or transports a greyhound dog for pari-mutuel wagering at a racetrack as provided in chapter 99D shall pay a different fee for the issuance or renewal of a state license as provided in rules adopted by the department.~~

Sec. 12. Section 162.10A, subsection 2, Code 2024, is amended to read as follows:

2. *a.* Except as provided in paragraph *"b"* ~~or *"c"*~~, a commercial establishment shall comply with rules that the department adopts to implement subsection 1. A commercial establishment shall be regulated under this paragraph *"a"* unless the person is a ~~state licensee as provided in paragraph *"b"* or a~~ permittee as provided in paragraph ~~*"c"*~~ *"b"*.

~~*b.* A state licensee who is a commercial breeder owning, breeding, transporting, or keeping a greyhound dog for pari-mutuel wagering at a racetrack as provided in chapter 99D~~

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1 ~~may be required to comply with different rules adopted by the~~
2 ~~department.~~
3 ~~c.~~ *b.* A permittee is not required to comply with rules
4 that the department adopts to implement a standard of care as
5 provided in subsection 1 for state licensees and registrants.
6 The department may adopt rules regulating a standard of care
7 for a permittee, so long as the rules are not more restrictive
8 than required for a permittee under the Animal Welfare Act.
9 However, the department may adopt prescriptive rules relating
10 to the standard of care. Regardless of whether the department
11 adopts such rules, a permittee meets the standard of care
12 required in subsection 1 if it voluntarily complies with rules
13 applicable to state licensees or registrants. A finding by
14 the United States department of agriculture that a permittee
15 complies with the Animal Welfare Act is not conclusive when
16 determining that the permittee provides a standard of care
17 required in subsection 1.
18 Sec. 13. Section 717B.3, subsection 2, paragraph a,
19 subparagraph (2), subparagraph divisions (a) and (b), Code
20 2024, are amended to read as follows:
21 (a) A state licensee or registrant operating pursuant to
22 section 162.10A, subsection 2, paragraph *"a"* ~~or *"b"*~~.
23 (b) A permittee operating pursuant to section 162.10A,
24 subsection 2, paragraph ~~*"c"*~~ *"b"*.
25 DIVISION IV
26 GRADE "A" MILK
27 Sec. 14. Section 192.101A, Code 2024, is amended by adding
28 the following new subsections:
29 NEW SUBSECTION. 1A. *"Department"* means the department of
30 agriculture and land stewardship.
31 NEW SUBSECTION. 5. *"Secretary"* means the secretary of
32 agriculture.
33 Sec. 15. Section 192.109, Code 2024, is amended to read as
34 follows:
35 **192.109 Certification of grade "A" label.**

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The department ~~of agriculture and land stewardship~~ shall ~~annually~~ biennially conduct a survey and based on that survey certify all milk labeled grade "A" pasteurized and grade "A" raw milk for pasteurization~~, and, in~~. In the event that a survey shows the requirements for production, processing, and distribution for such grade are not being complied with, ~~the~~ that fact ~~thereof~~ shall be certified by the department to the secretary ~~of agriculture~~ who shall proceed with the provisions of section 192.107 for suspending the permit of the violator or who, if the secretary did not issue such permit, shall withdraw the grade "A" declared on the label.

Sec. 16. Section 192.111, subsection 1, paragraph a, subparagraph (5), Code 2024, is amended to read as follows:

(5) A milk grader which must obtain a milk grader permit and pay a ~~license~~ permit fee not greater than twenty dollars.

Sec. 17. Section 192.116, Code 2024, is amended to read as follows:

192.116 Bacteriologists.

The department ~~of agriculture and land stewardship~~ may employ dairy specialists or bacteriologists who shall devote their full time to the improvement of sanitation in the production, processing, and marketing of dairy products. ~~Said~~ The dairy specialists and bacteriologists shall have qualifications as to education and experience and such other requirements as the secretary may require.

Sec. 18. Section 192.118, subsection 1, Code 2024, is amended to read as follows:

1. To ensure uniformity in the tests and reporting, an employee certified by the United States public health service of the bacteriological laboratory of the department shall annually certify, in accordance with rules adopted by the department incorporating or incorporating by reference the federal publication entitled "Evaluation of Milk Laboratories", all laboratories doing work in the sanitary quality of milk and dairy products for public report. The approval by

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1 the department shall be based on the evaluation of these
2 laboratories as to personnel training, laboratory methods
3 used, and reporting. The results on tests made by approved
4 laboratories shall be reported to the department on request,
5 on forms prescribed by the secretary ~~of agriculture~~, and such
6 reports may be used by the department.
7 DIVISION V
8 FERTILIZERS AND SOIL CONDITIONERS
9 Sec. 19. Section 200.3, subsection 29, Code 2024, is amended
10 to read as follows:
11 29. The term *"unmanipulated manures"* means any substances
12 composed primarily of excreta, plant remains, or mixtures of
13 such substances which have not been processed in any manner
14 other than dewatering.
15 Sec. 20. EFFECTIVE DATE. This division of this Act, being
16 deemed of immediate importance, takes effect upon enactment.
17 EXPLANATION
18 **The inclusion of this explanation does not constitute agreement with**
19 **the explanation's substance by the members of the general assembly.**
20 GENERAL. This bill provides for the administration of
21 a number of programs and regulations by the department of
22 agriculture and land stewardship (DALS). Specifically,
23 the bill addresses the promotion of the native horse racing
24 industry by providing for the qualification of Iowa-foaled
25 horse breeds; agricultural marketing, by revising a number of
26 existing programs such as the choose Iowa promotional program
27 and choose Iowa fund, the dairy innovation program and fund,
28 and the value-added agricultural grant program and fund; the
29 regulation of commercial establishments that keep certain
30 nonagricultural animals for commercial purposes, by eliminating
31 special requirements related to greyhound racing; and the
32 regulation of permittees authorized to engage in the handling
33 of grade "A" milk and related dairy products.
34 IOWA-FOALED HORSES. DALS regulates the status and care
35 of race horses involved in pari-mutual wagering conducted

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1 by persons licensed by the racing and gaming commission to
2 operate racetracks and manage associated purses. There are
3 three breeds of horses involved in such racing, including
4 thoroughbred horses, quarter horses, and standardbred horses.
5 For at least one race of each racing day, either a race must
6 be limited to Iowa-foaled horses or alternatively Iowa-foaled
7 horses must be given a weight advantage (Code section 99D.22).
8 At least 20 percent of all net purse moneys distributed to
9 each breed must be awarded in the form of Iowa breeder awards
10 or purse supplements to Iowa breeders. One criteria used to
11 determine a foal's status as Iowa bred occurs in cases in which
12 the foal's brood mare was bred by a stallion not recognized
13 by DALS as an Iowa registered stallion and was not bred back
14 to an Iowa registered stallion. In that case, the brood mare
15 must have continuous Iowa residency from December 31 until the
16 foal is inspected. The bill provides that for thoroughbred
17 horses that beginning date is moved back to December 15, and
18 for quarter horses and standardbred horses that beginning date
19 is moved forward to January 31.
20 AGRICULTURAL MARKETING — CHOOSE IOWA PROMOTIONAL PROGRAM
21 AND CHOOSE IOWA PROMOTIONAL FUND. In 2022, the general
22 assembly established the choose Iowa promotional program
23 (choose Iowa program) and choose Iowa fund administered by
24 DALS (2022 Iowa Acts, chapter 1152). The stated purpose of
25 the choose Iowa program and fund is to provide consumers a
26 choice to purchase a food item originating as an agricultural
27 commodity (commodity) produced on an Iowa farm or a food
28 item processed in Iowa using the commodity as an ingredient
29 (Code sections 159.26 through 159.31). As part of the choose
30 Iowa program, DALS may establish a choose Iowa logo (logo)
31 and register the logo for legal protection with the state or
32 the United States (e.g., by trademark or copyright). DALS
33 may also enter into a licensing agreement with a person who
34 applies to use the logo when selling a food item on a retail
35 basis. A choose Iowa fund was established to finance the

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1 program. The fund includes fees paid by licensees and any
2 moneys appropriated by the general assembly. The bill uses
3 the term "product" to describe both raw and processed items
4 (i.e., moveable goods) that may be sold at retail using the
5 logo. It expands the program to include horticulture items (a
6 nursery, floral, or greenhouse plant) and natural fiber items
7 (e.g., wool). In all cases, the product must be a commodity
8 produced on an Iowa farm, a commodity produced on an Iowa farm
9 and processed in this state, or a commodity produced on an Iowa
10 farm and used as a component in a product processed in this
11 state. The bill changes the fund's name to the choose Iowa
12 promotional fund.
13 AGRICULTURAL MARKETING —— DAIRY FUND'S INNOVATION FUND
14 AND PROGRAM. In 2023, the general assembly created a dairy
15 innovation fund (dairy fund) and program (dairy program)
16 (2023 Iowa Acts, chapter 101). The purpose of the dairy fund
17 and dairy program is to expand dairy processing capacity in
18 the state (Code section 159.31A). The dairy fund is used
19 to support financing eligible businesses participating in
20 the program in the form of grants, low-interest loans, or
21 forgivable loans. DALS is specifically required to finance
22 the expansion or refurbishing of existing milk plants or the
23 construction of new milk plants that process and package raw
24 milk into various milk and dairy products. Code chapter
25 192 regulates the production, processing, labeling, and
26 distribution (handling) of grade "A" milk and grade "A" milk
27 products according to sanitary requirements (Code section
28 192.102). Under the program, in order to receive financing,
29 a milk plant must be operated under a permit issued by DALS
30 pursuant to Code section 192.111. The bill provides that the
31 milk plant may also operate under a permit issued pursuant to
32 Code section 194.3A. Code chapter 194 governs the production,
33 delivery, and processing of the less common grade "B" milk
34 allowed for use in manufacturing dairy products. The bill also
35 provides that the financing may be used for the acquisition

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1 and not just renting of dairy processing equipment. Finally,
2 the bill substitutes the term "department" for "authority"
3 in a provision that allows an eligible business receiving
4 financial assistance under the program to receive assistance
5 under another program.
6 AGRICULTURAL MARKETING — VALUE-ADDED AGRICULTURAL GRANT
7 FUND AND PROGRAM. The bill establishes the value-added
8 agricultural grant program fund (value-added fund) and
9 value-added agricultural grant program (value-added program)
10 (new Code sections 159.31C and 159.31D). The value-added
11 fund is administered by DALS and includes moneys appropriated
12 by the general assembly, and other moneys available to DALS,
13 to support the value-added program. The purpose of the
14 value-added program is to support projects and services that
15 add value to agricultural commodities produced on Iowa farms
16 (e.g., by processing). The program has been enacted and
17 supported in recent DALS general appropriations Acts but not
18 codified (see 2021 Iowa Acts, chapter 143, section 12; 2022
19 Iowa Acts, chapter 1147, section 12; and 2023 Iowa Acts,
20 chapter 109, section 4).
21 REGULATION OF COMMERCIAL ESTABLISHMENTS. DALS regulates
22 commercial establishments that keep certain nonagricultural
23 animals for commercial purposes on a nonprofit or profit
24 basis, including an animal shelter, pound, or research
25 facility issued a certificate of registration (Code sections
26 162.3, 162.4, and 162.4A); a pet shop, boarding kennel, or
27 commercial kennel issued a state license (Code sections 162.5,
28 162.5A, and 162.6); or a dealer, commercial breeder, or public
29 auction who may elect to be either issued a state license or
30 a permit. A permit is issued if the person is licensed under
31 the federal Animal Welfare Act (7 U.S.C. ch. 54) by the United
32 States department of agriculture (Code sections 162.7, 162.8,
33 and 162.9A). Code chapter 162 provides special regulations
34 applicable to a greyhound dog if used for pari-mutuel wagering
35 at a licensed racetrack (racing greyhound) (Code chapter 99D).

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1 The bill eliminates those special provisions. Currently, a
2 person is regulated as a commercial breeder and is subject to
3 license or permit requirements if the person breeds dogs or
4 cats in exchange for payment with an exception that applies
5 to a person who keeps three or fewer breeding greyhounds.
6 The exception does not apply to a person who breeds racing
7 greyhounds (Code section 162.2). A person applying for a
8 state license or permit is required to pay DALS $175 with
9 an exception for a person who keeps racing greyhounds (Code
10 section 162.2B). A person who keeps greyhounds must be issued
11 a state license and is subject to a fee established by DALS
12 rule which is currently $40 (21 IAC 67.17). A commercial
13 establishment is required to comply with standard of care
14 requirements including providing a kept animal with adequate
15 feed, adequate water, housing facilities, sanitary control,
16 grooming practices, and veterinary care as required by DALS
17 rule (Code section 162.10A). A state licensee who is a
18 commercial breeder keeping a racing greyhound may be required
19 to comply with different rules adopted by the department.
20 GRADE "A" MILK REGULATION. Iowa has adopted by reference
21 the model "Grade `A' Pasteurized Milk Ordinance" as part of
22 its "Iowa Grade `A' Milk Inspection Law" (Code chapter 192).
23 The bill makes several editorial changes to improve the Code's
24 readability, including by defining the terms "department"
25 as the department of agriculture and land stewardship and
26 "secretary" as the secretary of agriculture, and using those
27 terms consistently throughout the Code chapter. In order to
28 handle raw milk for pasteurization and processing, a person
29 must be issued a permit by DALS (Code section 192.107; 21
30 IAC 68.2). Each year, DALS is required to conduct a survey
31 of permittees to verify that the milk they handle meets
32 requirements to be labeled grade "A" for pasteurization. The
33 bill provides that the survey is to be conducted every other
34 year. DALS may suspend or revoke a permit for a person who does
35 not comply with the sanitary requirements.

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1 UNMANIPULATED MANURES. The bill amends a provision in Code
2 chapter 200, which provides for the regulation of the sale
3 of fertilizers and soil conditioners by DALS. Specifically,
4 the bill amends the defined term "unmanipulated manures" which
5 means any substances composed of excreta or plant remains
6 that have not been processed. The bill provides that the
7 term includes such substances processed by dewatering. This
8 provision takes effect upon enactment.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House File 2642 - Introduced

HOUSE FILE 2642
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2614)
(SUCCESSOR TO HSB 674)

A BILL FOR

1 An Act relating to the conservation and improvement of
2 soil and water resources, including by providing for the
3 administration of associated programs and regulations,
4 making appropriations, and including effective date
5 provisions.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6306HZ (1) 90
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H.F. 2642

DIVISION I

SOIL CONSERVATION DISTRICTS LAW

Section 1. Section 161A.2, Code 2024, is amended to read as follows:

161A.2 Declaration of policy.

It is hereby declared to be the policy of the ~~legislature~~ state to integrate the conservation of soil and water resources into the production of agricultural commodities to ~~insure~~ ensure the long-term protection of the soil and water resources of the state of Iowa, and to encourage the development of farm management and agricultural practices that are consistent with the capability of the land to sustain agriculture, and thereby to preserve natural resources, control floods, prevent impairment of dams and reservoirs, assist and maintain the navigability of rivers and harbors, preserve wildlife, protect the tax base, protect public lands, and promote the health, safety, and public welfare of the people of this state.

Sec. 2. Section 161A.3, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 12A. *"Soil health"* means the continuing capacity of soil to function as a vital living ecosystem that sustains plants, animals, and humans.

Sec. 3. Section 161A.4, subsection 2, paragraph g, Code 2024, is amended to read as follows:

g. To assist each soil and water conservation district in developing a district soil and water resource conservation plan as provided under section 161A.7. The plan shall be developed according to rules adopted by the division to preserve and protect the public interest in the soil and water resources of this state for future generations and for this purpose to encourage, promote, facilitate, and where such public interest requires, to mandate the conservation and proper control of and use of the soil and water resources of this state, by measures including but not limited to the control of floods, the control of erosion by water or by wind, the improvement of soil health,

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and the preservation of the quality of water for its optimum use for agricultural, irrigation, recreational, industrial, and domestic purposes, all of which shall be presumed to be conducive to the public health, convenience, and welfare, both present and future.

Sec. 4. Section 161A.7, subsection 1, paragraphs f, h, m, and n, Code 2024, are amended to read as follows:

f. To make available on such terms as it shall prescribe, to landowners or occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, lime, and such other material or equipment as will assist such landowners or occupiers to carry on operations upon their lands for the conservation of soil resources and for the prevention and control of soil erosion; the improvement of soil health; and ~~for~~ the prevention of erosion, floodwater, and sediment damages.

h. To develop comprehensive plans for the conservation of soil resources ~~and for~~; the improvement of soil health; the control and prevention of soil erosion; and ~~for~~ the prevention of erosion, floodwater, and sediment damages within the district~~, which~~. The comprehensive plans shall specify in such detail as may be possible, the acts, procedures, performances, and avoidances which are necessary or desirable for the effectuation of such plans, including the specification of engineering operations, methods of cultivation, the growing of vegetation, cropping programs, tillage practices, and changes in the use of land~~; and to~~. The district shall publish such plans and information and bring them to the attention of owners and occupiers of lands within the district.

m. To encourage local school districts to provide instruction in the importance of and in some of the basic methods of soil conservation and soil health practices, as a part of course work relating to agriculture, the conservation of natural resources, and environmental awareness as required in rules adopted by the state board of education pursuant

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to section 256.11, subsections 3 ~~and 4~~ through 5, and to offer technical assistance to schools in developing such instructional programs.

n. To develop a soil and water resource conservation district plan ~~for the district~~.

(1) The district plan shall contain a comprehensive long-range assessment of soil and surface water resources in the district consistent with rules approved by the committee under section 161A.4.

(2) In developing the district plan, the district may receive technical support from the United States department of agriculture natural resources conservation service and the county board of supervisors in the county where the district is located. The division and the Iowa cooperative extension service in agriculture and home economics may provide technical support to the district. The support may include but is not limited to the following:

(a) Assessing the condition of soil and surface water in the district, including an evaluation of the type, amount, and quality of soil and water~~,~~; the threat of soil erosion and erosion, floodwater, and sediment damages;~~, and~~ necessary preventative and control measures; and soil restoration efforts.

(b) Developing methods to maintain or improve soil health and water ~~condition~~ quality.

(c) Cooperating with other state and federal agencies to carry out this support.

~~(2)~~ (3) The title page of the district plan and a notification stating where the plan may be reviewed shall be recorded with the recorder in the county in which the district is located, and updated as necessary, after the committee approves and the director of the division signs the district plan. The commissioners shall provide notice of the recording and may provide a copy of the approved district plan to the county board of supervisors in the county where the district is

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located. The district plan shall be filed with the division as part of the state soil and water resource conservation plan provided in section 161A.4.

Sec. 5. Section 161A.42, subsections 4 and 9, Code 2024, are amended to read as follows:

4. ~~*"Erosion control practices"*~~ *"Erosion control practice"* means any of the following:

a. The construction or installation of, ~~and~~ or the maintenance of, ~~of such structures~~ a structure or ~~devices~~ device as ~~are~~ is necessary to carry to a suitable outlet from the site of any building housing four or more residential units, any commercial or industrial development, or any publicly or privately owned recreational or service facility of any kind, not served by a central storm sewer system, any water ~~which~~ that complies with all of the following:

(1) Would otherwise cause erosion in excess of the applicable soil loss limit~~; and~~.

(2) Does not carry nor constitute sewage, industrial waste, or other waste as defined by section 455B.171.

b. The employment of a temporary ~~devices~~ device or ~~structures~~ structure, temporary seeding, fibre mats, plastic, straw, or other ~~measures~~ measure adequate to prevent erosion in excess of the applicable soil loss limits from the site of, or land directly affected by, the construction of any public or private street, road, or highway, any residential, commercial, or industrial building or development, or any publicly or privately owned recreational or service facility of any kind, at all times prior to completion of such construction.

c. The establishment and maintenance of vegetation upon the right-of-way of any completed portion of any public street, road, or highway, or the construction or installation thereon of structures or devices, or other measures adequate to prevent erosion from the right-of-way in excess of the applicable soil loss limits.

9. *a.* ~~*"Soil and water conservation practices"*~~ *"Soil and*

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1 *water conservation practice"* means any ~~of the practices~~ practice
2 designated in or pursuant to this subsection which ~~serve~~ serves
3 to prevent erosion of soil by wind or water, in excess of the
4 applicable soil loss limits, from land used for agricultural
5 or horticultural purposes only.
6 *b. "Soil and water conservation practice"* includes any of the
7 following:
8 ~~*a.*~~ (1) ~~*"Permanent soil and water conservation practices"*~~
9 *"Permanent soil and water conservation practice"* which means the
10 planting of perennial grasses, legumes, shrubs, or trees, the
11 establishment of grassed waterways, and the construction of
12 terraces, or other permanent soil and water practices approved
13 by the committee.
14 ~~*b.*~~ (2) ~~*"Temporary soil and water conservation practices"*~~
15 *"Temporary soil and water conservation practice"* which means
16 the planting of annual or biennial crops~~,~~; the use of
17 strip-cropping, cover cropping, or contour planting~~, or~~;
18 no-tillage, minimum tillage, or mulch tillage~~, and~~; the
19 installation of an agriculture practice, silviculture practice,
20 aquaculture practice, or permaculture practice; the use of
21 extended crop rotation or rotational grazing; or the use of any
22 other ~~cultural practices~~ practice approved by the committee.
23 Sec. 6. Section 161A.53, Code 2024, is amended to read as
24 follows:
25 **161A.53 Cooperation with other agencies.**
26 1. ~~Soil~~ A soil and water conservation ~~districts~~ district
27 may enter into ~~agreements~~ an agreement with the federal
28 government or an agency of the federal government, as provided
29 by state law, or with the state of Iowa or an agency of the
30 state, any other soil and water conservation district, or any
31 other political subdivision of this state, for cooperation in
32 ~~preventing,~~ doing any of the following:
33 *a.* Preventing, controlling, or attempting to prevent or
34 control soil erosion. ~~Soil~~
35 *b.* Improving or attempting to improve soil health, or

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1 performing a soil health assessment.
2 2. A soil and water conservation ~~districts~~ district may
3 accept, as provided by state law, money disbursed for soil
4 erosion control and soil health assessment purposes by the
5 federal government or an agency of the federal government, and
6 expend the money for the purposes for which it was received.
7 Sec. 7. Section 161A.71, subsection 1, Code 2024, is amended
8 to read as follows:
9 1. *a.* The division may establish a conservation practices
10 revolving loan fund composed of any money appropriated by the
11 general assembly for that purpose, and of any other moneys
12 available to and obtained or accepted by the committee from the
13 federal government or private sources for placement in that
14 fund. Except as otherwise provided by subsection 3, the assets
15 of the conservation practices revolving loan fund shall be used
16 only to make loans directly to owners of land in this state
17 for the purpose of establishing on that land any new permanent
18 soil and water conservation practice which the commissioners of
19 the soil and water conservation district in which the land is
20 located have found is necessary or advisable to meet the soil
21 loss limits established for that land.
22 (1) A loan made under this section shall not be made
23 for establishing a permanent soil and water conservation
24 practice on land that is subject to the restriction on state
25 cost-sharing funds of section 161A.76. Revolving loan funds
26 and public cost-sharing funds may be used in combination for
27 funding a particular soil and water conservation practice.
28 (2) Each loan made under this section shall be for a period
29 not to exceed ten years, shall bear no interest, and shall be
30 repayable to the conservation practices revolving loan fund in
31 equal yearly installments due March 1 of each year the loan is
32 in effect. The interest rate upon loans for which payment is
33 delinquent shall accelerate immediately to the current legal
34 usury limit. ~~Applicants are~~
35 (3) An applicant is eligible for ~~no~~ not more than twenty

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thousand dollars in loans outstanding at any time under this program. ~~*"Permanent soil and water conservation practices"*~~

b. As used in this section, *"permanent soil and water conservation practice"* has the same meaning as defined in section 161A.42 and those established under this program are subject to the requirements of section 161A.7, subsection 3.

c. Loans made under this program shall come due for payment upon sale of the land on which those practices are established.

Sec. 8. Section 161A.73, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. The allocation of moneys as financial incentives provided for the purpose of establishing management practices to control soil erosion ~~on land that is row cropped~~ and promote soil health, including but not limited to cover crops, no-till planting, ridge-till planting, contouring, and contour strip-cropping. The division shall by rule establish limits on the amount of incentives ~~which shall be~~ authorized for payment to landowners upon establishment of the practice.

Sec. 9. Section 161A.80A, subsection 3, Code 2024, is amended to read as follows:

3. This section is repealed on ~~July~~ October 1, ~~2030~~ 2024.

Sec. 10. Section 161A.80B, subsection 1, Code 2024, is amended to read as follows:

1. The principal and interest from any loan made pursuant to section 161A.80A, ~~as enacted in 2015 Iowa Acts, ch 132, §45~~ Code 2024, ~~remaining~~ that are outstanding on ~~July 1, 2025~~ or after the effective date of this section of this Act, and that prior to October 1, 2024, would have been payable to the blufflands protection revolving fund ~~created in section 161A.80A~~, shall instead be ~~paid to the division on or after July 1, 2025, pursuant to the terms of the loan agreement~~ deposited by the department of natural resources in the state parks and recreation areas operations fund created in section 455A.10A. ~~The moneys paid to the division shall be credited to the rebuild Iowa infrastructure fund created in section 8.57~~.

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1 Sec. 11. Section 161D.7, Code 2024, is amended to read as
2 follows:
3 **161D.7 Program coordination.**
4 1. The department of natural resources shall coordinate the
5 blufflands protection program with the program and projects of
6 the loess hills alliance.
7 2. This section is repealed on October 1, 2024.
8 Sec. 12. NEW SECTION. **455A.10A State parks and recreation**
9 **areas operations fund.**
10 1. A state parks and recreation areas operations fund is
11 created in the state treasury under the management and control
12 of the department.
13 2. The state parks and recreation areas operations fund
14 shall include all of the following:
15 *a.* (1) Principal and interest paid from any loan made
16 pursuant to section 161A.80A, Code 2024, instead of being paid
17 to the blufflands protection revolving fund as described in
18 section 161A.80B.
19 (2) This paragraph is repealed on July 1, 2030.
20 *b.* Other moneys available to and obtained or accepted by the
21 department from public or private sources.
22 3. Moneys in the state parks and recreation areas operations
23 fund are appropriated to and shall be used exclusively by the
24 department to pay for maintaining and improving state parks
25 and recreation areas, including by supporting infrastructure
26 and the professional needs of park rangers and conservation
27 officers.
28 4. *a.* Notwithstanding section 12C.7, interest or earnings
29 on moneys in the fund shall be credited to the fund.
30 *b.* Notwithstanding section 8.33, moneys in the fund that
31 remain unencumbered or unobligated at the end of a fiscal year
32 shall not revert.
33 Sec. 13. BLUFFLANDS PROTECTION REVOLVING FUND —— TRANSFER
34 TO STATE PARKS AND RECREATION AREAS OPERATIONS FUND. The
35 balance in the blufflands protection revolving fund created in

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1 section 161A.80A shall be transferred to the state parks and
2 recreation areas operations fund created in this Act not later
3 than September 30, 2024.
4 Sec. 14. STATE PARKS AND RECREATION AREAS OPERATIONS FUND —
5 APPROPRIATION. There is appropriated from the state parks and
6 recreation areas operations fund created in section 455A.10A
7 to the department of natural resources for the fiscal year
8 beginning July 1, 2024, and ending June 30, 2025, the following
9 amounts, or so much thereof as is necessary, to be used for the
10 purposes designated:
11 1. For purposes of equipping park rangers with
12 interoperative park officer radios:
13 ..... $ 456,000
14 2. For purposes of improving accessibility to state parks
15 and recreational areas by persons with disabilities, any
16 unencumbered or unobligated moneys remaining in the fund.
17 Sec. 15. SUSPENSION OF BLUFFLANDS PROTECTION PROGRAM
18 AND LIMITATION OF MONEYS EXPENDED FROM BLUFFLANDS PROTECTION
19 REVOLVING FUND.
20 1. The blufflands protection program created in section
21 161A.80A is suspended and moneys shall not be expended from the
22 blufflands protection revolving fund other than to wind down
23 existing obligations until its termination date.
24 2. This section is repealed on October 1, 2024.
25 Sec. 16. EFFECTIVE DATES.
26 1. Except as provided in subsection 2, this division of this
27 Act takes effect July 1, 2024.
28 2. The section of this division of this Act suspending the
29 blufflands protection program, and limiting the expenditure of
30 moneys from the blufflands protection revolving fund, being
31 deemed of immediate importance, takes effect upon enactment.
32 DIVISION II
33 GROUNDWATER PROTECTION ACT
34 Sec. 17. Section 455E.11, subsection 1, paragraph c, Code
35 2024, is amended by striking the paragraph.

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DIVISION III
INITIATIVE ON IMPROVING OUR WATERSHED ATTRIBUTES (I ON IOWA)

Sec. 18. Section 466.4, subsection 2, paragraphs d and e, Code 2024, are amended by striking the paragraphs.

Sec. 19. NEW SECTION. **466.4A Prairie seed harvest program.**

The department of natural resources shall establish a prairie seed harvest program to assist in the restoration of prairies and provide for private land stewardship and public resource management through assistance with the implementation of buffer and filter strip practices, and public or private habitat development and management. The department shall carry out these efforts through landowner contacts and cooperation with private and public organizations.

Sec. 20. Section 466.5, subsection 5, Code 2024, is amended by striking the subsection.

Sec. 21. Section 466.7, Code 2024, is amended to read as follows:

466.7 Water quality protection program.

~~1.~~ The department of agriculture and land stewardship shall implement, in conjunction with the federal government and other entities, a program that provides multiobjective resource protections for flood control, water quality, erosion control, and natural resource conservation.

~~2. The department of agriculture and land stewardship shall implement a statewide, voluntary farm management demonstration program to demonstrate the effectiveness and adaptability of emerging practices in agronomy that protect water resources and provide other environmental benefits. A demonstration program under this subsection may complement, but shall not duplicate, projects conducted by Iowa state university extension service. The demonstration program shall be designed to concentrate on management techniques in both the livestock and crop genres and shall be offered to farm operators through an educational setting and demonstration projects. The demonstration program shall be offered in conjunction with the community colleges,~~

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~~Iowa state university, and private farmer demonstrations. Continuing education units shall be offered. The educational program shall be offered at no cost to farm operators who file a schedule F with the internal revenue service and do not have permitted livestock facilities or are certified under a manure management plan.~~

~~3. The department of agriculture and land stewardship shall provide financial assistance for the establishment of permanent soil and water conservation practices.~~

~~4. The department of natural resources shall provide local watershed managers with geographic information system data for their use in developing, monitoring, and displaying results of their watershed work. The local watershed data shall be considered public records and are accessible to the public pursuant to chapter 22.~~

~~5. The department of natural resources shall develop a program that provides support to local volunteer management efforts to the different programs concerned with water quality. The department shall assist in coordinating and tracking of the volunteer component of these programs to increase efficiency and avoid duplication of efforts in water quality monitoring and watershed improvement.~~

~~6. The department of natural resources shall provide for activities supporting the analysis of water quality monitoring data for trends and for the preparation and presentation of data to the public.~~

~~7. The department of natural resources shall contract to assist its staff with the review of national pollutant discharge elimination system permits.~~

~~8. The department of natural resources shall expand floodplain protection education to better inform local officials that make decisions with regard to floodplain management.~~

~~9. The department of natural resources shall continue the establishment of an effective and efficient method~~

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1 ~~of developing a total maximum daily load program, based~~
2 ~~on information gathered on other states' programs and~~
3 ~~investigation into alternative methods for satisfying the~~
4 ~~requirements.~~
5 Sec. 22. NEW SECTION. **466.7A Water quality analysis.**
6 1. The department of natural resources shall provide local
7 watershed managers with geographic information system data for
8 their use in developing, monitoring, and displaying results
9 of their watershed work. The local watershed data shall be
10 considered public records and are accessible to the public
11 pursuant to chapter 22.
12 2. The department of natural resources shall support
13 local volunteer management efforts to the different programs
14 concerned with water quality. The department shall assist
15 in coordinating and tracking of the volunteer component of
16 these programs to increase efficiency and avoid duplication of
17 efforts in water quality monitoring and watershed improvement.
18 3. The department of natural resources shall provide for
19 activities supporting the analysis of water quality monitoring
20 data for trends and for the preparation and presentation of
21 data to the public.
22 4. The department of natural resources shall continue
23 the establishment of an effective and efficient method
24 of developing a total maximum daily load program, based
25 on information gathered on other states' programs and
26 investigation into alternative methods for satisfying the
27 requirements.
28 Sec. 23. Section 466.9, subsection 1, Code 2024, is amended
29 to read as follows:
30 1. An on-site wastewater systems assistance fund is
31 established as a separate fund in the state treasury under the
32 control of the department of natural resources. Moneys in the
33 fund are appropriated to the department of natural resources
34 for the exclusive purpose of supporting and administering the
35 on-site wastewater systems assistance program as established in

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1 section ~~466.8~~ 467.414.
2 Sec. 24. REPEAL. Sections 466.1, 466.2, and 466.3, Code
3 2024, are repealed.
4 DIVISION IV
5 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT
6 PART A
7 GENERAL
8 Sec. 25. Section 466B.2, Code 2024, is amended to read as
9 follows:
10 **466B.2 Definitions — chapter.**
11 For ~~the~~ purposes of this chapter, unless the context
12 otherwise requires:
13 ~~1. *"Council"* means the water resources coordinating council~~
14 ~~created in section 466B.3.~~
15 ~~2.~~ 1. *"Iowa nutrient reduction strategy"* means the same as
16 defined in section 455B.171.
17 ~~3. *"Political subdivision"* means any of the following:~~
18 ~~*a.* A city.~~
19 ~~*b.* A county.~~
20 ~~*c.* A soil and water conservation district described in~~
21 ~~section 161A.5.~~
22 ~~*d.* A benefited recreational lake district or a water quality~~
23 ~~district or a combined district incorporated as a public entity~~
24 ~~and organized pursuant to chapter 357E.~~
25 ~~*e.* A rural improvement zone established pursuant to chapter~~
26 ~~357H.~~
27 ~~4.~~ 2. *"Regional watershed"* means a watershed of hydrologic
28 unit code scale 8.
29 ~~5.~~ 3. *"Subwatershed"* means a watershed of hydrologic unit
30 code scale 12 or smaller.
31 ~~6.~~ 4. *"Watershed"* means a geographic area in which surface
32 water is drained by rivers, streams, or other bodies of water.
33 PART B
34 WATER RESOURCE COORDINATING COUNCIL
35 Sec. 26. NEW SECTION. **466B.2A Definitions — subchapter.**

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1 As used in this subchapter, unless the context otherwise
2 requires:
3 1. *"Council"* means the water resources coordinating council
4 established in section 467.202.
5 2. *"Secretary"* means the secretary of agriculture.
6 Sec. 27. Section 466B.3, subsection 2, Code 2024, is amended
7 to read as follows:
8 2. *Purpose.* The purpose of the council shall be to preserve
9 and protect Iowa's water resources, and to coordinate the
10 management of those resources in a sustainable and fiscally
11 responsible manner. ~~In the pursuit of this purpose, the~~
12 ~~council shall use an integrated approach to water resource~~
13 ~~management, recognizing that insufficiencies exist in current~~
14 ~~approaches and practices, as well as in funding sources and~~
15 ~~the utilization of funds. The integrated approach used by the~~
16 ~~council shall attempt to overcome old categories, labels, and~~
17 ~~obstacles with the primary goal of managing the state's water~~
18 ~~resources comprehensively rather than compartmentally.~~
19 Sec. 28. Section 466B.3, subsections 4, 5, and 6, Code 2024,
20 are amended by striking the subsections.
21 Sec. 29. NEW SECTION. **466B.3A Membership, meetings, and**
22 **quorum.**
23 1. The water resources coordinating council shall consist
24 of all of the following members:
25 *a.* The secretary of agriculture, who shall be the
26 chairperson, or the secretary's designee.
27 *b.* The director of the department of natural resources or
28 the director's designee.
29 *c.* The director of the division of soil conservation and
30 water quality within the department of agriculture and land
31 stewardship or the director's designee.
32 *d.* The director of the department of health and human
33 services or the director's designee.
34 *e.* The director of the department of homeland security and
35 emergency management or the director's designee.

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1 *f.* The dean of the college of agriculture and life sciences
2 at Iowa state university or the dean's designee.
3 *g.* The dean of the college of public health at the
4 university of Iowa or the dean's designee.
5 *h.* The dean of the college of natural sciences at the
6 university of northern Iowa or the dean's designee.
7 *i.* The director of transportation or the director's
8 designee.
9 *j.* The director of the economic development authority or the
10 director's designee.
11 *k.* The dean of the college of engineering at the university
12 of Iowa or the dean's designee.
13 2. As the chairperson, and in order to further the
14 coordination efforts of the council, the secretary may
15 invite representatives from any other public agency, private
16 organization, business, citizen group, or nonprofit entity to
17 give public input at council meetings, provided the entity has
18 an interest in the coordinated management of land resources,
19 soil conservation, flood mitigation, or water quality. The
20 secretary shall also invite and solicit advice from the
21 following:
22 *a.* The director of the Iowa water science center of the
23 United States geological survey or the director's designee.
24 *b.* The state conservationist from the Iowa office of the
25 United States department of agriculture's natural resources
26 conservation service or the state conservationist's designee.
27 *c.* The state director for Iowa from the United States
28 department of agriculture's farm services agency or the state
29 director's designee.
30 *d.* The state director for Iowa from the United States
31 department of agriculture's office of rural development or the
32 state director's designee.
33 *e.* The director of region seven of the United States
34 environmental protection agency or the director's designee.
35 *f.* The corps commander from the United States army corps of

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1 engineers' Rock Island district or the commander's designee.
2 3. *a.* The council shall be convened by the secretary at
3 least quarterly.
4 *b.* A majority of the members fixed by statute shall
5 constitute a quorum, and any action taken by the council must
6 be adopted by a majority of the voting membership.
7 Sec. 30. NEW SECTION. **466B.3B Duties and powers.**
8 1. The water resources coordinating council shall engage in
9 the regular coordination of water resource-related functions,
10 including protection strategies, planning, assessment,
11 prioritization, review, concurrence, advocacy, and education.
12 2. In coordinating water resource-related functions,
13 the water resources coordinating council may do all of the
14 following:
15 *a.* Consider the steps necessary to address the planning,
16 management, and implementation of water resource improvement.
17 *b.* Identify ways to facilitate communication and
18 participation among all water resource stakeholders, including
19 owners of land in Iowa whether they are residents or not.
20 *c.* Identify inefficiencies in current programs and recommend
21 ways to eliminate duplicative services.
22 *d.* Improve the availability and management of water resource
23 information.
24 *e.* Regularly assess and identify measurable improvements in
25 water quality.
26 *f.* Develop a protocol which identifies high-priority
27 watersheds, including local and community-based subwatersheds,
28 and which appropriately directs resources to those watersheds.
29 *g.* Review best available technologies on a regular basis,
30 so that investments of time and program resources can be
31 prioritized and directed to projects that will best and most
32 effectively improve water quality and reduce flood damage
33 within regional and community subwatersheds.
34 *h.* Review voluntary, performance-based standards for water
35 resource management, land management, and soil conservation.

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i. Engage in dialogue with, and pursue efforts to make cooperative agreements with, other states when a watershed extends beyond borders of this state.

Sec. 31. Section 466B.9, Code 2024, is amended to read as follows:

466B.9 Rulemaking authority.

The department of ~~natural resources and the department of~~ agriculture and land stewardship and the department of natural resources shall have the power and authority reasonably necessary to carry out the duties imposed by this chapter, including the adoption of rules pursuant to chapter 17A. ~~As to the department of natural resources, this includes rulemaking authority to carry out the regional watershed assessment program described in section 466B.5. As to the department of agriculture and land stewardship, this includes rulemaking authority to assist in the implementation of community-based subwatershed improvement plans.~~

Sec. 32. REPEAL. Sections 466B.4, 466B.5, 466B.6, 466B.7, 466B.8, 466B.10, and 466B.11, Code 2024, are repealed.

PART C

WATERSHED PARTNERSHIPS

Sec. 33. Section 466B.21, Code 2024, is amended to read as follows:

466B.21 Definitions.

As used in this subchapter, unless the context otherwise requires:

~~1. *"Authority"* means a watershed management authority created pursuant to a chapter 28E agreement as provided in this subchapter.~~

~~2.~~ 1. *"Board"* means ~~a board of directors of a watershed management authority~~ the governing body of the watershed partnership as provided in section 467.504.

2. *"Partnership"* means a watershed partnership created pursuant to section 467.502.

3. *"Political subdivision"* means any of the following:

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a. A city.

b. A county.

c. A soil and water conservation district described in section 161A.5.

d. A benefited recreational lake district or a water quality district or a combined district incorporated as a public entity and organized pursuant to chapter 357E.

e. A rural improvement zone established pursuant to chapter 357H.

Sec. 34. Section 466B.22, Code 2024, is amended to read as follows:

466B.22 Watershed ~~management authorities created~~ partnerships — establishment.

1. Two or more political subdivisions may ~~create~~ establish, by chapter 28E agreement, a watershed ~~management authority~~ partnership pursuant to this subchapter. The participating political subdivisions must be located in the same United States geological survey hydrologic unit code 8 watershed. All political subdivisions within a watershed must be notified within thirty days prior to organization of any watershed ~~management authority~~ partnership within the watershed, and provided the opportunity to participate.

2. The chapter 28E agreement shall include a map showing the area and boundaries of the ~~authority~~ watershed partnership's jurisdiction.

3. A political subdivision may participate in more than one ~~authority~~ watershed partnership created pursuant to this subchapter.

4. A political subdivision is not required to participate in a watershed ~~management authority~~ partnership or be a party to a chapter 28E agreement under this subchapter.

5. If a portion of a United States geological survey hydrologic unit code 8 watershed is located outside of this state, any political subdivision in such a watershed may participate in any watershed ~~management authority~~ partnership

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which includes the county in which the political subdivision is located.

6. A watershed partnership is not a partnership governed under chapter 486A or 488.

Sec. 35. Section 466B.23, Code 2024, is amended to read as follows:

466B.23 ~~Duties~~ Watershed partnership — duties.

1. A watershed ~~management authority~~ partnership may perform all of the following duties:

~~1.~~ *a.* ~~Assess the flood risks in the watershed~~ Identify, plan for, and assess options for reducing the risk of floods in the watershed.

~~2.~~ *b.* Assess the water quality in the watershed.

~~3.~~ *c.* Assess options for reducing flood risk and improving water quality in the watershed.

~~4.~~ *d.* Monitor federal flood risk planning and activities.

~~5.~~ *e.* Educate residents of the watershed area regarding water quality and flood risks.

f. Support and implement water quality projects in the watershed that are consistent with the Iowa nutrient reduction strategy.

g. Engage in efforts to maximize efficiency and increase capacity for implementation of water quality practices that are consistent with the Iowa nutrient reduction strategy.

~~6.~~ *h.* Allocate moneys made available to the ~~authority~~ watershed partnership for purposes of ~~water quality and~~ flood mitigation and water quality.

i. Coordinate its undertakings with the department of agriculture and land stewardship, the department of natural resources, councils of governments, public drinking water utilities, and soil and water conservation districts.

~~7.~~ *j.* Make and enter into contracts and agreements and execute all instruments necessary or incidental to the performance of the duties of the ~~authority~~ watershed partnership.

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2. A watershed partnership shall not allocate moneys for water quality nutrient reduction practices unless the moneys are expended in a manner that is consistent with the Iowa nutrient reduction strategy or the Iowa storm water management manual published by the department of natural resources.

3. A watershed ~~management authority~~ partnership shall not acquire property by eminent domain.

Sec. 36. Section 466B.24, Code 2024, is amended to read as follows:

466B.24 ~~Board of directors~~ Watershed partnership — governing body.

~~1. An authority~~ A watershed partnership shall be ~~governed~~ administered by a ~~board of directors~~ joint board as provided in section 28E.6. Members of a board ~~of directors of an authority~~ shall be divided among the political subdivisions comprising the ~~authority~~ watershed partnership and shall be appointed by ~~the~~ their respective political subdivision's elected legislative ~~body~~ bodies.

~~2. A board of directors shall consist of one representative of each participating political subdivision. This subsection shall not apply if a chapter 28E agreement under this subchapter provides an alternative board composition method.~~

~~3. The directors shall serve staggered terms of four years. The initial board shall determine, by lot, the initial terms to be shortened and lengthened, as necessary, to achieve staggered terms. A person appointed to fill a vacancy shall be appointed in the same manner as the original appointment for the duration of the unexpired term. A director is eligible for reappointment. This subsection shall not apply if a chapter 28E agreement under this subchapter provides an alternative for the length of term, appointment, and reappointment of directors.~~

~~4. A board may provide procedures for the removal of a director who fails to attend three consecutive regular meetings of the board. If a director is so removed, a successor shall be~~

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~~appointed for the duration of the unexpired term of the removed director in the same manner as the original appointment. The appointing body may at any time remove a director appointed by it for misfeasance, nonfeasance, or malfeasance in office.~~

~~5. A board shall adopt bylaws and shall elect one director as chairperson and one director as vice chairperson, each for a term of two years, and shall appoint a secretary who need not be a director.~~

~~6. A majority of the membership of a board of directors shall constitute a quorum for the purpose of holding a meeting of the board. The affirmative vote of a majority of a quorum shall be necessary for any action taken by an authority unless the authority's bylaws specify those particular actions of the authority requiring a greater number of affirmative votes. A vacancy in the membership of the board shall not impair the rights of a quorum to exercise all the rights and perform all the duties of the authority.~~

Sec. 37. REPEAL. Section 466B.25, Code 2024, is repealed.

Sec. 38. TRANSITIONAL PROVISIONS —— APPOINTMENT AND TERMS OF BOARD OF DIRECTORS AND PRIOR ACTIONS BY THE BOARD.

1. This division of this Act, and the transfers directed by this Act, shall not affect the appointment or any term of office of an individual who served as a director of a watershed management authority immediately prior to the effective date of this Act and who now serves as a member of a joint board for a watershed partnership. That individual shall continue to serve on the joint board of the watershed partnership until the individual's term would otherwise expire or the individual is otherwise replaced.

2. A watershed partnership which existed as a watershed management authority shall change its name as it appears on all formal documents which are in force and effect as soon as practicable in a cost-effective manner.

3. Any affirmative action adopted by a political subdivision creating a watershed management authority under

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section 466B.22, Code 2024, or the board of directors of a watershed management authority operating under section 466B.24, Code 2024, that is in force and effect immediately prior to the effective date of this Act, shall continue in full force and effect until the earlier of the following:

a. It is amended, rescinded, or supplemented by the affirmative action of the watershed partnership.

b. It expires by its own terms.

PART D

WATERSHED PLANNING ADVISORY COUNCIL

Sec. 39. REPEAL. Section 466B.31, Code 2024, is repealed.

PART E

WATER QUALITY INITIATIVE — NUTRIENTS

Sec. 40. Section 466B.41, Code 2024, is amended to read as follows:

466B.41 Definitions.

As used in this subchapter, unless the context otherwise requires:

1. *"Center"* means the Iowa nutrient research center established pursuant to section ~~466B.47~~ 467.321.

2. *"Council"* means the Iowa nutrient research center advisory council established pursuant to section ~~466B.48~~ 467.322.

3. *"Division"* means the division of soil conservation and water quality created within the department of agriculture and land stewardship pursuant to section 159.5.

~~4. *"Fund"* means the water quality initiative fund created in section 466B.45.~~

~~5.~~ 4. *"Nutrient"* includes nitrogen and phosphorus.

Sec. 41. Section 466B.43, subsection 1, Code 2024, is amended to read as follows:

1. As part of the water quality initiative established pursuant to section ~~466B.42~~ 467.311, the division shall administer water quality agriculture infrastructure programs created in this section.

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Sec. 42. Section 466B.44, subsection 1, Code 2024, is amended to read as follows:

1. As part of the water quality initiative established pursuant to section ~~466B.42~~ 467.311, the division shall administer a water quality urban infrastructure program.

Sec. 43. Section 466B.44, subsection 5, paragraph b, Code 2024, is amended to read as follows:

b. Support water quality agriculture infrastructure programs created in section ~~466B.43~~ 467.313, to the extent that moneys are not obligated or encumbered during a fiscal year to adequately support all urban infrastructure program projects that meet the division's requirements.

Sec. 44. Section 466B.46, subsection 3, Code 2024, is amended to read as follows:

3. Moneys in the fund are appropriated to the center and shall be used exclusively by the center to carry out its purpose as described in section ~~466B.47~~ 467.321.

Sec. 45. Section 466B.48, subsection 4, Code 2024, is amended to read as follows:

4. The council shall function on a continuing basis for the study and recommendation of solutions for consideration by the Iowa nutrient research center in carrying out its purpose as provided in section ~~466B.47~~ 467.321.

DIVISION V

COORDINATING AMENDMENTS

Sec. 46. Section 8.57B, subsection 3, Code 2024, is amended to read as follows:

3. Moneys in the fund are appropriated to the division of soil conservation and water quality of the department of agriculture and land stewardship for the exclusive purpose of supporting water quality agriculture infrastructure programs created in section ~~466B.43~~ 467.313.

Sec. 47. Section 16.134A, subsection 3, paragraph c, Code 2024, is amended to read as follows:

c. Fifteen percent to the division of soil conservation

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1 and water quality of the department of agriculture and land
2 stewardship to support the water quality urban infrastructure
3 program created in section ~~466B.44~~ 467.314.
4 Sec. 48. Section 455B.109, subsection 5, paragraph b, Code
5 2024, is amended to read as follows:
6 *b.* Civil penalties assessed and collected by or on behalf of
7 the department and interest on the civil penalties as provided
8 in sections 459.602, 459.603, 459.604, 459A.502, and 459B.402
9 shall be credited to the Iowa nutrient research fund created in
10 section ~~466B.46~~ 467.323.
11 Sec. 49. Section 455E.11, subsection 2, paragraph b,
12 subparagraph (2), subparagraph division (a), Code 2024, is
13 amended to read as follows:
14 (a) Thirty-five percent is appropriated annually to the
15 Iowa nutrient research fund created in section ~~466B.46~~ 467.323.
16 Of the moneys appropriated pursuant to this subparagraph
17 division, five hundred thousand dollars or one-third of the
18 moneys appropriated, whichever is higher, shall be deposited in
19 the water quality initiative fund created in section ~~466B.45~~
20 467.312 for purposes of supporting the water quality initiative
21 administered by the division of soil conservation and water
22 quality as provided in section ~~466B.42~~ 467.311.
23 Sec. 50. Section 459.602, Code 2024, is amended to read as
24 follows:
25 **459.602 Air quality violations — civil penalty.**
26 A person who violates subchapter II shall be subject to
27 a civil penalty which shall be established, assessed, and
28 collected in the same manner as provided in section 455B.109.
29 Any collected civil penalty and interest on a civil penalty
30 shall be credited to the Iowa nutrient research fund created in
31 section ~~466B.46~~ 467.323.
32 Sec. 51. Section 459.603, Code 2024, is amended to read as
33 follows:
34 **459.603 Water quality violations — civil penalty.**
35 A person who violates subchapter III shall be subject to

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a civil penalty which shall be established, assessed, and collected in the same manner as provided in section 455B.109 or 455B.191. Any collected civil penalty and interest on a civil penalty shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 52. Section 459.604, subsection 2, Code 2024, is amended to read as follows:

2. Moneys assessed and collected in civil penalties, and interest earned on civil penalties, arising out of a violation involving an animal feeding operation shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 53. Section 459A.502, Code 2024, is amended to read as follows:

459A.502 Violations — civil penalty.

A person who violates this chapter shall be subject to a civil penalty which shall be established, assessed, and collected in the same manner as provided in section 455B.191. Any collected civil penalty and interest on a civil penalty shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323. A person shall not be subject to a penalty under this section and a penalty under section 459.603 for the same violation.

Sec. 54. Section 459B.402, Code 2024, is amended to read as follows:

459B.402 Violations — civil penalty.

A person who violates section 459B.301 shall be subject to the same penalty as provided in section 459.602, and a person who violates any other provision of this chapter shall be subject to the same penalty as provided in section 459.603. Any collected civil penalty and interest on a civil penalty shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 55. Section 461.33, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. Soil conservation and watershed protection, including by

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1 supporting the division of soil conservation and water quality
2 within the department of agriculture and land stewardship
3 and soil and water conservation district commissioners. The
4 department may provide for the installation of conservation
5 practices and watershed protection improvements as provided in
6 chapters 161A, 161C, 461A, and ~~466~~ 467.
7 Sec. 56. Section 461.34, subsection 2, Code 2024, is amended
8 to read as follows:
9 2. The account shall be used cooperatively by the department
10 of natural resources and the department of agriculture and land
11 stewardship to support all of the following initiatives:
12 *a.* Water resource projects administered by the department
13 of natural resources to preserve watersheds, including but not
14 limited to ~~all of the following:~~
15 ~~(1) Projects~~ projects to protect, restore, or enhance
16 water quality in the state through the provision of financial
17 assistance to communities for impairment-based, locally
18 directed watershed projects. The department may use the
19 account to support the water resource restoration sponsor
20 program as provided in section 455B.199.
21 ~~(2) Regional and community watershed assessment, planning,~~
22 ~~and prioritization efforts, including as provided in chapter~~
23 ~~466B.~~
24 *b.* Surface water protection projects and practices
25 administered by the department of agriculture and land
26 stewardship ~~or the department of natural resources~~, including
27 but not limited to the installation of permanent vegetation
28 cover, filter strips, grass waterways, and riparian forest
29 buffers; dredging; and bank stabilization. The ~~departments~~
30 ~~of agriculture and land stewardship and natural resources~~
31 department may use the account to support the conservation
32 buffer strip program provided in section ~~466.4~~ 467.401 and the
33 conservation reserve enhancement program as provided in section
34 ~~466.5~~ 467.402.
35 *c.* The prairie seed harvest program administered by the

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1 department of natural resources as provided in section 467.405.
2 DIVISION VI
3 CODE ORGANIZATION
4 Sec. 57. DIRECTIONS TO CODE EDITOR — TRANSFERS. The
5 Code editor is directed to place chapter 467 in Title XI,
6 subtitle 2, and organize chapter 467 in subchapters, parts,
7 and sections, including as amended or enacted by this Act, as
8 follows:
9 1. Subchapter I which shall include the following
10 transferred sections:
11 a. Section 466B.1 to section 467.101.
12 b. Section 466B.2 to section 467.102.
13 c. Section 466B.9 to section 467.103.
14 2. Subchapter II, which shall include the following
15 transferred sections:
16 a. Section 466B.2A to section 467.201.
17 b. Section 466B.3 to section 467.202.
18 c. Section 466B.3A to section 467.203.
19 d. Section 466B.3B to section 467.204.
20 3. Subchapter III, which shall include the following parts:
21 a. Part 1 which shall include the following transferred
22 sections:
23 (1) Section 466B.41 to section 467.301.
24 (2) Section 466B.49 to section 467.302.
25 b. Part 2 which shall include the following transferred
26 sections:
27 (1) Section 466B.42 to section 467.311.
28 (2) Section 466B.45 to section 467.312.
29 (3) Section 466B.43 to section 467.313.
30 (4) Section 466B.44 to section 467.314.
31 c. Part 3 which shall include the following transferred
32 sections:
33 (1) Section 466B.47 to section 467.321.
34 (2) Section 466B.48 to section 467.322.
35 (3) Section 466B.46 to section 467.323.

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4. Subchapter IV which shall include the following parts:
a. Part 1 which shall include the following transferred sections:
(1) Section 466.4 to section 467.401.
(2) Section 466.5 to section 467.402.
(3) Section 466.7 to section 467.403.
b. Part 2 which shall include the following transferred sections:
(1) Section 466.4A to section 467.405.
(2) Section 466.6 to section 467.411.
(3) Section 466.7A to section 467.412.
(4) Section 466.9 to section 467.413.
(5) Section 466.8 to section 467.414.
5. Subchapter V which shall include the following transferred sections:
a. Section 466B.21 to section 467.501.
b. Section 466B.22 to section 467.502.
c. Section 466B.23 to section 467.503.
d. Section 466B.24 to section 467.504.
Sec. 58. DIRECTIONS TO CODE EDITOR — CORRECTIONS. The Code editor shall correct internal references in the Code and in any enacted legislation as necessary due to the enactment of this division of this Act.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

GENERAL. This bill amends four Code chapters providing for soil and water conservation, water quality, and flood control primarily administered by the department of agriculture and land stewardship (DALS), the department of natural resources (DNR), and Iowa state university of science and technology (ISU). The Code chapters include Iowa's "Soil Conservation Districts Law" (Code chapter 161A), the "Groundwater Protection Act" (Code chapter 455E), the "Initiative on Improving Our Watershed Attributes (I on IOWA)" (Code chapter 466), and

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1 the "Surface Water Protection and Flood Mitigation Act"
2 (Code chapter 466B) which includes a number of subchapters,
3 including surface water protection and flood mitigation
4 (subchapter I), watershed management authorities (subchapter
5 II), watershed planning activities (subchapter III), and water
6 quality initiative — nutrients (subchapter IV). The bill then
7 transfers Code sections in Code chapters 466 and 466B to new
8 Code chapter 467, including subchapters.
9 SOIL CONSERVATION DISTRICTS LAW — BACKGROUND. Code chapter
10 161A is administered by the soil conservation and water quality
11 division (division) of DALS in cooperation with the state soil
12 conservation and water quality committee and the commissioners
13 (commissioners) of Iowa's 100 soil and water conservation
14 districts (districts) (Code section 161A.5). The Code chapter
15 authorizes the payment of cost-share incentive payments to
16 landowners voluntarily installing practices to control erosion
17 and conserve water resources, and preserve or improve water
18 quality. The installation of a soil and water conservation
19 practice is designed to prevent erosion by wind or water in
20 excess of the district's soil loss limit, meaning the maximum
21 amount of soil loss measured in tons per acre per year due
22 to erosion determined by the commissioners to be acceptable
23 in their district (Code section 161A.42). A soil and water
24 conservation practice may be permanent, meaning that it has an
25 existence of multiple crop years, or temporary, meaning that
26 it has an existence of a single crop year. The division is
27 responsible for providing funding to assist in the installation
28 of a soil and water conservation practice (Code section
29 161A.73) and assisting each district in developing a district
30 soil and water resource conservation plan (district plan) to
31 meet its soil loss limit (Code sections 161A.4 and 161A.7).
32 SOIL CONSERVATION DISTRICTS LAW (SOIL CONSERVATION AND
33 WATER QUALITY AND SOIL HEALTH) — BILL. The bill provides
34 for efforts to improve soil health, defined as the continuing
35 capacity of soil to function as a vital ecosystem that

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1 sustains plants, animals, and humans (Code section 161A.3).
2 The bill provides that a district plan must provide for the
3 improvement of soil health and that the division may support
4 the establishment of soil and water conservation practices that
5 improve soil health.
6 SOIL CONSERVATION DISTRICTS LAW (TEMPORARY SOIL AND
7 WATER CONSERVATION PRACTICES) — BILL. The bill expands the
8 definition of a temporary soil and water conservation practice
9 to include the use of cover crops, no-tillage, the installation
10 of an agriculture practice, silviculture practice, aquaculture
11 practice, or permaculture practice, or the use of extended crop
12 rotation or rotational grazing (Code section 161A.42).
13 SOIL CONSERVATION DISTRICTS LAW/BLUFFLANDS PROTECTION —
14 BACKGROUND AND BILL. A blufflands protection program (Code
15 section 161A.80A) and blufflands protection revolving fund
16 were enacted in 2015 (2015 Iowa Acts, chapter 132, sections 45
17 and 46). The purpose of the program and fund is to make loans
18 to conservation organizations purchasing bluffland properties
19 adjacent to state public lands. The principal and interest
20 from any loan made from the fund outstanding on July 1, 2025,
21 that would have been payable to the fund must instead be
22 payable to the rebuild Iowa infrastructure fund created in Code
23 section 8.57 (Code section 161A.80B). The bill eliminates the
24 program and fund on October 1, 2024. Under current law, the
25 program and fund are to be eliminated on July 1, 2030. Until
26 then, the administration of the program and fund are suspended
27 other than as needed to wind up their affairs. Moneys in the
28 fund are transferred to a new state parks and recreation areas
29 operations fund under the control of DNR. The new fund is
30 also supported by principal and interest on loans that would
31 otherwise be paid into the eliminated fund or later to the
32 rebuild Iowa infrastructure fund. For FY 2024-2025, moneys
33 in the new fund are appropriated to support the purchase of
34 interoperative park officer radios and improving accessibility
35 to state parks and recreational areas by persons with

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1 disabilities.
2 GROUNDWATER PROTECTION ACT (ANNUAL REPORT) — BACKGROUND
3 AND BILL. The declared policy of the state is to prevent
4 groundwater contamination from point and nonpoint sources and
5 to restore the state's groundwater to a potable condition
6 (Code section 455E.4). The bill amends the groundwater
7 protection fund (Code section 455E.11). The fund receives
8 moneys from various fees, is divided into several accounts,
9 and moneys from the fund are distributed to various entities
10 to carry out a stated purpose. DNR's director is responsible
11 for administering the fund and preparing a budget each year
12 regarding the expenditure of moneys in the fund. The secretary
13 of agriculture is required to submit a report to the governor
14 on a biennial basis regarding past and future expenditures.
15 The bill eliminates that requirement.
16 INITIATIVE ON IMPROVING OUR WATERSHED ATTRIBUTES (I ON IOWA)
17 — BACKGROUND AND BILL. The bill eliminates the provisions
18 naming the Code chapter (Code section 466.1) and its purpose
19 to develop a comprehensive water quality program that will
20 result in water quality improvements while reducing proposed
21 regulatory impacts (Code section 466.2). The bill also
22 eliminates the clean water award administered by DALS and DNR
23 (Code section 466.3). The bill revises the conservation buffer
24 strip program administered by DALS (Code section 466.4). The
25 bill eliminates a provision enacted as part of that program
26 in 2000, setting a five-year goal of enrolling an additional
27 475,000 acres. It also strikes a subsection and reenacts it
28 as a new stand-alone Code section requiring DNR to establish
29 a prairie seed harvest program (Code section 466.4A). The
30 bill revises the conservation reserve enhancement program
31 established to restore or construct wetlands, administered by
32 DALS (Code section 466.5). It eliminates a subsection enacted
33 in 2000, setting a five-year goal of establishing 32,500 acres
34 of wetlands. The bill does not amend a provision requiring
35 DNR to operate water quality monitoring stations (Code

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1 section 466.6). The bill amends the Code section enacting
2 the water quality protection program (Code section 466.7).
3 That Code section includes nine subsections, each specifying
4 responsibilities to be carried by DALS or DNR, with the first
5 three of the nine subsections administered by DALS and the last
6 six of the nine subsections administered by DNR. Subsection
7 1 provides for multiobjective resource protections for flood
8 control, water quality, erosion control, and natural resource
9 conservation, which is not revised. Subsection 2 provides
10 for a statewide, voluntary farm management demonstration
11 program which is eliminated. Subsection 3 provides financial
12 assistance for the establishment of permanent soil and water
13 conservation practices, which is also eliminated. The next
14 three of the nine subsections, administered by DNR, relate to
15 the collection or analysis of data for use in determining water
16 quality on a watershed level. Subsection 4 provides for the
17 collection and use of geographic information system data, which
18 is not amended; subsection 5 requires DNR to support local
19 volunteer management efforts; and subsection 6 requires DNR to
20 support the analysis of water quality monitoring data. The
21 provisions in each of these three subsections are eliminated
22 and reenacted as subsections in a new Code section (Code
23 section 466.7A). The last three of the nine subsections,
24 administered by DNR, relate to the same powers exercised under
25 Code chapter 455B, subchapter III, regulating water quality.
26 Subsection 7 authorizes DNR to enter into contracts to assist
27 its staff in reviewing national pollutant discharge elimination
28 permit system (NPDES) permits; subsection 8 requires DNR to
29 expand floodplain education; and subsection 9 requires DNR to
30 develop a total maximum daily load (TMDL) program. All three
31 of these final subsections are eliminated. The bill does not
32 revise the on-site wastewater systems assistance program (Code
33 section 466.8) or the on-site wastewater systems assistance
34 fund (Code section 466.9), both administered by DNR.
35 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT —

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1 BACKGROUND. Code chapter 466B requires DALS, DNR, and ISU
2 to administer programs providing measures to preserve and
3 improve surface water and prevent or mitigate floods. The
4 Code chapter is divided into the following subchapters:
5 subchapter I providing for surface water protection and flood
6 mitigation, first enacted in 2008 (2008 Iowa Acts, chapter
7 1034); subchapter II providing for watershed management
8 authorities, first enacted in 2010 (2010 Iowa Acts, chapter
9 1116); subchapter III providing for watershed planning
10 activities, also first enacted in that same Act; and subchapter
11 IV providing for a water quality initiative and water quality
12 initiative fund, first enacted in 2013 (2013 Iowa Acts, chapter
13 132), and the Iowa nutrient research center enacted in the same
14 Act.
15 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (GENERAL)
16 — BILL. The bill does not amend the Code chapter's short
17 title (Code section 466B.1). It amends the definitions Code
18 section by eliminating two terms, "council" and "political
19 subdivision", that do not apply to the entire Code chapter
20 (Code section 466B.2) and reenacts those terms in their
21 relevant subchapters. The definition of the term "council" is
22 enacted as a new Code section in the subchapter providing for
23 surface water protection and the flood mitigation (Code section
24 466B.2A) and the definition of the term "political subdivision"
25 is enacted in the subchapter providing for watershed management
26 authorities (Code section 466B.21).
27 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATER
28 RESOURCES COORDINATING COUNCIL) — BILL. The bill revises
29 the purposes of the water resources coordinating council by
30 eliminating a provision that refers to using an integrated
31 approach of water resource management (Code section 466B.3).
32 The bill strikes three subsections and reenacts them as
33 new Code sections, including subsections 4 and 5 providing
34 for the council's membership, meetings, and quorums (Code
35 section 466B.3A) and subsection 6 providing for the council's

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1 powers and duties (Code section 466B.3B). The bill amends a
2 provision authorizing DALS and DNR to adopt rules necessary
3 to administer the Code chapter, including by eliminating
4 provisions that refer to repealed Code sections (Code section
5 466B.9). Those repealed Code sections include legislative
6 findings and a marketing campaign (Code section 466B.4), the
7 creation of a regional watershed assessment, planning, and
8 prioritization, administered by DNR (Code section 466B.5), the
9 creation of community-based subwatershed improvement plans
10 administered by DNR (Code section 466B.6), community-based
11 subwatershed monitoring administered by DNR (Code section
12 466B.7), a wastewater and storm water infrastructure assessment
13 administered by DNR (Code section 466B.8), efforts to form a
14 chapter of the association of floodplain managers administered
15 by the council (Code section 466B.10), and education provided
16 to the general public regarding floodplains (Code section
17 466B.11).
18 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATERSHED
19 MANAGEMENT AUTHORITIES) — BACKGROUND. Two or more political
20 subdivisions may enter into a Code chapter 28E agreement to
21 participate in joint projects to improve watershed quality
22 by forming an entity referred to as a watershed management
23 authority (authority). The relevant provisions include
24 definitions (Code section 466B.21), procedures to create an
25 authority (Code section 466B.22), the duties of an authority
26 (Code section 466B.23), the authority's board of directors
27 (Code section 466B.24), and the authority's ability to
28 coordinate its activities with DNR.
29 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATERSHED
30 MANAGEMENT AUTHORITIES) — BILL. The bill changes the
31 name of a watershed management authority to a watershed
32 management partnership (partnership). The bill provides that
33 a partnership may identify, plan for, and assess options
34 to reduce the risk of flood in the watershed (Code section
35 466B.23). It also eliminates provisions in that Code section

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1 authorizing a partnership to assess water quality, and engage
2 in education efforts regarding water quality. The bill
3 authorizes a partnership to coordinate its efforts with DALS,
4 DNR, councils of governments, a public drinking water utility,
5 and a soil and water conservation district. The bill prohibits
6 a partnership from allocating moneys for water quality, unless
7 the moneys are expended consistent with the Iowa nutrient
8 reduction strategy (see Code section 455B.171) or DNR's Iowa
9 storm water management manual. The name of the governing
10 body is changed from a board of directors to a joint board
11 in conformance with chapter 28E agreement requirements (Code
12 section 28E.6). The bill eliminates requirements establishing
13 a number of board members and their terms, cause for their
14 removals, the designation of officers, and quorum requirements.
15 The bill includes a temporary provision carrying over the terms
16 of the board of directors and continuing actions taken by the
17 board of directors. The bill eliminates the provision which
18 expressly allows a partnership to coordinate its activities
19 with DNR (Code section 466B.25).
20 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATERSHED
21 PLANNING ADVISORY COUNCIL) — BACKGROUND AND BILL. The
22 watershed planning advisory council represents diverse
23 stakeholders for purposes of reviewing research and making
24 recommendations to various state entities regarding methods
25 to protect water resources in the state, assure an adequate
26 supply of water, mitigate and prevent floods, and coordinate
27 the management of those resources in a sustainable, fiscally
28 responsible, and environmentally responsible manner (Code
29 section 466B.31). The bill eliminates the council.
30 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATER
31 QUALITY INITIATIVE) — BACKGROUND AND BILL. The water quality
32 initiative is established in order to assess and reduce
33 nutrients in this state's watersheds, including subwatersheds
34 and regional watersheds, and to implement programs to reduce
35 nutrients in surface waters from nonpoint sources in a

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1 scientific, reasonable, and cost-effective manner (Code section
2 466B.42). The initiative is administered by DALS acting
3 through the division. Information received by these entities
4 that identifies participating landowners is confidential
5 (Code section 466B.49). The division administers two water
6 quality agriculture infrastructure programs, including
7 an edge-of-field infrastructure program and an in-field
8 infrastructure program (Code section 466B.43). The purpose of
9 the programs is to support projects that reduce contributing
10 nutrient loads, associated sediment, or contaminants to surface
11 waters consistent with the Iowa nutrient reduction strategy.
12 The division also administers an urban infrastructure
13 program to support watershed projects that decrease erosion,
14 precipitation-induced surface runoff, and storm water
15 discharges and that increase water infiltration rates based
16 on DNR's Iowa's storm water management manual (Code section
17 466B.44). Moneys deposited into the water quality initiative
18 fund (Code section 466B.45) are used to support the initiative.
19 The bill eliminates the term "fund" from the Code section
20 defining terms in the subchapter since the subchapter includes
21 two funds (Code section 466B.41). The bill does not revise
22 the remaining Code sections other than to provide coordinating
23 amendments due to their transfer to Code chapter 467.
24 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (NUTRIENT
25 RESEARCH) — BACKGROUND AND BILL. The Iowa nutrient research
26 center is established as part of ISU to pursue a science-based
27 approach to nutrient management research that provides
28 recommendations for the development and implementation of
29 nutrient management practices (Code section 466.47). An Iowa
30 nutrient research center advisory council recommends possible
31 research issues for the center (Code section 466B.48). Moneys
32 deposited into the Iowa nutrient research fund are used to
33 support the initiative (Code section 466B.46). The bill does
34 not revise the remaining Code sections other than to provide
35 coordinating amendments due to their transfer to Code chapter

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IA-DHHS-24-0418-A-004137

H.F. 2642

1 467.
2 TRANSFERS. The bill provides that the amended or enacted
3 Code sections in Code chapters 466 and 466B are to be
4 transferred to new Code chapter 467 which is to be divided into
5 five subchapters. The bill also makes a number of conforming
6 changes by amending provisions which refer to repealed Code
7 sections discussed above. Many of the conforming changes
8 amend Code sections that provide sources of moneys used to
9 support water quality initiative programs and the Iowa nutrient
10 research center without making substantive changes. Sources
11 of moneys used to support initiative programs include the
12 groundwater protection fund (Code section 455E.11) and the
13 water quality infrastructure fund (Code section 8.57B) that
14 includes moneys from the rebuild Iowa infrastructure fund
15 (Code section 8.57) and the water quality financial assistance
16 fund (Code section 16.134A) financed from moneys generated
17 from water service tax revenues (Code section 423G.6); and any
18 future moneys from the soil conservation and water protection
19 account (Code section 461.33) of the natural resources and
20 outdoor recreation trust fund (Code section 461.31). Amended
21 Code sections that provide sources of moneys used to support
22 the center include the groundwater protection fund and the
23 moneys collected from persons assessed civil penalties for
24 violating animal feeding operation statutes and rules (Code
25 sections 459.602, 459.603, 459.604, 459A.502, and 459B.402).

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004138

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House File 2643 - Introduced

HOUSE FILE 2643
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2377)
(SUCCESSOR TO HF 2030)

(COMPANION TO SF 2004 BY J. TAYLOR)

A BILL FOR

1 An Act establishing the advanced dyslexia specialist
2 endorsement competitive grant program within the department
3 of education and making appropriations.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5674HZ (1) 90
jda/jh

AMERICAN OVERSIGHT

H.F. 2643

Section 1. NEW SECTION. **256.20 Advanced dyslexia specialist endorsement competitive grant program.**

1. The department shall develop and administer an advanced dyslexia specialist endorsement competitive grant program to provide grants to teachers licensed by the board of educational examiners to offset the costs associated with obtaining an advanced dyslexia specialist endorsement issued by the board of educational examiners pursuant to section 256.146, subsection 21.

2. The department shall not provide more than twenty-five grants annually under this section unless surplus moneys are available.

3. The state board shall adopt rules pursuant to chapter 17A to administer this section, including rules relating to grant application materials, eligibility requirements, and award criteria.

4. An advanced dyslexia specialist endorsement competitive grant program fund is established in the state treasury. The fund shall be administered by the department and shall consist of moneys appropriated by the general assembly and other moneys received by the department for deposit in the fund. The moneys in the fund are appropriated to the department for the advanced dyslexia specialist endorsement competitive grant program. Notwithstanding section 8.33, moneys in the fund at the close of the fiscal year shall not revert to the general fund of the state but shall remain available for expenditure for the advanced dyslexia specialist endorsement competitive grant program for subsequent fiscal years. Notwithstanding section 12C.7, subsection 2, interest or earnings on moneys in the fund shall be credited to the fund.

Sec. 2. DEPARTMENT OF EDUCATION — ADVANCED DYSLEXIA SPECIALIST ENDORSEMENT COMPETITIVE GRANT PROGRAM. There is appropriated from the general fund of the state to the department of education for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or

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IA-DHHS-24-0418-A-004140

H.F. 2643

so much thereof as is necessary, to be used for the purposes designated:

For deposit in the advanced dyslexia specialist endorsement competitive grant program fund established pursuant to section 256.20, if enacted:

..... $ 335,000

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill establishes the advanced dyslexia specialist endorsement competitive grant program within the department of education.

The bill requires the department to develop and administer an advanced dyslexia specialist endorsement competitive grant program to provide grants to teachers to offset the costs associated with obtaining an advanced dyslexia specialist endorsement issued by the board of educational examiners. The bill appropriates $335,000 from the general fund of the state to the department for FY 2024-2025 for purposes of the program.

The bill prohibits the department from providing more than 25 grants annually under the program unless surplus moneys are available. The bill requires the state board of education to adopt rules to administer the program. The bill establishes an advanced dyslexia specialist endorsement competitive grant program fund in the state treasury and appropriates moneys in the fund to the department for the program.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004141

House File 2644 - Introduced

HOUSE FILE 2644
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2493)

A BILL FOR

1 An Act creating a program and fund for court reporter
2 equipment, and making appropriations.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5500HV (3) 90
cm/ns

AMERICAN OVERSIGHT

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

H.F. 2644

1 Section 1. NEW SECTION. **15.485 Court reporter equipment**
2 **incentive program.**
3 1. The authority shall establish and administer a court
4 reporter equipment incentive program. The court reporter
5 equipment incentive program shall consist of a student grant
6 program and a graduate forgivable loan program. Financial
7 assistance under the programs shall be provided from the court
8 reporter equipment incentive fund created in section 15.486.
9 2. A person enrolled in a court reporter course at a school
10 in Iowa that demonstrates financial need, as determined by the
11 authority by rule, is eligible to apply for a grant under the
12 student grant program to be used for the purchase of court
13 reporter equipment and software for the court reporter training
14 at the school.
15 3. *a.* A person is eligible to apply for a loan under the
16 graduate forgivable loan program if the person meets all of the
17 following requirements:
18 (1) The person is a newly licensed court reporter within one
19 year of graduation from a court reporter training program.
20 (2) The person is a resident of Iowa.
21 (3) The person agrees to work as a court reporter for five
22 years after the date of the loan.
23 *b.* After five years from the date of the loan, if eligible
24 under paragraph *"a"*, the loan is forgiven. If the loan is
25 not forgiven, the authority shall establish a loan repayment
26 schedule for repayment of the loan within five years. A
27 loan not forgiven and defaulted on shall be referred to the
28 department of revenue for collections.
29 *c.* A loan granted under this subsection shall be used to
30 purchase court reporter equipment and software.
31 4. Applicants to the court reporter equipment incentive
32 program who are doing court-related work shall receive priority
33 over applicants who are not.
34 5. Available moneys shall be divided equally among all
35 applicants during a fiscal year.

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IA-DHHS-24-0418-A-004143

H.F. 2644

1 6. The authority shall adopt rules to administer this
2 section.
3 Sec. 2. NEW SECTION. **15.486 Court reporter equipment**
4 **incentive fund.**
5 1. A court reporter equipment incentive fund is created
6 in the state treasury under the control of the authority and
7 shall consist of moneys appropriated to the fund by the general
8 assembly and any other moneys available to and obtained or
9 accepted by the authority for placement in the fund.
10 2. The following accounts are created within the court
11 reporter equipment incentive fund:
12 *a.* A student grant account, which is appropriated to the
13 authority to support the student grant program created in
14 section 15.485.
15 *b.* A graduate forgivable loan account, which is appropriated
16 to the authority to support the graduate forgivable loan
17 program created in section 15.485.
18 3. Notwithstanding section 12C.7, subsection 2, interest or
19 earnings on moneys in the fund shall be credited to the fund.
20 Notwithstanding section 8.33, moneys in the fund that remain
21 unencumbered or unobligated at the close of a fiscal year shall
22 not revert but shall remain available for expenditure for the
23 purposes designated. For moneys deposited in the fund but not
24 to a particular account, the authority shall split available
25 moneys among the accounts based on need and to maximize the
26 impact of available moneys, as determined by the authority.
27 Sec. 3. APPROPRIATION —— COURT REPORTER EQUIPMENT
28 PROGRAM. There is appropriated from the general fund of the
29 state to the economic development authority for the fiscal year
30 beginning July 1, 2024, and ending June 30, 2025, the following
31 amount, or so much thereof as is necessary, to be used for the
32 purposes designated:
33 For deposit in the court reporter equipment incentive fund
34 created in section 15.486, as enacted by this Act:
35 ..... $ 80,000

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004144

H.F. 2644

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill creates a court reporter equipment incentive program and associated fund under the control of the Iowa economic development authority. The bill provides that the court reporter equipment incentive program is comprised of two programs, the student grant program and the graduate forgivable loan program. A person is eligible to apply for a grant from the student grant program to purchase court reporter equipment and software if the person is enrolled in a court reporter course at a school in Iowa and demonstrates financial need. A person is eligible to apply for a loan under the graduate forgivable loan program to purchase court reporter equipment and software if the person is newly licensed within one year of graduation from a court reporter program, is a resident of Iowa, and agrees to work as a court reporter for five years after the date of the loan. The bill provides repayment requirements for the graduate forgivable loan program. The bill provides that applicants to the court reporter equipment incentive program who are doing court-related work shall receive priority over applicants who are not.

The bill appropriates $80,000 from the general fund for FY 2024-2025 to the court reporter equipment incentive fund.

AMERICAN OVERSIGHT

House File 2645 - Introduced

HOUSE FILE 2645
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2529)

A BILL FOR

1 An Act relating to the Mississippi river parkway commission.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6196HV (2) 90
th/ns

AMERICAN OVERSIGHT

Iowa General Assembly
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Bills
March 06, 2024

H.F. 2645

Section 1. Section 308.1, subsection 1, Code 2024, is amended to read as follows:

1. The Mississippi river parkway ~~planning~~ commission ~~shall~~ must be composed of ten members appointed by the governor, ~~five members to be appointed for two-year terms beginning July 1, 1959, and five members to be appointed~~ including one member each from Allamakee county, Clayton county, Clinton county, Des Moines county, Dubuque county, Jackson county, Lee county, Louisa county, Muscatine county, and Scott county, for four-year terms ~~beginning July 1, 1959~~. In addition to the above members there ~~shall~~ must be ~~seven~~ four advisory ex officio members ~~who shall be~~ as follows:

a. One member from the state department of transportation ~~commission~~.

b. One member from the natural resource commission.

c. ~~One member from the state soil conservation and water quality committee.~~ One member from the economic development authority, whose primary responsibility includes tourism under section 15.108, subsection 5.

d. One member from the state historical society of Iowa.

~~*e.* One member from the faculty of the landscape architectural division of the Iowa state university of science and technology.~~

~~*f.* One member from the economic development authority.~~

~~*g.* One member from the environmental protection commission.~~

Sec. 2. Section 308.1, Code 2024, is amended by adding the following new subsections:

NEW SUBSECTION. 1A. The parkway commission shall submit a report regarding the economic impact of the great river road on this state on or before December 15 each year to the general assembly and to the governor.

NEW SUBSECTION. 1B. The parkway commission may establish a technical committee to advise the commission. If established, members of the committee must include at least one person each from the departments of transportation and agriculture

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H.F. 2645

1 and land stewardship, from the consumer protection division
2 of the office of the attorney general, and from the economic
3 development authority, designated by the applicable head of the
4 entity. The commission may request any other state agency to
5 designate an employee to serve on the committee.
6 EXPLANATION
7 The inclusion of this explanation does not constitute agreement with
8 the explanation's substance by the members of the general assembly.
9 Under current law, the Mississippi parkway planning
10 commission is composed of 10 members appointed by the governor.
11 This bill renames the commission as the Mississippi river
12 parkway commission (MRPC) and requires the 10 members to each
13 reside in a different county adjacent to the Mississippi river
14 in Iowa.
15 Current law requires seven advisory ex officio members
16 to serve on the MRPC, one each from the state transportation
17 commission, the natural resource commission, the state
18 soil conservation and water quality committee, the state
19 historical society of Iowa, the faculty of the landscape
20 architectural division of the Iowa state university of science
21 and technology, the economic development authority, and
22 the environmental protection commission. The bill requires
23 four advisory ex officio members, one member each from the
24 state department of transportation, the natural resource
25 commission, the economic development authority, whose primary
26 responsibility includes tourism, and the state historical
27 society of Iowa.
28 The bill requires the MRPC to submit a report regarding
29 the economic impact of the great river road on Iowa on or
30 before December 15 each year to the general assembly and to
31 the governor. As used in Code chapter 308, the "great river
32 road" means a scenic and recreational highway consisting of a
33 designated system of roads and streets along the Mississippi
34 river in Iowa.
35 The bill authorizes the MRPC to establish a technical

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1 committee to advise the MRPC. If established, members of
2 the committee must include at least one person each from
3 the departments of transportation and agriculture and
4 land stewardship, from the consumer protection division of
5 the office of the attorney general, and from the economic
6 development authority, with such member being designated by the
7 applicable head of the entity. The MRPC may also request any
8 other state agency to designate an employee to serve on the
9 committee.

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IA-DHHS-24-0418-A-004149

House File 2646 - Introduced

HOUSE FILE 2646
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2588)
(SUCCESSOR TO HSB 699)

A BILL FOR

1 An Act relating to the use of certain moneys in the storage
2 tank management account of the groundwater protection fund,
3 and making appropriations.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6274HZ (3) 90
lh/js

AMERICAN OVERSIGHT

Iowa General Assembly
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March 06, 2024

H.F. 2646

1 Section 1. Section 455E.11, subsection 2, paragraph d,
2 unnumbered paragraph 1, Code 2024, is amended to read as
3 follows:
4 A storage tank management account. ~~All~~ The account
5 shall consist of moneys appropriated to, transferred to, or
6 deposited in the account, including fees collected pursuant to
7 section 455B.473, subsection 5, and section 455B.479~~, shall~~
8 ~~be deposited in the storage tank management account~~. Moneys
9 ~~deposited~~ in the account shall be expended for all of the
10 following purposes:
11 Sec. 2. Section 455E.11, subsection 2, paragraph d, Code
12 2024, is amended by adding the following new subparagraph:
13 NEW SUBPARAGRAPH. (1A) Moneys transferred under this Act to
14 the account are appropriated for the following purposes:
15 (a) For reimbursement to tank owners for all or part of the
16 costs of a corrective action for a petroleum release.
17 (b) For the appropriation to the department of agriculture
18 and land stewardship in the amount of two hundred fifty
19 thousand dollars for the purpose of inspecting fuel quality at
20 pipeline terminals and renewable fuel production facilities,
21 including associated salaries, support, maintenance, and
22 miscellaneous purposes.
23 (c) For permanent closure of an underground storage tank
24 system under a remedial program pursuant to section 455G.9,
25 for additional assessment and corrective action arising out of
26 releases at sites for which a certificate of no further action
27 has been issued, and for tank operator training. At least
28 three million dollars of the moneys expended pursuant to this
29 subparagraph shall be expended for this purpose.
30 Sec. 3. Section 455E.11, subsection 2, paragraph d,
31 subparagraph (2), Code 2024, is amended to read as follows:
32 (2) The moneys remaining in the account after the
33 ~~appropriation~~ appropriations in ~~subparagraph~~ subparagraphs (1)
34 and (1A) are appropriated ~~from the storage tank management~~
35 ~~account~~ to the department of natural resources for the

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IA-DHHS-24-0418-A-004151

H.F. 2646

administration of a state storage tank program pursuant to chapter 455B, subchapter IV, part 8, and for programs ~~which~~ that reduce the potential for harm to the environment and the public health from storage tanks.

Sec. 4. Section 455G.4, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 7. *Repeal.* This section is repealed December 31, 2025. On or before November 29, 2024, the department of natural resources, in consultation with the board, shall propose legislation to the general assembly to strike or repeal provisions referencing the board and the Iowa comprehensive petroleum underground storage tank fund created in section 455G.3 throughout the Code.

Sec. 5. TRANSFER OF MONEYS. On the effective date of this Act, all unencumbered and unobligated moneys in the Iowa comprehensive petroleum underground storage tank fund created in section 455G.3 are transferred to the storage tank management account of the groundwater protection fund created in section 455E.11.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to the use of moneys in the storage tank management account of the groundwater protection fund that are transferred from the Iowa comprehensive petroleum underground storage tank fund.

The groundwater protection fund includes four accounts related to groundwater: the solid waste account, the agriculture management account, the household hazardous waste account, and the storage tank management account. The Iowa comprehensive petroleum underground storage tank fund assists owners and operators of petroleum underground storage tanks in complying with federal regulations.

The bill transfers all unencumbered and unobligated moneys in the Iowa comprehensive petroleum underground storage tank

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1 fund on the effective date of the bill to the storage tank
2 management account. The bill provides that moneys transferred
3 to the storage tank management account pursuant to the bill
4 shall be used to reimburse tank owners for the costs associated
5 with a corrective action for a petroleum release. Of the
6 moneys transferred from the Iowa comprehensive petroleum
7 underground storage tank fund to the storage tank management
8 account, at least $3 million shall be used for the permanent
9 closure of underground storage tank systems, actions arising
10 from sites where certificates of no further action have
11 been issued, and tank operator training, and $250,000 shall
12 be appropriated to the department of agriculture and land
13 stewardship for inspecting fuel quality at pipeline terminals
14 and renewable fuel production facilities.
15 The bill repeals the Iowa comprehensive petroleum
16 underground storage tank fund board (board) on December 31,
17 2025. The department of natural resources and the board shall
18 propose legislation to eliminate references to the board and
19 the Iowa comprehensive petroleum underground storage tank fund
20 on or before November 29, 2024.

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IA-DHHS-24-0418-A-004153

House File 2647 - Introduced

HOUSE FILE 2647
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HF 2582)
(SUCCESSOR TO HSB 659)

(COMPANION TO SF 2347 BY
COMMITTEE ON JUDICIARY)

A BILL FOR

1 An Act providing for limited liability companies, providing for
2 fees, and including effective date provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5431HZ (1) 90
da/jh

AMERICAN OVERSIGHT

H.F. 2647

Section 1. Section 489.102, subsection 13, Code 2024, is amended to read as follows:

13. *"Limited liability company"*, except in the phrase *"foreign limited liability company"*, and in subchapter X means an entity formed under this chapter or which becomes subject to this chapter under subchapter X or section ~~489.110~~ 489.1207.

Sec. 2. Section 489.103, subsection 4, paragraph b, subparagraph (3), Code 2024, is amended to read as follows:

(3) The limited liability company's participation in a merger, interest exchange, conversion, or domestication, ninety days after ~~articles~~ the statement of merger, interest exchange, conversion, or domestication under subchapter X become effective.

Sec. 3. Section 489.109, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. Delivering to the secretary of state for filing a statement of change under section 489.116, an amendment to the certificate under section 489.202, a statement of correction under section 489.209, a biennial report under section ~~489.211A~~ 489.212, a statement of withdrawal or a statement of rescission under section 489.703, or a statement of termination under section 489.702, subsection 2, paragraph *"b"*, subparagraph (6).

Sec. 4. Section 489.116, subsection 2, paragraph b, Code 2024, is amended to read as follows:

b. A similar filing changing the registered agent or ~~registered office~~ address of the registered agent, if any, of the limited liability company in any other jurisdiction.

Sec. 5. Section 489.119, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

If a limited liability company or registered foreign limited liability company ceases to have a registered agent, or if its registered agent cannot with reasonable diligence be served, the limited liability company or registered foreign limited liability company may be served by registered or certified mail, return receipt requested, or by similar commercial

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delivery service, addressed to the limited liability company or registered foreign limited liability company at its principal office. The address of the principal office must be as shown on the limited liability company's or registered foreign limited liability company's most recent biennial report filed with the secretary of state pursuant to section ~~489.211A~~ 489.212. Service is effected under this subsection on the earliest of any of the following:

Sec. 6. Section 489.122, subsection 1, paragraphs b, g, l, and s, Code 2024, are amended to read as follows:

b. Statement of withdrawal under section 489.208, subsection 1 ..... No fee

g. Statement of change of registered agent or address of the registered ~~office~~ agent or both ..... No fee

l. ~~Articles~~ Statement of merger or interest exchange . $ 50

s. Statement of ~~cancellation~~ withdrawal under section 489.907 or section 489.909, subsection 1 ..... $ 10

Sec. 7. Section 489.122, subsection 1, Code 2024, is amended by adding the following new paragraphs:

NEW PARAGRAPH. *0m.* Statement of domestication ... $ 50

NEW PARAGRAPH. *00m.* Statement of conversion ..... $ 50

Sec. 8. Section 489.122, subsection 4, Code 2024, is amended to read as follows:

4. The secretary of state may impose, assess, and collect a filing fee as a condition to accepting a biennial report as provided in section ~~489.211A~~ 489.212.

Sec. 9. Section 489.206, subsection 6, paragraph f, Code 2024, is amended to read as follows:

f. The biennial report required by section ~~489.211A~~ 489.212.

Sec. 10. Section 489.211, subsection 2, paragraph e, Code 2024, is amended to read as follows:

e. That the most recent biennial report required by section ~~489.211A~~ 489.212 has been delivered to the secretary of state for filing.

Sec. 11. Section 489.211A, subsection 1, paragraphs b and d,

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H.F. 2647

Code 2024, are amended to read as follows:

b. The name of the registered agent and street address of the ~~company's registered office, the name of its~~ registered agent ~~at that office~~, and the consent of any new registered agent.

d. In the case of a foreign limited liability company, the state or other jurisdiction under whose law the foreign company is formed and any alternate name adopted under section ~~489.805~~ 489.906, subsection 1.

Sec. 12. Section 489.211A, subsection 5, Code 2024, is amended to read as follows:

5. The secretary of state may provide for the change of registered ~~office~~ agent or address of the registered agent on the form prescribed by the secretary of state for the biennial report, provided that the form contains the information required in section 489.116. If the secretary of state determines that a biennial report does not contain the information required in this section but otherwise meets the requirements of section 489.116 for the purpose of changing the registered office or registered agent, the secretary of state shall file the statement of change for the registered ~~office~~ agent or address of the registered agent, effective as provided in section 489.207, subsection 3, before returning the biennial report to the limited liability company as provided in this section. A statement of change of registered ~~office~~ agent or address of the registered agent accomplished pursuant to this subsection shall be executed by a person authorized to execute the biennial report.

Sec. 13. Section 489.302, subsection 10, Code 2024, is amended to read as follows:

10. A statement of authority filed by the secretary of state under section ~~489.207~~ 489.206, subsection 1, is effective until amended or canceled as provided in subsection 2, unless an earlier cancellation date is specified in the statement.

Sec. 14. Section 489.708, subsections 2 and 4, Code 2024,

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H.F. 2647

are amended to read as follows:

2. The limited liability company does not deliver its biennial report required by section ~~489.211A~~ 489.212 to the secretary of state within sixty days after it is due.

4. The secretary of state has not been notified within sixty days that the limited liability company's registered agent or place of business of the registered agent has been changed, or that its registered agent has resigned, or that ~~its~~ the address of the registered ~~office~~ agent has been discontinued.

Sec. 15. Section 489.710, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A limited liability company administratively dissolved under section ~~489.708~~ 489.709 may apply to the secretary of state for reinstatement at any time after the effective date of dissolution. The application must meet all of the following requirements:

Sec. 16. Section 489.711, subsection 2, Code 2024, is amended to read as follows:

2. The limited liability company may appeal the denial of reinstatement to the district court of the county where the company's principal office or, if none in this state, where its registered ~~office~~ agent is located within thirty days after service of the notice of denial is effected. The company appeals by petitioning the court to set aside the dissolution and attaching to the petition copies of the secretary of state's certificate of dissolution, the company's application for reinstatement, and the secretary of state's notice of denial.

Sec. 17. Section 489.804, Code 2024, is amended to read as follows:

489.804 Pleading.

In a derivative action under section 489.802, the complaint must state with particularity ~~any of the following:~~

~~1. The~~ the date and content of the plaintiff's demand and the response to the demand by the managers or other members.

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IA-DHHS-24-0418-A-004158

H.F. 2647

~~2. Why demand should be excused as futile.~~

Sec. 18. Section 489.911, subsection 1, paragraph d, Code 2024, is amended to read as follows:

d. The secretary of state has not been notified within sixty days that the foreign limited liability company's registered agent or the registered agent's place of business has been changed, that its registered agent has resigned, or that ~~its~~ the address of the registered ~~office~~ agent has been discontinued.

Sec. 19. Section 489.1005, subsection 2, paragraph b, Code 2024, is amended to read as follows:

b. The address of the registered ~~office~~ agent of any entity.

Sec. 20. Section 489.1207, subsection 2, Code 2024, is amended to read as follows:

2. A limited liability company that has published notice of its dissolution and requested persons having claims against the limited liability company to present them in accordance with the notice pursuant to section ~~489.704~~ 489.705 as that section existed immediately prior to January 1, 2024, shall be subject to the requirements set forth in that section as it existed immediately prior to January 1, 2024, including the right of a claim by a person that is commenced within five years after publication of the notice.

Sec. 21. Section 489.1036, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The interests in the acquired limited liability company which are the subject of the interest exchange are converted, and the members holding those interests are entitled only to the rights provided to them under the plan of interest exchange and to any appraisal rights they have under section ~~486.1006~~ 489.1006.

Sec. 22. Section 489.14201, subsections 3 and 4, Code 2024, are amended to read as follows:

3. A protected series is established when the protected series designation takes effect under section ~~489.205~~ 489.207.

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4. To amend a protected series designation, a series limited liability company shall deliver to the secretary of state for filing a statement of designation change, signed by the company, that changes the name of the company, the name of the protected series to which the designation applies, or both. The change takes effect when the statement of designation change takes effect under section ~~489.205~~ 489.207.

Sec. 23. Section 489.14205, subsection 1, paragraph a, subparagraph (2), unnumbered paragraph 1, Code 2024, is amended to read as follows:

The company has delivered to the secretary of state for filing the most recent biennial report required by section ~~489.211A~~ 489.212 and the report includes the name of the protected series, unless any of the following applies:

Sec. 24. Section 489.14206, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

In the biennial report required by section ~~489.211A~~ 489.212, a series limited liability company shall include the name of each protected series of the company for which all of the following apply:

Sec. 25. Section 489.14604, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A series limited liability company may be party to a merger in accordance with ~~sections 489.1001 through 489.1005~~ subchapter X, parts 1 and 2, this section, and sections 489.14605 through 489.14608 only if all of the following apply:

Sec. 26. Section 489.14605, subsection 1, Code 2024, is amended to read as follows:

1. Comply with ~~section 489.1002~~ subchapter X, parts 1 and 2.

Sec. 27. Section 489.14606, unnumbered paragraph 1, Code 2024, is amended to read as follows:

In a merger under section 489.14604, the ~~articles~~ statement of merger must do all of the following:

Sec. 28. Section 489.14606, subsection 1, Code 2024, is amended to read as follows:

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1 1. Comply with ~~section 489.1004~~ subchapter X, parts 1 and 2.
2 Sec. 29. Section 489.14607, unnumbered paragraph 1, Code
3 2024, is amended to read as follows:
4 When a merger under section 489.14604 becomes effective, in
5 addition to the effects stated in section ~~489.1005~~ 489.1026,
6 all of the following apply:
7 Sec. 30. CODE EDITOR DIRECTIVE.
8 1. The Code editor is directed to make the following
9 transfer:
10 Section 489.211A to section 489.212.
11 2. The Code editor shall correct internal references in the
12 Code and in any enacted legislation as necessary due to the
13 enactment of this section.
14 Sec. 31. EFFECTIVE DATE. This Act, being deemed of
15 immediate importance, takes effect upon enactment.
16 EXPLANATION

17 The inclusion of this explanation does not constitute agreement with
18 the explanation's substance by the members of the general assembly.

19 GENERAL. This bill amends provisions in the uniform limited
20 liability company Act (Code chapter 489) originally enacted
21 in 2008 and rewritten during the 2023 legislative session
22 (2023 Iowa Acts, chapter 152). The 2023 Iowa Act was based on
23 a proposed Act (model legislation) approved and recommended
24 by the national conference on commissioners on uniform state
25 laws, also named the uniform law commissioners (ULC), which
26 includes commissioners appointed by the Governor (Code chapter
27 5). A limited liability company (LLC), or simply "company",
28 is a type of unincorporated business entity formed for the
29 acquisition of capital (contributions) from, and the payout of
30 receipts (distributions) to, its investors (members). Although
31 an LLC is sometimes compared to other types of unincorporated
32 entities, and specifically a limited partnership (Code chapter
33 488) or general partnership (Code chapter 486A), it also
34 resembles a corporation (Code chapter 490).
35 BILL — TERMINOLOGY CHANGES, SECTION TRANSFER, AND INTERNAL

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1 REFERENCE CORRECTIONS. The bill makes changes in terminology
2 to be consistent with the model legislation, including
3 references from "articles of merger" to "statement of merger",
4 and from "office of the registered agent" to "address of the
5 registered agent". The bill corrects a number of internal
6 references due to the transfer or rewriting of the Code
7 sections. The bill transfers a Code section providing for
8 biennial reports to correspond to the model legislation (from
9 Code section 489.211A to 489.212) and makes new corresponding
10 changes to internal references. Many of the internal
11 reference corrections are in Code chapter 489, subchapter XIV,
12 the uniform protected series Act, which is separate model
13 legislation approved and recommended by the ULC and enacted in
14 2019 and unamended by the model legislation or the 2023 Iowa
15 Act.
16 BILL — CORRESPONDING CHANGE — DERIVATIVE ACTIONS. The
17 bill includes a corresponding change in Code chapter 489,
18 subchapter VIII, providing for derivative actions by members.
19 The 2023 Iowa Act departed from the model legislation by
20 removing an option that allowed a member to maintain a
21 derivative action (Code section 489.802). A derivative action
22 is a type of cause of action brought by one or more members of
23 an LLC acting on behalf of the LLC to enforce a right held by
24 the LLC. Under the model legislation, a member may maintain a
25 derivative action only after the member first makes a demand on
26 the LLC to enforce the right. The model legislation allowed
27 the member to skip this demand requirement if it would be
28 futile. The 2023 Iowa Act eliminated this exception. However,
29 it retained a corresponding provision in the model legislation
30 (Code section 489.804) requiring the member in its pleading to
31 state how the member satisfied the notice requirements in Code
32 section 489.802. The bill eliminates the corresponding futile
33 exception in the pleading requirement.
34 BILL — FEES. The model legislation does not include a fee
35 schedule for filing documents with the secretary of state, but

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1 such a schedule has been part of Code chapter 489 since it
2 was enacted and the schedule resembles those in Code chapters
3 providing for other types of business entities (see Code
4 section 490.122 for corporations). The bill adds a fee of
5 $50 for filing a statement of domestication or statement of
6 conversion.
7 EFFECTIVE DATE. The bill takes effect upon enactment.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House File 2648 - Introduced

HOUSE FILE 2648
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HF 2445)
(SUCCESSOR TO HSB 594)

A BILL FOR

1 An Act relating to the issuance of five-day retail alcohol and
2 native wine licenses, and providing fees.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5711HZ (1) 90
nls/ns

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Section 1. Section 123.34, subsection 3, paragraphs a and c, Code 2024, are amended to read as follows:

a. The director may issue five-day class "C", special class "C", class "D", and class "F" retail alcohol licenses, and five-day special class "C" retail native wine licenses.

c. The fee for the five-day retail alcohol license is one-eighth of the annual fee for that class of license, except that the fee for a five-day special class "C" retail native wine license is fifty dollars.

Sec. 2. Section 123.43A, subsection 6, Code 2024, is amended to read as follows:

6. *a.* Notwithstanding any provision of this chapter to the contrary or the fact that a person is the holder of a class "A" native distilled spirits license, a native distillery may be granted a class "C" retail alcohol license as defined in section 123.30 for the same premises licensed under a class "A" native distilled spirits license where the manufacturing of native distilled spirits occurs. A native distillery may be granted not more than two class "C" retail alcohol licenses. A ~~manufacturer of~~ native ~~distilled spirits~~ distillery may be issued a class "C" retail alcohol license regardless of whether the ~~manufacturer~~ native distillery is also a manufacturer of beer pursuant to a class "A" beer permit or a manufacturer of native wine pursuant to a class "A" wine permit.

b. Notwithstanding any provision of this chapter to the contrary or the fact that a person is the holder of a class "A" native distilled spirits license, a native distillery may be granted a five-day class "C" retail alcohol license as described in section 123.34 for premises other than the premises licensed under a class "A" native distilled spirits license where the manufacturing of native distilled spirits occurs. A native distillery may be granted not more than six five-day class "C" retail alcohol licenses during a calendar year. A native distillery may be issued a five-day class "C" retail alcohol license regardless of whether the native

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distillery is also a manufacturer of beer pursuant to a class "A" beer permit or a manufacturer of native wine pursuant to a class "A" wine permit.

Sec. 3. Section 123.45, subsection 3, Code 2024, is amended to read as follows:

3. *a.* A person engaged in the wholesaling of beer or wine may sell only disposable glassware, which is constructed of paper, paper laminated, or plastic materials and designed primarily for personal consumption on a one-time usage basis, to retailers for use within the premises of licensed establishments, for an amount which is greater than or equal to an amount which represents the greater of either the amount paid for the disposable glassware by the supplier or the amount paid for the disposable glassware by the wholesaler. ~~Also, notwithstanding~~

b. Notwithstanding any other provision of this chapter or the fact that a person is the holder of a class "A" beer permit, a native brewery may be granted ~~not more than two~~ a class "C" retail alcohol ~~licenses~~ license or ~~not more than two~~ a special class "C" retail alcohol ~~licenses~~ license, both as defined in section 123.30, for the same premises licensed under a class "A" beer permit where the manufacturing of beer occurs. A native brewery may be granted not more than two class "C" retail alcohol licenses or two special class "C" retail alcohol licenses. A native brewery may be issued a class "C" retail alcohol license or a special class "C" retail alcohol license regardless of whether that person is also a manufacturer of native distilled spirits pursuant to a class "A" native distilled spirits license or a manufacturer of native wine pursuant to a class "A" wine permit.

c. Notwithstanding any other provision of this chapter or the fact that a person is the holder of a class "A" beer permit, a native brewery may be granted a five-day class "C" or five-day special class "C" retail alcohol license as described in section 123.34 for premises other than the premises licensed

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1 under a class "A" beer permit where the manufacturing of
2 beer occurs. A native brewery may be granted not more than
3 six five-day class "C" or five-day special class "C" retail
4 alcohol licenses during a calendar year. A native brewery may
5 be issued a five-day class "C" or five-day special class "C"
6 retail alcohol license regardless of whether the native brewery
7 is also a manufacturer of native distilled spirits pursuant to
8 a class "A" native distilled spirits license or a manufacturer
9 of native wine pursuant to a class "A" wine permit.
10 Sec. 4. Section 123.176, subsection 5, Code 2024, is amended
11 to read as follows:
12 5. *a.* Notwithstanding any other provision of this chapter
13 or the fact that a person is the holder of a class "A" wine
14 permit, a person engaged in the business of manufacturing
15 native wine may be granted a class "C" retail alcohol license
16 or special class "C" retail native wine license as defined in
17 section 123.30 for the same premises licensed under a class
18 "A" wine permit where the manufacturing of native wine occurs.
19 A manufacturer of native wine may be granted not more than
20 two class "C" retail alcohol licenses or special class "C"
21 retail native wine licenses. A manufacturer of native wine
22 may be issued a class "C" retail alcohol license or special
23 class "C" retail native wine license regardless of whether the
24 manufacturer is also a manufacturer of beer pursuant to a class
25 "A" beer permit or a manufacturer of native distilled spirits
26 pursuant to a class "A" native distilled spirits license.
27 *b.* Notwithstanding any other provision of this chapter
28 or the fact that a person is the holder of a class "A" wine
29 permit, a person engaged in the business of manufacturing
30 native wine may be granted a five-day class "C" retail alcohol
31 license or five-day special class "C" retail native wine
32 license as described in section 123.34 for premises other than
33 the premises licensed under a class "A" wine permit where the
34 manufacturing of native wine occurs. A manufacturer of native
35 wine may be granted not more than six five-day class "C" retail

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1 alcohol licenses or five-day special class "C" retail native
2 wine licenses during a calendar year. A manufacturer of native
3 wine may be issued a five-day class "C" retail alcohol license
4 or five-day special class "C" retail native wine license
5 regardless of whether the manufacturer is also a manufacturer
6 of beer pursuant to a class "A" beer permit or a manufacturer
7 of native distilled spirits pursuant to a class "A" native
8 distilled spirits license.
9 EXPLANATION
10 The inclusion of this explanation does not constitute agreement with
11 the explanation's substance by the members of the general assembly.
12 This bill relates to the issuance of five-day retail alcohol
13 and native wine licenses.
14 Under the bill, the director of revenue may issue five-day
15 special class "C" retail native wine licenses, for which the
16 fee is $50.
17 Under current law, a native distillery may be granted a
18 class "C" retail alcohol license. Under the bill, a native
19 distillery may be granted a class "C" retail alcohol license
20 for the same premises licensed under a class "A" native
21 distilled spirits license where the manufacturing of native
22 distilled spirits occurs. Additionally, a native distillery
23 may be granted a five-day class "C" retail alcohol license for
24 other premises. A native distillery may be granted not more
25 than six five-day class "C" retail alcohol licenses during a
26 calendar year.
27 Under the bill, a native brewery may be granted a class
28 "C" retail alcohol license or a special class "C" retail
29 alcohol license for the same premises licensed under a class
30 "A" beer permit where the manufacturing of beer occurs. A
31 native brewery may be granted not more than two class "C"
32 retail alcohol licenses or two special class "C" retail alcohol
33 licenses. Additionally, a native brewery may be granted a
34 five-day class "C" or five-day special class "C" retail alcohol
35 license for other premises. A native brewery may be granted

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1 not more than six five-day class "C" or five-day special class
2 "C" retail alcohol licenses during a calendar year.
3 Under current law, a person engaged in the business of
4 manufacturing native wine may be granted a class "C" retail
5 alcohol license or special class "C" retail native wine
6 license. Under the bill, a person engaged in the business of
7 manufacturing native wine may be granted a class "C" retail
8 alcohol license or special class "C" retail native wine license
9 for the same premises licensed under a class "A" wine permit
10 where the manufacturing of native wine occurs. Additionally,
11 a person engaged in the business of manufacturing native wine
12 may be granted a five-day class "C" retail alcohol license or
13 five-day special class "C" retail native wine license for other
14 premises. A manufacturer of native wine may be granted not
15 more than six five-day class "C" retail alcohol licenses or
16 five-day special class "C" retail native wine licenses during a
17 calendar year.

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IA-DHHS-24-0418-A-004169

House File 2649 - Introduced

HOUSE FILE 2649
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HSB 680)

A BILL FOR

1 An Act excluding the net capital gain from the sale of certain
2 livestock from the computation of net income for purposes
3 of the individual income tax, and including retroactive
4 applicability provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5662HV (1) 90
jm/jh

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Iowa General Assembly
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H.F. 2649

1 Section 1. Section 422.7, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 44. *a.* For purposes of this subsection,
4 *"held"* shall be determined with reference to the holding period
5 provisions of section 1223 of the Internal Revenue Code and the
6 federal regulations pursuant thereto.
7 *b.* Subtract the net capital gain from the following:
8 (1) The sale of cattle or horses held by the taxpayer for
9 breeding, draft, dairy, or sporting purposes for a period
10 of twenty-four months or more from the date of acquisition,
11 but only if the taxpayer received more than one-half of the
12 taxpayer's gross income from farming or ranching operations
13 during the tax year.
14 (2) The sale of breeding livestock, other than cattle or
15 horses, held by the taxpayer for a period of twelve months or
16 more from the date of acquisition, but only if the taxpayer
17 received more than one-half of the taxpayer's gross income from
18 farming or ranching operations during the tax year.
19 *c.* A retired farmer as defined in subsection 13 is not
20 eligible for the exclusion in this subsection if taking the
21 exclusion allowed in subsection 13, paragraph *"c"* or *"d"*, in the
22 same tax year.
23 Sec. 2. RETROACTIVE APPLICABILITY. This Act applies
24 retroactively to January 1, 2024, for tax years beginning on
25 or after that date.
26 EXPLANATION

27 **The inclusion of this explanation does not constitute agreement with**
28 **the explanation's substance by the members of the general assembly.**

29 This bill excludes the net capital gain from the sale of
30 certain livestock from the computation of net income for
31 purposes of the individual income tax.
32 The bill allows a taxpayer to exclude the net capital gain
33 from the sale of cattle or horses if held by the taxpayer for
34 breeding, draft, dairy, or sporting purposes for more than
35 24 months, but only if the taxpayer received more than 50

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H.F. 2649

1 percent of the taxpayer's gross income from farming or ranching
2 operations during the tax year.
3 The bill allows a taxpayer to exclude the net capital gain
4 from the sale of breeding livestock, other than cattle or
5 horses, held by the taxpayer for a period of 12 months or more
6 from the date of acquisition, but only if the taxpayer received
7 more than one-half of the taxpayer's gross income from farming
8 or ranching operations during the tax year.
9 A retired farmer as defined in Code section 422.7(13) is
10 not eligible for the exclusion in the bill if taking a similar
11 exclusion allowed in Code section 422.7(13).
12 The bill applies retroactively to January 1, 2024, for tax
13 years beginning on or after that date.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House File 2650 - Introduced

HOUSE FILE 2650
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HSB 683)

A BILL FOR

1 An Act relating to medical cannabidiol by providing deductions
2 from the individual and corporate income taxes for
3 expenses incurred by medical cannabidiol manufacturers
4 and dispensaries, and including retroactive applicability
5 provisions.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5498HV (1) 90
jm/jh

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IA-DHHS-24-0418-A-004173

Iowa General Assembly
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Bills
March 06, 2024

H.F. 2650

1 Section 1. Section 422.7, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 44. Subtract, to the extent included,
4 the amount of business expense for a medical cannabidiol
5 manufacturer or a medical cannabidiol dispensary licensed
6 pursuant to chapter 124E without regard to section 280E of the
7 Internal Revenue Code.
8 Sec. 2. Section 422.35, Code 2024, is amended by adding the
9 following new subsection:
10 NEW SUBSECTION. 14. Subtract, to the extent included,
11 the amount of business expense for a medical cannabidiol
12 manufacturer or a medical cannabidiol dispensary licensed
13 pursuant to chapter 124E without regard to section 280E of the
14 Internal Revenue Code.
15 Sec. 3. RETROACTIVE APPLICABILITY. This Act applies
16 retroactively to January 1, 2021, for tax years beginning on
17 or after that date.
18 EXPLANATION

19 **The inclusion of this explanation does not constitute agreement with**
20 **the explanation's substance by the members of the general assembly.**

21 Under federal law, a medical cannabidiol manufacturer and
22 a medical cannabidiol dispensary are prohibited from taking
23 business expense deductions by section 280E of the Internal
24 Revenue Code. Currently, Iowa computes individual net
25 income and corporate taxable income based upon federal income
26 calculations, and therefore Iowa currently prohibits a medical
27 cannabidiol manufacturer and a medical cannabidiol dispensary
28 from taking business expense deductions as well because the
29 deductions are not allowed at the federal level.
30 This bill allows a medical cannabidiol manufacturer and
31 a medical cannabidiol dispensary licensed pursuant to Code
32 chapter 124E to deduct business expenses for purposes of the
33 Iowa individual income tax or corporate income tax.
34 The bill applies retroactively to tax years beginning on or
35 after January 1, 2021.

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IA-DHHS-24-0418-A-004174

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House Study Bill 730 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
PUBLIC SAFETY BILL BY
CHAIRPERSON THOMPSON)

A BILL FOR

1 An Act providing for cardiac emergency response plans in
2 schools and a cardiac emergency response plan grant program.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6332YC (3) 90
je/jh

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H.F. _____

1 Section 1. Section 256E.7, subsection 2, Code 2024, is
2 amended by adding the following new paragraph:
3 NEW PARAGRAPH. *0t.* Be subject to and comply with the
4 requirements of section 280.36 relating to cardiac emergency
5 response plans.
6 Sec. 2. NEW SECTION. **280.36 Cardiac emergency response**
7 **plans — grant program.**
8 1. As used in this section, unless the context otherwise
9 requires:
10 *a. "Automated external defibrillator"* means a lightweight,
11 portable device that delivers an electric shock through the
12 chest to the heart that can potentially stop an irregular
13 heartbeat and allow a normal rhythm to resume following sudden
14 cardiac arrest.
15 *b. "Cardiac emergency response plan"* means a written
16 document that establishes specific steps to reduce death from
17 cardiac arrest in any applicable setting.
18 *c. "High-need school"* means a public or accredited nonpublic
19 school where at least fifty percent of students are eligible
20 to receive free or reduced-fee meals pursuant to the federal
21 National School Lunch Act of 1966, 42 U.S.C. §1751 et seq., and
22 the federal Child Nutrition Act of 1966, 42 U.S.C. §1771 et
23 seq. or which participates in the federal community eligibility
24 provision.
25 *d. "Sudden cardiac arrest"* means a life-threatening medical
26 condition requiring immediate emergency treatment characterized
27 by the sudden cessation of cardiac activity causing circulatory
28 failure throughout the body, which can lead to death if not
29 treated quickly.
30 2. By July 1, 2025, the board of directors of a school
31 district and the authorities in charge of each accredited
32 nonpublic school shall develop a cardiac emergency response
33 plan that addresses the appropriate use of school personnel
34 to respond to incidents involving an individual experiencing
35 sudden cardiac arrest or a similar life-threatening emergency

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1 while on school grounds, including but not limited to while
2 attending or participating in an athletic practice or event.
3 The board and authorities shall work directly with local
4 emergency service providers to integrate the cardiac emergency
5 response plan into the local community's emergency medical
6 services protocols.
7 3. Each cardiac emergency response plan shall integrate
8 evidence-based core elements, such as those recommended by
9 the guidelines of the American heart association or another
10 nationally recognized, evidence-based standard. The plan shall
11 integrate, at a minimum, the following guidelines:
12 *a.* Establishing a cardiac emergency response team in each
13 school district or school.
14 *b.* Activating the cardiac emergency response team in
15 response to sudden cardiac arrest.
16 *c.* Implementing automated external defibrillator placement
17 and routine maintenance within each school in accordance with
18 guidelines of the American heart association.
19 *d.* Disseminating the cardiac emergency response plan
20 throughout school buildings and grounds.
21 *e.* Maintaining ongoing training of designated staff
22 regarding use of first aid techniques, automated external
23 defibrillators, and cardiopulmonary resuscitation, in
24 accordance with guidelines of the American heart association.
25 Designated staff shall include but not be limited to coaches
26 and athletic trainers employed by the school and school nurses.
27 *f.* Scheduled practice in implementation of the cardiac
28 emergency response plan.
29 *g.* Integrating local emergency medical service providers
30 into the cardiac emergency response plan.
31 *h.* Ongoing and annual review and evaluation of the cardiac
32 emergency response plan.
33 4. The board of directors of a school district and the
34 authorities in charge of each accredited nonpublic school
35 may accept gifts, grants, and donations, including in-kind

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1 donations, designated for the purchase of automated external
2 defibrillators that meet the standards established by the
3 federal food and drug administration and for the costs of
4 inspection and maintenance of, and staff training in the use
5 of, automated external defibrillators.
6 5. The department of education may establish procedures
7 for monitoring compliance with this section by public schools,
8 accredited nonpublic schools, and charter schools.
9 6. Subject to an appropriation by the general assembly for
10 the purpose of this subsection, the department of education
11 shall establish a cardiac emergency response plan grant program
12 to provide assistance to public, accredited nonpublic, and
13 charter schools in implementing core elements of evidence-based
14 cardiac emergency response plans in accordance with this
15 section and guidelines of the American heart association.
16 Grants shall be used for activities and equipment that promote
17 implementation of evidence-based cardiac emergency response
18 plans including but not limited to the purchase of automated
19 external defibrillators and maintenance thereof, basic first
20 aid training, and the purchase of educational materials and
21 cardiopulmonary resuscitation training for faculty and staff.
22 The department shall prioritize high-need schools when awarding
23 grants. The state board of education shall adopt rules
24 pursuant to chapter 17A to administer the program, including
25 rules providing for a grant application; selection, evaluation,
26 and award amount criteria; and applicable procedures and
27 timelines for the program, if an appropriation by the general
28 assembly for the purpose of this subsection is enacted.
29 Sec. 3. STATE MANDATE FUNDING SPECIFIED. In accordance
30 with section 25B.2, subsection 3, the state cost of requiring
31 compliance with any state mandate included in this Act shall
32 be paid by a school district from state school foundation
33 aid received by the school district under section 257.16 and
34 any additional appropriation enacted for purposes of section
35 280.36, as enacted by this Act. This specification of the

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1 payment of the state cost shall be deemed to meet all of the
2 state funding-related requirements of section 25B.2, subsection
3 3, and no additional state funding shall be necessary for the
4 full implementation of this Act by and enforcement of this Act
5 against all affected school districts.
6 EXPLANATION

7 The inclusion of this explanation does not constitute agreement with
8 the explanation's substance by the members of the general assembly.

9 This bill requires school districts, accredited nonpublic
10 schools, and charter schools to develop a cardiac emergency
11 response plan, as defined in the bill, by July 1, 2025, that
12 addresses the appropriate use of school personnel to respond to
13 incidents involving an individual experiencing sudden cardiac
14 arrest or a similar life-threatening emergency while on school
15 grounds. The bill requires school districts, accredited
16 nonpublic schools, and charter schools to work directly with
17 local emergency service providers to integrate the cardiac
18 emergency response plan into the local community's emergency
19 medical services protocols.
20 The bill requires that each cardiac emergency response plan
21 integrate evidence-based core elements and specifies guidelines
22 that must be included in the plan, including guidelines
23 for cardiac emergency response teams, automated external
24 defibrillator placement and routine maintenance within each
25 school, dissemination of the plan, maintaining ongoing training
26 of designated staff regarding specified subjects, review and
27 evaluation of the plan, and other matters.
28 The bill authorizes school districts, accredited nonpublic
29 schools, and charter schools to accept gifts, grants, and
30 donations designated for the purchase of an automated external
31 defibrillator and for the costs of inspection and maintenance
32 of, and staff training in the use of, automated external
33 defibrillators.
34 The bill authorizes the department of education to establish
35 procedures for monitoring compliance with the bill.

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1 Subject to an appropriation of funds, the bill requires
2 the department of education to establish a cardiac emergency
3 response plan grant program to provide assistance to public,
4 accredited nonpublic, and charter schools in implementing
5 core elements of evidence-based cardiac emergency response
6 plans. The bill specifies uses of the grants and directs the
7 department to prioritize high-need schools, as defined in the
8 bill, when awarding grants. The bill requires the state board
9 of education to adopt rules to administer the program if an
10 appropriation by the general assembly for the purpose of the
11 program is enacted.
12 The bill may include a state mandate as defined in Code
13 section 25B.3. The bill requires that the state cost of
14 any state mandate included in the bill be paid by a school
15 district from state school foundation aid received by the
16 school district under Code section 257.16 and any additional
17 appropriation enacted for the purpose of Code section
18 280.36, as enacted by the bill. The specification is deemed
19 to constitute state compliance with any state mandate
20 funding-related requirements of Code section 25B.2. The
21 inclusion of this specification is intended to reinstate the
22 requirement of political subdivisions to comply with any state
23 mandates included in the bill.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House Study Bill 731 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
WAYS AND MEANS BILL BY
CHAIRPERSON KAUFMANN)

A BILL FOR

1 An Act establishing the Iowa film production incentive program
2 and fund within the economic development authority.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6301YC (10) 90
jm/ko

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IA-DHHS-24-0418-A-004181

H.F. _____

Section 1. NEW SECTION. **15.490 Iowa film production incentive program.**

1. As used in this section:

a. *"Fund"* means the Iowa film production incentive fund.

b. *"Program"* means the Iowa film production incentive program.

c. *"Qualified expenditure"* means an allowed expense, as determined by the authority by rule, that is incurred by a qualified production facility on or after January 1, 2025, but before January 1, 2027, for producing a qualified production.

d. *"Qualified production"* means a feature film, television series, documentary, or unscripted series that is rated G, PG-13, or R by the classification and ratings administration of the motion picture association of America or the TV parental guidelines monitoring board.

e. *"Qualified production facility"* or *"facility"* means any of the following:

(1) A dedicated studio located in this state at which qualified productions can be produced.

(2) A studio located in this state at which all preproduction and film production take place for a qualified production filmed on location in this state.

2. *a.* The authority shall establish and administer an Iowa film production incentive program for the purpose of providing rebates to qualified production facilities for qualified expenditures.

b. The authority shall establish eligibility criteria for the program by rule.

(1) The eligibility criteria for qualified production facilities must require that a facility have all of the following:

(a) A soundstage with dimensions covering at least twelve thousand five hundred square feet of floor space.

(b) A permanent grid system or an alternative rigging support structure rated for overhead suspension, or on-site

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H.F. _____

1 resources for fly rigging.
2 (c) Production and postproduction sound rooms that are
3 sound treated to meet sound engineer-approved ambient noise
4 level ratings.
5 (d) Electric service from an electric utility, or
6 sufficient electric service that does not require use of an
7 electric generator.
8 (e) An agreement between the authority and the facility that
9 the phrase "filmed in Iowa" appears at the beginning of any
10 credits in the qualified production.
11 (2) The eligibility criteria for a qualified production
12 must include:
13 (a) A production budget of at least one million dollars and
14 evidence the production budget is fully funded.
15 (b) Availability to the public for viewing at a venue where
16 admission is charged, or availability for purchase, for rental,
17 or through a streaming service that requires a subscription.
18 (3) The eligibility criteria for qualified expenditures
19 must include the following:
20 (a) The requirements for substantiation of and submission
21 of expenses for industry standard activities including expenses
22 for cast members who are residents of this state, equipment,
23 studio production facilities, hospitality services, certified
24 public accountant services, per diem payments, payments to
25 businesses located in this state, accommodations, and any other
26 expenses allowed by the authority. Qualified expenditures
27 shall not include expenses for entertainment, studio executive
28 airfare, royalties, and publicity for the qualified production.
29 (b) Written acknowledgment by the qualified production
30 facility that no qualified expenses were incurred prior to
31 approval of the application by the authority.
32 3. An application for a rebate under the program shall be
33 submitted by a qualified production facility to the authority
34 for approval in the form and manner prescribed by the authority
35 by rule.

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1 4. *a.* If a qualified production facility's application
2 is approved by the authority, the maximum rebate paid to the
3 facility under the program shall equal thirty percent of the
4 facility's qualified expenditures excluding any sales, use, and
5 hotel and motel taxes paid.
6 *b.* All qualified expenditures submitted by the qualified
7 production facility to the authority shall be audited by a
8 certified public accountant located in Iowa, at the facility's
9 expense, and approved by the authority prior to disbursement
10 of the rebate by the authority.
11 5. *a.* An Iowa film production incentive fund is created
12 in the state treasury under the control of the authority. The
13 fund shall consist of moneys appropriated to the authority and
14 any other moneys available to, obtained by, or accepted by the
15 authority for placement in the fund. The fund shall be used to
16 provide rebates under the program.
17 *b.* The cumulative value of rebates claimed annually by
18 qualified production facilities pursuant to this section shall
19 not exceed five million dollars.
20 *c.* Notwithstanding section 8.33, moneys in the fund
21 that remain unencumbered or unobligated at the close of the
22 fiscal year shall not revert but shall remain available for
23 expenditure for the purposes designated until the close of
24 the succeeding fiscal year. Notwithstanding section 12C.7,
25 interest or earnings on moneys in the fund shall be credited
26 to the fund.
27 6. The authority shall not use more than five percent of
28 the moneys in the fund at the beginning of each fiscal year for
29 purposes of administrative costs, technical assistance, and
30 other program support.
31 7. The authority shall adopt rules pursuant to chapter 17A
32 to administer this section.
33 8. This section is repealed December 31, 2026.
34 Sec. 2. CODE EDITOR DIRECTIVE. The Code editor shall
35 designate section 15.490, as enacted in this Act, as part 31

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1 of chapter 15, subchapter II.

2 EXPLANATION

3 The inclusion of this explanation does not constitute agreement with
4 the explanation's substance by the members of the general assembly.

5 This bill establishes the Iowa film production incentive
6 program (program) and fund within the department of economic
7 development authority (authority).
8 The bill requires the authority to administer the program
9 for the purpose of providing rebates to qualified production
10 facilities for qualified expenditures incurred to produce a
11 qualified production.
12 The bill defines "qualified production" to mean a feature
13 film, television series, documentary, or unscripted series
14 that is rated G, PG-13, or R by the motion picture film rating
15 system or by the TV parental guidelines monitoring board.
16 The bill defines "qualified production facility" (facility)
17 to mean a dedicated studio located in this state that is able
18 to produce qualified productions, or a studio located in this
19 state at which all preproduction and film production take place
20 for a qualified production filmed on location in this state.
21 The bill requires the authority to establish eligibility
22 criteria by rule.
23 The eligibility criteria for qualified production facilities
24 must require that a facility have a soundstage with dimensions
25 covering at least 12,500 square feet, a permanent grid system
26 or an alternative rigging support structure rated for overhead
27 suspension, production and postproduction sound rooms,
28 sufficient electric service that does not require use of an
29 electric generator, and an agreement between the authority and
30 the facility that the phrase "filmed in Iowa" appears at the
31 beginning of any credits.
32 The eligibility criteria for a qualified production must
33 include a fully funded production budget of at least $1
34 million, and the qualified production must be made available to
35 the public for purchase.

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1 The eligibility criteria for qualified expenditures must
2 include expenses for industry standard activities for cast
3 members who are residents of this state, equipment, studio
4 production facilities, hospitality services, certified public
5 accountant services, per diem payments, payments to businesses
6 located in this state, accommodations, and any other expenses
7 allowed by the authority. Qualified expenditures do not
8 include expenses for entertainment, studio executive airfare,
9 royalties, and publicity for the qualified production. The
10 eligibility criteria for qualified expenditures must include
11 a written acknowledgment by the facility that no qualified
12 expenses were incurred prior to approval of the application by
13 the authority.
14 The bill provides that the rebate amount shall equal 30
15 percent of the gross amount of qualified expenditures incurred
16 to produce a qualified production excluding any sales, use, and
17 hotel and motel taxes paid.
18 The bill creates an Iowa film production incentive fund in
19 the state treasury under the control of the authority. The
20 fund shall consist of moneys appropriated to the authority and
21 any other moneys available to, obtained by, or accepted by the
22 authority for placement in the fund.
23 The cumulative value of rebates claimed annually pursuant to
24 the bill shall not exceed $5 million.
25 The bill applies to qualified expenditures incurred between
26 January 1, 2025, but before January 1, 2027. The program is
27 repealed on December 31, 2026.

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IA-DHHS-24-0418-A-004186

Iowa General Assembly
Daily Bills, Amendments and Study
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March 06, 2024

House Study Bill 732 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
WAYS AND MEANS BILL BY
CHAIRPERSON KAUFMANN)

A BILL FOR

1 An Act relating to county hospital tax levies in certain
2 counties, and including applicability provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6347YC (1) 90
lh/js

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004187

H.F. _____

1 Section 1. Section 347.7, subsection 1, paragraph a, Code
2 2024, is amended to read as follows:
3 *a.* If a county hospital is established, the board of
4 supervisors, at the time of levying ordinary taxes, shall levy
5 a tax at the rate voted not to exceed fifty-four cents per
6 thousand dollars of assessed value in any one year for the
7 erection and equipment of the hospital, and also a tax not to
8 exceed twenty-seven cents per thousand dollars of value for the
9 improvement, maintenance, and replacements of the hospital,
10 as certified by the board of hospital trustees. ~~However,~~
11 ~~in counties having a population of two hundred twenty-five~~
12 ~~thousand or over, the levy for taxes payable in the fiscal year~~
13 ~~beginning July 1, 2001, and for subsequent fiscal years, for~~
14 ~~improvements and maintenance of the hospital shall not exceed~~
15 ~~two dollars and five cents per thousand dollars of assessed~~
16 ~~value in any one year.~~
17 Sec. 2. APPLICABILITY. This Act applies to tax years
18 beginning on and after January 1, 2025.
19 EXPLANATION
20 **The inclusion of this explanation does not constitute agreement with**
21 **the explanation's substance by the members of the general assembly.**
22 This bill relates to the maximum rate for taxes levied for
23 purposes related to county hospitals. Current law requires
24 counties having 225,000 residents or more to levy taxes payable
25 for improvements and maintenance of the hospital at a rate not
26 to exceed $2.05 per $1,000 of assessed value in any one year.
27 The bill strikes the maximum tax levy rate for counties that
28 have a population of 225,000 or more. All counties in which
29 a county hospital has been established shall levy a tax at a
30 rate not to exceed 54 cents per $1,000 of assessed value for
31 hospital erection and equipment and also a tax at a rate not
32 to exceed 27 cents per $1,000 of assessed value for hospital
33 improvement, maintenance, and replacements.
34 The bill applies to tax years beginning on and after January
35 1, 2025.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
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House Study Bill 733 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
WAYS AND MEANS BILL BY
CHAIRPERSON KAUFMANN)

A BILL FOR

1 An Act relating to the issuance of a medical cannabidiol
2 registration card to a person who is not a resident of Iowa.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6346YC (1) 90
ss/ko

AMERICAN OVERSIGHT

H.F. _____

1 Section 1. Section 124E.4, subsection 1, paragraph b, Code
2 2024, is amended by striking the paragraph.
3 Sec. 2. Section 124E.4, subsection 1, paragraph d,
4 subparagraph (1), Code 2024, is amended to read as follows:
5 (1) The patient's full name, ~~Iowa~~ residence address, date
6 of birth, and telephone number.
7 Sec. 3. Section 124E.4, subsection 2, paragraph a, Code
8 2024, is amended to read as follows:
9 *a.* The patient's full name, ~~Iowa~~ residence address, and date
10 of birth.
11 EXPLANATION

12 **The inclusion of this explanation does not constitute agreement with**
13 **the explanation's substance by the members of the general assembly.**

14 This bill strikes the requirement that a person be a resident
15 of Iowa in order to receive a medical cannabidiol registration
16 card in this state.

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IA-DHHS-24-0418-A-004190

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House Study Bill 734 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
WAYS AND MEANS BILL BY
CHAIRPERSON KAUFMANN)

A BILL FOR

1 An Act repealing the excise tax on the handling of grain.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6343YC (2) 90
da/ns

AMERICAN OVERSIGHT

H.F. _____

1 Section 1. Section 445.3, subsection 2, Code 2024, is
2 amended to read as follows:
3 2. *a.* The commencement of actions for ad valorem taxes
4 authorized under this section shall not begin until the
5 issuance of a tax sale certificate under the requirements of
6 section 446.19. The commencement of actions for all other
7 taxes authorized under this section shall not begin until ten
8 days after the publication of tax sale under the requirements
9 of section 446.9, subsection 2.
10 *b.* This subsection does not apply to the collection of ad
11 valorem taxes under section 445.32~~, and grain handling taxes~~
12 ~~under section 428.35~~.
13 Sec. 2. REPEAL. Section 428.35, Code 2024, is repealed.
14 Sec. 3. IMPLEMENTATION. Section 25B.7 shall not apply to
15 the property tax exemption enacted in this Act.
16 EXPLANATION
17 The inclusion of this explanation does not constitute agreement with
18 the explanation's substance by the members of the general assembly.
19 This bill repeals the grain handling excise tax of
20 one-fourth mill per bushel upon all grain handled. For
21 purposes of the tax, "handling or handled" means the receiving
22 of grain at or in each elevator, warehouse, mill, processing
23 plant, or other facility in this state in which it is received
24 for storage, accumulation, sale, processing, or any other
25 purpose. In addition, "grain" means wheat, corn, barley,
26 oats, rye, flaxseed, field peas, soybeans, grain sorghums,
27 spelts, and such other products as are usually stored in grain
28 elevators other than seeds after being processed. The excise
29 tax is entered on the tax list of the taxing district and
30 revenue collected from the excise tax is distributed to the
31 various taxing authorities (taxing units) within the taxing
32 district in the same manner as general property taxes.
33 The bill makes inapplicable Code section 25B.7. Code
34 section 25B.7 provides that for a property tax credit or
35 exemption enacted on or after January 1, 1997, if a state

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1 appropriation made to fund the credit or exemption is not
2 sufficient to fully fund the credit or exemption, the political
3 subdivision shall be required to extend to the taxpayer only
4 that portion of the credit or exemption estimated by the
5 department of revenue to be funded by the state appropriation.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House Study Bill 735 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
WAYS AND MEANS BILL BY
CHAIRPERSON KAUFMANN)

A BILL FOR

1 An Act relating to unemployment insurance taxes on employers.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6318YC (2) 90
je/js

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H.F. _____

Section 1. Section 96.1A, subsection 36, Code 2024, is amended to read as follows:

36. *"Taxable wages"* means an amount of wages upon which an employer is required to contribute based upon wages ~~which~~ that have been paid in this state during a calendar year to an individual by an employer or the employer's predecessor~~,~~ in this state ~~or another state which extends a like comity to this state, with respect to employment~~, upon which the employer is required to contribute, which equals the greater of the following:

a. ~~Sixty-six and two-thirds~~ Thirty-three and one-third percent of the statewide average weekly wage ~~which~~ that was used during the previous calendar year to determine maximum weekly benefit amounts, multiplied by fifty-two and rounded to the next highest multiple of one hundred dollars.

b. That portion of wages subject to a tax under a federal law imposing a tax against which credit may be taken for contributions required to be paid into a state unemployment compensation fund.

Sec. 2. Section 96.7, subsection 2, paragraph c, subparagraphs (1) and (2), Code 2024, are amended to read as follows:

(1) A nonconstruction contributory employer that is newly subject to this chapter shall pay contributions at the rate specified in the ~~twelfth~~ fourth benefit ratio rank but not less than one percent until the end of the calendar year in which the employer's account has been chargeable with benefits for twelve consecutive calendar quarters immediately preceding the computation date.

(2) A construction or landscaping contributory employer, as defined under rules adopted by the department pursuant to chapter 17A, ~~which~~ that is newly subject to this chapter shall pay contributions at the rate specified in the ~~twenty-first~~ ninth benefit ratio rank until the end of the calendar year in which the employer's account has been chargeable with benefits

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for twelve consecutive calendar quarters.

Sec. 3. Section 96.7, subsection 2, paragraph d, subparagraph (1), Code 2024, is amended to read as follows:

(1) The current reserve fund ratio is computed by dividing the total funds available for payment of benefits, on the computation date or on August 15 following the computation date if the total funds available for payment of benefits is a higher amount on August 15, by the total wages paid in covered employment excluding reimbursable employment wages during the ~~first four calendar quarters of the five calendar quarters~~ year immediately preceding the computation date. ~~However, in computing the current reserve fund ratio, beginning July 1, 2007, one hundred fifty million dollars shall be added to the total funds available for payment of benefits on each computation date.~~

Sec. 4. Section 96.7, subsection 2, paragraph d, subparagraph (2), subparagraph division (a), Code 2024, is amended by striking the subparagraph division.

Sec. 5. Section 96.7, subsection 2, paragraph d, subparagraph (2), subparagraph division (b), Code 2024, is amended by striking the subparagraph division and inserting in lieu thereof the following:

(b) If the current reserve fund ratio:

Equals or exceeds	But is less than	The contribution rate table in effect shall be
—	0.50	A
0.50	0.90	B
0.90	1.30	C
1.30	—	D

Sec. 6. Section 96.7, subsection 2, paragraph d, subparagraph (2), subparagraph division (d), Code 2024, is amended by striking the subparagraph division and inserting in lieu thereof the following:

(d) Each employer qualified for an experience rating

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shall be assigned a contribution rate for each rate year that corresponds to the employer's benefit ratio rank in the contribution rate table effective for the rate year from the following contribution rate tables. Each employer's benefit ratio rank shall be computed by listing all the employers by increasing benefit ratios, from the lowest benefit ratio to the highest benefit ratio and grouping the employers so listed into nine separate ranks containing as nearly as possible fourteen and twenty-nine hundredths percent of the total taxable wages, excluding reimbursable employment wages, in the first six ranks, and four and seventy-six hundredths percent of the total taxable wages, excluding reimbursable employment wages, in ranks seven, eight, and nine, paid in covered employment during the four completed calendar quarters immediately preceding the computation date. If an employer's taxable wages qualify the employer for two separate benefit ratio ranks, the employer shall be afforded the benefit ratio rank assigned the lower contribution rate. Employers with identical benefit ratios shall be assigned to the same benefit ratio rank.

Benefit Ratio Rank	Approximate Cumulative Taxable Payroll Limit	Contribution Rate Tables A	B	C	D
1	14.29%	0.00	0.00	0.00	0.00
2	28.58%	0.40	0.30	0.10	0.10
3	42.87%	1.20	0.80	0.40	0.20
4	57.16%	2.10	1.40	0.60	0.30
5	71.45%	3.60	2.40	1.10	0.50
6	85.74%	5.40	4.10	1.90	0.90
7	90.50%	5.40	5.40	4.20	2.00
8	95.26%	5.40	5.40	5.40	2.80
9	100.00%	5.40	5.40	5.40	5.40

EXPLANATION

The inclusion of this explanation does not constitute agreement with

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1 the explanation's substance by the members of the general assembly.

2 This bill modifies the definition of "taxable wages" for
3 purposes of unemployment insurance taxes on employers by
4 eliminating the wages paid to an employee from another state
5 from the calculation of wages upon which an employer is
6 required to contribute to the unemployment compensation fund
7 (fund) when the other state extends a like comity (reciprocity)
8 to Iowa for employment purposes.
9 Under current law, the calculation of taxable wages upon
10 which an employer is required to contribute to the fund is
11 the greater amount of the two amounts calculated pursuant to
12 paragraphs "a" and "b" under Code section 96.1A(36). The bill
13 changes the calculation of one these amounts under paragraph
14 "a" by reducing the percentage of statewide average weekly wage
15 used in the calculation from 66.66 percent to 33.33 percent
16 of the statewide average weekly wage used during the previous
17 calendar year, which is then multiplied by 52 and rounded to
18 the nearest $100 to determine maximum weekly benefit amounts.
19 The amount in paragraph "a" as calculated under the bill
20 would be the amount used to calculate taxable wages upon which
21 an employer is required to contribute to the fund if that
22 amount exceeds the amount in paragraph "b" under Code section
23 96.1A(36).
24 The calculation of the unemployment contribution rate each
25 year is a dynamic calculation dependent upon the calculation
26 of the current reserve ratio, the benefit ratio rank, and
27 the contribution rate table in effect for the rate year.
28 The bill changes the current reserve ratio calculation, the
29 number of benefit ratio ranks, the contribution rates, and the
30 contribution rate table.
31 The current reserve ratio (calculation of available benefit
32 amount in fund) determines the contribution rate table in
33 effect for the rate year following the computation date. The
34 bill changes the computation of the current reserve fund
35 ratio in Code section 96.7(2)(d)(1) by basing the calculation

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1 of the ratio on the preceding year rather than the previous
2 five calendar quarters, and strikes the requirement that $150
3 million be added on the reserve ratio computation date to the
4 total funds available for benefits. The bill also strikes the
5 computation of the highest cost-benefit ratio and removes the
6 ratio from the computation of the current reserve ratio.
7 The bill modifies the contribution rate table by reducing
8 the number of possible rate tables that could be in effect
9 for the rate year from eight contribution rate tables to four
10 contribution rate tables. Under the bill and current law, only
11 one contribution rate table may be in effect per rate year. In
12 reducing the number of possible contribution rates tables from
13 eight to four, the bill also changes the numbered contribution
14 rate designations to lettered contribution rate designations.
15 Under current law, there are 21 benefit ratio ranks in the
16 contribution table. The benefit ratio is a calculation based
17 upon the average number of unemployment benefits charged to
18 an employer over previous calendar quarters. The higher the
19 benefits charged to an employer, the higher the benefit ratio
20 rank the employer receives. The bill reduces the number of
21 benefit ratio ranks from 21 to 9.
22 Under current law, each of the 21 benefit ratio ranks
23 constitutes 4.76 percent of total taxable wages. The bill
24 groups the benefit ratio ranks differently by separating each
25 of the first six benefit ratio ranks by 14.29 percent of total
26 taxable wages, and separates the last three benefit ratio ranks
27 by 4.76 percent of total taxable wages.
28 Under current law, the highest contribution rate that
29 corresponds with the highest benefit ratio rank is 9.0 percent.
30 Under the bill, the highest contribution rate that corresponds
31 with the highest benefit ratio rank is 5.40 percent.
32 As a result of the bill, each employer will be assigned one
33 of the nine new benefit ratio ranks that corresponds with one
34 of the four new lettered contribution rate designations in
35 effect for the rate year to determine the contribution rate for

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1 the year.

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Senate File 2314

S-5051

1 Amend Senate File 2314 as follows:

2 1. By striking page 2, line 35, through page 3, line 6, and

3 inserting:

4 <NEW SUBSECTION. 2B. A third-party tester or third-party

5 test examiner designated or qualified under subsection 2 is

6 not designated or qualified under subsection 2A, and vice

7 versa, unless specifically designated or qualified under each

8 respective subsection.>

9 2. Page 3, line 7, by striking <2B.> and inserting <2C.>

_____

MIKE BOUSSELOT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004201

Senate File 2231

S-5052

1 Amend Senate File 2231 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. Section 331.301, Code 2024, is amended by adding
5 the following new subsection:
6 NEW SUBSECTION. 23. *a.* A county shall not adopt, enforce,
7 or otherwise administer an ordinance, motion, resolution, or
8 building code that prohibits or limits, either directly or
9 indirectly, the use of a specific style of exterior cladding
10 or finish materials for residential buildings in a manner that
11 is more restrictive than the state building code as adopted
12 pursuant to section 103A.7. This section does not prohibit a
13 county from regulating the use of a specific style of exterior
14 cladding or finish materials for a residential building that
15 meets any of the following conditions:
16 (1) The building is located in an area designated and
17 declared as a state or local historic district under applicable
18 law.
19 (2) The building is designated as a local, state, or
20 national historic landmark.
21 (3) The building is in a common interest community as
22 defined in chapter 499C.
23 (4) The building is located on a property that is governed
24 by a policy of regulation of an overlay or special purpose
25 zoning district that is adopted pursuant to applicable law.
26 *b.* For purposes of this subsection, *"residential building"*
27 means any single or multifamily residential dwelling and
28 includes single-family and two-family dwellings and townhouses,
29 condominiums and apartments with a maximum of twelve units per
30 building, and all secondary structures to such a single or
31 multifamily residential dwelling.
32 Sec. 2. Section 414.1, subsection 1, Code 2024, is amended
33 by adding the following new paragraph:
34 NEW PARAGRAPH. *h.* (1) A city shall not adopt, enforce,
35 or otherwise administer an ordinance, motion, resolution, or

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1 building code that prohibits or limits, either directly or
2 indirectly, the use of a specific style of exterior cladding
3 or finish materials for residential buildings in a manner that
4 is more restrictive than the state building code as adopted
5 pursuant to section 103A.7. This subsection does not prohibit
6 a city from regulating the use of a specific style of exterior
7 cladding or finish materials for a residential building that
8 meets any of the following conditions:
9 (a) The building is located in an area designated and
10 declared as a state or local historic district under applicable
11 law.
12 (b) The building is designated as a local, state, or
13 national historic landmark.
14 (c) The building is in a common interest community as
15 defined in chapter 499C.
16 (d) The building is located on a property that is governed
17 by a policy of regulation of an overlay or special purpose
18 zoning district that is adopted pursuant to applicable law.
19 (2) For purposes of this paragraph, *"residential building"*
20 means any single or multifamily residential dwelling and
21 includes single-family and two-family dwellings and townhouses,
22 condominiums and apartments with a maximum of twelve units per
23 building, and all secondary structures to such a single or
24 multifamily residential dwelling.>

SCOTT WEBSTER

AMERICAN OVERSIGHT

Senate File 2333

S-5053

1 Amend Senate File 2333 as follows:

2 1. Page 1, line 21, after <4.> by inserting <*a.*>

3 2. Page 1, after line 24 by inserting:

4 <*b.* If the nonpublic school is not the highest bidder, the

5 nonpublic school shall receive an opportunity to exceed the

6 highest bid placed. If the nonpublic school's offer exceeds

7 the highest bid placed for the property, the public school

8 shall sell the property to the nonpublic school.>

_____

JESSE GREEN

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004204

Senate File 2278

S-5054

1 Amend Senate File 2278 as follows:

2 1. Page 1, lines 21 and 22, by striking <residential real>
3 and inserting <the>

4 2. Page 1, line 28, by striking <residential real> and
5 inserting <the>

6 3. Page 1, lines 29 and 30, by striking <subparagraph,
7 including but not limited to a copy of the deed or utility
8 payment receipts> and inserting <subparagraph>

_____
MIKE BOUSSELOT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004205

House File 131

S-5055

Amend House File 131, as amended, passed, and reprinted by the House, as follows:

1. Page 1, line 2, by striking <2023> and inserting <2024>
2. By striking page 1, line 12, through page 2, line 25.
3. Page 2, line 26, by striking <2023> and inserting <2024>
4. Page 2, by striking lines 28 through 33 and inserting:

<8. ~~A credit union director shall not receive compensation for service as a director. However, a director may be reimbursed for reasonable expenses directly related to such service.~~ Subject to its bylaws, a credit union may provide compensation to members of the credit union's board in an amount not to exceed sixteen thousand dollars per year per board member for a credit union with one billion dollars or greater in assets, or not to exceed eight thousand dollars per year per board member for a credit union with less than one billion dollars in assets.>

5. Page 2, line 34, by striking <2023> and inserting <2024>
6. Page 3, line 23, by striking <2023> and inserting <2024>
7. Page 4, line 10, by striking <2023> and inserting <2024>
8. Page 5, by striking lines 1 through 24.
9. By renumbering as necessary.

COMMITTEE ON COMMERCE
WAYLON BROWN, CHAIRPERSON

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004206

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 06, 2024

House File 2554

S-5056

Amend House File 2554, as passed by the House, as follows:

1. By striking everything after the enacting clause and inserting:

<Section 1. Section 476.33, subsection 4, Code 2024, is amended to read as follows:

4. The board shall adopt rules that require the board, in rate regulatory proceedings under sections 476.3 and 476.6, to utilize either a historic test year, ~~or~~ a future test year, or a multiyear rate plan at the rate-regulated public utility's discretion, subject to the requirements of this section.

a. For a rate regulatory proceeding utilizing a historic test year, the rules shall require the board to consider the use of the most current test period possible in determining reasonable and just rates, subject only to the availability of existing and verifiable data respecting costs and revenues, and in addition, to consider verifiable data that exists within nine months after the conclusion of the test year, respecting known and measurable changes in costs not associated with a different level of revenue, and known and measurable revenues not associated with a different level of costs, that are to occur at any time within twelve months after the date of commencement of the proceedings. Parties proposing adjustments that are not verifiable at the commencement of the proceedings shall include projected data related to the adjustments in their initial substantive filing with the board. For purposes of this paragraph, a proceeding commences under section 476.6 upon the filing date of new or changed rates, charges, schedules, or regulations.

b. For a rate regulatory proceeding utilizing a future test year, the rules shall require the board to consider the use of any twelve-month period beginning no later than the date on which a proposed rate change is expected to take effect in determining just and reasonable rates. The rules shall also require the board to conduct a proceeding subsequent to the effective date of a rate resulting from a rate regulatory

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1 proceeding utilizing a future test year to determine whether
2 the actual costs and revenues are reasonably consistent with
3 those approved by the board. If the actual costs and revenues
4 are not reasonably consistent with those approved by the
5 board, the board shall adjust the rates accordingly. For a
6 rate regulatory proceeding utilizing a future test year, the
7 board may adopt rules regarding evidence required, information
8 to support forecasts, and any reporting obligations. The
9 board may also adopt rules regarding the conditions under
10 which a public utility that utilizes a future test year may
11 subsequently utilize a historic test year. A public utility
12 shall not be precluded from filing a rate regulatory proceeding
13 utilizing a future test year prior to the adoption of any rules
14 pursuant to this subsection.
15 *c.* Commencing January 1, 2026, a public utility shall
16 have the option of filing with the board an application to
17 approve a utility tariff and a rate plan to remain in effect
18 for a multiyear period specified in the application, provided
19 that the public utility shall have filed with the board an
20 integrated resource plan, approved by the board, pursuant
21 to section 476.53C. The multiyear rate plan shall establish
22 the rates the public utility may charge for each year of the
23 specified period of years identified in the plan. A rate may
24 change during the course of the multiyear period in the manner
25 set forth in the plan. The board shall either approve the
26 public utility's application without modification or reject the
27 application upon a finding by the board that the application is
28 not consistent with public interest. If the board rejects an
29 application, the board shall identify in the rejection order
30 the modifications that the board would require as a condition
31 of approval. The utility shall have the option to accept the
32 conditions identified by the board in the order, upon which the
33 board shall approve the amended application, or to withdraw the
34 application. During the term of a multiyear rate plan approved
35 by the board, the rates for the utility's service shall change

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1 only as expressly provided in the multiyear plan, except that
2 board-approved riders and adjustment mechanisms expressly
3 excluded from the plan shall operate for those applicable
4 portions of the utility's rates. The board may at any time,
5 upon the board's motion, inquire into the reasonableness of
6 rates charged by a public utility pursuant to a multiyear rate
7 plan, and may proceed under section 476.3 as on a complaint.
8 ~~e.~~ *d.* This subsection does not limit the authority of the
9 board to consider other evidence in proceedings under sections
10 476.3 and 476.6.
11 Sec. 2. NEW SECTION. **476.52A Definitions.**
12 As used in this subchapter unless the context otherwise
13 requires:
14 1. *"Alternate energy production facility"* means the same as
15 defined in section 476.42.
16 2. *"Energy storage"* means any system, equipment, facility,
17 or technology that is capable of absorbing energy, storing the
18 energy for a period of time, and dispatching the energy through
19 one of the following manners:
20 *a.* Using mechanical, electrochemical, thermal,
21 electrolysis, or other processes to convert and store electric
22 energy that was generated at an earlier time for use at a later
23 time.
24 *b.* Using mechanical, electrochemical, biochemical, or
25 thermal processes to convert and store energy generated
26 from mechanical processes that would otherwise be wasted for
27 delivery at a later time.
28 *c.* Storing energy in an electric, thermal, or gaseous
29 state for direct use for heating or cooling at a later time
30 in a manner that avoids the need to use electricity or other
31 fuel sources at that later time, such as a grid-enabled water
32 heater.
33 3. *"Nuclear reactor"* means an apparatus designed to produce
34 electrical or heat energy through sustained nuclear fission in
35 a self-supporting chain reaction.

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4. *"Repowering"* means either the complete dismantling and replacement of generation equipment at an existing project site, or the installation of new parts and equipment to an existing alternate energy production facility in order to increase energy production, reduce load, increase service capacity, improve project reliability, or extend the useful life of the facility.

Sec. 3. Section 476.53, Code 2024, is amended to read as follows:

476.53 Electric generating, energy storage, and transmission facilities.

1. It is the intent of the general assembly to attract the development of electric power generating, energy storage, and transmission facilities within the state in sufficient quantity to ensure reliable electric service to Iowa consumers, ensure an adequate base load, and provide economic benefits to the state. Ensuring reliable electric service and providing economic benefits may require public utilities to consider diverse electric power generating technologies and energy storage technologies, including alternate energy production facilities, nuclear reactors, and energy storage facilities. It is also the intent of the general assembly to encourage rate-regulated public utilities to consider altering existing electric power generating facilities, ~~where~~ when reasonable, to manage carbon emission intensity in order to facilitate the transition to a carbon-constrained environment. It is also the intent of the general assembly to encourage the development of nuclear electric power generation within the state using nuclear reactors and to use nuclear power to meet local and regional electric needs.

2. *a.* The general assembly's intent with regard to the development of electric power generating and transmission facilities, or the significant alteration of an existing generating facility, as provided in subsection 1, shall be implemented in a manner that is cost-effective and compatible

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with the environmental policies of the state, as expressed in this Title XI.

b. The general assembly's intent with regard to the reliability of electric service to Iowa consumers, as provided in subsection 1, shall be implemented by considering the diversity of the types of fuel used to generate electricity, the availability and reliability of fuel supplies, and the impact of the volatility of fuel costs.

3. *a.* The board shall ~~specify in advance, by order issued after~~ conduct a contested case proceeding~~, the ratemaking principles that will apply when the costs of the electric power generating facility or alternate energy production facility are included in regulated electric rates~~ whenever a rate-regulated public utility ~~does~~ seeks ratemaking principles for any of the following:

(1) (a) ~~Files an application pursuant to section 476A.3 to construct~~ The costs of constructing in Iowa ~~a baseload~~ an electric power generating facility with a nameplate generating capacity equal to or greater than ~~three hundred~~ forty megawatts ~~or a combined-cycle electric power generating facility~~, ~~or~~ an alternate energy production facility as defined in section 476.42, or an energy storage facility, or the construction costs to significantly alter an existing electric power generating facility, alternate energy production facility, or energy storage facility. For purposes of this subparagraph, a significant alteration of an existing generating facility, alternate energy production facility, or energy storage facility must, in order to qualify for establishment of ratemaking principles, fall into one of the following categories:

(i) Conversion of ~~a coal fueled~~ an electric power generating facility ~~into a gas fueled~~ to an alternate fuel type for the electric power generating facility.

(ii) Addition of carbon capture and storage facilities ~~at a coal fueled~~ to an existing electric power generating facility.

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(iii) Addition of ~~gas fueled capability to a coal fueled facility, in order to convert the facility to one that will rely primarily on gas for future generation~~ facilities to capture exhaust heat and thereby generate additional electric power at an existing electric power generating facility.

~~(iv) Addition of a biomass fueled capability to a coal fueled facility.~~

~~(v)~~ (iv) Repowering of an alternate energy production facility. ~~For purposes of this subparagraph subdivision, "*repowering*" shall mean either the complete dismantling and replacement of generation equipment at an existing project site, or the installation of new parts and equipment to an existing alternate energy production facility in order to increase energy production, reduce load, increase service capacity, improve project reliability, or extend the useful life of the facility.~~

(v) Addition of energy storage at an existing electric power generating facility, alternate energy production facility, or energy storage facility.

(b) With respect to a significant alteration of an existing generating facility, ~~an original facility shall not be required to be either a baseload or a combined-cycle facility. Only~~ only the incremental investment undertaken by a utility under subparagraph division (a), subparagraph subdivision (i), (ii), or (iii)~~, or (iv)~~ shall be eligible to apply the ratemaking principles established by the order issued pursuant to paragraph "*e*". Facilities for which ~~advanced~~ advance ratemaking principles are obtained pursuant to this section shall not be subject to a subsequent board review pursuant to section 476.6, subsection 19, to the extent that the investment has been considered by the board under this section. To the extent an eligible utility has been authorized to make capital investments subject to section 476.6, subsection 19, such investments shall not be eligible for ratemaking principles pursuant to this section.

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1 (2) ~~Leases or owns~~ When leased or owned in Iowa, in whole or
2 in part, a new ~~baseload~~ electric power generating facility with
3 a nameplate generating capacity equal to or greater than ~~three~~
4 ~~hundred~~ forty megawatts ~~or a combined-cycle electric power~~
5 ~~generating~~, a new energy storage facility, or a new alternate
6 energy production facility as defined in section 476.42.
7 *b.* If the board finds that the utility's application meets
8 the requirements of paragraph "*c*", the board shall specify by
9 order issued after the contested case proceeding the ratemaking
10 principles that will apply when the costs of the electric power
11 generating facility or alternate energy production facility
12 are included in regulated electric rates. In determining
13 the applicable ratemaking principles, the board shall not be
14 limited to traditional ratemaking principles or traditional
15 cost recovery mechanisms. Among the principles and mechanisms
16 the board may consider, the board has the authority to approve
17 ratemaking principles proposed by a rate-regulated public
18 utility that provide for reasonable restrictions upon the
19 ability of the public utility to seek a general increase in
20 electric rates under section 476.6 for at least three years
21 after the generating facility begins providing service to Iowa
22 customers.
23 *c.* In determining the applicable ratemaking principles, the
24 board shall make the following findings:
25 (1) The rate-regulated public utility has in effect a
26 board-approved energy efficiency plan as required under section
27 476.6, subsection 15.
28 (2) The rate-regulated public utility has demonstrated to
29 the board that the public utility has considered other sources
30 for long-term electric supply and that the facility or lease is
31 reasonable when compared to other feasible alternative sources
32 of supply. The rate-regulated public utility shall provide
33 support of reasonability with an electric utility resource
34 plan pursuant to section 476.53C, that has been completed no
35 more than twenty-four months prior to the filing of the public

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1 utility's application.
2 *d.* The ~~applicable ratemaking principles shall be determined~~
3 ~~in a~~ contested case proceeding~~, which proceeding~~ required by
4 paragraph "*a*" may be combined with the proceeding for issuance
5 of a certificate conducted pursuant to chapter 476A.
6 *e.* The order setting forth the applicable ratemaking
7 principles shall be issued prior to the commencement of
8 construction or lease of the facility.
9 *f.* Following issuance of the order, the rate-regulated
10 public utility shall have the option of proceeding according to
11 either of the following:
12 (1) Withdrawing its application for a certificate pursuant
13 to chapter 476A.
14 (2) Proceeding with the construction or lease of the
15 facility.
16 *g.* Notwithstanding any provision of this chapter to the
17 contrary, the ratemaking principles established by the order
18 issued pursuant to paragraph "*e*" shall be binding with regard
19 to the specific electric power generating facility in any
20 subsequent rate proceeding.
21 4. The utilities board and the consumer advocate may employ
22 additional temporary staff, or may contract for professional
23 services with persons who are not state employees, as the
24 board and the consumer advocate deem necessary to perform
25 required functions as provided in this section, including but
26 not limited to review of power purchase contracts, review of
27 emission plans and budgets, and review of ratemaking principles
28 proposed for construction or lease of a new generating
29 facility. Beginning July 1, 2002, there is appropriated out
30 of any funds in the state treasury not otherwise appropriated,
31 such sums as may be necessary to enable the board and the
32 consumer advocate to hire additional staff and contract for
33 services under this section. The costs of the additional staff
34 and services shall be assessed to the utilities pursuant to the
35 procedure in section 476.10 and section 475A.6.

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1 Sec. 5. NEW SECTION. **476.53B Department authority and**
2 **proceedings.**
3 The board shall adopt rules pursuant to chapter 17A to
4 provide for the completion of proceedings under section 476.53
5 within ten months after the date of the filing of a petition
6 under section 476.53, subsection 3. The rules shall include
7 reasonable time limitations for the submission or completion
8 of comments and testimony, and exhibits, briefs, and hearings,
9 and may provide for the granting of additional time upon the
10 request of a party to the proceeding for good cause shown.
11 Sec. 6. NEW SECTION. **476.53C Electric utility resources**
12 **planning.**
13 An electric utility regulated by the board shall file a
14 resource plan at least once every five years. The board
15 shall review a resource plan for completeness. A resource
16 plan shall consider all reasonable resources for meeting the
17 probable future demand for energy, including supply resources
18 and conservation and management of demand. The objectives
19 of a resource plan include but are not limited to adequate,
20 cost-effective, and reliable energy service considering costs,
21 fuel diversity, and probable future demand for energy. A
22 resource plan shall not require a specific outcome or specific
23 investment decisions. A resource plan shall reflect the
24 circumstances and management judgment of an electric utility.
25 This section does not restrict an electric utility from making
26 planning decisions based on future resource needs subject to
27 the ratemaking oversight of the board.>
28 2. Title page, by striking lines 2 and 3 and inserting <and
29 transmission facility ratemaking principles.>

COMMITTEE ON COMMERCE
WAYLON BROWN, CHAIRPERSON

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AROUND THE CAPITOL

The Senate did not debate bills on the floor today. Senate committees moved six House Files out ahead of the second funnel next week, and ten Senate Files and Study Bills out of committee.

The Senate Appropriations Committee and the Senate Ways & Means Committee moved nine bills forward, including SF 2209 **AGRICULTURAL OMNIBUS**, SF 489 **ATE DEVICE REGULATION** and SSB 3142 **INCOME TAX AMENDMENTS**. SF 2209 is the companion to HF 2510 **AGRICULTURAL OMNIBUS**, which moved out of House Appropriations today. The Ways & Means Committee approved SF 489 **ATE DEVICE REGULATION** after amending the bill; the bill will require permits for cities and counties to use ATE devices. The Ways & Means Committee approved SSB 3142 **INCOME TAX AMENDMENTS** on a 12-6 vote. The bill proposes an amendment to require supermajority (2/3) approval for tax increases. Senator Dawson said that the bill is part of an effort of making Iowa competitive with other states. Senator Quirmbach said the supermajority requirement will cause problems if Iowa faces a problem in the future due to declining state revenues.

The House met for a short session in the afternoon and voted on twelve bills and a resolution. Representative Dunwell offered a *Strike & Replace* amendment to SF 455 **STORMWATER MANAGEMENT** that was approved by the House, but on final passage, the bill failed on a 49-44 vote, with 49 votes against and 44 votes in favor. Sixteen Republicans joined with the Democrats in voting against the bill, but a number of them changed their vote late in the voting from an "aye" vote to a "nay" vote, including House Majority Leader Windschitl. He filed a *Motion to Reconsider* the bill after the final vote. Four Republicans were absent for the vote. All 33 Democrats present voted against the bill; three were absent. The Senate approved the bill last year on a 33-15 vote; Representative Dunwell said that he incorporated some of the criticisms of the original bill in his amendment.

The House approved HF 2639 **GADSDEN PLATES** on a 60-34 party-line vote. The Democrats withdrew all 29 of their amendments to the bill, though they spoke on several on the amendments. Representative Shipley, the floor manager of the bill, said that Gadsden plate will be a chance for Iowans to display their pride in the heritage of defending freedom found in Iowa. Democrats said that the Legislature ought to be considering school funding bills and not bills that send money to special interest groups. The House also approved HF 2601 **PARKING METER TIME** on a 52-42 vote, with eight Republicans voting against the bill (Cisneros, Dieken, Golding, Lohse, Nordman, Sherman, M Thompson and C Thomson). Representative Hans Wilz said that a person who leaves a parking space before the time is up ought to control how the money is used. Representative Brian Meyer, who opposed the bill, said that parking meters ought to be a matter of local control.

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B.3.6.24 wed.pdf for Printed Item: 578 (Attachment 1 of 1)

FISCAL IMPACTS

HF 2575 TERMINATION OF PREGNANCY

Increases the penalty for the non-consensual termination of a pregnancy during a felony, including forcible felonies, to a Class A felony; for other non-consensual terminations to a Class B felony and for attempts to do so to a Class C felony. Includes the non-consensual termination of a pregnancy in various other current offenses. Changes references from human pregnancy to unborn person and defines unborn person.

The House Judiciary Committee has approved the bill, and Representative Wheeler is the floor manager. The bill needs to be approved on the House floor and in a Senate committee before the second funnel. The fiscal impact of the bill cannot be estimated.

HF 2537 TREASURER MATTERS

Increases the maximum tax deduction for a 529 plan to $5,500. Exempts certain transfers from a 529 to a Roth IRA from the income tax. **Property**: Makes publication of notices of abandoned property by the Treasurer optional. Allows the Treasurer to deliver abandoned property directly to an apparent owner.

The bill has been referred to the Ways & Means Committee, and Representative Bloomingdale is the chair of the subcommittee. If approved by the committee, the bill will be past the second funnel. The increase in the tax deduction and the exemption of certain transfers to a Roth IRA are expected to have an impact of about $1.13 million in FY 2025 and grow to $1.43 million by FY 2029. The impact on LOST will grow from $30,000 to $40,000 over that time. The impact of the increased 529 deduction is expected to range between $750,000 and $850,000; the Roth transfer exclusion is expected to grow from $270,000 to $600,000. The changes in abandoned property are not expected to have a fiscal impact.

HF 2639 GADSDEN PLATES

Requires the DOT to develop a Gadsden flag license plates, with a coiled rattlesnake and the words "Don't Tread On Me" and a specific color background. Sets fees for the plate and requires the money be transferred to the DPS for grants to organizations on education on the right to keep and bear arms, with a preference for any official state affiliate of the NRA. Does not require such plates to have a county name. Prohibits DOT from conditioning the release of such plates on the number ordered.

The House passed the bill 60-34. If referred to Senate Transportation, the bill will need to be approved before the second funnel ends next week. The bill came out the House Ways & Means committee after being approved in House Transportation and could be sent to the Senate Ways & Means Committee, where it would be funnel-proof. The bill is expected to raise about $158,000 for the DPS right to keep arms grants and about $20,000 for the RUTF.

SF 2342 CHILD ENDANGERMENT PROBATION

Requires that a person on probation or work release who was convicted of various child endangerment offenses causing death or injury not be permitted to have contact with a child or supervise the child even with explicit permission from the parent.

The Senate Judiciary Committee has approved the bill and Senator Rowley is the floor manager. The bill does not have a House companion and will need to pass on the Senate floor and in a House committee before the second funnel. The HHS estimates that the bill will lead to additional placements of children into foster care. At the low end (350 placements), the cost to the state will be about $1.9 million, out of a total cost of $3.1 million. At the high end (1,050) placements, the cost will be $5.7 million out of a total cost of $9.2 million.

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IA-DHHS-24-0418-A-004220

TODAY IN THE LEGISLATURE

Bills to the Governor: (1)
Bills RETURNED to the Senate: (1)
Bills to the Senate: (9)
Bills FAILED TO PASS: (1)

House Files: 11 (HF 2640 - HF 2650)
House Study Bills: 6 (HSB 730 - HSB 735)

Resolutions ADOPTED by the House: (1)
HJR 2004 WAGERING & FANTASY SPORTS
Nullifies certain rules on fantasy sports wagering from the State Racing & Gaming Commission.
The **House ADOPTED** the Resolution 92-1; it now GOES to the **Senate**

WITHDRAWN: HF 2241

Senate Files: none (last introduced SF 2402)
Senate Study Bills: none (last introduced SSB 3185)

HOUSE FLOOR ACTION

Bills to the Governor: (1)
SF 2243 MINOR PHOTO HARASSMENT
Adds to the definition of visual depiction of a minor to include depictions modified to give the appearance of an identifiable minor engaging in a sex act. Does not require proof of the actual identity of the minor. Defines visual depictions and identifiable minors.
The **Senate PASSED** the bill 46-0 *(3/4)*
The **House PASSED** the bill 93-0; it now GOES to the **Governor**

Bills RETURNED to the Senate: (1)
SF 574 MAJOR ECON DEVELOPMENTS
Establishes a tax incentive program for major economic projects, including rebates of sales taxes for qualifying purchases and tax credits of up to 5% of the investment. Requires the project be on at least 250 acres and include investment of $1 billion. Includes wage and job creation requirements for the projects. Includes provisions on implementing the tax credits and other requirements related to the tax credits. Sunsets after two projects or as of January 2026.
Amendments to SF 574
H 1368, H 8097 - **WITHDRAWN**
H 8047 by **Ways & Means** - Limits ownership by foreign businesses. Includes criteria to be used by the EDA in determining exceptions.
H 8151 to H 8047 by **C Thomson** - Limits the sale of land in the program through the duration of the program. **ADOPTED**
H 8047 by **Ways & Means** as amended – **ADOPTED**
(continued)

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B.3.6.24 wed.pdf for Printed Item: 578 (Attachment 1 of 1)

HOUSE FLOOR ACTION (CONTINUED)

Bills RETURNED to the Senate: (continued)

SF 574 MAJOR ECON DEVELOPMENTS *(continued)*

H 8109 by Cooling - Requires wages for the construction contractors be at least 140% of the prevailing wage. **FAILED** 64-30

H 8098 by Isenhart - Disqualifies companies with a consistent pattern of intentional, reckless or criminal labor law violations. **FAILED**

H 8104 by Sheetz - Prohibits companies with child labor violations in the past five years from receiving funding and claw backs funding for child labor violations. **FAILED** 59-33

The **House** **PASSED** the bill as amended 88-4; it now RETURNS to the **Senate**

Bills to the Senate: (9)

HF 2240 PHOTO HARASSMENT

Deems that a person whose pictures have been photoshopped to create a visual depiction of nudity or partial nudity in provisions covering harassment using the picture of another person.

The **House** **PASSED** the bill 94-0; it now GOES to the **Senate**

HF 2460 HUMAN TRAFFICKING

Requires persons convicted of certain Class B human trafficking offenses to serve between 50% and 70% of the sentence before being eligible for work release or parole. Requires the appointment of a *guardian ad litem* for a prosecution witness with a mental disability in sex abuse and trafficking cases. Makes changes to definitions of victims and victim counselors.

H 8084 by **Lohse** - **WITHDRAWN**

H 8118 by **Lohse** - Establishes the same priority for a *GaL* appointment under the bill as for other *GaL* appointments. **ADOPTED**

The **House** **PASSED** the bill as amended 91-3; it now GOES to the **Senate**

HF 2506 METASTATIC BREAST CANCER DAY

Makes October 13 Metastatic Breast Cancer Awareness & Action Day annually.

The **House** **PASSED** the bill 94-0; it now GOES to the **Senate**

HF 2523 MINOR SOCIAL MEDIA ACCOUNTS

Requires social media companies to get permission from a parent before allowing a minor to open a social media account. Requires that the parent be given the ability to access the account and to be able to view the actions of the minor on the account. Allows the AG to bring enforcement actions. Sets penalties at $1,000 per violation. Allows a person harmed by the company's actions to sue and to collect $10,000 per violation or the amount of actual damages, whatever is more. Allows for punitive damages and attorney fees. Requires the AG to adopt rules.

H 8133 by **C Thomson** - **WITHDRAWN**

H 8136 by **C Thomson** - Adds a definition of social media and includes exceptions related to gaming and other purposes. **ADOPTED**

H 8163 to H 8136 by **C Thomson** - Perfecting amendment. **ADOPTED**

The **House** **PASSED** the bill as amended 88-6; it now GOES to the **Senate**

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IA-DHHS-24-0418-A-004222

HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: (continued)

HF 2549 AI CAMPAIGN USES

Voting: Prohibits the use of AI in voting machines. **Campaign Materials**: Requires a disclosure that AI was used to create campaign/election advocacy materials. Requires that such material that include disclosures if material has been manipulated to be materially deceptive and makes definitions. Prohibits false representations designed to affect voting. Includes criminal penalties.

H 8115 by **Sorenson** - Reduces penalties to a simple misdemeanor. Adds definitions, details on deepfakes and exceptions. **ADOPTED**

H 8126 by H 8115 by **Sorenson** - Requires the E&C Board to make rules and includes requirements for the disclosure of the use of AI. **ADOPTED**

The **House PASSED** the bill as amended 93-1; it now GOES to the **Senate**

HF 2570 COUNTY ATTORNEY PROFESSIONAL PERMITS

Authorizes county attorneys and assistant county attorneys, with the consent of the county attorney, to receive a professional carry permit. Allows the sheriff to require a proficiency exam at the expense of the applicant. Makes the permit valid statewide and good for the term of employment or until otherwise cancelled.

The **House PASSED** the bill 70-24; it now GOES to the **Senate**

HF 2598 LOOTING

Makes looting a Class D felony for damages between $1,000 and $10,000 and a Class C felony if the damage caused exceeds $10,000. Makes damages under $1,000 an aggravated misdemeanor. Defines looting. Authorizes business and property owners to bring civil actions for damages and attorney fees and makes violators jointly and severally liable.

The **House PASSED** the bill 94-0; it now GOES to the **Senate**

HF 2601 PARKING METER TIME

Requires parking meters operated by governments to display the amount of time purchased by the previous user and to allow the next parker to buy time in addition to the time remaining.

H 8135 by **Wilz** - Allows cities to have an option that charges the user only for the duration of time used. **ADOPTED**

H 8164 by B Meyer - **WITHDRAWN**

The **House PASSED** the bill as amended 52-42; it now GOES to the **Senate**

HF 2639 GADSDEN PLATES

Requires the DOT to develop a Gadsden flag license plates, with a coiled rattlesnake and the words "Don't Tread On Me" and a specific color background. Sets fees for the plate and requires the money be transferred to the DPS for grants to organizations on education on the right to keep and bear arms, with a preference for any official state affiliate of the NRA. Does not require such plates to have a county name. Prohibits DOT from conditioning the release of such plates on the number ordered.

All amendments - WITHDRAWN

The **House PASSED** the bill 60-34; it now GOES to the **Senate**

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IA-DHHS-24-0418-A-004223

HOUSE FLOOR ACTION (CONTINUED)

Bills FAILED TO PASS MTR FILED: (1)

SF 455 STORMWATER MANAGEMENT

Allows local governments to regulate topsoil preservation at construction sites no more restrictively than NPDES requirements or beyond five-year flood runoff restrictions. Allows the regulation of stormwater runoff but does not allow more restrictive rates after construction than prior to construction. Limits the regulation of runoff from upstream properties. Makes definitions.

Amendments to SF 455

H 8004 by **Local Government** - Adds definitions of construction sites and topsoil and adds various other requirements related to regulation.

H 8162 to H 8004 by **Dunwell** - *Strike & Replace*: Strikes the amendment and the bill. Adds definitions of construction sites and topsoil and adds requirements for counties that want to regulate storm runoff. Prohibits special assessments and prohibits requirements from being more restrictive than NPDES permits. **ADOPTED**

All other amendments - WITHDRAWN or OUT-OF-ORDER

The **House FAILED TO PASS** the bill as amended 49-44; *MTR* **filed** by **Windschitl**

HOUSE COMMITTEE ACTION

House Appropriations Committee: Voted Out (9)

HF 2377 DYSLEXIA ENDORSEMENT (now HF 2643)

Appropriates $335,000 to grants to help teachers obtain an advanced dyslexia specialist endorsement. **PASSED** 25-0; *FM: **Nordman***

HF 2493 COURT REPORTER EQUIPMENT FUND (now HF 2644)

Appropriates $80,000 for a court reporter equipment fund. Allows the state court administrator to make interest-free loans to court reporters for the purchase of equipment. **PASSED** 25-0; *FM: **Lohse***

HF 2510 AGRICULTURAL OMNIBUS (now HF 2641)

Horses: Adds requirements for determining a racehorse is Iowa-foaled. **Choose Iowa**: Expands the products covered and makes a name change. **Milk**: Includes Grade B milk in the Dairy Innovation fund and makes technical changes. Rewrites Code sections related to Grade A milk. **Value-Added Grants**: Establishes the value-added grant program to assist in value-added agriculture programs. **Breeders**: Strikes an exception for greyhound breeders, regulating them like other commercial breeders. **PASSED** 25-0; *FM: **Mommsen***

HF 2525 USS IOWA SUB (now HF 2640)

Appropriates $75,000 to the EDA for the commissioning committee for the USS Iowa nuclear submarine (SSN 797). Effective on enactment. **PASSED** 25-0; *FM: **Graber***

HF 2529 MISSISSIPPI RIVER PARKWAY (now HF 2645)

Reduces the number of *ex officio* members of the Mississippi River Parkway Commission to four (DOT, DNR, EDA & State Historical society). Allows the commission to establish a technical committee and adds annual reports to the Governor. **AMENDED & PASSED** 25-0; *FM: **Graber*** (corrective)

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HOUSE COMMITTEE ACTION (CONTINUED)

House Appropriations Committee: Voted Out (continued)

HF 2588 UST FUNDS (now HF 2646)

Transfers the remaining funds in the Petroleum UST fund to a management account. Requires at least $3 million be used to close UST sites and that the rest of the money be used to reimburse UST owners. **PASSED** 25-0; *FM: **Mommsen***

HF 2614 SOIL & WATER MATTERS (now HF 2642)

Soil Conservation: Requires a Soil Conservation Division plan to include efforts to improve soil health and can support practices to do so. Includes additional farming techniques such as temporary soil and water conservation measures. Eliminates the Blufflands program and fund and contains provisions related to that. **Groundwater**: Strikes the I on Iowa watershed program and clean water awards from DALS/DNR. Rewrites the conservation buffer strip program and strikes outdated goals. Specifies duties to be done by DALS or the DNR in the Water Quality program. **Surface Water**: Makes changes to definitions. Changes the duties of the council. Changes Watershed Management Authority to Watershed Management Partnership. Strikes some requirements on water assessments and education efforts. Limits how water quality money can be spent. Makes changes to the WMA board. **Other**: Makes conforming changes. **PASSED** 16-9; *FM: **Mommsen***

HSB 692 SCHOOL SAFETY

Safety: Requires schools to do comprehensive safety reviews of school buildings. Makes such reviews confidential records. **Radios**: Requires schools to have a radio that can access the statewide inoperable network. Requires the DHS/ED to establish an emergency radio grant program. Appropriates $3 million for grants. **Firearms Detection**: Requires the DHS/ED to establish a firearms detection grant program and appropriates $350,000 for the program. **Other**: Requires the DPS, with the DOE and the DHS/ED, to establish a task force on school safety standards and requires a report by December 2024. Prohibits schools from issuing bonds for school building projects that are not in compliance with these provisions. **PASSED** 16-9; *FM: **Nordman***

HSB 728 PERRY RETENTION BONUSES

Allows school districts to use the district management levy to pay for retention bonuses for school employees, if the school is the subject of a disaster proclamation and in three counties (Perry School district). Limits the payments to $700,000. **PASSED** 25-0; *FM: **Nordman***

House State Government Committee: Voted Out (4)

SF 477 INTERNATIONAL MEDICAL GRADUATES

Requires the BOM to grant licenses to international medical graduates who meet specified criteria and who are licensed in specific countries. Authorizes provisional licenses. Effective July 2024. **PASSED** 22-1; *FM: **Young***

SF 2071 BINGO GAMES & PRIZES

Prohibits organizations from offering bingo games that cost more than $50 to play. Increases the value of merchandise prizes to $950, and for gun prizes to $5,000. **PASSED** 19-4; *FM: **Lundgren***

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HOUSE COMMITTEE ACTION (CONTINUED)

House State Government Committee: Voted Out (continued)

SF 2268 SERVICE ANIMAL ACCOMMODATIONS

Allows a housing provider to deny an accommodation for an assistance or service animal if the accommodation would impose an undue financial burden, or pose a threat to health and safety, cause substantial property damage or is otherwise unreasonable. **Finding**: Requires a written finding from an approved licensee that an assistance animal is a reasonable accommodation, and that the licensee has met with the animal owner in the last 30 days. Includes other requirements for the finding. Makes a written finding valid for 12 months. Instructs the Commission on Civil rights to create forms and offer training to medical boards. **PASSED** 15-8; *FM: **Bossman***

SF 2331 GOVERNMENT NOTICE IN PAPERS

Requires that cities deliver minutes of council meeting to newspapers for publication within 15 days. Requires newspaper of notice to have been published for at least one year and that the official publications be available at the website of the paper at no cost to the public. Requires the paper to post to a statewide notice site. Requires a statewide newspaper organization to maintain such a site. Allows notice requirements to be satisfied by internet publication. Allows a county to publish on the internet if no newspaper meeting the requirements for official publication exists in the county or if a newspaper refuses publication. Deems notice requirements to be met if the governmental body publishes notice on the internet even if the newspaper fails to publish the notice. Requires notices to be published within 72 hours of receipt. Requires the newspaper to refund any money paid for notices not published in a timely manner. Gives the Iowa Public Information Board jurisdiction over disputes about notice publication between governments and newspapers. **PASSED** 23-0; *FM: **Wulf***

House Ways & Means Committee: Voted Out (6)

HF 2566 DELINQUENT PROPERTY COLLECTIONS

Allows collections related to a delinquent assessment for the cost of a public improvement adjacent to a property if the building value exceeds $5,000. **AMENDED & PASSED** 24-0; *FM: **Bloomingdale***

HF 2445 TEMPORARY ALCOHOL PERMITS (now HF 2648)

Authorizes the DOR to issue temporary alcohol sales permit for on-site sales and consumption. Authorizes a 5-day license for Class C native wine licenses. Allows native distilleries to get up to six 5-day retail licenses in a year. Allows a native brewer to get two 5-day licenses in a year. **PASSED** 24-0; *FM: **Lundgren***

HF 2582 UNIFORM LLC ACT (now HF 2647)

Makes changes to terminology, corrections to references and other corrections and changes related to the Uniform LLC Act. **PASSED** 24-0; *FM: **Jones***

HSB 680 FARM CAPITAL EXCLUSIONS

Excludes the net capital gain from the sale of horses or cattle if held for breeding, sporting, draft or dairy purposes for more than 2 years if the owner received farming income of 50% of gross income. Allows other breeding livestock to be excluded after a year. **PASSED** 23-1; *FM: **Wulf***

HSB 683 MEDICAL CANNABIDIOL EXPENSES

Allows a medical cannabidiol manufacturer or dispensary to deduct business expenses from Iowa taxes. **PASSED** 24-0; *FM: **Harris***

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IA-DHHS-24-0418-A-004226

HOUSE COMMITTEE ACTION (CONTINUED)

House Ways & Means Committee: Voted Out (continued)

HSB 726 CHILDCARE ASSESSMENTS

Exempts property primarily used as a childcare facility from the calculation of the actual value of the property. Establishes a formula for the assessment of childcare facilities. Contains implementing provisions. Effective on enactment. **AMENDED & PASSED** 24-0; *FM: **Boden***

SENATE COMMITTEE ACTION

Senate Appropriations Committee: Voted Out (4)

SF 2209 AGRICULTURAL OMNIBUS

Horses: Adds requirements for determining a racehorse is Iowa-foaled. **Choose Iowa**: Expands the products covered and makes a name change. **Milk**: Includes Grade B milk in the Dairy Innovation fund and makes technical changes. Rewrites Code sections related to Grade A milk. **Value-Added Grants**: Establishes the value-added grant program to assist in value-added agriculture programs. **Breeders**: Strikes an exception for greyhound breeders, regulating them like other commercial breeders. **AMENDED & PASSED** 20-0; *FM: **Zumbach***

SF 2373 COMMUNITY COLLEGE FUNDING

Changes the community college funding formula. Establishes a distribution formula that includes base funding, a marginal cost adjustment, a 3-year rolling average of full-time enrollment, an extraordinary growth adjustment and other allocations. Establishes a President's Council of CC presidents to make formula distribution decisions for the following year. Requires the DOE to make distribution formula decisions if the Presidents Council cannot agree. Makes definitions. **AMENDED & PASSED** 18-2 *FM: **Kraayenbrink***

SF 2375 DOM POWERS & ORGANIZATION

Authorizes the Director of the DOM to establish or eliminate divisions in the DOM. Makes changes to standing appropriations reporting and standing appropriations. Makes changes to the duties of the DOM. **Funds**: Combines the EEF and CRF into a single fund and makes related changes. **IPERS**: Strikes an exception for IPERS and makes it supported entity subject to the DOM. **Other**: Makes changes to the CIO related to the consolidation of agencies. Removes DOM employees from the 24-month limit on employee interchange among agencies. Makes changes regarding the penalties for violating gift/lobbying laws. **AMENDED & PASSED** 20-0 *FM: **Kraayenbrink***

HF 2167 DISASTER GRANTS

Increases the amount of emergency disaster grants to $7,000. Allows the DHS/ED to implement on-going contracts with local entities to administer disaster grants. **PASSED** 20-0 *FM: **Rowley***

Senate Judiciary Committee: Voted Out (2)

HF 2136 OWI BLOOD WITHDRAWALS

Authorizes various medical professionals and medical technologists to draw blood in OWI cases. Requires a person acting under these provisions to do so reasonably and in accordance with medical standards. Requires withdrawals to be done in accordance with OSHA standards. **PASSED** 18-0; *FM: **Rowley***

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SENATE COMMITTEE ACTION (CONTINUED)

Senate Judiciary Committee: Voted Out (continued)

HF 2239 OBSCENITY TO MINORS

Increases the penalty for the dissemination of obscenity to minors to an aggravated misdemeanor. **PASSED** 18-0; *FM: **Dawson***

Senate Natural Resources Committee: Voted out (3)

HF 2249 MINOR FUR HARVESTING

Allows a minor under 16 to trap without a trapping license if the minor is accompanied by a parent or another adult with a license. Requires one adult for every minor. **PASSED** 12-1; *FM: **Sweeney***

HF 2328 CAMPGROUND SEPTIC SYSTEMS

Requires the EPC to establish septic capacity requirements for campsites with hookups, based on a minimum of 25 gallons per day per site or based on a formula using the peak monthly usage. Requires camps without metered water source to maintain a 45-gallon capacity for campsites. **AMENDED & PASSED** 12-1; *FM: **Sweeney***

HF 2364 NR DISABILITY SURVEYS

Requires the DNR to research and develop recommendations on accessibility to state parks and recreation areas for persons with disabilities. Requires the results to be included in brochures and published on the internet. **PASSED** 13-0; *FM: **Sweeney***

Senate Ways & Means Committee: Voted Out (6)

SF 489 ATE DEVICE REGULATION

Requires local governments to get a permit from the DOT to use automated enforcement devices. Requires a showing that the ATE device is the least restrictive means to address critical safety concerns. Requires only one permit that can include placement at multiple locations. Allows the locations to be updated. Limits the citations that can be issued (failure to stop or yield, exceeding the speed by 10 mph). Requires signs notifying drivers of the use of the system. Allows only warnings to be issued using mobile systems. Requires citations be reviewed by law enforcement officers and that vehicle owners be given an opportunity to identify the driver. **Fines**: Limits fines and scoops 10% of fines for RUTF. Limits the use of fine money by local governments for transportation infrastructure. **Other**: Includes installation and maintenance requirements and calibration requirements. Requires annual reports by local governments. Allows local governments to seek permits for systems in place by 4/23 but otherwise does not allow permits until 7/25. **AMENDED & PASSED** 18-0; *FM: **Klimesh*** (*Strike & Replace:* Establishes a permit program for ATE devices. Establishes criteria for permit approval, includes criteria based on city size and on other factors. Scoops 15% from the revenue from ATE devices to fund programs at ILEA and a length-of-service program.)

SF 2235 VETERAN LIFETIME TRAPPER LICENSE

Requires the DNR to establish a lifetime fur harvester (trapper) license for Iowans who are disabled veterans and to set the fee by rule. Requires the DVA to assist the DNR in verifying the status of vets. **PASSED** 18-0; *FM: **Driscoll***

SF 2288 BANK EXPEDITED FILINGS

Allows banks to use the SOS pre-clearance & expedited filing services. **PASSED** 18-0; *FM: **Brown***

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SENATE COMMITTEE ACTION (CONTINUED)

Senate Ways & Means Committee: Voted Out (continued)

SF 2350 PARENTAL RIGHTS TERMINATION FEES

Raises the income levels for determining indigency in parental rights termination cases (125% of the FPL or a written finding by a judge that not appointing an attorney would constitute a substantial hardship for a person with an income under 200%). Requires an affidavit of financial status with a PRT petition. Deems a person filing such a petition to be responsible for *guardian ad litem* cost unless the filer is a licensed child-placement agency or is indigent, and in such cases, directs the State Public Defender to make payments from the Indigent Defense Fund. **PASSED** 18-0; *FM:* ***Rowley***

SSB 3142 INCOME TAX AMENDMENTS

Proposes a constitutional amendment to require 2/3 approval of both chambers for increasing tax rates. Prohibits a graduated income tax and requires that the income tax be set at one single rate. **PASSED** 12-6 *FM:* ***Dawson***

SSB 3185 VETERAN BENEFIT POSTERS

Requires DIAL to consult with the DVA to create a poster explaining benefits for veterans for display by employers. **PASSED** 18-0; *FM:* ***Rowley***

HOUSE & SENATE AGENDA

THURSDAY, MARCH 7, 2024		
7-9 AM	*Des Moines Water Works Legislative Breakfast*	***Rotunda, East & North Wings***
	Iowa Head Start Association Legislative Reception	***Legislative Dining Room 15***
	Iowa School Social Workers Day Legislative Coffee	***Rotunda***
7:30 AM-1:30 PM	*Iowa Alliance for Choice in Education - Education Celebration*	***Rotunda***
8-10 AM	*Open House at the Food Bank of Iowa*	***2220 E. 17th Street***
8:30 AM	**HOUSE CONVENES**	***House Chamber***
9 AM	**SENATE CONVENES**	***Senate Chamber***
	House Judiciary Committee **SF 144 POINTING LASERS AT AIRCRAFT: P Thompson** (C) **SF 469 SENIOR MAGISTRATES: Lohse** (C)	***Room 103***
Upon Adjournment	**Senate Rules & Administration Committee**	***Senate Well***
2:30-3 PM	*Wheaton College Conservatory of Music Men's Glee Club & Women's Chorale in Concert*	***Rotunda***

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SUBCOMMITTEE MEETINGS

THURSDAY, MARCH 7, 2024

8 AM	House Health & Human Services Subcommittee SF 2381 MEDICAL CASH DISCOUNTS: Lundgren (C), Baeth, A Meyer	*Room 102*
9:30 AM	Senate Judiciary Subcommittee HF 2571 72 HOUR EMERGENCY ORDERS: J Taylor (C), Knox, Rowley	*Senate Lounge*
10 AM	Senate Judiciary Subcommittee HF 2576 FENTANYL MURDER: J Taylor (C), Shipley, Weiner	*Senate Lounge*
11 AM	Senate Judiciary Subcommittee HF 2600 CONTROLLED SUBSTANCE PROSECUTIONS: Webster (C), Knox, J Taylor	*Room 217*
NOON	House Appropriations Subcommittee HF 2407 RURAL ATTORNEY RECRUITMENT: Lohse (C), Bagniewski, Collins	*Room 103*
	House Appropriations Subcommittee HF 2509 GOVERNOR BHSS BILL: Fry (C), A Meyer, Wessel-Kroeschell	*Room 102*
	House Local Government Subcommittee SF 2325 CIVIL SERVICE DISCIPLINE: Dunwell (C), Amos, Henderson	*House Lounge 2*
	House Ways & Means Subcommittee HF 2387 ELECTRIC CHARGING TAXES: Kaufmann (C), Harris, Isenhart	*Room 19*
	House Ways & Means Subcommittee HSB 725 HEATED TOBACCO PRODUCTS: Siegrist (C), Best, Forbes	*House Lounge*
1 PM	Senate Education Subcommittee HF 2393 STUDENT DENTAL EXAM: Green (C), Garrett, Trone Garriott	*Senate Lounge*
1:30 PM	Senate Education Subcommittee HF 2615 COLLEGE INFORMATION TO HS: Green (C), Garrett, Trone Garriott	*Senate Lounge*

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HOUSE DEBATE CALENDAR

THURSDAY, MARCH 7, 2024

HF 2280	ED	HOME SCHOOL REQUIREMENTS	*Gustoff*
HF 2310	PS	TRESPASS FINES (sim/comp to SF 2343)	*Vondran*
HF 2363	JU	PREGNANCY SUPPORT OBLIGATIONS	*J Wills*
HF 2514	LG	COMPENSATION BOARDS (sim/comp to SF 2226)	*Dunwell*
HF 2517	JU	TRUST ACTIONS	*Gustoff*
HF 2531	PS	CABARETS AS NUISANCES	*Vondran*
HF 2551	CO	ELECTRIC TRANSMISSION LINES (sim/comp to SF 2372)	*G Mohr*
HF 2560	PS	FORFEITURES	*P Thompson*
HF 2575	JU	TERMINATION OF PREGNANCY	*Wheeler*
HF 2580	JU	COUNSEL FOR CHILDREN	*Lohse*
HF 2602	JU	GROOMING OFFENSES	*Kaufmann*
HF 2605	PS	HEMP CONSUMABLES (sim/comp to SF 2352)	*Holt*
HF 2608	JU	PUBLIC ASSISTANCE & SMUGGLING	*Holt*
HF 2630	AP	TEACHER SALARIES	*Gustoff*
SF 455	LG	STORMWATER MANAGEMENT	*Dunwell*

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HOUSE SUBCOMMITTEE ASSIGNMENTS

	COMMERCE	
SF 2362	SERVICE CONTRACTS	**Lohse** (C), **Nordman**, Srinivas
	EDUCATION	
SF 251	SCHOOL BUDGET	**Gehlbach** (C), Buck, **Johnson**
SF 252	UNIVERSITY PREGNANCY ACCOMMODATIONS	**Hora** (C), **Boden**, Ehlert
SF 398	ROBOTICS	**T Moore** (C), Cahill, **Ingels**
SF 2196	SCHOOL VACCINATION INFORMATION	**Wheeler** (C), **Holt**, Kurth
	LOCAL GOVERNMENT	
SF 2325	CIVIL SERVICE DISCIPLINE	**Dunwell** (C), Amos, **Henderson**
	WAYS & MEANS	
HF 2387	ELECTRIC CHARGING TAXES	**Kaufmann** (C), **Harris**, Judge *(reassigned)*
HF 2449	WINE AUCTIONS	**Sexton** (C), **Bloomingdale**, Gjerde
HF 2537	TREASURER MATTERS	**Bloomingdale** (C), **Johnson**, Nielsen
HF 2590	MOBILE HOME TAX EXEMPTION	**P Thompson** (C), **Jones**, Judge
HF 2607	VEHICLE REGISTRATION	**Best** (C), Wilson, **Wulf**
HF 2624	RR RECONSTRUCTION TAX CREDIT	**Jones** (C), **Best**, Croken
HF 2629	SHIPPING LIQUORS	**Sexton** (C), Forbes, **Jones**

SENATE SUBCOMMITTEE ASSIGNMENTS

	HEALTH & HUMAN SERVICES	
HF 2488	PRIOR AUTHORIZATION	**Edler** (C), **Costello**, Petersen
	STATE GOVERNMENT	
HF 2319	BANNING GUARANTEED INCOME PROGRAMS	**Webster** (C), Bisignano, **Bousselot**
HF 2482	411 CANCER BENEFITS	**Schultz** (C), Boulton, **Driscoll**
HF 2486	CARRYING FORWARD CE CREDITS	**Koelker** (C), **Westrich**, Winckler
HF 2491	RADON MITIGATION	**Webster** (C), Bisignano, **Bousselot**
	WAYS & MEANS	
SF 570	EMERGENCY MANAGEMENT COMMISSIONS	**Klimesh** (C), **Driscoll**, Quirmbach *(reassigned)*

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HOUSE FILES (HF 2640 – HF 2648)

HF 2640 USS IOWA SUB (**Appropriations**; Successor to HF 2525) *FM:* ***Graber***
Appropriates $75,000 to the EDA for the commissioning committee for the USS Iowa nuclear submarine (SSN 797). Effective on enactment.

HF 2641 AGRICULTURAL OMNIBUS (**Appropriations**; Successor to HF 2510) *FM:* ***Mommsen***
Horses: Adds requirements for determining a racehorse is Iowa-foaled. **Choose Iowa**: Expands the products covered and makes a name change. **Milk**: Includes Grade B milk in the Dairy Innovation fund and makes technical changes. Rewrites Code sections related to Grade A milk. **Value-Added Grants**: Establishes the value-added grant program to assist in value-added agriculture programs. **Breeders**: Strikes an exception for greyhound breeders, regulating them like other commercial breeders.

HF 2642 SOIL & WATER MATTERS (**Appropriations**; Successor to HF 2614) *FM:* ***Mommsen***
Soil Conservation: Requires a Soil Conservation Division plan to include efforts to improve soil health and can support practices to do so. Includes additional farming techniques such as temporary soil and water conservation measures. Eliminates the Blufflands program and fund and contains provisions related to that. **Groundwater**: Strikes the I on Iowa watershed program and clean water awards from DALS/DNR. Rewrites the conservation buffer strip program and strikes outdated goals. Specifies duties to be done by DALS or the DNR in the Water Quality program. **Surface Water**: Makes changes to definitions. Changes the duties of the council. Changes Watershed Management Authority to Watershed Management Partnership. Strikes some requirements on water assessments and education efforts. Limits how water quality money can be spent. Makes changes to the WMA board. **Other**: Makes conforming changes.

HF 2643 DYSLEXIA ENDORSEMENT (**Appropriations**; Successor to HF 2377) *FM:* ***Nordman***
Appropriates $335,000 to grants to help teachers obtain an advanced dyslexia specialist endorsement.

HF 2644 COURT REPORTER EQUIPMENT FUND (**Appropriations**; Successor to HF 2493) *FM:* ***Lohse***
Appropriates $80,000 for a court reporter equipment fund. Allows the state court administrator to make interest-free loans to court reporters for the purchase of equipment.

HF 2645 MISSISSIPPI RIVER PARKWAY (**Appropriations**; Successor to HF 2529) *FM:* ***Graber***
Renames the commission as the Mississippi River Parkway Commission. Reduces the number of *ex officio* members of the Mississippi River Parkway Commission to four (DOT, DNR, EDA & State Historical society). Allows the commission to establish a technical committee and adds annual reports to the Governor.

HF 2646 UST FUNDS (**Appropriations**; Successor to HF 2588) *FM:* ***Mommsen***
Transfers the remaining funds in the Petroleum UST fund to a management account. Requires at least $3 million be used to close UST sites and that the rest of the money be used to reimburse UST owners.

HF 2647 UNIFORM LLC ACT (**Ways & Means**; Successor to HF 2582) *FM:* ***Jones***
Makes changes to terminology, corrections to references and other corrections and changes related to the Uniform LLC Act.

HF 2648 TEMPORARY ALCOHOL PERMITS (**Ways & Means**; Successor to HF 2445) *FM:* ***Lundgren***
Authorizes the DOR to issue temporary alcohol sales permit for on-site sales and consumption. Authorizes a 5-day license for Class C native wine licenses. Allows native distilleries to get up to six 5-day retail licenses in a year. Allows a native brewer to get two 5-day licenses in a year.

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HOUSE FILES (HF 2649 – HF 2650)

HF 2649 FARM CAPITAL EXCLUSIONS (**Ways & Means**; Successor to HSB 680) *FM:* ***Wulf***
Excludes the net capital gain from the sale of horses or cattle if held for breeding, sporting, draft or dairy purposes for more than 2 years if the owner received farming income of 50% of gross income. Allows other breeding livestock to be excluded after a year.

HF 2650 MEDICAL CANNABIDIOL EXPENSES (**Ways & Means**; Successor to HSB 683) *FM:* ***Harris***
Allows a medical cannabidiol manufacturer or dispensary to deduct business expenses from Iowa taxes.

HOUSE STUDY BILLS (HSB 730 - HSB 735)

HSB 730 SCHOOL CARDIAC PLANS (Public Safety) **P Thompson** (C), Kressig, **Wheeler**
Requires schools to develop plans for school personnel to deal with a cardiac arrest or other life-threatening emergency.

HSB 731 IOWA FILM INCENTIVES (Ways & Means) **Bloomingdale** (C), **Best**, Isenhart, Jacoby, **Siegrist**
Establishes the Iowa Film Production incentive program in the EDA for qualified productions and qualified expenses. Includes requirements for production facilities in Iowa, a $1 million production budget and a "filmed in Iowa" credit. Limits the incentive to 30% of qualified expenses. Repeals the program as of 12/31/26.

HSB 732 COUNTY HOSPITAL RATES (Ways & Means) **J Wills**(C), Croken, **Sexton**
Strikes the current maximum levy rate for a county hospital (Broadlawns) in Polk County of $2.05 per $1,000. Sets the maximum levy rate for a county with a county hospital at 54 cents per $1,000 for hospital erection and equipment and 27 cents per $1,000 for improvement and maintenance.

HSB 733 MEDICAL CANNABIDIOL CARD (Ways & Means) **Siegrist** (C), Forbes, **Harris**
Strikes the requirement that a person be an Iowa resident in order to receive a medical cannabidiol card.

HSB 734 GRAIN TAX REPEAL (Ways & Means) **Deyoe** (C), **Jones**, Wilson
Repeals the grain handling excise tax (1/4 mill per bushel) and makes corresponding changes.

HSB 735 UE CONTRIBUTION RATES (Ways & Means) **Deyoe** (C), **Johnson**, Kurth
Reduces the number of benefit tables to four for UE contributions and reduces the rates for UE contributions. See SSB 3182

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Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Date: Wed Mar 06 2024 15:56:08 CST
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Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.

https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

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Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!

Amy Hance, MSW

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose

Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

Source

This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to:

- The child being assessed and
- The child's custodial and noncustodial parents or guardian.

The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date.
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition
- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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IA-DHHS-24-0418-A-004361

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed. **Referring Worker Information**. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker. **Referring Worker Supervisor Information**. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor. **FSRP Care Coordinator Information**. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services. Child Information at the Time of Referral. Enter the child's: ▪ Name, ▪ Gender, ▪ Date of birth, ▪ State identification number, ▪ Race, ▪ Language, ▪ ICWA eligibility, ▪ Current address including city, state, and zip code, ▪ Financial county, ▪ Discussion of the child's strengths and needs, ▪ Child's special interests or activities, and ▪ Continued contact with siblings on every child referred. Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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IA-DHHS-24-0418-A-004396

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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IA-DHHS-24-0418-A-004397

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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IA-DHHS-24-0418-A-004398

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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IA-DHHS-24-0418-A-004399

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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IA-DHHS-24-0418-A-004401

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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IA-DHHS-24-0418-A-004402

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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IA-DHHS-24-0418-A-004404

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose	Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.
Source	Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms. Department staff may print the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement. Complete the form when: ▪ A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services. ▪ There is a change in any of the terms of the placement (e.g., rate of payment). The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.
Distribution	After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.
Data	The child's name and birth date corresponds to the information entered in FACS. The effective date is the date of placement or the date the revised terms become effective. Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract. The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number. Any additional emergency numbers that the foster parents may need are entered in this section.

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IA-DHHS-24-0418-A-004405

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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IA-DHHS-24-0418-A-004406

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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IA-DHHS-24-0418-A-004407

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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IA-DHHS-24-0418-A-004408

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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IA-DHHS-24-0418-A-004409

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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IA-DHHS-24-0418-A-004410

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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IA-DHHS-24-0418-A-004414

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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IA-DHHS-24-0418-A-004415

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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IA-DHHS-24-0418-A-004416

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE:* Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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IA-DHHS-24-0418-A-004500

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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IA-DHHS-24-0418-A-004501

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose	The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.
Source	Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.
Completion	PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session. If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does. It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them
Distribution	The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.
Data	**Part I** of the profile includes sections for the applicants to report: ▪ General information on household members, including: • Demographic information • Medical and personal information • Legal information • Financial information ▪ References ▪ Special projects (pictures, letters, scrapbook) ▪ Personal profile for the mother ▪ Personal profile for the father **Part II** of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration: ▪ A couple with children ▪ A couple with no children ▪ A single person with children ▪ A single person with no children ▪ A parent's profile of children now in the home ▪ A personal profile for children 12 years of age or older ▪ A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose

Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.

Completion

The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services.

The immediate supervisor approves the form.

Distribution

Give the original to the foster parent and file a copy in the child's case record.

Data

The items on the form are completed as follows:

- *Child's Name*: Enter the child's name.
- *Age*: Enter the child's current age.
- *Foster Parent's Name and Address*: Enter the foster parent's name and address.
- *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request.
- *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request.
- *Identify Service*: Check the appropriate service.
- *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment.

  For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider.
- *Signatures*: Obtain the indicated signatures.

  After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*.

NOTE: Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose	Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to: ▪ Request a waiver for relatives to complete the 30 hours of pre-service training, and ▪ Waive the non-safety licensing standard that does not have a negative impact on child safety.
Source	Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes. Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard: ▪ Check the licensing standard that has the deficiency. ▪ Enter the effective date that the waiver is requested. ▪ Describe the circumstances that warrant the waiver. ▪ Describe the impact if a waiver is not approved.
Distribution	Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office.
Data	Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses: ▪ Descriptions of the members of a child's team. ▪ Rights and responsibilities of foster parents. ▪ Confidentiality policies. ▪ Partnering with a child's parents and other family members. ▪ Reasonable and prudent parenting standards. ▪ Record keeping. ▪ Discipline policies. ▪ Out of state travel. ▪ Medicaid and medical consents. ▪ Maintenance payments and reimbursable expenses. ▪ Juvenile court. ▪ Ten-day notice to remove a child from the foster home. ▪ Corrective action plans. ▪ Additional resources and services.

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IA-DHHS-24-0418-A-004597

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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IA-DHHS-24-0418-A-004599

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-004600

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004602

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004603

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004604

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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IA-DHHS-24-0418-A-004605

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004606

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004607

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004608

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004611

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004612

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004613

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004614

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004615

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004616

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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IA-DHHS-24-0418-A-004617

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-004618

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-004619

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-004620

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-004621

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004622

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004623

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004624

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004626

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004628

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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IA-DHHS-24-0418-A-004629

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-004630

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-004631

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-004632

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004633

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004634

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004635

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004636

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004637

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004638

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004639

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004640

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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IA-DHHS-24-0418-A-004642

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004643

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004644

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004645

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004646

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004647

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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IA-DHHS-24-0418-A-004651

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004652

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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IA-DHHS-24-0418-A-004653

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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IA-DHHS-24-0418-A-004654

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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IA-DHHS-24-0418-A-004655

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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IA-DHHS-24-0418-A-004656

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004657

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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IA-DHHS-24-0418-A-004658

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004660

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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IA-DHHS-24-0418-A-004661

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004662

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004663

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-004664

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004665

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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IA-DHHS-24-0418-A-004666

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-004667

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004669

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-004670

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-004671

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-004672

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-004673

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-004674

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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IA-DHHS-24-0418-A-004675

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-004676

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-004677

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004678

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-004679

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-004680

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-004681

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-004682

Employee Manual 18-Appendix.pdf for Printed Item: 585 (Attachment 1 of 2)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-004683

Document ID: 0.7.3995.5176-000002	
Owner:	Hance, Amy (ACF) <amy.hance@acf.hhs.gov>
Filename:	Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Last Modified:	Wed Mar 06 15:56:08 CST 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5063

From: Lane-Molnari, Jody
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To: Malone, Carrie L.
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Cc:

Bcc:

Subject: Afternoon email 3.6.24

Date: Wed Mar 06 2024 15:04:59 CST

Attachments: image001.jpg

Meetings for Thursday:

* 8:00am SF 2381 (H mtg), Medicaid Cash Discounts, FN23-128 (see meeting notice for details)
* 9:30am HF 2571 (S mgt), Emergency Protective Orders, watching CommAcc
* 11:30am HF 2617 (S mtg), Human Growth & Development Curriculum, watching multiple divisions; (similar to HF 2138, BR24-017)
* 12:00pm HF 2509, BHSS Bill, FN24-108
* 12:00pm HSB 725, Heated Tobacco Products, watching, PH
* 1:00pm HF 2393 (S mtg), Student Dental Exams, BR24-058

House Debate Scheduled for Wednesday – as of 3pm, still recessed:

* HF 2460 A bill for an act relating to human trafficking including parole and work release and victim counselors, and guardian ad litem appointments for prosecuting witnesses with mental disabilities. FN24-018; Amendments filed: H-8084, H-8118

* HF 2524 A bill for an act relating to claims for unemployment insurance benefits and including effective date provisions. Watching Amendments filed: H-8086, H-8103 (moved from Tuesday calendar)

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* HF 2583 A bill for an act relating to eligibility for pregnant women and infants under the Medicaid program, and including effective date provisions. [ATTACHED SF 2251, Passed Senate 2/19/24] FN24-100 Amendment filed: H-8137

* HF 2605 A bill for an act providing for the regulation of hemp and hemp products, providing penalties, and making penalties applicable. FN24-114 Amendments filed: H-8134, H-8165

Senate adjourned without Debate on Wednesday

House Debate Scheduled for Thursday:

* HF 2280 A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction. BR24-021 Amendments filed: H-8002, H-8003

* HF 2363 A bill for an act relating to a father's obligation for payment of expenses including those related to a mother's pregnancy and the birth of a child born out of wedlock. FN24-081

* HF 2460 A bill for an act relating to human trafficking including parole and work release and victim counselors, and guardian ad litem appointments for prosecuting witnesses with mental disabilities. FN24-018; Amendments filed: H-8084, H-8118

* HF 2517 A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings. Watching

* HF 2575 A bill for an act relating to the nonconsensual causing of death of, or serious injury to, an unborn person, and providing penalties. Watching

* HF 2580 A bill for an act relating to legal representation for children who are placed in, or

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may be placed in, foster care. FN24-088

* HF 2605 A bill for an act providing for the regulation of hemp and hemp products, providing penalties, and making penalties applicable. [SIMILAR/COMPANION To SF 2352] FN24-114 Amendment filed: H-8134

* HF 2608 A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties. FN24-075

Senate Debate for Thursday (from Tuesday)?:

* SF 2323 A bill for an act relating to the right to try Act. FN24-110

* SF 2386 A bill for an act relating to education, including modifying provisions related to the duties and powers of area education agencies, the department of education, the department of administrative services, area education agency funding, the calculation of the teacher salary supplement district cost per pupil and the minimum teacher starting salary, and including transition, effective date, and applicability provisions. [ATTACHED HF 2612, Passed House 2/29/24 (this is a different bill)] Amendment filed: S-5042, strike all, conforming amendment

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

321 E 12th St., Des Moines, IA 50319

515-377-0157 Teams

jlanemo@dhs.state.ia.us

HHS.Iowa.gov

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image001.jpg for Printed Item: 588 (Attachment 1 of 1)

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IA-DHHS-24-0418-A-004692

Document ID: 0.7.3995.5060

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Cc:
Bcc:
Subject: A new Fiscal Note for HF 2575 has been published: Fetal Homicide
Date: Wed Mar 06 2024 12:36:00 CST
Attachments:

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Document type: Fiscal Note
Document title: HF 2575 - Fetal Homicide
Document published location: https://www.legis.iowa.gov/docs/publications/FN/1447562.pdf

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Subject: Senior Leadership Monthly Meeting
Date: Tue Apr 16 2024 09:25:56 CDT
Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
Sr Leadership Meeting_Agenda_4.17.24.pdf

Updated 2/29/24

April 17 Senior Leadership Meeting will be in-person at the same place as the Quarterly Leadership Retreat.

Thank you,

Latonya McGill

Invite Link: https://www.zoomgov.com/j/1613112251?pwd=Wi9kTlJhOEQvdnNuOEhuc0tQVncyUT09

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Tue Apr 16 09:25:56 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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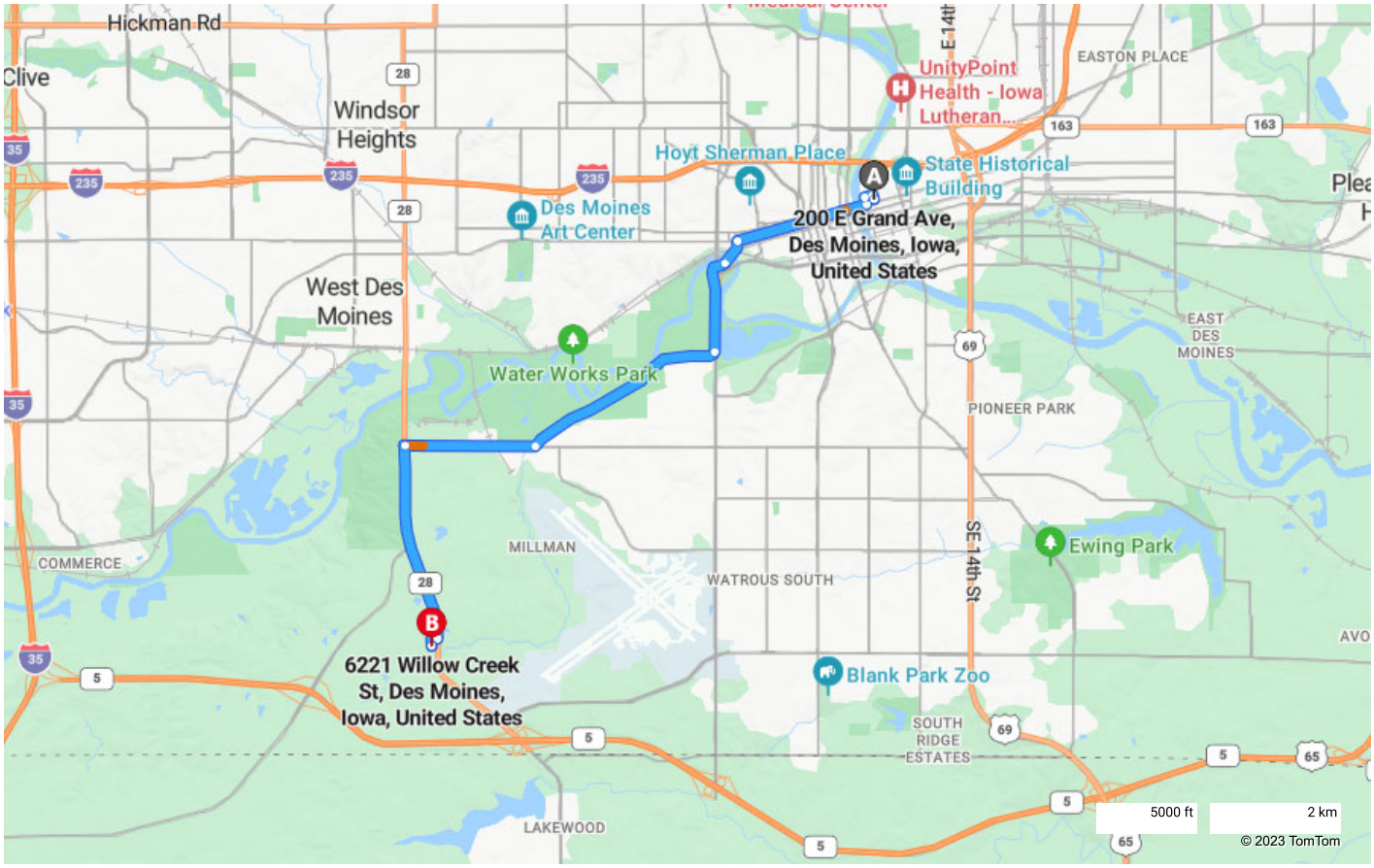

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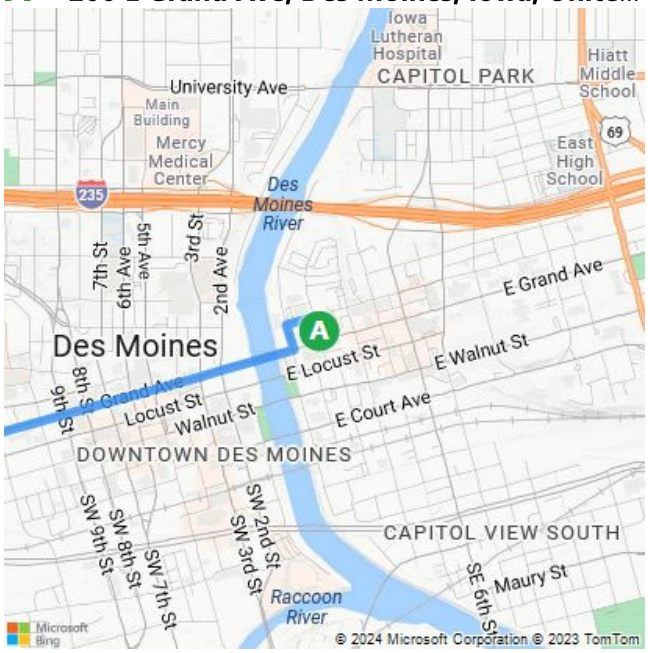

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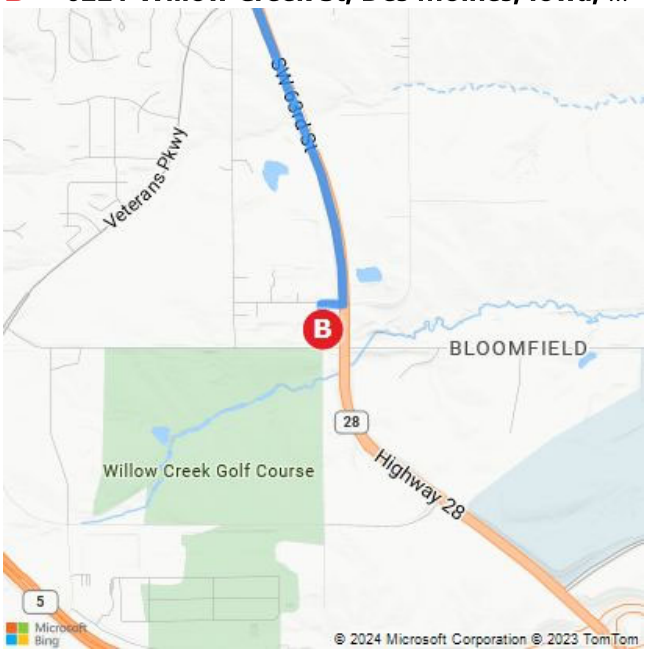

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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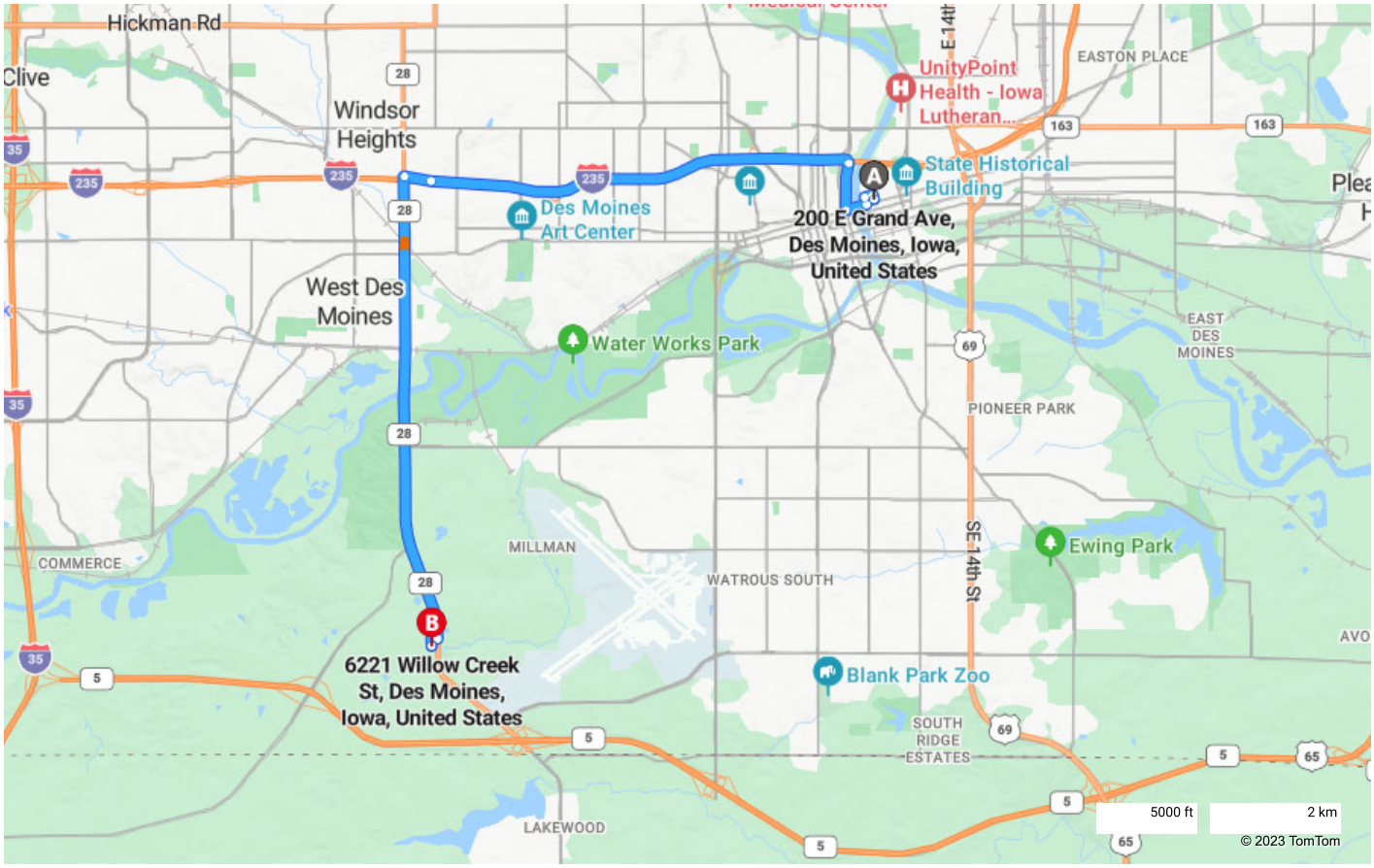

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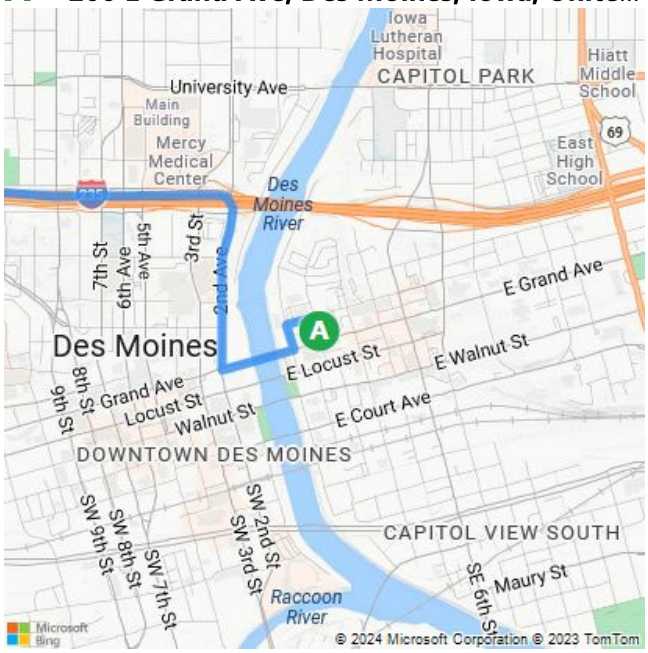
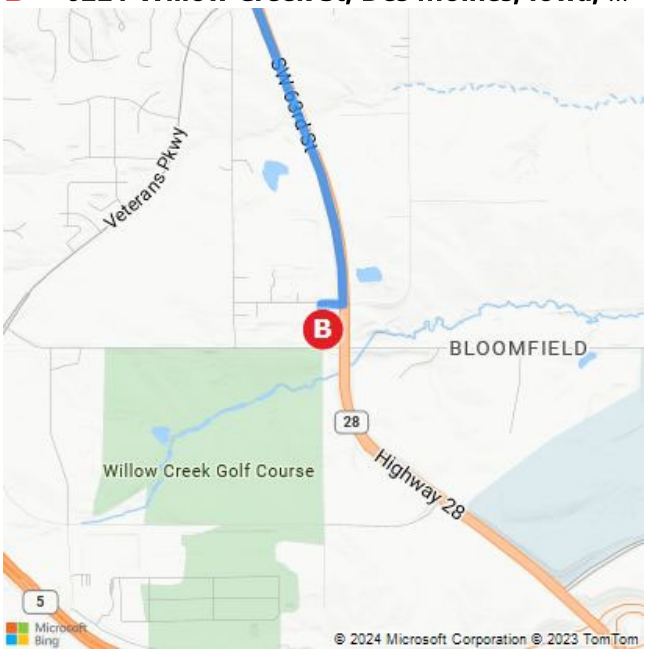


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Last Modified: Tue Apr 16 09:25:56 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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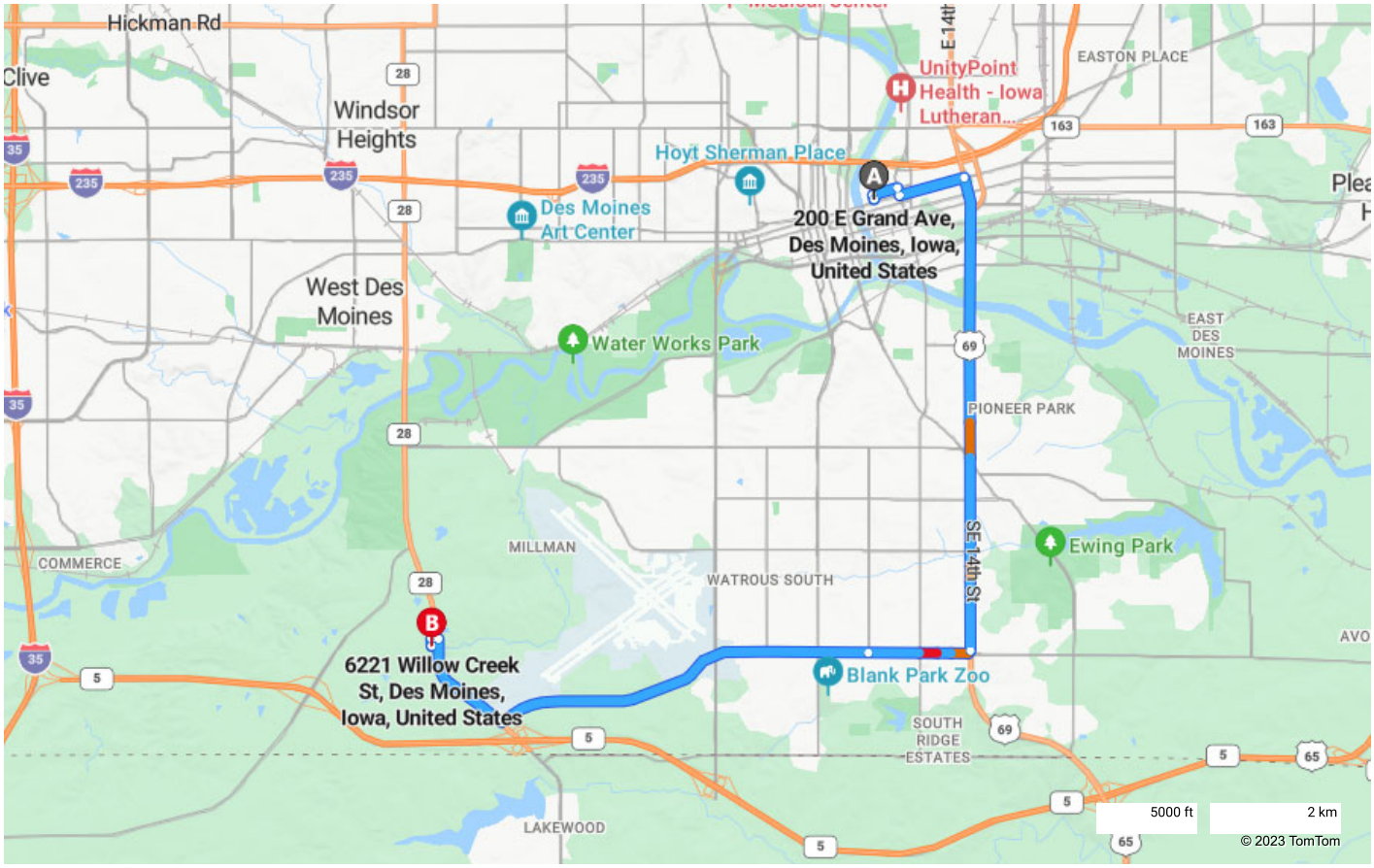

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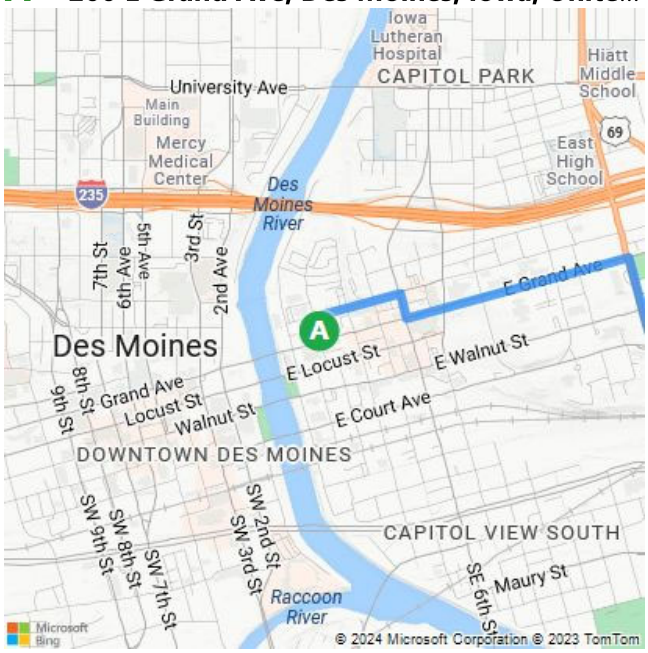

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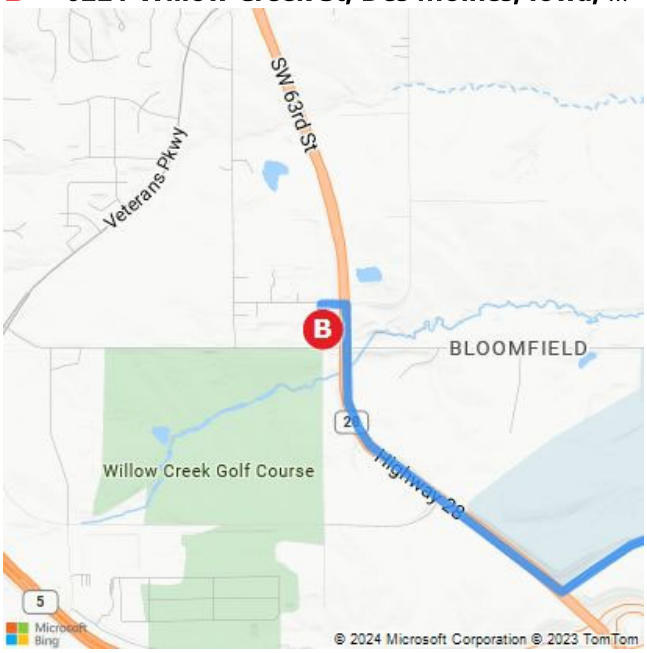

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Filename: Sr Leadership Meeting_Agenda_4.17.24.pdf
Last Modified: Tue Apr 16 09:25:56 CDT 2024

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IOWA Health and Human Services

MEETING AGENDA			
DIVISION	HHS		
MEETING TITLE	Senior Leadership Meeting		
FACILITATOR	Julia Webb		
DATE	Wednesday April 17, 2024	TIME	8:30a-9:30a
LOCATION	Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)		

	AGENDA TOPIC	PRESENTER
I.	Health Equity Assessment Update (30 minutes) **Strategic Priority: Help Iowa Thrive** *Strategy 3.1: Leverage system assessment initiatives to drive Iowa HHS system change.*	Diamon Denney, McKensie
II.	Google to Microsoft Migration (25 minutes) **Strategic Priority: Advance Operational Excellence** *Strategy 2.2: Establish clear and easy to understand business practices.*	Mike Kitzman
III.	TO Changes Comms Request (5 minutes)	Alex Murphy, Danielle Tesch

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Document ID: 0.7.3995.5175

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Bcc:

Subject: Changes to Random Moment Sampling (RMS) for CPS Staff - Required Webinar for SWCMs, CPWs, and Supervisors

Date: Wed Mar 06 2024 10:29:40 CST

Attachments: Changes to Random Moment Sampling (RMS) for CPS Staff.ics
image001.jpg
Instructions for Submitting Continuing Professional Development - External Coursework.pdf

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Service Training Help Desk

Email Service Training Help Desk

Please email the Service Training Help Desk if you have any Service Training Website questions or issues, or visit us at the Service Training SharePoint for additional training-related resources.

Changes to Random Moment Sampling (RMS) for CPS Staff is a required webinar for SWCMs, CPWs, and Supervisors that will be held on March 20th from 1:00 to 2:30 PM.

Key enhancements to the Random Moment Sampling system and process will go into effect on April 1, 2024. During this training Child Protective Service staff will learn about the updated selection options that are designed to be more intuitive and user-friendly. This webinar will be facilitated by Amy Ferraro Whitsett from the Sivic Solutions Group.

Prior to implementation, reference materials will be made available on the Service Help Desk SharePoint and this recorded training will be made available for those who are unable to attend the webinar.

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IMPORTANT PARTICIPATION INSTRUCTIONS:

1. The live webinar is NOT being posted to the Service Training Website, therefore there is NO registration component.
2. Please add the attached Outlook calendar appointment for this webinar to your calendar so you have the time blocked off on your schedule as well as access to the ZoomGov webinar link. The recording will be made available for those who are unable to attend.
3. Participate in the webinar on 3/20/24 at 1:00 PM with the ZoomGov link: https://www.zoomgov.com/j/1612148594
4. To receive 1.5 training hours for completing this training, see the attached instructions for how add this this webinar as a new learning object session to your profile on the Service Training Website using the webinar details below.

* Learning Object Session Name: Changes to Random Moment Sampling (RMS) for CPS Staff
* Description: Webinar on key enhancements to the Random Moment Sampling system.
* Date: 3/20/24
* Passing Score: 100
* Credit Hours: 1.5
* Course Number: SP 500

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Changes to Random Moment Sampling (RMS) for CPS Staff https://www.zoomgov.com/j/1612148594 20240320T130000

Attachment
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Attachment
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Categories
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CREATED
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Changes to Random Moment Sampling (RMS) for CPS Staff is a required webinar for SWCMs, CPWs, and Supervisors that will be held on March 20th from 1:00 to 2:30 PM.
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Prior to implementation, reference materials will be made available on the Service Help Desk SharePoint <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fiowadhs.sharepoint.com%2F%3Au%3A%2Fr%2Fsites%2FSvcHD%2FSitePages%2FHome.aspx%3Fcsf%3D1%26web%3D1%26e%3DLYrOce&data=05%7C02%7Ckabbas%40dhs.state.ia.us%7Ce9c721e3c7a744f8051b08dc3df2fb6d%7C8d2c7b4d085a4617853638a76d19b0da%7C1%7C0%7C638453361009725975%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=5%2BY9cf%2F0y7U2mC%2BtWBcRMYyLUv64YX3T%2FJ3JXeRzups%3D&reserved=0>
and this recorded training will be made available for those who are unable to attend the webinar.
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4. To receive 1.5 training hours for completing this training, see the attached instructions for how add this this webinar as a new learning object session to your profile on the Service Training Website using the webinar details below.
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* Description: Webinar on key enhancements to the Random Moment Sampling system.
* Date: 3/20/24
* Passing Score: 100
* Credit Hours: 1.5
* Course Number: SP 500

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Sequence Number
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Summary
Changes to Random Moment Sampling (RMS) for CPS Staff

Time Transparency
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	panose-1:5 0 0 0 0 0 0 0 0 0; n		mso-font-charset:2;
	mso-generic-font-family:auto;
	mso-font-pitch:variable;
	mso-font-signature:0 268435456 0 0 -2147483648 0;}
@font-face
	{font-family:"Cambria Math";
	panose-1:2 4 5 3 5 4 6 3 2 4;
	mso-font-charset:0;
	mso-generic-font-family:roman;
	mso-font-pitch:variable;
	mso-font-signature:-536869121 1107305727 33554432 0 415 0;}
@font-face
	{font-family:Calibri;
	panose-1:2 15 5 2 2 2 4 3 2 4;
	mso-font-charset:0;
	mso-generic-font-family:swiss;
	mso-font-pitch:variable;
	mso-font-signature:-469750017 -1073732485 9 0 511 0;}
/* Style Definitions */
p.MsoNormal, li.MsoNormal, div.MsoNormal
	{mso-style-unhide:no;
	mso-style-qformat:yes;
	mso-style-parent:"";
	margin:0in;
	mso-pagination:widow-orphan;
	font-size:11.0pt;
	font-family:"Calibri",sans-serif;
	mso-fareast-font-family:Calibri;
	mso-bidi-font-family:"Times New Roman";
	mso-font-kerning:1.0pt;
	mso-ligatures:standardcontextual;}
a:link, span.MsoHyperlink
	{mso-style-noshow:yes;
	mso-style-priority:99;
```


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```
    color:#0563C1;
    text-decoration:underline;
    text-underline:single;}
a:visited, span.MsoHyperlinkFollowed
    {mso-style-noshow:yes;
    mso-style-priority:99;
    color:#954F72;
    text-decoration:underline;
    text-underline:single;}
p.MsoPlainText, li.MsoPlainText, div.MsoPlainText
    {mso-style-noshow:yes;
    mso-style-priority:99;
    mso-style-link:"Plain Text Char";
    margin:0in;
    mso-pagination:widow-orphan; n      font-size:11.0pt;
    font-family:"Calibri",sans-serif;
    mso-fareast-font-family:Calibri;
    mso-ligatures:standardcontextual;}
p.msonormal0, li.msonormal0, div.msonormal0
    {mso-style-name:msonormal;
    mso-style-unhide:no;
    mso-margin-top-alt:auto;
    margin-right:0in;
    mso-margin-bottom-alt:auto;
    margin-left:0in;
    mso-pagination:widow-orphan;
    font-size:11.0pt;
    font-family:"Calibri",sans-serif;
    mso-fareast-font-family:Calibri;}
span.PlainTextChar
    {mso-style-name:"Plain Text Char" ;
    mso-style-noshow:yes;
    mso-style-priority:99;
    mso-style-unhide:no;
    mso-style-locked:yes;
    mso-style-link:"Plain Text";
    mso-ansi-font-size:11.0pt;
    mso-bidi-font-size:11.0pt;
    font-family:"Calibri",sans-serif;
    mso-ascii-font-family:Calibri;
    mso-fareast-font-family:Calibri;
    mso-hansi-font-family:Calibri;
    mso-bidi-font-family:Calibri;
    mso-ligatures:standardcontextual;}
span.EmailStyle20
    {mso-style-type:personal-compose;
    mso-style-noshow:yes;
    mso-style-unhide:no;
    mso-ansi-font-size:11.0pt;
    mso-bidi-font-size:11.0pt;
    font-family:"Calibri",sans-serif;
    mso-ascii-font-family:Calibri;
    mso-fareast-font-family:Calibri;
    mso-hansi-font-family:Calibri;
    mso-bidi-font-family:"Times New Roman";
    color:windowtext;}
```


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```
span.ui-provider
	{mso-style-name:ui-provider;
	mso-style-unhide:no;}
span.SpellE
	{mso-style-name:"" ;
	mso-spl-e:yes;}
.MsoChpDefault
	{mso-style-type:export-only;
	mso-default-props:yes;
	font-size:10.0pt;
	mso-ansi-font-size:10.0pt;
	mso-bidi-font-size:10.0pt;
	font-family:"Calibri",sans-serif;
	mso-ascii-font-family:Calibri;
	mso-fareast-font-family:Calibri;
	mso-hansi-font-family:Calibri;
	mso-bidi-font-family:Calibri;
	mso-font-kerning:0pt;
	mso-ligatures:none;}
@page WordSection1
	{size:8.5in 11.0in;
	margin:1.0in 1.0in 1.0in 1.0in;
	mso-header-margin:.5in;
	mso-footer-margin:.5in;
	mso-paper-source:0;}
div.WordSection1
	{page:WordSection1;}
/* List Definitions */
@list l0
	{mso-list-id:197280050;
	mso-list-template-ids:-753401642;}
@list l1
	{mso-list-id:1269967660;
	mso-list-template-ids:-46128854;}
@list l1:level1
	{mso-level-number-format:bullet;
	mso-level-text:\F0A7;
	mso-level-tab-stop:.5in;
	mso-level-number-position:left;
	text-indent:-.25in;
	mso-ansi-font-size:10.0pt;
	font-family:Wingdings;}
@list l1:level2
	{mso-level-number-format:bullet;
	mso-level-text:\F0A7;
	mso-level-tab-stop:1.0in;
	mso-level-number-position:left;
	text-indent:-.25in;
	mso-ansi-font-size:10.0pt;
	font-family:Wingdings;}
@list l1:level3
	{mso-level-number-format:bullet;
	mso-level-text:\F0A7;
	mso-level-tab-stop:1.5in;
	mso-level-number-position:left;
	text-indent:-.25in;
```

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mso-ansi-font-size:10.0pt;
font-family:Wingdings;}
@list l1:level4
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:2.0in;
mso-level-number-position:left;
text-indent:-.25in;
mso-ansi-font-size:10.0pt;
font-family:Wingdings;}
@list l1:level5
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:2.5in;
mso-level-number-position:left;
text-indent:-.25in;
mso-ansi-font-size:10.0pt;
font-family:Wingdings;}
@list l1:level6
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:3.0in;
mso-level-number-position:left;
text-indent:-.25in;
mso-ansi-font-size:10.0pt;
font-family:Wingdings;}
@list l1:level7
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:3.5in;
mso-level-number-position:left;
text-indent:-.25in;
mso-ansi-font-size:10.0pt;
font-family:Wingdings;}
@list l1:level8
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:4.0in;
mso-level-number-position:left;
text-indent:-.25in;
mso-ansi-font-size:10.0pt;
font-family:Wingdings;}
@list l1:level9
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:4.5in;
mso-level-number-position:left;
text-indent:-.25in;
mso-ansi-font-size:10.0pt;
font-family:Wingdings;}
@list l2
{mso-list-id:1291669908;
mso-list-type:hybrid;
mso-list-template-ids:560231586 -491381306 67698713 67698715 67698703 67698713 67698715 67698703 67698713 67698715;}
@list l2:level1

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{mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;
color:black;
mso-style-textfill-fill-color:black;
mso-style-textfill-fill-alpha:100.0%;
mso-ansi-font-weight:normal;
mso-bidi-font-weight:normal;}
@list l2:level2
{mso-level-number-format:alpha-lower;
mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l2:level3
{mso-level-number-format:roman-lower;
mso-level-tab-stop:none;
mso-level-number-position:right;
text-indent:-9.0pt;}
@list l2:level4
{mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l2:level5
{mso-level-number-format:alpha-lower;
mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l2:level6
{mso-level-number-format:roman-lower;
mso-level-tab-stop:none;
mso-level-number-position:right;
text-indent:-9.0pt;}
@list l2:level7
{mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l2:level8
{mso-level-number-format:alpha-lower;
mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l2:level9
{mso-level-number-format:roman-lower;
mso-level-tab-stop:none;
mso-level-number-position:right;
text-indent:-9.0pt;}
@list l3
{mso-list-id:1389449453;
mso-list-type:hybrid;
mso-list-template-ids:-981151942 67698693 -1 -1 -1 -1 -1 -1 -1 -1;}
@list l3:level1
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:.75in;

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text-indent:-.25in;
font-family:Wingdings;}
@list l3:level2
{mso-level-number-format:bullet;
mso-level-text:o;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:1.25in;
text-indent:-.25in;
font-family:"Courier New";}
@list l3:level3
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:1.75in;
text-indent:-.25in;
font-family:Wingdings;}
@list l3:level4
{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:2.25in;
text-indent:-.25in;
font-family:Symbol;}
@list l3:level5
{mso-level-number-format:bullet;
mso-level-text:o;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:2.75in;
text-indent:-.25in;
font-family:"Courier New";}
@list l3:level6
{mso-level-number-format:bullet;
mso-level-text:\F0A7;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:3.25in;
text-indent:-.25in;
font-family:Wingdings;}
@list l3:level7
{mso-level-number-format:bullet;
mso-level-text:\F0B7;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:3.75in;
text-indent:-.25in;
font-family:Symbol;}
@list l3:level8
{mso-level-number-format:bullet;
mso-level-text:o;
mso-level-tab-stop:none;
mso-level-number-position:left;
margin-left:4.25in;

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```
    text-indent:-.25in;
    font-family:"Courier New";}
@list l3:level9
    {mso-level-number-format:bullet;
    mso-level-text:\F0A7;
    mso-level-tab-stop:none;
    mso-level-number-position:left;
    margin-left:4.75in;
    text-indent:-.25in;
    font-family:Wingdings;}
ol
    {margin-bottom:0in;}
ul
    {margin-bottom:0in;}
--></style><!--[if gte mso 10]><style>/* Style Definitions */
table.MsoNormalTable
    {mso-style-name:"Table Normal";
    mso-tstyle-rowband-size:0;
    mso-tstyle-colband-size:0;
    mso-style-noshow:yes;
    mso-style-priority:99;
    mso-style-parent:"";
    mso-padding-alt:0in 5.4pt 0in 5.4pt;
    mso-para-margin:0in;
    mso-pagination:widow-orphan;
    font-size:10.0pt;
    font-family:"Calibri",sans-serif;}
</style><![endif]--><!--[if gte mso 9]><xml> n<o:shapedefaults v:ext="edit" spidmax="1026" />
</xml><![endif]--><!--[if gte mso 9]><xml>
<o:shapelayout v:ext="edit">
<o:idmap v:ext="edit" data="1" />
</o:shapelayout></xml><![endif]--></head><body lang=EN-US link="#0563C1" vlink="#954F72"
style='tab-interval:.5in;word-wrap:break-word'><div class=WordSection1><p><b><span
style='color:#424242'>Changes to Random Moment Sampling (RMS) for CPS Staff</span></b><span
style='color:#424242'> </span><span style='color:black'>is a required webinar
for SWCMs, CPWs, and Supervisors that will be held on </span><b><span
style='color:#0070C0'>March 20th from 1:00 to 2:30 PM.</span></b><span
style='color:#3E3E3E'><o:p></o:p></span></p><p><span class=ui-provider>Key enhancements to the
Random Moment Sampling system and process will <u>go into effect on April 1, 2024</u>.  During
this training Child Protective Service staff will learn about the updated selection options that are designed
to be more intuitive and user-friendly.  </span><span style='color:#424242'>This webinar will be
facilitated by Amy Ferraro Whitsett from the Sivic Solutions Group.<o:p></o:p></span></p><p><span
style='color:black'>Prior to implementation, r<span class=ui-provider>eference materials will be made
available on the </span></span><span class=ui-provider><b><u><span style='color:blue'><a
href="https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fiowadhs.sharepoint.com%2F
%3Au%3A%2Fr%2Fsites%2FSvcHD%2FSitePages%2FHome.aspx%3Fcsf%3D1%26web%3D1%26e%3
DLYrOce&amp;data=05%7C02%7Ckabbas%40dhs.state.ia.us%7Ce9c721e3c7a744f8051b08dc3df2fb6d
%7C8d2c7b4d085a4617853638a76d19b0da%7C1%7C0%7C638453361009725975%7CUnknown%7CT
WFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%
7C%7C%7C&amp;sdata=5%2BY9cf%2F0y7U2mC%2BtWBcRMYyLUv64YX3T%2FJ3JXeRzups%3D&a
mp;reserved=0"><span style='color:blue'>Service Help Desk
SharePoint</span></a></span></u></b><span style='color:blue'> </span><span style='color:black'>and
this recorded training will be made available</span></span><span style='color:black'> for those who are
unable to attend the webinar.  <o:p></o:p></span></p><p><b><span
style='color:red'>IMPORTANT PARTICIPATION INSTRUCTIONS: 
<o:p></o:p></span></b></p><ol style='margin-top:0in' start=1 type=1><li class=MsoNormal
```


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style='color:black;margin-bottom:12.0pt;mso-list:l2 level1 lfo3'>The live webinar is <u>NOT</u> being posted to the Service Training Website, therefore there is NO registration component. <o:p></o:p>
<li class=MsoNormal style='color:black;margin-bottom:12.0pt;mso-list:l2 level1 lfo3'>Please add the attached Outlook calendar appointment for this webinar to your calendar so you have the time blocked off on your schedule as well as access to the ZoomGov webinar link. The recording will be made available for those who are unable to attend.<o:p></o:p>
<li class=MsoPlainText style='color:blue;margin-bottom:12.0pt;mso-list:l2 level1 lfo3'>Participate in the webinar on 3/20/24 at 1:00 PM with the ZoomGov link: https://www.zoomgov.com/j/1612148594<o:p></o:p>
<li class=MsoPlainText style='margin-bottom:12.0pt;mso-list:l2 level1 lfo3'>To receive 1.5 training hours for completing this training, see the attached instructions for how add this this webinar as a new learning object session to your profile on the Service Training Website using the webinar details below.<o:p></o:p>
<ul style='margin-top:0in' type=square><li class=MsoPlainText style='color:#424242;margin-left:.25in;mso-list:l3 level1 lfo6'>Learning Object Session Name: Changes to Random Moment Sampling (RMS) for CPS Staff<o:p></o:p>
<li class=MsoPlainText style='margin-left:.25in;mso-list:l3 level1 lfo6'>Description: Webinar on key enhancements to the Random Moment Sampling system.<o:p></o:p>
<li class=MsoPlainText style='margin-left:.25in;mso-list:l3 level1 lfo6'>Date: 3/20/24<o:p></o:p>
<li class=MsoPlainText style='margin-left:.25in;mso-list:l3 level1 lfo6'>Passing Score: 100<o:p></o:p>
<li class=MsoPlainText style='margin-left:.25in;mso-list:l3 level1 lfo6'>Credit Hours: 1.5<o:p></o:p>
<li class=MsoPlainText style='margin-left:.25in;mso-list:l3 level1 lfo6'>Course Number: SP 500<o:p></o:p> <o:p> </o:p> </body></html>

X-MICROSOFT-CDO-BUSYSTATUS
BUSY

X-MICROSOFT-CDO-IMPORTANCE
1

X-MICROSOFT-DISALLOW-COUNTER
FALSE

X-MS-OLK-AUTOFILLLOCATION
FALSE

X-MS-OLK-CONFTYPE
0

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TRIGGER
-PT15M

ACTION
DISPLAY

Description
Reminder

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Document ID: 0.7.3995.5175-000002
Owner: DHS, Service Training Help Desk </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=ba263feecae54beabba7aa16503eb0a3-dhs, servic>
Filename: image001.jpg
Last Modified: Wed Mar 06 10:29:40 CST 2024

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External Training Portal

Add Learning Object Session

Save Cancel

Manual Entry Details

Name:*	Changes to Random Moment Sampling (RMS) for CPS Staff	Date:*	3/20/2024
Description:	Webinar on key enhancements to the Random Moment Sampling system.	Passing Score:	100
		Credit Units	
		Credit Hours:	1.5
		List Price:	
		Course Number:	SP 500

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Document ID: 0.7.3995.5175-000003
Owner: DHS, Service Training Help Desk </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=ba263feecae54beabba7aa16503eb0a3-dhs, servic>
Filename: Instructions for Submitting Continuing Professional Development - External Coursework.pdf
Last Modified: Wed Mar 06 10:29:40 CST 2024

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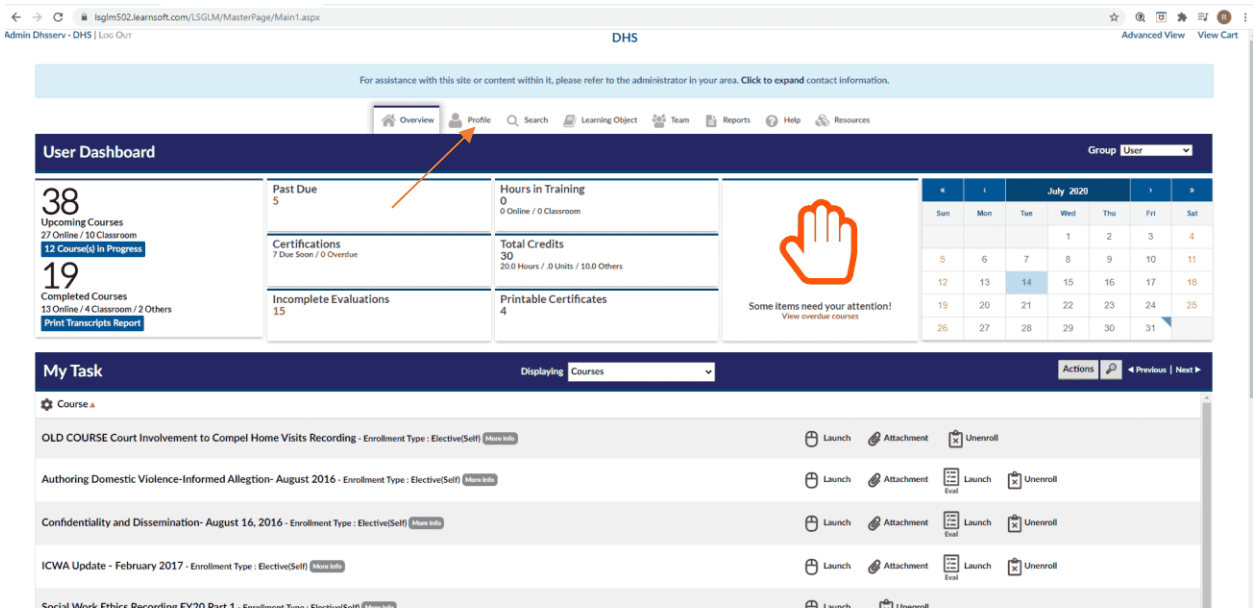
Instructions for Submitting Continuing Professional Development – External Coursework

Standard User - Self Add Manual Entry / Attachments

1. **In order for a Standard User to create their own manual entry course to post to their transcripts, they must login into the LMS and >Profile tab**



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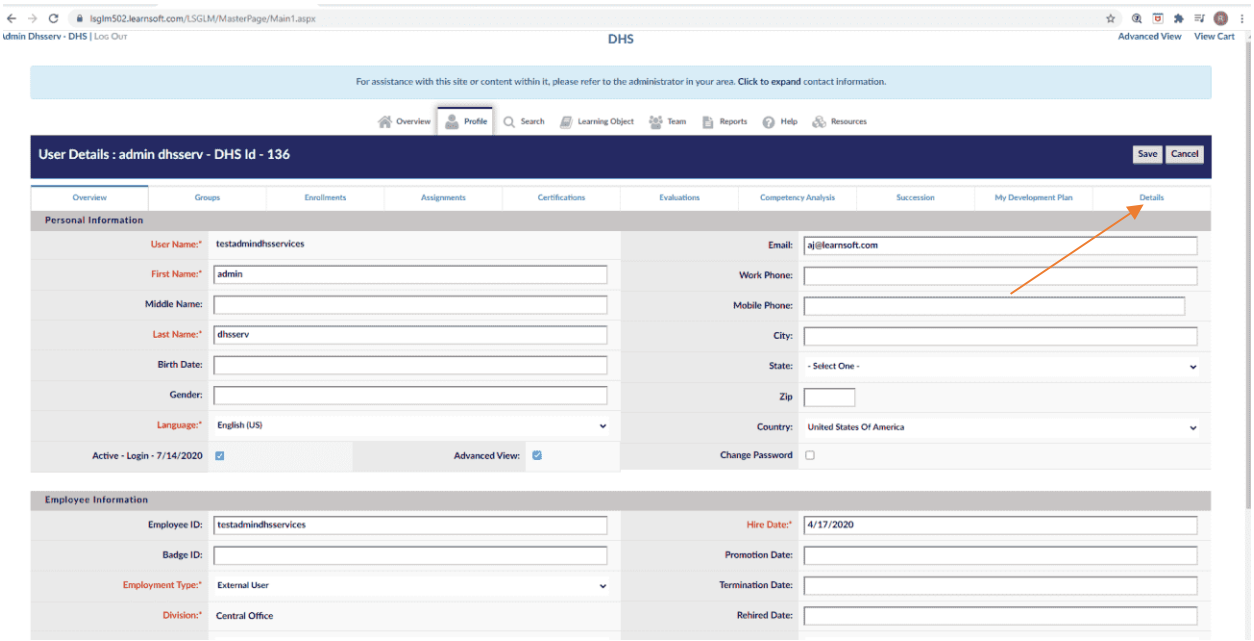
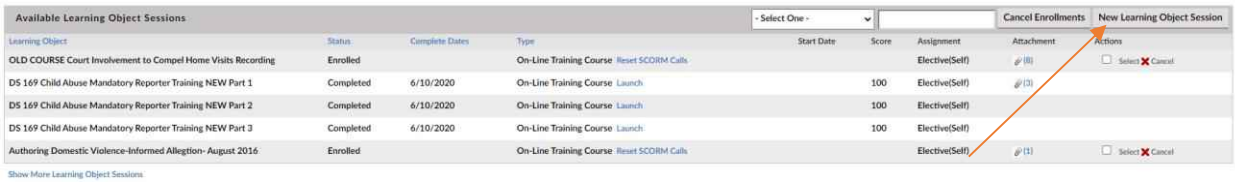
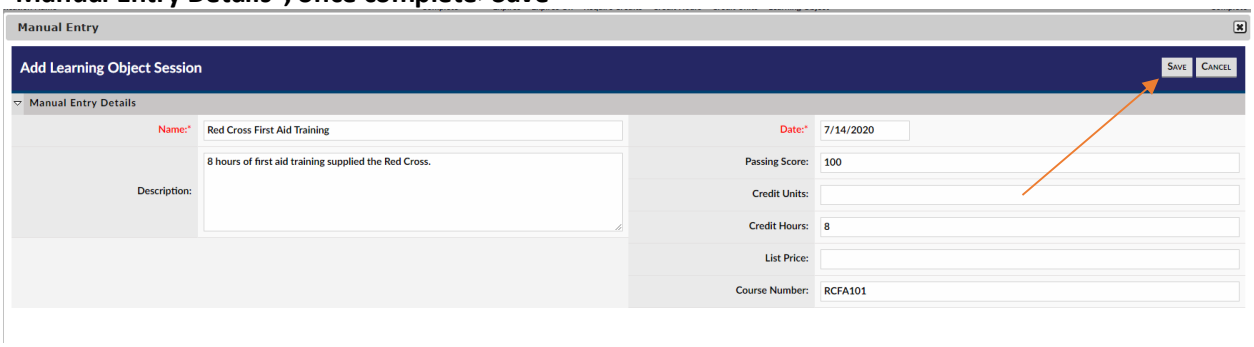
2. **Once on the Profile page the Standard User>Details tab**



3. **Standard User scrolls down and> "New Learning Object Session"**



4. **Manual Entry "Add Learning Object Session" window opens and Standard User enters "Manual Entry Details", once complete>Save**



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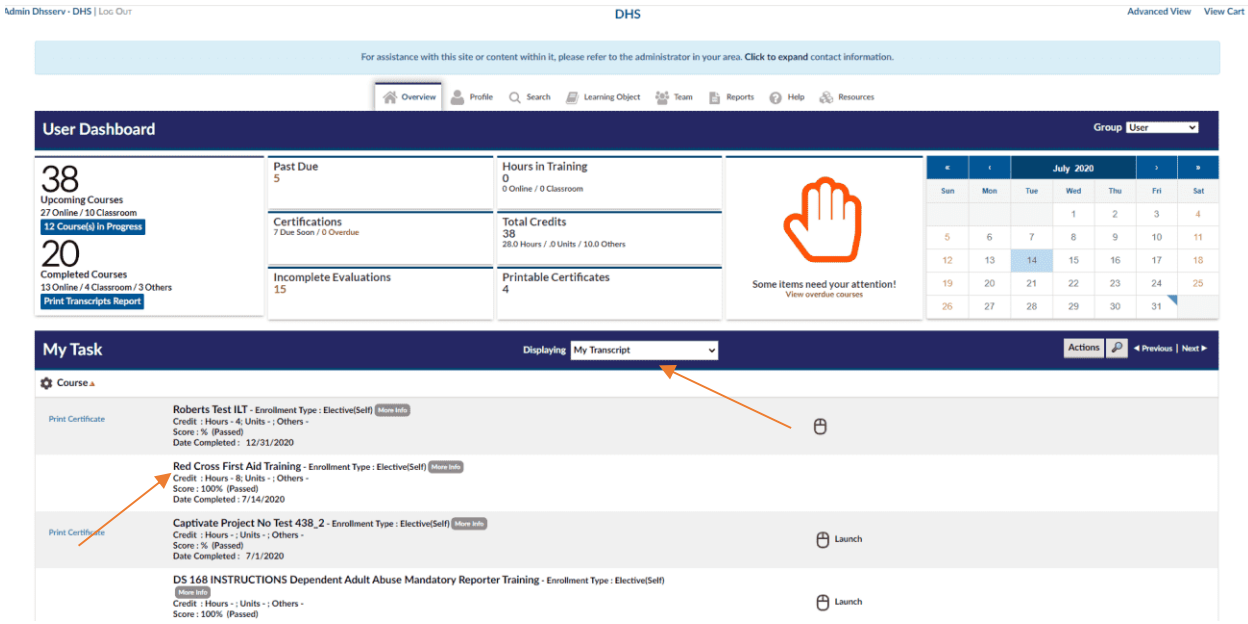
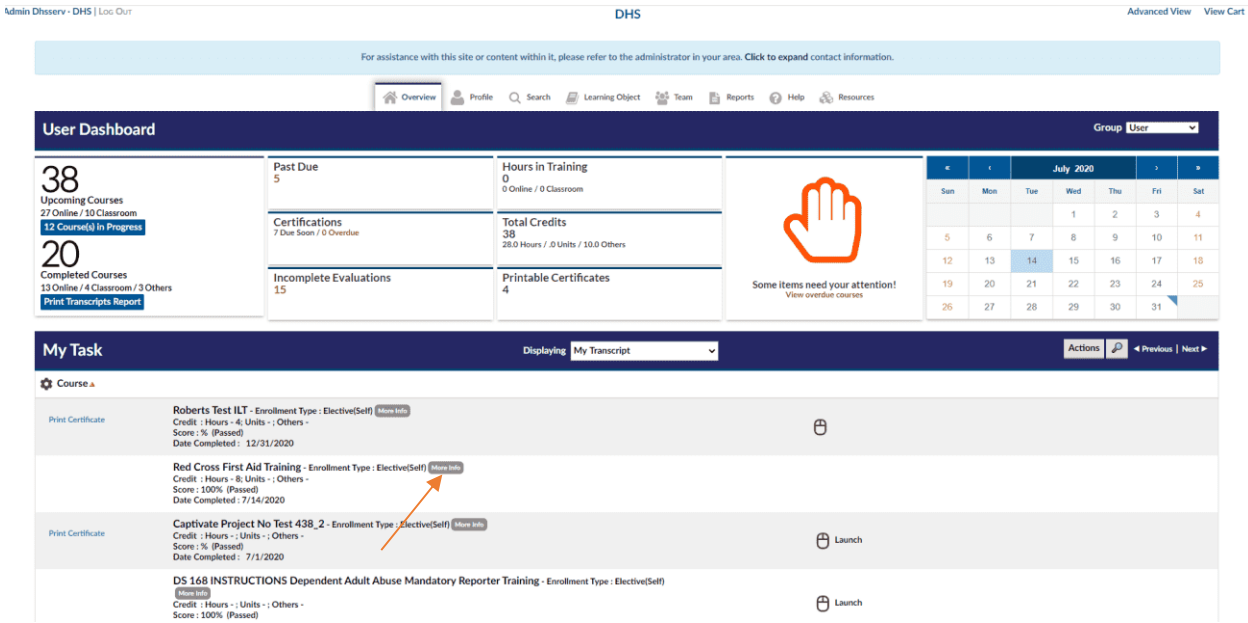
5. **Standard User can then go to the "Overview" dashboard and> displaying>My Transcript**



<u>The new "Manual Entry" learning object has posted to their transcripts.</u>

6. **Adding an Attachment to a "Manual Entry" learning object, the Standard User>More Info**



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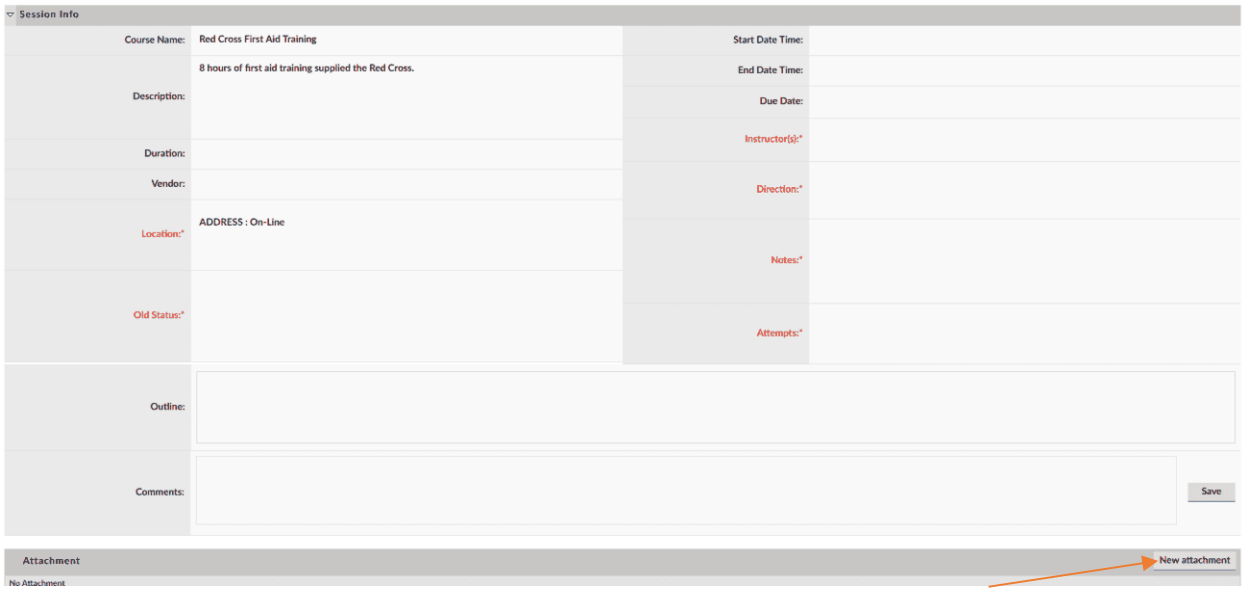
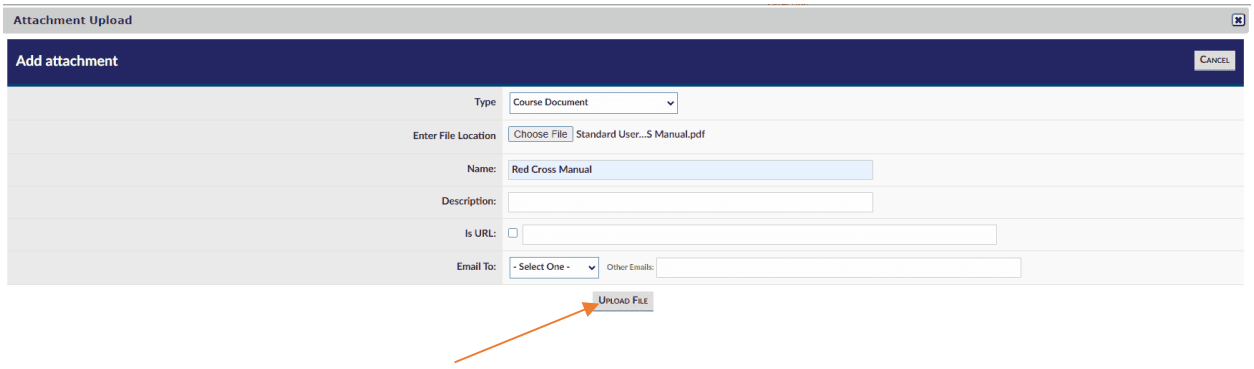
7. **After>More Info, Standard User is brought to the "Learning Object Session" screen, and scrolls down and> "New Attachment"**



8. **Attachment Upload – add attachment**

   User can select the type of document, Enter file Location, and other details, once complete>Upload file.



9. **The document is now attached to the "Manual Entry" learning object session.**

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Mackenzie Swanson

Chief of Staff

Majority Leader Matt Windschitl

Iowa House of Representatives

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NINETIETH GENERAL ASSEMBLY
2024 REGULAR SESSION
DAILY

HOUSE DEBATE CALENDAR

THURSDAY, MARCH 07, 2024

HF 2630 Gustoff	A bill for an act relating to school funding, including the teacher salary supplement cost per pupil and teacher and education support professional compensation, and making appropriations.(Formerly HF 2611, HSB 714.) By Appropriations. (Eligible: 03/04/2024) [SIMILAR/COMPANION To HF 2611]
SF 574 Kaufmann	A bill for an act establishing the major economic growth attraction program to be administered by the economic development authority, and providing penalties.(Formerly SSB 1162.) By Ways and Means. (Eligible: 02/29/2024) [SIMILAR/COMPANION To HF 642]
HF 2639 Shipley	A bill for an act relating to vehicle registration plates, including registration plate frames and Gadsden flag special registration plates.(Formerly HF 2424, HSB 615.) By Ways and Means. (Eligible: 03/05/2024) [SIMILAR/COMPANION To SF 47, HF 2424]
HF 2240 Thomson, C.	A bill for an act relating to harassment by the dissemination, publishing, distribution, or posting of a visual depiction showing another person in a state of full or partial nudity or engaged in a sex act that has been altered to falsely depict another person, and making penalties applicable.(Formerly HF 2048.) By Judiciary. (Eligible: 02/06/2024) [SIMILAR/COMPANION To HF 2048]
HF 2241 Thomson, C.	A bill for an act relating to sexual exploitation of a minor by the creation, adaptation, or modification of a visual depiction to give the appearance that an identifiable minor is engaged in a prohibited sexual act or the simulation of a prohibited sexual act, and making penalties applicable.(Formerly HF 2049.) By Judiciary. (Eligible: 02/06/2024) [SIMILAR/COMPANION To HF 2049, SF 2136, SF 2243,SF 2217, ATTACHED SF 2243]
HF 2280 Gustoff	A bill for an act relating to private instruction, including modifying provisions related to independent private instruction and the reports and evidence of immunizations required under competent private instruction.(Formerly HF 464, HF 283.) By Education. (Eligible: 02/07/2024) [SIMILAR/COMPANION To HF 283, HF 464]
HF 2310 Vondran	A bill for an act relating to certain trespassing violations and associated scheduled fines.(Formerly HF 2011 .) By Public Safety. (Eligible: 02/08/2024) [SIMILAR/COMPANION To HF 2011, SF 2036, SF 2343]
HF 2363 Wills, J.	A bill for an act relating to a father's obligation for payment of expenses including those related to a mother's pregnancy and the birth of a child born out of wedlock.(Formerly HF 2103.) By Judiciary. (Eligible: 02/13/2024) [SIMILAR/COMPANION To HF 2103]
SF 455 Dunwell	A bill for an act relating to the regulation of topsoil and storm water at construction sites. (Formerly SF 34.) By Local Government. (Eligible: 02/13/2024) [SIMILAR/COMPANION To SF 34]
HF 2460 Lohse	A bill for an act relating to human trafficking including parole and work release and victim counselors, and guardian ad litem appointments for prosecuting witnesses with mental disabilities.(Formerly HSB 530.) By Judiciary. (Eligible: 02/15/2024) [SIMILAR/COMPANION To SF 2170]
HF 2506 Bradley	A bill for an act to designate October 13 of each year as Metastatic Breast Cancer Awareness and Action Day.(Formerly HSB 656.) By Health and Human Services. (Eligible: 02/20/2024)

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HF 2514 Dunwell	A bill for an act abolishing county compensation boards.(Formerly HF 2345.) By Local Government. (Eligible: 02/20/2024) [SIMILAR/COMPANION To HF 2345, SF 2226]
HF 2517 Gustoff	A bill for an act relating to trusts, including irrevocable trusts, trust petitions, and trust proceedings.(Formerly HF 2344.) By Judiciary. (Eligible: 02/20/2024) [SIMILAR/COMPANION To HF 2344]
HF 2523 Thomson, C.	A bill for an act relating to parental authorization for minors to create accounts on social media platforms, providing civil penalties, and including applicability provisions.(Formerly HF 2255.) By Judiciary. (Eligible: 02/20/2024) [SIMILAR/COMPANION To HF 2255]
HF 2531 Vondran	A bill for an act relating to public safety nuisances at adult cabarets, and making penalties applicable.(Formerly HF 2334.) By Public Safety. (Eligible: 02/21/2024) [SIMILAR/COMPANION To HF 2334]
HF 2549 Sorensen	A bill for an act relating to the conduct of elections, including the use of artificial intelligence and deceptive statements, and providing penalties.(Formerly HSB 599.) By Economic Growth and Technology. (Eligible: 02/21/2024)
HF 2551 Mohr, G.	A bill for an act relating to electric transmission lines and electric transmission owners, and including effective date and applicability provisions.(Formerly HSB 698.) By Commerce. (Eligible: 02/21/2024) [SIMILAR/COMPANION To SF 2372]
HF 2560 Thompson, P.	A bill for an act relating to the forfeiture of property for criminal offenses and repealing civil forfeiture.(Formerly HSB 634.) By Public Safety. (Eligible: 02/21/2024)
HF 2570 Jones	A bill for an act authorizing a county attorney to be issued a professional permit to carry weapons.(Formerly HF 2083.) By Judiciary. (Eligible: 02/22/2024) [SIMILAR/COMPANION To HF 2083]
HF 2575 Wheeler	A bill for an act relating to the nonconsensual causing of death of, or serious injury to, an unborn person, and providing penalties.(Formerly HSB 621.) By Judiciary. (Eligible: 02/22/2024)
HF 2580 Lohse	A bill for an act relating to legal representation for children who are placed in, or may be placed in, foster care.(Formerly HF 2209.) By Judiciary. (Eligible: 02/22/2024) [SIMILAR/COMPANION To HF 2209]
HF 2598 Stone	A bill for an act establishing the criminal offense of looting, and providing penalties.(Formerly HF 2259.) By Judiciary. (Eligible: 02/22/2024) [SIMILAR/COMPANION To HF 2259]
HF 2601 Wilz, H.	A bill for an act relating to public parking meters.(Formerly HSB 669.) By Public Safety. (Eligible: 02/22/2024)
HF 2602 Kaufmann	A bill for an act establishing a criminal offense of grooming and providing penalties.(Formerly HSB 575.) By Judiciary. (Eligible: 02/22/2024)
HF 2605 Holt	A bill for an act providing for the regulation of hemp and hemp products, providing penalties, and making penalties applicable.(Formerly HSB 665.) By Public Safety. (Eligible: 02/22/2024) [SIMILAR/COMPANION To SF 2352]
HF 2608 Holt	A bill for an act relating to unlawful activities, including those related to state residency and citizenship requirements in determining eligibility for public assistance, and the smuggling of persons, and providing penalties.(Formerly HF 2112.) By Judiciary. (Eligible: 02/22/2024) [SIMILAR/COMPANION To HF 2112]

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HJR 2004 Jones	A joint resolution nullifying administrative rules of the state racing and gaming commission relating to sports wagering and fantasy sports contests and including effective date provisions. By Jones. (Eligible: 03/04/2024)

PREPARED IN THE OFFICE OF HOUSE MAJORITY LEADER MATT W. WINDSCHITL

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 05, 2024

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IA-DHHS-24-0418-A-004748

Iowa General Assembly
Daily Bills, Amendments and Study
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AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004749

House File 2639

H-8123

1 Amend House File 2639 as follows:

2 1. By striking page 1, line 32, through page 2, line 3, and
3 inserting <the department of education to distribute equally to
4 this state's area education agencies to provide school-shooting
5 counseling and mental health support.>

JACOBY of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004750

House File 2639

H-8124

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *United States capitol police plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue United States capitol police plates,
8 commemorating the efforts by the capitol police and other law
9 enforcement officers to defend the United States capitol on
10 January 6, 2021, to the owner of a motor vehicle subject to
11 registration under section 321.109, subsection 1, autocycle,
12 motor truck, motor home, multipurpose vehicle, motorcycle,
13 trailer, or travel trailer.
14 *b.* United States capitol police plates shall be designed
15 by the department. The background shall be white. The left
16 side of the plate must depict the emblem of the United States
17 capitol police. The plate's numbers and letters shall be blue.
18 *c.* The special United States capitol police fee for
19 letter-number designated United States capitol police plates
20 is thirty-five dollars. An applicant may obtain personalized
21 United States capitol police plates upon payment of the fee
22 for personalized plates as provided in subsection 5, which is
23 in addition to the special United States capitol police fee.
24 Personalized plates authorized by this subsection shall be
25 limited to no more than five numerals, letters, or combinations
26 of numerals and letters.
27 *d.* The fees collected by the director under this subsection
28 shall be paid monthly to the treasurer of state and deposited
29 in the road use tax fund. The treasurer of state shall
30 transfer monthly from the statutory allocations fund created
31 under section 321.145, subsection 2, to the public safety
32 survivor benefits fund created in section 80.47 the amount of
33 the special fees collected in the previous month for United
34 States capitol police plates.
35 *e.* Upon receipt of the special registration plates, the

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IA-DHHS-24-0418-A-004751

applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special United States capitol police fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized United States capitol police plates is five dollars which shall be paid in addition to the annual special United States capitol police fee and the regular annual registration fee. The annual special United States capitol police fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of United States capitol police plates on the receipt of any number of orders for United States capitol police plates.>

2. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and United States capitol police>

3. Title page, line 2, before <special> by inserting <and United States capitol police>

4. By renumbering as necessary.

B. MEYER of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004752

House File 2639

H-8125

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Rainbow plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue rainbow plates to the owner of a motor
8 vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Rainbow plates shall be designed by the department. The
12 background shall be white and feature a rainbow. The plate's
13 numbers and letters shall be black.
14 *c.* The special rainbow fee for letter-number designated
15 rainbow plates is thirty-five dollars. An applicant may
16 obtain personalized rainbow plates upon payment of the fee for
17 personalized plates as provided in subsection 5, which is in
18 addition to the special rainbow fee.
19 *d.* The fees collected by the director under this subsection
20 shall be paid monthly to the treasurer of state and deposited
21 in the road use tax fund. The treasurer of state shall
22 transfer monthly from the statutory allocations fund created
23 under section 321.145, subsection 2, to the general fund of the
24 state the amount of the special fees collected in the previous
25 month for rainbow plates. Such moneys are appropriated to
26 the Iowa civil rights commission to distribute in the form of
27 grants to provide education and training regarding unfair or
28 discriminatory practices and ways to deter such practices.
29 Notwithstanding section 8.33, moneys appropriated under this
30 subsection shall not revert to the general fund of the state.
31 *e.* Upon receipt of the special registration plates, the
32 applicant shall surrender the current registration plates to
33 the county treasurer. The county treasurer shall validate
34 the special registration plates in the same manner as regular
35 registration plates are validated under this section. The

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IA-DHHS-24-0418-A-004753

1 annual special rainbow plate fee for letter-number designated
2 plates is ten dollars which shall be paid in addition to
3 the regular annual registration fee. The annual fee for
4 personalized rainbow plates is five dollars which shall be paid
5 in addition to the annual special rainbow fee and the regular
6 annual registration fee. The annual special rainbow fee shall
7 be credited as provided under paragraph *"d"*.
8 *f.* The department shall not condition the issuance of
9 rainbow plates on the receipt of any number of orders for
10 rainbow plates.>
11 2. Page 3, line 3, by striking <and Gadsden flag> and
12 inserting <Gadsden flag, and rainbow>
13 3. Page 3, line 10, by striking <and Gadsden flag> and
14 inserting <Gadsden flag, and rainbow>
15 4. Title page, lines 2 and 3, by striking <special
16 registration plates> and inserting <and rainbow special
17 registration plates, and making appropriations>
18 5. By renumbering as necessary.

B. MEYER of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004754

House File 2549

H-8126

Amend the amendment, H-8115, to House File 2549, as follows:

1. Page 1, after line 1 by inserting:

<___. Page 1, line 18, after <intelligence.> by inserting <The disclosure must include the words "this material was generated using artificial intelligence".>>

2. Page 1, after line 5 by inserting:

<___. Page 1, after line 22 by inserting:

<*d.* The board shall adopt rules for the implementation of this subsection.>

___. Page 1, line 28, after <manipulated.> by inserting <The disclosure must include the words "this material has been manipulated to include a materially deceptive depiction of a candidate".>>

3. Page 1, after line 10 by inserting:

<*d.* The board shall adopt rules for the implementation of this subsection.>

4. Page 2, line 14, after <video.> by inserting <The disclosure must include the words "this image or video was manipulated or generated by artificial intelligence".>

5. Page 2, line 20, after <each.> by inserting <The disclosure must include the words "this audio was manipulated or generated by artificial intelligence".>

6. Page 3, after line 32 by inserting:

<9. The board shall adopt rules for the implementation of this section.>

7. By renumbering as necessary.

_____

SORENSEN of Adair

_____

SCHOLTEN of Woodbury

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004755

House File 2560

H-8127

1 Amend House File 2560 as follows:

2 1. Page 9, by striking lines 9 and 10.

_____

P. THOMPSON of Boone

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004756

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 05, 2024

House File 2310

H-8128

Amend House File 2310 as follows:

1. Page 1, before line 1 by inserting:

<Section 1. Section 716.8, subsection 5, Code 2024, is amended to read as follows:

5. A person who commits a trespass while hunting ~~deer~~, other than hunting a farm deer as defined in section 170.1 or preserve whitetail as defined in section 484C.1, commits a simple misdemeanor punishable as a scheduled violation under section 805.8C, subsection 12. A peace officer shall consider arresting and may arrest the person under section 805.9, subsection 3, paragraph "c", if the person refuses to leave the property after receiving a citation or immediately returns to the property after receiving a citation, or may arrest the person as otherwise provided under law. The person shall also be subject to civil penalties as provided in sections 481A.130 and 481A.131. ~~A deer~~ Any wildlife taken by a person while committing such a trespass shall be subject to seizure as provided in section 481A.12.>

2. By renumbering as necessary.

VONDRAN of Scott

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004757

House File 2639

H-8129

Amend House File 2639 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. *Bob Ray plates.*

a. Upon application and payment of the proper fees, the director may issue Bob Ray plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. Bob Ray plates shall be designed by the department. The background shall be blue and the plate's numbers and letters shall be red. The left side of the plate shall depict an image of Bob Ray's face. The phrase "What Would Bob Ray Do?" shall appear at the bottom of the plate.

c. The special Bob Ray fee for letter-number designated Bob Ray plates is thirty-five dollars. An applicant may obtain personalized Bob Ray plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special Bob Ray fee. Personalized plates authorized by this subsection shall be limited to no more than five numerals, letters, or combinations of numerals and letters.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund. The treasurer of state shall transfer monthly from the statutory allocations fund created under section 321.145, subsection 2, to the general fund of the state the amount of the special fees collected in the previous month for Bob Ray plates. Such moneys are appropriated to the secretary of state to distribute in the form of grants to organizations that support expanding access to voting. In the awarding of grants, the secretary of state shall give first consideration to any official state association of the league of women voters and similar nonprofit organizations.

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IA-DHHS-24-0418-A-004758

1 Notwithstanding section 8.33, moneys appropriated under this
2 subsection shall not revert to the general fund of the state.
3 *e.* Upon receipt of the special registration plates, the
4 applicant shall surrender the current registration plates to
5 the county treasurer. The county treasurer shall validate
6 the special registration plates in the same manner as regular
7 registration plates are validated under this section. The
8 annual special Bob Ray fee for letter-number designated plates
9 is ten dollars which shall be paid in addition to the regular
10 annual registration fee. The annual fee for personalized Bob
11 Ray plates is five dollars which shall be paid in addition
12 to the annual special Bob Ray fee and the regular annual
13 registration fee. The annual special Bob Ray fee shall be
14 credited as provided under paragraph *"d"*.
15 *f.* The department shall not condition the issuance of Bob
16 Ray plates on the receipt of any number of orders for Bob Ray
17 plates.>
18 2. Page 3, line 3, by striking <and Gadsden flag> and
19 inserting <Gadsden flag, and Bob Ray>
20 3. Page 3, line 10, by striking <and Gadsden flag> and
21 inserting <Gadsden flag, and Bob Ray>
22 4. Title page, lines 2 and 3, by striking <special
23 registration plates> and inserting <and Bob Ray special
24 registration plates, and making appropriations>
25 5. By renumbering as necessary.

BAGNIEWSKI of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004759

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 05, 2024

House File 2639

H-8130

Amend House File 2639 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. **Lung cancer awareness plates.**

a. Upon application and payment of the proper fees, the director may issue lung cancer awareness plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. Lung cancer awareness plates shall be designed by the department in consultation with the department of health and human services.

c. The special lung cancer awareness fee for letter-number designated lung cancer awareness plates is thirty-five dollars. An applicant may obtain personalized lung cancer awareness plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special lung cancer awareness fee.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund. The treasurer of state shall transfer monthly from the statutory allocations fund created under section 321.145, subsection 2, to the general fund of the state the amount of the special fees collected in the previous month for lung cancer awareness plates. Such moneys are appropriated to the department of health and human services to distribute in the form of grants to organizations that work to educate persons about the risks and causes of lung cancer. Notwithstanding section 8.33, moneys appropriated under this subsection shall not revert to the general fund of the state.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular

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IA-DHHS-24-0418-A-004760

1 registration plates are validated under this section. The
2 annual special lung cancer awareness fee for letter-number
3 designated plates is ten dollars which shall be paid in
4 addition to the regular annual registration fee. The annual
5 fee for personalized lung cancer awareness plates is five
6 dollars which shall be paid in addition to the annual special
7 lung cancer awareness fee and the regular annual registration
8 fee. The annual special lung cancer awareness fee shall be
9 credited as provided under paragraph *"d"*.
10 *f.* The department shall not condition the issuance of lung
11 cancer awareness plates on the receipt of any number of orders
12 for lung cancer awareness plates.>
13 2. Page 3, line 3, by striking <and Gadsden flag> and
14 inserting <Gadsden flag, and lung cancer awareness>
15 3. Page 3, line 10, by striking <and Gadsden flag> and
16 inserting <Gadsden flag, and lung cancer awareness>
17 4. Title page, lines 2 and 3, by striking <special
18 registration plates> and inserting <and lung cancer awareness
19 special registration plates, and making appropriations>
20 5. By renumbering as necessary.

EHLERT of Linn

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004761

House File 2639

H-8131

Amend House File 2639 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. *Four-lane highway 30 plates.*

a. Upon application and payment of the proper fees, the director may issue four-lane highway 30 plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. Four-lane highway 30 plates shall be designed by the department. The background shall be black and the plate's numbers and letters shall be orange. The phrase "Make Highway 30 Great" shall appear at the bottom of the plate.

c. The special four-lane highway 30 fee for letter-number designated four-lane highway 30 plates is thirty-five dollars. An applicant may obtain personalized four-lane highway 30 plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special four-lane highway 30 fee.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special four-lane highway 30 fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized four-lane highway 30 plates is five dollars which shall be paid in addition to the annual special four-lane highway 30 fee and the regular annual registration fee. The annual special four-lane highway 30 fee shall be

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IA-DHHS-24-0418-A-004762

1 credited as provided under paragraph "*d*".
2 *f.* The department shall not condition the issuance of
3 four-lane highway 30 plates on the receipt of any number of
4 orders for four-lane highway 30 plates.>
5 2. Page 3, line 3, by striking <and Gadsden flag> and
6 inserting <Gadsden flag, and four-lane highway 30>
7 3. Page 3, line 10, by striking <and Gadsden flag> and
8 inserting <Gadsden flag, and four-lane highway 30>
9 4. Title page, line 2, after <flag> by inserting <and
10 four-lane highway 30>
11 5. By renumbering as necessary.

COOLING of Linn

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004763

House File 2639

H-8132

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Black is beautiful plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue black is beautiful plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Black is beautiful plates shall be designed by the
12 department. The background shall be light brown and the
13 plate's numbers and letters shall be dark brown. The center
14 of the plate shall depict an image of a person's face and neck
15 with large, circular afro-style hair.
16 *c.* The special black is beautiful fee for letter-number
17 designated black is beautiful plates is thirty-five dollars.
18 An applicant may obtain personalized black is beautiful plates
19 upon payment of the fee for personalized plates as provided
20 in subsection 5, which is in addition to the special black is
21 beautiful fee.
22 *d.* The fees collected by the director under this subsection
23 shall be paid monthly to the treasurer of state and deposited
24 in the road use tax fund. The treasurer of state shall
25 transfer monthly from the statutory allocations fund created
26 under section 321.145, subsection 2, to the general fund of
27 the state the amount of the special fees collected in the
28 previous month for black is beautiful plates. Such moneys are
29 appropriated to the department of health and human services to
30 distribute in the form of grants to organizations that promote
31 equity, political rights, and social inclusion by advancing
32 policies and practices that expand human and civil rights,
33 eliminate discrimination, and accelerate the well-being,
34 education, and economic security of black people and all
35 persons of color. In awarding the grants, the department of

AMERICAN OVERSIGHT

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1 health and human services shall give first consideration to
2 any state association of the national association for the
3 advancement of colored people. Notwithstanding section 8.33,
4 moneys appropriated under this subsection shall not revert to
5 the general fund of the state.
6 *e.* Upon receipt of the special registration plates, the
7 applicant shall surrender the current registration plates to
8 the county treasurer. The county treasurer shall validate
9 the special registration plates in the same manner as regular
10 registration plates are validated under this section. The
11 annual special black is beautiful fee for letter-number
12 designated plates is ten dollars which shall be paid in
13 addition to the regular annual registration fee. The annual
14 fee for personalized black is beautiful plates is five dollars
15 which shall be paid in addition to the annual special black is
16 beautiful fee and the regular annual registration fee. The
17 annual special black is beautiful fee shall be credited as
18 provided under paragraph *"d"*.
19 *f.* The department shall not condition the issuance of black
20 is beautiful plates on the receipt of any number of orders for
21 black is beautiful plates.>
22 2. Page 3, line 3, by striking <and Gadsden flag> and
23 inserting <Gadsden flag, and black is beautiful>
24 3. Page 3, line 10, by striking <and Gadsden flag> and
25 inserting <Gadsden flag, and black is beautiful>
26 4. Title page, lines 2 and 3, by striking <special
27 registration plates> and inserting <and black is beautiful
28 special registration plates, and making appropriations>
29 5. By renumbering as necessary.

GAINES of Polk

AMERICAN OVERSIGHT

House File 2523

H-8133

1 Amend House File 2523 as follows:

2 1. Page 1, line 23, by striking <and do> and inserting <for

3 the primary purpose of performing>

THOMSON of Floyd

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004766

House File 2605

H-8134

Amend House File 2605 as follows:

1. Page 1, by striking lines 26 through 28 and inserting:

<(2) Its maximum total tetrahydrocannabinol concentration is less than or equal to the lesser of the following:

(a) Three-tenths of one percent on a dry weight basis.

(b) Two milligrams per serving and ten milligrams per container on a dryweight basis.>

2. Page 1, before line 29 by inserting:

<Sec. ___. Section 204.2, subsection 11, paragraph b, subparagraph (1), Code 2024, is amended to read as follows:

(1) (a) An item or part of an item ~~with a maximum tetrahydrocannabinol concentration~~ that exceeds ~~three-tenths of one percent on a dry weight basis~~ the maximum total tetrahydrocannabinol concentration allowed for a hemp product under section 124.204, subsection 7.

(b) An item or part of an item that is metabolized or is otherwise subject to a biotransformative process when introduced into the human body and that exceeds the maximum total tetrahydrocannabinol concentration allowed for a consumable hemp product.>

3. Page 1, line 35, by striking <subparagraphs> and inserting <subparagraph>

4. Page 2, by striking lines 5 through 8.

5. Page 7, lines 5 and 6, by striking <tetrahydrocannabinol as described in chapter 124,> and inserting <tetrahydrocannabinol,>

6. Page 7, lines 14 and 15, by striking <tetrahydrocannabinol as described in chapter 124,> and inserting <tetrahydrocannabinol,>

7. By renumbering as necessary.

HOLT of Crawford

AMERICAN OVERSIGHT

House File 2601

H-8135

1 Amend House File 2601 as follows:
2 1. Page 1, line 11, by striking <duration.> and inserting
3 <duration, or provide the user with the option to only pay for
4 the specific duration the user occupied the parking space.>
5 2. Page 1, line 15, by striking <space.> and inserting
6 <space, or provide the user with the option to only pay for the
7 specific duration the user occupied the parking space.>
8 3. Page 1, after line 15 by inserting:
9 <3. The duration charged must only apply to the specific
10 parking space occupied by the user´s vehicle. The duration
11 charged shall not apply to a specific registration plate number
12 or similar means of identification of the user´s vehicle
13 occupying the parking space.>

_____

WILZ of Wapello

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004768

House File 2523

H-8136

1 Amend House File 2523 as follows:
2 1. Page 1, by striking lines 21 through 34 and inserting:
3 <4. *a. "Social media platform"* means an internet site or
4 application that is open to the public and that allows a user
5 to create an account and do all of the following:
6 (1) Create personal profiles or accounts that include the
7 person's name, age, location, and other personal information.
8 (2) Connect with other social media platform users as
9 friends, followers, or any other means of connecting that
10 allows other users to access shared content.
11 (3) Facilitate public access to content, including text,
12 images, videos, internet site links, or any other information.
13 (4) Send private messages to other social media platform
14 users.
15 (5) Create groups for the purpose of communicating about
16 shared interests.
17 *b. "Social media platform"* does not include an online
18 service, website, or application where the predominate or
19 exclusive function is interactive gaming, virtual gaming, or
20 an online service that allows the creation and uploading of
21 content for the purpose of interactive gaming, educational
22 entertainment, or associated entertainment, and the
23 communication related to such content.>

THOMSON of Floyd

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004769

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 05, 2024

House File 2583

H-8137

Amend House File 2583 as follows:

1. Page 1, by striking line 9 and inserting <~~two~~ three hundred seventy-five percent of the federal poverty level,>

2. Page 1, by striking line 14 and inserting <pregnant is at or below three hundred seventy-five percent of>

3. Page 1, line 29, by striking <two> and inserting <three>

4. Page 1, line 30, by striking <fifteen> and inserting <seventy-five>

MATSON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004770

House File 2639

H-8138

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Rescue dogs plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue rescue dogs plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Rescue dogs plates shall be designed by the department.
12 The background shall be yellow and the plate's numbers and
13 letters shall be brown. The left side of the plate shall
14 depict an image of a golden retriever. The phrase "Rescue Me"
15 shall appear at the bottom of the plate.
16 *c.* The special rescue dogs fee for letter-number designated
17 rescue dogs plates is thirty-five dollars. An applicant may
18 obtain personalized rescue dogs plates upon payment of the fee
19 for personalized plates as provided in subsection 5, which is
20 in addition to the special rescue dogs fee.
21 *d.* The fees collected by the director under this subsection
22 shall be paid monthly to the treasurer of state and deposited
23 in the road use tax fund. The treasurer of state shall
24 transfer monthly from the statutory allocations fund created
25 under section 321.145, subsection 2, to the general fund of the
26 state the amount of the special fees collected in the previous
27 month for rescue dogs plates. Such moneys are appropriated
28 to the department of agriculture and land stewardship to
29 distribute in the form of grants to organizations supporting
30 rescuing and rehoming dogs. In the awarding of grants,
31 the department of agriculture and land stewardship shall
32 give first consideration to any official state association
33 of the humane society of the United States and similar
34 nonprofit organizations. Notwithstanding section 8.33, moneys
35 appropriated under this subsection shall not revert to the

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general fund of the state.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special rescue dogs fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized rescue dogs plates is five dollars which shall be paid in addition to the annual special rescue dogs fee and the regular annual registration fee. The annual special rescue dogs fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of rescue dogs plates on the receipt of any number of orders for rescue dogs plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and rescue dogs>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and rescue dogs>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and rescue dogs special registration plates, and making appropriations>

5. By renumbering as necessary.

JACOBY of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004772

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 05, 2024

House File 2639

H-8139

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Jesus plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue Jesus plates to the owner of a motor vehicle
8 subject to registration under section 321.109, subsection 1,
9 autocycle, motor truck, motor home, multipurpose vehicle,
10 motorcycle, trailer, or travel trailer.
11 *b.* Jesus plates shall be designed by the department. The
12 background shall be white at the top and fade to blue at the
13 bottom. The plate's numbers and letters shall be dark blue.
14 The left side of the plate shall include the letters "WWJD"
15 printed vertically.
16 *c.* The special Jesus fee for letter-number designated
17 Jesus plates is thirty-five dollars. An applicant may
18 obtain personalized Jesus plates upon payment of the fee for
19 personalized plates as provided in subsection 5, which is in
20 addition to the special Jesus fee.
21 *d.* The fees collected by the director under this subsection
22 shall be paid monthly to the treasurer of state and deposited
23 in the road use tax fund. The treasurer of state shall
24 transfer monthly from the statutory allocations fund created
25 under section 321.145, subsection 2, to the general fund of the
26 state the amount of the special fees collected in the previous
27 month for Jesus plates. Such moneys are appropriated to the
28 department of health and human services to distribute in the
29 form of grants to organizations supporting and affirming the
30 shared principles of interfaith community. In the awarding
31 of grants, the department of health and human services shall
32 give first consideration to any official state association of
33 the interfaith alliance and similar nonprofit organizations.
34 Notwithstanding section 8.33, moneys appropriated under this
35 subsection shall not revert to the general fund of the state.

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e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special Jesus fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized Jesus plates is five dollars which shall be paid in addition to the annual special Jesus fee and the regular annual registration fee. The annual special Jesus fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of Jesus plates on the receipt of any number of orders for Jesus plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and Jesus>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and Jesus>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and Jesus special registration plates, and making appropriations>

5. By renumbering as necessary.

JAMES of Dubuque

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004774

House File 2639

H-8140

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Mental health plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue mental health plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Mental health plates shall be designed by the department.
12 The background shall be purple and the plate's numbers and
13 letters shall be white. The left side of the plate shall
14 include the letters "NAMI" printed vertically.
15 *c.* The special mental health fee for letter-number
16 designated mental health plates is thirty-five dollars. An
17 applicant may obtain personalized mental health plates upon
18 payment of the fee for personalized plates as provided in
19 subsection 5, which is in addition to the special mental
20 health fee. Personalized plates authorized by this subsection
21 shall be limited to no more than five numerals, letters, or
22 combinations of numerals and letters.
23 *d.* The fees collected by the director under this subsection
24 shall be paid monthly to the treasurer of state and deposited
25 in the road use tax fund. The treasurer of state shall
26 transfer monthly from the statutory allocations fund created
27 under section 321.145, subsection 2, to the general fund of the
28 state the amount of the special fees collected in the previous
29 month for mental health plates. Such moneys are appropriated
30 to the department of health and human services to distribute in
31 the form of grants to organizations supporting mental health.
32 In the awarding of grants, the department of health and human
33 services shall give first consideration to any official state
34 association of the national alliance on mental health and
35 similar nonprofit organizations. Notwithstanding section 8.33,

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moneys appropriated under this subsection shall not revert to the general fund of the state.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special mental health fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized mental health plates is five dollars which shall be paid in addition to the annual special mental health fee and the regular annual registration fee. The annual special mental health fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of mental health plates on the receipt of any number of orders for mental health plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and mental health>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and mental health>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and mental health special registration plates, and making appropriations>

5. By renumbering as necessary.

KRESSIG of Black Hawk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004776

House File 2514

H-8141

Amend the amendment, H-8064, to House File 2514, as follows:

1. Page 1, by striking lines 2 through 5 and inserting:

<1. By striking everything after the enacting clause and inserting:

<Section 1. Section 331.212, subsection 2, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *i.* Setting the compensation schedule of elected county officers.

Sec. 2. Section 331.321, subsection 1, paragraph 1, Code 2024, is amended by striking the paragraph.

Sec. 3. Section 331.322, subsection 6, Code 2024, is amended to read as follows:

6. ~~Review~~ Annually prepare and review the ~~final~~ compensation schedule ~~of the county compensation board and determine the final compensation schedule~~ in accordance with section 331.907.

Sec. 4. Section 331.322, subsection 7, Code 2024, is amended by striking the subsection.

Sec. 5. Section 331.323, subsection 1, paragraph e, Code 2024, is amended to read as follows:

e. ~~When~~ If the duties of an officer or employee are assigned to one or more elected officers, the board shall set ~~the~~ an initial salary for each elected officer~~. Thereafter, the salary~~ and, thereafter, shall ~~be determined~~ determine the salary as provided in section 331.907.

Sec. 6. Section 331.907, subsections 1, 2, 3, and 4, Code 2024, are amended to read as follows:

1. The annual compensation of the auditor, treasurer, recorder, sheriff, county attorney, and supervisors shall be determined as provided in this section. The ~~county compensation~~ board annually shall review the compensation paid to comparable officers in other counties of this state, other states, private enterprise, and the federal government. In setting the salary of the county sheriff, the ~~county compensation~~ board shall set the sheriff's salary so that it

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is comparable to salaries paid to professional law enforcement administrators and command officers of the state patrol~~,~~ and the division of criminal investigation of the department of public safety, and to city police chiefs employed by cities of similar population to the population of the county. The ~~county compensation~~ board shall prepare a compensation schedule for the ~~elective~~ elected county officers for the succeeding fiscal year with an annual salary increase not to exceed the consumer price index. ~~A recommended compensation schedule requires a majority vote of the membership of the county compensation board.~~ The board shall apply the same percentage of annual salary adjustments to the auditor, treasurer, recorder, county attorney, and supervisor positions. The board may increase the annual salary of an elected county officer by resolution and budgetary procedures set forth in section 331.434, but a salary increased by resolution shall only take effect at the beginning of the first fiscal year following the next regular election for which the affected position was on the ballot or upon adoption in order to fill a vacancy. For purposes of determining a salary increase under this subsection, the board shall initially use the salary of a position as of the effective date of this Act.

2. At the public hearing held on the county budget as provided in section 331.434, the ~~county compensation~~ board shall submit its ~~recommended~~ compensation schedule for the next fiscal year ~~to the board of supervisors~~ for inclusion in the county budget. ~~The board of supervisors shall review the recommended compensation schedule for the elected county officers and determine the final compensation schedule which shall not exceed the compensation schedule recommended by the county compensation board. In determining the final compensation schedule if the board of supervisors wishes to reduce the amount of the recommended compensation schedule, the amount of salary increase proposed for each elected county officer, except as provided in subsection 3, shall be~~

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1 ~~reduced an equal percentage.~~ A copy of the ~~final~~ compensation
2 schedule shall be filed with the county budget at the office
3 of the director of the department of management. The ~~final~~
4 compensation schedule takes effect on July 1 following its
5 adoption by the board ~~of supervisors~~.
6 3. The board ~~of supervisors~~ may adopt a decrease in
7 compensation paid to supervisors irrespective of ~~the county~~
8 ~~compensation board's recommended compensation schedule or~~ other
9 approved changes in compensation paid to other elected county
10 officers. A decrease in compensation paid to supervisors shall
11 be adopted by the board ~~of supervisors~~ no less than thirty days
12 before the county budget is certified under section 24.17.
13 4. The elected county officers are also entitled to receive
14 their actual and necessary expenses incurred in performance
15 of official duties of their respective offices. The board
16 ~~of supervisors~~ may authorize the reimbursement of expenses
17 related to an educational course, seminar, or school ~~which~~ that
18 is attended by a county officer after the county officer is
19 elected, but prior to the county officer taking office.
20 Sec. 7. Section 331.907, Code 2024, is amended by adding the
21 following new subsection:
22 NEW SUBSECTION. 6. The board shall not adopt a salary
23 increase for the auditor, treasurer, recorder, county attorney,
24 or supervisors unless the board provides county employees with
25 an annual cost-of-living pay adjustment.
26 Sec. 8. REPEAL. Section 331.905, Code 2024, is repealed.>>

DUNWELL of Jasper

AMERICAN OVERSIGHT

House File 2639

H-8142

Amend House File 2639 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. *Speech and debate plates.*

a. Upon application and payment of the proper fees, the director may issue speech and debate plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. Speech and debate plates shall be designed by the department. The background shall be blue and the plate's numbers and letters shall be black. The left side of the plate shall depict an image of a yellow, four-point half star with an orange circle on top. The phrase "Speech And Debate" shall appear on the bottom of the plate.

c. The special speech and debate fee for letter-number designated speech and debate plates is thirty-five dollars. An applicant may obtain personalized speech and debate plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special speech and debate fee. Personalized plates authorized by this subsection shall be limited to no more than five numerals, letters, or combinations of numerals and letters.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund. The treasurer of state shall transfer monthly from the statutory allocations fund created under section 321.145, subsection 2, to the general fund of the state the amount of the special fees collected in the previous month for speech and debate plates. Such moneys are appropriated to the department of education to distribute in the form of grants to organizations supporting speech and debate. In the awarding of grants, the department of education shall give first consideration to the Windsor Heights speech

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and debate club and similar organizations. Notwithstanding section 8.33, moneys appropriated under this subsection shall not revert to the general fund of the state.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special speech and debate fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized speech and debate plates is five dollars which shall be paid in addition to the annual special speech and debate fee and the regular annual registration fee. The annual special speech and debate fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of speech and debate plates on the receipt of any number of orders for speech and debate plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and speech and debate>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and speech and debate>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and speech and debate special registration plates, and making appropriations>

5. By renumbering as necessary.

KONFRST of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004781

House File 2639

H-8143

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Alpha kappa alpha plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue alpha kappa alpha plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Alpha kappa alpha plates shall be designed by the
12 department. The background shall be pink and the plate's
13 numbers and letters shall be green. The left side of the plate
14 shall depict the crest used by and associated with the alpha
15 kappa alpha sorority.
16 *c.* The special alpha kappa alpha fee for letter-number
17 designated alpha kappa alpha plates is thirty-five dollars.
18 An applicant may obtain personalized alpha kappa alpha plates
19 upon payment of the fee for personalized plates as provided in
20 subsection 5, which is in addition to the special alpha kappa
21 alpha fee. Personalized plates authorized by this subsection
22 shall be limited to no more than five numerals, letters, or
23 combinations of numerals and letters.
24 *d.* The fees collected by the director under this subsection
25 shall be paid monthly to the treasurer of state and deposited
26 in the road use tax fund. The treasurer of state shall
27 transfer monthly from the statutory allocations fund created
28 under section 321.145, subsection 2, to the general fund of
29 the state the amount of the special fees collected in the
30 previous month for alpha kappa alpha plates. Such moneys are
31 appropriated to the department of health and human services to
32 distribute in the form of grants to neighborhood organizations.
33 In the awarding of grants, the department of health and
34 human services shall give first consideration to the oakridge
35 neighborhood, and other similar organizations. Notwithstanding

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1 section 8.33, moneys appropriated under this subsection shall
2 not revert to the general fund of the state.
3 *e.* Upon receipt of the special registration plates, the
4 applicant shall surrender the current registration plates to
5 the county treasurer. The county treasurer shall validate
6 the special registration plates in the same manner as regular
7 registration plates are validated under this section. The
8 annual special alpha kappa alpha fee for letter-number
9 designated plates is ten dollars which shall be paid in
10 addition to the regular annual registration fee. The annual
11 fee for personalized alpha kappa alpha plates is five dollars
12 which shall be paid in addition to the annual special alpha
13 kappa alpha fee and the regular annual registration fee. The
14 annual special alpha kappa alpha fee shall be credited as
15 provided under paragraph *"d"*.
16 *f.* The department shall not condition the issuance of alpha
17 kappa alpha plates on the receipt of any number of orders for
18 alpha kappa alpha plates.>
19 2. Page 3, line 3, by striking <and Gadsden flag> and
20 inserting <Gadsden flag, and alpha kappa alpha>
21 3. Page 3, line 10, by striking <and Gadsden flag> and
22 inserting <Gadsden flag, and alpha kappa alpha>
23 4. Title page, lines 2 and 3, by striking <special
24 registration plates> and inserting <and alpha kappa alpha
25 special registration plates, and making appropriations>
26 5. By renumbering as necessary.

MADISON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004783

House File 2639

H-8144

Amend House File 2639 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. *Ping pong plates.*

a. Upon application and payment of the proper fees, the director may issue ping pong plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. Ping pong plates shall be designed by the department. The background shall be white and the plate's numbers and letters shall be black. The left side of the plate shall depict an image of two crossed ping pong paddles.

c. The special ping pong fee for letter-number designated ping pong plates is thirty-five dollars. An applicant may obtain personalized ping pong plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special ping pong fee. Personalized plates authorized by this subsection shall be limited to no more than five numerals, letters, or combinations of numerals and letters.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund. The treasurer of state shall transfer monthly from the statutory allocations fund created under section 321.145, subsection 2, to the general fund of the state the amount of the special fees collected in the previous month for ping pong plates. Such moneys are appropriated to the department of education to distribute in the form of grants to the amateur athletics union to support and promote paddle sports. Notwithstanding section 8.33, moneys appropriated under this subsection shall not revert to the general fund of the state.

e. Upon receipt of the special registration plates, the

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applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special ping pong fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized ping pong plates is five dollars which shall be paid in addition to the annual special ping pong fee and the regular annual registration fee. The annual special ping pong fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of ping pong plates on the receipt of any number of orders for ping pong plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and ping pong>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and ping pong>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and ping pong special registration plates, and making appropriations>

5. By renumbering as necessary.

BAETH of Polk

AMERICAN OVERSIGHT

House File 2639

H-8145

Amend House File 2639 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. *Renewable energy plates.*

a. Upon application and payment of the proper fees, the director may issue renewable energy plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. Renewable energy plates shall be designed by the department. The background shall be white and the plate's numbers and letters shall be yellow. The center of the plate shall depict an image of a gray wind turbine.

c. The special renewable energy fee for letter-number designated renewable energy plates is thirty-five dollars. An applicant may obtain personalized renewable energy plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special renewable energy fee. Personalized plates authorized by this subsection shall be limited to no more than five numerals, letters, or combinations of numerals and letters.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund. The treasurer of state shall transfer monthly from the statutory allocations fund created under section 321.145, subsection 2, to the general fund of the state the amount of the special fees collected in the previous month for renewable energy plates. Such moneys are appropriated to the Iowa utilities board to award renewable energy tax credits under chapter 476C. Notwithstanding section 8.33, moneys appropriated under this subsection shall not revert to the general fund of the state.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to

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1 the county treasurer. The county treasurer shall validate
2 the special registration plates in the same manner as regular
3 registration plates are validated under this section. The
4 annual special renewable energy fee for letter-number
5 designated plates is ten dollars which shall be paid in
6 addition to the regular annual registration fee. The annual
7 fee for personalized renewable energy plates is five dollars
8 which shall be paid in addition to the annual special renewable
9 energy fee and the regular annual registration fee. The annual
10 special renewable energy fee shall be credited as provided
11 under paragraph *"d"*.
12 *f.* The department shall not condition the issuance of
13 renewable energy plates on the receipt of any number of orders
14 for renewable energy plates.>
15 2. Page 3, line 3, by striking <and Gadsden flag> and
16 inserting <Gadsden flag, and renewable energy>
17 3. Page 3, line 10, by striking <and Gadsden flag> and
18 inserting <Gadsden flag, and renewable energy>
19 4. Title page, line 2, by striking <special> and inserting
20 <and renewable energy special registration plates, and making
21 appropriations>
22 5. By renumbering as necessary.

KURTH of Scott

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004787

House File 2639

H-8146

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Endangered species plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue endangered species plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Endangered species plates shall be designed by the
12 department. The background shall be green and the plate's
13 numbers and letters shall be white. The left side of the plate
14 shall depict an image of a turtle. The phrase "Don't Tread On
15 Me" shall appear at the bottom of the plate.
16 *c.* The special endangered species fee for letter-number
17 designated endangered species plates is thirty-five dollars.
18 An applicant may obtain personalized endangered species plates
19 upon payment of the fee for personalized plates as provided in
20 subsection 5, which is in addition to the special endangered
21 species fee.
22 *d.* The fees collected by the director under this subsection
23 shall be paid monthly to the treasurer of state and deposited
24 in the road use tax fund. The treasurer of state shall
25 transfer monthly from the statutory allocations fund created
26 under section 321.145, subsection 2, to the general fund of
27 the state the amount of the special fees collected in the
28 previous month for endangered species plates. Such moneys
29 are appropriated to the department of natural resources to
30 distribute in the form of grants to organizations supporting
31 ending the degradation of the planet's natural environment
32 and building a future in which humans live in harmony with
33 nature. In the awarding of grants, the department of natural
34 resources shall give first consideration to any official state
35 association of the world wildlife foundation and similar

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1 nonprofit organizations. Notwithstanding section 8.33, moneys
2 appropriated under this subsection shall not revert to the
3 general fund of the state.
4 *e.* Upon receipt of the special registration plates, the
5 applicant shall surrender the current registration plates to
6 the county treasurer. The county treasurer shall validate
7 the special registration plates in the same manner as regular
8 registration plates are validated under this section. The
9 annual special endangered species fee for letter-number
10 designated plates is ten dollars which shall be paid in
11 addition to the regular annual registration fee. The annual
12 fee for personalized endangered species plates is five
13 dollars which shall be paid in addition to the annual special
14 endangered species fee and the regular annual registration fee.
15 The annual special endangered species fee shall be credited as
16 provided under paragraph *"d"*.
17 *f.* The department shall not condition the issuance of
18 endangered species plates on the receipt of any number of
19 orders for endangered species plates.>
20 2. Page 3, line 3, by striking <and Gadsden flag> and
21 inserting <Gadsden flag, and endangered species>
22 3. Page 3, line 10, by striking <and Gadsden flag> and
23 inserting <Gadsden flag, and endangered species>
24 4. Title page, lines 2 and 3, by striking <special
25 registration plates> and inserting <and endangered species
26 special registration plates, and making appropriations>
27 5. By renumbering as necessary.

ISENHART of Dubuque

AMERICAN OVERSIGHT

House File 2639

H-8147

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Organized labor plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue organized labor plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Organized labor plates shall be designed by the
12 department. The background shall be orange and the plate's
13 numbers and letters shall be white. The phrase "Unions Do It
14 Better" shall appear at the bottom of the plate.
15 *c.* The special organized labor fee for letter-number
16 designated organized labor plates is thirty-five dollars. An
17 applicant may obtain personalized organized labor plates upon
18 payment of the fee for personalized plates as provided in
19 subsection 5, which is in addition to the special organized
20 labor fee.
21 *d.* The fees collected by the director under this subsection
22 shall be paid monthly to the treasurer of state and deposited
23 in the road use tax fund. The treasurer of state shall
24 transfer monthly from the statutory allocations fund created
25 under section 321.145, subsection 2, to the general fund of the
26 state the amount of the special fees collected in the previous
27 month for organized labor plates. Such moneys are appropriated
28 to the department of workforce development to distribute in
29 the form of grants to the local union community charities
30 organization, and other similar organizations. Notwithstanding
31 section 8.33, moneys appropriated under this subsection shall
32 not revert to the general fund of the state.
33 *e.* Upon receipt of the special registration plates, the
34 applicant shall surrender the current registration plates to
35 the county treasurer. The county treasurer shall validate

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1 the special registration plates in the same manner as regular
2 registration plates are validated under this section. The
3 annual special organized labor fee for letter-number designated
4 plates is ten dollars which shall be paid in addition to
5 the regular annual registration fee. The annual fee for
6 personalized organized labor plates is five dollars which
7 shall be paid in addition to the annual special organized
8 labor fee and the regular annual registration fee. The annual
9 special organized labor fee shall be credited as provided under
10 paragraph *"d"*.
11 *f.* The department shall not condition the issuance of
12 organized labor plates on the receipt of any number of orders
13 for organized labor plates.>
14 2. Page 3, line 3, by striking <and Gadsden flag> and
15 inserting <Gadsden flag, and organized labor>
16 3. Page 3, line 10, by striking <and Gadsden flag> and
17 inserting <Gadsden flag, and organized labor>
18 4. Title page, lines 2 and 3, by striking <special
19 registration plates> and inserting <and organized labor special
20 registration plates, and making appropriations>
21 5. By renumbering as necessary.

AMOS JR. of Black Hawk

AMERICAN OVERSIGHT

House File 2639

H-8148

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Crop diversity plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue crop diversity plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Crop diversity plates shall be designed by the
12 department. The background shall be yellow and the plate's
13 numbers and letters shall be green. The left side of the plate
14 shall depict the logo used by the world food prize.
15 *c.* The special crop diversity fee for letter-number
16 designated crop diversity plates is thirty-five dollars.
17 An applicant may obtain personalized crop diversity plates
18 upon payment of the fee for personalized plates as provided
19 in subsection 5, which is in addition to the special crop
20 diversity fee. Personalized plates authorized by this
21 subsection shall be limited to no more than five numerals,
22 letters, or combinations of numerals and letters.
23 *d.* The fees collected by the director under this subsection
24 shall be paid monthly to the treasurer of state and deposited
25 in the road use tax fund. The treasurer of state shall
26 transfer monthly from the statutory allocations fund created
27 under section 321.145, subsection 2, to the general fund of the
28 state the amount of the special fees collected in the previous
29 month for crop diversity plates. Such moneys are appropriated
30 to support the world food prize award pursuant to section
31 15.368. Notwithstanding section 8.33, moneys appropriated
32 under this subsection shall not revert to the general fund of
33 the state.
34 *e.* Upon receipt of the special registration plates, the
35 applicant shall surrender the current registration plates to

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1 the county treasurer. The county treasurer shall validate
2 the special registration plates in the same manner as regular
3 registration plates are validated under this section. The
4 annual special crop diversity fee for letter-number designated
5 plates is ten dollars which shall be paid in addition to
6 the regular annual registration fee. The annual fee for
7 personalized crop diversity plates is five dollars which shall
8 be paid in addition to the annual special crop diversity
9 fee and the regular annual registration fee. The annual
10 special crop diversity fee shall be credited as provided under
11 paragraph *"d"*.
12 *f.* The department shall not condition the issuance of crop
13 diversity plates on the receipt of any number of orders for
14 crop diversity plates.>
15 2. Page 3, line 3, by striking <and Gadsden flag> and
16 inserting <Gadsden flag, and crop diversity>
17 3. Page 3, line 10, by striking <and Gadsden flag> and
18 inserting <Gadsden flag, and crop diversity>
19 4. Title page, lines 2 and 3, by striking <special
20 registration plates> and inserting <and crop diversity special
21 registration plates, and making appropriations>
22 5. By renumbering as necessary.

LEVIN of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004793

House File 2639

H-8149

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Major league baseball blackout plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue major league baseball blackout plates to the
8 owner of a motor vehicle subject to registration under section
9 321.109, subsection 1, autocycle, motor truck, motor home,
10 multipurpose vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Major league baseball blackout plates shall be designed
12 by the department. The background shall be black and the
13 plate's numbers and letters shall be white.
14 *c.* The special major league baseball blackout fee for
15 letter-number designated major league baseball blackout plates
16 is thirty-five dollars. An applicant may obtain personalized
17 major league baseball blackout plates upon payment of the fee
18 for personalized plates as provided in subsection 5, which is
19 in addition to the special major league baseball blackout fee.
20 *d.* The fees collected by the director under this subsection
21 shall be paid monthly to the treasurer of state and deposited
22 in the road use tax fund. The treasurer of state shall
23 transfer monthly from the statutory allocations fund created
24 under section 321.145, subsection 2, to the general fund of the
25 state the amount of the special fees collected in the previous
26 month for major league baseball blackout plates. Such moneys
27 are appropriated to the department of health and human services
28 to distribute in the form of grants to support baseball leagues
29 other than major league baseball. In the awarding of grants,
30 the department of health and human services shall give first
31 consideration to little league teams in this state, the miracle
32 league, and other similar organizations. Notwithstanding
33 section 8.33, moneys appropriated under this subsection shall
34 not revert to the general fund of the state.
35 *e.* Upon receipt of the special registration plates, the

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applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special major league baseball blackout fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized major league baseball blackout plates is five dollars which shall be paid in addition to the annual special major league baseball blackout fee and the regular annual registration fee. The annual special major league baseball blackout fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of major league baseball blackout plates on the receipt of any number of orders for major league baseball blackout plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and major league baseball blackout>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and major league baseball blackout>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and major league baseball blackout special registration plates, and making appropriations>

5. By renumbering as necessary.

SCHOLTEN of Woodbury

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004795

House File 2639

H-8150

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Radon mitigation in schools plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue radon mitigation in schools plates to the
8 owner of a motor vehicle subject to registration under section
9 321.109, subsection 1, autocycle, motor truck, motor home,
10 multipurpose vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Radon mitigation in schools plates shall be designed by
12 the department. The background shall be white and the plate's
13 numbers and letters shall be red. The left side of the plate
14 shall depict a square with the number "86" in the top right and
15 the periodic table of elements abbreviation "Rn" in the middle
16 of the square.
17 *c.* The special radon mitigation in schools fee for
18 letter-number designated radon mitigation in schools plates
19 is thirty-five dollars. An applicant may obtain personalized
20 radon mitigation in schools plates upon payment of the fee
21 for personalized plates as provided in subsection 5, which is
22 in addition to the special radon mitigation in schools fee.
23 Personalized plates authorized by this subsection shall be
24 limited to no more than five numerals, letters, or combinations
25 of numerals and letters.
26 *d.* The fees collected by the director under this subsection
27 shall be paid monthly to the treasurer of state and deposited
28 in the road use tax fund. The treasurer of state shall
29 transfer monthly from the statutory allocations fund created
30 under section 321.145, subsection 2, to the general fund of the
31 state the amount of the special fees collected in the previous
32 month for radon mitigation in schools plates. Such moneys are
33 appropriated to the department of education to distribute in
34 the form of grants to support radon detection and mitigation
35 in schools. Notwithstanding section 8.33, moneys appropriated

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1 under this subsection shall not revert to the general fund of
2 the state.
3 *e.* Upon receipt of the special registration plates, the
4 applicant shall surrender the current registration plates to
5 the county treasurer. The county treasurer shall validate
6 the special registration plates in the same manner as regular
7 registration plates are validated under this section.
8 The annual special radon mitigation in schools fee for
9 letter-number designated plates is ten dollars which shall be
10 paid in addition to the regular annual registration fee. The
11 annual fee for personalized radon mitigation in schools plates
12 is five dollars which shall be paid in addition to the annual
13 special radon mitigation in schools fee and the regular annual
14 registration fee. The annual special radon mitigation in
15 schools fee shall be credited as provided under paragraph *"d"*.
16 *f.* The department shall not condition the issuance of radon
17 mitigation in schools plates on the receipt of any number of
18 orders for radon mitigation in schools plates.>
19 2. Page 3, line 3, by striking <and Gadsden flag> and
20 inserting <Gadsden flag, and radon mitigation in schools>
21 3. Page 3, line 10, by striking <and Gadsden flag> and
22 inserting <Gadsden flag, and radon mitigation in schools>
23 4. Title page, lines 2 and 3, by striking <special
24 registration plates> and inserting <and radon mitigation in
25 schools special registration plates, and making appropriations>
26 5. By renumbering as necessary.

STECKMAN of Cerro Gordo

AMERICAN OVERSIGHT

Senate File 574

H-8151

1 Amend the amendment, H-8047, to Senate File 574, as passed by
2 the Senate, as follows:
3 1. Page 1, line 21, after <§7.4> by inserting <, and that
4 is listed in 15 C.F.R. §7.4(a) at any time from March 4, 2024,
5 through the termination of the program.>

THOMSON of Floyd

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004798

House File 2639

H-8152

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *OB/GYN and maternal health plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue OB/GYN and maternal health plates to the
8 owner of a motor vehicle subject to registration under section
9 321.109, subsection 1, autocycle, motor truck, motor home,
10 multipurpose vehicle, motorcycle, trailer, or travel trailer.
11 *b.* OB/GYN and maternal health plates shall be designed by
12 the department. The background shall be white and the plate's
13 numbers and letters shall be blue. The left side of the plate
14 shall depict a blue circle with a heart-shaped stethoscope
15 listening to a pregnant belly inside the circle.
16 *c.* The special OB/GYN and maternal health fee for
17 letter-number designated OB/GYN and maternal health plates is
18 thirty-five dollars. An applicant may obtain personalized
19 OB/GYN and maternal health plates upon payment of the fee for
20 personalized plates as provided in subsection 5, which is
21 in addition to the special OB/GYN and maternal health fee.
22 Personalized plates authorized by this subsection shall be
23 limited to no more than five numerals, letters, or combinations
24 of numerals and letters.
25 *d.* The fees collected by the director under this subsection
26 shall be paid monthly to the treasurer of state and deposited
27 in the road use tax fund. The treasurer of state shall
28 transfer monthly from the statutory allocations fund created
29 under section 321.145, subsection 2, to the general fund of the
30 state the amount of the special fees collected in the previous
31 month for OB/GYN and maternal health plates. Such moneys are
32 appropriated to the department of health and human services
33 to distribute in the form of grants to support pregnant women
34 in this state. In the awarding of grants, the department
35 of health and human services shall give first consideration

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1 to planned parenthood, and other similar organizations.
2 Notwithstanding section 8.33, moneys appropriated under this
3 subsection shall not revert to the general fund of the state.
4 *e.* Upon receipt of the special registration plates, the
5 applicant shall surrender the current registration plates to
6 the county treasurer. The county treasurer shall validate
7 the special registration plates in the same manner as regular
8 registration plates are validated under this section. The
9 annual special OB/GYN and maternal health fee for letter-number
10 designated plates is ten dollars which shall be paid in
11 addition to the regular annual registration fee. The annual
12 fee for personalized OB/GYN and maternal health plates is
13 five dollars which shall be paid in addition to the annual
14 special OB/GYN and maternal health fee and the regular annual
15 registration fee. The annual special OB/GYN and maternal
16 health fee shall be credited as provided under paragraph *"d"*.
17 *f.* The department shall not condition the issuance of OB/GYN
18 and maternal health plates on the receipt of any number of
19 orders for OB/GYN and maternal health plates.>
20 2. Page 3, line 3, by striking <and Gadsden flag> and
21 inserting <Gadsden flag, and OB/GYN and maternal health>
22 3. Page 3, line 10, by striking <and Gadsden flag> and
23 inserting <Gadsden flag, and OB/GYN and maternal health>
24 4. Title page, lines 2 and 3, by striking <special
25 registration plates> and inserting <and OB/GYN and maternal
26 health special registration plates, and making appropriations>
27 5. By renumbering as necessary.

SRINIVAS of Polk

AMERICAN OVERSIGHT

House File 2639

H-8153

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Violence prevention plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue violence prevention plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Violence prevention plates shall be designed by the
12 department. The background shall be orange and the plate's
13 numbers and letters shall be white. The phrase "Take Care Of
14 Our Babies" shall appear at the bottom of the plate.
15 *c.* The special violence prevention fee for letter-number
16 designated violence prevention plates is thirty-five dollars.
17 An applicant may obtain personalized violence prevention
18 plates upon payment of the fee for personalized plates as
19 provided in subsection 5, which is in addition to the special
20 violence prevention fee. Personalized plates authorized by
21 this subsection shall be limited to no more than five numerals,
22 letters, or combinations of numerals and letters.
23 *d.* The fees collected by the director under this subsection
24 shall be paid monthly to the treasurer of state and deposited
25 in the road use tax fund. The treasurer of state shall
26 transfer monthly from the statutory allocations fund created
27 under section 321.145, subsection 2, to the general fund
28 of the state the amount of the special fees collected in
29 the previous month for violence prevention plates. Such
30 moneys are appropriated to the department of public safety
31 to distribute in the form of grants to raise awareness about
32 youth violence in this state. Notwithstanding section 8.33,
33 moneys appropriated under this subsection shall not revert to
34 the general fund of the state.
35 *e.* Upon receipt of the special registration plates, the

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applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special violence prevention fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized violence prevention plates is five dollars which shall be paid in addition to the annual special violence prevention fee and the regular annual registration fee. The annual special violence prevention fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of violence prevention plates on the receipt of any number of orders for violence prevention plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and violence prevention>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and violence prevention>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and violence prevention special registration plates, and making appropriations>

5. By renumbering as necessary.

ABDUL-SAMAD of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004802

House File 2639

H-8154

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. **Paralympic games plates.**
6 *a.* Upon application and payment of the proper fees, the
7 director may issue paralympic games plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Paralympic games plates shall be designed by the
12 department. The background shall be white and the plate's
13 numbers and letters shall be blue. The left side of the
14 plate shall depict the logo used by and associated with the
15 paralympic games.
16 *c.* The special paralympic games fee for letter-number
17 designated paralympic games plates is thirty-five dollars.
18 An applicant may obtain personalized paralympic games plates
19 upon payment of the fee for personalized plates as provided in
20 subsection 5, which is in addition to the special paralympic
21 games fee. Personalized plates authorized by this subsection
22 shall be limited to no more than five numerals, letters, or
23 combinations of numerals and letters.
24 *d.* The fees collected by the director under this subsection
25 shall be paid monthly to the treasurer of state and deposited
26 in the road use tax fund. The treasurer of state shall
27 transfer monthly from the statutory allocations fund created
28 under section 321.145, subsection 2, to the general fund of
29 the state the amount of the special fees collected in the
30 previous month for paralympic games plates. Such moneys are
31 appropriated to the department of health and human services
32 to distribute in the form of grants to support paralympic
33 games and athletes in this state. In the awarding of grants,
34 the department of health and human services shall give first
35 consideration to the Iowa special olympics and similar

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nonprofit organizations. Notwithstanding section 8.33, moneys appropriated under this subsection shall not revert to the general fund of the state.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special paralympic games fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized paralympic games plates is five dollars which shall be paid in addition to the annual special paralympic games fee and the regular annual registration fee. The annual special paralympic games fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of paralympic games plates on the receipt of any number of orders for paralympic games plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and paralympic games>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and paralympic games>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and paralympic games special registration plates, and making appropriations>

5. By renumbering as necessary.

NIELSEN of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004804

House File 2639

H-8155

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Smoking cessation plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue smoking cessation plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Smoking cessation plates shall be designed by the
12 department. The background shall be black and the plate's
13 numbers and letters shall be white. The left side of the plate
14 shall depict a smoking cigarette.
15 *c.* The special smoking cessation fee for letter-number
16 designated smoking cessation plates is thirty-five dollars.
17 An applicant may obtain personalized smoking cessation plates
18 upon payment of the fee for personalized plates as provided
19 in subsection 5, which is in addition to the special smoking
20 cessation fee. Personalized plates authorized by this
21 subsection shall be limited to no more than five numerals,
22 letters, or combinations of numerals and letters.
23 *d.* The fees collected by the director under this subsection
24 shall be paid monthly to the treasurer of state and deposited
25 in the road use tax fund. The treasurer of state shall
26 transfer monthly from the statutory allocations fund created
27 under section 321.145, subsection 2, to the general fund of
28 the state the amount of the special fees collected in the
29 previous month for smoking cessation plates. Such moneys are
30 appropriated to the department of health and human services to
31 distribute in the form of grants to smoking cessation programs.
32 Notwithstanding section 8.33, moneys appropriated under this
33 subsection shall not revert to the general fund of the state.
34 *e.* Upon receipt of the special registration plates, the
35 applicant shall surrender the current registration plates to

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IA-DHHS-24-0418-A-004805

1 the county treasurer. The county treasurer shall validate
2 the special registration plates in the same manner as regular
3 registration plates are validated under this section. The
4 annual special smoking cessation fee for letter-number
5 designated plates is ten dollars which shall be paid in
6 addition to the regular annual registration fee. The annual
7 fee for personalized smoking cessation plates is five dollars
8 which shall be paid in addition to the annual special IVF
9 awareness fee and the regular annual registration fee. The
10 annual special smoking cessation fee shall be credited as
11 provided under paragraph *"d"*.
12 *f.* The department shall not condition the issuance of
13 smoking cessation plates on the receipt of any number of orders
14 for smoking cessation plates.>
15 2. Page 3, line 3, by striking <and Gadsden flag> and
16 inserting <Gadsden flag, and smoking cessation>
17 3. Page 3, line 10, by striking <and Gadsden flag> and
18 inserting <Gadsden flag, and smoking cessation>
19 4. Title page, lines 2 and 3, by striking <special
20 registration plates> and inserting <and smoking cessation
21 special registration plates, and making appropriations>
22 5. By renumbering as necessary.

STAED of Linn

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004806

House File 2639

H-8156

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *IVF awareness plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue IVF awareness plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* IVF awareness plates shall be designed by the department.
12 The background shall be white and the plate's numbers and
13 letters shall be orange. The left side of the plate shall
14 depict the orange national infertility awareness ribbon.
15 *c.* The special IVF awareness fee for letter-number
16 designated IVF awareness plates is thirty-five dollars. An
17 applicant may obtain personalized IVF awareness plates upon
18 payment of the fee for personalized plates as provided in
19 subsection 5, which is in addition to the special IVF awareness
20 fee. Personalized plates authorized by this subsection
21 shall be limited to no more than five numerals, letters, or
22 combinations of numerals and letters.
23 *d.* The fees collected by the director under this subsection
24 shall be paid monthly to the treasurer of state and deposited
25 in the road use tax fund. The treasurer of state shall
26 transfer monthly from the statutory allocations fund created
27 under section 321.145, subsection 2, to the general fund of the
28 state the amount of the special fees collected in the previous
29 month for IVF awareness plates. Such moneys are appropriated
30 to the department of health and human services to distribute
31 in the form of grants to raise awareness about infertility in
32 this state. Notwithstanding section 8.33, moneys appropriated
33 under this subsection shall not revert to the general fund of
34 the state.
35 *e.* Upon receipt of the special registration plates, the

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applicant shall surrender the current registration plates to the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special IVF awareness fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized IVF awareness plates is five dollars which shall be paid in addition to the annual special IVF awareness fee and the regular annual registration fee. The annual special IVF awareness fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of IVF awareness plates on the receipt of any number of orders for IVF awareness plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and IVF awareness>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and IVF awarenesss>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and IVF awareness special registration plates, and making appropriations>

5. By renumbering as necessary.

MATSON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004808

House File 2639

H-8157

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Iowa public schools plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue Iowa public schools plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Iowa public schools plates shall be designed by the
12 department. The background shall be red and the plate's
13 numbers and letters shall be white. The left side of the plate
14 shall depict a school building. The phrase "Don't Tread On
15 Public Schools" shall appear at the bottom of the plate.
16 *c.* The special Iowa public schools fee for letter-number
17 designated Iowa public schools plates is thirty-five dollars.
18 An applicant may obtain personalized Iowa public schools plates
19 upon payment of the fee for personalized plates as provided in
20 subsection 5, which is in addition to the special Iowa public
21 schools fee. Personalized plates authorized by this subsection
22 shall be limited to no more than five numerals, letters, or
23 combinations of numerals and letters.
24 *d.* The fees collected by the director under this subsection
25 shall be paid monthly to the treasurer of state and deposited
26 in the road use tax fund. The treasurer of state shall
27 transfer monthly from the statutory allocations fund created
28 under section 321.145, subsection 2, to the general fund of
29 the state the amount of the special fees collected in the
30 previous month for Iowa public schools plates. Such moneys are
31 appropriated to the department of education to distribute in
32 the form of grants to public school teachers to purchase school
33 supplies. Notwithstanding section 8.33, moneys appropriated
34 under this subsection shall not revert to the general fund of
35 the state.

AMERICAN OVERSIGHT

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1 *e.* Upon receipt of the special registration plates, the
2 applicant shall surrender the current registration plates to
3 the county treasurer. The county treasurer shall validate
4 the special registration plates in the same manner as regular
5 registration plates are validated under this section. The
6 annual special Iowa public schools fee for letter-number
7 designated plates is ten dollars which shall be paid in
8 addition to the regular annual registration fee. The annual
9 fee for personalized Iowa public schools plates is five dollars
10 which shall be paid in addition to the annual special Iowa
11 public schools fee and the regular annual registration fee.
12 The annual special Iowa public schools fee shall be credited as
13 provided under paragraph *"d"*.
14 *f.* The department shall not condition the issuance of Iowa
15 public schools plates on the receipt of any number of orders
16 for Iowa public schools plates.>
17 2. Page 3, line 3, by striking <and Gadsden flag> and
18 inserting <Gadsden flag, and Iowa public schools>
19 3. Page 3, line 10, by striking <and Gadsden flag> and
20 inserting <Gadsden flag, and Iowa public schools>
21 4. Title page, lines 2 and 3, by striking <special
22 registration plates> and inserting <and Iowa public schools
23 special registration plates, and making appropriations>
24 5. By renumbering as necessary.

ZABNER of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004810

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 05, 2024

House File 2639

H-8158

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. **Women's sports plates.**
6 *a.* Upon application and payment of the proper fees, the
7 director may issue women's sports plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Women's sports plates shall be designed by the
12 department. The background shall be white and the plate's
13 numbers and letters shall be black. The left side of the
14 plate shall depict the letters "WSF" and the women's sports
15 foundation logo. The phrase "Protect Women's Sports" shall
16 appear at the bottom of the plate.
17 *c.* The special women's sports fee for letter-number
18 designated women's sports plates is thirty-five dollars. An
19 applicant may obtain personalized women's sports plates upon
20 payment of the fee for personalized plates as provided in
21 subsection 5, which is in addition to the special women's
22 sports fee. Personalized plates authorized by this subsection
23 shall be limited to no more than five numerals, letters, or
24 combinations of numerals and letters.
25 *d.* The fees collected by the director under this subsection
26 shall be paid monthly to the treasurer of state and deposited
27 in the road use tax fund. The treasurer of state shall
28 transfer monthly from the statutory allocations fund created
29 under section 321.145, subsection 2, to the general fund of the
30 state the amount of the special fees collected in the previous
31 month for women's sports plates. Such moneys are appropriated
32 to the department of health and human services to distribute
33 in the form of grants to the women's sports foundation.
34 Notwithstanding section 8.33, moneys appropriated under this
35 subsection shall not revert to the general fund of the state.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004811

1 *e.* Upon receipt of the special registration plates, the
2 applicant shall surrender the current registration plates to
3 the county treasurer. The county treasurer shall validate
4 the special registration plates in the same manner as regular
5 registration plates are validated under this section. The
6 annual special women's sports fee for letter-number designated
7 plates is ten dollars which shall be paid in addition to
8 the regular annual registration fee. The annual fee for
9 personalized women's sports plates is five dollars which
10 shall be paid in addition to the annual special IVF awareness
11 fee and the regular annual registration fee. The annual
12 special women's sports fee shall be credited as provided under
13 paragraph "*d*".
14 *f.* The department shall not condition the issuance of
15 women's sports plates on the receipt of any number of orders
16 for women's sports plates.>
17 2. Page 3, line 3, by striking <and Gadsden flag> and
18 inserting <Gadsden flag, and women's sports>
19 3. Page 3, line 10, by striking <and Gadsden flag> and
20 inserting <Gadsden flag, and women's sports>
21 4. Title page, lines 2 and 3, by striking <special
22 registration plates> and inserting <and women's sports special
23 registration plates, and making appropriations>
24 5. By renumbering as necessary.

WESSEL-KROESCHELL of Story

AMERICAN OVERSIGHT

House File 2639

H-8159

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Hungry kids plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue hungry kids plates to the owner of a
8 motor vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Hungry kids plates shall be designed by the department.
12 The background shall be green and the plate's numbers and
13 letters shall be white. The left side of the plate shall
14 depict an image of a cornucopia. The phrase "Feed the Kids"
15 shall appear at the bottom of the plate.
16 *c.* The special hungry kids fee for letter-number designated
17 hungry kids plates is thirty-five dollars. An applicant may
18 obtain personalized hungry kids plates upon payment of the fee
19 for personalized plates as provided in subsection 5, which
20 is in addition to the special hungry kids fee. Personalized
21 plates authorized by this subsection shall be limited to no
22 more than five numerals, letters, or combinations of numerals
23 and letters.
24 *d.* The fees collected by the director under this subsection
25 shall be paid monthly to the treasurer of state and deposited
26 in the road use tax fund. The treasurer of state shall
27 transfer monthly from the statutory allocations fund created
28 under section 321.145, subsection 2, to the general fund of the
29 state the amount of the special fees collected in the previous
30 month for hungry kids plates. Such moneys are appropriated to
31 the department of education to distribute in the form of grants
32 to provide access to food for school-aged children during the
33 months beginning in June and ending in August. Notwithstanding
34 section 8.33, moneys appropriated under this subsection shall
35 not revert to the general fund of the state.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004813

1 *e.* Upon receipt of the special registration plates, the
2 applicant shall surrender the current registration plates to
3 the county treasurer. The county treasurer shall validate
4 the special registration plates in the same manner as regular
5 registration plates are validated under this section. The
6 annual special hungry kids fee for letter-number designated
7 plates is ten dollars which shall be paid in addition to
8 the regular annual registration fee. The annual fee for
9 personalized hungry kids plates is five dollars which shall be
10 paid in addition to the annual special hungry kids fee and the
11 regular annual registration fee. The annual special hungry
12 kids fee shall be credited as provided under paragraph *"d"*.
13 *f.* The department shall not condition the issuance of hungry
14 kids plates on the receipt of any number of orders for hungry
15 kids plates.>
16 2. Page 3, line 3, by striking <and Gadsden flag> and
17 inserting <Gadsden flag, and hungry kids>
18 3. Page 3, line 10, by striking <and Gadsden flag> and
19 inserting <Gadsden flag, and hungry kids>
20 4. Title page, lines 2 and 3, by striking <special> and
21 inserting <and hungry kids special registration plates, and
22 making appropriations>
23 5. By renumbering as necessary.

_____
CAHILL of Marshall

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004814

House File 2639

H-8160

Amend House File 2639 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. *Small business plates.*

a. Upon application and payment of the proper fees, the director may issue small business plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. Small business plates shall be designed by the department. The background shall be black and the plate's numbers and letters shall be white. The left side of the plate shall depict an image of a coffee mug.

c. The special small business fee for letter-number designated small business plates is thirty-five dollars. An applicant may obtain personalized small business plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special small business fee. Personalized plates authorized by this subsection shall be limited to no more than five numerals, letters, or combinations of numerals and letters.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund. The treasurer of state shall transfer monthly from the statutory allocations fund created under section 321.145, subsection 2, to the general fund of the state the amount of the special fees collected in the previous month for small business plates. Such moneys are appropriated to the department of workforce development to distribute in the form of grants to small business owners. Notwithstanding section 8.33, moneys appropriated under this subsection shall not revert to the general fund of the state.

e. Upon receipt of the special registration plates, the applicant shall surrender the current registration plates to

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the county treasurer. The county treasurer shall validate the special registration plates in the same manner as regular registration plates are validated under this section. The annual special small business fee for letter-number designated plates is ten dollars which shall be paid in addition to the regular annual registration fee. The annual fee for personalized small business plates is five dollars which shall be paid in addition to the annual special small business fee and the regular annual registration fee. The annual special small business fee shall be credited as provided under paragraph *"d"*.

f. The department shall not condition the issuance of small business plates on the receipt of any number of orders for small business plates.>

2. Page 3, line 3, by striking <and Gadsden flag> and inserting <Gadsden flag, and small business>

3. Page 3, line 10, by striking <and Gadsden flag> and inserting <Gadsden flag, and small business>

4. Title page, lines 2 and 3, by striking <special registration plates> and inserting <and small business special registration plates, and making appropriations>

5. By renumbering as necessary.

WILBURN of Story

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004816

House File 2639

H-8161

1 Amend House File 2639 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Area education agencies plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue area education agencies plates to the owner
8 of a motor vehicle subject to registration under section
9 321.109, subsection 1, autocycle, motor truck, motor home,
10 multipurpose vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Area education agencies plates shall be designed by
12 the department. The background shall be red and the plate's
13 numbers and letters shall be white. The left side of the
14 plate shall depict an image of a school building. The phrase
15 "Support AEAs" shall appear at the bottom of the plate.
16 *c.* The special area education agencies fee for letter-number
17 designated area education agencies plates is thirty-five
18 dollars. An applicant may obtain personalized area education
19 agencies plates upon payment of the fee for personalized
20 plates as provided in subsection 5, which is in addition to
21 the special area education agencies fee. Personalized plates
22 authorized by this subsection shall be limited to no more
23 than five numerals, letters, or combinations of numerals and
24 letters.
25 *d.* The fees collected by the director under this subsection
26 shall be paid monthly to the treasurer of state and deposited
27 in the road use tax fund. The treasurer of state shall
28 transfer monthly from the statutory allocations fund created
29 under section 321.145, subsection 2, to the general fund of the
30 state the amount of the special fees collected in the previous
31 month for area education agencies plates. Such moneys are
32 appropriated to the department of education to distribute in
33 the form of grants to support area education agencies and the
34 agencies' initiatives. Notwithstanding section 8.33, moneys
35 appropriated under this subsection shall not revert to the

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004817

1 general fund of the state.
2 *e.* Upon receipt of the special registration plates, the
3 applicant shall surrender the current registration plates to
4 the county treasurer. The county treasurer shall validate
5 the special registration plates in the same manner as regular
6 registration plates are validated under this section. The
7 annual special area education agencies fee for letter-number
8 designated plates is ten dollars which shall be paid in
9 addition to the regular annual registration fee. The annual
10 fee for personalized area education agencies plates is five
11 dollars which shall be paid in addition to the annual special
12 area education agencies fee and the regular annual registration
13 fee. The annual special area education agencies fee shall be
14 credited as provided under paragraph *"d"*.
15 *f.* The department shall not condition the issuance of area
16 education agencies plates on the receipt of any number of
17 orders for area education agencies plates.>
18 2. Page 3, line 3, by striking <and Gadsden flag> and
19 inserting <Gadsden flag, and area education agencies>
20 3. Page 3, line 10, by striking <and Gadsden flag> and
21 inserting <Gadsden flag, and area education agencies>
22 4. Title page, lines 2 and 3, by striking <special
23 registration plates> and inserting <and area education agencies
24 special registration plates, and making appropriations>
25 5. By renumbering as necessary.

BUCK of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004818

Senate File 455

H-8162

Amend the amendment, H-8004, to Senate File 455, as amended, passed, and reprinted by the Senate, as follows:

1. By striking page 1, line 3, through page 3, line 2, and inserting:

<1. By striking everything after the enacting clause and inserting:

<Section 1. Section 331.301, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 23. *a.* For purposes of this subsection:

(1) *"Construction site"* means the same as used in a storm water general permit adopted by rule pursuant to section 455B.103A.

(2) *"Topsoil"* means the same as used in a storm water general permit adopted by rule pursuant to section 455B.103A.

b. A county shall not adopt or enforce an ordinance, motion, resolution, or amendment relating to the preservation, compaction, placement, or depth of topsoil at a construction site that is more restrictive than those requirements provided in the national pollutant discharge elimination system general permit no. 2 as issued by the department of natural resources. A county may develop standards to evaluate topsoil quantities before and after construction and ensure compliance with general permit no. 2. A county may request that the department of natural resources review the soil of a construction site to verify that the national pollutant discharge elimination system general permit no. 2 as issued by the department of natural resources is proper for the construction site.

c. (1) A county may adopt or enforce an ordinance, motion, resolution, or amendment that regulates storm water runoff at a construction site only to the extent that such regulation for rainfall events having a return frequency ranging from five through one hundred years does not require a post-construction storm water flow rate that is more restrictive than the existing flow rate of a rainfall event having a return frequency of five years, with all such runoff rates based on

AMERICAN OVERSIGHT

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1 the actual existing condition of the site at the time the
2 construction commences.
3 (2) A county may adopt or enforce an ordinance, motion,
4 resolution, or amendment that regulates storm water runoff
5 from upstream properties adjacent to a construction site to
6 the extent that storm water runoff shall be allowed to pass
7 through downstream storm water basins at the same flow rates as
8 off-site storm water runoff entering the construction site.
9 (3) A county may impose a storm water runoff requirement
10 that is more restrictive than what is allowed or required by
11 this paragraph at the construction site if the county meets all
12 of the following conditions:
13 (a) The county pays for all study, design, and engineering
14 costs for implementing the more restrictive storm water
15 runoff requirement that includes an analysis by a licensed
16 professional engineer of the difference in costs between the
17 requirements of this paragraph and the more restrictive county
18 storm water runoff requirement.
19 (b) The county pays for the difference of costs between
20 the requirements of this paragraph and the more restrictive
21 requirement imposed by the county for installation of equipment
22 or practices required for a property owner to comply with the
23 storm water runoff requirement.
24 (c) If the storm water runoff requirement results in the
25 county using a person´s private property, whether by easement
26 or otherwise taking an interest in the property, the county
27 pays the property owner the fair market value of the property
28 taken for any additional land required beyond the requirements
29 of this paragraph.
30 (d) A county shall not impose a special assessment or
31 otherwise recover the costs from the property owner for the
32 portion of the costs attributable to the county.
33 (e) The costs attributable to the county shall only apply
34 to the storm water management practices addressed in this
35 paragraph.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004820

1 Sec. 2. Section 364.3, Code 2024, is amended by adding the
2 following new subsection:
3 NEW SUBSECTION. 18. *a.* For purposes of this subsection:
4 (1) *"Construction site"* means the same as used in a storm
5 water general permit adopted by rule pursuant to section
6 455B.103A.
7 (2) *"Topsoil"* means the same as used in a storm water
8 general permit adopted by rule pursuant to section 455B.103A.
9 *b.* A city shall not adopt or enforce an ordinance, motion,
10 resolution, or amendment relating to the preservation,
11 compaction, placement, or depth of topsoil at a construction
12 site that is more restrictive than those requirements provided
13 in the national pollutant discharge elimination system general
14 permit no. 2 as issued by the department of natural resources.
15 A city may develop standards to evaluate topsoil quantities
16 before and after construction and ensure compliance with
17 general permit no. 2. A city may request that the department
18 of natural resources review the soil of a construction site to
19 verify that the national pollutant discharge elimination system
20 general permit no. 2 as issued by the department of natural
21 resources is proper for the construction site.
22 *c.* (1) A city may adopt or enforce an ordinance, motion,
23 resolution, or amendment that regulates storm water runoff at a
24 construction site only to the extent that such regulation for
25 rainfall events having a return frequency ranging from five
26 through one hundred years does not require a post-construction
27 storm water flow rate that is more restrictive than the
28 existing flow rate of a rainfall event having a return
29 frequency of five years, with all such runoff rates based on
30 the actual existing condition of the site at the time the
31 construction commences.
32 (2) A city may adopt or enforce an ordinance, motion,
33 resolution, or amendment that regulates storm water runoff from
34 upstream properties adjacent to a construction site only to the
35 extent that storm water runoff shall be allowed to pass through

AMERICAN OVERSIGHT

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1 downstream storm water basins at the same flow rate as off-site
2 storm water runoff entering the construction site.
3 (3) A city may impose a storm water runoff requirement that
4 is more restrictive than what is allowed or required by this
5 paragraph at the construction site if the city meets all of the
6 following conditions:
7 (a) The city pays for all study, design, and engineering
8 costs for implementing the storm water runoff requirement that
9 includes an analysis by a licensed professional engineer of the
10 difference in costs between the requirements of this paragraph
11 and the more restrictive city storm water runoff requirement.
12 (b) The city pays for the difference of costs between
13 the requirements of this paragraph and the more restrictive
14 requirement imposed by the city for installation of equipment
15 or practices required for a property owner to comply with the
16 storm water runoff requirement.
17 (c) If the storm water runoff requirement results in the
18 city using a person's private property, whether by easement or
19 otherwise taking an interest in the property, the city pays the
20 property owner the fair market value of the property taken for
21 any additional land required beyond the requirements of this
22 paragraph.
23 (d) A city shall not impose a special assessment or
24 otherwise recover the costs from the property owner for the
25 portion of the costs attributable to the city.
26 (e) The costs attributable to the city shall only apply
27 to the storm water management practices addressed in this
28 paragraph.>>

DUNWELL of Jasper

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004822

Senate File 2386

S-5042

1 Amend Senate File 2386 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <DIVISION I
5 DIVISION OF SPECIAL EDUCATION OF THE DEPARTMENT OF EDUCATION
6 Section 1. Section 256B.3, Code 2024, is amended by adding
7 the following new subsection:
8 NEW SUBSECTION. 15A. Oversee the operation of each area
9 education agency to ensure the area education agency complies
10 with all applicable federal and state laws related to special
11 education.
12 Sec. 2. DIVISION OF SPECIAL EDUCATION — EMPLOYEES. From
13 July 1, 2024, to June 30, 2025, the division of special
14 education of the department of education shall do all of the
15 following:
16 1. Devote at least thirteen full-time equivalent positions
17 within the department of education's location in the city
18 of Des Moines to oversight of the area education agencies,
19 including the accreditation of area education agencies under
20 section 273.10.
21 a. At least one of the full-time equivalent positions shall
22 be an administrator.
23 b. At least one of the full-time equivalent positions shall
24 be a bureau chief of special education.
25 c. At least one of the full-time equivalent positions shall
26 be a liaison for accredited nonpublic schools.
27 d. At least one of the full-time equivalent positions shall
28 be an employee whose primary job duties relate to the child
29 find process for special education.
30 e. At least one of the full-time equivalent positions
31 shall be an employee whose primary job duties relate to best
32 practices concerning the development and implementation of
33 individualized education programs.
34 f. At least five of the full-time equivalent positions shall
35 be devoted to the accreditation of area education agencies.

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2. Within the main office of each area education agency, devote an amount of full-time equivalent positions, as determined by the division of special education of the department of education but not to exceed forty full-time equivalent positions in the aggregate, that is commensurate with the number of students enrolled in school districts located within the area education agency to ensure the area education agency complies with all applicable federal and state laws related to special education and to review the services provided by the area education agency.

DIVISION II

AREA EDUCATION AGENCIES — GENERAL PROVISIONS

Sec. 3. Section 256.9, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 36. Develop and distribute to school districts, accredited nonpublic schools, and area education agencies a list of evidence-based professional development services that an area education agency may provide to a school district or accredited nonpublic school pursuant to section 273.2, subsection 3, paragraph *"b"*.

Sec. 4. Section 273.2, subsections 1, 3, and 4, Code 2024, are amended to read as follows:

1. There are established throughout the state fifteen area education agencies, each of which is ~~governed by an area education agency board of directors~~ under the general supervision of the director, except as otherwise provided in this chapter. Each area education agency shall have an area education agency board of directors that shall serve in an advisory capacity. The boundaries of an area education agency shall not divide a school district. The director of the department of education shall change boundaries of area education agencies to take into account mergers of local school districts and changes in boundaries of local school districts, when necessary to maintain the policy of this chapter that a local school district shall not be a part of more than one area

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1 education agency.
2 3. *a.* The area education agency board shall furnish
3 educational services and programs as provided in section 273.1,
4 this section, sections 273.3 through 273.8, and chapter 256B
5 to ~~the~~ pupils enrolled in public or nonpublic schools ~~located~~
6 ~~within its boundaries~~ which are on the list of accredited
7 schools pursuant to section 256.11, which request to receive
8 such services. The programs and services provided shall be
9 at least commensurate with programs and services existing on
10 July 1, 1974. The programs and services provided to pupils
11 enrolled in nonpublic schools shall be comparable to programs
12 and services provided to pupils enrolled in public schools
13 within constitutional guidelines.
14 *b.* The area education agency may furnish evidence-based
15 professional development services to public or nonpublic
16 schools which are on the list of accredited schools pursuant
17 to section 256.11 if any of the following requirements are
18 satisfied:
19 (1) The professional development service is included on the
20 list developed by the director of the department of education
21 pursuant to section 256.9, subsection 36.
22 (2) The director of the department of education grants
23 approval to the area education agency to furnish the
24 evidence-based professional development services.
25 4. The area education agency board shall provide for special
26 education services and media services for ~~the local~~ school
27 districts ~~in the area~~ and shall encourage and assist school
28 districts ~~in the area~~ to establish programs for gifted and
29 talented children. The board shall assist in facilitating
30 interlibrary loans of materials between school districts and
31 other libraries.
32 Sec. 5. Section 273.2, Code 2024, is amended by adding the
33 following new subsections:
34 NEW SUBSECTION. 4A. *a.* The area education agency board may
35 furnish services under subsection 3 or 4 to public or nonpublic

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1 schools located within its boundaries, or within the boundaries
2 of a contiguous area education agency, which are on the list of
3 accredited schools pursuant to section 256.11.
4 *b.* Notwithstanding paragraph *"a"*, the area education agency
5 board may furnish services under subsection 3 or 4 to a public
6 school located within the boundaries of an area education
7 agency that is not contiguous if the school district shares
8 a superintendent with another school district, pursuant to
9 section 257.11, subsection 5, that receives services from the
10 area education agency board pursuant to paragraph *"a"*.
11 NEW SUBSECTION. 4B. A school district shall not receive
12 services under subsection 3 or 4 from different area education
13 agency boards.
14 Sec. 6. Section 273.3, subsections 1, 11, and 12, Code 2024,
15 are amended to read as follows:
16 1. ~~Determine the policies of~~ Advise and consult with the
17 area education agency on policies and procedures for providing
18 programs and services.
19 11. Employ personnel to carry out the functions of the
20 area education agency which shall include the employment of
21 an administrator who shall possess a license issued ~~under~~
22 ~~chapter 256, subchapter VII, part 3~~ by the board of educational
23 examiners and, beginning July 1, 2025, a prekindergarten
24 through grade twelve superintendent and area education agency
25 administrator authorization issued by the board of educational
26 examiners and either a prekindergarten through grade twelve
27 principal and special education supervisor authorization issued
28 by the board of educational examiners or a director of special
29 education authorization issued by the board of educational
30 examiners. The administrator shall be employed pursuant to
31 section 279.20 and sections 279.23, 279.24, and 279.25. The
32 salary for an area education agency administrator shall be
33 established by the board based upon the previous experience
34 and education of the administrator; provided, however, that
35 the salary for an area education agency administrator shall

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1 not exceed one hundred twenty-five percent of the average
2 salary of all superintendents of the school districts that
3 are located within the boundaries of the area education
4 agency at the time the employment agreement is entered into or
5 renewed between an area education agency and an area education
6 agency administrator, not including superintendents who are
7 responsible for supplementary weighting being made available
8 to a school district pursuant to section 257.11, subsection 5.
9 The salary for an area education agency administrator shall not
10 be reduced during the initial term of the employment agreement
11 between the area education agency and the area education agency
12 administrator. Section 279.13 applies to the area education
13 agency board and to all teachers employed by the area education
14 agency. Sections 279.23, 279.24, and 279.25 apply to the area
15 education board and to all administrators employed by the area
16 education agency. Section 279.69 applies to the area education
17 agency board and employees of the board, including part-time,
18 substitute, or contract employees, who provide services to a
19 school or school district.
20 12. Prepare an annual budget estimating income and
21 expenditures for programs and services as provided in sections
22 273.1, 273.2, this section, sections 273.4 through 273.8,
23 and chapter 256B within the limits of funds provided under
24 section 256B.9 and chapter 257. The board shall ~~post notice~~
25 ~~of a public hearing on~~ submit the proposed budget ~~on the area~~
26 ~~education agency's internet site and by publication in the~~
27 ~~newspaper of general circulation in the territory of the area~~
28 ~~education agency in which the principal place of business of~~
29 ~~a school district that is a part of the area education agency~~
30 ~~is located~~ to the director of the department of education
31 for approval not later than March 1 of each year, and the
32 director shall either approve or reject the proposed budget for
33 changes within ten days after submission. ~~The notice shall~~
34 ~~specify the date, which shall be not later than March 1 of~~
35 ~~each year, the time, and the location of the public hearing.~~

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1 The proposed budget as approved by the ~~board~~ director of the
2 department of education shall then be submitted to the state
3 board of education, on forms provided by the department,
4 no later than March 15 preceding the next fiscal year for
5 approval. The state board shall review the proposed budget of
6 each area education agency and shall before May 1, either grant
7 approval or return the budget without approval with comments
8 of the state board included. An unapproved budget shall be
9 resubmitted to the state board for final approval not later
10 than May 15. The state board shall give final approval only to
11 budgets submitted by area education agencies accredited by the
12 state board or that have been given conditional accreditation
13 by the state board.
14 Sec. 7. Section 273.3, Code 2024, is amended by adding the
15 following new subsection:
16 NEW SUBSECTION. 26. On a quarterly basis, prepare and
17 submit to each school district that receives services from
18 the area education agency a report that includes all of the
19 following:
20 *a.* A monetary accounting of payments the area education
21 agency received from the school district, including payments
22 under section 257.35.
23 *b.* A description of all of the following:
24 (1) The special education services provided by the area
25 education agency to the school district.
26 (2) The services provided by the area education agency under
27 part C of the federal Individuals with Disabilities Education
28 Act.
29 (3) The services provided by the area education agency that
30 are related to the child find process for special education.
31 (4) The general supervision services provided by the area
32 education agency.
33 (5) The services provided by the area education agency to
34 accredited nonpublic schools and charter schools.
35 Sec. 8. Section 273.8, subsection 1, Code 2024, is amended

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1 to read as follows:
2 1. *Board of directors.* The board of directors of an area
3 education agency shall consist of not less than five nor more
4 than nine members~~, each a resident of and elected in the~~
5 ~~manner provided in this section from a director district that~~
6 ~~is approximately equal in population to the other director~~
7 ~~districts in the area education agency~~. Each director shall
8 serve a four-year term which commences at the organization
9 meeting.
10 *a.* A majority of the members of the board of directors of
11 an area education agency must be superintendents of school
12 districts located within the boundaries of the area education
13 agency who are elected in the manner provided in this section.
14 *b.* The remainder of the members of the board of directors of
15 an area education agency must be residents of and elected in
16 the manner provided in this section from a director district
17 that is approximately equal in population to the other director
18 districts in the area education agency.
19 Sec. 9. Section 273.8, subsection 2, paragraphs c and d,
20 Code 2024, are amended to read as follows:
21 *c.* The board of each separate school district that is
22 located entirely or partially inside an area education agency
23 director district shall cast a vote for director of the area
24 education agency board based upon the ratio that the population
25 of the school district, or portion of the school district, in
26 the director district bears to the total population in the
27 director district. The population of each school district or
28 portion shall be determined by the department of education.
29 The member of the area education agency board to be elected
30 may be a superintendent of a local school district or a member
31 of a local school district board of directors and shall be an
32 elector and a resident of the director district~~, but shall not~~
33 ~~be a school district employee~~.
34 *d.* Vacancies, as defined in section 277.29, in the
35 membership of the area education agency board shall be filled

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1 for the unexpired portion of the term at a director district
2 convention called and conducted in the manner provided in
3 subsection 3. A vacancy created in a membership position
4 described in section 273.8, subsection 1, paragraph *"a"*,
5 shall be filled for the unexpired portion of the term by
6 a superintendent of a school district located within the
7 boundaries of the area education agency at a director district
8 convention called and conducted in the manner provided in
9 subsection 3.
10 Sec. 10. Section 273.8, subsection 3, Code 2024, is amended
11 to read as follows:
12 3. *Director district convention.* If no candidate files
13 with the area education agency secretary by the deadline
14 specified in subsection 2, or a vacancy occurs, or if otherwise
15 required as provided in section 273.23, subsection 3, a
16 director district convention, attended by members of the
17 boards of directors of the local school districts located
18 within the director district, shall be called to elect a
19 board member for that director district, consistent with
20 the membership requirements described in subsection 1. The
21 convention location shall be determined by the area education
22 agency administrator. Notice of the time, date, and place
23 of a director district convention shall be published by the
24 area education agency administrator in at least one newspaper
25 of general circulation in the director district at least
26 thirty days prior to the day of the convention. The cost of
27 publication shall be paid by the area education agency. A
28 candidate for election to the area education agency board shall
29 file a statement of candidacy with the area education agency
30 secretary at least ten days prior to the date of the director
31 district convention on forms prescribed by the department of
32 education, or nominations may be made at the convention by a
33 delegate from a board of directors of a school district located
34 within the director district. A statement of candidacy shall
35 include the candidate's name, address, and school district.

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1 Delegates to director district conventions shall not be bound
2 by a school board or any school board member to pledge their
3 votes to any candidate prior to the date of the convention.
4 Sec. 11. Section 273.10, subsection 6, Code 2024, is amended
5 to read as follows:
6 6. *a.* If the deficiencies in an area education program have
7 not been corrected, the ~~agency board~~ director of the department
8 of education shall take one of the following actions within
9 sixty days from removal of accreditation:
10 (1) Merge the deficient program with a program from another
11 accredited area education agency.
12 (2) Contract with another area education agency or other
13 public educational institution for purposes of program
14 delivery.
15 *b.* The rules developed by the state board of education for
16 the accreditation process shall include provisions for removal
17 of accreditation, including provisions for proper notice to the
18 administrator of the area education agency, each member of the
19 board of directors of the area education agency, the department
20 of education, and the superintendents and administrators of the
21 schools of the districts served by the area education agency.
22 Sec. 12. Section 273.11, Code 2024, is amended to read as
23 follows:
24 **273.11 Standards for accrediting area education programs.**
25 1. The state board of education, in consultation with the
26 department of education, shall develop standards and rules
27 for the accreditation of area education agencies. Standards
28 shall be general in nature, but at a minimum shall identify
29 requirements addressing the services provided by each division,
30 as well as identifying indicators of quality that will permit
31 area education agencies, school districts, the division of
32 special education of the department of education, and the
33 general public to judge accurately the effectiveness of area
34 education agency services.
35 2. Standards developed shall include, but are not limited

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1 to, the following:
2 *a.* Support for school-community planning, including a means
3 of assessing needs, developing collaborative relationships
4 among community agencies, establishing shared direction, and
5 implementing program plans and reporting progress toward goals
6 for all students, including students with disabilities.
7 *b.* ~~Professional~~ Evidence-based professional development
8 programs that respond to current needs.
9 *c.* Support for curriculum development, instruction, and
10 assessment ~~for~~ services that address the areas of reading,
11 language arts, math, and science, using research-based
12 methodologies, for all students, including students with
13 disabilities.
14 *d.* Special education compliance and support.
15 *e.* Management services, including financial reporting and
16 purchasing as requested and funded by local districts.
17 *f.* Support for instructional media services that supplement
18 and support local district media centers and services.
19 *g.* Support for school technology planning and staff
20 development for implementing instructional technologies.
21 *h.* A program and services evaluation and reporting system
22 related to special education.
23 *i.* Support for school district libraries in accordance with
24 section 273.2, subsection 4.
25 *j.* Support for early childhood service coordination for
26 families and children, age birth through three years, to
27 meet health, safety, and learning needs, including service
28 coordination.
29 *k.* Support for schools and school districts in analyzing
30 student achievement data related to the learning environment,
31 comparing data to the external knowledge base, and using that
32 information to guide schools and school districts in setting
33 goals and implementing actions to improve student learning for
34 all students, including students with disabilities.
35 *l.* Support for addressing the diverse learning needs of

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1 all children and youths with disabilities who are eligible for
2 special education, including through services that include
3 direct services to students with disabilities.
4 *m.* Support for schools and school districts to ensure
5 compliance with rules adopted by the state board of education
6 related to special education.
7 *n.* Support necessary to implement effective instruction for
8 all students, including students with disabilities, through
9 school technology services.
10 *o.* Support for students using educational programs and
11 services in a manner that is consistent with the educational
12 standards established pursuant to section 256.11.
13 *p.* Support for staff development and adult learners
14 utilizing evidence-based professional development in a manner
15 that meets the professional needs of staff and adult learners
16 consistent with standards adopted by the state board of
17 education.
18 *q.* Compliance with all relevant federal and state laws in
19 the provision of services and supports to students, including
20 students with disabilities.
21 Sec. 13. AREA EDUCATION AGENCY — TASK FORCE.
22 1. The legislative council shall convene an area education
23 agency task force that shall do all of the following:
24 a. Study and make recommendations related to how to improve
25 the outcomes of students who utilize services provided by area
26 education agencies.
27 b. Study and make recommendations related to the amount of
28 compensation paid to administrators employed by area education
29 agencies, core services provided by area education agencies,
30 and how to best fund the following services provided by area
31 education agencies:
32 (1) Crisis response services.
33 (2) Media services for nonpublic schools.
34 (3) Professional development services.
35 (4) Cooperative purchasing.

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1 (5) Services associated with regional planning
2 partnerships.
3 (6) Services associated with the federal Carl D. Perkins
4 Career and Technical Education Improvement Act of 2006,
5 codified at 20 U.S.C. §2301 et seq., as amended.
6 (7) Services associated with the federal Every Student
7 Succeeds Act, Pub. L. No. 114-95.
8 (8) Services provided in conjunction with special education
9 equipment.
10 c. Study and make recommendations related to all of the
11 following:
12 (1) The real property and facilities utilized by each area
13 education agency.
14 (2) The media services, educational services, and special
15 education services provided by each area education agency.
16 (3) What services area education agencies should provide.
17 (4) Current accountability measures applicable to area
18 education agencies.
19 (5) The special education services provided by the division
20 of special education of the department of education, area
21 education agencies, and school districts.
22 (6) The overall organizational structure that determines
23 how special education services are provided to students in this
24 state.
25 (7) How the operation of area education agencies is
26 overseen.
27 (8) The accreditation standards related to area education
28 agencies.
29 (9) A timeline for modifications to the staffing numbers of
30 area education agencies and the transition of responsibilities
31 related to the oversight of area education agencies.
32 2. a. The task force shall consist of the following
33 voting members who are appointed by the legislative council to
34 represent different geographical regions of this state:
35 (1) One special education teacher who is employed by a

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1 school district with a total enrollment of greater than or
2 equal to one thousand students.
3 (2) One special education teacher who is employed by a
4 school district with a total enrollment of less than one
5 thousand students.
6 (3) One superintendent who is employed by a school district
7 with a total enrollment of greater than or equal to one
8 thousand students.
9 (4) One superintendent who is employed by a school district
10 with a total enrollment of less than one thousand students.
11 (5) One teacher who is employed by a school district and who
12 does not provide special education programs or services.
13 (6) One parent or guardian of a student who has an
14 individualized education program.
15 (7) One parent or guardian of a student who has a plan under
16 section 504 of the Rehabilitation Act, 29 U.S.C. §794.
17 (8) One president or chief executive officer of an
18 accredited nonpublic school.
19 b. The task force shall also consist of the following voting
20 members:
21 (1) One member to be appointed by the governor.
22 (2) One member to be appointed by the director of the
23 department of education.
24 (3) One member who is the chief administrator of the
25 heartland area education agency.
26 c. The task force shall also consist of the following ex
27 officio, nonvoting members of the general assembly:
28 (1) Two state senators appointed by the majority leader of
29 the senate.
30 (2) One state senator appointed by the minority leader of
31 the senate.
32 (3) Two state representatives appointed by the speaker of
33 the house of representatives.
34 (4) One state representative appointed by the minority
35 leader of the house of representatives.

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1 3. Any expenses incurred by a member of the task force
2 shall be the responsibility of the individual member or the
3 respective entity represented by the member.
4 4. The task force shall submit its findings and
5 recommendations in a report to the general assembly on
6 or before December 31, 2024. The report shall include an
7 examination and evaluation of the impact to area education
8 agencies and their operations and services made by this Act.
9 Sec. 14. AREA EDUCATION AGENCY BOARDS OF DIRECTORS ——
10 TRANSITION.
11 1. a. If, as of July 1, 2024, the membership of an area
12 education agency board of directors does not comply with the
13 provisions of section 273.8, subsection 1, as amended in this
14 division of this Act, the members of the boards of directors of
15 the local school districts located within the area education
16 agency director districts shall select the applicable number
17 of the members of the area education agency board of directors
18 whose terms shall, as of July 1, 2024, be deemed to have
19 expired, notwithstanding the terms of office associated with
20 the members under section 273.8, subsection 1, as amended in
21 this division of this Act.
22 b. If the members of the boards of directors of the local
23 school districts located within the area education agency
24 director districts are unable to select the applicable number
25 of the members of the area education agency board of directors
26 whose terms shall be deemed to have expired, as required in
27 paragraph "a", the director of the department of education
28 shall select the applicable number of such members.
29 2. The membership of the board members that were selected
30 under subsection 1 shall be deemed vacant when such selection
31 is made. A director district convention shall be called under
32 section 273.8, subsection 3, to fill such vacancies.
33 3. From the time the membership of the board members is
34 deemed vacant pursuant to subsection 2 until the time the
35 vacancies are filled through the director district convention,

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1 the area education agency board shall be authorized to exercise
2 all power granted to it under chapter 273, notwithstanding the
3 lack of a quorum under section 273.8, subsection 5.
4 Sec. 15. EFFECTIVE DATE. The following take effect July 1,
5 2025:
6 1. The portion of the section of this division of this Act
7 amending section 273.2, subsection 1.
8 2. The portion of the section of this division of this Act
9 amending section 273.3, subsection 1.
10 Sec. 16. APPLICABILITY. The following applies to
11 employment agreements entered into or renewed between an area
12 education agency and an area education agency administrator on
13 or after July 1, 2024:
14 The portion of the section of this division of this Act
15 amending section 273.3, subsection 11.
16 Sec. 17. APPLICABILITY. The following apply to members of
17 the boards of directors of area education agencies elected on
18 or after July 1, 2024:
19 1. The section of this division of this Act amending section
20 273.8, subsection 1.
21 2. The section of this division of this Act amending section
22 273.8, subsection 2, paragraph "c".
23 DIVISION III
24 AREA EDUCATION AGENCIES — FUNDING
25 Sec. 18. Section 257.1, subsection 3, Code 2024, is amended
26 to read as follows:
27 3. *Computations rounded.* In making computations and
28 payments under this chapter, except in the case of computations
29 relating to funding of special education support services,
30 media services, and educational services ~~provided through the~~
31 ~~area education agencies~~ under section 257.37, and the teacher
32 salary supplement, the professional development supplement,
33 the early intervention supplement, and the teacher leadership
34 supplement, the department of management shall round amounts to
35 the nearest whole dollar.

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1 Sec. 19. Section 257.10, subsection 7, Code 2024, is amended
2 to read as follows:
3 7. *Special education support services district cost.* Special
4 education support services district cost for a school district
5 for a budget year is equal to the special education support
6 services district cost per pupil for the budget year multiplied
7 by the special education support services weighted enrollment
8 for the district for the budget year. If the special education
9 support services district cost for a school district for
10 a budget year is less than the special education support
11 services district cost for that district for the base year, the
12 department of management shall adjust the special education
13 support services district cost for that district for the
14 budget year to equal the special education support services
15 district cost for the base year. Funds calculated under this
16 subsection and received by a school district shall be used by
17 the school district for special education support services
18 contracted from an area education agency. The contract between
19 the school district and the area education agency shall not
20 require the school district to describe the specific special
21 education services the school district will receive from the
22 area education agency. The special education services provided
23 by the area education agency to the school district pursuant to
24 the contract shall not be limited by the amount of funding the
25 school district provided to the area education agency.
26 Sec. 20. Section 257.10, subsection 8, paragraph a, Code
27 2024, is amended to read as follows:
28 *a.* Combined district cost is the sum of the regular program
29 district cost per pupil multiplied by the weighted enrollment,
30 the special education support services district cost, the
31 total teacher salary supplement district cost, the total
32 professional development supplement district cost, the total
33 early intervention supplement district cost, and the total
34 teacher leadership supplement district cost, plus the sum of
35 the additional district cost allocated to the district to fund

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1 media services and educational services ~~provided through the~~
2 ~~area education agency~~ under section 257.37, the area education
3 agency total teacher salary supplement district cost and the
4 area education agency total professional development supplement
5 district cost.
6 Sec. 21. Section 257.35, subsection 1, Code 2024, is amended
7 to read as follows:
8 1. *a.* (1) ~~The~~ For fiscal years beginning before July 1,
9 2025, the department of management shall deduct the amounts
10 calculated for special education support services, media
11 services, area education agency teacher salary supplement
12 district cost, area education agency professional development
13 supplement district cost, and educational services for each
14 school district from the state aid due to the district pursuant
15 to this chapter and shall pay the amounts to the respective
16 area education agencies on a monthly basis from September 15
17 through June 15 during each school year.
18 (2) (a) For the fiscal year beginning July 1, 2025, and
19 each fiscal year thereafter, the department of management shall
20 deduct the area education agency teacher salary supplement
21 district cost from the state aid due to each school district
22 pursuant to this chapter and shall pay the amounts to the
23 respective area education agencies on a monthly basis from
24 September 15 through June 15 during each school year.
25 (b) For the fiscal year beginning July 1, 2025, and each
26 fiscal year thereafter, the department of management shall
27 deduct the area education agency professional development
28 supplement district cost from the state aid due to each school
29 district pursuant to this chapter and shall pay the amounts
30 to the department of education to be used for evidence-based
31 professional development purposes.
32 *b.* The department of management shall notify each school
33 district of the amount of state aid deducted for these purposes
34 and the balance of state aid shall be paid to the district. If
35 a district does not qualify for state aid under this chapter

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1 in an amount sufficient to cover its amount due to the area
2 education agency or the department of education as calculated
3 by the department of management, the school district shall pay
4 the deficiency to the area education agency or department of
5 education, as applicable, from other moneys received by the
6 district, on a quarterly basis during each school year.
7 Sec. 22. Section 257.36, subsection 1, Code 2024, is amended
8 to read as follows:
9 1. Notwithstanding chapters 256B and 273 and sections
10 of this chapter relating to the moneys available to school
11 districts and area education agencies for special education
12 support services, for each school year, the department of
13 education may direct the department of management to deduct
14 amounts from the portions of school district budgets that
15 fund special education support services in an area education
16 agency. The total amount deducted ~~in an area~~ for a school
17 district shall be based upon excess special education support
18 services unreserved and undesignated fund balances in that
19 school district or paid by the school district to an area
20 education agency for a school year that remain unreserved and
21 undesignated as determined by the department of education. ~~The~~
22 ~~department of management shall determine the amount deducted~~
23 ~~from each school district in an area education agency on~~
24 ~~a proportional basis.~~ The department of management shall
25 determine from the amounts deducted from the portions of school
26 district budgets that fund area education agency special
27 education support services the amount that would have been
28 local property taxes and the amount that would have been state
29 aid and for the next following budget year shall increase the
30 district's total state school aid available under this chapter
31 for area education agency special education support services
32 and reduce the district's property tax levy for area education
33 agency special education support services by the amount
34 necessary for the property tax portion of the deductions made
35 under this section during the budget year.

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1 Sec. 23. Section 257.37, Code 2024, is amended to read as
2 follows:
3 **257.37 Funding media and educational services.**
4 Media services and educational services provided by a school
5 district or through the area education ~~agencies~~ agency shall be
6 funded, to the extent provided, by an addition to the combined
7 district cost of each school district, determined as follows:
8 1. For the budget year beginning July 1, 1991, and
9 succeeding budget years, the total amount funded in each area
10 for media services shall be computed as provided in this
11 subsection. For the budget year beginning July 1, 1991, the
12 total amount funded in each area for media services in the base
13 year shall be divided by the enrollment served in the base year
14 to provide an area media services cost per pupil in the base
15 year, and the department of management shall compute the state
16 media services cost per pupil in the base year which is equal
17 to the average of the area media services costs per pupil in
18 the base year. For the budget year beginning July 1, 1991, and
19 succeeding budget years, the department of management shall
20 compute the supplemental state aid for media services in the
21 budget year by multiplying the state media services cost per
22 pupil in the base year times the state percent of growth for
23 the budget year, and the total amount funded in each area for
24 media services cost in the budget year equals the area media
25 services cost per pupil in the base year plus the supplemental
26 state aid for media services in the budget year times the
27 enrollment served in the budget year. ~~Funds~~ For fiscal years
28 beginning before July 1, 2025, funds shall be paid to area
29 education agencies as provided in section 257.35. For fiscal
30 years beginning on or after July 1, 2025, funds may be used by
31 the school district for media services provided by the district
32 or by contract through an area education agency. A school
33 district may use unreserved fund balances for media services
34 for special education support services.
35 ~~2. Up to thirty percent of the budget of an area for media~~

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1 ~~services may be expended for media resource material including~~
2 ~~the purchase or replacement of material required in section~~
3 ~~273.6, subsection 1. Funds shall be paid to area education~~
4 ~~agencies as provided in section 257.35.~~
5 ~~3.~~ 2. For the budget year beginning July 1, 1991, and
6 succeeding budget years, the total amount funded in each area
7 for educational services shall be computed as provided in this
8 subsection. For the budget year beginning July 1, 1991, the
9 total amount funded in each area for educational services
10 in the base year shall be divided by the enrollment served
11 in the area in the base year to provide an area educational
12 services cost per pupil in the base year, and the department of
13 management shall compute the state educational services cost
14 per pupil in the base year, which is equal to the average of
15 the area educational services costs per pupil in the base year.
16 For the budget year beginning July 1, 1991, and succeeding
17 budget years, the department of management shall compute the
18 supplemental state aid for educational services by multiplying
19 the state educational services cost per pupil in the base year
20 times the state percent of growth for the budget year, and the
21 total amount funded in each area for educational services for
22 the budget year equals the area educational services cost per
23 pupil for the base year plus the supplemental state aid for
24 educational services in the budget year times the enrollment
25 served in the area in the budget year. ~~Funds~~ For fiscal years
26 beginning before July 1, 2025, funds shall be paid to area
27 education agencies as provided in section 257.35. For the
28 fiscal year beginning July 1, 2025, funds shall be used by the
29 school district for educational services contracted from an
30 area education agency. For fiscal years beginning on or after
31 July 1, 2026, funds may be used by the school district for
32 educational services provided by the district or by contract
33 through an area education agency. A school district may use
34 unreserved fund balances for educational services for special
35 education support services.

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1 ~~4.~~ 3. *"Enrollment served"* means the basic enrollment of all
2 school districts within the boundaries of the area education
3 agency plus the number of nonpublic school pupils served by
4 the area education agency with media services or educational
5 services, as applicable, except that if a nonpublic school
6 pupil or a pupil attending another district under a whole grade
7 sharing agreement or open enrollment receives services through
8 an area other than the area of the pupil's residence, the
9 pupil shall be deemed to be served by the area of the pupil's
10 residence, which shall by contractual arrangement reimburse
11 the area through which the pupil actually receives services.
12 Each school district shall include in the enrollment report
13 submitted pursuant to section 257.6, subsection 1, the number
14 of nonpublic school pupils within each school district for
15 media and educational services served by the area. However,
16 the school district shall not include in the enrollment report
17 nonpublic school pupils receiving classes or services funded
18 entirely by federal grants or allocations.
19 ~~5.~~ 4. *a.* ~~If~~ For fiscal years beginning before July 1,
20 2025, if an area education agency does not serve nonpublic
21 school pupils in a manner comparable to services provided
22 public school pupils for media and educational services, as
23 determined by the state board of education, the state board
24 shall instruct the department of management to reduce the funds
25 for media services and educational services within the area one
26 time by an amount to compensate for such reduced services. The
27 media services budget shall be reduced by an amount equal to
28 the product of the cost per pupil in basic enrollment for the
29 budget year for media services times the difference between
30 the enrollment served and the basic enrollment recorded for
31 the area. The educational services budget shall be reduced by
32 an amount equal to the product of the cost per pupil in basic
33 enrollment for the budget year for educational services times
34 the difference between the enrollment served and the basic
35 enrollment recorded for the area.

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1 *b.* This subsection applies only to media and educational
2 services which cannot be diverted for religious purposes.
3 *c.* Notwithstanding this subsection, an area education agency
4 shall distribute to nonpublic schools media materials purchased
5 wholly or partially with federal funds in a manner comparable
6 to the distribution of such media materials to public schools
7 as determined by the director of the department of education.
8 ~~6.~~ 5. For the budget year beginning July 1, 2002, and each
9 succeeding budget year, notwithstanding the requirements of
10 this section for determining the budgets and funding of media
11 services and education services, an area education agency or
12 school district may~~, within the limits of the total of the~~
13 ~~funds provided for the budget years pursuant to section 257.35,~~
14 expend for special education support services an amount that
15 exceeds the payment for special education support services
16 ~~pursuant to section 257.35~~ in order to maintain the level
17 of required special education support services in the area
18 education agency or the school district, as applicable.
19 Sec. 24. Section 257.37A, subsection 2, paragraph d, Code
20 2024, is amended to read as follows:
21 *d.* ~~The~~ For budget years beginning before July 1, 2025,
22 the use of the funds calculated under this subsection shall
23 comply with requirements of chapter 284. For budget years
24 beginning on or after July 1, 2025, the funds calculated under
25 this subsection shall be paid to the department of education
26 as provided in section 257.35.
27 Sec. 25. Section 284.4, subsection 1, paragraph b,
28 subparagraph (3), Code 2024, is amended to read as follows:
29 (3) Determine, following the adoption of the Iowa
30 professional development model by the state board of education,
31 the use and distribution of the professional development
32 funds calculated and paid to the school district ~~or agency~~ as
33 provided in ~~section 257.9, subsection 10, or~~ section 257.10,
34 subsection 10, based upon school district ~~or agency~~, attendance
35 center, and individual teacher and professional development

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plans.

Sec. 26. Section 284.6, subsections 8 and 9, Code 2024, are amended to read as follows:

8. For each year in which a school district receives funds calculated and paid to school districts for professional development pursuant to section 257.10, subsection 10, ~~or section 257.37A, subsection 2,~~ the school district shall create quality professional development opportunities. Not less than thirty-six hours in the school calendar, held outside of the minimum school day, shall be set aside during nonpreparation time or designated professional development time to allow practitioners to collaborate with each other to deliver educational programs and assess student learning, or to engage in peer review pursuant to section 284.8, subsection 1. The funds may be used to implement the professional development provisions of the teacher career paths and leadership roles specified in section 284.15, including but not limited to providing professional development to teachers, including additional salaries for time beyond the normal negotiated agreement; activities and pay to support a beginning teacher mentoring and induction program that meets the requirements of section 284.5; pay for substitute teachers, professional development materials, speakers, and professional development content; textbooks and curriculum materials used for classroom purposes if such textbooks and curriculum materials include professional development; administering assessments pursuant to section 256.7, subsection 21, paragraph *"b"*, subparagraphs (1) and (2), if such assessments include professional development; and costs associated with implementing the individual professional development plans. The use of the funds shall be balanced between school district, attendance center, and individual professional development plans, making every reasonable effort to provide equal access to all teachers.

9. Moneys received pursuant to section 257.10, subsection 10, ~~or section 257.37A, subsection 2,~~ shall be maintained

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1 as a separate listing within a school district's ~~or area~~
2 ~~education agency's~~ budget for funds received and expenditures
3 made pursuant to this subsection. The department shall not
4 require a school district ~~or area education agency~~ to allocate
5 a specific amount or percentage of moneys received pursuant to
6 section 257.10, subsection 10, ~~or section 257.37A, subsection~~
7 ~~2,~~ for professional development related to implementation of
8 the core curriculum under section 256.7, subsection 26. A
9 school district shall certify to the department how the school
10 district allocated the funds and that moneys received under
11 this subsection were used to supplement, not supplant, the
12 professional development opportunities the school district
13 would otherwise make available. For budget years beginning
14 on or after July 1, 2017, all or a portion of the moneys
15 received pursuant to section 257.10, subsection 10, that remain
16 unexpended and unobligated at the end of a fiscal year may,
17 pursuant to section 257.10, subsection 10, paragraph *"d"*, be
18 transferred for deposit in the school district's flexibility
19 account established under section 298A.2, subsection 2.
20 Sec. 27. EFFECTIVE DATE. This division of this Act takes
21 effect January 1, 2025.
22 Sec. 28. APPLICABILITY. This division of this Act applies
23 July 1, 2025, for school budget years beginning on or after
24 that date.
25 DIVISION IV
26 DEPARTMENT OF EDUCATION REQUIREMENTS
27 Sec. 29. Section 256.9, Code 2024, is amended by adding the
28 following new subsections:
29 NEW SUBSECTION. 70. Develop and distribute to school
30 districts and accredited nonpublic schools a process to
31 facilitate the development of individualized education
32 programs and assist individualized education program teams
33 with decisions regarding free appropriate public education
34 and placement for students enrolled in accredited nonpublic
35 schools.

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1 NEW SUBSECTION. 71. Provide professional learning and
2 other support materials and tools for individualized education
3 program teams, including students, families, teacher service
4 providers, and administrators of both school districts
5 and accredited nonpublic schools to help such individuals
6 understand the processes required under the federal law that
7 are relevant to students enrolled in accredited nonpublic
8 schools and to promote informed participation in individualized
9 education program meetings of students enrolled in accredited
10 nonpublic schools.
11 NEW SUBSECTION. 72. Provide information to individualized
12 education program teams and public agencies that nonpublic
13 schools may be considered a placement option so long as the
14 individualized education program of a child with a disability
15 does not require some other arrangement.
16 NEW SUBSECTION. 73. Develop and distribute to school
17 districts professional learning and other materials for
18 meaningful consultation for representatives of area education
19 agencies, school districts, and accredited nonpublic schools.
20 NEW SUBSECTION. 74. Establish sustainable accountability
21 and data collection systems related to special education
22 that meet federal and state legal requirements and encourage
23 innovative models for meeting the needs of students.
24 NEW SUBSECTION. 75. Develop and distribute to school
25 districts and accredited nonpublic schools an implementation
26 plan related to identifying, evaluating, and promoting
27 strategies and models for providing special education and
28 related services with accredited nonpublic schools that improve
29 the experiences and outcomes for students with disabilities.
30 DIVISION V
31 STATE MANDATE
32 Sec. 30. IMPLEMENTATION OF ACT. Section 25B.2, subsection
33 3, shall not apply to this Act.>
34 2. Title page, by striking lines 1 through 8 and inserting
35 <An Act relating to area education agencies, including by

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1 modifying provisions related to the duties and powers of
2 area education agencies, the membership of area education
3 agency boards of directors, oversight by the department of
4 education, funding, and establishing a task force related to
5 area education agency operations, and including effective date
6 and applicability provisions.>

_____
LYNN EVANS

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House File 2612

S-5043

Amend House File 2612, as amended, passed, and reprinted by the House, as follows:

1. By striking everything after the enacting clause and inserting:

<DIVISION I

DIVISION OF SPECIAL EDUCATION OF THE DEPARTMENT OF EDUCATION

Section 1. Section 256.9, subsection 54, Code 2024, is amended by striking the subsection.

Sec. 2. Section 256B.3, Code 2024, is amended by adding the following new subsections:

NEW SUBSECTION. 15A. Beginning July 1, 2025, oversee the operation of each area education agency to ensure the area education agency complies with all applicable federal and state laws related to special education.

NEW SUBSECTION. 15B. Beginning July 1, 2025, provide guidance and standards to area education agencies for federal and state education initiatives which the area education agencies must implement statewide.

Sec. 3. DEPARTMENT OF EDUCATION AND AREA EDUCATION AGENCIES — STAFFING AND TRANSITION PLAN.

1. The department of education shall coordinate with each area education agency, and with the division of special education of the department, to develop a plan to transfer employees of the area education agency whose primary job duties involve providing oversight and compliance services to the area education agency to ensure the area education agency complies with all applicable federal and state laws related to special education from employment under the area education agency to employment under the division of special education of the department, as needed. The plan shall include a description of how the area education agency will accommodate any space needed in the area education agency's facilities for employees of the division of special education.

2. The department of education will compile all of the plans created pursuant to subsection 1 and submit the compilation to

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1 the general assembly on or before January 1, 2025.
2 DIVISION II
3 AREA EDUCATION AGENCIES — GENERAL PROVISIONS
4 Sec. 4. Section 273.1, Code 2024, is amended to read as
5 follows:
6 **273.1 Intent.**
7 It is the intent of the general assembly to provide an
8 effective, efficient, and economical means of identifying and
9 serving children from under five years of age through grade
10 twelve who require special education and any other children
11 requiring special education as defined in section 256B.2; to
12 provide for media services and other programs and services
13 for pupils in grades kindergarten through twelve and children
14 requiring special education as defined in section 256B.2; to
15 provide a method of financing the programs and services; ~~and~~
16 ~~to avoid a duplication of programs and services provided by~~
17 ~~any other school corporation in the state; and~~ to provide
18 services to school districts under a contract with those school
19 districts; to improve student achievement; and to close student
20 achievement gaps.
21 Sec. 5. Section 273.2, subsections 1, 3, and 4, Code 2024,
22 are amended to read as follows:
23 1. There are established throughout the state ~~fifteen~~ nine
24 area education agencies, each of which is governed by an area
25 education agency board of directors and, beginning July 1,
26 2025, by the division of special education of the department of
27 education to the extent described in section 256B.3, subsection
28 15A. The boundaries of an area education agency shall not
29 divide a school district. The director of the department of
30 education shall change boundaries of area education agencies
31 to take into account mergers of local school districts and
32 changes in boundaries of local school districts, when necessary
33 to maintain the policy of this chapter that a local school
34 district shall not be a part of more than one area education
35 agency.

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1 3. *a.* (1) ~~The~~ Subject to subparagraph (2), the area
2 education agency board shall furnish educational services and
3 programs as provided in section 273.1, this section, sections
4 273.3 through 273.8, and chapter 256B to the pupils enrolled
5 in public or nonpublic schools located within its boundaries
6 which are on the list of accredited schools pursuant to section
7 256.11.
8 (2) A public school located within an area education
9 agency's boundaries that wishes to receive educational services
10 and programs from the area education agency must request to
11 receive such educational services and programs by February 1 of
12 the preceding school year, including by providing for a method
13 of payment for such services and programs and entering into an
14 agreement with the area education agency. If a public school
15 located within an area education agency's boundaries requests
16 to receive such services after February 1 of the preceding
17 school year, the area education agency board may furnish the
18 educational services and programs.
19 (3) The programs and services provided under this
20 subsection shall be at least commensurate with programs and
21 services existing on July 1, 1974.
22 (4) The programs and services provided to pupils enrolled
23 in nonpublic schools shall be comparable to programs and
24 services provided to pupils enrolled in public schools within
25 constitutional guidelines.
26 *b.* The area education agencies may furnish evidence-based
27 professional development services to public or nonpublic
28 schools located within its boundaries which are on the list of
29 accredited schools pursuant to section 256.11, subject to the
30 approval of the director of the department of education.
31 4. The area education agency board shall ~~provide~~ do all of
32 the following:
33 *a.* Provide for special education services ~~and media services~~
34 for the local school districts in the area ~~and shall encourage~~
35 that request to receive such services by February 1 of the

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1 preceding school year, including by providing for a method of
2 payment for such services and entering into agreements with the
3 area education agency. An area education agency may provide
4 special education services for local school districts in the
5 area that request to receive such services after February 1 of
6 the preceding school year.
7 *b.* Encourage and assist school districts in the area to
8 establish programs for gifted and talented children. ~~The board~~
9 ~~shall assist~~
10 *c.* Assist in facilitating interlibrary loans of materials
11 between school districts and other libraries.
12 Sec. 6. Section 273.2, Code 2024, is amended by adding the
13 following new subsections:
14 NEW SUBSECTION. 4A. The area education agency board shall
15 provide for media services for the local school districts in
16 the area that request to receive such services by February 1 of
17 the preceding school year, including by providing for a method
18 of payment for such services and entering into agreements
19 with the area education agency. An area education agency may
20 provide media services for local school districts in the area
21 that request to receive such services after February 1 of the
22 preceding school year.
23 NEW SUBSECTION. 12. The area education agency board shall
24 charge reasonable costs that are consistent with current
25 market rates for the educational services, special education
26 services, professional development services, and media services
27 established by the area education agency board.
28 NEW SUBSECTION. 13. The area education agency board
29 shall provide an annual report by October 1 of each year to
30 the general assembly and the department of education that
31 includes a description of the progress the area education
32 agency has made to improve the outcomes achieved by students
33 receiving special education services and a description of how
34 the area education agency is focusing the moneys it receives on
35 providing services in the classroom.

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1 Sec. 7. Section 273.3, subsection 11, Code 2024, is amended
2 to read as follows:
3 11. Employ personnel to carry out the functions of the
4 area education agency which shall include the employment of
5 an administrator who shall possess a license issued under
6 chapter 256, subchapter VII, part 3. The administrator shall
7 be employed pursuant to section 279.20 and sections 279.23,
8 279.24, and 279.25. The salary for an area education agency
9 administrator shall be established by the board based upon
10 the previous experience and education of the administrator;
11 provided, however, that the salary for an area education agency
12 administrator shall not exceed one hundred twenty-five percent
13 of the average salary of all superintendents of the school
14 districts that are located within the boundaries of the area
15 education agency. Section 279.13 applies to the area education
16 agency board and to all teachers employed by the area education
17 agency. Sections 279.23, 279.24, and 279.25 apply to the area
18 education board and to all administrators employed by the area
19 education agency. Section 279.69 applies to the area education
20 agency board and employees of the board, including part-time,
21 substitute, or contract employees, who provide services to a
22 school or school district.
23 Sec. 8. Section 273.3, Code 2024, is amended by adding the
24 following new subsection:
25 NEW SUBSECTION. 26. Annually, on or before January 1 of
26 each year, prepare and submit to each school district within
27 the boundaries of the area education agency a report that
28 includes all of the following:
29 *a.* A monetary accounting of payments the area education
30 agency received from the school district, including payments
31 under section 257.35, during the previous fiscal year.
32 *b.* A description of the services the area education agency
33 provided to the school district during the previous fiscal
34 year, including a calculation of the cost per pupil for each
35 category of service the area education agency provided to the

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1 school district.
2 Sec. 9. Section 273.4, unnumbered paragraph 1, Code 2024,
3 is amended to read as follows:
4 Under direction of the board of directors of the area
5 education agency, and, beginning July 1, 2025, the division of
6 special education of the department of education, to the extent
7 described in section 256B.3, subsection 15A, the administrator
8 of the area education agency shall, in addition to other
9 duties:
10 Sec. 10. Section 273.5, unnumbered paragraph 1, Code 2024,
11 is amended to read as follows:
12 There shall be established a division of special education
13 of the area education agency which shall provide for special
14 education programs and services to the local school districts.
15 The division of special education shall be headed by a director
16 of special education who meets certification standards of the
17 department of education. The director of special education
18 shall be an employee of the division of special education of
19 the department of education. The director of special education
20 shall have the responsibility for implementation of state
21 regulations and guidelines relating to special education
22 programs and services. The director of special education shall
23 have the following powers and duties:
24 Sec. 11. Section 273.8, subsection 1, Code 2024, is amended
25 to read as follows:
26 1. *Board of directors.*
27 *a.* The board of directors of an area education agency shall
28 consist of ~~not less than five nor more than~~ nine members~~,~~
29 ~~each a resident of and elected in the manner provided in this~~
30 ~~section from a director district that is approximately equal~~
31 ~~in population to the other director districts in the area~~
32 ~~education agency~~. Each director shall serve a four-year term
33 which commences at the organization meeting.
34 *b.* Five members of the board of directors of an area
35 education agency must be residents of and elected in the

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1 manner provided in this section from a director district that
2 is approximately equal in population to the other director
3 districts in the area education agency.
4 *c.* Four members of the board of directors of an area
5 education agency must be appointed by the majority vote of
6 the superintendents of school districts located within the
7 boundaries of the area education agency. A member appointed
8 pursuant to this paragraph must be a superintendent of a school
9 district located within the boundaries of the area education
10 agency; provided, however, that a superintendent appointed
11 pursuant to this paragraph may designate any individual to
12 serve for all, or the remainder of, the superintendent's term.
13 Sec. 12. Section 273.8, subsection 2, paragraphs c and d,
14 Code 2024, are amended to read as follows:
15 *c.* The board of each separate school district that is
16 located entirely or partially inside an area education agency
17 director district shall cast a vote for director of the area
18 education agency board described in subsection 1, paragraph
19 *"b"*, based upon the ratio that the population of the school
20 district, or portion of the school district, in the director
21 district bears to the total population in the director
22 district. The population of each school district or portion
23 shall be determined by the department of education. The member
24 of the area education agency board described in subsection 1,
25 paragraph *"b"*, to be elected may be a member of a local school
26 district board of directors and shall be an elector and a
27 resident of the director district, but shall not be a school
28 district employee.
29 *d.* (1) ~~Vacancies~~ A vacancy, as defined in section 277.29,
30 in ~~the~~ a membership position of the area education agency board
31 described in subsection 1, paragraph *"b"*, shall be filled
32 for the unexpired portion of the term at a director district
33 convention called and conducted in the manner provided in
34 subsection 3.
35 (2) A vacancy, as defined in section 277.29, in a membership

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1 position of the area education agency board described in
2 subsection 1, paragraph "c", shall be filled for the unexpired
3 portion of the term by an individual who is appointed by
4 the majority vote of the superintendents of school districts
5 located within the boundaries of the area education agency.
6 Sec. 13. Section 273.8, subsection 3, Code 2024, is amended
7 to read as follows:
8 3. *Director district convention.* If no candidate files with
9 the area education agency secretary by the deadline specified
10 in subsection 2, or a vacancy occurs, or if otherwise required
11 as provided in section 273.23, subsection 3, a director
12 district convention, attended by members of the boards of
13 directors of the local school districts located within the
14 director district, shall be called to elect a board member
15 described in subsection 1, paragraph "b", for that director
16 district. The convention location shall be determined by the
17 area education agency administrator. Notice of the time, date,
18 and place of a director district convention shall be published
19 by the area education agency administrator in at least one
20 newspaper of general circulation in the director district at
21 least thirty days prior to the day of the convention. The cost
22 of publication shall be paid by the area education agency. A
23 candidate for election to the area education agency board shall
24 file a statement of candidacy with the area education agency
25 secretary at least ten days prior to the date of the director
26 district convention on forms prescribed by the department of
27 education, or nominations may be made at the convention by a
28 delegate from a board of directors of a school district located
29 within the director district. A statement of candidacy shall
30 include the candidate's name, address, and school district.
31 Delegates to director district conventions shall not be bound
32 by a school board or any school board member to pledge their
33 votes to any candidate prior to the date of the convention.
34 Sec. 14. Section 273.10, Code 2024, is amended to read as
35 follows:

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273.10 Accreditation of area education programs.

1. The division of special education of the department of education shall develop, in consultation with the area education agencies, and establish an accreditation process for area education agencies ~~by July 1, 1997~~. At a minimum, the accreditation process shall consist of the following:

a. The timely submission by an area education agency of information required by the division of special education of the department on forms provided by the ~~department~~ division of special education.

b. The use of an accreditation team appointed by the ~~director~~ division of special education of the department of education to conduct an evaluation, including an on-site visit of each area education agency. The team shall include, but is not limited to, department staff members, representatives from the school districts served by the area education agency being evaluated, area education agency staff members from area education agencies other than the area education agency that conducts the programs being evaluated for accreditation, and other team members with expertise as deemed appropriate by the ~~director~~ division of special education.

2. Prior to a visit to an area education agency, the accreditation team shall have access to that area education agency's program audit report filed with the ~~department~~ division of special education of the department of education. After a visit to an area education agency, the accreditation team shall determine whether the accreditation standards for a program, including but not limited to standards established pursuant to ~~section 256.9, subsection 54~~ section 256B.3, subsection 15B, have been met and shall make a report to the ~~director and the state board~~ division of special education, together with a recommendation as to whether the programs of the area education agency should receive initial accreditation or remain accredited. The accreditation team shall report strengths and weaknesses, if any, for each accreditation

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1 standard and shall advise the area education agency of
2 available resources and technical assistance to further enhance
3 the strengths and improve areas of weakness. An area education
4 agency may respond to the accreditation team's report.
5 3. The ~~state board of education~~ division of special
6 education of the department of education shall determine
7 whether a program of an area education agency shall receive
8 initial accreditation or shall remain accredited.
9 *a.* Approval of area education agency programs by the ~~state~~
10 ~~board~~ division of special education shall be based upon ~~the~~
11 ~~recommendation of the director of the department of education~~
12 ~~after~~ a study of the factual and evaluative evidence on record
13 about each area education agency program in terms of the
14 accreditation standards adopted by the state board.
15 *b.* Approval, if granted, shall be for a term of five years.
16 However, the ~~state board~~ division of special education may
17 grant conditional approval for a term of less than five years
18 if conditions warrant.
19 4. If the ~~state board of education~~ division of special
20 education of the department of education determines that an
21 area education agency's program does not meet accreditation
22 standards, the ~~director of the department of education~~
23 division of special education, in cooperation with the board
24 of directors of the area education agency, shall establish a
25 remediation plan prescribing the procedures that must be taken
26 to correct deficiencies in meeting the program standards,
27 and shall establish a deadline date for correction of the
28 deficiencies. ~~The remediation plan is subject to the approval~~
29 ~~of the state board.~~
30 5. The division of special education of the department
31 of education may suspend the accreditation of the area
32 education agency program ~~shall remain accredited~~ during the
33 implementation of the remediation plan. The accreditation
34 team shall visit the area education agency and shall determine
35 whether the deficiencies in the standards for the program have

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1 been corrected and shall make a report and recommendation
2 to the ~~director and the state board of education~~ division
3 of special education. The ~~state board~~ division of special
4 education shall review the report and recommendation and shall
5 determine whether the deficiencies in the program have been
6 corrected. If the division of special education determines
7 that the deficiencies in the program have been corrected, the
8 division of special education shall reinstate the accreditation
9 of the area education agency program if such accreditation was
10 suspended pursuant to this subsection.
11 6. *a.* If the deficiencies in an area education program
12 have not been corrected, the ~~agency board~~ division of special
13 education of the department of education shall take one
14 of the following actions within sixty days from removal of
15 accreditation:
16 (1) Merge the deficient program with a program from another
17 accredited area education agency.
18 (2) Contract with another area education agency or other
19 public educational institution for purposes of program
20 delivery.
21 *b.* The rules developed by the state board of education for
22 the accreditation process shall include provisions for removal
23 of accreditation, including provisions for proper notice to the
24 administrator of the area education agency, each member of the
25 board of directors of the area education agency, the department
26 of education, and the superintendents and administrators of the
27 schools of the districts served by the area education agency.
28 Sec. 15. Section 273.11, Code 2024, is amended to read as
29 follows:
30 **273.11 Standards for accrediting area education programs.**
31 1. The state board of education, in consultation with the
32 division of special education of the department of education,
33 shall develop standards and rules for the accreditation of area
34 education agencies. Standards shall be general in nature,
35 but at a minimum shall identify requirements addressing the

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1 services provided by each division, as well as identifying
2 indicators of quality that will permit area education agencies,
3 school districts, the division of special education of the
4 department of education, and the general public to judge
5 accurately the effectiveness of area education agency services.
6 2. Standards developed shall include, but are not limited
7 to, the following:
8 *a.* Support for school-community planning, including a means
9 of assessing needs, developing collaborative relationships
10 among community agencies, establishing shared direction, and
11 implementing program plans and reporting progress toward goals
12 for all students, including students with disabilities.
13 *b.* ~~Professional~~ Evidence-based professional development
14 programs that respond to current needs.
15 *c.* Support for curriculum development, instruction, and
16 assessment ~~for~~ services that address the areas of reading,
17 language arts, math, and science, using research-based
18 methodologies, for all students, including students with
19 disabilities.
20 *d.* Special education ~~compliance and~~ support.
21 *e.* Management services, including financial reporting and
22 purchasing as requested and funded by local districts.
23 *f.* Support for instructional media services that supplement
24 and support local district media centers and services.
25 *g.* Support for school technology planning and staff
26 development for implementing instructional technologies.
27 *h.* A program and services evaluation and reporting system
28 that includes information related to special education.
29 *i.* Support for school district libraries in accordance with
30 section 273.2, subsection 4.
31 *j.* Support for early childhood service coordination for
32 families and children, age birth through three years, to
33 meet health, safety, and learning needs, including service
34 coordination.
35 *k.* Timely submission of required reports and documents to

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1 the state board of education, the department of education,
2 and the division of special education of the department of
3 education.
4 *l.* Support for schools and school districts in analyzing
5 student achievement data related to the learning environment,
6 comparing data to the external knowledge base, and using that
7 information to guide schools and school districts in setting
8 goals and implementing actions to improve student learning for
9 all students, including students with disabilities.
10 *m.* Support for addressing the diverse learning needs of
11 all children and youths, including children and youths who are
12 eligible for special education through services that include
13 direct services to students with disabilities.
14 *n.* Support for schools and school districts to ensure
15 compliance with rules adopted by the state board of education
16 related to special education.
17 *o.* Support necessary to implement effective instruction for
18 all students, including students with disabilities, through
19 school technology services.
20 *p.* Support for students using educational programs and
21 services in a manner that is consistent with the educational
22 standards established pursuant to section 256.11.
23 *q.* Support for staff development and adult learners
24 utilizing evidence-based professional development in a manner
25 that meets the professional needs of staff and adult learners
26 consistent with standards adopted by the state board of
27 education.
28 *r.* Compliance with all relevant federal and state laws
29 in the provision of services and supports to students with
30 disabilities.
31 Sec. 16. TRANSITION PROVISIONS.
32 1. An area education agency that was accredited pursuant to
33 section 273.10 on or before the effective date of the section
34 of this division of this Act amending section 273.10 shall
35 remain accredited unless and until the division of special

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1 education of the department of education takes action to remove
2 accreditation from the area education agency pursuant to
3 section 273.10, as amended in this division of this Act.
4 2. a. As of July 1, 2024, each area education agency shall
5 terminate the employment of all directors of special education
6 employed by the area education agency pursuant to section
7 273.5, as amended in this division of this Act.
8 b. Within a reasonable time after July 1, 2024, the
9 division of special education of the department of education
10 shall employ at least one individual to serve as a director
11 of special education in each area education agency. During
12 the hiring process associated with employing an individual to
13 serve as director of special education in an area education
14 agency, the division of special education shall give preference
15 to individuals whose employment was terminated pursuant to
16 paragraph "a".
17 Sec. 17. EFFECTIVE DATE. The following take effect July 1,
18 2025:
19 1. The section of this division of this Act amending section
20 273.10.
21 2. The section of this division of this Act amending section
22 273.11.
23 Sec. 18. APPLICABILITY. The following applies to
24 employment agreements entered into or renewed between an area
25 education agency and an area education agency administrator on
26 or after July 1, 2024:
27 The section of this division of this Act amending section
28 273.3, subsection 11.
29 Sec. 19. APPLICABILITY. The following applies to the
30 election of directors and vacancies occurring under section
31 273.8, as amended in this division of this Act, on or after
32 July 1, 2024:
33 The sections of this division of this Act amending section
34 273.8.
35 Sec. 20. APPLICABILITY. The following apply to school years

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1 beginning on or after July 1, 2025:
2 1. The portion of the section of this division of this Act
3 amending section 273.2, subsection 3.
4 2. The portion of the section of this division of this Act
5 amending section 273.2, subsection 4.
6 3. The portion of the section of this division of this Act
7 enacting section 273.2, subsection 4A.
8 DIVISION III
9 AREA EDUCATION AGENCIES —— FUNDING
10 Sec. 21. Section 257.1, subsection 3, Code 2024, is amended
11 to read as follows:
12 3. *Computations rounded.* In making computations and
13 payments under this chapter, except in the case of computations
14 relating to funding of special education support services,
15 media services, and educational services ~~provided through the~~
16 ~~area education agencies~~ under section 257.37, and the teacher
17 salary supplement, the professional development supplement,
18 the early intervention supplement, and the teacher leadership
19 supplement, the department of management shall round amounts to
20 the nearest whole dollar.
21 Sec. 22. Section 257.10, subsection 7, Code 2024, is amended
22 to read as follows:
23 7. *Special education support services district cost.* Special
24 education support services district cost for a school district
25 for a budget year is equal to the special education support
26 services district cost per pupil for the budget year multiplied
27 by the special education support services weighted enrollment
28 for the district for the budget year. If the special education
29 support services district cost for a school district for
30 a budget year is less than the special education support
31 services district cost for that district for the base year, the
32 department of management shall adjust the special education
33 support services district cost for that district for the budget
34 year to equal the special education support services district
35 cost for the base year. Funds calculated under this subsection

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1 and received by a school district or an area education agency,
2 as applicable, shall be used for special education support
3 services.
4 Sec. 23. Section 257.10, subsection 8, paragraph a, Code
5 2024, is amended to read as follows:
6 *a.* Combined district cost is the sum of the regular program
7 district cost per pupil multiplied by the weighted enrollment,
8 the special education support services district cost, the
9 total teacher salary supplement district cost, the total
10 professional development supplement district cost, the total
11 early intervention supplement district cost, and the total
12 teacher leadership supplement district cost, plus the sum of
13 the additional district cost allocated to the district to fund
14 media services and educational services ~~provided through the~~
15 ~~area education agency~~ under section 257.37, the area education
16 agency total teacher salary supplement district cost and the
17 area education agency total professional development supplement
18 district cost.
19 Sec. 24. Section 257.35, subsection 1, Code 2024, is amended
20 to read as follows:
21 1. *a.* (1) ~~The~~ For fiscal years beginning before July 1,
22 2024, the department of management shall deduct the amounts
23 calculated for special education support services, media
24 services, area education agency teacher salary supplement
25 district cost, area education agency professional development
26 supplement district cost, and educational services for each
27 school district from the state aid due to the district pursuant
28 to this chapter and shall pay the amounts to the respective
29 area education agencies on a monthly basis from September 15
30 through June 15 during each school year.
31 (2) For the fiscal year beginning July 1, 2024, the
32 department of management shall deduct the following amounts
33 from the state aid due to each school district pursuant to
34 this chapter and shall pay the amounts to the respective area
35 education agencies on a monthly basis from September 15 through

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1 June 15 during each school year:
2 (a) The amount calculated for special education support
3 services for the school district.
4 (b) Forty percent of the amount calculated for media
5 services for the school district.
6 (c) The area education agency teacher salary supplement
7 district cost.
8 (d) The area education agency professional development
9 supplement district cost.
10 (e) Forty percent of the amount calculated in section 257.37
11 for educational services for the school district.
12 (3) For the fiscal year beginning July 1, 2025, and each
13 fiscal year thereafter, the department of management shall
14 deduct the following from the state aid due to each school
15 district pursuant to this chapter and shall pay the amounts to
16 the respective area education agencies on a monthly basis from
17 September 15 through June 15 during each school year:
18 (a) Ten percent of the amount calculated for special
19 education support services for the school district.
20 (b) The area education agency teacher salary supplement
21 district cost.
22 (c) The area education agency professional development
23 supplement district cost.
24 *b.* The department of management shall notify each school
25 district of the amount of state aid deducted for these purposes
26 and the balance of state aid shall be paid to the district. If
27 a district does not qualify for state aid under this chapter
28 in an amount sufficient to cover its amount due to the area
29 education agency as calculated by the department of management,
30 the school district shall pay the deficiency to the area
31 education agency from other moneys received by the district, on
32 a quarterly basis during each school year.
33 Sec. 25. Section 257.37, Code 2024, is amended to read as
34 follows:
35 **257.37 Funding media and educational services.**

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1 Media services and educational services provided by a school
2 district or through the area education ~~agencies~~ agency shall be
3 funded, to the extent provided, by an addition to the combined
4 district cost of each school district, determined as follows:
5 1. For the budget year beginning July 1, 1991, and
6 succeeding budget years, the total amount funded in each area
7 for media services shall be computed as provided in this
8 subsection. For the budget year beginning July 1, 1991, the
9 total amount funded in each area for media services in the
10 base year shall be divided by the enrollment served in the
11 base year to provide an area media services cost per pupil in
12 the base year, and the department of management shall compute
13 the state media services cost per pupil in the base year which
14 is equal to the average of the area media services costs per
15 pupil in the base year. For the budget year beginning July 1,
16 1991, and succeeding budget years, the department of management
17 shall compute the supplemental state aid for media services
18 in the budget year by multiplying the state media services
19 cost per pupil in the base year times the state percent of
20 growth for the budget year, and the total amount funded in each
21 area for media services cost in the budget year equals the
22 area media services cost per pupil in the base year plus the
23 supplemental state aid for media services in the budget year
24 times the enrollment served in the budget year. Funds shall be
25 paid to area education agencies as provided in section 257.35.
26 Funds not required to be paid to the area education agency as
27 provided in section 257.35 may be used by the school district
28 for media services provided by the district or by contract
29 through the area education agency. A school district may use
30 unreserved fund balances for media services in a manner which
31 the school district determines is appropriate to best maintain
32 the level of special education services.
33 2. Up to thirty percent of the budget of an area for media
34 services may be expended for media resource material including
35 the purchase or replacement of material required in section

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1 273.6, subsection 1. ~~Funds shall be paid to area education~~
2 ~~agencies as provided in section 257.35.~~
3 3. For the budget year beginning July 1, 1991, and
4 succeeding budget years, the total amount funded in each area
5 for educational services shall be computed as provided in this
6 subsection. For the budget year beginning July 1, 1991, the
7 total amount funded in each area for educational services
8 in the base year shall be divided by the enrollment served
9 in the area in the base year to provide an area educational
10 services cost per pupil in the base year, and the department of
11 management shall compute the state educational services cost
12 per pupil in the base year, which is equal to the average of
13 the area educational services costs per pupil in the base year.
14 For the budget year beginning July 1, 1991, and succeeding
15 budget years, the department of management shall compute the
16 supplemental state aid for educational services by multiplying
17 the state educational services cost per pupil in the base year
18 times the state percent of growth for the budget year, and the
19 total amount funded in each area for educational services for
20 the budget year equals the area educational services cost per
21 pupil for the base year plus the supplemental state aid for
22 educational services in the budget year times the enrollment
23 served in the area in the budget year. Funds shall be paid
24 to area education agencies as provided in section 257.35.
25 Funds not required to be paid to the area education agency as
26 provided in section 257.35 may be used by the school district
27 for educational services provided by the district or by
28 contract through the area education agency. A school district
29 may use unreserved fund balances for educational services in a
30 manner which the school district determines is appropriate to
31 best maintain the level of special education services.
32 4. *"Enrollment served"* means the basic enrollment of all
33 school districts within the boundaries of the area education
34 agency plus the number of nonpublic school pupils served by
35 the area education agency with media services or educational

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1 services, as applicable, except that if a nonpublic school
2 pupil or a pupil attending another district under a whole grade
3 sharing agreement or open enrollment receives services through
4 an area other than the area of the pupil's residence, the
5 pupil shall be deemed to be served by the area of the pupil's
6 residence, which shall by contractual arrangement reimburse
7 the area through which the pupil actually receives services.
8 Each school district shall include in the enrollment report
9 submitted pursuant to section 257.6, subsection 1, the number
10 of nonpublic school pupils within each school district for
11 media and educational services served by the area. However,
12 the school district shall not include in the enrollment report
13 nonpublic school pupils receiving classes or services funded
14 entirely by federal grants or allocations.
15 5. *a.* If an area education agency does not serve nonpublic
16 school pupils in a manner comparable to services provided
17 public school pupils for media and educational services, as
18 determined by the state board of education, the state board
19 shall instruct the department of management to reduce the funds
20 for media services and educational services within the area one
21 time by an amount to compensate for such reduced services. The
22 media services budget shall be reduced by an amount equal to
23 the product of the cost per pupil in basic enrollment for the
24 budget year for media services times the difference between
25 the enrollment served and the basic enrollment recorded for
26 the area. The educational services budget shall be reduced by
27 an amount equal to the product of the cost per pupil in basic
28 enrollment for the budget year for educational services times
29 the difference between the enrollment served and the basic
30 enrollment recorded for the area.
31 *b.* This subsection applies only to media and educational
32 services which cannot be diverted for religious purposes.
33 *c.* Notwithstanding this subsection, an area education agency
34 shall distribute to nonpublic schools media materials purchased
35 wholly or partially with federal funds in a manner comparable

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to the distribution of such media materials to public schools as determined by the director of the department of education.

6. For the budget year beginning July 1, 2002, and each succeeding budget year, notwithstanding the requirements of this section for determining the budgets and funding of media services and education services, an area education agency or school district may~~, within the limits of the total of the funds provided for the budget years pursuant to section 257.35,~~ expend for special education support services an amount that exceeds the payment for special education support services ~~pursuant to section 257.35~~ in order to maintain the level of required special education support services in the area education agency or the school district, as applicable.

Sec. 26. APPLICABILITY. This division of this Act applies July 1, 2024, for school budget years beginning on or after that date.

DIVISION IV

INITIAL TEACHER COMPENSATION

Sec. 27. Section 257.10, subsection 12, paragraph d, Code 2024, is amended to read as follows:

d. Except as otherwise allowed under this paragraph, for the budget year beginning July 1, 2014, and succeeding budget years, the use of the funds calculated under this subsection shall comply with the requirements of chapter 284 and shall be distributed to teachers pursuant to section 284.15. The funds shall be used only to increase the payment for a teacher assigned to a leadership role pursuant to a framework or comparable system approved pursuant to section 284.15; to increase the percentages of teachers assigned to leadership roles; to increase the minimum teacher starting salary to ~~thirty-three thousand five hundred dollars~~ the amount provided in section 284.15, subsection 2, paragraph *"a"*, subparagraph (1); to cover the costs for the time mentor and lead teachers are not providing instruction to students in a classroom; for coverage of a classroom when an initial or career

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1 teacher is observing or co-teaching with a teacher assigned
2 to a leadership role; for professional development time to
3 learn best practices associated with the career pathways
4 leadership process; and for other costs associated with a
5 framework or comparable system approved by the department of
6 education under section 284.15 with the goals of improving
7 instruction and elevating the quality of teaching and student
8 learning. If all requirements for the school district for
9 the use of funds calculated under this subsection are met
10 and funds received under this subsection remain unexpended
11 and unobligated at the end of a fiscal year beginning on or
12 after July 1, 2020, the school district may transfer all or a
13 portion of such unexpended and unobligated funds for deposit
14 in the school district's flexibility account established
15 under section 298A.2, subsection 2. At the end of a fiscal
16 year beginning on or after July 1, 2022, school districts may
17 use all or a portion of funds under this subsection for the
18 purposes authorized under subsection 9, paragraph "d", and,
19 notwithstanding any provision of law to the contrary, school
20 districts shall not be required to participate in or comply
21 with section 284.15 in order to continue to receive funding
22 under this subsection.
23 Sec. 28. Section 284.15, subsection 2, paragraph a,
24 subparagraph (1), Code 2024, is amended to read as follows:
25 (1) The salary for an initial teacher who has successfully
26 completed an approved practitioner preparation program as
27 defined in section 256.145 or holds an initial or intern
28 teacher license issued under chapter 256, subchapter VII,
29 part 3, shall be at least ~~thirty-three thousand five hundred~~
30 forty-six thousand two hundred fifty-one dollars, which shall
31 also constitute the minimum salary for an Iowa teacher.
32 Sec. 29. Section 284.16, subsection 1, paragraph a,
33 unnumbered paragraph 1, Code 2024, is amended to read as
34 follows:
35 The beginning teacher shall be paid not less than

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1 ~~thirty-three thousand five hundred~~ forty-six thousand two
2 hundred fifty-one dollars and shall meet the following
3 requirements:
4 Sec. 30. Section 284.17, subsection 1, Code 2024, is amended
5 to read as follows:
6 1. A minimum salary of ~~thirty-three thousand five hundred~~
7 forty-six thousand two hundred fifty-one dollars for a
8 full-time teacher.
9 DIVISION V
10 AREA EDUCATION AGENCIES —— REQUIRED EVALUATIONS AND REPORTS
11 Sec. 31. AREA EDUCATION AGENCIES —— CONTINUOUS
12 IMPROVEMENT. On or before January 1, 2025, each area education
13 agency shall submit a report to the director of the department
14 of education and the general assembly that contains all of the
15 following information:
16 1. Progress the area education agency has made in reducing
17 expenditures associated with administration and administrators,
18 including chief administrators, directors and department heads,
19 regional administrators, regional and zone coordinators,
20 district coordinators, and human resources and personnel
21 managers by at least thirty percent by July 1, 2026.
22 2. A proposal for the reorganization of services provided by
23 area education agencies to centralize some services provided by
24 the area education agencies, including media services, and to
25 create centers of excellence for other services.
26 Sec. 32. AREA EDUCATION AGENCY FACILITIES AND PROPERTY. On
27 or before January 1, 2025, the department of administrative
28 services, in coordination with the department of education
29 and each area education agency, shall submit a report to
30 the general assembly that contains all of the following
31 information:
32 1. An inventory of all real property and facilities owned
33 by the area education agencies.
34 2. An evaluation of the value of all real property and
35 facilities owned by the area education agencies.

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1 3. An evaluation of how the real property and facilities
2 owned by the area education agencies are used.
3 DIVISION VI
4 TEACHER SALARY SUPPLEMENT DISTRICT COST PER PUPIL
5 Sec. 33. Section 257.10, subsection 9, paragraph a, Code
6 2024, is amended to read as follows:
7 *a.* (1) For the budget year beginning July 1, 2009, the
8 department of management shall add together the teacher
9 compensation allocation made to each district for the fiscal
10 year beginning July 1, 2008, pursuant to section 284.13,
11 subsection 1, paragraph *"h"*, Code 2009, and the phase II
12 allocation made to each district for the fiscal year beginning
13 July 1, 2008, pursuant to section 294A.9, Code 2009, and divide
14 that sum by the district's budget enrollment in the fiscal
15 year beginning July 1, 2009, to determine the teacher salary
16 supplement district cost per pupil. For the budget year
17 beginning July 1, 2010, and succeeding budget years beginning
18 before July 1, 2024, the teacher salary supplement district
19 cost per pupil for each school district for a budget year
20 is the teacher salary supplement program district cost per
21 pupil for the base year plus the teacher salary supplement
22 supplemental state aid amount for the budget year.
23 (2) For the budget year beginning July 1, 2024, the teacher
24 salary supplement district cost per pupil for a school district
25 shall be the greater of the following:
26 (a) The teacher salary supplement district cost per pupil
27 for the school district for the base year plus the teacher
28 salary supplement supplemental state aid amount for the budget
29 year.
30 (b) The per pupil amount necessary, as calculated by
31 the department of management, to allow the school district
32 to provide a minimum teacher starting salary of forty-six
33 thousand two hundred fifty-one dollars in accordance with
34 the requirements of chapter 284, including costs associated
35 with the employer's share of contributions to the Iowa public

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1 employees' retirement system and the employer's share of the
2 tax imposed by the federal Insurance Contributions Act.
3 (3) For the budget year beginning July 1, 2025, and
4 succeeding budget years, the teacher salary supplement district
5 cost per pupil for each school district for a budget year
6 is the teacher salary supplement program district cost per
7 pupil for the base year plus the teacher salary supplement
8 supplemental state aid amount for the budget year.
9 DIVISION VII
10 DEPARTMENT OF EDUCATION REQUIREMENTS
11 Sec. 34. Section 256.9, Code 2024, is amended by adding the
12 following new subsections:
13 NEW SUBSECTION. 70. Develop and distribute to school
14 districts and accredited nonpublic schools a process to
15 facilitate the development of individualized education
16 programs and assist individualized education program teams
17 with decisions regarding free appropriate public education
18 and placement for students enrolled in accredited nonpublic
19 schools.
20 NEW SUBSECTION. 71. Provide professional learning and
21 other support materials and tools for individualized education
22 program teams, including students, families, teacher service
23 providers, and administrators of both school districts
24 and accredited nonpublic schools to help such individuals
25 understand the processes required under the federal law that
26 are relevant to students enrolled in accredited nonpublic
27 schools and to promote informed participation in individualized
28 education program meetings of students enrolled in accredited
29 nonpublic schools.
30 NEW SUBSECTION. 72. Provide information to individualized
31 education program teams and public agencies that nonpublic
32 schools shall be considered a placement option so long as the
33 individualized education program of a child with a disability
34 does not require some other arrangement.
35 NEW SUBSECTION. 73. Develop and distribute to school

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1 districts professional learning and other materials for
2 meaningful consultation for representatives of area education
3 agencies, school districts, and accredited nonpublic schools.
4 NEW SUBSECTION. 74. Establish sustainable accountability
5 and data collection systems related to special education
6 that meet federal and state legal requirements and encourage
7 innovative models for meeting the needs of students.
8 NEW SUBSECTION. 75. Develop and distribute to school
9 districts and accredited nonpublic schools an implementation
10 plan related to identifying, evaluating, and promoting
11 strategies and models for providing special education and
12 related services with accredited nonpublic schools that improve
13 the experiences and outcomes for students with disabilities.
14 DIVISION VIII
15 STATE MANDATE
16 Sec. 35. IMPLEMENTATION OF ACT. Section 25B.2, subsection
17 3, shall not apply to this Act.>
18 2. Title page, by striking lines 1 through 7 and inserting
19 <An Act relating to education, including modifying provisions
20 related to the duties and powers of area education agencies,
21 the membership of the boards of directors of area education
22 agencies, the department of education, the department of
23 administrative services, area education agency funding, the
24 calculation of the teacher salary supplement district cost per
25 pupil and the minimum teacher starting salary, and including
26 transition, effective date, and applicability provisions.>

LYNN EVANS

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004874

Senate File 2396

S-5044

1 Amend Senate File 2396 as follows:

2 1. Page 5, by striking lines 3 through 20.

3 2. By renumbering as necessary.

_____

DAN DAWSON

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004875

Senate File 2346

S-5045

1 Amend Senate File 2346 as follows:

2 1. Page 1, line 16, by striking <between eighteen and
3 twenty-one years of age> and inserting <eighteen years of age
4 or older but younger than twenty-two years of age>

5 2. Title page, line 2, by striking <between eighteen and
6 twenty-one> and inserting <under twenty-two>

_____

JEFF TAYLOR

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004876

House File 636

S-5046

1 Amend House File 636, as amended, passed, and reprinted by
2 the House, as follows:
3 1. Page 1, by striking lines 3 through 8 and inserting:
4 <NEW SUBSECTION. 2A. *"Educational setting"* means the
5 type of educational environment, not a specific school or
6 other geographic location, in which education is conducted.
7 *"Educational setting"* includes a public school, an accredited
8 nonpublic school, competent private instruction or independent
9 private instruction in accordance with the provisions of
10 chapter 299A, or any other method of educational instruction
11 that satisfies the compulsory education requirements of chapter
12 299.>

JEFF TAYLOR

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004877

Senate File 2283

S-5047

1 Amend Senate File 2283 as follows:

2 1. Page 1, line 10, by striking <hundred twenty-five>

3 2. Page 1, line 29, by striking <hundred twenty-five>

ZACH WAHLS

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004878

Senate File 2340

S-5048

1 Amend Senate File 2340 as follows:

2 1. Page 4, line 20, by striking <**prohibited**>

3 2. Page 4, line 21, by striking <may not> and inserting

4 <may>

5 3. Page 4, line 24, by striking <initiated.> and inserting

6 <initiated, including but not limited to a determination of

7 whether the person holds or is eligible for a protective visa

8 under the federal Violence Against Women Act of 1994 and

9 subsequent reauthorizations of the Act.>

_____

JANICE WEINER

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004879

Senate File 2289

S-5049

1 Amend Senate File 2289 as follows:
2 1. Page 1, after line 31 by inserting:
3 <3. A prohibited person may request a review of the
4 determination made by the authority pursuant to subsection 2.
5 *a.* The request to review the determination shall be made
6 within thirty-five calendar days of the date the authority
7 provided written notice to the prohibited person. The request
8 to review the determination must be in writing and state the
9 specific reasons or legal basis for review.
10 *b.* Within sixty calendar days of the receipt of the request
11 to review, the authority shall approve, deny, or modify the
12 determination, if the authority finds that the determination
13 is based on a clear error of material fact or law, or if the
14 authority finds the determination was arbitrary, capricious, or
15 an abuse of discretion.
16 *c.* The authority shall issue its decision in writing and
17 provide written notice of the decision to the prohibited
18 person.
19 *d.* The decision of the authority pursuant to this subsection
20 shall be considered final agency action. A petition for
21 judicial review of the decision of the authority shall be filed
22 pursuant to section 17A.19.>
23 2. Page 1, line 32, by striking <3.> and inserting <4.>
24 3. By striking page 5, line 20, through page 7, line 10.
25 4. Page 7, by striking lines 21 and 22 and inserting:
26 <Section 1. Section 298.3, subsection 1, paragraph g, Code
27 2024, is amended to read as follows:
28 *g.* Expenditures for energy conservation~~, including payments~~
29 ~~made pursuant to a guarantee furnished by a school district~~
30 ~~entering into a financing agreement for energy management~~
31 ~~improvements, limited to agreements pursuant to section 473.19,~~
32 ~~473.20, or 473.20A~~.>
33 5. Page 7, by striking lines 23 through 31.
34 6. Page 8, by striking lines 18 and 19 and inserting
35 <agencies in response to an executive order by the governor

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004880

1 under section 473.8.>
2 7. Page 8, by striking lines 20 through 25.
3 8. Page 8, line 26, by striking <473.7, 473.8, 473.9,
4 473.10>

_____
MIKE BOUSSELOT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004881

House Amendment to
Senate File 345

S-5050

1 Amend Senate File 345, as amended, passed, and reprinted by
2 the Senate, as follows:
3 1. Page 1, before line 1 by inserting:
4 <DIVISION I
5 DRUG PARAPHERNALIA
6 Section 1. Section 124.414, subsection 3, Code 2023, is
7 amended to read as follows:
8 3. A person who violates this section commits a simple
9 misdemeanor punishable as a scheduled violation under section
10 805.8C.
11 Sec. ___. Section 805.8C, Code 2023, is amended by adding
12 the following new subsection:
13 NEW SUBSECTION. 3A. *Drug paraphernalia violations.*
14 *a.* For a first violation of section 124.414, the scheduled
15 fine is two hundred sixty dollars.
16 *b.* For a second or subsequent violation of section 124.414,
17 the scheduled fine is five hundred twenty dollars.
18 DIVISION ___
19 DEVICE REGULATION>
20 2. By striking page 4, line 32, through page 5, line 9, and
21 inserting:
22 <4. *Issuance.*
23 *a.* Cities may approve device retailer permit applications
24 for applicants located within their respective limits. County
25 boards of supervisors may approve device retailer permit
26 applications for applicants located in their respective
27 counties, outside of the corporate limits of cities.
28 *b.* Upon approval of a device retailer permit application
29 by a city or county, the department shall issue the permit to
30 the applicant on behalf of the city or county, as applicable,
31 in a manner determined by the department. A city or county
32 shall use the department's electronic portal to process
33 device retailer permit applications. A city or county that is
34 unable to use the department's electronic portal may request
35 permission from the director to process device retailer permit

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IA-DHHS-24-0418-A-004882

1 applications by another method.
2 *c.* The department shall submit the current list of all
3 device retailer permits issued to the department of health
4 and human services by the last day of each quarter of a state
5 fiscal year.>
6 3. Page 5, by striking lines 3 through 6 and inserting
7 <retailer permit to the department within thirty days of
8 issuance of a device retailer permit. The department shall
9 submit the current list of>
10 4. Page 5, by striking lines 14 and 15 and inserting <the
11 period ending June 30 next, to the department. The fee for a
12 device retailer>
13 5. Page 5, by striking lines 17 through 23 and inserting:
14 <6. *Application.* Device retailer permits shall be issued
15 only upon application, accompanied by the one thousand
16 five hundred dollar fee, made upon forms furnished by the
17 department. The application, any supporting documentation, and
18 the associated fees required by this section shall be submitted
19 to the department electronically. The forms shall specify all
20 of the following:>
21 6. By striking page 6, line 27, through page 7, line 10, and
22 inserting:
23 <1. A person shall not mail, ship, or otherwise cause to be
24 delivered any device in connection with a delivery sale to any
25 other person within this state unless the person has applied
26 for and holds a device delivery sale permit as provided in this
27 section.
28 2. All device delivery sale permits provided for in
29 this section shall expire on June 30 of each year. A device
30 delivery sale permit shall not be granted or issued until the
31 applicant has paid the fees provided for in this section for
32 the period ending June 30 next, to the department. The fee
33 for a device delivery sale permit is one thousand five hundred
34 dollars.
35 3. Device delivery sale permits shall be issued only upon

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-004883

1 application, accompanied by the one thousand five hundred
2 dollar fee, made upon forms furnished by the department. The
3 application, any supporting documentation, and the associated
4 fees required by this section shall be submitted to the
5 department electronically. The forms shall specify all of the
6 following:
7 *a.* The manner under which the device delivery sale permit
8 holder transacts or intends to transact business as a device
9 delivery sale permit holder.
10 *b.* The principal office, residence, and place of business,
11 to which the device delivery sale permit is to apply.
12 *c.* If the applicant is not an individual, the names of the
13 partners if the applicant is a partnership or the names of
14 the principal officers or members if the applicant is a legal
15 entity, and their addresses.
16 *d.* Such other information as the director shall by rule
17 prescribe.>
18 7. Page 7, line 11, by striking <2.> and inserting <4.>
19 8. Page 7, line 35, after <submitted> by inserting
20 <electronically>
21 9. Page 8, line 4, by striking <3.> and inserting <5.>
22 10. Page 8, line 5, after <director> by inserting
23 <electronically>
24 11. Page 8, line 10, by striking <4.> and inserting <6.>
25 12. Page 8, by striking lines 25 through 28 and inserting:
26 <2. *a.* There is levied and imposed an excise tax on a
27 device purchased in this state through a sale by a device
28 retailer or purchased for use in this state through a delivery
29 sale of forty percent of the retail sales price of the device.
30 *b.* For the purposes of this section, *"retail sales price"*
31 means the total amount of consideration, including cash,
32 credit, property, and services, for which personal property or
33 services are sold, leased, or rented, valued in money, whether
34 received in money or otherwise, without any deduction for any
35 of the following:

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1 (1) The device retailer's or device delivery sale permit
2 holder's cost of the device sold.
3 (2) The cost of materials used, labor or service cost,
4 interest, losses, all costs of transportation to the device
5 retailer or to the device delivery sale permit holder, as
6 applicable, all taxes imposed on the device retailer or the
7 device delivery sale permit holder except as provided in
8 paragraph *"c"*, subparagraphs (5) and (6), and any other expenses
9 of the device retailer or device delivery sale permit holder.
10 (3) Charges by the device retailer or device delivery sale
11 permit holder for any services necessary to complete the sale,
12 other than delivery and installation charges.
13 (4) Delivery charges.
14 *c. "Retail sales price"* does not include any of the
15 following:
16 (1) Discounts, including cash, term, or coupons that are
17 not reimbursed by a third party that are allowed by a device
18 retailer or a device delivery sale permit holder and taken by a
19 consumer on sale.
20 (2) Interest, financing, carrying charges from credit
21 extended on the sale of a device, if the amount is separately
22 stated on the invoice, bill of sale, or similar document given
23 to the consumer.
24 (3) Any taxes legally imposed directly on the consumer that
25 are separately stated on the invoice, bill of sale, or similar
26 document given to the consumer.
27 (4) Trade discounts given or allowed by manufacturers,
28 distributors, or wholesalers to device retailers or
29 device delivery sale permit holders or by manufacturers or
30 distributors to wholesalers and payments made by manufacturers,
31 distributors, or wholesalers directly to device retailers
32 or device delivery sale permit holders or by manufacturers
33 or distributors to wholesalers to reduce the sales price of
34 the manufacturer's, distributor's, or wholesaler's product
35 or to promote the sale or recognition of the manufacturer's,

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1 distributor´s, or wholesaler´s product. This subparagraph does
2 not apply to coupons issued by manufacturers, distributors, or
3 wholesalers to consumers.
4 (5) Any state or local tax on a sale that is imposed on the
5 device retailer or device delivery sale permit holder if the
6 statute, rule, or local ordinance imposing the tax provides
7 that the device retailer or device delivery sale permit holder
8 may but is not required to collect such tax from the consumer,
9 and if the tax is separately stated on the invoice, bill of
10 sale, or similar document given to the consumer.
11 (6) Any tribal tax on a sale that is imposed on the device
12 retailer or device delivery sale permit holder if the tribal
13 law imposing the tax provides that the device retailer or
14 device delivery sale permit holder may but is not required
15 to collect such tax from the consumer, and if the tax is
16 separately stated on the invoice, bill of sale, or similar
17 document given to the consumer.
18 *d.* The retail sales price does not include, and the device
19 excise tax shall not apply to, amounts received for charges
20 included in paragraph ˝*b*˝, subparagraphs (3) and (4), if the
21 charges are separately contracted for, separately stated on
22 the invoice, bill of sale, or similar document given to the
23 consumer, and the amounts represent charges which are not the
24 retail sales price of a taxable sale of a device under this
25 chapter.>
26 13. Page 8, line 35, after <department> by inserting
27 <electronically>
28 14. Page 9, line 6, by striking <program> and inserting <and
29 diversion programs>
30 15. Page 10, by striking line 13 and inserting:
31 <Sec. ___. NEW SECTION. **453E.6 Specialty courts and**
32 **diversion programs fund.>**
33 16. Page 10, by striking lines 14 through 26 and inserting:
34 <1. A specialty courts and diversion programs fund is
35 created in the state treasury under the control of the office

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1 of drug control policy. Moneys from permit fees, with the
2 exception of permit fees collected by the department on
3 behalf of cities or counties in the issuance of permits, and
4 excise taxes imposed and collected pursuant to section 453E.5,
5 shall be deposited in the fund. Permit fees collected by the
6 department on behalf of cities under this chapter shall be
7 remitted by the department to the treasurer of the city where
8 the permit is effective and credited to the general fund of the
9 city. Permit fees collected by the department on behalf of
10 counties under this chapter shall be remitted by the department
11 to the treasurer of the county where the permit is effective
12 and credited to the general fund of the county.>
13 17. Page 10, line 27, by striking <governor´s>
14 18. Page 10, line 29, after <courts> by inserting <and
15 diversion programs>
16 19. Page 10, line 33, by striking <governor´s>
17 20. Page 10, line 35, by striking <program> and inserting
18 <and diversion programs>
19 21. Page 11, line 2, after <courts> by inserting <and
20 diversion programs>
21 22. Page 11, line 3, by striking <governor´s>
22 23. Page 11, line 25, by striking <governor´s>
23 24. Page 12, by striking lines 24 through 28 and inserting:
24 *<c.* A local authority shall report the suspension or
25 revocation of a device retailer permit or a device delivery
26 sale permit under this section to the department within thirty
27 days of the suspension or revocation of the permit.>
28 25. Page 12, by striking lines 26 and 27 and inserting
29 <device delivery sale permit under this section to the
30 department within thirty>
31 26. Page 13, line 16, after <This> by inserting <division
32 of this>
33 27. Page 13, by striking lines 16 and 17 and inserting:
34 <Sec. ___. EFFECTIVE DATE. This Act takes effect January 1,
35 2025.>

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1 28. Page 13, line 17, by striking <2024> and inserting
2 <2025>
3 29. Title page, line 1, after <regulation of> by inserting
4 <drug paraphernalia and>
5 30. By renumbering, redesignating, and correcting internal
6 references as necessary.

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March 4, 2024

Dear Janee,
Welcome to the weekly installment of HHS IEA's Week Ahead and Key Moments. This newsletter will highlight Departmental updates and upcoming events across our partner agencies and offices.

- Key Moments from HHS Last Week -

* On March 4th, HHS through the Centers for Medicare & Medicaid Services (CMS), announced that all manufacturers participating in the first cycle of Medicare drug price negotiations have responded with counteroffers.
* On March 1st, nine federal agencies further advanced President Biden's call for religious freedom and equity for all by finalizing a rule that restores important religious liberty protections for beneficiaries of federally funded social services, such as job training and job search assistance, academic enrichment opportunities, and housing services.
* On February 29th, continuing the ongoing implementation of President Biden's prescription drug pricing law, the Inflation Reduction Act of 2022, the Centers for Medicare & Medicaid Services (CMS) released the final part one guidance - PDF for the new Medicare Prescription Payment Plan.
* On February 29th, HHS through the Administration for Children and Families (ACF) announced a new rule that will reduce costs for families that receive childcare subsidies and improve options for families.
* On February 28, 2024, HHS Assistant Secretary for Health ADM Rachel L. Levine and members of the National Syphilis and Congenital Syphilis Syndemic Federal Task Force (Task Force) met with leaders from national provider organizations to discuss efforts to protect the

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health of our nation's patients and their babies.
* On February 27th, HHS Secretary Xavier Becerra visited Birmingham, Alabama, in the wake of the Alabama Supreme Court's recent ruling on IVF.

- Notice of Funding Opportunities (NOFOs) -

* Primary Care Training and Enhancement: Physician Assistant Rural Training in Behavioral Health (PCTE-PARB) Program: This program's purpose is to develop clinical rotations for primary care Physician Assistant (PA) students in rural areas. This program addresses PA training for behavioral health conditions. The goal is to increase the number of PAs trained to deliver these services in rural areas, including Medications for Opioid Use Disorder (MOUD). Only an academically affiliated physician assistant training program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) may apply. The application deadline is March 15, 2024. You can find more information here.
* Crisis Counseling Assistance and Training Program (CCP): The CCP is a short-term disaster relief grant for states, U.S. territories, and federally recognized tribes. CCP grants are awarded after a presidential disaster declaration. CCP funding supports community-based outreach, counseling, and other mental health services to survivors of natural and human-caused disasters. Applications are accepted on an ongoing basis. For more information, visit here.
* Emergency Community Water Assistance Grants: This program helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water. Applications are accepted on an ongoing basis. For more information, visit here.

- Additional Resources -

* Updated 988 Partner Toolkit: The 988 Suicide & Crisis Lifeline has created new social media shareables designed for use as social media posts, stories, and threads. The partner toolkit can be found here.
* COVID-19 Tests: The Biden-Harris Administration and Administration for Strategic Preparedness and Response (ASPR) are committed to ensuring equitable access to COVID-19 tests, especially ahead of the holidays. ASPR is refreshing ordering on covid.gov for every U.S. household to order additional tests at no charge. Households that ordered this fall can order four more tests, and those that have not ordered this fall can submit two orders for a total of eight tests. Additionally, ASPR will continue to provide over four million free COVID-19 tests per week directly to long-term care facilities, schools, community health centers, and food banks. More information on these efforts and a digital toolkit to share through your social media avenues is available at covid.gov.
* PSA for Faith Leaders to Help Families Keep Their Medicaid Coverage. Many states have resumed their regular processes for renewing individuals' Medicaid and CHIP coverage following the end of the continuous enrollment requirement. Now through April 2024, everyone is going to need to renew their Medicaid and CHIP coverage. Families can renew their coverage by finding their state Medicaid agency here. Find the PSA here.

Office of Intergovernmental and External Affairs
U.S. Department of Health and Human Services

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A Texas state appellate court sided with a woman weighing civil action against the Texas Equal Access Fund, saying Thursday that the recent "sea change" in abortion law doesn't upend the so-called Texas Heartbeat Act's enforcement mechanisms, and the woman has the right to determine whether she will sue the reproductive rights advocacy organization.

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TOP NEWS

'Texas Heartbeat Act' Civil Enforcement Suit Can Proceed

By Spencer Brewer

A Texas state appellate court sided with a woman weighing civil action against the Texas Equal Access Fund, saying Thursday that the recent "sea change" in abortion law doesn't upend the so-called Texas Heartbeat Act's enforcement mechanisms, and the woman has the right to determine whether she will sue the reproductive rights advocacy organization.

Opinion attached | Read full article » | Save to favorites »

AstraZeneca Challenge To Medicare Drug Price Program Fails

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By Dan McKay

A Delaware federal judge on Friday rejected AstraZeneca's challenge to the Medicare price negotiation program, upholding the Biden administration's argument that the talks are voluntary.

Opinion attached | Read full article » | Save to favorites »

Aetna Can't Escape Fertility Bias Suit From Same-Sex Couple

By Theresa Schliep

A California federal judge has declined to toss a woman's case challenging Aetna's fertility treatment coverage as discriminatory, finding at this stage, she has sufficiently argued that the policy discriminates against LGBTQ couples in violation of the Affordable Care Act.

Order attached | Read full article » | Save to favorites »

Fla. Officials Say Better Process Wouldn't Stop Medicaid Cuts

By MJ Koo

Florida health officials have urged a federal judge to toss a proposed class action brought by residents who argued state agencies cut their Medicaid coverage without proper notice, saying whatever notice the agencies might have provided, it wouldn't have made any difference in the residents' eligibility.

Memorandum attached | Read full article » | Save to favorites »

Analysis

4 Argument Sessions Benefits Attys Should Watch In March

By Kellie Mejdrich

The Biden administration will urge the Fifth Circuit to preserve preventive services requirements in the Affordable Care Act, the Eighth Circuit will dive into an insurer's payment practices, and the Eleventh Circuit will hear Home Depot workers' bid to revive their 401(k) suit.

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POLICY & REGULATION

CVS, Walgreens Receive FDA's OK To Dispense Abortion Drug

By Yeji Jesse Lee

Pharmacy giants CVS and Walgreens announced Friday that they have received federal

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certification to dispense the abortion drug mifepristone and will begin doing so soon in certain states — a development that President Joe Biden hailed as historic and that comes amid a larger battle in the U.S. Supreme Court.

Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

FTC Attacks Constitutional Defenses In Hospital Merger Fight

By Travis Bland

The Federal Trade Commission has urged a federal court to trim Novant Health's defenses in the agency's challenge of a $320 million plan to buy two North Carolina hospitals, citing case law holding that constitutional arguments are immaterial to the court's consideration of an antitrust injunction bid.

Motion attached | Read full article » | Save to favorites »

LITIGATION

NY Judge Tosses $6.4B BMS Investor Action For Good

By Nadia Dreid

Celgene Corp. investors could not convince a New York federal judge that Bristol-Myers Squibb Co. was intentionally trying to flout securities law by delaying the U.S. Food and Drug Administration's approval of a cancer treatment in order to avoid giving them a $6.4 billion payout.

Opinion attached | Read full article » | Save to favorites »

Panel Backs Tossing Of Eli Lilly, Bayer Drug Marketing Suits

By Mark Payne

A New Jersey state appeals court on Friday upheld the tossing of two lawsuits accusing Bayer Corp. and Eli Lilly & Co. Inc. of engaging in "unlawful marketing schemes" leading to false claims submissions to government healthcare programs, finding the cases did not meet the "public disclosure bar."

Opinion attached | Read full article » | Save to favorites »

LGBTQ+ Org. Seeks To Ward Off Paxton's Documents Demand

By Spencer Brewer

An LGBTQ+ advocacy group has sued Texas Attorney General Ken Paxton and his office over a civil investigative demand for documents in connection with a state law banning gender-affirming care for transgender youths, saying the demand violates the organization's and its members' constitutional rights.

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Complaint attached | Read full article » | Save to favorites »

GSK, Shook Hardy Can Recover Costs After Zofran MDL Win

By Chris Villani

GlaxoSmithKline and its attorneys from Shook Hardy & Bacon LLP can recover more than $450,000 in legal costs after beating a multidistrict suit claiming the company's anti-nausea drug Zofran caused birth defects, a federal judge has ruled.

Order attached | Read full article » | Save to favorites »

Pa. Supreme Court Snapshot: Judge's Side Gig Vexes Tax Row

By Matthew Santoni

In its first argument session of 2024, the Supreme Court of Pennsylvania will once again have seven justices on the bench to hear cases concerning issues like a judge taking a second job, following last year's elevation of Superior Court Judge Daniel D. McCaffery to fill the vacancy left by the death of former Chief Justice Max Baer in 2022.

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Judge Says TCPA Class Limits Affect Only State Law Claims

By Jared Foretek

A Washington federal judge denied UnitedHealthcare's move to dismiss illegal automated call claims from non-Washington members in a Washington man's class action, calling the company's invocation of a 2017 U.S. Supreme Court ruling a "strained theory that has been rejected by every Circuit Court that has considered it."

Order attached | Read full article » | Save to favorites »

UW Settles Missing Tumor Suit After Admitting It Can't Find It

By Rachel Riley

The University of Washington has settled a medical malpractice lawsuit accusing its hospital staff of losing a tumor before testing it for cancer, after UW admitted that it had been "unable to locate the specimen" since the patient's August 2022 surgery.

2 documents attached | Read full article » | Save to favorites »

Auto Coverage Hinges On Victim's Domicile, Mich. Panel Says

By Hope Patti

A dispute over personal protection insurance will return to a trial court to determine whether a crash victim was residing in Michigan or Kentucky at the time of the incident, after a Michigan state appeals court granted neither the victim's guardian nor Progressive an early win.

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Opinion attached | Read full article » | Save to favorites »

55K Labcorp 401(k) Participants Seek Class Cert. In NC

By Travis Bland

Tens of thousands of participants in a 401(k) plan for Labcorp employees asked a North Carolina federal court on Friday to certify the claims in their benefits lawsuit, arguing they had claims common and typical to warrant certification.

2 documents attached | Read full article » | Save to favorites »

DC Circ. Finds Rehab's Flyers Aren't Unlawful Surveillance

By Beverly Banks

The D.C. Circuit found Friday that a rehabilitation facility was within its rights under federal labor law to distribute flyers during a union drive, departing from the National Labor Relations Board's conclusion that the handouts were part of an illegal surveillance violation.

Opinion attached | Read full article » | Save to favorites »

Adamas' Ex-COO Agrees To $4.6M Deal In Investor Suit

By Henrik Nilsson

Adamas Pharmaceutical Inc. investors asked a California federal judge on Friday to approve a $4.65 million settlement with the company's former chief operating officer to resolve proposed class claims the company misled consumers about the success of its treatment for Parkinson's disease.

Settlement attached | Read full article » | Save to favorites »

Tort Report: $42M Med Mal Award; Hot Coffee Suit In The Air

By Y. Peter Kang

A suit over hot coffee spilled at 40,000 feet and the affirmation of a $42 million medical malpractice verdict in Illinois lead Law360's Tort Report, which compiles recent personal injury and medical malpractice news that may have flown under the radar.

Read full article » | Save to favorites »

DEALS

Avista Capital Partners Closes $1.5B Healthcare Fund

By Yeji Jesse Lee

Private equity firm Avista Capital Partners announced Friday that it had closed a $1.5 billion fund advised by Kirkland & Ellis focused on investments in the healthcare industry.

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BANKRUPTCY

Plaintiffs Blast Prison Health Co.'s 'Potemkin Village' Case

By Alex Wittenberg

An attorney for plaintiffs seeking the dismissal of prison health care company Tehum Care Services Inc.'s "Texas Two-Step" bankruptcy case assailed on Friday what he called the "Potemkin village" nature of the debtor during the first day of a trial unfolding in Texas bankruptcy court.

Read full article » | Save to favorites »

PEOPLE

Former Pa. Assistant DA Moves To GRSM50's Philly Team

By Jack Rodgers

Gordon Rees Scully Mansukhani LLP has hired an attorney with nearly a decade of experience working as an assistant district attorney in Pennsylvania to join the firm's office in Philadelphia as a partner, the firm recently announced.

Read full article » | Save to favorites »

Medica Associate GC Returns To Fox Rothschild

By Christine DeRosa

The former director of litigation for Medica, a nonprofit health plan based in Minnesota, has returned to private practice at Fox Rothschild LLP, where she worked before moving in-house.

Read full article » | Save to favorites »

EXPERT ANALYSIS

Opinion

Suits Against Insulin Pricing Are Driven By Rebate Addiction

A growing wave of lawsuits filed by states, cities and counties against insulin manufacturers and pharmacy benefit managers improperly allocate the blame for rising insulin costs, when in actuality the plaintiffs are partially responsible, says Dan Leonard at Granite Capitol Consulting.

Read full article » | Save to favorites »

Lessons For D&O Policyholders From Pharma Co. Ruling

A California federal court's recent decision in AmTrust v. 180 Life Sciences, requiring insurers

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to advance defense costs for a potentially covered claim, provides a valuable road map for directors and officers insurance policyholders, rebutting the common presumption that a D&O insurer's duty to advance costs is more limited than under other policies, say attorneys at Pasich.

Order attached | Read full article » | Save to favorites »

Conn. Data Privacy Enforcement Takeaways For Cos.

In light of the Connecticut attorney general's recently released report on its enforcement of the Connecticut Data Privacy Act, which focuses on companies' privacy policies, protections of sensitive data and more, businesses can expect increased enforcement scrutiny — especially in areas that are the subject of consumer complaints, say Paul Pittman and Abdul Hafiz at White & Case.

Report attached | Read full article » | Save to favorites »

How Firms Can Ensure Associate Gender Parity Lasts

Among associates, women now outnumber men for the first time, but progress toward gender equality at the top of the legal profession remains glacially slow, and firms must implement time-tested solutions to ensure associates' gender parity lasts throughout their careers, say Kelly Culhane and Nicole Joseph at Culhane Meadows.

Read full article » | Save to favorites »

LEGAL INDUSTRY

A&O, Shearman Name Top Leaders For Merged Firm

By Marialuisa Taddia

Allen & Overy LLP and Shearman & Sterling LLP said on Friday that they had elected the first members of their top management team ahead of their merger in May.

Read full article » | Save to favorites »

Inside BigLaw's 'Tremendous' Hunger For Restructuring Attys

By Aebra Coe

Even as the economy appears poised to pick up steam in 2024, BigLaw firms are still aggressively adding restructuring capabilities, with a number of recent lateral hires reflecting the glut of work still to be found in the practice area.

Read full article » | Save to favorites »

Clerk Database Founder On Cruel Judges, Law School Inertia

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By Cara Bayles

This month, the Legal Accountability Project will launch an online clerkship database consisting of more than 800 reviews of state and federal judges. Access will be limited to law students undergoing the clerkship application process and seeking honest assessments of their would-be bosses.

Read full article » | Save to favorites »

Tesla Stock For Fees? Attys Who Got Musk's Pay Cut Say Yes

By Lauren Berg

The lawyers who convinced the Delaware Chancery Court to scuttle Elon Musk's proposed $55 billion Tesla compensation package on Friday filed a request for legal fees that came with a twist — they want to be paid in Tesla stock that rounds out to about $5.6 billion.

Brief attached | Read full article » | Save to favorites »

Employment Law Firm Sues IT Co. Over Ransomware Attack

By Gina Kim

California-based employment law firm Mastagni Holstedt has sued an IT solutions company in Sacramento County Superior Court, saying that after hiring the company to install a network system and server, the firm suffered a ransomware attack forcing it to pay a group known as Black Basta to retrieve its data.

Complaint attached | Read full article » | Save to favorites »

Trustee's Office Goes After More Jackson Walker Fees In Texas

By Emily Lever

As fallout over the Judge David R. Jones case continues, the U.S. Trustee's Office has filed a flurry of new motions in multiple bankruptcy cases, seeking to claw back fees paid to Jackson Walker LLP and, in at least one case, to reopen proceedings.

2 documents attached | Read full article » | Save to favorites »

Analysis

Justices' Trump Immunity Ruling Could Delay Trial Indefinitely

By Katie Buehler

The U.S. Supreme Court's decision to review former President Donald Trump's claim that he's immune from prosecution for allegedly interfering in the 2020 presidential election could indefinitely delay a trial in the case, attorneys say, by raising additional questions that the courts must answer first.

Read full article » | Save to favorites »

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Trump Challenges Origins Of Prosecution In Fla. Docs Case

By David Minsky

The special counsel's office prosecuting Donald Trump's criminal case on mishandling classified documents told the Florida federal judge overseeing the case on Friday that his attorneys don't have a viable claim challenging the origins of the prosecution team, arguing that intelligence agencies had no role in determining the charges against the former president.

Read full article » | Save to favorites »

DC Circ. Strikes Down Sentencing Add-On For Jan. 6 Rioter

By Emily Sawicki

A former U.S. Air Force officer who participated in the storming of the Capitol on Jan. 6, 2021, has had his two-year prison sentence vacated, the D.C. Circuit ruled Friday, finding in a precedential ruling that rioters involved should not face an "administration of justice" enhancement because the process they disrupted was legislative, not judicial.

Opinion attached | Read full article » | Save to favorites »

SC Man Cops To Threatening Federal Judge, Courthouse

By Rose Krebs

A South Carolina man has pled guilty to sending a letter threatening to kill a federal judge and warning that he might blow up a courthouse, the government said Friday.

Read full article » | Save to favorites »

18-Year Ogletree Shareholder Named ERIC Legal Group Head

By Jack Rodgers

A longtime Ogletree Deakins Nash Smoak & Stewart PC shareholder has left the firm for a role as executive director of the ERISA Industry Committee's Legal Center, the group announced Friday.

Read full article » | Save to favorites »

Walsh Pizzi Adds 2nd Retired NJ Federal Judge To ADR Group

By Jake Maher

Walsh Pizzi O'Reilly Falanga LLP announced Friday that it has strengthened the firm's mediation and arbitration lineup with former U.S. Magistrate Judge Douglas Arpert, marking the second time in recent years that the firm has brought on a retired New Jersey federal magistrate judge.

Read full article » | Save to favorites »

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3 Firms Seek $80M In Fees From Real Estate Brokerage Deal

By Madison Arnold

Class counsel for homeowners who say they paid artificially inflated broker commissions when they sold their homes are asking for about $80 million in attorney fees and $12 million in expenses after they settled with major real estate brokerages.

Motion attached | Read full article » | Save to favorites »

DC Appeals Court Affirms 2014 Firing Of Administrative Judge

By Ali Sullivan

A Washington, D.C., appeals court upheld the termination of a D.C. Office of Administrative Hearings judge who was fired nearly a decade ago amid scrutiny for a range of ethics violations that included steering a $43,000 city contract to the husband of the agency's general counsel.

Opinion attached | Read full article » | Save to favorites »

NJ Firm Loses Early Bid To Toss Atty's Fee-Split Row

By George Woolston

A New Jersey state judge on Friday refused to toss an attorney's claims that she's entitled to a nearly $425,000 cut of a foreclosure case settlement from when she served as an of counsel for Katz & Dougherty LLC, ruling that the firm's dismissal motion targeting an alleged "made-up" contract was premature.

Brief attached | Read full article » | Save to favorites »

A 'Loud Bang,' Then Chaos: 'Rust' Director Recalls Fatal Shot

By Phillip Bantz

The director of "Rust" took the stand Friday during the involuntary manslaughter trial of film armorer Hannah Gutierrez-Reed, describing a chaotic scene inside a New Mexico church in the moments before and after the on-set shooting death of the film's cinematographer.

Read full article » | Save to favorites »

Law360's Legal Lions Of The Week

By Kevin Penton

Susman Godfrey LLP and Truelove Law Firm lead this week's edition of Law360 Legal Lions after a Texas state jury awarded $287 million to Dutch telecommunications company Koninklijke KPN in a contract dispute with Samsung Electronics Co.

Read full article » | Save to favorites »

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The Top In-House Hires Of February

By Michele Gorman

Legal department hires during the shortest month of the year included high-profile appointments at Walgreens, MSG Entertainment and the FBI. Here, Law360 Pulse looks at some of the top in-house announcements from February.

Read full article » | Save to favorites »

GC Cheat Sheet: The Hottest Corporate News Of The Week

By Michele Gorman

The number of class actions targeting companies' boards of directors and allegedly "coercive" bylaw provisions continues to grow, and eight European consumer groups are saying Meta's "consent or pay" choice for customers is a cover-up for obtaining sensitive personal information. These are among the stories in corporate legal news you may have missed in the past week.

Read full article » | Save to favorites »

UK Litigation Roundup: Here's What You Missed In London

By Max Austin

This past week in London has seen a legal battle between confectionary heavyweight Mars Wrigley UK and a frozen food manufacturer, a trademark infringement claim by Abbott Diabetes Care over glucose monitoring meters, Mercedes-Benz Group hit with two commercial fraud disputes, and the Mediterranean Shipping Company tackle a cargo claim by an insurance company. Here, Law360 looks at these and other new claims in the U.K.

Read full article » | Save to favorites »

In Case You Missed It: Hottest Firms And Stories On Law360

For those who missed out, here's a look back at the law firms, stories and expert analyses that generated the most buzz on Law360 last week.

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COMPANIES IN TODAY'S NEWS

Abbott Laboratories

AccuWeather Inc.

Acronis International GmbH

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Adamas Pharmaceuticals Inc.

Aetna Inc.

Alcatel Lucent SA

Alcoa Corp.

Amazon.com Inc.

American Airlines Group Inc.

American Bar Association

American Civil Liberties Union

American Tort Reform Association

Anywhere Real Estate Inc.

Apple Inc.

Arcadia Consumer Healthcare

Association for Accessible Medicines

AstraZeneca PLC

Avista Capital Partners LP

BT Global Services Ltd.

Baltimore Gas & Electric Co.

Barclays PLC

Bayer AG

Bed Bath & Beyond Inc.

BlueCross BlueShield of Alabama Inc.

Bridgestone Corp.

Bristol-Myers Squibb Co.

Broadcom Inc.

Bumble Inc.

CVS Health Corp.

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Celgene Corp.

Charter Communications Inc.

Chevron Corp.

Chiquita Brands International Inc.

Corizon Health Inc.

Dell Technologies Inc.

Dimensional Fund Advisors LP

Duquesne University

Ecolab Inc.

Eli Lilly & Co.

Ernst & Young LLP

First Advantage Corporation

Flowserve Corp.

Freedom Specialty Insurance Co.

George Washington University

Getty Images Inc.

Gilead Sciences Inc.

GoDaddy Inc.

Google LLC

Hamline University

HealthCare Partners LLC

Horizon Bank

Hudson's Bay Co.

Humana Inc.

Hyatt Hotels Corp.

Instagram Inc.

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Institutional Shareholder Services Inc.

Iqvia Holdings Inc.

J.C. Penney Co. Inc.

Keller Williams Realty Inc.

Koninklijke KPN NV

Korean Air Lines Co. Ltd.

Lambda Legal Defense & Educational Fund

LinkedIn Corp.

Lloyds Bank PLC

Madison Square Garden Entertainment Corp.

Major Lindsey & Africa LLC

Match Group LLC

McDermott International

McDonald's Corp.

Mediterranean Shipping Co. SA

Mercedes-Benz USA LLC

Meta Platforms Inc.

Michaels Stores Inc.

Moelis & Co.

NBCUniversal Media LLC

National Association for Law Placement Inc.

National Association of Realtors

National Health Law Program

National Women's Law Center

Nokia Corp.

Novant Health Inc.

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Paramount Global

Peloton Interactive Inc.

Princeton University

Public Justice Foundation

RE/MAX LLC

Samsung Electronics Co. Ltd.

Sanofi

Shell PLC

Smithfield Foods Inc.

Sony Music Publishing

Subway IP LLC

T-Mobile US Inc.

Tailored Brands Inc.

Tesla Inc.

The ERISA Industry Committee

The Home Depot Inc.

Toys R Us Inc.

U.S. Chamber of Commerce

United Food & Commercial Workers International Union

UnitedHealth Group Inc.

UnitedLex Corp.

Viatris Inc.

Vitamin Shoppe Inc.

Walgreens Boots Alliance Inc.

Wolters Kluwer

Yale University

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YesCare Corp.

Zuora Inc.

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Allen & Overy

Altshuler Berzon

Andrews & Springer

ArentFox Schiff

Armstrong Teasdale

Arnold & Porter

Baker Botts

Ballard Spahr

Barings Law

Barnes & Thornburg

Bartlett LLP

Bennett Bigelow

Bernstein Litowitz

Berry Riddell

Block & Leviton

Boies Schiller

Boulware Law

Bowles Law Firm

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Bowman & Brooke

Brand Woodward

Bronstein Gewirtz

Brown & James

Brown Rudnick

Bryan Cave

Burnham & Gorokhov

Charles Russell Speechlys

Clyde & Co

Coats Rose

Cohen Milstein

Consovoy McCarthy

Conti Fenn

Cooley LLP

Covington & Burling

Cravath Swaine

Cripps LLP

Culhane Meadows

DLA Piper

Earth & Water Law

Entwistle & Cappucci

Epstein Becker

Faegre Drinker

Fellerman & Ciarimboli

Fillmore Law Firm

Fisher Phillips

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Florio Perrucci

Fox Rothschild

Francis Mailman

Freeths LLP

Fried Frank

Friedman Oster

Garson Segal

Gibbons PC

Gibson Dunn

Gladstein Reif

Glancy Prongay

Gordon Rees

Grant & Eisenhofer

Gray Reed

GrayRobinson

Greenberg Traurig

Groom Law Group

Harris & James

Hinman Howard

Hogan Lovells

Holland & Knight

Horn Aylward

Jackson Walker LLP

James & Carter

Jenner Law

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Johnson Jones Snelling & Gilbert

Jones Day

K&L Gates

Katz & Dougherty

Ketchmark & McCreight

King & Spalding

Kingsley Napley

Kirkland & Ellis

Kline & Specter

Kramer Levin

Labaton Keller

Lane Powell

Lanier Law Firm

Latham & Watkins

Lewis Brisbois

Littler Mendelson

Magdich Law

Marks O'Neill

Mastagni Holstedt

McCarter & English

McKool Smith

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Mintz Levin

MoloLamken

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Motley Rice

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Parker Poe

Pasich LLP

Paul Weiss

Pickard Djinis

Pollock Cohen

Polsinelli PC

Quinn Emanuel

Robinson Bradshaw

Rosenblatt Solicitors

Ross Aronstam

Russell-Cooke

Saxena White

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Shub & Johns

Simpson Thacher

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Squire Patton

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St John & St John

Stinson LLP

Susman Godfrey

Taylor Wessing

Terrell Marshall

Thomas & LoCicero

Thompson Coburn

Troutman Pepper

Vorys

Walsh Pizzi

Weil Gotshal

Wenzel Fenton

White & Case

Williams & Connolly

Williams Dirks

Windels Marx

Winston & Strawn

GOVERNMENT AGENCIES IN TODAY'S NEWS

California Privacy Protection Agency

Centers for Disease Control and Prevention

D.C. Office of Administrative Hearings

Delaware Court of Chancery

Equal Employment Opportunity Commission

European Union

Federal Bureau of Investigation

Federal Trade Commission

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Florida Agency for Health Care Administration

Florida State Senate

Food and Drug Administration

Health Resources and Services Administration

Internal Revenue Service

National Archives and Records Administration

National Labor Relations Board

Office of the Director of National Intelligence

Pennsylvania Department of Revenue

Pennsylvania Supreme Court

Texas Health and Human Services Commission

Texas Supreme Court

U.S. Air Force

U.S. Attorney's Office

U.S. Attorney's Office for the District of Delaware

U.S. Attorney's Office for the Southern District of Texas

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

U.S. Court of Appeals for the Fifth Circuit

U.S. Court of Appeals for the Ninth Circuit

U.S. Department of Justice

U.S. Department of Labor

U.S. District Court for the District of Delaware

U.S. District Court for the District of Massachusetts

U.S. District Court for the District of South Carolina

U.S. District Court for the Eastern District of Virginia

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U.S. District Court for the Middle District of Florida

U.S. District Court for the Northern District of California

U.S. District Court for the Southern District of California

U.S. District Court for the Southern District of Florida

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Missouri

U.S. District Court for the Western District of Washington

U.S. House of Representatives

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the District of Colorado

COMPANIES IN TODAY'S NEWS

Abbott Laboratories

AccuWeather Inc.

Acronis International GmbH

Adamas Pharmaceuticals Inc.

Aetna Inc.

Alcatel Lucent SA

Alcoa Corp.

Amazon.com Inc.

American Airlines Group Inc.

American Bar Association

American Civil Liberties Union

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American Tort Reform Association

Anywhere Real Estate Inc.

Apple Inc.

Arcadia Consumer Healthcare

Association for Accessible Medicines

AstraZeneca PLC

Avista Capital Partners LP

BT Global Services Ltd.

Baltimore Gas & Electric Co.

Barclays PLC

Bayer AG

Bed Bath & Beyond Inc.

BlueCross BlueShield of Alabama Inc.

Bridgestone Corp.

Bristol-Myers Squibb Co.

Broadcom Inc.

Bumble Inc.

CVS Health Corp.

Celgene Corp.

Charter Communications Inc.

Chevron Corp.

Chiquita Brands International Inc.

Corizon Health Inc.

Dell Technologies Inc.

Dimensional Fund Advisors LP

Duquesne University

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Ecolab Inc.

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Ernst & Young LLP

First Advantage Corporation

Flowserve Corp.

Freedom Specialty Insurance Co.

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GoDaddy Inc.

Google LLC

Hamline University

HealthCare Partners LLC

Horizon Bank

Hudson's Bay Co.

Humana Inc.

Hyatt Hotels Corp.

Instagram Inc.

Institutional Shareholder Services Inc.

Iqvia Holdings Inc.

J.C. Penney Co. Inc.

Keller Williams Realty Inc.

Koninklijke KPN NV

Korean Air Lines Co. Ltd.

Lambda Legal Defense & Educational Fund

LinkedIn Corp.

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Lloyds Bank PLC

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Moelis & Co.

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Public Justice Foundation

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Subway IP LLC

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Tesla Inc.

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The Home Depot Inc.

Toys R Us Inc.

U.S. Chamber of Commerce

United Food & Commercial Workers International Union

UnitedHealth Group Inc.

UnitedLex Corp.

Viatris Inc.

Vitamin Shoppe Inc.

Walgreens Boots Alliance Inc.

Wolters Kluwer

Yale University

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Andrews & Springer

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Armstrong Teasdale

Arnold & Porter

Baker Botts

Ballard Spahr

Barings Law

Barnes & Thornburg

Bartlett LLP

Bennett Bigelow

Bernstein Litowitz

Berry Riddell

Block & Leviton

Boies Schiller

Boulware Law

Bowles Law Firm

Bowman & Brooke

Brand Woodward

Bronstein Gewirtz

Brown & James

Brown Rudnick

Bryan Cave

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Charles Russell Speechlys

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Coats Rose

Cohen Milstein

Consovoy McCarthy

Conti Fenn

Cooley LLP

Covington & Burling

Cravath Swaine

Cripps LLP

Culhane Meadows

DLA Piper

Earth & Water Law

Entwistle & Cappucci

Epstein Becker

Faegre Drinker

Fellerman & Ciarimboli

Fillmore Law Firm

Fisher Phillips

Fladgate LLP

Florio Perrucci

Fox Rothschild

Francis Mailman

Freeths LLP

Fried Frank

Friedman Oster

Garson Segal

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Gibbons PC

Gibson Dunn

Gladstein Reif

Glancy Prongay

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Greenberg Traurig

Groom Law Group

Harris & James

Hinman Howard

Hogan Lovells

Holland & Knight

Horn Aylward

Jackson Walker LLP

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Lewis Brisbois

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Magdich Law

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Mastagni Holstedt

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MoloLamken

Morgan Lewis

Morris Nichols

Morrison Foerster

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Parker Poe

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Robinson Bradshaw

Rosenblatt Solicitors

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Russell-Cooke

Saxena White

Selendy Gay

Seyfarth Shaw

Shakespeare Martineau

Shearman & Sterling

Sheppard Mullin

Shook Hardy

Shub & Johns

Simpson Thacher

Skadden Arps

Squire Patton

St John & St John

Stinson LLP

Susman Godfrey

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Terrell Marshall

Thomas & LoCicero

Thompson Coburn

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White & Case

Williams & Connolly

Williams Dirks

Windels Marx

Winston & Strawn

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California Privacy Protection Agency

Centers for Disease Control and Prevention

D.C. Office of Administrative Hearings

Delaware Court of Chancery

Equal Employment Opportunity Commission

European Union

Federal Bureau of Investigation

Federal Trade Commission

Florida Agency for Health Care Administration

Florida State Senate

Food and Drug Administration

Health Resources and Services Administration

Internal Revenue Service

National Archives and Records Administration

National Labor Relations Board

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Office of the Director of National Intelligence

Pennsylvania Department of Revenue

Pennsylvania Supreme Court

Texas Health and Human Services Commission

Texas Supreme Court

U.S. Air Force

U.S. Attorney's Office

U.S. Attorney's Office for the District of Delaware

U.S. Attorney's Office for the Southern District of Texas

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

U.S. Court of Appeals for the Fifth Circuit

U.S. Court of Appeals for the Ninth Circuit

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U.S. District Court for the District of South Carolina

U.S. District Court for the Eastern District of Virginia

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U.S. District Court for the Southern District of California

U.S. District Court for the Southern District of Florida

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Missouri

U.S. District Court for the Western District of Washington

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U.S. House of Representatives

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the District of Colorado

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Cc:
Bcc:
Subject: 'Texas Heartbeat Act' Civil Enforcement Suit Can Proceed
Date: Mon Mar 04 2024 03:31:14 CST
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A Texas state appellate court sided with a woman weighing civil action against the Texas Equal Access Fund, saying Thursday that the recent "sea change" in abortion law doesn't upend the so-called Texas Heartbeat Act's enforcement mechanisms, and the woman has the right to determine whether she will sue the reproductive rights advocacy organization.

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TOP NEWS

'Texas Heartbeat Act' Civil Enforcement Suit Can Proceed

By Spencer Brewer

A Texas state appellate court sided with a woman weighing civil action against the Texas Equal Access Fund, saying Thursday that the recent "sea change" in abortion law doesn't upend the so-called Texas Heartbeat Act's enforcement mechanisms, and the woman has the right to determine whether she will sue the reproductive rights advocacy organization.

Opinion attached | Read full article » | Save to favorites »

AstraZeneca Challenge To Medicare Drug Price Program Fails

AMERICAN OVERSIGHT

By Dan McKay

A Delaware federal judge on Friday rejected AstraZeneca's challenge to the Medicare price negotiation program, upholding the Biden administration's argument that the talks are voluntary.

Opinion attached | Read full article » | Save to favorites »

Aetna Can't Escape Fertility Bias Suit From Same-Sex Couple

By Theresa Schliep

A California federal judge has declined to toss a woman's case challenging Aetna's fertility treatment coverage as discriminatory, finding at this stage, she has sufficiently argued that the policy discriminates against LGBTQ couples in violation of the Affordable Care Act.

Order attached | Read full article » | Save to favorites »

Fla. Officials Say Better Process Wouldn't Stop Medicaid Cuts

By MJ Koo

Florida health officials have urged a federal judge to toss a proposed class action brought by residents who argued state agencies cut their Medicaid coverage without proper notice, saying whatever notice the agencies might have provided, it wouldn't have made any difference in the residents' eligibility.

Memorandum attached | Read full article » | Save to favorites »

Analysis

4 Argument Sessions Benefits Attys Should Watch In March

By Kellie Mejdrich

The Biden administration will urge the Fifth Circuit to preserve preventive services requirements in the Affordable Care Act, the Eighth Circuit will dive into an insurer's payment practices, and the Eleventh Circuit will hear Home Depot workers' bid to revive their 401(k) suit.

Read full article » | Save to favorites »

POLICY & REGULATION

CVS, Walgreens Receive FDA's OK To Dispense Abortion Drug

By Yeji Jesse Lee

Pharmacy giants CVS and Walgreens announced Friday that they have received federal

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certification to dispense the abortion drug mifepristone and will begin doing so soon in certain states — a development that President Joe Biden hailed as historic and that comes amid a larger battle in the U.S. Supreme Court.

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ENFORCEMENT & COMPLIANCE

FTC Attacks Constitutional Defenses In Hospital Merger Fight

By Travis Bland

The Federal Trade Commission has urged a federal court to trim Novant Health's defenses in the agency's challenge of a $320 million plan to buy two North Carolina hospitals, citing case law holding that constitutional arguments are immaterial to the court's consideration of an antitrust injunction bid.

Motion attached | Read full article » | Save to favorites »

LITIGATION

NY Judge Tosses $6.4B BMS Investor Action For Good

By Nadia Dreid

Celgene Corp. investors could not convince a New York federal judge that Bristol-Myers Squibb Co. was intentionally trying to flout securities law by delaying the U.S. Food and Drug Administration's approval of a cancer treatment in order to avoid giving them a $6.4 billion payout.

Opinion attached | Read full article » | Save to favorites »

Panel Backs Tossing Of Eli Lilly, Bayer Drug Marketing Suits

By Mark Payne

A New Jersey state appeals court on Friday upheld the tossing of two lawsuits accusing Bayer Corp. and Eli Lilly & Co. Inc. of engaging in "unlawful marketing schemes" leading to false claims submissions to government healthcare programs, finding the cases did not meet the "public disclosure bar."

Opinion attached | Read full article » | Save to favorites »

LGBTQ+ Org. Seeks To Ward Off Paxton's Documents Demand

By Spencer Brewer

An LGBTQ+ advocacy group has sued Texas Attorney General Ken Paxton and his office over a civil investigative demand for documents in connection with a state law banning gender-affirming care for transgender youths, saying the demand violates the organization's and its members' constitutional rights.

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Complaint attached | Read full article » | Save to favorites »

GSK, Shook Hardy Can Recover Costs After Zofran MDL Win

By Chris Villani

GlaxoSmithKline and its attorneys from Shook Hardy & Bacon LLP can recover more than $450,000 in legal costs after beating a multidistrict suit claiming the company's anti-nausea drug Zofran caused birth defects, a federal judge has ruled.

Order attached | Read full article » | Save to favorites »

Pa. Supreme Court Snapshot: Judge's Side Gig Vexes Tax Row

By Matthew Santoni

In its first argument session of 2024, the Supreme Court of Pennsylvania will once again have seven justices on the bench to hear cases concerning issues like a judge taking a second job, following last year's elevation of Superior Court Judge Daniel D. McCaffery to fill the vacancy left by the death of former Chief Justice Max Baer in 2022.

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Judge Says TCPA Class Limits Affect Only State Law Claims

By Jared Foretek

A Washington federal judge denied UnitedHealthcare's move to dismiss illegal automated call claims from non-Washington members in a Washington man's class action, calling the company's invocation of a 2017 U.S. Supreme Court ruling a "strained theory that has been rejected by every Circuit Court that has considered it."

Order attached | Read full article » | Save to favorites »

UW Settles Missing Tumor Suit After Admitting It Can't Find It

By Rachel Riley

The University of Washington has settled a medical malpractice lawsuit accusing its hospital staff of losing a tumor before testing it for cancer, after UW admitted that it had been "unable to locate the specimen" since the patient's August 2022 surgery.

2 documents attached | Read full article » | Save to favorites »

Auto Coverage Hinges On Victim's Domicile, Mich. Panel Says

By Hope Patti

A dispute over personal protection insurance will return to a trial court to determine whether a crash victim was residing in Michigan or Kentucky at the time of the incident, after a Michigan state appeals court granted neither the victim's guardian nor Progressive an early win.

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Opinion attached | Read full article » | Save to favorites »

55K Labcorp 401(k) Participants Seek Class Cert. In NC

By Travis Bland

Tens of thousands of participants in a 401(k) plan for Labcorp employees asked a North Carolina federal court on Friday to certify the claims in their benefits lawsuit, arguing they had claims common and typical to warrant certification.

2 documents attached | Read full article » | Save to favorites »

DC Circ. Finds Rehab's Flyers Aren't Unlawful Surveillance

By Beverly Banks

The D.C. Circuit found Friday that a rehabilitation facility was within its rights under federal labor law to distribute flyers during a union drive, departing from the National Labor Relations Board's conclusion that the handouts were part of an illegal surveillance violation.

Opinion attached | Read full article » | Save to favorites »

Adamas' Ex-COO Agrees To $4.6M Deal In Investor Suit

By Henrik Nilsson

Adamas Pharmaceutical Inc. investors asked a California federal judge on Friday to approve a $4.65 million settlement with the company's former chief operating officer to resolve proposed class claims the company misled consumers about the success of its treatment for Parkinson's disease.

Settlement attached | Read full article » | Save to favorites »

Tort Report: $42M Med Mal Award; Hot Coffee Suit In The Air

By Y. Peter Kang

A suit over hot coffee spilled at 40,000 feet and the affirmation of a $42 million medical malpractice verdict in Illinois lead Law360's Tort Report, which compiles recent personal injury and medical malpractice news that may have flown under the radar.

Read full article » | Save to favorites »

DEALS

Avista Capital Partners Closes $1.5B Healthcare Fund

By Yeji Jesse Lee

Private equity firm Avista Capital Partners announced Friday that it had closed a $1.5 billion fund advised by Kirkland & Ellis focused on investments in the healthcare industry.

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BANKRUPTCY

Plaintiffs Blast Prison Health Co.'s 'Potemkin Village' Case

By Alex Wittenberg

An attorney for plaintiffs seeking the dismissal of prison health care company Tehum Care Services Inc.'s "Texas Two-Step" bankruptcy case assailed on Friday what he called the "Potemkin village" nature of the debtor during the first day of a trial unfolding in Texas bankruptcy court.

Read full article » | Save to favorites »

PEOPLE

Former Pa. Assistant DA Moves To GRSM50's Philly Team

By Jack Rodgers

Gordon Rees Scully Mansukhani LLP has hired an attorney with nearly a decade of experience working as an assistant district attorney in Pennsylvania to join the firm's office in Philadelphia as a partner, the firm recently announced.

Read full article » | Save to favorites »

Medica Associate GC Returns To Fox Rothschild

By Christine DeRosa

The former director of litigation for Medica, a nonprofit health plan based in Minnesota, has returned to private practice at Fox Rothschild LLP, where she worked before moving in-house.

Read full article » | Save to favorites »

EXPERT ANALYSIS

Opinion

Suits Against Insulin Pricing Are Driven By Rebate Addiction

A growing wave of lawsuits filed by states, cities and counties against insulin manufacturers and pharmacy benefit managers improperly allocate the blame for rising insulin costs, when in actuality the plaintiffs are partially responsible, says Dan Leonard at Granite Capitol Consulting.

Read full article » | Save to favorites »

Lessons For D&O Policyholders From Pharma Co. Ruling

A California federal court's recent decision in AmTrust v. 180 Life Sciences, requiring insurers

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to advance defense costs for a potentially covered claim, provides a valuable road map for directors and officers insurance policyholders, rebutting the common presumption that a D&O insurer's duty to advance costs is more limited than under other policies, say attorneys at Pasich.

Order attached | Read full article » | Save to favorites »

Conn. Data Privacy Enforcement Takeaways For Cos.

In light of the Connecticut attorney general's recently released report on its enforcement of the Connecticut Data Privacy Act, which focuses on companies' privacy policies, protections of sensitive data and more, businesses can expect increased enforcement scrutiny — especially in areas that are the subject of consumer complaints, say Paul Pittman and Abdul Hafiz at White & Case.

Report attached | Read full article » | Save to favorites »

How Firms Can Ensure Associate Gender Parity Lasts

Among associates, women now outnumber men for the first time, but progress toward gender equality at the top of the legal profession remains glacially slow, and firms must implement time-tested solutions to ensure associates' gender parity lasts throughout their careers, say Kelly Culhane and Nicole Joseph at Culhane Meadows.

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LEGAL INDUSTRY

A&O, Shearman Name Top Leaders For Merged Firm

By Marialuisa Taddia

Allen & Overy LLP and Shearman & Sterling LLP said on Friday that they had elected the first members of their top management team ahead of their merger in May.

Read full article » | Save to favorites »

Inside BigLaw's 'Tremendous' Hunger For Restructuring Attys

By Aebra Coe

Even as the economy appears poised to pick up steam in 2024, BigLaw firms are still aggressively adding restructuring capabilities, with a number of recent lateral hires reflecting the glut of work still to be found in the practice area.

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Clerk Database Founder On Cruel Judges, Law School Inertia

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By Cara Bayles

This month, the Legal Accountability Project will launch an online clerkship database consisting of more than 800 reviews of state and federal judges. Access will be limited to law students undergoing the clerkship application process and seeking honest assessments of their would-be bosses.

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Tesla Stock For Fees? Attys Who Got Musk's Pay Cut Say Yes

By Lauren Berg

The lawyers who convinced the Delaware Chancery Court to scuttle Elon Musk's proposed $55 billion Tesla compensation package on Friday filed a request for legal fees that came with a twist — they want to be paid in Tesla stock that rounds out to about $5.6 billion.

Brief attached | Read full article » | Save to favorites »

Employment Law Firm Sues IT Co. Over Ransomware Attack

By Gina Kim

California-based employment law firm Mastagni Holstedt has sued an IT solutions company in Sacramento County Superior Court, saying that after hiring the company to install a network system and server, the firm suffered a ransomware attack forcing it to pay a group known as Black Basta to retrieve its data.

Complaint attached | Read full article » | Save to favorites »

Trustee's Office Goes After More Jackson Walker Fees In Texas

By Emily Lever

As fallout over the Judge David R. Jones case continues, the U.S. Trustee's Office has filed a flurry of new motions in multiple bankruptcy cases, seeking to claw back fees paid to Jackson Walker LLP and, in at least one case, to reopen proceedings.

2 documents attached | Read full article » | Save to favorites »

Analysis

Justices' Trump Immunity Ruling Could Delay Trial Indefinitely

By Katie Buehler

The U.S. Supreme Court's decision to review former President Donald Trump's claim that he's immune from prosecution for allegedly interfering in the 2020 presidential election could indefinitely delay a trial in the case, attorneys say, by raising additional questions that the courts must answer first.

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Trump Challenges Origins Of Prosecution In Fla. Docs Case

By David Minsky

The special counsel's office prosecuting Donald Trump's criminal case on mishandling classified documents told the Florida federal judge overseeing the case on Friday that his attorneys don't have a viable claim challenging the origins of the prosecution team, arguing that intelligence agencies had no role in determining the charges against the former president.

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DC Circ. Strikes Down Sentencing Add-On For Jan. 6 Rioter

By Emily Sawicki

A former U.S. Air Force officer who participated in the storming of the Capitol on Jan. 6, 2021, has had his two-year prison sentence vacated, the D.C. Circuit ruled Friday, finding in a precedential ruling that rioters involved should not face an "administration of justice" enhancement because the process they disrupted was legislative, not judicial.

Opinion attached | Read full article » | Save to favorites »

SC Man Cops To Threatening Federal Judge, Courthouse

By Rose Krebs

A South Carolina man has pled guilty to sending a letter threatening to kill a federal judge and warning that he might blow up a courthouse, the government said Friday.

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18-Year Ogletree Shareholder Named ERIC Legal Group Head

By Jack Rodgers

A longtime Ogletree Deakins Nash Smoak & Stewart PC shareholder has left the firm for a role as executive director of the ERISA Industry Committee's Legal Center, the group announced Friday.

Read full article » | Save to favorites »

Walsh Pizzi Adds 2nd Retired NJ Federal Judge To ADR Group

By Jake Maher

Walsh Pizzi O'Reilly Falanga LLP announced Friday that it has strengthened the firm's mediation and arbitration lineup with former U.S. Magistrate Judge Douglas Arpert, marking the second time in recent years that the firm has brought on a retired New Jersey federal magistrate judge.

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3 Firms Seek $80M In Fees From Real Estate Brokerage Deal

By Madison Arnold

Class counsel for homeowners who say they paid artificially inflated broker commissions when they sold their homes are asking for about $80 million in attorney fees and $12 million in expenses after they settled with major real estate brokerages.

Motion attached | Read full article » | Save to favorites »

DC Appeals Court Affirms 2014 Firing Of Administrative Judge

By Ali Sullivan

A Washington, D.C., appeals court upheld the termination of a D.C. Office of Administrative Hearings judge who was fired nearly a decade ago amid scrutiny for a range of ethics violations that included steering a $43,000 city contract to the husband of the agency's general counsel.

Opinion attached | Read full article » | Save to favorites »

NJ Firm Loses Early Bid To Toss Atty's Fee-Split Row

By George Woolston

A New Jersey state judge on Friday refused to toss an attorney's claims that she's entitled to a nearly $425,000 cut of a foreclosure case settlement from when she served as an of counsel for Katz & Dougherty LLC, ruling that the firm's dismissal motion targeting an alleged "made-up" contract was premature.

Brief attached | Read full article » | Save to favorites »

A 'Loud Bang,' Then Chaos: 'Rust' Director Recalls Fatal Shot

By Phillip Bantz

The director of "Rust" took the stand Friday during the involuntary manslaughter trial of film armorer Hannah Gutierrez-Reed, describing a chaotic scene inside a New Mexico church in the moments before and after the on-set shooting death of the film's cinematographer.

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Law360's Legal Lions Of The Week

By Kevin Penton

Susman Godfrey LLP and Truelove Law Firm lead this week's edition of Law360 Legal Lions after a Texas state jury awarded $287 million to Dutch telecommunications company Koninklijke KPN in a contract dispute with Samsung Electronics Co.

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The Top In-House Hires Of February

By Michele Gorman

Legal department hires during the shortest month of the year included high-profile appointments at Walgreens, MSG Entertainment and the FBI. Here, Law360 Pulse looks at some of the top in-house announcements from February.

Read full article » | Save to favorites »

GC Cheat Sheet: The Hottest Corporate News Of The Week

By Michele Gorman

The number of class actions targeting companies' boards of directors and allegedly "coercive" bylaw provisions continues to grow, and eight European consumer groups are saying Meta's "consent or pay" choice for customers is a cover-up for obtaining sensitive personal information. These are among the stories in corporate legal news you may have missed in the past week.

Read full article » | Save to favorites »

UK Litigation Roundup: Here's What You Missed In London

By Max Austin

This past week in London has seen a legal battle between confectionary heavyweight Mars Wrigley UK and a frozen food manufacturer, a trademark infringement claim by Abbott Diabetes Care over glucose monitoring meters, Mercedes-Benz Group hit with two commercial fraud disputes, and the Mediterranean Shipping Company tackle a cargo claim by an insurance company. Here, Law360 looks at these and other new claims in the U.K.

Read full article » | Save to favorites »

In Case You Missed It: Hottest Firms And Stories On Law360

For those who missed out, here's a look back at the law firms, stories and expert analyses that generated the most buzz on Law360 last week.

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AccuWeather Inc.

Acronis International GmbH

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Aetna Inc.

Alcatel Lucent SA

Alcoa Corp.

Amazon.com Inc.

American Airlines Group Inc.

American Bar Association

American Civil Liberties Union

American Tort Reform Association

Anywhere Real Estate Inc.

Apple Inc.

Arcadia Consumer Healthcare

Association for Accessible Medicines

AstraZeneca PLC

Avista Capital Partners LP

BT Global Services Ltd.

Baltimore Gas & Electric Co.

Barclays PLC

Bayer AG

Bed Bath & Beyond Inc.

BlueCross BlueShield of Alabama Inc.

Bridgestone Corp.

Bristol-Myers Squibb Co.

Broadcom Inc.

Bumble Inc.

CVS Health Corp.

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Celgene Corp.

Charter Communications Inc.

Chevron Corp.

Chiquita Brands International Inc.

Corizon Health Inc.

Dell Technologies Inc.

Dimensional Fund Advisors LP

Duquesne University

Ecolab Inc.

Eli Lilly & Co.

Ernst & Young LLP

First Advantage Corporation

Flowserve Corp.

Freedom Specialty Insurance Co.

George Washington University

Getty Images Inc.

Gilead Sciences Inc.

GoDaddy Inc.

Google LLC

Hamline University

HealthCare Partners LLC

Horizon Bank

Hudson's Bay Co.

Humana Inc.

Hyatt Hotels Corp.

Instagram Inc.

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Institutional Shareholder Services Inc.

Iqvia Holdings Inc.

J.C. Penney Co. Inc.

Keller Williams Realty Inc.

Koninklijke KPN NV

Korean Air Lines Co. Ltd.

Lambda Legal Defense & Educational Fund

LinkedIn Corp.

Lloyds Bank PLC

Madison Square Garden Entertainment Corp.

Major Lindsey & Africa LLC

Match Group LLC

McDermott International

McDonald's Corp.

Mediterranean Shipping Co. SA

Mercedes-Benz USA LLC

Meta Platforms Inc.

Michaels Stores Inc.

Moelis & Co.

NBCUniversal Media LLC

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National Association of Realtors

National Health Law Program

National Women's Law Center

Nokia Corp.

Novant Health Inc.

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Paramount Global

Peloton Interactive Inc.

Princeton University

Public Justice Foundation

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Samsung Electronics Co. Ltd.

Sanofi

Shell PLC

Smithfield Foods Inc.

Sony Music Publishing

Subway IP LLC

T-Mobile US Inc.

Tailored Brands Inc.

Tesla Inc.

The ERISA Industry Committee

The Home Depot Inc.

Toys R Us Inc.

U.S. Chamber of Commerce

United Food & Commercial Workers International Union

UnitedHealth Group Inc.

UnitedLex Corp.

Viatris Inc.

Vitamin Shoppe Inc.

Walgreens Boots Alliance Inc.

Wolters Kluwer

Yale University

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YesCare Corp.

Zuora Inc.

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Allen & Overy

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Andrews & Springer

ArentFox Schiff

Armstrong Teasdale

Arnold & Porter

Baker Botts

Ballard Spahr

Barings Law

Barnes & Thornburg

Bartlett LLP

Bennett Bigelow

Bernstein Litowitz

Berry Riddell

Block & Leviton

Boies Schiller

Boulware Law

Bowles Law Firm

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Brand Woodward

Bronstein Gewirtz

Brown & James

Brown Rudnick

Bryan Cave

Burnham & Gorokhov

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Clyde & Co

Coats Rose

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Cooley LLP

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Cripps LLP

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DLA Piper

Earth & Water Law

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Fillmore Law Firm

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Greenberg Traurig

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Kramer Levin

Labaton Keller

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Quinn Emanuel

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Winston & Strawn

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California Privacy Protection Agency

Centers for Disease Control and Prevention

D.C. Office of Administrative Hearings

Delaware Court of Chancery

Equal Employment Opportunity Commission

European Union

Federal Bureau of Investigation

Federal Trade Commission

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Florida Agency for Health Care Administration

Florida State Senate

Food and Drug Administration

Health Resources and Services Administration

Internal Revenue Service

National Archives and Records Administration

National Labor Relations Board

Office of the Director of National Intelligence

Pennsylvania Department of Revenue

Pennsylvania Supreme Court

Texas Health and Human Services Commission

Texas Supreme Court

U.S. Air Force

U.S. Attorney's Office

U.S. Attorney's Office for the District of Delaware

U.S. Attorney's Office for the Southern District of Texas

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

U.S. Court of Appeals for the Fifth Circuit

U.S. Court of Appeals for the Ninth Circuit

U.S. Department of Justice

U.S. Department of Labor

U.S. District Court for the District of Delaware

U.S. District Court for the District of Massachusetts

U.S. District Court for the District of South Carolina

U.S. District Court for the Eastern District of Virginia

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U.S. District Court for the Middle District of Florida

U.S. District Court for the Northern District of California

U.S. District Court for the Southern District of California

U.S. District Court for the Southern District of Florida

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Missouri

U.S. District Court for the Western District of Washington

U.S. House of Representatives

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the District of Colorado

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United Food & Commercial Workers International Union

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Bartlett LLP

Bennett Bigelow

Bernstein Litowitz

Berry Riddell

Block & Leviton

Boies Schiller

Boulware Law

Bowles Law Firm

Bowman & Brooke

Brand Woodward

Bronstein Gewirtz

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DLA Piper

Earth & Water Law

Entwistle & Cappucci

Epstein Becker

Faegre Drinker

Fellerman & Ciarimboli

Fillmore Law Firm

Fisher Phillips

Fladgate LLP

Florio Perrucci

Fox Rothschild

Francis Mailman

Freeths LLP

Fried Frank

Friedman Oster

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Glancy Prongay

Gordon Rees

Grant & Eisenhofer

Gray Reed

GrayRobinson

Greenberg Traurig

Groom Law Group

Harris & James

Hinman Howard

Hogan Lovells

Holland & Knight

Horn Aylward

Jackson Walker LLP

James & Carter

Jenner Law

Johnson Jones Snelling & Gilbert

Jones Day

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Kline & Specter

Kramer Levin

Labaton Keller

Lane Powell

Lanier Law Firm

Latham & Watkins

Lewis Brisbois

Littler Mendelson

Magdich Law

Marks O'Neill

Mastagni Holstedt

McCarter & English

McKool Smith

Miller & Tischler

Mintz Levin

MoloLamken

Morgan Lewis

Morris Nichols

Morrison Foerster

Motley Rice

O'Melveny & Myers

Ogletree Deakins

Parker Poe

Pasich LLP

Paul Weiss

Pickard Djinis

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Shook Hardy

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Simpson Thacher

Skadden Arps

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Wenzel Fenton

White & Case

Williams & Connolly

Williams Dirks

Windels Marx

Winston & Strawn

GOVERNMENT AGENCIES IN TODAY'S NEWS

California Privacy Protection Agency

Centers for Disease Control and Prevention

D.C. Office of Administrative Hearings

Delaware Court of Chancery

Equal Employment Opportunity Commission

European Union

Federal Bureau of Investigation

Federal Trade Commission

Florida Agency for Health Care Administration

Florida State Senate

Food and Drug Administration

Health Resources and Services Administration

Internal Revenue Service

National Archives and Records Administration

National Labor Relations Board

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Office of the Director of National Intelligence

Pennsylvania Department of Revenue

Pennsylvania Supreme Court

Texas Health and Human Services Commission

Texas Supreme Court

U.S. Air Force

U.S. Attorney's Office

U.S. Attorney's Office for the District of Delaware

U.S. Attorney's Office for the Southern District of Texas

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

U.S. Court of Appeals for the Fifth Circuit

U.S. Court of Appeals for the Ninth Circuit

U.S. Department of Justice

U.S. Department of Labor

U.S. District Court for the District of Delaware

U.S. District Court for the District of Massachusetts

U.S. District Court for the District of South Carolina

U.S. District Court for the Eastern District of Virginia

U.S. District Court for the Middle District of Florida

U.S. District Court for the Northern District of California

U.S. District Court for the Southern District of California

U.S. District Court for the Southern District of Florida

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Missouri

U.S. District Court for the Western District of Washington

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U.S. House of Representatives

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the District of Colorado

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Document ID: 0.7.3995.5169

From: Rep. Randy Feenstra <repfeenstra@mail8.housecommunications.gov>
To: Harvey, Janee </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=25e08e93635c4147b891a83e2017b932-harvey, jan>
Cc:
Bcc:
Subject: Randy's Roundup: Do you think that we should ban sanctuary cities in the United States?
Date: Fri Mar 01 2024 16:01:30 CST
Attachments:

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In this week's roundup: President Biden's trip to the border, my bill to protect the solvency of Social Security, and my 36 County Tour.

Dear Friend,

In this week's roundup: President Biden's trip to the border, my bill to protect the solvency of Social Security, and my 36 County Tour. That and more – remember to follow my Facebook page by clicking here and my Twitter page by clicking here to stay up-to-date throughout the week!

PRESIDENT BIDEN'S TRIP TO THE BORDER

President Biden's recent trip to the border was nothing more than a stunt. He actively refuses to implement policies that would secure our border and protect our families.

Since he won't do his job, I'm doing my part to help address the border crisis.

I introduced the Build the Wall and Fight Fentanyl Act — which is good for our border security and taxpayers alike — to seize money from the drug cartels to finish the border wall and keep deadly fentanyl away from our kids and out of our communities.

Read more about my bill in my op-ed for the Carroll Times Herald below!

We must defeat the drug cartels at their own game

President Biden and Department of Homeland Security Secretary Alejandro Mayorkas have created the worst border crisis in generations. Their open-border policies have left our nation vulnerable to evil forces and

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Read more
carrollspaper.com

PROTECTING THE LONG-TERM SOLVENCY OF SOCIAL SECURITY

Our seniors deserve to receive the Social Security benefits that they have earned after a lifetime of hard work and sacrifice. However, thanks to reckless government spending and elevated interest rates, recent reports project that the Social Security trust fund could run out of money in less than a decade. This is not only alarming for folks who rely on their Social Security check, but also absolutely unacceptable for lawmakers who choose to ignore this looming crisis.

That's why I introduced the Save Our Seniors Act, which would make a simple, yet vital change to how we convey the long-term solvency of Social Security. Instead of sticking our heads in the sand and pretending that Social Security remains in strong financial health, my bill will make this crisis front-page news for lawmakers and the American people alike. I will continue to work to ensure that our seniors and workers receive the benefits that they deserve while strengthening our nation's fiscal foundation.

Feenstra bill widens Social Security data

WASHINGTON, D.C.-The funding outlook for Social Security has been a topic tossing and turning through Congress for decades, but Rep. Randy Feenstra is arguing that the official government data is

Read more
www.nwestiowa.com

VISITING THE EDGE PROGRAM AT BOONE HIGH SCHOOL

On Tuesday, I toured the EDGE program – which serves 34 students – at Boone High School as part of my 36 County Tour. I had the opportunity to talk to students about their internships and future plans.

In Congress, I will continue to advocate for policies that help our students achieve their dreams and prepare them for successful careers.

TOURING ALMACO IN NEVADA

Earlier this week, on my 36 County Tour, I toured ALMACO – a global manufacturing and engineering company – in Nevada.

We talked about my work on the House Ways and Means Committee to bring manufacturing back to the United States and my work on the House Agriculture Committee to pass a strong Farm Bill for Iowa's farmers, producers, and manufacturers.

In Congress, I'll always be a strong voice for our job creators!

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WORKING TO SECURE YEAR-ROUND E-15 FOR IOWANS BEGINNING THIS YEAR

Year-round access to E-15 will lower gas prices for our families, support our farmers, and keep our biofuels industry strong. While I'm glad that the Biden administration finally approved year-round sales of E-15 in Iowa, there is no reason to delay this authorization until 2025.

I'm proud to join my colleagues in the Iowa delegation to request that the EPA allow for E-15 to be sold year-round beginning this year, not 2025. With inflation draining wallets and impacting our businesses, our families deserve relief at the pump and our producers deserve certainty in this vital market.

Iowa delegation sends letter to EPA Admin Regan on...

A group of lawmakers are asking the Biden administration to review the Environmental Protection Agency's decision to allow year-round sales of E15 beginning in 2025. During a press call Thursday, U.S. Congresswoman Ashley Hinson said a delayed...

Read more
brownfieldagnews.com

CHATTING WITH FOLKS IN AUDUBON ON MY 36 COUNTY TOUR

During my 36 County Tour this week, I spoke at the "What's Happening in Audubon" series at the Bakery on Broadway in Audubon.

We chatted about the Farm Bill, my work to expand emergency medical services in rural Iowa, the need for more affordable housing, and the serious crisis at our southern border created by President Biden and his failed policies.

HAMILTON COUNTY VETERANS AFFAIRS MONTHLY COFFEE IN WEBSTER CITY

On Wednesday, my Regional Director based out of Fort Dodge — Jim — and my awesome Caseworker — Ann — attended the Hamilton County Veterans Affairs monthly coffee at their new location in the Hamilton County Community Services Building in Webster City.

I'll always support our veterans and their families!

WORKING TO PROTECT OUR RURAL HOSPITALS

Born and raised in rural Iowa, I'm passionate about ensuring that our communities have access to high-quality, affordable healthcare.

Serving on the House Ways and Means Committee, I'm working to protect our rural hospitals and support our healthcare workforce.

Rep. Feenstra tours hospital, discusses critical access...

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U.S. Rep. Randy Feenstra made an appearance at Stewart Memorial Community Hospital (SMCH) on February 21. His visit included a tour of rehab services, as well as the obstetrics and

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carrollspaper.com

VISITING GABRIEL'S CORNER PREGNANCY COUNSELING CENTER IN COUNCIL BLUFFS

The other day, one of my regional directors — Abby — stopped by Gabriel's Corner Pregnancy Counseling Center in Council Bluffs.

On my 36 County Tour, I've also visited pregnancy resource centers in Sioux Center, Storm Lake, and Denison.

These centers are lifelines for new families. I truly appreciate the work that pregnancy resource centers do to support Iowa families, promote the health and wellbeing of newborns, and defend the unborn.

ONE LAST THING: MEETING WITH THE COMMANDER OF THE IOWA WING OF THE CIVIL AIR PATROL AND FOUR CADETS!

Yesterday, after votes, I enjoyed seeing Colonel Jonathan Lartigue — Commander of the Iowa Wing of the Civil Air Patrol — and four of his cadets.

The Civil Air Patrol is completely volunteer-based and supports search-and-rescue missions and disaster relief efforts nationwide.

MY WEEKLY COLUMN: SOUNDING THE ALARM OVER OUR GROWING AGRICULTURAL TRADE DEFICIT

Agriculture is the economic engine of Iowa. When our farmers and producers are successful, our economy grows, our main streets thrive, our businesses invest in new employees and finance expansions, and our rural communities grow stronger. As is obvious from our endless fields of corn and soybeans and our countless hog, cattle, and poultry operations, we grow and raise more than we can consume and sell in Iowa – or even our country. The excess product must go somewhere, and that's where our trading relationships – both current and potential – come into play.

Unfortunately, the Biden administration has done very little to help our farmers and producers access new export markets for their high-quality goods.

That's why I led a letter to U.S. Trade Representative Katherine Tai and U.S. Secretary of Agriculture Tom Vilsack urging the Biden administration to address our growing agricultural trade deficit, eliminate barriers to trade for our producers, and restore America's global leadership in agricultural trade.

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Read more in my weekly column below!

My Weekly Column: Sounding the alarm over our growing...

Agriculture is the economic engine of Iowa. When our farmers and producers are successful, our economy grows, our main streets thrive, our businesses invest in new employees and finance expansions, and our rural communities grow stronger.

Read more
feenstra.house.gov

CLOSING POLL FOR THE DAY
Do you think that we should ban sanctuary cities in the United States?
Yes
Select

No
Select

Unsure/Indifferent
Select

LAST WEEK'S POLL RESULTS: Do you support President Biden's plans to essentially force Americans to buy electric vehicles?

Yes - 17%

No - 80%

Unsure/Indifferent - 3%

If you have more thoughts on this week's question, feel free to leave your comments on my official website HERE.

We are government together, and I am here to serve you. Your thoughts, concerns, and comments are very important to me. Always feel free to call (202) 225-4426 or visit my website at feenstra.house.gov.

Sincerely,

Rep. Randy Feenstra
Member of Congress

Rep Feenstra | 1440 Longworth House Office Building, Washington, DC 20515
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Document ID: 0.7.3995.5337

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Cc:
Bcc:
Subject: Weekly Health Community Engagement Newsletter
Date: Fri Mar 01 2024 14:59:50 CST
Attachments:

Please see this week's White House Health Community Engagement Newsletter.

Health Community Updates

March 1st, 2024

A Proclamation on Women's History Month, 2024

During Women's History Month, we celebrate the courageous women who have helped our Nation build a fairer, more just society.

Throughout history, the vision and achievements of powerful women have strengthened our Nation and opened the doors of opportunity wider for all of us. Though their stories too often go untold, all of us stand on the shoulders of these sung and unsung trailblazers — from the women who took a stand as suffragists, abolitionists, and labor leaders to pioneering scientists and engineers, groundbreaking artists, proud public servants, and brave members of our Armed Forces.

To promote the health and wellness of women in America, under the leadership of Vice President Harris, we launched the Blueprint for Addressing the Maternal Health Crisis to combat the high incidence of maternal mortality — especially for Black, Native, and rural women — due to systemic inequities in quality health care. We have expanded access to health care services for women veterans — the fastest growing group of veterans receiving services at the Department of Veterans Affairs. Last fall, we launched the White House Initiative on Women's Health Research to change how we approach and fund women's health research, and pioneer the next generation of discoveries in women's health care.

To read entire proclamation, click here.
Readout: In Wake of Alabama Supreme Court Ruling That Has Halted Access to IVF, White House Hosts Convening with Advocacy Groups to Discuss Importance of Work to Protect Access to Fertility Services

Proclamation on American Red Cross Month, 2024

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Founded more than 140 years ago by Clara Barton, the American Red Cross has led with compassion and care, assisting neighbors and fellow Americans when they find themselves in some of the most agonizing circumstances they have ever faced.

On February 29, President Joseph R. Biden who is an Honorary Chair of the American Red Cross, by virtue of the authority vested in him by the Constitution and the laws of the United States, has hereby proclaimed March 2024 as American Red Cross Month.

To read full White House brief, click here.
HHS Black Health Forum Focuses on Improving Health Equity in the Black Community

On February 28, Human Health Services hosted the Black Heath Forum: Improving Health Equity, where we heard from senior leaders across HHS & the Biden-Harris Administration on efforts to lower health care costs, expand health care coverage and improve health and racial equity in the Black community.
National Colorectal Cancer Awareness Month

During National Colorectal Cancer Awareness Month, the Biden-Harris Administration honor all the Americans we have lost to this cancer, those currently living with or surviving it, and the loved ones who stand firmly by their side. the Biden-Harris Administration recommits to supporting all those helping drive progress against cancer and delivering incredible care to those facing this disease.

President Joe Biden has worked with the Congress to secure $2.5 billion in bipartisan funding for the Advanced Research Projects Agency for Health (ARPA-H). The scientists, innovators, and public health professionals funded by ARPA-H are working day and night to create a quantum leap in the prevention, detection, and treatment of cancer and other deadly, life-threatening, and life-altering diseases.

To read full White House brief, click here
The Impact of Disordered Eating on Muscle and Bone Health

Some older adults lose their appetite and subsequently reduce food intake but do not have eating disorder symptoms or mental health struggles that may cause them to decrease food intake intentionally. As a result of their undernutrition, they experience unintended weight loss, muscle loss known as sarcopenia, functional decline, loss of independence, and other adverse health outcomes. As our global aging population increases, health care providers must be aware of this syndrome and prepared to screen for it and intervene when indicated.

For more information, click here.

FDA, Industry Actions End Sales of PFAS Used in US Food Packaging

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On February 28, the U.S. Food and Drug Administration is announced that grease-proofing materials containing per- and polyfluoroalkyl substances (PFAS) are no longer being sold for use in food packaging in the U.S. This means the major source of dietary exposure to PFAS from food packaging like fast-food wrappers, microwave popcorn bags, take-out paperboard containers and pet food bags is being eliminated.

To read full FDA press release, click here

Biden-Harris Administration Announces $36.9 Million in Behavioral Health Funding Opportunities

On February 28, the U.S. Department of Health and Human Services (HHS), through the Substance Abuse and Mental Health Services Administration (SAMHSA), announced $36.9 million in notices of funding opportunities for grant programs supporting behavioral health services across the U.S. These grant programs support the Biden-Harris Administration's priorities to address the overdose and mental health crises, key pillars of the Biden-Harris Unity Agenda.

To read entire article, click here.
For all NOFOs, scroll to the bottom of the page.

First Response: Working on the Front Lines of the Opioid Crisis Training

This free, 1-hour, online training addresses the mental and physical stressors faced by first responders when responding to opioid overdose calls and provides evidence-based coping strategies and resources to mitigate the impacts of these stressful events.

Guests must complete the training course in one session. The course cannot be restarted.

For more information on the course, click here.

Nominate Your Organization for the 2024 CMS Health Equity Award!

Nominations for the 2024 CMS Health Equity Award are now open to organizations working to advance health equity, showing others how to reduce disparities in health care access, quality, and outcomes. Nominations are due March 13. CMS Health Equity Awardees will be recognized at the CMS Health Equity Conference May 29-30.

To download nomination form, click here.

CMS Announces the 2024 Health Equity Conference

We are pleased to announce the second CMS Health Equity Conference, to be held May 29-30, 2024. This free, hybrid conference will be held at the Hyatt Regency hotel in Bethesda, Maryland, and available for virtual participation. The Call for Proposals will open in January 2024, and conference registration will open in Spring 2024.

To learn more, click here.

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HHS Notice of Funding Opportunities (NOFO)

* Primary Care Training and Enhancement: Physician Assistant Rural Training in Behavioral Health (PCTE-PARB) Program: This program's purpose is to develop clinical rotations for primary care Physician Assistant (PA) students in rural areas. This program addresses PA training for behavioral health conditions. The goal is to increase the number of PAs trained to deliver these services in rural areas, including Medications for Opioid Use Disorder (MOUD). Only an academically affiliated physician assistant training program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) may apply. The application deadline is March 15, 2024. You can find more information here.
* Screening, Brief Intervention, and Referral to Treatment (SBIRT): This program implements the SBIRT public health model for children, adolescents, and/or adults in primary care and community health settings – such as health centers, hospital systems, health maintenance organizations, preferred-provider organizations health plans, Federally Qualified Health Centers, behavioral health centers, pediatric health care providers and children's hospitals – and schools with a focus on screening for underage drinking, opioid use, and other substance use. The application due date is April 12, 2024. You can find more information by clicking here.
* Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis. This program provides trauma-informed, interventions to youth and young adults, up to 25 years of age, who are at clinical high risk for psychosis. The application due date is April 8, 2024. You can find more information by clicking here.
* First Responders-Comprehensive Addiction and Recovery Act. This program provides resources to support first responders and others with training, administering, and distributing naloxone and other Food and Drug Administration (FDA)-approved opioid overdose reversal medications or devices with a focus on populations disproportionately impacted by overdose. The application due date is April 15, 2024. You can find more information by clicking here.
* Provider's Clinical Support System Universities. This program helps to expand and ensure that students in health professions programs receive substance use disorder (SUD) education early in their academic careers and upon graduation have basic knowledge of strategies to identify and treat addiction, support recovery, and address related stigma. This program also supports the integration of SUD content into the curricula of the respective academic institution. The application due date is April 15, 2024. You can find more information by clicking here.
* Statewide Consumer Network Program. This program enhances the capacity of statewide mental health consumer-run organizations to promote mental health and related service systems to be consumer-centered and targeted toward recovery and resiliency, and consumer-driven by promoting the use of consumers as agents of transformation. The application due date is April 8, 2024. You can find more information by clicking here.
* Statewide Family Network Program. This program provides resources to enhance the capacity of statewide mental health family-controlled organizations to engage with family members/primary caregivers who are raising children, youth, and young adults with serious emotional disturbance. The application due date is April 8, 2024. You can find more information by clicking here.
* Prevention Technology Transfer Centers: This program provides training and technical assistance services to the prevention workforce and other partners in communities to improve delivery and implementation of substance use prevention strategies and interventions for people of all ages. The application due date is April 24, 2024. You can find more information by clicking here.
* Crisis Counseling Assistance and Training Program (CCP): The CCP is a short-term disaster relief grant for states, U.S. territories, and federally recognized tribes. CCP grants are

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awarded after a presidential disaster declaration. CCP funding supports community-based outreach, counseling, and other mental health services to survivors of natural and human-caused disasters. Applications are accepted on an ongoing basis. For more information, visit here.

* Emergency Community Water Assistance Grants: This program helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water. Applications are accepted on an ongoing basis. For more information, visit here.

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Friday, March 1, 2024

CR Gazette: Iowa House passes AEA bill to reorganize state's special education structure

IA Cap Dispatch: House passes its version of bill changing Area Education Agencies

CR Gazette: Iowa House passes bill to arm school staff after Perry High shooting

Radio Iowa: House votes to restrict DEI programs at Iowa, ISU and UNI

DMR: Iowa plans to reshape social studies classes & review school standards pass House

CR Gazette: History curriculum written by conservative group could be coming to Iowa schools

DMR: Iowa House passes 'religious freedom' bill. Democrats say it allows discrimination

Radio Iowa: Bill to crack down on SWATTING calls awaits governor’s signature

DMR: Iowa prisoners ask to review law that delays parole for those charged with sex crimes

Radio Iowa: Iowa Senate votes to require E-Verify check for job applicants

CR Gazette: Iowa Senate tries another tack on traffic cameras

Radio Iowa: Changes proposed in Iowa’s landlord-tenant law

DMR: Iowa Workforce Development unveils mobile career center to help Iowans find jobs

Tallahassee Dem: Florida Senate president: Gov. Ron DeSantis will veto social media minor

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ban

AL News: House, Senate pass temporary fix to shield IVF clinics in wake of ruling that embryos are unborn children

Happy Birthday to...
Rep. Ken Carlson!

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Bcc:
Subject: Senior Leadership Monthly Meeting
Date: Mon Apr 15 2024 14:24:10 CDT
Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
Sr Leadership Meeting_Agenda_4.17.24.pdf

StartTime: Wed Apr 17 08:30:00 Central Daylight Time 2024
EndTime: Wed Apr 17 09:30:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Invitees: Van Engelenhoven, Jeff [IDPH]; Rhein, Zachary [IDA]; Sharp, Ken [IDPH]; Easter, Lorie [DHR]; Landeen, Dax; Alibasic, Amela; Armstrong, Theresa; Benson, Jess; Tack, Amy M.; Claycomb, Kylie; Decker, DeAnn [IDPH]; Drinnin, Erin; Ekstrand, Sarah; Eyanson, Marissa A.; Frick, Lori; Harvey, Janee; Horak, Shelley; Lounsbury, Adam F; Malone, Carrie L.; Matney, Elizabeth; McMahon, Teresa; Page, Ryan; Stone, Monica [DHR]; Turner, Cory M; Van Liew, Juliann [IDPH]; Webb, Julia; Wong, San [DHR]; Bird, Melissa [IDPH]; Burkhiser Reynolds, Kayla; Murphy, Alexander; Kekstadt, Dawn; Fisher, Gloriana; 'sarah.reisetter@idph.iowa.gov'; Tracy, Cassandra L; Kruse, Robert [IDPH]; marisa.roseberry@idph.iowa.gov
Recurring: Yes
Recurrence Pattern: Occurs every month on the third Wednesday of the month from 12:00 PM to 1:00 PM effective 8/16/2023. (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 08:15:00 Central Daylight Time 2024
Accepted: No

Updated 2/29/24

April 17 Senior Leadership Meeting will be in-person at the same place as the Quarterly Leadership Retreat.

Thank you,

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Latonya McGill

Invite Link: https://www.zoomgov.com/j/1613112251?pwd=Wi9kTlJhOEQvdnNuOEhuc0tQVncyUT09

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Document ID: 0.7.3995.5318-000001
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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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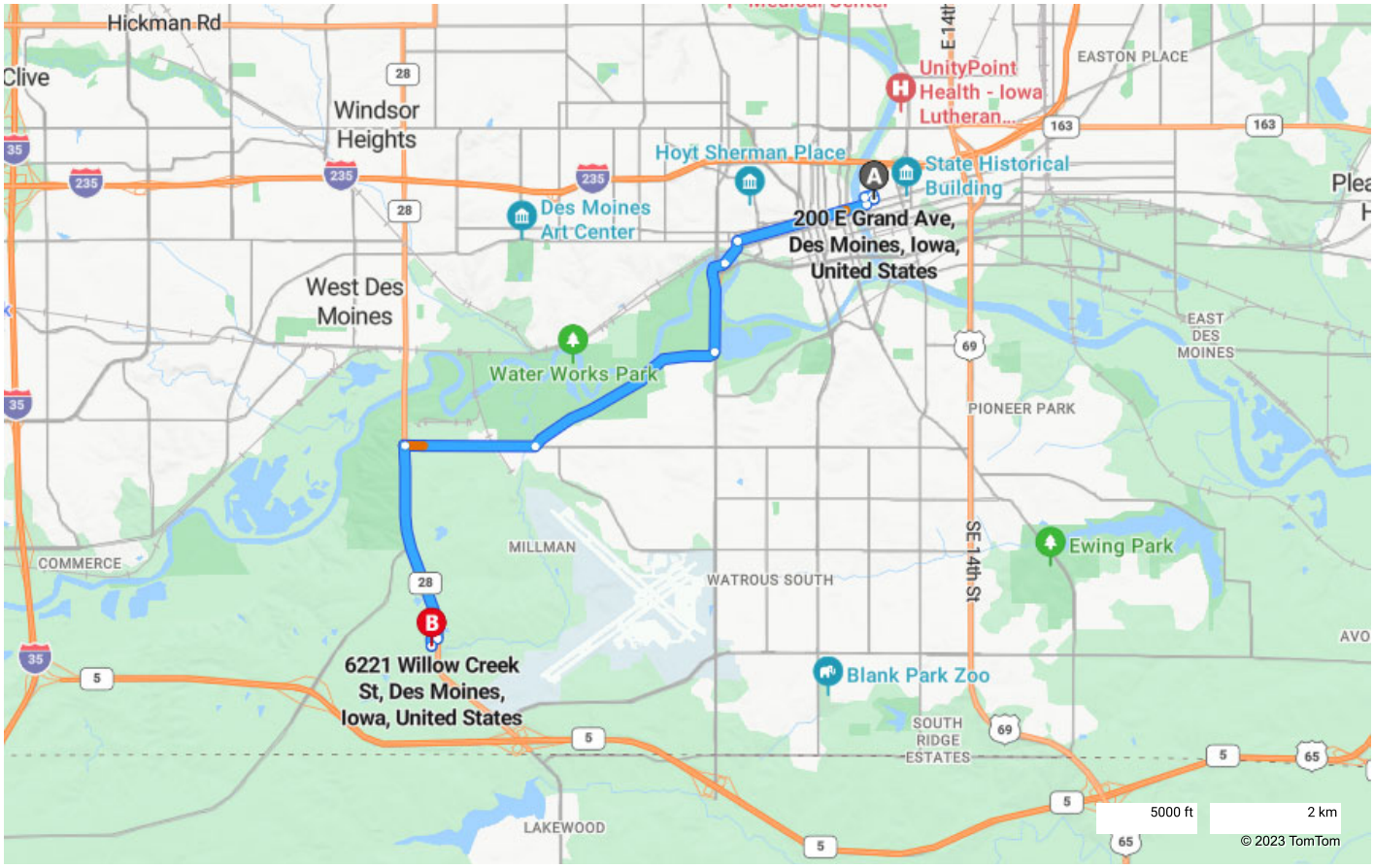
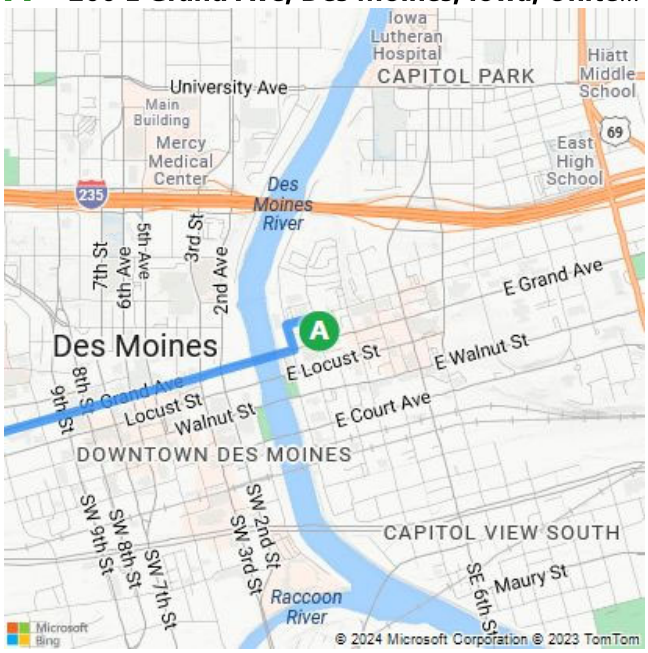
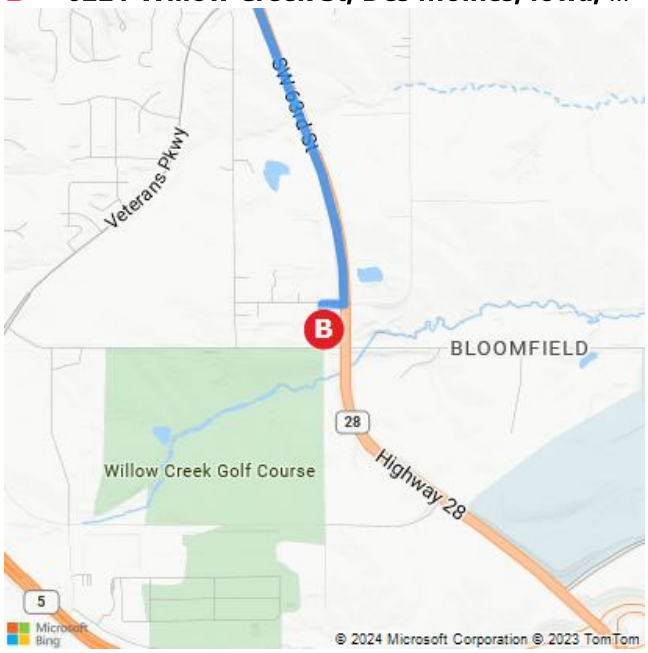


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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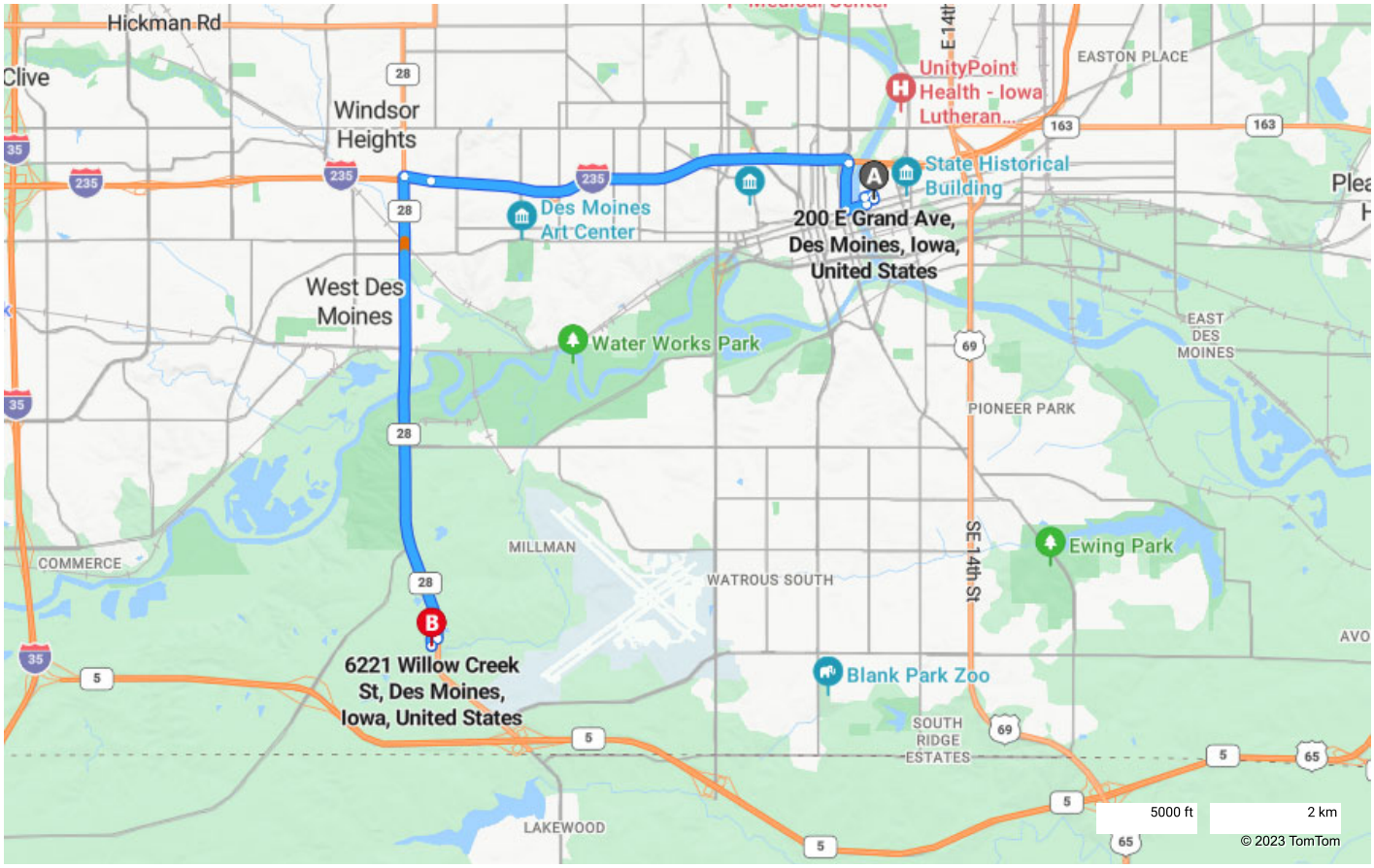
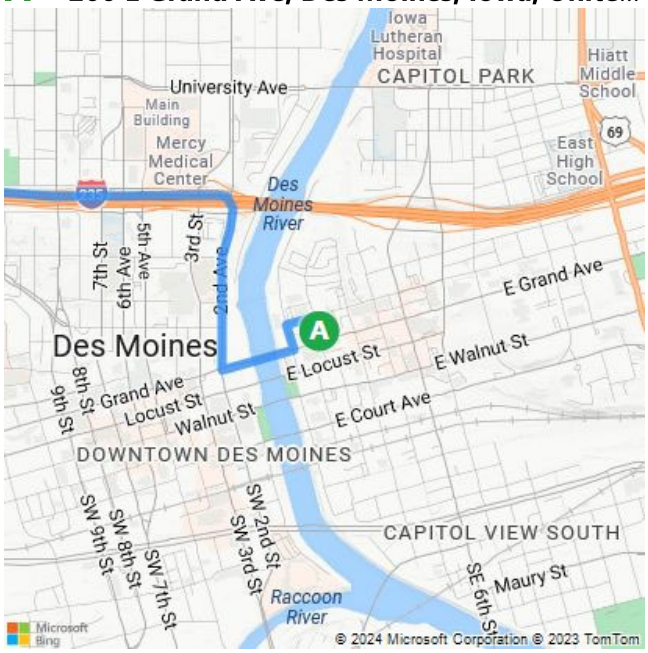
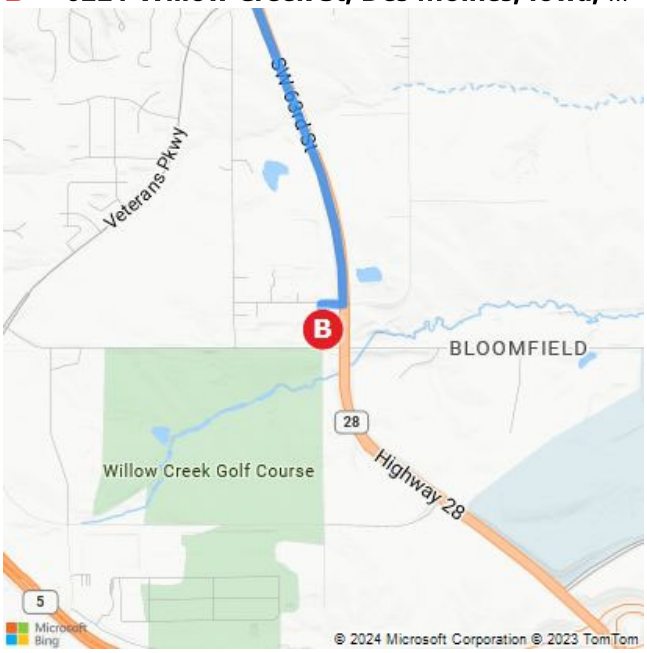


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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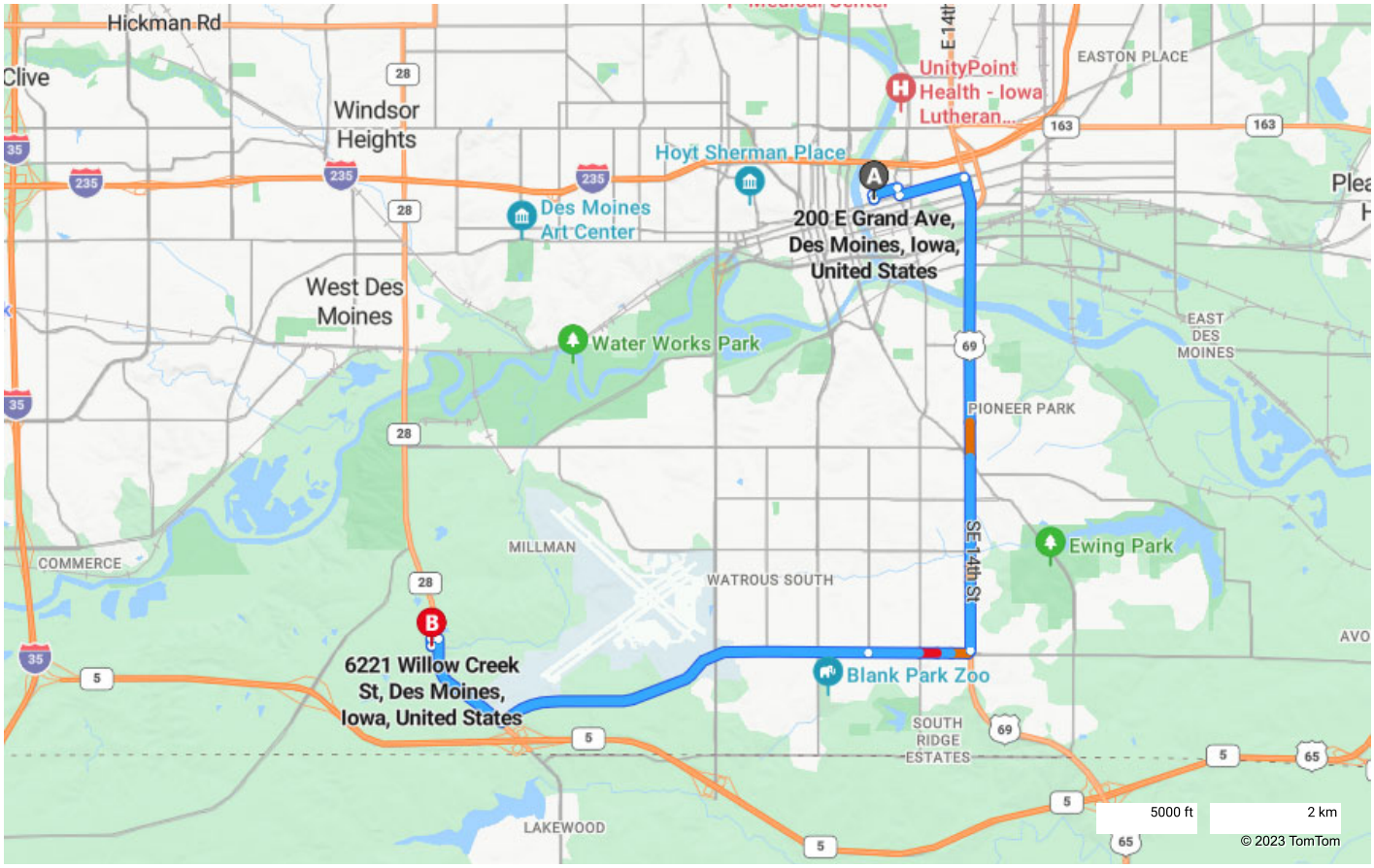

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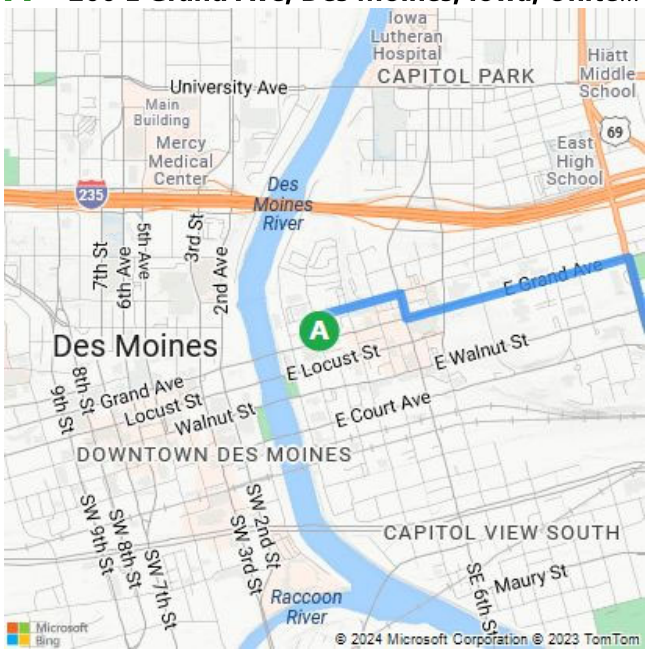
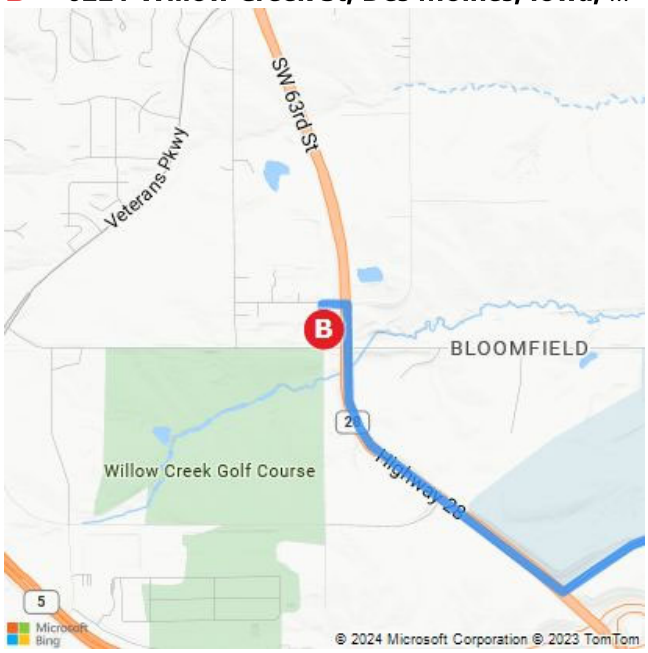


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: Sr Leadership Meeting_Agenda_4.17.24.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

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IOWA Health and Human Services

MEETING AGENDA			
DIVISION	HHS		
MEETING TITLE	Senior Leadership Meeting		
FACILITATOR	Julia Webb		
DATE	Wednesday April 17, 2024	TIME	8:30a-9:30a
LOCATION	Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)		

	AGENDA TOPIC	PRESENTER
I.	Health Equity Assessment Update (30 minutes) **Strategic Priority: Help Iowa Thrive** *Strategy 3.1: Leverage system assessment initiatives to drive Iowa HHS system change.*	Diamon Denney, McKensie
II.	Google to Microsoft Migration (25 minutes) **Strategic Priority: Advance Operational Excellence** *Strategy 2.2: Establish clear and easy to understand business practices.*	Mike Kitzman
III.	TO Changes Comms Request (5 minutes)	Alex Murphy, Danielle Tesch

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Document ID: 0.7.3995.5058

From: Duane Morris Government Strategies <emartins-dmgs.com@shared1.ccsend.com>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: Weekly State of the States
Date: Fri Mar 01 2024 05:24:41 CST
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March 1st Edition

View Our News

WEEKLY STATE OF THE STATES

This week, state lawmakers across the country were busy addressing various policy issues, including action to protect in vitro fertilization (IVF), address public safety issues, implement tax cuts, regulate AI, and fund infrastructure projects.

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Cc:
Bcc:
Subject: Senate GOP Blocks Bill To Federally Protect IVF
Date: Thu Feb 29 2024 04:46:10 CST
Attachments:

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Senate Republicans blocked a unanimous consent vote on a bill to federally protect in vitro fertilization on Wednesday, a move that came after the Alabama Supreme Court ruled that frozen embryos count as children, with prominent GOP leaders lamenting the court's ruling.

Health
THURSDAY, FEBRUARY 29, 2024

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TOP NEWS

Senate GOP Blocks Bill To Federally Protect IVF

By Mark Payne

Senate Republicans blocked a unanimous consent vote on a bill to federally protect in vitro fertilization on Wednesday, a move that came after the Alabama Supreme Court ruled that frozen embryos count as children, with prominent GOP leaders lamenting the court's ruling.

Read full article » | Save to favorites »

Biden Moves To Halt Flow Of American Data To China, Others

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By Allison Grande

The White House moved Wednesday to block data brokers and other companies from providing China, Russia and other foreign adversaries with troves of sensitive personal data about Americans that can be used to carry out nefarious activities such as surveillance and blackmail.

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7th Circ. Revives Health System Worker's FMLA Suit For Trial

By Henrik Nilsson

A split Seventh Circuit panel on Wednesday revived a former OSF Healthcare System employee's suit accusing the company of wrongfully firing her after failing to adjust performance expectations while she worked reduced hours, ruling a factual dispute remains over how much leave she took, which could lead a jury to find in her favor.

Opinion attached | Read full article » | Save to favorites »

AdaptHealth, Ex-CEO Cut $51M Deal To End Investor Fight

By Dorothy Atkins

AdaptHealth and its former CEO have agreed to pay $51 million to resolve a shareholder suit alleging the medical equipment company misled investors by retroactively inflating growth numbers ahead of a merger with special acquisition firm DFB Healthcare Acquisitions Corp., according to court documents filed in Pennsylvania federal court Tuesday.

3 documents attached | Read full article » | Save to favorites »

Judge Says Ermi Counterclaims In Qui Tam Case Can Stand

By Mark Payne

A Georgia federal judge has refused to free Ermi LLC's former chief compliance officer from counterclaims the company lodged in response to her whistleblower suit accusing the company of fraud and retaliation, with the judge saying the company has adequately alleged breaches of fiduciary duty and contract claims.

Order attached | Read full article » | Save to favorites »

LITIGATION

Trans Teens Tell High Court To Pass On Idaho's Stay Request

By Gianna Ferrarin

Two transgender Idaho teens told the U.S. Supreme Court on Wednesday that the state did

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not establish "any of the criteria" required for the high court to let Idaho enforce a ban on gender-affirming care while a battle over such care plays out in the Ninth Circuit.

Response attached | Read full article » | Save to favorites »

NuVasive Can Pierce Co. To Collect From Ex-Rep, Judge Says

By Brian Dowling

NuVasive Inc. can pierce the corporate veil to collect a $617,000-plus arbitration judgment it won against a company operated by one of its former sales representatives who improperly cut ties with the medical device company and violated his noncompete agreement, a Boston federal judge has ruled.

Memorandum attached | Read full article » | Save to favorites »

Dexcom Rival Fights Its Bid To Tweak Glucose Monitor Patent

By Jamie Lennox

A Korean medical tech company has asked a London court to block Dexcom's bid to tweak its diabetes management patent to avoid losing protections should the court rule that it's invalid.

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Novant In-House Attys Want Access To Confidential FTC Info

By Hayley Fowler

Novant Health has asked to tweak a protective order in the Federal Trade Commission's merger challenge regarding its $320 million plan to buy two hospitals in North Carolina, saying the current order designates nearly the entire investigative file confidential and is "unworkable."

Brief attached | Read full article » | Save to favorites »

NC Hospital, Nurses Get OK For Settlement Of Bias Suit

By Travis Bland

A North Carolina federal court on Wednesday approved a settlement between a Charlotte hospital and former nurses who had alleged they bore the brunt of a discriminatory campaign to oust veteran nurses and bring in new workers, ending a four-year lawsuit.

Order attached | Read full article » | Save to favorites »

Attys Get $750K Fee Award In $6M Med Tech Co. Deal

By Leslie A. Pappas

Class attorneys for minority shareholders of Autonomous Medical Devices Inc. who secured a $6 million settlement to resolve claims about a purportedly underpriced stock sale to an interest of Oracle founder Larry J. Ellison won court approval of the settlement Wednesday, along with

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a requested $750,000 fee award.

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4 Firms Plan To Co-Lead Suboxone Dental Decay MDL

By Ryan Harroff

Attorneys from Peiffer Wolf Carr Kane Conway & Wise LLP and three other law firms have asked an Ohio federal judge to appoint them co-lead counsel for the new multidistrict litigation over opioid addiction treatment Suboxone allegedly causing dental decay, with 14 other firms seeking appointment to plaintiff leadership committees.

Brief attached | Read full article » | Save to favorites »

Retainer Signature Dispute Ends In Nixing Of NJ Billing Suit

By Emily Sawicki

A New Jersey law firm cannot pursue claims for unpaid bills against the operators of a nursing home it once represented, an appellate panel has ruled, upholding a trial court's finding that, because the individuals did not sign a retainer agreement as individuals, they cannot be personally liable.

Opinion attached | Read full article » | Save to favorites »

Air Force Contractor Strikes Deal In EEOC Disability Bias Suit

By Grace Elletson

A U.S. Air Force contractor reached a deal to stave off a trial and end a U.S. Equal Employment Opportunity Commission suit alleging the company illegally barred workers from taking certain prescriptions, according to an Alabama federal court filing.

Motion attached | Read full article » | Save to favorites »

Nurse Wants Staff Co. Wage Suit Paused For 11th Circ. Appeal

By Abby Wargo

A nurse asked a Georgia federal judge to stay her proposed class action alleging a staffing firm lured nurses to work in Florida using unfulfilled wage promises, pending her appeal of a ruling denying her bid for class certification.

Motion attached | Read full article » | Save to favorites »

Ga. Panel Brings Doctor In, Publix Out In Drug Allergy Case

By Kelcey Caulder

The Georgia Court of Appeals on Wednesday overturned a trial court ruling releasing a doctor from the professional malpractice suit of a patient who was hospitalized for nearly two weeks

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following an allergic reaction to a prescription drug but remained "unpersuaded" that Publix Super Markets Inc. was liable in the case.

Opinion attached | Read full article » | Save to favorites »

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By Yeji Jesse Lee

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Fish & Richardson Adds Ex-Jenner & Block Life Sciences Duo

By Gianna Ferrarin

Global intellectual property law firm Fish & Richardson PC announced on Wednesday that two Chicago-based litigators from Jenner & Block LLP have joined the firm's life sciences team as partners.

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WilmerHale Adds Ex-Medtronic Legal Leader To Its DC Office

By Rose Krebs

WilmerHale has hired for its Washington, D.C., office an attorney who helped build the global trade legal department at healthcare technology company Medtronic.

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EXPERT ANALYSIS

When Physician Retirement Arrangements May Be Legal

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Cheering In The NFL Makes Me A Better Lawyer

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Balancing my time between a BigLaw career and my role as an NFL cheerleader has taught me that pursuing your passions outside of work is not a distraction, but rather an opportunity to harness important skills that can positively affect how you approach work and view success in your career, says Rachel Schuster at Sheppard Mullin.

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LEGAL INDUSTRY

Supreme Court Will Decide Trump's Criminal Immunity Claim

By Katie Buehler

The U.S. Supreme Court said Wednesday it will review former President Donald Trump's claim that he is immune from federal charges related to interfering in the 2020 presidential election, setting oral arguments in the case for late April.

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Sen. McConnell Exiting GOP Post After Reshaping Judiciary

By Courtney Buble

Senate Minority Leader Mitch McConnell, R-Ky., who has had a vast impact on reshaping the federal judiciary, announced Wednesday that he will be stepping down from his leadership role after the November elections.

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NY Judge In Trump Case Receives Suspicious White Powder

By Frank G. Runyeon

A suspicious white powder spilled out of an envelope addressed to the judge who ruled against Donald Trump in his New York civil fraud case, prompting emergency personnel to flood the courthouse at 60 Centre St. in Manhattan on Wednesday.

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Trump Can't Freeze $465M Penalty But Can Seek Loans

By Rachel Scharf and Frank G. Runyeon

A New York state appellate judge on Wednesday refused to freeze the $465 million civil fraud judgment against Donald Trump while he appeals the award, but said the former president could take out loans to cover the cost of the judgment.

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Coats Rose Atty Fired Over Threatening Letter To Judge

By Britain Eakin

The Texas law firm Coats Rose PC terminated one of its attorneys believed to have sent intimidating messages on firm letterhead to an immigration judge running for a judgeship in the 151st Civil District Court of Harris County, the firm confirmed to Law360 on Wednesday.

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Kasowitz Sues Ex-BigLaw Atty Client For Unpaid $470K Tab

By Hailey Konnath

Kasowitz Benson Torres LLP says its former client, who previously worked at Boies Schiller Flexner LLP and Gibson Dunn & Crutcher LLP, owes more than $420,000 in legal fees for Kasowitz's work defending him in a criminal case, according to a suit filed in New York state court.

Complaint attached | Read full article » | Save to favorites »

US Trustee Taps Ex-Prosecutor To Be FTX Examiner

By Rick Archer

The U.S. Trustee's Office has urged a Delaware bankruptcy judge to allow Robert Cleary, a former U.S. attorney who is now with Patterson Belknap Webb & Tyler LLP, to investigate FTX's finances as an examiner in the defunct cryptocurrency company's Chapter 11 case.

Motion attached | Read full article » | Save to favorites »

SEC Taps Agency Vet To Lead Adviser, Fund Rulemaking Unit

By Sarah Jarvis

The U.S. Securities and Exchange Commission announced Wednesday that an agency veteran currently serving as deputy director of the examinations division will be the new head of its investment management division, which oversees the regulation of investment advisers, mutual funds and certain private fund operators.

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Spencer Fane Hires Trio Of Ex-McKool Smith IP Pros In DC

By Dorothy Atkins

Spencer Fane LLP has hired three McKool Smith intellectual property attorneys who specialize in high-stakes patent and trade secrets disputes, including a first-chair trial lawyer who focuses on bet-the-company litigation, to join the firm as partners, Spencer Fane announced

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Wednesday.

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Gov't Attys Must Mind Confidential Info Or Be DQ'd, ABA Says

By Emily Sawicki

Both current and former government attorneys who take on private clients should look out for instances where their possession of "confidential government information" calls for them to be disqualified from representing a client, according to the latest guidance from the American Bar Association Standing Committee on Ethics and Professional Responsibility, released Wednesday.

Opinion attached | Read full article » | Save to favorites »

Senate Brings This Week's Fla. Judge Confirmations To Four

By Courtney Buble

The Senate on Wednesday confirmed U.S. Magistrate Judges Julie Sneed and Melissa Damian to the Middle and Southern districts, respectively, of Florida, bringing the total of Florida judges confirmed this week to four.

Read full article » | Save to favorites »

Mass. High Court Nominee Who Dated Gov. Confirmed 6-1

By Julie Manganis

A Massachusetts Appeals Court justice and former WilmerHale partner whose past relationship with Gov. Maura Healey raised concerns about potential conflicts of interest was confirmed 6-1 to a seat on the state's highest court on Wednesday, with several members of the Governor's Council dismissing those concerns.

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High-Profile Mining Case Shines Spotlight On Cybersecurity

By Caroline Simson

An alleged hacking incident in a high-profile investor-state arbitration over mining projects in Australia was made public earlier this month, begging the question: With the prevalence of high-stakes disputes being resolved through international arbitration, why is it so rare to hear about such occurrences?

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Classified Docs Out Of Defense's Reach In Mar-A-Lago Case

By David Minsky

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The Florida federal judge overseeing former President Donald Trump's criminal case over allegedly mishandling secret documents after leaving office ruled Wednesday that defense counsel can't see government motions asking to restrict classified information produced in discovery, a day after Trump's two co-defendants were prohibited from reviewing 5,100 pages of classified material.

2 documents attached | Read full article » | Save to favorites »

Ex-DOJ Official Can't Block Witnesses In DC Ethics Case

By Jack Karp

Onetime U.S. Department of Justice official Jeffrey Clark cannot rely on a slew of privilege arguments to block his former colleagues from testifying in the disciplinary proceeding over his alleged role in promoting former President Donald Trump's bogus stolen election claims, a District of Columbia ethics panel ruled.

Order attached | Read full article » | Save to favorites »

Google Attys' 'Fake Privilege' Comments Cited In Search Suit

By Dorothy Atkins

The U.S. Justice Department and states accusing Google of monopolizing the online-search market have asked a D.C. federal judge to consider internal chats disclosed in Epic Games' antitrust lawsuit that revealed Google's lawyers discussing "fake privilege" — a practice of unnecessarily involving a lawyer to make an exchange confidential.

Brief attached | Read full article » | Save to favorites »

Erika Girardi Can't Shed Costume Merchant's Suit

By Brandon Lowrey

A California federal judge has kept alive a costume merchant's malicious prosecution claim against singer and reality TV star Erika Girardi, saying the merchant showed evidence that Girardi had him wrongfully arrested and prosecuted on made-up fraud charges.

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Ousted Roche Freedman Atty Wants Ex-Partners Sanctioned

By Aislinn Keely

The ousted partner of the law firm formerly known as Roche Freedman LLP asked a New York federal judge to impose sanctions on his former colleagues, claiming the partners destroyed evidence when they communicated through an application that auto-deleted their messages in the lead-up to voting him out of the firm.

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Objectors Want $1M Atty Fees In $5.6B Swipe Fees Settlement

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By Katryna Perera

Class members who initially objected to a $5.6 billion settlement with Visa and Mastercard have told a New York federal judge they are seeking nearly $1 million in legal fees for "enhancing the adversary process, sharpening the debate, and pursuing meritorious appeals in this litigation over the past eleven years."

Brief attached | Read full article » | Save to favorites »

No Direct Evidence Ties 'Rust' Armorer To Live Ammo, Jury Told

By Phillip Bantz

A New Mexico detective testified Wednesday in the involuntary manslaughter trial of "Rust" film armorer Hannah Gutierrez-Reed that investigators were unable to definitively show who brought live ammunition onto the movie's set before the fatal shooting of a cinematographer.

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'Lawyer Cat' Judge, Texas Attys Seek Seats On New Courts

By Catherine Marfin

The state court judge behind 2021's viral "lawyer cat" video along with several prominent Houston attorneys have submitted bids for appointment to the Lone Star State's newest courts, according to records obtained by Law360. Here's a look at some of the attorneys who have thrown their names in the running for the new appointments.

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Executive Office of the President

Federal Trade Commission

Idaho Attorney General's Office

New York Attorney General's Office

New York City Police Department

Texas Legislature

Texas Supreme Court

U.S. Air Force

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U.S. Court of Appeals for the Fifth Circuit

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U.S. Supreme Court

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Golden State Warriors

Google LLC

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Senate Republicans blocked a unanimous consent vote on a bill to federally protect in vitro fertilization on Wednesday, a move that came after the Alabama Supreme Court ruled that frozen embryos count as children, with prominent GOP leaders lamenting the court's ruling.

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Biden Moves To Halt Flow Of American Data To China, Others

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By Allison Grande

The White House moved Wednesday to block data brokers and other companies from providing China, Russia and other foreign adversaries with troves of sensitive personal data about Americans that can be used to carry out nefarious activities such as surveillance and blackmail.

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7th Circ. Revives Health System Worker's FMLA Suit For Trial

By Henrik Nilsson

A split Seventh Circuit panel on Wednesday revived a former OSF Healthcare System employee's suit accusing the company of wrongfully firing her after failing to adjust performance expectations while she worked reduced hours, ruling a factual dispute remains over how much leave she took, which could lead a jury to find in her favor.

Opinion attached | Read full article » | Save to favorites »

AdaptHealth, Ex-CEO Cut $51M Deal To End Investor Fight

By Dorothy Atkins

AdaptHealth and its former CEO have agreed to pay $51 million to resolve a shareholder suit alleging the medical equipment company misled investors by retroactively inflating growth numbers ahead of a merger with special acquisition firm DFB Healthcare Acquisitions Corp., according to court documents filed in Pennsylvania federal court Tuesday.

3 documents attached | Read full article » | Save to favorites »

Judge Says Ermi Counterclaims In Qui Tam Case Can Stand

By Mark Payne

A Georgia federal judge has refused to free Ermi LLC's former chief compliance officer from counterclaims the company lodged in response to her whistleblower suit accusing the company of fraud and retaliation, with the judge saying the company has adequately alleged breaches of fiduciary duty and contract claims.

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LITIGATION

Trans Teens Tell High Court To Pass On Idaho's Stay Request

By Gianna Ferrarin

Two transgender Idaho teens told the U.S. Supreme Court on Wednesday that the state did

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not establish "any of the criteria" required for the high court to let Idaho enforce a ban on gender-affirming care while a battle over such care plays out in the Ninth Circuit.

Response attached | Read full article » | Save to favorites »

NuVasive Can Pierce Co. To Collect From Ex-Rep, Judge Says

By Brian Dowling

NuVasive Inc. can pierce the corporate veil to collect a $617,000-plus arbitration judgment it won against a company operated by one of its former sales representatives who improperly cut ties with the medical device company and violated his noncompete agreement, a Boston federal judge has ruled.

Memorandum attached | Read full article » | Save to favorites »

Dexcom Rival Fights Its Bid To Tweak Glucose Monitor Patent

By Jamie Lennox

A Korean medical tech company has asked a London court to block Dexcom's bid to tweak its diabetes management patent to avoid losing protections should the court rule that it's invalid.

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Novant In-House Attys Want Access To Confidential FTC Info

By Hayley Fowler

Novant Health has asked to tweak a protective order in the Federal Trade Commission's merger challenge regarding its $320 million plan to buy two hospitals in North Carolina, saying the current order designates nearly the entire investigative file confidential and is "unworkable."

Brief attached | Read full article » | Save to favorites »

NC Hospital, Nurses Get OK For Settlement Of Bias Suit

By Travis Bland

A North Carolina federal court on Wednesday approved a settlement between a Charlotte hospital and former nurses who had alleged they bore the brunt of a discriminatory campaign to oust veteran nurses and bring in new workers, ending a four-year lawsuit.

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Attys Get $750K Fee Award In $6M Med Tech Co. Deal

By Leslie A. Pappas

Class attorneys for minority shareholders of Autonomous Medical Devices Inc. who secured a $6 million settlement to resolve claims about a purportedly underpriced stock sale to an interest of Oracle founder Larry J. Ellison won court approval of the settlement Wednesday, along with

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a requested $750,000 fee award.

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4 Firms Plan To Co-Lead Suboxone Dental Decay MDL

By Ryan Harroff

Attorneys from Peiffer Wolf Carr Kane Conway & Wise LLP and three other law firms have asked an Ohio federal judge to appoint them co-lead counsel for the new multidistrict litigation over opioid addiction treatment Suboxone allegedly causing dental decay, with 14 other firms seeking appointment to plaintiff leadership committees.

Brief attached | Read full article » | Save to favorites »

Retainer Signature Dispute Ends In Nixing Of NJ Billing Suit

By Emily Sawicki

A New Jersey law firm cannot pursue claims for unpaid bills against the operators of a nursing home it once represented, an appellate panel has ruled, upholding a trial court's finding that, because the individuals did not sign a retainer agreement as individuals, they cannot be personally liable.

Opinion attached | Read full article » | Save to favorites »

Air Force Contractor Strikes Deal In EEOC Disability Bias Suit

By Grace Elletson

A U.S. Air Force contractor reached a deal to stave off a trial and end a U.S. Equal Employment Opportunity Commission suit alleging the company illegally barred workers from taking certain prescriptions, according to an Alabama federal court filing.

Motion attached | Read full article » | Save to favorites »

Nurse Wants Staff Co. Wage Suit Paused For 11th Circ. Appeal

By Abby Wargo

A nurse asked a Georgia federal judge to stay her proposed class action alleging a staffing firm lured nurses to work in Florida using unfulfilled wage promises, pending her appeal of a ruling denying her bid for class certification.

Motion attached | Read full article » | Save to favorites »

Ga. Panel Brings Doctor In, Publix Out In Drug Allergy Case

By Kelcey Caulder

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Trump Can't Freeze $465M Penalty But Can Seek Loans

By Rachel Scharf and Frank G. Runyeon

A New York state appellate judge on Wednesday refused to freeze the $465 million civil fraud judgment against Donald Trump while he appeals the award, but said the former president could take out loans to cover the cost of the judgment.

AMERICAN OVERSIGHT

Order attached | Read full article » | Save to favorites »

Coats Rose Atty Fired Over Threatening Letter To Judge

By Britain Eakin

The Texas law firm Coats Rose PC terminated one of its attorneys believed to have sent intimidating messages on firm letterhead to an immigration judge running for a judgeship in the 151st Civil District Court of Harris County, the firm confirmed to Law360 on Wednesday.

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Kasowitz Sues Ex-BigLaw Atty Client For Unpaid $470K Tab

By Hailey Konnath

Kasowitz Benson Torres LLP says its former client, who previously worked at Boies Schiller Flexner LLP and Gibson Dunn & Crutcher LLP, owes more than $420,000 in legal fees for Kasowitz's work defending him in a criminal case, according to a suit filed in New York state court.

Complaint attached | Read full article » | Save to favorites »

US Trustee Taps Ex-Prosecutor To Be FTX Examiner

By Rick Archer

The U.S. Trustee's Office has urged a Delaware bankruptcy judge to allow Robert Cleary, a former U.S. attorney who is now with Patterson Belknap Webb & Tyler LLP, to investigate FTX's finances as an examiner in the defunct cryptocurrency company's Chapter 11 case.

Motion attached | Read full article » | Save to favorites »

SEC Taps Agency Vet To Lead Adviser, Fund Rulemaking Unit

By Sarah Jarvis

The U.S. Securities and Exchange Commission announced Wednesday that an agency veteran currently serving as deputy director of the examinations division will be the new head of its investment management division, which oversees the regulation of investment advisers, mutual funds and certain private fund operators.

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Spencer Fane Hires Trio Of Ex-McKool Smith IP Pros In DC

By Dorothy Atkins

Spencer Fane LLP has hired three McKool Smith intellectual property attorneys who specialize in high-stakes patent and trade secrets disputes, including a first-chair trial lawyer who focuses on bet-the-company litigation, to join the firm as partners, Spencer Fane announced

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Wednesday.

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Gov't Attys Must Mind Confidential Info Or Be DQ'd, ABA Says

By Emily Sawicki

Both current and former government attorneys who take on private clients should look out for instances where their possession of "confidential government information" calls for them to be disqualified from representing a client, according to the latest guidance from the American Bar Association Standing Committee on Ethics and Professional Responsibility, released Wednesday.

Opinion attached | Read full article » | Save to favorites »

Senate Brings This Week's Fla. Judge Confirmations To Four

By Courtney Buble

The Senate on Wednesday confirmed U.S. Magistrate Judges Julie Sneed and Melissa Damian to the Middle and Southern districts, respectively, of Florida, bringing the total of Florida judges confirmed this week to four.

Read full article » | Save to favorites »

Mass. High Court Nominee Who Dated Gov. Confirmed 6-1

By Julie Manganis

A Massachusetts Appeals Court justice and former WilmerHale partner whose past relationship with Gov. Maura Healey raised concerns about potential conflicts of interest was confirmed 6-1 to a seat on the state's highest court on Wednesday, with several members of the Governor's Council dismissing those concerns.

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High-Profile Mining Case Shines Spotlight On Cybersecurity

By Caroline Simson

An alleged hacking incident in a high-profile investor-state arbitration over mining projects in Australia was made public earlier this month, begging the question: With the prevalence of high-stakes disputes being resolved through international arbitration, why is it so rare to hear about such occurrences?

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Classified Docs Out Of Defense's Reach In Mar-A-Lago Case

By David Minsky

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The Florida federal judge overseeing former President Donald Trump's criminal case over allegedly mishandling secret documents after leaving office ruled Wednesday that defense counsel can't see government motions asking to restrict classified information produced in discovery, a day after Trump's two co-defendants were prohibited from reviewing 5,100 pages of classified material.

2 documents attached | Read full article » | Save to favorites »

Ex-DOJ Official Can't Block Witnesses In DC Ethics Case

By Jack Karp

Onetime U.S. Department of Justice official Jeffrey Clark cannot rely on a slew of privilege arguments to block his former colleagues from testifying in the disciplinary proceeding over his alleged role in promoting former President Donald Trump's bogus stolen election claims, a District of Columbia ethics panel ruled.

Order attached | Read full article » | Save to favorites »

Google Attys' 'Fake Privilege' Comments Cited In Search Suit

By Dorothy Atkins

The U.S. Justice Department and states accusing Google of monopolizing the online-search market have asked a D.C. federal judge to consider internal chats disclosed in Epic Games' antitrust lawsuit that revealed Google's lawyers discussing "fake privilege" — a practice of unnecessarily involving a lawyer to make an exchange confidential.

Brief attached | Read full article » | Save to favorites »

Erika Girardi Can't Shed Costume Merchant's Suit

By Brandon Lowrey

A California federal judge has kept alive a costume merchant's malicious prosecution claim against singer and reality TV star Erika Girardi, saying the merchant showed evidence that Girardi had him wrongfully arrested and prosecuted on made-up fraud charges.

Order attached | Read full article » | Save to favorites »

Ousted Roche Freedman Atty Wants Ex-Partners Sanctioned

By Aislinn Keely

The ousted partner of the law firm formerly known as Roche Freedman LLP asked a New York federal judge to impose sanctions on his former colleagues, claiming the partners destroyed evidence when they communicated through an application that auto-deleted their messages in the lead-up to voting him out of the firm.

3 documents attached | Read full article » | Save to favorites »

Objectors Want $1M Atty Fees In $5.6B Swipe Fees Settlement

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By Katryna Perera

Class members who initially objected to a $5.6 billion settlement with Visa and Mastercard have told a New York federal judge they are seeking nearly $1 million in legal fees for "enhancing the adversary process, sharpening the debate, and pursuing meritorious appeals in this litigation over the past eleven years."

Brief attached | Read full article » | Save to favorites »

No Direct Evidence Ties 'Rust' Armorer To Live Ammo, Jury Told

By Phillip Bantz

A New Mexico detective testified Wednesday in the involuntary manslaughter trial of "Rust" film armorer Hannah Gutierrez-Reed that investigators were unable to definitively show who brought live ammunition onto the movie's set before the fatal shooting of a cinematographer.

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'Lawyer Cat' Judge, Texas Attys Seek Seats On New Courts

By Catherine Marfin

The state court judge behind 2021's viral "lawyer cat" video along with several prominent Houston attorneys have submitted bids for appointment to the Lone Star State's newest courts, according to records obtained by Law360. Here's a look at some of the attorneys who have thrown their names in the running for the new appointments.

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American Bar Association

American Civil Liberties Union

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Chamberlain Hrdlicka

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Sutter O'Connell

Taylor Wessing

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Bureau of Industry and Security

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Equal Employment Opportunity Commission

Executive Office of the President

Federal Trade Commission

Idaho Attorney General's Office

New York Attorney General's Office

New York City Police Department

Texas Legislature

Texas Supreme Court

U.S. Air Force

U.S. Army

U.S. Bankruptcy Court for the District of Delaware

U.S. Court of Appeals for the Federal Circuit

U.S. Court of Appeals for the Fifth Circuit

U.S. Court of Appeals for the Seventh Circuit

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U.S. District Court for the Central District of California

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U.S. District Court for the Eastern District of Pennsylvania

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U.S. District Court for the Southern District of Florida

U.S. District Court for the Southern District of New York

U.S. Secret Service

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the Northern District of Ohio

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Ermi LLC

Gnarlywood LLC

Golden State Warriors

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Pillsbury Winthrop

Quinn Emanuel

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Delaware Court of Chancery

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To: Ekstrand, Sarah </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=0fd592d4a2324b8a86fd0f5fb05a3337-2dfbba52-c8>

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:38:45 CST

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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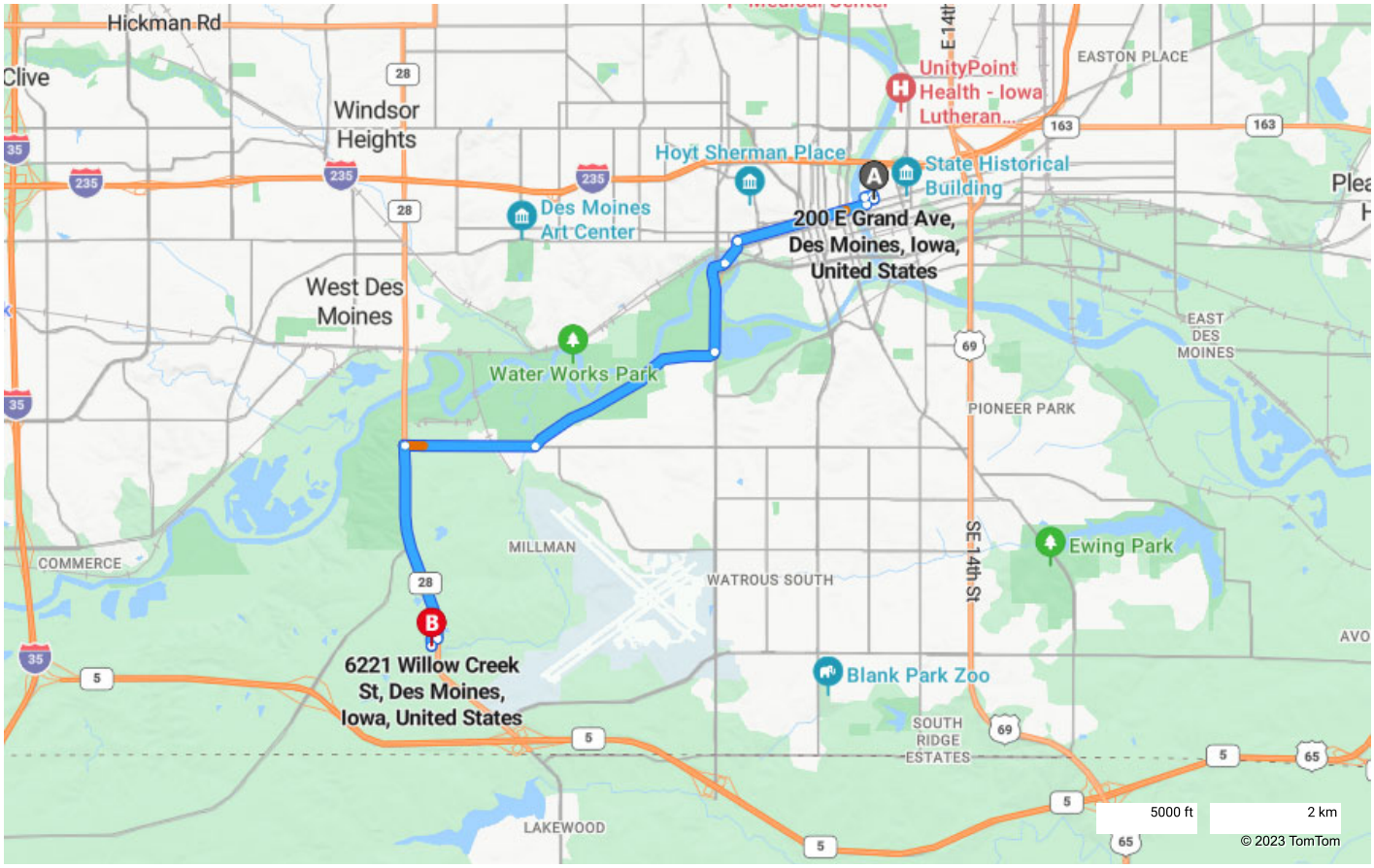

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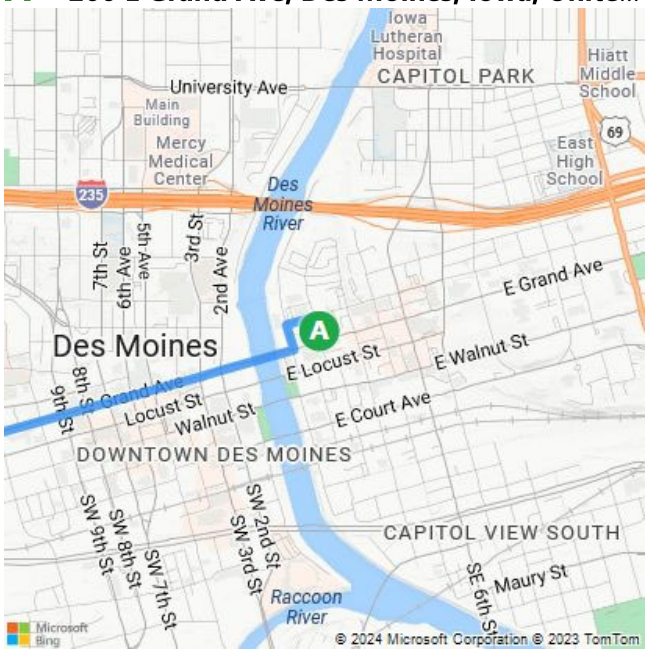

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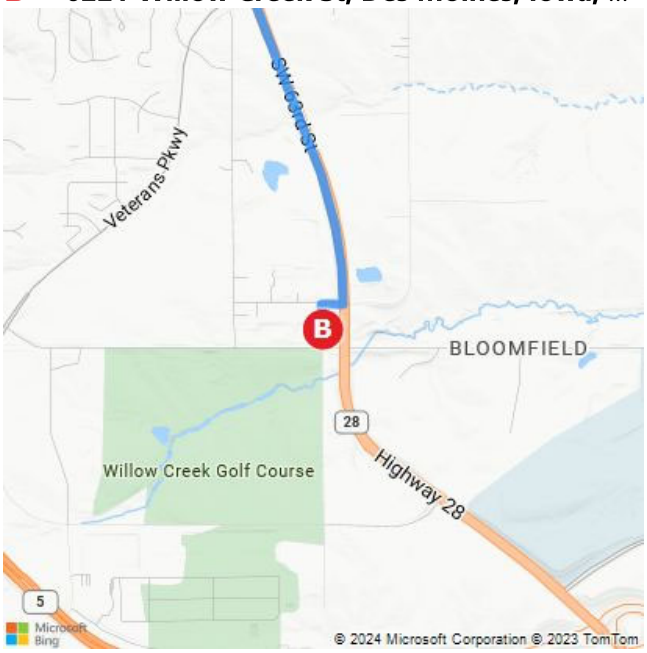

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A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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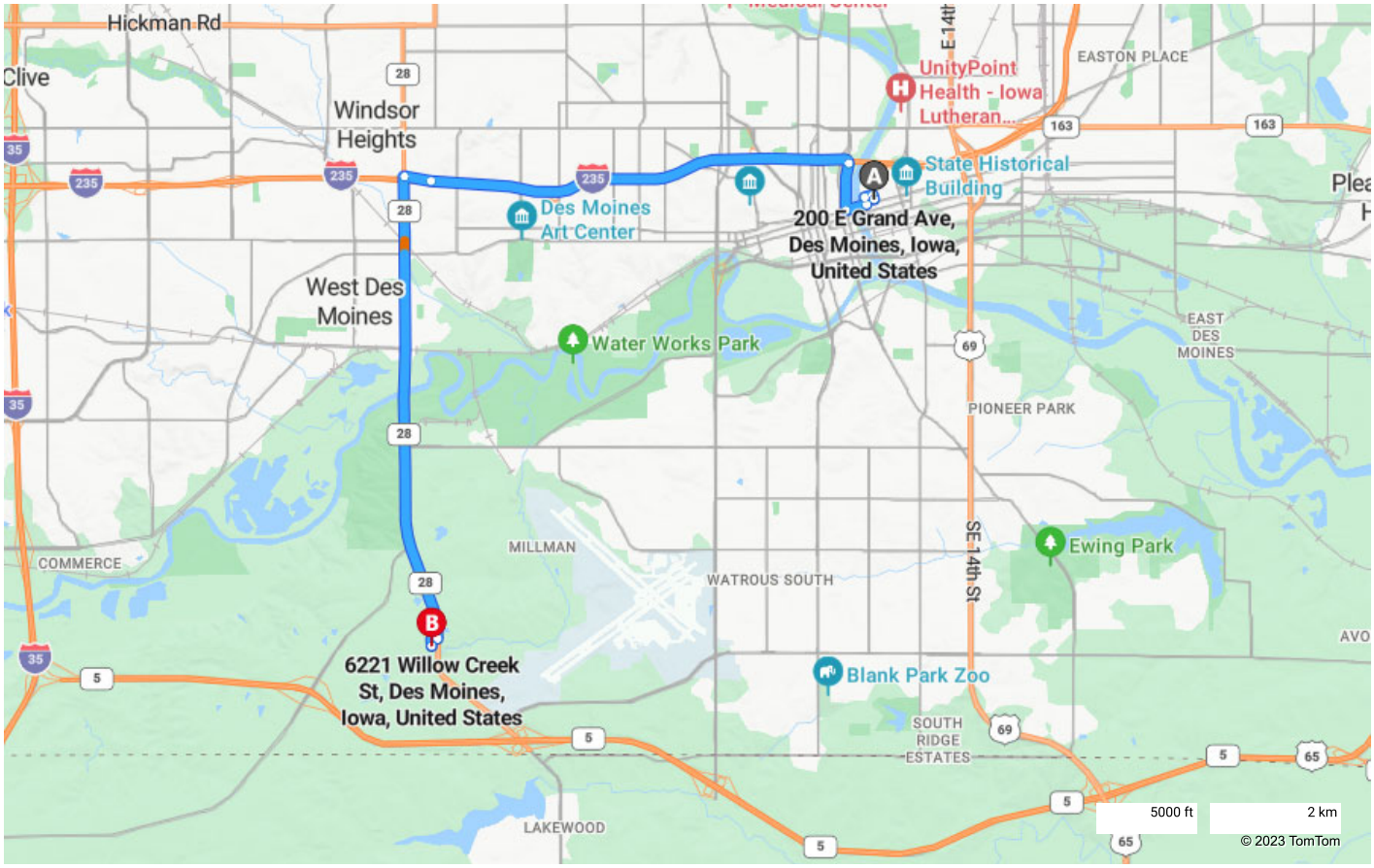

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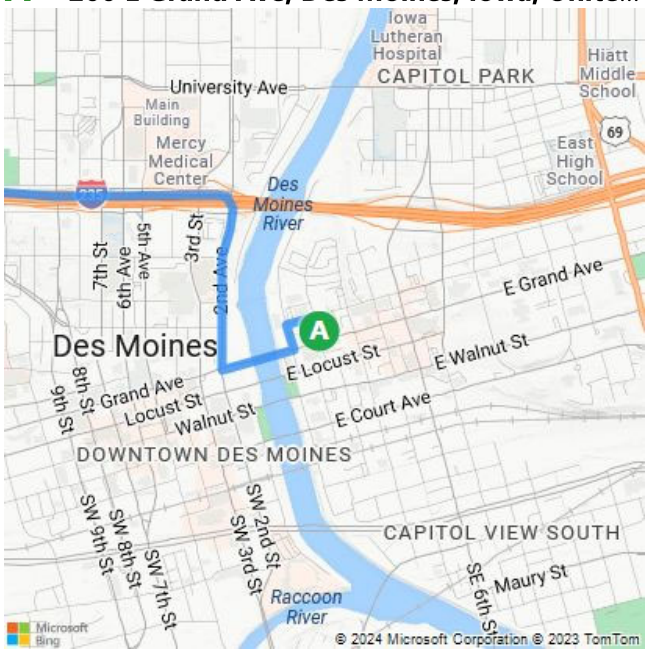
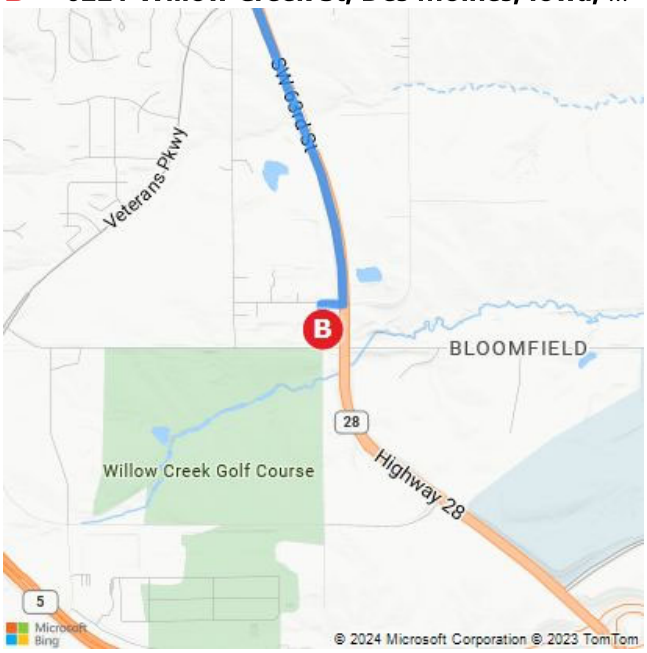


B 6221 Willow Creek St, Des Moines, Iowa, ...



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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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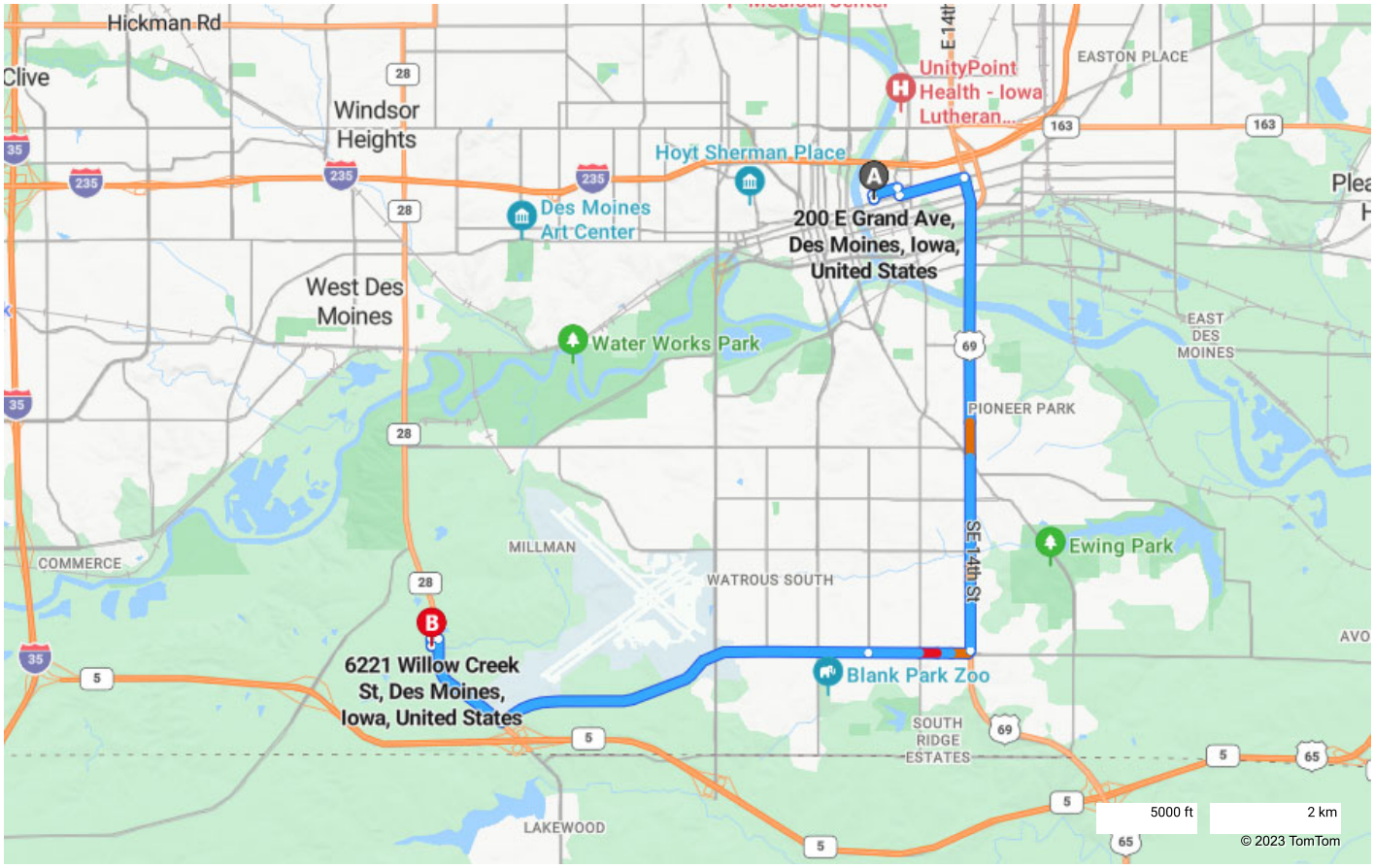

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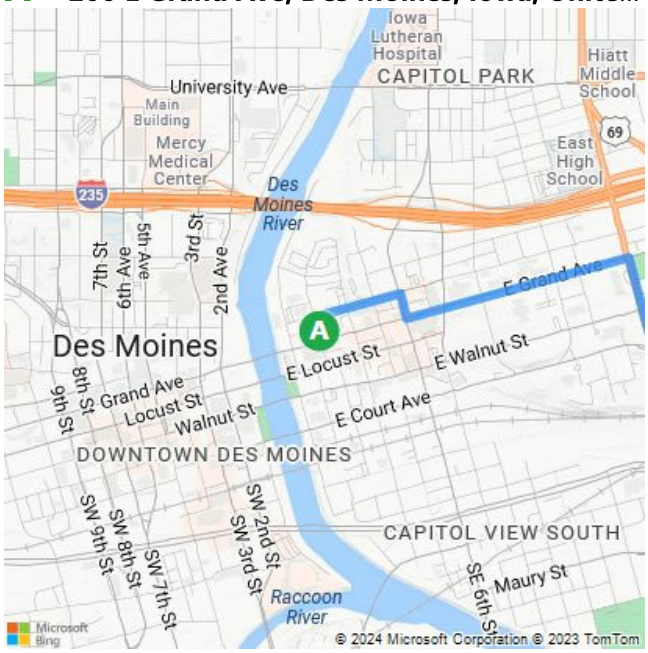
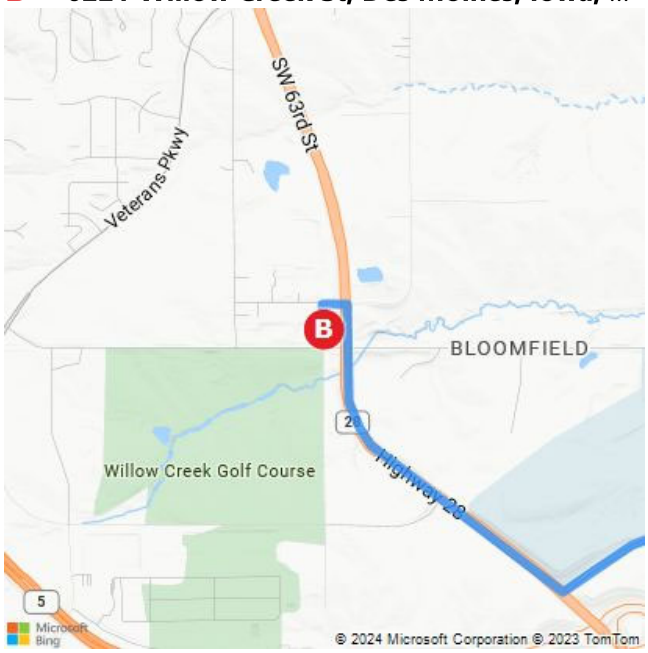


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Cc:

Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:38:45 CST

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5057-000001
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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Feb 28 11:38:45 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

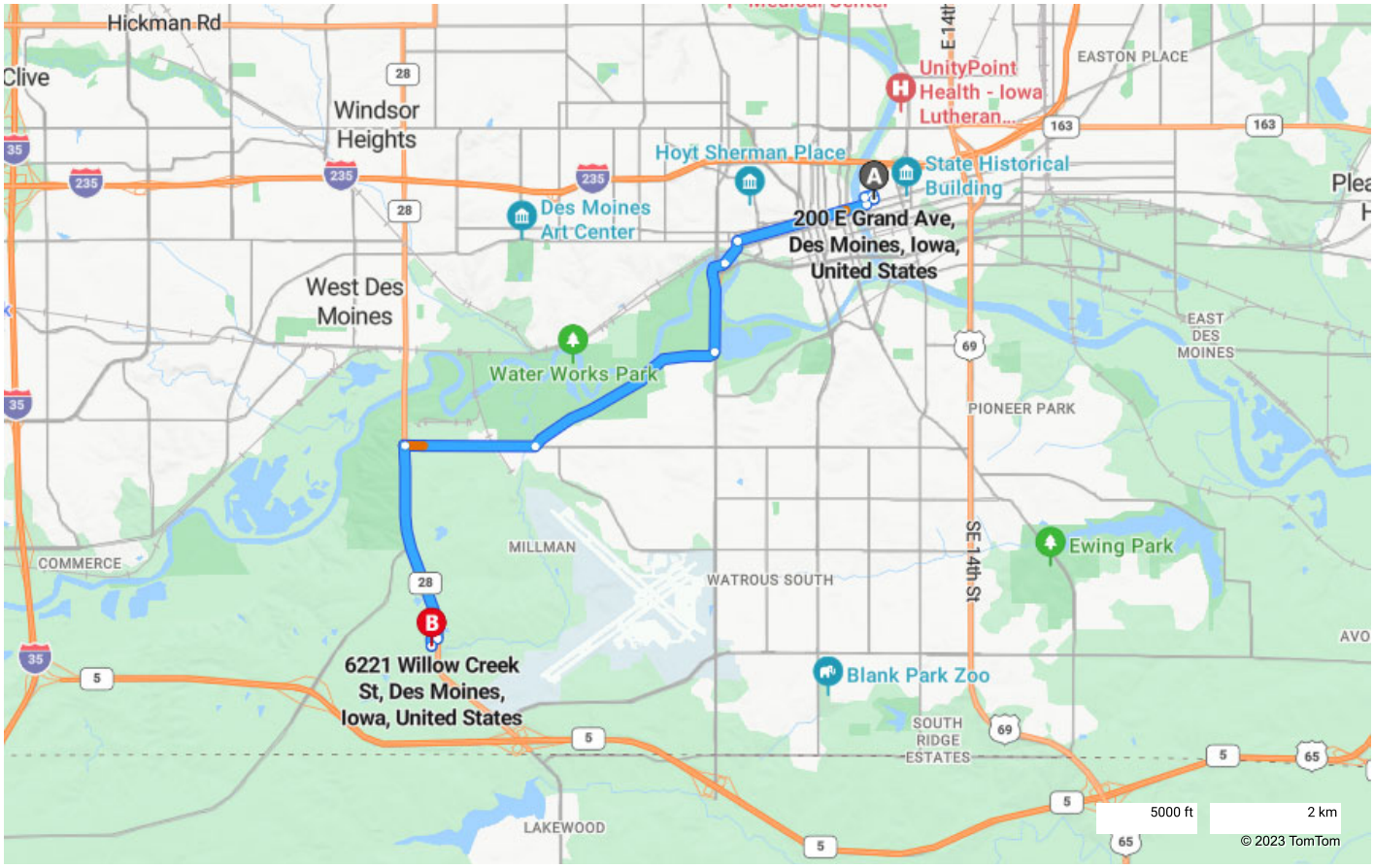
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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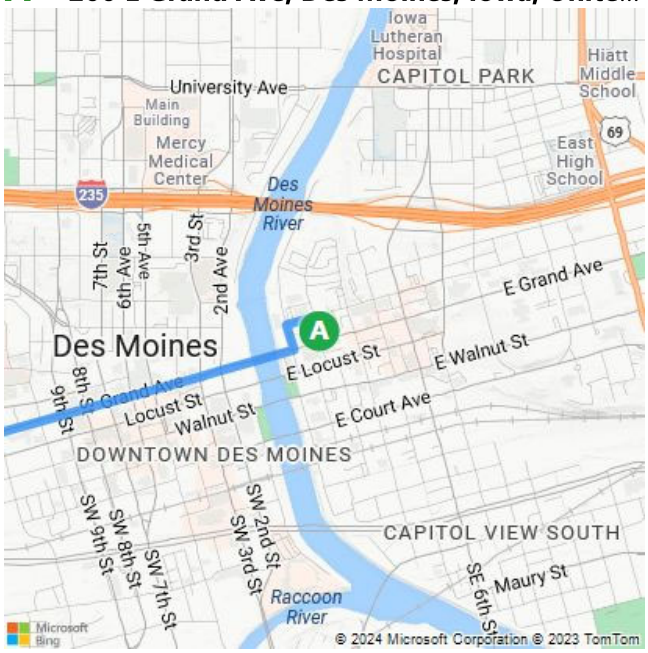
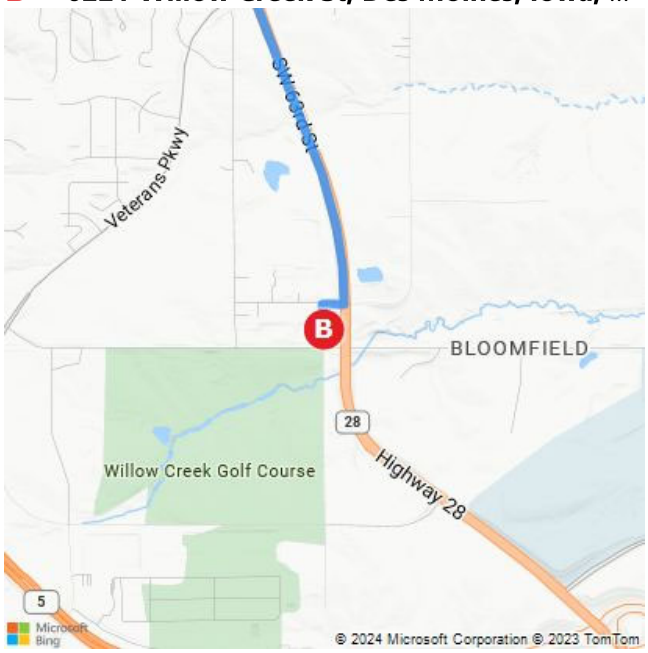


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Feb 28 11:38:45 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

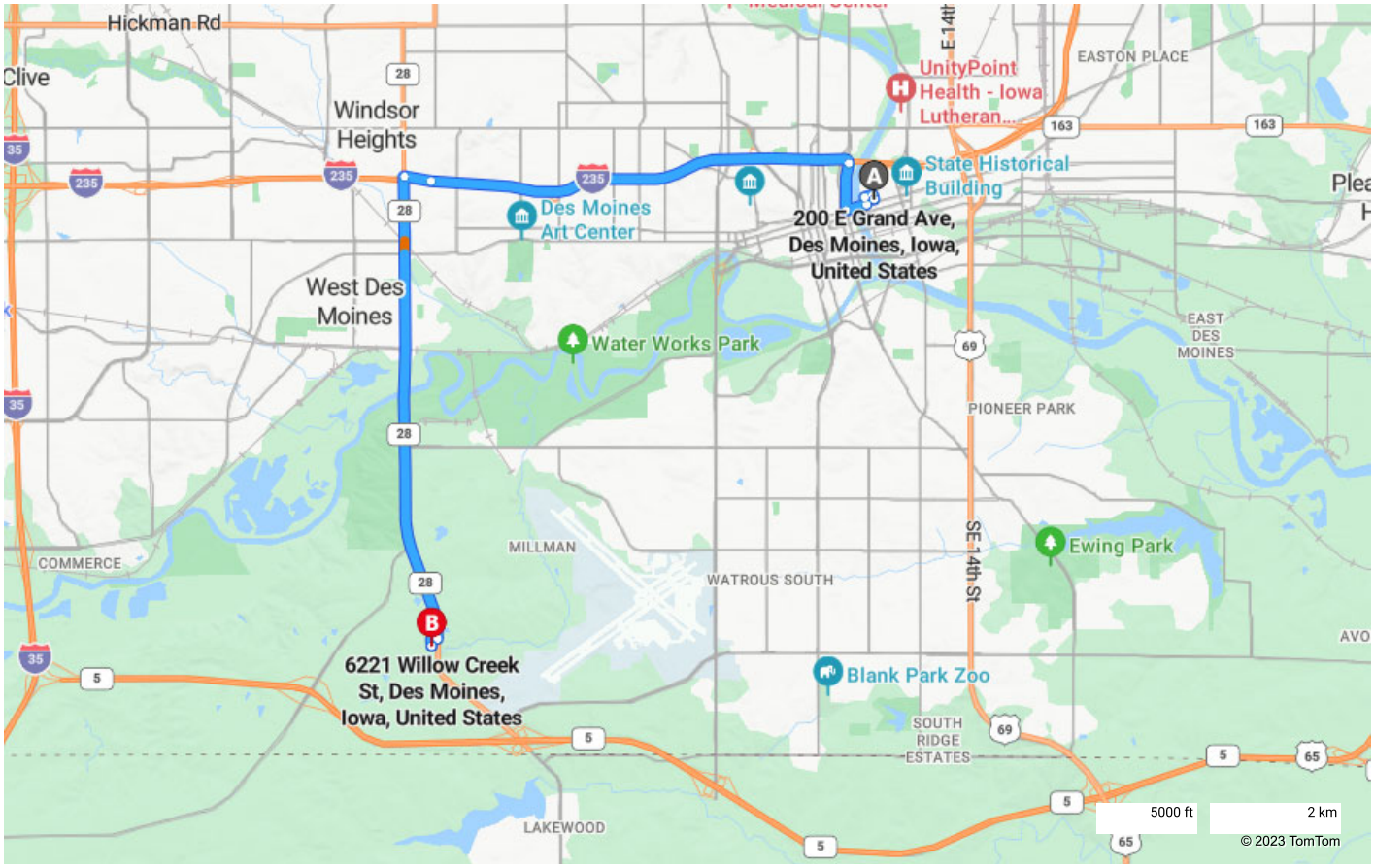
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

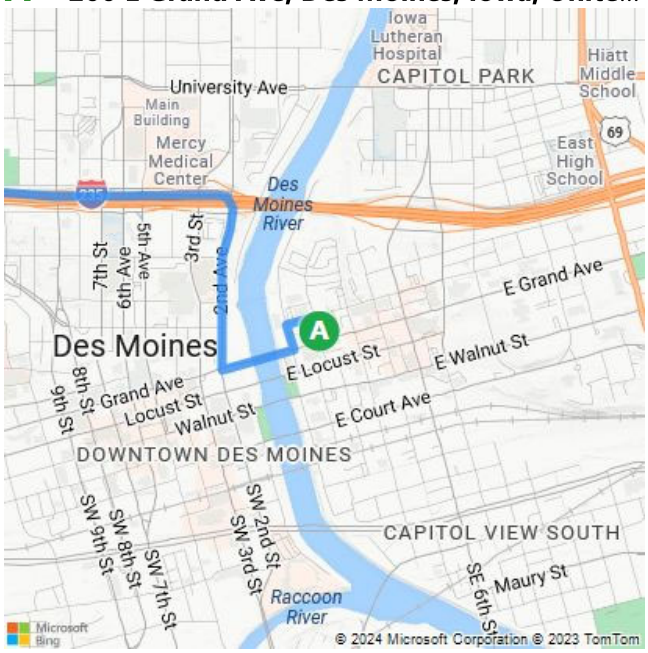
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

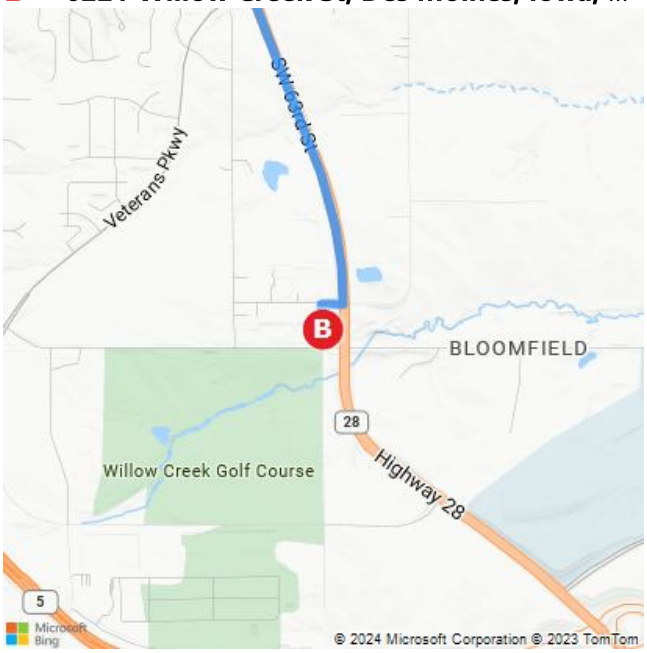
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Feb 28 11:38:45 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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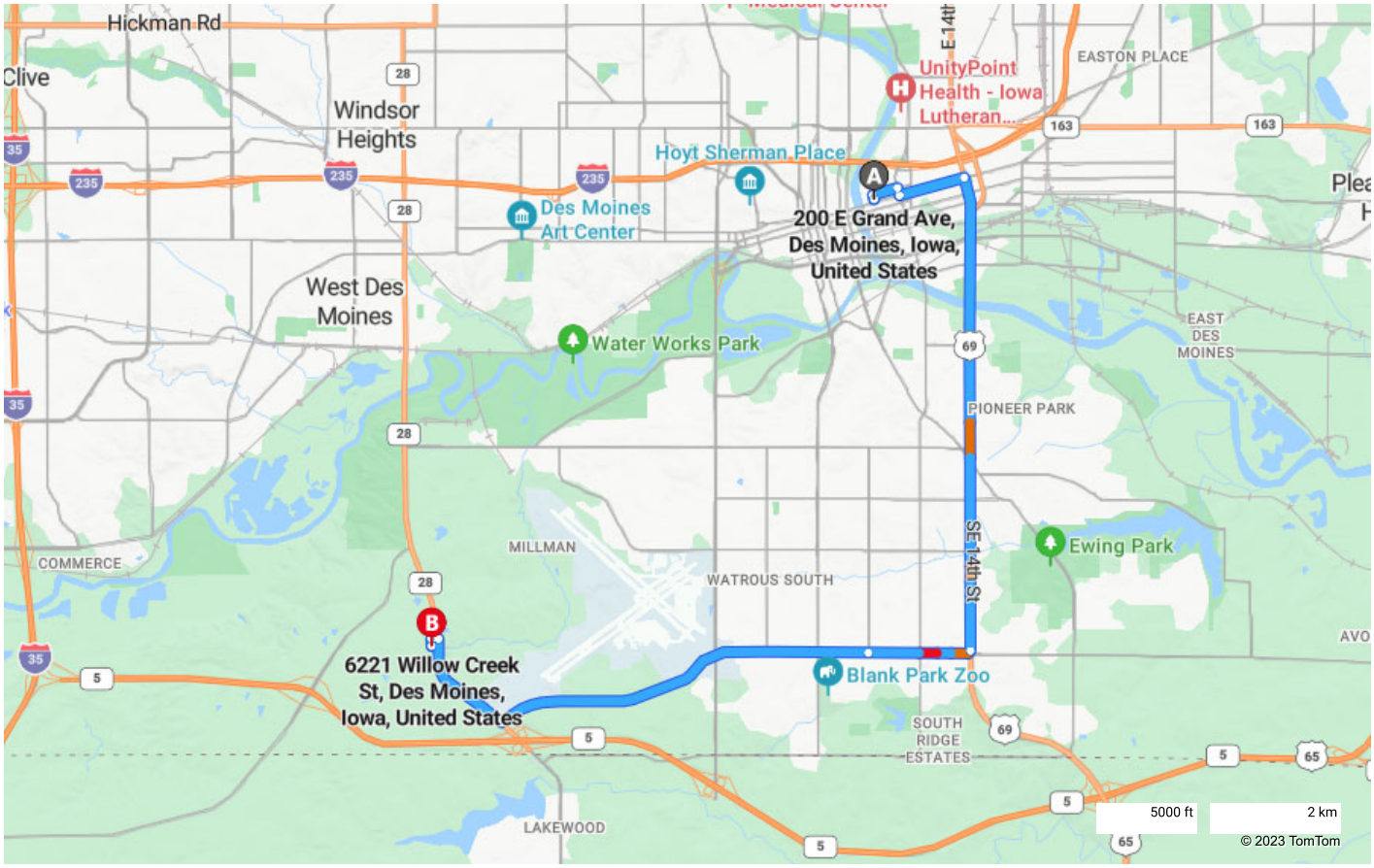

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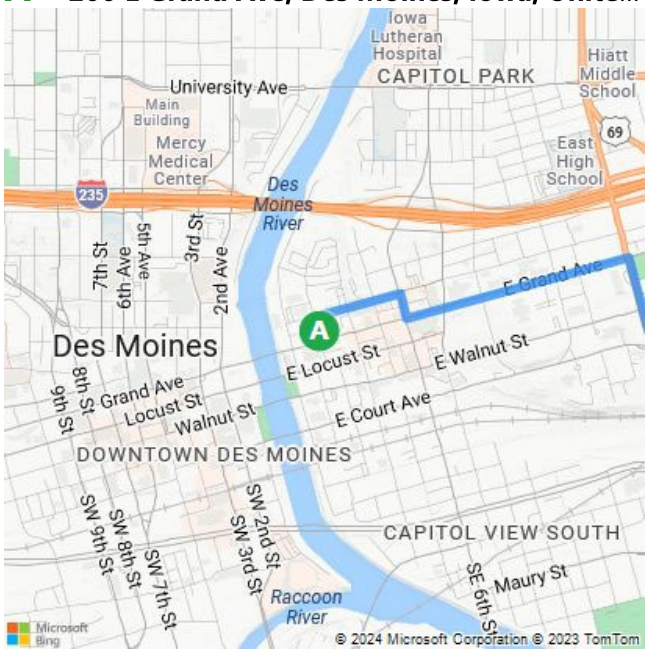
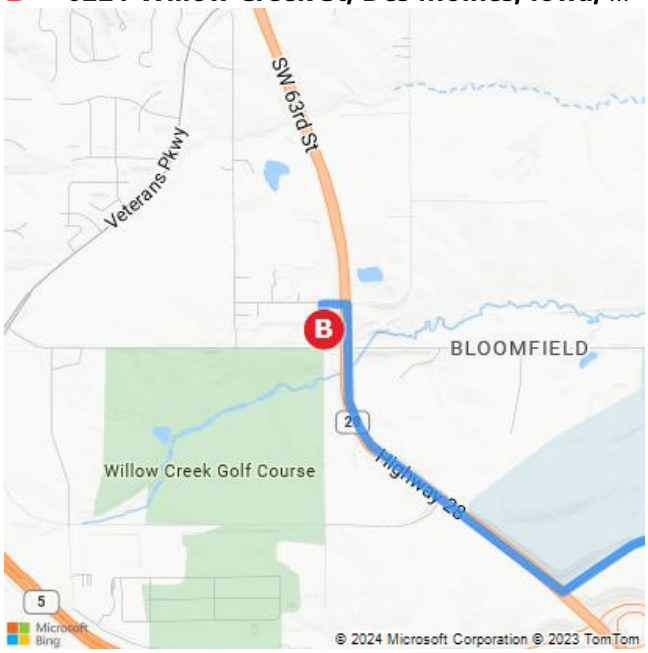


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5314

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob;

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Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
Leadership_ServiceProject.pdf
Leadership-Retreat-Agenda-April-2024 (1).pdf

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

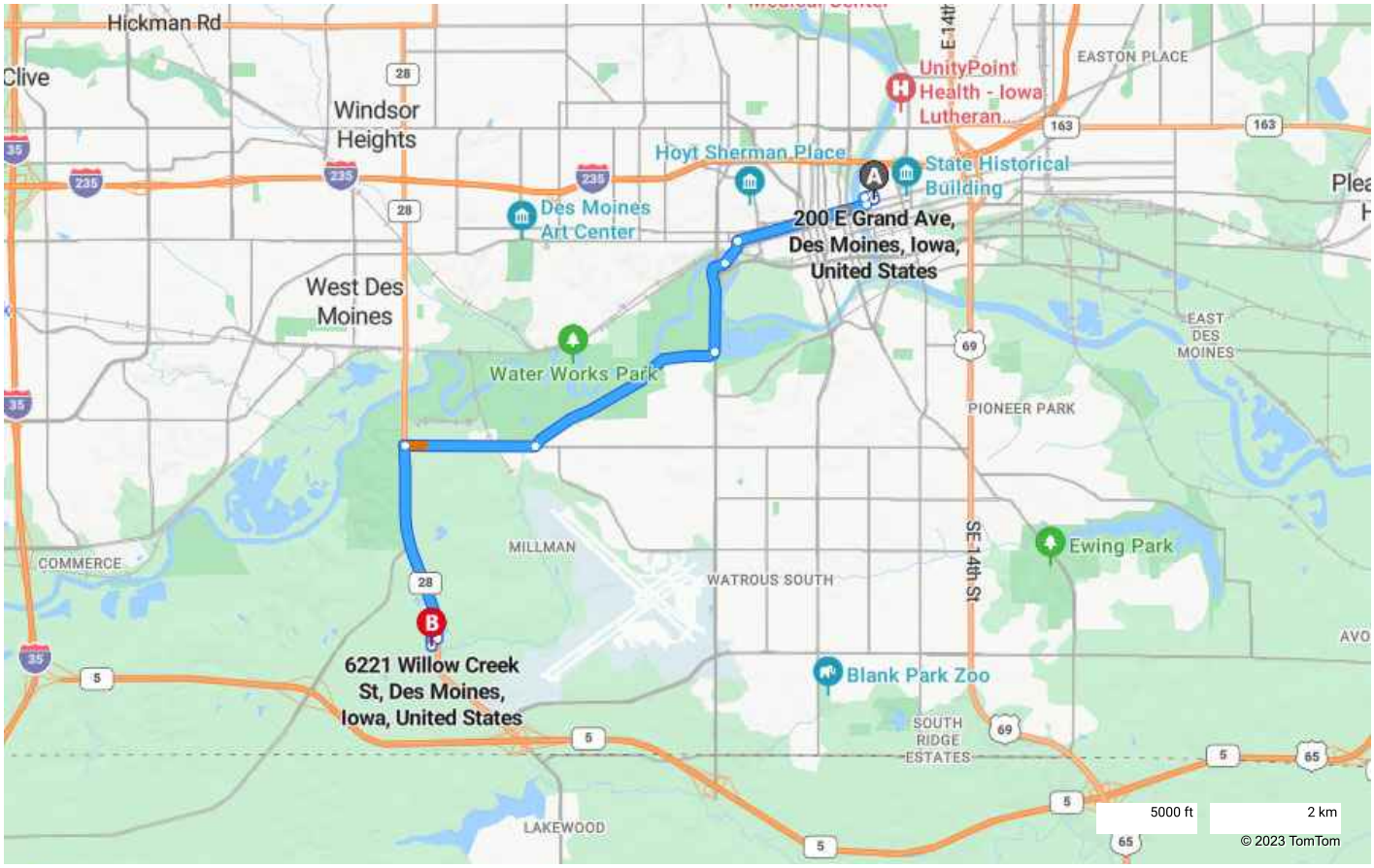
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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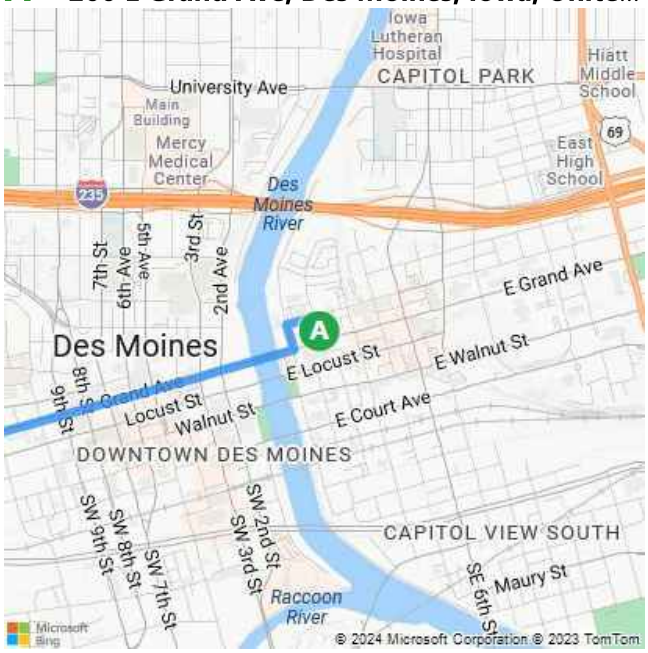
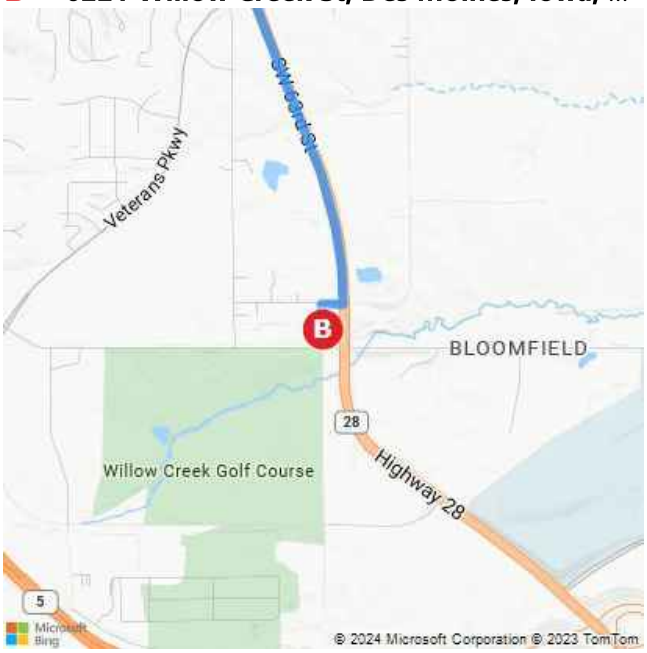


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

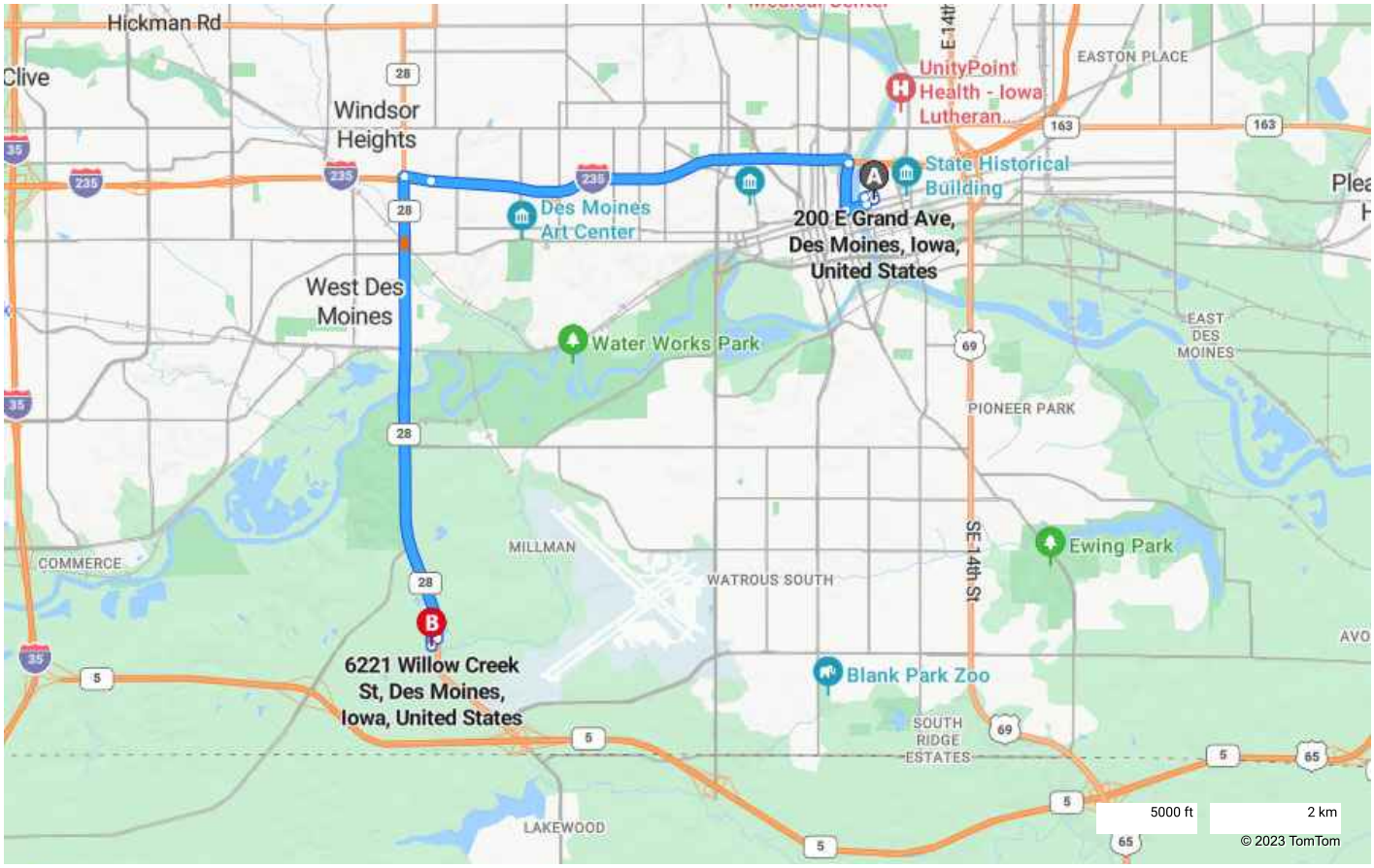
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

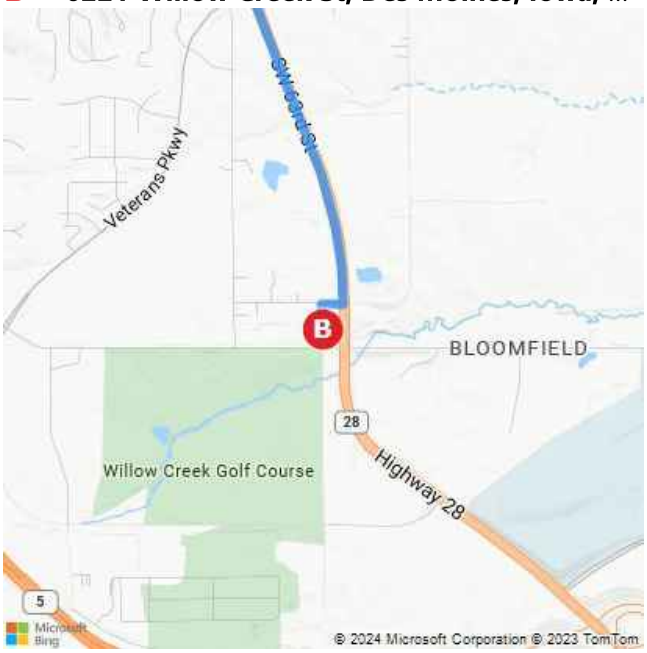
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

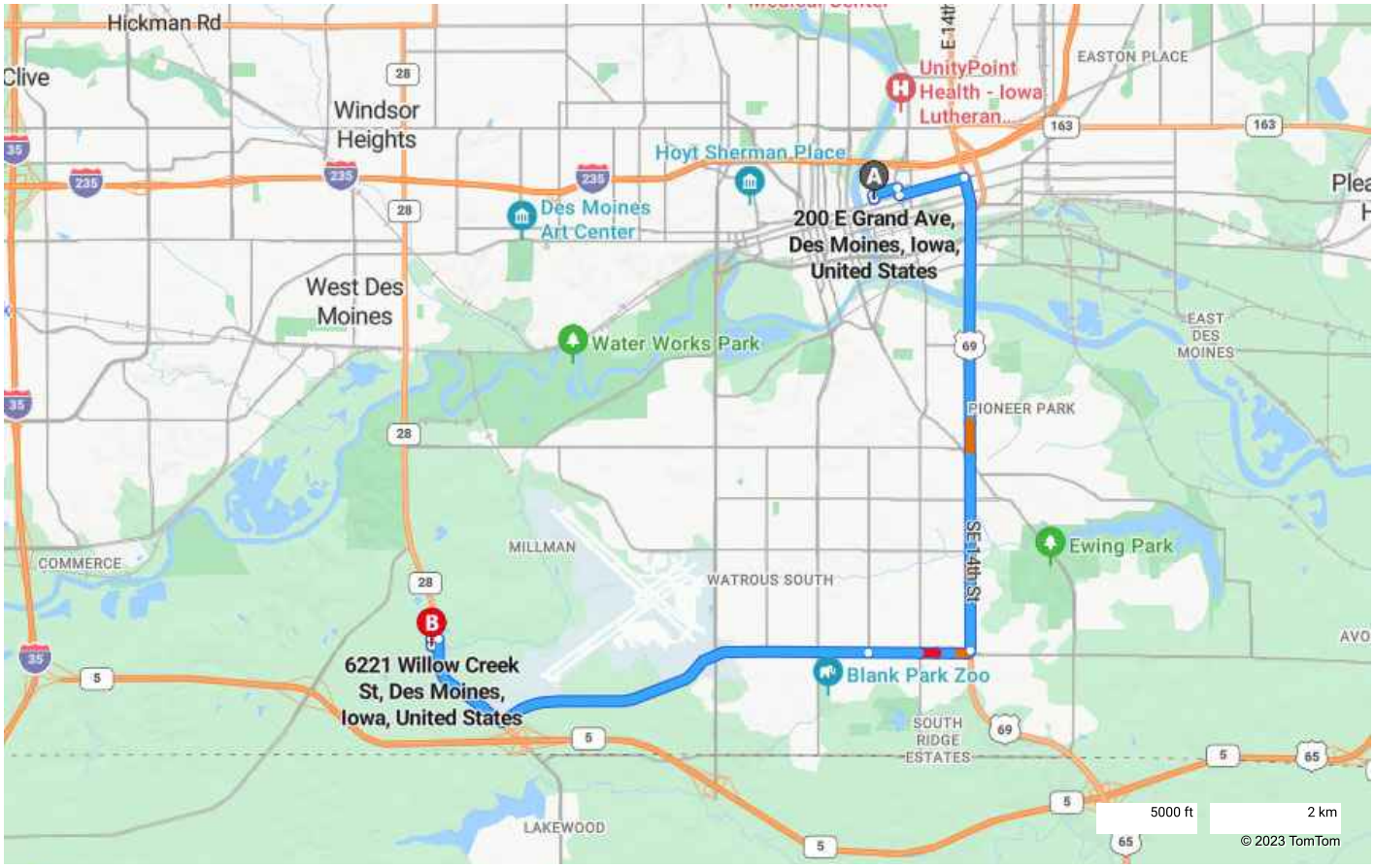
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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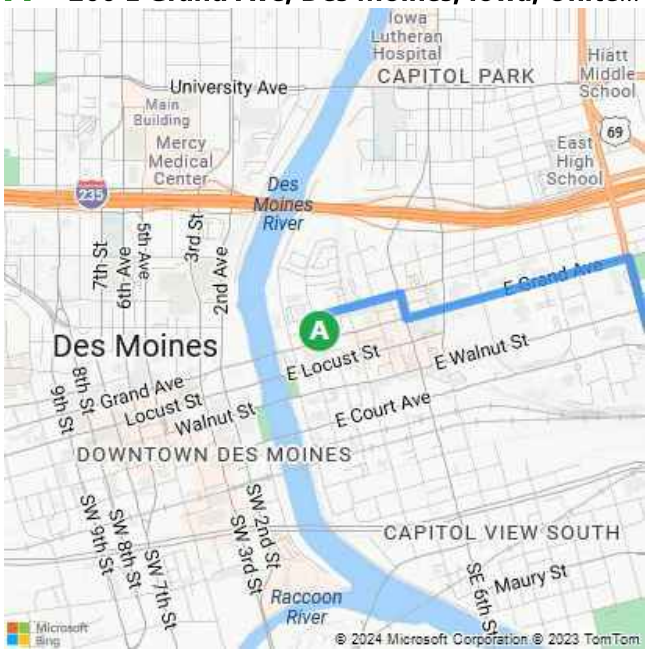

B 6221 Willow Creek St, Des Moines, Iowa, ...

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image001.png <extracted> for Printed Item: 620 (Attachment 5 of 7)

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:00 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds – Elevate Organizational Health**

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

11:30 a.m. **Lunch**

Noon **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:30 p.m. **Volunteer Engagement Updates – Ben Cohen**

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:10 CST

Attachments: EsaEmbeddedMsg (1).msg
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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam;

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Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
Leadership_ServiceProject.pdf
Leadership-Retreat-Agenda-April-2024 (1).pdf

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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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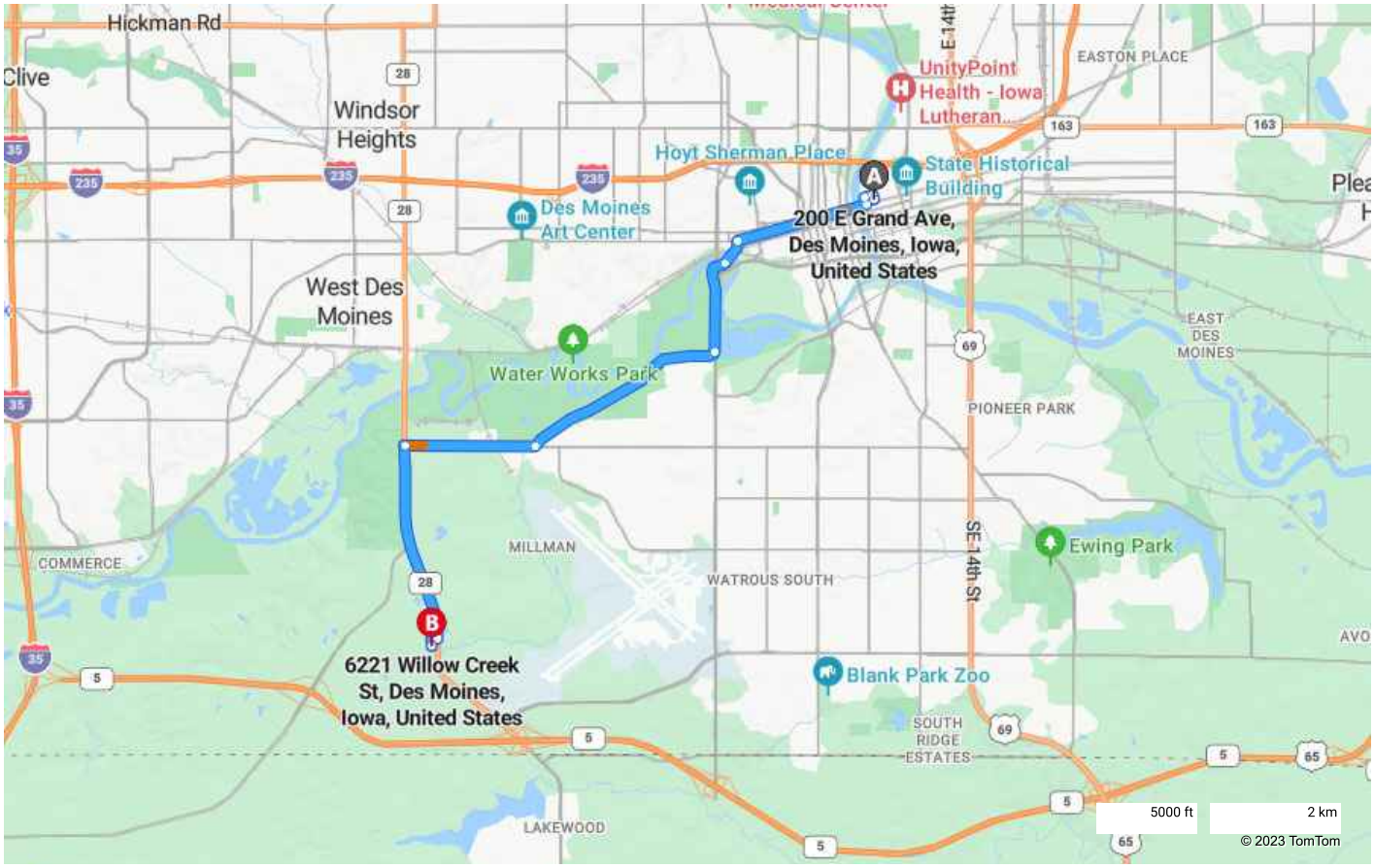

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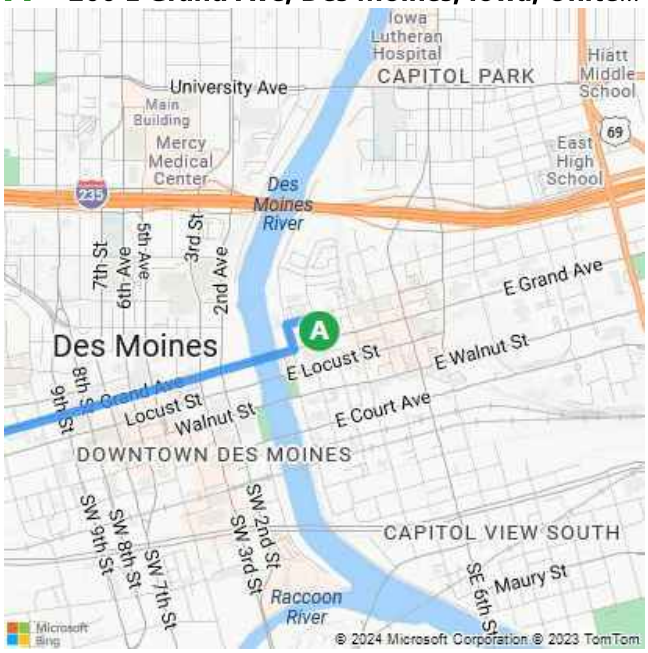
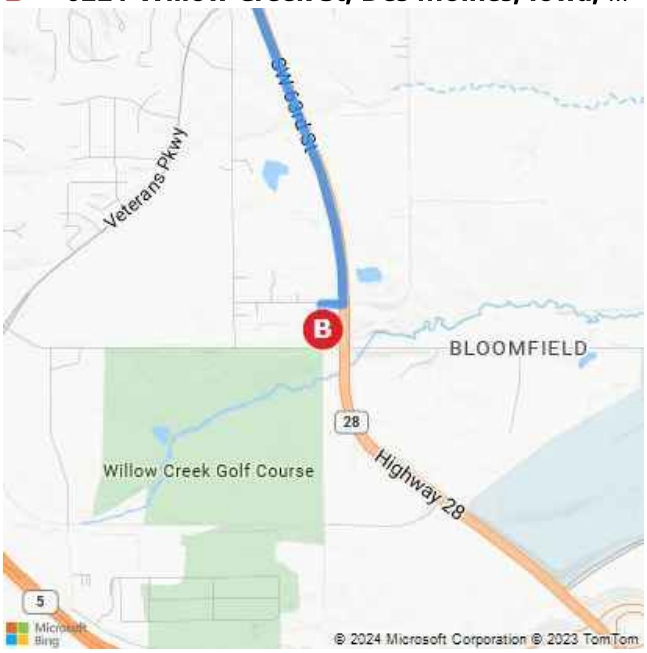


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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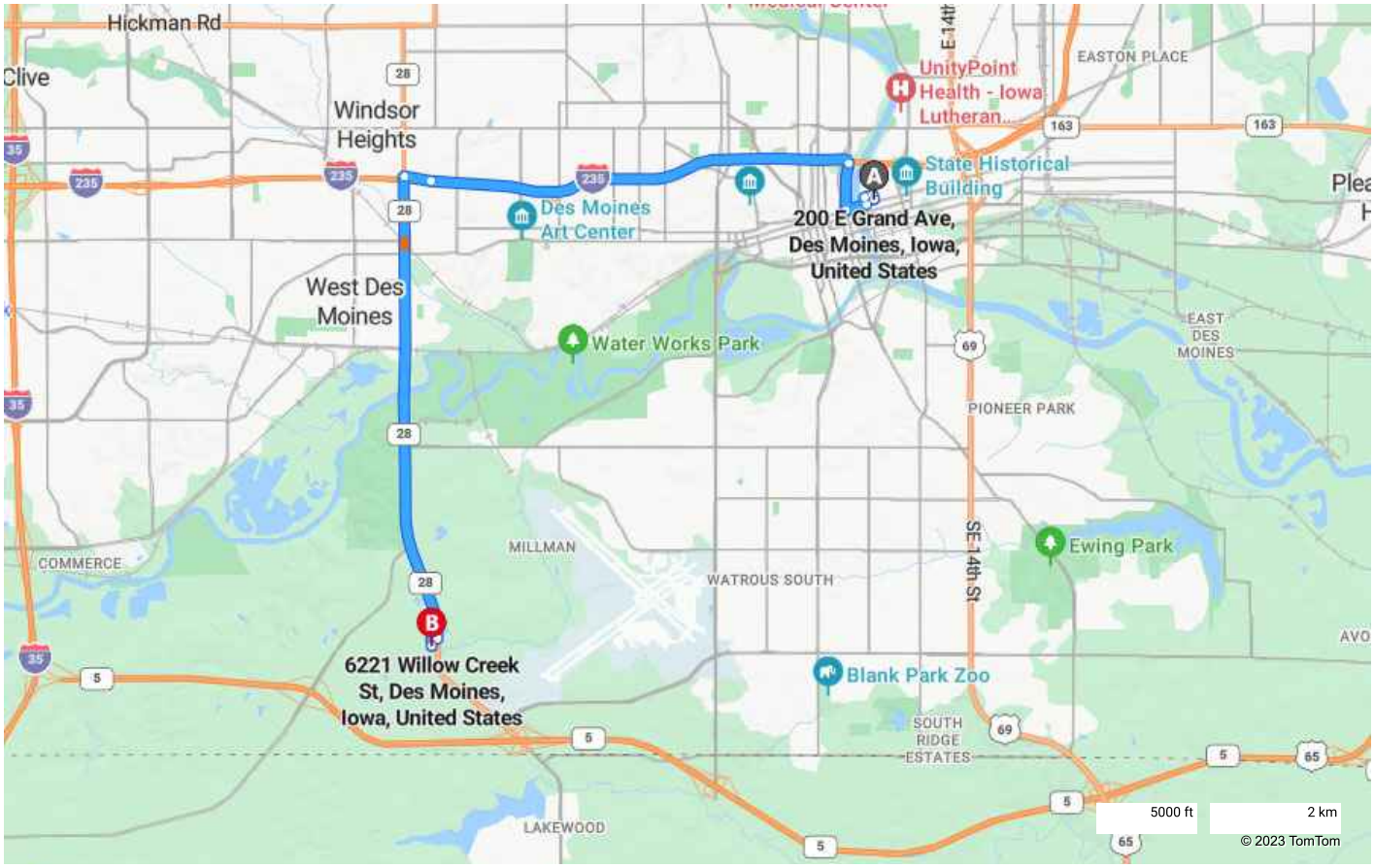

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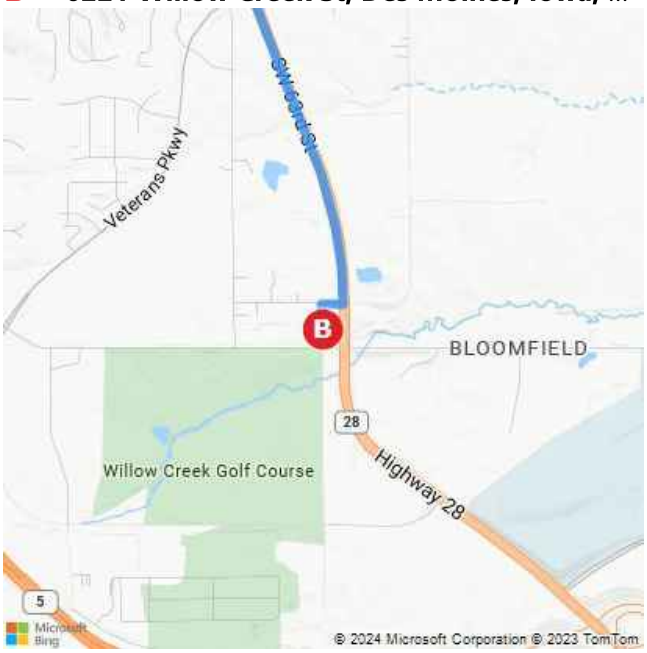
B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

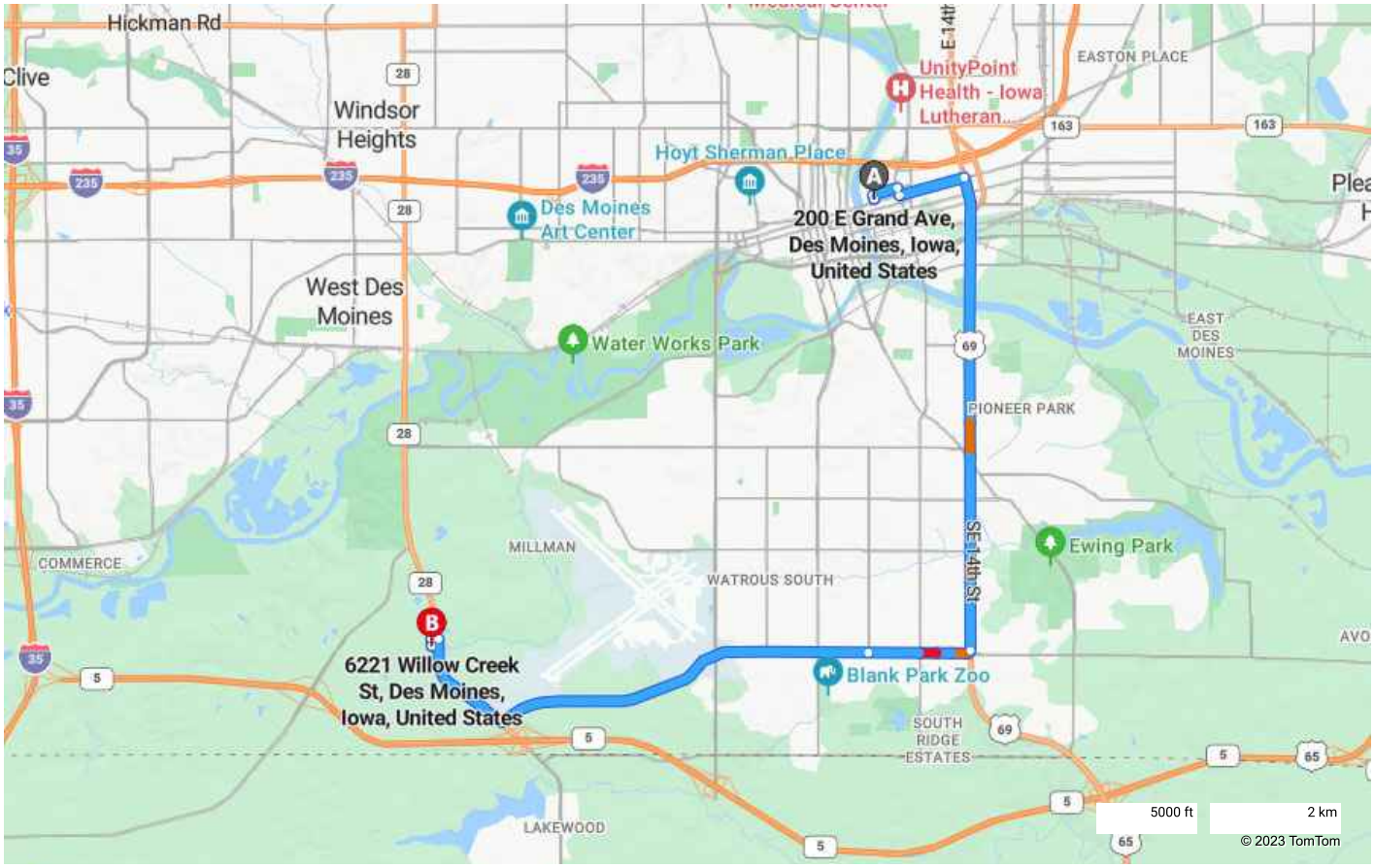
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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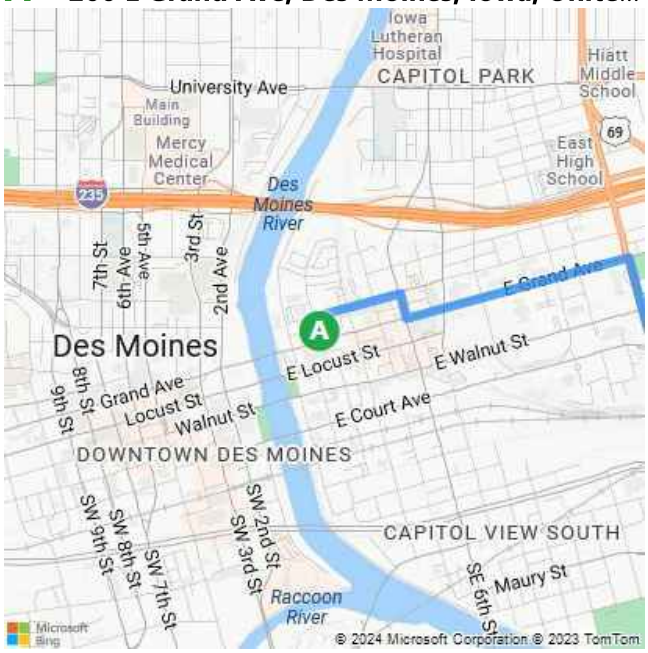

B 6221 Willow Creek St, Des Moines, Iowa, ...

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image001.png <extracted> for Printed Item: 628 (Attachment 5 of 7)

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:00 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds – Elevate Organizational Health**

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

11:30 a.m. **Lunch**

Noon **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

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IOWA | Health and Human Services

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:30 p.m. **Volunteer Engagement Updates – Ben Cohen**

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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AMERICAN OVERSIGHT

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Cc:
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Date: Wed Feb 28 2024 11:36:10 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Roseberry, Marisa L; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie;

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Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda; Roll, Polly
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5256-000002
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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

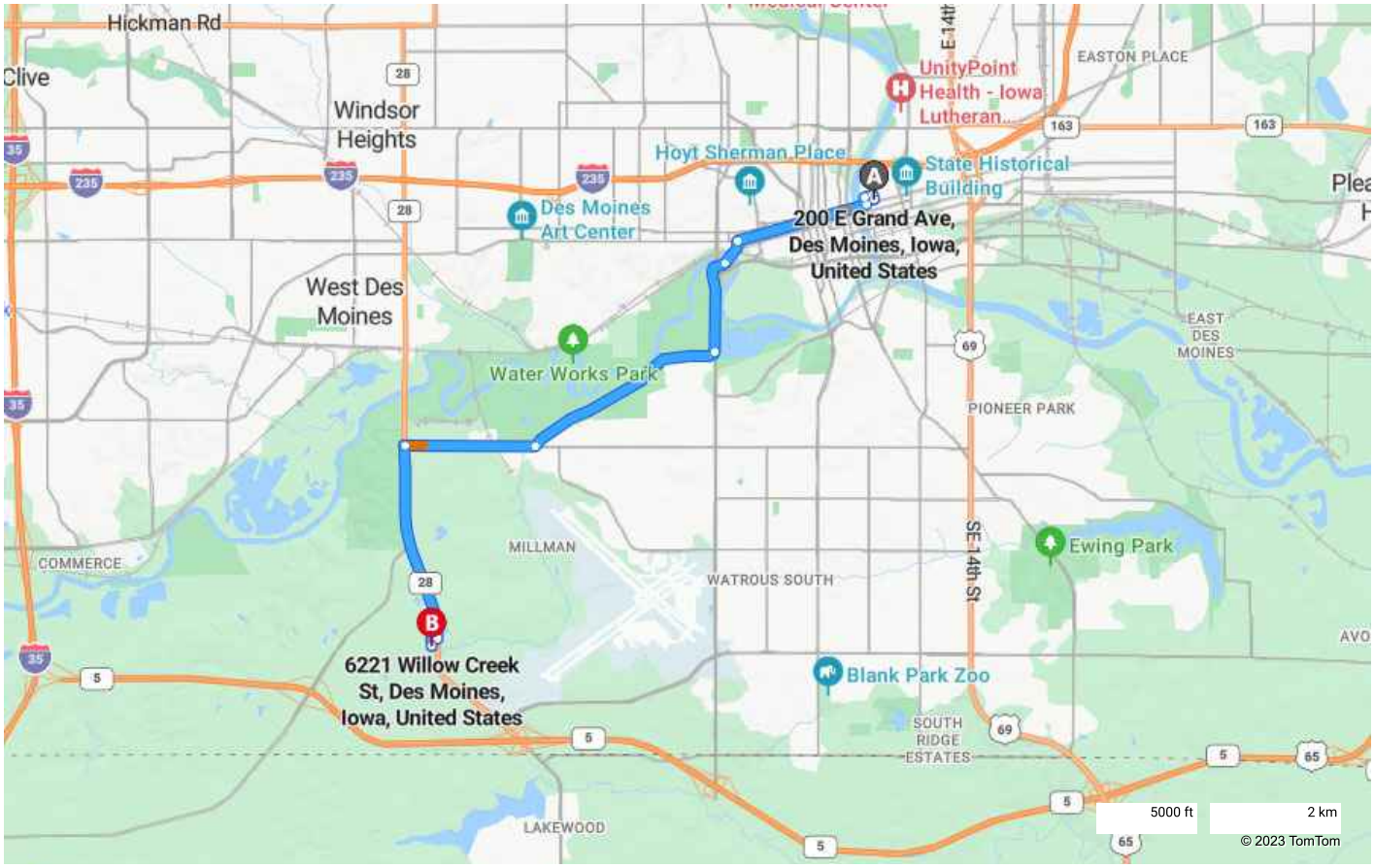
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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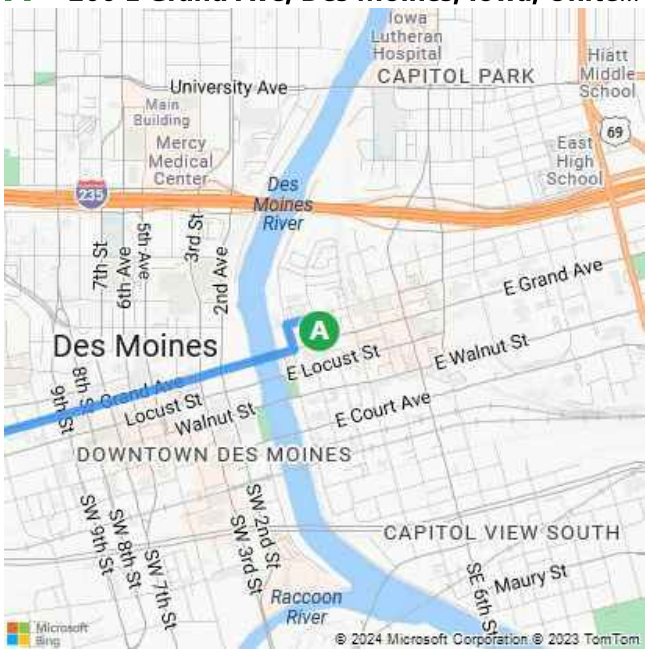
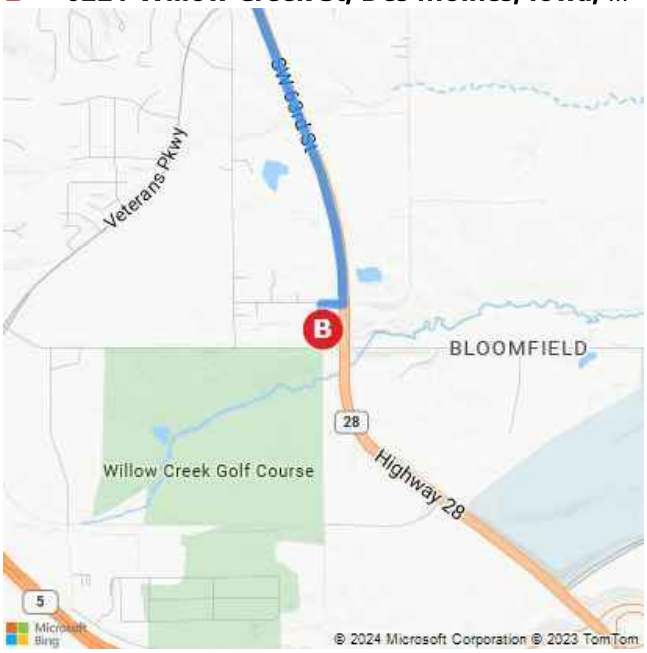


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

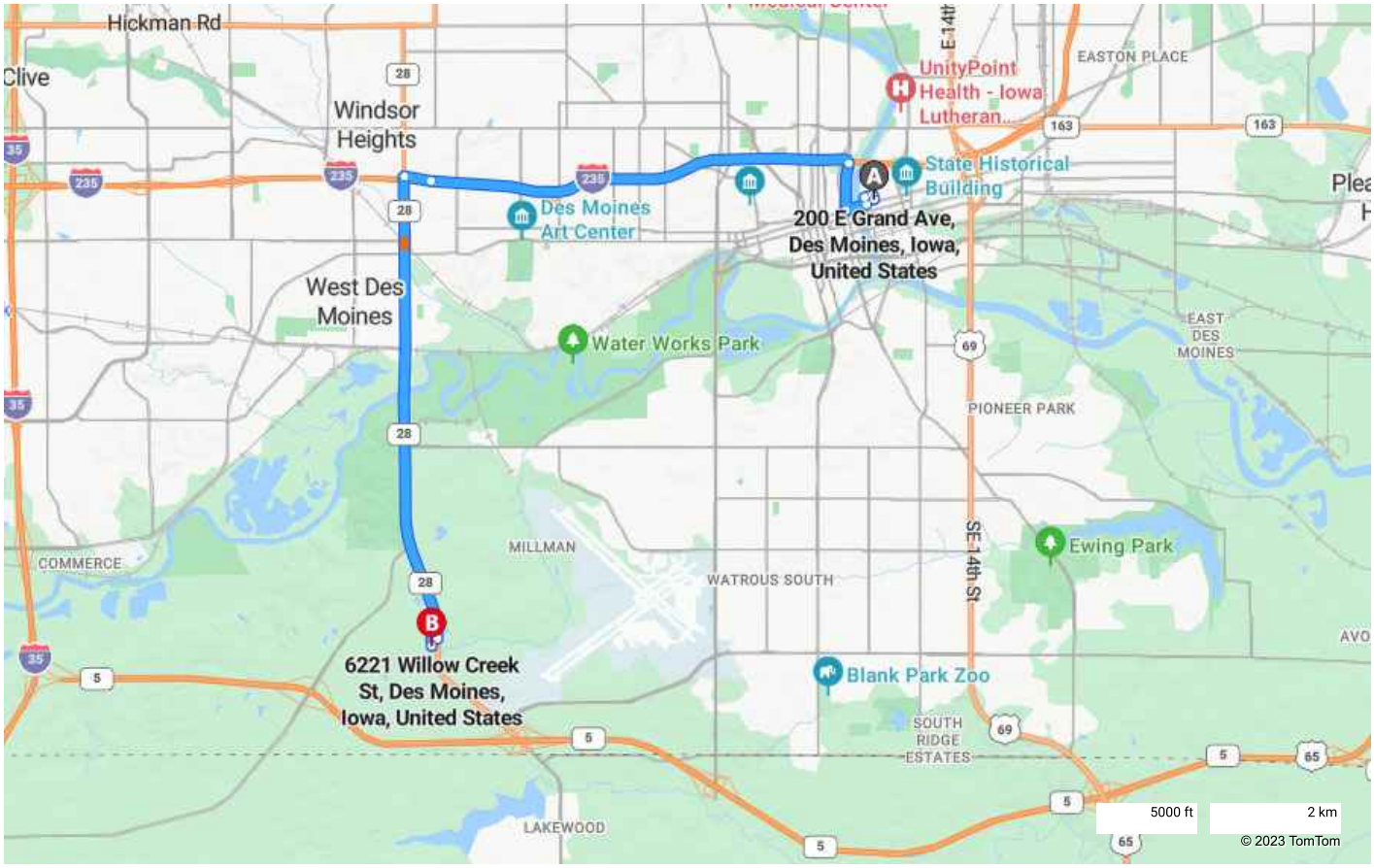
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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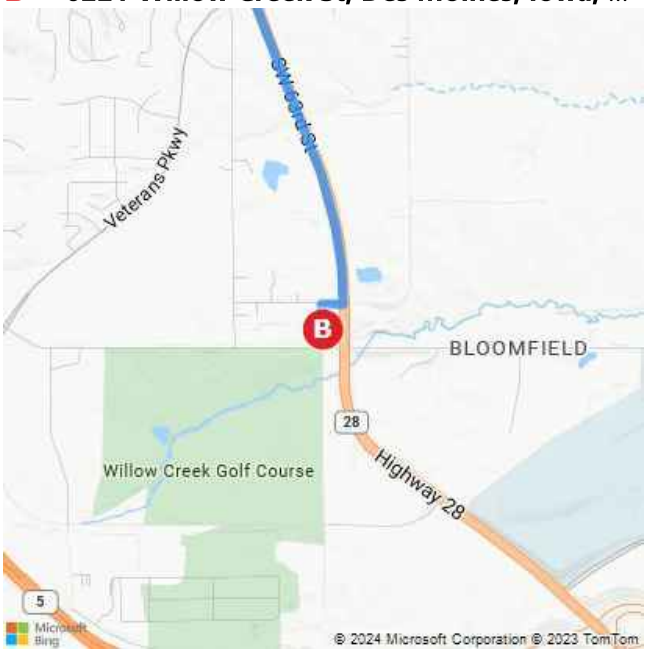
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

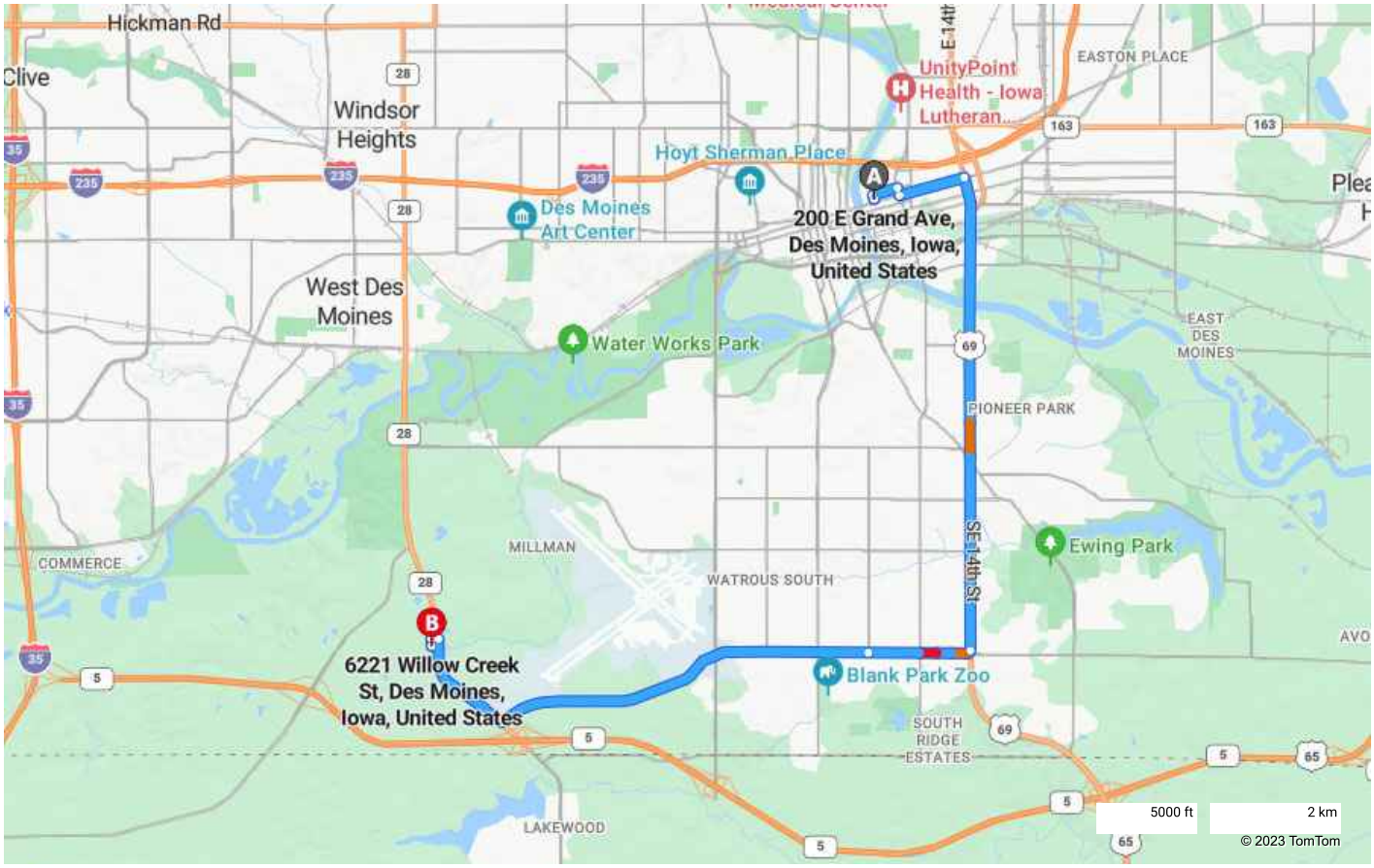
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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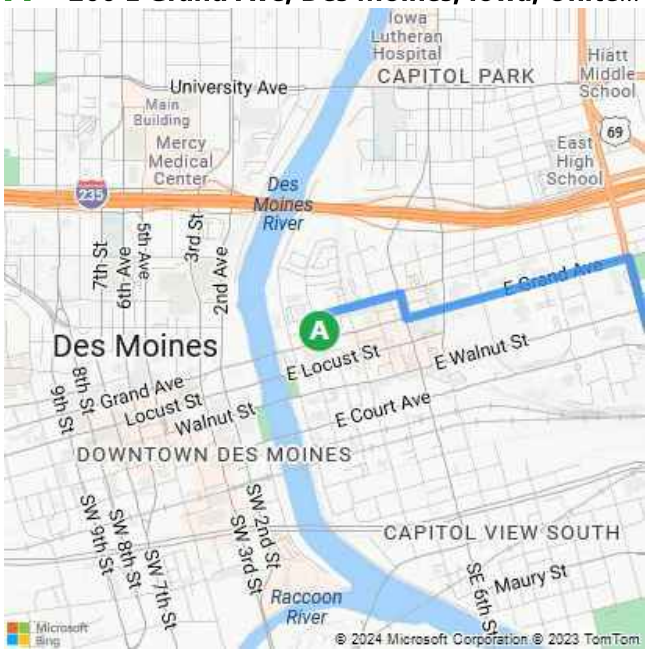

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:10 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak,

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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

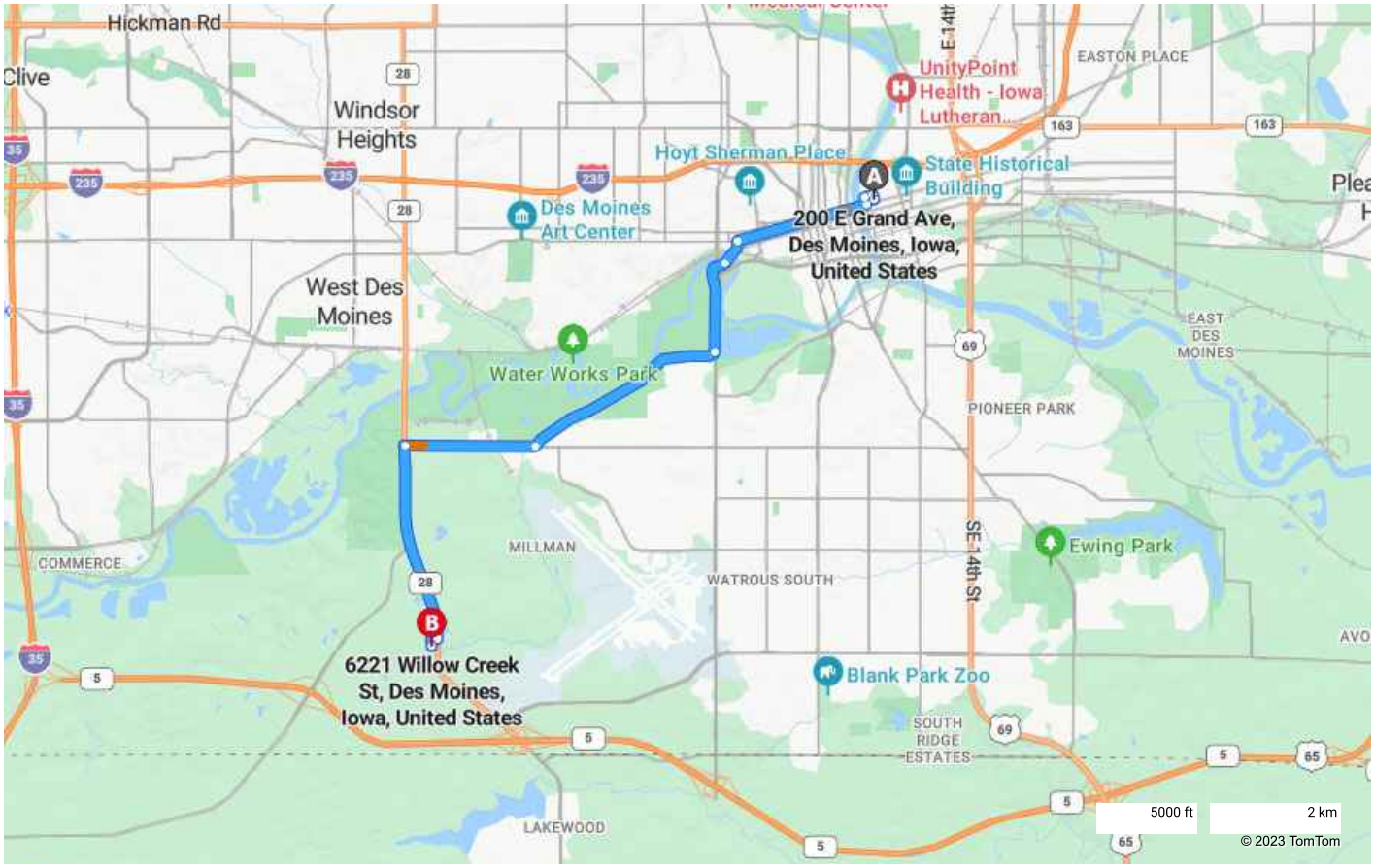
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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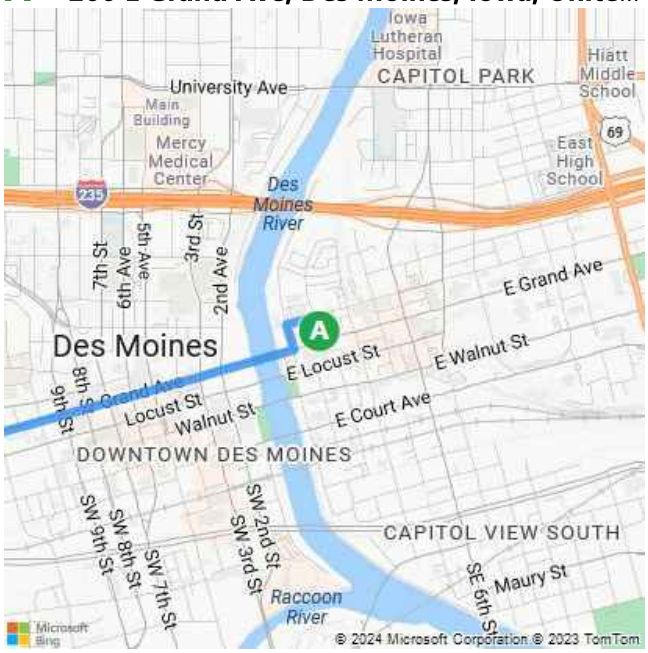
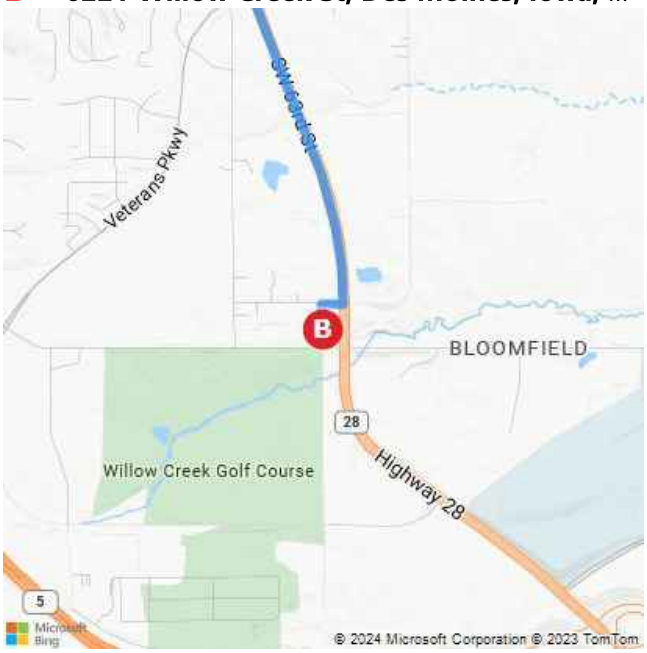


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

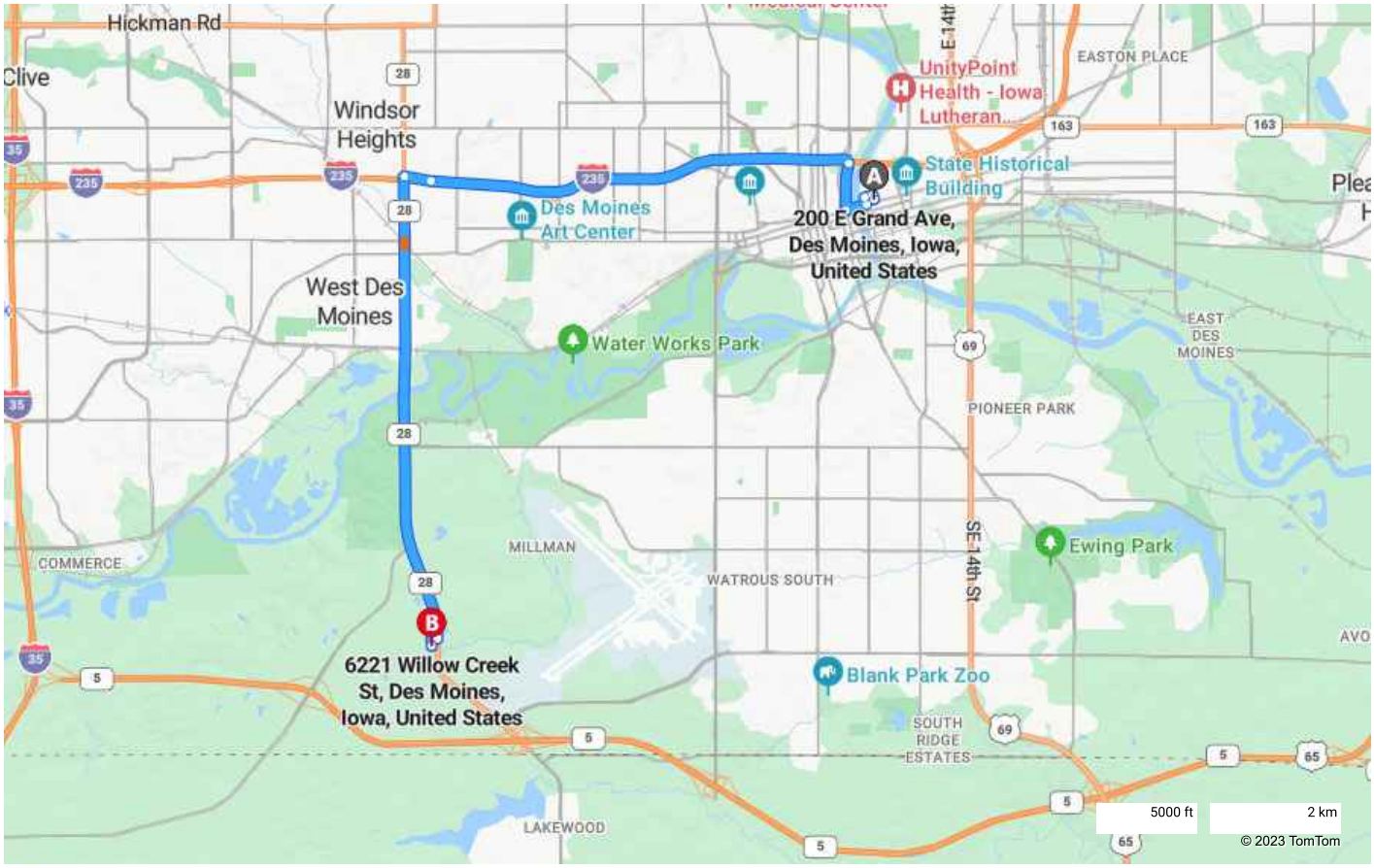
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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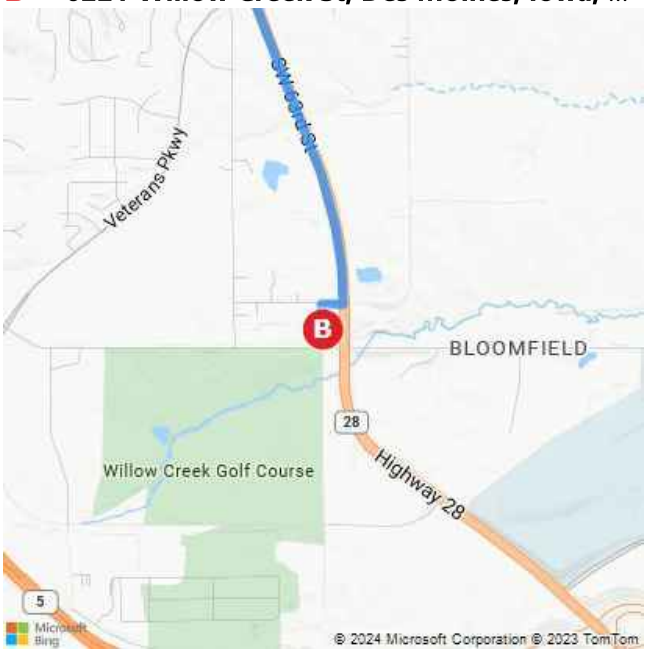
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

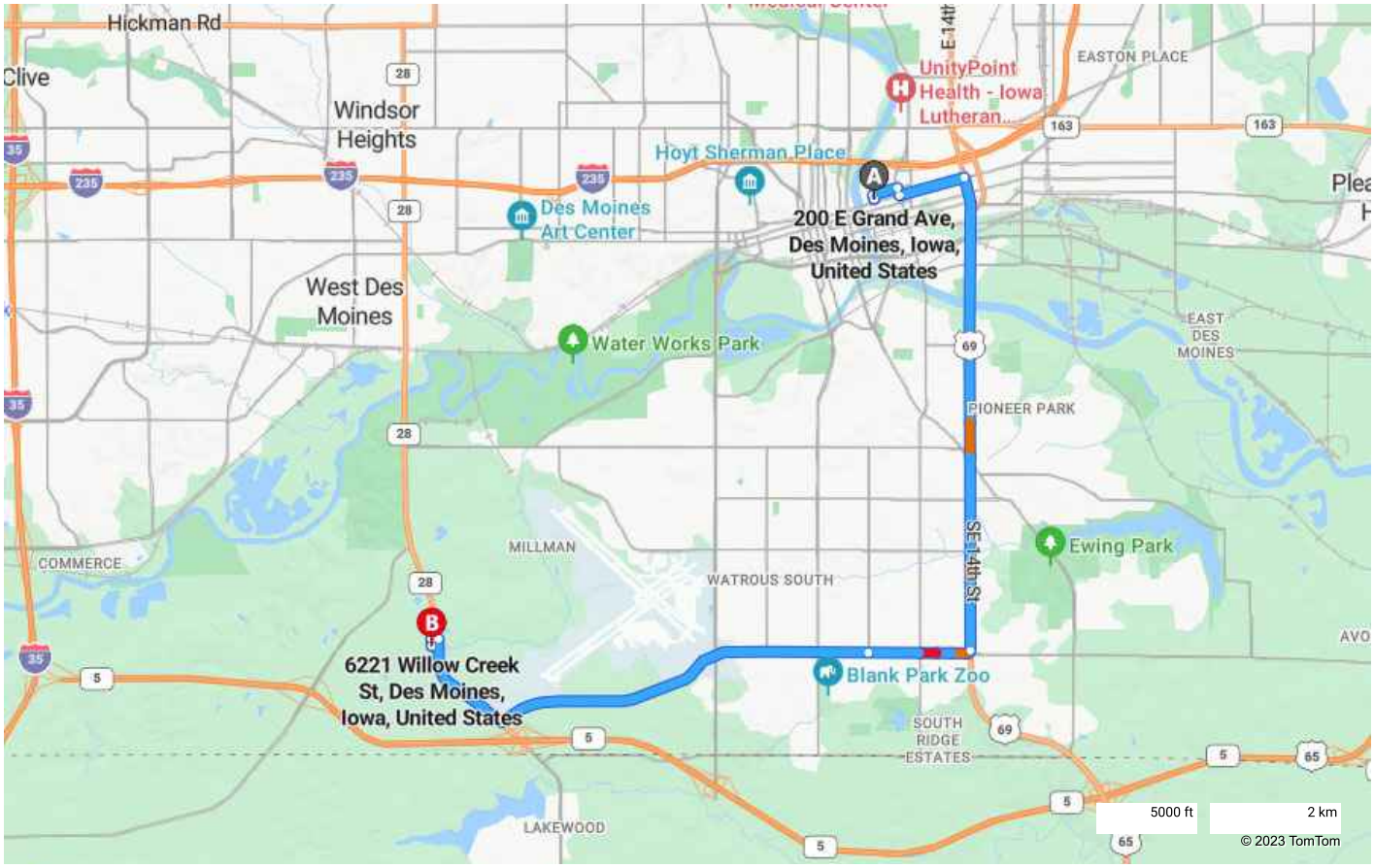
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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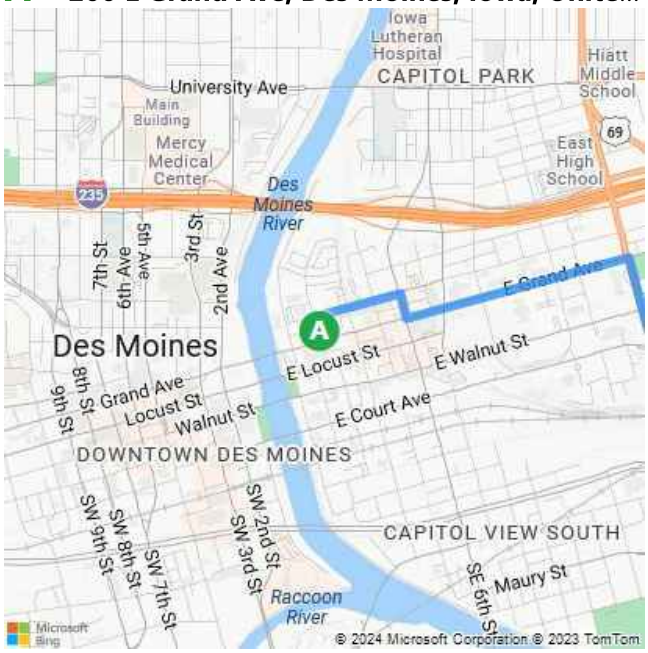

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

<kburkis@dhs.state.ia.us>; Bush, Joanne
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Date: Wed Feb 28 2024 11:36:10 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

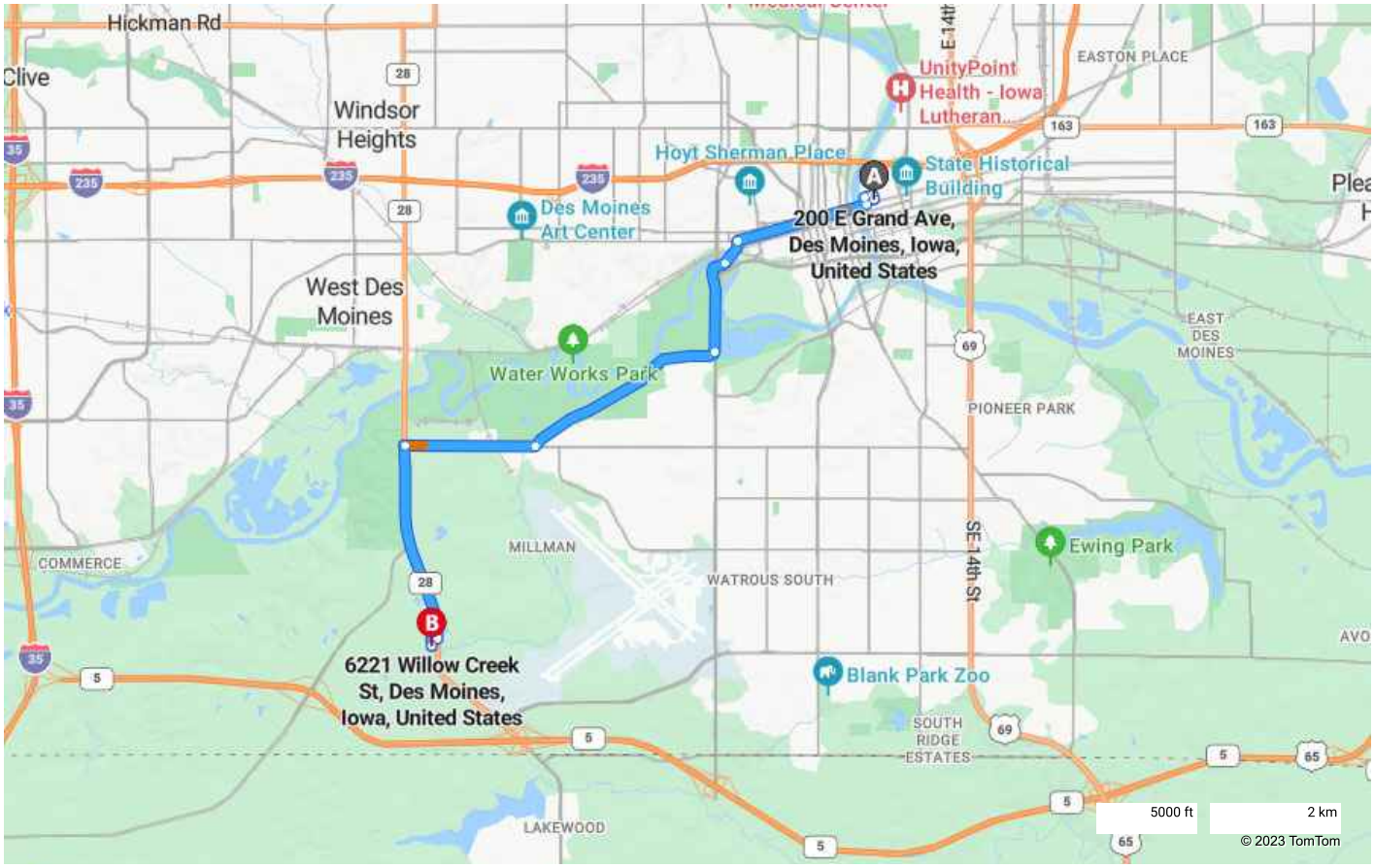
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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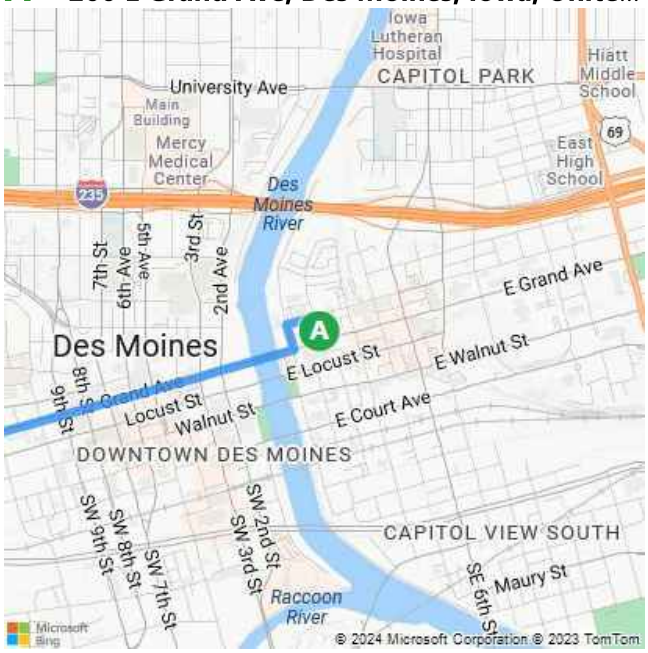
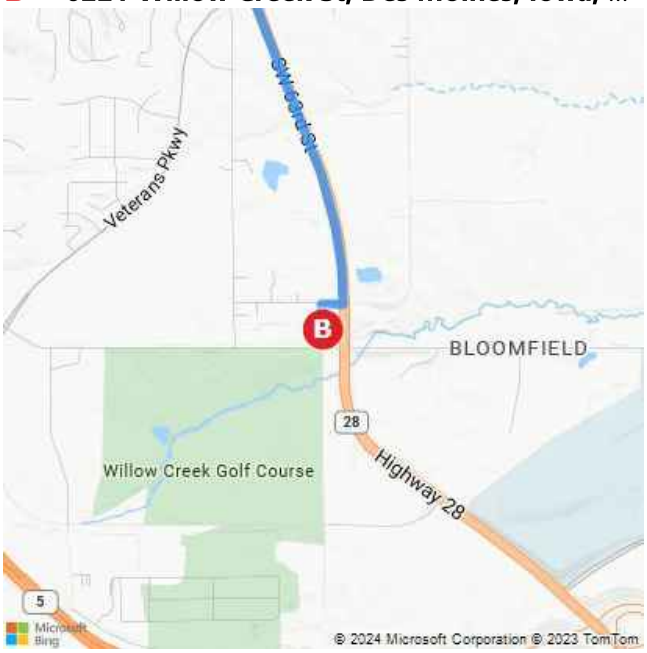


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

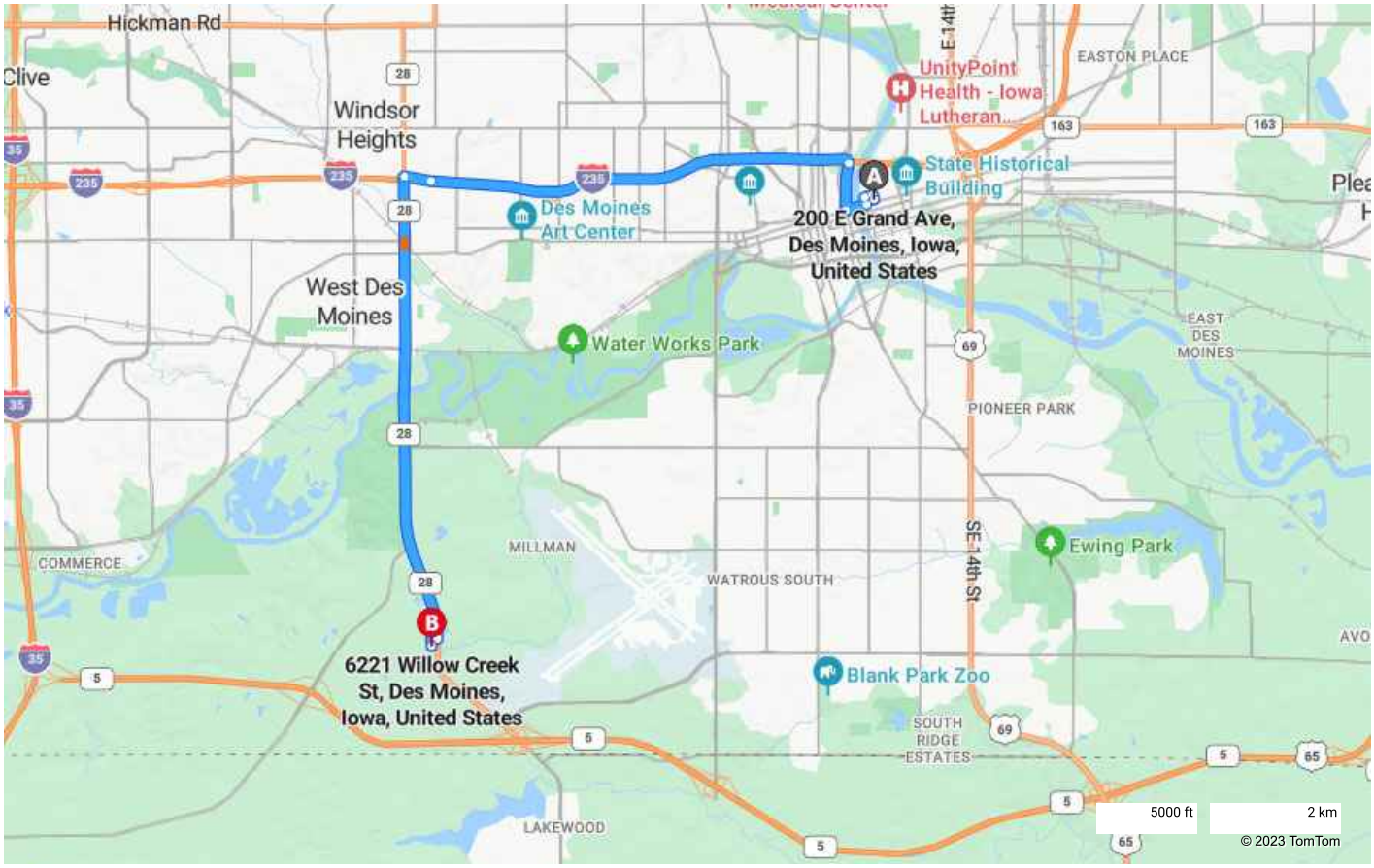
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

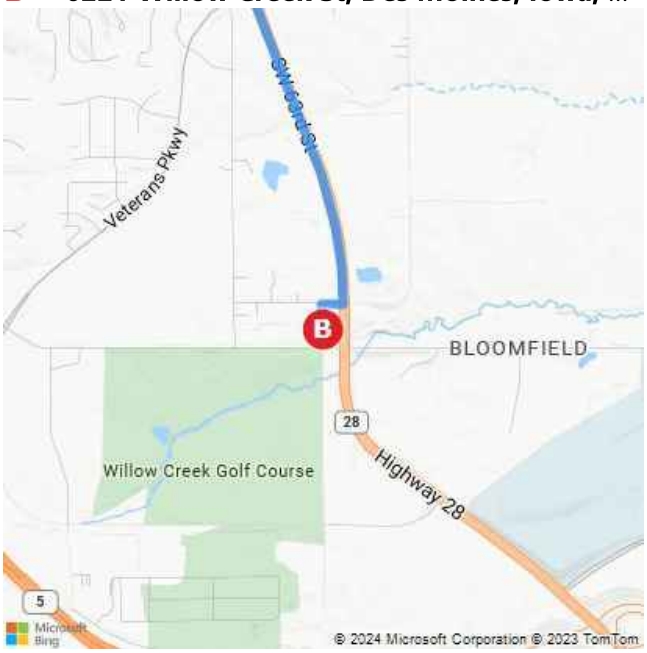
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

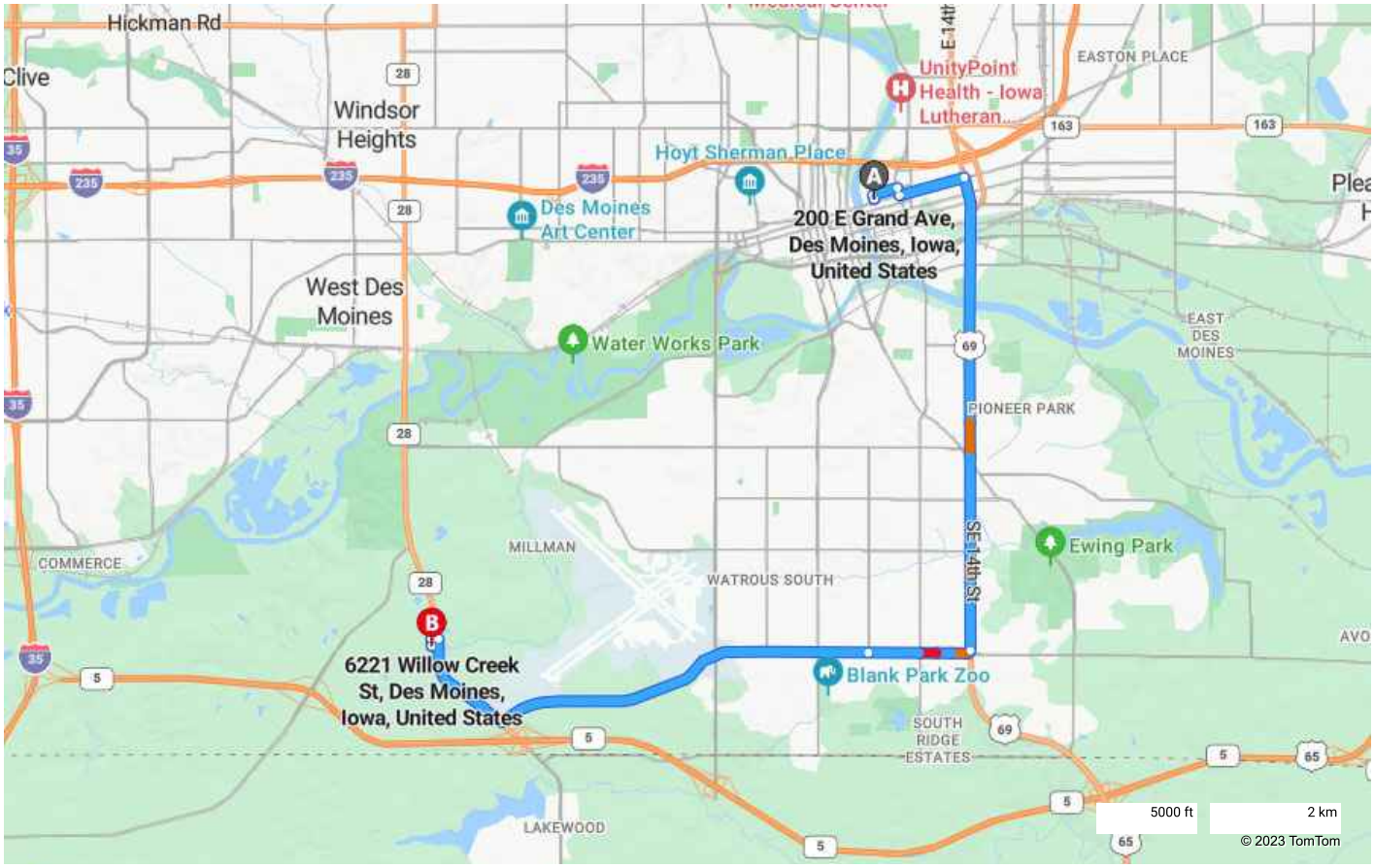
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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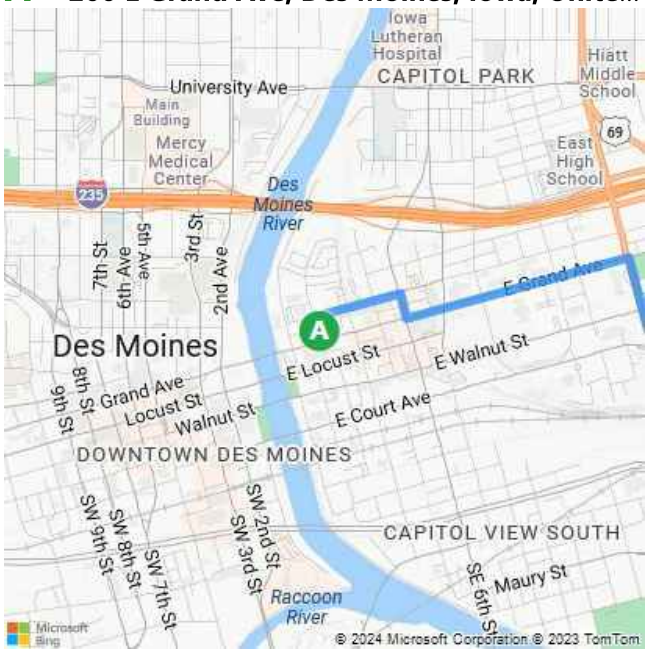

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5319

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:
Subject: Senior Leadership Monthly Meeting
Date: Mon Apr 15 2024 14:24:10 CDT
Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 08:30:00 Central Daylight Time 2024
EndTime: Wed Apr 17 09:30:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Invitees: Van Engelenhoven, Jeff [IDPH]; Rhein, Zachary [IDA]; Sharp, Ken [IDPH]; Easter, Lorie [DHR]; Landeen, Dax; Alibasic, Amela; Armstrong, Theresa; Benson, Jess; Tack, Amy M.; Claycomb, Kylie; Decker, DeAnn [IDPH]; Drinnin, Erin; Ekstrand, Sarah; Eyanson, Marissa A.; Frick, Lori; Harvey, Janee; Horak, Shelley; Lounsbury, Adam F; Malone, Carrie L.; Matney, Elizabeth; McMahon, Teresa; Page, Ryan; Stone, Monica [DHR]; Turner, Cory M; Van Liew, Juliann [IDPH]; Webb, Julia; Wong, San [DHR]; Bird, Melissa [IDPH]; Burkhiser Reynolds, Kayla; Murphy, Alexander; Kekstadt, Dawn; Fisher, Gloriana; 'sarah.reisetter@idph.iowa.gov'; Tracy, Cassandra L; Kruse, Robert [IDPH]; marisa.roseberry@idph.iowa.gov
Recurring: Yes
Recurrence Pattern: Occurs every month on the third Wednesday of the month from 12:00 PM to 1:00 PM effective 8/16/2023. (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 08:15:00 Central Daylight Time 2024
Accepted: No

Updated 2/29/24

April 17 Senior Leadership Meeting will be in-person at the same place as the Quarterly Leadership Retreat.

Thank you,

Latonya McGill

AMERICAN OVERSIGHT

Invite Link: https://www.zoomgov.com/j/1613112251?pwd=Wi9kTlJhOEQvdnNuOEhuc0tQVncyUT09

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5319-000001
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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

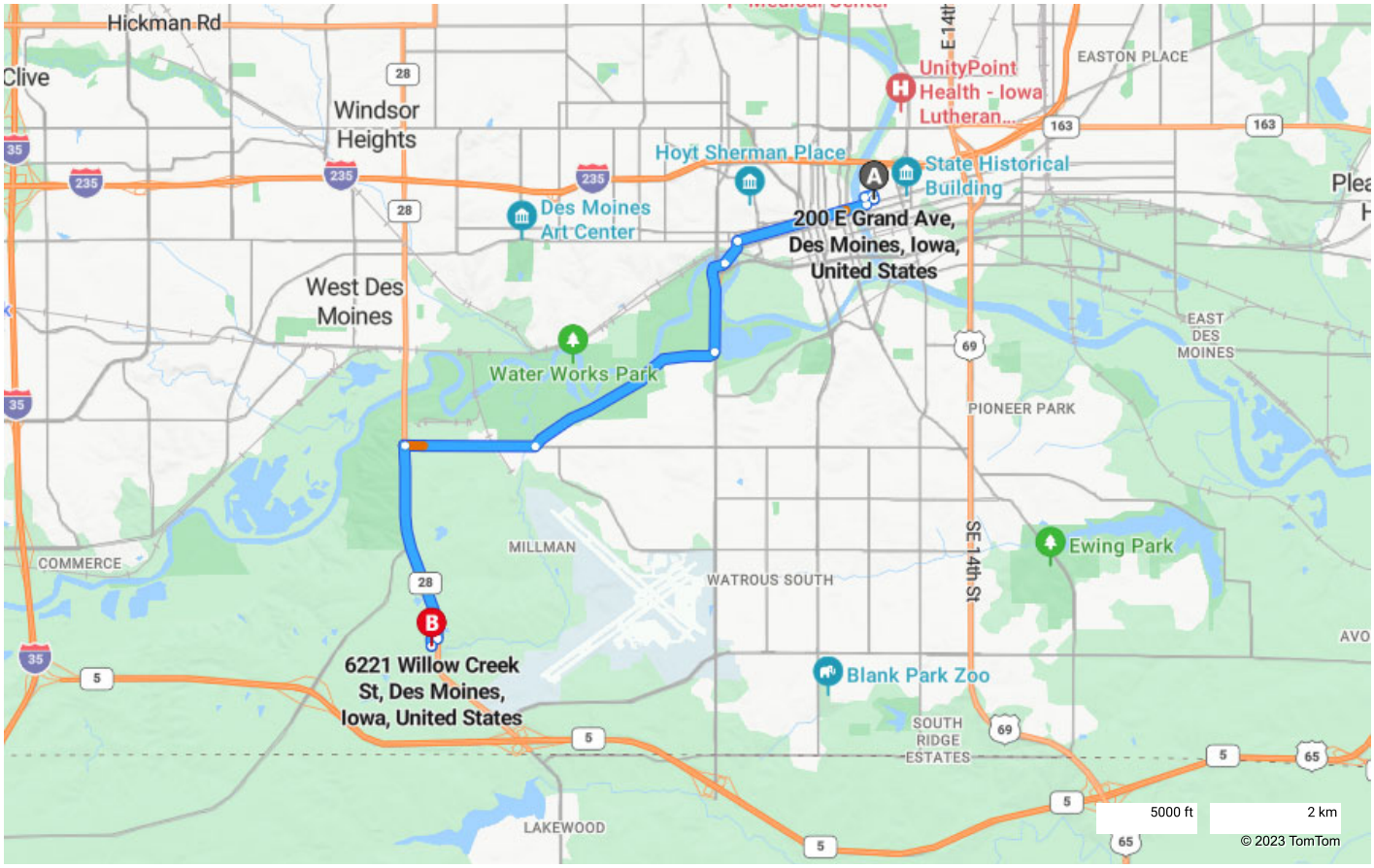
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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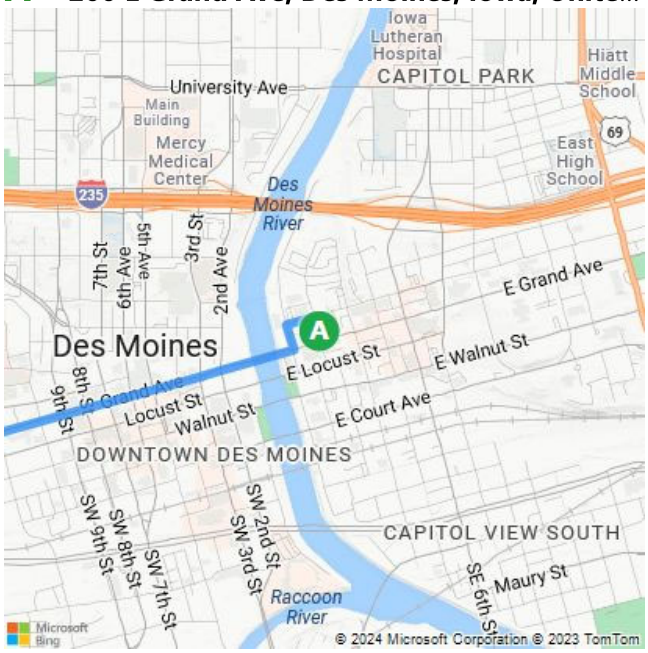
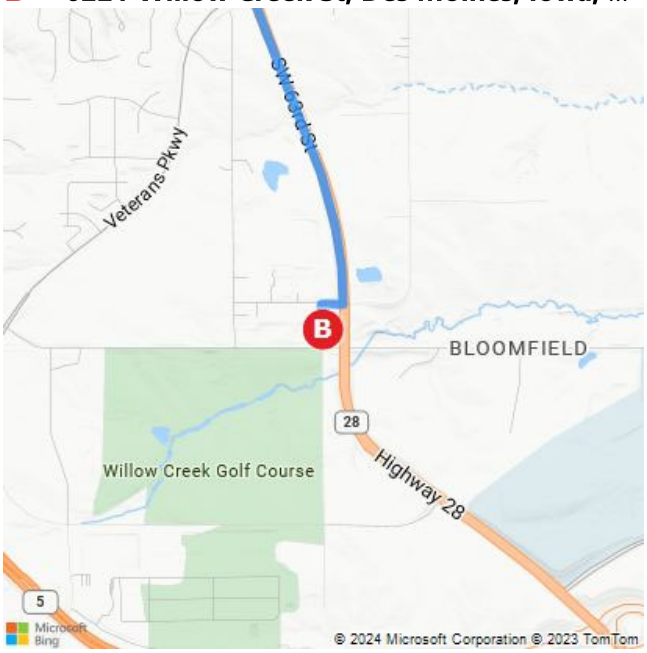


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5319-000002
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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

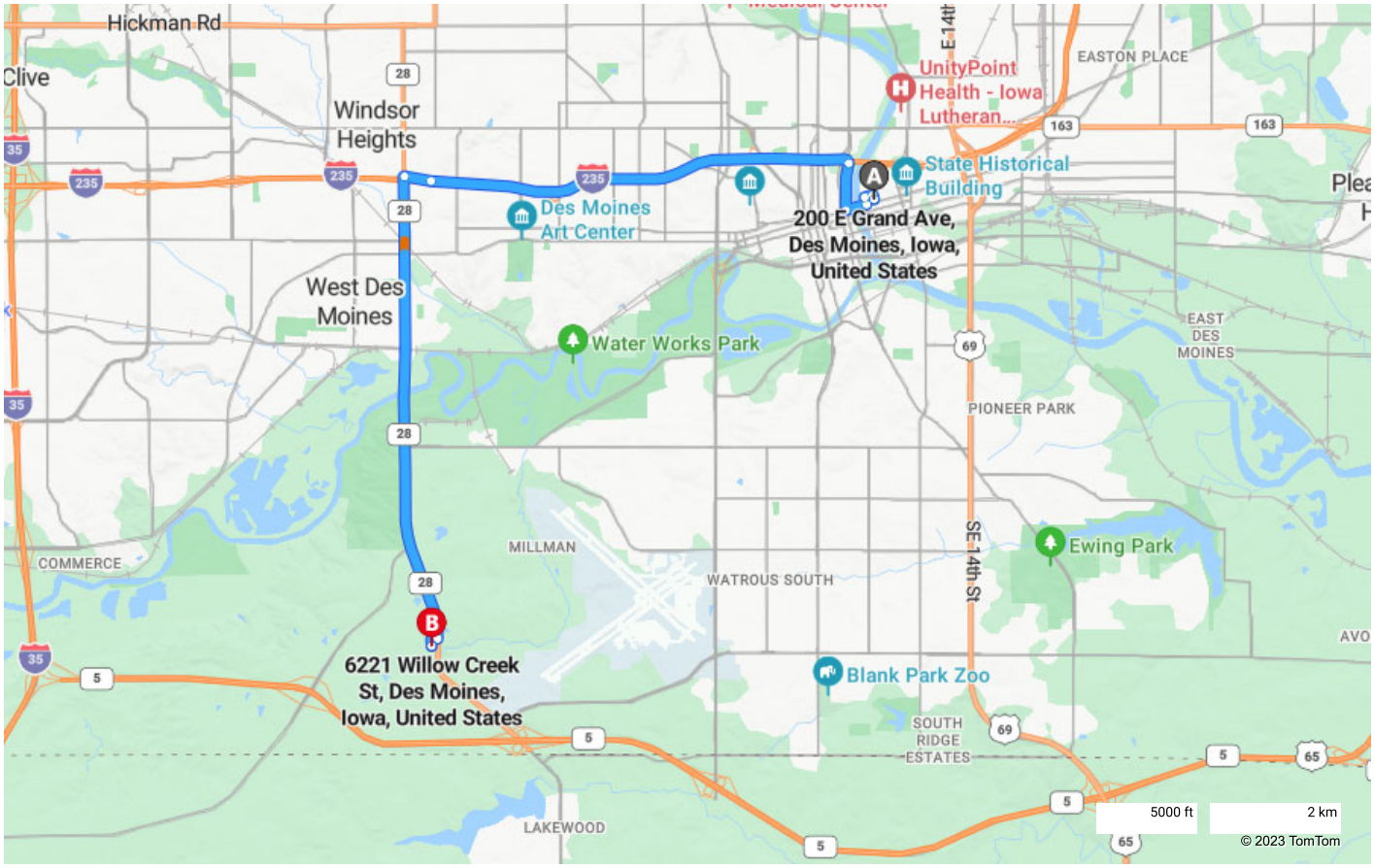
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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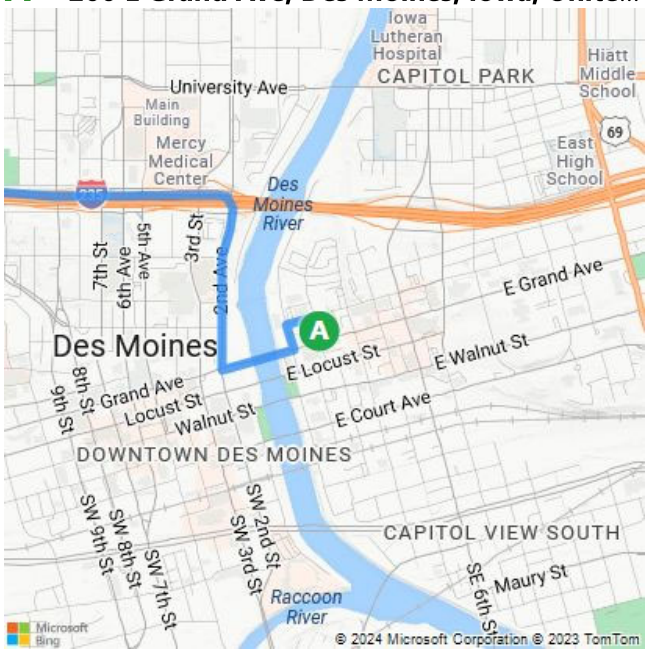

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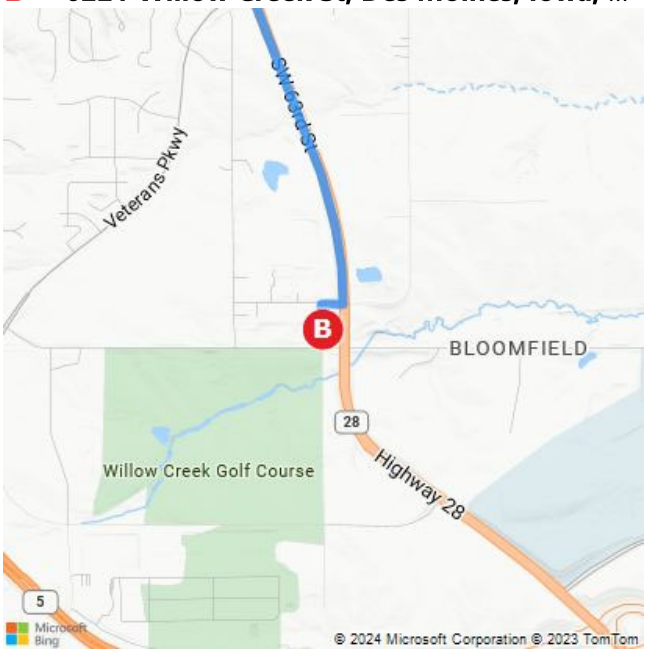

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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

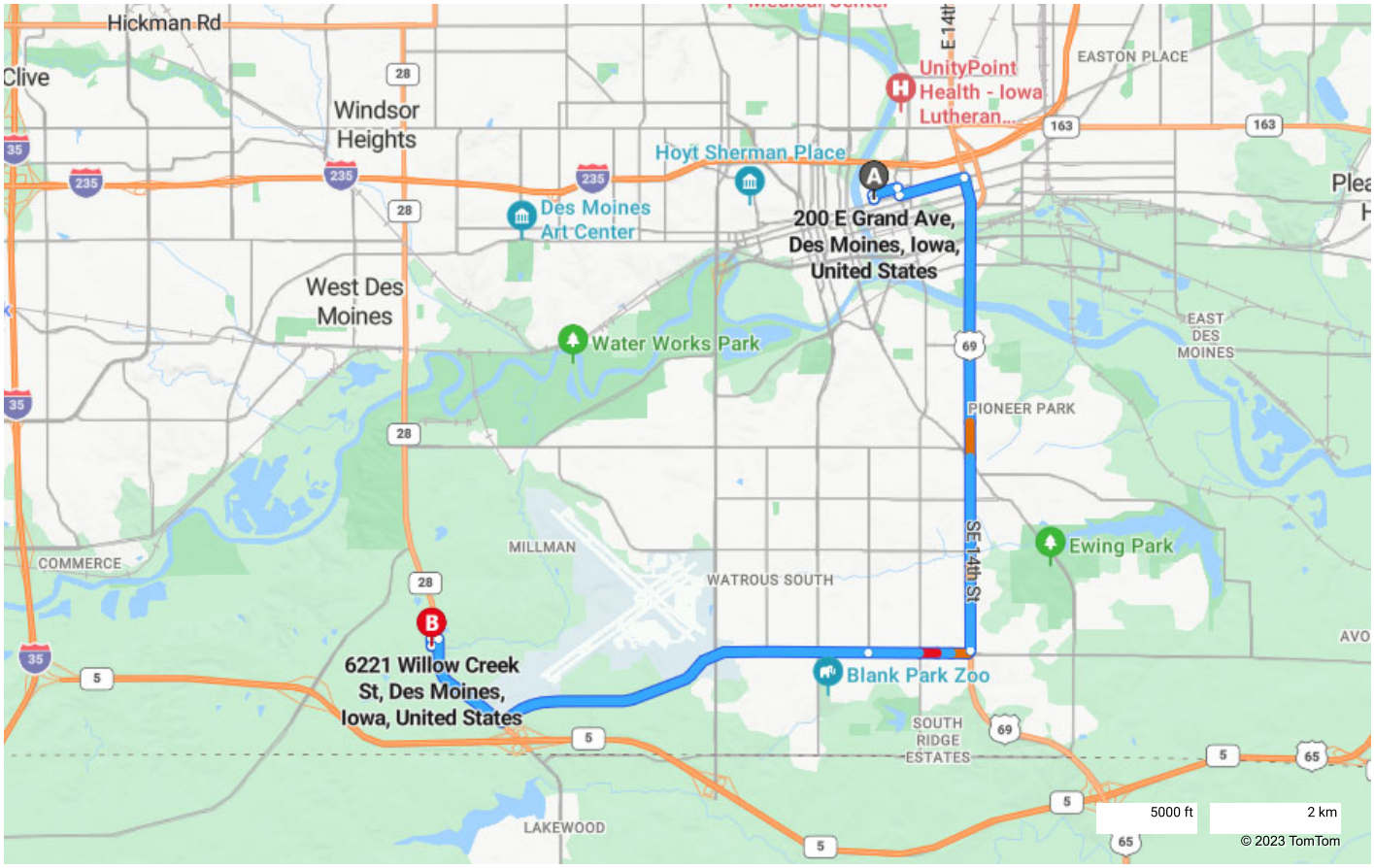
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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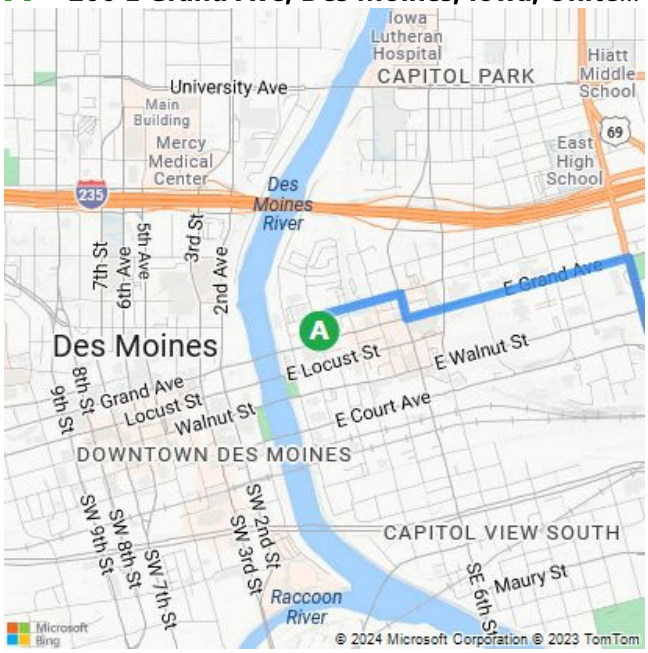

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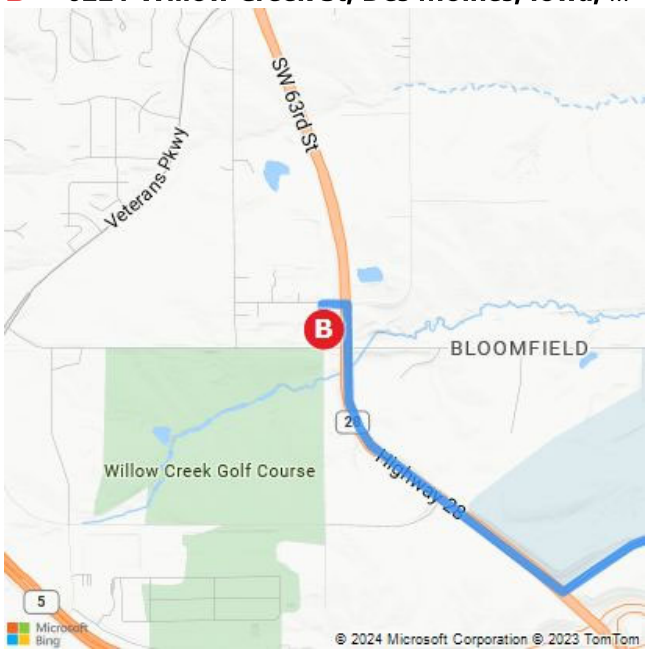

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AMERICAN OVERSIGHT

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San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann
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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda; Roll, Polly; mbeard@dhs.state.ia.us micki.beard@idph.iowa.gov; robert.kruse@hhs.iowa.gov robert.kruse@idph.iowa.gov; Lunsford, Rachel; Roseberry, Marisa; Sharp, Ken; jonathan.thompson@idph.iowa.gov; juliann.vanliew@hhs.iowa.gov juliann.vanliew@idph.iowa.gov; Miller, Linda [IDA]

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5261-000002
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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

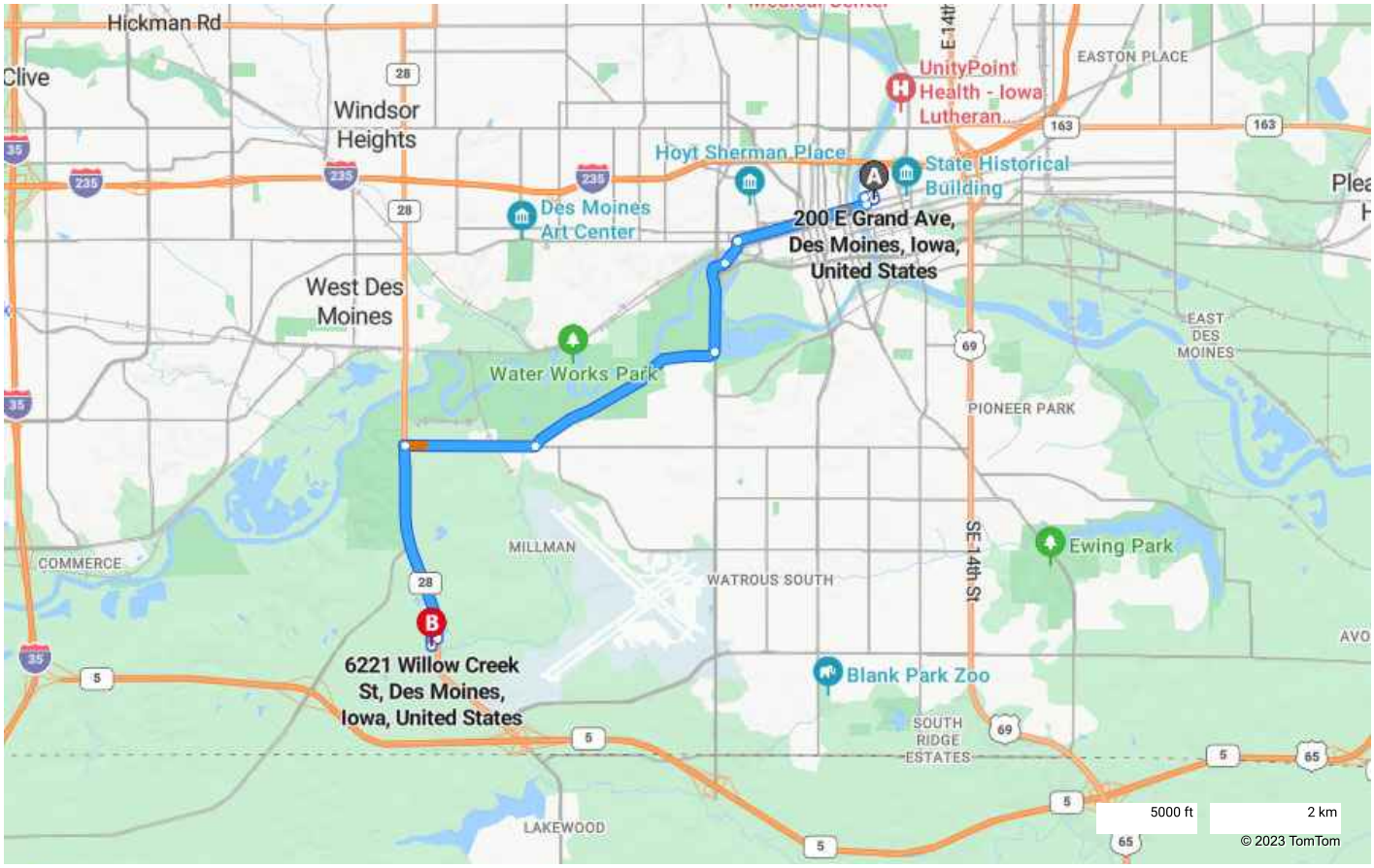
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

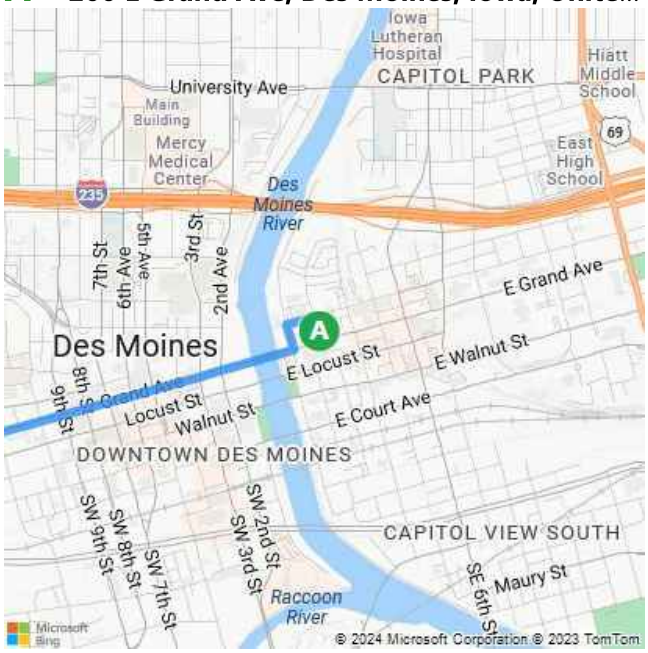
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

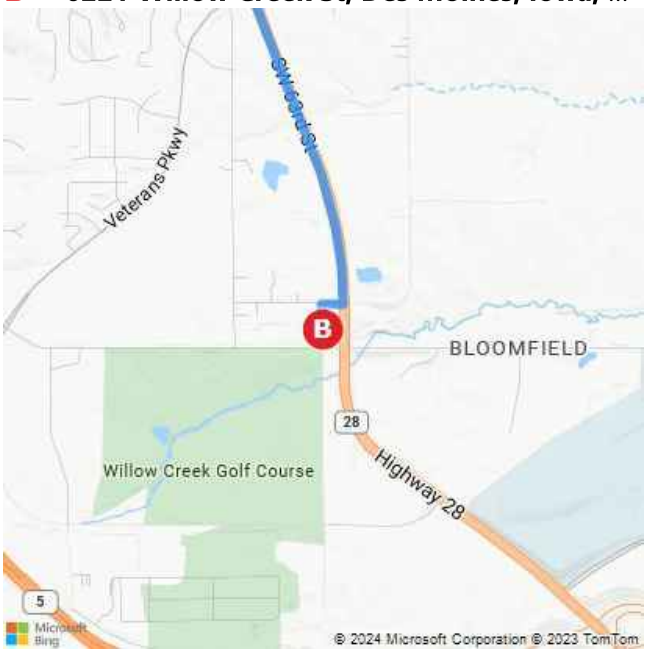
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5261-000003
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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

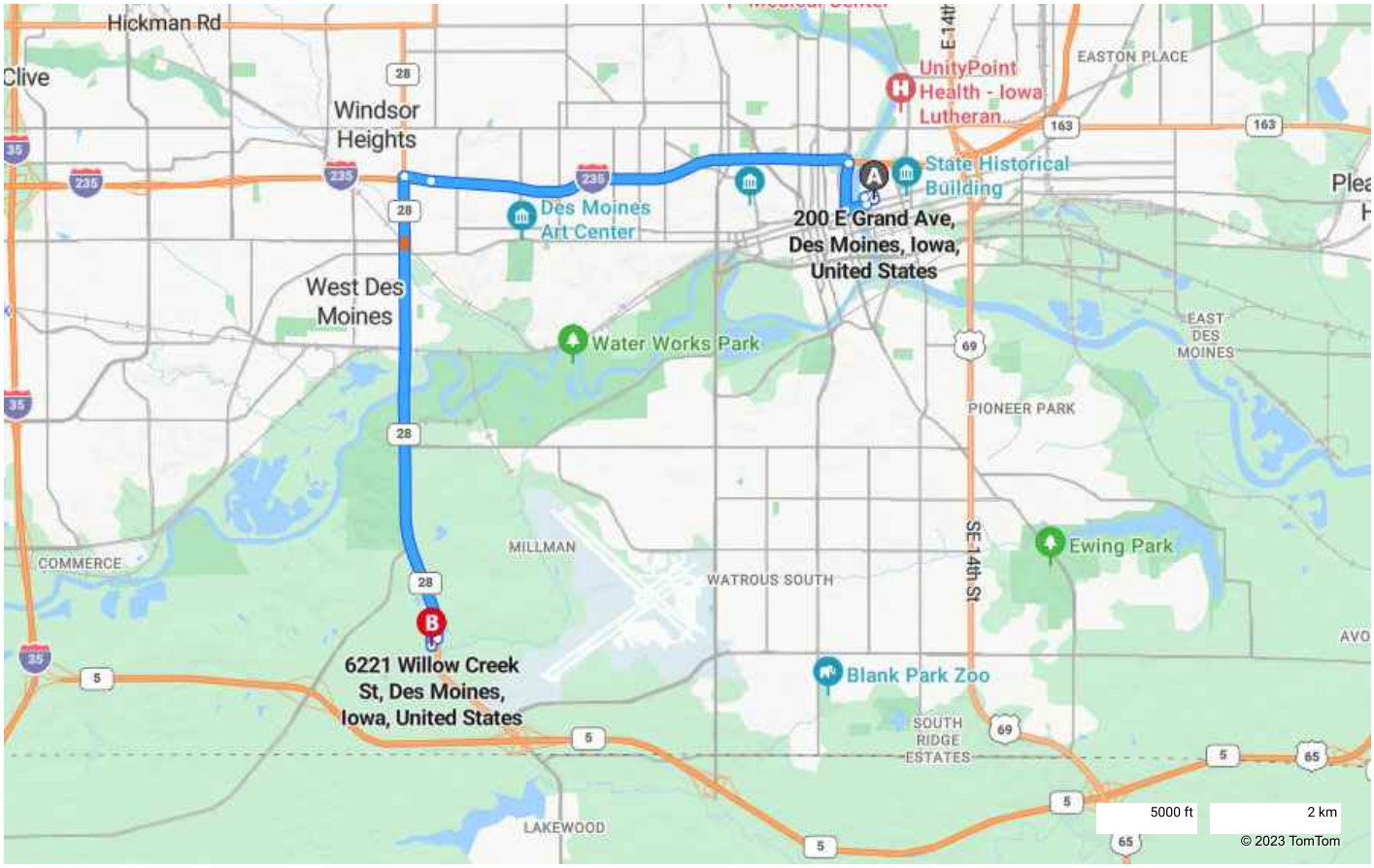
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

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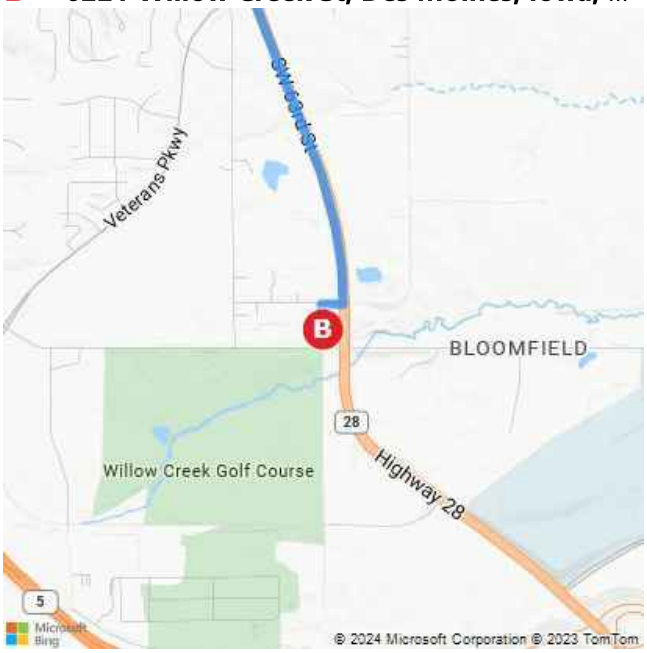

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5261-000004
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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

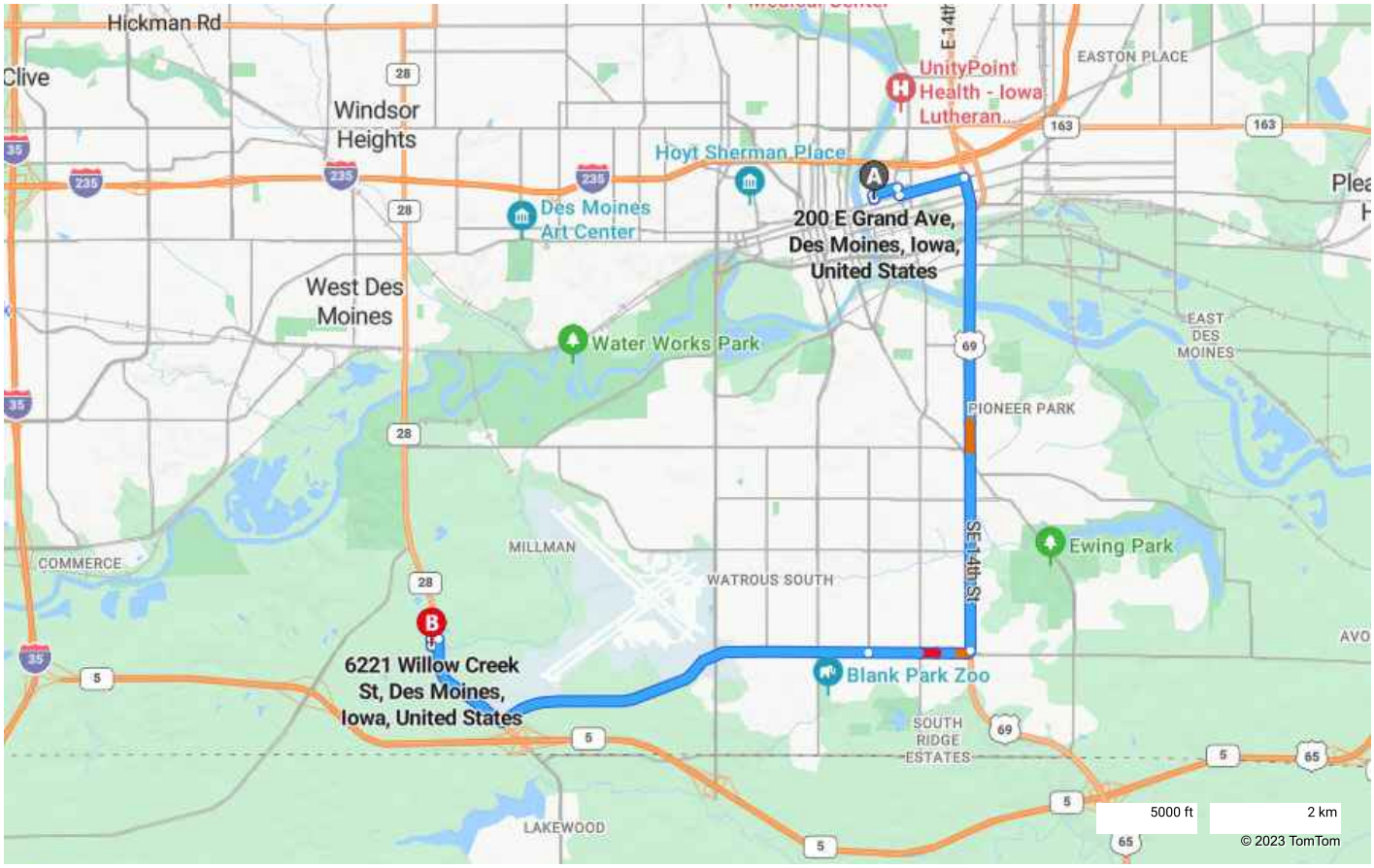
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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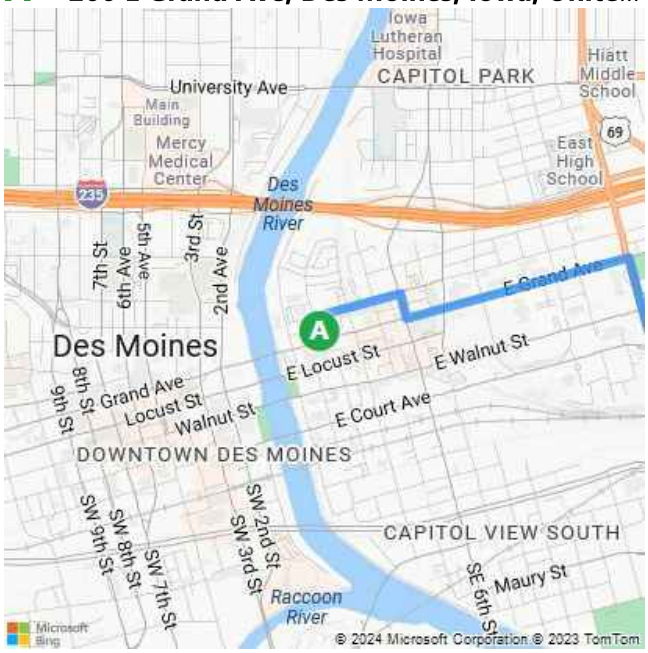

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5302

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To: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>; Barkema, Erin [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=ca5c52792e024f1b92524ec514e9e0c2-erin.barkem>; Bates, Adam </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f977b6c3b37548c29fca92d8e780780f-bates, adam>; Beard, Micki </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=045cacae39a14a7ebe5101f1489de46a-robinson, m>; Campagna, Steven </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=0f447bbb36c6416cbde2072f04549607-campagna, s>; Clark, Jessica </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=095a6f6a61464dea977cab29c84888ea-jclark4>; Crowe, Dustin A. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=bd8c36cc167446eda33e21b14a3f40a4-crowe, dust>; Hess, Lisa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=de6ee5113c1648b294a32a6d1335dc24-hess, lisa>; Klein, Dennis F </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=06c3f34579224acdad79682a04aec210-4ecedbb7-ef>; Konfrst, Scott </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=a12a9b0220214daaba6259ff4975ed0c-konfrst, sc>; Kruse, Robert </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f8c73053d23d49749eeba4ec976760a2-17131605-ea>; Lange, Jill M </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=90c83cb92e934f0ca9d25ba0d03d870a-51894d32-d9>; Martinez, Steven </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=88c7b0c1b1f045b881aab593c8fb375b-martinez, s>; O'Brien, Cindy <cobrien@dhs.state.ia.us>; Reisetter, Sarah G </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=cae0cb17d7f8426cb07217bd258b6eec-029800ff-bb>; Rungee, Steven </o=exchangelabs/ou=exchange

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Bcc:
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Date: Wed Feb 28 2024 11:36:10 CST
Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; mbeard@dhs.state.ia.us micki.beard@idph.iowa.gov; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; robert.

AMERICAN OVERSIGHT

kruse@hhs.iowa.gov robert.kruse@idph.iowa.gov; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; juliann.vanliew@hhs.iowa.gov juliann.vanliew@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5302-000002
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

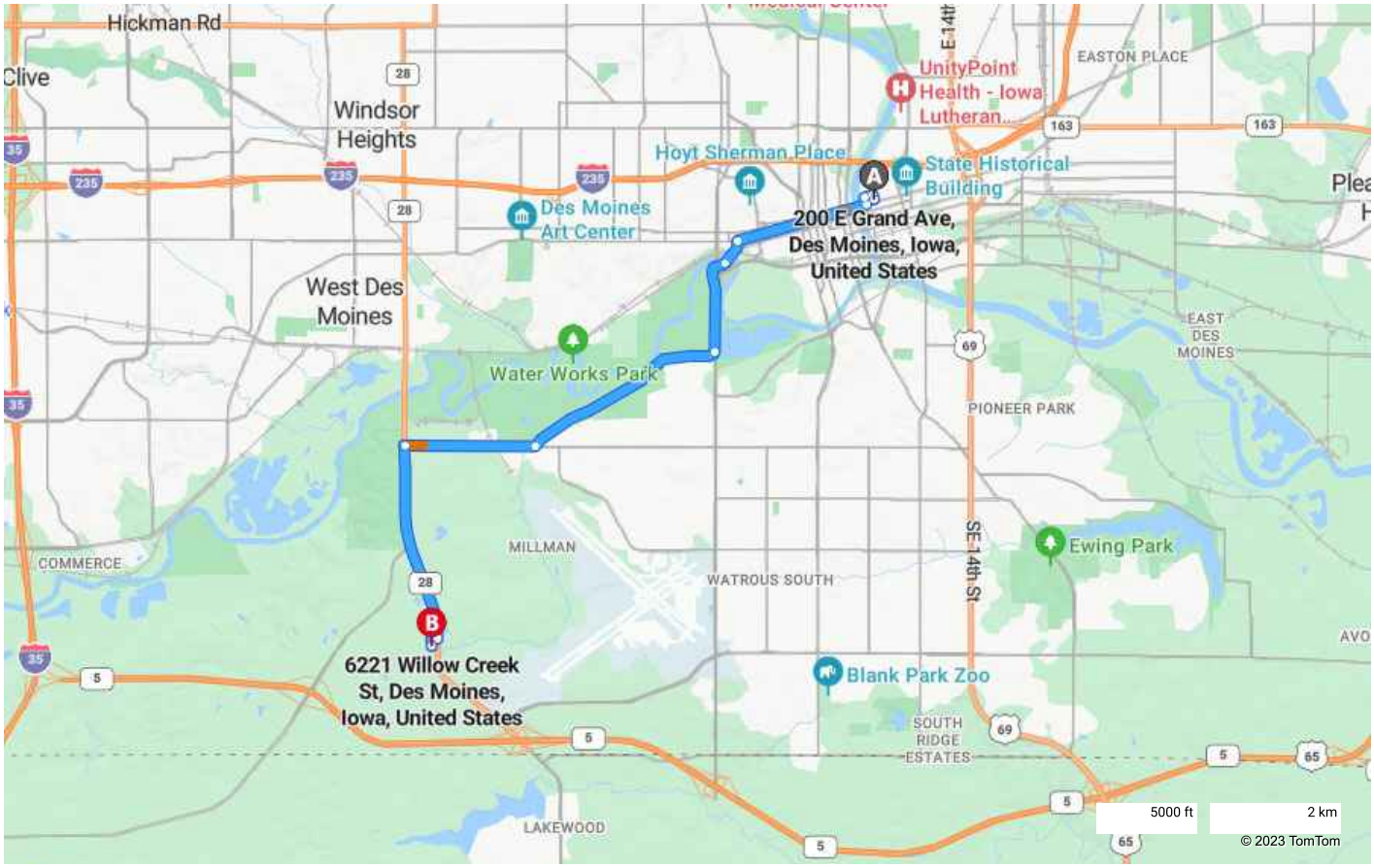
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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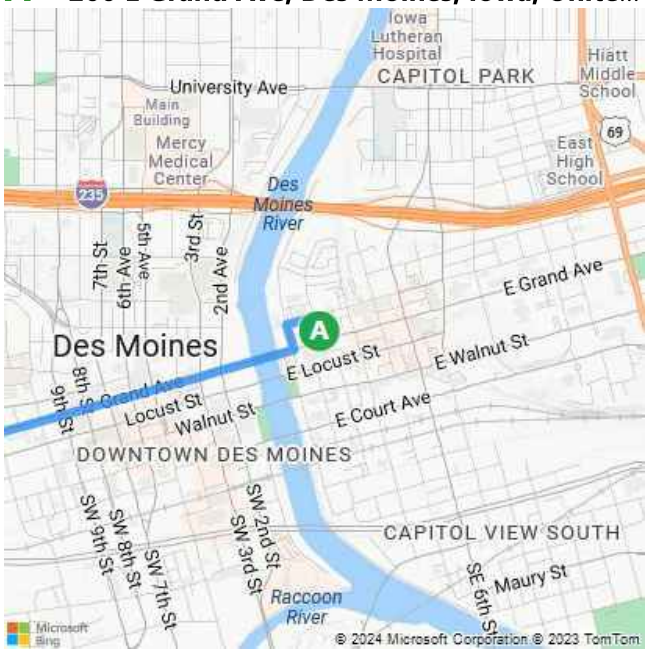
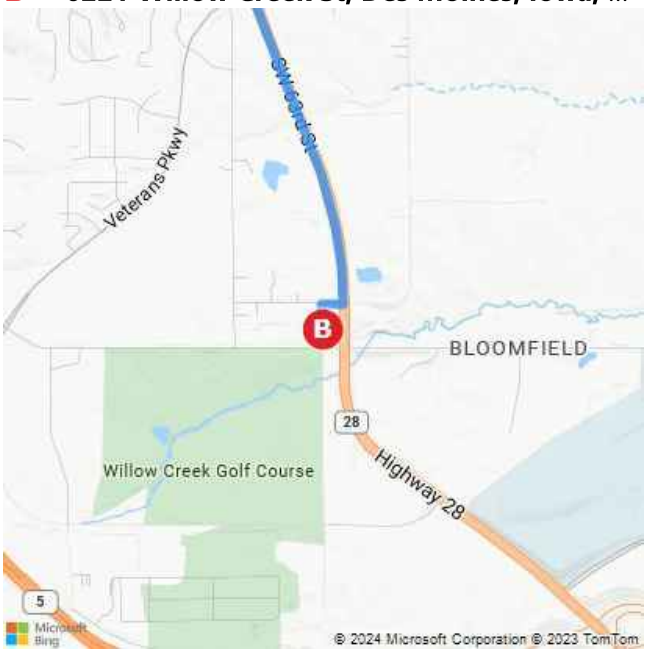


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5302-000003
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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

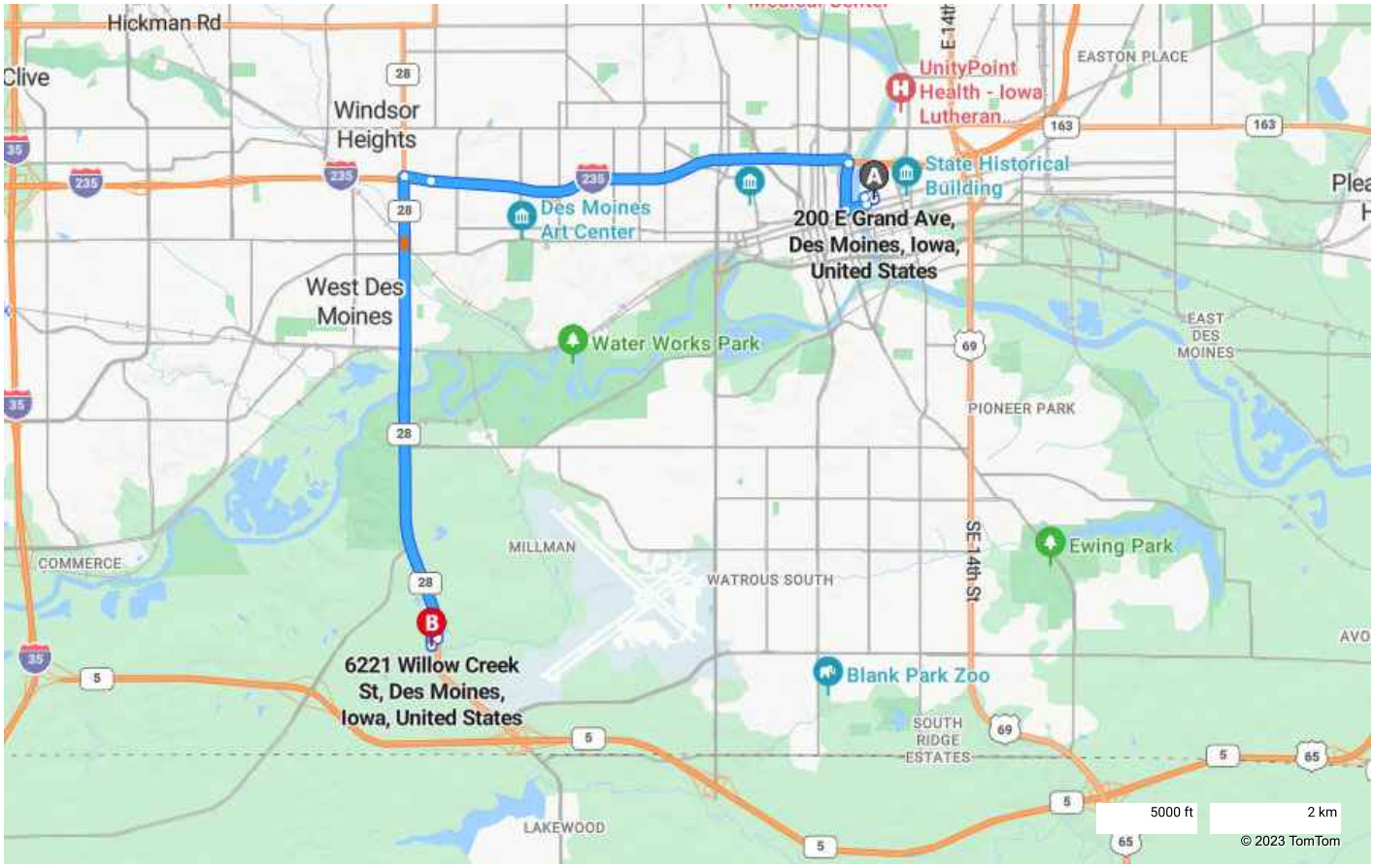
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

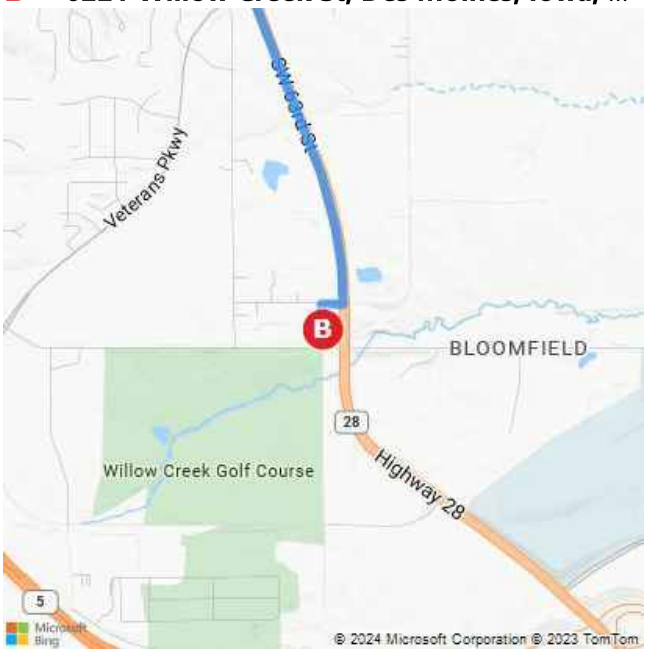
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

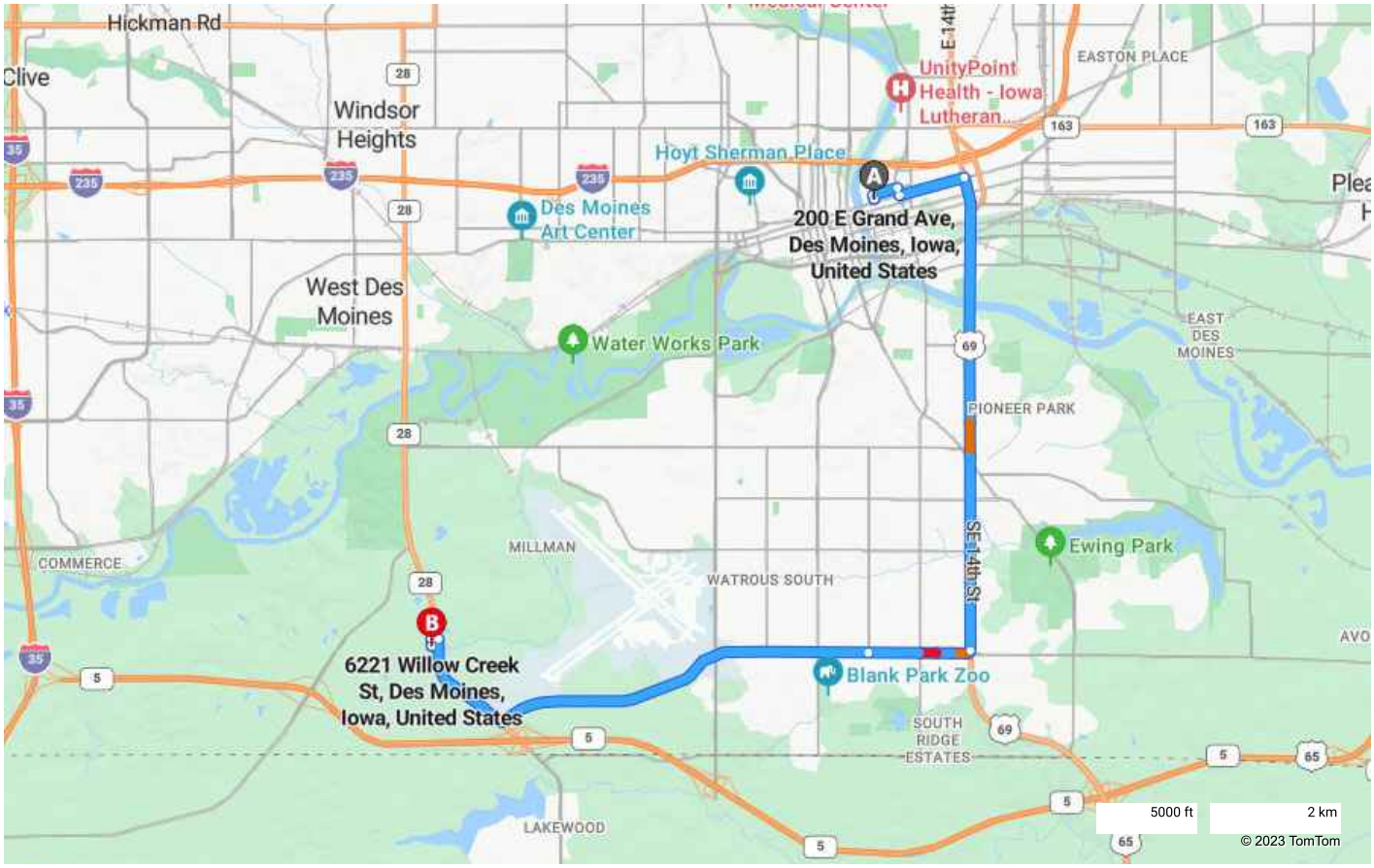
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

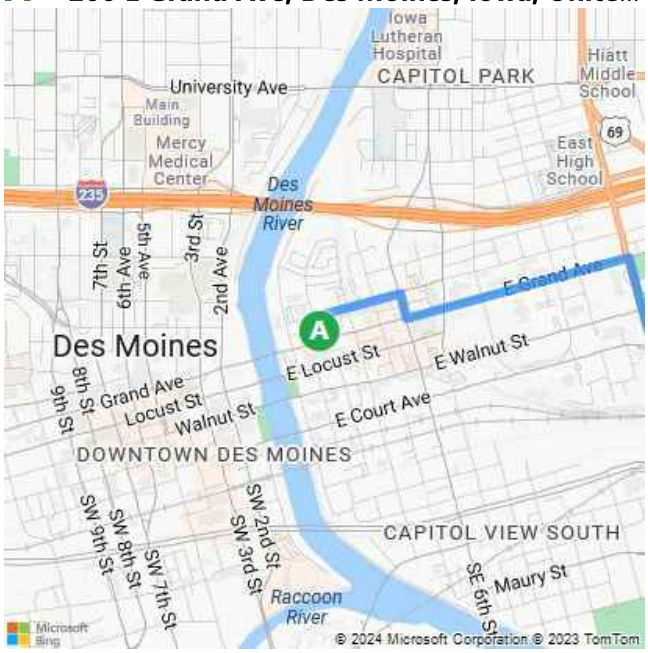
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5216

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To: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>; Alger, Pamela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=a3efe35d2b334058bc37281920d98f6b-alger, pame>; Alibasic, Amela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=71e30ac7808a4a4298a056deb15561e9-alibasic, a>; Allison, Julie </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b6ab17a822d34eb9b48ac531737f9dd6-allison, ju>; Anderson, Kimberly </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=d43f049a4d784716816f781e1779ce0b-anderson, k>; Armstrong, Theresa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dbe7dbb60e874174bd4e7c3e83494429-armstrong,>; Barkema, Erin [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=ca5c52792e024f1b92524ec514e9e0c2-erin.barkem>; Bates, Adam </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f977b6c3b37548c29fca92d8e780780f-bates, adam>; Bauman, Alexandra </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=7b876c7f963046479ef917a61e90a146-alexandra.b>; Beard, Micki </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=045cacae39a14a7ebe5101f1489de46a-robinson, m>; Bell, Dena </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e339c6757ae34c9da12d2f5e969c5427-bell, dena>; Bell, Lynn </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=5d1429f05f704289ac2a19c969aa695e-bell, lynn>; Benedict, Brandy [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4c71dcfb7dea45ce9639c7f007b5f2b1-brandy.bene>; Benson, Jess </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4e10f0c863f84dddb1228812c7ba0ef9-benson, jes>; Tack, Amy M. </o=exchangelabs/ou=exchange administrative group

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:10 CST
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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak,

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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Thu Feb 29 12:30:13 Central Standard Time 2024

AMERICAN OVERSIGHT

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Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

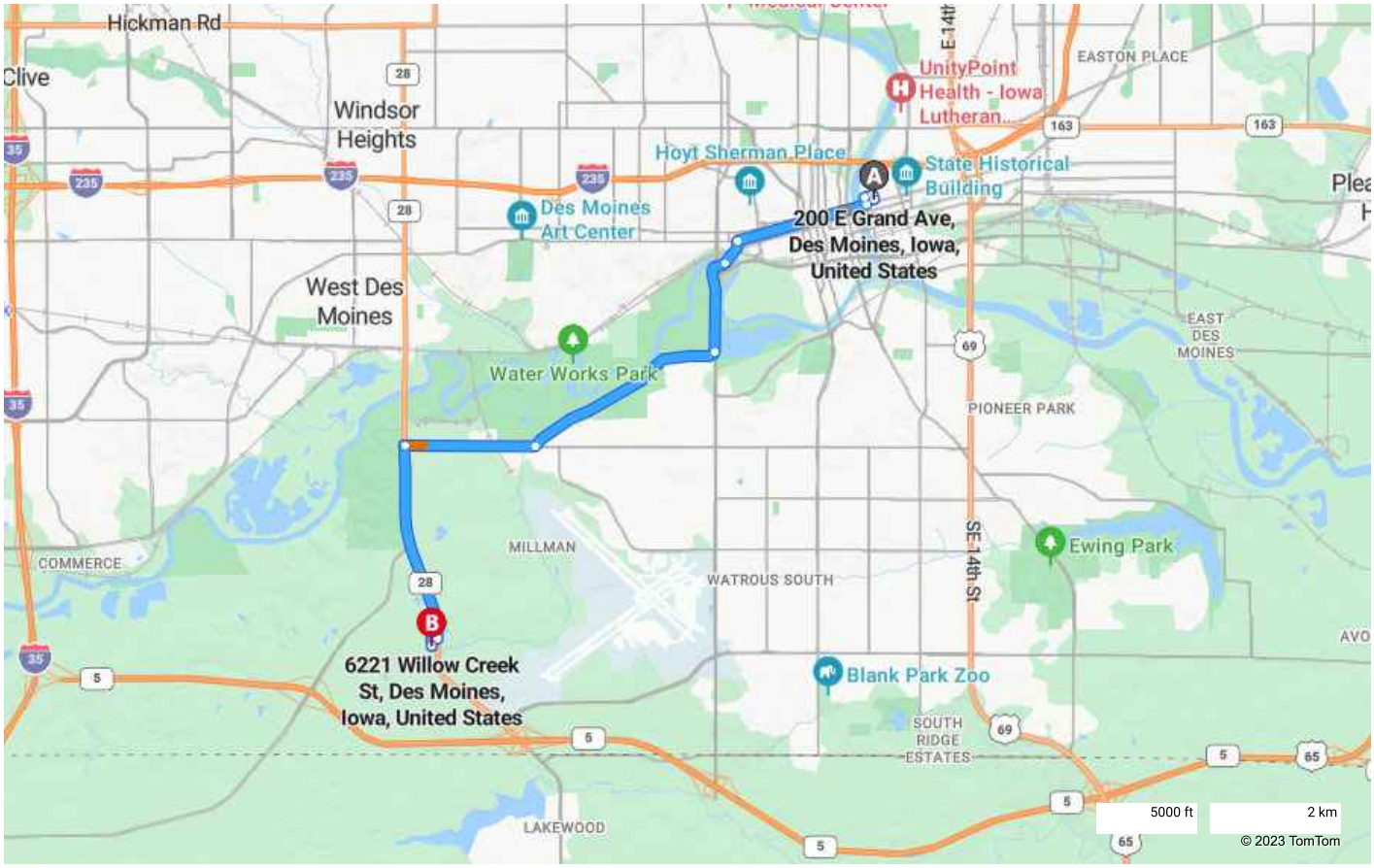
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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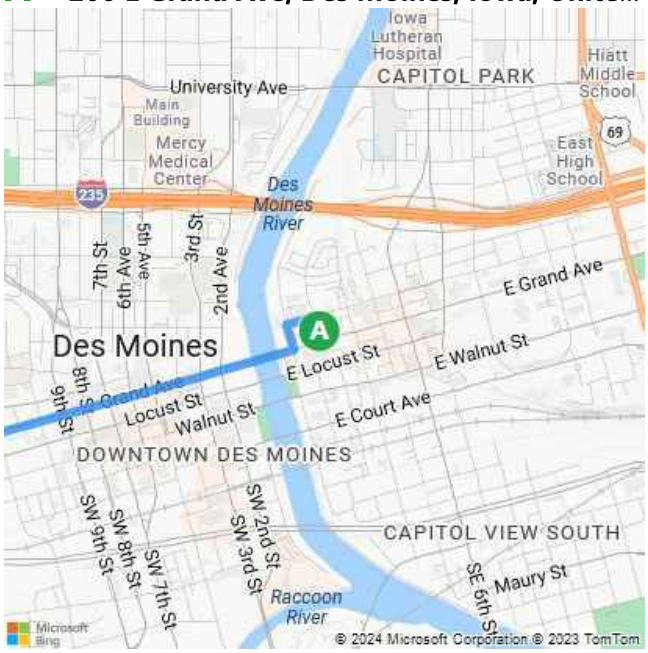
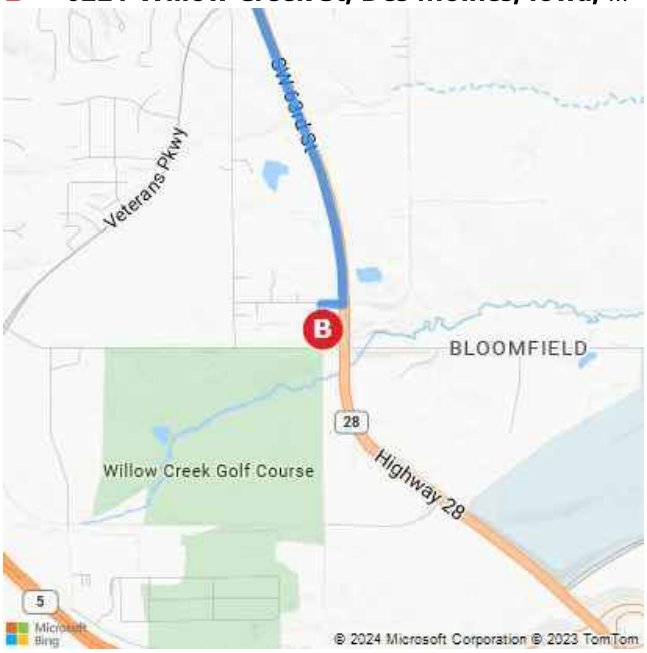


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

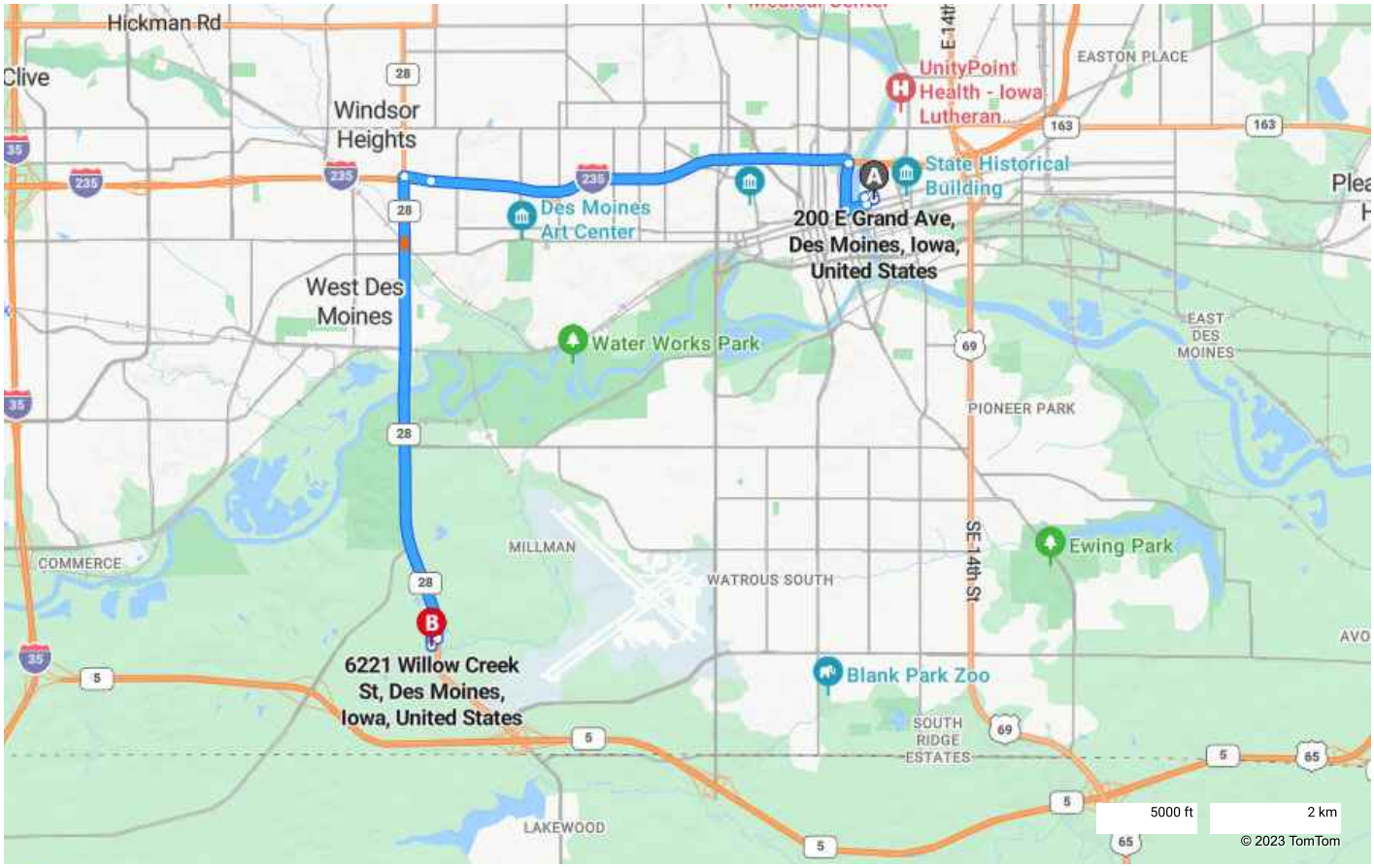
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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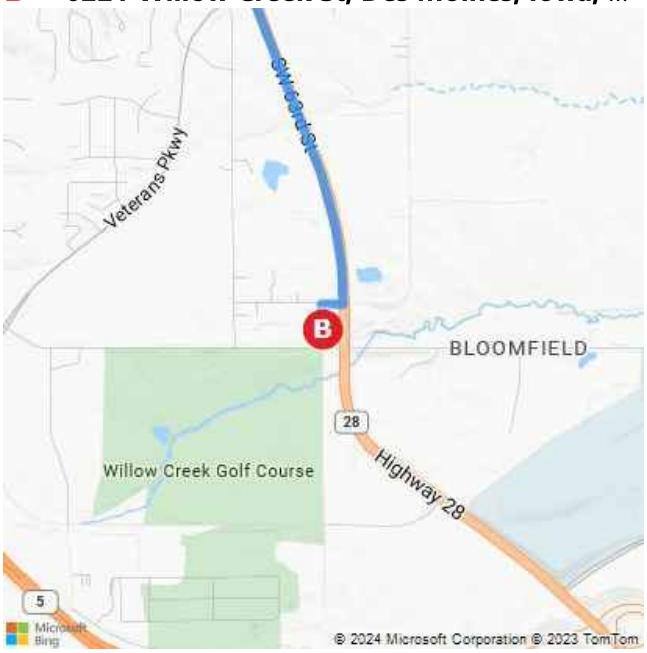

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

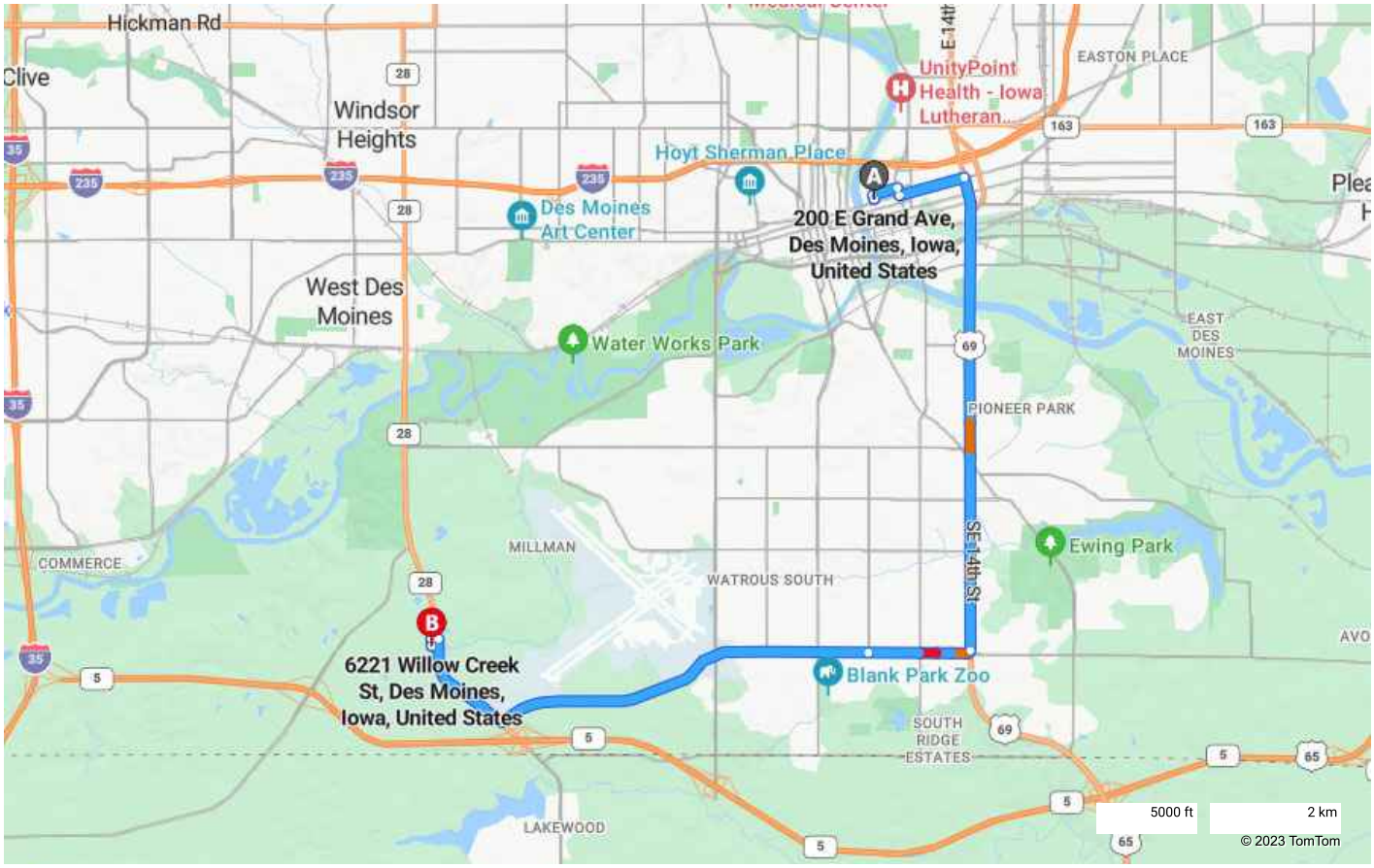
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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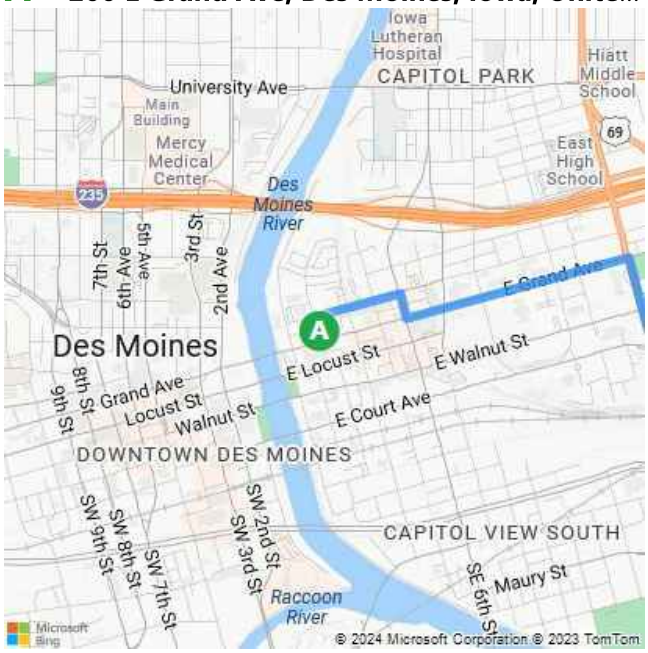

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:10 CST

Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH];

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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Jul 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Tue Apr 02 10:43:49 Central Daylight Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

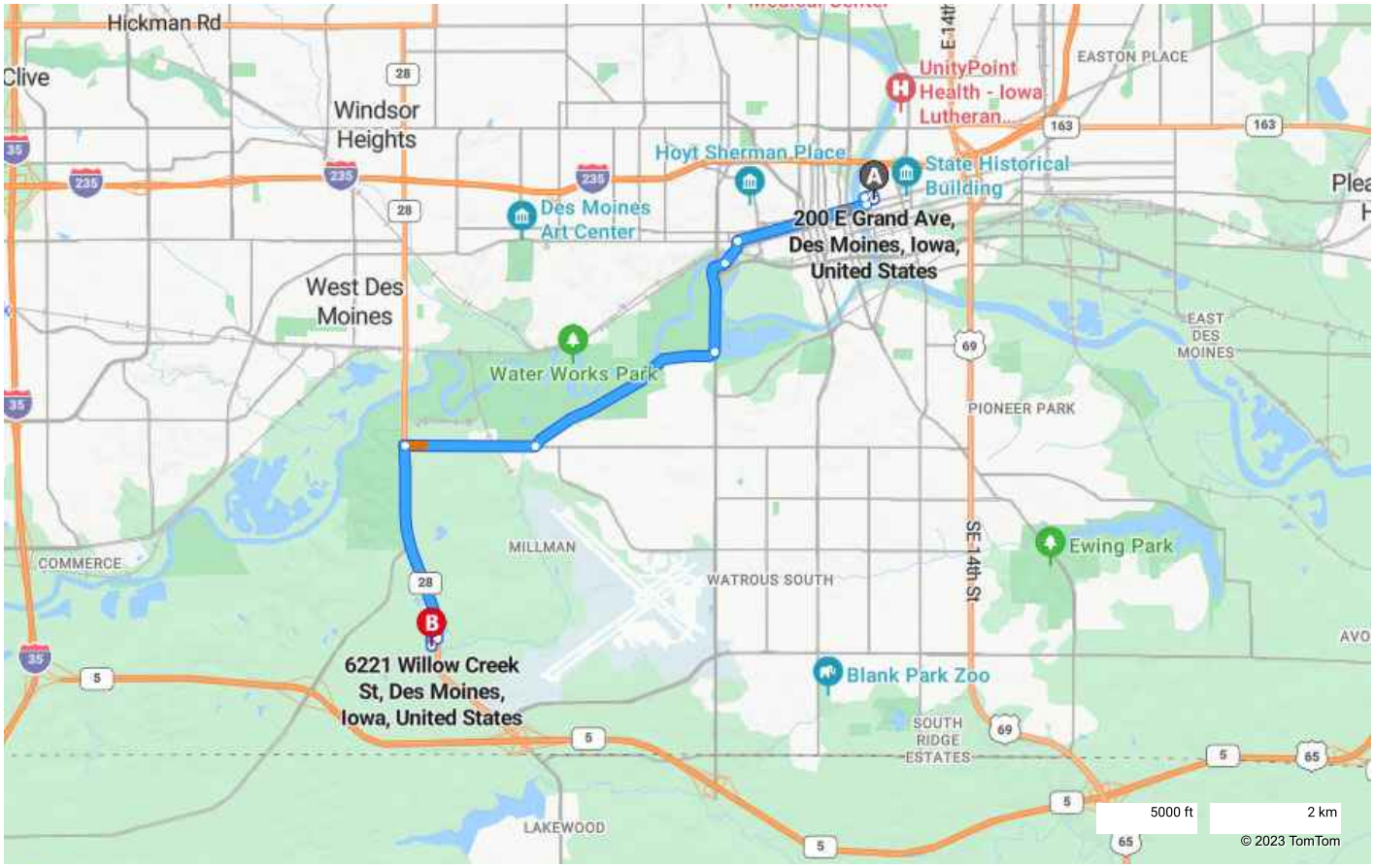
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

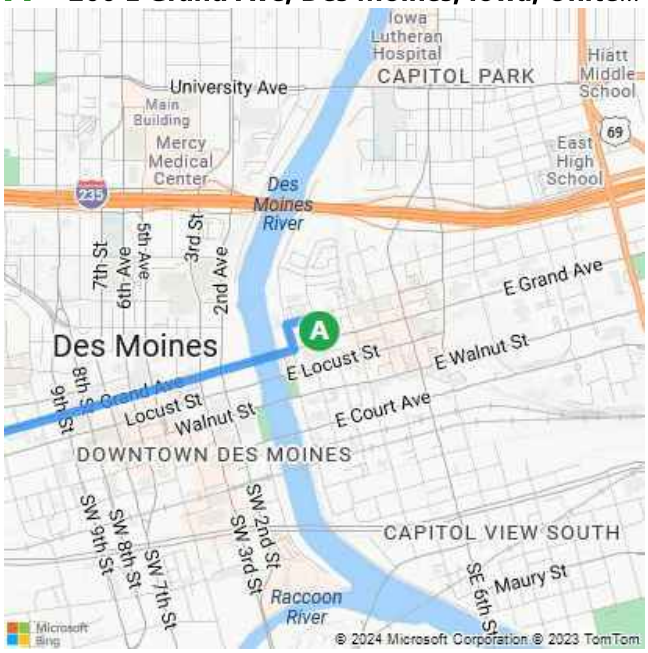
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

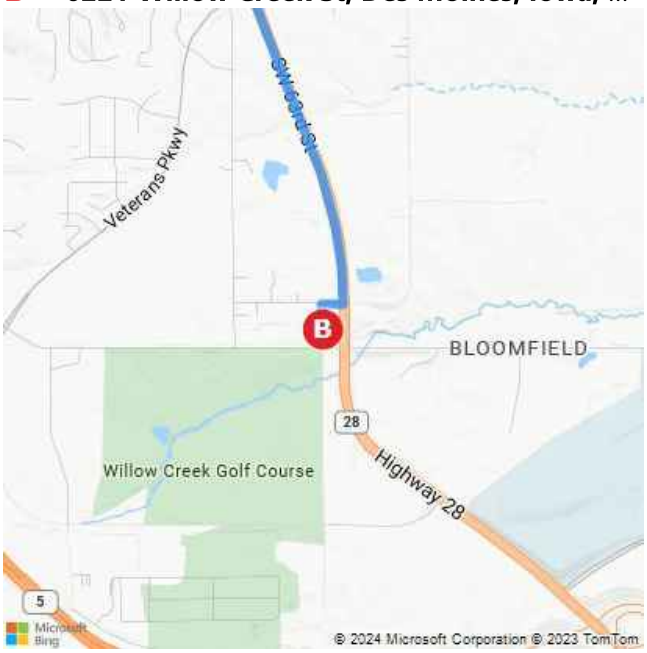
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

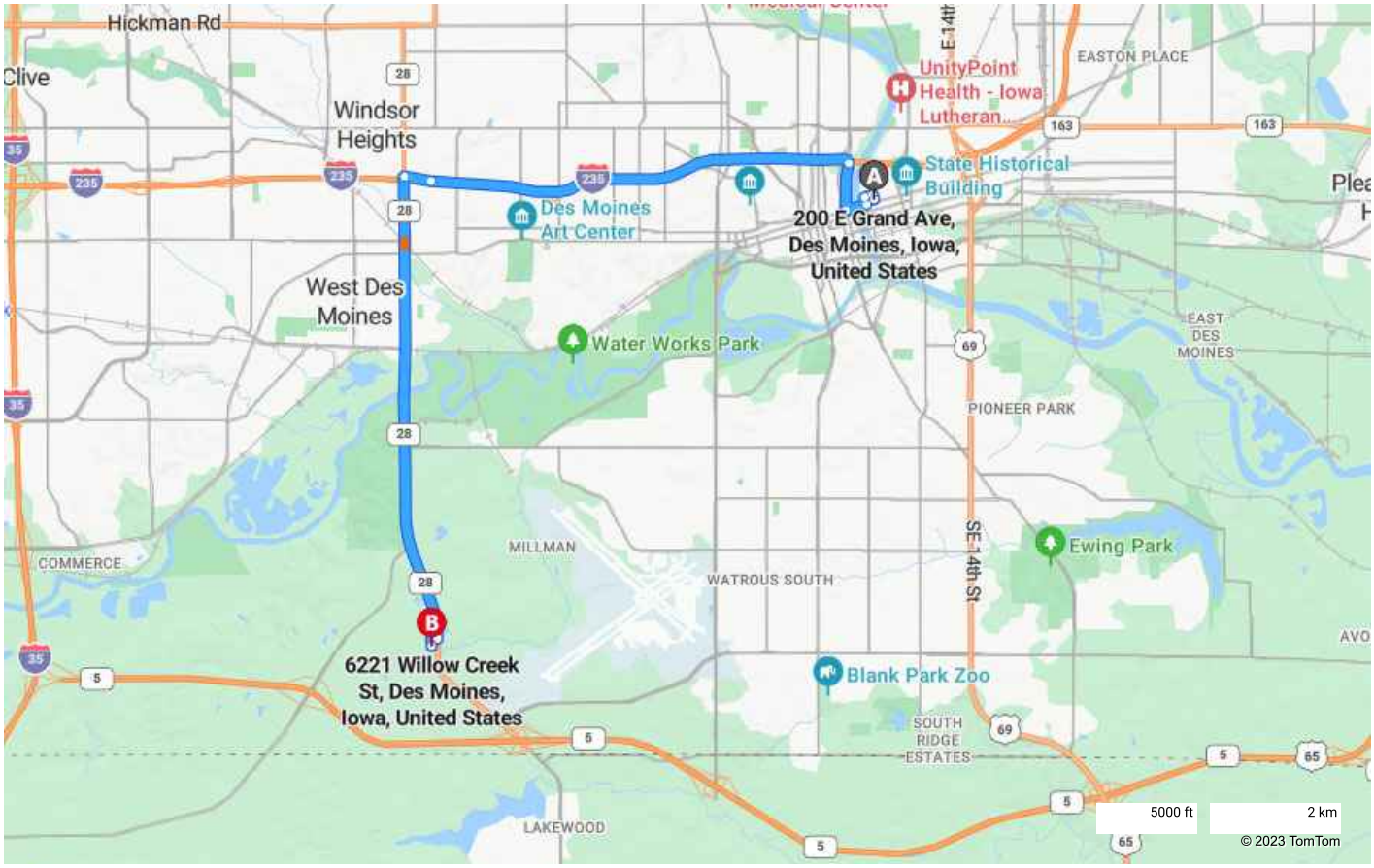
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

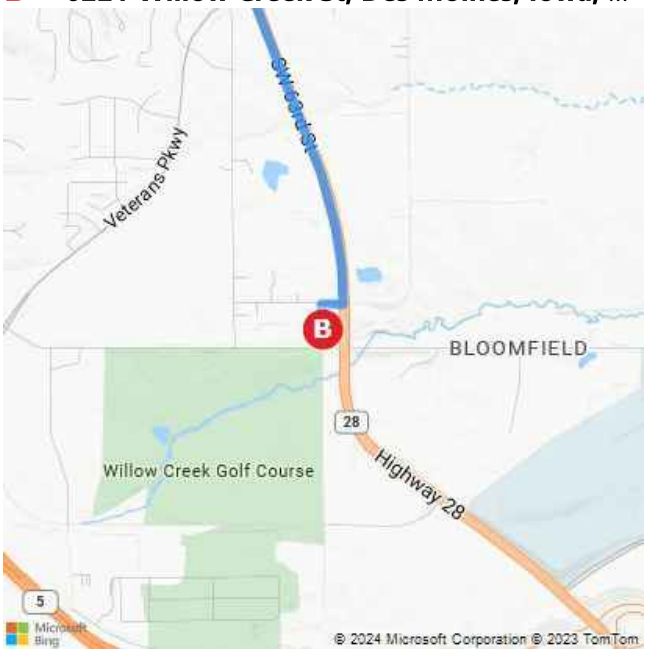
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

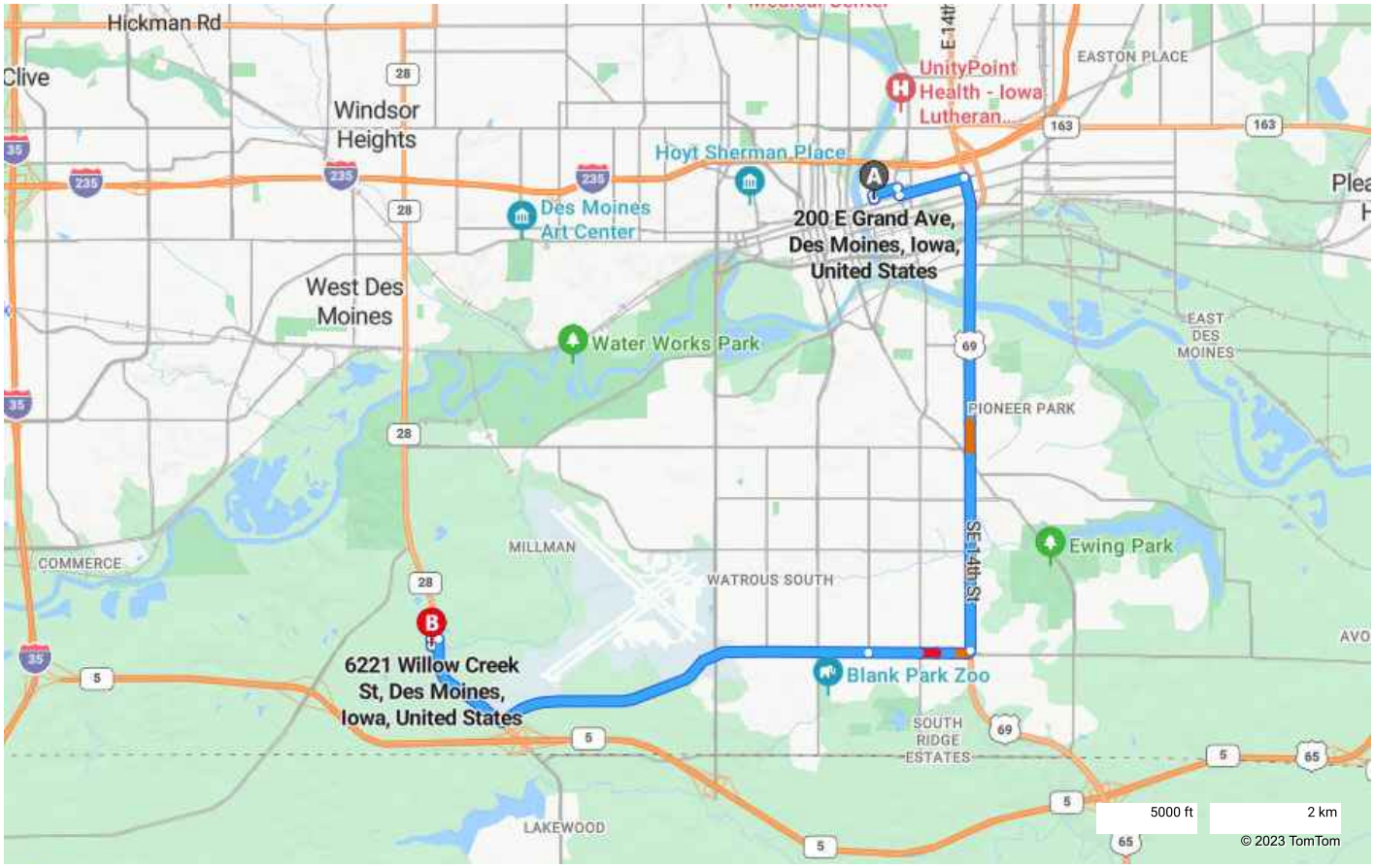
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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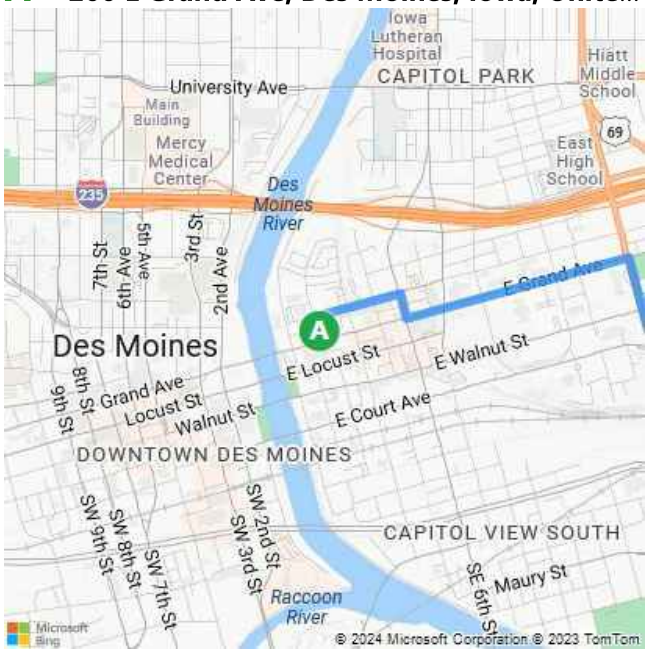

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Van Maanen, Amy J; Erdman, Jenny; Helm, Dawn

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)

Start Date/Time: Wed 7/17/2024 3:00:00 PM

End Date/Time: Wed 7/17/2024 7:00:00 PM

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:10 CST
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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele;

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Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Tue Apr 02 10:43:49 Central Daylight Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Myers, Laura; Aiger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

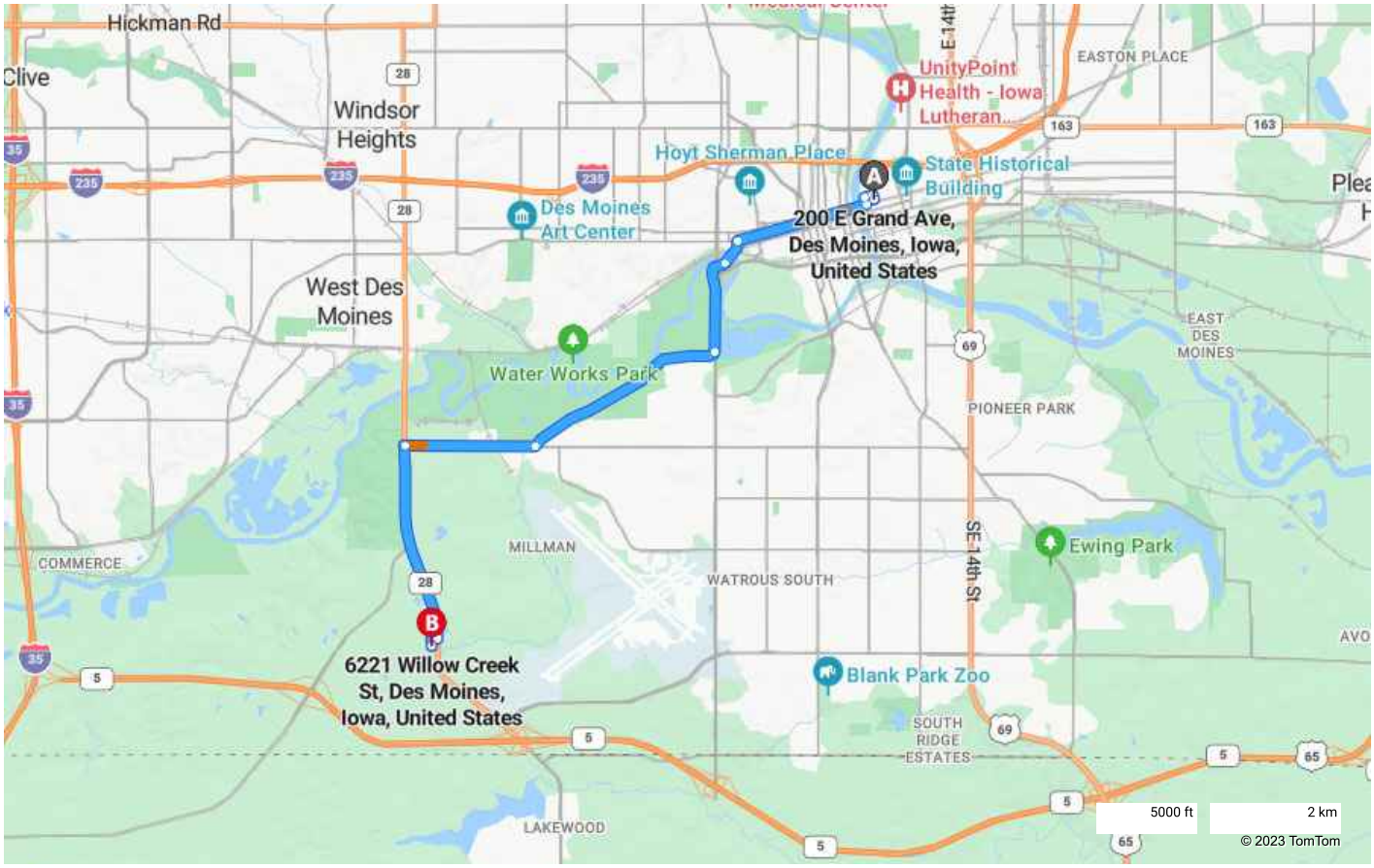
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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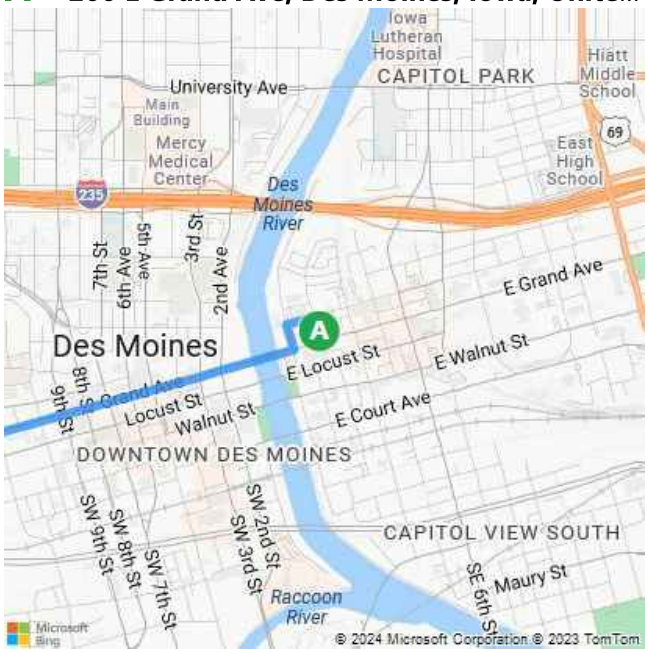
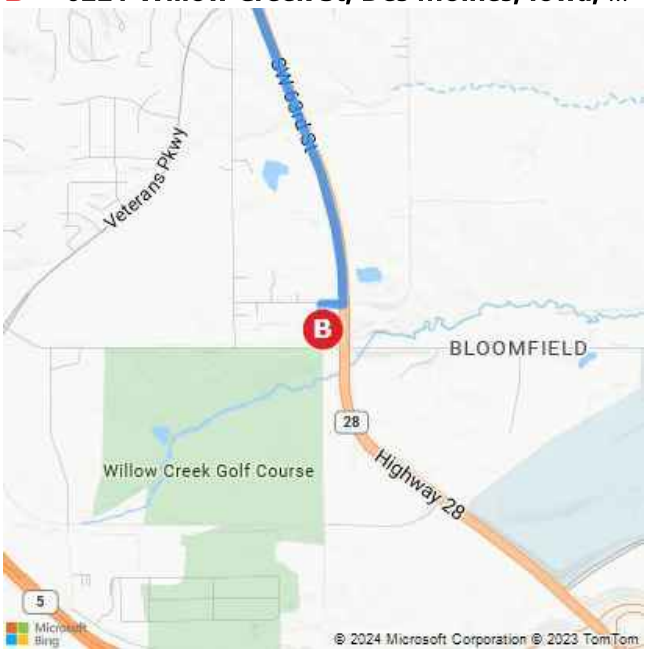


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

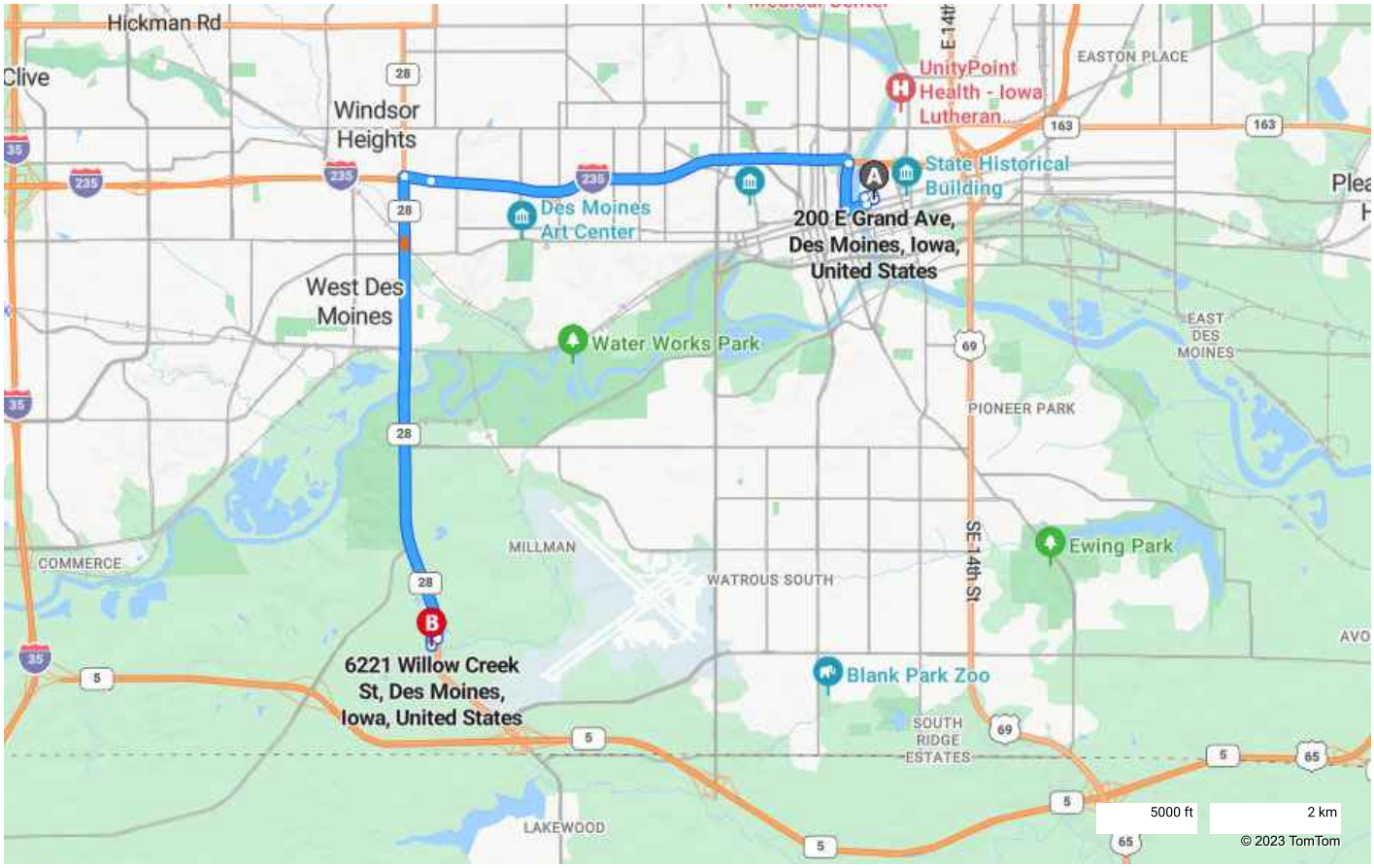
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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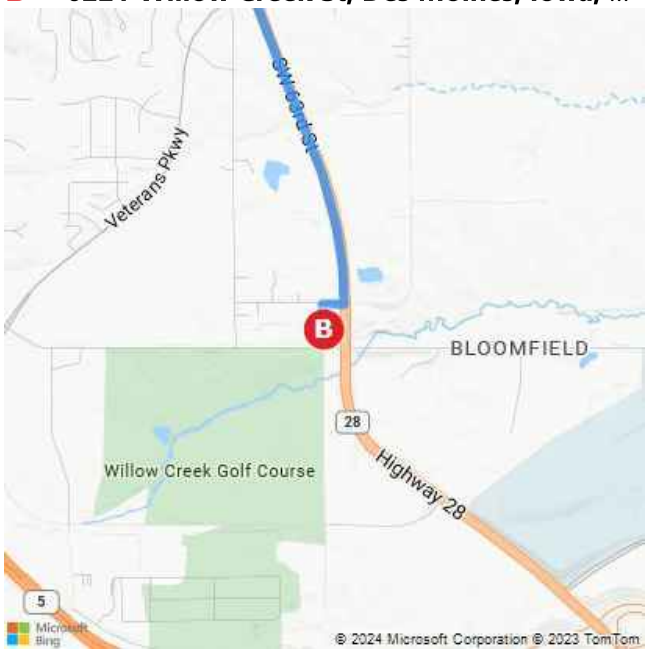

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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

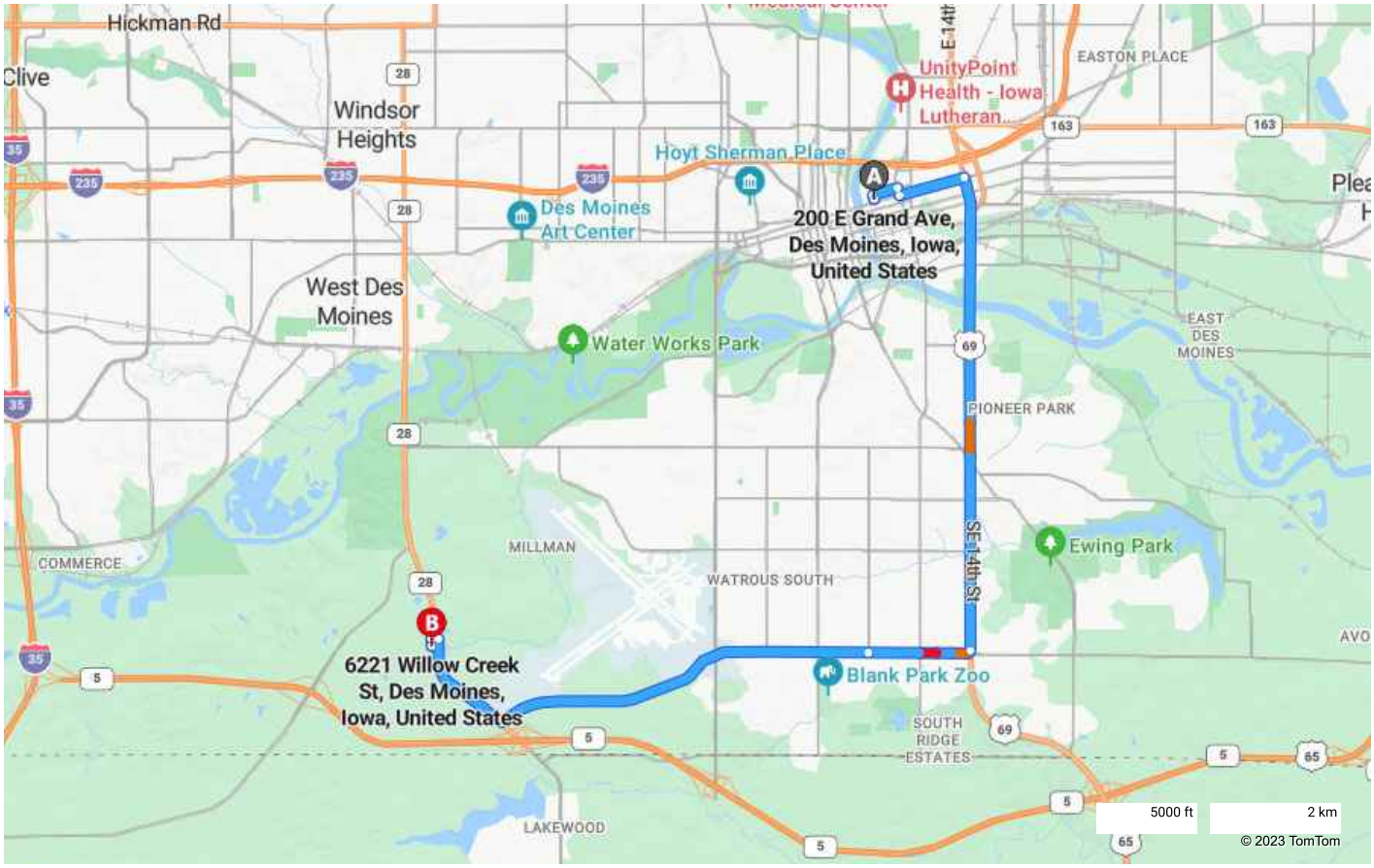
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** • *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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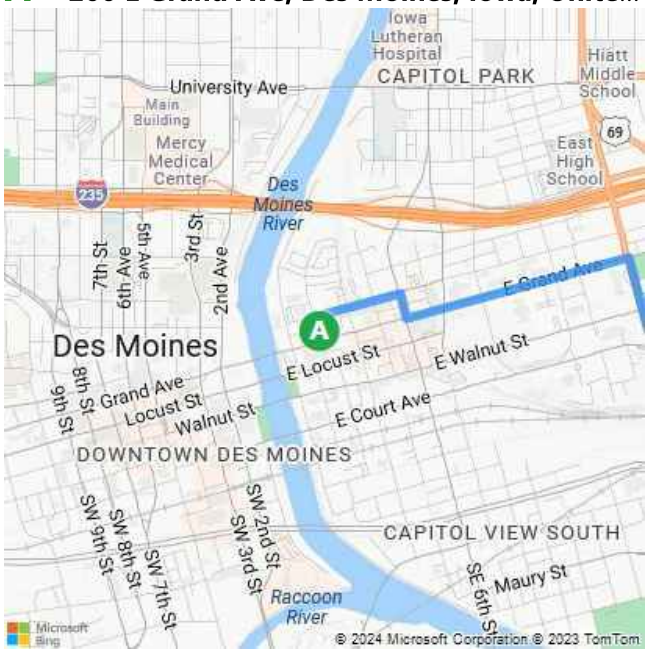

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
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Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Thu Feb 29 12:30:13 Central Standard Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

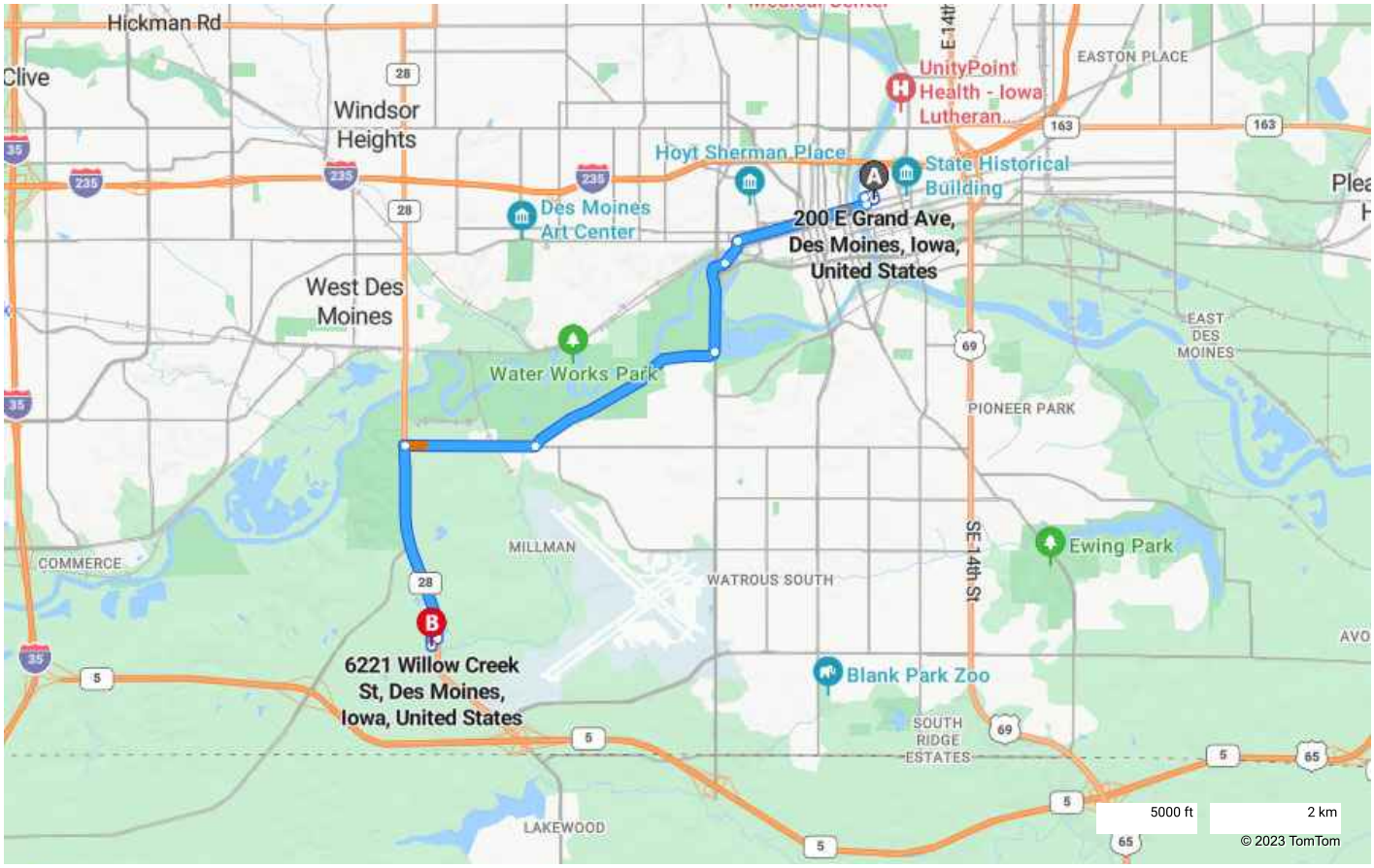
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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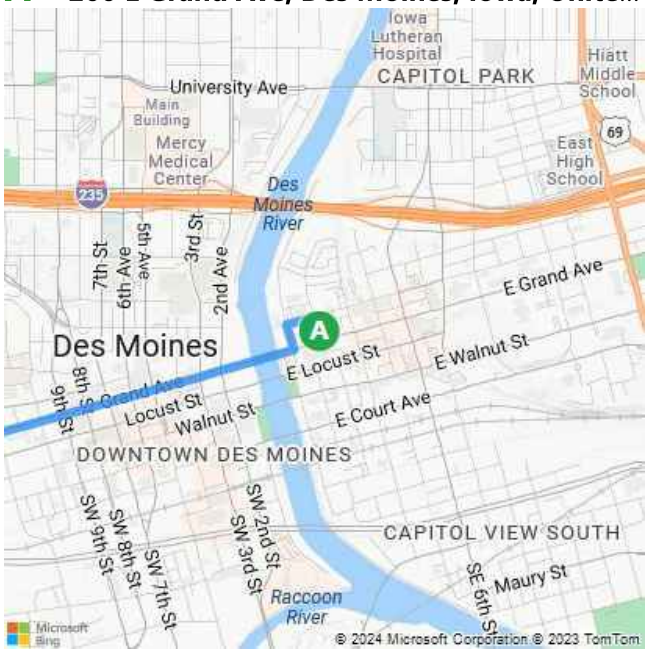
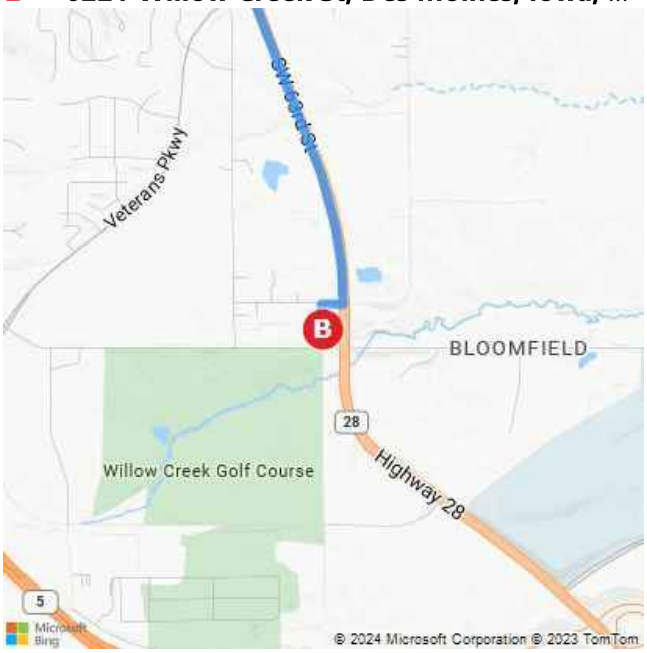


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

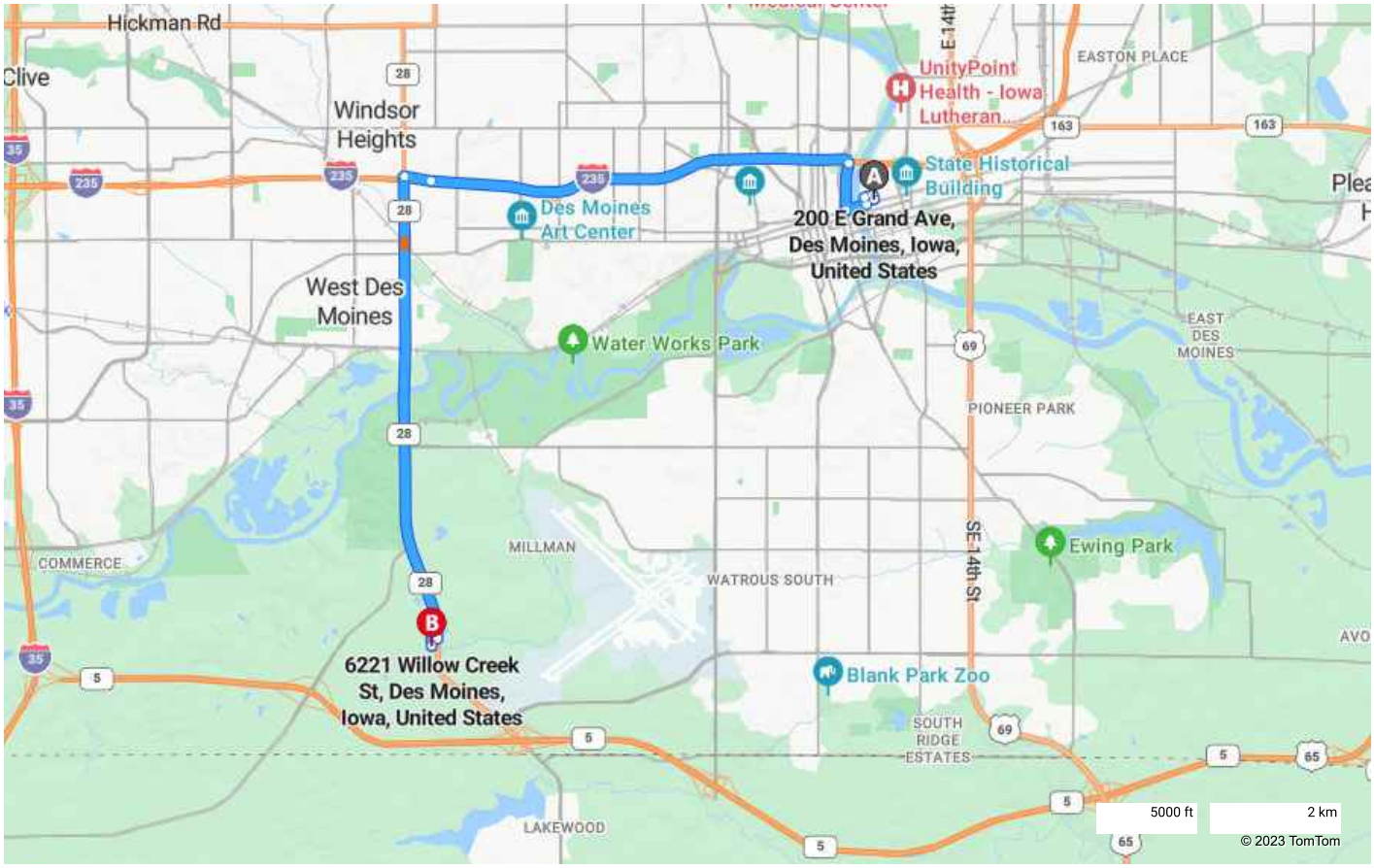
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

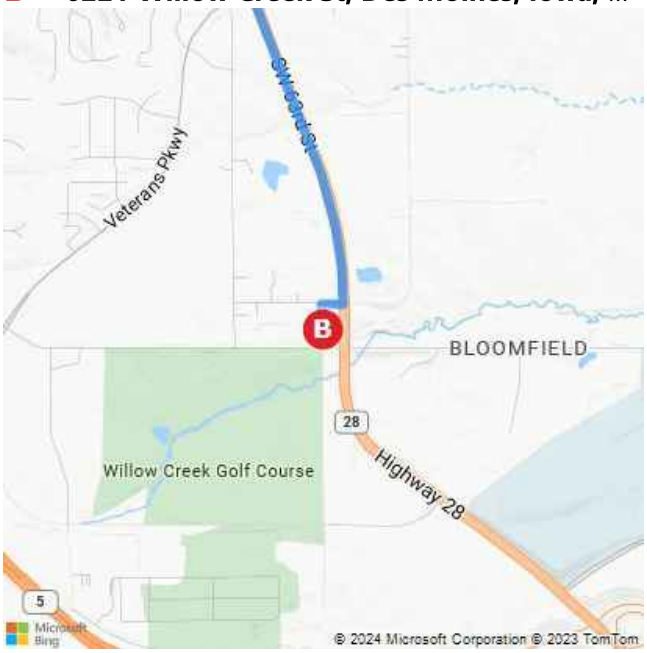
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

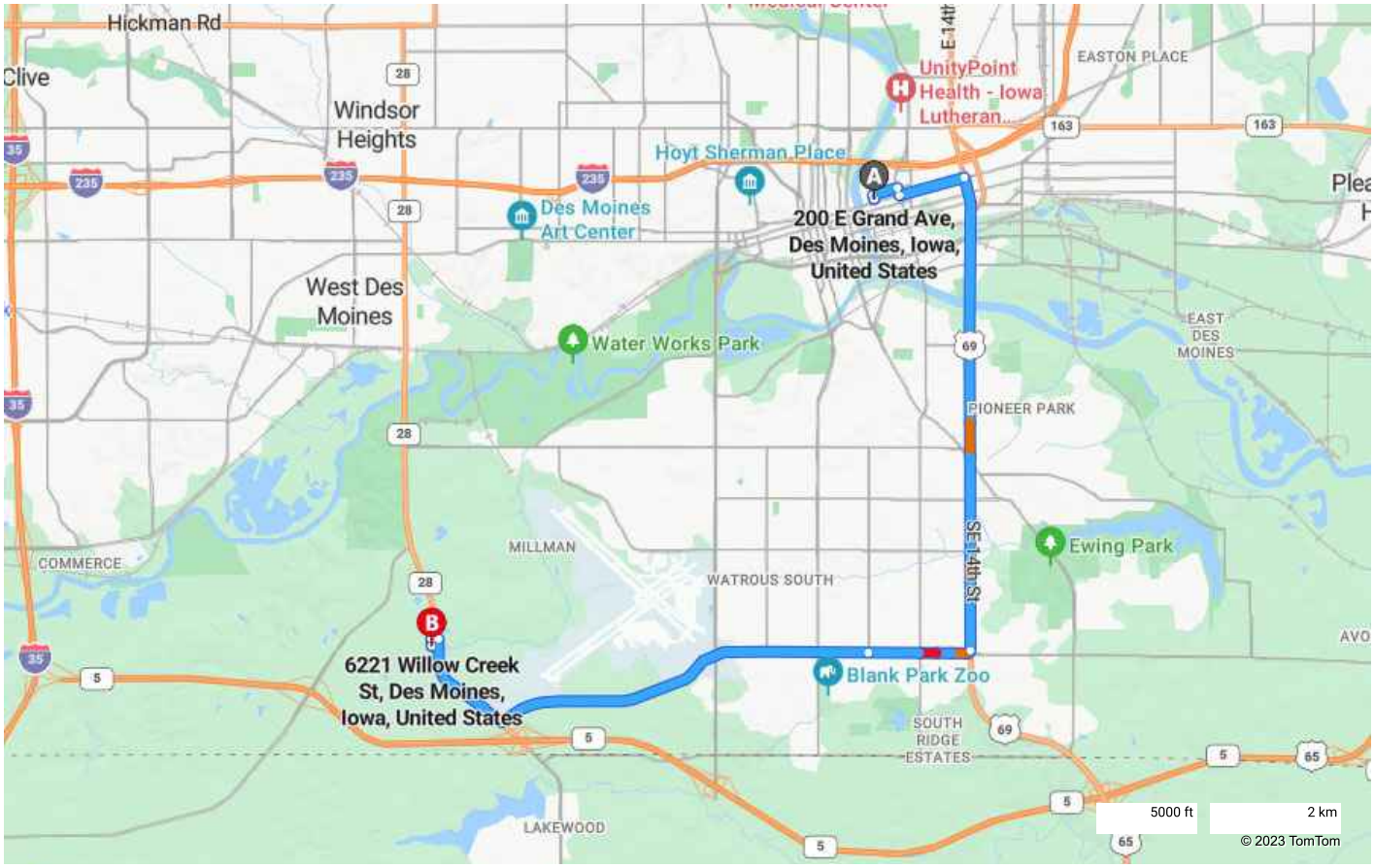
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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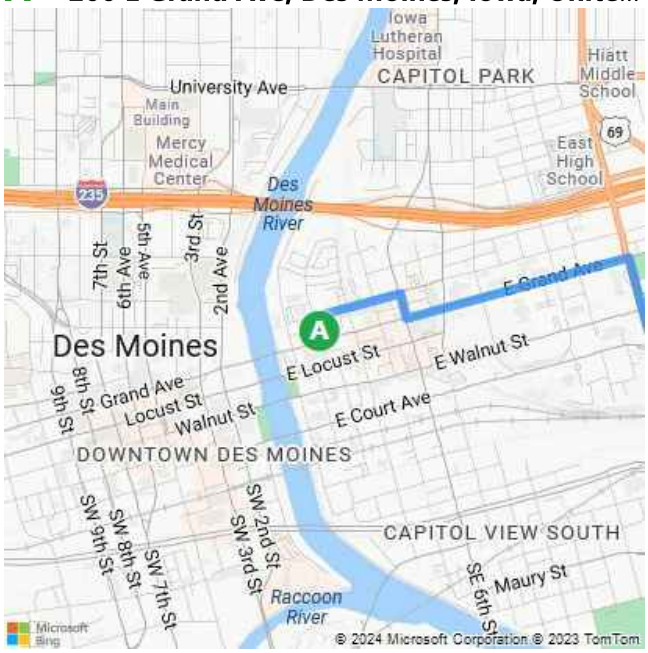

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
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Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5259-000002
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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

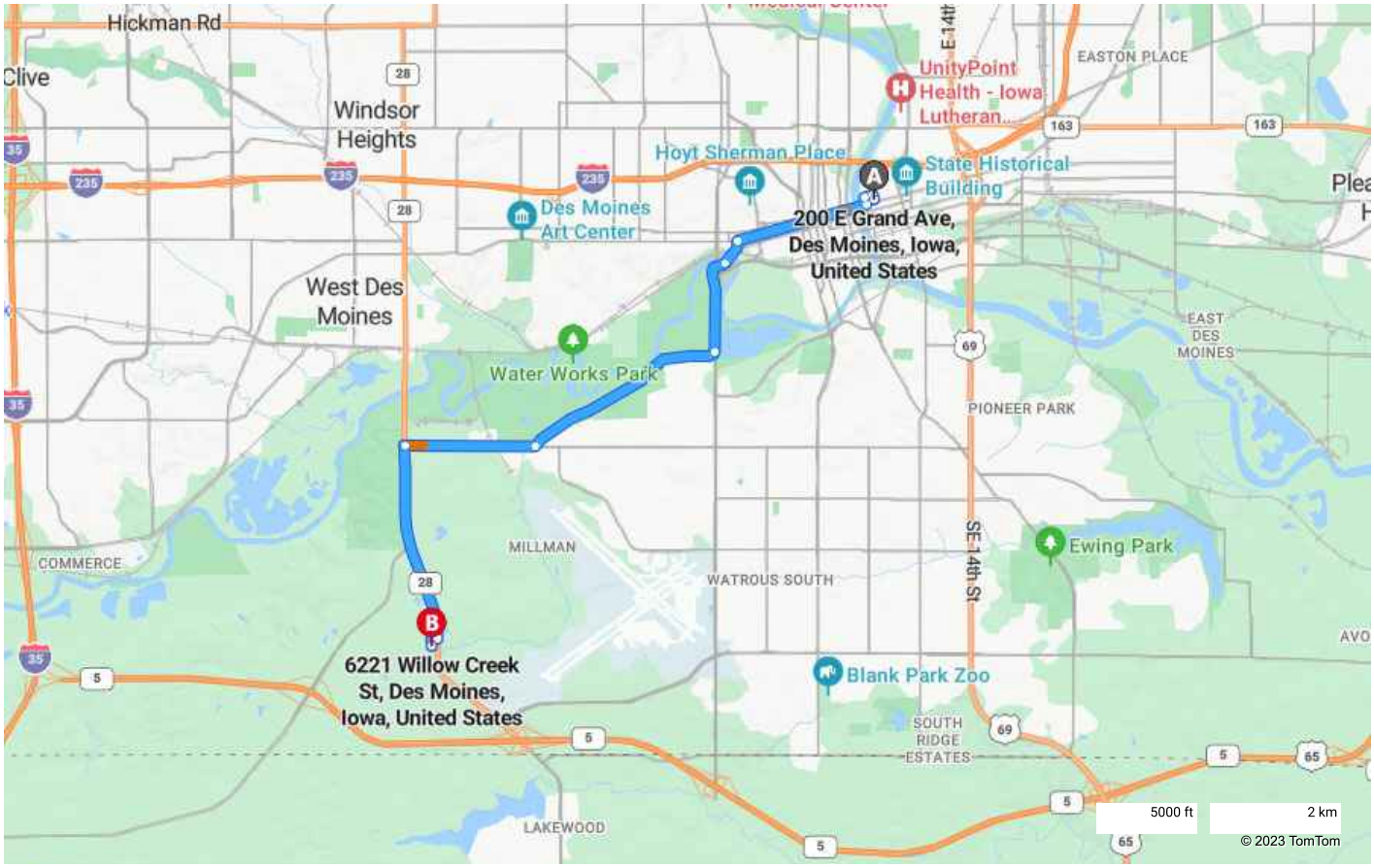
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

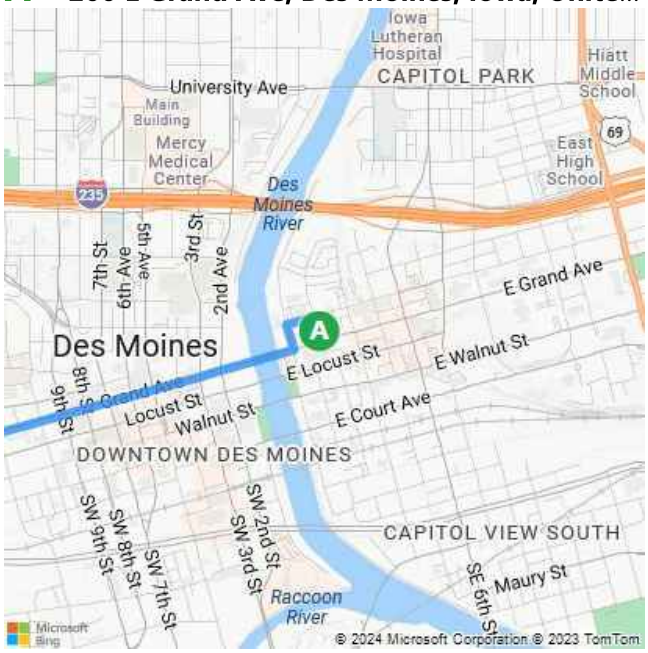
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

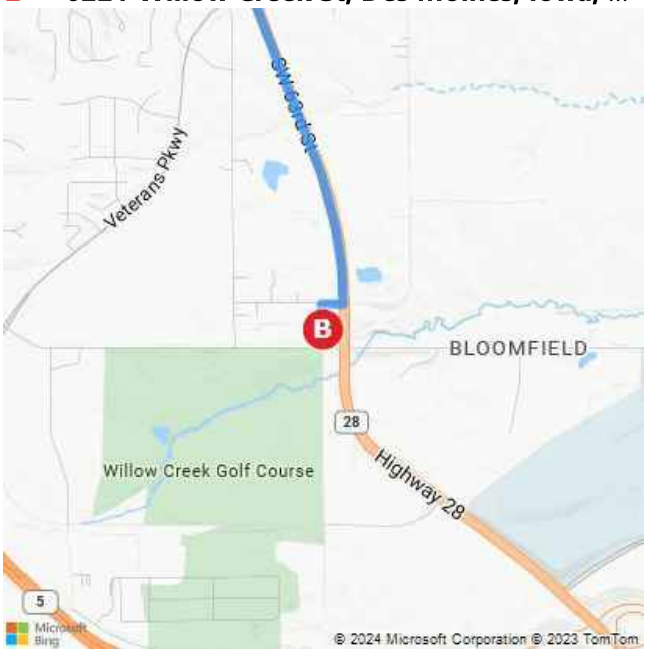
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5259-000003
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

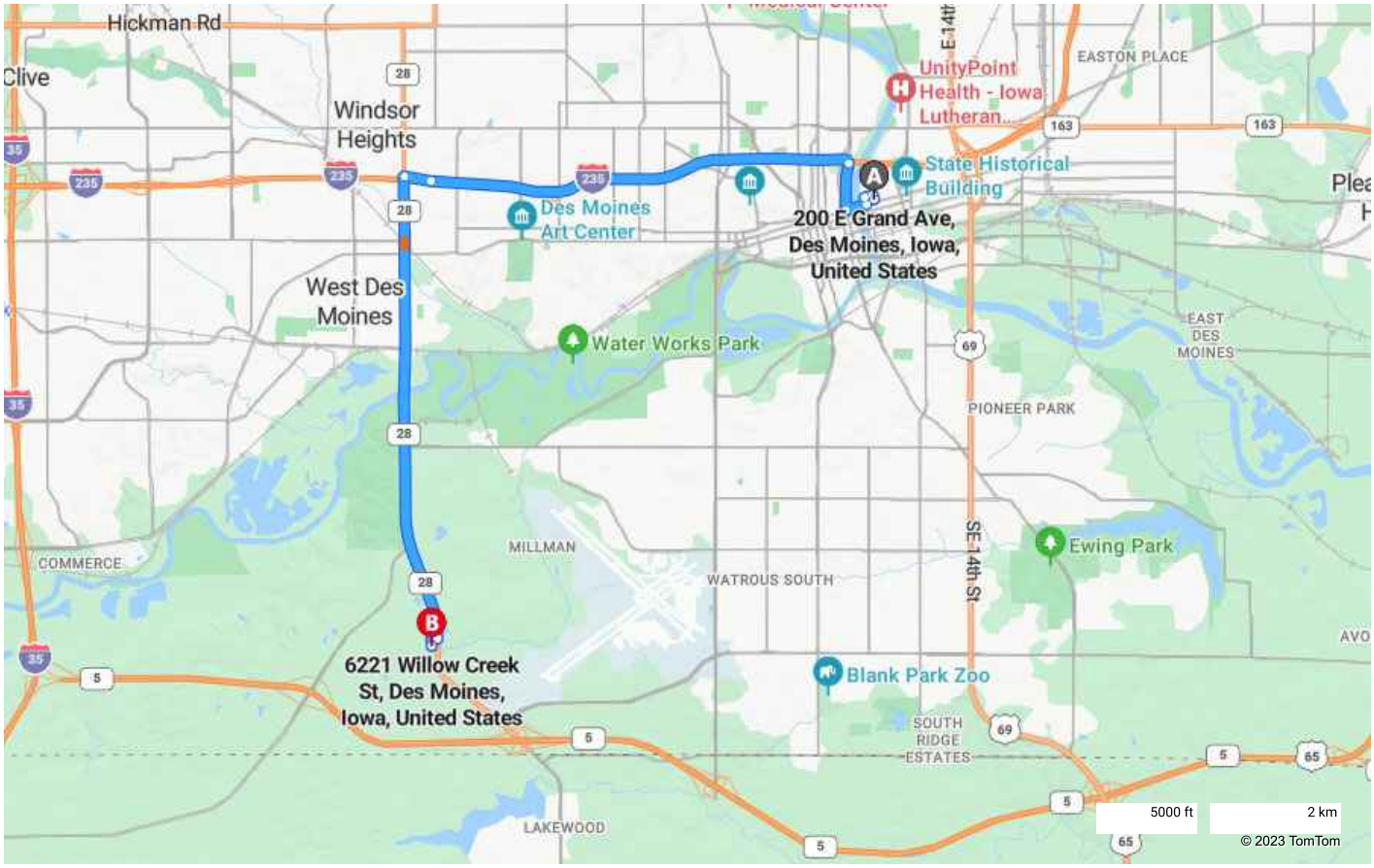
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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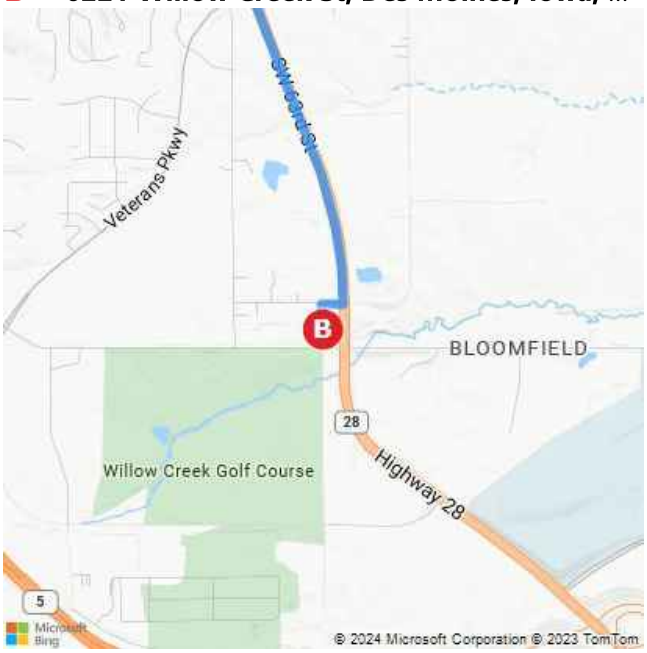
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

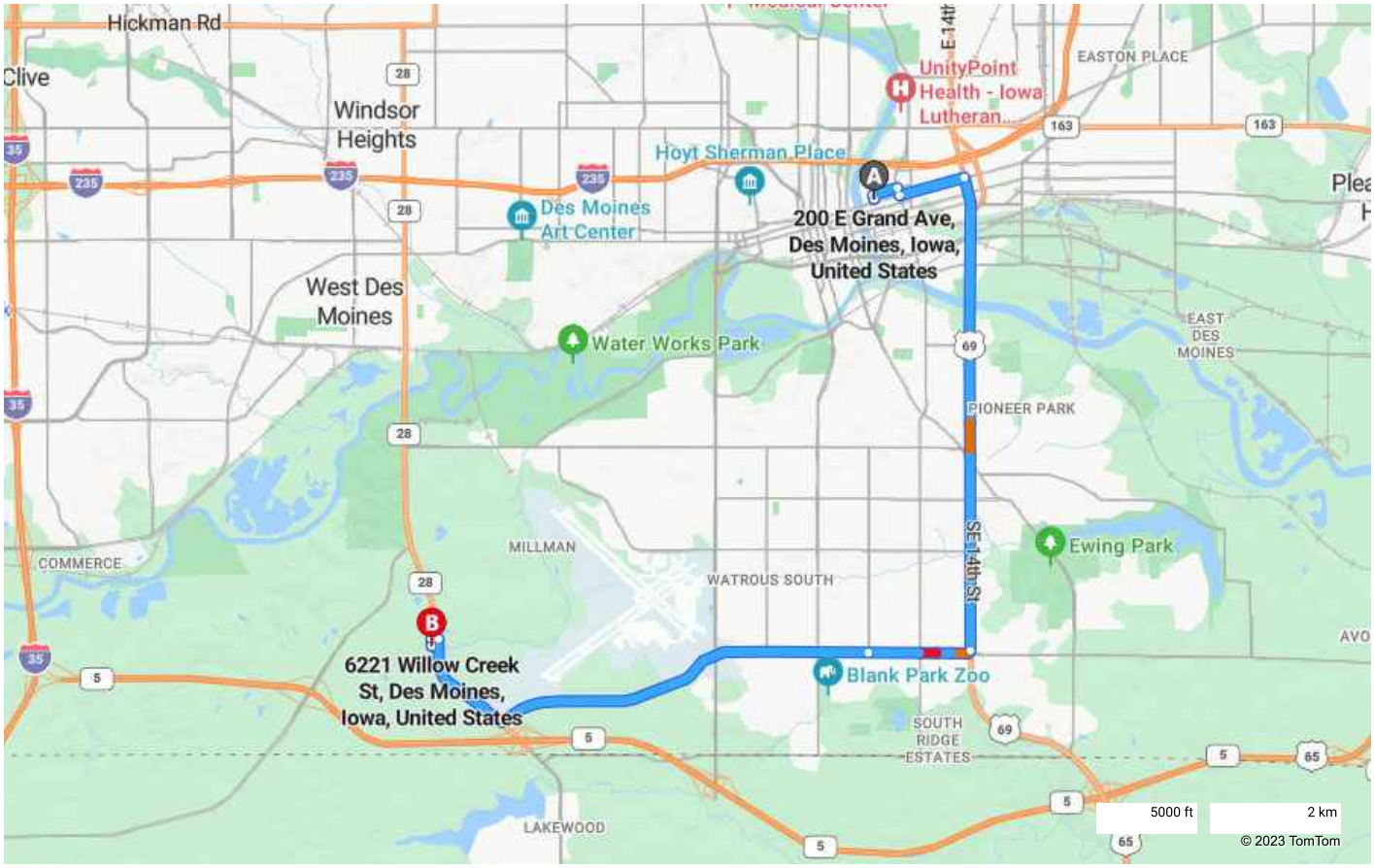
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

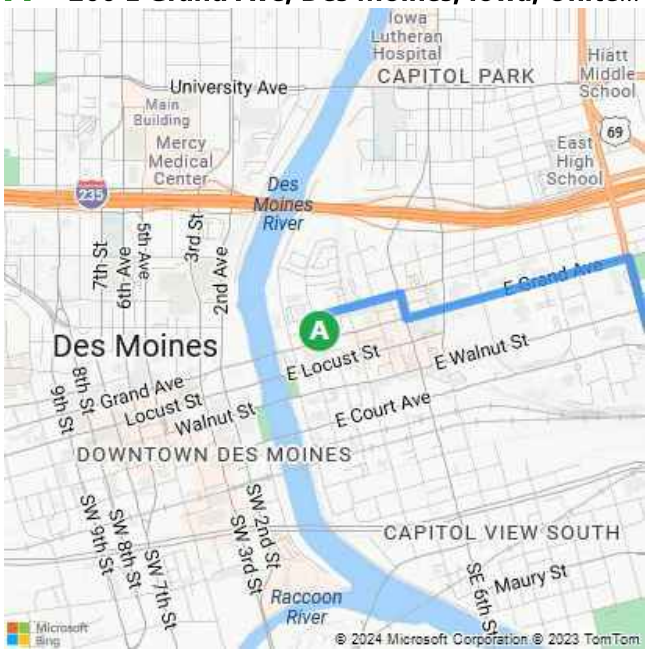
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5257

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AcceptedTime: Tue Apr 02 10:43:49 Central Daylight Time 2024

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5257-000002
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

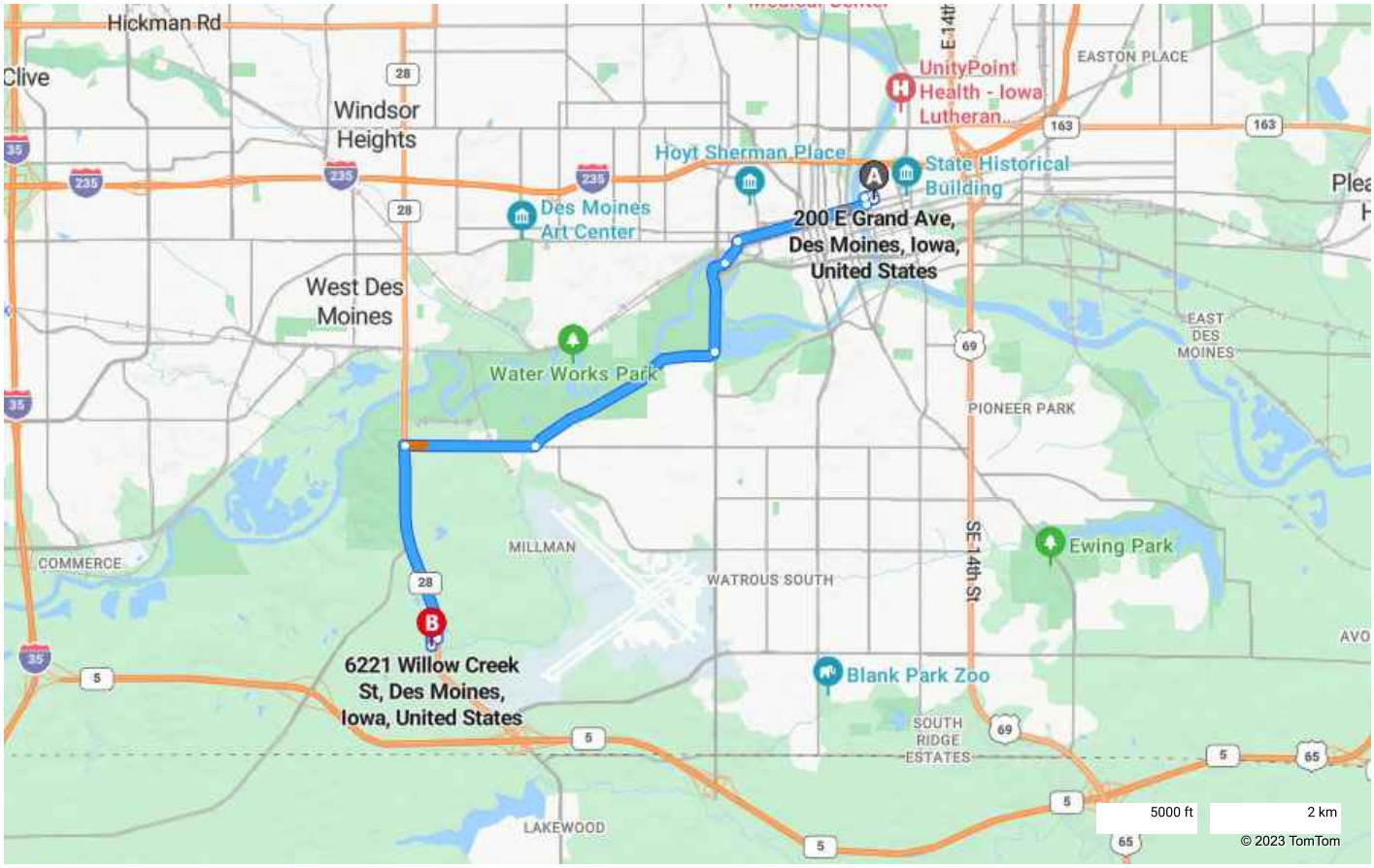
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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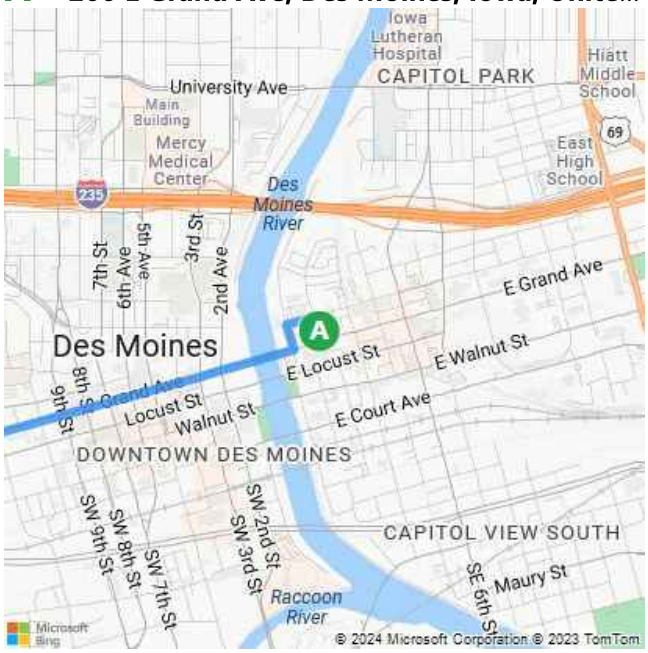
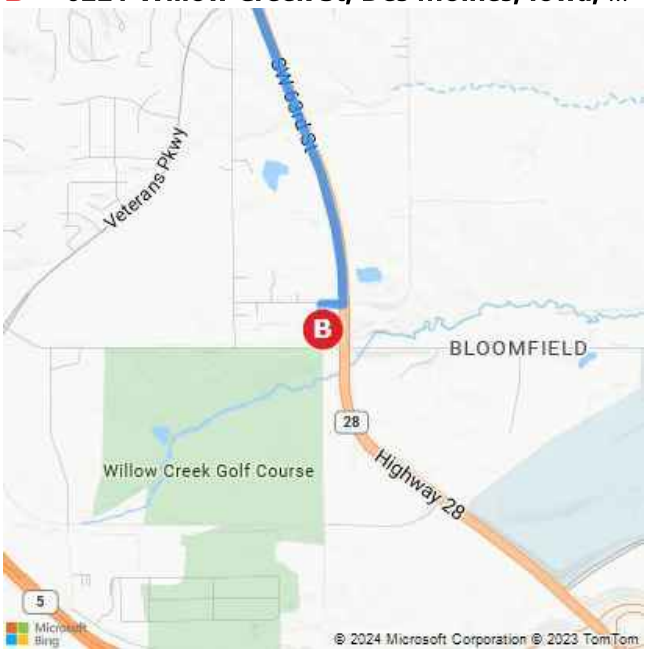


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5257-000003
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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

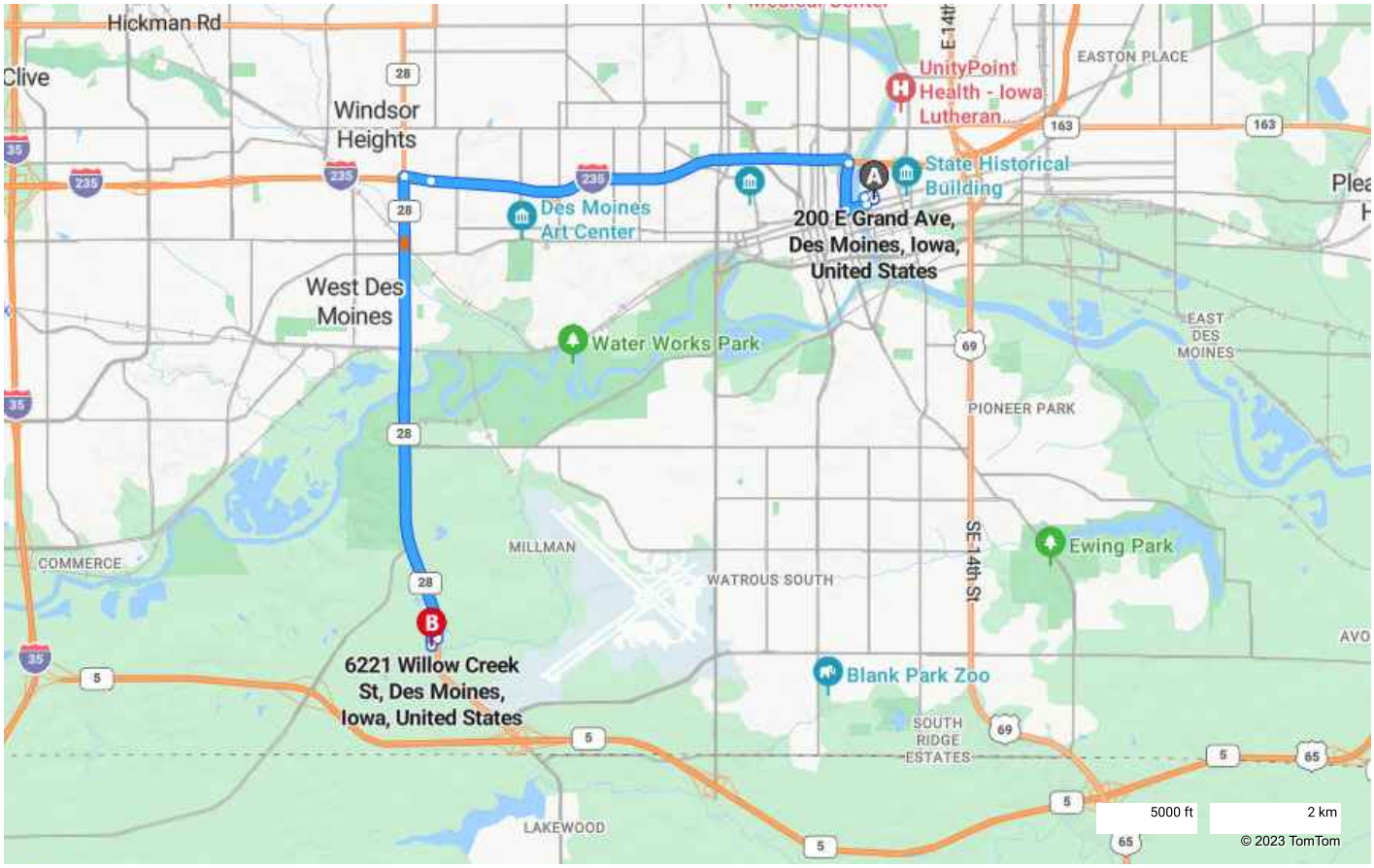
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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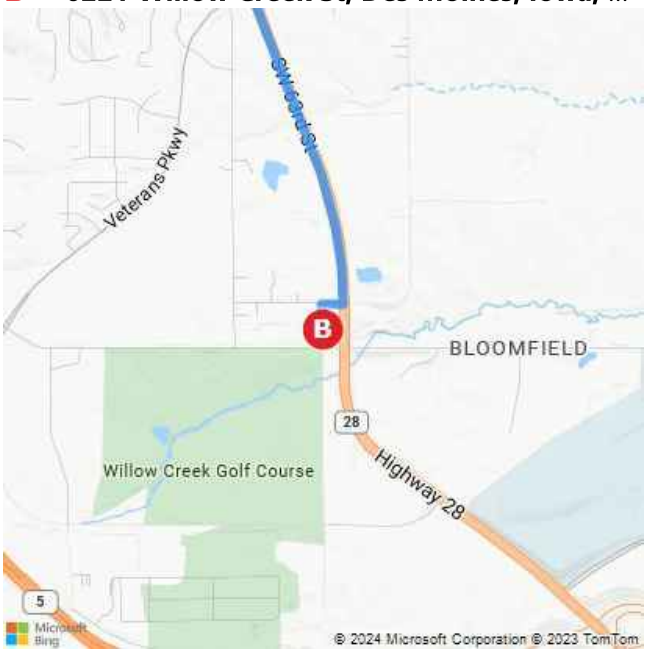
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

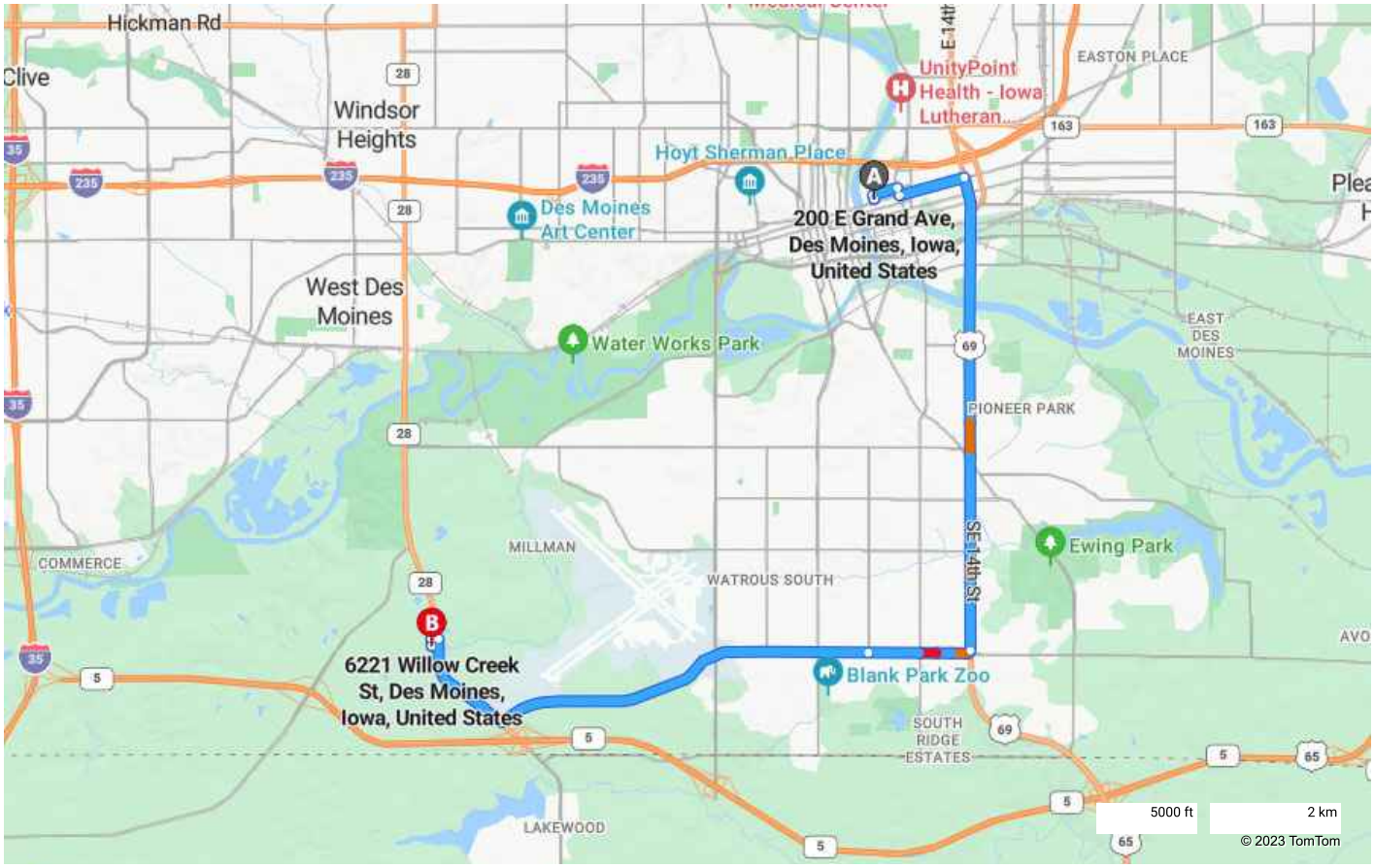
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

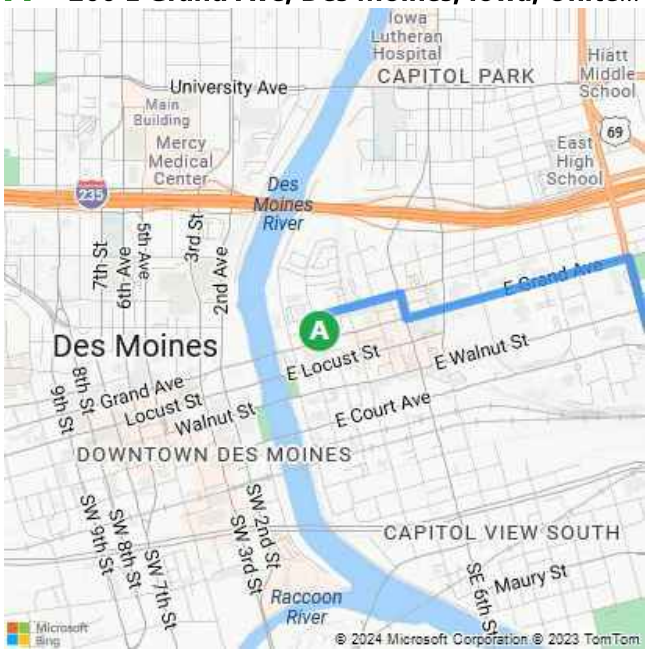
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5279

From: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 1 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
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AcceptedTime: Thu Feb 29 12:30:13 Central Standard Time 2024

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5279-000002
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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

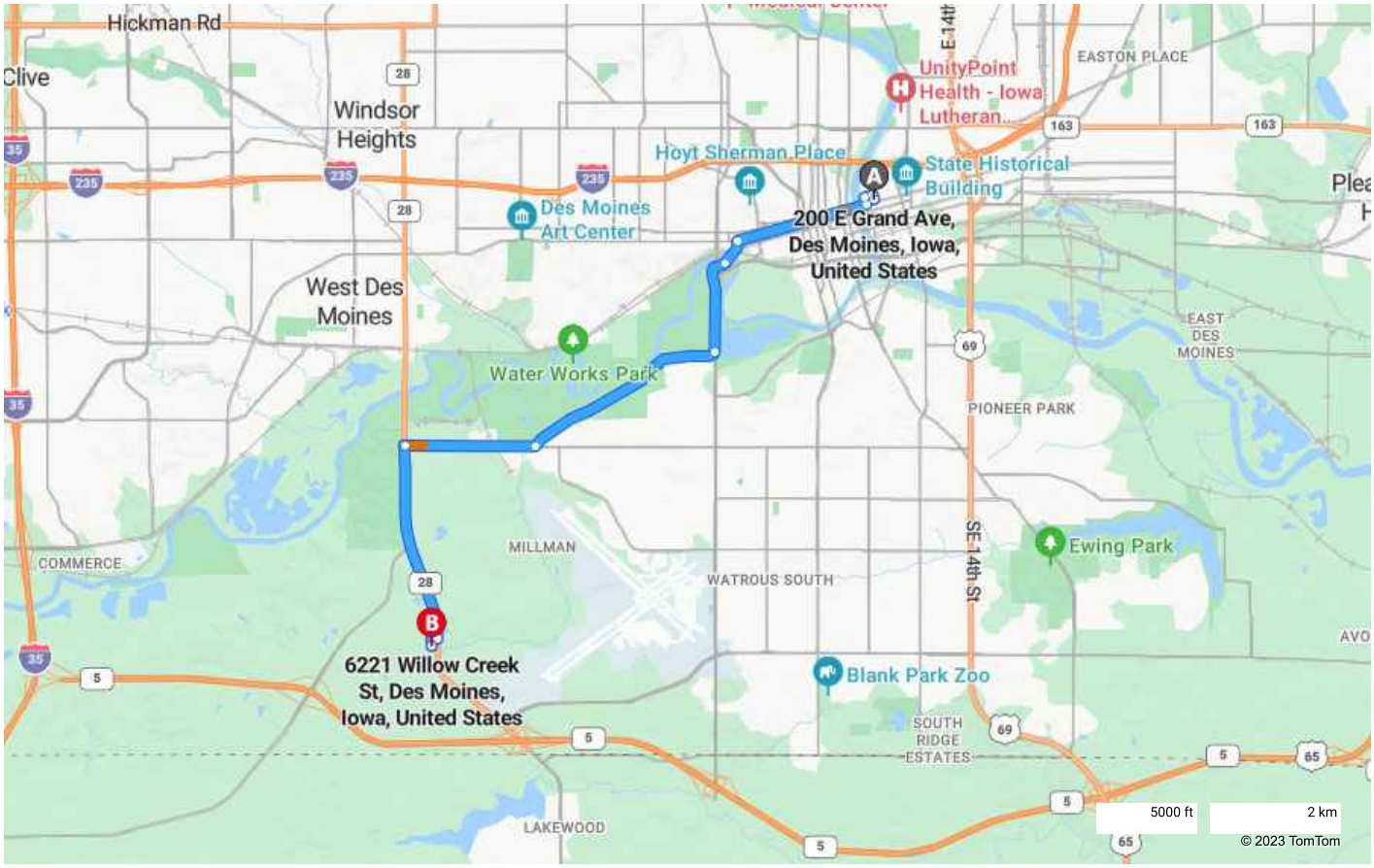
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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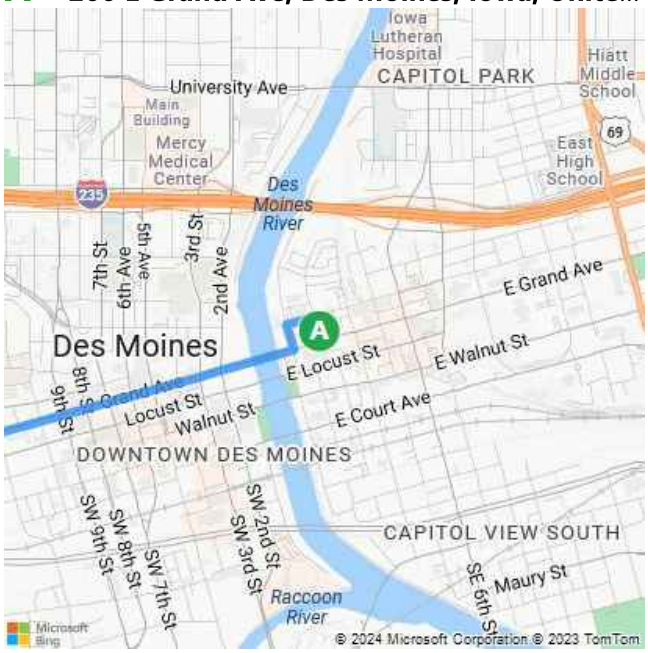
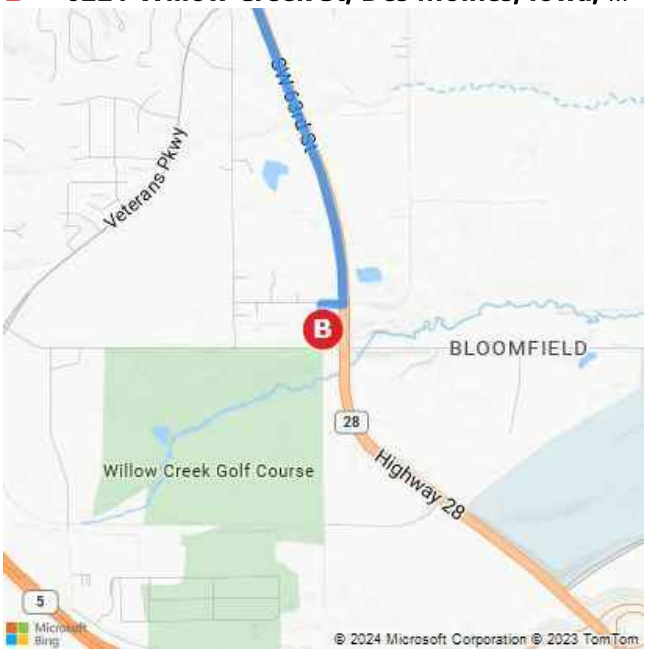


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

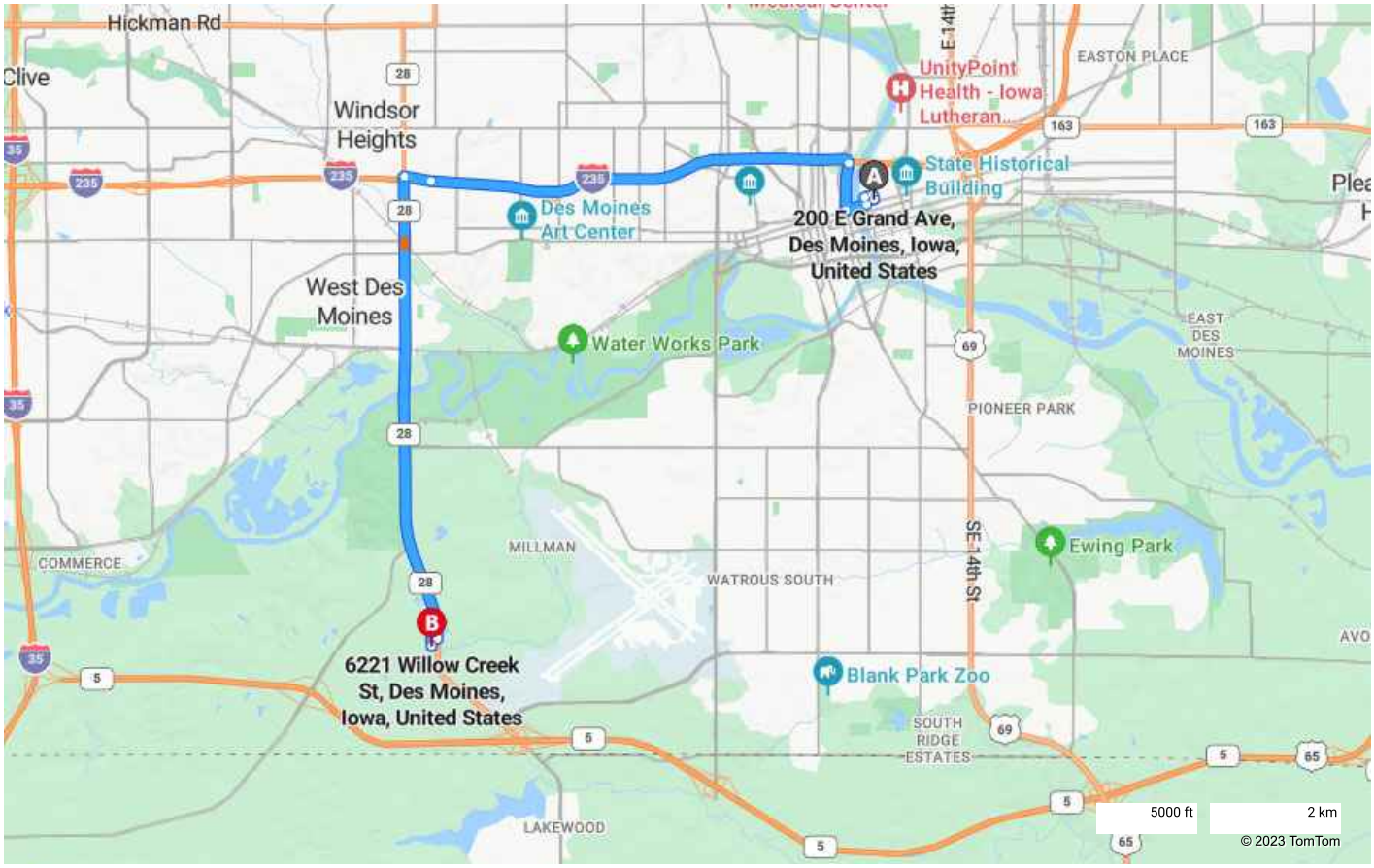
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

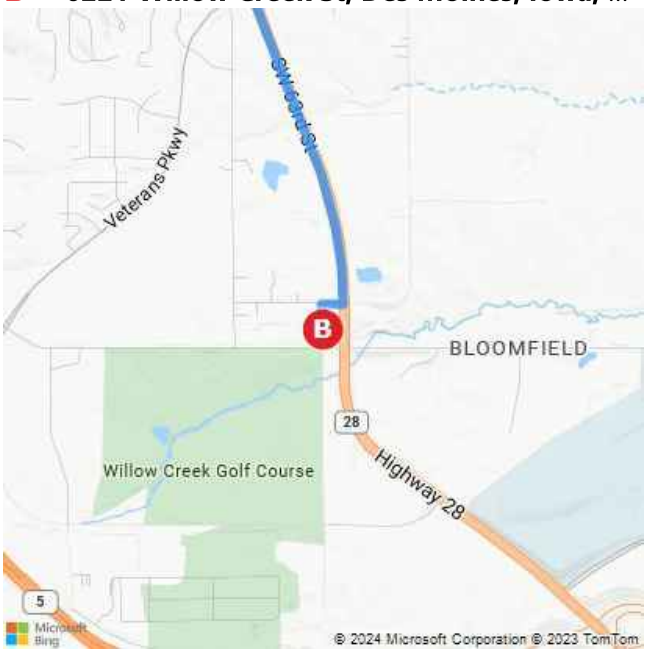
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

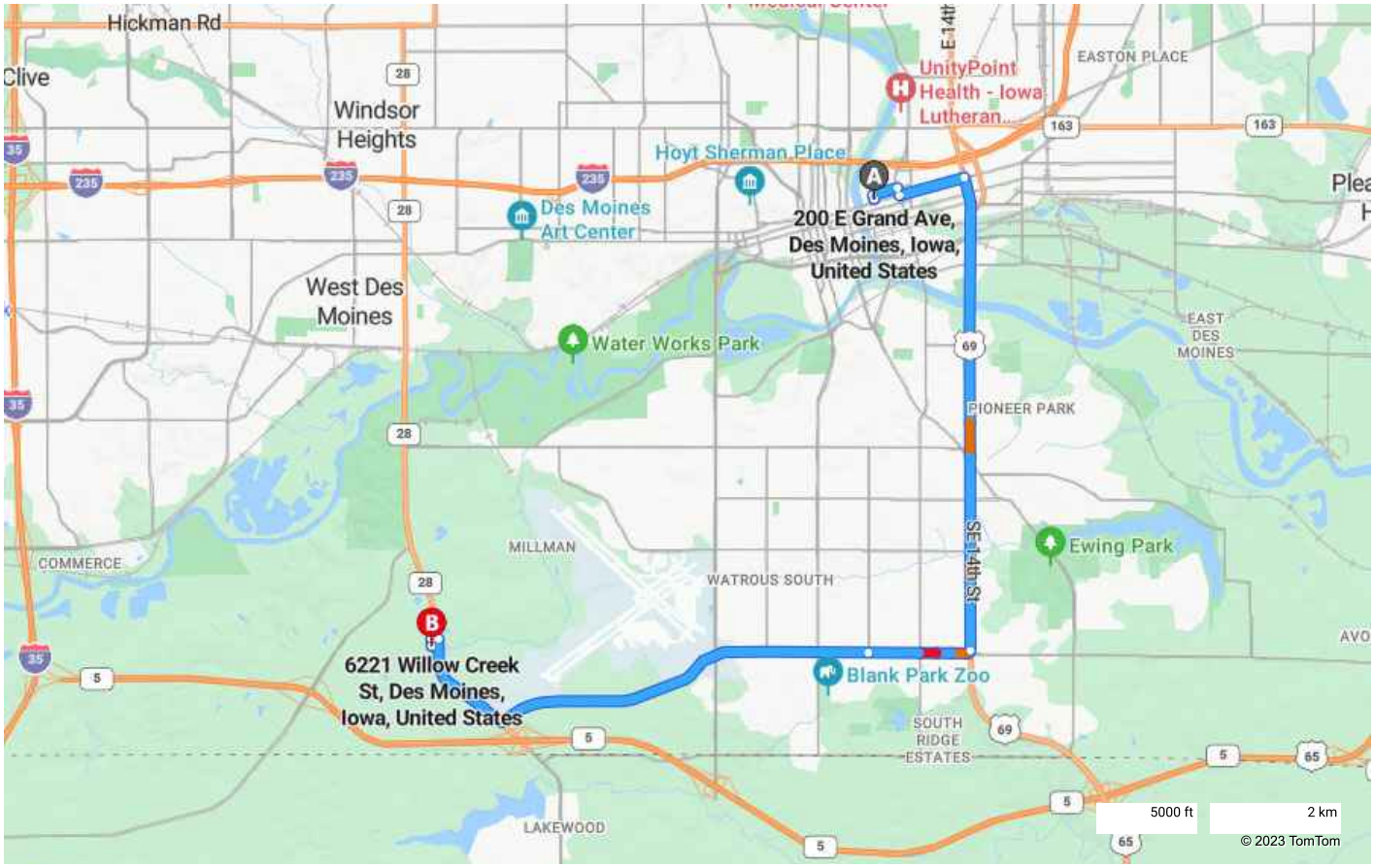
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

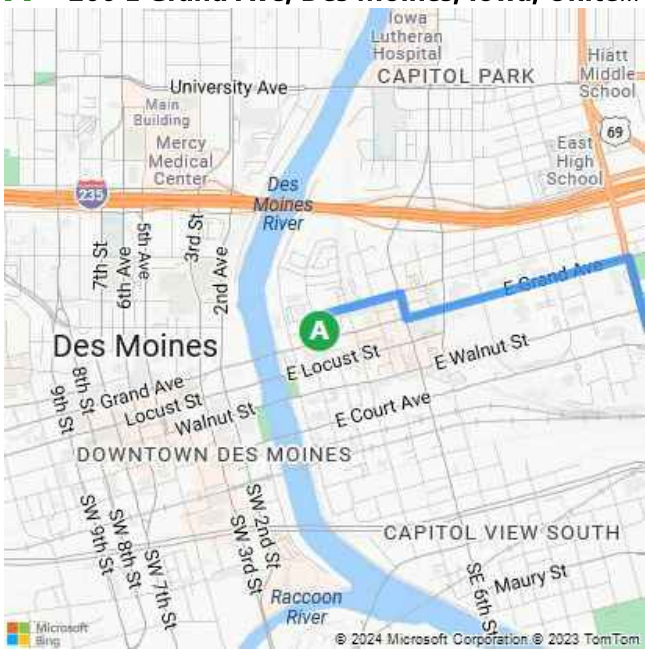
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5263

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:10 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia

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[IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Jul 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Tue Apr 02 10:43:49 Central Daylight Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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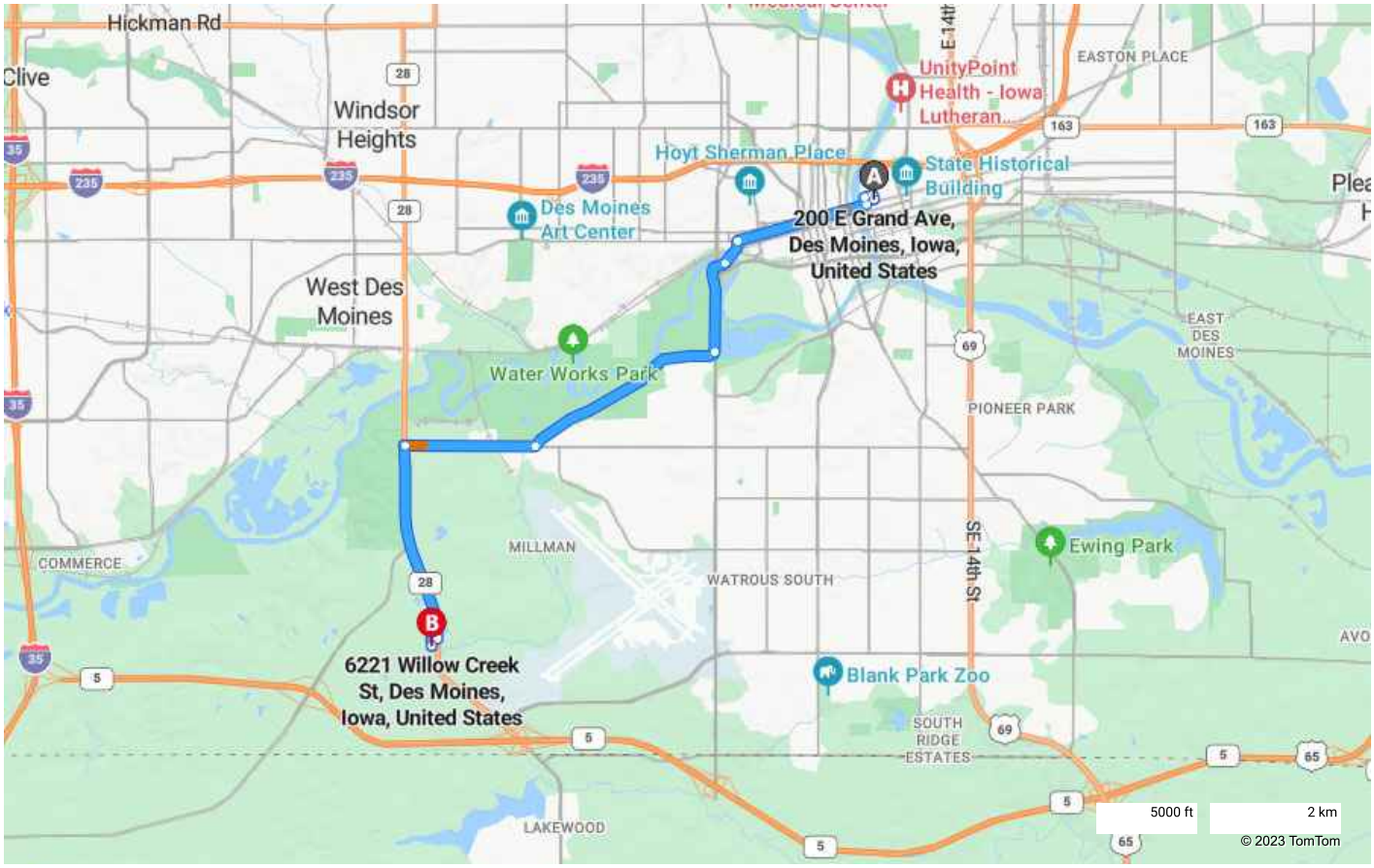
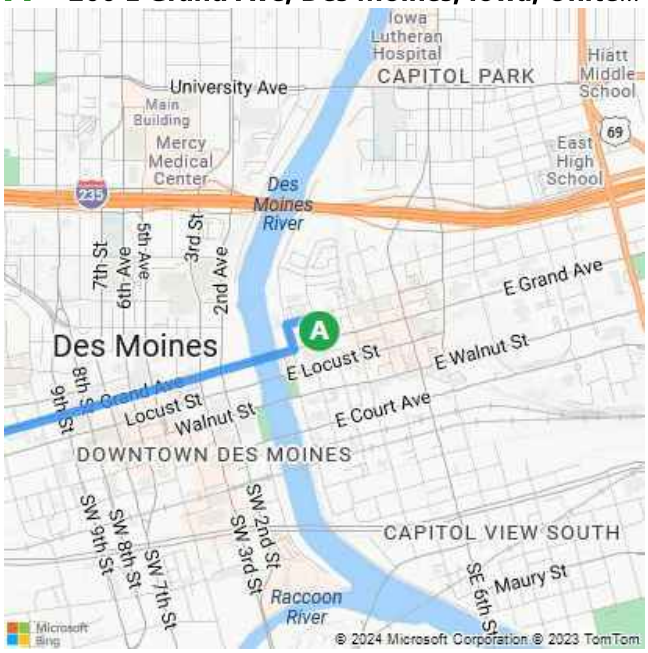
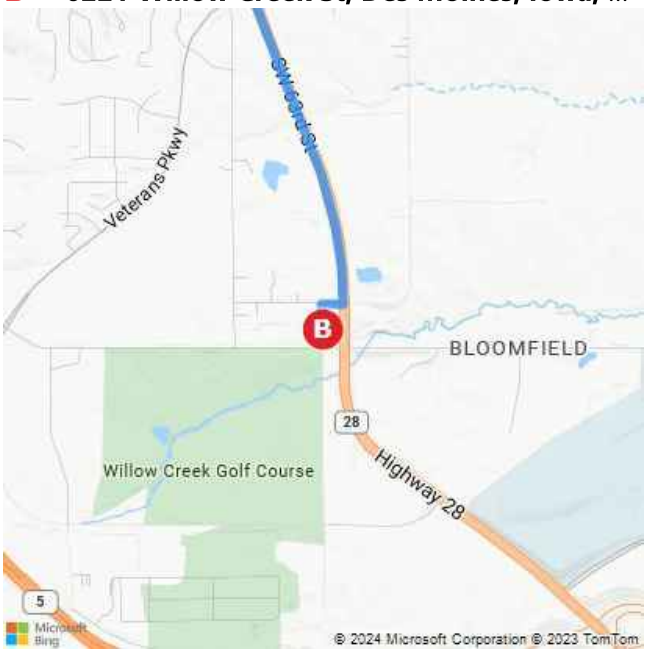


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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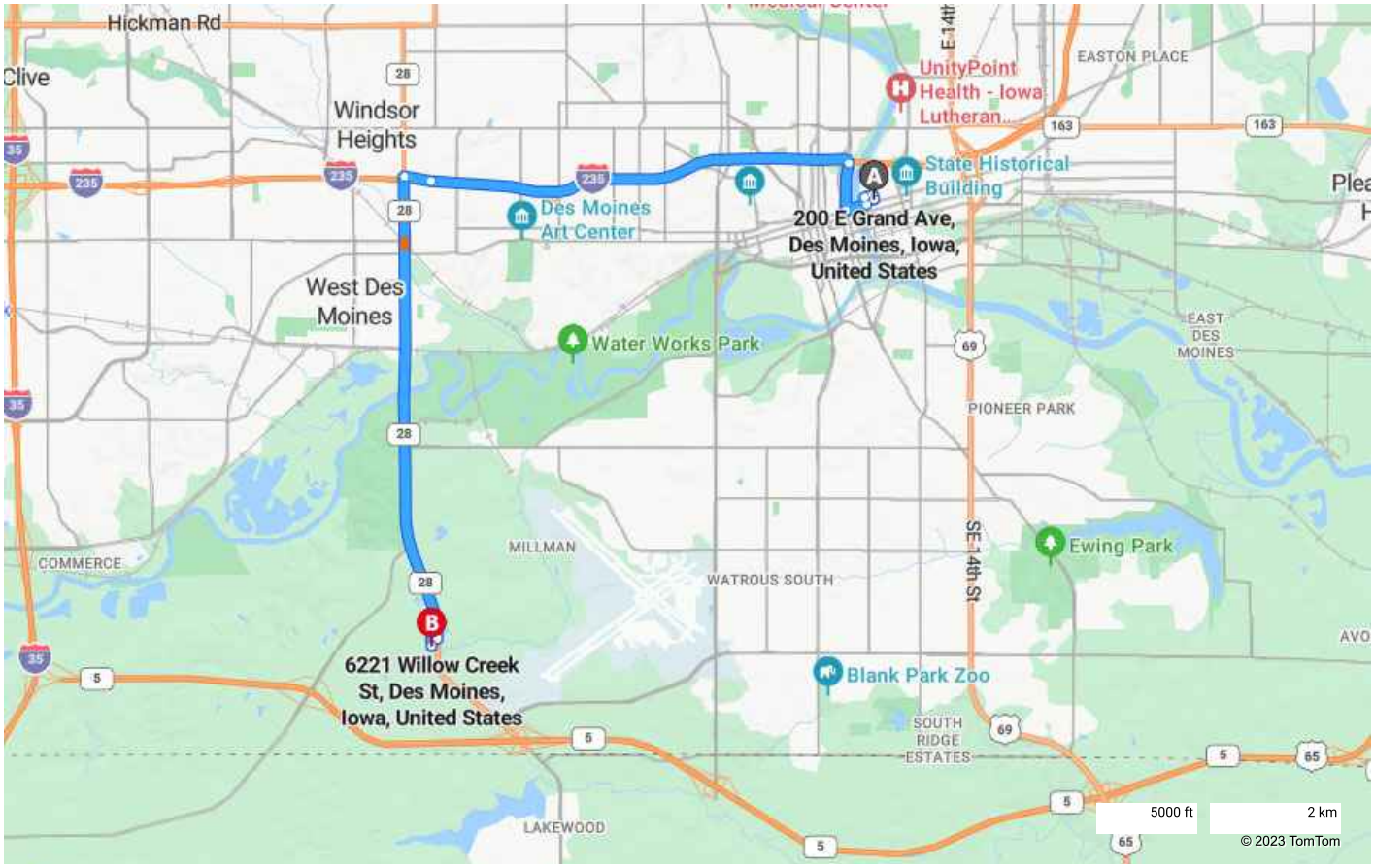
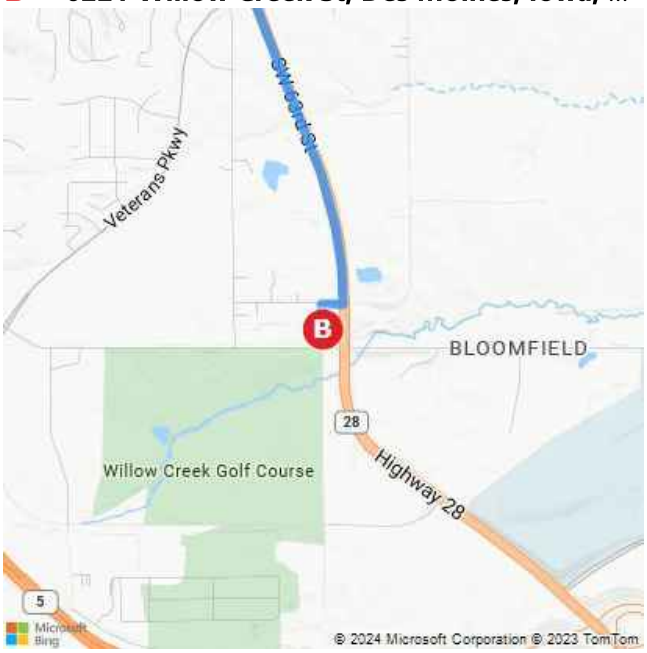


A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

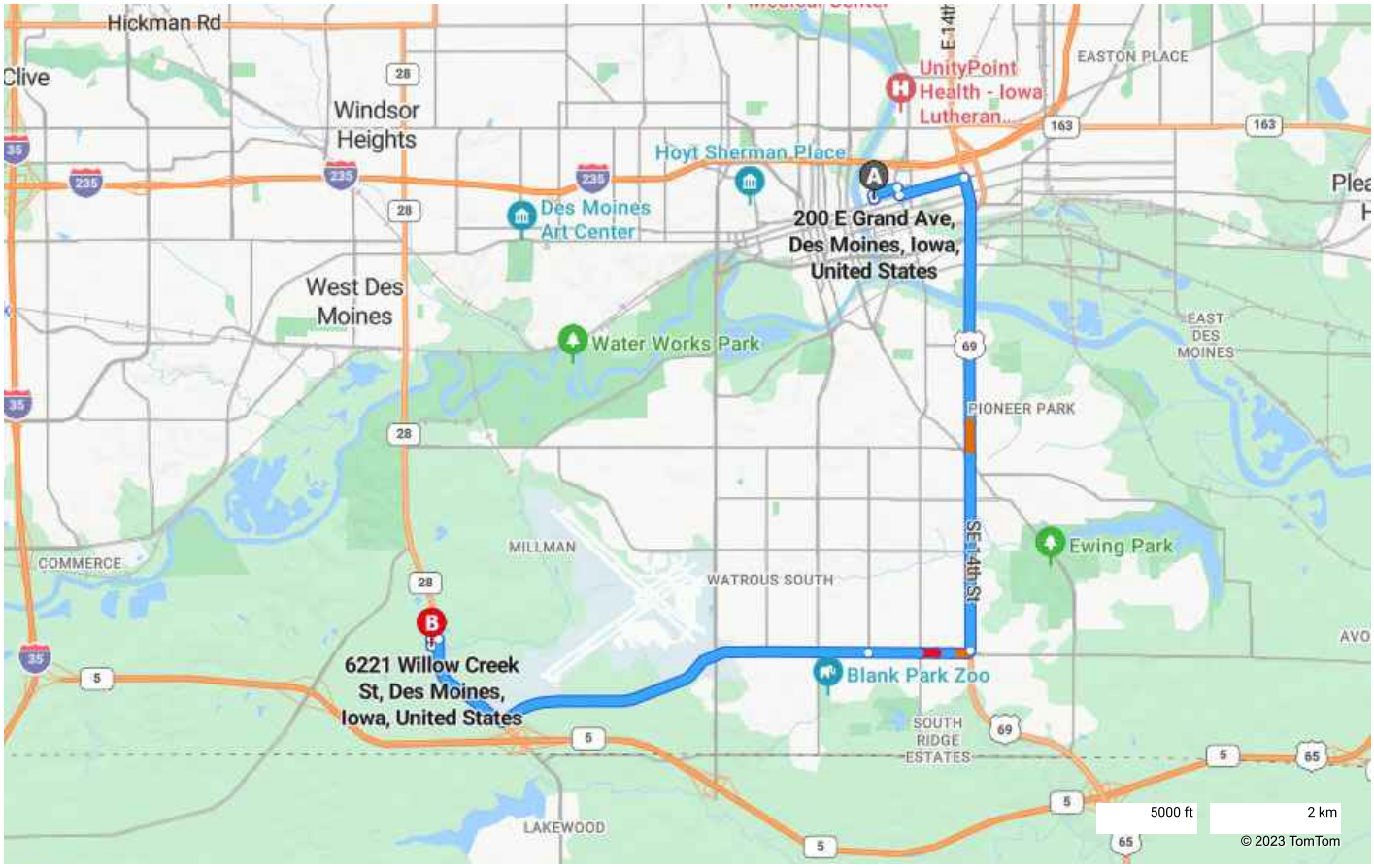
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

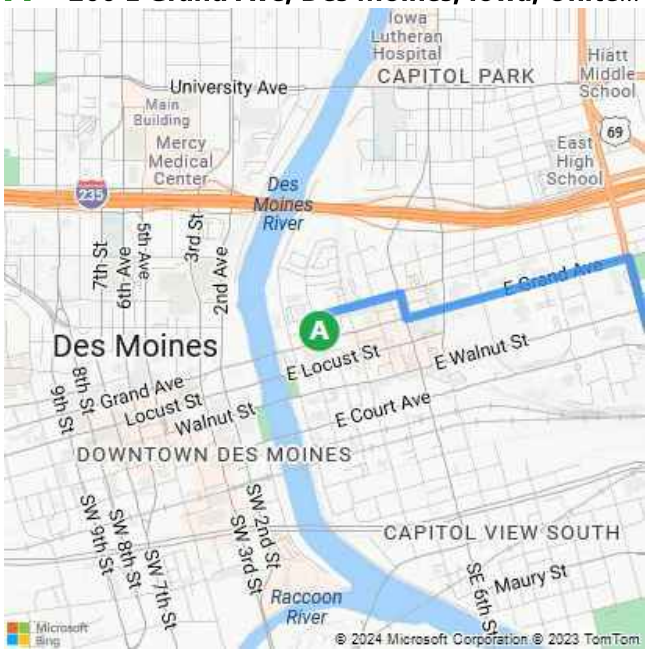
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Van Maanen, Amy J; Erdman, Jenny; Helm, Dawn

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)

Start Date/Time: Wed 7/17/2024 3:00:00 PM

End Date/Time: Wed 7/17/2024 7:00:00 PM

AMERICAN OVERSIGHT

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Bcc:
Subject: Senior Leadership Monthly Meeting
Date: Mon Apr 15 2024 14:24:10 CDT
Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 08:30:00 Central Daylight Time 2024
EndTime: Wed Apr 17 09:30:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Invitees: Van Engelenhoven, Jeff [IDPH]; Rhein, Zachary [IDA]; Sharp, Ken [IDPH]; Easter, Lorie [DHR]; Landeen, Dax; Alibasic, Amela; Armstrong, Theresa; Benson, Jess; Tack, Amy M.; Claycomb, Kylie; Decker, DeAnn [IDPH]; Drinnin, Erin; Ekstrand, Sarah; Eyanson, Marissa A.; Frick, Lori; Harvey, Janee; Horak, Shelley; Lounsbury, Adam F; Malone, Carrie L.; Matney, Elizabeth; McMahon, Teresa; Page, Ryan; Stone, Monica [DHR]; Turner, Cory M; Van Liew, Juliann [IDPH]; Webb, Julia; Wong, San [DHR]; Bird, Melissa [IDPH]; Burkhiser Reynolds, Kayla; Murphy, Alexander; Kekstadt, Dawn; Fisher, Gloriana; 'sarah.reisetter@idph.iowa.gov'; Tracy, Cassandra L; Kruse, Robert [IDPH]; marisa.roseberry@idph.iowa.gov
Recurring: Yes
Recurrence Pattern: Occurs every month on the third Wednesday of the month from 12:00 PM to 1:00 PM effective 8/16/2023. (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 08:15:00 Central Daylight Time 2024
Accepted: No

Updated 2/29/24

April 17 Senior Leadership Meeting will be in-person at the same place as the Quarterly Leadership Retreat.

Thank you,

Latonya McGill

AMERICAN OVERSIGHT

Invite Link: https://www.zoomgov.com/j/1613112251?pwd=Wi9kTlJhOEQvdnNuOEhuc0tQVncyUT09

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Document ID: 0.7.3995.5321-000001
Owner: Garcia, Kelly K. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=1d73c1cccdcc44bab77d7985756bb121-garcia, kel>
Filename: driving direction - 1 - Baymont.pdf
Last Modified: Mon Apr 15 14:24:10 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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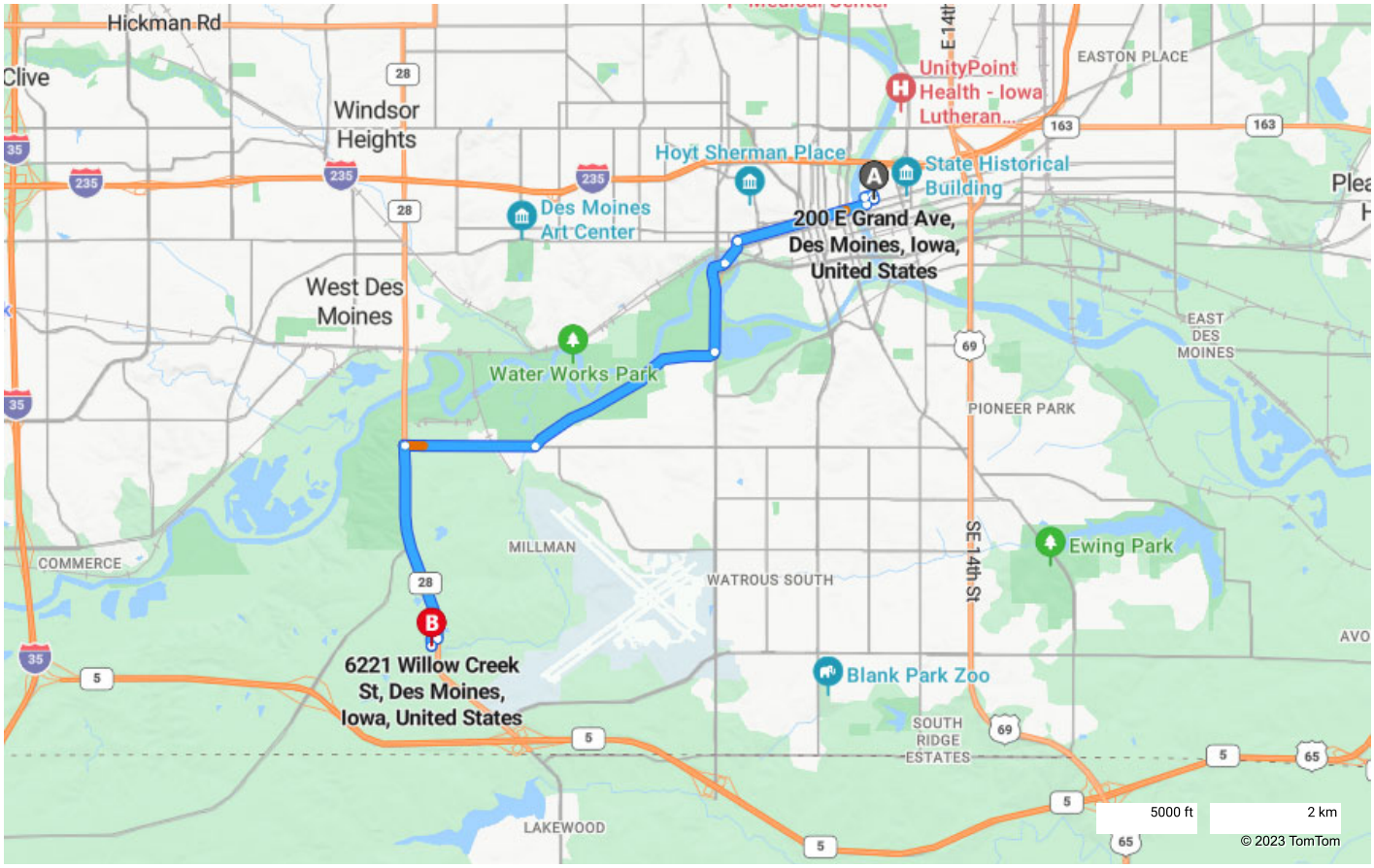
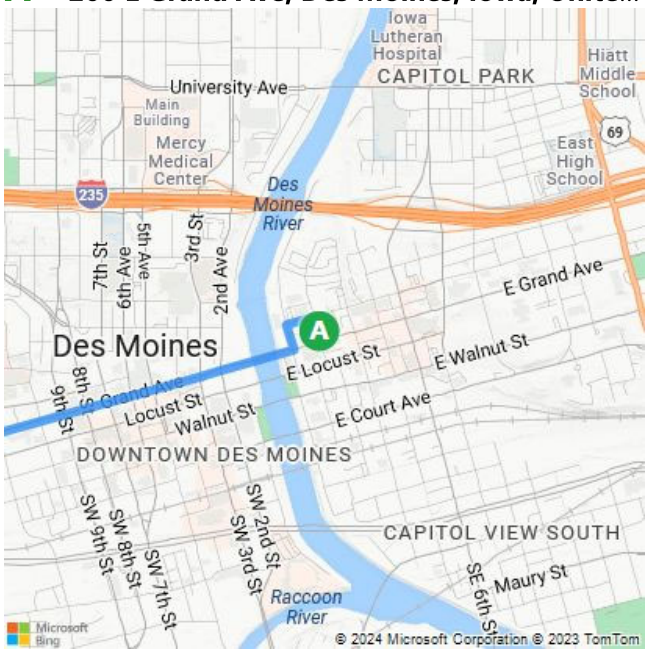
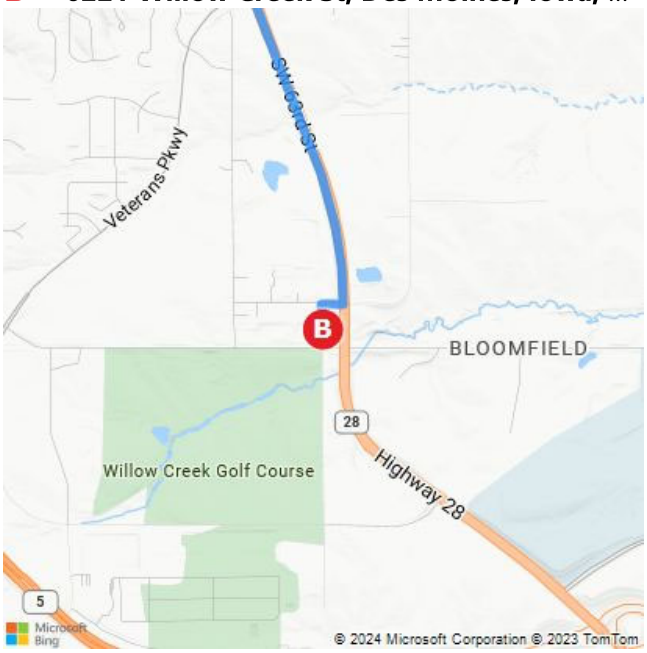


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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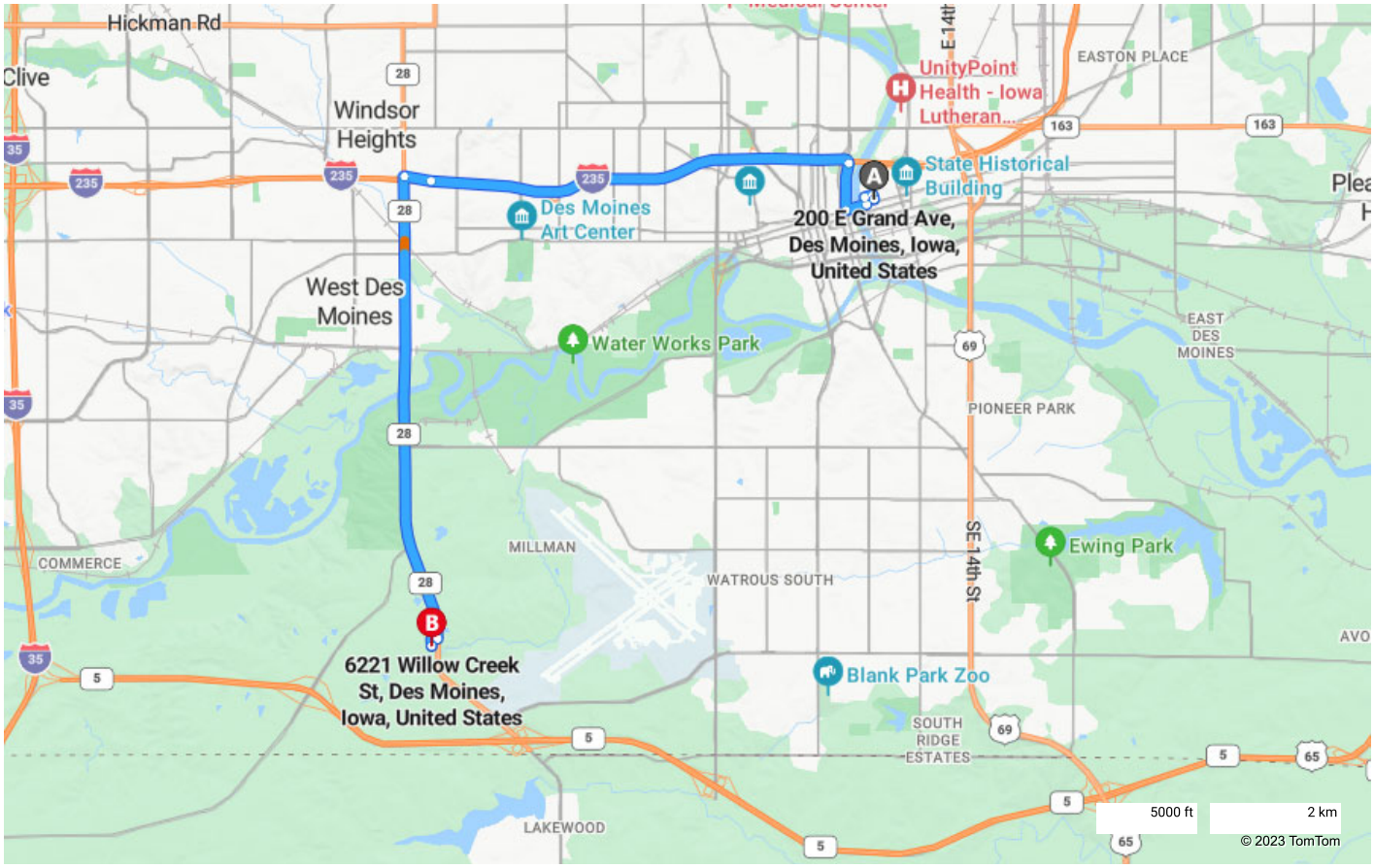
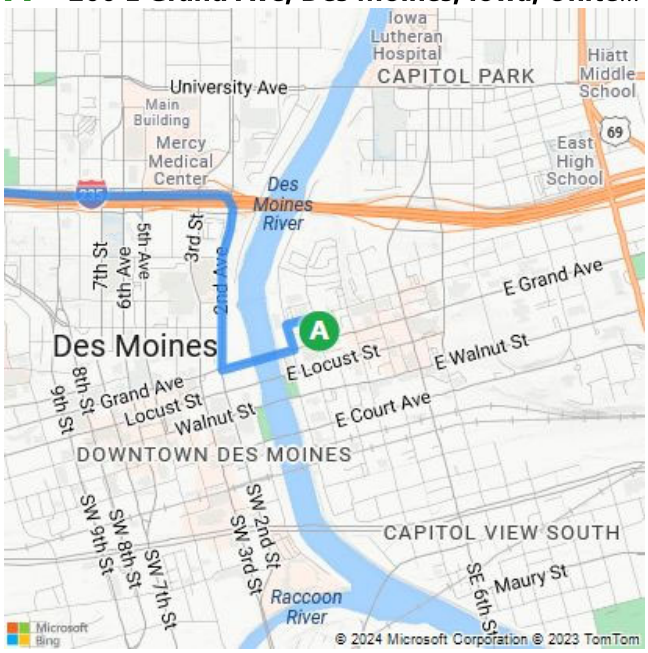
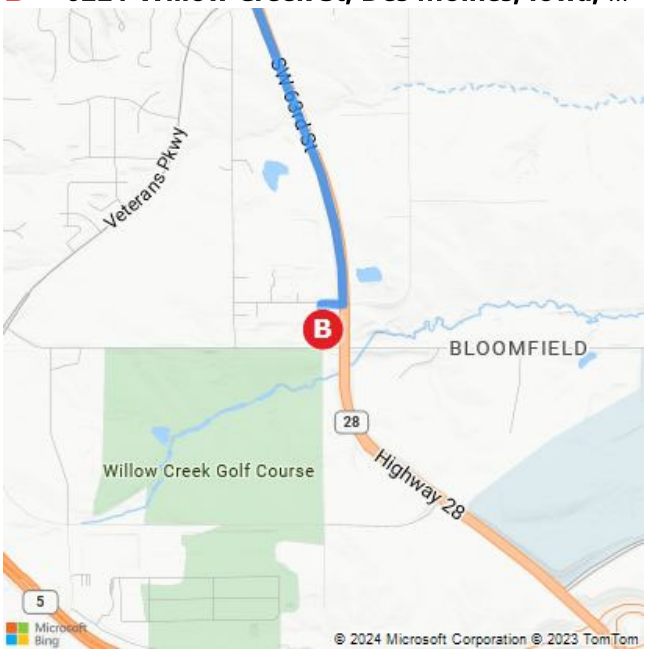


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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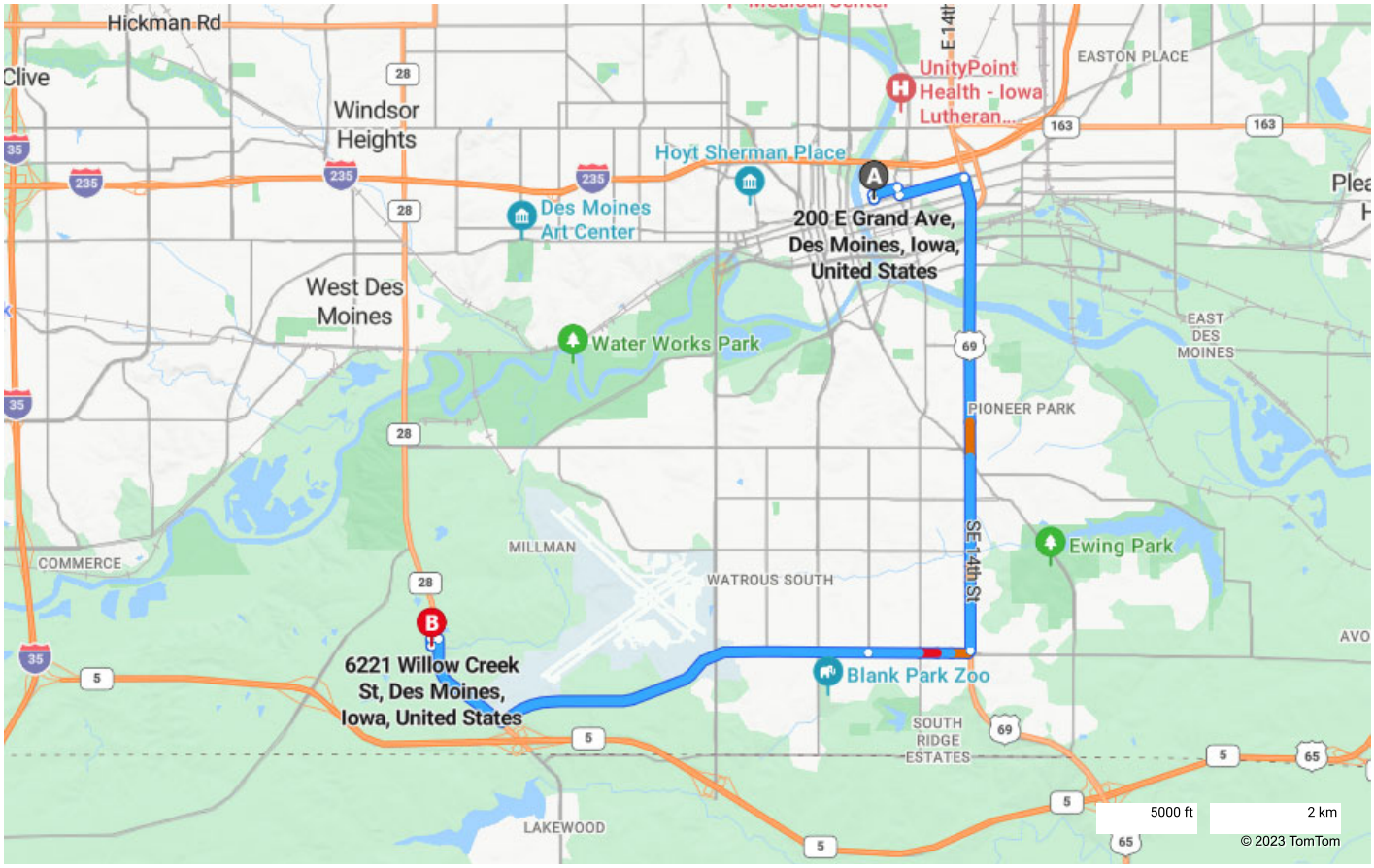
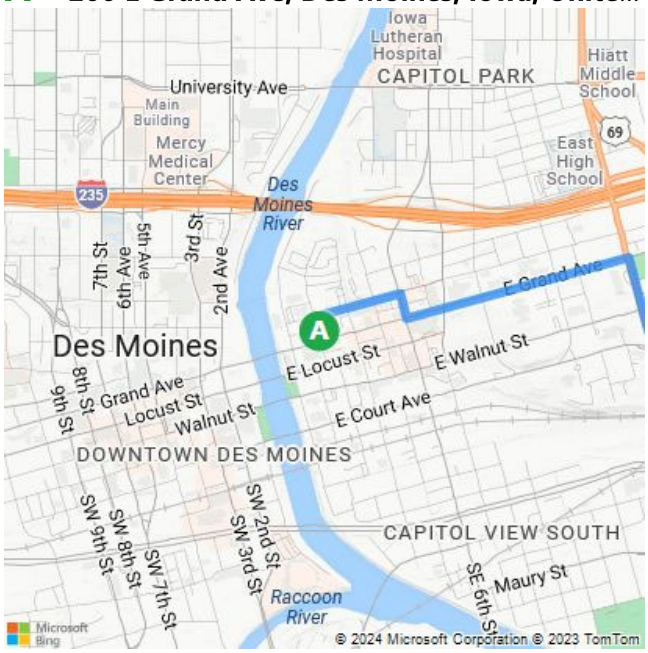
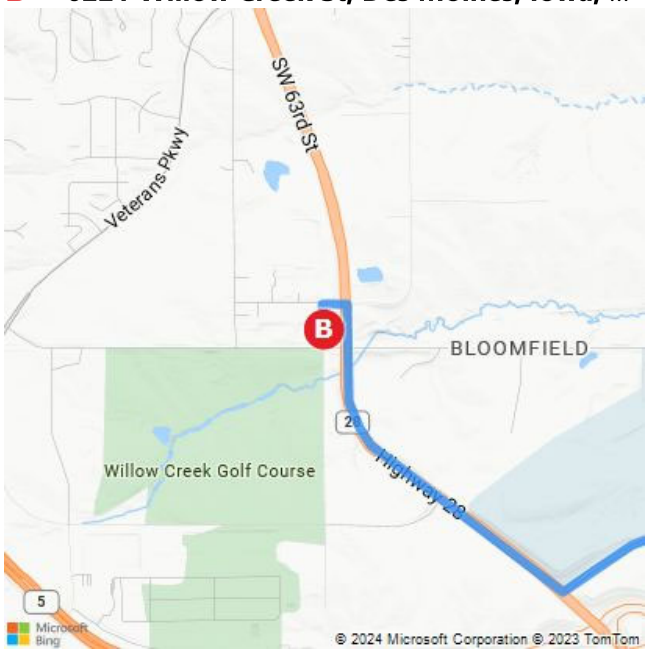


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5172

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:10 CST

Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH];

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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Tue Apr 02 10:43:49 Central Daylight Time 2024

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Required Attendees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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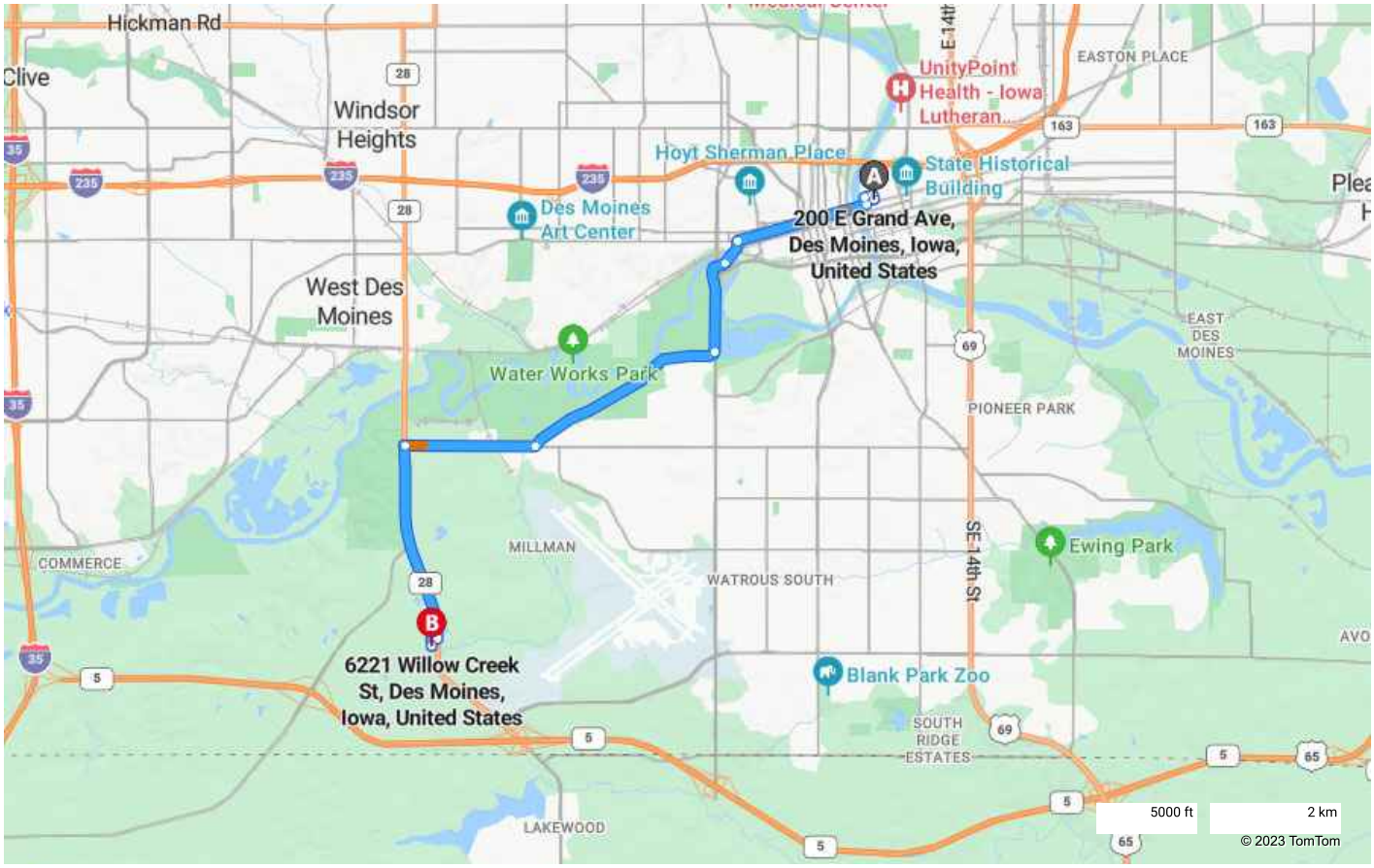
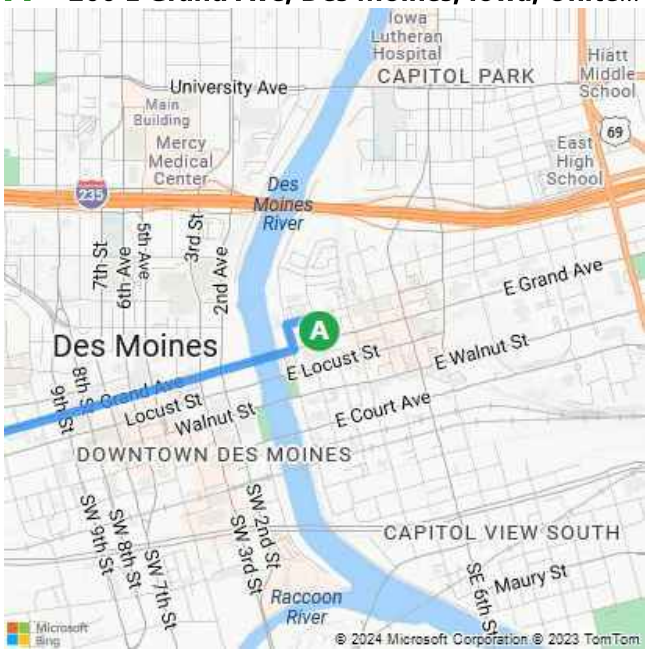
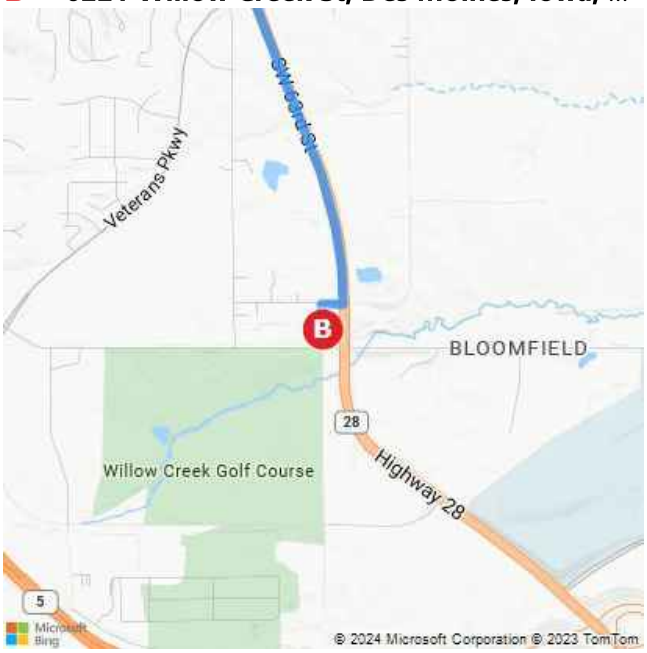


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

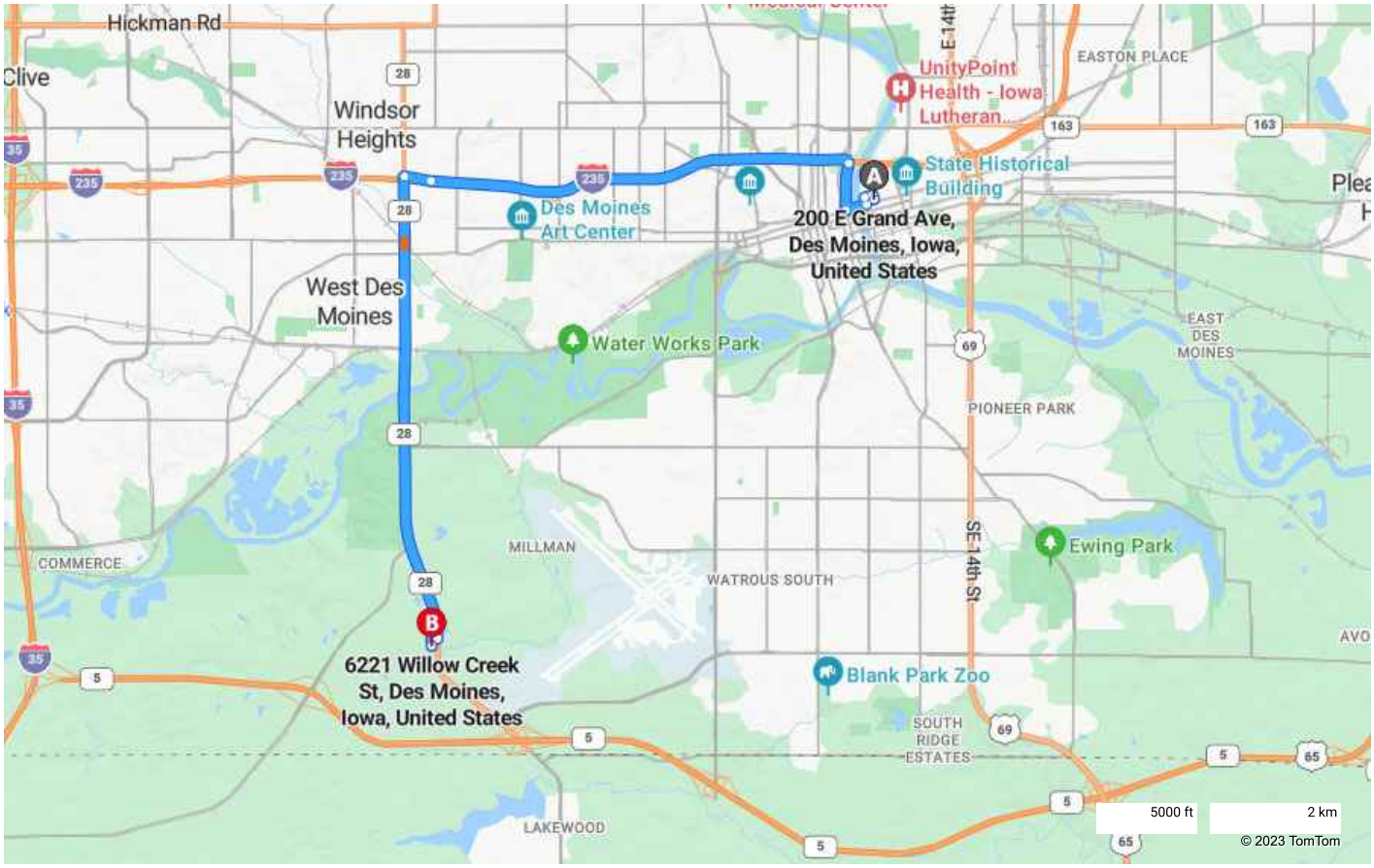
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

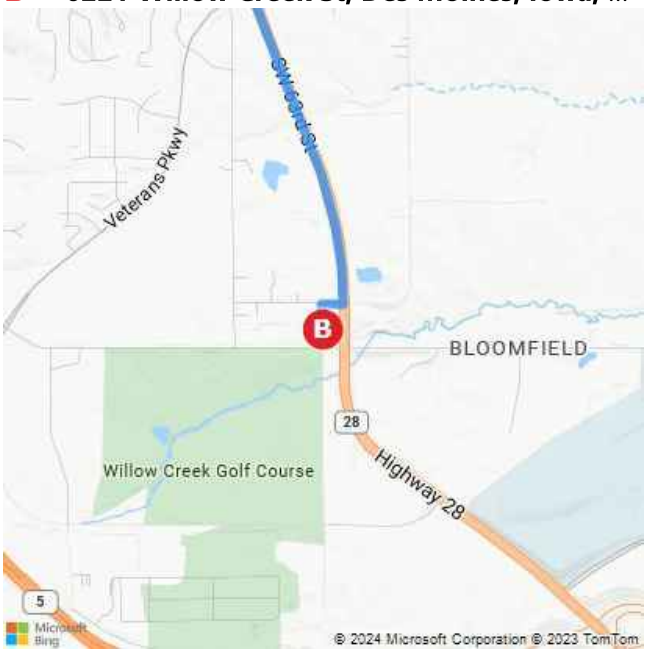
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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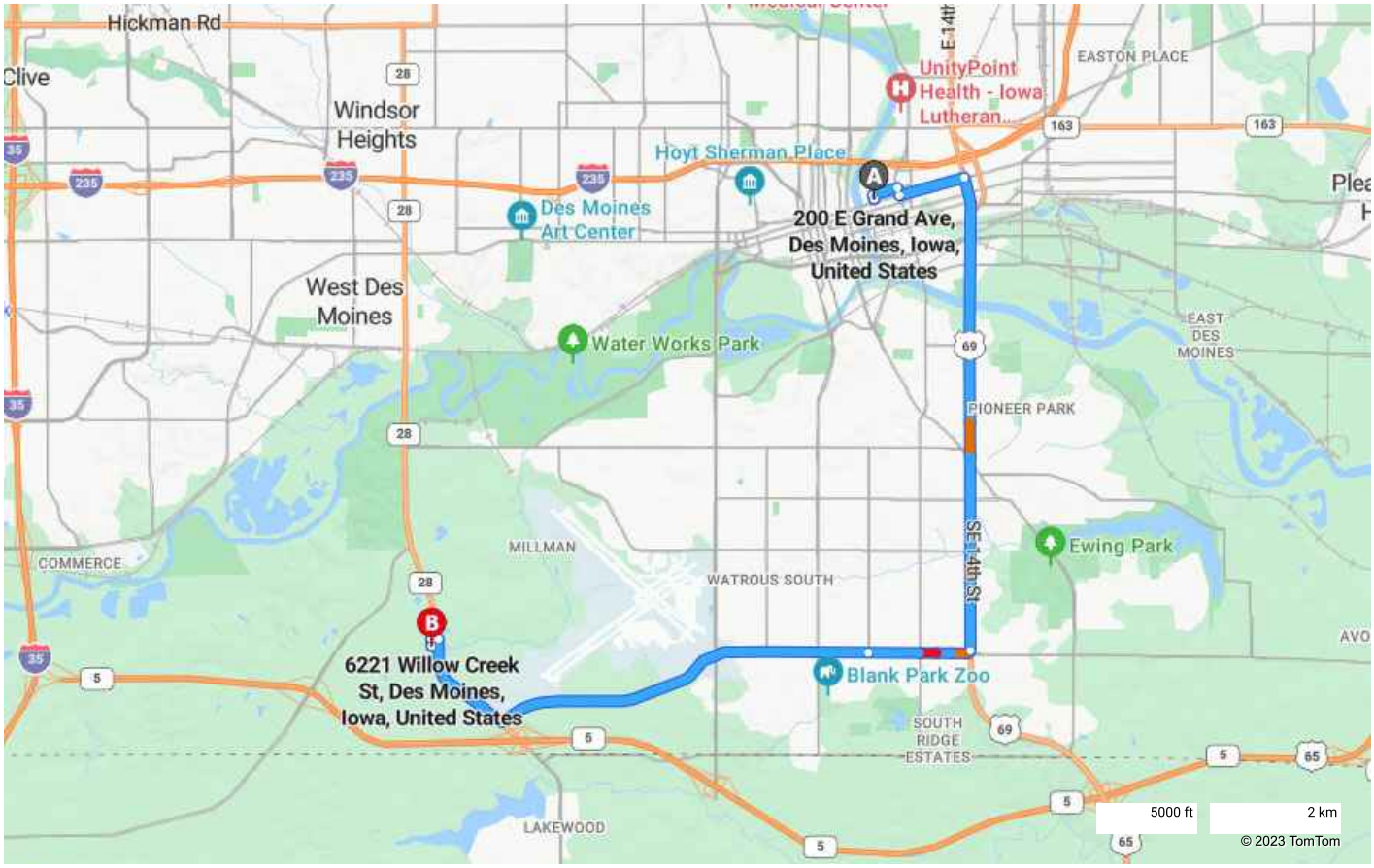

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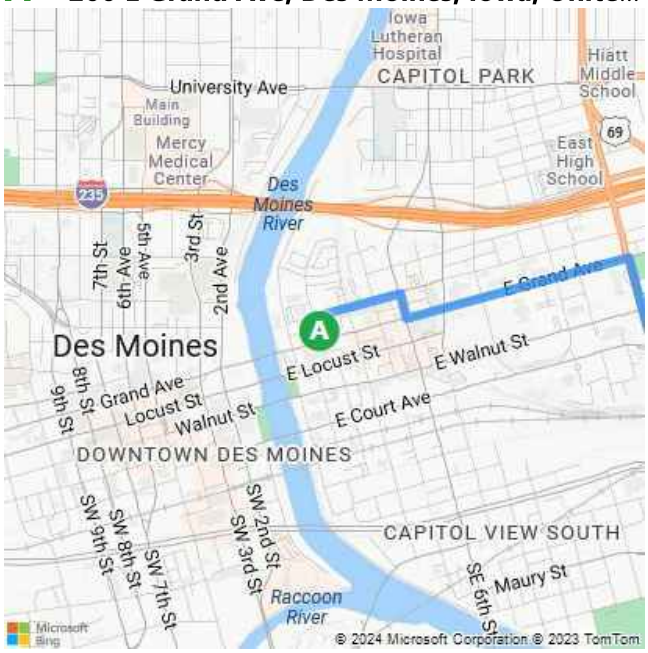

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Van Maanen, Amy J; Erdman, Jenny; Helm, Dawn

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)

Start Date/Time: Wed 7/17/2024 3:00:00 PM

End Date/Time: Wed 7/17/2024 7:00:00 PM

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Document ID: 0.7.3995.5056

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:10 CST

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
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Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada) (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Tue Apr 02 10:43:49 Central Daylight Time 2024

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Last Modified: Wed Feb 28 11:36:10 CST 2024

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Required Attendees: Myers, Laura; Aiger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

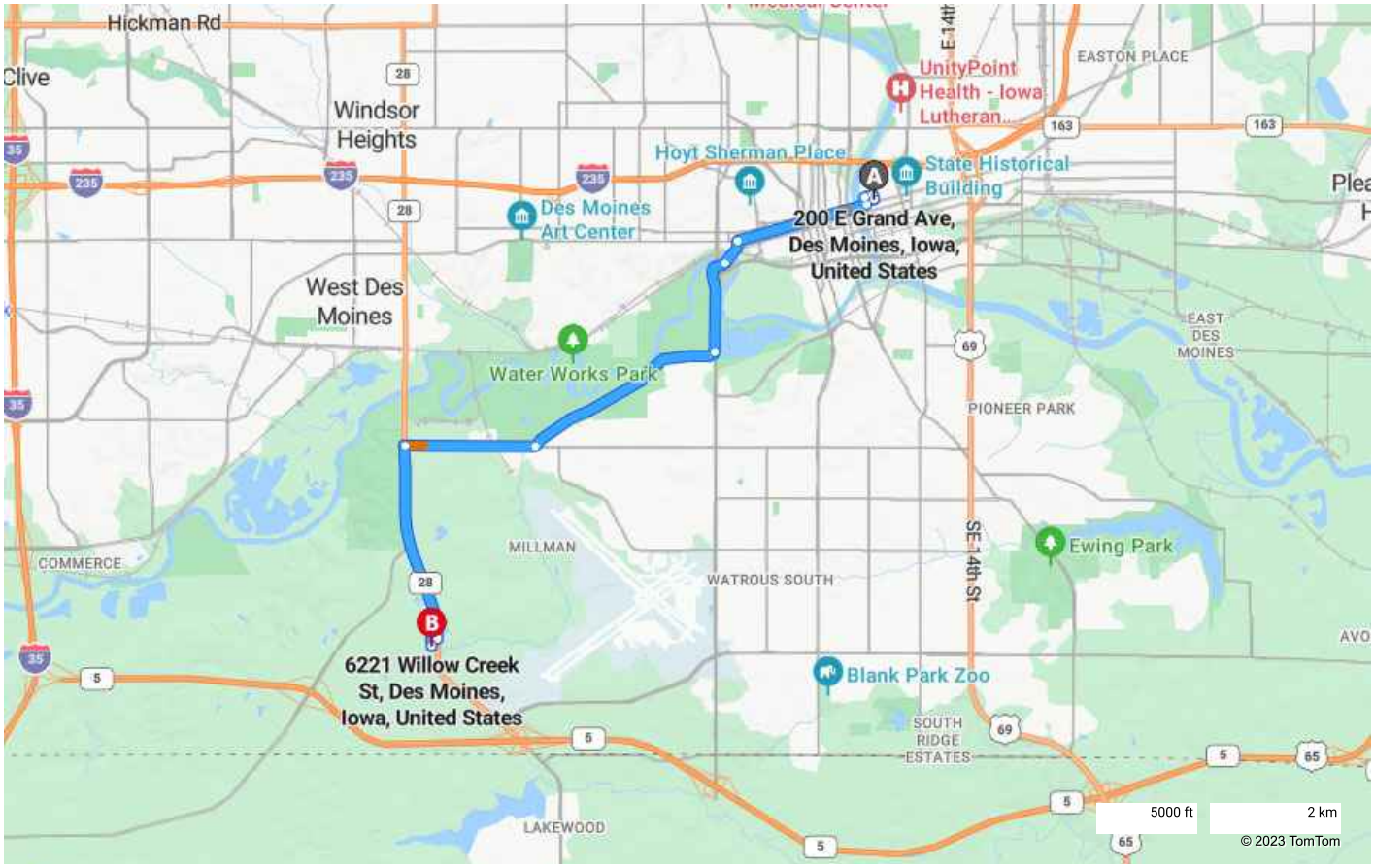
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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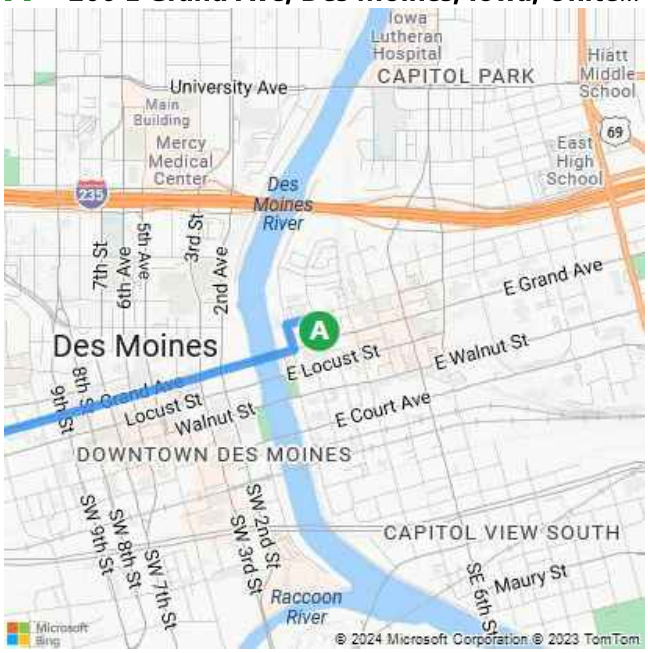

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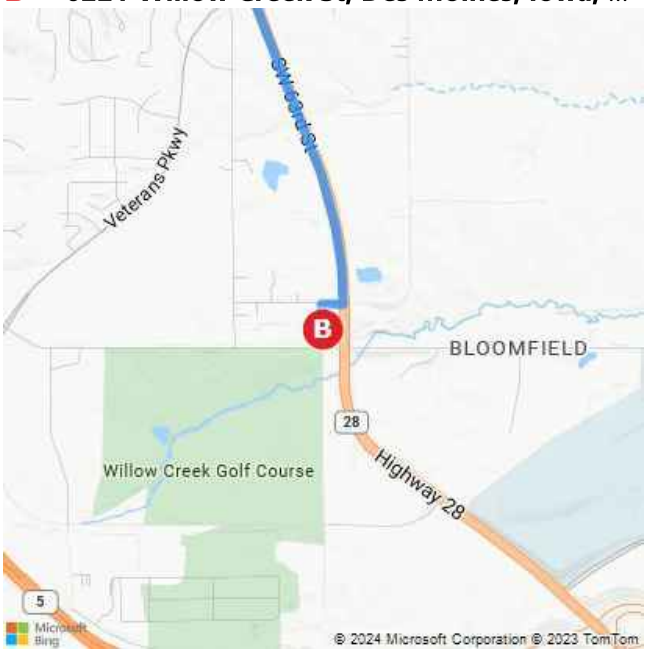

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

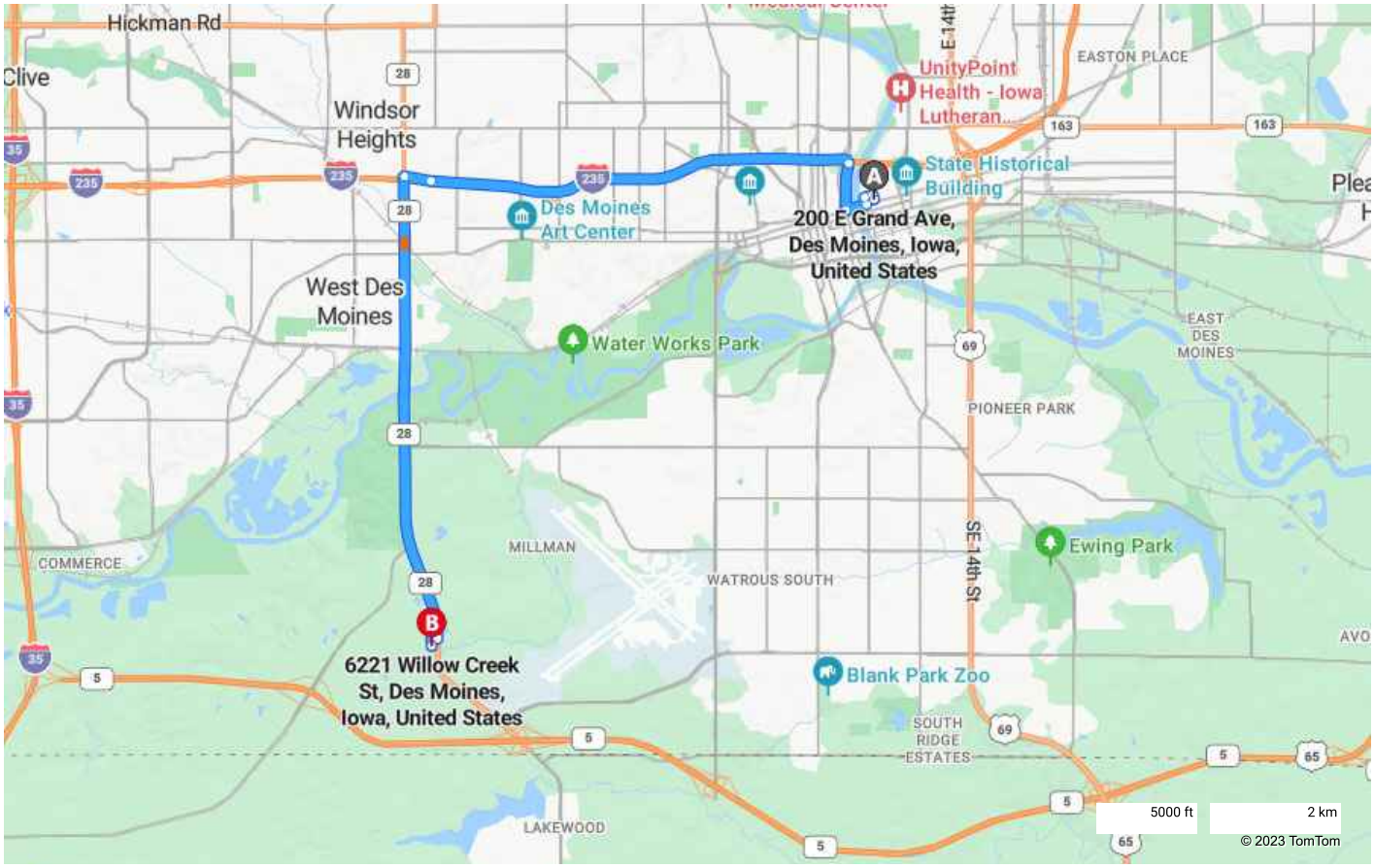
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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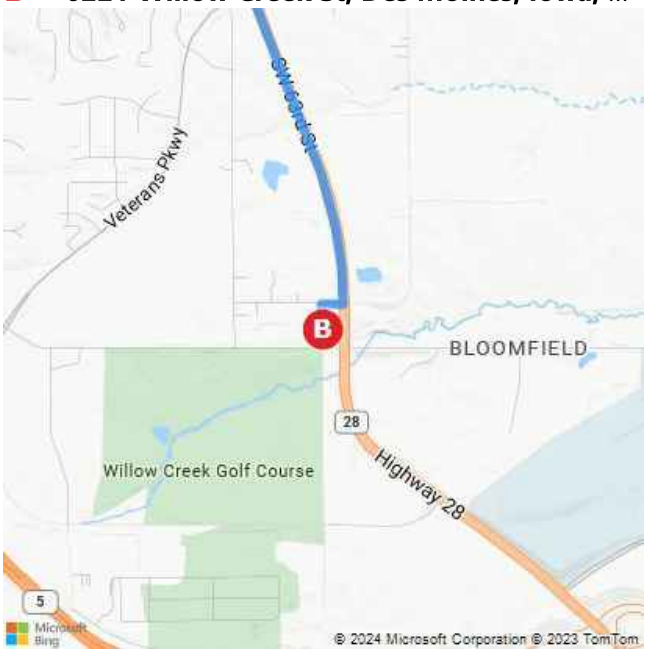
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

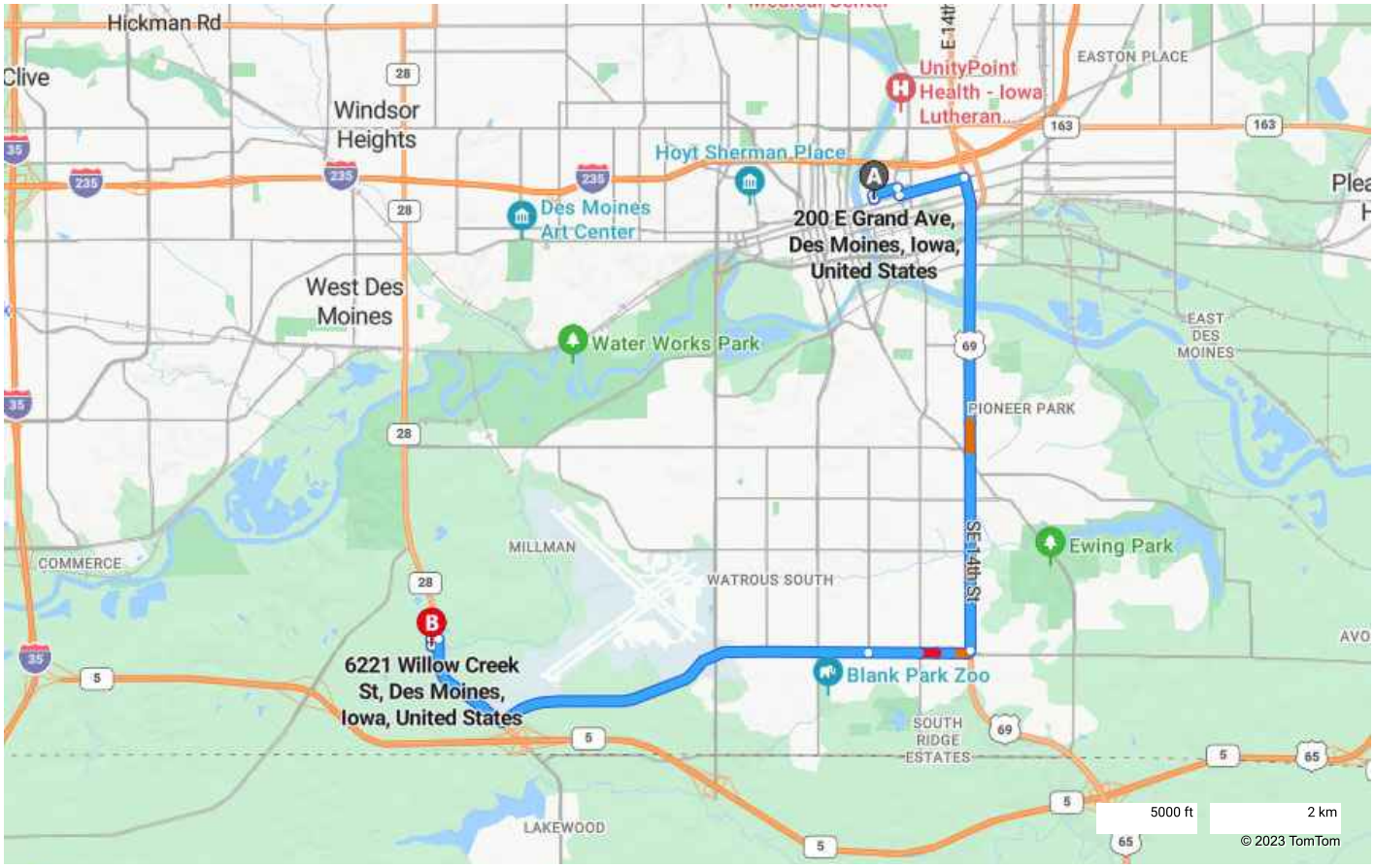
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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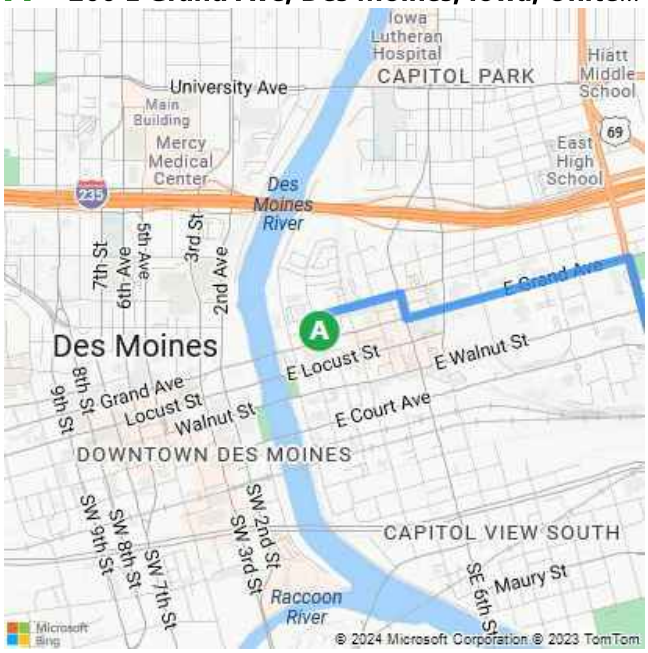

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Van Maanen, Amy J; Erdman, Jenny; Helm, Dawn

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)

Start Date/Time: Wed 7/17/2024 3:00:00 PM

End Date/Time: Wed 7/17/2024 7:00:00 PM

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5053

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:10 CST

Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH];

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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada) (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 11:18:39 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

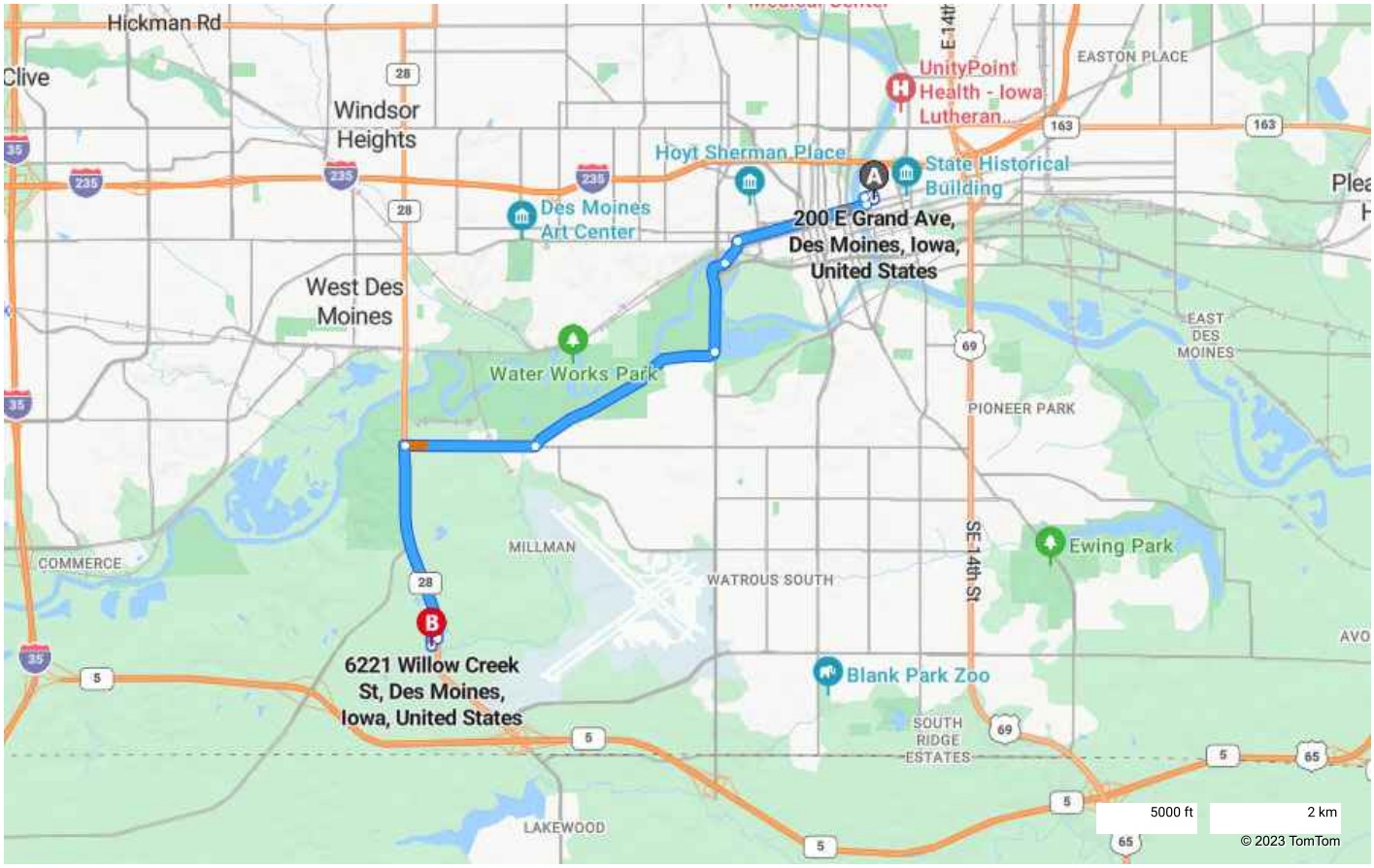
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

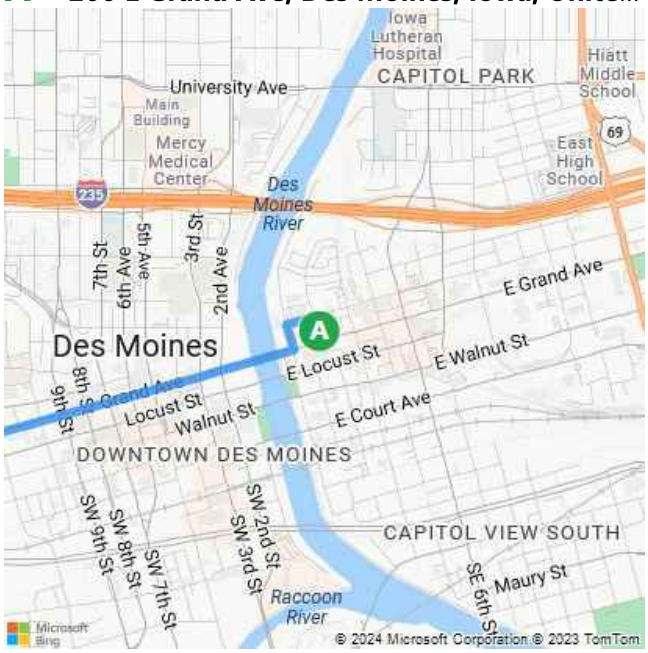
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

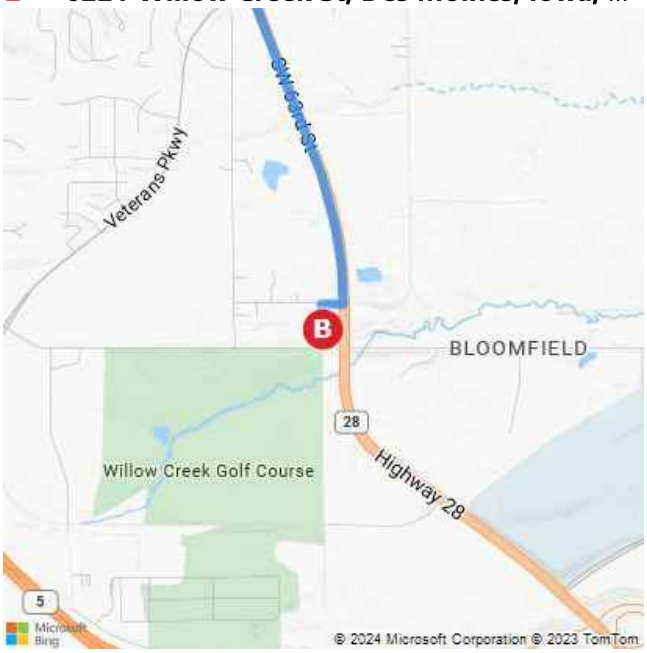
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

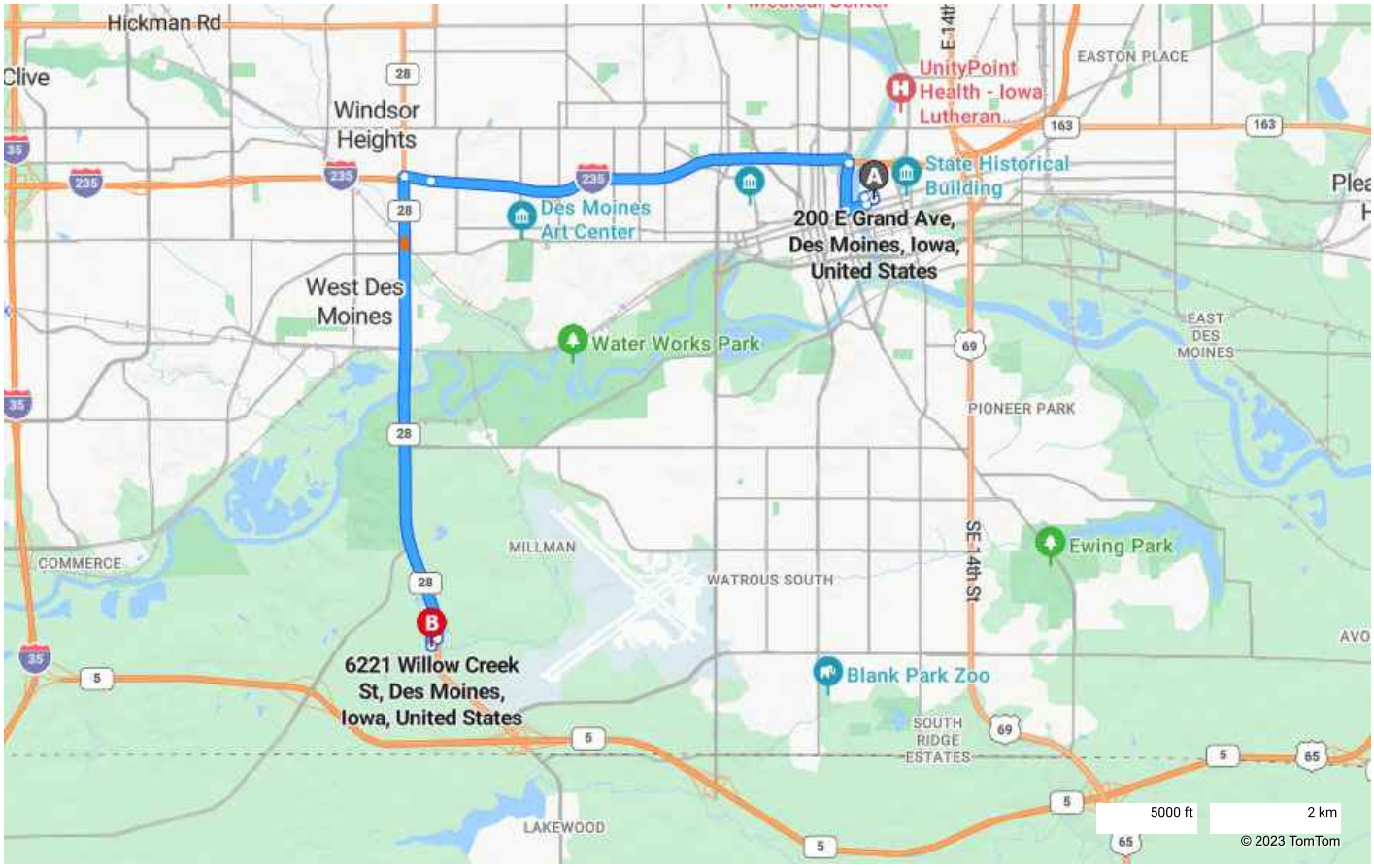
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

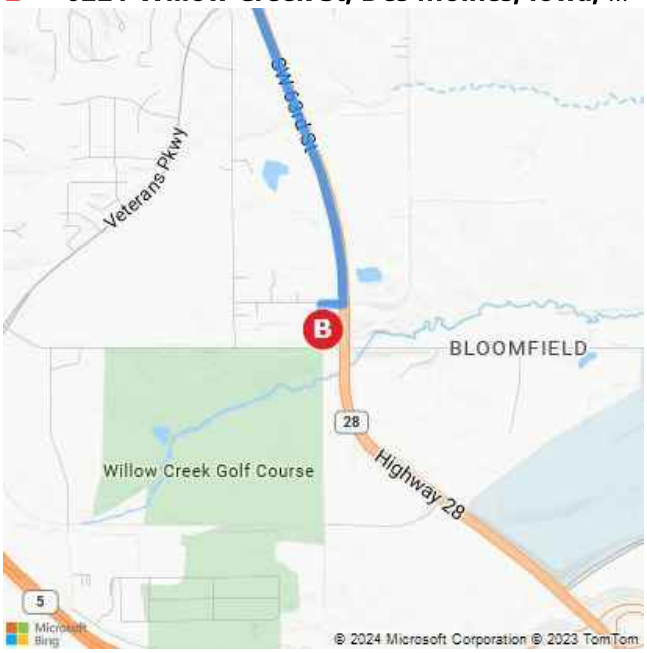
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5053-000004
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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

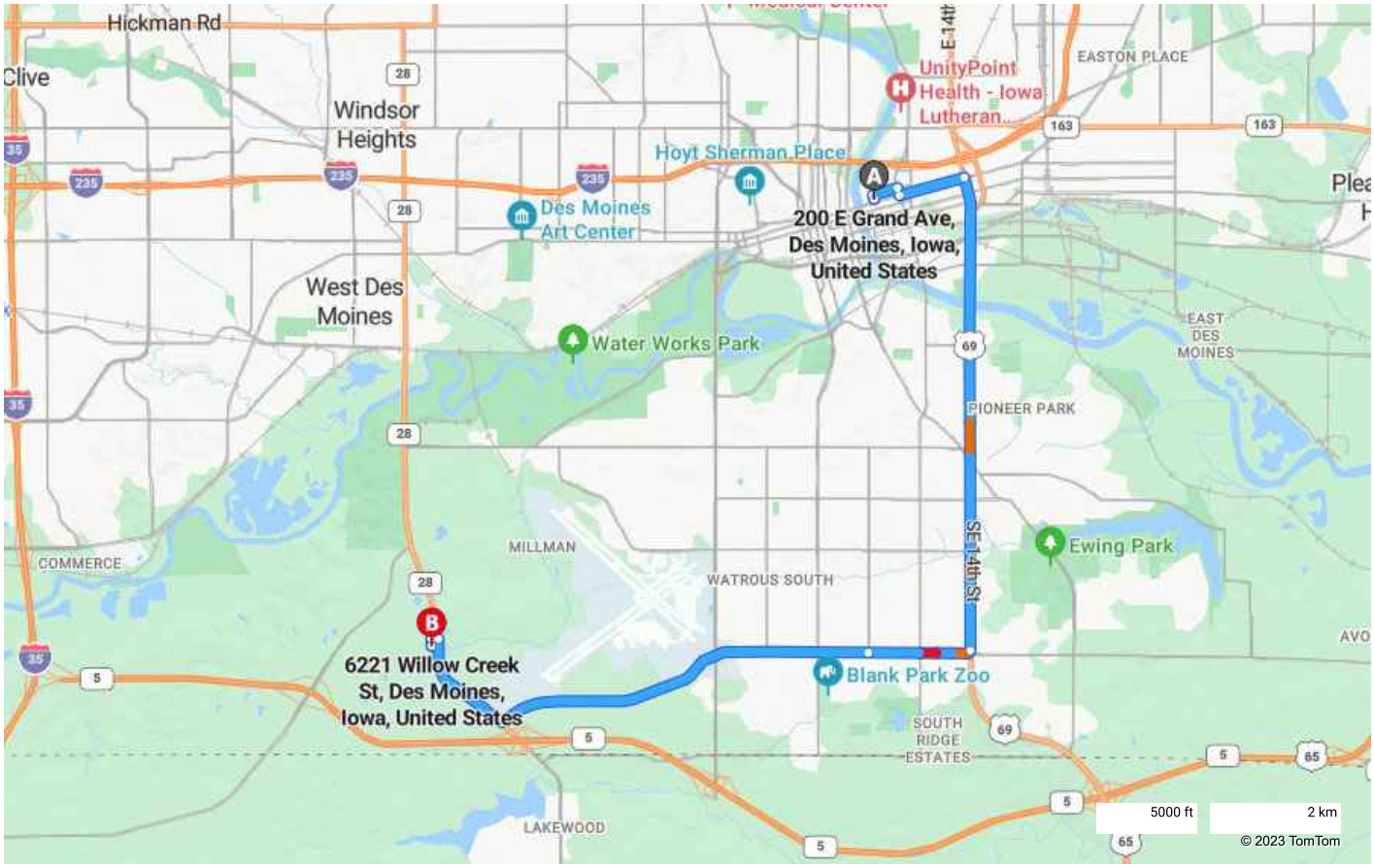
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

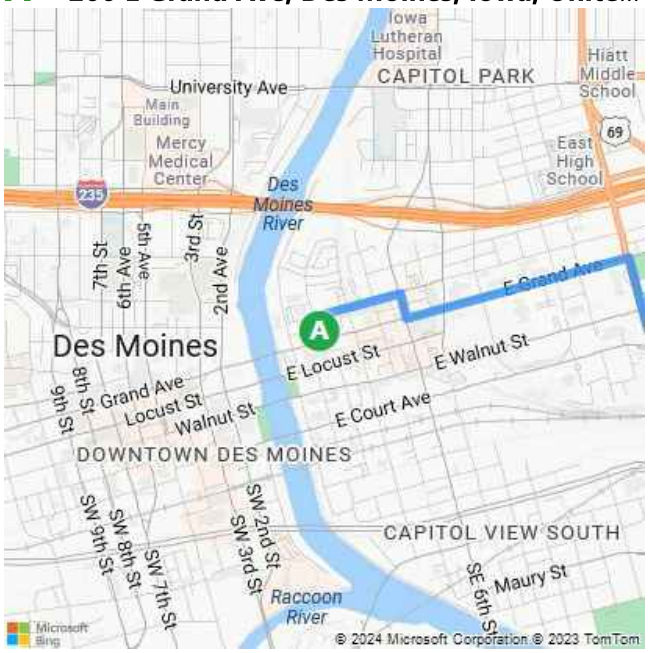
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:10 CST 2024

AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Van Maanen, Amy J; Erdman, Jenny; Helm, Dawn

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)

Start Date/Time: Wed 7/17/2024 3:00:00 PM

End Date/Time: Wed 7/17/2024 7:00:00 PM

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:09 CST

Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH];

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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

Required Attendees: Myers, Laura; Aiger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Importance: Normal

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

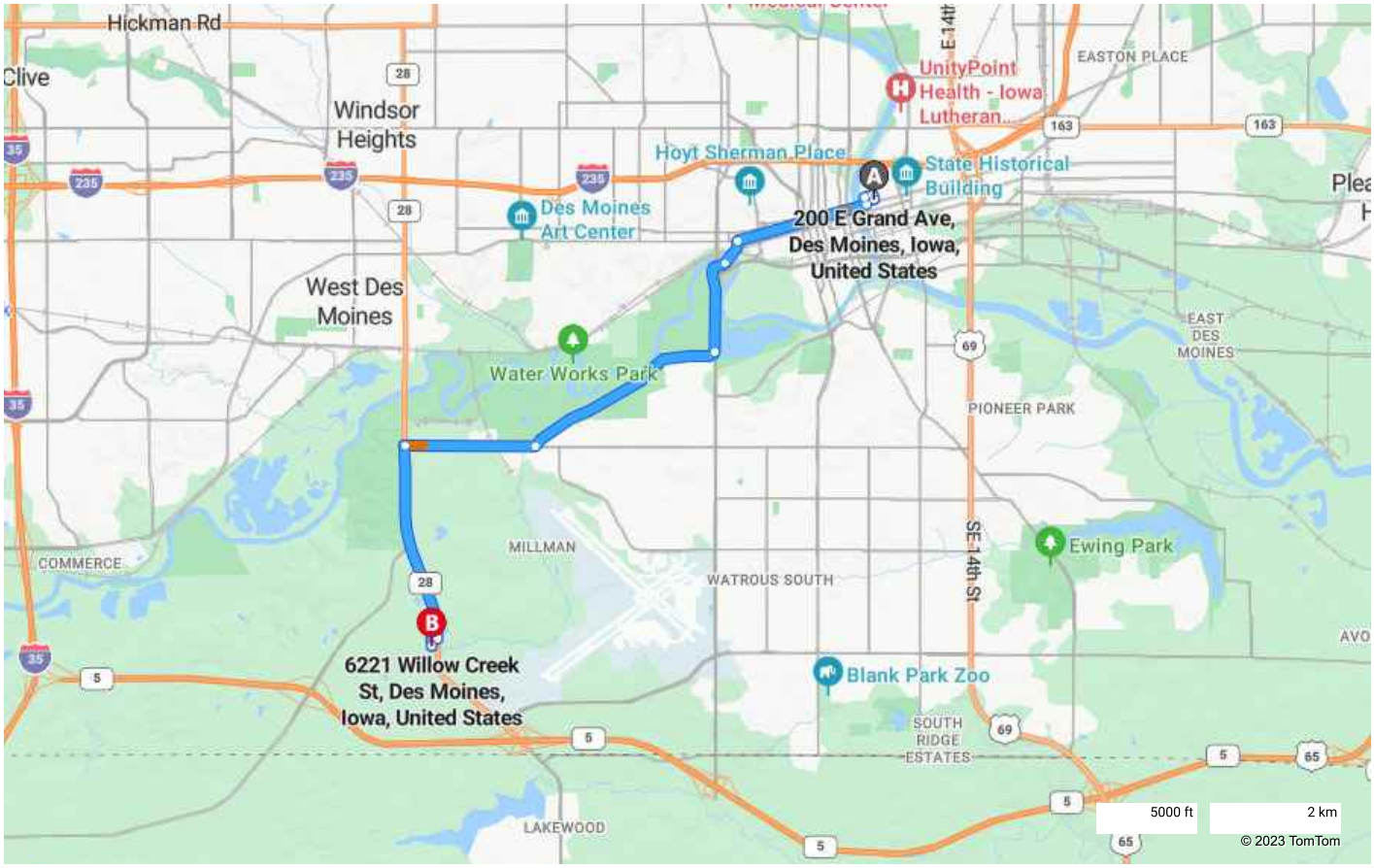
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

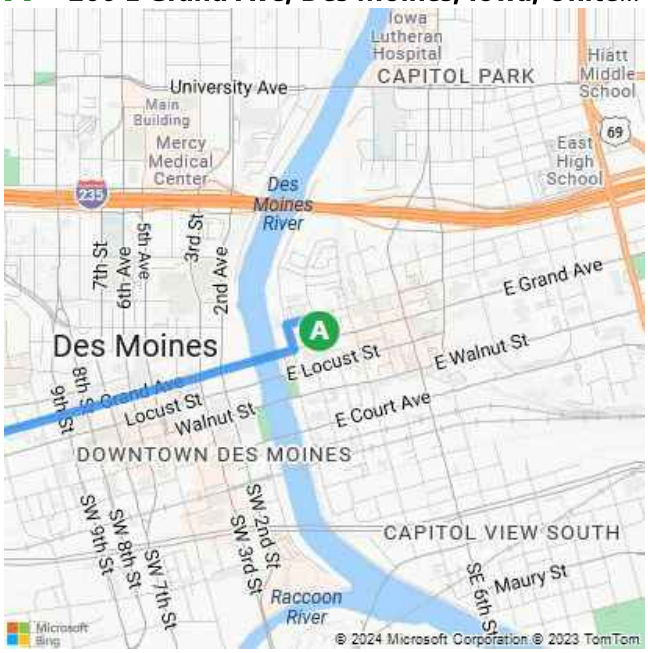
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

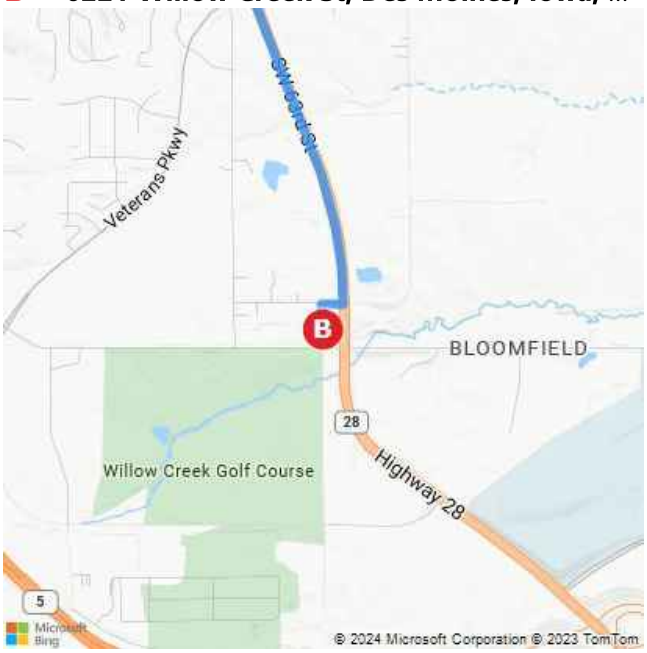
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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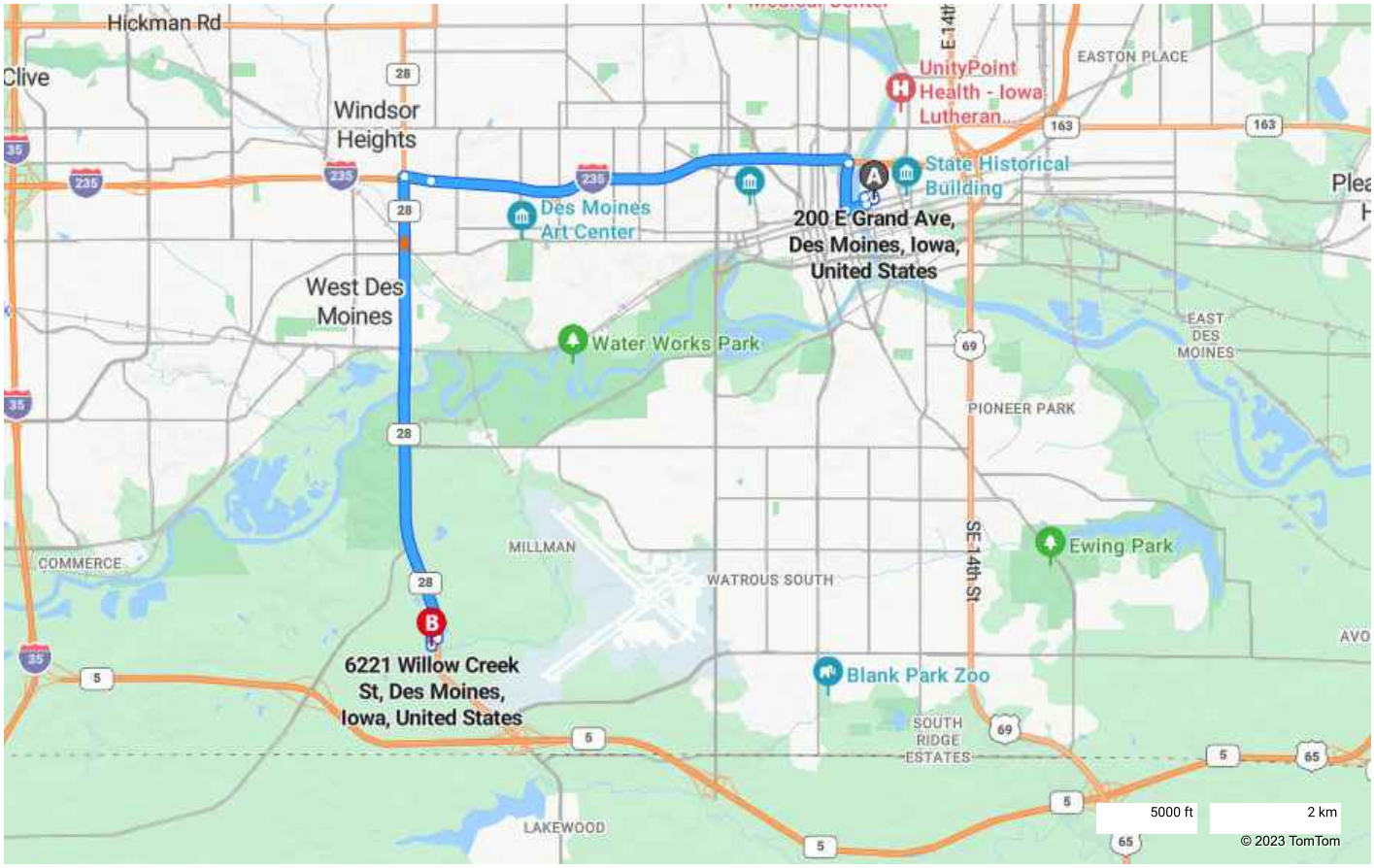

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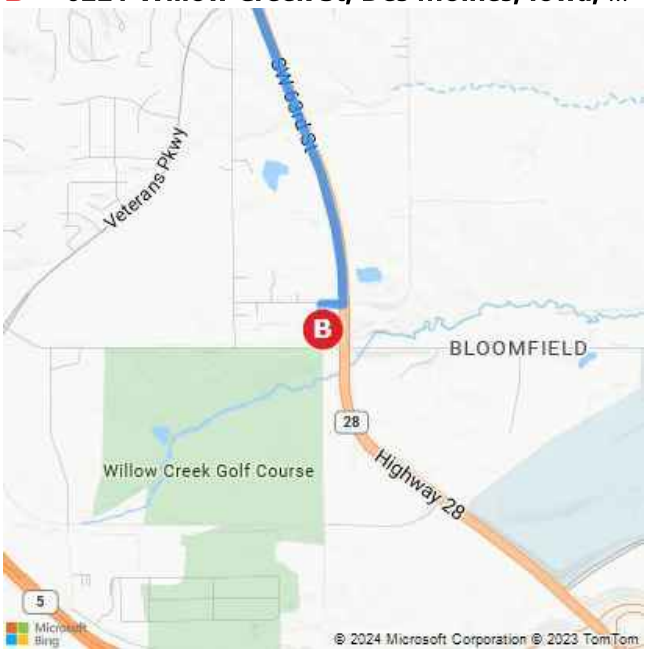
B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

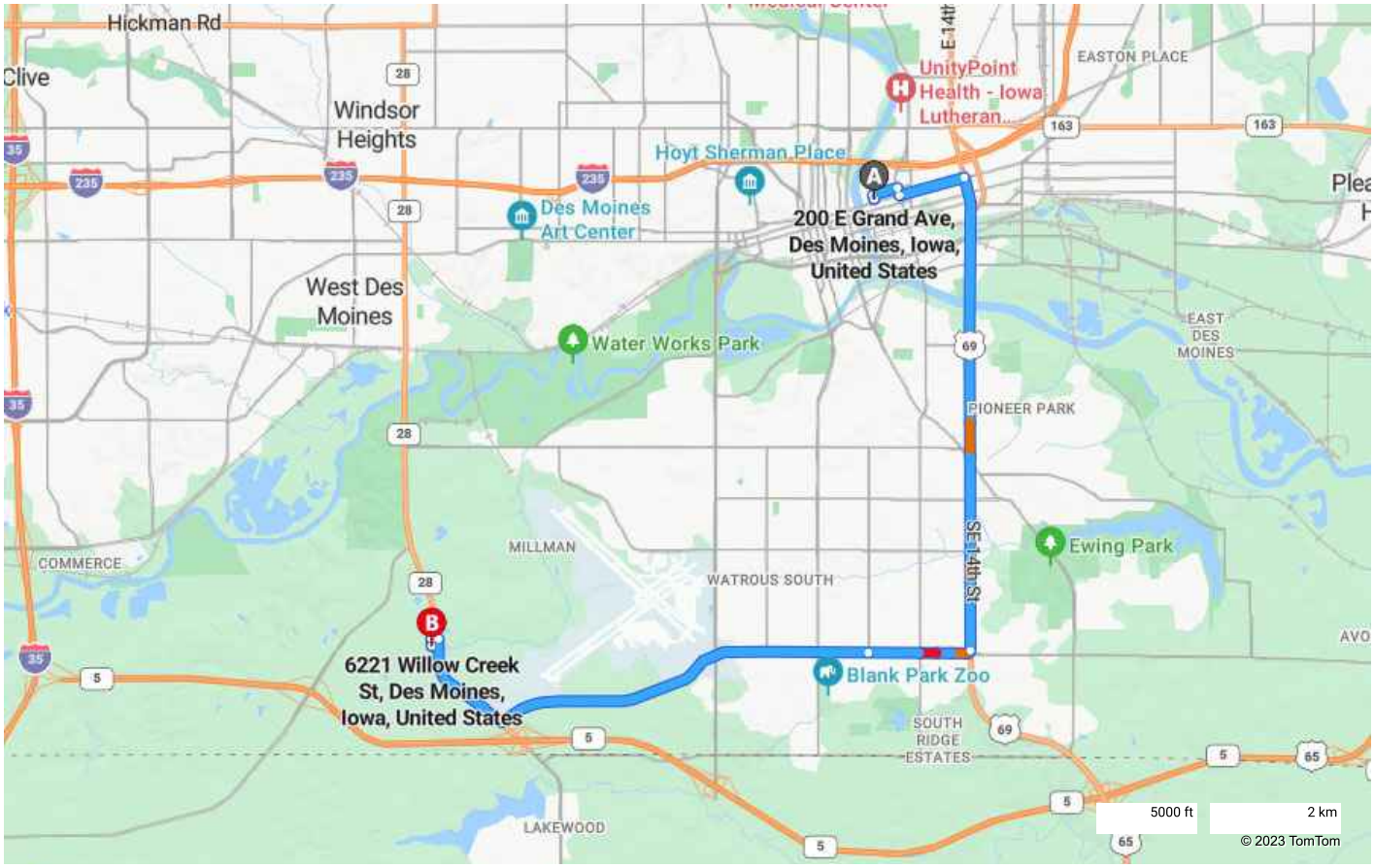
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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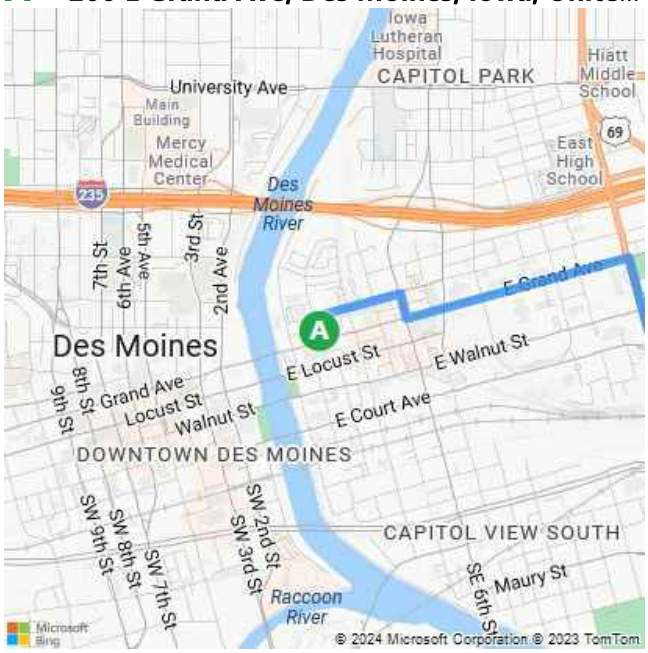

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Van Maanen, Amy J; Erdman, Jenny; Helm, Dawn

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)

Start Date/Time: Wed 7/17/2024 3:00:00 PM

End Date/Time: Wed 7/17/2024 7:00:00 PM

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Document ID: 0.7.3995.5325

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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele;

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Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Importance: Normal
Start Date/Time: Wed 4/17/2024 3:00:00 PM
End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

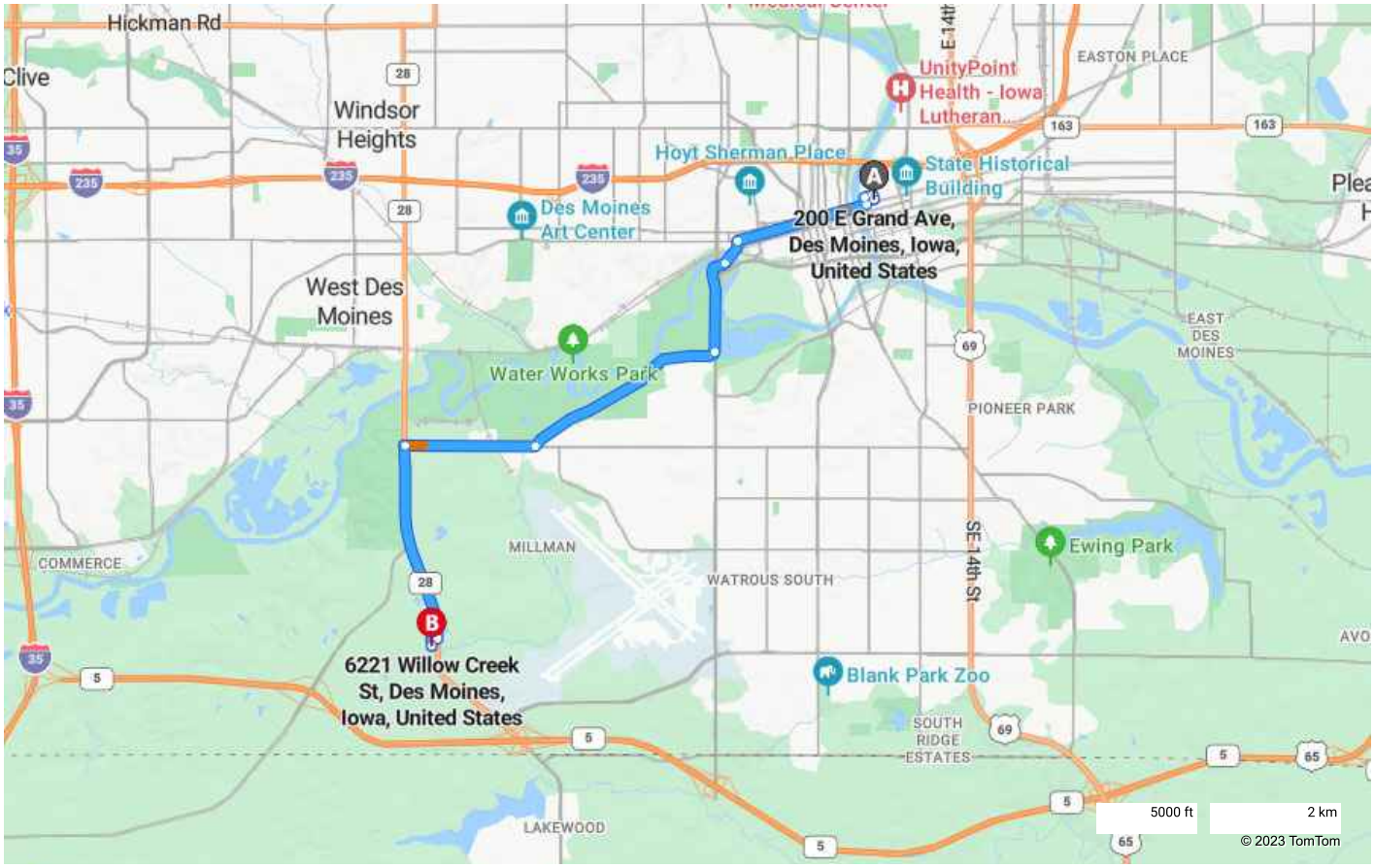
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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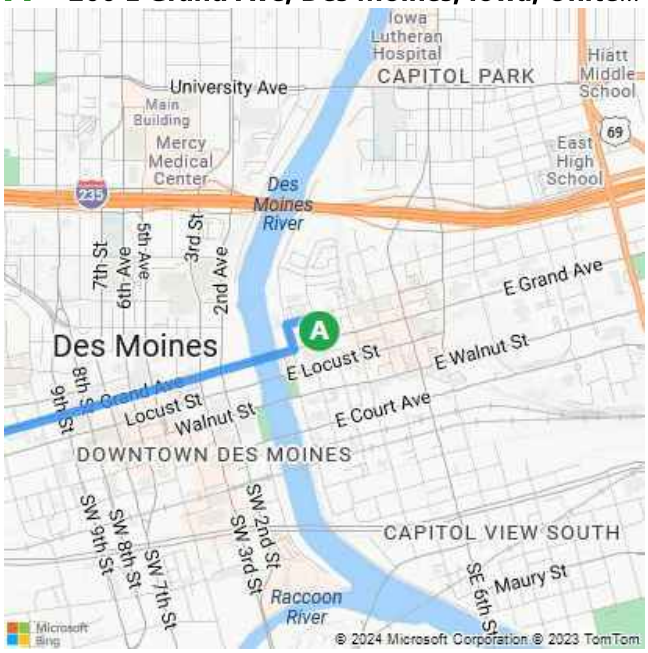

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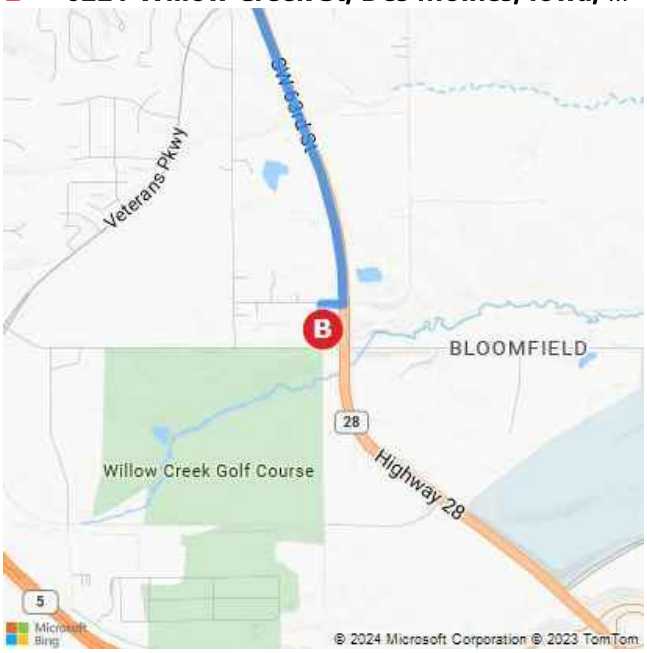

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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

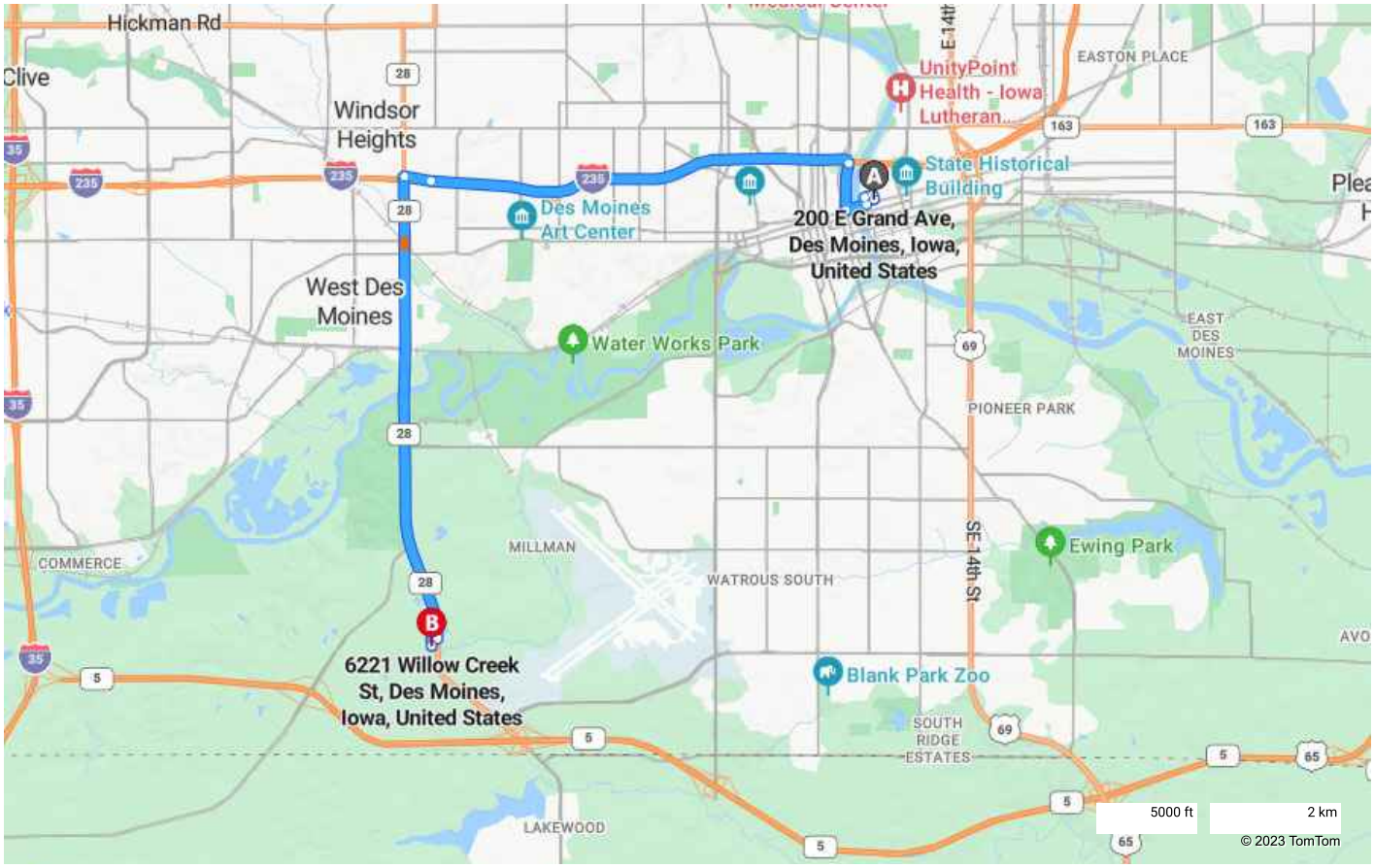
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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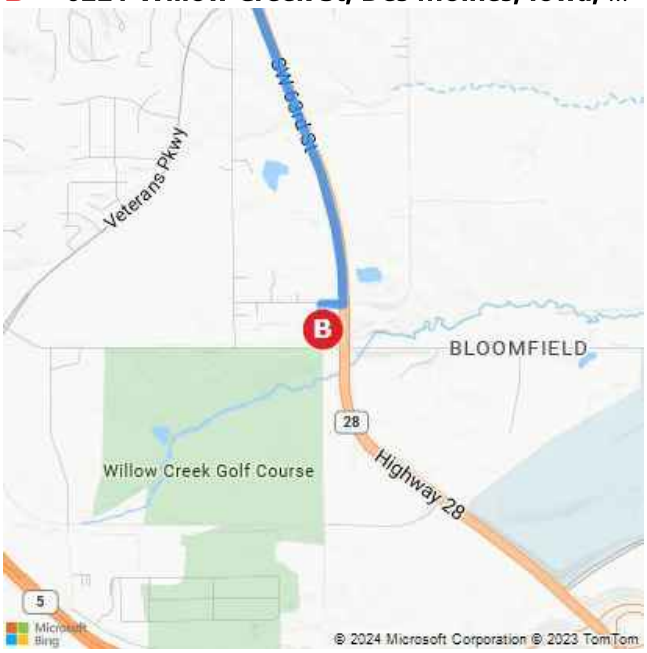
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

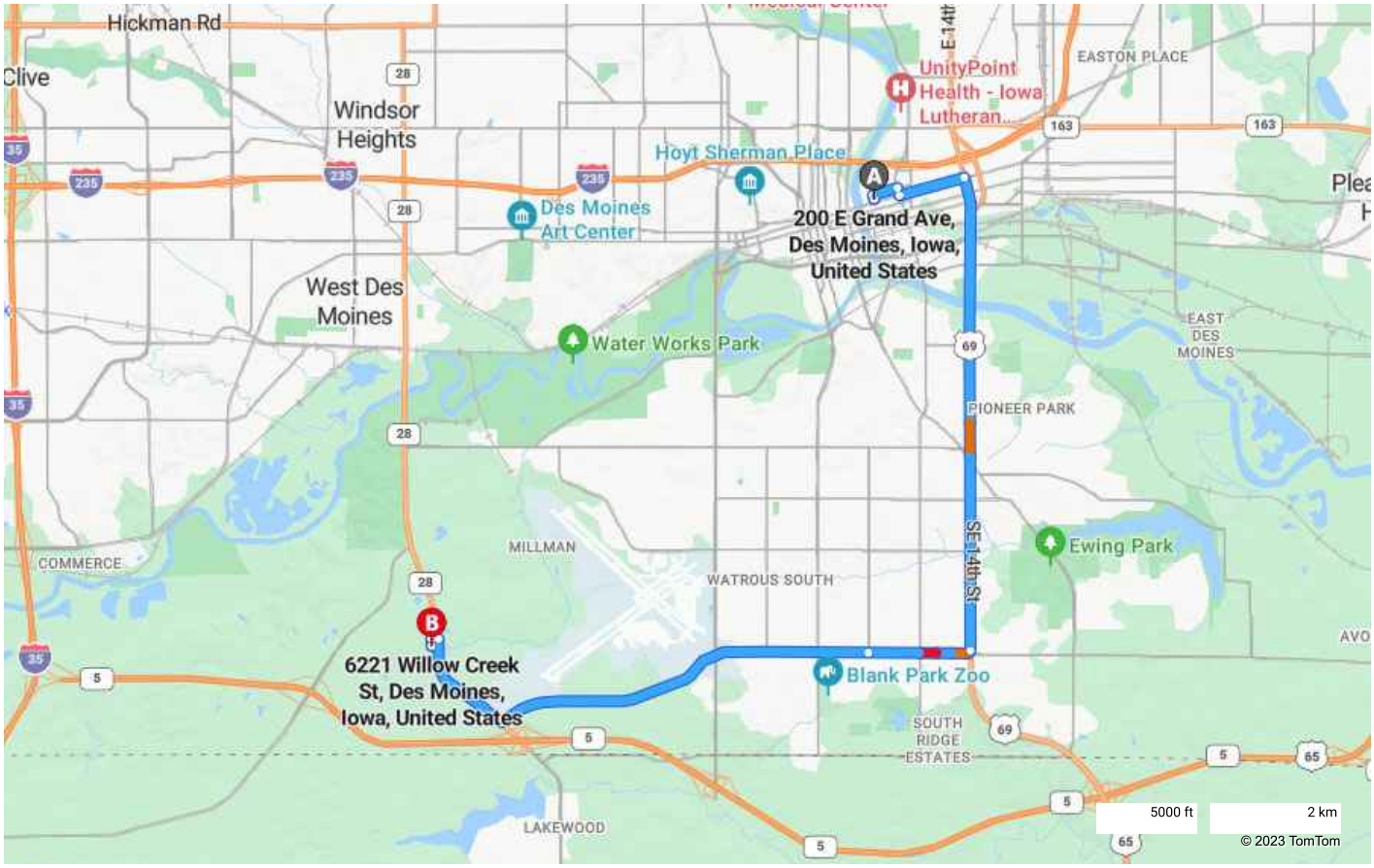
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** • *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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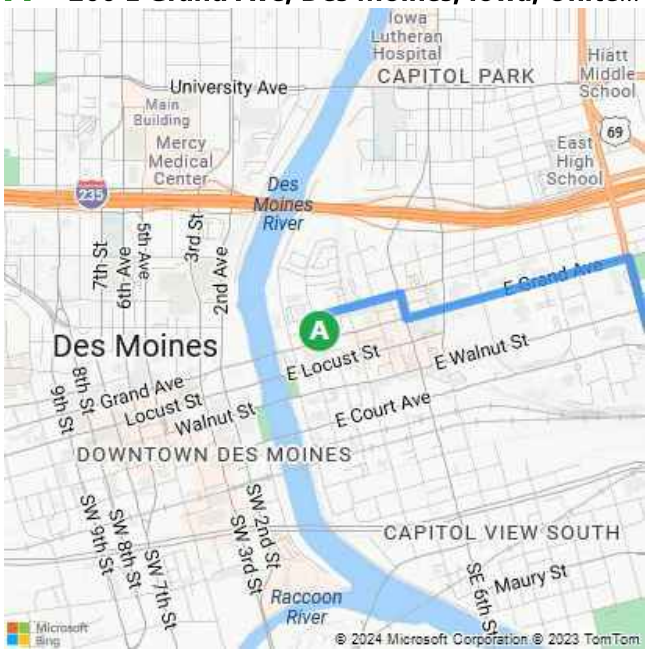

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman,

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Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 1 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

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Importance: Normal
Start Date/Time: Wed 4/17/2024 3:00:00 PM
End Date/Time: Wed 4/17/2024 7:00:00 PM

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

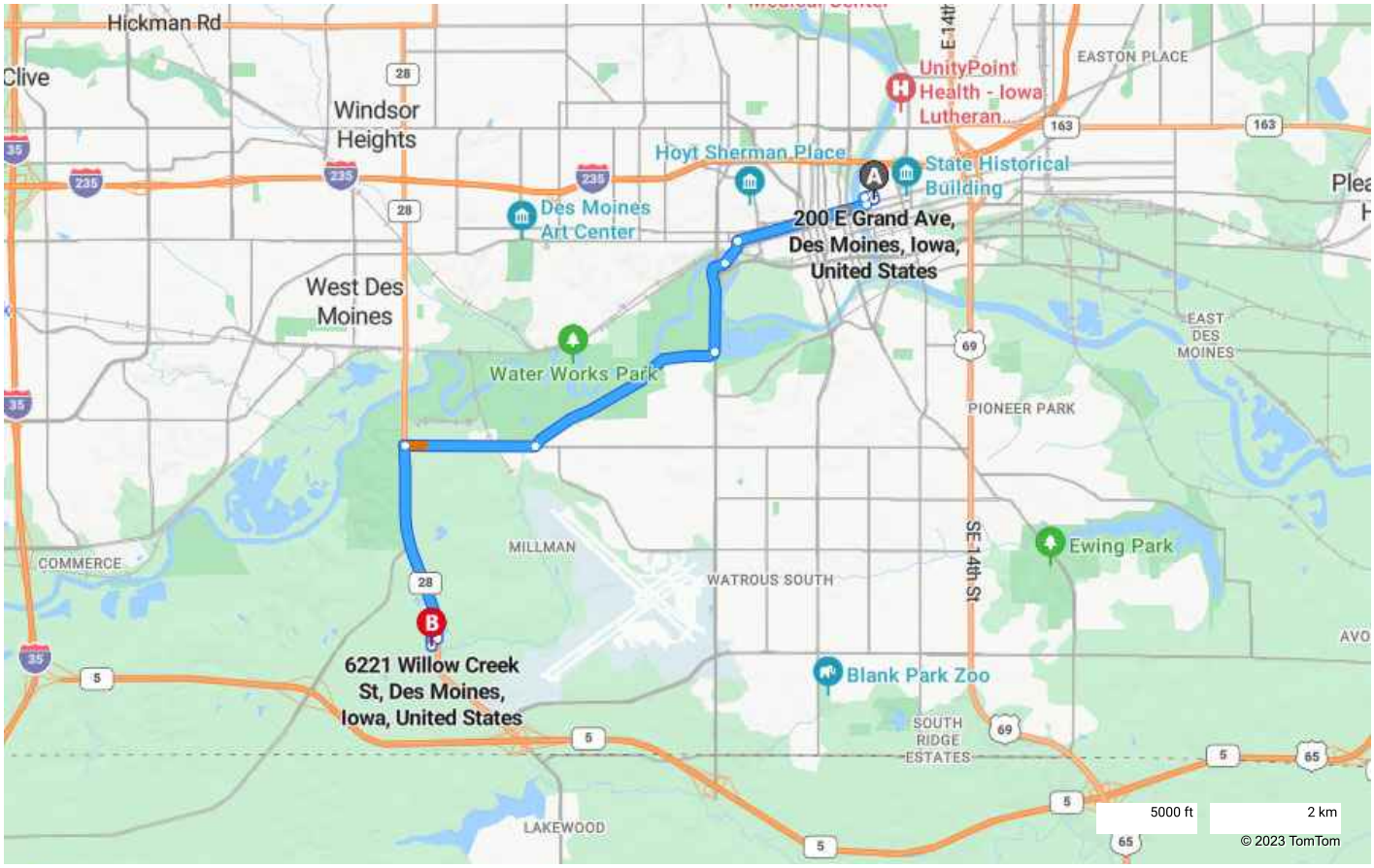
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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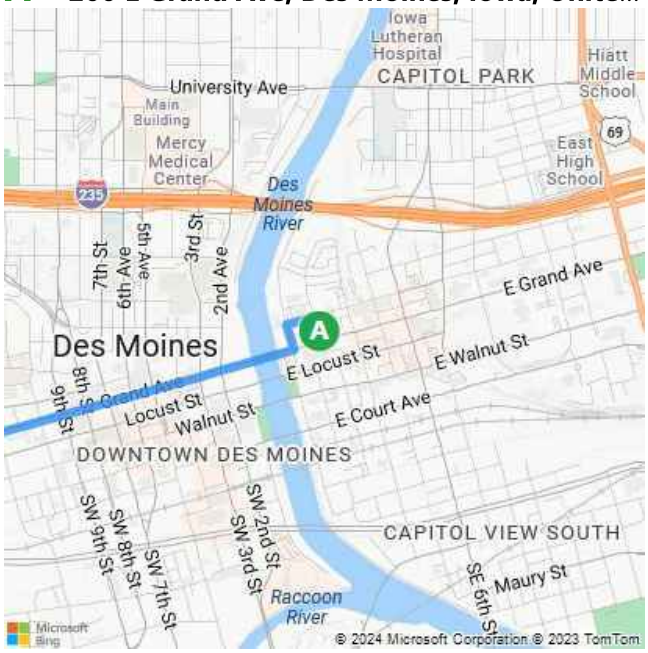

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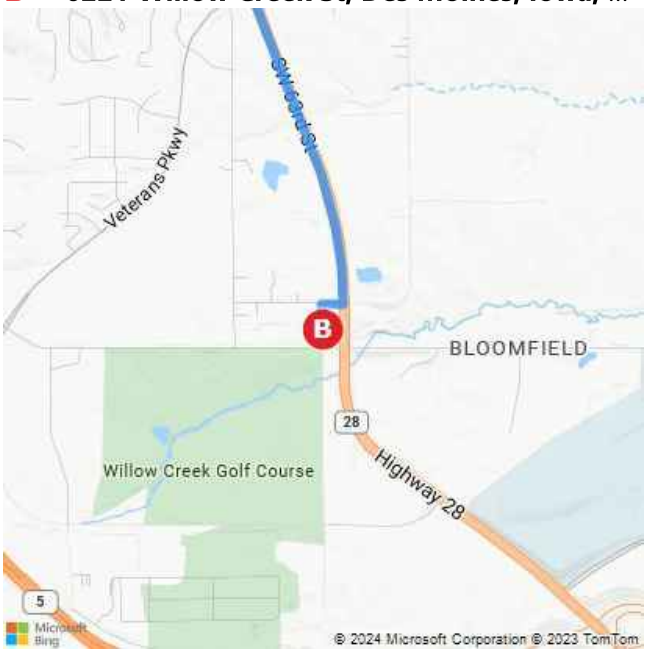

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

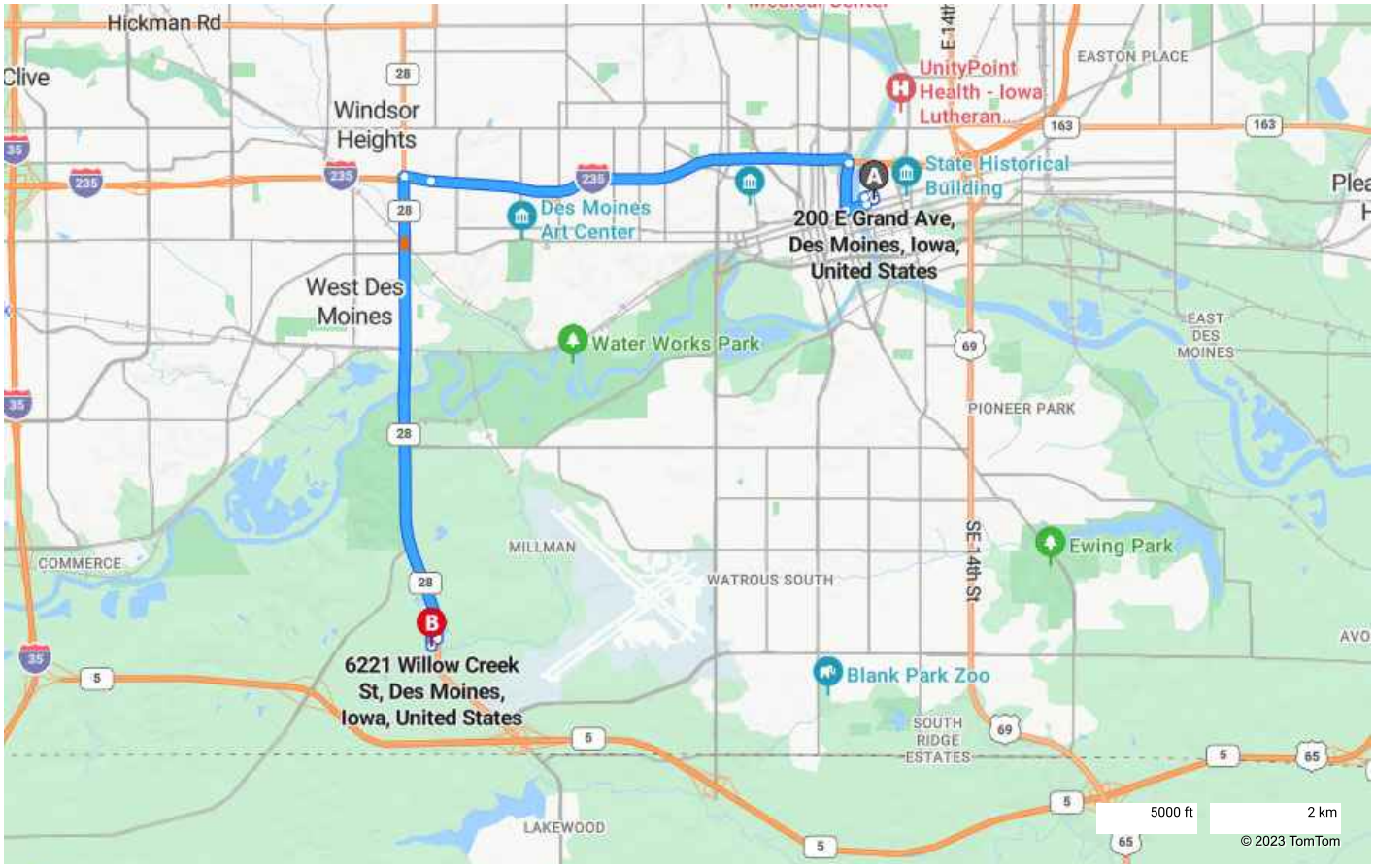
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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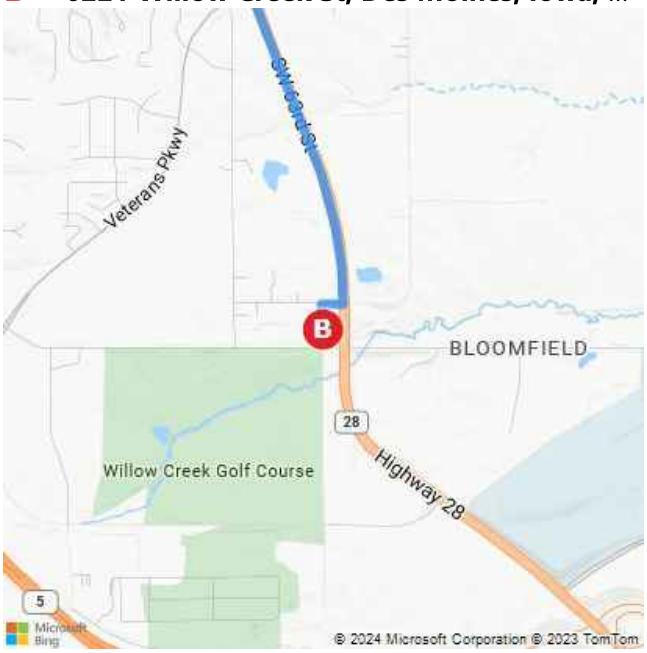
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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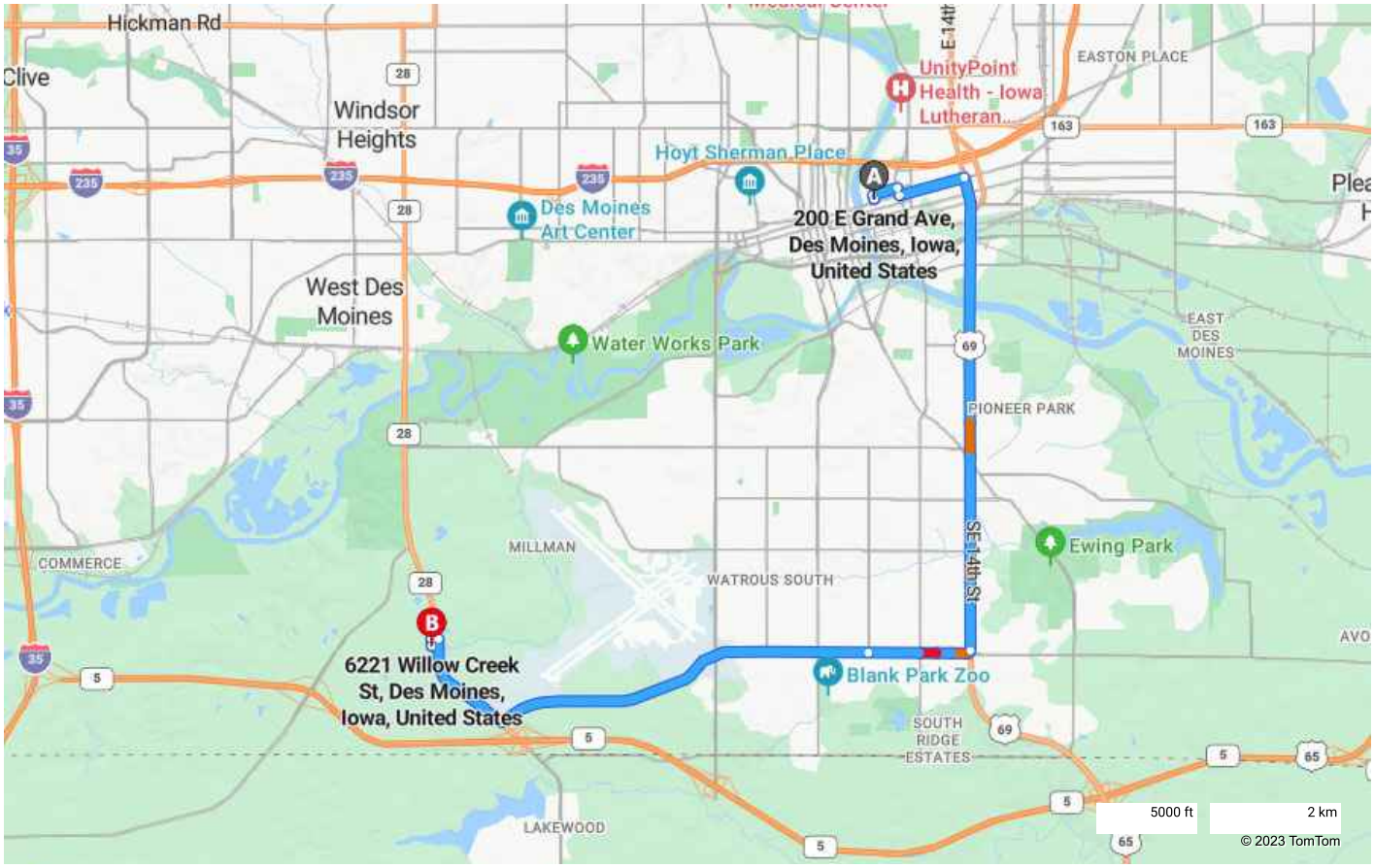
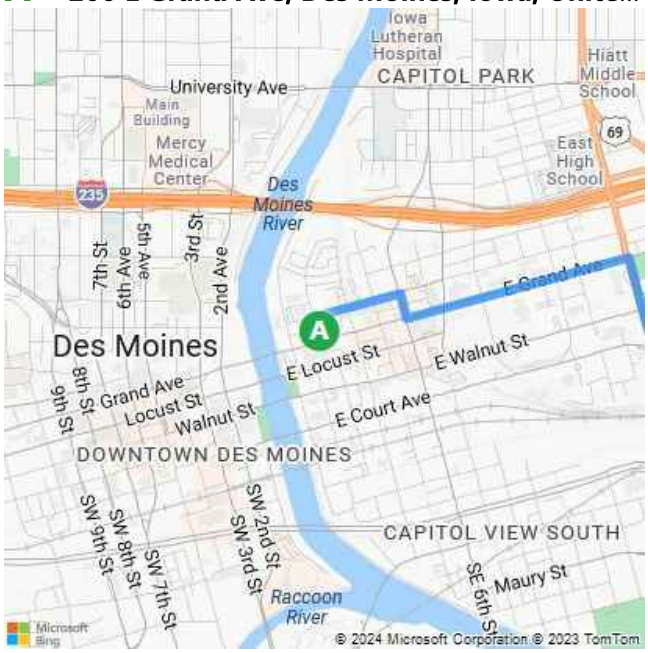


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Document ID: 0.7.3995.5327

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Date: Wed Feb 28 2024 11:36:09 CST
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia

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[IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Importance: Normal

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

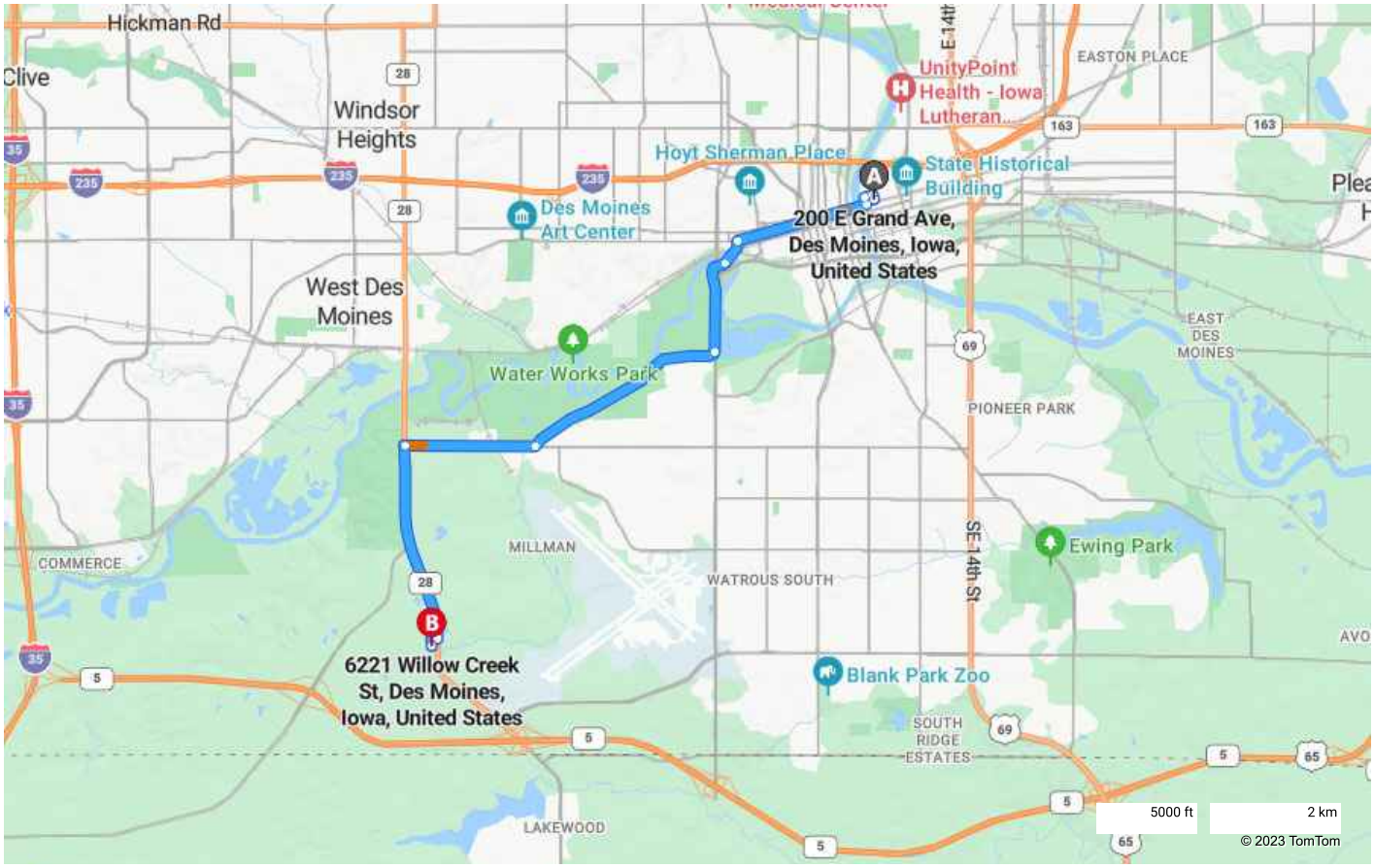
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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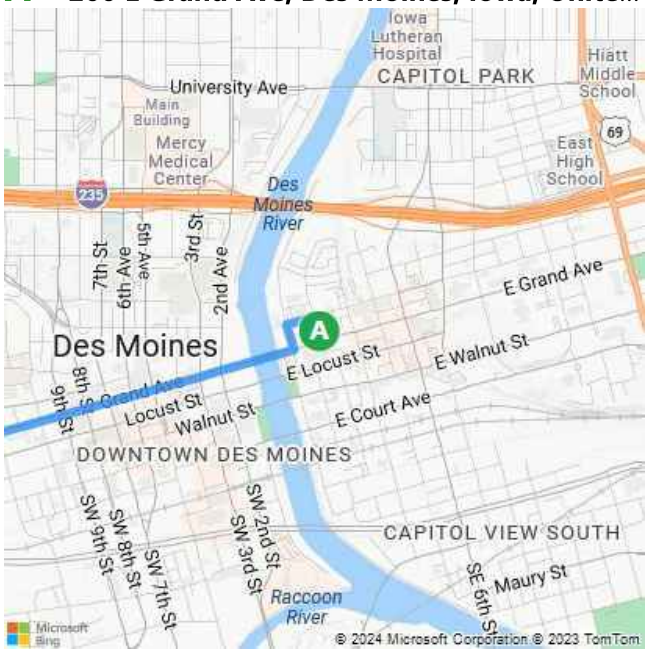

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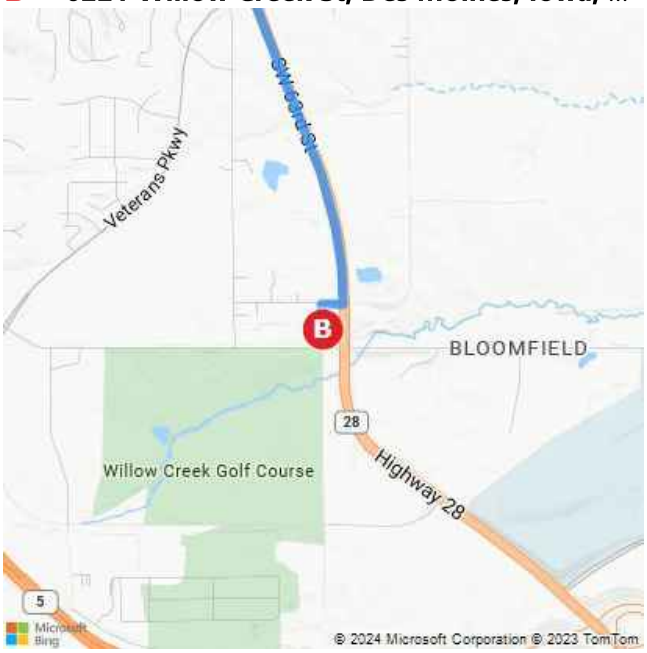

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

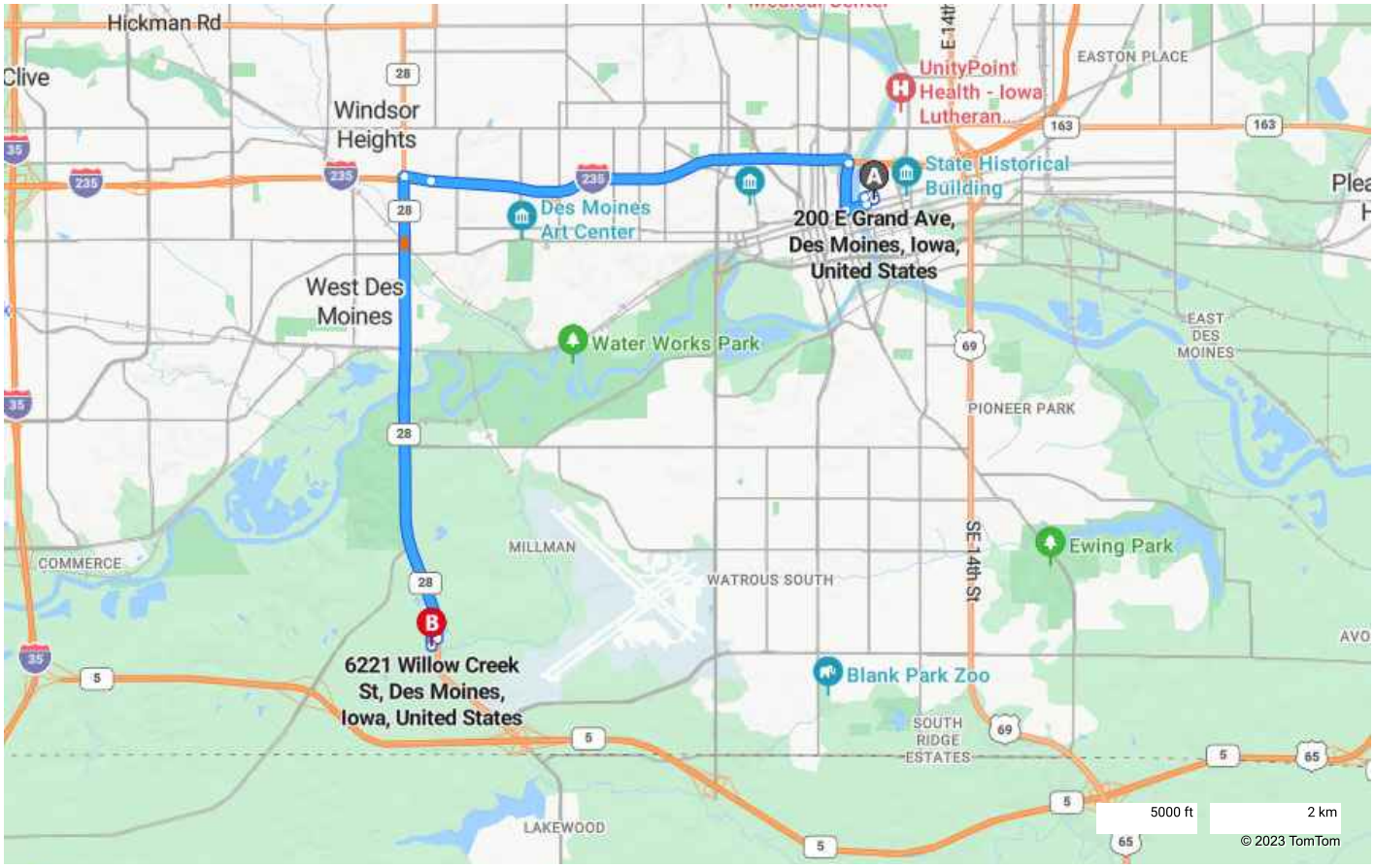
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

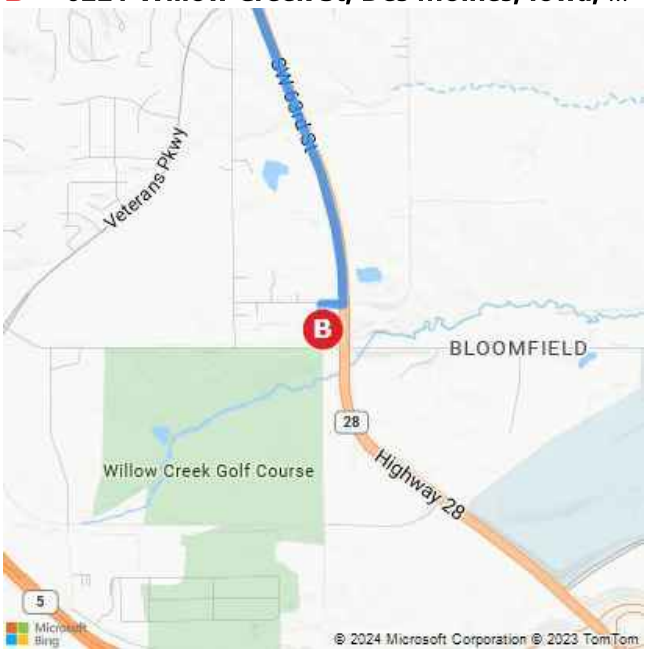
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

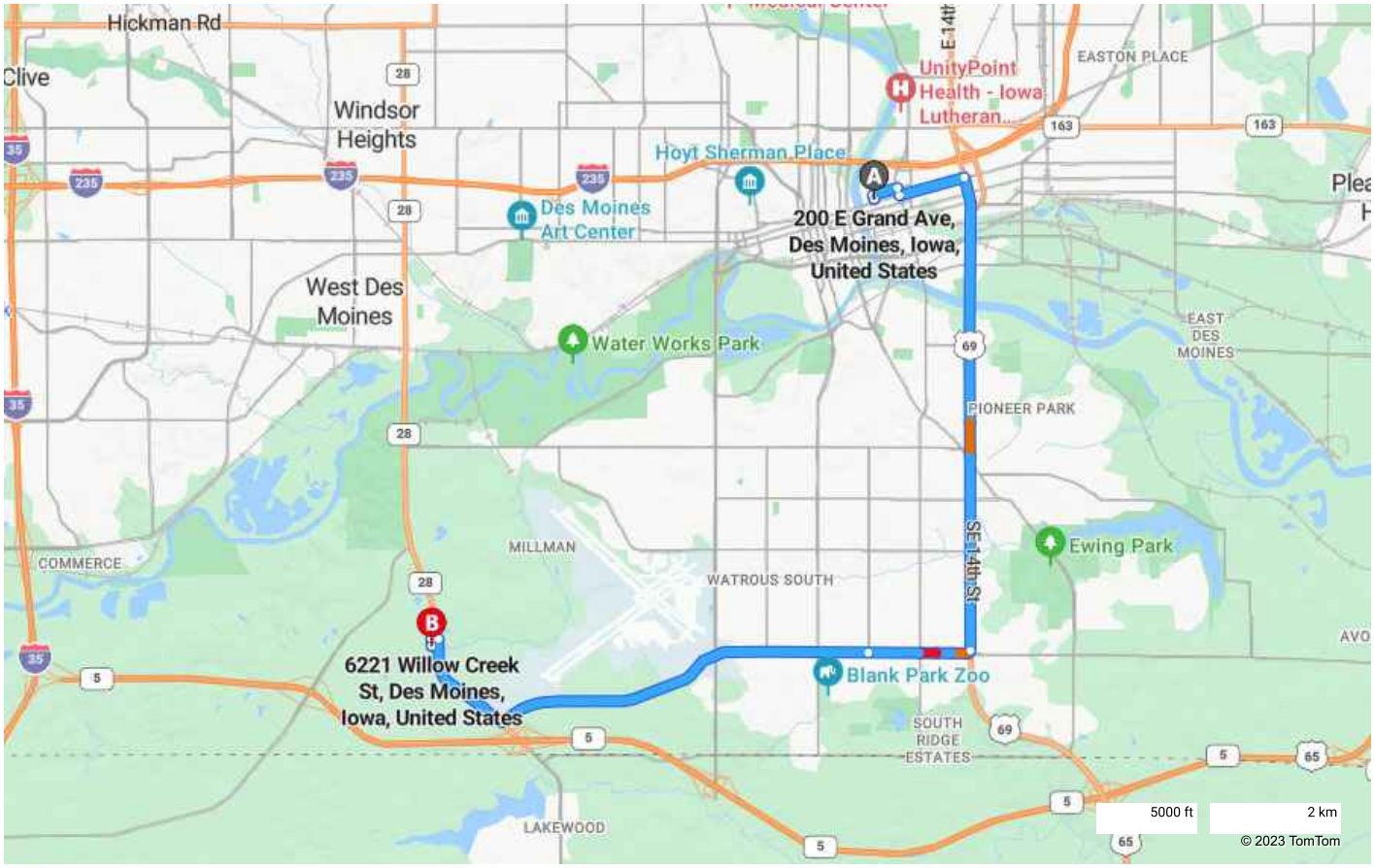
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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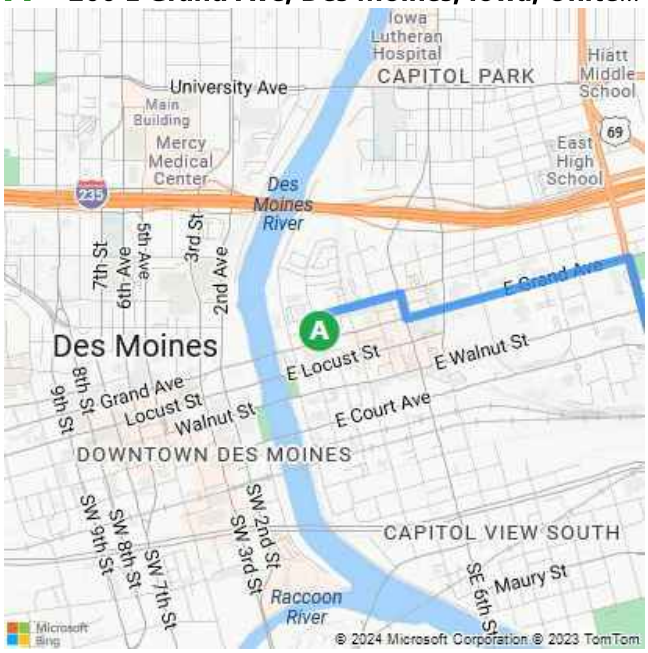

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Van Maanen, Amy J; Erdman, Jenny; Helm, Dawn

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)

Start Date/Time: Wed 7/17/2024 3:00:00 PM

End Date/Time: Wed 7/17/2024 7:00:00 PM

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Roseberry, Marisa L; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie;

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Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda; Roll, Polly
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Importance: Normal
Start Date/Time: Wed 4/17/2024 3:00:00 PM
End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

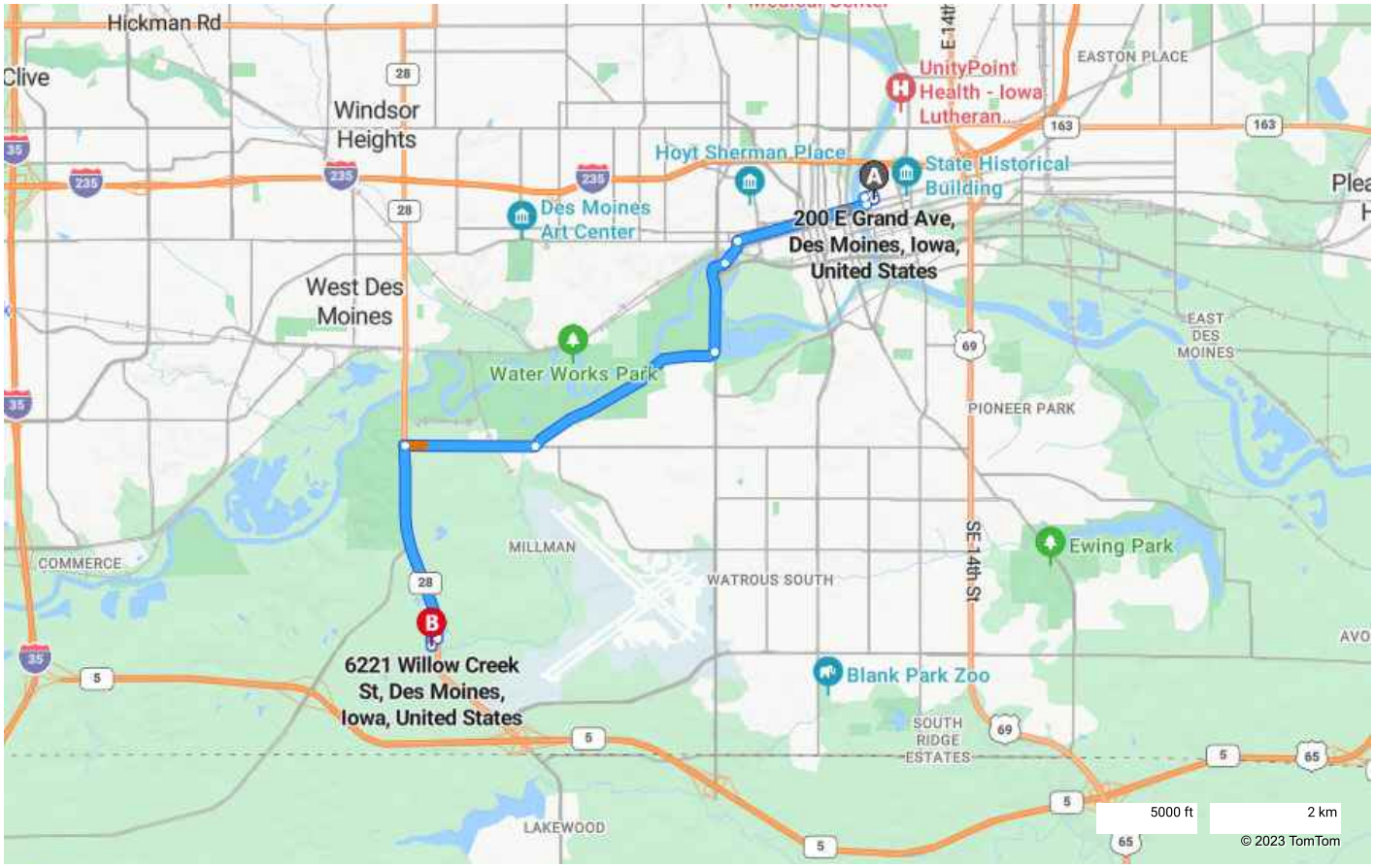
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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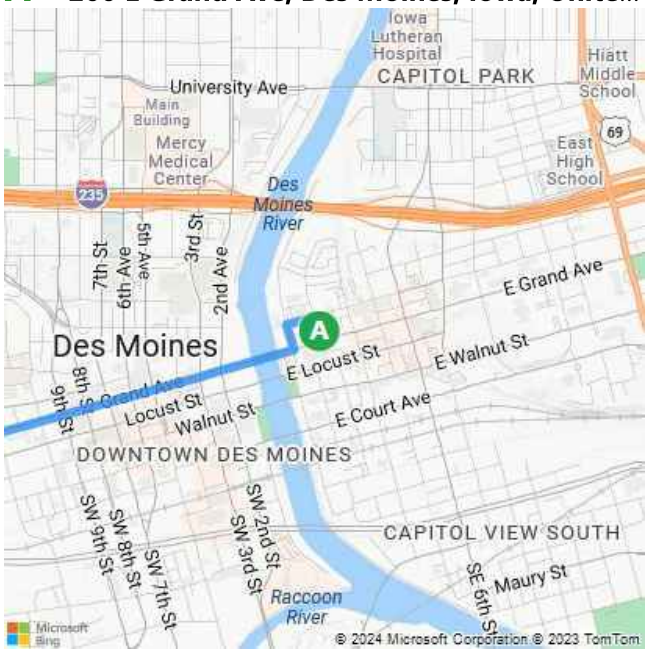

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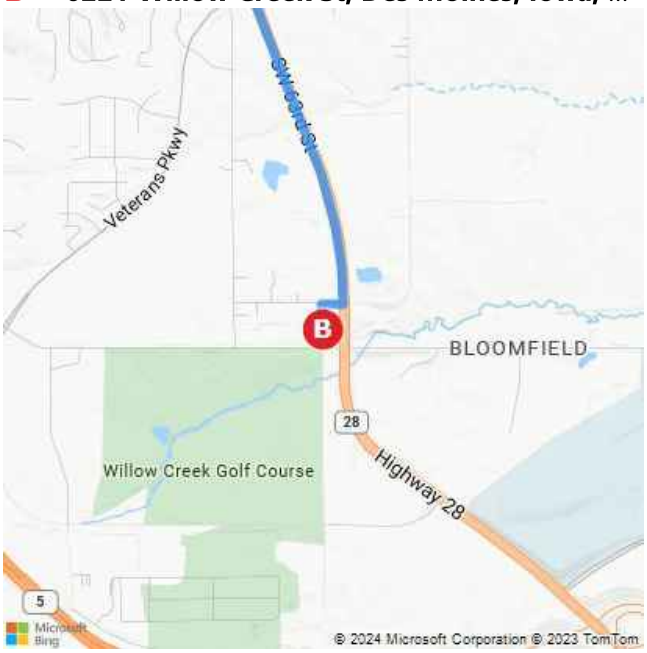

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

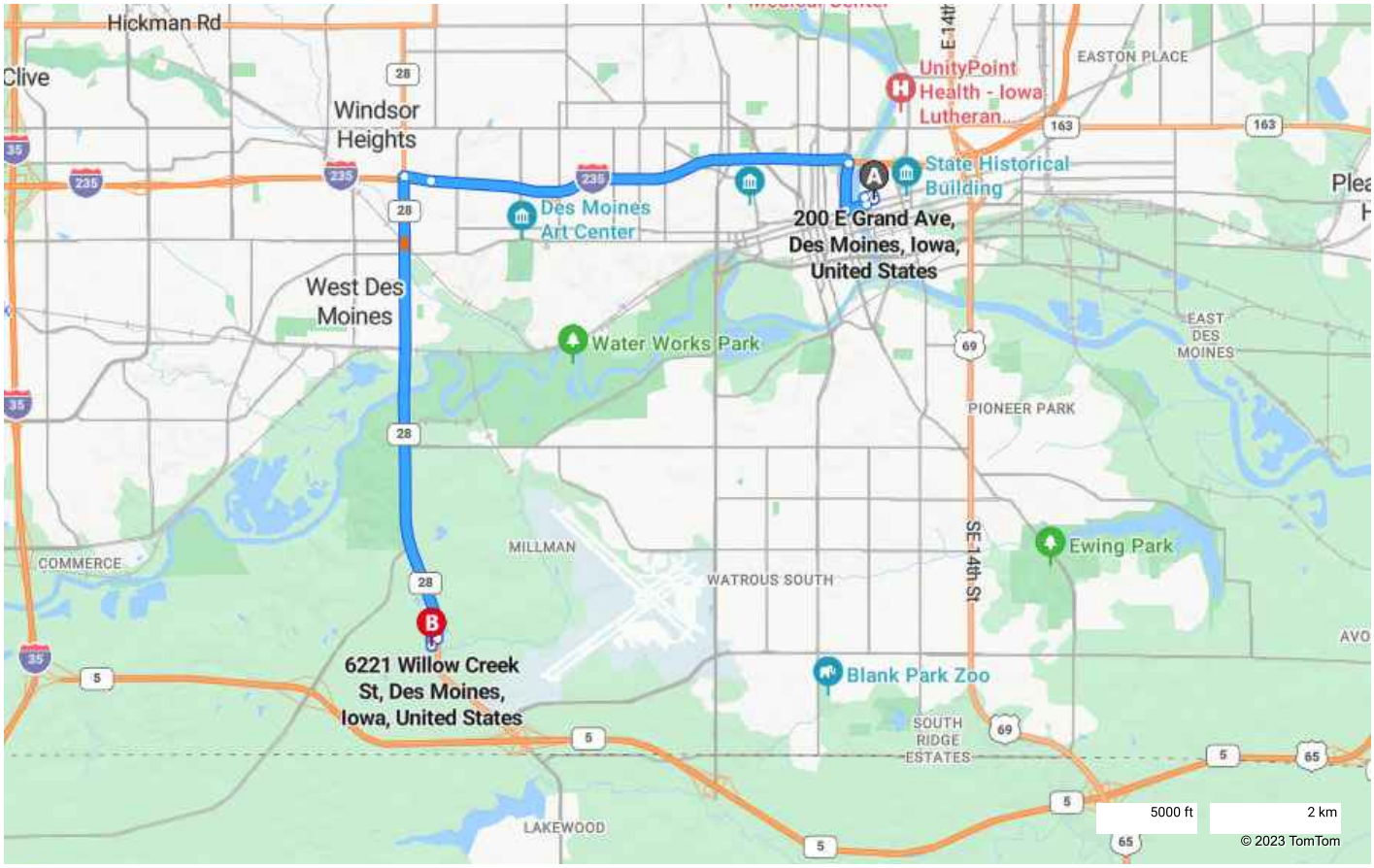
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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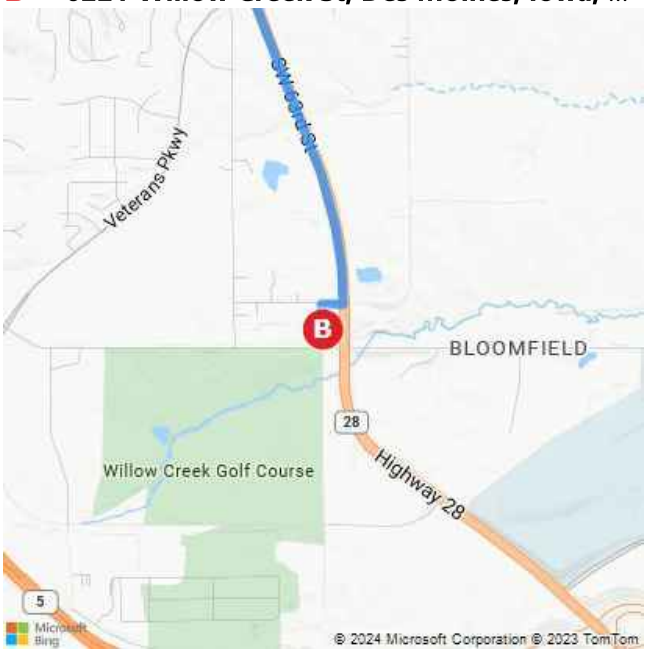
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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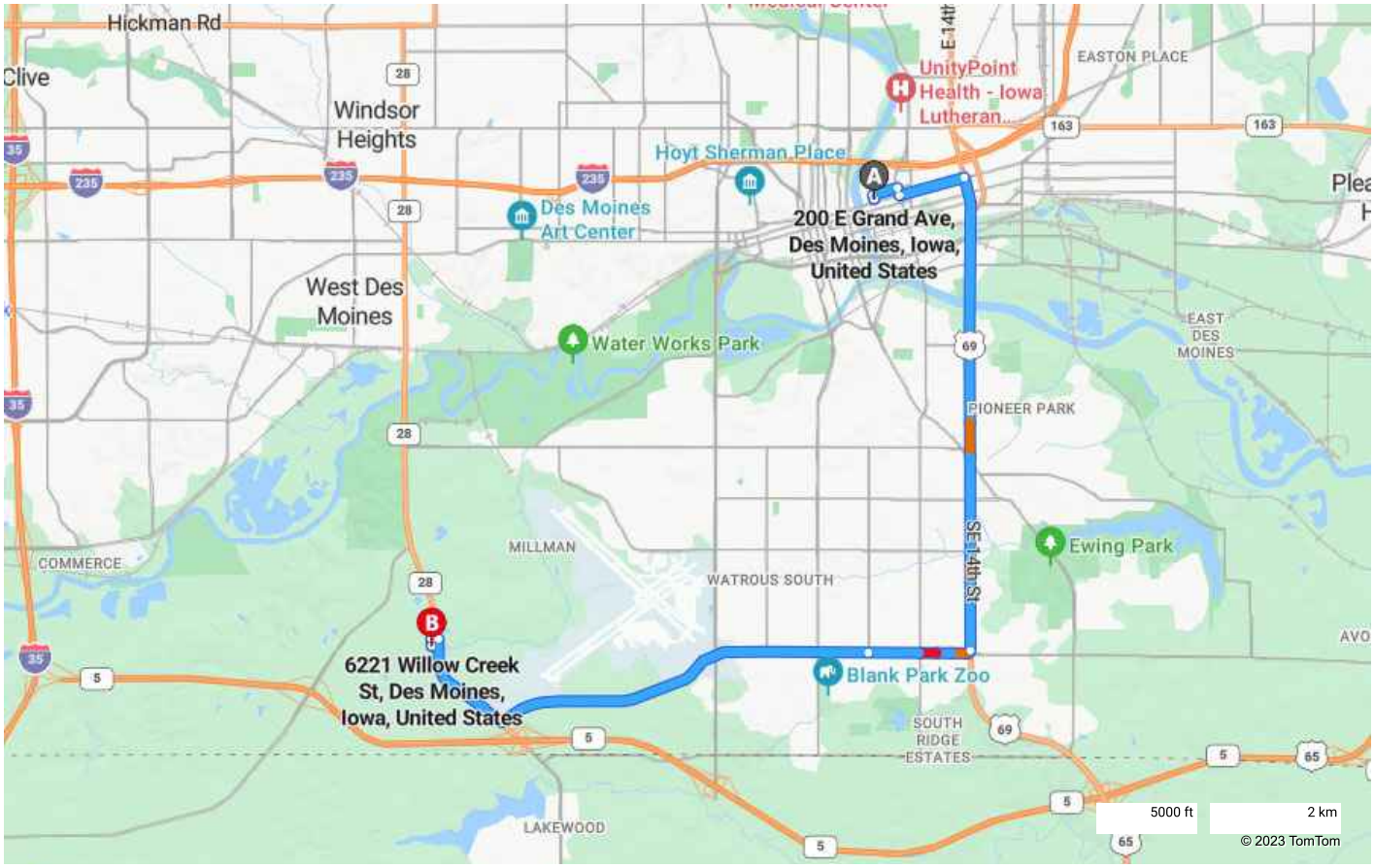
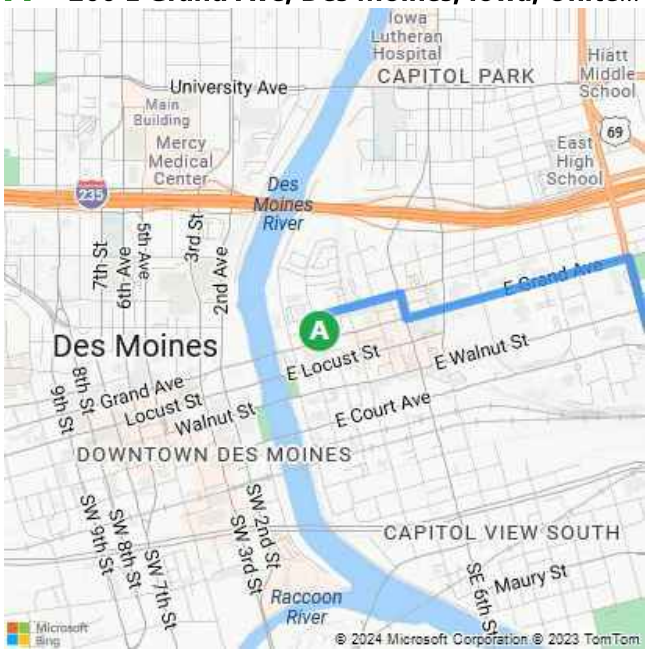


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Document ID: 0.7.3995.5334

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 1 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [IDA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/
Importance: Normal
Start Date/Time: Wed 4/17/2024 3:00:00 PM
End Date/Time: Wed 4/17/2024 7:00:00 PM

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

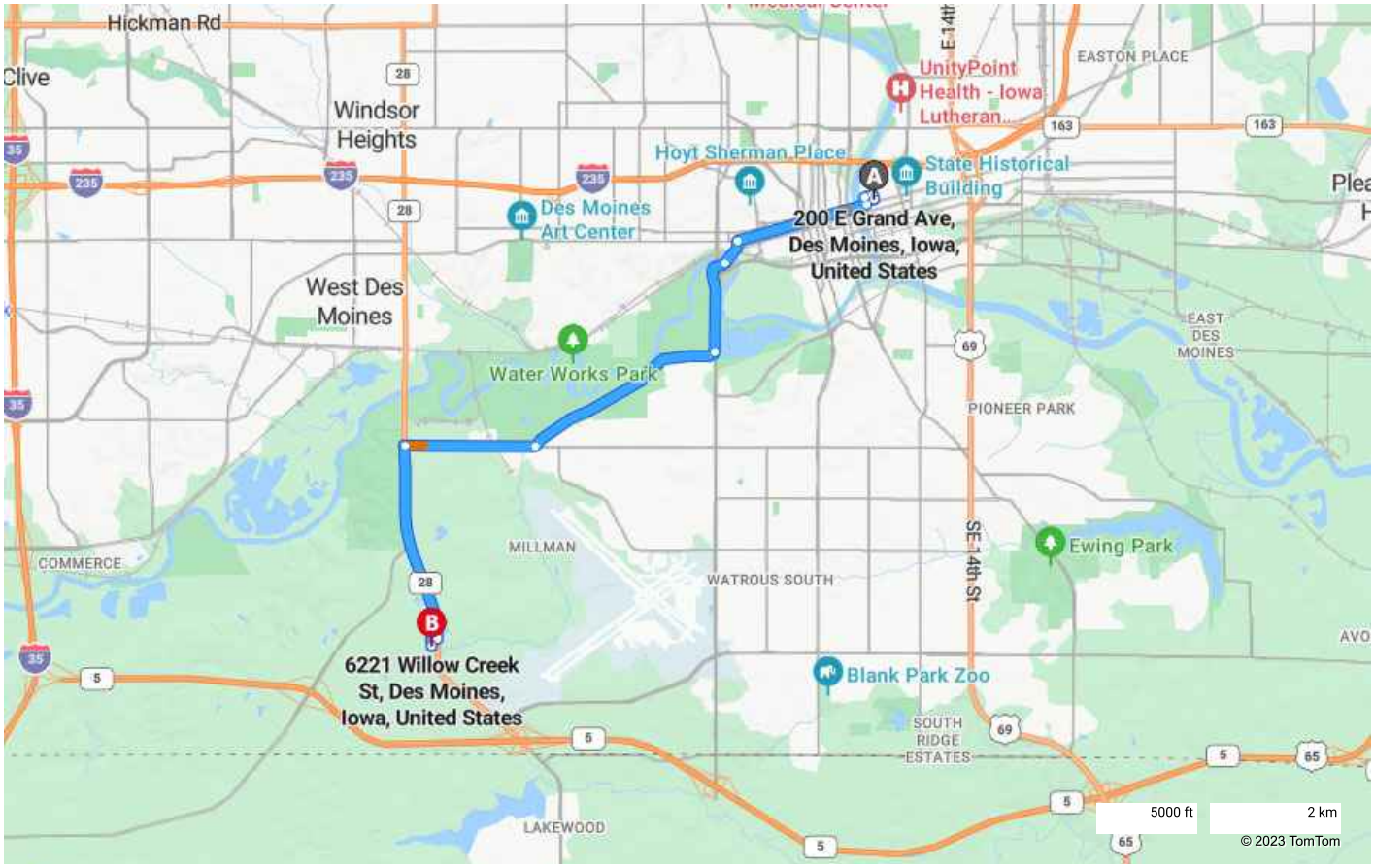
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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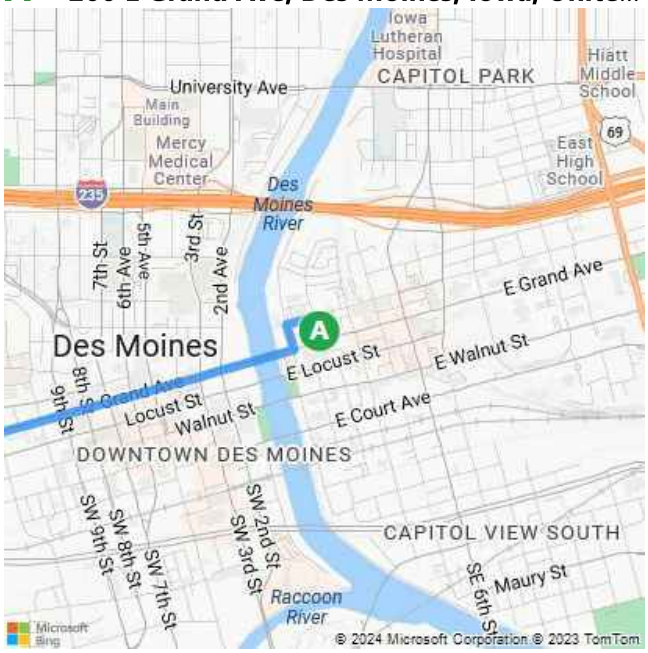

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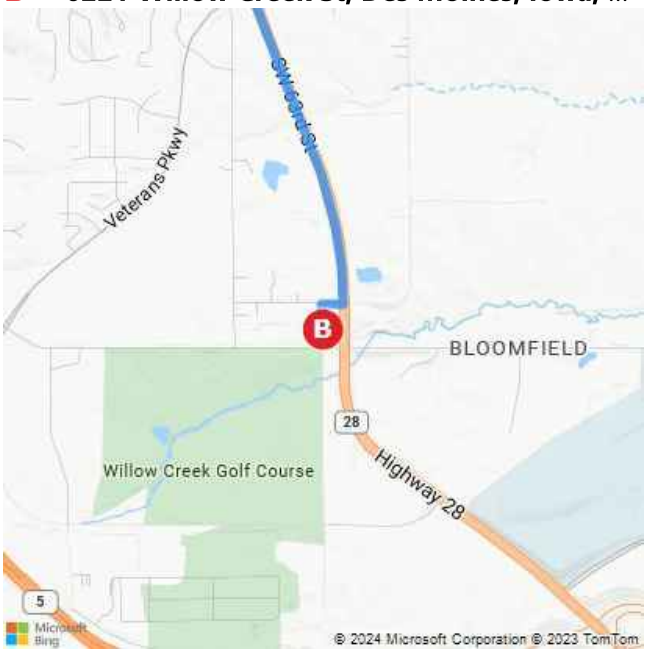

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

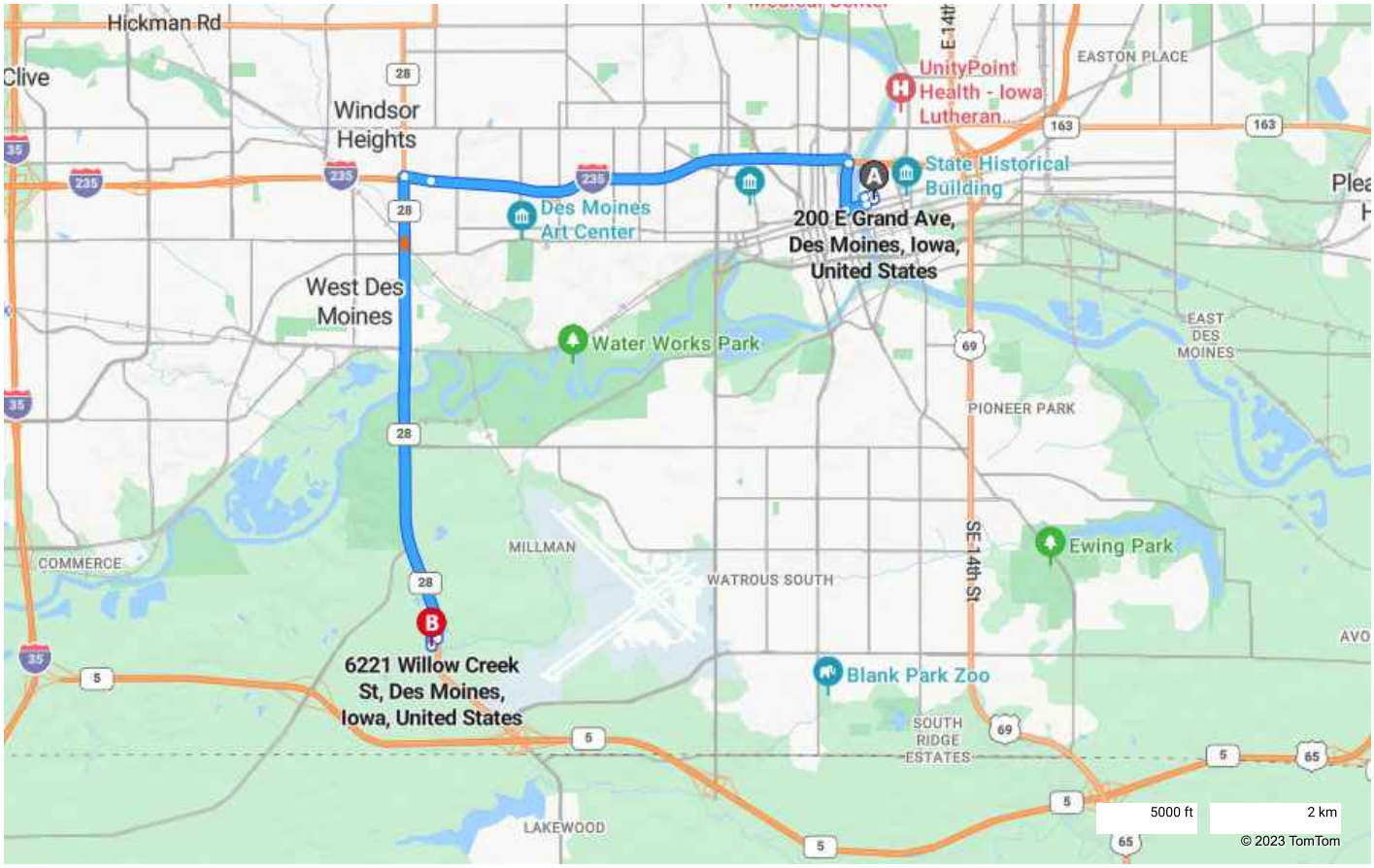
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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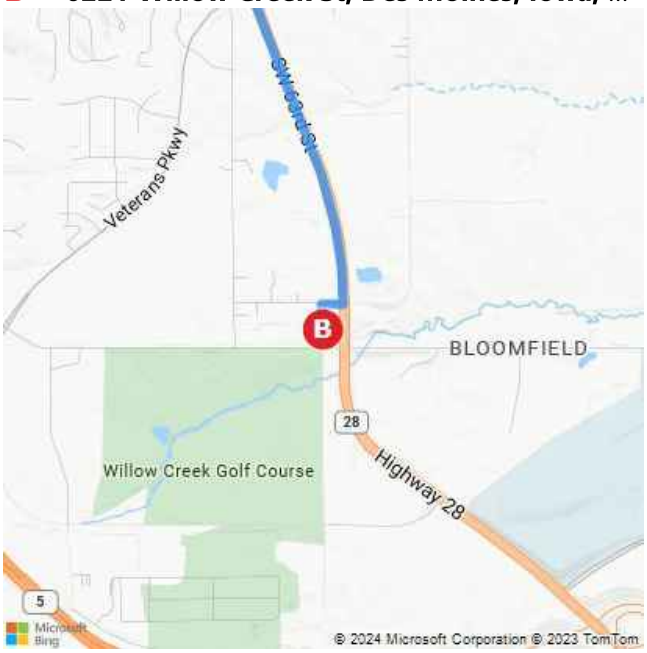
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

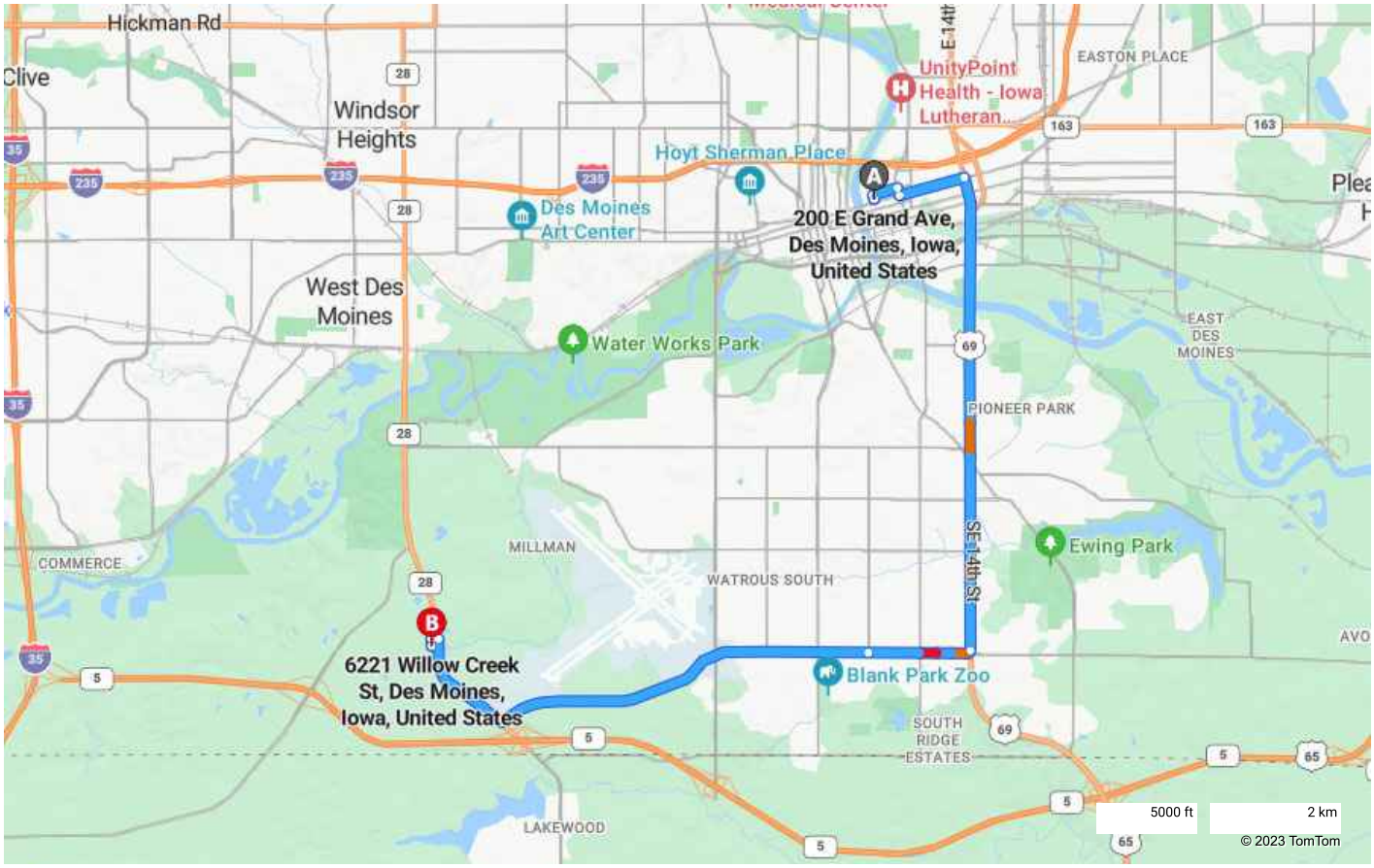
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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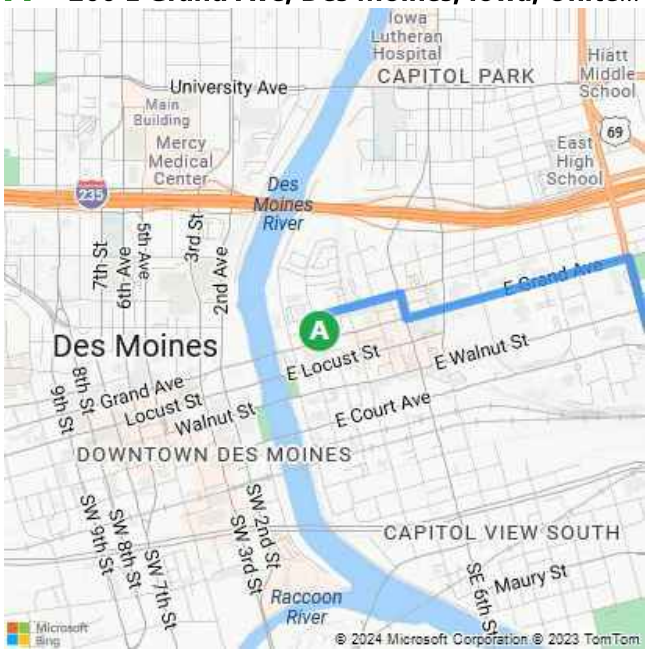

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

AMERICAN OVERSIGHT

uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/
Importance: Normal
Start Date/Time: Wed 4/17/2024 3:00:00 PM
End Date/Time: Wed 4/17/2024 7:00:00 PM

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driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

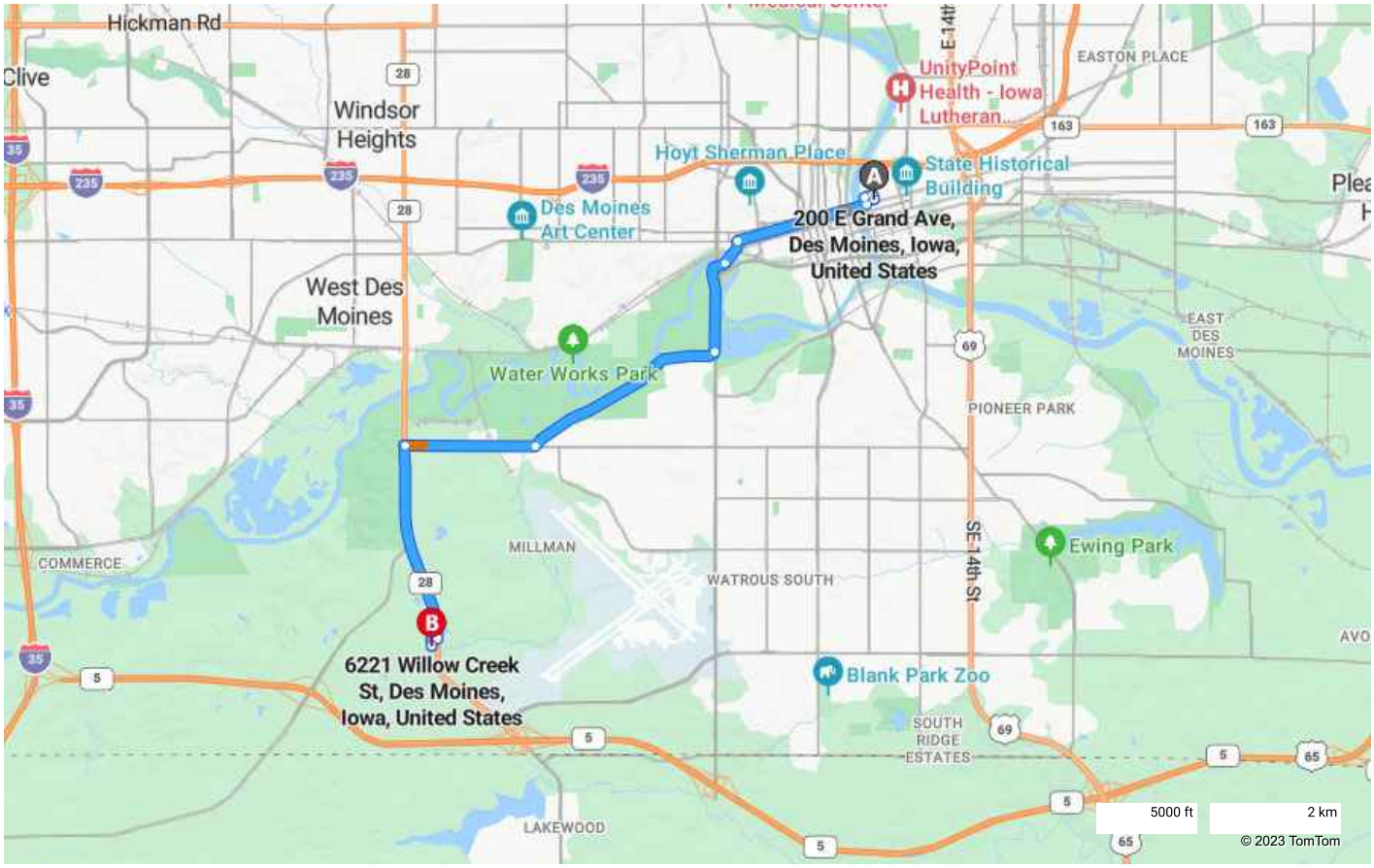
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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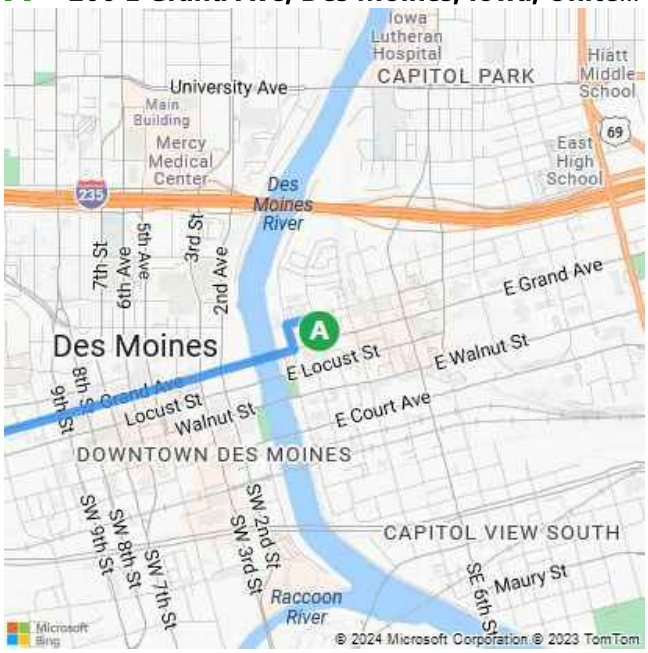

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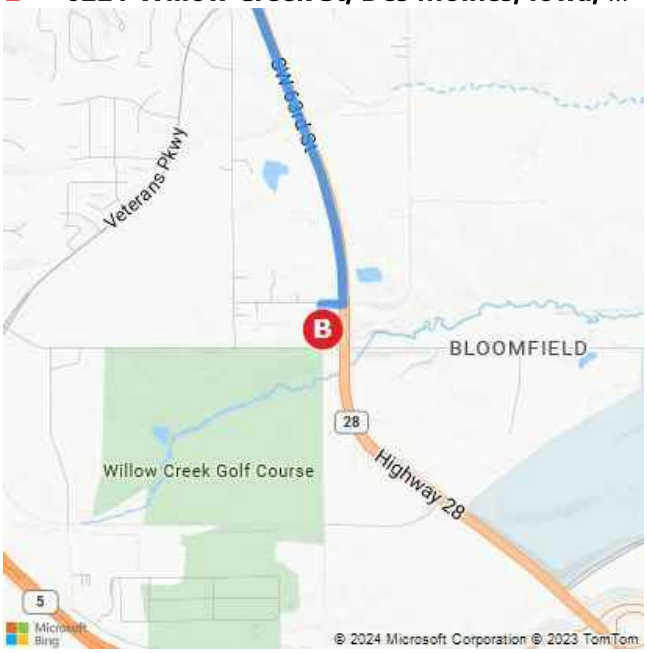

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

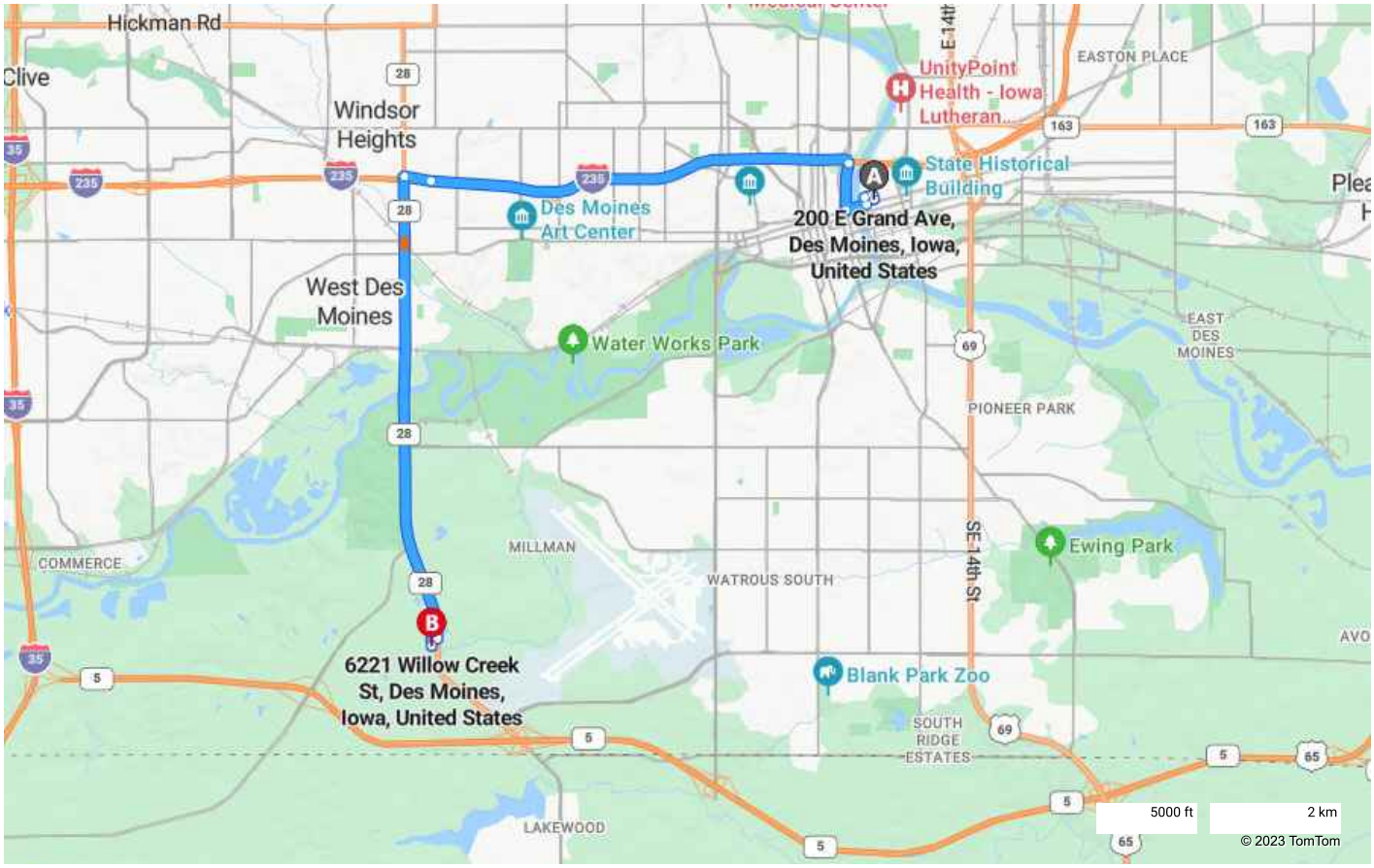
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

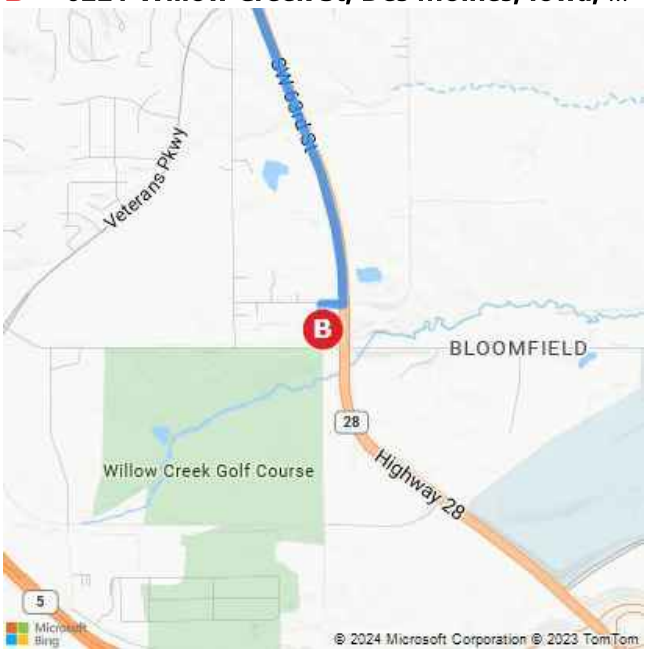
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

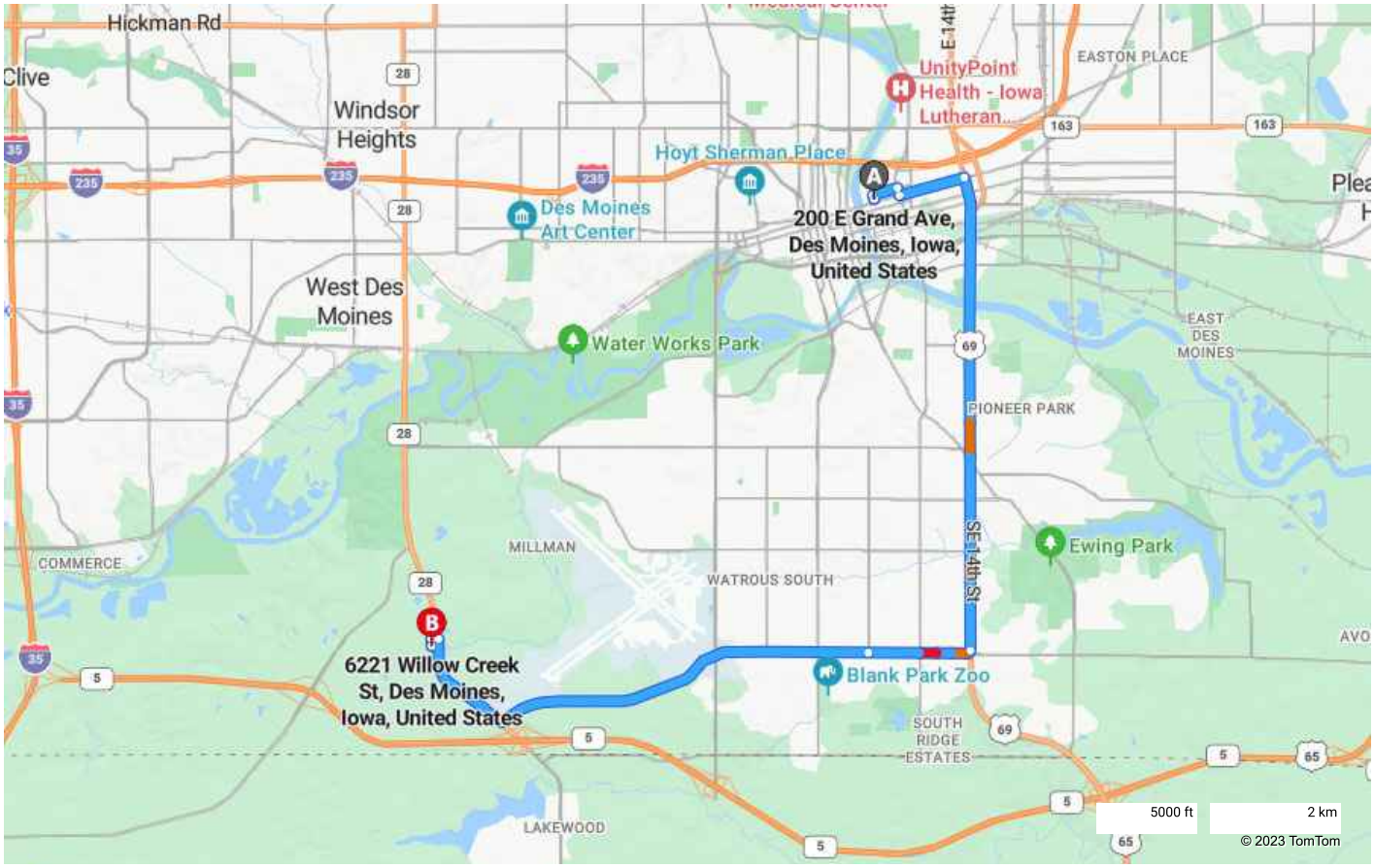
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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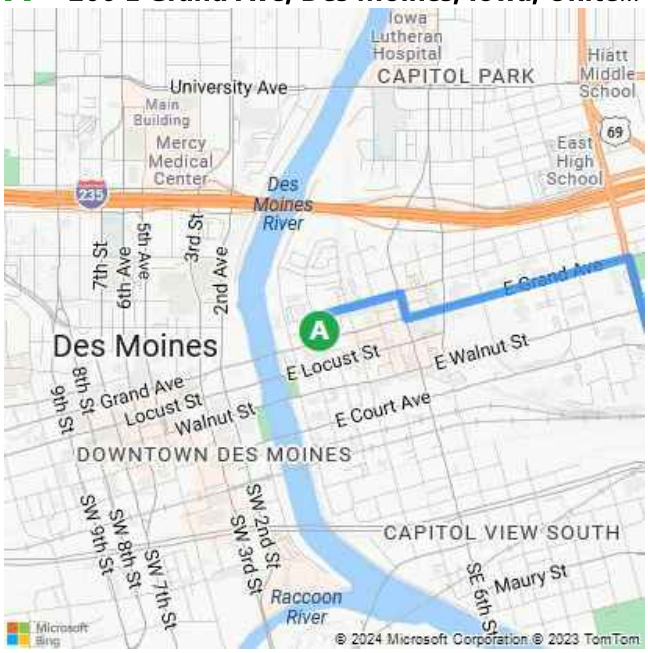

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5159

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Bcc:
Subject: Senior Leadership Monthly Meeting
Date: Mon Apr 15 2024 14:23:10 CDT
Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

Updated 2/29/24

April 17 Senior Leadership Meeting will be in-person at the same place as the Quarterly Leadership Retreat.

Thank you,

Latonya McGill

Invite Link: https://www.zoomgov.com/j/1613112251?pwd=Wi9kTlJhOEQvdnNuOEhuc0tQVncyUT09

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Document ID: 0.7.3995.5159-000001
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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Mon Apr 15 14:23:10 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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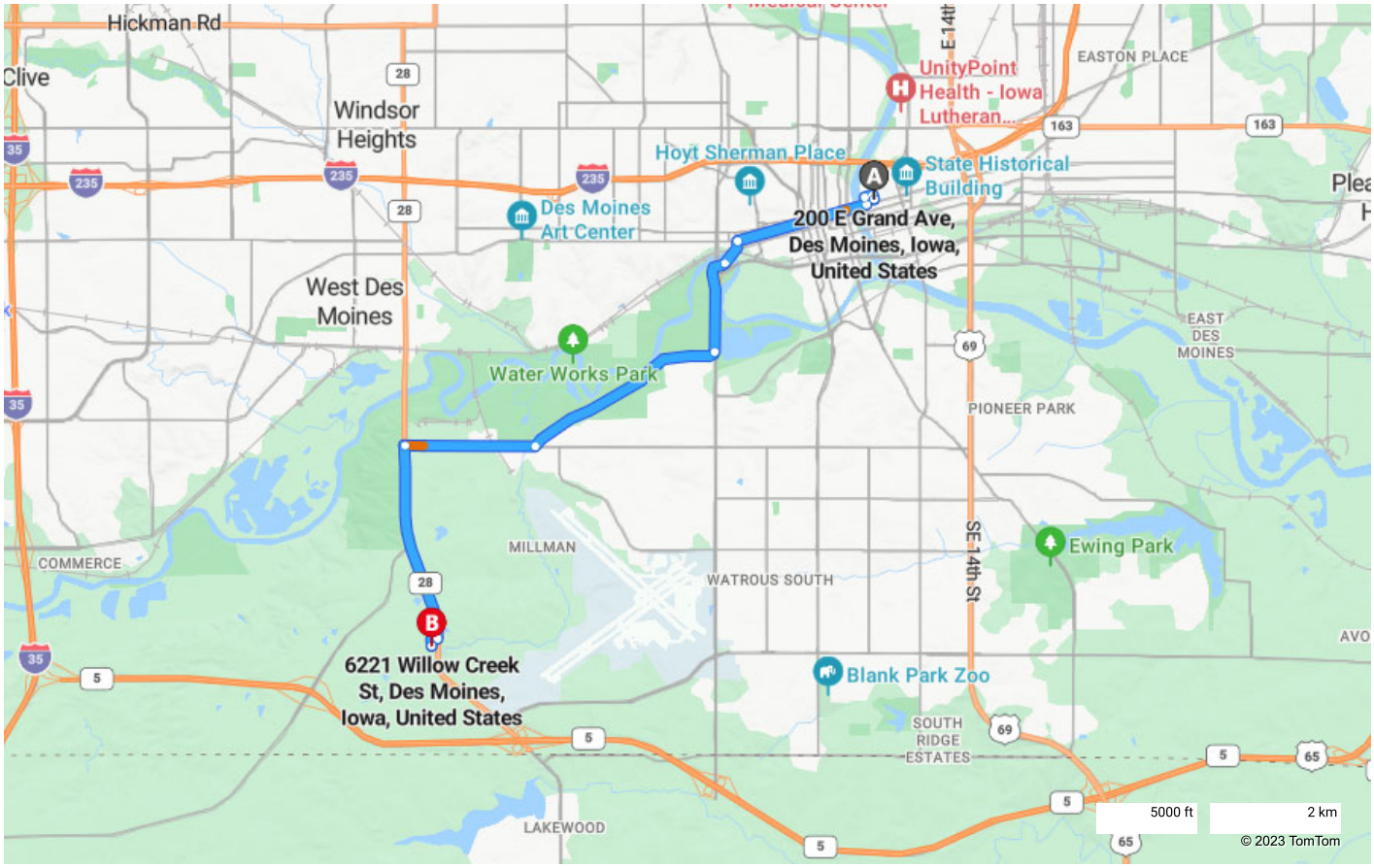

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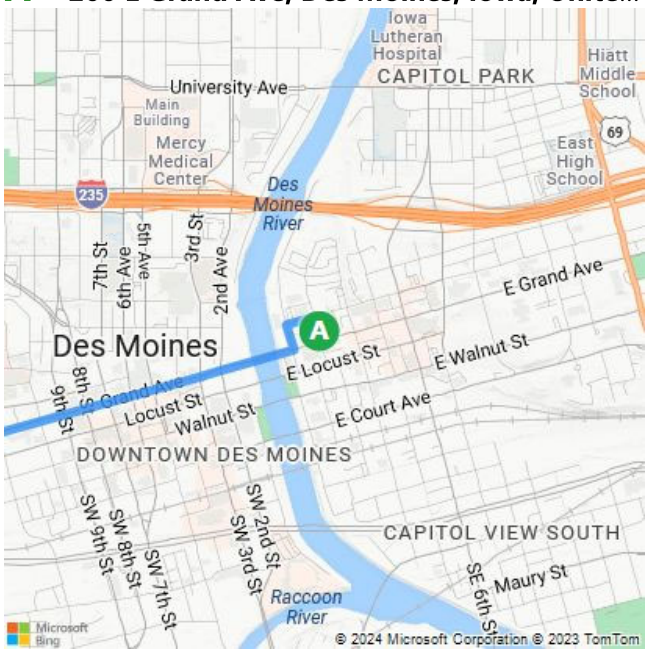
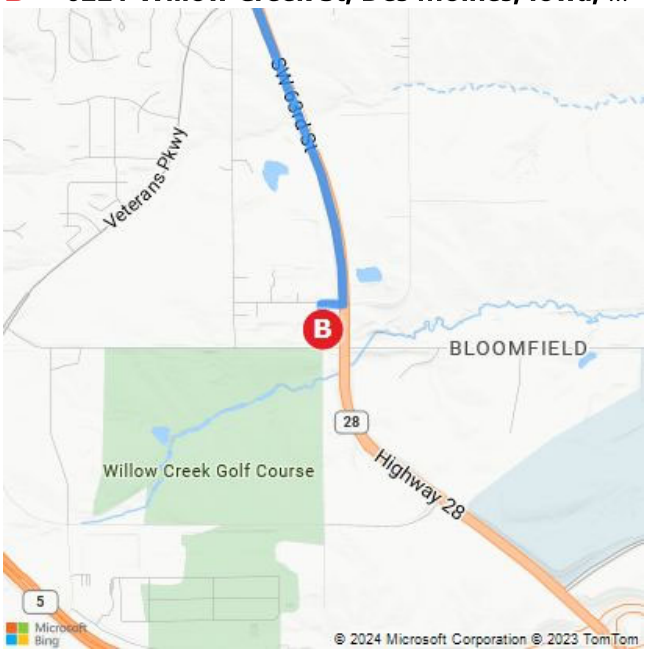


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Mon Apr 15 14:23:10 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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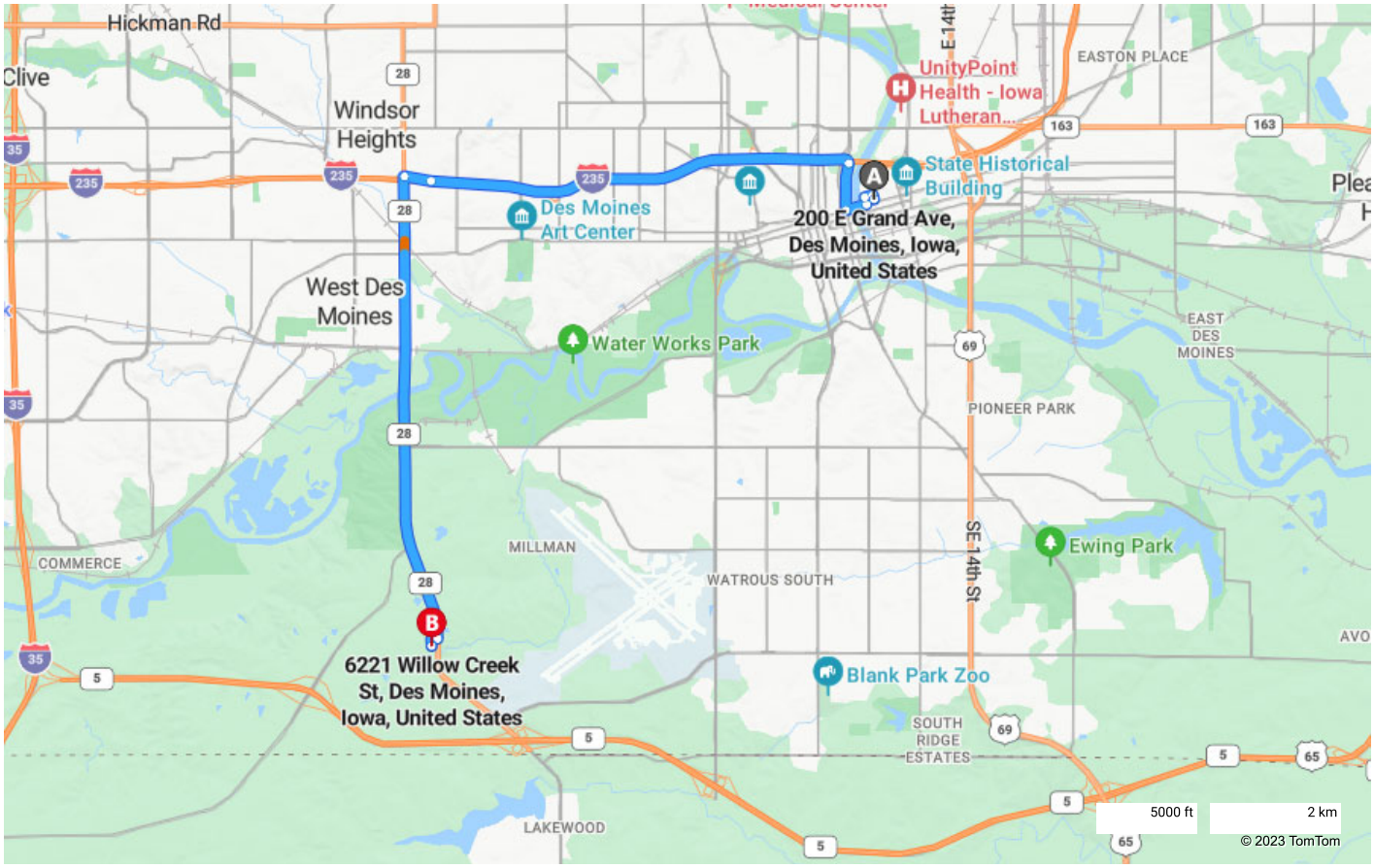

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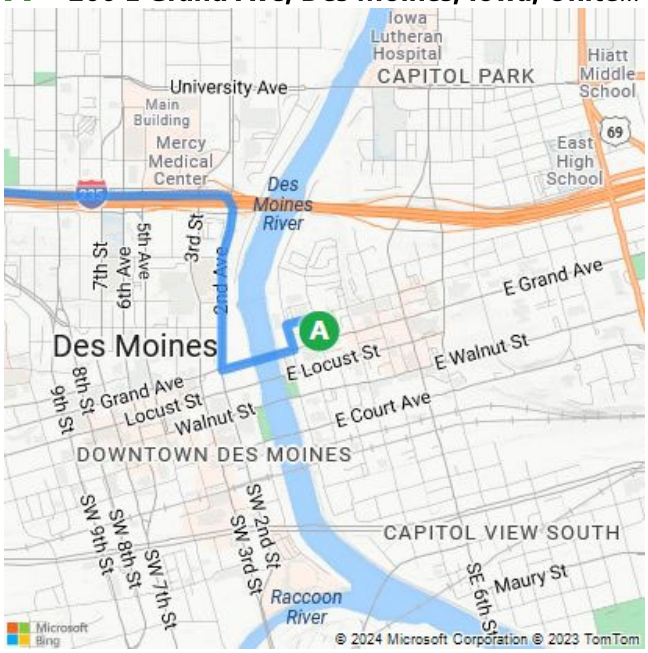
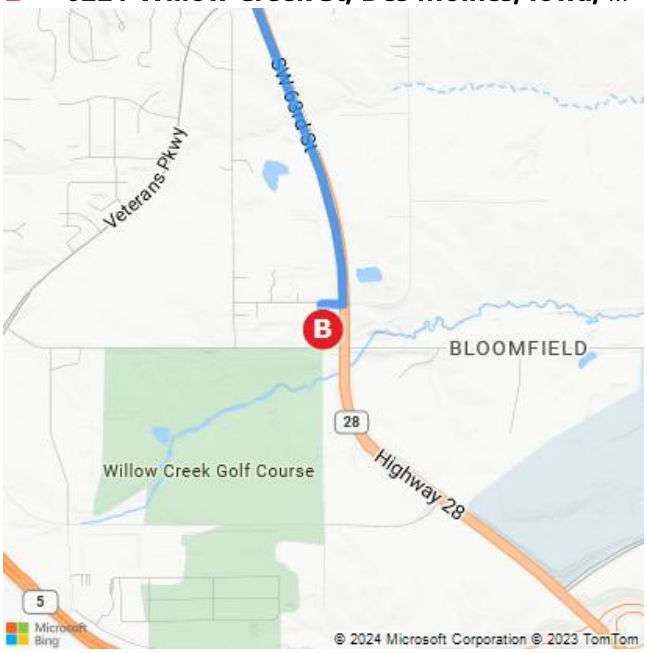


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Mon Apr 15 14:23:10 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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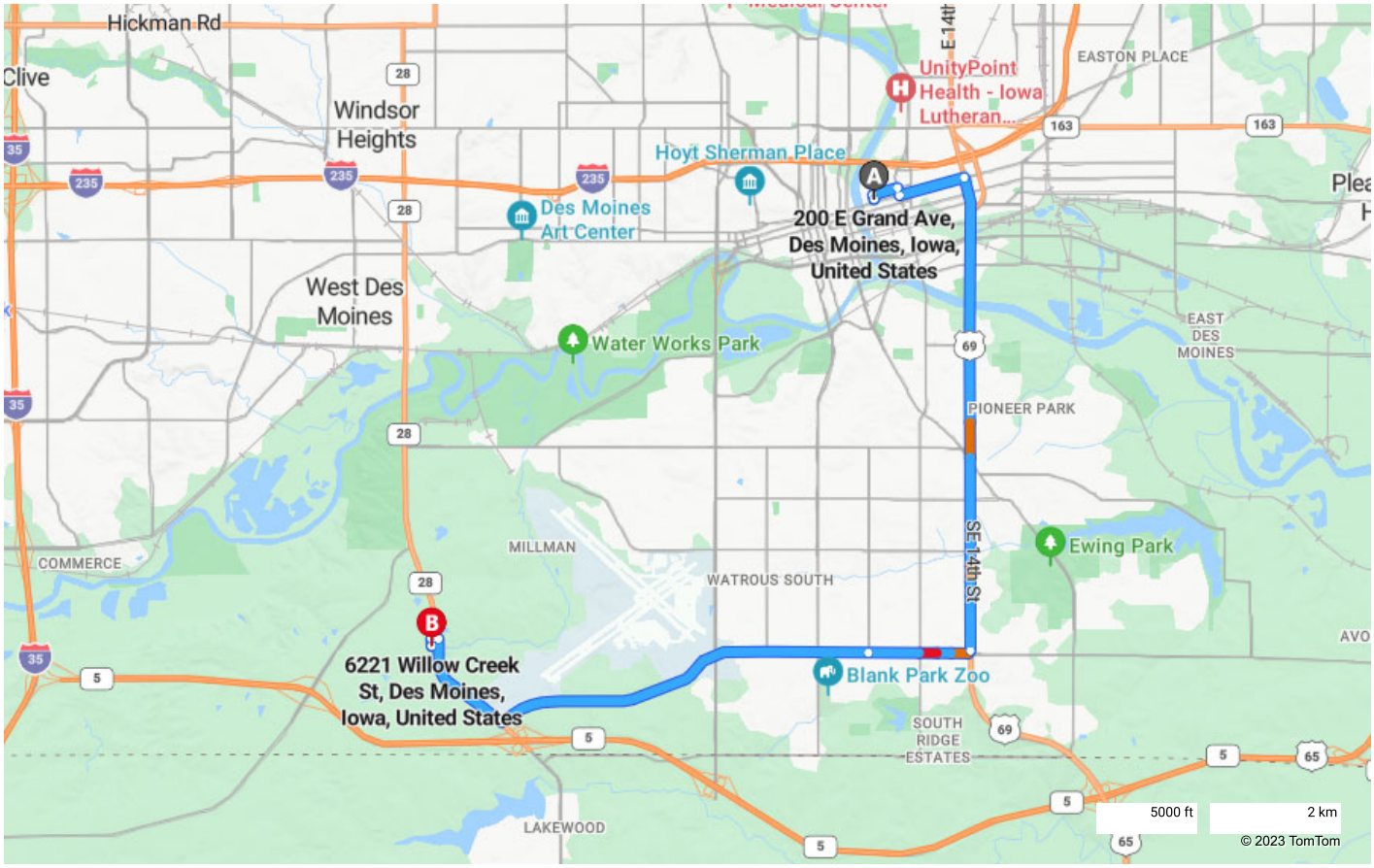

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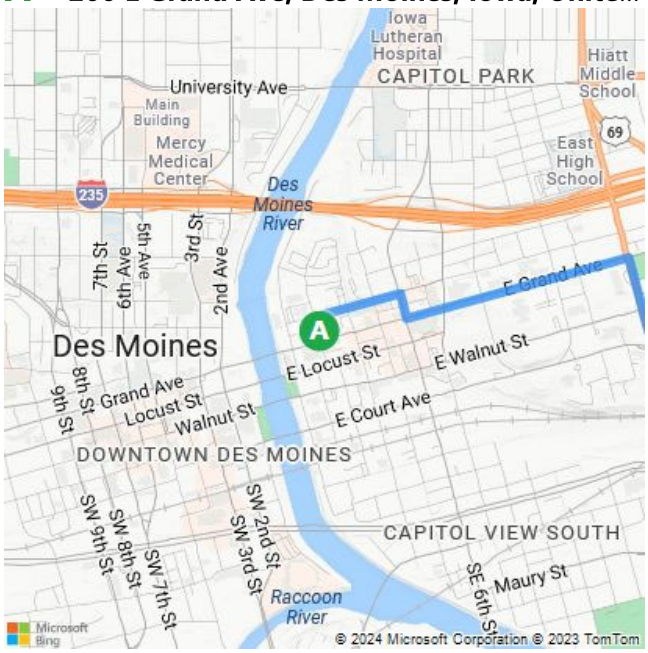
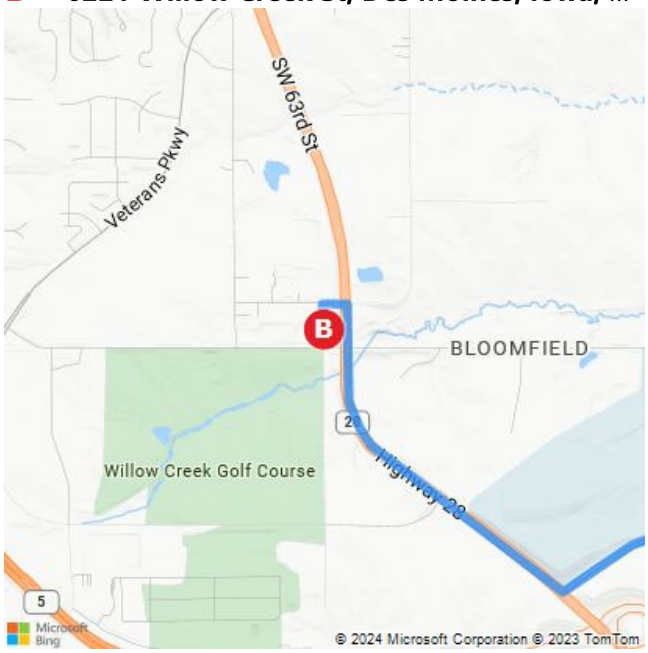


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak,

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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Feb 28 11:39:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/
Importance: Normal
Start Date/Time: Wed 4/17/2024 3:00:00 PM
End Date/Time: Wed 4/17/2024 7:00:00 PM

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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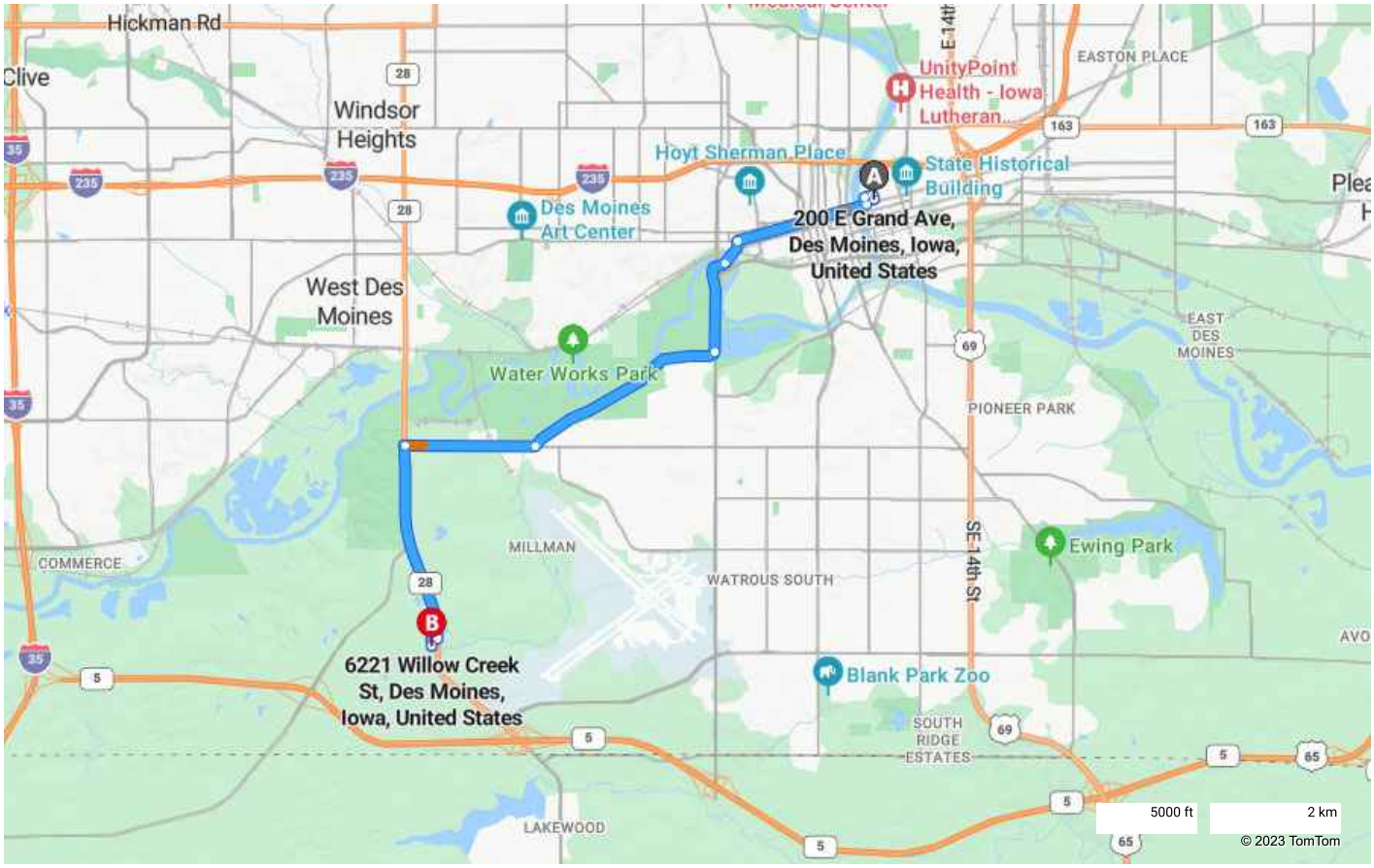

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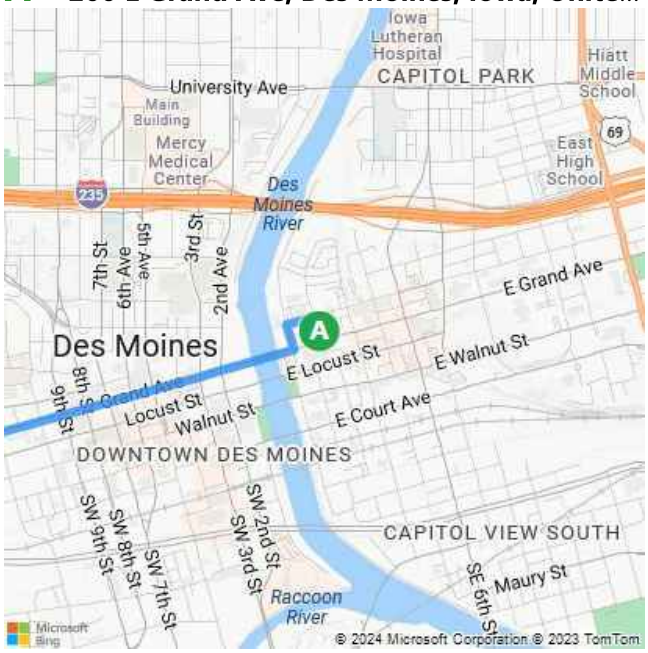

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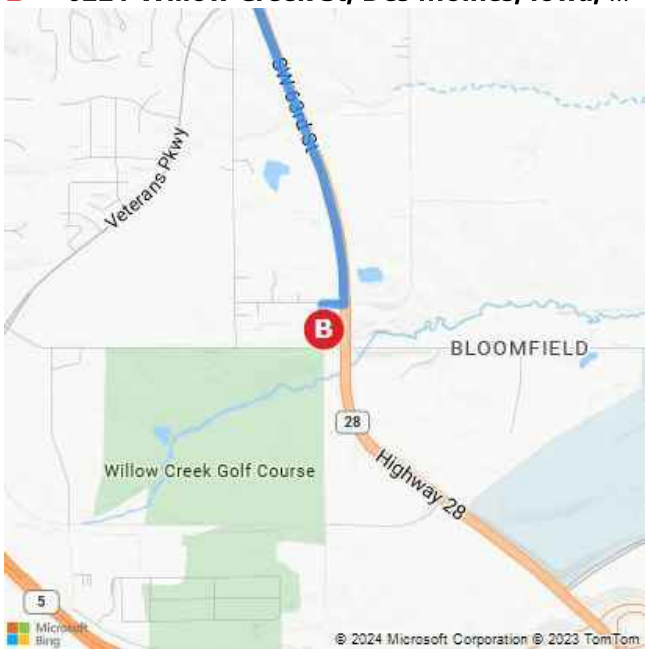

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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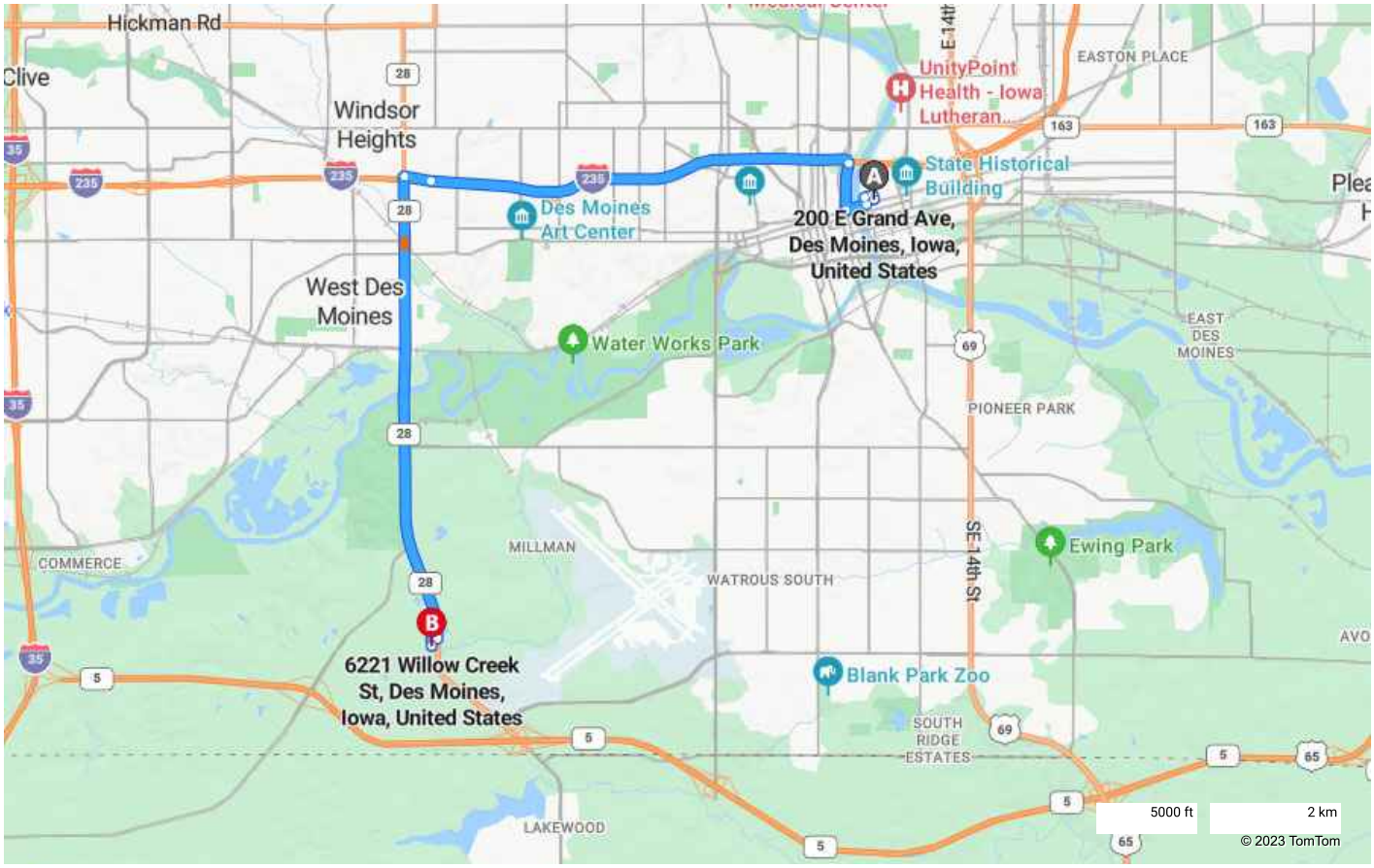

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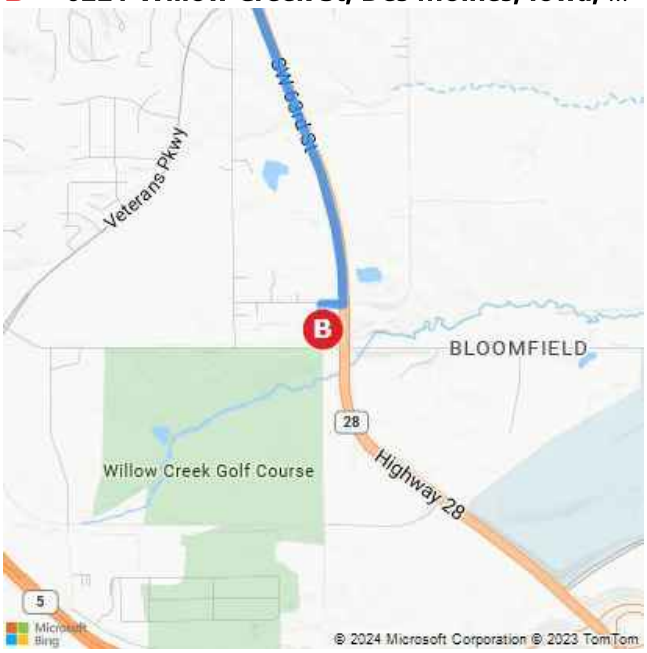
B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5333-000004
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Filename: driving direction - 3 - Baymont.pdf <extracted>
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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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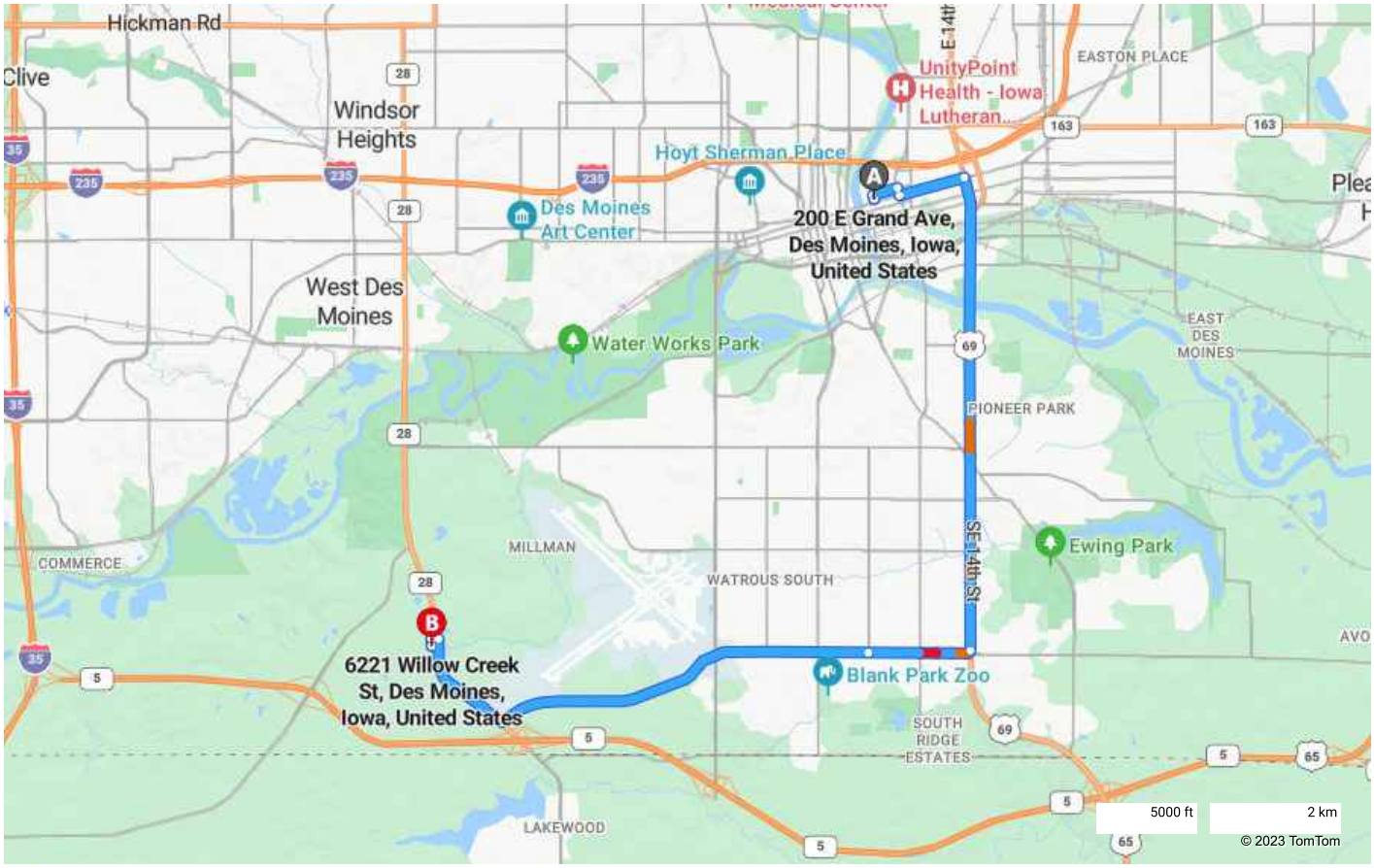
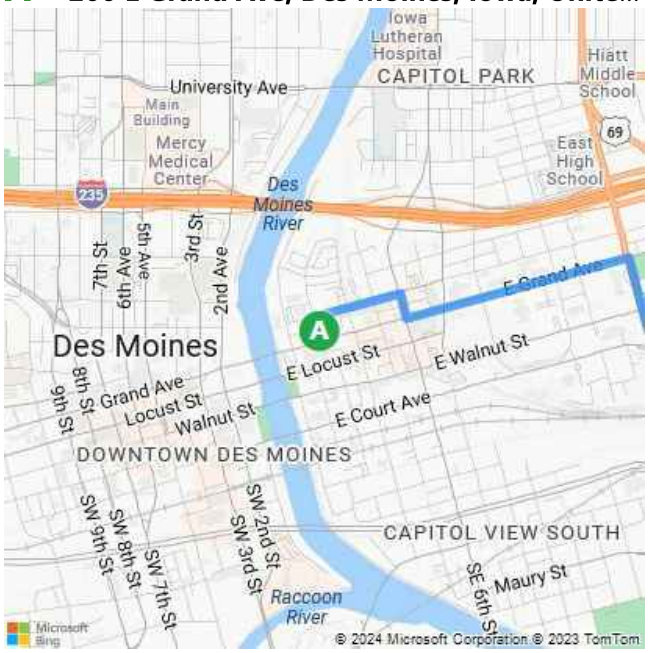


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Document ID: 0.7.3995.5158

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman,

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Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone
Recurring: Yes
Recurrence Pattern: Occurs every month on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024 until 4/17/2025. (UTC-06:00) Central Time (US & Canada)
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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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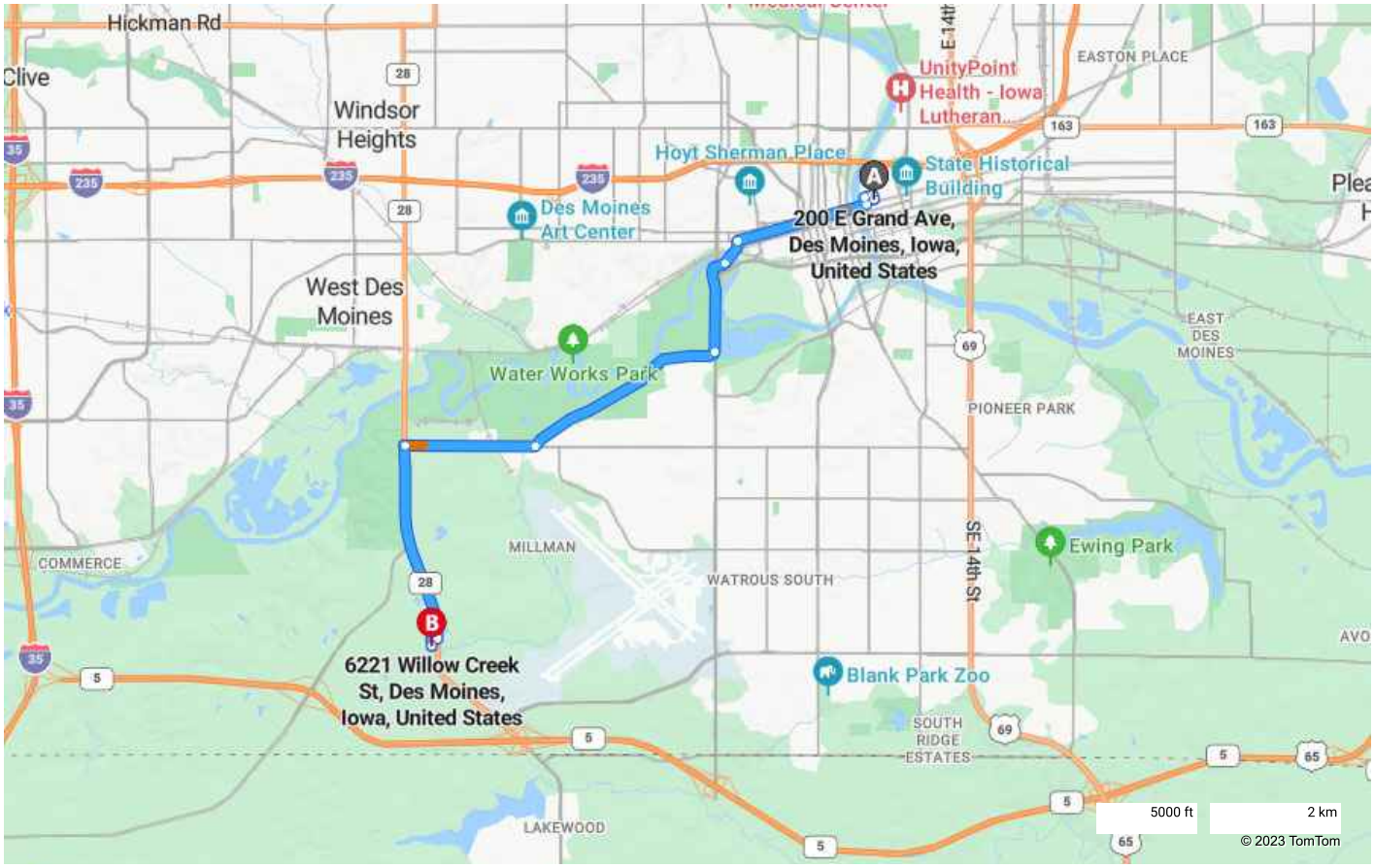

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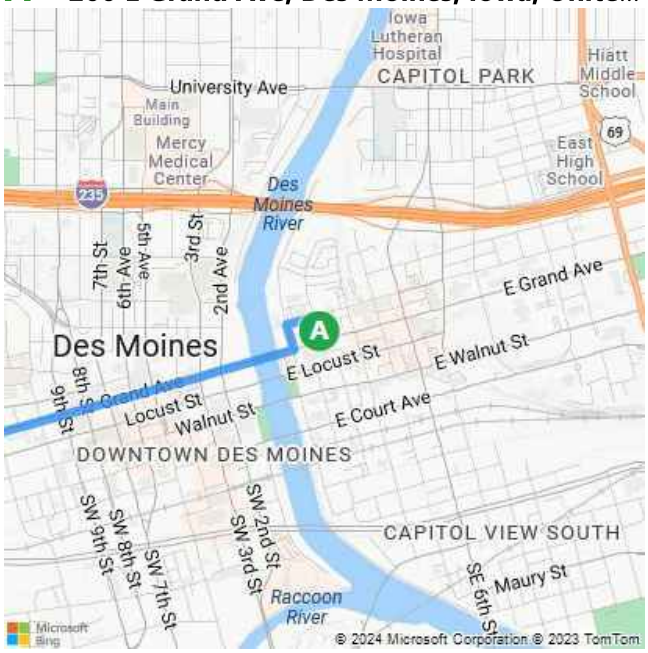

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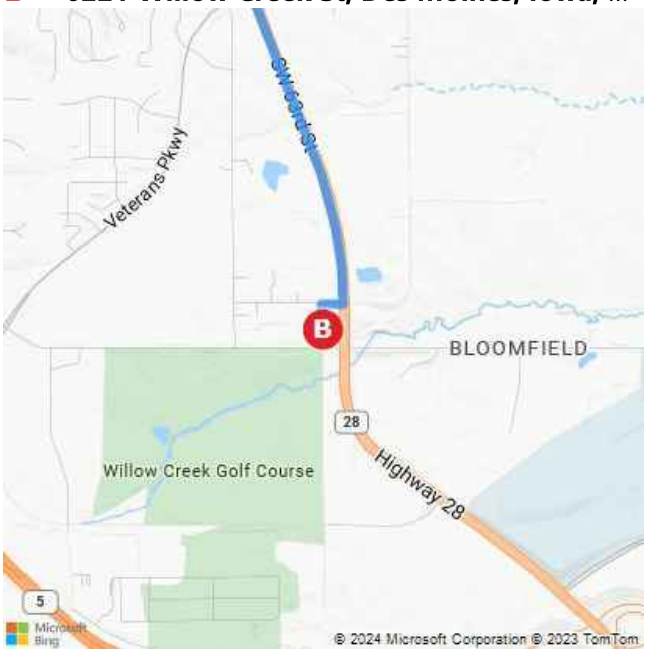

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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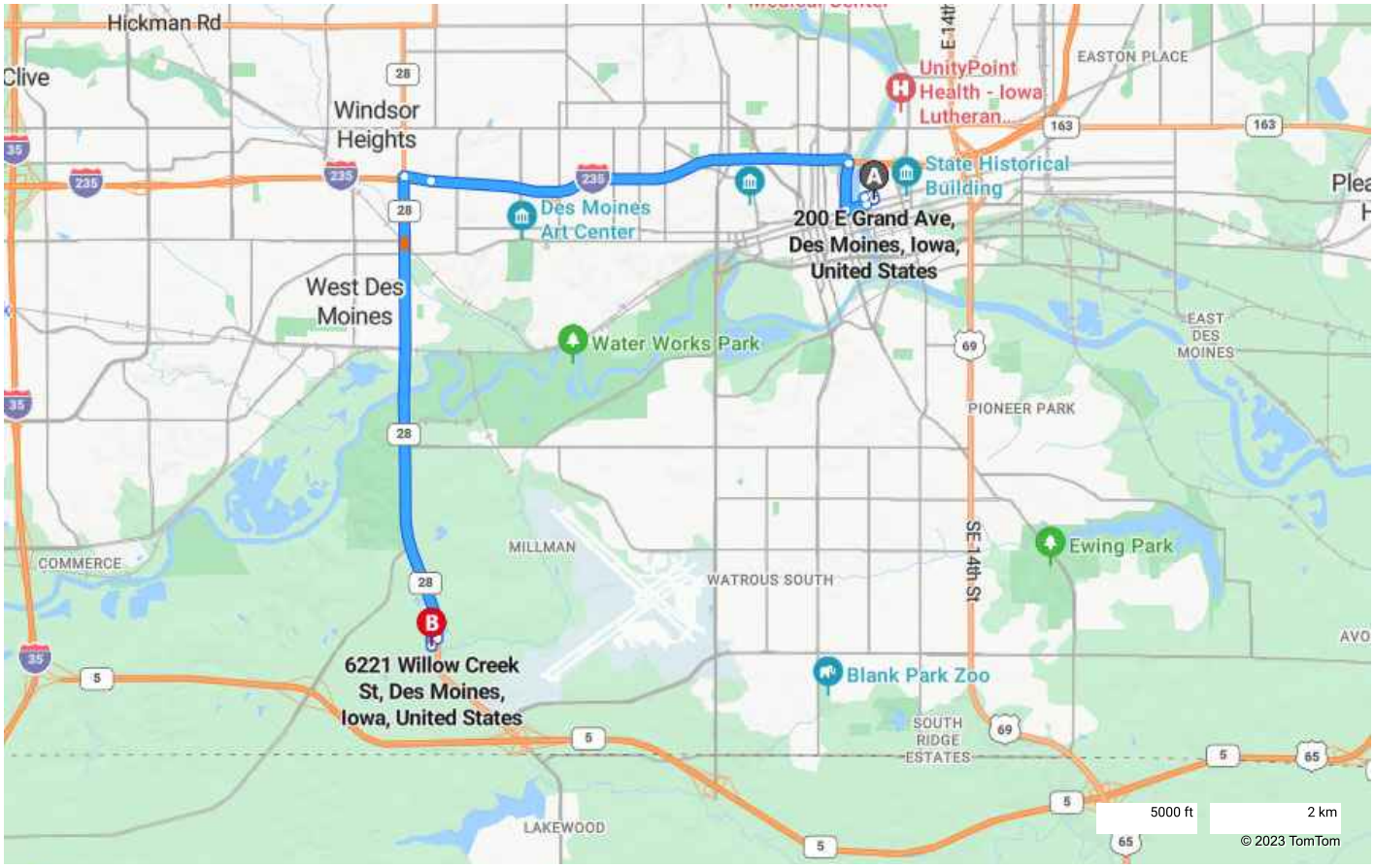
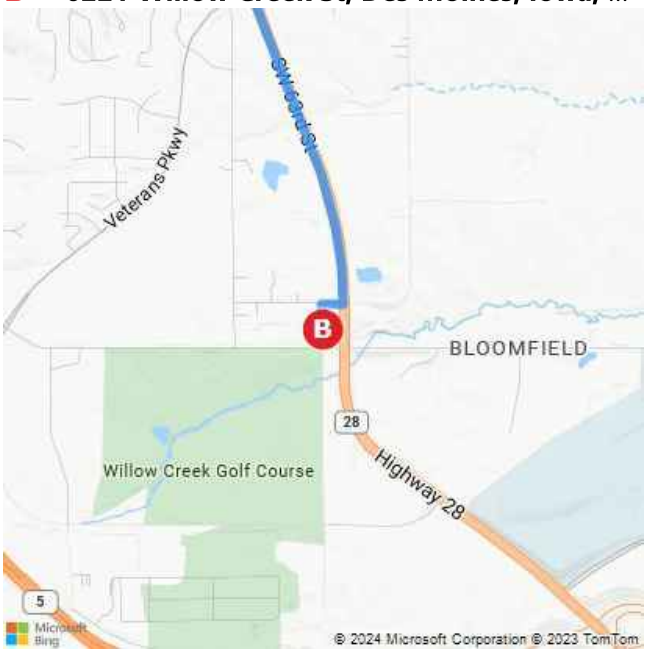


A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5158-000004
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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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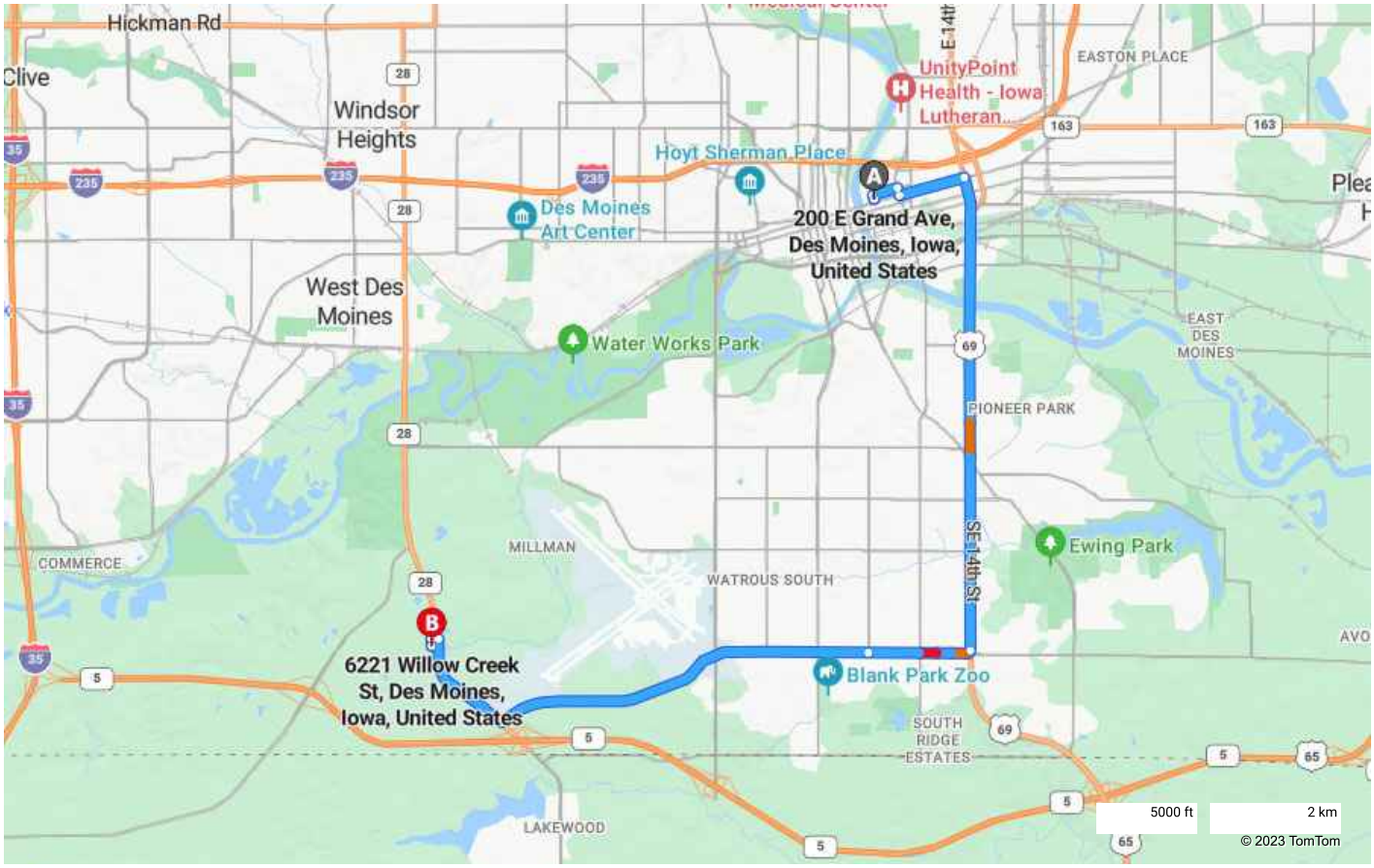

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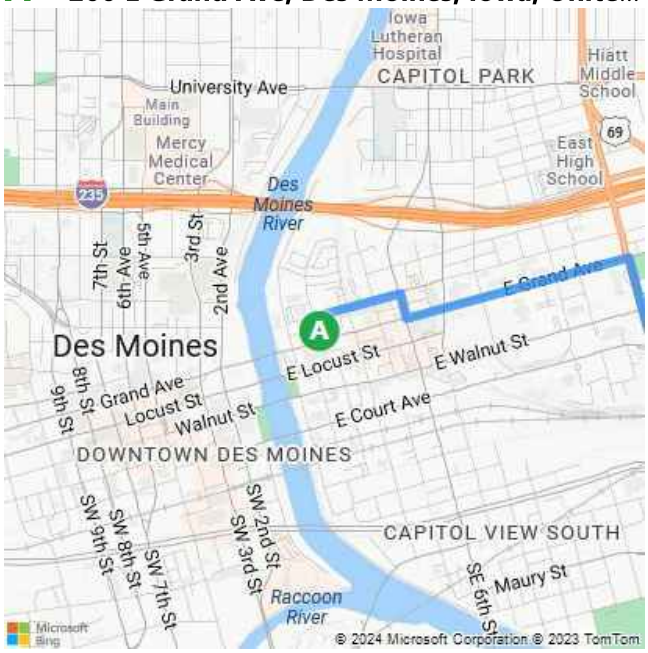

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Document ID: 0.7.3995.5167

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak,

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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada) (UTC-06:00) Central Time (US & Canada)
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ReminderMinutes: 15
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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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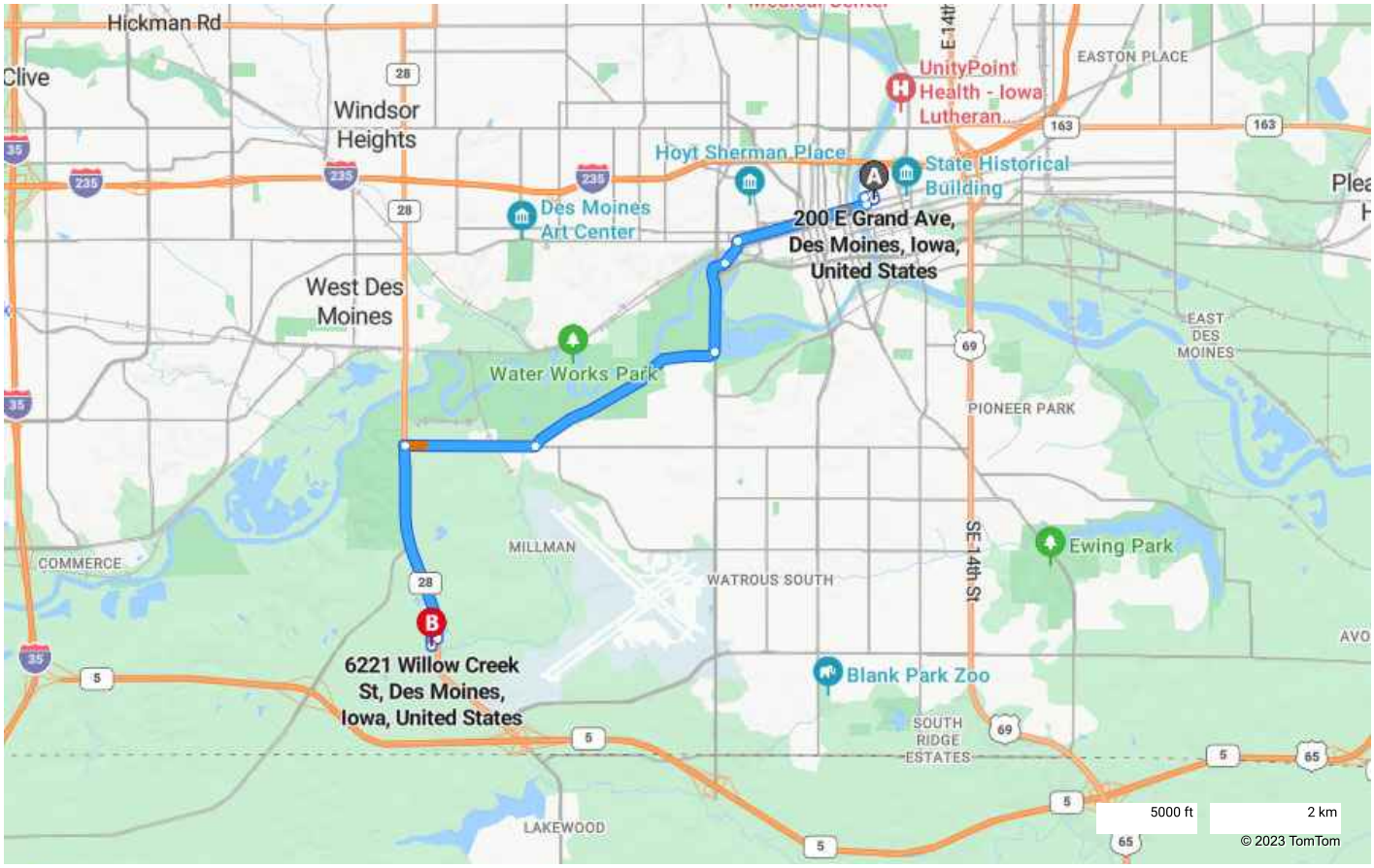
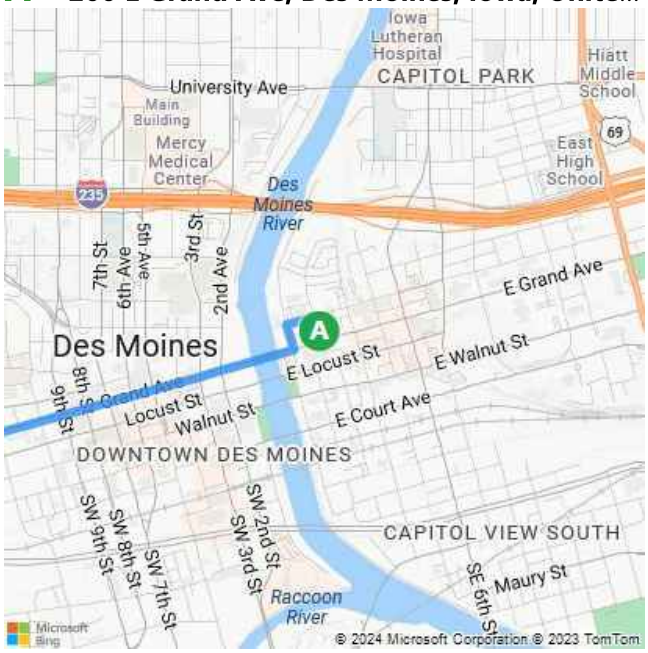
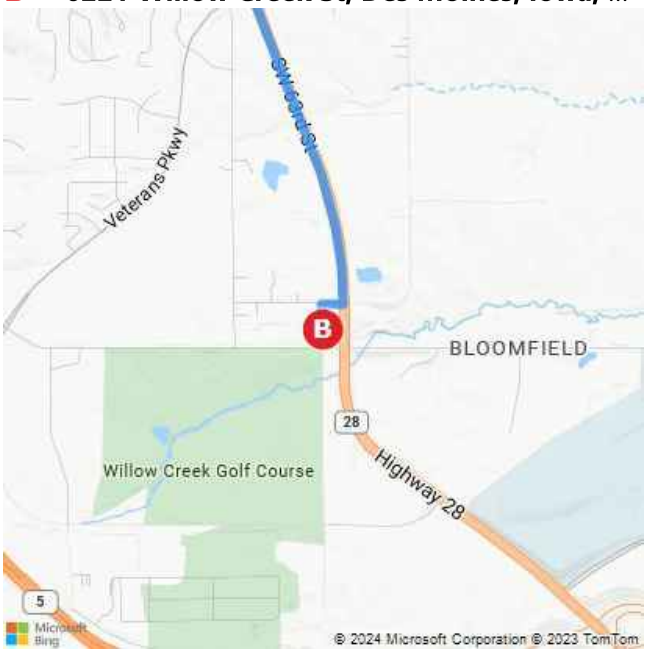


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

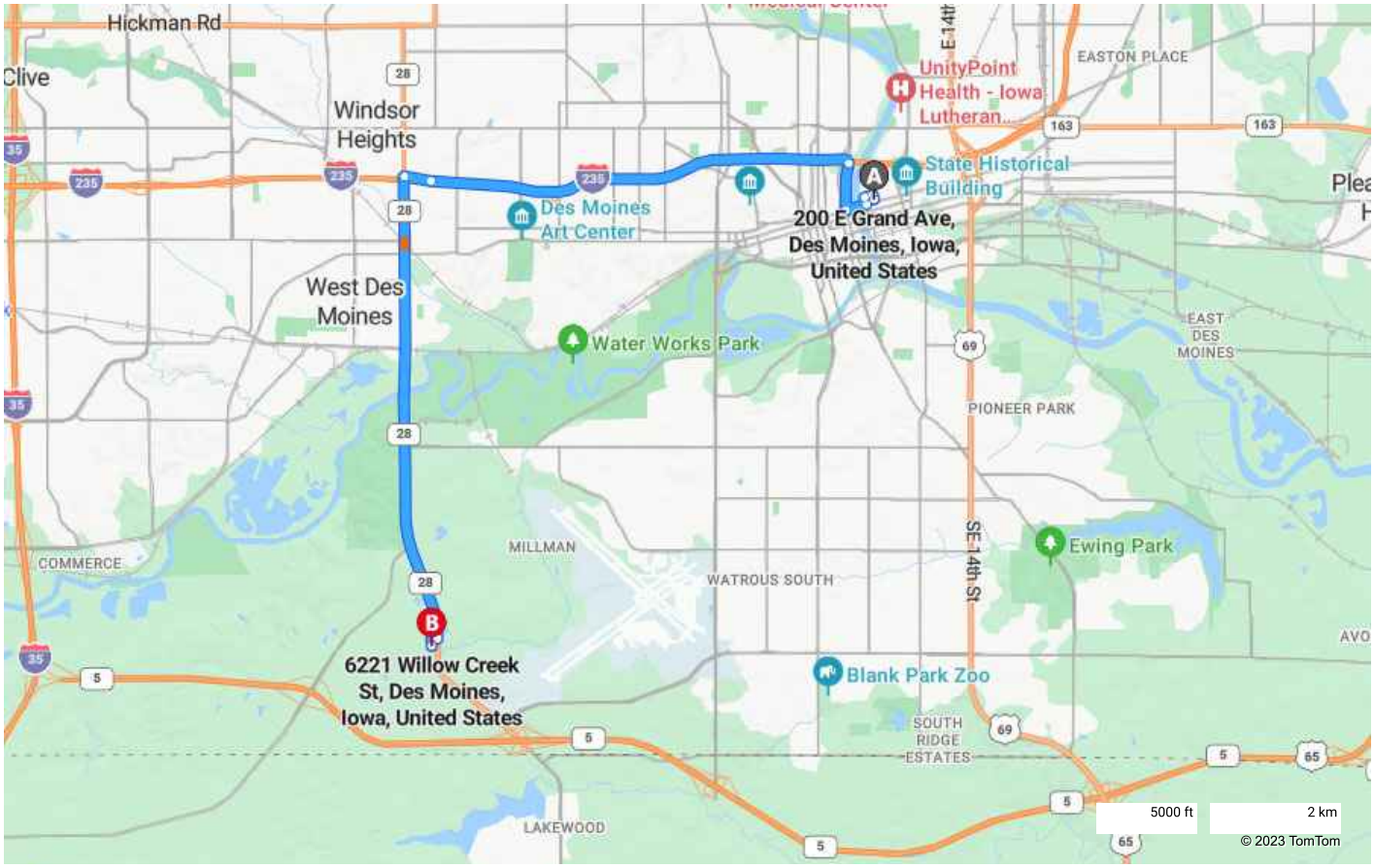
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

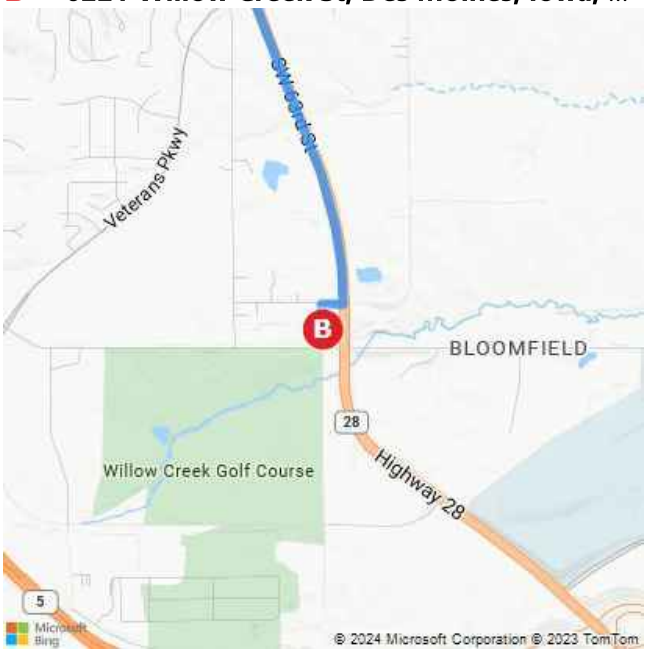
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

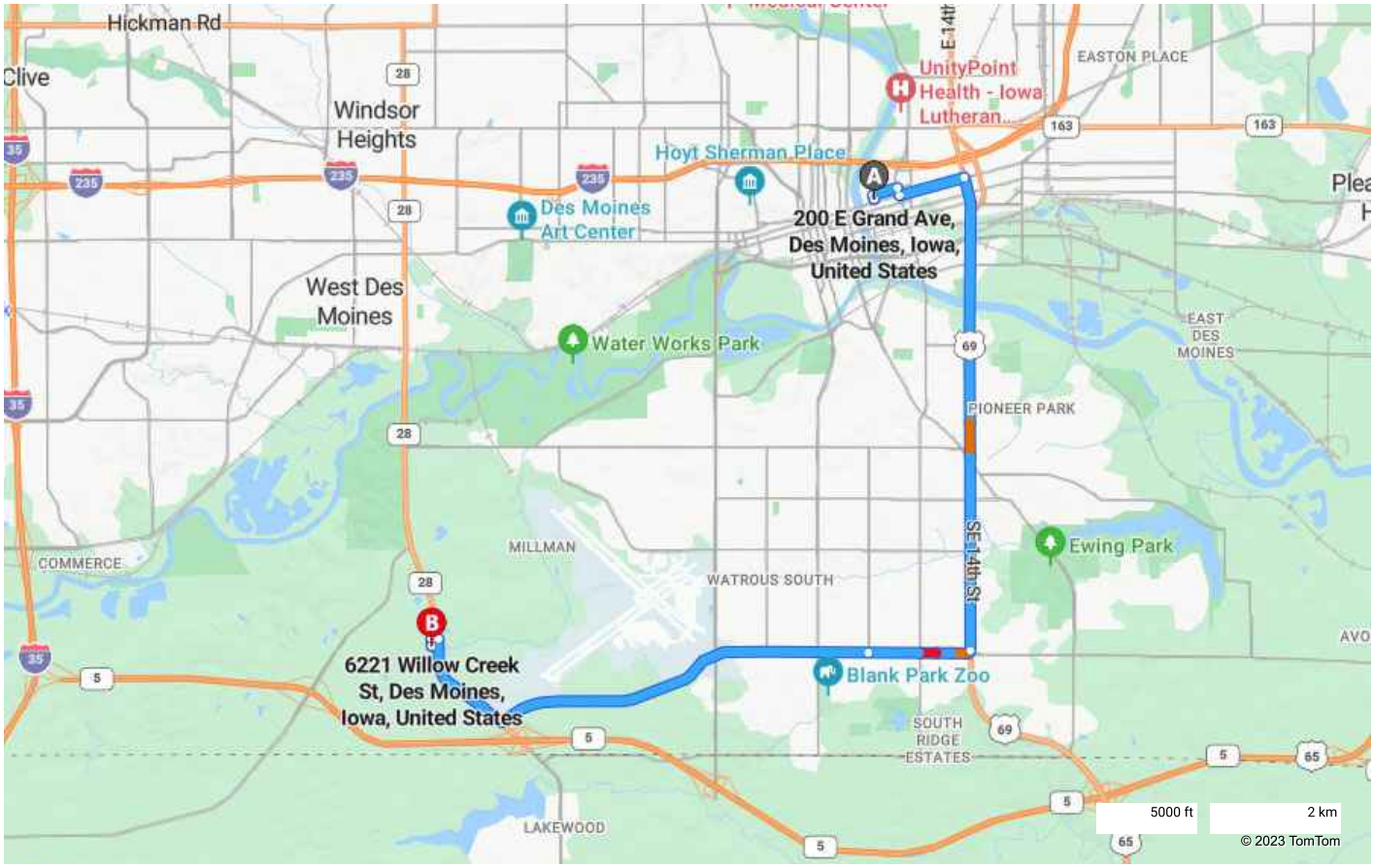
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

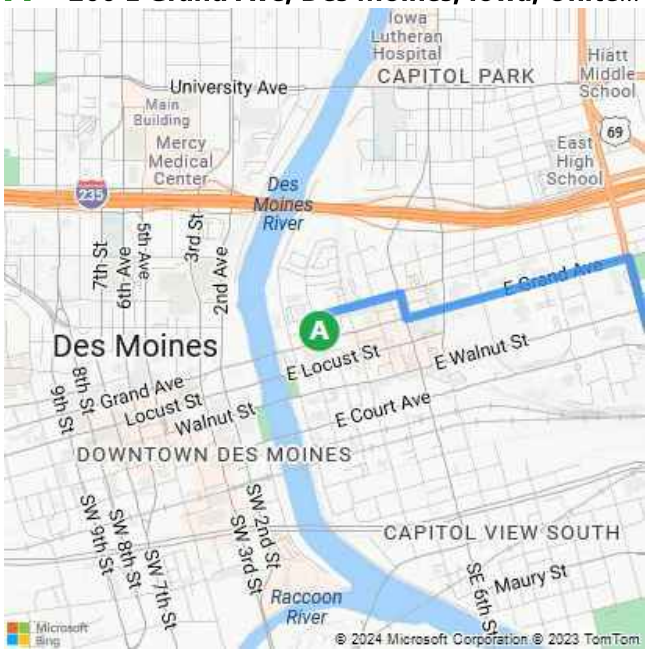
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada) (UTC-06:00) Central Time (US & Canada)
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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5165-000002
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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

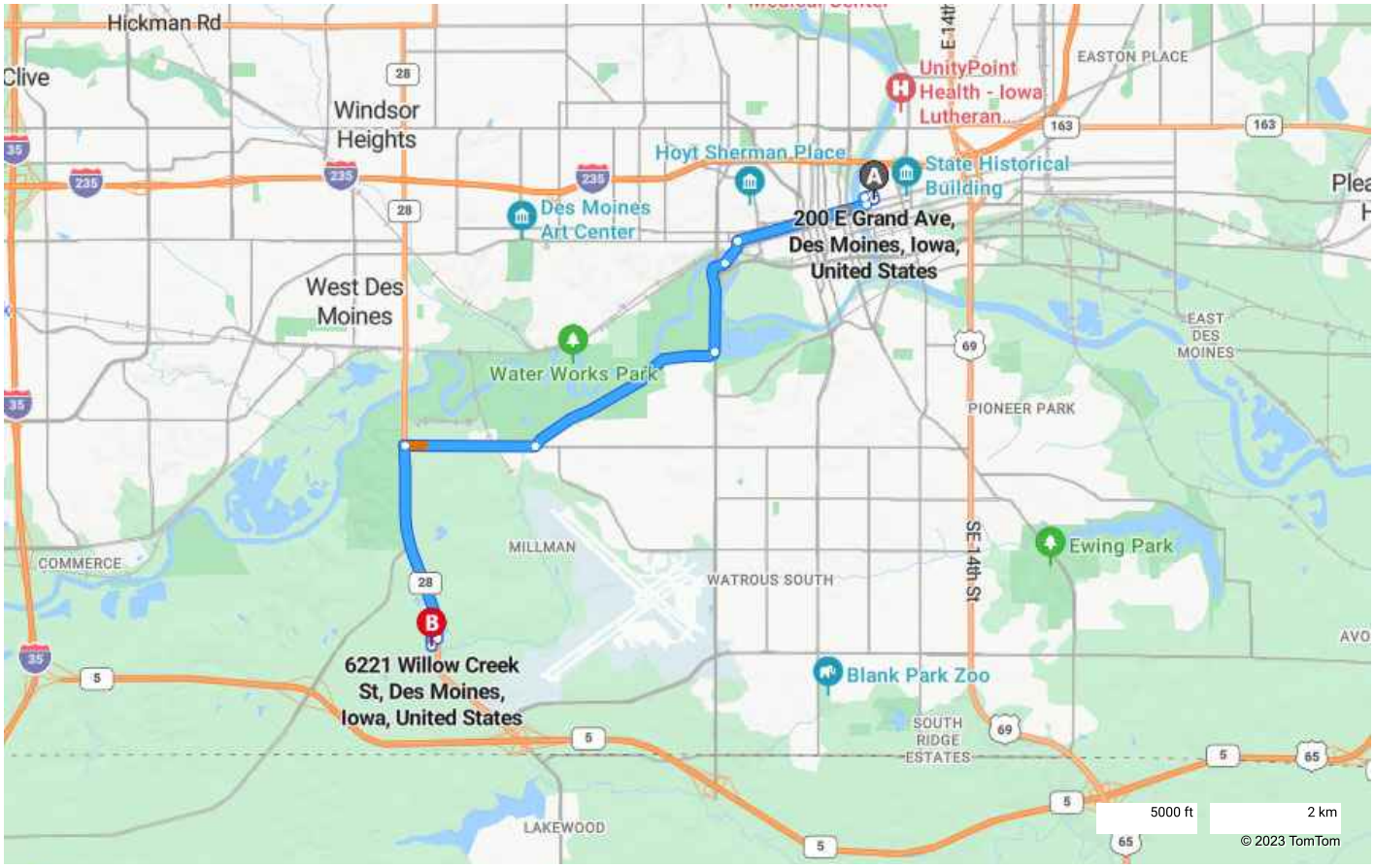
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

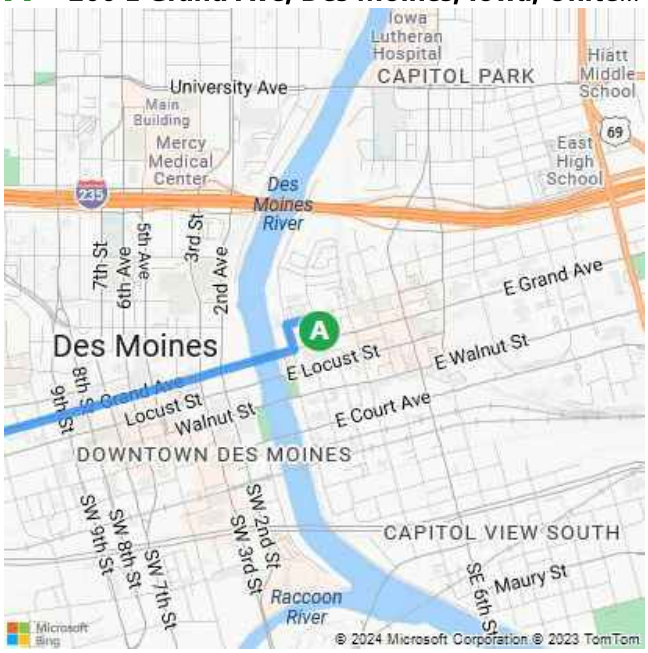
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

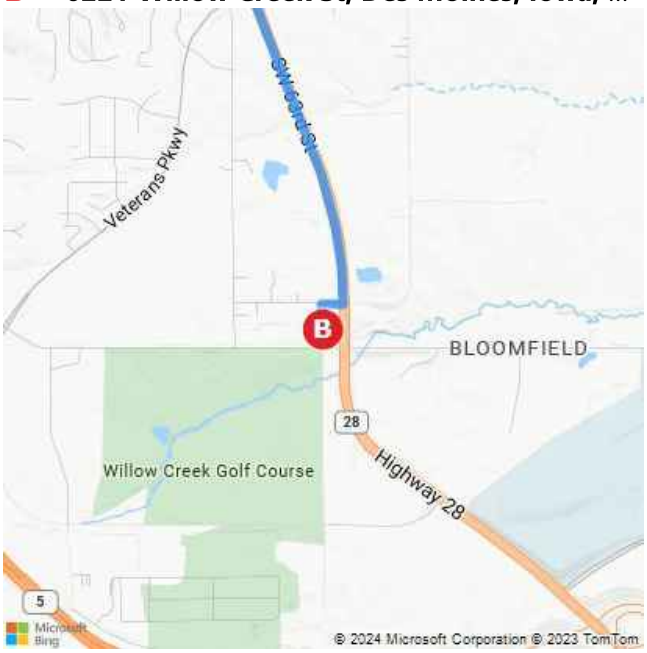
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5165-000003
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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

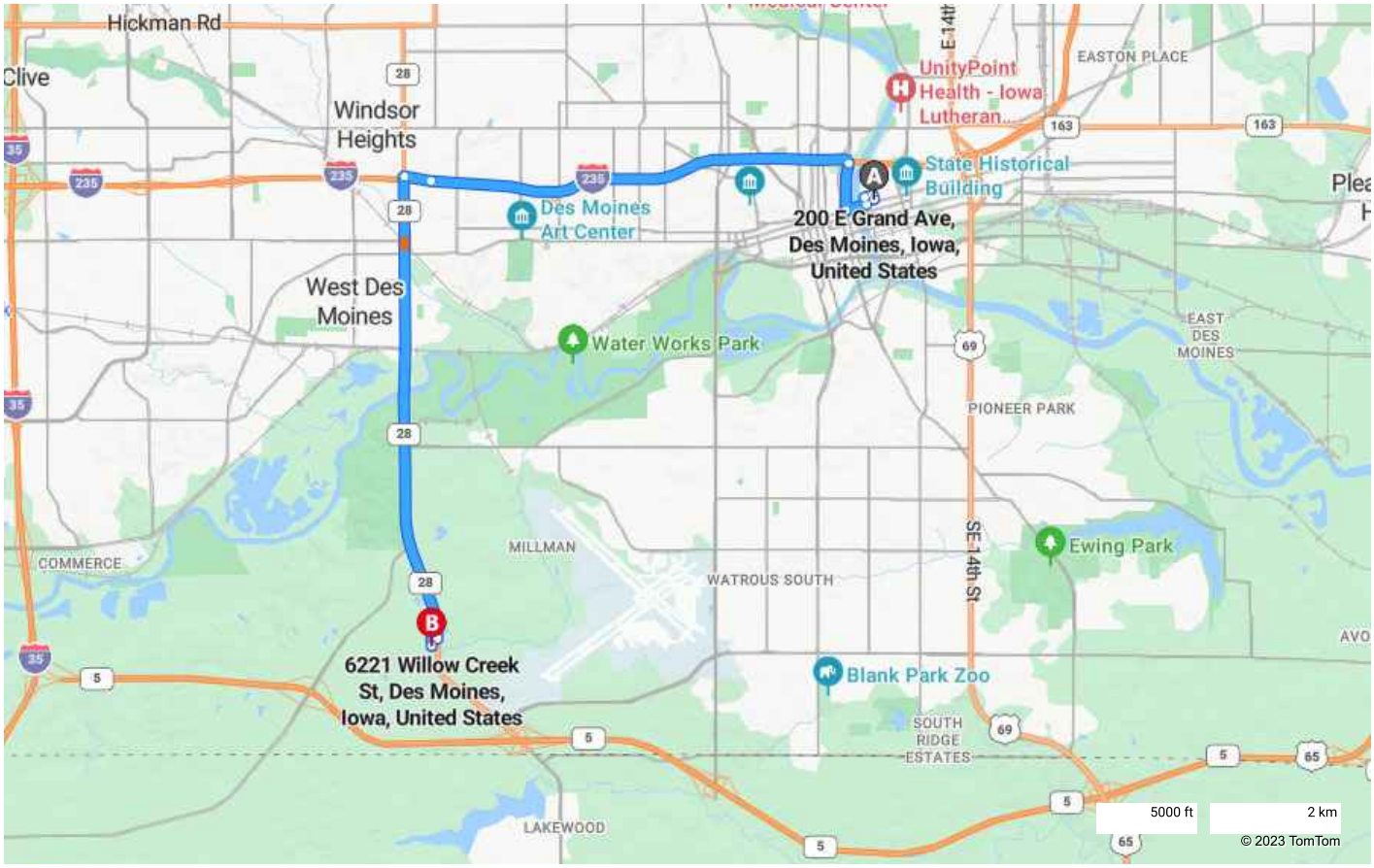
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

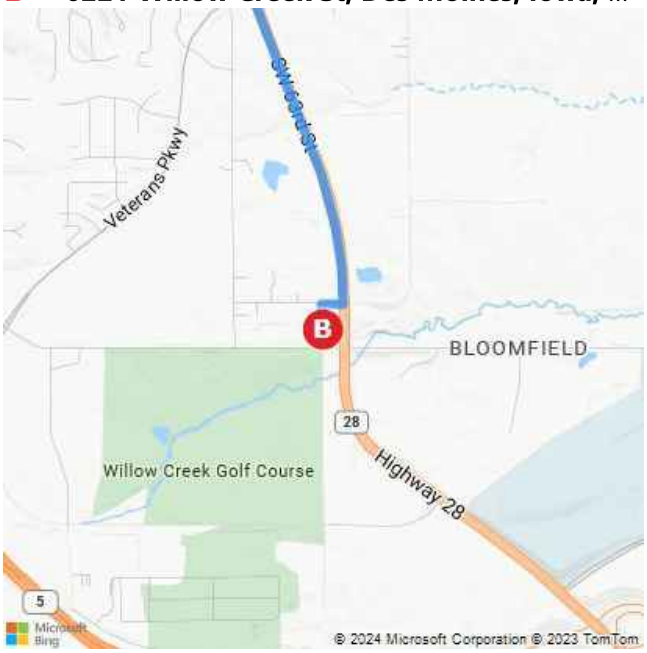
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

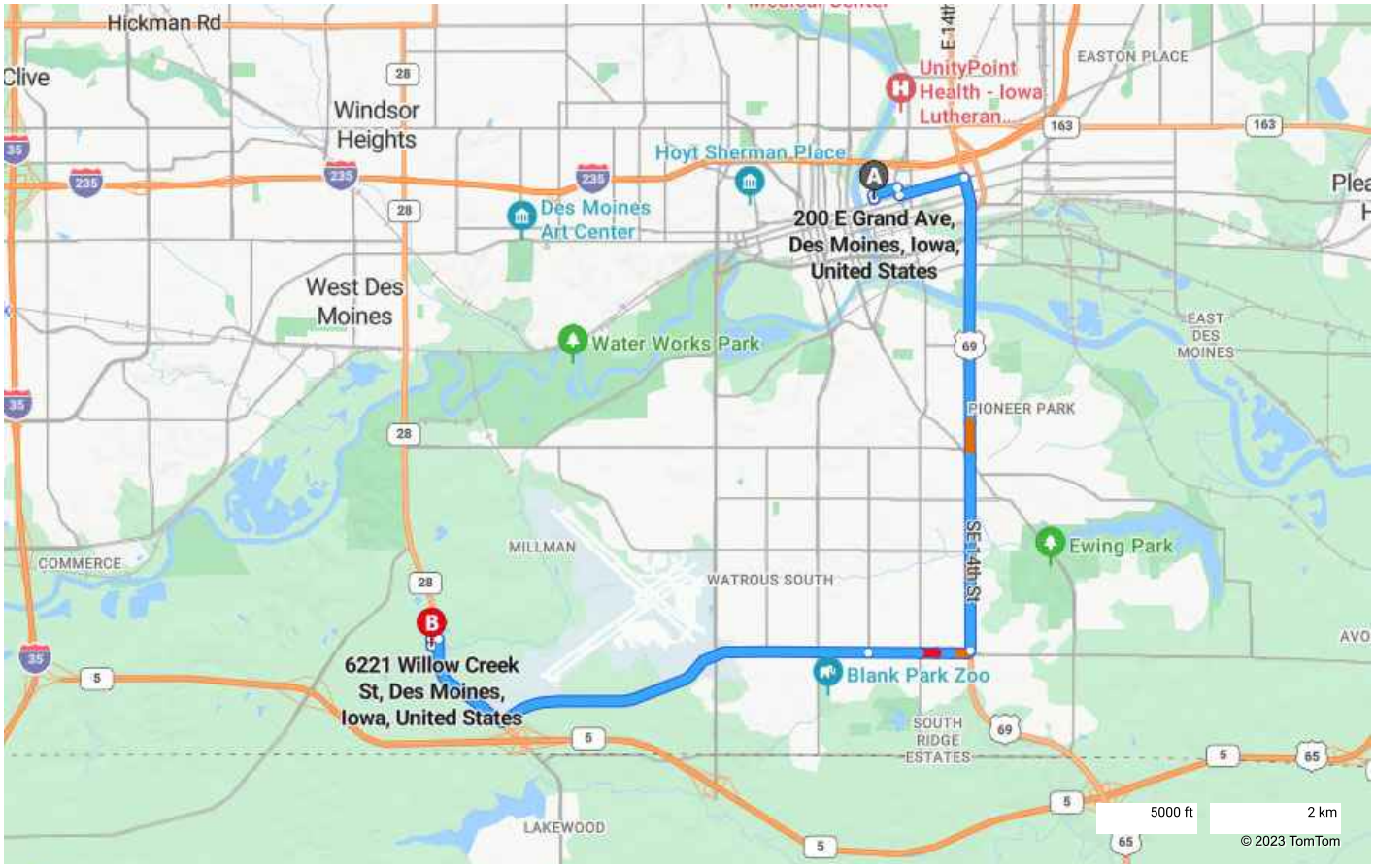
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

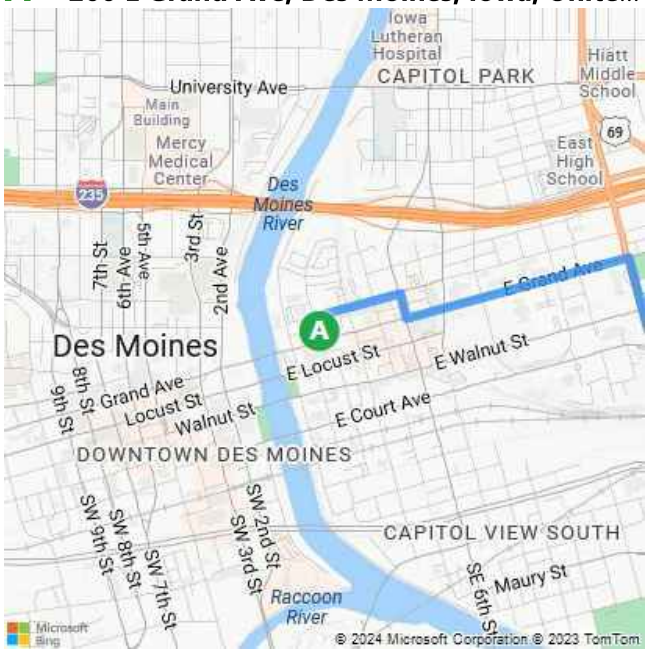
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5076

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To: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>; Alger, Pamela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=a3efe35d2b334058bc37281920d98f6b-alger, pame>; Alibasic, Amela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=71e30ac7808a4a4298a056deb15561e9-alibasic, a>; Allison, Julie </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b6ab17a822d34eb9b48ac531737f9dd6-allison, ju>; Anderson, Kimberly </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=d43f049a4d784716816f781e1779ce0b-anderson, k>; Armstrong, Theresa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dbe7dbb60e874174bd4e7c3e83494429-armstrong,>; Barkema, Erin [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=ca5c52792e024f1b92524ec514e9e0c2-erin.barkem>; Bates, Adam </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f977b6c3b37548c29fca92d8e780780f-bates, adam>; Bauman, Alexandra </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=7b876c7f963046479ef917a61e90a146-alexandra.b>; Beard, Micki </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=045cacae39a14a7ebe5101f1489de46a-robinson, m>; Bell, Dena </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e339c6757ae34c9da12d2f5e969c5427-bell, dena>; Bell, Lynn </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=5d1429f05f704289ac2a19c969aa695e-bell, lynn>; Benedict, Brandy [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4c71dcfb7dea45ce9639c7f007b5f2b1-brandy.bene>; Benson, Jess </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4e10f0c863f84dddb1228812c7ba0ef9-benson, jes>; Tack, Amy M. </o=exchangelabs/ou=exchange administrative group

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
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Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman,

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Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone
Recurring: Yes
Recurrence Pattern: Occurs every month on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024 until 4/17/2025. (UTC-06:00) Central Time (US & Canada)
(UTC-06:00) Central Time (US & Canada)
ShowReminder: No
Accepted: No

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

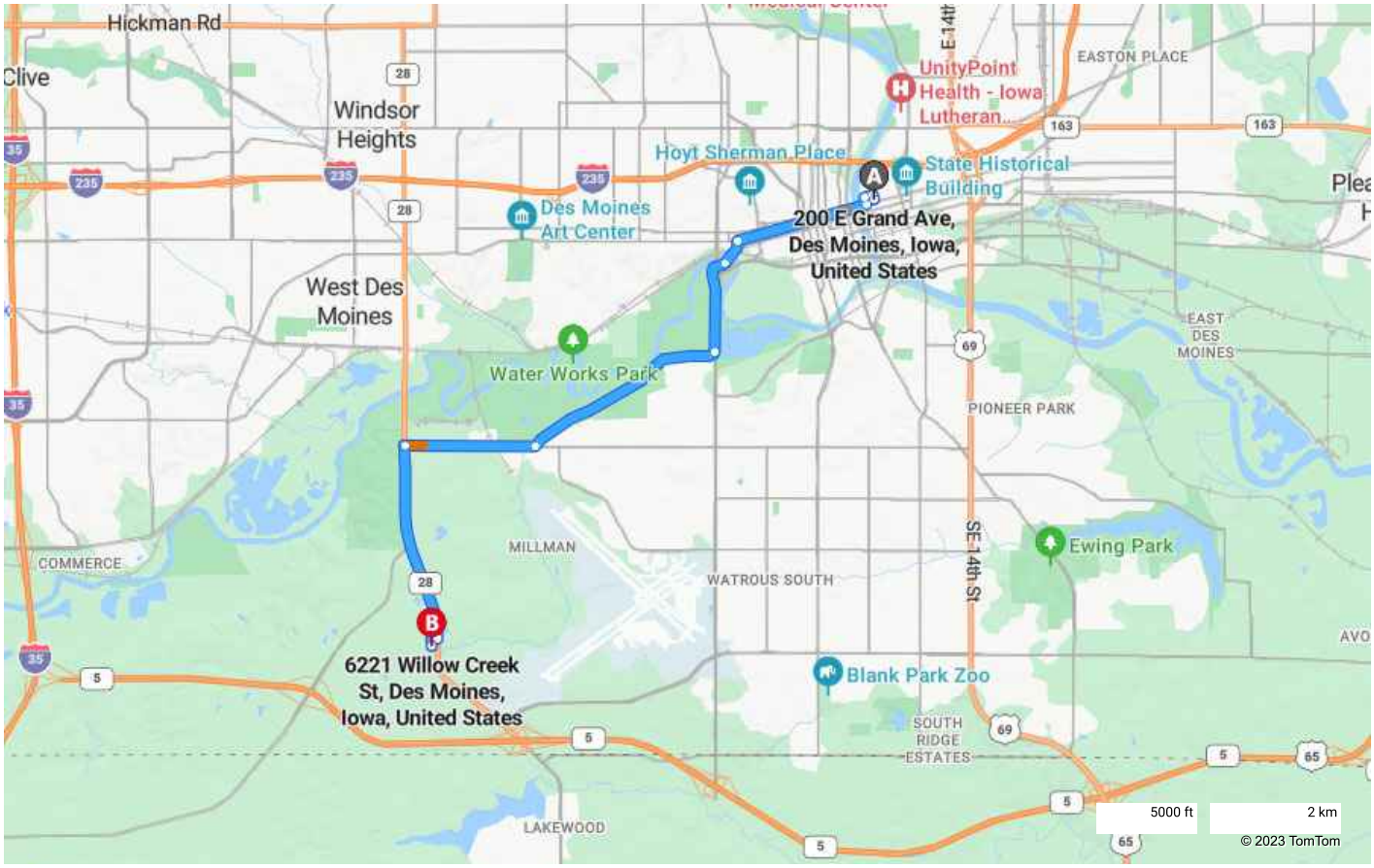
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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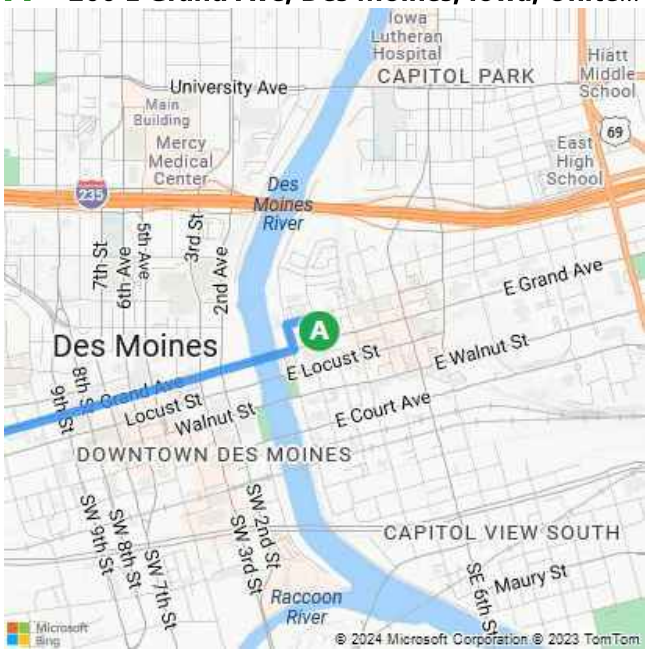
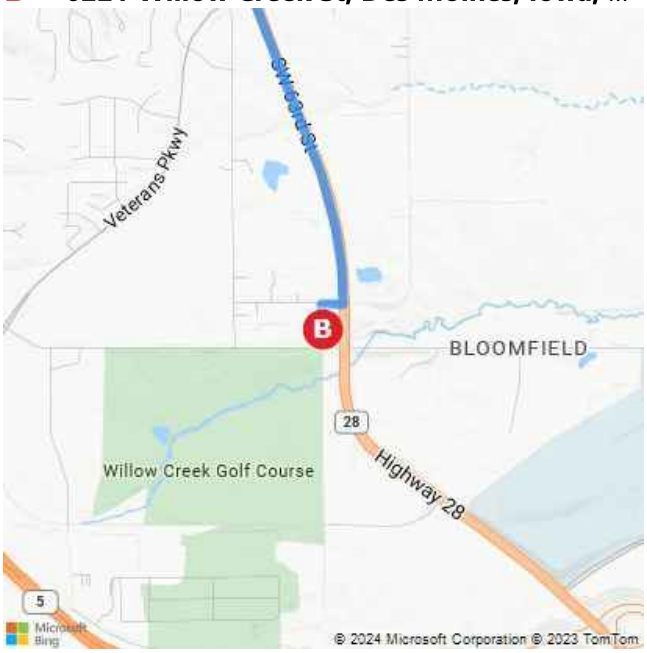


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

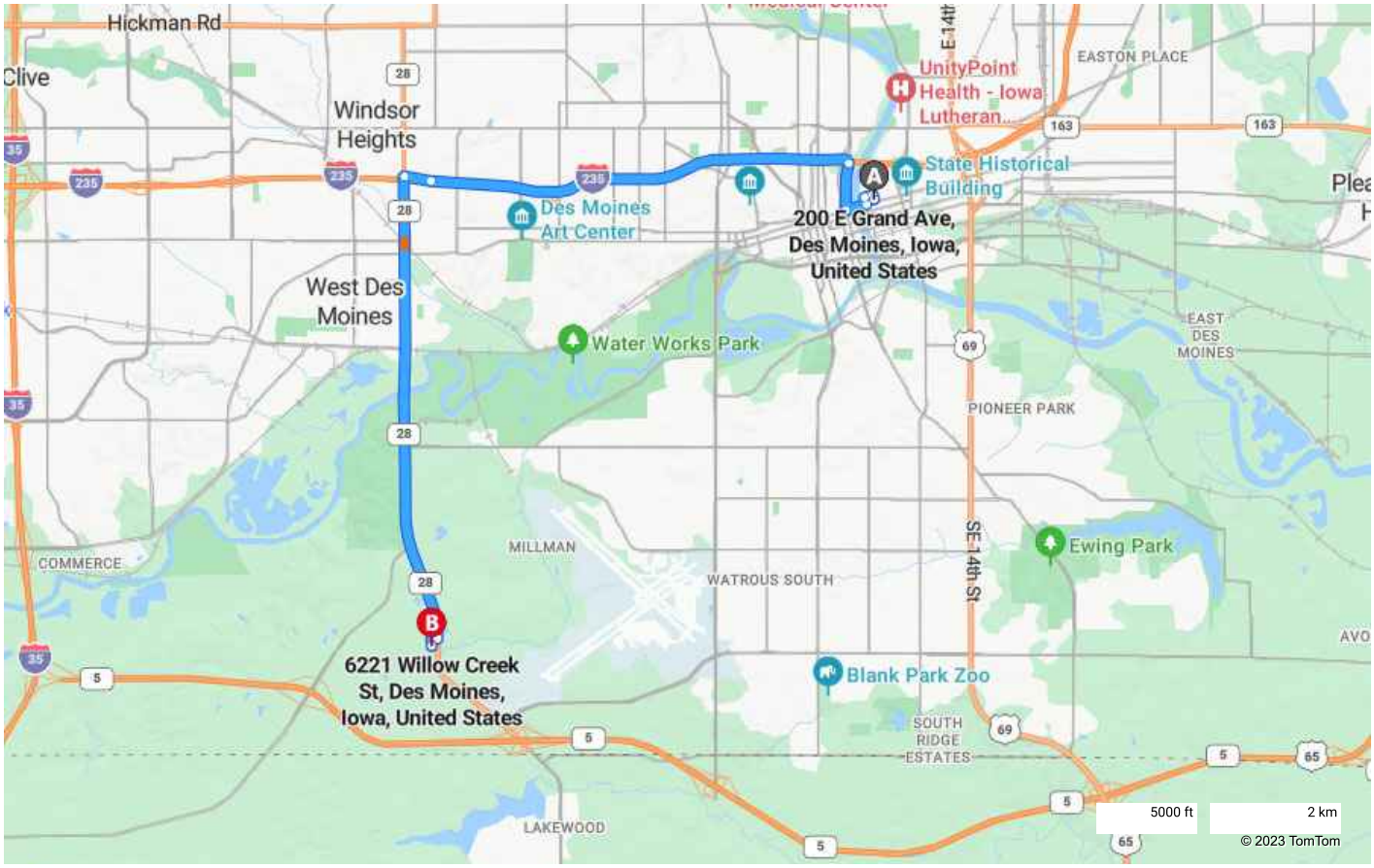
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

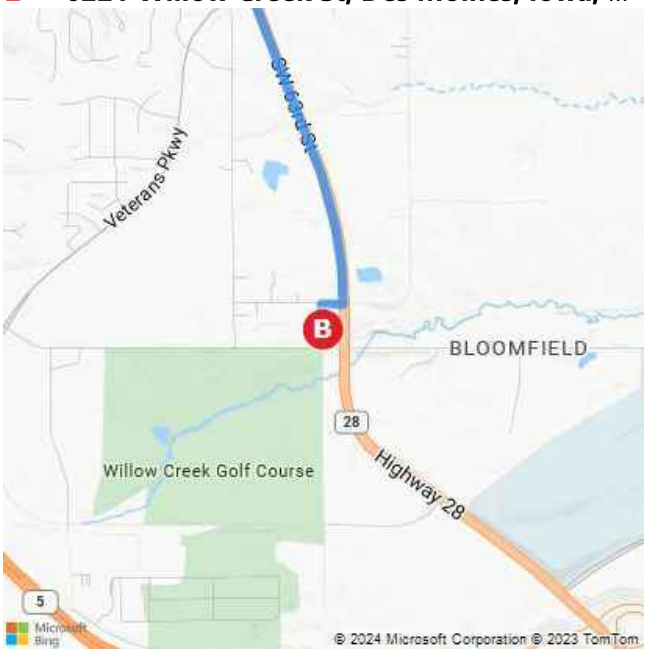
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

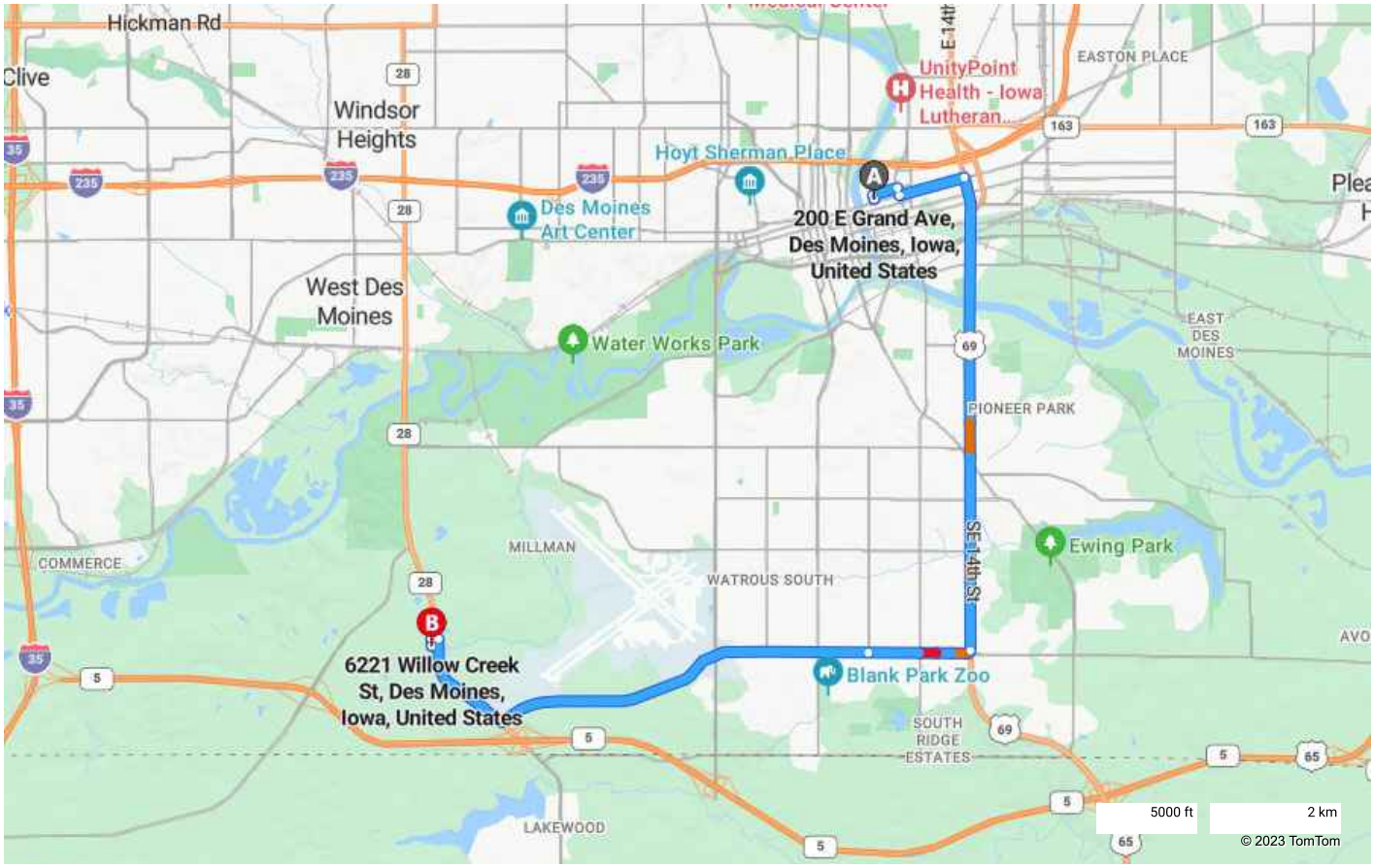
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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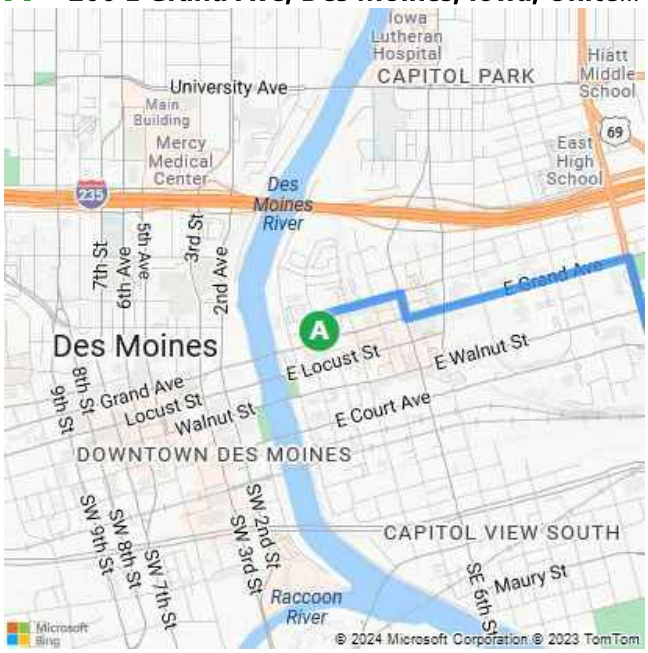

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:09 CST

Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH];

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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 11:11:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

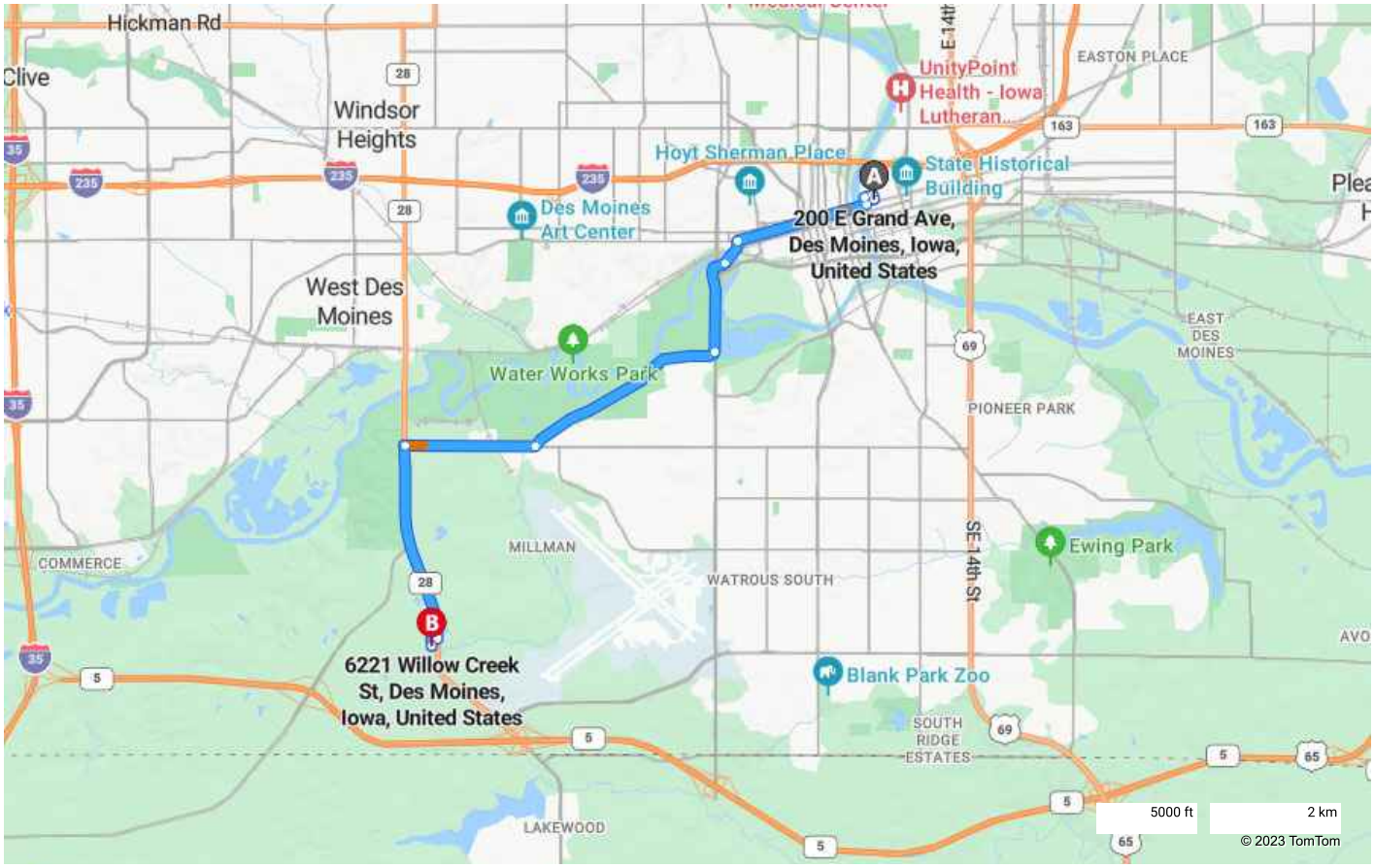
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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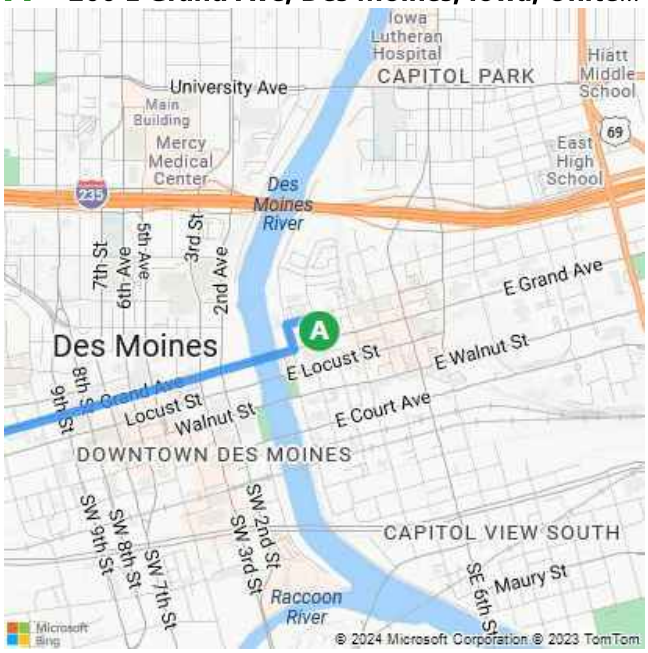
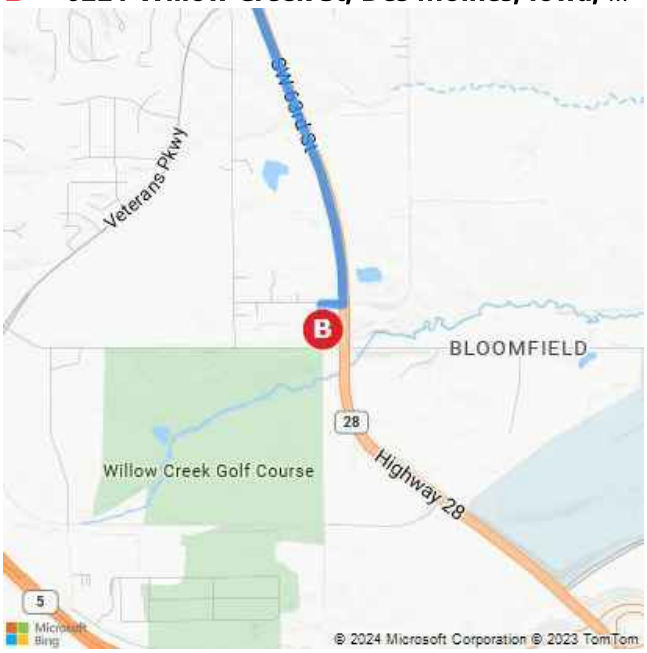


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

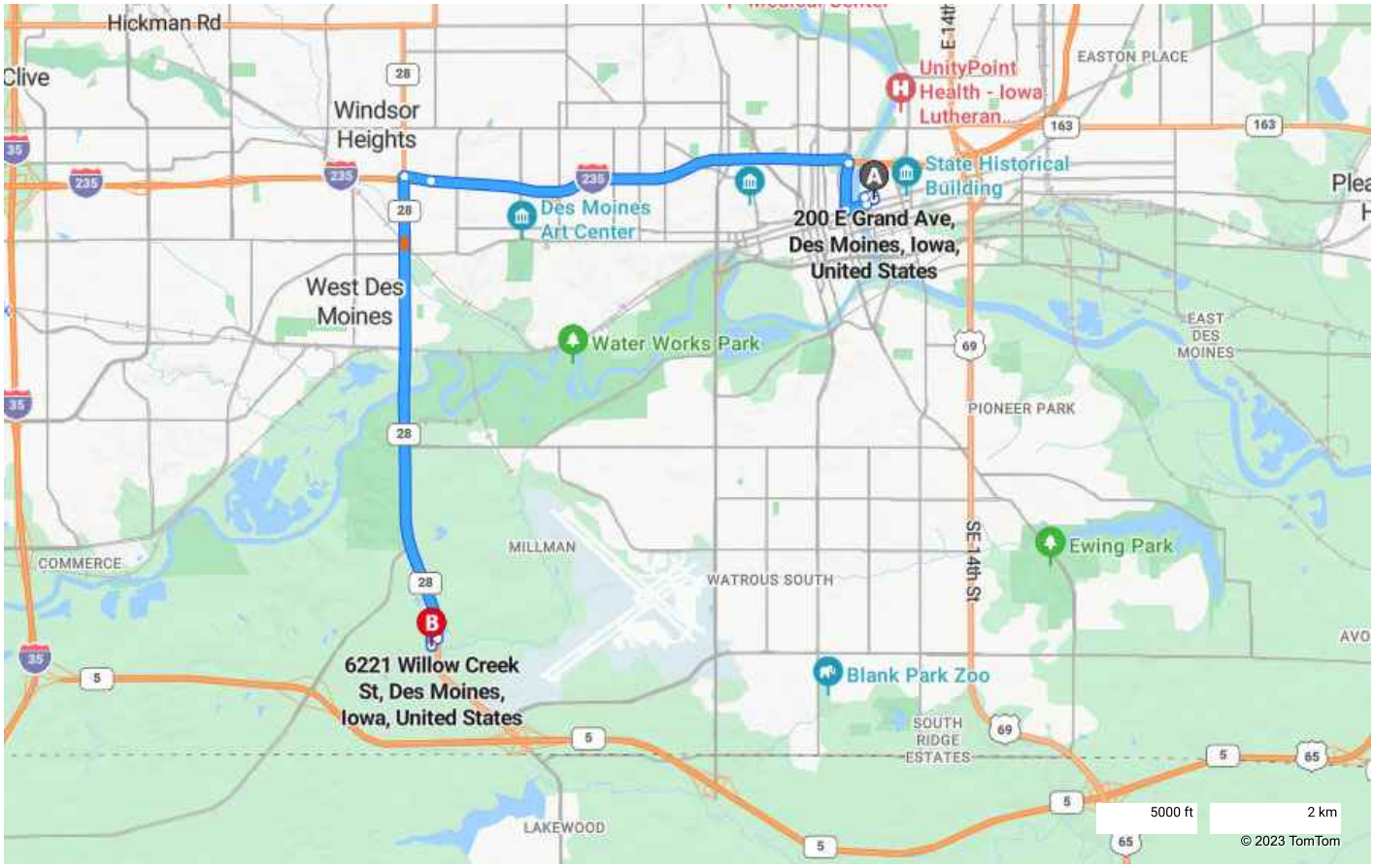
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

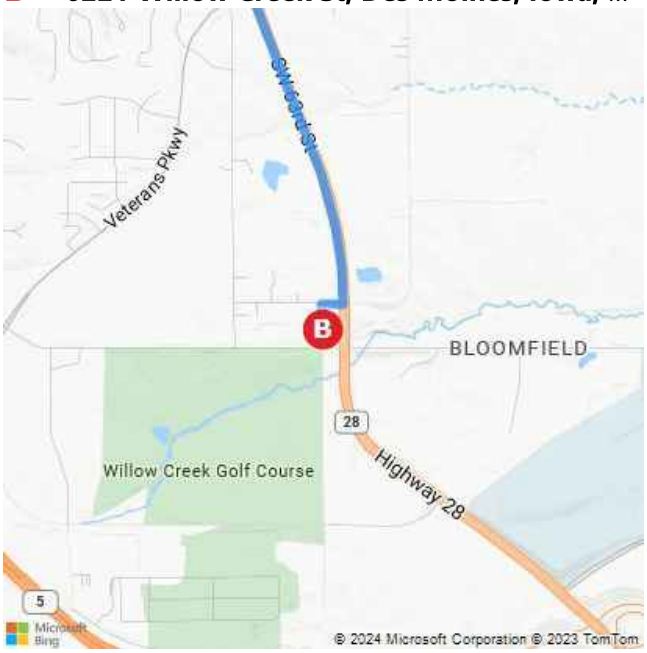
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

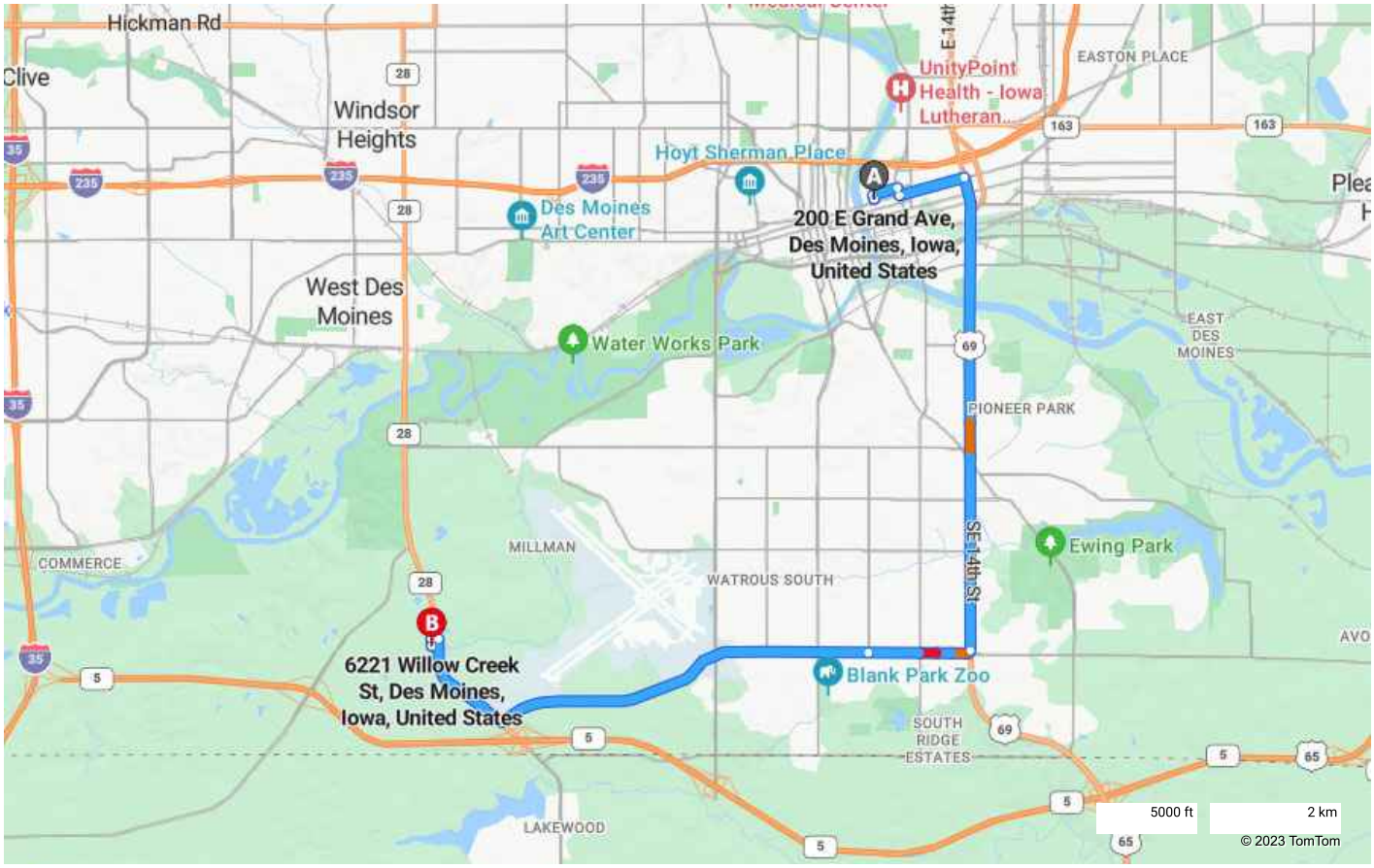
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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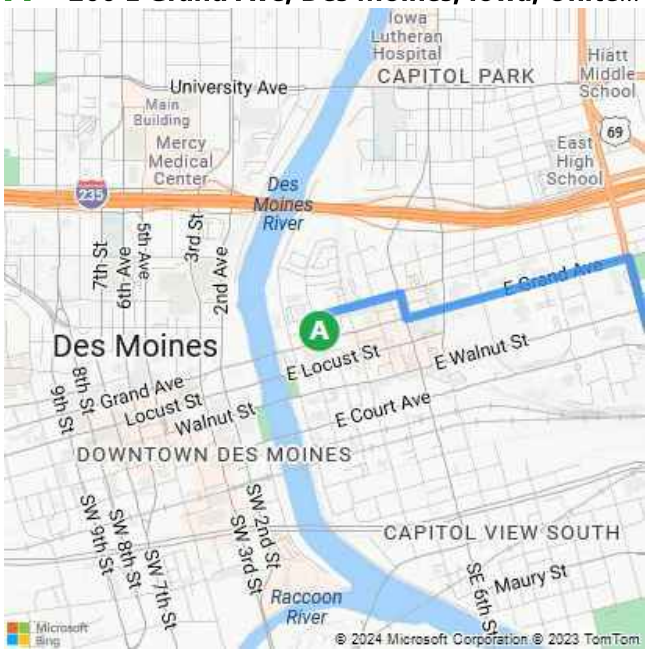

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)
Start Date/Time: Wed 7/17/2024 3:00:00 PM
End Date/Time: Wed 7/17/2024 7:00:00 PM

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5043

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Roseberry, Marisa L; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie;

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Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda; Roll, Polly
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 14:57:23 Central Standard Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

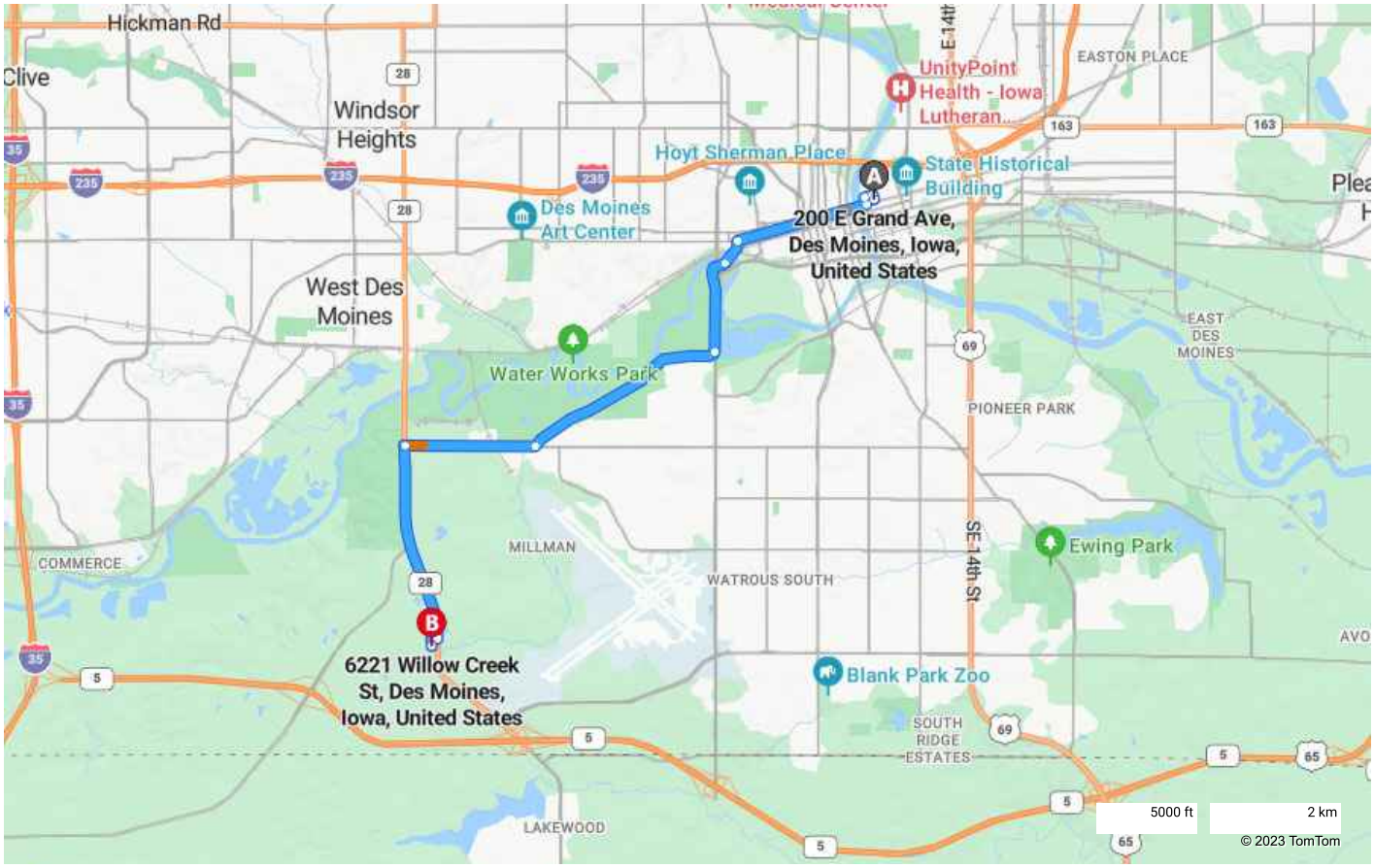
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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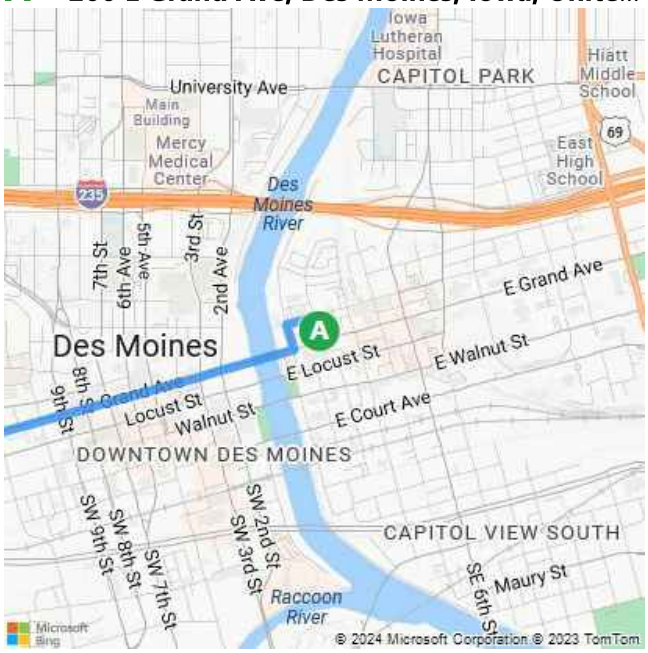
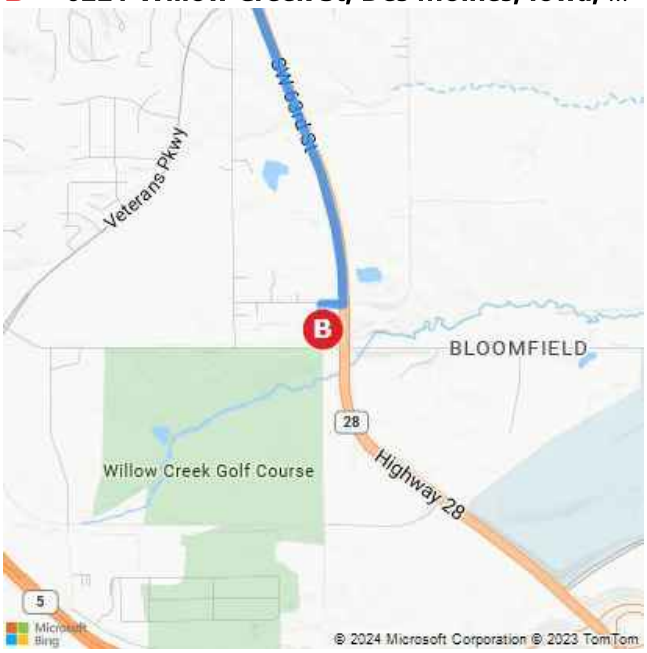


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

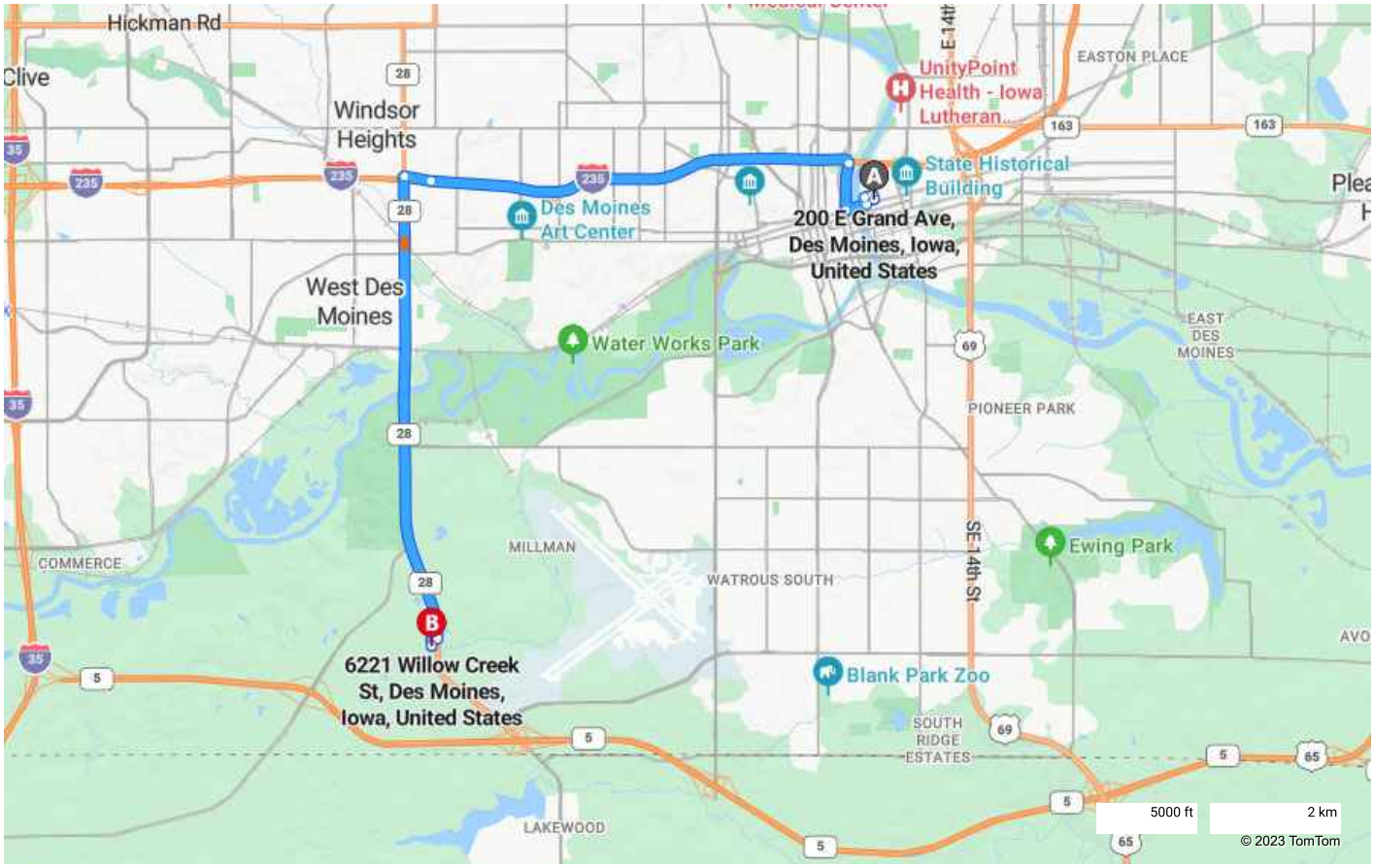
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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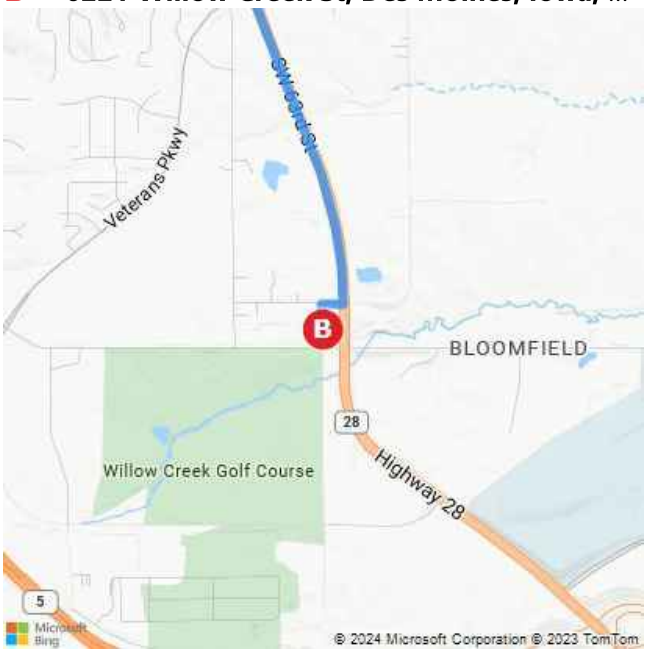

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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

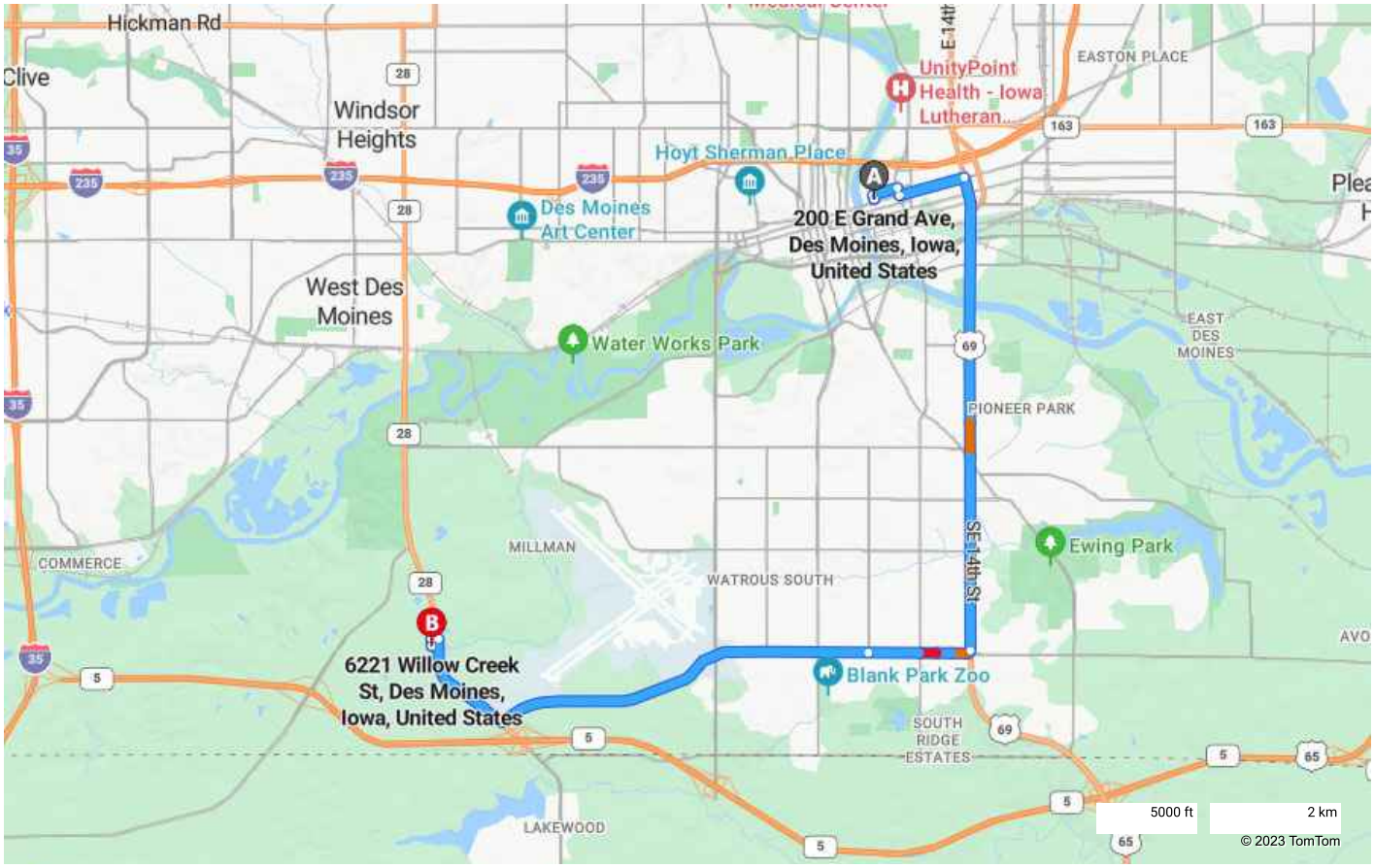
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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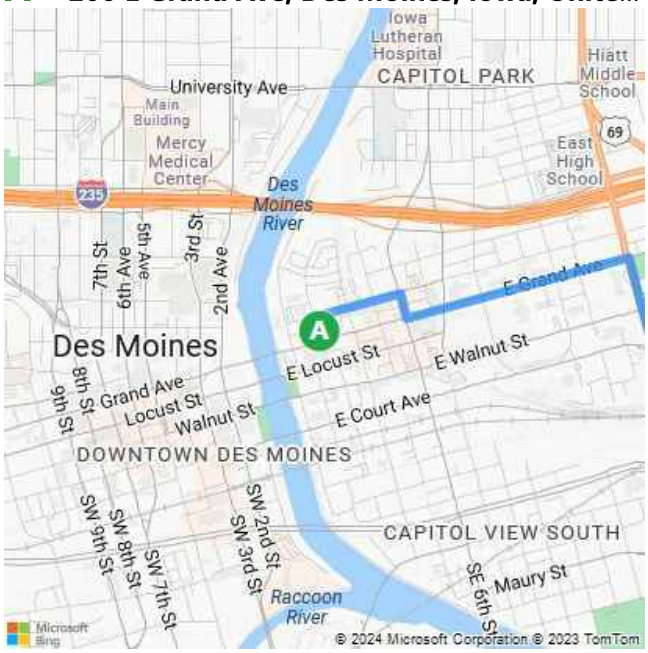

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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Cc:
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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele;

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Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 14:57:23 Central Standard Time 2024

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Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

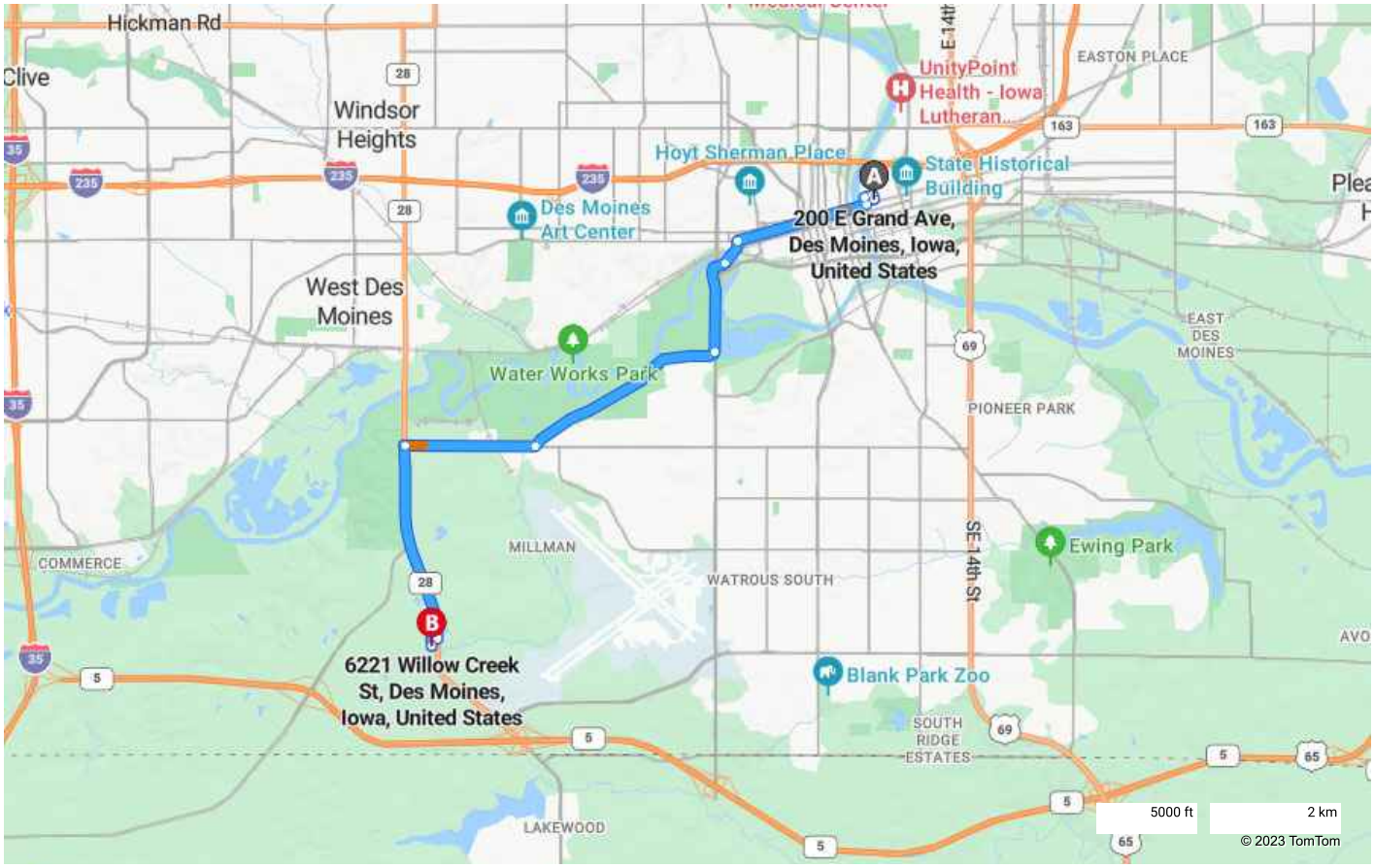
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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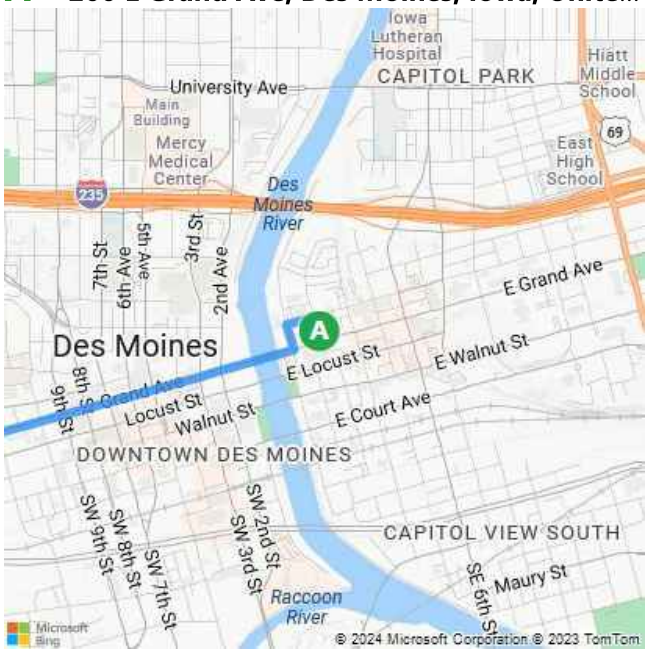

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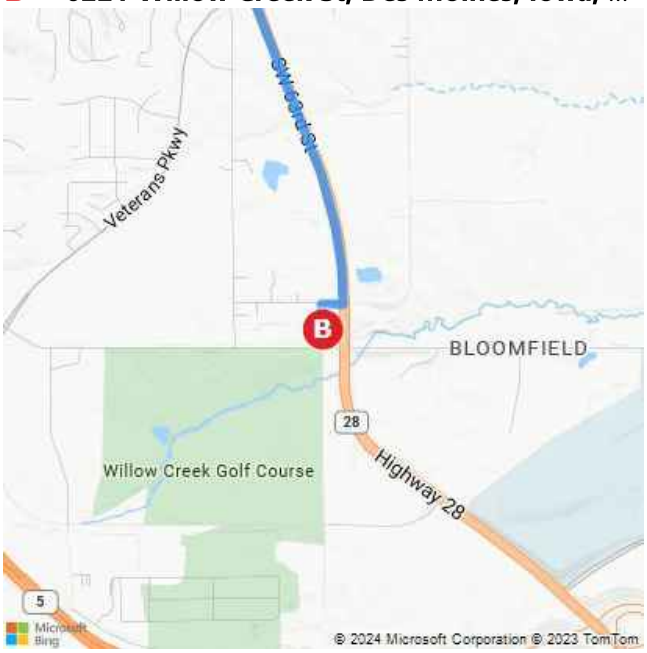

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

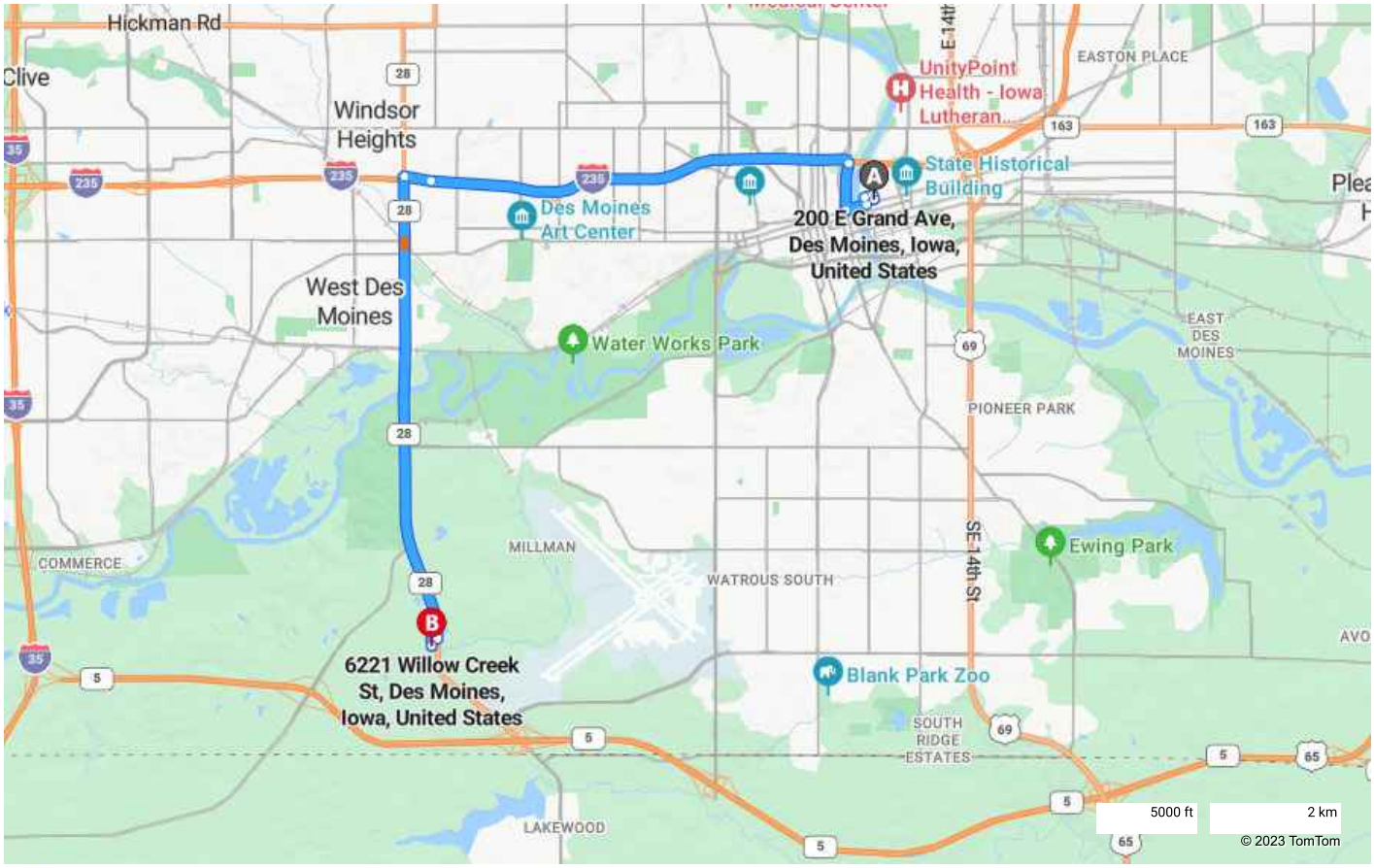
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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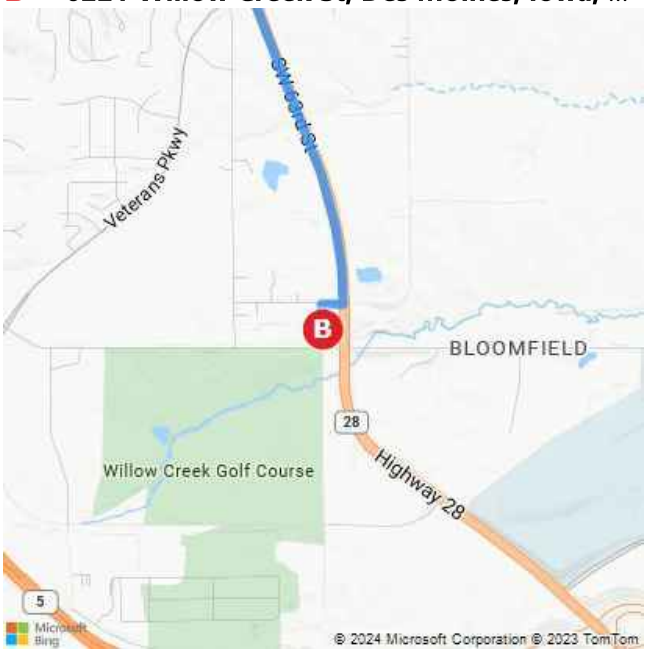

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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

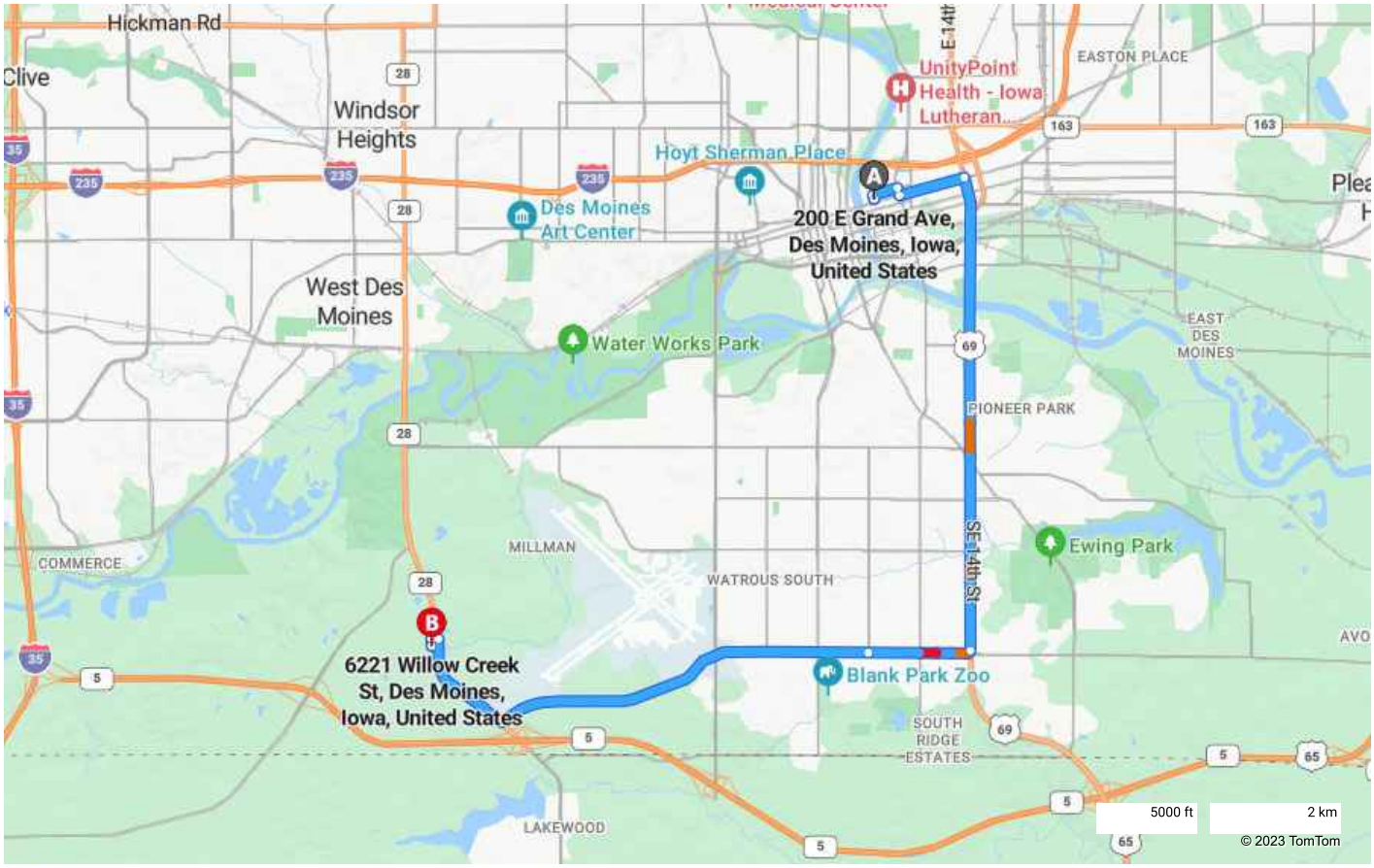
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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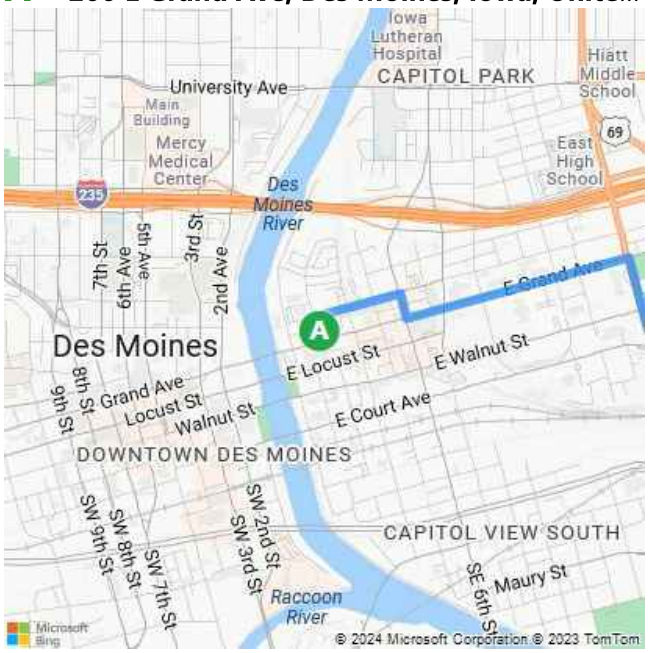

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
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Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 14:57:23 Central Standard Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

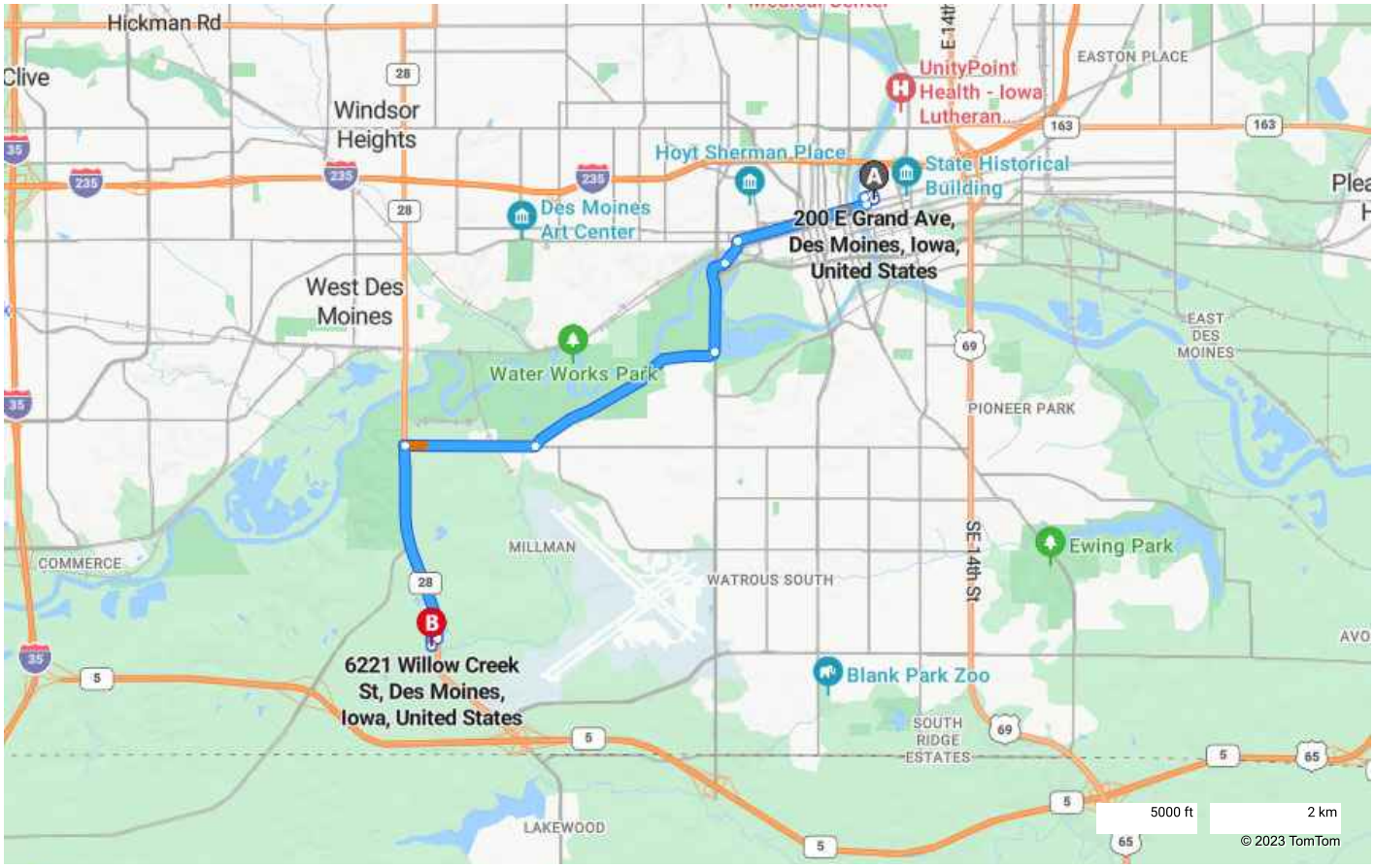
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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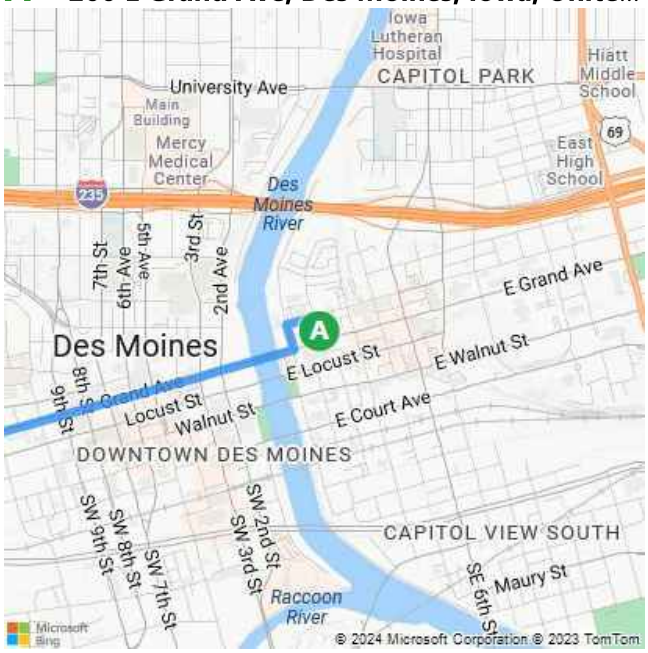
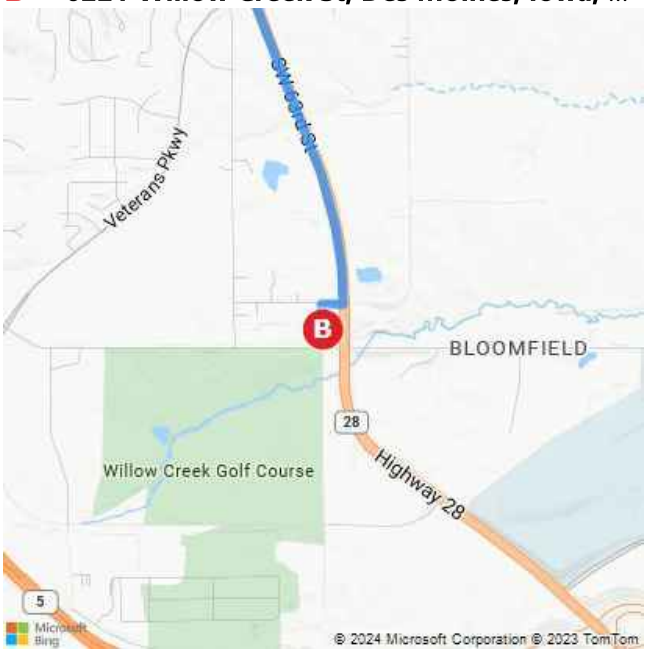


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

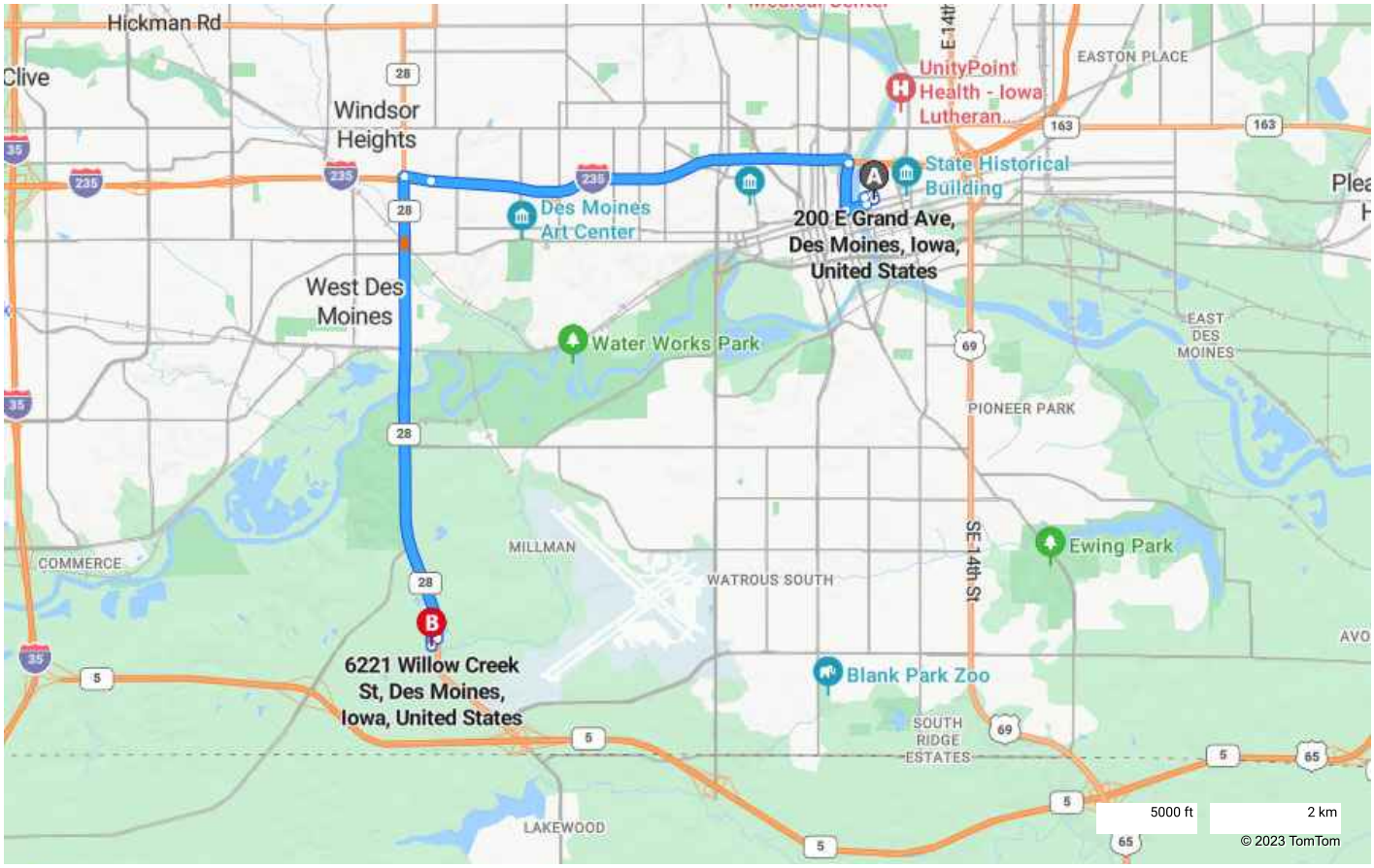
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

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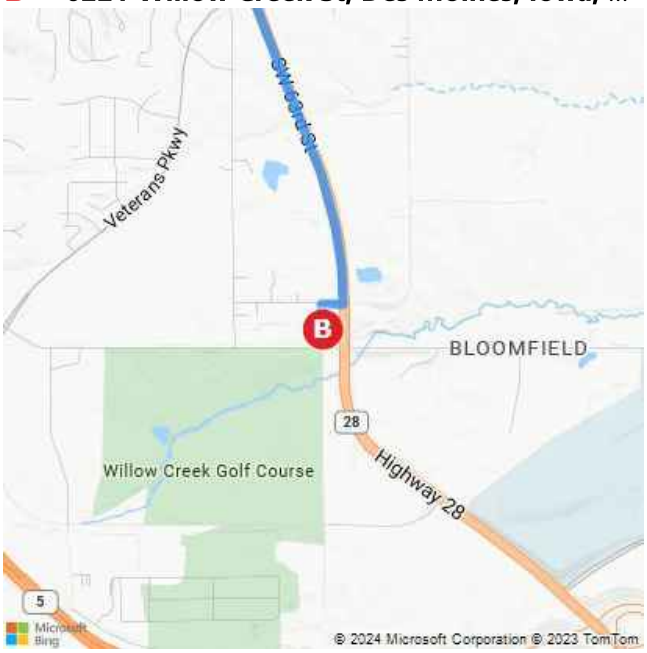

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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

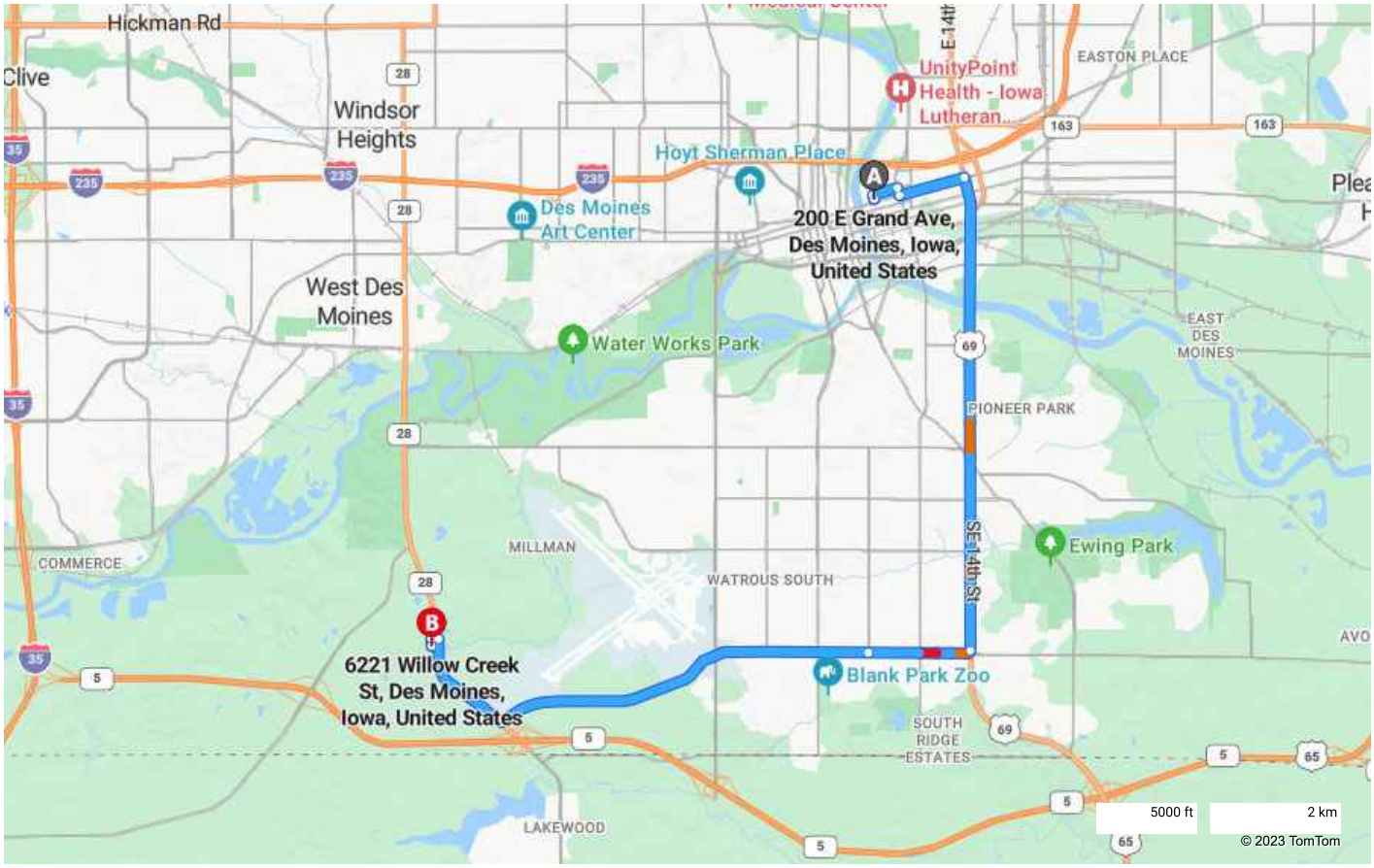
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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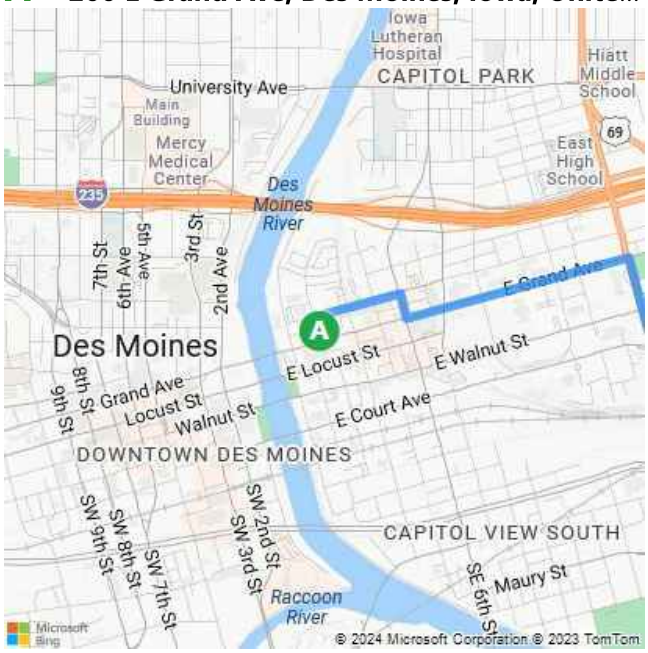

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Attachments: EsaEmbeddedMsg (1).msg
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Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone
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driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

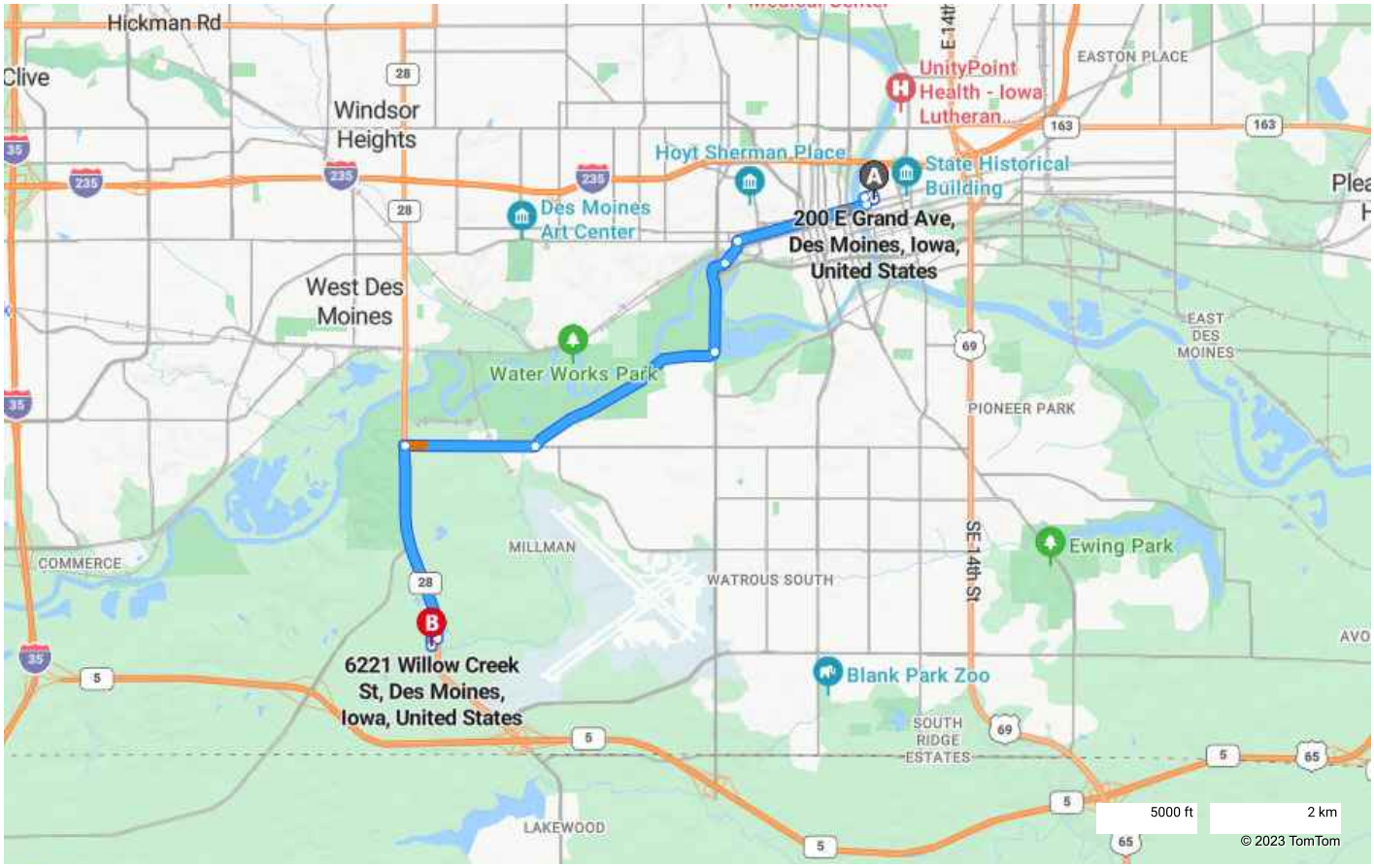
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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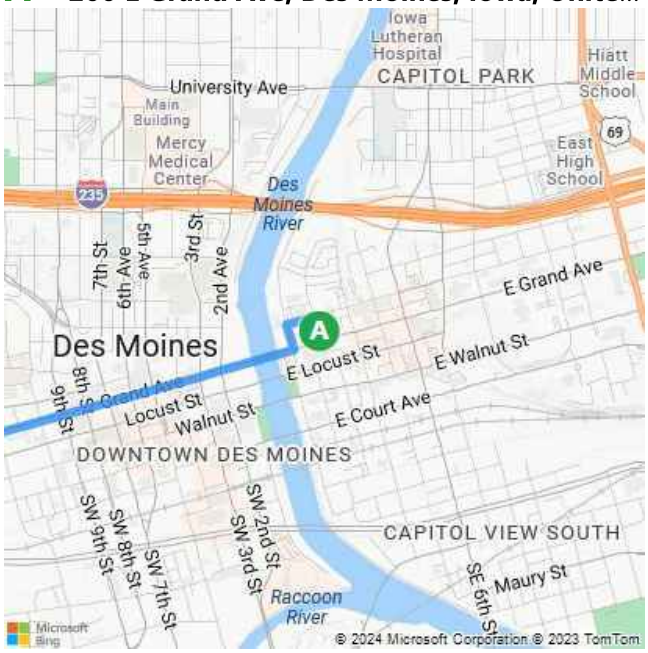

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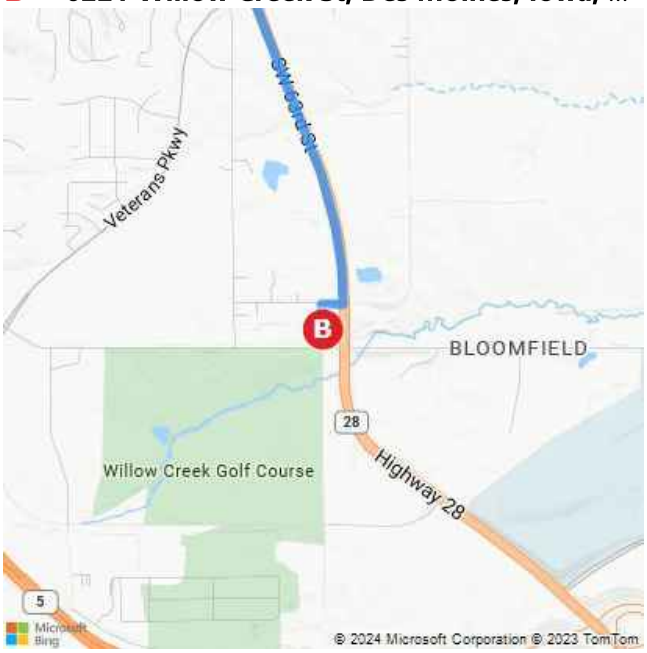

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

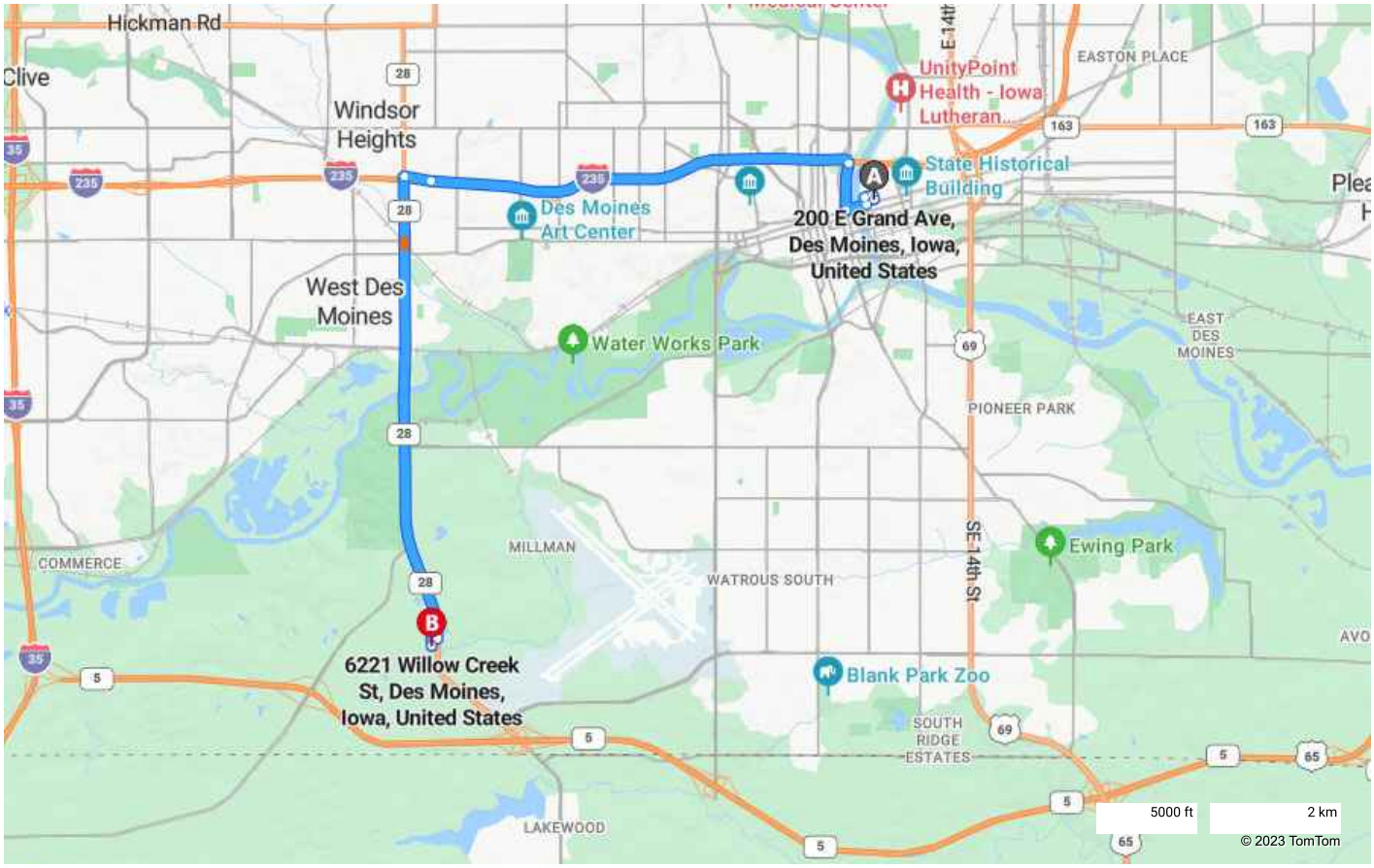
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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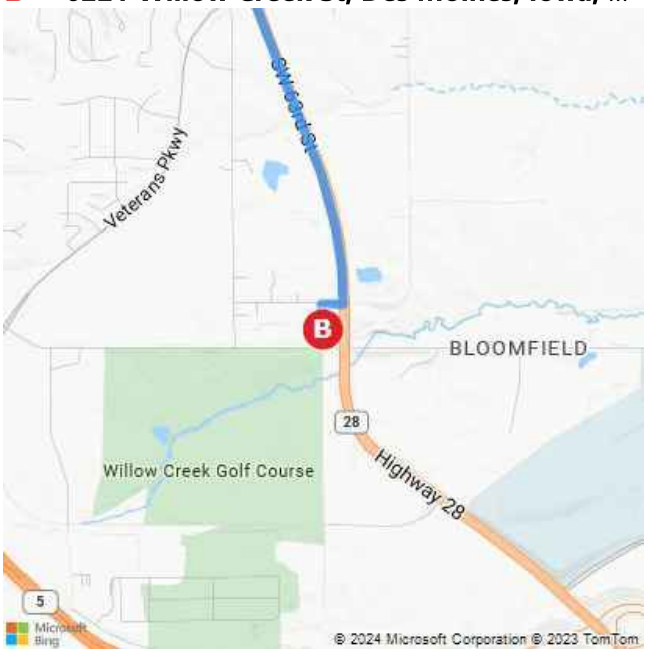
B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

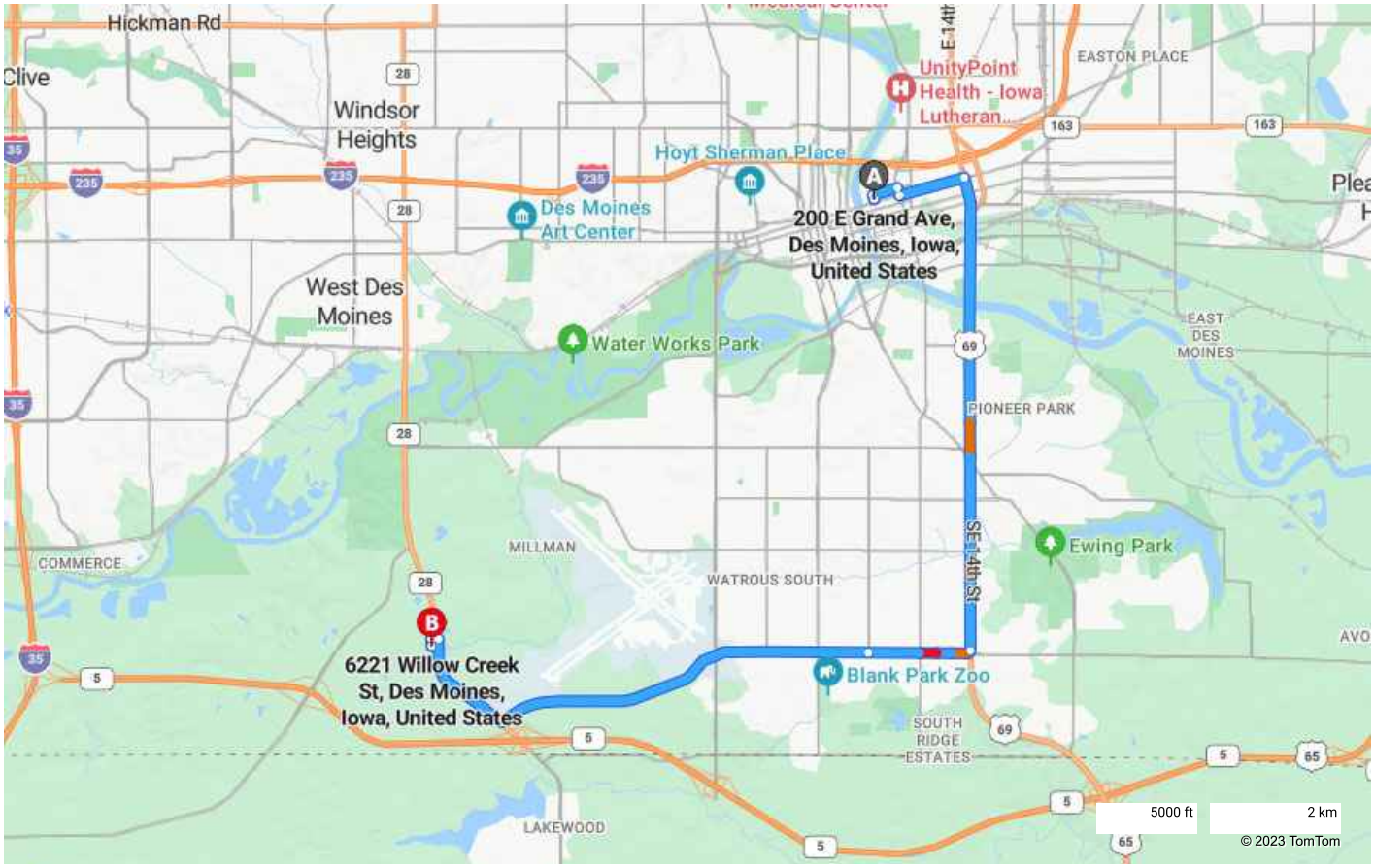
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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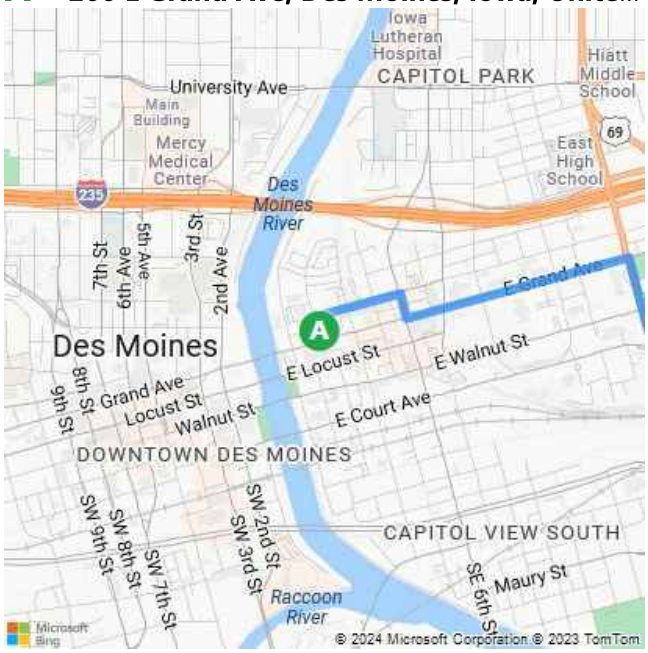

B 6221 Willow Creek St, Des Moines, Iowa, ...

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From: Iowa Legislative News Service <client.service@ialns.com>
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Subject: IALNS Bulletin #71, Vol. 60
Date: Fri Apr 12 2024 17:04:24 CDT
Attachments: B.4.12.24 fri.pdf

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Attached please find Bulletin #72 for Friday, April 12.

Regards,

Iowa Legislative News Service

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VOLUME 60, BULLETIN #71
FRIDAY, APRIL 12, 2024

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AROUND THE CAPITOL

The House gaveled-in and gaveled out today and read in one new bill. Both the House and Senate return on Monday afternoon. Per diems and expense pay ends for legislators on Tuesday, April 16. Legislators still need to reach agreements on the budget and do most of the floor work on those bills and to introduce and advance bills to accelerate the income tax cuts approved in previous sessions. It now seems unlikely that the Legislature will be able to wrap up the session next week, but they are far enough along that they could finish the session before the end of April.

The House has scheduled debate for Monday afternoon, including HF 2683 **TRANSPORTATION INFRASTRUCTURE & CAPITALS**. The Senate approved SF 2422 on a 45-0 vote in the same form as HF 2683. The House will be able to substitute the bill on the floor and finish legislative work on the Transportation budget. The Transportation Appropriations is usually the easiest of the budget bills for legislators to reach agreement on. The House has scheduled several other bills that can be approved and sent down to the Governor, or which have companions in the Senate, but at least two bills scheduled for floor debate (HF 2688 **RURAL VETERINARY GRANTS** and HF 2689 **RURAL ATTORNEY RECRUITMENT**) will need committee work in the Senate to advance.

Legislators have started to resolve other issues this week, with the Senate accepting the House amendment to add labeling requirements for egg alternatives to SF 2391 **MISBRANDING MEAT** rather than continuing negotiations on the bill, and the House approving SF 2071 **BINGO GAMES & PRIZES** by accepting the position of the Senate to limit $5,000 bingo prizes to guns and to exclude other merchandise.

The House and Senate still need to reach an agreement on SF 2431 **MINOR SOL EXTENSION** which passed in the Senate on a unanimous vote on Wednesday, April 9. The bill does not have a House companion and has not been assigned to committee or subcommittee as of yet. The bill creates an exception to the SOL for sex offenses against minors (under 18) to allow former Iowa Boy Scouts who were abused to receive full payments from a national settlement. The legislation needs to be approved and signed by the Governor by Friday April 19. Speaker Grassley said he understands that this is a difficult situation for former Boy Scouts but said that the Legislature cannot simply rush to a solution because of the timeline. The Senate returned HF 2686 **GOVERNOR REORG CORRECTIONS** 32-13 party-line vote, with one change. The Senate struck the changes to the Justice Information systems that serve state and local justice agencies. Both chambers have passed the bill in different forms, and the House can finish work on the bill by concurring with the Senate amendment.

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IA-DHHS-24-0418-A-005876

B.4.12.24 fri.pdf for Printed Item: 51 (Attachment 1 of 1)

ABORTION HEARING

The Iowa Supreme Court heard oral arguments on Thursday regarding HF 732 **FETAL HEARTBEAT ABORTIONS**. The Legislature approved the bill in a special session in July 2023, after the Supreme Court upheld a permanent injunction blocking the fetal heartbeat law approved in the 2018 session (*Planned Parenthood v. Reynolds, et al, No 22-2036, June 16, 2023*). In that case, the Supreme Court split 3-3 on a challenge to the district court injunction, leaving the ruling in force.

Justice Waterman, writing for Chief Justice Christensen and Justice Mansfield, wrote that it would be "legislating from the bench" to overturn the district court. He wrote that the 2018 statute "was moribund when it was enacted and has been enjoined for four years." Waterman wrote, "The law as of today has not changed in a way that removes the 'constitutional defect' in the fetal heartbeat bill. The undue burden test remains the governing standard under the Iowa Constitution, and the State concedes, as it must, that the fetal heartbeat bill is unconstitutional under that test."

Justice McDonald, writing for Justices McDermott and May, wrote that the Court should have dissolved the injunction and that "Under the rational basis standard, it is inequitable to continue to enjoin the State from enforcing a law that is now presumptively constitutional."

Following the ruling, legislators approved HF 732 to prohibit abortions after a fetal heartbeat (cardiac activity) has been detected, or if the physician has not tested for a fetal heartbeat, except in cases of medical emergency, or in cases of a fetal abnormality that will kill the fetus, or in cases of rape or incest. The bill establishes timelines for reporting rape (45 days) and incest (140 days). The bill passed 56-34 vote in the House and 32-17 vote in the Senate, on largely party-lines, with Senator Klimesh and Representatives Cisneros and Dieken voted with the Democrats against the bill.

Governor Reynolds released a statement on the hearing:

> Since the United States Supreme Court overturned *Roe v. Wade*, the decision of when to limit abortion has been given back to the states and the people. For Iowa, the people's elected representatives have drawn a clear line, multiple times, at when a heartbeat begins. Today, the unborn had their day at the Iowa Supreme Court. As a pro-Life Governor, I will do everything I can to protect the innocent unborn and promote strong, healthy families.

Senator Weiner released a statement on the hearing:

> The six-week abortion ban case heard today in Iowa's highest court remains an unconstitutional attempt by Republican politicians to control the bodies of Iowans and their futures. Iowans value their freedom, and that includes the freedom to make decisions about their bodies and their healthcare with their doctors. A majority of Iowans oppose attacks on their healthcare choices. Today's hearing was a clear and convincing argument for upholding the Iowa Constitution, listening to the people of Iowa, and striking down this dangerous law.

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APPROPRIATIONS BILLS

AS OF FRIDAY, APRIL 12, 2024					
SF 2433	ADMINISTRATION & REGULATION	PASSED Senate committee 4.4	in Senate 4.4		
LSB 5000YA		in House committee 4.9			
SF 2421	AGRICULTURE & NATURAL RESOURCES	PASSED Senate committee 4.2	in Senate 4.3		
LSB 5001YA		in House committee 4.9			
SF 2432	ECONOMIC DEVELOPMENT	PASSED Senate committee 4.4	in Senate 4.4		
LSB 5002YA		in House committee 4.9			
SF 2437	HEALTH & HUMAN SERVICES	PASSED Senate committee 4.9	in Senate 4.10		
LSB 5004YA		in House committee 4.9			
SF 2435	EDUCATION	PASSED Senate committee 4.8	in Senate 4.9		
SF 2436	JUDICIAL BRANCH	PASSED Senate committee 4.8	in Senate 4.9		
LSA 5005YA		in House committee 4.12			
SF 2434	JUSTICE SYSTEMS	PASSED Senate committee 4.8	in Senate 4.9		
LSB 5006YA		in House committee 4.9			
SF 2438	REBUILD IOWA INFRASTRUCTURE FUND (RIIF)	PASSED Senate committee 4.9	in Senate 4.10		
HF 2691		PASSED House committee 4.10	in House 4.11		
HF 2683	TRANSPORTATION, INFRASTRUCTURE & CAPITALS	PASSED House committee 4.2	in House 4.3		
SF 2422		PASSED Senate committee 4.2	PASSED Senate 4.11	in House 4.12	

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FISCAL IMPACTS

HF 664 VEHICLE LEASE EXEMPTIONS

Exempts the lease of a vehicle between affiliates from new registration fees or the sales tax if such fees or taxes have been paid by the original affiliates. Makes definitions.

H 8312 by the **Senate** - Updates the bill. Corrects the definition of affiliate.

The Senate approved the bill unanimously after adding an amendment to update the bill to 2024 and make a correction in the definition of affiliate. The House must now consider the Senate amendment. The LSA estimates that the bill will reduce GF revenues by about $2.5 million, with LOST and SAVE revenues reduced by $200,000 and RUTF revenues reduced by about $1 million.

TRAFFIC CAMERA/FISCAL IMPACT

The Legislature has considered a number of traffic bills over the past decade, ranging from complete bans to regulating the use of traffic camera enforcement by local governments, but has never been able to send a bill down to the Governor for action. The latest traffic camera/ATE bill to advance is HF 2681 **ATE DEVICE REGULATION** which has now been approved in the House and is waiting for possible action in the Senate. The Senate Ways & Means Committee has already approved SF 2408 **ATE DEVICE REGULATION** and will be able to conform the bill to HF 2681 and substitute on the floor. Senator Klimesh is the manager.

The House file regulates traffic camera and ATE devices and requires local governments to get approval from the DOT for the cameras. The House rejected an amendment to ban the devices altogether. Under HF 2681, local governments using the cameras/ATE would need to submit annual reports on the devices. The bill allows tickets for speeds 10 mph over the speed limit and establishes a range of fines, depending on the speed. Cities under 20,000 would be barred from using the cameras.

The full impact of the changes cannot be estimated, but currently, The LSA is aware of 25 cities using ATE devices but cannot estimate the full impact as it only has reports from ten cities on revenues. In FY 2022, the LSA was aware of 19 cities using ATE. In FY 2023, the ten reporting cities received $17.3 million, and would lose that revenue with the shutdown, including Cedar Rapids ($7.2 million); Des Moines ($3.6 million); Le Claire ($1.7 million); Davenport ($1.4 million); Waterloo ($1.2 million); Council Bluffs ($850,000); Muscatine ($510,000); Buffalo ($362,000); Fayette ($324,000) and Marshalltown ($195,000). Those ten cities also pay about $5.5 million in vendor fees. The non-reporting cities are Sioux City, Fort Dodge, West Union, Strawberry Point, Hazleton, Hudson, Chester, Bellevue, Miles, Independence, Oelwein, Prairie City, Webster City, Marion and Postville.

Legislators also still have SF 2337 and HF 2595 available ton the UFB calendar. Those bills combine a ban on traffic cameras with a ban on the use of any electronic devices while driving. The bills passed out of committee in slightly different forms; given the House vote against a complete ban on traffic cameras, it seems unlikely that either bill will reach the floor.

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TODAY IN THE LEGISLATURE

House Files: 1 (HF 2692)
House Study Bills: none (last introduced HSB 784)

Senate Files: none (last introduced SF 2440))
Senate Study Bills: none (last introduced SSB 3205)

HOUSE & SENATE AGENDA

MONDAY, APRIL 15, 2024		
7 AM-NOON	*Human Rights Youth Day on the Hill*	*Rotunda, East & North Wings*
12:55 PM	**Senate Rules & Administration Committee** SR 109 HONORING ISU BASKETBALL SF 110 HONORING DAVID CARR	*Room 22*
1 PM	**HOUSE CONVENES**	*House Chamber*
	SENATE CONVENES	*Senate Chamber*
1:30 PM	**House Education Appropriations Subcommittee** Education Budget.	*Room 102*
3 PM – Upon Adjournment	**House Appropriations Committee** LSA 5000 FY 2025 ADMINISTRATION & REGULATIONS APPROPRIATIONS: Bergan (C) LSA 5001 FY 2025 AGRICULTURE & NATURAL RESOURCE APPROPRIATIONS: Mommsen (C) LSA 5002 FY 2025 ECONOMIC DEVELOPMENT APPROPRIATIONS: Graber (C) LSA 5004 FY 2025 HEALTH & HUMAN SERVICES APPROPRIATIONS: Fry (C) LSA 5005 FY 2025 JUSTICE SYSTEMS APPROPRIATIONS: Lohse (C) LSA 5006 FY 2025 JUDICIAL BRANCH APPROPRIATIONS: Lohse (C)	*Room 103*

SUBCOMMITTEE MEETINGS

MONDAY, APRIL 15, 2024		
NOON	**Senate Ways & Means Subcommittee** HF 2678 VEHICLE REGISTRATION: Klimesh (C), Rowley, T Taylor	*Senate Lounge*
12:30 PM	**Senate Ways & Means Subcommittee** SF 2400 FARM CAPITAL EXCLUSIONS: Driscoll (C), Dawson, T Taylor *(reassigned)*	*Senate Lounge*

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HOUSE DEBATE CALENDAR

MONDAY, APRIL 15, 2024

HF 2543	ED	CHARTER SCHOOLS (sim/comp to SF 2368)	*Gehlbach*
HF 2551	CO	ELECTRIC TRANSMISSION LINES (sim/comp to SF 2372)	*G Mohr*
HF 2574	SG	BOARDS & COMMISSIONS REPEAL (sim/comp to SF 2385)	*Bloomingdale*
HF 2683	AP	TRANSPORTATION INFRASTRUCTURE & CAPITALS (sim/comp to SF 2422)	*Bossman*
HF 2687	AP	ETHANOL PUMP EQUIPMENT (sim/comp to SF 2418)	*Mommsen*
HF 2688	AP	RURAL VETERINARY GRANTS	*Wood*
HF 2689	AP	RURAL ATTORNEY RECRUITMENT	*Lohse*
SF 2196	ED	SCHOOL VACCINATION INFORMATION (sim/comp to HF 2045)	*Wheeler*
SF 2370	CO	GOVERNOR RULEMAKING PROCEDURES (sim/comp to HF 2550)	*Sexton*

HOUSE SUBCOMMITTEE ASSIGNMENTS

APPROPRIATIONS

HF 2587	JUROR PAY	Lohse (C), Bagniewski, Holt
HF 2619	JUDICIAL PENSIONS	Lohse (C), G Mohr, Wilburn
	STANDINGS	Collins (C), Bagniewski, G Mohr

HOUSE FILES (HF 2692)

HF 2692 **NITROGEN FERTILIZER FEE** (Isenhart) (Ways & Means)

Makes legislative findings that the waters of Iowa are being used to transport contaminants that damage lakes and aquifers. Imposes a fee on fertilizer based on the amount of nitrogen in the fertilizer and establishes a formula for the fee. Scoops the fees for the Water Quality Initiative Fund, with part of the money to be used for water quality efforts and part of the money for the UI Hydroscience Lab.

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:09 CST

Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori;

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Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Jul 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 14:57:23 Central Standard Time 2024

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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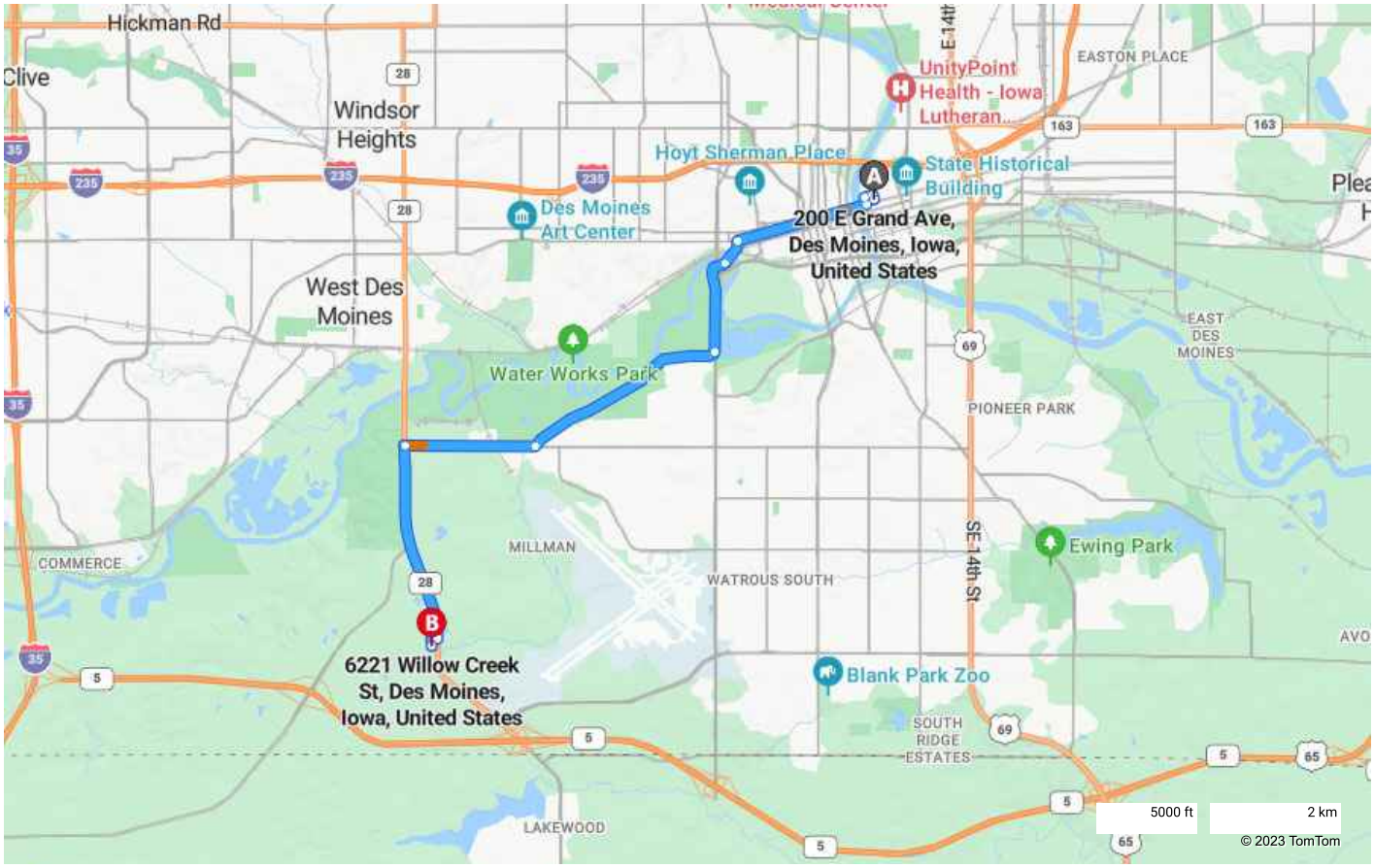

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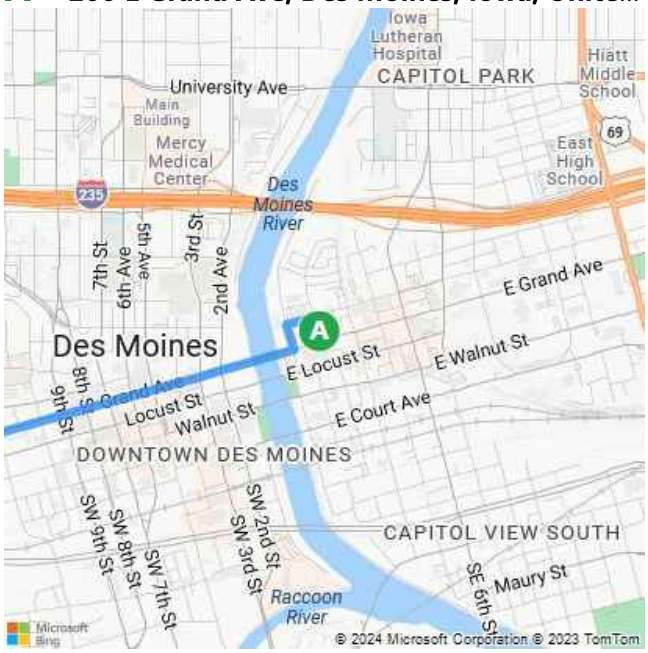

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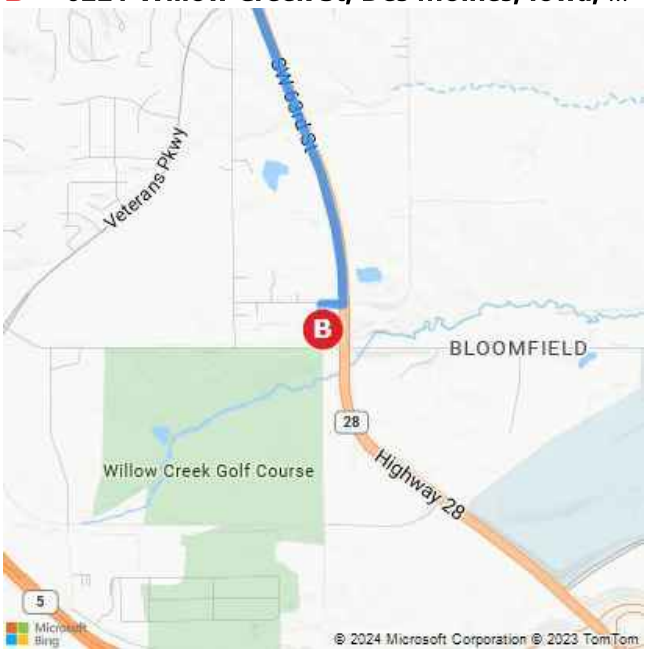

These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2024 TomTom.

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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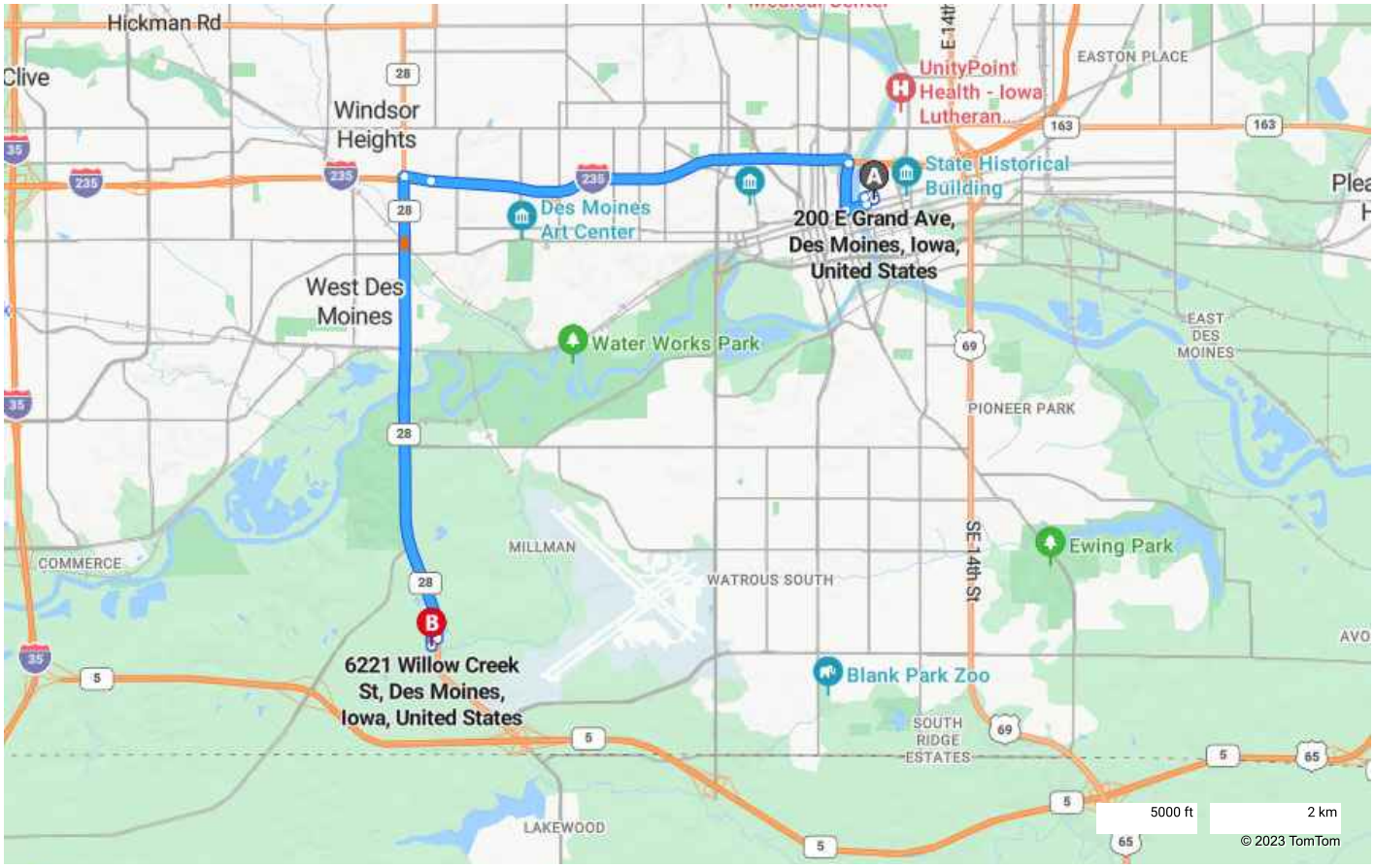
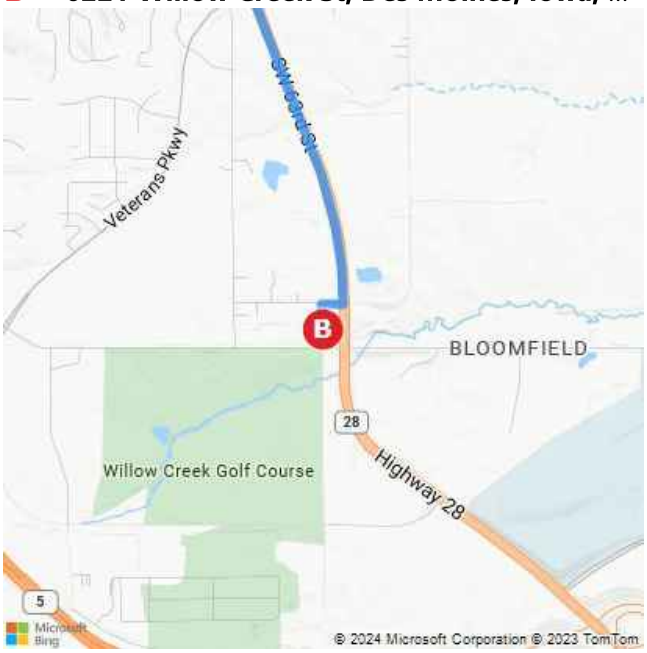


A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Last Modified: Wed Feb 28 11:36:09 CST 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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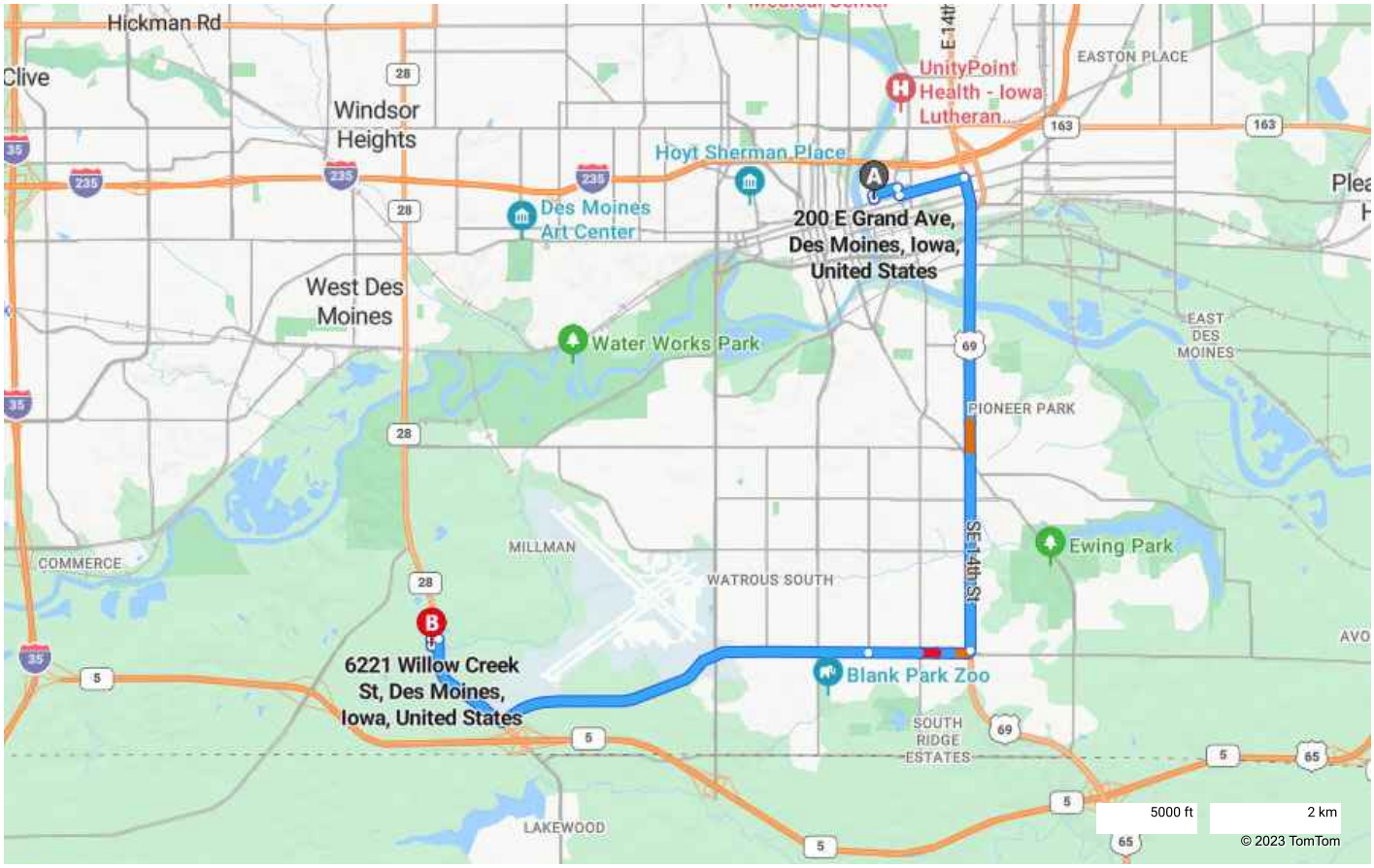

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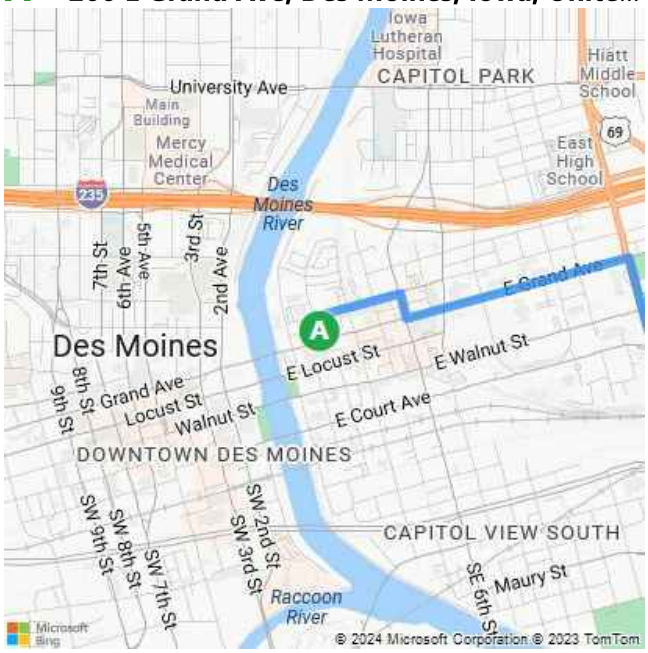

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:09 CST

Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH];

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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Jul 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 14:57:23 Central Standard Time 2024

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

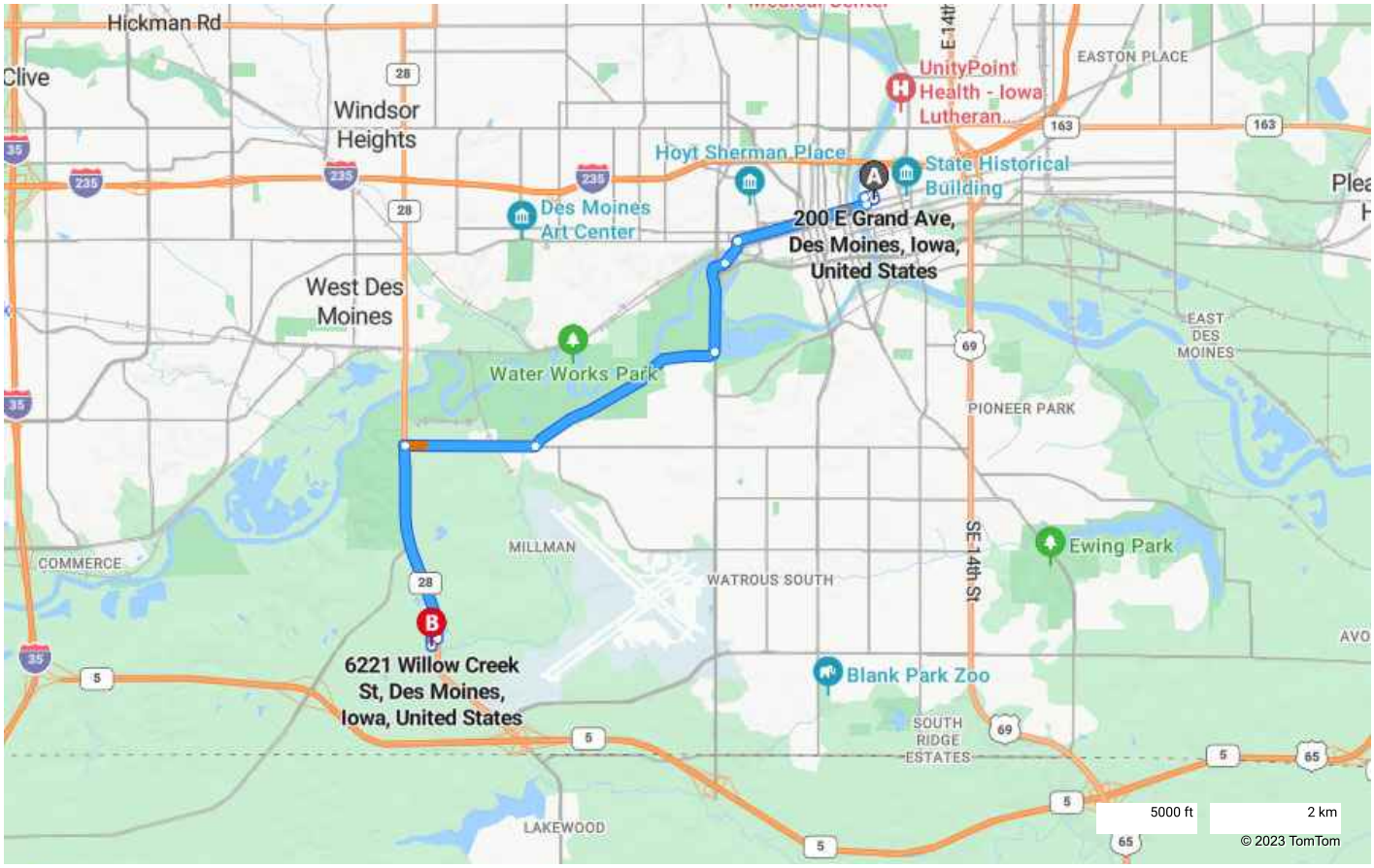
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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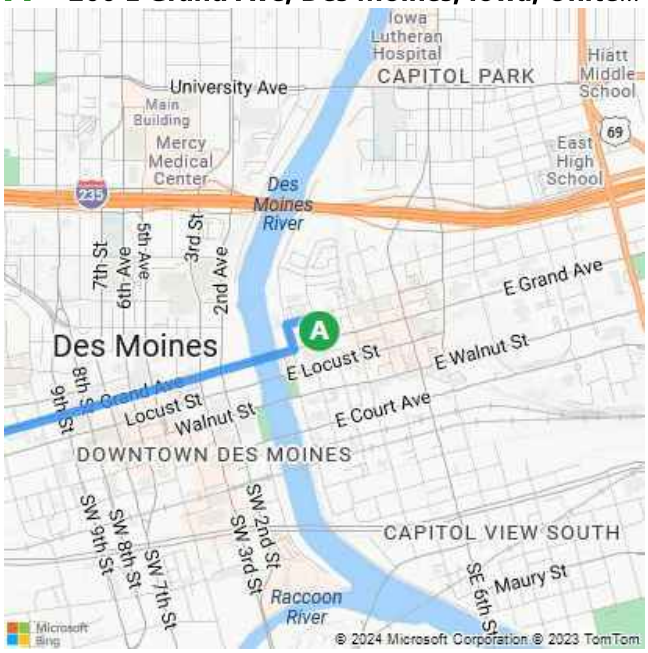
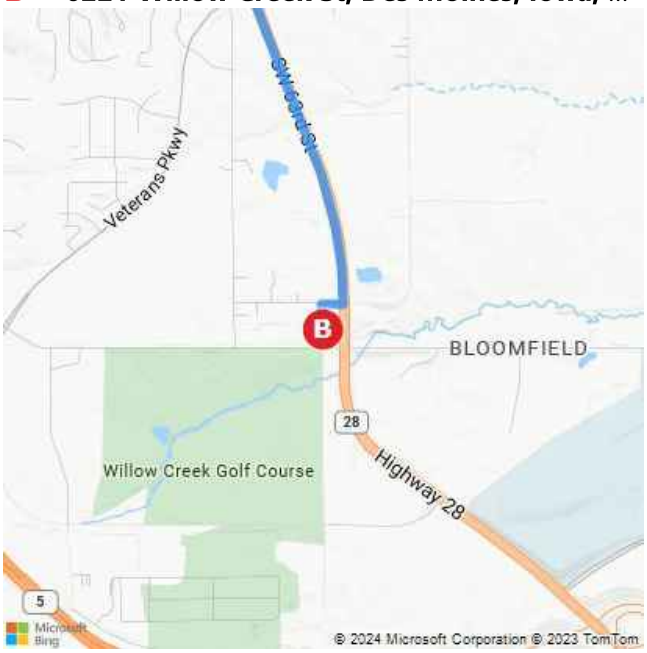


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

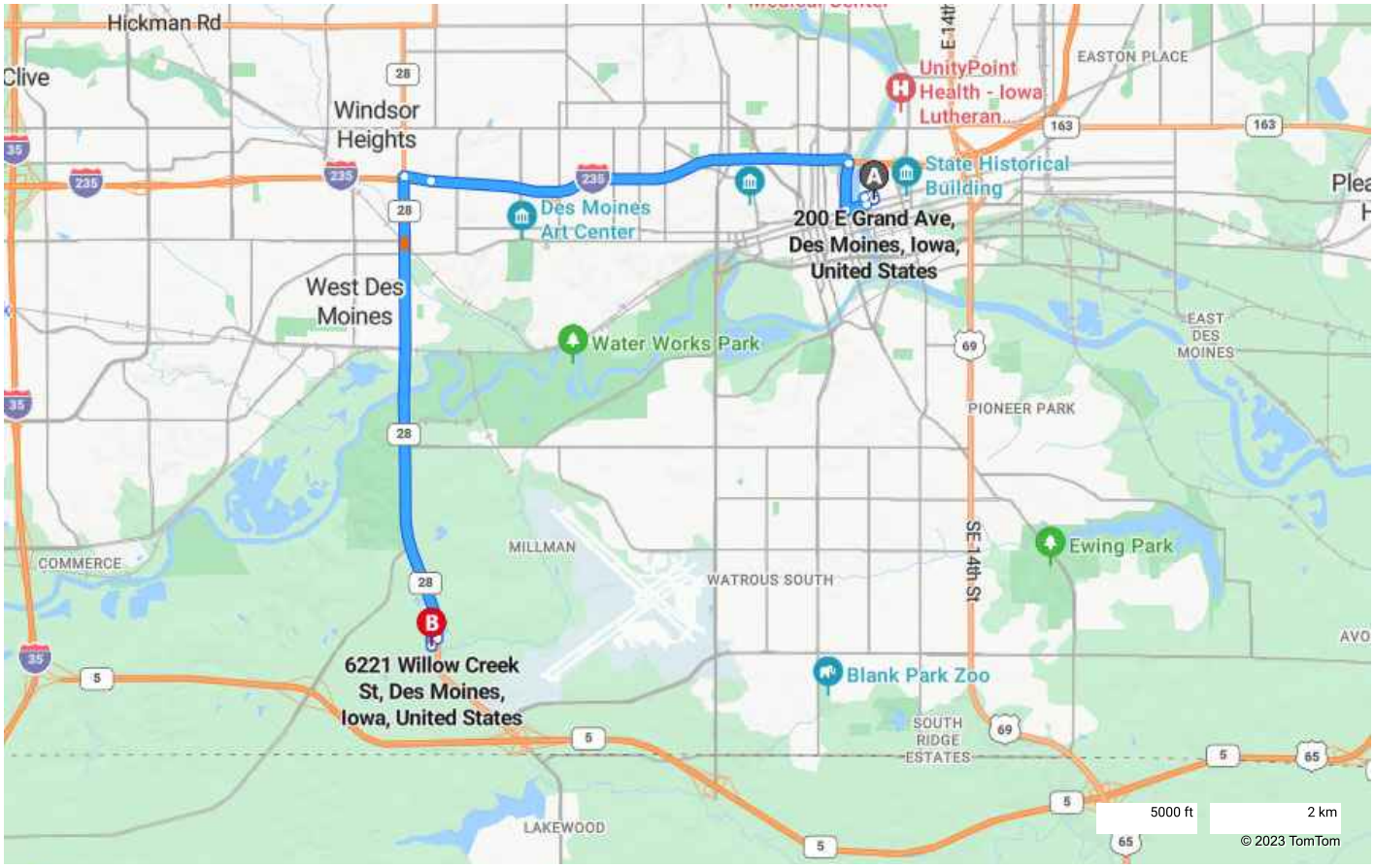
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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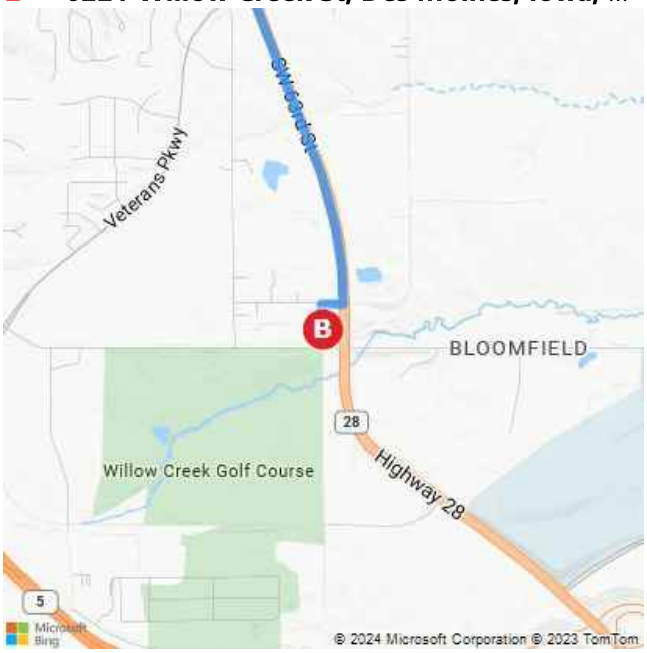
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

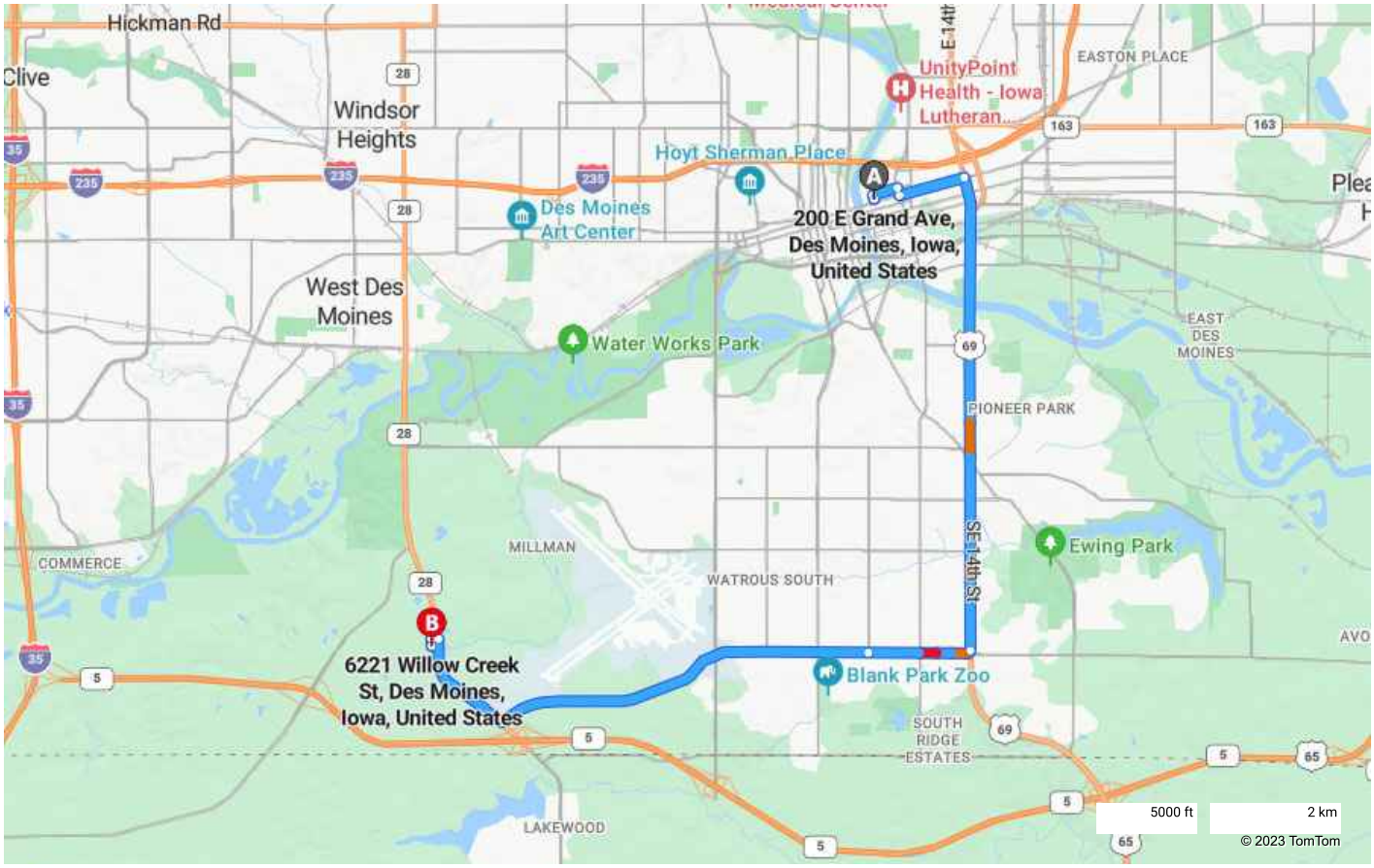
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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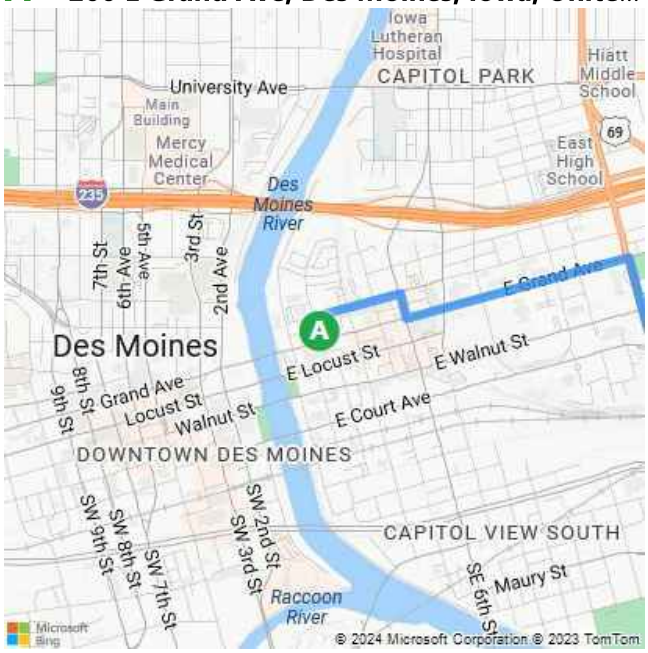

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)
Start Date/Time: Wed 7/17/2024 3:00:00 PM
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AMERICAN OVERSIGHT

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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 1 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
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Accepted: No

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

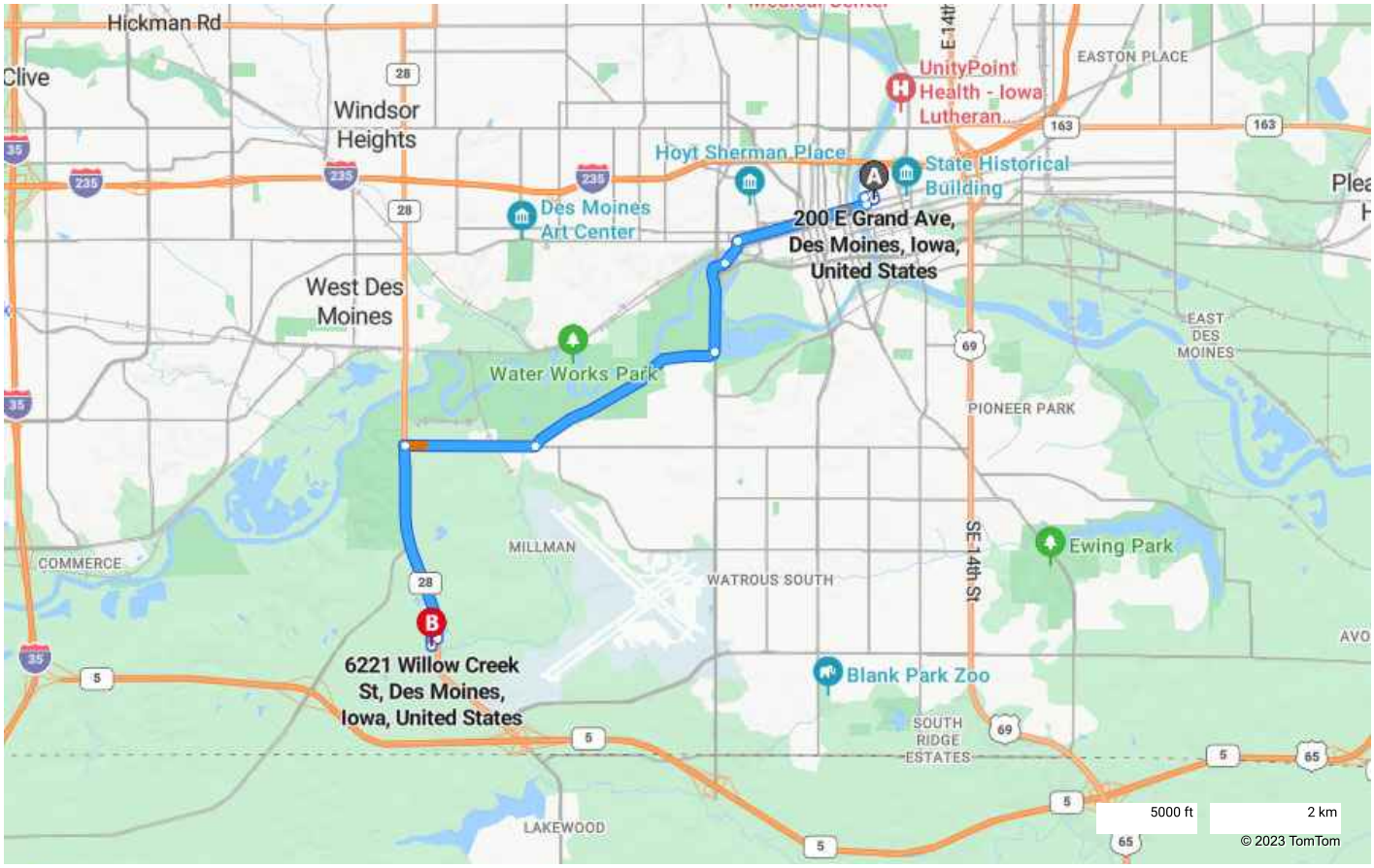
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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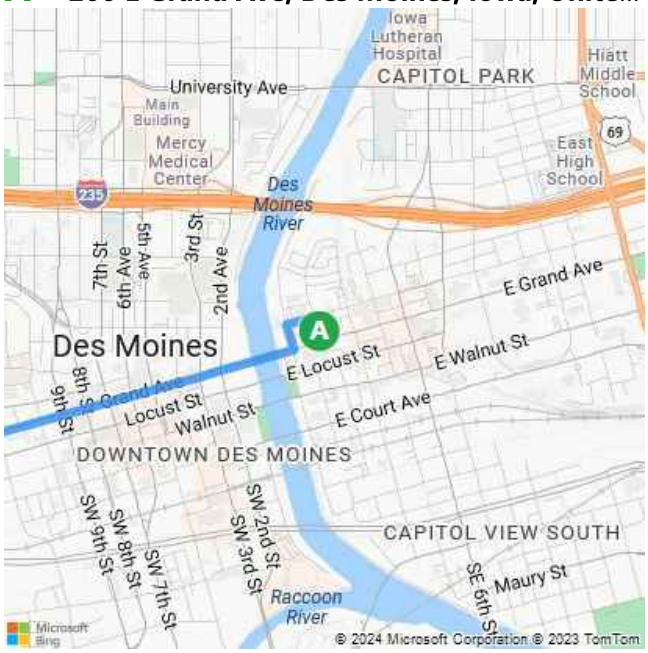

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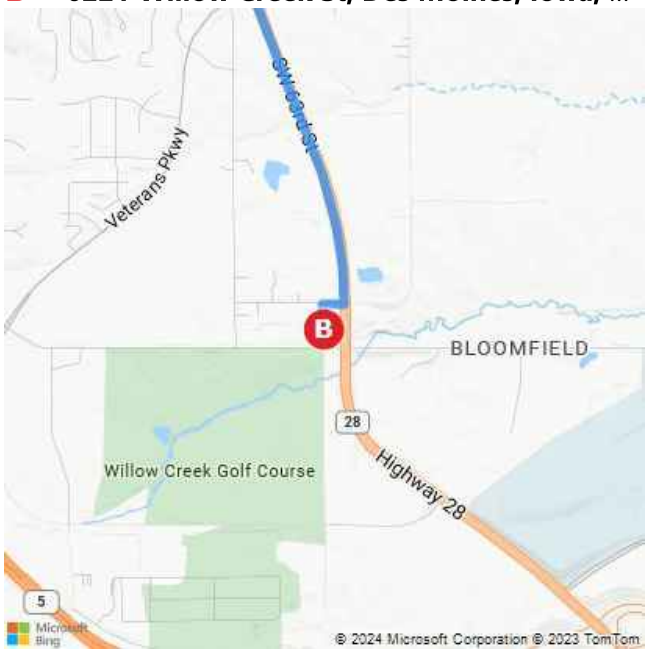

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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

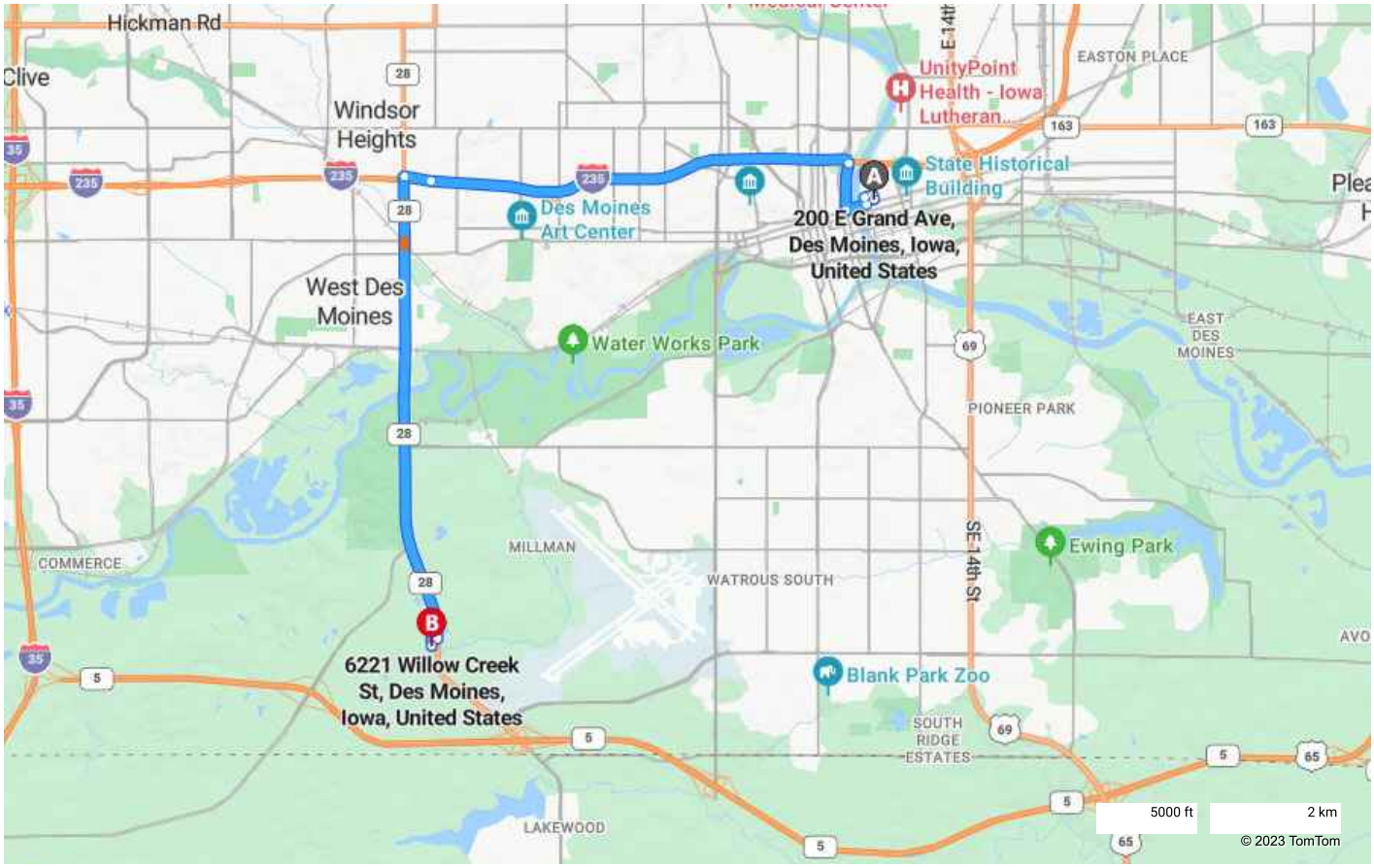
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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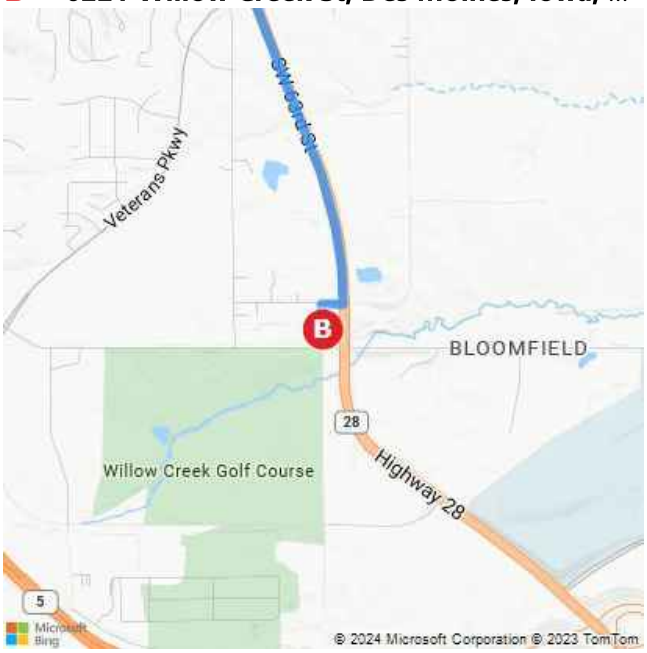
B 6221 Willow Creek St, Des Moines, Iowa, ...



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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** • *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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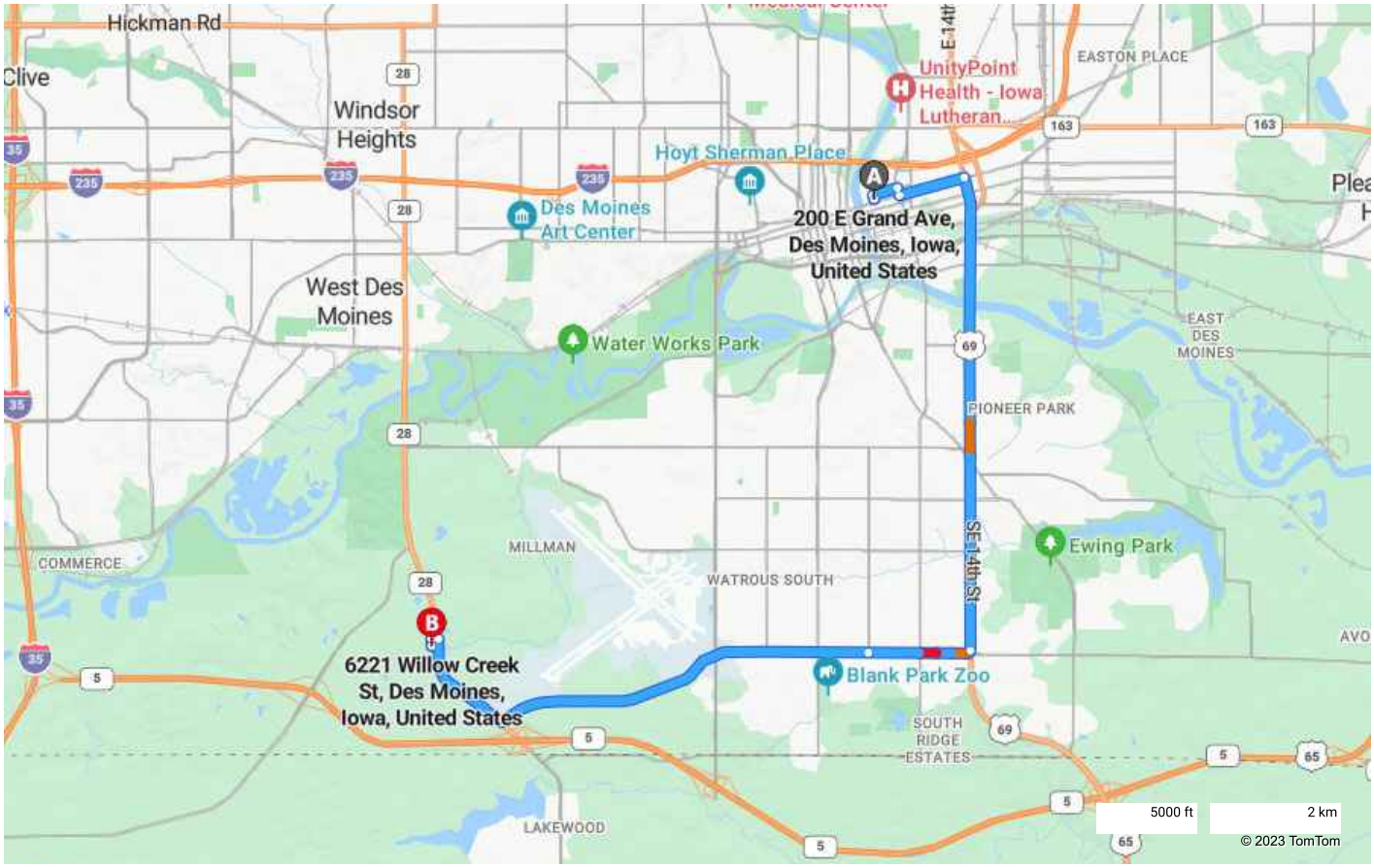
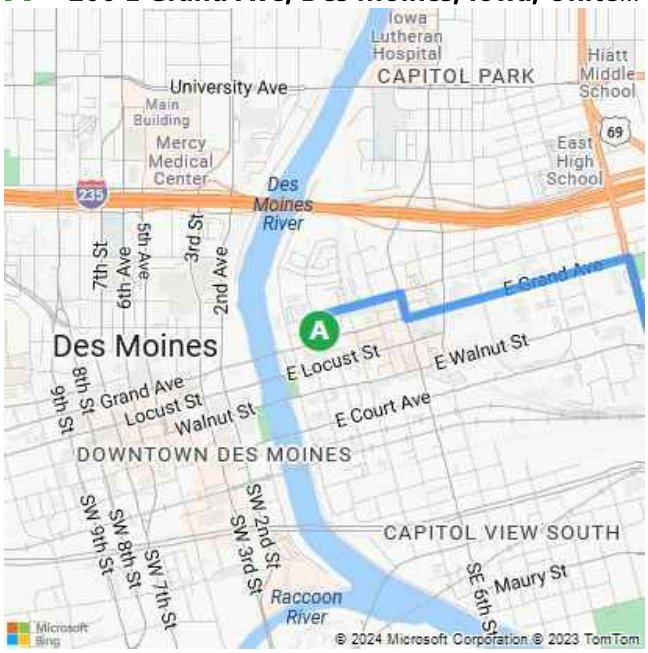


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Document ID: 0.7.3995.5036

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Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:09 CST

Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
EsaEmbeddedMsg (2).msg

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH];

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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Jul 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 14:57:23 Central Standard Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

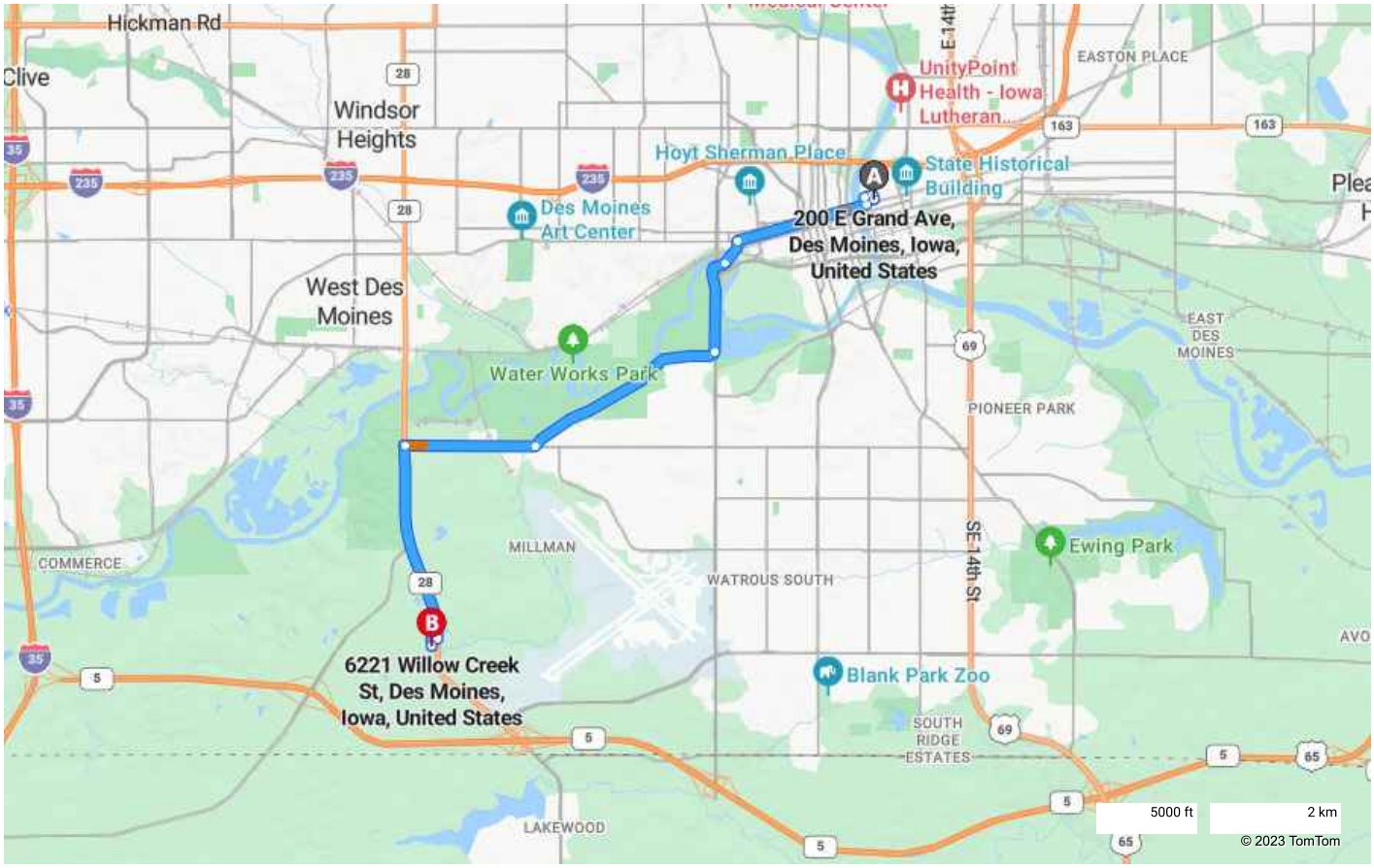
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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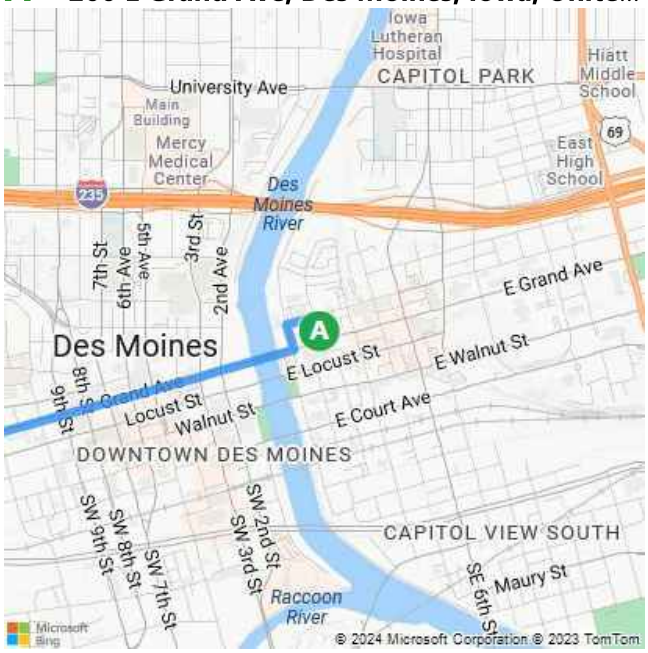
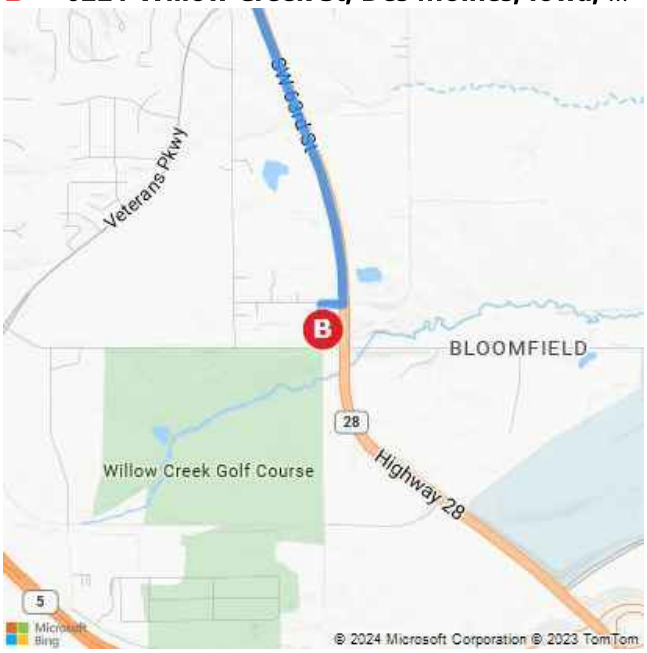


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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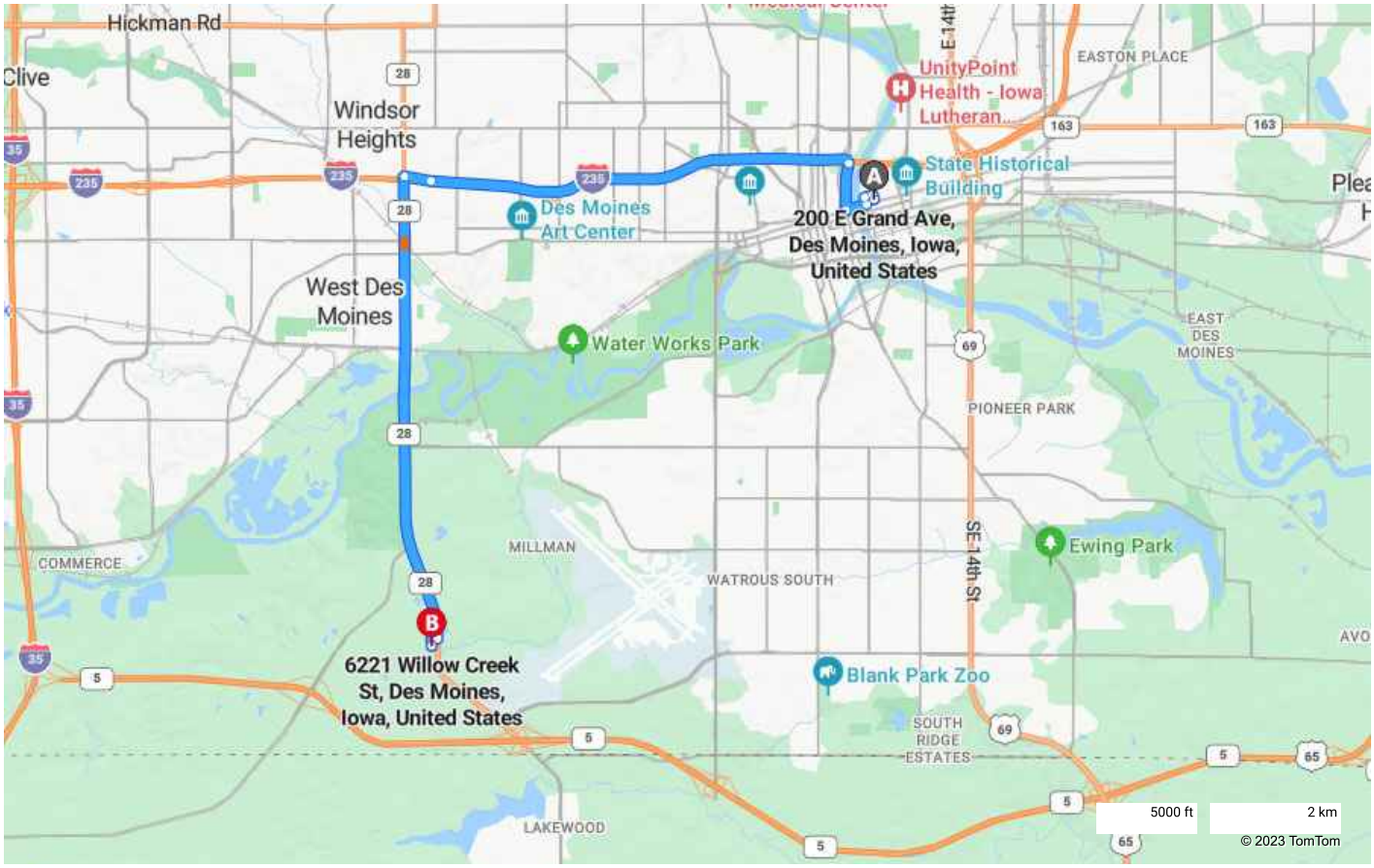
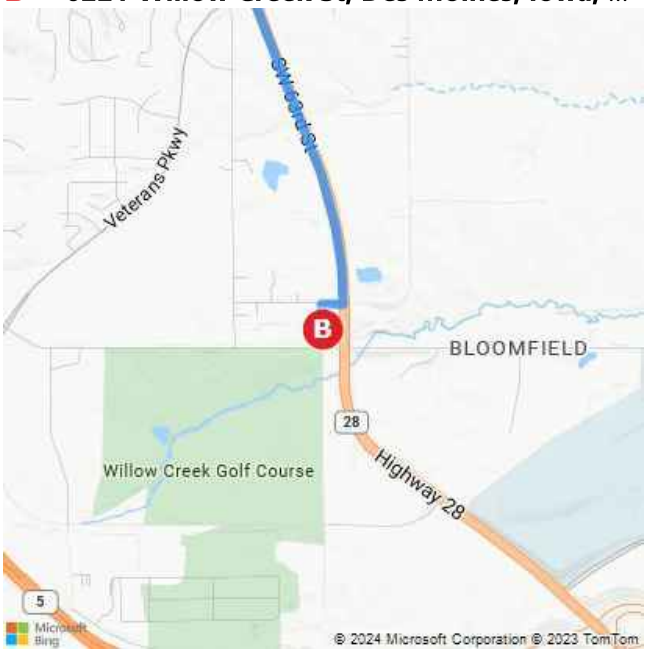


A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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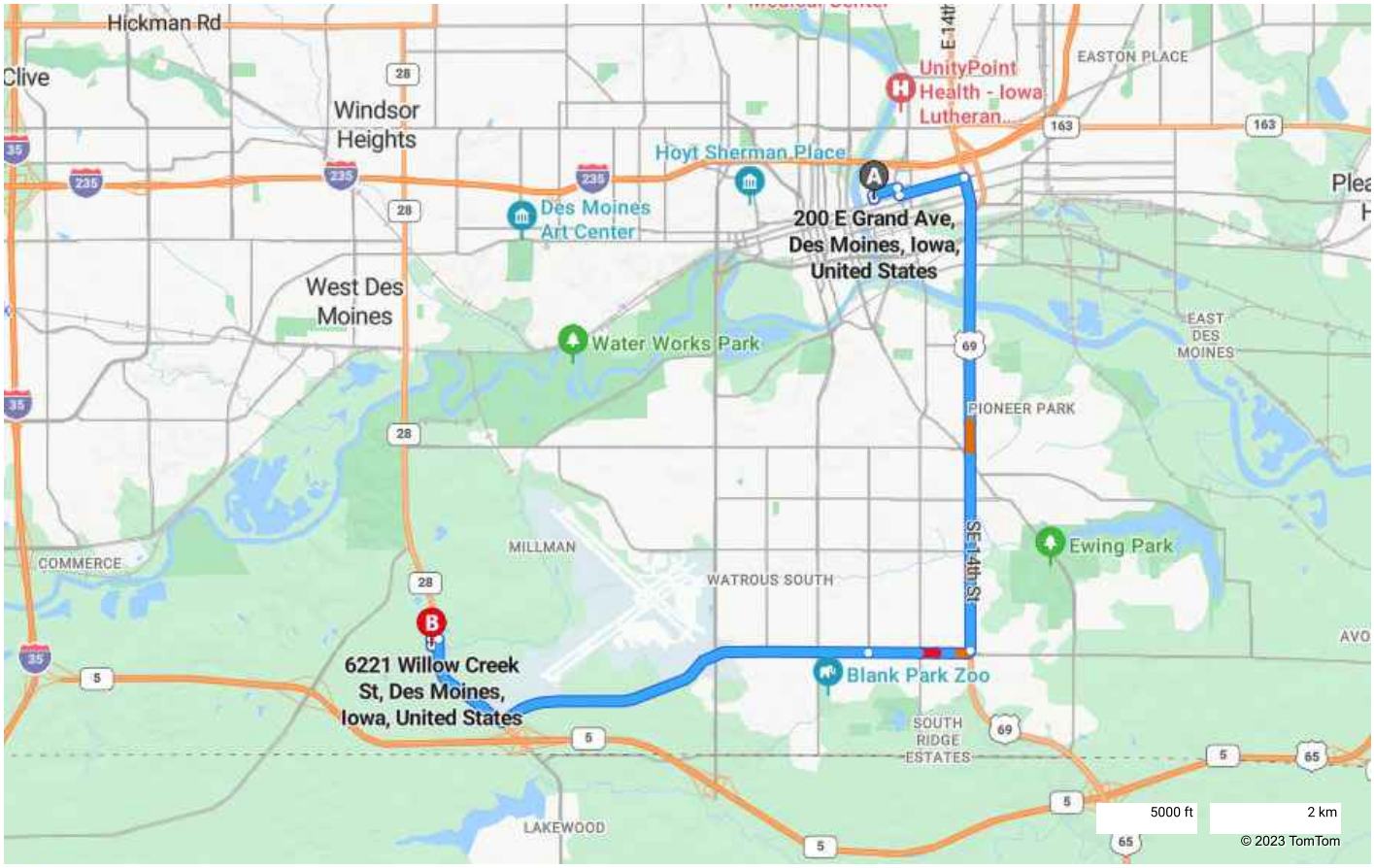

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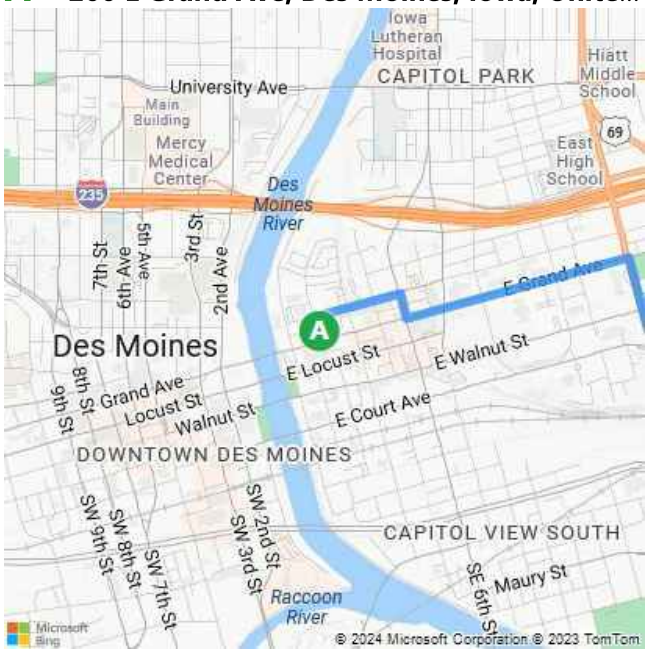

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)
Start Date/Time: Wed 7/17/2024 3:00:00 PM
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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak,

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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 14:57:23 Central Standard Time 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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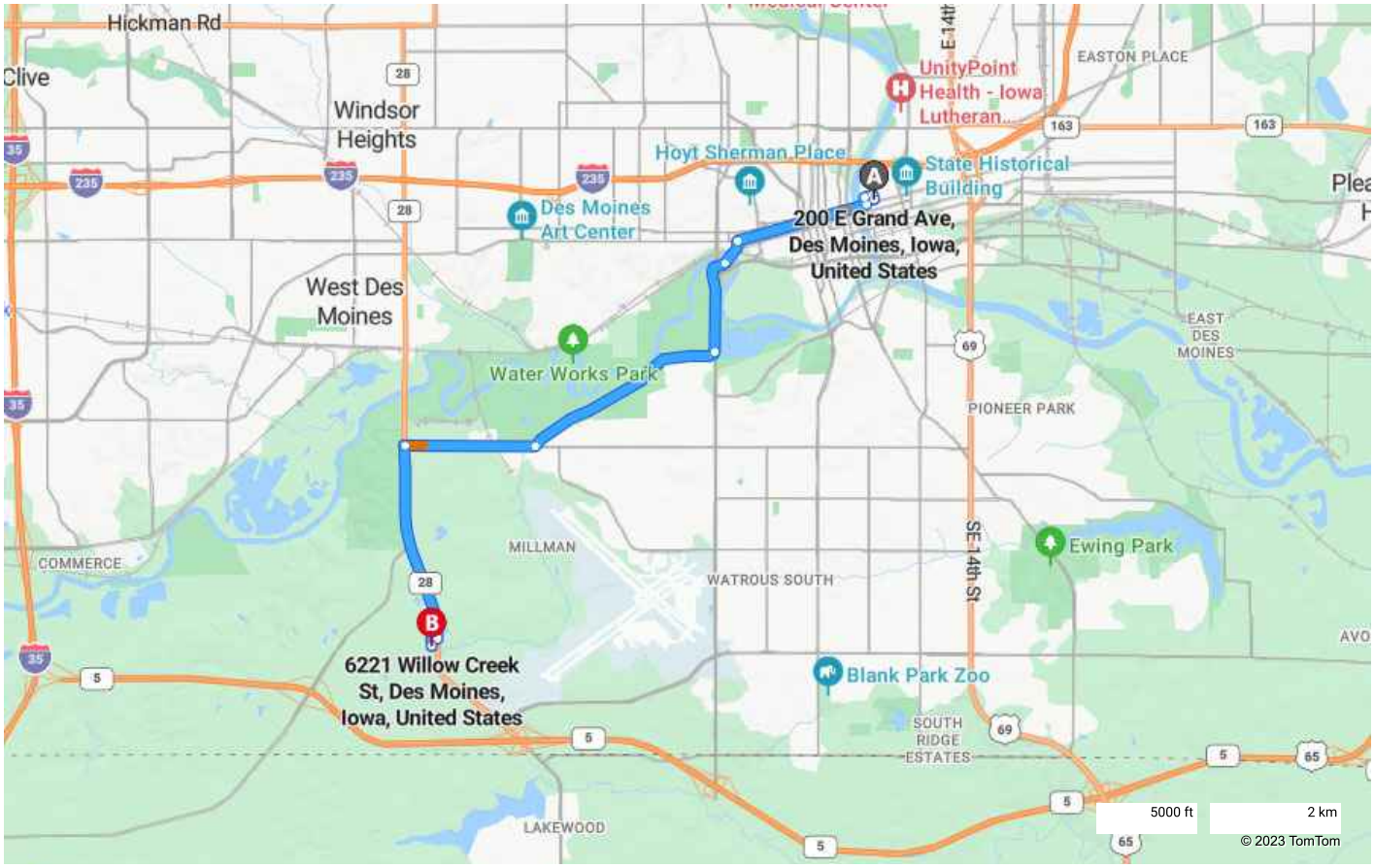
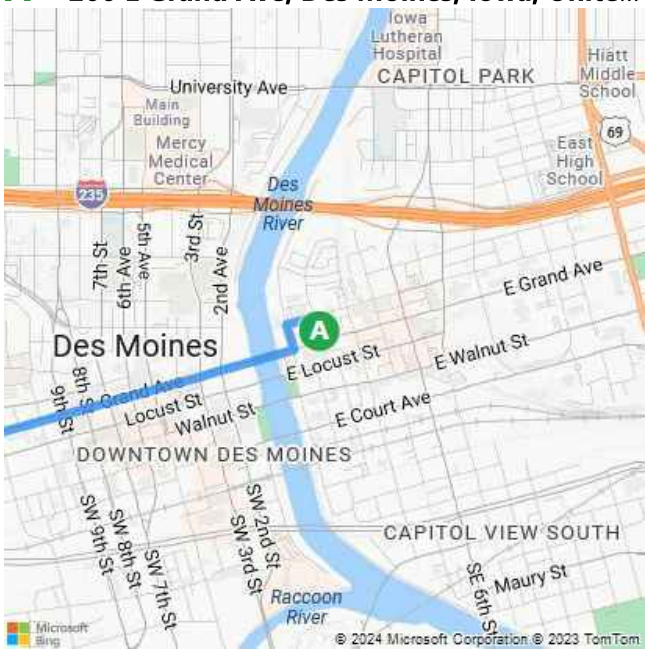
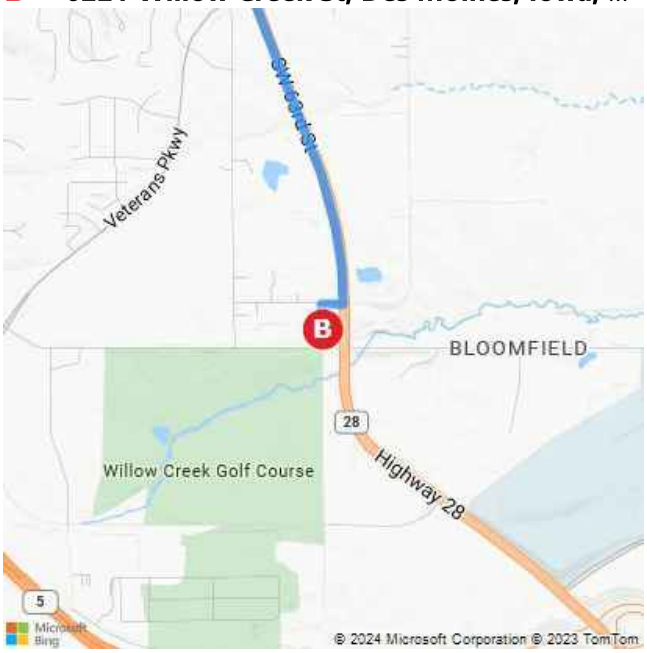


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

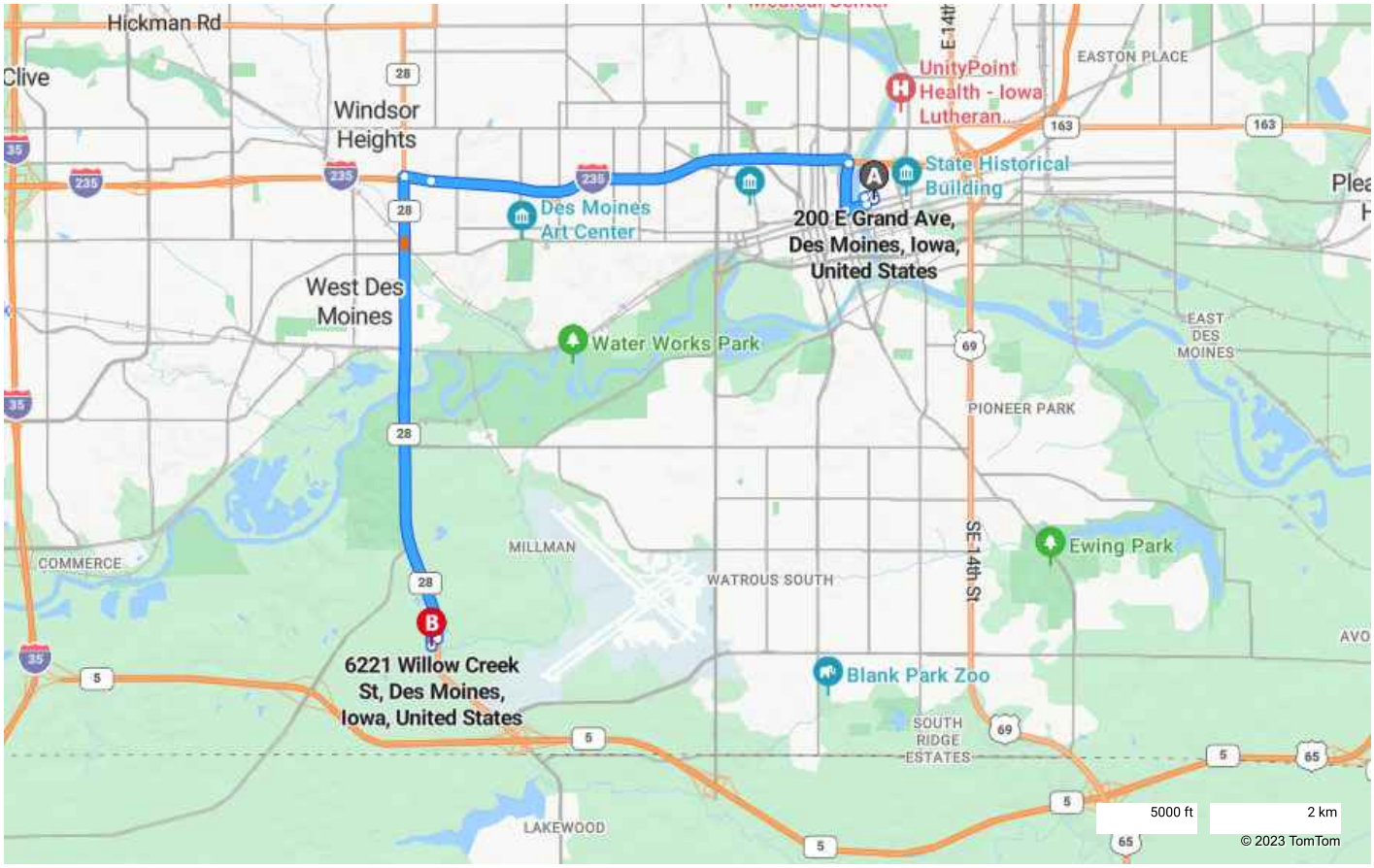
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

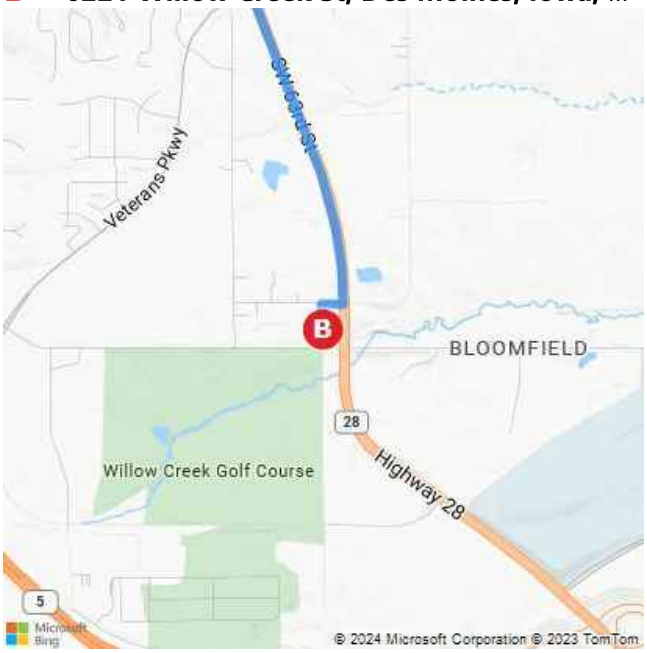
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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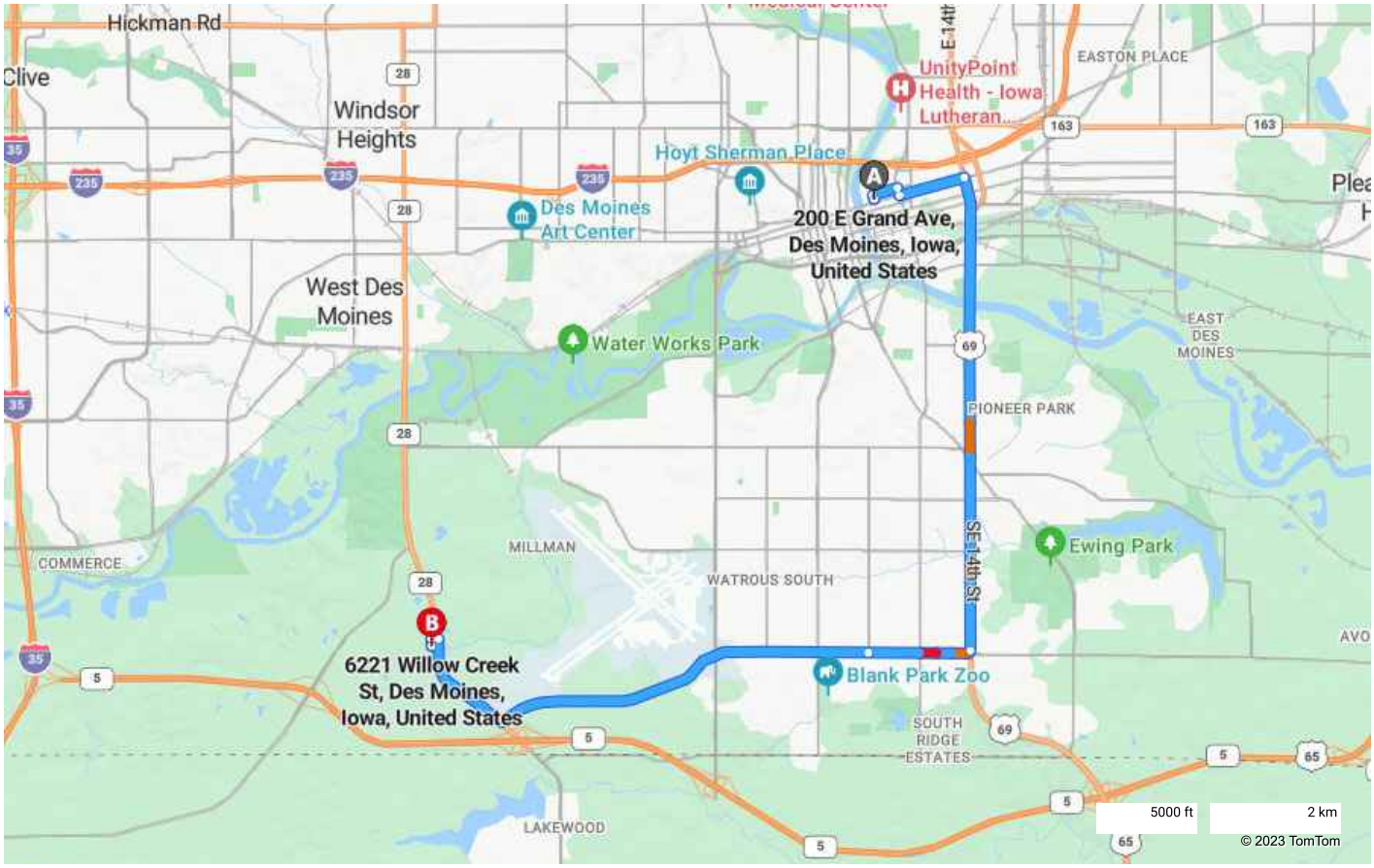
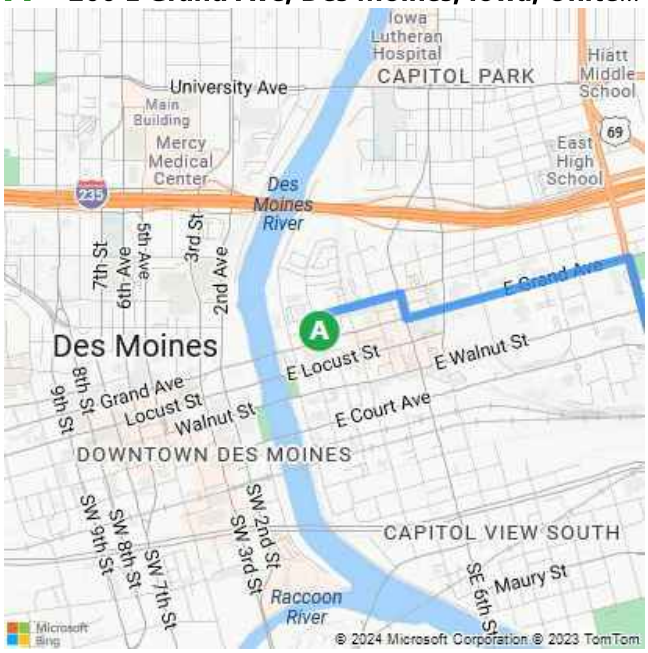


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Document ID: 0.7.3995.5051

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Location: TBD
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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada) (UTC-06:00) Central Time (US & Canada)
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ReminderMinutes: 15
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AcceptedTime: Wed Feb 28 15:10:00 Central Standard Time 2024

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [IDA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Importance: Normal

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5051-000002
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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

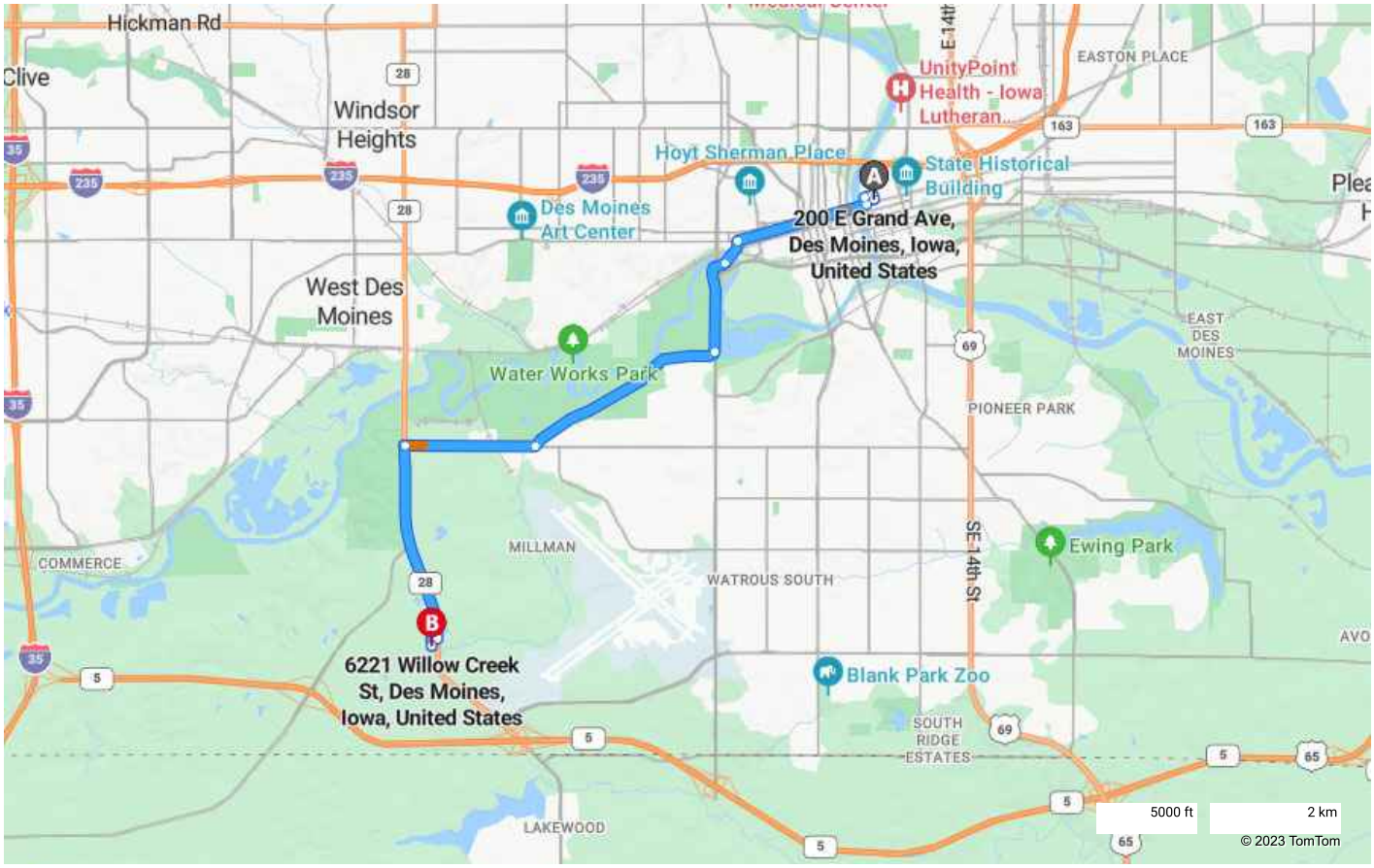
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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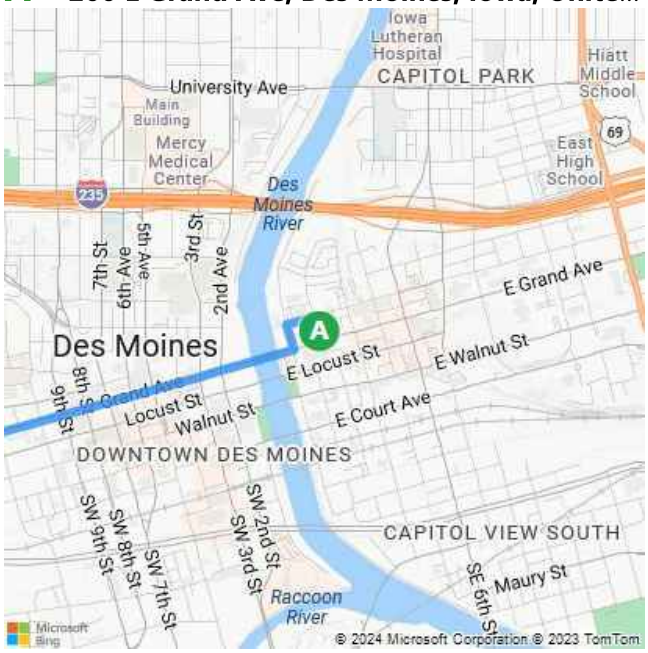
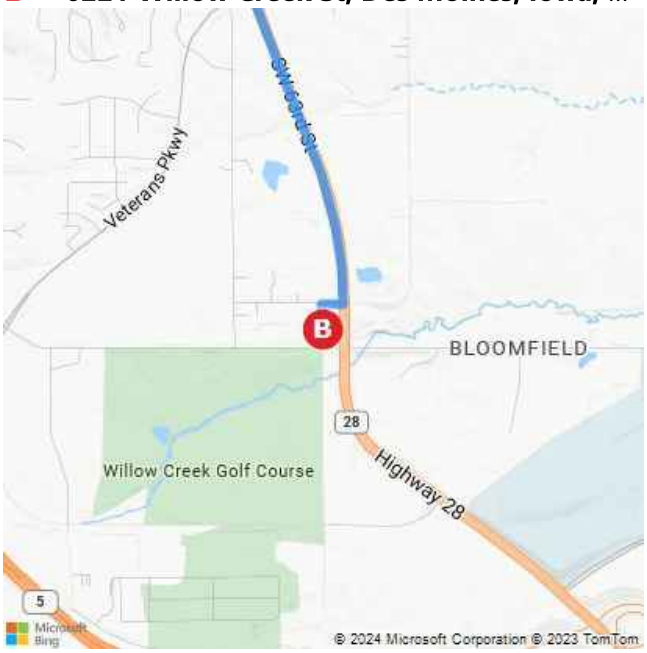


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5051-000003
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Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

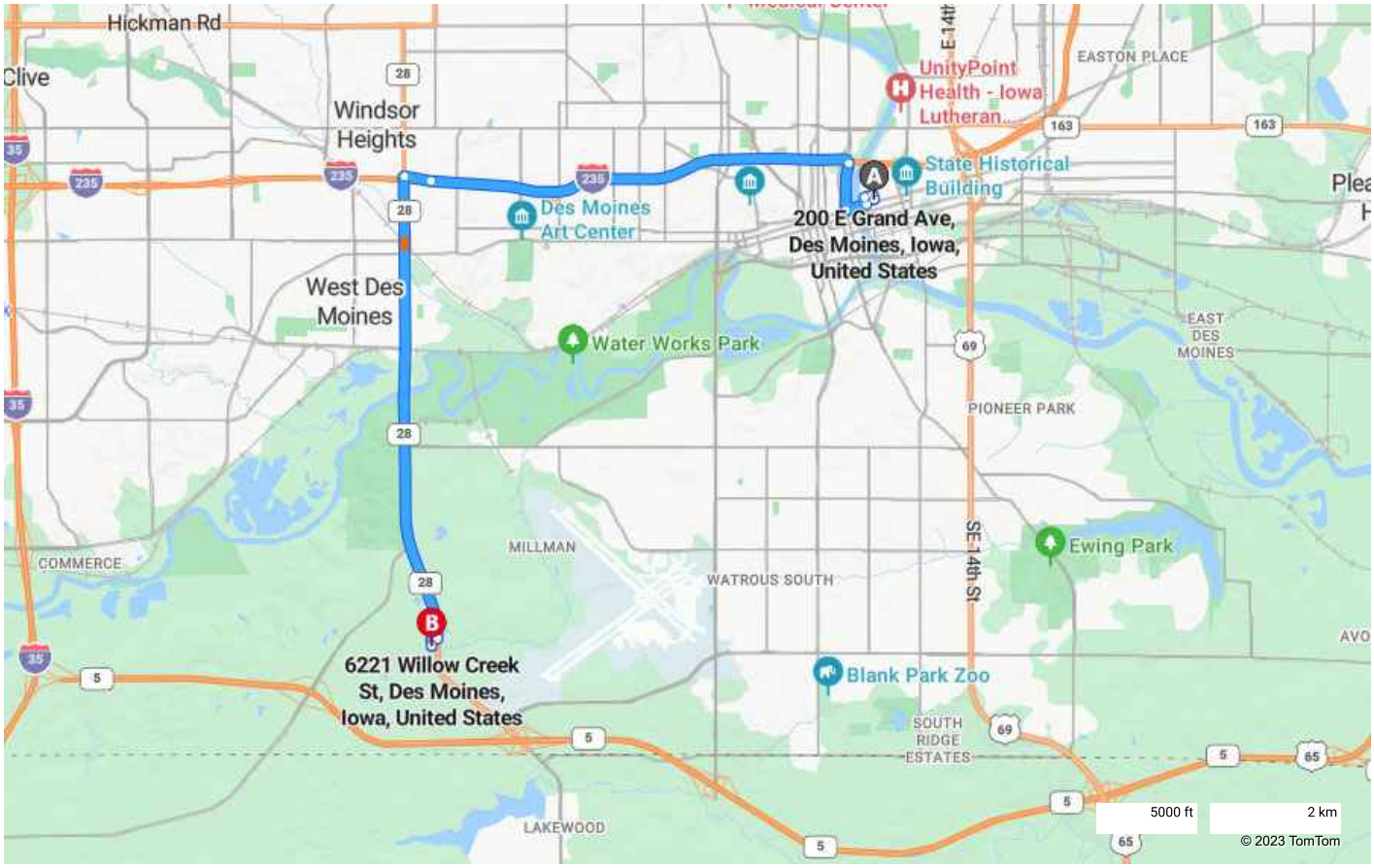
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

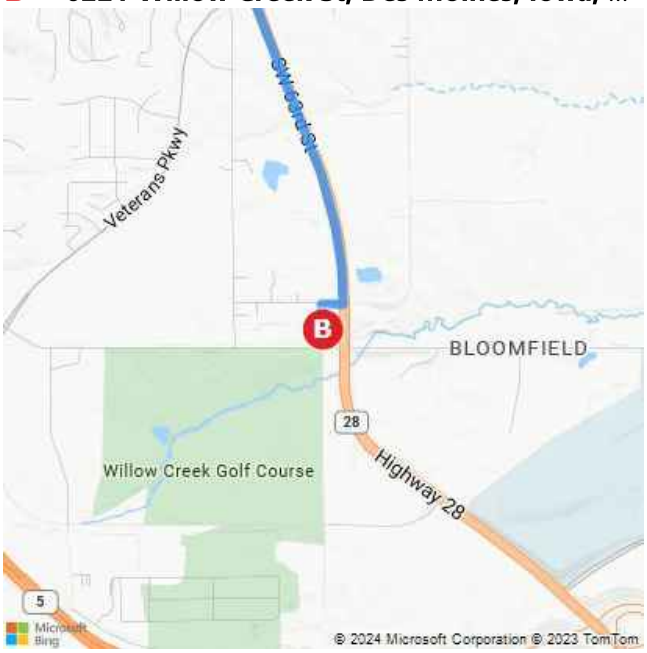
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

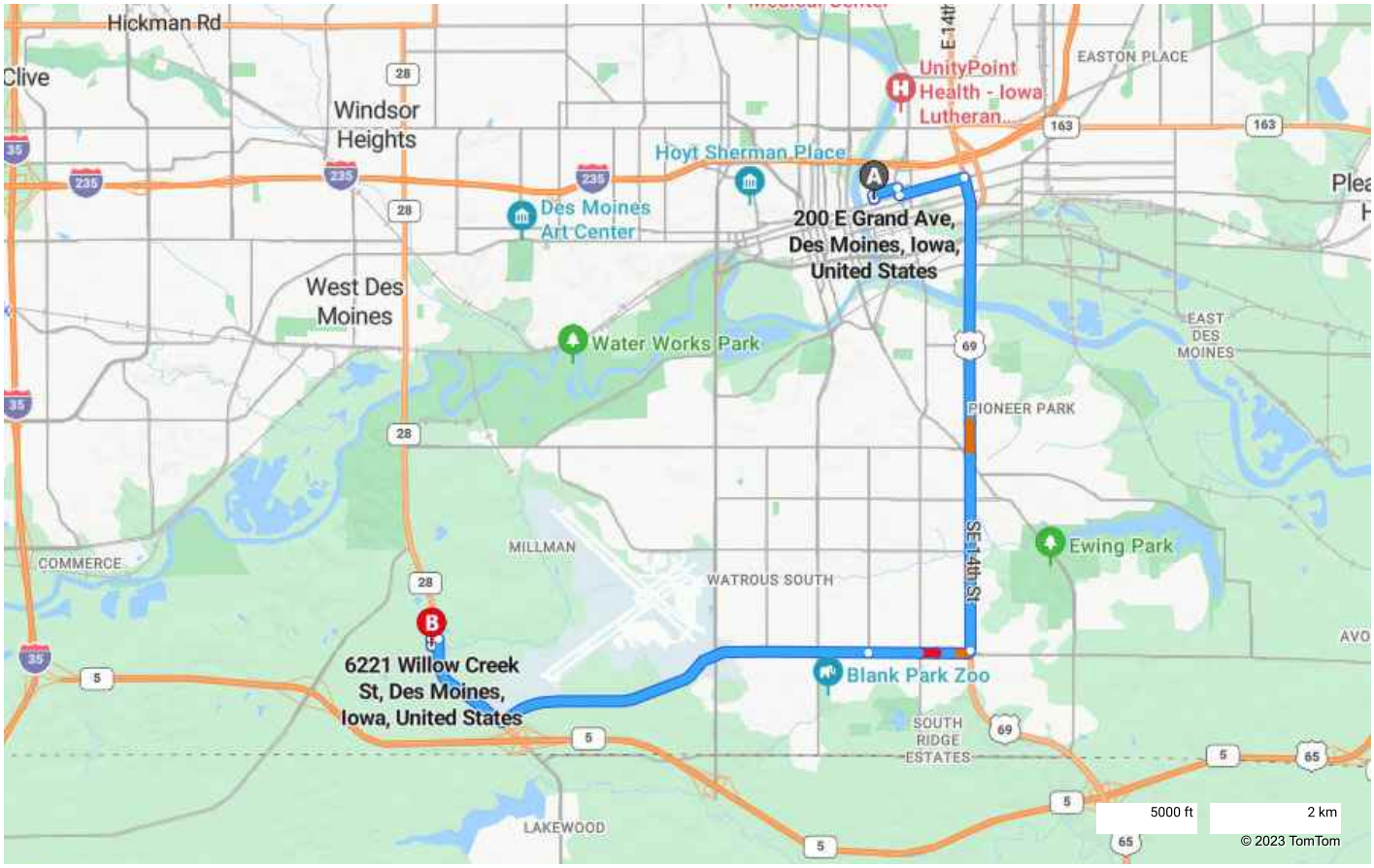
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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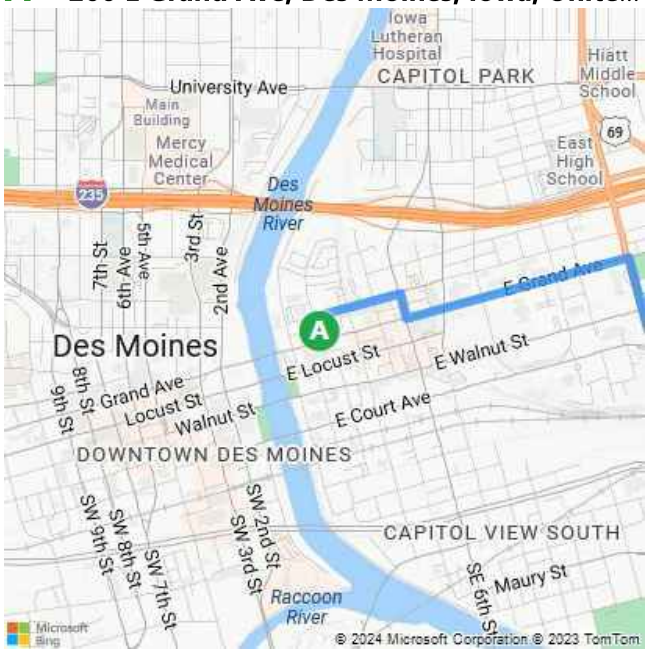

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5050

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:09 CST

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
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Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
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Recurrence Pattern: Occurs every 3 months on the third Wednesday of the month from 10:00 AM to 2:00 PM effective 4/17/2024. (UTC-06:00) Central Time (US & Canada) (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Fri Mar 08 11:19:00 Central Standard Time 2024

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Importance: Normal
Start Date/Time: Wed 4/17/2024 3:00:00 PM
End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

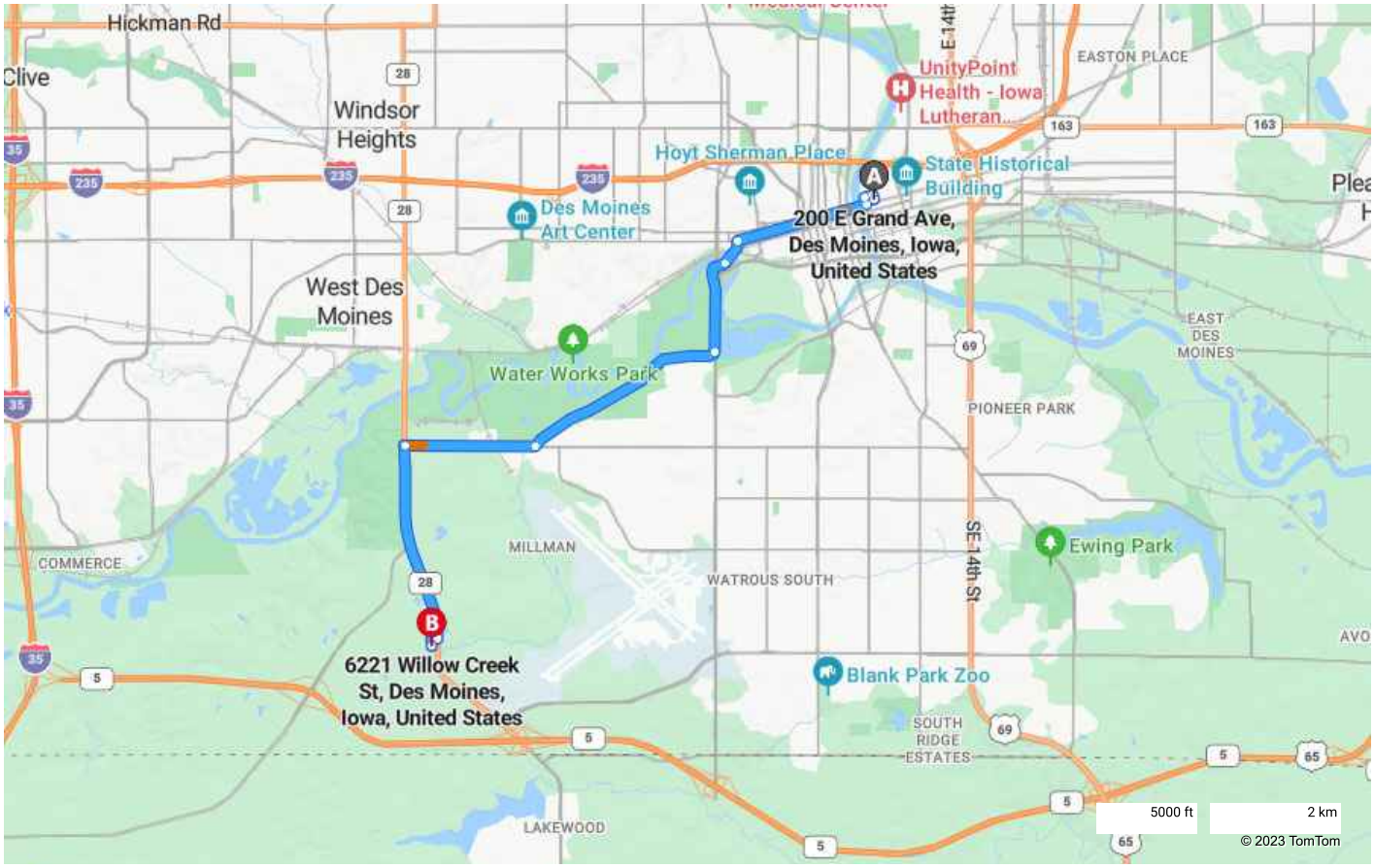
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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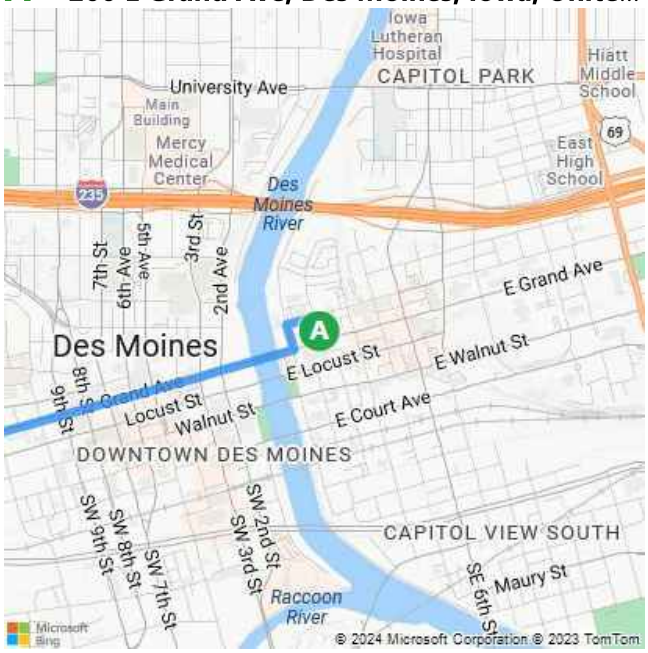

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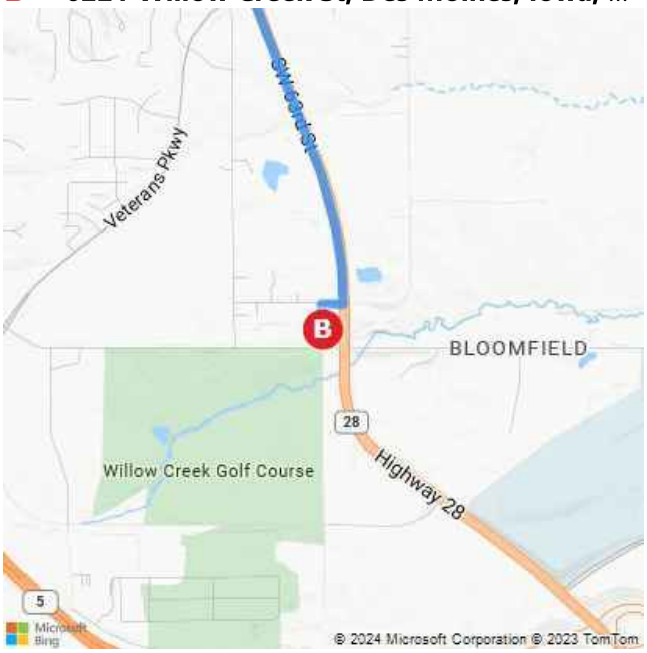

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

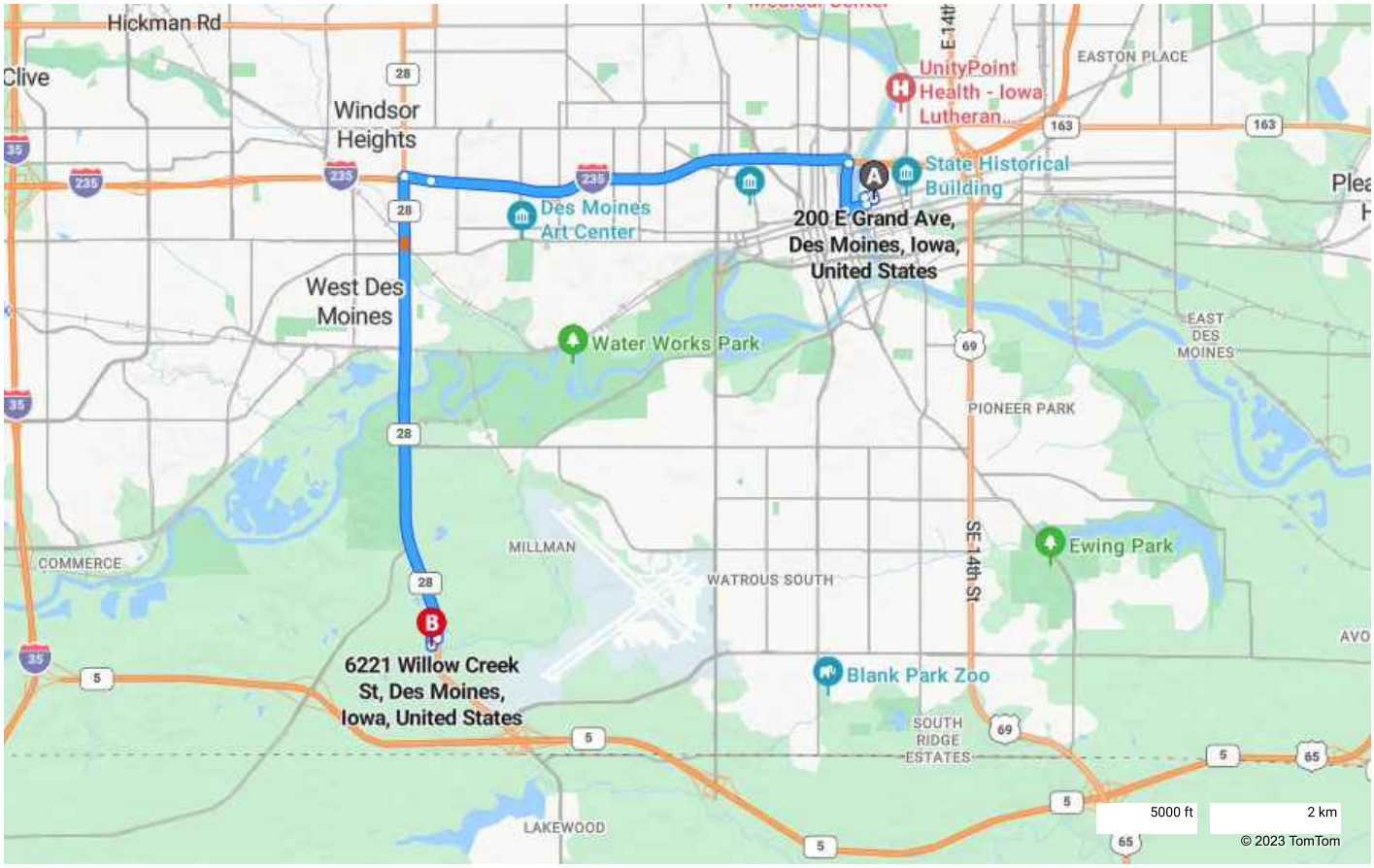
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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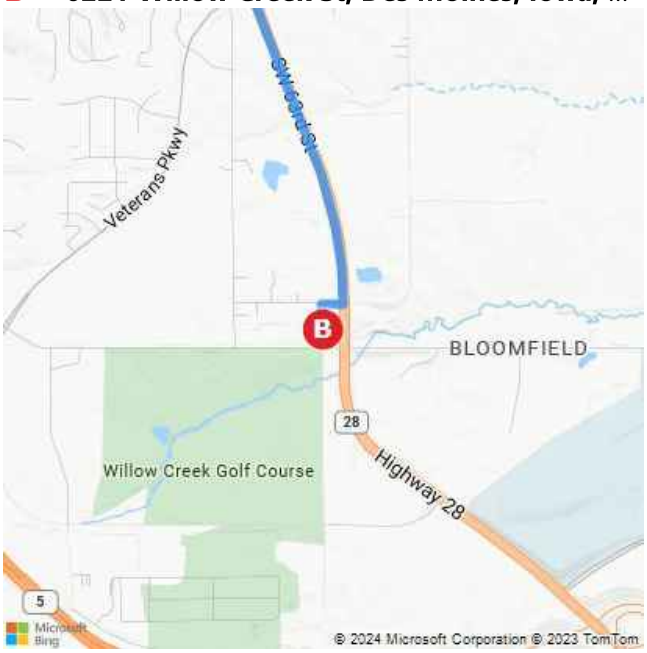

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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

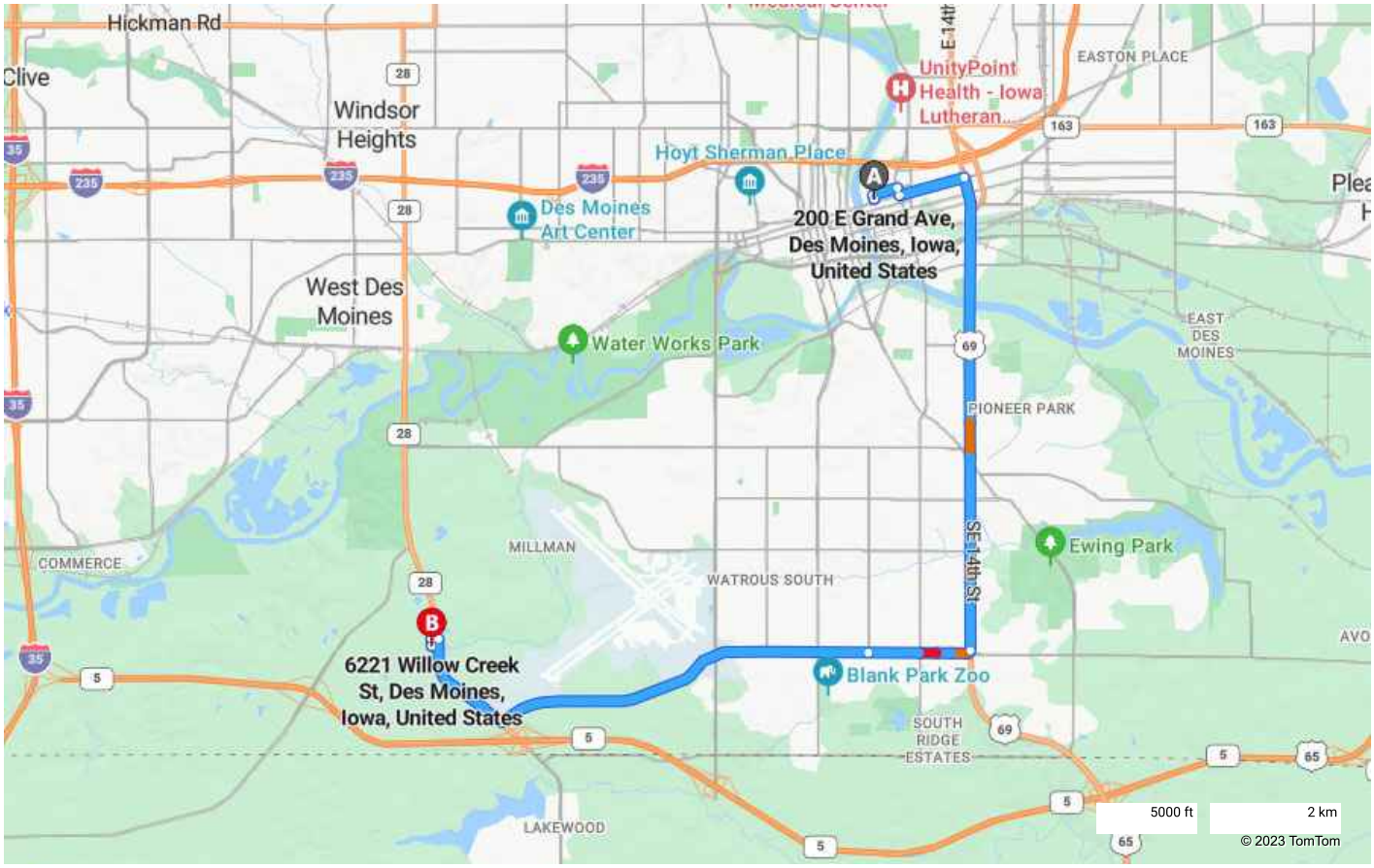
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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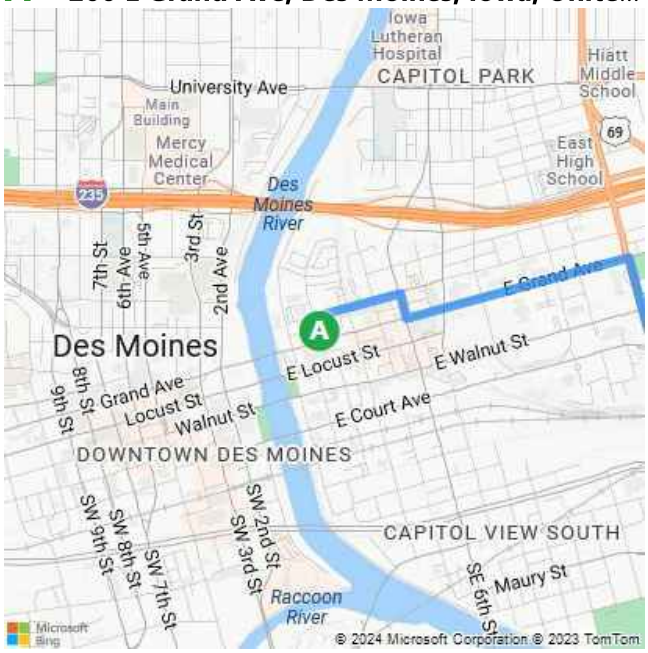

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Konchalski, Kristin; Krahenbuhl, Susan; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; Roseberry, Marisa; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Location: DMACC, Urban/Des Moines Campus (Buliding UC07, Rooms 170/171)
Start Date/Time: Wed 7/17/2024 3:00:00 PM
End Date/Time: Wed 7/17/2024 7:00:00 PM

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
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Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 1 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

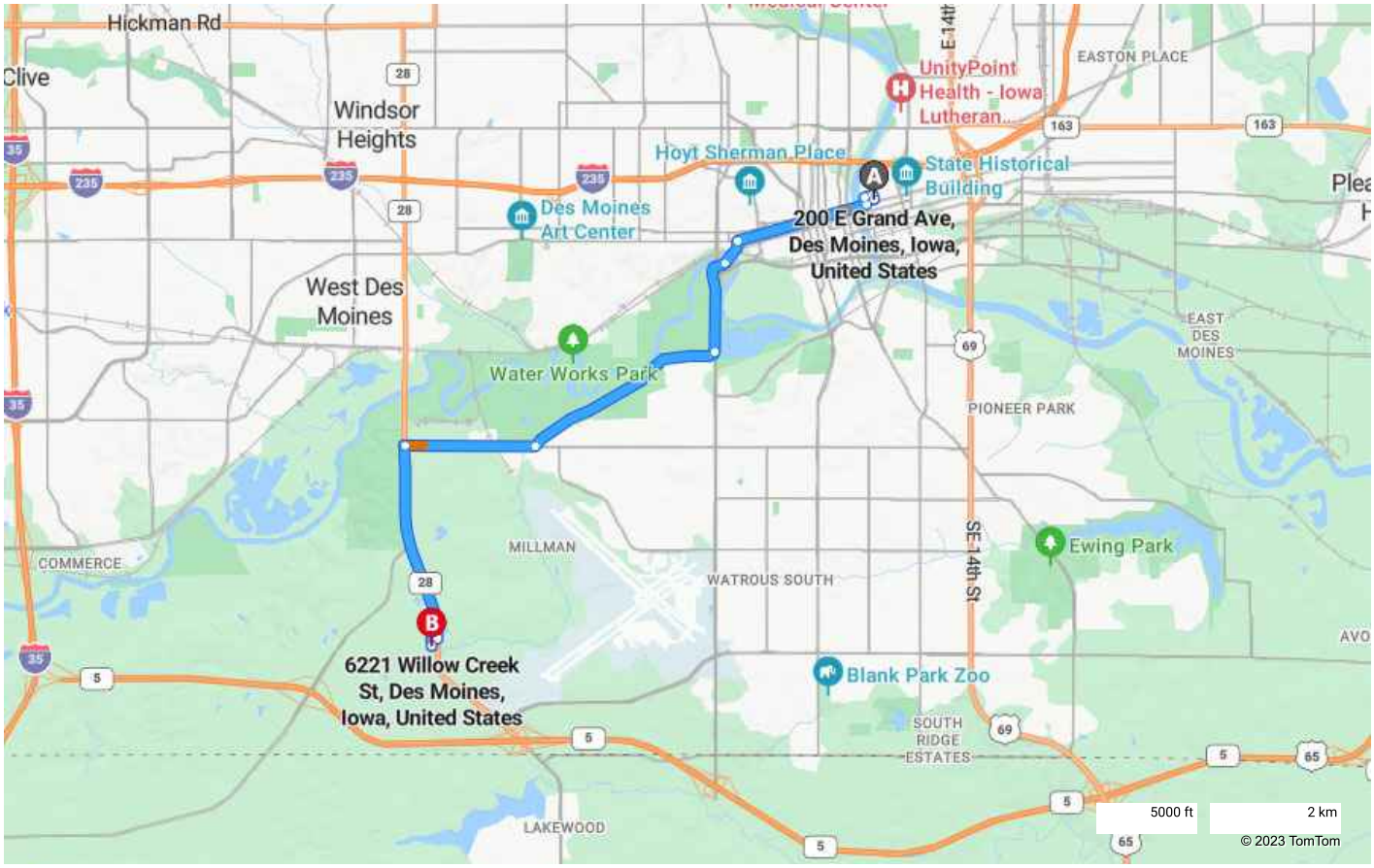
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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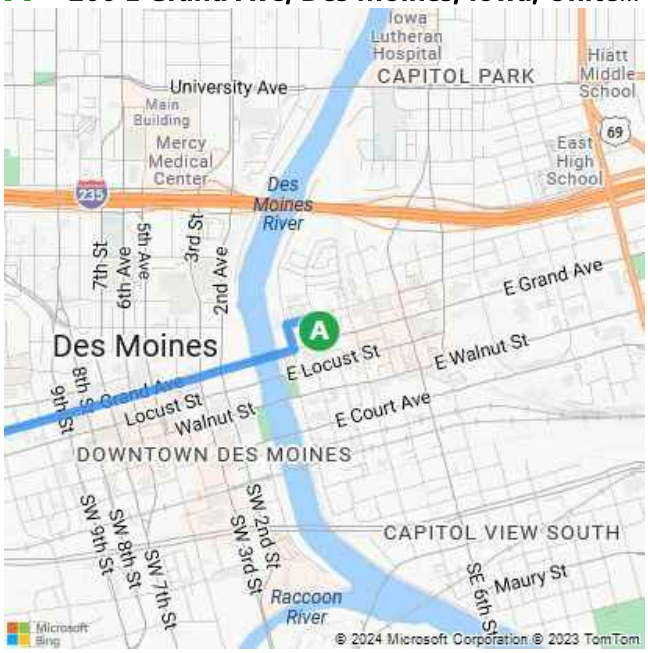

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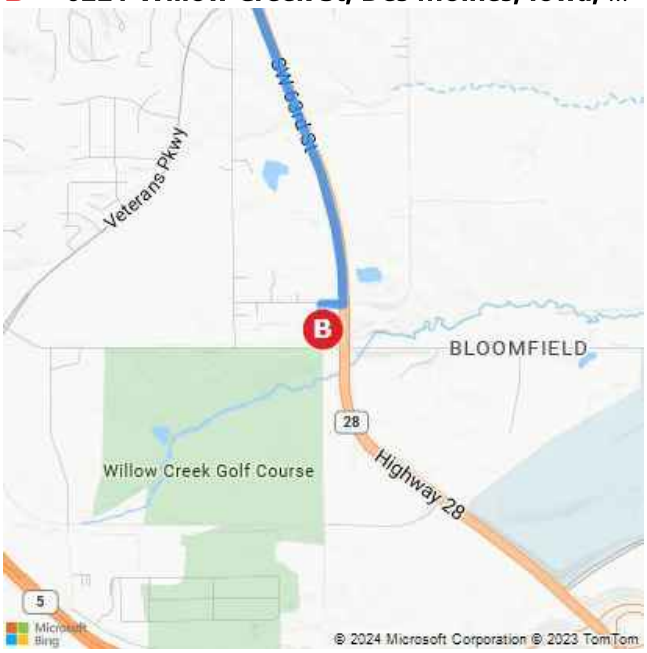

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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

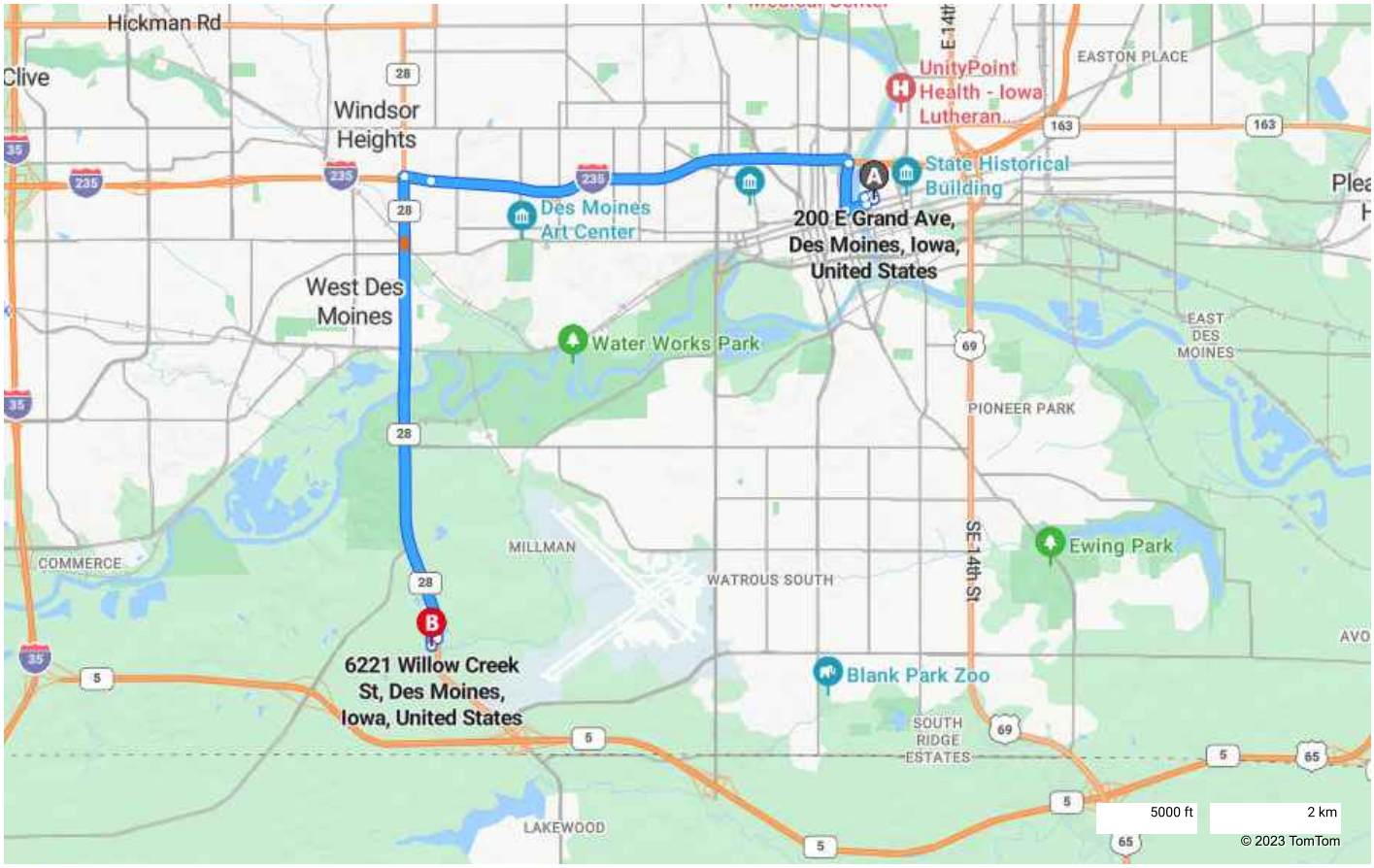
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

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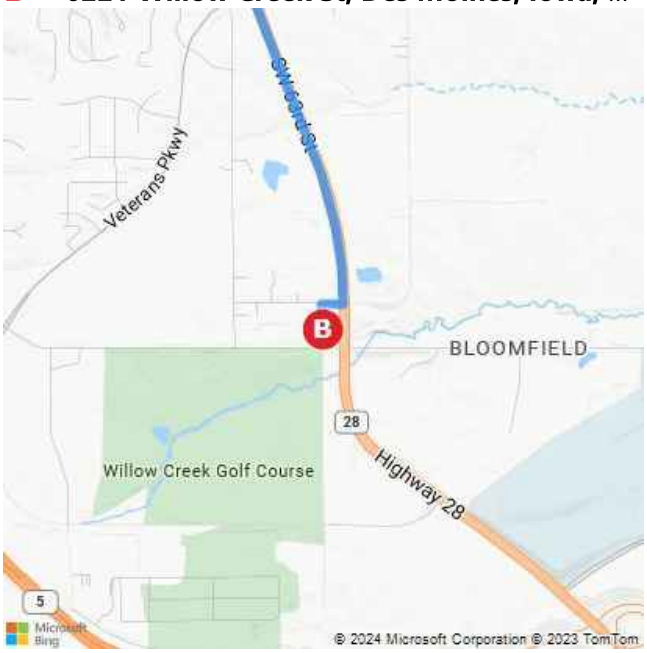

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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

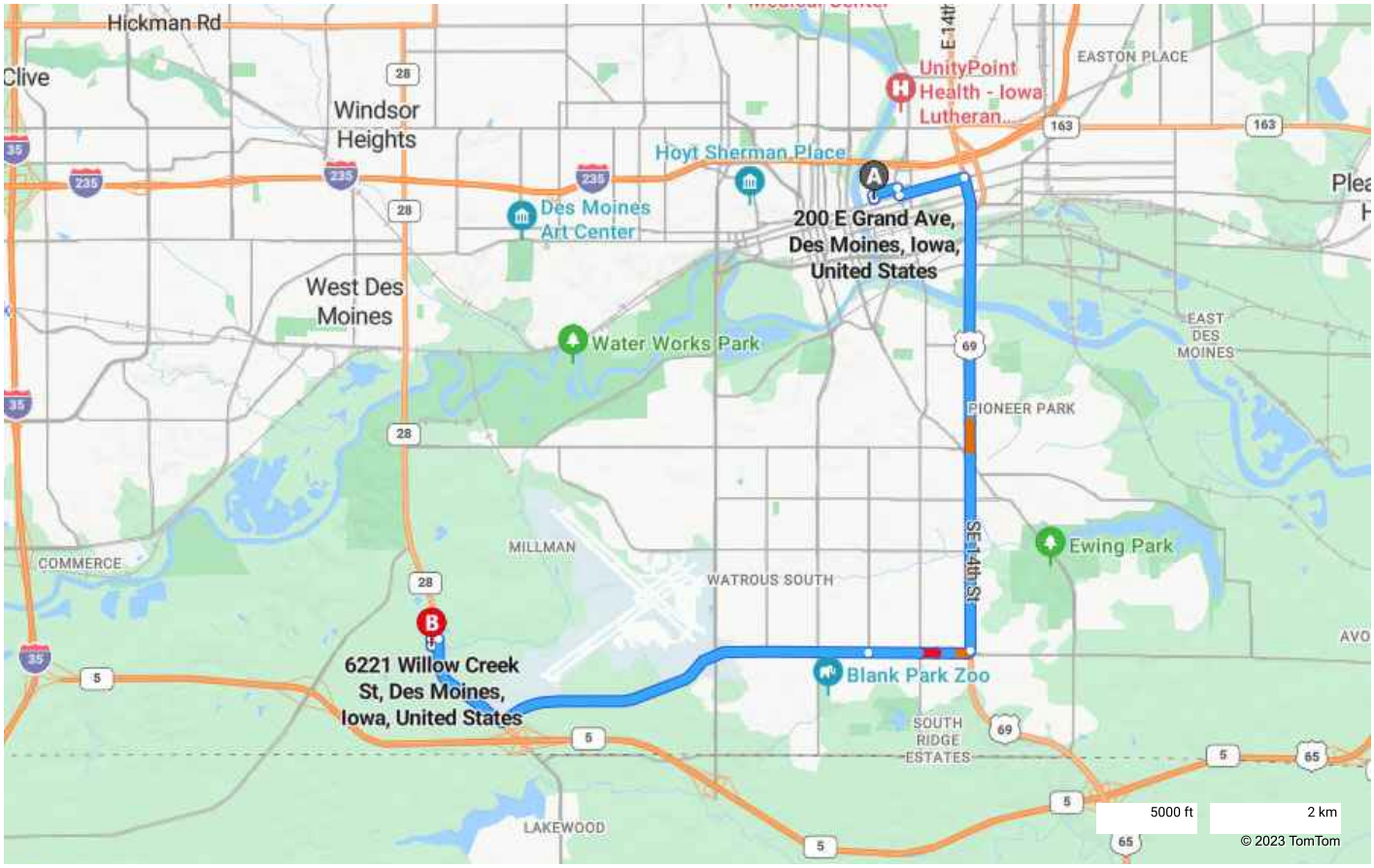
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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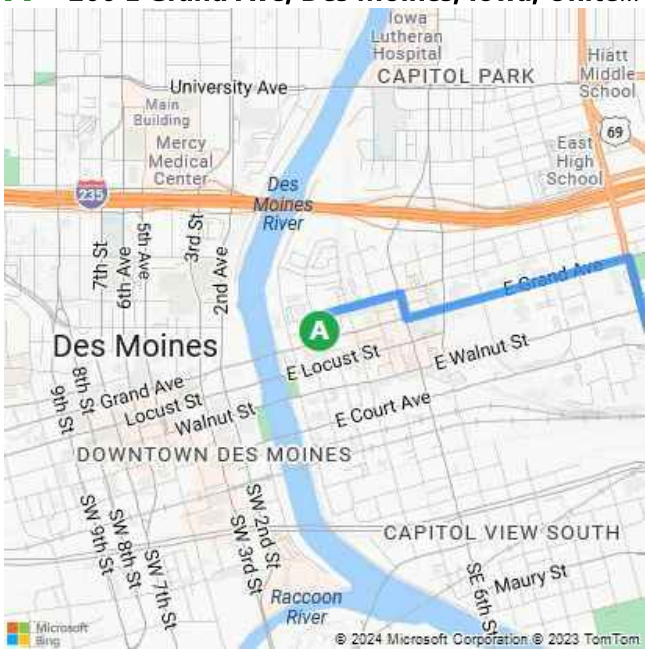

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
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Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Murphy, Alexander; Van Der Brink, Krystal; Miller, Linda [IDA]; Johnson-Miller, Marcus W; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G
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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Myers, Laura; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Lunsford, Rachel; Roseberry, Marisa; Miller, Linda [IDA]; Beard, Micki [IDPH]; Kruse, Robert [IDPH]; Kruse, Robert; Van Liew, Juliann [IDPH]; Van Liew, Juliann; Reisetter, Sarah G

Optional Attendees: Cohen, Benjamin D

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5044-000002
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

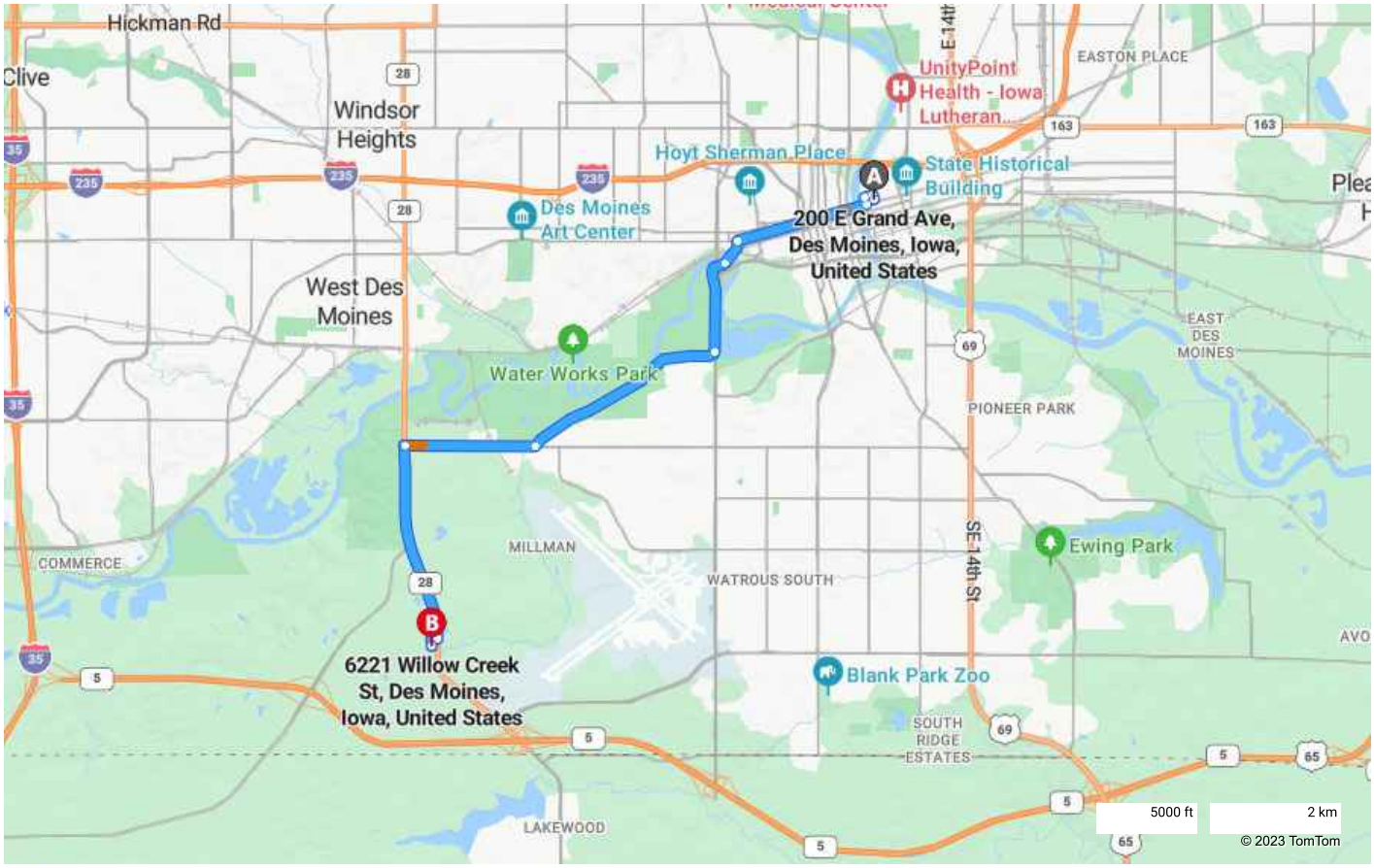
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

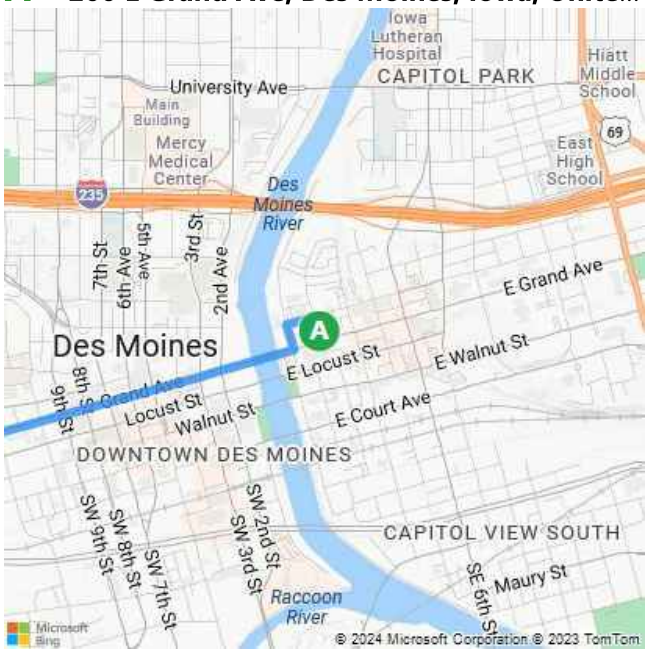
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

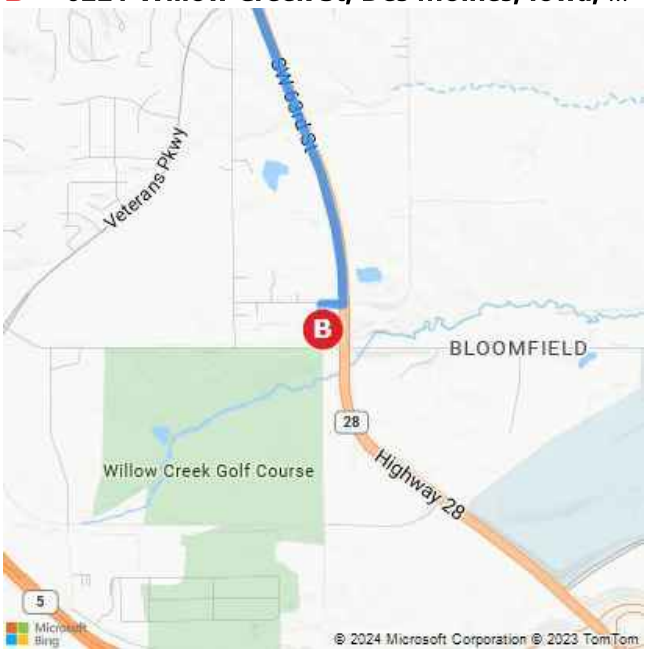
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5044-000003
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

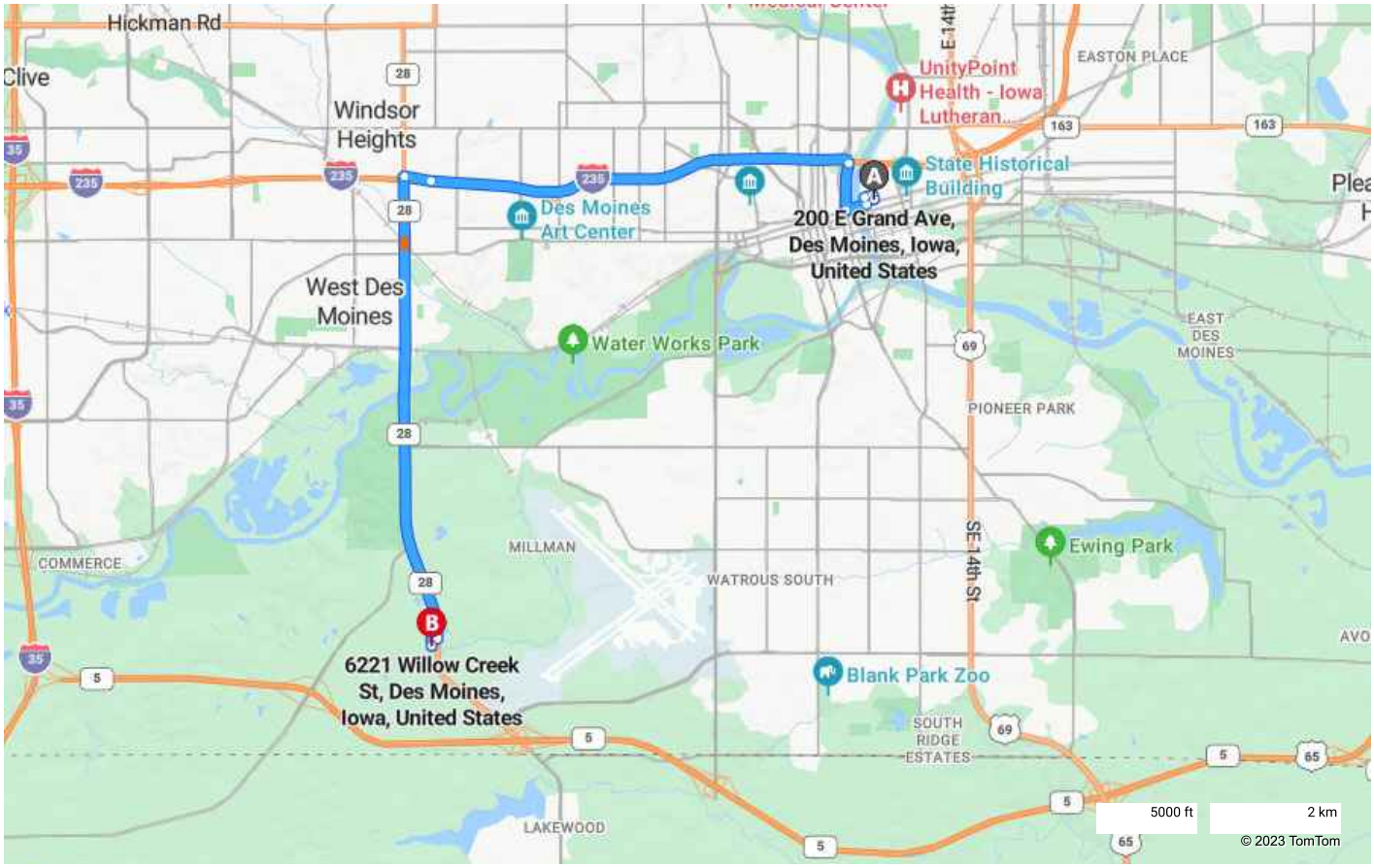
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

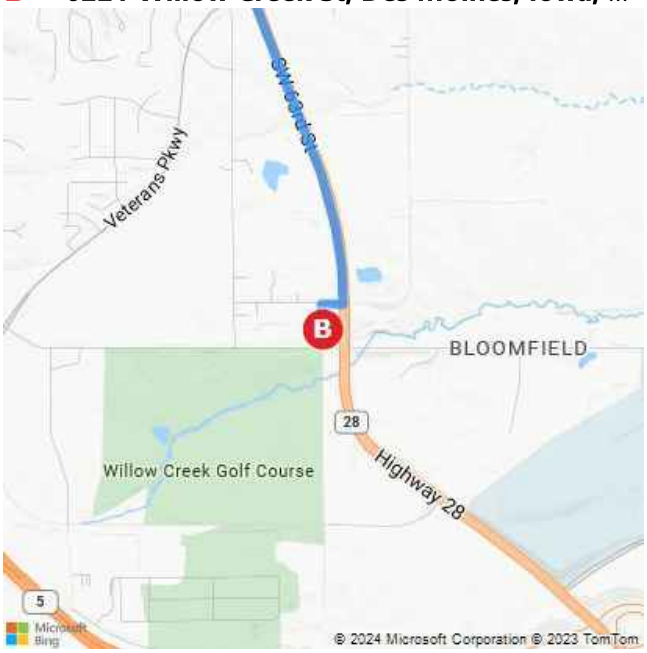
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

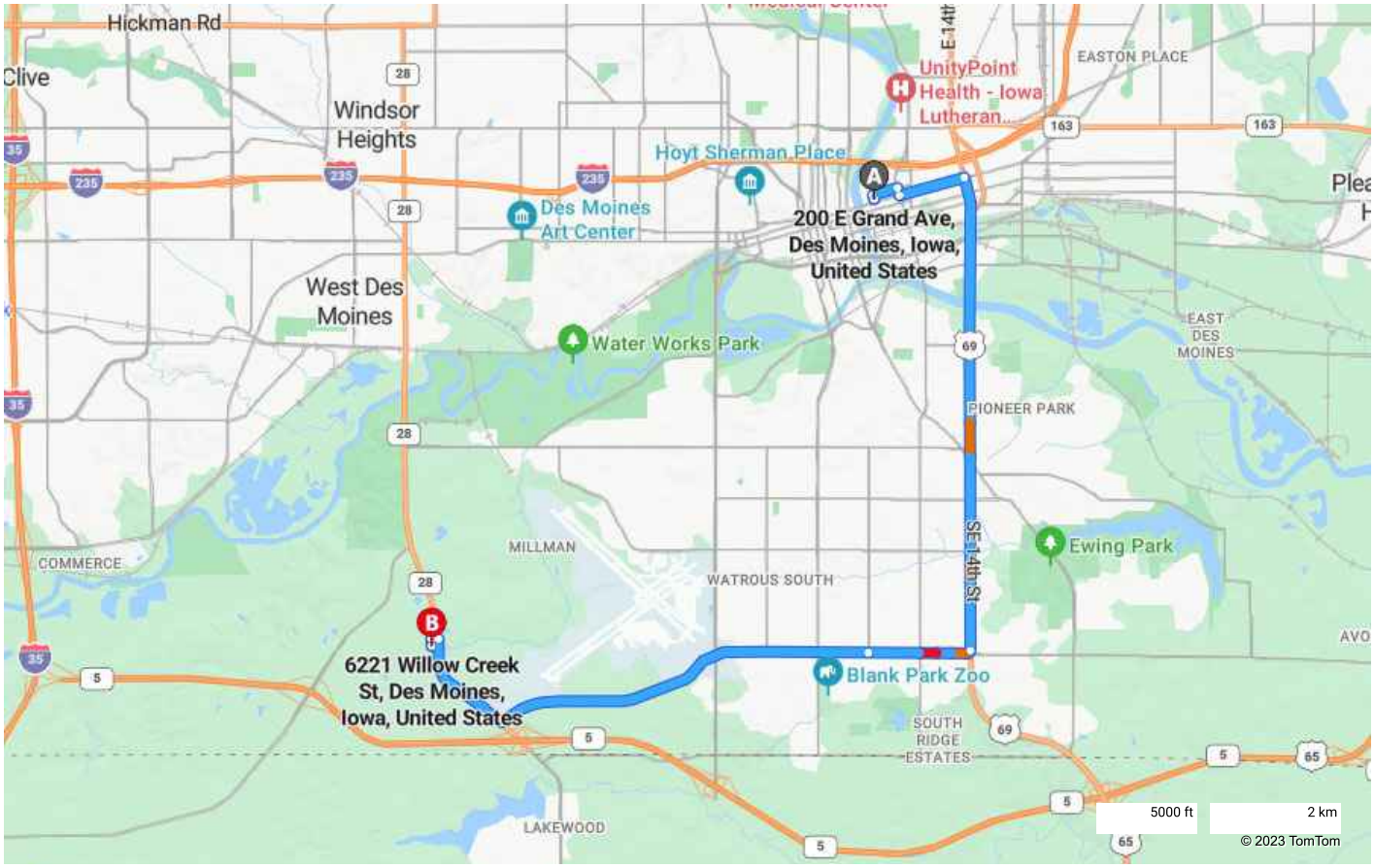
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

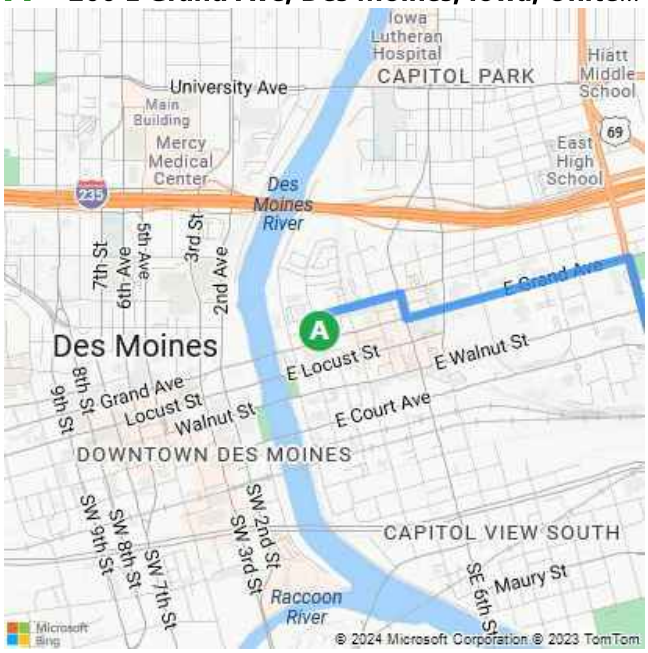
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** • *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5047

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.

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uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5047-000002
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

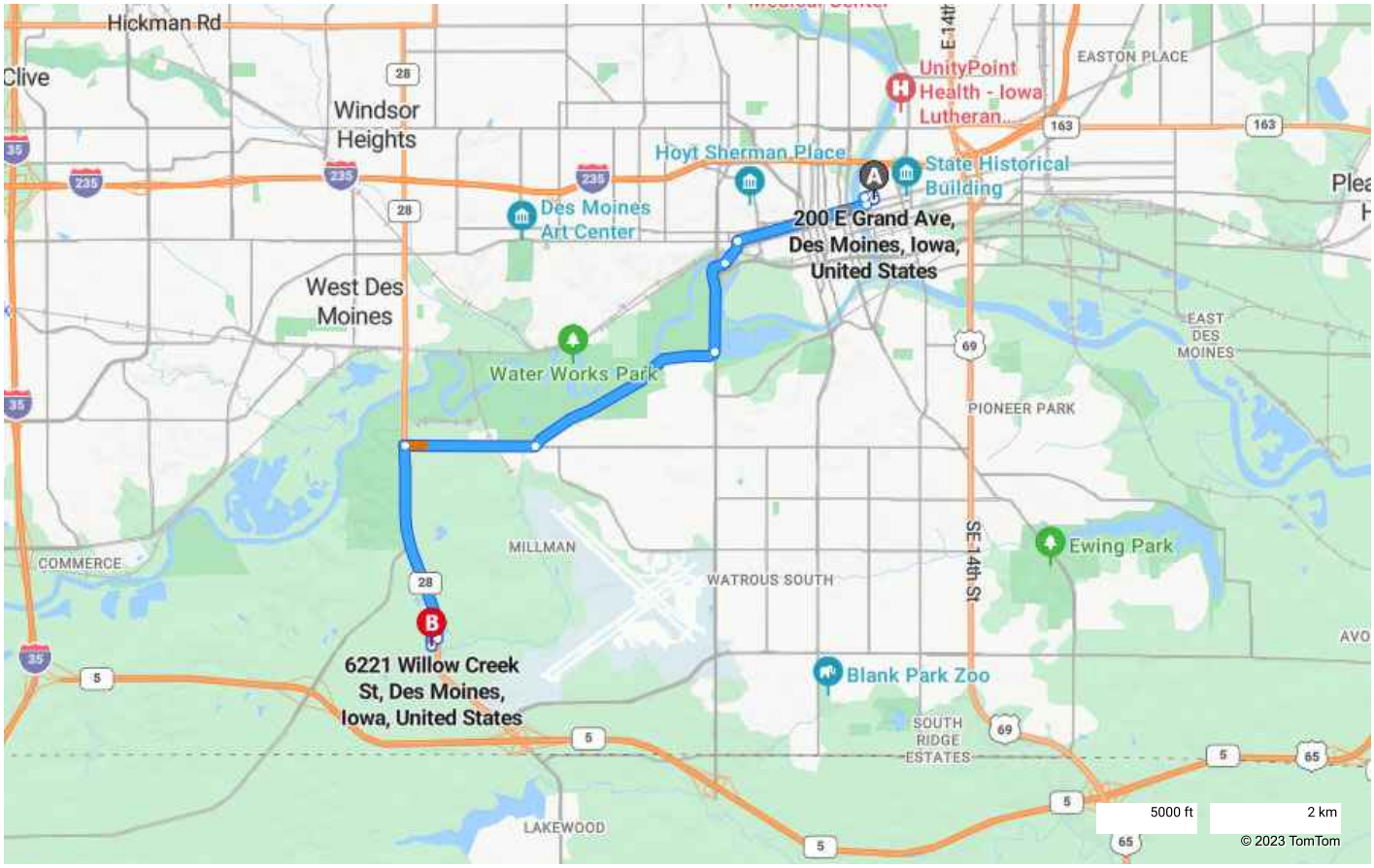
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

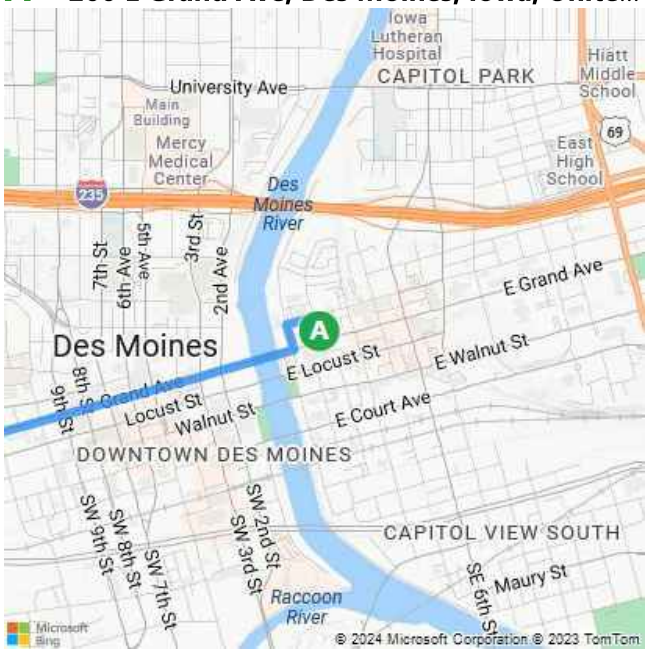
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

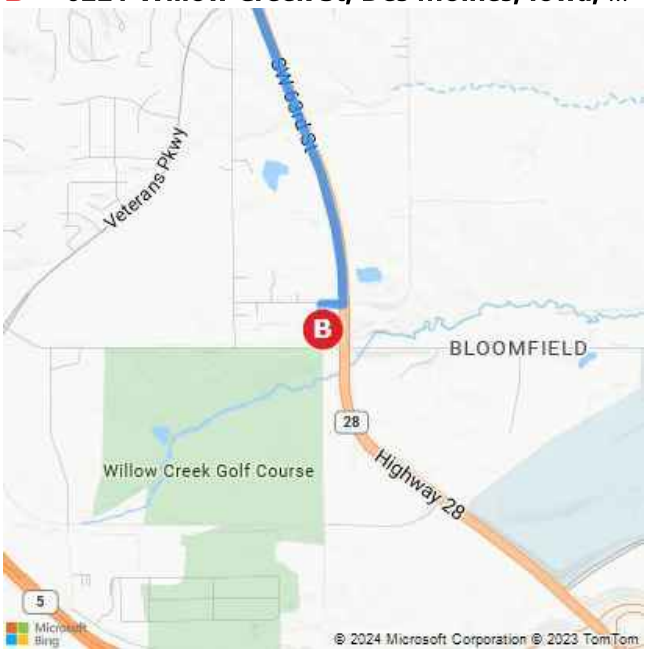
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5047-000003
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 2 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

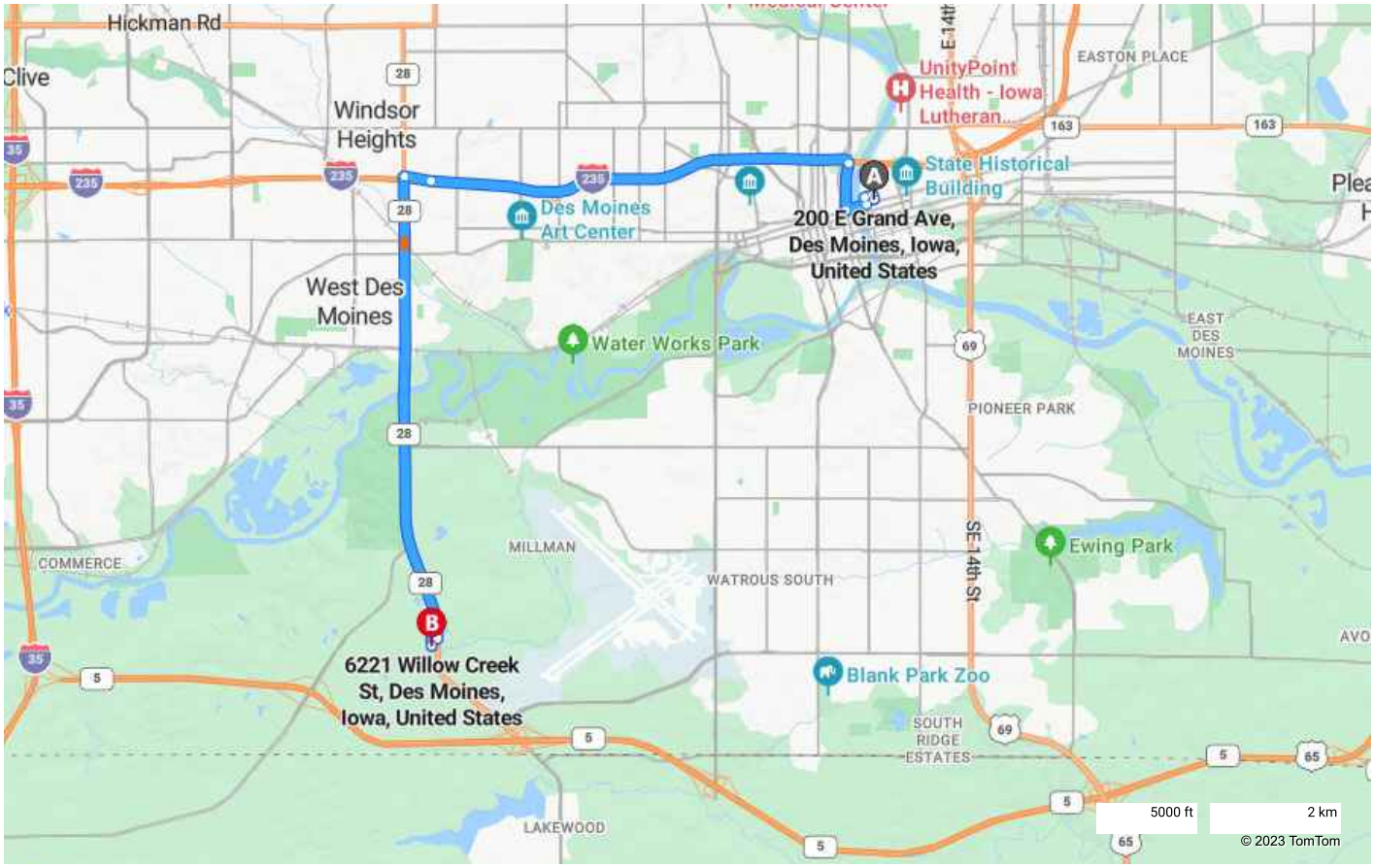
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

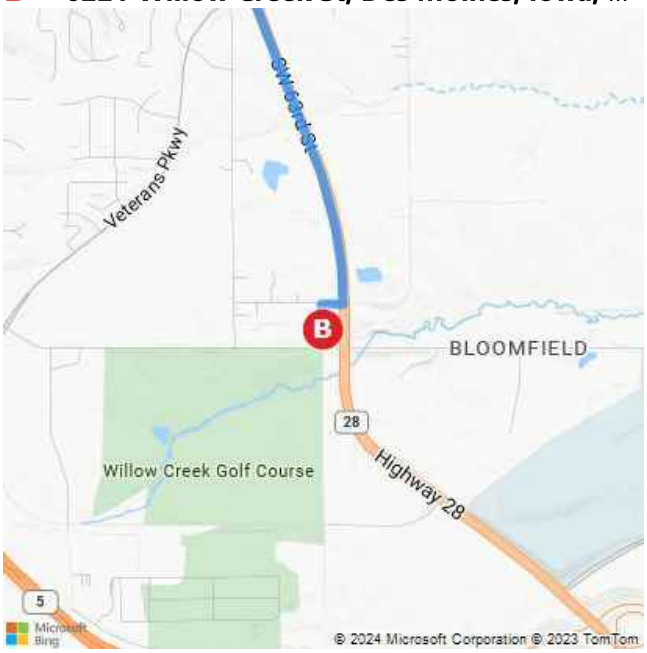
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5047-000004
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

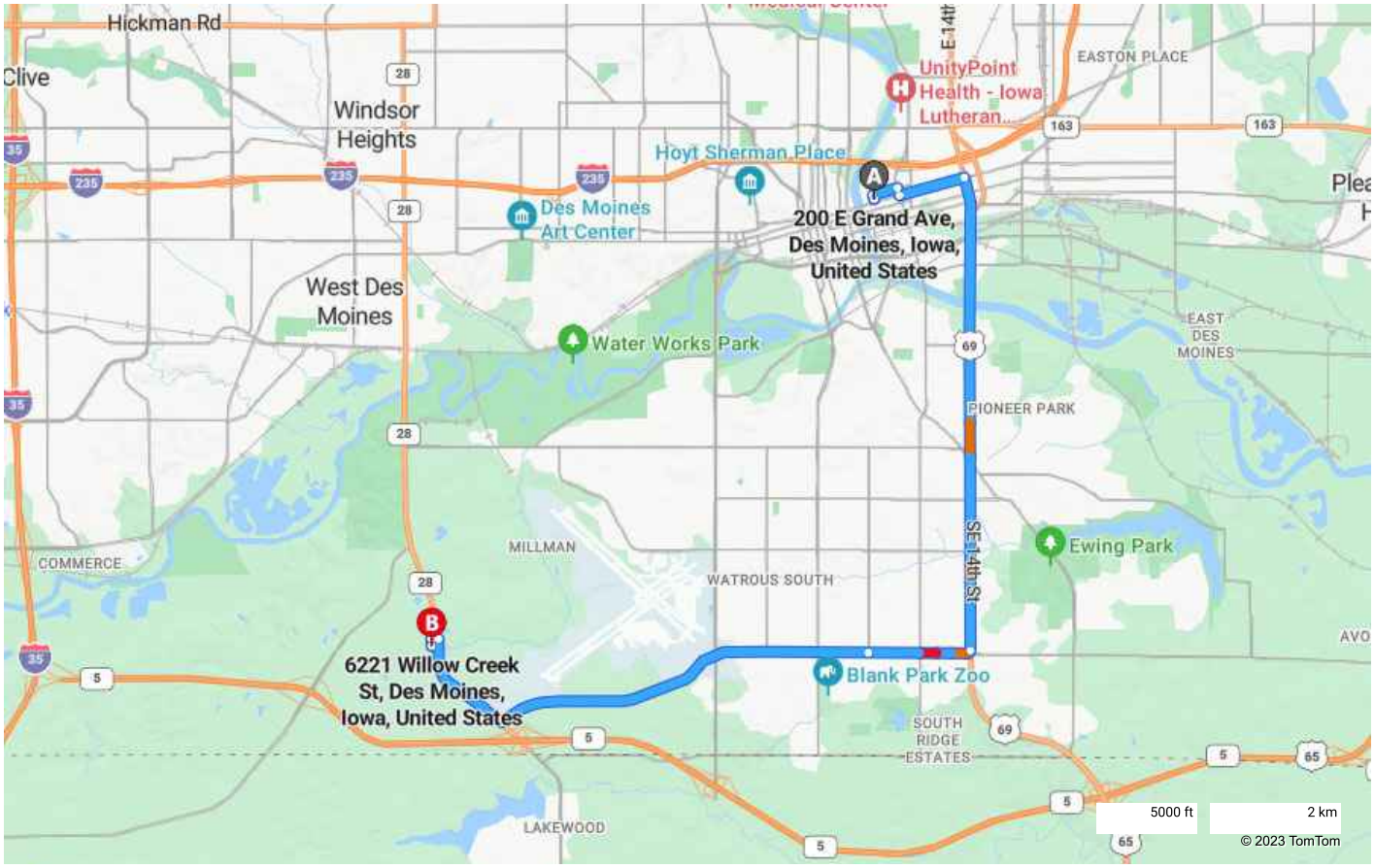
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

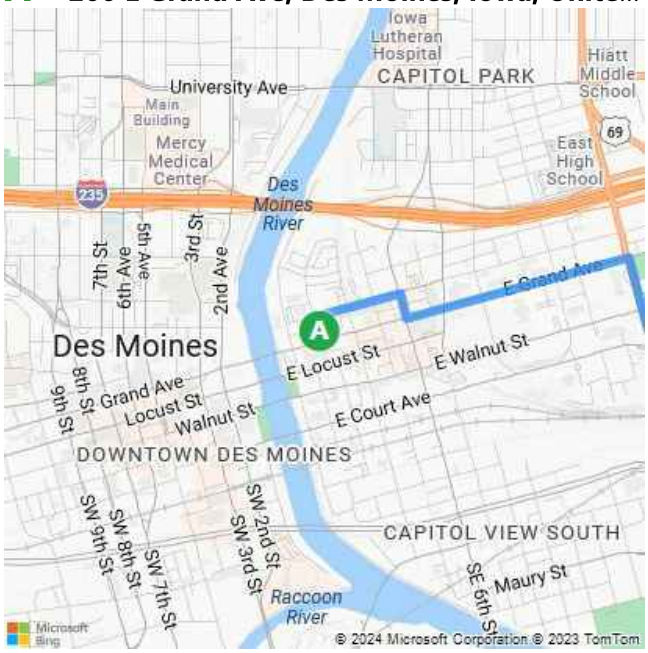
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5312

From: Skinner, Beth <beth.skinner@iowa.gov>
To: Garcia, Kelly K. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=1d73c1cccdcc44bab77d7985756bb121-garcia, kel>
Cc: Bird, Melissa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f65f7c848e5e49bfbfd76c85c166554d-16f3fff2-58>
Bcc:
Subject: Re: Medical Investigation
Date: Fri Apr 12 2024 10:49:07 CDT
Attachments:

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We have used [redacted] before. That makes sense to go that route.

Beth A. Skinner, PhD
Director
Iowa Department of Corrections
510 E. 12th Street
Des Moines, Iowa 50319
515.326.5707
DOC website: www.doc.state.ia.us
Our mission: Creating Opportunities for Safer Communities

On Fri, Apr 12, 2024 at 10:46AM Garcia, Kelly K. <kgarcia@dhs.state.ia.us> wrote:

[redacted]

Get Outlook for iOS

From: Garcia, Kelly K. <kgarcia@dhs.state.ia.us>
Sent: Friday, April 12, 2024 10:44:03 AM
To: Skinner, Beth [DOC] <beth.skinner@iowa.gov>

AMERICAN OVERSIGHT

Cc: Bird, Melissa <mbird@dhs.state.ia.us>
Subject: Re: Medical Investigation

Yes.

Get Outlook for iOS

From: Skinner, Beth <beth.skinner@iowa.gov>
Sent: Friday, April 12, 2024 10:36:52 AM
To: Garcia, Kelly K. <kgarcia@dhs.state.ia.us>
Cc: Bird, Melissa <mbird@dhs.state.ia.us>
Subject: Re: Medical Investigation

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Beth A. Skinner, PhD
Director
Iowa Department of Corrections
510 E. 12th Street
Des Moines, Iowa 50319
515.326.5707
DOC website: www.doc.state.ia.us
Our mission: Creating Opportunities for Safer Communities

On Fri, Apr 12, 2024 at 10:34AM Garcia, Kelly K. <kgarcia@dhs.state.ia.us> wrote:

Get Outlook for iOS

From: Skinner, Beth <beth.skinner@iowa.gov>
Sent: Friday, April 12, 2024 10:17:14 AM
To: Garcia, Kelly K. <kgarcia@dhs.state.ia.us>
Cc: Bird, Melissa <mbird@dhs.state.ia.us>
Subject: Re: Medical Investigation

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Thanks, Kelly. [redacted]

Beth

Beth A. Skinner, PhD
Director
Iowa Department of Corrections
510 E. 12th Street
Des Moines, Iowa 50319
515.326.5707
DOC website: www.doc.state.ia.us
Our mission: Creating Opportunities for Safer Communities

On Fri, Apr 12, 2024 at 10:04AM Garcia, Kelly K. <kgarcia@dhs.state.ia.us> wrote:

[redacted]

Get Outlook for iOS

From: Skinner, Beth <beth.skinner@iowa.gov>
Sent: Friday, April 12, 2024 9:35:54 AM
To: Garcia, Kelly K. <kgarcia@dhs.state.ia.us>
Subject: Medical Investigation

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[redacted]

Beth

Beth A. Skinner, PhD
Director
Iowa Department of Corrections
510 E. 12th Street
Des Moines, Iowa 50319

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515.326.5707
DOC website: www.doc.state.ia.us
Our mission: Creating Opportunities for Safer Communities

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5046

From: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>

To: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>; Alger, Pamela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=a3efe35d2b334058bc37281920d98f6b-alger, pame>; Alibasic, Amela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=71e30ac7808a4a4298a056deb15561e9-alibasic, a>; Allison, Julie </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b6ab17a822d34eb9b48ac531737f9dd6-allison, ju>; Anderson, Kimberly </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=d43f049a4d784716816f781e1779ce0b-anderson, k>; Armstrong, Theresa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dbe7dbb60e874174bd4e7c3e83494429-armstrong,>; Barkema, Erin [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=ca5c52792e024f1b92524ec514e9e0c2-erin.barkem>; Bates, Adam </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f977b6c3b37548c29fca92d8e780780f-bates, adam>; Bauman, Alexandra </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=7b876c7f963046479ef917a61e90a146-alexandra.b>; Beard, Micki </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=045cacae39a14a7ebe5101f1489de46a-robinson, m>; Bell, Dena </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e339c6757ae34c9da12d2f5e969c5427-bell, dena>; Bell, Lynn </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=5d1429f05f704289ac2a19c969aa695e-bell, lynn>; Benedict, Brandy [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4c71dcfb7dea45ce9639c7f007b5f2b1-brandy.bene>; Benson, Jess </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4e10f0c863f84dddb1228812c7ba0ef9-benson, jes>; Tack, Amy M. </o=exchangelabs/ou=exchange administrative group

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Cc:
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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak,

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Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

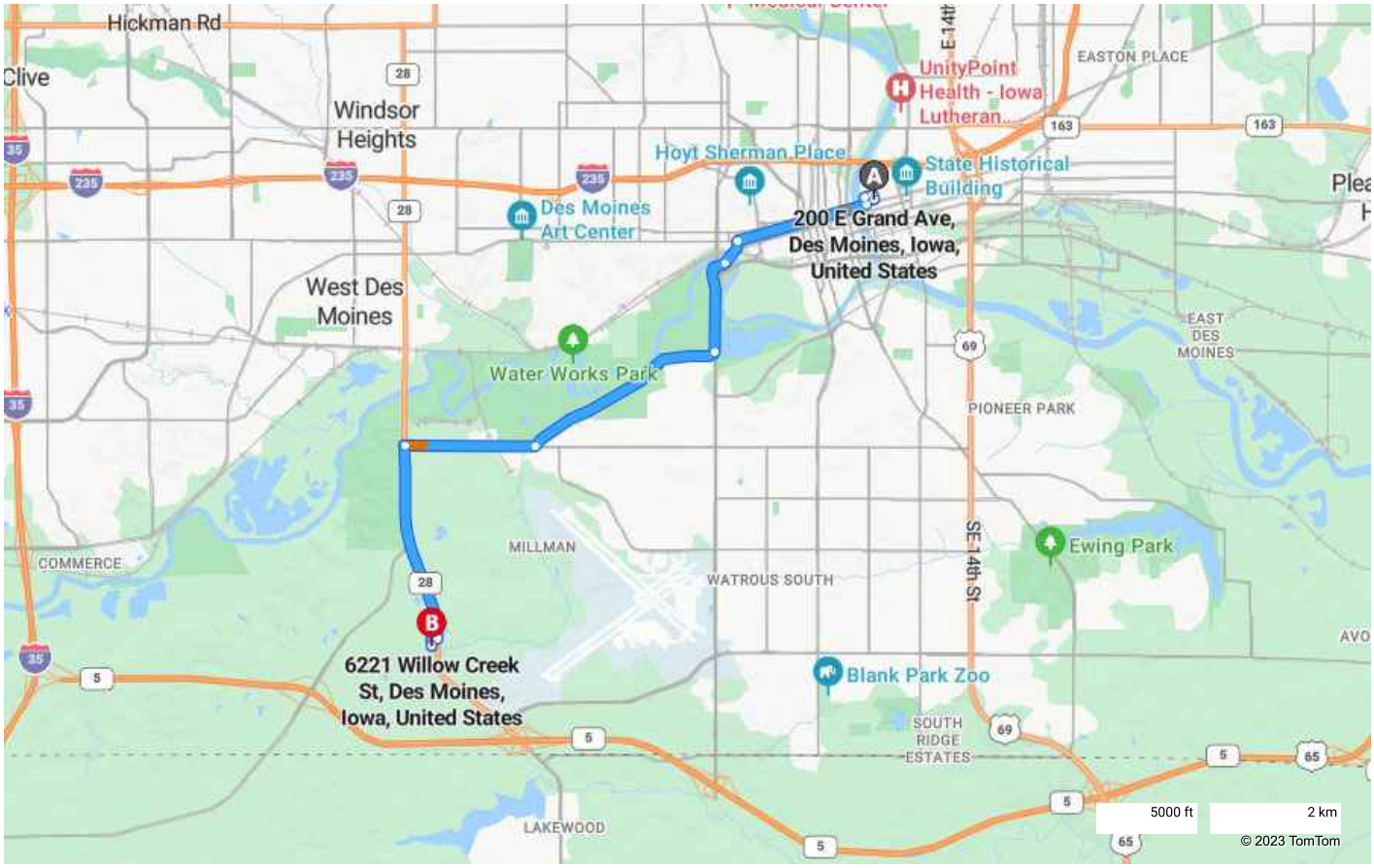
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

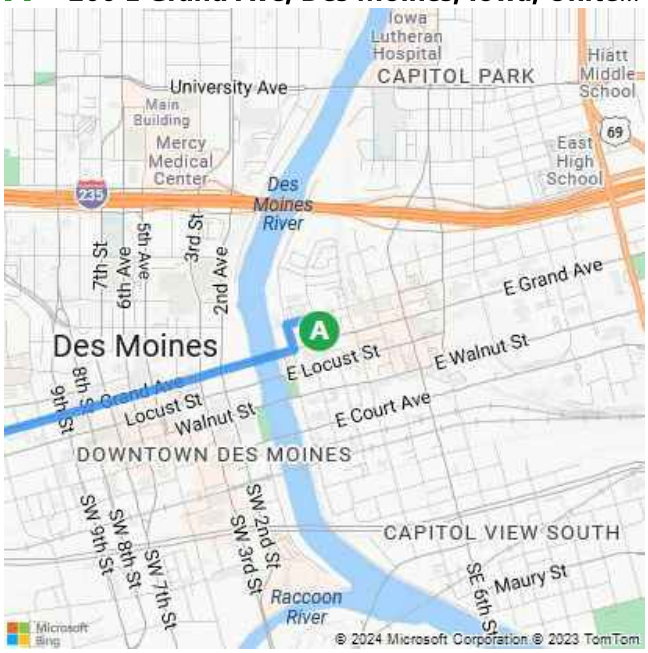
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

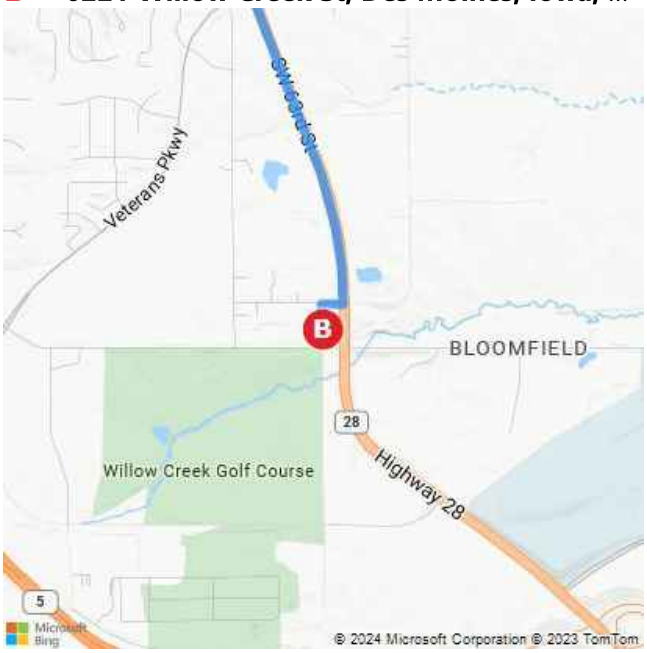
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

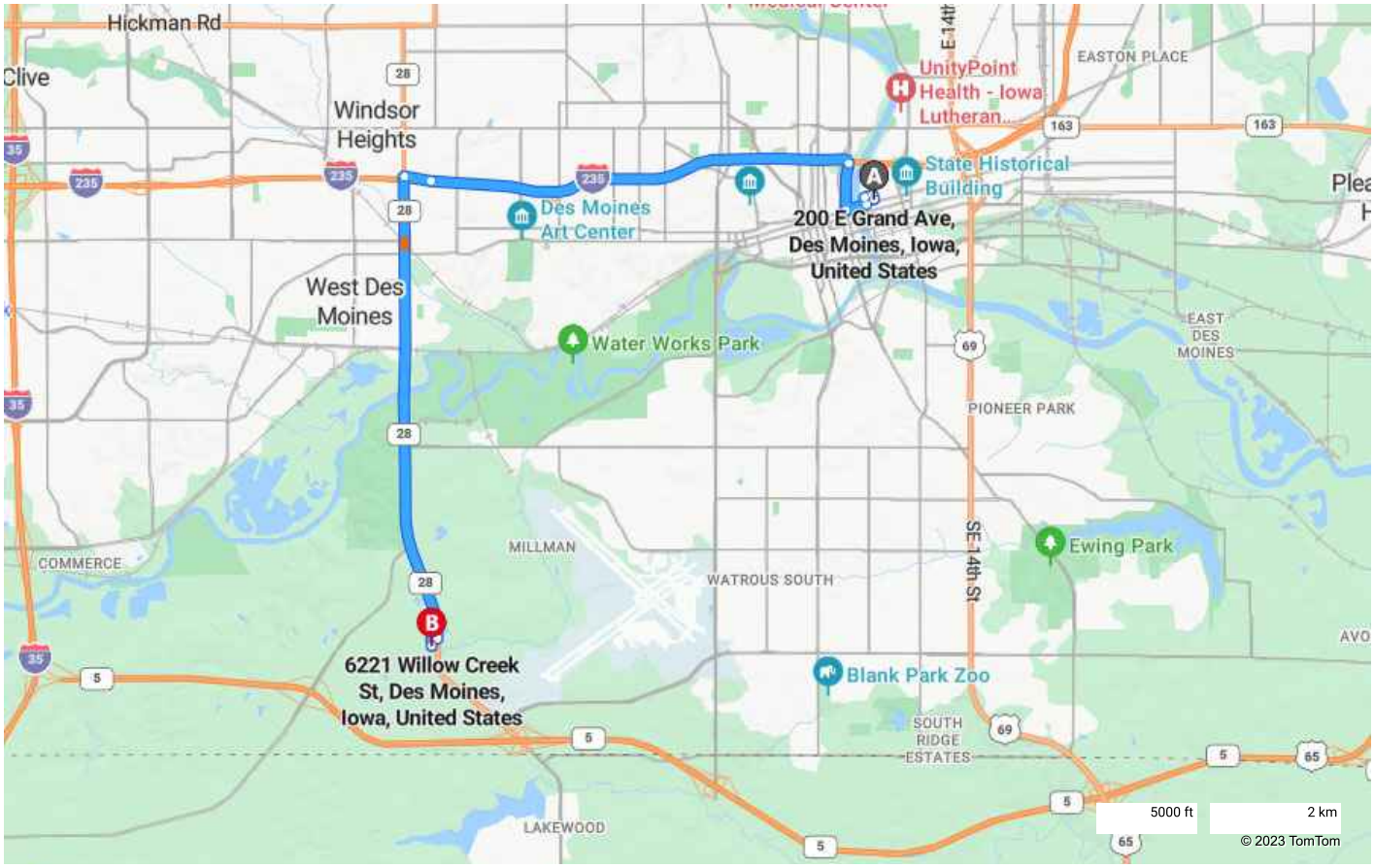
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

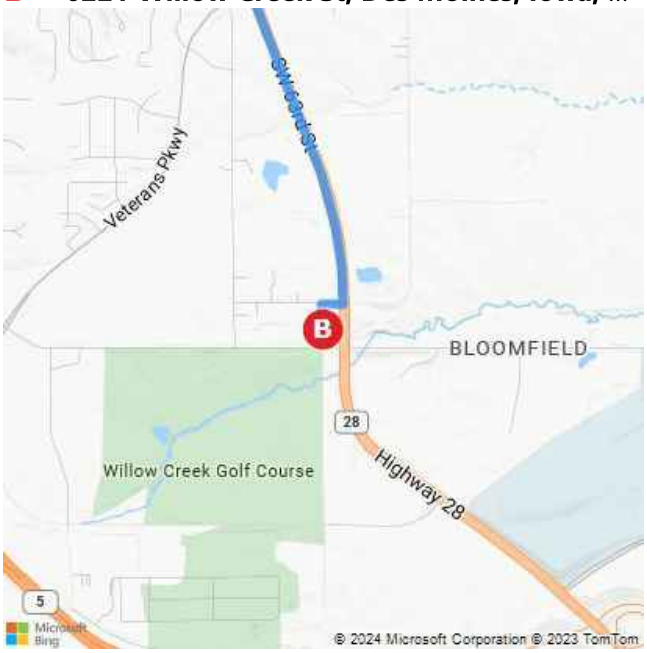
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5046-000004
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Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

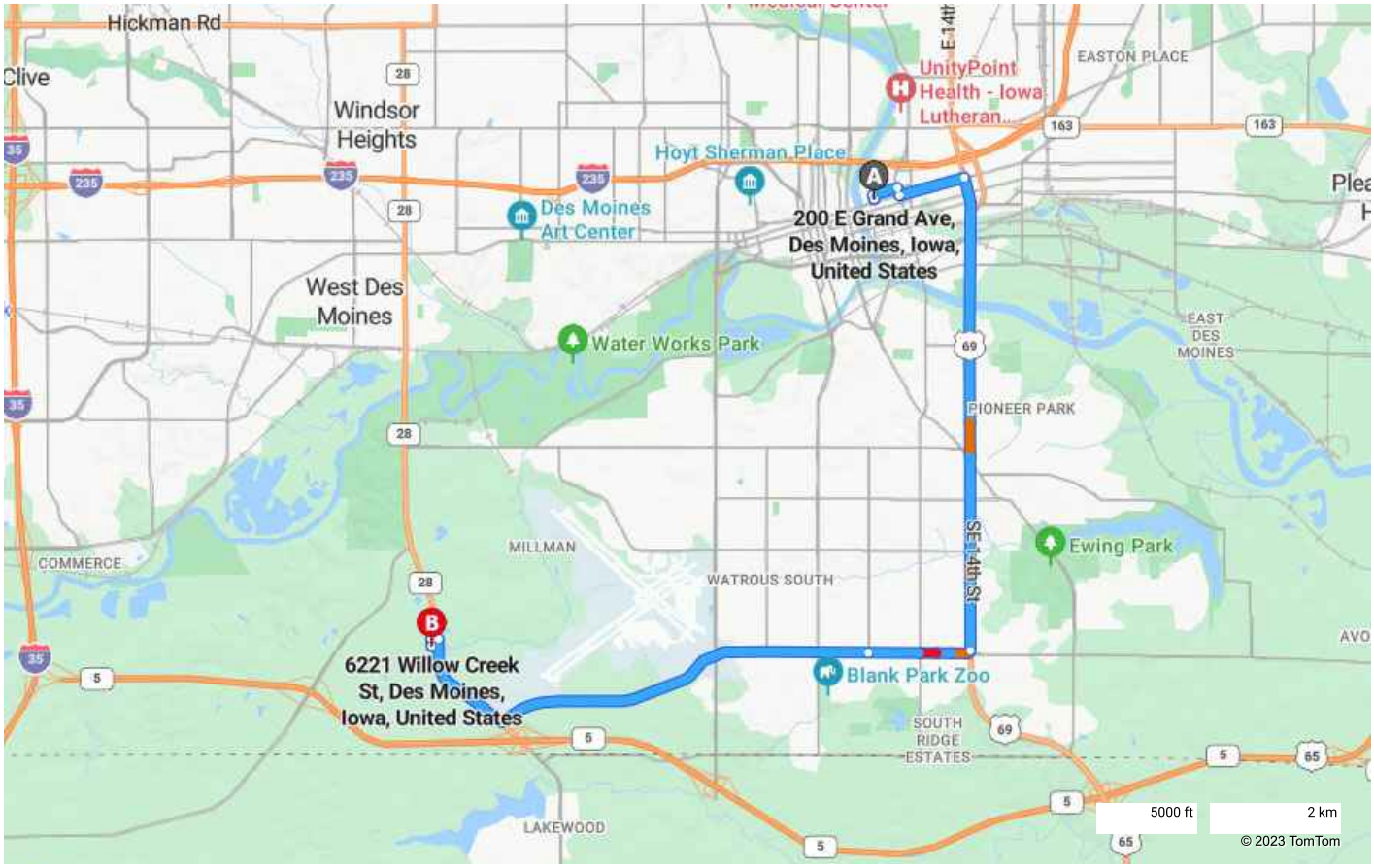
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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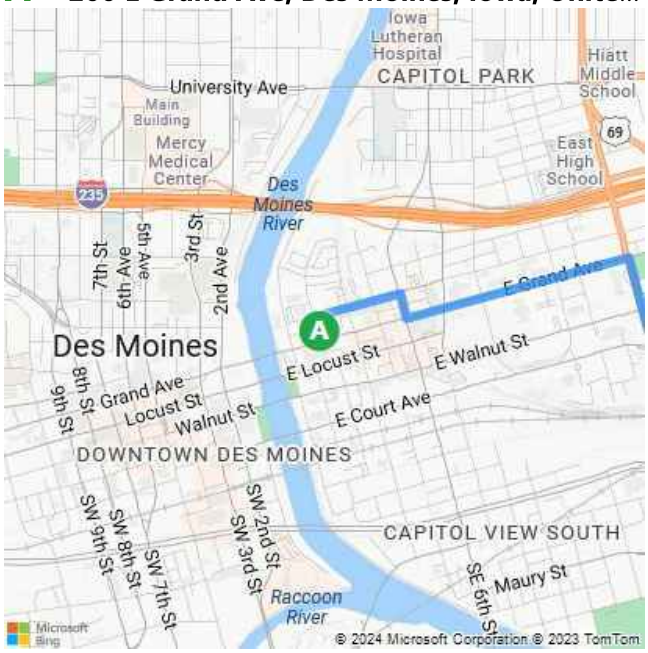

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman,

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Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 1 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Jones, Grace [IDPH]; kjordan@dhs.state.ia.us; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; Miller, Linda [IDA]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wolfe, Douglas; Wong, San [DHR]; Xaykose, Sone

Location: https://www.eventsatbaymont.com/

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

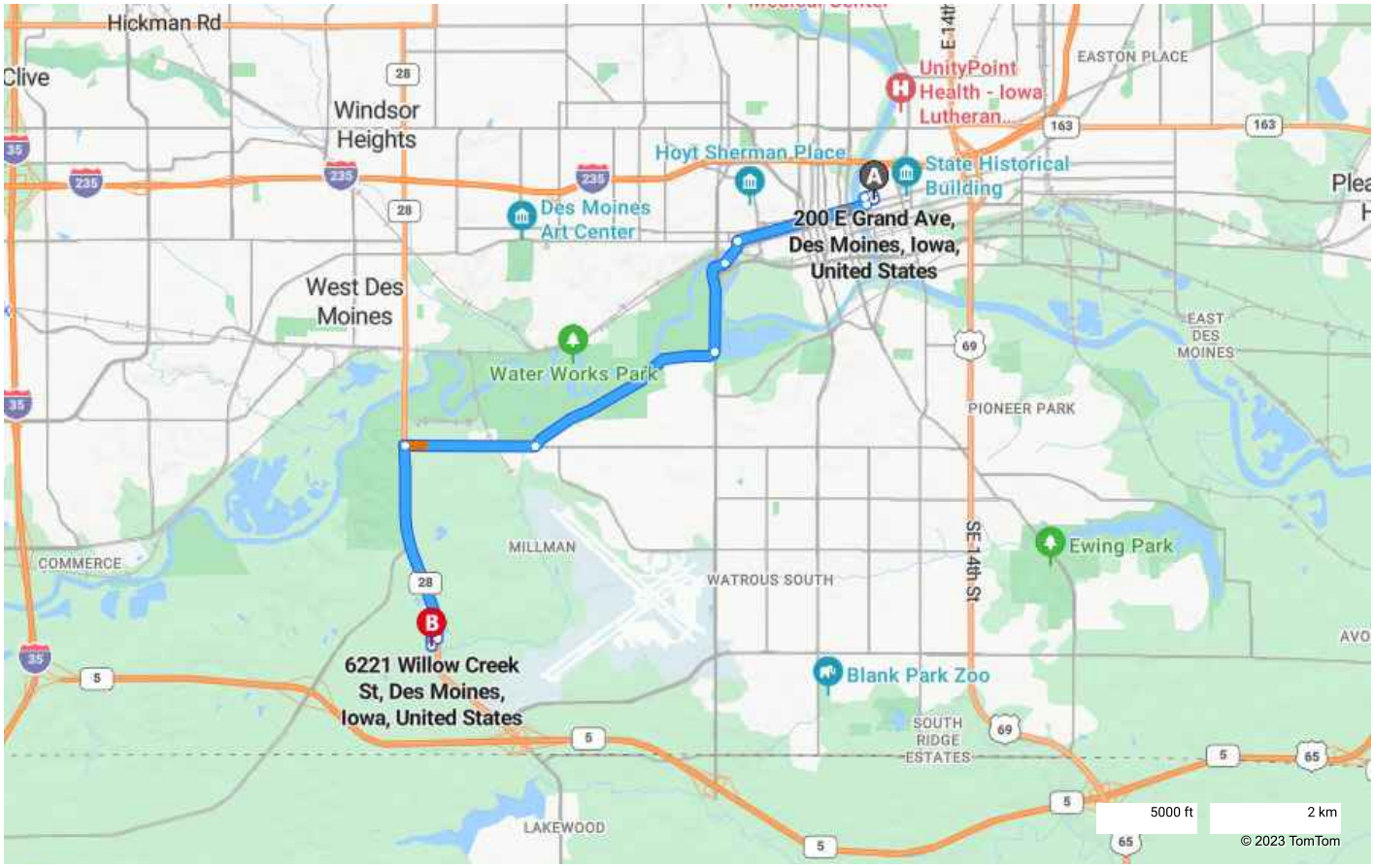
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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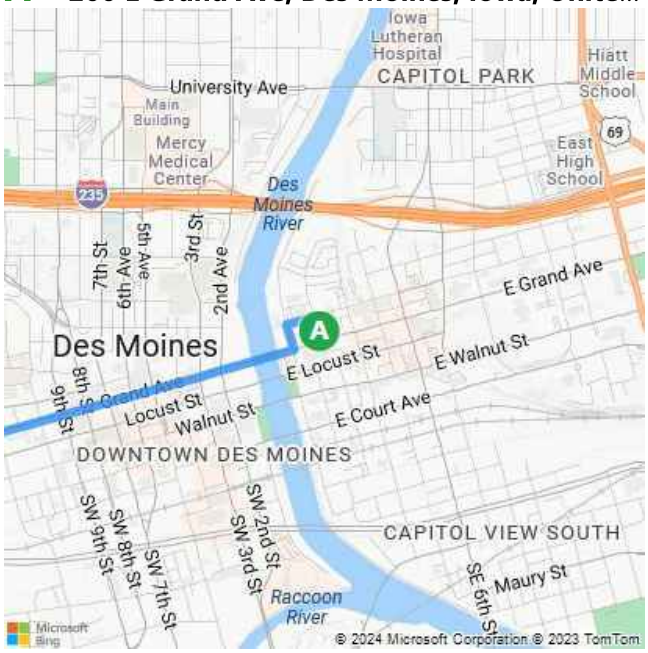
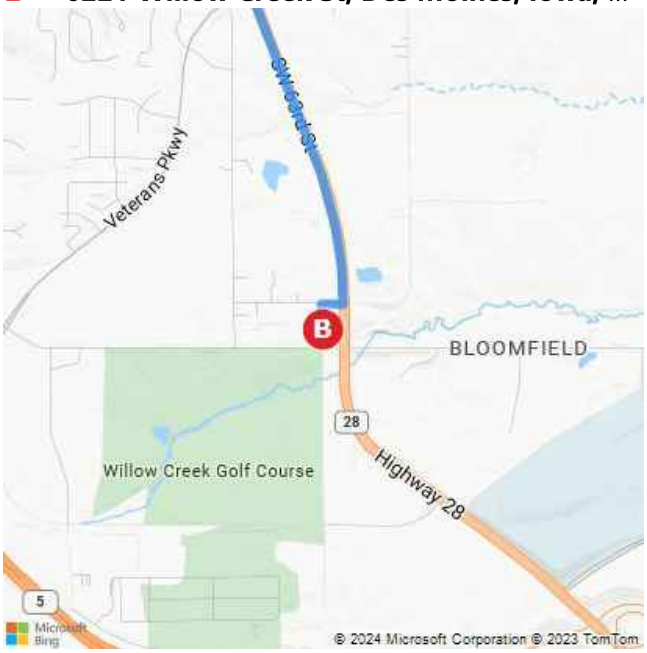


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

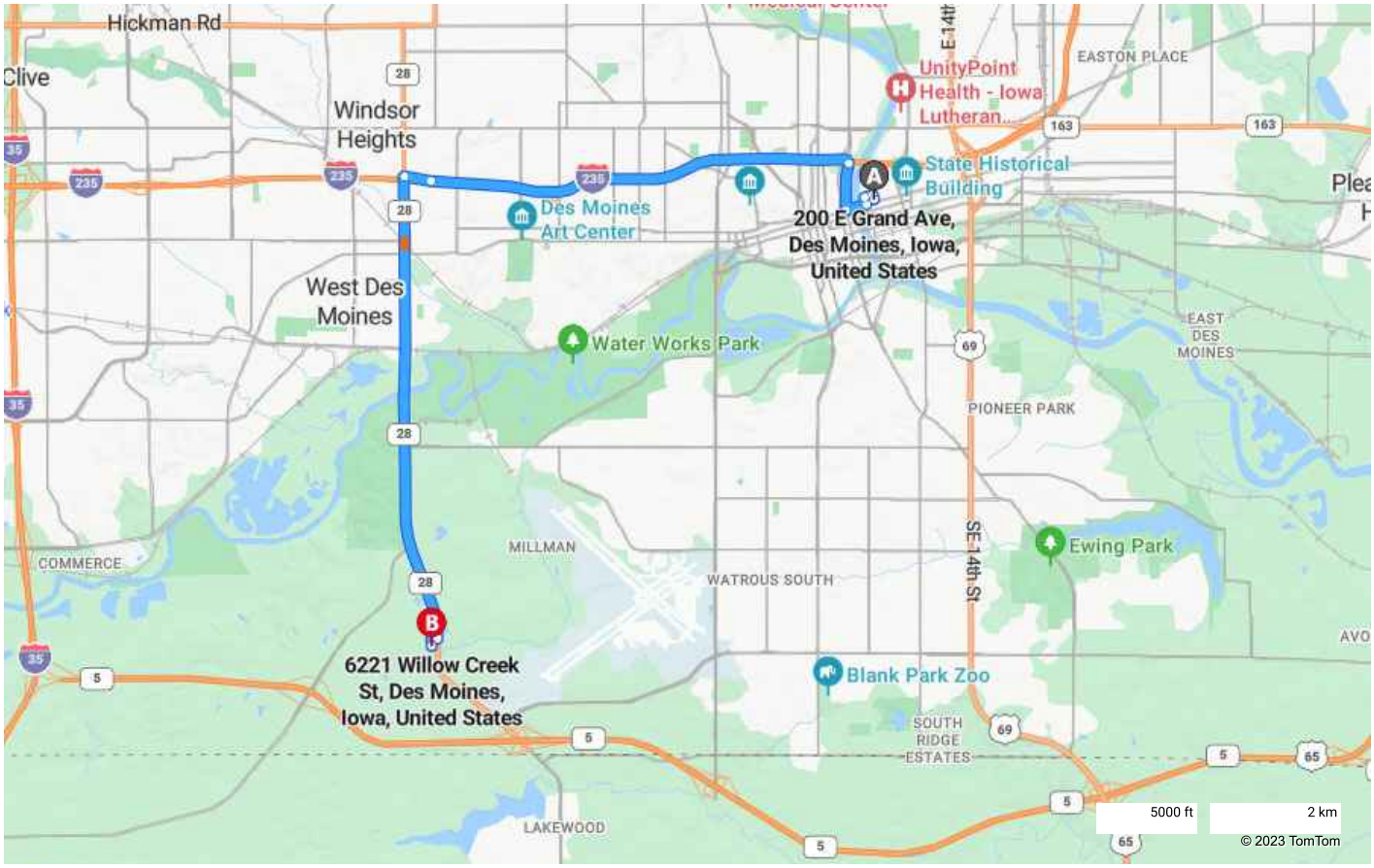
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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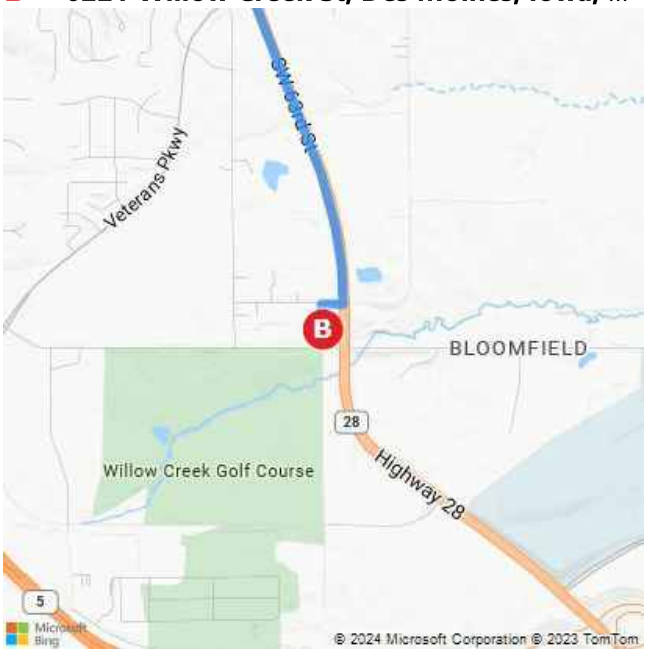
B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

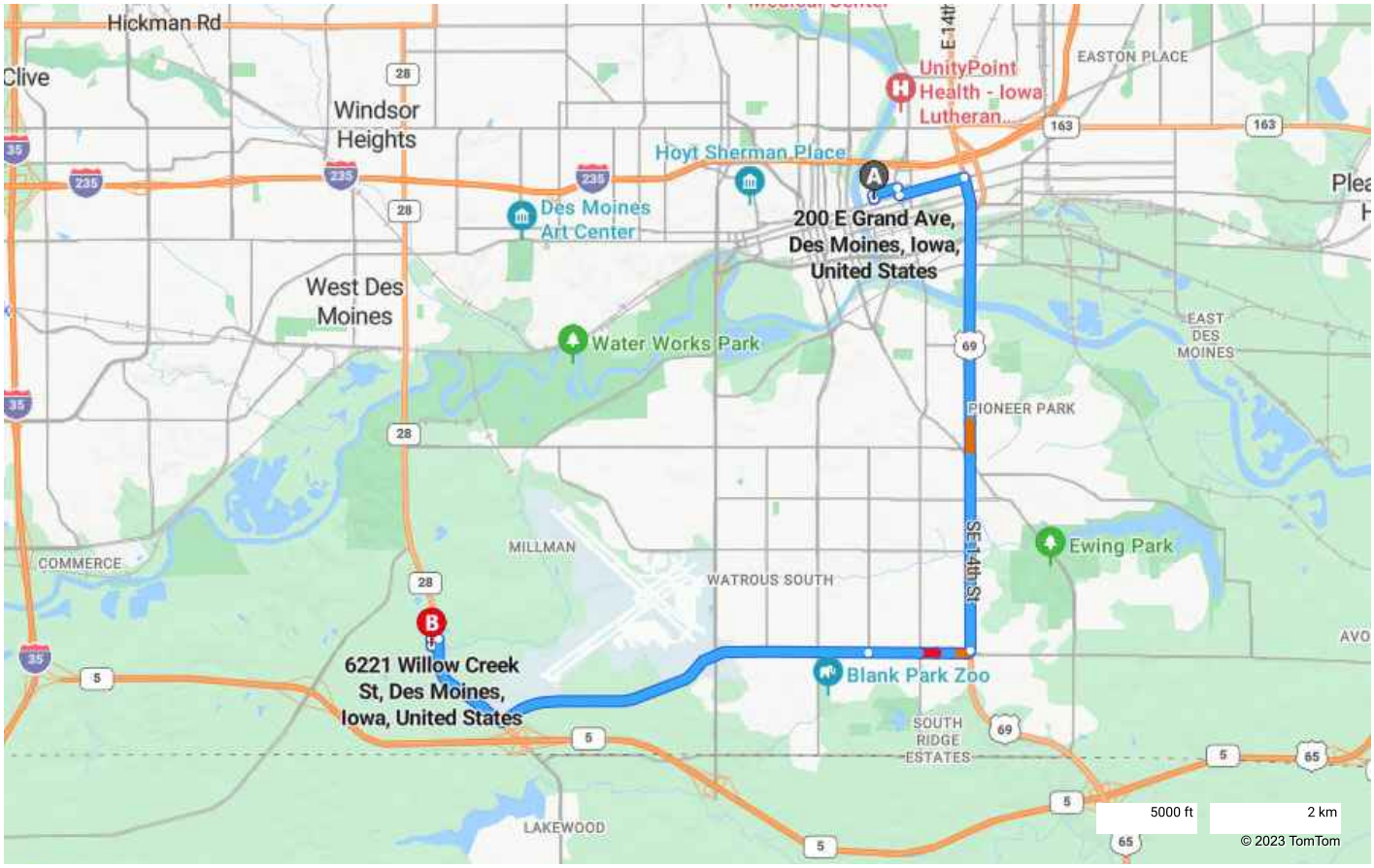
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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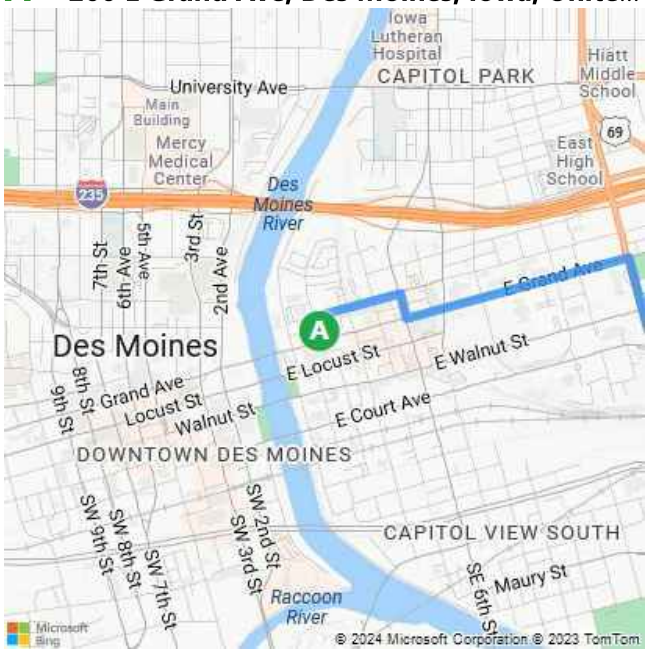

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Date: Wed Feb 28 2024 11:36:09 CST
Attachments: EsaEmbeddedMsg (1).msg
driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: TBD
Invitees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Roseberry, Marisa L; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie;

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Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda; Roll, Polly
Recurring: Yes
Recurrence Pattern: the third Wednesday of every 3 month(s) from 10:00 AM to 2:00 PM (UTC-06:00) Central Time (US & Canada)
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

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Required Attendees: Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Barkema, Erin [IDPH]; Bates, Adam; Bauman, Alexandra; Beard, Micki; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Campagna, Steven; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Clark, Jessica; Claycomb, Kylie; Crowe, Dustin A.; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Garcia, Kelly K.; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hess, Lisa; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Thompson, Jonathan [IDPH]; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Klein, Dennis F; Konfrst, Scott; Krahenbuhl, Susan; robert.kruse@hhs.iowa.gov; Van Der Brink, Krystal; Landeen, Dax; Lange, Jill M; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Majeski, Matt; Malone, Carrie L.; Martinez, Steven; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McLaughlin, Sarah; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; O'Brien, Cindy; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rungee, Steven; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Shaw, Julie; Sheetz, Wendy; Signs, George; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Suceska, Mak; Taylor, Kate; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; jeff.vanengelenhoven@idph.iowa.gov; Van Liew, Juliann; amy.vanmaanen@idph.iowa.gov; Van Pelt, Angela [IDA]; Vincent, Clarice; Walker, Oliviah [IDPH]; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Miller, Lynda

Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

Start Date/Time: Wed 4/17/2024 3:00:00 PM

End Date/Time: Wed 4/17/2024 7:00:00 PM

driving direction - 1 - Baymont.pdf

driving direction - 2 - Baymont.pdf

driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

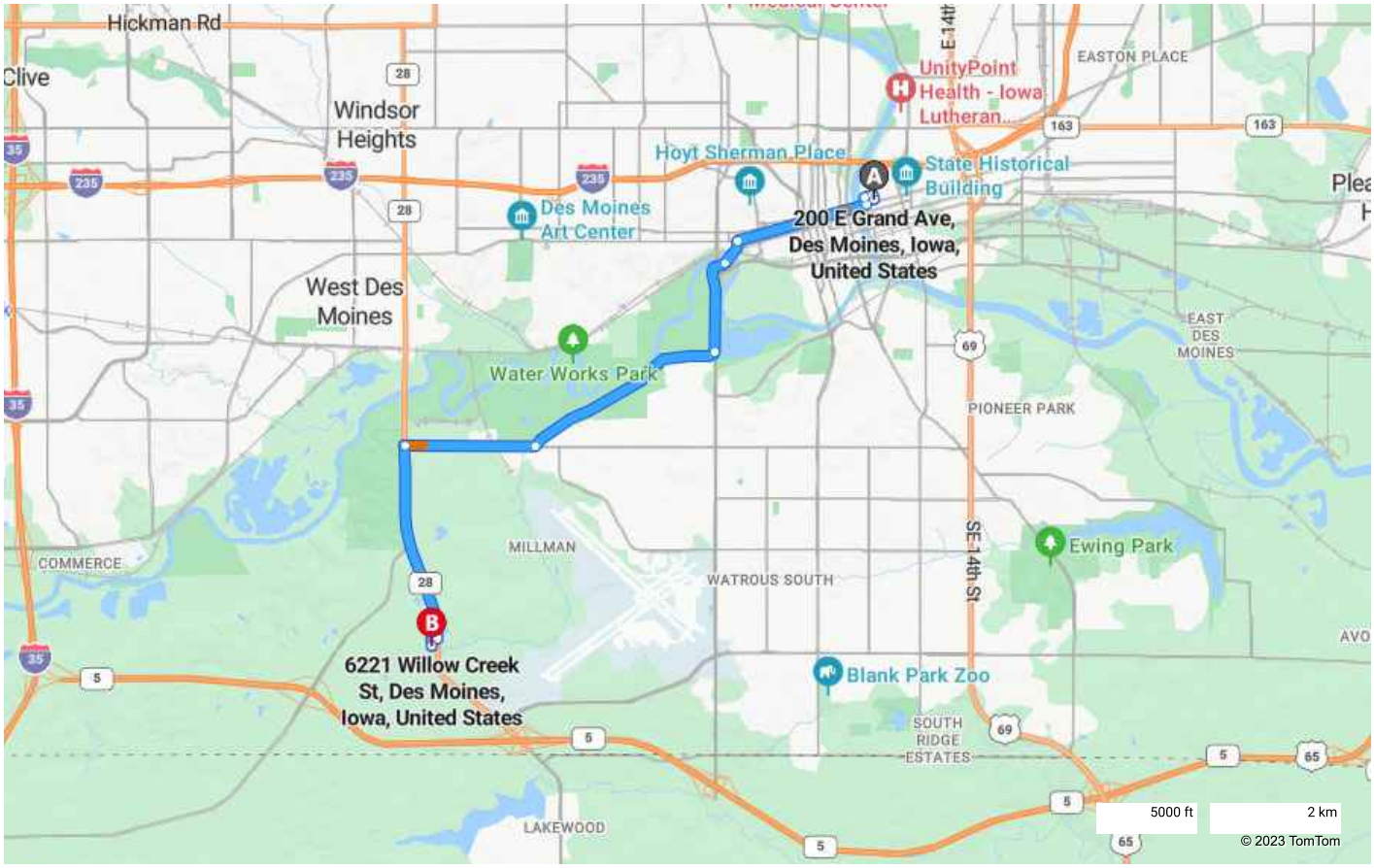
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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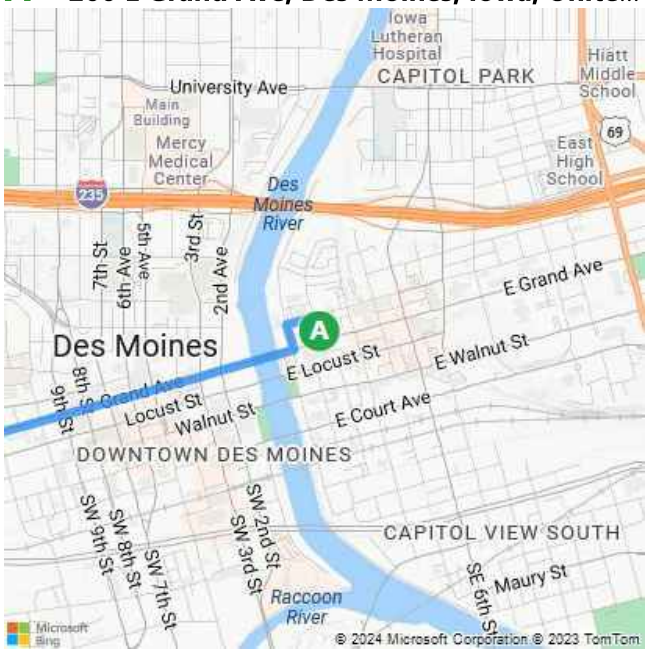

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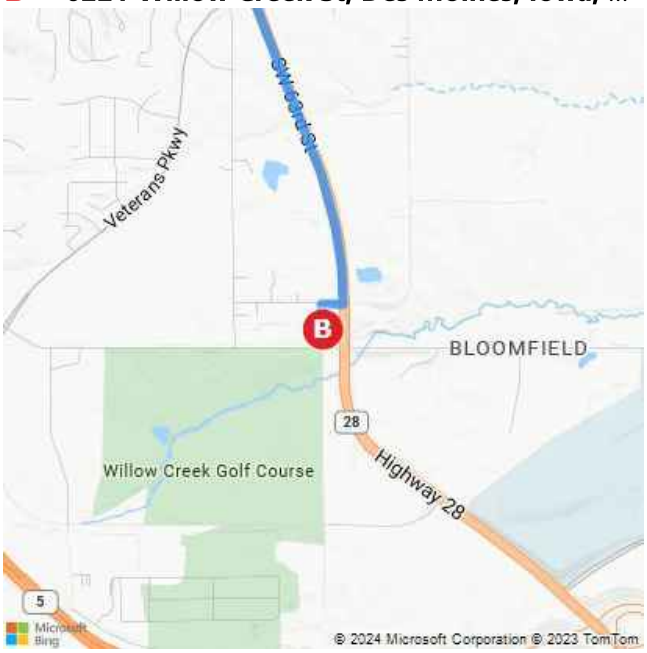

These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2024 TomTom.

AMERICAN OVERSIGHT

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Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

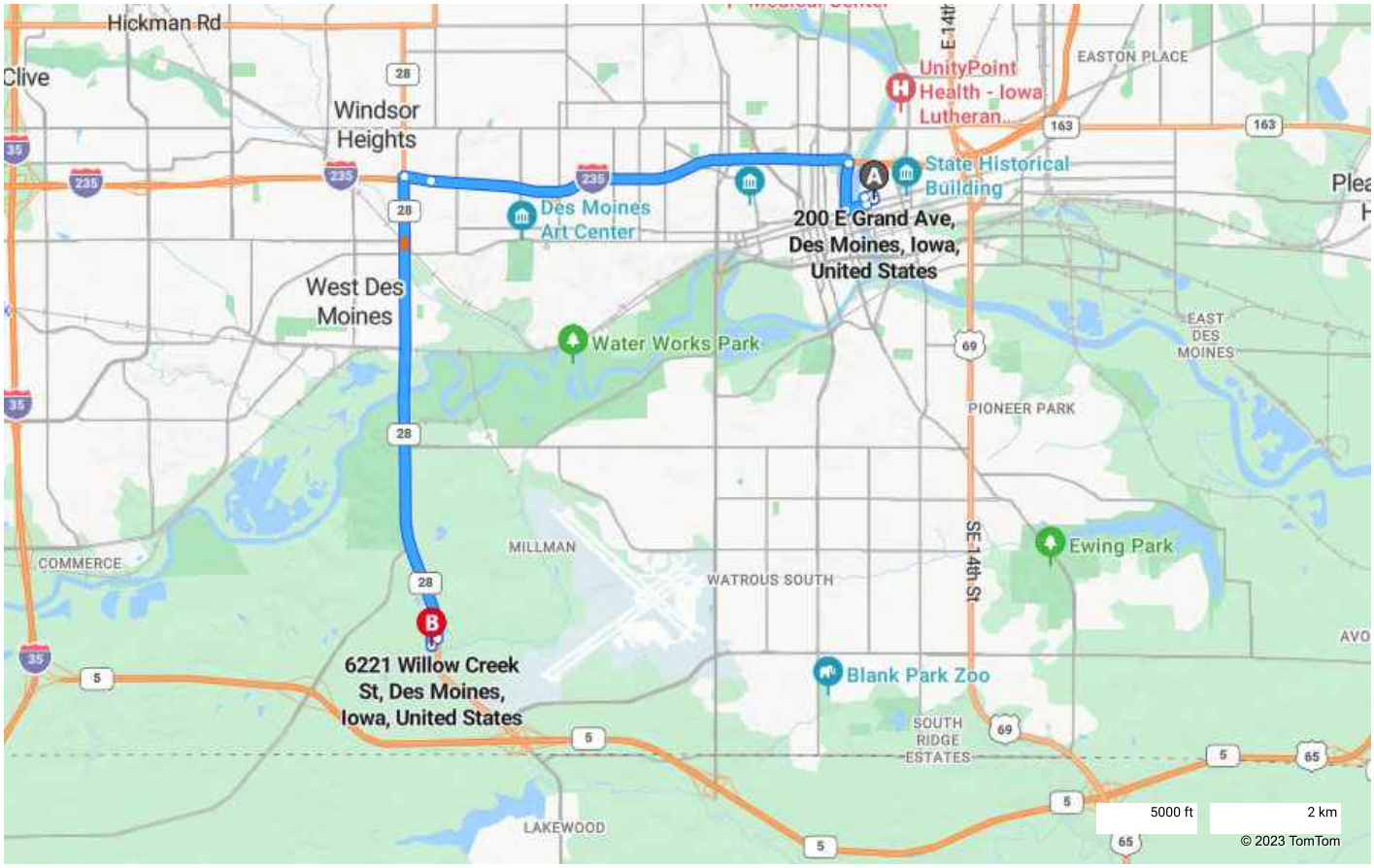
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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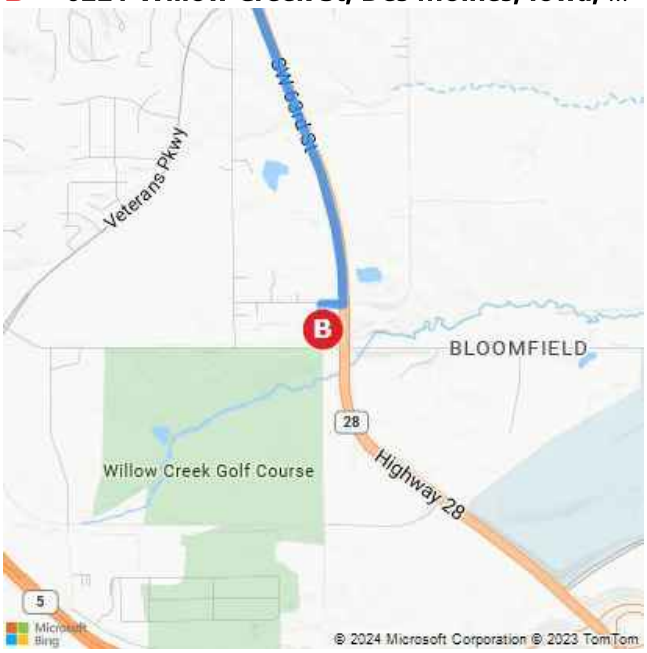
B 6221 Willow Creek St, Des Moines, Iowa, ...



These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2024 TomTom.

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5037-000004
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: driving direction - 3 - Baymont.pdf <extracted>
Last Modified: Wed Feb 28 11:36:09 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

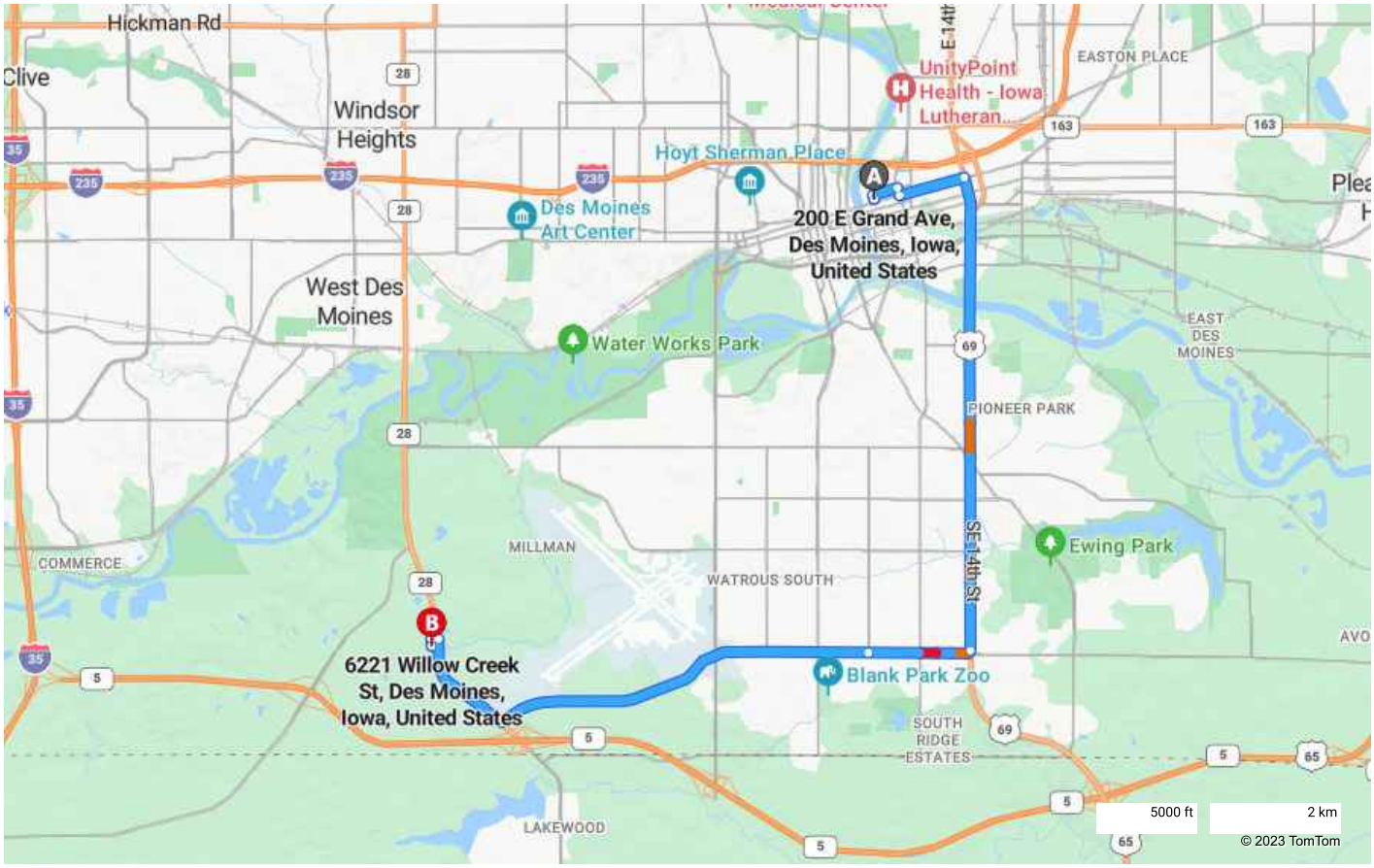
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

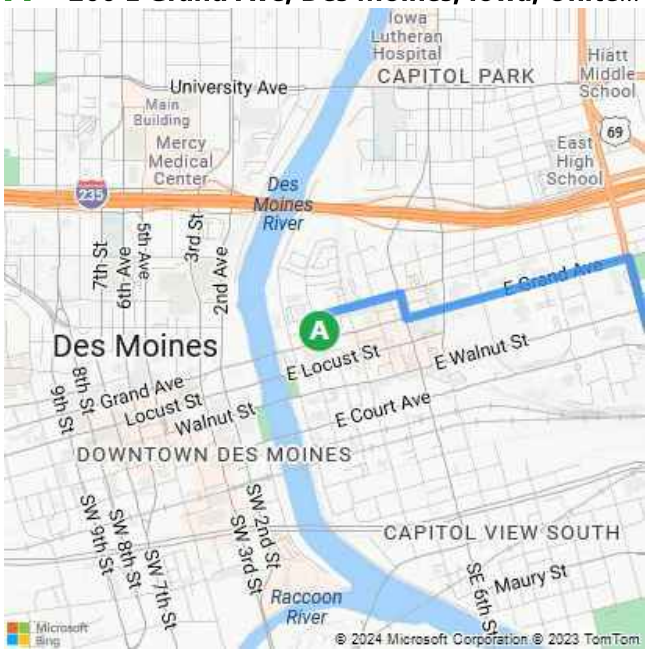
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** • *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

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To: Ekstrand, Sarah </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=0fd592d4a2324b8a86fd0f5fb05a3337-2dfbba52-c8>

Cc:

Bcc:

Subject: Canceled: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:04 CST

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5323-000001
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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Feb 28 11:36:04 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

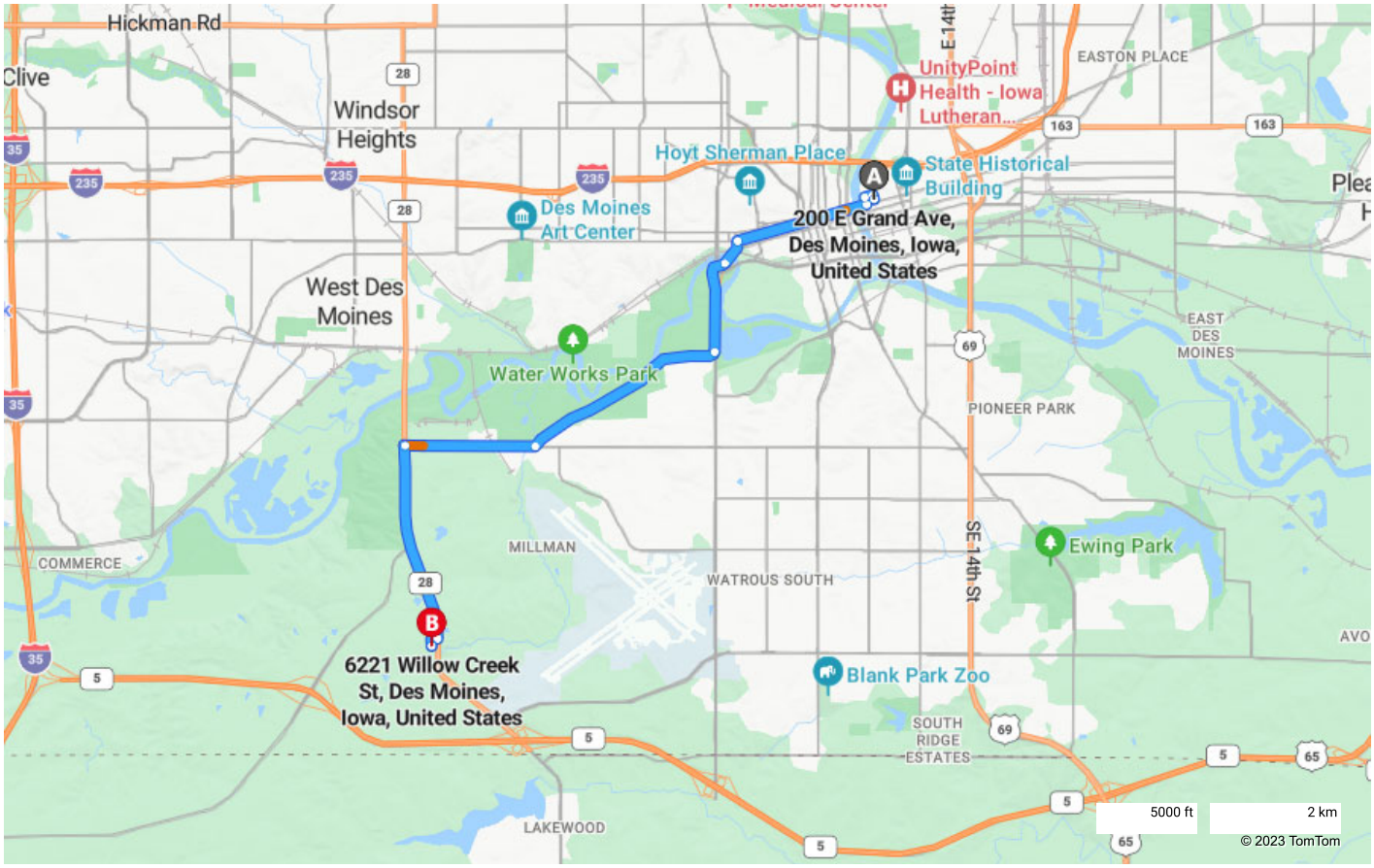
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

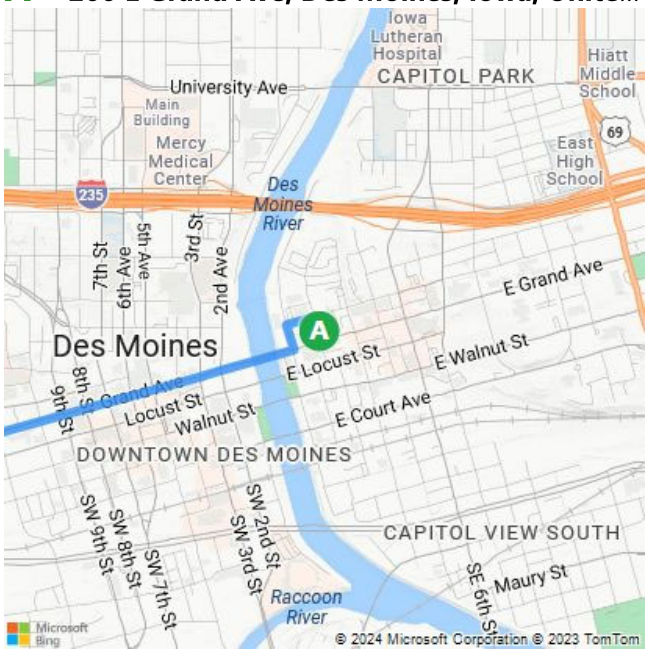
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

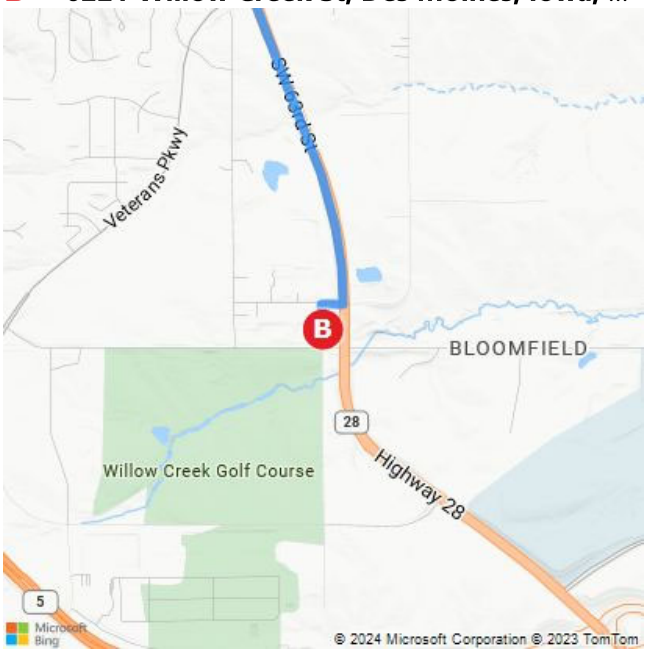
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5323-000002
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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Feb 28 11:36:04 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

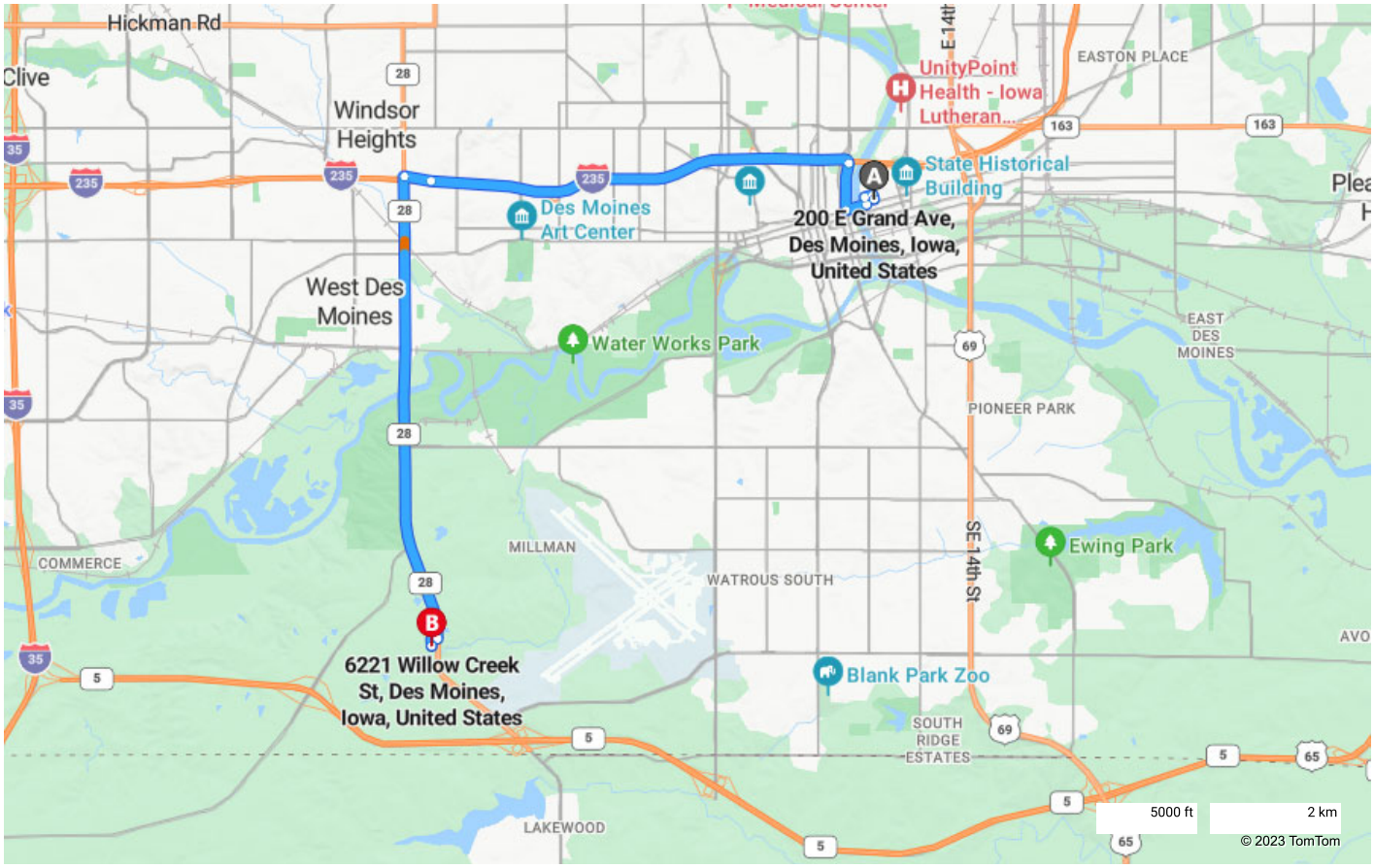
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

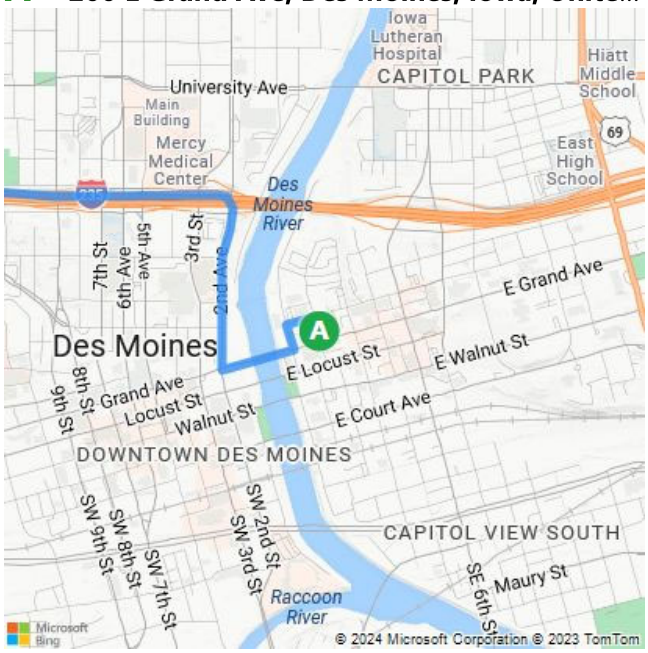
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

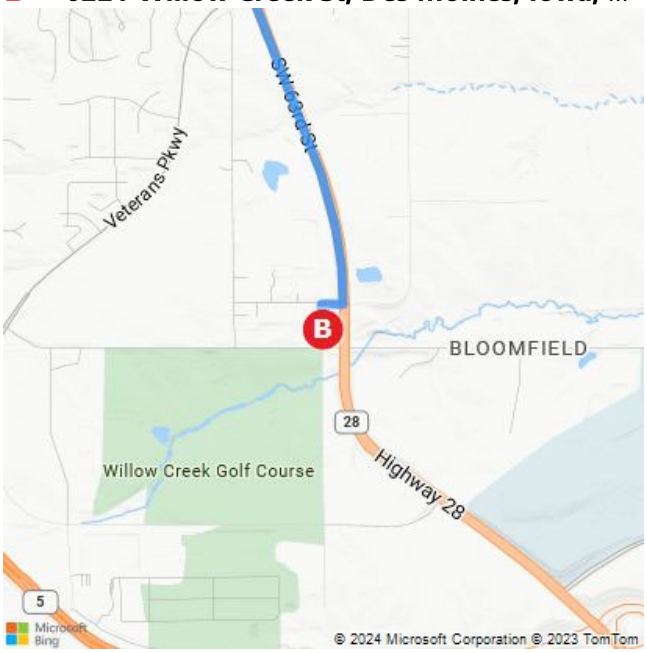
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Feb 28 11:36:04 CST 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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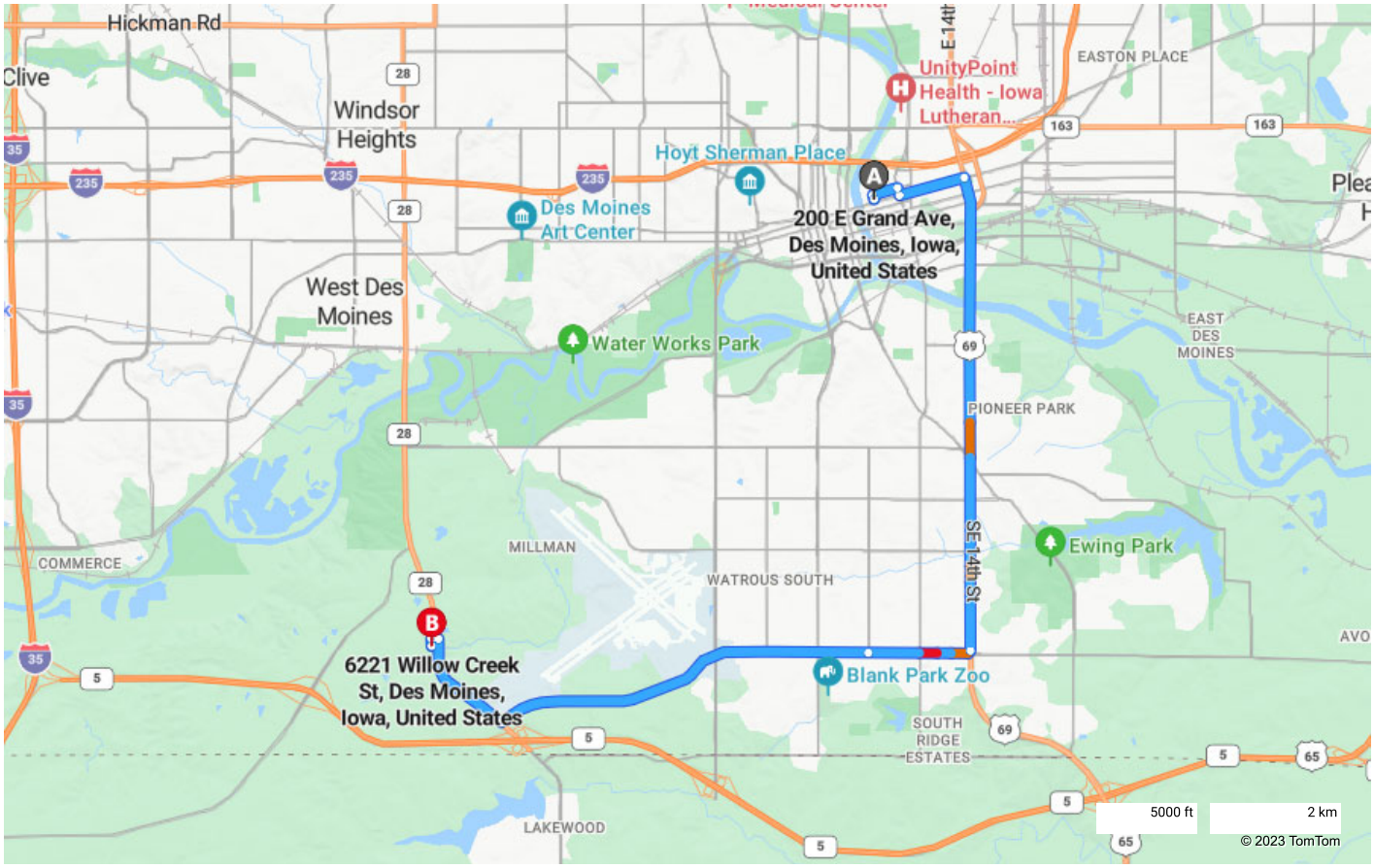
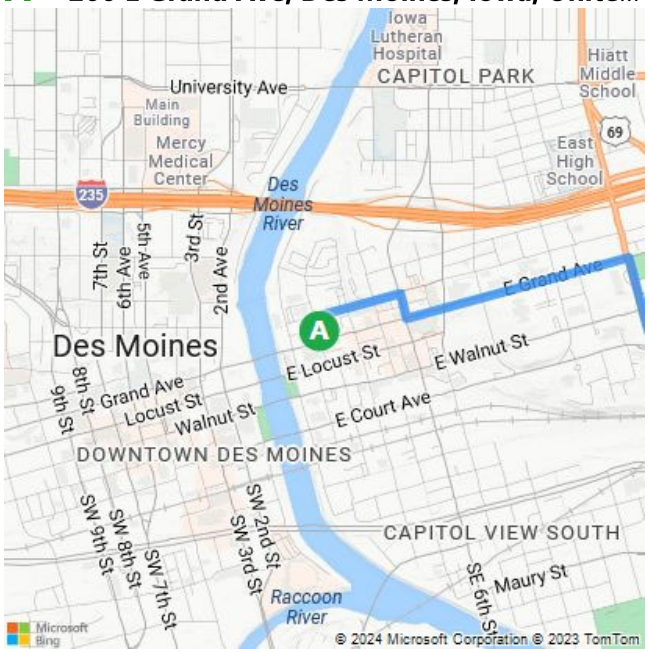
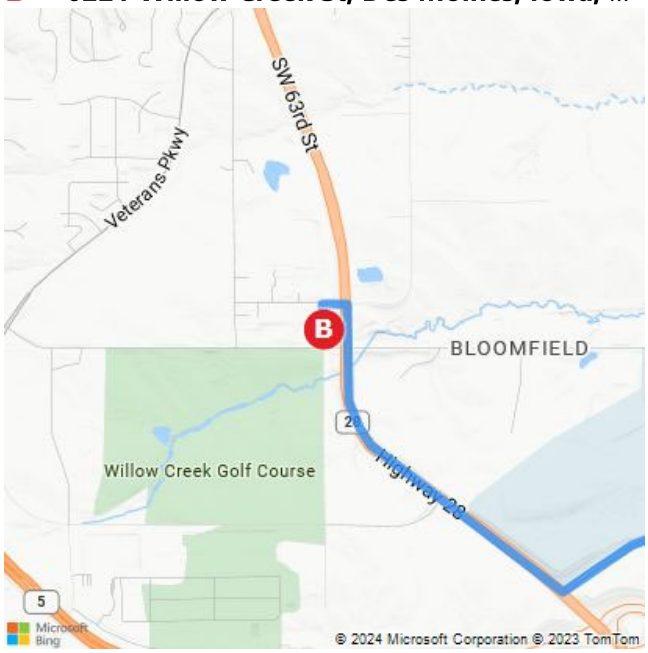


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5026

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To: Shaw, Julie </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=05017a6361f842499d19612df3b0c4e6-shaw, julie>; Alger, Pamela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=a3efe35d2b334058bc37281920d98f6b-alger, pame>; Alibasic, Amela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=71e30ac7808a4a4298a056deb15561e9-alibasic, a>; Allison, Julie </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b6ab17a822d34eb9b48ac531737f9dd6-allison, ju>; Allison, Tiffany </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dc38df141002469a97d489351c620c96-tiffany.all>; Anderson, Kimberly </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=d43f049a4d784716816f781e1779ce0b-anderson, k>; Armstrong, Theresa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dbe7dbb60e874174bd4e7c3e83494429-armstrong,>; Barkema, Erin [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=ca5c52792e024f1b92524ec514e9e0c2-erin.barkem>; Bates, Adam </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f977b6c3b37548c29fca92d8e780780f-bates, adam>; Bauman, Alexandra </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=7b876c7f963046479ef917a61e90a146-alexandra.b>; Beard, Micki </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=045cacae39a14a7ebe5101f1489de46a-robinson, m>; Bell, Dena </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e339c6757ae34c9da12d2f5e969c5427-bell, dena>; Bell, Lynn </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=5d1429f05f704289ac2a19c969aa695e-bell, lynn>; Benedict, Brandy [IDPH] </o=exchangelabs/ou=exchange administrative group

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AMERICAN OVERSIGHT

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Bcc:

Subject: Canceled: Iowa HHS, Quarterly Leadership Retreat

Date: Wed Feb 28 2024 11:36:04 CST

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driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 8.1 miles
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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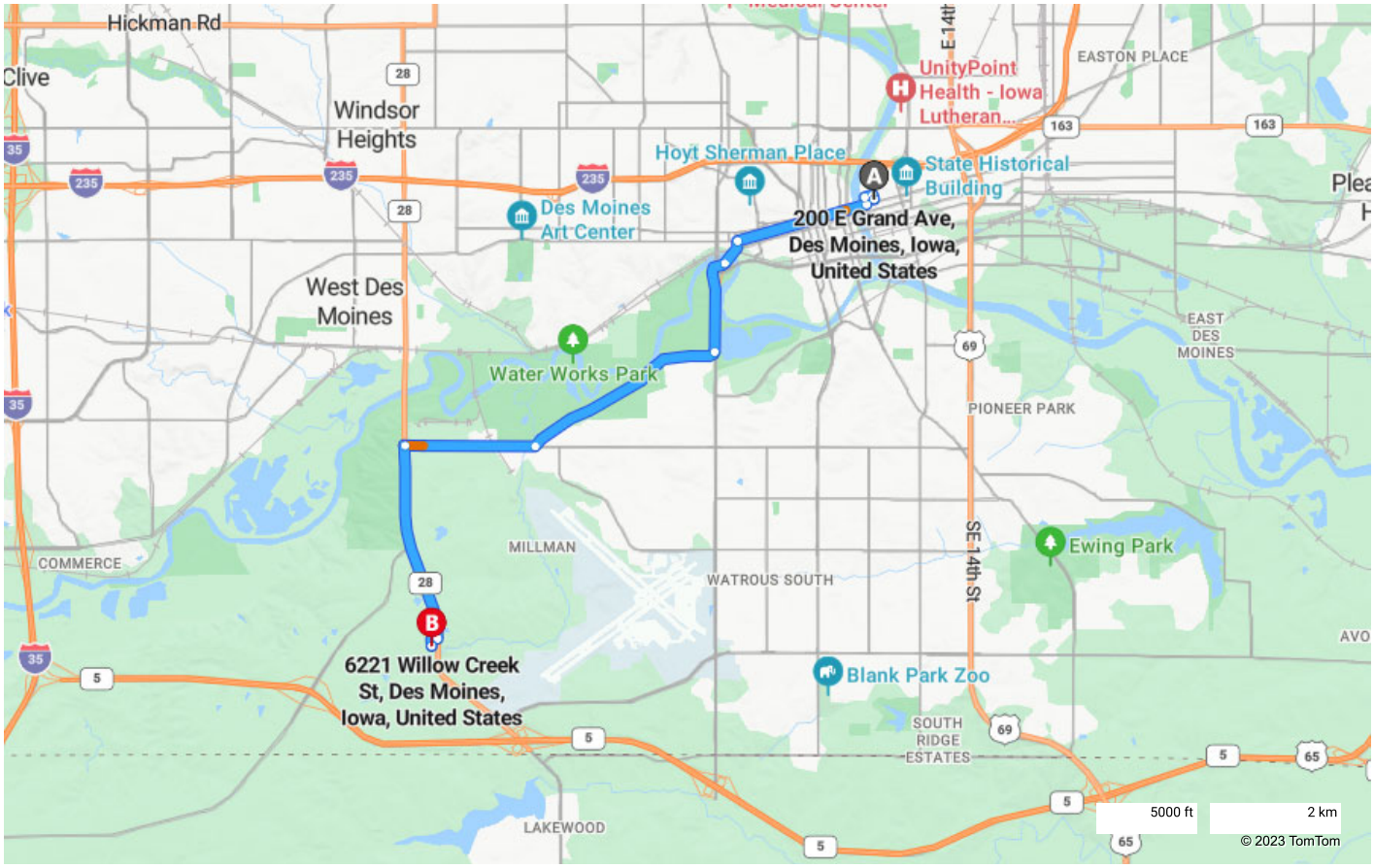

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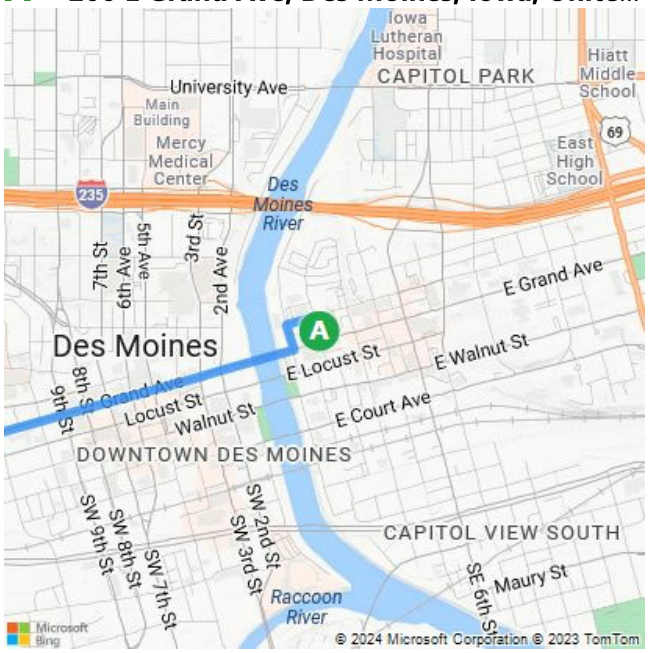

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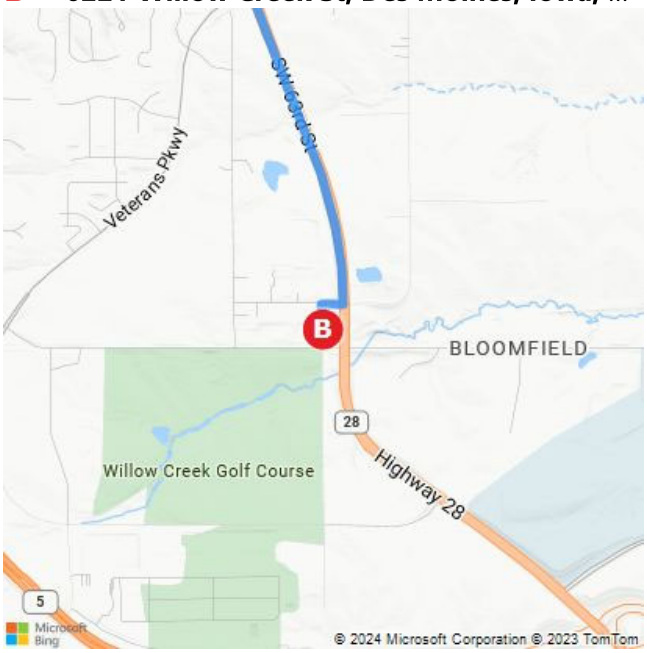

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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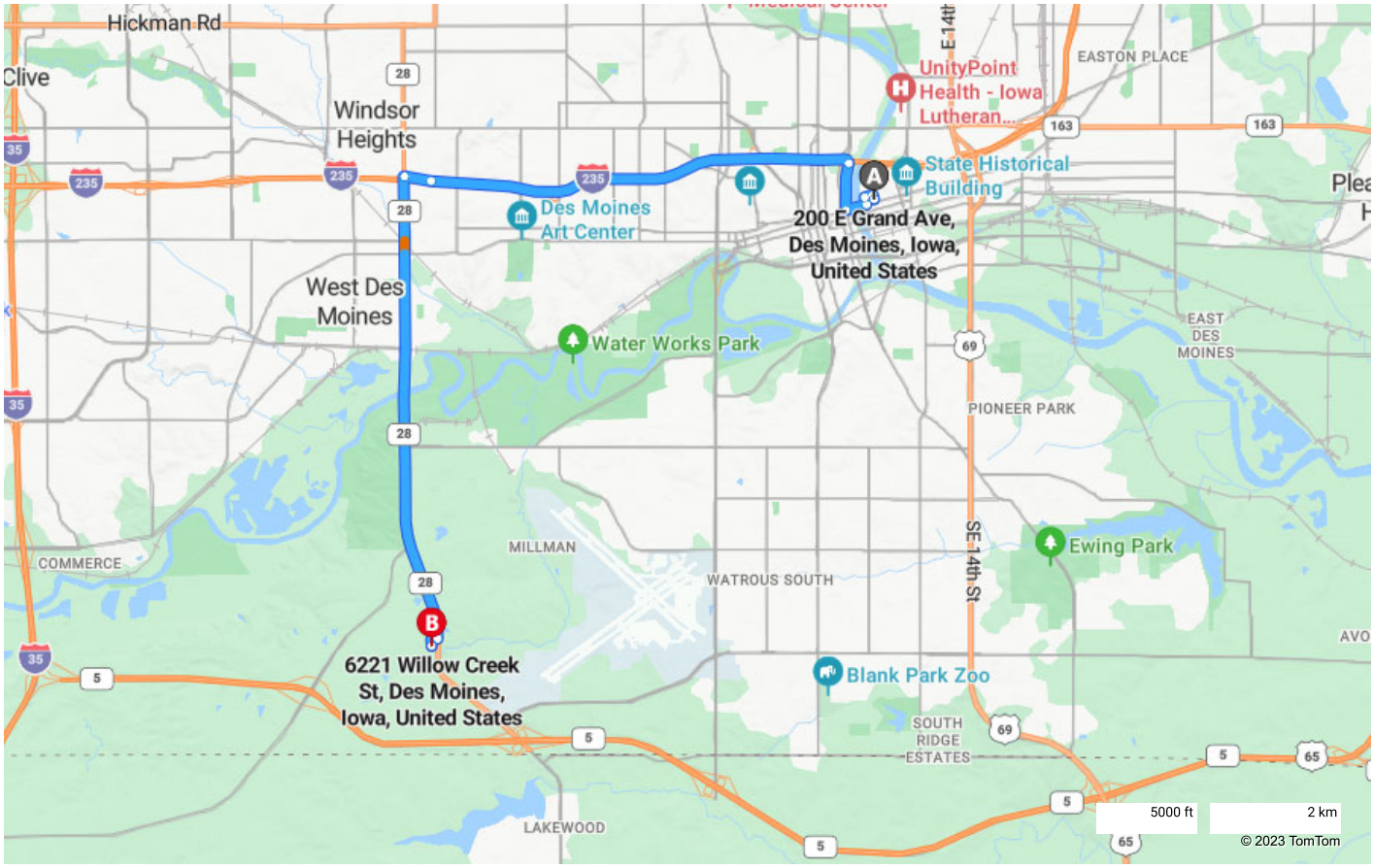
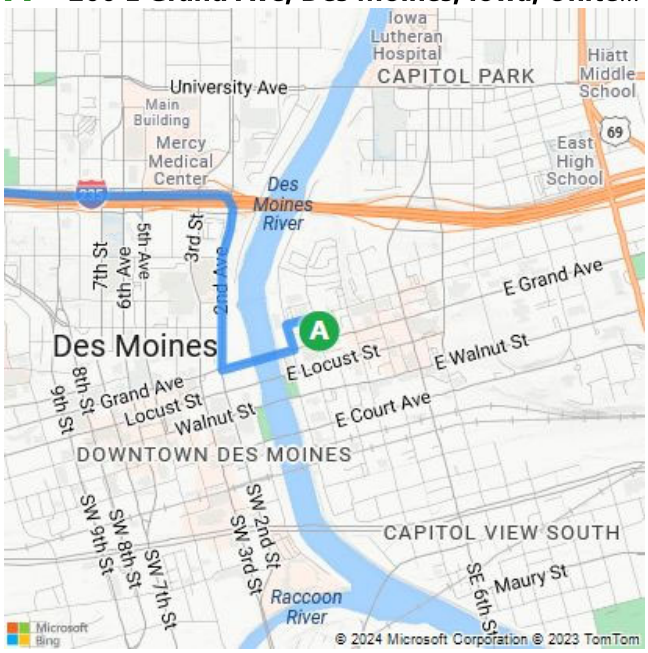
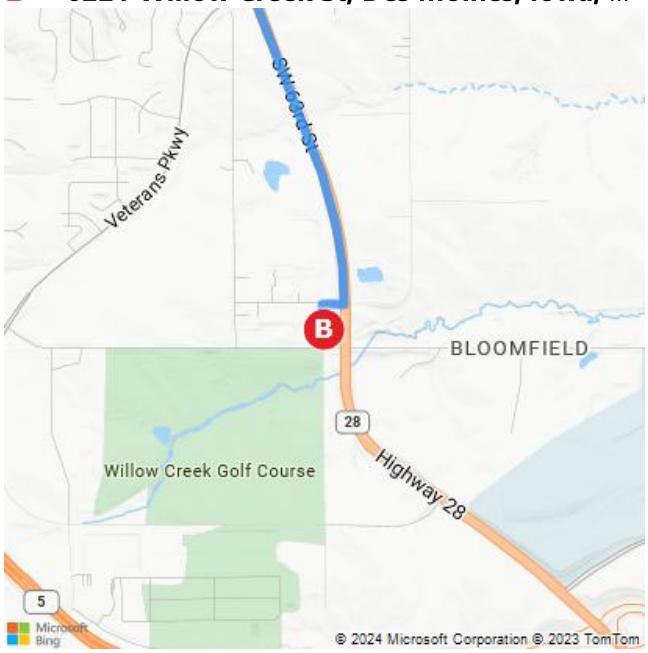


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5026-000003
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9> on behalf of Highland, Matt </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt) /cn=recipients/cn=95db694ee0a646309a1383aeec509992-highland, m>
Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Feb 28 11:36:04 CST 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , **11.7 miles**
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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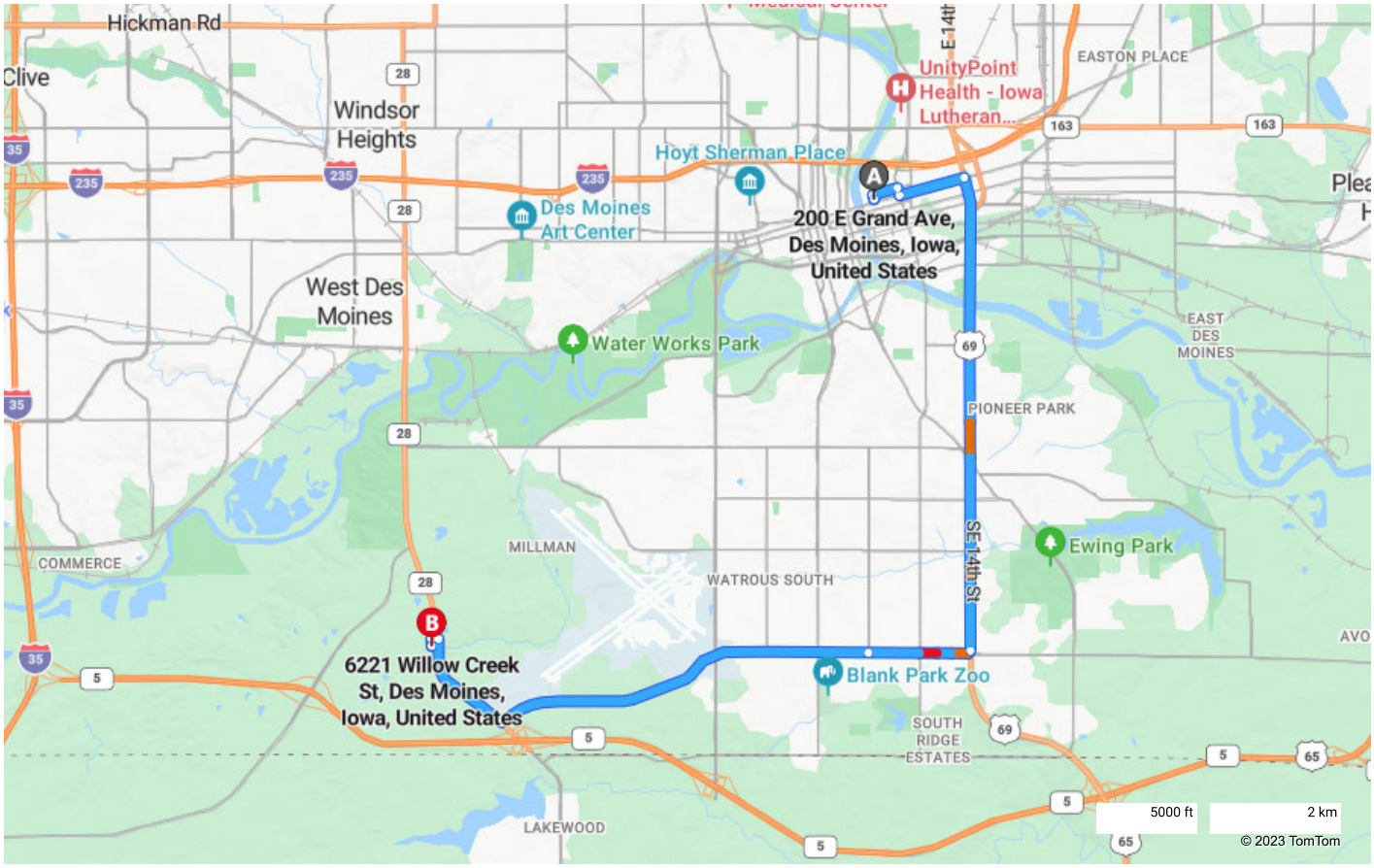
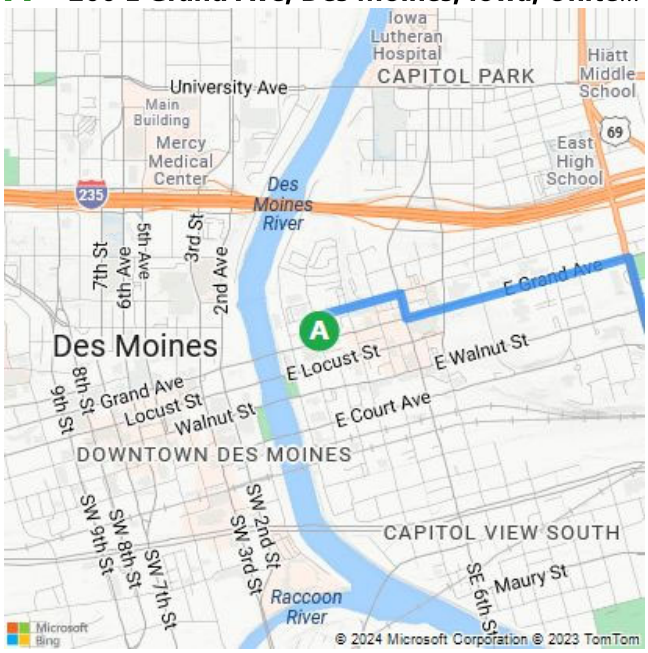
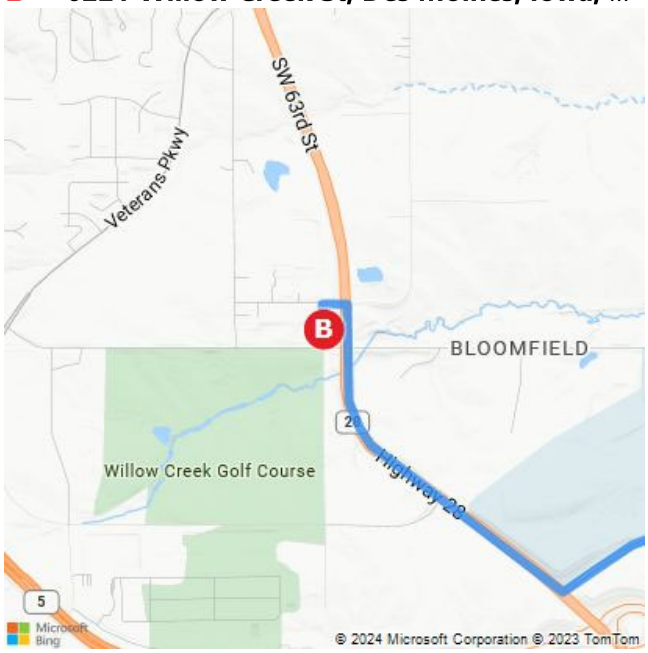


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5032

From: Iowa House Republicans <natalie.payne@legis.iowa.gov>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: Your Morning Latte is Served!
Date: Wed Feb 28 2024 08:46:54 CST
Attachments:

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Wednesday, February 28, 2024

IA Cap Dispatch: House Democrats introduce proposals on collective bargaining, state retirement accounts

IA Cap Dispatch: Bill to reduce required hotel inspections clears Iowa House

CR Gazette: Iowa Republicans halt move to revive local library tax

DMR: Legislation proposes more medical marijuana dispensaries in Iowa. But there's a catch

IA Cap Dispatch: Senate panel advances bill to change community college funding oversight

Radio Iowa: Iowa Senate OKs rules for plant or insect based proteins labeled as meat

DMR: Iowa's GOP Congress members say they're both 'pro-life' and pro-IVF after Alabama ruling

Radio Iowa: Federal appeals court rules on Iowa law banning school mask mandates

DMR: Live in these Iowa cities? You should be feel happy, says new list on happiest cities

DMR: This Iowan served in World War II's Ghost Army. Years later, his service is being recognized.

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Document ID: 0.7.3995.5033

From: xavier.leonard@legis.iowa.gov <xavier.leonard@legis.iowa.gov>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: Fiscal Note Data Request for LSB 1556HV [HF555]
Date: Wed Feb 28 2024 08:45:00 CST
Attachments: 67384_Fiscal_Data_Request_Form.docx
67384_Fiscal_Data_Request_Optional_Spreadsheet.xlsx
HF555.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 1556HV [HF555].
You can log into the Fiscal Note system at https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legis.iowa.gov%2Fportal%2Ffn%2Fdatarequest%2Fdetails%3Faction%3Dedit%26requestID%3D58663&data=05%7C02%7Ccmalone%40dhs.state.ia.us%7C0fbbc03da9654e9b8e4408dc386bdafd%7C8d2c7b4d085a4617853638a76d19b0da%7C1%7C0%7C638447283636130552%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=zoX2QkhFBpQ0UDZAgCeGYqn0dEKHG3C8YaIT8535JYQ%3D&reserved=0 to view the request details.
Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 03/06/2024.

==========

Please write the fiscal impact response to amendment S-3112. Any questions, feel free to reach out to me!

==========

If you have questions or comments, please call me, Xavier Leonard at 515.725.0509 for more information.

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cc.
Carrie Malone
Jody Lane-Molnari

Please do not reply to this email as this email account is not monitored.

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Document ID: 0.7.3995.5033-000001	
Owner:	xavier.leonard@legis.iowa.gov <xavier.leonard@legis.iowa.gov>
Filename:	67384 Fiscal Data Request Form.docx
Last Modified:	Wed Feb 28 08:45:00 CST 2024

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LSA FISCAL SERVICES DIVISION DATA REQUEST

In order to determine the necessity of a Fiscal Note for pending legislation, required by the General Assembly's Joint Rule 17, the Fiscal Services Division is requesting information from your agency. An analysis using your agency's own bill analysis tool may be submitted in lieu of this document, as long as it includes all the required information.

Please read the instructions below carefully.

Select and replace text in the shaded boxes below to complete the document.
All fields require a response.
If the legislation has no fiscal impact, please include assumptions as to why.
Reminder: You can upload multiple files in the LSA Portal.
Please complete within five days of this request.
If you have additional questions, please refer to the Fiscal Note Information Guide Part II (page 20), or contact your Fiscal Analyst.

Bill. HF555 Practice of Pharmacy

Agency. Health and Human Services, Department of

Contacts.** Carrie Malone, 515.401.6180, cmalone@dhs.state.ia.us

**** If the contact name and information shown above does not reflect that of the person filling out this form, PLEASE UPDATE THE CONTACT INFORMATION TO REFLECT WHO WILL FILL OUT THE FORM. Accurate contact information assists LSA Fiscal Analysts when timely feedback is needed.**

Bill Summary. Please provide a brief summary, section-by-section analysis, or division-by-division analysis of the bill provisions that have a fiscal impact on your agency.

Replace text here.

Issue Details. Please provide information on the background of this legislation or any additional issues that may arise from implementing the legislation. Below are some examples of questions to consider, but this is not an exhaustive list.

Is the legislation federally mandated? Are there conflicts with existing law? Identify any ambiguity or other technical issues related to the language. Please provide Iowa Code or Administrative Rule citations.
Does the proposal duplicate or overlap with any other programs?
Identify long-term effects of the proposed legislation.

Replace text here.

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Assumptions. Please provide detailed assumptions and calculations used in developing the estimated costs, savings, or revenue impacts. Describe any new responsibilities, direct or indirect impacts, start-up/one-time versus ongoing costs, and the timing of those costs. Assumptions should not be based on any opinion of the proposed legislation. If there is a mandate, indicate new requirements for local units of government. Feel free to use an Excel file as an attachment to detail your assumptions and fiscal/operational impact. If there is no fiscal impact, include assumptions/explanation as to why.

Replace text here.

Funding Sources. Please provide the funding sources impacted by this legislation. Examples include impacts to the General Fund, other state funds, and federal funds. Does this legislation increase/decrease revenue, increase/decrease expenditures, or transfer funds? Please provide related I/3 appropriation codes, budget units, or fund numbers. Also detail any fund restrictions.

Replace text here.

Estimate Fiscal/Operational Impact. Please detail the impact for your agency by fiscal year. Only the incremental change from current law should be included. Adjust for mid-year changes if applicable. Please address the current and next fiscal year up to five years. Provide a narrative impact here, and upload Excel files into the LSA Portal separately as necessary.

These are some sample categories of impacts and ranges:

Minimal Cost/ Minimal Revenue Decrease. Generally less than $100,000 or 10.0% of a program budget. Indicate whether costs can be absorbed within the existing budget, how the agency's budget or operations (including FTE positions) will change, and the estimated cost. Indicate the real costs and how funds will be shifted.

Minimal Savings/ Minimal Revenue Increase. Generally less than $100,000 or 10.0% of a program budget. No change to the existing budget. Indicate real savings and how funds will be shifted or operations will change.

Significant Fiscal Impact for Expenditures or Revenue. Generally greater than $100,000 or 10.0% of a program budget. Please include information on potential FTE position changes.

Are any costs related to this proposal included in your agency's current or recent budget request or Governor's Budget Recommendation?

Are there any effects through a mandate on local government, including but not limited to counties, cities, school districts, etc.?

Replace text here.

Related Data & Sources. Please list all sources of data used below. If you cannot estimate the impact or the bill does not directly affect your agency, but your agency might possess or know of a component of related data available (such as the number of students annually in the State, estimated homes containing lead paint, licenses sold annually, average daily census of foster care children, etc.),

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please provide it and any known limitations of data. This will be helpful in evaluating the fiscal impact of the pending legislation. You can submit other files for this section through the LSA Portal.

Replace text here.

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Document ID: 0.7.3995.5033-000002	
Owner:	xavier.leonard@legis.iowa.gov <xavier.leonard@legis.iowa.gov>
Filename:	67384 Fiscal Data Request Optional Spreadsheet.xlsx
Last Modified:	Wed Feb 28 08:45:00 CST 2024

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Legislative Services Agency Data Request - Optional spreadsheet
Agencies must fill out and return the text-based (.doc) form when responding to an LSA data request. Agencies may also use this spreadsheet to supplement the response.

information:

Bill or LSB Number	HF555 Practice of Pharmacy
Agency Responding	Health and Human Services, Department of
Contact Info	Carrie Malone, 515.401.6180, cmalone@dhs.state.ia.us
Program/Project Name:	

Please use this row to	**FY**	**FY**	**FY**	**FY**	**FY**	**FY**
Revenues	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Expenditures	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

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Document ID: 0.7.3995.5033-000003
Owner: xavier.leonard@legis.iowa.gov <xavier.leonard@legis.iowa.gov>
Filename: HF555.pdf
Last Modified: Wed Feb 28 08:45:00 CST 2024

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House File 555 - Introduced

HOUSE FILE 555
BY COMMITTEE ON HEALTH AND
HUMAN SERVICES

(SUCCESSOR TO HSB 202)

A BILL FOR

1 An Act relating to the practice of pharmacy, and providing for
2 administrative penalties.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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IA-DHHS-24-0418-A-006206

1 Section 1. NEW SECTION. **155A.2B Practice of pharmacy —**
2 **general principles.**
3 To evaluate whether an act by a licensee or registrant under
4 this chapter violates the appropriate standard of care, a
5 licensee or registrant of the board must consider all of the
6 following:
7 1. Whether performance of the act is expressly prohibited
8 by a provision of this chapter.
9 2. Whether performance of the act is expressly prohibited
10 by a rule adopted by the board.
11 3. Whether performance of the act is expressly prohibited by
12 another applicable state or federal law or regulation.
13 4. Whether performance of the act is consistent with
14 the education, training, and experience of a licensee or
15 registrant.
16 5. Whether performance of the act is within the accepted
17 standard of care that would be provided in a similar setting by
18 a reasonable and prudent licensee or registrant with similar
19 education, training, and experience.
20 Sec. 2. Section 155A.3, subsection 39, Code 2023, is amended
21 to read as follows:
22 39. *"Practitioner"* means a physician, dentist, podiatric
23 physician, prescribing psychologist, veterinarian, optometrist,
24 pharmacist, physician assistant, advanced registered nurse
25 practitioner, or other person licensed or registered to
26 prescribe, distribute, or dispense a prescription drug or
27 device in the course of professional practice in this state or
28 a person licensed by another state in a health field in which,
29 under Iowa law, licensees in this state may legally prescribe
30 drugs.
31 Sec. 3. Section 155A.3, Code 2023, is amended by adding the
32 following new subsection:
33 NEW SUBSECTION. 49A. *"Therapeutic substitution"* means the
34 replacement of a prescribed drug with an alternative molecule
35 with assumed equivalent therapeutic effect. The alternative

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IA-DHHS-24-0418-A-006207

1 drug may be within the same class or from another class with
2 assumed therapeutic equivalence.
3 Sec. 4. Section 155A.7, Code 2023, is amended by striking
4 the section and inserting in lieu thereof the following:
5 **155A.7 Pharmacist-intern, pharmacy technician, and pharmacy**
6 **support person registration.**
7 1. Registration programs for pharmacist-interns, pharmacy
8 technicians, and pharmacy support persons are established for
9 the purposes of identification, tracking, and disciplinary
10 action for the violation of federal drug laws or regulations,
11 state drug or pharmacy laws, or rules of the board.
12 2. A person who is or desires to be a pharmacist-intern,
13 pharmacy technician, or pharmacy support person in this state
14 shall apply to the board for registration on a form prescribed
15 by the board.
16 *a.* A pharmacist-intern shall be registered during internship
17 training and thereafter pursuant to rules adopted by the board.
18 *b.* An applicant for a new pharmacy technician registration
19 or for a pharmacy technician renewal shall provide proof of
20 current certification by a national technician certification
21 authority approved by the board. A person who is in the
22 process of acquiring national certification as a pharmacy
23 technician and who is in training to become a pharmacy
24 technician shall register with the board as a pharmacy
25 technician.
26 3. The board shall adopt rules pursuant to chapter 17A on
27 matters pertaining to pharmacist-intern, pharmacy technician,
28 and pharmacy support person registration, renewals, fees,
29 training, national certification for pharmacy technicians,
30 approval of preceptors for pharmacist-interns, and other
31 relevant matters.
32 *a.* The board shall establish standards for pharmacist-intern
33 registration.
34 *b.* The board shall not adopt rules pertaining to pharmacy
35 support person registration which include any determination of

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IA-DHHS-24-0418-A-006208

1 the competency of the registered person and, notwithstanding
2 section 272C.2, subsection 1, shall not require continuing
3 education for renewal.
4 4. The board may deny, suspend, or revoke the registration
5 of a pharmacist-intern, pharmacy technician, or pharmacy
6 support person, or otherwise impose disciplinary penalties upon
7 the registration of a pharmacy technician or pharmacy support
8 person, for any violation of the laws of this state, another
9 state, or the United States relating to prescription drugs,
10 controlled substances, or nonprescription drugs, or for any
11 violation of this chapter or chapter 124, 124B, 126, 147, 205,
12 or 272C, or any rule of the board. The board may deny, suspend,
13 or revoke a pharmacist-intern registration for failure to meet
14 the standards prescribed by the board pursuant to subsection 3.
15 5. Responsibility for the actions of a pharmacist-intern,
16 pharmacy technician, or pharmacy support person working under
17 a licensed pharmacist's delegated functions and reasonable
18 professional oversight shall remain with the licensed
19 pharmacist.
20 Sec. 5. Section 155A.8, Code 2023, is amended to read as
21 follows:
22 **155A.8 ~~Requirements for pharmacist~~ Pharmacist license.**
23 1. A person shall not engage in the practice of pharmacy in
24 this state without a license. The license shall be identified
25 as a pharmacist license.
26 2. A pharmacist may dispense, administer, monitor, and
27 issue prescription drugs, biological products, and medication
28 orders commensurate with the pharmacist's training and
29 education and in accordance with the appropriate standard of
30 care.
31 3. To qualify for a pharmacist license, an applicant shall
32 meet the following requirements:
33 ~~1.~~ *a.* Be a graduate of a school or college of pharmacy
34 or of a department of pharmacy of a university recognized and
35 approved by the board.

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IA-DHHS-24-0418-A-006209

1 ~~2.~~ *b.* File proof, satisfactory to the board, of internship
2 for a period of time fixed by the board.
3 ~~3.~~ *c.* Pass an examination prescribed by the board.
4 4. The board shall specify by rule procedures and fees to
5 renew a pharmacist license and penalties for late renewal or
6 failure to renew a pharmacist license.
7 Sec. 6. Section 155A.9, subsection 2, Code 2023, is amended
8 to read as follows:
9 2. An applicant who is a graduate of a school or college of
10 pharmacy located outside the United States but who is otherwise
11 qualified to apply for a pharmacist license in this state may
12 be deemed to have satisfied the requirements of ~~section 155A.8,~~
13 ~~subsection 1~~ section 155A.8, subsection 3, paragraph *"a"*, by
14 verification to the board of the applicant's academic record
15 and graduation and by meeting other requirements established
16 by rule of the board. The board may require the applicant
17 to pass an examination or examinations given or approved by
18 the board to establish proficiency in English and equivalency
19 of education as a prerequisite for taking the licensure
20 examination required in section 155A.8, subsection 3.
21 Sec. 7. Section 155A.12, subsection 1, Code 2023, is amended
22 to read as follows:
23 1. Violated any provision of this chapter or any rules of
24 the board adopted under this chapter, the pharmacy or drug
25 laws or rules of the United States, or any other state laws
26 or rules of the United States while under the other state's
27 jurisdiction.
28 Sec. 8. Section 155A.12, subsections 8, 9, and 10, Code
29 2023, are amended by striking the subsections.
30 Sec. 9. Section 155A.12, Code 2023, is amended by adding the
31 following new subsections:
32 NEW SUBSECTION. 11. Engaged in conduct outside the accepted
33 standard of care that would be provided in a similar setting by
34 a reasonable and prudent applicant or licensee.
35 NEW SUBSECTION. 12. Displayed incapacity of a nature

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1 preventing engagement in the practice of pharmacy with
2 reasonable skill, competence, and safety to the public.
3 Sec. 10. Section 155A.13, subsection 3, paragraph b, Code
4 2023, is amended by striking the paragraph and inserting in
5 lieu thereof the following:
6 *b.* The board shall adopt rules for the issuance of a special
7 or limited-use pharmacy license to a telepharmacy site.
8 Sec. 11. Section 155A.13, subsection 3, paragraphs c, d, and
9 e, Code 2023, are amended by striking the paragraphs.
10 Sec. 12. Section 155A.13, subsection 8, Code 2023, is
11 amended by striking the subsection.
12 Sec. 13. Section 155A.13A, Code 2023, is amended by adding
13 the following new subsection:
14 NEW SUBSECTION. 6. *Nonresident pharmacy license.* The
15 board shall specify by rule procedures and fees to renew a
16 nonresident pharmacy license and the penalties for late renewal
17 or failure to renew a nonresident pharmacy license.
18 Sec. 14. Section 155A.18, Code 2023, is amended to read as
19 follows:
20 **155A.18 Penalties.**
21 1. The board shall impose penalties as allowed under section
22 272C.3. In addition, civil penalties not to exceed twenty-five
23 thousand dollars, may be imposed.
24 2. The board may impose an administrative penalty of up to
25 five hundred dollars on a licensee or registrant who does any
26 of the following:
27 *a.* Engages in a practice regulated by this chapter without a
28 current license or registration.
29 *b.* Employs a person without a current license or
30 registration to engage in a practice regulated by this chapter.
31 *c.* Fails to complete the continuing education required for
32 renewal of a license or registration.
33 *d.* Fails any component of a routine inspection conducted by
34 the board.
35 *e.* The assessment and payment of a penalty imposed pursuant

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IA-DHHS-24-0418-A-006211

1 to this subsection shall not be considered a disciplinary
2 action or reported as discipline and shall be confidential.
3 Sec. 15. Section 155A.19, Code 2023, is amended by striking
4 the section and inserting in lieu thereof the following:
5 **155A.19 Notifications to board.**
6 Individuals and businesses licensed or registered pursuant
7 to this chapter shall notify the board of pertinent changes
8 related to activities performed pursuant to a license or
9 registration issued under this chapter, pursuant to rules of
10 the board.
11 Sec. 16. Section 155A.23, Code 2023, is amended by adding
12 the following new subsection:
13 NEW SUBSECTION. 4. *a.* A person found in possession of a
14 drug or device limited to dispensation by prescription, unless
15 the drug or device was so lawfully dispensed, commits a serious
16 misdemeanor.
17 *b.* Paragraph *"a"* does not apply to a licensed pharmacy,
18 licensed wholesaler, physician, veterinarian, dentist,
19 podiatric physician, optometrist, advanced registered nurse
20 practitioner, physician assistant, pharmacist, a nurse
21 acting under the direction of a physician, staff acting
22 under the direction of a person licensed to prescribe, or
23 the board of pharmacy, its officers, agents, inspectors,
24 and representatives, or to a common carrier, manufacturer's
25 representative, or messenger when transporting the drug or
26 device in the same unbroken package in which the drug or device
27 was delivered to that person for transportation.
28 Sec. 17. Section 155A.26, unnumbered paragraph 1, Code
29 2023, is amended to read as follows:
30 The board, its officers, agents, ~~inspectors~~ compliance
31 officers, and representatives, and all peace officers
32 within the state, and all county attorneys shall enforce
33 all provisions of this chapter, except those specifically
34 delegated, and shall cooperate with all agencies charged
35 with the enforcement of the laws of the United States, of

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IA-DHHS-24-0418-A-006212

1 this state, and of all other states relating to prescription
2 drugs. Officers, agents, ~~inspectors~~ compliance officers, and
3 representatives of the board shall have the powers and status
4 of peace officers when enforcing the provisions of this chapter
5 and chapters 124, 126, and 205. Officers, agents, ~~inspectors~~
6 compliance officers, and representatives of the board of
7 pharmacy may:
8 Sec. 18. Section 155A.26, subsection 3, Code 2023, is
9 amended to read as follows:
10 3. Conduct routine and unannounced inspections of
11 ~~pharmacies, drug wholesalers, and the offices or business~~
12 ~~locations of all individuals and institutions authorized to~~
13 ~~have possession of prescription drugs including~~ any entity
14 licensed by the board or location authorized to possess
15 controlled substances or prescription devices, regardless of
16 the location of the office or business.
17 Sec. 19. Section 155A.27, subsection 2, paragraph a, Code
18 2023, is amended to read as follows:
19 *a.* ~~Beginning January 1, 2020, every~~ Every prescription
20 issued for a prescription drug shall be transmitted
21 electronically as an electronic prescription to a pharmacy by a
22 prescriber or the prescriber's authorized agent unless exempt
23 under paragraph "*b*".
24 Sec. 20. Section 155A.27, subsection 3, unnumbered
25 paragraph 1, Code 2023, is amended to read as follows:
26 For ~~prescriptions issued prior to January 1, 2020, or~~
27 ~~for~~ prescriptions exempt from the electronic prescription
28 requirement in subsection 2, paragraph "*b*", a prescriber or the
29 prescriber's authorized agent may transmit a prescription for a
30 prescription drug to a pharmacy by any of the following means:
31 Sec. 21. Section 155A.27, Code 2023, is amended by adding
32 the following new subsections:
33 NEW SUBSECTION. 8. Except as specified in subsection 9, a
34 prescription for any prescription drug or device which is not a
35 controlled substance shall not be filled or refilled more than

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1 eighteen months after the date on which the prescription was
2 issued and a prescription which is authorized to be refilled
3 shall not be refilled more than twelve times.
4 NEW SUBSECTION. 9. A pharmacist may exercise professional
5 judgment by refilling a prescription drug order without
6 prescriber authorization in accordance with the appropriate
7 standard of care and pursuant to rules established by the
8 board.
9 NEW SUBSECTION. 10. An authorization to refill a
10 prescription drug order shall be transmitted to a pharmacy by
11 a prescriber or the prescriber's authorized agent pursuant
12 to this section, except that prescription drug orders for
13 controlled substances shall be transmitted pursuant to section
14 124.308, and, if not transmitted directly by the practitioner,
15 shall also include the name and title of the practitioner's
16 agent completing the transmission.
17 Sec. 22. Section 155A.32, Code 2023, is amended by striking
18 the section and inserting in lieu thereof the following:
19 **155A.32 Drug product selection — restrictions.**
20 1. If an authorized practitioner prescribes a drug, the
21 pharmacist may exercise professional judgment in the interest
22 of the patient by providing a therapeutic substitution for
23 dispensing and sale to the patient.
24 2. The pharmacist shall not provide a therapeutic
25 substitution if "dispense as written" is indicated on the
26 prescription.
27 3. The board shall adopt rules on proper recording and
28 notification when a therapeutic substitution is made under this
29 section.
30 Sec. 23. Section 155A.39, subsection 6, Code 2023, is
31 amended to read as follows:
32 6. Funds and surcharges collected under this section shall
33 be deposited in an account and may be used by the board to
34 administer a program authorized by this section~~, but shall~~
35 ~~not be used for costs incurred for a participant's initial~~

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1 ~~evaluation, referral services, treatment, or rehabilitation~~
2 ~~subsequent to intervention~~ and to assist licensees and
3 registrants with costs incurred for participation in the
4 program.
5 Sec. 24. Section 155A.40, subsection 1, Code 2023, is
6 amended to read as follows:
7 1. The board may request and obtain, notwithstanding
8 section 692.2, subsection 5, criminal history data for any
9 applicant for an initial or renewal license or registration
10 issued pursuant to this chapter or chapter 147, any applicant
11 for reinstatement of a license or registration issued pursuant
12 to this chapter or chapter 147, or any licensee or registrant
13 who is being monitored as a result of a board order or
14 agreement resolving an administrative disciplinary action,
15 for the purpose of evaluating the applicant's, licensee's,
16 or registrant's eligibility for licensure, registration, or
17 suitability for continued practice of the profession. Criminal
18 history data may be requested for all owners, managers, and
19 principal employees of a pharmacy, third-party logistics
20 provider, or ~~drug wholesaler~~ wholesale distributor licensed
21 pursuant to this chapter. The board shall adopt rules
22 pursuant to chapter 17A to implement this section. The board
23 shall inform the applicant, licensee, or registrant of the
24 criminal history requirement and obtain a signed waiver from
25 the applicant, licensee, or registrant prior to submitting a
26 criminal history data request.
27 Sec. 25. Section 155A.46, Code 2023, is amended by adding
28 the following new subsection:
29 NEW SUBSECTION. 01. A pharmacist may, pursuant to
30 statewide protocols developed and approved by the board in
31 consultation with the department of health and human services,
32 order and administer prescription drugs, products, tests, or
33 treatments. Each protocol, as established by rule, may define
34 the prescription drugs, products, tests, or treatments allowed
35 to be ordered and administered, any training or qualification

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1 required to implement the protocol, and any additional
2 requirements deemed appropriate by the board.
3 Sec. 26. Section 155A.46, subsection 1, Code 2023, is
4 amended to read as follows:
5 1. A pharmacist may, pursuant to statewide protocols
6 developed and approved by the board in consultation with
7 the department of health and human services and consistent
8 with subsection 2, order and administer an immunization or
9 vaccination. Each protocol, as established by rule, may
10 define the immunization or vaccination allowed to be ordered
11 and administered, any training or qualification required to
12 implement the protocol, and any additional requirements deemed
13 appropriate by the board.
14 *a.* A pharmacist may~~, pursuant to statewide protocols~~
15 ~~developed by the board in consultation with the department~~
16 ~~of public health and consistent with subsection 2,~~ order and
17 administer the following to patients ages eighteen years and
18 older:
19 ~~(1) Naloxone.~~
20 ~~(2) Nicotine replacement tobacco cessation products.~~
21 ~~(3)~~ (1) An immunization or vaccination recommended by
22 the United States centers for disease control and prevention
23 advisory committee on immunization practices in its approved
24 vaccination schedule for adults.
25 ~~(4)~~ (2) An immunization or vaccination recommended by the
26 United States centers for disease control and prevention for
27 international travel.
28 ~~(5)~~ (3) A Tdap (tetanus, diphtheria, acellular pertussis)
29 vaccination in a booster application.
30 ~~(6)~~ (4) Other emergency immunizations or vaccinations in
31 response to a public health emergency.
32 ~~(7)~~ (5) An immunization or vaccination for COVID-19 as
33 defined in section 686D.2.
34 *b.* A pharmacist may~~, pursuant to statewide protocols~~
35 ~~developed by the board in consultation with the department~~

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1 ~~of public health and consistent with subsection 2,~~ order and
2 administer the following to patients ages six months and older:
3 (1) ~~A vaccine or~~ An immunization or vaccination for
4 influenza.
5 (2) Other emergency immunizations or vaccines in response
6 to a public health emergency.
7 *c.* A pharmacist may, pursuant to statewide protocols
8 developed by the board in consultation with the department
9 of public health and consistent with subsection 2, order and
10 administer the final two doses in a course of vaccinations for
11 HPV to patients ages eleven years and older.
12 *d.* Prior to the ordering and administration of ~~a~~
13 ~~vaccination or~~ an immunization or vaccination authorized by
14 this subsection, pursuant to statewide protocols, a licensed
15 pharmacist shall consult and review the statewide immunization
16 registry or health information network. The board shall
17 adopt rules requiring the reporting of the administration of
18 ~~vaccines and~~ immunizations and vaccinations authorized by this
19 subsection to a patient's primary health care provider, primary
20 physician, and a statewide immunization registry or health
21 information network.
22 ~~*e.* A pharmacist may, pursuant to statewide protocols~~
23 ~~developed by the board in consultation with the department~~
24 ~~of public health and consistent with subsection 2, order and~~
25 ~~administer the following to patients ages six years and older:~~
26 ~~(1) Point-of-care testing and treatment for influenza,~~
27 ~~streptococcus A, and COVID-19 as defined in section 686D.2 at~~
28 ~~the point of interaction between a pharmacist and a patient.~~
29 ~~(2) Point-of-care testing at the point of interaction~~
30 ~~between a pharmacist and a patient in response to a public~~
31 ~~health emergency.~~
32 Sec. 27. Section 155A.46, subsection 2, Code 2023, is
33 amended by striking the subsection and inserting in lieu
34 thereof the following:
35 2. Notwithstanding any provision of law to the contrary,

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1 a pharmacist may develop policies, procedures, and protocols
2 to carry out the practices identified in section 155A.8,
3 subsection 2.
4 Sec. 28. Section 155A.47, subsection 1, Code 2023, is
5 amended to read as follows:
6 1. Notwithstanding any provision of section 147.107,
7 subsection 2, or ~~section 155A.33~~ this chapter to the contrary,
8 the board may approve a pilot or demonstration research project
9 of innovative applications in the practice of pharmacy to
10 provide enhanced patient care.
11 Sec. 29. REPEAL. Sections 155A.6, 155A.6A, 155A.6B,
12 155A.21, 155A.28, and 155A.29, Code 2023, are repealed.
13 EXPLANATION

14 **The inclusion of this explanation does not constitute agreement with**
15 **the explanation's substance by the members of the general assembly.**

16 This bill relates to the practice of pharmacy. The bill
17 creates general principles that licensees and registrants of
18 the board of pharmacy (board) must consider when determining
19 whether an act violates the appropriate standard of care. The
20 bill also reorganizes Code chapter 155A (pharmacy) by combining
21 and repealing certain Code sections, and makes conforming Code
22 changes. The bill combines Code section 155A.21 (unlawful
23 possession of prescription drug or device — penalty) into Code
24 section 155A.23 (prohibited acts) and Code section 155A.29
25 (prescription refills) into Code section 155A.27 (requirements
26 for prescriptions).
27 The bill adds pharmacists to the definition of
28 "practitioner" for the purposes of Code chapter 155A and
29 defines "therapeutic substitution" as the replacement of a
30 prescribed drug with an alternative molecule with assumed
31 equivalent therapeutic effect.
32 The bill repeals and amends current Code provisions
33 regarding the registration of pharmacist-interns, pharmacy
34 technicians, and pharmacy support persons. The bill requires
35 the board to adopt rules regarding the registration and

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1 practice of pharmacist-interns, pharmacy technicians, and
2 pharmacy support persons. The bill prohibits the board
3 from adopting rules pertaining to pharmacy support person
4 registration which include any determination of the competency
5 of the registered person or requiring continuing education.
6 The bill allows the board to deny, suspend, or revoke a
7 registration of a pharmacist-intern, pharmacy technician,
8 or pharmacy support person based on a violation of certain
9 laws and regulations. Responsibility for the actions of a
10 pharmacist-intern, pharmacy technician, or pharmacy support
11 person working under a pharmacist remains with the pharmacist.
12 The bill allows a pharmacist to dispense, administer,
13 monitor, and issue prescription drugs, biological products,
14 and medication orders according to the pharmacist's training
15 and education and in accordance with the appropriate standard
16 of care. The bill requires the board to specify by rule the
17 procedures and fees to renew a pharmacist license and the
18 penalties for late renewal or failure to renew a pharmacist
19 license.
20 The bill allows the board to discipline a pharmacist or
21 refuse to issue a pharmacist license to a person for engaging
22 in conduct outside the accepted standard of care that would
23 be provided in a similar setting by a reasonable and prudent
24 applicant or licensee and for displaying incapacity of a
25 nature preventing engagement in the practice of pharmacy with
26 reasonable skill, competence, and safety to the public.
27 The bill strikes provisions regarding the issuance of a
28 telepharmacy license and requires the board to adopt rules for
29 the issuance of a telepharmacy license. The bill also strikes
30 a requirement that a pharmacy license be issued in the name of
31 the pharmacist in charge and not be transferable or assignable.
32 The bill requires the board to adopt rules regarding the
33 renewal of a nonresident pharmacy license and the penalties
34 for a late renewal or failure to renew a nonresident pharmacy
35 license.

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1 The bill allows the board to impose an administrative
2 penalty of up to $500 on a licensee or registrant who engages
3 in a practice regulated by Code chapter 155A without a current
4 license or registration, employs a person without a current
5 license or registration to engage in a practice regulated by
6 Code chapter 155A, fails to complete the continuing education
7 required for renewal of a license or registration, or fails any
8 component of a routine inspection conducted by the board. An
9 administrative penalty shall not be considered a disciplinary
10 action or reported as discipline and shall be confidential.
11 Under current law, the board can impose civil penalties not to
12 exceed $25,000.
13 The bill strikes current law regarding notifications
14 submitted by a pharmacy to the board and requires the board
15 to adopt rules for the reporting of pertinent changes related
16 to activities performed pursuant to a license or registration
17 issued under Code chapter 155A to the board by a licensed or
18 registered person or business.
19 The bill changes references to "inspectors" of the board
20 to "compliance officers" of the board. The bill allows the
21 board to conduct routine and unannounced inspections of any
22 entity licensed by the board or location authorized to possess
23 controlled substances or prescription devices.
24 The bill strikes provisions allowing prescriptions issued
25 before January 1, 2020, to be issued by nonelectronic means.
26 The bill allows a pharmacist to exercise professional judgment
27 by refilling a prescription without prescriber authorization in
28 accordance with the appropriate standard of care and pursuant
29 to rules established by the board.
30 The bill allows a pharmacist to dispense a therapeutic
31 substitution in lieu of a prescribed drug according to the
32 professional judgment of the pharmacist unless the prescription
33 states "dispense as written". The board shall adopt rules on
34 proper recording and notification of therapeutic substitutions.
35 The bill allows funds and surcharges collected for a

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HF555.pdf for Printed Item: 886 (Attachment 3 of 3)

1 program to monitor impaired pharmacists, pharmacist-interns,
2 or pharmacy technicians to be used to assist licensees and
3 registrants with costs incurred for participation in the
4 program.
5 The bill allows the board to request criminal history
6 data for all owners, managers, and principal employees and
7 third-party logistics providers and wholesale distributors.
8 The bill amends current provisions regarding statewide
9 protocols under which a pharmacist can order and administer
10 certain drugs. The bill allows the board to develop statewide
11 protocols for the ordering and administration of prescription
12 drugs, products, tests, treatments, immunizations, and
13 vaccinations in consultation with the department of health and
14 human services. Each protocol may define the prescription
15 drugs, products, tests, treatments, immunizations, or
16 vaccinations allowed to be ordered and administered, any
17 training or qualification required to implement the protocol,
18 and any additional requirements deemed appropriate by the
19 board. The bill strikes provisions allowing a pharmacist to
20 order and administer naloxone and nicotine replacement tobacco
21 cessation products to patients ages 18 years and older and to
22 order and administer certain forms of point-of-care testing
23 to patients ages 6 years and older. The bill also strikes
24 provisions requiring a pharmacist who orders or administers
25 prescription drugs, products, tests, or treatments to maintain
26 certain records, provide notice to a patient's primary health
27 care provider, and complete continuing education requirements.
28 The bill allows the board to approve a pilot or demonstration
29 research project of innovative applications in the practice of
30 pharmacy to provide enhanced patient care, notwithstanding any
31 provision of Code chapter 155A to the contrary. Current law
32 allows the board to approve such a project notwithstanding Code
33 section 155A.33 (delegation of functions).

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Date: Wed Feb 28 2024 07:28:39 CST
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Anticipate just a quick meeting today to keep everyone on the same page …

Capitol Update from yesterday:

Senate Debate from Tuesday:

* SF 2395 A bill for an act relating to the opioid settlement fund, including appropriations of the moneys in the fund, and providing an effective date. FN24-131 Amendments filed: S-5025, S-5026 both failed; Passed 36-13

* SF 2160 A bill for an act relating to ambulatory surgical centers. FN24-055; Passed 49-0

* SF 2391 A bill for an act prohibiting the misbranding of certain food products, and providing penalties. FN24-138 Amendments filed: S-5023 (strike all) Passed; S-5028 (2nd to S-5023), S-5029 (2nd to S-5028) – both of the 2nd failed; Passed as Amended 49-0. CommAcc updated the BR for FN24-138 to take the newly passed bill into account moving forward.

House Debate from Tuesday:

* HF 2302 A bill for an act relating to assaults, including assaults on persons engaged in certain occupations and inmate assaults on department of corrections employees, and providing penalties. Watching Passed 97-0

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* HF 2324 A bill for an act relating to ambulatory surgical centers. FN24-048 Substituted SF 2160, Passed 97-0; Goes to Governor Medicaid & Public Health assess if there are Rules or Implementation needs; no impact to HHS?

* HF 2391 A bill for an act relating to health care employment agencies, including the statewide maximum allowable charges schedule applicable to nursing services provided by health care employment agency workers, providing penalties, and including effective date provisions. FN24-096 Passed 80-17

* HF 2403 A bill for an act relating to responsibility for payment of fees relating to termination of parental rights proceedings. BR24-063 Passed 97-0

* HF 2013 A bill for an act relating to nursing home administrator provisional licenses. FN24-014 Passed 97-0

* HF 2210 A bill for an act relating to the licensing of, and granting of clinical privileges to, certain health care professionals. FN24-089 Passed 97-0

* HF 2299 A bill for an act relating to open records requests. Watching Passed 91-6

* HF 2538 A bill for an act relating to state agency strategic planning and data collection. BR24-064 Passed 96-0

House Debate Scheduled for Wednesday:

* HF 2319 A bill for an act prohibiting counties and cities from providing guaranteed income programs, and including effective date provisions. Watching

* HF 2393 A bill for an act relating to health examinations, surveys, and screenings conducted by school districts, charter schools, and innovation zone schools. BR24-058

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Amendment filed: H-8074

* HF 2617 A bill for an act incorporating provisions related to pregnancy and fetal development into the human growth and development and health curriculum provided by school districts, accredited nonpublic schools, charter schools, and innovation zone schools to students enrolled in grades seven through twelve. Watching

* HF 2623 A bill for an act relating to the Iowa health information network including functioning as the state-designated health data utility. FN24-098 Amendment filed: H-8052

Senate Debate Scheduled for Wednesday:

* SF 108 A bill for an act relating to the employment of unauthorized aliens and providing penalties. FN23-041

* SF 2106 A bill for an act relating to claims for unemployment insurance benefits and including effective date provisions. Watching Amendment filed: S-5027

Decisions still needed:

HF 555 PHARMACY MATTERS (Health & Human Services; Successor to HSB 202) FM: Bergan FN23-122

Reorganizes provisions on the practice of pharmacy. States general principles that pharmacists and registrants under the BOP must follow. Requires the BOP to adopt rules on pharmacist interns, technicians and support personnel, on tele-pharmacies, and on other matters. Includes requirements for the rules and strikes provisions in Code. Allows the BOP to discipline a pharmacist for engaging in conduct outside of the standard of care. Authorizes administrative penalties. Allows the BOP to request criminal history checks on various parties. Contains provisions on prescriptions, therapeutic substitutions and other related matters.

With the passage of HF 555, as Amended, we need Medicaid & Fiscal to review the amendments S-3112 and 2nd S-5002 to see if FN23-122 changes. (if there may be an impact or change to FN23-122, assign as FN24-143; Medicaid & PH reviewing

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HF 2400 DENTAL CARE NETWORKS (substituted for SF 2384) A bill for an act relating to contracts and payments for dental care service plans.

Passed Goes to Governor Compliance – will there be Rules or Implementation needs for this bill? Medicaid indicates no impact.

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

321 E 12th St., Des Moines, IA 50319

515-377-0157 Teams

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HHS.Iowa.gov

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Health
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Hospital Groups Allege Opioid Crisis Damaged Their Finances

By Dan McKay

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patients.

Complaint attached | Read full article » | Save to favorites »

POLICY & REGULATION

Survey Finds Just 4 in 10 Healthcare Orgs. Review AI Guidance

By Dan McKay

Only 40% of healthcare professionals surveyed by the Berkeley Research Group say their organizations are reviewing or plan to review regulatory guidance on artificial intelligence, even as they expect rapid growth in AI deployment over the next three years, according to a report released Tuesday.

Report attached | Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

Anesthesia Group Settles Colo. AG's Monopoly Claims

By Daniel Ducassi

U.S. Anesthesia Partners has said it would cede control of deals with several Colorado hospitals and pay $200,000 in legal fees to settle the state attorney general's allegations that the practice group had anti-competitive control of the market.

2 documents attached | Read full article » | Save to favorites »

DC Circ. Rejects Hospital's NLRB 'Successor Bar' Challenge

By Tim Ryan

The D.C. Circuit on Tuesday upheld a National Labor Relations Board decision finding a Puerto Rico hospital unlawfully withdrew recognition from a union after inheriting five bargaining units, rejecting the company's challenge to a board standard blocking employers from withdrawing recognition after acquiring a unionized company's operations.

Opinion attached | Read full article » | Save to favorites »

LITIGATION

Ascension Unit Will Pay $2.6M To End Time Clock BIPA Suit

By Lauraann Wood

Presence Health Network in Illinois is set to pay $2.6 million to settle biometric privacy claims from a group of employees who claimed the health system violated their privacy rights by requiring them to scan their fingerprints for timekeeping without first obtaining consent, after a

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Chicago state judge signed off on the settlement.

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Mich. AG Backs Abortion Challenge, But Urges Narrow Block

By Theresa Schliep

The Michigan attorney general on Tuesday backed a challenge from a group of reproductive healthcare clinics to abortion policies they argue violate the state's constitution, but told a state court that the injunction they requested could have collateral damage and advised a narrow block of the provisions.

Response attached | Read full article » | Save to favorites »

NY Hospital Says PE-Owned Anesthesia Co. Monopolizes Care

By Gianna Ferrarin

A hospital based in New York state says a private equity company that manages anesthesia services is exercising monopoly power and putting the hospital at risk of facing a "crippling shortage" of anesthesia providers, according to a suit filed in federal court.

Complaint attached | Read full article » | Save to favorites »

Hospital Denies Nurses OT For Work During Breaks, Suit Says

By Abby Wargo

A Michigan hospital has been refusing to pay a group of nurses and technicians overtime wages by automatically deducting pay for meal breaks they cannot take, according to a proposed collective action filed in federal court.

Complaint attached | Read full article » | Save to favorites »

Conn. Agency Asks Judge To Rethink Tuition Refund Pause

By George Woolston

The Connecticut Office of Higher Education has asked a state judge to vacate a ruling that paused the agency's refund process for students affected by the abrupt shutdown of Stone Academy, arguing the judge shouldn't have exercised jurisdiction over the matter and that the ruling interferes with the agency's statutory authority to implement the program.

Motion attached | Read full article » | Save to favorites »

DEALS

Veradigm To Acquire ScienceIO, Face Potential Nasdaq Delisting

By Yeji Jesse Lee

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Healthcare technology company Veradigm announced Tuesday that it would acquire language model startup ScienceIO in a $140 million deal that would help it extract more insights from its data and launch new features across its business.

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BANKRUPTCY

Careismatic Creditors Lash Out At DIP Proposal

By Emlyn Cameron

Prepetition lien lenders for bankrupt medical scrubs distributor Careismatic Brands LLC are using an agreement aimed at funding the company's Chapter 11 case to swipe potential recoveries from unsecured creditors, those unsecured creditors have told a New Jersey bankruptcy court.

1 document attached | Read full article » | Save to favorites »

Monsanto Wants Further 11th Circ. Roundup Suit Review

By Peter McGuire

Monsanto has for a second time pressed the full Eleventh Circuit to review a panel ruling that a Georgia doctor's allegations the company failed to warn about cancer risks of using the Roundup weed killer was permitted despite federal pesticide labeling requirements.

Petition attached | Read full article » | Save to favorites »

PEOPLE

Fox Rothschild Taps Sarasota-Area Firm Attys For New Office

By Madison Arnold

Fox Rothschild LLP has widened its Florida footprint with the opening of an office in Sarasota and the addition of a three-attorney team from Blalock Walters PA.

Read full article » | Save to favorites »

Arnold & Porter Transactions Vet Joins Foley & Lardner

By Adrian Cruz

Foley & Lardner LLP announced it has brought on a former Arnold & Porter Kaye Scholer LLP attorney with over 30 years of experience working on transactional matters as a partner in its Silicon Valley, California, office.

Read full article » | Save to favorites »

EXPERT ANALYSIS

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Keeping Up With Class Actions: Data Breach Litigation In Flux

In this monthly look at notable class action decisions, Gerald Maatman at Duane Morris examines a recent mixed-bag data breach ruling from an Illinois federal court — in the context of case law developments over the last year — which illustrates the range of issues confronting litigants going forward.

Read full article » | Save to favorites »

Args In APA Case Amplify Justices' Focus On Agency Power

In arguments last week in Corner Post v. Federal Reserve, the U.S. Supreme Court justices paid particular importance to the possible ripple effects of their decision, which will address when a facial challenge to long-standing federal rules under the Administrative Procedure Act first accrues and could thus unleash a flood of new lawsuits, say attorneys at Snell & Wilmer.

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LEGAL INDUSTRY

Law Firm Leasing Activity Reaches Pre-Pandemic Level

By Tracey Read

Major firm relocations in late 2023, including Paul Weiss Rifkind Wharton & Garrison LLP's December deal for a 20-year lease in a midtown Manhattan skyscraper, helped fuel the hottest legal office space market since before the COVID-19 pandemic.

Read full article » | Save to favorites »

Atty's Suit Says Thompson Hine Allowed 'Toxic Boys Club'

By Aebra Coe

Thompson Hine LLP has become the latest law firm to face discrimination allegations, as a former income partner filed a pro se lawsuit Monday against the firm in New York federal court alleging she was sexually harassed by a senior partner in the New York office and then retaliated against for reporting the misconduct.

Complaint attached | Read full article » | Save to favorites »

Podcast

Approach The Bench: Judge Michael Baylson

Though his standing order on lawyers writing briefs using artificial intelligence — one of the first

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in the country to address the technology — is fairly broad, Judge Michael Baylson of the Eastern District of Pennsylvania says he's "not banning AI."

Proposed Rule attached | Read full article » | Save to favorites »

Blank Rome Adds White Collar Team From Akerman

By Christine DeRosa

Blank Rome LLP has added a four-attorney team from Akerman LLP to its white collar defense and investigations group, continuing the practice group's recent expansion.

Read full article » | Save to favorites »

Q&A

Employers Must Battle AI Bias, Fisher Phillips' AI Chief Says

By Hannah Albarazi

Employers embracing artificial intelligence and machine learning tools to automate time-consuming tasks, such as screening resumes and conducting interviews, must ensure those tools don't engage in "algorithm drift" that results in improper bias, which could put a company on the hook legally and ruin its brand reputation, says David Walton, chair of Fisher Phillips' artificial intelligence team.

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7th Circ. Chief Defends Discrimination Rules In GOP Letter Reply

By Celeste Bott

The Seventh Circuit's chief judge has told two Republican senators that the circuit is "committed to ensuring an environment free of discrimination," after the senators wrote to her arguing that at least three Illinois federal judges issued unethical and illegal standing orders to promote participation by newer, female and minority attorneys.

Letter attached | Read full article » | Save to favorites »

Confirmation Of 2 Fla. Judges Eases Judicial Emergencies

By Courtney Buble

On Tuesday, the Senate confirmed U.S. Magistrate Judge Jacqueline Becerra and David Seymour Leibowitz, corporate counsel for the Braman Management Association, to the Southern District of Florida.

Read full article » | Save to favorites »

New Lead Confirmed For Watchdog Office For Fed. Employees

By Courtney Bublé

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The U.S. Senate voted 49-47 on Tuesday night to confirm Hampton Dellinger, a former Boies Schiller Flexner LLP partner, to lead the federal watchdog agency charged with protecting federal employees' interests.

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Hogan Lovells Says It Was Barred From Labor Dispute Interviews

By Jennifer Doherty

A Hogan Lovells attorney for Mexico's San Martín Mine told Law360 that his team has been shut out of proceedings in the first-ever labor-focused panel dispute under the United States-Mexico-Canada Agreement, centered on alleged collective bargaining violations.

Letter attached | Read full article » | Save to favorites »

Ex-DOJ Atty Won't Have To Show Docs Tied To Election Letter

By Ali Sullivan

The D.C. bar disciplinary counsel pursuing ethics charges against former U.S. Department of Justice attorney Jeffrey Clark cannot force him to turn over documents regarding a draft letter that purported to identify "significant concerns" with the 2020 presidential election, a D.C. appeals court ruled.

2 documents attached | Read full article » | Save to favorites »

Cleary And Vladeck Raskin Must Face Cuomo's Subpoena Bid

By Jack Karp

Former New York Gov. Andrew Cuomo can continue his effort to force Cleary Gottlieb Steen & Hamilton LLP and Vladeck Raskin & Clark PC to turn over information about the women whose sexual misconduct accusations forced him to resign, a New York federal judge has said.

Order attached | Read full article » | Save to favorites »

Jackson Walker, Kirkland Again Sued Over Judge's Romance

By Catherine Marfin

Jackson Walker and Kirkland & Ellis LLP have been hit with another lawsuit alleging they were aware of a former Texas bankruptcy judge's relationship with a onetime partner of the former firm and failed to disclose it during proceedings worth millions of dollars.

Complaint attached | Read full article » | Save to favorites »

HP Inc.'s General Counsel Earned $6.2M Pay Package In 2023

By Gina Kim

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HP Inc. legal chief Julie Jacobs raked in a compensation package totaling $6.2 million in 2023, including a $2 million payment for leaving her position at Yahoo Inc. the year before, according to the company's proxy statement submitted to the U.S. Securities and Exchange Commission.

1 document attached | Read full article » | Save to favorites »

NJ Panel Rebuffs Patent Atty In Breakup Feud With Ex-Firm

By Carla Baranauckas

The efforts of a Garden State intellectual property lawyer to get additional compensation when he cashed out of a law firm partnership in 2019 were rebuffed Tuesday by a New Jersey appellate panel, which tossed his appeal but sent the question of $830,000 in attorney fees back to the trial court for reconsideration.

Opinion attached | Read full article » | Save to favorites »

Atty Isn't Liable As Husband's Firm Partner, NJ Panel Says

By Emlyn Cameron

A New Jersey appellate panel on Tuesday said retired attorney Gail Beran isn't liable for malpractice in connection with her husband's failure to file a bankruptcy on time, because his then-clients didn't rely on the idea that she was a partner when they decided to hire the firm.

Opinion attached | Read full article » | Save to favorites »

Ex-Girardi Keese Atty Settles With Actress Over Missing Cash

By Craig Clough

An actress alleging that Erika Girardi's entertainment company helped her husband's now-defunct law firm, Girardi Keese, hide his clients' stolen money, including $744,000 stolen from her, finalized a $6,000 settlement with one of the firm's attorneys on Tuesday when a California judge signed off on the deal.

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'Rust' Armorer Regretted Not Checking Gun 'More,' Jury Hears

By Phillip Bantz

A New Mexico state jury on Tuesday watched a law enforcement interview in which Hannah Gutierrez-Reed, armorer for the film "Rust," expressed remorse for not having more thoroughly checked a prop gun that went off in actor Alec Baldwin's hand, killing a cinematographer.

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Calif. Law Firm Can't Shake Arbitration Award In Fees Dispute

By Emily Sawicki

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A California state appeals court has affirmed an arbitration award totaling more than $1 million in quantum meruit damages, outstanding contract awards, arbitration fees, expenses and interest for Golden State civil rights firm The Bloom Firm, two years after its partnership with a rival firm unraveled.

Opinion attached | Read full article » | Save to favorites »

Sheriff, Clerk Tacked On To NC Court Software Class Action

By Hayley Fowler

The Mecklenburg County sheriff and clerk of courts have joined a growing list of defendants in a proposed civil rights class action alleging that North Carolina's new digital court system has led to unlawful arrests and detentions in the Tar Heel State.

2 documents attached | Read full article » | Save to favorites »

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Allscripts Healthcare Solutions Inc.

American Civil Liberties Union

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Bayer AG

Berkeley Research Group LLC

Bouchard Transportation Co. Inc.

Brinker International Inc.

Cable News Network Inc.

Careismatic Brands Inc.

Chevron Corp.

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James B. Moran Center for Youth Advocacy

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McDermott International

Monsanto Co.

NASDAQ Inc.

North American Partners in Anesthesia LLP

Oath Inc.

Oklahoma City University

Presence Health Network

Savills Inc.

Southeastern University

Spotify Technology SA

St. Joseph's Hospital Health Center

T-Mobile US Inc.

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European Union

Executive Office of the President

Federal Bureau of Investigation

Federal Reserve System

Food and Drug Administration

Los Angeles Superior Court

National Labor Relations Board

New York Attorney General's Office

North Carolina Department of Justice

Office of the U.S. Trade Representative

U.S. Air Force

U.S. Attorney's Office for the Southern District of Florida

U.S. Bankruptcy Court for the District of New Jersey

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

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U.S. Court of Appeals for the Eleventh Circuit

U.S. Court of Appeals for the Second Circuit

U.S. Court of Appeals for the Sixth Circuit

U.S. Department of Health and Human Services

U.S. Department of Justice

U.S. District Court for the District of Columbia

U.S. District Court for the Eastern District of Michigan

U.S. District Court for the Northern District of Illinois

U.S. District Court for the Northern District of New York

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Missouri

U.S. Environmental Protection Agency

U.S. Office Of Special Counsel

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the Northern District of Ohio

United States District Court for the Western District of Oklahoma

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U.S. District Court for the Eastern District of Michigan

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U.S. District Court for the Western District of Missouri

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United States District Court for the Northern District of Ohio

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By Dan McKay

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POLICY & REGULATION

Survey Finds Just 4 in 10 Healthcare Orgs. Review AI Guidance

By Dan McKay

Only 40% of healthcare professionals surveyed by the Berkeley Research Group say their organizations are reviewing or plan to review regulatory guidance on artificial intelligence, even as they expect rapid growth in AI deployment over the next three years, according to a report released Tuesday.

Report attached | Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

Anesthesia Group Settles Colo. AG's Monopoly Claims

By Daniel Ducassi

U.S. Anesthesia Partners has said it would cede control of deals with several Colorado hospitals and pay $200,000 in legal fees to settle the state attorney general's allegations that the practice group had anti-competitive control of the market.

2 documents attached | Read full article » | Save to favorites »

DC Circ. Rejects Hospital's NLRB 'Successor Bar' Challenge

By Tim Ryan

The D.C. Circuit on Tuesday upheld a National Labor Relations Board decision finding a Puerto Rico hospital unlawfully withdrew recognition from a union after inheriting five bargaining units, rejecting the company's challenge to a board standard blocking employers from withdrawing recognition after acquiring a unionized company's operations.

Opinion attached | Read full article » | Save to favorites »

LITIGATION

Ascension Unit Will Pay $2.6M To End Time Clock BIPA Suit

By Lauraann Wood

Presence Health Network in Illinois is set to pay $2.6 million to settle biometric privacy claims from a group of employees who claimed the health system violated their privacy rights by requiring them to scan their fingerprints for timekeeping without first obtaining consent, after a

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Chicago state judge signed off on the settlement.

Read full article » | Save to favorites »

Mich. AG Backs Abortion Challenge, But Urges Narrow Block

By Theresa Schliep

The Michigan attorney general on Tuesday backed a challenge from a group of reproductive healthcare clinics to abortion policies they argue violate the state's constitution, but told a state court that the injunction they requested could have collateral damage and advised a narrow block of the provisions.

Response attached | Read full article » | Save to favorites »

NY Hospital Says PE-Owned Anesthesia Co. Monopolizes Care

By Gianna Ferrarin

A hospital based in New York state says a private equity company that manages anesthesia services is exercising monopoly power and putting the hospital at risk of facing a "crippling shortage" of anesthesia providers, according to a suit filed in federal court.

Complaint attached | Read full article » | Save to favorites »

Hospital Denies Nurses OT For Work During Breaks, Suit Says

By Abby Wargo

A Michigan hospital has been refusing to pay a group of nurses and technicians overtime wages by automatically deducting pay for meal breaks they cannot take, according to a proposed collective action filed in federal court.

Complaint attached | Read full article » | Save to favorites »

Conn. Agency Asks Judge To Rethink Tuition Refund Pause

By George Woolston

The Connecticut Office of Higher Education has asked a state judge to vacate a ruling that paused the agency's refund process for students affected by the abrupt shutdown of Stone Academy, arguing the judge shouldn't have exercised jurisdiction over the matter and that the ruling interferes with the agency's statutory authority to implement the program.

Motion attached | Read full article » | Save to favorites »

DEALS

Veradigm To Acquire ScienceIO, Face Potential Nasdaq Delisting

By Yeji Jesse Lee

AMERICAN OVERSIGHT

Healthcare technology company Veradigm announced Tuesday that it would acquire language model startup ScienceIO in a $140 million deal that would help it extract more insights from its data and launch new features across its business.

Read full article » | Save to favorites »

BANKRUPTCY

Careismatic Creditors Lash Out At DIP Proposal

By Emlyn Cameron

Prepetition lien lenders for bankrupt medical scrubs distributor Careismatic Brands LLC are using an agreement aimed at funding the company's Chapter 11 case to swipe potential recoveries from unsecured creditors, those unsecured creditors have told a New Jersey bankruptcy court.

1 document attached | Read full article » | Save to favorites »

Monsanto Wants Further 11th Circ. Roundup Suit Review

By Peter McGuire

Monsanto has for a second time pressed the full Eleventh Circuit to review a panel ruling that a Georgia doctor's allegations the company failed to warn about cancer risks of using the Roundup weed killer was permitted despite federal pesticide labeling requirements.

Petition attached | Read full article » | Save to favorites »

PEOPLE

Fox Rothschild Taps Sarasota-Area Firm Attys For New Office

By Madison Arnold

Fox Rothschild LLP has widened its Florida footprint with the opening of an office in Sarasota and the addition of a three-attorney team from Blalock Walters PA.

Read full article » | Save to favorites »

Arnold & Porter Transactions Vet Joins Foley & Lardner

By Adrian Cruz

Foley & Lardner LLP announced it has brought on a former Arnold & Porter Kaye Scholer LLP attorney with over 30 years of experience working on transactional matters as a partner in its Silicon Valley, California, office.

Read full article » | Save to favorites »

EXPERT ANALYSIS

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Keeping Up With Class Actions: Data Breach Litigation In Flux

In this monthly look at notable class action decisions, Gerald Maatman at Duane Morris examines a recent mixed-bag data breach ruling from an Illinois federal court — in the context of case law developments over the last year — which illustrates the range of issues confronting litigants going forward.

Read full article » | Save to favorites »

Args In APA Case Amplify Justices' Focus On Agency Power

In arguments last week in Corner Post v. Federal Reserve, the U.S. Supreme Court justices paid particular importance to the possible ripple effects of their decision, which will address when a facial challenge to long-standing federal rules under the Administrative Procedure Act first accrues and could thus unleash a flood of new lawsuits, say attorneys at Snell & Wilmer.

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LEGAL INDUSTRY

Law Firm Leasing Activity Reaches Pre-Pandemic Level

By Tracey Read

Major firm relocations in late 2023, including Paul Weiss Rifkind Wharton & Garrison LLP's December deal for a 20-year lease in a midtown Manhattan skyscraper, helped fuel the hottest legal office space market since before the COVID-19 pandemic.

Read full article » | Save to favorites »

Atty's Suit Says Thompson Hine Allowed 'Toxic Boys Club'

By Aebra Coe

Thompson Hine LLP has become the latest law firm to face discrimination allegations, as a former income partner filed a pro se lawsuit Monday against the firm in New York federal court alleging she was sexually harassed by a senior partner in the New York office and then retaliated against for reporting the misconduct.

Complaint attached | Read full article » | Save to favorites »

Podcast

Approach The Bench: Judge Michael Baylson

Though his standing order on lawyers writing briefs using artificial intelligence — one of the first

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in the country to address the technology — is fairly broad, Judge Michael Baylson of the Eastern District of Pennsylvania says he's "not banning AI."

Proposed Rule attached | Read full article » | Save to favorites »

Blank Rome Adds White Collar Team From Akerman

By Christine DeRosa

Blank Rome LLP has added a four-attorney team from Akerman LLP to its white collar defense and investigations group, continuing the practice group's recent expansion.

Read full article » | Save to favorites »

Q&A

Employers Must Battle AI Bias, Fisher Phillips' AI Chief Says

By Hannah Albarazi

Employers embracing artificial intelligence and machine learning tools to automate time-consuming tasks, such as screening resumes and conducting interviews, must ensure those tools don't engage in "algorithm drift" that results in improper bias, which could put a company on the hook legally and ruin its brand reputation, says David Walton, chair of Fisher Phillips' artificial intelligence team.

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7th Circ. Chief Defends Discrimination Rules In GOP Letter Reply

By Celeste Bott

The Seventh Circuit's chief judge has told two Republican senators that the circuit is "committed to ensuring an environment free of discrimination," after the senators wrote to her arguing that at least three Illinois federal judges issued unethical and illegal standing orders to promote participation by newer, female and minority attorneys.

Letter attached | Read full article » | Save to favorites »

Confirmation Of 2 Fla. Judges Eases Judicial Emergencies

By Courtney Buble

On Tuesday, the Senate confirmed U.S. Magistrate Judge Jacqueline Becerra and David Seymour Leibowitz, corporate counsel for the Braman Management Association, to the Southern District of Florida.

Read full article » | Save to favorites »

New Lead Confirmed For Watchdog Office For Fed. Employees

By Courtney Bublé

AMERICAN OVERSIGHT

The U.S. Senate voted 49-47 on Tuesday night to confirm Hampton Dellinger, a former Boies Schiller Flexner LLP partner, to lead the federal watchdog agency charged with protecting federal employees' interests.

Read full article » | Save to favorites »

Hogan Lovells Says It Was Barred From Labor Dispute Interviews

By Jennifer Doherty

A Hogan Lovells attorney for Mexico's San Martín Mine told Law360 that his team has been shut out of proceedings in the first-ever labor-focused panel dispute under the United States-Mexico-Canada Agreement, centered on alleged collective bargaining violations.

Letter attached | Read full article » | Save to favorites »

Ex-DOJ Atty Won't Have To Show Docs Tied To Election Letter

By Ali Sullivan

The D.C. bar disciplinary counsel pursuing ethics charges against former U.S. Department of Justice attorney Jeffrey Clark cannot force him to turn over documents regarding a draft letter that purported to identify "significant concerns" with the 2020 presidential election, a D.C. appeals court ruled.

2 documents attached | Read full article » | Save to favorites »

Cleary And Vladeck Raskin Must Face Cuomo's Subpoena Bid

By Jack Karp

Former New York Gov. Andrew Cuomo can continue his effort to force Cleary Gottlieb Steen & Hamilton LLP and Vladeck Raskin & Clark PC to turn over information about the women whose sexual misconduct accusations forced him to resign, a New York federal judge has said.

Order attached | Read full article » | Save to favorites »

Jackson Walker, Kirkland Again Sued Over Judge's Romance

By Catherine Marfin

Jackson Walker and Kirkland & Ellis LLP have been hit with another lawsuit alleging they were aware of a former Texas bankruptcy judge's relationship with a onetime partner of the former firm and failed to disclose it during proceedings worth millions of dollars.

Complaint attached | Read full article » | Save to favorites »

HP Inc.'s General Counsel Earned $6.2M Pay Package In 2023

By Gina Kim

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HP Inc. legal chief Julie Jacobs raked in a compensation package totaling $6.2 million in 2023, including a $2 million payment for leaving her position at Yahoo Inc. the year before, according to the company's proxy statement submitted to the U.S. Securities and Exchange Commission.

1 document attached | Read full article » | Save to favorites »

NJ Panel Rebuffs Patent Atty In Breakup Feud With Ex-Firm

By Carla Baranauckas

The efforts of a Garden State intellectual property lawyer to get additional compensation when he cashed out of a law firm partnership in 2019 were rebuffed Tuesday by a New Jersey appellate panel, which tossed his appeal but sent the question of $830,000 in attorney fees back to the trial court for reconsideration.

Opinion attached | Read full article » | Save to favorites »

Atty Isn't Liable As Husband's Firm Partner, NJ Panel Says

By Emlyn Cameron

A New Jersey appellate panel on Tuesday said retired attorney Gail Beran isn't liable for malpractice in connection with her husband's failure to file a bankruptcy on time, because his then-clients didn't rely on the idea that she was a partner when they decided to hire the firm.

Opinion attached | Read full article » | Save to favorites »

Ex-Girardi Keese Atty Settles With Actress Over Missing Cash

By Craig Clough

An actress alleging that Erika Girardi's entertainment company helped her husband's now-defunct law firm, Girardi Keese, hide his clients' stolen money, including $744,000 stolen from her, finalized a $6,000 settlement with one of the firm's attorneys on Tuesday when a California judge signed off on the deal.

Read full article » | Save to favorites »

'Rust' Armorer Regretted Not Checking Gun 'More,' Jury Hears

By Phillip Bantz

A New Mexico state jury on Tuesday watched a law enforcement interview in which Hannah Gutierrez-Reed, armorer for the film "Rust," expressed remorse for not having more thoroughly checked a prop gun that went off in actor Alec Baldwin's hand, killing a cinematographer.

Read full article » | Save to favorites »

Calif. Law Firm Can't Shake Arbitration Award In Fees Dispute

By Emily Sawicki

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A California state appeals court has affirmed an arbitration award totaling more than $1 million in quantum meruit damages, outstanding contract awards, arbitration fees, expenses and interest for Golden State civil rights firm The Bloom Firm, two years after its partnership with a rival firm unraveled.

Opinion attached | Read full article » | Save to favorites »

Sheriff, Clerk Tacked On To NC Court Software Class Action

By Hayley Fowler

The Mecklenburg County sheriff and clerk of courts have joined a growing list of defendants in a proposed civil rights class action alleging that North Carolina's new digital court system has led to unlawful arrests and detentions in the Tar Heel State.

2 documents attached | Read full article » | Save to favorites »

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Allscripts Healthcare Solutions Inc.

American Civil Liberties Union

Apollo Global Management LLC

Apple Inc.

Bayer AG

Berkeley Research Group LLC

Bouchard Transportation Co. Inc.

Brinker International Inc.

Cable News Network Inc.

Careismatic Brands Inc.

Chevron Corp.

Chili's Inc.

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International Bar Association

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LinkedIn Corp.

MV Transportation Inc.

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McDermott International

Monsanto Co.

NASDAQ Inc.

North American Partners in Anesthesia LLP

Oath Inc.

Oklahoma City University

Presence Health Network

Savills Inc.

Southeastern University

Spotify Technology SA

St. Joseph's Hospital Health Center

T-Mobile US Inc.

The Center for Reproductive Rights Inc.

The District of Columbia Bar

The Florida Bar

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Equal Employment Opportunity Commission

European Union

Executive Office of the President

Federal Bureau of Investigation

Federal Reserve System

Food and Drug Administration

Los Angeles Superior Court

National Labor Relations Board

New York Attorney General's Office

North Carolina Department of Justice

Office of the U.S. Trade Representative

U.S. Air Force

U.S. Attorney's Office for the Southern District of Florida

U.S. Bankruptcy Court for the District of New Jersey

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

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U.S. Court of Appeals for the Eleventh Circuit

U.S. Court of Appeals for the Second Circuit

U.S. Court of Appeals for the Sixth Circuit

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U.S. Department of Justice

U.S. District Court for the District of Columbia

U.S. District Court for the Eastern District of Michigan

U.S. District Court for the Northern District of Illinois

U.S. District Court for the Northern District of New York

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Missouri

U.S. Environmental Protection Agency

U.S. Office Of Special Counsel

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the Northern District of Ohio

United States District Court for the Western District of Oklahoma

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NASDAQ Inc.

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TransUnion LLC

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Tyler Technologies Inc.

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University of Virginia

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Yahoo Inc.

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Barrett Law Group

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Cole Schotz

Covington & Burling

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Glavin PLLC

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Gunderson Dettmer

Healy LLC

Hogan Lovells

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Honigman LLP

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Kirkland & Ellis

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McDonald Hopkins

McManimon Scotland

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European Union

Executive Office of the President

Federal Bureau of Investigation

Federal Reserve System

Food and Drug Administration

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Los Angeles Superior Court

National Labor Relations Board

New York Attorney General's Office

North Carolina Department of Justice

Office of the U.S. Trade Representative

U.S. Air Force

U.S. Attorney's Office for the Southern District of Florida

U.S. Bankruptcy Court for the District of New Jersey

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

U.S. Court of Appeals for the Eleventh Circuit

U.S. Court of Appeals for the Second Circuit

U.S. Court of Appeals for the Sixth Circuit

U.S. Department of Health and Human Services

U.S. Department of Justice

U.S. District Court for the District of Columbia

U.S. District Court for the Eastern District of Michigan

U.S. District Court for the Northern District of Illinois

U.S. District Court for the Northern District of New York

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Missouri

U.S. Environmental Protection Agency

U.S. Office Of Special Counsel

U.S. Securities and Exchange Commission

U.S. Senate

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United States District Court for the Northern District of Ohio

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Cc: Bird, Melissa <mbird@dhs.state.ia.us>
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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 27, 2024

H8073 2
H8074 3
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HF2631 30
HJR2004 32
S5023 34
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S5025 45
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S5027 48
S5028 49
S5029 50
SF2399 53
SF2400 59

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House File 2250

H-8073

1 Amend the amendment, H-8046, to House File 2250, as follows:

2 1. Page 1, line 6, after <offense,> by inserting <not to

3 exceed a class "C" felony,>

NORDMAN of Guthrie

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IA-DHHS-24-0418-A-006281

House File 2393

H-8074

1 Amend House File 2393 as follows:

2 1. Page 1, line 4, after <vision> by inserting <screening

3 or>

BRADLEY of Jones

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IA-DHHS-24-0418-A-006282

House File 2465

H-8075

Amend House File 2465 as follows:

1. Page 1, by striking lines 1 and 2 and inserting:

<Section 1. Section 256.11, subsection 5, paragraphs a and e, Code 2024, are amended to read as follows:>

2. Page 1, line 7, after <include> by inserting <not more than two units of>

3. Page 1, after line 13 by inserting:

<e. Two additional units of mathematics. The two additional units of mathematics may include instruction related to applied sciences, technology, engineering, or manufacturing, including transportation, distribution, logistics, architecture, and construction, which may be offered and taught through dedicated units of coursework or through units of coursework that also meet the requirements of the coursework required under paragraph *"h"*, subparagraph (1), subparagraph division (c). The state board shall adopt rules pursuant to chapter 17A to implement this paragraph.>

4. Page 1, by striking lines 19 through 23 and inserting <the application process; provided, however, that the state board shall not waive any of the following educational standards:

(1) The educational standards established in section 256.11, subsection 5, paragraph *"a"*, related to the use of instruction related to agriculture to fulfill a portion of the unit requirements related to science.

(2) The educational standards established in section 256.11, subsection 5, paragraph *"e"*, related to the use of instruction related to applied sciences, technology, engineering, or manufacturing to fulfill a portion of the unit requirements related to mathematics.>

5. Page 1, line 25, by striking <paragraph> and inserting <paragraphs>

6. Page 1, line 29, after <fulfill> by inserting <a portion of the>

7. Page 1, after line 30 by inserting:

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IA-DHHS-24-0418-A-006283

1 <NEW PARAGRAPH. *q.* Be subject to and comply with the
2 requirements of section 256.11, subsection 5, paragraph *"e"*,
3 relating to the use of instruction related to applied sciences,
4 technology, engineering, or manufacturing to fulfill a portion
5 of the unit requirements related to mathematics in the same
6 manner as a school district.>
7 8. Title page, line 4, after <science> by inserting <and
8 allowing instruction related to applied sciences, technology,
9 engineering, or manufacturing to meet a portion of the unit
10 requirements related to mathematics>

INGELS of Fayette

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006284

House File 2618

H-8076

Amend House File 2618 as follows:

1. Page 2, after line 24 by inserting:

<Sec. ___. DEPARTMENT OF EDUCATION — EVIDENCE-BASED READING INSTRUCTION TASK FORCE.

1. The department of education shall convene and provide administrative support to an evidence-based reading instruction task force that shall study and make recommendations related to best practices associated with implementing evidence-based reading instruction in schools in this state.

2. Any expense incurred by a member of the task force shall be the responsibility of the individual member or the respective entity represented by the member.

3. The task force shall submit its findings and recommendations to the general assembly on or before December 31, 2024.>

2. Title page, line 3, after <students,> by inserting <directing the department of education to convene a task force to study evidence-based reading instruction,>

3. By renumbering as necessary.

_____

STECKMAN of Cerro Gordo

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006285

House File 2544

H-8077

1 Amend House File 2544 as follows:
2 1. Page 7, by striking lines 8 through 17 and inserting:
3 <(2) The one unit of civics shall not>
4 2. Page 9, by striking lines 15 and 16 and inserting:
5 <(3) The two units of United States history shall include
6 instruction related to important historical>
7 3. By striking page 12, line 22, through page 13, line 14.
8 4. Page 13, by striking lines 17 through 21.
9 5. Title page, by striking lines 3 through 5 and inserting
10 <students enrolled in grades one through twelve.>
11 6. By renumbering as necessary.

MATSON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006286

House File 2558

H-8078

1 Amend House File 2558 as follows:
2 1. Page 1, line 9, by striking <On or before December 31,
3 2024> and inserting <Prior to the beginning of the 2025-2026
4 academic year>
5 2. Page 1, by striking lines 29 through 33.
6 3. Page 1, line 34, by striking <27.> and inserting <26.>
7 4. Page 2, by striking lines 2 through 5.
8 5. Page 2, line 6, by striking <29.> and inserting <27.>
9 6. Page 2, line 15, by striking <30.> and inserting <28.>
10 7. Page 2, after line 20 by inserting:
11 <NEW SUBSECTION. ___. Adopt policies and procedures that
12 prohibit the community college from discriminating against
13 faculty, staff, or students who do not ascribe to diversity,
14 equity, and inclusion ideologies. The policies and procedures
15 adopted pursuant to this subsection shall also prohibit the
16 board of directors of the community college from discriminating
17 against the president of the community college, or a chancellor
18 who serves as the chief executive officer of the community
19 college, who does not ascribe to diversity, equity, and
20 inclusion ideologies.>
21 8. Page 4, after line 29 by inserting:
22 <Sec. ___. Section 262.9, subsection 1, Code 2024, is
23 amended to read as follows:
24 1. *a.* Each even-numbered year ~~elect~~ nominate, from
25 its members, a president of the board, who is subject to
26 confirmation by the senate and who shall serve for two years
27 and until a successor is ~~elected~~ nominated and ~~qualified~~
28 confirmed.
29 *b.* Notwithstanding paragraph "*a*", an individual who has been
30 nominated by the board and confirmed by the senate pursuant
31 to paragraph "*a*" shall not be required to be confirmed by the
32 senate subsequent to the expiration of the individual's term
33 as president if the board nominates the individual to serve as
34 president of the board subsequent to the expiration of such
35 term.>

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1 9. Page 4, after line 35 by inserting:
2 <Sec. ___. APPLICABILITY. The following applies upon the
3 expiration of the term of the president of the state board of
4 regents as provided in section 262.9, subsection 1:
5 The section of this division of this Act amending section
6 262.9, subsection 1.>
7 10. Page 5, line 4, by striking <subsections 2 and 22> and
8 inserting <subsections 2, 3, and 22>
9 11. Page 5, line 29, after <chapter 22> by inserting <,
10 unless the identity of the candidate is revealed pursuant to
11 the terms of a written agreement entered into between all
12 members of the presidential selection committee>
13 12. Page 5, after line 29 by inserting:
14 <3. Make rules for admission to and for the government of
15 said institutions, not inconsistent with law. The rules shall
16 require the institutions of higher learning under its control
17 to incorporate the classic learning test, developed by classic
18 learning initiatives, into the regent admission index prior to
19 the beginning of the 2025-2026 academic year.>
20 13. By striking page 5, line 33, through page 6, line 4, and
21 inserting:
22 <*b.* The rules shall provide that the amount of resident
23 tuition and mandatory fees charged by an institution of higher
24 education under the board's control to an undergraduate student
25 who began the baccalaureate program on or after the 2025-2026
26 academic year shall not increase during the student's first
27 four full academic years of participation in the baccalaureate
28 program. This paragraph shall not be construed to prohibit
29 the board from increasing the amount of resident tuition and
30 mandatory fees for incoming classes.
31 *c.* Notwithstanding paragraph "*b*", the rules developed by the
32 board shall authorize institutions of higher education under
33 the board's control to increase the total amount of resident
34 tuition and mandatory fees associated with the baccalaureate
35 program by less than three percent of the total amount of

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1 resident tuition and mandatory fees the institution charged
2 to undergraduate students during the immediately preceding
3 academic year for all of the following students:
4 (1) Students who take more than four full academic years to
5 complete the baccalaureate program.
6 (2) Students who have attained a sufficient amount of
7 semester hours of undergraduate credits prior to the student's
8 date of admission such that the student is able to complete
9 the remaining semester hours of credits associated with the
10 baccalaureate program in less than four full academic years,
11 but the student fails to do so.>
12 14. Page 6, by striking lines 7 through 11 and inserting:
13 <NEW SUBSECTION. 39. *a.* Direct the institutions of higher
14 education under its control to adopt policies and procedures
15 that prohibit the institutions from creating any new position
16 for an administrator, unless the board approves the creation of
17 the new position.>
18 15. Page 6, by striking lines 17 through 21 and inserting:
19 <*c.* For purposes of this subsection, "*administrator*" means
20 an employee who serves in the role of vice president, assistant
21 vice president, or associate vice president.>
22 16. Page 6, lines 23 and 24, by striking <on or before
23 December 31, 2024> and inserting <prior to the beginning of the
24 2025-2026 academic year>
25 17. Page 7, line 10, by striking <eliminate> and inserting
26 <prohibit>
27 18. Page 7, line 14, by striking <were> and inserting <are>
28 19. Page 8, by striking lines 26 through 30.
29 20. Page 9, line 1, by striking <2024-2025> and inserting
30 <2025-2026>
31 21. Page 9, after line 10 by inserting:
32 <*c.* Direct the institutions of higher education under
33 its control to develop policies that allow undergraduate
34 students to fulfill the requirements described in paragraph "*a*"
35 through semester hours of credit attained at other educational

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1 institutions.>
2 22. Page 10, after line 4 by inserting:
3 <NEW SUBSECTION. ___. Direct the institutions of higher
4 education under its control to adopt policies and procedures
5 that prohibit the institutions from discriminating against
6 faculty, staff, or students who do not ascribe to diversity,
7 equity, and inclusion ideologies.>
8 23. Page 11, line 2, after <work.> by inserting <This
9 section shall not be construed to require an institution of
10 higher education governed by the state board of regents to
11 implement the proposed baccalaureate degree program.>
12 24. Page 11, line 9, by striking <institution's annual
13 budget> and inserting <average annual total of the moneys
14 appropriated to the institution by the general assembly and the
15 institution's revenue generated by tuition and mandatory fees>
16 25. By striking page 11, line 16, through page 12, line 12.
17 26. Page 12, line 20, by striking <center, institute, or
18 initiative> and inserting <center or institute>
19 27. Page 12, line 31, by striking <three> and inserting
20 <five business>
21 28. Page 13, line 4, by striking <list of students> and
22 inserting <student directory>
23 29. Page 13, by striking lines 14 through 26.
24 30. By renumbering, redesignating, and correcting internal
25 references as necessary.

COLLINS of Des Moines

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006290

House File 2544

H-8079

1 Amend House File 2544 as follows:
2 1. Page 13, after line 14 by inserting:
3 <Sec. ___. NEW SECTION. **280.36 Education on the holocaust.**
4 1. The general assembly finds all of the following:
5 *a.* Recent studies have shown there to be a severe lack
6 of awareness in the state of Iowa regarding historical facts
7 about the holocaust and antisemitism, and the causes and
8 ramifications thereof.
9 *b.* Antisemitism remains a persistent, pervasive, and
10 disturbing problem in contemporary American society.
11 *c.* In order to provide students with an understanding of the
12 importance of the protection of human rights and the potential
13 consequences of discrimination against and persecution of
14 Jewish people, it is a matter of high priority that students in
15 this state be educated concerning the holocaust.
16 *d.* Sources of free curricula and instructional materials for
17 education on the holocaust include but are not limited to the
18 United States holocaust memorial museum; yad vashem: the world
19 holocaust remembrance center; the Illinois holocaust museum and
20 education center; and echoes and reflections, a partnership of
21 the anti-defamation league, yad vashem, and the university of
22 southern California shoah foundation.
23 2. For purposes of this section, unless the context
24 otherwise requires:
25 *a.* *"Antisemitism"* means the same as defined in section
26 216F.1.
27 *b.* *"Holocaust"* means the systematic, bureaucratic,
28 state-sponsored persecution and murder of approximately
29 six million Jews by the Nazi regime and its allies and
30 collaborators.
31 *c.* *"Nazi"* means the abbreviation for the national socialist
32 German workers' party, a political party of the mass movement
33 known as national socialism under which its leader, Adolf
34 Hitler, came to power in 1933 and governed by totalitarian
35 methods until 1945.

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1 *d.* *"Organization"* means one or more of the following
2 organizations:
3 (1) The United States holocaust memorial museum.
4 (2) Yad vashem: the world holocaust remembrance center.
5 (3) The Illinois holocaust museum and education center.
6 (4) Echoes and reflections, a partnership of the
7 anti-defamation league, yad vashem, and the university of
8 southern California shoah foundation.
9 (5) Any other entity approved for education on the holocaust
10 by the department of education.
11 3. *a.* No later than the school year beginning July 1, 2024,
12 the board of directors of a school district shall incorporate
13 age-appropriate and grade-appropriate instruction regarding
14 the holocaust for students in middle and high school into the
15 school district's educational program. Such instruction shall
16 be incorporated into existing required courses and include, at
17 minimum, the following:
18 (1) The causes and ramifications of the holocaust.
19 (2) The breadth of the history of antisemitism and
20 the holocaust, including the third reich dictatorship,
21 concentration camp system, persecution of Jews and non-Jews,
22 Jewish and non-Jewish resistance, and post-World War II trials.
23 (3) The impact of personal responsibility, civic
24 engagement, and societal response in the context of the
25 holocaust.
26 (4) The connection between national, ethnic, racial,
27 or religious intolerance and the subjects described in
28 subparagraphs (1) and (2).
29 (5) The leading role played by the United States and
30 the United States armed forces, including African American
31 soldiers, including but not limited to the Tuskegee airmen,
32 as well as Native American and Asian American soldiers, in
33 defeating the third reich and its allies and liberating Nazi
34 concentration camps.
35 (6) The definition, history, and actions taken in the face

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1 of the holocaust.
2 *b.* School districts shall utilize appropriate public or
3 private materials, personnel, and other resources in developing
4 and implementing education on the holocaust in accordance with
5 this section.
6 4. No later than the school year beginning July 1, 2024,
7 the board of directors of a school district shall incorporate
8 education on the holocaust for teachers into the district
9 professional development plan developed pursuant to section
10 284.6 for teachers who provide instruction in courses into
11 which student instruction in accordance with subsection 3 is
12 incorporated. Such training shall cover the topics required
13 by subsection 3. School districts shall utilize appropriate
14 programs provided by an organization for such training.
15 Education on the holocaust provided to teachers in accordance
16 with this section shall be credited toward a teacher´s
17 individual professional development plan under section 284.6.
18 5. Annually by October 1, the department of education
19 shall submit a report to the governor and the general assembly
20 addressing the number of school districts offering education
21 on the holocaust to students and teachers in accordance with
22 this section. The department shall publish the report on the
23 department´s internet site.
24 6. This section shall not be construed to diminish or
25 infringe upon any right protected under the Constitution of
26 the State of Iowa or the first amendment to the Constitution
27 of the United States. This section shall not be construed to
28 conflict with any local, state, or federal law relating to
29 discrimination.>
30 2. Title page, line 5, after <regents> by inserting <, and
31 requiring education related to the holocaust for students and
32 teachers in school districts>
33 3. By renumbering as necessary.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006293

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WHEELER of Sioux

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006294

House File 2543

H-8080

1 Amend House File 2543 as follows:

2 1. Page 5, by striking lines 9 through 17.

3 2. Title page, by striking lines 1 through 5 and inserting

4 <An Act relating to education, including by establishing a

5 right of first refusal for charter schools to purchase or lease

6 school district property and modifying charter school open

7 enrollment funding.>

STECKMAN of Cerro Gordo

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006295

House File 2545

H-8081

1 Amend House File 2545 as follows:
2 1. Page 1, by striking lines 13 through 15 and inserting:
3 <a. A plan to regularly review and revise the core content
4 standards focused on English language arts, mathematics,
5 science, and social studies, with a focus on United States
6 history, western civilization, and civics.>
7 2. Page 1, by striking line 22 and inserting:
8 <e. A plan to maximize local flexibility in graduation
9 requirements and course offerings while maintaining a goal that
10 all high school graduates have necessary skills at graduation.>
11 3. Page 1, by striking lines 29 through 34 and inserting:
12 <g. A statewide literacy plan to increase student
13 proficiency using systematic and sequential approaches to
14 teaching phonetic awareness, phonics, vocabulary, fluency, and
15 text comprehension.>
16 4. Page 1, before line 35 by inserting:
17 <2. The director of the department of education shall ensure
18 that the core curriculum established pursuant to section 256.7,
19 subsection 26, the core content standards established pursuant
20 to section 256.7, subsection 28, and the educational standards
21 established in section 256.11, comply with section 279.74.>
22 5. Page 1, line 35, by striking <2.> and inserting <3.>
23 6. Page 2, by striking lines 2 through 7 and inserting:
24 <a. Providing the opportunity for the public and interested
25 stakeholders to provide comments related to the comprehensive
26 review, including comments related to each graduation
27 requirement, core content standard, and educational requirement
28 by grade level, at each committee meeting convened pursuant to
29 this subsection.>
30 7. Page 2, by striking lines 21 through 24 and inserting:
31 <4. a. The director of the department of education shall
32 submit an initial report, including initial findings and
33 recommendations for policy changes, to the governor and the
34 general assembly on or before December 31, 2024.
35 b. The director of the department of education shall submit

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1 a final report, including findings and recommendations for
2 policy changes, to the governor and the general assembly on or
3 before July 1, 2025.>

_____
WHEELER of Sioux

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006297

House File 2545

H-8082

1 Amend House File 2545 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. TASK FORCE —— IOWA CORE REVIEW.
5 1. The legislative council shall establish a task force to
6 meet during the 2024 legislative interim to review, study, and
7 make recommendations related to the core curriculum established
8 pursuant to section 256.7, subsection 26, the core content
9 standards established pursuant to section 256.7, subsection 28,
10 and the success the instruction related to skills and knowledge
11 students need to be successful in the twenty-first century has
12 had in preparing students to participate in the twenty-first
13 century workforce.
14 2. a. The task force shall include the following voting
15 members:
16 (1) One representative of an employee organization that
17 represents teachers licensed by the board of educational
18 examiners.
19 (2) One representative of an employee organization that
20 represents administrators licensed by the board of educational
21 examiners.
22 (3) One representative of a statewide organization that
23 represents members of the boards of directors of school
24 districts.
25 (4) One representative of a statewide organization that
26 represents schools located in rural areas.
27 b. The task force shall include the following ex officio,
28 nonvoting legislative members:
29 (1) One member designated by the president of the senate.
30 (2) One member designated by the minority leader of the
31 senate.
32 (3) One member designated by the speaker of the house of
33 representatives.
34 (4) One member designated by the minority leader of the
35 house of representatives.

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1 3. The task force shall submit a report with its findings
2 and recommendations to the general assembly on or before
3 December 31, 2024.>
4 2. Title page, by striking lines 1 through 5 and inserting
5 <An Act relating to the establishment of a task force to
6 review, study, and make recommendations related to this state's
7 educational requirements and standards.>

BUCK of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006299

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 27, 2024

House File 2630 - Introduced

HOUSE FILE 2630
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2611)
(SUCCESSOR TO HSB 714)

A BILL FOR

1 An Act relating to school funding, including the teacher salary
2 supplement cost per pupil and teacher and education support
3 professional compensation, and making appropriations.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6327HZ (2) 90
dg/jh

AMERICAN OVERSIGHT

H.F. 2630

1 Section 1. Section 257.10, subsection 9, paragraphs a and d,
2 Code 2024, are amended to read as follows:
3 *a.* (1) For the budget year beginning July 1, 2009, the
4 department of management shall add together the teacher
5 compensation allocation made to each district for the fiscal
6 year beginning July 1, 2008, pursuant to section 284.13,
7 subsection 1, paragraph *"h"*, Code 2009, and the phase II
8 allocation made to each district for the fiscal year beginning
9 July 1, 2008, pursuant to section 294A.9, Code 2009, and divide
10 that sum by the district's budget enrollment in the fiscal
11 year beginning July 1, 2009, to determine the teacher salary
12 supplement district cost per pupil. For the budget year
13 beginning July 1, 2010, and succeeding budget years beginning
14 before July 1, 2024, the teacher salary supplement district
15 cost per pupil for each school district for a budget year
16 is the teacher salary supplement program district cost per
17 pupil for the base year plus the teacher salary supplement
18 supplemental state aid amount for the budget year.
19 (2) (a) For the budget year beginning July 1, 2024, the
20 department of management shall calculate for each school
21 district a teacher salary supplement district cost per pupil
22 amount based on the sum of the following:
23 (i) An amount necessary to allow the school district to
24 provide a minimum teacher starting salary of forty-seven
25 thousand five hundred dollars in accordance with the
26 requirements of chapter 284, including costs associated with
27 the employer's share of contributions to the Iowa public
28 employees' retirement system and the employer's share of the
29 tax imposed by the federal Insurance Contributions Act.
30 (ii) An amount necessary to allow the school district
31 to provide an hourly wage of fifteen dollars per hour for
32 education support personnel, including costs associated with
33 the employer's share of contributions to the Iowa public
34 employees' retirement system and the employer's share of
35 the tax imposed by the federal Insurance Contributions Act.

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H.F. 2630

1 However, if the amount calculated under this subparagraph
2 subdivision for all school districts exceeds fourteen million
3 dollars, the department of management shall proportionally
4 reduce the amount calculated for school districts, based on the
5 original calculation, so that the total amount calculated for
6 all school districts is fourteen million dollars.
7 (iii) To supplement teacher salaries and the wages of
8 education support personnel in a manner that promotes quality
9 teaching and rewards experience, twenty-two million dollars
10 multiplied by the quotient of the school district's budget
11 enrollment for the budget year beginning July 1, 2023, and
12 ending June 30, 2024, divided by the statewide total budget
13 enrollment for the budget year beginning July 1, 2023, and
14 ending June 30, 2024.
15 (b) For the budget year beginning July 1, 2025, the
16 department of management shall calculate for each school
17 district a teacher salary supplement district cost per pupil
18 amount based on the sum of the following:
19 (i) An amount necessary to allow the school district to
20 provide a minimum teacher starting salary of fifty thousand
21 dollars in accordance with the requirements of chapter 284,
22 including costs associated with the employer's share of
23 contributions to the Iowa public employees' retirement system
24 and the employer's share of the tax imposed by the federal
25 Insurance Contributions Act.
26 (ii) To allow each school district to provide an hourly wage
27 of fifteen dollars per hour to education support personnel, the
28 amount calculated for the base year under subparagraph division
29 (a), subparagraph subdivision (ii), after the reduction if
30 applicable, plus the product of that same amount multiplied
31 by the categorical percent of growth under section 257.8,
32 subsection 2, for the budget year.
33 (iii) To supplement teacher salaries and the wages of
34 education support personnel in a manner that promotes quality
35 teaching and rewards experience, the amount calculated for

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IA-DHHS-24-0418-A-006302

1 the base year under subparagraph division (a), subparagraph
2 subdivision (iii), plus the product of that same amount
3 multiplied by the categorical percent of growth under section
4 257.8, subsection 2, for the budget year.
5 (c) For the budget year beginning July 1, 2026, and
6 succeeding budget years, the teacher salary supplement district
7 cost per pupil for each school district for a budget year is
8 equal to the sum of the following:
9 (i) To allow the school district to provide minimum teacher
10 starting salaries in accordance with the requirements of
11 chapter 284, for the budget year beginning July 1, 2026, the
12 amount calculated for the base year under subparagraph division
13 (b), subparagraph subdivision (i), plus the product of that
14 same amount multiplied by the categorical percent of growth
15 under section 257.8, subsection 2, for the budget year. For
16 the budget year beginning July 1, 2027, and succeeding budget
17 years, the amount calculated for the base year under this
18 subparagraph subdivision, plus the product of that same amount
19 multiplied by the categorical percent of growth under section
20 257.8, subsection 2, for the budget year.
21 (ii) To allow each school district to provide an hourly wage
22 of fifteen dollars per hour to education support personnel, for
23 the budget year beginning July 1, 2026, the amount calculated
24 for the base year under subparagraph division (b), subparagraph
25 subdivision (ii), plus the product of that same amount
26 multiplied by the categorical percent of growth under section
27 257.8, subsection 2, for the budget year. For the budget
28 year beginning July 1, 2027, and succeeding budget years, the
29 amount calculated for the base year under this subparagraph
30 subdivision, plus the product of that same amount multiplied
31 by the categorical percent of growth under section 257.8,
32 subsection 2, for the budget year.
33 (iii) To supplement teacher salaries and the wages of
34 education support personnel in a manner that promotes quality
35 teaching and rewards experience, for the budget year beginning

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H.F. 2630

1 July 1, 2026, the amount calculated for the base year under
2 subparagraph division (b), subparagraph subdivision (iii), plus
3 the product of that same amount multiplied by the categorical
4 percent of growth under section 257.8, subsection 2, for the
5 budget year. For the budget year beginning July 1, 2027, and
6 succeeding budget years, the amount calculated for the base
7 year under this subparagraph subdivision, plus the product
8 of that same amount multiplied by the categorical percent of
9 growth under section 257.8, subsection 2, for the budget year.
10 *d.* For the budget year beginning July 1, 2010, and
11 succeeding budget years, the use of the funds calculated
12 under this subsection or available for use as provided in
13 subsection 10, paragraph *"d"*, subsection 12, paragraph *"d"*, or
14 section 257.46, subsection 3, shall be distributed to teachers
15 pursuant to section 284.3A ~~and shall comply~~ in compliance with
16 the requirements of chapter 284 related to such distribution
17 under section 284.3A and shall be distributed to teachers and
18 education support personnel as described in paragraph *"a"*.
19 Sec. 2. Section 257.10, subsection 9, Code 2024, is amended
20 by adding the following new paragraph:
21 NEW PARAGRAPH. *e.* For purposes of this subsection,
22 *"education support personnel"* means regular and part-time
23 employees of a school district who are not salaried.
24 Sec. 3. Section 257.10, subsection 12, paragraph d, Code
25 2024, is amended to read as follows:
26 *d.* Except as otherwise allowed under this paragraph, for
27 the budget year beginning July 1, 2014, and succeeding budget
28 years, the use of the funds calculated under this subsection
29 shall comply with the requirements of chapter 284 and shall
30 be distributed to teachers pursuant to section 284.15. The
31 funds shall be used only to increase the payment for a teacher
32 assigned to a leadership role pursuant to a framework or
33 comparable system approved pursuant to section 284.15; to
34 increase the percentages of teachers assigned to leadership
35 roles; to increase the minimum teacher starting salary to

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H.F. 2630

1 ~~thirty-three thousand five hundred dollars~~ the amount described
2 in section 284.15, subsection 2, paragraph "a", subparagraph
3 (1); to cover the costs for the time mentor and lead teachers
4 are not providing instruction to students in a classroom;
5 for coverage of a classroom when an initial or career
6 teacher is observing or co-teaching with a teacher assigned
7 to a leadership role; for professional development time to
8 learn best practices associated with the career pathways
9 leadership process; and for other costs associated with a
10 framework or comparable system approved by the department of
11 education under section 284.15 with the goals of improving
12 instruction and elevating the quality of teaching and student
13 learning. If all requirements for the school district for
14 the use of funds calculated under this subsection are met
15 and funds received under this subsection remain unexpended
16 and unobligated at the end of a fiscal year beginning on or
17 after July 1, 2020, the school district may transfer all or a
18 portion of such unexpended and unobligated funds for deposit
19 in the school district's flexibility account established
20 under section 298A.2, subsection 2. At the end of a fiscal
21 year beginning on or after July 1, 2022, school districts may
22 use all or a portion of funds under this subsection for the
23 purposes authorized under subsection 9, paragraph "d", and,
24 notwithstanding any provision of law to the contrary, school
25 districts shall not be required to participate in or comply
26 with section 284.15 in order to continue to receive funding
27 under this subsection.
28 Sec. 4. Section 284.15, subsection 2, paragraph a,
29 subparagraph (1), Code 2024, is amended to read as follows:
30 (1) (a) ~~The~~ For the fiscal year beginning July 1, 2024, the
31 salary for an initial teacher who has successfully completed an
32 approved practitioner preparation program as defined in section
33 256.145 or holds an initial or intern teacher license issued
34 under chapter 256, subchapter VII, part 3, shall be at least
35 ~~thirty-three~~ forty-seven thousand five hundred dollars, which

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shall also constitute the minimum salary for an Iowa teacher.

(b) For the fiscal year beginning July 1, 2025, and each subsequent fiscal year, the salary for an initial teacher who has successfully completed an approved practitioner preparation program as defined in section 256.145 or holds an initial or intern teacher license issued under chapter 256, subchapter VII, part 3, shall be at least fifty thousand dollars, which shall also constitute the minimum salary for an Iowa teacher.

Sec. 5. Section 284.16, subsection 1, paragraph a, unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~The~~ For the fiscal year beginning July 1, 2024, the beginning teacher shall be paid not less than ~~thirty-three~~ forty-seven thousand five hundred dollars ~~and~~. For the fiscal year beginning July 1, 2025, and each subsequent fiscal year, the beginning teacher shall be paid not less than fifty thousand dollars. Each beginning teacher shall meet the following requirements:

Sec. 6. Section 284.17, subsection 1, Code 2024, is amended to read as follows:

1. *a.* ~~A~~ For the fiscal year beginning July 1, 2024, the minimum salary of ~~thirty-three~~ forty-seven thousand five hundred dollars for a full-time teacher.

b. For the fiscal year beginning July 1, 2025, and each subsequent fiscal year, the minimum salary of fifty thousand dollars for a full-time teacher.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to school funding, including the teacher salary supplement cost per pupil and teacher and education support professional compensation.

Currently, Code chapter 284 (teacher compensation) provides that the minimum annual salary for an initial teacher who has successfully completed an approved practitioner preparation

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1 program or holds an initial or intern teacher license issued
2 by the board of educational examiners (BOEE) shall be at least
3 $33,500. For the 2024-2025 school year, the bill increases the
4 minimum teacher starting salary to $47,500. For school years
5 beginning on or after July 1, 2026, the bill increases the
6 minimum teacher starting salary to $50,000.
7 The bill defines "education support personnel" as regular
8 and part-time employees of a school district who are not
9 salaried.
10 For the budget year beginning July 1, 2024, the department of
11 management must calculate a teacher salary supplement district
12 cost per pupil in an amount equal to the sum of the amount
13 necessary to allow the school district to provide the minimum
14 starting teacher salary, the amount necessary, not to exceed
15 $14 million in the aggregate among all school districts, to
16 allow each school district to provide a minimum education
17 support personnel (ESP) wage of $15 per hour including costs
18 associated with the employer's share of contributions to the
19 Iowa public employees' retirement system and the employer's
20 share of the tax imposed by the federal Insurance Contributions
21 Act, and $22 million to supplement teacher salaries and ESP
22 wages in a manner that promotes quality teaching and rewards
23 experience that will be divided based on each school district's
24 percentage of the statewide total budget enrollment for
25 the budget year beginning July 1, 2023, and ending June 30,
26 2024. The bill requires similar calculations in the budget
27 year beginning July 1, 2025, to account for the increase in
28 the minimum annual teacher salary. The bill also provides
29 that the amount calculated related to ESP wage increases and
30 quality teaching and experience reward supplements shall grow
31 by the categorical state percent of growth. For budget years
32 beginning on or after July 1, 2026, the amounts for teacher
33 minimum salaries, ESP wage increases, and quality teaching and
34 experience reward supplements shall all grow by the categorical
35 state percent of growth.

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H.F. 2630

1 The bill makes conforming changes.

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IA-DHHS-24-0418-A-006308

House File 2631 - Introduced

HOUSE FILE 2631
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HSB 520)

(COMPANION TO SF 2189 BY
COMMITTEE ON EDUCATION)

A BILL FOR

1 An Act relating to the use of moneys appropriated to support
2 therapeutic classrooms, and including effective date
3 provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5390HV (1) 90
jda/ns

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Section 1. 2023 Iowa Acts, chapter 111, section 2, subsection 27, is amended to read as follows:

27. THERAPEUTIC CLASSROOM TRANSPORTATION CLAIMS REIMBURSEMENT

For payment of school district claims for reimbursement submitted under section 256.25A, subsection 1, paragraph "a":

..... $ 500,000

Notwithstanding section 8.33, moneys appropriated pursuant to this subsection that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year. Any moneys appropriated pursuant to this subsection that remain unencumbered or unobligated after the completion of payments under section 256.25A, subsection 1, paragraph "a", may be deposited in the therapeutic classroom incentive fund created in section 256.25, as determined by the department.

Sec. 2. EFFECTIVE DATE. This Act, being deemed of immediate importance, takes effect upon enactment.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

For FY 2023-2024, the general assembly appropriated $500,000 to the department of education for payment of school district claims for transportation reimbursement submitted in connection with therapeutic classroom services. This bill authorizes the deposit of moneys that remain unencumbered or unobligated after the completion of such payments into the therapeutic classroom incentive fund created in Code section 256.25, as determined by the department. That fund is used to distribute grants to school districts under the therapeutic classroom incentive grant program.

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IA-DHHS-24-0418-A-006310

House Joint Resolution 2004 - Introduced

HOUSE JOINT RESOLUTION 2004
BY JONES

HOUSE JOINT RESOLUTION

1 A Joint Resolution nullifying administrative rules of the state
2 racing and gaming commission relating to sports wagering
3 and fantasy sports contests and including effective date
4 provisions.
5 BE IT RESOLVED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6328YH (2) 90
je/ns

AMERICAN OVERSIGHT

H.J.R. 2004

Section 1. The amendments to 491 Iowa administrative code, chapters 13 and 14, as appearing in ARC 7634C, as published in the Iowa administrative bulletin, volume XLVI, number 17, dated February 21, 2024, pp. 7268-7272, are nullified.

Sec. 2. EFFECTIVE DATE. This joint resolution, being deemed of immediate importance, takes effect upon enactment.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation´s substance by the members of the general assembly.

This joint resolution nullifies administrative rules of the state racing and gaming commission relating to sports wagering and fantasy sports contests. The administrative rules establish additional procedures and requirements for wagering and entry restrictions, account registration, advance deposit wagering, system testing, and service provider operating requirements.

The joint resolution takes effect upon enactment.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006312

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 27, 2024

Senate File 2391

S-5023

1 Amend Senate File 2391 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. NEW SECTION. **135.16C Federal nutrition**
5 **programs — cultivated-protein food products.**
6 1. As used in this section, unless the context otherwise
7 requires:
8 *a. "Cultivated-protein food product"* means the same as
9 defined in section 137E.1.
10 *b. "Federal nutrition program"* or *"program"* means any of the
11 following:
12 (1) The special supplemental nutrition program for women,
13 infants, and children as provided in 42 U.S.C. §1786 et seq.
14 (2) The supplemental nutrition assistance program as
15 provided in 7 U.S.C. ch. 51.
16 2. If the United States department of agriculture approves
17 cultivated-protein food products for purchase under a federal
18 nutrition program, the department of health and human services
19 shall submit a request to the United States department of
20 agriculture for a waiver or other exception that excludes
21 cultivated-protein food products from program eligibility in
22 this state.
23 Sec. 2. NEW SECTION. **137E.1 Definitions.**
24 As used in this chapter, unless the context otherwise
25 requires:
26 1. *"Agricultural food animal"* means a domesticated animal
27 belonging to the bovine, caprine, ovine, or porcine species; or
28 live domestic fowl limited to chickens or turkeys.
29 2. *"Cultivated-protein food product"* means a food product
30 having one or more sensory attributes that resemble a type
31 of tissue originating from an agricultural food animal but
32 that, in lieu of being derived from meat processing, is derived
33 from manufacturing cells, in which one or more stem cells are
34 initially isolated from an agricultural food animal, are grown
35 in vitro, and may be manipulated, as part of a manufacturing

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1 operation.
2 3. *"Department"* means the department of inspections,
3 appeals, and licensing.
4 4. *"Food processing plant"* means the same as defined in
5 section 137F.1.
6 5. *"Food product"* means a perishable or nonperishable item
7 stored in a container or package, if the item is fit for human
8 consumption.
9 6. *a. "Identifying meat term"* means any word or phrase
10 that states, indicates, suggests, or describes a meat product,
11 regardless of whether the word or phrase is used individually,
12 as a portmanteau, or as a compound word.
13 *b. "Identifying meat term"* includes but is not limited to
14 any of the following:
15 (1) (a) A common name for the species of the agricultural
16 food animal subject to slaughter and processing, including a
17 calf or cow, chicken, goat or kid, hog or pig, poultry, lamb or
18 sheep, or turkey.
19 (b) A common name for a characteristic of a species of the
20 agricultural food animal subject to slaughter and processing
21 based on age, breed, or sex.
22 (2) (a) Meat.
23 (b) Beef or veal; broiler, fryer, poulet, or yearling;
24 cabrito or chevon; lamb or mutton; or pork.
25 (c) A common name used to describe a major cut of a meat
26 of an agricultural food animal slaughtered and processed,
27 including a major meat cut specified in 9 C.F.R. §317.344;
28 a poultry product such as breast, drumstick, giblet, thigh,
29 or wing; or the common name of an organ or offal, including
30 gizzard, heart, liver, kidney, or tongue.
31 (d) Any other common name that a reasonable purchaser would
32 immediately and exclusively associate with a meat product
33 prepared for sale in normal commercial channels such as bacon,
34 baloney, bologna, bone, brat or bratwurst, brisket, burger
35 or hamburger, butt, chop, chuck, cold cut, cutlet, filet,

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1 flat iron, frank or frankfurter, ham, hock, hot dog, jerky,
2 liverwurst, loin, London broil, lunch meat, New York strip,
3 pepperoni, porterhouse, ribeye, roast, rib or sparerib, salami,
4 sausage, shank, sirloin, tenderloin, or a comparable word or
5 phrase as approved by the department.
6 7. *"Insect-protein food product"* means a food product having
7 one or more sensory attributes that resemble a type of tissue
8 originating from an agricultural food animal but that, in
9 lieu of being derived from meat processing, is derived from
10 manufacturing insect parts.
11 8. *"Label"* means a display of written, printed, or graphic
12 matter placed upon any container storing a food product that
13 is offered for sale or sold on a wholesale or retail basis,
14 regardless of whether the label is printed on the container's
15 packaging or a sticker affixed to the container.
16 9. *"Manufactured-protein food product"* means a
17 cultivated-protein food product, insect-protein food product,
18 or plant-protein food product.
19 10. *"Meat processing"* means the handling, preparation, and
20 slaughter of an agricultural food animal; the dressing of its
21 carcass; or the cutting, storage, and packaging of its tissue
22 or other parts as a food product.
23 11. *"Meat product"* means a food product derived from meat
24 processing.
25 12. *"Plant-protein food product"* means a food product having
26 one or more sensory attributes that resemble a type of tissue
27 found in a species of agricultural food animal but that, in
28 lieu of being derived from meat processing, is derived from
29 manufacturing plant parts.
30 13. *a. "Qualifying term"* means a word, compound word, or
31 phrase that would clearly disclose to a reasonable purchaser of
32 meat products from a food processing plant that a food product
33 is not a meat product.
34 *b. "Qualifying term"* includes but is not limited to
35 cell-cultivated, cell-cultured, fake, grown in a lab,

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1 imitation, insect, insect-based, insect-protein, lab-created,
2 lab-grown, meat free, meatless, plant, plant-based, vegan,
3 vegetable, vegetarian, veggie, or a comparable word or phrase
4 as approved by the department.
5 14. *"Regulatory authority"* means the same as defined in
6 section 137F.1.
7 Sec. 3. NEW SECTION. **137E.2 Administration.**
8 1. In conducting a routine inspection of the premises of a
9 food processing plant licensed under chapter 137F, a regulatory
10 authority is not required to determine if any food product
11 located on the premises is misbranded as a meat product as
12 provided in section 137E.3.
13 2. A regulatory authority shall inspect an inventory of
14 food products offered for sale or sold at a food processing
15 plant based on a credible complaint that the food products are
16 misbranded as meat products as provided in section 137E.3.
17 3. A regulatory authority shall have the same powers to
18 inspect a food processing plant under this chapter as it does
19 under chapter 137F.
20 4. The department shall adopt rules pursuant to chapter 17A
21 that are necessary or desirable to administer and enforce this
22 chapter.
23 Sec. 4. NEW SECTION. **137E.3 Misbranded food product.**
24 A food product is misbranded as a meat product if all of the
25 following apply:
26 1. The food product is a manufactured-protein food product
27 or the food product contains a manufactured-protein food
28 product.
29 2. The food product is offered for sale or sold by a food
30 processing plant.
31 3. *a.* A label that is part of or placed on the package
32 or other container storing the food product includes an
33 identifying meat term.
34 *b.* Paragraph *"a"* does not apply if the label contains a
35 conspicuous and prominent qualifying term in close proximity to

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1 an identifying meat term.
2 Sec. 5. NEW SECTION. **137E.4 Prohibition — sale.**
3 A food processing plant shall not offer for sale or sell a
4 food product that is misbranded as a meat product as provided
5 in section 137E.3.
6 Sec. 6. NEW SECTION. **137E.5 Enforcement — stop order.**
7 1. If a regulatory authority has reasonable cause to believe
8 that a food processing plant is offering for sale or selling a
9 food product that is misbranded as a meat product in violation
10 of section 137E.4, the regulatory authority may issue a stop
11 order. Upon being issued the stop order, the food processing
12 plant shall not offer for sale or sell the food product until
13 the regulatory authority determines that the food product is or
14 is not misbranded as a meat product.
15 2. The regulatory authority may require that the food
16 product be held by the food processing plant and be secured
17 from purchase.
18 3. If a regulatory authority determines that the food
19 product being offered for sale or sold by a food processing
20 plant is misbranded as a meat product, the regulatory authority
21 may issue an embargo order requiring the food processing plant
22 to dispose of the misbranded meat product other than by sale to
23 purchasers in this state.
24 4. The department, the attorney general, or the county
25 attorney in the county where the food product is being offered
26 for sale or sold may enforce the stop order or embargo order by
27 petitioning the district court of that county.
28 Sec. 7. NEW SECTION. **137E.6 Violation — misbranding —**
29 **civil penalty.**
30 1. A food processing plant shall not misbrand a food product
31 as a meat product as provided in section 137E.3 as determined
32 by the department.
33 2. A food processing plant violating subsection 1 is subject
34 to a civil penalty of not more than five hundred dollars, not
35 to exceed ten thousand dollars total for violations arising

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1 out of the same transaction or occurrence. Each day that a
2 violation continues constitutes a separate offense.
3 3. The department shall impose the civil penalty provided
4 in subsection 2. A food processing plant may contest the
5 imposition of the civil penalty by initiating a contested case
6 proceeding pursuant to chapter 17A.
7 4. Civil penalties collected under this section shall be
8 deposited in the general fund of the state.
9 Sec. 8. Section 137F.3A, subsection 1, paragraph a,
10 unnumbered paragraph 1, Code 2024, is amended to read as
11 follows:
12 The department may employ additional full-time equivalent
13 positions to enforce the provisions of this chapter and
14 chapters 137C, ~~and~~ 137D, and 137E with the approval of the
15 department of management, if either of the following apply:
16 Sec. 9. Section 137F.3A, subsection 1, paragraph b, Code
17 2024, is amended to read as follows:
18 *b.* Before approval may be given, the director of the
19 department of management must have determined that the expenses
20 exceed the funds budgeted by the general assembly for food
21 inspections to the department. The department may hire no more
22 than one full-time equivalent position for each six hundred
23 inspections required pursuant to this chapter and chapters
24 137C, ~~and~~ 137D, and 137E.
25 Sec. 10. Section 137F.4, Code 2024, is amended to read as
26 follows:
27 **137F.4 License required.**
28 1. A person shall not operate a food establishment or food
29 processing plant to provide goods or services to the general
30 public, or open a food establishment to the general public,
31 until the appropriate license has been obtained from the
32 regulatory authority. Sale of products at wholesale to outlets
33 not owned by a commissary owner requires a food processing
34 plant license. A license shall expire one year from the date
35 of issue. A license is renewable if application for renewal is

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1 made prior to expiration of the license or within sixty days
2 of the expiration date of the license. All licenses issued
3 under this chapter that are not renewed by the licensee on or
4 before the expiration date shall be subject to a penalty of ten
5 percent per month of the license fee if the license is renewed
6 at a later date.
7 2. A regulatory authority shall not suspend or revoke a
8 license issued to a food processing plant under this chapter
9 for offering for sale or selling a food product that is
10 misbranded as a meat product in violation of section 137E.4.
11 3. A license issued to a food processing plant under this
12 section also covers the operation of a food processing plant
13 under chapter 137E.
14 Sec. 11. NEW SECTION. **260C.10 Purchases — meat products.**
15 The board of directors providing services to a merged area,
16 and the board of directors of a community college, shall
17 establish policies to prevent the purchase of a food product
18 that is any of the following:
19 1. Misbranded as a meat product as prohibited in chapter
20 137E.
21 2. A cultivated-protein food product as defined in section
22 137E.1.
23 Sec. 12. NEW SECTION. **262.25D Purchases — meat products.**
24 The state board of regents, and institutions under the
25 control of the board, shall establish policies to prevent the
26 purchase of a food product that is any of the following:
27 1. Misbranded as a meat product as prohibited in chapter
28 137E.
29 2. A cultivated-protein food product as defined in section
30 137E.1.
31 Sec. 13. NEW SECTION. **283A.12 Purchases — meat products.**
32 The department of education, and school boards, shall
33 establish policies to prevent the purchase of a food product
34 that is any of the following:
35 1. Misbranded as a meat product as prohibited in chapter

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1 137E.
2 2. A cultivated-protein food product as defined in section
3 137E.1.>

_____
DAWN DRISCOLL

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006320

Senate File 2292

S-5024

1 Amend Senate File 2292 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. NEW SECTION. **462A.17A Common interest**
5 **communities — regulation of watercraft on public lakes.**
6 1. As used in this section:
7 *a. "Bylaws"* means the same as defined in section 499C.1.
8 *b. "Common interest community"* means the same as defined in
9 section 499C.1.
10 *c. "Public lake"* means any lake located within the
11 boundaries of this state that is a navigable body of water and
12 that is lawfully accessible by the general public.
13 *d. "Rule"* means the same as defined in section 499C.1.
14 *e. "Unit"* means the same as defined in section 499C.1.
15 *f. "Unit owner"* means the same as defined in section 499C.1.
16 2. Notwithstanding any law to the contrary, a common
17 interest community with one thousand or more units that is
18 adjacent to or abutting in part a public lake may establish
19 policies in the common interest community's bylaws or rules
20 regarding the operation of watercraft, including but not
21 limited to equipment specifications. The authority granted to
22 a common interest community under this subsection shall only
23 apply to unit owners and unit owners' guests.
24 3. Notwithstanding section 462A.32, a common interest
25 community may communicate the common interest community's
26 policies established under subsection 2 through the use of
27 private buoys and other safety-related installations until
28 the date the commission adopts rules regulating buoys and
29 other safety-related installations for the public lake that is
30 adjacent to or abuts the common interest community described in
31 subsection 2.
32 4. The natural resource commission shall adopt rules
33 pursuant to chapter 17A to administer this section.
34 Sec. 2. NEW SECTION. **462A.17B Nonprofit corporations —**
35 **regulation of watercraft on public lakes.**

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006321

1 1. As used in this section:
2 *a. "Association"* means a nonprofit corporation incorporated
3 under chapter 504, named as an association, and that manages a
4 community with one thousand or more units that is located on a
5 subdivision that is adjacent to or abuts a public lake.
6 *b. "Bylaws"* means the same as defined in section 504.141.
7 *c. "Member"* means a person who is a record lot owner of the
8 association.
9 *d. "Public lake"* means any lake located within the
10 boundaries of this state that is a navigable body of water and
11 that is lawfully accessible by the general public.
12 *e. "Rules and regulations"* means the rules and regulations
13 adopted by the association's board of directors as authorized
14 by the bylaws of the association.
15 *f. "Unit"* means a dwelling unit designated for separate
16 ownership or occupancy or as otherwise defined in the statute
17 under which the association is organized.
18 2. Notwithstanding any law to the contrary, an association
19 may establish policies in the association's rules and
20 regulations regarding the operation of watercraft, including
21 but not limited to equipment specifications. The authority
22 granted to an association under this subsection shall only
23 apply to the association's members and the association's
24 members' guests.
25 3. Notwithstanding section 462A.32, an association may
26 communicate the association's policies established under
27 subsection 2 through the use of private buoys and other
28 safety-related installations until the date the commission
29 adopts rules regulating buoys and other safety-related
30 installations for the public lake that is adjacent to or abuts
31 the association.
32 4. The natural resource commission shall adopt rules
33 pursuant to chapter 17A to administer this section.
34 Sec. 3. EFFECTIVE DATE. This Act, being deemed of immediate
35 importance, takes effect upon enactment.>

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006322

1 2. Title page, by striking lines 1 through 3 and
2 inserting <An Act relating to regulation of watercraft and
3 equipment on public lakes by common interest communities and
4 certain nonprofit corporations, and including effective date
5 provisions.>

_____
CARRIE KOELKER

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006323

Senate File 2395

S-5025

1 Amend Senate File 2395 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. Section 12.51, subsection 2, Code 2024, is
5 amended to read as follows:
6 2. *a.* Moneys in the fund shall not be transferred, used,
7 obligated, appropriated, or otherwise encumbered except as
8 provided in this section.
9 *b.* Moneys in the fund shall only be used pursuant to
10 appropriations from the fund by the general assembly for
11 purposes of abating the opioid crisis in this state, which
12 ~~may~~ include ~~but are not limited to~~ the purposes specified in
13 section 135.190A for moneys in the opioid antagonist medication
14 fund, and as specified in paragraph *"c"*.
15 *c.* Moneys in the fund are appropriated annually to the
16 department of health and human services to be disbursed
17 directly to organizations with demonstrated ability to provide
18 evidence-based treatment or recovery housing services that meet
19 any of the following targeted goals:
20 (1) To increase the distribution of naloxone to Iowans.
21 (2) To provide evidence-based medication-assisted
22 treatment.
23 (3) To expand screening, evidence-based treatment, and
24 wraparound services, including housing, for pregnant and
25 postpartum women who are experiencing or are recovering from
26 a substance use disorder, with priority given to existing
27 programs that coordinate treatment and services for such women
28 and their children in the same setting.
29 (4) To expand evidence-based treatment services for
30 neonatal abstinence syndrome.
31 (5) To support community navigator programs that specialize
32 in recovery service referrals.
33 (6) To support organizations with proposals to expand
34 wraparound services including temporary recovery housing.
35 (7) To expand treatment, including medication-assisted

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1 treatment, for incarcerated individuals.
2 *d.* The department of health and human services may use
3 up to two percent of the moneys appropriated annually for
4 administrative costs related to fund disbursement. The
5 department may use the moneys to supplement, but shall not
6 use the moneys to supplant, any existing funding provided by
7 various federal, state, or other sources.
8 *e.* The moneys disbursed by the department of health and
9 human services to organizations shall be accompanied by a
10 statement on any printed or marketing materials that the moneys
11 are a one-time allocation from the opioid settlement fund.
12 *f.* The department of health and human services shall
13 submit a report to the general assembly annually not later
14 than December 31 that specifies the organizations to which
15 disbursements were made during the immediately preceding
16 fiscal year, the specific use of the moneys by the recipient
17 organizations and the provision of any master settlement
18 agreement authorizing the expenditure for such use, and the
19 number of recipients of the services or assistance provided by
20 the organizations through such expenditures.
21 Sec. 2. EFFECTIVE DATE. This Act, being deemed of immediate
22 importance, takes effect upon enactment.>

JANET PETERSEN

AMERICAN OVERSIGHT

Senate File 2395

S-5026

1 Amend Senate File 2395 as follows:

2 1. Page 1, line 6, after <*b.*> by inserting <(1)>

3 2. Page 1, after line 17 by inserting:

4 <(2) The department of health and human services and the
5 office of the attorney general shall submit a joint report to
6 the general assembly annually no later than December 31 that
7 specifies the entities to which disbursements of the moneys
8 received under this paragraph were made during the immediately
9 preceding fiscal year, the specific use for which the moneys
10 were expended by the recipient entities and the provision of
11 any master settlement agreement authorizing the expenditure
12 for such use, and the number of recipients of services or
13 assistance through such expenditure of the moneys by the
14 entity.>

15 3. By renumbering as necessary.

JANET PETERSEN

AMERICAN OVERSIGHT

Senate File 2106

S-5027

1 Amend Senate File 2106 as follows:

2 1. Page 1, by striking lines 5 and 6 and inserting

3 <documented and reported each activity to the department. The

4 activities may be verified in real time at the discretion of

5 the>

_____

ADRIAN DICKEY

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006327

Senate File 2391

S-5028

1 Amend the amendment, S-5023, to Senate File 2391, as
2 follows:
3 1. Page 1, by striking lines 4 through 22.
4 2. By renumbering as necessary.

_____

TONY BISIGNANO

_____

ZACH WAHLS

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006328

Senate File 2391

S-5029

1 Amend the amendment, S-5023, to Senate File 2391, as
2 follows:
3 1. Page 2, after line 1 by inserting:
4 <___. *"Dairy animal"* means a cow, goat, or sheep that is
5 actively producing milk.>
6 2. Page 3, after line 15 by inserting:
7 <___. *"Manufactured milk product"* means a food product
8 having one or more sensory attributes that resemble milk or a
9 milk product, but in lieu of being derived from the lacteal
10 secretion of a dairy animal, is derived from manufactured
11 plants or other organic materials.>
12 3. Page 3, after line 24 by inserting:
13 <___. *"Milk"* means the raw lacteal secretion of a dairy
14 animal.
15 ___. *"Milk product"* means a product pasteurized or processed
16 using milk as its exclusive ingredient.>
17 4. Page 3, line 32, after <meat products> by inserting <or
18 milk products>
19 5. Page 3, line 33, after <meat product> by inserting <or
20 milk product>
21 6. Page 4, line 2, after <meatless> by inserting <milk-free
22 or dairy-free,>
23 7. Page 4, line 11, after <meat product> by inserting <or
24 milk product>
25 8. Page 4, line 16, after <meat products> by inserting <or
26 milk products>
27 9. Page 4, line 24, before <A> by inserting <1.>
28 10. Page 4, line 26, by striking <1.> and inserting <*a.*>
29 11. Page 4, line 29, by striking <2.> and inserting <*b.*>
30 12. By striking page 4, line 31, through page 5, line 1, and
31 inserting:
32 <*c.* (1) A label that is part of or placed on the package
33 or other container storing the food product includes an
34 identifying meat term.
35 (2) Subparagraph (1) does not apply if the label contains a

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006329

1 conspicuous and prominent qualifying term in close proximity to
2 an identifying meat term.
3 2. A food product is misbranded as a milk product if all of
4 the following apply:
5 *a.* The food product is a manufactured milk product or the
6 food product contains a manufactured milk product.
7 *b.* The food product is offered for sale or sold by a food
8 processing plant.
9 *c.* (1) The label that is part of or placed on the package
10 or the container storing the food product includes a term
11 identifying the food product as containing a milk product.
12 (2) Subparagraph (1) does not apply if the label contains a
13 conspicuous and prominent qualifying term in close proximity
14 to the term *"milk"* that would clearly disclose to a reasonable
15 purchaser of milk products from a food processing plant that
16 the food product is a manufactured milk product.>
17 13. Page 5, line 4, after <meat product> by inserting <or
18 milk product>
19 14. Page 5, line 9, after <meat product> by inserting <or
20 milk product>
21 15. Page 5, line 14, after <meat product> by inserting <or
22 milk product>
23 16. Page 5, line 20, after <meat product> by inserting <or
24 milk product>
25 17. Page 5, line 22, after <meat product> by inserting <or
26 milk product>
27 18. Page 5, line 31, after <meat product> by inserting <or
28 milk product>
29 19. Page 7, line 10, after <meat product> by inserting <or
30 milk product>
31 20. Page 7, line 14, after **<meat products>** by inserting **<or**
32 **milk products>**
33 21. Page 7, line 19, after <meat product> by inserting <or
34 milk product>
35 22. Page 7, line 23, after **<meat products>** by inserting **<or**

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IA-DHHS-24-0418-A-006330

1 **milk products>**
2 23. Page 7, line 27, after <meat product> by inserting <or
3 milk product>
4 24. Page 7, line 31, after **<meat products>** by inserting **<or**
5 **milk products>**
6 25. Page 7, line 35, after <meat product> by inserting <or
7 milk product>
8 26. By renumbering, redesignating, and correcting internal
9 references as necessary.

_____
TONY BISIGNANO

_____
ZACH WAHLS

AMERICAN OVERSIGHT

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 27, 2024

Senate File 2399 - Introduced

SENATE FILE 2399
BY DRISCOLL

A BILL FOR

1 An Act relating to persons who qualify for the military service
2 tax exemption, and including applicability provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5042XS (5) 90
dg/jh

AMERICAN OVERSIGHT

S.F. 2399

1 Section 1. Section 35.1, subsection 2, paragraph b,
2 subparagraph (2), Code 2024, is amended to read as follows:
3 (2) Former members of the Iowa national guard who served
4 at least twenty years in the Iowa national guard and who were
5 discharged under honorable conditions. However, a member of
6 the Iowa national guard who was activated for federal duty,
7 other than training, for a minimum aggregate of ~~ninety days~~
8 eighteen months, and was discharged under honorable conditions
9 or was retired under Tit. 10 of the United States Code shall be
10 included as a veteran.
11 Sec. 2. Section 35.1, subsection 2, Code 2024, is amended by
12 adding the following new paragraph:
13 NEW PARAGRAPH. *d.* A resident of this state who is a current
14 member of the armed forces of the United states and has served
15 in the armed forces of the United States on federal active
16 duty, other than training, for a minimum aggregate of eighteen
17 months.
18 Sec. 3. Section 35.2, Code 2024, is amended to read as
19 follows:
20 **35.2 Proof of veteran status for certain veterans.**
21 1. In order to fulfill any eligibility requirements under
22 Iowa law pertaining to veteran status, a veteran described in
23 section 35.1, subsection 2, paragraph *"b"*, subparagraph (6) or
24 (7), shall submit the veteran's retirement points accounting
25 statement issued by the armed forces of the United States, the
26 state adjutant general, or the adjutant general of any other
27 state, to confirm that the person has completed twenty years of
28 service with the reserve forces or the national guard.
29 2. In order to fulfill any eligibility requirements under
30 Iowa law pertaining to veteran status, a veteran described in
31 section 35.1, subsection 2, paragraph *"d"*, shall submit a report
32 created pursuant to the federal Servicemembers Civil Relief
33 Act, 50 U.S.C. App. §3901 et seq., showing the person's status
34 as a current member of the armed forces of the United States.
35 Sec. 4. Section 426A.11, subsections 3 and 4, Code 2024, are

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006333

S.F. 2399

1 amended to read as follows:
2 3. Where the word *"veteran"* appears in this chapter, it
3 includes without limitation the members of the United States
4 air force, army, marines, merchant marine, navy, space force,
5 and coast guard.
6 4. For purposes of this chapter, unless the context
7 otherwise requires, *"veteran"* also means a resident of this
8 state who is ~~a~~ described by any of the following:
9 *a.* A former member of the armed forces of the United States
10 and who served for a minimum aggregate of eighteen months
11 and who was discharged under honorable conditions. ~~However,~~
12 ~~*"veteran"* also means a resident of this state who is a~~
13 *b.* A former member of the armed forces of the United
14 States and who, after serving fewer than eighteen months,
15 was honorably discharged because of a service-related injury
16 sustained by the veteran.
17 *c.* A current member of the armed forces of the United States
18 who has served a minimum aggregate of eighteen months.
19 *d.* A current member of a reserve force of the United States
20 or the Iowa national guard who was activated for federal duty,
21 other than training, for a minimum aggregate of eighteen
22 months.
23 Sec. 5. Section 426A.13, subsections 1 and 2, Code 2024, are
24 amended to read as follows:
25 1. A person named in section 426A.11, who is a resident of
26 and domiciled in the state of Iowa, shall receive a reduction
27 equal to the exemption, to be made from any property owned
28 by the person or owned by a family farm corporation of which
29 the person is a shareholder and occupant of the property and
30 so designated by proceeding as provided in this section. To
31 be eligible to receive the exemption, the person claiming it
32 shall have recorded in the office of the county recorder of
33 the county in which is located the property designated for the
34 exemption, evidence of property ownership by that person or the
35 family farm corporation of which the person is a shareholder

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1 and the military certificate of satisfactory service, order
2 transferring to inactive status, reserve, retirement, order of
3 separation from service, honorable discharge or a copy of any
4 of these documents of the person claiming or through whom is
5 claimed the exemption. In the case of a person claiming the
6 exemption as a veteran described in section 35.1, subsection 2,
7 paragraph "b", subparagraph (6) or (7), the person shall file
8 the statement required by section 35.2, subsection 1. In the
9 case of a person claiming the exemption as a veteran described
10 in section 35.1, subsection 2, paragraph "d", the person shall
11 file the report required by section 35.2, subsection 2.
12 2. The person shall file with the appropriate assessor on
13 forms obtained from the assessor the claim for exemption for
14 the year for which the person is first claiming the exemption.
15 The claim shall be filed not later than July 1 of the year
16 for which the person is claiming the exemption. The claim
17 shall set out the fact that the person is a resident of and
18 domiciled in the state of Iowa, and a person within the terms
19 of section 426A.11, and shall give the volume and page on which
20 the certificate of satisfactory service, order of separation,
21 retirement, furlough to reserve, inactive status, or honorable
22 discharge or certified copy thereof is recorded in the office
23 of the county recorder, and may include the designation of the
24 property from which the exemption is to be made, and shall
25 further state that the claimant is the equitable or legal owner
26 of the property designated or if the property is owned by a
27 family farm corporation, that the person is a shareholder of
28 that corporation and that the person occupies the property.
29 In the case of a person claiming the exemption as a veteran
30 described in section 35.1, subsection 2, paragraph "b",
31 subparagraph (6) or (7), the person shall file the statement
32 required by section 35.2, subsection 1. In the case of a
33 person claiming the exemption as a veteran described in section
34 35.1, subsection 2, paragraph "d", the person shall file the
35 report required by section 35.2, subsection 2.

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S.F. 2399

1 Sec. 6. IMPLEMENTATION. Section 25B.7 shall not apply to
2 the property tax exemption enacted in this Act.
3 Sec. 7. APPLICABILITY. This Act applies to assessment years
4 beginning on or after January 1, 2025.
5 EXPLANATION

6 The inclusion of this explanation does not constitute agreement with
7 the explanation's substance by the members of the general assembly.

8 This bill relates to persons who qualify for the military
9 service tax exemption.
10 Under current law, a person may qualify as a veteran if
11 the person served in the Iowa national guard for a period
12 of at least 20 years and who was discharged under honorable
13 conditions, or the person was activated for federal duty, other
14 than training, for a minimum aggregate of 90 days, and was
15 discharged under honorable conditions or was retired under Tit.
16 10 of the United States Code. The bill changes the minimum
17 aggregate a person must be activated for federal duty to 18
18 months.
19 The bill includes in the definition of veteran residents of
20 this state who are current members of the armed forces of the
21 United States and have served in the armed forces of the United
22 States on federal active duty, other than training, for a
23 minimum aggregate of 18 months. The bill requires persons who
24 qualify as veterans in this manner to submit a report created
25 pursuant to the Servicemembers Civil Relief Act, showing the
26 person's status as a current member of the armed forces of the
27 United States when required to verify the person's status as
28 a veteran.
29 The bill adds members of the United States army, marines,
30 navy, and space force as armed forces explicitly included
31 within the meaning of "veteran" for the purposes of Code
32 chapter 426A (military service tax credit and exemptions).
33 The military service tax exemption (MSTE) is an exemption on
34 property value up to a maximum of $4,000 for assessment years
35 beginning on or after January 1, 2023. The MSTE is available

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006336

S.F. 2399

1 to veterans of the United States air force, merchant marine,
2 and coast guard, and also to Iowa residents who were honorably
3 discharged from armed service after a minimum of 18 months
4 of service and Iowa residents who were honorably discharged
5 because of a service-related injury.
6 The bill adds persons who are current members of the armed
7 forces of the United States who have served a minimum aggregate
8 of 18 months and current members of the reserve forces or Iowa
9 national guard who have served a minimum aggregate of 10 years
10 as persons who are eligible for the MSTE.
11 The bill makes inapplicable Code section 25B.7. Code
12 section 25B.7 provides that for a property tax credit or
13 exemption enacted on or after January 1, 1997, if a state
14 appropriation made to fund the credit or exemption is not
15 sufficient to fully fund the credit or exemption, the political
16 subdivision shall be required to extend to the taxpayer only
17 that portion of the credit or exemption estimated by the
18 department of revenue to be funded by the state appropriation.
19 The bill makes conforming changes to Code section 426A.13(1)
20 and (2).
21 The bill applies to assessment years beginning on or after
22 January 1, 2025.

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IA-DHHS-24-0418-A-006337

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 27, 2024

Senate File 2400 - Introduced

SENATE FILE 2400
BY DRISCOLL

A BILL FOR

1 An Act excluding the net capital gain from the sale of certain
2 livestock from the computation of net income for purposes
3 of the individual income tax, and including retroactive
4 applicability provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5662XS (1) 90
jm/jh

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IA-DHHS-24-0418-A-006338

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 27, 2024

S.F. 2400

1 Section 1. Section 422.7, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 44. *a.* For purposes of this subsection,
4 *"held"* shall be determined with reference to the holding period
5 provisions of section 1223 of the Internal Revenue Code and the
6 federal regulations pursuant thereto.
7 *b.* Subtract the net capital gain from the following:
8 (1) The sale of cattle or horses held by the taxpayer for
9 breeding, draft, dairy, or sporting purposes for a period
10 of twenty-four months or more from the date of acquisition,
11 but only if the taxpayer received more than one-half of the
12 taxpayer's gross income from farming or ranching operations
13 during the tax year.
14 (2) The sale of breeding livestock, other than cattle or
15 horses, held by the taxpayer for a period of twelve months or
16 more from the date of acquisition, but only if the taxpayer
17 received more than one-half of the taxpayer's gross income from
18 farming or ranching operations during the tax year.
19 *c.* A retired farmer as defined in subsection 13 is not
20 eligible for the exclusion in this subsection if taking the
21 exclusion allowed in subsection 13, paragraph *"c"* or *"d"*, in the
22 same tax year.
23 Sec. 2. RETROACTIVE APPLICABILITY. This Act applies
24 retroactively to January 1, 2024, for tax years beginning on
25 or after that date.
26 EXPLANATION

27 **The inclusion of this explanation does not constitute agreement with**
28 **the explanation's substance by the members of the general assembly.**

29 This bill excludes the net capital gain from the sale of
30 certain livestock from the computation of net income for
31 purposes of the individual income tax.
32 The bill allows a taxpayer to exclude the net capital gain
33 from the sale of cattle or horses if held by the taxpayer for
34 breeding, draft, dairy, or sporting purposes for more than
35 24 months, but only if the taxpayer received more than 50

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S.F. 2400

1 percent of the taxpayer's gross income from farming or ranching
2 operations during the tax year.
3 The bill allows a taxpayer to exclude the net capital gain
4 from the sale of breeding livestock, other than cattle or
5 horses, held by the taxpayer for a period of 12 months or more
6 from the date of acquisition, but only if the taxpayer received
7 more than one-half of the taxpayer's gross income from farming
8 or ranching operations during the tax year.
9 A retired farmer as defined in Code section 422.7(13) is
10 not eligible for the exclusion in the bill if taking a similar
11 exclusion allowed in Code section 422.7(13).
12 The bill applies retroactively to January 1, 2024, for tax
13 years beginning on or after that date.

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IA-DHHS-24-0418-A-006340

Document ID: 0.7.3995.5322

From: Murphy, Alexander
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=8bd4135e0504497b97365a1b02717777-c2f99d08-35>
To: OpenRecords, HHS
<hhsopenrecords@idph.iowa.gov>
Cc: Ekstrand, Sarah
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=0fd592d4a2324b8a86fd0f5fb05a3337-2dfbba52-c8>
Bcc:
Subject: FW: Public Records Request
Date: Tue Feb 27 2024 17:09:35 CST
Attachments: AAF Records Request Dept. of Inspections, Appeals, & Licensing.pdf
image001.jpg

Alex Murphy

Director of Communications

Division of Strategic Operations

Iowa Department of Health and Human Services

321 E 12th Street, Des Moines, IA 50319

hhs.iowa.gov

amurphy2@dhs.state.ia.us

From: Bond, Stefanie <stefanie.bond@dia.iowa.gov>
Sent: Tuesday, February 27, 2024 4:23 PM
To: records@americanaccountabilityfoundation.com
Cc: PIO [DIA] <PIO@dia.iowa.gov>; Murphy, Alexander <amurphy2@dhs.state.ia.us>
Subject: Fwd: Public Records Request

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know

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the content is safe.

Mr. Jones,

Please accept my sincerest apologies for just now getting back to you. Our department unfortunately is unable to retrieve those records. After much discussion with, and contemplation by our State IT department, we have learned that since the program and employees in question were part of the Iowa Department of Health and Human Services during the timeframe in your inquiry, the request must go to that department.

I have copied the HHS communications director on this email.

Thank you,

Stefanie Bond
Communications Director
Administration Division
Iowa Department of Inspections, Appeals, & Licensing
6200 Park Avenue, Suite 100, Des Moines, Iowa 50321-1270
515-281-7376 Office
515-242-6863 FAX
stefanie.bond@dia.iowa.gov | dial.iowa.gov

On Wed, Feb 7, 2024 at 3:18PM American Accountability Foundation <records@americanaccountabilityfoundation.com> wrote:

Please find attached a public records request.

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Document ID: 0.7.3995.5322-000001
Owner: Murphy, Alexander </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=8bd4135e0504497b97365a1b02717777-c2f99d08-35>
Filename: AAF Records Request Dept. of Inspections, Appeals, & Licensing.pdf
Last Modified: Tue Feb 27 17:09:35 CST 2024

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AMERICAN ACCOUNTABILITY FOUNDATION

2/7/2024

Dept. of Inspections, Appeals, & Licensing
6200 Park Avenue
Des Moines, IA 50321
via email: PIO@dia.iowa.gov

Dear Sir or Ma'am:

Under the Iowa Open Records Law § 22.1 et seq., the American Accountability Foundation (AAF) makes the following request.

Specifically, we are requesting copies of the following records:

The Federation of State Medical Boards, of which the state is a member, in July of 2022 sent an email to the Executive Directors requesting the state complete a survey on various issues. (I have attached a copy of the email) Please provide a copy of records showing the answers submitted by the state. This may be an email from surveymonkey.com showing the results submitted. The Executive Director, or their executive assistant, is likely the custodian of the records.

Please search from July 1, 2022 through November 1, 2022.

SEARCH AND PRODUCTION

Please search for responsive records regardless of format, medium, or physical characteristics. We seek records of any kind, including paper records, electronic records, audiotapes, videotapes, photographs, data, and graphical material. Our request includes without limitation all correspondence, letters, emails, text messages, facsimiles, telephone messages, voice mail messages, and transcripts, notes, or minutes of any meetings, telephone conversations, or discussions. Our request also includes any attachments to emails and other records.

If it is your position any portion of the requested records is exempt from disclosure, AAF requests that you provide it with an index of those documents similar to that required under *Vaughn v. Rosen*, 484 F.2d 820 (D.C. Cir. 1973). If some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If it is your position that a document contains non- exempt segments, but that those non-exempt segments are so dispersed throughout the document as to make segregation impossible, please state what portion of the document is non-exempt, and how the material is dispersed throughout the document.

Please provide all responsive documents as attachments to emails to the address records@americanaccountabilityfoundation.com . **For electronic records please provide them in their**

AMERICAN ACCOUNTABILITY FOUNDATION

original electronic format and for paper documents, please provide them as PDF attachments to the email. If document sizes will exceed the capacity of email attachments, please email me and I will provide a location for uploading documents or will provide storage media to share the documents.

Please provide records on a rolling basis as they become available and do not wait to provide all records as one production.

Sincerely,
Thomas Jones
Founder, American Accountability Foundation
300 Independence Ave, SE
Washington DC 20003
202-215-5258

Long, Whitney

From: Sandy McAllister (FSMB) <SMcAllister@fsmb.org> on behalf of Humayun Chaudhry <hchaudhry@fsmb.org>
Sent: Monday, July 18, 2022 1:31 PM
To: Humayun Chaudhry
Cc: Sandy McAllister (FSMB); Katie Arnhart
Subject: FSMB Annual State Medical Board Survey
Attachments: 2022 FSMB State Board Survey.pdf

Dear Executive Directors,

The FSMB is conducting its 8th Annual State Medical Board Survey. As you may recall, this omnibus survey serves to appropriately follow up with resolutions passed by the House of Delegates, assisting with the needs of current and future workgroups and committees created on your behalf and identifying topics of further interest.

This past year, 83% of state medical and osteopathic boards provided feedback through this survey, for which we are grateful, and we would greatly appreciate your feedback again this year.

The survey is online, and you will also find a PDF version attached for your review before completing the survey. **The deadline to complete the survey is August 26, 2022.**

Your participation, of course, is voluntary but very much appreciated. By completing the survey, please note that you are implying consent for the FSMB to use your responses for review and distribution. After the data is collected and analyzed, we will share a summary of key findings.

To begin the survey, please click on the link below.

https://www.surveymonkey.com/r/2022FSMBStateBoardSurvey

We thank you very much for your time and attention to this survey. If you have any questions about the survey or its questions, please feel free to contact Katie Arnhart, PhD, FSMB's Research Project Manager, at karnhart@fsmb.org.

Helpful Tips to Complete Survey

- Print out PDF and gather responses over time, then submit online all at once
- Share PDF survey with board members and staff to help answer questions

With warm regards and great thanks,

Hank

Humayun "Hank" Chaudhry, DO, MS, MACP, FRCP (Lon.)
President and Chief Executive Officer

Federation of State Medical Boards
1775 Eye Street NW, Suite 410 | Washington, DC 20006
817-868-4044 direct | 817-868-4144 fax
hchaudhry@fsmb.org | www.fsmb.org

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2022 FSMB State Board Survey

1. Please select your board. (List)

2. What is your current position at the board?

_____ Executive Director

_____ Other (specify) _____

3. How many years have you been involved with state medical boards?

_____ Less than 1 year

_____ 1 – 3 years

_____ 4 – 6 years

_____ 7 – 9 years

_____ 10 or more years

Strategic Planning

4. In your own words, what is the purpose of the FSMB?

5. What do you see are strengths of the FSMB?

6. What do you see are weaknesses of the FSMB?

7. What are the greatest challenges facing your board?

8. What new programs or services (if any) could the FSMB provide to better meet your board's needs during the next 5 years?

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9. Using a scale from 0 to 10, where 0 is not important at all and 10 is extremely important, how important is each topic to your board?

_____ Board Autonomy
_____ Diversity, Equity and Inclusion in Medical Regulation
_____ Interstate Medical Licensure Compact
_____ Licensure and Disciplinary Issues Related to COVID-19
_____ Medical Marijuana
_____ Opioid Prescribing
_____ Physician Impairment
_____ Physician Re-Entry
_____ Physician Sexual Misconduct
_____ Physician Wellness and Burnout
_____ Responding to Restrictions to Abortion Access
_____ Standardizing CME Requirements for Licensure in Multiple States
_____ Telemedicine

10. Using a scale from 0 to 10, where 0 is not valuable at all and 10 is extremely valuable, how valuable is each FSMB service to your board?

_____ Disciplinary Alert Service (DAS)
_____ DocInfo (Public Online Physician Search Tool)
_____ Educational Resources (Annual Meeting, Webinars, Online Modules)
_____ Federation Credentials Verification Service (FCVS)
_____ FSMB CME Accreditation Services
_____ FSMB Legislative Tracking and Reporting
_____ FSMB Website
_____ Member Board Site Visits by FSMB Liaisons
_____ Physician Data Center (PDC) Query Services
_____ Publications (eNews, Advocacy Network News, *Journal of Medical Regulation*)
_____ SPEX Examination
_____ State and Federal Advocacy Efforts on Behalf of Medical Boards
_____ Uniform Application (UA)
_____ USMLE Examination (a Partnership with NBME)

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Media Requests

11. Which topics have media outlets contacted your board about during the past year? (Select all that apply)

_____ COVID-19 Licensure Waivers

_____ COVID-19 Misinformation/Disinformation

_____ Disciplinary Actions

_____ Diversity, Equity and Inclusion in Medical Regulation

_____ Interstate Medical Licensure Compact

_____ Licensure Questions

_____ Opioid Prescribing

_____ Physician Sexual Misconduct

_____ Physician Wellness and Burnout

_____ Restrictions to Abortion Access

_____ Telemedicine

_____ Other (specify) _____

_____ No contact by media outlets

12. Please select the following social media platform(s) your board uses to communicate with licensees and/or the public.

_____ Facebook

_____ Instagram

_____ LinkedIn

_____ Twitter

_____ YouTube

_____ Other (specify) _____

_____ None of the above

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Board Meetings

13. Typically, how often does your board meet?

_____ Weekly

_____ Monthly

_____ Quarterly

_____ Yearly

_____ As needed

_____ Other (specify) _____

14. Approximately, how many days is each of your board meetings?

_____ Less than a full day

_____ 1 day

_____ 2 days

_____ 3 or more days

15. Are your board meetings currently in person, virtual or a combination of both?

_____ In-person

_____ Virtual

_____ Both in-person and virtual

16. In a year from now, what percent of time will your board likely meet either in-person or virtually? (Enter numbers that sum to 100)

_____ In-person

_____ Virtual

17. Do board members receive compensation for travel expenses?

____ Yes

____ No

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18. Do board members receive a per diem stipend or hourly wage?

____ Yes

____ No

If "Yes, to stipend or hourly wage," ask #19, else skip to #20

19. Excluding travel expenses, what is the approximate total per diem or wage that board members receive for each meeting?

_____ Less than $100

_____ $101 - $200

_____ $201 - $300

_____ $301 - $400

_____ $401 - $500

_____ More than $500

_____ Unsure

Licensing Applications

20. If your board wanted to make a change to your licensing application, which of the following would be required to authorize the change? (Select all that apply)

_____ Majority vote by board

_____ State legislature

_____ No formal approval needed

_____ Unsure

_____ Other (specify) _____

21. Has your state introduced legislation (but not yet passed) limiting your board's ability to consider criminal convictions on licensing applications?

____ Yes

____ No

____ Unsure

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22. Has your state passed legislation limiting your board's ability to consider criminal convictions on licensing applications?

____ Yes

____ No

____ Unsure

If passed, ask #23, else skip to #24

23. How has this legislation affected your board's licensing process?

Telemedicine

24. Does your board plan to review and update its telemedicine policy in the next year?

_____ Yes

_____ No

_____ Unsure

Physician Health and Opioids

25. Have state and/or federal requirements regarding physicians receiving Medication for Opioid Use Disorder (MOUD), which may also be referred to as Medication-Assisted Treatment (MAT), changed any of your board's licensing practices in the past 5 years?

____ Yes

____ No

____ Unsure

26. With regards to MOUD, what has been the impact on your board's licensing practices, guidelines, continuing medical education (CME) requirements and laws and regulations in your state?

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27. Does your board permit a physician to return to practice while he or she is receiving MOUD?

_____ Yes

_____ No

_____ Unsure

If "Yes," ask #28, else skip to #29

28. How long after starting treatment with MOUD and stabilization can a physician be reassessed for return to practice?

_____ Immediately

_____ Case-by-case basis

_____ One month

_____ Three months

_____ Six months

_____ One year

_____ Unsure

_____ Other (specify) _____

29. How long after ending treatment with MOUD can an applicant be reassessed for return to practice?

_____ Immediately

_____ Case-by-case basis

_____ One month

_____ Three months

_____ Six months

_____ One year

_____ Unsure

_____ Other (specify) _____

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Ethics and Professionalism

30. How does your board establish the standard of care in specific cases?

31. What resources does your board use in assessing the standard of care in a specific case? (Select all that apply)

_____ Board member expertise

_____ External expert reviewer opinion

_____ National/specialty guidelines

_____ Peer reviewed articles

_____ Legal definitions of minimal standard of care

_____ Unsure

_____ Other (specify) _____

32. For each of the following, approximately what percentage of your disciplinary actions involve a violation of the standard of care?

	Less than 10%	10 - 25%	26 - 50%	More than 50%	Unsure
Related to medication prescribing	O	O	O	O	O
Not related to medication prescribing	O	O	O	O	O

Diversity, Equity and Inclusion

The next set of questions (33 through 41) asks about diversity, equity and inclusion. Please review the following definitions to familiarize yourself with the terminology.

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Diversity:

Diversity is the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc. It is objectively defined and measured based on unique characteristics that individuals use to define who they are. It is expressed in myriad forms and embraces differences, while respecting a common humanity.

Equity:

Equity ensures fair opportunities for all by identifying and eliminating disadvantage based on preventable, avoidable and remediable circumstances. It is distinct from equality in that it requires equal consideration of all individuals based on their circumstances, but not necessarily equal treatment.

Inclusion:

Inclusion fosters belonging, engagement and connection by actively ensuring that differences are welcomed, and different perspectives are sought, heard and valued. Inclusion requires deliberate action to create a welcoming, respectful and safe environment for all.

33. What priority level does your board assign to diversity, equity and inclusion in the ways in which it regulates the profession of medicine?

	Low	Medium	High
Diversity	O	O	O
Equity	O	O	O
Inclusion	O	O	O

34. Within the past 12 months, has your board discussed, planned or taken action to address the diversity, equity and/or inclusion of the following groups?

	Yes	No	Unsure
Board members	O	O	O
Board staff	O	O	O
Licensees	O	O	O

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35. Does your board redact (or "blind") any data elements for the following?

	Yes	No	Unsure
Licensing process	O	O	O
Processing of complaints	O	O	O
Adjudication of cases	O	O	O

36. Within the past 12 months, has your board taken disciplinary action against a licensee(s) for issues related to racism, discrimination, bias or cultural insensitivity?

____ Yes

____ No

____ Unsure

If "Yes," ask #37, else skip to #38

37. Please explain the action taken against a licensee(s) related to racism, discrimination, bias or cultural insensitivity.

38. Within the past 12 months, has your board made any public or internal statements about diversity, equity and inclusion?

	Yes	No	Unsure
Public statements	O	O	O
Internal statements	O	O	O

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39. The FSMB recently published an Interim Report of the FSMB Workgroup on Diversity, Equity and Inclusion in Medical Regulation and Patient Care. To access the report, copy and paste the link below into a separate browser.

https://www.fsmb.org/siteassets/advocacy/policies/dei-interim-report-april-2022-final.pdf

How useful could this report be for your board?

____ Extremely useful

____ Very useful

____ Somewhat useful

____ Not so useful

____ Not at all useful

____ Was not aware of the report

40. What elements of the report could be most useful to your board?

41. What suggestions, if any, do you have for how the FSMB could support your board's work with respect to diversity, equity and inclusion from a state level perspective?

Additional Comments

42. Last, if there is anything you would like to add, either to clarify one of your answers or to address something that we did not mention, please do so below.

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Subject: HHS IEA's Week Ahead and Key Moments - Week of 02/27
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February 27, 2024

Dear Janee,
Welcome to the weekly installment of HHS IEA's Week Ahead and Key Moments. This newsletter will highlight Departmental updates and upcoming events across our partner agencies and offices.

- Upcoming Secretarial Events and Travel-

* Monday 2/26 - Secretary Becerra traveled to Mississippi for events focused on rural health.
* Tuesday 2/27 - Secretary Becerra traveled to Alabama for events focused on reproductive health and in vitro fertilization (IVF).
* Wednesday 2/28 - The Office of Secretary Becerra will host the HHS Black Health Forum.

- Upcoming HHS IEA Events -

Last Day to Register -- HHS Black Health Forum

On behalf of Secretary Xavier Becerra and the United States Department of Health and Human Services (HHS), we would like to invite you to save the date and register for the Black Health Forum. At this Forum, senior HHS, Biden-Harris Administration, and Black health leaders will

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highlight their work to improve equity and access to health care in the Black community. The Forum topics will focus on health care access, mental health, maternal mortality, and much more. We hope that you will be able to join us!

What: Black Health Forum
When: TOMMOROW, Wednesday, February 28, 2024
Time: 9:00AM-11:30AM
Where: Great Hall, Hubert H. Humphrey Building
200 Independence Ave SW
Washington, DC 20201

Please register via this Link.

If you have any questions or concerns, please feel free to reach out to Saynab Jama, at Saynab.Jama@hhs.gov

Register for this Event Here

- Key Moments from HHS Last Week -

* On February 27th, HHS Office on Women's Health (OWH) awarded prizes to the winners in the final phase of the Reducing Disparities in Breastfeeding Innovation Challenge.
* Today, February 27th, HHS, through the Administration for Community Living (ACL), announced several new initiatives and resources from ACL's Direct Care Workforce (DCW) Strategies Center to address the dire shortage of professionals who provide the services many older adults and people with disabilities need to live in the community.
* On February 26th, HHS, through the Substance Abuse and Mental Health Services Administration (SAMHSA), announced $36.9 million in notices of funding opportunities for grant programs supporting behavioral health services across the country.
* Last week, HHS Secretary Xavier Becerra toured New England to highlighted how President Biden's agenda is delivering for communities across the country.
* On February 22nd, HHS, through the Administration for Children and Families (ACF), proposed a rule to increase data collection on American Indian/Alaska Native children's status and experiences.

- Notice of Funding Opportunities (NOFOs) -

* Primary Care Training and Enhancement: Physician Assistant Rural Training in Behavioral Health (PCTE-PARB) Program: This program's purpose is to develop clinical rotations for primary care Physician Assistant (PA) students in rural areas. This program addresses PA training for behavioral health conditions. The goal is to increase the number of PAs trained to deliver these services in rural areas, including Medications for Opioid Use Disorder (MOUD). Only an academically affiliated physician assistant training program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) may apply. The application deadline is March 15, 2024. You can find more

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information here.
* Crisis Counseling Assistance and Training Program (CCP): The CCP is a short-term disaster relief grant for states, U.S. territories, and federally recognized tribes. CCP grants are awarded after a presidential disaster declaration. CCP funding supports community-based outreach, counseling, and other mental health services to survivors of natural and human-caused disasters. Applications are accepted on an ongoing basis. For more information, visit here.
* Emergency Community Water Assistance Grants: This program helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water. Applications are accepted on an ongoing basis. For more information, visit here.

- Additional Resources -

* Updated 988 Partner Toolkit: The 988 Suicide & Crisis Lifeline has created new social media shareables designed for use as social media posts, stories, and threads. The partner toolkit can be found here.
* COVID-19 Tests: The Biden-Harris Administration and Administration for Strategic Preparedness and Response (ASPR) are committed to ensuring equitable access to COVID-19 tests, especially ahead of the holidays. ASPR is refreshing ordering on covid.gov for every U.S. household to order additional tests at no charge. Households that ordered this fall can order four more tests, and those that have not ordered this fall can submit two orders for a total of eight tests. Additionally, ASPR will continue to provide over four million free COVID-19 tests per week directly to long-term care facilities, schools, community health centers, and food banks. More information on these efforts and a digital toolkit to share through your social media avenues is available at covid.gov.
* PSA for Faith Leaders to Help Families Keep Their Medicaid Coverage. Many states have resumed their regular processes for renewing individuals' Medicaid and CHIP coverage following the end of the continuous enrollment requirement. Now through April 2024, everyone is going to need to renew their Medicaid and CHIP coverage. Families can renew their coverage by finding their state Medicaid agency here. Find the PSA here.

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U.S. Department of Health and Human Services
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Washington, D.C. 20201

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FYI – nothing on H Approps agenda that we need

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

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To: Malone, Carrie L. <cmalone@dhs.state.ia.us>; Crawford, Nicholas <ncrawfo@dhs.state.ia.us>; Streit, Sonya [DHR] <sonya.streit@iowa.gov>
Subject: Afternoon email 2.27.24

Meetings Wednesday:

* 9:00am H Ways & Means, RM 102, 1 watching (Adoption Tax Credit)
* 9:00am H Approps, RM 103
* 12:00pm HSB 682, FN24-060, Vapor Directory
* 12:00pm SF 2285 (H mtg) Reports PreFile
* 12:30pm SF 546 (H mtg) watching, Compliance, Public Notices
* 1:00pm HF 2402 (S mtg) FN24-001, PMIC Tiered Reimbursement Rates
* Upon Adjournment, S Ways & Means, RM 116, SSB 3101, FN24-060 Vapor Directory

House Debate Scheduled for Tuesday – they are still recessed from this morning:

* HF 2302 A bill for an act relating to assaults, including assaults on persons engaged in certain occupations and inmate assaults on department of corrections employees, and providing penalties. Watching

* HF 2324 A bill for an act relating to ambulatory surgical centers. FN24-048

* HF 2391 A bill for an act relating to health care employment agencies, including the statewide maximum allowable charges schedule applicable to nursing services provided by health care employment agency workers, providing penalties, and including effective date provisions. FN24-096

* HF 2403 A bill for an act relating to responsibility for payment of fees relating to termination of parental rights proceedings. BR24-063

* HF 2013 A bill for an act relating to nursing home administrator provisional licenses. FN24-014

* HF 2210 A bill for an act relating to the licensing of, and granting of clinical privileges to, certain health care professionals. FN24-089

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* HF 2492 A bill for an act relating to insurance coverage for biomarker testing. FN24-140 [SIMILAR SF 2159 FN24-036] Amendments filed: H-8022, H-8050

* HF 2299 A bill for an act relating to open records requests. Watching

* HF 2538 A bill for an act relating to state agency strategic planning and data collection. BR24-064

* HF 2585 A bill for an act relating to health care facilities, including joint training sessions and review of certain citations for nursing facilities, and exceptions to on-site inspections of health care facilities following complaints. FN24-121

* HF 2623 A bill for an act relating to the Iowa health information network including functioning as the state-designated health data utility. FN24-098 Amendment filed: H-8052

Senate Debate Tuesday:

* SF 2395 A bill for an act relating to the opioid settlement fund, including appropriations of the moneys in the fund, and providing an effective date. FN24-131 Amendments filed: S-5025, S-5026 both failed; Passed 36-13

* SF 2160 A bill for an act relating to ambulatory surgical centers. FN24-055; Passed 49-0

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HF 555 PHARMACY MATTERS (Health & Human Services; Successor to HSB 202) FM: Bergan FN23-122

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SF 2057 ELDERLY PROPERTY TAX CREDIT (Rowley) (Ways & Means) was BR24-025; FN24-142 CommAcc

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Date: Tue Feb 27 2024 07:22:35 CST
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Capitol Updates from Monday:

House Debate:

* HF 2585 A bill for an act relating to health care facilities, including joint training sessions and review of certain citations for nursing facilities, and exceptions to on-site inspections of health care facilities following complaints. FN24-121 Amended by H-8034, Passed 87-8 Compliance, please review amendment; should be no impacts?

Senate Debate:

* HF 555 A bill for an act relating to the practice of pharmacy, and providing for administrative penalties. FN23-122; Passed House 3/16/23, Amended by S-3112, S-5002 2nd (technical to update to 2024) Passed 46-0 (See potential assignment below)

* SF 2384 A bill for an act relating to contracts and payments for dental care service plans. [ATTACHED/Substituted HF 2400] Watching Passed 46-0

House Debate Scheduled for Tuesday:

* HF 2302 A bill for an act relating to assaults, including assaults on persons engaged in certain occupations and inmate assaults on department of corrections employees, and providing penalties. Watching

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* HF 2324 A bill for an act relating to ambulatory surgical centers. FN24-048

* HF 2391 A bill for an act relating to health care employment agencies, including the statewide maximum allowable charges schedule applicable to nursing services provided by health care employment agency workers, providing penalties, and including effective date provisions. FN24-096

* HF 2403 A bill for an act relating to responsibility for payment of fees relating to termination of parental rights proceedings. BR24-063

* HF 2013 A bill for an act relating to nursing home administrator provisional licenses. FN24-014

* HF 2210 A bill for an act relating to the licensing of, and granting of clinical privileges to, certain health care professionals. FN24-089

* HF 2492 A bill for an act relating to insurance coverage for biomarker testing. FN24-140 [SIMILAR SF 2159 FN24-036] Amendment filed: H-8050

* HF 2299 A bill for an act relating to open records requests. Watching

* HF 2538 A bill for an act relating to state agency strategic planning and data collection. BR24-064

* HF 2585 A bill for an act relating to health care facilities, including joint training sessions and review of certain citations for nursing facilities, and exceptions to on-site inspections of health care facilities following complaints. FN24-121

* HF 2623 A bill for an act relating to the Iowa health information network including functioning as the state-designated health data utility. FN24-098 Amendment filed: H-8052

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Senate Debate Scheduled for Tuesday:

* SF 2395 A bill for an act relating to the opioid settlement fund, including appropriations of the moneys in the fund, and providing an effective date. FN24-131

* SF 2160 A bill for an act relating to ambulatory surgical centers. FN24-055

* SF 2391 A bill for an act prohibiting the misbranding of certain food products, and providing penalties. FN24-138

For the 9am Huddle:

Blue highlights are those that need decisions on assignments. Let me know which of these with question marks you want tracked, any potential assignments, etc.

Yellow highlights are either already assigned or tracked or are pending assignments. Yellow highlights are FYI

HF 555 PHARMACY MATTERS (Health & Human Services; Successor to HSB 202) FM: Bergan FN23-122

Reorganizes provisions on the practice of pharmacy. States general principles that pharmacists and registrants under the BOP must follow. Requires the BOP to adopt rules on pharmacist interns, technicians and support personnel, on tele-pharmacies, and on other matters. Includes requirements for the rules and strikes provisions in Code. Allows the BOP to discipline a pharmacist for engaging in conduct outside of the standard of care. Authorizes administrative penalties. Allows the BOP to request criminal history checks on various parties. Contains provisions on prescriptions, therapeutic substitutions and other related matters.

With the passage of HF 555, as Amended, we need Medicaid & Fiscal to review the amendments S-3112 and 2nd S-5002 to see if FN23-122 changes. (if there may be an impact or change to FN23-122, assign as FN23-122.1 or FN24-143? – or quick review of no changes?)

SF 2057 ELDERLY PROPERTY TAX CREDIT (Rowley) (Ways & Means) was BR24-025; will be FN24-142 CommAcc, Aging?

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Increases to $2,000 the amount or property tax/rent that can be considered when determining an elderly property tax credit/rent reimbursement.

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

321 E 12th St., Des Moines, IA 50319

515-377-0157 Teams

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 26, 2024

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SF2398 64

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Senate File 574

H-8047

Amend Senate File 574, as passed by the Senate, as follows:

1. Page 1, before line 1 by inserting:

DIVISION ___

MAJOR ECONOMIC GROWTH ATTRACTION PROGRAM

2. Page 1, line 1, by striking <2023> and inserting <2024>

3. Page 1, line 3, by striking <(1)>

4. By striking page 1, line 5, through page 2, line 7, and inserting <farming if all of the requirements of section 15.498 are met.>

5. Page 2, line 8, by striking **<15.281>** and inserting **<15.490>**

6. Page 2, line 11, by striking **<15.282>** and inserting **<15.491>**

7. Page 2, after line 20 by inserting:

<1A. *"Agricultural land"* means the same as defined in section 91.1.>

8. Page 3, line 14, by striking <15.283> and inserting <15.492>

9. Page 3, after line 14 by inserting:

<10A. *"Foreign adversary"* means a foreign government or foreign non-government person as determined in 15 C.F.R. §7.4.

10B. *"Foreign adversary entity"* means any of the following:

a. A foreign business subject to the jurisdiction of or organized under the laws of a foreign adversary.

b. A foreign business owned, directed, or controlled by a foreign adversary.>

10. Page 3, line 27, by striking <15.285> and inserting <15.494>

11. Page 4, line 6, by striking <15.285> and inserting <15.494>

12. Page 4, line 11, by striking <located on a certified site>

13. Page 4, line 31, by striking **<15.283>** and inserting **<15.492>**

14. Page 5, line 1, before <certified> by inserting <site

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1 where the business has a controlling interest in or a>
2 15. Page 5, lines 1 and 2, by striking <acres that the
3 authority has determined> and inserting <acres. The authority
4 must determine a site>
5 16. Page 6, by striking lines 20 through 22 and inserting
6 <may be eligible to qualify for the program.>
7 17. Page 6, line 27, by striking <tax incentives under>
8 18. Page 7, line 31, by striking **<15.284>** and inserting
9 **<15.493>**
10 19. Page 8, by striking lines 14 and 15 and inserting
11 <agricultural land holdings if all of the requirements of
12 section 15.498 are met.>
13 20. Page 8, line 16, by striking **<15.285>** and inserting
14 **<15.494>**
15 21. Page 9, line 23, by striking <15.286B> and inserting
16 <15.497>
17 22. Page 9, line 27, by striking <15.283> and inserting
18 <15.492>
19 23. Page 9, line 34, by striking <15.284> and inserting
20 <15.493>
21 24. Page 10, line 7, by striking **<15.286>** and inserting
22 **<15.495>**
23 25. Page 11, line 19, by striking **<15.286A>** and inserting
24 **<15.496>**
25 26. Page 11, line 23, by striking <in a certified site>
26 27. Page 11, line 28, by striking <15.285> and inserting
27 <15.494>
28 28. Page 13, line 25, by striking **<15.286B>** and inserting
29 **<15.497>**
30 29. Page 13, line 27, by striking <subsection 2,>
31 30. Page 13, line 28, by striking <15.285> and inserting
32 <15.494>
33 31. Page 13, line 31, by striking <15.285> and inserting
34 <15.494>
35 32. Page 14, lines 9 and 10, by striking <section 422.16,

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1 subsection 2,> and inserting <section 422.16>
2 33. Page 14, line 11, by striking **<15.287>** and inserting
3 **<15.498>**
4 34. Page 14, by striking lines 13 through 16 and inserting:
5 <1. The board may authorize an exemption to restrictions on
6 agricultural land holdings for a foreign business if all of the
7 following requirements are satisfied:
8 *a.* The foreign business qualifies as an eligible business
9 pursuant to section 15.492.
10 *b.* As part of the application of the foreign business under
11 section 15.493, the foreign business provides documentation
12 to the authority, as deemed necessary by the authority, to
13 establish that the foreign business is not associated with a
14 foreign adversary or foreign adversary entity.
15 *c.* The agricultural land for which the exemption is provided
16 is a mega site or included in a mega site.
17 *d.* The foreign business is not actively engaged in farming.>
18 35. Page 14, line 20, by striking <15.285> and inserting
19 <15.494>
20 36. Page 14, line 33, by striking **<15.288>** and inserting
21 **<15.499>**
22 37. Page 15, line 11, by striking **<15.289>** and inserting
23 **<15.500>**
24 38. Page 15, line 26, by striking **<15.290>** and inserting
25 **<15.501>**
26 39. Page 15, lines 29 and 30, by striking <section 9I.3,
27 subsection 3, paragraph "*f*"> and inserting <this part>
28 40. Page 15, line 31, by striking <2026> and inserting
29 <2027>
30 41. Page 15, after line 31 by inserting:
31 <Sec. ___. EMERGENCY RULES. The authority shall adopt
32 emergency rules under section 17A.4, subsection 3, and section
33 17A.5, subsection 2, paragraph "b", to implement the provisions
34 of this division of this Act within sixty business days of
35 the effective date of this division of this Act and shall

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1 submit such rules to the administrative rules coordinator and
2 the administrative code editor pursuant to section 17A.5,
3 subsection 1, within the same period. The rules shall be
4 effective immediately upon filing unless a later date is
5 specified in the rules. Any rules adopted in accordance with
6 this section shall also be published as a notice of intended
7 action as provided in section 17A.4.
8 Sec. ___. EFFECTIVE DATE. This division of this Act, being
9 deemed of immediate importance, takes effect upon enactment.
10 DIVISION ___
11 CERTIFIED SITE AND HIGH-QUALITY JOBS PROGRAMS —— APPROPRIATION
12 Sec. ___. 2023 Iowa Acts, chapter 110, section 15,
13 subsection 1, paragraph a, subparagraph (1), is amended to read
14 as follows:
15 (1) For the purposes of providing assistance as described in
16 section 15.335B for the high quality jobs program:
17 ..... $ 11,700,000
18 (a) From the moneys appropriated in this subparagraph, the
19 economic development authority may use not more than $1,000,000
20 for purposes of providing infrastructure grants to main street
21 communities under the main street Iowa program and may allocate
22 not more than $300,000 for the purposes of supporting statewide
23 worker education and quality preapprenticeship programs.
24 (b) Notwithstanding section 15.335B, subsection 2, from the
25 moneys appropriated in this subparagraph, $300,000 is allocated
26 to the economic development authority for certification
27 costs associated with the authority's certified site program.
28 Moneys allocated in this subparagraph division must be used to
29 certify sites in counties with a population of less than 50,000
30 according to the 2020 federal decennial census and to certify
31 at least two sites in each congressional district.
32 Sec. ___. EFFECTIVE DATE. This division of this Act, being
33 deemed of immediate importance, takes effect upon enactment.>
34 42. Title page, by striking lines 1 through 3 and
35 inserting <An Act relating to programs administered by the

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1 economic development authority by establishing the economic
2 growth attraction program, modifying the certified site and
3 high-quality jobs programs, making appropriations, providing
4 penalties, and including effective date provisions.>
5 43. By renumbering, redesignating, and correcting internal
6 references as necessary.

_____

COMMITTEE ON WAYS AND MEANS
KAUFMANN of Cedar, Chairperson

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IA-DHHS-24-0418-A-006396

House File 2457

H-8048

1 Amend House File 2457 as follows:

2 1. Page 2, line 9, by striking <2024> and inserting <2025>

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IA-DHHS-24-0418-A-006397

House File 2457

H-8049

Amend House File 2457 as follows:

1. Page 2, line 10, after <district> by inserting <and the authorities in charge of an accredited nonpublic school>

2. Page 2, line 13, after <district´s> by inserting <and school´s>

3. Page 2, line 35, after <districts> by inserting <and schools>

4. Page 3, line 10, after <incorporated.> by inserting <No later than the school year beginning July 1, 2024, the authorities in charge of an accredited nonpublic school shall incorporate education on the holocaust into professional development offered to teachers who provide instruction in courses into which student instruction in accordance with subsection 3 is incorporated.>

5. Page 3, line 11, after <districts> by inserting <and schools>

6. Page 3, line 18, after <districts> by inserting <and schools>

7. Title page, line 2, after <districts> by inserting <and accredited nonpublic schools>

MATSON of Polk

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IA-DHHS-24-0418-A-006398

House File 2492

H-8050

1 Amend the amendment, H-8022, to House File 2492, as follows:
2 1. Page 1, after line 7 by inserting:
3 <___. Page 2, by striking lines 16 and 17 and inserting
4 <testing has demonstrated clinical utility, or when the
5 biomarker testing is considered to be a medically necessary
6 service for coverage pursuant to subsection 5, paragraph "b",
7 provided that biomarker test results that provide information
8 that is used in the formulation of a treatment or monitoring
9 strategy that informs a covered person's outcome and impacts
10 the clinical decision shall be considered medically necessary
11 services pursuant to subsection 5, paragraph "b", including but
12 not limited to any of the following:>>
13 2. By renumbering as necessary.

_____

LOHSE of Polk

AMERICAN OVERSIGHT

House File 2278

H-8051

1 Amend House File 2278 as follows:

2 1. Page 1, after line 31 by inserting:

3 <(3) Notwithstanding subparagraph (1) or (2), a receiving
4 district may send school vehicles into the district of
5 residence of the pupil using the open enrollment option under
6 this section, for the purpose of transporting the pupil to and
7 from school in the receiving district, if the boards of both
8 the sending and receiving districts agree to this arrangement.>

P. THOMPSON of Boone

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006400

House File 2623

H-8052

1 Amend House File 2623 as follows:
2 1. Page 6, by striking lines 27 through 29 and inserting:
3 <*f.* ~~Preserve the choice of~~ Ensure that the ~~patient to~~
4 ~~have~~ patient's participation in the Iowa health information
5 network, including having the patient's health information and
6 data available through the record locator service, is strictly
7 voluntary and requires the patient's affirmative agreement to
8 participate.>
9 2. Page 14, line 33, by striking <decline> and inserting
10 <~~decline~~ opt in to the>
11 3. Page 15, line 2, by striking <declining to exchange>
12 and inserting <~~declining to exchange~~ refusing to opt in to the
13 exchange of>
14 4. Page 15, line 5, by striking <decline> and inserting
15 <~~decline~~ opt in to>
16 5. Page 15, line 9, by striking <decline> and inserting
17 <~~decline~~ refuse to opt in to>
18 6. Page 15, line 12, by striking <decline> and inserting
19 <~~decline~~ refuse to opt in to>
20 7. Page 15, line 19, by striking <declines> and inserting
21 <~~declines~~ refuses to opt in to>
22 8. Page 15, line 22, by striking <decline> and inserting
23 <~~decline~~ opt out of>
24 9. Page 16, after line 35 by inserting:
25 <8. Health information and data under the purview of the
26 Iowa health information network, the designated entity, or the
27 governing board shall not be used by, or sold, transferred, or
28 disseminated to an entity other than a participant, and shall
29 not be used in any manner for a purpose not expressly specified
30 under this chapter, with or without remuneration.>
31 10. Page 17, line 1, by striking <8.> and inserting <~~8.~~ 9.>

ANDREWS of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006401

House File 2584

H-8053

1 Amend House File 2584 as follows:
2 1. Page 2, after line 22 by inserting:
3 <(c) The psychological and physical consequences of
4 surgical or chemical abortion including but not limited to
5 increased cancer risk, depression, regret, guilt, shame, anger,
6 anxiety, incomplete abortion requiring surgical intervention,
7 scar tissue formation, infertility, and further complications
8 in childbirth.>
9 2. By renumbering, redesignating, and correcting internal
10 references as necessary.

_____
THOMSON of Floyd

_____
DIEKEN of O´Brien

_____
STOLTENBERG of Scott

_____
SHERMAN of Iowa

_____
M. THOMPSON of Wright

_____
BRADLEY of Jones

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006402

SHIPLEY of Van Buren

CISNEROS of Muscatine

GERHOLD of Benton

JENEARY of Plymouth

GOLDING of Linn

CARLSON of Monona

OSMUNDSON of Clayton

HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006403

House File 2584

H-8054

1 Amend House File 2584 as follows:
2 1. Page 2, after line 22 by inserting:
3 <(c) Alternatives to surgical or chemical abortion
4 including but not limited to adoption, abstinence, support
5 groups for new mothers, private charitable services, private
6 birthing centers, private and government-provided nutritional
7 and financial assistance, and family counseling.>
8 2. By renumbering, redesignating, and correcting internal
9 references as necessary.

_____
THOMSON of Floyd

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DIEKEN of O´Brien

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STOLTENBERG of Scott

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SHERMAN of Iowa

_____
M. THOMPSON of Wright

_____
BRADLEY of Jones

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006404

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CISNEROS of Muscatine

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GERHOLD of Benton

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JENEARY of Plymouth

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GOLDING of Linn

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CARLSON of Monona

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OSMUNDSON of Clayton

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HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006405

House File 2584

H-8055

1 Amend House File 2584 as follows:

2 1. Page 3, after line 23 by inserting:

3 *<d.* Failing to request that any third party accompanying

4 the person requesting the dispensing of a self-administered

5 hormonal contraceptive disclose whether such third party is

6 engaged in pimping as described in section 725.2.>

7 2. By renumbering, redesignating, and correcting internal

8 references as necessary.

_____

THOMSON of Floyd

_____

DIEKEN of O´Brien

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STOLTENBERG of Scott

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SHERMAN of Iowa

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M. THOMPSON of Wright

_____

BRADLEY of Jones

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006406

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CISNEROS of Muscatine

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GERHOLD of Benton

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JENEARY of Plymouth

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GOLDING of Linn

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CARLSON of Monona

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OSMUNDSON of Clayton

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HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006407

House File 2584

H-8056

1 Amend House File 2584 as follows:

2 1. Page 3, after line 23 by inserting:

3 *<d.* Failing to inquire as to whether the person requesting

4 the dispensing of the self-administered hormonal contraceptive

5 is represented by or associated with a person engaged in

6 pimping as described in section 725.2.>

7 2. By renumbering, redesignating, and correcting internal

8 references as necessary.

_____

THOMSON of Floyd

_____

DIEKEN of O´Brien

_____

STOLTENBERG of Scott

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SHERMAN of Iowa

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M. THOMPSON of Wright

_____

BRADLEY of Jones

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006408

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CISNEROS of Muscatine

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GERHOLD of Benton

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JENEARY of Plymouth

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GOLDING of Linn

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CARLSON of Monona

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OSMUNDSON of Clayton

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HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006409

House File 2584

H-8057

1 Amend House File 2584 as follows:

2 1. Page 3, after line 23 by inserting:

3 *<d.* Dispensing a self-administered hormonal contraceptive
4 to any person when the pharmacist knows, should have known,
5 suspects, or should have suspected that the person for whom the
6 contraceptive is dispensed is connected with a person engaged
7 in pimping as described in section 725.2.>

8 2. By renumbering, redesignating, and correcting internal
9 references as necessary.

_____
THOMSON of Floyd

_____
DIEKEN of O´Brien

_____
STOLTENBERG of Scott

_____
SHERMAN of Iowa

_____
M. THOMPSON of Wright

_____
SHIPLEY of Van Buren

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006410

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BRADLEY of Jones

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CISNEROS of Muscatine

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GERHOLD of Benton

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JENEARY of Plymouth

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CARLSON of Monona

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OSMUNDSON of Clayton

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HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006411

House File 2584

H-8058

1 Amend House File 2584 as follows:
2 1. Page 3, after line 23 by inserting:
3 <*d.* Failing to request that any third party engaged in
4 pimping as described in section 725.2 who is accompanying
5 the person requesting the dispensing of a self-administered
6 hormonal contraceptive complete a registration form created
7 by the department and pay a ten-dollar excise tax for the
8 registration.>
9 2. Title page, line 1, after <contraceptives> by inserting
10 <, and providing an excise tax>
11 3. By renumbering, redesignating, and correcting internal
12 references as necessary.

_____
THOMSON of Floyd

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DIEKEN of O´Brien

_____
STOLTENBERG of Scott

_____
SHERMAN of Iowa

_____
M. THOMPSON of Wright

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006412

_____
BRADLEY of Jones

_____
CISNEROS of Muscatine

_____
GERHOLD of Benton

_____
JENEARY of Plymouth

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CARLSON of Monona

_____
OSMUNDSON of Clayton

_____
HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006413

House File 2424

H-8059

1 Amend House File 2424 as follows:

2 1. Page 1, line 18, by striking <thirty-five> and inserting

3 <fifty>

4 2. Page 2, line 12, by striking <ten> and inserting <fifty>

SHIPLEY of Van Buren

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006414

Senate Amendment to
House File 555

H-8060

Amend House File 555, as passed by the House, as follows:

1. Page 1, by striking lines 11 and 12.
2. Page 1, line 20, by striking <2023> and inserting <2024>
3. Page 1, line 31, by striking <2023> and inserting <2024>
4. Page 1, line 34, after <drug> by inserting <, biological product, or device>
5. Page 1, line 35, before <with> by inserting <or device>
6. Page 2, line 1, after <drug> by inserting <, biological product, or device>
7. Page 2, line 3, by striking <2023> and inserting <2024>
8. Page 3, line 20, by striking <2023> and inserting <2024>
9. Page 4, line 7, by striking <2023> and inserting 2024>
10. Page 4, by striking lines 21 through 29.
11. Page 4, line 30, by striking <2023> and inserting <2024>
12. Page 5, line 4, by striking <2023> and inserting <2024>
13. Page 5, line 9, by striking <2023> and inserting <2024>
14. Page 5, line 10, by striking <2023> and inserting <2024>
15. Page 5, by striking lines 12 through 17.
16. Page 5, line 18, by striking <2023> and inserting <2024>
17. Page 6, line 3, by striking <2023> and inserting <2024>
18. Page 6, line 11, by striking <2023> and inserting <2024>
19. Page 6, line 29, by striking <2023> and inserting <2024>
20. Page 7, line 8, by striking <2023> and inserting <2024>
21. Page 7, line 18, by striking <2023> and inserting <2024>
22. Page 7, line 25, by striking <2023> and inserting <2024>
23. Page 7, line 31, by striking <2023> and inserting <2024>
24. Page 8, line 17, by striking <2023> and inserting <2024>
25. Page 8, line 30, by striking <2023> and inserting <2024>
26. Page 9, line 5, by striking <2023> and inserting <2024>
27. Page 9, line 27, by striking <2023> and inserting <2024>
28. Page 10, line 2, after <board.> by inserting <The board shall not develop or approve a statewide protocol permitting a pharmacist to order and administer any drug intended to induce an abortion as defined in section 146.1.>
29. By striking page 10, line 3, through page 11, line 31,

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006415

1 and inserting:
2 <Sec. ___. Section 155A.46, subsection 1, Code 2024, is
3 amended to read as follows:
4 1. A pharmacist may, pursuant to statewide protocols
5 developed and approved by the board in consultation with
6 the department of health and human services and consistent
7 with subsection 2, order and administer an immunization or
8 vaccination. Each protocol, as established by rule, may
9 define the immunization or vaccination allowed to be ordered
10 and administered, any training or qualification required to
11 implement the protocol, and any additional requirements deemed
12 appropriate by the board.
13 *a.* A pharmacist may~~, pursuant to statewide protocols~~
14 ~~developed by the board in consultation with the department of~~
15 ~~health and human services and consistent with subsection 2,~~
16 order and administer the following to patients ages eighteen
17 years and older:
18 ~~(1) Opioid antagonists for overdose reversals.~~
19 ~~(2) Nicotine replacement tobacco cessation products.~~
20 ~~(3)~~ (1) An immunization or vaccination recommended by
21 the United States centers for disease control and prevention
22 advisory committee on immunization practices in its approved
23 vaccination schedule for adults.
24 ~~(4)~~ (2) An immunization or vaccination recommended by the
25 United States centers for disease control and prevention for
26 international travel.
27 ~~(5)~~ (3) A Tdap (tetanus, diphtheria, acellular pertussis)
28 vaccination in a booster application.
29 ~~(6)~~ (4) Other emergency immunizations or vaccinations in
30 response to a public health emergency.
31 ~~(7)~~ (5) An immunization or vaccination for COVID-19 as
32 defined in section 686D.2.
33 *b.* A pharmacist may~~, pursuant to statewide protocols~~
34 ~~developed by the board in consultation with the department of~~
35 ~~health and human services and consistent with subsection 2,~~

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006416

order and administer the following to patients ages six months and older:

(1) ~~A vaccine~~ An immunization or ~~immunization~~ vaccination for influenza.

(2) Other emergency immunizations or vaccines in response to a public health emergency.

c. A pharmacist may, pursuant to statewide protocols developed by the board in consultation with the department of health and human services and consistent with subsection 2, order and administer the final two doses in a course of vaccinations for HPV to patients ages eleven years and older.

d. Prior to the ordering and administration of ~~a vaccination~~ an immunization or ~~immunization~~ vaccination authorized by this subsection, pursuant to statewide protocols, a licensed pharmacist shall consult and review the statewide immunization registry or health information network. The board shall adopt rules requiring the reporting of the administration of ~~vaccines and~~ immunizations and vaccinations authorized by this subsection to a patient's primary health care provider, primary physician, and a statewide immunization registry or health information network.

~~*e.* A pharmacist may, pursuant to statewide protocols developed by the board in consultation with the department of health and human services and consistent with subsection 2, order and administer the following to patients ages six years and older:~~

~~(1) Point-of-care testing and treatment for influenza, streptococcus A, and COVID-19 as defined in section 686D.2 at the point of interaction between a pharmacist and a patient.~~

~~(2) Point-of-care testing at the point of interaction between a pharmacist and a patient in response to a public health emergency.~~>

30. Page 11, line 32, by striking <2023> and inserting <2024>

31. Page 12, line 4, by striking <2023> and inserting <2024>

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006417

1 32. Page 12, after line 10 by inserting:
2 <Sec. ___. Section 514F.7, subsection 4, paragraph a, Code
3 2024, is amended to read as follows:
4 *a.* Prevent a health carrier, health benefit plan, or
5 utilization review organization from requiring a covered person
6 to try a prescription drug with the same generic name and
7 demonstrated bioavailability or a biological product that is an
8 interchangeable biological product ~~pursuant to section 155A.32~~
9 as defined in section 155A.3 prior to providing coverage for
10 the equivalent branded prescription drug.>
11 33. Page 12, line 11, after <155A.6B,> by inserting
12 <155A.11,>
13 34. Page 12, line 12, by striking <2023> and inserting
14 <2024>
15 35. By renumbering, redesignating, and correcting internal
16 references as necessary.

AMERICAN OVERSIGHT

House File 2543

H-8061

1 Amend House File 2543 as follows:
2 1. Page 4, line 23, after <3.> by inserting <*a.*>
3 2. Page 4, after line 28 by inserting:
4 <*b.* If more than one charter school established pursuant
5 to chapter 256E located within a school district exercises the
6 right of first refusal established under paragraph "*a*", the
7 right of first refusal established under paragraph "*a*" shall be
8 void, and the board of directors of the school district shall
9 establish a competitive bidding process that is open to the
10 public to sell or lease the underutilized property or vacant
11 property.>
12 3. Page 5, line 1, after <property,> by inserting <or the
13 sale or lease of property using a competitive bidding process,>

CAHILL of Marshall

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006419

House File 2559

H-8062

Amend House File 2559 as follows:

1. Page 1, by striking line 5 and inserting <provided ~~by an employing agency of the attorney general~~>

2. Page 1, by striking lines 13 through 19 and inserting <be incurred or imposed for such action. Investigative information in the possession of the academy, excluding information protected by chapter 80F, shall be reported to the proper law enforcement agency if a crime has been committed. A final written decision and finding of fact of the council in a disciplinary proceeding or an informal stipulation and settlement agreement are public records.>

_____

RINKER of Des Moines

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006420

House File 2486

H-8063

1 Amend House File 2486 as follows:

2 1. Page 1, line 8, after <period.> by inserting <A licensing
3 board may adopt rules specifying types of continuing education
4 credits earned in a renewal period that cannot be applied to
5 the continuing education requirements for the following renewal
6 period.>

_____

FRY of Clarke

AMERICAN OVERSIGHT

House File 2514

H-8064

1 Amend House File 2514 as follows:

2 1. Page 2, line 12, after <ballot.> by inserting <The board
3 shall apply the same percentage of annual salary adjustment
4 to the auditor, treasurer, recorder, county attorney, and
5 supervisor positions.>

_____

DUNWELL of Jasper

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006422

House File 2398

H-8065

1 Amend House File 2398 as follows:
2 1. Page 1, before line 1 by inserting:
3 <Section 1. Section 63.11, Code 2024, is amended to read as
4 follows:
5 **63.11 Oath on bond.**
6 ~~Every~~ Except a secretary and treasurer under chapter 291,
7 every civil officer who is required to give bond shall take and
8 subscribe the oath provided for in section 63.10, on the back
9 of the bond, or on a paper attached thereto, to be certified by
10 the officer administering it.>
11 2. Page 1, after line 33 by inserting:
12 <Sec. ___. Section 260C.12, subsection 1, Code 2024, is
13 amended to read as follows:
14 1. The board of directors of the merged area shall organize
15 at the first regular meeting following the regular school
16 election or at a special meeting called by the secretary of the
17 board to organize the board in advance of the first regular
18 meeting after the canvass for the regular school election.
19 Organization of the board shall be effected by the election
20 of a president and other officers from the board membership
21 as board members determine. The board of directors shall
22 appoint a secretary and a treasurer who shall each give bond
23 or be covered by an insurance policy as prescribed in section
24 291.2 and who shall each receive the salary determined by
25 the board. The secretary and treasurer shall perform duties
26 under chapter 291 and additional duties the board of directors
27 deems necessary. However, the board may appoint one person to
28 serve as the secretary and treasurer. If one person serves
29 as the secretary and treasurer, only one bond or insurance
30 policy is necessary for that person. The frequency of meetings
31 other than organizational meetings shall be as determined by
32 the board of directors but the president or a majority of the
33 members may call a special meeting at any time.
34 Sec. ___. Section 279.3, subsection 2, Code 2024, is amended
35 to read as follows:

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006423

2. These officers shall be appointed from outside the membership of the board and the appointment and qualification shall be entered of record in the minutes of the secretary. They shall qualify within ten days following appointment by taking the oath of office in the manner required by section 277.28 and filing a bond or obtaining an insurance policy as required by section 291.2 and shall hold office until their successors are appointed and qualified.

Sec. ___. Section 291.2, Code 2024, is amended to read as follows:

291.2 Bonds or insurance of secretary and treasurer.

The secretary and treasurer, within ten days after appointment and before entering upon the duties of the office, shall execute to the school corporation a surety bond, or shall be covered by an insurance policy, in an amount sufficient to cover current operations as determined by the board. All such bonds or insurance policies shall be continued to the faithful discharge of the duties of the office. The amount and sufficiency of all surety bonds or insurance policies shall be determined and approved by the board and shall be filed with the president. The cost of the surety bond or insurance policy shall be paid by the school corporation. If a single person serves as secretary and treasurer, pursuant to section 279.3 or 260C.12, only one bond or insurance policy is necessary for that person. The secretary and treasurer may give bond under a single bond, or be covered by an insurance policy, covering other employees of the district.

Sec. ___. Section 291.3, Code 2024, is amended to read as follows:

291.3 Cost of bond or insurance policy.

If the bond or insurance policy of an association or corporation as surety or insurance is furnished, the reasonable cost of such bond or insurance policy may be paid by the school corporation.

Sec. ___. Section 291.4, Code 2024, is amended to read as

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006424

1 follows:
2 **291.4 Oath.**
3 ~~Each~~ The secretary and treasurer shall take the oath
4 required of civil officers~~, which shall be endorsed upon the~~
5 ~~bond,~~ and shall complete the qualification within ten days.
6 Sec. ___. Section 291.5, Code 2024, is amended to read as
7 follows:
8 **291.5 Action on bond or insurance policy.**
9 In case of a breach of the bond or insurance policy, the
10 president shall bring action thereon in the name of the school
11 corporation.>
12 3. By renumbering as necessary.

_____
GOLDING of Linn

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006425

House File 2424

H-8066

1 Amend House File 2424 as follows:
2 1. Page 2, after line 20 by inserting:
3 <Sec. ___. Section 321.34, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 11F. *Rainbow plates.*
6 *a.* Upon application and payment of the proper fees, the
7 director may issue rainbow plates to the owner of a motor
8 vehicle subject to registration under section 321.109,
9 subsection 1, autocycle, motor truck, motor home, multipurpose
10 vehicle, motorcycle, trailer, or travel trailer.
11 *b.* Rainbow plates shall be designed by the department. The
12 background shall be white and feature a rainbow. The plate's
13 numbers and letters shall be black.
14 *c.* The special rainbow fee for letter-number designated
15 rainbow plates is thirty-five dollars. An applicant may
16 obtain personalized rainbow plates upon payment of the fee for
17 personalized plates as provided in subsection 5, which is in
18 addition to the special rainbow fee.
19 *d.* The fees collected by the director under this subsection
20 shall be paid monthly to the treasurer of state and deposited
21 in the road use tax fund. The treasurer of state shall
22 transfer monthly from the statutory allocations fund created
23 under section 321.145, subsection 2, to the general fund of the
24 state the amount of the special fees collected in the previous
25 month for rainbow plates. Such moneys are appropriated to
26 the Iowa civil rights commission to distribute in the form of
27 grants to provide education and training regarding unfair or
28 discriminatory practices and ways to deter such practices.
29 Notwithstanding section 8.33, moneys appropriated under this
30 subsection shall not revert to the general fund of the state.
31 *e.* Upon receipt of the special registration plates, the
32 applicant shall surrender the current registration plates to
33 the county treasurer. The county treasurer shall validate
34 the special registration plates in the same manner as regular
35 registration plates are validated under this section. The

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006426

1 annual special rainbow plate fee for letter-number designated
2 plates is ten dollars which shall be paid in addition to
3 the regular annual registration fee. The annual fee for
4 personalized rainbow plates is five dollars which shall be paid
5 in addition to the annual special rainbow fee and the regular
6 annual registration fee. The annual special rainbow fee shall
7 be credited as provided under paragraph *"d"*.
8 *f.* The department shall not condition the issuance of
9 rainbow plates on the receipt of any number of orders for
10 rainbow plates.>
11 2. Page 2, line 31, by striking <and Gadsden flag> and
12 inserting <Gadsden flag, and rainbow>
13 3. Page 3, line 3, by striking <and Gadsden flag> and
14 inserting <Gadsden flag, and rainbow>
15 4. Title page, by striking line 1 and inserting <An Act
16 relating to special registration plates, including Gadsden flag
17 and rainbow plates, and making appropriations.>
18 5. By renumbering as necessary.

B. MEYER of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006427

House File 2424

H-8067

Amend House File 2424 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.34, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 11F. *United States capitol police plates.*

a. Upon application and payment of the proper fees, the director may issue United States capitol police plates, commemorating the efforts by the capitol police and other law enforcement officers to defend the United States capitol on January 6, 2021, to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer.

b. United States capitol police plates shall be designed by the department. The background shall be white. The left side of the plate must depict the emblem of the United States capitol police. The plate's numbers and letters shall be blue.

c. The special United States capitol police fee for letter-number designated United States capitol police plates is thirty-five dollars. An applicant may obtain personalized United States capitol police plates upon payment of the fee for personalized plates as provided in subsection 5, which is in addition to the special United States capitol police fee. Personalized plates authorized by this subsection shall be limited to no more than five numerals, letters, or combinations of numerals and letters.

d. The fees collected by the director under this subsection shall be paid monthly to the treasurer of state and deposited in the road use tax fund. The treasurer of state shall transfer monthly from the statutory allocations fund created under section 321.145, subsection 2, to the public safety survivor benefits fund created in section 80.47 the amount of the special fees collected in the previous month for United States capitol police plates.

e. Upon receipt of the special registration plates, the

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006428

1 applicant shall surrender the current registration plates to
2 the county treasurer. The county treasurer shall validate
3 the special registration plates in the same manner as regular
4 registration plates are validated under this section.
5 The annual special United States capitol police fee for
6 letter-number designated plates is ten dollars which shall be
7 paid in addition to the regular annual registration fee. The
8 annual fee for personalized United States capitol police plates
9 is five dollars which shall be paid in addition to the annual
10 special United States capitol police fee and the regular annual
11 registration fee. The annual special United States capitol
12 police fee shall be credited as provided under paragraph *"d"*.
13 *f.* The department shall not condition the issuance of United
14 States capitol police plates on the receipt of any number of
15 orders for United States capitol police plates.>
16 2. Page 3, line 3, by striking <and Gadsden flag> and
17 inserting <Gadsden flag, and United States capitol police>
18 3. Title page, by striking line 1 and inserting <An Act
19 relating to special registration plates, including Gadsden flag
20 and United States capitol police plates.>
21 4. By renumbering as necessary.

B. MEYER of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006429

House Joint Resolution 7

H-8068

1 Amend House Joint Resolution 7 as follows:
2 1. Page 1, after line 9 by inserting:
3 <BE IT FURTHER RESOLVED, That a delegate from Iowa to a
4 convention called under the provisions of Article V of the
5 Constitution of the United States pursuant to this application
6 shall vote in favor of any proposed amendment that would ensure
7 that residents of Iowa have access to in vitro fertilization
8 procedures without interference from the state or federal
9 government; and
10 BE IT FURTHER RESOLVED, That a delegate from Iowa to a
11 convention called under the provisions of Article V of the
12 Constitution of the United States pursuant to this application
13 shall vote against any proposed amendment that would
14 prevent the residents of Iowa from having access to in vitro
15 fertilization procedures without interference from the state or
16 federal government; and>

_____

MATSON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006430

House File 2311

H-8069

1 Amend House File 2311 as follows:

2 1. Page 1, after line 26 by inserting:

3 <2. Notwithstanding subsection 1, a commissioner or interim
4 commissioner shall cast a vote in support of any proposal that
5 would ensure that residents of Iowa have access to in vitro
6 fertilization procedures without interference from the state or
7 federal government and shall cast a vote against any proposal
8 that could limit access to in vitro fertilization procedures.>

9 2. Page 1, line 27, by striking <2.> and inserting <3.>

MATSON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006431

House File 2311

H-8070

1 Amend House File 2311 as follows:

2 1. Page 1, line 26, after <action> by inserting <, or by

3 voting to approve an action that could lead to cuts in social

4 security or Medicare>

ZABNER of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006432

House File 2424

H-8071

Amend House File 2424 as follows:

1. Page 2, after line 20 by inserting:

<Sec. ___. Section 321.37, subsection 3, Code 2024, is amended to read as follows:

3. ~~It is unlawful for the~~ The owner of a vehicle ~~to~~ shall not place ~~any~~ a frame around or over ~~the~~ a registration plate which does not permit full view of all numerals and letters printed on the registration plate, other than the name of the county.>

2. Title page, line 1, before <Gadsden> by inserting <vehicle registration plates, including registration plate frames and>

3. By renumbering as necessary.

_____

OLSON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006433

House File 2579

H-8072

Amend House File 2579 as follows:

1. Page 3, after line 8 by inserting:

<Sec. ___. Section 321.37, subsection 3, Code 2024, is amended to read as follows:

3. ~~It is unlawful for the~~ The owner of a vehicle ~~to~~ shall not place ~~any~~ a frame around or over ~~the~~ a registration plate which does not permit full view of all numerals and letters printed on the registration plate, other than the name of the county.>

2. Title page, line 1, before <personalized> by inserting <vehicle registration plates, including registration plate frames and>

3. By renumbering as necessary.

_____

OLSON of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006434

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 26, 2024

House File 2629 - Introduced

HOUSE FILE 2629
BY COMMITTEE ON STATE
GOVERNMENT

(SUCCESSOR TO HF 83)

A BILL FOR

1 An Act providing for the direct shipment of alcoholic liquor
2 and including effective date provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 1124HV (3) 90
nls/ns

AMERICAN OVERSIGHT

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 26, 2024

H.F. 2629

Section 1. Section 123.28, subsection 5, Code 2023, is amended to read as follows:

5. This section does not affect the right of a retail alcohol license holder to purchase, possess, or transport alcoholic liquors subject to this chapter. In addition, this section shall not impact the direct shipment of alcoholic liquor as regulated by section 123.42A.

Sec. 2. Section 123.32, subsection 1, paragraph b, Code 2023, is amended by adding the following new subparagraph:

NEW SUBPARAGRAPH. (4A) An alcoholic liquor direct shipper license as provided in section 123.42A.

Sec. 3. Section 123.32, subsection 1, paragraph b, subparagraph (10), Code 2023, is amended to read as follows:

(10) ~~A wine~~ An alcoholic beverage carrier permit as provided in section 123.188.

Sec. 4. Section 123.41, subsection 1, Code 2023, is amended to read as follows:

1. Each completed application to obtain or renew a manufacturer's license shall be submitted to the division electronically, or in a manner prescribed by the administrator, and shall be accompanied by a fee of three hundred dollars payable to the division. The administrator may in accordance with this chapter grant and issue to a manufacturer a manufacturer's license, valid for a one-year period after date of issuance, which shall allow the manufacture, storage, ~~and wholesale disposition~~ and sale of alcoholic liquors to the division and to customers outside of the state pursuant to the laws of that jurisdiction.

Sec. 5. Section 123.41, Code 2023, is amended by adding the following new subsection:

NEW SUBSECTION. 1A. A manufacturer of alcoholic liquor may ship alcoholic liquor in closed containers to individual purchasers inside this state by obtaining an alcoholic liquor direct shipper license pursuant to section 123.42A.

Sec. 6. NEW SECTION. **123.42A Direct shipment of alcoholic**

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006436

H.F. 2629

liquor — license and requirements.

1. An alcoholic liquor manufacturer licensed or permitted pursuant to laws regulating alcoholic beverages in this state or another state may apply for an alcoholic liquor direct shipper license, as provided in this section. For the purposes of this section, an *"alcoholic liquor manufacturer"* means a business with an operating still which distills spirits, barrel matures spirits for a period of two years on the licensed premises of the distillery where matured, or blends or mixes spirits comprised solely of spirits distilled or barrel matured for a period of two years on the licensed premises of the distillery.

2. *a.* Only an alcoholic liquor manufacturer that holds an alcoholic liquor direct shipper license issued pursuant to this section shall sell alcoholic liquor at retail for direct shipment to any person within this state. This section shall not prohibit an authorized retail licensee or permittee from delivering alcoholic liquor pursuant to section 123.46A.

b. An alcoholic liquor manufacturer applying for an alcoholic liquor direct shipper license shall submit an application for the license electronically, or in a manner prescribed by the administrator, accompanied by a true copy of the manufacturer's current alcoholic beverage license or permit issued by the state where the manufacturer is primarily located, a copy of the manufacturer's basic permit issued by the alcohol and tobacco tax and trade bureau of the United States department of the treasury, and documents filed by the manufacturer with the alcohol and tobacco tax and trade bureau of the United States department of the treasury that show the total number of proof gallons of distilled spirits produced and manufactured by the manufacturer for the preceding calendar year.

c. An application submitted pursuant to paragraph *"b"* shall be accompanied by a license fee in the amount of twenty-five dollars.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006437

H.F. 2629

1 *d.* A license issued pursuant to this section may be
2 renewed annually by submitting a renewal application with the
3 administrator in a manner prescribed by the administrator,
4 accompanied by the twenty-five dollar license fee.
5 3. The direct shipment of alcoholic liquor pursuant to this
6 section shall be subject to the following requirements and
7 restrictions:
8 *a.* Alcoholic liquor shall only be shipped to a resident of
9 this state who is at least twenty-one years of age, for the
10 resident's personal use and consumption and not for resale as
11 follows:
12 (1) An alcoholic liquor direct shipper licensee may sell
13 and ship alcoholic liquor to any person who is at least
14 twenty-one years of age for personal use and not for resale if
15 the licensee produces in, or imports into, the United States
16 one hundred fifty thousand proof gallons or fewer of distilled
17 spirits per calendar year.
18 (2) An alcoholic liquor direct shipper licensee may sell and
19 ship up to nine liters of alcoholic liquor per calendar year to
20 any person who is at least twenty-one years of age for personal
21 use and not for resale if the licensee produces in, or imports
22 into, the United States more than one hundred fifty thousand
23 proof gallons of distilled spirits per calendar year.
24 *b.* Alcoholic liquor subject to direct shipping shall be
25 properly registered with the federal alcohol and tobacco tax
26 and trade bureau, and manufactured on the licensed premises of
27 the alcoholic liquor direct shipper licensee.
28 *c.* Alcoholic liquor subject to direct shipping shall
29 be properly registered with the division. Products which
30 are not listed for sale by the division must be registered
31 electronically with the division for direct shipping. This
32 registration will include the name of the manufacturer, the
33 name of the brand, the standard of fill, the wholesale price,
34 and other information as requested by the division. The
35 registration shall be updated as necessary to ensure the

AMERICAN OVERSIGHT

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H.F. 2629

1 division possesses an accurate, current registration.
2 *d.* All containers of alcoholic liquor shipped directly to a
3 resident of this state shall be conspicuously labeled with the
4 words "CONTAINS ALCOHOL: SIGNATURE OF PERSON AGE 21 OR OLDER
5 REQUIRED FOR DELIVERY" or shall be conspicuously labeled with
6 alternative wording preapproved by the administrator.
7 *e.* All containers of alcoholic liquor shipped directly
8 to a resident of this state shall be shipped by a holder of
9 an alcoholic beverage carrier permit as provided in section
10 123.188.
11 *f.* Shipment of alcoholic liquor pursuant to this subsection
12 does not require a refund value for beverage container control
13 purposes under chapter 455C.
14 4. An alcoholic liquor direct shipper licensee shipping
15 alcoholic liquor to this state shall remit the following amount
16 to the division in a manner as directed by the division:
17 *a.* For alcoholic liquor that is listed for sale by the
18 division, an amount equivalent to fifty percent of the listed
19 wholesale price.
20 *b.* For alcoholic liquor that is not listed for sale
21 by the division, an amount equivalent to fifty percent of
22 the wholesale price as registered with the division under
23 subsection 3.
24 5. Each alcoholic liquor direct shipper licensee shall make
25 a report under oath to the division electronically, or in a
26 manner prescribed by the administrator, on or before the tenth
27 day of each month, which includes the following information:
28 *a.* The products and quantities shipped directly to residents
29 of this state in the preceding month.
30 *b.* The name and address of the individuals to whom the
31 alcoholic liquor was sold in each sale.
32 *c.* The wholesale price of the alcoholic liquor sold.
33 *d.* The purchase price of the alcoholic liquor sold and
34 the amount of taxes charged to the individual purchasing the
35 alcoholic liquor.

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1 *e.* The alcoholic beverage carrier permittee who delivered
2 the shipment.
3 *f.* All documents filed by the alcoholic liquor direct
4 shipper licensee with the alcohol and tobacco tax and trade
5 bureau of the United States department of treasury for the
6 preceding month, including all production, storage, and
7 processing reports.
8 6. The license holder at the time of filing the report as
9 required by subsection 5 shall pay to the division the amount
10 as required pursuant to subsection 4. A penalty of ten percent
11 of the amount due shall be assessed and collected if the report
12 required to be filed pursuant to this section and the amount
13 required to be paid as provided by subsection 4 is not filed
14 and the amount paid within the time required by this section.
15 7. An alcoholic liquor direct shipper licensee shall be
16 deemed to have consented to the jurisdiction of the division or
17 any other agency or court in this state concerning enforcement
18 of this section and any related laws, rules, or regulations. A
19 license holder shall allow the division to perform an audit of
20 shipping records upon request.
21 8. A violation of this section shall subject the licensee
22 to the general penalties provided in this chapter and shall
23 constitute grounds for imposition of a civil penalty or
24 suspension or revocation of the license pursuant to section
25 123.39.
26 Sec. 7. Section 123.43A, subsection 2, Code 2023, is amended
27 to read as follows:
28 2. A native distillery shall not sell more than nine
29 liters per person per day, of native distilled spirits on
30 the premises of the native distillery. However, a native
31 distillery ~~shall not directly~~ may ship native distilled spirits
32 ~~for sale at retail~~ manufactured by the native distillery in
33 closed containers to individual purchasers inside the state by
34 obtaining an alcoholic liquor direct shipper license pursuant
35 to section 123.42A. The native distillery shall maintain

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1 records of individual purchases of native distilled spirits at
2 the native distillery for three years.
3 Sec. 8. Section 123.43A, subsection 7, Code 2023, is amended
4 to read as follows:
5 7. A native distillery may sell the native distilled spirits
6 it manufactures to customers outside the state, pursuant to the
7 laws of that jurisdiction.
8 Sec. 9. Section 123.46A, subsection 5, Code 2023, is amended
9 to read as follows:
10 5. Nothing in this section shall impact the direct shipment
11 of alcoholic liquor as regulated by section 123.42A or the
12 direct shipment of wine as regulated by section 123.187.
13 Sec. 10. Section 123.187, subsection 3, paragraph d, Code
14 2023, is amended to read as follows:
15 *d.* All containers of wine shipped directly to a resident of
16 this state shall be shipped by a holder of ~~a wine~~ an alcoholic
17 beverage carrier permit as provided in section 123.188.
18 Sec. 11. Section 123.188, subsections 1, 2, and 4, Code
19 2023, are amended to read as follows:
20 1. A person desiring to deliver alcoholic liquor subject
21 to direct shipment within this state pursuant to section
22 123.42A and wine subject to direct shipment within this state
23 pursuant to section 123.187 shall submit an application for ~~a~~
24 ~~wine~~ an alcoholic beverage carrier permit electronically, or
25 in a manner prescribed by the administrator, which shall be
26 accompanied by a fee in the amount of one hundred dollars.
27 2. The administrator may in accordance with this chapter
28 issue ~~a wine~~ an alcoholic beverage carrier permit which shall
29 be valid for one year from the date of issuance unless it is
30 sooner suspended or revoked for a violation of this chapter.
31 4. The delivery of alcoholic liquor and wine pursuant to
32 this section shall be subject to the following requirements and
33 restrictions:
34 *a.* ~~A wine~~ An alcoholic beverage carrier permittee shall not
35 deliver alcoholic liquor or wine to any person under twenty-one

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006441

1 years of age, or to any person who either is or appears to be in
2 an intoxicated state or condition.
3 *b.* ~~A wine~~ An alcoholic beverage carrier permittee shall
4 obtain valid proof of identity and age prior to delivery,
5 and shall obtain the signature of an adult as a condition of
6 delivery.
7 *c.* ~~A wine~~ An alcoholic beverage carrier permittee shall
8 maintain records of alcoholic liquor and wine shipped which
9 include the permit number and name of the alcoholic liquor
10 and wine manufacturer, quantity of alcoholic liquor and wine
11 shipped, recipient's name and address, and an electronic or
12 paper form of signature from the recipient of the alcoholic
13 liquor and wine. Records shall be submitted to the division
14 on a monthly basis in a form and manner to be determined by the
15 division.
16 Sec. 12. EFFECTIVE DATE. This Act takes effect January 1,
17 2024.
18 EXPLANATION

19 **The inclusion of this explanation does not constitute agreement with**
20 **the explanation's substance by the members of the general assembly.**

21 This bill allows for the direct shipment of alcoholic liquor
22 within the state.
23 New Code section 123.42A provides for the direct shipment of
24 alcoholic liquor and provides for an alcoholic liquor direct
25 shipper license. An alcoholic liquor direct shipper licensee
26 may sell and ship any amount of alcoholic liquor to any person
27 who is at least 21 years of age for personal use and not for
28 resale if the licensee produces in, or imports into, the United
29 States 150,000 proof gallons or fewer of distilled spirits per
30 calendar year. If the licensee produces or imports more than
31 150,000 proof gallons of distilled spirits, a licensee may sell
32 and ship up to nine liters of alcoholic liquor per calendar
33 year to a person 21 years of age or older.
34 Provisions governing the direct shipment of wine and the
35 wine direct shipper permit are generally made applicable to the

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IA-DHHS-24-0418-A-006442

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new Code section providing for the direct shipment of alcoholic liquor.

The new Code section requires all alcoholic liquor subject to direct shipping to be properly registered with the alcoholic beverages division and that products which are not listed for sale by the division must be registered to include information on the name of the manufacturer, the name of the brand, the standard of fill, the wholesale price, and other information as requested by the division. The new Code section also requires each alcoholic liquor direct shipper licensee to make a monthly report to the alcoholic beverages division that lists the products and quantities shipped directly to residents of this state in the preceding month, the name and address of the individuals to whom the alcoholic liquor was sold in each sale, the wholesale price of the alcoholic liquor sold, the purchase price and taxes charged of the alcoholic liquor sold, the alcoholic beverage carrier permittee who delivered each shipment, and documents filed by the licensee with the alcohol and tobacco tax and trade bureau of the United States department of treasury for the preceding month, including all production, storage, and processing reports.

Finally, the new Code section provides that an alcoholic liquor direct shipper licensee shall remit an amount to the alcoholic beverages division depending on whether the alcoholic liquor shipped is listed for sale by the division. If the alcoholic liquor is listed for sale by the division, the permittee shall remit to the division an amount equivalent to 50 percent of the wholesale price paid by the division for the alcoholic liquor. If the alcoholic liquor is not listed for sale by the division, the permittee shall remit to the division an amount equivalent to 50 percent of the wholesale price of the alcoholic liquor as registered with the division. The bill provides that a penalty of 10 percent of the amount due shall be assessed and collected if the amount required to be paid to the division as provided by the bill is not paid within the

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006443

H.F. 2629

1 time required.
2 The bill allows a manufacturer of alcoholic liquor and a
3 native distillery to ship alcoholic liquor or native distilled
4 spirits, as applicable, to individual purchasers inside this
5 state by obtaining an alcoholic liquor direct shipper license
6 as established in the bill.
7 Code section 123.188, providing for a wine carrier permit,
8 is amended to provide for the direct shipment of alcoholic
9 liquor as provided by the bill.
10 The bill takes effect January 1, 2024.
11 The bill does not reflect current law, including the
12 transfer of administration of alcoholic beverages provisions to
13 the department of revenue as passed by the general assembly in
14 2023 and other 2023 changes made to the Code. The bill does not
15 update all references to the wine carrier permit nor does the
16 bill note that the effective date of the bill is retroactive.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006444

House Joint Resolution 2003 - Introduced

HOUSE JOINT RESOLUTION 2003
BY AMOS JR., STAED, SCHEETZ, OLSON, MATSON, WILSON, CROKEN, ZABNER, STECKMAN, BAGNIEWSKI, FORBES, BUCK, JACOBY, KRESSIG, GAINES, EHLERT, ISENHART, WESSEL-KROESCHELL, KURTH, WILBURN, JAMES, SCHOLTEN, GJERDE, NIELSEN, CAHILL, KONFRST, LEVIN, and BROWN-POWERS

HOUSE JOINT RESOLUTION

1 A Joint Resolution proposing an amendment to the Constitution
2 of the State of Iowa relating to employee rights.
3 BE IT RESOLVED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5625HT (6) 90
je/js

AMERICAN OVERSIGHT

H.J.R. 2003

1 Section 1. The following amendment to the Constitution of
2 the State of Iowa is proposed:
3 Article I of the Constitution of the State of Iowa is amended
4 by adding the following new section:
5 Sec. 26. **Employee rights.** Employees shall have the
6 fundamental right to organize and to bargain collectively
7 through representatives of their own choosing for the purpose
8 of negotiating wages, hours, and other terms and conditions of
9 employment, and to protect their economic welfare and safety
10 at work. No law shall be passed or enforced that interferes
11 with, negates, or diminishes the right of employees to organize
12 and bargain collectively over their wages, hours, and other
13 terms and conditions of employment and economic welfare and
14 workplace safety, including any law or ordinance that prohibits
15 the execution or application of agreements between employers
16 and labor organizations that represent employees requiring
17 membership in an organization as a condition of employment.
18 Sec. 2. REFERRAL AND PUBLICATION. The foregoing proposed
19 amendment to the Constitution of the State of Iowa is referred
20 to the general assembly to be chosen at the next general
21 election for members of the general assembly, and shall be
22 published as provided by law for three consecutive months
23 previous to the date of that election.
24 EXPLANATION

25 **The inclusion of this explanation does not constitute agreement with**
26 **the explanation's substance by the members of the general assembly.**

27 This joint resolution proposes an amendment to the
28 Constitution of the State of Iowa relating to employee rights.
29 The joint resolution provides that employees shall have the
30 fundamental right to organize and to bargain collectively
31 through representatives of their own choosing for the purpose
32 of negotiating wages, hours, and other terms and conditions of
33 employment, and to protect their economic welfare and safety
34 at work. The joint resolution provides that no law shall be
35 passed or enforced that interferes with, negates, or diminishes

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006446

H.J.R. 2003

1 the right of employees to organize and bargain collectively
2 over their wages, hours, and other terms and conditions
3 of employment and economic welfare and workplace safety,
4 including any law or ordinance that prohibits the execution
5 or application of agreements between employers and labor
6 organizations that represent employees requiring membership in
7 an organization as a condition of employment.
8 The resolution, if adopted, would be published and then
9 referred to the next general assembly (91st) for adoption,
10 before being submitted to the electorate for ratification.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006447

Senate File 2384

S-5021

1 Amend Senate File 2384 as follows:

2 1. By striking everything after the enacting clause and
3 inserting:

4 <Section 1. NEW SECTION. **514C.3C Dental care service plan**
5 **contracts.**

6 1. *Definitions.* As used in this section unless the context
7 otherwise provides:

8 *a. "Commissioner"* means the commissioner of insurance.

9 *b. "Contracting entity"* means any person, third-party
10 administrator, health carrier, or dental carrier that enters
11 into a contract with a dental care provider for the delivery
12 of dental care services.

13 *c. "Covered person"* means a policyholder, subscriber,
14 enrollee, or other individual participating in a dental care
15 service plan or health benefit plan that provides for dental
16 care services.

17 *d. "Dental care provider"* means any person licensed to
18 practice dentistry pursuant to chapter 153, and who provides
19 dental care services pursuant to a dental care service plan or
20 health benefit plan.

21 *e. "Dental care service plan"* means a policy, contract,
22 plan, certificate, or agreement that provides for third-party
23 payment or prepayment of dental care services and that is
24 delivered or issued for delivery by or through a dental carrier
25 on a stand-alone basis. *"Dental care service plan"* includes a
26 health benefit plan that provides for dental care services.

27 *f. "Dental care services"* means the same as defined in
28 section 514J.102. *"Dental care services"* does not include
29 services that are billed as medical expenses under a health
30 benefit plan.

31 *g. "Dental carrier"* means an entity subject to the
32 insurance laws and regulations of this state, or subject to
33 the jurisdiction of the commissioner, including an insurance
34 company offering dental care service plans, or any other entity
35 that provides a dental care service plan.

AMERICAN OVERSIGHT

1 *h. "Dental service contractor"* means any person who accepts
2 a prepayment from, or for the benefit of, another person as
3 consideration for the provision of future dental care services.
4 *"Dental service contractor"* does not include a dental care
5 provider that accepts prepayment on a fee-for-service basis for
6 providing specific dental services to individual patients for
7 whom such services have been prediagnosed.
8 *i. "Dentist agent"* means a person that contracts with
9 a dental care provider to establish an agency relationship
10 for purposes of processing bills for services provided by
11 the dental care provider under the terms and conditions
12 of a contract between the dentist agent and a health care
13 provider. A contract between a dentist agent and a health care
14 provider may permit the dentist agent to submit bills, request
15 reconsideration, and receive reimbursement.
16 *j. "Health benefit plan"* means the same as defined in
17 section 514J.102.
18 *k. "Health carrier"* means the same as defined in section
19 514J.102.
20 *l. "Network contract"* means a contract between a contracting
21 entity and a dental care provider that specifies the rights and
22 responsibilities of the contracting entity and provides for the
23 delivery and payment of dental services to a covered person.
24 *m. "Third party"* means a person, not including a covered
25 person, that enters into a contract with a contracting entity
26 to access the dental services or contractual discounts of a
27 network contract. *"Third party"* does not include an employer or
28 other group for whom the dental carrier or contracting entity
29 provides administrative services.
30 *n. "Virtual credit card payment"* means an electronic funds
31 transfer in which a dental care service plan, or a contracted
32 vendor, issues a single-use series of numbers associated with
33 the payment of dental care services performed by a dental care
34 provider and chargeable to a predetermined dollar amount, where
35 the dental care provider is responsible for processing the

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IA-DHHS-24-0418-A-006449

1 payment by a credit card terminal or internet portal. *"Virtual*
2 *credit card payment"* includes only electronic or virtual credit
3 card payments, where no physical credit card is used and
4 the single-use electronic credit card expires upon payment
5 processing.
6 2. *Third-party access to network contracts.*
7 *a.* A contracting entity may grant a third party access
8 to a network contract, or to a dental care provider's dental
9 care services or contractual discounts provided pursuant to a
10 network contract, if all of the following requirements are met:
11 (1) If the contracting entity is a dental carrier or health
12 carrier, at the time the network contract is entered into,
13 renewed, or material modifications relevant to granting access
14 to a third party are made, the contracting entity allows any
15 dental care provider that is part of the contracting entity's
16 network contract to choose not to participate in third-party
17 access to the network contract, or to enter into a contract
18 directly with the third party. If a dental care provider opts
19 out of lease arrangements, a contracting entity shall not
20 cancel or terminate a contractual relationship with, or refuse
21 to contract with, the dental care provider.
22 (2) The network contract specifically states that the
23 contracting entity may enter into an agreement with a third
24 party to allow the third party to obtain the contracting
25 entity's rights and responsibilities under the network
26 contract as if the third party were the contracting entity.
27 If the contracting entity is a dental carrier, the network
28 contract must specifically state that the dental care provider
29 may choose not to participate in third-party access to the
30 network contract, and that the dental care provider chose to
31 participate in third-party access at the time the network
32 contract was entered into or renewed.
33 (3) The third party accessing the network contract agrees to
34 comply with all of the network contract's terms.
35 (4) The contracting entity identifies to the dental care

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1 provider, in writing, all third parties participating in the
2 network contract as of the date the network contract is entered
3 into or renewed.
4 (5) The contracting entity provides a list of all
5 third parties participating in the network contract on the
6 contracting entity's internet site and the list of third
7 parties is updated at least once every ninety days.
8 (6) The contracting entity notifies a dental care provider
9 under the network contract at least thirty days prior to a new
10 third party leasing or purchasing the network contract.
11 (7) The contracting entity requires a third party to
12 identify, for all remittance advice or explanations of payment
13 under which a discount applies, the source of the discount.
14 This subparagraph does not apply to an electronic transaction
15 mandated by the federal Health Insurance Portability and
16 Accountability Act of 1996, Pub. L. No. 104-191.
17 (8) The contracting entity notifies a third party of the
18 termination of a network contract no later than thirty days
19 from the termination date of the network contract.
20 (9) A third party's right to a dental care provider's
21 discounted rate is terminated as of the termination date of the
22 network contract.
23 (10) In the adjudication of a claim under the network
24 contract, the contracting entity makes available to the
25 dental care provider a copy of the network contract no later
26 than thirty days after a request for the network contract is
27 received.
28 *b.* This section shall not apply to access to a network
29 contract provided to a third party that is either an affiliate
30 of, or operating under the same brand licensing as, the
31 contracting entity. A contracting entity shall provide a list
32 of all affiliates on the contracting entity's internet site.
33 *c.* No dental care provider shall be bound by, or required to
34 perform, dental care services under a network contract that has
35 been granted to a third party in violation of this section.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006451

1 3. *Dental care service plans — method of payment.*
2 *a.* A dental care service plan shall not require payments
3 to be made to dental care providers by virtual credit card
4 payment.
5 *b.* A dental care service plan, when initiating payments to
6 a dental care provider via virtual credit card payment, or when
7 changing the method of payment for a dental care provider to
8 virtual credit card payments, shall do all of the following:
9 (1) Notify the dental care provider of any fees associated
10 with each payment method.
11 (2) Inform the dental care provider of the available options
12 for methods of payment and provide clear instructions to the
13 dental care provider for the selection of an alternative
14 payment method.
15 *c.* A dental care service plan that transmits payments to
16 a dental care provider in accordance with the standards of 45
17 C.F.R. §162.1601 and 162.1602 shall not charge a fee solely for
18 the transmission of the payment to the dental care provider
19 unless the dental care provider has consented to payment of
20 the fee. When transmitting a national automated clearinghouse
21 payment, a dentist agent may charge a reasonable fee related
22 to bank transmittal, transaction management, data management,
23 portal services, and other value-added services.
24 4. *Waiver prohibited.* The requirements of this section
25 shall not be waived by contract. Any contractual arrangement
26 contrary to this section shall be null and void.
27 5. *Rules.* The commissioner may adopt rules pursuant to
28 chapter 17A to administer this chapter.>

DAN DAWSON

SF 2384.3223 (2) 90
(amending this SF 2384 to CONFORM to HF 2400)
nls/ko 5/5

AMERICAN OVERSIGHT

Senate File 2063

S-5022

1 Amend the amendment, S-5001, to Senate File 2063, as
2 follows:
3 1. Page 1, after line 12 by inserting:
4 <___. Page 2, by striking lines 6 through 10 and inserting:
5 <(2) The department shall reimburse a participating nursing
6 home for fifteen percent of the trainee's base salary during
7 the first year, not to exceed fifteen thousand dollars, and
8 five percent of the trainee's base salary during the second
9 year, not to exceed five thousand dollars. A participating
10 nursing home shall match the reimbursement received on a
11 dollar-for-dollar basis from a nonpublic source.>>
12 2. Page 1, after line 26 by inserting:
13 <___. Page 2, line 27, after <administrator.> by inserting
14 <The rules shall provide that priority in designating a nursing
15 home as a participating nursing home shall be given to a
16 nursing home that is publicly, community, or locally owned and
17 operated.>>

_____
WAYLON BROWN

AMERICAN OVERSIGHT

Senate File 2398 - Introduced

SENATE FILE 2398
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO SSB 3038)

A BILL FOR

1 An Act relating to state taxation by modifying alternate and
2 individual income tax rates, and including effective date
3 and retroactive applicability provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5398SV (4) 90
jm/jh

AMERICAN OVERSIGHT

S.F. 2398

Section 1. Section 421.27, subsection 9, paragraph a, subparagraph (3), Code 2024, is amended to read as follows:

(3) In the case of all other entities, including corporations described in section 422.36, subsection 5, and all other entities required to file an information return under section 422.15, subsection 2, the entity's Iowa net income after the application of the Iowa business activity ratio, if applicable, multiplied by the ~~top~~ income tax rate imposed under section ~~422.5A~~ 422.5 for the tax year, less any Iowa tax credits available to the entity.

Sec. 2. Section 422.5, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. A tax is imposed upon every resident and nonresident of the state which tax shall be levied, collected, and paid annually upon and with respect to the entire taxable income as defined in this subchapter at ~~rates as provided in section 422.5A.~~ the following rates:

(1) For the tax year beginning on or after January 1, 2024, but before January 1, 2025, a rate of 3.65 percent.

(2) For the tax years beginning on or after January 1, 2025, a rate of 3.50 percent.

Sec. 3. Section 422.5, subsection 2, paragraph b, Code 2024, is amended by striking the paragraph.

Sec. 4. Section 422.5, subsection 3, paragraph b, Code 2024, is amended by striking the paragraph.

Sec. 5. Section 422.5, subsection 6, Code 2024, is amended by striking the subsection.

Sec. 6. Section 422.16, subsection 2, paragraph e, Code 2024, is amended to read as follows:

e. For the purposes of this subsection, state income tax shall be withheld at the ~~highest~~ rate for the applicable tax year described in section ~~422.5A~~ 422.5 from supplemental wages of an employee in those circumstances in which the employer treats the supplemental wages as wholly separate from regular wages for purposes of withholding and federal income tax is

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withheld from the supplemental wages under section 3402(g) of the Internal Revenue Code.

Sec. 7. Section 422.16B, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. (1) A pass-through entity shall file a composite return on behalf of all nonresident members and shall report and pay the income or franchise tax imposed under this chapter at the maximum state income or franchise tax rate applicable to the member under section ~~422.5A~~ 422.5, 422.33, or 422.63 on the nonresident members' distributive shares of the income from the pass-through entity.

(2) The tax rate applicable to a tiered pass-through entity shall be the ~~maximum~~ state income tax rate under section ~~422.5A~~ 422.5.

Sec. 8. Section 422.16C, subsection 4, paragraph a, Code 2024, is amended to read as follows:

a. A taxpayer making an election under this section shall be subject to tax in an amount equal to the ~~maximum~~ rate for the applicable tax year under section ~~422.5A~~ 422.5, imposed against the taxable income of the taxpayer for the taxable year properly determined under this chapter and allocated and apportioned to the state under the rules adopted by the department. The tax shall be due with the taxpayer's return required under this chapter.

Sec. 9. Section 422.16C, subsection 5, paragraph a, subparagraph (2), Code 2024, is amended to read as follows:

(2) The difference between one hundred percent and the ~~highest~~ individual income tax rate in effect for the tax year.

Sec. 10. Section 422.21, subsection 5, Code 2024, is amended to read as follows:

5. The director shall determine for the 2023 calendar year and each subsequent calendar year the annual and cumulative inflation factors for each calendar year to be applied to tax years beginning on or after January 1 of that calendar year. ~~The director shall compute the new dollar amounts as specified~~

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1 ~~to be adjusted in section 422.5 by the latest cumulative~~
2 ~~inflation factor and round off the result to the nearest one~~
3 ~~dollar.~~ The annual and cumulative inflation factors determined
4 by the director are not rules as defined in section 17A.2,
5 subsection 11.
6 Sec. 11. Section 422.25A, subsection 5, paragraph c,
7 subparagraphs (3), (4), and (5), Code 2024, are amended to read
8 as follows:
9 (3) Determine the total distributive share of all final
10 federal partnership adjustments and positive reallocation
11 adjustments as modified by this title that are reported to
12 nonresident individual partners and nonresident fiduciary
13 partners and allocate and apportion such adjustments as
14 provided in section 422.33 at the partnership or tiered partner
15 level, and multiply the resulting amount by the ~~maximum~~ highest
16 individual income tax rate ~~pursuant to section 422.5A~~ for the
17 reviewed year.
18 (4) For the total distributive share of all final federal
19 partnership adjustments and positive reallocation adjustments
20 as modified by this title that are reported to tiered partners:
21 (a) Determine the amount of such adjustments which are of a
22 type that would be subject to sourcing to Iowa under section
23 422.8, subsection 2, paragraph *"a"*, as a nonresident, and then
24 determine the portion of this amount that would be sourced to
25 Iowa under those provisions as if the tiered partner were a
26 nonresident.
27 (b) Determine the amount of such adjustments which are of
28 a type that would not be subject to sourcing to Iowa under
29 section 422.8, subsection 2, paragraph *"a"*, as a nonresident.
30 (c) Determine the portion of the amount in subparagraph
31 division (b) that can be established, as prescribed by the
32 department by rule, to be properly allocable to indirect
33 partners that are nonresident partners or other partners not
34 subject to tax on the adjustments.
35 (d) Multiply the total of the amounts determined in

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1 subparagraph divisions (a) and (b), reduced by any amount
2 determined in subparagraph division (c), by the highest
3 individual income tax rate ~~pursuant to section 422.5A~~ for the
4 reviewed year.
5 (5) For the total distributive share of all final federal
6 partnership adjustments and positive reallocation adjustments
7 as modified by this title that are reported to resident
8 individual partners and resident fiduciary partners, multiply
9 that amount by the highest individual income tax rate ~~pursuant~~
10 ~~to section 422.5A~~ for the reviewed year.
11 Sec. 12. REPEAL. 2022 Iowa Acts, chapter 1002, sections 19,
12 20, 21, 22, 23, and 24, are repealed.
13 Sec. 13. REPEAL. 2023 Iowa Acts, chapter 115, sections 20
14 and 21, are repealed.
15 Sec. 14. REPEAL. Section 422.5A, Code 2024, is repealed.
16 Sec. 15. RATE OF WITHHOLDING. Notwithstanding any other
17 provision of law to the contrary, for tax years beginning on
18 or after January 1, 2024, any required rate of withholding
19 shall not be higher than the rate for the applicable tax year
20 pursuant to section 422.5 as amended by this Act.
21 Sec. 16. EFFECTIVE DATE. This Act, being deemed of
22 immediate importance, takes effect upon enactment.
23 Sec. 17. RETROACTIVE APPLICABILITY. This Act applies
24 retroactively to January 1, 2024, for tax years beginning on
25 or after that date.
26 EXPLANATION

27 The inclusion of this explanation does not constitute agreement with
28 the explanation's substance by the members of the general assembly.

29 This bill relates to state taxation by modifying alternate
30 and individual income tax rates.
31 The bill strikes the graduated individual income tax rates
32 that go into effect in tax years 2024 and 2025, and establishes
33 new individual income tax flat rates beginning in tax years on
34 or after January 1, 2024.
35 The bill establishes the individual income tax flat rate for

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1 the tax year beginning January 1, 2024, but before January 1,
2 2025, at 3.65 percent.
3 The bill establishes the individual income tax flat rate for
4 the tax years beginning on or after January 1, 2025, at 3.50
5 percent. Under current law, the individual income tax flat
6 rate of 3.90 percent goes into effect for tax years beginning
7 on or after January 1, 2026.
8 The bill strikes references to calculating the latest
9 cumulative inflation factor in Code section 422.5(6) and Code
10 section 422.21(5) due to removing income tax brackets and
11 establishing the individual income tax flat rate commencing
12 with tax years beginning on or after January 1, 2024.
13 The bill repeals the alternate individual income tax rates.
14 The alternate income tax rate is available for a taxpayer whose
15 income marginally exceeds the individual income tax filing
16 thresholds in Code sections 422.5(2) and (3), and is used to
17 calculate income tax owed.
18 The bill takes effect upon enactment and applies
19 retroactively to tax years beginning on or after January 1,
20 2024.

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AROUND THE CAPITOL

Both chambers returned to Des Moines today. The Senate debated a short calendar and finished up by 3:30, sending five bills down to the Governor and three bills over to the House. The Senate did not take up SF 2395 **OPIOID SETTLEMENT**, but has scheduled it for Tuesday. The Appropriations Committee approved the bill 14-6 in committee last week. It sends 75% of the settlement to the HHS and 25% to the AG. During the committee meeting, Senator Costello said the split in funding should be enough for both the HHS and the AG to fulfil duties under the settlement. Senator Petersen said that she was pleased to see the funds being spent after several years of inaction but said that the bill needs more accountability and reporting measures.

The Senate returned HF 555 **PHARMACY MATTERS** to the House with an amendment. Senator Edler, who managed the bill, said it is an update for the Board of Pharmacy. The bill was approved last year by the full House on an 86-10 vote and approved in the Senate Health & Human Services committee but did not make it to the Senate floor. The House now needs to consider the Senate amendment.

The Senate also introduced SF 2398 **INCOME TAX BILL**, approved in the Ways & Means Committee last week. Republicans cut the bill down from a broader range of tax proposals from the Governor to an acceleration of the move to 3.5% flat tax rate and elimination of the alternative minimum tax.

The House started debating bills about 5:30 PM and finished up about 6:30, passing three bills down to the Governor and passing five bills over to the Senate. The House passed SF 2096 **GENDER BALANCE** on a 62-33 party-line vote. Representative Bloomingdale said that the gender balance provisions are antiquated and no longer needed and that courts have found the restrictions unconstitutional. Democrats said that the gender balance rules have led to more women being appointed to boards and are still needed. The House passed SF 2204 **GOVERNOR'S FOREIGN LAND BILL**, one of the priority bills of Governor Reynolds, on a unanimous vote. The bill now goes to the Governor for a signature. Representative Wulf said that the bill will strengthen Iowa's already strong restrictions on the foreign ownership of farmland. The House approved HF 2585 **NURSING HOME CITATIONS** on an 87-8 vote, after rejecting an amendment from Representative Srinivas. She said that the bill did not go far enough in protecting vulnerable Iowans in nursing homes. Representative Tom Moore, the floor manager, said that the bill will improve compliance by nursing homes.

In committee action, the House Appropriations moved HF 2611 **TEACHER SALARIES** forward, which increases teacher salaries to $47,500 for the 2024-25 school year and to $50,000 by the 2026-27 school year.

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TODAY IN THE LEGISLATURE

Bills to the Governor: (3)
Bills to the Senate: (5)

House Files: 1 (HF 2629)
House Study Bills: none (last introduced HSB 727)

Resolution INTRODUCED in the House: (1)
HJR 2003 WORKING RIGHTS AMENDMENT (Amos, 28 Ds)
Proposes an amendment to the Iowa Constitution that Iowa workers have a fundamental right to organize unions and to collectively bargain on workforce matters and prohibits the passage or enforcement of laws that interfere with this right.

WITHDRAWN: HF 649, HF 2046, HF 2165, HF 2483, HF 2540, SF 2181, SF 2183, SF 2299, SF 2359, SF 2384

Bills to the Governor: (5)
Bills RETURNED to the House: (1)
Bills to the House: (2)

Senate Files: 1 (SF 2398)
Senate Study Bills: none (last introduced (SSB 3185)

HOUSE FLOOR ACTION

Bills to the Governor: (3)
SF 2096 GENDER BALANCE
Repeals the requirements for boards to be gender balanced. Makes conforming changes.
The **Senate PASSED** the bill 32-15 *(2/21)*
The **House PASSED** the bill 62-33; it now GOES to the **Governor**

SF 2161 SWATTING PENALTIES
Increases the penalties for knowingly making swatting reports (false calls to law enforcement/public safety agencies involving terrorism, bomb threats and other violent felonies) to a Class D felony, and to a Class C felony if someone is injured or killed as a result of the report.
The **Senate PASSED** the bill 46-0 *(2/20)*
The **House PASSED** the bill 95-0; it now GOES to the **Governor**

SF 2204 GOVERNOR'S FOREIGN LAND BILL
Establishes registration requirements for foreign ownership of agricultural land in owner and eliminates some current requirements. Specifies information that must be included in a registration. Gives the AG enforcement duties and increases civil penalties.
The **Senate PASSED** the bill 47-0 *(2/19)*
The **House PASSED** the bill 95-0; it now GOES to the **Governor**

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HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: (5)

HF 2239 OBSCENITY TO MINORS

Increases the penalty for the dissemination of obscenity to minors to an aggravated misdemeanor.

The **House** **PASSED** the bill 95-0; it now GOES to the **Senate**

HF 2257 CUSTOM POULTRY SLAUGHTER INSPECTIONS

Establishes an exemption from meat inspection for slaughter for certain state-licensed poultry operations. Includes requirements for keeping the exempt meat from other areas of the establishment and in containers marked not for sale.

H 8035 by **Sexton** - Adds conditions for implementation after federal approval. **ADOPTED**

The **House** **PASSED** the bill as amended 95-0; it now GOES to the **Senate**

HF 2366 CHARITABLE DONATIONS IN PROBATE

Allows a charity to file an affidavit with a person in order to receive the property of a decedent. Prohibits the person from requesting personal information about charity board members. Gives the person who receives the affidavit 30 days to verify the affidavit. Makes a person who delivers the property in good faith due to the affidavit immune from liability for the reliance. Allows actions to be brought for the failure to deliver, and allows for damages, costs, attorney fees and a penalty between $500 and $10,000. Establishes good faith protections for persons who rely on the affidavit.

The **House** **PASSED** the bill 95-0; it now GOES to the **Senate**

HF 2513 WOOL ASSESSMENTS

Allows the board to suspend the wool checkoff if the board determines the price of wool is less than the assessment. Requires the board to end the suspension if it determines the market rate is higher than the assessment for the foreseeable future.

The **House** **PASSED** the bill 95-0; it now GOES to the **Senate**

HF 2585 NURSING HOME CITATIONS

Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy.

H 8034 by **T Moore** - Corrective. **ADOPTED**

H 8044 by Srinivas - *Strike & Replace*: Requires an unannounced general inspection of a nursing home every twelve-month period. Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy and shortens response time for responding to complaints and citations. Increases the appropriation for NH inspectors. **RULED NOT GERMANE**; *MTSR* **FAILED** 59-36

The **House** **PASSED** the bill 87-8; it now GOES to the **Senate**

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SENATE FLOOR ACTION

Bills to the Governor: (5)

HF 2101 WATER SYSTEM PURCHASES

Increases the threshold value for the purchase of a water utility by a public utility to $3 million before needing IUB approval. Requires a city to certify that it has met appraisal requirements and considered alternatives before the purchase of a city utility. Requires the rate base in the final order include reasonable closing costs. Retains the requirement that the IUB issue a final order in 120 days for at-risk utilities and gives the IUB 180 days for others.

The **House PASSED** the bill 91-0 *(2/19)*

The **Senate PASSED** the bill 46-0; it now GOES to the **Governor**

HF 2175 CELL SITING LAW

Extends the future repeal date for the Cell Siting law for cellular facilities to 2035.

The **House PASSED** the bill 96-1 *(2/21)*

The **Senate PASSED** the bill 46-0; it now GOES to the **Governor**

HF 2265 PERSONAL INSURANCE LINES NON-RENEWAL

Increases the time for notice of non-renewal/renewal of a personal lines insurance policy to 60 days before the policy ends.

The **House PASSED** the bill 96-0 *(2/20)*

The **Senate PASSED** the bill 46-0; it now GOES to the **Governor**

HF 2277 BREWER WHOLESALER AGREEMENTS

Prohibits brewer from requiring wholesalers to agree to unreasonable conditions regarding the use or non-user of an e-commerce platform from the brewer. Prohibits the brewer from asking a wholesaler using the platform about competitive products.

The **House PASSED** the bill 97-0 *(2/21)*

The **Senate PASSED** the bill 45-1; it now GOES to the **Governor**

HF 2400 DENTAL CARE NETWORKS

Permits a contracting entity to grant 3rd party access to a dental provider care network if a number of specified conditions are met. Prohibits a dental service from requiring payment through a virtual credit card. Prohibits waiving these provisions. Allows the Insurance Commissioner to adopt rules.

The **House PASSED** the bill 91-0 *(2/19)*

The **Senate PASSED** the bill 46-0; it now GOES to the **Governor**

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SENATE FLOOR ACTION (CONTINUED)

Bills RETURNED to the House: (1)

HF 555 PHARMACY MATTERS

Reorganizes provisions on the practice of pharmacy. States general principles that pharmacists and registrants under the BOP must follow. Requires the BOP to adopt rules on pharmacist interns, technicians and support personnel, on tele-pharmacies, and on other matters. Includes requirements for the rules and strikes provisions in Code. Allows the BOP to discipline a pharmacist for engaging in conduct outside of the standard of care. Authorizes administrative penalties. Allows the BOP to request criminal history checks on various parties. Contains provisions on prescriptions, therapeutic substitutions and other related matters.

S 3112 by **HHS** - Makes technical and other corrections. Adds language on prohibiting the BOP from adopting a protocol to allow a pharmacist from administering abortion drugs. **ADOPTED**

S 5002 to S 3112 by **Edler** - Updates the bill. **ADOPTED**

The **House** **PASSED** the bill 86-10 *(3/16/23)*

The **Senate** **AMENDED &PASSED** the bill 46-0; it now GOES BACK to the **House**

Bills to the House: (2)

SF 451 BOARD OF REVIEW MEETING

Requires a board of review for property tax protests to determine a start date between May 1-7.

The **Senate** **PASSED** the bill 46-0; it now GOES to the **House**

SF 2071 BINGO GAMES & PRIZES

Prohibits licensed organizations from offering bingo games that cost more than $50 to play. Increases the value of merchandise prizes to $950, and for gun prizes to $5,000.

The **Senate** **PASSED** the bill 45-1; it now GOES to the **House**

HOUSE COMMITTEE ACTION

House Appropriations Committee: Voted Out (2)

HF 2611 TEACHER SALARIES

Raises teachers' salaries to $47,500 in the 2024-25 school year and to $50,000 in the 2026-27 school year. Requires the DOM to calculate a supplement to pay for the increased salary costs and to include an additional supplement, not to exceed $14 million, to raise education support personnel to $15. Requires calculations in later years related to growth. Appropriates $22 million to the DOE in DY 2025 for a funding supplement to help schools, at the district's discretion, to supplement salaries. Includes a distribution formula. **PASSED** 24-0; *FM:* ***Nordman*** (Representative **Gustoff** will probably handle the bill on the floor.)

HSB 520 THERAPEUTIC CLASSROOM FUNDS

Authorizes the DOE to transfer any remaining funds from the appropriation for reimbursement of transportation claims for therapeutic classroom services to the Therapeutic Classroom Incentive fund. **PASSED** 24-0; *FM:* ***Nordman***

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HOUSE & SENATE AGENDA

TUESDAY, FEBRUARY 27, 2024		
7-9 AM	*Iowa Veterinary Medical Association*	*Legislative Dining Room 15*
7 AM-NOON	*Community College Day on the Hill*	*Rotunda*
8:30 AM	**HOUSE CONVENES**	*House Chamber*
9 AM	**SENATE CONVENES**	*Senate Chamber*
	House Judiciary Committee	*Room 103*
	House Labor & Workforce Committee Presentations:	*Room 102*
NOON-4 PM	*Iowa APCO/NENA Lobby Day*	*Rotunda, East, West & North Wings*
NOON-5 PM	*Bridges of Iowa Legislative Day*	*Rotunda*

SUBCOMMITTEE MEETINGS

TUESDAY, FEBRUARY 27, 2024		
8 AM	**House Appropriations Subcommittee** HF 2516 WORK-BASED LEARNING: Holt (C), Amos, Collins	*House Lounge*
	House Ways & Means Subcommittee HSB 716 CPA INCOME EXCEPTION: J Wills (C), Deyoe, Wilson	*Room 102*
8:30 AM	**Senate Appropriations Subcommittee** SF 2209 AGRICULTURAL OMNIBUS: Zumbach (C), Giddens, Green	*Senate Lounge*
	Senate Ways & Means Subcommittee SSB 3142 INCOME TAX AMENDMENTS: Dawson (C), Schultz, Winckler	*Room 315*
10:30 AM	**House Commerce Subcommittee** SF 2361 DOMESTIC MUTUAL INSURANCE NAMES: Vondran (C), Best, Judge	*House Lounge*
	House Ways & Means Subcommittee HF 2444 MEAT PROCESSING PLANT FEE: Deyoe (C), Nielsen, Osmundson	*House Lounge*
	Senate Natural Resources & Environment Subcommittee HF 2328 CAMPGROUND SEPTIC SYSTEMS: Sweeney (C), Bennett, Green	*Lobbyist Lounge*
11 AM	**House Ways & Means Subcommittee** HF 2442 CITY LIBRARY TAXES: Harris (C), Judge, J Wills	*House Lounge*

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SUBCOMMITTEE MEETINGS (CONTINUED)

TUESDAY, FEBRUARY 27, 2024		
NOON	**House Appropriations Subcommittee** HSB 715 EDA SITE CERTIFICATION: Graber (C), Matson, Nordman	*Room 102*
	House Commerce Subcommittee SF 2054 COMPANY REINSTATEMENT PROCEDURES: Bloomingdale (C), Nielsen, J Wills	*House Lounge*
	House Health & Human Services Subcommittee SF 2205 CIVIL SERVICE POLICE & FF HIRES: Dunwell (C), Abdul-Samad, Henderson	*Room 103*
	House Health & Human Services Subcommittee SF 2369 AUTOLOGOUS BLOOD DONATIONS: Bradley (C), Baeth, T Moore	*Room 304.1*
	House Ways & Means Subcommittee HSB 684 MEDICAL CANNABIDIOL DISPENSARIES: Siegrist (C), Best, Forbes	*House Lounge 2*
	Senate Appropriations Subcommittee SF 2373 COMMUNITY COLLEGE FUNDING: Kraayenbrink (C), J Taylor, Winckler	*Senate Lounge*
	Senate Local Government Subcommittee HF 2264 PUBLIC FUNDING USES: Westrich (C), Knox, Lofgren	*Room 217*
	Senate Ways & Means Subcommittee SF 2393 GRAIN SALES & INDEMNITY FUND: Schultz (C), Driscoll, T Taylor	*Room 315*
12:30 PM	**House Economic Growth & Technology Subcommittee** SF 2322 BOT TICKET PURCHASES: Latham (C), Madison, T Moore	*House Lounge 2*
	House Ways & Means Subcommittee HSB 722 RURAL DEVELOPMENT CREDITS: Wulf (C), Bloomingdale, Forbes *(reassigned)*	*House Lounge*
2 PM	**Senate Appropriations Subcommittee** SF 2394 MAJOR EVENTS FUND: Koelker (C), Dotzler, Kraayenbrink	*Room 217*

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HOUSE DEBATE CALENDAR

TUESDAY, FEBRUARY 27, 2024

HJR 7	SG	FEDERAL AMENDMENTS (sim/comp to SJR 5)	*J Wills*
HF 2013	SG	PROVISIONAL NURSING HOME ADMINISTRATORS	*Dunwell*
HF 2166	PS	CONTROLLED SUBSTANCES (sim/comp to SF 2339)	*Rinker*
HF 2191	JU	ACCRUED GOOD TIME (sim/comp to SF 2164)	*Wheeler*
HF 2210	SG	CLINICAL APPLICANTS/HEALTH APPLICANTS	*Srinivas*
HF 2250	JU	WITNESS TAMPERING (sim/comp to SF 2348)	*Nordman*
HF 2299	SG	OPEN RECORDS	*Bergan*
HF 2302	PS	PROTECTED WORKER ASSAULTS (sim/comp to SF 2279)	*Shipley*
HF 2304	PS	TRAFFIC TICKET QUOTAS	*Meggers*
HF 2308	PS	DISASTER RELIEF FUNDING (sim/comp to SF 2202)	*Fisher*
HF 2310	PS	TRESPASS FINES (sim/comp to SF 2343)	*Vondran*
HF 2311	SG	ARTICLE V COMMISSIONERS	*J Wills*
HF 2315	SG	FINGERPRINTS & PALM PRINTS (sim/comp to SF 2264)	*Meggers*
HF 2318	JU	BESTIALITY (sim/comp to SF 2180)	*Kaufmann*
HF 2319	JU	BANNING GUARANTEED INCOME PROGRAMS	*Holt*
HF 2324	HH	AMBULATORY SURGICAL CENTERS (sim/comp to SF 2160)	*T Moore*
HF 2375	SG	DIETICIAN COMPACT	*Siegrist*
HF 2391	HH	HEALTH CARE AGENCY CHARGES	*Fry*
HF 2398	LG	PUBLIC OFFICER BOND (sim/comp to SF 2121)	*Golding*
HF 2403	JU	PARENTAL RIGHTS TERMINATION FEES (sim/comp to SF 2350)	*C Thomson*

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HOUSE DEBATE CALENDAR (CONTINUED)

TUESDAY, FEBRUARY 27, 2024

HF 2424	PS	GADSDEN PLATES (sim/comp to SF 47)	*Shipley*
HF 2425	SG	PUBLIC BUILDINGS MOVES (sim/comp to SF 2191)	*Bossman*
HF 2426	SG	ASBESTOS & HOTEL INSPECTIONS (sim/comp to SF 2203)	*Johnson*
HF 2447	TR	ELECTRIC VEHICLE WEIGHTS (sim/comp to attached SF 2143)	*Wulf*
HF 2448	SG	ALCOHOL COMPLIANCE CERTIFICATES	*Lundgren*
HF 2492	CO	BIOMARKER TESTING (sim/comp to SF 2159)	*Lohse*
HF 2538	SG	DOM GOVERNMENT GUIDANCE (sim/comp to SF 2379)	*Bergan*
HF 2551	CO	ELECTRIC TRANSMISSION LINES (sim/comp to SF 2372)	*G Mohr*
HF 2552	CO	BROKER POWERS (sim/comp to attached SF 2291)	*C Thomson*
HF 2254	CO	UTILITY RATES	*C Thomson*
HF 2569	TR	4 LANE US 30 (sim/comp to SF 111)	*Determann*
HF 2579	TR	PERSONALIZED FF/EMS PLATES	*Latham*
HF 2594	JU	ORGANIZED RETAIL THEFT	*Collins*
HF 2600	JU	CONTROLLED SUBSTANCE PROSECUTIONS	*Dunwell*
HF 2623	HH	HEALTH DATA UTILITY	*Lundgren*

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SENATE DEBATE CALENDAR

TUESDAY, FEBRUARY 27, 2024

SF 461	VA	VETERAN BUSINESS LOANS	*Reichman*
SF 2160	HH	AMBULATORY SURGICAL CENTERS (sim/comp to HF 2324)	*Edler*
SF 2292	CO	COMMON INTEREST BOATS (sim/comp to attached HF 2485)	*Koelker*
SF 2349i	JU	CRIMINAL SUBPOENAS (sim/comp to HF 2616)	*Dawson*
SF 2391	AG	MISBRANDING MEAT	*Driscoll*
SF 2395	AP	OPIOID SETTLEMENT	*Costello*

HOUSE SUBCOMMITTEE ASSIGNMENTS

LABOR & WORKFORCE

SF 2152	UE AUDITS & RECORDS	**Kniff McCulla** (C), **Bossman**, Buck

SENATE SUBCOMMITTEE ASSIGNMENTS

APPROPRIATIONS

HF 2167	DISASTER GRANTS	**Rowley** (C), Giddens, **Guth**

HEALTH & HUMAN SERVICES

HF 2305	CHILD SUPERVISION BY TEENS	**Evans** (C), **Rowley**, Trone Garriott
HF 2397	MH AMBULANCE TRANSPORT	**Edler** (C), **Costello**, Wahls
HF 2402	BIDS BY PMICS & SERVICES	**Costello** (C), **Evans**, Trone Garriott

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HOUSE FILES (HF 2629)

HF 2629 SHIPPING LIQUORS (**State Government**; Successor to HF 83) (Ways & Means)

Establishes a direct shipper alcohol license, based on the amount a distillery produces. Under 150,000 gallons distilled/imported: any amount annually to persons over 21. Over 150,000 gallons annually: up to 9 liters per person. Models the provisions on shipping licenses for native wineries. Includes requirements to register products with the ABD, to make regular shipping reports and to make payments to the ABD for the liquors that are shipped, whether the ABD lists the liquor or not. Establishes penalties. Effective as of January 2024.

SENATE FILES (SF 2398)

SF 2398 INCOME TAX BILL (**Ways & Means**; Successor to SSB 3038) *FM: **Dawson***

Income taxes: Accelerates the income tax rate reductions (3.65% for tax year 24 and %3.50 flat tax rate for tax year 25 and later years). Strikes the Alternative Minimum Tax. Makes conforming changes and retroactive to the 2024 tax year.

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Document ID: 0.7.3995.5206

From: Davids, Kimberly (OS/OASH) <kimberly.davids@hhs.gov>
To: Paula Nickelson (Paula.Nickelson@health.mo.gov) <paula.nickelson@health.mo.gov>; Garcia, Kelly K. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=1d73c1cccdcc44bab77d7985756bb121-garcia, kel>; Menefee, Charity <charity.menefee@nebraska.gov>; Janet.K.Stanek@ks.gov <janet.k.stanek@ks.gov>
Cc: Robert Kruse <robert.kruse@idph.iowa.gov>; Miller, Heidi <heidi.miller@health.mo.gov>; timothy.tesmer@nebraska.gov <timothy.tesmer@nebraska.gov>; Rios, Nancy (HRSA) <nrios@hrsa.gov>; Amber Williams <awilliams@astho.org>; Montero, Jose (CDC/PHIC/OD) <znn3@cdc.gov>; Palm, Joseph (HHS/IEA) <joseph.palm@hhs.gov>; Sives, Katelyn (CDC/NCIRD/ISD) <oot9@cdc.gov>; Cantrell, Kimberly (CDC/PHIC/OD) <klw6@cdc.gov>; Sharp, Ken [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=be86ad0474ec45d9971ba5b11d507c0e-kenneth.sha>
Bcc:
Subject: February SHO Call Follow Up
Date: Mon Feb 26 2024 19:26:18 CST
Attachments: CDC Regional Updates_ HHS Region 7, February 26, 2024.docx
FDA Food Code Adoption_Regional STHO Meeting.pptx

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi all,

Thanks for attending today's monthly SHO meeting. Few things to highlight from the call:

1. ASTHO's Environmental Health Team presented on FDA Food Codes. I've attached the slides for your review as well as some additional resources shared by ASTHO:

1. The Importance of the FDA Food Code | ASTHO
2. A State-by-State Assessment of Food Service Regulations for Prevention of Norovirus Outbreaks - PubMed (nih.gov)
3. Food Code Adoption Toolkit - Retail Food Safety Collaborative

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2. CDC highlighted the upcoming COCA Call, Overdoses Involving Xylazine Mixed with Fentanyl, on 2/29 at 1pm. Additional updates attached.
3. OASH – Thank you all for sharing your point of contact for syphilis.

a. Region 7 Syphilis Call will be held March 13th at 12pm.
b. Several HHS agencies have released Dear Colleague Letters to grantees to explain flexibility in funding to support syphilis. I've attached all of them here for your awareness. Please share as you see fit:

i. HRSA, MCHB Associate Administrator Michael D. Warren, MD, MPH, FAAP writes Title V Maternal and Child Health (MCH) Services Block Grant funds may be used to support families regarding testing, diagnosis and treatment of syphilis for pregnant women in their jurisdiction, January 2024

ii. SAMHSA Dear Colleague Letter, January 30, 2024

iii. CDC's 2022 STI Surveillance Report Released: Dear Partners Letter, January 30, 2024

iv. IHS Chief Medical Officer Letter to Tribal Leaders and Urban Indian Organization Leaders, February 15, 2024

v. Congenital Syphilis Epidemic and Using Title X Funds to Support Prevention, February 15

Next call is Monday, March 25th at 9:30m.

Please let me know if you need anything before then.

Thank you for your continued collaboration!

V/r,

Kimb

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Document ID: 0.7.3995.5206-000001	
Owner:	Davids, Kimberly (OS/OASH) <kimberly.davids@hhs.gov>
Filename:	CDC Regional Updates HHS Region 7, February 26, 2024.docx
Last Modified:	Mon Feb 26 19:26:18 CST 2024

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CDC Updates for Region 7

February 26, 2024

CDC Warns of E. Coli outbreak linked to raw milk cheese

Ten people infected with the outbreak strain of *E. coli* have been reported from four states. Four people have been hospitalized and one person developed hemolytic uretic syndrome. This is a serious condition that can cause kidney failure. No deaths have been reported. Of the 6 people who remembered the details of the raw milk cheese they ate, all reported eating RAW FARM brand raw cheddar cheese. CDC advises people not to eat, sell, or serve RAW FARM brand raw cheddar cheese while the investigation is ongoing. RAW FARM LLC has agreed to recall products and is working with FDA.

CDC's Tips From Former Smokers® Launches New Ads to Encourage People to Quit Smoking

The Centers for Disease Control and Prevention's (CDC) *Tips From Former Smokers*® (*Tips*®) campaign returns today with new ads to encourage people to quit smoking. This year, seven new people are featured in the ads sharing their stories about how cigarette smoking and smoking-related diseases have negatively impacted their lives.

Many of this year's new ads include messaging about the harms of menthol cigarettes, which can contribute to tobacco-related health disparities. Menthol in cigarettes can make it easier to start smoking and harder to quit.
The *Tips* campaign promotes messages and free resources to help adults quit smoking. Year after year, the campaign has proven its effectiveness and has saved lives and money by helping more than one million U.S. adults to quit smoking and inspiring millions more to try to quit.

2022 U.S. Syphilis Cases Reach Highest Numbers Since the 1950s

Reported syphilis cases increased 80% in the United States between 2018 and 2022, (from 115,000 to more than 207,000), compounding a decades-long upward trend. If untreated, syphilis can seriously damage the heart and brain and can cause blindness, deafness, and paralysis. When transmitted during pregnancy, it can cause miscarriage, lifelong medical issues, and infant death. Read more about the report and federal response to stop the surging syphilis epidemic.

Seniors in Care Facilities Have More Protection Available This Year: CDC Encourages Vaccination Against Flu, COVID-19 and RSV

This year, for the first time, vaccines are available to protect older adults in the United States against all three fall/winter respiratory illnesses: flu, COVID-19 and

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RSV. Older Americans who are not vaccinated are at greater risk of serious illness.

Clinician Outreach and Communication Activity (COCA)

Webinar, Thursday February 29, 2024—Overdoses Involving Xylazine Mixed with Fentanyl: Clinical and Public Health Implications

The non-opioid drug xylazine has been found in the U.S. illegal drug supply and is associated with overdose deaths from fentanyl. Xylazine is not approved for use in people and can cause sedation and other adverse health effects. During this COCA Call, presenters will discuss the epidemiology of overdoses involving xylazine mixed with fentanyl, the current understanding of health risks related to these overdoses, and acute treatment strategies. Presenters will also review the state of laboratory testing, outline potential harm reduction activities, and provide an example of an ongoing public health and clinical partnership to mitigate harms from xylazine mixed with fentanyl.

Webinar Thursday, February 1, 2024 - Diagnostic Testing and Treatment Guidelines for COVID-19 and Influenza (cdc.gov)

Diagnostic testing for SARS-CoV-2 and influenza viruses can guide clinical management, including appropriate antiviral treatment, particularly in persons at higher risk for progression to severe disease from COVID-19 and influenza, regardless of vaccination status. Antivirals are available that can reduce the risk of severe illness and death from COVID-19 and mitigate influenza illness. During this COCA Call, subject matter experts will present an overview of COVID-19 and influenza therapeutic options, including eligibility, indications, and efficacy. The recording and transcript of this call are available here

Health Alert Network (HAN)

No new alerts

CDC Leadership Updates

None to report

NCHS Statistical Products and Reports

Release Date	Title	Keywords
01/10/24	Trends in Cesarean Delivery in Puerto Rico, 2018-2022	Data Brief, Vital Statistics, Births, Cesarean deliveries, Infant Health, Reproductive Health, State and Territorial Data, Women's Health

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01/10/24	Quarterly Provisional Estimates for Selected Causes of Death: Q1 2021 – Q2 2023	Vital Statistics Rapid Release Report, Vital Statistics, Chronic Disease, Elderly Health, Deaths, Mortality, Life Expectancy
01/11/24	Lack of Reliable Transportation for Daily Living Among Adults: United States, 2022	Data Brief, National Health Interview Survey, Access to Health Care, Health Care Utilization
01/17/24	Monthly Provisional Drug Overdose Death Counts (thru August 2023)	Vital Statistics Rapid Release Report, Vital Statistics, Mortality, Deaths, Health Behaviors, Risk Factors, Drug Use, Overdoses, Opioids
01/18/24	Trends in Emergency Department Visits Among People Under Age 65 Years by Insurance Status: United States, 2010-2021	National Health Statistics Report, National Health Care Surveys, National Hospital Ambulatory Medical Care Survey, Emergency Department Visits, Health Insurance Coverage
01/19/24	Provisional Maternal Mortality Rates (thru September 2023)	Data Visualization, Vital Statistics, Mortality, Deaths, Maternal Health
01/22/24	Validation of the Enhanced Opioid Identification and Co-occurring Disorders Algorithms	Vital and Health Statistics Report, National Health Care Surveys, Methodological Studies, Opioids, Mental Health, Drug Use
01/25/24	Alzheimer Disease or Other Dementias in Adult Day Services Centers, 2020	National Health Statistics Report, National Health Care Surveys, Elderly Health, Alzheimer's disease, Residential Care Communities, Adult Day Services Centers
01/31/24	Shifts in the Distribution of Births by Gestational Age, United States, 2014-2022	National Vital Statistics Report, Vital Statistics, Births, Reproductive Health, Women's Health
02/01/24	Telemedicine Usage Among Physicians by Physician Specialty: United States, 2021	Data Brief, National Health Care Surveys, National Electronic Health Records Survey, Health Care Utilization, Electronic Medical Records, Access to Health Care
02/02/24	Quarterly Provisional Estimates for Selected Birth Indicators: Q1 2021 – Q3 2023	Vital Statistics Rapid Release Report, Vital Statistics, Births, Reproductive Health, Children's Health

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02/02/24	Quarterly Provisional Estimates of Infant Mortality: 2021 – Q3 2023	Vital Statistics Rapid Release Report, Vital Statistics, Births, Reproductive Health, Children's Health, Deaths, Mortality
02/13/24	Trends and characteristics in Maternal Syphilis Rates During Pregnancy: United States, 2016-2022	Data Brief, Vital Statistics, STDs, Reproductive Health, Women's Health
02/14/24	Monthly Provisional Drug Overdose Death Counts (thru September 2023)	Vital Statistics Rapid Release Report, Vital Statistics, Mortality, Deaths, Health Behaviors, Risk Factors, Drug Use, Overdoses, Opioids
02/14/24	Human Papillomavirus Vaccination Coverage in Children Ages 9–17 Years: United States, 2022	Data Brief, National Health Interview Survey, Immunization, Children's Health, Health Care Utilization, Cancer
02/15/24	Living Alone and Feelings of Depression Among Adults Ages 18 and Older	National Health Statistics Report, National Health Interview Survey, Mental Health, Depression
02/16/24	Interactive Quarterly Early Release Estimates From the National Health Interview Survey, January 2019 – September 2023	Early Release from NHIS, National Health Interview Survey, Mental Health, Asthma, Disability, Hypertension, Dental Visits, Access to Health Care, Smoking, E-cigarettes
02/16/24	Health Insurance Coverage: Early Release of Quarterly Estimates From the National Health Interview Survey, July 2022 – September 2023	Early Release from NHIS, Web Table, National Health Interview Survey, Health Insurance Coverage
02/21/24	NCHS Rapid Surveys System Round 1 Release	Data Visualization, Web Tables, NCHS Rapid Surveys System
02/22/24	Infection Control Policies and Practices in Residential Care Communities, by Select Organizational and Geographical Characteristics: United States, 2020	National Health Statistics Report, National Health Care Surveys, National Post-acute and Long-term Care Study, Residential Care Communities, Elderly Health, Emergency Department Visits
02/28/24	Hysterectomy Among Women Age 18 and Older:	Data Brief, National Health Interview Survey, Fertility,

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	United States, 2021	Disability, Cancer, Reproductive Health, Women's Health
02/29/24	Arthritis in Adults Age 18 and Older: United States, 2022	Data Brief, National Health Interview Survey, Arthritis, Chronic Disease, Disability

Notice of Funding Opportunities (NOFOs)

Source Grants.gov

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
CDC-RFA-PS-24-0028	NCHHSTP Epidemiologic and Economic Modeling for HIV, Viral Hepatitis, STD, and TB	HHS-CDC-NCHHSTP	Posted	2/5/2024	4/8/2024
CDC-RFA-DP-24-0139	Improving Adolescent Health and Well-Being Through School-Based Surveillance and the What Works in Schools Program	HHS-CDC-NCCDPHP	Posted	2/1/2024	4/1/2024
CDC-RFA-PW-24-0080	Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health	HHS-CDC	Posted	1/31/2024	4/1/2024
RFA-DP-24-138	Demonstration Projects to Research and Evaluate Strategies Aligned with CDC's What Works in Schools Approach	HHS-CDC-HHSCDCERA	Posted	1/9/2024	3/11/2024

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RFA-IP-24-017	Collaborative research on influenza and other respiratory pathogens in South Africa	HHS-CDC-HHSCDCERA	Posted	12/22/2023	3/7/2024
RFA-IP-24-081	Public Health Epidemiology, Prevention and Control of Influenza and Other Respiratory Pathogens in China	HHS-CDC-HHSCDCERA	Posted	12/21/2023	3/8/2024
RFA-DP-24-062	Health Promotion and Disease Prevention Research Centers: 2024 Special Interest Project Competitive Supplements (SIPS)	HHS-CDC-HHSCDCERA	Posted	12/15/2023	3/4/2024
RFA-GH-24-033	Advancing Public Health Research in Bangladesh	HHS-CDC-HHSCDCERA	Posted	12/14/2023	3/8/2024
RFA-IP-24-045	Network of Community Cohorts for Monitoring Changes in Respiratory Virus Epidemiology (Pandemic Preparedness Cohorts)	HHS-CDC-HHSCDCERA	Posted	12/14/2023	2/20/2024
RFA-IP-24-046	Nationwide Cohort to Estimate Burden of Respiratory Viruses and Immunologic Response (Blood Donor Cohort)	HHS-CDC-HHSCDCERA	Posted	12/12/2023	2/16/2024
RFA-PS-24-040	Understanding Infant Feeding Preferences, Practices, and Outcomes for Mothers and other Parents with HIV in the United States	HHS-CDC-HHSCDCERA	Posted	12/6/2023	2/8/2024
RFA-PS-24-042	A Bridge to Adherence: Long-Acting Antiretroviral Therapy for People with HIV Released from Prison	HHS-CDC-HHSCDCERA	Posted	12/1/2023	3/1/2024
RFA-PS-24-039	Improving the Quality of Life of People with HIV Aged 50 Years and Older in the United States	HHS-CDC-HHSCDCERA	Posted	11/29/2023	2/26/2024

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RFA-DP-24-031	Epidemiologic Cohort Study of Interstitial Cystitis	HHS-CDC-HHSCDCERA	Posted	11/15/2023	2/9/2024
RFA-OH-24-001	National Center for Construction Safety and Health Research and Translation (U54)	HHS-CDC-HHSCDCERA	Posted	9/13/2023	12/1/2026
RFA-OH-23-003	Occupational Safety and Health Education and Research Centers (T42)	HHS-CDC-HHSCDCERA	Posted	10/31/2022	11/23/2027
RFA-OH-22-006	Commercial Fishing Occupational Safety Training Project Grants (T03)	HHS-CDC-HHSCDCERA	Posted	7/11/2022	1/31/2028
RFA-OH-22-005	Commercial Fishing Occupational Safety Research Cooperative Agreement (U01)	HHS-CDC-HHSCDCERA	Posted	7/8/2022	1/31/2028
RFA-OH-22-002	NIOSH Centers for Agricultural Safety and Health	HHS-CDC-HHSCDCERA	Posted	12/7/2021	12/1/2024
RFA-OH-22-003	Occupational Safety and Health Training Project Grants	HHS-CDC-HHSCDCERA	Posted	10/22/2021	10/24/2025
PAR-21-148	NIOSH Support for Conferences and Scientific Meetings (R13 Clinical Trial Not Allowed)	HHS-CDC-HHSCDCERA	Posted	1/22/2021	12/15/2025
PAR-18-812	Occupational Safety and Health Research (R01)	HHS-CDC-HHSCDCERA	Posted	5/30/2018	11/17/2024
PAR-18-799	K01 Mentored Research Scientist Development Award	HHS-CDC-HHSCDCERA	Posted	5/24/2018	11/17/2024
PAR-18-798	NIOSH Exploratory/Developmental Grant Program (R21)	HHS-CDC-HHSCDCERA	Posted	5/24/2018	11/17/2024
PAR-18-797	NIOSH Small Research Grant Program	HHS-CDC-HHSCDCERA	Posted	5/24/2018	11/17/2024
CDC-RFA-TU-24-0142	Regional Centers for Public Health Preparedness and Response	HHS-CDC-ORR	Forecasted	2/2/2024	no data

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CDC-RFA-PS-24-0146	Evaluation of HIV Prevention and Care Interventions that Address Select Social and Structural Drivers of Inequities among Communities Disproportionately Affected by HIV	HHS-CDC-NCHHSTP	Forecasted	1/26/2024	no data
CDC-RFA-JG-24-0134	Advancing Diagnostic Network Optimization, Stepwise Laboratory Accreditation, and Integrated One Health Specimen Transport in Liberia	HHS-CDC	Forecasted	1/25/2024	no data
CDC-RFA-JG-24-0131	Public Health Partnerships to Accelerate Prevention and Control of Infectious Diseases and Emerging Public Health Threats in China and Globally	HHS-CDC	Forecasted	1/25/2024	no data
CDC-RFA-JG-24-0135	Achieving Global Health Security Through Strengthening Public Health Emergency Preparedness and Management Platforms in Liberia	HHS-CDC	Forecasted	1/25/2024	no data
CDC-RFA-TU-24-0137	Public Health Emergency Preparedness (PHEP) Cooperative Agreement	HHS-CDC-ORR	Forecasted	1/18/2024	no data
CDC-RFA-CE-24-0068	Rape Prevention and Education: Enhancing Capacity for Sexual Violence Prevention Across State and Territory Sexual Assault Coalitions	HHS-CDC-NCIPC	Forecasted	12/6/2023	no data

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CDC-RFA-CE-24-0120	Rape Prevention and Education: Enhancing Capacity for Sexual Violence Prevention among Tribal Coalitions	HHS-CDC-NCIPC	Forecasted	12/6/2023	no data
CDC-RFA-PS-24-0047	High-Impact HIV Prevention and Surveillance Programs for Health Departments	HHS-CDC-NCHHSTP	Forecasted	11/17/2023	no data
CDC-RFA-PS-24-0121	Secure Data Sharing Tool to Support Deduplication of Cases in the National HIV Surveillance System	HHS-CDC-NCHHSTP	Forecasted	11/15/2023	no data
CDC-RFA-TS-24-0032	Early Detection of Certain Medical Conditions Related to Environmental Health Hazards	HHS-CDC-ATSDR	Forecasted	10/24/2023	no data
CDC-RFA-EH-24-0043	State Biomonitoring Programs: Assessing disproportionate exposure to environmental chemicals among communities	HHS-CDC-NCEH	Forecasted	10/24/2023	no data
CDC-RFA-DD-24-0051	Surveillance of Congenital Heart Defects Among Children, Adolescents, and Adults	HHS-CDC-NCBDDD	Forecasted	9/7/2023	no data
CDC-RFA-PS-24-0082	Sexually Transmitted Infection Surveillance Network (SSuN) Cycle 5	HHS-CDC-NCHHSTP	Forecasted	9/7/2023	no data
CDC-RFA-DD-24-0065	Surveillance of Spina Bifida across the Lifespan	HHS-CDC-NCBDDD	Forecasted	9/6/2023	no data
CDC-RFA-DD-24-0064	Surveillance of Muscular Dystrophies	HHS-CDC-NCBDDD	Forecasted	9/6/2023	no data
CDC-RFA-TS-24-0005	Pediatric Environmental Health Specialty Units (PEHSU)	HHS-CDC-ATSDR	Forecasted	8/17/2023	no data
CDC-RFA-DP-24-0056	Building Capacity to Increase Commercial Tobacco Cessation	HHS-CDC-NCCDPHP	Forecasted	8/16/2023	no data

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CDC-RFA-EH-24-0044	Centers of Excellence to Enhance Disease Detection in Newborns	HHS-CDC-NCEH	Forecasted	8/11/2023	no data
CDC-RFA-DP-24-0061	Supporting Young Breast Cancer Survivors, Metastatic Breast Cancer Patients, and their Families	HHS-CDC-NCCDPHP	Forecasted	8/9/2023	no data
CDC-RFA-DP-24-0060	Paul Coverdell National Acute Stroke Program	HHS-CDC-NCCDPHP	Forecasted	8/7/2023	no data
CDC-RFA-DP-24-0025	A Cultural Approach to Good Health and Wellness in Indian Country (GHWIC)	HHS-CDC-NCCDPHP	Forecasted	8/7/2023	no data
CDC-RFA-DP-24-0021	Expanding the National Approach to Chronic Disease Education and Awareness	HHS-CDC-NCCDPHP	Forecasted	8/4/2023	no data
CDC-RFA-DP-24-0049	Partner Promotion of Strategies to Advance Oral Health Equity	HHS-CDC-NCCDPHP	Forecasted	8/4/2023	no data
CDC-RFA-DD-24-0055	Implementing Evidence-Based Health Promotion Programs for Attention-Deficit Hyperactivity Disorder (ADHD) or Tourette Syndrome (TS)	HHS-CDC-NCBDDD	Forecasted	8/4/2023	no data
CDC-RFA-DP-24-0053	Enhancing Reviews and Surveillance to Eliminate Maternal Mortality	HHS-CDC-NCCDPHP	Forecasted	8/3/2023	no data
CDC-RFA-DD-24-0083	Surveillance of Public Health Burden of Persistent Tic Disorders including Tourette Syndrome in Children, Adolescents, and Young Adults	HHS-CDC-NCBDDD	Forecasted	8/1/2023	no data
CDC-RFA-DP-24-0048	State Promotion of Strategies to Advance Oral Health Equity	HHS-CDC-NCCDPHP	Forecasted	8/1/2023	no data
CDC-RFA-CE-24-0050	Drug-Free Communities (DFC) Support Program - NEW (Year 1)	HHS-CDC-NCIPC	Forecasted	7/27/2023	no data

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CDC-RFA-CE20-200406CONT24	Drug-Free Communities (DFC) Support Program-Competing Continuation (Year 6)	HHS-CDC-NCIPC	Forecasted	7/27/2023	
CDC-RFA-DP-24-0023	Behavioral Risk Factor Surveillance System (BRFSS): Impact on Population Health	HHS-CDC-NCCDPHP	Forecasted	7/12/2023	no data
CDC-RFA-CK-24-0002	Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)	HHS-CDC-NCEZID	Forecasted	5/31/2023	no data
CDC-RFA-PS-24-0020	Capacity Building Assistance (CBA) for HIV Prevention Programs to End the HIV Epidemic in the United States	HHS-CDC-NCHHSTP	Forecasted	5/12/2023	no data
CDC-RFA-EH-24-0016	Advancing Health Equity in Asthma Control through EXHALE Strategies	HHS-CDC-NCEH	Forecasted	4/19/2023	no data

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Document ID: 0.7.3995.5206-000002	
Owner:	Davids, Kimberly (OS/OASH) <kimberly.davids@hhs.gov>
Filename:	FDA Food Code Adoption Regional STHO Meeting.pptx
Last Modified:	Mon Feb 26 19:26:18 CST 2024

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FDA Food Code Adoption Overview

February 2024

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FDA Food Code & Benefits

The FDA Food Code represents FDA's best advice for a uniform food safety system at retail and in food service. The Food Code is updated every four years to reflect the current food science. Jurisdictions can adopt all (by reference) or just parts of the Food Code (section by section).

Benefits

- Reduce foodborne illness and their associated economic impact
- Create uniform standards for to reduce complexity and ensure better compliance
- Eliminate redundant processes for establishing food safety criteria
- Establish more standardized approach to inspections of food establishments

The Importance of the FDA Food Code | ASTHO

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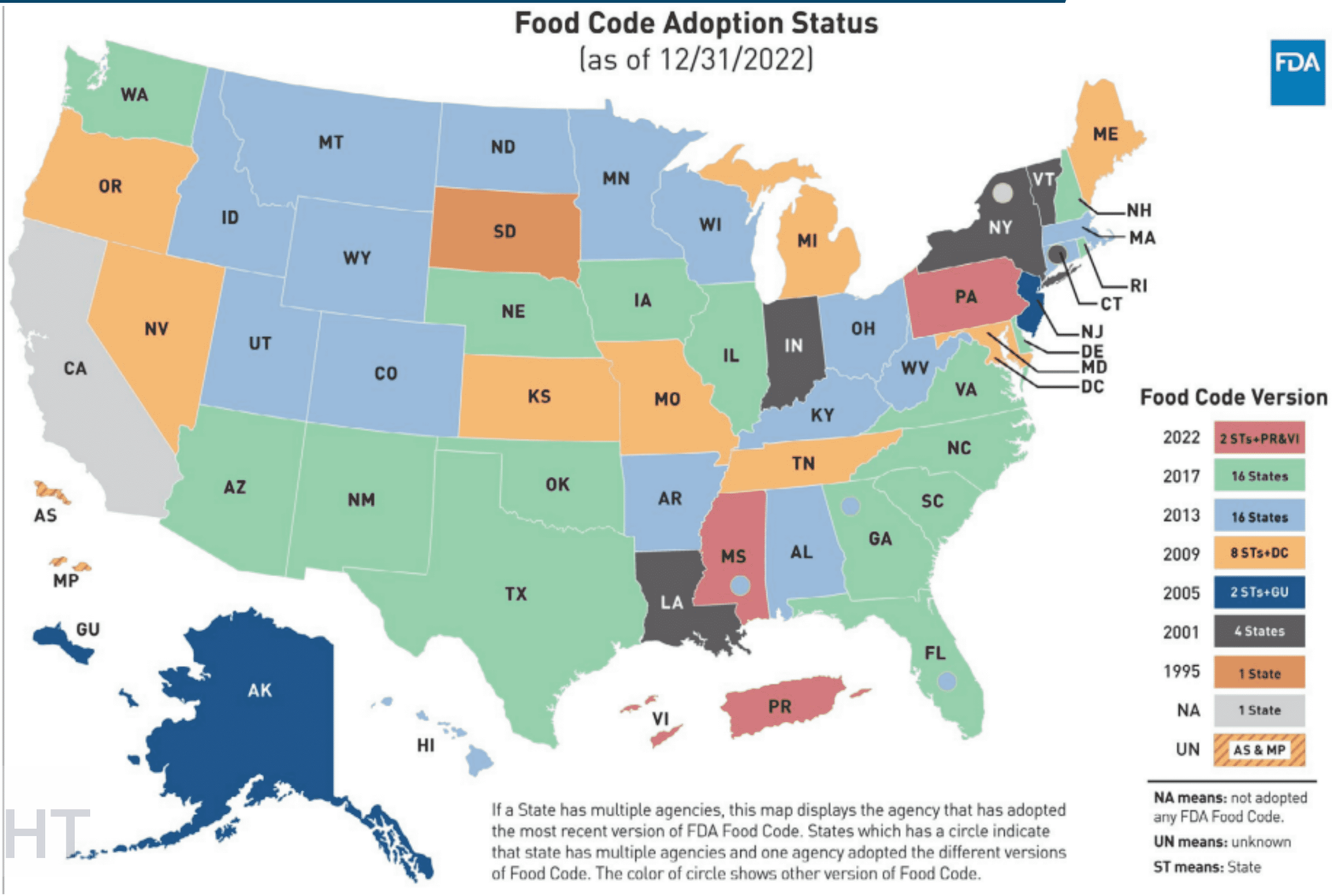
Current Adoption Status



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How ASTHO Can Assist

- Connect jurisdictions through peer groups
- Food safety mentorship programs
- Technical assistance
- ASTHO is part of the Retail Food Safety Regulatory Association Collaborative
- Food Code Adoption Toolkit – provides steps and tools to assist with adoption

Retail Food Safety Regulatory Association Collaborative

To learn more about your jurisdiction's Food Code adoption process, visit FDA's most recent adoption report.

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What's in the Toolkit?

- FDA's Food Code Adoption Report
- Cross-Cutting Benefits for Industry and Regulatory
- Educational Resources
- Scholarly Articles and Research
- Letters of Support
- Letter of Support Templates
- Contact Information
- Survey Data
- Testimonials
- Association Policy Statements
- Food Code Adoption Map

https://www.retailfoodsafetycollaborative.org/tools/national-food-code-adoption-toolkit/

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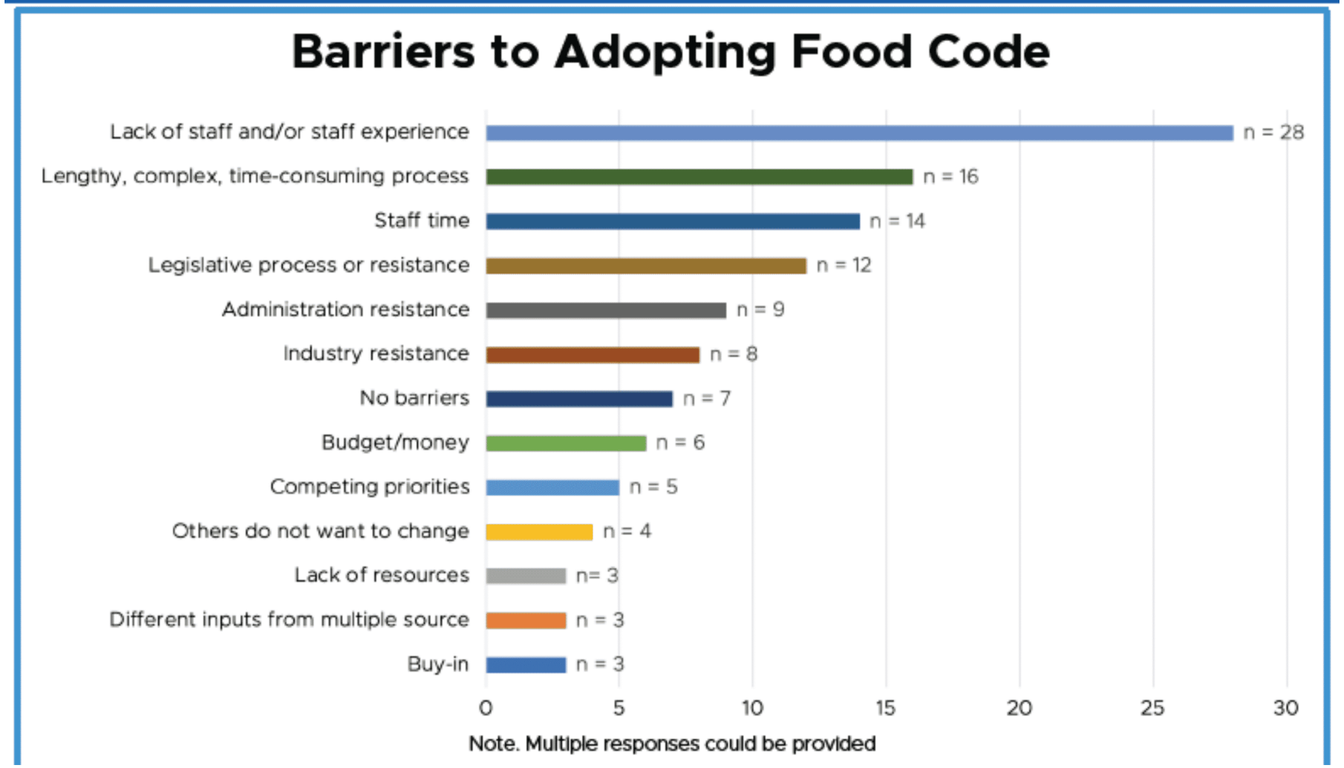
Common Food Code Adoption Barriers

Food Code Adoption Barriers

State Survey*

January-May 2021

* State retail food program managers or designees from Department of Health or Agriculture were interviewed (n=62)



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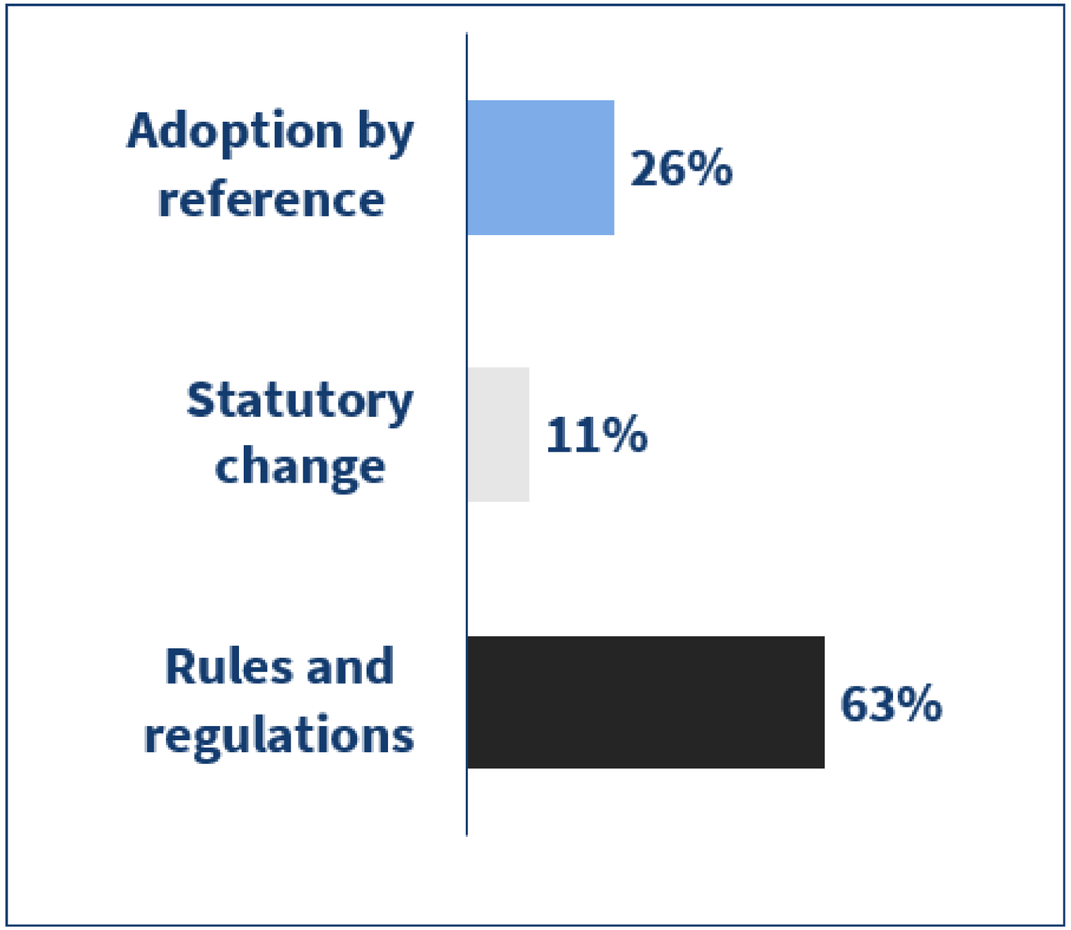
The Process for Food Code Adoption

"We have overcome these barriers by building a competent food safety team who is prepared to adopt the next food code quickly and effectively while working with stakeholders and the public."



n = 49

Figure adapted from Food Code Adoption Survey Report (2021)

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If you would like more information or assistance, contact Heather Tomlinson (htomlinson@astho.org) and Courtney Youngbar (cyoungbar@astho.org).

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Document ID: 0.7.3995.5241

From: content@hrmorning.com <content@hrmorning.com> on behalf of HRMorning <content@hrmorning.com>
To: Harvey, Janee </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=25e08e93635c4147b891a83e2017b932-harvey, jan>
Cc:
Bcc:
Subject: Want to find (and keep) top talent?
Date: Thu Apr 11 2024 16:00:29 CDT
Attachments:

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You need a competitive edge

Finding and keeping top talent is more challenging than ever – especially if you don't have a competitive edge.
The truth is that without innovative benefits, you risk falling behind. Because today's workforce expects more than just the basics.

So join us for this free webinar on May 14th that will equip you with strategies to attract and retain top talent through impactful fertility benefits. You'll master the art of fertility benefits that make a real difference.

You will also:

* Discover how fertility benefits can be a game-changer in attracting and retaining top talent,

* Grasp how fertility benefits can be a powerful tool in your talent recruitment and retention strategy,

* Explore beyond IVF with cost-effective family-building options for a diverse workforce,

* Align your company's and vendors' incentives for more meaningful fertility benefits,

* Learn how to thoroughly vet fertility benefits vendors for a partnership that aligns with your needs,

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* Master the criteria for evaluating fertility benefits vendors to ensure alignment with your company's goals,

* Equip yourself to navigate the fertility benefits landscape with confidence for your company's advantage.

Don't miss out – save your spot for The Fertility Benefits Masterclass: Winning Strategies for Employee Retention and Well-Being today.
REGISTER NOW

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King of Prussia, PA 19406
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From: Iowa House Republicans <natalie.payne@legis.iowa.gov>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: Your Morning Latte is Served!
Date: Mon Feb 26 2024 09:09:59 CST
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Your Morning Latte is served!
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Monday, February 26, 2024

CR Gazette: Few scores could spell big change to Iowa AEAs

DMR: Two victims sue Des Moines Public Schools for security lapses prior to East High shooting

CR Gazette: Iowa lawmakers divided over CO2 pipeline authority

DMR: Iowa Supreme Court will rule on state's 6-week abortion ban. What are the main arguments?

Axios: Polk County Attorney's office explores new program for non-violent crime offenders

Radio Iowa: Supreme Court rules in favor of Iowa Legislators in lawsuit involving voting laws

Fulcrum: Social studies needs to be a first-class subject

IPR: The Supreme Court will hear challenges to Texas and Florida social media laws

Route Fifty: Governors roundly condemn Alabama ruling that effectively halts IVF

WSJ: History, From Ukraine to Utah

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To: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>; Garcia, Kelly K. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=1d73c1cccdcc44bab77d7985756bb121-garcia, kel>
Cc:
Bcc:
Subject: You signed: "M24107 - Behavioral Health-SBIRT Funding Opp full"
Date: Fri Feb 23 2024 16:06:04 CST
Attachments: M24107 - Behavioral Health-SBIRT Funding Opp full (part 1) - signed.pdf
M24107 - Behavioral Health-SBIRT Funding Opp full - audit.pdf

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You’re all done. Attached is the final agreement for your reference.

You're done signing
M24107 - Behavioral Health-SBIRT Funding Opp full

Open agreement

Attached is the final agreement for your reference. Read it with Acrobat Reader. You can also open it online to review its activity history.

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IOWA | Health and Human Services

DECISION

February 15, 2024

MEMORANDUM FOR THE DIRECTOR

THROUGH: Marissa Eyanson, Division Director, Division of Behavioral Health

FROM: Jennifer Robertson-Hill, Bureau of Services, Planning and Performance

SUBJECT: SBIRT Funding Opportunity

PURPOSE

The Division of Behavioral Health is requesting approval to write an application for the Screening, Brief Intervention and Referral to Treatment grant funded by SAMHSA.

BACKGROUND/SUMMARY

The purpose of this program is to implement the screening, brief intervention, and referral to treatment public health model for children, adolescents, and/or adults in primary care and community health settings.

DISCUSSION

The award will be up to $995,000 per year for five years. The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) is accepting applications for the fiscal year 2024 for the Screening, Brief Intervention and Referral to Treatment (SBIRT) program.

The purpose of this program is to implement the screening, brief intervention, and referral to treatment public health model for children, adolescents, and/or adults in primary care and community health settings (e.g., health centers, hospital systems, health maintenance organizations (HMOs), preferred-provider organizations (PPOs) health plans, Federally Qualified Health Centers (FQHC), behavioral health centers, pediatric health care providers, children's hospitals) and schools with a focus on screening for underage drinking, opioid use, and other substance use. Recipients will be expected to deliver early intervention for individuals with risky alcohol and drug use, as well as the timely referral to more intensive treatment for those who have substance use disorders (SUD). With this program, SAMHSA aims to reduce risky alcohol and other drug use and reduce the negative physical and behavioral health consequences of this use.

Former/Recent Efforts: SBIRT has been a consistent initiative undertaken by legacy IDPH to expand early intervention services within the state of Iowa. The former Bureau of Substance Use held a SBIRT grant from 2012-2017 where SUD treatment professionals from licensed SUD treatment programs were co-located at FQHCs. And from 2018-current, the Promoting the Integration of Primary and Behavioral Health Care grant has funded bidirectional care between SUD treatment programs and FQHCs, where SBIRT has also been implemented at FQHCs. The majority of the FQHCs continue SBIRT as a part of a standard of care, though funding mechanisms for this

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IOWA Health and Human Services

service has been identified as a challenge. Legacy IDPH also held a Prevention of Opioid Misuse in Women grant from the Office of Women's Health where staff implemented training on SBIRT across the state working to build champions within community settings. The current State Opioid Response grant also funds three organizations to implement SBIRT within healthcare environments: one hospital setting, one maternity care setting and one community service organization. The main challenges with consistent sustainability of SBIRT within community settings are payor issues, leadership buy in, workforce turnover and stigma.

RECOMMENDATION

1. Apply for the funding opportunity and propose that the funding would be utilized to implement SBIRT with emergency care or primary care settings.

PRIORITY AND EXPLANATION OF TIME-SENSITIVE FACTORS

URGENT-Wrong form was filled out and submitted.

POSSIBLE DATE(S) AND TIME(S)

ASAP

PARTICIPANTS

Jennifer Robertson-Hill DeAnn Decker Marissa Eyanson

Director's Decision

☒ Approve ☐ Not approved ☐ Modify ☐ Schedule Briefing

Comments/Acknowledgement

Signature/Date

Kelly Garcia Feb 23, 2024

Approved By:
Gov. Relations Director: Malone
Chief Compliance Officer: Reisetter

Tracking #: M24107

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Screening, Brief Intervention, and Referral to Treatment

Short Title: SBIRT

Initial Announcement

Back to the Grants Dashboard

Notice of Funding Opportunity (NOFO)

NOFO Number: TI-24-010

Posted on Grants.gov: Monday, February 12, 2024

Application Due Date: Friday, April 12, 2024

Catalog of Federal Domestic Assistance (CFDA) Number: 93.243

Intergovernmental Review (E.O. 12372): Applicants must comply with E.O. 12372 if their state(s) participates. Review process recommendations from the State Single Point of Contact (SPOC) are due no later than 60 days after application deadline.

Public Health System Impact Statement (PHSIS) / Single State Agency Coordination: Applicants must send the PHSIS to appropriate State and local health agencies by application deadline. Comments from Single State Agency are due no later than 60 days after application deadline.

Description

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The purpose of this program is to implement the screening, brief intervention, and referral to treatment public health model for children, adolescents, and/or adults in primary care and community health settings (e.g., health centers, hospital systems, health maintenance organizations (HMOs), preferred-provider organizations (PPOs) health plans, Federally Qualified Health Centers (FQHC), behavioral health centers, pediatric health care providers, children's hospitals, etc.) and schools with a focus on screening for underage drinking, opioid use, and other substance use.

Eligibility

Eligible applicants are States and Territories, including the District of Columbia, political subdivisions of States, Indian tribes, or tribal organizations (as such terms are defined in section 5304 of title 25), health facilities, or programs operated by or in accordance with a contract or award with the Indian Health Service, or other public or private non-profit entities.

Award Information

Funding Mechanism: Grant

Anticipated Total Available Funding: $9,950,000

Anticipated Number of Awards: 10

Anticipated Award Amount: Up to $995,000 per year

Length of Project: Up to 5 years

Cost Sharing/Match Required?: No

Proposed budgets cannot exceed $995,000 in total costs (direct and indirect) in any year of the proposed project. Annual continuation awards will depend on the availability of funds, grantee progress in meeting project goals and

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objectives, timely submission of required data and reports, and compliance with all terms and conditions of award.

Contact Information

Program Issues

Andrea Harris
Center for Substance Abuse Treatment
Division of Service Improvement
Substance Abuse and Mental Health Services Administration
240-276-2441
andrea.harris@samhsa.hhs.gov

Grants Management and Budget Issues

Office of Financial Resources, Division of Grants Management
Substance Abuse and Mental Health Services Administration
240-276-1940
FOACSAT@samhsa.hhs.gov

Application Materials

- NOFO Document (PDF | 460.2 KB)
- NOFO Document (DOC | 160.32 KB)
- Pre-Application Webinar Announcement for this RFA (PDF | 66.36 KB)
- FY 2024 SAMHSA Notice of Funding Opportunity (NOFO) Application Guide (PDF | 535 KB)

Useful Information for Applicants

- Application Forms and Resources
- Applying for a New SAMHSA Grant
- Search Grants.gov and Apply Now

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Last Updated: 02/14/2024

Source: https://www.samhsa.gov/grants/grant-announcements/ti-24-010

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Last Modified: Fri Feb 23 16:06:04 CST 2024

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M24107 - Behavioral Health-SBIRT Funding Opp full

Final Audit Report 2024-02-23

Created:	2024-02-21
By:	Laura Myers (lmyers@dhs.state.ia.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIwS1UCgVpXOWcgQ-XxXEHlZp0Db2Z-qx

"M24107 - Behavioral Health-SBIRT Funding Opp full" History

Document created by Laura Myers (lmyers@dhs.state.ia.us)
2024-02-21 - 8:39:48 PM GMT

Document emailed to Kelly Garcia (kgarcia@dhs.state.ia.us) for signature
2024-02-21 - 8:40:32 PM GMT

Document e-signed by Kelly Garcia (kgarcia@dhs.state.ia.us)
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Adobe Acrobat Sign

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From: White House Office of Public Engagement <ope@who.eop.gov>
To: Ekstrand, Sarah [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b611df2ecf1a490a9871e6ecb3b9c138-sarah.ekstr>
Cc:
Bcc:
Subject: Weekly Health Community Engagement Newsletter
Date: Fri Feb 23 2024 14:00:08 CST
Attachments:

Please see this week's White House Health Community Engagement Newsletter.

Health Community Updates

February 23rd, 2024

Statement from President Joe Biden on Alabama Court Decision

Today, in 2024 in America, women are being turned away from emergency rooms and forced to travel hundreds of miles for health care, while doctors fear prosecution for providing an abortion. And now, a court in Alabama put access to some fertility treatments at risk for families who are desperately trying to get pregnant. The disregard for women's ability to make these decisions for themselves and their families is outrageous and unacceptable.

Make no mistake: this is a direct result of the overturning of Roe v. Wade.

I know that folks are worried about what they're seeing happening to women all across America. I am too. I hear about it everywhere I go. My message is: The Vice President and I are fighting for your rights. We're fighting for the freedom of women, for families, and for doctors who care for these women. And we won't stop until we restore the protections of Roe v. Wade in federal law for all women in every state.

For White House brief, click here.
President Biden Recognizes Work of Local Leaders

From single-family housing and clean transportation to mental health centers, America's county officials are making a big difference thanks to our Investing in America agenda.
Investing in Public Health: Vice President Kamala Harris Announces Funding to Ensure Clean Water in Underserved Communities

"I am proud to announce an additional $5.8 billion to fund clean water projects, including removing lead pipes, in states across our country."

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Remarks as Prepared for Delivery by First Lady Jill Biden to Announce the $100 Million ARPA-H Sprint for Women's Health

On February 21, First Lady, Dr. Jill Biden announced that ARPA-H is launching its first-ever "Sprint for Women's Health". Over the next year, ARPA-H will invest $100 million to fund life changing research. Through this sprint, the Biden-Harris Administration is going to make the types of investments that the American people have said would change everything.

The Biden-Harris Administration is going to invest in American people's discoveries early, when private companies may not be willing to take the risk. The Biden-Harris Administration is going to give women's health researchers and startups the funding they need to grow and help them bring ideas to market – and to the women who need them most.

To read Dr. Biden's remarks, click here.
Statement from HHS Xavier Becerra on Black History Month

As we pay tribute to the Black trailblazers and visionaries who have shaped our history during this Black History Month, it is imperative to lift-up and recognize the impact of Black leaders in health and reaffirm our work to ensure that our African American and Black communities have access to the care and resources they need.

At the Department of Health and Human Services, we are dismantling systemic barriers and advocating for policies that uphold health equity, to pave the way for a future where Black individuals in America can finally access the healthcare they deserve. This means taking action to extend access to affordable, quality healthcare, destigmatize mental health, and address our country's maternal health crisis, that is disproportionately impacting Black mothers.

Together, we can build a society that safeguards the well-being of all, transcending racial distinctions.

Happy Black History Month!

To View Fact Sheet, click here - PDF.

FDA Safety Communication: Do Not Use Smartwatches or Smart Rings to Measure Blood Glucose Levels

The U.S. Food and Drug Administration (FDA) is warning consumers, patients, caregivers, and health care providers of risks related to using smartwatches or smart rings that claim to measure blood glucose levels (blood sugar) without piercing the skin. These devices are different than smartwatch applications that display data from FDA-authorized blood glucose measuring devices that pierce the skin, like continuous glucose monitoring devices (CGMs). The FDA has not authorized, cleared, or approved any smartwatch or smart ring that is intended to measure or estimate blood glucose values on its own.

For people with diabetes, inaccurate blood glucose measurements can lead to errors in diabetes management, including taking the wrong dose of insulin, sulfonylureas, or other medications that can rapidly lower blood glucose. Taking too much of these medications can quickly lead to dangerously low glucose, leading to mental confusion, coma, or death within

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hours of the error.

For additional information, click here.

Scientists Develop a Simple Blood Test to Quickly Diagnose Sarcoidosis

A research project supported by the National Institutes of Health has developed a tool to rapidly and inexpensively diagnose sarcoidosis, a chronic inflammatory disease marked by the growth of tiny lumps called granulomas in the lungs and other organs in the body. The tool, which uses a simple blood test, could allow for selective use of more invasive diagnostic tests often used to identify the disease. The findings published in the American Journal of Respiratory and Critical Care Medicine.

To learn more, click here.

Register Today! - HHS Black Health Forum February 28th

On behalf of Secretary Xavier Becerra and the United States Department of Health and Human Services (HHS), we would like to invite you to save the date and register for the Black Health Forum. At this Forum, senior HHS, Biden-Harris Administration, and Black health leaders will highlight their work to improve equity and access to health care in the Black community. The Forum topics will focus on health care access, mental health, maternal mortality, and much more. We hope that you will be able to join us!

What: Black Health Forum
When: Wednesday, February 28, 2024
Time: 9:00AM-11:30AM
Where: Great Hall, Hubert H. Humphrey Building
200 Independence Ave SW
Washington, DC 20201

Please register via this Link.

Nominate Your Organization for the 2024 CMS Health Equity Award!

Nominations for the 2024 CMS Health Equity Award are now open to organizations working to advance health equity, showing others how to reduce disparities in health care access, quality, and outcomes. Nominations are due March 13. CMS Health Equity Awardees will be recognized at the CMS Health Equity Conference May 29-30.

To download nomination form, click here.

CMS Announces the 2024 Health Equity Conference

We are pleased to announce the second CMS Health Equity Conference, to be held May 29-30, 2024. This free, hybrid conference will be held at the Hyatt Regency hotel in Bethesda, Maryland, and available for virtual participation. The Call for Proposals will open in January 2024, and conference registration will open in Spring 2024.

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To learn more, click here.

HHS Notice of Funding Opportunities (NOFO)

* Geriatric Workforce Enhancement Program: The purpose of this program is to educate and train the health care and supportive care workforces to care for older adults by collaborating with community partners. Applicants must maximize patient and family engagement to address care gaps and improve health outcomes for older adults by integrating geriatrics with primary care and other appropriate specialties using the Age-Friendly Health Systems Framework. Applications are due February 26, 2024. For more information, visit here.
* Primary Care Training and Enhancement: Physician Assistant Rural Training in Behavioral Health (PCTE-PARB) Program: This program's purpose is to develop clinical rotations for primary care Physician Assistant (PA) students in rural areas. This program addresses PA training for behavioral health conditions. The goal is to increase the number of PAs trained to deliver these services in rural areas, including Medications for Opioid Use Disorder (MOUD). Only an academically affiliated physician assistant training program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) may apply. The application deadline is March 15, 2024. You can find more information here.
* Crisis Counseling Assistance and Training Program (CCP): The CCP is a short-term disaster relief grant for states, U.S. territories, and federally recognized tribes. CCP grants are awarded after a presidential disaster declaration. CCP funding supports community-based outreach, counseling, and other mental health services to survivors of natural and human-caused disasters. Applications are accepted on an ongoing basis. For more information, visit here.
* Emergency Community Water Assistance Grants: This program helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water. Applications are accepted on an ongoing basis. For more information, visit here.

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http://eepurl.com/hIdkdf

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From: Baker, Eric [IGOV] <eric.baker@governor.iowa.gov>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc: Kuntz, Sherry (Grassley) (Sherry_Kuntz@grassley.senate.gov) <sherry_kuntz@grassley.senate.gov>
Bcc:
Subject: Fw: Notice of HHS Grant Activity
Date: Thu Feb 22 2024 10:05:59 CST
Attachments: ATT00001.jpg
Grants-Details-IAS01-02_22_2024.pdf
Grants-FullList-IAS01-02_22_2024.csv

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Carrie - FYI:

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From: Kuntz, Sherry (Grassley) <Sherry_Kuntz@grassley.senate.gov>
Sent: Thursday, February 22, 2024 10:04 AM
To: Baker, Eric [IGOV] <Eric.Baker@governor.iowa.gov>
Subject: FW: Notice of HHS Grant Activity

From: grants.asl@hhs.gov <grants.asl@hhs.gov>
Sent: Thursday, February 22, 2024 11:03 AM
To: Kuntz, Sherry (Grassley) <Sherry_Kuntz@grassley.senate.gov>
Subject: Notice of HHS Grant Activity

GRANT ALERT

Congressional Grant Notification

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This is to inform you that the U.S. Department of Health and Human Services will be announcing the following grant award(s) to recipient(s) within your Congressional district and state. If you have any questions, please contact the Congressional Liaison Grants Notification Office at 202-690-7094 or by email at grants.asl@hhs.gov.

The full list of grants awarded within your Congressional district and state is attached to this email for your reference.

Grant Number

Grantee Name

Program Title

Award Amount

X0932739-06-00

Public Health, Iowa Department of

X09 - Aids Drug Assistance Program (ADAP) Relief

$2,151,618

To unsubscribe yourself from these grant notifications, CLICK HERE: UNSUBSCRIBE.

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Adolescent Insecticide Exposure and ADHD Risk: Mechanisms of Immediate Effects and Long-term Vulnerability

Awarding Office	NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES
Grant Number	1R01ES035696-01
Grantee Name	UNIVERSITY OF IOWA
Address	2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320
Congressional District	1
Phone Number	319-335-2123
Project Director or P.I.	STEVENS, HANNA E
Title of Grant Project	Adolescent Insecticide Exposure and ADHD Risk: Mechanisms of Immediate Effects and Long-term Vulnerability
CFDA No.	93.113
Program Title	Biological Response to Environmental Health Hazards
Award Amount	514674
Type of Award	Research Project
Type of Action	New Award
Type of Financial Assistance	Grant
Grant Project Period	03/01/2024 to 02/28/2027
Grant Budget Period	03/01/2024 to 02/28/2025
HHS Office Contact	Greer, Jenny L
HHS Office Contact Phone	984.287.3332|

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ADAP Shortfall Relief

Awarding Office	75 / HRSA Program Headquarters Office
Grant Number	X0932739-06-00
Grantee Name	Public Health, Iowa Department of
Address	312 E. 12th St.,, Des Moines, IA, 50319-75
Congressional District	3
Phone Number	5152425150
Project Director or P.I.	Randy Mayer
Title of Grant Project	ADAP Shortfall Relief
CFDA No.	93.917
Program Title	X09 - Aids Drug Assistance Program (ADAP) Relief
Award Amount	2151618
Type of Award	Health Services
Type of Action	Competing Continuation
Type of Financial Assistance	Discretionary
Grant Project Period	04/01/2019 to 03/31/2025
Grant Budget Period	04/01/2024 to 03/31/2025
HHS Office Contact	Karen Mayo
HHS Office Contact Phone	3014436916

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Awarding Office,Grant Number,Grantee Name,Address,Phone Number,Project Director or P.I.,Title of Grant Project,CFDA No.,Program Title,Award Amount,Type of Award,Type of Action,Type of Financial Assistance,Grant Project Period,Grant Budget Period,HHS Office Contact,HHS Office Contact Phone,Notification Date
NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES,1R01ES035696-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"STEVENS, HANNA E",Adolescent Insecticide Exposure and ADHD Risk: Mechanisms of Immediate Effects and Long-term Vulnerability,93.113,Biological Response to Environmental Health Hazards,514674,Research Project,New Award,Grant,03/01/2024 to 02/28/2027,03/01/2024 to 02/28/2025,"Greer, Jenny L",984.287.3332|,02/22/2024
75 / HRSA Program Headquarters Office,X0932739-06-00,"Public Health, Iowa Department of","312 E. 12th St.,, Des Moines, IA, 50319-75",5152425150,Randy Mayer,ADAP Shortfall Relief,93.917,X09 - Aids Drug Assistance Program (ADAP) Relief,2151618,Health Services,Competing Continuation,Discretionary,04/01/2019 to 03/31/2025,04/01/2024 to 03/31/2025,Karen Mayo,3014436916,02/22/2024
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI177254-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Krysan, Damian J",Regulation of Candida albicans Pathogenesis by Protein Kinase and Transcription Factor Networks,93.855,"Allergy, Immunology, and Transplantation Research",677552,Research Project,New Award,Grant,03/01/2024 to 01/31/2029,03/01/2024 to 01/31/2025,"Linde, Emily",240-669-2943|,02/16/2024
Administration for Children and Families / Office of Head Start,07CH011695-05-00,Community Action Agency of Siouxland,"2700 Leech Ave, Sioux City, IA, 51106-1129",7122741610x230,Rachael Ostermyer,Head Start and Early Head Start,93.6,CH - Head Start Projects,2845397,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2024 to 02/28/2025,Jennifer Curtiss,816-426-2991,02/14/2024
NATIONAL EYE INSTITUTE,1R01EY035679-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Anderson, Michael G",Foundational Biology of Glaucoma GWAS Loci,93.867,Vision Research,652263,Research Project,New Award,Grant,03/01/2024 to 01/31/2028,03/01/2024 to 01/31/2025,"Robinson-Smith, Karen",301-435-8178|,02/14/2024
NATIONAL INSTITUTE ON DEAFNESS AND OTHER COMMUNICATION DISORDERS,1R21DC021249-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Combiths, Philip Nichol",Promoting System-Wide Change for Bilingual Children with Speech Sound Disorder,93.173,Biological Research Related to Deafness and Communicative Disorders,194375,Exploratory/Developmental Grants,New Award,Grant,04/01/2024 to 03/31/2027,04/01/2024 to 03/31/2025,"Myers, Christopher",(301) 435-0713|,02/13/2024
Administration for Children and Families / Office of Head Start,07CH012500-01-00,Upper Des Moines Opportunity Inc.,"101 E Robins St, Graettinger, IA, 51342-7726",(712) 859-3885 X1027,Irene Mayland,Head Start and Early Head Start,93.6,CH - Head Start Projects,3377581,Social Services,New,Discretionary,03/01/2024 to 02/28/2029,03/01/2024 to 02/28/2025,Jennifer Curtiss,816-426-2991,02/12/2024
Administration for Children and Families / Office of Head Start,07CH011656-05-00,"Mid-Sioux Opportunity, Inc.","418 S Marion St, Remsen, IA, 51050-1102",712-786-2001,Kendra Rensink,Head Start and Early Head Start,93.6,CH - Head Start Projects,1722625,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2024 to 02/28/2025,Jennifer Curtiss,816-426-2991,02/12/2024
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL168752-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Hodgson-Zingman, Denice",A New Pacing Approach for Cardiac Conditioning and Enhanced Cardioprotection,93.837,Heart and Vascular Diseases Research,681922,Research Project,New Award,Grant,02/15/2024 to 01/31/2029,02/15/2024 to 01/31/2025,"Diggs, John",(301) 827-8028|,02/05/2024
Centers For Medicare & Medicaid Services / Centers For Medicare & Medicaid Services,1LICMS300154-01-25,"HUMAN SERVICES, IOWA DEPARTMENT OF","100 Army Post Rd, Des Moines, IA, 50315-6241",515-326-4887,Brooke Watson,Money Follows the Person Demo: Partnership for Community Integration,93.791,Money Follows the Person(RCMFTP),25472045,Demonstration,Supplement/Change for Expansion,Discretionary,01/01/2007 to 09/30/2028,01/01/2007 to 09/30/2028,Karen Johnson,410-786-

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2208,01/25/2024
Administration for Children and Families / Office of Head Start,07CH012492-01-00,WEST CENTRAL COMMUNITY ACTION,"1408A Highway 44, Harlan, IA, 51537-4804",7127557537,Danni Segebart,Head Start and Early Head Start,93.6,CH - Head Start Projects,2880403,Social Services,New,Discretionary,02/01/2024 to 01/31/2029,02/01/2024 to 01/31/2025,Jennifer Curtiss,816-426-2991,01/24/2024
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NUF2CE002571-01-00,"Public Health, Iowa Department of","312 E 12th St, Des Moines, IA, 50319-9023",515-802-6879,Juliann Van Liew,Iowa's Rape Prevention and Education Program,93.136,CDC-RFA-CE-24-0027 Rape Prevention and Education,473197,Health Services,New,Discretionary,02/01/2024 to 02/01/2029,02/01/2024 to 01/31/2025,Natasha Jones,770-488-1649,01/23/2024
FOOD AND DRUG ADMINISTRATION,1R01FD008143-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Gorden, Patrick J",Analytical method validation to detect and quantify tulathromycin residues in caprine liver,93.103,,205612,Research Project,New Award,Grant,01/20/2024 to 12/31/2024,01/20/2024 to 12/31/2024,"Pendleton, Kimberly",240-402-7610|,01/18/2024
Administration for Children and Families / Office of Head Start,07CH011393-05-00,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St STE 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,Head Start and Early Head Start,93.6,CH - Head Start Projects,1773744,Social Services,Non-Competing Continuation,Discretionary,02/01/2020 to 01/31/2025,02/01/2024 to 01/31/2025,Jennifer Curtiss,816-426-2991,01/17/2024
75 / HRSA Program Headquarters Office,H8000272-23-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W Agency Rd, W Burlington, IA, 52655-1667",,Antonio Flores,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1185235,Health Services,Competing Continuation,Discretionary,09/01/2002 to 02/28/2027,03/01/2024 to 02/28/2025,Christie Walker,,01/12/2024
75 / HRSA Program Headquarters Office,H8000570-23-00,All Care Health Center,"300 W Broadway STE 6, Council Blfs, IA, 51503-9019",,Joel Dougherty,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1088419,Health Services,Non-Competing Continuation,Discretionary,07/01/2002 to 02/28/2025,03/01/2024 to 02/28/2025,Christie Walker,,01/12/2024
75 / HRSA Program Headquarters Office,H8000796-23-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S Market St, Ottumwa, IA, 52501-2924",,Joy Alexander,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1590877,Health Services,Non-Competing Continuation,Discretionary,03/01/2002 to 02/28/2026,03/01/2024 to 02/28/2025,Christie Walker,,01/12/2024
"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",6 NU50CK000504-05-04,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-314-5895,Chris Galeazzi,CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC),93.323,CDC-RFA-CK19-1904.NU50 2019 Epidemiology and Laboratory Capacity (ELC) for Preve,4619254,Health Services,Administrative Supplement/Change,Discretionary,08/01/2019 to 07/31/2027,08/01/2023 to 07/31/2027,Karen Zion1,770-488-2729,01/09/2024
"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",6 NU50CK000623-02-02,"University of Iowa, The","105 Jessup Hall, Iowa City, IA, 52242-1316",319.356.0474,Loreen Herwaldt,Strengthening Healthcare Infection Prevention and Control and Improving Patient Safety in the United States,93.421,CDC-RFA-CK22-2203 Strengthening Healthcare Infection Prevention and Control and,1560000,Health Services,Administrative Supplement/Change,Discretionary,08/01/2022 to 07/31/2027,08/01/2023 to 07/31/2024,Karen Zion1,770-488-2729,01/04/2024
75 / HRSA Program Headquarters Office,B0452925-01-01,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",5152816880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1424618,Health Services,Administrative Supplement/Change,Discretionary,10/01/2023 to 09/30/2025,10/01/2023 to 09/30/2025,James King,301-443-1123,12/22/2023
Administration for Children and Families / Office of Head Start,07CH011292-05-00,North Iowa

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Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",(641) 494-1891 x2230,Trena Cox,Head Start and Early Head Start,93.6,CH - Head Start Projects,1836103,Social Services,Non-Competing Continuation,Discretionary,01/01/2020 to 12/31/2024,01/01/2024 to 12/31/2024,Jennifer Curtiss,816-426-2991,12/22/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R33HL168768-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ahern, Christopher A",Towards systematic analysis of cardiac voltage-gated sodium channel beta subunit function,93.837,Heart and Vascular Diseases Research,466355,Exploratory/Developmental Grants Phase II,New Award,Grant,01/01/2024 to 12/31/2025,01/01/2024 to 12/31/2024,"Diggs, John",(301) 827-8028|,12/21/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL171624-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Wu, Xiaodong",Implications of Spatiotemporal Deep Learning Neural Networks in Echocardiographic Diagnosis and Prognostication of Takotsubo Syndrome,93.837,Heart and Vascular Diseases Research,401218,Research Project,New Award,Grant,01/01/2024 to 12/31/2027,01/01/2024 to 12/31/2024,"Diggs, John",(301) 827-8028|,12/20/2023
NATIONAL EYE INSTITUTE,1R21EY035801-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"FINGERT, JOHN H",Stem cell approaches to normal tension glaucoma,93.867,Vision Research,233250,Exploratory/Developmental Grants,New Award,Grant,01/01/2024 to 12/31/2025,01/01/2024 to 12/31/2024,"Robinson-Smith, Karen",301-435-8178|,12/20/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL168630-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Dayal, Sanjana",Preventive mechanisms of Age-associated Thrombosis,93.839,Blood Diseases and Resources Research,558382,Research Project,New Award,Grant,01/01/2024 to 12/31/2027,01/01/2024 to 12/31/2024,"Wilkom, Gavin",(301) 827-7078|,12/19/2023
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK138664-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Taylor, Eric B",Regulation of Hepatic Fuel Fluxes by the Mitochondrial Dicarboxylate Carrier,93.847,"Diabetes, Endocrinology and Metabolic Research",536526,Research Project,New Award,Grant,12/26/2023 to 11/30/2027,12/26/2023 to 11/30/2024,"ROSENBERG, MARY K.",301-594-8891|,12/18/2023
75 / HRSA Program Headquarters Office,H8000670-23-00,"Community Health Care, Inc.","500 W River Dr, Davenport, IA, 52801-1014",5633363112,Tom Bowman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2026325,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2026,02/01/2024 to 01/31/2025,Christie Walker,,12/15/2023
75 / HRSA Program Headquarters Office,H8000815-23-00,"Peoples Community Health Clinic, Inc.","905 FRANKLIN ST, WATERLOO, IA, 50703-4407",,Christine Kemp,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1395133,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2026,02/01/2024 to 01/31/2025,Christie Walker,,12/15/2023
75 / HRSA Program Headquarters Office,H8000535-23-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1824704,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2025,02/01/2024 to 01/31/2025,Christie Walker,,12/15/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL171035-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"SINN, PATRICK L",Adenine Base Edited Correction of Cystic Fibrosis Airways,93.838,Lung Diseases Research,588142,Research Project,New Award,Grant,01/01/2024 to 12/31/2027,01/01/2024 to 12/31/2024,"Wilkom, Gavin",(301) 827-7078|,12/15/2023
75 / HRSA Program Headquarters Office,D0649204-01-00,Muscatine Center For Social Action,"312 Iowa Ave, Muscatine, IA, 52761-3836",,Katie Kelly,Rural Health Network Development Program,93.912,D06 - Rural Health Network Development Program,414859,Health Services,Change of Grantee,Discretionary,06/01/2023 to 05/31/2024,06/01/2023 to 05/31/2024,Adejumoke Oladele,,12/14/2023

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Administration for Children and Families / Office of Head Start,07CH011879-04-00,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Head Start and Early Head Start,93.6,CH - Head Start Projects,5375480,Social Services,Non-Competing Continuation,Discretionary,01/01/2021 to 12/31/2025,01/01/2024 to 12/31/2024,Jennifer Curtiss,816-426-2991,12/07/2023
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,2U24NS107247-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"LEIRA, ENRIQUE Carlos",The University of Iowa's Regional Stroke Research Network,93.853,Clinical Research Related to Neurological Disorders,414796,Resource-Related Research Project (Cooperative Agreements),Competing Continuation,Cooperative Agreement,08/15/2018 to 11/30/2028,12/08/2023 to 11/30/2024,"Wilburn, Shellie M.",(301) 496-1974|,12/01/2023
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R61AI179999-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Weber, Mary",Development of genetic tools for overexpression and targeted mutagenesis of Orientia tsutsugamushi TPR proteins,93.855,"Allergy, Immunology, and Transplantation Research",241644,Phase 1 Exploratory/Developmental Grant,New Award,Grant,01/01/2024 to 12/31/2026,01/01/2024 to 12/31/2024,"Linde, Emily",240-669-2943|,12/01/2023
"Centers for Disease Control and Prevention / CDC-CSELS Office OF Surveillance, Epidemiology AND Laboratory Services (OE)",5 NE11OE000110-02-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-322-1925,Marisa Roseberry,"Iowa's Public Health Workforce, Foundational Capabilities and Data Systems",93.967,"CDC-RFA-OE22-2203 Strengthening U.S. Public Health Infrastructure, Workforce, an",2211422,Health Services,Non-Competing Continuation,Discretionary,12/01/2022 to 11/30/2027,12/01/2023 to 11/30/2024,Rhonda Latimer,7704881647,11/30/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL167788-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Jenkins, Nathaniel D.M.","Interactions of Adverse Childhood Experiences, Sleep Disruption, and Mechanistic Links to Vascular Dysfunction in Emerging Adults",93.837,Heart and Vascular Diseases Research,654518,Research Project,New Award,Grant,12/01/2023 to 11/30/2028,12/01/2023 to 11/30/2024,"Diggs, John",(301) 827-8028|,11/29/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL171098-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Lee, Duck-chul",Dose-Response to Resistance Exercise on Cardiovasular Health,93.837,Heart and Vascular Diseases Research,715566,Research Project,New Award,Grant,12/01/2023 to 11/30/2028,12/01/2023 to 11/30/2024,"Diggs, John",(301) 827-8028|,11/21/2023
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,2R01AI129269-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Perlman, Stanley",Olfactory and neurological manifestations of acute and post-acute murine COVID-19,93.855,"Allergy, Immunology, and Transplantation Research",590435,Research Project,Competing Continuation,Grant,09/23/2016 to 10/31/2028,11/24/2023 to 10/31/2024,"Linde, Emily",240-669-2943|,11/15/2023
75 / HRSA Program Headquarters Office,B0452925-01-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",5152816880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,889276,Health Services,New,Discretionary,10/01/2023 to 09/30/2025,10/01/2023 to 09/30/2025,William Davis,,11/09/2023
75 / HRSA Program Headquarters Office,H8006669-19-00,United Community Health Center Inc,"715 W Milwaukee Ave, Storm Lake, IA, 50588-1564",7122130109x1117,Richard Gehrig,Health Center Cluster,93.527,H80 - Health Center Cluster,501449,Health Services,Competing Continuation,Discretionary,01/01/2006 to 12/31/2026,01/01/2024 to 12/31/2024,Christie Walker,,11/08/2023
Administration for Children and Families / Office of Head Start,07CH011276-05-00,"MID-IOWA COMMUNITY ACTION (MICA), INC.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,2013222,Social Services,Non-Competing Continuation,Discretionary,12/01/2019 to 11/30/2024,12/01/2023 to 11/30/2024,Jennifer Curtiss,816-426-2991,11/08/2023

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Administration for Children and Families / Office of Head Start,07CH012197-02-00,"Community Opportunities, Incorporated","603 W 8th St, Carroll, IA, 51401-2209",712-792-9266,Tonya Weber,Head Start and Early Head Start,93.6,CH - Head Start Projects,2560442,Social Services,Non-Competing Continuation,Discretionary,12/01/2022 to 11/30/2027,12/01/2023 to 11/30/2024,Jennifer Curtiss,816-426-2991,11/03/2023
Administration for Children and Families / Office of Head Start,07CH011877-04-00,SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION,"226 W Main St Ste 208, Ottumwa, IA, 52501-2503",(641) 682-8741 x167,Elizabeth Fairchild,Head Start,93.6,CH - Head Start Projects,1475484,Social Services,Non-Competing Continuation,Discretionary,12/01/2020 to 11/30/2025,12/01/2023 to 11/30/2024,Jennifer Curtiss,816-426-2991,11/02/2023
Administration for Children and Families / Office of Head Start,07CH011653-05-00,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-484-4531,Lisa Raya,Head Start and Early Head Start,93.6,CH - Head Start Projects,3042938,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,11/01/2023 to 10/31/2024,Jennifer Curtiss,816-426-2991,10/25/2023
Administration for Children and Families / Office of Head Start,07CH012193-02-00,"SOUTH CENTRAL IOWA COMMUNITY ACTION PROGRAM, INC.","1711 Osceola Ave Ste 103, Chariton, IA, 50049-1516",641-774-8133,Jennifer Mitchell,Head Start and Early Head Start,93.6,CH - Head Start Projects,1208099,Social Services,Non-Competing Continuation,Discretionary,11/01/2022 to 10/31/2027,11/01/2023 to 10/31/2024,Jennifer Curtiss,816-426-2991,10/25/2023
Administration for Children and Families / Office of Community Services,90EAH0004-01-00,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-721-6043,Heather Harney,"HACAP will be providing wrap around support services to the agency owned affordable housing units at two locations in Cedar Rapids, Iowa. The agency project serving 26 households.",93.647,EAH - Affordable Housing and Supportive Services Demonstration,209684,Social Services,New,Discretionary,09/30/2023 to 03/31/2025,09/30/2023 to 03/31/2025,Bridget Shea Westfall,202.401.5542,09/27/2023
75 / HRSA Program Headquarters Office,A3050001-01-00,Iowa Department of Public Health,"321 E 12th St OFC Building, Des Moines, IA, 50319-1002",515-418-7604,Stephanie Trusty,Alliance for Innovation on Maternal Health State Capacity Program,93.11,Alliance for Innovation on Maternal Health State Capacity,200000,Other,New,Discretionary,09/01/2023 to 08/31/2027,09/01/2023 to 08/31/2024,James Smith,"",09/27/2023
Administration for Children and Families / Office of Refugee Resettlement - Discretionary,90ZI0173-01-00,"Lutheran Services in Iowa, Inc.","3125 Cottage Grove Ave, Des Moines, IA, 50311-3809",515 271-7443,Nicholas Wuertz,State of Iowa Refugee Financial Asset Building Program,93.576,ZI - Individual Development Accounts,350000,Health Services,New,Discretionary,09/30/2023 to 09/29/2027,09/30/2023 to 09/29/2024,Timothy Chappelle,N/A,09/22/2023
75 / HRSA Program Headquarters Office,CE152612-01-00,NORTHEAST IOWA COMMUNITY COLLEGE,"1625 Highway 150, Calmar, IA, 52132-7606",,Madeline Wagner,Community Project Funding/Congressionally Directed Spending - Construction,93.493,Community Project Funding/Congressionally Directed Spending - Construction,375000,Construction,New,Discretionary,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2026,Bruce Holmes,,09/22/2023
75 / HRSA Program Headquarters Office,CE152501-01-00,VERA FRENCH COMMUNITY MENTAL HEALTH CENTER,"1441 W Central Park Ave, Davenport, IA, 52804-1707",,Denise Beenk,Community Project Funding/Congressionally Directed Spending - Construction,93.493,Community Project Funding/Congressionally Directed Spending - Construction,1885000,Construction,New,Discretionary,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2026,LaShawna Smith,,09/21/2023
Center for Flex Grants,1H79FG001222-01,IOWA STATE DEPT OF HUMAN SERVICES,"1305 E. WALNUT STREET, DES MOINES, IA, 50319-114",515 2815452,"Maas, Julie",Iowa 988 Improvement Cooperative Agreement,93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,1776840,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2024,"Vega, Rosalie",|,09/21/2023
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90CY7539-01-00,CommUnity Crisis Services,"1121 Gilbert Ct, Iowa City, IA, 52240-4528",319-351-2726 ext 109,Sarah

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Nelson,Basic Center Program,93.623,CY - Basic Centers,250000,Health Services,New,Discretionary,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2024,Bernard Morgan,202-401-4896,09/19/2023
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,1 R03OH012519-01-00,"University of Iowa, The","DIVISION OF SPONSORED PROGRAMS 2 GILMORE HALL, IOWA CITY, IA, 52242-1320",319-384-4368,Hari Sharma,Improving the Well-being of Nursing Home Workers An Examination of Non-nurse Staff Turnover and Quality in Nursing Homes,93.262,R03OH - Small Research Grants,77750,Scientific/Health Research(Includes Surveys),New,Discretionary,09/30/2023 to 09/29/2025,09/30/2023 to 09/29/2024,Brownie Anderson-Rana,770-488-2771,09/19/2023
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90YO2534-01-00,"Youth and Shelter Services, Inc.","420 Kellogg Ave, Ames, IA, 50010-6226",515-321-5476,Toby O'Berry,Iowa Homeless Youth Center (IHYC) Street Outreach Program,93.557,YO - Street Outreach,150000,Health Services,New,Discretionary,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2024,Bernard Morgan,202-401-4896,09/19/2023
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90YO2536-01-00,United Action for Youth,"1700 S 1st Ave STE 14, Iowa City, IA, 52240-6036",3193387518,Genevieve Anglin,"Street Outreach Johnson, Cedar, Washington Iowa",93.557,YO - Street Outreach,150000,Health Services,New,Discretionary,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2024,Bernard Morgan,202-401-4896,09/19/2023
75 / HRSA Program Headquarters Office,CE152211-01-00,VAN BUREN COUNTY HOSPITAL,"304 Franklin St, Keosauqua, IA, 52565-1164",,Ashley Moyer,Community Project Funding/Congressionally Directed Spending - Construction,93.493,Community Project Funding/Congressionally Directed Spending - Construction,1845000,Construction,New,Discretionary,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2026,William Davis,,09/19/2023
NATIONAL INSTITUTE OF MENTAL HEALTH,2R01MH111578-06A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"MAGNOTTA, VINCENT A","Cerebellar metabolism, neural circuits, and symptoms in bipolar disorder",93.242,Mental Health Research Grants,772812,Research Project,Competing Continuation,Grant,09/20/2017 to 06/30/2028,09/19/2023 to 06/30/2024,"Sisco, Rita",(301) 443-2805|,09/19/2023
NATIONAL INSTITUTE OF BIOMEDICAL IMAGING AND BIOENGINEERING,2R56EB004640-16,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"SONKA, MILAN",Deep LOGISMOS,93.286,,537055,"High Priority, Short Term Project Award",Competing Continuation,Grant,04/01/2006 to 08/31/2024,09/19/2023 to 08/31/2024,"Nyankale, Mutema",(301) 827-6317|,09/19/2023
NATIONAL CANCER INSTITUTE,4R37CA226518-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Hyer, Daniel E.",Sharpening the edge in pencil-beam proton therapy: an aftermarket collimation system to better spare normal tissue during radiation treatment,93.394,Cancer Detection and Diagnosis Research,435191,Method to Extend Research in Time (MERIT) Award,Extension,Grant,09/01/2018 to 08/31/2025,09/01/2023 to 08/31/2024,"Wolfrey, Crystal",(240) 276-6277|,09/18/2023
Center for Mental Health Services,1H79SM089057-01,NORTH CENTRAL IOWA MENTAL HEALTH CENTER,"720 KENYON ROAD, FORT DODGE, IA, 50501-5759",515-574-9843,"Lundberg, Brianne","Certififed Community Behavioral Health Clinic (CCBHC) in Webster County, Iowa",93.696,Certified Community Behavioral Health Clinics,1000000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2023 to 09/29/2027,09/30/2023 to 09/29/2024,"George, Roger",240-276-1418|,09/14/2023
Center for Mental Health Services,1H79SM088927-01,HILLCREST FAMILY SERVICES,"2005 ASHBURY RD, DUBUQUE, IA, 52001-3042",563 583-7357,"Schmitt, Janae",FY 2023 Hillcrest Family Services Certified Community Behavioral Health Clinic Improvement and Advancement,93.696,Certified Community Behavioral Health Clinics,999999,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2023 to 09/29/2027,09/30/2023 to 09/29/2024,"George, Roger",240-276-1418|,09/14/2023
Center for Mental Health Services,1H79SM089458-01,JACKSON RECOVERY CENTERS INC,"SIOUX CITY, IA, 51101-1324",815-387-5698,"Braune, Terry",Rosecrance Jackson Recovery Centers Woodbury County CCBHC - PDI,93.696,Certified Community Behavioral Health Clinics,1000000,Mental Health &

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NATIONAL INSTITUTE ON AGING,1R21AG084912-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"KLINGELHUTZ, ALOYSIUS John",The role of ISG15 and ISGylation in the senescence-associated secretory phenotype,93.866,Aging Research,427625,Exploratory/Developmental Grants,New Award,Grant,09/30/2023 to 09/29/2025,09/30/2023 to 09/29/2025,"Perez, Jessica",301 496-1472|,09/14/2023
FOOD AND DRUG ADMINISTRATION,1U2FFD008093-01,IOWA STATE DEPT/ INSPECTIONS AND APPEALS,"321 E 12TH ST, 3RD FL, DES MOINES, IA, 50319-83",515 281-5457,"Boyd, Michelle L.",Iowa Department of Inspections & Appeals MFRPS Maintenance,93.103,,240000,Food Safety Capacity and Infrastructure Building,New Award,Cooperative Agreement,09/15/2023 to 06/30/2026,09/15/2023 to 06/30/2024,"Pendleton, Kimberly",240-402-7610|,09/14/2023
Center for Mental Health Services,1H79SM089505-01,SIOUXLAND HUMAN INVESTMENT PARTNERSHIP,"SIOUX CITY, IA, 51106-1716",7124901618,"binneboese, erin","Sky Ranch SHIELD (Substance Use & Mental Health Intervention for Education, Learning and Diversion)",93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,660000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2023 to 09/29/2028,09/30/2023 to 09/29/2025,"Bermudez, Eileen",(240) 276-1412|,09/13/2023
NATIONAL INSTITUTE OF DENTAL & CRANIOFACIAL RESEARCH,1R03DE031782-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Reynolds, Julie",Longitudinal Examination of Changes in Medicaid Adult Dental Coverage and Spillover Effects on Children,93.121,Oral Diseases and Disorders Research,154440,Small Research Grants,New Award,Grant,09/19/2023 to 08/31/2025,09/19/2023 to 08/31/2024,"Rutberg, Diana",(301) 594-4798|,09/13/2023
NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM,1R01AA030914-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"BARTHOLOW, BRUCE D",A rigorous test of dual process model predictions for problematic alcohol involvement,93.273,Alcohol Research Programs,705666,Research Project,New Award,Grant,09/20/2023 to 08/31/2028,09/20/2023 to 08/31/2024,"Fox, Judy",(301) 443-4704|,09/12/2023
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS127844-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Newell, Elizabeth",Mechanisms of type I interferon neuropathology following traumatic brain injury,93.853,Clinical Research Related to Neurological Disorders,523317,Research Project,New Award,Grant,09/19/2023 to 07/31/2028,09/19/2023 to 07/31/2024,"Wilburn, Shellie M.",(301) 496-1974|,09/08/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R56HL167745-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Cortes, Yamnia I","Sociocultural Stressors, Resilience Factors, and Arterial Stiffness in Perimenopausal Latinas",93.837,Heart and Vascular Diseases Research,665910,"High Priority, Short Term Project Award",New Award,Grant,09/08/2023 to 08/31/2024,09/08/2023 to 08/31/2024,"Diggs, John",(301) 827-8028|,09/07/2023
75 / HRSA Program Headquarters Office,P1050535-01-00,Trivium Life Services,"4201 Rivers Edge Pkwy, Ste 200, Council Bluffs, IA, 51501-2515",,Drew Holliday,Rural Health Network Development Planning Grant Program,93.912,P10 - Rural Health Network Development Planning Grant Program,98783,Planning,New,Discretionary,09/30/2023 to 09/29/2024,09/30/2023 to 09/29/2024,Adejumoke Oladele,,09/05/2023
75 / HRSA Program Headquarters Office,B0447418-01-03,Iowa Department of Public Health,"321 E 12th St FL 6, Des Moines, IA, 50319-9034",515-281-6880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1688040,Health Services,Administrative Supplement/Change,Discretionary,10/01/2022 to 09/30/2024,10/01/2022 to 09/30/2024,William Davis,"",09/05/2023
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-05-01,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,2078179,Health

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Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 12/31/2024,07/01/2023 to 12/31/2024,Kathy Raible,770-488-2045,09/05/2023
NATIONAL CANCER INSTITUTE,1R25CA273964-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Houtman, Jon C.D.",R25 YES: Cancer Research Opportunities at Iowa,93.398,Cancer Research Manpower,275153,Education Projects,New Award,Grant,09/11/2023 to 08/31/2028,09/11/2023 to 08/31/2024,"Wolfrey, Crystal",(240) 276-6277|,09/05/2023
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP007488-01-00,Iowa Department of Public Health,"321 E 12th St FL LUCAS, Des Moines, IA, 50319-1002",515-418-7604,Stephanie Trusty,Iowa Perinatal Quality Collaborative,93.946,CDC-RFA-DP22-2207 Statewide Perinatal Quality Collaboratives,275000,Social Services,New,Discretionary,09/30/2023 to 09/29/2027,09/30/2023 to 09/29/2024,Stephanie Latham,770.488.2917,09/01/2023
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1DP2DK139545-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Carter, Calvin",Targeting evolutionarily encoded molecular antennae to wirelessly reprogram systemic metabolism,93.847,"Diabetes, Endocrinology and Metabolic Research",1399500,NIH Director's New Innovator Awards,New Award,Grant,09/11/2023 to 08/31/2026,09/11/2023 to 08/31/2026,"ROSENBERG, MARY K.",301-594-8891|,09/01/2023
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,3U01NS055903-12S1A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"NOPOULOS, PEGGY C",Longitudinal Assessment of Brain Structure and Function in Juvenile Onset Huntington's Disease,93.853,Clinical Research Related to Neurological Disorders,480434,Research Project (Cooperative Agreements),Competing Revision,Cooperative Agreement,03/01/2009 to 08/31/2026,09/11/2023 to 08/31/2024,"Wilburn, Shellie M.",(301) 496-1974|,09/01/2023
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM149337-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Brogden, Nicole K",A translational approach to predicting small molecule drug permeation through microneedle-treated skin,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",399104,Outstanding Investigator Award,New Award,Grant,09/10/2023 to 07/31/2028,09/10/2023 to 07/31/2024,"Moeller, Lisa",301-594-3914,08/31/2023
75 / HRSA Program Headquarters Office,H8L51976-01-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S Market St, Ottumwa, IA, 52501-2924",,Joy Alexander,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,33769,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE003611-01-00,"Cerro Gordo, County Of (Inc)","2570 4th St Sw Ste 1, MASON CITY, IA, 50401-4665",6414219312,Kerri Gerdes,NIAPA- Leading Above the Influence,93.276,CDC-RFA-CE-23-0004 Drug-Free Communities (DFC) Support Program NEW (Year 1),125000,Health Services,New,Discretionary,09/30/2023 to 09/29/2028,09/30/2023 to 09/29/2024,Stephanie Latham,770.488.2917,08/30/2023
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE003615-01-00,Central Iowa Juvenile Detention Center,"2317 Rick Collins Way, Eldora, IA, 50627-8356",319-293-2579,Amanda Rogers,Keokuk Iowa Drug Free Community Support Program,93.276,CDC-RFA-CE-23-0004 Drug-Free Communities (DFC) Support Program NEW (Year 1),125000,Health Services,New,Discretionary,09/30/2023 to 09/29/2028,09/30/2023 to 09/29/2024,Stephanie Latham,770.488.2917,08/30/2023
75 / HRSA Program Headquarters Office,H8L51140-01-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,81503,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L51567-01-00,Crescent Community Health Center,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,Gary Collins,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,58547,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023

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75 / HRSA Program Headquarters Office,H8L51191-01-00,"PRIMARY HEALTH CARE, INC.","9943 Hickman Rd STE 105, Urbandale, IA, 50322-5304",515-248-1441,Kelly Huntsman,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,132524,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L50812-01-00,Eastern Iowa Health Center,"1201 3rd Ave SE, Cedar Rapids, IA, 52403-4009",,James Lock,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,36894,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L51790-01-00,"COMMUNITY HEALTH CENTER OF FORT DODGE, INC","126 N 10th St, Fort Dodge, IA, 50501-3915",515-576-6500,Renae Kruckenberg,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,35476,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L51725-01-00,"Peoples Community Health Clinic, Inc.","905 FRANKLIN ST, WATERLOO, IA, 50703-4407",,Christine Kemp,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,43143,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L50853-01-00,"Greater Sioux Community Health Center, Inc.","338 1st Ave NW, Sioux Center, IA, 51250-1875",,Emily Tuschen,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,30495,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L51898-01-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W Agency Rd, W Burlington, IA, 52655-1667",,Antonio Flores,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,28592,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L51696-01-00,All Care Health Center,"300 W Broadway STE 6, Council Blfs, IA, 51503-9019",7122566574 x207,Jacquie Peregoy,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,20152,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L50955-01-00,Infinity Health,"302 NE 14th St, Leon, IA, 50144-1206",6414462383x250,Samantha Cannon,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,28984,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),2 NH28CE002459-06-00,"JACKSON, COUNTY OF","201 W Platt St, Maquoketa, IA, 52060-2243",563-652-3312,Karen Wells,Jackson County Prevention Coalition Drug Free Communities Project,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,125000,Health Services,Competing Continuation,Discretionary,09/30/2023 to 09/29/2028,09/30/2023 to 09/29/2024,Valencia Williams,404.498.3260,08/30/2023
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),2 NH28CE002562-06-00,North Fayette Valley Community Coalition Inc.,"23689 Canoe Rd, Elgin, IA, 52141-9509",5634265055,Stacie Schroeder,North Fayette Valley Community Coalition Prevention Partnership to Reduce Youth Substance Use in Fayette County,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,125000,Health Services,Competing Continuation,Discretionary,09/30/2023 to 09/29/2028,09/30/2023 to 09/29/2024,Valencia Williams,404.498.3260,08/30/2023
75 / HRSA Program Headquarters Office,H8L51706-01-00,Proteus Inc.,"3850 Merle Hay Rd, Des Moines, IA, 50310-1330",5153486646,Daniel Hoffman-Zinnel,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,22873,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L51366-01-00,"Community Health Care, Inc.","500 W River Dr, Davenport, IA, 52801-1014",5633363112,Tom Bowman,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,50130,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,H8L50937-01-00,United Community Health Center Inc,"715 W

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Milwaukee Ave, Storm Lake, IA, 50588-1564",7122130109x1117,Richard Gehrig,FY 2023 Bridge Access Program,93.527,FY 2023 Bridge Access Program,24453,Health Services,New,Discretionary,09/01/2023 to 12/31/2024,09/01/2023 to 12/31/2024,Sarah Hammond,,08/30/2023
75 / HRSA Program Headquarters Office,CE150359-01-00,COMMUNITY FOUNDATION OF GREATER MUSCATINE,"215 W Mississippi Dr, Muscatine, IA, 52761-3712","",Jamie Leza,Community Project Funding/Congressionally Directed Spending - Construction,93.493,Community Project Funding/Congressionally Directed Spending - Construction,3000000,Construction,New,Discretionary,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2026,William Davis,"",08/29/2023
75 / HRSA Program Headquarters Office,U7A33719-05-00,Iowa Department of Public Health,"321 E 12th St FL LUCAS, Des Moines, IA, 50319-1002",5152180920,Sylvia Navin,State Maternal Health Innovation Program,93.11,State Maternal Health Innovation Program,2242455,Other,Non-Competing Continuation,Discretionary,09/30/2019 to 09/29/2024,09/30/2023 to 09/29/2024,William Davis,"",08/29/2023
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI169330-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Kohut, Marian L",Adjuvant effect of physical exercise on immune response to COVID-19 vaccination and interactions with stress,93.855,"Allergy, Immunology, and Transplantation Research",224877,Exploratory/Developmental Grants,New Award,Grant,09/06/2023 to 08/31/2025,09/06/2023 to 08/31/2024,"Linde, Emily",240-669-2943|,08/28/2023
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NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,2R44GM142333-02,"PARAMETRIC STUDIO, INC.","AMES, IA, 50010-8920",5155207382,"Whitmer, Christopher Eldon",A Virtual Project-Based Learning Sandbox for Mimetics and Medically Inspired Classroom Engineering (MiMICRE),93.859,"Pharmacology, Physiology, and Biological Chemistry Research",883323,Small Business Innovation Research Grants (SBIR) - Phase II,Competing Continuation,Grant,09/01/2021 to 07/31/2025,08/15/2023 to 07/31/2024,"Leake, Christy S.",301-594-7706|,08/08/2023
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"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",5 NU50CK000504-05-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-281-4933,Ann Garvey,CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC),93.323,CDC-RFA-CK19-1904.NU50 2019 Epidemiology and Laboratory Capacity (ELC) for Preve,2810590,Health Services,Non-Competing Continuation,Discretionary,08/01/2019 to 07/31/2024,08/01/2023 to 07/31/2024,Karen Zion1,770-488-2729,07/28/2023
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,1 U01OH012573-01-00,Iowa State University of Science and Technology,"1350 Beardshear Hall, Ames, IA, 50011-2025",515-294-3012,Guowen Song1572681,A systematic approach to enhance extremity protection in Alaska fishing industry,93.262,U01OH - Research Project--Cooperative Agreements,731250,Scientific/Health Research(Includes Surveys),New,Discretionary,09/01/2023 to 08/31/2026,09/01/2023 to 08/31/2026,Brownie Anderson-Rana,770-488-2771,07/26/2023
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Administration for Children and Families / Office of Head Start,07CH012086-03-00,"YOUR OWN UNITED RESOURCES, INC.","214 S 13th St, Fort Dodge, IA, 50501-4840",515-573-2453,Michelle Carden,Head Start and Early Head Start,93.6,CH - Head Start Projects,2588080,Social Services,Non-Competing Continuation,Discretionary,07/31/2021 to 07/31/2026,08/01/2023 to 07/31/2024,Jennifer Curtiss,816-426-2991,07/18/2023
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Center for Substance Abuse Treatment,1H79TI086428-01,IOWA STATE DEPT OF PUBLIC HEALTH,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515 281-5605,"Robertson, Jennifer Nicole",Iowa Choices for Women,93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,900000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2023 to 09/29/2026,09/30/2023 to 09/29/2024,"Browne, LeSchell D",240-276-1144|,07/13/2023
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Center for Substance Abuse Prevention,1H79SP083500-01,MOUNT VERNON COMMUNITY SCHOOL DISTRICT,"525 PALISADES RD SW, MOUNT VERNON, IA, 52314-1761",319 895-8845,"Rice, Kassandra Lee",The Wellness Coalition of Rural Linn County (WCRLC) STOP Act Program,93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,60000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2023 to 09/29/2027,09/30/2023 to 09/29/2024,"Vega, Rosalie",|,07/11/2023
Center for Substance Abuse Prevention,1H79SP083585-01,GOVERNOR'S OFFICE OF DRUG

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75 / HRSA Program Headquarters Office,T9125789-11-00,"PRIMARY HEALTH CARE, INC.","9943 Hickman Rd STE 105, Urbandale, IA, 50322-5304",515-248-1441,Kelly Huntsman,Affordable Care Act Teaching Health Center (THC) Graduate Medical Education (GME) Payment Program,93.53,T91 - Affordable Care Act Teaching Health Center; Graduate Medical Education P,4220940,Training/Traineeship,Non-Competing Continuation,Discretionary,07/01/2013 to 06/30/2024,07/01/2023 to 06/30/2024,James King,301-443-1123,06/26/2023
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75 / HRSA Program Headquarters Office,T9C49297-01-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE, STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Teaching Health Center Graduate Medical Education Program,93.53,Teaching Health Center Graduate Medical Education Program,480000,Training/Traineeship,New,Discretionary,07/01/2023 to 06/30/2024,07/01/2023 to 06/30/2024,James King,301-443-1123,06/02/2023
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NATIONAL INSTITUTE OF MENTAL HEALTH,1R61MH129407-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Meyer, Jacob D",ActiveCBT for depression: Transforming treatment through exercise priming,93.242,Mental Health Research Grants,751796,Phase 1 Exploratory/Developmental Grant,New Award,Grant,06/01/2023 to 03/31/2025,06/01/2023 to 03/31/2024,"Sisco, Rita",(301) 443-2805|,05/17/2023
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75 / HRSA Program Headquarters Office,D0649174-01-00,"North Central Iowa Mental Health Center, Incorporated","720 Kenyon Rd, Fort Dodge, IA, 50501-5759",,Kim Hayes,Rural Health Network Development Program,93.912,D06 - Rural Health Network Development Program,300000,Health Services,New,Discretionary,07/01/2023 to 06/30/2027,07/01/2023 to 06/30/2024,Adejumoke Oladele,,05/15/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL168116-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"LIN, CHING-LONG",Deep Learning and Subtyping of Post-COVID-19 Lung Progression Phenotypes,93.838,Lung Diseases Research,756675,Research Project,New Award,Grant,06/01/2023 to 02/29/2028,06/01/2023 to 02/29/2024,"Foster, Tracee",301.827-8030|,05/15/2023
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Administration for Children and Families / Office of Head Start,07CH010906-05-00,TRI-COUNTY CHILD AND FAMILY DEVELOPMENT COUNCIL INC,"205 Adams St Ste 2, Waterloo, IA, 50703-3011",(319) 235-0383,Robert Welch,Head Start and Early Head Start,93.6,CH - Head Start Projects,7146587,Social Services,Non-Competing Continuation,Discretionary,06/01/2019 to 05/31/2024,06/01/2023 to 05/31/2024,Jennifer Curtiss,816-426-2991,05/04/2023
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75 / HRSA Program Headquarters Office,B0447418-01-02,Iowa Department of Public Health,"321 E 12th St FL 6, Des Moines, IA, 50319-9034",515-281-6880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1676956,Health Services,Administrative Supplement/Change,Discretionary,10/01/2022 to 09/30/2024,10/01/2022 to 09/30/2024,Stephannie Young,,04/07/2023
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75 / HRSA Program Headquarters Office,H8000715-22-00,"PRIMARY HEALTH CARE, INC.","9943 Hickman Rd STE 105, Urbandale, IA, 50322-5304",515-248-1441,Kelly Huntsman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,6572694,Health Services,Non-Competing Continuation,Discretionary,06/01/2002 to 05/31/2025,06/01/2023 to 05/31/2024,Christie Walker,,04/03/2023
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EUNICE KENNEDY SHRIVER NATIONAL INSTITUTE OF CHILD HEALTH & HUMAN DEVELOPMENT,2UG1HD053109-18,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Colaizy, Tarah Trinity",NICHD Cooperative Multicenter Neonatal Research Network,93.865,Research for Mothers and Children,342098,Clinical Research Cooperative Agreements - Single Project,Competing Continuation,Cooperative Agreement,04/05/2006 to 03/31/2030,04/01/2023 to 03/31/2024,"Jackson, Bonnie J.",|,03/24/2023
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NATIONAL INSTITUTE OF MENTAL HEALTH,2T32MH019113-29A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"NOPOULOS, PEGGY C",The Iowa Neuroscience Specialty Program in Research Education (INSPIRE),93.242,Mental Health Research Grants,342159,Institutional National Research Service Award,Competing Continuation,Grant,09/01/1991 to 05/31/2028,06/01/2023 to 05/31/2024,"Sisco, Rita",301-443-2805|,03/23/2023
75 / HRSA Program Headquarters Office,H3306723-18-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",,Vicki Petersen,EMSC Partnership Grants,93.127,H33 - EMSC Partnership Grants,190650,Health Services,Competing Continuation,Discretionary,03/01/2006 to 03/31/2027,04/01/2023 to 03/31/2024,LaShawna Smith,,03/21/2023

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Office of Public Health and Science / Office of Family Planning,5 FPHPA006554-02-00,Family Planning Council Of Iowa,"108 3rd St STE 220, Des Moines, IA, 50309-4758",5152889028,Allison Smith,Title X Family Planning Services,93.217,Family Planning Services,2217990,Health Services,Non-Competing Continuation,Discretionary,04/01/2022 to 03/31/2027,04/01/2023 to 03/31/2024,Scott Moore,2404538822,03/20/2023
Office of Public Health and Science / Office of Family Planning,5 FPHPA006562-02-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-321-8159,Lindsey Jones,IDPH Title X Family Planning Services Grant,93.217,Family Planning Services,1555410,Health Services,Non-Competing Continuation,Discretionary,04/01/2022 to 03/31/2027,04/01/2023 to 03/31/2024,Scott Moore,2404538822,03/20/2023
Administration for Children and Families / Office of Head Start,07CH011292-04-01,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",(641) 494-1891 x2230,Trena Cox,Head Start and Early Head Start,93.6,CH - Head Start Projects,1775238,Social Services,Administrative Supplement/Change,Discretionary,01/01/2020 to 12/31/2024,01/01/2023 to 12/31/2023,Jennifer Curtiss,816-426-2991,03/20/2023
Administration for Children and Families / Office of Head Start,07CH011879-03-01,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Head Start and Early Head Start,93.6,CH - Head Start Projects,4960802,Social Services,Administrative Supplement/Change,Discretionary,01/01/2021 to 12/31/2025,01/01/2023 to 12/31/2023,Jennifer Curtiss,816-426-2991,03/20/2023
Administration for Children and Families / Office of Head Start,07CH012197-01-01,"Community Opportunities, Incorporated","603 W 8th St, Carroll, IA, 51401-2209",712-792-9266,Tonya Weber,Head Start and Early Head Start,93.6,CH - Head Start Projects,2375318,Social Services,Administrative Supplement/Change,Discretionary,12/01/2022 to 11/30/2027,12/01/2022 to 11/30/2023,Jennifer Curtiss,816-426-2991,03/20/2023
Administration for Children and Families / Office of Head Start,07CH011276-04-01,"MID-IOWA COMMUNITY ACTION (MICA), INC.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,1864975,Social Services,Administrative Supplement/Change,Discretionary,12/01/2019 to 11/30/2024,12/01/2022 to 11/30/2023,Jennifer Curtiss,816-426-2991,03/20/2023
Administration for Children and Families / Office of Head Start,07CH011877-03-01,SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION,"226 W Main St Ste 208, Ottumwa, IA, 52501-2503",(641) 682-8741 x167,Elizabeth Fairchild,Head Start,93.6,CH - Head Start Projects,1365965,Social Services,Administrative Supplement/Change,Discretionary,12/01/2020 to 11/30/2025,12/01/2022 to 11/30/2023,Jennifer Curtiss,816-426-2991,03/20/2023
NATIONAL INSTITUTE ON AGING,1R21AG080472-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"STRACK, STEFAN",Interplay between tau and PKA condensates in ADRD,93.866,Aging Research,248625,Exploratory/Developmental Grants,New Award,Grant,04/01/2023 to 02/28/2025,04/01/2023 to 02/29/2024,"Laney, Robin",301-496-1472|,03/20/2023
Administration for Children and Families / Office of Head Start,07CH011653-04-01,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-484-4531,Lisa Raya,Head Start and Early Head Start,93.6,CH - Head Start Projects,2830325,Social Services,Administrative Supplement/Change,Discretionary,07/01/2020 to 06/30/2025,11/01/2022 to 10/31/2023,Jennifer Curtiss,816-426-2991,03/20/2023
NATIONAL INSTITUTE ON AGING,1R21AG082047-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Sharma, Hari",Improving Quality of Care for Persons with Dementia in Nursing Homes Evaluation of the National Background Check Program,93.866,Aging Research,133854,Exploratory/Developmental Grants,New Award,Grant,04/01/2023 to 03/31/2025,04/01/2023 to 03/31/2024,"Laney, Robin",301-496-

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75 / HRSA Program Headquarters Office,H8024171-12-00,"Greater Sioux Community Health Center, Inc.","338 1st Ave NW, Sioux Center, IA, 51250-1875",,Emily Tuschen,Health Center Cluster,93.527,H80 - Health Center Cluster,1716424,Health Services,Non-Competing Continuation,Discretionary,06/01/2012 to 04/30/2024,05/01/2023 to 04/30/2024,Christie Walker,,03/20/2023
75 / HRSA Program Headquarters Office,H8004200-19-00,Infinity Health,"302 NE 14th St, Leon, IA, 50144-1206",6414462383x250,Samantha Cannon,Health Center Cluster,93.527,H80 - Health Center Cluster,2156347,Health Services,Non-Competing Continuation,Discretionary,12/01/2004 to 04/30/2024,05/01/2023 to 04/30/2024,Christie Walker,,03/20/2023
75 / HRSA Program Headquarters Office,H8008226-17-00,Eastern Iowa Health Center,"1201 3rd Ave SE, Cedar Rapids, IA, 52403-4009",,James Lock,Health Center Cluster,93.527,H80 - Health Center Cluster,1743765,Health Services,Non-Competing Continuation,Discretionary,07/01/2007 to 04/30/2025,05/01/2023 to 04/30/2024,Christie Walker,,03/20/2023
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Center for Mental Health Services,1H79SM087616-01,IOWA STATE DEPT OF HUMAN SERVICES,"1305 E. WALNUT STREET, DES MOINES, IA, 50319-114",515 2815452,"Larkin, Laura Leigh",Iowa CCBHC Planning Grant,93.829,Section 223 Demonstration Programs to Improve Community Mental Health Services,1000000,Mental Health & Substace Abuse Service Grants,New Award,Grant,03/31/2023 to 03/30/2024,03/31/2023 to 03/30/2024,"George, Roger",240-276-1418|,03/20/2023
75 / HRSA Program Headquarters Office,X0700005-33-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",5152425150,Randy Mayer,RYAN WHITE CARE ACT TITLE II,93.917,X07 - Ryan White Title II Formula Grants Program,3559098,Health Services,Non-Competing Continuation,Discretionary,04/01/1998 to 03/31/2027,04/01/2023 to 03/31/2024,Karen Mayo,3014436916,03/20/2023
Administration for Children and Families / Office of Head Start,07CH012193-01-01,"SOUTH CENTRAL IOWA COMMUNITY ACTION PROGRAM, INC.","1711 Osceola Ave Ste 103, Chariton, IA, 50049-1516",641-774-8133,Jennifer Mitchell,Head Start and Early Head Start,93.6,CH - Head Start Projects,1114353,Social Services,Administrative Supplement/Change,Discretionary,11/01/2022 to 10/31/2027,11/01/2022 to 10/31/2023,Jennifer Curtiss,816-426-2991,03/20/2023
NATIONAL CANCER INSTITUTE,1R21CA270300-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Spies, Maria",Natural products inhibitors targeting homology-directed DNA repair for cancer therapy,93.395,Cancer Treatment Research,218089,Exploratory/Developmental Grants,New Award,Grant,04/01/2023 to 03/31/2025,04/01/2023 to 03/31/2024,"Wolfrey, Crystal",(240) 276-6277|,03/20/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1T35HL166206-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ROGHAIR, ROBERT D",Medical Student Summer Research Program,93.837,Heart and Vascular Diseases Research,143398,NRSA Short-Term Research Training,New Award,Grant,03/01/2023 to 02/29/2028,03/01/2023 to 02/29/2024,"Diggs, John",(301) 827-8028|,02/24/2023
NATIONAL CENTER FOR ADVANCING TRANSLATIONAL SCIENCES,1UM1TR004403-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Winokur, Patricia",University of Iowa Institute for Clinical and Translational Science,93.35,B - Cooperative Agreements,4030810,Research Project with Complex Structure Cooperative Agreement,New Award,Cooperative Agreement,04/01/2023 to 03/31/2030,04/01/2023 to 03/31/2024,"Cho, Jennifer J.",301-827-0019|,02/24/2023
75 / HRSA Program Headquarters Office,H4900052-23-00,VISITING NURSE SERVICES,"1111 9th St STE 320, Des Moines, IA, 50314-2527",,Cindy Winn,HEALTHY START COMMUNITIES,93.926,H49 - Healthy Start Initiative-Eliminating Racial/Ethnic Disparities,1144121,Health Services,Non-Competing Continuation,Discretionary,07/01/2001 to 03/31/2024,04/01/2023 to 03/31/2024,William Davis,,02/24/2023
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"OFFICE OF THE DIRECTOR, NATIONAL INSTITUTES OF HEALTH",1S10OD034193-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"BALLAS, ZUHAIR K.",Full Spectrum Cell Sorter Flow Cytometer,93.351,,525849,Biomedical Research Support Shared Instrumentation Grants,New Award,Grant,03/15/2023 to 03/14/2024,03/15/2023 to 03/14/2024,"James, Donna M",301-827-8063|,02/23/2023
75 / HRSA Program Headquarters Office,X0932739-05-00,Iowa Department of Public Health,"312 E. 12th St.,, Des Moines, IA, 50319-75",5152425150,Randy Mayer,ADAP Shortfall Relief,93.917,X09 - Aids Drug Assistance Program (ADAP) Relief,6038347,Health Services,Competing Continuation,Discretionary,04/01/2019 to 03/31/2024,04/01/2023 to 03/31/2024,Karen Mayo,3014436916,02/22/2023
Administration for Children and Families / Office of Head Start,07CH011656-04-00,"Mid-Sioux Opportunity, Inc.","418 S Marion St, Remsen, IA, 51050-1102",712-786-2001,Kendra Rensink,Head Start and Early Head Start,93.6,CH - Head Start Projects,3189358,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2023 to 02/29/2024,Jennifer Curtiss,816-426-2991,02/08/2023
Administration for Children and Families / Office of Head Start,07CH010845-05-00,Upper Des Moines Opportunity Inc.,"101 E Robins St, Graettinger, IA, 51342-7726",(712) 859-3885 X1027,Irene Mayland,Head Start and Early Head Start,93.6,CH - Head Start Projects,6248859,Social Services,Non-Competing Continuation,Discretionary,03/01/2019 to 02/29/2024,03/01/2023 to 02/29/2024,Jennifer Curtiss,816-426-2991,02/08/2023
Administration for Children and Families / Office of Head Start,07CH011695-04-00,Community Action Agency of Siouxland,"2700 Leech Ave, Sioux City, IA, 51106-1129",7122741610x230,Rachael Ostermyer,Head Start and Early Head Start,93.6,CH - Head Start Projects,5256429,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2023 to 02/29/2024,Jennifer Curtiss,816-426-2991,02/08/2023
75 / HRSA Program Headquarters Office,B0447418-01-01,Iowa Department of Public Health,"321 E 12th St FL 6, Des Moines, IA, 50319-9034",5152816880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1987545,Health Services,Administrative Supplement/Change,Discretionary,10/01/2022 to 09/30/2024,10/01/2022 to 09/30/2024,Stephannie Young,,02/07/2023
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Centers for Disease Control and Prevention / CDC-OPHPR Coordinating Office for Trism Preparedness & Emergency Response (TP) (PHO),1 NU90TP922239-01-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-242-5206,Rebecca Curtis,Iowa Crisis Response 2022,93.354,CDC-RFA-TP22-2201 Public Health Crisis Response Cooperative Agreement,271958,Health Services,New,Discretionary,02/01/2023 to 01/31/2025,02/01/2023 to 01/31/2025,Damond Barnes,770-488-2611,02/01/2023
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,2R01AI125446-07A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Butler, Noah Sullivan",Development and function of CD4+ memory T cells during malaria,93.855,"Allergy, Immunology, and Transplantation Research",466500,Research Project,Competing Continuation,Grant,06/15/2016 to 01/31/2028,02/09/2023 to 01/31/2024,"Linde, Emily",240-669-2943|,02/01/2023
"Centers for Disease Control and Prevention / CDC-NCHHSTP National Center for HIV, Viral Hepatitis, STDS & TB Prevention (PS)",6 NH25PS005158-05-01,"Public Health, Iowa Department of","321 E 12TH ST, DES MOINES, IA, 50319-1002",515-242-5150,Randall Mayer,Strengthening STD Prevention and Control for Health Departments (STD PCHD),93.977,PS19-1901.NH25 Strengthening STD Prevention and Control for Health Departments,1557589,Health Services,Administrative

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NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI170557-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Fuentes, Ernesto Jorge",Molecular Mechanisms Regulating Bacterial Two-component Signaling Systems,93.855,"Allergy, Immunology, and Transplantation Research",673916,Research Project,New Award,Grant,02/08/2023 to 03/31/2028,02/08/2023 to 03/31/2024,"Linde, Emily",240-669-2943|,01/30/2023
NATIONAL INSTITUTE OF MENTAL HEALTH,1R01MH132207-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"RADLEY, JASON J",Neural circuits and mechanisms underlying active and passive stress coping,93.242,Mental Health Research Grants,671343,Research Project,New Award,Grant,02/15/2023 to 12/31/2027,02/15/2023 to 12/31/2023,"Weiss, Heather",301-443-4415|,01/27/2023
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NATIONAL EYE INSTITUTE,1R01EY034534-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"KUEHN, MARKUS H.",T-cell mediated RGC damage in glaucoma,93.867,Vision Research,531459,Research Project,New Award,Grant,03/01/2023 to 12/31/2027,03/01/2023 to 12/31/2023,"Robinson-Smith, Karen",301-435-8178|,01/26/2023
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NATIONAL INSTITUTE OF MENTAL HEALTH,1R21MH132857-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Underbakke, Eric Steven",Defining the architecture and activation mechanisms of SynGAP,93.242,Mental Health Research Grants,173771,Exploratory/Developmental Grants,New Award,Grant,02/01/2023 to 01/31/2025,02/01/2023 to 01/31/2024,"Kees, Tamara A.",301-443-8811|,01/25/2023
75 / HRSA Program Headquarters Office,H8000796-22-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S Market St, Ottumwa, IA, 52501-2924",,Joy Alexander,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2863579,Health Services,Competing Continuation,Discretionary,03/01/2002 to 02/28/2026,03/01/2023 to 02/29/2024,Christie Walker,,01/23/2023
Administration for Children and Families / Office of Head Start,07CH011125-05-00,"FAMILY, INC.","3501 Harry Langdon Blvd Ste 150, Council Bluffs, IA, 51503-7894",402-253-6048,Lauren Rollins,Early Head Start,93.6,CH - Head Start Projects,1354047,Social Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,02/01/2023 to 01/31/2024,Jennifer Curtiss,816-426-2991,01/23/2023
75 / HRSA Program Headquarters Office,H8008765-16-00,Crescent Community Health Center,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,Gary Collins,Health Center Cluster,93.527,H80 - Health Center Cluster,1358456,Health Services,Competing Continuation,Discretionary,09/01/2007 to 02/28/2026,03/01/2023 to 02/29/2024,Christie Walker,,01/23/2023
Administration for Children and Families / Office of Head Start,07CH011100-05-00,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",7127557537,Danni Segebart,Head Start and Early Head Start,93.6,CH - Head Start Projects,5356076,Social Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,02/01/2023 to 01/31/2024,Jennifer Curtiss,816-426-2991,01/20/2023
Administration for Children and Families / Office of Head Start,07CH011393-04-00,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St Ste 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,Head Start and Early Head Start,93.6,CH - Head Start Projects,3267385,Social

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Services,Non-Competing Continuation,Discretionary,02/01/2020 to 01/31/2025,02/01/2023 to 01/31/2024,Jennifer Curtiss,816-426-2991,01/20/2023
NATIONAL EYE INSTITUTE,1R01EY034455-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Artemyev, Nikolai O",Molecular underpinnings of photoreceptor transcriptional regulation by CRX and NRL,93.867,Vision Research,388750,Research Project,New Award,Grant,02/01/2023 to 12/31/2026,02/01/2023 to 12/31/2023,"Robinson-Smith, Karen",301-435-8178|,01/17/2023
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1T32HL166134-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"STOLTZ, DAVID A",Climate Change and Lung Health Training Program,93.838,Lung Diseases Research,281372,Institutional National Research Service Award,New Award,Grant,02/01/2023 to 01/31/2028,02/01/2023 to 01/31/2024,"Foster, Tracee",301.827-8030|,01/12/2023
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI175595-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Vu, Bao Gia",Functional and transcriptome analyses of protein kinases in Candida glabrata antifungal drug resistance,93.855,"Allergy, Immunology, and Transplantation Research",194375,Exploratory/Developmental Grants,New Award,Grant,02/01/2023 to 01/31/2025,02/01/2023 to 01/31/2024,"Linde, Emily",240-669-2943|,01/11/2023
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI173445-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Krysan, Damian J",Systematic Genetic Analysis of C. albicans CNS Infection,93.855,"Allergy, Immunology, and Transplantation Research",209319,Exploratory/Developmental Grants,New Award,Grant,02/01/2023 to 01/31/2025,02/01/2023 to 01/31/2024,"Linde, Emily",240-669-2943|,01/11/2023
75 / HRSA Program Headquarters Office,H8000570-22-00,All Care Health Center,"300 W Broadway STE 6, Council Blfs, IA, 51503-9019",7122566571,William Wypyski,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1959154,Health Services,Non-Competing Continuation,Discretionary,07/01/2002 to 02/28/2025,03/01/2023 to 02/29/2024,Christie Walker,,01/10/2023
75 / HRSA Program Headquarters Office,H8000272-22-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W Agency Rd, W Burlington, IA, 52655-1667",,Antonio Flores,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2133424,Health Services,Non-Competing Continuation,Discretionary,09/01/2002 to 02/29/2024,03/01/2023 to 02/29/2024,Christie Walker,,01/10/2023
Center for Mental Health Services,1H79SM084462-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"SKINSTAD, ANNE H",Mental Health Awareness Training Grant,93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,250000,Mental Health & Substace Abuse Service Grants,New Award,Grant,12/31/2022 to 12/30/2026,12/31/2022 to 12/30/2024,"Schrier, Lesley",240-276-0566,12/09/2022
Center for Mental Health Services,1H79SM084715-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Bardhoshi, Gerta","Project Prepare, Engage, Assess, Respond, Link, Sustain (PEARLS)",93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,248453,Mental Health & Substace Abuse Service Grants,New Award,Grant,12/31/2022 to 12/30/2026,12/31/2022 to 12/30/2024,"Schrier, Lesley",240-276-0566,12/09/2022
75 / HRSA Program Headquarters Office,H8G48812-01-00,Siouxland Community Health Center,"1021 NEBRASKA ST, SIOUX CITY, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,393592,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G47880-01-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S MARKET ST, OTTUMWA, IA, 52501-2946",,Joy Alexander,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,233779,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G47749-01-00,Infinity Health,"302 NE 14TH ST, LEON, IA,

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50144-1206",6414462383x250,Samantha Cannon,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,135094,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G48546-01-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,411493,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G47612-01-00,United Community Health Center Inc,"715 W Milwaukee Ave, Storm Lake, IA, 50588-1564",7122130109x1117,Richard Gehrig,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,92101,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G47710-01-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W AGENCY RD, WEST BURLINGTON, IA, 52655-1667",,Antonio Flores,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,251014,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G48070-01-00,"Greater Sioux Community Health Center, Inc.","33 4TH ST NW, SIOUX CENTER, IA, 51250-1870",,Emily Tuschen,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,98176,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G47694-01-00,"Peoples Community Health Clinic, Inc.","905 Franklin St, Waterloo, IA, 50703-4407",,Christine Kemp,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,218011,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G48713-01-00,Proteus Inc.,"1221 CENTER ST STE 16, DES MOINES, IA, 50309-1014",,Daniel Hoffman-Zinnel,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,57442,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/08/2022
75 / HRSA Program Headquarters Office,H8G48139-01-00,"COMMUNITY HEALTH CENTER OF FORT DODGE, INC","126 N 10TH, FORT DODGE, IA, 50501-3915",515-576-6500,Renae Kruckenberg,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,239539,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/07/2022
75 / HRSA Program Headquarters Office,H8G47896-01-00,Crescent Community Health Center,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,Gary Collins,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,121594,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/07/2022
75 / HRSA Program Headquarters Office,H8G48324-01-00,"Community Health Care, Inc.","500 West River Dr, Davenport, IA, 52801-1014",563-336-3012,Thomas Bowman,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,424786,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/07/2022
75 / HRSA Program Headquarters Office,H8G48410-01-00,Eastern Iowa Health Center,"1201 3rd Ave SE, Cedar Rapids, IA, 52403-4009",,James Lock,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,165361,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/07/2022
75 / HRSA Program Headquarters Office,H8G48163-01-00,All Care Health Center,"300 W Broadway STE 6, Council Blfs, IA, 51503-9019",7122566571,William Wypyski,FY 2023 Expanding COVID-19 Vaccination,93.527,FY 2023 Expanding COVID-19 Vaccination,101452,Health Services,New,Discretionary,12/01/2022 to 05/31/2023,12/01/2022 to 05/31/2023,Sarah Hammond,,12/07/2022

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"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL162773-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"RAHMOUNI, KAMAL",Role of FGF21 Action in Hypothalamic Neurons in Obesity-Associated Hypertension,93.837,Heart and Vascular Diseases Research,597952,Research Project,New Award,Grant,12/15/2022 to 11/30/2026,12/15/2022 to 11/30/2023,"McKeither, Tawana",240-276-6300,12/07/2022
Administration for Children and Families / Office of Head Start,07CH011879-03-00,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Head Start and Early Head Start,93.6,CH - Head Start Projects,4960793,Social Services,Non-Competing Continuation,Discretionary,01/01/2021 to 12/31/2025,01/01/2023 to 12/31/2023,Jennifer Curtiss,816-426-2991,12/06/2022
Administration for Children and Families / Office of Head Start,07CH011292-04-00,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",(641) 494-1891 x2230,Trena Cox,Head Start and Early Head Start,93.6,CH - Head Start Projects,1775233,Social Services,Non-Competing Continuation,Discretionary,01/01/2020 to 12/31/2024,01/01/2023 to 12/31/2023,Jennifer Curtiss,816-426-2991,12/05/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS127428-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Usachev, Yuriy M",Novel Circuits and Mechanisms of Descending Pain Modulation,93.853,Clinical Research Related to Neurological Disorders,550559,Research Project,New Award,Grant,12/15/2022 to 11/30/2027,12/15/2022 to 11/30/2023,"Wilburn, Shellie M.",240-669-2963,12/05/2022
75 / HRSA Program Headquarters Office,H8000335-22-00,Proteus Inc.,"3850 Merle Hay Rd, Des Moines, IA, 50310-1330",,Daniel Hoffman-Zinnel,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1010137,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2025,02/01/2023 to 01/31/2024,Christie Walker,,12/05/2022
75 / HRSA Program Headquarters Office,H8000535-22-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,3284467,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2025,02/01/2023 to 01/31/2024,Christie Walker,,12/05/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1U01NS130587-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"LEIRA, ENRIQUE Carlos",The University of Iowa Stroke Preclinical Assessment Network to Support Translational Studies for Acute Cerebroprotection,93.853,Clinical Research Related to Neurological Disorders,622000,Research Project (Cooperative Agreements),New Award,Cooperative Agreement,12/15/2022 to 11/30/2025,12/15/2022 to 11/30/2023,"Wilburn, Shellie M.",240-669-2963,12/05/2022
"Centers for Disease Control and Prevention / CDC-CSELS Office OF Surveillance, Epidemiology AND Laboratory Services (OE)",1 NE11OE000110-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-322-1925,Marisa Roseberry,"Iowa's Public Health Workforce, Foundational Capabilities and Data Systems",93.967,"CDC-RFA-OE22-2203 Strengthening U.S. Public Health Infrastructure, Workforce, an",28221831,Health Services,New,Discretionary,12/01/2022 to 11/30/2027,12/01/2022 to 11/30/2023,Rhonda Latimer,7704881647,11/30/2022
75 / HRSA Program Headquarters Office,H1800018-30-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",,Marcus Johnson-Miller,MCH DATA ENHANCEMENT PROJECT,93.11,H18 - MCHB State Systems Development Initiative,21100,Health Services,Competing Continuation,Discretionary,10/01/1993 to 11/30/2027,12/01/2022 to 11/30/2023,William Davis,,11/29/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS129722-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Buchanan, Gordon Frank",Serotonergic circuit mechanisms in postictal recovery and arousal,93.853,Clinical Research Related to Neurological Disorders,553509,Research Project,New Award,Grant,12/01/2022 to 11/30/2027,12/01/2022 to 11/30/2023,"Wilburn, Shellie M.",240-669-2963,11/18/2022
75 / HRSA Program Headquarters Office,H8006667-18-00,"COMMUNITY HEALTH CENTER OF FORT

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DODGE, INC","126 N 10th St, Fort Dodge, IA, 50501-3915",,Renae Kruckenberg,Health Center Cluster,93.527,H80 - Health Center Cluster,1462268,Health Services,Competing Continuation,Discretionary,01/01/2006 to 12/31/2025,01/01/2023 to 12/31/2023,Christie Walker,,11/18/2022
Administration for Children and Families / Office of Head Start,07CH011276-04-00,"MID-IOWA COMMUNITY ACTION (MICA), INC.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,1864976,Social Services,Non-Competing Continuation,Discretionary,12/01/2019 to 11/30/2024,12/01/2022 to 11/30/2023,Jennifer Curtiss,816-426-2991,11/17/2022
75 / HRSA Program Headquarters Office,H8006669-18-00,United Community Health Center Inc,"715 W Milwaukee Ave, Storm Lake, IA, 50588-1564",7122130109x1117,Richard Gehrig,Health Center Cluster,93.527,H80 - Health Center Cluster,1128261,Health Services,Non-Competing Continuation,Discretionary,01/01/2006 to 12/31/2023,01/01/2023 to 12/31/2023,Christie Walker,,11/14/2022
75 / HRSA Program Headquarters Office,X0932739-04-03,Iowa Department of Public Health,"312 E. 12th St.,, Des Moines, IA, 50319-75",5152425150,Randy Mayer,ADAP Shortfall Relief,93.917,X09 - Aids Drug Assistance Program (ADAP) Relief,1060250,Health Services,Administrative Supplement/Change,Discretionary,04/01/2019 to 03/31/2023,04/01/2022 to 03/31/2023,Karen Mayo,3014436916,11/10/2022
Administration for Children and Families / Office of Head Start,07CH011877-03-00,SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION,"226 W Main St Ste 208, Ottumwa, IA, 52501-2503",(641) 682-8741 x167,Elizabeth Fairchild,Head Start,93.6,CH - Head Start Projects,1365960,Social Services,Non-Competing Continuation,Discretionary,12/01/2020 to 11/30/2025,12/01/2022 to 11/30/2023,Jennifer Curtiss,816-426-2991,11/08/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI168001-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Legge, Kevin L",Protection and Immunity after Polyanhydride Nanoparticle Vaccination against Avian Influenza A Virus,93.855,"Allergy, Immunology, and Transplantation Research",770038,Research Project,New Award,Grant,11/14/2022 to 10/31/2027,11/14/2022 to 10/31/2023,"Linde, Emily",240-669-2943,11/03/2022
Administration for Children and Families / Office of Head Start,07CH012197-01-00,"Community Opportunities, Incorporated","603 W 8th St, Carroll, IA, 51401-2209",712-792-9266,Tonya Weber,Head Start and Early Head Start,93.6,CH - Head Start Projects,2375318,Social Services,New,Discretionary,12/01/2022 to 11/30/2027,12/01/2022 to 11/30/2023,Jennifer Curtiss,816-426-2991,11/02/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI173810-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Beck, Josh Ryan",UIS2 function in establishing transport mechanisms at the malaria parasite-host cell interface,93.855,"Allergy, Immunology, and Transplantation Research",225077,Exploratory/Developmental Grants,New Award,Grant,11/10/2022 to 10/31/2024,11/10/2022 to 10/31/2023,"Linde, Emily",240-669-2943,11/01/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI168509-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Moye-Rowley, W Scott",Chemical genetic analysis of Candida glabrata CDR1 expression,93.855,"Allergy, Immunology, and Transplantation Research",219243,Exploratory/Developmental Grants,New Award,Grant,11/04/2022 to 10/31/2024,11/04/2022 to 10/31/2023,"Linde, Emily",240-669-2943,10/27/2022
75 / HRSA Program Headquarters Office,B0447418-01-00,Iowa Department of Public Health,"321 E 12th St FL 6, Des Moines, IA, 50319-9034",515-281-6880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1389406,Health Services,New,Discretionary,10/01/2022 to 09/30/2024,10/01/2022 to 09/30/2024,Stephannie Young,,10/25/2022
Administration for Children and Families / Office of Head Start,07CH012193-01-00,"SOUTH CENTRAL IOWA COMMUNITY ACTION PROGRAM, INC.","1711 Osceola Ave Ste 103, Chariton, IA, 50049-1516",6417748133,Lori Ferris,Head Start and Early Head Start,93.6,CH - Head Start Projects,1114352,Social Services,New,Discretionary,11/01/2022 to 10/31/2027,11/01/2022 to

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10/31/2023,Jennifer Curtiss,816-426-2991,10/18/2022
Center for Mental Health Services,1B09SM087287-01,IOWA STATE DEPT OF HUMAN SERVICES,"1305 E. WALNUT STREET, DES MOINES, IA, 50319-114",515 2815452,"Eyanson, Marrisa",BSCA Center for Mental Health Block Grants,93.958,Block Grants for Community Mental Health Services,621948,Mental Health Services Block Grant,New Award,Grant,10/17/2022 to 10/16/2024,10/17/2022 to 10/16/2024,"Crocker, Odessa",(240) 276-1078,10/17/2022
Administration for Children and Families / Office of Head Start,07CH011653-04-00,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-484-4531,Lisa Raya,Head Start and Early Head Start,93.6,CH - Head Start Projects,2830325,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,11/01/2022 to 10/31/2023,Jennifer Curtiss,816-426-2991,10/17/2022
Administration for Children and Families / Office of Refugee Resettlement - Discretionary,90RE0310-01-00,Ethnic Minorities of Burma Advocacy and Resource Center,"2309 EUCLID AVE, DES MOINES, IA, 50310-5703",641-895-9468,Moriah Morgan,Community Building for Afghani Refugees in Iowa,93.576,RE - Ethnic Community Organization,600000,Health Services,New,Discretionary,09/30/2022 to 09/29/2025,09/30/2022 to 09/29/2025,Timothy Chappelle,N/A,09/30/2022
Administration for Children and Families / Office of Refugee Resettlement - Discretionary,90ZR0074-01-00,"Lutheran Services in Iowa, Inc.","3125 Cottage Grove Ave, Des Moines, IA, 50311-3809",515-271-7441 x6190,Nicholas Wuertz,Strengthening Refugee Agriculture and Food Access Connections in Iowa,93.576,ZR - Refugee Agricultural Partnership Program,100000,Health Services,New,Discretionary,09/29/2022 to 09/29/2025,09/29/2022 to 09/29/2023,Timothy Chappelle,N/A,09/29/2022
Administration for Children and Families / Office of Community Services,90EDA0003-01-00,Iowa Community Action Association,"1620 Pleasant St Ste 214, Des Moines, IA, 50314-1681",5152440328,Katherine Riley Harrington,Iowas Diaper Distribution Demonstration and Research Pilot Iowa 3DRP,93.647,Diaper Distribution Demonstration and Research Pilot,1200000,Social Services,New,Discretionary,09/30/2022 to 09/29/2024,09/30/2022 to 09/29/2024,Timothy Chappelle,N/A,09/27/2022
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90VE0003-01-00,Monsoon Asians & Pacific Islanders in Solidarity,"4944 Franklin Ave STE B, Des Moines, IA, 50310-1952",515-288-0881,Mira Yusef,NATIONAL ORGANIZATION OF ASIANS & PACIFIC ISLANDERS ENDING SEXUAL VIOLENCE (NAPIESV): NATIONAL RESOURCE CENTER ON SEXUAL VIOLENCE IN THE ASIANS & PACIFIC ISLANDERS COMMUNITIES,93.496,VE - Culturally Specific Sexual Assault Capacity Building Centers,350000,Health Services,New,Discretionary,09/30/2022 to 09/29/2025,09/30/2022 to 09/29/2023,Katrina Morgan,N/A,09/27/2022
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90YZ0039-01-00,"Youth and Shelter Services, Inc.","420 Kellogg Ave, Ames, IA, 50010-6226",515-233-3141,Andrew Allen,YSS Maternity Group Home Program,93.55,YZ - Maternity Group Home Program,225000,Health Services,New,Discretionary,09/30/2022 to 09/29/2025,09/30/2022 to 09/29/2023,Katrina Morgan,N/A,09/26/2022
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90CY7441-01-00,"Youth and Shelter Services, Inc.","420 Kellogg Ave, Ames, IA, 50010-6226",515-233-3141,Andrew Allen,YSS Basic Center (BCP) Program,93.623,CY - Basic Centers,200000,Health Services,New,Discretionary,09/30/2022 to 09/29/2025,09/30/2022 to 09/29/2023,Katrina Morgan,N/A,09/26/2022
NATIONAL HUMAN GENOME RESEARCH INSTITUTE,1R01HG012697-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Michaelson, Jacob James",A novel approach for equitable characterization of gender and its use in exposing subgroup discrepancies in polygenic score associations,93.172,Human Genome Research,548662,Research Project,New Award,Grant,09/26/2022 to 07/31/2026,09/26/2022 to 07/31/2023,"Ingersoll, Deanna L.",301-435-7858,09/26/2022
75 / HRSA Program Headquarters Office,T2946718-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",,Angie Doyle Scar,Community Health Worker Training Program,93.516,Community Health Worker and Paraprofessional Training Program (CHWPTP),3000000,Training/Traineeship,New,Discretionary,09/15/2022 to 09/14/2025,09/15/2022 to 09/14/2025,Tammy Ponton,,09/22/2022

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Administration for Children and Families / ACYF - Children's Bureau,90CU0119-01-00,"Florence Crittenton Home of Sioux City, Iowa","600 4th St, Sioux City, IA, 51101-1750",7122402177,Kim Scorza,Crittenton Center Regional Partnership Grant,93.087,CU - Targeted Grants to Address Needs of Families Affected,600000,Demonstration,New,Discretionary,09/30/2022 to 09/29/2027,09/30/2022 to 09/29/2023,Bridget Shea Westfall,202.401.5542,09/22/2022
NATIONAL INSTITUTE OF BIOMEDICAL IMAGING AND BIOENGINEERING,1R21EB034184-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Maitra, Ranjan",Improving functional MRI Analysis via Integrated One-Step Tensor-variate Methodology,93.286,,228024,Exploratory/Developmental Grants,New Award,Grant,09/22/2022 to 06/30/2024,09/22/2022 to 06/30/2023,"Ellis, Katie",301-451-4791,09/21/2022
Administration for Children and Families / Office of Planning Research And Evaluation,90YR0143-01-00,Iowa State University of Science and Technology,"1138 Pearson Hall 515 Morrill Rd 1350 Beardshear Hall, Ames, IA, 50011-1",515-294-6316,Ji Young Choi,Head Start childrens concurrent and sequential enrollment in public early childhood education programs,93.6,YR - OPRE Head Start Research,100000,Social Science Research (Includes Surveys),New,Discretionary,09/30/2022 to 03/29/2024,09/30/2022 to 03/29/2024,Bridget Shea Westfall,202.401.5542,09/20/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,2R25NS079173-11,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"RICHERSON, GEORGE B",Carver College of Medicine Clinical Neuroscientist Training Program (CNS-TP),93.853,Clinical Research Related to Neurological Disorders,51282,Education Projects,Competing Continuation,Grant,06/15/2012 to 06/30/2027,09/19/2022 to 06/30/2023,"Wilburn, Shellie M.",240-669-2963,09/20/2022
NATIONAL EYE INSTITUTE,1R01EY034176-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Seo, Seongjin",Compartmentalized protein localization in photoreceptors,93.867,Vision Research,386250,Research Project,New Award,Grant,09/30/2022 to 07/31/2026,09/30/2022 to 07/31/2023,"Robinson-Smith, Karen",(301) 451-2020,09/20/2022
Center for Mental Health Services,1H79SM086890-01,"ABBE CENTER FOR COMMUNITY MENTAL HEALTH, INC.","CEDAR RAPIDS, IA, 52405-3811",319-398-3562,"Bakewell, Kelly",Abbe Center CCBHC Project,93.696,Certified Community Behavioral Health Clinics,1000000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2026,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,09/19/2022
Center for Mental Health Services,1H79SM086396-01,"PLAINS AREA MENTAL HEALTH, INC.","LE MARS, IA, 51031-2557",7125464624,"Miller, Brenda Jean","CCBHC Improvement and Advancement for increased awareness and improved access to mental health, SUD, co-occurring, care coordination, and crisis services to improve whole-person health.",93.696,Certified Community Behavioral Health Clinics,999549,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2026,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,09/19/2022
Center for Mental Health Services,1H79SM087069-01,NORTHWEST IOWA MENTAL HEALTH CENTER,"201 E 11TH ST, SPENCER, IA, 51301-4436",712-262-2922,"McCrackin, Rebecca",Seasons CCBHC-IA Grant,93.696,Certified Community Behavioral Health Clinics,1000000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2026,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,09/19/2022
Center for Mental Health Services,1H79SM086940-01,EYERLY-BALL COMMUNITY MENTAL HEALTH SERVICES,"DES MOINES, IA, 50309-1117",5152410982,"Joseph, Amanda","Improving Access Procedures, Expanding Outpatient Substance Use Treatment Services,and Reducing Preventable Emergency Department Utilization and HospitalReadmissions through the Advancement of Servi",93.696,Certified Community Behavioral Health Clinics,998140,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2026,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,09/19/2022
Center for Mental Health Services,1H79SM086682-01,"SIOUXLAND MENTAL HEALTH SERVICES, INC","SIOUX CITY, IA, 51101-1919",712-252-3871,"KLEINSCHMIT, JULIA","Siouxland Mental Health Services, Inc Woodbury Countys One-Stop Shop",93.696,Certified Community Behavioral Health Clinics,985655,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2026,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,09/19/2022
Center for Substance Abuse Treatment,1H79TI085751-01,IOWA STATE DEPT OF PUBLIC

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HEALTH,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515 281-5605,"Wilke-Brown, Monica",State Opioid Response 3 Iowa,93.788,Opioid Programs,9083075,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2024,09/30/2022 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/19/2022
Center for Mental Health Services,1H79SM086468-01,NORTHEAST IOWA MENTAL HEALTH CENTER,"DECORAH, IA, 52101-2325",5633823649,"Brevig, Nikki",North East Iowa CCBHC,93.696,Certified Community Behavioral Health Clinics,952283,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2026,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,09/19/2022
Center for Substance Abuse Prevention,1H79SP083462-01,"AREA SUBSTANCE ABUSE COUNCIL, INC.","3601 16TH AVE SW, CEDAR RAPIDS, IA, 52404-2328",319-390-4611,"Doerrfeld, Amy",Jones County STOP Act Project,93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,50000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2026,09/30/2022 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/16/2022
Administration for Children and Families / ACYF - Children's Bureau,90CU0129-01-00,Judiciary Courts Of The State Of Iowa,"1111 E Court Ave, Des Moines, IA, 50319-5003",515-281-6209,Kathy Thompson,Iowa Children and Family Collaborative: Developing a Telementoring Model to Build Capacity in Rural Communities,93.087,CU - Targeted Grants to Address Needs of Families Affected,250000,Demonstration,New,Discretionary,09/30/2022 to 09/29/2027,09/30/2022 to 09/29/2023,Bridget Shea Westfall,202.401.5542,09/16/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS130108-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"FRANK, CARL ANDREW",How discrete homeostatic signals stabilize synapse function across time,93.853,Clinical Research Related to Neurological Disorders,389712,Research Project,New Award,Grant,09/19/2022 to 06/30/2027,09/19/2022 to 06/30/2023,"Wilburn, Shellie M.",240-669-2963,09/15/2022
NATIONAL INSTITUTE ON AGING,1R61AG078041-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"VOSS, MICHELLE WEBB",Targeting Cognitive Control to Improve Physical Activity Adherence in Midlife for Alzheimer's Risk Reduction,93.866,Aging Research,348416,Phase 1 Exploratory/Developmental Grant,New Award,Grant,09/30/2022 to 08/31/2023,09/30/2022 to 08/31/2023,"Blakeney, Ryan",301-451-9802,09/14/2022
"OFFICE OF THE DIRECTOR, NATIONAL INSTITUTES OF HEALTH",1C06OD034121-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ENGELHARDT, JOHN F",National Ferret Research and Resource Institute (NFRRI) at University of Iowa,93.352,,7975000,Research Facilities Construction Grants,New Award,Grant,09/20/2022 to 05/31/2027,09/20/2022 to 05/31/2027,"Wilkom, Gavin",301-435-0964,09/14/2022
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NATIONAL INSTITUTE OF MENTAL HEALTH,1R01MH131559-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Jiang, Jiefeng",Neurocognitive mechanisms of task representation reorganization during task learning,93.242,Mental Health Research Grants,543146,Research Project,New Award,Grant,09/16/2022 to 05/31/2027,09/16/2022 to 05/31/2023,"Weiss, Heather",301-443-4415,09/12/2022
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP007282-01-00,Johnson County d/b/a Johnson County Public Health,"855 S Dubuque St STE 217, Iowa City, IA, 52240-4297",319-688-5884,Sam Jarvis,Community Health Workers for Chronic Disease Prevention and Control,93.945,CDC-RFA-DP22-2210 Closing the Gap with Social Determinants of Health Accelerato,125000,Social Services,New,Discretionary,09/30/2022 to 09/29/2027,09/30/2022 to 09/29/2023,Pamela Render,770-488-2712,09/12/2022
Center for Substance Abuse Treatment,1H79TI085600-01,IOWA STATE UNIVERSITY,"1138 PEARSON

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HALL, AMES, IA, 50011-2025",515-294-5225,"Pliler, Gregory S",Region 7 Networking Center for Rural Opioid Technical Assistance and Training,93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,650000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2024,09/30/2022 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/09/2022
75 / HRSA Program Headquarters Office,U4J47125-01-00,Iowa Department of Public Health,"311 E. 12th Street,Lucas State Office Building, Des Moines, IA, 50319-75",515-281-6880,James Olson,Pediatric Mental Health Care Access Expansion,93.11,Pediatric Mental Health Care Access Expansion,300000,Demonstration,New,Discretionary,09/30/2022 to 09/29/2023,09/30/2022 to 09/29/2023,William Davis,,09/08/2022
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75 / HRSA Program Headquarters Office,U2Z46644-01-00,Iowa Department of Public Health,"321 E 12th St FL 6, Des Moines, IA, 50319-9034",515-954-0647,Janet Horras,Infant-Toddler Court Program,93.11,Enhancing Sys. of Care for Children with Medical Complexity,625000,Other,New,Discretionary,09/30/2022 to 09/29/2027,09/30/2022 to 09/29/2023,LaShawna Smith,,09/08/2022
NATIONAL INSTITUTE ON AGING,1R03AG078787-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Zhang, Qiang",Glycolysis and Alzheimers Disease,93.866,Aging Research,154500,Small Research Grants,New Award,Grant,09/15/2022 to 08/31/2024,09/15/2022 to 08/31/2023,"Moy, Kathleen",301.827.2856,09/06/2022
Administration For Community Living / AOA - Administration on Aging,90LAEP0009-01-00,IOWA LEGAL AID,"1111 9th St STE 230, Des Moines, IA, 50314-2527",515-243-2151,Josh Gaul,Legal Services and Disaster Preparedness for Older Rural Iowans,93.048,LAEP - Legal Assistance Enhancement Program,146240,Demonstration,New,Discretionary,09/01/2022 to 08/31/2025,09/01/2022 to 08/31/2023,Tanielle Chandler,N/A,09/06/2022
EUNICE KENNEDY SHRIVER NATIONAL INSTITUTE OF CHILD HEALTH & HUMAN DEVELOPMENT,1R01HD104616-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Blumberg, Mark Samuel",Sleep-related behavior and cortical activity in premature human infants as predictors of developmental outcomes.,93.865,Research for Mothers and Children,626875,Research Project,New Award,Grant,09/05/2022 to 04/30/2027,09/05/2022 to 04/30/2023,"Martinez, Mario",(301) 402-4078,08/31/2022
NATIONAL INSTITUTE OF MENTAL HEALTH,1R43MH133248-01,"NEOVAXSYN, INC.","AMES, IA, 50014-7725",515 441-3041,"Srivastava, Vikram",Induction of bnAbs against HIV-1 gp41.,93.242,Mental Health Research Grants,297312,Small Business Innovation Research Grants (SBIR) - Phase I,New Award,Grant,09/01/2022 to 08/31/2024,09/01/2022 to 08/31/2023,"Sisco, Rita",301-443-2805,08/26/2022
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK133118-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Dai, Dao-Fu",Metabolic reprogramming and FGF21 signaling in kidney health and polycystic kidney diseases,93.847,"Diabetes, Endocrinology and Metabolic Research",396609,Research Project,New Award,Grant,09/15/2022 to 06/30/2027,09/15/2022 to 06/30/2023,"Perry-Jones, Aretina",(301) 594-8862,08/26/2022
Center for Substance Abuse Treatment,1H79TI085439-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Lynch, Alison Cornelia",Recovery and Empowerment to Combat Opioids deliVered by telEhealth and collaboRation across Iowa (RECOVER-IA),93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,750000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2027,09/30/2022 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,08/26/2022
NATIONAL INSTITUTE OF MENTAL HEALTH,1R01MH125838-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"MAGNOTTA, VINCENT A",Suicidality in Bipolar and Major Depression Disorders,93.242,Mental Health Research Grants,753979,Research Project,New Award,Grant,09/01/2022 to 06/30/2027,09/01/2022 to

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06/30/2023,"Sisco, Rita",301-443-2805,08/26/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1UH2AI169710-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Maury, Wendy Jean",Elucidating mechanisms of interferon gamma that protect against Ebola virus infection,93.855,"Allergy, Immunology, and Transplantation Research",231750,Exploratory/Developmental Cooperative Agreement Phase I,New Award,Cooperative Agreement,09/02/2022 to 08/31/2024,09/02/2022 to 08/31/2023,"Linde, Emily",240-669-2943,08/25/2022
AGENCY FOR HEALTHCARE RESEARCH AND QUALITY,1R18HS028778-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Anderson, Donald D",Integrating Next Generation Simulator Training and Operating Room Performance Assessment into Orthopedic Residency Programs,93.226,,395126,Research Demonstration and Dissemination Projects,New Award,Grant,09/01/2022 to 06/30/2027,09/01/2022 to 06/30/2023,"Gardner, George",(301) 427-1450,08/24/2022
75 / HRSA Program Headquarters Office,H5646827-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",5152293913,Cristie Duric,Grants to States for Loan Repayment,93.547,H56 - Grants to States for Loan Repayment,712585,Health Services,New,Discretionary,09/01/2022 to 08/31/2025,09/01/2022 to 08/31/2023,Tammy Ponton,,08/22/2022
Administration for Children and Families / Office of Head Start,07CH011803-03-00,COMMUNITY ACTION OF SOUTHEAST IOWA,"2850 Mount Pleasant St Ste 108, Burlington, IA, 52601-2002",3197530193,Matthew LeClere,Head Start and Early Head Start,93.6,CH - Head Start Projects,3803537,Social Services,Non-Competing Continuation,Discretionary,09/01/2020 to 08/31/2025,09/01/2022 to 08/31/2023,Jennifer Curtiss,816-426-2991,08/22/2022
"Centers for Disease Control and Prevention / CDC -OSTLTS Office for State, Tribal, Local and Territorial Support (OT) (PHO)",1 NB01OT009457-01-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-720-1438,Lindsay Schmauss,Preventive Health and Health Services Block Grant 2022,93.991,CDC-RFA-OT22-2202 Preventive Health and Health Services Block Grant,1697468,Health Services,New,Discretionary,10/01/2021 to 09/30/2023,10/01/2021 to 09/30/2023,Erica Stewart,770-488-2769,08/19/2022
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),2 NH28CE002537-06-00,"HELPING SERVICES FOR YOUTH & FAMILIES, INC.","805 E Main St, Decorah, IA, 52101-1913",563-379-0531,Jen Stolka,Drug Free Delaware County: A project of the Delaware County Drug Abuse Coalition (DDAC) to collaborate to prevent and reduce youth substance abuse by engaging the community and raising awareness.,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,125000,Health Services,Competing Continuation,Discretionary,09/30/2022 to 09/29/2027,09/30/2022 to 09/29/2023,Valencia Williams,404.498.3260,08/19/2022
75 / HRSA Program Headquarters Office,U7A33719-04-00,Iowa Department of Public Health,"321 E 12th St FL LUCAS, Des Moines, IA, 50319-1002",,Sylvia Navin,State Maternal Health Innovation Program,93.11,State Maternal Health Innovation Program,2072222,Other,Non-Competing Continuation,Discretionary,09/30/2019 to 09/29/2024,09/30/2022 to 09/29/2023,Stephannie Young,,08/18/2022
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,2R01DK111542-05A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Huang, Chou-Long",WNK kinase cascade in health and disease,93.847,"Diabetes, Endocrinology and Metabolic Research",440600,Research Project,Competing Continuation,Grant,09/15/2017 to 05/31/2027,08/25/2022 to 05/31/2023,"Perry-Jones, Aretina",(301) 594-8862,08/17/2022
Centers for Disease Control and Prevention / Research-CDC-NCIPC National Center for Injury Prevention & Control (CE),1 U01CE003490-01-00,Iowa State University of Science and Technology,"515 Morrill Rd, 1350 Beardshear Hall, Ames, IA, 50011-2105",515-294-3583,Gregory Welk,"RFA-CE-22-006, Process and Outcome Evaluation of the Walk with Ease program for Fall Prevention",93.136,RFA-CE-22-006 Research Grants to Evaluate theEffectiveness of PhysicalTherapy-,349385,Scientific/Health Research(Includes Surveys),New,Discretionary,09/30/2022 to 09/29/2025,09/30/2022 to 09/29/2023,Angie Willard,770-488-2863,08/15/2022
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BARTLETT HALL, CEDAR FALLS, IA, 50614-394",319-273-3025,"O'Connell, Shelley",Enhancing a Culture of Care,93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,101999,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2025,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,08/15/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,2R01AI087834-11A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ellermeier, Craig D",Identification of daptomycin resistance mechanisms in Clostridioides difficile,93.855,"Allergy, Immunology, and Transplantation Research",462978,Research Project,Competing Continuation,Grant,02/15/2011 to 07/31/2026,08/22/2022 to 07/31/2023,"Linde, Emily",240-669-2943,08/12/2022
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,5 T42OH008491-17-00,"University of Iowa, The","105 Jessup Hall, Iowa City, IA, 52242-1316",(319) 335-4202,PATRICK1094315 O'SHAUGHNESSY,OCCUPATIONAL SAFETY AND HEALTH EDUCATION AND RESEARCH CENTERS (T42),93.262,T42OH - Educational Resource Center Training Grants,1765903,Training/Traineeship,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,07/01/2022 to 06/30/2023,Barbara (Rene) Benyard,770.488.2757,08/12/2022
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,2 U54OH007548-21-00,"University of Iowa, The","105 JESSUP HALL, IOWA CITY, IA, 52242-1316",319-335-4429,Renee Anthony,Great Plains Center for Agricultural Health,93.262,U54OH - Specialized Center--Cooperative Agreements,1725862,Scientific/Health Research(Includes Surveys),Competing Continuation,Discretionary,09/30/2022 to 09/29/2027,09/30/2022 to 09/29/2023,Mary Pat Shanahan,412.386.4453,08/12/2022
Centers For Medicare & Medicaid Services / Centers For Medicare & Medicaid Services,1LICMS300154-01-21,"HUMAN SERVICES, IOWA DEPARTMENT OF","100 Army Post Rd, Des Moines, IA, 50315-6241",5152564661,Brian Wines,Money Follows the Person Demo: Partnership for Community Integration,93.791,Money Follows the Person(RCMFTP),6546793,Demonstration,Supplement/Change for Expansion,Discretionary,01/01/2007 to 09/30/2026,01/01/2007 to 09/30/2026,Karen Johnson,410-786-2208,08/12/2022
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NU17CE010140-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-322-6918,Nafla Poff,Iowa Violent Death Reporting System Program (Iowa VDRS),93.136,CE22-2201 Collecting Violent Death Information Using the National Violent Death,240432,KDA (Knowledge/Development/Application),New,Discretionary,09/01/2022 to 08/31/2027,09/01/2022 to 08/31/2023,Pamela Render,770-488-2712,08/12/2022
FOOD AND DRUG ADMINISTRATION,1U2FFD007649-01,IOWA DEPT AGRICULTURE/LAND STEWARDSHIP,"LAND STEWARDSHIP, DES MOINES, IA, 50319-5005",515 281-5322,"Gamble, William",IA ERPS Cooperative Agreement,93.103,,66699,Food Safety Capacity and Infrastructure Building,New Award,Cooperative Agreement,08/15/2022 to 06/30/2025,08/15/2022 to 06/30/2023,"Pendleton, Kimberly",240-402-7610,08/12/2022
FOOD AND DRUG ADMINISTRATION,1U18FD007731-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Sahin, Orhan",Monitoring antimicrobial resistance among veterinary pathogens at Iowa State University Veterinary Diagnostic Laboratory: A Vet-LIRN AMR Surveillance Project,93.103,,20800,Research Demonstration (Cooperative Agreements),New Award,Cooperative Agreement,09/01/2022 to 08/31/2023,09/01/2022 to 08/31/2023,"Pendleton, Kimberly",240-402-7610,08/11/2022
"OFFICE OF THE DIRECTOR, NATIONAL INSTITUTES OF HEALTH",1R24OD033703-01,DES MOINES UNIV OSTEOPATHIC MEDICAL CTR,"3200 GRAND AVE, DES MOINES, IA, 50312-4104",515 271-1619,"Barnes, Maria J",Autoclave for DMU Shared Biomedical Research Facility,93.351,,57194,Resource-Related Research Projects,New Award,Grant,08/15/2022 to 08/14/2023,08/15/2022 to 08/14/2023,"Franklin, Nicole",240-276-5210,08/11/2022
FOOD AND DRUG ADMINISTRATION,1U18FD007719-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Radke, Scott Louis",ISU VDL Ambient Ionization Equipment Proposal,93.103,,33680,Research Demonstration (Cooperative Agreements),New Award,Cooperative Agreement,09/01/2022 to 08/31/2023,09/01/2022 to 08/31/2023,"Pendleton, Kimberly",240-402-7610,08/11/2022
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(CE),6 NU17CE924995-03-02,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-725-8905,Julie Hibben,Iowa-Overdose Data 2 Action Project,93.136,CE19-1904.NU17 Overdose Data to Action,1833122,KDA (Knowledge/Development/Application),Administrative Supplement/Change,Discretionary,09/01/2019 to 08/31/2023,09/01/2021 to 08/31/2023,Stephanie Latham,770.488.2917,08/11/2022
75 / HRSA Program Headquarters Office,X0830475-07-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",,Randy Mayer,Ryan White Part B Supplemental,93.917,X08 - Ryan White Part B Supplemental,1747127,Health Services,Competing Continuation,Discretionary,09/30/2016 to 09/29/2023,09/30/2022 to 09/29/2023,Brad Barney,,08/10/2022
NATIONAL INSTITUTE OF BIOMEDICAL IMAGING AND BIOENGINEERING,1R21EB032991-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Wang, Qun",Rational Design of Oral Drugs Targeting Mucosa Delivery,93.286,,229500,Exploratory/Developmental Grants,New Award,Grant,08/18/2022 to 05/31/2025,08/18/2022 to 05/31/2023,"Ellis, Katie",301-451-4791,08/10/2022
NATIONAL EYE INSTITUTE,1R21EY034198-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Greiner, Mark Aaron",Optimizing Rho-associated kinase inhibitors for use in treating Fuchs endothelial corneal dystrophy,93.867,Vision Research,231750,Exploratory/Developmental Grants,New Award,Grant,09/01/2022 to 08/30/2024,09/01/2022 to 08/30/2023,"Robinson-Smith, Karen",(301) 451-2020,08/10/2022
NATIONAL INSTITUTE ON AGING,1R43AG078082-01A1,"BEHAVIORAL DIAGNOSTICS, INC.","15 PROSPECT PL, IOWA CITY, IA, 52246-1932",319 621-5899,"Philibert, Robert A",A Saliva Based Epigenetic Assay for Assessing Vitamin B9 and B12 Status,93.866,Aging Research,281362,Small Business Innovation Research Grants (SBIR) - Phase I,New Award,Grant,09/01/2022 to 02/28/2023,09/01/2022 to 02/28/2023,"Perez, Jessica",301 496-1472,08/10/2022
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Center for Substance Abuse Treatment,1H79TI085118-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Weber, Andrea Nicole Ryan",Longitudinal Integration and Virtual Expansion of Rural Substance Use Disorder and Liver Disease Treatment in Iowa (LIVER-SUD-IA),93.243,Substance Abuse and Mental Health Services_Projects of Regional and National Significance,374968,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2022 to 09/29/2025,09/30/2022 to 09/29/2023,"George, Roger",240-276-1418,08/09/2022
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK126817-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Yang, Ling",Role of ADH5 in the Regulation of Brown Adipose Tissue Metabolic Homeostasis,93.847,"Diabetes, Endocrinology and Metabolic Research",502125,Research Project,New Award,Grant,08/19/2022 to 07/31/2026,08/19/2022 to 07/31/2023,"ROSENBERG, MARY K.",301-594-8891,08/09/2022
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,2R01GM058202-25,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"PIPER, ROBERT C",Ubiquitin-dependent sorting in endosomes and the TGN,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",360916,Research Project,Competing Continuation,Grant,08/05/1998 to 06/30/2026,09/01/2022 to 06/30/2023,"Hodgkins, Brett",(301) 594-3923,08/08/2022
NATIONAL CANCER INSTITUTE,1U01CA272424-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Li, Bing",Determine the molecular and metabolic mechanisms by which A-FABP links dysregulated lipid metabolism-induced obesity/breast cancer risk,93.396,Cancer Biology Research,1178523,Research Project (Cooperative Agreements),New Award,Cooperative Agreement,08/12/2022 to 07/31/2027,08/12/2022 to 07/31/2023,"Wolfrey, Crystal",(240) 276-6277,08/05/2022
75 / HRSA Program Headquarters Office,CE146489-01-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Community Project Funding/Congressionally Directed Spending - Construction,93.493,Community Project Funding/Congressionally Directed Spending -

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Construction,100000,Construction,New,Discretionary,08/01/2022 to 07/31/2025,08/01/2022 to 07/31/2025,Stephannie Young,,08/03/2022
Assistant Secretary for Public Response / Office of the Assistant Secretary for Preparedness and Response,5 U3REP190603-04-00,"Public Health, Iowa Department of","321 E 12TH ST, DES MOINES, IA, 50319-1002",515-242-5206,Rebecca Curtiss,Iowa Hospital Preparedness Program 2019 2020,93.889,Hospital Preparedness Program,2049436,Health Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,07/01/2022 to 06/30/2023,Virginia Simmons,202-260-0400,07/29/2022
NATIONAL CANCER INSTITUTE,1R01CA266879-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Holmes, James H",Simultaneous MRI/US for real-time liver ablation guidance and confirmation,93.394,Cancer Detection and Diagnosis Research,826257,Research Project,New Award,Grant,08/15/2022 to 07/31/2027,08/15/2022 to 07/31/2023,"Wolfrey, Crystal",(240) 276-6277,07/28/2022
NATIONAL CANCER INSTITUTE,1R44CA268314-01A1,"VIEWPOINT MOLECULAR TARGETING, INC.","2500 Crosspark Road, Coralville, IA, 52241-4710",319-335-4045,"Schultz, Michael King",Image-guided dosimetry-based alpha particle therapy for neuroblastoma.,93.395,Cancer Treatment Research,990225,Small Business Innovation Research Grants (SBIR) - Phase II,New Award,Grant,08/04/2022 to 07/31/2024,08/04/2022 to 07/31/2023,"Wolfrey, Crystal",(240) 276-6277,07/27/2022
75 / HRSA Program Headquarters Office,TR145917-01-00,"LEE, COUNTY OF","PO BOX 1426, Fort Madison, IA, 52627-1426",,Breanna Kramer-Riesberg,Rural Public Health Workforce Training Network Program,93.912,Rural Public Health Workforce Training Network Program,547302,Training/Traineeship,New,Discretionary,08/01/2022 to 07/31/2025,08/01/2022 to 07/31/2025,Karen Mayo,3014436916,07/26/2022
75 / HRSA Program Headquarters Office,CE146365-01-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Community Project Funding/Congressionally Directed Spending - Construction,93.493,Community Project Funding/Congressionally Directed Spending - Construction,200000,Construction,New,Discretionary,08/01/2022 to 07/31/2025,08/01/2022 to 07/31/2025,Bruce Holmes,,07/26/2022
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Administration for Children and Families / Office of Head Start,07CH012086-02-00,"YOUR OWN UNITED RESOURCES, INC.","214 S 13th St, Fort Dodge, IA, 50501-4828",515-573-2453,Michelle Carden,Head Start and Early Head Start,93.6,CH - Head Start Projects,2517232,Social Services,Non-Competing Continuation,Discretionary,07/31/2021 to 07/31/2026,08/01/2022 to 07/31/2023,Jennifer Curtiss,816-426-2991,07/18/2022
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NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI165932-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Manicassamy, Balaji",Regulation of innate antiviral responses by the DNA-binding transcriptional repressor complex CIC-ATXN1/L,93.855,"Allergy, Immunology, and Transplantation Research",547485,Research Project,New Award,Grant,08/01/2022 to 07/31/2027,08/01/2022 to 07/31/2023,"Linde, Emily",240-669-2943,07/18/2022
75 / HRSA Program Headquarters Office,D8746114-01-00,"University of Iowa, The","2 Gilmore Hall, Iowa City, IA, 52242-1320",,Xian Xie,Dental Faculty Loan Repayment,93.884,"D87 - Faculty Loan Repayment in General, Pediatric and Public Helath Dentisitr",72900,Training/Traineeship,New,Discretionary,09/01/2022 to 08/31/2027,09/01/2022 to 08/31/2023,James King,301-443-1123,07/15/2022
75 / HRSA Program Headquarters Office,T1246107-01-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",5152817715,Tracy Rodgers,Grants to States to Support Oral Health Workforce Activities,93.236,T12 - Grants to States to Support Oral Health Workforce Activities,400000,Training/Traineeship,New,Discretionary,09/01/2022 to 08/31/2026,09/01/2022 to 08/31/2023,Bruce Holmes,,07/14/2022
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75 / HRSA Program Headquarters Office,T9C42265-03-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Teaching Health Center Graduate Medical Education Program,93.53,Teaching Health Center Graduate Medical Education Program,4048110,Training/Traineeship,Competing Continuation,Discretionary,07/01/2020 to 06/30/2023,07/01/2022 to 06/30/2023,James King,301-443-1123,07/06/2022
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75 / HRSA Program Headquarters Office,T6245936-01-00,"UNIVERSITY OF IOWA, THE","2 Gilmore Hall, Iowa City, IA, 52242-1320",3196788419,Alison Lynch,Integrated Substance Use Disorder (SUD) Training Program,93.732,Integrated Substance Use Disorder (SUD) Training Program,2258032,Training/Traineeship,New,Discretionary,07/01/2022 to 06/30/2027,07/01/2022 to 06/30/2027,Tammy Ponton,,06/28/2022
75 / HRSA Program Headquarters Office,U8645876-01-00,"In Concertcare, Inc.","500 SW 7th St, Ste 300, Des Moines, IA, 50309-4545",,Kyle Pedersen,Health Center Controlled Network,93.527,Health Center Controlled Network,540817,Technical Assistance,New,Discretionary,08/01/2022 to 07/31/2025,08/01/2022 to 07/31/2023,Lisa Ayoub,,06/28/2022
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NATIONAL CANCER INSTITUTE,2R44CA232954-02A1,"VIEWPOINT MOLECULAR TARGETING, INC.","2500 Crosspark Road, Coralville, IA, 52241-4710",319-335-4045,"Schultz, Michael King",Combining receptor-targeted alpha particle therapy and immunotherapy to achieve complete responses in metastatic melanoma,93.395,Cancer Treatment Research,976668,Small Business Innovation Research Grants (SBIR) - Phase II,Competing Continuation,Grant,06/01/2019 to 05/31/2024,07/01/2022 to 05/31/2023,"Wolfrey, Crystal",(240) 276-6277,06/23/2022
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FOOD AND DRUG ADMINISTRATION,1U01FD007683-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Plummer, Paul J",Integration of a multi-pronged standardized methodology to identify key diseases and prioritized antimicrobial alternatives in production animals,93.103,,500000,Research Project (Cooperative Agreements),New Award,Cooperative Agreement,06/01/2022 to 05/31/2025,06/01/2022 to 05/31/2023,"Pendleton, Kimberly",240-402-7610,06/13/2022
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75 / HRSA Program Headquarters Office,UB631688-05-00,"UNIVERSITY OF IOWA, THE","2 Gilmore Hall,, Iowa City, IA, 52242",,Tanya Uden-Holman,Public Health Training Centers,93.516,UB6 - Public Health Training Center,768804,Training/Traineeship,Competing Continuation,Discretionary,07/01/2018 to 06/30/2026,07/01/2022 to 06/30/2023,James King,301-443-1123,06/02/2022
NATIONAL INSTITUTE ON DRUG ABUSE,1R01DA057767-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Wang, Yangyang",CRCNS: Evidence-based modeling of neuromodulatory action on network properties,93.279,Drug Abuse and Addiction Research Programs,334132,Research Project,New Award,Grant,06/15/2022 to 04/30/2027,06/15/2022 to 04/30/2023,"Fleming, Pamela G.",301-480-1159,05/31/2022
75 / HRSA Program Headquarters Office,D4033367-04-00,"UNIVERSITY OF IOWA, THE","2 Gilmore Hall, Iowa City, IA, 52242-1320",,Dennis Kivlighan,Graduate Psychology Education Programs,93.191,D40 - Graduate Psychology Education Programs,440045,Training/Traineeship,Competing Continuation,Discretionary,09/01/2019 to 06/30/2025,09/01/2022 to 06/30/2023,James King,301-443-1123,05/27/2022
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP007103-01-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-242-6067,Jill Myers Geadelmann,Iowa Cancer Prevention and Control Program,93.898,"CDC-RFA-DP22-2202 Cancer Prevention and Control Programs for State, Territorial,",2434984,Social Services,New,Discretionary,06/30/2022 to 06/29/2027,06/30/2022 to 06/29/2023,Pamela Render,770-488-2712,05/27/2022
NATIONAL CANCER INSTITUTE,1R41CA268293-01,"PXALPHA, LLC","Iowa City, IA, 52246",3194713554,"FLYNN, RYAN Thomas",The re-activatable Yb-169 radiation source: a therapeutic medical device to reduce the risk of brachytherapy and increase adoption,93.395,Cancer Treatment Research,300000,Small Business Technology Transfer (STTR) Grants - Phase I,New Award,Grant,08/01/2022 to 07/31/2023,08/01/2022 to 07/31/2023,"Wolfrey, Crystal",(240) 276-6277,05/27/2022
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),5 NU58DP006815-03-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-281-8857,Jerilyn Oshel,Iowa Division of Tobacco Use Prevention and Control,93.387,DP20-2001 National and State Tobacco Control Program,1137971,Scientific/Health Research(Includes Surveys),Non-Competing Continuation,Discretionary,06/29/2020 to 04/28/2025,04/29/2022 to 04/28/2023,Stephanie Latham,770.488.2917,05/26/2022
75 / HRSA Program Headquarters Office,X0932739-04-01,"Public Health, Iowa Department of","312 E. 12th St.,, Des Moines, IA, 50319-75",515-229-8156,Sarah Reisetter,ADAP Shortfall Relief,93.917,X09 - Aids Drug Assistance Program (ADAP) Relief,3322789,Health Services,Administrative Supplement/Change,Discretionary,04/01/2019 to 03/31/2023,04/01/2022 to 03/31/2023,Brad Barney,,05/24/2022
NATIONAL INSTITUTE ON MINORITY HEALTH AND HEALTH DISPARITIES,1R21MD016139-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Groves, Patricia","Heeding patient voices: Patient, nurse, and event characteristics associated with nurse judgments about safety concerns conveyed by inpatients in minority and other health disparity populations",93.307,,213224,Exploratory/Developmental Grants,New Award,Grant,05/31/2022 to 02/29/2024,05/31/2022 to 02/28/2023,"Grant, Priscilla",301-594-8412,05/24/2022

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75 / HRSA Program Headquarters Office,H8000670-21-03,"Community Health Care, Inc.","500 W River Dr, Davenport, IA, 52801-1014",563-336-3112,Thomas Bowman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1215795,Health Services,Administrative Supplement/Change,Discretionary,02/01/2002 to 01/31/2023,02/01/2022 to 01/31/2023,Elvera Messina,,05/18/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS127781-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Summers, Daniel",Defining proteostasis networks in axon segments,93.853,Clinical Research Related to Neurological Disorders,373732,Research Project,New Award,Grant,07/01/2022 to 04/30/2027,07/01/2022 to 04/30/2023,"Wilburn, Shellie M.",240-669-2963,05/17/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R21NS125130-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"KITAMOTO, TOSHIHIRO","Effects of dietary alpha-linolenic acid on SUDEP, seizures, and neural structure and function in mouse models of epilepsy",93.853,Clinical Research Related to Neurological Disorders,424875,Exploratory/Developmental Grants,New Award,Grant,06/01/2022 to 05/31/2024,06/01/2022 to 05/31/2024,"Wilburn, Shellie M.",240-669-2963,05/16/2022
75 / HRSA Program Headquarters Office,H8000715-21-00,"PRIMARY HEALTH CARE, INC.","9943 Hickman Rd STE 105, Urbandale, IA, 50322-5304",515-248-1441,Kelly Huntsman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,6621046,Health Services,Competing Continuation,Discretionary,06/01/2002 to 05/31/2025,06/01/2022 to 05/31/2023,Lisa Ayoub,,05/10/2022
NATIONAL CENTER FOR ADVANCING TRANSLATIONAL SCIENCES,1R03TR004161-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Young, Samuel Matthew",Elucidating the roles of CACNA2D2 and CACNA2D3 in presynaptic regulation of mammalian synaptic function,93.31,,154500,Small Research Grants,New Award,Grant,06/01/2022 to 05/31/2023,06/01/2022 to 05/31/2023,"Eatmon, Artisha",301-435-0845,05/10/2022
NATIONAL INSTITUTE ON AGING,1R01AG077436-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ashida, Sato",Emergency preparedness and support of caregivers of persons with dementia: The Disaster PrepWise study,93.866,Aging Research,647252,Research Project,New Award,Grant,06/01/2022 to 05/31/2027,06/01/2022 to 05/31/2023,"Blakeney, Ryan",301-451-9802,05/10/2022
Administration for Children and Families / Office of Head Start,07CH010906-04-00,TRI-COUNTY CHILD AND FAMILY DEVELOPMENT COUNCIL INC,"205 Adams St Ste 2, Waterloo, IA, 50703-3011",(319) 235-0383,Robert Welch,Head Start and Early Head Start,93.6,CH - Head Start Projects,6940991,Social Services,Non-Competing Continuation,Discretionary,06/01/2019 to 05/31/2024,06/01/2022 to 05/31/2023,Jennifer Curtiss,816-426-2991,05/10/2022
75 / HRSA Program Headquarters Office,H3H00041-21-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",5153229708,Wanda Hilton,SMALL RURAL HOSPITAL IMPROVEMENT GRANT PROGRAM,93.301,H3H - Small Rural Hospital Improvement Program,1040880,Health Services,Non-Competing Continuation,Discretionary,09/01/2002 to 05/31/2023,06/01/2022 to 05/31/2023,Inge Cooper,,05/05/2022
Administration for Children and Families / Office of Head Start,07CH010845-04-01,Upper Des Moines Opportunity Inc.,"101 E Robins St, Graettinger, IA, 51342-7726",712-859-3885,Julie Edwards,Head Start and Early Head Start,93.6,CH - Head Start Projects,3041040,Social Services,Administrative Supplement/Change,Discretionary,03/01/2019 to 02/29/2024,03/01/2022 to 02/28/2023,Jennifer Curtiss,816-426-2991,05/05/2022
Administration for Children and Families / Office of Head Start,07CH011656-03-01,"Mid-Sioux Opportunity, Inc.","418 S Marion St, Remsen, IA, 51050-1102",712-786-2001,Kendra Rensink,Head Start and Early Head Start,93.6,CH - Head Start Projects,1552398,Social Services,Administrative Supplement/Change,Discretionary,07/01/2020 to 06/30/2025,03/01/2022 to 02/28/2023,Jennifer Curtiss,816-426-2991,05/05/2022

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Administration for Children and Families / Office of Head Start,07CH011879-02-01,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Head Start and Early Head Start,93.6,CH - Head Start Projects,4826255,Social Services,Administrative Supplement/Change,Discretionary,01/01/2021 to 12/31/2025,01/01/2022 to 12/31/2022,Jennifer Curtiss,816-426-2991,05/04/2022
Administration for Children and Families / Office of Head Start,07CH011695-03-01,Community Action Agency of Siouxland,"2700 Leech Ave, Sioux City, IA, 51106-1129",7122741610x230,Rachael Ostermyer,Head Start and Early Head Start,93.6,CH - Head Start Projects,2557788,Social Services,Administrative Supplement/Change,Discretionary,07/01/2020 to 06/30/2025,03/01/2022 to 02/28/2023,Jennifer Curtiss,816-426-2991,05/04/2022
Administration for Children and Families / Office of Head Start,07CH011393-03-01,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St Ste 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,Head Start and Early Head Start,93.6,CH - Head Start Projects,1588746,Social Services,Administrative Supplement/Change,Discretionary,02/01/2020 to 01/31/2025,02/01/2022 to 01/31/2023,Jennifer Curtiss,816-426-2991,05/04/2022
NATIONAL INSTITUTE OF ARTHRITIS AND MUSCULOSKELETAL AND SKIN DISEASES,1R21AR080352-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Seol, Dong Rim",Preventive and Therapeutic Effects of Bone Marrow Stem Cell-Derived Exosomes on Spine Dural Fibrosis,93.846,"Arthritis, Musculoskeletal and Skin Diseases Research",166721,Exploratory/Developmental Grants,New Award,Grant,05/10/2022 to 04/30/2024,05/10/2022 to 04/30/2023,"Edgerton, T. Erik",301-594-7760,05/04/2022
NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM,1R21AA029435-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Philibert, Robert A",Predicting Alcohol Withdrawal using DNA Methylation,93.273,Alcohol Research Programs,183469,Exploratory/Developmental Grants,New Award,Grant,05/10/2022 to 04/30/2024,05/10/2022 to 04/30/2023,"Fox, Judy",(301) 443-4704,05/04/2022
Administration for Children and Families / Office of Head Start,07CH011100-04-02,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",7127557537,Danni Segebart,Head Start and Early Head Start,93.6,CH - Head Start Projects,2608734,Social Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,02/01/2022 to 01/31/2023,Jennifer Curtiss,816-426-2991,05/03/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,2T32NS045549-16A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Usachev, Yuriy M",Interdisciplinary Training Program in Pain Research,93.853,Clinical Research Related to Neurological Disorders,268488,Institutional National Research Service Award,Competing Continuation,Grant,07/01/2004 to 01/31/2027,02/01/2022 to 01/31/2023,"Wilburn, Shellie M.",240-669-2963,05/03/2022
Administration for Children and Families / Office of Head Start,07CH011292-03-01,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",(641) 494-1891 x2230,Trena Cox,Head Start and Early Head Start,93.6,CH - Head Start Projects,1729659,Social Services,Administrative Supplement/Change,Discretionary,01/01/2020 to 12/31/2024,01/01/2022 to 12/31/2022,Jennifer Curtiss,816-426-2991,05/02/2022
75 / HRSA Program Headquarters Office,H2E45557-01-00,"Community Health Care, Inc.","500 W River Dr, Davenport, IA, 52801-1014",5633363112,Tom Bowman,Health Center Program Service Expansion - School Based Service Sites (SBSS),93.527,Health Center Program Service Expansion School Based Service Sites (SBSS),200000,Health Services,New,Discretionary,05/01/2022 to 04/30/2024,05/01/2022 to 04/30/2023,Lisa Ayoub,,04/29/2022
75 / HRSA Program Headquarters Office,H2E45556-01-00,All Care Health Center,"902 S 6th St, Council Bluffs, IA, 51501-6441",,,Bill Wypyski,Health Center Program Service Expansion - School Based Service Sites (SBSS),93.527,Health Center Program Service Expansion School Based Service Sites

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NATIONAL CANCER INSTITUTE,1R01CA251601-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"HABELHAH, HASEM",The roles of TRAF2 and RIP1 in breast cancer cell survival,93.395,Cancer Treatment Research,352172,Research Project,New Award,Grant,05/15/2022 to 04/30/2027,05/15/2022 to 04/30/2023,"Wolfrey, Crystal",(240) 276-6277,04/29/2022
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R43DK133053-01,"HEALTHTECH SOLUTIONS, INC.","516 FAIRVIEW DR, OSKALOOSA, IA, 52577-9504",641-295-5367,"Pahl, Eric",Development of Machine Learning Composite Measures for Graft Outcome Selection in Pediatric Liver Transplantation,93.847,"Diabetes, Endocrinology and Metabolic Research",249355,Small Business Innovation Research Grants (SBIR) - Phase I,New Award,Grant,05/15/2022 to 11/15/2022,05/15/2022 to 11/15/2022,"BOURQUE, SHARON",(301) 594-8846,04/28/2022
Administration for Children and Families / Office of Head Start,07CH010517-05-02,"Community Opportunities, Incorporated","PO BOX 427, Carroll, IA, 51401-427",712-792-9266,Tonya Weber,Head Start and Early Head Start,93.6,CH - Head Start Projects,2122615,Social Services,Administrative Supplement/Change,Discretionary,12/01/2017 to 11/30/2022,12/01/2021 to 11/30/2022,Jennifer Curtiss,816-426-2991,04/28/2022
Administration for Children and Families / Office of Head Start,07CH011877-02-01,SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION,"226 W Main St Ste 208, Ottumwa, IA, 52501-2503",(641) 682-8741 x167,Elizabeth Fairchild,Head Start,93.6,CH - Head Start Projects,1329082,Social Services,Administrative Supplement/Change,Discretionary,12/01/2020 to 11/30/2025,12/01/2021 to 11/30/2022,Jennifer Curtiss,816-426-2991,04/28/2022
Administration for Children and Families / Office of Head Start,07CH011276-03-01,"MID-IOWA COMMUNITY ACTION (MICA), INC.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,1815812,Social Services,Administrative Supplement/Change,Discretionary,12/01/2019 to 11/30/2024,12/01/2021 to 11/30/2022,Jennifer Curtiss,816-426-2991,04/28/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R03AI167042-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Blitvich, Bradley J",Phenotypic characterization of THo virus and the development of tools for its serologic diagnosis,93.855,"Allergy, Immunology, and Transplantation Research",76500,Small Research Grants,New Award,Grant,05/05/2022 to 04/30/2024,05/05/2022 to 04/30/2023,"Linde, Emily",240-669-2943,04/26/2022
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL163024-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Pezzulo, Alejandro Antonio",Epigenetic mechanisms of inflammatory memory propagation in human airway epithelia,93.838,Lung Diseases Research,577695,Research Project,New Award,Grant,05/05/2022 to 01/31/2027,05/05/2022 to 01/31/2023,"Agresti, Anthony",301-827-8014,04/26/2022
75 / HRSA Program Headquarters Office,H8424065-09-00,"ACCESS FOR SPECIAL KIDS RESOURCE CENTER, INC.","5665 Greendale Rd STE D, Johnston, IA, 50131-1592",515-243-1713,Karen Thompson,Family Professional Partnership/CSHCN,93.11,H84 - Family Professional Partnership/CSHCN,93175,Health Services,Competing Continuation,Discretionary,06/01/2012 to 05/31/2027,06/01/2022 to 05/31/2023,Stephannie Young,,04/26/2022
NATIONAL EYE INSTITUTE,1R01EY033331-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Tucker, Budd A",A Next Generation Outer Retinal Microphysiological System,93.867,Vision Research,386250,Research Project,New Award,Grant,05/01/2022 to 04/30/2026,05/01/2022 to 04/30/2023,"Robinson-Smith, Karen",(301) 451-2020,04/21/2022
NATIONAL EYE INSTITUTE,1R21EY033894-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Baker, Sheila A",In vivo metabolic labeling of photoreceptor proteins,93.867,Vision Research,231750,Exploratory/Developmental Grants,New Award,Grant,05/01/2022 to 04/30/2024,05/01/2022 to 04/30/2023,"Robinson-Smith, Karen",(301) 451-2020,04/18/2022
75 / HRSA Program Headquarters Office,B0445216-01-02,"Public Health, Iowa Department of","321 E 12th St FL LUCAS, Des Moines, IA, 50319-1002",515-281-6880,James Olson,Maternal and Child Health

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Administration for Children and Families / Office of Head Start,07CH011653-03-01,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-324-3236,Tricia Shannon,Head Start and Early Head Start,93.6,CH - Head Start Projects,2756039,Social Services,Administrative Supplement/Change,Discretionary,07/01/2020 to 06/30/2025,11/01/2021 to 10/31/2022,Jennifer Curtiss,816-426-2991,04/14/2022
Administration for Children and Families / Office of Head Start,07CH010516-05-01,"SOUTH CENTRAL IOWA COMMUNITY ACTION PROGRAM, INC.","1711 Osceola Ave Ste 103, Chariton, IA, 50049-1516",6417748133,Lori Ferris,Head Start and Early Head Start,93.6,CH - Head Start Projects,1084036,Social Services,Administrative Supplement/Change,Discretionary,11/01/2017 to 10/31/2022,11/01/2021 to 10/31/2022,Jennifer Curtiss,816-426-2991,04/14/2022
75 / HRSA Program Headquarters Office,U4G45639-01-00,"Public Health, Iowa Department of","321 E 12th St FL 6, Des Moines, IA, 50319-9034",5152814911,Marcus Johnson-Miller,American Rescue Plan Act Funding for Home Visiting - Innovation,93.87,American Rescue Plan Act Funding for Home Visiting.,4000000,Health Services,New,Discretionary,04/01/2022 to 09/30/2024,04/01/2022 to 09/30/2024,Tammy Ponton,"",04/13/2022
Center for Mental Health Services,1H79SM086055-01,IOWA STATE DEPT OF HUMAN SERVICES,"1305 E. WALNUT STREET, DES MOINES, IA, 50319-114",515 2815452,"Maas, Julie",Iowa 988 Capacity Building Project,93.243,,932900,Mental Health & Substace Abuse Service Grants,New Award,Grant,04/30/2022 to 04/29/2024,04/30/2022 to 04/29/2024,"Crocker, Odessa",(240) 276-1078,04/12/2022
NATIONAL INSTITUTE OF BIOMEDICAL IMAGING AND BIOENGINEERING,1R21EB033091-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Mansell, Thomas J",Location-specific In Vivo Sensing and Imaging of Butyrate in the GI Tract,93.286,,213037,Exploratory/Developmental Grants,New Award,Grant,05/01/2022 to 02/29/2024,05/01/2022 to 02/28/2023,"Ellis, Katie",301-451-4791,04/12/2022
75 / HRSA Program Headquarters Office,H7600141-28-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",,Darla Krom,OP EARLY INTERVENTION SVCS W/RESPECT TO HIV DISEASE,93.918,H76 - Ryan White Title III Outpatient EIS Program,110017,Health Services,Competing Continuation,Discretionary,03/01/1995 to 04/30/2025,05/01/2022 to 04/30/2023,Inge Cooper,,03/28/2022
75 / HRSA Program Headquarters Office,H7626213-10-00,Genesis Health System,"1227 E Rusholme St, Davenport, IA, 52803-2459",,Lori Turner,OP EARLY INTERVENTION SERVICES WITH RESPECT TO HIV DISEASE,93.918,H76 - Ryan White Title III Outpatient EIS Program,77355,Health Services,Competing Continuation,Discretionary,04/01/2013 to 04/30/2025,05/01/2022 to 04/30/2023,Inge Cooper,,03/28/2022
NATIONAL INSTITUTE OF MENTAL HEALTH,1R01MH126282-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Prahlad, Veena",Investigating how stress induced changes in maternal serotonin affect offspring development and stress resilience,93.242,Mental Health Research Grants,360105,Research Project,New Award,Grant,04/01/2022 to 02/28/2027,04/01/2022 to 02/28/2023,"Weiss, Heather",301-443-4415,03/25/2022
Office of Public Health and Science / Office of Family Planning,1 FPHPA006554-01-00,Family Planning Council Of Iowa,"108 3rd St STE 220, Des Moines, IA, 50309-4758",515-288-9028,Rachel Goss,Title X Family Planning Services,93.217,Family Planning Services,2217990,Health Services,New,Discretionary,04/01/2022 to 03/31/2027,04/01/2022 to 03/31/2023,Scott Moore,2404538822,03/25/2022
Office of Public Health and Science / Office of Family Planning,1 FPHPA006562-01-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-321-8159,Lindsey Jones,IDPH Title X Family Planning Services Grant,93.217,Family Planning Services,1555410,Health Services,New,Discretionary,04/01/2022 to 03/31/2027,04/01/2022 to 03/31/2023,Scott Moore,2404538822,03/25/2022
75 / HRSA Program Headquarters Office,H7600209-25-00,"UNIVERSITY OF IOWA, THE","105 Jessup Hall, Iowa City, IA, 52242-1316",319-335-2123,Wendy Beaver,OP EARLY INTERVENTION SERVICES

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WITH RESPECT TO HIV DISEASE,93.918,H76 - Ryan White Title III Outpatient EIS Program,146711,Health Services,Competing Continuation,Discretionary,07/01/1998 to 04/30/2025,05/01/2022 to 04/30/2023,Karen Mayo,3014436916,03/25/2022
75 / HRSA Program Headquarters Office,H7600188-25-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,OP EARLY INTERVENTION SVCS W/RESPECT TO HIV DISEASE,93.918,H76 - Ryan White Title III Outpatient EIS Program,61446,Health Services,Competing Continuation,Discretionary,03/01/1997 to 04/30/2025,05/01/2022 to 04/30/2023,Karen Mayo,3014436916,03/25/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS127114-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ortega, Santiago",Geospatial modeling for stroke care,93.853,Clinical Research Related to Neurological Disorders,414186,Research Project,New Award,Grant,04/01/2022 to 03/31/2027,04/01/2022 to 03/31/2023,"Wilburn, Shellie M.",240-669-2963,03/22/2022
75 / HRSA Program Headquarters Office,H8008226-16-00,Eastern Iowa Health Center,"1201 3rd Ave Se, Cedar Rapids, IA, 52403-4009",,James Lock,Health Center Cluster,93.527,H80 - Health Center Cluster,1307824,Health Services,Competing Continuation,Discretionary,07/01/2007 to 04/30/2025,05/01/2022 to 04/30/2023,Lisa Ayoub,,03/18/2022
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL163556-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ostedgaard, Lynda",Testing the Contributions of Airway Submucosal Glands and Surface Epithelia to Lung Health,93.838,Lung Diseases Research,609707,Research Project,New Award,Grant,04/01/2022 to 03/31/2026,04/01/2022 to 03/31/2023,"Agresti, Anthony",301-827-8014,03/17/2022
75 / HRSA Program Headquarters Office,H8024171-11-00,"Greater Sioux Community Health Center, Inc.","33 4TH ST NW, SIOUX CENTER, IA, 51250-1870",,Amy Kleinhesselink,Health Center Cluster,93.527,H80 - Health Center Cluster,1287318,Health Services,Non-Competing Continuation,Discretionary,06/01/2012 to 04/30/2024,05/01/2022 to 04/30/2023,Lisa Ayoub,,03/16/2022
75 / HRSA Program Headquarters Office,H8004200-18-00,Infinity Health,"302 NE 14TH ST, LEON, IA, 50144-1206",6414462383x250,Samantha Cannon,Health Center Cluster,93.527,H80 - Health Center Cluster,1617260,Health Services,Non-Competing Continuation,Discretionary,12/01/2004 to 04/30/2024,05/01/2022 to 04/30/2023,Lisa Ayoub,,03/16/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R61AI169659-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Wu, Li",Targeting HIV-1 RNA modifications in latently infected CD4+ T cells for therapeutic development,93.855,"Allergy, Immunology, and Transplantation Research",751338,Phase 1 Exploratory/Developmental Grant,New Award,Grant,04/01/2022 to 03/31/2025,04/01/2022 to 03/31/2023,"Linde, Emily",240-669-2943,03/15/2022
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R01GM145719-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Chowdhury, Sandipan",Mechanisms of voltage regulation of membrane transport,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",343295,Research Project,New Award,Grant,04/01/2022 to 02/28/2027,04/01/2022 to 02/28/2023,"Moeller, Lisa",301-594-3914,03/11/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI163790-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Brewer, Matthew",Overcoming multidrug-resistance in hookworms,93.855,"Allergy, Immunology, and Transplantation Research",191250,Exploratory/Developmental Grants,New Award,Grant,03/16/2022 to 02/28/2024,03/16/2022 to 02/28/2023,"Linde, Emily",240-669-2943,03/07/2022
75 / HRSA Program Headquarters Office,X0700005-32-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",,Randy Mayer,RYAN WHITE CARE ACT TITLE II,93.917,X07 - Ryan White Title II Formula Grants Program,1181320,Health Services,Competing Continuation,Discretionary,04/01/1998 to 03/31/2027,04/01/2022 to 03/31/2023,Brad Barney,,03/07/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R43AI170537-01,"SUPERIOR STATISTICAL RESEARCH, LLC","SIOUX CENTER, IA, 51250-2904",712-635-4811,"Tintle, Nathan L",Wastewater data integration and modelling to accurately predict community and organizational outbreaks due to viral pathogens,93.855,"Allergy, Immunology, and Transplantation Research",259613,Small Business Innovation Research Grants (SBIR) - Phase I,New Award,Grant,03/11/2022 to 04/30/2023,03/11/2022 to 04/30/2023,"Linde, Emily",240-669-

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"Centers for Disease Control and Prevention / CDC-NCHHSTP National Center for HIV, Viral Hepatitis, STDS & TB Prevention (PS)",6 NH25PS005158-04-02,"Public Health, Iowa Department of","321 E 12TH ST, DES MOINES, IA, 50319-1002",515-242-5150,Randall Mayer,Strengthening STD Prevention and Control for Health Departments (STD PCHD),93.977,PS19-1901.NH25 Strengthening STD Prevention and Control for Health Departments,1557589,Health Services,Administrative Supplement/Change,Discretionary,01/01/2019 to 12/31/2023,01/01/2022 to 12/31/2022,Portia Brewer,770-488-3185,02/22/2022
75 / HRSA Program Headquarters Office,X0932739-04-00,"Public Health, Iowa Department of","321 E 12th St, Des Moines, IA, 50319-1002",515-229-8156,Sarah Reisetter,ADAP Shortfall Relief,93.917,X09 - Aids Drug Assistance Program (ADAP) Relief,1791554,Health Services,Competing Continuation,Discretionary,04/01/2019 to 03/31/2023,04/01/2022 to 03/31/2023,Brad Barney,,02/17/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS119322-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Dodd, Rebecca D",Ink4a/ARF/Ink4b locus in Neurofibromatosis Type 1,93.853,Clinical Research Related to Neurological Disorders,568589,Research Project,New Award,Grant,03/01/2022 to 02/28/2027,03/01/2022 to 02/28/2023,"Wilburn, Shellie M.",240-669-2963,02/15/2022
NATIONAL INSTITUTE OF DENTAL & CRANIOFACIAL RESEARCH,1R21DE031042-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Salem, Aliasger K",CST6-mRNA activated matrices for efficient bone regeneration,93.121,Oral Diseases and Disorders Research,193125,Exploratory/Developmental Grants,New Award,Grant,03/01/2022 to 02/29/2024,03/01/2022 to 02/28/2023,"Rutberg, Diana",(301) 594-4798,02/14/2022
Administration for Children and Families / Office of Head Start,07CH010845-04-00,Upper Des Moines Opportunity Inc.,"101 E Robins St, Graettinger, IA, 51342-7726",712-859-3885,Julie Edwards,Head Start and Early Head Start,93.6,CH - Head Start Projects,3041040,Social Services,Non-Competing Continuation,Discretionary,03/01/2019 to 02/29/2024,03/01/2022 to 02/28/2023,Jennifer Curtiss,816-426-2991,02/10/2022
Administration for Children and Families / Office of Head Start,07CH011656-03-00,"Mid-Sioux Opportunity, Inc.","418 S Marion St, Remsen, IA, 51050-1102",712-786-2001,Kendra Rensink,Head Start and Early Head Start,93.6,CH - Head Start Projects,1552397,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2022 to 02/28/2023,Jennifer Curtiss,816-426-2991,02/08/2022
Administration for Children and Families / Office of Head Start,07CH011695-03-00,Community Action Agency of Siouxland,"2700 Leech Ave, Sioux City, IA, 51106-1129",7122741610x230,Rachael Ostermyer,Head Start and Early Head Start,93.6,CH - Head Start Projects,2557788,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2022 to 02/28/2023,Jennifer Curtiss,816-426-2991,02/08/2022
NATIONAL CANCER INSTITUTE,1R01CA263550-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Henry, Michael D",Influence of hemodynamic shear stress on circulating tumor cells,93.396,Cancer Biology Research,373671,Research Project,New Award,Grant,02/15/2022 to 01/31/2027,02/15/2022 to 01/31/2023,"Wolfrey, Crystal",(240) 276-6277,02/07/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI162778-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Dayal, Sanjana",Cellular effects of SARS-CoV-2 in mediating thrombotic susceptibility,93.855,"Allergy, Immunology, and Transplantation Research",673720,Research Project,New Award,Grant,02/09/2022 to 01/31/2027,02/09/2022 to 01/31/2023,"Linde, Emily",240-669-2943,02/01/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS126191-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-

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2123,"Summers, Daniel",Identifying mechanisms that regulate local axon vulnerability to pathological degeneration,93.853,Clinical Research Related to Neurological Disorders,373732,Research Project,New Award,Grant,04/01/2022 to 03/31/2027,04/01/2022 to 03/31/2023,"Wilburn, Shellie M.",240-669-2963,01/31/2022
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R21NS127364-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"KITAMOTO, TOSHIHIRO",Roles of hemocytes and bioactive lipids in the modulation of neuronal excitability and seizure behavior in Drosophila voltage-gated sodium channel mutants,93.853,Clinical Research Related to Neurological Disorders,231750,Exploratory/Developmental Grants,New Award,Grant,02/15/2022 to 01/31/2024,02/15/2022 to 01/31/2023,"Wilburn, Shellie M.",240-669-2963,01/25/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI164402-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"ANDREOTTI, AMY H",Molecularly imprinted nanoparticles as new tools to elucidate T cell signaling events,93.855,"Allergy, Immunology, and Transplantation Research",229500,Exploratory/Developmental Grants,New Award,Grant,02/01/2022 to 01/31/2024,02/01/2022 to 01/31/2023,"Linde, Emily",240-669-2943,01/24/2022
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK126837-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Yorek, Mark A.",Effects of Fish Oil Salsalate on the Omega-3 Index and the Circulating Lipodome of Omega-3 Polyunsaturated Fatty Acid Metabolites in Patients with Type 2 Diabetes and Diabetic Neuropathy,93.847,"Diabetes, Endocrinology and Metabolic Research",659283,Research Project,New Award,Grant,02/07/2022 to 01/31/2026,02/07/2022 to 01/31/2023,"ROSENBERG, MARY K.",301-594-8891,01/20/2022
75 / HRSA Program Headquarters Office,H8000272-21-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W AGENCY RD, WEST BURLINGTON, IA, 52655-1667",,Antonio Flores,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2075182,Health Services,Non-Competing Continuation,Discretionary,09/01/2002 to 02/29/2024,03/01/2022 to 02/28/2023,Lisa Ayoub,,01/19/2022
75 / HRSA Program Headquarters Office,H8008765-15-00,Crescent Community Health Center,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,Gary Collins,Health Center Cluster,93.527,H80 - Health Center Cluster,1358456,Health Services,Non-Competing Continuation,Discretionary,09/01/2007 to 02/28/2023,03/01/2022 to 02/28/2023,Lisa Ayoub,,01/19/2022
75 / HRSA Program Headquarters Office,H8000796-21-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S MARKET ST, OTTUMWA, IA, 52501-2946",641-683-5773,Rick Johnson,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2863579,Health Services,Non-Competing Continuation,Discretionary,03/01/2002 to 02/28/2023,03/01/2022 to 02/28/2023,Lisa Ayoub,,01/19/2022
75 / HRSA Program Headquarters Office,H8000570-21-00,All Care Health Center,"902 S 6th St, COUNCIL BLUFFS, IA, 51501-6441",7122566571,William Wypyski,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1959154,Health Services,Competing Continuation,Discretionary,07/01/2002 to 02/28/2025,03/01/2022 to 02/28/2023,Lisa Ayoub,,01/18/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI150718-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ROLLER, RICHARD J",HSV/VZV chimeric viruses for identifying critical virus herpesvirus assembly interactions,93.855,"Allergy, Immunology, and Transplantation Research",509699,Research Project,New Award,Grant,02/01/2022 to 01/31/2027,02/01/2022 to 01/31/2023,"Linde, Emily",240-669-2943,01/18/2022
Administration for Children and Families / Office of Head Start,07CH011100-04-00,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",7127557537,Danni Segebart,Head Start and Early Head Start,93.6,CH - Head Start Projects,2608735,Social Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,02/01/2022 to 01/31/2023,Jennifer Curtiss,816-426-2991,01/12/2022
Administration for Children and Families / Office of Head Start,07CH011393-03-00,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St Ste 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,Head Start and Early Head Start,93.6,CH - Head Start Projects,1588744,Social Services,Non-Competing Continuation,Discretionary,02/01/2020 to 01/31/2025,02/01/2022 to 01/31/2023,Jennifer Curtiss,816-426-2991,01/12/2022

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NATIONAL INSTITUTE ON DEAFNESS AND OTHER COMMUNICATION DISORDERS,2R01DC012049-11,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Smith, Richard J.H.",Optimizing Genetic Testing for Deafness for Clinical Diagnostics,93.173,Biological Research Related to Deafness and Communicative Disorders,615513,Research Project,Competing Continuation,Grant,09/21/2011 to 01/31/2027,02/01/2022 to 01/31/2023,"Myers, Christopher",(301) 435-0713,01/10/2022
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R25HL161716-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ZAMBA, GIDEON D",(Iowa ISIB) Summer Institute for Research Education in Biostatistics and Data Science,93.837,Heart and Vascular Diseases Research,256128,Education Projects,New Award,Grant,03/01/2022 to 02/28/2027,03/01/2022 to 02/28/2023,"McKeither, Tawana",240-276-6300,01/06/2022
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI167847-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Harty, John T",Immunity to Liver-stage malaria,93.855,"Allergy, Immunology, and Transplantation Research",560303,Research Project,New Award,Grant,01/12/2022 to 12/31/2026,01/12/2022 to 12/31/2022,"Linde, Emily",240-669-2943,01/04/2022
NATIONAL INSTITUTE OF DENTAL & CRANIOFACIAL RESEARCH,1R03DE030527-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ganesan, Sukirth Murthy","Metabolic Syndrome, Periodontal Health, and the Oral Microbiome",93.121,Oral Diseases and Disorders Research,154500,Small Research Grants,New Award,Grant,01/15/2022 to 01/14/2024,01/15/2022 to 01/14/2023,"Rutberg, Diana",(301) 594-4798,01/04/2022
Centers For Medicare & Medicaid Services / Centers For Medicare & Medicaid Services,1LICMS300154-01-20,"HUMAN SERVICES, IOWA DEPARTMENT OF","100 Army Post Rd, Des Moines, IA, 50315-6241",5152564661,Brian Wines,Money Follows the Person Demo: Partnership for Community Integration,93.791,Money Follows the Person(RCMFTP),2654737,Demonstration,Administrative Supplement/Change,Discretionary,01/01/2007 to 09/30/2025,01/01/2007 to 09/30/2025,Monica Anderson,410-786-2988,01/03/2022
75 / HRSA Program Headquarters Office,T9C42265-02-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Teaching Health Center Graduate Medical Education Program,93.53,Teaching Health Center Graduate Medical Education Program,2127750,Training/Traineeship,Competing Continuation,Discretionary,07/01/2020 to 06/30/2022,07/01/2021 to 06/30/2022,James King,301-443-1123,12/27/2021
75 / HRSA Program Headquarters Office,H8000815-21-00,"Peoples Community Health Clinic, Inc.","905 Franklin St, Waterloo, IA, 50703-4407",,Christine Kemp,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2511240,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2023,02/01/2022 to 01/31/2023,Lisa Ayoub,,12/27/2021
75 / HRSA Program Headquarters Office,H8000670-21-00,"Community Health Care, Inc.","500 West River Dr, Davenport, IA, 52801-1014",563-336-3012,Thomas Bowman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,3647384,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2023,02/01/2022 to 01/31/2023,Lisa Ayoub,,12/27/2021
75 / HRSA Program Headquarters Office,B0445216-01-01,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002",515-281-6880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1383076,Health Services,Administrative Supplement/Change,Discretionary,10/01/2021 to 09/30/2023,10/01/2021 to 09/30/2023,Stephannie Young,,12/20/2021
75 / HRSA Program Headquarters Office,H8000335-21-00,Proteus Inc.,"1221 CENTER ST STE 16, DES MOINES, IA, 50309-1014",,Lacey Naaktgeboren Trygstad,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1010137,Health Services,Competing Continuation,Discretionary,02/01/2002 to 01/31/2025,02/01/2022 to 01/31/2023,Lisa Ayoub,,12/15/2021

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NATIONAL EYE INSTITUTE,2R01EY010843-28A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Artemyev, Nikolai O",Regulation of Retinal cGMP-Phosphodiesterases,93.867,Vision Research,347625,Research Project,Competing Continuation,Grant,01/01/1995 to 11/30/2026,01/01/2022 to 11/30/2022,"Robinson-Smith, Karen",(301) 451-2020,12/13/2021
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R15GM144930-01,DORDT COLLEGE,"700 7th ST NE, SIOUX CENTER, IA, 51250-1606",712 722-6308,"Zhu, Hailiang Joshua",Chemoenzymatic synthesis of glycosylated and sulfated CCR5 N-terminal peptide library,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",350916,Academic Research Enhancement Awards (AREA),New Award,Grant,01/01/2022 to 12/31/2024,01/01/2022 to 12/31/2024,"Moeller, Lisa",301-594-3914,12/09/2021
NATIONAL EYE INSTITUTE,1R01EY033308-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Mullins, Robert Foster",Molecular Studies of the Choriocapillaris in AMD,93.867,Vision Research,386250,Research Project,New Award,Grant,01/01/2022 to 11/30/2026,01/01/2022 to 11/30/2022,"Robinson-Smith, Karen",(301) 451-2020,12/09/2021
75 / HRSA Program Headquarters Office,X1145281-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-954-0647,Janet Horras,American Rescue Plan Act Funding for Home Visiting,93.87,American Rescue Plan Act Funding for Home Visiting,1229015,Health Services,New,Discretionary,12/01/2021 to 09/30/2024,12/01/2021 to 09/30/2024,Shonda Gosnell,--,12/08/2021
NATIONAL CANCER INSTITUTE,1R21CA267372-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Allenspach, Karin",Using Canine Organoids to Advance Therapeutic Drug Development in Bladder Cancer,93.395,Cancer Treatment Research,229348,Exploratory/Developmental Grants,New Award,Grant,12/15/2021 to 11/30/2023,12/15/2021 to 11/30/2022,"Wolfrey, Crystal",(240) 276-6277,12/02/2021
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS125884-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Usachev, Yuriy M",The mitochondrial Ca2+ uniporter in the regulation of neural activity and susceptibility to seizures,93.853,Clinical Research Related to Neurological Disorders,449156,Research Project,New Award,Grant,12/15/2021 to 11/30/2026,12/15/2021 to 11/30/2022,"Wilburn, Shellie M.",240-669-2963,11/29/2021
Administration for Children and Families / Office of Head Start,07CH011292-03-00,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",(641) 494-1891 x2230,Trena Cox,Head Start and Early Head Start,93.6,CH - Head Start Projects,1729657,Social Services,Non-Competing Continuation,Discretionary,01/01/2020 to 12/31/2024,01/01/2022 to 12/31/2022,Jennifer Curtiss,816-426-2991,11/24/2021
75 / HRSA Program Headquarters Office,H8006667-17-00,"COMMUNITY HEALTH CENTER OF FORT DODGE, INC","126 N 10TH, FORT DODGE, IA, 50501-3915",515-576-6500,Renae Kruckenberg,Health Center Cluster,93.527,H80 - Health Center Cluster,1462268,Health Services,Non-Competing Continuation,Discretionary,01/01/2006 to 12/31/2022,01/01/2022 to 12/31/2022,Lisa Ayoub,,11/24/2021
Administration for Children and Families / Office of Head Start,07CH011879-02-00,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Head Start and Early Head Start,93.6,CH - Head Start Projects,4826256,Social Services,Non-Competing Continuation,Discretionary,01/01/2021 to 12/31/2025,01/01/2022 to 12/31/2022,Jennifer Curtiss,816-426-2991,11/24/2021
75 / HRSA Program Headquarters Office,H8006669-17-00,United Community Health Center Inc,"715 W Milwaukee Ave, STORM LAKE, IA, 50588-1564",7122130109x1117,Richard Gehrig,Health Center Cluster,93.527,H80 - Health Center Cluster,1128261,Health Services,Non-Competing Continuation,Discretionary,01/01/2006 to 12/31/2023,01/01/2022 to 12/31/2022,Lisa Ayoub,,11/24/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL157956-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Grumbach, Isabella Maria",Leveraging the mitochondrial regulator MIRO1 to prevent neointimal hyperplasia,93.837,Heart and

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NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R21NS121141-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Rudroff, Thorsten",Chronic effects of different THC:CBD ratios on executive function and emotional processing in people with multiple sclerosis,93.853,Clinical Research Related to Neurological Disorders,231750,Exploratory/Developmental Grants,New Award,Grant,12/01/2021 to 11/30/2023,12/01/2021 to 11/30/2022,"Wilburn, Shellie M.",240-669-2963,11/18/2021
Administration for Children and Families / Office of Head Start,07CH011276-03-00,"MID-IOWA COMMUNITY ACTION (MICA), INC.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,1815815,Social Services,Non-Competing Continuation,Discretionary,12/01/2019 to 11/30/2024,12/01/2021 to 11/30/2022,Jennifer Curtiss,816-426-2991,11/17/2021
NATIONAL CANCER INSTITUTE,1R01CA244271-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Bates, Melissa Lowe",Sleep Disordered Breathing as a Targetable Risk Factor in Multiple Myeloma,93.393,Cancer Cause and Prevention Research,584230,Research Project,New Award,Grant,12/01/2021 to 11/30/2026,12/01/2021 to 11/30/2022,"Wolfrey, Crystal",(240) 276-6277,11/16/2021
Administration for Children and Families / Office of Head Start,07CH012128-01-00,Matura Action Corp,"209 N Elm St, Creston, IA, 50801-2305",641-782-6201,Julie Lang,Head Start,93.6,CH - Head Start Projects,549681,Social Services,New,Discretionary,12/01/2021 to 11/30/2026,12/01/2021 to 11/30/2022,Jennifer Curtiss,816-426-2991,11/09/2021
Administration for Children and Families / Office of Head Start,07CH011877-02-00,SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION,"226 W Main St Ste 208, Ottumwa, IA, 52501-2503",(641) 682-8741 x167,Elizabeth Fairchild,Head Start,93.6,CH - Head Start Projects,1329081,Social Services,Non-Competing Continuation,Discretionary,12/01/2020 to 11/30/2025,12/01/2021 to 11/30/2022,Jennifer Curtiss,816-426-2991,11/05/2021
Administration for Children and Families / Office of Head Start,07CH010517-05-00,"Community Opportunities, Incorporated","PO BOX 427, Carroll, IA, 51401-427",712-792-9266,Tonya Weber,Head Start and Early Head Start,93.6,CH - Head Start Projects,1533434,Social Services,Non-Competing Continuation,Discretionary,12/01/2017 to 11/30/2022,12/01/2021 to 11/30/2022,Jennifer Curtiss,816-426-2991,11/03/2021
"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",6 NU50CK000504-03-03,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-281-4933,Ann Garvey,CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC),93.323,CDC-RFA-CK19-1904.NU50 2019 Epidemiology and Laboratory Capacity (ELC) for Preve,18450104,Health Services,Administrative Supplement/Change,Discretionary,08/01/2019 to 07/31/2024,08/01/2021 to 07/31/2022,Brownie Anderson-Rana,770-488-2771,10/26/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI159071-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"WEISS, DAVID S",CRISPR interference-enabled phenotyping of essential genes in C. difficile to aid in discovery of antibiotic targets,93.855,"Allergy, Immunology, and Transplantation Research",208575,Exploratory/Developmental Grants,New Award,Grant,11/02/2021 to 10/31/2023,11/02/2021 to 10/31/2022,"Linde, Emily",240-669-2943,10/25/2021
Administration for Children and Families / Office of Head Start,07CH010516-05-00,"SOUTH CENTRAL IOWA COMMUNITY ACTION PROGRAM, INC.","1711 Osceola Ave Ste 103, Chariton, IA, 50049-1516",6417748133,Lori Ferris,Head Start and Early Head Start,93.6,CH - Head Start Projects,1084037,Social Services,Non-Competing Continuation,Discretionary,11/01/2017 to 10/31/2022,11/01/2021 to 10/31/2022,Jennifer Curtiss,816-426-2991,10/22/2021
Administration for Children and Families / Office of Head Start,07CH011653-03-00,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-324-3236,Tricia Shannon,Head Start and Early Head Start,93.6,CH - Head Start Projects,2756036,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,11/01/2021 to 10/31/2022,Jennifer Curtiss,816-426-2991,10/22/2021
75 / HRSA Program Headquarters Office,B0445216-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT

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OF","321 E 12th St, Des Moines, IA, 50319-1002",515-281-6880,James Olson,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1151316,Health Services,New,Discretionary,10/01/2021 to 09/30/2023,10/01/2021 to 09/30/2023,Stephannie Young,,10/19/2021
Administration for Children and Families / Office of Refugee Resettlement - Discretionary,90RG0213-01-00,Catherine McAuley Center Inc,"1220 5th Ave SE, Cedar Rapids, IA, 52403-4049",319-975-8500,Rosa Kombwa,Refugee Child Care Business Development Program,93.576,RG - Microenterprise Program,186463,Health Services,New,Discretionary,09/30/2021 to 09/30/2024,09/30/2021 to 09/29/2022,Timothy Chappelle,N/A,09/30/2021
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90CY7324-01-00,"FOUNDATION 2, INC.","1714 Johnson Ave NW, Cedar Rapids, IA, 52405-4865",319-362-1170,Emily Blomme,Emergency Shelter for Runaway Youth,93.623,CY - Basic Centers,200000,Health Services,New,Discretionary,09/30/2021 to 09/29/2024,09/30/2021 to 09/29/2022,Katrina Morgan,N/A,09/30/2021
Administration for Children and Families / Office of Refugee Resettlement - Discretionary,90ZM0031-01-00,"Lutheran Services in Iowa, Inc.","3125 Cottage Grove Ave, Des Moines, IA, 50311-3809",515-271-7443,Nicholas Wuertz,Lutheran Services in Iowas Refugee Career Pathways Program,93.576,ZM - Refugee Career Pathways Program,250000,Health Services,New,Discretionary,09/30/2021 to 09/29/2024,09/30/2021 to 09/29/2022,Timothy Chappelle,N/A,09/30/2021
75 / HRSA Program Headquarters Office,X0932739-03-01,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",5152818021,Jeff Kerber,ADAP Shortfall Relief,93.917,X09 - Aids Drug Assistance Program (ADAP) Relief,1699452,Health Services,Administrative Supplement/Change,Discretionary,04/01/2019 to 03/31/2022,04/01/2021 to 03/31/2022,Brad Barney,,09/28/2021
75 / HRSA Program Headquarters Office,C8E43666-01-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W AGENCY RD, WEST BURLINGTON, IA, 52655-1667",3197532300x101,Ronald Kemp,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,694051,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44070-01-00,"Peoples Community Health Clinic, Inc.","905 Franklin St, Waterloo, IA, 50703-4407",,Christine Kemp,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,707746,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Angela Stokes,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44473-01-00,"COMMUNITY HEALTH CENTER OF FORT DODGE, INC","126 N 10TH, FORT DODGE, IA, 50501-3915",515-576-6500,Renae Kruckenberg,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,626357,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Angela Stokes,,09/27/2021
75 / HRSA Program Headquarters Office,C8E43966-01-00,Proteus Inc.,"1221 CENTER ST STE 16, DES MOINES, IA, 50309-1014",,Daniel Hoffman-Zinnel,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,514575,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Angela Stokes,,09/27/2021
75 / HRSA Program Headquarters Office,C8E43965-01-00,Crescent Community Health Center,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,Gary Collins,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,571115,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Angela Stokes,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44873-01-00,Eastern Iowa Health Center,"1201 3rd Ave Se, Cedar Rapids, IA, 52403-4009",,James Lock,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,648687,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44759-01-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,927537,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E43730-01-00,"COMMUNITY HEALTH CENTERS OF

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SOUTHERN IOWA, INC.","302 NE 14TH ST, LEON, IA, 50144-1206",6414462383x250,Samantha Cannon,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,608878,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44872-01-00,All Care Health Center,"902 S 6th St, COUNCIL BLUFFS, IA, 51501-6441",7122566571,William Wypyski,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,567419,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,X1043581-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-954-0647,Janet Horras,"Maternal, Infant and Early Childhood Homevisiting Grant Program",93.87,"Maternal, Infant and Early Childhood Homevisiting Grant Program",5792253,Social Services,New,Discretionary,09/30/2021 to 09/29/2023,09/30/2021 to 09/29/2023,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44474-01-00,"Greater Sioux Community Health Center, Inc.","33 4TH ST NW, SIOUX CENTER, IA, 51250-1870",,Amy Kleinhesselink,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,550006,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E43769-01-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S MARKET ST, OTTUMWA, IA, 52501-2946",,Lori Miller,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,716392,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E43667-01-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,846511,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44379-01-00,United Community Health Center Inc,"715 W Milwaukee Ave, STORM LAKE, IA, 50588-1564",7122130109x1117,Richard Gehrig,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,554395,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
75 / HRSA Program Headquarters Office,C8E44758-01-00,"Community Health Care, Inc.","500 West River Dr, Davenport, IA, 52801-1014",563-336-3012,Thomas Bowman,Health Center Infrastructure Support,93.526,Health Center Infrastructure Support,952782,Construction,New,Discretionary,09/15/2021 to 09/14/2024,09/15/2021 to 09/14/2024,Stephannie Young,,09/27/2021
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90CX7341-01-00,United Action For Youth Inc,"1700 S 1st Ave Ste 14, Iowa City, IA, 52240-6036",319-338-7518,Hailey Franzen,United Action for Youth Southeast Iowa Transitional Living Program,93.55,CX - Transitional Living Program,250000,Health Services,New,Discretionary,09/30/2021 to 09/29/2024,09/30/2021 to 09/29/2022,Katrina Morgan,N/A,09/27/2021
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90CX7355-01-00,"Youth and Shelter Services, Inc.","420 Kellogg Ave, Ames, IA, 50010-6226",515-265-1222,Toby O'Berry,Mid-Iowa Homeless Youth Transitional Living Network,93.55,CX - Transitional Living Program,250000,Health Services,New,Discretionary,09/30/2021 to 09/29/2024,09/30/2021 to 09/29/2022,Katrina Morgan,N/A,09/27/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI166857-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Smith, Ryan Chad",Development of genetic tools for the study of mosquito hemocytes,93.855,"Allergy, Immunology, and Transplantation Research",229500,Exploratory/Developmental Grants,New Award,Grant,09/24/2021 to 08/31/2023,09/24/2021 to 08/31/2022,"Linde, Emily",240-669-2943,09/27/2021
Administration for Children and Families / Office of Planning Research And Evaluation,90PE0062-01-00,"Lutheran Services in Iowa, Inc.","3125 Cottage Grove Ave, Des Moines, IA, 50311-3809",515-271-7443,Nicholas Wuertz,LSI Refugee & Immigrant Services Client-Centered Services Transition,93.595,PE - State Welfare Reform Evaluation (SWRE),190078,Social Science Research (Includes

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Administration for Children and Families / Office of Planning Research And Evaluation,90PD0313-01-00,"UNIVERSITY OF IOWA, THE","2 Gilmore Hall, Iowa City, IA, 52242-1320",3193352490,Mary Noonan,The Long-Term Wellbeing of Families and Children Under a Conditional and Punitive Social Safety Net,93.647,"PD - Policy, Research, and Evaluation",24954,Social Science Research (Includes Surveys),New,Discretionary,09/30/2021 to 09/29/2022,09/30/2021 to 09/29/2022,Bridget Shea Westfall,202.401.5542,09/24/2021
Center for Mental Health Services,1H79SM085642-01,EYERLY-BALL COMMUNITY MENTAL HEALTH SERVICES,"DES MOINES, IA, 50309-1117",5152410982,"Van Horn, Monica",Providing Mobile Outreach Support to Rural Communities for Increased Mental Health and Substance Use Needs Caused by the COVID-19 Pandemic,93.958,,1786937,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2023,09/30/2021 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/23/2021
Center for Mental Health Services,1H79SM085542-01,NORTHWEST IOWA MENTAL HEALTH CENTER,"201 E 11TH ST, SPENCER, IA, 51301-4436",712-262-2922,"Eggink-Postma, Christina",Seasons Center CMHC Grant,93.958,,3000000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2023,09/30/2021 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/23/2021
Center for Mental Health Services,1H79SM085473-01,VERA FRENCH COMMUNITY MENTAL HEALTH CENTER,"DAVENPORT, IA, 52804-1707",5638886359,"DeRooi, Kate","Expanded Services, Supports and Telehealth Infrastructure To Meet The Needs of High-Acuity Populations Resulting From The COVID-19 Pandemic in Eastern Iowa.",93.958,,4659304,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2023,09/30/2021 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/23/2021
Center for Mental Health Services,1H79SM085395-01,PRAIRIE RIDGE INTEGRATED BEHAVIORAL HEALTHCARE,"MASON CITY, IA, 50401-1521",6412437245,"Young, Lorrie Marie",Department of Health and Human Services Substance Abuse and Mental Health Services Administration Community Mental Health Centers Grant Program,93.958,,4967241,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2023,09/30/2021 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/23/2021
Center for Mental Health Services,1H79SM085678-01,"BLACK HAWK-GRUNDY MENTAL HEALTH CENTER, INC.","WATERLOO, IA, 50702-5310","319-234-2893, ext. 225","Fruchtenicht, Alyssa",Black Hawk-Grundy CMHC,93.958,,1719149,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2023,09/30/2021 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/23/2021
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,1 R21OH011911-01-00,"UNIVERSITY OF IOWA, THE","105 Jessup Hall, 112 N Capitol St, Iowa City, IA, 52242-1316",1-319-467-4563,Nathan Fethke,Using computer vision and deep learning to measure worker kinematics,93.262,R21OH -Exploratory/Developmental Grants,201161,Scientific/Health Research(Includes Surveys),New,Discretionary,09/30/2021 to 09/29/2023,09/30/2021 to 09/29/2022,Mary Pat Shanahan,412.386.4453,09/22/2021
NATIONAL INSTITUTE ON AGING,1R41AG074777-01,"PROBIOME THERAPEUTICS, INC.","Suite 1250, AMES, IA, 50010",5157352185,"Anantharam, Vellareddy",Evaluation of In Vivo Efficacy of a Novel Microbial Therapy to Treat Cognitive Deficits in Alzheimers disease,93.866,Aging Research,254063,Small Business Technology Transfer (STTR) Grants - Phase I,New Award,Grant,09/30/2021 to 08/31/2022,09/30/2021 to 08/31/2022,"Laney, Robin",301-496-1472,09/20/2021
Administration for Children and Families / ACYF - Children's Bureau,90CA1875-01-00,Child Abuse Prevention Services,"811 E Main St, Marshalltown, IA, 50158-2032",641-752-1730,Linda Havelka,Strong Foundations family support program,93.59,CA - Child Abuse and Neglect Discretionary Projects,199650,Social Science Research (Includes Surveys),New,Discretionary,09/30/2021 to 09/29/2024,09/30/2021 to 09/29/2022,Bridget Shea Westfall,202.401.5542,09/17/2021
FOGARTY INTERNATIONAL CENTER,2D43TW007261-16,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"PEEK-ASA, CORINNE",ICREATE: Increasing Capacity for Injury Research in Eastern Europe,93.989,Senior International Fellowship Awards Program,269890,International Training Grants in Epidemiology (FIC),Competing

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Continuation,Grant,05/26/2005 to 08/31/2026,09/16/2021 to 08/31/2022,"BUTRUM, BRUCE R",301-451-6830,09/17/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI167058-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Butler, Noah Sullivan",Mechanisms and consequences of extrafollicular B cell activation during malaria,93.855,"Allergy, Immunology, and Transplantation Research",647119,Research Project,New Award,Grant,09/24/2021 to 08/31/2026,09/24/2021 to 08/31/2022,"Linde, Emily",240-669-2943,09/16/2021
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP007069-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-782-9451,Hailey Boudreau,"Oakridge Neighborhood Plan: Closing the Gap on Social Determinants of Health and Chronic Disease Needs in Polk County, Iowa",93.945,DP21-2111 Closing the Gap with Social Determinants of Health Accelerator Plans,124999,Social Services,New,Discretionary,09/30/2021 to 09/29/2022,09/30/2021 to 09/29/2022,Pamela Render,770-488-2712,09/14/2021
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1P20NS123151-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Narayanan, Nandakumar","Prefrontal Cortex, Cognition, and Speech Symptoms in PD (PRECIS-PD)",93.853,Clinical Research Related to Neurological Disorders,463774,Exploratory Grants,New Award,Grant,09/17/2021 to 06/30/2023,09/17/2021 to 06/30/2022,"Washington, James",301-496-7449,09/13/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R56HL158803-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Girotra, Saket",Peripheral Artery Disease: Long-term Survival & Outcomes Study (PEARLS),93.837,Heart and Vascular Diseases Research,634307,"High Priority, Short Term Project Award",New Award,Grant,09/20/2021 to 08/31/2022,09/20/2021 to 08/31/2022,"McKeither, Tawana",240-276-6300,09/13/2021
NATIONAL INSTITUTE ON AGING,1R01AG070841-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Marcinkiewcz, Catherine Anne",Sleep and affective disturbances in the etiology of Alzheimer's disease,93.866,Aging Research,577023,Research Project,New Award,Grant,09/30/2021 to 05/31/2026,09/30/2021 to 05/31/2022,"Moy, Kathleen",301.827.2856,09/13/2021
NATIONAL INSTITUTE ON DRUG ABUSE,1R21DA055115-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Brogden, Nicole K",Development of a heated transdermal microneedle naloxone patch as an innovative treatment for opioid overdose,93.279,Drug Abuse and Addiction Research Programs,193125,Exploratory/Developmental Grants,New Award,Grant,09/30/2021 to 08/31/2023,09/30/2021 to 08/31/2022,"Fleming, Pamela G.",301-480-1159,09/10/2021
NATIONAL INSTITUTE OF ARTHRITIS AND MUSCULOSKELETAL AND SKIN DISEASES,1R01AR077194-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Jabbari, Ali",IL-27 and downstream mechanisms in Alopecia Areata,93.846,"Arthritis, Musculoskeletal and Skin Diseases Research",339900,Research Project,New Award,Grant,09/17/2021 to 08/31/2026,09/17/2021 to 08/31/2022,"Edgerton, T. Erik",301-594-7760,09/09/2021
NATIONAL EYE INSTITUTE,2P30EY025580-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Sheffield, Val C.",Multidisciplinary Investigations in Visual Science,93.867,Vision Research,618000,Center Core Grants,Competing Continuation,Grant,09/01/2016 to 06/30/2026,09/30/2021 to 06/30/2022,"Robinson-Smith, Karen",(301) 451-2020,09/07/2021
FOOD AND DRUG ADMINISTRATION,1U18FD007507-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Radke, Scott Louis",ISU VDL Ionization Source Proposal,93.103,,105029,Research Demonstration (Cooperative Agreements),New Award,Cooperative Agreement,09/06/2021 to 08/31/2022,09/06/2021 to 08/31/2022,"Pendleton, Kimberly",240-402-7610,09/07/2021
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R21DK131429-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-

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5225,"Brellenthin, Angelique Gabrielle",The effect of exercise on the endocannabinoid system as a pathway to cardiometabolic health in adults with overweight/obesity.,93.847,"Diabetes, Endocrinology and Metabolic Research",221427,Exploratory/Developmental Grants,New Award,Grant,09/15/2021 to 08/31/2023,09/15/2021 to 08/31/2022,"BOURQUE, SHARON",(301) 594-8846,09/07/2021
75 / HRSA Program Headquarters Office,P0645158-01-00,Primary Health Care Inc,"1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",,Darla Krom,Ryan White Title III HIV Capacity Development and Planning Grants,93.918,P06 - Ryan White Title III HIV Capacity Development and Planning Grants,150000,Planning,New,Discretionary,09/01/2021 to 08/31/2022,09/01/2021 to 08/31/2022,Inge Cooper,,09/03/2021
Administration For Community Living / CIP - Center for Innovation and Partnership,90SATC0002-02-00,Northeast Iowa Area Agency On Aging Inc,"3840 W 9th St, Waterloo, IA, 50702-5914",319-358-9402,Ginny Paulson,State Health Insurance Assistance Program National Technical Assistance Center (SHIP TA Center),93.324,SATC State Health Insurance Assistance Program TA Center,1350000,Other,Non-Competing Continuation,Discretionary,09/01/2020 to 08/31/2025,09/01/2021 to 08/31/2022,Tanielle Chandler,N/A,09/03/2021
Administration for Children and Families / Administration for Native Americans,90XN0213-01-00,SAC & FOX TRIBE OF THE MISSISSIPPI IN IOWA,"349 Meskwaki Rd, Tama, IA, 52339-9634",641-484-4678,Judith Bender,Meskwaki Language Preservation Project,93.587,XN - Non-competitive Funding (ANA),82609,Social Services,New,Discretionary,09/01/2021 to 09/30/2023,09/01/2021 to 09/30/2023,Timothy Chappelle,N/A,09/02/2021
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EUNICE KENNEDY SHRIVER NATIONAL INSTITUTE OF CHILD HEALTH & HUMAN DEVELOPMENT,1R01HD102402-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Hamann, Cara",A cluster randomized trial to improve adolescent bicycling safety,93.865,Research for Mothers and Children,386511,Research Project,New Award,Grant,09/09/2021 to 08/31/2026,09/09/2021 to 08/31/2022,"Jackson, Bonnie J.",,09/01/2021
Center for Substance Abuse Treatment,1H79TI083998-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Weber, Andrea Nicole Ryan",Training Expansion in Addiction Medicine and Medications for Addiction Treatment at the University of Iowa (TEAM-MAT-UI),93.243,,149604,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2024,09/30/2021 to 09/29/2022,"George, Roger",240-276-1418,09/01/2021
Center for Mental Health Services,1H79SM084218-01,PRAIRIE LAKES AREA EDUCATION AGENCY,"FORT DODGE, IA, 50501-4901",5157057138,"Cook, Courtney",Prairie Lakes - Mental Health Awareness Training Project,93.243,,125000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2026,09/30/2021 to 09/29/2022,"George, Roger",240-276-1418,09/01/2021
Center for Substance Abuse Prevention,1H79SP082766-01,IOWA STATE DEPT OF PUBLIC HEALTH,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515 281-5605,"Nelson, Janet",Iowa SPF Rx Project,93.243,,768000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2021 to 09/29/2026,09/30/2021 to 09/29/2023,"Crocker, Odessa",(240) 276-1078,09/01/2021
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,1 R01OH011947-01-00,Iowa State University of Science and Technology,"1138 Pearson Hall 515 Morrill Rd 1350 Beardshear Hall, Ames, IA, 50011-1",515-294-3012,Guowen Song,Occupational Safety and Health Research (R01),93.262,R01OH - Research Project,460226,Scientific/Health Research(Includes Surveys),New,Discretionary,09/30/2021 to 09/29/2025,09/30/2021 to 09/29/2022,Barbara (Rene) Benyard,770.488.2757,08/31/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL157781-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Song, Long-Sheng",Molecular Determinants of MG53 in Heart Structure and Function,93.837,Heart and Vascular Diseases Research,539482,Research Project,New Award,Grant,09/10/2021 to 08/31/2025,09/10/2021 to 08/31/2022,"McKeither, Tawana",240-276-6300,08/30/2021

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75 / HRSA Program Headquarters Office,X0830475-06-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-3826,Caitlin Pedati,Ryan White Part B Supplemental,93.917,X08 - Ryan White Part B Supplemental,1688820,Health Services,Competing Continuation,Discretionary,09/30/2016 to 09/29/2022,09/30/2021 to 09/29/2022,Brad Barney,,08/26/2021
NATIONAL INSTITUTE OF MENTAL HEALTH,1R34MH121558-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Afifi, Rima",Youth as community mental health workers in humanitarian settings: A pilot test of the mechanisms of effect on their own well being,93.242,Mental Health Research Grants,225684,Planning Grant,New Award,Grant,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2021,"Kees, Tamara A.",301-443-8811,08/25/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL157741-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Song, Long-Sheng",ERK1/2-Integrin Signaling in Desmosome-Dyad Crosstalk,93.837,Heart and Vascular Diseases Research,620608,Research Project,New Award,Grant,09/01/2021 to 08/31/2025,09/01/2021 to 08/31/2022,"McKeither, Tawana",240-276-6300,08/24/2021
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-02-09,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,2850875,Health Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Brownie Anderson-Rana,770-488-2771,08/23/2021
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NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R43GM142333-01,"PARAMETRIC STUDIO, INC.","AMES, IA, 50010-8920",5155207382,"Whitmer, Christopher Eldon",A Virtual Project-Based Learning Sandbox for Mimetics and Medically Inspired Classroom Engineering (MiMICRE),93.859,"Pharmacology, Physiology, and Biological Chemistry Research",252131,Small Business Innovation Research Grants (SBIR) - Phase I,New Award,Grant,09/01/2021 to 02/28/2022,09/01/2021 to 02/28/2022,"Leake, Christy S.",301-594-7706,08/19/2021
"Centers for Disease Control and Prevention / CDC -CSTLTS Center for State, Tribal, Local, and Territorial Support (OT)",1 NB01OT009382-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-720-1438,Lindsay Schmauss,CDC-RFA-OT21-2102,93.991,CDC-RFA-OT21-2102 Preventive Health and Health Services Block Grant,1687805,Health Services,New,Discretionary,10/01/2020 to 09/30/2022,10/01/2020 to 09/30/2022,Erica Stewart,770-488-2769,08/17/2021
75 / HRSA Program Headquarters Office,G0142535-01-00,DRAKE UNIVERSITY,"2507 University Ave, Des Moines, IA, 50311-4516",,Tracy Bainter,Evidence-Based Tele-Behavioral Health Network Program,93.211,Evidence-Based Tele-emergency Network Grant Program,328989,Evaluation,New,Discretionary,09/01/2021 to 08/31/2026,09/01/2021 to 08/31/2022,Karen Mayo,,08/13/2021
75 / HRSA Program Headquarters Office,G2943548-01-00,St. Lukes Jones Regional Medical Center,"1795 Highway 64 E, Anamosa, IA, 52205-2112",,Sheila Tjaden,Rural Health Clinic Vaccine

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Confidence Program,93.912,Rural Health Clinic Vaccine Confidence Program,396232,Health Services,New,Discretionary,07/01/2021 to 06/30/2022,07/01/2021 to 06/30/2022,Brad Barney,,08/13/2021
75 / HRSA Program Headquarters Office,U7A33719-03-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",5152180920,Sylvia Navin,State Maternal Health Innovation Program,93.11,State Maternal Health Innovation Program,2072222,Other,Non-Competing Continuation,Discretionary,09/30/2019 to 09/29/2024,09/30/2021 to 09/29/2022,Shonda Gosnell,,08/13/2021
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R01GM143302-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Schneider, Ian Christopher",Cell Migration Control through Modulation of Multiple Directional Cues,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",249203,Research Project,New Award,Grant,09/01/2021 to 08/31/2025,09/01/2021 to 08/31/2022,"Hodgkins, Brett",(301) 594-3923,08/11/2021
NATIONAL EYE INSTITUTE,1R21EY032155-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Tucker, Budd A",Molecular Pathophysiology of Von Hippel Lindau (VHL) disease,93.867,Vision Research,231750,Exploratory/Developmental Grants,New Award,Grant,09/01/2021 to 08/31/2023,09/01/2021 to 08/31/2022,"Robinson-Smith, Karen",(301) 451-2020,08/11/2021
Centers For Medicare & Medicaid Services / Centers For Medicare & Medicaid Services,1LICMS300154-01-19,"HUMAN SERVICES, IOWA DEPARTMENT OF","100 Army Post Rd, Des Moines, IA, 50315-6241",5152564661,Brian Wines,Money Follows the Person Demo: Partnership for Community Integration,93.791,Money Follows the Person(RCMFTP),5000000,Demonstration,Administrative Supplement/Change,Discretionary,01/01/2007 to 09/30/2025,01/01/2007 to 09/30/2025,Karen Johnson,410-786-2208,08/10/2021
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,2 U19OH008868-16-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",319-384-4007,Diane Rohlman1,Healthier Workforce Center of the Midwest,93.262,U19OH - Research Program--Cooperative Agreements,1081313,Scientific/Health Research(Includes Surveys),Competing Continuation,Discretionary,09/01/2021 to 08/31/2026,09/01/2021 to 08/31/2022,Barbara (Rene) Benyard,770.488.2757,08/10/2021
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM142760-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Limoli, Dominique",Decoding interspecies signaling networks and the biogeography of polymicrobial infections,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",386250,Outstanding Investigator Award,New Award,Grant,08/18/2021 to 06/30/2026,08/18/2021 to 06/30/2022,"Rosenzweig, Justin",301-594-0158,08/10/2021
NATIONAL CANCER INSTITUTE,1R43CA257372-01A1,"BEHAVIORAL DIAGNOSTICS, INC.","15 PROSPECT PL, IOWA CITY, IA, 52246-1932",319 621-5899,"Philibert, Robert A",A DNA Methylation Test for Guiding Lung Cancer Screening,93.394,Cancer Detection and Diagnosis Research,395569,Small Business Innovation Research Grants (SBIR) - Phase I,New Award,Grant,09/01/2021 to 03/31/2022,09/01/2021 to 03/31/2022,"Wolfrey, Crystal",(240) 276-6277,08/10/2021
NATIONAL CANCER INSTITUTE,1R15CA249796-01A1,DES MOINES UNIV OSTEOPATHIC MEDICAL CTR,"3200 GRAND AVE, DES MOINES, IA, 50312-4104",515 271-1657,"Ananieva, Elitsa",Elucidating the role of the Branched Chain Aminotransferases (BCATc and BCATm) as novel metabolic checkpoints of anti-lymphoma T cell immunity,93.396,Cancer Biology Research,443548,Academic Research Enhancement Awards (AREA),New Award,Grant,08/16/2021 to 07/31/2024,08/16/2021 to 07/31/2024,"Wolfrey, Crystal",(240) 276-6277,08/09/2021
"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",6 NU50CK000504-03-01,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-4933,Ann Garvey,CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC),93.323,CDC-RFA-CK19-1904.NU50 2019 Epidemiology and Laboratory Capacity (ELC) for Preve,7727806,Health Services,Administrative Supplement/Change,Discretionary,08/01/2019 to 07/31/2024,08/01/2021 to 07/31/2022,Brownie Anderson-Rana,770-488-2771,08/09/2021
Administration for Children and Families / Office of Head Start,07CH011803-02-00,COMMUNITY

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ACTION OF SOUTHEAST IOWA,"2850 Mount Pleasant St Ste 108, Burlington, IA, 52601-2002",3197530193,Matthew LeClere,Head Start and Early Head Start,93.6,CH - Head Start Projects,3758396,Social Services,Non-Competing Continuation,Discretionary,09/01/2020 to 08/31/2025,09/01/2021 to 08/31/2022,Jennifer Curtiss,816-426-2991,08/06/2021
75 / HRSA Program Headquarters Office,T9125789-09-00,Primary Health Care Inc,"1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Affordable Care Act Teaching Health Center (THC) Graduate Medical Education (GME) Payment Program,93.53,T91 - Affordable Care Act Teaching Health Center; Graduate Medical Education P,2672250,Training/Traineeship,Competing Continuation,Discretionary,07/01/2013 to 06/30/2024,07/01/2021 to 06/30/2022,James King,301-443-1123,08/06/2021
Centers for Disease Control and Prevention / National Center for Environmental Health - NCEH,1 NUE2EH001464-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Ken Sharp,"Iowa Childhood Lead Poisoning Prevention Program Support for Component A and Component B Activities Related to Blood Lead Testing, Surveillance, Linkage to Services, and Targeted Interventions.",93.197,CDC-RFA-EH21-2102 Childhood Lead Poisoning Prevention and Surveillance of Blood,500000,Health Services,New,Discretionary,09/30/2021 to 09/29/2026,09/30/2021 to 09/30/2022,Lakita Reid,770-488-2742,08/06/2021
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE003355-01-00,"LINN, COUNTY OF","1020 6th St SE, Cedar Rapids, IA, 52401-2464",3198926020,Kaitlin Emrich,"Safe, Equitable and Thriving Youth and Communities",93.136,CDC-RFA-CE21-2104.NH28Preventing Violence Affecting Young Lives,250000,Health Services,New,Discretionary,09/01/2021 to 08/31/2026,09/01/2021 to 08/31/2022,Pamela Render,770-488-2712,08/06/2021
75 / HRSA Program Headquarters Office,GA142901-01-00,Iowa Healthcare Collaborative,"100 E GRAND AVE STE 360, DES MOINES, IA, 50309-1800",,Jennifer Brockman,Rural Communities Opioid Response-Implementation,93.912,Rural Communities Opioid Response-Implementation,1000000,Planning,New,Discretionary,09/01/2021 to 08/31/2024,09/01/2021 to 08/31/2024,William Davis,,08/06/2021
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1U01NS117284-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Thippeswamy, Thimmasettappa",Saracatinib and 1400W Counteract Nerve Agents-induced Long-term Neurotoxicity,93.853,Clinical Research Related to Neurological Disorders,727305,Research Project (Cooperative Agreements),New Award,Cooperative Agreement,08/15/2021 to 07/31/2026,08/15/2021 to 07/31/2022,"Langer, Mark E.",301-496-1517,08/05/2021
NATIONAL INSTITUTE ON DRUG ABUSE,1R01DA052953-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Wemmie, John A",Novel mechanisms for correcting opioid-induced synaptic abnormalities,93.279,Drug Abuse and Addiction Research Programs,464289,Research Project,New Award,Grant,08/15/2021 to 04/30/2026,08/15/2021 to 04/30/2022,"Fleming, Pamela G.",301-480-1159,08/04/2021
"Centers for Disease Control and Prevention / Research-CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",5 U01CK000594-02-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",319-335-1713,Alberto1 Segre,Contact Network Transmission Modeling of Healthcare Associated Infections,93.084,RFA-CK-20-003 Modeling Infectious Diseases in Healthcare Research Projects to Im,1200000,Scientific/Health Research(Includes Surveys),Non-Competing Continuation,Discretionary,08/01/2020 to 07/31/2025,08/01/2021 to 07/31/2022,Angie Willard,770-488-2863,07/30/2021
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),5 NU17CE924995-03-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-725-8905,Julie Hibben,Iowa-Overdose Data 2 Action Project,93.136,CE19-1904.NU17 Overdose Data to Action,2118529,KDA (Knowledge/Development/Application),Non-Competing Continuation,Discretionary,09/01/2019 to 08/31/2022,09/01/2021 to 08/31/2022,Stephanie Latham,770.488.2917,07/30/2021
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK126759-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Attanasio, Massimo",Discovering Novel Genetic Causes and Molecular Mechanisms of Atypical Hemolytic Uremic Syndrome,93.847,"Diabetes, Endocrinology and Metabolic

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75 / HRSA Program Headquarters Office,G2943465-01-00,Hamilton County Public Hospital,"2350 Hospital Dr, Webster City, IA, 50595-6600","",Brian Gobrecht,Rural Health Clinic Vaccine Confidence Program,93.912,Rural Health Clinic Vaccine Confidence Program,198116,Health Services,New,Discretionary,07/01/2021 to 06/30/2022,07/01/2021 to 06/30/2022,Brad Barney,"",07/28/2021
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R21GM143710-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"CHEATUM, CHRISTOPHER M",Rapid Screening of Allosteric Effectors Using Two-Dimensional Infrared Spectroscopy,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",219493,Exploratory/Developmental Grants,New Award,Grant,07/01/2021 to 06/30/2023,07/01/2021 to 06/30/2022,"Walker, Tiffany",(301) 594-4514,07/21/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R41HL158393-01,"MTI BIOTECH, INC.","AMES, IA, 50010-8656",515 296-9916,"Pitchford, Lisa Marie",2-HOBA for Treatment of Pulmonary Hypertension,93.838,Lung Diseases Research,256580,Small Business Technology Transfer (STTR) Grants - Phase I,New Award,Grant,08/01/2021 to 07/31/2022,08/01/2021 to 07/31/2022,"Agresti, Anthony",301-827-8014,07/20/2021
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Administration for Children and Families / Office of Head Start,07CH012086-01-00,"YOUR OWN UNITED RESOURCES, INC","214 S 13th St, Fort Dodge, IA, 50501-4828",515-573-2453,Michelle Carden,Head Start and Early Head Start,93.6,CH - Head Start Projects,2487321,Social Services,New,Discretionary,07/31/2021 to 07/30/2026,07/31/2021 to 07/31/2022,Jennifer Curtiss,816-426-2991,07/15/2021
HRSA Grant Service Office,H3L42225-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002","","Kennedy, Cassandra",SHIP COVID Testing and Mitigation,93.155,SHIP COVID Testing and Mitigation,17569568,"",New,Discretionary,07/01/2021 to 12/31/2022,07/01/2021 to 12/31/2022,Brad Barney,"",07/13/2021
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Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,5 T42OH008491-16-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",(319) 335-4202,PATRICK1094315 O'SHAUGHNESSY,OCCUPATIONAL SAFETY AND HEALTH EDUCATION AND RESEARCH CENTERS (T42),93.262,T42OH - Educational Resource Center Training Grants,1620000,Training/Traineeship,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,07/01/2021 to 06/30/2022,Barbara (Rene) Benyard,770.488.2757,06/04/2021
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Administration for Children and Families / Office of Head Start,07CH011550-02-00,DRAKE UNIVERSITY,"2507 University Ave, Des Moines, IA, 50311-4516",5152711854,Lisa Proctor,Head Start and Early Head Start,93.6,CH - Head Start Projects,9441545,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,07/01/2021 to 06/30/2022,Jennifer Curtiss,816-426-2991,06/02/2021
Administration for Children and Families / Office of Head Start,07HP000187-03-00,DRAKE UNIVERSITY,"2507 University Ave, Des Moines, IA, 50311-4516",5152711854,Lisa Proctor,Early Head Start Child Care Partnership,93.6,HP - Early Head Start - Child Care Partnerships,1170856,Social Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,07/01/2021 to 06/30/2022,Jennifer Curtiss,816-426-2991,06/02/2021
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Administration for Children and Families / Office of Head Start,07HE000153-01-01,DRAKE UNIVERSITY,"2507 University Ave, Des Moines, IA, 50311-4516",5152711854,Lisa Proctor,American Rescue Plan,93.6,HE - Head Start Emergency Supplemental,1174963,Social Services,Administrative Supplement/Change,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,06/01/2021
Administration for Children and Families / Office of Head Start,07HE000061-01-01,"Tri-County Child and Family Development Council, Inc.","205 Adams St Ste 2, Waterloo, IA, 50703-3011",(319) 235-0383,Robert Welch,American Rescue Plan,93.6,HE - Head Start Emergency Supplemental,1021811,Social Services,Administrative Supplement/Change,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,06/01/2021
Administration for Children and Families / Office of Head Start,07HE000129-01-01,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,American Rescue Plan,93.6,HE - Head Start Emergency Supplemental,1121121,Social Services,Administrative Supplement/Change,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,06/01/2021
75 / HRSA Program Headquarters Office,M0131359-05-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",3193355495,Saba Ali,Behavioral Health Workforce Education and Training (BHWET) Program,93.732,M01 - Mental and Behavioral Health Education and Training Program,476195,Training/Traineeship,Competing Continuation,Discretionary,09/30/2017 to 06/30/2025,09/01/2021 to 06/30/2022,Frances Woodburn,,05/26/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI156575-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"MILLER, Wyatt ALLEN",Global effects of flavivirus sfRNA on translation determined by ribosome profiling,93.855,"Allergy, Immunology, and Transplantation Research",174750,Exploratory/Developmental Grants,New Award,Grant,06/04/2021 to 05/30/2023,06/04/2021 to 05/30/2022,"Linde, Emily",240-669-2943,05/26/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI164578-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Krysan, Damian J",Hit-to-lead optimization of broad spectrum antifungal phenothiazines,93.855,"Allergy, Immunology, and Transplantation Research",243125,Exploratory/Developmental Grants,New Award,Grant,06/02/2021 to 05/31/2023,06/02/2021 to 05/31/2022,"Linde, Emily",240-669-2943,05/24/2021
75 / HRSA Program Headquarters Office,T7300016-27-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",,Dianne McBrien,IOWA LEND PROJECT,93.11,T73 - Leadership Education in Neurodevelopmental and Related Disorders Trainin,623558,Training/Traineeship,Competing Continuation,Discretionary,10/01/1993 to 06/30/2026,07/01/2021 to 06/30/2022,LaShawna Smith,,05/21/2021
75 / HRSA Program Headquarters Office,H3H00041-20-00,Iowa Department of Public Health,"321 E 12TH ST, DES MOINES, IA, 50319-1002",5153305755,Cassandra Kennedy,SMALL RURAL HOSPITAL IMPROVEMENT GRANT PROGRAM,93.301,H3H - Small Rural Hospital Improvement Program,1006232,Health Services,Non-Competing Continuation,Discretionary,09/01/2002 to 05/31/2023,06/01/2021 to 05/31/2022,Brad Barney,,05/21/2021
Centers for Disease Control and Prevention / CDC-CPR Center for Preparedness and Response (TP),1 NU90TP922154-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-5206,Rebecca Curtis,Cooperative Agreement for Emergency Response: Public Health Crisis Response - 2018,93.354,TP18-1802 .NU90 Public Health Emergency Response: Cooperative Agreement for Emer,19452788,Health Services,New,Discretionary,07/01/2021 to 06/30/2023,07/01/2021 to 06/30/2023,Shirley Byrd,(770) 488-2591,05/20/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,2T32AI007485-26A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Legge, Kevin L",Predoctoral Training Program in Immunology,93.855,"Allergy, Immunology, and Transplantation Research",247421,Institutional National Research Service Award,Competing

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Continuation,Grant,08/01/1995 to 07/31/2026,08/01/2021 to 07/31/2022,"Linde, Emily",240-669-2943,05/20/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI155492-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ellermeier, Craig D",Cell Envelope Biogenesis in Clostridioides difficile,93.855,"Allergy, Immunology, and Transplantation Research",525884,Research Project,New Award,Grant,06/01/2021 to 05/31/2026,06/01/2021 to 05/31/2022,"Linde, Emily",240-669-2943,05/20/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI159546-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Wu, Li",Epitranscriptomic m6A profile of SARS-CoV-2-infected human lung epithelial cells,93.855,"Allergy, Immunology, and Transplantation Research",193125,Exploratory/Developmental Grants,New Award,Grant,06/01/2021 to 05/31/2023,06/01/2021 to 05/31/2022,"Linde, Emily",240-669-2943,05/18/2021
"Centers for Disease Control and Prevention / Research-CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",1 U54CK000613-01-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",319.356.0474,Loreen Herwaldt,Infection Prevention and Antimicrobial Stewardship: Minding the Gaps: The Iowa Prevention Epicenter,93.084,RFA-CK-20-004.U01CK Prevention Epicenters Program: Protecting Patients from Inf,545782,Scientific/Health Research(Includes Surveys),New,Discretionary,06/01/2021 to 05/31/2026,06/01/2021 to 05/31/2022,Sharon Cassell,770-488-2703,05/17/2021
NATIONAL INSTITUTE ON DEAFNESS AND OTHER COMMUNICATION DISORDERS,1R01DC017722-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"GREEN, STEVEN H",Protection and restoration of cochlear synapses from noise-induced synaptopathy in male and female mice,93.173,Biological Research Related to Deafness and Communicative Disorders,600756,Research Project,New Award,Grant,06/01/2021 to 05/31/2026,06/01/2021 to 05/31/2022,"Myers, Christopher",(301) 435-0713,05/14/2021
"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",6 NU50CK000504-02-10,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-4933,Ann Garvey,CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC),93.323,CDC-RFA-CK19-1904.NU50 2019 Epidemiology and Laboratory Capacity (ELC) for Preve,2775805,Health Services,Administrative Supplement/Change,Discretionary,08/01/2019 to 07/31/2024,08/01/2020 to 07/31/2021,Brownie Anderson-Rana,770-488-2771,05/14/2021
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),5 NU58DP006514-04-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-6067,Brenda Dodson,Improving the Health of Iowans Through Prevention and Management of Diabetes and Heart Disease and Stroke,93.426,DP18-1815.NU58 Diabetes and Heart Disease & Stroke Prevent Programs-Improving,1958134,Scientific/Health Research(Includes Surveys),Non-Competing Continuation,Discretionary,09/30/2018 to 06/29/2023,06/30/2021 to 06/29/2022,Stephanie Latham,770.488.2917,05/14/2021
Centers for Disease Control and Prevention / CDC-CPR Center for Preparedness and Response (TP),5 NU90TP922051-03-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-5206,Rebecca Curtiss,Public Health Emergency Preparedness (PHEP) Cooperative Agreement - 2019,93.069,TP19-1901.NU90 Public Health Emergency Response: Cooperative Agreement for Emerg,6815087,Health Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,07/01/2021 to 06/30/2022,Randolph Williams,770-488-8382,05/13/2021
"OFFICE OF THE DIRECTOR, NATIONAL INSTITUTES OF HEALTH",1S10OD030220-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"MAGNOTTA, VINCENT A",University of Iowa 3T ESP MRI Scanner,93.351,,1950000,Biomedical Research Support Shared Instrumentation Grants,New Award,Grant,06/01/2021 to 05/31/2022,06/01/2021 to 05/31/2022,"Wilkom, Gavin",301-435-0964,05/12/2021
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),5 NU58DP006327-05-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-6067,Jill Myers-Geadelmann,Iowa Cancer Prevention and Control Program,93.898,"DP17-1701 Cancer Prevention and Control Programs for State, Territorial and Trib",2707052,Social Services,Non-Competing Continuation,Discretionary,06/30/2017 to

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06/29/2022,06/30/2021 to 06/29/2022,Pamela Render,770-488-2712,05/11/2021
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1T34GM141143-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ADAMS-PHILLIPS, LORI C",MARC at University of Iowa,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",215459,Undergraduate NRSA Institutional Research Training Grants,New Award,Grant,06/01/2021 to 05/31/2026,06/01/2021 to 05/31/2022,"Rosenzweig, Justin",301-594-0158,05/10/2021
Administration for Children and Families / Office of Head Start,07CH010906-03-00,"Tri-County Child and Family Development Council, Inc.","205 Adams St Ste 2, Waterloo, IA, 50703-3011",(319) 235-0383,Robert Welch,Head Start and Early Head Start,93.6,CH - Head Start Projects,6858534,Social Services,Non-Competing Continuation,Discretionary,06/01/2019 to 05/31/2024,06/01/2021 to 05/31/2022,Jennifer Curtiss,816-426-2991,05/04/2021
NATIONAL CENTER FOR ADVANCING TRANSLATIONAL SCIENCES,1R03TR003648-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Grueter, Chad E",Cdk19-dependent transcriptional mechanisms in cardiac hypertrophy,93.31,,154500,Small Research Grants,New Award,Grant,05/15/2021 to 05/14/2022,05/15/2021 to 05/14/2022,"Conklin, Elizabeth E",301-496-7480,05/04/2021
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-02-06,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,2316336,Health Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Brownie Anderson-Rana,770-488-2771,05/04/2021
EUNICE KENNEDY SHRIVER NATIONAL INSTITUTE OF CHILD HEALTH & HUMAN DEVELOPMENT,1R03HD102404-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Hendrickson, Kristi",Word recognition in dual language learners: The mechanisms underlying listening and reading in two languages,93.865,Research for Mothers and Children,89352,Small Research Grants,New Award,Grant,05/12/2021 to 04/30/2023,05/12/2021 to 04/30/2022,"Martinez, Mario",(301) 402-4078,05/04/2021
HRSA Grant Service Office,X1141909-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002",,"Horras, Janet",American Rescue Plan Act Funding for Home Visiting,93.87,American Rescue Plan Act Funding for Home Visiting,617596,,New,Discretionary,05/01/2021 to 09/30/2023,05/01/2021 to 09/30/2023,Kelly Long,,05/03/2021
HRSA Grant Service Office,U5F41842-01-00,"Iowa Primary Care Association, Inc.","500 SW 7TH ST STE 300, DES MOINES, IA, 50309-4545",,"Huguelet, Alicia",American Rescue Plan Act funding for PCAs,93.129,American Rescue Plan Act funding for PCAs,238002,,New,Discretionary,05/01/2021 to 04/30/2023,05/01/2021 to 04/30/2023,Angela Stokes,,04/29/2021
HRSA Grant Service Office,HQC41882-01-00,"IN CONCERTCARE, INC","9943 HICKMAN RD, URBANDALE, IA, 50322-5323",,"Frett, Kelly",American Rescue Plan Act funding for Health Center Controlled Networks,93.527,American Rescue Plan Act funding for Health Center Controlled Networks,130000,,New,Discretionary,05/01/2021 to 04/30/2023,05/01/2021 to 04/30/2023,Sarah Hammond,,04/29/2021
75 / HRSA Program Headquarters Office,R4041750-01-00,University of Iowa,"2 Gilmore Hall, Iowa City, IA, 52242-1320",,Julie Reynolds,Maternal and Child Health Field-Initiated Research Program,93.11,R40 - MCH Research,99985,Scientific/Health Research(Includes Surveys),New,Discretionary,07/01/2021 to 06/30/2022,07/01/2021 to 06/30/2022,Tammy Ponton,,04/28/2021
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM140876-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Sashital, Dipali Gurudutt",Defining mechanisms of diverse CRISPR-Cas complexes,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",386997,Outstanding Investigator Award,New Award,Grant,06/01/2021 to 05/31/2026,06/01/2021 to 05/31/2022,"Rosenzweig, Justin",301-594-0158,04/28/2021
75 / HRSA Program Headquarters Office,H8000715-20-00,Primary Health Care Inc,"1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,6454046,Health Services,Non-Competing

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Continuation,Discretionary,06/01/2002 to 05/31/2022,06/01/2021 to 05/31/2022,Elvera Messina,"",04/27/2021
NATIONAL INSTITUTE OF MENTAL HEALTH,2R01MH087463-11,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ABEL, EDWIN TED G.",Epigenetic Mechanisms of Memory Storage,93.242,Mental Health Research Grants,740506,Research Project,Competing Continuation,Grant,07/16/2010 to 04/30/2026,05/01/2021 to 04/30/2022,"Weiss, Heather",301-443-4415,04/26/2021
Administration for Children and Families / Office of Head Start,07HE001008-01-00,"Community Opportunities, Incorporated","PO BOX 427, Carroll, IA, 51401-427",712-792-9266,Tonya Weber,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,104436,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/26/2021
Administration for Children and Families / Office of Head Start,07HE001213-01-00,"FAMILY, Inc","3501 HARRY LANGDON BLVD STE 150, COUNCIL BLUFFS, IA, 51503-7837",712-256-9566,Cristen White,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,22573,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/26/2021
Administration for Children and Families / Office of Head Start,07HE000153-01-00,DRAKE UNIVERSITY,"2507 University Ave, Des Moines, IA, 50311-4516",5152711854,Lisa Proctor,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,295551,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/22/2021
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1RC2DK124207-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ENGELHARDT, JOHN F",Early Pathogenesis of Cystic Fibrosis Related Diabetes,93.847,"Diabetes, Endocrinology and Metabolic Research",1493139,High Impact Research and Research Infrastructure Programs,New Award,Grant,04/30/2021 to 03/31/2024,04/30/2021 to 03/31/2022,"ROSENBERG, MARY K.",301-594-8891,04/22/2021
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),5 NU58DP006815-02-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-8857,Jerilyn Oshel,Iowa Division of Tobacco Use Prevention and Control,93.387,DP20-2001 National and State Tobacco Control Program,1137971,Scientific/Health Research(Includes Surveys),Non-Competing Continuation,Discretionary,06/29/2020 to 04/28/2025,04/29/2021 to 04/28/2022,Stephanie Latham,770.488.2917,04/22/2021
"Centers for Disease Control and Prevention / CDC-NCHHSTP National Center for HIV, Viral Hepatitis, STDS & TB Prevention (PS)",1 NU51PS005178-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-8021,Jeffrey Kerber,Iowa Integrated Viral Hepatitis Surveillance and Prevention Programs,93.27,CDC-RFA-PS21-2103.NU51 Integrated Viral Hepatitis Surveillance and Prevention Fu,601228,Health Services,New,Discretionary,05/01/2021 to 04/30/2026,05/01/2021 to 04/30/2022,Arthur Lusby,770.488.2865,04/22/2021
Administration for Children and Families / Office of Head Start,07HE000213-01-00,"Mid-Iowa Community Action, Inc.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,85475,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000219-01-00,South Central Iowa Community Action Program,"1711 Osceola Ave Ste 103, Chariton, IA, 50049-1516",6417748133,Lori Ferris,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,63805,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000172-01-00,MATURA ACTION CORPORATION,"209 N Elm St, Creston, IA, 50801-2305",641-782-6201,Julie Lang1,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,34010,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000183-01-00,COMMUNITY

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ACTION OF SOUTHEAST IOWA,"2850 Mount Pleasant St Ste 108, Burlington, IA, 52601-2002",3197530193,Matthew LeClere,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,100524,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000208-01-00,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St Ste 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,94203,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000203-01-00,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",(641) 494-1891 x2230,Trena Cox,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,73135,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000168-01-00,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",(712)755-5135,Lavennia Coover,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,109553,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000164-01-00,Upper Des Moines Opportunity Inc,"101 E Robins St, Graettinger, IA, 51342-7726",712-859-3885,Julie Edwards,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,145067,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000177-01-00,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-324-3236,Tricia Shannon,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,134232,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000216-01-00,Community Action Agency of Siouxland,"2700 Leech Ave, Sioux City, IA, 51106-1129",7122741610x230,Rachael Ostermyer,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,134834,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000180-01-00,"MID-SIOUX OPPORTUNITY, INC","418 S Marion St, Remsen, IA, 51050-1102",712-786-2001,Kendra Rensink,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,74339,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/21/2021
Administration for Children and Families / Office of Head Start,07HE000129-01-00,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,282008,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/20/2021
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK128835-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Harshman, Lyndsay Anne",Brain anatomical imaging and neurocognition in pediatric kidney disease (BRAIN KID),93.847,"Diabetes, Endocrinology and Metabolic Research",306262,Research Project,New Award,Grant,05/01/2021 to 02/28/2026,05/01/2021 to 02/28/2022,"Perry-Jones, Aretina",(301) 594-8862,04/20/2021
Administration for Children and Families / Office of Head Start,07HE000061-01-00,"Tri-County Child and Family Development Council, Inc.","205 Adams St Ste 2, Waterloo, IA, 50703-3011",(319) 235-0383,Robert Welch,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,257028,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/20/2021
Administration for Children and Families / Office of Head Start,07HE000145-01-00,"YOUR OWN UNITED

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RESOURCES, INC","214 S 13th St, Fort Dodge, IA, 50501-4828",515-573-2453,Michelle Carden,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,70427,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/20/2021
Administration for Children and Families / Office of Head Start,07HE000139-01-00,SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION,"226 W Main St Ste 208, Ottumwa, IA, 52501-2503",(641) 682-8741 x167,Elizabeth Fairchild,COVID (P.L. 116-260),93.6,HE - Head Start Emergency Supplemental,79757,Social Services,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Jennifer Curtiss,816-426-2991,04/20/2021
NATIONAL CANCER INSTITUTE,2P30CA086862-21,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"WEINER, GEORGE J.",Cancer Center Support Grant,93.397,Cancer Centers Support,2502881,Center Core Grants,Competing Continuation,Grant,07/14/2000 to 03/31/2026,04/20/2021 to 03/31/2022,"Wolfrey, Crystal",(240) 276-6277,04/12/2021
"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",6 NU50CK000504-02-08,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-4933,Ann Garvey,CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC),93.323,CDC-RFA-CK19-1904.NU50 2019 Epidemiology and Laboratory Capacity (ELC) for Preve,95029161,Health Services,Administrative Supplement/Change,Discretionary,08/01/2019 to 07/31/2024,08/01/2020 to 07/31/2021,Brownie Anderson-Rana,770-488-2771,04/09/2021
NATIONAL CANCER INSTITUTE,1R01CA260200-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"QUELLE, DAWN E",Role of RABL6A-PP2A in neuroendocrine tumors,93.396,Cancer Biology Research,537916,Research Project,New Award,Grant,05/01/2021 to 04/30/2026,05/01/2021 to 04/30/2022,"Wolfrey, Crystal",(240) 276-6277,04/08/2021
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK125079-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Abel, E Dale",Modulating ROS by Electromagnetic Fields to Treat Type 2 Diabetes,93.847,"Diabetes, Endocrinology and Metabolic Research",468501,Research Project,New Award,Grant,04/15/2021 to 02/28/2026,04/15/2021 to 02/28/2022,"ROSENBERG, MARY K.",301-594-8891,04/07/2021
Administration for Children and Families / Office of Head Start,07CH011393-02-01,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St Ste 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,Head Start and Early Head Start,93.6,CH - Head Start Projects,1569870,Social Services,Administrative Supplement/Change,Discretionary,02/01/2020 to 01/31/2025,02/01/2021 to 01/31/2022,Jennifer Curtiss,816-426-2991,04/02/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL153274-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Cui, Huxing",Decoding brain circuit underlying metabolic regulation of sleep-wake behavior,93.233,National Center for Sleep Disorders Research,561125,Research Project,New Award,Grant,04/15/2021 to 03/31/2025,04/15/2021 to 03/31/2022,"Agresti, Anthony",301-827-8014,04/02/2021
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-02-05,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,30164320,Health Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Freda Johnson,770.488.3107,04/01/2021
Administration for Children and Families / Office of Head Start,07CH011100-03-01,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",(712)755-5135,Lavennia Coover,Head Start and Early Head Start,93.6,CH - Head Start Projects,2577773,Social Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,02/01/2021 to 01/31/2022,Jennifer Curtiss,816-426-2991,04/01/2021
NATIONAL CANCER INSTITUTE,1R41CA257262-01A1,"MTI BIOTECH, INC.","AMES, IA, 50010-8656",515 296-9916,"Rathmacher, John A",Efficacy of an Electrophile Scavenger in the Prevention of Gastrointestinal Inflammatory Carcinogenesis,93.395,Cancer Treatment Research,400000,Small

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Business Technology Transfer (STTR) Grants - Phase I,New Award,Grant,04/09/2021 to 03/31/2022,04/09/2021 to 03/31/2022,"Wolfrey, Crystal",(240) 276-6277,03/31/2021
HRSA Grant Service Office,H8F40430-01-00,Eastern Iowa Health Center,"1201 3rd Ave SE, Cedar Rapids, IA, 52403-4009",,"Lock, James",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,2656125,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F41129-01-00,All Care Health Center,"902 S 6TH ST, COUNCIL BLUFFS, IA, 51501-6441",,"Wypyski, William",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,1612125,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F40931-01-00,"COMMUNITY HEALTH CENTERS OF SOUTHERN IOWA, INC.","302 NE 14TH ST, LEON, IA, 50144-1206",,"Cannon, Samantha",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,2218250,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F40437-01-00,"COMMUNITY HEALTH CENTER OF FORT DODGE, INC","126 N 10TH, FORT DODGE, IA, 50501-3915",,"Kruckenberg, Renae",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,2616375,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F40636-01-00,"Greater Sioux Community Health Center, Inc.","338 1st Ave NW, Sioux Center, IA, 51250-1875",,"Kleinhesselink, Amy",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,1462500,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F40724-01-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W AGENCY RD, WEST BURLINGTON, IA, 52655-1667",,"Kemp, Ronald",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,3018875,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F41276-01-00,Proteus Inc.,"1221 CENTER ST STE 16, DES MOINES, IA, 50309-1014",,"Hoffman-Zinnel, Daniel",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,996375,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-02-04,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,3343691,Health Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Freda Johnson,770.488.3107,03/30/2021
HRSA Grant Service Office,H8F41030-01-00,Crescent Community Health Center,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,"Collins, Gary",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,2100875,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F40470-01-00,"Community Health Care, Inc.","500 West River Dr, Davenport, IA, 52801-1014",,"Bowman, Tom",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,6805750,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F41269-01-00,"Peoples Community Health Clinic, Inc.","905 Franklin St, Waterloo, IA, 50703-4407",,"Kemp, Christine",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health

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Centers,3763250,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F41643-01-00,"PRIMARY HEALTH CARE, INC.","1200 UNIVERSITY AVE STE 200, DES MOINES, IA, 50314-2355",,"Huntsman, Kelly",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,8875375,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F40660-01-00,united community health center inc,"715 W MILWAUKEE AVE, STORM LAKE, IA, 50588-1564",,"Gehrig, Richard",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,1387875,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F41498-01-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S MARKET ST, OTTUMWA, IA, 52501-2946",,"Johnson, Rick",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,4377250,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
HRSA Grant Service Office,H8F40830-01-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",,"Kaptain-Dahlen, Mari",American Rescue Plan Act Funding for Health Centers,93.224,American Rescue Plan Act Funding for Health Centers,6191125,,New,Discretionary,04/01/2021 to 03/31/2023,04/01/2021 to 03/31/2023,Elvera Messina,,03/30/2021
Office of Public Health and Science / Office of Family Planning,5 FPHPA006428-03-00,Family Planning Council Of Iowa,"108 3rd St Ste 220, Des Moines, IA, 50309-4758",515-288-9028,Rachel Goss,Title X Family Planning Services,93.217,Family Planning Services,2257780,Health Services,Non-Competing Continuation,Discretionary,04/01/2019 to 03/31/2022,04/01/2021 to 03/31/2022,Scott Moore,2404538822,03/29/2021
Office of Public Health and Science / Office of Family Planning,5 FPHPA006443-03-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-321-8159,Lindsey Jones,Iowa Department of Public Health Family Planning Services Grant,93.217,Family Planning Services,1200000,Health Services,Non-Competing Continuation,Discretionary,04/01/2019 to 03/31/2022,04/01/2021 to 03/31/2022,Scott Moore,2404538822,03/29/2021
75 / HRSA Program Headquarters Office,H8004200-17-00,"COMMUNITY HEALTH CENTERS OF SOUTHERN IOWA, INC.","302 NE 14TH ST, LEON, IA, 50144-1206",6414462383x250,Samantha Cannon,Health Center Cluster,93.527,H80 - Health Center Cluster,1989347,Health Services,Non-Competing Continuation,Discretionary,12/01/2004 to 04/30/2023,05/01/2021 to 04/30/2022,Elvera Messina,,03/29/2021
Centers for Disease Control and Prevention / Research-CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 U01DP006611-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002",515-725-2833,Jennifer Pham,Iowa Pregnancy Risk Assessment Monitoring System (PRAMS) Surveillance Project,93.946,RFA-DP-21-001 Pregnancy Risk Assessment Monitoring System (PRAMS),160020,Scientific/Health Research(Includes Surveys),New,Discretionary,05/01/2021 to 04/30/2026,05/01/2021 to 04/30/2022,Ferrinnia Augustus High,770-488-2906,03/26/2021
NATIONAL CANCER INSTITUTE,1R21CA257972-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Talbert, Erin E",Sex-dependent rescue of cancer cachexia,93.396,Cancer Biology Research,397258,Exploratory/Developmental Grants,New Award,Grant,04/15/2021 to 03/31/2023,04/15/2021 to 03/31/2023,"Wolfrey, Crystal",(240) 276-6277,03/26/2021
NATIONAL CANCER INSTITUTE,1R37CA259156-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"King, Andy J",Using Natural Language Processing and Crowdsourcing to Monitor and Evaluate Public Information and Communication Disparities about Colon Cancer Screening,93.393,Cancer Cause and Prevention Research,396908,Method to Extend Research in Time (MERIT) Award,New Award,Grant,04/15/2021 to 02/28/2025,04/15/2021 to 02/28/2022,"Wolfrey, Crystal",(240) 276-6277,03/25/2021
NATIONAL LIBRARY OF MEDICINE,1UG4LM013729-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N

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Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"WALTON, LINDA J",NNLM Region 6 Regional Medical Library,93.879,Medical Library Assistance,1205625,National Network of Libraries of Medicine,New Award,Cooperative Agreement,05/01/2021 to 04/30/2026,05/01/2021 to 04/30/2022,"Tempchin, Samantha J.",301-496-4222,03/25/2021
NATIONAL INSTITUTE OF BIOMEDICAL IMAGING AND BIOENGINEERING,1R03EB030736-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"BOWDEN, NED B",Slow release of isotopically labelled hydrogen sulfide to track its location in animals and tissues,93.286,,75910,Small Research Grants,New Award,Grant,04/05/2021 to 01/31/2023,04/05/2021 to 01/31/2022,"Taylor, Holly",(301) 496-9315,03/25/2021
NATIONAL CANCER INSTITUTE,1R01CA254628-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"CHARLTON, MARY E.","Effectiveness and implementation of a health system intervention to improve quality of cancer care for rural, underserved patients",93.393,Cancer Cause and Prevention Research,640200,Research Project,New Award,Grant,04/01/2021 to 03/31/2026,04/01/2021 to 03/31/2022,"Wolfrey, Crystal",(240) 276-6277,03/25/2021
NATIONAL INSTITUTE ON AGING,1R21AG072397-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"GEYER, PAMELA K.",Aging and the nuclear lamina in mitotic stem cells,93.866,Aging Research,231750,Exploratory/Developmental Grants,New Award,Grant,04/01/2021 to 12/31/2022,04/01/2021 to 12/31/2021,"Perez, Jessica",301 496-1472,03/24/2021
75 / HRSA Program Headquarters Office,H8024171-10-00,"Greater Sioux Community Health Center, Inc.","33 4th St Nw, Sioux Center, IA, 51250-1870",,Amy Kleinhesselink,Health Center Cluster,93.527,H80 - Health Center Cluster,1549424,Health Services,Non-Competing Continuation,Discretionary,06/01/2012 to 04/30/2023,05/01/2021 to 04/30/2022,Elvera Messina,,03/24/2021
75 / HRSA Program Headquarters Office,H8008226-15-00,Eastern Iowa Health Center,"1201 3rd Ave Se, Cedar Rapids, IA, 52403-4009",,James Lock,Health Center Cluster,93.527,H80 - Health Center Cluster,1603569,Health Services,Non-Competing Continuation,Discretionary,07/01/2007 to 04/30/2022,05/01/2021 to 04/30/2022,Elvera Messina,,03/24/2021
Administration for Children and Families / Office of Head Start,07CH011292-02-01,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",6414941891,Cindy Davis,Head Start and Early Head Start,93.6,CH - Head Start Projects,1709024,Social Services,Administrative Supplement/Change,Discretionary,01/01/2020 to 12/31/2024,01/01/2021 to 12/31/2021,Jennifer Curtiss,816-426-2991,03/22/2021
Administration for Children and Families / Office of Head Start,07CH011783-02-01,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,FY21 Head Start Program Operations & TTA,93.6,CH - Head Start Projects,1130176,Social Services,Administrative Supplement/Change,Discretionary,08/01/2020 to 07/31/2025,01/01/2021 to 12/31/2021,Jennifer Curtiss,816-426-2991,03/19/2021
NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES,1R43ES033134-01,"SUPERIOR STATISTICAL RESEARCH, LLC","SIOUX CENTER, IA, 51250-2904",712-635-4811,"Tintle, Nathan L",Large-scale data integration and harmonization to accurately predict sites facing future health-based drinking water crises,93.113,Biological Response to Environmental Health Hazards,256579,Small Business Innovation Research Grants (SBIR) - Phase I,New Award,Grant,04/01/2021 to 03/31/2022,04/01/2021 to 03/31/2022,"Greer, Jenny L",984.287.3332,03/18/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI143671-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"POLGREEN, PHILIP M.",Estimating the risk for and severity of respiratory infections attributable to CFTR heterozygosity,93.855,"Allergy, Immunology, and Transplantation Research",743016,Research Project,New Award,Grant,04/01/2021 to 03/31/2026,04/01/2021 to 03/31/2022,"Linde, Emily",240-669-2943,03/17/2021
75 / HRSA Program Headquarters Office,H8000535-20-03,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2106144,Health Services,Administrative Supplement/Change,Discretionary,02/01/2002 to 01/31/2022,02/01/2021 to 01/31/2022,Elvera Messina,,03/17/2021

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Administration for Children and Families / Office of Head Start,07CH011879-01-01,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Head Start and Early Head Start,93.6,CH - Head Start Projects,3237798,Social Services,Administrative Supplement/Change,Discretionary,01/01/2021 to 12/31/2025,01/01/2021 to 12/31/2021,Jennifer Curtiss,816-426-2991,03/17/2021
75 / HRSA Program Headquarters Office,H8000815-20-03,"Peoples Community Health Clinic, Inc.","905 Franklin St, Waterloo, IA, 50703-4407",,Christine Kemp,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1590660,Health Services,Administrative Supplement/Change,Discretionary,02/01/2002 to 01/31/2022,02/01/2021 to 01/31/2022,Elvera Messina,,03/17/2021
75 / HRSA Program Headquarters Office,H8000670-20-01,"Community Health Care, Inc.","500 West River Dr, Davenport, IA, 52801-1014",,Tom Bowman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2348089,Health Services,Administrative Supplement/Change,Discretionary,02/01/2002 to 01/31/2022,02/01/2021 to 01/31/2022,Elvera Messina,,03/17/2021
75 / HRSA Program Headquarters Office,X0700005-31-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002",5152818021,Jeff Kerber,RYAN WHITE CARE ACT TITLE II,93.917,X07 - Ryan White Title II Formula Grants Program,3341149,Health Services,Non-Competing Continuation,Discretionary,04/01/1998 to 03/31/2022,04/01/2021 to 03/31/2022,Brad Barney,,03/17/2021
75 / HRSA Program Headquarters Office,T9125789-08-03,Primary Health Care Inc,"1200 University Ave Ste 200, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Affordable Care Act Teaching Health Center (THC) Graduate Medical Education (GME) Payment Program,93.53,T91 - Affordable Care Act Teaching Health Center; Graduate Medical Education P,1059090,Training/Traineeship,Administrative Supplement/Change,Discretionary,07/01/2013 to 06/30/2021,07/01/2020 to 06/30/2021,James King,301-443-1123,03/16/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI155425-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Gurung, Prajwal",Implicating a previously unknown Dectin1-RIPK2-CARD9 signaling in providing resistance against Leishmania major infection,93.855,"Allergy, Immunology, and Transplantation Research",512544,Research Project,New Award,Grant,03/24/2021 to 02/28/2026,03/24/2021 to 02/28/2022,"Linde, Emily",240-669-2943,03/16/2021
75 / HRSA Program Headquarters Office,X0932739-03-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002",5152818021,Jeff Kerber,ADAP Shortfall Relief,93.917,X09 - Aids Drug Assistance Program (ADAP) Relief,3658530,Health Services,Competing Continuation,Discretionary,04/01/2019 to 03/31/2022,04/01/2021 to 03/31/2022,Brad Barney,,03/12/2021
Administration for Children and Families / Office of Head Start,07CH011276-02-01,"Mid-Iowa Community Action, Inc.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,1794284,Social Services,Administrative Supplement/Change,Discretionary,12/01/2019 to 11/30/2024,12/01/2020 to 11/30/2021,Jennifer Curtiss,816-426-2991,03/12/2021
75 / HRSA Program Headquarters Office,B0440134-01-02,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002",5152814911,Marcus Johnson-Miller,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1635447,Health Services,Administrative Supplement/Change,Discretionary,10/01/2020 to 09/30/2022,10/01/2020 to 09/30/2022,LaShawna Smith,,03/10/2021
"Centers for Disease Control and Prevention / CDC-NCHHSTP National Center for HIV, Viral Hepatitis, STDS & TB Prevention (PS)",6 NU62PS924558-04-02,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12TH ST, DES MOINES, IA, 50319-1002",515-242-5149,Elizabeth McChesney,Iowa Integrated HIV Surveillance and Prevention Programs,93.94,PS18-1802.NU62 Integrated HIV Surveillance and Prevention Programs for Health D,1212646,Health Services,Administrative Supplement/Change,Discretionary,01/01/2018 to 12/31/2022,01/01/2021 to 12/31/2021,Arthur Lusby,770.488.2865,03/10/2021
Administration for Children and Families / Office of Head Start,07CH010517-04-01,"Community Opportunities, Incorporated","PO BOX 427, Carroll, IA, 51401-427",712-792-9266,Tonya Weber,Head Start and Early Head Start,93.6,CH - Head Start Projects,1515171,Social Services,Administrative Supplement/Change,Discretionary,12/01/2017 to 11/30/2022,12/01/2020 to 11/30/2021,Jennifer

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Curtiss,816-426-2991,03/03/2021
Administration for Children and Families / Office of Head Start,07CH011877-01-01,SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION,"226 W Main St Ste 208, Ottumwa, IA, 52501-2503",(641) 682-8741 x167,Elizabeth Fairchild,Head Start,93.6,CH - Head Start Projects,1313230,Social Services,Administrative Supplement/Change,Discretionary,12/01/2020 to 11/30/2025,12/01/2020 to 11/30/2021,Jennifer Curtiss,816-426-2991,03/03/2021
75 / HRSA Program Headquarters Office,H4900052-21-00,Visiting Nurse Services,"1111 9th St STE 320, Des Moines, IA, 50314-2527",,Cindy Winn,HEALTHY START COMMUNITIES,93.926,H49 - Healthy Start Initiative-Eliminating Racial/Ethnic Disparities,1144121,Health Services,Non-Competing Continuation,Discretionary,07/01/2001 to 03/31/2024,04/01/2021 to 03/31/2022,LaShawna Smith,,03/02/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI156123-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Boyden, Alexander",Role of B cell interactions in CNS autoimmune demyelination,93.855,"Allergy, Immunology, and Transplantation Research",193125,Exploratory/Developmental Grants,New Award,Grant,03/10/2021 to 02/28/2023,03/10/2021 to 02/28/2022,"Linde, Emily",240-669-2943,03/01/2021
NATIONAL CANCER INSTITUTE,1R01CA259048-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"MELLO-THOMS, CLAUDIA R",Satisfaction of Search in Breast Cancer Detection,93.393,Cancer Cause and Prevention Research,673103,Research Project,New Award,Grant,03/15/2021 to 02/28/2026,03/15/2021 to 02/28/2022,"Wolfrey, Crystal",(240) 276-6277,03/01/2021
Administration for Children and Families / Office of Head Start,07CH010516-04-01,South Central Iowa Community Action Program,"1711 Osceola Ave Ste 103, Chariton, IA, 50049-1516",6417748133,Lori Ferris,Head Start and Early Head Start,93.6,CH - Head Start Projects,1071160,Social Services,Administrative Supplement/Change,Discretionary,11/01/2017 to 10/31/2022,11/01/2020 to 10/31/2021,Jennifer Curtiss,816-426-2991,02/26/2021
Administration for Children and Families / Office of Head Start,07CH011653-02-01,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-324-3236,Tricia Shannon,Head Start and Early Head Start,93.6,CH - Head Start Projects,2723334,Social Services,Administrative Supplement/Change,Discretionary,07/01/2020 to 06/30/2025,11/01/2020 to 10/31/2021,Jennifer Curtiss,816-426-2991,02/26/2021
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS120987-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Narayanan, Nandakumar",VTA dopamine neurons and cognitive symptoms of Parkinsons disease,93.853,Clinical Research Related to Neurological Disorders,432841,Research Project,New Award,Grant,04/01/2021 to 03/31/2026,04/01/2021 to 03/31/2022,"Washington, James",301-496-7449,02/23/2021
Center for Substance Abuse Prevention,1H79SP082464-01,VAN BUREN COUNTY COMMUNITY SCHOOL DISTRICT,"807 1ST ST, KEOSAUQUA, IA, 52565-1043",319 293-6412,"Rankin, Kristene Lyn","The Lee and Van Buren County Strategic Prevention Framework - Partnerships for Success Project to address underage drinking and binge drinking in Lee and Van Buren Counties, Iowa.",93.243,,300000,Mental Health & Substace Abuse Service Grants,New Award,Grant,02/28/2021 to 02/27/2026,02/28/2021 to 02/27/2022,"Crocker, Odessa",(240) 276-1078,02/22/2021
Center for Substance Abuse Prevention,1H79SP082388-01,IOWA STATE DEPT OF PUBLIC HEALTH,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515 281-5605,"Hibben, Julie",Partnerships to Prevent Alcohol Involved Deaths,93.243,,1000000,Mental Health & Substace Abuse Service Grants,New Award,Grant,02/28/2021 to 02/27/2026,02/28/2021 to 02/27/2022,"Crocker, Odessa",(240) 276-1078,02/22/2021
75 / HRSA Program Headquarters Office,H8008765-14-00,Crescent Community Health Center,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,Gary Collins,Health Center Cluster,93.527,H80 - Health Center Cluster,1644274,Health Services,Non-Competing Continuation,Discretionary,09/01/2007 to 02/28/2022,03/01/2021 to 02/28/2022,Elvera Messina,,02/22/2021
75 / HRSA Program Headquarters Office,H8000570-20-00,All Care Health Center,"902 S 6th St, COUNCIL BLUFFS, IA, 51501-6441",7122566571,William Wypyski,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2330719,Health Services,Non-Competing Continuation,Discretionary,07/01/2002 to 02/28/2022,03/01/2021 to 02/28/2022,Elvera

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Messina,,02/19/2021
75 / HRSA Program Headquarters Office,H8000272-20-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W AGENCY RD, WEST BURLINGTON, IA, 52655-1667",3197532300x101,Ronald Kemp,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2677565,Health Services,Non-Competing Continuation,Discretionary,09/01/2002 to 02/28/2023,03/01/2021 to 02/28/2022,Elvera Messina,,02/19/2021
75 / HRSA Program Headquarters Office,H8000796-20-00,"RIVER HILLS COMMUNITY HEALTH CENTER, INC.","201 S MARKET ST, OTTUMWA, IA, 52501-2946",641-683-5773,Rick Johnson,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,3651105,Health Services,Non-Competing Continuation,Discretionary,03/01/2002 to 02/28/2022,03/01/2021 to 02/28/2022,Elvera Messina,,02/19/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI157121-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Houtman, Jon C.D.",CD4 T cell intrinsic signaling defects during viral exhaustion,93.855,"Allergy, Immunology, and Transplantation Research",231750,Exploratory/Developmental Grants,New Award,Grant,02/25/2021 to 01/31/2023,02/25/2021 to 01/31/2022,"Linde, Emily",240-669-2943,02/17/2021
Administration for Children and Families / Office of Head Start,07CH011656-02-00,"MID-SIOUX OPPORTUNITY, INC","418 S Marion St, Remsen, IA, 51050-1102",712-786-2001,Kendra Rensink,Head Start and Early Head Start,93.6,CH - Head Start Projects,3067933,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2021 to 02/28/2022,Jennifer Curtiss,816-426-2991,02/12/2021
NATIONAL CANCER INSTITUTE,2R44CA232778-02A1,"NANOMEDTRIX, LLC","2500 CROSSPARK RD, E152 BIOVENTURES CENTER, CORALVILLE, IA, 52241-4710",319 541-2036,"Assouline, Joe",Ultrasound-based diagnostic and monitoring of bladder cancer treatment with drug released from nanoparticles,93.394,Cancer Detection and Diagnosis Research,1043125,Small Business Innovation Research Grants (SBIR) - Phase II,Competing Continuation,Grant,09/07/2018 to 02/28/2023,03/01/2021 to 02/28/2022,"Wolfrey, Crystal",(240) 276-6277,02/12/2021
Administration for Children and Families / Office of Head Start,07CH010845-03-00,Upper Des Moines Opportunity Inc,"101 E Robins St, Graettinger, IA, 51342-7726",712-859-3885,Julie Edwards,Head Start and Early Head Start,93.6,CH - Head Start Projects,6009731,Social Services,Non-Competing Continuation,Discretionary,03/01/2019 to 02/29/2024,03/01/2021 to 02/28/2022,Jennifer Curtiss,816-426-2991,02/11/2021
75 / HRSA Program Headquarters Office,B0440134-01-01,Iowa Department of Public Health,"321 E 12TH ST, DES MOINES, IA, 50319-1002",5152814911,Marcus Johnson-Miller,Maternal and Child Health Services,93.994,B04 - Maternal and Child Health Services,1976456,Health Services,Administrative Supplement/Change,Discretionary,10/01/2020 to 09/30/2022,10/01/2020 to 09/30/2022,LaShawna Smith,,02/11/2021
Administration for Children and Families / Office of Head Start,07HP000122-03-00,"Community Opportunities, Incorporated","23751 Highway 30, Carroll, IA, 51401-8505",712-792-9266,Tonya Weber,Early Head Start Child Care Partnership,93.6,HP - Early Head Start - Child Care Partnerships,1540789,Social Services,Non-Competing Continuation,Discretionary,03/01/2019 to 02/29/2024,03/01/2021 to 02/28/2022,Jennifer Curtiss,816-426-2991,02/10/2021
Administration for Children and Families / Office of Head Start,07CH011695-02-00,Community Action Agency of Siouxland,"2700 Leech Ave, Sioux City, IA, 51106-1129",7122741610x230,Rachael Ostermyer,Head Start and Early Head Start,93.6,CH - Head Start Projects,3680821,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,03/01/2021 to 02/28/2022,Jennifer Curtiss,816-426-2991,02/10/2021
Administration for Children and Families / Office of Head Start,07HP000152-03-00,Community Action Agency of Siouxland,"2700 Leech Ave, Sioux City, IA, 51106-1129",7122741610x230,Rachael Ostermyer,Early Head Start Child Care Partnership,93.6,HP - Early Head Start - Child Care Partnerships,1374094,Social Services,Non-Competing Continuation,Discretionary,03/01/2019 to 02/29/2024,03/01/2021 to 02/28/2022,Jennifer Curtiss,816-426-2991,02/10/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI154458-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Kohut, Marian L",Combination nanovaccine-based immunization against influenza virus in the aged: immunity and protection,93.855,"Allergy, Immunology, and Transplantation Research",729805,Research Project,New

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Award,Grant,02/16/2021 to 01/31/2026,02/16/2021 to 01/31/2022,"Linde, Emily",240-669-2943,02/05/2021
NATIONAL INSTITUTE OF DENTAL & CRANIOFACIAL RESEARCH,1R21DE030248-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Chen, Xi",Improving oral health awareness and dental referrals for adult patients receiving palliative care,93.121,Oral Diseases and Disorders Research,234020,Exploratory/Developmental Grants,New Award,Grant,03/01/2021 to 02/28/2023,03/01/2021 to 02/28/2022,"Rutberg, Diana",(301) 594-4798,02/04/2021
Center for Mental Health Services,1H79SM083223-01,"COMMUNITY HEALTH CENTERS OF SOUTHERN IOWA, INC.","LEON, IA, 50144-1206",6414462383,"Cannon, Samantha",CHCSI - CCBHC Expansion Grant,93.829,,2270344,Mental Health & Substace Abuse Service Grants,New Award,Grant,02/15/2021 to 02/14/2023,02/15/2021 to 02/14/2023,"George, Roger",240-276-1418,02/03/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R15HL152330-01A1,DES MOINES UNIV OSTEOPATHIC MEDICAL CTR,"3200 GRAND AVE, DES MOINES, IA, 50312-4104",515 271-1657,"Dai, Jun","Hydroxymethylation, Incident Type 2 Diabetes and Incident Obesity",93.837,Heart and Vascular Diseases Research,488819,Academic Research Enhancement Awards (AREA),New Award,Grant,03/01/2021 to 02/29/2024,03/01/2021 to 02/29/2024,"McKeither, Tawana",240-276-6300,01/29/2021
75 / HRSA Program Headquarters Office,H1740189-01-00,"FAMILY, Inc","3501 Harry Langdon Blvd Ste 150, Council Bluffs, IA, 51503-7894",7122569566,Kimberly Kolakowski,Healthy Tomorrows Partnership for Children Program,93.11,H17 - Healthy Tomorrows Partnership for Children Program,50000,Health Services,New,Discretionary,03/01/2021 to 02/28/2026,03/01/2021 to 02/28/2022,Stephannie Young,,01/25/2021
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-02-03,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,28508748,Health Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Freda Johnson,770.488.3107,01/19/2021
HRSA Grant Service Office,H8008765-13-10,CRESCENT COMMUNITY HEALTH CENTER,"1690 Elm St Ste 300, Dubuque, IA, 52001-3686",,"Collins, Gary",Health Center Cluster,93.527,Health Center Cluster,112920,,Supplement,Discretionary,09/01/2007 to 02/28/2022,03/01/2020 to 02/28/2021,Lisa Ayoub,,01/19/2021
HRSA Grant Service Office,H8000335-20-01,"PROTEUS EMPLOYMENT OPPORTUNITIES, INC.","3850 Merle Hay Rd, Des Moines, IA, 50310-1330",,"Hoffman-Zinnel, Daniel",HEALTH CENTER CLUSTER,93.527,HEALTH CENTER CLUSTER,96600,,Supplement,Discretionary,02/01/2002 to 01/31/2022,02/01/2021 to 01/31/2022,Lisa Ayoub,,01/19/2021
Center for Flex Grants,1H79FG000646-01,IOWA STATE DEPT OF PUBLIC HEALTH,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515 281-5605,"Robertson, Jennifer Nicole",Iowa's Emergency COVID-19 Project,93.665,,2859647,Mental Health & Substace Abuse Service Grants,New Award,Grant,02/01/2021 to 05/31/2022,02/01/2021 to 05/31/2022,"George, Roger",240-276-1418,01/19/2021
"Centers for Disease Control and Prevention / CDC-NCEZID National Center for Zoonotic, Vector-Borne, And Enteric Diseases (CK)",6 NU50CK000504-02-05,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC),93.323,CDC-RFA-CK19-1904.NU50 2019 Epidemiology and Laboratory Capacity (ELC) for Preve,181600727,Health Services,Administrative Supplement/Change,Discretionary,08/01/2019 to 07/31/2024,08/01/2020 to 07/31/2021,Brownie Anderson-Rana,770-488-2771,01/14/2021
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,2T32AI007533-21A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Perlman, Stanley","Training in Molecular Virology, Viral Pathogenesis and Viral Vectors",93.855,"Allergy, Immunology, and Transplantation Research",122990,Institutional National Research Service Award,Competing Continuation,Grant,09/01/1998 to 05/31/2026,06/01/2021 to 05/31/2022,"Linde, Emily",240-669-2943,01/06/2021
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL155091-01,UNIVERSITY OF IOWA,"2

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Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Wei, Shunguang",Novel Role of Interleukin-17 in Sympathetic Activation in Heart Failure,93.837,Heart and Vascular Diseases Research,530606,Research Project,New Award,Grant,01/08/2021 to 12/31/2024,01/08/2021 to 12/31/2021,"McKeither, Tawana",240-276-6300,01/04/2021
75 / HRSA Program Headquarters Office,H8000815-20-00,"Peoples Community Health Clinic, Inc.","905 Franklin St, Waterloo, IA, 50703-4407",,Christine Kemp,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1590660,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2022,02/01/2021 to 01/31/2022,Elvera Messina,,12/30/2020
75 / HRSA Program Headquarters Office,H8000670-20-00,"Community Health Care, Inc.","500 West River Dr, Davenport, IA, 52801-1014",,Tom Bowman,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2348090,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2022,02/01/2021 to 01/31/2022,Elvera Messina,,12/30/2020
75 / HRSA Program Headquarters Office,H8000535-20-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",712-202-1011,Mari Kaptain-Dahlen,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,2081831,Health Services,Non-Competing Continuation,Discretionary,02/01/2002 to 01/31/2022,02/01/2021 to 01/31/2022,Elvera Messina,,12/28/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE002985-01-00,North Iowa Community School District,"111 3rd Ave NW, Buffalo Center, IA, 50424-7702",641-562-2525,Molly Winter,Community Actions for Underage Substance Elimination,93.276,CDC-RFA-CE20-2003 Drug Free Communities (DFC) Support- Competing Continuation,125000,Health Services,New,Discretionary,12/31/2020 to 09/29/2021,12/31/2020 to 09/29/2021,Valencia Williams,404.498.3260,12/22/2020
NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES,1R01ES032671-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Mattes, Timothy E.",Elucidating mechanisms for enhanced anaerobic bioremediation in the presence of carbonaceous materials using an integrated material science and molecular microbial ecology approach,93.143,NIEHS Superfund Hazardous Substances - Basic Research and Education,277783,Research Project,New Award,Grant,01/01/2021 to 10/31/2025,01/01/2021 to 10/31/2021,"Greer, Jenny L",984.287.3332,12/21/2020
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-02-02,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,1060853,Health Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Freda Johnson,770.488.3107,12/17/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE003213-01-00,Clinton Substance Abuse Council,"250 20th Ave N Ste 146, Clinton, IA, 52732-2503",563-241-4371,Kristin Huisenga,Drug-Free Communities (DFC) Support Program Non-competing Continuation.,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,37021,Health Services,New,Discretionary,09/30/2020 to 12/30/2020,09/30/2020 to 12/30/2020,Valencia Williams,404.498.3260,12/15/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE003271-01-00,MT VERNON COMMUNITY SCHOOL DISTRICT,"525 Palisades Rd SW, Mount Vernon, IA, 52314-1761",319-895-8845,Ericka Johnson,Drug-Free Communities (DFC) Support Program Non-competing Continuation.,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,11154,Health Services,New,Discretionary,09/30/2020 to 02/28/2021,09/30/2020 to 02/28/2021,Valencia Williams,404.498.3260,12/15/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE003198-01-00,"Area Substance Abuse Council, Inc.","3601 16th Ave SW, Cedar Rapids, IA, 52404-2328",3194624327,Erin Foster,CDC-RFA-CE21-2106,93.799,CDC-RFA-CE21-2106 Comprehensive Addiction and Recovery Act (CARA) Local Drug Cri,61812,Health Services,New,Discretionary,07/01/2018 to 06/30/2021,07/01/2020 to 06/30/2021,Valencia Williams,404.498.3260,12/15/2020
NATIONAL INSTITUTE ON AGING,1R01AG067078-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Jacob, Mathews",Model Based Deep

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Learning Framework for Ultra-High Resolution Multi-Contrast MRI,93.866,Aging Research,727486,Research Project,New Award,Grant,01/01/2021 to 12/31/2025,01/01/2021 to 12/31/2021,"Moy, Kathleen",301.827.2856,12/15/2020
75 / HRSA Program Headquarters Office,T9125789-08-02,Primary Health Care Inc,"1200 UNIVERSITY AVE STE 110, DES MOINES, IA, 50314-2355",515-248-1441,Kelly Huntsman,Affordable Care Act Teaching Health Center (THC) Graduate Medical Education (GME) Payment Program,93.53,T91 - Affordable Care Act Teaching Health Center; Graduate Medical Education P,1122210,Training/Traineeship,Administrative Supplement/Change,Discretionary,07/01/2013 to 06/30/2021,07/01/2020 to 06/30/2021,James King,301-443-1123,12/11/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE002981-01-00,Clinton Substance Abuse Council,"250 20th Ave N Ste 146, Clinton, IA, 52732-2503",563-241-4371,Lauren Schwandt,Camanche-DeWitt Coalition Drug Free Communities Project,93.276,CDC-RFA-CE20-2003 Drug Free Communities (DFC) Support- Competing Continuation,125000,Health Services,New,Discretionary,12/31/2020 to 09/29/2025,12/31/2020 to 09/29/2021,Patricia French,770-488-2849,12/11/2020
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R38HL150208-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"STOLTZ, DAVID A",Iowa StARR Scholars Program,93.838,Lung Diseases Research,324448,Mentored Research Pathway in Residency,New Award,Grant,01/01/2021 to 12/31/2024,01/01/2021 to 12/31/2021,"Agresti, Anthony",301-827-8014,12/10/2020
Administration for Children and Families / Office of Head Start,07CH011100-03-00,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",(712)755-5135,Lavennia Coover,Head Start and Early Head Start,93.6,CH - Head Start Projects,2577773,Social Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,02/01/2021 to 01/31/2022,Jennifer Curtiss,816-426-2991,12/10/2020
Administration for Children and Families / Office of Head Start,07CH011393-02-00,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St Ste 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,Head Start and Early Head Start,93.6,CH - Head Start Projects,1569870,Social Services,Non-Competing Continuation,Discretionary,02/01/2020 to 01/31/2025,02/01/2021 to 01/31/2022,Jennifer Curtiss,816-426-2991,12/07/2020
Administration for Children and Families / Office of Head Start,07CH011292-02-00,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",641-494-1891,Melissa Nelson,Head Start and Early Head Start,93.6,CH - Head Start Projects,1709022,Social Services,Non-Competing Continuation,Discretionary,01/01/2020 to 12/31/2024,01/01/2021 to 12/31/2021,Jennifer Curtiss,816-426-2991,11/25/2020
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R21AI155835-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"HABELHAH, HASEM",Therapeutic efficacies of neutrophil elastase and RIP1 inhibitors in acute lung injury,93.855,"Allergy, Immunology, and Transplantation Research",193125,Exploratory/Developmental Grants,New Award,Grant,12/02/2020 to 11/30/2022,12/02/2020 to 11/30/2021,"Linde, Emily",240-669-2943,11/23/2020
NATIONAL INSTITUTE ON DEAFNESS AND OTHER COMMUNICATION DISORDERS,2R01DC004290-21,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Howard, Matthew A.",Human Auditory Cortex Physiology,93.173,Biological Research Related to Deafness and Communicative Disorders,685285,Research Project,Competing Continuation,Grant,08/01/2000 to 11/30/2025,12/01/2020 to 11/30/2021,"Myrbeck, Edward",301-435-1405,11/19/2020
Administration for Children and Families / Office of Head Start,07CH011276-02-00,"Mid-Iowa Community Action, Inc.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,1794281,Social Services,Non-Competing Continuation,Discretionary,12/01/2019 to 11/30/2024,12/01/2020 to 11/30/2021,Jennifer Curtiss,816-426-2991,11/17/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE002846-01-00,Governor's Office of Drug Control Policy,"215 E 7th St, Des Moines, IA, 50319-1902",515-725-0311,Dennis Wiggins,Iowa Alliance of Coalitions for Change (AC4C) DFC Year 7,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting

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Continuation,125000,Health Services,New,Discretionary,10/31/2019 to 10/30/2024,10/31/2020 to 10/30/2021,Stephanie Latham,770.488.2917,11/02/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE002865-01-00,West Hancock Community School District,"420 9th Ave SW, Britt, IA, 50423-1157",641-843-3863,Sandy Rayhons,"Applicant will use the Strategic Prevention Framework model, activities and environmental strategies to address and prevent youth substance use.",93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,125000,Health Services,New,Discretionary,10/31/2019 to 10/30/2024,10/31/2020 to 10/30/2021,Stephanie Latham,770.488.2917,11/02/2020
Administration for Children and Families / Office of Head Start,07CH011653-02-00,Community Action of Eastern Iowa,"500 E 59th St, Davenport, IA, 52807-2623",563-324-3236,Tricia Shannon,Head Start and Early Head Start,93.6,CH - Head Start Projects,2723331,Social Services,Non-Competing Continuation,Discretionary,07/01/2020 to 06/30/2025,11/01/2020 to 10/31/2021,Jennifer Curtiss,816-426-2991,10/23/2020
Administration for Children and Families / ACYF - Family and Youth Services Bureau,90YO2393-01-00,"Youth and Shelter Services, Inc.","420 Kellogg Ave, Ames, IA, 50010-6226",515-233-3141,Andrew Allen,IHYC Street Outreach Program,93.557,YO - Street Outreach,150000,Health Services,New,Discretionary,09/30/2020 to 09/29/2023,09/30/2020 to 09/29/2021,Katrina Morgan,N/A,09/28/2020
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),6 NH23IP922622-02-01,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,1601110,Health Services,Administrative Supplement/Change,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Brownie Anderson-Rana,770-488-2771,09/24/2020
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI155434-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Weber, Mary",The role of secreted effector proteins in Chlamydia trachomatis invasion,93.855,"Allergy, Immunology, and Transplantation Research",490102,Research Project,New Award,Grant,09/22/2020 to 08/31/2025,09/22/2020 to 08/31/2021,"Linde, Emily",240-669-2943,09/23/2020
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,2R01DK106104-06A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Potthoff, Matthew Joseph",Regulation of Energy Homeostasis by FGF21,93.847,"Diabetes, Endocrinology and Metabolic Research",524132,Research Project,Competing Continuation,Grant,07/15/2015 to 07/31/2024,09/20/2020 to 07/31/2021,"ROSENBERG, MARY K.",301-594-8891,09/18/2020
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS115800-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Glykys, Joseph C.",Water and chloride movement in neurons during seizure activity,93.853,Clinical Research Related to Neurological Disorders,423191,Research Project,New Award,Grant,09/30/2020 to 06/30/2025,09/30/2020 to 06/30/2021,"Kinchen, Aaron",301-496-7386,09/17/2020
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI155413-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Martin, Richard John","Slo-1K channels, TRP-2 channels, emodepside and diethylcarbamazine in Filaria",93.855,"Allergy, Immunology, and Transplantation Research",464529,Research Project,New Award,Grant,09/16/2020 to 08/31/2025,09/16/2020 to 08/31/2021,"Linde, Emily",240-669-2943,09/16/2020
NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM,1R01AA028931-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Marcinkiewcz, Catherine Anne",Alcohol and the Serotonin System in the Progression of Alzheimers Disease,93.273,Alcohol Research Programs,375350,Research Project,New Award,Grant,09/15/2020 to 07/31/2025,09/15/2020 to 07/31/2021,"Fox, Judy",(301) 443-4704,09/15/2020
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL153095-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Whitaker, Kara Marie","Sedentary behavior, physical activity, sleep, and cardiovascular risk in pregnancy: the Pregnancy 24/7 cohort study",93.837,Heart and Vascular Diseases Research,779128,Research Project,New

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Award,Grant,09/15/2020 to 08/31/2025,09/15/2020 to 08/31/2021,"McKeither, Tawana",240-276-6300,09/14/2020
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK123043-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Sivitz, William Irving",UCP1 and the regulation of mitochondrial respiration in brown adipose tissue by oxaloacetate,93.847,"Diabetes, Endocrinology and Metabolic Research",315000,Research Project,New Award,Grant,09/15/2020 to 06/30/2024,09/15/2020 to 06/30/2021,"ROSENBERG, MARY K.",301-594-8891,09/14/2020
HRSA Grant Service Office,C1439786-01-00,Siouxland Community Health Center,"1021 Nebraska St, Sioux City, IA, 51105-1436",,"Kaptain-Dahlen, Mari",Capital Assistance for Disaster Response and Recovery Efforts,93.224,Capital Assistance for Disaster Response and Recovery Efforts,100000,,New,Discretionary,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2023,Tammy Ponton,,09/08/2020
NATIONAL INSTITUTE OF MENTAL HEALTH,1DP2MH126377-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Hultman, Rainbo",Electrical connectomics: an innovative approach for dissecting brain mechanisms underlying behavioral states,93.242,Mental Health Research Grants,2317500,NIH Director's New Innovator Awards,New Award,Grant,09/07/2020 to 05/31/2025,09/07/2020 to 05/31/2025,"Kees, Tamara A.",301-443-8811,09/08/2020
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",2R01HL130346-05,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Song, Long-Sheng",Novel Functions of the E-C Coupling Structural Protein Junctophilin-2 in the Heart,93.837,Heart and Vascular Diseases Research,605348,Research Project,Competing Continuation,Grant,01/15/2016 to 08/31/2024,09/10/2020 to 08/31/2021,"McKeither, Tawana",240-276-6300,09/08/2020
HRSA Grant Service Office,C1439785-01-00,"COMMUNITY HEALTH CENTERS OF SOUTHERN IOWA, INC.","302 NE 14th St, Leon, IA, 50144-1206",,"Cannon, Samantha",Capital Assistance for Disaster Response and Recovery Efforts,93.224,Capital Assistance for Disaster Response and Recovery Efforts,100000,,New,Discretionary,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2023,Tammy Ponton,,09/08/2020
HRSA Grant Service Office,C1439915-01-00,"Community Health Care, Inc.","500 W River Dr, Davenport, IA, 52801-1014",,"Bowman, Tom",Capital Assistance for Disaster Response and Recovery Efforts,93.224,Capital Assistance for Disaster Response and Recovery Efforts,553171,,New,Discretionary,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2023,Shonda Gosnell,,09/08/2020
HRSA Grant Service Office,C1439918-01-00,Primary Health Care Inc,"1200 University Ave Ste 200, Des Moines, IA, 50314-2355",,"Huntsman, Kelly",Capital Assistance for Disaster Response and Recovery Efforts,93.224,Capital Assistance for Disaster Response and Recovery Efforts,1000000,,New,Discretionary,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2023,Shonda Gosnell,,09/08/2020
HRSA Grant Service Office,C1439917-01-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W Agency Rd, West Burlington, IA, 52655-1667",,"Kemp, Ronald",Capital Assistance for Disaster Response and Recovery Efforts,93.224,Capital Assistance for Disaster Response and Recovery Efforts,1000000,,New,Discretionary,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2023,Shonda Gosnell,,09/08/2020
HRSA Grant Service Office,C1439916-01-00,"COMMUNITY HEALTH CENTER OF FORT DODGE, INC","126 N 10th St, Fort Dodge, IA, 50501-3915",,"Kruckenberg, Renae",Capital Assistance for Disaster Response and Recovery Efforts,93.224,Capital Assistance for Disaster Response and Recovery Efforts,1000000,,New,Discretionary,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2023,Shonda Gosnell,,09/08/2020
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM138243-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"POTOYAN, Davit",Multi-scale computational investigation of functions and mechanisms of protein-RNA phase separation.,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",339524,Outstanding Investigator Award,New Award,Grant,09/15/2020 to 07/31/2025,09/15/2020 to 07/31/2021,"Walker, Tiffany",(301) 594-4514,09/04/2020
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK126740-

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01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Atasoy, Deniz",Targeting Ascending Catecholamine Pathways to Prevent Hypoglycemia,93.847,"Diabetes, Endocrinology and Metabolic Research",386250,Research Project,New Award,Grant,09/15/2020 to 05/31/2025,09/15/2020 to 05/31/2021,"ROSENBERG, MARY K.",301-594-8891,09/02/2020
NATIONAL INSTITUTE OF BIOMEDICAL IMAGING AND BIOENGINEERING,1R01EB029756-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Bardhan, Rizia",Developing Multimodal Multiplexed ImmunoPET-Raman Probes to Guide Immunotherapies,93.394,,327970,Research Project,New Award,Grant,09/15/2020 to 05/31/2024,09/15/2020 to 05/31/2021,"Taylor, Holly",(301) 496-9315,09/01/2020
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R01GM138471-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Spies, Michael Ashley",Dialing down caspase-7 through allosteric control: An integrated approach,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",309000,Research Project,New Award,Grant,09/15/2020 to 06/30/2024,09/15/2020 to 06/30/2021,"Moeller, Lisa",301-594-3914,09/01/2020
NATIONAL INSTITUTE ON DEAFNESS AND OTHER COMMUNICATION DISORDERS,3R01DC008089-10S1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"McMurray, Bob",Development of Real Time Spoken and Written Word Recognition: Neural Bases.,93.173,Biological Research Related to Deafness and Communicative Disorders,510823,Research Project,Competing Revision,Grant,01/08/2007 to 11/30/2023,07/01/2020 to 11/30/2020,"Myers, Christopher",(301) 435-0713,08/31/2020
FOOD AND DRUG ADMINISTRATION,1U19FD007100-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"SCHUELLER, MICHAEL David",Food Defense and Surveillance in Support of the FDA by the State Hygienic Laboratory at the University of Iowa,93.103,,570000,Research Program (Cooperative Agreement),New Award,Cooperative Agreement,09/01/2020 to 06/30/2025,09/01/2020 to 06/30/2021,"Pendleton, Kimberly",240-402-7610,08/31/2020
FOOD AND DRUG ADMINISTRATION,1U19FD007120-01,IOWA DEPT AGRICULTURE/LAND STEWARDSHIP,"LAND STEWARDSHIP, DES MOINES, IA, 50319-5005",515 281-5322,"KNIGHT, TRAVIS JAY",Iowa Department of Agriculture and Land Stewardship LFFM - Expanding Capabilities and Capacities,93.103,,549996,Research Program (Cooperative Agreement),New Award,Cooperative Agreement,09/01/2020 to 06/30/2025,09/01/2020 to 06/30/2021,"Pendleton, Kimberly",240-402-7610,08/31/2020
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP006921-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-6067,Jill Geadelmann,Building Core Capacity in Iowa to Address Alzheimer's Disease and Related Dementias,93.334,DP20-2004 BOLD Public Health Programs to Address Alzheimers Disease and Relate,200000,Social Services,New,Discretionary,09/30/2020 to 09/29/2023,09/30/2020 to 09/29/2021,Valencia Williams,404.498.3260,08/31/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE002459-01-00,JACKSON COUNTY IOWA,"201 W Platt St, Maquoketa, IA, 52060-2243",5636521729,KIMBERLY GRANDINETTI,DRUG FREE COMMUNITY SUPPORT GRANT,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,125000,Health Services,New,Discretionary,09/30/2018 to 09/29/2023,09/30/2020 to 09/29/2021,Stephanie Latham,770.488.2917,08/28/2020
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NH28CE002562-01-00,"North Fayette Valley Community Coalition, Inc","23689 Canoe Rd, Elgin, IA, 52141-9509",5634265055,Stacie Schroeder,North Fayette Valley Community Coalition Partnership to Reduce Youth Substance Abuse in Fayette County,93.276,CDC-RFA-CE20-2004 Drug Free Communities (DFC) Support- NonCompeting Continuation,125000,Health Services,New,Discretionary,09/30/2018 to 09/29/2023,09/30/2020 to 09/29/2021,Stephanie Latham,770.488.2917,08/28/2020
FOOD AND DRUG ADMINISTRATION,1U18FD007194-01,IOWA DEPT AGRICULTURE/LAND STEWARDSHIP,"LAND STEWARDSHIP, DES MOINES, IA, 50319-5005",515 281-5322,"Gamble, William",IDALS/FDA AFRPS Maintenance with PC Regulatory Activities,93.103,,450000,Research

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Demonstration (Cooperative Agreements),New Award,Cooperative Agreement,09/01/2020 to 06/30/2025,09/01/2020 to 06/30/2021,"Pendleton, Kimberly",240-402-7610,08/27/2020
Administration for Children and Families / Office Of Child Support Enforcement,90FD0233-01-00,"HUMAN SERVICES, IOWA DEPARTMENT OF","1914 Carpenter Ave, Des Moines, IA, 50314-1309",515-281-5767,Carol Eaton,Elevating Opportunities Through Iowa's Parenting: It's a Life Program,93.564,FD - State Child Support Enforcement Agencies Demonstration,1000000,Demonstration,New,Discretionary,09/30/2020 to 09/29/2023,09/30/2020 to 09/29/2021,Jill Saletta,202-401-9357,08/27/2020
Administration for Children and Families / ACYF - Children's Bureau,90CU0097-01-02,"Judicial Branch, State of Iowa","1111 E Court Ave, Des Moines, IA, 50319-5003",515-348-4880,Todd Nuccio,Iowa Children and Family Collaborative,93.087,CU - Targeted Grants to Address Needs of Families Affected,1269624,Demonstration,Administrative Supplement/Change,Discretionary,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2023,Bridget Shea Westfall,202.401.5542,08/25/2020
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM138265-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Reuel, Nigel F","Unsupervised optimization of protein therapeutics using closed-loop in vitro synthesis, nanosensing, and deep-learning",93.859,"Pharmacology, Physiology, and Biological Chemistry Research",327666,Outstanding Investigator Award,New Award,Grant,09/05/2020 to 06/30/2025,09/05/2020 to 06/30/2021,"Walker, Tiffany",(301) 594-4514,08/25/2020
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,2U01DK108334-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Uc, Aliye",INSPPIRE: A Longitudinal Cohort Study of Pediatric Chronic Pancreatitis to Predict Clinical Course and Identify Disease Modifiers,93.847,"Diabetes, Endocrinology and Metabolic Research",476598,Research Project (Cooperative Agreements),Competing Continuation,Cooperative Agreement,09/28/2015 to 06/30/2025,09/05/2020 to 06/30/2021,"BOURQUE, SHARON",(301) 594-8846,08/25/2020
HRSA Grant Service Office,H8000272-19-03,"COMMUNITY HEALTH CENTERS OF SOUTHEASTERN IOWA, INC.","1706 W Agency Rd, W Burlington, IA, 52655-1667",,"Kemp, Ronald",HEALTH CENTER CLUSTER,93.527,HEALTH CENTER CLUSTER,315532,,Change of funds,Discretionary,09/01/2002 to 02/28/2023,03/01/2020 to 02/28/2021,Elvera Messina,,08/25/2020
HRSA Grant Service Office,H8024171-09-02,Greater Sioux Community Health Center,"338 1st Ave NW, Sioux Center, IA, 51250-1875",,"Kleinhesselink, Amy",Health Center Cluster,93.527,Health Center Cluster,210017,,Change of funds,Discretionary,06/01/2012 to 04/30/2023,05/01/2020 to 04/30/2021,Elvera Messina,,08/25/2020
HRSA Grant Service Office,H8004200-16-02,"Community Health Centers of Southern Iowa, Inc.","302 NE 14th St, Leon, IA, 50144-1206",,"Cannon, Samantha",Health Center Cluster,93.527,Health Center Cluster,212750,,Change of funds,Discretionary,12/01/2004 to 04/30/2023,05/01/2020 to 04/30/2021,Elvera Messina,,08/25/2020
HRSA Grant Service Office,H8006669-15-05,United Community Health Center,"715 W Milwaukee Ave, Storm Lake, IA, 50588-1564",,"Gehrig, Richard",Health Center Cluster,93.527,Health Center Cluster,175250,,Change of funds,Discretionary,01/01/2006 to 12/31/2022,01/01/2020 to 12/31/2020,Elvera Messina,,08/25/2020
Centers for Disease Control and Prevention / Research-National Institute for Occupational Safety and Health (NIOSH) - OH,5 T42OH008491-15-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",(319) 335-4202,PATRICK O'SHAUGHNESSY,OCCUPATIONAL SAFETY AND HEALTH EDUCATION AND RESEARCH CENTERS (T42),93.262,T42OH - Educational Resource Center Training Grants,1620000,Training/Traineeship,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,07/01/2020 to 06/30/2021,Barbara (Rene) Benyard,770.488.2757,08/24/2020
75 / HRSA Program Headquarters Office,U3G40003-01-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",3193843815,Marcia Ward,Telehealth Focused Rural Health Research Center Cooperative Agreement,93.155,Telehealth Focused Rural Health Research Center Cooperative Agreement,950000,Other,New,Discretionary,09/01/2020 to 08/31/2024,09/01/2020 to 08/31/2021,Brad Barney,,08/20/2020
NATIONAL INSTITUTE OF ARTHRITIS AND MUSCULOSKELETAL AND SKIN DISEASES,1R01AR077418-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Sluka, Kathleen A",Metabolic Biomarkers for

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Fibromyalgia,93.846,"Arthritis, Musculoskeletal and Skin Diseases Research",284554,Research Project,New Award,Grant,09/01/2020 to 08/31/2025,09/01/2020 to 08/31/2021,"Jones, Andrew",301-435-0610,08/20/2020
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1P01HL152960-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"MCCRAY, PAUL B",Molecular Therapies for Cystic Fibrosis Lung Disease,93.838,Lung Diseases Research,2363383,Research Program Projects,New Award,Grant,09/01/2020 to 07/31/2025,09/01/2020 to 07/31/2021,"Agresti, Anthony",301-827-8014,08/20/2020
Administration For Community Living / AOA - Administration on Aging,90INNU0020-01-00,"AGING, IOWA DEPARTMENT OF","510 E 12th St Rm 2, Des Moines, IA, 50319-9025",(515) 494-7250,Alexandra Bauman,2020 Innovations in Nutrition Programs: Iowa Department on Aging,93.048,INNU Innovations in Nutrition Programs and Services,250000,Demonstration,New,Discretionary,09/01/2020 to 08/31/2023,09/01/2020 to 08/31/2021,Tanielle Chandler,N/A,08/20/2020
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R01GM138427-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Zhao, Yan",Artificial Glycosidase with Controlled Selectivity,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",299129,Research Project,New Award,Grant,09/01/2020 to 08/31/2024,09/01/2020 to 08/31/2021,"Moeller, Lisa",301-594-3914,08/19/2020
Centers for Disease Control and Prevention / Research-CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),5 U48DP006389-02-00,University of Iowa,"2 Gilmore Hall, 112 N Capitol Street, Iowa City, IA, 52242-1320",319 384 1503,Edith Parker,"DP19-001, University of Iowa Prevention Research Center for Rural Health",93.135,DP19-001 Health Promotion and Disease Prevention Research Centers,1390000,Health Services,Non-Competing Continuation,Discretionary,09/30/2019 to 09/29/2024,09/30/2020 to 09/29/2021,Angie Willard,770-488-2863,08/19/2020
FOOD AND DRUG ADMINISTRATION,1U01FD007136-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Sahin, Orhan",Detection and surveillance of antimicrobial resistance among enteric bacteria from raw retail meat and seafood in Iowa: A NARMS Retail Food Surveillance Project,93.876,,155000,Research Project (Cooperative Agreements),New Award,Cooperative Agreement,09/01/2020 to 08/31/2025,09/01/2020 to 08/31/2021,"Pendleton, Kimberly",240-402-7610,08/18/2020
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL150360-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Kassan, Modar O.",MiR-204 regulates type 1 IP3R/Ca2+ axis to control vascular smooth muscle cell contractility and blood pressure: Potential role of the gut microbiome,93.837,Heart and Vascular Diseases Research,490000,Research Project,New Award,Grant,09/01/2020 to 06/30/2025,09/01/2020 to 06/30/2021,"McKeither, Tawana",240-276-6300,08/18/2020
Administration For Community Living / CIP - Center for Consumer Access and Self-Determination,90MPRC0002-01-00,Northeast Iowa Area Agency On Aging Inc,"3840 W 9th St, Waterloo, IA, 50702-5914",319-874-6876,Nicole Liebau,The Senior Medicare Patrol National Resource Center,93.048,MPRC Senior Medicare Patrol Resource Center,1000000,Other,New,Discretionary,09/01/2020 to 08/31/2025,09/01/2020 to 08/31/2021,Tanielle Chandler,N/A,08/17/2020
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,2R01GM115424-05,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"RUTKOWSKI, D THOMAS",Regulation of ER homeostasis by TCA cycle activity: mechanisms and consequences,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",318270,Research Project,Competing Continuation,Grant,09/01/2015 to 06/30/2024,08/25/2020 to 06/30/2021,"Hodgkins, Brett",(301) 594-3923,08/17/2020
Administration for Children and Families / Office of Head Start,07CH011803-01-00,COMMUNITY ACTION OF SOUTHEAST IOWA,"2850 Mount Pleasant St Ste 108, Burlington, IA, 52601-2002",3197530193,Matthew LeClere,Head Start and Early Head Start,93.6,CH - Head Start Projects,6106418,Social Services,New,Discretionary,09/01/2020 to 08/31/2025,09/01/2020 to 08/31/2021,Jennifer Curtiss,N/A,08/17/2020
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,2P50NS053672-16,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-

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2123,"CAMPBELL, KEVIN P.",Muscular Dystrophy Specialized Research Center,93.853,Clinical Research Related to Neurological Disorders,1534100,Specialized Center,Competing Continuation,Grant,06/08/2005 to 06/30/2025,08/15/2020 to 06/30/2021,"Conklin, Elizabeth E",301-496-7480,08/10/2020
75 / HRSA Program Headquarters Office,U7A33719-02-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",5152180920,Sylvia Navin,State Maternal Health Innovation Program,93.11,State Maternal Health Innovation Program,2010055,Other,Non-Competing Continuation,Discretionary,09/30/2019 to 09/29/2024,09/30/2020 to 09/29/2021,Shonda Gosnell,,08/07/2020
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Administration for Children and Families / Office of Head Start,07CH011783-01-00,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Head Start,93.6,CH - Head Start Projects,539476,Social Services,New,Discretionary,08/01/2020 to 07/31/2025,08/01/2020 to 12/31/2020,Jennifer Curtiss,N/A,07/31/2020
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75 / HRSA Program Headquarters Office,D8837557-01-00,University of Iowa,"105 Jessup Hall, 112 N Capitol Street, Iowa City, IA, 52242-1316",,John Warren,"Postdoctoral Training in General, Pediatric and Public Health Dentistry and Dental Hygiene",93.884,D88 - Academic Administrative Units in General Pediatrid and Public Health Den,438288,Training/Traineeship,New,Discretionary,07/01/2020 to 06/30/2025,07/01/2020 to 06/30/2021,James King,301-443-1123,05/20/2020
75 / HRSA Program Headquarters Office,A2230988-04-00,University of Iowa,"105 Jessup Hall, 112 N Capitol Street, Iowa City, IA, 52242-1316",3193538069,Cormac O'Sullivan,Nurse Anesthetist Traineeships,93.124,A22 - Nurse Anesthetist Traineeships,12874,Training/Traineeship,Competing Continuation,Discretionary,07/01/2017 to 06/30/2023,07/01/2020 to 06/30/2021,James King,301-443-1123,05/20/2020
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75 / HRSA Program Headquarters Office,D5837573-01-00,IOWA MEDICAL EDUCATION COLLABORATIVE,"1111 6th Ave, Des Moines, IA, 50314-2610",,Joel Wells,Residency Training in Primary Care,93.884,D58 - Residency Training in Primary Care,314664,Training/Traineeship,New,Discretionary,07/01/2020 to 06/30/2025,07/01/2020 to 06/30/2021,Bruce Holmes,,05/15/2020
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75 / HRSA Program Headquarters Office,D0637512-01-00,MERCY MEDICAL CENTER - NEWTON,"204 N 4th Ave E, Newton, IA, 50208-3135",,Leisa Zylstra,Rural Health Network Development Program,93.912,D06 - Rural Health Network Development Program,299454,Health Services,New,Discretionary,07/01/2020 to 06/30/2023,07/01/2020 to 06/30/2021,William Davis,,05/07/2020
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Administration for Children and Families / Office of Head Start,07CH011292-01-01,North Iowa Community Action Organization,"218 5th St SW Ste 101, Mason City, IA, 50401-3840",641-494-1891,Melissa Nelson,Head Start and Early Head Start,93.6,CH - Head Start Projects,1643388,Social Services,Administrative Supplement/Change,Discretionary,01/01/2020 to 12/31/2024,01/01/2020 to 12/31/2020,Jennifer Curtiss,N/A,04/09/2020
Administration for Children and Families / Office of Head Start,07CH011276-01-01,"Mid-Iowa Community Action, Inc.","1001 S 18th Ave, Marshalltown, IA, 50158-3662",641-752-7162,Carrie Sodders,Head Start and Early Head Start,93.6,CH - Head Start Projects,1718920,Social Services,Administrative Supplement/Change,Discretionary,12/01/2019 to 11/30/2024,12/01/2019 to 11/30/2020,Jennifer Curtiss,N/A,04/09/2020
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75 / HRSA Program Headquarters Office,H8004200-16-00,"COMMUNITY HEALTH CENTERS OF SOUTHERN IOWA, INC.","302 NE 14TH ST, LEON, IA, 50144-1206",6414462383x250,Samantha Cannon,Health Center Cluster,93.527,H80 - Health Center Cluster,1463385,Health Services,Competing Continuation,Discretionary,12/01/2004 to 04/30/2023,05/01/2020 to 04/30/2021,Elvera Messina,,03/26/2020
75 / HRSA Program Headquarters Office,H8024171-09-00,"Greater Sioux Community Health Center, Inc.","338 1st Ave Nw, Sioux Center, IA, 51250-1875",,Amy Kleinhesselink,Health Center Cluster,93.527,H80 - Health Center Cluster,1162068,Health Services,Competing Continuation,Discretionary,06/01/2012 to 04/30/2023,05/01/2020 to 04/30/2021,Elvera Messina,,03/26/2020
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75 / HRSA Program Headquarters Office,H8000272-19-01,"Community Health Centers Of Southeastern Iowa, Inc","1706 W AGENCY RD, WEST BURLINGTON, IA, 52655-1667",3197532300x101,Ronald Kemp,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,1311283,Health Services,Administrative Supplement/Change,Discretionary,09/01/2002 to 02/28/2023,03/01/2020 to 02/28/2021,Elvera Messina,,03/13/2020
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Center for Substance Abuse Prevention,1H79SP081157-01,VAN BUREN COUNTY COMMUNITY SCHOOL DISTRICT,"807 1ST ST, KEOSAUQUA, IA, 52565-1043",319 293-6412,"Rankin, Kristene","The Van Buren County STOP Act Project to address underage drinking and binge drinking by youth prevention in Van Buren County, Iowa.",93.243,,50000,Mental Health & Substace Abuse Service Grants,New Award,Grant,04/30/2020 to 04/29/2024,04/30/2020 to 04/29/2021,"Crocker, Odessa",(240) 276-1078,03/12/2020
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75 / HRSA Program Headquarters Office,H4900052-20-00,Visiting Nurse Services,"1111 9th St STE 320, Des Moines, IA, 50314-2527",,Cindy Winn,HEALTHY START COMMUNITIES,93.926,H49 - Healthy Start Initiative-Eliminating Racial/Ethnic Disparities,1122899,Health Services,Non-Competing Continuation,Discretionary,07/01/2001 to 03/31/2024,04/01/2020 to 03/31/2021,Shonda Gosnell,--,03/05/2020
75 / HRSA Program Headquarters Office,H6126835-07-00,Iowa Department of Public Health,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515-242-5639,Tammy O'Hollearn,Universal Newborn Hearing Screening and Intervention,93.251,H61 - Universal Newborn Hearing Screening and Intervention,235000,Health Services,Competing Continuation,Discretionary,04/01/2014 to 03/31/2024,04/01/2020 to 03/31/2021,Stephannie Young,,02/27/2020
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Administration for Children and Families / Office of Head Start,07CH010845-02-00,Upper Des Moines Opportunity Inc,"101 E Robins St, Graettinger, IA, 51342-7726",712-859-3885,Julie Edwards,Head Start and Early Head Start,93.6,CH - Head Start Projects,5750498,Social Services,Non-Competing Continuation,Discretionary,03/01/2019 to 02/29/2024,03/01/2020 to 02/28/2021,Jennifer Curtiss,N/A,02/20/2020
Administration for Children and Families / Office of Head Start,07HP000122-02-00,"Community Opportunities, Incorporated","23751 Highway 30, Carroll, IA, 51401-8505",712-792-9266,Tonya Weber,Early Head Start Child Care Partnership,93.6,HP - Early Head Start - Child Care Partnerships,1476970,Social Services,Non-Competing Continuation,Discretionary,03/01/2019 to 02/29/2024,03/01/2020 to 02/28/2021,Jeffrey Newton,N/A,02/12/2020
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Administration for Children and Families / Office of Head Start,07CH011393-01-00,NORTHEAST IOWA COMMUNITY ACTION CORPORATION,"305 Montgomery St Ste 7, Decorah, IA, 52101-2721",(563) 382-8436 x135,Sharon Burke,Head Start and Early Head Start,93.6,CH - Head Start Projects,2989601,Social Services,New,Discretionary,02/01/2020 to 01/31/2025,02/01/2020 to 01/31/2021,Jennifer Curtiss,N/A,01/29/2020
Administration for Children and Families / Office of Head Start,07CH011125-02-00,"FAMILY, Inc","3501 Harry Langdon Blvd Ste 150, Council Bluffs, IA, 51503-7894",7122569566,Kimberly Kolakowski,Early Head Start,93.6,CH - Head Start Projects,1239123,Social Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,02/01/2020 to 01/31/2021,Jennifer Curtiss,N/A,01/29/2020
Administration for Children and Families / Office of Head Start,07CH011100-02-00,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",(712)755-5135,Lavennia Coover,Head Start and Early Head Start,93.6,CH - Head Start Projects,4952079,Social Services,Non-Competing Continuation,Discretionary,07/01/2019 to 06/30/2024,02/01/2020 to 01/31/2021,Jennifer Curtiss,N/A,01/29/2020
75 / HRSA Program Headquarters Office,H8000272-19-00,"Community Health Centers Of Southeastern Iowa, Inc","1706 W AGENCY RD, WEST BURLINGTON, IA, 52655-1667",3197532300x101,Ronald Kemp,HEALTH CENTER CLUSTER,93.527,H80 - Health Center Cluster,655641,Health Services,Competing Continuation,Discretionary,09/01/2002 to 02/28/2023,03/01/2020 to 02/28/2021,Elvera Messina,,01/28/2020
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75 / HRSA Program Headquarters Office,K0133813-01-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",,Yuya Hagiwara,Geriatric Academic Career Awards,93.25,K01 - Geriatric Academic Career Awards,75000,Health Services,New,Discretionary,09/01/2019 to 08/31/2023,09/01/2019 to 08/31/2020,Bruce Holmes,,09/23/2019
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Administration for Children and Families / Office of Head Start,07HP000246-01-00,"HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC","1515 Hawkeye Dr, Hiawatha, IA, 52233-1102",319-393-7811,Christi Regan,Early Head Start-Child Care Partnership,93.6,HP - Early Head Start - Child Care Partnerships,752019,Social Services,New,Discretionary,09/01/2019 to 08/31/2024,09/01/2019 to 08/31/2020,Jennifer Curtiss,N/A,07/17/2019
NATIONAL INSTITUTE ON AGING,1R01AG062398-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ABEL, EDWIN TED G.",Mechanistic Studies on the Impact of Sleep Deprivation on Gene Regulation,93.866,Aging Research,645822,Research Project,New Award,Grant,08/01/2019 to 04/30/2024,08/01/2019 to 04/30/2020,"LAFFERTY, TRACI",301-496-8987,07/16/2019
75 / HRSA Program Headquarters Office,H6M33234-01-00,"UNIVERSITY OF IOWA, THE","105 JESSUP HALL, IOWA CITY, IA, 52242-1316",3194675009,Thomas Scholz,State Implementation Grants for Improving Services for Children and Youth with ASD,93.11,H6M - State Implementation Grants for Improving Services for children and Yout,372000,Demonstration,New,Discretionary,09/01/2019 to 08/31/2023,09/01/2019 to 08/31/2020,Tammy Ponton,,07/15/2019
Administration for Children and Families / Office of Head Start,07HP000233-01-00,"Tri-County Child and Family Development Council, Inc.","205 Adams St Ste 2, Waterloo, IA, 50703-3011",319-235-0383,John Berry,Early Head Start-Child Care Partnership,93.6,HP - Early Head Start - Child Care Partnerships,499464,Social Services,New,Discretionary,08/01/2019 to 07/31/2024,08/01/2019 to 07/31/2020,Jennifer Curtiss,N/A,07/12/2019
EUNICE KENNEDY SHRIVER NATIONAL INSTITUTE OF CHILD HEALTH & HUMAN DEVELOPMENT,4R37HD081168-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Blumberg, Mark Samuel",State-dependent sensory processing across early development,93.865,Research for Mothers and Children,619577,Method to Extend Research in Time (MERIT) Award,Extension,Grant,07/01/2019 to 06/30/2024,07/01/2019 to 06/30/2020,"Martinez, Mario",(301) 402-4078,07/11/2019
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",2T32HL007344-41A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Lentz, Steven R",Program in Hematology: Molecular & Cell Biology of Blood Cells,93.839,Blood Diseases and Resources Research,287004,Institutional National Research Service Award,Competing Continuation,Grant,07/01/1988 to 07/31/2024,08/01/2019 to 07/31/2020,"Agresti, Anthony",301-827-8014,07/09/2019
Centers for Disease Control and Prevention / Research-CDC-NCIPC National Center for Injury Prevention & Control (CE),1 R49CE003095-01-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",[NO DATA],CORINNE PEEK-ASA,"CE19-001, The University of Iowa Injury Prevention Research Center",93.136,CE19-001 Injury Control Research Centers,840286,Health Services,New,Discretionary,08/01/2019 to 07/31/2024,08/01/2019 to 07/31/2020,Angie Willard,2863.0,07/09/2019
Centers for Disease Control and Prevention / CDC-OPHPR Coordinating Office for Trism Prparedness & Emergency Response (TP),1 NU90TP922051-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-5206,Rebecca Curtiss,Public Health Emergency Preparedness (PHEP) Cooperative Agreement - 2019,93.069,TP19-1901.NU90 Public Health Emergency Response: Cooperative Agreement for Emerg,7053143,Health Services,New,Discretionary,07/01/2019 to 06/30/2024,07/01/2019 to 06/30/2020,Shicann Phillips,770.488.2809,07/01/2019
Administration for Children and Families / Office of Head Start,07CH011125-01-00,"FAMILY, Inc","3501 Harry Langdon Blvd, Council Bluffs, IA, 51503-7837",7122569566,Kimberly Kolakowski,Early Head Start,93.6,CH - Head Start Projects,849053,Social Services,New,Discretionary,07/01/2019 to 06/30/2024,07/01/2019 to 01/31/2020,Jennifer Curtiss,N/A,07/01/2019
Administration for Children and Families / Office of Head Start,07CH011100-01-00,WEST CENTRAL COMMUNITY ACTION,"1408 Highway 44 Apt A, Harlan, IA, 51537-4804",(712)755-5135,Lavennia Coover,Head Start and Early Head Start,93.6,CH - Head Start Projects,3393581,Social

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NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,2R01GM106569-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Ahern, Christopher A",Chemical Biology of Voltage-Gated Cation Channels,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",320310,Research Project,Competing Continuation,Grant,09/15/2013 to 04/30/2023,07/01/2019 to 04/30/2020,"Moeller, Lisa",301-594-3914,06/26/2019
Assistant Secretary for Public Response / Office of the Assistant Secretary for Preparedness and Response,1 U3REP190603-01-00,Iowa Department of Public Health,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515-242-5206,Rebecca Curtiss,Iowa Hospital Preparedness Program 2019 2020,93.889,Hospital Preparedness Program,2040550,Health Services,New,Discretionary,07/01/2019 to 06/30/2024,07/01/2019 to 06/30/2020,Virginia Simmons,202-260-0400,06/26/2019
75 / HRSA Program Headquarters Office,UB725011-07-00,"UNIVERSITY OF IOWA, THE","105 JESSUP HALL, IOWA CITY, IA, 52242-1316",3193843832,Keith Mueller,Rural Health System Analysis and Technical Assistance Program,93.155,UB7 - Rural Health System Analysis and Technical Assistance,250000,Technical Assistance,Competing Continuation,Discretionary,09/01/2012 to 07/31/2023,08/01/2019 to 07/31/2020,Inge Cooper,,06/25/2019
Centers for Disease Control and Prevention / CDC-NCIRD National Center for Immunization and Respiratory Diseases (IP),1 NH23IP922622-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-5099,Kenneth Sharp,CDC-RFA-IP19-1901 Immunization and Vaccines for Children,93.268,IP19-1901.NH23 Immunization and Vaccines for Children,4807755,Health Services,New,Discretionary,07/01/2019 to 06/30/2024,07/01/2019 to 06/30/2020,Erica Stewart,770-488-2769,06/25/2019
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Administration for Children and Families / Office of Head Start,07HP000187-01-00,DRAKE UNIVERSITY,"2507 University Ave, Des Moines, IA, 50311-4516",515-271-1854,Judith1 Russell,Early Head Start Child Care Partnerships,93.6,HP - Early Head Start - Child Care Partnerships,1094465,Social Services,New,Discretionary,07/01/2019 to 06/30/2024,07/01/2019 to 06/30/2020,Jeffrey Newton,N/A,06/14/2019
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Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),5 NU58DP006514-02-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-6067,Brenda Dodson,Improving the Health of Iowans Through Prevention and Management of Diabetes and Heart Disease and Stroke,93.426,DP18-1815.NU58 Diabetes and Heart Disease & Stroke Prevent Programs-Improving,1958133,Scientific/Health Research(Includes Surveys),Non-Competing Continuation,Discretionary,09/30/2018 to 06/29/2023,06/30/2019 to 06/29/2020,Stephanie Latham,770.488.2917,06/11/2019

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NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS113189-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Usachev, Yuriy M",The Role of the Complement System in Spinal Mechanisms of Chronic Pain,93.853,Clinical Research Related to Neurological Disorders,417324,Research Project,New Award,Grant,06/15/2019 to 05/31/2024,06/15/2019 to 05/31/2020,"Decoster, Tijuanna",301-496-9231,06/05/2019
75 / HRSA Program Headquarters Office,U1Q28731-04-00,"UNIVERSITY OF IOWA, THE","105 Jessup Hall, Iowa City, IA, 52242-1316",3193357121,Marianne Smith,Geriatrics Workforce Enhancement Program,93.969,Geriatrics Workforce Enhancement Program,749708,Training/Traineeship,Competing Continuation,Discretionary,07/01/2015 to 06/30/2024,07/01/2019 to 06/30/2020,James King,301-443-1123,06/04/2019
NATIONAL CANCER INSTITUTE,1R01CA243014-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Menda, Yusuf",Alpha-Particle Emitter Peptide Receptor Targeted Radionuclide Therapy for Neuroendocrine Tumors,93.395,Cancer Treatment Research,567395,Research Project,New Award,Grant,06/03/2019 to 05/31/2024,06/03/2019 to 05/31/2020,"Wolfrey, Crystal",(240) 276-6277,05/29/2019
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM131885-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"PETERS, REUBEN JOHN",Investigating (di)terpenoid biosynthesis,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",359603,Outstanding Investigator Award,New Award,Grant,06/01/2019 to 05/31/2024,06/01/2019 to 05/31/2020,"Moeller, Lisa",301-594-3914,05/13/2019
75 / HRSA Program Headquarters Office,H3H00041-18-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",5157716681,Amanda Ramirez,SMALL RURAL HOSPITAL IMPROVEMENT GRANT PROGRAM,93.301,H3H - Small Rural Hospital Improvement Program,949280,Health Services,Competing Continuation,Discretionary,09/01/2002 to 05/31/2023,06/01/2019 to 05/31/2020,Brad Barney,,05/06/2019
Administration for Children and Families / Office of Head Start,07CH010906-01-00,"Tri-County Child and Family Development Council, Inc.","205 Adams St Ste 2, Waterloo, IA, 50703-3011",319-235-0383,John Berry,Head Start and Early Head Start,93.6,CH - Head Start Projects,6487849,Social Services,New,Discretionary,06/01/2019 to 05/31/2024,06/01/2019 to 05/31/2020,Jennifer Curtiss,N/A,04/29/2019
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,2R01AI043957-21,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"ANDREOTTI, AMY H",Structural Studies of a T cell Specific Tyrosine Kinase,93.855,"Allergy, Immunology, and Transplantation Research",479209,Research Project,Competing Continuation,Grant,01/15/1999 to 08/31/2024,09/01/2019 to 08/31/2020,"Linde, Emily",240-669-2943,04/26/2019
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NATIONAL INSTITUTE OF ARTHRITIS AND MUSCULOSKELETAL AND SKIN DISEASES,1R01AR073187-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Sluka, Kathleen A",Role of macrophages in activity-induced pain and analgesia,93.846,"Arthritis, Musculoskeletal and Skin Diseases Research",529511,Research

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NATIONAL CANCER INSTITUTE,1R01CA232425-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Spies, Maria",The role of human RAD52 protein in genome stability,93.393,Cancer Cause and Prevention Research,408097,Research Project,New Award,Grant,04/01/2019 to 03/31/2024,04/01/2019 to 03/31/2020,"Wolfrey, Crystal",(240) 276-6277,03/27/2019
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Administration for Children and Families / Office of Head Start,07CH010845-01-01,Upper Des Moines Opportunity Inc,"101 E Robins St, Graettinger, IA, 51342-7726",712-859-3885,Julie Edwards,Head Start and Early Head Start,93.6,CH - Head Start Projects,1794776,Social Services,Administrative Supplement/Change,Discretionary,03/01/2019 to 02/29/2024,03/01/2019 to 02/29/2020,Jennifer Curtiss,N/A,03/25/2019
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HRSA Grant Service Office,H4900052-19-00,VISITING NURSE SERVICES,"1111 9th St STE 320, Des Moines, IA, 50314-2527",,"Winn, Cindy",HEALTHY START COMMUNITIES,93.926,HEALTHY START COMMUNITIES,950000,,Competing Continuation,Discretionary,07/01/2001 to 03/31/2024,04/01/2019 to 03/31/2020,Shonda Gosnell,,03/22/2019
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Administration for Children and Families / Office of Head Start,07HP000122-01-00,"Community Opportunities, Incorporated","23751 Highway 30, Carroll, IA, 51401-8505",712-792-9266,Tonya Weber,"Community Opportunities, Inc. dba New Opportunities, Inc. Early Head Start (Non-Partnership) Expansion - Iowa",93.6,HP - Early Head Start - Child Care Partnerships,3515970,Social Services,New,Discretionary,03/01/2019 to 02/29/2024,03/01/2019 to 02/29/2020,Jennifer Curtiss,N/A,03/19/2019
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Administration for Children and Families / Office of Head Start,07CH010845-01-00,Upper Des Moines Opportunity Inc,"101 E Robins St, Graettinger, IA, 51342-7726",712-859-3885,Julie Edwards,Head Start and Early Head Start,93.6,CH - Head Start Projects,4830572,Social Services,New,Discretionary,03/01/2019 to 02/29/2024,03/01/2019 to 02/29/2020,Jennifer Curtiss,N/A,02/26/2019
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EUNICE KENNEDY SHRIVER NATIONAL INSTITUTE OF CHILD HEALTH & HUMAN DEVELOPMENT,1R01HD089940-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"SANTILLAN, MARK K",Vasopressin and Preeclampsia: Early Mechanisms for Prevention,93.865,Research for Mothers and Children,391742,Research Project,New Award,Grant,01/23/2019 to 12/31/2023,01/23/2019 to 12/31/2019,"Martinez, Mario",(301) 402-4078,01/22/2019
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI141196-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Narasimhan, Balaji",Universal room temperature stable influenza nanovaccine,93.855,"Allergy, Immunology, and Transplantation Research",1339376,Research Project,New Award,Grant,01/24/2019 to 12/31/2023,01/24/2019 to 12/31/2019,"Linde, Emily",240-669-2943,01/18/2019
Centers for Disease Control and Prevention / CDC-NCIPC National Center for Injury Prevention & Control (CE),1 NUF2CE002494-01-00,IOWA DEPARTMENT OF PUBLIC HEALTH,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-4417,Kathy Stone,Iowa's Rape Prevention and Education Program,93.136,CE19-1902.NUF2 Rape Prevention and Education: Using The Best Available Evidence,687193,Health Services,New,Discretionary,02/01/2019 to 01/31/2024,02/01/2019 to 01/31/2020,Barbara (Rene) Benyard,770.488.2757,01/10/2019
NATIONAL INSTITUTE ON AGING,1R01AG058741-01A1,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Bai, Hua",Autonomous and Non-Autonomous Regulation of Cardiac Aging,93.866,Aging Research,298499,Research Project,New Award,Grant,01/15/2019 to 11/30/2023,01/15/2019 to 11/30/2019,"Whipp, Linda",301-496-1472,01/09/2019
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1T32HL144461-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"HOFFMAN, ERIC Alfred",Iowa Lung Imaging Training Program,93.838,Lung Diseases Research,151355,Institutional National Research Service Award,New Award,Grant,08/01/2019 to 07/31/2024,08/01/2019 to 07/31/2020,"Agresti, Anthony",301-827-8014,01/04/2019
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",1R01HL144717-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"BOUDREAU, RYAN L",Regulation and role of the cardiac sodium channel Nav1.5 in heart failure,93.837,Heart and Vascular Diseases Research,381250,Research Project,New Award,Grant,01/10/2019 to 12/31/2023,01/10/2019 to 12/31/2019,"Chen, Debbie",301-594-9521,01/04/2019
"Centers for Disease Control and Prevention / CDC-NCHHSTP National Center for HIV, Viral Hepatitis, STDS & TB Prevention (PS)",1 NH25PS005158-01-00,IOWA DEPARTMENT OF PUBLIC HEALTH,"321 E 12th St, Des Moines, IA, 50319-1002",515-281-4417,Kathy Stone,Strengthening STD Prevention and Control for Health Departments (STD PCHD),93.977,PS19-1901.NH25 Improving Sexually Transmitted Disease Programs through Assessmen,690464,Health Services,New,Discretionary,01/01/2019 to 12/31/2023,01/01/2019 to 12/31/2019,Arthur Lusby,770.488.2865,12/17/2018
"Centers for Disease Control and Prevention / CDC-NCHHSTP National Center for HIV, Viral Hepatitis, STDS & TB Prevention (PS)",5 NU62PS924558-02-00,IOWA DEPARTMENT OF PUBLIC HEALTH,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-5149,Elizabeth McChesney,Iowa Integrated HIV Surveillance and Prevention Programs,93.94,PS18-1802.NU62 Integrated HIV Surveillance and Prevention Programs for Health D,1621114,Health Services,Non-Competing Continuation,Discretionary,01/01/2018 to 12/31/2022,01/01/2019 to 12/31/2019,Arthur Lusby,770.488.2865,12/12/2018
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS109910-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Chauhan, Anil Kumar",Novel therpeautic interventions to treat ischemic stroke,93.853,Clinical Research Related to Neurological Disorders,323658,Research Project,New Award,Grant,12/01/2018 to 11/30/2023,12/01/2018 to 11/30/2019,"Decoster, Tijuanna",301-496-9231,11/30/2018
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,2R01AI042767-20,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Harty, John T.",T resident memory in the lung,93.855,"Allergy, Immunology, and Transplantation Research",521974,Research Project,Competing Continuation,Grant,04/01/1998 to 10/31/2023,11/23/2018 to 10/31/2019,"Linde, Emily",240-669-2943,11/21/2018
NATIONAL INSTITUTE OF MENTAL HEALTH,1R01MH118240-01,UNIVERSITY OF IOWA,"2 Gilmore

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NATIONAL INSTITUTE ON DEAFNESS AND OTHER COMMUNICATION DISORDERS,2R01DC008089-09A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"McMurray, Bob",The Development of Real Time Spoken and Written Word Recognition: Cognitive Bases of Language and Educational Outcomes,93.173,Biological Research Related to Deafness and Communicative Disorders,626999,Research Project,Competing Continuation,Grant,01/08/2007 to 11/30/2023,12/01/2018 to 11/30/2019,"Myers, Christopher",(301) 435-0713,11/14/2018
Center for Substance Abuse Prevention,1H79SP081032-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"SKINSTAD, ANNE H",Prevention Technology Transfer Center Tribal Affairs Center,93.243,,500000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"George, Roger",240-276-1418,09/27/2018
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES,1R01AI139874-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Xue, Hai-Hui",Ezh2 regulates follicular helper T cell differentiation,93.855,"Allergy, Immunology, and Transplantation Research",475873,Research Project,New Award,Grant,09/24/2018 to 08/31/2023,09/24/2018 to 08/31/2019,"Linde, Emily",240-669-2943,09/24/2018
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP006606-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-242-6067,Jill Myers Geadelmann1130190,Iowa WISEWOMAN Program,93.436,DP18-1816.NU58 WELL-INTEGRATED SCREENING AND EVALUATION FOR WOMEN ACROSS THE NAT,700000,Scientific/Health Research(Includes Surveys),New,Discretionary,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,Stephanie Latham,770-488-2917,09/20/2018
NATIONAL INSTITUTE ON AGING,1R01AG060637-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Adams, Christopher M",Novel signaling pathways underlying skeletal muscle atrophy,93.866,Aging Research,536608,Research Project,New Award,Grant,09/30/2018 to 05/31/2023,09/30/2018 to 05/31/2019,"Whipp, Linda",301-496-1472,09/19/2018
NATIONAL CANCER INSTITUTE,1P01CA217797-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Cullen, Joseph J",Exploiting Redox Metabolism Using Pharmacological Ascorbate for Cancer Therapy,93.395,Cancer Treatment Research,1939848,Research Program Projects,New Award,Grant,09/19/2018 to 08/31/2023,09/19/2018 to 08/31/2019,"Wolfrey, Crystal",(240) 276-6277,09/19/2018
NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES,1R01ES029035-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"DOORN, JONATHAN A",Pesticide-Mediated Generation of a Toxic Neurotransmitter Metabolite,93.113,Biological Response to Environmental Health Hazards,333070,Research Project,New Award,Grant,09/30/2018 to 08/31/2023,09/30/2018 to 08/31/2019,"Puente, Molly E",984-287-3308,09/14/2018
NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES,1R01DK118752-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Uc, Aliye",A Randomized Trial of a Web-based Non-Pharmacological Pain Intervention for Pediatric Chronic Pancreatitis,93.847,"Diabetes, Endocrinology and Metabolic Research",630006,Research Project,New Award,Grant,09/15/2018 to 05/31/2023,09/15/2018 to 05/31/2019,"BOURQUE, SHARON",(301) 594-8846,09/13/2018
Center for Substance Abuse Treatment,1H79TI080466-01,"PRIMARY HEALTH CARE, INC.","STE 200, Des Moines, IA, 50314-2343",5152481447,"Adams, Rachel",Integrated Housing and Health Services Program for Homeless Individuals,93.243,,400000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"George, Roger",240-276-1418,09/07/2018
Center for Substance Abuse Treatment,1H79TI080490-01,"AREA SUBSTANCE ABUSE COUNCIL,

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INC.","3601 16TH AVE SW, CEDAR RAPIDS, IA, 52404-2328",319-390-4611,"Gluba, Gabe",ASAC Stabilizing Homeless to Achieve Recovery Project(SHARP),93.243,,400000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"George, Roger",240-276-1418,09/07/2018
NATIONAL INSTITUTE OF MENTAL HEALTH,1R01MH117964-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"ABEL, EDWIN TED G.","Molecular, Cellular and Circuit Effects of Sleep Deprivation on Hippocampal Function",93.242,Mental Health Research Grants,548869,Research Project,New Award,Grant,09/10/2018 to 06/30/2023,09/10/2018 to 06/30/2019,"Jarosik, Theresa R.",301-443-3858,09/05/2018
"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",2P01HL091842-11,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"STOLTZ, DAVID A",Origins of Cystic Fibrosis Airway Disease,93.838,Lung Diseases Research,2318240,Research Program Projects,Competing Continuation,Grant,09/05/2008 to 06/30/2023,09/05/2018 to 06/30/2019,"Agresti, Anthony",301-827-8014,08/31/2018
Center for Substance Abuse Prevention,1H79SP080698-01,JACKSON COUNTY HEALTH DEPARTMENT,"201 W PLATT, MAQUOKETA, IA, 52060-2243",563-652-5658,"Frieberg, Frank",Jackson County Prevention Coalition Drug Free Communities Project,93.276,,125000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"Crocker, Odessa",(240) 276-1078,08/30/2018
Administration for Children and Families / Office of Head Start,07CD004057-01-00,Iowa Department of Education,"400 E 14th St, Des Moines, IA, 50319-9000",(515) 326-5389,Thomas Rendon,Head Start State Collaboration,93.6,CD - Head Start State Collaboration,125000,Social Services,New,Discretionary,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,Jennifer Curtiss,816-426-2991,08/30/2018
Center for Substance Abuse Prevention,1H79SP080688-01,NORTH FAYETTE VALLEY COMMUNITY COALITION INC.,"23689 CANOE RD, ELGIN, IA, 52141-9509",563-422-5338,"Schroeder, Stacie M",North Fayette Valley Community Coalition Prevention Partnership to Reduce Youth Substance Abuse in Fayette County,93.276,,125000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"Crocker, Odessa",(240) 276-1078,08/30/2018
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP006514-01-00,Iowa Department of Public Health,"321 E 12th St, Des Moines, IA, 50319-1002",515-242-6067,Brenda Dodson,Improving the Health of Iowans Through Prevention and Management of Diabetes and Heart Disease and Stroke,93.426,DP18-1815.NU58 Diabetes and Heart Disease & Stroke Prevent Programs-Improving,1602110,Scientific/Health Research(Includes Surveys),New,Discretionary,09/30/2018 to 06/29/2023,09/30/2018 to 06/29/2019,Stephanie Latham,770-488-2917,08/29/2018
Centers for Disease Control and Prevention / Research-CDC-NCBDDD National Center For Birth Defects And Developmental Disabilities,1 U01DD001223-01-00,University of Iowa,"105 Jessup Hall, Iowa City, IA, 52242-1316",319-384-1549,Paul Romitti,Iowa CBDRP: Component A BD-STEPS II Core,93.073,DD18-001 Birth Defects Study To Evaluate Pregnancy exposureS (BD-STEPS) II,770000,Scientific/Health Research(Includes Surveys),New,Discretionary,09/01/2018 to 08/31/2023,09/01/2018 to 08/31/2019,Pamela Render,770-488-2712,08/27/2018
NATIONAL INSTITUTE OF ARTHRITIS AND MUSCULOSKELETAL AND SKIN DISEASES,2R01AR062547-03A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Cornell, Robert Aaron",Regulation of the Melanocyte Lineage by the AP2 Transcription Factor Family,93.846,"Arthritis, Musculoskeletal and Skin Diseases Research",643190,Research Project,Competing Continuation,Grant,09/25/2013 to 07/31/2023,08/26/2018 to 07/31/2019,"Jones, Andrew",301-435-0610,08/23/2018
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Center for Mental Health Services,1H79SM081728-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N

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Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"SKINSTAD, ANNE H",Mental Health Technology Transfer Center - Tribal Affairs Center,93.243,,500000,Mental Health & Substace Abuse Service Grants,New Award,Grant,08/15/2018 to 08/14/2023,08/15/2018 to 08/14/2019,"George, Roger",240-276-1418,08/13/2018
Centers for Disease Control and Prevention / CDC-NCCDPHP National Center for Chronic Diseases Prvntion & Hlth Promotion (DP),1 NU58DP006466-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-281-7630,Sara Schlievert,Iowa Actions to Improve Oral Health Outcomes,93.366,DP18-1810.NU58 State Actions to Improve Oral Health Outcomes,370000,Scientific/Health Research(Includes Surveys),New,Discretionary,09/01/2018 to 08/31/2023,09/01/2018 to 08/31/2019,Stephanie Latham,770-488-2917,08/13/2018
NATIONAL INSTITUTE ON AGING,1R01AG060616-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Prahlad, Veena",Investigating how intestinal innate immunity confers neuroprotection using C. elegans,93.866,Aging Research,305920,Research Project,New Award,Grant,08/15/2018 to 04/30/2023,08/15/2018 to 04/30/2019,"Whipp, Linda",301-496-1472,08/13/2018
NATIONAL INSTITUTE OF NURSING RESEARCH,1P20NR018081-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"GARDNER, SUE E",Center for Advancing Multimorbidity Science: Profiling risk and symptom expression to develop customized therapies for adults with multiple chronic conditions (CAMS),93.361,Nursing Research,380309,Exploratory Grants,New Award,Grant,08/13/2018 to 05/31/2023,08/13/2018 to 05/31/2019,"Albertini, Brian",301-594-6869,08/08/2018
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM128747-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Wang, Xuefeng","Study the role of integrin tension in cell migration, platelet contraction and invadopodium dynamics",93.859,"Pharmacology, Physiology, and Biological Chemistry Research",369111,Outstanding Investigator Award,New Award,Grant,08/10/2018 to 07/31/2023,08/10/2018 to 07/31/2019,"Hodgkins, Brett",(301) 594-3923,08/06/2018
Center for Mental Health Services,1H79SM080241-01,IOWA STATE DEPT OF PUBLIC HEALTH,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515 281-5605,"Decker, DeAnn",Iowa's Integration Project,93.243,,2000000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"George, Roger",240-276-1418,08/06/2018
Center for Substance Abuse Treatment,1H79TI081053-01,SIXTH JUDICIAL DIST DEPT/CORRECT SRVCS,"DEPARTMENT OF CORRECTIONAL SERVICES, CEDAR RAPIDS, IA, 52404-3414",319 730-1196,"Metzger, Robert",Drug Treatment Court Housing First Project,93.243,,382900,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"George, Roger",240-276-1418,08/06/2018
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1U24NS107247-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"LEIRA, ENRIQUE C",The University of Iowa's Regional Stroke Research Network,93.853,Clinical Research Related to Neurological Disorders,305000,Resource-Related Research Project (Cooperative Agreements),New Award,Cooperative Agreement,08/15/2018 to 07/31/2023,08/15/2018 to 07/31/2019,"Decoster, Tijuanna",301-496-9231,08/01/2018
"Centers for Disease Control and Prevention / CDC-NCHHSTP National Center for HIV, Viral Hepatitis, STDS & TB Prevention (PS)",1 NU87PS004318-01-00,"PUBLIC HEALTH, IOWA DEPARTMENT OF","321 E 12th St, Des Moines, IA, 50319-1002",515-242-5524,Sarah Reisetter,Iowa Youth Risk Behavior Survey (YRBS) Component 1,93.079,PS18-1807.NU87 Promoting Adolescent Health Through School-Based HIV/STD Preven,100000,Health Services,New,Discretionary,08/01/2018 to 07/31/2023,08/01/2018 to 07/31/2019,Arthur Lusby,770-488-2865,07/31/2018
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1R01NS108409-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Faraci, Frank M",Central RAAS and Brain Small Vessel Disease,93.853,Clinical Research Related to Neurological Disorders,507967,Research Project,New Award,Grant,08/01/2018 to 05/31/2023,08/01/2018 to 05/31/2019,"Decoster, Tijuanna",301-496-9231,07/26/2018
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM128786-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, AMES, IA, 50011-2025",515-294-5225,"Chen, Baoyu",Signal Integration from Membranes to the Actin Cytoskeleton,93.859,"Pharmacology, Physiology, and Biological

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"NATIONAL HEART, LUNG, AND BLOOD INSTITUTE",2P01HL084207-11,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Sigmund, Curt Daniel",Genetic and Signaling Mechanisms in the Central Regulation of Blood,93.837,Heart and Vascular Diseases Research,1830636,Research Program Projects,Competing Continuation,Grant,06/01/2007 to 06/30/2023,08/01/2018 to 06/30/2019,"Chen, Debbie",301-594-9521,07/23/2018
Center for Mental Health Services,1H79SM080337-01,IOWA STATE DEPT OF PUBLIC HEALTH,"321 E 12TH ST, DES MOINES, IA, 50319-1002",515 281-5605,"McGovern, Pat",Zero Suicide Iowa,93.243,,700000,Mental Health & Substace Abuse Service Grants,New Award,Grant,09/30/2018 to 09/29/2023,09/30/2018 to 09/29/2019,"George, Roger",240-276-1418,07/19/2018
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,1U24NS107181-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IOWA CITY, IA, 52242-1320",319-335-2123,"Gutmann, Laurie",The University of Iowa's NeuroNEXT Clinical Research Site,93.853,Clinical Research Related to Neurological Disorders,305000,Resource-Related Research Project (Cooperative Agreements),New Award,Cooperative Agreement,07/15/2018 to 06/30/2023,07/15/2018 to 06/30/2019,"Decoster, Tijuanna",301-496-9231,07/09/2018
EUNICE KENNEDY SHRIVER NATIONAL INSTITUTE OF CHILD HEALTH & HUMAN DEVELOPMENT,1R01HD089420-01A1,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IA, 52242-1320",319-335-2123,"BLOCK, ROBERT I",General Anesthesia During Early Childhood and Brain Development,93.865,Research for Mothers and Children,589687,Research Project,New Award,Grant,07/01/2018 to 03/31/2023,07/01/2018 to 03/31/2019,"Martinez, Mario",(301) 402-4078,06/27/2018
Administration For Community Living / AOD - Administration on Disabilities,90DDUC0060-01-00,University of Iowa,"105 Jessup Hall, IA, 52242-1316",3193352123,Julie Christensen,Iowa's University Center for Excellence in Developmental Disabilities,93.632,DDUC Excellence in Developmental Disabilities University Centers,547000,Other,New,Discretionary,07/01/2018 to 06/30/2023,07/01/2018 to 06/30/2019,William Kim,202-795-7381,06/27/2018
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES,1R35GM128705-01,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IA, 52242-1320",319-335-2123,"Musselman, Catherine Anne",Molecular mechanisms of histone signaling in a chromatin relevant context,93.859,"Pharmacology, Physiology, and Biological Chemistry Research",378637,Outstanding Investigator Award,New Award,Grant,08/01/2018 to 07/31/2023,08/01/2018 to 07/31/2019,"Hodgkins, Brett",(301) 594-3923,06/26/2018
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE,2U01NS077352-08,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IA, 52242-1320",319-335-2123,"COFFEY, CHRISTOPHER S.",Network of Excellence in Neuroscience Clinical Trials (NeuroNEXT) - DCC,93.853,Clinical Research Related to Neurological Disorders,1795894,Research Project (Cooperative Agreements),Competing Continuation,Cooperative Agreement,09/30/2011 to 06/30/2023,07/01/2018 to 06/30/2019,"Decoster, Tijuanna",301-496-9231,06/24/2018
NATIONAL INSTITUTE OF DENTAL & CRANIOFACIAL RESEARCH,2R90DE024296-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IA, 52242-1320",319-335-2123,"LEVY, STEVEN M.",University of Iowa Institutional Training Program in Oral Health Research,93.121,Oral Diseases and Disorders Research,81482,Interdisciplinary Training Regular Research Award,Competing Continuation,Grant,07/01/2013 to 06/30/2023,07/01/2018 to 06/30/2019,"Rutberg, Diana",(301) 594-4798,06/24/2018
FOOD AND DRUG ADMINISTRATION,1U18FD006443-01,IOWA STATE UNIVERSITY,"1138 PEARSON HALL, IA, 50011-2025",515-294-5225,"RUMBEIHA, WILSON Kiiza",ISU VDL Capacity Building and Methods Development Grant,93.103,,63550,Research Demonstration (Cooperative Agreements),New Award,Cooperative Agreement,07/01/2018 to 05/31/2023,07/01/2018 to 05/31/2019,"Pendleton, Kimberly",240-402-7610,06/24/2018
NATIONAL INSTITUTE OF DENTAL & CRANIOFACIAL RESEARCH,2T90DE023520-06,UNIVERSITY OF IOWA,"2 Gilmore Hall, 112 N Capitol Street, IA, 52242-1320",319-335-2123,"LEVY, STEVEN M.",University of Iowa Institutional Training Program in Oral Health Research,93.121,Oral Diseases and Disorders Research,415055,Interdisciplinary Research Training Award,Competing Continuation,Grant,07/01/2013 to 06/30/2023,07/01/2018 to 06/30/2019,"Rutberg, Diana",(301) 594-

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The Alabama Supreme Court ruled that frozen embryos count as children in a first-of-its-kind decision bemoaned by advocates and a dissenting judge as potentially ruinous for in vitro fertilization services in the state.

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TOP NEWS

Ala. Justices Deem Frozen Embryos Children Under State Law

By Theresa Schliep

The Alabama Supreme Court ruled that frozen embryos count as children in a first-of-its-kind decision bemoaned by advocates and a dissenting judge as potentially ruinous for in vitro fertilization services in the state.

Opinion attached | Read full article » | Save to favorites »

Analysis

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Liberal Justices Hint Chevron Deference Hanging By A Thread

By Jeff Overley

In the U.S. Supreme Court's latest battle royal over administrative powers, left-leaning justices at oral arguments Tuesday openly suggested that the landmark legal doctrine underpinning modern rulemaking might soon shrivel up, clearing the way for industry-led challenges to regulations on the books for decades.

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Ga. Justices Clarify Official's Role In Hospital Expansion Law

By Mark Payne

The Supreme Court of Georgia has vacated the judgment of the Georgia Court of Appeals in a case concerning the standard that the state's community health commissioner must apply when reviewing a hearing officer's decision over an application to establish a new health service.

Opinion attached | Read full article » | Save to favorites »

Walgreens Defeats $200M Investor Suit Over Insulin Billing

By Hailey Konnath

A Delaware vice chancellor has thrown out a stockholder derivative suit accusing Walgreens directors of ignoring an alleged scheme in which insulin pen prescriptions were overfilled and the government overbilled, ruling that the investors haven't shown that the company's top brass acted in bad faith.

Opinion attached | Read full article » | Save to favorites »

LITIGATION

Fed. Circ. Backs Microsoft's PTAB Win Over 3D Patents

By Dani Kass

The Patent Trial and Appeal Board properly invalidated a pair of 3D medical imaging patents challenged by Microsoft, the Federal Circuit affirmed Tuesday.

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$71M Deal Proposed To End Premier Inc. Share Exchange Suit

By Leslie A. Pappas

Healthcare-purchasing giant Premier Inc. has agreed to a $71 million settlement of a derivative

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stockholder suit in Delaware's Chancery Court that challenged a $473.5 million payout in a 2020 restructuring, with stockholder attorneys seeking an award of up to $14 million in fees.

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2nd Circ. Won't Restore Allergan Investors' Breast Implant Suit

By Sydney Price

A Second Circuit panel on Tuesday declined to revive a class action accusing Allergan Ltd. of downplaying cancer risks linked to the company's breast implants, holding in a summary order that the investors failed to show any duty by Allergan to disclose certain information related to the alleged health concerns, or that the company made any false or misleading statements.

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High Court Blocks Bid By 3 States To Join Abortion Drug Case

By Dan McKay

Republican attorneys general of three states on Tuesday lost in their attempt to join the U.S. Supreme Court case challenging approval of the abortion medication mifepristone, a potential blow to their efforts to ensure the case isn't dismissed for lack of standing.

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Groups, Scholars Back Tribes In High Court Healthcare Bid

By Crystal Owens

A coalition of Native American and Alaskan Native healthcare boards and nonprofits are asking the U.S. Supreme Court to uphold rulings that ordered the federal government to reimburse two tribes millions in administrative healthcare costs, arguing that the obligation is deeply rooted in the trust relationship between the United States and its Indigenous nations.

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Justices Won't Touch UBH Mental Health Coverage Case

By Kellie Mejdrich

The U.S. Supreme Court declined Tuesday to hear United Behavioral Health's challenge to a Tenth Circuit decision that found the company violated federal benefits law by refusing to cover a teenage girl's inpatient mental health treatment claims.

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Justices Decline Malpractice Dispute Over $6M Settlement

By Chris Villani

The U.S. Supreme Court on Tuesday declined to hear the appeal of a Massachusetts legal

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malpractice suit in which Lubin & Meyer PC was accused, and cleared by a lower court, of pressuring a family into accepting a $6 million settlement that the family claims could have been higher.

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High Court Won't Pick Up Medical Drivers' Class Status Row

By Abby Wargo

The U.S. Supreme Court declined Tuesday to review the D.C. Circuit's determination that a lower court must take another look at its finding that a group of nonemergency medical transportation drivers have enough in common to proceed as a class in their wage and hour action against their employer.

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Eateries' Virus Losses Not Covered, Insurer Tells NC Justices

By Hope Patti

Cincinnati Insurance Co. urged the North Carolina Supreme Court to affirm its win in a dispute with more than a dozen eateries over coverage for pandemic-related losses, saying government shutdown orders do not constitute direct physical loss or damage required to trigger coverage.

Brief attached | Read full article » | Save to favorites »

Permanent Need Dooms Request For H-2B Home Health Aides

By Ali Sullivan

A U.S. Department of Labor appeals board has upheld the rejection of a business's request to hire four home health aides under the H-2B temporary foreign worker program, determining a certifying officer did not act arbitrarily and capriciously in finding the company failed to show its need for workers was temporary.

Decision attached | Read full article » | Save to favorites »

Steward Health CEO Accused Of $45M Dividend Fraud

By Spencer Brewer

A California medical staffing agency says embattled Steward Health Care owes it a whopping $45 million, telling a Texas federal court that Steward CEO Ralph de la Torre should cough up part of the sum because he issued a $111 million fraudulent dividend even though his company was drowning in debt.

Complaint attached | Read full article » | Save to favorites »

Jury Says LSD Didn't Cause Quadriplegia; Insurer To Pay $1M

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By Catherine Marfin

A North Carolina insurance company is on the hook for a $1 million settlement between a former high school gymnast who became a quadriplegic after taking LSD and the owners of the home where he ingested the drugs, a Houston federal jury ruled Tuesday.

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Ill. Cardiologist Keeps Trial Win In Med Mal Death Suit

By Mike Curley

An Illinois state appeals court on Tuesday declined to upend a trial victory for a cardiologist and his employer in a suit alleging he misdiagnosed the severity of a heart condition in a patient who later died, saying the trial court was not wrong to allow certain defense testimony or limit the plaintiff's evidence.

Opinion attached | Read full article » | Save to favorites »

Cedars-Sinai Can't Escape Ex-Worker's Retirement Fee Suit

By Kellie Mejdrich

A California federal judge refused to toss a proposed class action against Cedars-Sinai Medical Center alleging mismanagement of an employee retirement plan, finding an ex-worker sufficiently backed up claims the California hospital system should have done more to lower fees and offer better investment choices to retirees.

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Pa. Contractor Says Ohio Cosmetic Centers Skipped $2M Bill

By Ryan Harroff

A construction contractor took the owner of several medical spa and cosmetic surgery practices to Pennsylvania state court on Friday after the healthcare firm allegedly halted projects in two Ohio suburbs and then failed to pay $2 million that the builder was owed for its work on them.

Complaint attached | Read full article » | Save to favorites »

'Perfect Storm' Allows For Med Mal Suit Deadline Extension

By Mike Curley

A New Jersey appeals panel won't throw out a woman's claims against an anesthesiologist in a suit over a botched procedure, saying a "perfect storm" of circumstances warrants an extension of the 120-day deadline for filing an affidavit of merit.

Opinion attached | Read full article » | Save to favorites »

Biotech Co. SomaLogic, Former Exec Settle Fight Over Stock

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By Daniel Ducassi

Colorado-based biotechnology company SomaLogic Inc. and a former co-founder of a company it purchased in 2022 have resolved a lawsuit over the executive's departure and the fate of 400,000 unvested shares, with a California federal judge dismissing the case for good on Friday.

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Patent Atty Group Supports Vanda In High Court Patent Case

By Adam Lidgett

The National Association of Patent Practitioners, the American Council of the Blind and other groups have thrown their support behind Vanda's U.S. Supreme Court appeal of decisions invalidating its patents on Hetlioz, a drug for the blind.

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Insurers Say Pollution Exclusion Bars Cancer Suits Defense

By Elizabeth Daley

An oil company accused of causing four people to develop cancer through exposure to harmful chemicals should not have coverage for its defense of the claims, according to four Nationwide units that told an Illinois federal court the company has no pollution coverage.

Complaint attached | Read full article » | Save to favorites »

BANKRUPTCY

US Trustee Wants Sorrento Ch. 11 Tossed Or Relocated

By Emily Lever

The U.S. Trustee's Office has moved to have Sorrento Therapeutics' Chapter 11 case dismissed, alleging the biopharmaceutical company manufactured a venue in Texas bankruptcy court, even as the debtor asked for court approval to sell off its assets to its CEO under a revised reorganization plan.

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DEALS

Biology AI Startup Bioptimus Raises $35M Seed Round

By Yeji Jesse Lee

Artificial intelligence startup Bioptimus has raised $35 million to build an AI foundational model focused on biology, the company announced Tuesday.

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PRACTICE GROUP OF THE YEAR

Healthcare Group Of The Year: Hogan Lovells

By Kaitlin Gebby

Hogan Lovells' health team secured multibillion-dollar acquisitions and redefined the limits of federal antitrust challenges against state healthcare transactions in just two chapters of its landmark year for the health practice group, landing it among Law360's 2023 Healthcare Practice Groups of the Year.

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EXPERT ANALYSIS

Preparing For DOJ's Data Analytics Push In FCPA Cases

After the U.S. Department of Justice’s recent announcement that it will leverage data analytics in Foreign Corrupt Practice Act investigations and prosecutions, companies will need to develop a compliance strategy that likewise implements data analytics to get ahead of enforcement risks, say attorneys at Cozen O'Connor.

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LEGAL INDUSTRY

Law360 Names Attys Who Moved Up The Firm Ranks In Q4

A promotion to partner or election to practice group chair means a slew of new responsibilities and also lots of well-deserved recognition. Law360 reveals the list of attorneys whose commitment to legal excellence earned them highly coveted spots in the law firm leadership ranks. Find out if your old legal friends — or rivals — moved up in the fourth quarter of last year.

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Q&A

Fox Rothschild AI Chief Talks 'Terrifying' Deepfakes, Biased AI

By Hannah Albarazi

Mark McCreary, the chief artificial intelligence and information security officer at Fox Rothschild, leads his firm's internal AI strategy and provides counsel to other law firms trying to

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bushwhack their path through the often murky AI legal landscape, rife with hallucinated case law citations and disturbingly real deepfakes.

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Simpson Thacher Adds 5 Skadden Financial Institutions Attys

By Andrea Keckley

Simpson Thacher & Bartlett LLP is adding a team of five former Skadden Arps Slate Meagher & Flom LLP attorneys as partners to its financial institutions practice in New York and Washington, D.C., including the onetime co-leader of Skadden's financial institutions group, the firm confirmed on Tuesday.

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FBI Looks Within In Naming Its Next GC

By Michele Gorman

The FBI said Tuesday that it has elevated one of its attorneys, who has worked in the government sector for a large part of his career, to serve as the agency's general counsel in Washington, D.C.

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Ex-BigLaw Atty Avoids Prison For Ch. 11 Lies

By Stewart Bishop

A former BigLaw partner on Tuesday was spared any prison time for lying to a New York bankruptcy court in his 2022 personal Chapter 11 case, in an attempt to shield his assets from creditors.

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Q&A

How Future Litigators Are Training In A 'Flight Simulator'

By Cara Salvatore

Law students who would traditionally experience only a few courtroom scenarios over a semester have begun working with programs that can provide an entire array of courtroom curveballs, thanks to large language model artificial intelligence technology.

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Los Angeles FBI Head, Recused From Girardi Case, Retires

By Brandon Lowrey

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The head of the FBI's Los Angeles office, who recused himself from investigations into indicted ex-lawyer Tom Girardi, has retired after nearly a year and a half in the post, the agency said Tuesday.

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Kirkland Can't Get 'Invasive' Atty Info From 2 BigLaw Firms

By Dorothy Atkins

A California federal magistrate judge barred Kirkland & Ellis LLP from subpoenaing confidential personnel information from a former intellectual property associate's prior employers, Paul Hastings LLP and Fish & Richardson PC, in its defense against her discrimination suit, ruling that Kirkland's subpoena requests are "invasive," irrelevant and "amazingly broad."

Order attached | Read full article » | Save to favorites »

Giuliani Can Contest $148M Fine But Not With His Own Money

By Henrik Nilsson

A New York bankruptcy judge on Tuesday allowed Rudy Giuliani to seek a new trial for $148 million in damages he was ordered to pay for defaming two Georgia poll workers, but said the former mayor can't use money from his bankruptcy estate to pay his legal bills.

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Alito 'Concerned' Jurors Can Be Axed For Religious Beliefs

By Jack Karp

U.S. Supreme Court Justice Samuel Alito said Tuesday he is "concerned" about the prospect of potential jurors being dismissed because of their religious beliefs, as the justices declined to hear a case in which Christian jurors were excused over their views on homosexuality.

2 documents attached | Read full article » | Save to favorites »

High Court Declines To Review Trump Attorney Sanctions

By Katie Buehler

The U.S. Supreme Court declined Tuesday to review onetime Trump lawyer Sidney Powell's and six other attorneys' claims that they were wrongly sanctioned and referred for bar discipline for filing a frivolous challenge to Michigan's 2020 presidential election results.

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Justices Pass On Discrimination Suit Over Calif. Bar Exam

By Andrea Keckley

The U.S. Supreme Court on Tuesday declined to hear a Massachusetts patent attorney's suit

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alleging age discrimination is baked into the California bar exam.

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FCC Panel To Focus On AI's Consumer Impact

By Christopher Cole

The Federal Communications Commission set a consumer advisory panel back into motion Tuesday, with the impact of artificial intelligence on the telecom industry as a top priority.

Notice attached | Read full article » | Save to favorites »

Paul Hastings, Others Seek $9.9M In Kwok Ch. 11 Case Fees

By Aaron Keller

Paul Hastings LLP and six other law firms and professional services organizations have filed applications seeking more than $9.9 million in fees and expenses in the global Chapter 11 saga of Chinese exile Ho Wan Kwok, leaving the cost of the two-year-old case at well more than $30 million.

4 documents attached | Read full article » | Save to favorites »

Girardi Keese Trustee Recovers $1.8M In Fees For Exide Case

By Craig Clough

A U.S. bankruptcy judge on Tuesday approved an agreement between the Girardi Keese bankruptcy trustee, a former attorney for the firm and the Mandell Law Firm to end an adversary proceeding connected to $1.8 million in attorney fees from a lawsuit over the toxic Exide battery plant in Vernon, California.

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Epstein's Attorney, Accountant Accused Of Aiding Trafficking

By Lauren Berg

Two survivors of sexual predator Jeffrey Epstein claim his longtime lawyer and accountant played essential parts in the disgraced financier's sex trafficking enterprise by creating a complex financial infrastructure to keep the money flowing, according to a proposed class action filed in New York federal court.

Complaint attached | Read full article » | Save to favorites »

Ill. Judge Scolds Defense Attys On Discovery: 'This Is Insanity'

By Celeste Bott

A Cook County judge trimmed a lawsuit Tuesday brought by investors alleging financial mismanagement of the firm behind celebrated Chicago restaurant Maple & Ash, but lambasted

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defense counsel for dragging out discovery, saying she was "flabbergasted" that they left out information in discovery responses that she ordered them to include late last year.

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Crypto-Friendly Atty Challenges Warren For Senate Seat

By Aislinn Keely

An attorney known for his pro-crypto views and criticism of the U.S. Securities and Exchange Commission announced on Tuesday a campaign to unseat incumbent and crypto critic Sen. Elizabeth Warren in the Massachusetts senatorial race.

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Epic Calls Apple's $73M Fees Bid An Overreach

By Bryan Koenig

Epic Games blasted Apple on Friday for seeking $73.4 million in legal fees following the pair's California federal court antitrust battle over App Store payment fees, arguing that antitrust claims like Epic's are immune from legal fees and that Apple cannot wrap its demands in successful contract breach counterclaims.

Brief attached | Read full article » | Save to favorites »

Chancery Trounces New Jersey Attys' Bid To Bar Doc Reviews

By Jeff Montgomery

A Delaware vice chancellor has pointedly rejected what he called New Jersey discovery rule "exceptionalism" in a dispute over absolute protection claims for documents sought in a suit accusing advisers of siphoning millions from a family-controlled trust briefly chartered in Delaware.

Decision attached | Read full article » | Save to favorites »

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Federal Communications Commission

Federal Reserve System

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Los Angeles County Sheriff's Department

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Jenner & Block

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Joseph Saveri Law Firm

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Kane Kessler

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Kasowitz Benson

Katten Muchin

Kaufman Borgeest

Kaufman Dolowich

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Nutter McClennen

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O'Sullivan McCormack

Obermayer Rebmann

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Outten & Golden

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White & Case

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GOVERNMENT AGENCIES IN TODAY'S NEWS

Commodity Futures Trading Commission

Consumer Financial Protection Bureau

Delaware Court of Chancery

Export-Import Bank of the United States

Federal Bureau of Investigation

Federal Communications Commission

Federal Reserve System

Federal Trade Commission

Financial Crimes Enforcement Network

Food and Drug Administration

Georgia Supreme Court

Idaho Attorney General's Office

Indian Health Service

Internal Revenue Service

Kansas Attorney General's Office

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Los Angeles County Sheriff's Department

Missouri Attorney General's Office

Northern Arapaho Tribe

Office of the Comptroller of the Currency

Office of the Director of National Intelligence

San Carlos Apache Nation

U.S. Attorney's Office

U.S. Attorney's Office for the Southern District of New York

U.S. Bankruptcy Court for the Southern District of New York

U.S. Court of Appeals for the Federal Circuit

U.S. Court of Appeals for the Second Circuit

U.S. Customs and Border Protection

U.S. Department of Commerce

U.S. Department of Health and Human Services

U.S. Department of Justice

U.S. Department of Labor

U.S. Department of Veterans Affairs

U.S. Department of the Interior

U.S. District Court for the Central District of California

U.S. District Court for the Eastern District of New York

U.S. District Court for the Middle District of Florida

U.S. District Court for the Northern District of California

U.S. District Court for the Northern District of Texas

U.S. District Court for the Southern District of California

U.S. District Court for the Southern District of Florida

U.S. District Court for the Southern District of Illinois

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U.S. District Court for the Southern District of New York

U.S. District Court for the Southern District of West Virginia

U.S. Government Accountability Office

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United Nations

United States Bankruptcy Court for the District of Connecticut

United States District Court for the Southern District of Ohio

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The Alabama Supreme Court ruled that frozen embryos count as children in a first-of-its-kind decision bemoaned by advocates and a dissenting judge as potentially ruinous for in vitro fertilization services in the state.

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TOP NEWS

Ala. Justices Deem Frozen Embryos Children Under State Law

By Theresa Schliep

The Alabama Supreme Court ruled that frozen embryos count as children in a first-of-its-kind decision bemoaned by advocates and a dissenting judge as potentially ruinous for in vitro fertilization services in the state.

Opinion attached | Read full article » | Save to favorites »

Analysis

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Liberal Justices Hint Chevron Deference Hanging By A Thread

By Jeff Overley

In the U.S. Supreme Court's latest battle royal over administrative powers, left-leaning justices at oral arguments Tuesday openly suggested that the landmark legal doctrine underpinning modern rulemaking might soon shrivel up, clearing the way for industry-led challenges to regulations on the books for decades.

Read full article » | Save to favorites »

Ga. Justices Clarify Official's Role In Hospital Expansion Law

By Mark Payne

The Supreme Court of Georgia has vacated the judgment of the Georgia Court of Appeals in a case concerning the standard that the state's community health commissioner must apply when reviewing a hearing officer's decision over an application to establish a new health service.

Opinion attached | Read full article » | Save to favorites »

Walgreens Defeats $200M Investor Suit Over Insulin Billing

By Hailey Konnath

A Delaware vice chancellor has thrown out a stockholder derivative suit accusing Walgreens directors of ignoring an alleged scheme in which insulin pen prescriptions were overfilled and the government overbilled, ruling that the investors haven't shown that the company's top brass acted in bad faith.

Opinion attached | Read full article » | Save to favorites »

LITIGATION

Fed. Circ. Backs Microsoft's PTAB Win Over 3D Patents

By Dani Kass

The Patent Trial and Appeal Board properly invalidated a pair of 3D medical imaging patents challenged by Microsoft, the Federal Circuit affirmed Tuesday.

2 documents attached | Read full article » | Save to favorites »

$71M Deal Proposed To End Premier Inc. Share Exchange Suit

By Leslie A. Pappas

Healthcare-purchasing giant Premier Inc. has agreed to a $71 million settlement of a derivative

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stockholder suit in Delaware's Chancery Court that challenged a $473.5 million payout in a 2020 restructuring, with stockholder attorneys seeking an award of up to $14 million in fees.

Read full article » | Save to favorites »

2nd Circ. Won't Restore Allergan Investors' Breast Implant Suit

By Sydney Price

A Second Circuit panel on Tuesday declined to revive a class action accusing Allergan Ltd. of downplaying cancer risks linked to the company's breast implants, holding in a summary order that the investors failed to show any duty by Allergan to disclose certain information related to the alleged health concerns, or that the company made any false or misleading statements.

Order attached | Read full article » | Save to favorites »

High Court Blocks Bid By 3 States To Join Abortion Drug Case

By Dan McKay

Republican attorneys general of three states on Tuesday lost in their attempt to join the U.S. Supreme Court case challenging approval of the abortion medication mifepristone, a potential blow to their efforts to ensure the case isn't dismissed for lack of standing.

2 documents attached | Read full article » | Save to favorites »

Groups, Scholars Back Tribes In High Court Healthcare Bid

By Crystal Owens

A coalition of Native American and Alaskan Native healthcare boards and nonprofits are asking the U.S. Supreme Court to uphold rulings that ordered the federal government to reimburse two tribes millions in administrative healthcare costs, arguing that the obligation is deeply rooted in the trust relationship between the United States and its Indigenous nations.

2 documents attached | Read full article » | Save to favorites »

Justices Won't Touch UBH Mental Health Coverage Case

By Kellie Mejdrich

The U.S. Supreme Court declined Tuesday to hear United Behavioral Health's challenge to a Tenth Circuit decision that found the company violated federal benefits law by refusing to cover a teenage girl's inpatient mental health treatment claims.

Order List attached | Read full article » | Save to favorites »

Justices Decline Malpractice Dispute Over $6M Settlement

By Chris Villani

The U.S. Supreme Court on Tuesday declined to hear the appeal of a Massachusetts legal

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malpractice suit in which Lubin & Meyer PC was accused, and cleared by a lower court, of pressuring a family into accepting a $6 million settlement that the family claims could have been higher.

Order List attached | Read full article » | Save to favorites »

High Court Won't Pick Up Medical Drivers' Class Status Row

By Abby Wargo

The U.S. Supreme Court declined Tuesday to review the D.C. Circuit's determination that a lower court must take another look at its finding that a group of nonemergency medical transportation drivers have enough in common to proceed as a class in their wage and hour action against their employer.

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Eateries' Virus Losses Not Covered, Insurer Tells NC Justices

By Hope Patti

Cincinnati Insurance Co. urged the North Carolina Supreme Court to affirm its win in a dispute with more than a dozen eateries over coverage for pandemic-related losses, saying government shutdown orders do not constitute direct physical loss or damage required to trigger coverage.

Brief attached | Read full article » | Save to favorites »

Permanent Need Dooms Request For H-2B Home Health Aides

By Ali Sullivan

A U.S. Department of Labor appeals board has upheld the rejection of a business's request to hire four home health aides under the H-2B temporary foreign worker program, determining a certifying officer did not act arbitrarily and capriciously in finding the company failed to show its need for workers was temporary.

Decision attached | Read full article » | Save to favorites »

Steward Health CEO Accused Of $45M Dividend Fraud

By Spencer Brewer

A California medical staffing agency says embattled Steward Health Care owes it a whopping $45 million, telling a Texas federal court that Steward CEO Ralph de la Torre should cough up part of the sum because he issued a $111 million fraudulent dividend even though his company was drowning in debt.

Complaint attached | Read full article » | Save to favorites »

Jury Says LSD Didn't Cause Quadriplegia; Insurer To Pay $1M

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By Catherine Marfin

A North Carolina insurance company is on the hook for a $1 million settlement between a former high school gymnast who became a quadriplegic after taking LSD and the owners of the home where he ingested the drugs, a Houston federal jury ruled Tuesday.

Read full article » | Save to favorites »

Ill. Cardiologist Keeps Trial Win In Med Mal Death Suit

By Mike Curley

An Illinois state appeals court on Tuesday declined to upend a trial victory for a cardiologist and his employer in a suit alleging he misdiagnosed the severity of a heart condition in a patient who later died, saying the trial court was not wrong to allow certain defense testimony or limit the plaintiff's evidence.

Opinion attached | Read full article » | Save to favorites »

Cedars-Sinai Can't Escape Ex-Worker's Retirement Fee Suit

By Kellie Mejdrich

A California federal judge refused to toss a proposed class action against Cedars-Sinai Medical Center alleging mismanagement of an employee retirement plan, finding an ex-worker sufficiently backed up claims the California hospital system should have done more to lower fees and offer better investment choices to retirees.

Order attached | Read full article » | Save to favorites »

Pa. Contractor Says Ohio Cosmetic Centers Skipped $2M Bill

By Ryan Harroff

A construction contractor took the owner of several medical spa and cosmetic surgery practices to Pennsylvania state court on Friday after the healthcare firm allegedly halted projects in two Ohio suburbs and then failed to pay $2 million that the builder was owed for its work on them.

Complaint attached | Read full article » | Save to favorites »

'Perfect Storm' Allows For Med Mal Suit Deadline Extension

By Mike Curley

A New Jersey appeals panel won't throw out a woman's claims against an anesthesiologist in a suit over a botched procedure, saying a "perfect storm" of circumstances warrants an extension of the 120-day deadline for filing an affidavit of merit.

Opinion attached | Read full article » | Save to favorites »

Biotech Co. SomaLogic, Former Exec Settle Fight Over Stock

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By Daniel Ducassi

Colorado-based biotechnology company SomaLogic Inc. and a former co-founder of a company it purchased in 2022 have resolved a lawsuit over the executive's departure and the fate of 400,000 unvested shares, with a California federal judge dismissing the case for good on Friday.

Order attached | Read full article » | Save to favorites »

Patent Atty Group Supports Vanda In High Court Patent Case

By Adam Lidgett

The National Association of Patent Practitioners, the American Council of the Blind and other groups have thrown their support behind Vanda's U.S. Supreme Court appeal of decisions invalidating its patents on Hetlioz, a drug for the blind.

2 documents attached | Read full article » | Save to favorites »

Insurers Say Pollution Exclusion Bars Cancer Suits Defense

By Elizabeth Daley

An oil company accused of causing four people to develop cancer through exposure to harmful chemicals should not have coverage for its defense of the claims, according to four Nationwide units that told an Illinois federal court the company has no pollution coverage.

Complaint attached | Read full article » | Save to favorites »

BANKRUPTCY

US Trustee Wants Sorrento Ch. 11 Tossed Or Relocated

By Emily Lever

The U.S. Trustee's Office has moved to have Sorrento Therapeutics' Chapter 11 case dismissed, alleging the biopharmaceutical company manufactured a venue in Texas bankruptcy court, even as the debtor asked for court approval to sell off its assets to its CEO under a revised reorganization plan.

2 documents attached | Read full article » | Save to favorites »

DEALS

Biology AI Startup Bioptimus Raises $35M Seed Round

By Yeji Jesse Lee

Artificial intelligence startup Bioptimus has raised $35 million to build an AI foundational model focused on biology, the company announced Tuesday.

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PRACTICE GROUP OF THE YEAR

Healthcare Group Of The Year: Hogan Lovells

By Kaitlin Gebby

Hogan Lovells' health team secured multibillion-dollar acquisitions and redefined the limits of federal antitrust challenges against state healthcare transactions in just two chapters of its landmark year for the health practice group, landing it among Law360's 2023 Healthcare Practice Groups of the Year.

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EXPERT ANALYSIS

Preparing For DOJ's Data Analytics Push In FCPA Cases

After the U.S. Department of Justice’s recent announcement that it will leverage data analytics in Foreign Corrupt Practice Act investigations and prosecutions, companies will need to develop a compliance strategy that likewise implements data analytics to get ahead of enforcement risks, say attorneys at Cozen O'Connor.

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LEGAL INDUSTRY

Law360 Names Attys Who Moved Up The Firm Ranks In Q4

A promotion to partner or election to practice group chair means a slew of new responsibilities and also lots of well-deserved recognition. Law360 reveals the list of attorneys whose commitment to legal excellence earned them highly coveted spots in the law firm leadership ranks. Find out if your old legal friends — or rivals — moved up in the fourth quarter of last year.

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Q&A

Fox Rothschild AI Chief Talks 'Terrifying' Deepfakes, Biased AI

By Hannah Albarazi

Mark McCreary, the chief artificial intelligence and information security officer at Fox Rothschild, leads his firm's internal AI strategy and provides counsel to other law firms trying to

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bushwhack their path through the often murky AI legal landscape, rife with hallucinated case law citations and disturbingly real deepfakes.

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Simpson Thacher Adds 5 Skadden Financial Institutions Attys

By Andrea Keckley

Simpson Thacher & Bartlett LLP is adding a team of five former Skadden Arps Slate Meagher & Flom LLP attorneys as partners to its financial institutions practice in New York and Washington, D.C., including the onetime co-leader of Skadden's financial institutions group, the firm confirmed on Tuesday.

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FBI Looks Within In Naming Its Next GC

By Michele Gorman

The FBI said Tuesday that it has elevated one of its attorneys, who has worked in the government sector for a large part of his career, to serve as the agency's general counsel in Washington, D.C.

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Ex-BigLaw Atty Avoids Prison For Ch. 11 Lies

By Stewart Bishop

A former BigLaw partner on Tuesday was spared any prison time for lying to a New York bankruptcy court in his 2022 personal Chapter 11 case, in an attempt to shield his assets from creditors.

Read full article » | Save to favorites »

Q&A

How Future Litigators Are Training In A 'Flight Simulator'

By Cara Salvatore

Law students who would traditionally experience only a few courtroom scenarios over a semester have begun working with programs that can provide an entire array of courtroom curveballs, thanks to large language model artificial intelligence technology.

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Los Angeles FBI Head, Recused From Girardi Case, Retires

By Brandon Lowrey

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The head of the FBI's Los Angeles office, who recused himself from investigations into indicted ex-lawyer Tom Girardi, has retired after nearly a year and a half in the post, the agency said Tuesday.

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Kirkland Can't Get 'Invasive' Atty Info From 2 BigLaw Firms

By Dorothy Atkins

A California federal magistrate judge barred Kirkland & Ellis LLP from subpoenaing confidential personnel information from a former intellectual property associate's prior employers, Paul Hastings LLP and Fish & Richardson PC, in its defense against her discrimination suit, ruling that Kirkland's subpoena requests are "invasive," irrelevant and "amazingly broad."

Order attached | Read full article » | Save to favorites »

Giuliani Can Contest $148M Fine But Not With His Own Money

By Henrik Nilsson

A New York bankruptcy judge on Tuesday allowed Rudy Giuliani to seek a new trial for $148 million in damages he was ordered to pay for defaming two Georgia poll workers, but said the former mayor can't use money from his bankruptcy estate to pay his legal bills.

Order attached | Read full article » | Save to favorites »

Alito 'Concerned' Jurors Can Be Axed For Religious Beliefs

By Jack Karp

U.S. Supreme Court Justice Samuel Alito said Tuesday he is "concerned" about the prospect of potential jurors being dismissed because of their religious beliefs, as the justices declined to hear a case in which Christian jurors were excused over their views on homosexuality.

2 documents attached | Read full article » | Save to favorites »

High Court Declines To Review Trump Attorney Sanctions

By Katie Buehler

The U.S. Supreme Court declined Tuesday to review onetime Trump lawyer Sidney Powell's and six other attorneys' claims that they were wrongly sanctioned and referred for bar discipline for filing a frivolous challenge to Michigan's 2020 presidential election results.

Order attached | Read full article » | Save to favorites »

Justices Pass On Discrimination Suit Over Calif. Bar Exam

By Andrea Keckley

The U.S. Supreme Court on Tuesday declined to hear a Massachusetts patent attorney's suit

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alleging age discrimination is baked into the California bar exam.

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FCC Panel To Focus On AI's Consumer Impact

By Christopher Cole

The Federal Communications Commission set a consumer advisory panel back into motion Tuesday, with the impact of artificial intelligence on the telecom industry as a top priority.

Notice attached | Read full article » | Save to favorites »

Paul Hastings, Others Seek $9.9M In Kwok Ch. 11 Case Fees

By Aaron Keller

Paul Hastings LLP and six other law firms and professional services organizations have filed applications seeking more than $9.9 million in fees and expenses in the global Chapter 11 saga of Chinese exile Ho Wan Kwok, leaving the cost of the two-year-old case at well more than $30 million.

4 documents attached | Read full article » | Save to favorites »

Girardi Keese Trustee Recovers $1.8M In Fees For Exide Case

By Craig Clough

A U.S. bankruptcy judge on Tuesday approved an agreement between the Girardi Keese bankruptcy trustee, a former attorney for the firm and the Mandell Law Firm to end an adversary proceeding connected to $1.8 million in attorney fees from a lawsuit over the toxic Exide battery plant in Vernon, California.

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Epstein's Attorney, Accountant Accused Of Aiding Trafficking

By Lauren Berg

Two survivors of sexual predator Jeffrey Epstein claim his longtime lawyer and accountant played essential parts in the disgraced financier's sex trafficking enterprise by creating a complex financial infrastructure to keep the money flowing, according to a proposed class action filed in New York federal court.

Complaint attached | Read full article » | Save to favorites »

Ill. Judge Scolds Defense Attys On Discovery: 'This Is Insanity'

By Celeste Bott

A Cook County judge trimmed a lawsuit Tuesday brought by investors alleging financial mismanagement of the firm behind celebrated Chicago restaurant Maple & Ash, but lambasted

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defense counsel for dragging out discovery, saying she was "flabbergasted" that they left out information in discovery responses that she ordered them to include late last year.

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Crypto-Friendly Atty Challenges Warren For Senate Seat

By Aislinn Keely

An attorney known for his pro-crypto views and criticism of the U.S. Securities and Exchange Commission announced on Tuesday a campaign to unseat incumbent and crypto critic Sen. Elizabeth Warren in the Massachusetts senatorial race.

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Epic Calls Apple's $73M Fees Bid An Overreach

By Bryan Koenig

Epic Games blasted Apple on Friday for seeking $73.4 million in legal fees following the pair's California federal court antitrust battle over App Store payment fees, arguing that antitrust claims like Epic's are immune from legal fees and that Apple cannot wrap its demands in successful contract breach counterclaims.

Brief attached | Read full article » | Save to favorites »

Chancery Trounces New Jersey Attys' Bid To Bar Doc Reviews

By Jeff Montgomery

A Delaware vice chancellor has pointedly rejected what he called New Jersey discovery rule "exceptionalism" in a dispute over absolute protection claims for documents sought in a suit accusing advisers of siphoning millions from a family-controlled trust briefly chartered in Delaware.

Decision attached | Read full article » | Save to favorites »

COMPANIES IN TODAY'S NEWS

Alcatel Lucent SA

Allergan PLC

Alliance Defending Freedom

American Bar Association

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American Civil Liberties Union

American Conference Institute

Andreessen Horowitz LLC

Apple Inc.

Aston Martin Lagonda Ltd.

AstraZeneca PLC

Aya Healthcare

Banc of California Inc.

Cedars-Sinai Medical Center

Cerberus Capital Management LP

Chevron Corp.

Cincinnati Financial Corp.

Coinbase Global Inc.

Democracy Forward Foundation

Epic Games Inc.

Exide Technologies

Fulton Financial Corp.

Google LLC

HCA Healthcare Inc.

Healthcare Services Group Inc.

Huntington Ingalls Industries Inc.

Kaiser Permanente

Keppel Offshore & Marine Ltd.

Kroll LLC

LinkedIn Corp.

Lumentum Holdings Inc.

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Medical Properties Trust Inc.

Microsoft Corp.

National Council of Urban Indian Health

National Federation of Independent Business

Nationwide Mutual Insurance Co.

New Civil Liberties Alliance

Nokia Corp.

Occidental Fire & Casualty Co. of North Carolina

PacWest Bancorp

Premier Inc.

Public Citizen Inc.

Ripple Labs Inc.

SAP AG

Sanofi

Sofinnova Partners

SomaLogic Inc.

Sorrento Therapeutics Inc.

State Bar of California

States United Democracy Center

Steward Health Care System LLC

TechnipFMC PLC

Teva Pharmaceutical Industries Ltd.

The ERISA Industry Committee

The Walt Disney Co.

Twitter Inc.

U.S. Chamber of Commerce

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UMass Memorial Health Care Inc.

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Axinn Veltrop

BAL LLP

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From: Lane-Molnari, Jody
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To: Malone, Carrie L.
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>; Crawford, Nicholas
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=88202380c31d4e978a72b3289c5840dc-8518ddf0-fb>; Streit, Sonya [DHR]
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Cc:

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Attachments: image001.jpg

Meetings for Wednesday:

* 8:30am SSB 3101, FN24-060, Vapor Product Directory
* 9:00am H Ways & Means, RM 102, 3 bills
* 9:00am H Approps, RM 103, Opioid Settlement bill
* Upon Adjournment, S Approps, RM 116
* 5:00pm HF 2612, House AEA Bill, Public Hearing

Both Chambers had debate scheduled for today:

House:

* HF 2098 A bill for an act relating to an assault committed by a person against whom a protective order is issued, and providing penalties. Watching Passed 93-2

* HF 2404 A bill for an act relating to processes overseen by the department of health and human services, including internal adoption information sharing, dependent adult abuse matters, juvenile justice court filings, and mandatory reporter training. HHS PreFile Amended by H-8017 & Passed 96-0

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Senate:

* SF 2285 A bill for an act relating to the elimination of certain required reports by and duties of the department of health and human services, and including effective date and retroactive applicability provisions. HHS PreFile Amended by S-5016 & Passed 46-0

House Debate for Wednesday (if not done today):

* HF 2099 A bill for an act relating to the regulation of pharmacy benefits managers. FN24-027

* HF 2151 A bill for an act relating to education by modifying provisions related to a process for investigating complaints against school employees and the responsibilities of the department of education and the board of educational examiners. Watching

* HF 2268 A bill for an act relating to limitations on activities related to paid claims under the Medicaid program, and including effective date provisions. FN24-008

* HF 2276 A bill for an act relating to the zoning of maternity group homes.(Formerly HSB 516.) Watching

* HF 2397 A bill for an act relating to the transport of patients to mental health access centers by an ambulance.(Formerly HSB 617.) By Health and Human Services. FN24-072

* HF 2402 A bill for an act relating to psychiatric medical institutions for children.(Formerly HSB 502.) By Health and Human Services. FN24-001

* HF 2423 Meggers A bill for an act relating to operating-while-intoxicated offenses, including temporary restricted licenses and ignition interlock devices, providing penalties, making penalties applicable, and including effective date and applicability provisions. Watching

AMERICAN OVERSIGHT

* HF 2492 A bill for an act relating to insurance coverage for biomarker testing. Watching (Similar to SF 2159, FN24-036.1)

Assignments or Tracking:

HF 2565 RELEASED INMATE MEDICAID COVERAGE (HHS; Successor to HF 2236) (Appropriations) FN24-127 Med

Requires the DHHS to submit a Medicaid waiver request to allow coverage for inmates who are due to be released and otherwise eligible for Medicaid.

HF 2567 RETURN ORDERS FOR ALIENS (Judiciary; Successor to HSB 703) FM: Holt watching CommAcc

Makes it an aggravated misdemeanor for a person who has been previously denied admission or deported from the US to be in Iowa. Does not allow police to make arrests on the school grounds, church grounds or hospitals. Requires a judge, after a finding of probably cause for an arrest under the bill, to order the person released and to leave the country. Allows courts to issue an order to return to the person's country at various points in proceedings, including at conviction. Makes a violation of an order to return a Class C felony. Authorizes indemnification of local officials, except for bad faith actions. Does not allow deferred sentences.

HF 2571 72 HOUR EMERGENCY ORDERS (Judiciary; Successor to HSB 677) FM: Collins watching CommAcc

Allows a police officer to file for a 72-hour emergency domestic protection order if a person claims to be in danger and requests that the officer file for the order.

HF 2573 MEDICAL CANNABIDIOL TELEMEDICINE (Judiciary; Successor to HSB 701) FM: A Meyer watching Compliance

Requires a health care practitioner who uses telemedicine to establish a relationship with a patient for medical cannabidiol comply with the rules from the BOM.

HF 2574 BOARDS & COMMISSIONS REPEAL (Sate Government; Successor to HSB 710)

AMERICAN OVERSIGHT

FM: Bloomingdale BR24-066 Compliance

Repeals numerous boards and transfers their duties, including the Capitol Planning Commission, the Fire Extinguishing & Alarm System Board, the Conservation Education Borad, the Prison Industry Advisory Board, the Community College Faculty Advisory Board, the Commission on Educator Leadership, the Telecommunications Advisory Committee, the Integrated Roadside Vegetation Committee, the Tourist Signing Committee, the Perinatal Guidelines Committee, the Child Advisory Committee, the County Care MH/DS Committee, the 911 Communications Council, the Iowa Cultural Trust Board, the Iowa Great Places Board, the Farm Deer Council, the Grain Industry Panel, the Organic Advisory Council, the Well Contractors Council the Interstate Cooperation Commission, the State Building Code Advisory Council, the Board of Hearing Aid Specialists, the Horizontal & Vertical Infrastructure Board, the Early Child School Alliance, the Public Funds Interest Committee the Board of Shorthand Reporters. Repeals other advisory committees.

HF 2575 TERMINATION OF PREGNANCY (Judiciary; Successor to HSB 621) FM: Wheeler watching Compliance, PH

Increases the penalty for the non-consensual termination of a pregnancy during a felony, including forcible felonies, to a Class A felony; for other non-consensual terminations to a Class B felony and for attempts to do so to a Class C felony. Includes the non-consensual termination of a pregnancy in various other current offenses. Changes references from human pregnancy to unborn person and defines unborn person.

HF 2577 END-OF-LIFE CARE (Judiciary; Successor to HSB 660) FM: Gustoff FN24-112 Aging, PH

Includes end-of-life care decisions in the powers of a guardian (hospice, palliative, life-sustaining intervention and DNRs. Requires the guardian to have consulted with the person at least 14 days prior to any decision, and if the person is not capable of responding, then with family members or significant others. Does not allow the withdrawal of life-sustaining procedures without court approval unless the person is diagnosed with a terminal illness and has less than six months to live.

HF 2580 COUNSEL FOR CHILDREN (Judiciary; Successor to HF 2209) FM: Lohse FN24-088 FWBP

Requires the appointment of legal counsel for a child in ChINA proceedings. Includes provisions on reappointment of previous counsel where appropriate and alternate counsel. Terminates a guardian ad litem at age 10 but allows the GAL to be appointed counsel. Includes provisions on compensation.

HF 2583 GOVERNOR POST-PARTUM COVERAGE (Health & Human Services; Successor to HSB 643) FM: Wood FN24-100 CommAcc, Med, CSRU

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Requires the HHS to submit a Medicare/Medicaid amendment to provide 12-months of continuous post-partum coverage to women at 215% of the FPL. Lowers the level for family income for Medicaid eligibility for pregnant woman from 300% to 215%. Effective as of January 2025.

HF 2584 GOVERNOR CONTRACEPTIVES (Health & Human Services; Successor to HSB 642) FM: Wood FN24-100 CommAcc, Med, PH

Authorizes pharmacists to dispense a twelve-month supply of self-administered hormonal contraceptives pursuant to a standing order created by the HHS. Includes training and CE requirements for the pharmacist. Prohibits the pharmacist from requiring an appointment with the pharmacist or the purchase of other prescription drugs. Gives the pharmacist civil and criminal immunity. Includes requirements for coverage under health insurance and Medicaid. Requires the BOM and the BOP to collect information on the prescriptions.

NOTE – there are currently 3 amendments filed: H-8021, H-8023, H-8026 CommAcc, please review these for impacts

HF 2585 NURSING HOME CITATIONS (Health & Human Services; Successor to HSB 691) FM: T Moore FN24-121 Compliance

Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy.

HF 2589 WORK WITHOUT WORRY (Health & Human Services; Successor to HSB 198) (Appropriations) FN24-132 CommAcc, Med, Aging

Establishes a Work without Worry program to allow persons 16 and older who have disabilities and Medicaid coverage can work without losing health care coverage. Requires HHS to seek a waiver to create the program. Establishes income levels and asset tests for the program. Establishes implementing provisions and coordination with other programs. Requires the HHS to develop a public awareness program. Prohibits HHS from requiring a prescription for the reimbursement of providers for complex rehabilitation technology.

HF 2591 LYME DISEASE TESTING (Health & Human Services; Successor to HF 2289) FM: Boden FN24-109 PH

Requires health care providers who draw blood to test for Lyme disease to include written notice to the patient about the limitations of Lyme disease testing. Requires the HHS to update the notice as needed. Requires medical licensing boards to develop CE rules on Lyme disease.

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HF 2599 GROCERY REINVESTMENT FUND (Economic Growth; Successor to HF 2176) (Appropriations) watch? CommAcc

Establishes a grocery reinvestment fund in the EDA to give financial assistance awards to groceries. Requires the EDA to adopt rules on eligibility for the program and gives priority to projects with matching funds or in underserved communities that serve low-income communities. Requires stores to accept SNAP benefits. Establishes a grant program for local food processors to increase the availability of local produce. Includes reporting requirements. Appropriates $2 million in FY 2025 and FY 2026 for the program.

HF 2605 HEMP CONSUMABLES (Public Safety; Successor to HSB 665) FM: Holt FN24-114 Compliance

Allows the HHS to adopt rules on the THC level of hemp consumables. Establishes criminal and civil penalties for failing to follow the rules/laws on hemp consumables. Makes it a serious misdemeanor to failure to register with the HHS. Makes it a simple misdemeanor to sell hemp consumables to persons under 21 and establishes a schedule of fines for a person under 21 who purchases hemp consumables. Other: Authorizes confiscation and destruction of hemp products under specified circumstances. Prohibits selling alcohol products with THC. Eliminates the negligent Violation Program that allows some violators to avoid criminal prosecution. See SF 2352

HF 2608 PUBLIC ASSISTANCE & SMUGGLING (Judiciary; Successor to HF 2112) FM: Holt FN24-075 CommAcc

Assistance: Requires the DHHS to verify the status of non-citizens applying for public assistance. Requires a non-citizen to be an Iowa resident and have a verified immigration status to receive assistance. Smuggling: Establishes offenses for knowingly helping persons to cross the border, or for helping them remain or evade arrest, ranging from a Class C felony to a Class A felony. Establishes an affirmative defense for smuggling a family member (2nd degree consanguinity/affinity).

HF 2612 HOUSE AEA PLANS (Education; Successor to HSB 713) FM: Wheeler watching Facilities, PH, BehH

Makes the House proposals for AEAs. Gives the DOE supervision over the AEAs and makes AEA boards advisory. Requires the DOE to hire additional persons for the DOE and for the AEAs. Makes related changes to the powers and duties of AEAs and the DOE, including related to accreditation. Services: Requires AEAs to deliver services anywhere in the state, when requested by a public or private school. Directors: Requires the director of an AEA to have a special education teaching license. Limits the salaries of AEA administrators. PD: Allows AEAs to offer evidence-based professional development courses. Task Force: Requires the Legislature to convene a task force on AEAs and for the task force to make recommendations by December 2024. Funding: Directs that most funding for AEA services be

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paid directly to schools and allows for schools to pay for special education and other services out of unreserved fund balances. Weighting: Eliminates the eligibility for supplemental weighting for AEAs. IE Plans: Requires the DOE to develop a process for helping schools with Individualized Education Plans, and to help with other special education needs.

HF 2617 PREGNANCY EDUCATION (Education; Successor to HF 2031) FM: Osmundson watching Facilities

Requires that Human Growth & Development (Sex-Ed) courses include instruction on pregnancy and fetal development, including videos showing the development in the womb. Includes additional requirements.

SF 2263 PRISON RESTROOMS (Judiciary; Successor to SSB 3084) FM: Evans BR24-068 Compliance request

Requires that restrooms and changing rooms in state prisons be designated for the use of one sex and that these facilities are private from members of the opposite sex. Requires that sleeping quarters be designated for the use of one sex. Makes definitions. Establishes a private cause of action for prisoners whose privacy rights are violated.

SF 2385 BOARD REVIEWS (State Government; Successor to SSB 3172) FM: Cournoyer FN24-129 Compliance

Requires legislation establishing boards to include a repeal date of no more than four years and no more than two years for advisory boards. Re-establishes the government efficiency review committee. Establishes salaries for the Regents and BOE and voting members for the Human Services Council. Makes changes to the powers of many boards. Eliminates or merges many boards. Contains implementing provisions.

SF 2386 GOVERNOR AEA/TEACHER BILL (Education; Successor to SSB 3073) FM: Evans BR24-043 Facilities, PH, BehH, Aging, Med

Teachers: Raises the minimum salary for teachers $46,251 and adopts a formula on teacher salary supplements. AEA: Transfers the oversight on Special Education to a new Division of Special Education in the DOE. Requires the DOE to work with the AEAs on the transfer of power and employees to the DOE. Allows AEAS to offer professional development services. Allows AEAs to continue to offer SE and media services. Limits the pay of an AEA administrator (125% of school superintendents). Changes distribution of SE funding and media services funding (100% of SE/40% of media in the first year; 10% and 40% in later years). Requires schools to use SE funds for special education but gives the schools flexibility in spending MS money. Contains other related provisions.

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SSB 3181 CHILDCARE ASSESSMENTS (Ways & Means) Bousselot (C), Brown, Petersen
FYI FWBP was a FN request – no impacts

Exempts property primarily used as a childcare facility from the calculation of the actual value of the property. Establishes a formula for the assessment of childcare facilities. Contains implementing provisions. Effective on enactment.

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

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Owner: Lane-Molnari, Jody </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=616c780837c844c69f753c4a68b859fa-lane-molnar>
Filename: image001.jpg
Last Modified: Tue Feb 20 14:38:32 CST 2024

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image001.jpg for Printed Item: 931 (Attachment 1 of 1)

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IA-DHHS-24-0418-A-006765

Document ID: 0.7.3995.5017

From: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
To: Curtiss, Rebecca </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=cf92c8b8d2e44be89c80b31c817f4552-curtiss, re>; Oestreich, Kera </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=8eae2f28746e499eb6fb9e64e17b2112-oestreich,>; Matney, Elizabeth </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=44d30a180146481b92049fa4d54a36b3-ematney>
Cc:
Bcc:
Subject: FW: Amendments HF 2584 GOVERNOR CONTRACEPTIVES Re: Huddle 2.20.24
Date: Tue Feb 20 2024 09:48:19 CST
Attachments: Outlook-i1lszeu3.jpg
Outlook-uw5pald3.png

Can I get an update from Medicaid on this as well? My recollection is that in the past we have said there are issues implementing this bill with CMS.

From: Lange, Jill M <jill.m.lange@hhs.iowa.gov>
Sent: Tuesday, February 20, 2024 9:11 AM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>; Malone, Carrie L. <cmalone@dhs.state.ia.us>
Cc: Van Liew, Juliann <juliann.vanliew@hhs.iowa.gov>
Subject: Amendments HF 2584 GOVERNOR CONTRACEPTIVES Re: Huddle 2.20.24

Hi - We have reviewed the amendments and see that they reduce the amount of contraceptive provided. We do not believe these amendments have a fiscal impact or impact to our work.

Jill Lange, MPH, RD, LD

Nutrition & Physical Activity Administrator

Division of Community Access

Iowa Department of Health and Human Services

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From: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Sent: Tuesday, February 20, 2024 8:11 AM
To: Armstrong, Theresa <TArmstr1@dhs.state.ia.us>; Benson, Jess <jbenson1@dhs.state.ia.us>; Bird, Melissa <mbird@dhs.state.ia.us>; Brooks, Sarah [IDPH] <sarah.brooks@idph.iowa.gov>; Burkhiser Reynolds, Kayla <kburkhi@dhs.state.ia.us>; Bushell, Courtney <cbushel@dhs.state.ia.us>; Campagna, Steven <SCAMPAG@dhs.state.ia.us>; Campos, Joseph [IDPH] <joe.campos@idph.iowa.gov>; Caruso, Barbara <BCaruso@dhs.state.ia.us>; Casteel, Anna M. <acastee1@dhs.state.ia.us>; Crawford, Nicholas <ncrawfo@dhs.state.ia.us>; Crook, Nicole <ncrook@dhs.state.ia.us>; Curtiss, Rebecca <rcurtis@dhs.state.ia.us>; Daniels, Victoria <vdaniel@dhs.state.ia.us>; Decker, DeAnn [IDPH] <deann.decker@idph.iowa.gov>; Easter, Lorie [DHR] <lorie.easter@iowa.gov>; Ekstrand, Sarah <sekstra2@dhs.state.ia.us>; Erskine, Bobbi <berskin@dhs.state.ia.us>; Evans, Kaitee <kevans2@dhs.state.ia.us>; Eyanson, Marissa A. <meyanso@dhs.state.ia.us>; Fisher, Gloriana <gfisher@dhs.state.ia.us>; Garcia, Kelly K. <kgarcia@dhs.state.ia.us>; Goodvin, Adam <agoodvi@dhs.state.ia.us>; Hess, Derek <dhess@dhs.state.ia.us>; Kruse, Robert [IDPH] <robert.kruse@idph.iowa.gov>; Lange, Jill M <jill.m.lange@hhs.iowa.gov>; Malone, Carrie L. <cmalone@dhs.state.ia.us>; Matney, Elizabeth <ematney@dhs.state.ia.us>; McAllister, Cassie <CMCALLI@dhs.state.ia.us>; McMahon, Teresa <tmcmaho@dhs.state.ia.us>; McTaggart, Jordan <jmctagg@dhs.state.ia.us>; Misel, Robin [IDPH] <robin.misel@idph.iowa.gov>; Motsinger, Paula <pmotsin@dhs.state.ia.us>; Nielson, Jancy <jnielso@dhs.state.ia.us>; Oberbroeckling, Christel [IDA] <christel.oberbroeckling@iowa.gov>; Oestreich, Kera <koestre@dhs.state.ia.us>; Parker, Owen [IDPH] <owen.parker@idph.iowa.gov>; Reisetter, Sarah [IDPH] <sarah.reisetter@idph.iowa.gov>; Reynolds, Stephanie <sreynol@dhs.state.ia.us>; Rhein, Zachary [IDA] <zachary.rhein2@iowa.gov>; Roseberry, Marisa L <marisa.l.roseberry@hhs.iowa.gov>; Scott, Allison <ascott2@dhs.state.ia.us>; Sharp, Ken [IDPH] <kenneth.sharp@idph.iowa.gov>; Shaw, Julie <Jshaw1@dhs.state.ia.us>; Smith, Iesha <iesha.smith@idph.iowa.gov>; Steenblock, Jennifer <JSTEENB@dhs.state.ia.us>; Streit, Sonya [DHR] <sonya.streit@iowa.gov>; Tack, Amy M. <atack@dhs.state.ia.us>; Templeton, Christie <ctemple@dhs.state.ia.us>; Todd, Lynn [IDPH] <lynn.todd@idph.iowa.gov>; Tracy, Cassandra L <cassandra.l.tracy@hhs.iowa.gov>; Van Der Brink, Krystal [IDPH] <krystal.vanderbrink@idph.iowa.gov>; Van Engelenhoven, Jeff [IDPH] <jeff.vanengelenhoven@idph.iowa.gov>; Van Liew, Juliann <juliann.vanliew@hhs.iowa.gov>; Van Maanen, Amy [IDPH] <amy.vanmaanen@idph.iowa.gov>; Van Pelt, Angela R <angela.r.vanpelt@hhs.iowa.gov>; Wickman, Tiffany <twickma@dhs.state.ia.us>
Subject: Huddle 2.20.24

AMERICAN OVERSIGHT

From the GR Team about yesterday's debates in the Senate and House:

Senate:

SF 2251 - Postpartum Coverage PASSED 34-13, with Democrats Trone-Garriott, Giddens, and Wahls voting in favor

Amendment 5010 by Peterson FAILED

* Intro

* Iowa ranks number 1 in the country for largest increase in infant mortality
* Number one for fewest OBGYNs in the country
* Number one for losing L/D departments
* Black women 6x more likely to die
* We should not be contracting care
* Iowa does have the best Medicaid coverage in the country for pregnant moms and their babies
* Medicaid covers prenatal care. Mom and baby are automatically eligible in WIC

* GOVs bill takes away number 1 ranking, WIC benefits, Medicaid coverage, 1300 moms every month, walks away from $10 million in federal funding once the bill is implemented
* This amendment proposes we stay at 375% FPL, which will be less than private school vouchers and extends it to 12 months pp
* Costello response

* Iowans do not support Medicaid for all
* This amendment would allow someone making over 100,000 to qualify
* There are private entities that can help
* Follow Governor's lead and set reasonable guidelines for public assistance

* STG

* Supports amendment
* Iowa has a rising rate of maternal mortality
* We need to expand Medicaid pp coverage
* Cuts 1500 moms and babies per year
* Iowa had the highest increase of infant mortality in the State of Iowa - DHS these are families who are struggling to pay the bills and cannot make it on their own
* There are a lot of families in Iowa not making it at 215%
* There is a cost to kicking pregnant moms and infants off Medicaid
* Please don't make pregnant Iowans and babies pay this cost. We can do better. Support the amendment.

* Jochum

* This is your chance to show that you care about babies after they are born
* This is a pro life amendment

AMERICAN OVERSIGHT

Senator Petersen Comments on the Bill

* Costello - Women can go to the Exchange to get care
* How will women pay for their pregnancy care
* If a young pregnant person needs an ambulance ride and they don't have health insurance, who covers the ride? Costello – they would be responsible for the bill.
* This is not a time to step backwards in maternal healthcare
* The budget process hasn't gotten rolling yet, there is still time to do right by pregnant women and their babies
* Have the Governor and HHS go back to the drawing board. They found $25 million for their office renovations but not a dime for pregnant moms and women.

Costello Closing Comments

* Hope the Dems support the MOMs program
* Medicaid is not the silver bullet
* HHS is partnering with partners in this field to work on AIM
* These collaboratives are successful
* HHS is aiming to eliminate hypertension by 2024
* Medicaid isn't the best way to go about improving maternal health outcomes

SF 2252 – MORE OPTIONS FOR MATERNAL SUPPORT Passed 31-16 (3 senators absent)

Amendment 5011 by Petersen FAILED 31-16

* Ultrasounds must be administered by licensed healthcare providers.

Amendment 5012 by Trone Garriott Failed 31 nayes, 16 yeas

* Requires HHS to establish a complaint process
* Requires HHS to disclose terms of the contracts
* Requires in reporting to the legislature, HHS has to report specific numbers for specific services.
* Requires all providers under MOMS receive informed consent for ultrasounds and abide by HIPPA laws.
* There were a number of questions and comments about ultrasounds. Senator Costello clarified that women would get a referral and go to a medical facility for that type of procedure. MOMS is not for medical procedures and HIPPA standards do not apply. With respect to complaints, there are avenues to file a complaint such as going through HHS, Ombudsman, local entities.
* Senator Trone Garriott

* Wants to ensure accountability for Iowa taxpayers; ill does not increase accountability.
* These programs are not providing medical services, so it needs to be made clear.
* This program is based on a Texas system that was ripe with fraud. On page 4, line 9 of the amendment, participating programs must be in compliance with state and federal laws in regards to data. The department must monitor compliance with these laws. Which state laws are applicable land how will they be enforced?

AMERICAN OVERSIGHT

* Private confidential information must stay that way.
* Four contracts were awarded. Specifically called out Informed Choices Clinic website. They are misleading and deceptive. Guardrails must be put in place. Would prefer that the program to be modeled after LSI which is a quality program.

House:

The House also considered several bills last evening but with much less debate than the Senate chamber. Please see update below.

HF 2305 A bill for an act relating to child care center staff requirements for providing flex care to children up to five years of age.
Pass – 55-36 (9 absent or not voting)

Rep. Baeth, folks in the industry weren't necessarily asking for this so I cannot support it. Has concerns that a "brief absence" as outlined in the bill may go longer than the 5 minute limit as mentioned by Rep. Wood.

HF 2325 A bill for an act relating to inspections for violations relating to retailers of cigarettes, tobacco, tobacco products, alternative nicotine products, and vapor products that provide for use or consumption of regulated products on the retailer's premises.
Pass – 88-3 (9 absent or not voting)

Rep. Gjerde, this is a good piece of legislation. Urged his colleagues to support. Also allows local public health departments to access these establishments as well.

HF 2390 A bill for an act relating to certain powers and duties of the department of inspections, appeals, and licensing including confidentiality of information and records, and dependent adult abuse, and making penalties applicable.

Pass – 91-0 (9 absent or not voting) This is a DIAL prefile bill. Rep. Turek recommended support.

HF 2400 A bill for an act relating to contracts and payments for dental care service plans.
Opening remarks by Rep. Mohr.
Amendment – H-8008, allows the insurance division to write rules rather than require them to do so. Dental association and the dental

caucus are for this bill. Pass – amendment adopted.

Pass – 91-0 (9 absent or not voting)

Both Chambers have debate scheduled for today as well:

AMERICAN OVERSIGHT

House:

* HF 2098 A bill for an act relating to an assault committed by a person against whom a protective order is issued, and providing penalties. Watching

* HF 2151 A bill for an act relating to education by modifying provisions related to a process for investigating complaints against school employees and the responsibilities of the department of education and the board of educational examiners. Watching

* HF 2404 A bill for an act relating to processes overseen by the department of health and human services, including internal adoption information sharing, dependent adult abuse matters, juvenile justice court filings, and mandatory reporter training. HHS PreFile

* HF 2423 Meggers A bill for an act relating to operating-while-intoxicated offenses, including temporary restricted licenses and ignition interlock devices, providing penalties, making penalties applicable, and including effective date and applicability provisions. Watching

* HF 2492 A bill for an act relating to insurance coverage for biomarker testing. Watching (Similar to SF 2159, FN24-036.1)

Senate:

* SF 2285 A bill for an act relating to the elimination of certain required reports by and duties of the department of health and human services, and including effective date and retroactive applicability provisions. HHS PreFile

For the 9am Huddle:

Blue highlights are those that need decisions on assignments. Let me know which of these with question marks you want tracked, any potential assignments, etc.

Yellow highlights are either already assigned or tracked or are pending assignments. Yellow

AMERICAN OVERSIGHT

highlights are FYI

HF 2562 FEMININE HYGIENE PRODUCTS IN SCHOOLS (Young) (Appropriations) watch Fac?

Requires schools to make feminine hygiene products (tampons & sanitary napkins) available at no cost in half of the school restrooms for grades 6-12 schools. Establishes a standing appropriation for the costs of compliance from 2024 to 2027 and requires schools to document those costs.

HF 2564 INTERNATIONAL PHYSICIANS (Young) (State Government) (funneled) FYI Facilities

Establishes a process for licensing international physicians.

HF 2565 RELEASED INMATE MEDICAID COVERAGE (HHS; Successor to HF 2236) (Appropriations) FN24-127 Med

Requires the DHHS to submit a Medicaid waiver request to allow coverage for inmates who are due to be released and otherwise eligible for Medicaid.

HF 2567 RETURN ORDERS FOR ALIENS (Judiciary; Successor to HSB 703) FM: Holt watching CommAcc

Makes it an aggravated misdemeanor for a person who has been previously denied admission or deported from the US to be in Iowa. Does not allow police to make arrests on the school grounds, church grounds or hospitals. Requires a judge, after a finding of probably cause for an arrest under the bill, to order the person released and to leave the country. Allows courts to issue an order to return to the person's country at various points in proceedings, including at conviction. Makes a violation of an order to return a Class C felony. Authorizes indemnification of local officials, except for bad faith actions. Does not allow deferred sentences.

HF 2571 72 HOUR EMERGENCY ORDERS (Judiciary; Successor to HSB 677) FM: Collins watching CommAcc

Allows a police officer to file for a 72-hour emergency domestic protection order if a person claims to be in danger and requests that the officer file for the order.

HF 2573 MEDICAL CANNABIDIOL TELEMEDICINE (Judiciary; Successor to HSB 701) FM: A Meyer watching Compliance

AMERICAN OVERSIGHT

Requires a health care practitioner who uses telemedicine to establish a relationship with a patient for medical cannabidiol comply with the rules from the BOM.

HF 2574 BOARDS & COMMISSIONS REPEAL (Sate Government; Successor to HSB 710) FM: Bloomingdale BR24-066 Compliance

Repeals numerous boards and transfers their duties, including the Capitol Planning Commission, the Fire Extinguishing & Alarm System Board, the Conservation Education Borad, the Prison Industry Advisory Board, the Community College Faculty Advisory Board, the Commission on Educator Leadership, the Telecommunications Advisory Committee, the Integrated Roadside Vegetation Committee, the Tourist Signing Committee, the Perinatal Guidelines Committee, the Child Advisory Committee, the County Care MH/DS Committee, the 911 Communications Council, the Iowa Cultural Trust Board, the Iowa Great Places Board, the Farm Deer Council, the Grain Industry Panel, the Organic Advisory Council, the Well Contractors Council the Interstate Cooperation Commission, the State Building Code Advisory Council, the Board of Hearing Aid Specialists, the Horizontal & Vertical Infrastructure Board, the Early Child School Alliance, the Public Funds Interest Committee the Board of Shorthand Reporters. Repeals other advisory committees.

HF 2575 TERMINATION OF PREGNANCY (Judiciary; Successor to HSB 621) FM: Wheeler watching Compliance, PH

Increases the penalty for the non-consensual termination of a pregnancy during a felony, including forcible felonies, to a Class A felony; for other non-consensual terminations to a Class B felony and for attempts to do so to a Class C felony. Includes the non-consensual termination of a pregnancy in various other current offenses. Changes references from human pregnancy to unborn person and defines unborn person.

HF 2577 END-OF-LIFE CARE (Judiciary; Successor to HSB 660) FM: Gustoff FN24-112 Aging, PH

Includes end-of-life care decisions in the powers of a guardian (hospice, palliative, life-sustaining intervention and DNRs. Requires the guardian to have consulted with the person at least 14 days prior to any decision, and if the person is not capable of responding, then with family members or significant others. Does not allow the withdrawal of life-sustaining procedures without court approval unless the person is diagnosed with a terminal illness and has less than six months to live.

HF 2580 COUNSEL FOR CHILDREN (Judiciary; Successor to HF 2209) FM: Lohse FN24-088 FWBP

Requires the appointment of legal counsel for a child in ChINA proceedings. Includes provisions on reappointment of previous counsel where appropriate and alternate counsel.

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Terminates a guardian ad litem at age 10 but allows the GAL to be appointed counsel. Includes provisions on compensation.

HF 2583 GOVERNOR POST-PARTUM COVERAGE (Health & Human Services; Successor to HSB 643) FM: Wood FN24-100 CommAcc, Med, CSRU

Requires the HHS to submit a Medicare/Medicaid amendment to provide 12-months of continuous post-partum coverage to women at 215% of the FPL. Lowers the level for family income for Medicaid eligibility for pregnant woman from 300% to 215%. Effective as of January 2025.

HF 2584 GOVERNOR CONTRACEPTIVES (Health & Human Services; Successor to HSB 642) FM: Wood FN24-100 CommAcc, Med, PH

Authorizes pharmacists to dispense a twelve-month supply of self-administered hormonal contraceptives pursuant to a standing order created by the HHS. Includes training and CE requirements for the pharmacist. Prohibits the pharmacist from requiring an appointment with the pharmacist or the purchase of other prescription drugs. Gives the pharmacist civil and criminal immunity. Includes requirements for coverage under health insurance and Medicaid. Requires the BOM and the BOP to collect information on the prescriptions.

NOTE – there are currently 3 amendments filed: H-8021, H-8023, H-8026 CommAcc, please review these for impacts

HF 2585 NURSING HOME CITATIONS (Health & Human Services; Successor to HSB 691) FM: T Moore FN24-121 Compliance

Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy.

HF 2589 WORK WITHOUT WORRY (Health & Human Services; Successor to HSB 198) (Appropriations) FN24-132 CommAcc, Med, Aging

Establishes a Work without Worry program to allow persons 16 and older who have disabilities and Medicaid coverage can work without losing health care coverage. Requires HHS to seek a waiver to create the program. Establishes income levels and asset tests for the program. Establishes implementing provisions and coordination with other programs. Requires the HHS to develop a public awareness program. Prohibits HHS from requiring a prescription for the reimbursement of providers for complex rehabilitation technology.

HF 2591 LYME DISEASE TESTING (Health & Human Services; Successor to HF 2289) FM:

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Boden FN24-109 PH

Requires health care providers who draw blood to test for Lyme disease to include written notice to the patient about the limitations of Lyme disease testing. Requires the HHS to update the notice as needed. Requires medical licensing boards to develop CE rules on Lyme disease.

HF 2599 GROCERY REINVESTMENT FUND (Economic Growth; Successor to HF 2176) (Appropriations) watch? CommAcc

Establishes a grocery reinvestment fund in the EDA to give financial assistance awards to groceries. Requires the EDA to adopt rules on eligibility for the program and gives priority to projects with matching funds or in underserved communities that serve low-income communities. Requires stores to accept SNAP benefits. Establishes a grant program for local food processors to increase the availability of local produce. Includes reporting requirements. Appropriates $2 million in FY 2025 and FY 2026 for the program.

HF 2605 HEMP CONSUMABLES (Public Safety; Successor to HSB 665) FM: Holt FN24-114 Compliance

Allows the HHS to adopt rules on the THC level of hemp consumables. Establishes criminal and civil penalties for failing to follow the rules/laws on hemp consumables. Makes it a serious misdemeanor to failure to register with the HHS. Makes it a simple misdemeanor to sell hemp consumables to persons under 21 and establishes a schedule of fines for a person under 21 who purchases hemp consumables. Other: Authorizes confiscation and destruction of hemp products under specified circumstances. Prohibits selling alcohol products with THC. Eliminates the negligent Violation Program that allows some violators to avoid criminal prosecution. See SF 2352

HF 2608 PUBLIC ASSISTANCE & SMUGGLING (Judiciary; Successor to HF 2112) FM: Holt FN24-075 CommAcc

Assistance: Requires the DHHS to verify the status of non-citizens applying for public assistance. Requires a non-citizen to be an Iowa resident and have a verified immigration status to receive assistance. Smuggling: Establishes offenses for knowingly helping persons to cross the border, or for helping them remain or evade arrest, ranging from a Class C felony to a Class A felony. Establishes an affirmative defense for smuggling a family member (2nd degree consanguinity/affinity).

HF 2612 HOUSE AEA PLANS (Education; Successor to HSB 713) FM: Wheeler watching Facilities, PH, BehH

Makes the House proposals for AEAs. Gives the DOE supervision over the AEAs and makes AEA boards advisory. Requires the DOE to hire additional persons for the DOE and for the

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AEAs. Makes related changes to the powers and duties of AEAs and the DOE, including related to accreditation. Services: Requires AEAs to deliver services anywhere in the state, when requested by a public or private school. Directors: Requires the director of an AEA to have a special education teaching license. Limits the salaries of AEA administrators. PD: Allows AEAs to offer evidence-based professional development courses. Task Force: Requires the Legislature to convene a task force on AEAs and for the task force to make recommendations by December 2024. Funding: Directs that most funding for AEA services be paid directly to schools and allows for schools to pay for special education and other services out of unreserved fund balances. Weighting: Eliminates the eligibility for supplemental weighting for AEAs. IE Plans: Requires the DOE to develop a process for helping schools with Individualized Education Plans, and to help with other special education needs.

HF 2617 PREGNANCY EDUCATION (Education; Successor to HF 2031) FM: Osmundson watching Facilities

Requires that Human Growth & Development (Sex-Ed) courses include instruction on pregnancy and fetal development, including videos showing the development in the womb. Includes additional requirements.

SF 2263 PRISON RESTROOMS (Judiciary; Successor to SSB 3084) FM: Evans BR24-068 Compliance request

Requires that restrooms and changing rooms in state prisons be designated for the use of one sex and that these facilities are private from members of the opposite sex. Requires that sleeping quarters be designated for the use of one sex. Makes definitions. Establishes a private cause of action for prisoners whose privacy rights are violated.

SF 2385 BOARD REVIEWS (State Government; Successor to SSB 3172) FM: Cournoyer FN24-129 Compliance

Requires legislation establishing boards to include a repeal date of no more than four years and no more than two years for advisory boards. Re-establishes the government efficiency review committee. Establishes salaries for the Regents and BOE and voting members for the Human Services Council. Makes changes to the powers of many boards. Eliminates or merges many boards. Contains implementing provisions.

SF 2386 GOVERNOR AEA/TEACHER BILL (Education; Successor to SSB 3073) FM: Evans BR24-043 Facilities, PH, BehH, Aging, Med

Teachers: Raises the minimum salary for teachers $46,251 and adopts a formula on teacher salary supplements. AEA: Transfers the oversight on Special Education to a new Division of Special Education in the DOE. Requires the DOE to work with the AEAs on the transfer of power and employees to the DOE. Allows AEAS to offer professional development services. Allows AEAs to continue to offer SE and media services. Limits the pay of an AEA

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administrator (125% of school superintendents). Changes distribution of SE funding and media services funding (100% of SE/40% of media in the first year; 10% and 40% in later years). Requires schools to use SE funds for special education but gives the schools flexibility in spending MS money. Contains other related provisions.

SF 2390 CHILD LABOR (Donahue) (Workforce) (funneled) FYI FWBP, PH

Strikes most the child labor law changes enacted in 2023.

SSB 3181 CHILDCARE ASSESSMENTS (Ways & Means) Bousselot (C), Brown, Petersen FYI FWBP

Exempts property primarily used as a childcare facility from the calculation of the actual value of the property. Establishes a formula for the assessment of childcare facilities. Contains implementing provisions. Effective on enactment.

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

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Document ID: 0.7.3995.5355

From: Iowa Attorney General <iowaattorneygeneral@public.govdelivery.com>
To: Ekstrand, Sarah [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b611df2ecf1a490a9871e6ecb3b9c138-sarah.ekstr>
Cc:
Bcc:
Subject: Attorney General Bird Statement on Heartbeat Law Argument
Date: Thu Apr 11 2024 14:40:56 CDT
Attachments:

Iowa Attorney General Brenna Bird released the following statement regarding Iowa's defense of the Heartbeat Law at the Iowa Supreme Court
Having trouble viewing this email? View it as a Web page.

Attorney General Bird Statement on Heartbeat Law Argument

FOR IMMEDIATE RELEASE: Thursday, April 11, 2024
Contact: Alyssa Brouillet | Communications Director | 515-823-9112 | alyssa.brouillet@ag.iowa.gov

DES MOINES—Iowa Attorney General Brenna Bird today released the following statement regarding Iowa's defense of the Heartbeat Law at the Iowa Supreme Court:

"No right is more sacred than the right to life. Today, my office made our case in the Iowa Supreme Court to defend Iowa's heartbeat law, which protects unborn life and prioritizes mothers' health. The Iowa legislature passed the heartbeat law, Governor Reynolds signed the law, and now, I'm defending it. I am confident that the law is on our side."

###

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This email was sent to sarah.ekstrand@idph.iowa.gov using GovDelivery Communications Cloud on behalf of: State of Iowa · 1007 E Grand Ave · Des Moines, IA 50319

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From: Lange, Jill M
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=90c83cb92e934f0ca9d25ba0d03d870a-51894d32-d9>
To: Lane-Molnari, Jody
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=616c780837c844c69f753c4a68b859fa-lane-molnar>; Malone, Carrie L.
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc: Van Liew, Juliann
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=49dc8bab93cb42cc89be919a591c6d37-35b2b700-ec>
Bcc:
Subject: Amendments HF 2584 GOVERNOR CONTRACEPTIVES Re: Huddle 2.20.24
Date: Tue Feb 20 2024 09:11:00 CST
Attachments: Outlook-i1lszeu3.jpg
Outlook-uw5pald3.png

Hi - We have reviewed the amendments and see that they reduce the amount of contraceptive provided. We do not believe these amendments have a fiscal impact or impact to our work.

Jill Lange, MPH, RD, LD
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Subject: Huddle 2.20.24

From the GR Team about yesterday's debates in the Senate and House:

Senate:

SF 2251 - Postpartum Coverage PASSED 34-13, with Democrats Trone-Garriott, Giddens, and Wahls voting in favor

Amendment 5010 by Peterson FAILED

* Intro

* Iowa ranks number 1 in the country for largest increase in infant mortality
* Number one for fewest OBGYNs in the country
* Number one for losing L/D departments
* Black women 6x more likely to die
* We should not be contracting care
* Iowa does have the best Medicaid coverage in the country for pregnant moms and their babies
* Medicaid covers prenatal care. Mom and baby are automatically eligible in WIC

* GOVs bill takes away number 1 ranking, WIC benefits, Medicaid coverage, 1300 moms every month, walks away from $10 million in federal funding once the bill is implemented
* This amendment proposes we stay at 375% FPL, which will be less than private school vouchers and extends it to 12 months pp
* Costello response

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* Iowans do not support Medicaid for all
* This amendment would allow someone making over 100,000 to qualify
* There are private entities that can help
* Follow Governor's lead and set reasonable guidelines for public assistance

* STG

* Supports amendment
* Iowa has a rising rate of maternal mortality
* We need to expand Medicaid pp coverage
* Cuts 1500 moms and babies per year
* Iowa had the highest increase of infant mortality in the State of Iowa - DHS these are families who are struggling to pay the bills and cannot make it on their own
* There are a lot of families in Iowa not making it at 215%
* There is a cost to kicking pregnant moms and infants off Medicaid
* Please don't make pregnant Iowans and babies pay this cost. We can do better. Support the amendment.

* Jochum

* This is your chance to show that you care about babies after they are born
* This is a pro life amendment

Senator Petersen Comments on the Bill

* Costello - Women can go to the Exchange to get care
* How will women pay for their pregnancy care
* If a young pregnant person needs an ambulance ride and they don't have health insurance, who covers the ride? Costello – they would be responsible for the bill.
* This is not a time to step backwards in maternal healthcare
* The budget process hasn't gotten rolling yet, there is still time to do right by pregnant women and their babies
* Have the Governor and HHS go back to the drawing board. They found $25 million for their office renovations but not a dime for pregnant moms and women.

Costello Closing Comments

* Hope the Dems support the MOMs program
* Medicaid is not the silver bullet
* HHS is partnering with partners in this field to work on AIM
* These collaboratives are successful
* HHS is aiming to eliminate hypertension by 2024
* Medicaid isn't the best way to go about improving maternal health outcomes

SF 2252 – MORE OPTIONS FOR MATERNAL SUPPORT Passed 31-16 (3 senators absent)

Amendment 5011 by Petersen FAILED 31-16

* Ultrasounds must be administered by licensed healthcare providers.

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Amendment 5012 by Trone Garriott Failed 31 nayes, 16 yeas

* Requires HHS to establish a complaint process
* Requires HHS to disclose terms of the contracts
* Requires in reporting to the legislature, HHS has to report specific numbers for specific services.
* Requires all providers under MOMS receive informed consent for ultrasounds and abide by HIPPA laws.
* There were a number of questions and comments about ultrasounds. Senator Costello clarified that women would get a referral and go to a medical facility for that type of procedure. MOMS is not for medical procedures and HIPPA standards do not apply. With respect to complaints, there are avenues to file a complaint such as going through HHS, Ombudsman, local entities.
* Senator Trone Garriott

* Wants to ensure accountability for Iowa taxpayers; ill does not increase accountability.
* These programs are not providing medical services, so it needs to be made clear.
* This program is based on a Texas system that was ripe with fraud. On page 4, line 9 of the amendment, participating programs must be in compliance with state and federal laws in regards to data. The department must monitor compliance with these laws. Which state laws are applicable land how will they be enforced?
* Private confidential information must stay that way.
* Four contracts were awarded. Specifically called out Informed Choices Clinic website. They are misleading and deceptive. Guardrails must be put in place. Would prefer that the program to be modeled after LSI which is a quality program.

House:

The House also considered several bills last evening but with much less debate than the Senate chamber. Please see update below.

HF 2305 A bill for an act relating to child care center staff requirements for providing flex care to children up to five years of age.
Pass – 55-36 (9 absent or not voting)

Rep. Baeth, folks in the industry weren't necessarily asking for this so I cannot support it. Has concerns that a "brief absence" as outlined in the bill may go longer than the 5 minute limit as mentioned by Rep. Wood.

HF 2325 A bill for an act relating to inspections for violations relating to retailers of cigarettes, tobacco, tobacco products, alternative nicotine products, and vapor products that provide for use or consumption of regulated products on the retailer's premises.
Pass – 88-3 (9 absent or not voting)

Rep. Gjerde, this is a good piece of legislation. Urged his colleagues to support. Also allows local public health departments to access these establishments as well.

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HF 2390 A bill for an act relating to certain powers and duties of the department of inspections, appeals, and licensing including confidentiality of information and records, and dependent adult abuse, and making penalties applicable.

Pass – 91-0 (9 absent or not voting) This is a DIAL prefile bill. Rep. Turek recommended support.

HF 2400 A bill for an act relating to contracts and payments for dental care service plans. Opening remarks by Rep. Mohr.

Amendment – H-8008, allows the insurance division to write rules rather than require them to do so. Dental association and the dental

caucus are for this bill. Pass – amendment adopted.

Pass – 91-0 (9 absent or not voting)

Both Chambers have debate scheduled for today as well:

House:

* HF 2098 A bill for an act relating to an assault committed by a person against whom a protective order is issued, and providing penalties. Watching

* HF 2151 A bill for an act relating to education by modifying provisions related to a process for investigating complaints against school employees and the responsibilities of the department of education and the board of educational examiners. Watching

* HF 2404 A bill for an act relating to processes overseen by the department of health and human services, including internal adoption information sharing, dependent adult abuse matters, juvenile justice court filings, and mandatory reporter training. HHS PreFile

* HF 2423 Meggers A bill for an act relating to operating-while-intoxicated offenses, including temporary restricted licenses and ignition interlock devices, providing penalties, making penalties applicable, and including effective date and applicability provisions. Watching

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* HF 2492 A bill for an act relating to insurance coverage for biomarker testing. Watching (Similar to SF 2159, FN24-036.1)

Senate:

* SF 2285 A bill for an act relating to the elimination of certain required reports by and duties of the department of health and human services, and including effective date and retroactive applicability provisions. HHS PreFile

For the 9am Huddle:

Blue highlights are those that need decisions on assignments. Let me know which of these with question marks you want tracked, any potential assignments, etc.

Yellow highlights are either already assigned or tracked or are pending assignments. Yellow highlights are FYI

HF 2562 FEMININE HYGIENE PRODUCTS IN SCHOOLS (Young) (Appropriations) watch Fac?

Requires schools to make feminine hygiene products (tampons & sanitary napkins) available at no cost in half of the school restrooms for grades 6-12 schools. Establishes a standing appropriation for the costs of compliance from 2024 to 2027 and requires schools to document those costs.

HF 2564 INTERNATIONAL PHYSICIANS (Young) (State Government) (funneled) FYI Facilities

Establishes a process for licensing international physicians.

HF 2565 RELEASED INMATE MEDICAID COVERAGE (HHS; Successor to HF 2236) (Appropriations) FN24-127 Med

Requires the DHHS to submit a Medicaid waiver request to allow coverage for inmates who are due to be released and otherwise eligible for Medicaid.

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HF 2567 RETURN ORDERS FOR ALIENS (Judiciary; Successor to HSB 703) FM: Holt watching CommAcc

Makes it an aggravated misdemeanor for a person who has been previously denied admission or deported from the US to be in Iowa. Does not allow police to make arrests on the school grounds, church grounds or hospitals. Requires a judge, after a finding of probably cause for an arrest under the bill, to order the person released and to leave the country. Allows courts to issue an order to return to the person's country at various points in proceedings, including at conviction. Makes a violation of an order to return a Class C felony. Authorizes indemnification of local officials, except for bad faith actions. Does not allow deferred sentences.

HF 2571 72 HOUR EMERGENCY ORDERS (Judiciary; Successor to HSB 677) FM: Collins watching CommAcc

Allows a police officer to file for a 72-hour emergency domestic protection order if a person claims to be in danger and requests that the officer file for the order.

HF 2573 MEDICAL CANNABIDIOL TELEMEDICINE (Judiciary; Successor to HSB 701) FM: A Meyer watching Compliance

Requires a health care practitioner who uses telemedicine to establish a relationship with a patient for medical cannabidiol comply with the rules from the BOM.

HF 2574 BOARDS & COMMISSIONS REPEAL (Sate Government; Successor to HSB 710) FM: Bloomingdale BR24-066 Compliance

Repeals numerous boards and transfers their duties, including the Capitol Planning Commission, the Fire Extinguishing & Alarm System Board, the Conservation Education Borad, the Prison Industry Advisory Board, the Community College Faculty Advisory Board, the Commission on Educator Leadership, the Telecommunications Advisory Committee, the Integrated Roadside Vegetation Committee, the Tourist Signing Committee, the Perinatal Guidelines Committee, the Child Advisory Committee, the County Care MH/DS Committee, the 911 Communications Council, the Iowa Cultural Trust Board, the Iowa Great Places Board, the Farm Deer Council, the Grain Industry Panel, the Organic Advisory Council, the Well Contractors Council the Interstate Cooperation Commission, the State Building Code Advisory Council, the Board of Hearing Aid Specialists, the Horizontal & Vertical Infrastructure Board, the Early Child School Alliance, the Public Funds Interest Committee the Board of Shorthand Reporters. Repeals other advisory committees.

HF 2575 TERMINATION OF PREGNANCY (Judiciary; Successor to HSB 621) FM: Wheeler watching Compliance, PH

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Increases the penalty for the non-consensual termination of a pregnancy during a felony, including forcible felonies, to a Class A felony; for other non-consensual terminations to a Class B felony and for attempts to do so to a Class C felony. Includes the non-consensual termination of a pregnancy in various other current offenses. Changes references from human pregnancy to unborn person and defines unborn person.

HF 2577 END-OF-LIFE CARE (Judiciary; Successor to HSB 660) FM: Gustoff FN24-112 Aging, PH

Includes end-of-life care decisions in the powers of a guardian (hospice, palliative, life-sustaining intervention and DNRs. Requires the guardian to have consulted with the person at least 14 days prior to any decision, and if the person is not capable of responding, then with family members or significant others. Does not allow the withdrawal of life-sustaining procedures without court approval unless the person is diagnosed with a terminal illness and has less than six months to live.

HF 2580 COUNSEL FOR CHILDREN (Judiciary; Successor to HF 2209) FM: Lohse FN24-088 FWBP

Requires the appointment of legal counsel for a child in ChINA proceedings. Includes provisions on reappointment of previous counsel where appropriate and alternate counsel. Terminates a guardian ad litem at age 10 but allows the GAL to be appointed counsel. Includes provisions on compensation.

HF 2583 GOVERNOR POST-PARTUM COVERAGE (Health & Human Services; Successor to HSB 643) FM: Wood FN24-100 CommAcc, Med, CSRU

Requires the HHS to submit a Medicare/Medicaid amendment to provide 12-months of continuous post-partum coverage to women at 215% of the FPL. Lowers the level for family income for Medicaid eligibility for pregnant woman from 300% to 215%. Effective as of January 2025.

HF 2584 GOVERNOR CONTRACEPTIVES (Health & Human Services; Successor to HSB 642) FM: Wood FN24-100 CommAcc, Med, PH

Authorizes pharmacists to dispense a twelve-month supply of self-administered hormonal contraceptives pursuant to a standing order created by the HHS. Includes training and CE requirements for the pharmacist. Prohibits the pharmacist from requiring an appointment with the pharmacist or the purchase of other prescription drugs. Gives the pharmacist civil and criminal immunity. Includes requirements for coverage under health insurance and Medicaid. Requires the BOM and the BOP to collect information on the prescriptions.

NOTE – there are currently 3 amendments filed: H-8021, H-8023, H-8026 CommAcc, please

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review these for impacts

HF 2585 NURSING HOME CITATIONS (Health & Human Services; Successor to HSB 691) FM: T Moore FN24-121 Compliance

Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy.

HF 2589 WORK WITHOUT WORRY (Health & Human Services; Successor to HSB 198) (Appropriations) FN24-132 CommAcc, Med, Aging

Establishes a Work without Worry program to allow persons 16 and older who have disabilities and Medicaid coverage can work without losing health care coverage. Requires HHS to seek a waiver to create the program. Establishes income levels and asset tests for the program. Establishes implementing provisions and coordination with other programs. Requires the HHS to develop a public awareness program. Prohibits HHS from requiring a prescription for the reimbursement of providers for complex rehabilitation technology.

HF 2591 LYME DISEASE TESTING (Health & Human Services; Successor to HF 2289) FM: Boden FN24-109 PH

Requires health care providers who draw blood to test for Lyme disease to include written notice to the patient about the limitations of Lyme disease testing. Requires the HHS to update the notice as needed. Requires medical licensing boards to develop CE rules on Lyme disease.

HF 2599 GROCERY REINVESTMENT FUND (Economic Growth; Successor to HF 2176) (Appropriations) watch? CommAcc

Establishes a grocery reinvestment fund in the EDA to give financial assistance awards to groceries. Requires the EDA to adopt rules on eligibility for the program and gives priority to projects with matching funds or in underserved communities that serve low-income communities. Requires stores to accept SNAP benefits. Establishes a grant program for local food processors to increase the availability of local produce. Includes reporting requirements. Appropriates $2 million in FY 2025 and FY 2026 for the program.

HF 2605 HEMP CONSUMABLES (Public Safety; Successor to HSB 665) FM: Holt FN24-114 Compliance

Allows the HHS to adopt rules on the THC level of hemp consumables. Establishes criminal and civil penalties for failing to follow the rules/laws on hemp consumables. Makes it a serious

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misdemeanor to failure to register with the HHS. Makes it a simple misdemeanor to sell hemp consumables to persons under 21 and establishes a schedule of fines for a person under 21 who purchases hemp consumables. Other: Authorizes confiscation and destruction of hemp products under specified circumstances. Prohibits selling alcohol products with THC. Eliminates the negligent Violation Program that allows some violators to avoid criminal prosecution. See SF 2352

HF 2608 PUBLIC ASSISTANCE & SMUGGLING (Judiciary; Successor to HF 2112) FM: Holt FN24-075 CommAcc

Assistance: Requires the DHHS to verify the status of non-citizens applying for public assistance. Requires a non-citizen to be an Iowa resident and have a verified immigration status to receive assistance. Smuggling: Establishes offenses for knowingly helping persons to cross the border, or for helping them remain or evade arrest, ranging from a Class C felony to a Class A felony. Establishes an affirmative defense for smuggling a family member (2nd degree consanguinity/affinity).

HF 2612 HOUSE AEA PLANS (Education; Successor to HSB 713) FM: Wheeler watching Facilities, PH, BehH

Makes the House proposals for AEAs. Gives the DOE supervision over the AEAs and makes AEA boards advisory. Requires the DOE to hire additional persons for the DOE and for the AEAs. Makes related changes to the powers and duties of AEAs and the DOE, including related to accreditation. Services: Requires AEAs to deliver services anywhere in the state, when requested by a public or private school. Directors: Requires the director of an AEA to have a special education teaching license. Limits the salaries of AEA administrators. PD: Allows AEAs to offer evidence-based professional development courses. Task Force: Requires the Legislature to convene a task force on AEAs and for the task force to make recommendations by December 2024. Funding: Directs that most funding for AEA services be paid directly to schools and allows for schools to pay for special education and other services out of unreserved fund balances. Weighting: Eliminates the eligibility for supplemental weighting for AEAs. IE Plans: Requires the DOE to develop a process for helping schools with Individualized Education Plans, and to help with other special education needs.

HF 2617 PREGNANCY EDUCATION (Education; Successor to HF 2031) FM: Osmundson watching Facilities

Requires that Human Growth & Development (Sex-Ed) courses include instruction on pregnancy and fetal development, including videos showing the development in the womb. Includes additional requirements.

SF 2263 PRISON RESTROOMS (Judiciary; Successor to SSB 3084) FM: Evans BR24-068 Compliance request

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Requires that restrooms and changing rooms in state prisons be designated for the use of one sex and that these facilities are private from members of the opposite sex. Requires that sleeping quarters be designated for the use of one sex. Makes definitions. Establishes a private cause of action for prisoners whose privacy rights are violated.

SF 2385 BOARD REVIEWS (State Government; Successor to SSB 3172) FM: Cournoyer FN24-129 Compliance

Requires legislation establishing boards to include a repeal date of no more than four years and no more than two years for advisory boards. Re-establishes the government efficiency review committee. Establishes salaries for the Regents and BOE and voting members for the Human Services Council. Makes changes to the powers of many boards. Eliminates or merges many boards. Contains implementing provisions.

SF 2386 GOVERNOR AEA/TEACHER BILL (Education; Successor to SSB 3073) FM: Evans BR24-043 Facilities, PH, BehH, Aging, Med

Teachers: Raises the minimum salary for teachers $46,251 and adopts a formula on teacher salary supplements. AEA: Transfers the oversight on Special Education to a new Division of Special Education in the DOE. Requires the DOE to work with the AEAs on the transfer of power and employees to the DOE. Allows AEAS to offer professional development services. Allows AEAs to continue to offer SE and media services. Limits the pay of an AEA administrator (125% of school superintendents). Changes distribution of SE funding and media services funding (100% of SE/40% of media in the first year; 10% and 40% in later years). Requires schools to use SE funds for special education but gives the schools flexibility in spending MS money. Contains other related provisions.

SF 2390 CHILD LABOR (Donahue) (Workforce) (funneled) FYI FWBP, PH

Strikes most the child labor law changes enacted in 2023.

SSB 3181 CHILDCARE ASSESSMENTS (Ways & Means) Bousselot (C), Brown, Petersen FYI FWBP

Exempts property primarily used as a childcare facility from the calculation of the actual value of the property. Establishes a formula for the assessment of childcare facilities. Contains implementing provisions. Effective on enactment.

Jody Lane-Molnari, LSBW, MPA

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Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

321 E 12th St., Des Moines, IA 50319

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From: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
To: Kruse, Robert <robert.kruse@hhs.iowa.gov>; Sharp, Ken [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=be86ad0474ec45d9971ba5b11d507c0e-kenneth.sha>; Oestreich, Kera </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=8eae2f28746e499eb6fb9e64e17b2112-oestreich,>; Curtiss, Rebecca </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=cf92c8b8d2e44be89c80b31c817f4552-curtiss, re>
Cc:
Bcc:
Subject: FW: From IPA: Statewide Protocols Question(s)
Date: Tue Feb 20 2024 08:20:22 CST
Attachments: FN23-122 HSB 202 Medicaid Response JCR.docx
FN23-122 Template Final.xlsx
image001.jpg
image002.png

Dr Kruse – it might be helpful to have a quick huddle before you meet with Kate with Medicaid to discuss this bill in more detail?

From: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Sent: Tuesday, February 20, 2024 8:16 AM
To: Malone, Carrie L. <cmalone@dhs.state.ia.us>
Subject: RE: From IPA: Statewide Protocols Question(s)

It was FN23-122 last year. See attached materials

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

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Division of Strategic Operations

Iowa Department of Health and Human Services

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HHS.Iowa.gov

From: Malone, Carrie L. <cmalone@dhs.state.ia.us>
Sent: Tuesday, February 20, 2024 7:45 AM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: FW: From IPA: Statewide Protocols Question(s)

Did we assign this for a bill review? If so, can you send to me?

From: Kruse, Robert <robert.kruse@idph.iowa.gov>
Sent: Tuesday, February 20, 2024 7:32 AM
To: Sharp, Ken [IDPH] <kenneth.sharp@idph.iowa.gov>
Cc: Malone, Carrie L. <cmalone@dhs.state.ia.us>
Subject: Fwd: From IPA: Statewide Protocols Question(s)

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ken,

I am planning to connect with Kate Gainer at IPA and discuss HF 555. This is the successor to HSB 202. I have reviewed and don't see any concerns from my perspective.

On page 11, lines 8 and 9, they reference the department of public health which would likely need to change to reflect the agency alignment. Would be able to take a look and review for

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any other potential impacts. It might be reasonable to have this reviewed by the Immunization team.

Adding Carrie for awareness.

---------- Forwarded message ---------
From: Kate Gainer <kgainer@iarx.org>
Date: Mon, Feb 19, 2024 at 3:23PM
Subject: From IPA: Statewide Protocols Question(s)
To: robert.kruse@idph.iowa.gov <robert.kruse@idph.iowa.gov>

Hello Dr Kruse,

Hope this warm Monday in February finds you well!

Do you have time to schedule a call or meeting to discuss pharmacy SWP (statewide protocols)?

Happy to make myself available at your convenience for a quick call.

Background:

As you know, Iowa allows pharmacists to provide accessible care via statewide protocols approved by the Board of Pharmacy and DHHS. (Immunizations; NRT; Naloxone; Test & Treat).

IPA is pursuing legislation to modernize the Pharmacy Practice Act (HF 555).

The SWP section of code would be simplified, and we'd like to discuss this with you to ensure there are no unintended consequences. The new language (page 9, line 29) gives BOP and HHS authority to adopt SWP, and the legislative change strikes the brightline language that calls out which SWP Iowa currently has (except Immunization – that section is unchanged).

IPA wants to ensure the existing SWP will remain in place if/when this bill passes.

I did met with Jill Stuecker last week and discussed this as well. She had no initial concerns

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and suggested we also connect with you. If you're open to a call to discuss in more detail, I'd welcome that!

Additionally, we could follow up on the numerous public health topics/ opportunities for IPA to work closely with your office.

Thank you,

Kate

Kate Gainer

Iowa Pharmacy Association

Executive Vice President | CEO

www.linkedin.com/in/kategainer

www.iarx.org

--

Robert Kruse, MD, MPH, FAAFP

State Medical Director, Director, Division of Public Health

Iowa Department of Health and Human Services

321 E. 12th St., Des Moines, IA 50319

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Health and Human Services | Health & Human Services (iowa.gov)

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Filename:	FN23-122 HSB 202 Medicaid Response JCR.docx
Last Modified:	Tue Feb 20 08:20:22 CST 2024

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IOWA HHS

Bill Review #	Fiscal Note #		Received Date		Due Date		LSB #		Bill
	FN23-122		2/24/23		3/2/23		1556		HSB 202
Lead: Medicaid	BHDS	☒ Comm Access	CSRU	Compliance	Facilities	☒ Family Well Being	Medicaid	Public Health	Admin Aging ☒ DoIT ☒ Fiscal Strategic Op
SME: Susan Parker			Phone: 515-321-2198		BC: Rebecca Curtis			Phone:	

Pharmacy Matters

HSB 202

EXECUTIVE SUMMARY: Please include 5-8 bullet points that highlight the main takeaways from the bill.

Multiple amendments to Iowa Code 155A Pharmacy related to various pharmacy practice issues including Pharmacist scope of practice under statewide protocols.

There is no direct impact to Medicaid. However if Medicaid chooses to permit additional practitioner services by Pharmacists as indicated in this proposal, there would be additional workload related to enrollment, programming, quality assurance and required rules.

The Board of Pharmacy should develop a “certification” file that can be used to verify a pharmacist meets the required training and education required for each protocol and/or other scope of practice allowances. Otherwise the payer is at risk for improperly paying claims.

Financial Impact: Estimate of $1M in costs is based on potential need of additional staff and/or existing staff time, as well as FFS/MCO programming under both pharmacy & medical claims systems. This is a high estimate based on potential lack of a Board of Pharmacy verification file.

SPECIFIC ISSUES: Please include any technical issues or conflicts (such a, but not limited to: invalid dates, inaccurate code reference, conflicts with existing state or federal laws, implementation or operational issues, etc.). Proposed Amendment language, if needed.

Clarify how the Board of Pharmacy will monitor/track education and training requirements to ensure the Pharmacist practice meets the standards of care and remains up-to-date on requirements for each protocol.

Clarify how the Board of Pharmacy will communicate or make available the provider’s ongoing licensure and certification status to reduce the payor’s risk of improper payments to the provider.

Determine if duties performed by a pharmacy intern or technician billable under a pharmacist at a higher reimbursement.

Unpublished Board of Pharmacy disciplinary actions places payor’s at-risk for reimbursing a provider that may not qualify to receive payments made with federal/state dollars and out-of-compliance with federal regulations.

IMPACT

Background and Reason for Bill (if known): Brief statement of relevant background/history. What problem is the bill trying to solve

The bill relates to amending and adding new sections for multiple pharmacy practice issues including violations of standard of care; reorganizing Iowa Code Ch. 155A; adds pharmacist to practitioner

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definition; amends registration (interns; technician and support persons); permits Pharmacist to dispense, administer, monitor, and issue prescription drugs, biological products, and medication orders according to the pharmacist's training and education and in accordance with the appropriate standard of care, including rules for license renewal procedures; pharmacist discipline; telepharmacy license rules; administrative financial penalties; license notifications; pharmacy inspections; professional judgement relate to refills & therapeutic substitution; fees for impaired pharmacist use; require criminal history data; amends current provisions to statewide protocols; and pilot and demonstration projects approvals.

Department Impact: High-level explanation on how the bill impacts the Department.
There is not "direct" impact to the Department. However as the IC 155A.8 is revised to generally permit "A pharmacist may dispense, administer, monitor, and issue prescription drugs, biological products, and medication orders commensurate with the pharmacist's training and education and in accordance with the appropriate standard of care", while adding "pharmacist" to the IC155A.3 definition of practitioner, Medicaid is indirectly impacted when lobbied to add these services as reimbursable under Medicaid.

Protocol Specific Training - Requests to permit Medicaid billing for such additional services on a case-by-case, specific training basis would be a programming and program integrity issue for Medicaid.

Lack of Training Verification File - The Board of Pharmacy must develop a "certification program" like the Therapeutically Certified Optometrist by the Board of Optometry in the past. This could be part of the licensing file and used by "payers" to ensure that enrolled pharmacist meets the required training and education required for each protocol and/or other scope of practice allowance. Or the bill should clarify how the Board will ensure that each Pharmacist remains up-to-date on requirements.

Without a verification by the Board of Pharmacy the additional work for the Department to reimburse such services includes:

Provider Enrollment – Additional staff and/or staff time required to verify all requirements are met for each Pharmacist requested service.

Programming – Both the medical and pharmacy claims processing under FFS/MCO would have significant programming time based on individual allowances.

Auditing – Additional auditing would be required from Program Integrity to ensure all pharmacists meet the requirements.

Rules – Would be required to expand scope of work of Pharmacist as a practitioner; including fees for services and required documentation. There could also be a lag in the coverage by Medicaid as the protocols would need to be developed first before Rules could be amended.

Total Fiscal Impact: General statement about the degree of additional cost or savings:

Fiscal impact cannot be absorbed within all status quo appropriations.

If fiscal impact has not been calculated, highlight one of the following dollar ranges:

Nominal fiscal impact expected (<$250K)
Low financial impact expected (<$500K)
Moderate financial impact expected (<$1M)
Significant financial impact expected (<$5M)
Severe financial impact expected (>$5M)

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Cost incurred would be for additional Provider Services/PI staff and/or time. Also FFS/MCO programming would be required under both the pharmacy & medical claims systems. This is an estimate based on the burden related to programming specific to each Pharmacist.

Assumptions & Cost Drivers: Provide detailed assumptions & calculations used in developing estimated costs, savings, or revenue impacts.
Costs are associated with the assumption that Medicaid would permit additional services and the Board of Pharmacy does not have an established "certification" file. Would potentially require additional staff and/or staff time plus programming under both MMIS and POS for FFS and Managed Care. Assumption is that medical billing codes would not be open to all Pharmacists but only to enrolled Pharmacists that meet protocol specific requirements as verified through Provider Enrollment.

Systems/IT Impact: Explain how the bill impacts technology within the Department.
If Medicaid permits the additional services, programming would be required under both MMIS and POS for FFS and Managed Care.

Changes to Current Law: Briefly explain how this changes current law.
Expands the allowance for the board to develop statewide protocols for the ordering and administration of prescription drugs, products, tests, treatments, immunizations, and vaccinations in consultation with the department of health and human services.

ADDITIONAL CONSIDERATIONS

Stakeholder Considerations: What other organizations or individuals are already working on this issue; how does the bill impact or align with their stated priorities? Who would be supportive or opposed and why?

Unknown

Does this Bill Require:

- Agreement with another agency (MOU, etc.)
- Waiver (new or amendment)
- Contract (new RFP or amendment)
- State Plan Amendment
- ☒ Rules

Select Impacted Areas:

- Clients Served and/or Caseloads
- Wait/Interest Lists
- Study/Report
- Advisory Committee
- Cross Agency Collaboration
- FTEs (and supporting costs)
- ☒ Contractors (staff augmentation)
- ☒ Training (current staff)
- ☒ Application/System Changes
- Other IT Costs
- mailing/Community Outreach
- Program Support Contract(s)
- ☒ Provider Reimbursement
- ☒ Fee-for-Service Rates
- ☒ Managed Care Rates
- Federal Matching Funds
- Health Equity Considerations (impacts to specific populations based on race, ethnicity, rural/urban, sexual orientation/gender identity, people with disabilities, age, etc.)

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Please List Any Deadlines Identified in the Bill:

None

ADDITIONAL OPTIONAL DETAILS

Data Resources: Are there other data or studies available that show the impact of this issue on Iowans?

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Filename: FN23-122 Template Final.xlsx
Last Modified: Tue Feb 20 08:20:22 CST 2024

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Iowa Department of Health & Human Services
FN23-122 Assumptions
Date: 03/21/2023

Selected Impact Areas:

[ ] No fiscal impact

[ ] Clients Served/Caseloads

[ ] Wait Lists/Interest Lists

[ ] Study/Report

[ ] Advisory Committee

[ ] Cross Agency Collaboration

[ ] FTEs (and supporting costs)

[ ] Contractors (staff augmentation)

[ ] Training (current staff)

[ ] Health Equity Considerations

[X] Applications/Systems Changes
If Medicaid permits the additional services, programming would be required under both MMIS and POS for FFS and Managed Care. These requirements can be absorbed with current staffing levels.

[ ] Other IT Costs

[ ] Mailing/Community Outreach

[X] Program Support Contract(s)
Costs are associated with the assumption that Medicaid would permit additional services and the Board of Pharmacy does not have an established “certification” file. This would potentially require additional staff and/or staff time plus programming under both MMIS and POS for FFS and Managed Care. Assumption is that medical billing codes would not be open to all Pharmacists but only to enrolled Pharmacists that meet protocol specific requirements as verified through Provider Enrollment. Current contracts for MMIS, Program Integrity, Provider Services, and Pharmacy can absorb the additional scope.

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Iowa Department of Health & Human Services
FN23-122 Assumptions
Date: 03/21/2023

Selected Impact Areas:

[X] Provider Reimbursement
The IC 155A.8 is revised to generally permit "A pharmacist may dispense, administer, monitor, and issue prescription drugs, biological products, and medication orders commensurate with the pharmacist's training and education and in accordance with the appropriate standard of care", while adding "pharmacist" to the IC155A.3 definition of practitioner.

If Medicaid permits additional practitioner services by Pharmacists as indicated in this proposal, which currently are not permitted/reimbursed, it is likely these services would be done in lieu of another provider who is currently permitted to perform the services. However if permitted, there is always the potential with the easier access to a pharmacy that the volume of these services could increase compared to current. Fiscal impact cannot be calculated with certainty, but any impact is expected to be minimal.

[X] Fee-for-Service Rates
The fee schedule would need to be updated to include the additional practitioner services.

[X] Managed Care Rates
The fee schedule would need to be updated to include the additional practitioner services.

[ ] Federal Matching Funds

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Iowa Department of Health & Human Services
FN23-122 Fiscal Impact Summary
Date: 03/21/2023

	SFY24					SFY25				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs	-	-	-	-	-	-	-	-	-	-
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Services Contract										
FIP										
Caseload Increase										
Total Ongoing Costs	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	-	-	-	-	-	-	-	-	-	-
Salary	-	-	-	-	-	-	-	-	-	-
Support	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	-	-	-	-	-	-	-	-	-	-

	Name	Date
Lead Budget Analyst	Soraya Miller	3/21/2023
Bureau Chief	Joe Havig	3/21/2023
Chief Financial Officer		

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To: Kruse, Robert </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f8c73053d23d49749eeba4ec976760a2-17131605-ea>; Sharp, Ken [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=be86ad0474ec45d9971ba5b11d507c0e-kenneth.sha>; Oestreich, Kera </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=8eae2f28746e499eb6fb9e64e17b2112-oestreich,>; Curtiss, Rebecca </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=cf92c8b8d2e44be89c80b31c817f4552-curtiss, re>
Cc:
Bcc:
Subject: FW: From IPA: Statewide Protocols Question(s)
Date: Tue Feb 20 2024 08:20:22 CST
Attachments: FN23-122 HSB 202 Medicaid Response JCR.docx
FN23-122 Template Final.xlsx
image001.jpg
image002.png

Dr Kruse – it might be helpful to have a quick huddle before you meet with Kate with Medicaid to discuss this bill in more detail?

From: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Sent: Tuesday, February 20, 2024 8:16 AM
To: Malone, Carrie L. <cmalone@dhs.state.ia.us>
Subject: RE: From IPA: Statewide Protocols Question(s)

It was FN23-122 last year. See attached materials

Jody Lane-Molnari, LSBW, MPA

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Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

321 E 12th St., Des Moines, IA 50319

515-377-0157 Teams

jlanemo@dhs.state.ia.us

HHS.Iowa.gov

From: Malone, Carrie L. <cmalone@dhs.state.ia.us>
Sent: Tuesday, February 20, 2024 7:45 AM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: FW: From IPA: Statewide Protocols Question(s)

Did we assign this for a bill review? If so, can you send to me?

From: Kruse, Robert <robert.kruse@idph.iowa.gov>
Sent: Tuesday, February 20, 2024 7:32 AM
To: Sharp, Ken [IDPH] <kenneth.sharp@idph.iowa.gov>
Cc: Malone, Carrie L. <cmalone@dhs.state.ia.us>
Subject: Fwd: From IPA: Statewide Protocols Question(s)

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Ken,

I am planning to connect with Kate Gainer at IPA and discuss HF 555. This is the successor to HSB 202. I have reviewed and don't see any concerns from my perspective.

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On page 11, lines 8 and 9, they reference the department of public health which would likely need to change to reflect the agency alignment. Would be able to take a look and review for any other potential impacts. It might be reasonable to have this reviewed by the Immunization team.

Adding Carrie for awareness.

---------- Forwarded message ---------
From: Kate Gainer <kgainer@iarx.org>
Date: Mon, Feb 19, 2024 at 3:23PM
Subject: From IPA: Statewide Protocols Question(s)
To: robert.kruse@idph.iowa.gov <robert.kruse@idph.iowa.gov>

Hello Dr Kruse,

Hope this warm Monday in February finds you well!

Do you have time to schedule a call or meeting to discuss pharmacy SWP (statewide protocols)?

Happy to make myself available at your convenience for a quick call.

Background:

As you know, Iowa allows pharmacists to provide accessible care via statewide protocols approved by the Board of Pharmacy and DHHS. (Immunizations; NRT; Naloxone; Test & Treat).

IPA is pursuing legislation to modernize the Pharmacy Practice Act (HF 555).

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Additionally, we could follow up on the numerous public health topics/ opportunities for IPA to work closely with your office.

Thank you,

Kate

Kate Gainer

Iowa Pharmacy Association

Executive Vice President | CEO

www.linkedin.com/in/kategainer

www.iarx.org

--

Robert Kruse, MD, MPH, FAAFP

State Medical Director, Director, Division of Public Health

Iowa Department of Health and Human Services

321 E. 12th St., Des Moines, IA 50319

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Health and Human Services | Health & Human Services (iowa.gov)

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Filename:	FN23-122 HSB 202 Medicaid Response JCR.docx
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IOWA HHS

Bill Review #	Fiscal Note #		Received Date		Due Date		LSB #		Bill
	FN23-122		2/24/23		3/2/23		1556		HSB 202
Lead: Medicaid	BHDS	☒ Comm Access	CSRU	Compliance	Facilities	☒ Family Well Being	Medicaid	Public Health	Admin Aging ☒ DoIT ☒ Fiscal Strategic Op
SME: Susan Parker			Phone: 515-321-2198		BC: Rebecca Curtis			Phone:	

Pharmacy Matters

HSB 202

EXECUTIVE SUMMARY: Please include 5-8 bullet points that highlight the main takeaways from the bill.

Multiple amendments to Iowa Code 155A Pharmacy related to various pharmacy practice issues including Pharmacist scope of practice under statewide protocols.

There is no direct impact to Medicaid. However if Medicaid chooses to permit additional practitioner services by Pharmacists as indicated in this proposal, there would be additional workload related to enrollment, programming, quality assurance and required rules.

The Board of Pharmacy should develop a “certification” file that can be used to verify a pharmacist meets the required training and education required for each protocol and/or other scope of practice allowances. Otherwise the payer is at risk for improperly paying claims.

Financial Impact: Estimate of $1M in costs is based on potential need of additional staff and/or existing staff time, as well as FFS/MCO programming under both pharmacy & medical claims systems. This is a high estimate based on potential lack of a Board of Pharmacy verification file.

SPECIFIC ISSUES: Please include any technical issues or conflicts (such a, but not limited to: invalid dates, inaccurate code reference, conflicts with existing state or federal laws, implementation or operational issues, etc.). Proposed Amendment language, if needed.

Clarify how the Board of Pharmacy will monitor/track education and training requirements to ensure the Pharmacist practice meets the standards of care and remains up-to-date on requirements for each protocol.

Clarify how the Board of Pharmacy will communicate or make available the provider’s ongoing licensure and certification status to reduce the payor’s risk of improper payments to the provider.

Determine if duties performed by a pharmacy intern or technician billable under a pharmacist at a higher reimbursement.

Unpublished Board of Pharmacy disciplinary actions places payor’s at-risk for reimbursing a provider that may not qualify to receive payments made with federal/state dollars and out-of-compliance with federal regulations.

IMPACT

Background and Reason for Bill (if known): Brief statement of relevant background/history. What problem is the bill trying to solve

The bill relates to amending and adding new sections for multiple pharmacy practice issues including violations of standard of care; reorganizing Iowa Code Ch. 155A; adds pharmacist to practitioner

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definition; amends registration (interns; technician and support persons); permits Pharmacist to dispense, administer, monitor, and issue prescription drugs, biological products, and medication orders according to the pharmacist's training and education and in accordance with the appropriate standard of care, including rules for license renewal procedures; pharmacist discipline; telepharmacy license rules; administrative financial penalties; license notifications; pharmacy inspections; professional judgement relate to refills & therapeutic substitution; fees for impaired pharmacist use; require criminal history data; amends current provisions to statewide protocols; and pilot and demonstration projects approvals.

Department Impact: High-level explanation on how the bill impacts the Department.
There is not "direct" impact to the Department. However as the IC 155A.8 is revised to generally permit "A pharmacist may dispense, administer, monitor, and issue prescription drugs, biological products, and medication orders commensurate with the pharmacist's training and education and in accordance with the appropriate standard of care", while adding "pharmacist" to the IC155A.3 definition of practitioner, Medicaid is indirectly impacted when lobbied to add these services as reimbursable under Medicaid.

Protocol Specific Training - Requests to permit Medicaid billing for such additional services on a case-by-case, specific training basis would be a programming and program integrity issue for Medicaid.

Lack of Training Verification File - The Board of Pharmacy must develop a "certification program" like the Therapeutically Certified Optometrist by the Board of Optometry in the past. This could be part of the licensing file and used by "payers" to ensure that enrolled pharmacist meets the required training and education required for each protocol and/or other scope of practice allowance. Or the bill should clarify how the Board will ensure that each Pharmacist remains up-to-date on requirements.

Without a verification by the Board of Pharmacy the additional work for the Department to reimburse such services includes:

Provider Enrollment – Additional staff and/or staff time required to verify all requirements are met for each Pharmacist requested service.

Programming – Both the medical and pharmacy claims processing under FFS/MCO would have significant programming time based on individual allowances.

Auditing – Additional auditing would be required from Program Integrity to ensure all pharmacists meet the requirements.

Rules – Would be required to expand scope of work of Pharmacist as a practitioner; including fees for services and required documentation. There could also be a lag in the coverage by Medicaid as the protocols would need to be developed first before Rules could be amended.

Total Fiscal Impact: General statement about the degree of additional cost or savings:

Fiscal impact cannot be absorbed within all status quo appropriations.

If fiscal impact has not been calculated, highlight one of the following dollar ranges:

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Moderate financial impact expected (<$1M)
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Severe financial impact expected (>$5M)

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Cost incurred would be for additional Provider Services/PI staff and/or time. Also FFS/MCO programming would be required under both the pharmacy & medical claims systems. This is an estimate based on the burden related to programming specific to each Pharmacist.

Assumptions & Cost Drivers: Provide detailed assumptions & calculations used in developing estimated costs, savings, or revenue impacts.
Costs are associated with the assumption that Medicaid would permit additional services and the Board of Pharmacy does not have an established "certification" file. Would potentially require additional staff and/or staff time plus programming under both MMIS and POS for FFS and Managed Care. Assumption is that medical billing codes would not be open to all Pharmacists but only to enrolled Pharmacists that meet protocol specific requirements as verified through Provider Enrollment.

Systems/IT Impact: Explain how the bill impacts technology within the Department.
If Medicaid permits the additional services, programming would be required under both MMIS and POS for FFS and Managed Care.

Changes to Current Law: Briefly explain how this changes current law.
Expands the allowance for the board to develop statewide protocols for the ordering and administration of prescription drugs, products, tests, treatments, immunizations, and vaccinations in consultation with the department of health and human services.

ADDITIONAL CONSIDERATIONS

Stakeholder Considerations: What other organizations or individuals are already working on this issue; how does the bill impact or align with their stated priorities? Who would be supportive or opposed and why?

Unknown

Does this Bill Require:

- Agreement with another agency (MOU, etc.)
- Waiver (new or amendment)
- Contract (new RFP or amendment)
- State Plan Amendment
- ☒ Rules

Select Impacted Areas:

- Clients Served and/or Caseloads
- Wait/Interest Lists
- Study/Report
- Advisory Committee
- Cross Agency Collaboration
- FTEs (and supporting costs)
- ☒ Contractors (staff augmentation)
- ☒ Training (current staff)
- ☒ Application/System Changes
- Other IT Costs
- mailing/Community Outreach
- Program Support Contract(s)
- ☒ Provider Reimbursement
- ☒ Fee-for-Service Rates
- ☒ Managed Care Rates
- Federal Matching Funds
- Health Equity Considerations (impacts to specific populations based on race, ethnicity, rural/urban, sexual orientation/gender identity, people with disabilities, age, etc.)

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Please List Any Deadlines Identified in the Bill:

None

ADDITIONAL OPTIONAL DETAILS

Data Resources: Are there other data or studies available that show the impact of this issue on Iowans?

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Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Filename: FN23-122 Template Final.xlsx
Last Modified: Tue Feb 20 08:20:22 CST 2024

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Iowa Department of Health & Human Services
FN23-122 Assumptions
Date: 03/21/2023

Selected Impact Areas:

[ ] No fiscal impact

[ ] Clients Served/Caseloads

[ ] Wait Lists/Interest Lists

[ ] Study/Report

[ ] Advisory Committee

[ ] Cross Agency Collaboration

[ ] FTEs (and supporting costs)

[ ] Contractors (staff augmentation)

[ ] Training (current staff)

[ ] Health Equity Considerations

[X] Applications/Systems Changes
If Medicaid permits the additional services, programming would be required under both MMIS and POS for FFS and Managed Care. These requirements can be absorbed with current staffing levels.

[ ] Other IT Costs

[ ] Mailing/Community Outreach

[X] Program Support Contract(s)
Costs are associated with the assumption that Medicaid would permit additional services and the Board of Pharmacy does not have an established “certification” file. This would potentially require additional staff and/or staff time plus programming under both MMIS and POS for FFS and Managed Care. Assumption is that medical billing codes would not be open to all Pharmacists but only to enrolled Pharmacists that meet protocol specific requirements as verified through Provider Enrollment. Current contracts for MMIS, Program Integrity, Provider Services, and Pharmacy can absorb the additional scope.

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Iowa Department of Health & Human Services
FN23-122 Assumptions
Date: 03/21/2023

Selected Impact Areas:

[X] Provider Reimbursement
The IC 155A.8 is revised to generally permit "A pharmacist may dispense, administer, monitor, and issue prescription drugs, biological products, and medication orders commensurate with the pharmacist's training and education and in accordance with the appropriate standard of care", while adding "pharmacist" to the IC155A.3 definition of practitioner.

If Medicaid permits additional practitioner services by Pharmacists as indicated in this proposal, which currently are not permitted/reimbursed, it is likely these services would be done in lieu of another provider who is currently permitted to perform the services. However if permitted, there is always the potential with the easier access to a pharmacy that the volume of these services could increase compared to current. Fiscal impact cannot be calculated with certainty, but any impact is expected to be minimal.

[X] Fee-for-Service Rates
The fee schedule would need to be updated to include the additional practitioner services.

[X] Managed Care Rates
The fee schedule would need to be updated to include the additional practitioner services.

[ ] Federal Matching Funds

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Iowa Department of Health & Human Services
FN23-122 Fiscal Impact Summary
Date: 03/21/2023

	SFY24					SFY25				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs	-	-	-	-	-	-	-	-	-	-
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Services Contract										
FIP										
Caseload Increase										
Total Ongoing Costs	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	-	-	-	-	-	-	-	-	-	-
Salary	-	-	-	-	-	-	-	-	-	-
Support	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	-	-	-	-	-	-	-	-	-	-

	Name	Date
Lead Budget Analyst	Soraya Miller	3/21/2023
Bureau Chief	Joe Havig	3/21/2023
Chief Financial Officer		

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Document ID: 0.7.3995.5251-000003
Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Filename: image001.jpg
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IOWA Health and Human Services

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Document ID: 0.7.3995.5251-000004
Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
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A-DHHS-24-0418-A-006835

Document ID: 0.7.3995.5011

From: Lane-Molnari, Jody
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=616c780837c844c69f753c4a68b859fa-lane-molnar>
To: Malone, Carrie L.
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: RE: From IPA: Statewide Protocols Question(s)
Date: Tue Feb 20 2024 08:15:41 CST
Attachments: FN23-122 HSB 202 Medicaid Response JCR.docx
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Associate Legislative Liaison

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Iowa Pharmacy Association

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Executive Vice President | CEO

www.linkedin.com/in/kategainer

www.iarx.org

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Robert Kruse, MD, MPH, FAAFP

State Medical Director, Director, Division of Public Health

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IOWA HHS

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- Cross Agency Collaboration
- FTEs (and supporting costs)
- ☒ Contractors (staff augmentation)
- ☒ Training (current staff)
- ☒ Application/System Changes
- Other IT Costs
- mailing/Community Outreach
- Program Support Contract(s)
- ☒ Provider Reimbursement
- ☒ Fee-for-Service Rates
- ☒ Managed Care Rates
- Federal Matching Funds

Health Equity Considerations (impacts to specific populations based on race, ethnicity, rural/urban, sexual orientation/gender identity, people with disabilities, age, etc.)

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Please List Any Deadlines Identified in the Bill:

None

ADDITIONAL OPTIONAL DETAILS

Data Resources: Are there other data or studies available that show the impact of this issue on Iowans?

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Iowa Department of Health & Human Services
FN23-122 Assumptions
Date: 03/21/2023

Selected Impact Areas:

[ ] No fiscal impact

[ ] Clients Served/Caseloads

[ ] Wait Lists/Interest Lists

[ ] Study/Report

[ ] Advisory Committee

[ ] Cross Agency Collaboration

[ ] FTEs (and supporting costs)

[ ] Contractors (staff augmentation)

[ ] Training (current staff)

[ ] Health Equity Considerations

[X] Applications/Systems Changes
If Medicaid permits the additional services, programming would be required under both MMIS and POS for FFS and Managed Care. These requirements can be absorbed with current staffing levels.

[ ] Other IT Costs

[ ] Mailing/Community Outreach

[X] Program Support Contract(s)
Costs are associated with the assumption that Medicaid would permit additional services and the Board of Pharmacy does not have an established “certification” file. This would potentially require additional staff and/or staff time plus programming under both MMIS and POS for FFS and Managed Care. Assumption is that medical billing codes would not be open to all Pharmacists but only to enrolled Pharmacists that meet protocol specific requirements as verified through Provider Enrollment. Current contracts for MMIS, Program Integrity, Provider Services, and Pharmacy can absorb the additional scope.

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Iowa Department of Health & Human Services
FN23-122 Assumptions
Date: 03/21/2023

Selected Impact Areas:

[X] Provider Reimbursement
The IC 155A.8 is revised to generally permit "A pharmacist may dispense, administer, monitor, and issue prescription drugs, biological products, and medication orders commensurate with the pharmacist's training and education and in accordance with the appropriate standard of care", while adding "pharmacist" to the IC155A.3 definition of practitioner.

If Medicaid permits additional practitioner services by Pharmacists as indicated in this proposal, which currently are not permitted/reimbursed, it is likely these services would be done in lieu of another provider who is currently permitted to perform the services. However if permitted, there is always the potential with the easier access to a pharmacy that the volume of these services could increase compared to current. Fiscal impact cannot be calculated with certainty, but any impact is expected to be minimal.

[X] Fee-for-Service Rates
The fee schedule would need to be updated to include the additional practitioner services.

[X] Managed Care Rates
The fee schedule would need to be updated to include the additional practitioner services.

[ ] Federal Matching Funds

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Iowa Department of Health & Human Services
FN23-122 Fiscal Impact Summary
Date: 03/21/2023

	SFY24					SFY25				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs	-	-	-	-	-	-	-	-	-	-
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Services Contract										
FIP										
Caseload Increase										
Total Ongoing Costs	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	-	-	-	-	-	-	-	-	-	-
Salary	-	-	-	-	-	-	-	-	-	-
Support	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	-	-	-	-	-	-	-	-	-	-

	Name	Date
Lead Budget Analyst	Soraya Miller	3/21/2023
Bureau Chief	Joe Havig	3/21/2023
Chief Financial Officer		

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IOWA Health and Human Services

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Subject: Huddle 2.20.24
Date: Tue Feb 20 2024 08:11:09 CST
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From the GR Team about yesterday's debates in the Senate and House:

Senate:

SF 2251 - Postpartum Coverage PASSED 34-13, with Democrats Trone-Garriott, Giddens, and Wahls voting in favor

Amendment 5010 by Peterson FAILED

* Intro

* Iowa ranks number 1 in the country for largest increase in infant mortality
* Number one for fewest OBGYNs in the country
* Number one for losing L/D departments
* Black women 6x more likely to die
* We should not be contracting care
* Iowa does have the best Medicaid coverage in the country for pregnant moms and their babies
* Medicaid covers prenatal care. Mom and baby are automatically eligible in WIC

* GOVs bill takes away number 1 ranking, WIC benefits, Medicaid coverage, 1300 moms every month, walks away from $10 million in federal funding once the bill is implemented
* This amendment proposes we stay at 375% FPL, which will be less than private school vouchers and extends it to 12 months pp
* Costello response

* Iowans do not support Medicaid for all
* This amendment would allow someone making over 100,000 to qualify
* There are private entities that can help
* Follow Governor's lead and set reasonable guidelines for public assistance

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* STG

* Supports amendment
* Iowa has a rising rate of maternal mortality
* We need to expand Medicaid pp coverage
* Cuts 1500 moms and babies per year
* Iowa had the highest increase of infant mortality in the State of Iowa - DHS these are families who are struggling to pay the bills and cannot make it on their own
* There are a lot of families in Iowa not making it at 215%
* There is a cost to kicking pregnant moms and infants off Medicaid
* Please don't make pregnant Iowans and babies pay this cost. We can do better. Support the amendment.

* Jochum

* This is your chance to show that you care about babies after they are born
* This is a pro life amendment

Senator Petersen Comments on the Bill

* Costello - Women can go to the Exchange to get care
* How will women pay for their pregnancy care
* If a young pregnant person needs an ambulance ride and they don't have health insurance, who covers the ride? Costello – they would be responsible for the bill.
* This is not a time to step backwards in maternal healthcare
* The budget process hasn't gotten rolling yet, there is still time to do right by pregnant women and their babies
* Have the Governor and HHS go back to the drawing board. They found $25 million for their office renovations but not a dime for pregnant moms and women.

Costello Closing Comments

* Hope the Dems support the MOMs program
* Medicaid is not the silver bullet
* HHS is partnering with partners in this field to work on AIM
* These collaboratives are successful
* HHS is aiming to eliminate hypertension by 2024
* Medicaid isn't the best way to go about improving maternal health outcomes

SF 2252 – MORE OPTIONS FOR MATERNAL SUPPORT Passed 31-16 (3 senators absent)

Amendment 5011 by Petersen FAILED 31-16

* Ultrasounds must be administered by licensed healthcare providers.

Amendment 5012 by Trone Garriott Failed 31 nayes, 16 yeas

* Requires HHS to establish a complaint process

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* Requires HHS to disclose terms of the contracts
* Requires in reporting to the legislature, HHS has to report specific numbers for specific services.
* Requires all providers under MOMS receive informed consent for ultrasounds and abide by HIPPA laws.
* There were a number of questions and comments about ultrasounds. Senator Costello clarified that women would get a referral and go to a medical facility for that type of procedure. MOMS is not for medical procedures and HIPPA standards do not apply. With respect to complaints, there are avenues to file a complaint such as going through HHS, Ombudsman, local entities.
* Senator Trone Garriott

* Wants to ensure accountability for Iowa taxpayers; ill does not increase accountability.
* These programs are not providing medical services, so it needs to be made clear.
* This program is based on a Texas system that was ripe with fraud. On page 4, line 9 of the amendment, participating programs must be in compliance with state and federal laws in regards to data. The department must monitor compliance with these laws. Which state laws are applicable land how will they be enforced?
* Private confidential information must stay that way.
* Four contracts were awarded. Specifically called out Informed Choices Clinic website. They are misleading and deceptive. Guardrails must be put in place. Would prefer that the program to be modeled after LSI which is a quality program.

House:

The House also considered several bills last evening but with much less debate than the Senate chamber. Please see update below.

HF 2305 A bill for an act relating to child care center staff requirements for providing flex care to children up to five years of age.
Pass – 55-36 (9 absent or not voting)

Rep. Baeth, folks in the industry weren't necessarily asking for this so I cannot support it. Has concerns that a "brief absence" as outlined in the bill may go longer than the 5 minute limit as mentioned by Rep. Wood.

HF 2325 A bill for an act relating to inspections for violations relating to retailers of cigarettes, tobacco, tobacco products, alternative nicotine products, and vapor products that provide for use or consumption of regulated products on the retailer's premises.
Pass – 88-3 (9 absent or not voting)

Rep. Gjerde, this is a good piece of legislation. Urged his colleagues to support. Also allows local public health departments to access these establishments as well.

HF 2390 A bill for an act relating to certain powers and duties of the department of inspections, appeals, and licensing including confidentiality of information and records, and dependent adult abuse, and making penalties applicable.

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Pass – 91-0 (9 absent or not voting) This is a DIAL prefile bill. Rep. Turek recommended support.

HF 2400 A bill for an act relating to contracts and payments for dental care service plans. Opening remarks by Rep. Mohr.

Amendment – H-8008, allows the insurance division to write rules rather than require them to do so. Dental association and the dental

caucus are for this bill. Pass – amendment adopted.

Pass – 91-0 (9 absent or not voting)

Both Chambers have debate scheduled for today as well:

House:

* HF 2098 A bill for an act relating to an assault committed by a person against whom a protective order is issued, and providing penalties. Watching

* HF 2151 A bill for an act relating to education by modifying provisions related to a process for investigating complaints against school employees and the responsibilities of the department of education and the board of educational examiners. Watching

* HF 2404 A bill for an act relating to processes overseen by the department of health and human services, including internal adoption information sharing, dependent adult abuse matters, juvenile justice court filings, and mandatory reporter training. HHS PreFile

* HF 2423 Meggers A bill for an act relating to operating-while-intoxicated offenses, including temporary restricted licenses and ignition interlock devices, providing penalties, making penalties applicable, and including effective date and applicability provisions. Watching

* HF 2492 A bill for an act relating to insurance coverage for biomarker testing. Watching (Similar to SF 2159, FN24-036.1)

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Senate:

* SF 2285 A bill for an act relating to the elimination of certain required reports by and duties of the department of health and human services, and including effective date and retroactive applicability provisions. HHS PreFile

For the 9am Huddle:

Blue highlights are those that need decisions on assignments. Let me know which of these with question marks you want tracked, any potential assignments, etc.

Yellow highlights are either already assigned or tracked or are pending assignments. Yellow highlights are FYI

HF 2562 FEMININE HYGIENE PRODUCTS IN SCHOOLS (Young) (Appropriations) watch Fac?

Requires schools to make feminine hygiene products (tampons & sanitary napkins) available at no cost in half of the school restrooms for grades 6-12 schools. Establishes a standing appropriation for the costs of compliance from 2024 to 2027 and requires schools to document those costs.

HF 2564 INTERNATIONAL PHYSICIANS (Young) (State Government) (funneled) FYI Facilities

Establishes a process for licensing international physicians.

HF 2565 RELEASED INMATE MEDICAID COVERAGE (HHS; Successor to HF 2236) (Appropriations) FN24-127 Med

Requires the DHHS to submit a Medicaid waiver request to allow coverage for inmates who are due to be released and otherwise eligible for Medicaid.

HF 2567 RETURN ORDERS FOR ALIENS (Judiciary; Successor to HSB 703) FM: Holt watching CommAcc

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Makes it an aggravated misdemeanor for a person who has been previously denied admission or deported from the US to be in Iowa. Does not allow police to make arrests on the school grounds, church grounds or hospitals. Requires a judge, after a finding of probably cause for an arrest under the bill, to order the person released and to leave the country. Allows courts to issue an order to return to the person's country at various points in proceedings, including at conviction. Makes a violation of an order to return a Class C felony. Authorizes indemnification of local officials, except for bad faith actions. Does not allow deferred sentences.

HF 2571 72 HOUR EMERGENCY ORDERS (Judiciary; Successor to HSB 677) FM: Collins watching CommAcc

Allows a police officer to file for a 72-hour emergency domestic protection order if a person claims to be in danger and requests that the officer file for the order.

HF 2573 MEDICAL CANNABIDIOL TELEMEDICINE (Judiciary; Successor to HSB 701) FM: A Meyer watching Compliance

Requires a health care practitioner who uses telemedicine to establish a relationship with a patient for medical cannabidiol comply with the rules from the BOM.

HF 2574 BOARDS & COMMISSIONS REPEAL (Sate Government; Successor to HSB 710) FM: Bloomingdale BR24-066 Compliance

Repeals numerous boards and transfers their duties, including the Capitol Planning Commission, the Fire Extinguishing & Alarm System Board, the Conservation Education Borad, the Prison Industry Advisory Board, the Community College Faculty Advisory Board, the Commission on Educator Leadership, the Telecommunications Advisory Committee, the Integrated Roadside Vegetation Committee, the Tourist Signing Committee, the Perinatal Guidelines Committee, the Child Advisory Committee, the County Care MH/DS Committee, the 911 Communications Council, the Iowa Cultural Trust Board, the Iowa Great Places Board, the Farm Deer Council, the Grain Industry Panel, the Organic Advisory Council, the Well Contractors Council the Interstate Cooperation Commission, the State Building Code Advisory Council, the Board of Hearing Aid Specialists, the Horizontal & Vertical Infrastructure Board, the Early Child School Alliance, the Public Funds Interest Committee the Board of Shorthand Reporters. Repeals other advisory committees.

HF 2575 TERMINATION OF PREGNANCY (Judiciary; Successor to HSB 621) FM: Wheeler watching Compliance, PH

Increases the penalty for the non-consensual termination of a pregnancy during a felony, including forcible felonies, to a Class A felony; for other non-consensual terminations to a Class B felony and for attempts to do so to a Class C felony. Includes the non-consensual termination of a pregnancy in various other current offenses. Changes references from human pregnancy to unborn person and defines unborn person.

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HF 2577 END-OF-LIFE CARE (Judiciary; Successor to HSB 660) FM: Gustoff FN24-112 Aging, PH

Includes end-of-life care decisions in the powers of a guardian (hospice, palliative, life-sustaining intervention and DNRs. Requires the guardian to have consulted with the person at least 14 days prior to any decision, and if the person is not capable of responding, then with family members or significant others. Does not allow the withdrawal of life-sustaining procedures without court approval unless the person is diagnosed with a terminal illness and has less than six months to live.

HF 2580 COUNSEL FOR CHILDREN (Judiciary; Successor to HF 2209) FM: Lohse FN24-088 FWBP

Requires the appointment of legal counsel for a child in ChINA proceedings. Includes provisions on reappointment of previous counsel where appropriate and alternate counsel. Terminates a guardian ad litem at age 10 but allows the GAL to be appointed counsel. Includes provisions on compensation.

HF 2583 GOVERNOR POST-PARTUM COVERAGE (Health & Human Services; Successor to HSB 643) FM: Wood FN24-100 CommAcc, Med, CSRU

Requires the HHS to submit a Medicare/Medicaid amendment to provide 12-months of continuous post-partum coverage to women at 215% of the FPL. Lowers the level for family income for Medicaid eligibility for pregnant woman from 300% to 215%. Effective as of January 2025.

HF 2584 GOVERNOR CONTRACEPTIVES (Health & Human Services; Successor to HSB 642) FM: Wood FN24-100 CommAcc, Med, PH

Authorizes pharmacists to dispense a twelve-month supply of self-administered hormonal contraceptives pursuant to a standing order created by the HHS. Includes training and CE requirements for the pharmacist. Prohibits the pharmacist from requiring an appointment with the pharmacist or the purchase of other prescription drugs. Gives the pharmacist civil and criminal immunity. Includes requirements for coverage under health insurance and Medicaid. Requires the BOM and the BOP to collect information on the prescriptions.

NOTE – there are currently 3 amendments filed: H-8021, H-8023, H-8026 CommAcc, please review these for impacts

HF 2585 NURSING HOME CITATIONS (Health & Human Services; Successor to HSB 691) FM: T Moore FN24-121 Compliance

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Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy.

HF 2589 WORK WITHOUT WORRY (Health & Human Services; Successor to HSB 198) (Appropriations) FN24-132 CommAcc, Med, Aging

Establishes a Work without Worry program to allow persons 16 and older who have disabilities and Medicaid coverage can work without losing health care coverage. Requires HHS to seek a waiver to create the program. Establishes income levels and asset tests for the program. Establishes implementing provisions and coordination with other programs. Requires the HHS to develop a public awareness program. Prohibits HHS from requiring a prescription for the reimbursement of providers for complex rehabilitation technology.

HF 2591 LYME DISEASE TESTING (Health & Human Services; Successor to HF 2289) FM: Boden FN24-109 PH

Requires health care providers who draw blood to test for Lyme disease to include written notice to the patient about the limitations of Lyme disease testing. Requires the HHS to update the notice as needed. Requires medical licensing boards to develop CE rules on Lyme disease.

HF 2599 GROCERY REINVESTMENT FUND (Economic Growth; Successor to HF 2176) (Appropriations) watch? CommAcc

Establishes a grocery reinvestment fund in the EDA to give financial assistance awards to groceries. Requires the EDA to adopt rules on eligibility for the program and gives priority to projects with matching funds or in underserved communities that serve low-income communities. Requires stores to accept SNAP benefits. Establishes a grant program for local food processors to increase the availability of local produce. Includes reporting requirements. Appropriates $2 million in FY 2025 and FY 2026 for the program.

HF 2605 HEMP CONSUMABLES (Public Safety; Successor to HSB 665) FM: Holt FN24-114 Compliance

Allows the HHS to adopt rules on the THC level of hemp consumables. Establishes criminal and civil penalties for failing to follow the rules/laws on hemp consumables. Makes it a serious misdemeanor to failure to register with the HHS. Makes it a simple misdemeanor to sell hemp consumables to persons under 21 and establishes a schedule of fines for a person under 21 who purchases hemp consumables. Other: Authorizes confiscation and destruction of hemp products under specified circumstances. Prohibits selling alcohol products with THC. Eliminates the negligent Violation Program that allows some violators to avoid criminal prosecution. See SF 2352

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HF 2608 PUBLIC ASSISTANCE & SMUGGLING (Judiciary; Successor to HF 2112) FM: Holt FN24-075 CommAcc

Assistance: Requires the DHHS to verify the status of non-citizens applying for public assistance. Requires a non-citizen to be an Iowa resident and have a verified immigration status to receive assistance. Smuggling: Establishes offenses for knowingly helping persons to cross the border, or for helping them remain or evade arrest, ranging from a Class C felony to a Class A felony. Establishes an affirmative defense for smuggling a family member (2nd degree consanguinity/affinity).

HF 2612 HOUSE AEA PLANS (Education; Successor to HSB 713) FM: Wheeler watching Facilities, PH, BehH

Makes the House proposals for AEAs. Gives the DOE supervision over the AEAs and makes AEA boards advisory. Requires the DOE to hire additional persons for the DOE and for the AEAs. Makes related changes to the powers and duties of AEAs and the DOE, including related to accreditation. Services: Requires AEAs to deliver services anywhere in the state, when requested by a public or private school. Directors: Requires the director of an AEA to have a special education teaching license. Limits the salaries of AEA administrators. PD: Allows AEAs to offer evidence-based professional development courses. Task Force: Requires the Legislature to convene a task force on AEAs and for the task force to make recommendations by December 2024. Funding: Directs that most funding for AEA services be paid directly to schools and allows for schools to pay for special education and other services out of unreserved fund balances. Weighting: Eliminates the eligibility for supplemental weighting for AEAs. IE Plans: Requires the DOE to develop a process for helping schools with Individualized Education Plans, and to help with other special education needs.

HF 2617 PREGNANCY EDUCATION (Education; Successor to HF 2031) FM: Osmundson watching Facilities

Requires that Human Growth & Development (Sex-Ed) courses include instruction on pregnancy and fetal development, including videos showing the development in the womb. Includes additional requirements.

SF 2263 PRISON RESTROOMS (Judiciary; Successor to SSB 3084) FM: Evans BR24-068 Compliance request

Requires that restrooms and changing rooms in state prisons be designated for the use of one sex and that these facilities are private from members of the opposite sex. Requires that sleeping quarters be designated for the use of one sex. Makes definitions. Establishes a private cause of action for prisoners whose privacy rights are violated.

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SF 2385 BOARD REVIEWS (State Government; Successor to SSB 3172) FM: Cournoyer FN24-129 Compliance

Requires legislation establishing boards to include a repeal date of no more than four years and no more than two years for advisory boards. Re-establishes the government efficiency review committee. Establishes salaries for the Regents and BOE and voting members for the Human Services Council. Makes changes to the powers of many boards. Eliminates or merges many boards. Contains implementing provisions.

SF 2386 GOVERNOR AEA/TEACHER BILL (Education; Successor to SSB 3073) FM: Evans BR24-043 Facilities, PH, BehH, Aging, Med

Teachers: Raises the minimum salary for teachers $46,251 and adopts a formula on teacher salary supplements. AEA: Transfers the oversight on Special Education to a new Division of Special Education in the DOE. Requires the DOE to work with the AEAs on the transfer of power and employees to the DOE. Allows AEAS to offer professional development services. Allows AEAs to continue to offer SE and media services. Limits the pay of an AEA administrator (125% of school superintendents). Changes distribution of SE funding and media services funding (100% of SE/40% of media in the first year; 10% and 40% in later years). Requires schools to use SE funds for special education but gives the schools flexibility in spending MS money. Contains other related provisions.

SF 2390 CHILD LABOR (Donahue) (Workforce) (funneled) FYI FWBP, PH

Strikes most the child labor law changes enacted in 2023.

SSB 3181 CHILDCARE ASSESSMENTS (Ways & Means) Bousselot (C), Brown, Petersen FYI FWBP

Exempts property primarily used as a childcare facility from the calculation of the actual value of the property. Establishes a formula for the assessment of childcare facilities. Contains implementing provisions. Effective on enactment.

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

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A defunct child therapy practice is not entitled to coverage for suits accusing one of the practice's employees of pretending to be licensed, the Fourth Circuit affirmed in a published opinion Friday, saying a material misrepresentation in the clinic's insurance applications warrants rescission of the policy.

Health
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TOP NEWS

Therapy Co.'s Policy Lie Bars Fraud Coverage, 4th Circ. Says

By Hope Patti

A defunct child therapy practice is not entitled to coverage for suits accusing one of the practice's employees of pretending to be licensed, the Fourth Circuit affirmed in a published opinion Friday, saying a material misrepresentation in the clinic's insurance applications warrants rescission of the policy.

Opinion attached | Read full article » | Save to favorites »

11th Circ. Upholds Insurer's Win In Worker's Health Bias Fight

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By Vin Gurrieri

The Eleventh Circuit on Friday rejected a former Alfa Mutual Insurance Co. worker's bid to reopen her disability discrimination suit accusing the insurer of illegally firing her to sidestep high healthcare costs related to her multiple sclerosis and severe migraines.

Opinion attached | Read full article » | Save to favorites »

NC's Stein Supports Abortion Drug Manufacturer In W.Va. Case

By Travis Bland

North Carolina Attorney General Josh Stein said Friday that he has jumped in to support an abortion drug manufacturer in its case against West Virginia's restriction of mifepristone, telling the Fourth Circuit that states can't enforce rules on the medication that the U.S. Food and Drug Administration has already dropped.

Brief attached | Read full article » | Save to favorites »

Telemedicine Exec Admits $110M Medicare Fraud Scheme

By Brian Dowling

A Florida man agreed to plead guilty to orchestrating a $110 million Medicare fraud scheme using telemedicine and telemarketing companies to generate falsified orders for knee braces and other medical equipment, Boston federal prosecutors said Friday.

2 documents attached | Read full article » | Save to favorites »

Athira Pharma Investors Win OK Of $10M Deal On Second Try

By Gina Kim

Over 30,000 Athira Pharma investors have scored preliminary approval of a $10 million settlement over claims its former CEO manipulated studies relating to an Alzheimer's drug, five months after a Washington federal judge rejected their first bid but let them try again to address concerns over conflicts and equitable treatment.

Order attached | Read full article » | Save to favorites »

POLICY & REGULATION

Cannabis Corner

The Congressman Who Reps Cannabis Reform On Capitol Hill

By Sam Reisman

Rep. Earl Blumenauer speaks to Law360 about the prospects for Congress enacting marijuana

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reform, why he supports moving cannabis to Schedule III and some of the drug policy triumphs and setbacks in his home state of Oregon.

Read full article » | Save to favorites »

LITIGATION

Judge Seeks Briefing On New Expert Proposed In Tylenol MDL

By Dan McKay

U.S. District Judge Denise Cote signaled Friday that she's willing to consider a new expert witness proposed in the multidistrict litigation alleging prenatal exposure to acetaminophen causes ADHD, directing the parties to propose a briefing schedule on whether the expert's opinion is admissible.

3 documents attached | Read full article » | Save to favorites »

Janssen FCA Claims Not Barred By Old Cases, Judge Says

By Julie Manganis

Prior litigation that referred to Janssen Biotech's marketing practices does not bar a False Claims Act complaint from moving forward because the earlier cases did not allege the same type of fraud, a Massachusetts federal judge ruled Thursday.

Order attached | Read full article » | Save to favorites »

DC Circ. Sends Ambulance Co. Info Spat Back To NLRB

By Beverly Banks

The D.C. Circuit on Friday vacated a National Labor Relations Board decision that found an ambulance company unlawfully withheld information from a union, telling the board to review the company's obligation to provide documents under the parties' labor contract.

Opinion attached | Read full article » | Save to favorites »

Littler Hit With DQ Bid For Wielding Mistakenly Produced Doc

By Lynn LaRowe

Littler Mendelson PC has gained an "unfair advantage" and should be booted from defending a Florida pharmacy services company for using an inadvertently produced, privileged document in a deposition last week, a woman suing the company for whistleblower retaliation said.

Motion attached | Read full article » | Save to favorites »

Va. Couple Sues CooperSurgical Over Destroyed Embryos

By Gina Kim

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CooperSurgical Inc. has been hit with a product liability action in California federal court by a Virginia couple alleging they went through the arduous process of in vitro fertilization only for the company's defective culture media to destroy their irreplaceable embryos.

Complaint attached | Read full article » | Save to favorites »

Lack Of Affidavit Gets NJ Med Mal Death Suit Tossed

By Mike Curley

A New Jersey appeals panel on Friday threw out a woman's claims that St. Joseph's Regional Medical Center is responsible for her mother's death, finding she failed to submit an affidavit of merit as required by state law.

Opinion attached | Read full article » | Save to favorites »

ADA Does Not Protect Medical Pot Use, Vt. Court Says

By Jonathan Capriel

A Vermont transit worker can't pursue a civil rights lawsuit against his employer who terminated him after he tested positive for marijuana, a Vermont federal judge has ruled, saying the Americans with Disabilities Act doesn't protect people with disabilities treated with medical marijuana.

Order attached | Read full article » | Save to favorites »

Family Of 23-Year-Old Who Died From Ulcer Gets $30M

By David Minsky

A Florida state jury awarded $30 million to the family of a 23-year-old woman who died from an untreated ulcer at a Tampa hospital after finding the two doctors entrusted with her care liable for negligence.

2 documents attached | Read full article » | Save to favorites »

Insurer Seeks To Cancel $15M Policy Over 'Human Life Wager'

By Elizabeth Daley

A life insurance company has urged a New Jersey federal court to void a $15 million policy it calls an illegal "human life wager" on a man whose death benefits a bank, rather than his own family.

Complaint attached | Read full article » | Save to favorites »

Fired Hospital Worker Can't Keep Fighting PTO Denial

By Danielle Ferguson

A maintenance worker who lost an administrative case alleging his ex-employer owed him

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money for unused paid time off when he was fired cannot try again to get a judgment in state court against the hospital where he worked or Michigan labor regulators, an appellate panel has found.

Opinion attached | Read full article » | Save to favorites »

Ape Farm Says Ga. Officials Monkeying With $300M Bond Deal

By Chart Riggall

The company behind a proposed — and highly controversial — 1.75 million-square-foot monkey rearing facility in southwest Georgia has taken its fight against local officials to federal court, accusing a development authority of trying amid public outcry to back out of a $300 million bond deal to finance the project.

2 documents attached | Read full article » | Save to favorites »

Medtronic Urges 8th Circ. To Undo Transfer Pricing Ruling

By Anna Scott Farrell

Medical device company Medtronic asked the Eighth Circuit on Friday to overturn a decision rejecting its pricing method for licensing intellectual property to its Puerto Rican affiliate, saying in the long-running case that Medtronic hadn't used the intercompany arrangement to underreport its income.

Brief attached | Read full article » | Save to favorites »

Catching Up With Delaware's Chancery Court

By Leslie A. Pappas

News broke last week that Delaware's Court of Chancery will say goodbye to its current longest-serving jurist, a development that quickly overshadowed a busy week of new merger and board disputes, fee rulings, settlements, and books-and-records demands.

Read full article » | Save to favorites »

UK Litigation Roundup: Here's What You Missed In London

By Max Austin

This past week in London has seen a legal battle erupt between JPMorgan and the founder of a Greek payments company following a dispute over the valuation of their jointly owned fintech business, the children of late Russian oligarch Vladimir Scherbakov face a claim by Fieldfisher LLP, the Director of Education and Training at the Solicitors Regulation Authority tackle a claim by two solicitors, and train operator First MTR South Western Trains file a claim against a security company. Here, Law360 looks at these and other new claims in the U.K.

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DEALS

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Chromocell Hits Stock Markets Following $6.6M IPO

By Jade Martinez-Pogue

Clinical-stage biotechnology company Chromocell Therapeutics Corp. began trading publicly on Friday after raising $6.6 million in its initial public offering, becoming the latest in a flurry of biotech IPOs.

Read full article » | Save to favorites »

PEOPLE

Greenberg Traurig Adds FDA Expert From Emord & Associates

By Jack Rodgers

Greenberg Traurig LLP has hired a shareholder in Phoenix who spent over 16 years with boutique Emord & Associates PC to continue his practice counseling businesses regulated by the U.S. Food and Drug Administration on a range of compliance matters, the firm announced Thursday.

Read full article » | Save to favorites »

Taxation With Representation: Paul Weiss, Kirkland

By Jaqueline McCool

In this week's Taxation With Representation, Diamondback buys Endeavor, KKR & Co. acquires a stake in Cotiviti, and Gilead Sciences Inc. purchases CymaBay Therapeutics Inc.

Read full article » | Save to favorites »

EXPERT ANALYSIS

Reducing The Risk Of PFAS False Advertising Class Actions

A wave of class actions continues to pummel products that allegedly contain per- or polyfluoroalkyl substances, with plaintiffs challenging advertising that they say misleads consumers by implying an absence of PFAS — but there are steps companies can take to minimize risk, say attorneys at Keller and Heckman.

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LEGAL INDUSTRY

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White House Slams 'Cruel, Islamophobic Attacks' On Judicial Nom

By Courtney Bublé

The White House on Friday mounted a defense of Adeel Mangi, a nominee to serve on the Third Circuit, who would be the first Muslim federal appeals court judge if confirmed and has come under vast attacks from Republican senators.

Read full article » | Save to favorites »

Quinn Emanuel Can't Collect On LA County's $280K Legal Bill

By Craig Clough

A Los Angeles judge on Friday dismissed Quinn Emanuel Urquhart & Sullivan LLP's lawsuit seeking to collect more than $280,000 in legal bills from Los Angeles County, saying the claims should have been filed in a counter-suit after the defendants sued the firm several years ago.

Read full article » | Save to favorites »

Colo. Must Guard Against Unfair Bar Exam Asks, Official Says

By Daniel Ducassi

A high-ranking Colorado official on Friday told a state judge in Denver that the state lawyer licensing authority must deny accommodation requests from bar applicants who don't have proper documentation in order to avoid anyone getting an undue advantage on the exam.

Read full article » | Save to favorites »

Indiana Justices OK Bar Exam For Nonaccredited Schools

By Emily Sawicki

The Indiana Supreme Court has opened a pathway for graduates of law schools that have not been accredited by the American Bar Association to sit for the state's bar exam.

Order attached | Read full article » | Save to favorites »

Law Firms Call For Federal Courts To Favor Virtual Testimony

By Sarah Martinson

A group of class action law firms and a Harvard Law School professor asked an advisory committee earlier this week to change federal court rules to prefer live virtual testimony over recorded deposition video for witnesses who can't appear in person in court.

Letter attached | Read full article » | Save to favorites »

Trump Owes $355M For Fraud That 'Shocks The Conscience'

By Frank G. Runyeon

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A New York state judge on Friday found Donald Trump, his adult sons, his companies and longtime executives liable for a decadelong valuation fraud conspiracy, ordering the defendants to disgorge $364 million in ill-gotten gains to the state, plus interest, with the former president on the hook for the lion's share.

Order attached | Read full article » | Save to favorites »

Giuliani's Retrial Bid Stuck In Fight Over Representation

By Hilary Russ

Rudy Giuliani has still not sought a new trial in his $148 million defamation case, even though a New York bankruptcy judge said nearly a month ago that he would sign off on the request, as his case has become mired in spats over disclosures and who will pay for the former mayor's special counsel.

Letter attached | Read full article » | Save to favorites »

Ex-DOJ Official Wants Witnesses Barred From DC Ethics Case

By Emily Sawicki

Jeffrey Clark, who was an assistant attorney general for the U.S. Justice Department under President Donald Trump, has asked a District of Columbia ethics panel to block fellow former DOJ officials from testifying in a disciplinary proceeding resulting from his alleged role in promoting the former president's bogus stolen election claims.

Motion attached | Read full article » | Save to favorites »

Analysis

Meet The Attys Arguing Copyright Damages Row At Top Court

By Ivan Moreno

The attorneys who will face off before the U.S. Supreme Court on Wednesday in a copyright dispute that could expand the timeline for available damages are both well-respected appellate litigators who have spent plenty of time in the spotlight of big cases.

Read full article » | Save to favorites »

Ex-DOJ Antitrust Director Named CFTC Whistleblower Head

By Adrian Cruz

The Commodity Futures Trading Commission announced that the former acting litigation director of the U.S. Department of Justice's Antitrust Division was appointed director of its whistleblower office.

Read full article » | Save to favorites »

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NY AG Tells Firm To Stop Misleading Uber, Lyft Drivers

By Emily Sawicki

New York Attorney General Letitia James' office put a New York City law firm on notice Friday, warning in a cease-and-desist letter that the firm must immediately stop proffering unnecessary legal services to "help" Uber and Lyft drivers secure funds, for a fee, stemming from a November New York Labor Law settlement.

Letter attached | Read full article » | Save to favorites »

Workday Deputy GC Wants Atty's Bias Suit Tossed

By Caleb Drickey

A deputy general counsel for Workday urged a California federal court to dismiss her from a Black former subordinate's claims of harassment, retaliation and discrimination, arguing that the Maryland-based worker was improperly seeking the protection of California state laws.

Brief attached | Read full article » | Save to favorites »

Students Sue To Keep Golden Gate U. Offering Law Degrees

By Jack Karp

Golden Gate University Law School students are suing the 123-year-old school for fraud in an effort to stop it from shutting down its juris doctor program, according to a newly filed suit in California state court.

Complaint attached | Read full article » | Save to favorites »

Pa. Man Who Beheaded Father Charged With Targeting Judge

By James Boyle

A Philadelphia-area man who allegedly shot his father and displayed his decapitated head on YouTube faces additional terrorism charges after investigators found he had made videos calling for violence against a federal judge and other government officials.

Complaint attached | Read full article » | Save to favorites »

Law360's Legal Lions Of The Week

By Kevin Penton

King & Spalding LLP leads this week's edition of Law360 Legal Lions, after a California federal jury awarded mobile game platform Skillz $42.9 million in a patent infringement fight against rival AviaGames.

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GC Cheat Sheet: The Hottest Corporate News Of The Week

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By Sue Reisinger

Angry with Delaware's Chancery Court, a combative Elon Musk decided to move his SpaceX incorporation from Delaware to Texas. And Sony Pictures general counsel Leah Weil talked about the need for legal leaders to be strong, flexible and resilient as she prepares to leave her post.

Read full article » | Save to favorites »

In Case You Missed It: Hottest Firms And Stories On Law360

For those who missed out, here's a look back at the law firms, stories and expert analyses that generated the most buzz on Law360 last week.

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COMPANIES IN TODAY'S NEWS

Alfa Mutual Insurance Co.

Alliance Defending Freedom

Allianz Global Corporate & Specialty SE

American Bar Association

American International Group Inc.

American Medical Response Inc.

American Tort Reform Association

Ameritas Life Insurance Corp.

Analog Devices Inc.

Apple Inc.

AstraZeneca PLC

Athira Pharma

AvePoint Inc.

BTI Consulting Group Inc.

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Bank of America Corp.

Biotech Inc.

Burger King Holdings Inc.

CVS Health Corp.

Campbell Soup Co.

Chromocell Corp.

Colgate-Palmolive Co.

CooperSurgical Inc.

Costco Wholesale Corp.

CymaBay Therapeutics Inc.

Dallas Mavericks Inc.

Democracy Forward Foundation

Deutsche Bank AG

Diamondback Energy Inc.

Edgewell Personal Care Co.

Envolve Pharmacy Solutions

Epic Games Inc.

Fontem Ventures

GRAIL Inc.

Gilead Sciences Inc.

Golden Gate University

Google LLC

HSBC Holdings PLC

Harvard University

Health-Ade LLC

Honda Motor Co. Ltd.

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Humane Society of the United States

Illumina Inc.

International Centre for Settlement of Investment Disputes

JMP Group Inc.

JPMorgan Chase & Co.

Jefferies Financial Group Inc.

Johnson & Johnson

KKR & Co. Inc.

Kyverna Therapeutics Inc.

L'Oreal SA

Lenovo Group Ltd.

Lex Machina Inc.

Lex Mundi Ltd.

LinkedIn Corp.

Maxim Integrated Products Inc.

McKesson Corp.

Medical Mutual of Ohio

Mediterranean Shipping Co. SA

Medtronic PLC

Mercedes-Benz USA LLC

Moelis & Co.

Monsanto Co.

Motorola Mobility LLC

NBCUniversal Media LLC

Nascar Digital Media LLC

National Association of Government Employees

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Ocean Tomo LLC

Okada Manila

Paratek Pharmaceuticals Inc.

Pfizer Inc.

Planned Parenthood Federation

Ranbaxy

Rust Consulting Inc.

Scholastic Corporation

Service Employees International Union

Simon & Schuster Inc.

Solicitors Regulation Authority Ltd.

Sony Music Publishing

Sony Pictures Entertainment Inc.

Space Exploration Technologies Corp.

St. Joseph's Regional Medical Center

Starz LLC

Stericycle Inc.

Stifel Financial Corp.

Stryker Corp.

Syntel, Inc.

Telefonaktiebolaget LM Ericsson

Tesla Inc.

The Boeing Co.

The Cooper Cos. Inc.

The District of Columbia Bar

The Florida Bar

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The Goldman Sachs Group Inc.

The Procter & Gamble Co.

The Walt Disney Co.

TriZetto Corp.

Trump Organization Inc.

Twitter Inc.

UMB Financial Corp.

Veritas Capital Fund Management LLC

Warner/Chappell Music Inc.

Westell Technologies Inc.

Wings Capital Partners

Workday Inc.

YouTube Inc.

LAW FIRMS IN TODAY'S NEWS

Akin Gump

Allen & Overy

Alston & Bird

Arnold & Porter

Balch & Bingham

Barnes & Thornburg

Berger Fischoff

Berger Montague

Bernstein Liebhard

Block & Leviton

AMERICAN OVERSIGHT

Bray & Krais

Burnham & Gorokhov

Butzel Long

CMS Cameron McKenna Nabarro Olswang

Caldwell Carlson

Camara & Sibley

Clyde & Co

Cohen Milstein

Continental PLLC

Covington & Burling

Cozen O'Connor

Cravath Swaine

DLA Piper

Davis Polk

Debevoise & Plimpton

Emord & Associates

Faruqi & Faruqi

Fieldfisher

Freshfields

Frier Levitt

Garwin Gerstein

Gibson Dunn

Glancy Prongay

Greenberg Traurig

Habba Madaio

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Hamlins LLP

Held & Hines

Hill Dickinson

Jackson Lewis PC

Janes Solicitors

Janet Janet

Jones Day

Keller & Heckman

Keller Postman

Kellogg Hansen

Kessler Topaz

King & Spalding

Kirkland & Ellis

Krompier & Tamn

Labaton Keller

Langdon & Emison

Latham & Watkins

Law Office of Michael J. Curls

Law Offices of Danny M. Howell

Lieff Cabraser

Littler Mendelson

Lowey Dannenberg

Lowther Walker

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Maynard Nexsen

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Morgan Lewis

Morian Law

O'Melveny & Myers

Orrick Herrington

Patterson Belknap

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Perkins Coie

Quinn Emanuel

Reed Smith

Rix & Kay

Robert & Robert PLLC

Ryan Smith & Carbine

Shapiro & Teitelbaum

Skadden Arps

Sperling & Slater

Squire Patton

Stites & Harbison

Sullivan & Cromwell

Sullivan & Worcester

Thomson Snell

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WilmerHale

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Wilson Sonsini

Yerrid Law Firm

GOVERNMENT AGENCIES IN TODAY'S NEWS

Colorado Supreme Court

Commodity Futures Trading Commission

Delaware Court of Chancery

Equal Employment Opportunity Commission

Executive Office of the President

Federal Bureau of Investigation

Federal Trade Commission

Food and Drug Administration

Internal Revenue Service

Los Angeles County Sheriff's Department

Los Angeles Superior Court

National Crime Agency

National Labor Relations Board

New York Attorney General's Office

Office of the Vermont Attorney General

State of Indiana

U.S. Attorney's Office for the District of Massachusetts

U.S. Bankruptcy Court for the Southern District of New York

U.S. Court of Appeals for the District of Columbia Circuit

U.S. Court of Appeals for the Eighth Circuit

U.S. Court of Appeals for the Eleventh Circuit

U.S. Court of Appeals for the Fourth Circuit

U.S. Department of Agriculture

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U.S. Department of Justice

U.S. Department of the Treasury

U.S. District Court for the District of Massachusetts

U.S. District Court for the District of New Jersey

U.S. District Court for the Middle District of Florida

U.S. District Court for the Middle District of Georgia

U.S. District Court for the Northern District of California

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Washington

U.S. Drug Enforcement Administration

U.S. Environmental Protection Agency

U.S. House of Representatives

U.S. Patent and Trademark Office

U.S. Securities and Exchange Commission

U.S. Senate

U.S. Supreme Court

United States District Court for the District of Vermont

Vermont Department of Labor

Virginia Department of Health

West Virginia Attorney General's Office

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Alfa Mutual Insurance Co.

Alliance Defending Freedom

Allianz Global Corporate & Specialty SE

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American Medical Response Inc.

American Tort Reform Association

Ameritas Life Insurance Corp.

Analog Devices Inc.

Apple Inc.

AstraZeneca PLC

Athira Pharma

AvePoint Inc.

BTI Consulting Group Inc.

Bank of America Corp.

Biotech Inc.

Burger King Holdings Inc.

CVS Health Corp.

Campbell Soup Co.

Chromocell Corp.

Colgate-Palmolive Co.

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Dallas Mavericks Inc.

Democracy Forward Foundation

Deutsche Bank AG

Diamondback Energy Inc.

Edgewell Personal Care Co.

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Fontem Ventures

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Gilead Sciences Inc.

Golden Gate University

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HSBC Holdings PLC

Harvard University

Health-Ade LLC

Honda Motor Co. Ltd.

Humane Society of the United States

Illumina Inc.

International Centre for Settlement of Investment Disputes

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Jefferies Financial Group Inc.

Johnson & Johnson

KKR & Co. Inc.

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Nascar Digital Media LLC

National Association of Government Employees

Ocean Tomo LLC

Okada Manila

Paratek Pharmaceuticals Inc.

Pfizer Inc.

Planned Parenthood Federation

Ranbaxy

Rust Consulting Inc.

Scholastic Corporation

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Sony Pictures Entertainment Inc.

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St. Joseph's Regional Medical Center

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Stryker Corp.

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The Boeing Co.

The Cooper Cos. Inc.

The District of Columbia Bar

The Florida Bar

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The Walt Disney Co.

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UMB Financial Corp.

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Warner/Chappell Music Inc.

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Wings Capital Partners

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Block & Leviton

Bray & Krais

Burnham & Gorokhov

Butzel Long

CMS Cameron McKenna Nabarro Olswang

Caldwell Carlson

Camara & Sibley

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Hamlins LLP

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Wilson Sonsini

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Subject: Therapy Co.'s Policy Lie Bars Fraud Coverage, 4th Circ. Says
Date: Tue Feb 20 2024 03:00:59 CST
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A defunct child therapy practice is not entitled to coverage for suits accusing one of the practice's employees of pretending to be licensed, the Fourth Circuit affirmed in a published opinion Friday, saying a material misrepresentation in the clinic's insurance applications warrants rescission of the policy.

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TOP NEWS

Therapy Co.'s Policy Lie Bars Fraud Coverage, 4th Circ. Says

By Hope Patti

A defunct child therapy practice is not entitled to coverage for suits accusing one of the practice's employees of pretending to be licensed, the Fourth Circuit affirmed in a published opinion Friday, saying a material misrepresentation in the clinic's insurance applications warrants rescission of the policy.

Opinion attached | Read full article » | Save to favorites »

11th Circ. Upholds Insurer's Win In Worker's Health Bias Fight

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By Vin Gurrieri

The Eleventh Circuit on Friday rejected a former Alfa Mutual Insurance Co. worker's bid to reopen her disability discrimination suit accusing the insurer of illegally firing her to sidestep high healthcare costs related to her multiple sclerosis and severe migraines.

Opinion attached | Read full article » | Save to favorites »

NC's Stein Supports Abortion Drug Manufacturer In W.Va. Case

By Travis Bland

North Carolina Attorney General Josh Stein said Friday that he has jumped in to support an abortion drug manufacturer in its case against West Virginia's restriction of mifepristone, telling the Fourth Circuit that states can't enforce rules on the medication that the U.S. Food and Drug Administration has already dropped.

Brief attached | Read full article » | Save to favorites »

Telemedicine Exec Admits $110M Medicare Fraud Scheme

By Brian Dowling

A Florida man agreed to plead guilty to orchestrating a $110 million Medicare fraud scheme using telemedicine and telemarketing companies to generate falsified orders for knee braces and other medical equipment, Boston federal prosecutors said Friday.

2 documents attached | Read full article » | Save to favorites »

Athira Pharma Investors Win OK Of $10M Deal On Second Try

By Gina Kim

Over 30,000 Athira Pharma investors have scored preliminary approval of a $10 million settlement over claims its former CEO manipulated studies relating to an Alzheimer's drug, five months after a Washington federal judge rejected their first bid but let them try again to address concerns over conflicts and equitable treatment.

Order attached | Read full article » | Save to favorites »

POLICY & REGULATION

Cannabis Corner

The Congressman Who Reps Cannabis Reform On Capitol Hill

By Sam Reisman

Rep. Earl Blumenauer speaks to Law360 about the prospects for Congress enacting marijuana

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reform, why he supports moving cannabis to Schedule III and some of the drug policy triumphs and setbacks in his home state of Oregon.

Read full article » | Save to favorites »

LITIGATION

Judge Seeks Briefing On New Expert Proposed In Tylenol MDL

By Dan McKay

U.S. District Judge Denise Cote signaled Friday that she's willing to consider a new expert witness proposed in the multidistrict litigation alleging prenatal exposure to acetaminophen causes ADHD, directing the parties to propose a briefing schedule on whether the expert's opinion is admissible.

3 documents attached | Read full article » | Save to favorites »

Janssen FCA Claims Not Barred By Old Cases, Judge Says

By Julie Manganis

Prior litigation that referred to Janssen Biotech's marketing practices does not bar a False Claims Act complaint from moving forward because the earlier cases did not allege the same type of fraud, a Massachusetts federal judge ruled Thursday.

Order attached | Read full article » | Save to favorites »

DC Circ. Sends Ambulance Co. Info Spat Back To NLRB

By Beverly Banks

The D.C. Circuit on Friday vacated a National Labor Relations Board decision that found an ambulance company unlawfully withheld information from a union, telling the board to review the company's obligation to provide documents under the parties' labor contract.

Opinion attached | Read full article » | Save to favorites »

Littler Hit With DQ Bid For Wielding Mistakenly Produced Doc

By Lynn LaRowe

Littler Mendelson PC has gained an "unfair advantage" and should be booted from defending a Florida pharmacy services company for using an inadvertently produced, privileged document in a deposition last week, a woman suing the company for whistleblower retaliation said.

Motion attached | Read full article » | Save to favorites »

Va. Couple Sues CooperSurgical Over Destroyed Embryos

By Gina Kim

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CooperSurgical Inc. has been hit with a product liability action in California federal court by a Virginia couple alleging they went through the arduous process of in vitro fertilization only for the company's defective culture media to destroy their irreplaceable embryos.

Complaint attached | Read full article » | Save to favorites »

Lack Of Affidavit Gets NJ Med Mal Death Suit Tossed

By Mike Curley

A New Jersey appeals panel on Friday threw out a woman's claims that St. Joseph's Regional Medical Center is responsible for her mother's death, finding she failed to submit an affidavit of merit as required by state law.

Opinion attached | Read full article » | Save to favorites »

ADA Does Not Protect Medical Pot Use, Vt. Court Says

By Jonathan Capriel

A Vermont transit worker can't pursue a civil rights lawsuit against his employer who terminated him after he tested positive for marijuana, a Vermont federal judge has ruled, saying the Americans with Disabilities Act doesn't protect people with disabilities treated with medical marijuana.

Order attached | Read full article » | Save to favorites »

Family Of 23-Year-Old Who Died From Ulcer Gets $30M

By David Minsky

A Florida state jury awarded $30 million to the family of a 23-year-old woman who died from an untreated ulcer at a Tampa hospital after finding the two doctors entrusted with her care liable for negligence.

2 documents attached | Read full article » | Save to favorites »

Insurer Seeks To Cancel $15M Policy Over 'Human Life Wager'

By Elizabeth Daley

A life insurance company has urged a New Jersey federal court to void a $15 million policy it calls an illegal "human life wager" on a man whose death benefits a bank, rather than his own family.

Complaint attached | Read full article » | Save to favorites »

Fired Hospital Worker Can't Keep Fighting PTO Denial

By Danielle Ferguson

A maintenance worker who lost an administrative case alleging his ex-employer owed him

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money for unused paid time off when he was fired cannot try again to get a judgment in state court against the hospital where he worked or Michigan labor regulators, an appellate panel has found.

Opinion attached | Read full article » | Save to favorites »

Ape Farm Says Ga. Officials Monkeying With $300M Bond Deal

By Chart Riggall

The company behind a proposed — and highly controversial — 1.75 million-square-foot monkey rearing facility in southwest Georgia has taken its fight against local officials to federal court, accusing a development authority of trying amid public outcry to back out of a $300 million bond deal to finance the project.

2 documents attached | Read full article » | Save to favorites »

Medtronic Urges 8th Circ. To Undo Transfer Pricing Ruling

By Anna Scott Farrell

Medical device company Medtronic asked the Eighth Circuit on Friday to overturn a decision rejecting its pricing method for licensing intellectual property to its Puerto Rican affiliate, saying in the long-running case that Medtronic hadn't used the intercompany arrangement to underreport its income.

Brief attached | Read full article » | Save to favorites »

Catching Up With Delaware's Chancery Court

By Leslie A. Pappas

News broke last week that Delaware's Court of Chancery will say goodbye to its current longest-serving jurist, a development that quickly overshadowed a busy week of new merger and board disputes, fee rulings, settlements, and books-and-records demands.

Read full article » | Save to favorites »

UK Litigation Roundup: Here's What You Missed In London

By Max Austin

This past week in London has seen a legal battle erupt between JPMorgan and the founder of a Greek payments company following a dispute over the valuation of their jointly owned fintech business, the children of late Russian oligarch Vladimir Scherbakov face a claim by Fieldfisher LLP, the Director of Education and Training at the Solicitors Regulation Authority tackle a claim by two solicitors, and train operator First MTR South Western Trains file a claim against a security company. Here, Law360 looks at these and other new claims in the U.K.

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DEALS

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Chromocell Hits Stock Markets Following $6.6M IPO

By Jade Martinez-Pogue

Clinical-stage biotechnology company Chromocell Therapeutics Corp. began trading publicly on Friday after raising $6.6 million in its initial public offering, becoming the latest in a flurry of biotech IPOs.

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PEOPLE

Greenberg Traurig Adds FDA Expert From Emord & Associates

By Jack Rodgers

Greenberg Traurig LLP has hired a shareholder in Phoenix who spent over 16 years with boutique Emord & Associates PC to continue his practice counseling businesses regulated by the U.S. Food and Drug Administration on a range of compliance matters, the firm announced Thursday.

Read full article » | Save to favorites »

Taxation With Representation: Paul Weiss, Kirkland

By Jaqueline McCool

In this week's Taxation With Representation, Diamondback buys Endeavor, KKR & Co. acquires a stake in Cotiviti, and Gilead Sciences Inc. purchases CymaBay Therapeutics Inc.

Read full article » | Save to favorites »

EXPERT ANALYSIS

Reducing The Risk Of PFAS False Advertising Class Actions

A wave of class actions continues to pummel products that allegedly contain per- or polyfluoroalkyl substances, with plaintiffs challenging advertising that they say misleads consumers by implying an absence of PFAS — but there are steps companies can take to minimize risk, say attorneys at Keller and Heckman.

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LEGAL INDUSTRY

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White House Slams 'Cruel, Islamophobic Attacks' On Judicial Nom

By Courtney Bublé

The White House on Friday mounted a defense of Adeel Mangi, a nominee to serve on the Third Circuit, who would be the first Muslim federal appeals court judge if confirmed and has come under vast attacks from Republican senators.

Read full article » | Save to favorites »

Quinn Emanuel Can't Collect On LA County's $280K Legal Bill

By Craig Clough

A Los Angeles judge on Friday dismissed Quinn Emanuel Urquhart & Sullivan LLP's lawsuit seeking to collect more than $280,000 in legal bills from Los Angeles County, saying the claims should have been filed in a counter-suit after the defendants sued the firm several years ago.

Read full article » | Save to favorites »

Colo. Must Guard Against Unfair Bar Exam Asks, Official Says

By Daniel Ducassi

A high-ranking Colorado official on Friday told a state judge in Denver that the state lawyer licensing authority must deny accommodation requests from bar applicants who don't have proper documentation in order to avoid anyone getting an undue advantage on the exam.

Read full article » | Save to favorites »

Indiana Justices OK Bar Exam For Nonaccredited Schools

By Emily Sawicki

The Indiana Supreme Court has opened a pathway for graduates of law schools that have not been accredited by the American Bar Association to sit for the state's bar exam.

Order attached | Read full article » | Save to favorites »

Law Firms Call For Federal Courts To Favor Virtual Testimony

By Sarah Martinson

A group of class action law firms and a Harvard Law School professor asked an advisory committee earlier this week to change federal court rules to prefer live virtual testimony over recorded deposition video for witnesses who can't appear in person in court.

Letter attached | Read full article » | Save to favorites »

Trump Owes $355M For Fraud That 'Shocks The Conscience'

By Frank G. Runyeon

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A New York state judge on Friday found Donald Trump, his adult sons, his companies and longtime executives liable for a decadelong valuation fraud conspiracy, ordering the defendants to disgorge $364 million in ill-gotten gains to the state, plus interest, with the former president on the hook for the lion's share.

Order attached | Read full article » | Save to favorites »

Giuliani's Retrial Bid Stuck In Fight Over Representation

By Hilary Russ

Rudy Giuliani has still not sought a new trial in his $148 million defamation case, even though a New York bankruptcy judge said nearly a month ago that he would sign off on the request, as his case has become mired in spats over disclosures and who will pay for the former mayor's special counsel.

Letter attached | Read full article » | Save to favorites »

Ex-DOJ Official Wants Witnesses Barred From DC Ethics Case

By Emily Sawicki

Jeffrey Clark, who was an assistant attorney general for the U.S. Justice Department under President Donald Trump, has asked a District of Columbia ethics panel to block fellow former DOJ officials from testifying in a disciplinary proceeding resulting from his alleged role in promoting the former president's bogus stolen election claims.

Motion attached | Read full article » | Save to favorites »

Analysis

Meet The Attys Arguing Copyright Damages Row At Top Court

By Ivan Moreno

The attorneys who will face off before the U.S. Supreme Court on Wednesday in a copyright dispute that could expand the timeline for available damages are both well-respected appellate litigators who have spent plenty of time in the spotlight of big cases.

Read full article » | Save to favorites »

Ex-DOJ Antitrust Director Named CFTC Whistleblower Head

By Adrian Cruz

The Commodity Futures Trading Commission announced that the former acting litigation director of the U.S. Department of Justice's Antitrust Division was appointed director of its whistleblower office.

Read full article » | Save to favorites »

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NY AG Tells Firm To Stop Misleading Uber, Lyft Drivers

By Emily Sawicki

New York Attorney General Letitia James' office put a New York City law firm on notice Friday, warning in a cease-and-desist letter that the firm must immediately stop proffering unnecessary legal services to "help" Uber and Lyft drivers secure funds, for a fee, stemming from a November New York Labor Law settlement.

Letter attached | Read full article » | Save to favorites »

Workday Deputy GC Wants Atty's Bias Suit Tossed

By Caleb Drickey

A deputy general counsel for Workday urged a California federal court to dismiss her from a Black former subordinate's claims of harassment, retaliation and discrimination, arguing that the Maryland-based worker was improperly seeking the protection of California state laws.

Brief attached | Read full article » | Save to favorites »

Students Sue To Keep Golden Gate U. Offering Law Degrees

By Jack Karp

Golden Gate University Law School students are suing the 123-year-old school for fraud in an effort to stop it from shutting down its juris doctor program, according to a newly filed suit in California state court.

Complaint attached | Read full article » | Save to favorites »

Pa. Man Who Beheaded Father Charged With Targeting Judge

By James Boyle

A Philadelphia-area man who allegedly shot his father and displayed his decapitated head on YouTube faces additional terrorism charges after investigators found he had made videos calling for violence against a federal judge and other government officials.

Complaint attached | Read full article » | Save to favorites »

Law360's Legal Lions Of The Week

By Kevin Penton

King & Spalding LLP leads this week's edition of Law360 Legal Lions, after a California federal jury awarded mobile game platform Skillz $42.9 million in a patent infringement fight against rival AviaGames.

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GC Cheat Sheet: The Hottest Corporate News Of The Week

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By Sue Reisinger

Angry with Delaware's Chancery Court, a combative Elon Musk decided to move his SpaceX incorporation from Delaware to Texas. And Sony Pictures general counsel Leah Weil talked about the need for legal leaders to be strong, flexible and resilient as she prepares to leave her post.

Read full article » | Save to favorites »

In Case You Missed It: Hottest Firms And Stories On Law360

For those who missed out, here's a look back at the law firms, stories and expert analyses that generated the most buzz on Law360 last week.

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American Medical Response Inc.

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Ranbaxy

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IA-DHHS-24-0418-A-006931

House File 2423

H-8016

Amend the amendment, H-8015, to House File 2423, as follows:

1. Page 1, by striking lines 4 through 6.

2. Page 1, by striking lines 8 through 10.

3. Page 1, by striking lines 17 through 20 and inserting:

<___. Page 5, lines 22 and 23, by striking <~~second or subsequent~~ revocation under ~~section 321J.4, 321J.9, or 321J.12~~ this chapter. ~~The~~> and inserting <second or subsequent revocation under ~~section 321J.4, 321J.9, or 321J.12~~ this chapter, or a conviction for violating section 321J.21 following a first revocation under this chapter. The department shall not require certification of installation of an ignition interlock device by a person seeking reinstatement following the person's first revocation under this chapter unless the person is convicted for violating section 321J.21.>>

4. By renumbering as necessary.

B. MEYER of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006932

House File 2404

H-8017

1 Amend House File 2404 as follows:

2 1. Page 2, line 28, by striking <department upon the

3 department´s request,> and inserting <department,>

LOHSE of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006933

House File 2464

H-8018

1 Amend House File 2464 as follows:

2 1. Page 2, by striking line 19 and inserting <criminal

3 investigation, a criminal prosecution, any court case, or as

4 otherwise>

_____

SORENSEN of Adair

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006934

House File 2483

H-8019

1 Amend House File 2483 as follows:

2 1. Page 2, after line 32 by inserting:

3 <Sec. ___. NEW SECTION. **9I.9A Hotline.**

4 The attorney general shall establish and maintain a

5 toll-free telephone number available for persons to report

6 suspected violations of this chapter.>

7 2. By renumbering as necessary.

SEXTON of Calhoun

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006935

House File 2464

H-8020

1 Amend House File 2464 as follows:

2 1. Page 2, line 26, by striking <use> and inserting

3 <assignment>

4 2. Page 3, by striking lines 11 and 12 and inserting

5 <institution's actions related to dispute processing, fraud or

6 compliance management, protection from illegal or suspicious

7 activities, breach, cyber>

SORENSEN of Adair

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006936

House File 2584

H-8021

1 Amend House File 2584 as follows:

2 1. Page 1, by striking lines 1 through 3 and inserting:

3 <Sec. ___. NEW SECTION. **155A.49 Pharmacist dispensing of**

4 **self-administered hormonal contraceptives — standing order —**

5 **requirements.**

6 2. Page 3, by striking lines 24 through 34.

7 3. Page 3, line 35, by striking <7.> and inserting <6.>

8 4. Page 4, line 5, by striking <8.> and inserting <7.>

9 5. By renumbering as necessary.

HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006937

House File 2492

H-8022

1 Amend House File 2492 as follows:

2 1. Page 1, by striking lines 14 through 17 and inserting:

3 *<c. "Clinical utility"* means the test result provides

4 information that is used in the formulation of a treatment

5 or monitoring strategy that informs a patient's outcome and

6 impacts the clinical decision.>

7 2. Page 2, line 8, by striking <costs> and inserting <risks>

LOHSE of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006938

House File 2584

H-8023

Amend House File 2584 as follows:

1. Page 1, line 18, by striking <twelve-month> and inserting <four-month>

2. Page 3, line 10, by striking <twenty-seven> and inserting <seven>

3. Page 3, line 14, by striking <twenty-seven> and inserting <seven>

4. Page 5, line 7, by striking <twelve-month> and inserting <four-month>

STOLTENBERG of Scott

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006939

House File 2248

H-8024

1 Amend House File 2248 as follows:
2 1. Page 1, after line 4 by inserting:
3 <Sec. ___. NEW SECTION. **802.2G Robbery — second degree.**
4 An information or indictment for robbery in the second
5 degree in violation of section 711.3 shall be found within five
6 years after the commission of the offense.>
7 2. Page 1, line 9, after <802.2F,> by inserting <802.2G,>
8 3. Page 1, line 23, after <first degree> by inserting <or
9 robbery in the second degree>
10 4. Page 1, line 26, after <section 802.2F> by inserting <or
11 802.2G>
12 5. Title page, by striking lines 1 and 2 and inserting <An
13 Act relating to robbery in the first degree, robbery in the
14 second degree, and the applicable statutes of limitations.>
15 6. By renumbering as necessary.

P. THOMPSON of Boone

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006940

House File 2136

H-8025

1 Amend House File 2136 as follows:

2 1. Page 1, line 13, after <drugs.> by inserting <A
3 person who withdraws a specimen of blood in accordance with
4 this subsection shall act reasonably, in good faith, and in
5 accordance with standard medical procedures and applicable
6 occupational safety and health standards while withdrawing the
7 specimen of blood.>

8 2. Page 1, line 22, after <procedures> by inserting <and
9 applicable occupational safety and health standards>

SRINIVAS of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006941

House File 2584

H-8026

Amend House File 2584 as follows:

1. Page 1, line 6, by striking <patient> and inserting <woman>
2. Page 1, line 10, by striking <patient> and inserting <woman>
3. Page 1, line 24, by striking <patient> and inserting <woman>
4. Page 1, line 31, by striking <patient> and inserting <woman>
5. Page 2, line 10, by striking <patient> and inserting <woman>
6. Page 2, line 11, by striking <patient> and inserting <woman>
7. Page 2, line 12, by striking <patient> and inserting <woman>
8. Page 2, line 13, by striking <patient> and inserting <woman>
9. Page 2, line 14, by striking <patient> and inserting <woman>
10. Page 2, line 17, by striking <patient´s> and inserting <woman´s>
11. Page 2, line 24, by striking <patient> and inserting <woman>
12. Page 2, line 25, by striking <patient´s> and inserting <woman´s>
13. Page 2, line 28, by striking <Patient counseling> and inserting <Counseling>
14. Page 3, line 6, by striking <patient> and inserting <woman>
15. Page 3, line 10, by striking <patient> and inserting <woman>
16. Page 3, line 12, by striking <the patient, if the patient> and inserting <the woman, if the woman>
17. Page 3, line 15, by striking <patient> and inserting <woman>

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1 18. Page 3, line 18, by striking <patient> and inserting
2 <woman>
3 19. Page 3, line 19, by striking <patient> and inserting
4 <woman>
5 20. Page 3, line 21, by striking <patient> and inserting
6 <woman>
7 21. Page 3, line 22, by striking <patient> and inserting
8 <woman>

HAYES of Mahaska

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006943

Iowa General Assembly
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House File 2561 - Introduced

HOUSE FILE 2561
BY BROWN-POWERS, EHLERT, KRESSIG, WILBURN, and GJERDE

A BILL FOR

1 An Act providing for the establishment of an American
2 legion auxiliary girls state grant program, and making
3 appropriations.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5993YH (3) 90
sc/ns

AMERICAN OVERSIGHT

H.F. 2561

Section 1. NEW SECTION. **35A.19 American legion auxiliary girls state grant program — fund.**

1. An American legion auxiliary girls state grant program is established under the administration and control of the department to award grants to young women for attending the American legion auxiliary girls state, for the purpose of increasing access to such events for young women and helping young women to develop leadership skills.

2. An American legion auxiliary girls state grant fund is created within the state treasury under the control of the department. The fund shall consist of appropriations made to the fund and any other moneys available to and obtained or accepted by the department for deposit in the fund. All moneys in the fund are appropriated to the department for purposes of administering the program and providing grants under the program. Notwithstanding section 8.33, moneys in the fund that remain unencumbered or unobligated at the close of a fiscal year shall not revert but shall remain available for expenditure for the purposes designated. Notwithstanding section 12C.7, subsection 2, interest or earnings on moneys in the fund shall be credited to the fund.

3. In administering the program, the department shall award grants to young women for the purpose of enabling them to attend the American legion auxiliary girls state.

4. The department shall adopt, as necessary, application procedures, forms, administrative guidelines, and other rules pursuant to chapter 17A for purposes of implementing and administering the program.

5. The department shall annually submit a report to the general assembly and the governor that includes the amount of moneys distributed from the fund and the number of people who were awarded grants.

Sec. 2. DEPARTMENT OF VETERANS AFFAIRS — AMERICAN LEGION AUXILIARY GIRLS STATE GRANT FUND APPROPRIATION. There is appropriated from the general fund of the state to the

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006945

H.F. 2561

department of veterans affairs for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For deposit in the American legion auxiliary girls state grant fund created in section 35A.19, as enacted by this Act:
..... $150,000

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation´s substance by the members of the general assembly.

This bill establishes an American legion auxiliary girls state grant program and associated grant fund under the administration of the department of veterans affairs for the purpose of awarding grants to enable young women to attend the American legion auxiliary girls state.

The bill requires the department to adopt application procedures, forms, administrative guidelines, and other rules for implementing and administering the program and to submit an annual report to the general assembly and the governor that includes information on the amount of moneys distributed from the fund and the number of people who were awarded grants. The bill also appropriates $150,000 for FY 2024-2025 from the general fund to the grant fund.

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IA-DHHS-24-0418-A-006946

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House File 2562 - Introduced

HOUSE FILE 2562
BY YOUNG

A BILL FOR

1 An Act providing for access to feminine hygiene products in
2 public school restrooms and making an appropriation.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5987YH (2) 90
je/jh

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006947

H.F. 2562

Section 1. NEW SECTION. **279.84 Access to feminine hygiene products — restrooms — appropriation.**

1. The board of directors of a school district shall ensure that feminine hygiene products can be accessed by students without cost in at least half of the restrooms in school buildings in the district where students in grades six through twelve are educated and that the supply of feminine hygiene products is refilled regularly. For purposes of this section, *"feminine hygiene products"* means sanitary napkins, tampons, or other similar items used for feminine hygiene.

2. There is appropriated annually from the general fund of the state to the department of education for the period beginning July 1, 2024, and ending June 30, 2027, an amount necessary to fund the full cost of compliance with this section by school districts. The department shall establish processes for school districts to submit the documented cost of compliance with this section to the department on a quarter, trimester, or semester basis and for the department to reimburse school districts for such costs. The department may adopt rules pursuant to chapter 17A to administer this subsection. This subsection is repealed July 1, 2027.

Sec. 2. STATE MANDATE FUNDING SPECIFIED. In accordance with section 25B.2, subsection 3, the state cost of requiring compliance with any state mandate included in this Act shall be paid by a school district from funds appropriated by section 279.84, subsection 2, as enacted by this Act, and, for school years beginning on or after July 1, 2027, from state school foundation aid received by the school district under section 257.16. This specification of the payment of the state cost shall be deemed to meet all of the state funding-related requirements of section 25B.2, subsection 3, and no additional state funding shall be necessary for the full implementation of this Act by and enforcement of this Act against all affected school districts.

EXPLANATION

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006948

H.F. 2562

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill requires school boards to ensure that feminine hygiene products can be accessed by students without cost in at least half of the restrooms in school buildings in the district where students in grades 6 through 12 are educated and that the supply of feminine hygiene products is refilled regularly. The bill defines "feminine hygiene products" as sanitary napkins, tampons, or other similar items used for feminine hygiene.

The bill appropriates an amount necessary to fund the full cost of compliance with the bill by school districts from the general fund of the state to the department of education for the period beginning July 1, 2024, and ending June 30, 2027. The bill directs the department to establish processes for school districts to submit the documented cost of compliance to the department and for the department to reimburse school districts for such costs.

The bill may include a state mandate as defined in Code section 25B.3. The bill requires that the state cost of any state mandate included in the bill be paid by a school district from funds appropriated by the bill, and, for school years beginning on or after July 1, 2027, from state school foundation aid received by the school district under Code section 257.16. The specification is deemed to constitute state compliance with any state mandate funding-related requirements of Code section 25B.2. The inclusion of this specification is intended to reinstate the requirement of political subdivisions to comply with any state mandates included in the bill.

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IA-DHHS-24-0418-A-006949

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House File 2563 - Introduced

HOUSE FILE 2563
BY SIEGRIST

A BILL FOR

1 An Act relating to the disposal of real property by a city.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6121YH (2) 90
lh/js

AMERICAN OVERSIGHT

Iowa General Assembly
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H.F. 2563

1 Section 1. Section 364.7, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 4. A city may only sell real property
4 appraised over one million dollars by submitting a proposition
5 to the electorate of the city at the next general election to
6 dispose of the real property. The proposition must receive
7 an affirmative vote of a majority of the votes cast on the
8 question for the city to sell the specified real property.
9 EXPLANATION
10 **The inclusion of this explanation does not constitute agreement with**
11 **the explanation's substance by the members of the general assembly.**
12 This bill relates to the disposal of real property owned by a
13 city. The bill provides that for a city to sell real property
14 appraised over $1 million, the city must submit a proposition
15 to the electorate of the city at the next general election
16 to sell the real property. If the proposition receives
17 an affirmative vote of a majority of the votes cast on the
18 question, the city may sell the property.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006951

Iowa General Assembly
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House File 2564 - Introduced

HOUSE FILE 2564
BY YOUNG

A BILL FOR

1 An Act relating to the licensure of internationally trained
2 physicians, and including effective date provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6091YH (4) 90
ss/ko

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Section 1. NEW SECTION. **148J.1 Definitions.**

For the purposes of this chapter:

1. *"Board"* means the board of medicine established pursuant to chapter 147.

2. *"Health care facility"* means all of the following:

a. A facility as defined in section 514J.102.

b. A facility licensed pursuant to chapter 135B.

c. A facility licensed pursuant to chapter 135C.

3. *"International medical program"* means a medical school, residency program, medical internship program, or entity that provides physicians with a medical education or training outside of the United States that is substantially similar to the practice of medicine and surgery or osteopathic medicine and surgery in Iowa and that has been evaluated by the educational commission on foreign medical graduates.

4. *"International physician"* means an individual who meets all of the following requirements:

a. Has a medical doctorate or substantially similar degree issued by an international medical program in good standing.

b. Has been in good standing with the medical licensing or regulatory institution of the individual's resident country during the immediately preceding five years and has no pending discipline before the licensing or regulatory institution.

c. Has completed a residency or substantially similar postgraduate medical training in the individual's resident country.

d. Has practiced medicine and surgery or osteopathic medicine and surgery as a licensed physician for five years following the completion of a residency or substantially similar postgraduate medical training.

e. Possesses basic fluency in the English language.

Sec. 2. NEW SECTION. **148J.2 International physicians — provisional licenses.**

1. *a.* The board shall grant a provisional license to practice medicine and surgery or osteopathic medicine and

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1 surgery in this state to an international physician with an
2 offer for employment as a physician at a health care facility
3 in this state. However, the board shall not grant a license
4 pursuant to this subsection to an international physician who
5 does not possess a federal immigration status allowing the
6 international medical graduate to practice as a physician
7 in the United States, or to an international physician who
8 fails to obtain a passing score on the United States medical
9 licensing examination.
10 *b.* A provisional license granted pursuant to paragraph *"a"*
11 shall be converted to a full license to practice medicine and
12 surgery or osteopathic medicine and surgery after three years,
13 unless the license has been revoked pursuant to subsection 2
14 or surrendered by the licensee.
15 2. *a.* The board may revoke a provisional license granted
16 pursuant to subsection 1, paragraph *"a"*, if the board finds by
17 clear and compelling evidence that the licensee has violated
18 a provision of section 148.6. A licensee may appeal a
19 revocation pursuant to this subsection in a court of competent
20 jurisdiction within one hundred twenty days of the date of
21 revocation.
22 *b.* The board may revoke a provisional license granted
23 pursuant to subsection 1, paragraph *"a"*, if the international
24 physician is not employed by a health care facility in this
25 state during the entirety of the provisional licensing period.
26 3. This section does not require the board to grant a
27 provisional license or full license pursuant to subsection 1 to
28 an individual that does not do all of the following:
29 *a.* Complete training substantially similar to a physician
30 and surgeon or osteopathic physician and surgeon.
31 *b.* Receive a passing score on the United States medical
32 licensing examination.
33 *c.* Pass a background check as required by the board.
34 *d.* Complete a licensure application as required by the
35 board.

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1 *e.* Pay all required fees as required by the board.
2 Sec. 3. EFFECTIVE DATE. This Act takes effect January 1,
3 2025.
4 EXPLANATION

5 The inclusion of this explanation does not constitute agreement with
6 the explanation's substance by the members of the general assembly.

7 This bill relates to the licensure of international
8 physicians in Iowa. The bill defines "international physician"
9 as a person who holds a medical doctorate or substantially
10 similar degree issued by an international medical program, has
11 been in good standing with the medical regulatory body of the
12 person's country of residence for the immediately preceding
13 five years and has no pending discipline, has completed a
14 residency or similar postgraduate education program, has
15 practiced medicine and surgery or osteopathic medicine and
16 surgery as a licensed physician for five years following the
17 completion of a residency or substantially similar postgraduate
18 medical training and has a basic fluency in English. The bill
19 defines "international medical program" as a medical training
20 program or entity that provides physicians with a medical
21 education or training, outside of the United States that is
22 substantially similar to the practice of medicine and surgery
23 or osteopathic medicine and surgery in Iowa and that has been
24 evaluated by the educational commission on foreign medical
25 graduates.
26 The bill requires the board of medicine to issue a
27 provisional license to practice medicine and surgery or
28 osteopathic medicine and surgery in Iowa to an international
29 physician who has received a passing score on the United States
30 medical licensing examination and has an offer for employment
31 as a physician with a health care facility, as defined in
32 the bill, in this state. The board may revoke a provisional
33 license if the board finds by clear and compelling evidence
34 that the licensee has engaged in conduct for which a licensee
35 in medicine and surgery or osteopathic medicine and surgery

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1 may be disciplined, or if the licensee is not employed by a
2 health care facility in this state during the entirety of
3 the provisional licensing period. If a provisional license
4 is not revoked or surrendered, the provisional license shall
5 be converted to a full license after three years. The bill
6 allows the board to conduct a background check and require the
7 submission of an application and application fee.
8 The bill takes effect January 1, 2025.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2565 - Introduced

HOUSE FILE 2565
BY COMMITTEE ON HEALTH AND
HUMAN SERVICES

(SUCCESSOR TO HF 2236)

A BILL FOR

1 An Act relating to the provision of Medicaid coverage and
2 services to certain inmates under the Medicaid program.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6068HV (1) 90
pf/ko

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1 Section 1. MEDICAID WAIVER — PROVISION OF COVERAGE AND
2 SERVICES TO CERTAIN INMATES. The department of health and
3 human services shall submit a request to the centers for
4 Medicare and Medicaid services of the United States department
5 of health and human services for a waiver pursuant to the
6 Medicaid reentry section 1115 demonstration opportunity,
7 created pursuant to section 5032 of the federal Substance
8 Use-Disorder Prevention that Promotes Opioid Recovery and
9 Treatment for Patients and Communities Act, or SUPPORT for
10 Patients and Communities Act, Pub. L. No. 115-271, to provide
11 coverage and services to facilitate continuity of care and
12 improve care transitions to the community for individuals
13 who are soon to be former inmates of a public institution,
14 as inmate of a public institution is defined in 42 C.F.R.
15 §435.1010, and who are otherwise eligible for Medicaid.
16 EXPLANATION

17 **The inclusion of this explanation does not constitute agreement with**
18 **the explanation's substance by the members of the general assembly.**

19 This bill requires the department of health and human
20 services (HHS) to submit a request to the centers for Medicare
21 and Medicaid services of the United States department of
22 health and human services for a waiver pursuant to the federal
23 Medicaid reentry section 1115 demonstration opportunity to
24 provide Medicaid coverage and services to facilitate continuity
25 of care and improve care transitions to the community for
26 individuals who are soon to be former inmates of a public
27 institution, and who are otherwise eligible for Medicaid.

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Iowa General Assembly
Daily Bills, Amendments and Study
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House File 2566 - Introduced

HOUSE FILE 2566
BY COMMITTEE ON LOCAL
GOVERNMENT

(SUCCESSOR TO HSB 685)

(COMPANION TO SF 2124 BY
ROWLEY)

A BILL FOR

1 An Act relating to tax collections for buildings or
2 improvements erected or made by a person on land owned by
3 another person.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5824HV (1) 90
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Iowa General Assembly
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1 Section 1. Section 445.32, Code 2024, is amended to read as
2 follows:
3 **445.32 Liens on buildings or improvements.**
4 1. If a building or improvement is erected or made by a
5 person other than the owner of the land on which the building
6 or improvement is located, as provided for in section 428.4,
7 and the actual value of the building or improvement is
8 less than five thousand dollars, the taxes on the building
9 or improvement are and remain a lien on the building or
10 improvement from the date of levy until paid. If the taxes on
11 the building or improvement become delinquent, as provided in
12 section 445.37, the county treasurer shall collect the tax as
13 provided in sections 445.3 and 445.4. This ~~section~~ subsection
14 does not apply to special assessments, or rates or charges.
15 2. If a building or improvement is erected or made
16 by a person other than the owner of the land on which the
17 building or improvement is located, as provided for in section
18 428.4, and the actual value of the building or improvement
19 is five thousand dollars or more, the taxes on the building
20 or improvement are and remain a lien on the building or
21 improvement from the date of levy until paid. If the taxes on
22 the building or improvement become delinquent, as provided in
23 section 445.37, the county treasurer shall collect the tax as
24 provided in sections 445.3 and 445.4 or pursuant to chapter
25 446.
26 EXPLANATION

27 **The inclusion of this explanation does not constitute agreement with**
28 **the explanation's substance by the members of the general assembly.**

29 When property adjacent to a public improvement benefits from
30 the improvement, a special assessment may be levied against the
31 adjacent properties that received the benefit to pay for all
32 or a portion of the improvement. Under current law, principal
33 and interest due and delinquent because of a special assessment
34 cannot be collected on a building or improvement erected or
35 made by a person on land owned by another person pursuant to

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1 Code sections 445.3 and 445.4. This bill allows collections
2 pursuant to Code sections 445.3 and 445.4 or Code chapter 446
3 (tax sales) relating to buildings or improvements, with an
4 actual value of $5,000 or more, erected or made by a person on
5 land owned by another person to include principal and interest
6 due and delinquent because of special assessment levies.

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Iowa General Assembly
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House File 2567 - Introduced

HOUSE FILE 2567
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 703)

A BILL FOR

1 An Act relating to illegal reentry into the state by certain
2 aliens, prohibition on arrest in certain locations, orders
3 to return to a foreign nation, immunity from liability
4 and indemnification for enforcement actions, sentencing
5 restrictions, and providing penalties.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5603HV (1) 90
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1 Section 1. NEW SECTION. **718C.1 Definitions.**
2 As used in this chapter:
3 1. *"Alien"* means the same as defined in 8 U.S.C. §1101, as
4 of January 1, 2023.
5 2. *"Port of entry"* means a port of entry in the United
6 States as designated by 19 C.F.R. pt. 101.
7 Sec. 2. NEW SECTION. **718C.2 Illegal reentry into state by**
8 **certain aliens.**
9 1. A person who is an alien commits an offense if the person
10 enters, attempts to enter, or is at any time found in this
11 state under any of the following circumstances:
12 *a.* The person has been denied admission to or has been
13 excluded, deported, or removed from the United States.
14 *b.* The person has departed from the United States while an
15 order of exclusion, deportation, or removal is outstanding.
16 2. An offense under this section is an aggravated
17 misdemeanor, except that the offense is:
18 *a.* A class "D" felony if any of the following are true:
19 (1) The person's removal was subsequent to a conviction for
20 commission of two or more misdemeanors involving drugs, crimes
21 against a person, or both.
22 (2) The person was excluded pursuant to 8 U.S.C.
23 §1225(c) because the defendant was excludable under 8 U.S.C.
24 §1182(a)(3)(B).
25 (3) The person was removed pursuant to the provisions of 8
26 U.S.C. ch. 12, subch. V.
27 (4) The person was removed pursuant to 8 U.S.C.
28 §1231(a)(4)(B).
29 *b.* A class "C" felony if the person was removed subsequent
30 to a conviction for the commission of a felony.
31 3. For purposes of this section, *"removal"* includes an order
32 issued under this chapter or any other agreement in which an
33 alien stipulates to removal pursuant to a criminal proceeding
34 under either federal or state law.
35 Sec. 3. NEW SECTION. **718C.3 Arrest prohibited in certain**

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1 **locations.**
2 Notwithstanding any other law, a peace officer may not
3 arrest or detain a person for purposes of enforcing a provision
4 of this chapter if the person is on the premises or grounds of
5 any of the following places:
6 1. A public or private primary or secondary school for
7 educational purposes.
8 2. A church, synagogue, or other established place of
9 religious worship.
10 3. A health care facility, as defined in section 135C.1,
11 including a facility a state agency maintains or operates to
12 provide health care, or the office of a health care provider,
13 provided that the person is on the premises or grounds of
14 the facility or office for the purpose of receiving medical
15 treatment.
16 4. A facility that provides forensic medical examinations
17 to sexual assault survivors provided that the person is on the
18 premises or grounds of the facility for purposes of obtaining a
19 forensic medical examination and treatment.
20 Sec. 4. NEW SECTION. **718C.4 Order to return to foreign**
21 **nation.**
22 1. A judge during a person's initial appearance following
23 an arrest for a violation of this chapter may, after making a
24 determination that probable cause exists for the arrest, order
25 the person released from custody and issue a written order in
26 accordance with subsection 3.
27 2. The judge in a person's case at any time after the
28 person's initial appearance may, in lieu of continuing the
29 prosecution of or entering an adjudication regarding an offense
30 under this chapter, dismiss the charge pending against the
31 person and issue a written order in accordance with subsection
32 3.
33 3. A written order authorized by subsection 1 or 2 shall
34 discharge the person and require the person to return to the
35 foreign nation from which the person entered or attempted

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1 to enter, and may be issued only if all of the following
2 requirements are met:
3 *a.* The person agrees to the order.
4 *b.* The person has not previously been convicted of an
5 offense under this chapter, or previously obtained a discharge
6 under an order under subsection 1 or 2.
7 *c.* The person is not charged with another offense that is
8 punishable as an aggravated misdemeanor or any higher category
9 of offense.
10 *d.* Before the issuance of the order, the arresting law
11 enforcement agency has done all of the following:
12 (1) Collected all available identifying information of the
13 person, which must include taking fingerprints from the person
14 and using other applicable photographic and biometric measures
15 to identify the person.
16 (2) Cross-referenced the collected information with all
17 relevant local, state, and criminal databases and federal lists
18 or classifications used to identify a person as a threat or
19 potential threat to national security.
20 4. Upon a person's conviction of an offense under this
21 chapter, the judge shall enter in the judgment in the case an
22 order requiring the person to return to the foreign nation
23 from which the person entered or attempted to enter. An order
24 issued under this subsection takes effect on completion of the
25 term of confinement or imprisonment imposed by the judgment.
26 5. An order issued under this section must include all of
27 the following:
28 *a.* The manner of transportation of the person to a port of
29 entry.
30 *b.* The law enforcement officer or state agency responsible
31 for monitoring compliance with the order.
32 6. An order issued under this article must be filed with
33 the county clerk of the county in which the person was arrested
34 for an order described by subsection 1, or with the clerk of
35 the court exercising jurisdiction in the case for an order

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1 described by subsection 2 or 4.
2 7. Not later than the seventh day after the date an order is
3 issued under this section, the law enforcement officer or state
4 agency required to monitor compliance with the order shall
5 report the issuance of the order to the department of public
6 safety for inclusion in the computerized criminal history
7 system.
8 Sec. 5. NEW SECTION. **718C.5 Refusal to comply with order to**
9 **return to foreign nation.**
10 1. A person who is an alien commits an offense if all of the
11 following are true:
12 *a.* The person has been charged with or convicted of an
13 offense under this chapter.
14 *b.* A judge has issued an order under this chapter for the
15 person to return to the foreign nation from which the person
16 entered or attempted to enter.
17 *c.* The person failed to comply with the order.
18 2. An offense under this section is a class "C" felony.
19 Sec. 6. NEW SECTION. **718C.6 Abatement of prosecution on**
20 **basis of immigration status determination prohibited.**
21 A court may not abate the prosecution of an offense under
22 this chapter on the basis that a federal determination
23 regarding the immigration status of the person is pending or
24 will be initiated.
25 Sec. 7. NEW SECTION. **718C.7 Civil immunity for and**
26 **indemnification of local government officials, employees, and**
27 **contractors.**
28 1. Except as provided by subsection 4, a local government
29 official, employee, or contractor is immune from liability
30 for damages arising from a cause of action under state law
31 resulting from an action taken by the official, employee,
32 or contractor to enforce this chapter during the course and
33 scope of the official's, employee's, or contractor's office,
34 employment, or contractual performance for or service on behalf
35 of the local government.

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1 2. Subject to subsection 3 and except as provided by
2 subsection 4, a local government shall indemnify an official,
3 employee, or contractor of the local government for damages
4 arising from a cause of action under federal law resulting
5 from an action taken by the official, employee, or contractor
6 to enforce this chapter during the course and scope of the
7 official's, employee's, or contractor's office, employment, or
8 contractual performance for or service on behalf of the local
9 government.
10 3. Indemnification payments made under subsection 2 by a
11 local government shall not exceed the following:
12 *a.* One hundred thousand dollars to any one person or three
13 hundred thousand dollars for any single occurrence in the case
14 of personal injury or death.
15 *b.* Ten thousand dollars for a single occurrence of property
16 damage.
17 4. Subsections 1 and 2 do not apply if the court or jury
18 determines that the local government official, employee, or
19 contractor acted in bad faith, with conscious indifference, or
20 with recklessness.
21 5. A local government shall indemnify an official,
22 employee, or contractor of the local government for reasonable
23 attorney fees incurred in defense of a criminal prosecution
24 against the official, employee, or contractor for an action
25 taken by the official, employee, or contractor to enforce
26 this chapter during the course and scope of the official's,
27 employee's, or contractor's office, employment, or contractual
28 performance for or service on behalf of the local government.
29 6. This section shall not be construed to waive any
30 statutory limits on damages under state law.
31 Sec. 8. NEW SECTION. **718C.8 Civil immunity for and**
32 **indemnification of state officials, employees, and contractors.**
33 1. Except as provided by subsection 4, an elected or
34 appointed state official, or a state employee or contractor,
35 is immune from liability for damages arising from a cause of

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1 action under state law resulting from an action taken by the
2 official, employee, or contractor to enforce this chapter
3 during the course and scope of the official's, employee's, or
4 contractor's office, employment, or contractual performance for
5 or service on behalf of the state.
6 2. Except as provided by subsection 4, the state shall
7 indemnify an elected or appointed state official or a state
8 employee or contractor for damages arising from a cause of
9 action under federal law resulting from an action taken by
10 the official, employee, or contractor to enforce this chapter
11 during the course and scope of the official's, employee's, or
12 contractor's office, employment, or contractual performance for
13 or service on behalf of the state.
14 3. Notwithstanding any other law, an indemnification
15 payment made under subsection 2 is not subject to an
16 indemnification limit under the laws of this state.
17 4. Subsections 1 and 2 do not apply if the court or jury
18 determines that the state official, employee, or contractor
19 acted in bad faith, with conscious indifference, or with
20 recklessness.
21 5. The state shall indemnify a state official, employee,
22 or contractor for reasonable attorney fees incurred in defense
23 of a criminal prosecution against the official, employee, or
24 contractor for an action taken by the official, employee,
25 or contractor to enforce this chapter during the course and
26 scope of the official's, employee's, or contractor's office,
27 employment, or contractual performance for or service on behalf
28 of the state.
29 6. A state official, employee, or contractor who may be
30 entitled to indemnification under subsection 2 is entitled
31 to representation by the attorney general in an action in
32 connection with which the official, employee, or contractor may
33 be entitled to that indemnification.
34 7. This section shall not be construed to waive any
35 statutory limits on damages under state law.

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1 Sec. 9. NEW SECTION. **718C.9 Appeal to supreme court.**
2 For a civil action brought against a person who may be
3 entitled to immunity or indemnification under section 718C.7 or
4 718C.8, an appeal shall be taken directly to the supreme court.
5 Sec. 10. NEW SECTION. **718C.10 Deferred judgment, deferred**
6 **sentence, or suspended sentence prohibited.**
7 Notwithstanding any other provision of law, a person who is
8 convicted of an offense under section 718C.2 or 718C.5 shall
9 not be eligible for a deferred judgment, deferred sentence, or
10 suspended sentence.
11 Sec. 11. Section 907.3, unnumbered paragraph 1, Code 2024,
12 is amended to read as follows:
13 Pursuant to section 901.5, the trial court may, upon a plea
14 of guilty, a verdict of guilty, or a special verdict upon which
15 a judgment of conviction may be rendered, exercise any of the
16 options contained in this section. However, this section does
17 not apply to a forcible felony, ~~or~~ to a violation of chapter
18 709 committed by a person who is a mandatory reporter of child
19 abuse under section 232.69 in which the victim is a person who
20 is under the age of eighteen, or to a violation of section
21 718C.2 or 718C.5.
22 EXPLANATION
23 The inclusion of this explanation does not constitute agreement with
24 the explanation's substance by the members of the general assembly.
25 This bill relates to illegal reentry into the state by
26 certain aliens, prohibition on arrest in certain locations,
27 orders to return to a foreign nation, immunity from liability
28 and indemnification for enforcement actions, and sentencing
29 restrictions.
30 The bill provides that a person who is an alien commits an
31 offense if the person enters, attempts to enter, or is at any
32 time found in this state if the person has previously been
33 denied admission to or has been excluded, deported, or removed
34 from the United States, or the person previously departed from
35 the United States while an order of exclusion, deportation, or

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1 removal was outstanding.
2 The bill provides that the offense is an aggravated
3 misdemeanor, except that the offense is: a class "D" felony
4 if the person's removal was subsequent to a conviction for
5 commission of two or more misdemeanors involving drugs, crimes
6 against a person, or both; the person was excluded pursuant to
7 8 U.S.C. §1225(c) because the defendant was excludable under
8 8 U.S.C. §1182(a)(3)(B); the person was removed pursuant to
9 the provisions of 8 U.S.C. ch. 12, subch. V, or the person was
10 removed pursuant to 8 U.S.C. §1231(a)(4)(B). An offense is
11 a class "C" felony if the person was removed subsequent to a
12 conviction for the commission of a felony. The bill provides
13 that "removal" includes an order issued under the bill or
14 any other agreement in which an alien stipulates to removal
15 pursuant to a criminal proceeding under either federal or state
16 law. An aggravated misdemeanor is punishable by confinement
17 for no more than two years and a fine of at least $855 but
18 not more than $8,540. A class "D" felony is punishable by
19 confinement for no more than five years and a fine of at least
20 $1,025 but not more than $10,245. A class "C" felony is
21 punishable by confinement for no more than 10 years and a fine
22 of at least $1,370 but not more than $13,660.
23 The bill provides that a peace officer may not arrest or
24 detain a person for purposes of enforcing a provision of
25 the bill if the person is on the premises or grounds of: a
26 public or private primary or secondary school for educational
27 purposes; a church, synagogue, or other established place of
28 religious worship; a health care facility, provided that the
29 person is on the premises or grounds of the facility or office
30 for the purpose of receiving medical treatment; or a facility
31 that provides forensic medical examinations to sexual assault
32 survivors provided that the person is on the premises or
33 grounds of the facility for purposes of obtaining a forensic
34 medical examination and treatment.
35 The bill provides that a judge during a person's initial

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1 appearance following an arrest for a violation of the bill
2 may, after making a determination that probable cause exists
3 for the arrest, order the person released from custody and
4 issue a written order requiring the person to return to the
5 foreign nation from which the person came. The judge in a
6 person's case at any time after the person's initial appearance
7 may, in lieu of continuing the prosecution of or entering an
8 adjudication regarding an offense under the bill, dismiss the
9 charge pending against the person and issue a written order
10 requiring the person to return to the foreign nation from which
11 the person came. A written order discharging the person and
12 requiring the person to return to the foreign nation from
13 which the person entered or attempted to enter may be issued
14 only if all of the following occur: the person agrees to
15 the order; the person has not previously been convicted of
16 an offense under the bill or previously obtained a discharge
17 under an order to return to the foreign nation from which the
18 person came; the person is not charged with another offense
19 that is punishable as an aggravated misdemeanor or any higher
20 category of offense; and the arresting law enforcement agency
21 has collected all available identifying information of the
22 person and has cross-referenced the collected information with
23 all relevant local, state, and criminal databases and federal
24 lists or classifications used to identify a person as a threat
25 or potential threat to national security.
26 Upon conviction for a violation of the bill, the bill
27 provides that the judge shall enter in the judgment in the case
28 an order requiring the person to return to the foreign nation
29 from which the person entered or attempted to enter. An order
30 issued under this provision takes effect on completion of the
31 term of confinement or imprisonment imposed by the judgment.
32 The bill provides that an order must include the manner of
33 transportation of the person to a port of entry and the law
34 enforcement officer or state agency responsible for monitoring
35 compliance with the order. Within seven days of an order's

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1 issuance, the law enforcement officer or state agency required
2 to monitor compliance with the order shall report the issuance
3 of the order to the department of public safety for inclusion
4 in the computerized criminal history system.
5 The bill provides that a person who is an alien commits an
6 offense if the person has been charged with or convicted of an
7 offense under the bill, a judge has issued an order under the
8 bill for the person to return to the foreign nation from which
9 the person entered or attempted to enter, and the person failed
10 to comply with the order. An offense under this provision of
11 the bill is a class "C" felony.
12 The bill provides that a court may not abate the prosecution
13 of an offense under the bill on the basis that a federal
14 determination regarding the immigration status of the person is
15 pending or will be initiated.
16 The bill provides that a local government official,
17 employee, or contractor is immune from liability for damages
18 arising from a cause of action resulting from an action taken
19 to enforce the bill. A local government shall indemnify an
20 official, employee, or contractor of the local government
21 for damages arising from a cause of action under federal law
22 resulting from an action taken to enforce the bill.
23 The bill provides that indemnification payments made by a
24 local government shall not exceed $100,000 to any one person,
25 $300,000 for any single occurrence in the case of personal
26 injury or death, or $10,000 for a single occurrence of property
27 damage.
28 If the court or jury determines that the local government
29 official, employee, or contractor acted in bad faith, with
30 conscious indifference, or with recklessness, the official,
31 employee, or contractor is not entitled to immunity or
32 indemnification.
33 The bill provides that an elected or appointed state
34 official, or a state employee or contractor, is immune from
35 liability for damages resulting from an action taken to enforce

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1 the bill.
2 The bill provides that the state shall indemnify an elected
3 or appointed state official, or a state employee or contractor,
4 for damages arising from a cause of action under federal law
5 resulting from an action taken by the official, employee, or
6 contractor to enforce the bill. An indemnification payment
7 made to an elected or appointed state official, or a state
8 employee or contractor, is not subject to an indemnification
9 limit under the laws of this state.
10 If the court or jury determines that an elected or appointed
11 state official, or a state employee or contractor, acted in bad
12 faith, with conscious indifference, or with recklessness, the
13 elected or appointed state official, or a state employee or
14 contractor, is not entitled to immunity or indemnification.
15 The bill provides that a state official, employee, or
16 contractor who may be entitled to indemnification is entitled
17 to representation by the attorney general.
18 Current law generally provides that the trial court may,
19 upon a plea of guilty, a verdict of guilty, or a special
20 verdict upon which a judgment of conviction may be rendered,
21 defer judgment, defer sentencing, or suspend the sentence.
22 This provision does not apply to a forcible felony or to a
23 violation of Code chapter 709 (sexual abuse) committed by a
24 person who is a mandatory reporter of child abuse in which the
25 victim is a person who is under the age of 18.
26 The bill adds a violation of the bill to those offenses for
27 which the option to render a deferred judgment or sentence, or
28 a suspended sentence, does not apply.

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House File 2568 - Introduced

HOUSE FILE 2568
BY COMMITTEE ON TRANSPORTATION

(SUCCESSOR TO HF 586)
(SUCCESSOR TO HF 214)

A BILL FOR

1 An Act relating to nonvehicular traffic, including pedestrian
2 conveyances and bicyclists' right-of-way at certain
3 crosswalks, and making penalties applicable.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 1783HZ (2) 90
th/ns

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IA-DHHS-24-0418-A-006974

Iowa General Assembly
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Section 1. Section 321.1, subsection 51, Code 2024, is amended to read as follows:

51. *"Pedestrian"* means ~~any~~ a person afoot or a person using a pedestrian conveyance.

Sec. 2. Section 321.1, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 51A. *"Pedestrian conveyance"* means any human-powered device by which a pedestrian may move other than by walking or by which a pedestrian may move another person, including but not limited to a wheelchair, stroller, skateboard, scooter, or other similar device. *"Pedestrian conveyance"* also includes an electric personal assistive mobility device and any other device used to move a person sitting or standing on the device regardless of whether the device is powered by an electric motor, so long as the electric motor produces less than seven hundred fifty watts. *"Pedestrian conveyance"* does not include a bicycle.

Sec. 3. Section 321.1, subsection 90, paragraph a, Code 2024, is amended to read as follows:

a. Any device moved by human power, including a low-speed electric bicycle and a pedestrian conveyance.

Sec. 4. Section 321.235A, subsection 2, paragraphs a and b, Code 2024, are amended to read as follows:

a. Yield the right-of-way to other pedestrians ~~and human-powered devices~~.

b. Give an audible signal before overtaking and passing a pedestrian ~~or human-powered device~~.

Sec. 5. Section 321.327, subsection 1, Code 2024, is amended to read as follows:

1. Where traffic-control signals are not in place or in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian or a person riding a bicycle crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection, except as otherwise provided in

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this chapter.

Sec. 6. Section 321.366, subsection 1, paragraph g, Code 2024, is amended to read as follows:

g. ~~Operate~~ Ride a bicycle~~, skateboard,~~ or ~~other~~ use a pedestrian conveyance, or be a pedestrian, anywhere on a fully controlled-access facility. ~~For purposes of this paragraph, *"pedestrian conveyance"* means any human-powered device by which a pedestrian may move other than by walking or by which a walking person may move another pedestrian, including but not limited to strollers and wheelchairs.~~

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to laws applicable to nonvehicular traffic.

Under current law, for purposes of Code chapter 321 (motor vehicles and law of the road), "pedestrian" means any person afoot. The bill amends the definition to include a person using a pedestrian conveyance, as defined in the bill. In addition to devices moved by human-power, electric personal assistive mobility devices (Code section 321.1(20B)) and electric-powered devices that produce less than 750 watts are specifically included as a pedestrian conveyance. However, bicycles are not considered a pedestrian conveyance.

The bill strikes a conflicting definition of pedestrian conveyance in Code section 321.366.

In Code chapter 321, the term "pedestrian" is used for purposes relating to required driver education awareness instruction, official traffic-control signals directing pedestrian traffic, and requirements for persons operating a motor vehicle to yield or give signals to pedestrians.

Code sections 321.325 through 321.340 provide pedestrians' rights and duties, which are applicable to persons using pedestrian conveyances under the bill. Pursuant to current law, generally, a person who commits a prohibited action

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against a pedestrian is guilty of a simple misdemeanor punishable by a $35 scheduled fine (Code section 805.8A(9)).

Under current law, a person riding a bicycle (bicyclist) on a highway is subject to the provisions of Code chapter 321 and has all the rights and duties applicable to a driver, except those provisions which by their nature have no application and those provisions for which specific exceptions have been set forth regarding police bicycles (Code section 321.234). In addition, current law penalizes certain actions against bicyclists, such as steering a vehicle unreasonably close to the bicyclist or projecting an object at the bicyclist (Code section 321.281).

The bill requires a driver to yield the right-of-way to a bicyclist crossing the roadway within any marked crosswalk, or within any unmarked crosswalk at an intersection, in the same manner required when yielding to pedestrians where traffic-control signals are not in place or in operation.

A driver who fails to yield the right-of-way to a bicyclist when required commits a simple misdemeanor punishable by a $135 scheduled fine. By operation of law, if the violation causes a serious injury, a court could impose an additional fine of $500 or suspend the person´s driver´s license for not more than 90 days, or both. If the violation causes a death, a court could impose an additional fine of $1,000 or suspend the person´s driver´s license for not more than 180 days, or both (Code section 321.482A). The penalties for certain violations against pedestrians, including persons using a pedestrian conveyance, are also enhanced under Code section 321.482A if the violation causes serious injury or death.

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House File 2569 - Introduced

HOUSE FILE 2569
BY COMMITTEE ON TRANSPORTATION

(SUCCESSOR TO HF 589)
(SUCCESSOR TO HF 230)

A BILL FOR

1 An Act requiring the state transportation commission to
2 prioritize the improvement of United States highway 30.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 1865HZ (1) 90
th/ns

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IA-DHHS-24-0418-A-006978

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H.F. 2569

1 Section 1. Section 307A.2, subsection 5, Code 2024, is
2 amended to read as follows:
3 5. Identify, within the primary road system, a network
4 of commercial and industrial highways in accordance with
5 section 313.2A. The improvement of this network shall be
6 considered in the development of the long-range program and
7 plan of improvements under this section. The commission shall
8 prioritize the improvement of the segment of the highway known
9 as United States highway 30 which crosses this state from the
10 Missouri river west of Missouri Valley to the Mississippi river
11 east of Clinton and shall include in its long-range program
12 under subsection 3 plans to expand all portions of the highway
13 consisting of two-lane roadways to four-lane divided roadways
14 until the entire length of the highway is made up of four-lane
15 divided roadways.

16 EXPLANATION

17 **The inclusion of this explanation does not constitute agreement with**
18 **the explanation's substance by the members of the general assembly.**

19 Current law delegates to the state transportation commission
20 duties to develop, coordinate, and annually update a
21 comprehensive transportation policy and plan for the state.
22 The commission is required to prepare, adopt, and publish a
23 long-range program for the primary road system. The program is
24 required to be prepared for a period of at least five years and
25 is required to be revised, brought up to date, and republished
26 at least once every year in order to have a continuing
27 five-year program.
28 This bill requires the commission to prioritize the
29 improvement of United States highway 30 and to include in its
30 long-range program plans to expand all portions of the highway
31 consisting of two-lane roadways to four-lane divided roadways
32 until the entire length of the highway is made up of four-lane
33 divided roadways.

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House File 2570 - Introduced

HOUSE FILE 2570
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HF 2083)

A BILL FOR

1 An Act authorizing a county attorney to be issued a
2 professional permit to carry weapons.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5321HV (1) 90
as/js

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IA-DHHS-24-0418-A-006980

Iowa General Assembly
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H.F. 2570

1 Section 1. Section 724.6, subsection 1, paragraph a,
2 subparagraph (1), Code 2024, is amended to read as follows:
3 (1) A person may be issued a permit to carry weapons when
4 the person's employment in a private investigation business
5 or private security business licensed under chapter 80A, or a
6 person's employment as a peace officer, correctional officer,
7 county attorney, assistant county attorney, security guard,
8 bank messenger or other person transporting property of a value
9 requiring security, or in police work, reasonably justifies
10 that person going armed.
11 Sec. 2. Section 724.6, subsection 1, paragraph a, Code 2024,
12 is amended by adding the following new subparagraph:
13 NEW SUBPARAGRAPH. (3) A person may be issued a permit
14 to carry weapons if the person is a county attorney or an
15 assistant county attorney. An application for a permit by
16 an assistant county attorney must be approved by the county
17 attorney of each county in which the applicant serves prior
18 to a permit to carry weapons being issued. The sheriff of
19 the issuing county may require the applicant to complete a
20 proficiency examination prior to issuing the permit to carry
21 weapons. The standards for a proficiency examination for a
22 county attorney or assistant county attorney shall not exceed
23 the standards required of a peace officer. The applicant
24 shall pay the reasonable costs associated with completing a
25 proficiency examination.
26 Sec. 3. Section 724.6, subsection 1, paragraphs b, c, and d,
27 Code 2024, are amended to read as follows:
28 *b.* The permit shall be on a form prescribed and published by
29 the commissioner of public safety, shall identify the holder,
30 and shall state the nature of the employment requiring the
31 holder to go armed. A permit so issued, other than to a peace
32 officer, county attorney, or assistant county attorney, shall
33 authorize the person to whom it is issued to go armed anywhere
34 in the state, only while engaged in the employment, and while
35 going to and from the place of the employment.

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c. A permit issued to a certified peace officer, county attorney, or assistant county attorney shall authorize that peace officer, county attorney, or assistant county attorney to go armed anywhere in the state at all times, including on the grounds of a school.

d. Permits shall expire twelve months after the date when issued except that permits issued to peace officers, county attorneys, assistant county attorneys, and correctional officers are valid through the ~~officer's~~ holder of the permit's period of employment unless otherwise canceled. When the employment is terminated, the holder of the permit shall surrender it to the issuing officer for cancellation.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill authorizes a county attorney to be issued a professional permit to carry weapons.

The bill provides that a county attorney or assistant county attorney may be issued a professional permit to carry weapons under the provisions of Code section 724.6 (professional permit to carry weapons) and subject to the following requirements: an application for a permit by an assistant county attorney must be approved by the county attorney of each county in which the applicant serves prior to a permit to carry weapons being issued; and the sheriff of the issuing county may require the applicant, at the applicant's expense, to complete a proficiency examination prior to the permit to carry weapons being issued.

The bill provides that a permit issued to a county attorney or assistant county attorney grants authorization to go armed anywhere in the state at all times, including on the grounds of a school.

The bill provides that permits issued to county attorneys and assistant county attorneys are valid through the holder of the permit's period of employment unless otherwise canceled.

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1 When the employment is terminated, the holder of the permit
2 is required to surrender it to the issuing officer for
3 cancellation.

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House File 2571 - Introduced

HOUSE FILE 2571
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 677)

A BILL FOR

1 An Act relating to the ability of peace officers to file
2 a petition for emergency protective orders on behalf of
3 persons seeking relief from domestic abuse.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6296HV (1) 90
dg/jh

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IA-DHHS-24-0418-A-006984

Iowa General Assembly
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H.F. 2571

1 Section 1. Section 236.6, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 1A. A peace officer may file a petition
4 under subsection 1 on behalf of a person if that person claims
5 to be in present danger of domestic abuse and the person
6 requests the peace officer to submit the petition.
7 EXPLANATION

8 **The inclusion of this explanation does not constitute agreement with**
9 **the explanation's substance by the members of the general assembly.**

10 This bill allows a peace officer to file a petition to
11 receive a 72-hour emergency protective order on a person's
12 behalf if the person claims to be in present danger of domestic
13 abuse and the person requests the peace officer to submit the
14 petition.

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House File 2572 - Introduced

HOUSE FILE 2572
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 702)

A BILL FOR

1 An Act establishing a minimum sentence for a persistent felony
2 offender, and providing penalties.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6320HV (1) 90
as/js

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-006986

H.F. 2572

1 Section 1. NEW SECTION. **902.8B Minimum sentence —**
2 **persistent felony offender.**
3 A persistent felony offender is any person convicted of a
4 forcible felony under section 702.11 who has twice before been
5 convicted of a forcible felony in a court of this or any other
6 state, or of the United States, if the most recent forcible
7 felony conviction has occurred within twenty years of at least
8 two prior forcible felony convictions. Notwithstanding any
9 other provision of law to the contrary, a person sentenced as a
10 persistent felony offender shall be committed to the custody
11 of the director of the Iowa department of corrections for the
12 rest of the person's life with the possibility of parole after
13 serving a minimum term of confinement as determined by the
14 court.
15 EXPLANATION
16 **The inclusion of this explanation does not constitute agreement with**
17 **the explanation's substance by the members of the general assembly.**
18 This bill establishes a minimum sentence for a persistent
19 felony offender.
20 The bill provides that a persistent felony offender is
21 any person convicted of a forcible felony under Code section
22 702.11 who has twice before been convicted of a forcible
23 felony in a court of this or any other state, or of the United
24 States, if the most recent forcible felony conviction has
25 occurred within 20 years of at least two prior forcible felony
26 convictions. Notwithstanding any other provision of law to the
27 contrary, a person sentenced as a persistent felony offender
28 shall be committed to the custody of the director of the Iowa
29 department of corrections for the rest of the person's life
30 with the possibility of parole after serving a minimum term of
31 confinement as determined by the court. A "forcible felony"
32 is any felonious child endangerment, assault, murder, sexual
33 abuse, kidnapping, robbery, human trafficking, arson in the
34 first degree, or burglary in the first degree.

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House File 2573 - Introduced

HOUSE FILE 2573
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 701)

A BILL FOR

1 An Act relating to the use of telemedicine in the issuance of a
2 certification to receive a medical cannabidiol registration
3 card.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6322HV (1) 90
ss/ko

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Iowa General Assembly
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H.F. 2573

1 Section 1. Section 124E.3, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 4. A health care practitioner that
4 establishes or maintains a relationship with a patient through
5 the use of telemedicine shall comply with the requirements of
6 653 IAC 13.11(7).

7 EXPLANATION

8 **The inclusion of this explanation does not constitute agreement with**
9 **the explanation's substance by the members of the general assembly.**

10 This bill requires that a health care practitioner who
11 establishes or maintains a relationship with a patient for
12 the issuance of a written certification to receive a medical
13 cannabidiol registration card through the use of telemedicine
14 comply with rules established by the board of medicine
15 regarding physician-patient relationships using telemedicine.

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House File 2574 - Introduced

HOUSE FILE 2574
BY COMMITTEE ON STATE
GOVERNMENT

(SUCCESSOR TO HSB 710)

A BILL FOR

1 An Act relating to boards, commissions, committees, councils,
2 and other entities of state government, and including
3 transition provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6326HV (1) 90
ss/ns

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IA-DHHS-24-0418-A-006990

Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

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DIVISION I

CAPITOL PLANNING COMMISSION

Section 1. Section 2.43, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The legislative council, in cooperation with the officers of the senate and house, shall have the duty and responsibility for preparing for each session of the general assembly. Pursuant to such duty and responsibility, the legislative council shall assign the use of areas in the state capitol except for the areas used by the governor as of January 1, 1986, and, in consultation with the director of the department of administrative services ~~and the capitol planning commission~~, may assign areas in other state office buildings, except for the judicial branch building, for use of the general assembly or legislative agencies. The legislative council shall provide the courts with use of space in the state capitol for ceremonial purposes. The legislative council may authorize the renovation, remodeling, and preparation of the physical facilities used or to be used by the general assembly or legislative agencies subject to the jurisdiction of the legislative council and award contracts pursuant to such authority to carry out such preparation. The legislative council may purchase supplies and equipment deemed necessary for the proper functioning of the legislative branch of government.

2. In carrying out its duties under this section, the legislative council shall consult with the director of the department of administrative services ~~and the capitol planning commission~~, but shall not be bound by any decision of the director in respect to the responsibilities and duties provided for in this section. The legislative council may direct the director of the department of administrative services or other state employees to carry out its directives in regard to the physical facilities of the general assembly, or may employ other personnel to carry out such functions.

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Sec. 2. Section 8A.111, subsection 4, Code 2024, is amended by striking the subsection.

Sec. 3. Section 8A.373, Code 2024, is amended to read as follows:

8A.373 Duties — report to ~~legislature~~ general assembly.

1. It shall be the duty of the ~~commission~~ department to advise upon the location of statues, fountains, and monuments and the placing of any additional buildings on the capitol grounds, the type of architecture and the type of construction of any new buildings to be erected on the state capitol grounds as now encompassed or as subsequently enlarged, and repairs and restoration thereof, and it shall be the duty of the officers, commissions, and councils charged by law with the duty of determining such questions to call upon the ~~commission~~ department for such advice.

2. The ~~commission~~ department shall~~, in cooperation with the director of the department of administrative services,~~ develop and implement within the limits of its appropriation, a five-year modernization program for the capitol complex.

3. The ~~commission~~ department shall annually report to the general assembly its recommendations relating to its duties under this section. The report shall be submitted to the chief clerk of the house and the secretary of the senate during the month of January.

Sec. 4. Section 8A.376, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

All capital projects on the capitol complex shall be planned, approved, and funded only after considering the guiding principles enunciated in any capitol complex master plan adopted by the ~~commission on or after January 1, 2000~~ department. At a minimum, the extent to which the proposed capital project does all of the following shall be considered:

Sec. 5. Section 8A.377, subsection 2, Code 2024, is amended to read as follows:

2. A project described in subsection 1 may vary from

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1 the architectural or historic integrity of the capitol if
2 such variance is necessary to comply with state or federal
3 laws relating to building accessibility or occupational
4 safety or health, to address life safety issues, or for other
5 compelling reasons. However, the state agency, branch of
6 government, or other entity responsible for a project involving
7 a variance from the architectural or historic integrity shall
8 submit the plans for such project to the ~~capitol planning~~
9 ~~commission~~ department and the capital projects committee of the
10 legislative council for review.
11 Sec. 6. Section 414.1, subsection 2, Code 2024, is amended
12 to read as follows:
13 2. The city of Des Moines may, for the purpose of preserving
14 the dominance of the dome of the state capitol building and
15 the view of the state capitol building from prominent public
16 viewing points, regulate and restrict the height and size of
17 buildings and other structures in the city of Des Moines.
18 Any regulations pertaining to such matters shall be made in
19 accordance with a comprehensive plan and in consultation with
20 the ~~capitol planning commission~~ department of administrative
21 services.
22 Sec. 7. Section 476.10B, subsection 7, Code 2024, is amended
23 to read as follows:
24 7. The department of administrative services, in
25 consultation with the board and the division, shall secure
26 architectural services, contract for construction, engineering,
27 and construction oversight and management, and control the
28 funding associated with the building construction and the
29 building's operation and maintenance. The department of
30 administrative services may utilize consultants or other
31 expert assistance to address feasibility, planning, or other
32 considerations connected with construction of the building or
33 decision making regarding the building. The department of
34 administrative services, on behalf of the board and division,
35 shall consult with the office of the governor~~,~~ and appropriate

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legislative bodies~~, and the capitol planning commission~~.

Sec. 8. REPEAL. Sections 8A.371, 8A.372, 8A.374, and 8A.375, Code 2024, are repealed.

DIVISION II

FIRE EXTINGUISHING SYSTEM CONTRACTORS AND ALARM SYSTEMS ADVISORY BOARD

Sec. 9. Section 100C.1, subsection 5, Code 2024, is amended to read as follows:

5. *"Automatic fire extinguishing system"* means a system of devices and equipment that automatically detects a fire and discharges an approved fire extinguishing agent onto or in the area of a fire and includes automatic sprinkler systems, carbon dioxide extinguishing systems, deluge systems, automatic dry-chemical extinguishing systems, foam extinguishing systems, and halogenated extinguishing systems, or other equivalent fire extinguishing technologies recognized by the ~~fire extinguishing system contractors advisory board~~ department.

Sec. 10. Section 100C.7, Code 2024, is amended to read as follows:

100C.7 Administration — rules.

The director shall administer this chapter and~~, after consultation with the fire extinguishing system contractors and alarm systems advisory board, shall~~ adopt rules pursuant to chapter 17A necessary for the administration and enforcement of this chapter.

Sec. 11. Section 100D.5, subsection 1, Code 2024, is amended to read as follows:

1. ~~After consultation with the fire extinguishing system contractors and alarm systems advisory board established pursuant to section 100C.10, adopt~~ Adopt rules pursuant to chapter 17A necessary for the administration and enforcement of this chapter.

Sec. 12. REPEAL. Section 100C.10, Code 2024, is repealed.

DIVISION III

CONSERVATION EDUCATION PROGRAM BOARD

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1 Sec. 13. Section 455A.19, subsection 1, unnumbered
2 paragraph 1, Code 2024, is amended to read as follows:
3 Upon receipt of any revenue, the director shall deposit the
4 moneys in the Iowa resources enhancement and protection fund
5 created pursuant to section 455A.18. The first three hundred
6 fifty thousand dollars of the funds received for deposit in the
7 fund annually shall be allocated ~~to the conservation education~~
8 ~~program board~~ for the purposes specified in section 455A.21.
9 One percent of the revenue receipts shall be deducted and
10 transferred to the administration fund provided for in section
11 456A.17. All of the remaining receipts shall be allocated to
12 the following accounts:
13 Sec. 14. Section 455A.21, Code 2024, is amended to read as
14 follows:
15 **455A.21 Conservation education program ~~board~~.**
16 ~~1. A conservation education program board is created in~~
17 ~~the department. The board shall have five members appointed~~
18 ~~as follows:~~
19 ~~*a.* One member appointed by the director of the department~~
20 ~~of education.~~
21 ~~*b.* One member appointed by the director of the department of~~
22 ~~natural resources.~~
23 ~~*c.* One member appointed by the president of the Iowa~~
24 ~~association of county conservation boards.~~
25 ~~*d.* One member appointed by the president of the Iowa~~
26 ~~association of naturalists.~~
27 ~~*e.* One member appointed by the president of the Iowa~~
28 ~~conservation education council.~~
29 ~~2. Section 69.16 does not apply to appointments made~~
30 ~~pursuant to this section.~~
31 ~~3.~~ The ~~duties of the board are to~~ department shall revise
32 and produce conservation education materials and ~~to~~ specify
33 stipends to Iowa educators who participate in innovative
34 conservation education programs approved by the ~~board~~
35 department. The ~~board~~ department shall allocate the funds

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provided for under section 455A.19, subsection 1, for the educational materials and stipends.

~~4. The department shall administer the funds allocated to the conservation education program as provided in this section.~~

DIVISION IV

PRISON INDUSTRIES ADVISORY BOARD

Sec. 15. Section 23A.2, subsection 6, paragraph a, Code 2024, is amended to read as follows:

a. The director of the department of corrections~~, with the advice of the state prison industries advisory board,~~ may, by rule, provide for exemptions from this chapter.

Sec. 16. Section 904.802, subsection 1, Code 2024, is amended by striking the subsection.

Sec. 17. Section 904.802, subsection 2, Code 2024, is amended to read as follows:

2. *"Iowa state industries"* means prison industries that are established and maintained by the Iowa department of corrections~~, in consultation with the industries board,~~ at or adjacent to the state's adult correctional institutions, except that an inmate work program established by the state director under section 904.703 is not restricted to industries at or adjacent to the institutions.

Sec. 18. Section 904.804, Code 2024, is amended to read as follows:

904.804 Duties of ~~industries board~~ department — state industries.

The ~~industries board's principal duties~~ department shall ~~be to promulgate and~~ adopt rules ~~and to advise the state director regarding the management of Iowa state industries so as~~ to further the intent stated by section 904.801.

Sec. 19. Section 904.805, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The state director~~, with the advice of the industries board,~~ shall:

Sec. 20. Section 904.806, Code 2024, is amended to read as

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follows:

904.806 Authority of state director not impaired.

Nothing in this subchapter shall be construed to impair the authority of the state director over the adult correctional institutions of this state, nor over the inmates thereof. ~~It is, however, the duty of the state director to obtain the advice of the industries board to further the intent stated by section 904.801.~~

Sec. 21. Section 904.809, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The state director ~~and the industries board~~ shall comply with the intent of section 904.801.

Sec. 22. Section 904.809, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. Any other provision of the Code to the contrary notwithstanding, the state director may~~, after obtaining the advice of the industries board,~~ lease one or more buildings or portions thereof on the grounds of any state adult correctional institution, together with the real estate needed for reasonable access to and egress from the leased buildings, for a term not to exceed twenty years, to a private corporation for the purpose of establishing and operating a factory for the manufacture and processing of products, or any other commercial enterprise deemed by the state director to be consistent with the intent stated in section 904.801.

Sec. 23. Section 904.809, subsection 2, paragraph b, subparagraph (1), Code 2024, is amended to read as follows:

(1) Persons working in the factory or other commercial enterprise operated in the leased property, except the lessee's supervisory employees and necessary support personnel approved by the ~~industries board~~ state director, shall be inmates of the institution where the leased property is located who are approved for such work by the state director and the lessee.

Sec. 24. Section 904.809, subsection 3, Code 2024, is amended to read as follows:

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3. The state director ~~with the advice of the prison industries advisory board~~ may provide an inmate workforce to private industry. Under the program inmates will be employees of a private business.

Sec. 25. Section 904.813, subsection 2, paragraph a, subparagraphs (1), (2), and (3), Code 2024, are amended to read as follows:

(1) Establishment, maintenance, transfer, or closure of industrial operations, or vocational, technical, and related training facilities and services for inmates as authorized by the state director ~~in consultation with the industries board~~.

~~(2) Payment of all costs incurred by the industries board, including but not limited to per diem and expenses of its members, and of salaries, allowances, support, and maintenance of Iowa state industries.~~

~~(3)~~ (2) Direct purchases from vendors of raw materials and capital items used for the manufacturing processes of Iowa state industries, in accordance with rules which meet state bidding requirements. The rules shall be adopted by the state director ~~in consultation with the industries board~~.

Sec. 26. Section 904.814, Code 2024, is amended to read as follows:

904.814 Inmate allowance supplement revolving fund.

There is established in the treasury of the state a permanent adult correctional institutions inmate allowance supplement revolving fund, consisting solely of money paid as board and maintenance by inmates working in Iowa state industries, or working pursuant to section 904.809. The fund established by this section may be used to supplement the allowances of inmates who perform other institutional work within and about the adult correctional institutions including those who are working in Iowa state industries. Payments made from the fund shall supplement and not replace all or any part of the allowances otherwise received by, and shall be equably distributed among such inmates. The work of inmates

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in other institutional or industry work shall, to the greatest extent feasible, be in accord with the intent stated in section 904.801. The fund may also be used to supplement other rehabilitation activities within the adult correctional institutions. Determination of the use of the funds is the responsibility of the state director ~~who shall first seek the advice of the prison industries advisory board~~.

Sec. 27. REPEAL. Section 904.803, Code 2024, is repealed.

DIVISION V

COMMUNITY COLLEGE FACULTY ADVISORY COMMITTEE AND QUALITY FACULTY PLAN PROFESSIONAL DEVELOPMENT COMMITTEE

Sec. 28. Section 260C.36, subsection 4, Code 2024, is amended to read as follows:

4. The department of education shall establish ~~the following committees:~~

~~*a.* An~~ an ad hoc accreditation quality faculty plan protocol committee to advise the department in the development of protocols related to the quality faculty planning process to be used by the accreditation teams during site visits. The committee shall, at a minimum, determine what types of evidence need to be provided, develop interview procedures and visit goals, and propose accreditation protocol revisions.

~~*b.* An ongoing quality faculty plan professional development committee. The committee shall, at a minimum, do the following:~~

~~(1) Develop systemic, ongoing, and sustainable statewide professional development opportunities that support institutional development as well as individual development and support of the quality faculty plans. The opportunities may include internet-based systems to share promising practices.~~

~~(2) Determine future professional development needs.~~

~~(3) Develop or identify training and assistance relating to the quality faculty plan process and requirements.~~

~~(4) Assist the department and community colleges in developing professional development consortia.~~

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1 ~~(5) Review and identify best practices in each community~~
2 ~~college quality faculty plan, including best practices~~
3 ~~regarding adjunct faculty.~~
4 ~~*c.* A community college faculty advisory committee consisting~~
5 ~~of one member and one alternate from each community college,~~
6 ~~appointed by the committee established pursuant to subsection~~
7 ~~1. The committee membership shall be equally represented by~~
8 ~~individuals from the liberal arts and sciences faculty and~~
9 ~~the career and technical faculty. The committee shall, at a~~
10 ~~minimum, keep faculty informed of higher education issues,~~
11 ~~facilitate communication between the faculty and the department~~
12 ~~on an ongoing basis, and serve as an advisory committee to the~~
13 ~~department and community colleges on faculty issues.~~
14 DIVISION VI
15 COMMISSION ON EDUCATOR LEADERSHIP AND COMPENSATION
16 Sec. 29. Section 284.11, subsection 2, paragraph c, Code
17 2024, is amended to read as follows:
18 *c.* Review the use and effectiveness of the funds distributed
19 to school districts for supplemental assistance in high-need
20 schools under this section~~, and consider the findings and~~
21 ~~recommendations of the commission on educator leadership~~
22 ~~and compensation submitted pursuant to section 284.15,~~
23 ~~subsection 13, relating to the use and effectiveness of the~~
24 ~~funds distributed to school districts under this section~~. The
25 department shall submit its findings and recommendations in a
26 report to the general assembly by January 15 annually.
27 Sec. 30. Section 284.15, subsection 6, paragraph a, Code
28 2024, is amended to read as follows:
29 *a.* A school district may apply to the department for
30 approval to implement the career paths, leadership roles,
31 and compensation framework specified in subsection 2, or
32 a comparable system of career paths and compensation for
33 teachers that contains differentiated multiple leadership
34 roles. ~~The director shall consider the recommendations of the~~
35 ~~commission established pursuant to subsection 12 when approving~~

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~~or disapproving applications submitted pursuant to this section.~~ A school district may modify an approved framework or comparable system if the director or the director's designee approves the modification. A school district may appeal the director's or the director's designee's decision to the state board and the state board's decision is final.

Sec. 31. Section 284.15, subsection 12, Code 2024, is amended by striking the subsection.

Sec. 32. Section 284.15, subsection 14, Code 2024, is amended to read as follows:

14. The provisions of this chapter shall be subject to legislative review at least every three years. The review shall be based upon a status report from the ~~commission on educator leadership and compensation, which shall be prepared with the assistance of the departments~~ department of education, in consultation with the department of management~~,~~ and department of revenue. The status report shall review and report on the ~~department's~~ department of education's assignment and utilization of full-time equivalent positions, and shall include information on teacher retention, teacher compensation, academic quality of beginning teachers, teacher evaluation results, student achievement trend and comparative data, and recommendations for changes to the teacher leadership supplement foundation aid and the framework or comparable systems approved pursuant to this section. The first status report shall be submitted to the general assembly by January 15, 2017, with subsequent status reports prepared and submitted to the general assembly by January 15 at least every third year thereafter.

DIVISION VII

TELECOMMUNICATIONS ADVISORY COMMITTEE

Sec. 33. Section 256.7, subsection 7, paragraph c, Code 2024, is amended by striking the paragraph.

Sec. 34. Section 256.33, subsection 1, Code 2024, is amended to read as follows:

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1 1. The department shall consort with school districts,
2 area education agencies, community colleges, and colleges
3 and universities to provide assistance to them in the use
4 of educational technology for instruction purposes. The
5 department shall consult with ~~the advisory committee on~~
6 ~~telecommunications, established in section 256.7, subsection 7,~~
7 ~~and other~~ users of educational technology on the development
8 and operation of programs under this section.
9 DIVISION VIII
10 INTEGRATED ROADSIDE VEGETATION MANAGEMENT TECHNICAL ADVISORY
11 COMMITTEE
12 Sec. 35. Section 314.13, subsection 2, Code 2024, is amended
13 by striking the subsection.
14 Sec. 36. Section 314.22, subsection 3, Code 2024, is amended
15 to read as follows:
16 3. ~~*Integrated roadside vegetation management technical*~~
17 ~~*advisory committee*~~ *Report.*
18 ~~*a.* The director of the department shall appoint members~~
19 ~~to an integrated roadside vegetation management technical~~
20 ~~advisory committee which is created to provide advice on the~~
21 ~~development and implementation of a statewide integrated~~
22 ~~roadside vegetation management plan and program and related~~
23 ~~projects.~~ The department shall report annually in January to
24 the general assembly regarding its activities ~~and those of the~~
25 ~~committee~~ under this section. ~~Activities of the committee may~~
26 ~~include but are not limited to providing advice and assistance~~
27 ~~in the following areas:~~
28 ~~(1) Research efforts.~~
29 ~~(2) Demonstration projects.~~
30 ~~(3) Education and orientation efforts for property owners,~~
31 ~~public officials, and the general public.~~
32 ~~(4) Activities of the integrated roadside vegetation~~
33 ~~management coordinator for integrated roadside vegetation~~
34 ~~management.~~
35 ~~(5) Reviewing applications for funding assistance.~~

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1 ~~(6) Securing funding for research and demonstrations.~~
2 ~~(7) Determining needs for revising the state weed law and~~
3 ~~other applicable Code sections.~~
4 ~~(8) Liaison with the Iowa state association of counties, the~~
5 ~~Iowa league of cities, and other organizations for integrated~~
6 ~~roadside vegetation management purposes.~~
7 ~~*b.* The director may appoint any number of persons to the~~
8 ~~committee but, at a minimum, the committee shall consist of all~~
9 ~~of the following:~~
10 ~~(1) One member representing the utility industry.~~
11 ~~(2) One member from the Iowa academy of sciences.~~
12 ~~(3) One member representing county government.~~
13 ~~(4) One member representing city government.~~
14 ~~(5) Two members representing the private sector including~~
15 ~~community interest groups.~~
16 ~~(6) One member representing soil conservation interests.~~
17 ~~(7) One member representing the department of natural~~
18 ~~resources.~~
19 ~~(8) One member representing county conservation boards.~~
20 ~~*c.* Members of the committee shall serve without~~
21 ~~compensation, but may be reimbursed for allowable expenses from~~
22 ~~the living roadway trust fund created under section 314.21. No~~
23 ~~more than a simple majority of the members of the committee~~
24 ~~shall be of the same gender as provided in section 69.16A.~~
25 ~~The director of the department shall appoint the chair of the~~
26 ~~committee and shall establish a minimum schedule of meetings~~
27 ~~for the committee.~~
28 DIVISION IX
29 TOURIST SIGNING COMMITTEE
30 Sec. 37. Section 321.252, subsection 3, paragraph a, Code
31 2024, is amended to read as follows:
32 *a.* The department shall establish, by rule, ~~in cooperation~~
33 ~~with a tourist signing committee,~~ the standards for
34 tourist-oriented directional signs and shall annually review
35 the list of attractions for which signing is in place. The

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1 rules shall conform to national standards for tourist-oriented
2 directional signs adopted under 23 U.S.C. §131(q) and to the
3 manual of uniform traffic-control devices.
4 ~~(1) The tourist signing committee shall be made up of~~
5 ~~the directors or the directors' designees of the departments~~
6 ~~of agriculture and land stewardship, natural resources, and~~
7 ~~transportation, the director or the director's designee of~~
8 ~~the economic development authority, the chairperson or the~~
9 ~~chairperson's designee of the Iowa travel council, and a~~
10 ~~member of the outdoor advertising association of Iowa. The~~
11 ~~director or the director's designee of the economic development~~
12 ~~authority shall be the chairperson of the committee.~~
13 ~~(2) The department of transportation shall be responsible~~
14 ~~for calling and setting the date of the meetings of the~~
15 ~~committee which meetings shall be based upon the amount of~~
16 ~~activity relating to signs. However, the committee shall meet~~
17 ~~at least once a month.~~
18 DIVISION X
19 ADVISORY COMMITTEE FOR PERINATAL GUIDELINES
20 Sec. 38. Section 135.11, subsection 22, Code 2024, is
21 amended to read as follows:
22 22. ~~In consultation with the advisory committee for~~
23 ~~perinatal guidelines, develop~~ Develop and maintain the
24 statewide perinatal program based on the recommendations of
25 the American academy of pediatrics and the American college
26 of obstetricians and gynecologists contained in the most
27 recent edition of the guidelines for perinatal care, and
28 adopt rules in accordance with chapter 17A to implement those
29 recommendations. Hospitals within the state shall determine
30 whether to participate in the statewide perinatal program,
31 and select the hospital's level of participation in the
32 program. A hospital having determined to participate in the
33 program shall comply with the guidelines appropriate to the
34 level of participation selected by the hospital. Perinatal
35 program surveys and reports are privileged and confidential

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1 and are not subject to discovery, subpoena, or other means
2 of legal compulsion for their release to a person other than
3 the affected hospital, and are not admissible in evidence in a
4 judicial or administrative proceeding other than a proceeding
5 involving verification of the participating hospital under this
6 subsection.
7 DIVISION XI
8 CHILD CARE ADVISORY COMMITTEE
9 Sec. 39. Section 237A.1, subsection 17, Code 2024, is
10 amended by striking the subsection.
11 Sec. 40. Section 237A.12, subsection 3, Code 2024, is
12 amended to read as follows:
13 3. Rules relating to fire safety for child care centers
14 shall be adopted under this chapter by the director of
15 the department of inspections, appeals, and licensing in
16 consultation with the department. Rules adopted by the
17 director of the department of inspections, appeals, and
18 licensing for a building which is owned or leased by a school
19 district or accredited nonpublic school and used as a child
20 care facility shall not differ from standards adopted by
21 the director of the department of inspections, appeals, and
22 licensing for school buildings under chapter 10A, subchapter V,
23 part 2. Rules relating to sanitation shall be adopted by the
24 department. ~~All rules shall be developed in consultation with~~
25 ~~the state child care advisory committee.~~ The director of the
26 department of inspections, appeals, and licensing shall inspect
27 the facilities.
28 Sec. 41. Section 237A.25, subsection 1, Code 2024, is
29 amended to read as follows:
30 1. The department shall develop consumer information
31 material to assist parents in selecting a child care provider.
32 In developing the material, the department shall consult with
33 department staff, department of education staff, ~~the state~~
34 ~~child care advisory committee,~~ the early childhood Iowa state
35 board, and child care resource and referral services. In

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addition, the department may consult with other entities at the local, state, and national level.

Sec. 42. Section 237A.30, subsection 1, Code 2024, is amended to read as follows:

1. The department shall work with the early childhood Iowa program established in section 256I.5 ~~and the state child care advisory committee~~ in designing and implementing a voluntary quality rating system for each provider type of child care facility.

Sec. 43. Section 256.9, subsection 31, paragraph b, Code 2024, is amended to read as follows:

b. Standards and materials developed shall include materials which employ developmentally appropriate practices and incorporate substantial parental involvement. The materials and standards shall include alternative teaching approaches including collaborative teaching and alternative dispute resolution training. The department shall consult with the child development coordinating council, ~~the state child care advisory committee established pursuant to section 135.173A~~, the department of health and human services, the state board of regents center for early developmental education, the area education agencies, the department of human development and family studies in the college of human sciences at Iowa state university of science and technology, the early childhood elementary division of the college of education at the university of Iowa, and the college of education at the university of northern Iowa, in developing these standards and materials.

Sec. 44. REPEAL. Section 135.173A, Code 2024, is repealed.

DIVISION XII

DEPENDENT ADULT PROTECTIVE ADVISORY COUNCIL

Sec. 45. Section 235B.1, subsection 4, Code 2024, is amended by striking the subsection.

Sec. 46. Section 235B.16A, subsection 1, Code 2024, is amended to read as follows:

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1 1. The ~~dependent adult protective advisory council~~
2 ~~established pursuant to section 235B.1~~ department shall
3 ~~recommend~~ adopt a uniform assessment instrument and process for
4 adoption and use by the department and other agencies involved
5 with assessing a dependent adult's degree of dependency
6 and determining whether dependent adult abuse has occurred.
7 However, this section shall not apply to dependent adult abuse
8 assessments and determinations made under chapter 235E.
9 Sec. 47. Section 235E.5, Code 2024, is amended to read as
10 follows:
11 **235E.5 Rulemaking authority.**
12 The department, in cooperation and consultation with
13 ~~the dependent adult protective advisory council established~~
14 ~~in section 235B.1,~~ affected industry representatives~~,~~ and
15 professional and consumer groups, may adopt rules pursuant to
16 chapter 17A to administer this chapter.
17 DIVISION XIII
18 COUNTY CARE FACILITIES MENTAL HEALTH AND DISABILITY SERVICES
19 STANDARDS ADVISORY COMMITTEE
20 Sec. 48. Section 227.4, Code 2024, is amended to read as
21 follows:
22 **227.4 Standards for care of persons with mental illness or an**
23 **intellectual disability in county care facilities.**
24 The department, in cooperation with the department of
25 inspections, appeals, and licensing, shall recommend and the
26 mental health and disability services commission created in
27 section 225C.5 shall adopt, or amend and adopt, standards for
28 the care of and services to persons with mental illness or an
29 intellectual disability residing in county care facilities.
30 The standards shall be enforced by the department of
31 inspections, appeals, and licensing as a part of the licensure
32 inspection conducted pursuant to chapter 135C. The objective
33 of the standards is to ensure that persons with mental illness
34 or an intellectual disability who are residents of county care
35 facilities are not only adequately fed, clothed, and housed,

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but are also offered reasonable opportunities for productive work and recreational activities suited to their physical and mental abilities and offering both a constructive outlet for their energies and, if possible, therapeutic benefit. ~~When recommending standards under this section, the department shall designate an advisory committee representing administrators of county care facilities, regional administrators, mental health and disability services region governing boards, and county care facility certified volunteer long-term care ombudsmen to assist in the establishment of standards.~~

DIVISION XIV

911 COMMUNICATIONS COUNCIL

Sec. 49. Section 34A.2A, subsection 2, Code 2024, is amended to read as follows:

2. The 911 program manager shall act under the supervisory control of the director of the department of homeland security and emergency management~~, and in consultation with the 911 communications council,~~ and shall perform the duties specifically set forth in this chapter and as assigned by the director.

Sec. 50. Section 34A.7A, subsection 2, paragraph f, subparagraph (1), subparagraph division (a), Code 2024, is amended by striking the subparagraph division.

Sec. 51. Section 34A.7A, subsection 2, paragraph f, subparagraph (1), subparagraph division (b), Code 2024, is amended to read as follows:

(b) The program manager~~, in consultation with the 911 communications council,~~ shall allocate an amount, not to exceed one hundred thousand dollars per fiscal year, for development of public awareness and educational programs related to the use of 911 by the public, educational programs for personnel responsible for the maintenance, operation, and upgrading of local 911 systems~~, and the expenses of members of the 911 communications council for travel, monthly meetings, and training, provided, however, that the members have not received~~

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1 ~~reimbursement funds for such expenses from another source~~.
2 Sec. 52. Section 34A.7A, subsection 2, paragraph g, Code
3 2024, is amended to read as follows:
4 *g.* The director, in consultation with the program manager
5 ~~and the 911 communications council~~, shall adopt rules pursuant
6 to chapter 17A governing the distribution of the surcharge
7 collected and distributed pursuant to this subsection. The
8 rules shall include provisions that all joint 911 service
9 boards and the department of public safety which answer or
10 service wireless 911 calls are eligible to receive an equitable
11 portion of the receipts.
12 Sec. 53. Section 34A.7A, subsection 5, paragraph a, Code
13 2024, is amended to read as follows:
14 *a.* The program manager, in consultation with the ~~911~~
15 ~~communications council and the~~ auditor of state, shall
16 establish a methodology for determining and collecting public
17 safety answering point cost and expense data through the county
18 joint 911 service boards. The methodology shall include the
19 collection of data for direct costs and expenses related to
20 the operation of a public safety answering point and account
21 for the extent to which identified costs and expenses are
22 compensated for or addressed through 911 surcharges versus
23 other sources of funding.
24 Sec. 54. Section 34A.11, subsection 1, Code 2024, is amended
25 to read as follows:
26 1. The joint 911 service board in each 911 service area
27 shall designate a person to serve as a single point-of-contact
28 to facilitate the communication of needs, issues, or concerns
29 regarding emergency communications, interoperability, and
30 other matters applicable to emergency 911 communications and
31 migration to the next generation 911 network. The person
32 designated as the single point-of-contact shall be responsible
33 for facilitating the communication of such needs, issues, or
34 concerns between public or private safety agencies within the
35 service area, the 911 program manager, ~~the 911 communications~~

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1 ~~council,~~ the statewide interoperable communications system
2 board established in section 80.28, and any other person,
3 entity, or agency the person deems necessary or appropriate.
4 The person designated shall also be responsible for responding
5 to surveys or requests for information applicable to the
6 service area received from a federal, state, or local agency,
7 entity, or board.
8 Sec. 55. REPEAL. Section 34A.15, Code 2024, is repealed.
9 DIVISION XV
10 IOWA CULTURAL TRUST BOARD OF TRUSTEES
11 Sec. 56. Section 15.108, subsection 8, paragraph b,
12 subparagraphs (4) and (5), Code 2024, are amended to read as
13 follows:
14 (4) Compile, in consultation with the Iowa arts council,
15 a list of grant applications recommended for funding in
16 accordance with the amount available for distribution as
17 provided in section 15.481, subsection 3. ~~The list of~~
18 ~~recommended grant applications shall be submitted to the Iowa~~
19 ~~cultural trust board of trustees for approval.~~
20 (5) Monitor the allocation and use of grant moneys by all
21 qualified organizations to determine whether moneys are used
22 in accordance with the provisions of this paragraph *"b"* and
23 subchapter II, part 30. ~~The authority shall annually submit~~
24 ~~a report with the authority's findings and recommendations to~~
25 ~~the Iowa cultural trust board of trustees prior to final board~~
26 ~~action in approving grants for the next succeeding fiscal year.~~
27 Sec. 57. Section 15.478, subsection 1, Code 2024, is amended
28 by striking the subsection.
29 Sec. 58. Section 15.479, subsection 4, Code 2024, is amended
30 to read as follows:
31 4. The treasurer of state shall act as custodian of the
32 fund, shall invest moneys in the trust fund, and shall transfer
33 the interest attributable to the investment of trust fund
34 moneys to the grant account created in section 15.482. The
35 trust fund's principal shall not be used or accessed by the

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1 ~~department or the board~~ authority for any purpose.
2 Sec. 59. Section 15.481, unnumbered paragraph 1, Code 2024,
3 is amended to read as follows:
4 The ~~board~~ authority shall do any or all of the following:
5 Sec. 60. Section 15.481, subsections 2 and 3, Code 2024, are
6 amended to read as follows:
7 2. Approve or disapprove the grants recommended for
8 approval by the director, in consultation with the Iowa arts
9 council and the state historical society of Iowa, in accordance
10 with section 15.108, subsection 8, paragraph "b". The ~~board~~
11 authority may remove any recommendation from the list, but
12 shall not add to or otherwise amend the list of recommended
13 grants.
14 3. Upon approving a grant, the ~~board~~ authority shall certify
15 to the treasurer of state the amount of financial assistance
16 payable from the grant account to the qualified organization
17 whose grant application is approved.
18 Sec. 61. Section 15.482, subsections 1 and 3, Code 2024, are
19 amended to read as follows:
20 1. An Iowa cultural trust grant account is created in
21 the office of the treasurer of state under the control of
22 the ~~board~~ authority to receive interest attributable to the
23 investment of trust fund moneys as required by section 15.479,
24 subsection 4. The moneys in the grant account are appropriated
25 to the ~~board~~ authority for purposes of the Iowa cultural trust
26 created in section 15.479. Moneys in the grant account shall
27 not be subject to appropriation for any other purpose by the
28 general assembly, but shall be used only for the purposes of
29 the Iowa cultural trust. The treasurer of state shall act as
30 custodian of the grant account and disburse moneys contained
31 in the grant account as directed by the ~~board~~ authority. The
32 ~~board~~ authority shall make expenditures from the grant account
33 consistent with the purposes of the Iowa cultural trust.
34 3. At any time when the principal balance in the trust fund
35 equals or exceeds three million dollars, the ~~board~~ authority

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may use moneys in the grant account for a statewide educational program to promote participation in, expanded support of, and local endowment building for, Iowa nonprofit arts, history, and sciences and humanities organizations.

Sec. 62. REPEAL. Section 15.480, Code 2024, is repealed.

DIVISION XVI

IOWA GREAT PLACES BOARD

Sec. 63. Section 15.439, subsection 1, paragraphs a, c, d, and e, Code 2024, are amended to read as follows:

a. The authority shall establish and administer an Iowa great places program for purposes of combining resources of state government in an effort to showcase the unique and authentic qualities of communities, regions, neighborhoods, and districts that make such places exceptional places to work and live. ~~The authority shall provide administrative assistance to the Iowa great places board.~~ The authority shall coordinate ~~the~~ efforts ~~of the Iowa great places board~~ with ~~the efforts of~~ other state agencies participating in the program which shall include but not be limited to the Iowa finance authority, the department of health and human services, the department of natural resources, the state department of transportation, and the department of workforce development.

c. ~~Initially, three Iowa great places projects shall be identified by the Iowa great places board.~~ The ~~board~~ authority may identify additional Iowa great places for participation under the program when places develop dimensions and meet readiness criteria for participation under the program.

~~*d.* The authority shall work in cooperation with the enhance Iowa board for purposes of maximizing and leveraging moneys appropriated to identified Iowa great places.~~

~~*e.*~~ *d.* As a condition of receiving state funds, an identified Iowa great place shall present information to the ~~board~~ authority concerning the proposed activities and total financial needs of the project.

Sec. 64. Section 15.439, subsection 2, Code 2024, is amended

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by striking the subsection.

Sec. 65. Section 15.439, subsections 3 and 4, Code 2024, are amended to read as follows:

3. The ~~board~~ authority shall do all of the following:

~~a. Organize.~~

~~b.~~ *a.* Identify Iowa great places for purposes of receiving a package of resources under the program.

~~c.~~ *b.* Identify a combination of state resources which can be provided to Iowa great places.

4. Notwithstanding any restriction, requirement, or duty to the contrary, in considering an application for a grant, loan, or other financial or technical assistance for a project identified in an Iowa great places agreement developed pursuant to this section, a state agency shall give additional consideration or additional points in the application of rating or evaluation criteria to such applications. This subsection applies to applications filed within three years of the ~~Iowa great places board's~~ authority's identification of the project for participation in the program.

DIVISION XVII

FARM DEER COUNCIL

Sec. 66. Section 170.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 67. Section 170.3B, Code 2024, is amended to read as follows:

170.3B Farm deer administration fee.

The department may establish a farm deer administration fee which shall be annually imposed on each landowner who keeps farm deer in this state. The amount of the fee shall not exceed two hundred dollars per year. The fee shall be collected by the department in a manner specified by rules adopted by the department ~~after consulting with the farm deer council established in section 170.2~~. The collected fees shall be credited to the farm deer administration fund created pursuant to section 170.3C.

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Sec. 68. REPEAL. Section 170.2, Code 2024, is repealed.

DIVISION XVIII

GRAIN INDUSTRY PEER REVIEW PANEL

Sec. 69. Section 203.11A, subsection 2, Code 2024, is amended to read as follows:

2. The amount of a civil penalty shall not exceed one thousand five hundred dollars. Each day that a violation continues shall constitute a separate violation. ~~The amount of the civil penalty that may be assessed in a case shall not exceed the amount recommended by the grain industry peer review panel established pursuant to section 203.11B.~~ Moneys collected in civil penalties by the department or the attorney general shall be deposited in the general fund of the state.

Sec. 70. Section 203.16, subsection 8, Code 2024, is amended by striking the subsection.

Sec. 71. Section 203C.24, subsection 8, Code 2024, is amended by striking the subsection.

Sec. 72. Section 203C.36A, subsection 2, Code 2024, is amended to read as follows:

2. The amount of a civil penalty shall not exceed one thousand five hundred dollars. Each day that a violation continues shall constitute a separate violation. ~~The amount of the civil penalty that may be assessed in an administrative case shall not exceed the amount recommended by the grain industry peer review panel established pursuant to section 203.11B.~~ Moneys collected in civil penalties by the department or the attorney general shall be deposited in the general fund of the state.

Sec. 73. REPEAL. Section 203.11B, Code 2024, is repealed.

DIVISION XIX

ORGANIC ADVISORY COUNCIL

Sec. 74. Section 190C.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 75. Section 190C.2B, subsection 1, Code 2024, is amended to read as follows:

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1 1. The department shall implement and administer the
2 provisions of this chapter for agricultural products that have
3 been produced and handled within this state using organic
4 methods as provided in this chapter. ~~The department may~~
5 ~~consult with the council in implementing and administering this~~
6 ~~chapter.~~ The department may certify agricultural products that
7 have been produced and handled outside this state using an
8 organic method as provided in this chapter.
9 Sec. 76. Section 190C.3, subsection 2, Code 2024, is amended
10 to read as follows:
11 2. The department may request assistance from ~~the council~~
12 ~~as provided in section 190C.2A or from~~ one or more regional
13 organic associations as provided in section 190C.6.
14 Sec. 77. REPEAL. Sections 190C.2 and 190C.2A, Code 2024,
15 are repealed.
16 DIVISION XX
17 WELL CONTRACTORS' COUNCIL
18 Sec. 78. Section 455B.190A, subsection 1, paragraph h, Code
19 2024, is amended by striking the paragraph.
20 Sec. 79. Section 455B.190A, subsection 2, paragraphs f and
21 g, Code 2024, are amended to read as follows:
22 *f.* The department shall develop continuing education
23 requirements for certification of a well contractor ~~in~~
24 ~~consultation with the well contractors' council~~.
25 *g.* The examination shall be developed by the department ~~in~~
26 ~~consultation with the well contractors' council~~ to determine
27 the applicant's qualifications to perform well drilling or
28 pump services or both. The examination shall be updated
29 as necessary to reflect current groundwater law and well
30 construction, maintenance, pump services, and abandonment
31 practices. The examination shall be administered by the
32 department or by a person designated by the department.
33 Sec. 80. Section 455B.190A, subsections 3 and 6, Code 2024,
34 are amended by striking the subsections.
35 Sec. 81. Section 455B.190A, subsection 4, Code 2024, is

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amended to read as follows:

4. The department shall develop~~, in consultation with the well contractors' council,~~ a consumer information pamphlet regarding well construction, well maintenance, well plugging, pump services, and Iowa groundwater laws. The department ~~and the council~~ shall review and revise the consumer information pamphlet as necessary. The consumer information pamphlet shall be supplied to well contractors, at cost, and well contractors shall supply one copy at no cost to potential customers prior to initiation of well services.

Sec. 82. Section 455B.190A, subsection 5, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The department shall establish by rule and collect~~, in consultation with the well contractors' council,~~ the following fees to be used to implement and administer the provisions of this section:

DIVISION XXI

INTERSTATE COOPERATION COMMISSION

Sec. 83. Section 7E.5, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. There is a civil rights commission, a public employment relations board, ~~an interstate cooperation commission,~~ an Iowa ethics and campaign disclosure board, an Iowa utilities board, and an Iowa law enforcement academy.

Sec. 84. REPEAL. Chapter 28B, Code 2024, is repealed.

DIVISION XXII

STATE BUILDING CODE ADVISORY COUNCIL

Sec. 85. Section 103A.3, subsection 6, Code 2024, is amended by striking the subsection.

Sec. 86. Section 103A.7, subsection 1, Code 2024, is amended to read as follows:

1. The state building code commissioner with the approval of the ~~advisory council~~ department is hereby empowered and directed to formulate and adopt and from time to time amend or revise and to promulgate, in conformity with and subject

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to the conditions set forth in this chapter, reasonable rules designed to establish minimum safeguards in the erection and construction of buildings and structures, to protect the human beings who live and work in them from fire and other hazards, and to establish regulations to further protect the health, safety, and welfare of the public.

Sec. 87. Section 103A.8A, Code 2024, is amended to read as follows:

103A.8A Energy conservation requirements.

The state building code commissioner shall adopt as a part of the state building code a requirement that new single-family or two-family residential construction shall comply with energy conservation requirements. The requirements adopted by the commissioner shall be based upon a nationally recognized standard or code for energy conservation. The requirements shall only apply to single-family or two-family residential construction commenced after the adoption of the requirements. Notwithstanding any other provision of this chapter to the contrary, the energy conservation requirements adopted by the commissioner and approved by the ~~council~~ department shall apply to new single-family or two-family residential construction commenced on or after July 1, 2008, and shall supersede and replace any minimum requirements for energy conservation adopted or enacted by a governmental subdivision prior to that date applicable to such construction. The state building code commissioner may provide training to builders, contractors, and other interested persons on the adopted energy conservation requirements.

Sec. 88. Section 103A.10, subsection 5, Code 2024, is amended to read as follows:

5. Notwithstanding any other provision of this chapter to the contrary, the energy conservation requirements adopted by the commissioner and approved by the ~~council~~ department shall apply to all new construction commenced on or after July 1, 2008, and shall supersede and replace any minimum

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1 requirements for energy conservation adopted or enacted by the
2 governmental subdivision prior to that date and applicable to
3 such construction.
4 Sec. 89. Section 103A.11, subsection 4, Code 2024, is
5 amended to read as follows:
6 4. The provisions of this section shall not apply to any
7 rule relating solely to the internal operations of the office
8 of the commissioner ~~and council~~.
9 Sec. 90. Section 103A.15, subsection 1, Code 2024, is
10 amended to read as follows:
11 1. The board shall be composed of ~~three~~ the following
12 members ~~of the council.~~:
13 *a.* Two master electricians licensed pursuant to chapter 103,
14 one of whom shall be a member of a union and one of whom shall
15 not.
16 *b.* Two master plumbers licensed pursuant to chapter 105, one
17 of whom shall be a member of a union and one of whom shall not.
18 *c.* One master mechanical professional licensed pursuant to
19 chapter 105.
20 *d.* One electrical engineer.
21 *e.* One construction contractor registered pursuant to
22 chapter 91C.
23 Sec. 91. Section 103A.15, subsection 4, Code 2024, is
24 amended by striking the subsection.
25 Sec. 92. Section 103A.17, subsections 7 and 8, Code 2024,
26 are amended to read as follows:
27 7. The decision of the board of review may be appealed
28 to the ~~advisory council~~ department by any party by filing a
29 petition with the ~~advisory council~~ department at any time
30 prior to the effective date of such decision. The ~~advisory~~
31 ~~council~~ department shall consider all questions of fact and
32 law involved and issue its decision pertaining to the same not
33 later than ten days after receipt of the appeal.
34 8. A record of all decisions of the board and ~~advisory~~
35 ~~council~~ department shall be properly indexed and filed in the

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1 office of the commissioner, and shall be public records as
2 defined in chapter 22.
3 Sec. 93. Section 103A.18, unnumbered paragraph 1, Code
4 2024, is amended to read as follows:
5 Judicial review of action of the commissioner, board of
6 review, or ~~council~~ department may be sought in accordance with
7 the terms of the Iowa administrative procedure Act, chapter
8 17A. Notwithstanding the terms of said Act:
9 Sec. 94. Section 103A.22, subsection 1, Code 2024, is
10 amended to read as follows:
11 1. Nothing in this chapter shall be construed as prohibiting
12 any governmental subdivision from adopting or enacting any
13 building regulations relating to any building or structure
14 within its limits, but a governmental subdivision in which
15 the state building code has been accepted and is applicable
16 shall not have the power to supersede, void, or repeal or make
17 more restrictive any of the provisions of this chapter or of
18 the rules adopted by the commissioner. This subsection shall
19 not apply to energy conservation requirements adopted by the
20 commissioner and approved by the ~~council~~ department pursuant
21 to section 103A.8A or 103A.10.
22 Sec. 95. REPEAL. Section 103A.14, Code 2024, is repealed.
23 DIVISION XXIII
24 BOARD OF HEARING AID SPECIALISTS
25 Sec. 96. Section 147.2, subsection 1, Code 2024, is amended
26 to read as follows:
27 1. A person shall not engage in the practice of medicine
28 and surgery, podiatry, osteopathic medicine and surgery,
29 genetic counseling, psychology, chiropractic, physical
30 therapy, physical therapist assisting, nursing, dentistry,
31 dental hygiene, dental assisting, optometry, speech pathology,
32 audiology, occupational therapy, occupational therapy
33 assisting, orthotics, prosthetics, pedorthics, respiratory
34 care, pharmacy, cosmetology arts and sciences, barbering,
35 social work, dietetics, applied behavior analysis, marital

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1 and family therapy or mental health counseling, massage
2 therapy, mortuary science, polysomnography, athletic training,
3 acupuncture, nursing home administration, or sign language
4 interpreting or transliterating, or shall not practice as a
5 physician assistant ~~or a hearing aid specialist~~, unless the
6 person has obtained a license for that purpose from the board
7 for the profession.
8 Sec. 97. Section 147.13, subsection 21, Code 2024, is
9 amended by striking the subsection.
10 Sec. 98. Section 147.14, subsection 1, paragraph t, Code
11 2024, is amended by striking the paragraph.
12 Sec. 99. Section 154A.1, subsection 1, Code 2024, is amended
13 by striking the subsection.
14 Sec. 100. Section 154A.1, subsection 6, Code 2024, is
15 amended to read as follows:
16 6. *"Hearing aid specialist"* means any person engaged in the
17 fitting, dispensing, and sale of hearing aids and providing
18 hearing aid services or maintenance, by means of procedures
19 stipulated by this chapter or the ~~board~~ department.
20 Sec. 101. Section 154A.10, subsection 3, Code 2024, is
21 amended to read as follows:
22 3. Pays the necessary fees set by the ~~board~~ department.
23 Sec. 102. Section 154A.12, subsection 2, Code 2024, is
24 amended to read as follows:
25 2. The ~~board~~ department shall not require the applicant to
26 possess the degree of professional competence normally expected
27 of physicians.
28 Sec. 103. Section 154A.13, Code 2024, is amended to read as
29 follows:
30 **154A.13 Temporary permit.**
31 A person who has not been licensed as a hearing aid
32 specialist may obtain a temporary permit from the department
33 upon completion of the application accompanied by the written
34 verification of employment from a licensed hearing aid
35 specialist. The department shall issue a temporary permit for

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1 one year which shall not be renewed or reissued. The fee for
2 issuance of the temporary permit shall be set by the ~~board~~
3 department in accordance with the provisions for establishment
4 of fees by boards in section 147.80. The temporary permit
5 entitles an applicant to engage in the fitting or selection and
6 sale of hearing aids under the supervision of a person holding
7 a valid license.
8 Sec. 104. Section 154A.19, subsection 1, Code 2024, is
9 amended to read as follows:
10 1. This chapter shall not prohibit a corporation,
11 partnership, trust, association, or other organization
12 maintaining an established business address from engaging in
13 the business of selling or offering for sale hearing aids at
14 retail without a license if it employs only licensed hearing
15 aid specialists in the direct fitting or selection and sale
16 of hearing aids. Such an organization shall file annually
17 with the ~~board~~ department a list of all licensed hearing aid
18 specialists and persons holding temporary permits directly
19 or indirectly employed by it. Such an organization shall
20 also file with the ~~board~~ department a statement on a form
21 approved by the ~~board~~ department that the organization submits
22 itself to the rules and regulations of the ~~board~~ department
23 and the provisions of this chapter which the department deems
24 applicable.
25 Sec. 105. Section 154A.23, Code 2024, is amended to read as
26 follows:
27 **154A.23 Disciplinary orders — attorney general.**
28 The ~~board~~ department shall forward a copy of all final
29 disciplinary orders, with associated complaints, to the
30 attorney general for consideration for prosecution or
31 enforcement when warranted. The attorney general and all
32 county attorneys shall assist ~~the board and~~ the department in
33 the enforcement of the provisions of this chapter.
34 Sec. 106. Section 154A.24, unnumbered paragraph 1, Code
35 2024, is amended to read as follows:

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1 The ~~board~~ department may revoke or suspend a license or
2 temporary permit permanently or for a fixed period for any of
3 the following causes:
4 Sec. 107. Section 154A.24, subsection 2, paragraphs e and s,
5 Code 2024, are amended to read as follows:
6 *e.* Representing that the service or advice of a person
7 licensed to practice medicine, or one who is certificated as
8 a clinical audiologist by the board of speech pathology and
9 audiology or its equivalent, will be used or made available in
10 the fitting or selection, adjustment, maintenance, or repair
11 of hearing aids when that is not true, or using the words
12 "doctor", "clinic", "clinical audiologist", "state approved",
13 or similar words, abbreviations, or symbols which tend to
14 connote the medical or other professions, except where the
15 title "certified hearing aid audiologist" has been granted
16 by the national hearing aid society, or that the hearing aid
17 specialist has been recommended by this state or the ~~board~~
18 department when such is not accurate.
19 *s.* Such other acts or omissions as the ~~board~~ department may
20 determine to be unethical conduct.
21 Sec. 108. Section 272C.1, subsection 6, paragraph u, Code
22 2024, is amended by striking the paragraph.
23 Sec. 109. REPEAL. Section 154A.7, Code 2024, is repealed.
24 DIVISION XXIV
25 HORIZONTAL AND VERTICAL INFRASTRUCTURE BID THRESHOLD
26 SUBCOMMITTEES
27 Sec. 110. Section 314.1, subsection 2, Code 2024, is amended
28 to read as follows:
29 2. Notwithstanding any other provision of law to the
30 contrary, a public improvement that involves the construction,
31 reconstruction, or improvement of a highway, bridge, or culvert
32 and that has a cost in excess of the applicable threshold in
33 section 73A.18, 262.34, 297.7, 309.40, 310.14, or 313.10, as
34 modified by the ~~bid threshold subcommittee~~ director pursuant
35 to section 314.1B, shall be advertised and let for bid, except

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1 such public improvements that involve emergency work pursuant
2 to section 309.40A, 313.10, or 384.103, subsection 2. For a
3 city having a population of fifty thousand or less, a public
4 improvement that involves the construction, reconstruction, or
5 improvement of a highway, bridge, or culvert that has a cost
6 in excess of twenty-five thousand dollars, as modified by the
7 ~~bid threshold subcommittee~~ director pursuant to section 314.1B,
8 shall be advertised and let for bid, excluding emergency work.
9 However, a public improvement that has an estimated total
10 cost to a city in excess of a threshold of fifty thousand
11 dollars, as modified by the ~~bid threshold subcommittee~~ director
12 pursuant to section 314.1B, and that involves the construction,
13 reconstruction, or improvement of a highway, bridge, or culvert
14 that is under the jurisdiction of a city with a population
15 of more than fifty thousand, shall be advertised and let for
16 bid. Cities required to competitively bid highway, bridge,
17 or culvert work shall do so in compliance with the contract
18 letting procedures of sections 26.3 through 26.12.
19 Sec. 111. Section 314.1B, subsection 1, paragraph a, Code
20 2024, is amended by striking the paragraph.
21 Sec. 112. Section 314.1B, subsection 1, paragraph b, Code
22 2024, is amended to read as follows:
23 *b.* The ~~subcommittee~~ director, in consultation with industry
24 and subject matter experts, shall review the competitive bid
25 thresholds applicable to city and county highway, bridge,
26 and culvert projects. The ~~subcommittee~~ director shall
27 review price adjustments for all types of city and county
28 highway, bridge, and culvert construction, reconstruction, and
29 improvement projects, based on changes in the construction
30 price index from the preceding year. Upon completion of the
31 review the ~~subcommittee~~ director may make adjustments in the
32 applicable bid thresholds for types of work based on the price
33 adjustments.
34 Sec. 113. Section 314.1B, subsection 2, paragraph a, Code
35 2024, is amended by striking the paragraph.

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1 Sec. 114. Section 314.1B, subsection 2, paragraphs b, c, d,
2 and e, Code 2024, are amended to read as follows:
3 *b.* The ~~subcommittee appointed under this subsection~~
4 director, in consultation with industry and subject matter
5 experts, shall review the competitive bid thresholds applicable
6 to governmental entities under chapter 26. The ~~subcommittee~~
7 director shall review price adjustments for all types of
8 construction, reconstruction, and public improvement projects
9 based on the changes in the construction price index, building
10 cost index, and material cost index from the preceding
11 adjustment. Upon completion of the review the ~~subcommittee~~
12 director may make adjustments in the applicable bid thresholds
13 for types of work based on the price adjustments.
14 *c.* ~~The subcommittee shall not make an initial adjustment to~~
15 ~~the competitive bid threshold in section 26.3 to be effective~~
16 ~~prior to January 1, 2012. Thereafter, the subcommittee~~ The
17 director shall adjust the bid threshold amount in accordance
18 with subsection 3 but shall not adjust the bid threshold to an
19 amount less than the bid threshold applicable to a governmental
20 entity on January 1, 2007.
21 *d.* Beginning July 1, ~~2006~~ 2024, the ~~subcommittee~~ director
22 shall make adjustments to the competitive quotation threshold
23 amounts in section 26.14 for vertical infrastructure in
24 accordance with the methodology of paragraph *"b"*.
25 *e.* ~~After 2012, the subcommittee~~ The director shall adjust
26 the competitive quotation threshold amounts in section 26.14
27 at the same time and by the same percentage as adjustments are
28 made to the competitive bid threshold.
29 Sec. 115. Section 314.1B, subsection 3, Code 2024, is
30 amended to read as follows:
31 3. *Review — publication.* ~~Each subcommittee~~ The director
32 shall ~~meet to conduct the review and~~ make the adjustments
33 described in this section on or before August 1 of every
34 other year, or of every year if determined necessary by the
35 ~~subcommittee~~ director. By September 1 of each year in which

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1 a ~~subcommittee~~ director makes adjustments in the bid or
2 quotation thresholds, the director shall cause an advisory
3 notice to be published in the Iowa administrative bulletin and
4 in a newspaper of general circulation in this state, stating
5 the adjusted bid and quotation thresholds to be in effect
6 on January 1 of the following year, as established by the
7 ~~subcommittees~~ director under this section.
8 Sec. 116. Section 314.13, Code 2024, is amended by adding
9 the following new subsection:
10 NEW SUBSECTION. 4A. *"Director"* means the director of
11 transportation.
12 DIVISION XXV
13 EARLY CHILDHOOD STAKEHOLDERS ALLIANCE
14 Sec. 117. Section 256I.4, subsection 19, Code 2024, is
15 amended by striking the subsection and inserting in lieu
16 thereof the following:
17 19. Serve as the state advisory council required under the
18 federal Improving Head Start for School Readiness Act of 2007,
19 Pub. L. No. 110-134, as designated by the governor.
20 Sec. 118. REPEAL. Section 256I.12, Code 2024, is repealed.
21 DIVISION XXVI
22 PUBLIC FUNDS INTEREST RATES COMMITTEE
23 Sec. 119. Section 12C.6, subsection 2, paragraphs a, c, d,
24 e, and f, Code 2024, are amended to read as follows:
25 *a.* ~~A committee composed of the superintendent of banking,~~
26 ~~the superintendent of credit unions, the auditor of state or~~
27 ~~a designee, and the treasurer of state shall meet on or about~~
28 ~~the first of each month or at other times as the committee~~
29 ~~may prescribe and by majority action~~ The treasurer of state,
30 in consultation with subject matter experts as needed, shall
31 establish a minimum rate to be earned on state funds placed in
32 time deposits.
33 *c.* An interest rate established by the ~~committee~~ treasurer
34 of state under this section shall be in effect commencing
35 on the eighth calendar day following the day the rate is

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1 established and until a different rate is established and takes
2 effect.
3 *d.* The ~~committee~~ treasurer of state shall give advisory
4 notice of an interest rate established under this section.
5 This notice may be given by publication in one or more
6 newspapers, by publication in the Iowa administrative bulletin,
7 by ordinary mail to persons directly affected, by any other
8 method determined by the ~~committee~~ treasurer of state, or by
9 a combination of these. In all cases, the notice shall be
10 published in the Iowa administrative bulletin.
11 *e.* The notice shall contain the following words:
12 The rate of interest has been determined by ~~a committee~~ the
13 treasurer of state of the state of Iowa to be the minimum
14 interest rate that shall be paid on public funds deposited in
15 approved financial institutions. To be eligible to accept
16 deposits of public funds of the state of Iowa, a financial
17 institution shall demonstrate a commitment to serve the
18 needs of the local community in which it is chartered to do
19 business. These needs include credit services as well as
20 deposit services. All such financial institutions are required
21 to provide the ~~committee~~ treasurer of state with a written
22 description of their commitment to provide credit services in
23 the community. This statement is available for examination by
24 citizens.
25 *f.* The notice shall also provide the name and address of a
26 state official to whom inquiries can be sent. Actions of the
27 ~~committee~~ treasurer of state under this section and section
28 12C.6A are exempt from chapter 17A.
29 Sec. 120. Section 12C.6A, subsection 2, Code 2024, is
30 amended to read as follows:
31 2. In addition to establishing a minimum interest rate for
32 public funds pursuant to section 12C.6, ~~the committee composed~~
33 ~~of the superintendent of banking, the superintendent of credit~~
34 ~~unions, the auditor of state or a designee, and~~ the treasurer
35 of state, in consultation with subject matter experts as

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needed, shall develop a list of financial institutions eligible to accept state public funds. The ~~committee~~ treasurer of state shall require that a financial institution seeking to qualify for the list shall annually provide the ~~committee~~ treasurer of state a written statement that the financial institution has complied with the requirements of this chapter and has a commitment to community reinvestment consistent with the safe and sound operation of a financial institution, unless the financial institution has received a rating of satisfactory or higher pursuant to the federal Community Reinvestment Act, 12 U.S.C. §2901 et seq., and such rating is certified to the ~~committee~~ treasurer of state by the superintendent of banking. To qualify for the list, a financial institution must demonstrate a continuing commitment to meet the credit needs of the local community in which it is chartered.

Sec. 121. Section 12C.6A, subsection 3, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~committee~~ treasurer of state may require a financial institution to provide public notice inviting the public to submit comments to the financial institution regarding its community lending activities. Each financial institution shall maintain a file open to public inspection which contains public comments received on its community investment activities, and the financial institution's response to those comments. The ~~committee~~ treasurer of state shall adopt procedures for both of the following:

Sec. 122. Section 12C.6A, subsection 4, unnumbered paragraph 1, Code 2024, is amended to read as follows:

At least once a year the ~~committee~~ treasurer of state shall review any challenges that have been filed pursuant to subsection 3. The ~~committee~~ treasurer of state may hold a public hearing to consider the challenge. In considering a challenge, the ~~committee~~ treasurer of state shall review documents filed with federal regulatory authorities pursuant to the Community Reinvestment Act, 12 U.S.C. §2901 et seq., and

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1 regulations adopted pursuant to the Act, as amended to January
2 1, 1990. In addition, consistent with the confidentiality of
3 financial institution records the ~~committee~~ treasurer of state
4 shall consider other factors including, but not limited to, the
5 following:
6 Sec. 123. Section 12C.6A, subsection 5, Code 2024, is
7 amended to read as follows:
8 5. *a.* A person who believes a bank has failed to meet its
9 community reinvestment responsibility may file a complaint with
10 the ~~committee~~ treasurer of state detailing the basis for that
11 belief.
12 *b.* If ~~any committee member, in the member's discretion,~~
13 the treasurer of state, in the treasurer's discretion, finds
14 that the complaint has merit, the ~~member~~ treasurer of state may
15 order the bank alleged to have failed to meet its community
16 reinvestment responsibility to attend and participate in a
17 meeting with the complainant. The ~~committee member~~ treasurer
18 of state may specify who, at minimum, shall represent the bank
19 at the meeting. At the meeting, or at any other time, the bank
20 may, but is not required to, enter into an agreement with a
21 complainant to correct alleged failings.
22 *c.* ~~A majority of the committee~~ The treasurer of state may
23 order a bank against which a complaint has been filed pursuant
24 to this subsection, to disclose such additional information
25 relating to community reinvestment as required by the order of
26 the ~~majority of the committee~~ treasurer of state.
27 *d.* This subsection does not preempt any other remedies
28 available under statutory or common law available to the
29 ~~committee~~ treasurer of state, the superintendent of banking, or
30 aggrieved persons to cure violations of this section or chapter
31 524, or rules adopted pursuant to this section or chapter 524.
32 The ~~committee~~ treasurer of state may conduct a public hearing
33 as provided in subsection 4 based upon the same complaint. An
34 order finding merit in a complaint and ordering a meeting is
35 not an election of remedies.

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Sec. 124. Section 524.223, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

If the state bank, director, officer, employee, or substantial shareholder fails to appear at the hearing it shall be deemed to have consented to the issuance of a cease and desist order. In the event of such consent, or if upon the record made at such hearing, the superintendent shall find that any violation or unsafe or unsound practice specified in the notice has been established, the superintendent may issue and serve upon the state bank, director, officer, employee, or substantial shareholder an order to cease and desist from any such violation or practice. Such order may require the state bank and its directors, officers, employees, and shareholders to cease and desist from any such violation or practice and, further, to take affirmative action to correct the conditions resulting from any such violation or practice. In addition, if the violation or practice involves a failure to comply with chapter 12C or any rules adopted pursuant to chapter 12C, the superintendent may recommend to the ~~committee established under section 12C.6~~ treasurer of state that the bank be removed from the list of financial institutions eligible to accept public funds under section 12C.6A and may require that during the current calendar quarter and up to the next succeeding eight calendar quarters that the bank do any one or more of the following:

DIVISION XXVII

BOARD OF EXAMINERS OF SHORTHAND REPORTERS

Sec. 125. Section 272C.1, subsection 6, paragraph b, Code 2024, is amended by striking the paragraph.

Sec. 126. Section 602.1209, subsections 9 and 13, Code 2024, are amended by striking the subsections.

Sec. 127. Section 602.1513, Code 2024, is amended to read as follows:

602.1513 Per diem compensation.

The supreme court shall set the per diem compensation under

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1 ~~sections 602.1511 and~~ section 602.1512 at a rate per day not
2 exceeding the rate specified in section 7E.6.
3 Sec. 128. Section 602.3105, Code 2024, is amended to read
4 as follows:
5 **602.3105 Applications.**
6 Applications for certification shall be on forms prescribed
7 and furnished by the ~~board~~ department of inspections, appeals,
8 and licensing and the ~~board~~ department shall not require that
9 the application contain a photograph of the applicant. An
10 applicant shall not be denied certification because of age,
11 citizenship, sex, race, religion, marital status, or national
12 origin although the application may require citizenship
13 information. Character references may be required, but shall
14 not be obtained from certified shorthand reporters.
15 Sec. 129. Section 602.3106, Code 2024, is amended to read
16 as follows:
17 **602.3106 Fees — appropriation.**
18 1. The ~~supreme court~~ department of inspections, appeals,
19 and licensing shall set the fee for certification examinations.
20 The fee shall be based on the annual cost of administering the
21 examinations and upon the administrative costs of sustaining
22 the activities of the ~~board~~ department of inspections, appeals,
23 and licensing under this article, which shall include but shall
24 not be limited to the cost for per diem, expenses, and travel
25 for ~~board members~~ employees of the department, and office
26 facilities, supplies, and equipment.
27 2. The fees collected are appropriated to the ~~judicial~~
28 ~~branch~~ department and shall be used to offset the expenses of
29 the ~~board~~ department, including the costs of administering the
30 examination.
31 Sec. 130. Section 602.3107, Code 2024, is amended to read
32 as follows:
33 **602.3107 Examinations.**
34 The ~~board~~ department of inspections, appeals, and licensing
35 may administer as many examinations per year as necessary,

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1 but shall administer at least one examination per year.
2 The scope of the examinations and the methods of procedure
3 shall be prescribed by the ~~board~~ department. A written
4 examination may be conducted by representatives of the ~~board~~
5 department. Examinations in theory shall be in writing
6 and the identity of the person taking the examination shall
7 be concealed until after the examination papers have been
8 graded. For examinations in practice, the identity of the
9 person taking the examination also shall be concealed as far
10 as possible. Applicants who fail the examination once may
11 take the examination at the next scheduled time. Thereafter,
12 the applicant may be allowed to take the examination at the
13 discretion of the ~~board~~ department. An applicant who has
14 failed the examination may request in writing information
15 from the ~~board~~ department concerning the examination grade
16 and subject areas or questions which the applicant failed to
17 answer correctly, and the ~~board~~ department shall provide the
18 information. However, if the ~~board~~ department administers
19 a uniform, standardized examination, the ~~board~~ department
20 is only required to provide the examination grade and other
21 information concerning the applicant's examination results that
22 is available to the ~~board~~ department.
23 Sec. 131. Section 602.3108, Code 2024, is amended to read
24 as follows:
25 **602.3108 Certification.**
26 The ~~board~~ department of inspections, appeals, and licensing
27 may issue a certificate to a person of good moral character
28 and fitness who makes application on a form prescribed and
29 furnished by the ~~board~~ department and who satisfies the
30 education, experience, and examination requirements of this
31 article and rules prescribed by the supreme court pursuant
32 to this article. The ~~board~~ department may consider the
33 applicant's past record of any felony conviction and the
34 applicant's past record of disciplinary action with respect to
35 certification as a shorthand reporter in any jurisdiction. The

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1 ~~board~~ department may deny certification if the ~~board~~ department
2 finds the applicant has committed any of the acts listed in
3 section 602.3203 or has made a false statement of material fact
4 on the application for certification.
5 Sec. 132. Section 602.3201, Code 2024, is amended to read
6 as follows:
7 **602.3201 Requirement of certification — use of title.**
8 A person shall not engage in the profession of shorthand
9 reporting unless the person is certified pursuant to this
10 chapter, or otherwise exempted pursuant to section 602.6603,
11 subsection 4. Only a person who is certified by the ~~board~~
12 department of inspections, appeals, and licensing may
13 assume the title of certified shorthand reporter, or use the
14 abbreviation C.S.R., or any words, letters, or figures to
15 indicate that the person is a certified shorthand reporter.
16 Sec. 133. Section 602.3205, subsection 3, Code 2024, is
17 amended to read as follows:
18 3. *a.* An audio or video recording of a certified shorthand
19 reporter shall be provided to the ~~board~~ department of
20 inspections, appeals, and licensing upon request by the ~~board~~
21 department if a disciplinary proceeding is pending regarding
22 the certified shorthand reporter who is a respondent under the
23 provisions of section 602.3203 or the rules of the ~~board of~~
24 ~~examiners of shorthand reporters, Iowa court rules, ch. 46~~
25 department.
26 *b.* The audio and video recordings provided to the
27 ~~board~~ department pursuant to this subsection shall be kept
28 confidential by the ~~board~~ department in a manner as provided in
29 section 272C.6, subsection 4.
30 Sec. 134. Section 602.3206, Code 2024, is amended to read
31 as follows:
32 **602.3206 Exempt status.**
33 If a person's certification as a shorthand reporter is
34 placed in exempt status, the person may transcribe or certify
35 a proceeding the person reported while certified as an active

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1 shorthand reporter. A person transcribing or certifying a
2 proceeding pursuant to this section shall remain subject to the
3 jurisdiction of the ~~board of examiners of shorthand reporters~~
4 department of inspections, appeals, and licensing.
5 Sec. 135. Section 602.3301, subsection 1, unnumbered
6 paragraph 1, Code 2024, is amended to read as follows:
7 ~~A member~~ An employee of the ~~board~~ department of inspections,
8 appeals, and licensing shall not disclose information relating
9 to the following:
10 Sec. 136. Section 602.3301, subsection 2, Code 2024, is
11 amended to read as follows:
12 2. ~~A member~~ An employee of the ~~board~~ department who
13 willfully communicates or seeks to communicate information
14 referred to in subsection 1, or a person who willfully
15 requests, obtains, or seeks to obtain information referred to
16 in subsection 1, is guilty of a simple misdemeanor.
17 Sec. 137. Section 602.6603, subsection 5, Code 2024, is
18 amended to read as follows:
19 5. Except as provided in subsection 4, a person shall not
20 be appointed to the position of court reporter of the district
21 court unless the person has been certified as a shorthand
22 reporter by the ~~board of examiners~~ department of inspections,
23 appeals, and licensing under article 3.
24 Sec. 138. REPEAL. Sections 602.1511, 602.3101, 602.3102,
25 602.3103, and 602.3104, Code 2024, are repealed.
26 DIVISION XXVIII
27 MISCELLANEOUS ENTITIES — STRIKES AND REPEALS
28 Sec. 139. Section 230A.110, subsection 2, Code 2024, is
29 amended by striking the subsection.
30 Sec. 140. Section 266.39, subsections 3 and 5, Code 2024,
31 are amended by striking the subsections.
32 Sec. 141. Section 455G.4, Code 2024, is amended by adding
33 the following new subsection:
34 NEW SUBSECTION. 7. *Repeal.* This section is repealed
35 December 31, 2028. On or before November 29, 2027, the

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1 department of natural resources, in consultation with the
2 board, shall propose legislation to the general assembly to
3 strike or repeal provisions referencing the board and the Iowa
4 comprehensive petroleum underground storage tank fund created
5 in section 455G.3 throughout the Code. The remainder of the
6 moneys in the Iowa comprehensive petroleum underground storage
7 tank fund on December 31, 2028, shall be transferred to the
8 storage tank management account of the groundwater protection
9 fund created in section 455E.11.
10 Sec. 142. Section 602.6405, subsection 3, Code 2024, is
11 amended to read as follows:
12 3. The criminal procedure before magistrates is as provided
13 in chapters 804, 806, 808, 811, and 820 ~~and 821~~ and **rules**
ofcriminal procedure 2.1, 2.2, 2.5, 2.7, 2.8, and **2.51 to 2.75.**
15 The civil procedure before magistrates shall be as provided in
16 chapters 631 and 648.
17 Sec. 143. Section 906.4, subsection 2, paragraph b, Code
18 2024, is amended by striking the paragraph.
19 Sec. 144. REPEAL. Sections 7D.15, 80E.2, 155A.2A, 206.23A,
20 206.23B, 237A.23, 252B.22, 256.17, 312.3D, 328.13, 423.9A,
21 455B.150, 455B.151, 461A.79, 461A.80, 466B.31, 475A.7, 691.6B,
22 and 907B.3, Code 2024, are repealed.
23 Sec. 145. REPEAL. Chapters 473A and 821, Code 2024, are
24 repealed.
25 DIVISION XXIX
26 TRANSITION PROVISIONS
27 Sec. 146. TRANSITION PROVISIONS.
28 1. A rule adopted by a government body eliminated in this
29 Act that is in force and effect immediately prior to the
30 effective date of this division of this Act shall continue in
31 full force and effect until the earlier of the following:
32 a. The rule is amended, rescinded, or supplemented by the
33 affirmative action of the government body under which the
34 former government body was organized or that is assuming the
35 duties of the eliminated government body.

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1 b. The rule expires by its own terms.
2 2. Any license or permit issued by a government body
3 eliminated in this Act in effect on the effective date of this
4 division of this Act shall continue in full force and effect
5 until expiration or renewal.
6 3. Any moneys in any account or fund of, and all client and
7 organizational files in the possession of, any government body
8 eliminated in this Act shall be transferred to the control of
9 the state agency or department under which the government body
10 was organized or that is assuming the duties of the eliminated
11 government body.
12 4. Any personnel in the state merit system of employment
13 who are mandatorily transferred due to the effect of this Act
14 shall be so transferred without any loss in salary, benefits,
15 or accrued years of service.
16 EXPLANATION

17 The inclusion of this explanation does not constitute agreement with
18 the explanation's substance by the members of the general assembly.

19 This bill relates to boards, commissions, committees,
20 councils, and other entities of state government. The bill is
21 organized in divisions.
22 CAPITOL PLANNING COMMISSION. The bill eliminates the
23 capitol planning commission and transfers its duties to the
24 department of administrative services.
25 FIRE EXTINGUISHING SYSTEM CONTRACTORS AND ALARM SYSTEMS
26 ADVISORY BOARD. The bill eliminates the fire extinguishing
27 system contractors and alarm systems advisory board and
28 transfers its duties to the department of inspections, appeals,
29 and licensing.
30 CONSERVATION EDUCATION PROGRAM BOARD. The bill eliminates
31 the conservation education program board and transfers its
32 duties to the department of natural resources.
33 PRISON INDUSTRIES ADVISORY BOARD. The bill eliminates the
34 prison industries advisory board and transfers its duties to
35 the department of corrections.

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1 COMMUNITY COLLEGE FACULTY ADVISORY COMMITTEE AND QUALITY
2 FACULTY PLAN PROFESSIONAL DEVELOPMENT COMMITTEE. The bill
3 eliminates the community college faculty advisory committee and
4 quality faculty plan professional development committee.
5 COMMISSION ON EDUCATOR LEADERSHIP AND COMPENSATION. The
6 bill eliminates the commission on educator leadership and
7 compensation and transfers its duties to the department of
8 education.
9 TELECOMMUNICATIONS ADVISORY COMMITTEE. The bill eliminates
10 the telecommunications advisory committee.
11 INTEGRATED ROADSIDE VEGETATION MANAGEMENT TECHNICAL ADVISORY
12 COMMITTEE. The bill eliminates the integrated roadside
13 vegetation management technical advisory committee.
14 TOURIST SIGNING COMMITTEE. The bill eliminates the tourist
15 signing committee.
16 ADVISORY COMMITTEE FOR PERINATAL GUIDELINES. The bill
17 eliminates the advisory committee for perinatal guidelines.
18 CHILD CARE ADVISORY COMMITTEE. The bill eliminates the
19 child care advisory committee.
20 DEPENDENT ADULT PROTECTIVE ADVISORY COUNCIL. The bill
21 eliminates the dependent adult protective advisory council and
22 transfers its duties to the department of health and human
23 services.
24 COUNTY CARE FACILITIES MENTAL HEALTH AND DISABILITY SERVICES
25 STANDARDS ADVISORY COMMITTEE. The bill eliminates the county
26 care facilities mental health and disability services standards
27 advisory committee.
28 911 COMMUNICATIONS COUNCIL. The bill eliminates the 911
29 communications council.
30 IOWA CULTURAL TRUST BOARD OF TRUSTEES. The bill eliminates
31 the Iowa cultural trust board of trustees and transfers its
32 duties to the economic development authority.
33 IOWA GREAT PLACES BOARD. The bill eliminates the Iowa
34 great places board and transfers its duties to the economic
35 development authority.

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1 FARM DEER COUNCIL. The bill eliminates the farm deer
2 council.
3 GRAIN INDUSTRY PEER REVIEW PANEL. The bill eliminates the
4 grain industry peer review panel.
5 ORGANIC ADVISORY COUNCIL. The bill eliminates the organic
6 advisory council.
7 WELL CONTRACTORS' COUNCIL. The bill eliminates the well
8 contractors' council.
9 INTERSTATE COOPERATION COMMISSION. The bill eliminates the
10 interstate cooperation commission.
11 STATE BUILDING CODE ADVISORY COUNCIL. The bill eliminates
12 the state building code advisory council and transfers
13 its duties to the department of inspections, appeals, and
14 licensing.
15 BOARD OF HEARING AID SPECIALISTS. The bill eliminates the
16 board of hearing aid specialists and transfers its duties to
17 the department of inspections, appeals, and licensing.
18 HORIZONTAL AND VERTICAL INFRASTRUCTURE BID THRESHOLD
19 SUBCOMMITTEES. The bill eliminates the horizontal and vertical
20 infrastructure bid threshold subcommittees and transfers their
21 duties to the director of transportation, who shall consult
22 with industry and subject matter experts.
23 EARLY CHILDHOOD STAKEHOLDERS ALLIANCE. The bill eliminates
24 the early childhood stakeholders alliance and makes the early
25 childhood Iowa state board the state advisory council required
26 under the federal Improving Head Start for School Readiness Act
27 of 2007.
28 PUBLIC FUNDS INTEREST RATES COMMITTEE. The bill eliminates
29 the public funds interest rates committee and transfers its
30 duties to the treasurer of state, who may consult with subject
31 matter experts as needed.
32 BOARD OF EXAMINERS OF SHORTHAND REPORTERS. The bill
33 eliminates the board of examiners of shorthand reporters and
34 transfers its duties to the department of inspections, appeals,
35 and licensing.

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1 MISCELLANEOUS ENTITIES — STRIKES AND REPEALS. The bill
2 eliminates the community mental health centers mental health
3 and disability services standards advisory committee, Leopold
4 center for sustainable agriculture advisory board, public
5 policy research foundation, drug policy advisory council,
6 alternate members for the board of pharmacy, commercial
7 pesticide applicator peer review panel, private pesticide
8 applicator peer review panel, leadership council for child care
9 training and development, child support services task force on
10 liens and motor vehicle registrations, postsecondary course
11 audit committee, street construction fund distribution advisory
12 committee, commercial air service retention and expansion
13 committee, Iowa streamlined sales tax advisory council, federal
14 Clean Air Act compliance advisory panel, advisory council for
15 public outdoor recreation and resources and the associated
16 funding program, watershed planning advisory council, consumer
17 advisory panel, and interagency coordinating council. The bill
18 repeals membership provisions for the interstate compact for
19 adult offender supervision.
20 The bill eliminates the Iowa comprehensive petroleum
21 underground storage tank fund board effective December 31,
22 2028, and requires the department of natural resources, in
23 consultation with the board, to submit conforming legislation.
24 The bill repeals the midwest energy compact and the
25 agreement on detainers compact.
26 TRANSITION PROVISIONS. The bill provides that a rule
27 adopted by a government body eliminated by the bill that is
28 in force and effect immediately prior to July 1, 2024, shall
29 continue in full force and effect until it expires by its
30 own terms or is repealed by the relevant government body. A
31 license or permit issued by a government body eliminated by the
32 bill that is in effect on July 1, 2024, continues in full force
33 and effect until expiration or renewal. The bill transfers
34 control of moneys and client and organizational files in the
35 possession of an entity eliminated by the bill to the control

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1 of the government body assuming control of the duties of the
2 former government body.
3 The bill provides that personnel in the state merit system of
4 employment who are mandatorily transferred due to the effect of
5 the bill shall be so transferred without any loss in salary,
6 benefits, or accrued years of service.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2575 - Introduced

HOUSE FILE 2575
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 621)

A BILL FOR

1 An Act relating to the nonconsensual causing of death of,
2 or serious injury to, an unborn person, and providing
3 penalties.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6024HV (1) 90
pf/ko

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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Section 1. Section 707.8, Code 2024, is amended to read as follows:

707.8 Nonconsensual ~~termination —~~ causing of death of, or serious injury to ~~a human pregnancy~~, an unborn person.

1. A person who ~~terminates a human pregnancy~~ causes the death of an unborn person without the consent of the pregnant person during the commission of a forcible felony is guilty of a class ~~"B"~~ "A" felony.

2. A person who ~~terminates a human pregnancy~~ causes the death of an unborn person without the consent of the pregnant person during the commission of a felony or felonious assault is guilty of a class ~~"C"~~ "A" felony.

3. *a.* A person who intentionally ~~terminates a human pregnancy~~ causes the death of an unborn person without the knowledge and voluntary consent of the pregnant person is guilty of a class ~~"C"~~ "B" felony.

b. A person who attempts to intentionally ~~terminate a human pregnancy~~ cause the death of an unborn person without the knowledge and voluntary consent of the pregnant person is guilty of a class ~~"D"~~ "C" felony.

4. A person who unintentionally ~~terminates a human pregnancy~~ causes the death of an unborn person by any of the means provided pursuant to section 707.6A, subsection 1, is guilty of a class ~~"C"~~ "B" felony.

5. A person who by force or intimidation procures the consent of the pregnant person to ~~a termination of a human pregnancy~~ cause the death of an unborn person is guilty of a class "C" felony.

6. A person who unintentionally ~~terminates a human pregnancy~~ causes the death of an unborn person while drag racing in violation of section 321.278 is guilty of a class "D" felony.

7. A person who unintentionally ~~terminates a human pregnancy~~ causes the death of an unborn person without the knowledge and voluntary consent of the pregnant person by

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the commission of an act in a manner likely to cause the ~~termination~~ death of or serious injury to ~~a human pregnancy~~ an unborn person is guilty of an aggravated misdemeanor.

8. A person commits an aggravated misdemeanor when the person intentionally causes serious injury to ~~a human pregnancy~~ an unborn person by the commission of an act in a manner likely to cause the ~~termination~~ death of or serious injury to ~~a human pregnancy~~ an unborn person.

9. A person commits an aggravated misdemeanor when the person unintentionally causes serious injury to ~~a human pregnancy~~ an unborn person by any of the means described in section 707.6A, subsection 1.

10. A person commits a serious misdemeanor when the person unintentionally causes serious injury to ~~a human pregnancy~~ an unborn person by the commission of an act in a manner likely to cause the ~~termination~~ death of or serious injury to the ~~human pregnancy~~ unborn person.

11. For the purposes of this section ~~*"serious injury to a human pregnancy"*~~:

a. "Serious injury to an unborn person" means, relative to the ~~human pregnancy~~ unborn person, disabling mental illness, or bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ, and includes but is not limited to skull fractures, rib fractures, and metaphyseal fractures of the long bones.

b. "Unborn person" means an individual organism of the species homo sapiens from fertilization to live birth.

12. As used in this section, actions which cause the ~~termination~~ death of or serious injury to ~~a pregnancy~~ an unborn person do not apply to any of the following:

a. An act or omission of the pregnant person.

b. A ~~termination~~ death of or a serious injury to ~~a pregnancy~~ an unborn person which is caused by the performance of an approved medical procedure performed by a person licensed in

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1 this state to practice medicine and surgery or osteopathic
2 medicine and surgery, irrespective of the duration of the
3 pregnancy and with or without the voluntary consent of the
4 pregnant person when circumstances preclude the pregnant person
5 from providing consent.
6 *c.* An act committed in self-defense or in defense of another
7 person or any other act committed if legally justified or
8 excused.
9 EXPLANATION
10 The inclusion of this explanation does not constitute agreement with
11 the explanation's substance by the members of the general assembly.
12 This bill relates to Code section 707.8 (nonconsensual
13 termination — serious injury to a human pregnancy).
14 The bill replaces references to "human pregnancy" throughout
15 the Code section with "unborn person", and defines "unborn
16 person".
17 Current Code section 707.8(1) provides that a person
18 who terminates a human pregnancy without the consent of the
19 pregnant person during the commission of a forcible felony is
20 guilty of a class "B" felony. A class "B" felony is punishable
21 by confinement for no more than 25 years. The bill amends this
22 Code subsection to provide that a person who causes the death
23 of an unborn person without the consent of the pregnant person
24 during the commission of a forcible felony is guilty of a class
25 "A" felony. A class "A" felony is punishable by confinement
26 for life without possibility of parole.
27 Current Code section 707.8(2) provides that a person
28 who terminates a human pregnancy without the consent of the
29 pregnant person during the commission of a felony or felonious
30 assault is guilty of a class "C" felony. A class "C" felony
31 is punishable by confinement for no more than 10 years and
32 a fine of at least $1,370 but not more than $13,660. The
33 bill amends this Code subsection to provide that a person who
34 causes the death of an unborn person without the consent of the
35 pregnant person during the commission of a felony or felonious

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1 assault is guilty of a class "A" felony. A class "A" felony
2 is punishable by confinement for life without possibility of
3 parole.
4 Current Code section 707.8(3)(a) provides that a person
5 who intentionally terminates a human pregnancy without the
6 knowledge and voluntary consent of the pregnant person is
7 guilty of a class "C" felony. The bill amends this Code
8 paragraph to provide that a person who intentionally causes the
9 death of an unborn person without the knowledge and voluntary
10 consent of the pregnant person is guilty of a class "B" felony.
11 Additionally, under current Code section 707.8(3)(b), a person
12 who attempts to intentionally terminate a human pregnancy
13 without the knowledge and voluntary consent of the pregnant
14 person is guilty of a class "D" felony. A class "D" felony
15 is punishable by confinement for no more than five years and
16 a fine of at least $1,025 but not more than $10,245. The
17 bill amends this Code paragraph to provide that a person who
18 attempts to intentionally cause the death of an unborn person
19 without the knowledge and voluntary consent of the pregnant
20 person is guilty of a class "C" felony.
21 Current Code section 707.8(4) provides that a person who
22 unintentionally terminates a human pregnancy by any of the
23 means provided pursuant to Code section 707.6A(1) (operating
24 a motor vehicle while intoxicated), is guilty of a class "C"
25 felony. The bill amends this Code subsection to provide that a
26 person who unintentionally causes the death of an unborn person
27 by any of the means provided pursuant to Code section 707.6A(1)
28 is guilty of a class "B" felony.
29 Current Code section 707.8(5) provides that a person who
30 by force or intimidation procures the consent of the pregnant
31 person to a termination of a human pregnancy is guilty of a
32 class "C" felony. The bill amends this Code subsection to
33 provide that a person who by force or intimidation procures the
34 consent of the pregnant person to cause the death of an unborn
35 person is guilty of a class "C" felony.

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1 Current Code section 707.8(6) provides that a person who
2 unintentionally terminates a human pregnancy while drag racing
3 is guilty of a class "D" felony. The bill amends this Code
4 subsection to provide that a person who unintentionally causes
5 the death of an unborn person while drag racing is guilty of a
6 class "D" felony.
7 Current Code section 707.8(7) provides that a person who
8 unintentionally terminates a human pregnancy without the
9 knowledge and voluntary consent of the pregnant person by
10 the commission of an act in a manner likely to cause the
11 termination of or serious injury to a human pregnancy is guilty
12 of an aggravated misdemeanor. An aggravated misdemeanor is
13 punishable by confinement for no more than two years and a
14 fine of at least $855 but not more than $8,540. The bill
15 amends this Code subsection to provide that a person who
16 unintentionally causes the death of an unborn person without
17 the knowledge and voluntary consent of the pregnant person
18 by the commission of an act in a manner likely to cause the
19 death of or serious injury to an unborn person is guilty of an
20 aggravated misdemeanor.
21 Current Code section 707.8(8) provides that a person
22 commits an aggravated misdemeanor when the person intentionally
23 causes serious injury to a human pregnancy by the commission
24 of an act in a manner likely to cause the termination of or
25 serious injury to a human pregnancy. The bill amends this
26 Code subsection to provide that a person commits an aggravated
27 misdemeanor when the person intentionally causes serious injury
28 to an unborn person by the commission of an act in a manner
29 likely to cause the death of or serious injury to an unborn
30 person.
31 Current Code section 707.8(9) provides that a person commits
32 an aggravated misdemeanor when the person unintentionally
33 causes serious injury to a human pregnancy by any of the means
34 described in Code section 707.6A(1) (operating a motor vehicle
35 while intoxicated). The bill amends this Code subsection to

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1 provide that a person commits an aggravated misdemeanor when
2 the person unintentionally causes serious injury to an unborn
3 person by any of the means described in Code section 707.6A(1).
4 Current Code section 707.8(10) provides that a person
5 commits a serious misdemeanor when the person unintentionally
6 causes serious injury to a human pregnancy by the commission
7 of an act in a manner likely to cause the termination of or
8 serious injury to the human pregnancy. A serious misdemeanor
9 is punishable by confinement for no more than one year and
10 a fine of at least $430 but not more than $2,560. The bill
11 amends this Code subsection to provide that a person commits
12 a serious misdemeanor when the person unintentionally causes
13 serious injury to an unborn person by the commission of an act
14 in a manner likely to cause the death of or serious injury to
15 the unborn person.

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Iowa General Assembly
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House File 2576 - Introduced

HOUSE FILE 2576
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 693)

A BILL FOR

1 An Act establishing a cause of action for murder in the first
2 degree by causing the death of another by delivering,
3 dispensing, or providing fentanyl or a fentanyl-related
4 substance, and making penalties applicable.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6317HV (1) 90
as/js

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Iowa General Assembly
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1 Section 1. Section 707.2, subsection 1, Code 2024, is
2 amended by adding the following new paragraph:
3 NEW PARAGRAPH. *g.* (1) A person who unlawfully delivers,
4 dispenses, or otherwise provides fentanyl, as defined in
5 section 124.204, subsection 2, paragraphs *"at"* through *"c1"*, or
6 a fentanyl-related substance, as defined in section 124.204,
7 subsection 9, paragraph *"a"*, to another person, in violation of
8 the provisions of section 124.401, that results in the death
9 of the other person, if the proximate cause of the death of
10 the other person is the injection, inhalation, absorption, or
11 ingestion of any amount of the fentanyl or fentanyl-related
12 substance.
13 (2) It is not a defense pursuant to this paragraph that
14 the other person contributed to the person's own death by
15 the purposeful, knowing, reckless, or negligent injection,
16 inhalation, absorption, or ingestion of the controlled
17 substance or by consenting to the administration of the
18 controlled substance by another person.
19 EXPLANATION

20 **The inclusion of this explanation does not constitute agreement with**
21 **the explanation's substance by the members of the general assembly.**

22 This bill establishes a cause of action for murder in the
23 first degree by causing the death of another by delivering,
24 dispensing, or providing fentanyl or a fentanyl-related
25 substance.
26 The bill provides that a person who unlawfully delivers,
27 dispenses, or otherwise provides fentanyl or a fentanyl-related
28 substance to another person that results in the death of the
29 other person, and the proximate cause of the death of the other
30 person is the injection, inhalation, absorption, or ingestion
31 of any amount of the fentanyl or fentanyl-related substance,
32 commits murder in the first degree. Murder in the first degree
33 is a class "A" felony. A class "A" felony is punishable by
34 confinement for life without possibility of parole.
35 The bill provides that it is not a defense that the other

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1 person contributed to the person's own death by the purposeful,
2 knowing, reckless, or negligent injection, inhalation,
3 absorption, or ingestion of the controlled substance or by
4 consenting to the administration of the controlled substance
5 by another person.

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Iowa General Assembly
Daily Bills, Amendments and Study
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House File 2577 - Introduced

HOUSE FILE 2577
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 660)

A BILL FOR

1 An Act relating to end-of-life care under guardianships of
2 adults.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6282HV (2) 90
cm/jh

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1 Section 1. Section 633.635, subsection 2, paragraph a, Code
2 2024, is amended to read as follows:
3 *a.* Making decisions regarding the care, maintenance, health,
4 education, welfare, and safety of the protected person except
5 as otherwise limited by the court. Decisions regarding a
6 protected person's health include all of the following:
7 (1) The ability to enter into hospice and palliative care.
8 (2) The power to execute, reaffirm, and revoke a
9 do-not-resuscitate or do-not-intubate order, or to enter the
10 protected person into hospice care, but only if all of the
11 following conditions are met:
12 (a) The guardian consulted with the protected person
13 about any proposed change not more than fourteen days before
14 executing the change and the protected person was in a
15 condition to engage in meaningful conversation about the
16 proposed change. If a meaningful conversation with the
17 protected person is not possible, the guardian may consult with
18 family members or significant others of the protected person
19 about any proposed change not more than fourteen days before
20 executing the change.
21 (b) The guardian consulted directly with the protected
22 person's attending physician regarding the specific medical
23 indications that warrant the change.
24 (3) Except in cases in which the diagnosis is a terminal
25 illness with a life expectancy of six months or less, this
26 subsection shall not be construed to authorize a guardian to
27 withdraw life-sustaining procedures or authorize any medicine
28 or procedure that terminates the protected person's life
29 without first obtaining a court order authorizing such action.
30 EXPLANATION

31 **The inclusion of this explanation does not constitute agreement with**
32 **the explanation's substance by the members of the general assembly.**

33 This bill relates to end-of-life care decisions under
34 guardianships of adults.
35 Under current law, a court may grant a guardian the

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1 ability to make decisions regarding the care, maintenance,
2 health, education, welfare, and safety of the protected
3 person except as otherwise limited by the court, which
4 the guardian may exercise thereafter without prior court
5 approval. The bill provides that this includes end-of-life
6 care decisions (hospice, palliative care, and life-sustaining
7 interventions, and the power to execute, reaffirm, or revoke a
8 do-not-resuscitate or do-not-intubate order). A guardian is
9 only able to make an end-of-life care decision if the guardian
10 has consulted with the protected person not more than 14 days
11 before executing the end-of-life care decision and consulted
12 with the protected person's attending physician. However,
13 if the protected person is not able to have a meaningful
14 conversation about end-of-life care decisions, a guardian may
15 instead consult with family members and other significant
16 others of the protected person not more than 14 days before
17 executing the end-of-life decision. The bill provides that
18 except for cases in which the protected person's diagnosis is a
19 terminal illness with life expectancy of six months or less, a
20 guardian may not authorize the withdrawal of life-sustaining
21 procedures or authorize any medicine or procedure that
22 terminates the protected person's life without first obtaining
23 a court order authorizing such action.

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Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

House File 2578 - Introduced

HOUSE FILE 2578
BY COMMITTEE ON LOCAL
GOVERNMENT

(SUCCESSOR TO HSB 598)

A BILL FOR

1 An Act relating to certain emergency services provided by a
2 city.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5785HV (1) 90
lh/js

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IA-DHHS-24-0418-A-007053

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Section 1. Section 362.5, subsection 3, paragraph a, Code 2024, is amended to read as follows:

a. The payment of lawful compensation of a city officer, volunteer fire fighter as defined in section 85.61, emergency medical care provider as defined is section 147A.1, or employee holding more than one city office or position, the holding of which is not incompatible with another public office or is not prohibited by law. This section shall not be construed to prohibit nominal stipends, compensation, incentives, or benefits for volunteer fire fighters or emergency medical care providers.

Sec. 2. Section 372.13, subsection 10, Code 2024, is amended to read as follows:

10. A council member, during the term for which that member is elected, is not precluded from holding the office of chief of the volunteer fire department or from serving the volunteer fire department in any other position or capacity. A person holding the office of chief of such a volunteer fire department at the time of the person's election to the city council may continue to hold the office of chief of the fire department during the city council term for which that person was elected, or may serve as chief of the volunteer fire department upon a majority vote of the council. A council member who is a candidate for the position of chief of the volunteer fire department or an appointed officer position shall abstain from voting upon the council member's own appointment to the position.

Sec. 3. Section 384.3, Code 2024, is amended to read as follows:

384.3 General fund.

1. All moneys received for city government purposes from taxes and other sources must be credited to the general fund of the city, except that moneys received for the purposes of the debt service fund, the trust and agency funds, the capital improvements reserve fund, the emergency fund, and other

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1 funds established by state law must be deposited as otherwise
2 required or authorized by state law. All moneys received by
3 a city from the federal government must be reported to the
4 department of management, who shall transmit a copy to the
5 legislative services agency.
6 2. *a.* A city may establish an additional fund or a reserve
7 savings account to pay costs associated with the acquisition,
8 possession, and maintenance of major equipment for police,
9 fire, rescue, or emergency medical services. Moneys in a fund
10 or account established under this paragraph may remain in the
11 fund or account at the end of each fiscal year.
12 *b.* If a city has established an additional fund or a reserve
13 savings account under paragraph *"a"* and has received a payment,
14 award, judgment, or insurance settlement for damaged police,
15 fire, rescue, or emergency medical services equipment or
16 vehicles, the city shall deposit the moneys into the relevant
17 fund or account rather than into the general fund of the city.
18 However, if a city uses moneys from its general fund to cover
19 costs to repair or replace damaged police, fire, rescue, or
20 emergency medical services equipment or vehicles, the city
21 may deposit into its general fund an amount received from the
22 payment, award, judgment, or insurance settlement that is equal
23 to the amount used from the general fund. The city shall
24 deposit any remaining amount received from the payment, award,
25 judgment, or insurance settlement into the relevant fund or
26 account established under paragraph *"a"*.
27 *c.* If a city has established an additional fund under
28 paragraph *"a"*, moneys remaining in the fund at the end of the
29 fiscal year may be deposited into a reserve savings account.
30 Moneys in a reserve savings account shall be used for the
31 purpose of maintaining or acquiring major equipment including
32 vehicles.
33 EXPLANATION
34 The inclusion of this explanation does not constitute agreement with
35 the explanation's substance by the members of the general assembly.

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1 This bill relates to certain emergency services provided by
2 a city.
3 Current law generally voids a contract entered into by a city
4 officer or employee if the officer or employee has an interest,
5 direct or indirect, in the contract or job of work or material
6 or the profits thereof or services to be furnished or performed
7 for the officer´s or employee´s city. The bill provides that
8 this provision does not prohibit the lawful compensation,
9 including nominal stipends, incentives, and benefits, for a
10 volunteer fire fighter or emergency medical care provider
11 holding one or more city offices or positions if holding the
12 office or position is not incompatible with another public
13 office or is not prohibited by law.
14 Current law allows a city council member, during the term
15 for which the member is elected, to serve as the chief of a
16 volunteer fire department or serve a volunteer fire department
17 in any other capacity. A person holding the office of chief of
18 such a volunteer fire department at the time of the person´s
19 election to the city council may continue to hold the office of
20 chief of the volunteer fire department during the city council
21 term for which that person was elected. The bill allows a
22 city council member to serve as chief of the volunteer fire
23 department upon a majority vote of the council, but such member
24 must abstain from the vote.
25 The bill provides that a city may establish a fund or
26 reserve savings account to pay for major equipment for police,
27 fire, rescue, or emergency medical services. If a city has
28 established such a fund or account and has received a payment,
29 award, judgment, or insurance settlement for damaged police,
30 fire, rescue, or emergency medical services equipment or
31 vehicles, the city shall deposit the moneys into the relevant
32 fund or account rather than into the general fund of the city.
33 However, if a city uses moneys from its general fund to cover
34 costs to repair or replace such equipment or vehicles, the
35 city may deposit into its general fund an amount received from

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1 the payment, award, judgment, or insurance settlement that is
2 equal to the amount used from the general fund. The city shall
3 deposit any remaining amount received into the relevant fund or
4 account. Moneys remaining in the fund at the end of the fiscal
5 year may be deposited into a reserve savings account. Moneys
6 in a reserve savings account shall be used for the purpose of
7 maintaining or acquiring major equipment including vehicles.

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Iowa General Assembly
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House File 2579 - Introduced

HOUSE FILE 2579
BY COMMITTEE ON TRANSPORTATION

(SUCCESSOR TO HF 2142)

A BILL FOR

1 An Act relating to personalized fire fighter and emergency
2 medical services special registration plates, and providing
3 fees.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5770HV (1) 90
th/ns

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IA-DHHS-24-0418-A-007058

Iowa General Assembly
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Section 1. Section 321.34, subsection 10, paragraphs a, b, and d, Code 2024, are amended to read as follows:

a. ~~An owner referred to in subsection 12 who~~ Upon application and payment of the proper fees, the director may issue fire fighter plates to the owner of a motor vehicle subject to registration under section 321.109, subsection 1, autocycle, motor truck, motor home, multipurpose vehicle, motorcycle, trailer, or travel trailer if the owner is a current or retired member of a paid or volunteer fire department ~~may, upon written application to the department, order~~. The special registration plates, designed by the department in cooperation with representatives designated by the Iowa fire fighters' associations, ~~which~~ signify that the applicant is a current or retired member of a paid or volunteer fire department.

b. The application shall be approved by the department in consultation with representatives designated by the Iowa fire fighters' associations, and the special registration plates shall be issued to the applicant in exchange for the registration plates previously issued to the person. An applicant who is the owner of a business-trade truck or special truck shall not be issued special fire fighter registration plates for more than one vehicle. The fee for the special plates is twenty-five dollars which shall be paid in addition to the regular annual registration fee. An applicant may obtain personalized fire fighter plates upon payment of the additional fee for personalized plates as provided in subsection 5 in addition to the special fire fighter fee and the regular registration fee. Personalized plates authorized by this subsection shall be limited to no more than five initials, letters, or combinations of numerals and letters. The department shall validate the special plates in the same manner as regular registration plates are validated under this section at the regular annual registration fee.

d. For purposes of this subsection, a person is considered

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to be retired if the person is recognized by the chief of the fire department where the individual served, and on record, as officially retired from the fire department. Special fire fighter registration plates ~~with a fire fighter emblem~~ shall be surrendered~~, as provided in subsection 12~~, in exchange for regular registration plates upon termination of the motor vehicle owner's membership in the paid or volunteer fire department, unless the person is a retired member in good standing.

Sec. 2. Section 321.34, subsection 10A, Code 2024, is amended to read as follows:

10A. *Emergency medical services plates.*

a. The owner of a motor vehicle referred to in subsection 12 who is a current member of a paid or volunteer emergency medical services agency may, upon written application to the department, order special registration plates with an emergency medical services distinguishing processed emblem, designed by the department in cooperation with representatives designated by the Iowa emergency medical services association, which ~~plates signify~~ emblem signifies that the applicant is a current member of a paid or volunteer emergency medical services agency. The application shall be approved by the department, in consultation with representatives designated by the Iowa emergency medical services association~~, and the special registration plates shall be issued to the applicant in exchange for the registration plates previously issued to the person. The fee for the special plates is twenty-five dollars which is in addition to the regular annual registration fee. The department shall validate the special plates in the same manner as regular registration plates are validated under this section at the regular annual registration fee~~.

b. The special plate fees collected by the director under ~~this subsection~~ subsection 12, paragraph *"a"*, from the annual validation of letter-number designated emergency medical services plates, and subsection 12, paragraph *"c"*, from the

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1 issuance and annual validation of personalized emergency
2 medical services plates shall be paid monthly to the treasurer
3 of state and deposited in the road use tax fund. The treasurer
4 of state shall transfer monthly from the statutory allocations
5 fund created under section 321.145, subsection 2, to the
6 emergency medical services fund created in section 135.25 the
7 amount of the special fees collected in the previous month for
8 issuance of emergency medical services plates.

9 EXPLANATION

10 The inclusion of this explanation does not constitute agreement with
11 the explanation's substance by the members of the general assembly.

12 Under current law, an owner of a motor vehicle who is
13 a current or retired member of a paid or volunteer fire
14 department may order fire fighter special registration plates
15 signifying the owner is an active or retired fire fighter. The
16 plates are designed by the department of transportation (DOT)
17 in cooperation with representatives designated by the Iowa fire
18 fighters' associations. The design is such that the plates
19 do not match the color and design of regular registration
20 plates (alternate design plates), as authorized by Code section
21 321.166 (vehicle plate specifications).
22 Likewise, under current law, an owner of a motor vehicle
23 who is a current member of a paid or volunteer emergency
24 medical services (EMS) agency may order special registration
25 plates, designed by the DOT in cooperation with representatives
26 designated by the Iowa EMS association, signifying that the
27 person is a current member of a paid or volunteer EMS agency.
28 The design is such that the plates match the color and design
29 of regular registration plates but contain a distinguishing
30 processed emblem (emblem plates).
31 This bill authorizes the DOT to issue personalized fire
32 fighter and EMS registration plates, in accordance with Code
33 sections 321.34(5) and 321.34(12), as applicable. The fee for
34 personalized plates is $25, which is in addition to all other
35 registration fees. The annual fee for personalized plates is

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1 $5, and is also in addition to all other fees. Due to the
2 plates' respective designs, the bill limits the number of
3 characters on a personalized fire fighter or EMS plate to five
4 numerals and letters.
5 The bill makes further changes to align the plate provisions
6 with the respective language used for other, similar plates
7 (alternate design plate language for fire fighter plates, and
8 emblem plate language for EMS plates). For purposes of emblem
9 plates, Code section 321.34(12) contains provisions relating
10 to the default $25 fee, personalized emblem plates, and the
11 exchange or surrender of such plates. Therefore, the EMS plate
12 provision is updated to include relevant references and exclude
13 duplicative provisions.

AMERICAN OVERSIGHT

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2580 - Introduced

HOUSE FILE 2580
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HF 2209)

A BILL FOR

1 An Act relating to legal representation for children who are
2 placed in, or may be placed in, foster care.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5658HV (1) 90
dg/ko

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IA-DHHS-24-0418-A-007063

Iowa General Assembly
Daily Bills, Amendments and Study
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1 Section 1. Section 232.89, subsection 2, Code 2024, is
2 amended by striking the subsection and inserting in lieu
3 thereof the following:
4 2. *a.* Upon the filing of a petition, the court shall:
5 (1) Appoint counsel for a child identified in the petition
6 as a party to the proceedings if the child is ten years of age
7 or older.
8 (2) Appoint a guardian ad litem for a child identified in
9 the petition as a party to the proceedings if the child is
10 younger than ten years of age.
11 *b.* If counsel has previously been appointed for the child
12 pursuant to section 232.11, 232.113, or 232.126, or a guardian
13 ad litem has previously been appointed for the child in a
14 proceeding under subchapter II or a proceeding in which the
15 court has waived jurisdiction under section 232.45, the court
16 shall appoint the same counsel or guardian ad litem upon the
17 filing of the petition under this part.
18 *c.* Counsel shall be appointed for a child subject to the
19 following:
20 (1) If the child is represented by counsel and the court
21 determines there is a conflict of interest between the child
22 and the child's parent, guardian, putative father, or custodian
23 and that the retained counsel cannot properly represent the
24 child as a result of the conflict, the court shall appoint
25 other counsel to represent the child and that counsel shall
26 be compensated pursuant to section 232.141, subsection 2,
27 paragraph *"b"*.
28 (2) If the child is not represented by counsel, the court
29 shall either order the parent, guardian, or custodian to retain
30 counsel for the child, or the court shall appoint counsel for
31 the child, and the counsel shall be compensated pursuant to
32 section 232.141, subsection 2, paragraph *"b"*.
33 Sec. 2. Section 232.89, subsection 4, Code 2024, is amended
34 by striking the subsection and inserting in lieu thereof the
35 following:

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4. If a child attains ten years of age while represented by a guardian ad litem pursuant to this section, the court shall enter an order discharging the guardian ad litem and appoint counsel for the child pursuant to the provisions of this section. A court may appoint a guardian ad litem discharged pursuant to this subsection as counsel for the child if the person can properly represent the legal interests of the child.

Sec. 3. Section 232.89, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 5. The right to representation pursuant to this section shall continue until a child is no longer receiving foster care.

Sec. 4. Section 232.113, subsection 2, Code 2024, is amended by striking the subsection and inserting in lieu thereof the following:

2. *a.* Upon the filing of a petition, the court shall:

(1) Appoint counsel for a child identified in the petition as a party to the proceedings if the child is ten years of age or older.

(2) Appoint a guardian ad litem for a child identified in the petition as a party to the proceedings if the child is younger than ten years of age.

b. If counsel has previously been appointed for the child pursuant to section 232.11, 232.89, or 232.126, or a guardian ad litem has previously been appointed for the child in a proceeding under subchapter II or a proceeding in which the court has waived jurisdiction under section 232.45, the court shall appoint the same counsel or guardian ad litem upon the filing of the petition under this part.

c. Counsel shall be appointed for a child subject to the following:

(1) If the child is represented by counsel and the court determines there is a conflict of interest between the child and the child's parent, guardian, putative father, or custodian and that the retained counsel cannot properly represent the

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1 child as a result of the conflict, the court shall appoint
2 other counsel to represent the child and that counsel shall
3 be compensated pursuant to section 232.141, subsection 2,
4 paragraph "b".
5 (2) If the child is not represented by counsel, the court
6 shall either order the parent, guardian, or custodian to retain
7 counsel for the child, or the court shall appoint counsel for
8 the child, and that counsel shall be compensated pursuant to
9 section 232.141, subsection 2, paragraph "b".
10 Sec. 5. Section 232.113, Code 2024, is amended by adding the
11 following new subsections:
12 NEW SUBSECTION. 3. The court shall determine, after giving
13 the parent, guardian, or custodian an opportunity to be heard,
14 whether the person has the ability to pay in whole or in part
15 for counsel appointed for the child. If the court determines
16 that the person possesses sufficient financial ability, the
17 court shall then consult with the department, the juvenile
18 probation office, or other authorized agency or individual
19 regarding the likelihood of impairment of the relationship
20 between the child and the child's parent, guardian, or
21 custodian as a result of ordering the parent, guardian, or
22 custodian to pay for the child's counsel. If impairment is
23 deemed unlikely, the court shall order that person to pay an
24 amount the court finds appropriate in the manner and to whom
25 the court directs. If the person fails to comply with the
26 order without good reason, the court shall enter judgment
27 against the person. If impairment is deemed likely or if the
28 court determines that the parent, guardian, or custodian cannot
29 pay any part of the expenses of counsel appointed to represent
30 the child, counsel shall be reimbursed pursuant to section
31 232.141, subsection 2, paragraph "b".
32 NEW SUBSECTION. 4. If a child attains ten years of age
33 while represented by a guardian ad litem pursuant to this
34 section, the court shall enter an order discharging the
35 guardian ad litem and appoint counsel for the child pursuant to

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1 the provisions of this section. A court may appoint a guardian
2 ad litem discharged pursuant to this subsection as counsel
3 for the child if the person can properly represent the legal
4 interests of the child.
5 NEW SUBSECTION. 5. The right to representation pursuant
6 to this section shall continue until a child is no longer
7 receiving foster care.
8 Sec. 6. Section 232.126, subsection 1, Code 2024, is amended
9 by striking the subsection and inserting in lieu thereof the
10 following:
11 1. *a.* Upon the filing of a petition, the court shall:
12 (1) Appoint counsel for a child identified in the petition
13 as a party to the proceedings if the child is ten years of age
14 or older.
15 (2) Appoint a guardian ad litem for a child identified in
16 the petition as a party to the proceedings if the child is
17 younger than ten years of age.
18 *b.* If counsel has previously been appointed for the child
19 pursuant to section 232.11, 232.89, or 232.113, or a guardian
20 ad litem has previously been appointed for the child in a
21 proceeding under subchapter II or a proceeding in which the
22 court has waived jurisdiction under section 232.45, the court
23 shall appoint the same counsel or guardian ad litem upon the
24 filing of the petition under this part.
25 *c.* Counsel shall be appointed for a child subject to the
26 following:
27 (1) If the child is represented by counsel and the court
28 determines there is a conflict of interest between the child
29 and the child's parent, guardian, putative father, or custodian
30 and that the retained counsel cannot properly represent the
31 child as a result of the conflict, the court shall appoint
32 other counsel to represent the child and that counsel shall
33 be compensated pursuant to section 232.141, subsection 2,
34 paragraph "*b*".
35 (2) If the child is not represented by counsel, the court

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1 shall either order the parent, guardian, or custodian to retain
2 counsel for the child, or the court shall appoint counsel for
3 the child, and that counsel shall be compensated pursuant to
4 section 232.141, subsection 2, paragraph "b".
5 Sec. 7. Section 232.126, Code 2024, is amended by adding the
6 following new subsections:
7 NEW SUBSECTION. 3. The court shall determine, after giving
8 the parent, guardian, or custodian an opportunity to be heard,
9 whether the person has the ability to pay in whole or in part
10 for counsel appointed for the child. If the court determines
11 that the person possesses sufficient financial ability, the
12 court shall then consult with the department, the juvenile
13 probation office, or other authorized agency or individual
14 regarding the likelihood of impairment of the relationship
15 between the child and the child's parent, guardian, or
16 custodian as a result of ordering the parent, guardian, or
17 custodian to pay for the child's counsel. If impairment is
18 deemed unlikely, the court shall order that person to pay an
19 amount the court finds appropriate in the manner and to whom
20 the court directs. If the person fails to comply with the
21 order without good reason, the court shall enter judgment
22 against the person. If impairment is deemed likely or if the
23 court determines that the parent, guardian, or custodian cannot
24 pay any part of the expenses of counsel appointed to represent
25 the child, counsel shall be reimbursed pursuant to section
26 232.141, subsection 2, paragraph "b".
27 NEW SUBSECTION. 4. If a child attains ten years of age
28 while represented by a guardian ad litem pursuant to this
29 section, the court shall enter an order discharging the
30 guardian ad litem and appoint counsel for the child pursuant to
31 the provisions of this section. A court may appoint a guardian
32 ad litem discharged pursuant to this subsection as counsel
33 for the child if the person can properly represent the legal
34 interests of the child.
35 NEW SUBSECTION. 5. The right to representation pursuant

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1 to this section shall continue until a child is no longer
2 receiving foster care.
3 EXPLANATION
4 The inclusion of this explanation does not constitute agreement with
5 the explanation's substance by the members of the general assembly.
6 This bill relates to legal representation for children who
7 are placed in, or may be placed in, foster care.
8 The bill requires a court to appoint counsel for a child 10
9 years of age or older when the child is identified in a child
10 in need of assistance (CINA) petition as a party to the CINA
11 proceedings.
12 The bill requires a court to appoint a guardian ad litem for
13 a child below 10 years of age when the child is identified in a
14 CINA petition as a party to the CINA proceedings.
15 If a child identified in a CINA petition already has counsel
16 in a juvenile delinquency matter or parental termination
17 proceeding, or a guardian ad litem has previously been
18 appointed for the child in a juvenile delinquency proceeding
19 or a matter involving a public offense in which the court has
20 waived jurisdiction, the bill requires the court to appoint the
21 same counsel or guardian ad litem upon the filing of the CINA
22 petition.
23 The bill requires a court to appoint alternate counsel to
24 represent a child if the child is represented by counsel and
25 the court determines there is a conflict of interest between
26 the child and the child's parent, guardian, putative father,
27 or custodian and that the retained counsel cannot properly
28 represent the child as a result of the conflict.
29 When appointing counsel for a child in a CINA proceeding,
30 the bill requires a court to either order the parent, guardian,
31 or custodian to retain counsel for the child, or counsel be
32 appointed for the child.
33 The bill requires a court to discharge the guardian ad litem
34 for a child in a CINA proceeding and appoint counsel for the
35 child upon the child attaining 10 years of age. A discharged

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1 guardian ad litem may be appointed counsel for a child if the
2 person can properly represent the legal interests of the child.
3 The bill contains similar provisions relating to the
4 appointment of counsel or a guardian ad litem for a child in
5 termination of parental rights proceedings and in family in
6 need of assistance proceedings.
7 The bill requires a court in a termination of parental
8 rights proceeding or a family in need of assistance proceeding
9 to determine whether a child's parent, guardian, or custodian
10 is able to compensate an attorney appointed for the child.
11 If the court determines a parent, guardian, or custodian is
12 able to compensate the appointed attorney, the bill requires
13 the court to order the parent, guardian, or custodian to
14 compensate the attorney. If the court determines a parent,
15 guardian, or custodian cannot compensate the appointed attorney
16 without impairment, then the bill requires the county to make
17 reasonable compensation for the appointed attorney.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2581 - Introduced

HOUSE FILE 2581
BY COMMITTEE ON COMMERCE

(SUCCESSOR TO HSB 538)

A BILL FOR

1 An Act relating to required timing for notices regarding
2 underground facility excavations and enforcement of
3 excavation provisions, and including penalties.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5443HV (3) 90
lh/js

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1 Section 1. Section 480.1, Code 2024, is amended by adding
2 the following new subsections:
3 NEW SUBSECTION. 5A. *"Forty-eight-hour period"* means a
4 period of forty-eight consecutive hours beginning at 6:00 a.m.
5 the next business day from the day the notification center
6 receives a notice and excludes Saturdays, Sundays, and legal
7 holidays.
8 NEW SUBSECTION. 5B. *"Locator"* means a person proposing to
9 engage or engaging in the location and marking of underground
10 facilities under contract with an operator. *"Locator"* does not
11 include a person employed by an operator.
12 Sec. 2. Section 480.3, subsection 1, paragraph a,
13 subparagraph (1), Code 2024, is amended to read as follows:
14 (1) The center shall be governed by a board of directors,
15 which shall represent and be elected by operators, excavators,
16 and other persons who participate in the center. The board
17 shall include two members engaged in the business of land
18 excavating. The board, with input from all interested parties,
19 shall determine the operating procedures and technology needed
20 for a single statewide notification center and establish a
21 notification process.
22 Sec. 3. Section 480.3, Code 2024, is amended by adding the
23 following new subsection:
24 NEW SUBSECTION. 4. The center shall provide records to the
25 utilities board upon request as a part of an investigation on
26 behalf of the attorney general's office.
27 Sec. 4. Section 480.4, subsection 1, paragraph a, Code 2024,
28 is amended to read as follows:
29 *a.* Except as otherwise provided in this section, prior to
30 any excavation, an excavator shall contact the notification
31 center and provide notice of the planned excavation occurring
32 after a forty-eight-hour period. ~~This notice must be given~~
33 ~~at least forty-eight hours prior to the commencement of the~~
34 ~~excavation, excluding Saturdays, Sundays, and legal holidays.~~
35 ~~Notices received after 5:00 p.m. shall be processed as if~~

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1 ~~received at 8:00 a.m. the next business day.~~ The notice shall
2 be valid for twenty calendar days ~~from the date~~ beginning on
3 the day the ~~notice was provided to the notification center~~
4 forty-eight-hour period concludes, unless an excavator, at the
5 time of providing notice to the notification center, agrees
6 to extend the commencement date of the planned excavation
7 beyond the forty-eight-hour period, in which case the
8 twenty-calendar-day period shall begin on the day the excavator
9 selected as the commencement date of the planned excavation.
10 If all locating and marking of underground facilities is
11 completed prior to the expiration of the forty-eight-hour
12 period, the excavator may proceed with excavation upon being
13 notified by the notification center that the locating and
14 marking of all underground facilities is complete. The
15 notification center shall establish a toll-free telephone
16 number to allow excavators to provide the notice required
17 pursuant to this subsection.
18 Sec. 5. Section 480.4, subsection 3, paragraph a,
19 subparagraphs (1) and (3), Code 2024, are amended to read as
20 follows:
21 (1) An operator who receives notice from the notification
22 center shall mark the horizontal location of the operator's
23 underground facility and the excavator shall use due care in
24 excavating in the marked area to avoid damaging the underground
25 facility. The operator shall complete such locating and
26 marking, and shall notify the notification center that the
27 marking is complete within ~~forty-eight hours after receiving~~
28 ~~the notice, excluding Saturdays, Sundays, and legal holidays,~~
29 the forty-eight-hour period unless otherwise agreed by the
30 operator and the excavator. No later than the expiration of
31 the forty-eight-hour period, ~~excluding Saturdays, Sundays,~~
32 ~~and legal holidays,~~ the notification center shall notify the
33 excavator of the underground facility locating and marking
34 status, or the failure of the operator to notify the center
35 that the locating and marking is complete. The locating and

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marking of the underground facilities shall be completed at no cost to the excavator. If, in the opinion of the operator, the planned excavation requires that the precise location of the underground facilities be determined, the excavator, unless otherwise agreed upon between the excavator and the operator, shall hand dig test holes to determine the location of the facilities unless the operator specifies an alternate method.

(3) ~~Unless otherwise agreed by the operator and excavator in writing, no excavation shall be performed within twenty-five feet of an underground natural gas transmission line as defined in 49 C.F.R. §192.3~~ An excavation shall not be performed within twenty-five feet of an underground natural gas line operating at one hundred fifty pounds per square inch or greater and that is equal to or greater than two inches in diameter without a written agreement between the operator and the excavator unless a representative of the operator of the underground natural gas transmission line is present at the planned excavation area. This requirement shall not apply, however, when a representative of the operator fails to be present at the proposed excavation area at the time work is scheduled to commence or as otherwise agreed by the operator and excavator in writing. In this event, the excavator shall notify the operator that the representative failed to appear, and excavation operations can begin, provided the excavator uses due care to avoid damaging the underground facilities.

Sec. 6. Section 480.4, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. An operator who receives notice from the notification center and who determines that the operator does not have any underground facility located within the proposed area of excavation shall notify the notification center concerning this determination within ~~forty-eight hours after receiving the notice, excluding Saturdays, Sundays, and legal holidays~~ the forty-eight-hour period. No later than the expiration of the forty-eight-hour period, ~~excluding Saturdays, Sundays,~~

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1 ~~and legal holidays,~~ the notification center shall notify the
2 excavator that the operator does not have any underground
3 facilities within the proposed area of excavation.
4 Sec. 7. Section 480.6, subsection 1, Code 2024, is amended
5 by adding the following new paragraph:
6 NEW PARAGRAPH. *c.* If a locator violates a time limit set
7 forth in this chapter or any rule established by the utilities
8 board and a complaint relating to the violation is filed with
9 the utilities board, the locator is subject to a civil penalty
10 in an amount determined by the utilities board. A locator
11 may receive a warning letter from the office of the attorney
12 general in lieu of a penalty for the violation. A civil
13 penalty imposed by the utilities board under this paragraph
14 shall not exceed one hundred dollars for each violation for
15 each day the violation continues, up to a maximum of five
16 thousand dollars.
17 Sec. 8. Section 480.6, subsection 2, Code 2024, is amended
18 to read as follows:
19 2. *a.* The attorney general, upon the receipt of a
20 complaint, may institute any legal proceedings necessary to
21 enforce the penalty provisions of this chapter.
22 *b.* At the direction of the attorney general, the utilities
23 board shall investigate a violation of this chapter. Upon
24 completion of the investigation, the utilities board
25 shall submit to the attorney general a written summary of
26 the investigation and all evidence acquired during the
27 investigation, except as set forth in subsection 2, paragraph
28 *"c"*.
29 *c.* The utilities board may independently receive,
30 investigate, and enforce complaints alleging a violation of
31 this chapter by a locator.
32 Sec. 9. NEW SECTION. **480.11 Locator enforcement authority.**
33 1. A locator who operates in this state and engages in
34 location services under a contract with an operator shall
35 satisfy all of the following requirements:

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1 *a.* Take responsibility for completing location services as
2 required under section 480.4.
3 *b.* Correctly notify the notification center that a location
4 service could not be completed due to a lack of response by the
5 excavator and include in the notice the date, time, and method
6 of the attempted contact with the excavator, and the name and
7 contact information of any representative of the excavator.
8 2. A locator operating in this state is subject to
9 enforcement requirements as established in chapter 476. Any
10 enforcement action taken for a violation of this chapter by a
11 locator shall be taken solely against the locator and not the
12 operator.
13 EXPLANATION

14 **The inclusion of this explanation does not constitute agreement with**
15 **the explanation's substance by the members of the general assembly.**

16 This bill relates to required timing for notices regarding
17 underground facility excavations.
18 The bill requires the statewide notification center (center)
19 for underground facilities to include two members engaged in
20 the business of land excavating on the board of directors.
21 The center is required to provide the Iowa utilities board
22 with requested records when the Iowa utilities board is
23 investigating on behalf of the attorney general's office.
24 The bill modifies the requirement for an excavator or an
25 operator to provide notice to the notification center prior
26 to a planned excavation, after locating and marking the area
27 for excavation, or when no underground facility is located in
28 the proposed area. The bill defines a "locator" as a person
29 who engages in locating and marking underground facilities
30 under contract with but not employed by an operator. A
31 notice for a planned excavation initiates a 48-hour period and
32 other required notices must occur within the 48-hour period.
33 A "forty-eight-hour period" is defined in the bill as 48
34 consecutive hours beginning at 6:00 a.m. the next business day
35 after the notification center receives a notice and excludes

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1 Saturdays, Sundays, and legal holidays. The bill strikes
2 language relating to the treatment of notices received by the
3 notification center after 5:00 p.m. being processed as if
4 received at 8:00 a.m. the following day.
5 The bill provides that notice shall be valid for 20 calendar
6 days after the conclusion of the 48-hour period or on the
7 excavation date selected by the excavator. Current law
8 provides that notice is valid for 20 calendar days from the
9 date the notice was provided to the notification center.
10 Current law provides that an excavation shall not be
11 performed within 25 feet of an underground natural gas
12 transmission line, as federally defined, without an agreement
13 in writing by the operator and excavator. The bill refines the
14 prohibition by limiting excavation performed within 25 feet
15 of an underground natural gas line operating at 150 pounds
16 per square inch or greater and that is two inches in diameter
17 without a written agreement.
18 The bill provides penalties for locator violations including
19 a warning letter or a civil penalty not to exceed $100 for
20 each violation up to $5,000. The Iowa utilities board shall
21 investigate violations of Code chapter 480 at the direction
22 of the attorney general. The Iowa utilities board may
23 independently investigate complaints alleging violations
24 by a locator. The bill provides requirements for a locator
25 contracted for location services.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2582 - Introduced

HOUSE FILE 2582
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 659)

(COMPANION TO SF 2347 BY
COMMITTEE ON JUDICIARY)

A BILL FOR

1 An Act providing for limited liability companies, providing for
2 fees, and including effective date provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5431HV (1) 90
da/jh

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IA-DHHS-24-0418-A-007078

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Section 1. Section 489.102, subsection 13, Code 2024, is amended to read as follows:

13. *"Limited liability company"*, except in the phrase *"foreign limited liability company"*, and in subchapter X means an entity formed under this chapter or which becomes subject to this chapter under subchapter X or section ~~489.110~~ 489.1207.

Sec. 2. Section 489.103, subsection 4, paragraph b, subparagraph (3), Code 2024, is amended to read as follows:

(3) The limited liability company's participation in a merger, interest exchange, conversion, or domestication, ninety days after ~~articles~~ the statement of merger, interest exchange, conversion, or domestication under subchapter X become effective.

Sec. 3. Section 489.109, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. Delivering to the secretary of state for filing a statement of change under section 489.116, an amendment to the certificate under section 489.202, a statement of correction under section 489.209, a biennial report under section ~~489.211A~~ 489.212, a statement of withdrawal or a statement of rescission under section 489.703, or a statement of termination under section 489.702, subsection 2, paragraph *"b"*, subparagraph (6).

Sec. 4. Section 489.116, subsection 2, paragraph b, Code 2024, is amended to read as follows:

b. A similar filing changing the registered agent or ~~registered office~~ address of the registered agent, if any, of the limited liability company in any other jurisdiction.

Sec. 5. Section 489.119, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

If a limited liability company or registered foreign limited liability company ceases to have a registered agent, or if its registered agent cannot with reasonable diligence be served, the limited liability company or registered foreign limited liability company may be served by registered or certified mail, return receipt requested, or by similar commercial

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delivery service, addressed to the limited liability company or registered foreign limited liability company at its principal office. The address of the principal office must be as shown on the limited liability company's or registered foreign limited liability company's most recent biennial report filed with the secretary of state pursuant to section ~~489.211A~~ 489.212. Service is effected under this subsection on the earliest of any of the following:

Sec. 6. Section 489.122, subsection 1, paragraphs b, g, l, and s, Code 2024, are amended to read as follows:

b. Statement of withdrawal under section 489.208, subsection 1 ..... No fee

g. Statement of change of registered agent or address of the registered ~~office~~ agent or both ..... No fee

l. ~~Articles~~ Statement of merger or interest exchange . $ 50

s. Statement of ~~cancellation~~ withdrawal under section 489.907 or section 489.909, subsection 1 ..... $ 10

Sec. 7. Section 489.122, subsection 1, Code 2024, is amended by adding the following new paragraphs:

NEW PARAGRAPH. *0m.* Statement of domestication ... $ 50

NEW PARAGRAPH. *00m.* Statement of conversion ..... $ 50

Sec. 8. Section 489.122, subsection 4, Code 2024, is amended to read as follows:

4. The secretary of state may impose, assess, and collect a filing fee as a condition to accepting a biennial report as provided in section ~~489.211A~~ 489.212.

Sec. 9. Section 489.206, subsection 6, paragraph f, Code 2024, is amended to read as follows:

f. The biennial report required by section ~~489.211A~~ 489.212.

Sec. 10. Section 489.211, subsection 2, paragraph e, Code 2024, is amended to read as follows:

e. That the most recent biennial report required by section ~~489.211A~~ 489.212 has been delivered to the secretary of state for filing.

Sec. 11. Section 489.211A, subsection 1, paragraphs b and d,

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Code 2024, are amended to read as follows:

b. The name of the registered agent and street address of the ~~company's registered office, the name of its~~ registered agent ~~at that office~~, and the consent of any new registered agent.

d. In the case of a foreign limited liability company, the state or other jurisdiction under whose law the foreign company is formed and any alternate name adopted under section ~~489.805~~ 489.906, subsection 1.

Sec. 12. Section 489.211A, subsection 5, Code 2024, is amended to read as follows:

5. The secretary of state may provide for the change of registered ~~office~~ agent or address of the registered agent on the form prescribed by the secretary of state for the biennial report, provided that the form contains the information required in section 489.116. If the secretary of state determines that a biennial report does not contain the information required in this section but otherwise meets the requirements of section 489.116 for the purpose of changing the registered office or registered agent, the secretary of state shall file the statement of change for the registered ~~office~~ agent or address of the registered agent, effective as provided in section 489.207, subsection 3, before returning the biennial report to the limited liability company as provided in this section. A statement of change of registered ~~office~~ agent or address of the registered agent accomplished pursuant to this subsection shall be executed by a person authorized to execute the biennial report.

Sec. 13. Section 489.302, subsection 10, Code 2024, is amended to read as follows:

10. A statement of authority filed by the secretary of state under section ~~489.207~~ 489.206, subsection 1, is effective until amended or canceled as provided in subsection 2, unless an earlier cancellation date is specified in the statement.

Sec. 14. Section 489.708, subsections 2 and 4, Code 2024,

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1 are amended to read as follows:
2 2. The limited liability company does not deliver its
3 biennial report required by section ~~489.211A~~ 489.212 to the
4 secretary of state within sixty days after it is due.
5 4. The secretary of state has not been notified within sixty
6 days that the limited liability company's registered agent or
7 place of business of the registered agent has been changed, or
8 that its registered agent has resigned, or that ~~its~~ the address
9 of the registered ~~office~~ agent has been discontinued.
10 Sec. 15. Section 489.710, subsection 1, unnumbered
11 paragraph 1, Code 2024, is amended to read as follows:
12 A limited liability company administratively dissolved under
13 section ~~489.708~~ 489.709 may apply to the secretary of state
14 for reinstatement at any time after the effective date of
15 dissolution. The application must meet all of the following
16 requirements:
17 Sec. 16. Section 489.711, subsection 2, Code 2024, is
18 amended to read as follows:
19 2. The limited liability company may appeal the denial of
20 reinstatement to the district court of the county where the
21 company's principal office or, if none in this state, where its
22 registered ~~office~~ agent is located within thirty days after
23 service of the notice of denial is effected. The company
24 appeals by petitioning the court to set aside the dissolution
25 and attaching to the petition copies of the secretary of
26 state's certificate of dissolution, the company's application
27 for reinstatement, and the secretary of state's notice of
28 denial.
29 Sec. 17. Section 489.804, Code 2024, is amended to read as
30 follows:
31 **489.804 Pleading.**
32 In a derivative action under section 489.802, the complaint
33 must state with particularity ~~any of the following:~~
34 ~~1. The~~ the date and content of the plaintiff's demand and
35 the response to the demand by the managers or other members.

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~~2. Why demand should be excused as futile.~~

Sec. 18. Section 489.911, subsection 1, paragraph d, Code 2024, is amended to read as follows:

d. The secretary of state has not been notified within sixty days that the foreign limited liability company's registered agent or the registered agent's place of business has been changed, that its registered agent has resigned, or that ~~its~~ the address of the registered ~~office~~ agent has been discontinued.

Sec. 19. Section 489.1005, subsection 2, paragraph b, Code 2024, is amended to read as follows:

b. The address of the registered ~~office~~ agent of any entity.

Sec. 20. Section 489.1207, subsection 2, Code 2024, is amended to read as follows:

2. A limited liability company that has published notice of its dissolution and requested persons having claims against the limited liability company to present them in accordance with the notice pursuant to section ~~489.704~~ 489.705 as that section existed immediately prior to January 1, 2024, shall be subject to the requirements set forth in that section as it existed immediately prior to January 1, 2024, including the right of a claim by a person that is commenced within five years after publication of the notice.

Sec. 21. Section 489.1036, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The interests in the acquired limited liability company which are the subject of the interest exchange are converted, and the members holding those interests are entitled only to the rights provided to them under the plan of interest exchange and to any appraisal rights they have under section ~~486.1006~~ 489.1006.

Sec. 22. Section 489.14201, subsections 3 and 4, Code 2024, are amended to read as follows:

3. A protected series is established when the protected series designation takes effect under section ~~489.205~~ 489.207.

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4. To amend a protected series designation, a series limited liability company shall deliver to the secretary of state for filing a statement of designation change, signed by the company, that changes the name of the company, the name of the protected series to which the designation applies, or both. The change takes effect when the statement of designation change takes effect under section ~~489.205~~ 489.207.

Sec. 23. Section 489.14205, subsection 1, paragraph a, subparagraph (2), unnumbered paragraph 1, Code 2024, is amended to read as follows:

The company has delivered to the secretary of state for filing the most recent biennial report required by section ~~489.211A~~ 489.212 and the report includes the name of the protected series, unless any of the following applies:

Sec. 24. Section 489.14206, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

In the biennial report required by section ~~489.211A~~ 489.212, a series limited liability company shall include the name of each protected series of the company for which all of the following apply:

Sec. 25. Section 489.14604, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A series limited liability company may be party to a merger in accordance with ~~sections 489.1001 through 489.1005~~ subchapter X, parts 1 and 2, this section, and sections 489.14605 through 489.14608 only if all of the following apply:

Sec. 26. Section 489.14605, subsection 1, Code 2024, is amended to read as follows:

1. Comply with ~~section 489.1002~~ subchapter X, parts 1 and 2.

Sec. 27. Section 489.14606, unnumbered paragraph 1, Code 2024, is amended to read as follows:

In a merger under section 489.14604, the ~~articles~~ statement of merger must do all of the following:

Sec. 28. Section 489.14606, subsection 1, Code 2024, is amended to read as follows:

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1 1. Comply with ~~section 489.1004~~ subchapter X, parts 1 and 2.
2 Sec. 29. Section 489.14607, unnumbered paragraph 1, Code
3 2024, is amended to read as follows:
4 When a merger under section 489.14604 becomes effective, in
5 addition to the effects stated in section ~~489.1005~~ 489.1026,
6 all of the following apply:
7 Sec. 30. CODE EDITOR DIRECTIVE.
8 1. The Code editor is directed to make the following
9 transfer:
10 Section 489.211A to section 489.212.
11 2. The Code editor shall correct internal references in the
12 Code and in any enacted legislation as necessary due to the
13 enactment of this section.
14 Sec. 31. EFFECTIVE DATE. This Act, being deemed of
15 immediate importance, takes effect upon enactment.
16 EXPLANATION

17 The inclusion of this explanation does not constitute agreement with
18 the explanation's substance by the members of the general assembly.

19 GENERAL. This bill amends provisions in the uniform limited
20 liability company Act (Code chapter 489) originally enacted
21 in 2008 and rewritten during the 2023 legislative session
22 (2023 Iowa Acts, chapter 152). The 2023 Iowa Act was based on
23 a proposed Act (model legislation) approved and recommended
24 by the national conference on commissioners on uniform state
25 laws, also named the uniform law commissioners (ULC), which
26 includes commissioners appointed by the Governor (Code chapter
27 5). A limited liability company (LLC), or simply "company",
28 is a type of unincorporated business entity formed for the
29 acquisition of capital (contributions) from, and the payout of
30 receipts (distributions) to, its investors (members). Although
31 an LLC is sometimes compared to other types of unincorporated
32 entities, and specifically a limited partnership (Code chapter
33 488) or general partnership (Code chapter 486A), it also
34 resembles a corporation (Code chapter 490).
35 BILL — TERMINOLOGY CHANGES, SECTION TRANSFER, AND INTERNAL

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1 REFERENCE CORRECTIONS. The bill makes changes in terminology
2 to be consistent with the model legislation, including
3 references from "articles of merger" to "statement of merger",
4 and from "office of the registered agent" to "address of the
5 registered agent". The bill corrects a number of internal
6 references due to the transfer or rewriting of the Code
7 sections. The bill transfers a Code section providing for
8 biennial reports to correspond to the model legislation (from
9 Code section 489.211A to 489.212) and makes new corresponding
10 changes to internal references. Many of the internal
11 reference corrections are in Code chapter 489, subchapter XIV,
12 the uniform protected series Act, which is separate model
13 legislation approved and recommended by the ULC and enacted in
14 2019 and unamended by the model legislation or the 2023 Iowa
15 Act.
16 BILL — CORRESPONDING CHANGE — DERIVATIVE ACTIONS. The
17 bill includes a corresponding change in Code chapter 489,
18 subchapter VIII, providing for derivative actions by members.
19 The 2023 Iowa Act departed from the model legislation by
20 removing an option that allowed a member to maintain a
21 derivative action (Code section 489.802). A derivative action
22 is a type of cause of action brought by one or more members of
23 an LLC acting on behalf of the LLC to enforce a right held by
24 the LLC. Under the model legislation, a member may maintain a
25 derivative action only after the member first makes a demand on
26 the LLC to enforce the right. The model legislation allowed
27 the member to skip this demand requirement if it would be
28 futile. The 2023 Iowa Act eliminated this exception. However,
29 it retained a corresponding provision in the model legislation
30 (Code section 489.804) requiring the member in its pleading to
31 state how the member satisfied the notice requirements in Code
32 section 489.802. The bill eliminates the corresponding futile
33 exception in the pleading requirement.
34 BILL — FEES. The model legislation does not include a fee
35 schedule for filing documents with the secretary of state, but

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1 such a schedule has been part of Code chapter 489 since it
2 was enacted and the schedule resembles those in Code chapters
3 providing for other types of business entities (see Code
4 section 490.122 for corporations). The bill adds a fee of
5 $50 for filing a statement of domestication or statement of
6 conversion.
7 EFFECTIVE DATE. The bill takes effect upon enactment.

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Iowa General Assembly
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February 19, 2024

House File 2583 - Introduced

HOUSE FILE 2583
BY COMMITTEE ON HEALTH AND
HUMAN SERVICES

(SUCCESSOR TO HSB 643)

A BILL FOR

1 An Act relating to eligibility for pregnant women and infants
2 under the Medicaid program, and including effective date
3 provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5156HV (1) 90
pf/ko

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1 Section 1. Section 249A.3, subsection 1, paragraphs h and l,
2 Code 2024, are amended to read as follows:
3 *h.* Is a woman who, while pregnant, meets eligibility
4 requirements for assistance under the federal Social Security
5 Act, section 1902(1), and continues to meet the requirements
6 except for income. The woman is eligible to receive assistance
7 until ~~sixty days~~ twelve months after the date pregnancy ends.
8 *l.* (1) Is an infant whose family income is not more than
9 two hundred fifteen percent of the federal poverty level,
10 as defined by the most recently revised income guidelines
11 published by the United States department of health and human
12 services.
13 (2) Is a pregnant woman ~~or infant~~ whose family income while
14 pregnant is at or below ~~three~~ two hundred fifteen percent of
15 the federal poverty level, as defined by the most recently
16 revised poverty income guidelines published by the United
17 States department of health and human services, if otherwise
18 eligible.
19 Sec. 2. MEDICAID — PREGNANT WOMEN — CONTINUOUS POSTPARTUM
20 COVERAGE — STATE PLAN AMENDMENTS. The department of health
21 and human services shall submit a Medicaid state plan amendment
22 to the centers for Medicare and Medicaid services of the United
23 States department of health and human services for approval in
24 accordance with sections 9812 and 9822 of the federal American
25 Rescue Plan Act of 2021, Pub. L. No. 117-2, as amended by
26 section 5113 of the federal Consolidated Appropriations Act
27 of 2023, to provide twelve months of continuous postpartum
28 eligibility under the Medicaid program to a pregnant woman
29 whose family income while pregnant is at or below two hundred
30 fifteen percent of the federal poverty level for the household
31 size, beginning January 1, 2025. The department of health and
32 human services shall also submit a children's health insurance
33 program state plan amendment to the centers for Medicare and
34 Medicaid services of the United States department of health and
35 human services to update infant eligibility consistent with the

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1 provisions of this Act, beginning January 1, 2025.
2 Sec. 3. EFFECTIVE DATE. The following, being deemed of
3 immediate importance, takes effect upon enactment:
4 The section of this Act directing the department of health
5 and human services to submit state plan amendments to the
6 centers for Medicare and Medicaid services of the United States
7 department of health and human services.
8 Sec. 4. EFFECTIVE DATE. The following takes effect January
9 1, 2025:
10 The section of this Act amending section 249A.3, subsection
11 1, paragraphs "h" and "l".
12 EXPLANATION

13 The inclusion of this explanation does not constitute agreement with
14 the explanation's substance by the members of the general assembly.

15 This bill amends provisions relating to income eligibility
16 levels for pregnant women and infants under the Medicaid
17 program and provides for the extension of postpartum coverage
18 from 60 days to 12 months.
19 Code section 249A.3(1)(h) provides Medicaid eligibility for
20 a woman who while pregnant meets federally required eligibility
21 requirements and continues to meet those requirements, except
22 for income, to receive assistance until 60 days after the
23 pregnancy ends. Provisions of the federal American Rescue Plan
24 Act of 2021 (H.R. 1319) provide the option to states to submit
25 a state plan amendment, effective for a five-year period,
26 to provide postpartum Medicaid coverage for 12 months after
27 pregnancy ends. A provision under the federal Consolidated
28 Appropriations Act of 2023 removed the five-year limitation
29 period for the state plan amendment. The bill amends Code
30 section 249A.3(1)(h) to extend postpartum coverage from 60 days
31 to 12 months after pregnancy ends.
32 Code section 249A.3(1)(l)(1) provides a separate basis for
33 Medicaid eligibility for an infant whose income is not more
34 than 200 percent of the federal poverty level (FPL). The bill
35 amends this provision to provide eligibility for an infant

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1 whose family income is not more than 215 percent of the FPL.
2 Under Code section 249A.3(1)(1)(2), a pregnant woman or
3 infant whose family income is at or below 300 percent of the
4 FPL, if otherwise eligible, is eligible for Medicaid. The bill
5 amends this provision to provide eligibility for a pregnant
6 woman whose family income while pregnant is at or below 215
7 percent of the FPL, if otherwise eligible.
8 The bill requires HHS to submit a Medicaid state plan
9 amendment to the centers for Medicare and Medicaid services
10 of the United States department of health and human services
11 (CMS) for approval in accordance with the provisions in federal
12 law to provide 12 months of continuous postpartum eligibility
13 under the Medicaid program to a pregnant woman whose family
14 income while pregnant is at or below 215 percent of the federal
15 poverty level for the household size, beginning January 1,
16 2025. The bill also requires HHS to submit a children's
17 health insurance program state plan amendment to CMS to update
18 infant eligibility consistent with the provisions of the bill,
19 beginning January 1, 2025.
20 The section of the bill directing HHS to submit state plan
21 amendments to the federal government for approval takes effect
22 upon enactment; and the section of the bill amending Code
23 provisions relating to Medicaid eligibility for pregnant women
24 and infants takes effect January 1, 2025.

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Iowa General Assembly
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February 19, 2024

House File 2584 - Introduced

HOUSE FILE 2584
BY COMMITTEE ON HEALTH AND
HUMAN SERVICES

(SUCCESSOR TO HSB 642)

A BILL FOR

1 An Act relating to self-administered hormonal contraceptives.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5028HV (1) 90
pf/ko

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Iowa General Assembly
Daily Bills, Amendments and Study
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H.F. 2584

Section 1. NEW SECTION. **155A.49 Pharmacist dispensing of self-administered hormonal contraceptives — standing order — requirements — limitations of liability.**

1. *a.* Notwithstanding any provision of law to the contrary, a pharmacist may dispense a self-administered hormonal contraceptive to a patient who is at least eighteen years of age, pursuant to a standing order established by the medical director of the department in accordance with this section.

b. In dispensing a self-administered hormonal contraceptive to a patient under this section, a pharmacist shall comply with all of the following:

(1) For an initial dispensing of a self-administered hormonal contraceptive, the pharmacist may dispense only up to a three-month supply at one time of the self-administered hormonal contraceptive.

(2) For any subsequent dispensing of the same self-administered hormonal contraceptive, the pharmacist may dispense up to a twelve-month supply at one time of the self-administered hormonal contraceptive.

2. A pharmacist who dispenses a self-administered hormonal contraceptive in accordance with this section shall not require any other prescription drug order authorized by a practitioner prior to dispensing the self-administered hormonal contraceptive to a patient.

3. The medical director of the department may establish a standing order authorizing the dispensing of self-administered hormonal contraceptives by a pharmacist who does all of the following:

a. Complies with the standing order established pursuant to this section.

b. Retains a record of each patient to whom a self-administered hormonal contraceptive is dispensed under this section and submits the record to the department.

4. The standing order shall require a pharmacist who dispenses self-administered hormonal contraceptives under this

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1 section to do all of the following:
2 *a.* Complete a standardized training program and continuing
3 education requirements approved by the board in consultation
4 with the board of medicine and the department that are related
5 to prescribing self-administered hormonal contraceptives and
6 include education regarding all contraceptive methods approved
7 by the United States food and drug administration.
8 *b.* Obtain a completed self-screening risk assessment,
9 approved by the department in collaboration with the board and
10 the board of medicine, from each patient, verify the identity
11 and age of each patient, and perform a blood pressure screening
12 on each patient prior to dispensing the self-administered
13 hormonal contraceptive to the patient.
14 *c.* Provide the patient with all of the following:
15 (1) Written information regarding all of the following:
16 (a) The importance of completing an appointment with the
17 patient's primary care or women's health care practitioner
18 to obtain preventative care, including but not limited to
19 recommended tests and screenings.
20 (b) The effectiveness and availability of long-acting
21 reversible contraceptives as an alternative to
22 self-administered hormonal contraceptives.
23 (2) A copy of the record of the pharmacist's encounter with
24 the patient that includes all of the following:
25 (a) The patient's completed self-screening risk assessment.
26 (b) A description of the contraceptive dispensed, or the
27 basis for not dispensing a contraceptive.
28 (3) Patient counseling regarding all of the following:
29 (a) The appropriate administration and storage of the
30 self-administered hormonal contraceptive.
31 (b) Potential side effects and risks of the
32 self-administered hormonal contraceptive.
33 (c) The need for backup contraception.
34 (d) When to seek emergency medical attention.
35 (e) The risk of contracting a sexually transmitted

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1 infection or disease, and ways to reduce such a risk.
2 5. The standing order established pursuant to this section
3 shall prohibit a pharmacist who dispenses a self-administered
4 hormonal contraceptive under this section from doing any of the
5 following:
6 *a.* Requiring a patient to schedule an appointment with
7 the pharmacist for the prescribing or dispensing of a
8 self-administered hormonal contraceptive.
9 *b.* Dispensing self-administered hormonal contraceptives
10 to a patient for more than twenty-seven months after the
11 date a self-administered hormonal contraceptive is initially
12 dispensed to the patient, if the patient has not consulted with
13 a primary care or women's health care practitioner during the
14 preceding twenty-seven months, in which case the pharmacist
15 shall refer the patient to a primary care or women's health
16 care practitioner.
17 *c.* Dispensing a self-administered hormonal contraceptive to
18 a patient if the results of the self-screening risk assessment
19 completed by a patient pursuant to subsection 4, paragraph
20 "*b*", indicate it is unsafe for the pharmacist to dispense the
21 self-administered hormonal contraceptive to the patient, in
22 which case the pharmacist shall refer the patient to a primary
23 care or women's health care practitioner.
24 6. A pharmacist who dispenses a self-administered hormonal
25 contraceptive and the medical director of the department who
26 establishes a standing order in compliance with this section
27 shall be immune from criminal and civil liability arising
28 from any damages caused by the dispensing, administering,
29 or use of a self-administered hormonal contraceptive or the
30 establishment of the standing order. The medical director of
31 the department shall be considered to be acting within the
32 scope of the medical director's office and employment for
33 purposes of chapter 669 in the establishment of a standing
34 order in compliance with this section.
35 7. The department, in collaboration with the board and

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1 the board of medicine, and in consideration of the guidelines
2 established by the American congress of obstetricians and
3 gynecologists, shall adopt rules pursuant to chapter 17A to
4 administer this chapter.
5 8. As used in this section:
6 *a.* *"Department"* means the department of health and human
7 services.
8 *b.* *"Self-administered hormonal contraceptive"* means a
9 self-administered hormonal contraceptive that is approved by
10 the United States food and drug administration to prevent
11 pregnancy. *"Self-administered hormonal contraceptive"* includes
12 an oral hormonal contraceptive, a hormonal vaginal ring, and
13 a hormonal contraceptive patch, but does not include any drug
14 intended to induce an abortion as defined in section 146.1.
15 *c.* *"Standing order"* means a preauthorized medication order
16 with specific instructions from the medical director of the
17 department to dispense a medication under clearly defined
18 circumstances.
19 Sec. 2. Section 514C.19, Code 2024, is amended to read as
20 follows:
21 **514C.19 Prescription contraceptive coverage.**
22 1. Notwithstanding the uniformity of treatment requirements
23 of section 514C.6, a group policy, ~~or~~ contract, or plan
24 providing for third-party payment or prepayment of health or
25 medical expenses shall ~~not do either of the following~~ comply
26 as follows:
27 *a.* ~~Exclude~~ Such policy, contract, or plan shall not
28 exclude or restrict benefits for prescription contraceptive
29 drugs or prescription contraceptive devices which prevent
30 conception and which are approved by the United States
31 food and drug administration, or generic equivalents
32 approved as substitutable by the United States food and
33 drug administration, if such policy, ~~or~~ contract, or plan
34 provides benefits for other outpatient prescription drugs
35 or devices. However, such policy, contract, or plan shall

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1 specifically provide for payment of a self-administered
2 hormonal contraceptive, as prescribed by a practitioner as
3 defined in section 155A.3, or as prescribed by standing order
4 and dispensed by a pharmacist pursuant to section 155A.49,
5 including payment for up to an initial three-month supply
6 of a self-administered hormonal contraceptive dispensed at
7 one time and for up to a twelve-month supply of the same
8 self-administered hormonal contraceptive subsequently dispensed
9 at one time.
10 *b.* ~~Exclude~~ Such policy, contract, or plan shall not exclude
11 or restrict benefits for outpatient contraceptive services
12 which are provided for the purpose of preventing conception if
13 such policy, ~~or~~ contract, or plan provides benefits for other
14 outpatient services provided by a health care professional.
15 2. A person who provides a group policy, ~~or~~ contract, or
16 plan providing for third-party payment or prepayment of health
17 or medical expenses which is subject to subsection 1 shall not
18 do any of the following:
19 *a.* Deny to an individual eligibility, or continued
20 eligibility, to enroll in or to renew coverage under the terms
21 of the policy, ~~or~~ contract, or plan because of the individual's
22 use or potential use of such prescription contraceptive drugs
23 or devices, or use or potential use of outpatient contraceptive
24 services.
25 *b.* Provide a monetary payment or rebate to a covered
26 individual to encourage such individual to accept less than the
27 minimum benefits provided for under subsection 1.
28 *c.* Penalize or otherwise reduce or limit the reimbursement
29 of a health care professional because such professional
30 prescribes contraceptive drugs or devices, or provides
31 contraceptive services.
32 *d.* Provide incentives, monetary or otherwise, to a health
33 care professional to induce such professional to withhold
34 from a covered individual contraceptive drugs or devices, or
35 contraceptive services.

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1 3. This section shall not be construed to prevent a
2 third-party payor from including deductibles, coinsurance, or
3 copayments under the policy, ~~or~~ contract, or plan as follows:
4 *a.* A deductible, coinsurance, or copayment for benefits
5 for prescription contraceptive drugs shall not be greater than
6 such deductible, coinsurance, or copayment for any outpatient
7 prescription drug for which coverage under the policy, ~~or~~
8 contract, or plan is provided.
9 *b.* A deductible, coinsurance, or copayment for benefits for
10 prescription contraceptive devices shall not be greater than
11 such deductible, coinsurance, or copayment for any outpatient
12 prescription device for which coverage under the policy, ~~or~~
13 contract, or plan is provided.
14 *c.* A deductible, coinsurance, or copayment for benefits for
15 outpatient contraceptive services shall not be greater than
16 such deductible, coinsurance, or copayment for any outpatient
17 health care services for which coverage under the policy, ~~or~~
18 contract, or plan is provided.
19 4. This section shall not be construed to require a
20 third-party payor under a policy, ~~or~~ contract, or plan
21 to provide benefits for experimental or investigational
22 contraceptive drugs or devices, or experimental or
23 investigational contraceptive services, except to the extent
24 that such policy, ~~or~~ contract, or plan provides coverage for
25 other experimental or investigational outpatient prescription
26 drugs or devices, or experimental or investigational outpatient
27 health care services.
28 5. This section shall not be construed to limit or otherwise
29 discourage the use of generic equivalent drugs approved by the
30 United States food and drug administration, whenever available
31 and appropriate. This section, when a brand name drug is
32 requested by a covered individual and a suitable generic
33 equivalent is available and appropriate, shall not be construed
34 to prohibit a third-party payor from requiring the covered
35 individual to pay a deductible, coinsurance, or copayment

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1 consistent with subsection 3, in addition to the difference of
2 the cost of the brand name drug less the maximum covered amount
3 for a generic equivalent.
4 6. A person who provides an individual policy, ~~or~~ contract,
5 or plan providing for third-party payment or prepayment of
6 health or medical expenses shall make available a coverage
7 provision that satisfies the requirements in subsections
8 1 through 5 in the same manner as such requirements are
9 applicable to a group policy, ~~or~~ contract, or plan under those
10 subsections. The policy, ~~or~~ contract, or plan shall provide
11 that the individual policyholder may reject the coverage
12 provision at the option of the policyholder.
13 7. *a.* This section applies to the following classes of
14 third-party payment provider contracts, ~~or~~ policies, or plans
15 delivered, issued for delivery, continued, or renewed in this
16 state on or after ~~July 1, 2000~~ January 1, 2025:
17 (1) Individual or group accident and sickness insurance
18 providing coverage on an expense-incurred basis.
19 (2) An individual or group hospital or medical service
20 contract issued pursuant to chapter 509, 514, or 514A.
21 (3) An individual or group health maintenance organization
22 contract regulated under chapter 514B.
23 (4) Any other entity engaged in the business of insurance,
24 risk transfer, or risk retention, which is subject to the
25 jurisdiction of the commissioner.
26 (5) A plan established pursuant to chapter 509A for public
27 employees.
28 *b.* This section shall not apply to accident-only,
29 specified disease, short-term hospital or medical, hospital
30 confinement indemnity, credit, dental, vision, Medicare
31 supplement, long-term care, basic hospital and medical-surgical
32 expense coverage as defined by the commissioner, disability
33 income insurance coverage, coverage issued as a supplement
34 to liability insurance, workers' compensation or similar
35 insurance, or automobile medical payment insurance.

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1 8. This section shall not be construed to require a
2 third-party payor under a policy, contract, or plan to
3 provide payment to a practitioner for the dispensing of
4 a self-administered hormonal contraceptive to replace a
5 self-administered hormonal contraceptive that has been
6 dispensed to a covered person and that has been misplaced,
7 stolen, or destroyed. This section shall not be construed to
8 require a third-party payor under a policy, contract, or plan
9 to replace covered prescriptions that are misplaced, stolen,
10 or destroyed.
11 9. For the purposes of this section, *"self-administered*
12 *hormonal contraceptive"* and *"standing order"* mean the same as
13 defined in section 155A.49.
14 Sec. 3. INFORMATION PROGRAM FOR DRUG PRESCRIBING AND
15 DISPENSING —— SELF-ADMINISTERED HORMONAL CONTRACEPTIVES. The
16 board of pharmacy in collaboration with the board of medicine
17 and the department of health and human services shall expand
18 the information program for drug prescribing and dispensing
19 established pursuant to section 124.551, to collect from
20 pharmacists information relating to the dispensing of
21 self-administered hormonal contraceptives as provided pursuant
22 to section 155A.49. The board of pharmacy shall adopt
23 rules pursuant to chapter 17A related to registration of
24 participating pharmacists, the information to be reported by a
25 pharmacist to the information program, access to information
26 from the program, and other rules necessary to carry out the
27 purposes and to enforce the provisions of this section.
28 Sec. 4. APPLICATION TO MEDICAID PROGRAM. This Act shall
29 apply to the Medicaid program including a managed care
30 organization acting pursuant to a contract with the department
31 of health and human services to administer the Medicaid program
32 under chapter 249A. However, if it is determined that any
33 provision of this Act would cause denial of federal funds under
34 Tit. XVIII or XIX of the federal Social Security Act, or would
35 otherwise be inconsistent or conflict with the requirements of

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1 federal law or regulation, such provision shall be suspended,
2 but only to the extent necessary to prevent denial of such
3 funds or to eliminate the inconsistency or conflict with the
4 requirements of federal law or regulation.
5 EXPLANATION

6 The inclusion of this explanation does not constitute agreement with
7 the explanation's substance by the members of the general assembly.

8 This bill relates to the dispensing of self-administered
9 hormonal contraceptives by a pharmacist. The bill
10 defines "self-administered hormonal contraceptive" as a
11 self-administered hormonal contraceptive that is approved by
12 the United States food and drug administration to prevent
13 pregnancy, including an oral hormonal contraceptive, a hormonal
14 vaginal ring, and a hormonal contraceptive patch, but not
15 including any drug intended to induce an abortion.
16 The bill provides that notwithstanding any provision of law
17 to the contrary, a pharmacist may dispense a self-administered
18 hormonal contraceptive to a patient who is at least 18
19 years of age pursuant to a standing order established by the
20 medical director (medical director) of the department of
21 health and human services (HHS). For an initial dispensing,
22 a pharmacist may dispense only up to a three-month supply at
23 one time of the self-administered hormonal contraceptive, and
24 for any subsequent dispensing of the same self-administered
25 hormonal contraceptive, a 12-month supply at one time.
26 Additionally, the bill prohibits a pharmacist who dispenses
27 a self-administered hormonal contraceptive in accordance
28 with the bill from requiring any other prescription drug
29 order authorized by a practitioner prior to dispensing the
30 self-administered hormonal contraceptive.
31 The bill authorizes the medical director to establish a
32 standing order authorizing the dispensing of self-administered
33 hormonal contraceptives by any pharmacist who complies with the
34 standing order and retains and submits the patient's record to
35 HHS.

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1 The standing order includes requiring a pharmacist who
2 dispenses a self-administered hormonal contraceptive under
3 the bill to: complete a standardized training program and
4 continuing education requirements related to prescribing the
5 hormonal contraceptives; obtain a completed self-screening risk
6 assessment from each patient, verify the identity and age of
7 each patient, and perform a blood pressure screening on each
8 patient before dispensing the hormonal contraceptives; provide
9 the patient with certain written information; provide the
10 patient with a copy of the record of the pharmacist's encounter
11 with the patient; and provide patient counseling.
12 The standing order would prohibit a pharmacist who dispenses
13 hormonal contraceptives under the bill from requiring a
14 patient to schedule an appointment with the pharmacist for
15 the prescribing or dispensing of the hormonal contraceptives;
16 dispensing the hormonal contraceptives to a patient for more
17 than 27 months after the date initially dispensed without the
18 patient's attestation that the patient has consulted with a
19 practitioner during the preceding 27 months; and dispensing
20 the hormonal contraceptives to a patient if the results of the
21 patient's self-screening risk assessment indicate it is unsafe
22 for the pharmacist to dispense the hormonal contraceptives
23 to the patient, in which case the pharmacist shall refer the
24 patient to a practitioner.
25 The bill provides immunity for a pharmacist who dispenses a
26 self-administered hormonal contraceptive and for the medical
27 director who establishes a standing order in compliance with
28 the bill from criminal and civil liability arising from any
29 damages caused by the dispensing, administering, or use of a
30 self-administered hormonal contraceptive or the establishment
31 of the standing order. Additionally, the medical director
32 shall be considered to be acting within the scope of the
33 medical director's office and employment for purposes of Code
34 chapter 669 (Iowa tort claims Act) in the establishment of a
35 standing order in compliance with the bill.

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IA-DHHS-24-0418-A-007102

H.F. 2584

1 The bill requires HHS, in collaboration with the boards of
2 pharmacy and medicine, and in consideration of the guidelines
3 established by the American congress of obstetricians and
4 gynecologists, to adopt administrative rules to administer the
5 provisions of the bill.
6 The bill amends prescription contraceptive coverage
7 provisions in the Code to require that a group policy,
8 contract, or plan delivered, issued for delivery, continued,
9 or renewed in the state on or after January 1, 2025,
10 providing for third-party payment or prepayment of health or
11 medical expenses, shall specifically provide for payment of
12 self-administered hormonal contraceptives, prescribed and
13 dispensed as specified in the bill, including those dispensed
14 at one time. The bill provides, however, that the provisions
15 relating to coverage are not to be construed to require a
16 third-party payor under a policy, contract, or plan to provide
17 payment to a practitioner for dispensing a self-administered
18 hormonal contraceptive to replace a self-administered
19 hormonal contraceptive that has been dispensed to a covered
20 person and that has been misplaced, stolen, or destroyed.
21 These provisions are also not to be construed to require a
22 third-party payor under a policy, contract, or plan to replace
23 covered prescriptions that are misplaced, stolen, or destroyed.
24 The bill also requires the board of pharmacy in
25 collaboration with the board of medicine and HHS to expand
26 the information program for drug prescribing to collect
27 from pharmacists information relating to the dispensing of
28 self-administered hormonal contraceptives as provided in the
29 bill.
30 The bill applies to the Medicaid program as specified in the
31 bill.

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IA-DHHS-24-0418-A-007103

Iowa General Assembly
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February 19, 2024

House File 2585 - Introduced

HOUSE FILE 2585
BY COMMITTEE ON HEALTH AND
HUMAN SERVICES

(SUCCESSOR TO HSB 691)

A BILL FOR

1 An Act relating to health care facilities, including joint
2 training sessions and review of certain citations for
3 nursing facilities, and exceptions to on-site inspections of
4 health care facilities following complaints.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6308HV (1) 90
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Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

H.F. 2585

Section 1. NEW SECTION. **135C.35C Nursing facilities — joint training sessions.**

The department shall semiannually provide joint training sessions for inspectors and nursing facilities to review at least three of the ten most frequently issued federal citations in the state during the immediately preceding calendar year. The department shall develop a protocol to identify regional citation patterns relating to complaints, standards, and outcomes in the nursing facility inspection process. The department shall include the state long-term care ombudsman, or the state long-term care ombudsman's designee, and representatives of each nursing facility provider association in the state in the planning process for the joint training sessions.

Sec. 2. Section 135C.38, subsection 1, paragraph a, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Upon receipt of a complaint made in accordance with section 135C.37, the department shall make a preliminary review of the complaint. Unless the department concludes that the complaint is intended to harass a facility or a licensee, ~~or~~ is without reasonable basis, involves an issue that is either the same subject of an incident self-reported by a facility or of a complaint otherwise reported within the immediately preceding ninety calendar days, or is a complaint that may be investigated by the department off site through access to electronic records and via telephonic interviews, the department shall make or cause to be made an on-site inspection of the health care facility which is the subject of the complaint within the time period determined pursuant to the following guidelines, which period shall commence on the date of receipt of the complaint:

Sec. 3. Section 135C.40, subsection 1, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *d.* (1) The department shall establish and

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1 maintain a process to review each citation issued for immediate
2 jeopardy or substandard quality of care prior to issuance of
3 final findings under section 135C.40A. Representatives of the
4 nursing facility issued such a citation may participate in
5 the review to provide context and evidence for the department
6 to consider in determining if a final finding of immediate
7 jeopardy or substandard quality of care should be issued. The
8 review shall ensure consistent and accurate application of
9 federal and state inspection protocols and defined regulatory
10 standards.
11 (2) For the purposes of this paragraph:
12 (a) *"Immediate jeopardy"* means a situation in which the
13 provider's noncompliance with one or more requirements of
14 participation has caused, or is likely to cause, serious
15 injury, harm, impairment, or death to a resident.
16 (b) *"Likely"* means probable and reasonably to be expected,
17 and suggests a greater degree of probability than a mere risk,
18 potential, or possibility that a particular event will cause
19 serious injury, harm, impairment, or death to a resident.
20 (c) *"Substandard quality of care"* means the same as defined
21 in 42 C.F.R. §488.301.
22 EXPLANATION
23 The inclusion of this explanation does not constitute agreement with
24 the explanation's substance by the members of the general assembly.
25 This bill relates to health care facility regulation,
26 including inspections and review of citations.
27 The bill requires the department of inspections, appeals,
28 and licensing (DIAL) to semiannually provide joint training
29 sessions for inspectors and nursing facilities to review at
30 least three of the 10 most frequently issued federal citations
31 in the state during the immediately preceding calendar year.
32 DIAL shall develop a protocol to identify regional citation
33 patterns relating to complaints, standards, and outcomes in
34 the nursing facility inspection process, and shall include the
35 state long-term care ombudsman or designee, and representatives

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1 of each nursing facility provider association in the state in
2 the planning process for the joint training sessions.
3 Under Code section 135C.38(1), DIAL, upon receipt of
4 a complaint regarding a health care facility shall make a
5 preliminary review of the complaint and unless DIAL concludes
6 the complaint is intended to harass a facility or licensee or
7 is without a reasonable basis, shall make or cause to be made
8 an on-site inspection of the health care facility. The bill
9 adds additional exceptions to the required on-site inspection
10 including if DIAL concludes that the complaint involves
11 an issue that is either the same subject of an incident
12 self-reported by a health care facility or otherwise reported
13 within the previous 90 calendar days, or is a complaint
14 that may be investigated by DIAL off site through access to
15 electronic records and telephonic interviews.
16 The bill requires DIAL to establish and maintain a process
17 to review each citation issued for immediate jeopardy or
18 substandard quality of care prior to issuance of final findings
19 of an investigation or inspection. Representatives of the
20 nursing facility issued such citation may participate in the
21 review to provide context and evidence for DIAL to consider
22 in determining if a final finding of immediate jeopardy or
23 substandard quality of care should be issued. The review shall
24 ensure consistent and accurate application of federal and state
25 inspection protocols and defined regulatory standards. The
26 bill defines "immediate jeopardy", "likely", and "substandard
27 quality of care".

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House File 2586 - Introduced

HOUSE FILE 2586
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HSB 675)

A BILL FOR

1 An Act relating to school security, including by establishing
2 the school security personnel grant program within the
3 department of education and authorizing school employees to
4 be issued professional permits to carry weapons.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6276HV (2) 90
jda/jh

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Section 1. NEW SECTION. **279.84 School security personnel — grant program.**

1. For purposes of this section:

a. "Private school security officer" means an individual employed by a private security business who possesses a permit to carry weapons issued under section 724.6.

b. "Private security business" means the same as defined in section 80A.1.

c. "School resource officer" means any of the following:

(1) A peace officer as defined in section 801.4.

(2) A reserve peace officer as defined in section 80D.1A.

2. The board of directors of each school district with a total enrollment of at least eight thousand students shall employ, or retain the services of, at least one private school security officer or school resource officer to guard each attendance center where students enrolled in grades nine through twelve regularly attend classes, unless a majority of the members of the board of directors of the school district vote to not employ or retain a private school security officer or a school resource officer. A private school security officer employed or retained by the board of directors of a school district pursuant to this subsection shall be required to participate in the annual live scenario training and quarterly live firearms training provided by the department of public safety pursuant to section 724.6, subsection 1, paragraph *"a"*, subparagraph (3).

3. The board of directors of each school district with a total enrollment of less than eight thousand students is encouraged to employ, or retain the services of, at least one private school security officer or school resource officer to guard each attendance center where students enrolled in grades nine through twelve regularly attend classes. A private school security officer employed or retained by the board of directors of a school district pursuant to this subsection shall be required to participate in the annual live scenario training

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1 and quarterly live firearms training provided by the department
2 of public safety pursuant to section 724.6, subsection 1,
3 paragraph *"a"*, subparagraph (3).
4 4. The department of education shall develop and administer
5 a school security personnel grant program to provide annual
6 grants to match moneys provided by a school district described
7 in subsection 2 or 3 to allow such school districts to offset
8 costs associated with employing, or retaining the services of,
9 a private school security officer or school resource officer to
10 guard each attendance center providing education to students
11 enrolled in grades nine through twelve. The amount of an
12 annual grant provided by the department of education to a
13 school district that has provided matching moneys pursuant to
14 this subsection shall not exceed fifty thousand dollars.
15 5. A school security personnel grant program fund
16 is established in the state treasury. The fund shall be
17 administered by the department of education and shall consist
18 of moneys appropriated by the general assembly and other moneys
19 received by the department for deposit in the fund. The moneys
20 in the fund are appropriated to the department for the school
21 security personnel grant program. Notwithstanding section
22 8.33, moneys in the fund at the close of the fiscal year shall
23 not revert to the general fund of the state but shall remain
24 available for expenditure for the school security personnel
25 grant program for subsequent fiscal years.
26 Sec. 2. Section 724.6, subsection 1, paragraph a, Code 2024,
27 is amended by adding the following new subparagraph:
28 NEW SUBPARAGRAPH. (3) A person may be issued a permit
29 to carry weapons if the person is a school employee of a
30 school district, a private school, or an institution of higher
31 education as defined in section 722.11. The person shall
32 complete a prescribed firearm safety training course offered
33 pursuant to section 724.9, subsection 1, prior to being issued
34 a permit, and not be disqualified under section 724.8. A
35 person issued a permit to carry weapons under this subparagraph

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1 shall receive one-time, in-person legal training, including
2 training on qualified immunity, annual emergency medical
3 training, and annual communication training that is approved
4 by the department of public safety. The department of public
5 safety shall implement required annual live scenario training
6 and quarterly live firearm training for school employees of a
7 school district, a private school, or an institution of higher
8 education that has opted into participating in the professional
9 permitting of school employees. A school employee issued a
10 professional permit to carry by the department of public safety
11 who is up to date with department of public safety-approved
12 training, and the school district that employs the school
13 employee, shall be entitled to qualified immunity from criminal
14 or civil liability for all damages incurred pursuant to the
15 application of reasonable force at the place of employment.
16 The identity of a person who has been issued a permit pursuant
17 to this subparagraph shall be confidential and shall not be a
18 public record subject to disclosure under chapter 22.
19 Sec. 3. Section 724.6, subsection 2, Code 2024, is amended
20 to read as follows:
21 2. Notwithstanding subsection 1, fire fighters, as defined
22 in section 411.1, subsection 10, airport fire fighters included
23 under section 97B.49B, school employees, and emergency medical
24 care providers other than emergency medical care providers
25 specified in subsection 1, paragraph *"a"*, subparagraph (2),
26 shall not, as a condition of employment, be required to obtain
27 a permit under this section. However, the provisions of
28 this subsection shall not apply to a person designated as an
29 arson investigator by the chief fire officer of a political
30 subdivision.
31 EXPLANATION
32 The inclusion of this explanation does not constitute agreement with
33 the explanation's substance by the members of the general assembly.
34 This bill relates to school security, including by
35 establishing the school security personnel grant program within

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1 the department of education, and authorizing school employees
2 to be issued professional permits to carry weapons.
3 The bill requires all school districts with a total
4 enrollment of at least 8,000 students to employ, or retain the
5 services of, at least one private school security officer or
6 school resource officer to guard each attendance center where
7 students enrolled in grades 9 through 12 regularly attend
8 classes, unless a majority of the members of the board of
9 directors of the school district vote to not employ or retain a
10 private school security officer or a school resource officer.
11 The bill encourages all school districts with a total
12 enrollment of less than 8,000 students to employ, or retain
13 the services of, at least one private school security officer
14 or school resource officer to guard each attendance center
15 where students enrolled in grades 9 through 12 regularly
16 attend classes. The bill requires the department of education
17 to develop and administer a school security personnel grant
18 program to provide annual grants to match moneys provided by
19 such school districts to allow the school districts to offset
20 costs associated with employing, or retaining the services of,
21 a private school security officer or school resource officer.
22 The bill provides that the amount of an annual grant provided
23 by the department to a school district that has provided
24 matching moneys pursuant to this provision shall not exceed
25 $50,000. The bill establishes a school security personnel
26 grant program fund in the state treasury to be administered by
27 the department.
28 The bill defines "private school security officer" to
29 mean an individual employed by a private security business
30 who possesses a permit to carry weapons issued under Code
31 section 724.6 (professional permit to carry weapons). The bill
32 requires a private school security officer employed or retained
33 by the board of directors of a school district to participate
34 in the annual live scenario training and quarterly live firearm
35 training sessions described below. The bill defines "private

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1 security business" as a business of furnishing, for hire or
2 reward, guards, watch personnel, armored car personnel, patrol
3 personnel, or other persons to protect persons or property,
4 to prevent the unlawful taking of goods and merchandise, or
5 to prevent the misappropriation or concealment of goods,
6 merchandise, money, securities, or other valuable documents
7 or papers, and includes an individual who for hire patrols,
8 watches, or guards a residential, industrial, or business
9 property or district. Additionally, the bill defines "school
10 resource officer" as either a peace officer, as defined in Code
11 section 801.4, or a reserve peace officer, as defined in Code
12 section 80D.1A.
13 The bill provides that a person may be issued a permit
14 to carry weapons if the person is a school employee of a
15 school district, a private school, or an institution of
16 higher education. The person shall complete a prescribed
17 firearm safety training course offered pursuant to Code
18 section 724.9(1), prior to being issued a permit, and not be
19 ineligible for a permit to carry under Code section 724.8.
20 A person issued a permit to carry weapons is required to
21 receive one-time, in-person legal training, including training
22 on qualified immunity, annual emergency medical training,
23 and annual communication training that is approved by the
24 department of public safety. The department of public safety
25 is required to implement annual live scenario training and
26 quarterly live firearm training for school employees.
27 The bill provides that a school employee issued a
28 professional permit to carry by the department of public safety
29 after completing department of public safety-approved training,
30 and the school district that employs the school employee, is
31 entitled to qualified immunity from criminal or civil liability
32 for all damages incurred pursuant to the application of
33 reasonable force at the place of employment. The bill provides
34 that the identity of a person who has been issued a permit
35 pursuant to this provision is confidential and shall not be a

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1 public record subject to disclosure.
2 The bill provides that a school employee shall not be
3 required, as a condition of employment, to obtain a permit.

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House File 2587 - Introduced

HOUSE FILE 2587
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HF 2111)

A BILL FOR

1 An Act relating to juries, including juror compensation and
2 employer conduct, and making penalties applicable.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6199HV (3) 90
cm/ns

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Section 1. Section 607A.8, subsection 1, Code 2024, is amended to read as follows:

1. A grand juror and a petit juror in all courts shall receive ~~thirty~~ seventy-five dollars as compensation for each day's service or attendance, including attendance required for the purpose of being considered for service. The supreme court ~~may~~ shall adopt rules that allow ~~additional compensation for~~ jurors whose attendance and service exceeds seven days to receive ninety-five dollars as compensation for each day's service or attendance after the seventh day of service or attendance, including attendance required for the purpose of being considered for service.

Sec. 2. Section 607A.45, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 1A. An employer shall not require an employee to perform work for the employer within ten hours of the time the employee is required to report for any actual or prospective jury service. An employer shall not deprive an employee of employment or threaten or otherwise coerce an employee with respect to the employee's employment because the employee exercises the employee's right to be excused from work pursuant to this subsection. An employer who violates this subsection commits contempt.

Sec. 3. Section 607A.45, subsection 2, Code 2024, is amended to read as follows:

2. If an employer discharges an employee in violation of subsection 1 or 1A, the employee may within sixty days of the discharge bring a civil action for the recovery of wages lost as a result of the violation and for an order requiring the reinstatement of the employee. Damages recoverable shall not exceed lost wages for a period of six weeks. If the employee prevails, the employee shall be allowed reasonable attorney fees as determined by the court.

EXPLANATION

The inclusion of this explanation does not constitute agreement with

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1 the explanation's substance by the members of the general assembly.

2 This bill provides that a grand juror and a petit juror in
3 all courts shall receive $75 as compensation for each day's
4 service or attendance. Under current law, a juror is entitled
5 to $30 for each day's service or attendance. The bill also
6 requires the supreme court to adopt rules that allow juror
7 compensation for service or attendance over seven days to be
8 increased to $95 per day after the seventh day of service or
9 attendance.
10 The bill prohibits an employer from requiring an employee
11 to work within 10 hours of the time the employee is required
12 to report for juror service or attendance. An employer who
13 violates this provision commits contempt. An employee may
14 bring a civil action within 60 days of the violation for
15 lost wages and an order for reinstatement. An employee who
16 prevails can recover lost wages not to exceed six weeks of pay
17 and reasonable attorney fees. These are the same remedies
18 authorized under current law for other violations by an
19 employer with respect to a juror.

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House File 2588 - Introduced

HOUSE FILE 2588
BY COMMITTEE ON NATURAL
RESOURCES

(SUCCESSOR TO HSB 699)

(COMPANION TO SF 2327 BY
COMMITTEE ON NATURAL RESOURCES
AND ENVIRONMENT)

A BILL FOR

1 An Act relating to the use of certain moneys in the storage
2 tank management account of the groundwater protection fund,
3 and making appropriations.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6274HV (1) 90
lh/js

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Section 1. Section 455E.11, subsection 2, paragraph d, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A storage tank management account. ~~All~~ The account shall consist of moneys appropriated to, transferred to, or deposited in the account, including fees collected pursuant to section 455B.473, subsection 5, and section 455B.479~~, shall be deposited in the storage tank management account~~. Moneys ~~deposited~~ in the account shall be expended for all of the following purposes:

Sec. 2. Section 455E.11, subsection 2, paragraph d, Code 2024, is amended by adding the following new subparagraph:

NEW SUBPARAGRAPH. (1A) Moneys transferred under this Act to the account are appropriated for the following purposes:

(a) For reimbursement to tank owners for all or part of the costs of a corrective action for a petroleum release.

(b) For permanent closure of an underground storage tank system under a remedial program pursuant to section 455G.9, for additional assessment and corrective action arising out of releases at sites for which a certificate of no further action has been issued, and for tank operator training. At least three million dollars of the moneys expended pursuant to this subparagraph shall be expended for this purpose.

Sec. 3. Section 455E.11, subsection 2, paragraph d, subparagraph (2), Code 2024, is amended to read as follows:

(2) The moneys remaining in the account after the ~~appropriation~~ appropriations in ~~subparagraph~~ subparagraphs (1) and (1A) are appropriated ~~from the storage tank management account~~ to the department of natural resources for the administration of a state storage tank program pursuant to chapter 455B, subchapter IV, part 8, and for programs ~~which~~ that reduce the potential for harm to the environment and the public health from storage tanks.

Sec. 4. TRANSFER OF MONEYS. On the effective date of this Act, all unencumbered and unobligated moneys in the

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1 Iowa comprehensive petroleum underground storage tank fund
2 created in section 455G.3 are transferred to the storage tank
3 management account of the groundwater protection fund created
4 in section 455E.11.
5 EXPLANATION
6 The inclusion of this explanation does not constitute agreement with
7 the explanation's substance by the members of the general assembly.
8 This bill relates to the use of moneys in the storage tank
9 management account of the groundwater protection fund that are
10 transferred from the Iowa comprehensive petroleum underground
11 storage tank fund.
12 The groundwater protection fund includes four accounts
13 related to groundwater: the solid waste account, the
14 agriculture management account, the household hazardous waste
15 account, and the storage tank management account. The Iowa
16 comprehensive petroleum underground storage tank fund assists
17 owners and operators of petroleum underground storage tanks in
18 complying with federal regulations.
19 The bill transfers all unencumbered and unobligated moneys
20 in the Iowa comprehensive petroleum underground storage tank
21 fund on the effective date of the bill to the storage tank
22 management account. The bill provides that moneys transferred
23 to the storage tank management account pursuant to the bill
24 shall be used to reimburse tank owners for the costs associated
25 with a corrective action for a petroleum release and that
26 at least $3 million of the moneys transferred from the Iowa
27 comprehensive petroleum underground storage tank fund to the
28 storage tank management account shall be used for the permanent
29 closure of underground storage tank systems, actions arising
30 from sites where certificates of no further action have been
31 issued, and tank operator training.

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House File 2589 - Introduced

HOUSE FILE 2589
BY COMMITTEE ON HEALTH AND
HUMAN SERVICES

(SUCCESSOR TO HSB 198)

A BILL FOR

1 An Act relating to Medicaid-related programs and services
2 including the work without worry program for employed
3 individuals with disabilities and complex rehabilitation
4 technology.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 1820HV (3) 90
pf/ko

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1 Section 1. WORK WITHOUT WORRY PROGRAM —— MEDICAID FOR
2 EMPLOYED INDIVIDUALS WITH DISABILITIES.
3 1. The department of health and human services shall submit
4 any waiver request or state plan amendment, or combination
5 thereof, to the centers for Medicare and Medicaid services of
6 the United States department of health and human services as
7 necessary to create a work without worry program for employed
8 individuals with disabilities in accordance with this section.
9 2. The program shall provide Medicaid coverage based on the
10 following criteria:
11 a. The individual has a qualifying disability as determined
12 by the social security administration or the individual is
13 determined by the department of health and human services
14 to have a physical or mental impairment or combination of
15 impairments that have lasted or are expected to last for
16 at least twelve months or result in death. An individual
17 shall not be required to receive federal disability benefits
18 to participate in the program. An individual who receives
19 supplemental security income shall be automatically eligible
20 for coverage under the program and shall not be required to
21 submit a separate application for the program.
22 b. The individual is sixteen to sixty-five years of age.
23 c. The individual is employed and has earned income
24 from employment including self-employment. The employment
25 requirement shall not be limited by the number of hours or
26 amount of income, but the individual shall verify employment
27 through evidence of pay stubs or a self-employment ledger.
28 The program shall allow for continuation of coverage for a
29 participating individual for six months following loss of
30 employment if there is an intent on the part of the individual
31 to return to employment.
32 d. The individual is not subject to any resource or asset
33 test or limit under the program, with the exception of the
34 following:
35 (1) Any vehicle owned by the individual that is not

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1 adapted for the individual, used primarily by or for the
2 individual, and used for transporting the individual to medical
3 appointments.
4 (2) The primary residence owned and occupied by the
5 individual if the assessed value of the residence exceeds four
6 hundred thousand dollars.
7 e. The individual's income is below four hundred fifty
8 percent of the federal poverty level. Income is based only on
9 the individual's net earned and unearned income as a household
10 of one as that income is adjusted by the following deductions
11 or disregards:
12 (1) A twenty dollar general disregard from unearned income
13 that is not from employment.
14 (2) A disregard of sixty-five dollars plus one-half of the
15 individual's earned income from employment.
16 (3) A deduction of impairment-related work expenses.
17 (4) A deduction of work expenses for the blind.
18 f. An individual shall have access to all traditional
19 Medicaid services under the Medicaid state plan as well as
20 additional long-term services and supports and community-based
21 services, including waiver services, for which the individual
22 meets any applicable level of care requirements subject to any
23 waiting list or availability of openings for the service and
24 support.
25 g. An individual may be eligible for or receive other health
26 care coverage including through an employer, through Medicare,
27 or through the medically needy program, the qualified Medicare
28 beneficiary program, or the specified low-income Medicare
29 beneficiary program. If the individual has such other coverage
30 and is subject to payment of copayments or premiums for that
31 coverage, notwithstanding the premium requirements under the
32 program to the contrary, the individual shall not be subject to
33 payment of premiums otherwise applicable under the program.
34 h. An individual with income at or above one hundred fifty
35 percent of the federal poverty level shall be subject to

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payment of a premium not to exceed the limits established under federal guidelines.

i. The program shall also provide that any individual participating in the Medicaid for employed persons with disabilities program when the work without worry program is implemented shall be transferred to and enrolled in the work without worry program.

3. The department of health and human services shall implement a work without worry public awareness campaign to ensure that consumer information and educational resources are accessible to individuals with disabilities and the public. The department shall also provide technical assistance to individuals with disabilities in determining if the work without worry program is the best option for coverage under that individual's particular circumstances and in applying for and maintaining participation in the program.

Sec. 2. MEDICAID — REIMBURSEMENT FOR THE REPAIR OF COMPLEX REHABILITATION TECHNOLOGY. Under both Medicaid managed care and fee-for-service administration of the Medicaid program, the department of health and human services shall not require a prescription for reimbursement of a provider for the repair of complex rehabilitation equipment, if the complex rehabilitation technology was previously prescribed and reimbursed under the Medicaid program. For the purposes of this section, "complex rehabilitation technology" means items classified under the Medicare program as durable medical equipment that is individually configured for individuals to meet their specific and unique medical, physical, and functional needs and capacities for basic activities of daily living and instrumental activities of daily living identified as medically necessary.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to programs and services under the

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1 Medicaid program. The bill creates the work without worry
2 program for employed individuals with disabilities 16 to 65
3 years of age under the Medicaid program. The bill directs the
4 department of health and human services (HHS) to submit any
5 waiver request or state plan amendment, or combination thereof,
6 to the centers for Medicare and Medicaid services of the United
7 States department of health and human services as necessary to
8 create a work without worry program for employed individuals
9 with disabilities in accordance with the bill. Criteria for
10 coverage under the program include that the individual has
11 a qualifying disability and although an individual is not
12 required to receive federal disability benefits to participate
13 in the program, an individual who receives supplemental
14 security income shall be automatically eligible for coverage
15 under the program; the individual is 16 to 65 years of age; the
16 individual is employed and has earned income from employment
17 including self-employment; the individual is not subject to
18 any resource or asset test or limit under the program with the
19 exception of nonadapted vehicles and a primary residence for
20 which the assessed value exceeds $400,000; the individual's
21 income is below 450 percent of the federal poverty level as
22 adjusted by specified deductions or disregards; the individual
23 has access to all traditional Medicaid services as well as
24 additional long-term services and supports and community-based
25 services subject to waiting lists and availability of openings;
26 the individual may be eligible for or receive other coverage
27 including through an employer, through Medicare, through the
28 medically needy program, the qualified Medicare beneficiary
29 program, or the specified low-income Medicare beneficiary
30 program, and is not subject to otherwise applicable premiums
31 if the individual is subject to copayments or premiums for
32 the other coverage; the individual with income at or above
33 150 percent of the federal poverty level shall be subject to
34 payment of a premium not to exceed the limits established
35 under federal guidelines; and the program shall provide that

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1 any individual participating in the Medicaid for employed
2 persons with disabilities program at the time the work without
3 worry program is implemented shall be transferred to and
4 enrolled in the work without worry program. The bill also
5 requires HHS to implement a work without worry public awareness
6 campaign to ensure that consumer information and educational
7 resources are accessible to individuals with disabilities and
8 the public, and to provide technical assistance to individuals
9 with disabilities in determining if the work without worry
10 program is the best option for coverage under the individual´s
11 particular circumstances and in applying for and maintaining
12 participation in the program.
13 The bill also provides that under both Medicaid managed care
14 and fee-for-service administration of the Medicaid program,
15 HHS shall not require a prescription for reimbursement of a
16 provider for the repair of complex rehabilitation technology,
17 if the complex rehabilitation technology was previously
18 prescribed and reimbursed under the Medicaid program. The bill
19 defines complex rehabilitation technology.

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House File 2590 - Introduced

HOUSE FILE 2590
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 706)

A BILL FOR

1 An Act relating to mobile homes and manufactured homes property
2 taxes, and including applicability provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6290HV (1) 90
cm/jh

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Iowa General Assembly
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Section 1. Section 435.22, subsection 1, paragraph b, subparagraphs (1) and (3), Code 2024, are amended to read as follows:

(1) If the owner of the home is an Iowa resident, has attained the age of twenty-three years on or before December 31 of the base year, and has an income when included with that of a spouse which is less than ~~eight~~ forty thousand ~~five hundred~~ dollars per year, the annual tax shall not be imposed on the home. ~~If the income is eight thousand five hundred dollars or more but less than sixteen thousand five hundred dollars, the annual tax shall be computed as follows:~~

~~If the Household Income is:~~	~~Annual Tax Per Square Foot:~~
~~$ 8,500 — 9,499.99~~	~~3.0 cents~~
~~9,500 — 10,499.99~~	~~6.0~~
~~10,500 — 12,499.99~~	~~10.0~~
~~12,500 — 14,499.99~~	~~13.0~~
~~14,500 — 16,499.99~~	~~15.0~~

~~(3) Beginning with the 1998 base year, the income dollar amounts set forth in this paragraph "b" shall be multiplied by the cumulative adjustment factor for that base year as determined in section 425.23, subsection 4.~~

Sec. 2. Section 435.22, subsection 2, paragraphs a and b, Code 2024, are amended to read as follows:

a. For the sixth through ninth years after the year of manufacture the annual tax is ninety percent of the tax computed according to subsection 1, paragraph "a" ~~or "b"~~, ~~whichever is applicable~~ unless subsection 1, paragraph "b", applies.

b. For all homes ten or more years after the year of manufacture the annual tax is eighty percent of the tax computed according to subsection 1, paragraph "a" ~~or "b"~~, ~~whichever is applicable~~ unless subsection 1, paragraph "b", applies.

Sec. 3. APPLICABILITY. This Act applies to taxes due and

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1 payable in fiscal years beginning on or after July 1, 2025.
2 EXPLANATION

3 The inclusion of this explanation does not constitute agreement with
4 the explanation's substance by the members of the general assembly.

5 This bill relates to the taxation of mobile homes and
6 manufactured homes.
7 The bill modifies income threshold amounts applicable to the
8 reduced square footage tax rates applicable to mobile homes and
9 manufactured homes. These amounts are currently adjusted for
10 inflation. For the year beginning July 1, 2024, the annual tax
11 is not imposed on an owner with an annual income of less than
12 $13,048, and an owner with an annual income between $13,408 and
13 $25,328 pays the annual tax at one of five reduced rates. The
14 bill provides that the tax is not imposed on an owner with an
15 annual income of less than $40,000, does not provide a reduced
16 rate, and does not adjust the $40,000 threshold for inflation.
17 The bill applies to taxes due and payable for fiscal years
18 beginning on or after July 1, 2025.

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IA-DHHS-24-0418-A-007129

Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

House File 2591 - Introduced

HOUSE FILE 2591
BY COMMITTEE ON HEALTH AND
HUMAN SERVICES

(SUCCESSOR TO HF 2289)

A BILL FOR

1 An Act relating to Lyme disease, including notice and consent
2 provisions required for Lyme disease testing, and continuing
3 education requirements for health care providers.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5087HV (3) 90
pf/ko

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Section 1. NEW SECTION. **135.194 Lyme disease — laboratory test — notice requirement and content — cause of action — licensee discipline.**

1. A health care provider who draws the blood of a patient to perform a laboratory test for the presence of Lyme disease or a medical laboratory that performs a laboratory test for the presence of Lyme disease shall provide the following written notice to the patient at the time the patient's blood is drawn:

Your health care provider has ordered a laboratory test for the presence of Lyme disease for you. Current laboratory testing for Lyme disease can be problematic and standard laboratory tests often result in false negative and false positive results and, if performed too early, you may not have produced enough antibodies to be considered positive because your immune response requires time to develop antibodies. If you are tested for the presence of Lyme disease and the results are negative, this does not necessarily mean you do not have Lyme disease. If you continue to experience unexplained symptoms, you should contact your health care provider and inquire about the appropriateness of retesting or initial or additional treatment.

2. At any time, if the department determines there are significant differences between the content of the notice required by subsection 1 and the most recent medical evidence on Lyme disease testing, the department may adopt rules pursuant to chapter 17A to amend the content of the notice to reflect the most recent medical evidence.

3. The provision by a health care provider or medical laboratory of the notice required by this section shall not be the sole basis for a cause of action or licensee discipline.

4. For the purposes of this section:

a. "Health care provider" means an individual licensed under chapter 148, 148C, 148D, 152, or 152E, or any individual who provides medical services under the authorization of the licensee.

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b. "Medical laboratory" means any facility, entity, or site that offers or performs tests or examinations in connection with the diagnosis and control of human diseases or the assessment of human health, nutritional, or medical conditions.

Sec. 2. NEW SECTION. **135.195 Continuing education — treatment strategies for prolonged symptoms due to Lyme disease.**

Each licensing board for a health care provider as defined in section 135.194 shall develop continuing education requirements regarding treatment strategies to assist patients with prolonged symptoms due to Lyme disease in managing and recovering from these prolonged symptoms.

Sec. 3. Section 147.56, Code 2024, is amended to read as follows:

147.56 Lyme disease treatment — laboratory testing notice — exemption from licensee discipline.

1. A person licensed by a board under this subtitle shall not be subject to discipline under this chapter or the board's enabling statute based solely on the licensee's recommendation or provision of a treatment method for Lyme disease or other tick-borne disease if the recommendation or provision of such treatment meets all the following criteria:

~~1.~~ *a.* The treatment is provided after an examination is performed and informed consent is received from the patient.

~~2.~~ *b.* The licensee identifies a medical reason for recommending or providing the treatment.

~~3.~~ *c.* The treatment is provided after the licensee informs the patient about other recognized treatment options and describes to the patient the licensee's education, experience, and credentials regarding the treatment of Lyme disease or other tick-borne disease.

~~4.~~ *d.* The licensee uses the licensee's own medical judgment based on a thorough review of all available clinical information and Lyme disease or other tick-borne disease literature to determine the best course of treatment for the individual patient.

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1 ~~5.~~ *e.* The treatment will not, in the opinion of the
2 licensee, result in the direct and proximate death of or
3 serious bodily injury to the patient.
4 2. A health care provider as defined in section 135.194
5 shall not be subject to licensee discipline under this chapter
6 or the board's enabling statute solely on the basis of the
7 provision of the notice required by section 135.194.
8 Sec. 4. CODE EDITOR DIRECTIVE. The Code editor is directed
9 to create a new subchapter XXXVII in chapter 135 as follows:
10 Subchapter XXXVII shall be entitled "LYME DISEASE TESTING —
11 NOTICE AND CONSENT REQUIREMENTS — CONTINUING EDUCATION" and
12 include sections 135.194 and 135.195.
13 EXPLANATION

14 **The inclusion of this explanation does not constitute agreement with**
15 **the explanation's substance by the members of the general assembly.**

16 This bill relates to notice and consent requirements for
17 testing and treatment of Lyme disease.
18 The bill provides that a health care provider who draws
19 the blood of a patient to perform a laboratory test for
20 the presence of Lyme disease or a medical laboratory that
21 performs a laboratory test for the presence of Lyme disease
22 shall provide the written notice prescribed in the bill to
23 the patient at the time the patient's blood is drawn. The
24 notice must include statements that: current laboratory
25 testing for the presence of Lyme disease can be problematic
26 and standard laboratory tests often result in false negative
27 and false positive results; that if testing is performed too
28 early, the patient may not have produced enough antibodies to
29 be considered positive because the patient's immune response
30 requires time to develop antibodies; that if the patient is
31 tested for the presence of Lyme disease and the results are
32 negative, this does not necessarily mean the patient does
33 not have Lyme disease; and that if the patient continues
34 to experience unexplained symptoms, the patient should
35 contact the patient's health care provider and inquire about

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1 the appropriateness of retesting or initial or additional
2 treatment.
3 If at any time the department of health and human services
4 (HHS) finds there are significant differences between the
5 content of the required notice and the most recent medical
6 evidence on Lyme disease testing, HHS may adopt administrative
7 rules to amend the content of the notice to reflect the most
8 recent medical evidence. Additionally, the provision by a
9 health care provider or medical laboratory of the notice
10 required under the bill shall not be the sole basis for a cause
11 of action or licensee discipline.
12 "Health care provider" and "medical laboratory" are defined
13 in the bill.
14 The bill also requires professional licensing boards
15 for health care providers to develop continuing education
16 requirements regarding treatment strategies to assist patients
17 with prolonged symptoms due to Lyme disease in managing and
18 recovering from these prolonged symptoms.
19 The bill also amends a Code provision relating to Lyme
20 disease treatment and exemption from licensee discipline to
21 provide that a health care provider as defined under the bill
22 shall not be subject to licensee discipline under Code chapter
23 147 (general provisions, health-related professions) or the
24 health licensing board's enabling statute solely on the basis
25 of the provision of the notice required under the bill.

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House File 2592 - Introduced

HOUSE FILE 2592
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HF 2295)

A BILL FOR

1 An Act relating to the placement of a police officer on a
2 Brady-Giglio list, including the right of a police officer
3 to petition the court and the standard of proof required for
4 actions regarding such placement.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6072HV (2) 90
as/js

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Iowa General Assembly
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H.F. 2592

1 Section 1. Section 80F.1, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 25. An officer shall have the right
4 to petition the district court, appeal, or intervene in an
5 action regarding a prosecuting agency's decision to place an
6 officer on a Brady-Giglio list. The district court shall
7 have jurisdiction over the review of the prosecuting agency's
8 decision. The district court shall perform an in camera review
9 of the of the evidence and may hold a closed hearing upon the
10 request of the officer or prosecuting agency, or upon the
11 court's own motion. The district court may affirm, modify,
12 or reverse a prosecuting agency's decision, and issue orders
13 or provide relief, including removal of the officer from a
14 Brady-Giglio list, as justice may require. Evidence presented
15 to the district court shall be provided under seal and kept
16 confidential unless otherwise provided by law and ordered by
17 the district court.
18 Sec. 2. NEW SECTION. **80F.3 Standard of proof.**
19 The standard of proof for an allegation, administrative
20 charge, complaint, cause of action, claim, or defense under
21 this chapter shall be a preponderance of the evidence unless a
22 higher standard of proof is required by law.
23 EXPLANATION
24 **The inclusion of this explanation does not constitute agreement with**
25 **the explanation's substance by the members of the general assembly.**
26 This bill relates to the right of a police officer to
27 petition the court regarding placement on a Brady-Giglio list
28 by a prosecuting agency, and establishes the standard of proof
29 required for actions under Code chapter 80F.
30 The bill provides that an officer shall have the right to
31 petition the district court, appeal, or intervene in an action
32 regarding a prosecuting agency's decision to place an officer
33 on a Brady-Giglio list. The district court has jurisdiction
34 over the review of the prosecuting agency's decision. The
35 district court shall perform an in camera review of the

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1 evidence and may hold a closed hearing upon the request of the
2 officer or prosecuting agency, or upon the court's own motion.
3 The court may affirm, modify, or reverse a prosecuting agency's
4 decision, and issue orders or provide relief, including removal
5 of the officer from a Brady-Giglio list. Evidence presented
6 to the district court shall be provided under seal and kept
7 confidential unless otherwise provided by law and ordered by
8 the district court.
9 The bill provides that the standard of proof for an
10 allegation, administrative charge, complaint, cause of
11 action, claim, or defense under Code chapter 80F shall be a
12 preponderance of the evidence unless a higher standard of proof
13 is required by law.

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House File 2593 - Introduced

HOUSE FILE 2593
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HF 2231)

A BILL FOR

1 An Act relating to the review of an officer-involved shooting
2 case by a county attorney.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6066HV (2) 90
as/js

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Iowa General Assembly
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Section 1. Section 331.756, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 76. *a.* In the case of an officer-involved shooting resulting in the death or serious bodily injury of a person, review the evidence and render a written opinion and charging decision, convene a grand jury, or refer the case to the attorney general for independent review and a charging decision.

b. The results of the review shall be provided within one hundred eighty days to the officer involved or the officer's legal counsel and the officer's employing agency.

c. If the case presents a conflict of interest, the review shall be referred to an independent county attorney, the attorney general, or a special prosecutor.

d. For the purposes of this subsection, *"officer"* means the same as defined in section 801.4, subsection 11.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to the review of an officer-involved shooting case by a county attorney.

The bill provides that in the case of an officer-involved shooting resulting in the death or serious bodily injury of a person, the county attorney shall review the evidence and render a written opinion and charging decision, convene a grand jury, or refer the case to the attorney general for independent review and a charging decision. The results of the review shall be provided to the officer involved or the officer's legal counsel and the officer's employing agency within 180 days. If the case presents a conflict of interest, the review shall be referred to an independent county attorney, the attorney general, or a special prosecutor.

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Iowa General Assembly
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House File 2594 - Introduced

HOUSE FILE 2594
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 705)

A BILL FOR

1 An Act establishing the criminal offense of organized retail
2 theft, providing penalties, and including effective date
3 provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6329HV (1) 90
as/js

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IA-DHHS-24-0418-A-007140

Iowa General Assembly
Daily Bills, Amendments and Study
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H.F. 2594

1 Section 1. NEW SECTION. **714.2B Organized retail theft.**
2 1. As used in this section, unless the context otherwise
3 requires:
4 *a. "Pattern of retail theft"* means acts committed or
5 directed by a person on at least two separate occasions in the
6 preceding six months that would constitute a violation of any
7 of the following:
8 (1) Burglary under section 713.1 when the structure is a
9 retail establishment.
10 (2) Theft under section 714.1, subsection 1, 3, 4, or 6,
11 involving retail merchandise.
12 (3) A violation of section 714.7B concerning theft
13 detection devices.
14 (4) Theft of pseudoephedrine, under section 714.7C, from a
15 retail establishment.
16 *b. "Retail establishment"* means the building where a
17 retailer sells retail merchandise.
18 *c. "Retail merchandise"* means all forms of tangible property
19 held out for sale by a retailer.
20 *d. "Retail theft enterprise"* means a group of two or more
21 individuals with a shared goal involving the unauthorized
22 removal of retail merchandise from a retailer. *"Retail theft*
23 *enterprise"* does not require the membership of the enterprise
24 to remain the same or that the same individuals participate in
25 each offense committed by the enterprise.
26 *e. "Retailer"* means a person or entity that sells retail
27 merchandise.
28 *f. "Value"* means the same as provided in section 714.3.
29 2. A person commits organized retail theft when all of the
30 following occur:
31 *a.* The person is employed by or associated with a retail
32 theft enterprise.
33 *b.* The person has previously engaged in a pattern of
34 retail theft and intentionally commits an act or directs
35 another member of the retail theft enterprise to commit an act

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1 involving retail merchandise that is a violation of section
2 713.1, section 714.1, subsection 1, 3, 4, or 6, section 714.7B,
3 or section 714.7C.
4 *c.* The person or another member of the retail theft
5 enterprise sells or intends to sell the stolen retail
6 merchandise, advertises or displays any item of the stolen
7 retail merchandise for sale, or returns any item of the stolen
8 retail merchandise to a retailer for anything of value.
9 3. A person who commits organized retail theft is guilty of
10 the following:
11 *a.* A class "C" felony if the value of the property stolen
12 exceeds five thousand dollars.
13 *b.* A class "D" felony if either of the following
14 circumstances exists:
15 (1) The value of the property stolen is more than one
16 thousand dollars but not more than five thousand dollars.
17 (2) The value of the property is more than five hundred
18 dollars but not more than one thousand dollars and the person
19 has been convicted at least twice before for a violation of
20 this section, section 713.1, section 714.1, subsection 1, 3,
21 4, or 6, section 714.7B, or section 714.7C, or a statute from
22 another state, the United States, or a foreign jurisdiction, in
23 conformity with any of those sections, and the person received
24 a felony or an aggravated misdemeanor sentence for the offense,
25 and at least two of the prior convictions occurred in the
26 previous ten years.
27 *c.* An aggravated misdemeanor if either of the following
28 circumstances exist:
29 (1) The value of the property stolen is more than five
30 hundred dollars but not more than one thousand dollars.
31 (2) The value of the property is five hundred dollars
32 or less and the person commits the offense within ten years
33 of a previous conviction under this section, section 713.1,
34 section 714.1, subsection 1, 3, 4, or 6, section 714.7B, or
35 section 714.7C, or a statute from another state, the United

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1 States, or a foreign jurisdiction, in conformity with any of
2 those sections, and the person received a felony or aggravated
3 misdemeanor sentence for the offense.
4 *d.* A serious misdemeanor if the value of the property stolen
5 is five hundred dollars or less.
6 4. The value of the retail merchandise received by the
7 defendant in violation of this section within any six-month
8 period may be aggregated and the defendant charged accordingly
9 in applying the provisions of this subdivision, provided that
10 when two or more offenses are committed by the same person in
11 two or more counties, the accused may be prosecuted in any
12 county in which one of the offenses was committed for all of
13 the offenses aggregated under this subdivision.
14 5. If a violation of this section creates a reasonably
15 foreseeable risk of bodily harm to another, the penalties
16 described in subsection 3 are enhanced as follows:
17 *a.* If the penalty is a serious misdemeanor or an aggravated
18 misdemeanor, the offense shall be classified and punished as an
19 offense one degree higher than the underlying offense.
20 *b.* If the penalty is a felony, the offense shall be
21 classified and punished as an offense one degree higher than
22 the underlying offense.
23 Sec. 2. EFFECTIVE DATE. This Act, being deemed of immediate
24 importance, takes effect upon enactment.
25 EXPLANATION

26 **The inclusion of this explanation does not constitute agreement with**
27 **the explanation's substance by the members of the general assembly.**

28 This bill establishes the criminal offense of organized
29 retail theft.
30 The bill defines a "pattern of retail theft" to mean acts
31 committed or directed by a person on at least two separate
32 occasions in the preceding six months that would constitute a
33 violation of any of the following: burglary under Code section
34 713.1 when the building is a retail establishment, theft under
35 Code section 714.1, subsection 1, 3, 4, or 6, involving retail

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1 merchandise, a violation of Code section 714.7B concerning
2 theft detection devices, and theft of pseudoephedrine, under
3 Code section 714.7C, from a retail establishment. The bill
4 defines "retail theft enterprise" to mean a group of two or
5 more individuals with a shared goal involving the unauthorized
6 removal of retail merchandise from a retailer. "Retail theft
7 enterprise" does not require the membership of the enterprise
8 to remain the same or that the same individuals participate
9 in each offense committed by the enterprise. The bill
10 also defines "retail establishment", "retail merchandise",
11 "retailer", and "value".
12 The bill provides that a person commits organized retail
13 theft when all of the following occur: the person is employed
14 by or associated with a retail theft enterprise; the person
15 has previously engaged in a pattern of retail theft and
16 intentionally commits an act or directs another member of the
17 retail theft enterprise to commit an act involving retail
18 merchandise that is a violation of Code section 713.1, Code
19 section 714.1, subsection 1, 3, 4, or 6, Code section 714.7B,
20 or Code section 714.7C; and the person or another member of the
21 retail theft enterprise sells or intends to sell the stolen
22 retail merchandise, advertises or displays any item of the
23 stolen retail merchandise for sale, or returns any item of the
24 stolen retail merchandise to a retailer for anything of value.
25 The bill provides that a person who commits organized retail
26 theft is guilty of the following: a class "C" felony if the
27 value of the property stolen exceeds $5,000; a class "D" felony
28 if either the value of the property stolen is more than $1,000
29 but not more than $5,000, or the value of the property is more
30 than $500 but not more than $1,000 and the person has been
31 convicted at least twice before for a violation of the bill or
32 one of the other qualifying offenses, the person received a
33 felony or an aggravated misdemeanor sentence for the offense,
34 and at least two of the prior convictions occurred in the
35 previous 10 years; an aggravated misdemeanor if either the

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1 value of the property stolen is more than $500 but not more
2 than $1,000, or the value of the property is $500 or less and
3 the person commits the offense within 10 years of a previous
4 conviction under the bill or one of the other qualifying
5 offenses and the person received a felony or aggravated
6 misdemeanor sentence for the offense; or a serious misdemeanor
7 if the value of the property stolen is $500 or less.
8 The bill provides that the value of the retail merchandise
9 received by the defendant in violation of the bill within any
10 six-month period may be aggregated and the defendant charged
11 accordingly.
12 The bill provides that if a violation of the bill creates
13 a reasonably foreseeable risk of bodily harm to another, the
14 penalties described in the bill are enhanced as follows:
15 if the penalty is a serious misdemeanor or an aggravated
16 misdemeanor, the offense shall be classified and punished as
17 an offense one degree higher than the underlying offense; if
18 the penalty is a felony, the offense shall be classified and
19 punished as an offense one degree higher than the underlying
20 offense.
21 The bill takes effect upon enactment.

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IA-DHHS-24-0418-A-007145

Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

House File 2595 - Introduced

HOUSE FILE 2595
BY COMMITTEE ON TRANSPORTATION

(SUCCESSOR TO HSB 707)

A BILL FOR

1 An Act relating to traffic violations and enforcement,
2 including the use of an electronic device while driving
3 and the use of automated or remote systems for traffic
4 law enforcement, providing penalties, making penalties
5 applicable, and including effective date provisions.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6321HV (1) 90
th/ns

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007146

Iowa General Assembly
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H.F. 2595

DIVISION I

USE OF ELECTRONIC DEVICES WHILE DRIVING

Section 1. Section 321.178, subsection 2, paragraph a, subparagraph (2), Code 2024, is amended by striking the subparagraph.

Sec. 2. Section 321.178, subsection 2, paragraphs b and c, Code 2024, are amended to read as follows:

b. ~~The department may suspend a restricted driver's license issued under this section upon receiving satisfactory evidence that the licensee has violated the restrictions imposed under paragraph "a", subparagraph (2), subparagraph division (a).~~ The department may ~~also~~ suspend a restricted license issued under this section upon receiving a record of the person's conviction for one violation and shall revoke the license upon receiving a record of conviction for two or more violations of a law of this state or a city ordinance regulating the operation of motor vehicles on highways, other than parking violations as defined in section 321.210. After revoking a license under this section the department shall not grant an application for a new license or permit until the expiration of one year or until the person attains the age of eighteen, whichever is the longer period.

~~*c.* A person who violates the restrictions imposed under paragraph "a", subparagraph (2), subparagraph division (a), may be issued a citation under this section and shall not be issued a citation under section 321.193. A violation of the restrictions imposed under paragraph "a", subparagraph (2), subparagraph division (a), shall not be considered a moving violation.~~

Sec. 3. Section 321.180B, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. The department may suspend an instruction permit, intermediate license, or full license issued under this section upon receiving satisfactory evidence that the person issued the instruction permit, intermediate license, or full license

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violated the restrictions imposed under subsection 1~~,~~ or 2~~, or 6~~ during the term of the instruction permit or intermediate license.

Sec. 4. Section 321.180B, subsection 6, Code 2024, is amended by striking the subsection.

Sec. 5. Section 321.180B, subsection 7, Code 2024, is amended to read as follows:

7. *Citations for violation of restrictions.* A person who violates the restrictions imposed under subsection 1~~,~~ or 2~~, or 6~~ may be issued a citation under this section and shall not be issued a citation under section 321.193. A violation of the restrictions imposed under subsection 1~~,~~ or 2~~, or 6~~ shall not be considered a moving violation.

Sec. 6. Section 321.194, subsection 2, paragraph b, subparagraph (2), Code 2024, is amended by striking the subparagraph.

Sec. 7. Section 321.210, subsection 2, paragraph e, Code 2024, is amended by striking the paragraph.

Sec. 8. Section 321.238, Code 2024, is amended to read as follows:

321.238 Use of electronic devices while driving — preemption of local legislation.

The provisions of this chapter restricting the use of electronic ~~communication devices and electronic entertainment~~ devices by motor vehicle operators shall be implemented uniformly throughout the state. Such provisions shall preempt any county or municipal ordinance regarding the use of an electronic ~~communication device or electronic entertainment~~ device by a motor vehicle operator. In addition, a county or municipality shall not adopt or continue in effect an ordinance regarding the use of an electronic ~~communication device or electronic entertainment~~ device by a motor vehicle operator.

Sec. 9. Section 321.276, subsection 1, Code 2024, is amended by striking the subsection and inserting in lieu thereof the following:

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1 1. For purposes of this section:
2 *a. "Electronic device"* means a device that is powered by
3 electricity, including by a battery, and that is capable of
4 being used to compose, send, receive, or read an electronic
5 message, or that is capable of storing, retrieving on-demand,
6 or displaying videos, movies, broadcast television images,
7 visual images, or audio or video data files. *"Electronic*
8 *device"* includes but is not limited to a telephone including
9 a cellular telephone, personal digital assistant, portable
10 or mobile computer including a tablet, two-way messaging
11 device, electronic gaming device, and any substantially similar
12 portable device that is used to initiate, store, or receive
13 electronic communication, information, or data. *"Electronic*
14 *device"* does not include a device that is physically or
15 electronically integrated into a motor vehicle, including but
16 not limited to an integrated global positioning system or
17 navigation system when the destination is entered into such
18 system before the vehicle is in motion.
19 *b. "Use"* includes but is not limited to holding, physically
20 supporting with any part of a person's body, viewing, or
21 manually entering letters, numbers, or symbols on an electronic
22 device. *"Use"* does not include any of the following, so long as
23 a person does not manually enter letters, numbers, or symbols
24 while holding the device:
25 (1) Holding an electronic device directly near a person's
26 ear or with the speaker phone function activated for the
27 purpose of making, receiving, or conducting a telephone call.
28 (2) Receiving a wireless message on an electronic device
29 regarding the operation or navigation of a motor vehicle,
30 safety-related information including emergency, traffic, or
31 weather alerts, or data used primarily by the motor vehicle.
32 (3) Using an electronic device for navigation purposes.
33 *c. "Voice-activated or hands-free mode"* means an attachment,
34 accessory, application, wireless connection, or built-in
35 feature of an electronic device or motor vehicle that allows

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a person to use verbal commands or a single touch to activate or deactivate the device or a function or software application of the device. *"Voice-activated or hands-free mode"* does not include accessing nonnavigation video content, engaging in a video call, accessing or engaging in video streaming, accessing gaming data, or reading an electronic message or notification.

Sec. 10. Section 321.276, subsections 2, 3, and 4, Code 2024, are amended to read as follows:

2. A person shall not use ~~a hand-held~~ an electronic ~~communication~~ device ~~to write, send, or view an electronic message~~ while driving a motor vehicle ~~unless~~. For purposes of this subsection, a person is not driving a motor vehicle if the motor vehicle is at a complete stop at a traffic control signal or device that is directing the person to stop, on a roadway due to an emergency or road closure, or off the traveled portion of the roadway, or as far away from the center of the roadway as is practicable if the vehicle cannot be entirely removed from the traveled portion of the roadway.

a. A person does not violate this section by using ~~a global positioning system or navigation system or when, for the purpose of engaging in a call, the person selects or enters a telephone number or name in a hand-held mobile telephone or activates, deactivates, or initiates a function of a hand-held mobile telephone~~ an electronic device in a voice-activated or hands-free mode.

b. The provisions of this subsection relating to ~~writing, sending, or viewing an electronic message~~ the use of an electronic device do not apply to the following persons:

(1) A member of a public safety agency, as defined in section 34.1, performing official duties.

(2) A health care professional in the course of an emergency situation.

(3) A person ~~receiving safety-related information including emergency, traffic, or weather alerts~~ using an electronic device for the purpose of reporting an emergency situation,

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1 including any continued communication with emergency personnel
2 during the emergency situation, or public transit personnel
3 responding to a transit-specific situation.
4 (4) A utility maintenance employee or contractor using
5 an electronic device while in a utility maintenance vehicle,
6 and responding to an emergency, power outage, or circumstance
7 that affects the health or safety of individuals, provided the
8 employee or contractor is acting within the scope of their
9 employment or agency.
10 (5) A person operating a commercial motor vehicle while
11 using a mobile data terminal that transmits and receives data.
12 (6) A person storing an electronic device in a holster,
13 harness, or article of clothing on the person's body.
14 3. Nothing in this section shall be construed to authorize
15 a peace officer to confiscate ~~a hand-held~~ an electronic
16 ~~communication~~ device from the driver or occupant of a motor
17 vehicle.
18 4. *a.* A person convicted of a violation of this section
19 is guilty of a simple misdemeanor punishable as a scheduled
20 violation under section 805.8A, subsection 14, paragraph *"1"*.
21 *b.* A violation of this section shall ~~not~~ be considered a
22 moving violation for purposes of this chapter ~~or~~ and rules
23 adopted pursuant to this chapter.
24 *c.* Notwithstanding section 321.210 or any provision of
25 this chapter to the contrary, but subject to subsection 6,
26 the department may suspend the driver's license of a person
27 convicted of a violation of this section for a period not to
28 exceed ninety days.
29 *d.* Notwithstanding paragraphs *"a"* and *"b"*, a peace officer
30 shall issue a warning memorandum in lieu of a citation to a
31 person for violating this section. This paragraph is repealed
32 January 1, 2025.
33 Sec. 11. Section 321.276, Code 2024, is amended by adding
34 the following new subsections:
35 NEW SUBSECTION. 6. *a.* In lieu of the penalties provided

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1 under subsection 4, a person may attend and successfully
2 complete, at the person's own expense, a driver improvement
3 program approved by the department. To be eligible, the
4 person shall notify the clerk of court prior to the date of
5 the person's court appearance as indicated on the citation
6 that the person intends to attend and successfully complete a
7 driver improvement program, and shall submit to the clerk of
8 court written verification that the person completed the driver
9 improvement program, signed by the instructor of the program,
10 within ninety days of the violation.
11 *b.* A person who notifies the clerk of court that the person
12 intends to successfully complete a driver improvement program
13 pursuant to paragraph *"a"*, but who does not submit the required
14 written verification that the person successfully completed
15 the driver improvement program to the clerk of court within
16 ninety days of the violation, shall be subject to the penalties
17 described in subsection 4 on the ninety-first day after the
18 violation.
19 NEW SUBSECTION. 7. The department of public safety shall
20 submit a report to the general assembly on or before January
21 31 each year detailing the number of citations issued for
22 violations under this section during the previous calendar
23 year. The report must include statistics detailing the race of
24 each person cited.
25 Sec. 12. Section 321.482A, unnumbered paragraph 1, Code
26 2024, is amended to read as follows:
27 Notwithstanding section 321.482, a person who is convicted
28 of operating a motor vehicle in violation of ~~section 321.178,~~
29 ~~subsection 2, paragraph *"a"*, subparagraph (2), section~~
30 ~~321.180B, subsection 6, section 321.194, subsection 2,~~
31 ~~paragraph *"b"*, subparagraph (2),~~ section 321.256, 321.257,
32 section 321.275, subsection 4, section 321.276, 321.297,
33 321.298, 321.299, 321.302, 321.303, 321.304, 321.305, 321.306,
34 321.307, 321.311, 321.319, 321.320, 321.321, 321.322, 321.323,
35 321.324, 321.324A, 321.327, 321.329, 321.333, section 321.372,

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subsection 3, or section 321.449B, causing serious injury to or the death of another person may be subject to the following penalties in addition to the penalty provided for a scheduled violation in section 805.8A or any other penalty provided by law:

Sec. 13. Section 321.555, subsection 2, Code 2024, is amended to read as follows:

2. Six or more of any separate and distinct offenses within a two-year period in the operation of a motor vehicle, which are required to be reported to the department by section 321.491 or chapter 321C, except equipment violations, parking violations as defined in section 321.210, violations of registration laws, violations of sections 321.445 and 321.446, ~~violations of section 321.276,~~ operating a vehicle with an expired license or permit, failure to appear, weights and measures violations and speeding violations of less than fifteen miles per hour over the legal speed limit.

Sec. 14. Section 707.6A, subsection 2, paragraph a, subparagraphs (1), (2), and (3), Code 2024, are amended by striking the subparagraphs and inserting in lieu thereof the following:

(1) For purposes of this paragraph *"a"*, a person's use of an electronic device while driving a motor vehicle shall be considered prima facie evidence that the person was driving the motor vehicle in a reckless manner with willful or wanton disregard for the safety of persons or property, in violation of section 321.277.

(2) Subparagraph (1) does not apply to any of the following:

(a) A person using an electronic device in a voice-activated or hands-free mode.

(b) A person listed in section 321.276, subsection 2, paragraph *"b"*.

(3) For purposes of this paragraph *"a"*, the following definitions apply:

(a) *"Electronic device"* means the same as defined in section

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321.276.

(b) *"Use"* means the same as defined in section 321.276.

(c) *"Voice-activated or hands-free mode"* means the same as defined in section 321.276.

Sec. 15. Section 805.8A, subsection 4, paragraph c, Code 2024, is amended by striking the paragraph.

Sec. 16. Section 805.8A, subsection 14, paragraph l, Code 2024, is amended to read as follows:

l. ~~*Writing, sending, or viewing an*~~ *Use of electronic* ~~*message*~~ *device while driving violations.* For violations under section 321.276, the scheduled fine is ~~forty-five dollars.~~ as follows:

(1) One hundred fifty dollars for a first violation.

(2) Two hundred fifty dollars if the violation is within two years of a prior violation.

(3) Five hundred dollars if the violation is a third or subsequent violation within two years.

DIVISION II

AUTOMATIC TRAFFIC ENFORCEMENT PROHIBITED

Sec. 17. NEW SECTION. **321.492C Use of automated or remote systems for traffic law enforcement prohibited — sharing related information prohibited.**

1. The state or a local authority shall not place or cause to be placed on or adjacent to a highway, or maintain or employ the use of, any automated or remote system for traffic law enforcement.

2. The department of transportation and the department of public safety shall not share or provide information used to impose or collect a civil penalty that results from a violation captured by an automated or remote system for traffic law enforcement through any existing interstate compact that does not specifically allow or require information to be shared or provided for that explicit purpose.

3. For purposes of this section, *"automated or remote system for traffic law enforcement"* means a camera or other optical device designed to work in conjunction with an official traffic

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control signal or speed measuring device to identify motor vehicles operating in violation of traffic laws, the use of which results in the issuance of citations sent through the mail or by electronic means.

Sec. 18. REMOVAL OF AUTOMATED OR REMOTE SYSTEMS FOR TRAFFIC LAW ENFORCEMENT — VALIDITY OF PRIOR CITATIONS. Prior to July 1, 2025, a local authority using an automated or remote system for traffic law enforcement shall discontinue using the system and remove the system equipment. On and after July 1, 2025, all local ordinances authorizing the use of automated or remote systems for traffic law enforcement are void. However, any citation issued or mailed pursuant to such an ordinance prior to July 1, 2025, shall not be invalidated by the enactment of this division of this Act and shall be processed according to the provisions of law under which the citation was authorized.

Sec. 19. EFFECTIVE DATE. The section of this division of this Act enacting section 321.492C takes effect July 1, 2025.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

USE OF ELECTRONIC DEVICES WHILE DRIVING. Under current law, Code section 321.276 prohibits the use of hand-held electronic communication devices to write, send, or view electronic messages while driving a motor vehicle. This bill expands Code section 321.276 to prohibit any use of an electronic device while driving. The bill defines the terms "electronic device", "use", and "voice-activated or hands-free mode". The bill excludes certain actions while behind the wheel of a motor vehicle from being considered "driving" for purposes of the bill, such as being stopped at a stop light.

The bill authorizes persons to use an electronic device in a voice-activated or hands-free mode, with the speaker phone function engaged, while holding the phone in close proximity to the person's ear, or for navigation purposes. The bill excludes certain persons from the prohibition, including a

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1 person reporting an emergency situation, a utility maintenance
2 employee or contractor responding to an emergency, power
3 outage, or circumstance that affects the health or safety of
4 individuals, a person operating a commercial motor vehicle
5 while using a mobile data terminal that transmits and receives
6 data, and a person storing an electronic device in a holster,
7 harness, or article of clothing on the person's body.
8 The bill makes a violation of Code section 321.276 a moving
9 violation. Under current law, a moving violation can be
10 considered for purposes of administrative suspension of a
11 driver's license (Code section 321.210; 761 IAC 615.12) or to
12 establish habitual offender status (Code section 321.555).
13 However, a peace officer is required to issue a warning
14 memorandum in lieu of a citation for violations that occur
15 during the period between the effective date of the bill and
16 January 1, 2025.
17 The bill increases the scheduled fine for a violation of Code
18 section 321.276 from $45 to $150, and further increases the
19 penalty for a second ($250) and a third or subsequent ($500)
20 violation within two years. In addition, the department of
21 transportation (DOT) may suspend a person's driver's license
22 for up to 90 days. However, the bill allows a person to attend
23 and successfully complete, at the person's own expense, a
24 driver improvement program approved by the DOT in lieu of the
25 penalties. To be eligible, the person must notify the clerk of
26 court prior to the date of the person's court appearance that
27 the person intends to attend and successfully complete a driver
28 improvement program, and must submit to the clerk of court
29 written verification that the person completed the program,
30 signed by the instructor of the program, within 90 days of the
31 violation. If a person notifies the clerk of court of the
32 person's intent to complete the program but fails to submit the
33 required verification of completion within 90 days, the person
34 is subject to the penalties.
35 Under Code section 321.482A, if a person is convicted for a

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1 violation and the violation causes a serious injury, a court
2 could impose an additional fine of $500 or suspend the person's
3 driver's license for not more than 90 days, or both. If a
4 person is convicted for a violation and the violation causes
5 a death, a court could impose an additional fine of $1,000 or
6 suspend the person's driver's license for not more than 180
7 days, or both. By operation of law, a person issued a warning
8 memorandum under the bill is not subject to the enhanced
9 penalties under Code section 321.482A.
10 The bill makes corresponding changes to Code sections
11 321.238 (preemption of local legislation) and 707.6A (homicide
12 or serious injury by vehicle) to align those provisions to the
13 provisions of Code section 321.276 as amended by the bill.
14 The bill also makes corresponding changes to Code sections
15 321.178, 321.180B, and 321.194, by striking provisions relating
16 to the use of electronic communication devices while driving
17 by persons under the age of 18 who are issued certain types
18 of driver's licenses, thereby making Code section 321.276 as
19 amended by the bill applicable to such persons.
20 AUTOMATED TRAFFIC ENFORCEMENT PROHIBITED. On and after July
21 1, 2025, the bill prohibits the state or a local authority from
22 placing or causing to be placed on or adjacent to a highway, or
23 maintaining or employing the use of, any automated or remote
24 system for traffic law enforcement (ATE system). The bill also
25 prohibits the department of transportation and the department
26 of public safety from providing information used to impose or
27 collect a civil penalty that results from a violation captured
28 by an ATE system through an existing interstate compact
29 agreement unless the agreement specifically allows or requires
30 that information to be shared or provided for that specific
31 purpose.
32 The bill defines "automated or remote system for traffic law
33 enforcement" to mean a camera or other optical device designed
34 to work in conjunction with an official traffic control signal
35 or speed measuring device to identify motor vehicles operating

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1 in violation of traffic laws, the use of which results in the
2 issuance of citations sent through the mail or by electronic
3 means.
4 The bill requires that prior to July 1, 2025, a local
5 authority using an ATE system must discontinue using the system
6 and remove the system equipment. On and after July 1, 2025,
7 all local ordinances authorizing the use of ATE systems are
8 void. However, the bill provides that any citation issued or
9 mailed pursuant to such an ordinance prior to July 1, 2025, is
10 not invalidated by the bill and must be processed according to
11 the provisions of law under which the citation was authorized.

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IA-DHHS-24-0418-A-007158

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2596 - Introduced

HOUSE FILE 2596
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HSB 700)

A BILL FOR

1 An Act relating to qualifications to bid on or submit a
2 proposal for certain public contracts, and providing
3 penalties.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6256HV (1) 90
sc/ns

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Iowa General Assembly
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Bills
February 19, 2024

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Section 1. NEW SECTION. **8A.311C Qualifications to bid or submit proposals.**

1. For purposes of this section:

a. "Company" means any sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for profit-making purposes.

b. "Domicile" means any of the following:

(1) The country in which a company is registered.

(2) The country in which the company's affairs are primarily completed.

(3) The country in which the majority of a company's ownership shares are held.

c. "Federally banned company" means a company banned from doing business in the United States by the federal government. Such bans include but are not limited to those resulting from actions taken by any of the following federal agencies or pursuant to any of the following federal laws:

(1) The federal communications commission, including but not limited to the covered list developed pursuant to 47 C.F.R. §1.50002 and published by the public safety and homeland security bureau of the federal communications commission.

(2) The United States department of commerce.

(3) The United States cybersecurity and infrastructure security agency.

(4) The federal acquisition security council.

(5) Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232.

d. "Foreign adversary" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab

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1 Republic, including an agent of or an entity under significant
2 control of such foreign country of concern, or an entity deemed
3 a foreign adversary by the governor in consultation with the
4 department.
5 *e. "Foreign adversary company"* means a company owned
6 or controlled, in whole or in part, by the government of a
7 foreign adversary, by individuals acting in official government
8 capacities of a foreign adversary, by a company domiciled in a
9 foreign adversary, or by a company otherwise under control of a
10 foreign adversary.
11 2. Except as provided under subsection 5, all of the
12 following are ineligible to bid on or submit a proposal for a
13 contract with the state or a political subdivision of the state
14 for goods or services, including but not limited to under this
15 chapter, or chapter 8B, 26, 73, or 73A:
16 *a.* A foreign adversary company.
17 *b.* A federally banned company.
18 *c.* A company that offers to provide goods or services
19 manufactured or produced by a foreign adversary company or
20 federally banned company.
21 3. A company that submits a bid or proposal for a contract
22 with the state or a political subdivision of the state
23 for goods or services must certify that the company is not
24 ineligible to bid on the contract under subsection 2.
25 4. If the department determines that a company has submitted
26 a false certification under subsection 3, all of the following
27 apply:
28 *a.* The department shall assess the company a civil penalty
29 of not less than two hundred fifty thousand dollars, or twice
30 the amount of the contract for which a bid or proposal was
31 submitted, whichever is greater. Civil penalties collected
32 under this paragraph shall be deposited in the general fund of
33 the state.
34 *b.* The contract is void.
35 *c.* The company shall be ineligible to bid on a public

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1 contract for sixty months.
2 5. Notwithstanding subsection 2, the state or a political
3 subdivision of the state may enter into a contract for goods
4 manufactured by a foreign adversary company or federally banned
5 company if all of the following criteria are met:
6 *a.* There is no other reasonable option for procuring the
7 goods.
8 *b.* The contract is preapproved by the department.
9 *c.* Failure to procure the goods would pose a greater threat
10 to this state than the threat associated with procuring the
11 goods from a foreign adversary company or federally banned
12 company.
13 6. Each bid or offer submitted for a public contract must
14 include a disclosure of whether the bidder, offeror, or its
15 corporate parents or subsidiaries, within the twenty-four-month
16 period before submission of the bid or offer, had business
17 operations that involved contracts with or the provision of
18 supplies or services from or to a foreign adversary.
19 7. A bidder or offeror that does not include the disclosure
20 required by subsection 6 may be given a reasonable period after
21 the bid or offer is submitted to cure the nondisclosure. The
22 state or political subdivision may consider the disclosure when
23 evaluating the bid or offer or awarding the contract.
24 8. Each state entity or political subdivision that receives
25 a disclosure under subsection 6 shall provide the disclosure
26 to the department.
27 9. A company which wishes to submit a bid or offer for a
28 public contract with the state or political subdivision of the
29 state must certify that the bidder, offeror, or any of its
30 corporate parents or subsidiaries, has not within the sixty
31 months before submission of the bid or offer had business
32 operations that involved contracts with or the provision of
33 goods or services to a military entity of a foreign adversary,
34 a foreign adversary company, a political party of a foreign
35 adversary, or a federally banned company.

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1 10. Each state entity or political subdivision shall
2 provide the department with the name of each entity disclosed
3 under subsection 9 as doing business or having done business
4 with a military entity of a foreign adversary, a foreign
5 adversary company, a political party of a foreign adversary,
6 or a federally banned company.
7 11. If the department determines that a company has
8 submitted a false certification under subsection 9, all of the
9 following apply:
10 *a.* The department shall assess the company a civil penalty
11 of not less than two hundred fifty thousand dollars, or twice
12 the amount of the contract for which a bid or proposal was
13 submitted, whichever is greater. Civil penalties collected
14 under this paragraph shall be deposited in the general fund of
15 the state.
16 *b.* The contract is void.
17 *c.* The company shall be ineligible to bid on a public
18 contract for sixty months.
19 Sec. 2. Section 26.16, Code 2024, is amended to read as
20 follows:
21 **26.16 Prequalification requirements prohibited.**
22 ~~A~~ Except to the extent provided in section 8A.311C, a
23 governmental entity shall not by ordinance, rule, or any
24 other action relating to contracts for public improvements
25 for which competitive bids are required by this chapter
26 impose any requirement that directly or indirectly restricts
27 potential bidders to any predetermined class of bidders defined
28 by experience on similar projects, size of company, union
29 membership, or any other criteria. However, a governmental
30 entity shall require nonresident bidders to comply with section
31 8A.311B, subsection 4.
32 EXPLANATION
33 The inclusion of this explanation does not constitute agreement with
34 the explanation's substance by the members of the general assembly.
35 This bill prohibits a foreign adversary company, a federally

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1 banned company, or a company that offers to provide goods
2 or services manufactured or produced by such an entity from
3 bidding on or submitting a proposal for a contract to supply
4 goods or services to the state or a political subdivision of
5 the state.
6 The bill requires a company to certify that it is not
7 ineligible for a public contract under the bill. If the
8 certification is false, the department of administrative
9 services (DAS) must assess the company a civil penalty of
10 at least $250,000, the contract is void, and the company is
11 ineligible to bid on a public contract for 60 months.
12 The bill permits a contract with a foreign adversary company
13 or federally banned company if there is no other reasonable
14 way to obtain the goods, the contract is preapproved by DAS,
15 and failure to obtain the goods poses a greater threat than
16 obtaining the goods from the prohibited entity.
17 When making a bid or offer on a public contract, a company
18 must disclose whether the bidder, offeror, or its corporate
19 parents or subsidiaries had contracts with, or provided or
20 received supplies or services to or from, a foreign adversary.
21 A company must also certify that the bidder, offeror, or its
22 corporate parents or subsidiaries has not had contracts with or
23 provided goods or services to a military entity or political
24 party of a foreign adversary, a foreign adversary company, or a
25 federally banned company 60 months before submission of the bid
26 or offer. The public entity must submit this information to
27 DAS. If the certification is false, the penalties previously
28 set forth apply.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2597 - Introduced

HOUSE FILE 2597
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HF 2413)

A BILL FOR

1 An Act relating to the revocation or suspension of a law
2 enforcement officer´s certification or a reserve peace
3 officer´s certification.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5848HV (1) 90
as/js

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Section 1. Section 80B.13A, subsection 2, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *d.* Has twice been convicted of a violation of section 321J.2, with the second or subsequent conviction occurring on or after July 1, 2024, regardless of whether the currently certified law enforcement officer or reserve peace officer is currently employed by a law enforcement agency or not and regardless of whether the currently certified law enforcement officer or reserve peace officer was employed at the time of the violation or conviction. For purposes of this paragraph, *"convicted"* means found guilty of or pled guilty to a violation of section 321J.2.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to the revocation or suspension of a law enforcement officer's certification or a reserve peace officer's certification.

The bill provides that the law enforcement academy council shall revoke the certification of a law enforcement officer or reserve peace officer upon a finding that the law enforcement officer or reserve peace officer has twice pled guilty to or been convicted of operating while under the influence of alcohol or a drug, while having an alcohol concentration of .08 or more, or while any amount of a controlled substance was present in the officer, as measured in the officer's blood or urine. The second or subsequent conviction must occur after July 1, 2024, for the officer to be decertified, regardless of whether the currently certified officer is currently employed by a law enforcement agency, and regardless of whether the currently certified officer was employed at the time of the violation or conviction.

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IA-DHHS-24-0418-A-007166

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2598 - Introduced

HOUSE FILE 2598
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HF 2259)

A BILL FOR

1 An Act establishing the criminal offense of looting, and
2 providing penalties.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5303HV (2) 90
as/js

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Iowa General Assembly
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Section 1. NEW SECTION. **714.2B Looting.**

1. For purposes of this section, *"looting"* means the intentional entry without authorization of any dwelling, place of business, vehicle, watercraft, building, plant, or other structure, moveable or immovable, by a person, acting in joint criminal conduct, as defined in section 703.2, with another person or any group of persons and the person obtains, exerts control over, damages, or removes the property of another without authorization.

2. The looting of property exceeding ten thousand dollars in value, by any one person or all persons engaged in the looting of the property, or the looting of any property not exceeding ten thousand dollars in value by one person who has once before been convicted of looting in the first or second degree, or any looting that involves a dangerous weapon, is looting in the first degree. Looting in the first degree is a class "C" felony punishable by all of the following:

a. Commitment to the custody of the director of the department of corrections for an indeterminate term not to exceed ten years, with a mandatory minimum term of five years.

b. Assessment of a minimum fine of one thousand dollars and a maximum fine of ten thousand dollars.

3. The looting of property exceeding one thousand dollars in value but not exceeding ten thousand dollars in value, by any one person or all persons engaged in the looting of the property, or the looting of any property not exceeding one thousand dollars in value by one person who has once before been convicted of looting in the third degree, is looting in the second degree. Looting in the second degree is a class "D" felony punishable by all of the following:

a. Commitment to the custody of the director of the department of corrections for an indeterminate term not to exceed five years, with a mandatory minimum term of one and one-half years.

b. Assessment of a minimum fine of six hundred fifty dollars

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and a maximum fine of seven thousand five hundred dollars.

4. The looting of property exceeding three hundred dollars in value but not exceeding one thousand dollars in value, by any one person or all persons engaged in the looting of the property, is looting in the third degree. Looting in the third degree is an aggravated misdemeanor punishable by all of the following:

a. Commitment to the custody of the director of the department of corrections for an indeterminate term not to exceed two years.

b. Assessment of a minimum fine of five hundred seventy dollars and a maximum fine of six thousand two hundred fifty dollars.

5. A person whose business or property is directly or indirectly injured by conduct constituting a violation of this section may bring a civil action against any person involved in the violation, and may recover up to threefold the actual damages sustained and costs and expenses including reasonable attorney fees. Each person exerting control over, damaging, or removing the property of another shall be jointly and severally liable for any such injury.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill establishes the criminal offense of looting.

The bill defines "looting" as the intentional entry without authorization of any dwelling, place of business, vehicle, watercraft, building, plant, or other structure, moveable or immovable, by a person, acting in joint criminal conduct, as defined in Code section 703.2, with another person or any group of persons and the person obtains, exerts control over, damages, or removes the property of another without authorization. Joint criminal conduct occurs when two or more persons act in concert and knowingly participate in a public offense, and for which each is responsible for the acts of the

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other done in furtherance of the commission of the offense or escape therefrom, and each person's guilt will be the same as that of the person so acting.

The bill provides that the looting of property exceeding $10,000 in value, by any one person or all persons engaged in the looting of the property, or the looting of any property not exceeding $10,000 in value by one person who has once before been convicted of looting in the first or second degree, or any looting that involves a dangerous weapon, is looting in the first degree. Looting in the first degree is a class "C" felony punishable by an indeterminate term of confinement not to exceed 10 years, with a mandatory minimum term of five years, and the assessment of a minimum fine of $1,000 and a maximum fine of $10,000.

The bill provides that the looting of property exceeding $1,000 in value but not exceeding $10,000 in value, by any one person or all persons engaged in the looting of the property, or the looting of any property not exceeding $1,000 in value by one person who has once before been convicted of looting in the third degree, is looting in the second degree. Looting in the second degree is a class "D" felony punishable by an indeterminate term of confinement not to exceed five years, with a mandatory minimum term of one and one-half years, and the assessment of a minimum fine of $650 and a maximum fine of $7,500.

The bill provides that the looting of property exceeding $300 but not exceeding $1,000 in value, by any one person or all persons engaged in the looting of the property, is looting in the third degree. Looting in the third degree is an aggravated misdemeanor punishable by an indeterminate term of confinement not to exceed two years.

The bill provides that a person whose business or property is directly or indirectly injured by looting may bring a civil action against any person involved in the violation, and may recover up to threefold the actual damages sustained and costs

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1 and expenses including reasonable attorney fees. Each person
2 exerting control over, damaging, or removing the property of
3 another shall be jointly and severally liable for any such
4 injury.

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Iowa General Assembly
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House File 2599 - Introduced

HOUSE FILE 2599
BY COMMITTEE ON ECONOMIC
GROWTH AND TECHNOLOGY

(SUCCESSOR TO HF 2176)

A BILL FOR

1 An Act creating a grocer reinvestment program, a local produce
2 processing grant program, and a grocer reinvestment and
3 local food processing fund under the purview of the economic
4 development authority, modifying the local food and farm
5 program, and making appropriations.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5268HV (4) 90
jm/ko

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Iowa General Assembly
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DIVISION I

GROCER REINVESTMENT AND LOCAL PRODUCE PROCESSING

Section 1. NEW SECTION. **15.413 Grocer reinvestment program.**

1. As used in this section:

a. "Financial assistance" means assistance, in the form of grants, provided only from the funds and assets legally available to the authority pursuant to this section.

b. "Grocery store" means an establishment also known as a supermarket that primarily engages in retailing a general line of food including canned and frozen food; fresh fruits and vegetables; and fresh and prepared meat, fish, and poultry.

c. "Low or moderate income community" means a census tract, as reported by the most recent federal decennial census, in which fifty-one percent of the persons residing in the census tract are at or below eighty percent of the area median income as determined by the United States department of housing and urban development.

d. "Program" means the grocer reinvestment program.

e. "Underserved community" means a census tract, as reported in the most recent federal decennial census, determined to be an area with low grocery store access as identified in the food access research atlas prepared by the United States department of agriculture, or by a methodology adopted by another governmental healthy food initiative.

2. The authority shall establish and administer the program for the purpose of awarding financial assistance to eligible grocery stores for the following projects at existing grocery stores, or new grocery stores to be located in this state:

a. Capital improvements to establish or expand capacity, including expansions and modifications.

b. Upgrades to utilities, including water, electric, heat, refrigeration, and freezing units.

c. Purchases of equipment and furnishings.

d. Expenditures for professional services.

e. Technology that allows increased capacity or business

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1 resilience, including software and hardware related to business
2 functions, logistics, inventory management, temperature
3 monitoring controls, cybersecurity, and internet site design
4 that enables electronic commerce.
5 3. The authority shall establish eligibility criteria for
6 the program by rule. The eligibility criteria must include all
7 of the following:
8 *a.* The grocery store has filed all required documents with
9 the secretary of state under the relevant filing statute as
10 described in section 9.11.
11 *b.* The grocery store is organized as a sole proprietorship,
12 partnership, limited liability company, corporation,
13 cooperative, nonprofit organization, or nonprofit community
14 development entity.
15 *c.* The grocery store owns five or fewer grocery stores.
16 *d.* The grocery store has the capacity to successfully
17 implement or complete the project, and demonstrates a plan for
18 sustainability.
19 4. In order to be awarded financial assistance under the
20 program, a grocery store must provide matching funds for the
21 project equal to the amount of the financial assistance award.
22 Financial assistance awarded under the program shall not exceed
23 two hundred thousand dollars.
24 5. The authority shall evaluate applications, and priority
25 shall be given to the grocery stores that commit to all of the
26 following:
27 *a.* Locating the project in an underserved community that
28 primarily serves the residents of low or moderate income
29 communities.
30 *b.* Accepting benefits under the United States department
31 of agriculture supplemental nutrition assistance program and
32 the special supplemental nutrition program for women, infants,
33 and children.
34 *c.* Creating or retaining jobs for local residents.
35 *d.* Making efforts to procure and offer local foods for sale.

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e. Other criteria determined by the authority.

6. By November 1, 2025, and each November 1 thereafter, if financial assistance has been provided in the immediately preceding fiscal year, the director shall submit a report to the general assembly describing the activities of the program including the geographic distribution of the projects, the identity of the applicants, and the new investments or new jobs created as a result of the financial assistance provided under the program.

Sec. 2. NEW SECTION. **15.414 Local produce processing grant program.**

1. As used in this section:

a. *"Local produce"* means fruits and vegetables grown in this state.

b. *"Local produce and processing"* means the preparation of local produce for human consumption.

2. *a.* The authority shall establish and administer the local produce processing grant program for the purpose of awarding grants to Iowa-based entities to increase the availability of local produce processing. In administering the program, the authority shall prioritize grants to Iowa-based entities that will increase any of the following as it relates to local produce processing:

(1) Availability.

(2) Access.

(3) Efficiency.

(4) Capacity.

b. A grant shall not be awarded to an entity unless the local produce processing includes local produce from multiple Iowa-based farms.

3. The authority may adopt rules pursuant to chapter 17A to administer this section.

Sec. 3. NEW SECTION. **15.415 Grocer reinvestment and local food processing fund.**

1. *a.* A grocer reinvestment and local food processing

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1 fund is created in the state treasury under the control of
2 the authority. The fund shall consist of moneys appropriated
3 to the authority and any other moneys available to, obtained
4 by, or accepted by the authority for placement in the fund.
5 The fund shall be used to award financial assistance as
6 provided under the grocer reinvestment program established in
7 section 15.413 and the local produce processing grant program
8 established in section 15.414.
9 *b.* Commencing with the fiscal year beginning July 1, 2024,
10 and each fiscal year thereafter, one hundred thousand dollars
11 of the annual appropriation to the fund, or ten percent of the
12 moneys in the fund available on July 1, whichever is less,
13 shall be allocated to the local produce processing grant
14 program established in section 15.414.
15 *c.* The authority may use not more than five percent of
16 the moneys in the fund at the beginning of the fiscal year
17 for purposes of administrative costs, marketing, technical
18 assistance, and other program support.
19 2. Notwithstanding section 8.33, moneys in the fund
20 that remain unencumbered or unobligated at the close of the
21 fiscal year shall not revert but shall remain available for
22 expenditure for the purposes designated until the close of
23 the succeeding fiscal year. Notwithstanding section 12C.7,
24 interest or earnings on moneys in the fund shall be credited
25 to the fund.
26 DIVISION II
27 LOCAL FOOD AND FARM PROGRAM — GROCERY STORES
28 Sec. 4. Section 267A.1, subsection 1, Code 2024, is amended
29 to read as follows:
30 1. The purpose of this chapter is to empower farmers, ~~and~~
31 food entrepreneurs, and grocery stores to provide for strong
32 local food economies that promote self-sufficiency and job
33 growth in the agricultural sector and allied sectors of the
34 economy.
35 Sec. 5. Section 267A.1, subsection 2, paragraph d, Code

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2024, is amended to read as follows:

d. Increase the number of jobs in this state's farm and business economies associated with producing, processing, distributing, retailing, and marketing local food.

Sec. 6. Section 267A.1, subsection 2, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *e.* Increase the availability and viability of grocery stores in this state.

Sec. 7. Section 267A.2, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4A. *"Grocery store"* means the same as defined in section 15.413.

Sec. 8. Section 267A.6, subsection 2, paragraphs a and c, Code 2024, are amended to read as follows:

a. Improve communication and cooperation between and among farmers, food entrepreneurs, grocers, and consumers.

c. Demonstrate the value of processing, distributing, retailing, and marketing local foods. A demonstration project must be capable of being replicated on a statewide basis.

DIVISION III

APPROPRIATIONS

Sec. 9. GROCER REINVESTMENT FUND — FY 2024-2025. There is appropriated from the general fund of the state to the economic development authority for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For deposit in the grocer reinvestment and local food processing fund created in section 15.415:

..... $ 2,000,000

Sec. 10. GROCER REINVESTMENT FUND — FY 2025-2026. There is appropriated from the general fund of the state to the economic development authority for the fiscal year beginning July 1, 2025, and ending June 30, 2026, the following amount, or so much thereof as is necessary, to be used for the purposes

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1 designated:
2 For deposit in the grocer reinvestment and local food
3 processing fund created in section 15.415:
4 ..... $ 2,000,000
5 EXPLANATION
6 The inclusion of this explanation does not constitute agreement with
7 the explanation's substance by the members of the general assembly.
8 This bill creates a grocer reinvestment program (grocer
9 program), a local produce processing grant program (processing
10 program), a grocer reinvestment and local food processing fund
11 (fund), and makes appropriations.
12 DIVISION I. The bill defines "grocery store" to mean an
13 establishment also known as a supermarket that primarily
14 engages in retailing a general line of food including canned
15 and frozen food; fresh fruits and vegetables; and fresh and
16 prepared meat, fish, and poultry.
17 The bill defines "financial assistance" to mean assistance
18 provided in the form of a grant.
19 Under the bill, the economic development authority
20 (authority) shall administer the grocer program for the purpose
21 of awarding financial assistance to eligible grocery stores for
22 projects located in this state including capital improvements,
23 utility upgrades, equipment and furnishings, professional
24 services, and technology.
25 The bill allows the authority to establish the eligibility
26 criteria for the grocer program by rule. The eligibility
27 criteria must include compliance with any documents required
28 to be filed with the secretary of state; an organizational
29 structure that is either a sole proprietorship, partnership,
30 limited liability company, corporation, cooperative, nonprofit
31 organization, or nonprofit community development entity;
32 ownership of five or fewer grocery stores; and the capacity to
33 successfully complete the project and demonstrate a plan for
34 sustainability.
35 In order to be awarded financial assistance pursuant to

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1 the bill, a grocery store must provide matching funds for the
2 project that equal the amount of the financial assistance
3 award. The bill specifies a financial assistance award shall
4 not exceed $200,000.
5 Under the bill, priority shall be given to projects located
6 in an underserved community that primarily serves residents of
7 low or moderate income communities; accepts benefits under the
8 United States department of agriculture supplemental nutrition
9 assistance program, and special supplemental nutrition program
10 for women, infants, and children; creates or retains jobs;
11 makes efforts to procure and offer local foods for sale; and
12 any other criteria determined by the authority.
13 The authority is required to submit a report to the
14 general assembly describing the activities of the grocer
15 program by November 1, 2025, and each November 1 thereafter,
16 if applicable. The report shall include the geographic
17 distribution of the projects, the identity of the applicants,
18 and new investments or new jobs created.
19 The bill also establishes the processing program. Under the
20 bill, the authority shall administer the processing program
21 for the purpose of awarding grants to Iowa-based entities to
22 increase the availability of local produce processing. The
23 bill defines both "local produce" and "local produce and
24 processing". The bill requires the authority to prioritize
25 grants to entities that increase the availability, access,
26 efficiency, or capacity of local produce processing. The bill
27 prohibits grants to an entity unless the entity processes local
28 produce from multiple Iowa-based farms.
29 The bill establishes the fund under the control of the
30 authority for the purpose of awarding financial assistance to
31 eligible grocery stores under the grocer program and awarding
32 grants to entities that increase local produce processing
33 under the processing program. Commencing with the fiscal
34 year beginning July 1, 2024, and each fiscal year thereafter,
35 $100,000 of the annual appropriation, or 10 percent of the

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1 moneys available in the fund on July 1, whichever is less,
2 shall be allocated to the processing program created in the
3 bill.
4 DIVISION II. The bill changes the purpose and goals of the
5 local food and farm program in Code chapter 267A to include the
6 retailing of local food, and increasing the availability and
7 viability of grocery stores in this state.
8 DIVISION III. The bill appropriates $2 million each of the
9 next two fiscal years (FY 2024-2025 and FY 2025-2026) from
10 the general fund of the state to the fund to award financial
11 assistance to eligible grocery stores under the grocer program,
12 and to award grants to entities that increase local produce
13 processing under the processing program.

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Iowa General Assembly
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February 19, 2024

House File 2600 - Introduced

HOUSE FILE 2600
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HF 2227)

A BILL FOR

1 An Act relating to the venue for prosecution of a controlled
2 substance violation resulting in the death or serious bodily
3 injury of another.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6009HV (2) 90
as/js

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Iowa General Assembly
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H.F. 2600

1 Section 1. Section 124.401, subsection 1, Code 2024, is
2 amended by adding the following new paragraph:
3 NEW PARAGRAPH. *j.* A person who causes the death of another
4 person or who causes serious bodily injury to another person as
5 described in paragraphs *"g"* and *"h"* may be charged criminally
6 in either the county where the controlled substance violation
7 occurred or in the county where the death or serious bodily
8 injury occurred. If two prosecuting agencies are seeking
9 to file criminal charges, the county where the controlled
10 substance violation occurred shall have priority.
11 EXPLANATION

12 **The inclusion of this explanation does not constitute agreement with**
13 **the explanation's substance by the members of the general assembly.**

14 This bill relates to the venue for prosecution of a
15 controlled substance violation resulting in the death or
16 serious bodily injury of another.
17 The bill provides that a person who causes the death of
18 another person or who causes serious bodily injury to another
19 person while committing a violation of Code section 124.401(1)
20 (prohibited acts — manufacture, delivery, possession) may be
21 charged criminally in either the county where the controlled
22 substance violation occurred or in the county where the death
23 or serious bodily injury occurred. If two prosecuting agencies
24 are seeking to file criminal charges, the county where the
25 controlled substance violation occurred shall have priority.

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IA-DHHS-24-0418-A-007182

Iowa General Assembly
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House File 2601 - Introduced

HOUSE FILE 2601
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HSB 669)

A BILL FOR

1 An Act relating to public parking meters.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5901HV (1) 90
lh/ns

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Iowa General Assembly
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H.F. 2601

Section 1. NEW SECTION. **321.361A Public parking meters — requirements.**

A parking meter used to regulate the standing or parking of vehicles and operated or maintained by or on behalf of a state entity or local authority, whether the meter accepts payment at the meter, at a kiosk, or through an internet application, must comply with all of the following:

1. The parking meter must authorize the use of a parking space by all users for the duration purchased, regardless of whether the purchasing user vacates the parking space prior to the expiration of the purchased duration.

2. The parking meter, kiosk, or internet application, as applicable, must display the remaining purchased duration for the parking space from a prior user, if any, and allow a new user to purchase additional time for the parking space.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to public parking meters.

The bill requires a parking meter operated or maintained by or on behalf of a state entity or local authority to authorize the use of a parking space by all users for the duration purchased, regardless of whether the purchasing user vacates the parking space prior to the expiration of the purchased duration. The bill also requires a parking meter, kiosk, or internet application for a parking space to display any remaining duration purchased by a prior user and allow a new user to purchase additional time for the parking space.

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Iowa General Assembly
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House File 2602 - Introduced

HOUSE FILE 2602
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 575)

A BILL FOR

1 An Act establishing a criminal offense of grooming and
2 providing penalties.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5895HV (2) 90
as/js

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Iowa General Assembly
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H.F. 2602

Section 1. NEW SECTION. **709.8A Grooming.**

1. A person commits grooming when the person knowingly performs an act in person or by conduct through a third party, uses a computer, internet service, or any other electronic storage or transmission device, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child or a person believed to be a child to commit any sex act or to otherwise engage in unlawful sexual conduct. As used in this section, *"child"* means a person under eighteen years of age.

2. Grooming is a class "D" felony.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill establishes the criminal offense of grooming.

The bill provides that a person commits grooming when the person knowingly performs an act in person or by conduct through a third party, uses a computer, internet service, or any other electronic data storage or transmission device, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child or a person believed to be a child to commit any sex act or to otherwise engage in any unlawful sexual conduct. The bill defines "child" as a person under 18 years of age.

The bill provides that grooming is a class "D" felony. A class "D" felony is punishable by confinement for no more than five years and a fine of at least $1,025 but not more than $10,245.

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Iowa General Assembly
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House File 2603 - Introduced

HOUSE FILE 2603
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HSB 546)

A BILL FOR

1 An Act relating to previous law enforcement certification by
2 other states.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5385HV (1) 90
as/js

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Iowa General Assembly
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H.F. 2603

1 Section 1. Section 80B.11F, subsection 3, unnumbered
2 paragraph 1, Code 2024, is amended to read as follows:
3 Before beginning employment with an employing agency in
4 this state, a law enforcement officer who has been certified
5 ~~in~~ by another state must submit a preliminary application
6 for certification through examination to the council. The
7 application shall be under oath and shall require the applicant
8 to provide any information determined to be necessary by the
9 council, including but not limited to an attestation by the
10 applicant to any of the following:

11 EXPLANATION

12 **The inclusion of this explanation does not constitute agreement with**
13 **the explanation's substance by the members of the general assembly.**

14 This bill relates to previous law enforcement certification
15 by other states.
16 In reference to the previous certification of a law
17 enforcement officer submitting a preliminary application for
18 certification in Iowa, the bill changes the phrase "certified
19 in another state" to "certified by another state".

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Iowa General Assembly
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House File 2604 - Introduced

HOUSE FILE 2604
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HSB 548)

A BILL FOR

1 An Act relating to short course law enforcement training
2 requirements.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5383HV (1) 90
as/js

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H.F. 2604

Section 1. Section 80B.11D, subsection 3, Code 2024, is amended to read as follows:

3. An individual who submits an application pursuant to subsection 1 shall, at a minimum, submit proof of successful completion of a two-year or four-year police science or criminal justice program at an accredited educational institution ~~in this state~~ approved by the academy.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to short course law enforcement training requirements.

Currently, an individual who is not a certified law enforcement officer may apply for attendance at a short course of study at an approved law enforcement training program if the individual is sponsored by a law enforcement agency. An individual who submits an application shall, at a minimum, submit proof of successful completion of a two-year or four-year police science or criminal justice program at an accredited educational institution in this state approved by the academy.

The bill removes the requirement that the two-year or four-year police science or criminal justice program must be from an accredited educational institution in Iowa, but retains the requirement that the two-year or four-year police science or criminal justice program be completed at an accredited educational institution approved by the academy.

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Iowa General Assembly
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House File 2605 - Introduced

HOUSE FILE 2605
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HSB 665)

(COMPANION TO SF 2352 BY
COMMITTEE ON JUDICIARY)

A BILL FOR

1 An Act providing for the regulation of hemp and hemp products,
2 providing penalties, and making penalties applicable.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5341HV (2) 90
da/ns

AMERICAN OVERSIGHT

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H.F. 2605

DIVISION I
IOWA HEMP ACT

Section 1. Section 204.2, Code 2024, is amended by adding the following new subsections:

NEW SUBSECTION. 01. *"Advertise"* means to present a commercial message in any medium, including but not limited to print, radio, television, sign, display, label, tag, or articulation.

NEW SUBSECTION. 6A. *"Distribute"* means to transfer possession.

NEW SUBSECTION. 15A. *"Registrant"* means a person who is registered with the department of health and human services pursuant to section 204.7.

Sec. 2. Section 204.2, subsection 2, paragraph c, Code 2024, is amended to read as follows:

c. A hemp product is deemed to be a consumable hemp product if ~~it is any of the following~~ all of the following apply:

(1) It is any of the following:

(a) Designed by the processor, including the manufacturer, to be introduced into the human body.

~~(2)~~ (b) Advertised as an item to be introduced into the human body.

~~(3)~~ (c) Distributed, exported, ~~or~~ imported, offered for sale, or ~~distribution~~ sold to be introduced into the human body.

(2) Its maximum tetrahydrocannabinol concentration is less than or equal to the maximum tetrahydrocannabinol concentration allowed under section 124.204, subsection 7.

Sec. 3. Section 204.7, subsection 8, paragraph a, subparagraph (3), Code 2024, is amended to read as follows:

(3) The consumable hemp product complies with packaging and labeling requirements, which shall be established by rules adopted by the department of health and human services ~~by rule~~.

Sec. 4. Section 204.7, subsection 8, paragraph a, Code 2024, is amended by adding the following new subparagraphs:

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NEW SUBPARAGRAPH. (4) The consumable hemp product complies with restrictions upon the sale or other distribution of a consumable hemp product established by rules adopted by the department of health and human services.

NEW SUBPARAGRAPH. (5) The consumable hemp product meets requirements for total delta-9 tetrahydrocannabinol potency on a per serving and per container basis, as set forth by rules adopted by the department of health and human services.

Sec. 5. Section 204.7, subsection 8, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *0b.* (1) A person is engaged in the retail sale of a consumable hemp product, if any of the following apply:

(a) The person offers to distribute a consumable hemp product to a consumer in exchange for consideration.

(b) The person is an owner of a business that distributes consumable hemp products to consumers in exchange for consideration.

(c) The person is a business that distributes consumable hemp products to consumers in exchange for consideration and presents a consumable hemp product to a consumer in the form of a gift.

(2) A person, including a business, is engaged in the sale of a consumable hemp product regardless of whether the person is registered with the department of health and human services as provided in this section.

Sec. 6. Section 204.12, subsection 1, Code 2024, is amended to read as follows:

1. ~~A~~ Unless another civil penalty is otherwise provided in this chapter, a person who violates a provision of this chapter is subject to a civil penalty of not less than five hundred dollars and not more than two thousand five hundred dollars. The department shall impose, assess, and collect the civil penalty. Each day that a continuing violation occurs may be considered a separate offense.

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1 Sec. 7. Section 204.14A, Code 2024, is amended by adding the
2 following new subsection:
3 NEW SUBSECTION. 1A. A person shall not possess, use,
4 manufacture, market, transport, deliver, or distribute a
5 consumable hemp product if it is capable of inhalation by using
6 either method described in subsection 1, paragraph *"b"* or *"c"*.
7 Sec. 8. Section 204.14A, subsection 2, Code 2024, is amended
8 to read as follows:
9 2. A person who violates subsection 1 or 1A is guilty of a
10 serious misdemeanor.
11 Sec. 9. NEW SECTION. **204.14B Sale of consumable hemp**
12 **product — failure to register — civil penalty.**
13 1. A person engaged in the retail sale of a consumable
14 hemp product in this state without being registered with the
15 department of health and human services as required in section
16 204.7 shall be subject to a civil penalty of not more than ten
17 thousand dollars. The department of health and human services
18 shall impose, assess, and collect the civil penalty. Each day
19 that a continuing violation occurs may be considered a separate
20 offense.
21 2. All civil penalties collected under this section shall be
22 deposited into the general fund of the state.
23 3. A person in violation of this section is not also subject
24 to a civil penalty as provided in section 204.12.
25 Sec. 10. NEW SECTION. **204.14C Sale of consumable hemp**
26 **product — failure to register — criminal penalty.**
27 1. *a.* A person engaged in the retail sale of a consumable
28 hemp product who is not registered with the department of
29 health and human services as required in section 204.7 commits
30 a serious misdemeanor.
31 *b.* A person engaged in the retail sale of an item advertised
32 as a consumable hemp product that is not a consumable hemp
33 product commits a serious misdemeanor.
34 2. This section shall be presumed not to be in conflict with
35 or limit a prosecution for a violation of any other provision

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1 of law, including but not limited to chapter 124 or 21 U.S.C.
2 ch. 13.
3 Sec. 11. NEW SECTION. **204.14D Persons under legal age —**
4 **criminal offense.**
5 1. A person shall not sell, give, or otherwise distribute
6 a consumable hemp product to a person under twenty-one years
7 of age.
8 2. A person who violates subsection 1 is guilty of a simple
9 misdemeanor.
10 Sec. 12. NEW SECTION. **204.14E Persons under legal age —**
11 **scheduled violation and community service.**
12 1. A person under twenty-one years of age shall not consume,
13 possess, purchase, or attempt to purchase a consumable hemp
14 product.
15 2. A person who violates subsection 1 shall be subject to a
16 scheduled violation in the form of a civil penalty pursuant to
17 section 805.8C, subsection 3, paragraph *"d"*.
18 3. In addition to the imposition of a civil penalty as
19 provided in subsection 2, a person who violates subsection 1
20 shall be subject to a court appearance as provided in section
21 805.10. The court shall sentence the person to perform a
22 specified number of hours of unpaid community service as deemed
23 appropriate by the court subject to the following:
24 *a.* For a first violation, eight hours, unless waived by the
25 court.
26 *b.* For a second offense, twelve hours.
27 *c.* For a third or subsequent offense, sixteen hours.
28 4. A person who violates this section is not subject to a
29 civil penalty as provided in section 204.12.
30 5. A person does not violate subsection 1 by possessing
31 a consumable hemp product if the person is employed by a
32 registrant and the person is possessing the consumable hemp
33 product as part of their employment.
34 Sec. 13. NEW SECTION. **204.14F Persons under legal age —**
35 **exception — cooperation with department of public safety or**

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1 **local law enforcement agency.**
2 1. *a.* A person who would otherwise act to commit an offense
3 under section 204.14D is not guilty of that offense if the
4 person acts under the direction or consent of the department
5 of public safety or a local law enforcement agency as part of
6 an enforcement investigation.
7 *b.* A person who would otherwise act to commit a violation
8 under section 204.14E is not subject to that offense if the
9 person acts under the direction or consent of the department
10 of public safety or a local law enforcement agency as part of
11 an enforcement investigation.
12 2. In enforcing this section, the department of public
13 safety or a local law enforcement agency shall take all
14 measures necessary to ensure that a consumable hemp product
15 is not introduced into the body of a person under the age of
16 twenty-one.
17 3. Notwithstanding chapter 22, any personal information
18 identifying the person committing an offense or violation as
19 described in this section shall be confidential.
20 Sec. 14. NEW SECTION. **204.15A Hemp products — order of**
21 **confiscation and disposal.**
22 1. The department of health and human services may order the
23 confiscation and disposal of a hemp product based on any of the
24 following:
25 *a.* It is falsely advertised, sold, or distributed as a
26 consumable hemp product.
27 *b.* It exceeds the maximum tetrahydrocannabinol concentration
28 allowed under section 124.204, subsection 7, or this chapter.
29 *c.* It is a consumable hemp product manufactured, sold,
30 or distributed by a person who is not registered with the
31 department of health and human services as is required in
32 section 204.7.
33 2. The department of health and human services shall act
34 in consultation with the department of public safety. The
35 department of health and human services may request assistance

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1 from the department of public safety or a local law enforcement
2 agency as necessary to carry out the provisions of this
3 section. The department of health and human services, upon
4 request, shall deliver any sample of the item to the department
5 of public safety or a local law enforcement agency.
6 3. A person required to be registered with the department of
7 health and human services as provided in section 204.7 shall
8 pay the department of health and human services all actual
9 and reasonable costs of the destruction of the item. If that
10 department assumes any amount of the costs, it may charge that
11 amount to the person.
12 Sec. 15. Section 805.8C, subsection 3, Code 2024, is amended
13 by adding the following new paragraph:
14 NEW PARAGRAPH. *d.* (1) For violations of section 204.14E,
15 the scheduled fine is as follows:
16 (a) If the violation is a first offense, the scheduled fine
17 is seventy dollars.
18 (b) If the violation is a second offense, the scheduled fine
19 is one hundred thirty-five dollars.
20 (c) If the violation is a third or subsequent offense, the
21 scheduled fine is three hundred twenty-five dollars.
22 (2) The fine shall be imposed as a civil penalty.
23 (3) The crime services surcharge under section 911.1 shall
24 not be added to the penalty, and the court costs pursuant to
25 section 805.9, subsection 6, shall not be imposed.
26 (4) Notwithstanding section 805.12, any civil penalty paid
27 under this subsection shall be retained by the city or county
28 enforcing the violation.
29 Sec. 16. Section 805.10, subsection 1, Code 2024, is amended
30 by adding the following new paragraph:
31 NEW PARAGRAPH. *e.* When a violation charged involves the
32 consumption, possession, purchase, or attempt to purchase of
33 a consumable hemp product as provided in section 204.14E, for
34 which there is a community service sentence.
35 DIVISION II

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REGULATION OF ALCOHOLIC BEVERAGES

Sec. 17. Section 123.49, subsection 2, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *1.* Sell, give, or otherwise supply any alcoholic beverage containing tetrahydrocannabinol as described in chapter 124, including any isomers, derivatives, or analogs of tetrahydrocannabinol, whether naturally occurring or synthesized, to any person on the licensed premises.

Sec. 18. NEW SECTION. **123.49A Restriction on alcoholic beverages containing tetrahydrocannabinol.**

A holder of a license, permit, or certificate of compliance issued by the department under this chapter shall not manufacture, import, or sell at wholesale in this state an alcoholic beverage containing tetrahydrocannabinol as described in chapter 124, including any isomers, derivatives, or analogs of tetrahydrocannabinol, whether naturally occurring or synthesized.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

BACKGROUND. This bill amends Code chapter 204, the "Iowa Hemp Act" (IHA) (Code section 204.1), authorizing the production of a certain type of cannabis (sativa L.) and the sale of products processed from hemp (Code section 204.7). Hemp is defined as composed of a species of cannabis (sativa L.) having a maximum concentration of delta-9 tetrahydrocannabinol (THC) that does not exceed three-tenths of 1 percent on a dry weight basis (Code section 204.2).

The IHA removed hemp from the list of schedule I controlled substances and the excise tax imposed on the sale of controlled substances (see Code chapters 124 and 453B). The applicable criminal penalty for an offense under those Code chapters ranges from imprisonment for not more than six months or a fine of not more than $1,000 to 50 years imprisonment and a fine of not more than $1 million (see Code sections 124.401 and

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1 453B.12).
2 In order for cannabis to be classified as hemp and not
3 a controlled substance, a person must comply with IHA
4 requirements. The IHA in turn must satisfy certification
5 requirements adopted by the United States department of
6 agriculture (USDA) under the federal Agriculture Improvement
7 Act of 2018 (federal hemp law) (Pub. L. No. 115-334), which
8 allows states and tribes to assume primary regulatory
9 authority over its production, including harvest, storage,
10 and distribution. The IHA and the USDA has designated Iowa's
11 department of agriculture and land stewardship (DALS) as
12 primarily responsible for regulating hemp production in
13 cooperation with the department of public safety (DPS).
14 The IHA defines a hemp product as derived from or made by
15 processing hemp or parts of hemp. Generally, the IHA allows a
16 person to engage in the retail sale of a hemp product so long
17 as the hemp was produced in this state or another state in
18 compliance with the federal hemp law (Code section 204.7). By
19 its own terms, the federal hemp law is not construed to affect
20 or modify certain federal law, including the federal Food,
21 Drug, and Cosmetic Act (21 U.S.C. §301 et seq.). Generally,
22 the United States food and drug administration (FDA) regulates
23 human foods and additives, dietary supplements, drugs, and
24 cosmetics (see 7 U.S.C. §1639r), but the FDA has not adopted
25 a comprehensive regulatory framework. In the meantime,
26 the IHA recognizes a consumable hemp product (CHP) that is
27 metabolized when introduced into the human body, including by
28 ingestion or absorption but excluding inhalation (Code sections
29 204.2 and 204.14A). A person is prohibited from possessing,
30 using, manufacturing, marketing, transporting, delivering, or
31 distributing harvested hemp or a hemp product if the intended
32 use is introduction into the body by an article that utilizes
33 an electronic, chemical, or mechanical process, or a device
34 such as a cigarette, cigar, cigarillo, or pipe.
35 The IHA requires a person manufacturing or selling a CHP to

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1 register with the department of health and human services (HHS)
2 (Code section 204.7 and 641 IAC ch. 156). HHS's regulations
3 include packaging and labeling requirements.
4 A person violating the IHA is subject to a civil penalty
5 of not less than $500 and not more than $2,000 (Code section
6 204.12). DALS may impose, assess, and collect the civil
7 penalty (Code section 204.12). DALS in cooperation with
8 DPS or a local law enforcement agency (county sheriff or
9 municipal police department) may also confiscate and destroy
10 illegally produced hemp. DALS or the attorney general may seek
11 injunctive relief in order to restrain a person violating the
12 Code chapter by petitioning the district court (Code section
13 204.13). The injunction could address either hemp or a hemp
14 product.
15 BILL'S PROVISIONS — CONSUMABLE HEMP PRODUCTS (THC POTENCY).
16 The bill authorizes HHS to adopt rules regulating the sale of
17 consumable hemp products. The bill also authorizes HHS to
18 adopt rules setting forth the THC potency of consumable hemp
19 products on a per serving and per container basis (amended Code
20 section 204.7).
21 BILL'S PROVISIONS — CONSUMABLE HEMP PRODUCTS (USE IN
22 INHALATION — CRIMINAL PENALTY). The bill prohibits a
23 person from possessing, using, manufacturing, marketing,
24 transporting, delivering, or distributing a CHP if it is
25 capable of inhalation by using an article or device (Code
26 section 204.14A). A person in violation of the provision is
27 guilty of a serious misdemeanor. A serious misdemeanor is
28 punishable by confinement for no more than one year and a fine
29 of at least $430 but not more than $2,560.
30 BILL'S PROVISIONS — CONSUMABLE HEMP PRODUCTS (CRIMINAL AND
31 CIVIL PENALTY FOR FAILURE TO REGISTER). The bill provides
32 that a person engaged in the retail sale of a CHP who is not
33 registered with HHS commits both a serious misdemeanor and
34 is subject to a civil penalty assessed as an administrative
35 remedy (new Code sections 204.14B and 204.14C). The civil

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1 penalty cannot exceed $10,000, with each day of a violation
2 constituting a separate offense.
3 BILL´S PROVISIONS — CONSUMABLE HEMP PRODUCTS (SALE TO
4 MINORS — CRIMINAL PENALTY AND SCHEDULED VIOLATION). The bill
5 provides that a person who sells or otherwise distributes
6 a CHP to a person under the age of 21 is guilty of a simple
7 misdemeanor (new Code section 204.14D). A simple misdemeanor
8 is punishable by confinement for no more than 30 days and a
9 fine of at least $105 but not more than $855. The bill also
10 provides that a person under the age of 21 is prohibited from
11 possessing or purchasing a CHP (new Code section 204.14E). The
12 penalty is a scheduled violation. The first offense is subject
13 to a scheduled fine of $75, the second offense is subject to
14 a scheduled fine of $135, and the third and each subsequent
15 offense is subject to a scheduled fine of $325. Each fine is
16 a civil penalty (amended Code section 805.8C). In addition,
17 the person subject to the violation may also be sentenced to
18 perform a number of hours of community service; ranging from
19 8 to 16 hours depending upon the number of previous offenses
20 committed. The bill provides an exception for an offense
21 committed by a person under the age of 21 acting in cooperation
22 with the DPS or a local law enforcement agency (new Code
23 section 204.14F).
24 BILL´S PROVISIONS — CONSUMABLE HEMP PRODUCTS (CONFISCATION
25 AND DISPOSAL). The bill authorizes HHS to order the
26 confiscation and disposal of a hemp product under three
27 circumstances: it is falsely advertised, sold, or distributed
28 as a consumable hemp product; it exceeds the maximum THC limit;
29 or it is a consumable hemp product manufactured, sold, or
30 distributed by a person who is not registered as required (Code
31 section 204.7). The person may be assessed costs associated
32 with the order (Code section 204.15A).
33 BILL´S PROVISIONS — CONSUMABLE HEMP PRODUCTS (REGULATION
34 OF ALCOHOLIC BEVERAGES). The bill regulates persons engaged
35 in the business of selling alcoholic beverages (wine, beer, or

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1 spirits) in this state, including under a license, permit, or
2 certificate issued by the department of revenue (Code chapter
3 123). The bill prohibits such a person from manufacturing,
4 selling, giving, importing, or otherwise supplying any
5 alcoholic beverage containing tetrahydrocannabinol. By
6 operation of law, a person violating these provisions is
7 subject to criminal penalties set forth under Code sections
8 123.90 and 123.91.

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Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

House File 2606 - Introduced

HOUSE FILE 2606
BY COMMITTEE ON PUBLIC SAFETY

(SUCCESSOR TO HF 2088)

A BILL FOR

1 An Act relating to additional penalties for violations for
2 failing to reduce speed when required or otherwise control a
3 motor vehicle that result in serious injury or death.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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Iowa General Assembly
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H.F. 2606

1 Section 1. Section 321.482A, unnumbered paragraph 1, Code
2 2024, is amended to read as follows:
3 Notwithstanding section 321.482, a person who is convicted
4 of operating a motor vehicle in violation of section 321.178,
5 subsection 2, paragraph *"a"*, subparagraph (2), section
6 321.180B, subsection 6, section 321.194, subsection 2,
7 paragraph *"b"*, subparagraph (2), section 321.256, 321.257,
8 section 321.275, subsection 4, section 321.276, 321.288,
9 321.297, 321.298, 321.299, 321.302, 321.303, 321.304, 321.305,
10 321.306, 321.307, 321.311, 321.319, 321.320, 321.321, 321.322,
11 321.323, 321.324, 321.324A, 321.327, 321.329, 321.333, section
12 321.372, subsection 3, or section 321.449B, causing serious
13 injury to or the death of another person may be subject to the
14 following penalties in addition to the penalty provided for
15 a scheduled violation in section 805.8A or any other penalty
16 provided by law:
17 EXPLANATION
18 The inclusion of this explanation does not constitute agreement with
19 the explanation's substance by the members of the general assembly.
20 Under current law, Code section 321.288 requires a person
21 operating a motor vehicle to control the vehicle at all times
22 and reduce the speed of the vehicle to a reasonable and proper
23 rate when approaching a pedestrian walking or an animal being
24 led, ridden, or driven on a highway; when approaching and
25 traversing a crossing, intersection, sharp turn, curve, or
26 steep descent on a highway; when approaching and passing
27 an emergency warning device, emergency vehicle displaying
28 revolving or flashing lights, or slow-moving vehicle displaying
29 reflective devices; and when approaching and passing through a
30 work zone. The scheduled fine for a violation of Code section
31 321.288 is $135. Code section 321.482A sets forth additional
32 penalties applicable when a person is convicted of operating
33 a motor vehicle in violation of certain Code sections in Code
34 chapter 321 (motor vehicles and law of the road) if such
35 violation causes serious injury to or the death of another

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H.F. 2606

1 person.
2 This bill adds Code section 321.288 to the list of violations
3 subject to additional penalties under Code section 321.482A.
4 When a person is convicted of a violation causing serious
5 injury, the additional penalties include a fine of $500 or
6 suspension of the violator's driver's license or operating
7 privileges for not more than 90 days, or both. When a person
8 is convicted of a violation causing death, the additional
9 penalties include a fine of $1,000 or suspension of the
10 violator's driver's license or operating privileges for not
11 more than 180 days, or both.

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IA-DHHS-24-0418-A-007205

House File 2607 - Introduced

HOUSE FILE 2607
BY COMMITTEE ON TRANSPORTATION

(SUCCESSOR TO HSB 610)

A BILL FOR

1 An Act relating to vehicles, including the initial registration
2 and issuance of certificate of title by any county treasurer
3 and the definitions of terms for purposes of motor vehicle
4 franchisers.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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Iowa General Assembly
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H.F. 2607

1 Section 1. Section 321.20, subsection 4, Code 2024, is
2 amended to read as follows:
3 4. Notwithstanding this section or any other provision of
4 law to the contrary, ~~if the program required by subsection~~
5 ~~2 is not implemented by July 1, 2019,~~ an owner of a vehicle
6 subject to registration or a lessor of a vehicle pursuant to
7 chapter 321F that is subject to registration and has a gross
8 vehicle weight of less than ten thousand pounds, may apply to
9 ~~the~~ any county treasurer ~~of a county contiguous to the county~~
10 ~~designated for the owner under subsection 1~~ for the initial
11 registration and issuance of a certificate of title. However,
12 any reference in this chapter to the county where a vehicle
13 is registered or the county where a certificate of title was
14 issued shall be deemed to refer to the applicable county
15 described in subsection 1, regardless of which county treasurer
16 received application for and issued the initial registration
17 and certificate of title under this subsection.
18 Sec. 2. Section 321.166, subsection 2, Code 2024, is amended
19 to read as follows:
20 2. Every registration plate or pair of plates shall display
21 a registration plate number which shall consist of alphabetical
22 or numerical characters or a combination thereof and the name
23 of this state, which may be abbreviated. Every registration
24 plate issued by the county treasurer shall display the name
25 of the county, including any plate issued pursuant to section
26 321.34, except Pearl Harbor and purple heart registration
27 plates issued prior to January 1, 1997; ~~and~~ collegiate,
28 fire fighter, and medal of honor registration plates; and
29 regular registration plates issued pursuant to section
30 321.20, subsection 4. Special truck registration plates shall
31 display the word "special". The department may adopt rules to
32 implement this subsection.
33 Sec. 3. Section 322A.1, unnumbered paragraph 1, Code 2024,
34 is amended to read as follows:
35 ~~When~~ The following words and phrases when used in this

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1 chapter shall, ~~unless the context otherwise requires~~ for
2 the purpose of this chapter, have the meanings respectively
3 ascribed to them:
4 EXPLANATION
5 The inclusion of this explanation does not constitute agreement with
6 the explanation's substance by the members of the general assembly.
7 Under current law, a person must generally apply for vehicle
8 registration and issuance of certificate of title to the county
9 treasurer where the person resides or where the primary users
10 of the vehicle are located. However, in 2016, the general
11 assembly required the department of transportation (DOT) to
12 develop and implement, by January 1, 2018, a program to allow
13 for electronic applications, titling, registering, and funds
14 transfers for vehicles subject to registration (program) in
15 order to improve the efficiency and timeliness of the processes
16 and to reduce costs for all parties involved. At the same
17 time, the general assembly conditionally authorized an owner
18 of a vehicle subject to registration to apply to the county
19 treasurer of a county contiguous to the county designated for
20 the owner if the DOT had not yet implemented the program by
21 January 1, 2018. In 2018, the general assembly amended the
22 program implementation date to July 1, 2019.
23 This bill strikes the contiguous county authorization and
24 instead provides for the initial registration and issuance of
25 certificate of title by any county treasurer. In addition to
26 an owner of a vehicle subject to registration, a lessor of a
27 vehicle pursuant to Code chapter 321F (leasing and renting of
28 vehicles), if such vehicle is subject to registration and has a
29 gross vehicle weight of less than 10,000 pounds, is authorized
30 to apply for initial registration and issuance of certificate
31 of title to any county treasurer. The bill does not make
32 corresponding changes. Instead, for all other registration
33 and certificate of title actions provided or required in Code
34 chapter 321 (motor vehicles and law of the road), references to
35 the county where a vehicle is registered or the county where

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1 a certificate of title was issued are deemed to refer to the
2 appropriate county under current law.
3 Current law requires registration plates to display the
4 name of the county that issues the plates, unless a specific
5 exception is provided. The bill specifies such an exception
6 for regular registration plates issued pursuant to the bill.
7 The bill removes the context clause applicable to defined
8 terms in Code chapter 322A (motor vehicle franchisers). In
9 2022, the Iowa supreme court relied on the context clause
10 included in Code section 322A.1 to apply an alternate
11 definition of "community" than how "community" is defined in
12 Code chapter 322A (Sioux City Truck Sales, Inc. v. Iowa Dept.
13 of Transportation, 975 N.W.2d 333 (Iowa 2022)). The bill
14 provides the same introduction to defined words and phrases to
15 Code chapter 322A as is used for Code chapter 321.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2608 - Introduced

HOUSE FILE 2608
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HF 2112)

A BILL FOR

1 An Act relating to unlawful activities, including those
2 related to state residency and citizenship requirements
3 in determining eligibility for public assistance, and the
4 smuggling of persons, and providing penalties.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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Iowa General Assembly
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H.F. 2608

DIVISION I
STATE RESIDENCY AND CITIZENSHIP REQUIREMENTS FOR PUBLIC ASSISTANCE

Section 1. NEW SECTION. **239.12 Residency and citizen requirements for public assistance — verification of noncitizen status through the systematic alien verification for entitlements program.**

1. The department shall require that all noncitizen applicants, who are identified as noncitizens on their application, document and verify their noncitizen status. The department shall determine from the documentation obtained if the person is a noncitizen who may be eligible to receive public assistance. Only a noncitizen who is both a resident of Iowa and is a qualified alien shall be eligible for public assistance.

2. The department shall also verify the immigration status of all noncitizen applicants through the systematic alien verification for entitlements program administered by the United States department of homeland security.

3. For the purposes of this section:

a. *"Qualified alien"* means the same as defined in 8 U.S.C. §1641.

b. *"Resident"* means a person who is living in the state with the intent to remain permanently or for an indefinite period.

DIVISION II
SMUGGLING OF PERSONS

Sec. 2. NEW SECTION. **710.12 Smuggling of persons.**

1. A person commits the offense of smuggling of persons when the person knowingly, for payment or some other benefit, does any following involving a noncitizen individual:

a. Uses a motor vehicle, aircraft, watercraft, or other means of conveyance to transport an individual with the intent to:

(1) Conceal the individual from a peace officer.

(2) Flee from a person the actor knows is a peace officer

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1 attempting to lawfully arrest or detain the actor.
2 *b.* Encourage or induce a person to enter or remain in
3 the United States in violation of federal law by concealing,
4 harboring, or shielding that person from detection.
5 *c.* Assist, guide, or direct two or more individuals to enter
6 or remain on agricultural land without the effective consent
7 of the owner.
8 2. An offense under this section is a class "C" felony,
9 except that the offense is:
10 *a.* A class "B" felony if the person or other party as
11 specified does any of the following:
12 (1) The person commits the offense in a manner that creates
13 a substantial likelihood that the smuggled individual will
14 suffer serious bodily injury or death.
15 (2) The person smuggles an individual who is a child younger
16 than eighteen years of age at the time of the offense.
17 (3) The person commits the offense with the intent to obtain
18 a pecuniary benefit.
19 (4) During the commission of the offense, the actor, another
20 party to the offense, or an individual assisted, guided, or
21 directed by the actor knowingly possessed a firearm.
22 *b.* A class "A" felony under any of the following
23 circumstances:
24 (1) If as a direct result of the commission of the offense,
25 the smuggled individual became a victim of sexual abuse in the
26 first degree under section 709.2 or sexual abuse in the second
27 degree under section 709.3.
28 (2) If the smuggled individual suffered serious bodily
29 injury or death.
30 3. It is an affirmative defense to prosecution of an offense
31 under this section, other than an offense punishable under
32 subsection 2, paragraph "*a*", subparagraph (1), or subsection
33 2, paragraph "*b*", that the actor is related to the smuggled
34 individual within the second degree of consanguinity or, at the
35 time of the offense, within the second degree of affinity.

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EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to unlawful activities, including those related to requirements for public assistance and to the smuggling of persons.

Division I of the bill relates to state residency and citizenship requirements for public assistance. The bill provides that the department of health and human services (HHS) shall require that all noncitizen applicants for public assistance, who are identified as noncitizens on their application, document and verify their noncitizen status. HHS shall determine from the documentation obtained if the person is a noncitizen who may be eligible to receive public assistance, and such a noncitizen shall only be eligible for public assistance if the person is both a resident of Iowa and a qualified alien as defined under federal law. The bill also requires HHS to verify the immigration status of all noncitizen applicants through the systematic alien verification for entitlements program administered by the United States department of homeland security. The bill defines "qualified alien" and "resident" for the purposes of the bill.

Division II of the bill provides that a person commits the offense of smuggling of persons when the person knowingly, for payment or some other benefit, does any of the following involving a noncitizen individual: uses a motor vehicle, aircraft, watercraft, or other means of conveyance to transport an individual with the intent to conceal the individual from a peace officer or flees from a person the actor knows is a peace officer attempting to lawfully arrest or detain the actor; encourages or induces a person to enter or remain in the United States in violation of federal law by concealing, harboring, or shielding that person from detection, or assists, guides, or directs two or more individuals to enter or remain on agricultural land without the effective consent of the owner.

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1 The bill provides that smuggling of persons is a class "C"
2 felony, except that the offense is a class "B" felony if the
3 person or other party specified in the bill does any of the
4 following: the person commits the offense in a manner that
5 creates a substantial likelihood that the smuggled individual
6 will suffer serious bodily injury or death; the person smuggled
7 an individual who is a child younger than 18 years of age at the
8 time of the offense; the person committed the offense with the
9 intent to obtain a pecuniary benefit; or during the commission
10 of the offense, the actor, another party to the offense,
11 or another individual assisted, guided, or directed by the
12 actor knowingly possessed a firearm. The bill provides that
13 a violation is a class "A" felony under any of the following
14 circumstances: if as a direct result of the commission of the
15 offense, the smuggled individual became a victim of sexual
16 abuse in the first degree under Code section 709.2 or sexual
17 abuse in the second degree under Code section 709.3; or if the
18 smuggled individual suffered serious bodily injury or death.
19 The bill provides that it is an affirmative defense to
20 prosecution of the offense of smuggling persons, other than
21 an offense committed in a manner that creates a substantial
22 likelihood that the smuggled individual will suffer serious
23 bodily injury or death, or violations resulting in a class
24 "A" felony charge, that the actor is related to the smuggled
25 individual within the second degree of consanguinity or, at the
26 time of the offense, within the second degree of affinity.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2609 - Introduced

HOUSE FILE 2609
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HF 2189)

A BILL FOR

1 An Act authorizing the boards of directors of school districts
2 to appoint student liaisons to the boards.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6205HV (1) 90
jda/jh

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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Section 1. Section 279.3, Code 2024, is amended to read as follows:

279.3 Appointment of secretary and treasurer — student liaison.

1. *a.* The board shall appoint a secretary who shall not be a teacher employed by the board but may be another employee of the board. The board shall also appoint a treasurer who may be another employee of the board. However, the board may appoint one person to serve as the secretary and the treasurer.

~~2.~~ *b.* These officers shall be appointed from outside the membership of the board and the appointment and qualification shall be entered of record in the minutes of the secretary. They shall qualify within ten days following appointment by taking the oath of office in the manner required by section 277.28 and filing a bond as required by section 291.2 and shall hold office until their successors are appointed and qualified.

2. *a.* The board shall develop and implement an application and selection process for the position of student liaison, who shall act as a liaison between the board, administrators, teachers, the student council, and the general student population. If an applicant for student liaison satisfies the board's application and selection process, the board shall select at least one applicant to act as a student liaison.

b. The student liaison shall have a seat at the table of all regular meetings of the board and board subcommittee meetings in a nonvoting capacity, and shall have access to all nonconfidential board meeting materials. The student liaison may advocate for student interests in regular meetings of the board, provide school administrators and board members with student viewpoints, assist in developing and monitoring the implementation of education policy, and volunteer to perform other functions of benefit to the students and the district that the board deems appropriate for a student to carry out.

c. The student liaison shall not do any of the following:

(1) Participate in special meetings of the board.

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(2) Be involved in board meetings related to the discipline of employees of the school district or students enrolled in the school district.

(3) Have access to documents involving the discipline of employees of the school district or students enrolled in the school district.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill authorizes the boards of directors of school districts to select students to act as liaisons between the board, administrators, teachers, the student council, and the general student population. The board must develop and implement an application and selection process. If an applicant satisfies the application and selection process, the board is required to select at least one applicant to act as a student liaison. The student liaison must have a seat at the table of all regular meetings of the board and board subcommittee meetings in a nonvoting capacity and must also have access to all nonconfidential board meeting materials. The student liaison may perform functions of benefit to the students and the district that the board deems appropriate for a student to carry out.

The bill prohibits the student liaison from participating in special meetings of the board, being involved in board meetings related to employee or student discipline, or having access to documents involving employee or student discipline.

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Iowa General Assembly
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House File 2610 - Introduced

HOUSE FILE 2610
BY COMMITTEE ON STATE
GOVERNMENT

(SUCCESSOR TO HSB 697)

(COMPANION TO LSB 6288SV BY
COMMITTEE ON STATE GOVERNMENT)

A BILL FOR

1 An Act relating to the duties of the secretary of state,
2 including the address confidentiality program and the
3 conduct of elections.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6288HV (2) 90
ss/ns

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DIVISION I
ADDRESS CONFIDENTIALITY PROGRAM

Section 1. Section 9E.3, subsection 1, paragraphs e and f, Code 2024, are amended to read as follows:

e. The residential address of the eligible person, disclosure of which could lead to an increased risk of domestic abuse, domestic abuse assault, sexual abuse, assault, stalking, or human trafficking. If the eligible person's residential address is a shelter known to the program, the applicant may provide the shelter's name and other contact information in lieu of the shelter's physical address.

f. If mail cannot be delivered to the residential address of the eligible person, the address to which mail can be sent to the eligible person. If the eligible person's mailing address is a shelter known to the program, the applicant may provide the shelter's name and other contact information in lieu of the shelter's physical address.

Sec. 2. Section 9E.4, subsection 2, Code 2024, is amended to read as follows:

2. The secretary shall cancel a program participant's certification ~~if the~~ for any of the following reasons:

a. The program participant's application contains false information.

b. The secretary receives information from a reliable source that the program participant has died.

Sec. 3. Section 9E.5, subsection 3, Code 2024, is amended to read as follows:

3. The secretary shall forward all mail sent to the designated address to the program participant. At the request of the program participant, the secretary may hold the program participant's mail for up to thirty days.

DIVISION II
CANDIDATE ELIGIBILITY OBJECTIONS

Sec. 4. Section 43.18, subsection 9, Code 2024, is amended to read as follows:

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9. ~~A~~ For a candidate for an office other than a federal office, a statement that the candidate is aware that the candidate is disqualified from holding office if the candidate has been convicted of a felony or other infamous crime and the candidate's rights have not been restored by the governor or by the president of the United States.

Sec. 5. Section 43.24, subsection 1, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *c.* Objections to the eligibility of a candidate for a federal office shall not be sustained unless the objection is limited to the legal sufficiency of the nomination petition or certificate of nomination, or to the residency, age, or citizenship requirements as described in the Constitution of the United States.

Sec. 6. Section 44.3, subsection 2, paragraph i, Code 2024, is amended to read as follows:

i. ~~A~~ For a candidate for an office other than a federal office, a statement that the candidate is aware that the candidate is disqualified from holding office if the candidate has been convicted of a felony or other infamous crime and the candidate's rights have not been restored by the governor or by the president of the United States.

Sec. 7. Section 44.6, Code 2024, is amended to read as follows:

44.6 Hearing before state commissioner.

Objections filed with the state commissioner shall be considered by the secretary of state and auditor of state and attorney general, and a majority decision shall be final. However, if the objection is to the certificate of nomination of one or more of the above named officers, the officer or officers objected to shall not pass upon the objection, but their places shall be filled, respectively, by the treasurer of state, the governor, and the secretary of agriculture. Objections relating to incorrect or incomplete information for information that is required under section 44.3 shall be

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sustained. Objections to the eligibility of a candidate for a federal office shall not be sustained unless the objection is limited to the legal sufficiency of the nomination petition or certificate of nomination, or to the residency, age, or citizenship requirements as described in the Constitution of the United States.

Sec. 8. Section 45.3, subsection 9, Code 2024, is amended to read as follows:

9. ~~A~~ For a candidate for an office other than a federal office, a statement that the candidate is aware that the candidate is disqualified from holding office if the candidate has been convicted of a felony or other infamous crime and the candidate's rights have not been restored by the governor or by the president of the United States.

Sec. 9. Section 54.5, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 5. An objection to a nomination made under this section on any grounds other than the legal sufficiency of the certificate of nomination shall not be sustained. The certificate of nomination shall be presumed valid.

DIVISION III

RANKED CHOICE VOTING

Sec. 10. Section 49.93, Code 2024, is amended to read as follows:

49.93 Number of votes for each office.

1. For an office to which one person is to be elected, a voter shall not vote for more than one candidate. If two or more persons are to be elected to an office, the voter shall vote for no more than the number of persons to be elected. If a person votes for more than the permitted number of candidates, the vote for that office shall not count. Valid votes cast on the rest of the ballot shall be counted.

2. *a.* An election in this state shall not be conducted using ranked choice voting or instant runoff voting.

b. For the purposes of this section, *"ranked choice voting"*

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1 or *"instant runoff voting"* means a method of casting and
2 tabulating votes in which a voter ranks candidates in order of
3 preference, tabulation of ballots proceeds in rounds such that
4 in each round either a candidate is elected or the candidate
5 receiving the fewest votes is defeated, votes are transferred
6 from elected or defeated candidates to a voter's next-ranked
7 candidate in order of preference, and tabulation ends when a
8 candidate receives the majority of votes cast or the number of
9 candidates elected equals the number of offices to be filled,
10 as applicable.
11 DIVISION IV
12 ABSENT VOTERS
13 Sec. 11. Section 39A.4, subsection 1, paragraph c,
14 subparagraphs (10) and (11), Code 2024, are amended to read as
15 follows:
16 (10) Returning a voted absentee ballot by mail~~, to a ballot~~
17 ~~drop box,~~ or in person~~,~~ to the commissioner's office and the
18 person returning the ballot is a person prohibited to collect
19 and deliver a completed ballot pursuant to section 53.33.
20 (11) Making a false or untrue statement reporting that
21 a voted absentee ballot was returned to the commissioner's
22 office, by mail or in person, ~~or to a ballot drop box,~~ by a
23 person prohibited to collect and deliver a completed ballot
24 pursuant to section 53.33.
25 Sec. 12. NEW SECTION. **53.1B Definitions.**
26 For purposes of this subchapter, unless the context
27 otherwise requires:
28 1. *"Affidavit envelope"* means an envelope that includes
29 a serial number and bears on the back an affidavit for a
30 registered voter to mark the registered voter's signature and
31 voter verification number in a form prescribed by the state
32 commissioner.
33 2. *"Delivery envelope"* means an envelope that bears on its
34 face the name and address of the registered voter requesting an
35 absentee ballot, the words "county commissioner of elections",

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the address of the commissioner's office, and the same serial number that appears on the affidavit envelope and return envelope.

3. *"Return envelope"* means an envelope that is addressed to the commissioner's office, bears appropriate return postage or a postal permit guaranteeing that the commissioner will pay the return postage, and includes the same serial number as the affidavit envelope and delivery envelope.

4. *"Secrecy envelope"* means an envelope, folder, or sleeve that hides all votes on a ballot when folded.

Sec. 13. Section 53.4, subsection 1, paragraph c, subparagraph (2), Code 2024, is amended by striking the subparagraph.

Sec. 14. Section 53.8, subsection 1, Code 2024, is amended to read as follows:

1. *a.* Upon receipt of an application for an absentee ballot and immediately after the absentee ballots are printed, but not more than ~~twenty~~ twenty-two days before the election, the commissioner shall mail an absentee ballot to the applicant within twenty-four hours, except as otherwise provided in subsection 3. The absentee ballot shall be ~~sent to the registered voter by one of the following methods:~~ enclosed in an unsealed affidavit envelope. The absentee ballot and affidavit envelope shall be enclosed in or with an unsealed return envelope. The absentee ballot, affidavit envelope, and return envelope shall be enclosed in the delivery envelope. If the ballot cannot be folded so that all the votes on the ballot will be hidden, the commissioner shall also enclose a secrecy envelope with the absentee ballot.

~~(1) The absentee ballot shall be enclosed in an unsealed envelope marked with a serial number and affidavit. The absentee ballot and affidavit envelope shall be enclosed in or with an unsealed return envelope marked postage paid which bears the same serial number as the affidavit envelope. The absentee ballot, affidavit envelope, and return envelope shall~~

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~~be enclosed in a third envelope to be sent to the registered voter. If the ballot cannot be folded so that all of the votes cast on the ballot will be hidden, the commissioner shall also enclose a secrecy envelope with the absentee ballot.~~

~~(2) The absentee ballot shall be enclosed in an unsealed return envelope marked with a serial number and affidavit and marked postage paid. The absentee ballot and return envelope shall be enclosed in a second envelope to be sent to the registered voter. If the ballot cannot be folded so that all of the votes cast on the ballot will be hidden, the commissioner shall also enclose a secrecy envelope with the absentee ballot.~~

b. The ~~affidavit shall be marked on the appropriate envelope in a form prescribed by the state commissioner of elections~~ registered voter requesting and receiving an absentee ballot shall subscribe to the affidavit by signing and marking the registered voter's voter verification number on the affidavit envelope.

c. All domestic return envelope flaps or backs shall also be printed or stamped with a notice of the deadline to return a completed absentee ballot and the manner to track the status of the ballot in a form prescribed by the state commissioner.

~~*c.*~~ *d.* For envelopes mailed at any election other than the primary election, the commissioner shall not mark any envelope with any information related to the party affiliation of the applicant.

Sec. 15. Section 53.8, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. The commissioner shall enclose with the absentee ballot a statement informing the applicant that the sealed return envelope may be mailed to the commissioner by the registered voter or a person not prohibited to collect and deliver a completed ballot pursuant to section 53.33, ~~may be returned to a drop box established by the commissioner pursuant to section 53.17, subsection 1, by the registered voter or a person not~~

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1 ~~prohibited to collect and deliver a completed ballot pursuant~~
2 ~~to section 53.33, only if the commissioner has established~~
3 ~~such a drop box,~~ or may be personally delivered to the
4 commissioner's office by the registered voter or a person not
5 prohibited to collect and deliver a completed ballot pursuant
6 to section 53.33. The statement shall also inform the voter
7 that the voter may request that the person not prohibited to
8 collect and deliver a completed ballot pursuant to section
9 53.33 complete a receipt when retrieving the ballot from the
10 voter. A blank receipt shall be enclosed with the absentee
11 ballot.
12 Sec. 16. Section 53.10, subsection 2, paragraph a, Code
13 2024, is amended to read as follows:
14 *a.* Each person who wishes to vote by absentee ballot at
15 the commissioner's office shall first sign an application for
16 a ballot including the following information: name, current
17 address, voter verification number, and the election for which
18 the ballot is requested. The person may report a change of
19 address or other information on the person's voter registration
20 record at that time. Prior to furnishing a ballot, the
21 commissioner shall verify the person's identity as provided
22 in section 49.78. The registered voter shall immediately
23 mark the ballot; enclose the ballot in a secrecy envelope,
24 if necessary, and seal ~~it~~ the ballot in the ~~envelope marked~~
25 ~~with the~~ affidavit envelope; subscribe to the affidavit ~~on~~
26 ~~the reverse side of the envelope~~ by signing and marking the
27 registered voter's voter verification number; and return the
28 sealed affidavit envelope containing the absentee ballot to
29 the commissioner. The commissioner shall record the numbers
30 appearing on the application and affidavit envelope along with
31 the name of the registered voter.
32 Sec. 17. Section 53.12, Code 2024, is amended by striking
33 the section and inserting in lieu thereof the following:
34 **53.12 Duty of commissioner.**
35 The commissioner shall affix to the application the same

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serial number that appears on the affidavit envelope, return envelope, and delivery envelope.

Sec. 18. Section 53.16, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

53.16 Subscribing to affidavit.

After marking the ballot, the voter shall enclose the ballot in a secrecy envelope, if necessary, and seal the ballot in the affidavit envelope; subscribe to the affidavit by signing and marking the registered voter's voter verification number; place the sealed affidavit envelope in the return envelope; and securely seal the return envelope.

Sec. 19. Section 53.17, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~If the commissioner mailed the ballot pursuant to section 53.8, subsection 1, paragraph "a", subparagraph (1), the sealed envelope bearing the voter's affidavit and containing the absentee ballot shall be enclosed in a return envelope which shall be securely sealed. If the commissioner mailed the ballot pursuant to section 53.8, subsection 1, paragraph "a", subparagraph (2), the absentee ballot shall be enclosed in the return envelope which shall be securely sealed.~~ The sealed return envelope shall be returned to the commissioner by one of the following methods:

Sec. 20. Section 53.17, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The sealed return envelope may be delivered by the registered voter, by the voter's designee, or by the special precinct election officials designated pursuant to section 53.22, subsection 2, to the commissioner's office no later than ~~the time the polls are closed~~ 5:00 p.m. on the day before election day. However, if delivered by the voter's designee, the envelope shall be delivered within seventy-two hours of retrieving it from the voter or by 5:00 p.m. on the day before ~~the closing of the polls on~~ election day, whichever is earlier.

Sec. 21. Section 53.17, subsection 1, paragraph c, Code

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2024, is amended by striking the paragraph.

Sec. 22. Section 53.17, subsection 2, Code 2024, is amended to read as follows:

2. In order for the ballot to be counted, the return envelope must be received in the commissioner's office by 5:00 p.m. on the day before ~~the polls close on~~ election day and recorded as received by the commissioner by 11:59 p.m. on the day before election day.

Sec. 23. Section 53.17, subsection 4, paragraph f, Code 2024, is amended to read as follows:

f. A statement that the completed absentee ballot will be delivered to the commissioner's office within seventy-two hours of retrieving it from the voter or by the close of business on the day before ~~the closing of the polls on~~ election day, whichever is earlier, or that the completed absentee ballot will be mailed to the commissioner within seventy-two hours of retrieving it from the voter.

Sec. 24. Section 53.17A, subsection 3, paragraph a, Code 2024, is amended to read as follows:

a. An absentee ballot received after the ~~polls close~~ close of business on the day before election day but prior to the official canvass shall be counted if the commissioner determines that the ballot entered the federal mail system by the deadline specified in section 53.17 or 53.22. The date of entry of such an absentee ballot into the federal mail system shall only be verified as provided in paragraph "*b*".

Sec. 25. Section 53.18, subsections 2 and 3, Code 2024, are amended to read as follows:

2. If the commissioner receives the return envelope containing the completed absentee ballot by 5:00 p.m. on the Saturday before the election for general elections and by 5:00 p.m. on the Friday before the election for all other elections, the commissioner shall ~~review the affidavit marked on the return envelope, if applicable, for completeness or shall open the return envelope to review the affidavit for completeness~~

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1 open the return envelope, if applicable, and review the
2 affidavit marked on the affidavit envelope for completeness.
3 If the affidavit lacks the signature or voter verification
4 number of the registered voter, the commissioner shall, within
5 twenty-four hours of the receipt of the envelope, notify the
6 voter of the deficiency and inform the voter that the voter may
7 vote a replacement ballot as provided in subsection 3, cast a
8 ballot as provided in section 53.19, subsection 3, or complete
9 the affidavit in person at the office of the commissioner not
10 later than the time polls close on election day.
11 3. If the affidavit envelope ~~or the return envelope marked~~
12 ~~with the affidavit~~ contains a defect that would cause the
13 absentee ballot to be rejected by the absentee and special
14 voters precinct board, the commissioner shall immediately
15 notify the voter of that fact and that the voter's absentee
16 ballot shall not be counted unless the voter requests and
17 returns a replacement ballot in the time permitted under
18 section 53.17, subsection 2. For the purposes of this section,
19 ~~a return~~ an affidavit envelope ~~marked with the affidavit~~
20 shall be considered to contain a defect if ~~it appears to~~
21 ~~the commissioner that the signature on the envelope has been~~
22 ~~signed by someone other than the registered voter, in comparing~~
23 ~~the signature on the envelope to the signature on record of~~
24 ~~the registered voter named on the envelope. A signature or~~
25 ~~marking made in accordance with section 39.3, subsection~~
26 ~~17, shall not be considered a defect for purposes of this~~
27 ~~section~~ the voter verification number provided does not match
28 the voter verification number associated with the voter's
29 voter registration. The voter may request a replacement
30 ballot in person, in writing, or over the telephone. The
31 same serial number that was assigned to the records of the
32 original absentee ballot application shall be used on the
33 ~~envelope~~ envelopes and records of the replacement ballot. The
34 affidavit envelope ~~marked with the affidavit and~~ containing
35 the completed replacement ballot shall be marked "Replacement

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1 ballot". The affidavit envelope ~~marked with the affidavit and~~
2 containing the original ballot shall be marked ~~"Defective" and~~
3 ~~the~~ "Defective". The replacement ballot shall be attached to
4 ~~such~~ the affidavit envelope containing the original ballot and
5 shall be stored in a secure place until they are delivered to
6 the absentee and special voters precinct board, notwithstanding
7 sections 53.26 and 53.27.
8 Sec. 26. Section 53.19, subsection 1, Code 2024, is amended
9 to read as follows:
10 1. The commissioner shall maintain a list of the absentee
11 ballots provided to registered voters, the serial number
12 appearing on the unsealed envelope, the date the application
13 for the absentee ballot was received, the date the absentee
14 ballot was sent to the registered voter requesting the absentee
15 ballot, the date the absentee ballot was received by the
16 commissioner, the date the absentee ballot outer envelope was
17 opened, and whether the ballot was delivered by mail~~,~~ or in
18 person, ~~to a ballot drop box,~~ or cast in person at a satellite
19 location. The information under this subsection shall be
20 reported separately at the same time as the information
21 reported under section 53.30, subsection 3.
22 Sec. 27. Section 53.21, subsection 2, paragraph b, Code
23 2024, is amended to read as follows:
24 *b.* The voter shall enclose one copy of the above statement
25 in the return envelope along with the affidavit envelope, ~~if~~
26 ~~the voter was mailed a separate affidavit envelope,~~ and shall
27 retain a copy for the voter's records.
28 Sec. 28. Section 53.23, subsection 3, paragraph b,
29 subparagraph (1), Code 2024, is amended to read as follows:
30 (1) The commissioner may direct the board to meet on the day
31 before the election for the purpose of reviewing the absentee
32 voters' affidavits appearing on the sealed envelopes. If in
33 the commissioner's judgment this procedure is necessary due
34 to the number of absentee ballots received, the members of
35 the board may open the sealed affidavit envelopes and remove

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1 the secrecy envelope containing the ballot, but under no
2 circumstances shall a secrecy envelope or ~~a return~~ an affidavit
3 envelope ~~marked with an affidavit~~ be opened before the board
4 convenes on election day, except as provided in paragraph
5 *"c"*. If the affidavit envelopes are opened before election
6 day pursuant to this paragraph *"b"*, the observers appointed
7 by each political party, as defined in section 43.2, shall
8 witness the proceedings. Each political party may appoint up
9 to five observers under this paragraph *"b"*. The observers
10 shall be appointed by the county chairperson or, if the
11 county chairperson fails to make an appointment, by the state
12 chairperson. However, if either or both political parties fail
13 to appoint an observer, the commissioner may continue with the
14 proceedings.
15 Sec. 29. Section 53.23, subsection 5, Code 2024, is amended
16 to read as follows:
17 5. The special precinct election board shall preserve the
18 secrecy of all absentee and provisional ballots. After the
19 affidavits on the affidavit envelopes have been reviewed and
20 the qualifications of the persons casting the ballots have been
21 determined, those that have been accepted for counting shall
22 be opened. The ballots shall be removed from the affidavit
23 envelopes ~~or return envelopes marked with the affidavit, as~~
24 ~~applicable,~~ without being unfolded or examined, and then shall
25 be thoroughly intermingled, after which they shall be unfolded
26 and tabulated. If secrecy ~~folders or~~ envelopes are used with
27 provisional paper ballots, the ballots shall be removed from
28 the secrecy ~~folders~~ envelopes after the ballots have been
29 intermingled.
30 Sec. 30. Section 53.25, subsection 1, paragraph a, Code
31 2024, is amended to read as follows:
32 *a.* If the absentee voter's affidavit lacks the voter's
33 signature or voter verification number, if the applicant is
34 not a duly registered voter on election day in the precinct
35 where the absentee ballot was cast, if the affidavit envelope

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1 ~~marked with the affidavit~~ contains more than one ballot of any
2 one kind, or if the voter has voted in person, such vote shall
3 be rejected by the absentee and special voters precinct board.
4 If the affidavit envelope ~~or return envelope marked with the~~
5 ~~affidavit~~ is open, or has been opened and resealed, or if the
6 ballot is not enclosed in ~~such~~ the affidavit envelope, and an
7 affidavit envelope or return envelope marked with the affidavit
8 with the same serial number and marked "Replacement ballot" is
9 not attached as provided in section 53.18, the ballot shall be
10 rejected by the absentee and special voters precinct board.
11 Sec. 31. Section 53.25, subsection 2, Code 2024, is amended
12 to read as follows:
13 2. If the absentee or provisional ballot is rejected prior
14 to the opening of the affidavit envelope ~~or return envelope~~
15 ~~marked with the affidavit~~, the voter casting the ballot shall
16 be notified by a precinct election official by the time the
17 canvass is completed of the reason for the rejection on a form
18 prescribed by the state commissioner of elections.
19 Sec. 32. Section 53.30, subsection 2, Code 2024, is amended
20 to read as follows:
21 2. At the conclusion of each meeting of the absentee and
22 special voters precinct board, the board shall securely seal
23 all ballots counted by them in the manner prescribed in section
24 50.12. The ballot envelopes, including the affidavit envelope
25 ~~if an affidavit envelope was provided~~, the return envelope, and
26 secrecy envelope bearing the signatures of precinct election
27 officials, as required by section 53.23, shall be preserved.
28 All applications for absentee ballots, ballots rejected without
29 being opened, absentee ballot logs, and any other documents
30 pertaining to the absentee ballot process shall be preserved
31 until such time as the documents may be destroyed pursuant to
32 section 50.19.
33 Sec. 33. Section 53.32, Code 2024, is amended to read as
34 follows:
35 **53.32 Ballot of deceased voter.**

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When it shall be made to appear by due proof to the precinct election officials that any elector, who has so marked and forwarded a ballot, has died before the ~~envelope marked with the affidavit~~ affidavit envelope is opened, then the ballot of such deceased voter shall be endorsed, "Rejected because voter is dead", and be returned to the commissioner. The casting of the ballot of a deceased voter shall not invalidate the election.

Sec. 34. Section 53.33, subsection 7, paragraph a, Code 2024, is amended to read as follows:

a. Deliver the completed absentee ballot in person to the commissioner's office. The delivery agent shall not deliver the completed absentee ballot by mail ~~or to a ballot drop box~~.

DIVISION V

PERSONS PERMITTED IN VOTING BOOTHS

Sec. 35. Section 49.88, subsection 3, Code 2024, is amended to read as follows:

3. A person standing for election on the ballot before a voter ~~shall not occupy~~ commits a violation of this section by occupying the voting booth with the voter, including to assist the voter.

Sec. 36. Section 49.90, Code 2024, is amended to read as follows:

49.90 Assisting voter.

1. Any voter who may declare upon oath that the voter is blind, cannot read the English language, or is, by reason of any physical disability other than intoxication, unable to cast a vote without assistance, shall, upon request, be assisted by the two officers as provided in section 49.89, or alternatively by any other person the voter may select in casting the vote, except that the voter shall not select a person standing for election on the ballot. The officers, or the person selected by the voter, shall cast the vote of the voter requiring assistance, and shall thereafter give no information regarding the vote cast. If any elector because of a disability cannot

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1 enter the building where the polling place for the elector's
2 precinct of residence is located, the two officers shall take
3 a paper ballot to the vehicle occupied by the elector with
4 a disability and allow the elector to cast the ballot in
5 the vehicle. Ballots cast by voters with disabilities shall
6 be deposited in the regular ballot box, or inserted in the
7 tabulating device, and counted in the usual manner.
8 2. A person standing for election on the ballot before a
9 voter commits a violation of section 49.88 by occupying the
10 voting booth with the voter.
11 DIVISION VI
12 VOTER REGISTRATION DATABASE PILOT PROGRAM
13 Sec. 37. NEW SECTION. **47.7A Statewide voter registration**
14 **database verification pilot program.**
15 1. A statewide voter registration database verification
16 pilot program is established within the office of the state
17 registrar as follows:
18 *a.* The state registrar shall contract with a third-party
19 vendor to develop or provide a program to allow the state
20 registrar to verify the status of records in the statewide
21 voter registration file and identify ineligible voters on an
22 ongoing basis.
23 *b.* During the first quarter of the calendar year 2025,
24 the state registrar shall utilize the program developed or
25 provided by the third-party vendor to verify the status of
26 records in the statewide voter registration file. The state
27 registrar shall forward the results of the analysis to each
28 county commissioner of registration prior to the date reports
29 are required to be submitted pursuant to section 48A.40.
30 *c.* The state registrar shall evaluate the efficacy and
31 cost of the pilot program as compared to the current method
32 of verifying the list of voters in the statewide voter
33 registration file.
34 2. This section is repealed December 31, 2027.
35 DIVISION VII

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COUNTY HOSPITAL BOARD OF TRUSTEES

Sec. 38. Section 347.9, subsection 3, Code 2024, is amended by striking the subsection.

Sec. 39. TRANSITION. This division of this Act does not alter the term of office of a trustee elected to a county public hospital board of trustees prior to the effective date of this division of this Act.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to duties of the secretary of state, including the address confidentiality program and the conduct of elections. The bill is organized in divisions.

DIVISION I — ADDRESS CONFIDENTIALITY PROGRAM. This division relates to the address confidentiality program, which provides mail forwarding services to persons who are victims of domestic abuse, domestic abuse assault, sexual abuse, assault, stalking, or human trafficking, or who fear for their own safety or the safety of a household member. The bill allows the secretary of state to accept as a program participant's mailing address the name and other contact information of a shelter in lieu of the shelter's physical address, to cancel a deceased participant's certification, and to hold a participant's mail for up to 30 days at the request of the participant.

DIVISION II — CANDIDATE ELIGIBILITY OBJECTIONS. This division relates to the nomination of candidates for federal office. The bill exempts candidates for federal office from the requirement that a candidate sign a statement that the candidate is aware that the candidate is disqualified from holding office if the candidate has been convicted of a felony or other infamous crime and the candidate's rights have not been restored by the governor or by the president of the United States. The bill limits objections to the eligibility of a candidate for a federal office that may be filed with the

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1 state commissioner of elections to objections to the legal
2 sufficiency of the nomination petition or certificate of
3 election, or to the residency, age, or citizenship requirements
4 as described in the United States Constitution. With
5 respect to nominations for president or vice president of the
6 United States, the bill allows objections only to the legal
7 sufficiency of the certificate of nomination. The certificate
8 of nomination shall be presumed valid.
9 DIVISION III — RANKED CHOICE VOTING. This division relates
10 to the use of ranked choice and instant runoff voting for
11 elections in this state. The bill prohibits ranked choice and
12 instant runoff voting, defined in the bill as a system in which
13 voters rank multiple candidates for a single office in order of
14 preference and candidates are eliminated and votes transferred
15 between candidates in a series of rounds, from being used to
16 cast or tabulate ballots in any election in this state.
17 DIVISION IV — ABSENT VOTERS. This division relates to
18 the casting of ballots by absent voters. The bill strikes
19 provisions allowing a county commissioner of elections to
20 establish drop boxes to which a person can return an absentee
21 ballot.
22 The bill requires an absentee ballot that is mailed to a
23 voter to be enclosed in an unsealed affidavit envelope and with
24 or in an unsealed return envelope, which shall then be enclosed
25 in the delivery envelope. If the ballot cannot be folded so
26 that all the votes on the ballot will be hidden, the bill
27 requires the commissioner to also send a secrecy envelope. The
28 bill requires a registered voter to subscribe to an affidavit
29 on an affidavit envelope by signing the envelope and writing
30 the voter's voter verification number. The bill also requires
31 return envelopes to have printed on them the deadline to return
32 the ballot and the manner to track the status of the ballot.
33 The bill strikes a requirement that an affidavit envelope
34 be considered to contain a defect if it appears to the county
35 commissioner of elections that it was signed by a person other

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1 than the voter. The bill adds a requirement that an affidavit
2 envelope be considered to contain a defect if the voter
3 verification number on the envelope does not match the voter
4 verification number on file for the voter.
5 The bill repeals certain requirements regarding what
6 materials a commissioner shall include with an absentee ballot
7 and instead requires a commissioner to put the same serial
8 number on the affidavit, return, and delivery envelopes.
9 The bill requires all mailed absentee ballots to include an
10 affidavit envelope. The bill also requires the absentee and
11 special voters precinct board to reject an absentee ballot
12 if the affidavit envelope does not include the voter's voter
13 verification number.
14 The bill changes the timeline for the mailing and return
15 of absentee ballots. The bill allows a county commissioner
16 of elections to mail absentee ballots to voters beginning 22
17 days before an election and requires absentee ballots to be
18 delivered to the office of the county commissioner of elections
19 by 5:00 p.m. on the day before election day. The bill also
20 requires the county commissioner of elections to record
21 the ballot as received by 11:59 p.m. on the day before the
22 election. Under current law, county commissioners of elections
23 may mail absentee ballots beginning 20 days before an election
24 and absentee ballots must be delivered to the office of the
25 county commissioner of elections not later than the time polls
26 close on election day.
27 DIVISION V — PERSONS PERMITTED IN VOTING BOOTHS. This
28 division amends the subsection of Code section 49.88
29 (limitation on persons in booth and time for voting)
30 prohibiting a person standing for election on the ballot before
31 a voter from occupying the voting booth with the voter and
32 Code section 49.90 (assisting voter) to say that the candidate
33 violates Code section 49.88 by occupying the voting booth with
34 the voter.
35 DIVISION VI — VOTER REGISTRATION DATABASE PILOT PROGRAM.

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1 This division requires the state registrar of voters to
2 contract with a third-party vendor to develop or provide a
3 program to allow the state registrar to verify the status of
4 records in the statewide voter registration file and identify
5 ineligible voters on an ongoing basis. During the first
6 quarter of 2025, the bill requires the state registrar of
7 voters to utilize the program developed or provided by the
8 third-party vendor to verify the status of records in the
9 statewide voter registration file. The state registrar shall
10 forward the results of the analysis to each county commissioner
11 of registration prior to the date that county commissioners
12 of registration are required to submit voter list maintenance
13 reports. The bill requires the state registrar of voters to
14 evaluate the efficacy and cost of the pilot program as compared
15 to the current method of maintaining the statewide voter
16 registration database. The pilot program is repealed effective
17 December 31, 2027.
18 DIVISION VII — COUNTY HOSPITAL BOARD OF TRUSTEES. This
19 division strikes a provision setting the term length for
20 persons elected to a county hospital board of trustees in a
21 county with a population of at least 400,000 to six years,
22 returning the term length to four years. The bill does not
23 affect the term of office of a trustee elected to a county
24 public hospital board of trustees prior to July 1, 2024.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2611 - Introduced

HOUSE FILE 2611
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HSB 714)

A BILL FOR

1 An Act relating to school funding, including the teacher salary
2 supplement cost per pupil and teacher and education support
3 professional compensation, and making appropriations.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6327HV (1) 90
dg/jh

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Iowa General Assembly
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1 Section 1. Section 257.10, subsection 9, paragraphs a and d,
2 Code 2024, are amended to read as follows:
3 *a.* (1) For the budget year beginning July 1, 2009, the
4 department of management shall add together the teacher
5 compensation allocation made to each district for the fiscal
6 year beginning July 1, 2008, pursuant to section 284.13,
7 subsection 1, paragraph *"h"*, Code 2009, and the phase II
8 allocation made to each district for the fiscal year beginning
9 July 1, 2008, pursuant to section 294A.9, Code 2009, and divide
10 that sum by the district's budget enrollment in the fiscal
11 year beginning July 1, 2009, to determine the teacher salary
12 supplement district cost per pupil. For the budget year
13 beginning July 1, 2010, and succeeding budget years beginning
14 before July 1, 2024, the teacher salary supplement district
15 cost per pupil for each school district for a budget year
16 is the teacher salary supplement program district cost per
17 pupil for the base year plus the teacher salary supplement
18 supplemental state aid amount for the budget year.
19 (2) (a) For the budget year beginning July 1, 2024, the
20 department of management shall calculate for each school
21 district a teacher salary supplement district cost per pupil
22 amount based on the sum of the following:
23 (i) An amount necessary to allow the school district to
24 provide a minimum teacher starting salary of forty-seven
25 thousand five hundred dollars in accordance with the
26 requirements of chapter 284, including costs associated with
27 the employer's share of contributions to the Iowa public
28 employees' retirement system and the employer's share of the
29 tax imposed by the federal Insurance Contributions Act.
30 (ii) An amount necessary to allow the school district
31 to provide an hourly wage of fifteen dollars per hour for
32 education support personnel, including costs associated with
33 the employer's share of contributions to the Iowa public
34 employees' retirement system and the employer's share of
35 the tax imposed by the federal Insurance Contributions Act.

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1 However, if the amount calculated under this subparagraph
2 subdivision for all school districts exceeds fourteen million
3 dollars, the department of management shall proportionally
4 reduce the amount calculated for school districts, based on the
5 original calculation, so that the total amount calculated for
6 all school districts is fourteen million dollars.
7 (b) For the budget year beginning July 1, 2025, the
8 department of management shall calculate for each school
9 district a teacher salary supplement district cost per pupil
10 amount based on the sum of the following:
11 (i) An amount necessary to allow the school district to
12 provide a minimum teacher starting salary of fifty thousand
13 dollars in accordance with the requirements of chapter 284,
14 including costs associated with the employer's share of
15 contributions to the Iowa public employees' retirement system
16 and the employer's share of the tax imposed by the federal
17 Insurance Contributions Act.
18 (ii) To allow each school district to provide an hourly wage
19 of fifteen dollars per hour to education support personnel, the
20 amount calculated for the base year under subparagraph division
21 (a), subparagraph subdivision (ii), after the reduction if
22 applicable, plus the product of that same amount multiplied
23 by the categorical percent of growth under section 257.8,
24 subsection 2, for the budget year.
25 (3) For the budget year beginning July 1, 2026, and
26 succeeding budget years, the teacher salary supplement district
27 cost per pupil for each school district for a budget year
28 is the teacher salary supplement program district cost per
29 pupil for the base year plus the teacher salary supplement
30 supplemental state aid amount for the budget year.
31 *d.* For the budget year beginning July 1, 2010, and
32 succeeding budget years, the use of the funds calculated under
33 this subsection or available for use as provided in subsection
34 10, paragraph "*d*", subsection 12, paragraph "*d*", or section
35 257.46, subsection 3, shall be distributed to teachers pursuant

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1 to section 284.3A ~~and shall comply~~ in compliance with the
2 requirements of chapter 284 related to such distribution under
3 section 284.3A and may be distributed to education support
4 personnel as described in paragraph *"a"*.
5 Sec. 2. Section 257.10, subsection 9, Code 2024, is amended
6 by adding the following new paragraph:
7 NEW PARAGRAPH. *e.* For purposes of this subsection,
8 *"education support personnel"* means regular and part-time
9 employees of a school district who are not salaried.
10 Sec. 3. Section 257.10, subsection 12, paragraph d, Code
11 2024, is amended to read as follows:
12 *d.* Except as otherwise allowed under this paragraph, for
13 the budget year beginning July 1, 2014, and succeeding budget
14 years, the use of the funds calculated under this subsection
15 shall comply with the requirements of chapter 284 and shall
16 be distributed to teachers pursuant to section 284.15. The
17 funds shall be used only to increase the payment for a teacher
18 assigned to a leadership role pursuant to a framework or
19 comparable system approved pursuant to section 284.15; to
20 increase the percentages of teachers assigned to leadership
21 roles; to increase the minimum teacher starting salary to
22 ~~thirty-three thousand five hundred dollars~~ the amount described
23 in section 284.15, subsection 2, paragraph *"a"*, subparagraph
24 (1); to cover the costs for the time mentor and lead teachers
25 are not providing instruction to students in a classroom;
26 for coverage of a classroom when an initial or career
27 teacher is observing or co-teaching with a teacher assigned
28 to a leadership role; for professional development time to
29 learn best practices associated with the career pathways
30 leadership process; and for other costs associated with a
31 framework or comparable system approved by the department of
32 education under section 284.15 with the goals of improving
33 instruction and elevating the quality of teaching and student
34 learning. If all requirements for the school district for
35 the use of funds calculated under this subsection are met

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and funds received under this subsection remain unexpended and unobligated at the end of a fiscal year beginning on or after July 1, 2020, the school district may transfer all or a portion of such unexpended and unobligated funds for deposit in the school district's flexibility account established under section 298A.2, subsection 2. At the end of a fiscal year beginning on or after July 1, 2022, school districts may use all or a portion of funds under this subsection for the purposes authorized under subsection 9, paragraph "d", and, notwithstanding any provision of law to the contrary, school districts shall not be required to participate in or comply with section 284.15 in order to continue to receive funding under this subsection.

Sec. 4. Section 284.15, subsection 2, paragraph a, subparagraph (1), Code 2024, is amended to read as follows:

(1) (a) ~~The~~ For the fiscal year beginning July 1, 2024, the salary for an initial teacher who has successfully completed an approved practitioner preparation program as defined in section 256.145 or holds an initial or intern teacher license issued under chapter 256, subchapter VII, part 3, shall be at least ~~thirty-three~~ forty-seven thousand five hundred dollars, which shall also constitute the minimum salary for an Iowa teacher.

(b) For the fiscal year beginning July 1, 2025, and each subsequent fiscal year, the salary for an initial teacher who has successfully completed an approved practitioner preparation program as defined in section 256.145 or holds an initial or intern teacher license issued under chapter 256, subchapter VII, part 3, shall be at least fifty thousand dollars, which shall also constitute the minimum salary for an Iowa teacher.

Sec. 5. Section 284.16, subsection 1, paragraph a, unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~The~~ For the fiscal year beginning July 1, 2024, the beginning teacher shall be paid not less than ~~thirty-three~~ forty-seven thousand five hundred dollars ~~and~~. For the fiscal year

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1 beginning July 1, 2025, and each subsequent fiscal year, the
2 beginning teacher shall be paid not less than fifty thousand
3 dollars. Each beginning teacher shall meet the following
4 requirements:
5 Sec. 6. Section 284.17, subsection 1, Code 2024, is amended
6 to read as follows:
7 1. *a.* ~~A~~ For the fiscal year beginning July 1, 2024, the
8 minimum salary of ~~thirty-three~~ forty-seven thousand five
9 hundred dollars for a full-time teacher.
10 *b.* For the fiscal year beginning July 1, 2025, and each
11 subsequent fiscal year, the minimum salary of fifty thousand
12 dollars for a full-time teacher.
13 Sec. 7. SCHOOL DISTRICT FUNDING SUPPLEMENT —— FISCAL YEAR
14 2024-2025.
15 1. There is appropriated from the general fund of the state
16 to the department of education for the fiscal year beginning
17 July 1, 2024, and ending June 30, 2025, twenty-two million
18 dollars to make all payments to school districts required under
19 subsection 2.
20 2. a. Moneys appropriated to the department of education
21 under subsection 1 shall be used to provide a funding
22 supplement to each school district during the fiscal year
23 beginning July 1, 2024, and ending June 30, 2025.
24 b. Each school district's funding supplement amount shall
25 be equal to twenty-two million dollars multiplied by the
26 quotient of the school district's budget enrollment for the
27 budget year beginning July 1, 2023, and ending June 30, 2024,
28 divided by the statewide total budget enrollment for the budget
29 year beginning July 1, 2023, and ending June 30, 2024.
30 c. Moneys received by a school district under this section
31 shall be miscellaneous income for purposes of chapter 257 and
32 shall not be included in district cost.
33 d. The school district funding supplement received by a
34 school district under this section shall be used at the school
35 district's discretion to supplement teacher salaries and the

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1 salaries and wages of education support personnel in a manner
2 that promotes quality teaching and rewards experience.
3 3. Notwithstanding section 8.33, moneys appropriated in
4 this section that remain unencumbered or unobligated at the
5 close of the fiscal year shall not revert but shall remain
6 available for expenditure for the purposes designated until the
7 close of the succeeding fiscal year.
8 4. The payment of funding supplement amounts under this
9 section shall be paid by the department of education at
10 the same time and in the same manner as the teacher salary
11 supplement is paid under section 257.10, subsection 9, for the
12 fiscal year beginning July 1, 2024, and ending June 30, 2025.
13 EXPLANATION

14 **The inclusion of this explanation does not constitute agreement with**
15 **the explanation's substance by the members of the general assembly.**

16 This bill relates to school funding, including the teacher
17 salary supplement cost per pupil and teacher and education
18 support professional compensation.
19 Currently, Code chapter 284 (teacher compensation) provides
20 that the minimum annual salary for an initial teacher who has
21 successfully completed an approved practitioner preparation
22 program or holds an initial or intern teacher license issued
23 by the board of educational examiners (BOEE) shall be at least
24 $33,500. For the 2024-2025 school year, the bill increases the
25 minimum teacher starting salary to $47,500. For school years
26 beginning on or after July 1, 2026, the bill increases the
27 minimum teacher starting salary to $50,000.
28 The bill defines "education support personnel" as regular
29 and part-time employees of a school district who are not
30 salaried.
31 For the budget year beginning July 1, 2024, the department of
32 management must calculate a teacher salary supplement district
33 cost per pupil in an amount equal to the sum of the amount
34 necessary to allow the school district to provide the minimum
35 starting teacher salary and the amount necessary, not to exceed

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1 $14 million in the aggregate among all school districts, to
2 allow each school district to provide a minimum education
3 support personnel (ESP) wage of $15 per hour including costs
4 associated with the employer's share of contributions to the
5 Iowa public employees' retirement system and the employer's
6 share of the tax imposed by the federal Insurance Contributions
7 Act. The bill requires similar calculations in the budget year
8 beginning July 1, 2025, to account for the increase in the
9 minimum annual teacher salary. The bill also provides that the
10 amount calculated related to ESP shall grow by the categorical
11 state percent of growth. For budget years beginning on or
12 after July 1, 2026, the teacher salary supplement district cost
13 per pupil for each school district for a budget year is the
14 teacher salary supplement program district cost per pupil for
15 the base year plus the teacher salary supplement supplemental
16 state aid amount for the budget year, which is the calculation
17 used for the budget year 2023-2024.
18 The bill appropriates $22 million to the department of
19 education (DE) for FY 2024-2025 to provide a funding supplement
20 to each school district to be used at the school district's
21 discretion to supplement teacher salaries and the salaries and
22 wages of ESP in a manner that promotes quality teaching and
23 rewards experience. Each school district's funding supplement
24 amount will be an amount equal to $22 million multiplied by
25 the quotient of the school district's budget enrollment for
26 the budget year beginning July 1, 2023, and ending June 30,
27 2024, divided by the statewide total budget enrollment for the
28 budget year beginning July 1, 2023, and ending June 30, 2024.
29 The moneys appropriated to the DE that remain unencumbered or
30 unobligated at the close of the fiscal year do not revert but
31 remain available for expenditure for the purposes designated
32 until the close of the succeeding fiscal year. The payment of
33 funding supplement amounts must be paid by the DE at the same
34 time and in the same manner as the teacher salary supplement
35 district cost is paid for FY 2024-2025.

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1 The bill makes conforming changes.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2612 - Introduced

HOUSE FILE 2612
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HSB 713)

A BILL FOR

1 An Act relating to area education agencies, including
2 modifying provisions related to the duties and powers of
3 area education agencies, oversight by the department of
4 education, funding, shared operational functions, and
5 establishing a task force related to area education agency
6 property and operations, and including effective date and
7 applicability provisions.
8 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6302HV (1) 90
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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
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DIVISION I

DIVISION OF SPECIAL EDUCATION OF THE DEPARTMENT OF EDUCATION

Section 1. Section 256B.3, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 15A. Beginning July 1, 2025, oversee the operation of each area education agency to ensure the area education agency complies with all applicable federal and state laws related to special education.

Sec. 2. DIVISION OF SPECIAL EDUCATION —— EMPLOYEES. From July 1, 2024, to June 30, 2025, the division of special education of the department of education shall do all of the following:

1. Devote at least thirteen full-time equivalent positions within the department of education's location in the city of Des Moines to oversight of the area education agencies, including the accreditation of area education agencies under section 273.10.

a. At least one of the full-time equivalent positions shall be an administrator.

b. At least one of the full-time equivalent positions shall be a bureau chief of special education.

c. At least one of the full-time equivalent positions shall be a liaison for accredited nonpublic schools.

d. At least one of the full-time equivalent positions shall be an employee whose primary job duties relate to the child find process for special education.

e. At least one of the full-time equivalent positions shall be an employee whose primary job duties relate to best practices concerning the development and implementation of individualized education programs.

f. At least five of the full-time equivalent positions shall be devoted to the accreditation of area education agencies.

2. Devote five full-time equivalent positions within the main office of each area education agency to ensure the area education agency complies with all applicable federal and state

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1 laws related to special education and to review the services
2 provided by the area education agency.
3 DIVISION II
4 AREA EDUCATION AGENCIES —— GENERAL PROVISIONS
5 Sec. 3. Section 273.2, subsections 1 and 3, Code 2024, are
6 amended to read as follows:
7 1. There are established throughout the state fifteen
8 area education agencies, each of which is ~~governed by an~~
9 ~~area education agency board of directors~~ under the general
10 supervision of the director, except as otherwise provided
11 in this chapter. Each area education agency shall have an
12 area education agency board of directors that shall serve in
13 an advisory capacity. The boundaries of an area education
14 agency shall not divide a school district. The director of
15 the department of education shall change boundaries of area
16 education agencies to take into account mergers of local school
17 districts and changes in boundaries of local school districts,
18 when necessary to maintain the policy of this chapter that a
19 local school district shall not be a part of more than one area
20 education agency.
21 3. *a.* The area education agency board shall furnish
22 educational services and programs as provided in section 273.1,
23 this section, sections 273.3 through 273.8, and chapter 256B
24 to ~~the~~ pupils enrolled in public or nonpublic schools ~~located~~
25 ~~within its boundaries~~ which are on the list of accredited
26 schools pursuant to section 256.11, which request to receive
27 such services. The programs and services provided shall be
28 at least commensurate with programs and services existing on
29 July 1, 1974. The programs and services provided to pupils
30 enrolled in nonpublic schools shall be comparable to programs
31 and services provided to pupils enrolled in public schools
32 within constitutional guidelines.
33 *b.* The area education agencies may furnish evidence-based
34 professional development services to public or nonpublic
35 schools located within its boundaries which are on the list of

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accredited schools pursuant to section 256.11, subject to the approval of the director of the department of education.

Sec. 4. Section 273.3, subsections 1, 11, and 12, Code 2024, are amended to read as follows:

1. ~~Determine the policies of~~ Advise and consult with the area education agency on policies and procedures for providing programs and services.

11. Employ personnel to carry out the functions of the area education agency which shall include the employment of an administrator who shall possess a license issued ~~under chapter 256, subchapter VII, part 3~~ by the board of educational examiners and, beginning July 1, 2025, either a teaching license with a special education endorsement or a special education support personnel authorization. The administrator shall be employed pursuant to section 279.20 and sections 279.23, 279.24, and 279.25. The salary for an area education agency administrator shall be established by the board based upon the previous experience and education of the administrator; provided, however, that the salary for an area education agency administrator shall not exceed the average salary of all superintendents of the school districts that are located within the boundaries of the area education agency. Section 279.13 applies to the area education agency board and to all teachers employed by the area education agency. Sections 279.23, 279.24, and 279.25 apply to the area education board and to all administrators employed by the area education agency. Section 279.69 applies to the area education agency board and employees of the board, including part-time, substitute, or contract employees, who provide services to a school or school district.

12. Prepare an annual budget estimating income and expenditures for programs and services as provided in sections 273.1, 273.2, this section, sections 273.4 through 273.8, and chapter 256B within the limits of funds provided under section 256B.9 and chapter 257. The board shall ~~post notice~~

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1 ~~of a public hearing on~~ submit the proposed budget ~~on the area~~
2 ~~education agency's internet site and by publication in the~~
3 ~~newspaper of general circulation in the territory of the area~~
4 ~~education agency in which the principal place of business of~~
5 ~~a school district that is a part of the area education agency~~
6 ~~is located~~ to the director of the department of education for
7 approval not later than March 1 of each year. ~~The notice shall~~
8 ~~specify the date, which shall be not later than March 1 of~~
9 ~~each year, the time, and the location of the public hearing.~~
10 The proposed budget as approved by the ~~board~~ director of the
11 department of education shall then be submitted to the state
12 board of education, on forms provided by the department,
13 no later than March 15 preceding the next fiscal year for
14 approval. The state board shall review the proposed budget of
15 each area education agency and shall before May 1, either grant
16 approval or return the budget without approval with comments
17 of the state board included. An unapproved budget shall be
18 resubmitted to the state board for final approval not later
19 than May 15. The state board shall give final approval only to
20 budgets submitted by area education agencies accredited by the
21 state board or that have been given conditional accreditation
22 by the state board.
23 Sec. 5. Section 273.10, subsection 6, Code 2024, is amended
24 to read as follows:
25 6. *a.* If the deficiencies in an area education program have
26 not been corrected, the ~~agency board~~ director of the department
27 of education shall take one of the following actions within
28 sixty days from removal of accreditation:
29 (1) Merge the deficient program with a program from another
30 accredited area education agency.
31 (2) Contract with another area education agency or other
32 public educational institution for purposes of program
33 delivery.
34 *b.* The rules developed by the state board of education for
35 the accreditation process shall include provisions for removal

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of accreditation, including provisions for proper notice to the administrator of the area education agency, each member of the board of directors of the area education agency, the department of education, and the superintendents and administrators of the schools of the districts served by the area education agency.

Sec. 6. Section 273.11, Code 2024, is amended to read as follows:

273.11 Standards for accrediting area education programs.

1. The state board of education, in consultation with the department of education, shall develop standards and rules for the accreditation of area education agencies. Standards shall be general in nature, but at a minimum shall identify requirements addressing the services provided by each division, as well as identifying indicators of quality that will permit area education agencies, school districts, the division of special education of the department of education, and the general public to judge accurately the effectiveness of area education agency services.

2. Standards developed shall include, but are not limited to, the following:

a. Support for school-community planning, including a means of assessing needs, developing collaborative relationships among community agencies, establishing shared direction, and implementing program plans and reporting progress toward goals for students with disabilities.

b. ~~Professional~~ Evidence-based professional development programs that respond to current needs.

c. Support for curriculum development, instruction, and assessment ~~for~~ services that address the areas of reading, language arts, math, and science, using research-based methodologies, for students with disabilities.

d. Special education compliance and support.

e. Management services, including financial reporting and purchasing as requested and funded by local districts.

f. Support for instructional media services that supplement

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1 and support local district media centers and services.
2 *g.* Support for school technology planning and staff
3 development for implementing instructional technologies.
4 *h.* A program and services evaluation and reporting system
5 related to special education.
6 *i.* Support for school district libraries in accordance with
7 section 273.2, subsection 4.
8 *j.* Support for early childhood service coordination for
9 families and children, age birth through three years, to
10 meet health, safety, and learning needs, including service
11 coordination.
12 *k.* Support for schools and school districts in analyzing
13 student achievement data related to the learning environment,
14 comparing data to the external knowledge base, and using that
15 information to guide schools and school districts in setting
16 goals and implementing actions to improve student learning for
17 students with disabilities.
18 *l.* Support for addressing the diverse learning needs of
19 all children and youths with disabilities who are eligible for
20 special education, including through services that include
21 direct services to students with disabilities.
22 *m.* Support for schools and school districts to ensure
23 compliance with rules adopted by the state board of education
24 related to special education.
25 *n.* Support necessary to implement effective instruction
26 for all students with disabilities through school technology
27 services.
28 *o.* Support for students using educational programs and
29 services in a manner that is consistent with the educational
30 standards established pursuant to section 256.11.
31 *p.* Support for staff development and adult learners
32 utilizing evidence-based professional development in a manner
33 that meets the professional needs of staff and adult learners
34 consistent with standards adopted by the state board of
35 education.

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1 *q.* Compliance with all relevant federal and state laws
2 in the provision of services and supports to students with
3 disabilities.
4 Sec. 7. AREA EDUCATION AGENCY —— TASK FORCE.
5 1. The majority leader of the senate, the minority leader
6 of the senate, the speaker of the house of representatives,
7 and the minority leader of the house of representatives shall
8 convene an area education agency task force that shall study
9 and make recommendations related to all of the following:
10 a. The real property and facilities utilized by each area
11 education agency.
12 b. The media services, educational services, and special
13 education services provided by each area education agency.
14 c. What services area education agencies should provide.
15 d. Current accountability measures applicable to area
16 education agencies.
17 e. The special education services provided by the division
18 of special education of the department of education, area
19 education agencies, and school districts.
20 f. The overall organizational structure that determines how
21 special education services are provided to students in this
22 state.
23 g. How the operation of area education agencies is overseen.
24 h. The accreditation standards related to area education
25 agencies.
26 i. A timeline for modifications to the staffing numbers of
27 area education agencies and the transition of responsibilities
28 related to the oversight of area education agencies.
29 2. The task force shall consist of the following members:
30 a. Not more than three members who are appointed by the
31 majority leader of the senate and who are not members of the
32 general assembly.
33 b. Not more than two members who are appointed by the
34 minority leader of the senate and who are not members of the
35 general assembly.

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c. Not more than three members who are appointed by the speaker of the house of representatives and who are not members of the general assembly.

d. Not more than two members who are appointed by the minority leader of the house of representatives and who are not members of the general assembly.

3. Any expenses incurred by a member of the task force shall be the responsibility of the individual member or the respective entity represented by the member.

4. The task force shall submit its findings and recommendations to the general assembly on or before December 31, 2024.

Sec. 8. EFFECTIVE DATE. The following take effect July 1, 2025:

1. The portion of the section of this division of this Act amending section 273.2, subsection 1.

2. The portion of the section of this division of this Act amending section 273.3, subsection 1.

Sec. 9. APPLICABILITY. The following applies to employment agreements entered into or renewed between an area education agency and an area education agency administrator on or after July 1, 2024:

The portion of the section of this division of this Act amending section 273.3, subsection 11.

DIVISION III

AREA EDUCATION AGENCIES — FUNDING

Sec. 10. Section 257.1, subsection 3, Code 2024, is amended to read as follows:

3. *Computations rounded.* In making computations and payments under this chapter, except in the case of computations relating to funding of special education support services, media services, and educational services ~~provided through the area education agencies~~ under section 257.37, and the teacher salary supplement, the professional development supplement, the early intervention supplement, and the teacher leadership

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supplement, the department of management shall round amounts to the nearest whole dollar.

Sec. 11. Section 257.10, subsection 7, Code 2024, is amended to read as follows:

7. *Special education support services district cost.* Special education support services district cost for a school district for a budget year is equal to the special education support services district cost per pupil for the budget year multiplied by the special education support services weighted enrollment for the district for the budget year. If the special education support services district cost for a school district for a budget year is less than the special education support services district cost for that district for the base year, the department of management shall adjust the special education support services district cost for that district for the budget year to equal the special education support services district cost for the base year. Funds calculated under this subsection and received by a school district shall be used by the school district for special education support services contracted from an area education agency.

Sec. 12. Section 257.10, subsection 8, paragraph a, Code 2024, is amended to read as follows:

a. Combined district cost is the sum of the regular program district cost per pupil multiplied by the weighted enrollment, the special education support services district cost, the total teacher salary supplement district cost, the total professional development supplement district cost, the total early intervention supplement district cost, and the total teacher leadership supplement district cost, plus the sum of the additional district cost allocated to the district to fund media services and educational services ~~provided through the area education agency~~ under section 257.37, the area education agency total teacher salary supplement district cost and the area education agency total professional development supplement district cost.

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1 Sec. 13. Section 257.35, subsection 1, Code 2024, is amended
2 to read as follows:
3 1. *a.* (1) ~~The~~ For fiscal years beginning before July 1,
4 2025, the department of management shall deduct the amounts
5 calculated for special education support services, media
6 services, area education agency teacher salary supplement
7 district cost, area education agency professional development
8 supplement district cost, and educational services for each
9 school district from the state aid due to the district pursuant
10 to this chapter and shall pay the amounts to the respective
11 area education agencies on a monthly basis from September 15
12 through June 15 during each school year.
13 (2) (a) For the fiscal year beginning July 1, 2025, and
14 each fiscal year thereafter, the department of management shall
15 deduct the area education agency teacher salary supplement
16 district cost from the state aid due to each school district
17 pursuant to this chapter and shall pay the amounts to the
18 respective area education agencies on a monthly basis from
19 September 15 through June 15 during each school year.
20 (b) For the fiscal year beginning July 1, 2025, and each
21 fiscal year thereafter, the department of management shall
22 deduct the area education agency professional development
23 supplement district cost from the state aid due to each school
24 district pursuant to this chapter and shall pay the amounts
25 to the department of education to be used for evidence-based
26 professional development purposes.
27 *b.* The department of management shall notify each school
28 district of the amount of state aid deducted for these purposes
29 and the balance of state aid shall be paid to the district. If
30 a district does not qualify for state aid under this chapter
31 in an amount sufficient to cover its amount due to the area
32 education agency or the department of education as calculated
33 by the department of management, the school district shall pay
34 the deficiency to the area education agency or department of
35 education, as applicable, from other moneys received by the

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1 district, on a quarterly basis during each school year.
2 Sec. 14. Section 257.36, subsection 1, Code 2024, is amended
3 to read as follows:
4 1. Notwithstanding chapters 256B and 273 and sections
5 of this chapter relating to the moneys available to school
6 districts and area education agencies for special education
7 support services, for each school year, the department of
8 education may direct the department of management to deduct
9 amounts from the portions of school district budgets that
10 fund special education support services in an area education
11 agency. The total amount deducted ~~in an area~~ for a school
12 district shall be based upon excess special education support
13 services unreserved and undesignated fund balances in that
14 school district or paid by the school district to an area
15 education agency for a school year that remain unreserved and
16 undesignated as determined by the department of education. ~~The~~
17 ~~department of management shall determine the amount deducted~~
18 ~~from each school district in an area education agency on~~
19 ~~a proportional basis.~~ The department of management shall
20 determine from the amounts deducted from the portions of school
21 district budgets that fund area education agency special
22 education support services the amount that would have been
23 local property taxes and the amount that would have been state
24 aid and for the next following budget year shall increase the
25 district's total state school aid available under this chapter
26 for area education agency special education support services
27 and reduce the district's property tax levy for area education
28 agency special education support services by the amount
29 necessary for the property tax portion of the deductions made
30 under this section during the budget year.
31 Sec. 15. Section 257.37, Code 2024, is amended to read as
32 follows:
33 **257.37 Funding media and educational services.**
34 Media services and educational services provided by a school
35 district or through the area education ~~agencies~~ agency shall be

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1 funded, to the extent provided, by an addition to the combined
2 district cost of each school district, determined as follows:
3 1. For the budget year beginning July 1, 1991, and
4 succeeding budget years, the total amount funded in each area
5 for media services shall be computed as provided in this
6 subsection. For the budget year beginning July 1, 1991, the
7 total amount funded in each area for media services in the base
8 year shall be divided by the enrollment served in the base year
9 to provide an area media services cost per pupil in the base
10 year, and the department of management shall compute the state
11 media services cost per pupil in the base year which is equal
12 to the average of the area media services costs per pupil in
13 the base year. For the budget year beginning July 1, 1991, and
14 succeeding budget years, the department of management shall
15 compute the supplemental state aid for media services in the
16 budget year by multiplying the state media services cost per
17 pupil in the base year times the state percent of growth for
18 the budget year, and the total amount funded in each area for
19 media services cost in the budget year equals the area media
20 services cost per pupil in the base year plus the supplemental
21 state aid for media services in the budget year times the
22 enrollment served in the budget year. ~~Funds~~ For fiscal years
23 beginning before July 1, 2025, funds shall be paid to area
24 education agencies as provided in section 257.35. For fiscal
25 years beginning on or after July 1, 2025, funds may be used by
26 the school district for media services provided by the district
27 or by contract through an area education agency. A school
28 district may use unreserved fund balances for media services
29 for special education support services.
30 ~~2. Up to thirty percent of the budget of an area for media~~
31 ~~services may be expended for media resource material including~~
32 ~~the purchase or replacement of material required in section~~
33 ~~273.6, subsection 1. Funds shall be paid to area education~~
34 ~~agencies as provided in section 257.35.~~
35 ~~3.~~ 2. For the budget year beginning July 1, 1991, and

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1 succeeding budget years, the total amount funded in each area
2 for educational services shall be computed as provided in this
3 subsection. For the budget year beginning July 1, 1991, the
4 total amount funded in each area for educational services
5 in the base year shall be divided by the enrollment served
6 in the area in the base year to provide an area educational
7 services cost per pupil in the base year, and the department of
8 management shall compute the state educational services cost
9 per pupil in the base year, which is equal to the average of
10 the area educational services costs per pupil in the base year.
11 For the budget year beginning July 1, 1991, and succeeding
12 budget years, the department of management shall compute the
13 supplemental state aid for educational services by multiplying
14 the state educational services cost per pupil in the base year
15 times the state percent of growth for the budget year, and the
16 total amount funded in each area for educational services for
17 the budget year equals the area educational services cost per
18 pupil for the base year plus the supplemental state aid for
19 educational services in the budget year times the enrollment
20 served in the area in the budget year. ~~Funds~~ For fiscal years
21 beginning before July 1, 2025, funds shall be paid to area
22 education agencies as provided in section 257.35. For the
23 fiscal year beginning July 1, 2025, funds shall be used by the
24 school district for educational services contracted from an
25 area education agency. For fiscal years beginning on or after
26 July 1, 2026, funds may be used by the school district for
27 educational services provided by the district or by contract
28 through an area education agency. A school district may use
29 unreserved fund balances for educational services for special
30 education support services.
31 ~~4.~~ 3. *"Enrollment served"* means the basic enrollment of all
32 school districts within the boundaries of the area education
33 agency plus the number of nonpublic school pupils served by
34 the area education agency with media services or educational
35 services, as applicable, except that if a nonpublic school

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1 pupil or a pupil attending another district under a whole grade
2 sharing agreement or open enrollment receives services through
3 an area other than the area of the pupil's residence, the
4 pupil shall be deemed to be served by the area of the pupil's
5 residence, which shall by contractual arrangement reimburse
6 the area through which the pupil actually receives services.
7 Each school district shall include in the enrollment report
8 submitted pursuant to section 257.6, subsection 1, the number
9 of nonpublic school pupils within each school district for
10 media and educational services served by the area. However,
11 the school district shall not include in the enrollment report
12 nonpublic school pupils receiving classes or services funded
13 entirely by federal grants or allocations.
14 ~~5.~~ 4. *a.* ~~If~~ For fiscal years beginning before July 1,
15 2025, if an area education agency does not serve nonpublic
16 school pupils in a manner comparable to services provided
17 public school pupils for media and educational services, as
18 determined by the state board of education, the state board
19 shall instruct the department of management to reduce the funds
20 for media services and educational services within the area one
21 time by an amount to compensate for such reduced services. The
22 media services budget shall be reduced by an amount equal to
23 the product of the cost per pupil in basic enrollment for the
24 budget year for media services times the difference between
25 the enrollment served and the basic enrollment recorded for
26 the area. The educational services budget shall be reduced by
27 an amount equal to the product of the cost per pupil in basic
28 enrollment for the budget year for educational services times
29 the difference between the enrollment served and the basic
30 enrollment recorded for the area.
31 *b.* This subsection applies only to media and educational
32 services which cannot be diverted for religious purposes.
33 *c.* Notwithstanding this subsection, an area education agency
34 shall distribute to nonpublic schools media materials purchased
35 wholly or partially with federal funds in a manner comparable

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to the distribution of such media materials to public schools as determined by the director of the department of education.

~~6.~~ 5. For the budget year beginning July 1, 2002, and each succeeding budget year, notwithstanding the requirements of this section for determining the budgets and funding of media services and education services, an area education agency or school district may~~, within the limits of the total of the funds provided for the budget years pursuant to section 257.35,~~ expend for special education support services an amount that exceeds the payment for special education support services ~~pursuant to section 257.35~~ in order to maintain the level of required special education support services in the area education agency or the school district, as applicable.

Sec. 16. Section 257.37A, subsection 2, paragraph d, Code 2024, is amended to read as follows:

d. ~~The~~ For budget years beginning before July 1, 2025, the use of the funds calculated under this subsection shall comply with requirements of chapter 284. For budget years beginning on or after July 1, 2025, the funds calculated under this subsection shall be paid to the department of education as provided in section 257.35.

Sec. 17. Section 284.4, subsection 1, paragraph b, subparagraph (3), Code 2024, is amended to read as follows:

(3) Determine, following the adoption of the Iowa professional development model by the state board of education, the use and distribution of the professional development funds calculated and paid to the school district ~~or agency~~ as provided in ~~section 257.9, subsection 10, or~~ section 257.10, subsection 10, based upon school district ~~or agency~~, attendance center, and individual teacher and professional development plans.

Sec. 18. Section 284.6, subsections 8 and 9, Code 2024, are amended to read as follows:

8. For each year in which a school district receives funds calculated and paid to school districts for professional

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development pursuant to section 257.10, subsection 10, ~~or section 257.37A, subsection 2,~~ the school district shall create quality professional development opportunities. Not less than thirty-six hours in the school calendar, held outside of the minimum school day, shall be set aside during nonpreparation time or designated professional development time to allow practitioners to collaborate with each other to deliver educational programs and assess student learning, or to engage in peer review pursuant to section 284.8, subsection 1. The funds may be used to implement the professional development provisions of the teacher career paths and leadership roles specified in section 284.15, including but not limited to providing professional development to teachers, including additional salaries for time beyond the normal negotiated agreement; activities and pay to support a beginning teacher mentoring and induction program that meets the requirements of section 284.5; pay for substitute teachers, professional development materials, speakers, and professional development content; textbooks and curriculum materials used for classroom purposes if such textbooks and curriculum materials include professional development; administering assessments pursuant to section 256.7, subsection 21, paragraph *"b"*, subparagraphs (1) and (2), if such assessments include professional development; and costs associated with implementing the individual professional development plans. The use of the funds shall be balanced between school district, attendance center, and individual professional development plans, making every reasonable effort to provide equal access to all teachers.

9. Moneys received pursuant to section 257.10, subsection 10, ~~or section 257.37A, subsection 2,~~ shall be maintained as a separate listing within a school district's ~~or area education agency's~~ budget for funds received and expenditures made pursuant to this subsection. The department shall not require a school district ~~or area education agency~~ to allocate a specific amount or percentage of moneys received pursuant to

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1 section 257.10, subsection 10, ~~or section 257.37A, subsection~~
2 ~~2,~~ for professional development related to implementation of
3 the core curriculum under section 256.7, subsection 26. A
4 school district shall certify to the department how the school
5 district allocated the funds and that moneys received under
6 this subsection were used to supplement, not supplant, the
7 professional development opportunities the school district
8 would otherwise make available. For budget years beginning
9 on or after July 1, 2017, all or a portion of the moneys
10 received pursuant to section 257.10, subsection 10, that remain
11 unexpended and unobligated at the end of a fiscal year may,
12 pursuant to section 257.10, subsection 10, paragraph *"d"*, be
13 transferred for deposit in the school district's flexibility
14 account established under section 298A.2, subsection 2.
15 Sec. 19. EFFECTIVE DATE. This division of this Act takes
16 effect January 1, 2025.
17 Sec. 20. APPLICABILITY. This division of this Act applies
18 July 1, 2025, for school budget years beginning on or after
19 that date.
20 DIVISION IV
21 SHARED OPERATIONAL FUNCTIONS
22 Sec. 21. Section 257.11, subsection 5, paragraph a,
23 subparagraph (2), subparagraph division (b), Code 2024, is
24 amended to read as follows:
25 (b) *"Political subdivision"* means a city, township, county,
26 school corporation, merged area, ~~area education agency,~~
27 institution governed by the state board of regents, or any
28 other governmental subdivision except for an area education
29 agency.
30 Sec. 22. Section 257.11, subsection 5, paragraph e, Code
31 2024, is amended to read as follows:
32 *e.* Supplementary weighting pursuant to this subsection shall
33 be available to an area education agency during the period
34 commencing with the budget year beginning July 1, 2014, through
35 the budget year beginning July 1, ~~2034~~ 2023. The minimum

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1 amount of additional funding for which an area education
2 agency shall be eligible in a budget year is thirty thousand
3 dollars, and the maximum amount of additional funding for which
4 an area education agency shall be eligible is two hundred
5 thousand dollars. The department of management shall annually
6 set a weighting for each area education agency to generate
7 the approved operational sharing expense using the area
8 education agency's special education cost per pupil amount and
9 foundation level. Criteria for determining the qualification
10 of operational functions for supplementary weighting shall be
11 determined by the department by rule, through consideration of
12 increased student opportunities.
13 Sec. 23. APPLICABILITY. This division of this Act applies
14 July 1, 2024, for school budget years beginning on or after
15 that date.
16 DIVISION V
17 DEPARTMENT OF EDUCATION REQUIREMENTS
18 Sec. 24. Section 256.9, Code 2024, is amended by adding the
19 following new subsections:
20 NEW SUBSECTION. 70. Develop and distribute to school
21 districts and accredited nonpublic schools a process to
22 facilitate the development of individualized education
23 programs and assist individualized education program teams
24 with decisions regarding free appropriate public education
25 and placement for students enrolled in accredited nonpublic
26 schools.
27 NEW SUBSECTION. 71. Provide professional learning and
28 other support materials and tools for individualized education
29 program teams, including students, families, teacher service
30 providers, and administrators of both school districts
31 and accredited nonpublic schools to help such individuals
32 understand the processes required under the federal law that
33 are relevant to students enrolled in accredited nonpublic
34 schools and to promote informed participation in individualized
35 education program meetings of students enrolled in accredited

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1 nonpublic schools.
2 NEW SUBSECTION. 72. Provide information to individualized
3 education program teams and public agencies that nonpublic
4 schools may be considered a placement option so long as the
5 individualized education program of a child with a disability
6 does not require some other arrangement.
7 NEW SUBSECTION. 73. Develop and distribute to school
8 districts professional learning and other materials for
9 meaningful consultation for representatives of area education
10 agencies, school districts, and accredited nonpublic schools.
11 NEW SUBSECTION. 74. Establish sustainable accountability
12 and data collection systems related to special education
13 that meet federal and state legal requirements and encourage
14 innovative models for meeting the needs of students.
15 NEW SUBSECTION. 75. Develop and distribute to school
16 districts and accredited nonpublic schools an implementation
17 plan related to identifying, evaluating, and promoting
18 strategies and models for providing special education and
19 related services with accredited nonpublic schools that improve
20 the experiences and outcomes for students with disabilities.
21 DIVISION VI
22 STATE MANDATE
23 Sec. 25. IMPLEMENTATION OF ACT. Section 25B.2, subsection
24 3, shall not apply to this Act.
25 EXPLANATION
26 The inclusion of this explanation does not constitute agreement with
27 the explanation's substance by the members of the general assembly.
28 This bill relates to area education agencies, including
29 modifying provisions related to the duties and powers of area
30 education agencies, oversight by the department of education
31 (DE), funding, shared operational functions, and establishing
32 a task force related to area education agency property and
33 operations.
34 DIVISION I — DIVISION OF SPECIAL EDUCATION OF THE
35 DEPARTMENT OF EDUCATION. The bill requires the division of

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1 special education of DE to, beginning July 1, 2025, oversee
2 the operation of each area education agency to ensure the area
3 education agency complies with all applicable federal and state
4 laws related to special education.
5 The bill provides that, from July 1, 2024, to June 30, 2025,
6 the division of special education shall devote 13 full-time
7 equivalent positions to oversight of the area education
8 agencies and shall devote five full-time equivalent positions
9 within the main office of each area education agency to ensure
10 the area education agency complies with all applicable federal
11 and state laws related to special education and to review the
12 services provided by the area education agency.
13 DIVISION II — AREA EDUCATION AGENCIES — GENERAL
14 PROVISIONS. The bill provides that, effective July 1,
15 2025, the area education agencies will be under the general
16 supervision of the director of DE, and the boards of directors
17 of the area education agencies will serve in an advisory
18 capacity.
19 Current law requires the area education agency boards of
20 directors to determine the policies of the area education
21 agency for providing programs and services. The bill provides
22 that, beginning July 1, 2025, the area education agency boards
23 of directors are required to advise and consult with the area
24 education agency on policies and procedures for providing
25 programs and services.
26 Current law requires area education agencies to furnish
27 educational services and programs, including special education
28 services and programs, to the pupils enrolled in public or
29 nonpublic schools located within the area education agency's
30 boundaries. The bill modifies this provision to provide that
31 area education agencies shall furnish such educational services
32 and programs to pupils enrolled in public or nonpublic schools,
33 regardless of location within this state, that request to
34 receive such services.
35 The bill authorizes area education agencies to furnish

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1 evidence-based professional development services to public or
2 nonpublic schools located within their boundaries.
3 The bill requires an administrator employed by an area
4 education agency to, beginning July 1, 2025, possess either
5 a teaching license with a special education endorsement or a
6 special education support personnel authorization.
7 Current law requires the board of directors of an area
8 education agency to establish the administrator's salary
9 based upon the previous experience and education of the
10 administrator. The bill provides that the salary for an area
11 education agency administrator shall not exceed the average
12 salary of all superintendents of the school districts that are
13 located within the boundaries of the area education agency.
14 The bill provides that this provision applies to employment
15 agreements entered into or renewed between an area education
16 agency and an area education agency administrator on or after
17 July 1, 2024.
18 Current law requires the board of directors of an area
19 education agency to conduct a public hearing related to
20 the area education agency's proposed annual budget. The
21 bill strikes this provision and, instead, requires the area
22 education agency to submit the proposed annual budget to the
23 director of DE for approval not later than March 1 of each
24 year.
25 Current law provides that, if during the accreditation
26 process deficiencies in an area education agency program
27 have not been corrected, the board of directors of the area
28 education agency is required to either merge the deficient
29 program with a program from another accredited area education
30 agency or contract with another area education agency or
31 other public educational institution for purposes of program
32 delivery. The bill modifies this provision to, instead,
33 require the director of DE to take one of these steps. The
34 bill requires DE to be notified if the accreditation of an area
35 education agency is removed.

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1 The bill modifies the standards that are used for the
2 accreditation of area education agencies to include several
3 new standards, including but not limited to support for
4 schools and school districts to ensure compliance with rules
5 adopted by the state board of education related to special
6 education, support necessary to implement effective instruction
7 for all students with disabilities through school technology
8 services, support for students using educational programs and
9 services in a manner that is consistent with the educational
10 standards, and support for staff development and adult learners
11 utilizing professional development in a manner that meets the
12 professional needs of staff and adult learners consistent with
13 standards adopted by the state board of education.
14 The bill requires the majority leader of the senate, the
15 minority leader of the senate, the speaker of the house of
16 representatives, and the minority leader of the house of
17 representatives to convene an area education agency task force.
18 The bill establishes what the task force is to study and make
19 recommendations related to. The bill requires the task force
20 to submit its findings and recommendations to the general
21 assembly on or before December 31, 2024.
22 DIVISION III —— AREA EDUCATION AGENCIES —— FUNDING. The
23 bill modifies funding methodologies for area education agencies
24 and certain educational services provided by area education
25 agencies under current law.
26 Code section 257.35 generally requires the department
27 of management to deduct the amounts calculated for special
28 education support services, media services, area education
29 agency teacher salary supplement district cost, area education
30 agency professional development supplement district cost,
31 and educational services for each school district from the
32 state aid due to the district pursuant to Code chapter 257
33 and, instead, pay the amounts to the respective area education
34 agencies on a monthly basis. Beginning with the fiscal year
35 beginning July 1, 2025, the bill eliminates the required

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1 payment transfer to the area education agencies, except for the
2 amount of the area education agency teacher salary supplement
3 and also directs the department of management to pay the
4 amount of the area education agency professional development
5 supplement to DE to be used for professional development
6 opportunities as required by the bill. Consequently, the
7 amounts that were formerly paid to the area education agency
8 will remain part of the state aid paid to school districts.
9 The bill allows districts to use unreserved fund balances for
10 media services or educational services for special education
11 support services.
12 The bill makes corresponding changes to other provisions
13 governing funding reductions for unreserved and undesignated
14 fund balances and the purposes for which such funding
15 supplements may be used by school districts.
16 This division of the bill takes effect January 1, 2025, and
17 applies July 1, 2025, for school budget years beginning on or
18 after that date.
19 DIVISION IV — SHARED OPERATIONAL FUNCTIONS. Current
20 law allows school districts to share operational functions
21 with several types of political subdivisions, including area
22 education agencies, in order to provide additional funding to
23 increase student opportunities and redirect more resources
24 to student programming for such school districts. The bill
25 provides that area education agencies are no longer considered
26 political subdivisions for purposes of shared operational
27 functions.
28 Current law provides that supplementary weighting under
29 Code section 257.11(5) (shared operational functions) shall
30 be available to an area education agency through the budget
31 year beginning July 1, 2034. The minimum amount of additional
32 funding for which an area education agency shall be eligible in
33 a budget year pursuant to this provision is $30,000, and the
34 maximum amount is $200,000. The bill modifies this provision
35 to provide that such supplementary weighting shall not be

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1 available to an area education agency after the budget year
2 beginning July 1, 2023.
3 The bill provides that the division applies July 1, 2024, for
4 school budget years beginning on or after that date.
5 DIVISION V — DEPARTMENT OF EDUCATION REQUIREMENTS. The
6 bill requires the director of DE to develop and distribute to
7 school districts and accredited nonpublic schools a process
8 to facilitate the development of individualized education
9 programs, certain professional learning materials, and an
10 implementation plan related to identifying, evaluating, and
11 promoting strategies and models for providing special education
12 and related services with accredited nonpublic schools, provide
13 professional learning and other support materials and tools
14 for individualized education program teams, and establish
15 sustainable accountability and data collection systems related
16 to special education.
17 DIVISION VI — STATE MANDATE. The bill may include a state
18 mandate as defined in Code section 25B.3. The bill makes
19 inapplicable Code section 25B.2(3), which would relieve a
20 political subdivision from complying with a state mandate if
21 funding for the cost of the state mandate is not provided or
22 specified. Therefore, political subdivisions are required to
23 comply with any state mandate included in the bill.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2613 - Introduced

HOUSE FILE 2613
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HSB 712)

A BILL FOR

1 An Act relating to school funding by establishing the state
2 percent of growth and the categorical state percent of
3 growth for the budget year beginning July 1, 2024, modifying
4 provisions relating to the property tax replacement
5 payments, making appropriations, and including effective
6 date provisions.
7 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6305HV (2) 90
dg/jh

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Section 1. Section 257.8, subsections 1 and 2, Code 2024, are amended to read as follows:

1. *State percent of growth.* ~~The state percent of growth for the budget year beginning July 1, 2021, is two and four-tenths percent.~~ The state percent of growth for the budget year beginning July 1, 2022, is two and one-half percent. The state percent of growth for the budget year beginning July 1, 2023, is three percent. The state percent of growth for the budget year beginning July 1, 2024, is three percent. The state percent of growth for each subsequent budget year shall be established by statute which shall be enacted within thirty days of the transmission of the governor's budget required by February 1 under section 8.21 during the regular legislative session beginning in the base year.

2. *Categorical state percent of growth.* ~~The categorical state percent of growth for the budget year beginning July 1, 2021, is two and four-tenths percent.~~ The categorical state percent of growth for the budget year beginning July 1, 2022, is two and one-half percent. The categorical state percent of growth for the budget year beginning July 1, 2023, is three percent. The categorical state percent of growth for the budget year beginning July 1, 2024, is three percent. The categorical state percent of growth for each budget year shall be established by statute which shall be enacted within thirty days of the transmission of the governor's budget required by February 1 under section 8.21 during the regular legislative session beginning in the base year. The categorical state percent of growth may include state percents of growth for the teacher salary supplement, the professional development supplement, the early intervention supplement, the teacher leadership supplement, and for budget years beginning on or after July 1, 2020, transportation equity aid payments under section 257.16C.

Sec. 2. Section 257.16B, subsections 1 and 2, Code 2024, are amended to read as follows:

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1. For each fiscal year beginning on or after July 1, ~~2021~~ 2022, there is appropriated from the general fund of the state to the department of education an amount necessary to make all school district property tax replacement payments under this section, as calculated in subsection 2.

2. ~~*a.* For the budget year beginning July 1, 2021, the department of management shall calculate for each school district all of the following:~~

~~(1) The regular program state cost per pupil for the budget year beginning July 1, 2012, multiplied by one hundred percent less the regular program foundation base per pupil percentage pursuant to section 257.1 for the budget year beginning July 1, 2021.~~

~~(2) The regular program state cost per pupil for the budget year beginning July 1, 2021, multiplied by one hundred percent less the regular program foundation base per pupil percentage pursuant to section 257.1 for the budget year beginning July 1, 2021.~~

~~(3) The amount of each school district's property tax replacement payment. Each school district's property tax replacement payment equals the school district's weighted enrollment for the budget year beginning July 1, 2021, multiplied by the remainder of the amount calculated for the school district under subparagraph (2) minus the amount calculated for the school district under subparagraph (1).~~

~~*b.*~~ *a.* (1) For the budget year beginning July 1, 2022, the amount of each school district's property tax replacement payment shall be the product of the school district's weighted enrollment for the budget year multiplied by the per pupil property tax replacement amount for the budget year calculated under subparagraph (2).

(2) The per pupil property tax replacement amount for the budget year beginning July 1, 2022, is equal to the sum of one hundred fifty-three dollars plus the difference between the following:

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(a) The regular program state cost per pupil for the budget year beginning July 1, 2022, multiplied by one hundred percent less the regular program foundation base per pupil percentage pursuant to section 257.1 for the budget year beginning July 1, 2022.

(b) The regular program state cost per pupil for the budget year beginning July 1, 2021, multiplied by one hundred percent less the regular program foundation base per pupil percentage pursuant to section 257.1 for the budget year beginning July 1, 2022.

~~c.~~ *b.* (1) For ~~each~~ the budget year beginning ~~on or after~~ July 1, 2023, the amount of each school district's property tax replacement payment shall be the product of the school district's weighted enrollment for the budget year multiplied by the per pupil property tax replacement amount for the budget year calculated under subparagraph (2).

(2) The per pupil property tax replacement amount for the budget ~~years~~ year beginning ~~on or after~~ July 1, 2023, is equal to the sum of one hundred fifty-three dollars plus the difference between the following:

(a) The regular program state cost per pupil for the budget year beginning July 1, 2023, multiplied by one hundred percent less the regular program foundation base per pupil percentage pursuant to section 257.1 for the ~~applicable~~ budget year ~~under this paragraph~~ beginning July 1, 2023.

(b) The regular program state cost per pupil for the budget year beginning July 1, 2021, multiplied by one hundred percent less the regular program foundation base per pupil percentage pursuant to section 257.1 for the ~~applicable~~ budget year ~~under this paragraph~~ beginning July 1, 2023.

c. (1) For each budget year beginning on or after July 1, 2024, the amount of each school district's property tax replacement payment shall be the product of the school district's weighted enrollment for the budget year multiplied by the per pupil property tax replacement amount for the budget

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1 year calculated under subparagraph (2).
2 (2) The per pupil property tax replacement amount for budget
3 years beginning on or after July 1, 2024, is equal to the sum
4 of one hundred fifty-three dollars plus the difference between
5 the following:
6 (a) The regular program state cost per pupil for the budget
7 year beginning July 1, 2024, multiplied by one hundred percent
8 less the regular program foundation base per pupil percentage
9 pursuant to section 257.1 for the applicable budget year under
10 this paragraph.
11 (b) The regular program state cost per pupil for the budget
12 year beginning July 1, 2021, multiplied by one hundred percent
13 less the regular program foundation base per pupil percentage
14 pursuant to section 257.1 for the applicable budget year under
15 this paragraph.
16 Sec. 3. CODE SECTION 257.8 —— IMPLEMENTATION. The
17 requirements of section 257.8, subsections 1 and 2, regarding
18 the enactment of bills establishing the state percent of growth
19 and the categorical state percent of growth within thirty
20 days of the transmission of the governor's budget required by
21 February 1 under section 8.21 during the regular legislative
22 session beginning in the base year, do not apply to this Act.
23 Sec. 4. EFFECTIVE DATE. This Act, being deemed of immediate
24 importance, takes effect upon enactment.
25 EXPLANATION
26 The inclusion of this explanation does not constitute agreement with
27 the explanation's substance by the members of the general assembly.
28 This bill relates to school funding by establishing the
29 state percent of growth and the categorical state percent
30 of growth for the budget year beginning July 1, 2024, and
31 modifying provisions relating to the property tax replacement
32 payments.
33 The bill establishes a state percent of growth of 3 percent
34 for the budget year beginning July 1, 2024. The state percent
35 of growth is used to calculate the amount of supplemental state

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1 aid for a budget year as part of the state school foundation
2 program. The bill also establishes a categorical state percent
3 of growth of 3 percent for the budget year beginning July 1,
4 2024. The categorical state percent of growth is generally
5 used to calculate the amount of supplemental state aid for each
6 of the categorical funding supplements.
7 Under current law, the state percent of growth and the
8 categorical state percent of growth used to determine the
9 funding each school district shall receive for the upcoming
10 budget year is required to be set by statute within 30 days of
11 the transmission of the governor's budget required by February
12 1 under Code section 8.21. The bill allows the state percent
13 of growth and categorical state percent of growth to be set on
14 a date after 30 days from the transmission of the governor's
15 budget.
16 Code section 257.16B provides for school district property
17 tax replacement payments. For each budget year beginning on
18 or after July 1, 2023, the amount of each school district's
19 property tax replacement payment is the product of the school
20 district's weighted enrollment for the budget year multiplied
21 by the per pupil property tax replacement amount for the budget
22 year. The per pupil property tax replacement amount for budget
23 years beginning on or after July 1, 2023, is equal to the
24 sum of $153 plus the difference between the following: (1)
25 the regular program state cost per pupil for the budget year
26 beginning July 1, 2023, multiplied by 100 percent less the
27 regular program foundation base per pupil percentage; and (2)
28 the regular program state cost per pupil for the budget year
29 beginning July 1, 2021, multiplied by 100 percent less the
30 regular program foundation base per pupil percentage. The
31 regular program foundation base per pupil percentage is 88.4
32 percent.
33 The bill modifies the property tax replacement payment
34 calculation for budget years beginning on or after July 1,
35 2024. For budget years beginning on or after July 1, 2024,

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1 the amount of each school district's property tax replacement
2 payment is the product of the school district's weighted
3 enrollment for the budget year multiplied by the per pupil
4 property tax replacement amount for the budget year. The
5 per pupil property tax replacement amount for budget years
6 beginning on or after July 1, 2024, is equal to the sum of $153
7 plus the difference between the following: (1) the regular
8 program state cost per pupil for the budget year beginning July
9 1, 2024, multiplied by 100 percent less the regular program
10 foundation base per pupil percentage; and (2) the regular
11 program state cost per pupil for the budget year beginning July
12 1, 2021, multiplied by 100 percent less the regular program
13 foundation base per pupil percentage.
14 The bill takes effect upon enactment.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2614 - Introduced

HOUSE FILE 2614
BY COMMITTEE ON AGRICULTURE

(SUCCESSOR TO HSB 674)

A BILL FOR

1 An Act relating to the conservation and improvement of
2 soil and water resources, including by providing for the
3 administration of associated programs and regulations,
4 making appropriations, and including effective date
5 provisions.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6306HV (3) 90
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Bills
February 19, 2024

H.F. 2614

DIVISION I

SOIL CONSERVATION DISTRICTS LAW

Section 1. Section 161A.2, Code 2024, is amended to read as follows:

161A.2 Declaration of policy.

It is hereby declared to be the policy of the ~~legislature~~ state to integrate the conservation of soil and water resources into the production of agricultural commodities to ~~insure~~ ensure the long-term protection of the soil and water resources of the state of Iowa, and to encourage the development of farm management and agricultural practices that are consistent with the capability of the land to sustain agriculture, and thereby to preserve natural resources, control floods, prevent impairment of dams and reservoirs, assist and maintain the navigability of rivers and harbors, preserve wildlife, protect the tax base, protect public lands, and promote the health, safety, and public welfare of the people of this state.

Sec. 2. Section 161A.3, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 12A. *"Soil health"* means the continuing capacity of soil to function as a vital living ecosystem that sustains plants, animals, and humans.

Sec. 3. Section 161A.4, subsection 2, paragraph g, Code 2024, is amended to read as follows:

g. To assist each soil and water conservation district in developing a district soil and water resource conservation plan as provided under section 161A.7. The plan shall be developed according to rules adopted by the division to preserve and protect the public interest in the soil and water resources of this state for future generations and for this purpose to encourage, promote, facilitate, and where such public interest requires, to mandate the conservation and proper control of and use of the soil and water resources of this state, by measures including but not limited to the control of floods, the control of erosion by water or by wind, the improvement of soil health,

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and the preservation of the quality of water for its optimum use for agricultural, irrigation, recreational, industrial, and domestic purposes, all of which shall be presumed to be conducive to the public health, convenience, and welfare, both present and future.

Sec. 4. Section 161A.7, subsection 1, paragraphs f, h, m, and n, Code 2024, are amended to read as follows:

f. To make available on such terms as it shall prescribe, to landowners or occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, lime, and such other material or equipment as will assist such landowners or occupiers to carry on operations upon their lands for the conservation of soil resources and for the prevention and control of soil erosion; the improvement of soil health; and ~~for~~ the prevention of erosion, floodwater, and sediment damages.

h. To develop comprehensive plans for the conservation of soil resources ~~and for~~; the improvement of soil health; the control and prevention of soil erosion; and ~~for~~ the prevention of erosion, floodwater, and sediment damages within the district~~, which~~. The comprehensive plans shall specify in such detail as may be possible, the acts, procedures, performances, and avoidances which are necessary or desirable for the effectuation of such plans, including the specification of engineering operations, methods of cultivation, the growing of vegetation, cropping programs, tillage practices, and changes in the use of land~~; and to~~. The district shall publish such plans and information and bring them to the attention of owners and occupiers of lands within the district.

m. To encourage local school districts to provide instruction in the importance of and in some of the basic methods of soil conservation and soil health practices, as a part of course work relating to agriculture, the conservation of natural resources, and environmental awareness as required in rules adopted by the state board of education pursuant

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1 to section 256.11, subsections 3 ~~and 4~~ through 5, and to
2 offer technical assistance to schools in developing such
3 instructional programs.
4 *n.* To develop a soil and water resource conservation
5 district plan ~~for the district~~.
6 (1) The district plan shall contain a comprehensive
7 long-range assessment of soil and surface water resources in
8 the district consistent with rules approved by the committee
9 under section 161A.4.
10 (2) In developing the district plan, the district may
11 receive technical support from the United States department
12 of agriculture natural resources conservation service and the
13 county board of supervisors in the county where the district
14 is located. The division and the Iowa cooperative extension
15 service in agriculture and home economics may provide technical
16 support to the district. The support may include but is not
17 limited to the following:
18 (a) Assessing the condition of soil and surface water in
19 the district, including an evaluation of the type, amount,
20 and quality of soil and water~~,~~; the threat of soil erosion
21 and erosion, floodwater, and sediment damages;~~, and~~ necessary
22 preventative and control measures; and soil restoration
23 efforts.
24 (b) Developing methods to maintain or improve soil health
25 and water ~~condition~~ quality.
26 (c) Cooperating with other state and federal agencies to
27 carry out this support.
28 ~~(2)~~ (3) The title page of the district plan and a
29 notification stating where the plan may be reviewed shall be
30 recorded with the recorder in the county in which the district
31 is located, and updated as necessary, after the committee
32 approves and the director of the division signs the district
33 plan. The commissioners shall provide notice of the recording
34 and may provide a copy of the approved district plan to the
35 county board of supervisors in the county where the district is

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located. The district plan shall be filed with the division as part of the state soil and water resource conservation plan provided in section 161A.4.

Sec. 5. Section 161A.42, subsections 4 and 9, Code 2024, are amended to read as follows:

4. ~~*"Erosion control practices"*~~ *"Erosion control practice"* means any of the following:

a. The construction or installation of, ~~and~~ or the maintenance of, ~~of such structures~~ a structure or ~~devices~~ device as ~~are~~ is necessary to carry to a suitable outlet from the site of any building housing four or more residential units, any commercial or industrial development, or any publicly or privately owned recreational or service facility of any kind, not served by a central storm sewer system, any water ~~which~~ that complies with all of the following:

(1) Would otherwise cause erosion in excess of the applicable soil loss limit~~; and~~.

(2) Does not carry nor constitute sewage, industrial waste, or other waste as defined by section 455B.171.

b. The employment of a temporary ~~devices~~ device or ~~structures~~ structure, temporary seeding, fibre mats, plastic, straw, or other ~~measures~~ measure adequate to prevent erosion in excess of the applicable soil loss limits from the site of, or land directly affected by, the construction of any public or private street, road, or highway, any residential, commercial, or industrial building or development, or any publicly or privately owned recreational or service facility of any kind, at all times prior to completion of such construction.

c. The establishment and maintenance of vegetation upon the right-of-way of any completed portion of any public street, road, or highway, or the construction or installation thereon of structures or devices, or other measures adequate to prevent erosion from the right-of-way in excess of the applicable soil loss limits.

9. *a.* ~~*"Soil and water conservation practices"*~~ *"Soil and*

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water conservation practice" means any ~~of the practices~~ practice designated in or pursuant to this subsection which ~~serve~~ serves to prevent erosion of soil by wind or water, in excess of the applicable soil loss limits, from land used for agricultural or horticultural purposes only.

b. "Soil and water conservation practice" includes any of the following:

~~*a.*~~ (1) ~~*"Permanent soil and water conservation practices"*~~ *"Permanent soil and water conservation practice"* which means the planting of perennial grasses, legumes, shrubs, or trees, the establishment of grassed waterways, and the construction of terraces, or other permanent soil and water practices approved by the committee.

~~*b.*~~ (2) ~~*"Temporary soil and water conservation practices"*~~ *"Temporary soil and water conservation practice"* which means the planting of annual or biennial crops~~,~~; the use of strip-cropping, cover cropping, or contour planting~~, or~~; no-tillage, minimum tillage, or mulch tillage~~, and~~; the installation of an agriculture practice, silviculture practice, aquaculture practice, or permaculture practice; the use of extended crop rotation or rotational grazing; or the use of any other ~~cultural practices~~ practice approved by the committee.

Sec. 6. Section 161A.53, Code 2024, is amended to read as follows:

161A.53 Cooperation with other agencies.

1. ~~Soil~~ A soil and water conservation ~~districts~~ district may enter into ~~agreements~~ an agreement with the federal government or an agency of the federal government, as provided by state law, or with the state of Iowa or an agency of the state, any other soil and water conservation district, or any other political subdivision of this state, for cooperation in ~~preventing,~~ doing any of the following:

a. Preventing, controlling, or attempting to prevent or control soil erosion. ~~Soil~~

b. Improving or attempting to improve soil health, or

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1 performing a soil health assessment.
2 2. A soil and water conservation ~~districts~~ district may
3 accept, as provided by state law, money disbursed for soil
4 erosion control and soil health assessment purposes by the
5 federal government or an agency of the federal government, and
6 expend the money for the purposes for which it was received.
7 Sec. 7. Section 161A.71, subsection 1, Code 2024, is amended
8 to read as follows:
9 1. *a.* The division may establish a conservation practices
10 revolving loan fund composed of any money appropriated by the
11 general assembly for that purpose, and of any other moneys
12 available to and obtained or accepted by the committee from the
13 federal government or private sources for placement in that
14 fund. Except as otherwise provided by subsection 3, the assets
15 of the conservation practices revolving loan fund shall be used
16 only to make loans directly to owners of land in this state
17 for the purpose of establishing on that land any new permanent
18 soil and water conservation practice which the commissioners of
19 the soil and water conservation district in which the land is
20 located have found is necessary or advisable to meet the soil
21 loss limits established for that land.
22 (1) A loan made under this section shall not be made
23 for establishing a permanent soil and water conservation
24 practice on land that is subject to the restriction on state
25 cost-sharing funds of section 161A.76. Revolving loan funds
26 and public cost-sharing funds may be used in combination for
27 funding a particular soil and water conservation practice.
28 (2) Each loan made under this section shall be for a period
29 not to exceed ten years, shall bear no interest, and shall be
30 repayable to the conservation practices revolving loan fund in
31 equal yearly installments due March 1 of each year the loan is
32 in effect. The interest rate upon loans for which payment is
33 delinquent shall accelerate immediately to the current legal
34 usury limit. ~~Applicants are~~
35 (3) An applicant is eligible for ~~no~~ not more than twenty

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1 thousand dollars in loans outstanding at any time under this
2 program. ~~"Permanent soil and water conservation practices"~~
3 *b.* As used in this section, *"permanent soil and water*
4 *conservation practice"* has the same meaning as defined in
5 section 161A.42 and those established under this program are
6 subject to the requirements of section 161A.7, subsection 3.
7 *c.* Loans made under this program shall come due for payment
8 upon sale of the land on which those practices are established.
9 Sec. 8. Section 161A.73, subsection 1, paragraph b, Code
10 2024, is amended to read as follows:
11 *b.* The allocation of moneys as financial incentives
12 provided for the purpose of establishing management practices
13 to control soil erosion ~~on land that is row cropped~~ and
14 promote soil health, including but not limited to cover crops,
15 no-till planting, ridge-till planting, contouring, and contour
16 strip-cropping. The division shall by rule establish limits on
17 the amount of incentives ~~which shall be~~ authorized for payment
18 to landowners upon establishment of the practice.
19 Sec. 9. Section 161A.80A, subsection 3, Code 2024, is
20 amended to read as follows:
21 3. This section is repealed on ~~July~~ October 1, ~~2030~~ 2024.
22 Sec. 10. Section 161A.80B, subsection 1, Code 2024, is
23 amended to read as follows:
24 1. The principal and interest from any loan made pursuant
25 to section 161A.80A, ~~as enacted in 2015 Iowa Acts, ch 132,~~
26 ~~§45~~ Code 2024, ~~remaining~~ that are outstanding on ~~July 1, 2025~~
27 or after the effective date of this section of this Act, and
28 that prior to October 1, 2024, would have been payable to
29 the blufflands protection revolving fund ~~created in section~~
30 ~~161A.80A~~, shall instead be ~~paid to the division on or after~~
31 ~~July 1, 2025, pursuant to the terms of the loan agreement~~
32 deposited by the department of natural resources in the state
33 parks and recreation areas operations fund created in section
34 455A.10A. ~~The moneys paid to the division shall be credited to~~
35 ~~the rebuild Iowa infrastructure fund created in section 8.57~~.

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1 Sec. 11. Section 161D.7, Code 2024, is amended to read as
2 follows:
3 **161D.7 Program coordination.**
4 1. The department of natural resources shall coordinate the
5 blufflands protection program with the program and projects of
6 the loess hills alliance.
7 2. This section is repealed on October 1, 2024.
8 Sec. 12. NEW SECTION. **455A.10A State parks and recreation**
9 **areas operations fund.**
10 1. A state parks and recreation areas operations fund is
11 created in the state treasury under the management and control
12 of the department.
13 2. The state parks and recreation areas operations fund
14 shall include all of the following:
15 *a.* (1) Principal and interest paid from any loan made
16 pursuant to section 161A.80A, Code 2024, instead of being paid
17 to the blufflands protection revolving fund as described in
18 section 161A.80B.
19 (2) This paragraph is repealed on July 1, 2030.
20 *b.* Other moneys available to and obtained or accepted by the
21 department from public or private sources.
22 3. Moneys in the state parks and recreation areas operations
23 fund are appropriated to and shall be used exclusively by the
24 department to pay for maintaining and improving state parks
25 and recreation areas, including by supporting infrastructure
26 and the professional needs of park rangers and conservation
27 officers.
28 4. *a.* Notwithstanding section 12C.7, interest or earnings
29 on moneys in the fund shall be credited to the fund.
30 *b.* Notwithstanding section 8.33, moneys in the fund that
31 remain unencumbered or unobligated at the end of a fiscal year
32 shall not revert.
33 Sec. 13. BLUFFLANDS PROTECTION REVOLVING FUND —— TRANSFER
34 TO STATE PARKS AND RECREATION AREAS OPERATIONS FUND. The
35 balance in the blufflands protection revolving fund created in

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1 section 161A.80A shall be transferred to the state parks and
2 recreation areas operations fund created in this Act not later
3 than September 30, 2024.
4 Sec. 14. STATE PARKS AND RECREATION AREAS OPERATIONS FUND —
5 APPROPRIATION. There is appropriated from the state parks and
6 recreation areas operations fund created in section 455A.10A
7 to the department of natural resources for the fiscal year
8 beginning July 1, 2024, and ending June 30, 2025, the following
9 amounts, or so much thereof as is necessary, to be used for the
10 purposes designated:
11 1. For purposes of equipping park rangers with
12 interoperative park officer radios:
13 ..... $ 456,000
14 2. For purposes of improving accessibility to state parks
15 and recreational areas by persons with disabilities, any
16 unencumbered or unobligated moneys remaining in the fund.
17 Sec. 15. SUSPENSION OF BLUFFLANDS PROTECTION PROGRAM
18 AND LIMITATION OF MONEYS EXPENDED FROM BLUFFLANDS PROTECTION
19 REVOLVING FUND.
20 1. The blufflands protection program created in section
21 161A.80A is suspended and moneys shall not be expended from the
22 blufflands protection revolving fund other than to wind down
23 existing obligations until its termination date.
24 2. This section is repealed on October 1, 2024.
25 Sec. 16. EFFECTIVE DATES.
26 1. Except as provided in subsection 2, this division of this
27 Act takes effect July 1, 2024.
28 2. The section of this division of this Act suspending the
29 blufflands protection program, and limiting the expenditure of
30 moneys from the blufflands protection revolving fund, being
31 deemed of immediate importance, takes effect upon enactment.
32 DIVISION II
33 GROUNDWATER PROTECTION ACT
34 Sec. 17. Section 455E.11, subsection 1, paragraph c, Code
35 2024, is amended by striking the paragraph.

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DIVISION III
INITIATIVE ON IMPROVING OUR WATERSHED ATTRIBUTES (I ON IOWA)

Sec. 18. Section 466.4, subsection 2, paragraphs d and e, Code 2024, are amended by striking the paragraphs.

Sec. 19. NEW SECTION. **466.4A Prairie seed harvest program.**

The department of natural resources shall establish a prairie seed harvest program to assist in the restoration of prairies and provide for private land stewardship and public resource management through assistance with the implementation of buffer and filter strip practices, and public or private habitat development and management. The department shall carry out these efforts through landowner contacts and cooperation with private and public organizations.

Sec. 20. Section 466.5, subsection 5, Code 2024, is amended by striking the subsection.

Sec. 21. Section 466.7, Code 2024, is amended to read as follows:

466.7 Water quality protection program.

~~1.~~ The department of agriculture and land stewardship shall implement, in conjunction with the federal government and other entities, a program that provides multiobjective resource protections for flood control, water quality, erosion control, and natural resource conservation.

~~2. The department of agriculture and land stewardship shall implement a statewide, voluntary farm management demonstration program to demonstrate the effectiveness and adaptability of emerging practices in agronomy that protect water resources and provide other environmental benefits. A demonstration program under this subsection may complement, but shall not duplicate, projects conducted by Iowa state university extension service. The demonstration program shall be designed to concentrate on management techniques in both the livestock and crop genres and shall be offered to farm operators through an educational setting and demonstration projects. The demonstration program shall be offered in conjunction with the community colleges,~~

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1 ~~Iowa state university, and private farmer demonstrations.~~
2 ~~Continuing education units shall be offered. The educational~~
3 ~~program shall be offered at no cost to farm operators who file~~
4 ~~a schedule F with the internal revenue service and do not have~~
5 ~~permitted livestock facilities or are certified under a manure~~
6 ~~management plan.~~
7 ~~3. The department of agriculture and land stewardship shall~~
8 ~~provide financial assistance for the establishment of permanent~~
9 ~~soil and water conservation practices.~~
10 ~~4. The department of natural resources shall provide local~~
11 ~~watershed managers with geographic information system data for~~
12 ~~their use in developing, monitoring, and displaying results~~
13 ~~of their watershed work. The local watershed data shall be~~
14 ~~considered public records and are accessible to the public~~
15 ~~pursuant to chapter 22.~~
16 ~~5. The department of natural resources shall develop a~~
17 ~~program that provides support to local volunteer management~~
18 ~~efforts to the different programs concerned with water quality.~~
19 ~~The department shall assist in coordinating and tracking of the~~
20 ~~volunteer component of these programs to increase efficiency~~
21 ~~and avoid duplication of efforts in water quality monitoring~~
22 ~~and watershed improvement.~~
23 ~~6. The department of natural resources shall provide for~~
24 ~~activities supporting the analysis of water quality monitoring~~
25 ~~data for trends and for the preparation and presentation of~~
26 ~~data to the public.~~
27 ~~7. The department of natural resources shall contract~~
28 ~~to assist its staff with the review of national pollutant~~
29 ~~discharge elimination system permits.~~
30 ~~8. The department of natural resources shall expand~~
31 ~~floodplain protection education to better inform local~~
32 ~~officials that make decisions with regard to floodplain~~
33 ~~management.~~
34 ~~9. The department of natural resources shall continue~~
35 ~~the establishment of an effective and efficient method~~

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1 ~~of developing a total maximum daily load program, based~~
2 ~~on information gathered on other states' programs and~~
3 ~~investigation into alternative methods for satisfying the~~
4 ~~requirements.~~
5 Sec. 22. NEW SECTION. **466.7A Water quality analysis.**
6 1. The department of natural resources shall provide local
7 watershed managers with geographic information system data for
8 their use in developing, monitoring, and displaying results
9 of their watershed work. The local watershed data shall be
10 considered public records and are accessible to the public
11 pursuant to chapter 22.
12 2. The department of natural resources shall support
13 local volunteer management efforts to the different programs
14 concerned with water quality. The department shall assist
15 in coordinating and tracking of the volunteer component of
16 these programs to increase efficiency and avoid duplication of
17 efforts in water quality monitoring and watershed improvement.
18 3. The department of natural resources shall provide for
19 activities supporting the analysis of water quality monitoring
20 data for trends and for the preparation and presentation of
21 data to the public.
22 4. The department of natural resources shall continue
23 the establishment of an effective and efficient method
24 of developing a total maximum daily load program, based
25 on information gathered on other states' programs and
26 investigation into alternative methods for satisfying the
27 requirements.
28 Sec. 23. Section 466.9, subsection 1, Code 2024, is amended
29 to read as follows:
30 1. An on-site wastewater systems assistance fund is
31 established as a separate fund in the state treasury under the
32 control of the department of natural resources. Moneys in the
33 fund are appropriated to the department of natural resources
34 for the exclusive purpose of supporting and administering the
35 on-site wastewater systems assistance program as established in

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section ~~466.8~~ 467.414.

Sec. 24. REPEAL. Sections 466.1, 466.2, and 466.3, Code 2024, are repealed.

DIVISION IV

SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT

PART A

GENERAL

Sec. 25. Section 466B.2, Code 2024, is amended to read as follows:

466B.2 Definitions — chapter.

For ~~the~~ purposes of this chapter, unless the context otherwise requires:

~~1. *"Council"* means the water resources coordinating council created in section 466B.3.~~

~~2.~~ 1. *"Iowa nutrient reduction strategy"* means the same as defined in section 455B.171.

~~3. *"Political subdivision"* means any of the following:~~

~~*a.* A city.~~

~~*b.* A county.~~

~~*c.* A soil and water conservation district described in section 161A.5.~~

~~*d.* A benefited recreational lake district or a water quality district or a combined district incorporated as a public entity and organized pursuant to chapter 357E.~~

~~*e.* A rural improvement zone established pursuant to chapter 357H.~~

~~4.~~ 2. *"Regional watershed"* means a watershed of hydrologic unit code scale 8.

~~5.~~ 3. *"Subwatershed"* means a watershed of hydrologic unit code scale 12 or smaller.

~~6.~~ 4. *"Watershed"* means a geographic area in which surface water is drained by rivers, streams, or other bodies of water.

PART B

WATER RESOURCE COORDINATING COUNCIL

Sec. 26. NEW SECTION. **466B.2A Definitions — subchapter.**

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As used in this subchapter, unless the context otherwise requires:

1. *"Council"* means the water resources coordinating council established in section 467.202.

2. *"Secretary"* means the secretary of agriculture.

Sec. 27. Section 466B.3, subsection 2, Code 2024, is amended to read as follows:

2. *Purpose.* The purpose of the council shall be to preserve and protect Iowa's water resources, and to coordinate the management of those resources in a sustainable and fiscally responsible manner. ~~In the pursuit of this purpose, the council shall use an integrated approach to water resource management, recognizing that insufficiencies exist in current approaches and practices, as well as in funding sources and the utilization of funds. The integrated approach used by the council shall attempt to overcome old categories, labels, and obstacles with the primary goal of managing the state's water resources comprehensively rather than compartmentally.~~

Sec. 28. Section 466B.3, subsections 4, 5, and 6, Code 2024, are amended by striking the subsections.

Sec. 29. NEW SECTION. **466B.3A Membership, meetings, and quorum.**

1. The water resources coordinating council shall consist of all of the following members:

a. The secretary of agriculture, who shall be the chairperson, or the secretary's designee.

b. The director of the department of natural resources or the director's designee.

c. The director of the division of soil conservation and water quality within the department of agriculture and land stewardship or the director's designee.

d. The director of the department of health and human services or the director's designee.

e. The director of the department of homeland security and emergency management or the director's designee.

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1 *f.* The dean of the college of agriculture and life sciences
2 at Iowa state university or the dean's designee.
3 *g.* The dean of the college of public health at the
4 university of Iowa or the dean's designee.
5 *h.* The dean of the college of natural sciences at the
6 university of northern Iowa or the dean's designee.
7 *i.* The director of transportation or the director's
8 designee.
9 *j.* The director of the economic development authority or the
10 director's designee.
11 *k.* The dean of the college of engineering at the university
12 of Iowa or the dean's designee.
13 2. As the chairperson, and in order to further the
14 coordination efforts of the council, the secretary may
15 invite representatives from any other public agency, private
16 organization, business, citizen group, or nonprofit entity to
17 give public input at council meetings, provided the entity has
18 an interest in the coordinated management of land resources,
19 soil conservation, flood mitigation, or water quality. The
20 secretary shall also invite and solicit advice from the
21 following:
22 *a.* The director of the Iowa water science center of the
23 United States geological survey or the director's designee.
24 *b.* The state conservationist from the Iowa office of the
25 United States department of agriculture's natural resources
26 conservation service or the state conservationist's designee.
27 *c.* The state director for Iowa from the United States
28 department of agriculture's farm services agency or the state
29 director's designee.
30 *d.* The state director for Iowa from the United States
31 department of agriculture's office of rural development or the
32 state director's designee.
33 *e.* The director of region seven of the United States
34 environmental protection agency or the director's designee.
35 *f.* The corps commander from the United States army corps of

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1 engineers' Rock Island district or the commander's designee.
2 3. *a.* The council shall be convened by the secretary at
3 least quarterly.
4 *b.* A majority of the members fixed by statute shall
5 constitute a quorum, and any action taken by the council must
6 be adopted by a majority of the voting membership.
7 Sec. 30. NEW SECTION. **466B.3B Duties and powers.**
8 1. The water resources coordinating council shall engage in
9 the regular coordination of water resource-related functions,
10 including protection strategies, planning, assessment,
11 prioritization, review, concurrence, advocacy, and education.
12 2. In coordinating water resource-related functions,
13 the water resources coordinating council may do all of the
14 following:
15 *a.* Consider the steps necessary to address the planning,
16 management, and implementation of water resource improvement.
17 *b.* Identify ways to facilitate communication and
18 participation among all water resource stakeholders, including
19 owners of land in Iowa whether they are residents or not.
20 *c.* Identify inefficiencies in current programs and recommend
21 ways to eliminate duplicative services.
22 *d.* Improve the availability and management of water resource
23 information.
24 *e.* Regularly assess and identify measurable improvements in
25 water quality.
26 *f.* Develop a protocol which identifies high-priority
27 watersheds, including local and community-based subwatersheds,
28 and which appropriately directs resources to those watersheds.
29 *g.* Review best available technologies on a regular basis,
30 so that investments of time and program resources can be
31 prioritized and directed to projects that will best and most
32 effectively improve water quality and reduce flood damage
33 within regional and community subwatersheds.
34 *h.* Review voluntary, performance-based standards for water
35 resource management, land management, and soil conservation.

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i. Engage in dialogue with, and pursue efforts to make cooperative agreements with, other states when a watershed extends beyond borders of this state.

Sec. 31. Section 466B.9, Code 2024, is amended to read as follows:

466B.9 Rulemaking authority.

The department of ~~natural resources and the department of~~ agriculture and land stewardship and the department of natural resources shall have the power and authority reasonably necessary to carry out the duties imposed by this chapter, including the adoption of rules pursuant to chapter 17A. ~~As to the department of natural resources, this includes rulemaking authority to carry out the regional watershed assessment program described in section 466B.5. As to the department of agriculture and land stewardship, this includes rulemaking authority to assist in the implementation of community-based subwatershed improvement plans.~~

Sec. 32. REPEAL. Sections 466B.4, 466B.5, 466B.6, 466B.7, 466B.8, 466B.10, and 466B.11, Code 2024, are repealed.

PART C

WATERSHED PARTNERSHIPS

Sec. 33. Section 466B.21, Code 2024, is amended to read as follows:

466B.21 Definitions.

As used in this subchapter, unless the context otherwise requires:

~~1. *"Authority"* means a watershed management authority created pursuant to a chapter 28E agreement as provided in this subchapter.~~

~~2.~~ 1. *"Board"* means ~~a board of directors of a watershed management authority~~ the governing body of the watershed partnership as provided in section 467.504.

2. *"Partnership"* means a watershed partnership created pursuant to section 467.502.

3. *"Political subdivision"* means any of the following:

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a. A city.

b. A county.

c. A soil and water conservation district described in section 161A.5.

d. A benefited recreational lake district or a water quality district or a combined district incorporated as a public entity and organized pursuant to chapter 357E.

e. A rural improvement zone established pursuant to chapter 357H.

Sec. 34. Section 466B.22, Code 2024, is amended to read as follows:

466B.22 Watershed ~~management authorities created~~ partnerships — establishment.

1. Two or more political subdivisions may ~~create~~ establish, by chapter 28E agreement, a watershed ~~management authority~~ partnership pursuant to this subchapter. The participating political subdivisions must be located in the same United States geological survey hydrologic unit code 8 watershed. All political subdivisions within a watershed must be notified within thirty days prior to organization of any watershed ~~management authority~~ partnership within the watershed, and provided the opportunity to participate.

2. The chapter 28E agreement shall include a map showing the area and boundaries of the ~~authority~~ watershed partnership's jurisdiction.

3. A political subdivision may participate in more than one ~~authority~~ watershed partnership created pursuant to this subchapter.

4. A political subdivision is not required to participate in a watershed ~~management authority~~ partnership or be a party to a chapter 28E agreement under this subchapter.

5. If a portion of a United States geological survey hydrologic unit code 8 watershed is located outside of this state, any political subdivision in such a watershed may participate in any watershed ~~management authority~~ partnership

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which includes the county in which the political subdivision is located.

6. A watershed partnership is not a partnership governed under chapter 486A or 488.

Sec. 35. Section 466B.23, Code 2024, is amended to read as follows:

466B.23 ~~Duties~~ Watershed partnership — duties.

1. A watershed ~~management authority~~ partnership may perform all of the following duties:

~~1.~~ *a.* ~~Assess the flood risks in the watershed~~ Identify, plan for, and assess options for reducing the risk of floods in the watershed.

~~2.~~ *b.* Assess the water quality in the watershed.

~~3.~~ *c.* Assess options for reducing flood risk and improving water quality in the watershed.

~~4.~~ *d.* Monitor federal flood risk planning and activities.

~~5.~~ *e.* Educate residents of the watershed area regarding water quality and flood risks.

f. Support and implement water quality projects in the watershed that are consistent with the Iowa nutrient reduction strategy.

g. Engage in efforts to maximize efficiency and increase capacity for implementation of water quality practices that are consistent with the Iowa nutrient reduction strategy.

~~6.~~ *h.* Allocate moneys made available to the ~~authority~~ watershed partnership for purposes of ~~water quality and~~ flood mitigation and water quality.

i. Coordinate its undertakings with the department of agriculture and land stewardship, the department of natural resources, councils of governments, public drinking water utilities, and soil and water conservation districts.

~~7.~~ *j.* Make and enter into contracts and agreements and execute all instruments necessary or incidental to the performance of the duties of the ~~authority~~ watershed partnership.

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2. A watershed partnership shall not allocate moneys for water quality nutrient reduction practices unless the moneys are expended in a manner that is consistent with the Iowa nutrient reduction strategy or the Iowa storm water management manual published by the department of natural resources.

3. A watershed ~~management authority~~ partnership shall not acquire property by eminent domain.

Sec. 36. Section 466B.24, Code 2024, is amended to read as follows:

466B.24 ~~Board of directors~~ Watershed partnership — governing body.

~~1. An authority~~ A watershed partnership shall be ~~governed~~ administered by a ~~board of directors~~ joint board as provided in section 28E.6. Members of a board ~~of directors of an authority~~ shall be divided among the political subdivisions comprising the ~~authority~~ watershed partnership and shall be appointed by ~~the~~ their respective political subdivision's elected legislative ~~body~~ bodies.

~~2. A board of directors shall consist of one representative of each participating political subdivision. This subsection shall not apply if a chapter 28E agreement under this subchapter provides an alternative board composition method.~~

~~3. The directors shall serve staggered terms of four years. The initial board shall determine, by lot, the initial terms to be shortened and lengthened, as necessary, to achieve staggered terms. A person appointed to fill a vacancy shall be appointed in the same manner as the original appointment for the duration of the unexpired term. A director is eligible for reappointment. This subsection shall not apply if a chapter 28E agreement under this subchapter provides an alternative for the length of term, appointment, and reappointment of directors.~~

~~4. A board may provide procedures for the removal of a director who fails to attend three consecutive regular meetings of the board. If a director is so removed, a successor shall be~~

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1 ~~appointed for the duration of the unexpired term of the removed~~
2 ~~director in the same manner as the original appointment. The~~
3 ~~appointing body may at any time remove a director appointed by~~
4 ~~it for misfeasance, nonfeasance, or malfeasance in office.~~
5 ~~5. A board shall adopt bylaws and shall elect one director~~
6 ~~as chairperson and one director as vice chairperson, each for a~~
7 ~~term of two years, and shall appoint a secretary who need not~~
8 ~~be a director.~~
9 ~~6. A majority of the membership of a board of directors~~
10 ~~shall constitute a quorum for the purpose of holding a meeting~~
11 ~~of the board. The affirmative vote of a majority of a quorum~~
12 ~~shall be necessary for any action taken by an authority unless~~
13 ~~the authority's bylaws specify those particular actions of the~~
14 ~~authority requiring a greater number of affirmative votes. A~~
15 ~~vacancy in the membership of the board shall not impair the~~
16 ~~rights of a quorum to exercise all the rights and perform all~~
17 ~~the duties of the authority.~~
18 Sec. 37. REPEAL. Section 466B.25, Code 2024, is repealed.
19 Sec. 38. TRANSITIONAL PROVISIONS —— APPOINTMENT AND TERMS
20 OF BOARD OF DIRECTORS AND PRIOR ACTIONS BY THE BOARD.
21 1. This division of this Act, and the transfers directed
22 by this Act, shall not affect the appointment or any term of
23 office of an individual who served as a director of a watershed
24 management authority immediately prior to the effective date
25 of this Act and who now serves as a member of a joint board
26 for a watershed partnership. That individual shall continue
27 to serve on the joint board of the watershed partnership until
28 the individual's term would otherwise expire or the individual
29 is otherwise replaced.
30 2. A watershed partnership which existed as a watershed
31 management authority shall change its name as it appears on
32 all formal documents which are in force and effect as soon as
33 practicable in a cost-effective manner.
34 3. Any affirmative action adopted by a political
35 subdivision creating a watershed management authority under

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1 section 466B.22, Code 2024, or the board of directors of a
2 watershed management authority operating under section 466B.24,
3 Code 2024, that is in force and effect immediately prior to the
4 effective date of this Act, shall continue in full force and
5 effect until the earlier of the following:
6 a. It is amended, rescinded, or supplemented by the
7 affirmative action of the watershed partnership.
8 b. It expires by its own terms.
9 PART D
10 WATERSHED PLANNING ADVISORY COUNCIL
11 Sec. 39. REPEAL. Section 466B.31, Code 2024, is repealed.
12 PART E
13 WATER QUALITY INITIATIVE — NUTRIENTS
14 Sec. 40. Section 466B.41, Code 2024, is amended to read as
15 follows:
16 **466B.41 Definitions.**
17 As used in this subchapter, unless the context otherwise
18 requires:
19 1. *"Center"* means the Iowa nutrient research center
20 established pursuant to section ~~466B.47~~ 467.321.
21 2. *"Council"* means the Iowa nutrient research center
22 advisory council established pursuant to section ~~466B.48~~
23 467.322.
24 3. *"Division"* means the division of soil conservation and
25 water quality created within the department of agriculture and
26 land stewardship pursuant to section 159.5.
27 ~~4. *"Fund"* means the water quality initiative fund created~~
28 ~~in section 466B.45.~~
29 ~~5.~~ 4. *"Nutrient"* includes nitrogen and phosphorus.
30 Sec. 41. Section 466B.43, subsection 1, Code 2024, is
31 amended to read as follows:
32 1. As part of the water quality initiative established
33 pursuant to section ~~466B.42~~ 467.311, the division shall
34 administer water quality agriculture infrastructure programs
35 created in this section.

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Sec. 42. Section 466B.44, subsection 1, Code 2024, is amended to read as follows:

1. As part of the water quality initiative established pursuant to section ~~466B.42~~ 467.311, the division shall administer a water quality urban infrastructure program.

Sec. 43. Section 466B.44, subsection 5, paragraph b, Code 2024, is amended to read as follows:

b. Support water quality agriculture infrastructure programs created in section ~~466B.43~~ 467.313, to the extent that moneys are not obligated or encumbered during a fiscal year to adequately support all urban infrastructure program projects that meet the division's requirements.

Sec. 44. Section 466B.46, subsection 3, Code 2024, is amended to read as follows:

3. Moneys in the fund are appropriated to the center and shall be used exclusively by the center to carry out its purpose as described in section ~~466B.47~~ 467.321.

Sec. 45. Section 466B.48, subsection 4, Code 2024, is amended to read as follows:

4. The council shall function on a continuing basis for the study and recommendation of solutions for consideration by the Iowa nutrient research center in carrying out its purpose as provided in section ~~466B.47~~ 467.321.

DIVISION V

COORDINATING AMENDMENTS

Sec. 46. Section 8.57B, subsection 3, Code 2024, is amended to read as follows:

3. Moneys in the fund are appropriated to the division of soil conservation and water quality of the department of agriculture and land stewardship for the exclusive purpose of supporting water quality agriculture infrastructure programs created in section ~~466B.43~~ 467.313.

Sec. 47. Section 16.134A, subsection 3, paragraph c, Code 2024, is amended to read as follows:

c. Fifteen percent to the division of soil conservation

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and water quality of the department of agriculture and land stewardship to support the water quality urban infrastructure program created in section ~~466B.44~~ 467.314.

Sec. 48. Section 455B.109, subsection 5, paragraph b, Code 2024, is amended to read as follows:

b. Civil penalties assessed and collected by or on behalf of the department and interest on the civil penalties as provided in sections 459.602, 459.603, 459.604, 459A.502, and 459B.402 shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 49. Section 455E.11, subsection 2, paragraph b, subparagraph (2), subparagraph division (a), Code 2024, is amended to read as follows:

(a) Thirty-five percent is appropriated annually to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323. Of the moneys appropriated pursuant to this subparagraph division, five hundred thousand dollars or one-third of the moneys appropriated, whichever is higher, shall be deposited in the water quality initiative fund created in section ~~466B.45~~ 467.312 for purposes of supporting the water quality initiative administered by the division of soil conservation and water quality as provided in section ~~466B.42~~ 467.311.

Sec. 50. Section 459.602, Code 2024, is amended to read as follows:

459.602 Air quality violations — civil penalty.

A person who violates subchapter II shall be subject to a civil penalty which shall be established, assessed, and collected in the same manner as provided in section 455B.109. Any collected civil penalty and interest on a civil penalty shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 51. Section 459.603, Code 2024, is amended to read as follows:

459.603 Water quality violations — civil penalty.

A person who violates subchapter III shall be subject to

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a civil penalty which shall be established, assessed, and collected in the same manner as provided in section 455B.109 or 455B.191. Any collected civil penalty and interest on a civil penalty shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 52. Section 459.604, subsection 2, Code 2024, is amended to read as follows:

2. Moneys assessed and collected in civil penalties, and interest earned on civil penalties, arising out of a violation involving an animal feeding operation shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 53. Section 459A.502, Code 2024, is amended to read as follows:

459A.502 Violations — civil penalty.

A person who violates this chapter shall be subject to a civil penalty which shall be established, assessed, and collected in the same manner as provided in section 455B.191. Any collected civil penalty and interest on a civil penalty shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323. A person shall not be subject to a penalty under this section and a penalty under section 459.603 for the same violation.

Sec. 54. Section 459B.402, Code 2024, is amended to read as follows:

459B.402 Violations — civil penalty.

A person who violates section 459B.301 shall be subject to the same penalty as provided in section 459.602, and a person who violates any other provision of this chapter shall be subject to the same penalty as provided in section 459.603. Any collected civil penalty and interest on a civil penalty shall be credited to the Iowa nutrient research fund created in section ~~466B.46~~ 467.323.

Sec. 55. Section 461.33, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. Soil conservation and watershed protection, including by

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supporting the division of soil conservation and water quality within the department of agriculture and land stewardship and soil and water conservation district commissioners. The department may provide for the installation of conservation practices and watershed protection improvements as provided in chapters 161A, 161C, 461A, and ~~466~~ 467.

Sec. 56. Section 461.34, subsection 2, Code 2024, is amended to read as follows:

2. The account shall be used cooperatively by the department of natural resources and the department of agriculture and land stewardship to support all of the following initiatives:

a. Water resource projects administered by the department of natural resources to preserve watersheds, including but not limited to ~~all of the following:~~

~~(1) Projects~~ projects to protect, restore, or enhance water quality in the state through the provision of financial assistance to communities for impairment-based, locally directed watershed projects. The department may use the account to support the water resource restoration sponsor program as provided in section 455B.199.

~~(2) Regional and community watershed assessment, planning, and prioritization efforts, including as provided in chapter 466B.~~

b. Surface water protection projects and practices administered by the department of agriculture and land stewardship ~~or the department of natural resources~~, including but not limited to the installation of permanent vegetation cover, filter strips, grass waterways, and riparian forest buffers; dredging; and bank stabilization. The ~~departments of agriculture and land stewardship and natural resources~~ department may use the account to support the conservation buffer strip program provided in section ~~466.4~~ 467.401 and the conservation reserve enhancement program as provided in section ~~466.5~~ 467.402.

c. The prairie seed harvest program administered by the

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1 department of natural resources as provided in section 467.405.
2 DIVISION VI
3 CODE ORGANIZATION
4 Sec. 57. DIRECTIONS TO CODE EDITOR — TRANSFERS. The
5 Code editor is directed to place chapter 467 in Title XI,
6 subtitle 2, and organize chapter 467 in subchapters, parts,
7 and sections, including as amended or enacted by this Act, as
8 follows:
9 1. Subchapter I which shall include the following
10 transferred sections:
11 a. Section 466B.1 to section 467.101.
12 b. Section 466B.2 to section 467.102.
13 c. Section 466B.9 to section 467.103.
14 2. Subchapter II, which shall include the following
15 transferred sections:
16 a. Section 466B.2A to section 467.201.
17 b. Section 466B.3 to section 467.202.
18 c. Section 466B.3A to section 467.203.
19 d. Section 466B.3B to section 467.204.
20 3. Subchapter III, which shall include the following parts:
21 a. Part 1 which shall include the following transferred
22 sections:
23 (1) Section 466B.41 to section 467.301.
24 (2) Section 466B.49 to section 467.302.
25 b. Part 2 which shall include the following transferred
26 sections:
27 (1) Section 466B.42 to section 467.311.
28 (2) Section 466B.45 to section 467.312.
29 (3) Section 466B.43 to section 467.313.
30 (4) Section 466B.44 to section 467.314.
31 c. Part 3 which shall include the following transferred
32 sections:
33 (1) Section 466B.47 to section 467.321.
34 (2) Section 466B.48 to section 467.322.
35 (3) Section 466B.46 to section 467.323.

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4. Subchapter IV which shall include the following parts:
a. Part 1 which shall include the following transferred sections:
(1) Section 466.4 to section 467.401.
(2) Section 466.5 to section 467.402.
(3) Section 466.7 to section 467.403.
b. Part 2 which shall include the following transferred sections:
(1) Section 466.4A to section 467.405.
(2) Section 466.6 to section 467.411.
(3) Section 466.7A to section 467.412.
(4) Section 466.9 to section 467.413.
(5) Section 466.8 to section 467.414.
5. Subchapter V which shall include the following transferred sections:
a. Section 466B.21 to section 467.501.
b. Section 466B.22 to section 467.502.
c. Section 466B.23 to section 467.503.
d. Section 466B.24 to section 467.504.
Sec. 58. DIRECTIONS TO CODE EDITOR — CORRECTIONS. The Code editor shall correct internal references in the Code and in any enacted legislation as necessary due to the enactment of this division of this Act.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

GENERAL. This bill amends four Code chapters providing for soil and water conservation, water quality, and flood control primarily administered by the department of agriculture and land stewardship (DALS), the department of natural resources (DNR), and Iowa state university of science and technology (ISU). The Code chapters include Iowa's "Soil Conservation Districts Law" (Code chapter 161A), the "Groundwater Protection Act" (Code chapter 455E), the "Initiative on Improving Our Watershed Attributes (I on IOWA)" (Code chapter 466), and

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1 the "Surface Water Protection and Flood Mitigation Act"
2 (Code chapter 466B) which includes a number of subchapters,
3 including surface water protection and flood mitigation
4 (subchapter I), watershed management authorities (subchapter
5 II), watershed planning activities (subchapter III), and water
6 quality initiative — nutrients (subchapter IV). The bill then
7 transfers Code sections in Code chapters 466 and 466B to new
8 Code chapter 467, including subchapters.
9 SOIL CONSERVATION DISTRICTS LAW — BACKGROUND. Code chapter
10 161A is administered by the soil conservation and water quality
11 division (division) of DALS in cooperation with the state soil
12 conservation and water quality committee and the commissioners
13 (commissioners) of Iowa's 100 soil and water conservation
14 districts (districts) (Code section 161A.5). The Code chapter
15 authorizes the payment of cost-share incentive payments to
16 landowners voluntarily installing practices to control erosion
17 and conserve water resources, and preserve or improve water
18 quality. The installation of a soil and water conservation
19 practice is designed to prevent erosion by wind or water in
20 excess of the district's soil loss limit, meaning the maximum
21 amount of soil loss measured in tons per acre per year due
22 to erosion determined by the commissioners to be acceptable
23 in their district (Code section 161A.42). A soil and water
24 conservation practice may be permanent, meaning that it has an
25 existence of multiple crop years, or temporary, meaning that
26 it has an existence of a single crop year. The division is
27 responsible for providing funding to assist in the installation
28 of a soil and water conservation practice (Code section
29 161A.73) and assisting each district in developing a district
30 soil and water resource conservation plan (district plan) to
31 meet its soil loss limit (Code sections 161A.4 and 161A.7).
32 SOIL CONSERVATION DISTRICTS LAW (SOIL CONSERVATION AND
33 WATER QUALITY AND SOIL HEALTH) — BILL. The bill provides
34 for efforts to improve soil health, defined as the continuing
35 capacity of soil to function as a vital ecosystem that

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1 sustains plants, animals, and humans (Code section 161A.3).
2 The bill provides that a district plan must provide for the
3 improvement of soil health and that the division may support
4 the establishment of soil and water conservation practices that
5 improve soil health.
6 SOIL CONSERVATION DISTRICTS LAW (TEMPORARY SOIL AND
7 WATER CONSERVATION PRACTICES) — BILL. The bill expands the
8 definition of a temporary soil and water conservation practice
9 to include the use of cover crops, no-tillage, the installation
10 of an agriculture practice, silviculture practice, aquaculture
11 practice, or permaculture practice, or the use of extended crop
12 rotation or rotational grazing (Code section 161A.42).
13 SOIL CONSERVATION DISTRICTS LAW/BLUFFLANDS PROTECTION —
14 BACKGROUND AND BILL. A blufflands protection program (Code
15 section 161A.80A) and blufflands protection revolving fund
16 were enacted in 2015 (2015 Iowa Acts, chapter 132, sections 45
17 and 46). The purpose of the program and fund is to make loans
18 to conservation organizations purchasing bluffland properties
19 adjacent to state public lands. The principal and interest
20 from any loan made from the fund outstanding on July 1, 2025,
21 that would have been payable to the fund must instead be
22 payable to the rebuild Iowa infrastructure fund created in Code
23 section 8.57 (Code section 161A.80B). The bill eliminates the
24 program and fund on October 1, 2024. Under current law, the
25 program and fund are to be eliminated on July 1, 2030. Until
26 then, the administration of the program and fund are suspended
27 other than as needed to wind up their affairs. Moneys in the
28 fund are transferred to a new state parks and recreation areas
29 operations fund under the control of DNR. The new fund is
30 also supported by principal and interest on loans that would
31 otherwise be paid into the eliminated fund or later to the
32 rebuild Iowa infrastructure fund. For FY 2024-2025, moneys
33 in the new fund are appropriated to support the purchase of
34 interoperative park officer radios and improving accessibility
35 to state parks and recreational areas by persons with

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1 disabilities.
2 GROUNDWATER PROTECTION ACT (ANNUAL REPORT) — BACKGROUND
3 AND BILL. The declared policy of the state is to prevent
4 groundwater contamination from point and nonpoint sources and
5 to restore the state's groundwater to a potable condition
6 (Code section 455E.4). The bill amends the groundwater
7 protection fund (Code section 455E.11). The fund receives
8 moneys from various fees, is divided into several accounts,
9 and moneys from the fund are distributed to various entities
10 to carry out a stated purpose. DNR's director is responsible
11 for administering the fund and preparing a budget each year
12 regarding the expenditure of moneys in the fund. The secretary
13 of agriculture is required to submit a report to the governor
14 on a biennial basis regarding past and future expenditures.
15 The bill eliminates that requirement.
16 INITIATIVE ON IMPROVING OUR WATERSHED ATTRIBUTES (I ON IOWA)
17 — BACKGROUND AND BILL. The bill eliminates the provisions
18 naming the Code chapter (Code section 466.1) and its purpose
19 to develop a comprehensive water quality program that will
20 result in water quality improvements while reducing proposed
21 regulatory impacts (Code section 466.2). The bill also
22 eliminates the clean water award administered by DALS and DNR
23 (Code section 466.3). The bill revises the conservation buffer
24 strip program administered by DALS (Code section 466.4). The
25 bill eliminates a provision enacted as part of that program
26 in 2000, setting a five-year goal of enrolling an additional
27 475,000 acres. It also strikes a subsection and reenacts it
28 as a new stand-alone Code section requiring DNR to establish
29 a prairie seed harvest program (Code section 466.4A). The
30 bill revises the conservation reserve enhancement program
31 established to restore or construct wetlands, administered by
32 DALS (Code section 466.5). It eliminates a subsection enacted
33 in 2000, setting a five-year goal of establishing 32,500 acres
34 of wetlands. The bill does not amend a provision requiring
35 DNR to operate water quality monitoring stations (Code

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1 section 466.6). The bill amends the Code section enacting
2 the water quality protection program (Code section 466.7).
3 That Code section includes nine subsections, each specifying
4 responsibilities to be carried by DALS or DNR, with the first
5 three of the nine subsections administered by DALS and the last
6 six of the nine subsections administered by DNR. Subsection
7 1 provides for multiobjective resource protections for flood
8 control, water quality, erosion control, and natural resource
9 conservation, which is not revised. Subsection 2 provides
10 for a statewide, voluntary farm management demonstration
11 program which is eliminated. Subsection 3 provides financial
12 assistance for the establishment of permanent soil and water
13 conservation practices, which is also eliminated. The next
14 three of the nine subsections, administered by DNR, relate to
15 the collection or analysis of data for use in determining water
16 quality on a watershed level. Subsection 4 provides for the
17 collection and use of geographic information system data, which
18 is not amended; subsection 5 requires DNR to support local
19 volunteer management efforts; and subsection 6 requires DNR to
20 support the analysis of water quality monitoring data. The
21 provisions in each of these three subsections are eliminated
22 and reenacted as subsections in a new Code section (Code
23 section 466.7A). The last three of the nine subsections,
24 administered by DNR, relate to the same powers exercised under
25 Code chapter 455B, subchapter III, regulating water quality.
26 Subsection 7 authorizes DNR to enter into contracts to assist
27 its staff in reviewing national pollutant discharge elimination
28 permit system (NPDES) permits; subsection 8 requires DNR to
29 expand floodplain education; and subsection 9 requires DNR to
30 develop a total maximum daily load (TMDL) program. All three
31 of these final subsections are eliminated. The bill does not
32 revise the on-site wastewater systems assistance program (Code
33 section 466.8) or the on-site wastewater systems assistance
34 fund (Code section 466.9), both administered by DNR.
35 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT —

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1 BACKGROUND. Code chapter 466B requires DALS, DNR, and ISU
2 to administer programs providing measures to preserve and
3 improve surface water and prevent or mitigate floods. The
4 Code chapter is divided into the following subchapters:
5 subchapter I providing for surface water protection and flood
6 mitigation, first enacted in 2008 (2008 Iowa Acts, chapter
7 1034); subchapter II providing for watershed management
8 authorities, first enacted in 2010 (2010 Iowa Acts, chapter
9 1116); subchapter III providing for watershed planning
10 activities, also first enacted in that same Act; and subchapter
11 IV providing for a water quality initiative and water quality
12 initiative fund, first enacted in 2013 (2013 Iowa Acts, chapter
13 132), and the Iowa nutrient research center enacted in the same
14 Act.
15 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (GENERAL)
16 — BILL. The bill does not amend the Code chapter's short
17 title (Code section 466B.1). It amends the definitions Code
18 section by eliminating two terms, "council" and "political
19 subdivision", that do not apply to the entire Code chapter
20 (Code section 466B.2) and reenacts those terms in their
21 relevant subchapters. The definition of the term "council" is
22 enacted as a new Code section in the subchapter providing for
23 surface water protection and the flood mitigation (Code section
24 466B.2A) and the definition of the term "political subdivision"
25 is enacted in the subchapter providing for watershed management
26 authorities (Code section 466B.21).
27 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATER
28 RESOURCES COORDINATING COUNCIL) — BILL. The bill revises
29 the purposes of the water resources coordinating council by
30 eliminating a provision that refers to using an integrated
31 approach of water resource management (Code section 466B.3).
32 The bill strikes three subsections and reenacts them as
33 new Code sections, including subsections 4 and 5 providing
34 for the council's membership, meetings, and quorums (Code
35 section 466B.3A) and subsection 6 providing for the council's

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1 powers and duties (Code section 466B.3B). The bill amends a
2 provision authorizing DALS and DNR to adopt rules necessary
3 to administer the Code chapter, including by eliminating
4 provisions that refer to repealed Code sections (Code section
5 466B.9). Those repealed Code sections include legislative
6 findings and a marketing campaign (Code section 466B.4), the
7 creation of a regional watershed assessment, planning, and
8 prioritization, administered by DNR (Code section 466B.5), the
9 creation of community-based subwatershed improvement plans
10 administered by DNR (Code section 466B.6), community-based
11 subwatershed monitoring administered by DNR (Code section
12 466B.7), a wastewater and storm water infrastructure assessment
13 administered by DNR (Code section 466B.8), efforts to form a
14 chapter of the association of floodplain managers administered
15 by the council (Code section 466B.10), and education provided
16 to the general public regarding floodplains (Code section
17 466B.11).
18 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATERSHED
19 MANAGEMENT AUTHORITIES) — BACKGROUND. Two or more political
20 subdivisions may enter into a Code chapter 28E agreement to
21 participate in joint projects to improve watershed quality
22 by forming an entity referred to as a watershed management
23 authority (authority). The relevant provisions include
24 definitions (Code section 466B.21), procedures to create an
25 authority (Code section 466B.22), the duties of an authority
26 (Code section 466B.23), the authority's board of directors
27 (Code section 466B.24), and the authority's ability to
28 coordinate its activities with DNR.
29 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATERSHED
30 MANAGEMENT AUTHORITIES) — BILL. The bill changes the
31 name of a watershed management authority to a watershed
32 management partnership (partnership). The bill provides that
33 a partnership may identify, plan for, and assess options
34 to reduce the risk of flood in the watershed (Code section
35 466B.23). It also eliminates provisions in that Code section

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1 authorizing a partnership to assess water quality, and engage
2 in education efforts regarding water quality. The bill
3 authorizes a partnership to coordinate its efforts with DALS,
4 DNR, councils of governments, a public drinking water utility,
5 and a soil and water conservation district. The bill prohibits
6 a partnership from allocating moneys for water quality, unless
7 the moneys are expended consistent with the Iowa nutrient
8 reduction strategy (see Code section 455B.171) or DNR's Iowa
9 storm water management manual. The name of the governing
10 body is changed from a board of directors to a joint board
11 in conformance with chapter 28E agreement requirements (Code
12 section 28E.6). The bill eliminates requirements establishing
13 a number of board members and their terms, cause for their
14 removals, the designation of officers, and quorum requirements.
15 The bill includes a temporary provision carrying over the terms
16 of the board of directors and continuing actions taken by the
17 board of directors. The bill eliminates the provision which
18 expressly allows a partnership to coordinate its activities
19 with DNR (Code section 466B.25).
20 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATERSHED
21 PLANNING ADVISORY COUNCIL) — BACKGROUND AND BILL. The
22 watershed planning advisory council represents diverse
23 stakeholders for purposes of reviewing research and making
24 recommendations to various state entities regarding methods
25 to protect water resources in the state, assure an adequate
26 supply of water, mitigate and prevent floods, and coordinate
27 the management of those resources in a sustainable, fiscally
28 responsible, and environmentally responsible manner (Code
29 section 466B.31). The bill eliminates the council.
30 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (WATER
31 QUALITY INITIATIVE) — BACKGROUND AND BILL. The water quality
32 initiative is established in order to assess and reduce
33 nutrients in this state's watersheds, including subwatersheds
34 and regional watersheds, and to implement programs to reduce
35 nutrients in surface waters from nonpoint sources in a

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1 scientific, reasonable, and cost-effective manner (Code section
2 466B.42). The initiative is administered by DALS acting
3 through the division. Information received by these entities
4 that identifies participating landowners is confidential
5 (Code section 466B.49). The division administers two water
6 quality agriculture infrastructure programs, including
7 an edge-of-field infrastructure program and an in-field
8 infrastructure program (Code section 466B.43). The purpose of
9 the programs is to support projects that reduce contributing
10 nutrient loads, associated sediment, or contaminants to surface
11 waters consistent with the Iowa nutrient reduction strategy.
12 The division also administers an urban infrastructure
13 program to support watershed projects that decrease erosion,
14 precipitation-induced surface runoff, and storm water
15 discharges and that increase water infiltration rates based
16 on DNR's Iowa's storm water management manual (Code section
17 466B.44). Moneys deposited into the water quality initiative
18 fund (Code section 466B.45) are used to support the initiative.
19 The bill eliminates the term "fund" from the Code section
20 defining terms in the subchapter since the subchapter includes
21 two funds (Code section 466B.41). The bill does not revise
22 the remaining Code sections other than to provide coordinating
23 amendments due to their transfer to Code chapter 467.
24 SURFACE WATER PROTECTION AND FLOOD MITIGATION ACT (NUTRIENT
25 RESEARCH) — BACKGROUND AND BILL. The Iowa nutrient research
26 center is established as part of ISU to pursue a science-based
27 approach to nutrient management research that provides
28 recommendations for the development and implementation of
29 nutrient management practices (Code section 466.47). An Iowa
30 nutrient research center advisory council recommends possible
31 research issues for the center (Code section 466B.48). Moneys
32 deposited into the Iowa nutrient research fund are used to
33 support the initiative (Code section 466B.46). The bill does
34 not revise the remaining Code sections other than to provide
35 coordinating amendments due to their transfer to Code chapter

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1 467.
2 TRANSFERS. The bill provides that the amended or enacted
3 Code sections in Code chapters 466 and 466B are to be
4 transferred to new Code chapter 467 which is to be divided into
5 five subchapters. The bill also makes a number of conforming
6 changes by amending provisions which refer to repealed Code
7 sections discussed above. Many of the conforming changes
8 amend Code sections that provide sources of moneys used to
9 support water quality initiative programs and the Iowa nutrient
10 research center without making substantive changes. Sources
11 of moneys used to support initiative programs include the
12 groundwater protection fund (Code section 455E.11) and the
13 water quality infrastructure fund (Code section 8.57B) that
14 includes moneys from the rebuild Iowa infrastructure fund
15 (Code section 8.57) and the water quality financial assistance
16 fund (Code section 16.134A) financed from moneys generated
17 from water service tax revenues (Code section 423G.6); and any
18 future moneys from the soil conservation and water protection
19 account (Code section 461.33) of the natural resources and
20 outdoor recreation trust fund (Code section 461.31). Amended
21 Code sections that provide sources of moneys used to support
22 the center include the groundwater protection fund and the
23 moneys collected from persons assessed civil penalties for
24 violating animal feeding operation statutes and rules (Code
25 sections 459.602, 459.603, 459.604, 459A.502, and 459B.402).

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2615 - Introduced

HOUSE FILE 2615
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HF 2347)

A BILL FOR

1 An Act relating to education, including by requiring community
2 colleges to publish information related to graduates,
3 requiring school districts to provide students enrolled
4 in grades eleven and twelve with information related to
5 graduates of community colleges and the average income
6 and student debt of graduates of institutions of higher
7 education governed by the state board of regents, and
8 modifying provisions related to supplementary weighting.
9 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6104HV (2) 90
jda/jh

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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Section 1. Section 257.11, subsection 5, paragraph d, Code 2024, is amended to read as follows:

d. Supplementary weighting pursuant to this subsection shall be available to a school district during the period commencing with the budget year beginning July 1, 2014, through the budget year beginning July 1, 2034. The maximum amount of additional weighting for which a school district shall be eligible in a budget year is twenty-one additional pupils; provided, however, that for budget years beginning on or after July 1, 2024, the supplementary weighting assigned for a shared operational function in the area of a college and career transition counselor or coordinator shall not count toward this maximum amount. Criteria for determining the qualification of operational functions for supplementary weighting shall be determined by the department by rule, through consideration of increased student opportunities.

Sec. 2. Section 260C.14, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 25. Publish on the community college's internet site a link to the Iowa student outcomes internet site maintained by the department of education.

Sec. 3. NEW SECTION. **279.84 College and career transition counselors or coordinators — information related to the completion of postsecondary programs.**

1. The board of directors of each school district shall provide each student enrolled in the school district in grades eleven and twelve who has expressed an interest in postsecondary education, including in the student's individual career and academic plan created pursuant to section 279.61, with all of the following:

a. The most recent copy of the report published by the state board of regents pursuant to section 262.9, subsection 38.

b. A link to the Iowa student outcomes internet site maintained by the department of education.

2. If the school district employs a college and career

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H.F. 2615

1 transition counselor or coordinator, the college and career
2 transition counselor or coordinator shall be responsible for
3 providing the information described in subsection 1.
4 3. For purposes of this section, *"college and career*
5 *transition counselor or coordinator"* means a licensed school
6 counselor or an appropriately trained individual responsible
7 for providing direct services to students, parents, families,
8 schools, and postsecondary institutions to support college
9 preparation and postsecondary success, such as college
10 preparation, financial aid processing, and transition to
11 postsecondary institution enrollment.
12 Sec. 4. STATE MANDATE FUNDING SPECIFIED. In accordance
13 with section 25B.2, subsection 3, the state cost of requiring
14 compliance with any state mandate included in this Act shall
15 be paid by a school district from state school foundation aid
16 received by the school district under section 257.16. This
17 specification of the payment of the state cost shall be deemed
18 to meet all of the state funding-related requirements of
19 section 25B.2, subsection 3, and no additional state funding
20 shall be necessary for the full implementation of this Act
21 by and enforcement of this Act against all affected school
22 districts.
23 EXPLANATION
24 **The inclusion of this explanation does not constitute agreement with**
25 **the explanation's substance by the members of the general assembly.**
26 This bill relates to education, including by requiring
27 community colleges to publish information related to graduates,
28 requiring school districts to provide students enrolled in
29 grades 11 and 12 with information related to graduates of
30 community colleges and the average income and student debt of
31 graduates of institutions of higher education governed by the
32 state board of regents, and modifying provisions related to
33 supplementary weighting.
34 The bill requires community colleges to publish a link
35 to the Iowa student outcomes internet site on the community

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1 college's internet site. The Iowa student outcomes internet
2 site contains a compilation of data and information related
3 to student success in secondary school, college readiness,
4 postsecondary education, gainful employment, and adult literacy
5 programs. The bill requires each school district to provide
6 to each student in grades 11 and 12 who has expressed an
7 interest in postsecondary education with a copy of a report
8 prepared by the state board of regents that relates to the
9 income and student loan debt of students who have completed
10 a baccalaureate degree program at an institution of higher
11 education under the control of the state board of regents and
12 a link to the Iowa student outcomes internet site. The bill
13 establishes that, if the school district employs a college and
14 career transition counselor or coordinator, such counselor
15 or coordinator is responsible for providing these materials.
16 The bill defines "college and career transition counselor
17 or coordinator" to mean a licensed school counselor or an
18 appropriately trained individual responsible for providing
19 direct services to students, parents, families, schools, and
20 postsecondary institutions to support college preparation and
21 postsecondary success, such as college preparation, financial
22 aid processing, and transition to postsecondary institution
23 enrollment.
24 Current law provides that a school district that shares
25 with a political subdivision one or more operational functions
26 in certain specified areas for at least 20 percent of the
27 school year shall be assigned a supplementary weighting
28 for each shared operational function. The purpose of the
29 supplementary weighting is to provide additional funding to
30 increase student opportunities and redirect more resources
31 to student programming for school districts. Under current
32 law, the supplementary weighting associated with a college and
33 career transition counselor or coordinator is two pupils for
34 the school budget years beginning on or after July 1, 2022,
35 but before July 1, 2035. In addition, under current law the

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1 maximum amount of additional weighting for which a school
2 district is eligible in a budget year is 21 additional pupils.
3 The bill provides that the supplementary weighting associated
4 with a shared operational function in the area of a college
5 and career transition counselor or coordinator shall not count
6 toward the maximum amount of additional weighting for budget
7 years beginning on or after July 1, 2024.
8 The bill may include a state mandate as defined in Code
9 section 25B.3. The bill requires that the state cost of
10 any state mandate included in the bill be paid by a school
11 district from state school foundation aid received by the
12 school district under Code section 257.16. The specification
13 is deemed to constitute state compliance with any state mandate
14 funding-related requirements of Code section 25B.2. The
15 inclusion of this specification is intended to reinstate the
16 requirement of political subdivisions to comply with any state
17 mandates included in the bill.

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IA-DHHS-24-0418-A-007321

Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

House File 2616 - Introduced

HOUSE FILE 2616
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 528)

A BILL FOR

1 An Act relating to defense subpoenas in criminal cases, and
2 providing penalties.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5336HV (2) 90
as/js

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IA-DHHS-24-0418-A-007322

Iowa General Assembly
Daily Bills, Amendments and Study
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February 19, 2024

H.F. 2616

1 Section 1. Section 815.9, subsection 1, unnumbered
2 paragraph 1, Code 2024, is amended to read as follows:
3 For purposes of this chapter, chapters 13B, 229A, 232, 665,
4 812, 814, and 822, and ~~section~~ sections 811.1A and 821A.1, and
5 the rules of criminal procedure, a person is indigent if the
6 person is entitled to an attorney appointed by the court as
7 follows:
8 Sec. 2. NEW SECTION. **821A.1 Defense subpoenas in criminal**
9 **actions.**
10 1. *a.* A criminal defendant or counsel acting on the
11 defendant's behalf shall not issue any subpoena for documents
12 or other evidence except upon application to the court. An
13 application shall not be granted unless a defendant proves by a
14 preponderance of the evidence all of the following:
15 (1) There is a compelling need for the evidence sought and
16 that such evidence is material, necessary, exculpatory, and
17 admissible at trial.
18 (2) The evidence sought does not include the private
19 information of a crime victim or any other person except for
20 the defendant's own private information.
21 *b.* For the purposes of this subsection:
22 (1) *"Exculpatory"* means information that tends to negate the
23 guilt of the defendant and not information that is unrelated to
24 the case and is merely impeaching or substantially cumulative
25 in nature.
26 (2) *"Private information"* means information for which
27 a person has a reasonable expectation of privacy including
28 but not limited to information the state would need a search
29 warrant to obtain, nonpublic electronic communications, and
30 information that would reveal personal information immaterial
31 to the prosecution.
32 2. Notwithstanding any rule of criminal procedure
33 concerning the issuance of a subpoena, this section is the
34 exclusive mechanism for a criminal defendant or counsel acting
35 on the defendant's behalf to issue a subpoena for documents or

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other evidence.

3. An application for a defense subpoena shall not be filed or reviewed ex parte.

4. The prosecuting attorney shall not be required to execute or effectuate any order or subpoena issued pursuant to this section.

5. A crime victim or other party who is the subject of a subpoena shall not be required by the court to execute a waiver.

6. Upon application by a crime victim or the prosecuting attorney, the court shall appoint an attorney to represent a person or entity served with a defense subpoena if the person or entity is determined to be indigent pursuant to section 815.9. Counsel appointed pursuant to this subsection shall be paid from the indigent defense fund established pursuant to section 815.11.

7. Documents or other evidence obtained through a defense subpoena must be provided to the prosecuting attorney within three business days after the receipt of the documents or other evidence.

8. Documents or other evidence obtained through a defense subpoena that does not comply with this section shall not be admissible in any criminal action if offered by the defendant.

9. The court may sanction an attorney for knowingly issuing a defense subpoena in violation of this section.

10. An applicant for postconviction relief shall not be entitled to relief on a claim of ineffective assistance of counsel as a result of evidence obtained through a defense subpoena.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to defense subpoenas in criminal cases.

The bill provides that a criminal defendant or counsel acting on the defendant's behalf shall not issue any subpoena

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for documents or other evidence except upon application to the court. An application shall not be granted unless a defendant proves by a preponderance of the evidence there is a compelling need for the evidence sought and that such evidence is material, necessary, exculpatory, and admissible at trial; and the evidence sought does not include the private information of a crime victim or any other person except for the defendant's own private information.

Notwithstanding any rule of criminal procedure concerning the issuance of a subpoena, the bill provides that the procedure set forth in the bill is the exclusive mechanism for a criminal defendant or counsel acting on behalf of the defendant to issue a subpoena for documents or other evidence. Documents or other evidence obtained by a subpoena that does not comply with the requirements of the bill shall not be admissible in any criminal action if offered by the defendant, and an attorney who knowingly issues a defense subpoena that does not comply with the requirements of the bill may be sanctioned by the court. An application for a defense subpoena shall not be made or reviewed ex parte. Any documents or evidence obtained by a defense subpoena must be provided to the prosecuting attorney within three business days of obtaining the documents or evidence.

The bill provides that upon application by a crime victim or the prosecuting attorney, the court shall appoint an attorney to represent a person or entity served with a defense subpoena, if the person or entity is indigent.

The bill provides that an applicant for postconviction relief shall not be entitled to relief on a claim of ineffective assistance of counsel as a result of evidence obtained through a defense subpoena.

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IA-DHHS-24-0418-A-007325

Iowa General Assembly
Daily Bills, Amendments and Study
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House File 2617 - Introduced

HOUSE FILE 2617
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HF 2031)

A BILL FOR

1 An Act incorporating provisions related to pregnancy and
2 fetal development into the human growth and development and
3 health curriculum provided by school districts, accredited
4 nonpublic schools, charter schools, and innovation zone
5 schools to students enrolled in grades seven through twelve.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5035HV (2) 90
jda/jh

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IA-DHHS-24-0418-A-007326

Iowa General Assembly
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H.F. 2617

1 Section 1. Section 256.11, subsection 4, Code 2024, is
2 amended to read as follows:
3 4. The following shall be taught in grades seven and
4 eight: English-language arts; social studies; mathematics;
5 science; health; age-appropriate and research-based human
6 growth and development; career exploration and development;
7 physical education; music; and visual art. Computer science
8 instruction incorporating the standards established under
9 section 256.7, subsection 26, paragraph *"a"*, subparagraph (4),
10 shall be offered in at least one grade level commencing with
11 the school year beginning July 1, 2023. Career exploration
12 and development shall be designed so that students are
13 appropriately prepared to create an individual career
14 and academic plan pursuant to section 279.61, incorporate
15 foundational career and technical education concepts aligned
16 with the six career and technical education service areas as
17 defined in subsection 5, paragraph *"h"*, incorporate relevant
18 twenty-first century skills to facilitate career readiness,
19 and introduce students to career opportunities within the
20 local community and across this state. The health curriculum
21 shall include age-appropriate and research-based information
22 regarding the characteristics of sexually transmitted diseases.
23 The state board as part of accreditation standards shall adopt
24 curriculum definitions for implementing the program in grades
25 seven and eight. However, this subsection shall not apply to
26 the teaching of career exploration and development in nonpublic
27 schools. The human growth and development curriculum shall
28 include all of the following:
29 *a.* Human biology related to pregnancy.
30 *b.* Human development inside the womb.
31 *c.* A high-definition ultrasound video, at least three
32 minutes in duration, showing the development of the brain,
33 heart, sex organs, and other vital organs in early fetal
34 development.
35 *d.* A high-quality, computer-generated rendering or

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1 animation, comparable to the meet baby Olivia video developed
2 by live action, showing the process of fertilization and
3 every stage of human development inside the uterus, noting
4 significant markers in cell growth and organ development for
5 every significant marker of pregnancy until birth.
6 Sec. 2. Section 256.11, subsection 5, paragraph j,
7 subparagraph (1), Code 2024, is amended to read as follows:
8 (1) One unit of health education which may include personal
9 health; food and nutrition; environmental health; safety and
10 survival skills; consumer health; family life; age-appropriate
11 and research-based human growth and development; substance
12 use disorder and nonuse; emotional and social health; health
13 resources; cardiopulmonary resuscitation; and prevention
14 and control of disease, including age-appropriate and
15 research-based information regarding sexually transmitted
16 diseases. The health education curriculum shall include all
17 of the following:
18 (a) Human biology related to pregnancy.
19 (b) Human development inside the womb.
20 (c) A high-definition ultrasound video, at least three
21 minutes in duration, showing the development of the brain,
22 heart, sex organs, and other vital organs in early fetal
23 development.
24 (d) A high-quality, computer-generated rendering or
25 animation, comparable to the meet baby Olivia video developed
26 by live action, showing the process of fertilization and
27 every stage of human development inside the uterus, noting
28 significant markers in cell growth and organ development for
29 every significant marker of pregnancy until birth.
30 Sec. 3. Section 256E.7, subsection 2, paragraph g, Code
31 2024, is amended to read as follows:
32 *g.* Be subject to and comply with the requirements of section
33 256.7, subsection 21, and the educational standards of section
34 256.11, unless specifically waived by the state board during
35 the application process; provided, however, that the state

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1 board shall not waive the educational standards of section
2 256.11 relating to the human growth and development curriculum
3 for grades seven and eight or the health curriculum for grades
4 nine through twelve.
5 Sec. 4. Section 256F.4, subsection 2, Code 2024, is amended
6 by adding the following new paragraph:
7 NEW PARAGRAPH. *p.* Be subject to and comply with the
8 requirements of section 256.11 relating to the human growth
9 and development curriculum for grades seven and eight and the
10 health curriculum for grades nine through twelve.
11 EXPLANATION
12 The inclusion of this explanation does not constitute agreement with
13 the explanation's substance by the members of the general assembly.
14 This bill incorporates provisions related to pregnancy and
15 fetal development into the human growth and development and
16 health curriculum provided by school districts, accredited
17 nonpublic schools, charter schools, and innovation zone schools
18 to students enrolled in grades 7 through 12.
19 The bill requires that the human growth and development
20 curriculum provided by school districts, nonpublic schools,
21 charter schools, and innovation zone schools in grades 7 and
22 8, and the health curriculum in grades 9 through 12, include
23 instruction regarding human biology related to pregnancy and
24 human development inside the womb. The bill also requires
25 that such curriculum include a video, at least three minutes
26 in duration, showing the development of the brain, heart, sex
27 organs, and other vital organs in early fetal development,
28 and a rendering or animation, comparable to the meet baby
29 Olivia video developed by live action, showing the process of
30 fertilization and every stage of human development inside the
31 uterus, noting significant markers in cell growth and organ
32 development for every significant marker of pregnancy until
33 birth.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2618 - Introduced

HOUSE FILE 2618
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HSB 650)

A BILL FOR

1 An Act relating to elementary literacy by modifying teacher
2 preparation program requirements, requiring personalized
3 reading plans for certain students, and providing parent and
4 guardian discretion for their students to be retained at
5 grade level.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5182HV (2) 90
jda/jh

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IA-DHHS-24-0418-A-007330

Iowa General Assembly
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H.F. 2618

1 Section 1. Section 256.16, subsection 1, Code 2024, is
2 amended by adding the following new paragraph:
3 NEW PARAGRAPH. *m.* (1) Administer, prior to a student's
4 completion of the approved practitioner preparation program, an
5 examination identical to the foundations of reading assessment
6 administered in 2012 as part of the Massachusetts tests
7 for educator licensure, or the most current version of such
8 assessment. To successfully complete the program, a student
9 must attain a score on the assessment that is at or above
10 the minimum passing score established by the department. In
11 establishing the minimum passing score for purposes of this
12 paragraph, the department shall consider the minimum passing
13 score recommended by the developer of the assessment and the
14 current teaching standards in this state.
15 (2) The higher education institution shall report to the
16 department no later than August 1 annually, in the form and
17 manner prescribed by the department, the percentage of students
18 whose scores on the assessment administered during the prior
19 school year were above, at, and below the passing score, and
20 shall report any services or opportunities to retake the
21 assessment the institution may make available to a student
22 who fails the assessment. The department shall compile the
23 reports submitted under this subparagraph and publish on the
24 department's internet site the compiled reports related to
25 students enrolled in the practitioner preparation program who
26 plan to teach in kindergarten through grade six.
27 Sec. 2. Section 279.68, subsection 1, Code 2024, is amended
28 by adding the following new paragraphs:
29 NEW PARAGRAPH. *c.* (1) Each school district shall provide
30 written notice to the parent or guardian of any student in
31 grade three who is not reading proficiently of the student's
32 level of reading or reading readiness. The written notice
33 shall contain a description of the parent's or guardian's
34 authority to request that the student be retained in grade
35 three pursuant to subparagraph (2).

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(2) A school district shall not promote a student who is not reading proficiently to grade four, and shall retain the student in grade three for the subsequent school year, if the student's parent or guardian submits to the school district a request that the student be retained in grade three pursuant to subparagraph (1).

(3) Notwithstanding subparagraph (2), if during the student's grade three year, the administrator and the student's classroom teacher provide evidence to the student's parent or guardian that the student has made adequate progress and is reading at grade level, as determined by the student's consistently proficient performance on valid and reliable measures of reading ability, the student's parent or guardian may withdraw the request and the school district may promote the student to grade four.

NEW PARAGRAPH. *d.* A school district shall provide to students who are not reading proficiently at the start of the student's grade three school year with a personalized reading plan. The school district shall continue to provide personalized reading plans to students in grade three through the end of grade six if necessary, until the student is reading at grade level, as determined by the student's consistently proficient performance on valid and reliable measures of reading ability.

Sec. 3. IMPLEMENTATION OF ACT. Section 25B.2, subsection 3, shall not apply to this Act.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to elementary literacy by modifying teacher preparation program requirements, requiring personalized reading plans for certain students, and providing parent and guardian discretion for their students to be retained at grade level.

The bill requires higher education institutions providing

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1 practitioner preparation programs to administer, prior to a
2 student's completion of the program, an examination identical
3 to the foundations of reading assessment administered in 2012
4 as part of the Massachusetts tests for educator licensure,
5 or the most current version of such assessment. The bill
6 establishes that, to successfully complete the program,
7 a student must attain a score on the assessment that is
8 at or above the minimum passing score established by the
9 department. In establishing the minimum passing score, the
10 bill requires the department to consider the minimum passing
11 score recommended by the developer of the assessment and the
12 current teaching standards in this state. The bill requires
13 higher education institutions to report to the department
14 annually the scores students receive on the assessment and
15 any services or opportunities the institution makes available
16 to students who fail the assessment. Additionally, the bill
17 requires the department to compile these reports and publish
18 on the department's internet site the compiled reports related
19 to students enrolled in the program who plan to teach in
20 kindergarten through grade six.
21 The bill requires a school district to provide written
22 notice to the parent or guardian of any student in grade
23 three who is not reading proficiently of the student's level
24 of reading or reading readiness. The bill provides that the
25 written notice shall indicate that if the parent or guardian
26 submits a request that the student be retained in grade three,
27 the school district shall not promote the student to grade four
28 but shall retain the student at grade three for the subsequent
29 school year. However, the bill establishes that, if during the
30 student's grade three year, the administrator and the student's
31 classroom teacher provide evidence to the student's parent or
32 guardian that the student has made adequate progress and is
33 reading at grade level, the student's parent or guardian may
34 withdraw the request and the school district may promote the
35 student to grade four.

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1 The bill requires a school district to provide to students
2 who are not reading proficiently at the start of the student's
3 grade three school year with a personalized reading plan.
4 The bill provides that the school district shall continue to
5 provide such plans to students in grade three through the end
6 of grade six if necessary.
7 The bill may include a state mandate as defined in Code
8 section 25B.3. The bill makes inapplicable Code section 25B.2,
9 subsection 3, which would relieve a political subdivision from
10 complying with a state mandate if funding for the cost of
11 the state mandate is not provided or specified. Therefore,
12 political subdivisions are required to comply with any state
13 mandate included in the bill.

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IA-DHHS-24-0418-A-007334

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House File 2619 - Introduced

HOUSE FILE 2619
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO HSB 529)

A BILL FOR

1 An Act relating to the judicial retirement fund.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5250HV (1) 90
cm/ns

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Iowa General Assembly
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H.F. 2619

Section 1. Section 602.9104, subsection 4, Code 2024, is amended to read as follows:

4. As used in this section, unless the context otherwise requires:

~~*a. "Actuarial valuation"* means an actuarial valuation of the judicial retirement system or an annual actuarial update of an actuarial valuation, as required pursuant to section 602.9116.~~

~~*b. "Fully funded status"* means that the most recent actuarial valuation reflects that the funded status of the system is at least one hundred percent, based upon the benefits provided for judges through the judicial retirement system as of July 1, 2006.~~

~~*c.*~~ *a. "Judge's required contribution"* means an amount equal to the basic salary of the judge multiplied by ~~the following applicable percentage:~~

~~(1) For the fiscal year beginning July 1, 2008, and ending June 30, 2009, seven and seven-tenths percent.~~

~~(2) For the fiscal year beginning July 1, 2009, and ending June 30, 2010, eight and seven-tenths percent.~~

~~(3) For~~ nine and thirty-five hundredths percent for the fiscal year beginning July 1, ~~2010~~ 2024, and for each subsequent fiscal year ~~until the system attains fully funded status, nine and thirty-five hundredths percent~~.

~~(4) Commencing with the first fiscal year in which the system attains fully funded status, and for each subsequent fiscal year, the percentage rate equal to forty percent of the required contribution rate.~~

~~*d. "Required contribution rate"* means that percentage of the basic salary of all judges covered under this article equal to the actuarially required contribution rate determined by the actuary pursuant to section 602.9116.~~

~~*e.*~~ *b. "State's required contribution"* means an amount equal to the basic salary of all judges covered under this article multiplied by ~~the following applicable percentage:~~

~~(1) For~~ thirty and six-tenths percent for the fiscal year

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beginning July 1, ~~2008~~ 2024, and for each subsequent fiscal year ~~until the system attains fully funded status, thirty and six-tenths percent~~.

~~(2) Commencing with the first fiscal year in which the system attains fully funded status, and for each subsequent fiscal year, the percentage rate equal to sixty percent of the required contribution rate.~~

Sec. 2. Section 602.9116, subsection 1, Code 2024, is amended to read as follows:

1. The court administrator shall cause an actuarial valuation to be made of the assets and liabilities of the judicial retirement fund at least once every four years commencing with the fiscal year beginning July 1, 1981. For each fiscal year in which an actuarial valuation is not conducted, the court administrator shall cause an annual actuarial update to be prepared for the purpose of determining the adequacy of the contribution rates specified in section 602.9104. The court administrator shall adopt actuarial methods and assumptions, mortality tables, and other necessary factors for use in the actuarial calculations required for the valuation upon the recommendation of the actuary. In addition, ~~effective with the fiscal year beginning July 1, 2008,~~ the actuarial valuation or actuarial update required to be conducted shall include information as required by section 97D.5. Following the actuarial valuation or annual actuarial update, the court administrator shall determine the condition of the system~~, determine the actuarially required contribution rate for each fiscal year which is the rate required by the system to discharge its liabilities, stated as a percentage of the basic salary of all judges covered under this article~~, and ~~shall~~ report any findings and recommendations to the general assembly.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

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H.F. 2619

1 This bill modifies the contribution rates for the judicial
2 retirement fund. The bill redefines the term "judge's required
3 contribution" to mean an amount equal to the basic salary of
4 the judge multiplied by 9.35 percent beginning in FY 2024-2025,
5 and the term "state's required contribution" to mean an amount
6 equal to the basic salary of all judges multiplied by 30.6
7 percent beginning in FY 2024-2025. The bill's contribution
8 rates apply regardless of whether the judicial retirement fund
9 is fully funded.
10 The bill amends the actuarial valuation procedure by the
11 court administrator to strike associated provisions.

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IA-DHHS-24-0418-A-007338

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

House Study Bill 716 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED AUDITOR OF STATE BILL)

A BILL FOR

1 An Act exempting from state income tax income received by a
2 certified public accountant performing certain audits or
3 examinations of governmental subdivisions, and including
4 retroactive applicability provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5362DP (2) 90
jm/jh

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IA-DHHS-24-0418-A-007339

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

S.F. _____ H.F. _____

Section 1. Section 11.6, subsection 2, Code 2024, is amended to read as follows:

2. *a.* A governmental subdivision contracting with certified public accountants shall do so in a reasonable manner on the basis of competence and qualification for the services required and for a fair and reasonable price utilizing procedures which include a written request for proposals.

b. Income received by a certified public accountant performing an audit or examination of a governmental subdivision pursuant to this section shall be exempt from taxation under section 422.7 or 422.33, as applicable.

Sec. 2. Section 422.7, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 44. Subtract, to the extent included, income received by a certified public accountant performing an audit or examination of a governmental subdivision pursuant to section 11.6.

Sec. 3. Section 422.35, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 14. Subtract, to the extent included, income received by a certified public accountant performing an audit or examination of a governmental subdivision pursuant to section 11.6.

Sec. 4. RETROACTIVE APPLICABILITY. This Act applies retroactively to January 1, 2024, for tax years beginning on or after that date.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill exempts from state income tax under Code sections 422.7 (individual) and 422.35 (corporate), as applicable, income received by a certified public accountant performing an audit or examination of a governmental subdivision under Code section 11.6.

The bill applies retroactively to tax years beginning on or

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IA-DHHS-24-0418-A-007340

S.F. _____ H.F. _____

1 after January 1, 2024.

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IA-DHHS-24-0418-A-007341

Senate File 2268

S-5007

1 Amend Senate File 2268 as follows:

2 1. Page 2, lines 20 and 21, by striking <services, including
3 lease restrictions and additional payments> and inserting
4 <services>

5 2. Page 3, line 17, by striking <premises> and inserting
6 <leased premises, the landlord's property, any other person's
7 property,>

8 3. Page 3, line 18, by striking <premises> and inserting
9 <leased premises, the landlord's property, any other person's
10 property>

_____

SCOTT WEBSTER

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IA-DHHS-24-0418-A-007342

Senate File 2275

S-5008

1 Amend Senate File 2275 as follows:

2 1. Page 1, by striking lines 1 through 13.

3 2. Page 1, line 29, by striking <petitions and>

4 3. Title page, line 1, before <actions> and inserting

5 <appellate>

6 4. By renumbering as necessary.

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MIKE BOUSSELOT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007343

Senate File 2275

S-5009

1 Amend Senate File 2275 as follows:
2 1. Page 1, line 3, before <A> by inserting <1.>
3 2. Page 1, line 6, by striking <1.> and inserting <*a.*>
4 3. Page 1, line 9, by striking <2.> and inserting <*b.*>
5 4. Page 1, after line 13 by inserting:
6 <2. After notice has been served pursuant to subsection 1,
7 the chief clerk of the house shall promptly provide the notice
8 and copy of the pleading, motion, or petition to the speaker
9 of the house of representatives and the minority leader of
10 the house of representatives, and the secretary of the senate
11 shall promptly provide the notice and copy of the pleading,
12 motion, or petition to the majority leader of the senate and
13 the minority leader of the senate.>
14 5. Page 1, line 16, before <In> by inserting <1.>
15 6. Page 1, line 18, by striking <1.> and inserting <*a.*>
16 7. Page 1, line 21, by striking <2.> and inserting <*b.*>
17 8. Page 1, after line 26 by inserting:
18 <2. After notice has been served pursuant to subsection 1,
19 the chief clerk of the house shall promptly provide the notice
20 and copy of the pleading, motion, or petition to the speaker
21 of the house of representatives and the minority leader of
22 the house of representatives, and the secretary of the senate
23 shall promptly provide the notice and copy of the pleading,
24 motion, or petition to the majority leader of the senate and
25 the minority leader of the senate.>

JANET PETERSEN

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IA-DHHS-24-0418-A-007344

Senate File 2251

S-5010

Amend Senate File 2251 as follows:

1. Page 1, by striking lines 1 through 18 and inserting:

<Section 1. Section 249A.3, subsection 1, paragraph h, Code 2024, is amended to read as follows:

h. Is a woman who, while pregnant, meets eligibility requirements for assistance under the federal Social Security Act, section 1902(l), and continues to meet the requirements except for income. The woman is eligible to receive assistance until ~~sixty days~~ twelve months after the date pregnancy ends.>

2. Page 1, line 20, by striking <AMENDMENTS> and inserting <AMENDMENT>

3. By striking page 1, line 28, through page 2, line 1, and inserting <eligibility under the Medicaid program to pregnant women beginning January 1, 2025.>

4. Page 2, line 5, by striking <state plan amendments> and inserting <a state plan amendment>

5. Page 2, by striking lines 10 and 11 and inserting:

<The section of this Act amending section 249A.3, subsection 1, paragraph "h".>

JANET PETERSEN

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Iowa General Assembly
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Senate File 2252

S-5011

1 Amend Senate File 2252 as follows:
2 1. Page 1, by striking line 22 and inserting:
3 <(1) *"Pregnancy support services"* means those evidence-based
4 nonmedical>
5 2. Page 1, by striking line 24 and inserting <counseling
6 provided by a licensed mental health professional, and
7 evidence-based support services that assist pregnant women or>
8 3. Page 3, by striking lines 28 and 29 and inserting:
9 <*f.* Offer, at a minimum, counseling by a licensed mental
10 health professional, or evidence-based services for women who
11 are or may be experiencing unplanned pregnancies.>
12 4. Page 4, after line 9 by inserting:
13 <*k.* Provide public disclosure in large, readable, boldface
14 type, that the provider of pregnancy support services is not
15 a licensed health care provider. The public disclosure shall
16 include information regarding the hospital or clinic nearest to
17 the location of the provider of pregnancy support services that
18 provides pregnancy delivery services, and shall be available,
19 at a minimum, as follows:
20 (1) Prominently, physically displayed at a conspicuous
21 location, clearly visible to the public, at all outside
22 entrances to any location of the provider of pregnancy support
23 services.
24 (2) Included in all advertising and marketing materials of
25 the provider of pregnancy support services, and in all other
26 media and formats.
27 (3) Posted on the internet site of the provider of pregnancy
28 support services. The posted disclosure shall be readily
29 accessible to the public, including by not requiring a login
30 credential or other restriction to access the disclosure.
31 (4) Included in all pregnancy support services and office
32 forms distributed by a provider of pregnancy support services.
33 *l.* Ensure that any ultrasounds performed are performed by a
34 licensed health care provider qualified to interpret ultrasound
35 results.>

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JANET PETERSEN

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007347

Senate File 2252

S-5012

1 Amend Senate File 2252 as follows:

2 1. Page 4, line 9, after <laws.> by inserting <A provider
3 of pregnancy support services shall comply with the federal
4 Health Insurance Portability and Accountability Act or HIPAA
5 as defined in section 135D.2, whether or not the provider is a
6 covered entity as defined under HIPAA or is otherwise subject
7 to HIPAA.>

8 2. Page 4, after line 9 by inserting:

9 <*k.* Secure written informed consent from a pregnant woman
10 prior to provision of an ultrasound if the ultrasound is to
11 be performed by a person who is not a licensed health care
12 provider qualified to interpret ultrasound results. The
13 provider shall retain a copy of the written informed consent in
14 the provider's records.

15 4A. The department shall publish the complete text of each
16 contract entered into with a provider of pregnancy support
17 services on the department's internet site.>

18 3. Page 4, before line 12 by inserting:

19 <5. The department shall establish a complaints process for
20 submission of reports of alleged violations of this section,
21 including alleged violations of administrative rules or the
22 terms of contracts entered into under this section. A provider
23 of pregnancy support services determined by the department to
24 have three or more substantiated complaints is deemed to have
25 breached the provider's contract, and is subject to repayment
26 of any unexpended funds received under the contract.>

27 4. Page 4, by striking line 13 and inserting <17A to
28 administer the program, ~~and~~ including the process for reporting
29 and substantiating complaints. If the department selects>

30 5. Page 5, before line 2 by inserting:

31 <*f.* For each provider of pregnancy support services under
32 contract, the number of Iowans served by the provider, the type
33 of services provided, and the amount of state funding expended
34 for each service.

35 *g.* The number of complaints submitted to the department, the

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1 number of complaints substantiated, and any action taken on the
2 substantiated complaints.>
3 6. By renumbering as necessary.

SARAH TRONE GARRIOTT

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Iowa General Assembly
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Bills
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Senate File 2205

S-5013

1 Amend Senate File 2205 as follows:

2 1. Page 1, line 3, after <2.> by inserting <*a.*>

3 2. Page 1, by striking line 12 and inserting <field of

4 examination.>

5 3. Page 1, before line 13 by inserting:

6 <*b.* An applicant who has successfully>

7 4. Page 1, line 24, after <agency.> by inserting <However,

8 the applicant shall complete and pass the applicable physical

9 examination provided in subsection 1 prior to beginning the new

10 employment.>

SCOTT WEBSTER

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Senate File 2275

S-5014

1 Amend Senate File 2275, as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. NEW SECTION. **625A.7 Challenges to**
5 **constitutionality of statutes —— notice to general assembly.**
6 1. In an action that challenges the constitutionality of a
7 statute, the appellant shall do all of the following:
8 *a.* File a notice of constitutional question stating the
9 question and identifying the pleading, motion, or petition that
10 raises the challenge to the constitutionality of the statute.
11 *b.* Serve notice and a copy of the pleading, motion, or
12 petition that raises the challenge to the constitutionality of
13 the statute upon the general assembly by the chief clerk of the
14 house and the secretary of the senate by personal service or
15 by restricted certified mail at the time of application for
16 interlocutory appeal or notice of appeal is filed.
17 2. After notice has been served upon the general assembly
18 pursuant to subsection 1, both of the following shall occur:
19 *a.* The chief clerk of the house shall promptly provide the
20 notice and copy of the pleading, motion, or petition to the
21 speaker of the house of representatives and the minority leader
22 of the house of representatives.
23 *b.* The secretary of the senate shall promptly provide the
24 notice and copy of the pleading, motion, or petition to the
25 majority leader of the senate and the minority leader of the
26 senate.
27 Sec. 2. EFFECTIVE DATE. This Act, being deemed of immediate
28 importance, takes effect upon enactment.
29 Sec. 3. APPLICABILITY. This Act applies to appeals filed on
30 or after the effective date of this Act.>
31 2. Title page, line 1, before <actions> and inserting
32 <appellate>

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MIKE BOUSSELOT

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IA-DHHS-24-0418-A-007352

Senate File 2355

S-5015

1 Amend Senate File 2355 as follows:

2 1. Page 2, line 28, by striking <department upon the

3 department´s request,> and inserting <department,>

_____

WAYLON BROWN

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Iowa General Assembly
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Senate File 2385 - Introduced

SENATE FILE 2385
BY COMMITTEE ON STATE
GOVERNMENT

(SUCCESSOR TO SSB 3172)

A BILL FOR

1 An Act relating to boards, commissions, committees, councils,
2 and other entities of state government, and including
3 effective date and transition provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5023SV (3) 90
ss/ns

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1 DIVISION I
2 ESTABLISHMENT AND REVIEW OF BOARDS, COMMISSIONS, COMMITTEES,
3 AND COUNCILS
4 Section 1. NEW SECTION. **4A.1 Definitions.**
5 As used in this chapter, unless the context otherwise
6 requires:
7 1. *"Board"* means any board, commission, committee, council,
8 panel, review team, or foundation of this state.
9 2. *"Committee"* means the state government efficiency review
10 committee established pursuant to this chapter.
11 3. *"Nonhealth profession"* means a profession regulated by
12 this state other than as provided in Title IV, subtitle 3.
13 4. *"Regulated health profession"* means a profession
14 regulated pursuant to Title IV, subtitle 3.
15 5. *"Unregulated health profession"* means a profession
16 pursuant to Title IV, subtitle 3, that is not regulated by any
17 entity of this state.
18 6. *"Unregulated nonhealth profession"* means a profession
19 that is not regulated by any entity of this state and is not an
20 unregulated health profession.
21 Sec. 2. NEW SECTION. **4A.2 Committee — duties.**
22 1. The committee shall carry out the functions provided in
23 this chapter.
24 2. Administrative assistance shall be provided by the
25 legislative services agency.
26 Sec. 3. NEW SECTION. **4A.3 Board reviews.**
27 1. The committee shall review the usefulness, performance,
28 and efficacy of each board as provided in subsection 2. The
29 committee shall hold hearings to receive the testimony of the
30 public, the chief executive officer of the board, and any other
31 person deemed necessary by the committee. After completing a
32 review, the committee shall prepare and publish a report of its
33 findings and recommendations as provided in section 4A.4.
34 2. The committee shall establish a schedule for the
35 committee to review each board such that the committee reviews

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1 approximately one-fourth of all boards each calendar year.
2 Each board shall be reviewed once between the calendar years
3 2025 and 2029, and once every four years thereafter. The
4 committee may modify the schedule as necessary to facilitate
5 the efficient administration of the committee.
6 3. A board that is scheduled for review shall submit a
7 report to the committee thirty days prior to the date that it
8 is scheduled for review that includes all of the following
9 information:
10 *a.* The board's primary purpose and its goals and objectives.
11 *b.* The board's past and anticipated workload, the number of
12 staff required to complete that workload, and the board's total
13 number of staff.
14 *c.* The board's past and anticipated budgets and its sources
15 of funding.
16 *d.* The number of members that compose the governing board or
17 other governing entity of the board and member compensation,
18 if any.
19 4. A board subject to review shall bear the burden of
20 demonstrating to the committee a public need for its continued
21 existence. In determining whether a board has met that
22 burden, the committee shall consider all of the following, as
23 applicable:
24 *a.* Whether continuation of the board is necessary to protect
25 the health or safety of the public, and if so, whether the
26 board's authority is narrowly tailored to protect against
27 present, recognizable, and significant harms to the health or
28 safety of the public.
29 *b.* Whether the public could be protected or served in an
30 alternate or less restrictive manner.
31 *c.* Whether the board serves a specific private interest.
32 *d.* Whether rules adopted by the board are consistent with
33 the legislative mandate of the board as expressed in the
34 statutes that created and empowered the board.
35 *e.* The extent to which the board's jurisdiction and programs

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1 overlap or duplicate those of other boards, the extent to which
2 the board coordinates with those other boards, and the extent
3 to which the board's programs could be consolidated with the
4 programs of other state departments or boards.
5 *f.* The number of other states that regulate the occupation,
6 whether a license is required to engage in the occupation in
7 other states, whether the initial licensing and license renewal
8 requirements for the occupation are substantially equivalent
9 in every state, and the amount of regulation exercised by the
10 board compared to the regulation, if any, in other states.
11 *g.* Whether the board recognizes national uniform licensure
12 requirements for the occupation.
13 *h.* Whether private contractors could be used, in an
14 effective and efficient manner, either to assist the board in
15 the performance of its duties or to perform the board's duties
16 in place of the board.
17 *i.* Whether the operation of the board has inhibited economic
18 growth, reduced efficiency, or increased government costs.
19 *j.* An assessment of the authority of the board regarding
20 fees, inspections, enforcement, and penalties.
21 *k.* The extent to which the board has permitted qualified
22 applicants to serve the public.
23 *l.* The extent to which the board has allowed individuals to
24 practice elements of the occupation without a license.
25 *m.* The cost-effectiveness of the board in terms of the
26 number of employees, services rendered, and administrative
27 costs incurred, both past and present.
28 *n.* Whether the board's operation has been impeded or
29 enhanced by existing statutes and procedures and by budgetary,
30 resource, and personnel practices.
31 *o.* Whether the board has recommended statutory changes to
32 the general assembly that would benefit the public rather than
33 the individuals regulated by the board, if any, and whether the
34 board's recommendations and other policies have been adopted
35 and implemented.

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1 *p.* Whether the board has required any individuals subject to
2 the board's regulations to report to the board the impact of
3 board rules and decisions on the public as they affect service
4 costs and service delivery.
5 *q.* Whether individuals regulated by the board, if any, have
6 been required to assess problems in their business operations
7 that affect the public.
8 *r.* Whether the board has encouraged public participation in
9 its rulemaking and decision making.
10 *s.* The efficiency with which formal public complaints filed
11 with the board have been processed to completion.
12 *t.* Whether the purpose for which the board was created has
13 been fulfilled, has changed, or no longer exists.
14 *u.* Whether federal law requires that the board exist in some
15 form.
16 *v.* An assessment of the administrative hearing process of
17 the board if the board has an administrative hearing process,
18 and whether the hearing process is consistent with due process
19 rights.
20 *w.* Whether the requirement for an occupational license
21 is consistent with the principles expressed in section 4A.4,
22 subsection 2, serves the public health or safety, and provides
23 the least restrictive form of regulation that adequately
24 protects the public health or safety.
25 *x.* The extent to which licensing ensures that practitioners
26 have occupational skill sets or competencies that are
27 substantially related to protecting consumers from present,
28 significant, and substantiated harms that threaten the public
29 health or safety, and the impact that those criteria have on
30 applicants for a license, particularly those with moderate or
31 low incomes, seeking to enter the occupation or profession.
32 *y.* The extent to which the requirement for the occupational
33 license stimulates or restricts competition, affects consumer
34 choice, and affects the cost of services.
35 *z.* An assessment of whether changes are needed in the

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1 enabling laws of the board in order for the board to comply
2 with the criteria listed in this subsection.
3 Sec. 4. NEW SECTION. **4A.4 Reports.**
4 1. After completing a review of a board pursuant to section
5 4A.3, the committee shall prepare and submit a report of its
6 findings and recommendations by December 21 of each year.
7 A report may include findings and recommendations for more
8 than one board. Copies of the report shall be submitted
9 to the president of the senate, the speaker of the house
10 of representatives, the governor, and each affected board,
11 and shall be made publicly available on the internet site
12 of the general assembly. The committee shall present its
13 recommendations to the general assembly in the form of a bill.
14 2. Recommendations of the committee shall indicate how or
15 whether implementation of the recommendations would do each of
16 the following:
17 *a.* Improve efficiency in the management of state government.
18 *b.* Improve services rendered to citizens of the state.
19 *c.* Simplify and improve preparation of the state budget.
20 *d.* Conserve the natural resources of the state.
21 *e.* Promote the orderly growth of the state and its
22 government.
23 *f.* Promote occupational regulations to increase economic
24 opportunities, encourage competition, and encourage innovation.
25 *g.* Provide for the least restrictive regulations by
26 repealing current regulations and replacing them with less
27 restrictive regulations.
28 *h.* Improve the effectiveness of the services performed by
29 the boards of the state.
30 *i.* Avoid duplication of effort by state agencies or boards.
31 *j.* Improve the organization and coordination of the state
32 government.
33 Sec. 5. NEW SECTION. **4A.5 Boards and governmental entities**
34 **— dissolution.**
35 1. Except as provided in subsection 2, an Act of the general

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1 assembly establishing a board after the effective date of this
2 division of this Act shall include a dissolution date for the
3 board not more than four years after the establishment of the
4 board.
5 2. An Act of the general assembly establishing a board for
6 the exclusive purpose of providing advice or recommendations
7 after the effective date of this division of this Act shall
8 include a dissolution date of the board not more than two years
9 after the establishment of the board.
10 Sec. 6. NEW SECTION. **4A.6 State government efficiency**
11 **review committee established.**
12 1. A state government efficiency review committee is
13 established which shall meet as necessary to efficiently
14 review all boards according to the schedule established by the
15 committee pursuant to section 4A.3.
16 2. *a.* The committee shall consist of one member of the
17 senate appointed by the majority leader of the senate, one
18 member of the senate appointed by the minority leader of the
19 senate, one member of the house of representatives appointed
20 by the speaker of the house of representatives, one member of
21 the house of representatives appointed by the minority leader
22 of the house of representatives, an employee of the office of
23 the governor appointed by the governor, the director of the
24 department of management or the director's designee, and three
25 members appointed by the governor, at least one of whom serves
26 on a board at the time of appointment.
27 *b.* Members shall be appointed prior to January 31 of the
28 first regular session of each general assembly and shall serve
29 for terms ending upon the convening of the following general
30 assembly or when their successors are appointed, whichever is
31 later. A vacancy shall be filled in the same manner as the
32 original appointment and shall be for the remainder of the
33 unexpired term of the vacancy.
34 *c.* The committee shall elect a chairperson and vice
35 chairperson.

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1 3. The legislative members of the committee shall be
2 reimbursed for actual and necessary expenses incurred in the
3 performance of their duties and shall be paid a per diem as
4 specified in section 2.10 for each day in which they engaged
5 in the performance of their duties. However, per diem
6 compensation and expenses shall not be paid to members of the
7 general assembly when the general assembly is actually in
8 session at the seat of government. Expenses and per diem shall
9 be paid from moneys appropriated pursuant to section 2.12.
10 4. Administrative assistance shall be provided by the
11 legislative services agency.
12 Sec. 7. NEW SECTION. **4A.7 Regulation of unregulated health**
13 **professions.**
14 1. An unregulated health profession shall not be subject
15 to regulation by any entity of this state for the purpose of
16 prohibiting competition but may be subject to such regulation
17 only for the exclusive purpose of protecting the public health
18 or safety. All proposed legislation to create a board or
19 commission to regulate an unregulated health profession shall
20 be reviewed by the general assembly to determine that all of
21 the following conditions are met:
22 *a.* There is credible evidence that the unregulated practice
23 of the unregulated health profession will clearly harm or
24 endanger the public health or safety and the potential for harm
25 is easily recognizable and not remote.
26 *b.* The public needs and can reasonably be expected
27 to benefit from an assurance of initial and continuing
28 professional ability.
29 *c.* The public cannot be effectively protected by other means
30 in a more cost-efficient manner.
31 2. Prior to considering proposed legislation to create
32 a board or commission to regulate an unregulated health
33 profession for passage to the floor of the senate or the
34 house of representatives, a legislative standing committee to
35 which proposed legislation to create a board or commission to

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1 regulate an unregulated health profession has been referred
2 shall consider whether the conditions in subsection 1 have been
3 met. If the committee finds that the conditions in subsection
4 1 have been met, the committee shall consider whether the
5 legislation is the least restrictive method of regulation
6 to address the specific harm or danger identified in this
7 subsection.
8 3. The legislative standing committee shall submit its
9 findings regarding whether the proposed legislation meets
10 the conditions in subsections 1 and 2 to the president of
11 the senate or the speaker of the house of representatives,
12 as applicable, who shall make the findings available to each
13 member of the general assembly on the internet site of the
14 general assembly.
15 4. This section does not allow a person to practice an
16 unregulated health profession if the profession includes
17 practices within the scope of practice of an existing regulated
18 health profession.
19 Sec. 8. NEW SECTION. **4A.8 Proposed regulation of**
20 **unregulated health professions — written reports.**
21 1. A member of the general assembly introducing proposed
22 legislation to create a board or commission to regulate an
23 unregulated health profession shall submit with the legislation
24 a report, prepared by the legislative services agency,
25 addressing the requirements contained in subsection 2. The
26 report shall be submitted to the president of the senate or the
27 speaker of the house of representatives, as applicable, prior
28 to full consideration of the legislation by the senate or the
29 house of representatives and made available on the internet
30 site of the general assembly.
31 2. The report must address all of the following and identify
32 the source of all information contained in the report:
33 *a.* Why regulation is necessary, including all of the
34 following:
35 (1) The nature of the proven harm to the public if the

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1 unregulated health profession is not regulated and the extent
2 to which there is a threat to the public health or safety.
3 (2) The extent to which a practitioner has autonomy, as
4 indicated by the extent to which the profession calls for the
5 exercise of independent judgment and the extent to which a
6 practitioner is supervised.
7 *b.* The efforts made to address the problem the legislation
8 is intended to solve, including all of the following:
9 (1) Voluntary efforts, if any, undertaken by members of the
10 profession.
11 (2) Recourse to, and the extent of use of, applicable law
12 and whether the law could be amended to control the problem.
13 *c.* The alternatives considered, including all of the
14 following:
15 (1) Regulation of business employers or practitioners
16 rather than employee practitioners.
17 (2) Regulation of the program or service rather than
18 individual practitioners.
19 (3) Registration of all practitioners.
20 (4) Certification of all practitioners.
21 (5) Other viable alternatives.
22 (6) If licensing is sought, why licensing would serve to
23 protect the public health or safety.
24 *d.* The benefit to the public health or safety if regulation
25 is granted, including all of the following:
26 (1) The extent to which the incidence of specific problems
27 present in the unregulated health profession can reasonably be
28 expected to be reduced by regulation.
29 (2) Whether the public can identify qualified
30 practitioners.
31 (3) The extent to which qualified practitioners are
32 competent, including all of the following:
33 (a) The composition, powers, duties, and practices of the
34 proposed regulatory entity.
35 (b) Whether current practitioners of an unregulated health

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1 profession will be allowed to continue to practice and whether
2 they will be required to meet the qualifications for the
3 regulated health profession.
4 (c) The nature of the standards proposed for registration,
5 certification, or licensure as compared with the standards in
6 other jurisdictions.
7 (d) Whether the proposed regulatory entity would be
8 authorized to enter into reciprocity agreements with other
9 jurisdictions.
10 (e) The nature and duration of any training and experience
11 required, whether applicants will be required to pass an
12 examination, and whether there will be alternative methods to
13 enter the health profession.
14 (4) Assurances to the public that practitioners have
15 maintained their competence, including all of the following:
16 (a) Whether a registration, certificate, or license will
17 include an expiration date.
18 (b) Whether the renewal of a registration, certificate,
19 or license will be based only on payment of a fee or whether
20 renewal will involve reexamination, peer review, or other
21 enforcement.
22 *e.* The extent to which regulation might harm the public,
23 including all of the following:
24 (1) The extent to which regulation will restrict entry into
25 the profession, including whether the proposed standards are
26 more restrictive than necessary to ensure a practitioner's safe
27 and effective performance in the practice of the profession.
28 (2) Whether there are professions similar to the
29 unregulated health profession that should be included in, or
30 portions of the unregulated health profession that should be
31 excluded from, the proposed legislation.
32 *f.* The maintenance of professional standards, including all
33 of the following:
34 (1) Whether effective quality assurance standards exist
35 in the profession such as legal requirements associated with

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1 specific programs that define or enforce standards or a code
2 of ethics.
3 (2) How the proposed legislation will ensure quality,
4 including whether a code of ethics will be adopted and the
5 grounds for suspension or revocation of a registration,
6 certificate, or license.
7 *g.* A description of the group proposed for regulation,
8 including a list of associations, organizations, and other
9 professional groups representing practitioners in this state,
10 an estimate of the number of practitioners in each professional
11 group, and whether the professional groups represent different
12 levels of practice.
13 *h.* The expected costs of regulation, including the impact of
14 costs on the public and costs imposed on this state.
15 Sec. 9. NEW SECTION. **4A.9 Regulation of unregulated**
16 **nonhealth professions.**
17 1. An unregulated nonhealth profession shall not be
18 regulated except for the exclusive purpose of protecting the
19 public health or safety. All proposed legislation to create
20 a board or commission to regulate an unregulated nonhealth
21 profession shall be reviewed by the legislative standing
22 committee to which the proposed legislation is referred to
23 ensure that all of the following requirements are met:
24 *a.* The unregulated practice of the nonhealth profession can
25 clearly harm the public health or safety.
26 *b.* The actual or anticipated public benefit of the
27 regulation clearly exceeds the costs imposed by the regulation
28 on consumers, businesses, and individuals.
29 *c.* The public needs and can reasonably be expected
30 to benefit from an assurance of initial and continuing
31 professional ability.
32 *d.* The public cannot be effectively protected by private
33 certification or other alternatives.
34 2. If a legislative standing committee finds that the
35 proposed legislation satisfies the conditions in subsection

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1 1, the committee shall examine data from multiple sources and
2 shall consider evidence of actual harm to the public related
3 to the unregulated nonhealth profession being considered for
4 regulation. The evidence may include industry association
5 data; federal, state, and local government data; business
6 reports; complaints to law enforcement, relevant state
7 agencies, and the better business bureau; and data from
8 agencies in other states with and without similar systems of
9 regulation.
10 3. If, after consideration of evidence pursuant to
11 subsection 2, the legislative standing committee finds that it
12 is necessary to create a board or commission to regulate an
13 unregulated nonhealth profession, the committee shall review
14 the proposed legislation to determine whether it is the least
15 restrictive regulation necessary and whether the regulation
16 protects a discrete interest group from economic competition.
17 4. The legislative standing committee shall submit its
18 findings regarding whether the proposed legislation meets the
19 requirements of subsections 1, 2, and 3, to the president of
20 the senate or the speaker of the house of representatives,
21 as applicable, who shall make the findings available to each
22 member of the general assembly on the internet site of the
23 general assembly.
24 5. This section does not allow a person to practice an
25 unregulated nonhealth profession if the profession includes
26 practices within the scope of practice of an existing regulated
27 nonhealth profession.
28 Sec. 10. NEW SECTION. **4A.10 Proposed regulation of**
29 **unregulated nonhealth professions — written reports.**
30 1. A member of the general assembly introducing legislation
31 to regulate an unregulated nonhealth profession shall submit
32 with the legislation a report, prepared by the legislative
33 services agency, addressing the requirements contained in
34 subsection 2. The report shall be submitted to the president
35 of the senate or the speaker of the house of representatives,

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1 as applicable, prior to full consideration of the legislation
2 by the senate or the house of representatives and made
3 available on the internet site of the general assembly.
4 2. The report must address all of the following and identify
5 the source of all information contained in the report:
6 *a.* Why regulation is necessary including what particular
7 problem regulation would address.
8 *b.* The efforts made to address the problem.
9 *c.* The alternatives considered.
10 *d.* The benefit to the public health or safety of regulating
11 the profession.
12 *e.* The extent to which regulation might harm the public.
13 *f.* The maintenance of professional standards, including all
14 of the following:
15 (1) Whether effective quality assurance standards exist
16 in the profession such as legal requirements associated with
17 specific programs that define or enforce standards or a code
18 of ethics.
19 (2) How the proposed legislation will assure quality
20 including the extent to which a code of ethics will be
21 adopted and the grounds for the suspension or revocation of a
22 registration, certificate, or license.
23 *g.* A description of the profession proposed for regulation,
24 including a list of associations, organizations, and other
25 professional groups representing practitioners in this state,
26 an estimate of the number of practitioners in each profession,
27 and whether the professional groups represent different levels
28 of practice.
29 *h.* The expected costs of regulation, including the impact of
30 costs on the public and costs imposed on this state.
31 Sec. 11. NEW SECTION. **4A.11 Dissolution of boards.**
32 The committee shall establish a dissolution date for each
33 board existing on the effective date of this division of this
34 Act on a date not sooner than four years after the effective
35 date of this division of this Act. The committee shall

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establish, on or before December 31, 2024, a schedule for the staggered dates of dissolution of all existing boards to align with the duty to establish a schedule for the review of each board pursuant to section 4A.3, and shall include the schedule in a report submitted to the governor and the general assembly.

Sec. 12. Section 69.16D, subsection 1, Code 2024, is amended by striking the subsection and inserting in lieu thereof the following:

1. A bill to create a new board, commission, committee, or council of the state shall not be effective unless the bill is approved by vote of at least three-fifths of the members of both chambers of the general assembly and is signed by the governor.

Sec. 13. Section 69.16D, subsection 2, Code 2024, is amended to read as follows:

2. This section ~~shall apply~~ applies to appointive boards, commissions, committees, and councils of the state established by the Code on or after ~~July 1, 2010~~ the effective date of this division of this Act.

Sec. 14. REPEAL. Sections 2.69 and 3.20, Code 2024, are repealed.

Sec. 15. CODE EDITOR DIRECTIVE — TRANSFERS.

1. The Code editor is directed to make the following transfers:

a. Section 69.15 to section 4A.11.

b. Section 69.16 to section 4A.12.

c. Section 69.16A to section 4A.13.

d. Section 69.16B to section 4A.14.

e. Section 69.16C to section 4A.15.

f. Section 69.16D to section 4A.16.

g. Section 69.16E to section 4A.17.

h. Section 69.17 to section 4A.18.

2. The Code editor shall correct internal references in the Code and in any enacted legislation as necessary due to the enactment of this section.

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DIVISION II
PROFESSIONAL BOARDS

Sec. 16. Section 10A.503, subsection 1, Code 2024, is amended to read as follows:

1. Each board under chapter 100C, 103, 103A, 105, or 147 that is under the administrative authority of the department shall receive ~~administrative and clerical~~ staff support from the department and may not employ its own support staff ~~for administrative and clerical duties. The executive director of the board of nursing, board of medicine, dental board, and board of pharmacy shall be appointed pursuant to section 10A.504.~~

Sec. 17. Section 10A.504, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The director shall appoint and supervise ~~a full-time~~ an executive director for each of the following boards:

Sec. 18. Section 103.4, Code 2024, is amended to read as follows:

103.4 ~~Executive secretary — staff and duties~~ Support staff.

The director shall ~~appoint an executive secretary for the board and shall~~ hire and provide staff to assist the board in administering this chapter. ~~The executive secretary shall report to the director for purposes of routine board administrative functions, and shall report directly to the board for purposes of execution of board policy such as application of licensing criteria and processing of applications.~~

Sec. 19. Section 103.34, subsection 1, Code 2024, is amended to read as follows:

1. Upon receipt of a notice of appeal filed pursuant to section 103.33, the chairperson or ~~executive secretary~~ administrative staff of the board may designate a hearing officer from among the board members to hear the appeal or may set the matter for hearing before the full board at its next regular meeting. A majority of the board shall make the

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1 decision.
2 Sec. 20. Section 147.80, subsection 3, Code 2024, is amended
3 by striking the subsection.
4 Sec. 21. Section 147.87, Code 2024, is amended to read as
5 follows:
6 **147.87 Enforcement.**
7 1. A board shall enforce the provisions of this chapter and
8 the board's enabling statute and for that purpose may request
9 the department of inspections, appeals, and licensing to make
10 necessary investigations. Every licensee and member of a board
11 shall furnish the board or the department of inspections,
12 appeals, and licensing such evidence as the member or licensee
13 may have relative to any alleged violation which is being
14 investigated.
15 2. The department of inspections, appeals, and licensing
16 may administratively close a complaint that does not allege a
17 violation of this chapter, the board's enabling statute, or a
18 rule of the board.
19 Sec. 22. Section 147.88, Code 2024, is amended to read as
20 follows:
21 **147.88 Inspections and investigations.**
22 The department of inspections, appeals, and licensing may
23 perform inspections and investigations as required by this
24 subtitle~~, except inspections and investigations for the board~~
25 ~~of medicine, board of pharmacy, board of nursing, and the~~
26 ~~dental board~~. ~~The department of inspections, appeals, and~~
27 ~~licensing shall employ personnel related to the inspection and~~
28 ~~investigative functions.~~
29 Sec. 23. Section 152.2, Code 2024, is amended to read as
30 follows:
31 **152.2 Executive director.**
32 ~~The board shall retain a full-time~~ An executive director~~,~~
33 ~~who~~ shall be appointed pursuant to section 10A.504. The
34 executive director shall be a registered nurse. The governor,
35 with the approval of the executive council pursuant to section

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8A.413, subsection 3, under the pay plan for exempt positions in the executive branch of government, shall set the salary of the executive director.

Sec. 24. Section 152E.2, Code 2024, is amended to read as follows:

152E.2 Compact administrator.

The ~~executive director of the board of nursing, as provided for in section 152.2,~~ director of the department of inspections, appeals, and licensing, or the director's designee, shall serve as the compact administrator identified in article VII, paragraph "*b*", of the nurse licensure compact contained in section 152E.1 and as the compact administrator identified in article VIII, paragraph "*a*", of the advanced practice registered nurse compact contained in section 152E.3.

Sec. 25. Section 153.36, subsection 1, Code 2024, is amended to read as follows:

1. Sections 147.44, 147.48, 147.49, 147.53, and 147.55~~, and sections 147.87 through 147.92~~ shall not apply to the practice of dentistry.

Sec. 26. Section 272C.6, subsection 1, Code 2024, is amended to read as follows:

1. Disciplinary hearings held pursuant to this chapter shall be heard by the board sitting as the hearing panel, or by an administrative law judge, or by a panel of not less than three board members who are licensed in the profession, or by a panel of not less than three members appointed pursuant to subsection 2. Notwithstanding chapters 17A and 21 a disciplinary hearing shall be open to the public at the discretion of the licensee.

Sec. 27. REPEAL. Sections 152.3 and 153.33B, Code 2024, are repealed.

DIVISION III

SALARIES — CERTAIN BOARDS AND COUNCILS

Sec. 28. Section 217.2, subsection 1, Code 2024, is amended by adding the following new paragraph:

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1 NEW PARAGRAPH. *d.* The voting members of the council shall
2 receive an annual salary of ten thousand dollars, which shall
3 be paid from moneys appropriated to the department.
4 Sec. 29. Section 256.5, Code 2024, is amended to read as
5 follows:
6 **256.5 Compensation and expenses.**
7 The members of the state board shall receive an annual salary
8 of ten thousand dollars and shall be reimbursed for actual and
9 necessary expenses incurred while engaged in their official
10 duties. Members of the state board may also be eligible to
11 receive compensation as provided in section 7E.6. All ~~expense~~
12 moneys paid to the members pursuant to this section shall be
13 paid from ~~funds~~ moneys appropriated to the department.
14 Sec. 30. NEW SECTION. **262.3 Salary.**
15 The eight members of the state board of regents selected
16 from the state at large shall receive an annual salary of ten
17 thousand dollars, which shall be paid from moneys appropriated
18 to the board.
19 DIVISION IV
20 LICENSURE STUDIES
21 Sec. 31. LICENSURE RENEWAL CYCLES STUDY. The department of
22 inspections, appeals, and licensing shall review all current
23 licensure renewal cycles for professional and occupational
24 licenses issued by a department, board, commission, or other
25 governmental entity. The department shall submit a report,
26 including proposed recommendations for a uniform renewal cycle
27 for all professional and occupational licenses, to the governor
28 and the general assembly by September 30, 2024.
29 Sec. 32. LICENSURE FEE STUDY.
30 1. The department of inspections, appeals, and licensing
31 shall review fees imposed by a department, board, commission,
32 or other governmental entity for the issuance or renewal of a
33 professional or occupational license. The department shall
34 evaluate the fees based on the licensure fees imposed in
35 surrounding states and the operational costs of the licensing

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1 functions of the entity.
2 2. The department shall submit a report, including proposed
3 fees, to the governor and the general assembly by September 30,
4 2024.
5 DIVISION V
6 ADVISORY BODIES
7 Sec. 33. Section 7E.3, subsection 3, Code 2024, is amended
8 by striking the subsection and inserting in lieu thereof the
9 following:
10 3. *Advisory bodies.* In addition to any boards, commissions,
11 committees, or councils specifically created by law, establish
12 and utilize other ad hoc advisory committees as determined
13 necessary by the head of the department or independent
14 agency. The department or independent agency shall establish
15 appointment provisions, membership terms, operating guidelines,
16 and any other operational requirements for committees
17 established pursuant to this subsection. Members of committees
18 under this general authority shall serve without compensation
19 but may be reimbursed for actual expenses.
20 Sec. 34. Section 15.105, Code 2024, is amended by adding the
21 following new subsection:
22 NEW SUBSECTION. 12. The authority may establish and utilize
23 such ad hoc advisory committees as determined necessary by
24 the authority. The authority shall establish appointment
25 provisions, membership terms, operating guidelines, and any
26 other operational requirements for committees established
27 pursuant to this subsection. Members of committees established
28 pursuant to this subsection shall serve without compensation
29 but may be reimbursed for actual expenses.
30 Sec. 35. NEW SECTION. **152.3A Advisory committees.**
31 The board may establish and utilize such ad hoc advisory
32 committees as determined necessary by the board. The board
33 shall establish appointment provisions, membership terms,
34 operating guidelines, and any other operational requirements
35 for committees established pursuant to this section. Members

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1 of committees established pursuant to this section shall serve
2 without compensation but may be reimbursed for actual expenses.
3 Sec. 36. Section 153.33, subsection 1, Code 2024, is amended
4 by adding the following new paragraph:
5 NEW PARAGRAPH. *f.* To establish and utilize such ad hoc
6 advisory committees as determined necessary by the board,
7 including an advisory committee on the practice of dental
8 hygiene. The board shall establish appointment provisions,
9 membership terms, operating guidelines, and any other
10 operational requirements for committees established pursuant
11 to this paragraph. Members of committees established pursuant
12 to this paragraph shall serve without compensation but may be
13 reimbursed for actual expenses.
14 Sec. 37. Section 256.7, Code 2024, is amended by adding the
15 following new subsection:
16 NEW SUBSECTION. 35. Establish and utilize such ad hoc
17 advisory committees as determined necessary by the state
18 board. The state board shall establish appointment provisions,
19 membership terms, operating guidelines, and any other
20 operational requirements for committees established pursuant to
21 this subsection. Members of committees established pursuant
22 to this subsection shall serve without compensation but may be
23 reimbursed for actual expenses.
24 Sec. 38. Section 307A.2, Code 2024, is amended by adding the
25 following new subsection:
26 NEW SUBSECTION. 7. Establish and utilize such ad hoc
27 advisory committees as determined necessary by the commission.
28 The commission shall establish appointment provisions,
29 membership terms, operating guidelines, and any other
30 operational requirements for committees established pursuant to
31 this subsection. Members of committees established pursuant
32 to this subsection shall serve without compensation but may be
33 reimbursed for actual expenses.
34 Sec. 39. Section 455A.5, subsection 6, Code 2024, is amended
35 by adding the following new paragraph:

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1 NEW PARAGRAPH. *g.* Establish and utilize such ad hoc
2 advisory committees as determined necessary by the commission.
3 The commission shall establish appointment provisions,
4 membership terms, operating guidelines, and any other
5 operational requirements for committees established pursuant
6 to this paragraph. Members of committees established pursuant
7 to this paragraph shall serve without compensation but may be
8 reimbursed for actual expenses.
9 Sec. 40. Section 455A.6, subsection 6, Code 2024, is amended
10 by adding the following new paragraph:
11 NEW PARAGRAPH. *e.* Establish and utilize such ad hoc
12 advisory committees as determined necessary by the commission.
13 The commission shall establish appointment provisions,
14 membership terms, operating guidelines, and any other
15 operational requirements for committees established pursuant
16 to this paragraph. Members of committees established pursuant
17 to this paragraph shall serve without compensation but may be
18 reimbursed for actual expenses.
19 Sec. 41. Section 904.105, Code 2024, is amended by adding
20 the following new subsection:
21 NEW SUBSECTION. 9A. Establish and utilize such ad hoc
22 advisory committees as determined necessary by the board. The
23 board shall establish appointment provisions, membership terms,
24 operating guidelines, and any other operational requirements
25 for committees established pursuant to this subsection.
26 Members of committees established pursuant to this subsection
27 shall serve without compensation but may be reimbursed for
28 actual expenses.
29 DIVISION VI
30 ELECTRONIC MEETINGS
31 Sec. 42. Section 21.8, subsection 1, unnumbered paragraph
32 1, Code 2024, is amended to read as follows:
33 A governmental body ~~may conduct a meeting by electronic~~
34 ~~means only in circumstances where such a meeting in person is~~
35 ~~impossible or impractical and only if the governmental body~~

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1 ~~complies~~ shall provide for hybrid meetings, teleconference
2 participation, virtual meetings, remote participation, and
3 other hybrid options for the members of the governmental body
4 to participate in official meetings. A governmental body
5 conducting a meeting pursuant to this subsection shall comply
6 with all of the following:
7 Sec. 43. Section 21.8, subsection 1, paragraph c, Code 2024,
8 is amended to read as follows:
9 *c.* Minutes are kept of the meeting. ~~The minutes shall~~
10 ~~include a statement explaining why a meeting in person was~~
11 ~~impossible or impractical.~~
12 Sec. 44. Section 21.8, Code 2024, is amended by adding the
13 following new subsection:
14 NEW SUBSECTION. 4. For the purposes of this section:
15 *a.* *"Hybrid meeting"* means a meeting involving both remote
16 participation and in-person participation by members.
17 *b.* *"Remote participation"* means real-time participation by
18 a remotely located individual in a meeting which is being held
19 in a different physical location using integrated audio, video,
20 and other digital tools.
21 *c.* *"Teleconference participation"* means participation using
22 audio conference tools involving multiple participants in at
23 least two separate locations.
24 *d.* *"Virtual meeting"* means a meeting involving real-time
25 interaction using integrated audio, video, and other digital
26 tools, in which participants do not share a physical location.
27 DIVISION VII
28 MEETINGS — GENERAL
29 Sec. 45. Section 5.3, Code 2024, is amended to read as
30 follows:
31 **5.3 Organization.**
32 The commissioners shall meet at the state capitol ~~at least~~
33 ~~once in two years~~ as necessary and shall organize by the
34 election of one of their number as chairperson and another
35 as secretary, who shall hold their respective offices for a

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1 term of two years and until their successors are elected and
2 qualified.
3 Sec. 46. Section 8.22A, subsection 2, Code 2024, is amended
4 to read as follows:
5 2. The conference shall meet as often as deemed necessary~~,~~
6 ~~but shall meet at least three times per year with at least~~
7 ~~one meeting taking place each year in March~~. The conference
8 may use sources of information deemed appropriate. At each
9 meeting, the conference shall agree to estimates for the
10 current fiscal year and the following fiscal year for the
11 general fund of the state, lottery revenues to be available
12 for disbursement, and from gambling revenues and from interest
13 earned on the cash reserve fund and the economic emergency fund
14 to be deposited in the rebuild Iowa infrastructure fund. At
15 the first meeting taking place each calendar year ~~in March~~, in
16 addition to agreeing to estimates for the current fiscal year
17 and the following fiscal year, the conference shall agree to
18 estimates for the fiscal year beginning July 1 of the following
19 calendar year. Only an estimate for the following fiscal year
20 agreed to by the conference pursuant to subsection 3, 4, or 5,
21 shall be used for purposes of calculating the state general
22 fund expenditure limitation under section 8.54, and any other
23 estimate agreed to shall be considered a preliminary estimate
24 that shall not be used for purposes of calculating the state
25 general fund expenditure limitation.
26 Sec. 47. Section 8.54, subsection 1, paragraph b, Code 2024,
27 is amended to read as follows:
28 *b. "New revenues"* means moneys which are received by the
29 state due to increased tax rates and fees or newly created
30 taxes and fees over and above those moneys which are received
31 due to state taxes and fees which are in effect as of January 1
32 following the ~~December state~~ estimate of the revenue estimating
33 conference due by December 15 pursuant to section 8.22A. *"New*
34 *revenues"* also includes moneys received by the general fund
35 of the state due to new transfers over and above those moneys

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received by the general fund of the state due to transfers which are in effect as of January 1 following the ~~December state~~ estimate of the revenue estimating conference due by December 15 pursuant to section 8.22A. The department of management shall obtain concurrence from the revenue estimating conference on the eligibility of transfers to the general fund of the state which are to be considered as new revenue in determining the state general fund expenditure limitation.

Sec. 48. Section 8A.606, Code 2024, is amended to read as follows:

8A.606 Meetings.

The commission shall have its offices at the seat of government but may hold meetings in other locations. The commission shall meet ~~quarterly and~~ at the call of the chairperson.

Sec. 49. Section 8A.616, subsection 4, Code 2024, is amended to read as follows:

4. *Meetings.* The board shall meet ~~at least three times annually and~~ at the call of the chair. ~~At least one meeting annually shall be held outside the state capital or in conjunction with a meeting of a relevant statewide professional organization.~~

Sec. 50. Section 10A.601, subsection 3, Code 2024, is amended to read as follows:

3. The members of the appeal board shall select a chairperson and vice chairperson from their membership. The appeal board ~~shall meet at least once per month but~~ may meet as often as necessary. Meetings shall be set by a majority of the appeal board or upon the call of the chairperson, or in the chairperson's absence, upon the call of the vice chairperson. The employment appeal board, subject to the approval of the director, may appoint personnel necessary for carrying out its functions and duties.

Sec. 51. Section 13A.5, Code 2024, is amended to read as follows:

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13A.5 Meetings.

The council ~~shall meet at least four times each year and~~ shall hold meetings when called by the chairperson, or in the absence of the chairperson, by the vice chairperson or when called by the chairperson upon the written request of three members of the council. The council shall establish its own procedures and requirements with respect to quorum, place, and conduct of its meetings and other matters.

Sec. 52. Section 23.3, subsection 7, Code 2024, is amended to read as follows:

7. The board shall meet ~~at least quarterly and~~ at the call of the chairperson.

Sec. 53. Section 24.26, subsection 2, Code 2024, is amended to read as follows:

2. The ~~annual meeting of the~~ state board shall ~~be held on the second Tuesday of January in each year~~ meet as necessary. ~~At each annual meeting the~~ The state board shall organize by the election from its members of a chairperson and a vice chairperson; and by appointing a secretary. Two members of the state board constitute a quorum for the transaction of any business.

Sec. 54. Section 47.8, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

A state voter registration commission is established which shall meet ~~at least quarterly~~ as necessary to make and review policy, adopt rules, and establish procedures to be followed by the registrar in discharging the duties of that office, and to promote interagency cooperation and planning.

Sec. 55. Section 80B.9, Code 2024, is amended to read as follows:

80B.9 Meetings.

The council ~~shall meet at least four times each year and~~ shall hold ~~special~~ meetings when called by the chairperson or, in the absence of the chairperson, by the vice chairperson, or by the chairperson upon written request of five members

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of the council. The council shall establish procedures and requirements with respect to quorum, place, and conduct of meetings.

Sec. 56. Section 99D.6, subsection 1, Code 2024, is amended to read as follows:

1. The commission shall have its headquarters in the city of Des Moines and shall meet ~~in July of each year and~~ at ~~other~~ such times and places as it finds necessary for the discharge of its duties. The commission shall elect in July of each year one of its members as chairperson for the succeeding year.

Sec. 57. Section 99G.8, subsection 11, Code 2024, is amended to read as follows:

11. The board shall meet ~~at least quarterly and at such other times~~ upon call of the chairperson or the chief executive officer. Notice of the time and place of each board meeting shall be given to each member. The board shall also meet upon call of three or more of the board members. The board shall keep accurate and complete records of all its meetings.

Sec. 58. Section 103.2, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. ~~The board shall hold at least one meeting quarterly at the location of the board's principal office, and meetings~~ Meetings shall be called ~~at other times~~ as needed by the chairperson or four members of the board. At any meeting of the board, a majority of members constitutes a quorum.

Sec. 59. Section 103.34, subsection 1, Code 2024, is amended to read as follows:

1. Upon receipt of a notice of appeal filed pursuant to section 103.33, the chairperson or executive secretary of the board may designate a hearing officer from among the board members to hear the appeal or may set the matter for hearing before the full board at its next ~~regular~~ scheduled meeting. A majority of the board shall make the decision.

Sec. 60. Section 123.6, Code 2024, is amended to read as follows:

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123.6 Commission meetings.

The commission shall meet on or before July 1 of each year for the purpose of selecting one of its members as chairperson for the succeeding year. The commission shall ~~otherwise~~ meet ~~quarterly or~~ at the call of the chairperson or director or when three members file a written request for a meeting. Written notice of the time and place of each meeting shall be given to each member of the commission. A majority of the commission members shall constitute a quorum.

Sec. 61. Section 124E.5, subsection 2, Code 2024, is amended to read as follows:

2. The medical cannabidiol board shall convene ~~at least twice per year~~ as necessary.

Sec. 62. Section 169.5, subsections 3 and 4, Code 2024, are amended to read as follows:

3. ~~The board shall meet at least once each year as determined by the board. Other necessary~~ Necessary meetings may be called by the president of the board by giving proper notice. Except as provided, a majority of the board constitutes a quorum. Meetings shall be open and public except that the board may meet in closed session to prepare, approve, administer, or grade examinations, or to deliberate the qualifications of an applicant for license or the disposition of a proceeding to discipline a licensed veterinarian.

4. ~~At its annual meeting, the~~ The board shall organize by electing a president and such other officers as may be necessary. Officers of the board serve for terms of one year and until a successor is elected, without limitation on the number of terms an officer may serve. The president shall serve as chairperson of board meetings. The person designated as the state veterinarian shall serve as secretary of the board.

Sec. 63. Section 182.13, Code 2024, is amended to read as follows:

182.13 Compensation — meetings.

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1 Members of the board may receive payment for their
2 actual expenses and travel in performing official board
3 functions. Payment shall be made from amounts collected from
4 the assessment. No member of the board shall be a salaried
5 employee of the board or any organization or agency receiving
6 funds from the board. The board shall meet at ~~least once every~~
7 ~~three months, and at other~~ such times as it deems necessary.
8 Sec. 64. Section 184.7, subsection 4, Code 2024, is amended
9 to read as follows:
10 4. The council shall meet ~~at least once every three~~
11 ~~months and~~ at ~~other~~ such times as the council determines are
12 necessary.
13 Sec. 65. Section 185.14, Code 2024, is amended to read as
14 follows:
15 **185.14 Compensation — meetings.**
16 Each director of the board shall receive a per diem of one
17 hundred dollars and actual expenses in performing official
18 board functions, notwithstanding section 7E.6. A director of
19 the board shall not be a salaried employee of the board or
20 any organization or agency which is receiving moneys from the
21 board. The board shall meet ~~at least four times each year~~ as
22 necessary.
23 Sec. 66. Section 185C.14, subsection 3, Code 2024, is
24 amended to read as follows:
25 3. The board shall meet ~~at least three times each year, and~~
26 at such ~~other~~ times as deemed necessary by the board.
27 Sec. 67. Section 186.1, Code 2024, is amended to read as
28 follows:
29 **186.1 Meetings and organization of society.**
30 The Iowa state horticulture society shall hold meetings ~~each~~
31 ~~year, at times as it may fix,~~ as necessary for the transaction
32 of business. The officers and board of directors of the
33 society shall be chosen as provided for in the constitution
34 of the society, for the period and in the manner prescribed
35 therein, but the secretary of agriculture or the secretary's

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1 designee shall be a member of the board of directors and of
2 the executive committee. Any vacancy in the offices filled by
3 the society may be filled by the executive committee for the
4 unexpired portion of the term.
5 Sec. 68. Section 217.4, Code 2024, is amended to read as
6 follows:
7 **217.4 Meetings of council.**
8 ~~The council shall meet at least monthly. Additional~~
9 ~~meetings~~ Meetings shall be called by the chairperson or upon
10 written request of any three council members as necessary to
11 carry out the duties of the council. The chairperson shall
12 preside at all meetings or in the absence of the chairperson
13 the vice chairperson shall preside. The members of the council
14 shall be paid a per diem as specified in section 7E.6 and their
15 reasonable and necessary expenses.
16 Sec. 69. Section 237.16, subsection 2, Code 2024, is amended
17 to read as follows:
18 2. The members of the state board shall annually select a
19 chairperson, vice chairperson, and other officers the members
20 deem necessary. The members may be entitled to receive
21 reimbursement for actual and necessary expenses incurred in
22 the performance of their duties, subject to available funding.
23 Each member of the board may also be eligible to receive
24 compensation as provided in section 7E.6. The state board
25 shall meet ~~at least twice a year~~ as necessary.
26 Sec. 70. Section 256.32, subsection 3, Code 2024, is amended
27 to read as follows:
28 3. The duties of the council are to review, develop,
29 and recommend standards for secondary and postsecondary
30 agricultural education. The council shall annually issue a
31 report to the state board of education and the chairpersons
32 of the house and senate agriculture and education committees
33 regarding both short-term and long-term curricular standards
34 for agricultural education and the council's activities. The
35 council shall meet ~~a minimum of twice annually~~ as necessary,

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1 and must have a quorum consisting of a majority of voting
2 members present to hold an official meeting and to take any
3 final council action. However, hearings may be held without
4 a quorum. The chairperson shall be elected annually by and
5 from the voting membership. The initial organizational meeting
6 shall be called by the director of the department of education.
7 Sec. 71. Section 256.83, subsection 1, Code 2024, is amended
8 to read as follows:
9 1. The board shall elect from among its members a president
10 and a vice president to serve a one-year term. The board
11 shall ~~meet at least four times annually and shall~~ hold ~~special~~
12 meetings at the call of the president or in the absence of
13 the president by the vice president or by the president upon
14 written request of four members. The board shall establish
15 procedures and requirements relating to quorum, place, and
16 conduct of meetings.
17 Sec. 72. Section 256I.3, subsection 4, Code 2024, is amended
18 to read as follows:
19 4. The state board shall elect a chairperson from among the
20 citizen members and may select other officers from the voting
21 members as determined to be necessary by the board. The board
22 shall meet ~~regularly~~ as determined by the board, upon the call
23 of the board's chairperson, or upon the call of a majority of
24 voting members. ~~The board shall meet at least quarterly.~~
25 Sec. 73. Section 262.8, Code 2024, is amended to read as
26 follows:
27 **262.8 Meetings.**
28 ~~The board shall meet four times a year. Special meetings~~
29 Meetings may be called by the board, by the president of the
30 board, or by the executive director of the board upon written
31 request of any five members thereof.
32 Sec. 74. Section 267.5, subsection 2, Code 2024, is amended
33 to read as follows:
34 2. ~~Hold a meeting twice each year~~ Meet as necessary at Iowa
35 state university of science and technology. The council shall

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1 meet with the faculty of the college of veterinary medicine.
2 The council may hold other such meetings as the council may
3 determine necessary, or as required by section 267.6. An
4 action taken by the council shall not be valid unless agreed to
5 by a majority of the council members.
6 Sec. 75. Section 455A.5, subsection 4, Code 2024, is amended
7 to read as follows:
8 4. The commission shall hold an organizational meeting
9 within thirty days of the beginning of a new regular term for
10 one or more of its members. The commission shall organize by
11 electing a chairperson, vice chairperson, secretary, and any
12 other officers deemed necessary or desirable. The commission
13 shall also meet ~~at least quarterly throughout the year~~ as
14 necessary.
15 Sec. 76. Section 455A.6, subsection 4, Code 2024, is amended
16 to read as follows:
17 4. The commission shall hold an organizational meeting
18 within thirty days of the beginning of a new regular term for
19 one or more of its members. The commission shall organize by
20 electing a chairperson, vice chairperson, secretary, and any
21 other officers deemed necessary or desirable. The commission
22 shall also meet ~~at least quarterly throughout the year~~ as
23 necessary.
24 Sec. 77. Section 465C.5, Code 2024, is amended to read as
25 follows:
26 **465C.5 Organization.**
27 The board shall organize annually by the election of a
28 chairperson. The board shall meet ~~annually and~~ at such ~~other~~
29 times as it deems necessary. Meetings may be called by the
30 chairperson, and shall be called by the chairperson on the
31 request of three members of the board.
32 Sec. 78. Section 466B.3, subsection 5, paragraph a, Code
33 2024, is amended to read as follows:
34 *a.* The council shall be convened by the secretary of
35 agriculture ~~at least quarterly~~ as necessary.

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Sec. 79. Section 481A.10A, subsection 3, Code 2024, is amended to read as follows:

3. The committee shall meet with a representative of the department of natural resources ~~on a semiannual basis~~ as necessary. The committee shall serve without compensation or reimbursement for expenses.

Sec. 80. Section 524.205, subsection 5, Code 2024, is amended to read as follows:

5. The state banking council shall meet ~~at least once each calendar quarter on such date and at such place as the council may decide, and shall meet~~ at such ~~other~~ times as may be deemed necessary by the superintendent or a majority of the council members.

Sec. 81. Section 533.107, subsection 3, Code 2024, is amended to read as follows:

3. The review board ~~shall meet at least four times each year and~~ shall hold ~~special~~ meetings at the call of the chairperson. Four members constitute a quorum.

Sec. 82. Section 542B.9, Code 2024, is amended to read as follows:

542B.9 Organization of ~~the~~ board — staff.

The board shall elect annually from its members a chairperson and a vice chairperson. The director of the department of inspections, appeals, and licensing shall hire and provide staff to assist the board in implementing this chapter. ~~The board shall hold at least one meeting at the location of the board's principal office, and meetings~~ Meetings shall be called ~~at other times~~ by the director or the director's designee at the request of the chairperson or four members of the board. At any meeting of the board, a majority of members constitutes a quorum.

Sec. 83. Section 543B.50, Code 2024, is amended to read as follows:

543B.50 Meetings.

The real estate commission shall ~~hold at least one meeting~~

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1 ~~per year~~ meet as necessary at the location of the commission's
2 principal office and shall elect a chairperson annually. A
3 majority of the members of the commission shall constitute a
4 quorum.
5 Sec. 84. Section 543D.4, subsection 7, Code 2024, is amended
6 to read as follows:
7 7. The board shall meet ~~at least once each calendar quarter~~
8 as necessary to conduct its business.
9 Sec. 85. Section 904.106, Code 2024, is amended to read as
10 follows:
11 **904.106 Meetings — expenses.**
12 ~~The board shall meet at least quarterly throughout the year.~~
13 ~~Special meetings~~ Meetings may be called by the chairperson
14 or upon written request of any three members of the board.
15 The chairperson shall preside at all meetings or in the
16 chairperson's absence, the vice chairperson shall preside. The
17 members of the board shall be paid their actual expenses while
18 attending the meetings. Each member of the board may also be
19 able to receive compensation as provided in section 7E.6.
20 Sec. 86. Section 905.3, subsection 1, paragraph b, Code
21 2024, is amended to read as follows:
22 *b.* The district advisory board shall meet ~~not more often~~
23 ~~than quarterly during the calendar year~~ as necessary.
24 DIVISION VIII
25 REORGANIZATION
26 Sec. 87. Section 2.43, subsections 1 and 2, Code 2024, are
27 amended to read as follows:
28 1. The legislative council in cooperation with the
29 officers of the senate and house shall have the duty and
30 responsibility for preparing for each session of the general
31 assembly. Pursuant to such duty and responsibility, the
32 legislative council shall assign the use of areas in the
33 state capitol except for the areas used by the governor as
34 of January 1, 1986, and, in consultation with the director
35 of the department of administrative services ~~and the capitol~~

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1 ~~planning commission~~, may assign areas in other state office
2 buildings, except for the judicial branch building, for use of
3 the general assembly or legislative agencies. The legislative
4 council shall provide the courts with use of space in the state
5 capitol for ceremonial purposes. The legislative council
6 may authorize the renovation, remodeling and preparation of
7 the physical facilities used or to be used by the general
8 assembly or legislative agencies subject to the jurisdiction
9 of the legislative council and award contracts pursuant to
10 such authority to carry out such preparation. The legislative
11 council may purchase supplies and equipment deemed necessary
12 for the proper functioning of the legislative branch of
13 government.
14 2. In carrying out its duties under this section, the
15 legislative council shall consult with the director of the
16 department of administrative services ~~and the capitol planning~~
17 ~~commission~~, but shall not be bound by any decision of the
18 director in respect to the responsibilities and duties provided
19 for in this section. The legislative council may direct the
20 director of the department of administrative services or other
21 state employees to carry out its directives in regard to the
22 physical facilities of the general assembly, or may employ
23 other personnel to carry out such functions.
24 Sec. 88. Section 7E.5, subsection 2, paragraph a, Code 2024,
25 is amended to read as follows:
26 *a.* There is a civil rights commission, ~~a public employment~~
27 ~~relations board, an interstate cooperation commission,~~ an Iowa
28 ethics and campaign disclosure board, an Iowa utilities board,
29 and an Iowa law enforcement academy.
30 Sec. 89. Section 8A.111, subsection 4, Code 2024, is amended
31 by striking the subsection.
32 Sec. 90. Section 8A.201, subsection 3, paragraph b, Code
33 2024, is amended to read as follows:
34 *b.* Materials excluded from this definition by ~~the commission~~
35 ~~through the adoption and enforcement of rules~~ rule.

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1 Sec. 91. Section 8A.203, subsections 3 and 4, Code 2024, are
2 amended to read as follows:
3 3. The commission shall ~~adopt~~ provide advice and
4 recommendations on the adoption of rules under chapter 17A by
5 the department for carrying out the responsibilities of the
6 department as it relates to library services duties of the
7 department.
8 4. ~~Advise~~ The commission shall advise the department and the
9 state librarian concerning the library services duties of the
10 department.
11 Sec. 92. Section 8A.206, subsection 2, paragraphs a and d,
12 Code 2024, are amended to read as follows:
13 *a.* Operate the law library which shall be maintained in the
14 state capitol or in rooms convenient to the state supreme court
15 and which shall be available for free use by the residents of
16 Iowa under rules the ~~commission~~ department adopts.
17 *d.* Perform other duties imposed by law or by the rules of
18 the ~~commission~~ department.
19 Sec. 93. Section 8A.207, subsection 1, Code 2024, is amended
20 to read as follows:
21 1. Manage the state data center program to make United
22 States census data available to the residents of Iowa under
23 rules the ~~commission~~ department adopts.
24 Sec. 94. Section 8A.209, subsection 1, Code 2024, is amended
25 to read as follows:
26 1. An enrich Iowa program is established in the department
27 to provide direct state assistance to public libraries, to
28 support the open access and access plus programs, to provide
29 public libraries with an incentive to improve library services
30 that are in compliance with performance measures, and to
31 reduce inequities among communities in the delivery of library
32 services based on performance measures adopted by rule by the
33 ~~commission~~ department. The ~~commission~~ department shall adopt
34 rules governing the allocation of ~~funds~~ moneys appropriated by
35 the general assembly for purposes of this section to provide

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1 direct state assistance to eligible public libraries. A public
2 library is eligible for ~~funds~~ moneys under this subchapter
3 if it is in compliance with the ~~commission's~~ department's
4 performance measures.
5 Sec. 95. Section 8A.373, Code 2024, is amended to read as
6 follows:
7 **8A.373 Duties — report to ~~legislature~~ general assembly.**
8 1. It shall be the duty of the ~~commission~~ department to
9 advise upon the location of statues, fountains, and monuments
10 and the placing of any additional buildings on the capitol
11 grounds, the type of architecture and the type of construction
12 of any new buildings to be erected on the state capitol grounds
13 as now encompassed or as subsequently enlarged, and repairs
14 and restoration thereof, and it shall be the duty of the
15 officers, commissions, and councils charged by law with the
16 duty of determining such questions to call upon the ~~commission~~
17 department for such advice.
18 2. The ~~commission~~ department shall~~, in cooperation with~~
19 ~~the director of the department of administrative services,~~
20 develop and implement within the limits of its appropriation, a
21 five-year modernization program for the capitol complex.
22 3. The ~~commission~~ department shall annually report to the
23 general assembly its recommendations relating to its duties
24 under this section. The report shall be submitted to the chief
25 clerk of the house and the secretary of the senate during the
26 month of January.
27 Sec. 96. Section 8A.376, subsection 1, unnumbered paragraph
28 1, Code 2024, is amended to read as follows:
29 All capital projects on the capitol complex shall be
30 planned, approved, and funded only after considering the
31 guiding principles enunciated in any capitol complex master
32 plan adopted by the ~~commission on or after January 1, 2000~~
33 department. At a minimum, the extent to which the proposed
34 capital project does all of the following shall be considered:
35 Sec. 97. Section 8A.377, subsection 2, Code 2024, is amended

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to read as follows:

2. A project described in subsection 1 may vary from the architectural or historic integrity of the capitol if such variance is necessary to comply with state or federal laws relating to building accessibility or occupational safety or health, to address life safety issues, or for other compelling reasons. However, the state agency, branch of government, or other entity responsible for a project involving a variance from the architectural or historic integrity shall submit the plans for such project to the ~~capitol planning commission~~ department and the capital projects committee of the legislative council for review.

Sec. 98. Section 8A.412, subsection 11, Code 2024, is amended to read as follows:

11. Professional employees under the supervision of the attorney general, the state public defender, the secretary of state, the auditor of state, and the treasurer of state~~, and the public employment relations board~~.

Sec. 99. Section 8A.415, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. If not satisfied, the employee may, within thirty calendar days following the director's response, file an appeal with the ~~public~~ employment ~~relations~~ appeal board. The hearing shall be conducted in accordance with the rules of the ~~public~~ employment ~~relations~~ appeal board and the Iowa administrative procedure Act, chapter 17A. Decisions rendered shall be based upon a standard of substantial compliance with this subchapter and the rules of the department. Decisions by the ~~public~~ employment ~~relations~~ appeal board constitute final agency action.

Sec. 100. Section 8A.415, subsection 2, paragraph b, Code 2024, is amended to read as follows:

b. If not satisfied, the employee may, within thirty calendar days following the director's response, file an appeal with the ~~public~~ employment ~~relations~~ appeal board. The

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1 employee has the right to a hearing closed to the public,
2 unless a public hearing is requested by the employee. The
3 hearing shall otherwise be conducted in accordance with the
4 rules of the ~~public~~ employment ~~relations~~ appeal board and the
5 Iowa administrative procedure Act, chapter 17A. If the ~~public~~
6 employment ~~relations~~ appeal board finds that the action taken
7 by the appointing authority was for political, religious,
8 racial, national origin, sex, age, or other reasons not
9 constituting just cause, the employee may be reinstated without
10 loss of pay or benefits for the elapsed period, or the ~~public~~
11 employment ~~relations~~ appeal board may provide other appropriate
12 remedies. Decisions by the ~~public~~ employment ~~relations~~ appeal
13 board constitute final agency action.
14 Sec. 101. Section 8A.703, subsection 1, Code 2024, is
15 amended to read as follows:
16 1. A state historical society board of trustees is
17 established consisting of ~~twelve~~ seven members selected as
18 follows:
19 *a.* ~~Three~~ Two members shall be elected by the members of the
20 state historical society according to rules established by the
21 board of trustees.
22 ~~*b.* The governor shall appoint one member from each of the~~
23 ~~state's congressional districts established under section 40.1.~~
24 ~~*c.*~~ *b.* The governor shall appoint five members from the
25 state at large, considering but not requiring geographical
26 diversity, at least ~~two~~ one of whom shall be on the faculty of
27 a college or university in the state engaged in a discipline
28 related to the activities of the historical society.
29 Sec. 102. Section 8A.707, subsection 1, Code 2024, is
30 amended by adding the following new paragraphs:
31 NEW PARAGRAPH. *f.* Serve as the central advisory body for
32 historical records planning in the state and as a coordinating
33 body to facilitate cooperation among historical records
34 repositories and other information agencies within the state.
35 NEW PARAGRAPH. *g.* Serve as a state level review body

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1 for grant proposals submitted to the national historical
2 publications and records commission.
3 Sec. 103. Section 8A.707, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 4. The state historical society board of
6 trustees may:
7 *a.* Serve in an advisory capacity to the state records
8 commission, the state archives and records program, and other
9 statewide archival or records agencies.
10 *b.* Seek moneys from the national historical publications
11 and records commission or other grant-funding bodies for
12 sponsoring and publishing surveys of the conditions and needs
13 of historical records in the state; for developing, revising,
14 and distributing funding priorities for historical records
15 projects in Iowa; for implementing projects to be carried out
16 in the state for the preservation of historical records and
17 publications; or for reviewing, through reports and otherwise,
18 the operation and progress of records projects in the state.
19 Sec. 104. Section 8D.3, subsection 3, paragraphs b and d,
20 Code 2024, are amended to read as follows:
21 *b.* ~~Adopt rules pursuant to chapter 17A as deemed appropriate~~
22 ~~and necessary, and directly related to the implementation~~
23 ~~and administration of the duties of the commission.~~
24 ~~The commission, in consultation with the department of~~
25 ~~administrative services, shall also adopt and provide for~~
26 ~~standard communications procedures and policies relating to~~
27 ~~the use of the network which recognize, at a minimum, the need~~
28 ~~for reliable communications services.~~ Provide advice and
29 recommendations to the director for the adoption of rules as
30 provided in section 8D.4.
31 *d.* ~~Review and approve for adoption, rules as proposed~~
32 ~~and submitted by an authorized user group necessary for the~~
33 ~~authorized user group's access and use of the network. The~~
34 ~~commission may refuse to approve and adopt a proposed rule,~~
35 ~~and upon such refusal, shall return the proposed rule to the~~

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1 ~~respective authorized user group proposing the rule with a~~
2 ~~statement indicating the commission's reason for refusing to~~
3 ~~approve and adopt the rule.~~ Provide advice and recommendations
4 to the director for the review and adoption of rules proposed
5 and submitted by an authorized user group.
6 Sec. 105. Section 8D.4, Code 2024, is amended to read as
7 follows:
8 **8D.4 Executive director appointed.**
9 1. The ~~commission~~ governor shall appoint an executive
10 director of the commission, subject to confirmation by the
11 senate. Such individual shall not serve as a member of the
12 commission. The executive director shall serve at the pleasure
13 of the ~~commission~~ governor. The executive director shall be
14 selected primarily for administrative ability and knowledge
15 in the field, without regard to political affiliation. The
16 governor shall establish the salary of the executive director
17 within the applicable salary range as established by the
18 general assembly. The salary and support of the executive
19 director shall be paid from ~~funds~~ moneys deposited in the Iowa
20 communications network fund.
21 2. The director shall adopt rules pursuant to chapter 17A
22 for the implementation and administration of the duties of the
23 commission. The director, in consultation with the department
24 of administrative services, shall also adopt and provide for
25 standard communications procedures and policies relating to the
26 use of the network which recognize, at a minimum, the need for
27 reliable communications services. The director shall review
28 and approve for adoption rules as proposed and submitted by
29 an authorized user group necessary for the authorized user
30 group's access and use of the network. The director may refuse
31 to approve and adopt a proposed rule, and upon such refusal,
32 shall return the proposed rule to the respective authorized
33 user group proposing the rule with a statement indicating the
34 director's reason for refusing to approve and adopt the rule.
35 Sec. 106. Section 8D.9, subsection 2, paragraph b, Code

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2024, is amended to read as follows:

b. A private or public agency, other than an institution under the control of the state board of regents, a private college or university, or a nonpublic school, shall petition the commission for a waiver of the requirement to use the network as provided in paragraph *"a"*, if the agency determines that paragraph *"a"*, subparagraph (1) or (2), applies. The ~~commission~~ director shall establish by rule a review process for determining, upon application of an authorized user, whether paragraph *"a"*, subparagraph (1) or (2), applies. An authorized user found by the commission to be under contract for such services as provided in paragraph *"a"*, subparagraph (2), shall not enter into another contract upon the expiration of such contract, but shall utilize the network for such services as provided in this section unless paragraph *"a"*, subparagraph (1), applies. A waiver approved by the commission may be for a period as requested by the private or public agency of up to three years.

Sec. 107. Section 10A.104, subsection 2, Code 2024, is amended to read as follows:

2. Appoint the administrators of the divisions within the department and all other personnel deemed necessary for the administration of this chapter, except the state public defender, assistant state public defenders, administrator of the racing and gaming commission, labor commissioner, workers' compensation commissioner, director of the Iowa ~~state~~ office of civil rights ~~commission~~, and members of the employment appeal board. All persons appointed and employed in the department are covered by the provisions of chapter 8A, subchapter IV, but persons not appointed by the director are exempt from the merit system provisions of chapter 8A, subchapter IV.

Sec. 108. Section 10A.506, subsection 1, paragraph a, subparagraphs (6) and (7), Code 2024, are amended by striking the subparagraphs.

Sec. 109. Section 12.72, subsection 1, Code 2024, is amended

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1 to read as follows:
2 1. A vision Iowa fund is created and established as a
3 separate and distinct fund in the state treasury. The moneys
4 in the fund are appropriated to the ~~enhance Iowa~~ economic
5 development authority board for purposes of the vision Iowa
6 program established in section 15F.302. Moneys in the fund
7 shall not be subject to appropriation for any other purpose by
8 the general assembly, but shall be used only for the purposes
9 of the vision Iowa fund. The treasurer of state shall act as
10 custodian of the fund and disburse moneys contained in the
11 fund as directed by the ~~enhance Iowa~~ economic development
12 authority board, including automatic disbursements of funds
13 received pursuant to the terms of bond indentures and documents
14 and security provisions to trustees. The fund shall be
15 administered by the ~~enhance Iowa~~ economic development authority
16 board which shall make expenditures from the fund consistent
17 with the purposes of the vision Iowa program without further
18 appropriation. An applicant under the vision Iowa program
19 shall not receive more than seventy-five million dollars in
20 financial assistance from the fund.
21 Sec. 110. Section 12.75, subsection 1, Code 2024, is amended
22 to read as follows:
23 1. The ~~enhance Iowa~~ economic development authority board
24 may undertake a project for two or more applicants jointly
25 or for any combination of applicants, and may combine for
26 financing purposes, with the consent of all of the applicants
27 which are involved, the project and some or all future projects
28 of any applicant, and section 12.71, Code 2020, sections 12.72
29 and 12.74, this section, and sections 12.76 and 12.77 apply to
30 and for the benefit of the ~~enhance Iowa~~ economic development
31 authority board and the joint applicants. However, the money
32 set aside in a fund or funds pledged for any series or issue
33 of bonds or notes shall be held for the sole benefit of the
34 series or issue separate and apart from money pledged for
35 another series or issue of bonds or notes of the treasurer

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of state. To facilitate the combining of projects, bonds or notes may be issued in series under one or more resolutions or trust agreements and may be fully open-ended, thus providing for the unlimited issuance of additional series, or partially open-ended, limited as to additional series.

Sec. 111. Section 12C.6, subsection 2, paragraphs a, c, d, e, and f, Code 2024, are amended to read as follows:

a. ~~A committee composed of the superintendent of banking, the superintendent of credit unions, the auditor of state or a designee, and the treasurer of state shall meet on or about the first of each month or at other times as the committee may prescribe and by majority action~~ The treasurer of state, in consultation with subject matter experts as needed, shall establish a minimum rate to be earned on state funds placed in time deposits.

c. An interest rate established by the ~~committee~~ treasurer of state under this section shall be in effect commencing on the eighth calendar day following the day the rate is established and until a different rate is established and takes effect.

d. The ~~committee~~ treasurer of state shall give advisory notice of an interest rate established under this section. This notice may be given by publication in one or more newspapers, by publication in the Iowa administrative bulletin, by ordinary mail to persons directly affected, by any other method determined by the ~~committee~~ treasurer of state, or by a combination of these. In all cases, the notice shall be published in the Iowa administrative bulletin.

e. The notice shall contain the following words: The rate of interest has been determined by ~~a committee~~ the treasurer of state of the state of Iowa to be the minimum interest rate that shall be paid on public funds deposited in approved financial institutions. To be eligible to accept deposits of public funds of the state of Iowa, a financial institution shall demonstrate a commitment to serve the

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1 needs of the local community in which it is chartered to do
2 business. These needs include credit services as well as
3 deposit services. All such financial institutions are required
4 to provide the ~~committee~~ treasurer of state with a written
5 description of their commitment to provide credit services in
6 the community. This statement is available for examination by
7 citizens.
8 *f.* The notice shall also provide the name and address of a
9 state official to whom inquiries can be sent. Actions of the
10 ~~committee~~ treasurer of state under this section and section
11 12C.6A are exempt from chapter 17A.
12 Sec. 112. Section 12C.6A, subsection 2, Code 2024, is
13 amended to read as follows:
14 2. In addition to establishing a minimum interest rate for
15 public funds pursuant to section 12C.6, ~~the committee composed~~
16 ~~of the superintendent of banking, the superintendent of credit~~
17 ~~unions, the auditor of state or a designee, and~~ the treasurer
18 of state, in consultation with subject matter experts as
19 needed, shall develop a list of financial institutions eligible
20 to accept state public funds. The ~~committee~~ treasurer of state
21 shall require that a financial institution seeking to qualify
22 for the list shall annually provide the ~~committee~~ treasurer
23 of state a written statement that the financial institution
24 has complied with the requirements of this chapter and has a
25 commitment to community reinvestment consistent with the safe
26 and sound operation of a financial institution, unless the
27 financial institution has received a rating of satisfactory
28 or higher pursuant to the federal Community Reinvestment
29 Act, 12 U.S.C. §2901 et seq., and such rating is certified
30 to the ~~committee~~ treasurer of state by the superintendent of
31 banking. To qualify for the list, a financial institution must
32 demonstrate a continuing commitment to meet the credit needs of
33 the local community in which it is chartered.
34 Sec. 113. Section 12C.6A, subsection 3, unnumbered
35 paragraph 1, Code 2024, is amended to read as follows:

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1 The ~~committee~~ treasurer of state may require a financial
2 institution to provide public notice inviting the public to
3 submit comments to the financial institution regarding its
4 community lending activities. Each financial institution shall
5 maintain a file open to public inspection which contains public
6 comments received on its community investment activities, and
7 the financial institution's response to those comments. The
8 ~~committee~~ treasurer of state shall adopt procedures for both
9 of the following:
10 Sec. 114. Section 12C.6A, subsection 4, unnumbered
11 paragraph 1, Code 2024, is amended to read as follows:
12 At least once a year the ~~committee~~ treasurer of state
13 shall review any challenges that have been filed pursuant
14 to subsection 3. The ~~committee~~ treasurer of state may hold
15 a public hearing to consider the challenge. In considering
16 a challenge, the ~~committee~~ treasurer of state shall review
17 documents filed with federal regulatory authorities pursuant to
18 the Community Reinvestment Act, 12 U.S.C. §2901 et seq., and
19 regulations adopted pursuant to the Act, as amended to January
20 1, 1990. In addition, consistent with the confidentiality of
21 financial institution records the ~~committee~~ treasurer of state
22 shall consider other factors including, but not limited to, the
23 following:
24 Sec. 115. Section 12C.6A, subsection 5, Code 2024, is
25 amended to read as follows:
26 5. *a.* A person who believes a bank has failed to meet its
27 community reinvestment responsibility may file a complaint with
28 the ~~committee~~ treasurer of state detailing the basis for that
29 belief.
30 *b.* If ~~any committee member, in the member's discretion,~~
31 the treasurer of state, in the treasurer's discretion, finds
32 that the complaint has merit, the ~~member~~ treasurer of state may
33 order the bank alleged to have failed to meet its community
34 reinvestment responsibility to attend and participate in a
35 meeting with the complainant. The ~~committee member~~ treasurer

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1 of state may specify who, at minimum, shall represent the bank
2 at the meeting. At the meeting, or at any other time, the bank
3 may, but is not required to, enter into an agreement with a
4 complainant to correct alleged failings.
5 *c.* ~~A majority of the committee~~ The treasurer of state may
6 order a bank against which a complaint has been filed pursuant
7 to this subsection, to disclose such additional information
8 relating to community reinvestment as required by the order of
9 the ~~majority of the committee~~ treasurer of state.
10 *d.* This subsection does not preempt any other remedies
11 available under statutory or common law available to the
12 ~~committee~~ treasurer of state, the superintendent of banking, or
13 aggrieved persons to cure violations of this section or chapter
14 524, or rules adopted pursuant to this section or chapter 524.
15 The ~~committee~~ treasurer of state may conduct a public hearing
16 as provided in subsection 4 based upon the same complaint. An
17 order finding merit in a complaint and ordering a meeting is
18 not an election of remedies.
19 Sec. 116. Section 15.105, subsection 1, paragraph a,
20 subparagraph (1), Code 2024, is amended to read as follows:
21 (1) The powers of the authority are vested in and shall
22 be exercised by a board of eleven voting members selected at
23 large and appointed by the governor subject to confirmation
24 by the senate. ~~The voting members shall be comprised of the~~
25 ~~following:~~
26 ~~(a) Two members from each United States congressional~~
27 ~~district established under section 40.1 in the state.~~
28 ~~(b) Three members selected at large.~~
29 Sec. 117. Section 15.108, subsection 5, paragraph c, Code
30 2024, is amended to read as follows:
31 *c.* Coordinate and develop with the department of
32 transportation, the department of natural resources, ~~the~~
33 ~~enhance Iowa board,~~ other state agencies, and local and
34 regional entities public interpretation, marketing, and
35 education programs that encourage Iowans and out-of-state

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1 visitors to participate in the recreational and leisure
2 opportunities available in Iowa. The authority shall establish
3 and administer a program that helps connect both Iowa residents
4 and residents of other states to new and existing Iowa
5 experiences as a means to enhance the economic, social, and
6 cultural well-being of the state. The program shall include
7 a broad range of new opportunities, both rural and urban,
8 including main street destinations, green space initiatives,
9 and artistic and cultural attractions.
10 Sec. 118. Section 15.108, subsection 8, paragraph b,
11 subparagraphs (4) and (5), Code 2024, are amended to read as
12 follows:
13 (4) Compile, in consultation with the Iowa arts council,
14 a list of grant applications recommended for funding in
15 accordance with the amount available for distribution as
16 provided in section 15.481, subsection 3. ~~The list of~~
17 ~~recommended grant applications shall be submitted to the Iowa~~
18 ~~cultural trust board of trustees for approval.~~
19 (5) Monitor the allocation and use of grant moneys by all
20 qualified organizations to determine whether moneys are used
21 in accordance with the provisions of this paragraph *"b"* and
22 subchapter II, part 30. ~~The authority shall annually submit~~
23 ~~a report with the authority's findings and recommendations to~~
24 ~~the Iowa cultural trust board of trustees prior to final board~~
25 ~~action in approving grants for the next succeeding fiscal year.~~
26 Sec. 119. Section 15.116, Code 2024, is amended to read as
27 follows:
28 **15.116 Technology commercialization committee.**
29 To evaluate and make recommendations to the authority
30 on appropriate funding for the projects and programs
31 applying for financial assistance from the innovation
32 and commercialization development fund created in section
33 15.412, the economic development authority shall create a
34 technology commercialization committee composed of members
35 with expertise in the areas of biosciences, engineering,

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1 manufacturing, pharmaceuticals, materials, information
2 solutions, software, and energy. At least one member of the
3 technology commercialization committee shall be a member of the
4 economic development authority. An organization designated by
5 the authority, composed of members from both the public and
6 private sectors and composed of subunits or subcommittees in
7 the areas of already identified bioscience platforms, education
8 and workforce development, commercialization, communication,
9 policy and governance, and finance, shall provide funding
10 recommendations to the technology commercialization committee.
11 Members of the committee shall be eligible for a per diem as
12 specified in section 7E.6 for each day spent in performance of
13 duties as members, and shall receive compensation for mileage
14 to and from meetings.
15 Sec. 120. Section 15.117A, subsection 2, paragraph a,
16 unnumbered paragraph 1, Code 2024, is amended to read as
17 follows:
18 ~~Twenty-nine~~ Nine voting members as follows:
19 Sec. 121. Section 15.117A, subsection 2, paragraph a,
20 subparagraphs (1), (3), and (9), Code 2024, are amended to read
21 as follows:
22 (1) ~~Twenty~~ Three members selected by the board to serve
23 staggered, two-year terms beginning and ending as provided
24 in section 69.19. ~~Of the members selected by the board,~~
25 ~~fourteen shall be representatives from businesses in the~~
26 ~~targeted industries and six shall be individuals who serve~~
27 ~~on the technology commercialization committee created in~~
28 ~~section 15.116, or other committees of the board, and who~~
29 ~~have expertise with the targeted industries. At least ten of~~
30 ~~the members selected pursuant to this subparagraph shall be~~
31 ~~executives actively engaged in the management of a business in~~
32 ~~a targeted industry.~~ The members selected pursuant to this
33 ~~paragraph~~ subparagraph shall have expertise in the targeted
34 industries and reflect the size and diversity of businesses in
35 the targeted industries ~~and of the various geographic areas of~~

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1 ~~the state~~.
2 (3) The director of the authority~~, or the director's~~
3 ~~designee~~.
4 (9) ~~Two~~ One community college ~~presidents from~~
5 ~~geographically diverse areas of the state~~ president, selected
6 by the Iowa association of community college trustees.
7 Sec. 122. Section 15.117A, subsection 2, paragraph a,
8 subparagraphs (2) and (4), Code 2024, are amended by striking
9 the subparagraphs.
10 Sec. 123. Section 15.117A, subsection 4, Code 2024, is
11 amended to read as follows:
12 4. The ~~chief technology officer appointed pursuant to~~
13 ~~section 15.117~~ council shall ~~be~~ select the chairperson of the
14 council ~~and~~, who shall be responsible for convening meetings of
15 the council and coordinating its activities ~~and shall convene~~
16 ~~the council at least annually~~. The council shall annually
17 elect one of the voting members to serve as vice chairperson.
18 A majority of the members of the council constitutes a quorum.
19 However, the ~~chief technology officer~~ chairperson shall not
20 convene a meeting of the council unless the director of the
21 authority, or the director's designee, is present at the
22 meeting.
23 Sec. 124. Section 15.117A, subsection 6, paragraphs a, b,
24 and d, Code 2024, are amended by striking the paragraphs.
25 Sec. 125. Section 15.117A, Code 2024, is amended by adding
26 the following new subsection:
27 NEW SUBSECTION. 7. A committee appointed by the
28 director and the chairperson of the council shall review and
29 make recommendations on all applications received by the
30 authority for financial assistance under the Iowa strategic
31 infrastructure program pursuant to section 15.313. Persons
32 appointed to a committee pursuant to this subsection are not
33 required to be members of the council.
34 Sec. 126. Section 15.439, subsection 1, paragraphs a, c, d,
35 and e, Code 2024, are amended to read as follows:

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a. The authority shall establish and administer an Iowa great places program for purposes of combining resources of state government in an effort to showcase the unique and authentic qualities of communities, regions, neighborhoods, and districts that make such places exceptional places to work and live. ~~The authority shall provide administrative assistance to the Iowa great places board.~~ The authority shall coordinate ~~the~~ efforts ~~of the Iowa great places board~~ with ~~the efforts of~~ other state agencies participating in the program which shall include but not be limited to the Iowa finance authority, the department of health and human services, the department of natural resources, the state department of transportation, and the department of workforce development.

c. ~~Initially, three Iowa great places projects shall be identified by the Iowa great places board.~~ The ~~board~~ authority may identify additional Iowa great places for participation under the program when places develop dimensions and meet readiness criteria for participation under the program.

~~*d.* The authority shall work in cooperation with the enhance Iowa board for purposes of maximizing and leveraging moneys appropriated to identified Iowa great places.~~

~~*e.*~~ *d.* As a condition of receiving state funds, an identified Iowa great place shall present information to the ~~board~~ authority concerning the proposed activities and total financial needs of the project.

Sec. 127. Section 15.439, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 128. Section 15.439, subsections 3 and 4, Code 2024, are amended to read as follows:

3. The ~~board~~ authority shall do all of the following:

~~*a.* Organize.~~

~~*b.*~~ *a.* Identify Iowa great places for purposes of receiving a package of resources under the program.

~~*c.*~~ *b.* Identify a combination of state resources which can be provided to Iowa great places.

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4. Notwithstanding any restriction, requirement, or duty to the contrary, in considering an application for a grant, loan, or other financial or technical assistance for a project identified in an Iowa great places agreement developed pursuant to this section, a state agency shall give additional consideration or additional points in the application of rating or evaluation criteria to such applications. This subsection applies to applications filed within three years of the ~~Iowa great places board's~~ authority's identification of the project for participation in the program.

Sec. 129. Section 15.478, subsection 1, Code 2024, is amended by striking the subsection.

Sec. 130. Section 15.479, subsection 4, Code 2024, is amended to read as follows:

4. The treasurer of state shall act as custodian of the fund, shall invest moneys in the trust fund, and shall transfer the interest attributable to the investment of trust fund moneys to the grant account created in section 15.482. The trust fund's principal shall not be used or accessed by the ~~department or the board~~ authority for any purpose.

Sec. 131. Section 15.481, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~board~~ authority shall do any or all of the following:

Sec. 132. Section 15.481, subsections 2 and 3, Code 2024, are amended to read as follows:

2. Approve or disapprove the grants recommended for approval by the director, in consultation with the Iowa arts council and the state historical society of Iowa, in accordance with section 15.108, subsection 8, paragraph *"b"*. The ~~board~~ authority may remove any recommendation from the list, but shall not add to or otherwise amend the list of recommended grants.

3. Upon approving a grant, the ~~board~~ authority shall certify to the treasurer of state the amount of financial assistance payable from the grant account to the qualified organization

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1 whose grant application is approved.
2 Sec. 133. Section 15.482, subsections 1 and 3, Code 2024,
3 are amended to read as follows:
4 1. An Iowa cultural trust grant account is created in
5 the office of the treasurer of state under the control of
6 the ~~board~~ authority to receive interest attributable to the
7 investment of trust fund moneys as required by section 15.479,
8 subsection 4. The moneys in the grant account are appropriated
9 to the ~~board~~ authority for purposes of the Iowa cultural trust
10 created in section 15.479. Moneys in the grant account shall
11 not be subject to appropriation for any other purpose by the
12 general assembly, but shall be used only for the purposes of
13 the Iowa cultural trust. The treasurer of state shall act as
14 custodian of the grant account and disburse moneys contained
15 in the grant account as directed by the ~~board~~ authority. The
16 ~~board~~ authority shall make expenditures from the grant account
17 consistent with the purposes of the Iowa cultural trust.
18 3. At any time when the principal balance in the trust fund
19 equals or exceeds three million dollars, the ~~board~~ authority
20 may use moneys in the grant account for a statewide educational
21 program to promote participation in, expanded support of, and
22 local endowment building for, Iowa nonprofit arts, history, and
23 sciences and humanities organizations.
24 Sec. 134. Section 15F.101, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. *"Board"* means the ~~enhance Iowa~~ economic development
27 authority board as created in section ~~15F.102~~ 15.105.
28 Sec. 135. Section 15F.203, subsection 2, Code 2024, is
29 amended to read as follows:
30 2. A review committee composed of five members of the
31 board shall review community attraction and tourism program
32 applications forwarded to the board and make recommendations
33 regarding the applications to the board. ~~The review committee~~
34 ~~shall consist of members of the board, with one member from~~
35 ~~each congressional district under section 15F.102, subsection~~

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1 ~~2, paragraph "a", and one member from the state at large under~~
2 ~~section 15F.102, subsection 2, paragraph "b".~~
3 Sec. 136. Section 15F.304, subsection 2, Code 2024, is
4 amended to read as follows:
5 2. A review committee composed of six members of the
6 board shall review vision Iowa program applications and
7 river enhancement community attraction and tourism project
8 applications forwarded to the board and make recommendations
9 regarding the applications to the board. ~~The review committee~~
10 ~~shall consist of members of the board, with one member from~~
11 ~~each congressional district under section 15F.102, subsection~~
12 ~~2, paragraph "a", and two members from the state at large under~~
13 ~~section 15F.102, subsection 2, paragraph "b".~~
14 Sec. 137. Section 15F.402, subsection 2, Code 2024, is
15 amended to read as follows:
16 2. A review committee composed of five members of the
17 board shall review sports tourism marketing and infrastructure
18 program applications forwarded to the board and make
19 recommendations regarding the applications to the authority.
20 ~~The review committee shall consist of members of the board,~~
21 ~~with one member from each congressional district under section~~
22 ~~15F.102, subsection 2, paragraph "a", and one member from the~~
23 ~~state at large under section 15F.102, subsection 2, paragraph~~
24 ~~"b".~~
25 Sec. 138. Section 15H.3, subsection 1, paragraphs e and k,
26 Code 2024, are amended by striking the paragraphs.
27 Sec. 139. Section 16.2D, subsections 1, 2, 3, 4, 5, and 6,
28 Code 2024, are amended by striking the subsections.
29 Sec. 140. Section 16.2D, subsection 7, unnumbered paragraph
30 1, Code 2024, is amended to read as follows:
31 The duties of the ~~council~~ authority under this section shall
32 include but are not limited to the following:
33 Sec. 141. Section 16.2D, subsection 7, paragraph e, Code
34 2024, is amended to read as follows:
35 *e.* Advise the governor's office, ~~the authority,~~ state

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agencies, and private organizations on strategies to prevent and eliminate homelessness.

Sec. 142. Section 16.2D, subsections 8, 9, and 10, Code 2024, are amended to read as follows:

8. The ~~council~~ authority shall file a point-in-time report on homelessness in Iowa with the governor and the general assembly on or before December 1 of each year.

9. *a.* The authority~~, in consultation with the council,~~ shall adopt rules pursuant to chapter 17A for carrying out the duties of the ~~council~~ authority pursuant to this section.

b. The ~~council~~ authority shall establish internal rules of procedure consistent with the provisions of this section.

c. Rules adopted or internal rules of procedure established pursuant to paragraph *"a"* or *"b"* shall be consistent with the requirements of the federal McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11301 et seq.

10. The ~~council~~ authority shall comply with the requirements of chapters 21 and 22. ~~The authority shall be the official repository of council records.~~

Sec. 143. Section 20.1, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The general assembly declares that the purposes of the ~~public employment relations board established by~~ employment appeal board with respect to this chapter are to implement the provisions of this chapter and adjudicate and conciliate employment-related cases involving the state of Iowa and other public employers and employee organizations. For these purposes the powers and duties of the board include but are not limited to the following:

Sec. 144. Section 20.3, subsection 2, Code 2024, is amended to read as follows:

2. *"Board"* means the ~~public~~ employment ~~relations~~ appeal board established under section ~~20.5~~ 10A.601.

Sec. 145. Section 20.6, subsection 1, Code 2024, is amended to read as follows:

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1 1. Administer the provisions of this chapter and delegate
2 the powers and duties of the board to ~~the executive director or~~
3 persons employed by the board, as appropriate.
4 Sec. 146. Section 22.7, subsection 69, Code 2024, is amended
5 to read as follows:
6 69. The evidence of public employee support for
7 the certification, retention and recertification, or
8 decertification of an employee organization as defined in
9 section 20.3 that is submitted to the ~~public~~ employment
10 ~~relations~~ appeal board as provided in section 20.14 or 20.15.
11 Sec. 147. Section 23A.2, subsection 6, paragraph a, Code
12 2024, is amended to read as follows:
13 *a.* The director of the department of corrections~~, with the~~
14 ~~advice of the state prison industries advisory board,~~ may, by
15 rule, provide for exemptions from this chapter.
16 Sec. 148. Section 34A.2A, subsection 2, Code 2024, is
17 amended to read as follows:
18 2. The 911 program manager shall act under the supervisory
19 control of the director of the department of homeland security
20 and emergency management~~, and in consultation with the~~
21 ~~911 communications council,~~ and shall perform the duties
22 specifically set forth in this chapter and as assigned by the
23 director.
24 Sec. 149. Section 34A.7A, subsection 2, paragraph f,
25 subparagraph (1), subparagraph division (a), Code 2024, is
26 amended by striking the subparagraph division.
27 Sec. 150. Section 34A.7A, subsection 2, paragraph f,
28 subparagraph (1), subparagraph division (b), Code 2024, is
29 amended to read as follows:
30 (b) The program manager~~, in consultation with the 911~~
31 ~~communications council,~~ shall allocate an amount, not to exceed
32 one hundred thousand dollars per fiscal year, for development
33 of public awareness and educational programs related to the
34 use of 911 by the public, educational programs for personnel
35 responsible for the maintenance, operation, and upgrading of

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local 911 systems~~, and the expenses of members of the 911 communications council for travel, monthly meetings, and training, provided, however, that the members have not received reimbursement funds for such expenses from another source~~.

Sec. 151. Section 34A.7A, subsection 2, paragraph g, Code 2024, is amended to read as follows:

g. The director, in consultation with the program manager ~~and the 911 communications council~~, shall adopt rules pursuant to chapter 17A governing the distribution of the surcharge collected and distributed pursuant to this subsection. The rules shall include provisions that all joint 911 service boards and the department of public safety which answer or service wireless 911 calls are eligible to receive an equitable portion of the receipts.

Sec. 152. Section 34A.7A, subsection 5, paragraph a, Code 2024, is amended to read as follows:

a. The program manager, in consultation with the ~~911 communications council and the~~ auditor of state, shall establish a methodology for determining and collecting public safety answering point cost and expense data through the county joint 911 service boards. The methodology shall include the collection of data for direct costs and expenses related to the operation of a public safety answering point and account for the extent to which identified costs and expenses are compensated for or addressed through 911 surcharges versus other sources of funding.

Sec. 153. Section 34A.11, subsection 1, Code 2024, is amended to read as follows:

1. The joint 911 service board in each 911 service area shall designate a person to serve as a single point-of-contact to facilitate the communication of needs, issues, or concerns regarding emergency communications, interoperability, and other matters applicable to emergency 911 communications and migration to the next generation 911 network. The person designated as the single point-of-contact shall be responsible

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for facilitating the communication of such needs, issues, or concerns between public or private safety agencies within the service area, the 911 program manager, ~~the 911 communications council,~~ the statewide interoperable communications system board established in section 80.28, and any other person, entity, or agency the person deems necessary or appropriate. The person designated shall also be responsible for responding to surveys or requests for information applicable to the service area received from a federal, state, or local agency, entity, or board.

Sec. 154. Section 35A.2, subsection 2, Code 2024, is amended to read as follows:

2. Ten commissioners shall be honorably discharged members of the armed forces of the United States. The American legion ~~of Iowa~~, disabled American veterans ~~department of Iowa~~, veterans of foreign wars ~~department of Iowa~~, American veterans ~~of World War II, Korea, and Vietnam~~, the Vietnam veterans of America, the military order of the purple heart, the paralyzed veterans of America, and the Iowa association of county commissioners and veteran service officers, through their department commanders, shall submit two names respectively from their organizations to the governor. The adjutant general and the Iowa affiliate of the reserve officers association ~~shall~~ may submit names to the governor of persons to represent the Iowa national guard and the ~~association~~ reserve organization of America. The governor shall appoint from the group of names submitted by the adjutant general and reserve officers association two representatives and from each of the other organizations one representative to serve as a member of the commission, unless the appointments would conflict with the bipartisan and gender balance provisions of sections 69.16 and 69.16A. In addition, the governor shall appoint one member of the public, knowledgeable in the general field of veterans affairs, to serve on the commission. If an organization fails to submit a recommendation pursuant to this subsection, the

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1 governor may appoint any person to fill the vacancy.
2 Sec. 155. Section 68B.2, subsection 23, Code 2024, is
3 amended to read as follows:
4 23. *"Regulatory agency"* means the department of agriculture
5 and land stewardship, department of workforce development,
6 department of insurance and financial services, department
7 of public safety, department of education, state board of
8 regents, department of health and human services, department
9 of revenue, department of inspections, appeals, and licensing,
10 department of administrative services, ~~public~~ employment
11 ~~relations~~ appeal board, state department of transportation,
12 ~~civil rights commission~~ office of civil rights, department of
13 public defense, department of homeland security and emergency
14 management, Iowa ethics and campaign disclosure board,
15 utilities board, and department of natural resources.
16 Sec. 156. Section 68B.35, subsection 2, paragraph e, Code
17 2024, is amended to read as follows:
18 *e.* Members of the state banking council, the Iowa ethics and
19 campaign disclosure board, the credit union review board, the
20 economic development authority, the employment appeal board,
21 the environmental protection commission, the health facilities
22 council, the Iowa finance authority, the Iowa public employees'
23 retirement system investment board, the Iowa lottery board
24 created in section 99G.8, the natural resource commission,
25 the board of parole, the petroleum underground storage tank
26 fund board, ~~the public employment relations board,~~ the state
27 racing and gaming commission, the state board of regents, the
28 transportation commission, the office of consumer advocate, the
29 utilities board, the Iowa telecommunications and technology
30 commission, and any full-time members of other boards and
31 commissions as defined under section 7E.4 who receive an annual
32 salary for their service on the board or commission. The Iowa
33 ethics and campaign disclosure board shall conduct an annual
34 review to determine if members of any other board, commission,
35 or authority should file a statement and shall require the

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filing of a statement pursuant to rules adopted pursuant to chapter 17A.

Sec. 157. Section 70A.28, subsection 6, Code 2024, is amended to read as follows:

6. Subsection 2 may also be enforced by an employee through an administrative action pursuant to the requirements of this subsection if the employee is not a merit system employee or an employee covered by a collective bargaining agreement. An employee eligible to pursue an administrative action pursuant to this subsection who is discharged, suspended, demoted, or otherwise receives a reduction in pay and who believes the adverse employment action was taken as a result of the employee's disclosure of information that was authorized pursuant to subsection 2, may file an appeal of the adverse employment action with the ~~public~~ employment ~~relations~~ appeal board within thirty calendar days following the later of the effective date of the action or the date a finding is issued to the employee by the office of ombudsman pursuant to section 2C.11A. The findings issued by the ombudsman may be introduced as evidence before the ~~public~~ employment ~~relations~~ appeal board. The employee has the right to a hearing closed to the public, but may request a public hearing. The hearing shall otherwise be conducted in accordance with the rules of the ~~public~~ employment ~~relations~~ appeal board and the Iowa administrative procedure Act, chapter 17A. If the ~~public~~ employment ~~relations~~ appeal board finds that the action taken in regard to the employee was in violation of subsection 2, the employee may be reinstated without loss of pay or benefits for the elapsed period, or the ~~public~~ employment ~~relations~~ appeal board may provide other appropriate remedies. Decisions by the ~~public~~ employment ~~relations~~ appeal board constitute final agency action.

Sec. 158. Section 80.28, subsections 2 and 3, Code 2024, are amended to read as follows:

2. The board shall consist of ~~nineteen voting members, as~~

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1 ~~follows~~ the following members, selected by the governor after
2 considering recommendations from professional or volunteer
3 organizations:
4 *a.* ~~The following members representing state agencies:~~
5 ~~(1) One member representing the department of public~~
6 ~~safety.~~
7 ~~(2) One member representing the state department of~~
8 ~~transportation.~~
9 ~~(3) One member representing the department of homeland~~
10 ~~security and emergency management.~~
11 ~~(4) One member representing the department of corrections.~~
12 ~~(5) One member representing the department of natural~~
13 ~~resources.~~
14 ~~(6) One member representing the department of health and~~
15 ~~human services.~~
16 ~~(7) One member representing the office of the chief~~
17 ~~information officer created in section 8B.2.~~
18 ~~(8) One member representing the Iowa law enforcement~~
19 ~~academy created in section 80B.4.~~
20 ~~*b.* The governor shall solicit and consider recommendations~~
21 ~~from professional or volunteer organizations in appointing the~~
22 ~~following members:~~
23 ~~(1) Two members who are representatives~~ One member who is a
24 representative from a municipal police ~~departments~~ department.
25 ~~(2)~~ *b.* ~~Two members who are representatives~~ One member who
26 is a representative of a sheriff's ~~offices~~ office.
27 ~~(3)~~ *c.* ~~Two members who are representatives~~ One member who
28 is a representative from a fire ~~departments~~ department. ~~One~~
29 ~~of the members shall be a volunteer fire fighter and the other~~
30 ~~member shall be a paid fire fighter.~~
31 ~~(4)~~ *d.* ~~Two members who are~~ One member who is a law
32 communication center ~~managers~~ manager employed by a state or
33 local government ~~agencies~~ agency.
34 ~~(5)~~ *e.* One member representing local emergency management
35 coordinators.

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1 ~~(6)~~ *f.* One member representing emergency medical service
2 providers.
3 ~~(7)~~ *g.* One at-large member.
4 3. In addition to the ~~voting~~ members listed in subsection
5 2, the board membership shall include four members of the
6 general assembly with one member designated by each of
7 the following: the majority leader of the senate, the
8 minority leader of the senate, the speaker of the house of
9 representatives, and the minority leader of the house of
10 representatives. A legislative member serves for a term as
11 provided in section 69.16B in an ex officio, nonvoting capacity
12 and is eligible for per diem and expenses as provided in
13 section 2.10.
14 Sec. 159. Section 84A.1A, subsection 1, unnumbered
15 paragraph 1, Code 2024, is amended to read as follows:
16 An Iowa workforce development board is created, consisting
17 of ~~thirty-three voting members and thirteen nonvoting~~ the
18 following members.
19 Sec. 160. Section 84A.1A, subsection 1, paragraph a,
20 subparagraph (5), Code 2024, is amended by striking the
21 subparagraph.
22 Sec. 161. Section 84A.1A, subsection 1, paragraph a,
23 subparagraph (8), unnumbered paragraph 1, Code 2024, is amended
24 to read as follows:
25 The following ~~twenty-six~~ members who shall be appointed by
26 the governor for staggered terms of four years beginning and
27 ending as provided in section 69.19, subject to confirmation
28 by the senate:
29 Sec. 162. Section 84A.1A, subsection 1, paragraph a,
30 subparagraph (8), subparagraph division (a), unnumbered
31 paragraph 1, Code 2024, is amended to read as follows:
32 ~~Seventeen~~ Ten members who shall be representatives of
33 businesses in the state to whom each of the following applies,
34 and at least one of whom shall represent small businesses as
35 defined by the United States small business administration:

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Sec. 163. Section 84A.1A, subsection 1, paragraph a, subparagraph (8), subparagraph division (b), Code 2024, is amended to read as follows:

(b) ~~Seven~~ Four members who shall be representatives of the workforce in the state and who shall include all of the following:

(i) ~~Four~~ At least two representatives of labor organizations who have been nominated by state labor federations.

(ii) ~~One~~ At least one representative of a joint labor-management apprenticeship program in the state who shall be a member of a labor organization or a training director. If such a joint program does not exist in the state, the member shall instead be a representative of an apprenticeship program in the state.

~~(iii) Two representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §3(24), including but not limited to organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; or that serve eligible youth, as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §3(18), including representatives of organizations that serve out-of-school youth, as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §129(a)(1)(B).~~

Sec. 164. Section 84A.1A, subsection 1, paragraph b, Code 2024, is amended by striking the paragraph and inserting in lieu thereof the following:

b. The director of the department of education or the director's designee shall serve as an ex officio, nonvoting member.

Sec. 165. Section 89.2, subsection 2, Code 2024, is amended

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1 by striking the subsection.
2 Sec. 166. Section 89.3, subsection 6, paragraph c, Code
3 2024, is amended to read as follows:
4 *c.* If the director intends to deny the request, the director
5 shall contact the owner prior to the denial and provide an
6 opportunity for the owner to address the reasons for the
7 intended denial. If the ~~board~~ department has not adopted rules
8 pursuant to section 89.14, subsection 11, the lack of adoption
9 shall not be grounds for the director not to consider a request
10 for a longer inspection interval pursuant to this subsection.
11 Sec. 167. Section 89.6, subsection 2, Code 2024, is amended
12 to read as follows:
13 2. Before any power boiler is converted to a low pressure
14 boiler, the owner or user shall give to the director ten
15 days' written notice of intent to convert the boiler. The
16 notice shall designate the boiler location, the uses of the
17 building, and other information specified by rule by the ~~board~~
18 department.
19 Sec. 168. Section 89.14, subsections 1, 5, 6, 7, 8, 9, 10,
20 and 11, Code 2024, are amended to read as follows:
21 1. ~~A boiler and pressure vessel board is created within the~~
22 The department ~~to formulate~~ shall adopt definitions and rules
23 requirements for the safe and proper installation, repair,
24 maintenance, alteration, use, and operation of boilers and
25 pressure vessels in this state.
26 5. The ~~board~~ department shall adopt rules pursuant to
27 chapter 17A necessary to administer the duties of the ~~board~~
28 department. Rules adopted by the ~~board~~ department shall
29 be in accordance with accepted engineering standards and
30 practices. The ~~board~~ department shall adopt rules relating to
31 the equipment covered by this chapter that are in accordance
32 with the ASME code, which may include addenda, interpretations,
33 and code cases, as soon as reasonably practical following
34 publication by the American society of mechanical engineers.
35 The ~~board~~ department shall adopt rules to require that

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1 operation of equipment cease in the event of imminent danger.
2 6. A notice of defect or inspection report issued by the
3 director pursuant to this chapter may, within thirty days after
4 the making of the order, be appealed to the ~~board~~ department.
5 ~~Board~~ Department action constitutes final agency action for
6 purposes of chapter 17A.
7 7. Not later than July 1, 2005, and every three years
8 thereafter, the ~~board~~ department shall conduct a comprehensive
9 review of existing boiler rules, regulations, and standards,
10 including but not limited to those relating to potable hot
11 water supply boilers and water heaters.
12 8. The ~~board~~ department shall establish fees for
13 examinations, inspections, annual statements, shop inspections,
14 and other services. The fees shall reflect the actual costs
15 and expenses necessary to operate the ~~board~~ department and
16 perform the duties of the director.
17 9. The ~~board~~ department may adopt rules governing the
18 conversion of power boilers to low pressure boilers.
19 10. The ~~board~~ department may adopt rules establishing an
20 internal inspection interval of up to four years for objects
21 that are subject to inspection pursuant to section 89.3,
22 subsection 4, and are owned and operated by electric public
23 utilities subject to rate regulation under chapter 476.
24 11. The ~~board~~ department shall adopt rules to allow an
25 extended internal inspection interval of up to seven years for
26 objects that are subject to inspection pursuant to section
27 ~~89.5A~~ 89.3, subsection 6.
28 Sec. 169. Section 89.14, subsections 2, 3, and 4, Code 2024,
29 are amended by striking the subsections.
30 Sec. 170. Section 89A.1, subsection 18, Code 2024, is
31 amended by striking the subsection.
32 Sec. 171. Section 89A.3, subsections 1, 3, 4, and 7, Code
33 2024, are amended to read as follows:
34 1. The ~~safety board~~ department may adopt rules governing
35 maintenance, construction, alteration, and installation of

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1 conveyances, and the inspection and testing of new and existing
2 installations as necessary to provide for the public safety,
3 and to protect the public welfare.
4 3. The ~~safety board~~ department shall adopt rules for
5 conveyances according to the applicable provisions of the
6 American society of mechanical engineers safety codes for
7 elevators and escalators, A17.1 and A17.3, as the ~~safety board~~
8 department deems necessary. In adopting rules the ~~safety~~
9 ~~board~~ department may adopt the American society of mechanical
10 engineers safety codes, or any part of the codes, by reference.
11 4. The ~~safety board~~ department may adopt rules permitting
12 existing passenger and freight elevators to be modified into
13 material lift elevators.
14 7. The ~~safety board~~ department may adopt rules permitting
15 inclined or vertical wheelchair lifts in churches and houses of
16 worship to service more than one floor.
17 Sec. 172. Section 89A.3, subsection 2, unnumbered paragraph
18 1, Code 2024, is amended to read as follows:
19 The ~~safety board~~ department shall adopt, amend, or repeal
20 rules pursuant to chapter 17A as it deems necessary for the
21 administration of this chapter, which shall include but not be
22 limited to rules providing for:
23 Sec. 173. Section 89A.3, subsection 2, paragraph i, Code
24 2024, is amended to read as follows:
25 *i.* The amount of fees charged and collected for inspection,
26 permits, and commissions. Fees shall be set at an amount
27 sufficient to cover costs as determined from consideration
28 of the reasonable time required to conduct an inspection,
29 reasonable hourly wages paid to inspectors, and reasonable
30 transportation and similar expenses. The ~~safety board~~
31 department shall also be authorized to consider setting reduced
32 fees for nonprofit associations and nonprofit corporations, as
33 described in chapters 501B and 504.
34 Sec. 174. Section 89A.6, subsections 2, 3, and 6, Code 2024,
35 are amended to read as follows:

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2. Every existing conveyance registered with the director shall be inspected within one year after the effective date of the registration, except that the ~~safety board~~ department may extend by rule the time specified for making inspections.

3. Every conveyance shall be inspected not less frequently than annually, except that the ~~safety board~~ department may adopt rules providing for inspections of conveyances at intervals other than annually.

6. In addition to the inspections required by subsections 1 through 3, the ~~safety board~~ department may provide by rule for additional inspections as the ~~safety board~~ department deems necessary to enforce the provisions of this chapter.

Sec. 175. Section 89A.10, subsection 2, Code 2024, is amended to read as follows:

2. If the owner does not make the changes necessary for compliance as required in subsection 1 within the period specified by the director, the director, upon notice, may suspend or revoke the operating permit, or may refuse to issue the operating permit for the conveyance. The director shall notify the owner of any action to suspend, revoke, or refuse to issue an operating permit and the reason for the action by service in the same manner as an original notice or by certified mail. An owner may appeal the director's initial decision to the ~~safety board~~ department. The decision of the ~~safety board~~ department shall be considered final agency action pursuant to chapter 17A.

Sec. 176. Section 89A.11, Code 2024, is amended to read as follows:

89A.11 Nonconforming conveyances.

The ~~safety board~~ department, pursuant to rule, may grant exceptions and variances from the requirements of rules adopted for any conveyance. Exceptions or variations shall be reasonably related to the age of the conveyance, and may be conditioned upon a repair or modification of the conveyance deemed necessary by the ~~safety board~~ department to assure

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1 reasonable safety. However, an exception or variance shall not
2 be granted except to prevent undue hardship. Such conveyances
3 shall be subject to orders issued pursuant to section 89A.10.
4 Sec. 177. Section 89A.13, subsections 1, 5, and 7, Code
5 2024, are amended to read as follows:
6 1. ~~An elevator safety board is created within the~~ The
7 department ~~to formulate~~ shall adopt definitions and rules
8 for the safe and proper installation, repair, maintenance,
9 alteration, use, and operation of conveyances in this state.
10 5. The owner or user of equipment regulated under this
11 chapter may appeal a notice of defect or an inspection report
12 to the ~~safety board~~ department within thirty days after the
13 issuance of the notice or report. ~~Safety board~~ Department
14 action constitutes final agency action for purposes of chapter
15 17A.
16 7. Not later than July 1, 2005, and every three years
17 thereafter, the ~~safety board~~ department shall conduct a
18 comprehensive review of existing conveyance rules, regulations,
19 and standards.
20 Sec. 178. Section 89A.13, subsections 2, 3, 4, and 6, Code
21 2024, are amended by striking the subsections.
22 Sec. 179. Section 89A.14, Code 2024, is amended to read as
23 follows:
24 **89A.14 Continuing duty of owner.**
25 Every conveyance shall be maintained by the owner in a safe
26 operating condition and in conformity with the rules adopted
27 by the ~~safety board~~ department.
28 Sec. 180. Section 97B.8B, subsection 2, Code 2024, is
29 amended to read as follows:
30 2. *Membership.* The benefits advisory committee shall be
31 comprised of representatives of constituent groups concerned
32 with the retirement system, and shall include representatives
33 of employers, active members, and retired members. In
34 addition, the director of the department of administrative
35 services, or the director's designee, and a member of the

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public selected by the voting members of the committee shall serve as members of the committee. The system shall adopt rules under chapter 17A to provide for the selection of members to the committee and the election of the voting members of the committee.

Sec. 181. Section 100B.1, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The council shall consist of ~~eleven~~ seven voting members and one ex officio, nonvoting member. Voting members of the state fire service and emergency response council shall be appointed by the governor.

(1) The governor shall ~~appoint~~ consider appointing voting members of the council from a list of nominees submitted by each of the following organizations, but may appoint any person to serve on the council:

(a) ~~Two members from a list submitted by the~~ The Iowa firefighters association.

(b) ~~Two members from a list submitted by the~~ The Iowa fire chiefs' association.

(c) ~~Two members from a list submitted by the~~ The Iowa professional fire fighters.

(d) ~~Two members from a list submitted by the~~ The Iowa association of professional fire chiefs.

(e) ~~One member from a list submitted by the~~ The Iowa emergency medical services association.

~~(2) A person nominated for inclusion in the voting membership on the council is not required to be a member of the organization that nominates the person.~~

~~(3) The tenth and eleventh voting members of the council shall be members of the general public appointed by the governor.~~

~~(4)~~ (2) The labor commissioner, or the labor commissioner's designee, shall be a nonvoting, ex officio member of the council.

Sec. 182. Section 100B.1, subsection 3, Code 2024, is

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amended to read as follows:

3. ~~Six~~ Four voting members of the council shall constitute a quorum. For the purpose of conducting business, a majority vote of the council shall be required. The council shall elect a chairperson from its members. The council shall meet at the call of the chairperson, or the state fire marshal, or when any ~~six~~ four members of the council file a written request with the chairperson for a meeting.

Sec. 183. Section 100C.1, subsection 5, Code 2024, is amended to read as follows:

5. *"Automatic fire extinguishing system"* means a system of devices and equipment that automatically detects a fire and discharges an approved fire extinguishing agent onto or in the area of a fire and includes automatic sprinkler systems, carbon dioxide extinguishing systems, deluge systems, automatic dry-chemical extinguishing systems, foam extinguishing systems, and halogenated extinguishing systems, or other equivalent fire extinguishing technologies recognized by the ~~fire extinguishing system contractors advisory board~~ department.

Sec. 184. Section 100C.7, Code 2024, is amended to read as follows:

100C.7 Administration — rules.

The director shall administer this chapter and~~, after consultation with the fire extinguishing system contractors and alarm systems advisory board, shall~~ adopt rules pursuant to chapter 17A necessary for the administration and enforcement of this chapter.

Sec. 185. Section 100D.5, subsection 1, Code 2024, is amended to read as follows:

1. ~~After consultation with the fire extinguishing system contractors and alarm systems advisory board established pursuant to section 100C.10, adopt~~ Adopt rules pursuant to chapter 17A necessary for the administration and enforcement of this chapter.

Sec. 186. Section 101C.2, subsection 1, Code 2024, is

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1 amended by striking the subsection and inserting in lieu
2 thereof the following:
3 1. *"Department"* means the department of agriculture and land
4 stewardship.
5 Sec. 187. Section 101C.3, subsections 1, 2, 3, 4, 5, 6, and
6 7, Code 2024, are amended by striking the subsections.
7 Sec. 188. Section 101C.3, subsections 8, 9, 10, 11, 12, and
8 13, Code 2024, are amended to read as follows:
9 8. *a.* The ~~council~~ department shall develop programs and
10 projects and enter into agreements for administering such
11 programs and projects as provided in this chapter, including
12 programs to enhance consumer and employee safety and training,
13 provide for research and development of clean and efficient
14 propane utilization equipment, inform and educate the public
15 about safety and other issues associated with the use of
16 propane, and develop programs and projects that provide
17 assistance to persons who are eligible for the low-income home
18 energy assistance program. The programs and projects shall
19 be developed to attain equitable geographic distribution of
20 their benefits to the fullest extent practicable. The costs of
21 the programs and projects shall be paid with funds collected
22 pursuant to section 101C.4. The ~~council~~ department shall
23 coordinate ~~its~~ the programs and projects with propane industry
24 trade associations and others as the ~~council~~ department deems
25 appropriate to provide efficient delivery of services and to
26 avoid unnecessary duplication of activities. Issues concerning
27 propane that are related to research and development, safety,
28 education, and training shall be given priority by the ~~council~~
29 department in the development of programs and projects.
30 *b.* The ~~council~~ department may develop energy efficiency
31 programs dedicated to weatherization, acquisition, and
32 installation of energy-efficient customer appliances that
33 qualify for energy star certification, installation of low-flow
34 faucets and showerheads, and energy efficiency education. The
35 ~~council~~ department may by rule establish quality standards in

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1 relation to weatherization and appliance installation.
2 9. At the beginning of each fiscal year, the ~~council~~
3 department shall prepare a budget plan for the next fiscal
4 year, including the probable cost of all programs, projects,
5 and contracts to be undertaken under this chapter. The
6 ~~council~~ department shall submit the proposed budget to the fire
7 marshal for review and comment. The fire marshal may recommend
8 appropriate programs, projects, and activities to be undertaken
9 by the ~~council~~ department.
10 10. The ~~council~~ department shall keep minutes, books, and
11 records that clearly reflect all of the acts and transactions
12 of the ~~council~~ department under this chapter which are public
13 records open to public inspection. The books and records shall
14 indicate the geographic areas where benefits were conferred
15 by each individual program or project in detail sufficient to
16 reflect the degree to which each program or project attained
17 equitable geographic distribution of its benefits. The books
18 of the ~~council~~ department shall be audited by a certified
19 public accountant at least once each fiscal year and at such
20 other times as the ~~council~~ department may designate. The
21 cost of the audit shall be paid by the ~~council~~ department.
22 Copies of the audit shall be provided to ~~all council members,~~
23 all qualified propane industry organizations~~,~~ and to other
24 members of the propane industry upon request. In addition,
25 a copy of the audit and a report detailing the programs and
26 projects conducted by the ~~council~~ department and containing
27 information reflecting the degree to which equitable geographic
28 distribution of the benefits of each program or project was
29 attained shall be submitted each fiscal year to the chief
30 clerk of the house of representatives and the secretary of the
31 senate.
32 11. The ~~council~~ department is subject to the open meetings
33 requirements of chapter 21 when meeting pursuant to this
34 chapter.
35 12. The ~~council~~ department shall ~~promulgate~~ adopt

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administrative rules pursuant to chapter 17A ~~which shall have the same force and effect as if adopted by a state agency. Initial rules shall be promulgated on an emergency basis~~.

13. The ~~council~~ department shall also perform the functions required of a state organization under the federal Propane Education and Research Act of 1996, be the repository of funds received under that Act, and separately account for those funds. The ~~council~~ department shall coordinate the operation of the program with the federal council as contemplated by 15 U.S.C. §6405.

Sec. 189. Section 101C.4, subsections 1, 2, and 3, Code 2024, are amended to read as follows:

1. The ~~council and its~~ activities of the department under this chapter shall be funded by an annual assessment. ~~Upon establishment of the council and each year thereafter the~~ The annual assessment shall be made at a rate of one-tenth of one cent on each gallon of odorized propane sold.

2. The owner of odorized propane at the time of odorization or at the time of import shall calculate the amount of the assessment based on the volume of odorized propane sold for use in this state. The assessment, when made, shall be listed as a separate line item on the bill of sale for the odorized propane and titled "Iowa propane education and research assessment". Assessments shall be collected by the owner from purchasers of the odorized propane and shall be paid by the owner to the ~~council~~ department on a monthly basis by the twenty-fifth day of the month following the month the assessment was collected. If payment is not made to the ~~council~~ department by the due date as required by this subsection, an interest penalty of one percent of any amount unpaid shall be imposed against the owner for each month or fraction of a month after the due date, until final payment is made.

3. Notwithstanding subsection 2, the ~~council~~ department may establish an alternative means of collecting such assessments if the ~~council~~ department determines that another method would

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be more efficient or effective and may establish an alternative late payment charge or interest penalty to be imposed on a person who fails to timely pay any amount due under this chapter to the ~~council~~ department.

Sec. 190. Section 101C.4, subsection 4, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Pending the disbursement of assessments collected, the ~~council~~ department shall invest moneys collected through assessments and any other moneys received by the ~~council~~ department pursuant to this chapter in any of the following:

Sec. 191. Section 101C.5, Code 2024, is amended to read as follows:

101C.5 Referendum for termination of ~~council~~ activities.

On the ~~council's~~ department's own initiative or on petition to the ~~council~~ department by retail propane marketers representing thirty-five percent of the volume of odorized propane sold in this state, the ~~council~~ department shall, at its own expense, arrange for a referendum to be conducted by an independent auditing firm agreed upon by the retail propane marketers, to determine whether the ~~council~~ activities of the department under this chapter should be terminated or suspended. Voting rights in the referendum shall be based on the volume of odorized propane sold in this state by each retail propane marketer during the previous calendar year. Each retail propane marketer voting in the referendum shall certify to the independent auditing firm the volume of odorized propane sold by that person as represented by that person's vote. Upon the approval of those retail propane marketers representing more than one-half of the total volume of odorized propane sold in this state, the ~~council~~ activities of the department under this chapter shall be terminated or suspended and the general assembly shall consider the repeal of this chapter during its next regular session.

Sec. 192. Section 101C.6, Code 2024, is amended to read as follows:

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101C.6 Compliance.

The district court is vested with the jurisdiction specifically to enforce this chapter and to prevent or restrain any person from violating this chapter. A successful action for compliance brought under this section may also require payment by the defendant of the costs incurred by the ~~council~~ department in bringing the action.

Sec. 193. Section 101C.7, Code 2024, is amended to read as follows:

101C.7 Lobbying restrictions.

Moneys collected by the ~~council~~ department pursuant to this chapter shall not be used in any manner for influencing legislation or elections, except that the ~~council~~ department may recommend changes in this chapter or other statutes that would further the purposes of this chapter to the general assembly.

Sec. 194. Section 101C.8, Code 2024, is amended to read as follows:

101C.8 Pricing.

In all cases, the price of propane shall be determined by market forces. Consistent with antitrust laws, the ~~council~~ department shall not take any action regarding, and this chapter shall not be interpreted as establishing, an agreement to pass along to consumers the cost of the assessment provided for in section 101C.4.

Sec. 195. Section 101C.10, Code 2024, is amended to read as follows:

101C.10 Bond.

Any person occupying a position of trust under any provision of this chapter shall provide a bond in an amount required by the ~~council~~ department. The costs of obtaining the bond shall be paid out of ~~council~~ department funds.

Sec. 196. Section 101C.11, Code 2024, is amended to read as follows:

101C.11 Report.

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1 The ~~council~~ department shall prepare and submit an annual
2 report to the fire marshal and the auditor of state summarizing
3 the activities of the ~~council~~ department conducted pursuant to
4 this chapter. The report shall show all income, expenses, and
5 other relevant information concerning assessments collected and
6 expended under this chapter. The report shall also include a
7 summary of energy efficiency programs as specified in section
8 101C.3, subsection 8, if developed by the ~~council~~ department.
9 Sec. 197. Section 103.1, subsection 2, Code 2024, is amended
10 to read as follows:
11 2. *"Board"* means the ~~electrical examining~~ board of building
12 and construction occupations created under ~~section 103.2~~
13 chapter 103A.
14 Sec. 198. Section 103A.3, subsection 1, Code 2024, is
15 amended to read as follows:
16 1. ~~*"Board of review" or "board"*~~ *"Board"* means the ~~state~~
17 ~~building code~~ board of ~~review~~ building and construction
18 occupations created by this chapter.
19 Sec. 199. Section 103A.3, subsection 6, Code 2024, is
20 amended by striking the subsection.
21 Sec. 200. Section 103A.7, subsection 1, Code 2024, is
22 amended to read as follows:
23 1. The state building code commissioner with the approval
24 of the ~~advisory council~~ department is hereby empowered and
25 directed to formulate and adopt and from time to time amend
26 or revise and to promulgate, in conformity with and subject
27 to the conditions set forth in this chapter, reasonable rules
28 designed to establish minimum safeguards in the erection and
29 construction of buildings and structures, to protect the human
30 beings who live and work in them from fire and other hazards,
31 and to establish regulations to further protect the health,
32 safety, and welfare of the public.
33 Sec. 201. Section 103A.8A, Code 2024, is amended to read as
34 follows:
35 **103A.8A Energy conservation requirements.**

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1 The state building code commissioner shall adopt as a part of
2 the state building code a requirement that new single-family
3 or two-family residential construction shall comply with
4 energy conservation requirements. The requirements adopted by
5 the commissioner shall be based upon a nationally recognized
6 standard or code for energy conservation. The requirements
7 shall only apply to single-family or two-family residential
8 construction commenced after the adoption of the requirements.
9 Notwithstanding any other provision of this chapter to the
10 contrary, the energy conservation requirements adopted by the
11 commissioner and approved by the ~~council~~ department shall apply
12 to new single-family or two-family residential construction
13 commenced on or after July 1, 2008, and shall supersede and
14 replace any minimum requirements for energy conservation
15 adopted or enacted by a governmental subdivision prior to that
16 date applicable to such construction. The state building code
17 commissioner may provide training to builders, contractors, and
18 other interested persons on the adopted energy conservation
19 requirements.
20 Sec. 202. Section 103A.10, subsection 5, Code 2024, is
21 amended to read as follows:
22 5. Notwithstanding any other provision of this chapter to
23 the contrary, the energy conservation requirements adopted
24 by the commissioner and approved by the ~~council~~ department
25 shall apply to all new construction commenced on or after
26 July 1, 2008, and shall supersede and replace any minimum
27 requirements for energy conservation adopted or enacted by the
28 governmental subdivision prior to that date and applicable to
29 such construction.
30 Sec. 203. Section 103A.11, subsection 4, Code 2024, is
31 amended to read as follows:
32 4. The provisions of this section shall not apply to any
33 rule relating solely to the internal operations of the office
34 of the commissioner ~~and council~~.
35 Sec. 204. Section 103A.15, unnumbered paragraph 1, Code

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2024, is amended to read as follows:

The ~~commissioner shall establish a state building code board of review~~ board of building and construction occupations is established.

Sec. 205. Section 103A.15, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The board shall be composed of ~~three~~ the following members ~~of the council.~~, appointed by the governor:

a. Two master electricians licensed pursuant to chapter 103, one of whom shall be a member of a union and one of whom shall not.

b. Two master plumbers licensed pursuant to chapter 105, one of whom shall be a member of a union and one of whom shall not.

c. One master mechanical professional licensed pursuant to chapter 105.

d. One electrical engineer.

e. One construction contractor registered pursuant to chapter 91C.

2. Members of the board ~~of review~~ shall serve ~~at the pleasure of the commissioner~~ for a term of three years.

Sec. 206. Section 103A.17, subsections 7 and 8, Code 2024, are amended to read as follows:

7. The decision of the board ~~of review~~ may be appealed to the ~~advisory council~~ department by any party by filing a petition with the ~~advisory council~~ department at any time prior to the effective date of such decision. The ~~advisory council~~ department shall consider all questions of fact and law involved and issue its decision pertaining to the same not later than ten days after receipt of the appeal.

8. A record of all decisions of the board and ~~advisory council~~ department shall be properly indexed and filed in the office of the commissioner, and shall be public records as defined in chapter 22.

Sec. 207. Section 103A.18, unnumbered paragraph 1, Code 2024, is amended to read as follows:

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1 Judicial review of action of the commissioner, board ~~of~~
2 ~~review~~, or ~~council~~ department may be sought in accordance with
3 the terms of the Iowa administrative procedure Act, chapter
4 17A. Notwithstanding the terms of said Act:
5 Sec. 208. Section 103A.19, subsection 2, paragraph b, Code
6 2024, is amended to read as follows:
7 *b.* Require that the construction of any building or
8 structure shall be in accordance with the applicable provisions
9 of the state building code, subject, however, to the powers
10 granted to the board ~~of review~~ in section 103A.16.
11 Sec. 209. Section 103A.19, subsection 2, paragraph d,
12 subparagraph (2), Code 2024, is amended to read as follows:
13 (2) Every certificate of occupancy or use shall, until set
14 aside or vacated by the board ~~of review~~, director, or a court
15 of competent jurisdiction, be binding and conclusive upon all
16 state and local agencies, as to all matters set forth and no
17 order, direction, or requirement at variance therewith shall be
18 made or issued by any other state or local agency.
19 Sec. 210. Section 103A.22, subsection 1, Code 2024, is
20 amended to read as follows:
21 1. Nothing in this chapter shall be construed as prohibiting
22 any governmental subdivision from adopting or enacting any
23 building regulations relating to any building or structure
24 within its limits, but a governmental subdivision in which
25 the state building code has been accepted and is applicable
26 shall not have the power to supersede, void, or repeal or make
27 more restrictive any of the provisions of this chapter or of
28 the rules adopted by the commissioner. This subsection shall
29 not apply to energy conservation requirements adopted by the
30 commissioner and approved by the ~~council~~ department pursuant
31 to section 103A.8A or 103A.10.
32 Sec. 211. Section 105.2, subsection 2, Code 2024, is amended
33 to read as follows:
34 2. *"Board"* means the ~~plumbing and mechanical systems~~
35 board of building and construction occupations as established

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1 pursuant to ~~section 105.3~~ chapter 103A.
2 Sec. 212. Section 123.8, subsection 1, Code 2024, is amended
3 to read as follows:
4 1. The commission, in addition to the duties specifically
5 enumerated in this chapter, shall ~~act as a policy-making body~~
6 ~~under this chapter and~~ serve in an advisory capacity to the
7 director and department.
8 Sec. 213. Section 123.8, subsection 2, unnumbered paragraph
9 1, Code 2024, is amended to read as follows:
10 The commission may ~~review and affirm, reverse, or amend all~~
11 provide advice and make recommendations regarding the actions
12 of the director under this chapter, including but not limited
13 to the following instances:
14 Sec. 214. Section 123.10, unnumbered paragraph 1, Code
15 2024, is amended to read as follows:
16 The director, with the ~~approval~~ advice of the commission and
17 subject to chapter 17A, may adopt rules as necessary to carry
18 out this chapter. The director's authority under this chapter
19 extends to~~,~~ but is not limited to~~,~~ the following:
20 Sec. 215. Section 123.49, subsection 2, paragraph f,
21 subparagraph (4), Code 2024, is amended to read as follows:
22 (4) If a person employed under this paragraph reports an
23 incident of workplace harassment to the employer or if the
24 employer otherwise becomes aware of such an incident, the
25 employer shall report the incident to the employee's parent,
26 guardian, or legal custodian and to the Iowa office of civil
27 rights ~~commission~~, which shall determine if any action is
28 necessary or appropriate under chapter 216.
29 Sec. 216. Section 124.551, subsection 1, Code 2024, is
30 amended to read as follows:
31 1. Contingent upon the receipt of funds pursuant to
32 section 124.557 sufficient to carry out the purposes of
33 this subchapter, the board, in conjunction with the advisory
34 ~~council~~ committee created in section 124.555, shall establish
35 and maintain an information program for drug prescribing and

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1 dispensing.
2 Sec. 217. Section 124.553, subsection 1, paragraph b, Code
3 2024, is amended to read as follows:
4 *b.* An individual who requests the individual's own program
5 information in accordance with the procedure established in
6 rules of the board ~~and advisory council~~ adopted under section
7 124.554.
8 Sec. 218. Section 124.554, subsection 1, unnumbered
9 paragraph 1, Code 2024, is amended to read as follows:
10 The board ~~and advisory council~~ shall ~~jointly~~ adopt rules in
11 accordance with chapter 17A to carry out the purposes of, and
12 to enforce the provisions of, this subchapter. The rules shall
13 include but not be limited to the development of procedures
14 relating to:
15 Sec. 219. Section 124.554, subsection 1, paragraphs f, g,
16 and h, Code 2024, are amended to read as follows:
17 *f.* Use by the board or advisory ~~council~~ committee of the
18 program request records required by section 124.553, subsection
19 2, to document and report statistical information.
20 *g.* Including all schedule II, schedule III, and schedule
21 IV controlled substances, schedule V controlled substances
22 including when dispensed by a pharmacist without a prescription
23 except for sales of pseudoephedrine that are reported to the
24 real-time electronic repository, opioid antagonists, and other
25 prescription substances that the advisory ~~council~~ committee and
26 board determine can be addictive or fatal if not taken under
27 the proper care and direction of a prescribing practitioner.
28 *h.* Access by a pharmacist or prescribing practitioner to
29 information in the program pursuant to a written agreement with
30 the board ~~and advisory council~~.
31 Sec. 220. Section 124.554, subsection 2, unnumbered
32 paragraph 1, Code 2024, is amended to read as follows:
33 Beginning February 1, 2021, and annually by February 1
34 thereafter, the board ~~and advisory council~~ shall present to the
35 general assembly and the governor a report prepared consistent

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with section 124.555, subsection 3, paragraph *"d"*, which shall include but not be limited to the following:

Sec. 221. Section 124.554, subsection 2, paragraphs b and c, Code 2024, are amended to read as follows:

b. Information from pharmacies, prescribing practitioners, the board, the advisory ~~council~~ committee, and others regarding the benefits or detriments of the program.

c. Information from pharmacies, prescribing practitioners, the board, the advisory ~~council~~ committee, and others regarding the board's effectiveness in providing information from the program.

Sec. 222. Section 124.554, subsection 3, paragraph a, subparagraph (6), Code 2024, is amended to read as follows:

(6) Other pertinent information identified by the board ~~and advisory council~~ by rule.

Sec. 223. Section 124.555, unnumbered paragraph 1, Code 2024, is amended to read as follows:

An advisory ~~council~~ committee shall be established to ~~provide oversight to~~ assist the board ~~and~~ in the management of the program and ~~to comanage~~ program activities.

Sec. 224. Section 124.555, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The ~~council~~ committee shall consist of five members appointed by the board. The members shall include at least one ~~licensed pharmacist~~ prescribing practitioner licensed by the board, one physician licensed under chapter 148, one prescribing practitioner licensed by the board of nursing, and one ~~licensed prescribing practitioner who is not a physician, and other members as determined by the board~~ prescribing practitioner licensed by the board of behavioral health professionals. The board shall adopt rules in accordance with chapter 17A on matters pertaining to the ~~council~~ committee membership, including the terms of appointment and quorum. The board shall solicit recommendations for ~~council~~ committee members from ~~Iowa health professional licensing boards,~~

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1 ~~associations, and societies~~ the board of medicine, board of
2 nursing, and board of behavioral health professionals. The
3 license of each member appointed to and serving on the advisory
4 ~~council~~ committee shall be current and in good standing with
5 the professional's licensing board.
6 2. The ~~council~~ committee shall advance the goals of the
7 program, which include identification of misuse and diversion
8 of controlled substances identified pursuant to section
9 124.554, subsection 1, paragraph *"g"*, and enhancement of the
10 quality of health care delivery in this state.
11 Sec. 225. Section 124.555, subsection 3, unnumbered
12 paragraph 1, Code 2024, is amended to read as follows:
13 Duties of the ~~council~~ committee shall include but not be
14 limited to the following:
15 Sec. 226. Section 124.555, subsection 3, paragraph d, Code
16 2024, is amended to read as follows:
17 *d.* Making recommendations regarding the continued benefits
18 of maintaining the program in relationship to cost and other
19 burdens to the patient, prescribing practitioner, pharmacist,
20 and the board. The ~~council's~~ committee's recommendations shall
21 be included in reports required by section 124.554, subsection
22 2.
23 Sec. 227. Section 124.555, subsection 4, Code 2024, is
24 amended to read as follows:
25 4. Members of the advisory ~~council~~ committee shall
26 be eligible to request and receive actual expenses for
27 their duties as members of the advisory ~~council~~ committee,
28 subject to reimbursement limits imposed by the department of
29 administrative services, and shall also be eligible to receive
30 a per diem compensation as provided in section 7E.6, subsection
31 1.
32 Sec. 228. Section 124.556, Code 2024, is amended to read as
33 follows:
34 **124.556 Education and treatment.**
35 The program shall include education initiatives and outreach

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1 to consumers, prescribing practitioners, and pharmacists, and
2 shall also include assistance for identifying substance use
3 disorder treatment programs and providers. The program shall
4 also include educational updates and information on general
5 patient risk factors for prescribing practitioners. The board
6 ~~and advisory council~~ shall adopt rules, as provided under
7 section 124.554, to implement this section.
8 Sec. 229. Section 135.11, subsection 22, Code 2024, is
9 amended to read as follows:
10 22. ~~In consultation with the advisory committee for~~
11 ~~perinatal guidelines, develop~~ Develop and maintain the
12 statewide perinatal program based on the recommendations of
13 the American academy of pediatrics and the American college
14 of obstetricians and gynecologists contained in the most
15 recent edition of the guidelines for perinatal care, and
16 adopt rules in accordance with chapter 17A to implement those
17 recommendations. Hospitals within the state shall determine
18 whether to participate in the statewide perinatal program,
19 and select the hospital's level of participation in the
20 program. A hospital having determined to participate in the
21 program shall comply with the guidelines appropriate to the
22 level of participation selected by the hospital. Perinatal
23 program surveys and reports are privileged and confidential
24 and are not subject to discovery, subpoena, or other means
25 of legal compulsion for their release to a person other than
26 the affected hospital, and are not admissible in evidence in a
27 judicial or administrative proceeding other than a proceeding
28 involving verification of the participating hospital under this
29 subsection.
30 Sec. 230. Section 135.24, subsection 2, paragraph a, Code
31 2024, is amended to read as follows:
32 *a.* Procedures for registration of health care providers
33 deemed qualified by the board of medicine, the board of
34 physician assistants, the dental board, the board of nursing,
35 the board of chiropractic, the board of ~~psychology, the~~

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1 ~~board of social work, the board of~~ behavioral ~~science~~ health
2 professionals, the board of pharmacy, the board of optometry,
3 the board of podiatry, the board of physical and occupational
4 therapy, the board of respiratory care and polysomnography,
5 and the department of inspections, appeals, and licensing, as
6 applicable.
7 Sec. 231. Section 135.43, subsections 1 and 2, Code 2024,
8 are amended to read as follows:
9 1. ~~An Iowa child death~~ A state mortality review ~~team~~
10 committee is established in the department. The department
11 shall provide staffing and administrative support to the ~~team~~
12 committee.
13 2. The membership of the review ~~team~~ committee is subject
14 to the provisions of sections 69.16 and 69.16A, relating
15 to political affiliation and gender balance. Review ~~team~~
16 committee members who are not designated by another appointing
17 authority shall be appointed by the director. Membership terms
18 shall be for three years. A membership vacancy shall be filled
19 in the same manner as the original appointment. The review
20 ~~team~~ committee shall elect a chairperson and other officers
21 as deemed necessary by the review ~~team~~ committee. The review
22 ~~team~~ committee shall meet upon the call of the director or
23 as determined by the review ~~team~~ committee. The review ~~team~~
24 committee shall include the following:
25 *a.* The state medical examiner or the state medical
26 examiner's designee.
27 ~~*b.* A certified or licensed professional who is knowledgeable~~
28 ~~concerning sudden infant death syndrome.~~
29 ~~*c.* A pediatrician who is knowledgeable concerning deaths of~~
30 ~~children.~~
31 ~~*d.* A family practice physician who is knowledgeable~~
32 ~~concerning deaths of children.~~
33 ~~*e.* One mental health professional who is knowledgeable~~
34 ~~concerning deaths of children.~~
35 ~~*f.* One social worker who is knowledgeable concerning deaths~~

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1 ~~of children.~~
2 ~~*g.* A certified or licensed professional who is knowledgeable~~
3 ~~concerning domestic violence.~~
4 ~~*h.* A professional who is knowledgeable concerning substance~~
5 ~~use disorder.~~
6 ~~*i.* A local law enforcement official.~~
7 ~~*j.* A county attorney.~~
8 ~~*k.* An emergency room nurse who is knowledgeable concerning~~
9 ~~the deaths of children.~~
10 ~~*l.* A perinatal expert.~~
11 ~~*m.* A representative of the health insurance industry.~~
12 ~~*n.* One other member who is appointed at large.~~
13 *b.* A licensed physician knowledgeable concerning the causes
14 of death.
15 *c.* A certified or licensed professional knowledgeable
16 regarding substance use disorder.
17 *d.* An attorney experienced in prosecuting domestic abuse
18 cases.
19 *e.* An expert in unexpected or unexplained infant deaths.
20 *f.* A clerk of a district court, to be appointed by the chief
21 justice of the supreme court.
22 *g.* A judicial officer, to be appointed by the chief justice
23 of the supreme court.
24 *h.* A local law enforcement official.
25 *i.* A social worker knowledgeable about deaths of children.
26 *j.* Additional members as determined by the director.
27 Sec. 232. Section 135.43, subsection 3, unnumbered
28 paragraph 1, Code 2024, is amended to read as follows:
29 The review ~~team~~ committee shall perform the following
30 duties:
31 Sec. 233. Section 135.43, subsection 3, paragraphs a, c, e,
32 f, and g, Code 2024, are amended to read as follows:
33 *a.* Collect, review, and analyze child death certificates and
34 child death data, including patient records or other pertinent
35 confidential information concerning the deaths of children

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1 under age eighteen, and other information as the review ~~team~~
2 committee deems appropriate for use in preparing an annual
3 report to the governor and the general assembly concerning the
4 causes and manner of child deaths. The report shall include
5 analysis of factual information obtained through review and
6 recommendations regarding prevention of child deaths.
7 *c.* Recommend to the agencies represented on the review ~~team~~
8 committee changes which may prevent child deaths.
9 *e.* Recommend to the department, appropriate law enforcement
10 agencies, and any other person involved with child protection,
11 interventions that may prevent harm to a child who is related
12 to or is living in the same home as a child whose case is
13 reviewed by the ~~team~~ committee.
14 *f.* If the sharing of information is necessary to assist in
15 or initiate a child death investigation or criminal prosecution
16 and the office or agency receiving the information does not
17 otherwise have access to the information, share information
18 possessed by the review ~~team~~ committee with the office of the
19 attorney general, a county attorney's office, or an appropriate
20 law enforcement agency. The office or agency receiving
21 the information shall maintain the confidentiality of the
22 information in accordance with this section. Unauthorized
23 release or disclosure of the information received is subject to
24 penalty as provided in this section.
25 *g.* In order to assist the department in performing the
26 department's duties, if the department does not otherwise have
27 access to the information, share information possessed by the
28 review ~~team~~ committee. The recipient of the information shall
29 maintain the confidentiality of the information in accordance
30 with this section. Unauthorized release or disclosure of the
31 information received is subject to penalty as provided in this
32 section.
33 Sec. 234. Section 135.43, subsection 4, unnumbered
34 paragraph 1, Code 2024, is amended to read as follows:
35 The department shall develop protocols for ~~a child fatality~~

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1 ~~review committee, to be appointed by the director on an ad hoc~~
2 ~~basis,~~ the state mortality review committee to immediately
3 review the child abuse assessments which involve the fatality
4 of a child under age eighteen. ~~The director shall appoint a~~
5 ~~medical examiner, a pediatrician, and a person involved with~~
6 ~~law enforcement to the committee.~~
7 Sec. 235. Section 135.43, subsection 4, paragraph a, Code
8 2024, is amended to read as follows:
9 *a.* The purpose of the review shall be to determine whether
10 the department and others involved with the case of child abuse
11 responded appropriately. The protocols shall provide for
12 the committee to consult with any multidisciplinary team, as
13 defined in section 235A.13, that is operating in the area in
14 which the fatality occurred. The protocols shall also ensure
15 that a member of the ~~child fatality review~~ committee does not
16 have a conflict of interest regarding the child fatality under
17 review.
18 Sec. 236. Section 135.43, subsection 5, paragraph a,
19 unnumbered paragraph 1, Code 2024, is amended to read as
20 follows:
21 The following individuals shall designate a liaison
22 to assist the review ~~team~~ committee in fulfilling its
23 responsibilities:
24 Sec. 237. Section 135.43, subsection 5, paragraph b, Code
25 2024, is amended to read as follows:
26 *b.* In addition, the department shall designate a liaison
27 from the public at large to assist the review ~~team~~ committee in
28 fulfilling its responsibilities.
29 Sec. 238. Section 135.43, subsections 6, 7, and 8, Code
30 2024, are amended to read as follows:
31 6. The review ~~team~~ committee may establish subcommittees to
32 which the ~~team~~ committee may delegate some or all of the ~~team's~~
33 committee's responsibilities under subsection 3.
34 7. *a.* The department shall adopt rules providing for
35 disclosure of information which is confidential under chapter

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1 22 or any other provision of state law, to the review ~~team~~
2 committee for purposes of performing its child death and child
3 abuse review responsibilities.
4 *b.* A person in possession or control of medical,
5 investigative, assessment, or other information pertaining to a
6 child death and child abuse review shall allow the inspection
7 and reproduction of the information by the department
8 upon the request of the department, to be used only in the
9 administration and for the duties of the ~~Iowa child death~~
10 state mortality review ~~team~~ committee. Except as provided
11 for a report on a child fatality by ~~an ad hoc child fatality~~
12 ~~review~~ the committee under subsection 4, information and
13 records produced under this section which are confidential
14 under section 22.7 and chapter 235A, and information or records
15 received from the confidential records, remain confidential
16 under this section. A person does not incur legal liability by
17 reason of releasing information to the department as required
18 under and in compliance with this section.
19 8. Review ~~team~~ committee members and their agents are immune
20 from any liability, civil or criminal, which might otherwise
21 be incurred or imposed as a result of any act, omission,
22 proceeding, decision, or determination undertaken or performed,
23 or recommendation made as a review ~~team~~ committee member or
24 agent provided that the review ~~team~~ committee members or agents
25 acted in good faith and without malice in carrying out their
26 official duties in their official capacity. The department
27 shall adopt rules pursuant to chapter 17A to administer
28 this subsection. A complainant bears the burden of proof in
29 establishing malice or lack of good faith in an action brought
30 against review ~~team~~ committee members involving the performance
31 of their duties and powers under this section.
32 Sec. 239. Section 135.108, Code 2024, is amended by adding
33 the following new subsection:
34 NEW SUBSECTION. 01. *"Committee"* or *"review committee"* means
35 the state mortality review committee established in section

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1 135.43.
2 Sec. 240. Section 135.108, subsection 4, Code 2024, is
3 amended by striking the subsection.
4 Sec. 241. Section 135.110, subsection 1, unnumbered
5 paragraph 1, Code 2024, is amended to read as follows:
6 The review ~~team~~ committee shall perform the following
7 duties:
8 Sec. 242. Section 135.110, subsection 1, paragraphs b and c,
9 Code 2024, are amended to read as follows:
10 *b.* Advise and consult ~~the agencies represented on the team~~
11 ~~and other~~ state agencies regarding program and regulatory
12 changes that may prevent domestic abuse deaths.
13 *c.* Develop protocols for domestic abuse death investigations
14 and ~~team~~ committee review.
15 Sec. 243. Section 135.110, subsections 2, 3, 4, 5, and 6,
16 Code 2024, are amended to read as follows:
17 2. In performing duties pursuant to subsection 1, the
18 review ~~team~~ committee shall review the relationship between the
19 decedent victim and the alleged or convicted perpetrator from
20 the point where the abuse allegedly began, until the domestic
21 abuse death occurred, and shall review all relevant documents
22 pertaining to the relationship between the parties, including
23 but not limited to protective orders and dissolution, custody,
24 and support agreements and related court records, in order to
25 ascertain whether a correlation exists between certain events
26 in the relationship and any escalation of abuse, and whether
27 patterns can be established regarding such events in relation
28 to domestic abuse deaths in general. The review ~~team~~ committee
29 shall consider such conclusions in making recommendations
30 pursuant to subsection 1.
31 3. The ~~team~~ committee shall meet upon the call of the
32 chairperson, upon the request of a state agency, or as
33 determined by a majority of the ~~team~~ committee.
34 4. The ~~team~~ committee shall annually elect a chairperson and
35 other officers as deemed necessary by the ~~team~~ committee.

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5. The ~~team~~ committee may establish ~~committees~~ subcommittees or panels to whom the ~~team~~ committee may assign some or all of the ~~team's~~ committee's responsibilities.

6. Members of the ~~team~~ committee who are currently practicing attorneys or current employees of the judicial branch of state government shall not participate in the following:

a. An investigation by the ~~team~~ committee that involves a case in which the ~~team~~ committee member is presently involved in the member's professional capacity.

b. Development of protocols by the ~~team~~ committee for domestic abuse death investigations and ~~team~~ committee review.

c. Development of regulatory changes related to domestic abuse deaths.

Sec. 244. Section 135.111, subsection 1, Code 2024, is amended to read as follows:

1. A person in possession or control of medical, investigative, or other information pertaining to a domestic abuse death and related incidents and events preceding the domestic abuse death, shall allow for the inspection and review of written or photographic information related to the death, whether the information is confidential or public in nature, by the department upon the request of the department and the ~~team~~ committee, to be used only in the administration and for the official duties of the ~~team~~ committee. Information and records produced under this section that are confidential under the law of this state or under federal law, or because of any legally recognized privilege, and information or records received from the confidential records, remain confidential under this section.

Sec. 245. Section 135.112, Code 2024, is amended to read as follows:

135.112 Rulemaking.

The department shall adopt rules pursuant to chapter 17A relating to the administration of the ~~domestic abuse death~~

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1 ~~review team~~ committee and sections 135.108 through 135.111.
2 Sec. 246. Section 147.1, subsection 6, Code 2024, is amended
3 to read as follows:
4 6. *"Profession"* means medicine and surgery, podiatry,
5 osteopathic medicine and surgery, genetic counseling, practice
6 as a physician assistant, psychology, chiropractic, nursing,
7 dentistry, dental hygiene, dental assisting, optometry, speech
8 pathology, audiology, pharmacy, physical therapy, physical
9 therapist assisting, occupational therapy, occupational therapy
10 assisting, respiratory care, cosmetology arts and sciences,
11 barbering, mortuary science, applied behavior analysis, marital
12 and family therapy, mental health counseling, midwifery,
13 polysomnography, social work, ~~dietetics,~~ massage therapy,
14 athletic training, acupuncture, nursing home administration,
15 practice as a hearing aid specialist, sign language
16 interpreting or transliterating, orthotics, prosthetics, or
17 pedorthics.
18 Sec. 247. Section 147.2, subsection 1, Code 2024, is amended
19 to read as follows:
20 1. A person shall not engage in the practice of medicine
21 and surgery, podiatry, osteopathic medicine and surgery,
22 genetic counseling, psychology, chiropractic, physical
23 therapy, physical therapist assisting, nursing, dentistry,
24 dental hygiene, dental assisting, optometry, speech pathology,
25 audiology, occupational therapy, occupational therapy
26 assisting, orthotics, prosthetics, pedorthics, respiratory
27 care, pharmacy, cosmetology arts and sciences, barbering,
28 social work, ~~dietetics,~~ applied behavior analysis, marital
29 and family therapy or mental health counseling, massage
30 therapy, mortuary science, polysomnography, athletic training,
31 acupuncture, nursing home administration, or sign language
32 interpreting or transliterating, or shall not practice as a
33 physician assistant or a hearing aid specialist, unless the
34 person has obtained a license for that purpose from the board
35 for the profession.

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Sec. 248. Section 147.13, subsection 3, Code 2024, is amended to read as follows:

3. For psychology, social work, applied behavior analysis, marital and family therapy, and mental health counseling, the board of ~~psychology~~ behavioral health professionals.

Sec. 249. Section 147.13, subsections 14, 15, 16, and 21, Code 2024, are amended by striking the subsections.

Sec. 250. Section 147.14, subsection 1, paragraphs a, b, c, d, e, f, n, and s, Code 2024, are amended to read as follows:

a. For medicine, ~~five~~ three members licensed to practice medicine and surgery, ~~two members~~ one member licensed to practice osteopathic medicine and surgery, and three members not licensed to practice either medicine and surgery or osteopathic medicine and surgery, and who shall represent the general public.

b. For nursing, ~~four~~ three registered nurses, ~~two~~ one of whom shall be actively engaged in practice, ~~two~~ one of whom shall be a nurse ~~educators~~ educator from a nursing education ~~programs; of these, one in higher education and one in area community and vocational-technical registered nurse education~~ program; one licensed practical nurse actively engaged in practice; and ~~two members~~ one member who is not a registered ~~nurses~~ nurse or licensed practical ~~nurses~~ nurse and who shall represent the general public. The ~~representatives~~ representative of the general public shall not be ~~members~~ a member of a health care delivery ~~systems~~ system.

c. For dentistry, ~~five~~ four members licensed to practice dentistry, two members licensed to practice dental hygiene, and ~~two members~~ one member not licensed to practice dentistry or dental hygiene and who shall represent the general public. ~~The two dental hygienist board members and one dentist board member shall constitute a dental hygiene committee of the board as provided in section 153.33A.~~

d. For pharmacy, ~~five~~ four members licensed to practice pharmacy, one member registered as a certified pharmacy

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technician as defined by the board by rule, and ~~two members~~ one member who ~~are~~ is not licensed to practice pharmacy or registered as a certified pharmacy technician and who shall represent the general public.

e. For optometry, ~~five~~ four members licensed to practice optometry and ~~two members~~ one member who ~~are~~ is not licensed to practice optometry and who shall represent the general public.

f. For ~~psychology~~ behavioral health professionals, ~~five~~ two members who are licensed to practice psychology, two members who are licensed to practice social work as a master social worker or independent social worker, one member licensed to practice marital and family therapy, one member licensed to practice mental health counseling, and ~~two members~~ one member not licensed to practice psychology, social work, marital and family therapy, or mental health counseling and who shall represent the general public. ~~Of the five members who are licensed to practice psychology, one member shall be primarily engaged in graduate teaching in psychology or primarily engaged in research psychology, three members shall be persons who render services in psychology, and one member shall represent areas of applied psychology and may be affiliated with training institutions and shall devote a major part of the member's time to rendering service in psychology.~~

n. For mortuary science, ~~four~~ three members licensed to practice mortuary science, one member owning, operating, or employed by a crematory, and ~~two members~~ one member not licensed to practice mortuary science and not a crematory owner, operator, or employee who shall represent the general public.

s. For sign language interpreting and transliterating, ~~four~~ three members licensed to practice interpreting and transliterating, ~~three~~ two of whom shall be practicing interpreters and transliterators at the time of appointment to the board and at least one of whom is employed in an educational setting; and ~~three~~ two members who are consumers of

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1 interpreting or transliterating services as defined in section
2 154E.1, each of whom shall be deaf or hard of hearing.
3 Sec. 251. Section 147.14, subsection 1, paragraphs j, l, r,
4 and t, Code 2024, are amended by striking the paragraphs.
5 Sec. 252. Section 147.107, subsection 2, paragraph a, Code
6 2024, is amended to read as follows:
7 *a.* A prescriber who dispenses prescription drugs, including
8 but not limited to controlled substances, for human use, may
9 delegate nonjudgmental dispensing functions to staff assistants
10 only when verification of the accuracy and completeness
11 of the dispensing is determined by the practitioner in the
12 practitioner's physical presence. However, the physical
13 presence requirement does not apply when a practitioner is
14 utilizing an automated dispensing system. When using an
15 automated dispensing system, the practitioner shall utilize an
16 internal quality control assurance plan that ensures accuracy
17 for dispensing. Verification of automated dispensing accuracy
18 and completeness remains the responsibility of the practitioner
19 and shall be determined in accordance with rules adopted by the
20 board of medicine, the dental board, the board of podiatry, and
21 the board of ~~psychology~~ behavioral health professionals for
22 their respective licensees.
23 Sec. 253. Section 147.161, subsection 1, paragraph b,
24 subparagraph (2), Code 2024, is amended to read as follows:
25 (2) Licensed master social workers with a current and
26 active supervision plan on file with the board of ~~social work~~
27 behavioral health professionals.
28 Sec. 254. Section 148.2A, subsection 2, unnumbered
29 paragraph 1, Code 2024, is amended to read as follows:
30 Notwithstanding sections 17A.11, 69.16, 69.16A, 147.12,
31 147.14, and 147.19, the board may have a pool of up to ~~ten~~ three
32 alternate members, including members licensed to practice under
33 this chapter and members not licensed to practice under this
34 chapter, to substitute for board members who are disqualified
35 or become unavailable for any other reason for contested case

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1 hearings.
2 Sec. 255. Section 148.2A, subsection 2, paragraph a, Code
3 2024, is amended to read as follows:
4 *a.* The board may recommend, subject to approval by
5 the governor, up to ~~ten~~ three people to serve in a pool of
6 alternate members.
7 Sec. 256. Section 148.13A, unnumbered paragraph 1, Code
8 2024, is amended to read as follows:
9 The board of medicine shall, in consultation with the board
10 of ~~psychology~~ behavioral health professionals, establish by
11 rule all of the following:
12 Sec. 257. Section 148.13B, subsection 1, unnumbered
13 paragraph 1, Code 2024, is amended to read as follows:
14 The board of medicine and the board of ~~psychology~~ behavioral
15 health professionals shall adopt joint rules in regard to the
16 following:
17 Sec. 258. Section 148.13B, subsection 3, Code 2024, is
18 amended to read as follows:
19 3. The joint rules, and any amendments thereto, adopted by
20 the board of medicine and the board of ~~psychology~~ behavioral
21 health professionals pursuant to this section and section
22 154B.14 shall only be adopted by agreement of both boards
23 through a joint rule-making process.
24 Sec. 259. Section 152A.1, subsection 1, Code 2024, is
25 amended by striking the subsection and inserting in lieu
26 thereof the following:
27 1. *"Department"* means the department of inspections,
28 appeals, and licensing.
29 Sec. 260. Section 152A.1, subsection 2, Code 2024, is
30 amended to read as follows:
31 2. ~~*"Licensed dietitian" or "dietitian"*~~ *"Dietitian"* means
32 a person ~~who holds a valid license~~ registered to practice
33 dietetics pursuant to this chapter.
34 Sec. 261. Section 152A.2, Code 2024, is amended to read as
35 follows:

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152A.2 ~~License~~ Registration requirements.

~~1.~~ An applicant shall be ~~issued a license to practice dietetics~~ registered as a dietitian by the ~~board~~ department when the applicant ~~satisfies all of the following:~~

~~*a.* Possesses a baccalaureate degree or postbaccalaureate degree with a major course of study in human nutrition, food and nutrition, dietetics, or food systems management, or in an equivalent major course of study which meets minimum academic requirements as established by the accreditation council for education in nutrition and dietetics of the academy of nutrition and dietetics and approved by the board.~~

~~*b.* Completes an accredited competency-based supervised experience program approved by the accreditation council for education in nutrition and dietetics of the academy of nutrition and dietetics and approved by the board.~~

~~*c.* Satisfactorily completes the commission on dietetic registration of the academy of nutrition and dietetics examination approved by the board.~~

~~2. Renewal of a license granted under this chapter shall not be approved unless the applicant has satisfactorily completed the continuing education requirements for the license as prescribed by the board~~ presents proof that the applicant holds a valid credential issued by the academy of nutrition and dietetics.

Sec. 262. Section 154A.1, subsection 1, Code 2024, is amended by striking the subsection.

Sec. 263. Section 154A.1, subsection 6, Code 2024, is amended to read as follows:

6. *"Hearing aid specialist"* means any person engaged in the fitting, dispensing, and sale of hearing aids and providing hearing aid services or maintenance, by means of procedures stipulated by this chapter or the ~~board~~ department.

Sec. 264. Section 154A.10, subsection 3, Code 2024, is amended to read as follows:

3. Pays the necessary fees set by the ~~board~~ department.

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1 Sec. 265. Section 154A.12, subsection 2, Code 2024, is
2 amended to read as follows:
3 2. The ~~board~~ department shall not require the applicant to
4 possess the degree of professional competence normally expected
5 of physicians.
6 Sec. 266. Section 154A.13, Code 2024, is amended to read as
7 follows:
8 **154A.13 Temporary permit.**
9 A person who has not been licensed as a hearing aid
10 specialist may obtain a temporary permit from the department
11 upon completion of the application accompanied by the written
12 verification of employment from a licensed hearing aid
13 specialist. The department shall issue a temporary permit for
14 one year which shall not be renewed or reissued. The fee for
15 issuance of the temporary permit shall be set by the ~~board~~
16 department in accordance with the provisions for establishment
17 of fees by boards in section 147.80. The temporary permit
18 entitles an applicant to engage in the fitting or selection and
19 sale of hearing aids under the supervision of a person holding
20 a valid license.
21 Sec. 267. Section 154A.19, subsection 1, Code 2024, is
22 amended to read as follows:
23 1. This chapter shall not prohibit a corporation,
24 partnership, trust, association, or other organization
25 maintaining an established business address from engaging in
26 the business of selling or offering for sale hearing aids at
27 retail without a license if it employs only licensed hearing
28 aid specialists in the direct fitting or selection and sale
29 of hearing aids. Such an organization shall file annually
30 with the ~~board~~ department a list of all licensed hearing aid
31 specialists and persons holding temporary permits directly
32 or indirectly employed by it. Such an organization shall
33 also file with the ~~board~~ department a statement on a form
34 approved by the ~~board~~ department that the organization submits
35 itself to the rules and regulations of the ~~board~~ department

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1 and the provisions of this chapter which the department deems
2 applicable.
3 Sec. 268. Section 154A.19, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 4. This chapter shall not apply to a person
6 who engages in practices covered by this chapter if the person
7 is licensed as an audiologist pursuant to chapter 154F.
8 Sec. 269. Section 154A.23, Code 2024, is amended to read as
9 follows:
10 **154A.23 Disciplinary orders — attorney general.**
11 The ~~board~~ department shall forward a copy of all final
12 disciplinary orders, with associated complaints, to the
13 attorney general for consideration for prosecution or
14 enforcement when warranted. The attorney general and all
15 county attorneys shall assist ~~the board and~~ the department in
16 the enforcement of the provisions of this chapter.
17 Sec. 270. Section 154A.24, unnumbered paragraph 1, Code
18 2024, is amended to read as follows:
19 The ~~board~~ department may revoke or suspend a license or
20 temporary permit permanently or for a fixed period for any of
21 the following causes:
22 Sec. 271. Section 154A.24, subsection 2, paragraphs e and s,
23 Code 2024, are amended to read as follows:
24 *e.* Representing that the service or advice of a person
25 licensed to practice medicine, or one who is certificated as
26 a clinical audiologist by the board of speech pathology and
27 audiology or its equivalent, will be used or made available in
28 the fitting or selection, adjustment, maintenance, or repair
29 of hearing aids when that is not true, or using the words
30 "doctor", "clinic", "clinical audiologist", "state approved",
31 or similar words, abbreviations, or symbols which tend to
32 connote the medical or other professions, except where the
33 title "certified hearing aid audiologist" has been granted
34 by the national hearing aid society, or that the hearing aid
35 specialist has been recommended by this state or the ~~board~~

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1 department when such is not accurate.
2 *s.* Such other acts or omissions as the ~~board~~ department may
3 determine to be unethical conduct.
4 Sec. 272. Section 154B.1, subsections 1 and 5, Code 2024,
5 are amended to read as follows:
6 1. *"Board"* means the board of ~~psychology~~ behavioral health
7 professionals created under chapter 147.
8 5. *"Physician"* means a person licensed to practice medicine
9 and surgery or osteopathic medicine and surgery in this state
10 in family medicine, internal medicine, pediatrics, psychiatry,
11 or another specialty who prescribes medications for the
12 treatment of a mental disorder to patients in the normal course
13 of the person's clinical medical practice pursuant to joint
14 rules adopted by the board of ~~psychology~~ behavioral health
15 professionals and the board of medicine.
16 Sec. 273. Section 154B.9, subsection 3, Code 2024, is
17 amended to read as follows:
18 3. A prescribing psychologist may prescribe psychotropic
19 medication pursuant to joint rules adopted by the board of
20 ~~psychology~~ behavioral health professionals and the board of
21 medicine and the provisions of this chapter.
22 Sec. 274. Section 154B.10, subsection 1, paragraphs b, c, d,
23 e, and g, Code 2024, are amended to read as follows:
24 *b.* Completed pharmacological training from an institution
25 approved by the board of ~~psychology~~ behavioral health
26 professionals and the board of medicine or from a provider
27 of continuing education approved by the board of ~~psychology~~
28 behavioral health professionals and the board of medicine
29 pursuant to joint rules adopted by both boards.
30 *c.* Passed a national certification examination approved by
31 the board of ~~psychology~~ behavioral health professionals and
32 the board of medicine that tested the applicant's knowledge of
33 pharmacology in the diagnosis, care, and treatment of mental
34 disorders.
35 *d.* Successfully completed a postdoctoral master of science

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1 degree in clinical psychopharmacology approved by the board of
2 ~~psychology~~ behavioral health professionals and the board of
3 medicine pursuant to joint rules adopted by both boards. The
4 program shall at a minimum include coursework in neuroscience,
5 pharmacology, psychopharmacology, physiology, and appropriate
6 and relevant physical and laboratory assessments.
7 *e.* Has been certified by the applicant's supervising
8 physician as having successfully completed a supervised
9 and relevant clinical experience in clinical assessment and
10 pathophysiology and an additional supervised practicum treating
11 patients with mental disorders. The practica shall have been
12 supervised by a trained physician. The board of ~~psychology~~
13 behavioral health professionals and the board of medicine,
14 pursuant to joint rules adopted by the boards, shall determine
15 sufficient practica to competently train the applicant in the
16 treatment of a diverse patient population.
17 *g.* Meets all other requirements, as determined by joint
18 rules adopted by the board of ~~psychology~~ behavioral health
19 professionals and the board of medicine, for obtaining a
20 conditional prescription certificate.
21 Sec. 275. Section 154B.10, subsection 3, paragraph d, Code
22 2024, is amended to read as follows:
23 *d.* Any other rules adopted jointly by the board of
24 ~~psychology~~ behavioral health professionals and the board of
25 medicine.
26 Sec. 276. Section 154B.11, subsection 1, paragraph d, Code
27 2024, is amended to read as follows:
28 *d.* Meets all other requirements, as determined by rules
29 adopted by the board, for obtaining a prescription certificate,
30 including joint rules adopted by the board of ~~psychology~~
31 behavioral health professionals and the board of medicine.
32 Sec. 277. Section 154B.11, subsection 2, paragraph d, Code
33 2024, is amended to read as follows:
34 *d.* Any other rules adopted jointly by the board of
35 ~~psychology~~ behavioral health professionals and the board of

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1 medicine.
2 Sec. 278. Section 154B.12, subsection 1, Code 2024, is
3 amended to read as follows:
4 1. A prescribing psychologist or a psychologist with
5 a conditional prescription certificate may administer and
6 prescribe psychotropic medication within the scope of the
7 psychologist's profession, including the ordering and review
8 of laboratory tests in conjunction with the prescription, for
9 the treatment of mental disorders. Such prescribing practices
10 shall be governed by joint rules adopted by the board of
11 ~~psychology~~ behavioral health professionals and the board of
12 medicine.
13 Sec. 279. Section 154B.14, subsection 1, unnumbered
14 paragraph 1, Code 2024, is amended to read as follows:
15 The board of ~~psychology~~ behavioral health professionals and
16 the board of medicine shall adopt joint rules in regard to the
17 following:
18 Sec. 280. Section 154B.14, subsections 2 and 3, Code 2024,
19 are amended to read as follows:
20 2. The board of ~~psychology~~ behavioral health professionals
21 shall consult with the university of Iowa Carver college of
22 medicine and clinical and counseling psychology doctoral
23 programs at regents institutions in the development of the
24 rules pertaining to education and training requirements in
25 sections 154B.10 and 154B.11.
26 3. The joint rules, and any amendments thereto, adopted by
27 the board of ~~psychology~~ behavioral health professionals and the
28 board of medicine pursuant to this section and section 148.13B
29 shall only be adopted by agreement of both boards through a
30 joint rule-making process.
31 Sec. 281. Section 154C.1, subsection 1, Code 2024, is
32 amended to read as follows:
33 1. *"Board"* means the board of ~~social work~~ behavioral health
34 professionals established in chapter 147.
35 Sec. 282. Section 154D.1, subsection 1, Code 2024, is

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1 amended to read as follows:
2 1. *"Board"* means the board of ~~behavioral science~~ behavioral
3 health professionals established in chapter 147.
4 Sec. 283. Section 161A.3, Code 2024, is amended by adding
5 the following new subsection:
6 NEW SUBSECTION. 12A. *"Secretary"* means the secretary of
7 agriculture.
8 Sec. 284. Section 161A.4, subsection 1, Code 2024, is
9 amended to read as follows:
10 1. The division of soil conservation and water quality
11 created within the department pursuant to section 159.5
12 shall perform the functions conferred upon it in this chapter
13 and chapters 161C, 161E, 161F, 207, and 208. The division
14 shall be administered in accordance with the policies of the
15 committee, which shall advise the division ~~and which shall~~
16 ~~approve administrative rules proposed by the division~~ for
17 the administration of this chapter and chapters 161C, 161E,
18 161F, 207, and 208 ~~before the rules are adopted pursuant to~~
19 ~~section 17A.5~~. ~~If a difference exists between the committee~~
20 ~~and secretary regarding the content of a proposed rule, the~~
21 ~~secretary shall notify the chairperson of the committee of~~
22 ~~the difference within thirty days from the committee's action~~
23 ~~on the rule. The secretary and the committee shall meet to~~
24 ~~resolve the difference within thirty days after the secretary~~
25 ~~provides the committee with notice of the difference.~~
26 Sec. 285. Section 161A.4, subsection 6, Code 2024, is
27 amended to read as follows:
28 6. *a.* The committee may ~~perform acts, hold public hearings,~~
29 ~~and propose and approve~~ provide advice and recommendations on
30 the adoption of rules pursuant to chapter 17A by the secretary
31 and department as necessary for the execution of ~~its~~ their
32 functions.
33 *b.* The committee shall recommend to the secretary each year
34 a budget for the division. The secretary, at the earliest
35 opportunity and prior to formulating a budget, shall meet with

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representatives of the committee to discuss the committee's recommendation. The secretary shall have the authority to set the budget for the division.

c. The committee shall recommend three persons to the secretary of agriculture who ~~shall~~ may appoint from the persons recommended a director to head the division and serve at the pleasure of the secretary. ~~After reviewing the names submitted, the secretary may request that the committee submit additional names for consideration.~~

Sec. 286. Section 161A.7, subsection 1, paragraph n, subparagraph (1), unnumbered paragraph 1, Code 2024, is amended to read as follows:

The district plan shall contain a comprehensive long-range assessment of soil and surface water resources in the district consistent with rules approved ~~by the committee~~ under section 161A.4. In developing the plan the district may receive technical support from the United States department of agriculture natural resources conservation service and the county board of supervisors in the county where the district is located. The division and the Iowa cooperative extension service in agriculture and home economics may provide technical support to the district. The support may include but is not limited to the following:

Sec. 287. Section 169.5, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The governor shall appoint, subject to confirmation by the senate pursuant to section 2.32, a board of five individuals, three of whom shall be licensed veterinarians and two of whom shall not be licensed veterinarians and shall represent the general public, one of whom shall be a farmer involved in the production of agricultural animals. The board shall be known as the Iowa board of veterinary medicine.

Sec. 288. Section 170.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 289. Section 170.3B, Code 2024, is amended to read as

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1 follows:
2 **170.3B Farm deer administration fee.**
3 The department may establish a farm deer administration fee
4 which shall be annually imposed on each landowner who keeps
5 farm deer in this state. The amount of the fee shall not exceed
6 two hundred dollars per year. The fee shall be collected
7 by the department in a manner specified by rules adopted by
8 the department ~~after consulting with the farm deer council~~
9 ~~established in section 170.2~~. The collected fees shall be
10 credited to the farm deer administration fund created pursuant
11 to section 170.3C.
12 Sec. 290. Section 190C.1, subsection 2, Code 2024, is
13 amended by striking the subsection.
14 Sec. 291. Section 190C.2B, subsection 1, Code 2024, is
15 amended to read as follows:
16 1. The department shall implement and administer the
17 provisions of this chapter for agricultural products that have
18 been produced and handled within this state using organic
19 methods as provided in this chapter. ~~The department may~~
20 ~~consult with the council in implementing and administering this~~
21 ~~chapter.~~ The department may certify agricultural products that
22 have been produced and handled outside this state using an
23 organic method as provided in this chapter.
24 Sec. 292. Section 190C.3, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. The department may request assistance from ~~the council~~
27 ~~as provided in section 190C.2A or from~~ one or more regional
28 organic associations as provided in section 190C.6.
29 Sec. 293. Section 203.11A, subsection 2, Code 2024, is
30 amended to read as follows:
31 2. The amount of a civil penalty shall not exceed one
32 thousand five hundred dollars. Each day that a violation
33 continues shall constitute a separate violation. ~~The amount~~
34 ~~of the civil penalty that may be assessed in a case shall~~
35 ~~not exceed the amount recommended by the grain industry peer~~

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1 ~~review panel established pursuant to section 203.11B.~~ Moneys
2 collected in civil penalties by the department or the attorney
3 general shall be deposited in the general fund of the state.
4 Sec. 294. Section 203.16, subsection 8, Code 2024, is
5 amended by striking the subsection.
6 Sec. 295. Section 203C.24, subsection 8, Code 2024, is
7 amended by striking the subsection.
8 Sec. 296. Section 203C.36A, subsection 2, Code 2024, is
9 amended to read as follows:
10 2. The amount of a civil penalty shall not exceed one
11 thousand five hundred dollars. Each day that a violation
12 continues shall constitute a separate violation. ~~The amount~~
13 ~~of the civil penalty that may be assessed in an administrative~~
14 ~~case shall not exceed the amount recommended by the grain~~
15 ~~industry peer review panel established pursuant to section~~
16 ~~203.11B.~~ Moneys collected in civil penalties by the department
17 or the attorney general shall be deposited in the general fund
18 of the state.
19 Sec. 297. Section 206.19, subsection 5, Code 2024, is
20 amended by adding the following new paragraph:
21 NEW PARAGRAPH. *c.* (1) A person subject to a civil penalty
22 pursuant to this subsection may submit an appeal to the
23 department. The appeal shall be referred to an administrative
24 law judge for hearing as a contested case pursuant to chapter
25 17A.
26 (2) This paragraph does not apply to a license revocation
27 proceeding. This paragraph does not require the department
28 to delay the prosecution of a case if immediate action is
29 necessary to reduce the risk of harm to the environment or
30 public health or safety. This section also does not require a
31 review or response if the department refers a violation of this
32 chapter for criminal prosecution, or for an action involving a
33 stop order issued pursuant to section 206.16.
34 (3) An available response by the department may be used as
35 evidence in an administrative hearing, or a civil or criminal

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1 case, except to the extent that information is considered
2 confidential pursuant to section 22.7.
3 Sec. 298. Section 216.2, Code 2024, is amended by adding the
4 following new subsections:
5 NEW SUBSECTION. 01. *"Agency"* means the administrative
6 function of the Iowa office of civil rights, including the
7 director and staff. *"Agency"* does not include a member of the
8 Iowa state civil rights commission.
9 NEW SUBSECTION. 4A. *"Director"* means the director of the
10 Iowa office of civil rights.
11 NEW SUBSECTION. 11A. *"Office"* means the Iowa office of
12 civil rights.
13 Sec. 299. Section 216.2, subsection 1, Code 2024, is amended
14 to read as follows:
15 1. *"Commission"* means the Iowa state civil rights commission
16 created ~~by this chapter~~ within the Iowa office of civil rights.
17 Sec. 300. Section 216.3, subsections 1 and 3, Code 2024, are
18 amended to read as follows:
19 1. The Iowa state civil rights commission is created
20 ~~within the department of inspections, appeals, and licensing~~
21 consisting of ~~seven~~ five members appointed by the governor
22 subject to confirmation by the senate. Appointments shall be
23 made to provide geographical area representation insofar as
24 practicable. No more than ~~four~~ three members of the commission
25 shall belong to the same political party. Members appointed
26 to the commission shall serve for four-year staggered terms
27 beginning and ending as provided by section 69.19.
28 3. The governor subject to confirmation by the senate shall
29 appoint a director who shall serve as the ~~executive officer~~
30 ~~of the commission~~ head of the agency. The governor shall set
31 the salary of the director within the applicable salary range
32 established by the general assembly. The director shall adopt
33 rules pursuant to chapter 17A consistent with and necessary for
34 the enforcement of this chapter. The director shall advise and
35 support the commission in fulfilling the commission's duties

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and responsibilities under section 216.5A.

Sec. 301. Section 216.4, Code 2024, is amended to read as follows:

216.4 Compensation and expenses — ~~rules~~ procedures.

Commissioners shall be paid a per diem as specified in section 7E.6 and shall be reimbursed for actual and necessary expenses incurred while on official commission business. All per diem and expense moneys paid to commissioners shall be paid from funds appropriated to the ~~commission~~ office. The commission shall adopt, amend, or rescind ~~rules~~ procedures as necessary for the conduct of its meetings. A quorum shall consist of ~~four~~ three commissioners.

Sec. 302. Section 216.5, Code 2024, is amended by striking the section and inserting in lieu thereof the following:

216.5 Powers and duties of agency.

The agency shall have the following powers and duties:

1. To receive, investigate, mediate, conciliate, and determine the merits of complaints alleging illegal discriminatory practices. The agency shall not disclose the filing of a complaint, the information gathered during the investigation, or the endeavors to eliminate such illegal discriminatory practice by mediation or conciliation, unless such disclosure is made in connection with the agency's investigation.

2. To investigate compliance with conciliation agreements and pursue appropriate remedies up to and including filing in district court.

3. To investigate, study, and report on the existence, causes, and extent of illegal discrimination, as deemed necessary by the director.

4. To provide education and outreach regarding illegal discrimination, including individuals and organizations.

5. To seek a temporary injunction against a respondent when it appears that a complainant may suffer irreparable injury as a result of an alleged violation of this chapter. Unless

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1 otherwise specified in this chapter, a temporary injunction
2 may be issued only after the respondent has been notified and
3 afforded an opportunity to be heard.
4 6. To hold contested case hearings upon any complaint made
5 against a respondent, and all of the following:
6 *a.* To subpoena witnesses and compel their attendance.
7 *b.* To administer oaths and take the testimony of any person
8 under oath.
9 *c.* To compel a respondent to produce for examination any
10 books and papers relating to the complaint.
11 7. To issue subpoenas at the request of a party in contested
12 hearings.
13 8. To petition the district court for issuance of a subpoena
14 and the court, in a proper case, shall issue the subpoena for
15 contested case hearings. Refusal to obey a district court
16 subpoena shall be subject to punishment for contempt.
17 9. To pursue the entry of a consent decree in district court
18 for conciliation agreements.
19 10. To petition and appear before the district court for
20 the enforcement of office orders following a contested case
21 hearing.
22 11. To provide education opportunities and informal
23 technical advice to local commissions regarding legal
24 developments, case process improvements, and cooperation for
25 cross-filing.
26 12. To prepare and transmit to the governor and the general
27 assembly an annual report describing performance outcomes of
28 the agency.
29 13. To make recommendations to the governor and general
30 assembly for such further legislation concerning illegal
31 discrimination as deemed necessary by the director.
32 14. To adopt, publish, amend, and rescind office rules
33 pursuant to chapter 17A consistent with and necessary for the
34 enforcement of this chapter.
35 15. To receive, administer, dispense, and account for any

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1 moneys that may be granted or voluntarily contributed to the
2 office for furthering the purposes of this chapter.
3 16. To utilize volunteers to aid in the conduct of the
4 agency's duties as deemed necessary by the director.
5 17. To issue a copy of the case file to any party following
6 the issuance of a right to sue letter, the filing of a
7 contested case, or the filing of an action for judicial review.
8 18. To issue protective orders in case files when necessary.
9 Sec. 303. NEW SECTION. **216.5A Powers and duties of**
10 **commission.**
11 The commission shall have the following powers and duties:
12 1. To adopt, amend, or rescind procedures as necessary for
13 the conduct of commission meetings.
14 2. To sit as the final reviewing body for decisions issued
15 by an administrative law judge following an appeal from a
16 contested case hearing.
17 3. To make policy recommendations to the director for
18 consideration to be incorporated with any recommendations from
19 the agency to the governor and general assembly.
20 Sec. 304. Section 216.8C, subsections 3 and 4, Code 2024,
21 are amended to read as follows:
22 3. The ~~commission~~ agency, in consultation with the consumer
23 protection division of the office of the attorney general,
24 shall adopt rules regarding the making of a written finding
25 by licensees under this section. The rules shall include a
26 form for licensees to document the licensees' written finding.
27 The form shall recite this section's requirements and comply
28 with the federal Fair Housing Act, 42 U.S.C. §3601 et seq., as
29 amended, and section 504 of the federal Rehabilitation Act of
30 1973, 29 U.S.C. §794, as amended. The form must contain only
31 two questions regarding the qualifications of the patient or
32 client, which shall be whether a person has a disability and
33 whether the need for an assistance animal or service animal is
34 related to the disability. The form must indicate that the
35 responses must be limited to "yes" or "no". The form must not

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allow for additional detail.

4. A person who, in the course of employment, is asked to make a finding of disability and disability-related need for an assistance animal or service animal shall utilize the form created by the ~~commission~~ agency to document the person's written finding.

Sec. 305. Section 216.12, subsection 1, paragraph d, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Discrimination on the basis of familial status involving dwellings provided under any state or federal program specifically designed and operated to assist elderly persons, as defined in the state or federal program that the ~~commission~~ agency determines to be consistent with determinations made by the United States secretary of housing and urban development, and housing for older persons. As used in this paragraph, *"housing for older persons"* means housing communities consisting of dwellings intended for either of the following:

Sec. 306. Section 216.15, Code 2024, is amended to read as follows:

216.15 Complaint — hearing.

1. Any person claiming to be aggrieved by a discriminatory or unfair practice may, in person or by an attorney, make, sign, and file with the ~~commission~~ agency a verified, written complaint which shall state the name and address of the person, employer, employment agency, or labor organization alleged to have committed the discriminatory or unfair practice of which complained, shall set forth the particulars thereof, and shall contain such other information as may be required by the ~~commission~~ agency. ~~The commission~~ Agency staff, a commissioner, or the attorney general may in like manner make, sign, and file such complaint.

2. Any place of public accommodation, employer, labor organization, or other person who has any employees or members who refuse or threaten to refuse to comply with the provisions

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1 of this chapter may file with the ~~commission~~ agency a verified
2 written complaint in triplicate asking the ~~commission~~ agency
3 for assistance to obtain their compliance by conciliation or
4 other remedial action.
5 3. *a.* After the filing of a verified complaint, a true
6 copy shall be served within twenty days on the person against
7 whom the complaint is filed, except as provided in subsection
8 4. ~~An authorized member of the commission~~ Agency staff shall
9 make a prompt investigation and shall issue a recommendation
10 to an administrative law judge employed by the division of
11 administrative hearings created by section 10A.801, who shall
12 then issue a determination of probable cause or no probable
13 cause.
14 *b.* For purposes of this chapter, an administrative law judge
15 issuing a determination of probable cause or no probable cause
16 under this section is exempt from section 17A.17.
17 *c.* If the administrative law judge concurs with the
18 investigating official that probable cause exists regarding
19 the allegations of the complaint, the staff of the ~~commission~~
20 agency shall promptly endeavor to eliminate the discriminatory
21 or unfair practice by conference, conciliation, and persuasion.
22 If the administrative law judge finds that no probable cause
23 exists, the administrative law judge shall issue a final order
24 dismissing the complaint and shall promptly mail a copy to the
25 complainant and to the respondent. A finding of probable cause
26 shall not be introduced into evidence in an action brought
27 under section 216.16.
28 *d.* The ~~commission~~ agency staff must endeavor to eliminate
29 the discriminatory or unfair practice by conference,
30 conciliation, and persuasion for a period of thirty days
31 following the initial conciliation meeting between the
32 respondent and the ~~commission~~ agency staff after a finding
33 of probable cause. After the expiration of thirty days, the
34 director may order the conciliation conference and persuasion
35 procedure provided in this section to be bypassed when the

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director determines the procedure is unworkable by reason of past patterns and practices of the respondent, or a statement by the respondent that the respondent is unwilling to continue with the conciliation. ~~The director must have the approval of a commissioner before bypassing the conciliation, conference and persuasion procedure.~~ Upon the bypassing of conciliation, the director shall state in writing the reasons for bypassing.

4. *a.* The ~~commission~~ agency may permit service of a complaint on a respondent by regular or electronic mail. If the respondent does not respond to the service by regular or electronic mail after ninety days, the ~~commission~~ agency shall serve the complaint on the respondent by certified mail within twenty days after the expiration of the ninety-day response period to service by regular or electronic mail.

b. The ~~commission~~ agency may also permit a party to file a response to a complaint, a document, information, or other material, by electronic mail.

c. The ~~commission~~ agency may issue a notice, determination, order, subpoena, request, correspondence, or any other document issued by the ~~commission~~ agency, by electronic mail.

5. The members of the commission and ~~its~~ agency staff shall not disclose the filing of a complaint, the information gathered during the investigation, or the endeavors to eliminate such discriminatory or unfair practice by mediation, conference, conciliation, and persuasion, unless such disclosure is made in connection with the conduct of such investigation.

6. When the director is satisfied that further endeavor to settle a complaint by conference, conciliation, and persuasion is unworkable and should be bypassed, and the thirty-day period provided for in subsection 3 has expired without agreement, the director ~~with the approval of a commissioner,~~ shall issue and cause to be served a written notice specifying the charges in the complaint as they may have been amended and the reasons for bypassing conciliation, if the conciliation is bypassed, and

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1 requiring the respondent to answer the charges of the complaint
2 at a hearing before the ~~commission~~ agency, a commissioner, or
3 a person designated by the ~~commission~~ agency to conduct the
4 hearing, hereafter referred to as the administrative law judge,
5 and at a time and place to be specified in the notice.
6 7. The case in support of such complaint shall be presented
7 at the hearing by one of the ~~commission's~~ agency's attorneys
8 or agents. The investigating official shall not participate
9 in the hearing except as a witness nor participate in the
10 deliberations of the ~~commission~~ agency in such case.
11 8. The hearing shall be conducted in accordance with the
12 provisions of chapter 17A for contested cases. The burden of
13 proof in such a hearing shall be on the ~~commission~~ agency.
14 9. If upon taking into consideration all of the evidence
15 at a hearing, the ~~commission~~ agency determines that the
16 respondent has engaged in a discriminatory or unfair practice,
17 the ~~commission~~ agency shall state its findings of fact and
18 conclusions of law and shall issue an order requiring the
19 respondent to cease and desist from the discriminatory or
20 unfair practice and to take the necessary remedial action
21 as in the judgment of the ~~commission~~ agency will carry out
22 the purposes of this chapter. A copy of the order shall be
23 delivered to the respondent, the complainant, and to any other
24 public officers and persons as the ~~commission~~ agency deems
25 proper.
26 *a.* For the purposes of this subsection and pursuant to the
27 provisions of this chapter "remedial action" includes but is
28 not limited to the following:
29 (1) Hiring, reinstatement or upgrading of employees
30 with or without pay. Interim earned income and unemployment
31 compensation shall operate to reduce the pay otherwise
32 allowable.
33 (2) Admission or restoration of individuals to a labor
34 organization, admission to or participation in a guidance
35 program, apprenticeship training program, on-the-job training

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1 program or other occupational training or retraining program,
2 with the utilization of objective criteria in the admission of
3 individuals to such programs.
4 (3) Admission of individuals to a public accommodation or an
5 educational institution.
6 (4) Sale, exchange, lease, rental, assignment or sublease
7 of real property to an individual.
8 (5) Extension to all individuals of the full and equal
9 enjoyment of the advantages, facilities, privileges, and
10 services of the respondent denied to the complainant because of
11 the discriminatory or unfair practice.
12 (6) Reporting as to the manner of compliance.
13 (7) Posting notices in conspicuous places in the
14 respondent's place of business in form prescribed by the
15 ~~commission~~ agency and inclusion of notices in advertising
16 material.
17 (8) Payment to the complainant of damages for an injury
18 caused by the discriminatory or unfair practice which damages
19 shall include but are not limited to actual damages, court
20 costs and reasonable attorney fees.
21 (9) For an unfair or discriminatory practice relating
22 to wage discrimination pursuant to section 216.6A, payment
23 to the complainant of damages for an injury caused by the
24 discriminatory or unfair practice which damages shall include
25 but are not limited to court costs, reasonable attorney fees,
26 and either of the following:
27 (a) An amount equal to two times the wage differential
28 paid to another employee compared to the complainant for the
29 period of time for which the complainant has been discriminated
30 against.
31 (b) In instances of willful violation, an amount equal to
32 three times the wage differential paid to another employee as
33 compared to the complainant for the period of time for which
34 the complainant has been discriminated against.
35 *b.* In addition to the remedies provided in the preceding

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1 provisions of this subsection, the ~~commission~~ agency may issue
2 an order requiring the respondent to cease and desist from the
3 discriminatory or unfair practice and to take such affirmative
4 action as in the judgment of the ~~commission~~ agency will carry
5 out the purposes of this chapter as follows:
6 (1) In the case of a respondent operating by virtue of
7 a license issued by the state or a political subdivision
8 or agency, if the ~~commission~~ agency, upon notice to the
9 respondent with an opportunity to be heard, determines that the
10 respondent has engaged in a discriminatory or unfair practice
11 and that the practice was authorized, requested, commanded,
12 performed or knowingly or recklessly tolerated by the board
13 of directors of the respondent or by an officer or executive
14 agent acting within the scope of the officer's or agent's
15 employment, the ~~commission~~ agency shall so certify to the
16 licensing agency. Unless the ~~commission~~ agency finding of a
17 discriminatory or unfair practice is reversed in the course of
18 judicial review, the finding of discrimination is binding on
19 the licensing agency. If a certification is made pursuant to
20 this subsection, the licensing agency may initiate licensee
21 disciplinary procedures.
22 (2) In the case of a respondent who is found by the
23 ~~commission~~ agency to have engaged in a discriminatory or
24 unfair practice in the course of performing under a contract
25 or subcontract with the state or political subdivision or
26 agency, if the practice was authorized, requested, commanded,
27 performed, or knowingly or recklessly tolerated by the board
28 of directors of the respondent or by an officer or executive
29 agent acting within the scope of the officer's or agent's
30 employment, the ~~commission~~ agency shall so certify to the
31 contracting agency. Unless the ~~commission's~~ agency's finding
32 of a discriminatory or unfair practice is reversed in the
33 course of judicial review, the finding of discrimination is
34 binding on the contracting agency.
35 (3) Upon receiving a certification made under this

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1 subsection, a contracting agency may take appropriate action
2 to terminate a contract or portion thereof previously entered
3 into with the respondent, either absolutely or on condition
4 that the respondent carry out a program of compliance with
5 the provisions of this chapter; and assist the state and all
6 political subdivisions and agencies thereof to refrain from
7 entering into further contracts.
8 *c.* The election of an affirmative order under paragraph *"b"*
9 of this subsection shall not bar the election of affirmative
10 remedies provided in paragraph *"a"* of this subsection.
11 10. *a.* The terms of a conciliation or mediation agreement
12 reached with the respondent may require the respondent to
13 refrain in the future from committing discriminatory or
14 unfair practices of the type stated in the agreement, to take
15 remedial action as in the judgment of the ~~commission~~ agency
16 will carry out the purposes of this chapter, and to consent
17 to the entry in an appropriate district court of a consent
18 decree embodying the terms of the conciliation or mediation
19 agreement. Violation of such a consent decree may be punished
20 as contempt by the court in which it is filed, upon a showing
21 by the ~~commission~~ agency of the violation at any time within
22 six months of its occurrence. At any time in its discretion,
23 the ~~commission~~ agency may investigate whether the terms of the
24 agreement are being complied with by the respondent.
25 *b.* Upon a finding that the terms of the conciliation
26 or mediation agreement are not being complied with by the
27 respondent, the ~~commission~~ agency shall take appropriate action
28 to assure compliance.
29 11. If, upon taking into consideration all of the evidence
30 at a hearing, the ~~commission~~ agency finds that a respondent
31 has not engaged in any such discriminatory or unfair practice,
32 the ~~commission~~ agency shall issue an order denying relief and
33 stating the findings of fact and conclusions of the ~~commission~~
34 agency, and shall cause a copy of the order dismissing the
35 complaint to be served on the complainant and the respondent.

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12. The ~~commission~~ agency shall establish rules to govern, expedite, and effectuate the procedures established by this chapter and its own actions thereunder.

13. Except as provided in section 614.8, a claim under this chapter shall not be maintained unless a complaint is filed with the ~~commission~~ agency within three hundred days after the alleged discriminatory or unfair practice occurred.

14. The ~~commission~~ agency or a party to a complaint may request mediation of the complaint at any time during the ~~commission's~~ agency's processing of the complaint. If the complainant and respondent participate in mediation, any mediation agreement may be enforced pursuant to this section. Mediation may be discontinued at the request of any party or the ~~commission~~ agency.

Sec. 307. Section 216.15A, Code 2024, is amended to read as follows:

216.15A Additional proceedings — housing discrimination.

1. *a.* The ~~commission~~ agency may join a person not named in the complaint as an additional or substitute respondent if in the course of the investigation, the ~~commission~~ agency determines that the person should be alleged to have committed a discriminatory housing or real estate practice.

b. In addition to the information required in the notice, the ~~commission~~ agency shall include in a notice to a respondent joined under this subsection an explanation of the basis for the determination under this subsection that the person is properly joined as a respondent.

2. *a.* The ~~commission~~ agency shall, during the period beginning with the filing of a complaint and ending with the filing of a charge or a dismissal by the ~~commission~~ agency, to the extent feasible, engage in mediation with respect to the complaint.

b. A mediation agreement is an agreement between a respondent and the complainant and is subject to ~~commission~~ agency approval.

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1 *c.* A mediation agreement may provide for binding arbitration
2 or other method of dispute resolution. Dispute resolution that
3 results from a mediation agreement may authorize appropriate
4 relief, including monetary relief.
5 *d.* A mediation agreement shall be made public unless
6 the complainant and respondent agree otherwise, and the
7 ~~commission~~ agency determines that disclosure is not necessary
8 to further the purposes of this chapter relating to unfair or
9 discriminatory practices in housing or real estate.
10 *e.* The proceedings or results of mediation shall not be made
11 public or used as evidence in a subsequent proceeding under
12 this chapter without the written consent of the persons who are
13 party to the mediation.
14 *f.* After the completion of the ~~commission's~~ agency's
15 investigation, the ~~commission~~ agency shall make available to
16 the aggrieved person and the respondent information derived
17 from the investigation and the final investigation report
18 relating to that investigation.
19 *g.* When the ~~commission~~ agency has reasonable cause to
20 believe that a respondent has breached a mediation agreement,
21 the ~~commission~~ agency shall refer this matter to an assistant
22 attorney general with a recommendation that a civil action be
23 filed for the enforcement of the agreement. The assistant
24 attorney general may commence a civil action in the appropriate
25 district court not later than the expiration of ninety days
26 after referral of the breach.
27 3. *a.* If the ~~commission~~ agency concludes, following the
28 filing of a complaint, that prompt judicial action is necessary
29 to carry out the purposes of this chapter relating to unfair
30 or discriminatory housing or real estate practices, the
31 ~~commission~~ agency may authorize a civil action for appropriate
32 temporary or preliminary relief pending final disposition of
33 the complaint.
34 *b.* On receipt of the ~~commission's~~ agency's authorization,
35 the attorney general shall promptly file the action.

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1 *c.* A temporary restraining order or other order granting
2 preliminary or temporary relief under this section is governed
3 by the applicable Iowa rules of civil procedure.
4 *d.* The filing of a civil action under this section does
5 not affect the initiation or continuation of administrative
6 proceedings in regard to an administrative hearing.
7 4. *a.* The ~~commission~~ agency shall prepare a final
8 investigative report.
9 *b.* A final report under this section may be amended by the
10 ~~commission~~ agency if additional evidence is discovered.
11 5. *a.* The ~~commission~~ agency shall determine based on
12 the facts whether probable cause exists to believe that a
13 discriminatory housing or real estate practice has occurred or
14 is about to occur.
15 *b.* The ~~commission~~ agency shall make its determination under
16 paragraph *"a"* not later than one hundred days after a complaint
17 is filed unless any of the following applies:
18 (1) It is impracticable to make the determination within
19 that time period.
20 (2) The ~~commission~~ agency has approved a mediation
21 agreement relating to the complaint.
22 *c.* If it is impracticable to make the determination within
23 the time period provided by paragraph *"b"*, the ~~commission~~ agency
24 shall notify the complainant and respondent in writing of the
25 reasons for the delay.
26 *d.* If the ~~commission~~ agency determines that probable cause
27 exists to believe that a discriminatory housing or real estate
28 practice has occurred or is about to occur, the ~~commission~~
29 agency shall immediately issue a determination unless the
30 ~~commission~~ agency determines that the legality of a zoning or
31 land use law or ordinance is involved as provided in subsection
32 7.
33 6. *a.* A determination issued under subsection 5 must
34 include all of the following:
35 (1) Must consist of a short and plain statement of the facts

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1 on which the ~~commission~~ agency has found probable cause to
2 believe that a discriminatory housing or real estate practice
3 has occurred or is about to occur.
4 (2) Must be based on the final investigative report.
5 (3) Need not be limited to the facts or grounds alleged in
6 the complaint.
7 *b.* Not later than twenty days after the ~~commission~~ agency
8 issues a determination, the ~~commission~~ agency shall send a copy
9 of the determination with information concerning the election
10 under section 216.16A to all of the following persons:
11 (1) Each respondent, together with a notice of the
12 opportunity for a hearing as provided under subsection 10.
13 (2) Each aggrieved person on whose behalf the complaint was
14 filed.
15 7. If the ~~commission~~ agency determines that the matter
16 involves the legality of a state or local zoning or other
17 land use ordinance, the ~~commission~~ agency shall not issue a
18 determination and shall immediately refer the matter to the
19 attorney general for appropriate action.
20 8. *a.* If the ~~commission~~ agency determines that no probable
21 cause exists to believe that a discriminatory housing or
22 real estate practice has occurred or is about to occur, the
23 ~~commission~~ agency shall promptly dismiss the complaint.
24 *b.* The ~~commission~~ agency shall make public disclosure of
25 each dismissal under this section.
26 9. The ~~commission~~ agency shall not issue a determination
27 under this section regarding an alleged discriminatory housing
28 or real estate practice after the beginning of the trial of a
29 civil action commenced by the aggrieved party under federal or
30 state law seeking relief with respect to that discriminatory
31 housing or real estate practice.
32 10. *a.* If a timely election is not made under section
33 216.16A, the ~~commission~~ agency shall provide for a hearing on
34 the charges in the complaint.
35 *b.* Except as provided by paragraph *"c"*, the hearing shall be

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1 conducted in accordance with chapter 17A for contested cases.
2 *c.* A hearing under this section shall not be continued
3 regarding an alleged discriminatory housing or real estate
4 practice after the beginning of the trial of a civil action
5 commenced by the aggrieved person under federal or state law
6 seeking relief with respect to that discriminatory housing or
7 real estate practice.
8 11. *a.* If the ~~commission~~ agency determines at a hearing
9 under subsection 10 that a respondent has engaged or is about
10 to engage in a discriminatory housing or real estate practice,
11 the ~~commission~~ agency may order the appropriate relief,
12 including actual damages, reasonable attorney fees, court
13 costs, and other injunctive or equitable relief.
14 *b.* To vindicate the public interest, the ~~commission~~ agency
15 may assess a civil penalty against the respondent in an amount
16 that does not exceed the following applicable amount:
17 (1) Ten thousand dollars if the respondent has not been
18 adjudged by the order of the commission or agency or a court to
19 have committed a prior discriminatory housing or real estate
20 practice.
21 (2) Except as provided by paragraph *"c"*, twenty-five
22 thousand dollars if the respondent has been adjudged by order
23 of the commission or agency or a court to have committed one
24 other discriminatory housing or real estate practice during
25 the five-year period ending on the date of the filing of the
26 complaint.
27 (3) Except as provided by paragraph *"c"*, fifty thousand
28 dollars if the respondent has been adjudged by order of the
29 commission or agency or a court to have committed two or more
30 discriminatory housing or real estate practices during the
31 seven-year period ending on the date of the filing of the
32 complaint.
33 *c.* If the acts constituting the discriminatory housing or
34 real estate practice that is the object of the complaint are
35 committed by the same natural person who has been previously

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1 adjudged to have committed acts constituting a discriminatory
2 housing or real estate practice, the civil penalties in
3 paragraph "*b*", subparagraphs (2) and (3) may be imposed
4 without regard to the period of time within which any other
5 discriminatory housing or real estate practice occurred.
6 *d.* At the request of the ~~commission~~ agency, the attorney
7 general shall initiate legal proceedings to recover a civil
8 penalty due under this section. Funds collected under this
9 section shall be paid to the treasurer of state for deposit in
10 the state treasury to the credit of the general fund.
11 12. This section applies only to the following:
12 *a.* Complaints which allege a violation of the prohibitions
13 contained in section 216.8 or 216.8A.
14 *b.* Complaints which allege a violation of section 216.11 or
15 216.11A arising out of alleged violations of the prohibitions
16 contained in section 216.8 or 216.8A.
17 13. If a provision of this section applies under the terms
18 of subsection 12, and the provision of this section conflicts
19 with a provision of section 216.15, then the provision
20 contained within this section shall prevail. Similarly, if
21 a provision of section 216.16A or 216.17A conflicts with a
22 provision of section 216.16 or 216.17, then the provision
23 contained in section 216.16A or 216.17A shall prevail.
24 Sec. 308. Section 216.15B, subsection 1, Code 2024, is
25 amended to read as follows:
26 1. A mediator may be designated in writing by the ~~commission~~
27 agency to conduct formal mediation of a complaint filed under
28 this chapter. The written designation must specifically refer
29 to this section.
30 Sec. 309. Section 216.16, subsections 1, 2, 3, 4, and 6,
31 Code 2024, are amended to read as follows:
32 1. A person claiming to be aggrieved by an unfair or
33 discriminatory practice must initially seek an administrative
34 relief by filing a complaint with the ~~commission~~ agency in
35 accordance with section 216.15. This provision also applies to

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1 persons claiming to be aggrieved by an unfair or discriminatory
2 practice committed by the state or an agency or political
3 subdivision of the state, notwithstanding the terms of the Iowa
4 administrative procedure Act, chapter 17A.
5 2. After the proper filing of a complaint with the
6 ~~commission~~ agency, a complainant may subsequently commence an
7 action for relief in the district court if all of the following
8 conditions have been satisfied:
9 *a.* The complainant has timely filed the complaint with the
10 ~~commission~~ agency as provided in section 216.15, subsection 13.
11 *b.* The complaint has been on file with the ~~commission~~ agency
12 for at least sixty days and the ~~commission~~ agency has issued a
13 release to the complainant pursuant to subsection 3.
14 3. *a.* Upon a request by the complainant, and after the
15 expiration of sixty days from the timely filing of a complaint
16 with the ~~commission~~ agency, the ~~commission~~ agency shall issue
17 to the complainant a release stating that the complainant
18 has a right to commence an action in the district court. A
19 release under this subsection shall not be issued if any of the
20 following apply:
21 (1) A finding of no probable cause has been made on the
22 complaint by the administrative law judge charged with that
23 duty under section 216.15, subsection 3.
24 (2) A conciliation agreement has been executed under
25 section 216.15.
26 (3) The ~~commission~~ agency has served notice of hearing upon
27 the respondent pursuant to section 216.15, subsection 6.
28 (4) The complaint is closed as an administrative closure and
29 two years have elapsed since the issuance date of the closure.
30 *b.* Notwithstanding section 216.15, subsection 5, a party may
31 obtain a copy of all documents contained in a case file where
32 the ~~commission~~ agency has issued a release to the complainant
33 pursuant to this subsection.
34 4. An action authorized under this section is barred unless
35 commenced within ninety days after issuance by the ~~commission~~

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1 agency of a release under subsection 3. If a complainant
2 obtains a release from the ~~commission~~ agency under subsection
3 3, the ~~commission~~ agency is barred from further action on that
4 complaint.
5 6. The district court may grant any relief in an action
6 under this section which is authorized by section 216.15,
7 subsection 9, to be issued by the ~~commission~~ agency. The
8 district court may also award the respondent reasonable
9 attorney fees and court costs when the court finds that the
10 complainant's action was frivolous.
11 Sec. 310. Section 216.16A, subsection 1, paragraphs b and c,
12 Code 2024, are amended to read as follows:
13 *b.* The election must be made not later than twenty days
14 after the date of receipt by the electing person of service
15 under section 216.15A, subsection 5, or in the case of the
16 ~~commission~~ agency, not later than twenty days after the date
17 the determination was issued.
18 *c.* The person making the election shall give notice to the
19 ~~commission~~ agency and to all other complainants and respondents
20 to whom the election relates.
21 Sec. 311. Section 216.16A, subsection 2, paragraphs d and e,
22 Code 2024, are amended to read as follows:
23 *d.* If the ~~commission~~ agency has obtained a mediation
24 agreement with the consent of an aggrieved person, the
25 aggrieved person shall not file an action under this subsection
26 with respect to the alleged discriminatory practice that forms
27 the basis for the complaint except to enforce the terms of the
28 agreement.
29 *e.* An aggrieved person shall not file an action under this
30 subsection with respect to an alleged discriminatory housing or
31 real estate practice that forms the basis of a charge issued
32 by the ~~commission~~ agency if the ~~commission~~ agency has begun a
33 hearing on the record under this chapter with respect to the
34 charge.
35 Sec. 312. Section 216.17, subsections 1, 2, 3, 4, 5, 7, and

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1 10, Code 2024, are amended to read as follows:
2 1. *a.* Judicial review of the actions of the agency
3 or commission may be sought in accordance with the terms
4 of the Iowa administrative procedure Act, chapter 17A.
5 Notwithstanding the terms of said Act, petition for judicial
6 review may be filed in the district court in which an
7 enforcement proceeding under subsection 2 may be brought.
8 *b.* For purposes of the time limit for filing a petition for
9 judicial review under the Iowa administrative procedure Act,
10 chapter 17A, specified by section 17A.19, the issuance of a
11 final decision of the agency or commission under this chapter
12 occurs on the date notice of the decision is mailed to the
13 parties.
14 *c.* Notwithstanding the time limit provided in section
15 17A.19, subsection 3, a petition for judicial review of
16 no-probable-cause decisions and other final agency actions
17 which are not of general applicability must be filed within
18 thirty days of the issuance of the final agency action.
19 2. The ~~commission~~ agency may obtain an order of court for
20 the enforcement of agency or commission orders in a proceeding
21 as provided in this section. Such an enforcement proceeding
22 shall be brought in the district court of the district in the
23 county in which the alleged discriminatory or unfair practice
24 which is the subject of the agency's or commission's order was
25 committed, or in which any respondent required in the order to
26 cease or desist from a discriminatory or unfair practice or to
27 take other affirmative action, resides, or transacts business.
28 3. Such an enforcement proceeding shall be initiated by
29 the filing of a petition in such court and the service of a
30 copy thereof upon the respondent. Thereupon the ~~commission~~
31 agency shall file with the court a transcript of the record
32 of the hearing before it. The court shall have power to
33 grant such temporary relief or restraining order as it deems
34 just and proper, and to make and enter upon the pleadings,
35 testimony, and proceedings set forth in such transcript an

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order enforcing, modifying, and enforcing as so modified, or setting aside the order of the agency or commission, in whole or in part.

4. An objection that has not been urged before the agency or commission shall not be considered by the court in an enforcement proceeding, unless the failure or neglect to urge such objection shall be excused because of extraordinary circumstances.

5. Any party to the enforcement proceeding may move the court to remit the case to the agency or commission in the interests of justice for the purpose of adducing additional specified and material evidence and seeking findings thereof, providing such party shall show reasonable grounds for the failure to adduce such evidence before the agency or commission.

7. The agency's or commission's copy of the testimony shall be available to all parties for examination at all reasonable times, without cost, and for the purpose of judicial review of the agency's or commission's orders.

10. If no proceeding to obtain judicial review is instituted within thirty days from the issuance of an order of the commission under section 216.15 or 216.15A, the ~~commission~~ agency may obtain an order of the court for the enforcement of the order upon showing that respondent is subject to the jurisdiction of the agency or commission and resides or transacts business within the county in which the petition for enforcement is brought.

Sec. 313. Section 216.17A, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. If timely election is made under section 216.16A, subsection 1, the ~~commission~~ agency shall authorize, and not later than thirty days after the election is made, the attorney general shall file a civil action on behalf of the aggrieved person in a district court seeking relief.

Sec. 314. Section 216.17A, subsections 2, 4, 10, and 11,

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1 Code 2024, are amended to read as follows:
2 2. ~~A commission~~ An agency order under section 216.15A,
3 subsection 11, and ~~a~~ an agency or commission order that has
4 been substantially affirmed by judicial review, do not affect
5 a contract, sale, encumbrance, or lease that was consummated
6 before the agency or commission issued the order and involved a
7 bona fide purchaser, encumbrancer, or tenant who did not have
8 actual notice of the charge issued under this chapter.
9 4. If the agency or commission issues an order against a
10 respondent against whom another order was issued within the
11 preceding five years under section 216.15A, subsection 11, the
12 ~~commission~~ agency shall send a copy of each order issued under
13 that section to the attorney general.
14 10. The attorney general, on behalf of the ~~commission~~
15 agency or other party at whose request a subpoena is issued,
16 may enforce the subpoena in appropriate proceedings in district
17 court.
18 11. A court in a civil action brought under this section
19 or the ~~commission~~ agency in an administrative hearing under
20 section 216.15A, subsection 11, may award reasonable attorney's
21 fees to the prevailing party and assess court costs against the
22 nonprevailing party.
23 Sec. 315. Section 216.17A, subsection 3, unnumbered
24 paragraph 1, Code 2024, is amended to read as follows:
25 If the agency or commission issues an order with respect
26 to a discriminatory housing practice that occurred in the
27 course of a business subject to a licensing or regulation by a
28 governmental agency, the agency or commission, not later than
29 thirty days after the date of issuance of the order, shall do
30 all of the following:
31 Sec. 316. Section 216.17A, subsection 8, paragraph a, Code
32 2024, is amended to read as follows:
33 *a.* On the request of the agency or commission, the attorney
34 general may intervene in an action under section 216.16A,
35 subsection 2, if the agency or commission certifies that the

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1 case is of general public importance.
2 Sec. 317. Section 216.17A, subsection 9, paragraph a,
3 unnumbered paragraph 1, Code 2024, is amended to read as
4 follows:
5 On the request of the agency or commission, the attorney
6 general may file a civil action in district court for
7 appropriate relief if the agency or commission has reasonable
8 cause to believe that any of the following applies:
9 Sec. 318. Section 216.19, subsections 2, 3, 4, 5, 6, 7, and
10 8, Code 2024, are amended to read as follows:
11 2. A city with a population of twenty-nine thousand, or
12 greater, shall maintain an independent local civil rights
13 agency or commission consistent with ~~commission~~ agency rules
14 adopted pursuant to chapter 17A. An agency or commission
15 for which a staff is provided shall have control over such
16 staff. A city required to maintain a local civil rights agency
17 or commission shall structure and adequately fund the agency
18 or commission in order to effect cooperative undertakings
19 with the Iowa office of civil rights ~~commission~~ and to aid in
20 effectuating the purposes of this chapter.
21 3. An agency or commission of local government and the
22 Iowa office of civil rights ~~commission~~ shall cooperate in the
23 sharing of data and research, and coordinating investigations
24 and conciliations in order to expedite claims of unlawful
25 discrimination and eliminate needless duplication. The Iowa
26 office of civil rights ~~commission~~ may enter into cooperative
27 agreements with any local agency or commission to effectuate
28 the purposes of this chapter. Such agreements may include
29 technical and clerical assistance and reimbursement of expenses
30 incurred by the local agency or commission in the performance
31 of the agency's or commission's duties if funds for this
32 purpose are appropriated by the general assembly.
33 4. The ~~Iowa civil rights commission~~ director may designate
34 an unfunded local agency or commission as a referral agency. A
35 local agency or commission shall not be designated a referral

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1 agency unless the ordinance creating it provides the same
2 rights and remedies as are provided in this chapter. The ~~Iowa~~
3 ~~civil rights commission~~ director shall establish by rules
4 the procedures for designating a referral agency and the
5 qualifications to be met by a referral agency.
6 5. The ~~Iowa civil rights commission~~ director may adopt
7 rules establishing the procedures for referral of complaints.
8 A referral agency may refuse to accept a case referred to
9 it by the Iowa office of civil rights ~~commission~~ if the
10 referral agency is unable to effect proper administration of
11 the complaint. It shall be the burden of the referral agency
12 to demonstrate that it is unable to properly administer that
13 complaint.
14 6. A complainant who files a complaint with a referral
15 agency having jurisdiction shall be prohibited from filing a
16 complaint with the ~~Iowa civil rights commission~~ agency alleging
17 violations based upon the same acts or practices cited in the
18 original complaint; and a complainant who files a complaint
19 with the ~~commission~~ agency shall be prohibited from filing
20 a complaint with the referral agency alleging violations
21 based upon the same acts or practices cited in the original
22 complaint. However, the ~~Iowa civil rights commission~~ agency in
23 its discretion may refer a complaint filed with the ~~commission~~
24 agency to a referral agency having jurisdiction over the
25 parties for investigation and resolution; and a referral agency
26 in its discretion may refer a complaint filed with that agency
27 to the ~~commission~~ office for investigation and resolution.
28 7. A final decision by a referral agency shall be subject
29 to judicial review as provided in section 216.17 in the same
30 manner and to the same extent as a final decision of the ~~Iowa~~
31 ~~civil rights commission~~ agency.
32 8. The referral of a complaint by the Iowa office of
33 civil rights ~~commission~~ to a referral agency or by a referral
34 agency to the Iowa office of civil rights ~~commission~~ shall not
35 affect the right of a complainant to commence an action in the

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1 district court under section 216.16.
2 Sec. 319. Section 216.21, Code 2024, is amended to read as
3 follows:
4 **216.21 Documents to attorney or party.**
5 If a party is represented by an attorney during the
6 proceedings of the agency or commission, with permission of
7 the attorney for the party or of the party, the agency or
8 commission shall provide copies of all relevant documents
9 including an order or decision to either the attorney for the
10 party or the party, but not to both.
11 Sec. 320. Section 216.22, subsection 2, paragraph b, Code
12 2024, is amended to read as follows:
13 *b.* The franchisor has been found by the ~~commission~~ agency to
14 have exercised a type or degree of control over the franchisee
15 or the franchisee's employees that is not customarily exercised
16 by a franchisor for the purpose of protecting the franchisor's
17 trademarks and brand.
18 Sec. 321. Section 228.1, subsection 7, paragraph b, Code
19 2024, is amended to read as follows:
20 *b.* The individual holds a current Iowa license if
21 practicing in a field covered by an Iowa licensure law and
22 is a psychiatrist, an advanced registered nurse practitioner
23 who holds a national certification in psychiatric mental
24 health care and is licensed by the board of nursing, a
25 physician assistant practicing under the supervision of or in
26 collaboration with a psychiatrist, a qualified mental health
27 professional physician assistant, a psychiatric advanced
28 registered nurse practitioner as defined in section 125.2,
29 or an individual who holds a doctorate degree in psychology
30 and is licensed by the board of ~~psychology~~ behavioral health
31 professionals to practice psychology. For the purposes of this
32 paragraph, *"collaboration"* means the same as defined in section
33 148C.1.
34 Sec. 322. Section 230A.110, subsection 2, Code 2024, is
35 amended by striking the subsection.

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Sec. 323. Section 235B.1, subsection 4, Code 2024, is amended by striking the subsection.

Sec. 324. Section 235B.3, subsection 1, paragraph a, subparagraph (4), Code 2024, is amended to read as follows:

(4) If, in the course of an assessment or evaluation of a report of dependent adult abuse, the department or the department of inspections, appeals, and licensing determines that the case involves discrimination under the jurisdiction of the Iowa office of civil rights ~~commission~~, the relevant portions of the case shall be referred to the ~~commission~~ office.

Sec. 325. Section 235B.16A, subsections 1 and 4, Code 2024, are amended to read as follows:

1. The ~~dependent adult protective advisory council established pursuant to section 235B.1~~ department shall ~~recommend~~ adopt a uniform assessment instrument and process for adoption and use by the department and other agencies involved with assessing a dependent adult's degree of dependency and determining whether dependent adult abuse has occurred. However, this section shall not apply to dependent adult abuse assessments and determinations made under chapter 235E.

4. The department shall cooperate with the departments of inspections, appeals, and licensing, public safety, and workforce development, the Iowa office of civil rights ~~commission~~, and other state and local agencies performing inspections or otherwise visiting residential settings where dependent adults live, to regularly provide training to the appropriate staff in the agencies concerning each agency's procedures involving dependent adults, and to build awareness concerning dependent adults and reporting of dependent adult abuse.

Sec. 326. Section 235E.5, Code 2024, is amended to read as follows:

235E.5 Rulemaking authority.

The department, in cooperation and consultation with

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1 ~~the dependent adult protective advisory council established~~
2 ~~in section 235B.1,~~ affected industry representatives~~,~~ and
3 professional and consumer groups, may adopt rules pursuant to
4 chapter 17A to administer this chapter.
5 Sec. 327. Section 237A.12, subsection 3, Code 2024, is
6 amended to read as follows:
7 3. Rules relating to fire safety for child care centers
8 shall be adopted under this chapter by the director of
9 the department of inspections, appeals, and licensing in
10 consultation with the department. Rules adopted by the
11 director of the department of inspections, appeals, and
12 licensing for a building which is owned or leased by a school
13 district or accredited nonpublic school and used as a child
14 care facility shall not differ from standards adopted by
15 the director of the department of inspections, appeals, and
16 licensing for school buildings under chapter 10A, subchapter V,
17 part 2. Rules relating to sanitation shall be adopted by the
18 department. ~~All rules shall be developed in consultation with~~
19 ~~the state child care advisory committee.~~ The director of the
20 department of inspections, appeals, and licensing shall inspect
21 the facilities.
22 Sec. 328. Section 237A.25, subsection 1, Code 2024, is
23 amended to read as follows:
24 1. The department shall develop consumer information
25 material to assist parents in selecting a child care provider.
26 In developing the material, the department shall consult with
27 department staff, department of education staff, ~~the state~~
28 ~~child care advisory committee,~~ the early childhood Iowa state
29 board, and child care resource and referral services. In
30 addition, the department may consult with other entities at the
31 local, state, and national level.
32 Sec. 329. Section 237A.30, subsection 1, Code 2024, is
33 amended to read as follows:
34 1. The department shall work with the early childhood Iowa
35 program established in section 256I.5 ~~and the state child care~~

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1 ~~advisory committee~~ in designing and implementing a voluntary
2 quality rating system for each provider type of child care
3 facility.
4 Sec. 330. Section 249A.15, Code 2024, is amended to read as
5 follows:
6 **249A.15 Licensed psychologists eligible for payment —**
7 **provisional licensees.**
8 1. The department shall adopt rules pursuant to chapter
9 17A entitling psychologists who are licensed pursuant to
10 chapter 154B and psychologists who are licensed in the state
11 where the services are provided and have a doctorate degree
12 in psychology, have had at least two years of clinical
13 experience in a recognized health setting, or have met the
14 standards of a national register of health service providers
15 in psychology, to payment for services provided to recipients
16 of medical assistance, subject to limitations and exclusions
17 the department finds necessary on the basis of federal laws and
18 regulations and of funds available for the medical assistance
19 program. The rules shall also provide that an individual, who
20 holds a provisional license to practice psychology pursuant
21 to section 154B.6, is entitled to payment under this section
22 for services provided to recipients of medical assistance,
23 when such services are provided under the supervision of a
24 supervisor who meets the qualifications determined by the
25 board of ~~psychology~~ behavioral health professionals by rule,
26 and claims for payment for such services are submitted by the
27 supervisor.
28 2. Entitlement to payment under this section is applicable
29 to services provided to recipients of medical assistance
30 under both the fee-for-service and managed care payment and
31 delivery systems. Neither the fee-for-service nor the managed
32 care payment and delivery system shall impose a practice
33 or supervision restriction which is inconsistent with or
34 more restrictive than the authority already granted by law,
35 including the authority to provide supervision in person or

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1 remotely through electronic means as specified by rule of the
2 board of ~~psychology~~ behavioral health professionals.
3 Sec. 331. Section 249A.15A, subsections 1, 2, and 3, Code
4 2024, are amended to read as follows:
5 1. The department shall adopt rules pursuant to chapter
6 17A entitling marital and family therapists who are licensed
7 pursuant to chapter 154D to payment for behavioral health
8 services provided to recipients of medical assistance, subject
9 to limitations and exclusions the department finds necessary
10 on the basis of federal laws and regulations. The rules shall
11 also provide that a marital and family therapist, who holds
12 a temporary license to practice marital and family therapy
13 pursuant to section 154D.7, is entitled to payment under this
14 section for behavioral health services provided to recipients
15 of medical assistance, when such services are provided under
16 the supervision of a qualified supervisor as determined by the
17 board of ~~behavioral science~~ behavioral health professionals by
18 rule, and claims for payment for such services are submitted by
19 the qualified supervisor.
20 2. The department shall adopt rules pursuant to chapter
21 17A entitling master social workers who hold a master's
22 degree approved by the board of ~~social work~~ behavioral health
23 professionals, are licensed as a master social worker pursuant
24 to section 154C.3, subsection 1, paragraph "b", and provide
25 treatment services under the supervision of an independent
26 social worker licensed pursuant to section 154C.3, subsection
27 1, paragraph "c", to payment for behavioral health services
28 provided to recipients of medical assistance, subject to
29 limitations and exclusions the department finds necessary on
30 the basis of federal laws and regulations.
31 3. The department shall adopt rules pursuant to chapter 17A
32 entitling mental health counselors who are licensed pursuant
33 to chapter 154D to payment for behavioral health services
34 provided to recipients of medical assistance, subject to
35 limitations and exclusions the department finds necessary on

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1 the basis of federal laws and regulations. The rules shall
2 also provide that a mental health counselor, who holds a
3 temporary license to practice mental health counseling pursuant
4 to section 154D.7, is entitled to payment under this section
5 for behavioral health services provided to recipients of
6 medical assistance, when such services are provided under the
7 supervision of a qualified supervisor as determined by the
8 board of ~~behavioral science~~ behavioral health professionals by
9 rule, and claims for payment for such services are submitted by
10 the qualified supervisor.
11 Sec. 332. Section 256.3, subsections 1 and 2, Code 2024, are
12 amended to read as follows:
13 1. The state board of education is established for the
14 department. The state board consists of ~~ten~~ nine members:
15 ~~nine~~ seven voting members, ~~and~~ one nonvoting student member,
16 and the director of the department of workforce development,
17 who shall serve as a nonvoting member. The voting members
18 shall be appointed by the governor subject to senate
19 confirmation. The nonvoting student member shall be appointed
20 as provided in section 256.5A.
21 2. The voting members shall be registered voters of
22 the state and hold no other elective or appointive state
23 office. Not more than five voting members shall be of the
24 same political party. ~~Three of the voting members shall~~
25 ~~have substantial knowledge related to the community college~~
26 ~~system.~~ The ~~remaining six~~ voting members shall be members of
27 the general public. A voting member shall not be engaged in
28 professional education for a major portion of the member's time
29 nor shall the member derive a major portion of income from any
30 business or activity connected with education.
31 Sec. 333. Section 256.7, subsection 7, paragraph c, Code
32 2024, is amended by striking the paragraph.
33 Sec. 334. Section 256.9, subsection 31, paragraph b, Code
34 2024, is amended to read as follows:
35 *b.* Standards and materials developed shall include materials

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which employ developmentally appropriate practices and incorporate substantial parental involvement. The materials and standards shall include alternative teaching approaches including collaborative teaching and alternative dispute resolution training. The department shall consult with the child development coordinating council, ~~the state child care advisory committee established pursuant to section 135.173A~~, the department of health and human services, the state board of regents center for early developmental education, the area education agencies, the department of human development and family studies in the college of human sciences at Iowa state university of science and technology, the early childhood elementary division of the college of education at the university of Iowa, and the college of education at the university of northern Iowa, in developing these standards and materials.

Sec. 335. Section 256.17, Code 2024, is amended to read as follows:

256.17 Postsecondary course audit ~~committee~~.

1. The department shall ~~establish and facilitate a postsecondary course audit committee which shall~~ annually audit postsecondary courses offered to high school students in accordance with chapter 261E.

~~2. The committee shall include but not be limited to representatives from the kindergarten through grade twelve education community, community colleges, and regents universities.~~

~~3.~~ 2. The ~~committee~~ department shall establish a sampling technique that randomly selects courses for audit. The audit shall include but not be limited to a review of the course syllabus, teacher qualifications, examples of student products, and results of student assessments. Standards for review shall be established by the ~~committee and approved by the~~ department. Audit findings shall be submitted to the institutions providing the classes audited and shall be posted on the department's

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internet site.

~~4.~~ 3. If the ~~committee~~ department determines that a postsecondary course offered to high school students in accordance with chapter 261E does not meet the standards established by the ~~committee~~ department pursuant to subsection ~~3~~ 2, the course shall not be eligible for future supplementary weighting under section 257.11. If the institution makes changes to the course sufficient to cause the course to meet the standards of the ~~committee~~ department, the ~~committee~~ department may reinstate the eligibility of the course for future supplementary weighting under section 257.11.

Sec. 336. Section 256.32, subsection 1, Code 2024, is amended to read as follows:

1. An advisory council for agricultural education is established, which consists of ~~nine~~ seven members appointed by the governor. The ~~nine~~ seven members shall include ~~the following:~~

~~*a.* Five~~ at least four persons representing all areas of agriculture and diverse geographical areas and at least one person involved in the field of education, including but not limited to a secondary school program instructor, a postsecondary school program instructor, or a teacher educator.

~~*b.* An individual representing agriculture on a council created to advise the state on career and technical education matters.~~

~~*c.* A secondary school program instructor, a postsecondary school program instructor, and a teacher educator.~~

Sec. 337. Section 256.33, subsection 1, Code 2024, is amended to read as follows:

1. The department shall consort with school districts, area education agencies, community colleges, and colleges and universities to provide assistance to them in the use of educational technology for instruction purposes. The department shall consult with ~~the advisory committee on telecommunications, established in section 256.7, subsection 7,~~

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1 ~~and other~~ users of educational technology on the development
2 and operation of programs under this section.
3 Sec. 338. Section 256.82, subsection 1, paragraph a, Code
4 2024, is amended to read as follows:
5 *a.* Four members shall be appointed by the governor so
6 that the portion of the board membership appointed under this
7 paragraph includes two male board members and two female board
8 members at all times~~:~~
9 ~~(1) One member shall be appointed from the business~~
10 ~~community other than the television and telecommunications~~
11 ~~industry.~~
12 ~~(2) One member shall be appointed with experience in or~~
13 ~~knowledge about the television industry.~~
14 ~~(3) One member shall be appointed from the membership of~~
15 ~~a fundraising nonprofit organization financially assisting~~
16 ~~the Iowa public broadcasting division~~. At least one member
17 shall have experience in or knowledge of the television and
18 telecommunications industry, and at least one member shall
19 have experience with or knowledge of fundraising nonprofit
20 organizations.
21 ~~(4) One member shall represent the general public.~~
22 Sec. 339. Section 256.176, subsection 2, paragraphs a and d,
23 Code 2024, are amended to read as follows:
24 *a.* A member of the state board of regents to be named by the
25 state board of regents, or the executive director of the state
26 board of regents if so appointed by the state board of regents,
27 who shall serve for a four-year term or until the expiration
28 of the member's term of office, and who shall serve as an ex
29 officio, nonvoting member.
30 *d.* ~~Nine~~ Seven additional members to be appointed by the
31 governor as follows:
32 ~~(1) One member shall be selected to represent private~~
33 ~~colleges and universities located in the state of Iowa.~~
34 ~~When appointing this member, the governor shall give careful~~
35 ~~consideration to any person nominated or recommended by any~~

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1 ~~organization or association of some or all private colleges and~~
2 ~~universities located in the state of Iowa.~~
3 ~~(2) One member shall be selected to represent Iowa's~~
4 ~~community colleges. When appointing this member, the governor~~
5 ~~shall give careful consideration to any person nominated~~
6 ~~or recommended by any organization or association of Iowa~~
7 ~~community colleges.~~
8 ~~(3)~~ (1) ~~One~~ At least one member shall be enrolled as a
9 student at an institution of higher learning governed by the
10 board of regents, a community college, or an accredited private
11 institution.
12 ~~(4)~~ (2) ~~One~~ At least one member shall be a parent of a
13 student enrolled at an institution of higher learning governed
14 by the board of regents, a community college, or an accredited
15 private institution.
16 ~~(5)~~ (3) ~~One~~ At least one member shall ~~represent~~
17 ~~practitioners licensed under chapter 256, subchapter VII,~~
18 ~~part 3. When appointing this member, the governor shall give~~
19 ~~careful consideration to any person nominated by an Iowa~~
20 ~~teacher association or other education stakeholder organization~~
21 have knowledge and experience in financial or fiduciary
22 matters.
23 ~~(6) Four members shall represent the general public,~~
24 ~~none of whom shall be officers, board members, or trustees~~
25 ~~of an institution of higher learning or of an association of~~
26 ~~institutions of higher learning.~~
27 Sec. 340. Section 256.176, subsection 2, Code 2024, is
28 amended by adding the following new paragraphs:
29 NEW PARAGRAPH. *e.* One member to represent private colleges
30 and universities located in the state of Iowa, who shall be
31 selected by an organization or association of some or all
32 private colleges and universities located in the state of Iowa,
33 and who shall serve as an ex officio, nonvoting member.
34 NEW PARAGRAPH. *f.* One member to represent Iowa's community
35 colleges, who shall be selected by an organization or

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1 association of Iowa community colleges, and who shall serve as
2 an ex officio, nonvoting member.
3 Sec. 341. Section 256I.4, subsection 19, Code 2024, is
4 amended by striking the subsection and inserting in lieu
5 thereof the following:
6 19. Serve as the state advisory council required under the
7 federal Improving Head Start for School Readiness Act of 2007,
8 Pub. L. No. 110-134, as designated by the governor.
9 Sec. 342. Section 260C.36, subsection 4, Code 2024, is
10 amended to read as follows:
11 4. The department of education shall establish ~~the~~
12 ~~following committees:~~
13 ~~*a.* An~~ an ad hoc accreditation quality faculty plan protocol
14 committee to advise the department in the development of
15 protocols related to the quality faculty planning process to
16 be used by the accreditation teams during site visits. The
17 committee shall, at a minimum, determine what types of evidence
18 need to be provided, develop interview procedures and visit
19 goals, and propose accreditation protocol revisions.
20 ~~*b.* An ongoing quality faculty plan professional development~~
21 ~~committee. The committee shall, at a minimum, do the~~
22 ~~following:~~
23 ~~(1) Develop systemic, ongoing, and sustainable statewide~~
24 ~~professional development opportunities that support~~
25 ~~institutional development as well as individual development and~~
26 ~~support of the quality faculty plans. The opportunities may~~
27 ~~include internet-based systems to share promising practices.~~
28 ~~(2) Determine future professional development needs.~~
29 ~~(3) Develop or identify training and assistance relating to~~
30 ~~the quality faculty plan process and requirements.~~
31 ~~(4) Assist the department and community colleges in~~
32 ~~developing professional development consortia.~~
33 ~~(5) Review and identify best practices in each community~~
34 ~~college quality faculty plan, including best practices~~
35 ~~regarding adjunct faculty.~~

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1 ~~*c.* A community college faculty advisory committee consisting~~
2 ~~of one member and one alternate from each community college,~~
3 ~~appointed by the committee established pursuant to subsection~~
4 ~~1. The committee membership shall be equally represented by~~
5 ~~individuals from the liberal arts and sciences faculty and~~
6 ~~the career and technical faculty. The committee shall, at a~~
7 ~~minimum, keep faculty informed of higher education issues,~~
8 ~~facilitate communication between the faculty and the department~~
9 ~~on an ongoing basis, and serve as an advisory committee to the~~
10 ~~department and community colleges on faculty issues.~~
11 Sec. 343. Section 260C.39, subsection 3, Code 2024, is
12 amended to read as follows:
13 3. The terms of employment of personnel, for the academic
14 year following the effective date of the agreement to combine
15 the merged areas shall not be affected by the combination of
16 the merged areas, except in accordance with the procedures
17 under sections 279.15, 279.16, 279.18, and 279.24, to
18 the extent those procedures are applicable, or under the
19 terms of the base bargaining agreement. The authority and
20 responsibility to offer new contracts or to continue, modify,
21 or terminate existing contracts pursuant to any applicable
22 procedures under chapter 279, shall be transferred to the
23 acting, and then to the new, board of the combined merged area
24 upon certification of a favorable vote to each of the merged
25 areas affected by the agreement. The collective bargaining
26 agreement of the merged area receiving the greatest amount of
27 general state aid shall serve as the base agreement for the
28 combined merged area and the employees of the merged areas
29 which combined to form the new combined merged area shall
30 automatically be accreted to the bargaining unit from that
31 former merged area for purposes of negotiating the contracts
32 for the following years without further action by the ~~public~~
33 employment ~~relations~~ appeal board. If only one collective
34 bargaining agreement is in effect among the merged areas which
35 are combining under this section, then that agreement shall

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1 serve as the base agreement, and the employees of the merged
2 areas which are combining to form the new combined merged
3 area shall automatically be accreted to the bargaining unit
4 of that former merged area for purposes of negotiating the
5 contracts for the following years without further action by the
6 ~~public~~ employment ~~relations~~ appeal board. The board of the
7 combined merged area, using the base agreement as its existing
8 contract, shall bargain with the combined employees of the
9 merged areas that have agreed to combine for the academic year
10 beginning with the effective date of the agreement to combine
11 merged areas. The bargaining shall be completed by March 15
12 prior to the academic year in which the agreement to combine
13 merged areas becomes effective or within one hundred eighty
14 days after the organization of the acting board of the new
15 combined merged area, whichever is later. If a bargaining
16 agreement was already concluded in the former merged area which
17 has the collective bargaining agreement that is serving as the
18 base agreement for the new combined merged area, between the
19 former merged area board and the employees of the former merged
20 area, that agreement is void, unless the agreement contained
21 multiyear provisions affecting academic years subsequent to the
22 effective date of the agreement to form a combined merged area.
23 If the base collective bargaining agreement contains multiyear
24 provisions, the duration and effect of the agreement shall
25 be controlled by the terms of the agreement. The provisions
26 of the base agreement shall apply to the offering of new
27 contracts, or the continuation, modification, or termination
28 of existing contracts between the acting or new board of the
29 combined merged area and the combined employees of the new
30 combined merged area.
31 Sec. 344. Section 261A.6, subsection 2, Code 2024, is
32 amended to read as follows:
33 2. *a.* ~~The~~ For members appointed prior to the effective date
34 of this division of this Act, members of the authority shall be
35 appointed by the governor for terms of six years beginning and

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1 ending as provided in section 69.19. A member of the authority
2 is eligible for reappointment.
3 *b.* For members appointed on or after the effective date of
4 this division of this Act, members of the authority shall be
5 appointed by the governor for terms of four years beginning and
6 ending as provided in section 69.19. A member of the authority
7 shall not serve more than two full terms.
8 *c.* The governor shall fill a vacancy for the remainder of
9 the unexpired term. A member of the authority may be removed
10 by the governor for misfeasance, malfeasance, or willful
11 neglect of duty or other cause after notice and a public
12 hearing unless the notice and hearing are waived by the member
13 in writing.
14 Sec. 345. Section 266.39, subsections 3 and 5, Code 2024,
15 are amended by striking the subsections.
16 Sec. 346. Section 267A.2, subsection 2, Code 2024, is
17 amended by striking the subsection.
18 Sec. 347. Section 267A.5, Code 2024, is amended to read as
19 follows:
20 **267A.5 Local food and farm program fund.**
21 A local food and farm program fund is created in the state
22 treasury under the control of the department. The fund is
23 separate from the general fund of the state. The fund is
24 composed of moneys appropriated by the general assembly and
25 moneys available to and obtained or accepted by the local food
26 and farm program from the United States government or private
27 sources for placement in the fund. Moneys in the fund shall
28 be used to carry out the purpose and goals of this chapter
29 as provided in section 267A.1, including but not limited to
30 administering the local food and farm program as provided in
31 section 267A.6. The fund shall be managed by the department in
32 consultation with the local food and farm coordinator~~, under~~
33 ~~the supervision of the local food and farm program council~~.
34 Sec. 348. Section 267A.6, subsection 1, Code 2024, is
35 amended to read as follows:

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1. The local food and farm program coordinator~~, with advice from the local food and farm program council,~~ shall develop and administer a local food and farm program necessary to carry out the purpose and goals of this chapter as provided in section 267A.1.

Sec. 349. Section 272C.1, subsection 6, paragraphs b, f, and u, Code 2024, are amended by striking the paragraphs.

Sec. 350. Section 272C.1, subsection 6, paragraphs s and ad, Code 2024, are amended to read as follows:

s. The board of ~~psychology~~ behavioral health professionals, created pursuant to chapter 147.

ad. The ~~plumbing and mechanical systems~~ board of building and construction occupations, created pursuant to chapter ~~105~~ 103A, in performing licensing activities pursuant to chapters 103 and 105.

Sec. 351. Section 272C.2, subsection 3, Code 2024, is amended to read as follows:

3. The state board of engineering and land surveyors, the board of architectural examiners, ~~the board of landscape architectural examiners,~~ and the economic development authority shall cooperate with each other and with persons who typically offer continuing education courses for design professionals to make available energy efficiency related continuing education courses, and to encourage interdisciplinary cooperation and education concerning available energy efficiency strategies for employment in the state's construction industry.

Sec. 352. Section 273.22, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. The collective bargaining agreement of the area education agency with the largest basic enrollment, as defined in section 257.6, for the year prior to the year the reorganization is effective, shall serve as the base agreement in the new area education agency and the employees of the other area education agencies involved in the formation of the new area education agency shall automatically be accreted to the bargaining

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1 unit of that collective bargaining agreement for purposes of
2 negotiating the contracts for the following years without
3 further action by the ~~public~~ employment ~~relations~~ appeal
4 board. If only one collective bargaining agreement is in
5 effect among the area education agencies that are party to
6 the reorganization, that agreement shall serve as the base
7 agreement, and the employees of the other agencies involved
8 in the formation of the new area education agency shall
9 automatically be accreted to the bargaining unit of that
10 collective bargaining agreement for purposes of negotiating the
11 contracts for the following years without further action by the
12 ~~public~~ employment ~~relations~~ appeal board.
13 Sec. 353. Section 275.33, subsection 2, paragraph a, Code
14 2024, is amended to read as follows:
15 *a.* The collective bargaining agreement of the district
16 with the largest basic enrollment for the year prior to
17 the reorganization, as defined in section 257.6, in the new
18 district shall serve as the base agreement and the employees
19 of the other districts involved in the formation of the new
20 district shall automatically be accreted to the bargaining
21 unit of that collective bargaining agreement for purposes of
22 negotiating the contracts for the following years without
23 further action by the ~~public~~ employment ~~relations~~ appeal board.
24 If only one collective bargaining agreement is in effect among
25 the districts which are party to the reorganization, then that
26 agreement shall serve as the base agreement, and the employees
27 of the other districts involved in the formation of the new
28 district shall automatically be accreted to the bargaining
29 unit of that collective bargaining agreement for purposes of
30 negotiating the contracts for the following years without
31 further action by the ~~public~~ employment ~~relations~~ appeal board.
32 Sec. 354. Section 284.11, subsection 2, paragraph c, Code
33 2024, is amended to read as follows:
34 *c.* Review the use and effectiveness of the funds distributed
35 to school districts for supplemental assistance in high-need

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1 schools under this section~~, and consider the findings and~~
2 ~~recommendations of the commission on educator leadership~~
3 ~~and compensation submitted pursuant to section 284.15,~~
4 ~~subsection 13, relating to the use and effectiveness of the~~
5 ~~funds distributed to school districts under this section~~. The
6 department shall submit its findings and recommendations in a
7 report to the general assembly by January 15 annually.
8 Sec. 355. Section 284.15, subsection 12, Code 2024, is
9 amended by striking the subsection.
10 Sec. 356. Section 284.15, subsection 14, Code 2024, is
11 amended to read as follows:
12 14. The provisions of this chapter shall be subject to
13 legislative review at least every three years. ~~The review~~
14 ~~shall be based upon a status report from the commission~~
15 ~~on educator leadership and compensation, which shall be~~
16 ~~prepared with the assistance of the departments of education,~~
17 ~~management, and revenue.~~ The status report shall review and
18 report on the department's assignment and utilization of
19 full-time equivalent positions, and shall include information
20 on teacher retention, teacher compensation, academic quality
21 of beginning teachers, teacher evaluation results, student
22 achievement trend and comparative data, and recommendations
23 for changes to the teacher leadership supplement foundation
24 aid and the framework or comparable systems approved pursuant
25 to this section. The first status report shall be submitted
26 to the general assembly by January 15, 2017, with subsequent
27 status reports prepared and submitted to the general assembly
28 by January 15 at least every third year thereafter.
29 Sec. 357. Section 312.3, subsection 1, Code 2024, is amended
30 to read as follows:
31 1. Apportion among the counties the road use tax funds
32 credited to the secondary road fund by using the distribution
33 methodology adopted ~~pursuant to section 312.3C~~ by the
34 commission by rule.
35 Sec. 358. Section 312.3B, subsection 2, Code 2024, is

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amended to read as follows:

2. The Iowa county engineers association service bureau shall annually compute the secondary road fund and farm-to-market road fund distributions using the methodology determined by the ~~secondary road fund distribution committee pursuant to section 312.3C~~ commission. The Iowa county engineers association service bureau shall report the computations to ~~the secondary road fund distribution committee,~~ the department, the treasurer of state, and the counties.

Sec. 359. Section 312.5, subsection 1, Code 2024, is amended to read as follows:

1. ~~For the fiscal year ending June 30, 2006, the treasurer of state shall apportion among the counties the road use tax funds credited to the farm-to-market road fund by using the allocation method contained in section 312.5, subsection 1, Code 2005. For subsequent fiscal years~~ Each fiscal year, the treasurer of state shall apportion among the counties the road use tax funds credited to the farm-to-market road fund by using the distribution methodology adopted ~~pursuant to section 312.3C~~ by the commission.

Sec. 360. Section 312.16, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 01. *"Commission"* means the state transportation commission.

Sec. 361. Section 312A.3, subsection 2, Code 2024, is amended to read as follows:

2. Twenty percent for deposit in the secondary road fund, for apportionment according to the methodology adopted ~~pursuant to section 312.3C~~ by the commission, to be used by counties for construction and maintenance projects on secondary road bridges and on highways in the farm-to-market road system. At least ten percent of the moneys allocated to a county under this subsection shall be used for bridge construction, repair, and maintenance, with priority given to projects that aid and support economic development and job creation.

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1 Sec. 362. Section 314.1, subsection 2, Code 2024, is amended
2 to read as follows:
3 2. Notwithstanding any other provision of law to the
4 contrary, a public improvement that involves the construction,
5 reconstruction, or improvement of a highway, bridge, or culvert
6 and that has a cost in excess of the applicable threshold in
7 section 73A.18, 262.34, 297.7, 309.40, 310.14, or 313.10, as
8 modified by the ~~bid threshold subcommittee~~ director pursuant
9 to section 314.1B, shall be advertised and let for bid, except
10 such public improvements that involve emergency work pursuant
11 to section 309.40A, 313.10, or 384.103, subsection 2. For a
12 city having a population of fifty thousand or less, a public
13 improvement that involves the construction, reconstruction, or
14 improvement of a highway, bridge, or culvert that has a cost
15 in excess of twenty-five thousand dollars, as modified by the
16 ~~bid threshold subcommittee~~ director pursuant to section 314.1B,
17 shall be advertised and let for bid, excluding emergency work.
18 However, a public improvement that has an estimated total
19 cost to a city in excess of a threshold of fifty thousand
20 dollars, as modified by the ~~bid threshold subcommittee~~ director
21 pursuant to section 314.1B, and that involves the construction,
22 reconstruction, or improvement of a highway, bridge, or culvert
23 that is under the jurisdiction of a city with a population
24 of more than fifty thousand, shall be advertised and let for
25 bid. Cities required to competitively bid highway, bridge,
26 or culvert work shall do so in compliance with the contract
27 letting procedures of sections 26.3 through 26.12.
28 Sec. 363. Section 314.1B, subsection 1, paragraph a, Code
29 2024, is amended by striking the paragraph.
30 Sec. 364. Section 314.1B, subsection 1, paragraph b, Code
31 2024, is amended to read as follows:
32 *b.* The ~~subcommittee~~ director, in consultation with industry
33 and subject matter experts, shall review the competitive bid
34 thresholds applicable to city and county highway, bridge,
35 and culvert projects. The ~~subcommittee~~ director shall

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1 review price adjustments for all types of city and county
2 highway, bridge, and culvert construction, reconstruction, and
3 improvement projects, based on changes in the construction
4 price index from the preceding year. Upon completion of the
5 review the ~~subcommittee~~ director may make adjustments in the
6 applicable bid thresholds for types of work based on the price
7 adjustments.
8 Sec. 365. Section 314.1B, subsection 2, paragraph a, Code
9 2024, is amended by striking the paragraph.
10 Sec. 366. Section 314.1B, subsection 2, paragraphs b, c, d,
11 and e, Code 2024, are amended to read as follows:
12 *b.* The ~~subcommittee appointed under this subsection~~
13 director, in consultation with industry and subject matter
14 experts, shall review the competitive bid thresholds applicable
15 to governmental entities under chapter 26. The ~~subcommittee~~
16 director shall review price adjustments for all types of
17 construction, reconstruction, and public improvement projects
18 based on the changes in the construction price index, building
19 cost index, and material cost index from the preceding
20 adjustment. Upon completion of the review the ~~subcommittee~~
21 director may make adjustments in the applicable bid thresholds
22 for types of work based on the price adjustments.
23 *c.* ~~The subcommittee shall not make an initial adjustment to~~
24 ~~the competitive bid threshold in section 26.3 to be effective~~
25 ~~prior to January 1, 2012. Thereafter, the subcommittee~~ The
26 director shall adjust the bid threshold amount in accordance
27 with subsection 3 but shall not adjust the bid threshold to an
28 amount less than the bid threshold applicable to a governmental
29 entity on January 1, 2007.
30 *d.* Beginning July 1, ~~2006~~ 2024, the ~~subcommittee~~ director
31 shall make adjustments to the competitive quotation threshold
32 amounts in section 26.14 for vertical infrastructure in
33 accordance with the methodology of paragraph *"b"*.
34 *e.* ~~After 2012, the subcommittee~~ The director shall adjust
35 the competitive quotation threshold amounts in section 26.14

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at the same time and by the same percentage as adjustments are made to the competitive bid threshold.

Sec. 367. Section 314.1B, subsection 3, Code 2024, is amended to read as follows:

3. *Review — publication.* ~~Each subcommittee~~ The director shall ~~meet to conduct the review and~~ make the adjustments described in this section on or before August 1 of every other year, or of every year if determined necessary by the ~~subcommittee~~ director. By September 1 of each year in which a ~~subcommittee~~ director makes adjustments in the bid or quotation thresholds, the director shall cause an advisory notice to be published in the Iowa administrative bulletin and in a newspaper of general circulation in this state, stating the adjusted bid and quotation thresholds to be in effect on January 1 of the following year, as established by the ~~subcommittees~~ director under this section.

Sec. 368. Section 314.13, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 369. Section 314.13, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 4A. *"Director"* means the director of transportation.

Sec. 370. Section 314.22, subsection 3, Code 2024, is amended to read as follows:

3. ~~*Integrated roadside vegetation management technical advisory committee*~~ *Report.*

~~*a.* The director of the department shall appoint members to an integrated roadside vegetation management technical advisory committee which is created to provide advice on the development and implementation of a statewide integrated roadside vegetation management plan and program and related projects.~~ The department shall report annually in January to the general assembly regarding its activities ~~and those of the committee~~ under this section. ~~Activities of the committee may include but are not limited to providing advice and assistance~~

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1 ~~in the following areas:~~
2 ~~(1) Research efforts.~~
3 ~~(2) Demonstration projects.~~
4 ~~(3) Education and orientation efforts for property owners,~~
5 ~~public officials, and the general public.~~
6 ~~(4) Activities of the integrated roadside vegetation~~
7 ~~management coordinator for integrated roadside vegetation~~
8 ~~management.~~
9 ~~(5) Reviewing applications for funding assistance.~~
10 ~~(6) Securing funding for research and demonstrations.~~
11 ~~(7) Determining needs for revising the state weed law and~~
12 ~~other applicable Code sections.~~
13 ~~(8) Liaison with the Iowa state association of counties, the~~
14 ~~Iowa league of cities, and other organizations for integrated~~
15 ~~roadside vegetation management purposes.~~
16 ~~*b.* The director may appoint any number of persons to the~~
17 ~~committee but, at a minimum, the committee shall consist of all~~
18 ~~of the following:~~
19 ~~(1) One member representing the utility industry.~~
20 ~~(2) One member from the Iowa academy of sciences.~~
21 ~~(3) One member representing county government.~~
22 ~~(4) One member representing city government.~~
23 ~~(5) Two members representing the private sector including~~
24 ~~community interest groups.~~
25 ~~(6) One member representing soil conservation interests.~~
26 ~~(7) One member representing the department of natural~~
27 ~~resources.~~
28 ~~(8) One member representing county conservation boards.~~
29 ~~*c.* Members of the committee shall serve without~~
30 ~~compensation, but may be reimbursed for allowable expenses from~~
31 ~~the living roadway trust fund created under section 314.21. No~~
32 ~~more than a simple majority of the members of the committee~~
33 ~~shall be of the same gender as provided in section 69.16A.~~
34 ~~The director of the department shall appoint the chair of the~~
35 ~~committee and shall establish a minimum schedule of meetings~~

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~~for the committee.~~

Sec. 371. Section 321.252, subsection 3, paragraph a, Code 2024, is amended to read as follows:

a. The department shall establish, by rule, ~~in cooperation with a tourist signing committee,~~ the standards for tourist-oriented directional signs and shall annually review the list of attractions for which signing is in place. The rules shall conform to national standards for tourist-oriented directional signs adopted under 23 U.S.C. §131(q) and to the manual of uniform traffic-control devices.

~~(1) The tourist signing committee shall be made up of the directors or the directors' designees of the departments of agriculture and land stewardship, natural resources, and transportation, the director or the director's designee of the economic development authority, the chairperson or the chairperson's designee of the Iowa travel council, and a member of the outdoor advertising association of Iowa. The director or the director's designee of the economic development authority shall be the chairperson of the committee.~~

~~(2) The department of transportation shall be responsible for calling and setting the date of the meetings of the committee which meetings shall be based upon the amount of activity relating to signs. However, the committee shall meet at least once a month.~~

Sec. 372. Section 331.301, subsection 6, paragraph b, Code 2024, is amended to read as follows:

b. A county shall not impose any fee or charge on any individual or business licensed pursuant to chapter 105 by the ~~plumbing and mechanical systems~~ board of building and construction occupations for the right to perform plumbing, mechanical, HVAC, refrigeration, sheet metal, or hydronic systems work within the scope of the license. This paragraph does not prohibit a county from charging fees for the issuance of permits for, and inspections of, work performed in its jurisdiction.

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1 Sec. 373. Section 333A.2, subsection 1, paragraphs b and c,
2 Code 2024, are amended to read as follows:
3 *b.* Five elected county officials who are regularly involved
4 in budget preparation. ~~One county official shall be from~~
5 ~~a county with a population of less than eleven thousand~~
6 ~~five hundred, one from a county with a population of more~~
7 ~~than eleven thousand five hundred but not more than sixteen~~
8 ~~thousand, one from a county with a population of more than~~
9 ~~sixteen thousand but not more than twenty-two thousand five~~
10 ~~hundred, one from a county with a population of more than~~
11 ~~twenty-two thousand five hundred but not more than eighty~~
12 ~~thousand and one from a county with a population of more than~~
13 ~~eighty thousand.~~ The ~~governor~~ director of the department of
14 management shall select and appoint the county officials~~,~~
15 ~~subject to the approval of two-thirds of the members of the~~
16 ~~senate~~.
17 *c.* A certified public accountant experienced in governmental
18 accounting selected and appointed by the ~~governor with the~~
19 ~~approval of two-thirds of the members of the senate~~ director of
20 the department of management.
21 Sec. 374. Section 333A.2, subsection 2, Code 2024, is
22 amended to read as follows:
23 2. The members of the committee appointed by the ~~governor~~
24 director of the department of management are appointed for
25 four-year terms except that of the initial appointments, two
26 county official members shall be appointed to two-year terms.
27 When a county official member no longer holds the office which
28 qualified the official for appointment, the official shall no
29 longer be a member of the committee. Any person appointed to
30 fill a vacancy shall be appointed to serve the unexpired term.
31 Any member is eligible for reappointment, but a member shall
32 not be appointed to serve more than two four-year terms.
33 Sec. 375. Section 357A.21, subsection 2, Code 2024, is
34 amended to read as follows:
35 2. If an agreement is not reached under subsection 1,

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the governing body of the city or water utility or the board of directors or trustees of the district or association may request mediation pursuant to chapter 679C. The governing body or board requesting mediation shall be responsible for the costs of the mediation. A mediation committee shall be established if a governing body or board requests mediation pursuant to this subsection. The mediation committee shall consist of one member of the governing body of the city or the governing body's designee, one member of the board of directors or trustees of the district or association, as applicable, and one disinterested member chosen by the other two members. A list of qualified mediators may be obtained from the American arbitration association, the ~~public~~ employment ~~relations~~ appeal board established pursuant to section ~~20.5~~ 10A.601, or a recognized mediation organization or association.

Sec. 376. Section 364.3, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. A city shall not impose any fee or charge on any individual or business licensed pursuant to chapter 105 by the ~~plumbing and mechanical systems~~ board of building and construction occupations for the right to perform plumbing, mechanical, HVAC, refrigeration, sheet metal, or hydronic systems work within the scope of the license. This paragraph does not prohibit a city from charging fees for the issuance of permits for, and inspections of, work performed in its jurisdiction.

Sec. 377. Section 384.13, subsection 2, paragraphs c and d, Code 2024, are amended to read as follows:

c. Five city officials who are regularly involved in budget preparation. ~~One official must be from a city with a population of not over two thousand five hundred, one from a city with a population of over two thousand five hundred but not over fifteen thousand, one from a city with a population of over fifteen thousand but not over fifty thousand, one from a city with a population of over fifty thousand, and one from~~

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1 ~~any size city.~~ The ~~governor~~ director of the department of
2 management shall select and appoint the city officials.
3 *d.* One certified public accountant experienced in city
4 accounting, to be selected and appointed by the ~~governor~~
5 director of the department of management.
6 Sec. 378. Section 414.1, subsection 2, Code 2024, is amended
7 to read as follows:
8 2. The city of Des Moines may, for the purpose of preserving
9 the dominance of the dome of the state capitol building and
10 the view of the state capitol building from prominent public
11 viewing points, regulate and restrict the height and size of
12 buildings and other structures in the city of Des Moines.
13 Any regulations pertaining to such matters shall be made in
14 accordance with a comprehensive plan and in consultation with
15 the ~~capitol planning commission~~ department of administrative
16 services.
17 Sec. 379. Section 455A.5, subsection 1, Code 2024, is
18 amended to read as follows:
19 1. *a.* A natural resource commission is created, which
20 consists of seven members appointed by the governor for
21 staggered terms of six years beginning and ending as provided
22 in section 69.19, except as provided in paragraph *"b"*. The
23 appointees are subject to senate confirmation. The members
24 shall be citizens of the state who have a substantial knowledge
25 of the subjects embraced by chapter 456A. The appointments
26 shall be based upon the training, experience, and capacity of
27 the appointees, and not based upon political considerations,
28 other than as provided in section 69.16. A member of the
29 commission shall not hold any other state or federal office.
30 *b.* For members appointed on or after the effective date
31 of this division of this Act, members shall serve staggered
32 terms of four years beginning and ending as provided in section
33 69.19.
34 Sec. 380. Section 455A.5, subsection 6, paragraph d, Code
35 2024, is amended to read as follows:

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d. ~~Approve~~ Provide advice and recommendations regarding the budget request prepared by the director for the programs authorized by chapters 321G, 321I, 456A, 456B, 457A, 461A, 462A, 462B, 464A, 481A, 481B, 483A, 484A, and 484B. ~~The commission may increase, decrease, or strike any item within the department budget request for the specified programs before granting approval.~~

Sec. 381. Section 455A.6, subsection 6, paragraph d, Code 2024, is amended to read as follows:

d. ~~Approve~~ Provide advice and make recommendations regarding the budget request prepared by the director for the programs authorized by chapters 455B, 455C, 455E, 455F, 455H, and 459, subchapters II and III. ~~The commission shall approve the budget request prepared by the director for programs subject to the rulemaking authority of the commission. The commission may increase, decrease, or strike any item within the department budget request for the specified programs before granting approval.~~

Sec. 382. Section 455A.19, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Upon receipt of any revenue, the director shall deposit the moneys in the Iowa resources enhancement and protection fund created pursuant to section 455A.18. The first three hundred fifty thousand dollars of the funds received for deposit in the fund annually shall be allocated ~~to the conservation education program board~~ for the purposes specified in section 455A.21. One percent of the revenue receipts shall be deducted and transferred to the administration fund provided for in section 456A.17. All of the remaining receipts shall be allocated to the following accounts:

Sec. 383. Section 455A.21, Code 2024, is amended to read as follows:

455A.21 Conservation education program ~~board~~.

~~1. A conservation education program board is created in the department. The board shall have five members appointed~~

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1 ~~as follows:~~
2 ~~*a.* One member appointed by the director of the department~~
3 ~~of education.~~
4 ~~*b.* One member appointed by the director of the department of~~
5 ~~natural resources.~~
6 ~~*c.* One member appointed by the president of the Iowa~~
7 ~~association of county conservation boards.~~
8 ~~*d.* One member appointed by the president of the Iowa~~
9 ~~association of naturalists.~~
10 ~~*e.* One member appointed by the president of the Iowa~~
11 ~~conservation education council.~~
12 ~~2. Section 69.16 does not apply to appointments made~~
13 ~~pursuant to this section.~~
14 ~~3.~~ The ~~duties of the board are to~~ department shall revise
15 and produce conservation education materials and ~~to~~ specify
16 stipends to Iowa educators who participate in innovative
17 conservation education programs approved by the ~~board~~
18 department. The ~~board~~ department shall allocate the funds
19 provided for under section 455A.19, subsection 1, for the
20 educational materials and stipends.
21 ~~4. The department shall administer the funds allocated to~~
22 ~~the conservation education program as provided in this section.~~
23 Sec. 384. Section 455B.190A, subsection 1, paragraph h,
24 Code 2024, is amended by striking the paragraph.
25 Sec. 385. Section 455B.190A, subsection 2, paragraphs f and
26 g, Code 2024, are amended to read as follows:
27 *f.* The department shall develop continuing education
28 requirements for certification of a well contractor ~~in~~
29 ~~consultation with the well contractors' council~~.
30 *g.* The examination shall be developed by the department ~~in~~
31 ~~consultation with the well contractors' council~~ to determine
32 the applicant's qualifications to perform well drilling or
33 pump services or both. The examination shall be updated
34 as necessary to reflect current groundwater law and well
35 construction, maintenance, pump services, and abandonment

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practices. The examination shall be administered by the department or by a person designated by the department.

Sec. 386. Section 455B.190A, subsections 3 and 6, Code 2024, are amended by striking the subsections.

Sec. 387. Section 455B.190A, subsection 4, Code 2024, is amended to read as follows:

4. The department shall develop~~, in consultation with the well contractors' council,~~ a consumer information pamphlet regarding well construction, well maintenance, well plugging, pump services, and Iowa groundwater laws. The department ~~and the council~~ shall review and revise the consumer information pamphlet as necessary. The consumer information pamphlet shall be supplied to well contractors, at cost, and well contractors shall supply one copy at no cost to potential customers prior to initiation of well services.

Sec. 388. Section 455B.190A, subsection 5, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The department shall establish by rule and collect~~, in consultation with the well contractors' council,~~ the following fees to be used to implement and administer the provisions of this section:

Sec. 389. Section 455G.4, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 7. *Repeal.* This section is repealed December 31, 2028. On or before November 29, 2027, the department of natural resources, in consultation with the board, shall propose legislation to the general assembly to strike or repeal provisions referencing the board and the Iowa comprehensive petroleum underground storage tank fund created in section 455G.3 throughout the Code. The remainder of the moneys in the Iowa comprehensive petroleum underground storage tank fund on December 31, 2028, shall be transferred to the storage tank management account of the groundwater protection fund created in section 455E.11.

Sec. 390. Section 461A.42, subsection 1, paragraph a, Code

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2024, is amended to read as follows:

a. A firearm or other weapon authorized for hunting may be used in preserves or parts of preserves designated by the ~~state advisory board on preserves~~ department at the request of the commission.

Sec. 391. Section 465C.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 392. Section 465C.1, subsection 4, Code 2024, is amended to read as follows:

4. *"Dedication"* means the allocation of an area as a preserve by a public agency or by a private owner by written stipulation in a form approved by the ~~state advisory board for preserves~~ department.

Sec. 393. Section 465C.2, Code 2024, is amended to read as follows:

465C.2 Advisory board.

There is hereby created a state system of preserves ~~and a state advisory board for preserves~~.

Sec. 394. Section 465C.8, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~board~~ department shall have the following powers and duties with respect to this chapter:

Sec. 395. Section 465C.8, subsection 9, Code 2024, is amended by striking the subsection.

Sec. 396. Section 465C.9, Code 2024, is amended to read as follows:

465C.9 Articles of dedication.

1. The public agency or private owner shall complete articles of dedication on forms approved by the ~~board~~ department. When the articles of dedication have been approved by the governor, the ~~board~~ department shall record them with the county recorder for the county or counties in which the area is located.

2. The articles of dedication may contain restrictions on development, sale, transfer, method of management, public

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access, and commercial or other use, and may contain such other provisions as may be necessary to further the purposes of this chapter. They may define the respective jurisdictions of the owner or operating agency and the ~~board~~ department. They may provide procedures to be applied in case of violation of the dedication. They may recognize reversionary rights. They may vary in provisions from one preserve to another in accordance with differences in relative conditions.

Sec. 397. Section 465C.10, Code 2024, is amended to read as follows:

465C.10 When dedicated as a preserve.

An area shall become a preserve when it has been approved by the ~~board~~ department for dedication as a preserve, whether in public or private ownership, formally dedicated as a preserve within the system by a public agency or private owner and designated by the governor as a preserve.

Sec. 398. Section 465C.11, Code 2024, is amended to read as follows:

465C.11 Area held in trust.

1. An area designated as a preserve within the system is hereby declared put to its highest, best, and most important use for public benefit. It shall be held in trust and shall not be alienated except to another public use upon a finding by the ~~board~~ department of imperative and unavoidable public necessity and with the approval of the commission, the general assembly by concurrent resolution, and the governor. The ~~board's~~ department's interest or interests in any area designated as a preserve shall not be taken under the condemnation statutes of this state without such a finding of imperative and unavoidable public necessity by the ~~board~~ department, and with the consent of the commission, the general assembly by concurrent resolution, and the governor.

2. The ~~board~~ department, with the approval of the governor, may enter into amendments to any articles of dedication upon its finding that such amendment will not permit an impairment,

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1 disturbance, or development of the area inconsistent with the
2 purposes of this chapter.
3 3. Before the ~~board~~ department shall make a finding
4 of imperative and unavoidable public necessity, or shall
5 enter into any amendment to articles of dedication, the
6 ~~board~~ department shall provide notice of such proposal and
7 opportunity for any person to be heard. Such notice shall
8 be published at least once in a newspaper with a general
9 circulation in the county or counties wherein the area directly
10 affected is situated, and mailed within ten days of such
11 published notice to all persons who have requested notice of
12 all such proposed actions. Each notice shall set forth the
13 substance of the proposed action and describe, with or without
14 legal description, the area affected, and shall set forth a
15 place and time not less than sixty days thence for all persons
16 desiring to be heard to have reasonable opportunity to be heard
17 prior to the finding of the ~~board~~ department.
18 Sec. 399. Section 476.10B, subsection 7, Code 2024, is
19 amended to read as follows:
20 7. The department of administrative services, in
21 consultation with the board and the division, shall secure
22 architectural services, contract for construction, engineering,
23 and construction oversight and management, and control the
24 funding associated with the building construction and the
25 building's operation and maintenance. The department of
26 administrative services may utilize consultants or other
27 expert assistance to address feasibility, planning, or other
28 considerations connected with construction of the building or
29 decision making regarding the building. The department of
30 administrative services, on behalf of the board and division,
31 shall consult with the office of the governor~~,~~ and appropriate
32 legislative bodies~~, and the capitol planning commission~~.
33 Sec. 400. Section 481C.2, subsection 3, Code 2024, is
34 amended to read as follows:
35 3. The criteria for issuing depredation licenses and

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1 permits shall be established in administrative rules ~~in~~
2 ~~consultation with the farmer advisory committee created in~~
3 ~~section 481A.10A~~. The administrative rules adopted pursuant
4 to this section shall not require a producer to erect or
5 maintain fencing at a cost exceeding one thousand dollars as a
6 requisite for receiving a depredation license or permit or for
7 participation in a depredation plan.
8 Sec. 401. Section 514C.32, subsection 1, paragraphs a and b,
9 Code 2024, are amended to read as follows:
10 *a.* A licensed master social worker who is licensed by the
11 board of ~~social work~~ behavioral health professionals as a
12 master social worker pursuant to section 154C.3, subsection 1,
13 paragraph *"b"*, and who provides services under the supervision
14 of an independent social worker licensed pursuant to section
15 154C.3, subsection 1, paragraph *"c"*.
16 *b.* A licensed mental health counselor or a licensed
17 marital and family therapist who holds a temporary license to
18 practice mental health counseling or marital and family therapy
19 pursuant to section 154D.7, and who provides services under
20 the supervision of a qualified supervisor as determined by the
21 board of ~~behavioral science~~ behavioral health professionals by
22 rule.
23 Sec. 402. Section 514C.33, subsections 1 and 2, Code 2024,
24 are amended to read as follows:
25 1. Notwithstanding section 514C.6, a policy or contract
26 providing for third-party payment or prepayment of health or
27 medical expenses shall include a provision for the payment of
28 necessary behavioral health services provided by a person who
29 holds a provisional license to practice psychology pursuant to
30 section 154B.6, and who practices under the supervision of a
31 supervisor who meets the qualifications determined by the board
32 of ~~psychology~~ behavioral health professionals by rule.
33 2. A policy or contract subject to this section shall
34 not impose a practice or supervision restriction which is
35 inconsistent with or more restrictive than the authority

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already granted by law, including the authority to provide supervision in person or remotely through electronic means as specified by rule of the board of ~~psychology~~ behavioral health professionals.

Sec. 403. Section 524.223, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

If the state bank, director, officer, employee, or substantial shareholder fails to appear at the hearing it shall be deemed to have consented to the issuance of a cease and desist order. In the event of such consent, or if upon the record made at such hearing, the superintendent shall find that any violation or unsafe or unsound practice specified in the notice has been established, the superintendent may issue and serve upon the state bank, director, officer, employee, or substantial shareholder an order to cease and desist from any such violation or practice. Such order may require the state bank and its directors, officers, employees, and shareholders to cease and desist from any such violation or practice and, further, to take affirmative action to correct the conditions resulting from any such violation or practice. In addition, if the violation or practice involves a failure to comply with chapter 12C or any rules adopted pursuant to chapter 12C, the superintendent may recommend to the ~~committee established under section 12C.6~~ treasurer of state that the bank be removed from the list of financial institutions eligible to accept public funds under section 12C.6A and may require that during the current calendar quarter and up to the next succeeding eight calendar quarters that the bank do any one or more of the following:

Sec. 404. Section 542.4, subsection 1, paragraphs a and b, Code 2024, are amended to read as follows:

a. The board shall consist of ~~eight~~ five members, appointed by the governor and subject to senate confirmation, all of whom shall be residents of this state. ~~Five~~ Four of the ~~eight~~ five members shall be holders of certificates issued under section

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542.6~~, one member shall be the holder of a license issued under section 542.8,~~ and ~~two~~ one shall not be a certified public ~~accountants~~ accountant or licensed public ~~accountants~~ accountant and shall represent the general public. At least three of the holders of certificates issued under section 542.6 shall also be qualified to supervise attest services as provided in section 542.7.

b. A certified or licensed member of the board shall be actively engaged in practice as a certified public accountant or as a licensed public accountant ~~and shall have been so engaged for five years preceding appointment, the last two of which shall have been in this state~~.

Sec. 405. Section 542B.3, Code 2024, is amended to read as follows:

542B.3 Engineering and land surveying examining board created.

An engineering and land surveying examining board is created within the department of inspections, appeals, and licensing. The board consists of ~~three~~ two members who are licensed professional engineers, two members who are licensed professional land surveyors, and ~~two members~~ one member who ~~are~~ is not a licensed professional ~~engineers~~ engineer or licensed professional land ~~surveyors~~ surveyor and who shall represent the general public. An individual who is licensed as both a professional engineer and a professional land surveyor may serve to satisfy the board membership requirement for either a licensed professional engineer or a licensed professional land surveyor, but not both. Members shall be appointed by the governor subject to confirmation by the senate. A licensed member shall be actively engaged in the practice of engineering or land surveying ~~and shall have been so engaged for five years preceding the appointment, the last two of which shall have been in Iowa~~. Insofar as practicable, licensed engineer members of the board shall be from different branches of the profession of engineering. Professional associations

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or societies composed of licensed engineers or licensed land surveyors may recommend the names of potential board members whose profession is representative of that association or society to the governor. However, the governor is not bound by the recommendations. A board member shall not be required to be a member of any professional association or society composed of professional engineers or professional land surveyors.

Sec. 406. Section 542B.15, Code 2024, is amended to read as follows:

542B.15 Examinations — report required.

Examinations for licensure shall be given as often as deemed necessary by the ~~board~~ department of inspections, appeals, and licensing, but no less than one time per year. The scope of the examinations and the methods of procedure shall be prescribed by the board. ~~Any examination may be given by representatives of the board.~~ The identity of the person taking the examination shall be concealed until after the examination has been graded by the department of inspections, appeals, and licensing. As soon as practicable after the close of each examination, a report shall be filed in the office of the secretary of the board by the ~~board~~ department of inspections, appeals, and licensing. The report shall show the action of the board upon each application and the secretary of the board shall notify each applicant of the result of the applicant's examination. Applicants who fail the examination once shall be allowed to take the examination at the next scheduled time. Thereafter, the applicant shall be allowed to take the examination at the discretion of the board. An applicant who has failed the examination may request in writing information from the board concerning the applicant's examination grade and subject areas or questions which the applicant failed to answer correctly, except that if the board administers a uniform, standardized examination, the board shall only be required to provide the examination grade and such other information concerning the applicant's examination

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1 results which are available to the board.
2 Sec. 407. Section 543B.8, subsections 1 and 2, Code 2024,
3 are amended to read as follows:
4 1. A real estate commission is created within the department
5 of inspections, appeals, and licensing. The commission
6 consists of ~~five~~ four members licensed under this chapter and
7 ~~two members~~ one member not licensed under this chapter and who
8 shall represent the general public. Commission members shall
9 be appointed by the governor subject to confirmation by the
10 senate.
11 2. No more than one member shall be appointed from a
12 county. A commission member shall not hold any other elective
13 or appointive state or federal office. At least one of the
14 licensed members shall be a licensed real estate salesperson,
15 except that if the licensed real estate salesperson becomes
16 a licensed real estate broker during a term of office,
17 that person may complete the term, but is not eligible for
18 reappointment on the commission as a licensed real estate
19 salesperson. A licensed member shall be actively engaged
20 in the real estate business ~~and shall have been so engaged~~
21 ~~for five years preceding the appointment, the last two of~~
22 ~~which shall have been in Iowa~~. Professional associations or
23 societies of real estate brokers or real estate salespersons
24 may recommend the names of potential commission members to
25 the governor. However, the governor is not bound by their
26 recommendations. A commission member shall not be required to
27 be a member of any professional association or society composed
28 of real estate brokers or salespersons.
29 Sec. 408. Section 543D.4, subsections 1 and 3, Code 2024,
30 are amended to read as follows:
31 1. A real estate appraiser examining board is established
32 within the department of inspections, appeals, and licensing.
33 The board consists of ~~seven~~ five members, ~~two~~ one of whom shall
34 be a public ~~members~~ member and ~~five~~ four of whom shall be
35 certified real estate appraisers.

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1 3. A certified real estate appraiser member of the board
2 shall be actively engaged in practice as a certified real
3 estate appraiser ~~and shall have been so engaged for five years~~
4 ~~preceding appointment, the last two of which shall have been in~~
5 ~~this state~~. The governor shall attempt to represent each class
6 of certified appraisers in making the appointments.
7 Sec. 409. Section 544A.1, subsection 2, Code 2024, is
8 amended to read as follows:
9 2. The architectural examining board is created within the
10 department of inspections, appeals, and licensing. The board
11 consists of ~~five~~ three members who possess a license issued
12 under section 544A.9 ~~and who have been in active practice~~
13 ~~of architecture for not less than five years, the last two~~
14 ~~of which shall have been in Iowa~~, one person who possesses
15 a license issued under section 544B.11, and ~~two members~~
16 one member who ~~do~~ does not possess a license issued under
17 section 544A.9 or 544B.11 and who shall represent the general
18 public. Members shall be appointed by the governor subject to
19 confirmation by the senate.
20 Sec. 410. Section 544B.1, subsection 1, Code 2024, is
21 amended to read as follows:
22 1. *"Board"* means the ~~landscape~~ architectural examining board
23 established pursuant to section ~~544B.3~~ 544A.1.
24 Sec. 411. Section 544C.1, subsection 1, Code 2024, is
25 amended by striking the subsection.
26 Sec. 412. Section 544C.3, Code 2024, is amended to read as
27 follows:
28 **544C.3 Duties of ~~the board~~ department.**
29 ~~1.~~ The duties of the ~~board~~ department shall include~~,~~ but are
30 not limited to~~,~~ all of the following:
31 ~~*a.*~~ 1. Administering and enforcing this chapter.
32 ~~*b.* Establishing requirements for the examination, education,~~
33 ~~and practical training of applicants for registration.~~
34 ~~*c.* Holding meetings each year for the purpose of transacting~~
35 ~~business pertaining to the affairs of the board. Action at a~~

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1 ~~meeting shall not be taken without the affirmative votes of a~~
2 ~~majority of members of the board.~~
3 ~~d.~~ 2. Adopting rules under chapter 17A necessary for
4 the proper performance of its duties. The rules shall
5 include provisions addressing conflicts of interest and full
6 disclosure, including sources of compensation.
7 ~~e.~~ 3. Establishing fees for registration as a registered
8 interior designer, renewal of registration, reinstatement of
9 registration, and for other activities of the ~~board~~ department
10 pertaining to its duties. The fees shall be sufficient to
11 defray the costs of administering this chapter, and shall be
12 deposited in the licensing and regulation fund created in
13 section 10A.507.
14 ~~f.~~ 4. Maintaining records, which are open to public
15 inspection at all reasonable times, of its proceedings relating
16 to the issuance, refusal, renewal, suspension, and revocation
17 of registration. The records shall also contain a roster
18 indicating the name, place of business and residence, and the
19 date and registration number of every registrant.
20 ~~2. The director of the department shall provide staff to~~
21 ~~assist the board in the implementation of this chapter.~~
22 Sec. 413. Section 544C.5, Code 2024, is amended to read as
23 follows:
24 **544C.5 Qualifications for registration.**
25 ~~Each applicant for registration must meet the interior~~
26 ~~design education and practical training requirements adopted by~~
27 ~~rule by the board, and have passed an examination prescribed~~
28 ~~by the board that is task-oriented, focused on public safety,~~
29 ~~and validated by a recognized testing agency.~~ The department
30 shall register an individual who submits an application to the
31 ~~board~~ department on the form and in the manner prescribed by
32 the ~~board~~ department as a registered interior designer if the
33 individual satisfies the following requirements:
34 1. Submits written proof that the individual ~~has~~
35 ~~successfully passed~~ is certified by the national council for

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1 interior design qualification ~~examination~~, or its equivalent.
2 ~~2. Has completed any of the following:~~
3 ~~*a.* Four years of interior design education plus two years of~~
4 ~~full-time work experience in registered interior design.~~
5 ~~*b.* Three years of interior design education plus three years~~
6 ~~of full-time work experience in registered interior design.~~
7 ~~*c.* Two years of interior design education plus four years of~~
8 ~~full-time work experience in registered interior design.~~
9 ~~3.~~ 2. Submits the required registration fee to the ~~board~~
10 department.
11 Sec. 414. Section 544C.6, unnumbered paragraph 1, Code
12 2024, is amended to read as follows:
13 The ~~board~~ department may also grant registration by
14 reciprocity. An applicant applying to the ~~board~~ department for
15 registration by reciprocity shall furnish satisfactory evidence
16 that the applicant meets both of the following requirements:
17 Sec. 415. Section 544C.6, subsection 1, Code 2024, is
18 amended to read as follows:
19 1. Holds a valid registration or license issued by another
20 registration authority recognized by the ~~board~~ department,
21 where the qualifications for registration or licensure were
22 substantially equivalent to those prescribed in this state on
23 the date of original registration or licensure with the other
24 registration authority.
25 Sec. 416. Section 544C.7, Code 2024, is amended to read as
26 follows:
27 **544C.7 Registration issuance.**
28 When an applicant has complied with the qualifications for
29 registration in section 544C.5 or 544C.6 to the satisfaction
30 of ~~a majority of the members of~~ the ~~board~~ department and has
31 paid the fees prescribed by the ~~board~~ department, the ~~board~~
32 department shall enroll the applicant's name and address in
33 the roster of registered interior designers and issue to the
34 applicant a registration certificate, signed by the ~~officers of~~
35 ~~the board~~ director of the department. The certificate shall

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1 entitle the applicant to use the title "registered interior
2 designer" in this state.
3 Sec. 417. Section 544C.9, subsection 1, unnumbered
4 paragraph 1, Code 2024, is amended to read as follows:
5 The ~~board~~ department may revoke, suspend, or refuse to issue
6 or renew the registration of any person upon a finding of any
7 of the following:
8 Sec. 418. Section 544C.9, subsection 2, Code 2024, is
9 amended to read as follows:
10 2. Any person may appeal a finding of the ~~board~~ department
11 within thirty days of the date of notification of action.
12 Upon appeal, the ~~board~~ department shall schedule a hearing in
13 accordance with chapter 17A.
14 Sec. 419. Section 544C.10, subsection 2, Code 2024, is
15 amended to read as follows:
16 2. A person who violates this section is guilty of a simple
17 misdemeanor. The ~~board~~ department, in its discretion and
18 in lieu of prosecuting a first offense under this section,
19 may enter into a consent agreement with a violator, or with
20 a person guilty of aiding or abetting a violator, which
21 acknowledges the violation and the violator's agreement to
22 refrain from any further violations.
23 Sec. 420. Section 544C.11, Code 2024, is amended to read as
24 follows:
25 **544C.11 Injunction.**
26 In addition to any other remedies, and on the petition of
27 the ~~board~~ department, any person violating this chapter may
28 be restrained and permanently enjoined from committing or
29 continuing the violations.
30 Sec. 421. Section 544C.14, subsection 1, Code 2024, is
31 amended to read as follows:
32 1. A registered interior designer shall have a seal with
33 which to identify all interior technical submissions issued by
34 the registered interior designer for use in this state. The
35 seal shall be of a design, content, and size prescribed by the

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1 ~~board~~ department. A registered interior designer shall only
2 sign and seal an interior technical submission within the scope
3 of registered interior design.
4 Sec. 422. Section 544C.15, subsection 1, paragraphs d and e,
5 Code 2024, are amended to read as follows:
6 *d.* Obtain or attempt to obtain registration from the ~~board~~
7 department by fraud.
8 *e.* Make any willfully false oath or affirmation to the ~~board~~
9 department.
10 Sec. 423. Section 602.1209, subsections 9 and 13, Code 2024,
11 are amended by striking the subsections.
12 Sec. 424. Section 602.1401, subsection 3, paragraph b, Code
13 2024, is amended to read as follows:
14 *b.* For purposes of chapter 20, the certified representative,
15 which on July 1, 1983, represents employees who become judicial
16 branch employees as a result of 1983 Iowa Acts, ch. 186, shall
17 remain the certified representative when the employees become
18 judicial branch employees and thereafter, unless the public
19 employee organization is not retained and recertified or is
20 decertified in an election held under section 20.15 or amended
21 or absorbed into another certified organization pursuant to
22 chapter 20. Collective bargaining negotiations shall be
23 conducted on a statewide basis and the certified employee
24 organizations which engage in bargaining shall negotiate on a
25 statewide basis, although bargaining units shall be organized
26 by judicial district. The ~~public~~ employment ~~relations~~ appeal
27 board shall adopt rules pursuant to chapter 17A to implement
28 this subsection.
29 Sec. 425. Section 602.1513, Code 2024, is amended to read
30 as follows:
31 **602.1513 Per diem compensation.**
32 The supreme court shall set the per diem compensation under
33 ~~sections 602.1511 and~~ section 602.1512 at a rate per day not
34 exceeding the rate specified in section 7E.6.
35 Sec. 426. Section 602.3105, Code 2024, is amended to read

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as follows:

602.3105 Applications.

Applications for certification shall be on forms prescribed and furnished by the ~~board~~ department of inspections, appeals, and licensing and the ~~board~~ department shall not require that the application contain a photograph of the applicant. An applicant shall not be denied certification because of age, citizenship, sex, race, religion, marital status, or national origin although the application may require citizenship information. Character references may be required, but shall not be obtained from certified shorthand reporters.

Sec. 427. Section 602.3106, Code 2024, is amended to read as follows:

602.3106 Fees — appropriation.

1. The ~~supreme court~~ department of inspections, appeals, and licensing shall set the fee for certification examinations. The fee shall be based on the annual cost of administering the examinations and upon the administrative costs of sustaining the activities of the ~~board~~ department of inspections, appeals, and licensing under this article, which shall include but shall not be limited to the cost for per diem, expenses, and travel for ~~board members~~ employees of the department, and office facilities, supplies, and equipment.

2. The fees collected are appropriated to the ~~judicial branch~~ department and shall be used to offset the expenses of the ~~board~~ department, including the costs of administering the examination.

Sec. 428. Section 602.3107, Code 2024, is amended to read as follows:

602.3107 Examinations.

The ~~board~~ department of inspections, appeals, and licensing may administer as many examinations per year as necessary, but shall administer at least one examination per year. The scope of the examinations and the methods of procedure shall be prescribed by the ~~board~~ department. A written

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1 examination may be conducted by representatives of the ~~board~~
2 department. Examinations in theory shall be in writing
3 and the identity of the person taking the examination shall
4 be concealed until after the examination papers have been
5 graded. For examinations in practice, the identity of the
6 person taking the examination also shall be concealed as far
7 as possible. Applicants who fail the examination once may
8 take the examination at the next scheduled time. Thereafter,
9 the applicant may be allowed to take the examination at the
10 discretion of the ~~board~~ department. An applicant who has
11 failed the examination may request in writing information
12 from the ~~board~~ department concerning the examination grade
13 and subject areas or questions which the applicant failed to
14 answer correctly, and the ~~board~~ department shall provide the
15 information. However, if the ~~board~~ department administers
16 a uniform, standardized examination, the ~~board~~ department
17 is only required to provide the examination grade and other
18 information concerning the applicant's examination results that
19 is available to the ~~board~~ department.
20 Sec. 429. Section 602.3108, Code 2024, is amended to read
21 as follows:
22 **602.3108 Certification.**
23 The ~~board~~ department of inspections, appeals, and licensing
24 may issue a certificate to a person of good moral character
25 and fitness who makes application on a form prescribed and
26 furnished by the ~~board~~ department and who satisfies the
27 education, experience, and examination requirements of this
28 article and rules prescribed by the supreme court pursuant
29 to this article. The ~~board~~ department may consider the
30 applicant's past record of any felony conviction and the
31 applicant's past record of disciplinary action with respect to
32 certification as a shorthand reporter in any jurisdiction. The
33 ~~board~~ department may deny certification if the ~~board~~ department
34 finds the applicant has committed any of the acts listed in
35 section 602.3203 or has made a false statement of material fact

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on the application for certification.

Sec. 430. Section 602.3201, Code 2024, is amended to read as follows:

602.3201 Requirement of certification — use of title.

A person shall not engage in the profession of shorthand reporting unless the person is certified pursuant to this chapter, or otherwise exempted pursuant to section 602.6603, subsection 4. Only a person who is certified by the ~~board~~ department of inspections, appeals, and licensing may assume the title of certified shorthand reporter, or use the abbreviation C.S.R., or any words, letters, or figures to indicate that the person is a certified shorthand reporter.

Sec. 431. Section 602.3205, subsection 3, Code 2024, is amended to read as follows:

3. *a.* An audio or video recording of a certified shorthand reporter shall be provided to the ~~board~~ department of inspections, appeals, and licensing upon request by the ~~board~~ department if a disciplinary proceeding is pending regarding the certified shorthand reporter who is a respondent under the provisions of section 602.3203 or the rules of the ~~board of examiners of shorthand reporters, Iowa court rules, ch. 46~~ department.

b. The audio and video recordings provided to the ~~board~~ department pursuant to this subsection shall be kept confidential by the ~~board~~ department in a manner as provided in section 272C.6, subsection 4.

Sec. 432. Section 602.3206, Code 2024, is amended to read as follows:

602.3206 Exempt status.

If a person's certification as a shorthand reporter is placed in exempt status, the person may transcribe or certify a proceeding the person reported while certified as an active shorthand reporter. A person transcribing or certifying a proceeding pursuant to this section shall remain subject to the jurisdiction of the ~~board of examiners of shorthand reporters~~

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1 department of inspections, appeals, and licensing.
2 Sec. 433. Section 602.3301, subsection 1, unnumbered
3 paragraph 1, Code 2024, is amended to read as follows:
4 ~~A member~~ An employee of the ~~board~~ department of inspections,
5 appeals, and licensing shall not disclose information relating
6 to the following:
7 Sec. 434. Section 602.3301, subsection 2, Code 2024, is
8 amended to read as follows:
9 2. ~~A member~~ An employee of the ~~board~~ department who
10 willfully communicates or seeks to communicate information
11 referred to in subsection 1, or a person who willfully
12 requests, obtains, or seeks to obtain information referred to
13 in subsection 1, is guilty of a simple misdemeanor.
14 Sec. 435. Section 602.6603, subsection 5, Code 2024, is
15 amended to read as follows:
16 5. Except as provided in subsection 4, a person shall not
17 be appointed to the position of court reporter of the district
18 court unless the person has been certified as a shorthand
19 reporter by the ~~board of examiners~~ department of inspections,
20 appeals, and licensing under article 3.
21 Sec. 436. Section 602.8102, subsection 25, Code 2024, is
22 amended to read as follows:
23 25. Carry out duties relating to the judicial review of
24 orders of the ~~elevator safety board~~ department of inspections,
25 appeals, and licensing as provided in section 89A.10,
26 subsection 2.
27 Sec. 437. Section 622.10, subsection 7, Code 2024, is
28 amended to read as follows:
29 7. For the purposes of this section, *"mental health*
30 *professional"* means a psychologist licensed under chapter 154B,
31 a registered nurse licensed under chapter 152, a social worker
32 licensed under chapter 154C, a marital and family therapist
33 licensed under chapter 154D, a mental health counselor licensed
34 under chapter 154D, or an individual holding at least a
35 master's degree in a related field as deemed appropriate by the

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board of ~~behavioral science~~ behavioral health professionals.

Sec. 438. Section 904.103, Code 2024, is amended by adding the following new subsections:

NEW SUBSECTION. 5. Policies for the operation and conduct of the department and the implementation of all department programs.

NEW SUBSECTION. 6. Adoption of rules in accordance with chapter 17A as necessary to transact its business and for the administration and exercise of its powers and duties.

NEW SUBSECTION. 7. The approval of the locations for all state institutions which are penal, reformatory, or corrective.

Sec. 439. Section 904.105, subsections 2, 5, 7, and 9, Code 2024, are amended to read as follows:

2. ~~Adopt and establish~~ Provide advice and recommendations to the department regarding policies for the operation and conduct of the department and the implementation of all department programs.

5. ~~Approve~~ Provide advice and recommendations to the department regarding the budget of the department prior to submission to the governor.

7. ~~Adopt rules in accordance with chapter 17A as the board deems~~ Provide advice and recommendations to the department regarding rules necessary to transact its business and for the administration and exercise of its powers and duties.

9. ~~Approve~~ Provide advice and recommendations regarding the locations for all state institutions which are penal, reformatory, or corrective.

Sec. 440. Section 904.105, subsection 3, Code 2024, is amended by striking the subsection.

Sec. 441. Section 904.802, subsection 1, Code 2024, is amended by striking the subsection.

Sec. 442. Section 904.802, subsection 2, Code 2024, is amended to read as follows:

2. *"Iowa state industries"* means prison industries that are established and maintained by the Iowa department of

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1 corrections~~, in consultation with the industries board,~~ at or
2 adjacent to the state's adult correctional institutions, except
3 that an inmate work program established by the state director
4 under section 904.703 is not restricted to industries at or
5 adjacent to the institutions.
6 Sec. 443. Section 904.804, Code 2024, is amended to read as
7 follows:
8 **904.804 Duties of ~~industries board~~ department — state**
9 **industries.**
10 The ~~industries board's principal duties~~ department shall ~~be~~
11 ~~to promulgate and~~ adopt rules ~~and to advise the state director~~
12 ~~regarding the management of Iowa state industries so as~~ to
13 further the intent stated by section 904.801.
14 Sec. 444. Section 904.805, unnumbered paragraph 1, Code
15 2024, is amended to read as follows:
16 The state director~~, with the advice of the industries board,~~
17 shall:
18 Sec. 445. Section 904.806, Code 2024, is amended to read as
19 follows:
20 **904.806 Authority of state director not impaired.**
21 Nothing in this subchapter shall be construed to impair the
22 authority of the state director over the adult correctional
23 institutions of this state, nor over the inmates thereof. ~~It~~
24 ~~is, however, the duty of the state director to obtain the~~
25 ~~advice of the industries board to further the intent stated by~~
26 ~~section 904.801.~~
27 Sec. 446. Section 904.809, subsection 1, paragraph a, Code
28 2024, is amended to read as follows:
29 *a.* The state director ~~and the industries board~~ shall comply
30 with the intent of section 904.801.
31 Sec. 447. Section 904.809, subsection 2, paragraph a, Code
32 2024, is amended to read as follows:
33 *a.* Any other provision of the Code to the contrary
34 notwithstanding, the state director may~~, after obtaining the~~
35 ~~advice of the industries board,~~ lease one or more buildings or

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1 portions thereof on the grounds of any state adult correctional
2 institution, together with the real estate needed for
3 reasonable access to and egress from the leased buildings, for
4 a term not to exceed twenty years, to a private corporation for
5 the purpose of establishing and operating a factory for the
6 manufacture and processing of products, or any other commercial
7 enterprise deemed by the state director to be consistent with
8 the intent stated in section 904.801.
9 Sec. 448. Section 904.809, subsection 2, paragraph b,
10 subparagraph (1), Code 2024, is amended to read as follows:
11 (1) Persons working in the factory or other commercial
12 enterprise operated in the leased property, except the lessee's
13 supervisory employees and necessary support personnel approved
14 by the ~~industries board~~ state director, shall be inmates of
15 the institution where the leased property is located who are
16 approved for such work by the state director and the lessee.
17 Sec. 449. Section 904.809, subsection 3, Code 2024, is
18 amended to read as follows:
19 3. The state director ~~with the advice of the prison~~
20 ~~industries advisory board~~ may provide an inmate workforce to
21 private industry. Under the program inmates will be employees
22 of a private business.
23 Sec. 450. Section 904.813, subsection 2, paragraph a,
24 subparagraphs (1), (2), and (3), Code 2024, are amended to read
25 as follows:
26 (1) Establishment, maintenance, transfer, or closure of
27 industrial operations, or vocational, technical, and related
28 training facilities and services for inmates as authorized by
29 the state director ~~in consultation with the industries board~~.
30 ~~(2) Payment of all costs incurred by the industries board,~~
31 ~~including but not limited to per diem and expenses of its~~
32 ~~members, and of salaries, allowances, support, and maintenance~~
33 ~~of Iowa state industries.~~
34 ~~(3)~~ (2) Direct purchases from vendors of raw materials
35 and capital items used for the manufacturing processes of Iowa

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1 state industries, in accordance with rules which meet state
2 bidding requirements. The rules shall be adopted by the state
3 director ~~in consultation with the industries board~~.
4 Sec. 451. Section 904.814, Code 2024, is amended to read as
5 follows:
6 **904.814 Inmate allowance supplement revolving fund.**
7 There is established in the treasury of the state a permanent
8 adult correctional institutions inmate allowance supplement
9 revolving fund, consisting solely of money paid as board and
10 maintenance by inmates working in Iowa state industries, or
11 working pursuant to section 904.809. The fund established
12 by this section may be used to supplement the allowances
13 of inmates who perform other institutional work within and
14 about the adult correctional institutions including those
15 who are working in Iowa state industries. Payments made
16 from the fund shall supplement and not replace all or any
17 part of the allowances otherwise received by, and shall be
18 equably distributed among such inmates. The work of inmates
19 in other institutional or industry work shall, to the greatest
20 extent feasible, be in accord with the intent stated in
21 section 904.801. The fund may also be used to supplement
22 other rehabilitation activities within the adult correctional
23 institutions. Determination of the use of the funds is the
24 responsibility of the state director ~~who shall first seek the~~
25 ~~advice of the prison industries advisory board~~.
26 Sec. 452. Section 904.909, Code 2024, is amended to read as
27 follows:
28 **904.909 Work release and OWI violators — reimbursement to**
29 **department for transportation costs.**
30 The department of corrections shall arrange for the return
31 of a work release client, or offender convicted of violating
32 chapter 321J, who escapes from the facility to which the
33 client is assigned or violates the conditions of supervision.
34 The client or offender shall reimburse the department of
35 corrections for the cost of transportation incurred because

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of the escape or violation. The amount of reimbursement shall be the actual cost incurred by the department and shall be credited to the support account from which the billing occurred. The director of the department of corrections shall ~~recommend~~ adopt rules pursuant to chapter 17A~~, subject to approval by the board of corrections pursuant to section 904.105, subsection 7,~~ to implement this section.

Sec. 453. Section 915.82, subsection 2, Code 2024, is amended to read as follows:

2. The ~~board~~ department shall adopt rules pursuant to chapter 17A relating to program policies and procedures.

Sec. 454. 2023 Iowa Acts, chapter 19, section 2795, subsection 3, paragraphs b and c, are amended to read as follows:

b. The following are range 4 positions: chairperson and members of the employment appeal board of the department of inspections, appeals, and licensing, director of the Iowa ~~state~~ office of civil rights ~~commission~~, director of the department for the blind, executive director of the ethics and campaign disclosure board, executive director of the Iowa public information board, and chairperson, vice chairperson, and members of the board of parole.

c. The following are range 5 positions: state public defender, labor commissioner, workers' compensation commissioner, and director of the law enforcement academy~~, and executive director of the public employment relations board~~.

Sec. 455. REPEAL. Chapters 28B and 473A, Code 2024, are repealed.

Sec. 456. REPEAL. Sections 7D.15, 8A.371, 8A.372, 8A.374, 8A.375, 8A.616, 15.117, 15.480, 15F.102, 20.5, 34A.15, 80E.2, 100C.10, 101C.12, 103.2, 103.3, 103.4, 103A.14, 105.3, 135.109, 135.173A, 147.16, 148I.7, 153.33A, 154A.7, 155A.2A, 170.2, 190C.2, 190C.2A, 203.11B, 206.23A, 206.23B, 237A.23, 252B.22, 256.15, 256.31, 256I.12, 267A.3, 273.15, 308.1, 312.3C, 312.3D, 328.13, 423.9A, 455B.150, 455B.151, 461A.79, 461A.80, 465C.3,

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1 465C.4, 465C.5, 465C.6, 465C.7, 466B.31, 475A.7, 481A.10A,
2 544B.3, 544B.4, 544C.2, 544C.4, 544C.8, 602.1511, 602.3101,
3 602.3102, 602.3103, 602.3104, 691.6B, 904.803, and 907B.3, Code
4 2024, are repealed.
5 Sec. 457. CODE EDITOR DIRECTIVE — TERMINOLOGY CHANGES.
6 1. The Code editor is directed to change all references to
7 the "board of directors of the Iowa lottery" created in section
8 99G.8 to the "Iowa lottery commission" and all references to
9 "board" when referring to the board of directors of the Iowa
10 lottery created in section 99G.8 to "commission" wherever they
11 appear in the Code.
12 2. The Code editor is directed to change all references
13 to the "Iowa utilities board" created in section 474.1 to the
14 "Iowa utilities commission", all references to "utilities
15 board" when referring to the Iowa utilities board created in
16 section 474.1 to "utilities commission", and all references to
17 "board" when referring to the Iowa utilities board created in
18 section 474.1 to "commission" wherever they appear in the Code.
19 3. The Code editor is directed to make changes in any Code
20 sections amended or enacted by any other Act to correspond with
21 the changes made in this Act if there appears to be no doubt
22 as to the proper method of making the changes and the changes
23 would not be contrary to or inconsistent with the purposes of
24 this Act or any other Act.
25 Sec. 458. CERTIFICATE OF NEED PROCESS — STUDY. The
26 department of health and human services, in consultation with
27 the department of inspections, appeals, and licensing, and with
28 the assistance of other interested parties, shall conduct a
29 study of the effectiveness of the existing certificate of need
30 process and shall make findings and recommendations related to
31 the continuation of the process or the implementation of a less
32 restrictive alternative. The department of health and human
33 services shall submit a report, including its findings and
34 recommendations, to the governor and the general assembly by
35 December 31, 2025.

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DIVISION IX
PUBLIC OFFICERS AND EMPLOYEES

Sec. 459. Section 69.15, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Any person who has been appointed by the governor to any board under the laws of this state shall be deemed to have submitted a resignation from such office if ~~either~~ any of the following events occurs:

Sec. 460. Section 69.15, subsection 1, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *c.* Sufficient grounds exist that would otherwise subject the person to removal by the executive council pursuant to section 66.26.

Sec. 461. Section 69.15, subsection 2, Code 2024, is amended to read as follows:

2. ~~If~~ With respect to subsection 1, paragraphs *"a"* and *"b"*, if such person received no notice and had no knowledge of a regular meeting and gives the governor a sworn statement to that effect within ten days after the person learns of the meeting, such meeting shall not be counted for the purposes of this section.

DIVISION X
COUNCIL ON HEALTH AND HUMAN SERVICES

Sec. 462. Section 125.7, Code 2024, is amended to read as follows:

125.7 Duties of the council.

The council shall:

1. ~~Approve~~ Make recommendations to the department regarding the comprehensive substance use disorder program, developed by the department pursuant to sections 125.1 through 125.3, this section, and sections 125.9, 125.10, 125.12 through 125.21, 125.25, 125.32 through 125.34, and 125.37 through 125.43.

2. Advise the department on policies governing the performance of the department in the discharge of any duties imposed on the department by law.

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3. Advise or make recommendations to the governor and the general assembly relative to substance use disorder treatment, intervention, education, and prevention programs in this state.

~~4. Adopt rules for subsections 1 and 6 and review other rules necessary to carry out the provisions of this chapter, subject to review in accordance with chapter 17A.~~

~~5.~~ 4. Investigate the work of the department relating to substance use disorder, and for this purpose the council shall have access at any time to all books, papers, documents, and records of the department.

~~6.~~ 5. Consider and ~~approve or disapprove~~ make recommendations to the department regarding the approval or disapproval of all applications for a license and all cases involving the renewal, denial, suspension, or revocation of a license.

~~7. Act as the appeal board regarding funding decisions made by the department.~~

Sec. 463. Section 125.10, subsections 1 and 11, Code 2024, are amended to read as follows:

1. Prepare and submit a state plan ~~subject to approval by the council and~~ in accordance with 42 U.S.C. §300x-21 et seq. The state plan shall designate the department as the sole agency for supervising the administration of the plan.

11. Develop and implement, with the ~~counsel and approval~~ advice of the council, the comprehensive plan for treatment of persons with a substance use disorder in accordance with this chapter.

Sec. 464. Section 125.12, subsection 1, Code 2024, is amended to read as follows:

1. The council shall review the comprehensive substance use disorder program implemented by the department for the treatment of persons with a substance use disorder and concerned family members. ~~Subject to~~ Based on the review of the council, the council shall make recommendations to the director, and the director shall divide the state into

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1 appropriate regions for the conduct of the program and
2 establish standards for the development of the program on the
3 regional level. In establishing the regions, consideration
4 shall be given to city and county lines, population
5 concentrations, and existing substance use disorder treatment
6 services.
7 Sec. 465. Section 125.13, subsection 2, paragraphs a, b, i,
8 and j, Code 2024, are amended to read as follows:
9 *a.* A hospital providing care or treatment to persons with
10 a substance use disorder licensed under chapter 135B which is
11 accredited by the joint commission on the accreditation of
12 health care organizations, the commission on accreditation
13 of rehabilitation facilities, the American osteopathic
14 association, or another recognized organization approved by the
15 ~~council~~ department. All survey reports from the accrediting or
16 licensing body must be sent to the department.
17 *b.* Any practitioner of medicine and surgery or osteopathic
18 medicine and surgery, in the practitioner's private practice.
19 However, a program shall not be exempted from licensing by the
20 ~~council~~ department by virtue of its utilization of the services
21 of a medical practitioner in its operation.
22 *i.* A substance use disorder treatment program not funded
23 by the department which is accredited or licensed by the joint
24 commission on the accreditation of health care organizations,
25 the commission on the accreditation of rehabilitation
26 facilities, the American osteopathic association, or another
27 recognized organization approved by the ~~council~~ department.
28 All survey reports from the accrediting or licensing body must
29 be sent to the department.
30 *j.* A hospital substance use disorder treatment program
31 that is accredited or licensed by the joint commission on the
32 accreditation of health care organizations, the commission on
33 the accreditation of rehabilitation facilities, the American
34 osteopathic association, or another recognized organization
35 approved by the ~~council~~ department. All survey reports for

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1 the hospital substance use disorder treatment program from the
2 accrediting or licensing body shall be sent to the department.
3 Sec. 466. Section 125.14, Code 2024, is amended to read as
4 follows:
5 **125.14 Licenses — renewal — fees.**
6 The ~~council~~ department shall consider all cases involving
7 initial issuance, and renewal, denial, suspension, or
8 revocation of a license. The department shall issue a license
9 to an applicant whom the ~~council~~ department determines meets
10 the licensing requirements of this chapter. Licenses shall
11 expire no later than three years from the date of issuance
12 and shall be renewed upon timely application made in the same
13 manner as for initial issuance of a license unless notice of
14 nonrenewal is given to the licensee at least thirty days prior
15 to the expiration of the license. The department shall not
16 charge a fee for licensing or renewal of programs contracting
17 with the department for provision of treatment services. A fee
18 may be charged to other licensees.
19 Sec. 467. Section 125.15A, subsection 1, paragraph b, Code
20 2024, is amended to read as follows:
21 *b.* The ~~council~~ department has suspended, revoked, or refused
22 to renew the existing license of the program.
23 Sec. 468. Section 125.16, Code 2024, is amended to read as
24 follows:
25 **125.16 Transfer of license or change of location prohibited.**
26 A license issued under this chapter may not be transferred,
27 and the location of the physical facilities occupied or
28 utilized by any program licensed under this chapter shall not
29 be changed without the prior written consent of the ~~council~~
30 department.
31 Sec. 469. Section 125.17, Code 2024, is amended to read as
32 follows:
33 **125.17 License suspension or revocation.**
34 Violation of any of the requirements or restrictions
35 of this chapter or of any of the rules adopted pursuant to

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1 this chapter is cause for suspension, revocation, or refusal
2 to renew a license. The director shall at the earliest
3 time feasible notify a licensee whose license the ~~council~~
4 department is considering suspending or revoking and shall
5 inform the licensee what changes must be made in the licensee's
6 operation to avoid such action. The licensee shall be
7 given a reasonable time for compliance, as determined by the
8 director, after receiving such notice or a notice that the
9 ~~council~~ department does not intend to renew the license. When
10 the licensee believes compliance has been achieved, or if
11 the licensee considers the proposed suspension, revocation,
12 or refusal to renew unjustified, the licensee may submit
13 pertinent information to the ~~council~~ department and the ~~council~~
14 department shall expeditiously make a decision in the matter
15 and notify the licensee of the decision.
16 Sec. 470. Section 125.18, Code 2024, is amended to read as
17 follows:
18 **125.18 Hearing before ~~council~~ department.**
19 If a licensee under this chapter makes a written request
20 for a hearing within thirty days of suspension, revocation,
21 or refusal to renew a license, a hearing before the ~~council~~
22 department shall be expeditiously arranged by the department of
23 inspections, appeals, and licensing whose decision is subject
24 to review by the ~~council~~ department. The ~~council~~ department
25 shall issue a written statement of the ~~council's~~ department's
26 findings within thirty days after conclusion of the hearing
27 upholding or reversing the proposed suspension, revocation,
28 or refusal to renew a license. ~~Action involving suspension,~~
29 ~~revocation, or refusal to renew a license shall not be taken~~
30 ~~by the council unless a quorum is present at the meeting.~~ A
31 copy of the ~~council's~~ department's decision shall be promptly
32 transmitted to the affected licensee who may, if aggrieved
33 by the decision, seek judicial review of the actions of the
34 ~~council~~ department in accordance with the terms of chapter 17A.
35 Sec. 471. Section 125.19, Code 2024, is amended to read as

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1 follows:
2 **125.19 Reissuance or reinstatement.**
3 After suspension, revocation, or refusal to renew a license
4 pursuant to this chapter, the affected licensee shall not have
5 the license reissued or reinstated within one year of the
6 effective date of the suspension, revocation, or expiration
7 upon refusal to renew, unless the ~~council~~ department orders
8 otherwise. After that time, proof of compliance with the
9 requirements and restrictions of this chapter and the rules
10 adopted pursuant to this chapter must be presented to the
11 ~~council~~ department prior to reinstatement or reissuance of a
12 license.
13 Sec. 472. Section 125.21, subsection 1, Code 2024, is
14 amended to read as follows:
15 1. The ~~council~~ department has exclusive power in this state
16 to approve and license chemical substitutes and antagonists
17 programs, and to monitor chemical substitutes and antagonists
18 programs to ensure that the programs are operating within the
19 rules adopted pursuant to this chapter. The ~~council~~ department
20 shall grant approval and license if the requirements of the
21 rules are met and state funding is not requested. The chemical
22 substitutes and antagonists programs conducted by persons
23 exempt from the licensing requirements of this chapter pursuant
24 to section 125.13, subsection 2, are subject to approval and
25 licensure under this section.
26 Sec. 473. Section 125.43A, Code 2024, is amended to read as
27 follows:
28 **125.43A Prescreening — exception.**
29 Except in cases of medical emergency or court-ordered
30 admissions, a person shall be admitted to a state mental health
31 institute for treatment of a substance use disorder only after
32 a preliminary intake and assessment by a department-licensed
33 treatment facility or a hospital providing care or treatment
34 for persons with a substance use disorder licensed under
35 chapter 135B and accredited by the joint commission on the

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1 accreditation of health care organizations, the commission
2 on accreditation of rehabilitation facilities, the American
3 osteopathic association, or another recognized organization
4 approved by the ~~council~~ department, or by a designee of a
5 department-licensed treatment facility or a hospital other
6 than a state mental health institute, which confirms that the
7 admission is appropriate to the person's substance use disorder
8 service needs. A county board of supervisors may seek an
9 admission of a patient to a state mental health institute who
10 has not been confirmed for appropriate admission and the county
11 shall be responsible for one hundred percent of the cost of
12 treatment and services of the patient.
13 Sec. 474. Section 125.58, subsection 1, Code 2024, is
14 amended to read as follows:
15 1. If the department has probable cause to believe that
16 an institution, place, building, or agency not licensed
17 as a substance use disorder treatment and rehabilitation
18 facility is in fact a substance use disorder treatment and
19 rehabilitation facility as defined by this chapter, and
20 is not exempt from licensing by section 125.13, subsection
21 2, the ~~council~~ department may order an inspection of the
22 institution, place, building, or agency. If the inspector
23 upon presenting proper identification is denied entry for the
24 purpose of making the inspection, the inspector may, with
25 the assistance of the county attorney of the county in which
26 the premises are located, apply to the district court for an
27 order requiring the owner or occupant to permit entry and
28 inspection of the premises to determine whether there have been
29 violations of this chapter. The investigation may include
30 review of records, reports, and documents maintained by the
31 facility and interviews with staff members consistent with the
32 confidentiality safeguards of state and federal law.
33 Sec. 475. Section 135.141, subsection 2, paragraph i, Code
34 2024, is amended to read as follows:
35 *i.* Adopt rules pursuant to chapter 17A for the

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1 administration of this subchapter including rules adopted in
2 cooperation with the Iowa pharmacy association and the Iowa
3 hospital association for the development of a surveillance
4 system to monitor supplies of drugs, antidotes, and vaccines to
5 assist in detecting a potential public health disaster. Prior
6 to adoption, the rules shall be approved by the ~~council on~~
7 ~~health and human services and the~~ director of the department of
8 homeland security and emergency management.
9 Sec. 476. Section 135A.8, subsection 4, Code 2024, is
10 amended to read as follows:
11 4. A local board of health seeking matching funds or grants
12 under this section shall apply to the department. The ~~council~~
13 ~~on health and human services~~ department shall adopt rules
14 concerning the application and award process for the allocation
15 of moneys in the fund and shall establish the criteria for the
16 allocation of moneys in the fund if the moneys are insufficient
17 to meet the needs of local boards of health.
18 Sec. 477. Section 135A.9, unnumbered paragraph 1, Code
19 2024, is amended to read as follows:
20 The ~~council on health and human services~~ department shall
21 adopt rules pursuant to chapter 17A to implement this chapter
22 which shall include but are not limited to the following:
23 Sec. 478. Section 135B.7, subsection 1, paragraph a, Code
24 2024, is amended to read as follows:
25 *a.* The department~~, with the approval of the council on~~
26 ~~health and human services,~~ shall adopt rules setting out the
27 standards for the different types of hospitals and for rural
28 emergency hospitals to be licensed under this chapter. The
29 department shall enforce the rules.
30 Sec. 479. Section 135C.14, unnumbered paragraph 1, Code
31 2024, is amended to read as follows:
32 The department shall, in accordance with chapter 17A ~~and~~
33 ~~with the approval of the council on health and human services~~,
34 adopt and enforce rules setting minimum standards for health
35 care facilities. In so doing, the department~~, with the~~

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1 ~~approval of the council on health and human services,~~ may
2 adopt by reference, with or without amendment, nationally
3 recognized standards and rules, which shall be specified by
4 title and edition, date of publication, or similar information.
5 The rules and standards required by this section shall be
6 formulated in consultation with the director of health and
7 human services or the director of health and human services'
8 designee, with the director, and with affected industry,
9 professional, and consumer groups, and shall be designed to
10 further the accomplishment of the purposes of this chapter and
11 shall relate to:
12 Sec. 480. Section 135J.7, Code 2024, is amended to read as
13 follows:
14 **135J.7 Rules.**
15 Except as otherwise provided in this chapter, the department
16 shall adopt rules pursuant to chapter 17A necessary to
17 implement this chapter~~, subject to approval of the council~~
18 ~~on health and human services~~. Formulation of the rules
19 shall include consultation with Iowa hospice organization
20 representatives and other persons affected by this chapter.
21 Sec. 481. Section 135R.4, subsection 1, Code 2024, is
22 amended to read as follows:
23 1. The department, with the advice ~~and approval~~ of the
24 council on health and human services, shall adopt rules
25 specifying the standards for ambulatory surgical centers to be
26 licensed under this chapter. The rules shall be consistent
27 with and shall not exceed the requirements of this chapter and
28 the conditions for coverage in the federal Medicare program for
29 ambulatory surgical centers under 42 C.F.R. pt. 416.
30 Sec. 482. Section 137.104, subsection 1, paragraph b,
31 unnumbered paragraph 1, Code 2024, is amended to read as
32 follows:
33 Make and enforce such reasonable rules and regulations not
34 inconsistent with law and the rules of the ~~council~~ department
35 as may be necessary for the protection and improvement of the

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public health.

Sec. 483. Section 137.105, subsection 1, paragraph f, Code 2024, is amended to read as follows:

f. A local board of health member shall serve without compensation, but may be reimbursed for necessary expenses in accordance with rules established by the ~~council~~ department or the applicable jurisdiction.

Sec. 484. Section 137.107, Code 2024, is amended to read as follows:

137.107 Request reviewed by state department.

The state department shall review requests submitted pursuant to section 137.106. The state department, upon finding that all required elements are present, ~~shall present findings to the council. The council~~ may approve the formation of a district board and if the formation is approved, shall notify the county boards from whom the request was received.

Sec. 485. Section 137.114, Code 2024, is amended to read as follows:

137.114 Withdrawal from district.

A county may withdraw from an existing district board upon submission of a request for withdrawal to and approval by the state department. The request shall include a plan to reform its county board or join a different district board, information specified in section 137.106, and approval of the request by the district board ~~and, at the recommendation of the state department, the council~~. Any county choosing to withdraw from the district board shall commit to the continuity of services in its county by reestablishing its county board or joining a different district board. The remaining counties in the district shall submit an application including the information specified in section 137.106 to the state department for review as provided in section 137.107.

Sec. 486. Section 137.119, Code 2024, is amended to read as follows:

137.119 Adoption of rules.

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1 The ~~council~~ department shall adopt rules to implement this
2 chapter. The department is vested with discretionary authority
3 to interpret the provisions of this chapter.
4 Sec. 487. Section 139A.8, subsection 3, Code 2024, is
5 amended to read as follows:
6 3. Subject to the provision of subsection 4, the ~~council on~~
7 ~~health and human services~~ department may modify or delete any
8 of the immunizations in subsection 2.
9 Sec. 488. Section 139A.8, subsection 4, paragraph b, Code
10 2024, is amended to read as follows:
11 *b.* The exemptions under this subsection do not apply in
12 times of emergency or epidemic as determined ~~by the council on~~
13 ~~health and human services~~ and ~~as~~ declared by the director ~~of~~
14 ~~health and human services~~.
15 Sec. 489. Section 139A.9, Code 2024, is amended to read as
16 follows:
17 **139A.9 Forcible removal — isolation — quarantine.**
18 The forcible removal and isolation or quarantine of any
19 infected person shall be accomplished according to the rules
20 and regulations of the local board or the rules of the ~~council~~
21 ~~on health and human services~~ department.
22 Sec. 490. Section 141A.2, subsection 6, Code 2024, is
23 amended to read as follows:
24 6. The department~~, with the approval of the council~~
25 ~~on health and human services,~~ may conduct epidemiological
26 blinded and nonblinded studies to determine the incidence
27 and prevalence of HIV infection. Initiation of any new
28 epidemiological studies shall be contingent upon the receipt
29 of funding sufficient to cover all the costs associated with
30 the studies. The informed consent, reporting, and counseling
31 requirements of this chapter shall not apply to blinded
32 studies.
33 Sec. 491. Section 217.2, subsection 1, paragraph a, Code
34 2024, is amended to read as follows:
35 *a.* There is created within the department a council on

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1 health and human services which shall act in ~~a policymaking and~~
2 an advisory capacity on matters within the jurisdiction of the
3 department. The council shall consist of nine voting members
4 appointed by the governor subject to confirmation by the
5 senate. Appointments shall be made on the basis of interest
6 in public affairs, good judgment, and knowledge and ability in
7 the field of health and human services. Appointments shall
8 be made to provide a diversity of interest and point of view
9 in the membership and without regard to religious opinions or
10 affiliations. The voting members of the council shall serve
11 for six-year staggered terms.
12 Sec. 492. Section 217.3, Code 2024, is amended to read as
13 follows:
14 **217.3 Duties of council.**
15 The council shall:
16 1. Organize annually and select a chairperson and vice
17 chairperson.
18 2. ~~Adopt and establish policy for the operation and~~ Advise
19 the department on conduct of the department~~, subject to any~~
20 ~~guidelines which may be adopted by the general assembly,~~ and
21 the implementation of all services and programs administered
22 by the department.
23 3. Report immediately to the governor any failure by
24 the department to carry out any of the policy decisions or
25 directives of the ~~council~~ department.
26 4. ~~Approve~~ Advise and make recommendations to the
27 department on the budget of the department prior to submission
28 to the governor. Prior to ~~approval of~~ making recommendations
29 on the budget, the council shall publicize and hold a public
30 hearing to provide explanations and hear questions, opinions,
31 and suggestions regarding the budget. Invitations to the
32 hearing shall be extended to the governor, the governor-elect,
33 the director of the department of management, and other persons
34 deemed by the council as integral to the budget process. The
35 budget materials submitted to the governor shall include ~~a~~

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1 ~~review of options~~ recommendations for revising the medical
2 assistance program made available by federal action or by
3 actions implemented by other states as identified by the
4 department, the medical assistance advisory council created in
5 section 249A.4B, and by county representatives. The review
6 shall address what potential revisions could be made in this
7 state and how the changes would be beneficial to Iowans.
8 5. ~~Insure~~ Make recommendations to the department to ensure
9 that all programs administered or services rendered by the
10 department directly to any citizen or through a local agency
11 to any citizen are coordinated and integrated so that any
12 citizen does not receive a duplication of services from various
13 departments or local agencies that could be rendered by one
14 department or local agency. ~~If the council finds that such~~
15 ~~is not the case, it shall hear and determine which department~~
16 ~~or local agency shall provide the needed service or services~~
17 ~~and enter an order of their determination by resolution of~~
18 ~~the council which must be concurred in by at least a majority~~
19 ~~of the members. Thereafter such order or resolution of the~~
20 ~~council shall be obeyed by all state departments and local~~
21 ~~agencies to which it is directed.~~
22 ~~6. Adopt all necessary rules recommended by the department~~
23 ~~prior to their promulgation pursuant to chapter 17A.~~
24 ~~7.~~ 6. Recommend to the governor the names of individuals
25 qualified for the position of director when a vacancy exists
26 in the office.
27 Sec. 493. Section 217.3A, Code 2024, is amended to read as
28 follows:
29 **217.3A Advisory committees.**
30 The council may establish and utilize other ad hoc
31 advisory committees as determined necessary to advise the
32 council related to the subject matter under the purview
33 of the department, including but not limited to child and
34 family services, behavioral health, public health, and the
35 department's interactions with the juvenile justice system.

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The council shall establish appointment provisions, membership terms, operating guidelines, and other operational requirements for committees established pursuant to this section.

Sec. 494. Section 217.6, Code 2024, is amended to read as follows:

217.6 Rules ~~and regulations~~ — organization of department.

1. The director may ~~recommend~~ submit to the council for ~~adoption~~ review and recommendation, rules ~~and regulations~~ necessary to administer the duties, functions, and programs of the department. ~~Any action taken, decision made, or administrative rule adopted may be reviewed by the director.~~ The director, ~~upon~~ may consider such ~~review, may affirm, modify, or reverse any such action, decision, or rule~~ recommendations in adopting rules for the department.

2. The rules ~~and regulations~~ adopted for the public benefits and programs administered by the department shall apply the residency eligibility restrictions required by federal and state law.

3. The director shall organize the department into subunits as necessary to most efficiently carry out the intent of this chapter and any other chapter the department is responsible for administering.

4. If the department requires or requests a service consumer, service provider, or other person to maintain required documentation in electronic form, the department shall accept such documentation submitted by electronic means and shall not require a physical copy of the documentation unless required by state or federal law.

Sec. 495. Section 218.4, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The department shall ~~recommend to the council for adoption~~ adopt rules not inconsistent with law as necessary for the management of the institutions and the admission, treatment, care, custody, education and discharge of residents. It is the duty of the department to establish rules by which

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1 danger to life and property from fire will be minimized. The
2 department may require any appointees to perform duties in
3 addition to those required by statute.
4 2. Rules adopted by the ~~council~~ department pursuant
5 to chapter 17A shall be uniform and shall apply to all
6 institutions under the department's jurisdiction. The primary
7 rules for use in institutions where persons with mental illness
8 are served shall, unless otherwise indicated, uniformly apply
9 to county or private hospitals in which persons with mental
10 illness are served, but the rules shall not interfere with
11 proper medical treatment administered to such persons by
12 competent physicians. Annually, signed copies of the rules
13 shall be sent to the superintendent of each institution.
14 Copies shall also be sent to the clerk of each district court,
15 the chairperson of the board of supervisors of each county and,
16 as appropriate, to the officer in charge of institutions or
17 hospitals caring for persons with mental illness in each county
18 who shall be responsible for seeing that the rules are posted
19 in each institution or hospital in a prominent place. The
20 rules shall be kept current to meet the public need and shall
21 be revised and published annually.
22 Sec. 496. Section 222.1, subsection 2, Code 2024, is amended
23 to read as follows:
24 2. The Glenwood state resource center and the Woodward
25 state resource center are established and shall be maintained
26 as the state's regional resource centers for the purpose of
27 providing treatment, training, instruction, care, habilitation,
28 and support of persons with an intellectual disability or other
29 disabilities in this state, and providing facilities, services,
30 and other support to the communities located in the region
31 being served by a state resource center. In addition, the
32 state resource centers are encouraged to serve as a training
33 resource for community-based program staff, medical students,
34 and other participants in professional education programs.
35 A resource center may request the approval of the ~~council~~

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1 department to change the name of the resource center for use in
2 communication with the public, in signage, and in other forms
3 of communication.
4 Sec. 497. Section 222.2, Code 2024, is amended to read as
5 follows:
6 **222.2 Definitions.**
7 When used in this chapter, unless the context otherwise
8 requires:
9 1. *"Auditor"* means the county auditor or the auditor's
10 designee.
11 ~~2. *"Council"* means the council on health and human services.~~
12 ~~3.~~ 2. *"Department"* means the department of health and human
13 services.
14 ~~4.~~ 3. *"Director"* means the director of health and human
15 services.
16 ~~5.~~ 4. *"Intellectual disability"* means the same as defined
17 in section 4.1.
18 ~~6.~~ 5. *"Mental health and disability services region"* means
19 a mental health and disability services region formed in
20 accordance with section 225C.56.
21 ~~7.~~ 6. *"Regional administrator"* means the regional
22 administrator of a mental health and disability services
23 region, as defined in section 225C.55.
24 ~~8.~~ 7. *"Special unit"* means a special intellectual
25 disability unit established at a state mental health institute
26 pursuant to sections 222.88 through 222.91.
27 ~~9.~~ 8. *"State resource centers"* or *"resource centers"* means
28 the Glenwood state resource center and the Woodward state
29 resource center.
30 ~~10.~~ 9. *"Superintendents"* means the superintendents of the
31 state resource centers.
32 Sec. 498. Section 225.33, Code 2024, is amended to read as
33 follows:
34 **225.33 Death of patient — disposal of body.**
35 When a committed public patient or a voluntary public

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1 patient or a committed private patient dies while at the state
2 psychiatric hospital or at the university hospital, the state
3 psychiatric hospital shall have the body prepared for shipment
4 in accordance with the rules prescribed by the ~~council on~~
5 department of health and human services for shipping such
6 bodies. It is the duty of the state board of regents to make
7 arrangements for the embalming and such other preparation as
8 necessary to comply with the rules and for the purchase of
9 suitable caskets.
10 Sec. 499. Section 225C.49, subsection 1, unnumbered
11 paragraph 1, Code 2024, is amended to read as follows:
12 The department shall provide coordination of the programs
13 administered by the department which serve individuals with a
14 disability and the individuals' families, including but not
15 limited to the following juvenile justice and child welfare
16 services: family-centered services described under section
17 232.102, decategorization of child welfare funding provided
18 for under section 232.188, and foster care services paid under
19 section 234.35, subsection 3. The department shall regularly
20 review administrative rules associated with such programs and
21 make recommendations to the ~~council,~~ governor~~,~~ and general
22 assembly for revisions to remove barriers to the programs for
23 individuals with a disability and the individuals' families
24 including the following:
25 Sec. 500. Section 226.1, subsections 3 and 4, Code 2024, are
26 amended to read as follows:
27 3. A mental health institute may request the approval of the
28 ~~council~~ department to change the name of the institution for
29 use in communication with the public, in signage, and in other
30 forms of communication.
31 4. For the purposes of this chapter, unless the context
32 otherwise requires:
33 ~~*a. "Council"* means the council on health and human services.~~
34 ~~*b.*~~ *a.* *"Department"* means the department of health and human
35 services.

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1 ~~c.~~ b. *"Director"* means the director of health and human
2 services.
3 ~~d.~~ c. *"Mental health and disability services region"* means
4 a mental health and disability services region formed in
5 accordance with section 225C.56.
6 ~~e.~~ d. *"Mental health institute"* or *"state mental health*
7 *institute"* means a state hospital for persons with mental
8 illness as designated in this chapter.
9 ~~f.~~ e. *"Regional administrator"* means the same as defined
10 in section 225C.55.
11 Sec. 501. Section 234.1, Code 2024, is amended to read as
12 follows:
13 **234.1 Definitions.**
14 As used in this chapter, unless the context otherwise
15 requires:
16 1. *"Child"* means either a person less than eighteen years of
17 age or a person eighteen, nineteen, or twenty years of age who
18 meets all of the following conditions:
19 *a.* The person was placed by court order issued pursuant
20 to chapter 232 in foster care or in an institution listed in
21 section 218.1 and either of the following situations apply to
22 the person:
23 (1) After reaching eighteen years of age, the person
24 has remained continuously and voluntarily under the care
25 of an individual, as defined in section 237.1, licensed to
26 provide foster care pursuant to chapter 237 or in a supervised
27 apartment living arrangement, in this state.
28 (2) The person aged out of foster care after reaching
29 eighteen years of age and subsequently voluntarily applied for
30 placement with an individual, as defined in section 237.1,
31 licensed to provide foster care pursuant to chapter 237 or for
32 placement in a supervised apartment living arrangement, in this
33 state.
34 *b.* The person has demonstrated a willingness to participate
35 in case planning and to complete the responsibilities

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1 prescribed in the person's case permanency plan.
2 *c.* The department has made an application for the person
3 for adult services upon a determination that it is likely the
4 person will need or be eligible for services or other support
5 from the adult services system.
6 ~~2. *"Council"* means the council on health and human services.~~
7 ~~3.~~ 2. *"Department"* means the department of health and human
8 services.
9 ~~4.~~ 3. *"Director"* means the director of health and human
10 services.
11 ~~5.~~ 4. *"Food programs"* means the supplemental nutrition
12 assistance program and donated foods programs authorized by
13 federal law under the United States department of agriculture.
14 ~~6.~~ 5. *"Supplemental nutrition assistance program"* or *"SNAP"*
15 means benefits provided by the federal program administered
16 through 7 C.F.R. pts. 270 — 283, as amended.
17 Sec. 502. Section 234.6, subsection 1, unnumbered paragraph
18 1, Code 2024, is amended to read as follows:
19 The director shall administer the family investment program,
20 state supplementary assistance, food programs, child welfare,
21 and emergency relief, family and adult service programs, and
22 any other form of public assistance and institutions that are
23 placed under the director's administration. The director shall
24 perform duties, formulate and adopt rules as necessary, and
25 outline policies, dictate procedure, and delegate powers as
26 necessary for competent and efficient administration. ~~Subject~~
27 ~~to restrictions that may be imposed by the council, the~~ The
28 director may abolish, alter, consolidate, or establish subunits
29 and abolish or change existing subunits. The director may
30 employ necessary personnel and determine their compensation;
31 may allocate or reallocate functions and duties among subunits;
32 and may adopt rules relating to the employment of personnel
33 and the allocation of their functions and duties among the
34 various subunits as required for competent and efficient
35 administration. The director shall do all of the following:

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1 Sec. 503. Section 234.6, subsection 1, paragraphs d and h,
2 Code 2024, are amended to read as follows:
3 *d.* Notwithstanding any provisions to the contrary in chapter
4 239B relating to the consideration of income and resources of
5 claimants for assistance, ~~and with the consent and approval of~~
6 ~~the council,~~ adopt rules necessary to qualify for federal aid
7 in the assistance programs administered by the director.
8 *h.* ~~Recommend~~ Adopt rules ~~for their adoption by the council~~
9 for before and after school child care programs, conducted
10 within and by or contracted for by school districts, that are
11 appropriate for the ages of the children who receive services
12 under the programs.
13 Sec. 504. Section 237.1, Code 2024, is amended to read as
14 follows:
15 **237.1 Definitions.**
16 As used in this chapter:
17 1. *"Agency"* means a person which provides child foster care
18 and which does not meet the definition of an individual as
19 defined under this section.
20 2. *"Child"* means child as defined in section 234.1.
21 3. *"Child foster care"* means the provision of parental
22 nurturing, including but not limited to the furnishing of
23 food, lodging, training, education, supervision, treatment,
24 or other care, to a child on a full-time basis by a person,
25 including a relative of the child if the relative is licensed
26 under this chapter, but not including a guardian of the child.
27 *"Child foster care"* does not include any of the following care
28 situations:
29 *a.* Care furnished by an individual person who receives the
30 child of a personal friend as an occasional and personal guest
31 in the individual person's home, free of charge and not as a
32 business.
33 *b.* Care furnished by an individual person with whom a child
34 has been placed for lawful adoption, unless that adoption is
35 not completed within two years after placement.

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c. Care furnished by a private boarding school subject to approval by the state board of education pursuant to section 256.11.

d. Child care furnished by a child care center, a child development home, or a child care home as defined in section 237A.1.

e. Care furnished in a hospital licensed under chapter 135B or care furnished in a nursing facility licensed under chapter 135C.

f. Care furnished by a relative of a child or an individual person with a meaningful relationship with the child where the child is not under the placement, care, or supervision of the department.

~~4. *"Council"* means the council on health and human services.~~

~~5.~~ 4. *"Department"* means the department of health and human services.

~~6.~~ 5. *"Director"* means the director of health and human services.

~~7.~~ 6. *"Facility"* means the personnel, program, physical plant, and equipment of a licensee.

~~8.~~ 7. *"Individual"* means an individual person or a married couple who provides child foster care in a single-family home environment and which does not meet the definition of an agency under this section.

~~9.~~ 8. *"Licensee"* means an individual or an agency licensed under this chapter.

~~10.~~ 9. *"Reasonable and prudent parent standard"* means the standard characterized by careful and sensible parenting decisions that maintain the health, safety, and best interests of a child, while at the same time encouraging the emotional and developmental growth of a child, that a caregiver shall use when determining whether to allow a child in foster care under the placement, care, or supervision of the department to participate in extracurricular, enrichment, cultural, or social activities. For the purposes of this subsection, *"caregiver"*

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means an individual or an agency licensed under this chapter with which a child in foster care has been placed or a juvenile shelter care home approved under chapter 232 in which a child in foster care has been placed.

Sec. 505. Section 237.3, subsection 1, Code 2024, is amended to read as follows:

1. Except as otherwise provided by subsections 3 and 4, the department shall ~~promulgate, after their adoption by the council,~~ adopt and enforce in accordance with chapter 17A, administrative rules necessary to implement this chapter. Formulation of the rules shall include consultation with representatives of child foster care providers and other persons affected by this chapter. The rules shall encourage the provision of child foster care in a single-family, home environment, exempting the single-family, home facility from inappropriate rules.

Sec. 506. Section 237A.1, Code 2024, is amended to read as follows:

237A.1 Definitions.

As used in this chapter unless the context otherwise requires:

1. *"Child"* means either of the following:

a. A person twelve years of age or younger.

b. A person thirteen years of age or older but younger than nineteen years of age who has a developmental disability as defined under the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, Pub. L. No. 106-402, as codified in 42 U.S.C. §15002(8).

2. *"Child care"* means the care, supervision, and guidance of a child by a person other than the child's parent, guardian, or custodian for periods of less than twenty-four hours per day per child on a regular basis, but does not include care, supervision, and guidance of a child by any of the following:

a. An instructional program for children who are attending prekindergarten as defined by the state board of education

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1 under section 256.11 or a higher grade level and are at least
2 four years of age, or are at least three years of age and
3 eligible for special education under chapter 256B, administered
4 by any of the following:
5 (1) A public or nonpublic school system accredited by the
6 department of education or the state board of regents.
7 (2) A nonpublic school system which is not accredited by the
8 department of education or the state board of regents.
9 *b.* Any of the following church-related programs:
10 (1) An instructional program.
11 (2) A youth program other than a preschool, before or after
12 school child care program, or other child care program.
13 (3) A program providing care to children on church premises
14 while the children's parents are attending church-related or
15 church-sponsored activities on the church premises.
16 *c.* Short-term classes of less than two weeks' duration held
17 between school terms or during a break within a school term.
18 *d.* A child care center for sick children operated as part of
19 a pediatrics unit in a hospital licensed by the department of
20 inspections, appeals, and licensing pursuant to chapter 135B.
21 *e.* A program operated not more than one day per week by
22 volunteers which meets all of the following conditions:
23 (1) Not more than eleven children are served per volunteer.
24 (2) The program operates for less than four hours during any
25 twenty-four-hour period.
26 (3) The program is provided at no cost to the children's
27 parent, guardian, or custodian.
28 *f.* A program administered by a political subdivision of the
29 state which is primarily for recreational or social purposes
30 and is limited to children who are five years of age or older
31 and attending school.
32 *g.* An after school program continuously offered throughout
33 the school year calendar to children who are at least five
34 years of age and are enrolled in school, and attend the program
35 intermittently or a summer-only program for such children. The

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1 program must be provided through a nominal membership fee or
2 at no cost.
3 *h.* A special activity program which meets less than four
4 hours per day for the sole purpose of the special activity.
5 Special activity programs include but are not limited to music
6 or dance classes, organized athletic or sports programs,
7 recreational classes, scouting programs, and hobby or craft
8 clubs or classes.
9 *i.* A nationally accredited camp.
10 *j.* A structured program for the purpose of providing
11 therapeutic, rehabilitative, or supervisory services to
12 children under any of the following:
13 (1) A purchase of service or managed care contract with the
14 department.
15 (2) A contract approved by a governance board of a
16 decategorization of child welfare and juvenile justice funding
17 project created under section 232.188.
18 (3) An arrangement approved by a juvenile court order.
19 *k.* Care provided on-site to children of parents residing in
20 an emergency, homeless, or domestic violence shelter.
21 *l.* A child care facility providing respite care to a
22 licensed foster family home for a period of twenty-four hours
23 or more to a child who is placed with that licensed foster
24 family home.
25 *m.* A program offered to a child whose parent, guardian,
26 or custodian is engaged solely in a recreational or social
27 activity, remains immediately available and accessible on the
28 physical premises on which the child's care is provided, and
29 does not engage in employment while the care is provided.
30 However, if the recreational or social activity is provided
31 in a fitness center or on the premises of a nonprofit
32 organization, the parent, guardian, or custodian of the child
33 may be employed to teach or lead the activity.
34 3. *"Child care center"* or *"center"* means a facility
35 providing child care or preschool services for seven or more

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1 children, except when the facility is registered as a child
2 development home.
3 4. *"Child care facility"* or *"facility"* means a child care
4 center, preschool, or a registered child development home.
5 5. *"Child care home"* means a person or program providing
6 child care to any of the following children at any one time
7 that is not registered to provide child care under this
8 chapter, as authorized under section 237A.3:
9 *a.* Five or fewer children.
10 *b.* Six or fewer children, if at least one of the children
11 is school-aged.
12 6. *"Child development home"* means a person or program
13 registered under section 237A.3A that may provide child care to
14 seven or more children at any one time.
15 7. *"Children needing special needs care"* or *"special needs*
16 *child"* means a child or children with one or more of the
17 following conditions:
18 *a.* The child has been diagnosed by a physician or by a
19 person endorsed for service as a school psychologist by the
20 department of education to have a developmental disability
21 which substantially limits one or more major life activities,
22 and the child requires professional treatment, assistance in
23 self-care, or the purchase of special adaptive equipment.
24 *b.* The child has been determined by a qualified intellectual
25 disability professional to have a condition which impairs the
26 child's intellectual and social functioning.
27 *c.* The child has been diagnosed by a mental health
28 professional to have a behavioral or emotional disorder
29 characterized by situationally inappropriate behavior which
30 deviates substantially from behavior appropriate to the
31 child's age, or which significantly interferes with the child's
32 intellectual, social, or personal development.
33 ~~8. *"Council"* means the council on health and human services.~~
34 ~~9.~~ 8. *"Department"* means the department of health and human
35 services.

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1 ~~10.~~ 9. *"Director"* means the director of health and human
2 services.
3 ~~11.~~ 10. *"Infant"* means a child who is less than twenty-four
4 months of age.
5 ~~12.~~ 11. *"Involvement with child care"* means licensed
6 or registered under this chapter, employed in a child care
7 facility, residing in a child care facility, receiving public
8 funding for providing child care, or providing child care as a
9 child care home provider, or residing in a child care home.
10 ~~13.~~ 12. *"Licensed center"* means a center issued a full
11 or provisional license by the department under the provisions
12 of this chapter or a center for which a license is being
13 processed.
14 ~~14.~~ 13. *"Poverty level"* means the poverty level defined by
15 the most recently revised poverty income guidelines published
16 by the United States department of health and human services.
17 ~~15.~~ 14. *"Preschool"* means a child care facility which
18 provides to children ages three through five, for periods of
19 time not exceeding three hours per day, programs designed
20 to help the children to develop intellectual skills, social
21 skills, and motor skills, and to extend their interest and
22 understanding of the world about them.
23 ~~16.~~ 15. *"School"* means kindergarten or a higher grade
24 level.
25 ~~17. *"State child care advisory committee"* means the state~~
26 ~~child care advisory committee established pursuant to section~~
27 ~~135.173A.~~
28 Sec. 507. Section 238.1, Code 2024, is amended to read as
29 follows:
30 **238.1 Definitions.**
31 For the purpose of this chapter unless the context otherwise
32 requires:
33 1. *"Child"* means the same as defined in section 234.1.
34 2. *"Child-placing agency"* or *"agency"* means any agency,
35 whether public, semipublic, or private, which represents that

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1 the agency places children permanently or temporarily in
2 private family homes or receives children for placement in
3 private family homes, or which actually engages for gain or
4 otherwise in the placement of children in private family homes.
5 *"Agency"* includes individuals, institutions, partnerships,
6 voluntary associations, and corporations, other than
7 institutions under the management or control of the department.
8 ~~3. *"Council"* means the council on health and human services.~~
9 ~~4.~~ 3. *"Department"* means the department of health and human
10 services.
11 ~~5.~~ 4. *"Director"* means the director of health and human
12 services.
13 Sec. 508. Section 238.12, Code 2024, is amended to read as
14 follows:
15 **238.12 Appeal — judicial review.**
16 1. A licensee aggrieved by a decision of the department
17 revoking the licensee's license may appeal to the ~~council~~
18 department in the manner prescribed by the ~~council~~ department.
19 The ~~council~~ department shall, upon receipt of such an appeal,
20 give the licensee reasonable notice and opportunity for a fair
21 hearing before the ~~council or its duly~~ department's authorized
22 representative. Following the hearing, the ~~council~~ department
23 shall take final action and notify the licensee in writing.
24 2. Judicial review of the actions of the ~~council~~ department
25 may be sought in accordance with ~~the terms of~~ chapter 17A.
26 Sec. 509. Section 249.1, Code 2024, is amended to read as
27 follows:
28 **249.1 Definitions.**
29 As used in this chapter:
30 ~~1. *"Council"* means the council on health and human services.~~
31 ~~2.~~ 1. *"Department"* means the department of health and human
32 services.
33 ~~3.~~ 2. *"Director"* means the director of health and human
34 services.
35 ~~4.~~ 3. *"Federal supplemental security income"* means cash

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payments made to individuals by the United States government under Tit. XVI of the Social Security Act as amended by Pub. L. No. 92-603, or any other amendments thereto.

~~5.~~ 4. *"Previous categorical assistance programs"* means the aid to the blind program authorized by chapter 241, the aid to the disabled program authorized by chapter 241A and the old-age assistance program authorized by chapter 249, Code 1973.

~~6.~~ 5. *"State supplementary assistance"* means cash payments made to individuals:

a. By the United States government on behalf of the state of Iowa pursuant to section 249.2.

b. By the state of Iowa directly pursuant to sections 249.3 through 249.5.

Sec. 510. Section 249.4, subsection 1, Code 2024, is amended to read as follows:

1. Applications for state supplementary assistance shall be made in the form and manner prescribed by the director or the director's designee~~, with the approval of the council,~~ pursuant to chapter 17A. Each person who applies and is found eligible under section 249.3 shall, so long as the person's eligibility continues, receive state supplementary assistance on a monthly basis, from funds appropriated to the department for the purpose.

Sec. 511. Section 249A.4B, subsections 1 and 7, Code 2024, are amended to read as follows:

1. A medical assistance advisory council is created to comply with 42 C.F.R. §431.12 based on section 1902(a)(4) of the federal Social Security Act and to advise the director about health and medical care services under the medical assistance program. The council shall meet ~~no more than quarterly~~ as necessary. The director's designee responsible for public health or their designee and a public member of the council selected by the public members of the council shall serve as co-chairpersons of the council.

7. The director shall consider the recommendations offered

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by the council in the director's preparation of the medical assistance budget ~~recommendations to the council on health and human services pursuant to section 217.3~~ and in implementation of medical assistance program policies.

Sec. 512. Section 331.304, subsection 9, Code 2024, is amended to read as follows:

9. A county shall not adopt or enforce any ordinance imposing any registration or licensing system or registration or license fees for or relating to owner-occupied manufactured or mobile homes including the lots, lands, or manufactured home community or mobile home park upon or in which they are located. A county shall not adopt or enforce any ordinance imposing any registration or licensing system, or registration or license fees, or safety or sanitary standards for rental manufactured or mobile homes unless similar registration or licensing system, or registration or license fees, or safety or sanitary standards are required for other rental properties intended for human habitation. This subsection does not preclude the investigation and abatement of a nuisance or the enforcement of a tiedown system, or the enforcement of any ~~regulations~~ rules of the ~~council on~~ department of health and human services or local board of health if those ~~regulations~~ rules apply to other rental properties or to owner-occupied housing intended for human habitation.

Sec. 513. Section 364.3, subsection 5, Code 2024, is amended to read as follows:

5. A city shall not adopt or enforce any ordinance imposing any registration or licensing system or registration or license fees for or relating to owner-occupied manufactured or mobile homes including the lots, lands, or manufactured home community or mobile home park upon or in which they are located. A city shall not adopt or enforce any ordinance imposing any registration or licensing system, or registration or license fees, or safety or sanitary standards for rental manufactured or mobile homes unless a similar registration or licensing

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system, or registration or license fees, or safety or sanitary standards are required for other rental properties intended for human habitation. This subsection does not preclude the investigation and abatement of a nuisance or the enforcement of a tiedown system, or the enforcement of any ~~regulations~~ rules of the ~~council on~~ department of health and human services or local board of health if those ~~regulations~~ rules apply to other rental properties or to owner-occupied housing intended for human habitation.

DIVISION XI

COMMISSION ON AGING ELIMINATION

Sec. 514. Section 231.4, subsection 1, paragraph d, Code 2024, is amended to read as follows:

d. ~~*"Commission"* means the commission on aging.~~ *"Council"* means the council on health and human services.

Sec. 515. Section 231.14, Code 2024, is amended to read as follows:

231.14 ~~Commission~~ Council duties and authority.

~~1. The commission is the policymaking body of the sole state agency responsible for administration of the federal Act.~~ The ~~commission~~ council shall do all of the following:

~~*a.*~~ 1. ~~Approve~~ Make recommendations to the department regarding approval of state and area plans on aging.

~~*b.*~~ 2. ~~Adopt~~ Recommend policies to coordinate state activities related to the purposes of this chapter.

~~*c.*~~ 3. Serve as an effective and visible advocate for older individuals by ~~establishing~~ recommending policies ~~for reviewing and commenting upon all state plans, budgets, and policies~~ which affect older individuals ~~and for providing technical assistance to any agency, organization, association, or individual representing the needs of older individuals~~.

~~*d.* Divide the state into distinct planning and service areas after considering the geographical distribution of older individuals in the state, the incidence of the need for supportive services, nutrition services, multipurpose~~

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1 ~~senior centers, and legal services, the distribution of older~~
2 ~~individuals who have low incomes residing in such areas, the~~
3 ~~distribution of resources available to provide such services~~
4 ~~or centers, the boundaries of existing areas within the~~
5 ~~state which are drawn for the planning or administration of~~
6 ~~supportive services programs, the location of units of general~~
7 ~~purpose, local government within the state, and any other~~
8 ~~relevant factors.~~
9 ~~*e.* Designate for each planning and service area a public or~~
10 ~~private nonprofit agency or organization as the area agency on~~
11 ~~aging for that area. The commission may revoke the designation~~
12 ~~of an area agency on aging pursuant to section 231.32.~~
13 ~~*f.*~~ 4. ~~Adopt policies to assure~~ Make recommendations to
14 ensure that the department will take into account the views of
15 older individuals in the development of policy.
16 ~~*g.* Adopt a method for the distribution of federal~~
17 ~~Act and state funds taking into account, to the maximum~~
18 ~~extent feasible, the best available data on the geographic~~
19 ~~distribution of older individuals in the state, and publish the~~
20 ~~method for review and comment.~~
21 ~~*h.*~~ 5. ~~Adopt~~ Recommend policies and measures to assure
22 that preference will be given to providing services to older
23 individuals with the greatest economic or social needs, with
24 particular attention to low-income minority older individuals,
25 older individuals with limited English proficiency, and older
26 individuals residing in rural areas.
27 ~~*i.*~~ 6. ~~Adopt~~ Recommend policies to administer state programs
28 authorized by this chapter.
29 ~~*j.*~~ 7. ~~Adopt~~ Recommend policies ~~and administrative rules~~
30 ~~pursuant to chapter 17A~~ that support the capabilities of
31 the area agencies on aging and the aging and disabilities
32 resource centers to serve older individuals and persons with
33 disabilities experiencing Alzheimer's disease or related
34 dementias.
35 ~~2. The commission shall adopt administrative rules pursuant~~

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~~to chapter 17A to administer the duties specified in this chapter and in all other chapters under the department's jurisdiction.~~

Sec. 516. Section 231.21, Code 2024, is amended to read as follows:

231.21 Administration of chapter — department of health and human services.

The department of health and human services shall administer this chapter under the policy ~~direction~~ recommendations of the ~~commission on aging~~ council.

Sec. 517. Section 231.23, Code 2024, is amended to read as follows:

231.23 Department — duties and authority.

The department shall:

1. Develop and administer a state plan on aging.

2. ~~Assist the commission in the review and approval of~~ Review and approve area plans.

3. ~~Pursuant to commission policy, coordinate~~ Coordinate state activities related to the purposes of this chapter and all other chapters under the department's jurisdiction.

4. Advocate for older individuals by reviewing and commenting upon all state plans, budgets, laws, rules, ~~regulations,~~ and policies which affect older individuals and by providing technical assistance to any agency, organization, association, or individual representing the needs of older individuals.

5. ~~Assist the commission in dividing~~ Divide the state into distinct planning and service areas after considering the geographical distribution of older individuals in the state, the incidence of the need for supportive services, nutrition services, multipurpose senior centers, and legal services, the distribution of older individuals who have low incomes residing in such areas, the distribution of resources available to provide such services or centers, the boundaries of existing areas within the state which are drawn for the planning or

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1 administration of supportive services programs, the location of
2 units of general purpose, local government within the state,
3 and any other relevant factors.
4 6. ~~Assist the commission in designating~~ Designate for each
5 area a public or private nonprofit agency or organization as
6 the area agency on aging for that area. The department may
7 revoke the designation of an area agency on aging pursuant to
8 section 231.32.
9 7. ~~Pursuant to commission policy, take~~ Take into account the
10 views of older Iowans.
11 8. ~~Assist the commission in adopting~~ Adopt a method for
12 the distribution of funds available from the federal Act and
13 state appropriations and allocations taking into account, to
14 the maximum extent feasible, the best available data on the
15 geographic distribution of older individuals in the state.
16 9. ~~Assist the commission in assuring~~ Adopt policies and
17 measures to ensure that preference will be given to providing
18 services to older individuals with the greatest economic or
19 social needs, with particular attention to low-income minority
20 older individuals, older individuals with limited English
21 proficiency, and older individuals residing in rural areas.
22 10. ~~Assist the commission in developing, adopting, and~~
23 ~~enforcing~~ Develop, adopt, and enforce administrative rules,
24 including by issuing necessary forms and procedures, to
25 administer the duties specified in this chapter and in all
26 other chapters under the department's jurisdiction.
27 11. Apply for, receive, and administer grants, devises,
28 donations, gifts, or bequests of real or personal property from
29 any source to conduct projects consistent with the purposes of
30 the department. Notwithstanding section 8.33, moneys received
31 by the department pursuant to this section are not subject to
32 reversion to the general fund of the state.
33 12. Administer state authorized programs.
34 13. Establish a procedure for an area agency on aging to
35 use in selection of members of the agency's board of directors.

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1 The selection procedure shall be incorporated into the bylaws
2 of the board of directors.
3 14. Adopt policies and administrative rules pursuant to
4 chapter 17A that support the capabilities of the area agencies
5 on aging and the aging and disabilities resource centers
6 to serve older individuals and persons with disabilities
7 experiencing Alzheimer's disease or related dementias.
8 Sec. 518. Section 231.31, Code 2024, is amended to read as
9 follows:
10 **231.31 State plan on aging.**
11 The department shall develop~~, and submit to the commission~~
12 ~~on aging for approval,~~ a multiyear state plan on aging.
13 The state plan on aging shall meet all applicable federal
14 requirements.
15 Sec. 519. Section 231.32, Code 2024, is amended to read as
16 follows:
17 **231.32 Criteria for designation of area agencies on aging.**
18 1. The ~~commission~~ department shall designate an area
19 agency on aging for each planning and service area. The
20 ~~commission shall continue the~~ designation shall continue until
21 an area agency on aging's designation is removed for cause as
22 determined by the ~~commission~~ department, until the time of
23 renewal or the annual update of an area plan, until the agency
24 voluntarily withdraws as an area agency on aging, or until a
25 change in the designation of planning and service areas or area
26 agencies on aging is required by state or federal law. In that
27 event, the ~~commission~~ department shall proceed in accordance
28 with subsections 2, 3, and 4. Designated area agencies on
29 aging shall comply with the requirements of the federal Act.
30 2. The ~~commission~~ department shall designate an area agency
31 to serve each planning and service area, after consideration of
32 the views offered by units of general purpose local government.
33 An area agency may be:
34 *a.* An established office of aging which is operating within
35 a planning and service area designated by the ~~commission~~

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1 department.
2 *b.* Any office or agency of a unit of general purpose local
3 government, which is designated to function only for the
4 purpose of serving as an area agency on aging by the chief
5 elected official of such unit.
6 *c.* Any office or agency designated by the appropriate
7 chief elected officials of any combination of units of
8 general purpose local government to act only on behalf of such
9 combination for such purpose.
10 *d.* Any public or nonprofit private agency in a planning and
11 service area or any separate organizational unit within such
12 agency which is under the supervision or direction for this
13 purpose of the department and which can and will engage only in
14 the planning or provision of a broad range of long-term living
15 and community support services or nutrition services within the
16 planning and service area.
17 3. When the ~~commission~~ department designates a new area
18 agency on aging, the ~~commission~~ department shall give the right
19 of first refusal to a unit of general purpose local government
20 if:
21 *a.* Such unit can meet the requirements of subsection 1.
22 *b.* The boundaries of such a unit and the boundaries of the
23 area are reasonably contiguous.
24 4. Each area agency shall provide assurance, determined
25 adequate by the ~~commission~~ department, that the area agency has
26 the ability to develop an area plan and to carry out, directly
27 or through contractual or other arrangements, a program in
28 accordance with the plan within the planning and service area.
29 In designating an area agency on aging within the planning and
30 service area, the ~~commission~~ department shall give preference
31 to an established office of aging, unless the ~~commission~~
32 department finds that no such office within the planning and
33 service area has the capacity to carry out the area plan.
34 5. Upon designation, an area agency on aging shall be
35 considered an instrumentality of the state and shall adhere to

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all state and federal mandates applicable to an instrumentality of the state.

Sec. 520. Section 231.33, subsections 1 and 13, Code 2024, are amended to read as follows:

1. Develop and administer an area plan on aging approved by the ~~commission~~ department.

13. Submit all fiscal and performance reports in accordance with the policies of the ~~commission~~ department.

Sec. 521. Section 231.56, Code 2024, is amended to read as follows:

231.56 Services and programs.

The department shall administer long-term living and community support services and programs that allow older individuals to secure and maintain maximum independence and dignity in a home environment that provides for self-care with appropriate supportive services, assist in removing individual and social barriers to economic and personal independence for older individuals, and provide a continuum of care for older individuals and individuals with disabilities. Funds appropriated for this purpose shall be allocated based on administrative rules adopted by the ~~commission~~ department. The department shall require such records as needed to administer this section.

Sec. 522. Section 231E.3, Code 2024, is amended to read as follows:

231E.3 Definitions.

As used in this chapter, unless the context otherwise requires:

1. *"Client"* means an individual for whom a representative payee is appointed.

~~2. *"Commission"* means the commission on aging.~~

~~3.~~ 2. *"Conservator"* means conservator as defined in section 633.3.

~~4.~~ 3. *"Court"* means court as defined in section 633.3.

~~5.~~ 4. *"Department"* means the department of health and human

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1 services.
2 ~~6.~~ 5. *"Director"* means the director of health and human
3 services.
4 ~~7.~~ 6. *"Guardian"* means guardian as defined in section
5 633.3.
6 ~~8.~~ 7. *"Incompetent"* means incompetent as defined in section
7 633.3.
8 ~~9.~~ 8. *"Local office"* means a local office of public
9 guardian.
10 ~~10.~~ 9. *"Local public guardian"* means an individual under
11 contract with the department to act as a guardian, conservator,
12 or representative payee.
13 ~~11.~~ 10. *"Public guardian"* means the state public guardian
14 or a local public guardian.
15 ~~12.~~ 11. *"Public guardianship services"* means guardianship,
16 conservatorship, or representative payee services provided by
17 the state public guardian or a local public guardian.
18 ~~13.~~ 12. *"Representative payee"* means an individual
19 appointed by a government entity to receive funds on behalf of
20 a client pursuant to federal regulation.
21 ~~14.~~ 13. *"State agency"* means any executive department,
22 commission, board, institution, division, bureau, office,
23 agency, or other executive entity of state government.
24 ~~15.~~ 14. *"State office"* means the state office of public
25 guardian.
26 ~~16.~~ 15. *"State public guardian"* means the administrator of
27 the state office of public guardian.
28 ~~17.~~ 16. *"Ward"* means the individual for whom a guardianship
29 or conservatorship is established.
30 Sec. 523. REPEAL. Sections 231.11, 231.12, and 231.13, Code
31 2024, are repealed.
32 DIVISION XII
33 ELIMINATION OF ADVISORY COUNCIL ON BRAIN INJURIES
34 Sec. 524. Section 135.22A, Code 2024, is amended to read as
35 follows:

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135.22A ~~Advisory council on brain~~ Brain injuries — policy — department as lead agency.

1. For purposes of this section, unless the context otherwise requires:

a. *"Brain injury"* means a brain injury as defined in section 135.22.

b. *"Council"* means the ~~advisory~~ council on ~~brain injuries~~ health and human services.

~~2. The advisory council on brain injuries is established. The following persons or their designees shall serve as ex officio, nonvoting members of the council:~~

~~*a.* The director of health and human services or the director's designee.~~

~~*b.* The director of the department of education.~~

~~*c.* The chief of the special education bureau of the department of education.~~

~~*d.* The administrator of the division of vocational rehabilitation services of the department of workforce development.~~

~~*e.* The director of the department for the blind.~~

~~3. The council shall be composed of a minimum of nine members appointed by the governor in addition to the ex officio members, and the governor may appoint additional members. Insofar as practicable, the council shall include persons with brain injuries; family members of persons with brain injuries; representatives of industry, labor, business, and agriculture; representatives of federal, state, and local government; and representatives of religious, charitable, fraternal, civic, educational, medical, legal, veteran, welfare, and other professional groups and organizations. Members shall be appointed representing every geographic and employment area of the state and shall include members of both sexes. A simple majority of the members appointed by the governor shall constitute a quorum.~~

~~4. Members of the council appointed by the governor shall~~

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1 ~~be appointed for terms of two years. Vacancies on the council~~
2 ~~shall be filled for the remainder of the term of the original~~
3 ~~appointment. Members whose terms expire may be reappointed.~~
4 ~~5. The voting members of the council shall appoint a~~
5 ~~chairperson and a vice chairperson and other officers as the~~
6 ~~council deems necessary. The officers shall serve until their~~
7 ~~successors are appointed and qualified. Members of the council~~
8 ~~shall receive actual expenses for their services. Members may~~
9 ~~also be eligible to receive compensation as provided in section~~
10 ~~7E.6. The council shall adopt rules pursuant to chapter 17A.~~
11 ~~6.~~ 2. The council shall do all of the following:
12 *a.* Promote meetings and programs for the discussion of
13 methods to reduce the debilitating effects of brain injuries,
14 and disseminate information in cooperation with any other
15 department, agency, or entity on the prevention, evaluation,
16 care, treatment, and rehabilitation of persons affected by
17 brain injuries.
18 *b.* Study and review current prevention, evaluation, care,
19 treatment, and rehabilitation technologies and recommend
20 appropriate preparation, training, retraining, and distribution
21 of personnel and resources in the provision of services
22 to persons with brain injuries through private and public
23 residential facilities, day programs, and other specialized
24 services.
25 *c.* Participate in developing and disseminating criteria and
26 standards which may be required for future funding or licensing
27 of facilities, day programs, and other specialized services for
28 persons with brain injuries in this state.
29 *d.* Make recommendations to the governor for developing and
30 administering a state plan to provide services for persons with
31 brain injuries.
32 *e.* Meet ~~at least quarterly~~ as necessary.
33 ~~7.~~ 3. The department is designated as Iowa's lead agency
34 for brain injury. For the purposes of this section, the
35 designation of lead agency authorizes the department to

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1 perform or oversee the performance of those functions specified
2 in subsection 6, paragraphs "a" through "c". ~~The council~~
3 ~~is assigned to the department for administrative purposes.~~
4 ~~The director shall be responsible for budgeting, program~~
5 ~~coordination, and related management functions.~~
6 ~~8. The council may receive gifts, grants, or donations~~
7 ~~made for any of the purposes of its programs and disburse and~~
8 ~~administer them in accordance with their terms and under the~~
9 ~~direction of the director.~~
10 Sec. 525. Section 135.22B, subsection 2, paragraph c, Code
11 2024, is amended to read as follows:
12 *c.* The department shall consult with the ~~advisory~~ council
13 ~~on brain injuries, established pursuant to section 135.22A~~,
14 regarding the program and shall report to the council
15 concerning the program at least quarterly. The council shall
16 make recommendations to the department concerning the program's
17 operation.
18 DIVISION XIII
19 MENTAL HEALTH AND DISABILITY SERVICES COMMISSION ELIMINATION
20 Sec. 526. Section 135C.23, subsection 2, paragraph b, Code
21 2024, is amended to read as follows:
22 *b.* This section does not prohibit the admission of a
23 patient with a history of dangerous or disturbing behavior to
24 an intermediate care facility for persons with mental illness,
25 intermediate care facility for persons with an intellectual
26 disability, nursing facility, or county care facility when the
27 intermediate care facility for persons with mental illness,
28 intermediate care facility for persons with an intellectual
29 disability, nursing facility, or county care facility has a
30 program which has received prior approval from the department
31 to properly care for and manage the patient. An intermediate
32 care facility for persons with mental illness, intermediate
33 care facility for persons with an intellectual disability,
34 nursing facility, or county care facility is required to
35 transfer or discharge a resident with dangerous or disturbing

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behavior when the intermediate care facility for persons with mental illness, intermediate care facility for persons with an intellectual disability, nursing facility, or county care facility cannot control the resident's dangerous or disturbing behavior. The department~~, in coordination with the state mental health and disability services commission created in section 225C.5,~~ shall adopt rules pursuant to chapter 17A for programs to be required in intermediate care facilities for persons with mental illness, intermediate care facilities for persons with an intellectual disability, nursing facilities, and county care facilities that admit patients or have residents with histories of dangerous or disturbing behavior.

Sec. 527. Section 225C.2, Code 2024, is amended to read as follows:

225C.2 Definitions.

As used in this chapter:

1. *"Child"* or *"children"* means a person or persons under eighteen years of age.

2. *"Children's behavioral health services"* means services for children with a serious emotional disturbance.

3. *"Children's behavioral health system"* or *"children's system"* means the behavioral health service system for children implemented pursuant to this subchapter.

~~4. *"Commission"* means the mental health and disability services commission.~~

~~5.~~ 4. *"Council"* means the council on health and human services.

~~6.~~ 5. *"Department"* means the department of health and human services.

~~7.~~ 6. *"Director"* means the director of health and human services.

~~8.~~ 7. *"Disability services"* means services and other support available to a person with mental illness, an intellectual disability or other developmental disability, or brain injury.

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1 ~~9.~~ 8. *"Mental health and disability services region"* means
2 a mental health and disability services region formed in
3 accordance with section 225C.56.
4 ~~10.~~ 9. *"Mental health and disability services regional*
5 *service system"* means the mental health and disability service
6 system for a mental health and disability services region.
7 ~~11.~~ 10. *"Regional administrator"* means the same as defined
8 in section 225C.55.
9 ~~12.~~ 11. *"Serious emotional disturbance"* means a diagnosable
10 mental, behavioral, or emotional disorder of sufficient
11 duration to meet diagnostic criteria specified within the most
12 current diagnostic and statistical manual of mental disorders
13 published by the American psychiatric association that results
14 in a functional impairment. *"Serious emotional disturbance"*
15 does not include substance use or developmental disorders
16 unless those disorders co-occur with such a diagnosable mental,
17 behavioral, or emotional disorder.
18 ~~13. *"State board"* means the children's behavioral health~~
19 ~~system state board created in section 225C.51.~~
20 Sec. 528. Section 225C.4, Code 2024, is amended to read as
21 follows:
22 **225C.4 Department duties.**
23 1. To the extent funding is available, the department shall
24 perform the following duties:
25 *a.* Prepare and administer the comprehensive mental health
26 and disability services plan as provided in section 225C.6B,
27 including state mental health and intellectual disability plans
28 for the provision of disability services within the state and
29 the state developmental disabilities plan. The department
30 shall take into account any related planning activities
31 implemented by the state board of regents or a body designated
32 by the board for that purpose, the department of management
33 or a body designated by the director of the department for
34 that purpose, the department of education, the department of
35 workforce development and any other appropriate governmental

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1 body, in order to facilitate coordination of disability
2 services provided in this state. The state mental health and
3 intellectual disability plans shall be consistent with the
4 state health plan, and shall take into account mental health
5 and disability services regional service system management
6 plans.
7 *b.* Assist mental health and disability services region
8 governing boards and regional administrators in planning for
9 community-based disability services.
10 *c.* ~~Assist the state board in planning~~ Plan for
11 community-based children's behavioral health services.
12 *d.* Emphasize the provision of evidence-based outpatient and
13 community support services by community mental health centers
14 and local intellectual disability providers as a preferable
15 alternative to acute inpatient services and services provided
16 in large institutional settings.
17 *e.* Encourage and facilitate coordination of mental health
18 and disability services with the objective of developing
19 and maintaining in the state a mental health and disability
20 service delivery system to provide services to all persons in
21 this state who need the services, regardless of the place of
22 residence or economic circumstances of those persons. The
23 department shall work with the ~~commission~~ council and other
24 state agencies, including but not limited to the departments
25 of corrections and education, and the state board of regents,
26 to develop and implement a strategic plan to expand access to
27 qualified mental health workers across the state.
28 *f.* Encourage and facilitate applied research and preventive
29 educational activities related to causes and appropriate
30 treatment for disabilities. The department may designate, or
31 enter into agreements with, private or public agencies to carry
32 out this function.
33 *g.* Coordinate community-based services with those of the
34 state mental health institutes and state resource centers.
35 *h.* Administer state programs regarding the care, treatment,

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1 and supervision of persons with mental illness or an
2 intellectual disability, except the programs administered by
3 the state board of regents.
4 *i.* Administer and distribute state appropriations in
5 connection with the mental health and disability services
6 regional service fund established by section 225C.7A.
7 *j.* Act as compact administrator with power to effectuate the
8 purposes of interstate compacts on mental health.
9 *k.* Establish and maintain a data collection and management
10 information system oriented to the needs of patients,
11 providers, the department, and other programs or facilities in
12 accordance with section 225C.6A. The system shall be used to
13 identify, collect, and analyze service outcome and performance
14 measures data in order to assess the effects of the services
15 on the persons utilizing the services. The department shall
16 annually submit to the ~~commission~~ council information collected
17 by the department indicating the changes and trends in the
18 mental health and disability services system. The department
19 shall make the outcome data available to the public.
20 *l.* Encourage and facilitate coordination of children's
21 behavioral health services with the objective of developing
22 and maintaining in the state a children's behavioral health
23 system to provide behavioral health services to all children
24 in this state who need the services, regardless of the place
25 of residence or economic circumstances of those children.
26 The department shall work with ~~the state board and~~ other
27 state agencies including but not limited to the department of
28 education to develop and implement a strategic plan to expand
29 access to qualified mental health workers across the state.
30 *m.* Establish and maintain a data collection and management
31 information system oriented to the needs of children utilizing
32 the children's behavioral health system, providers, the
33 department, and other programs or facilities in accordance
34 with section 225C.6A. The system shall be used to identify,
35 collect, and analyze service outcome and performance measures

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1 data in order to assess the effects of the services on the
2 children utilizing the services. The department shall annually
3 submit to the ~~state board~~ council information collected by the
4 department indicating the changes and trends in the children's
5 behavioral health system. The department shall make the
6 outcome data available to the public.
7 *n.* Prepare a budget and reports of the department's
8 activities.
9 *o.* Establish suitable agreements with other state
10 agencies to encourage appropriate care and to facilitate the
11 coordination of disability services.
12 *p.* Provide consultation and technical assistance to
13 patients' advocates appointed pursuant to section 229.19,
14 in cooperation with the judicial branch and the certified
15 volunteer long-term care ombudsmen certified pursuant to
16 section 231.45.
17 *q.* Provide technical assistance to agencies and
18 organizations, to aid them in meeting standards which are
19 established, or with which compliance is required, under
20 statutes administered by the department, including but not
21 limited to chapters 227 and 230A.
22 *r.* ~~Recommend to the commission~~ Establish minimum
23 accreditation standards for the maintenance and operation of
24 community mental health centers, services, and programs under
25 section 230A.110. The department's review and evaluation of
26 the centers, services, and programs for compliance with the
27 adopted standards shall be as provided in section 230A.111.
28 *s.* ~~Recommend to the commission~~ Establish minimum standards
29 for supported community living services. The department shall
30 review and evaluate the services for compliance with the
31 adopted standards.
32 *t.* In cooperation with the department of inspections,
33 appeals, and licensing, recommend minimum standards under
34 section 227.4 for the care of and services to persons with
35 mental illness or an intellectual disability residing in

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1 county care facilities. The department shall also cooperate
2 with the department of inspections, appeals, and licensing
3 in recommending minimum standards for care of and services
4 provided to persons with mental illness or an intellectual
5 disability living in a residential care facility regulated
6 under chapter 135C.
7 *u.* Recommend minimum standards for the maintenance and
8 operation of public or private facilities offering disability
9 services, which are not subject to licensure by the department
10 or the department of inspections, appeals, and licensing.
11 *v.* Provide technical assistance concerning disability
12 services and funding to mental health and disability services
13 region governing boards and regional administrators.
14 *w.* Coordinate with the mental health planning and advisory
15 council created pursuant to 42 U.S.C. §300x-3 to ensure the
16 council membership includes representation by a military
17 veteran who is knowledgeable concerning the behavioral and
18 mental health issues of veterans.
19 *x.* Enter into performance-based contracts with
20 regional administrators as described in section 225C.57.
21 A performance-based contract shall require a regional
22 administrator to fulfill the statutory and regulatory
23 requirements of the regional service system under this chapter.
24 A failure to fulfill the requirements may be addressed by
25 remedies specified in the contract, including but not limited
26 to suspension of contract payments or cancellation of the
27 contract. The contract provisions may include but are not
28 limited to requirements for the regional service system
29 to attain outcomes within a specified range of acceptable
30 performance in any of the following categories:
31 (1) Access standards for the required core services.
32 (2) Penetration rates for serving the number of persons
33 expected to be served.
34 (3) Utilization rates for inpatient and residential
35 treatment.

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1 (4) Readmission rates for inpatient and residential
2 treatment.
3 (5) Employment of the persons receiving services.
4 (6) Administrative costs.
5 (7) Data reporting.
6 (8) Timely and accurate claims processing.
7 (9) School attendance.
8 *y.* Provide information through the internet concerning
9 waiting lists for services implemented by mental health and
10 disability services regions.
11 *z.* By January 1 of each odd-numbered year, submit to the
12 governor and the general assembly an evaluation of:
13 (1) The extent to which services to persons with
14 disabilities are actually available to persons in each county
15 and mental health and disability services region in the state
16 and the quality of those services.
17 (2) The effectiveness of the services being provided by
18 disability service providers in this state and by each of the
19 state mental health institutes established under chapter 226
20 and by each of the state resource centers established under
21 chapter 222.
22 *aa.* Identify disability services outcomes and indicators to
23 support the ability of eligible persons with a disability to
24 live, learn, work, and recreate in communities of the persons'
25 choice. The identification duty includes but is not limited to
26 responsibility for identifying, collecting, and analyzing data
27 as necessary to issue reports on outcomes and indicators at the
28 county, region, and state levels.
29 2. *a.* The department shall coordinate with the department
30 of inspections, appeals, and licensing in the establishment
31 of facility-based and community-based, subacute mental health
32 services.
33 *b.* A person shall not provide community-based, subacute
34 mental health services unless the person has been accredited
35 to provide the services. The department shall adopt standards

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1 for subacute mental health services and for accreditation of
2 providers of community-based, subacute mental health services.
3 *c.* As used in this subsection, *"subacute mental health*
4 *services"* means all of the following:
5 (1) A comprehensive set of wraparound services for a person
6 who has had or is at imminent risk of having acute or crisis
7 mental health symptoms that does not permit the person to
8 remain in or threatens removal of the person from the person's
9 home and community, but who has been determined by a mental
10 health professional and a licensed health care professional,
11 subject to the professional's scope of practice, not to need
12 inpatient acute hospital services. For the purposes of this
13 subparagraph, *"mental health professional"* means the same as
14 defined in section 228.1 and *"licensed health care professional"*
15 means a person licensed under chapter 148 to practice medicine
16 and surgery or osteopathic medicine and surgery, an advanced
17 registered nurse practitioner licensed under chapter 152 or
18 152E, or a physician assistant licensed under chapter 148C.
19 (2) Intensive, recovery-oriented treatment and monitoring
20 of the person with direct or remote access to a psychiatrist or
21 advanced registered nurse practitioner.
22 (3) An outcome-focused, interdisciplinary approach designed
23 to return the person to living successfully in the community.
24 (4) Services that may be provided in a wide array of
25 settings ranging from the person's home to a facility providing
26 subacute mental health services.
27 (5) Services that are time limited to not more than ten
28 days or another time period determined in accordance with rules
29 adopted for this purpose.
30 *d.* Subacute mental health services and the standards for
31 the services shall be established in a manner that allows for
32 accessing federal Medicaid funding.
33 ~~2.~~ 3. The department may:
34 *a.* Apply for, receive, and administer federal aids, grants,
35 and gifts for purposes relating to disability services or

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1 programs.
2 *b.* Establish and supervise suitable standards of care,
3 treatment, and supervision for persons with disabilities in all
4 institutions under the control of the director.
5 *c.* Appoint professional consultants to furnish advice on
6 any matters pertaining to disability services. The consultants
7 shall be paid as provided by an appropriation of the general
8 assembly.
9 *d.* Administer a public housing unit program to apply for,
10 receive, and administer federal assistance, grants, and other
11 public or private funds for purposes related to providing
12 housing in accordance with section 225C.45.
13 Sec. 529. Section 225C.6, Code 2024, is amended to read as
14 follows:
15 **225C.6 Duties of ~~commission~~ council.**
16 1. To the extent funding is available, the ~~commission~~
17 council shall perform the following duties:
18 *a.* Advise the department on the administration of the
19 overall state disability services system.
20 *b.* ~~Pursuant to~~ Make recommendations ~~made for this purpose~~
21 ~~by the director, adopt~~ for the adoption of necessary rules
22 pursuant to chapter 17A which relate to disability programs
23 and services, including but not limited to definitions of each
24 disability included within the term *"disability services"* as
25 necessary for purposes of state, county, and regional planning,
26 programs, and services.
27 *c.* ~~Adopt~~ Recommend standards for community mental health
28 centers, services, and programs ~~as recommended under~~ pursuant
29 to section 230A.110. The department shall determine whether
30 to grant, deny, or revoke the accreditation of the centers,
31 services, and programs.
32 *d.* ~~Adopt~~ Recommend standards for the provision under the
33 medical assistance program of individual case management
34 services.
35 *e.* Unless another governmental body sets standards for a

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service available to persons with disabilities, ~~adopt~~ recommend state standards for that service. The ~~commission~~ council shall review the licensing standards used by the department or the department of inspections, appeals, and licensing for those facilities providing disability services.

f. ~~Assure~~ Make recommendations to ensure that proper reconsideration and appeal procedures are available to persons aggrieved by decisions, actions, or circumstances relating to accreditation.

g. ~~Adopt~~ Make recommendations to the department for the adoption of necessary rules for awarding grants from the state and federal government as well as other moneys that become available to the department for grant purposes.

h. Annually submit to the governor and the general assembly:

(1) A report concerning the activities of the ~~commission~~ council relating to mental health and disability services.

(2) Recommendations formulated by the ~~commission~~ council for changes in law.

~~*i.* By January 1 of each odd-numbered year, submit to the governor and the general assembly an evaluation of:~~

~~(1) The extent to which services to persons with disabilities are actually available to persons in each county and mental health and disability services region in the state and the quality of those services.~~

~~(2) The effectiveness of the services being provided by disability service providers in this state and by each of the state mental health institutes established under chapter 226 and by each of the state resource centers established under chapter 222.~~

~~*j.*~~ *i.* ~~Advise~~ Make recommendations to the director, ~~the council,~~ the governor, and the general assembly on budgets and appropriations concerning disability services.

~~*k.*~~ *j.* Coordinate activities with the Iowa developmental disabilities council and the mental health planning council, created pursuant to federal law. The ~~commission~~ council shall

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1 work with other state agencies on coordinating, collaborating,
2 and communicating concerning activities involving persons with
3 disabilities.
4 ~~*l.* Pursuant to a recommendation made by the department,~~
5 ~~identify~~
6 *k.* Make recommendations for basic financial eligibility
7 standards for the disability services provided by a mental
8 health and disability services region. ~~The initial standards~~
9 ~~shall be as specified in this chapter.~~
10 ~~*m.* Identify disability services outcomes and indicators to~~
11 ~~support the ability of eligible persons with a disability to~~
12 ~~live, learn, work, and recreate in communities of the persons'~~
13 ~~choice. The identification duty includes but is not limited to~~
14 ~~responsibility for identifying, collecting, and analyzing data~~
15 ~~as necessary to issue reports on outcomes and indicators at the~~
16 ~~county, region, and state levels.~~
17 ~~2. Notwithstanding section 217.3, the commission may adopt~~
18 ~~the rules authorized by subsection 1, pursuant to chapter~~
19 ~~17A, without prior review and approval of those rules by the~~
20 ~~council.~~
21 ~~3.~~ 2. If the executive branch creates a committee, task
22 force, council, or other advisory body to consider disability
23 services policy or program options involving children or adult
24 consumers, the ~~commission~~ council is designated to receive
25 and consider any report, findings, recommendations, or other
26 work product issued by such body. The ~~commission~~ council may
27 address the report, findings, recommendations, or other work
28 product in fulfilling the ~~commission's~~ council's functions
29 and to advise the department, ~~council,~~ governor, and general
30 assembly concerning disability services.
31 ~~4. *a.* The department shall coordinate with the department~~
32 ~~of inspections, appeals, and licensing in the establishment~~
33 ~~of facility-based and community-based, subacute mental health~~
34 ~~services.~~
35 ~~*b.* A person shall not provide community-based, subacute~~

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1 ~~mental health services unless the person has been accredited~~
2 ~~to provide the services. The commission shall adopt standards~~
3 ~~for subacute mental health services and for accreditation of~~
4 ~~providers of community-based, subacute mental health services.~~
5 ~~*c.* As used in this subsection, *"subacute mental health*~~
6 ~~*services"* means all of the following:~~
7 ~~(1) A comprehensive set of wraparound services for persons~~
8 ~~who have had or are at imminent risk of having acute or~~
9 ~~crisis mental health symptoms that do not permit the persons~~
10 ~~to remain in or threatens removal of the persons from their~~
11 ~~home and community, but who have been determined by a mental~~
12 ~~health professional and a licensed health care professional,~~
13 ~~subject to the professional's scope of practice, not to need~~
14 ~~inpatient acute hospital services. For the purposes of this~~
15 ~~subparagraph, *"mental health professional"* means the same as~~
16 ~~defined in section 228.1 and *"licensed health care professional"*~~
17 ~~means a person licensed under chapter 148 to practice medicine~~
18 ~~and surgery or osteopathic medicine and surgery, an advanced~~
19 ~~registered nurse practitioner licensed under chapter 152 or~~
20 ~~152E, or a physician assistant licensed under chapter 148C.~~
21 ~~(2) Intensive, recovery-oriented treatment and monitoring~~
22 ~~of the person with direct or remote access to a psychiatrist or~~
23 ~~advanced registered nurse practitioner.~~
24 ~~(3) An outcome-focused, interdisciplinary approach designed~~
25 ~~to return the person to living successfully in the community.~~
26 ~~(4) Services that may be provided in a wide array of~~
27 ~~settings ranging from the person's home to a facility providing~~
28 ~~subacute mental health services.~~
29 ~~(5) Services that are time limited to not more than ten~~
30 ~~days or another time period determined in accordance with rules~~
31 ~~adopted for this purpose.~~
32 ~~*d.* Subacute mental health services and the standards for~~
33 ~~the services shall be established in a manner that allows for~~
34 ~~accessing federal Medicaid funding.~~
35 Sec. 530. Section 225C.6B, subsection 2, Code 2024, is

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amended to read as follows:

2. *Comprehensive plan.* The department shall develop a comprehensive written five-year state mental health and disability services plan with annual updates and readopt the plan every five years. The plan shall describe the key components of the state's mental health and disability services system, including the services that are community-based, state institution-based, or regional or state-based. The five-year plan and each update shall be submitted annually to the ~~commission~~ council on or before October 30 for review and approval.

Sec. 531. Section 225C.7A, subsection 8, paragraph j, Code 2024, is amended to read as follows:

j. If the department has made its decisions but has determined that there are otherwise qualifying requests for incentive funds that are beyond the amount available in the incentive fund for a fiscal year, the department shall compile a list of such requests and the supporting information for the requests. The list and information shall be submitted to the ~~commission, the children's behavioral health system state board,~~ council and the general assembly.

Sec. 532. Section 225C.7A, subsection 9, Code 2024, is amended to read as follows:

9. The ~~commission~~ department shall consult with regional administrators and the director in prescribing forms and adopting rules to administer this section.

Sec. 533. Section 225C.19, subsection 2, paragraph e, Code 2024, is amended to read as follows:

e. The elements of the services system shall be specified in administrative rules adopted by the ~~commission~~ department.

Sec. 534. Section 225C.19A, Code 2024, is amended to read as follows:

225C.19A Crisis stabilization programs.

The department shall accredit, certify, or apply standards of review to authorize the operation of crisis stabilization

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1 programs, including crisis stabilization programs operating
2 in a psychiatric medical institution for children pursuant
3 to chapter 135H that provide children with mental health,
4 substance use disorder, and co-occurring mental health and
5 substance use disorder services. In authorizing the operation
6 of a crisis stabilization program, the department shall apply
7 the relevant requirements for an emergency mental health crisis
8 services provider and system under section 225C.19. A program
9 authorized to operate under this section is not required to be
10 licensed under chapter 135B, 135C, 135G, or 135H, or certified
11 under chapter 231C. The ~~commission~~ department shall adopt
12 rules to implement this section. The department shall accept
13 accreditation of a crisis stabilization program by a national
14 accrediting organization in lieu of applying the rules adopted
15 in accordance with this section to the program.
16 Sec. 535. Section 225C.21, subsection 2, Code 2024, is
17 amended to read as follows:
18 2. The ~~commission~~ department shall adopt rules pursuant
19 to chapter 17A establishing minimum standards for supported
20 community living services. The department shall determine
21 whether to grant, deny, or revoke approval for any supported
22 community living service.
23 Sec. 536. Section 225C.28A, subsection 7, Code 2024, is
24 amended to read as follows:
25 7. Provide an ongoing process to determine the degree
26 of access to and the effectiveness of the services and other
27 support in achieving the disability services outcomes and
28 indicators identified by the ~~commission~~ department pursuant to
29 section ~~225C.6~~ 225C.4.
30 Sec. 537. Section 225C.29, Code 2024, is amended to read as
31 follows:
32 **225C.29 Compliance.**
33 Except for a violation of section 225C.28B, subsection
34 2, the sole remedy for violation of a rule adopted by the
35 ~~commission~~ department to implement sections 225C.25, 225C.26,

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1 225C.28A, and 225C.28B shall be by a proceeding for compliance
2 initiated by request to the department pursuant to chapter 17A.
3 Any decision of the department shall be in accordance with due
4 process of law and is subject to appeal to the Iowa district
5 court pursuant to sections 17A.19 and 17A.20 by any aggrieved
6 party. Either the department or a party in interest may apply
7 to the Iowa district court for an order to enforce the decision
8 of the department. Any rules adopted by the ~~commission~~
9 department to implement sections 225C.25, 225C.26, 225C.28A,
10 and 225C.28B do not create any right, entitlement, property,
11 or liberty right or interest, or private cause of action for
12 damages against the state or a political subdivision of the
13 state or for which the state or a political subdivision of the
14 state would be responsible. Any violation of section 225C.28B,
15 subsection 2, shall solely be subject to the enforcement by the
16 commissioner of insurance and penalties granted by chapter 507B
17 for a violation of section 507B.4, subsection 3, paragraph *"g"*.
18 Sec. 538. Section 225C.58, subsection 2, Code 2024, is
19 amended to read as follows:
20 2. The accounting system and financial reporting to the
21 department shall conform with the cost principles for state,
22 local, and Indian tribal governments issued by the United
23 States office of management and budget. The information
24 shall segregate expenditures for administration, purchase of
25 service, and enterprise costs for which the region is a service
26 provider or is directly billing and collecting payments and
27 shall be identified along with other financial information in
28 a uniform chart of accounts prescribed by the department of
29 management. Following periodic review of administrative costs,
30 the department shall make recommendations, in consultation
31 with the legislative services agency, for standards defining
32 region administrative costs and the methodology for calculating
33 a region's administrative load. Such standards shall be
34 specified in rule adopted by the ~~state commission~~ department.
35 Sec. 539. Section 225C.60, subsection 1, paragraph a, Code

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2024, is amended to read as follows:

a. The mental health and disability services provided by counties operating as a region shall be delivered in accordance with a regional service system management plan approved by the region's governing board and implemented by the regional administrator in accordance with this section. The requirements for a regional service system management plan and plan format shall be specified in rule adopted by the ~~state commission pursuant to a recommendation made by the~~ department. A regional management plan shall include an annual service and budget plan, a policies and procedures manual, and an annual report.

Sec. 540. Section 225C.60, subsection 2, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Each region shall submit to the department an annual service and budget plan approved by the region's governing board and subject to approval by the director. Provisions for approval by the director of the annual service and budget plan, and any amendments to the plan, and other requirements shall be specified in rule adopted by the ~~state commission~~ department. The provisions addressed in the annual plan shall include but are not limited to all of the following:

Sec. 541. Section 225C.60, subsection 4, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The region shall have in effect a policies and procedures manual for the regional service system. The manual shall be approved by the region's governing board and is subject to approval by the director. An approved manual shall remain in effect subject to amendment. An amendment to the manual shall be submitted to the department at least forty-five days prior to the date of implementation of the amendment. Prior to implementation of an amendment to the manual, the amendment must be approved by the director ~~in consultation with the state commission~~. The manual shall include but is not limited to all of the following:

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Sec. 542. Section 225C.62, subsection 1, paragraph c, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The person must be in compliance with resource limitations identified in rule adopted by the ~~state commission~~ department. The limitation shall be derived from the federal supplemental security income program resource limitations. A person with resources above the federal supplemental security income program resource limitations may be eligible subject to limitations adopted in rule by the ~~state commission pursuant to a recommendation made by the~~ department. If a person does not qualify for federally funded services and other support but meets income, resource, and functional eligibility requirements for regional services, the following types of resources shall be disregarded:

Sec. 543. Section 225C.63, subsection 1, paragraph d, Code 2024, is amended to read as follows:

d. The person's eligibility for individualized services shall be determined in accordance with the standardized functional assessment methodology approved for mental health services by the director ~~in consultation with the state commission~~.

Sec. 544. Section 225C.65, subsection 3, unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~Pursuant to recommendations made by the director, the state commission~~ The department shall adopt rules ~~as required by section 225C.6~~ to define the services included in the core service domains listed in this section. The rules shall provide service definitions, service provider standards, service access standards, and service implementation dates, and shall provide consistency, to the extent possible, with similar service definitions under the medical assistance program.

Sec. 545. Section 227.4, Code 2024, is amended to read as follows:

227.4 Standards for care of persons with mental illness or an

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intellectual disability in county care facilities.

The department, in cooperation with the department of inspections, appeals, and licensing, shall ~~recommend and the mental health and disability services commission created in section 225C.5 shall~~ adopt, or amend and adopt, standards for the care of and services to persons with mental illness or an intellectual disability residing in county care facilities. The standards shall be enforced by the department of inspections, appeals, and licensing as a part of the licensure inspection conducted pursuant to chapter 135C. The objective of the standards is to ensure that persons with mental illness or an intellectual disability who are residents of county care facilities are not only adequately fed, clothed, and housed, but are also offered reasonable opportunities for productive work and recreational activities suited to their physical and mental abilities and offering both a constructive outlet for their energies and, if possible, therapeutic benefit. ~~When recommending standards under this section, the department shall designate an advisory committee representing administrators of county care facilities, regional administrators, mental health and disability services region governing boards, and county care facility certified volunteer long-term care ombudsmen to assist in the establishment of standards.~~

Sec. 546. Section 229.19, subsection 4, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The ~~state mental health and disability services commission created in section 225C.5~~ department, in consultation with advocates and county and judicial branch representatives, shall adopt rules pursuant to chapter 17A relating to advocates that include but are not limited to all of the following topics:

Sec. 547. Section 230A.102, subsection 2, Code 2024, is amended to read as follows:

2. ~~*"Commission"*~~ *"Council"*, *"department"*, *"director"*, and *"disability services"* mean the same as defined in section 225C.2.

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1 Sec. 548. Section 230A.103, subsections 1 and 2, Code 2024,
2 are amended to read as follows:
3 1. The department, subject to agreement by any community
4 mental health center that would provide services for the
5 catchment area and approval by the ~~commission~~ department,
6 shall designate at least one community mental health center
7 under this chapter for addressing the mental health needs of
8 the county or counties comprising the catchment area. The
9 designation process shall provide for the input of potential
10 service providers regarding designation of the initial
11 catchment area or a change in the designation.
12 2. The department shall utilize objective criteria for
13 designating a community mental health center to serve a
14 catchment area and for withdrawing such designation. The
15 ~~commission~~ department shall adopt rules outlining the criteria.
16 The criteria shall include but are not limited to provisions
17 for meeting all of the following requirements:
18 *a.* An appropriate means shall be used for determining which
19 prospective designee is best able to serve all ages of the
20 targeted population within the catchment area with minimal or
21 no service denials.
22 *b.* An effective means shall be used for determining the
23 relative ability of a prospective designee to appropriately
24 provide mental health services and other support to consumers
25 residing within a catchment area as well as consumers residing
26 outside the catchment area. The criteria shall address the
27 duty for a prospective designee to arrange placements outside
28 the catchment area when such placements best meet consumer
29 needs and to provide services within the catchment area to
30 consumers who reside outside the catchment area when the
31 services are necessary and appropriate.
32 Sec. 549. Section 230A.105, subsection 2, Code 2024, is
33 amended to read as follows:
34 2. Specific eligibility criteria for members of the target
35 population shall be identified in administrative rules adopted

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1 by the ~~commission~~ department. The eligibility criteria shall
2 address both clinical and financial eligibility.
3 Sec. 550. Section 230A.106, subsection 1, Code 2024, is
4 amended to read as follows:
5 1. A community mental health center designated in
6 accordance with this chapter shall offer core services and
7 support addressing the basic mental health and safety needs of
8 the target population and other residents of the catchment area
9 served by the center and may offer other services and support.
10 The core services shall be identified in administrative rules
11 adopted by the ~~commission~~ department for this purpose.
12 Sec. 551. Section 230A.110, subsection 1, Code 2024, is
13 amended to read as follows:
14 1. The ~~department~~ council shall recommend and the
15 ~~commission~~ department shall adopt standards for designated
16 community mental health centers and comprehensive community
17 mental health programs, with the overall objective of ensuring
18 that each center and each affiliate providing services under
19 contract with a center furnishes high-quality mental health
20 services within a framework of accountability to the community
21 it serves. The standards adopted shall conform with federal
22 standards applicable to community mental health centers
23 and shall be in substantial conformity with the applicable
24 behavioral health standards adopted by the joint commission,
25 formerly known as the joint commission on accreditation
26 of health care organizations, or other recognized national
27 standards for evaluation of psychiatric facilities unless
28 in the judgment of the department, with approval of the
29 commission, there are sound reasons for departing from the
30 standards.
31 Sec. 552. Section 230A.111, subsection 1, unnumbered
32 paragraph 1, Code 2024, is amended to read as follows:
33 The review and evaluation of designated centers shall be
34 performed through a formal accreditation review process as
35 recommended by the ~~department~~ council and approved by the

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1 ~~commission~~ department. The accreditation process shall include
2 all of the following:
3 Sec. 553. Section 230A.111, subsection 1, paragraph b, Code
4 2024, is amended to read as follows:
5 *b.* Use of random or complaint-specific, on-site limited
6 accreditation reviews in the interim between full accreditation
7 reviews, as a quality review approach. The results of such
8 reviews shall be presented to the ~~commission~~ department.
9 Sec. 554. Section 249A.4, subsection 15, Code 2024, is
10 amended to read as follows:
11 15. Establish appropriate reimbursement rates for community
12 mental health centers that are accredited by the ~~mental health~~
13 ~~and disability services commission~~ department.
14 Sec. 555. Section 249A.12, subsection 4, Code 2024, is
15 amended to read as follows:
16 4. *a.* The ~~mental health and disability services commission~~
17 ~~shall recommend to the~~ department shall take the actions
18 necessary to assist in the transition of individuals being
19 served in an intermediate care facility for persons with
20 an intellectual disability, who are appropriate for the
21 transition, to services funded under a medical assistance
22 home and community-based services waiver for persons with an
23 intellectual disability in a manner which maximizes the use
24 of existing public and private facilities. The actions may
25 include but are not limited to submitting any of the following
26 or a combination of any of the following as a request for a
27 revision of the medical assistance home and community-based
28 services waiver for persons with an intellectual disability:
29 (1) Allow for the transition of intermediate care
30 facilities for persons with an intellectual disability licensed
31 under chapter 135C, to services funded under the medical
32 assistance home and community-based services waiver for persons
33 with an intellectual disability. The request shall be for
34 inclusion of additional persons under the waiver associated
35 with the transition.

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(2) Allow for reimbursement under the waiver for day program or other service costs.

(3) Allow for exception provisions in which an intermediate care facility for persons with an intellectual disability which does not meet size and other facility-related requirements under the waiver in effect on June 30, 1996, may convert to a waiver service for a set period of time such as five years. Following the set period of time, the facility would be subject to the waiver requirements applicable to services which were not operating under the exception provisions.

b. In implementing the provisions of this subsection, the ~~mental health and disability services commission~~ department shall consult with other states. The waiver revision request or other action necessary to assist in the transition of service provision from intermediate care facilities for persons with an intellectual disability to alternative programs shall be implemented by the department in a manner that can appropriately meet the needs of individuals at an overall lower cost to counties, the federal government, and the state. In addition, the department shall take into consideration significant federal changes to the medical assistance program in formulating the department's actions under this subsection. The department shall ~~consult with the mental health and disability services commission in adopting~~ adopt rules for oversight of facilities converted pursuant to this subsection. A transition approach described in paragraph *"a"* may be modified as necessary to obtain federal waiver approval.

Sec. 556. Section 321.189, subsection 10, Code 2024, is amended to read as follows:

10. *Autism spectrum disorder status.* A licensee who has autism spectrum disorder, as defined in section 514C.28, may request that the license be marked to reflect the licensee's autism spectrum disorder status on the face of the license when the licensee applies for the issuance or renewal of a license. The department may adopt rules pursuant to chapter

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1 17A establishing criteria under which a license may be marked,
2 including requiring the licensee to submit medical proof of the
3 licensee's autism spectrum disorder status. When a driver's
4 license is so marked, the licensee's autism spectrum disorder
5 status shall be noted in the electronic database used by
6 the department and law enforcement to access registration,
7 titling, and driver's license information. The department, in
8 consultation with the ~~mental~~ council on health and ~~disability~~
9 human services ~~commission~~, shall develop educational media to
10 raise awareness of a licensee's ability to request the license
11 be marked to reflect the licensee's autism spectrum disorder
12 status.
13 Sec. 557. Section 321.190, subsection 1, paragraph b,
14 subparagraph (6), Code 2024, is amended to read as follows:
15 (6) An applicant for a nonoperator's identification
16 card who has autism spectrum disorder, as defined in section
17 514C.28, may request that the card be marked to reflect
18 the applicant's autism spectrum disorder status on the face
19 of the card when the applicant applies for the issuance or
20 renewal of a card. The department may adopt rules pursuant to
21 chapter 17A establishing criteria under which a card may be
22 marked, including requiring the applicant to submit medical
23 proof of the applicant's autism spectrum disorder status.
24 The department, in consultation with the ~~mental~~ council on
25 health and ~~disability~~ human services ~~commission~~, shall develop
26 educational media to raise awareness of an applicant's ability
27 to request the card be marked to reflect the applicant's autism
28 spectrum disorder status.
29 Sec. 558. Section 426B.4, Code 2024, is amended to read as
30 follows:
31 **426B.4 Rules.**
32 The ~~mental health and disability services commission~~
33 department of health and human services shall consult with
34 regional administrators ~~and the director of health and human~~
35 ~~services~~ in prescribing forms and adopting rules pursuant to

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1 chapter 17A to administer this chapter.
2 Sec. 559. REPEAL. Section 225C.5, Code 2024, is repealed.
3 DIVISION XIV
4 ELIMINATION OF CHILDREN'S BEHAVIORAL HEALTH SYSTEM STATE BOARD
5 Sec. 560. Section 225C.52, Code 2024, is amended to read as
6 follows:
7 **225C.52 ~~Children's behavioral health system state board —~~**
8 **Council duties.**
9 The council shall provide guidance on the implementation
10 and management of a children's behavioral health system for
11 the provision of services to children with a serious emotional
12 disturbance. To the extent funding is available, the ~~state~~
13 ~~board~~ council shall perform the following duties:
14 1. Advise the director on the administration of the
15 children's behavioral health system.
16 2. Provide ~~consultation services~~ support to agencies
17 regarding the development of administrative rules for the
18 children's behavioral health system.
19 3. Identify behavioral health outcomes and indicators for
20 eligible children with a serious emotional disturbance to
21 promote children living with their own families and in the
22 community.
23 4. Submit a written report on or before December 1 of each
24 year to the governor and the general assembly. At a minimum,
25 the report shall include a summary of all activities undertaken
26 by the ~~state board~~ council relating to the children's
27 behavioral health system and results from identified behavioral
28 health outcomes and indicators for the children's behavioral
29 health system.
30 Sec. 561. Section 225C.55, Code 2024, is amended to read as
31 follows:
32 **225C.55 Definitions.**
33 As used in this subchapter, unless the context otherwise
34 requires:
35 1. *"Children's behavioral health services"* means the same as

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1 defined in section 225C.2.
2 2. *"Council"* means the council on health and human services.
3 ~~2.~~ 3. *"Department"* means the department of health and human
4 services.
5 ~~3.~~ 4. *"Director"* means the director of health and human
6 services.
7 ~~4.~~ 5. *"Disability services"* means the same as defined in
8 section 225C.2.
9 ~~5.~~ 6. *"Population"* means, as of July 1 of the fiscal year
10 preceding the fiscal year in which the population figure is
11 applied, the population shown by the latest preceding certified
12 federal census or the latest applicable population estimate
13 issued by the United States census bureau, whichever is most
14 recent.
15 ~~6.~~ 7. *"Regional administrator"* means the administrative
16 office, organization, or entity formed by agreement of the
17 counties participating in a region to function on behalf of
18 those counties in accordance with this subchapter.
19 ~~7.~~ 8. *"Serious emotional disturbance"* means the same as
20 defined in section 225C.2.
21 ~~8. *"State board"* means the children's system state board~~
22 ~~created in section 225C.51.~~
23 ~~9. *"State commission"* means the mental health and disability~~
24 ~~services commission created in section 225C.5.~~
25 Sec. 562. Section 225C.66, subsection 3, Code 2024, is
26 amended to read as follows:
27 3. ~~Pursuant to recommendations made by the state board,~~
28 ~~the~~ The department shall adopt rules to define the services
29 included in the core domains listed in this section. The rules
30 shall provide service definitions, service provider standards,
31 service access standards, and service implementation dates, and
32 shall provide consistency, to the extent possible, with similar
33 service definitions under the medical assistance program.
34 Sec. 563. REPEAL. Section 225C.51, Code 2024, is repealed.
35 DIVISION XV

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ELIMINATION OF CONGENITAL AND INHERITED DISORDERS ADVISORY COMMITTEE

Sec. 564. Section 136A.2, Code 2024, is amended to read as follows:

136A.2 Definitions.

As used in this chapter, unless the context otherwise requires:

1. *"Attending health care provider"* means a licensed physician, nurse practitioner, certified nurse midwife, or physician assistant.

~~2. *"Congenital and inherited disorders advisory committee"* or *"advisory committee"* means the congenital and inherited disorders advisory committee created in this chapter.~~

~~3.~~ 2. *"Congenital disorder"* means an abnormality existing prior to or at birth, including a stillbirth, that adversely affects the health and development of a fetus, newborn, child, or adult, including a structural malformation or a genetic, chromosomal, inherited, or biochemical disorder.

3. *"Council"* means the council on health and human services.

4. *"Department"* means the department of health and human services.

5. *"Disorder"* means a congenital or inherited disorder.

6. *"Genetics"* means the study of inheritance and how genes contribute to health conditions and the potential for disease.

7. *"Genomics"* means the functions and interactions of all human genes and their variation within human populations, including their interaction with environmental factors, and their contribution to health.

8. *"Inherited disorder"* means a condition caused by an abnormal change in a gene or genes passed from a parent or parents to their child. Onset of the disorder may be prior to or at birth, during childhood, or in adulthood.

9. *"Stillbirth"* means an unintended fetal death occurring after a gestation period of twenty completed weeks, or an unintended fetal death of a fetus with a weight of three

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1 hundred fifty or more grams.
2 Sec. 565. Section 136A.3A, Code 2024, is amended to read as
3 follows:
4 **136A.3A ~~Congenital and inherited disorders advisory committee~~**
5 **~~established — process~~ Process for addition of conditions to**
6 **newborn screening.**
7 1. ~~A congenital and inherited disorders advisory committee~~
8 ~~is established to~~ The council shall assist the department in
9 the development of programs that ensure the availability and
10 access to quality genetic and genomic health care services for
11 all Iowans.
12 ~~2. The members of the advisory committee shall be appointed~~
13 ~~by the director and shall include persons with relevant~~
14 ~~expertise and interest including parent representatives.~~
15 ~~3.~~ 2. The ~~advisory committee~~ council shall assist the
16 department in designating the conditions to be included in the
17 newborn screening and in regularly evaluating the effectiveness
18 and appropriateness of the newborn screening.
19 ~~4.~~ 3. *a.* Beginning July 1, 2022, the ~~advisory committee~~
20 council shall ensure that all conditions included in the
21 federal recommended uniform screening panel as of January 1,
22 2022, are included in the newborn screening.
23 *b.* Within twelve months of the addition of a new
24 condition to the federal recommended uniform screening panel,
25 the ~~advisory committee~~ council shall consider and make a
26 recommendation to the department regarding inclusion of the
27 new condition in the newborn screening, including the current
28 newborn screening capacity to screen for the new condition
29 and the resources necessary to screen for the new condition
30 going forward. If the ~~advisory committee~~ council recommends
31 inclusion of a new condition, the department shall include the
32 new condition in the newborn screening within eighteen months
33 of receipt of the recommendation.
34 ~~5.~~ 4. The department shall submit a status report to the
35 general assembly, annually, by December 31, regarding all of

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the following:

a. The current conditions included in the newborn screening.

b. Any new conditions currently under consideration or recommended by the ~~advisory committee~~ council for inclusion in the newborn screening.

c. Any new conditions considered but not recommended by the ~~advisory committee~~ council in the prior twelve-month period and the reason for not recommending any such conditions.

d. Any departmental request for additional program capacity or resources necessitated by the inclusion of a recommended new condition in the newborn screening.

e. Any delay and the reason for the delay by the ~~advisory committee~~ council in complying with the specified twelve-month time frame in considering or recommending the inclusion of a new condition in the newborn screening to the department.

f. Any delay and the reason for the delay by the department in complying with the specified eighteen-month time frame in including a new condition in the newborn screening following receipt of a recommendation from the ~~advisory committee~~ council recommending the inclusion of such condition.

~~6.~~ 5. The state hygienic laboratory shall establish the newborn screening fee schedule in a manner sufficient to support the newborn screening system of care including laboratory screening costs, short-term and long-term follow-up program costs, the newborn screening developmental fund, and the cost of the department's newborn screening data system.

DIVISION XVI

ELIMINATION OF EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

Sec. 566. Section 147A.2, Code 2024, is amended to read as follows:

147A.2 Council ~~established — terms of office~~ on health and human services — advisory duties.

~~1. An EMS advisory council shall be appointed by the director. Membership of the council shall be comprised of individuals nominated from, but not limited to, the following~~

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1 ~~state or national organizations: Iowa osteopathic medical~~
2 ~~association, Iowa medical society, American college of~~
3 ~~emergency physicians, Iowa physician assistant society, Iowa~~
4 ~~academy of family physicians, university of Iowa hospitals~~
5 ~~and clinics, American academy of emergency medicine, American~~
6 ~~academy of pediatrics, Iowa EMS association, Iowa firefighters~~
7 ~~association, Iowa professional fire fighters, EMS education~~
8 ~~programs committee, Iowa nurses association, Iowa hospital~~
9 ~~association, and the Iowa state association of counties. The~~
10 ~~council shall also include at least two at-large members~~
11 ~~who are volunteer emergency medical care providers and a~~
12 ~~representative of a private service program.~~
13 ~~2.~~ The ~~EMS advisory~~ council on health and human services
14 shall advise the director and develop policy recommendations
15 concerning the regulation, administration, and coordination of
16 emergency medical services in the state.
17 Sec. 567. REPEAL. Section 147A.3, Code 2024, is repealed.
18 DIVISION XVII
19 ELIMINATION OF TRAUMA SYSTEM ADVISORY COUNCIL
20 Sec. 568. Section 147A.23, Code 2024, is amended to read as
21 follows:
22 **147A.23 Trauma care system development.**
23 1. The department is designated as a lead agency in this
24 state responsible for the development of a statewide trauma
25 care system.
26 2. The department~~, in consultation with the trauma system~~
27 ~~advisory council,~~ shall develop, coordinate, and monitor a
28 statewide trauma care system. This system shall include, but
29 not be limited to, the following:
30 *a.* (1) Development of criteria for the categorization
31 of all hospitals and emergency care facilities according to
32 their trauma care capabilities. These categories shall be for
33 levels I, II, III, and IV, based on the most current guidelines
34 published by the American college of surgeons committee on
35 trauma, the American college of emergency physicians, and

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1 the model trauma care plan of the United States department
2 of health and human services' health resources and services
3 administration.
4 (2) The categorization of all hospitals and emergency
5 care facilities by the department as to their capacity to
6 provide trauma care services. The categorization shall be
7 determined by the department from self-reported information
8 provided to the department by the hospital or emergency care
9 facility. This categorization shall not be construed to imply
10 any guarantee on the part of the department as to the level of
11 trauma care services available at the hospital or emergency
12 care facility.
13 *b.* (1) Development of a process for the verification of
14 the trauma care capacity of each facility and the issuance of a
15 certificate of verification. The standards and verification
16 process shall be established by rule and may vary as
17 appropriate by level of trauma care capability. To the extent
18 possible, the standards and verification process shall be
19 coordinated with other applicable accreditation and licensing
20 standards.
21 (2) The issuance of a certificate of verification of all
22 categorized hospitals and emergency care facilities from the
23 department at the level preferred by the hospital or emergency
24 care facility. ~~The standards and verification process shall~~
25 ~~be established by rule and may vary as appropriate by level of~~
26 ~~trauma care capability. To the extent possible, the standards~~
27 ~~and verification process shall be coordinated with other~~
28 ~~applicable accreditation and licensing standards.~~
29 *c.* Upon verification and the issuance of a certificate
30 of verification, agreement by a hospital or emergency care
31 facility ~~agrees~~ to maintain a level of commitment and resources
32 sufficient to meet responsibilities and standards as required
33 by the trauma care criteria established by rule under this
34 subchapter. Verifications are valid for a period of three
35 years or as determined by the department and are renewable. As

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1 part of the verification and renewal process, the department
2 may conduct periodic on-site reviews of the services and
3 facilities of the hospital or emergency care facility.
4 *d.* Implementation of an Iowa trauma care plan.
5 *e.* Development of standards for medical direction, trauma
6 care, triage and transfer protocols, and trauma registries.
7 *f.* Promotion of public information and education activities
8 for injury prevention.
9 *g.* The development of strategies and the review of rules
10 adopted under this subchapter to promote optimal trauma care
11 delivery throughout the state.
12 *h.* Development, implementation, and conducting of trauma
13 care system evaluation, quality assessment, and quality
14 improvement.
15 ~~*d.*~~ 3. The department is responsible for the funding of the
16 administrative costs of this subchapter. Any funds received
17 by the department for this purpose shall be deposited in the
18 emergency medical services fund established in section 135.25.
19 ~~*e.*~~ 4. This section shall not be construed to limit the
20 number and distribution of level I, II, III, and IV categorized
21 and verified trauma care facilities in a community or region.
22 5. Proceedings, records, and reports developed pursuant
23 to this section constitute peer review records under section
24 147.135, and are not subject to discovery by subpoena or
25 admissible as evidence. All information and documents
26 received from a hospital or emergency care facility under this
27 subchapter shall be confidential pursuant to section 272C.6,
28 subsection 4.
29 Sec. 569. Section 147A.26, subsection 1, Code 2024, is
30 amended to read as follows:
31 1. The department shall maintain a statewide trauma
32 reporting system by which ~~the trauma system advisory council~~
33 ~~and~~ the department may monitor the effectiveness of the
34 statewide trauma care system.
35 Sec. 570. REPEAL. Section 147A.24, Code 2024, is repealed.

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DIVISION XVIII
ELIMINATION OF JUSTICE ADVISORY BOARD

Sec. 571. Section 216A.131, Code 2024, is amended to read as follows:

216A.131 Definitions.

For the purpose of this subchapter, unless the context otherwise requires~~:~~

~~1. *"Board"* means the justice advisory board.~~

~~2. *"Department"*~~, *"department"* means the department of health and human services.

Sec. 572. Section 216A.133, Code 2024, is amended to read as follows:

216A.133 ~~Purpose and~~ Department duties.

1. The ~~purpose of the board~~ department shall ~~be~~ do all of the following:

a. Develop short-term and long-term goals to improve the criminal and juvenile justice systems.

b. Identify and analyze justice system issues, including the impact of present criminal and juvenile justice policy, and make recommendations for policy change.

c. Develop and assist others in implementing recommendations and plans for justice system improvement.

d. Provide the general assembly with an analysis of current and proposed criminal code provisions.

e. Provide for a clearinghouse of justice system information to coordinate with data resource agencies and assist others in the use of justice system data.

~~2. The board shall advise the department on its administration of state and federal grants and appropriations and shall carry out other functions consistent with this subchapter.~~

~~3. The duties of the board shall consist of the following:~~

~~*a.* Identifying issues and analyzing the operation and impact of present criminal and juvenile justice policy and making recommendations for policy changes.~~

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1 ~~b.~~ *f.* ~~Coordinating~~ Coordinate with data resource agencies
2 to provide data and analytical information to federal, state,
3 and local governments, and ~~assisting~~ assist agencies in the use
4 of criminal and juvenile justice data.
5 ~~c.~~ *g.* ~~Reporting~~ Report criminal justice system needs to the
6 governor, the general assembly, and other decision makers to
7 improve the criminal justice system.
8 ~~d.~~ *h.* ~~Reporting~~ Report juvenile justice system needs to
9 the governor, the general assembly, and other decision makers
10 to address issues specifically affecting the juvenile justice
11 system, including evidence-based programs for group foster
12 care placements and the state training school, diversion, and
13 community-based services for juvenile offenders.
14 ~~e.~~ *i.* ~~Providing~~ Provide technical assistance upon request
15 to state and local agencies.
16 ~~f.~~ *j.* ~~Administering~~ Administer federal funds and funds
17 appropriated by the state or that are otherwise available
18 in compliance with applicable laws, regulations, and other
19 requirements for purposes of study, research, investigation,
20 planning, and implementation in the areas of criminal and
21 juvenile justice.
22 ~~g.~~ *k.* ~~Making~~ Make grants to cities, counties, and other
23 entities pursuant to applicable law.
24 ~~h.~~ *l.* ~~Maintaining~~ Maintain an Iowa correctional policy
25 project as provided in section 216A.137.
26 ~~i.~~ *m.* ~~Providing~~ Provide input and make recommendations
27 to the director including in the development of a budget
28 ~~recommendations~~ for the department.
29 ~~j. Developing and making recommendations to the director.~~
30 ~~k.~~ *n.* ~~Serving as a liaison between the department and~~
31 ~~the public, sharing~~ Share information and ~~gathering~~ gather
32 constituency input.
33 ~~l. Recommending to the department the adoption of rules~~
34 ~~pursuant to chapter 17A as it deems necessary for the board and~~
35 ~~department.~~

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1 ~~m.~~ o. ~~Recommending~~ Recommend legislative and executive
2 action to the governor and general assembly.
3 ~~n.~~ p. ~~Establishing~~ Establish advisory committees, work
4 groups, or other coalitions as appropriate.
5 ~~o.~~ q. ~~Providing~~ Provide the general assembly with
6 an analysis and recommendations of current criminal code
7 provisions and proposed legislation which include but are not
8 limited to all of the following:
9 (1) Potential disparity in sentencing.
10 (2) Truth in sentencing.
11 (3) Victims.
12 (4) The proportionality of specific sentences.
13 (5) Sentencing procedures.
14 (6) Costs associated with the implementation of criminal
15 code provisions, including costs to the judicial branch,
16 department of corrections, and judicial district departments
17 of correctional services, costs for representing indigent
18 defendants, and costs incurred by political subdivisions of the
19 state.
20 (7) Best practices related to the department of corrections
21 including recidivism rates, safety and the efficient use of
22 correctional staff, and compliance with correctional standards
23 set by the federal government and other jurisdictions.
24 (8) Best practices related to the ~~Iowa child death~~ state
25 mortality review ~~team~~ committee established in section 135.43
26 ~~and the Iowa domestic abuse death review team established in~~
27 ~~section 135.109~~.
28 ~~p.~~ r. ~~Studying~~ Study and ~~making~~ make recommendations for
29 treating and supervising adult and juvenile sex offenders in
30 institutions, community-based programs, and in the community,
31 in areas which include but are not limited to all of the
32 following:
33 (1) The effectiveness of electronically monitoring sex
34 offenders.
35 (2) The cost and effectiveness of special sentences

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1 pursuant to chapter 903B.
2 (3) Risk assessment models created for sex offenders.
3 (4) Determining the best treatment programs available for
4 sex offenders and the efforts of Iowa and other states to
5 implement treatment programs.
6 (5) The efforts of Iowa and other states to prevent sex
7 abuse-related crimes including child sex abuse.
8 (6) Any other related issues the board deems necessary,
9 including but not limited to computer and internet sex-related
10 crimes, sex offender case management, best practices for sex
11 offender supervision, the sex offender registry, and the
12 effectiveness of safety zones.
13 ~~q.~~ *s.* ~~Providing~~ Provide expertise and advice to the
14 legislative services agency, the department of corrections, the
15 judicial branch, and others charged with formulating fiscal,
16 correctional, or minority impact statements.
17 ~~r.~~ *t.* ~~Reviewing~~ Review data supplied by the department, the
18 department of management, the legislative services agency, the
19 Iowa supreme court, and other departments or agencies for the
20 purpose of determining the effectiveness and efficiency of the
21 collection of such data.
22 ~~4.~~ 2. The ~~board~~ department shall submit reports, in
23 accordance with section 216A.135, to the governor and general
24 assembly regarding actions taken, issues studied, and ~~board~~
25 council recommendations.
26 Sec. 573. Section 216A.135, subsection 1, Code 2024, is
27 amended to read as follows:
28 1. The ~~board~~ department shall submit a three-year criminal
29 and juvenile justice plan for the state, beginning December 1,
30 2020, and every three years thereafter, by December 1. The
31 three-year plan shall be updated annually. Each three-year
32 plan and annual updates of the three-year plan shall be
33 submitted to the governor and the general assembly by December
34 1.
35 Sec. 574. Section 216A.137, subsection 1, Code 2024, is

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1 amended to read as follows:
2 1. The department shall maintain an Iowa correctional
3 policy project for the purpose of conducting analyses of
4 major correctional issues affecting the criminal and juvenile
5 justice system. The ~~board~~ department shall identify and
6 prioritize the issues and studies to be addressed ~~by the~~
7 ~~department~~ through this project and shall report project
8 plans and findings annually along with the report required
9 in section 216A.135. Issues and studies to be considered ~~by~~
10 ~~the board~~ shall include but are not limited to a review of the
11 information systems available to assess corrections trends
12 and program effectiveness, the development of an evaluation
13 plan for assessing the impact of corrections expenditures,
14 and a study of the desirability and feasibility of changing
15 the state's sentencing practices, which includes a prison
16 population forecast.
17 Sec. 575. REPEAL. Section 216A.132, Code 2024, is repealed.
18 DIVISION XIX
19 ELIMINATION OF IOWA COLLABORATION FOR YOUTH DEVELOPMENT COUNCIL
20 Sec. 576. Section 216A.140, Code 2024, is amended to read
21 as follows:
22 **216A.140 ~~Iowa collaboration for youth development council —~~**
23 **~~state~~ State of Iowa youth advisory council.**
24 1. *Definitions.* For the purposes of this section, unless
25 the context otherwise requires:
26 *a. "Youth"* means children and young persons who are ages six
27 through twenty-one years.
28 *b. "Youth advisory council"* means the state of Iowa youth
29 advisory council created by this section.
30 ~~*c. "Youth development council"* means the Iowa collaboration~~
31 ~~for youth development council created by this section.~~
32 ~~2. *Collaboration council created.* An Iowa collaboration for~~
33 ~~youth development council is created as an alliance of state~~
34 ~~agencies that address the needs of youth in Iowa.~~
35 ~~3. *Purpose.* The purpose of the youth development council is~~

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1 ~~to improve the lives and futures of Iowa's youth by doing all~~
2 ~~of the following:~~
3 ~~*a.* Adopting and applying positive youth development~~
4 ~~principles and practices at the state and local levels.~~
5 ~~*b.* Increasing the quality, efficiency, and effectiveness of~~
6 ~~opportunities and services and other supports for youth.~~
7 ~~*c.* Improving and coordinating state youth policy and~~
8 ~~programs across state agencies.~~
9 ~~4. *Vision statement.* All youth development activities~~
10 ~~addressed by the youth development council shall be aligned~~
11 ~~around the following vision statement:~~
12 ~~"All Iowa youth will be safe, healthy, successful, and prepared~~
13 ~~for adulthood."~~
14 ~~5. *Membership.* The youth development council membership~~
15 ~~shall be determined by the council itself and shall include the~~
16 ~~directors or chief administrators, or their designees, from the~~
17 ~~following state agencies and programs:~~
18 ~~*a.* Child advocacy board.~~
19 ~~*b.* Department of education.~~
20 ~~*c.* Department of health and human services.~~
21 ~~*d.* Department of workforce development.~~
22 ~~*e.* Office of drug control policy.~~
23 ~~*f.* Iowa cooperative extension service in agriculture and~~
24 ~~home economics.~~
25 ~~6. *Procedure.* Except as otherwise provided by law, the~~
26 ~~youth development council shall determine its own rules of~~
27 ~~procedure and operating policies, including but not limited~~
28 ~~to terms of members. The youth development council may form~~
29 ~~committees or subgroups as necessary to achieve its purpose.~~
30 ~~7. *Duties.* The youth development council's duties shall~~
31 ~~include but are not limited to all of the following:~~
32 ~~*a.* Study, explore, and plan for the best approach to~~
33 ~~structure and formalize the functions and activities of the~~
34 ~~youth development council to meet its purpose, and make formal~~
35 ~~recommendations for improvement to the governor and general~~

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1 ~~assembly.~~
2 ~~*b.* Review indicator data and identify barriers to youth~~
3 ~~success and develop strategies to address the barriers.~~
4 ~~*c.* Coordinate across agencies the state policy priorities~~
5 ~~for youth.~~
6 ~~*d.* Strengthen partnerships with the nonprofit and private~~
7 ~~sectors to gather input, build consensus, and maximize use of~~
8 ~~existing resources and leverage new resources to improve the~~
9 ~~lives of youth and their families.~~
10 ~~*e.* Oversee the activities of the youth advisory council.~~
11 ~~*f.* Seek input from and engage the youth advisory council~~
12 ~~in the development of more effective policies, practices, and~~
13 ~~programs to improve the lives and futures of youth.~~
14 ~~*g.* Report annually by February 1 to the governor and general~~
15 ~~assembly.~~
16 ~~8.~~ 2. *State of Iowa youth advisory council.* A state of
17 Iowa youth advisory council is created to provide input to the
18 governor, general assembly, and state and local policymakers on
19 youth issues.
20 *a.* The purpose of the youth advisory council is to foster
21 communication among a group of engaged youth and the governor,
22 general assembly, and state and local policymakers regarding
23 programs, policies, and practices affecting youth and families;
24 ~~and~~ to advocate for youth on important issues affecting youth;
25 and to improve the lives and futures of Iowa's youth.
26 *b.* The youth advisory council shall consist of no more than
27 twenty-one youth ages fourteen through twenty years who reside
28 in Iowa. Membership shall be for two-year staggered terms.
29 The director or the director's designee shall select council
30 members using an application process. The director or the
31 director's designee shall strive to maintain a diverse council
32 membership and shall take into consideration race, ethnicity,
33 disabilities, gender, and geographic location of residence of
34 the applicants.
35 *c.* Except as otherwise provided by law, the youth advisory

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council shall determine its own rules of procedure and operating policies, subject to approval by the director or the director's designee.

d. The youth advisory council shall ~~meet at least quarterly.~~ do all of the following:

(1) Adopt and apply positive youth development principles and practices at the state and local levels.

(2) Increase the quality, efficiency, and effectiveness of opportunities and services and other supports for youth.

(3) Improve, coordinate, and prioritize state youth policy and programs across state agencies.

(4) Align all policies around the vision that all Iowa youth will be safe, healthy, successful, and prepared for adulthood.

(5) Review indicator data, identify barriers to youth success, and develop strategies to address the barriers.

(6) Strengthen partnerships with the nonprofit and private sectors to gather input, build consensus, and maximize the use of existing resources and leverage new resources to improve the lives of youth and their families.

(7) Report annually by February 1 to the governor and the general assembly.

~~9.~~ 3. *Lead agency.* The lead agency for support of the ~~Iowa collaboration for youth development council and the~~ state of Iowa youth advisory council is the department. The department shall coordinate activities and, with funding made available to it for such purposes, provide staff support for the ~~youth development council and the~~ youth advisory council.

DIVISION XX

ELIMINATION OF COMMISSIONS UNDER HUMAN RIGHTS BOARD

Sec. 577. Section 216A.1, subsection 1, paragraph a, Code 2024, is amended by striking the paragraph and inserting in lieu thereof the following:

a. Community advocacy and services on behalf of underrepresented populations in the state.

Sec. 578. Section 216A.3, Code 2024, is amended to read as

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1 follows:
2 **216A.3 Human rights board.**
3 1. A human rights board is created within the department.
4 2. The board shall consist of ~~sixteen~~ twelve members,
5 including ~~eleven~~ seven voting members and five nonvoting
6 members, ~~and~~ determined as follows:
7 *a.* The voting members shall consist of ~~nine~~ seven voting
8 members ~~selected by each of the permanent commissions within~~
9 ~~the department, and two voting members, appointed by the~~
10 ~~governor. For purposes of this paragraph "a", "permanent~~
11 ~~commissions" means the commission of Latino affairs,~~
12 ~~commission on the status of women, commission of persons~~
13 ~~with disabilities, commission on community action agencies,~~
14 ~~commission of deaf services, justice advisory board, commission~~
15 ~~on the status of African Americans, commission of Asian and~~
16 ~~Pacific Islander affairs, and commission of Native American~~
17 ~~affairs~~ who shall be appointed by the governor, subject to
18 confirmation by the senate pursuant to section 2.32, and shall
19 represent underrepresented populations in the state. All
20 voting members shall reside in the state. The term of office
21 for voting members is four years.
22 *b.* The nonvoting members shall consist of the department
23 director, two state representatives, one appointed by the
24 speaker of the house of representatives and one by the minority
25 leader of the house of representatives, and two state senators,
26 one appointed by the majority leader of the senate and one by
27 the minority leader of the senate.
28 3. A majority of the voting members of the board shall
29 constitute a quorum, and the affirmative vote of two-thirds of
30 the voting members present is necessary for any substantive
31 action taken by the board. The board shall select a
32 chairperson from the voting members of the board. ~~The board~~
33 ~~shall meet not less than four times a year.~~
34 4. The board shall ~~develop~~ do all of the following:
35 *a.* Develop and monitor implementation of a comprehensive

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1 strategic plan to remove barriers for underrepresented
2 populations or groups and, in doing so, to increase Iowa's
3 productivity and inclusivity, including performance measures
4 and benchmarks.
5 *b.* Study the opportunities for and changing needs of the
6 underrepresented populations or groups in the state.
7 *c.* Serve as a liaison between the department and the public,
8 sharing information and gathering constituency input.
9 *d.* Recommend to the department the adoption of rules
10 pursuant to chapter 17A as the board deems necessary.
11 *e.* Recommend legislative and executive action to the
12 governor and general assembly to advance the interests of
13 underrepresented populations or groups and to improve the
14 status of low-income persons in the state.
15 *f.* Establish advisory committees, work groups, or other
16 coalitions as appropriate.
17 *g.* Advance the interests of underrepresented populations
18 or groups in the areas of human rights, access to justice,
19 economic equality, and the elimination of discrimination.
20 Sec. 579. Section 216A.4, Code 2024, is amended to read as
21 follows:
22 **216A.4 Definitions.**
23 For purposes of this chapter, unless the context otherwise
24 requires:
25 1. *"Asian or Pacific Islander"* means an individual from any
26 of the countries of Asia or islands of the Pacific.
27 ~~1.~~ 2. *"Board"* means the human rights board.
28 ~~2.~~ 3. *"Department"* means the department of health and human
29 services.
30 ~~3.~~ 4. *"Director"* means the director of health and human
31 services.
32 5. *"Tribal government"* means the governing body of a
33 federally recognized Indian tribe.
34 ~~4.~~ 6. *"Underrepresented"* means the historical
35 marginalization of populations or groups in the United States

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1 and Iowa, including but not limited to African Americans, Asian
2 and Pacific Islanders, persons who are deaf or hard of hearing,
3 persons with disabilities, Latinos, Native Americans, women,
4 persons who have low socioeconomic status, at-risk youth, and
5 adults or juveniles with a criminal history.
6 COMMISSION AND OFFICE OF LATINO AFFAIRS ELIMINATION
7 Sec. 580. REPEAL. Sections 216A.11, 216A.12, 216A.13,
8 216A.14, and 216A.15, Code 2024, are repealed.
9 COMMISSION AND OFFICE ON THE STATUS OF WOMEN ELIMINATION
10 Sec. 581. Section 241.3, subsection 2, Code 2024, is amended
11 to read as follows:
12 2. The department shall consult and cooperate with the
13 department of workforce development, the United States
14 commissioner of social security administration, ~~the office~~
15 ~~on the status of women of the department,~~ the department of
16 education, and other persons in the executive branch of the
17 state government as the department considers appropriate to
18 facilitate the coordination of multipurpose service programs
19 established under this chapter with existing programs of a
20 similar nature.
21 Sec. 582. REPEAL. Sections 216A.51, 216A.52, 216A.53, and
22 216A.54, Code 2024, are repealed.
23 COMMISSION AND OFFICE ON PERSONS WITH DISABILITIES ELIMINATION
24 Sec. 583. REPEAL. Sections 216A.71, 216A.72, 216A.74, and
25 216A.75, Code 2024, are repealed.
26 COMBINING OF DEAF SERVICES COMMISSION AND DUAL PARTY RELAY
27 COUNCIL
28 Sec. 584. Section 216A.111, subsection 2, Code 2024, is
29 amended by striking the subsection.
30 Sec. 585. Section 216A.113, Code 2024, is amended to read
31 as follows:
32 **216A.113 Deaf services commission established.**
33 1. The commission of deaf services is established, and shall
34 consist of seven voting members appointed by the governor~~,~~
35 ~~subject to confirmation by the senate pursuant to section~~

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1 ~~2.32~~. Membership of the commission shall include at least four
2 members who are deaf ~~and at least one member who is~~ or hard of
3 hearing, and three members who are representatives of telephone
4 companies. The commission shall also include the director, or
5 the director's designee, as a nonvoting member. All members
6 shall reside in Iowa.
7 2. ~~Members~~ Voting members of the commission shall serve
8 four-year staggered terms which shall begin and end pursuant to
9 section 69.19. ~~Members~~ Voting members whose terms expire may
10 be reappointed. Vacancies on the commission may be filled for
11 the remainder of the term in the same manner as the original
12 appointment. ~~Members~~ Voting members shall receive actual
13 expenses incurred while serving in their official capacity,
14 subject to statutory limits. ~~Members~~ Voting members may also
15 be eligible to receive compensation as provided in section
16 7E.6.
17 3. ~~Members~~ The voting members of the commission shall
18 appoint a chairperson and vice chairperson and other officers
19 as the commission deems necessary. ~~The commission shall~~
20 ~~meet at least quarterly during each fiscal year.~~ A majority
21 of the voting members currently appointed to the commission
22 shall constitute a quorum. A quorum shall be required for the
23 conduct of business of the commission, and the affirmative vote
24 of a majority of the currently appointed voting members is
25 necessary for any substantive action taken by the commission.
26 A voting member shall not vote on any action if the voting
27 member has a conflict of interest on the matter, and a
28 statement by the voting member of a conflict of interest shall
29 be conclusive for this purpose.
30 Sec. 586. Section 216A.114, Code 2024, is amended to read
31 as follows:
32 **216A.114 Commission powers and duties.**
33 The commission shall have the following powers and duties:
34 1. Study the changing needs and opportunities for the deaf
35 and hard-of-hearing people in this state.

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2. Serve as a liaison between the ~~office~~ department and the public, sharing information and gathering constituency input.

3. Recommend to the board for adoption rules pursuant to chapter 17A as it deems necessary for the commission and office.

4. Recommend legislative and executive action to the governor and general assembly.

5. Establish advisory committees, work groups, or other coalitions as appropriate.

6. Advise the utilities board on the planning, establishment, administration, and promotion of a statewide program to provide dual party relay service and to secure, finance, and distribute telecommunications devices for the deaf and hard of hearing pursuant to chapter 477C.

Sec. 587. Section 477C.2, Code 2024, is amended to read as follows:

477C.2 Definitions.

As used in this chapter, unless the context otherwise requires:

1. *"Board"* means the utilities board created in section 474.1.

2. *"Commission"* means the commission on deaf services created in section 216A.113.

~~2.~~ 3. *"Communication disorder"* means the inability to use the telephone for communication without a telecommunications device for the deaf and hard of hearing.

~~3. *"Council"* means the dual party relay council established in section 477C.5.~~

4. *"Dual party relay service"* or *"relay service"* means a communication service which provides persons with communication disorders access to the telephone system functionally equivalent to the access available to persons without communication disorders.

5. *"Telecommunications device for the deaf and hard of hearing"* means any specialized or supplemental telephone

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1 equipment used by persons with communication disorders to
2 provide access to the telephone system.
3 Sec. 588. Section 477C.3, unnumbered paragraph 1, Code
4 2024, is amended to read as follows:
5 With the advice of the ~~council~~ commission, the board shall
6 plan, establish, administer, and promote a statewide program to
7 provide dual party relay service as follows:
8 Sec. 589. Section 477C.4, Code 2024, is amended to read as
9 follows:
10 **477C.4 Telecommunications devices for the deaf and hard of**
11 **hearing.**
12 With the advice of the ~~council~~ commission, the board may
13 plan, establish, administer, and promote a program to secure,
14 finance, and distribute telecommunications devices for the
15 deaf and hard of hearing. The board may establish eligibility
16 criteria for persons to receive telecommunications devices
17 for the deaf and hard of hearing, including but not limited
18 to requiring certification that the recipient cannot use the
19 telephone for communication without a telecommunications device
20 for the deaf and hard of hearing.
21 Sec. 590. Section 477C.5, subsection 2, paragraph c, Code
22 2024, is amended by striking the paragraph.
23 Sec. 591. Section 622B.4, Code 2024, is amended to read as
24 follows:
25 **622B.4 List.**
26 The ~~office of deaf services of the~~ department of health and
27 human services shall prepare and continually update a listing
28 of qualified and available sign language interpreters. The
29 courts and administrative agencies shall maintain a directory
30 of qualified interpreters for deaf and hard-of-hearing
31 persons as furnished by the department of health and human
32 services. The ~~office of deaf services of the~~ department
33 of health and human services shall maintain a list of sign
34 language interpreters which shall be made available to a court,
35 administrative agency, or interested parties to an action using

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1 the services of a sign language interpreter.
2 Sec. 592. REPEAL. Sections 216A.112 and 477C.5, Code 2024,
3 are repealed.
4 COMMISSION AND OFFICE ON STATUS OF AFRICAN AMERICANS
5 ELIMINATION
6 Sec. 593. REPEAL. Sections 216A.141, 216A.142, 216A.143,
7 and 216A.146, Code 2024, are repealed.
8 COMMISSION AND OFFICE ON ASIAN AND PACIFIC ISLANDERS
9 ELIMINATION
10 Sec. 594. REPEAL. Sections 216A.151, 216A.152, 216A.153,
11 and 216A.154, Code 2024, are repealed.
12 COMMISSION AND OFFICE OF NATIVE AMERICAN AFFAIRS ELIMINATION
13 Sec. 595. Section 216A.167, Code 2024, is amended to read
14 as follows:
15 **216A.167 Limitations on authority.**
16 1. The ~~commission~~ board and ~~office~~ department shall not have
17 the authority to do any of the following:
18 *a.* Implement or administer the duties of the state of Iowa
19 under the federal Indian Gaming Regulatory Act, shall not have
20 any authority to recommend, negotiate, administer, or enforce
21 any agreement or compact entered into between the state of Iowa
22 and Indian tribes located in the state pursuant to section
23 10A.104, and shall not have any authority relative to Indian
24 gaming issues.
25 *b.* Administer the duties of the state under the federal
26 National Historic Preservation Act, the federal Native American
27 Graves Protection and Repatriation Act, and chapter 263B. The
28 ~~commission~~ board shall also not interfere with the advisory
29 role of a separate Indian advisory council or committee
30 established by the state archeologist by rule for the purpose
31 of consultation on matters related to ancient human skeletal
32 remains and associated artifacts.
33 2. This subchapter shall not diminish or inhibit the right
34 of any tribal government to interact directly with the state
35 or any of its departments or agencies for any purpose which a

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tribal government desires to conduct its business or affairs as a sovereign governmental entity.

Sec. 596. REPEAL. Sections 216A.161, 216A.162, 216A.163, 216A.165, and 216A.166, Code 2024, are repealed.

COMMUNITY ACTION AGENCY COMMISSION ELIMINATION

Sec. 597. Section 216A.91, Code 2024, is amended to read as follows:

216A.91 Definitions.

For purposes of this subchapter, unless the context otherwise requires:

~~1. *"Commission"* means the commission on community action agencies.~~

~~2.~~ 1. *"Community action agency"* means a public agency or a private nonprofit agency which is authorized under its charter or bylaws to receive funds to administer community action programs and is designated by the governor to receive and administer the funds.

~~3.~~ 2. *"Community action program"* means a program conducted by a community action agency which includes projects to provide a range of services to improve the conditions of poverty in the area served by the community action agency.

Sec. 598. Section 216A.93, Code 2024, is amended to read as follows:

216A.93 Establishment of community action agencies.

The department shall recognize and assist in the designation of certain community action agencies to assist in the delivery of community action programs. These programs shall include but not be limited to outreach, community services block grant, low-income energy assistance, and weatherization programs. If a community action agency is in effect and currently serving an area, that community action agency shall become the designated community action agency for that area. If any geographic area of the state ceases to be served by a designated community action agency, the department may solicit applications and assist the governor in designating a community action agency

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1 for that area in accordance with current community services
2 block grant requirements. The department shall supervise the
3 collection of data regarding the scope of services provided by
4 the community action agencies.
5 Sec. 599. Section 541A.1, Code 2024, is amended to read as
6 follows:
7 **541A.1 Definitions.**
8 For the purposes of this chapter, unless the context
9 otherwise requires:
10 1. *"Account holder"* means an individual who is the owner of
11 an individual development account.
12 2. *"Charitable contributor"* means a nonprofit association
13 described in section 501(c)(3) of the Internal Revenue Code
14 which makes a deposit to an individual development account
15 and which is exempt from taxation under section 501(a) of the
16 Internal Revenue Code.
17 ~~3. *"Commission"* means the commission on community action~~
18 ~~agencies created in section 216A.92A.~~
19 ~~4.~~ 3. *"Department"* means the department of health and human
20 services.
21 ~~5.~~ 4. *"Director"* means the director of health and human
22 services.
23 ~~6.~~ 5. *"Federal poverty level"* means the first poverty
24 income guidelines published in the calendar year by the United
25 States department of health and human services.
26 ~~7.~~ 6. *"Financial institution"* means a financial institution
27 approved by the director as an investment mechanism for
28 individual development accounts.
29 ~~8.~~ 7. *"Household income"* means the annual household
30 income of an account holder or prospective account holder, as
31 determined in accordance with rules adopted by the director.
32 ~~9.~~ 8. *"Individual contributor"* means an individual who
33 makes a deposit to an individual development account and is not
34 the account holder or a charitable contributor.
35 ~~10.~~ 9. *"Individual development account"* means either of the

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following:

a. A financial instrument that is certified to have the characteristics described in section 541A.2 by the operating organization.

b. A financial instrument that is certified by the operating organization to have the characteristics described in and funded by a federal individual development account program under which federal and state funding contributed to match account holder deposits is deposited by an operating organization in accordance with federal law and regulations, and which includes but is not limited to any of the programs implemented under the following federal laws:

(1) The federal Personal Responsibility and Work Opportunity Act of 1996, 42 U.S.C. §604(h).

(2) The federal Assets for Independence Act, Pub. L. No. 105-285, Tit. IV.

~~11.~~ 10. *"Operating organization"* means an agency selected by the department for involvement in operating individual development accounts directed to a specific target population.

~~12.~~ 11. *"Source of principal"* means any of the sources of a deposit to an individual development account under section 541A.2, subsection 2.

Sec. 600. Section 541A.5, subsections 1 and 2, Code 2024, are amended to read as follows:

1. The ~~commission~~ department, in consultation with the department of administrative services, shall adopt administrative rules to administer this chapter.

2. *a.* The rules adopted by the ~~commission~~ department shall include but are not limited to provision for transfer of an individual development account to a different financial institution than originally approved by the department, if the different financial institution has an agreement with the account's operating organization.

b. The rules for determining household income may provide categorical eligibility for prospective account holders who are

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1 enrolled in programs with income eligibility restrictions that
2 are equal to or less than the maximum household income allowed
3 for payment of a state match under section 541A.3.
4 *c.* Subject to the availability of funding, the ~~commission~~
5 department may adopt rules implementing an individual
6 development account program for refugees. Rules shall identify
7 purposes authorized for withdrawals to meet the special needs
8 of refugee families.
9 Sec. 601. Section 541A.6, Code 2024, is amended to read as
10 follows:
11 **541A.6 Compliance with federal requirements.**
12 The ~~commission~~ department shall adopt rules for compliance
13 with federal individual development account requirements under
14 the federal Personal Responsibility and Work Opportunity
15 Reconciliation Act of 1996, §103, as codified in 42 U.S.C.
16 §604(h), under the federal Assets for Independence Act, Pub.
17 L. No. 105-285, Tit. IV, or with any other federal individual
18 development account program requirements for drawing federal
19 funding. Any rules adopted under this section shall not apply
20 the federal individual development account program requirements
21 to an operating organization which does not utilize federal
22 funding for the accounts with which it is connected or to an
23 account holder who does not receive temporary assistance for
24 needy families block grant or other federal funding.
25 Sec. 602. REPEAL. Sections 216A.92A and 216A.92B, Code
26 2024, are repealed.
27 ELIMINATION OF FAMILY DEVELOPMENT AND SELF-SUFFICIENCY COUNCIL
28 Sec. 603. Section 216A.107, Code 2024, is amended to read
29 as follows:
30 **216A.107 Family development and self-sufficiency — ~~council~~**
31 **~~and~~ grant program.**
32 ~~1. A family development and self-sufficiency council is~~
33 ~~established within the department. The council shall consist~~
34 ~~of the following persons:~~
35 ~~*a.* The director of the department or the director's~~

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1 ~~designee.~~
2 ~~*b.* The director of the school of social work at the~~
3 ~~university of Iowa or the director's designee.~~
4 ~~*c.* The dean of the college of human sciences at Iowa state~~
5 ~~university or the dean's designee.~~
6 ~~*d.* Two recipients or former recipients of the family~~
7 ~~investment program, selected by the other members of the~~
8 ~~council.~~
9 ~~*e.* One recipient or former recipient of the family~~
10 ~~investment program who is a member of a racial or ethnic~~
11 ~~minority, selected by the other members of the council.~~
12 ~~*f.* One member representing providers of services to victims~~
13 ~~of domestic violence, selected by the other members of the~~
14 ~~council.~~
15 ~~*g.* The head of the department of design, textiles,~~
16 ~~gerontology, and family studies at the university of northern~~
17 ~~Iowa or that person's designee.~~
18 ~~*h.* The director of the department of education or the~~
19 ~~director's designee.~~
20 ~~*i.* The director of the department of workforce development~~
21 ~~or the director's designee.~~
22 ~~*j.* Two persons representing the business community, selected~~
23 ~~by the other members of the council.~~
24 ~~*k.* Two members from each chamber of the general assembly~~
25 ~~serving as ex officio, nonvoting members. The two members~~
26 ~~of the senate shall be appointed one each by the majority~~
27 ~~leader and the minority leader of the senate. The two~~
28 ~~members of the house of representatives shall be appointed one~~
29 ~~each by the speaker and the minority leader of the house of~~
30 ~~representatives.~~
31 ~~2. Unless otherwise provided by law, terms of members,~~
32 ~~election of officers, and other procedural matters shall be~~
33 ~~as determined by the council. A quorum shall be required for~~
34 ~~the conduct of business of the council, and the affirmative~~
35 ~~vote of a majority of the currently appointed voting members~~

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1 ~~is necessary for any substantive action taken by the council.~~
2 ~~A member shall not vote on any action if the member has a~~
3 ~~conflict of interest on the matter, and a statement by the~~
4 ~~member of a conflict of interest shall be conclusive for this~~
5 ~~purpose.~~
6 ~~3.~~ 1. The ~~family development and self-sufficiency~~ council
7 on health and human services shall do all of the following:
8 *a.* Identify the factors and conditions that place Iowa
9 families at risk of dependency upon the family investment
10 program. The council shall seek to use relevant research
11 findings and national and Iowa-specific data on the family
12 investment program.
13 *b.* Identify the factors and conditions that place Iowa
14 families at risk of family instability. The council shall
15 seek to use relevant research findings and national and
16 Iowa-specific data on family stability issues.
17 *c.* Subject to the availability of funds for this
18 purpose, award grants to public or private organizations
19 for provision of family development services to families at
20 risk of dependency on the family investment program or of
21 family instability. Not more than five percent of any funds
22 appropriated by the general assembly for the purposes of this
23 lettered paragraph may be used for staffing and administration
24 of the grants. Grant proposals for the family development and
25 self-sufficiency grant program shall include the following
26 elements:
27 (1) Designation of families to be served that meet one or
28 more criteria for being at risk of dependency on the family
29 investment program or of family instability, and agreement
30 to serve clients that are referred by the department from
31 the family investment program which meet the criteria. The
32 criteria may include but are not limited to factors such as
33 educational level, work history, family structure, age of the
34 youngest child in the family, previous length of stay on the
35 family investment program, and participation in the family

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1 investment program or the foster care program while the head of
2 a household was a child. Grant proposals shall also establish
3 the number of families to be served under the grant.
4 (2) Designation of the services to be provided for
5 the families served, including assistance regarding
6 job-seeking skills, family budgeting, nutrition, self-esteem,
7 methamphetamine education, health and hygiene, child rearing,
8 child education preparation, and goal setting. Grant proposals
9 shall indicate the support groups and support systems to be
10 developed for the families served during the transition between
11 the need for assistance and self-sufficiency.
12 (3) Designation of the manner in which other needs of the
13 families will be provided for, including but not limited to
14 child care assistance, transportation, substance use disorder
15 treatment, support group counseling, food, clothing, and
16 housing.
17 (4) Designation of the process for training of the staff
18 which provides services, and the appropriateness of the
19 training for the purposes of meeting family development and
20 self-sufficiency goals of the families being served.
21 (5) Designation of the support available within the
22 community for the program and for meeting subsequent needs of
23 the clients, and the manner in which community resources will
24 be made available to the families being served.
25 (6) Designation of the manner in which the program will be
26 subject to audit and to evaluation.
27 (7) Designation of agreement provisions for tracking and
28 reporting performance measures developed pursuant to paragraph
29 *"d"*.
30 *d.* Develop appropriate performance measures for the grant
31 program to demonstrate how the program helps families achieve
32 self-sufficiency.
33 *e.* Seek to enlist research support from the Iowa research
34 community in meeting the duties outlined in paragraphs *"a"*
35 through *"d"*.

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1 *f.* Seek additional support for the funding of grants under
2 the program, including but not limited to funds available
3 through the federal government in serving families at risk of
4 long-term welfare dependency, and private foundation grants.
5 *g.* Make recommendations to the governor and the general
6 assembly on the effectiveness of programs in Iowa and
7 throughout the country that provide family development services
8 that lead to self-sufficiency for families at risk of welfare
9 dependency.
10 ~~4.~~ 2. *a.* The department shall administer the family
11 development and self-sufficiency grant program.
12 *b.* To the extent that the family development and
13 self-sufficiency grant program is funded by the federal
14 temporary assistance for needy families block grant and by the
15 state maintenance of efforts funds appropriated in connection
16 with the block grant, the department shall comply with all
17 federal requirements for the block grant. The department is
18 responsible for payment of any federal penalty imposed that is
19 attributable to the grant program and shall receive any federal
20 bonus payment attributable to the grant program.
21 *c.* The department shall ensure that expenditures of moneys
22 appropriated to the department from the general fund of the
23 state for the family development and self-sufficiency grant
24 program are eligible to be considered as state maintenance of
25 effort expenditures under federal temporary assistance for
26 needy families block grant requirements.
27 *d.* The department shall consider the recommendations of
28 the council on health and human services in adopting rules
29 pertaining to the grant program.
30 *e.* The department shall submit to the governor and general
31 assembly on or before November 30 following the end of each
32 state fiscal year, a report detailing performance measure
33 and outcome data evaluating the family development and
34 self-sufficiency grant program for the fiscal year that just
35 ended.

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1 DIVISION XXI
2 ELIMINATION OF TOBACCO USE PREVENTION AND CONTROL ADVISORY
3 COUNCIL AND COMMISSION ON TOBACCO USE PREVENTION AND CONTROL
4 Sec. 604. Section 142A.2, Code 2024, is amended to read as
5 follows:
6 **142A.2 Definitions.**
7 As used in this chapter, unless the context otherwise
8 requires:
9 ~~1. *"Commission"* means the commission on tobacco use~~
10 ~~prevention and control established in this chapter.~~
11 ~~2.~~ 1. *"Community partnership"* means a public agency or
12 nonprofit organization implementing the tobacco use prevention
13 and control initiative in a local area in accordance with this
14 chapter.
15 ~~3.~~ 2. *"Department"* means the department of health and human
16 services.
17 ~~4.~~ 3. *"Director"* means the director of health and human
18 services.
19 ~~5.~~ 4. *"Initiative"* means the comprehensive tobacco use
20 prevention and control initiative established in this chapter.
21 ~~6.~~ 5. *"Manufacturer"* means manufacturer as defined in
22 section 453A.1.
23 ~~7.~~ 6. *"Pregnant woman"* means a female of any age who is
24 pregnant.
25 ~~8.~~ 7. *"School-age youth"* means a person attending school in
26 kindergarten through grade twelve.
27 ~~9.~~ 8. *"Tobacco"* means both cigarettes and tobacco products
28 as defined in section 453A.1.
29 ~~10.~~ 9. *"Youth"* means a person who is five through
30 twenty-four years of age.
31 Sec. 605. Section 142A.5, Code 2024, is amended to read as
32 follows:
33 **142A.5 Department duties.**
34 The department shall do all of the following:
35 1. Coordinate and develop the budget request for all tobacco

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1 use prevention and control programs and activities under the
2 purview of the department.
3 ~~2. Receive and review budget recommendations from the~~
4 ~~commission. The director shall consider these recommendations~~
5 ~~in developing the budget request for the department.~~
6 ~~3. Implement the initiative, coordinate the activities of~~
7 ~~the commission and the initiative, and coordinate other tobacco~~
8 ~~use prevention and control activities.~~
9 ~~4. Monitor and evaluate the effectiveness of performance~~
10 ~~measures.~~
11 ~~5. Provide staff and administrative support to the~~
12 ~~commission.~~
13 2. Provide a forum for the discussion, development, and
14 recommendation of public policy alternatives in the field of
15 tobacco use prevention and control.
16 ~~6. Administer contracts entered into under this chapter.~~
17 ~~7.~~ 3. Coordinate and cooperate with other tobacco use
18 prevention and control programs within and outside of the
19 state.
20 ~~8. Provide necessary information to the commission to~~
21 ~~assist the commission in making its annual report to the joint~~
22 ~~appropriations subcommittee pursuant to section 142A.4, and in~~
23 ~~fulfilling other commission duties pursuant to section 142A.4.~~
24 4. Advise and make recommendations to the governor and
25 the general assembly relative to tobacco use, treatment,
26 intervention, prevention, control, and education programs in
27 the state.
28 5. Develop and implement the comprehensive tobacco use
29 prevention and control initiative as provided in this chapter.
30 *a.* Develop an educational component of the initiative.
31 Educational efforts provided through the school system shall be
32 developed in conjunction with the department of education.
33 *b.* Develop a plan for implementation of the initiative in
34 accordance with the purpose and intent specified in section
35 142A.1.

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1 *c.* Provide for technical assistance, training, and other
2 support under the initiative.
3 *d.* Take actions to develop and implement a statewide
4 system for the initiative programs that are delivered through
5 community partnerships.
6 *e.* Manage and coordinate the provision of funding and other
7 moneys available to the initiative by combining all or portions
8 of appropriations or other revenues as authorized by law.
9 *f.* Assist with the linkage of the initiative with child
10 welfare and juvenile justice decategorization projects,
11 education programming, early childhood Iowa areas, and other
12 programs and services directed to youth at the state and
13 community level.
14 *g.* Adopt rules pursuant to chapter 17A as necessary for
15 the designation, governance, and oversight of the initiative
16 and the implementation of this chapter. The department shall
17 provide for community partnership and youth program input in
18 the rules adoption process. The rules shall include but are
19 not limited to all of the following:
20 (1) Performance indicators for initiative programs,
21 community partnerships, and the services provided under the
22 auspices of community partnerships. The performance indicators
23 shall be developed with input from communities.
24 (2) Minimum standards to further the provision of equal
25 access to services.
26 *h.* Monitor and evaluate the effectiveness of performance
27 measures utilized under the initiative.
28 *i.* Prioritize funding needs and the allocation of moneys
29 appropriated and other resources available for the programs and
30 activities of the initiative.
31 *j.* Review fiscal needs of the initiative and make
32 recommendations to the director in the development of budget
33 requests.
34 *k.* Evaluate the work of the department relating to the
35 initiative utilizing relevant department records and documents,

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1 and other information reasonably obtainable.
2 6. *a.* Coordinate and respond to any requests from a
3 community partnership relating to any of the following:
4 (1) Removal of barriers to community partnership efforts.
5 (2) Pooling and redirecting of existing federal, state, or
6 other public or private funds available for purposes that are
7 consistent with the initiative.
8 (3) Seeking of federal waivers to assist community
9 partnership efforts.
10 *b.* In coordinating and responding to the requests, the
11 department shall work with state agencies, the governor, and
12 the general assembly as necessary to address requests deemed
13 appropriate by the department.
14 7. Submit a report to the governor and the general assembly
15 on an annual basis regarding the initiative, including
16 demonstrated progress based on performance indicators.
17 8. Annually appear before the joint appropriations
18 subcommittee that makes recommendations concerning the
19 department's budget on tobacco use prevention and control
20 to report on budget expenditures and department operations
21 relative to the prior fiscal year and the current fiscal year.
22 9. Solicit and accept any gift of money or property,
23 including any grant of money, services, or property from the
24 federal government, the state, a political subdivision, or
25 a private source that is consistent with the goals of the
26 initiative. The department shall adopt rules prohibiting the
27 acceptance of gifts from a manufacturer of tobacco products.
28 10. Develop the structure for the statewide youth summit to
29 be held annually.
30 11. Approve the content of any materials distributed by the
31 youth program pursuant to section 142A.9, prior to distribution
32 of the materials.
33 12. Administer contracts entered into under this chapter.
34 Sec. 606. Section 142A.6, subsection 5, Code 2024, is
35 amended to read as follows:

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5. Procurement of goods and services necessary to implement the initiative is subject to approval of the ~~commission~~ department. ~~Notwithstanding chapter 8A, subchapter III, or any other provision of law to the contrary, such procurement may be accomplished by the commission under its own competitive bidding process which shall provide for consideration of such factors as price, bidder competence, and expediency in procurement.~~

Sec. 607. Section 142A.8, subsections 2 and 3, Code 2024, are amended to read as follows:

2. A community partnership area shall encompass a county or multicounty area, school district or multischool district area, economic development enterprise zone that meets the requirements of an urban or rural enterprise community under Tit. XIII of the federal Omnibus Budget Reconciliation Act of 1993, or early childhood Iowa area, in accordance with criteria adopted by the ~~commission~~ department for appropriate population levels and size of geographic areas.

3. The ~~commission~~ department shall adopt rules pursuant to chapter 17A providing procedures for the initial designation of community partnership areas and for subsequent changes to the initially designated areas.

Sec. 608. Section 142A.10, Code 2024, is amended to read as follows:

142A.10 Funding of programs delivered through community partnerships.

1. The ~~commission~~ department shall develop and implement a statewide system for the initiative programs that are delivered through community partnerships.

2. The system shall provide for equitable allocation of funding for initiative programs among the state's community partnership areas, based upon school-age population and other criteria established by the ~~commission~~ department.

3. The specific programs, distribution provisions, and other provisions approved by the ~~commission~~ department for

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1 expenditure of the maximum allocation amount established for
2 a community partnership area shall be outlined in the written
3 contract with the community partnership.
4 4. Any allocation received by a community partnership
5 shall be matched with local funding, in-kind services, office
6 support, or other tangible support or offset of costs.
7 Sec. 609. REPEAL. Sections 142A.3 and 142A.4, Code 2024,
8 are repealed.
9 DIVISION XXII
10 HAWKI BOARD AND ADVISORY COMMITTEE FOR CHILDREN WITH SPECIAL
11 HEALTH CARE NEEDS ELIMINATION
12 Sec. 610. Section 249A.4B, subsection 2, paragraph b, Code
13 2024, is amended to read as follows:
14 *b.* The council shall include all of the following nonvoting
15 members:
16 (1) The director's designee responsible for public health
17 or their designee.
18 (2) The long-term care ombudsman, or the long-term care
19 ombudsman's designee.
20 (3) The dean of Des Moines university college of osteopathic
21 medicine, or the dean's designee.
22 (4) The dean of the university of Iowa college of medicine,
23 or the dean's designee.
24 ~~(5) A member of the Hawki board created in section 514I.5,~~
25 ~~selected by the members of the Hawki board.~~
26 ~~(6)~~ (5) The following members of the general assembly, each
27 for a term of two years as provided in section 69.16B:
28 (a) Two members of the house of representatives, one
29 appointed by the speaker of the house of representatives
30 and one appointed by the minority leader of the house of
31 representatives from their respective parties.
32 (b) Two members of the senate, one appointed by the
33 president of the senate after consultation with the majority
34 leader of the senate and one appointed by the minority leader
35 of the senate.

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1 Sec. 611. Section 514I.1, subsection 2, Code 2024, is
2 amended to read as follows:
3 2. It is the intent of the general assembly that the program
4 be implemented and administered in compliance with Tit. XXI
5 of the federal Social Security Act. If, as a condition of
6 receiving federal funds for the program, federal law requires
7 implementation and administration of the program in a manner
8 not provided in this chapter, during a period when the general
9 assembly is not in session, the department, with the approval
10 of the ~~Hawki board~~ medical assistance advisory council, shall
11 proceed to implement and administer those provisions, subject
12 to review by the next regular session of the general assembly.
13 Sec. 612. Section 514I.2, Code 2024, is amended to read as
14 follows:
15 **514I.2 Definitions.**
16 As used in this chapter, unless the context otherwise
17 requires:
18 1. *"Benchmark benefit package"* means any of the following:
19 *a.* The standard blue cross/blue shield preferred provider
20 option service benefit plan, described in and offered under 5
21 U.S.C. §8903(1).
22 *b.* A health benefits coverage plan that is offered and
23 generally available to state employees in this state.
24 *c.* The plan of a health maintenance organization as defined
25 in 42 U.S.C. §300e, with the largest insured commercial,
26 nonmedical assistance enrollment of covered lives in the state.
27 2. *"Cost sharing"* means the payment of a premium or
28 copayment as provided for by Tit. XXI of the federal Social
29 Security Act and section 514I.10.
30 3. *"Department"* means the department of health and human
31 services.
32 4. *"Director"* means the director of health and human
33 services.
34 5. *"Eligible child"* means an individual who meets the
35 criteria for participation in the program under section 514I.8.

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1 ~~6. *"Hawki board"* or *"board"* means the entity which adopts~~
2 ~~rules and establishes policy for, and directs the department~~
3 ~~regarding, the Hawki program.~~
4 ~~7.~~ 6. *"Hawki program"* or *"program"* means the healthy and
5 well kids in Iowa program created in this chapter to provide
6 health insurance coverage to eligible children.
7 ~~8.~~ 7. *"Health insurance coverage"* means health insurance
8 coverage as defined in 42 U.S.C. §300gg-91.
9 8. *"Medical assistance advisory council"* or *"advisory*
10 *council"* means the medical assistance advisory council created
11 in section 249A.4B.
12 9. *"Participating insurer"* means any of the following:
13 *a.* An entity licensed by the division of insurance
14 of the department of insurance and financial services to
15 provide health insurance in Iowa that has contracted with the
16 department to provide health insurance coverage to eligible
17 children under this chapter.
18 *b.* A managed care organization acting pursuant to a contract
19 with the department to administer the Hawki program.
20 10. *"Qualified child health plan"* or *"plan"* means health
21 insurance coverage provided by a participating insurer under
22 this chapter.
23 Sec. 613. Section 514I.4, Code 2024, is amended to read as
24 follows:
25 **514I.4 Director and department — duties — powers.**
26 1. The director, with the approval of the ~~Hawki board~~
27 medical assistance advisory council, shall implement this
28 chapter. The director shall do all of the following:
29 *a.* At least every six months, evaluate the scope of the
30 program currently being provided under this chapter, project
31 the probable cost of continuing the program, and compare
32 the probable cost with the remaining balance of the state
33 appropriation made for payment of assistance under this chapter
34 during the current appropriation period. The director shall
35 report the findings of the evaluation to the ~~board~~ advisory

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1 council and shall annually report findings to the governor and
2 the general assembly by January 1.
3 *b.* Establish premiums to be paid to participating insurers
4 for provision of health insurance coverage.
5 *c.* Contract with participating insurers to provide health
6 insurance coverage under this chapter.
7 *d.* Recommend to the ~~board~~ advisory council proposed rules
8 necessary to implement the program.
9 *e.* Recommend to the board individuals to serve as members of
10 the clinical advisory committee.
11 2. *a.* The director, with the approval of the ~~board~~ advisory
12 council, may contract with participating insurers to provide
13 dental-only services.
14 *b.* The director, with the approval of the ~~board~~ advisory
15 council, may contract with participating insurers to provide
16 the supplemental dental-only coverage to otherwise eligible
17 children who have private health care coverage as specified in
18 the federal Children's Health Insurance Program Reauthorization
19 Act of 2009, Pub. L. No. 111-3.
20 3. The department may enter into contracts with other
21 persons whereby the other person provides some or all of the
22 functions, pursuant to rules adopted by the ~~board~~ advisory
23 council, which are required of the director or the department
24 under this section. All contracts entered into pursuant to
25 this section shall be made available to the public.
26 4. The department shall do or shall provide for all of the
27 following:
28 *a.* Determine eligibility for program enrollment as
29 prescribed by federal law and regulation, using policies and
30 procedures adopted by rule of the department pursuant to
31 chapter 17A. The department shall not enroll a child who has
32 group health coverage unless expressly authorized by such
33 rules.
34 *b.* Enroll qualifying children in the program with
35 maintenance of a supporting eligibility file or database.

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1 *c.* Utilize the department's eligibility system to maintain
2 eligibility files with pertinent eligibility determination and
3 ongoing enrollment information including but not limited to
4 data regarding beneficiaries, enrollment dates, disenrollments,
5 and annual financial redeterminations.
6 *d.* Provide for administrative oversight and monitoring of
7 federal requirements.
8 *e.* Perform annual financial reviews of eligibility for each
9 beneficiary.
10 *f.* Collect and track monthly family premiums to assure that
11 payments are current.
12 *g.* Notify each participating insurer of new program
13 enrollees who are enrolled by the department in that
14 participating insurer's plan.
15 *h.* Verify the number of program enrollees with each
16 participating insurer for determination of the amount of
17 premiums to be paid to each participating insurer.
18 *i.* Maintain data for the purpose of quality assurance
19 reports as required by rule of the ~~board~~ advisory council.
20 *j.* (1) Establish the family cost sharing amounts for
21 children of families with incomes of one hundred fifty percent
22 or more but not exceeding two hundred percent of the federal
23 poverty level, of not less than ten dollars per individual
24 and twenty dollars per family, if not otherwise prohibited by
25 federal law, with the approval of the ~~board~~ advisory council.
26 (2) Establish for children of families with incomes
27 exceeding two hundred percent but not exceeding three hundred
28 percent of the federal poverty level, family cost sharing
29 amounts, and graduated premiums based on a rationally developed
30 sliding fee schedule, in accordance with federal law, with the
31 approval of the ~~board~~ advisory council.
32 *k.* Perform annual, random reviews of enrollee applications
33 to ensure compliance with program eligibility and enrollment
34 policies. Quality assurance reports shall be made to the
35 ~~board~~ advisory council based upon the data maintained by the

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department.

1. Perform other duties as determined by the ~~board~~ advisory council.

Sec. 614. Section 514I.5, Code 2024, is amended to read as follows:

514I.5 ~~Hawki board~~ Medical assistance advisory council — duties.

1. ~~A Hawki board for the Hawki program is established.~~ The ~~board shall meet not less than six and not more than twelve times annually, for the purposes of establishing~~ medical assistance advisory council shall establish policy for, ~~directing~~ direct the department on, and ~~adopting~~ adopt rules for the Hawki program. ~~The board shall consist of seven voting members and four ex officio, nonvoting members, including all of the following:~~

~~*a.* The commissioner of insurance, or the commissioner's designee.~~

~~*b.* The director of the department of education, or the director's designee.~~

~~*c.* The director of health and human services, or the director's designee.~~

~~*d.* Four public members appointed by the governor and subject to confirmation by the senate. The public members shall be members of the general public who have experience, knowledge, or expertise in the subject matter embraced within this chapter.~~

~~*e.* Two members of the senate and two members of the house of representatives, serving as ex officio, nonvoting members. The legislative members of the board shall be appointed one each by the majority leader of the senate, after consultation with the president of the senate, and by the minority leader of the senate, and by the speaker of the house of representatives, after consultation with the majority leader of the house of representatives, and by the minority leader of the house of representatives. Legislative members shall receive~~

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1 ~~compensation pursuant to section 2.12.~~
2 ~~2. Members appointed by the governor shall serve two-year~~
3 ~~staggered terms as designated by the governor, and legislative~~
4 ~~members of the board shall serve two-year terms. The filling~~
5 ~~of positions reserved for the public representatives,~~
6 ~~vacancies, membership terms, payment of compensation and~~
7 ~~expenses, and removal of the members are governed by chapter~~
8 ~~69. Members of the board are entitled to receive reimbursement~~
9 ~~of actual expenses incurred in the discharge of their duties.~~
10 ~~Public members of the board are also eligible to receive~~
11 ~~compensation as provided in section 7E.6. A majority of the~~
12 ~~voting members constitutes a quorum and the affirmative vote~~
13 ~~of a majority of the voting members is necessary for any~~
14 ~~substantive action to be taken by the board. The members~~
15 ~~shall select a chairperson on an annual basis from among the~~
16 ~~membership of the board.~~
17 ~~3.~~ 2. The ~~board~~ advisory council shall approve any contract
18 entered into pursuant to this chapter. All contracts entered
19 into pursuant to this chapter shall be made available to the
20 public.
21 ~~4. The department shall act as support staff to the board.~~
22 ~~5. The board may receive and accept grants, loans, or~~
23 ~~advances of funds from any person and may receive and accept~~
24 ~~from any source contributions of money, property, labor, or any~~
25 ~~other thing of value, to be held, used, and applied for the~~
26 ~~purposes of the program.~~
27 ~~6.~~ 3. The ~~Hawki board~~ medical assistance advisory council
28 shall do all of the following:
29 *a.* Define, in consultation with the department, the regions
30 of the state for which plans are offered in a manner as to
31 ensure access to services for all children participating in the
32 program.
33 *b.* Approve the benefit package design, review the benefit
34 package design on a periodic basis, and make necessary changes
35 in the benefit design to reflect the results of the periodic

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1 reviews.
2 *c.* Develop, with the assistance of the department, an
3 outreach plan, and provide for periodic assessment of the
4 effectiveness of the outreach plan. The plan shall provide
5 outreach to families of children likely to be eligible
6 for assistance under the program, to inform them of the
7 availability of and to assist the families in enrolling
8 children in the program. The outreach efforts may include, but
9 are not limited to, solicitation of cooperation from programs,
10 agencies, and other persons who are likely to have contact
11 with eligible children, including but not limited to those
12 associated with the educational system, and the development
13 of community plans for outreach and marketing. Other state
14 agencies shall assist the department in data collection related
15 to outreach efforts to potentially eligible children and their
16 families.
17 *d.* In consultation with the clinical advisory committee,
18 assess the initial health status of children participating in
19 the program, establish a baseline for comparison purposes, and
20 develop appropriate indicators to measure the subsequent health
21 status of children participating in the program.
22 *e.* Review, in consultation with the department, and take
23 necessary steps to improve interaction between the program and
24 other public and private programs which provide services to the
25 population of eligible children.
26 *f.* By January 1, annually, prepare, with the assistance
27 of the department, and submit a report to the governor, the
28 general assembly, and the council on health and human services,
29 concerning the ~~board's~~ advisory council's activities, findings,
30 and recommendations.
31 *g.* Solicit input from the public regarding the program and
32 related issues and services.
33 *h.* Establish and consult with a clinical advisory committee
34 to make recommendations to the board regarding the clinical
35 aspects of the Hawki program.

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1 *i.* Prescribe the elements to be included in a health
2 improvement program plan required to be developed by a
3 participating insurer. The elements shall include but are not
4 limited to health maintenance and prevention and health risk
5 assessment.
6 *j.* ~~Establish an advisory committee to make~~ Make
7 recommendations ~~to the board and~~ to the general assembly
8 by January 1 annually concerning the provision of health
9 insurance coverage to children with special health care needs.
10 ~~The committee shall include individuals with experience in,~~
11 ~~knowledge of, or expertise in this area.~~ The recommendations
12 shall address, but are not limited to, all of the following:
13 (1) The definition of the target population of children
14 with special health care needs for the purposes of determining
15 eligibility under the program.
16 (2) Eligibility options for and assessment of children with
17 special health care needs for eligibility.
18 (3) Benefit options for children with special health care
19 needs.
20 (4) Options for enrollment of children with special health
21 care needs in and disenrollment of children with special health
22 care needs from qualified child health plans utilizing a
23 capitated fee form of payment.
24 (5) The appropriateness and quality of care for children
25 with special health care needs.
26 (6) The coordination of health services provided for
27 children with special health care needs under the program with
28 services provided by other publicly funded programs.
29 *k.* Develop options and recommendations to allow children
30 eligible for the Hawki program to participate in qualified
31 employer-sponsored health plans through a premium assistance
32 program. The options and recommendations shall ensure
33 reasonable alignment between the benefits and costs of
34 the Hawki program and the employer-sponsored health plans
35 consistent with federal law. In addition, the ~~board~~ advisory

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1 council shall implement the premium assistance program options
2 described under the federal Children's Health Insurance Program
3 Reauthorization Act of 2009, Pub. L. No. 111-3, for the Hawki
4 program.
5 ~~7.~~ 4. The ~~Hawki board~~ medical assistance advisory council,
6 in consultation with the department, shall adopt rules
7 which address, but are not limited to addressing, all of the
8 following:
9 *a.* Implementation and administration of the program.
10 *b.* Qualifying standards for selecting participating insurers
11 for the program.
12 *c.* The benefits to be included in a qualified child health
13 plan which are those included in a benchmark or benchmark
14 equivalent plan and which comply with Tit. XXI of the federal
15 Social Security Act. Benefits covered shall include but are
16 not limited to all of the following:
17 (1) Inpatient hospital services including medical,
18 surgical, intensive care unit, mental health, and substance use
19 disorder services.
20 (2) Nursing care services including skilled nursing
21 facility services.
22 (3) Outpatient hospital services including emergency room,
23 surgery, lab, and x-ray services and other services.
24 (4) Physician services, including surgical and medical, and
25 including office visits, newborn care, well-baby and well-child
26 care, immunizations, urgent care, specialist care, allergy
27 testing and treatment, mental health visits, and substance use
28 disorder visits.
29 (5) Ambulance services.
30 (6) Physical therapy.
31 (7) Speech therapy.
32 (8) Durable medical equipment.
33 (9) Home health care.
34 (10) Hospice services.
35 (11) Prescription drugs.

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1 (12) Dental services including preventive services.
2 (13) Medically necessary hearing services.
3 (14) Vision services including corrective lenses.
4 (15) Translation and interpreter services as specified
5 pursuant to the federal Children's Health Insurance Program
6 Reauthorization Act of 2009, Pub. L. No. 111-3.
7 (16) Chiropractic services.
8 (17) Occupational therapy.
9 *d.* Presumptive eligibility criteria for the program.
10 ~~Beginning January 1, 2010, presumptive~~ Presumptive eligibility
11 shall be provided for eligible children.
12 *e.* The amount of any cost sharing under the program which
13 shall be assessed based on family income and which complies
14 with federal law.
15 *f.* The reasons for disenrollment including, but not limited
16 to, nonpayment of premiums, eligibility for medical assistance
17 or other insurance coverage, admission to a public institution,
18 relocation from the area, and change in income.
19 *g.* Conflict of interest provisions applicable to
20 participating insurers and between ~~public~~ members of the ~~board~~
21 advisory council and participating insurers.
22 *h.* Penalties for breach of contract or other violations of
23 requirements or provisions under the program.
24 *i.* A mechanism for participating insurers to report any
25 rebates received to the department.
26 *j.* The data to be maintained by the department including
27 data to be collected for the purposes of quality assurance
28 reports.
29 *k.* The use of provider guidelines in assessing the
30 well-being of children, which may include the use of the bright
31 futures for infants, children, and adolescents program as
32 developed by the federal maternal and child health bureau and
33 the American academy of pediatrics guidelines for well-child
34 care.
35 ~~8.~~ 5. *a.* The ~~Hawki board~~ medical assistance advisory

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council may provide approval to the director to contract with participating insurers to provide dental-only services. In determining whether to provide such approval to the director, the ~~board~~ advisory council shall take into consideration the impact on the overall program of single source contracting for dental services.

b. The ~~Hawki board~~ medical assistance advisory council may provide approval to the director to contract with participating insurers to provide the supplemental dental-only coverage to otherwise eligible children who have private health care coverage as specified in the federal Children's Health Insurance Program Reauthorization Act of 2009, Pub. L. No. 111-3.

~~9.~~ 6. The ~~Hawki board~~ medical assistance advisory council shall monitor the capacity of Medicaid managed care organizations acting pursuant to a contract with the department to administer the Hawki program to specifically and appropriately address the unique needs of children and children's health delivery.

Sec. 615. Section 514I.6, subsection 4, paragraph d, Code 2024, is amended to read as follows:

d. Other information as directed by the ~~board~~ advisory council.

Sec. 616. Section 514I.6, subsection 5, Code 2024, is amended to read as follows:

5. Submit a plan for a health improvement program to the department, for approval by the ~~board~~ advisory council.

Sec. 617. Section 514I.8, subsection 2, paragraph e, Code 2024, is amended to read as follows:

e. Is not currently covered under a group health plan as defined in 42 U.S.C. §300gg-91(a)(1) unless allowed by rule of the ~~board~~ advisory council.

Sec. 618. Section 514I.8, subsection 3, Code 2024, is amended to read as follows:

3. In accordance with the rules adopted by the ~~board~~

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1 advisory council, a child may be determined to be presumptively
2 eligible for the program pending a final eligibility
3 determination. Following final determination of eligibility,
4 a child shall be eligible for a twelve-month period. At the
5 end of the twelve-month period, a review of the circumstances
6 of the child's family shall be conducted to establish
7 eligibility and cost sharing for the subsequent twelve-month
8 period. Pending such review of the circumstances of the
9 child's family, the child shall continue to be eligible for
10 and remain enrolled in the same plan if the family complies
11 with requirements to provide information and verification of
12 income, otherwise cooperates in the annual review process,
13 and submits the completed review form and any information
14 necessary to establish continued eligibility in a timely manner
15 in accordance with administrative rules.
16 Sec. 619. Section 514I.9, subsection 1, Code 2024, is
17 amended to read as follows:
18 1. The ~~Hawki board~~ advisory council shall review the
19 benefits package annually and shall determine additions to
20 or deletions from the benefits package offered. The ~~Hawki~~
21 ~~board~~ advisory council shall submit the recommendations to the
22 general assembly for any amendment to the benefits package.
23 DIVISION XXIII
24 AUTISM COUNCIL ELIMINATION AND CREATION OF IOWA SPECIAL
25 EDUCATION COUNCIL
26 Sec. 620. NEW SECTION. **256.35B Iowa special education**
27 **council.**
28 1. An Iowa special education council is created to act in an
29 advisory capacity to the department in promoting, directing,
30 and supervising education for children requiring special
31 education in the schools under the supervision and control of
32 the department.
33 2. The council shall consist of seven voting members
34 appointed by the governor and confirmed by the senate. Each of
35 the following shall be represented among the voting members:

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1 *a.* One member who is a parent or guardian of a student who
2 has a disability in obtaining an education because of autism.
3 *b.* One member who is a parent or guardian of a student
4 who has a disability in obtaining an education because of a
5 behavioral disorder.
6 *c.* One member who is a parent or guardian of a student who
7 has a disability in obtaining an education because of physical
8 disability.
9 *d.* One member who is a parent or guardian of a student who
10 has a disability in obtaining an education because of mental
11 learning disability or head injury.
12 *e.* One member who is a parent or guardian of a student
13 who has a disability in obtaining an education because of a
14 communication learning disability.
15 *f.* One member who is a parent or guardian of a student who
16 has a disability in obtaining an education because of dyslexia.
17 *g.* One member who is a special education teacher.
18 3. Voting members shall serve three-year terms beginning
19 and ending as provided in section 69.19, and appointments shall
20 comply with section 69.16. Vacancies on the council shall
21 be filled in the same manner as the original appointment. A
22 person appointed to fill a vacancy shall serve only for the
23 unexpired portion of the term. Public members shall receive
24 reimbursement for actual expenses incurred while serving in
25 their official capacity and may also be eligible to receive
26 compensation as provided in section 7E.6.
27 4. The council shall elect a chairperson from its voting
28 members annually. A majority of the voting members of the
29 council shall constitute a quorum.
30 5. The department shall convene and provide administrative
31 support to the council.
32 Sec. 621. REPEAL. Section 256.35A, Code 2024, is repealed.
33 Sec. 622. EFFECTIVE DATE. This division of this Act takes
34 effect July 1, 2025.
35 DIVISION XXIV

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1 TRANSITION PROVISIONS
2 Sec. 623. TRANSITION PROVISIONS.
3 1. A rule adopted by a government body eliminated in this
4 Act that is in force and effect immediately prior to the
5 effective date of this division of this Act shall continue in
6 full force and effect until the earlier of the following:
7 a. The rule is amended, rescinded, or supplemented by
8 the affirmative action of the board of behavioral health
9 professionals, board of building and construction occupations,
10 architectural examining board, board of pharmacy, state
11 historical society board of trustees, board of education,
12 employment appeal board, economic development authority board,
13 human rights board, or the government body under which the
14 former government body was organized.
15 b. The rule expires by its own terms.
16 2. Any license or permit issued by a government body
17 eliminated in this Act in effect on the effective date of this
18 division of this Act shall continue in full force and effect
19 until expiration or renewal.
20 3. a. Any moneys in any account or fund of, and all client
21 and organizational files in the possession of, the boards
22 of behavioral science, psychology, or social work shall be
23 transferred to the control of the board of behavioral health
24 professionals.
25 b. Any moneys in any account or fund of, and all client and
26 organizational files in the possession of, the state building
27 code board of review, electrical examining board, or plumbing
28 and mechanical systems board shall be transferred to the
29 control of the board of building and construction occupations.
30 c. Any moneys in any account or fund of, and all client
31 and organizational files in the possession of, the landscape
32 architectural examining board shall be transferred to the
33 control of the architectural examining board.
34 d. Any moneys in any account or fund of, and all client and
35 organizational files in the possession of, the prescription

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1 monitoring program advisory council shall be transferred to the
2 control of the board of pharmacy.
3 e. Any moneys in any account or fund of, and all client and
4 organizational files in the possession of, the secondary road
5 fund distribution committee shall be transferred to the control
6 of the state transportation commission.
7 f. Any moneys in any account or fund of, and all client and
8 organizational files in the possession of, the state historical
9 records advisory board shall be transferred to the control of
10 the board of trustees of the state historical society.
11 g. Any moneys in any account or fund of, and all client and
12 organizational files in the possession of, the state board of
13 preserves or farmer advisory committee shall be transferred to
14 the control of the natural resource commission.
15 h. Any moneys in any account or fund of, and all client
16 and organizational files in the possession of, the community
17 college council or nonpublic school advisory committee shall be
18 transferred to the control of the board of education.
19 i. Any moneys in any account or fund of, and all client
20 and organizational files in the possession of, the public
21 employment relations board shall be transferred to the control
22 of the employment appeal board.
23 j. Any moneys in any account or fund of, and all client
24 and organizational files in the possession of, the enhance
25 Iowa board shall be transferred to the control of the economic
26 development authority board.
27 k. Any moneys in any account or fund of, and all client
28 and organizational files in the possession of, the commission
29 on aging, advisory council on brain injuries, children's
30 behavioral health system state board, congenital and inherited
31 disorders advisory committee, emergency medical services
32 advisory council, family development and self-sufficiency
33 council, justice advisory board, mental health and disabilities
34 services commission, tobacco use prevention and control
35 advisory council, commission on tobacco use prevention and

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1 control, trauma system advisory council, or Iowa collaboration
2 for youth development council shall be transferred to the
3 control of the council on health and human services.
4 l. Any moneys in any account or fund of, and all client
5 and organizational files in the possession of, the commissions
6 on the status of African Americans or the status of women,
7 the commissions of Asian and Pacific Islanders, persons with
8 disabilities, or Native Americans, or the Latino affairs
9 commission shall be transferred to the control of the human
10 rights board.
11 m. Any moneys in any account or fund of, and all client and
12 organizational files in the possession of, the healthy and well
13 kids in Iowa board or advisory committee shall be transferred
14 to the control of the medical assistance advisory council.
15 n. Any moneys in any account or fund of, and all client and
16 organizational files in the possession of, the dual party relay
17 council shall be transferred to the control of the commission
18 of deaf services.
19 o. Any moneys in any account or fund of, and all client and
20 organizational files in the possession of, any other board,
21 council, committee, or commission eliminated in this Act shall
22 be transferred to the control of the state agency or department
23 under which the board, council, committee, or commission was
24 organized.
25 4. a. Any cause of action, statute of limitation, or
26 administrative action relating to or initiated by the boards
27 of behavioral science, psychology, or social work shall not be
28 affected as a result of this Act and shall apply to the board of
29 behavioral health professionals.
30 b. Any cause of action, statute of limitation, or
31 administrative action relating to or initiated by the state
32 building code board of review, electrical examining board, or
33 plumbing and mechanical systems board shall not be affected as
34 a result of this Act and shall apply to the board of building
35 and construction occupations.

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1 c. Any cause of action, statute of limitation, or
2 administrative action relating to or initiated by the landscape
3 architectural examining board shall not be affected as a result
4 of this Act and shall apply to the architectural examining
5 board.
6 d. Any cause of action, statute of limitation, or
7 administrative action relating to or initiated by the
8 prescription monitoring program advisory council shall not be
9 affected as a result of this Act and shall apply to the board
10 of pharmacy.
11 e. Any cause of action, statute of limitation, or
12 administrative action relating to or initiated by the secondary
13 road fund distribution committee shall not be affected as a
14 result of this Act and shall apply to the state transportation
15 commission.
16 f. Any cause of action, statute of limitation, or
17 administrative action relating to or initiated by the state
18 historical records advisory board shall not be affected as a
19 result of this Act and shall apply to the board of trustees of
20 the state historical society.
21 g. Any cause of action, statute of limitation, or
22 administrative action relating to or initiated by the state
23 board of preserves or farmer advisory committee shall not be
24 affected as a result of this Act and shall apply to the natural
25 resource commission.
26 h. Any cause of action, statute of limitation, or
27 administrative action relating to or initiated by the community
28 college council or nonpublic school advisory committee shall
29 not be affected as a result of this Act and shall apply to the
30 board of education.
31 i. Any cause of action, statute of limitation, or
32 administrative action relating to or initiated by the public
33 employment relations board shall not be affected as a result of
34 this Act and shall apply to the employment appeal board.
35 j. Any cause of action, statute of limitation, or

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1 administrative action relating to or initiated by the enhance
2 Iowa board shall not be affected as a result of this Act and
3 shall apply to the economic development authority board.
4 k. Any cause of action, statute of limitation, or
5 administrative action relating to or initiated by the
6 commission on aging, advisory council on brain injuries,
7 children's behavioral health system state board, congenital
8 and inherited disorders advisory committee, emergency
9 medical services advisory council, family development and
10 self-sufficiency council, justice advisory board, mental health
11 and disabilities services commission, tobacco use prevention
12 and control advisory council, commission on tobacco use
13 prevention and control, trauma system advisory council, or
14 Iowa collaboration for youth development council shall not be
15 affected as a result of this Act and shall apply to the council
16 on health and human services.
17 l. Any cause of action, statute of limitation, or
18 administrative action relating to or initiated by the
19 commissions on the status of African Americans or the status of
20 women, the commissions of Asian and Pacific Islanders, persons
21 with disabilities, or Native Americans, or the Latino affairs
22 commission shall not be affected as a result of this Act and
23 shall apply to the human rights board.
24 m. Any cause of action, statute of limitation, or
25 administrative action relating to or initiated by the healthy
26 and well kids in Iowa board or advisory committee shall not be
27 affected as a result of this Act and shall apply to the medical
28 assistance advisory council.
29 n. Any cause of action, statute of limitation, or
30 administrative action relating to or initiated by the dual
31 party relay council shall not be affected as a result of this
32 Act and shall apply to the commission of deaf services.
33 o. Any cause of action, statute of limitation, or
34 administrative action relating to or initiated by any other
35 board, council, committee, or commission eliminated in this Act

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1 shall not be affected as a result of this Act and shall apply to
2 the state agency or department under which the board, council,
3 committee, or commission was organized.
4 5. Any personnel in the state merit system of employment
5 who are mandatorily transferred due to the effect of this Act
6 shall be so transferred without any loss in salary, benefits,
7 or accrued years of service.
8 6. a. Except as otherwise provided, nothing in this Act
9 shall affect the appointment or any term of office of a member
10 of any board, council, commission, committee, or other similar
11 entity of the state established by the Code prior to the
12 effective date of this division of this Act.
13 b. Notwithstanding any other provision to the contrary
14 in this Act, the terms of all members serving on any board,
15 council, commission, committee, or other similar entity merged,
16 consolidated, or eliminated by this Act, or any such entity
17 with fewer members or reduced term lengths for current members
18 resulting from the provisions of this Act, shall terminate on
19 the effective date of this division of this Act.
20 c. Except for those boards, councils, commissions,
21 committees, or other similar entities eliminated by this Act,
22 the governor or other appointing or designating authority shall
23 appoint or designate new members to the boards, councils,
24 commissions, committees, or other similar entities provided
25 for in this subsection on or before the effective date of this
26 division of this Act. The governor or other appointing or
27 designating authority shall determine the length of the initial
28 terms of office for each respective position, but in any event
29 shall stagger such terms, beginning and ending as otherwise
30 provided by law.
31 EXPLANATION
32 The inclusion of this explanation does not constitute agreement with
33 the explanation's substance by the members of the general assembly.
34 This bill relates to boards, commissions, committees,
35 councils, and other entities of state government. The bill is

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1 organized in divisions.
2 ESTABLISHMENT AND REVIEW OF BOARDS, COMMISSIONS, COMMITTEES,
3 AND COUNCILS. The bill repeals and reestablishes the state
4 government efficiency review committee. The bill requires the
5 committee to review approximately one-fourth of all boards,
6 commissions, committees, councils, panels, review teams, and
7 foundations each year to evaluate the necessity and efficacy
8 of the entity. The bill provides specific criteria that the
9 committee shall use in conducting the review. Upon completing
10 a review of an entity, the bill requires the committee to
11 submit a report of its findings and recommendations to the
12 general assembly in the form of a bill by December 21 of each
13 year. The bill does not reestablish other duties of the
14 committee under current law.
15 The bill requires that legislation establishing an entity
16 include a dissolution date for the entity not more than four
17 years after the establishment of the entity, except that
18 legislation establishing an exclusively advisory entity shall
19 include a dissolution date of not more than two years after
20 establishment.
21 The bill also requires that legislation to establish an
22 entity to regulate an unregulated profession be evaluated
23 by the legislative standing committee considering the
24 legislation and the general assembly to determine whether the
25 legislation meets certain conditions set forth in the bill.
26 The legislative standing committee considering the legislation
27 shall submit its findings and recommendations to the general
28 assembly. The bill requires a member of the general assembly
29 introducing legislation to create an entity to regulate an
30 unregulated profession to submit a report prepared by the
31 legislative services agency regarding the costs and benefits
32 of the legislation.
33 The bill requires the committee to establish a dissolution
34 date for each existing board not sooner than four years
35 after July 1, 2024. The committee shall submit the staggered

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1 schedule for the dissolution of boards to the governor and
2 general assembly by December 31, 2024.
3 The bill requires legislation to create a new such entity
4 to be approved by three-fifths of the members of the general
5 assembly in order to become law.
6 PROFESSIONAL BOARDS. The bill alters the authority of
7 the director of the department of inspections, appeals,
8 and licensing (DIAL) to appoint executive directors for the
9 board of medicine, the board of nursing, the dental board,
10 and the board of pharmacy, and authorizes DIAL to provide
11 staff support and inspections for those entities. DIAL is
12 authorized to administratively close certain complaints before
13 boards established under Code chapter 147 (health-related
14 professions).
15 The bill strikes the director of DIAL's authority to appoint
16 an executive secretary for the electrical examining board.
17 The bill makes the director of DIAL or the director's
18 designee the compact administrator of the interstate nurse
19 licensure compacts.
20 SALARIES — CERTAIN BOARDS AND COUNCILS. The bill
21 establishes salaries of $10,000 per year for members of the
22 board of education, the voting members of the council on health
23 and human services, and the at-large members of the state board
24 of regents.
25 LICENSURE STUDIES. The bill requires DIAL to review
26 all current licensure renewal cycles for professional and
27 occupational licenses issued in this state. DIAL must submit a
28 report, including recommendations for a uniform renewal cycle,
29 to the governor and general assembly by September 30, 2024.
30 The bill also requires DIAL to review fees imposed by
31 governmental entities for the issuance or renewal of a
32 professional or occupational license. DIAL must evaluate the
33 fees based on the fees imposed in surrounding states and the
34 operational costs of the licensing functions of the entity.
35 DIAL must submit a report, including proposed fees, to the

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1 governor and general assembly by September 30, 2024.
2 ADVISORY BODIES. The bill allows the head of a department
3 or independent agency to establish and utilize such ad hoc
4 advisory committees as deemed necessary. The department or
5 independent agency shall establish rules for the operation
6 of ad hoc advisory committees, and members of ad hoc
7 advisory committees shall serve without compensation but
8 may be reimbursed for actual expenses. The bill grants
9 specific authority regarding ad hoc advisory committees to
10 the environmental protection commission, natural resource
11 commission, board of corrections, state board of education,
12 state transportation commission, economic development authority
13 board, and board of dentistry.
14 ELECTRONIC MEETINGS. The bill requires governmental bodies
15 to provide for hybrid meetings, teleconference participation,
16 virtual meetings, remote participation, and other hybrid
17 meeting options, defined in the bill, for members of the
18 governmental body to participate in official meetings.
19 MEETINGS — GENERAL. The bill strikes requirements that
20 state boards, commissions, committees, and councils meet
21 annually, quarterly, or on a regular schedule. The bill
22 allows state boards, commissions, committees, and councils to
23 call meetings as necessary, including the revenue estimating
24 conference.
25 REORGANIZATION. The bill eliminates, modifies the
26 membership of, and changes the duties of state boards,
27 councils, committees, commissions, advisory groups, review
28 teams, foundations, and other entities.
29 The bill merges the boards of behavioral science,
30 psychology, and social work into the board of behavioral
31 health professionals. The bill includes specific membership
32 provisions for the board.
33 The bill merges the state building code board of review,
34 electrical examining board, and plumbing and mechanical systems
35 board into the board of building and construction occupations.

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1 The bill includes specific membership provisions for the board.
2 The bill merges the Iowa child death review team, child
3 fatality review committee, and Iowa domestic abuse death review
4 team into the state mortality review committee. The bill
5 includes specific membership provisions for the committee.
6 The bill transfers the authority of the landscape
7 architectural examining board to the architectural examining
8 board and eliminates the landscape architectural examining
9 board. The bill decreases the membership of the architectural
10 examining board from seven members to five members.
11 The bill reduces the membership of the board of medicine from
12 10 members to 7 members. The bill allows a person licensed as
13 an audiologist to dispense hearing aids without being licensed
14 as a hearing aid specialist.
15 The bill reduces the membership of the board of pharmacy
16 from seven members to five members. The bill converts the
17 prescription monitoring program advisory council to a standing
18 advisory committee of the board of pharmacy.
19 The bill eliminates the secondary road fund distribution
20 committee and transfers the authority of the committee to the
21 state transportation commission.
22 The bill reduces the membership of the state historical
23 society board of trustees from 12 members to 7 members. The
24 bill eliminates the state historical records advisory board and
25 transfers the authority of the board to the state historical
26 society board of trustees.
27 The bill changes the term of new members of the natural
28 resource commission from six years to four years. The bill
29 allows the commission and the environmental protection
30 commission to advise the department of natural resources
31 regarding the department´s budget but removes the authority of
32 the commissions to approve the budget. The bill eliminates
33 the state advisory board of preserves and the farmer advisory
34 committee.
35 The bill reduces the membership of the board of education

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1 from nine voting members to seven voting members and adds the
2 director of workforce development as a nonvoting member. The
3 bill eliminates the community college council and nonpublic
4 school advisory committee and transfers the authority of those
5 entities to the board of education.
6 The bill eliminates the public employment relations board
7 and transfers its functions to the employment appeal board.
8 The bill requires all members of the economic development
9 authority board to be appointed from the state at large. The
10 bill eliminates the enhance Iowa board and transfers the
11 functions and authorities of the enhance Iowa board to the
12 economic development authority board.
13 The bill reduces the membership of or changes membership
14 requirements for the accountancy examining board, civil
15 rights commission, engineering and land surveying examining
16 board, board of mortuary science, board of nursing, board
17 of dentistry, board of optometry, real estate appraiser
18 examining board, real estate commission, board of sign language
19 interpreters and transliterators, statewide interoperable
20 communications system board, fire service and emergency
21 response council, Iowa board of veterinary medicine, advisory
22 council for agricultural education, college student aid
23 commission, Iowa public broadcasting board, Iowa workforce
24 development board, higher education loan authority, city
25 finance committee, county finance committee, Iowa innovation
26 council, benefits advisory committee, commission of veterans
27 affairs, human rights board, and the Iowa commission on
28 volunteer service.
29 The bill transfers authority for scoring examinations for
30 licensure to practice engineering or land surveying to DIAL.
31 The bill transfers certain authorities of the board of
32 corrections to the department of corrections. The bill allows
33 the board of corrections to act in an advisory capacity for the
34 department of corrections.
35 The bill transfers rulemaking authority from the commission

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1 of libraries to the department of administrative services. The
2 commission may advise the department on the adoption of rules.
3 The bill transfers rulemaking authority from the Iowa
4 telecommunications and technology commission to the executive
5 director appointed by the commission.
6 The bill strikes the authorization for the alcoholic
7 beverages commission to act as a policymaking body and requires
8 the commission to provide advice and recommendations to the
9 director of revenue.
10 The bill reorganizes the Iowa civil rights commission into
11 the office of civil rights, the civil rights commission, and
12 the administrative agency of the office.
13 The bill transfers rulemaking authority from the crime
14 victim assistance board to the department of justice.
15 The bill transfers rulemaking and budget approval
16 authority from the state soil conservation and water quality
17 committee to the secretary of agriculture and department of
18 natural resources, with the committee providing advice and
19 recommendations.
20 The bill eliminates the chief technology officer. The bill
21 alters the responsibilities of the Iowa innovation council to
22 provide advice and recommendations on relevant activities of
23 the economic development authority. The bill allows members
24 of the technology commercialization committee to receive a per
25 diem and reimbursement for mileage to and from meetings.
26 The bill directs the code editor to change all references to
27 the "Iowa utilities board" to the "Iowa utilities commission"
28 and all references to the "Iowa lottery authority board of
29 directors" to the "Iowa lottery commission" in the Code and to
30 make conforming changes in any Code sections enacted or amended
31 in another bill.
32 The bill eliminates several boards, councils, committees,
33 commissions, and other entities, and transfers any duties
34 beyond providing advice or recommendations to the department or
35 other entity under which the eliminated entity was organized.

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1 Eliminated entities include the boiler and pressure vessel
2 board, state building code advisory council, dental hygiene
3 committee, elevator safety board, fire extinguishing system
4 contractors and alarm systems advisory board, midwifery
5 advisory council, board of pharmacy alternates, capitol
6 planning commission, prison industries advisory board,
7 commercial air service retention and expansion committee,
8 integrated roadside vegetation management technical advisory
9 committee, Mississippi parkway planning commission, tourist
10 signing committee, Iowa drug policy advisory council, propane
11 education and research council, 911 communications council,
12 consumer advisory panel, public policy research foundation,
13 street construction fund distribution advisory committee,
14 interstate cooperation commission, conservation education
15 program board, federal Clean Air Act compliance advisory panel,
16 advisory council for public outdoor recreation and resources,
17 commercial pesticide applicator peer review panel, farm deer
18 council, grain industry peer review panel, local food and farm
19 program council, organic advisory council, private pesticide
20 applicator peer review panel, watershed planning advisory
21 council, well contractors' council, community college faculty
22 advisory committee, commission on educator leadership and
23 compensation, postsecondary course audit committee, ongoing
24 quality faculty plan professional development committee,
25 telecommunications advisory committee, Leopold center for
26 sustainable agriculture advisory board, area education
27 agency advisory group, interstate midwest energy commission,
28 streamlined sales tax advisory council, Iowa cultural trust
29 board of trustees, Iowa great places board, Iowa council on
30 homelessness, advisory committee for perinatal guidelines,
31 child care advisory committee, leadership council for child
32 care training and development, child support services task
33 force on liens and motor vehicle registrations, commission on
34 community action agencies, dependent adult protective advisory
35 council, early childhood stakeholders alliance, interagency

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1 coordinating council, community mental health centers mental
2 health and disability services standards advisory committee,
3 and county care facilities mental health and disability
4 services standards advisory committee. The bill repeals the
5 Code section establishing membership provisions for the adult
6 offender supervision state council.
7 The bill eliminates the board of dietetics and transfers
8 authority to regulate dietitians to DIAL. The bill strikes
9 the licensure requirement for the practice of dietetics
10 and requires the department to register dietitians who are
11 credentialed by the academy of nutrition and dietetics.
12 The bill eliminates the board of hearing aid specialists and
13 the interior design examining board and transfers the authority
14 to regulate hearing aid specialists and interior designers
15 to DIAL. The bill requires interior designers to receive
16 certification from the national council for interior design
17 qualification in order to stamp and seal interior design plans.
18 The bill eliminates the horizontal and vertical
19 infrastructure bid threshold subcommittees and transfers the
20 authority to set bid threshold levels to the director of
21 transportation in consultation with industry and subject matter
22 experts.
23 The bill eliminates the public funds interest rates
24 committee and transfers the functions of the committee to the
25 treasurer of state in consultation with subject matter experts,
26 as needed.
27 The bill eliminates the board of examiners of shorthand
28 reporters and transfers authority for the regulation of
29 shorthand reporters to DIAL.
30 The bill eliminates the Iowa comprehensive petroleum
31 underground storage tank fund board effective December 31,
32 2028, and requires the department of natural resources, in
33 consultation with the board, to submit conforming legislation.
34 The bill directs the department of health and human
35 services (HHS), in consultation with DIAL, and with the

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1 assistance of other interested parties, to conduct a study
2 on the effectiveness of the current certificate of need
3 process. HHS shall submit a report, including its findings
4 and recommendations, to the governor and general assembly by
5 December 31, 2025.
6 PUBLIC OFFICERS AND EMPLOYEES. The bill provides that a
7 person appointed by the governor to a board shall be deemed to
8 have submitted a resignation from such office if sufficient
9 grounds exist that would subject the person to removal by the
10 executive council pursuant to Code section 66.26 (appointive
11 state officers).
12 COUNCIL ON HEALTH AND HUMAN SERVICES. This division relates
13 to the council on health and human services (council) of HHS.
14 The bill strikes the authority of the council to approve the
15 budget and rules of HHS and allows the council to provide
16 advice and recommendations to HHS on those matters. The bill
17 also allows the council to create ad hoc advisory committees
18 related to subject matters under the purview of HHS.
19 COMMISSION ON AGING ELIMINATION. This division eliminates
20 the commission on aging and transfers the commission's duties
21 to the council.
22 ELIMINATION OF ADVISORY COUNCIL ON BRAIN INJURIES. This
23 division eliminates the advisory council on brain injuries and
24 transfers its duties to the council.
25 MENTAL HEALTH AND DISABILITY SERVICES COMMISSION
26 ELIMINATION. This division eliminates the mental health and
27 disability services commission and transfers its duties to the
28 council.
29 ELIMINATION OF CHILDREN'S BEHAVIORAL HEALTH SYSTEM STATE
30 BOARD. This division eliminates the children's behavioral
31 health system state board and transfers its duties to the
32 council.
33 ELIMINATION OF CONGENITAL AND INHERITED DISORDERS ADVISORY
34 COMMITTEE. This division eliminates the congenital and
35 inherited disorders advisory committee and transfers its duties

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1 to the council.
2 ELIMINATION OF EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL.
3 This division eliminates the emergency medical services
4 advisory council and transfers its duties to the council.
5 ELIMINATION OF TRAUMA SYSTEM ADVISORY COUNCIL. This
6 division eliminates the trauma system advisory council and
7 transfers its duties to the council.
8 ELIMINATION OF JUSTICE ADVISORY BOARD. This division
9 eliminates the justice advisory board and transfers its duties
10 to the council.
11 ELIMINATION OF IOWA COLLABORATION FOR YOUTH DEVELOPMENT
12 COUNCIL. This division eliminates the Iowa collaboration for
13 youth development council and transfers its duties to the
14 council.
15 ELIMINATION OF COMMISSIONS UNDER HUMAN RIGHTS BOARD. This
16 division relates to the human rights board. The bill reduces
17 the voting membership of the human rights board from 11 to 7,
18 who shall represent a cross section of the citizens of this
19 state. The bill eliminates the commissions on the status
20 of African Americans, Asian and Pacific Islanders, persons
21 with disabilities, and the status of women, the commission of
22 Native American affairs, and the Latino affairs commission and
23 transfer the duties of the commissions to the human rights
24 board. The bill also eliminates the offices on the status of
25 women and African Americans and the offices of Latino affairs,
26 persons with disabilities, deaf services, Asian and Pacific
27 Islanders, and Native Americans. The bill combines the deaf
28 services commission and the dual party relay council.
29 ELIMINATION OF TOBACCO USE PREVENTION AND CONTROL ADVISORY
30 COUNCIL AND COMMISSION ON TOBACCO USE PREVENTION AND CONTROL.
31 This division eliminates the tobacco use prevention and control
32 advisory council and commission on tobacco use prevention and
33 control and transfers their duties to the council.
34 HAWKI BOARD AND ADVISORY COMMITTEE FOR CHILDREN WITH SPECIAL
35 HEALTH CARE NEEDS ELIMINATION. This division eliminates the

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1 Hawki board and advisory committee for children with special
2 health care needs and transfers their duties to the medical
3 assistance advisory council.
4 AUTISM COUNCIL ELIMINATION AND CREATION OF IOWA SPECIAL
5 EDUCATION COUNCIL. This division eliminates the autism council
6 and creates the Iowa special education council. The Iowa
7 special education council shall act as an advisory council to
8 assist the department of education in promoting, directing, and
9 supervising education for children requiring special education
10 in schools. The bill provides membership provisions for the
11 Iowa special education council and requires the department of
12 education to provide administrative support.
13 This division of the bill takes effect July 1, 2025.
14 TRANSITION PROVISIONS. The bill provides that a rule
15 adopted by a government body eliminated by the bill that
16 is in force and effect immediately prior to July 1, 2024,
17 shall continue in full force and effect until it expires by
18 its own terms or is repealed by the relevant board or other
19 government body. A license or permit issued by a government
20 body eliminated by the bill that is in effect on July 1,
21 2024, continues in full force and effect until expiration or
22 renewal. The bill transfers control of moneys and client and
23 organizational files in the possession of an entity eliminated
24 by the bill to the control of the government body assuming
25 control of the duties of the former government body. The
26 bill applies causes of action, statutes of limitation, and
27 administrative actions relating to or initiated by a government
28 body eliminated by the bill to the government body assuming
29 control of the duties of the former government body.
30 The bill provides that personnel in the state merit system of
31 employment who are mandatorily transferred due to the effect of
32 the bill shall be so transferred without any loss in salary,
33 benefits, or accrued years of service.
34 With respect to persons serving on government bodies merged,
35 consolidated, or eliminated by the bill, or any government body

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1 with fewer members or reduced term lengths for current members
2 resulting from the provisions of the bill, the bill immediately
3 terminates the terms of office of all such persons. For such
4 a government body that is not eliminated by the bill, the
5 bill requires the governor or other appointing or designating
6 authority to designate new members on or before July 1, 2024.
7 The governor or other appointing or designating authority shall
8 determine the length of the initial terms of office for each
9 position, but in any event shall stagger such terms, beginning
10 and ending as otherwise provided by law.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

Senate File 2386 - Introduced

SENATE FILE 2386
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO SSB 3073)

A BILL FOR

1 An Act relating to education, including modifying provisions
2 related to the duties and powers of area education
3 agencies, the department of education, the department of
4 administrative services, area education agency funding,
5 the calculation of the teacher salary supplement district
6 cost per pupil and the minimum teacher starting salary, and
7 including transition, effective date, and applicability
8 provisions.
9 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5189SV (3) 90
jda/jh

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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1 DIVISION I
2 DIVISION OF SPECIAL EDUCATION OF THE DEPARTMENT OF EDUCATION
3 Section 1. Section 256.9, subsection 54, Code 2024, is
4 amended by striking the subsection.
5 Sec. 2. Section 256B.3, Code 2024, is amended by adding the
6 following new subsections:
7 NEW SUBSECTION. 15A. Beginning July 1, 2025, oversee the
8 operation of each area education agency to ensure the area
9 education agency complies with all applicable federal and state
10 laws related to special education.
11 NEW SUBSECTION. 15B. Beginning July 1, 2025, provide
12 guidance and standards to area education agencies for federal
13 and state education initiatives which the area education
14 agencies must implement statewide.
15 Sec. 3. DEPARTMENT OF EDUCATION AND AREA EDUCATION AGENCIES
16 — STAFFING AND TRANSITION PLAN.
17 1. The department of education shall coordinate with
18 each area education agency, and with the division of special
19 education of the department, to develop a plan to transfer
20 employees of the area education agency whose primary job duties
21 involve providing oversight and compliance services to the area
22 education agency to ensure the area education agency complies
23 with all applicable federal and state laws related to special
24 education from employment under the area education agency to
25 employment under the division of special education of the
26 department, as needed. The plan shall include a description of
27 how the area education agency will accommodate any space needed
28 in the area education agency's facilities for employees of the
29 division of special education.
30 2. The department of education will compile all of the plans
31 created pursuant to subsection 1 and submit the compilation to
32 the general assembly on or before January 1, 2025.
33 DIVISION II
34 AREA EDUCATION AGENCIES — GENERAL PROVISIONS
35 Sec. 4. Section 273.1, Code 2024, is amended to read as

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1 follows:
2 **273.1 Intent.**
3 It is the intent of the general assembly to provide an
4 effective, efficient, and economical means of identifying and
5 serving children from under five years of age through grade
6 twelve who require special education and any other children
7 requiring special education as defined in section 256B.2; to
8 provide for media services and other programs and services
9 for pupils in grades kindergarten through twelve and children
10 requiring special education as defined in section 256B.2; to
11 provide a method of financing the programs and services; ~~and~~
12 ~~to avoid a duplication of programs and services provided by~~
13 ~~any other school corporation in the state; and~~ to provide
14 services to school districts under a contract with those school
15 districts; to improve student achievement; and to close student
16 achievement gaps.
17 Sec. 5. Section 273.2, subsections 1, 3, and 4, Code 2024,
18 are amended to read as follows:
19 1. There are established throughout the state fifteen
20 area education agencies, each of which is governed by an area
21 education agency board of directors and, beginning July 1,
22 2025, by the division of special education of the department of
23 education to the extent described in section 256B.3, subsection
24 15A. The boundaries of an area education agency shall not
25 divide a school district. The director of the department of
26 education shall change boundaries of area education agencies
27 to take into account mergers of local school districts and
28 changes in boundaries of local school districts, when necessary
29 to maintain the policy of this chapter that a local school
30 district shall not be a part of more than one area education
31 agency.
32 3. *a.* The area education agency board shall furnish
33 educational services and programs as provided in section 273.1,
34 this section, sections 273.3 through 273.8, and chapter 256B
35 to the pupils enrolled in public or nonpublic schools located

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1 within its boundaries which are on the list of accredited
2 schools pursuant to section 256.11. The programs and services
3 provided shall be at least commensurate with programs and
4 services existing on July 1, 1974. The programs and services
5 provided to pupils enrolled in nonpublic schools shall be
6 comparable to programs and services provided to pupils enrolled
7 in public schools within constitutional guidelines.
8 *b.* The area education agencies may furnish evidence-based
9 professional development services to public or nonpublic
10 schools located within its boundaries which are on the list of
11 accredited schools pursuant to section 256.11, subject to the
12 approval of the director of the department of education.
13 4. The area education agency board shall ~~provide~~ do all of
14 the following:
15 *a.* Provide for special education services ~~and media services~~
16 for the local school districts in the area ~~and shall encourage~~
17 that request to receive such services by February 1 of the
18 preceding school year, including by providing for a method of
19 payment for such services and entering into agreements with the
20 area education agency. An area education agency may provide
21 special education services for local school districts in the
22 area that request to receive such services after February 1 of
23 the preceding school year.
24 *b.* Encourage and assist school districts in the area to
25 establish programs for gifted and talented children. ~~The board~~
26 ~~shall assist~~
27 *c.* Assist in facilitating interlibrary loans of materials
28 between school districts and other libraries.
29 *d.* Provide for media services for local school districts in
30 the area.
31 Sec. 6. Section 273.2, Code 2024, is amended by adding the
32 following new subsections:
33 NEW SUBSECTION. 12. The area education agency board shall
34 charge reasonable costs that are consistent with current
35 market rates for the educational services, special education

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1 services, professional development services, and media services
2 established by the area education agency board.
3 NEW SUBSECTION. 13. The area education agency board
4 shall provide an annual report by October 1 of each year to
5 the general assembly and the department of education that
6 includes a description of the progress the area education
7 agency has made to improve the outcomes achieved by students
8 receiving special education services and a description of how
9 the area education agency is focusing the moneys it receives on
10 providing services in the classroom.
11 Sec. 7. Section 273.3, subsection 11, Code 2024, is amended
12 to read as follows:
13 11. Employ personnel to carry out the functions of the
14 area education agency which shall include the employment of
15 an administrator who shall possess a license issued under
16 chapter 256, subchapter VII, part 3. The administrator shall
17 be employed pursuant to section 279.20 and sections 279.23,
18 279.24, and 279.25. The salary for an area education agency
19 administrator shall be established by the board based upon
20 the previous experience and education of the administrator;
21 provided, however, that the salary for an area education agency
22 administrator shall not exceed one hundred twenty-five percent
23 of the average salary of all superintendents of the school
24 districts that are located within the boundaries of the area
25 education agency. Section 279.13 applies to the area education
26 agency board and to all teachers employed by the area education
27 agency. Sections 279.23, 279.24, and 279.25 apply to the area
28 education board and to all administrators employed by the area
29 education agency. Section 279.69 applies to the area education
30 agency board and employees of the board, including part-time,
31 substitute, or contract employees, who provide services to a
32 school or school district.
33 Sec. 8. Section 273.3, Code 2024, is amended by adding the
34 following new subsection:
35 NEW SUBSECTION. 26. Annually, on or before January 1 of

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each year, prepare and submit to each school district within the boundaries of the area education agency a report that includes all of the following:

a. A monetary accounting of payments the area education agency received from the school district, including payments under section 257.35, during the previous fiscal year.

b. A description of the services the area education agency provided to the school district during the previous fiscal year, including a calculation of the cost per pupil for each category of service the area education agency provided to the school district.

Sec. 9. Section 273.4, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Under direction of the board of directors of the area education agency, and, beginning July 1, 2025, the division of special education of the department of education, to the extent described in section 256B.3, subsection 15A, the administrator of the area education agency shall, in addition to other duties:

Sec. 10. Section 273.10, Code 2024, is amended to read as follows:

273.10 Accreditation of area education programs.

1. The division of special education of the department of education shall develop, in consultation with the area education agencies, and establish an accreditation process for area education agencies ~~by July 1, 1997~~. At a minimum, the accreditation process shall consist of the following:

a. The timely submission by an area education agency of information required by the division of special education of the department on forms provided by the ~~department~~ division of special education.

b. The use of an accreditation team appointed by the ~~director~~ division of special education of the department of education to conduct an evaluation, including an on-site visit of each area education agency. The team shall include, but

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is not limited to, department staff members, representatives from the school districts served by the area education agency being evaluated, area education agency staff members from area education agencies other than the area education agency that conducts the programs being evaluated for accreditation, and other team members with expertise as deemed appropriate by the ~~director~~ division of special education.

2. Prior to a visit to an area education agency, the accreditation team shall have access to that area education agency's program audit report filed with the ~~department~~ division of special education of the department of education. After a visit to an area education agency, the accreditation team shall determine whether the accreditation standards for a program, including but not limited to standards established pursuant to ~~section 256.9, subsection 54~~ section 256B.3, subsection 15B, have been met and shall make a report to the ~~director and the state board~~ division of special education, together with a recommendation as to whether the programs of the area education agency should receive initial accreditation or remain accredited. The accreditation team shall report strengths and weaknesses, if any, for each accreditation standard and shall advise the area education agency of available resources and technical assistance to further enhance the strengths and improve areas of weakness. An area education agency may respond to the accreditation team's report.

3. The ~~state board of education~~ division of special education of the department of education shall determine whether a program of an area education agency shall receive initial accreditation or shall remain accredited.

a. Approval of area education agency programs by the ~~state board~~ division of special education shall be based upon ~~the recommendation of the director of the department of education after~~ a study of the factual and evaluative evidence on record about each area education agency program in terms of the accreditation standards adopted by the state board.

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b. Approval, if granted, shall be for a term of five years. However, the ~~state board~~ division of special education may grant conditional approval for a term of less than five years if conditions warrant.

4. If the ~~state board of education~~ division of special education of the department of education determines that an area education agency's program does not meet accreditation standards, the ~~director of the department of education~~ division of special education, in cooperation with the board of directors of the area education agency, shall establish a remediation plan prescribing the procedures that must be taken to correct deficiencies in meeting the program standards, and shall establish a deadline date for correction of the deficiencies. ~~The remediation plan is subject to the approval of the state board.~~

5. The division of special education of the department of education may suspend the accreditation of the area education agency program ~~shall remain accredited~~ during the implementation of the remediation plan. The accreditation team shall visit the area education agency and shall determine whether the deficiencies in the standards for the program have been corrected and shall make a report and recommendation to the ~~director and the state board of education~~ division of special education. The ~~state board~~ division of special education shall review the report and recommendation and shall determine whether the deficiencies in the program have been corrected. If the division of special education determines that the deficiencies in the program have been corrected, the division of special education shall reinstate the accreditation of the area education agency program if such accreditation was suspended pursuant to this subsection.

6. *a.* If the deficiencies in an area education program have not been corrected, the ~~agency board~~ division of special education of the department of education shall take one of the following actions within sixty days from removal of

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1 accreditation:
2 (1) Merge the deficient program with a program from another
3 accredited area education agency.
4 (2) Contract with another area education agency or other
5 public educational institution for purposes of program
6 delivery.
7 *b.* The rules developed by the state board of education for
8 the accreditation process shall include provisions for removal
9 of accreditation, including provisions for proper notice to the
10 administrator of the area education agency, each member of the
11 board of directors of the area education agency, the department
12 of education, and the superintendents and administrators of the
13 schools of the districts served by the area education agency.
14 Sec. 11. Section 273.11, Code 2024, is amended to read as
15 follows:
16 **273.11 Standards for accrediting area education programs.**
17 1. The state board of education, in consultation with the
18 division of special education of the department of education,
19 shall develop standards and rules for the accreditation of area
20 education agencies. Standards shall be general in nature,
21 but at a minimum shall identify requirements addressing the
22 services provided by each division, as well as identifying
23 indicators of quality that will permit area education agencies,
24 school districts, the division of special education of the
25 department of education, and the general public to judge
26 accurately the effectiveness of area education agency services.
27 2. Standards developed shall include, but are not limited
28 to, the following:
29 *a.* Support for school-community planning, including a means
30 of assessing needs, developing collaborative relationships
31 among community agencies, establishing shared direction, and
32 implementing program plans and reporting progress toward goals
33 for students with disabilities.
34 *b.* ~~Professional~~ Evidence-based professional development
35 programs that respond to current needs.

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1 *c.* Support for curriculum development, instruction, and
2 assessment ~~for~~ services that address the areas of reading,
3 language arts, math, and science, using research-based
4 methodologies, for students with disabilities.
5 *d.* Special education ~~compliance and~~ support.
6 *e.* Management services, including financial reporting and
7 purchasing as requested and funded by local districts.
8 *f.* Support for instructional media services that supplement
9 and support local district media centers and services.
10 *g.* Support for school technology planning and staff
11 development for implementing instructional technologies.
12 *h.* A program and services evaluation and reporting system
13 related to special education.
14 *i.* Support for school district libraries in accordance with
15 section 273.2, subsection 4.
16 *j.* Support for early childhood service coordination for
17 families and children, age birth through three years, to
18 meet health, safety, and learning needs, including service
19 coordination.
20 *k.* Timely submission of required reports and documents to
21 the state board of education, the department of education,
22 and the division of special education of the department of
23 education.
24 *l.* Support for schools and school districts in analyzing
25 student achievement data related to the learning environment,
26 comparing data to the external knowledge base, and using that
27 information to guide schools and school districts in setting
28 goals and implementing actions to improve student learning for
29 students with disabilities.
30 *m.* Support for addressing the diverse learning needs of
31 all children and youths with disabilities who are eligible for
32 special education, including through services that include
33 direct services to students with disabilities.
34 *n.* Support for schools and school districts to ensure
35 compliance with rules adopted by the state board of education

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1 related to special education.
2 *o.* Support necessary to implement effective instruction
3 for all students with disabilities through school technology
4 services.
5 *p.* Support for students using educational programs and
6 services in a manner that is consistent with the educational
7 standards established pursuant to section 256.11.
8 *q.* Support for staff development and adult learners
9 utilizing evidence-based professional development in a manner
10 that meets the professional needs of staff and adult learners
11 consistent with standards adopted by the state board of
12 education.
13 *r.* Compliance with all relevant federal and state laws
14 in the provision of services and supports to students with
15 disabilities.
16 Sec. 12. TRANSITION PROVISIONS. An area education agency
17 that was accredited pursuant to section 273.10 on or before
18 the effective date of the section of this division of this Act
19 amending section 273.10 shall remain accredited unless and
20 until the division of special education of the department of
21 education takes action to remove accreditation from the area
22 education agency pursuant to section 273.10, as amended in this
23 division of this Act.
24 Sec. 13. EFFECTIVE DATE. The following take effect July 1,
25 2025:
26 1. The section of this division of this Act amending section
27 273.2, subsection 4.
28 2. The section of this division of this Act amending section
29 273.10.
30 3. The section of this division of this Act amending section
31 273.11.
32 Sec. 14. APPLICABILITY. The following applies to
33 employment agreements entered into or renewed between an area
34 education agency and an area education agency administrator on
35 or after July 1, 2024:

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The section of this division of this Act amending section 273.3, subsection 11.

DIVISION III

AREA EDUCATION AGENCIES — FUNDING

Sec. 15. Section 257.1, subsection 3, Code 2024, is amended to read as follows:

3. *Computations rounded.* In making computations and payments under this chapter, except in the case of computations relating to funding of special education support services, media services, and educational services ~~provided through the area education agencies~~ under section 257.37, and the teacher salary supplement, the professional development supplement, the early intervention supplement, and the teacher leadership supplement, the department of management shall round amounts to the nearest whole dollar.

Sec. 16. Section 257.10, subsection 7, Code 2024, is amended to read as follows:

7. *Special education support services district cost.* Special education support services district cost for a school district for a budget year is equal to the special education support services district cost per pupil for the budget year multiplied by the special education support services weighted enrollment for the district for the budget year. If the special education support services district cost for a school district for a budget year is less than the special education support services district cost for that district for the base year, the department of management shall adjust the special education support services district cost for that district for the budget year to equal the special education support services district cost for the base year. Funds calculated under this subsection and received by a school district or an area education agency, as applicable, shall be used for special education support services.

Sec. 17. Section 257.10, subsection 8, paragraph a, Code 2024, is amended to read as follows:

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a. Combined district cost is the sum of the regular program district cost per pupil multiplied by the weighted enrollment, the special education support services district cost, the total teacher salary supplement district cost, the total professional development supplement district cost, the total early intervention supplement district cost, and the total teacher leadership supplement district cost, plus the sum of the additional district cost allocated to the district to fund media services and educational services ~~provided through the area education agency~~ under section 257.37, the area education agency total teacher salary supplement district cost and the area education agency total professional development supplement district cost.

Sec. 18. Section 257.35, subsection 1, Code 2024, is amended to read as follows:

1. *a.* (1) ~~The~~ For fiscal years beginning before July 1, 2024, the department of management shall deduct the amounts calculated for special education support services, media services, area education agency teacher salary supplement district cost, area education agency professional development supplement district cost, and educational services for each school district from the state aid due to the district pursuant to this chapter and shall pay the amounts to the respective area education agencies on a monthly basis from September 15 through June 15 during each school year.

(2) (a) For the fiscal year beginning July 1, 2024, the department of management shall deduct the following amounts from the state aid due to each school district pursuant to this chapter and shall pay the amounts to the respective area education agencies on a monthly basis from September 15 through June 15 during each school year:

(b) The amount calculated for special education support services for the school district.

(c) Forty percent of the amount calculated for media services for the school district.

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1 (d) The area education agency teacher salary supplement
2 district cost.
3 (e) The area education agency professional development
4 supplement district cost.
5 (f) Forty percent of the amount calculated in section 257.37
6 for educational services for the school district.
7 (3) For the fiscal year beginning July 1, 2025, and each
8 fiscal year thereafter, the department of management shall
9 deduct the following from the state aid due to each school
10 district pursuant to this chapter and shall pay the amounts to
11 the respective area education agencies on a monthly basis from
12 September 15 through June 15 during each school year:
13 (a) Ten percent of the amount calculated for special
14 education support services for the school district.
15 (b) Forty percent of the amount calculated for media
16 services for the school district.
17 (c) The area education agency teacher salary supplement
18 district cost.
19 (d) The area education agency professional development
20 supplement district cost.
21 (e) Forty percent of the amount calculated in section 257.37
22 for educational services for the school district.
23 *b.* The department of management shall notify each school
24 district of the amount of state aid deducted for these purposes
25 and the balance of state aid shall be paid to the district. If
26 a district does not qualify for state aid under this chapter
27 in an amount sufficient to cover its amount due to the area
28 education agency as calculated by the department of management,
29 the school district shall pay the deficiency to the area
30 education agency from other moneys received by the district, on
31 a quarterly basis during each school year.
32 Sec. 19. Section 257.37, Code 2024, is amended to read as
33 follows:
34 **257.37 Funding media and educational services.**
35 Media services and educational services provided by a school

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1 district or through the area education ~~agencies~~ agency shall be
2 funded, to the extent provided, by an addition to the combined
3 district cost of each school district, determined as follows:
4 1. For the budget year beginning July 1, 1991, and
5 succeeding budget years, the total amount funded in each area
6 for media services shall be computed as provided in this
7 subsection. For the budget year beginning July 1, 1991, the
8 total amount funded in each area for media services in the
9 base year shall be divided by the enrollment served in the
10 base year to provide an area media services cost per pupil in
11 the base year, and the department of management shall compute
12 the state media services cost per pupil in the base year which
13 is equal to the average of the area media services costs per
14 pupil in the base year. For the budget year beginning July 1,
15 1991, and succeeding budget years, the department of management
16 shall compute the supplemental state aid for media services
17 in the budget year by multiplying the state media services
18 cost per pupil in the base year times the state percent of
19 growth for the budget year, and the total amount funded in each
20 area for media services cost in the budget year equals the
21 area media services cost per pupil in the base year plus the
22 supplemental state aid for media services in the budget year
23 times the enrollment served in the budget year. Funds shall be
24 paid to area education agencies as provided in section 257.35.
25 Funds not required to be paid to the area education agency as
26 provided in section 257.35 may be used by the school district
27 for media services provided by the district or by contract
28 through the area education agency. A school district may use
29 unreserved fund balances for media services in a manner which
30 the school district determines is appropriate to best maintain
31 the level of special education services.
32 2. Up to thirty percent of the budget of an area for media
33 services may be expended for media resource material including
34 the purchase or replacement of material required in section
35 273.6, subsection 1. ~~Funds shall be paid to area education~~

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1 ~~agencies as provided in section 257.35.~~
2 3. For the budget year beginning July 1, 1991, and
3 succeeding budget years, the total amount funded in each area
4 for educational services shall be computed as provided in this
5 subsection. For the budget year beginning July 1, 1991, the
6 total amount funded in each area for educational services
7 in the base year shall be divided by the enrollment served
8 in the area in the base year to provide an area educational
9 services cost per pupil in the base year, and the department of
10 management shall compute the state educational services cost
11 per pupil in the base year, which is equal to the average of
12 the area educational services costs per pupil in the base year.
13 For the budget year beginning July 1, 1991, and succeeding
14 budget years, the department of management shall compute the
15 supplemental state aid for educational services by multiplying
16 the state educational services cost per pupil in the base year
17 times the state percent of growth for the budget year, and the
18 total amount funded in each area for educational services for
19 the budget year equals the area educational services cost per
20 pupil for the base year plus the supplemental state aid for
21 educational services in the budget year times the enrollment
22 served in the area in the budget year. Funds shall be paid
23 to area education agencies as provided in section 257.35.
24 Funds not required to be paid to the area education agency as
25 provided in section 257.35 may be used by the school district
26 for educational services provided by the district or by
27 contract through the area education agency. A school district
28 may use unreserved fund balances for educational services in a
29 manner which the school district determines is appropriate to
30 best maintain the level of special education services.
31 4. *"Enrollment served"* means the basic enrollment of all
32 school districts within the boundaries of the area education
33 agency plus the number of nonpublic school pupils served by
34 the area education agency with media services or educational
35 services, as applicable, except that if a nonpublic school

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1 pupil or a pupil attending another district under a whole grade
2 sharing agreement or open enrollment receives services through
3 an area other than the area of the pupil's residence, the
4 pupil shall be deemed to be served by the area of the pupil's
5 residence, which shall by contractual arrangement reimburse
6 the area through which the pupil actually receives services.
7 Each school district shall include in the enrollment report
8 submitted pursuant to section 257.6, subsection 1, the number
9 of nonpublic school pupils within each school district for
10 media and educational services served by the area. However,
11 the school district shall not include in the enrollment report
12 nonpublic school pupils receiving classes or services funded
13 entirely by federal grants or allocations.
14 5. *a.* If an area education agency does not serve nonpublic
15 school pupils in a manner comparable to services provided
16 public school pupils for media and educational services, as
17 determined by the state board of education, the state board
18 shall instruct the department of management to reduce the funds
19 for media services and educational services within the area one
20 time by an amount to compensate for such reduced services. The
21 media services budget shall be reduced by an amount equal to
22 the product of the cost per pupil in basic enrollment for the
23 budget year for media services times the difference between
24 the enrollment served and the basic enrollment recorded for
25 the area. The educational services budget shall be reduced by
26 an amount equal to the product of the cost per pupil in basic
27 enrollment for the budget year for educational services times
28 the difference between the enrollment served and the basic
29 enrollment recorded for the area.
30 *b.* This subsection applies only to media and educational
31 services which cannot be diverted for religious purposes.
32 *c.* Notwithstanding this subsection, an area education agency
33 shall distribute to nonpublic schools media materials purchased
34 wholly or partially with federal funds in a manner comparable
35 to the distribution of such media materials to public schools

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as determined by the director of the department of education.

6. For the budget year beginning July 1, 2002, and each succeeding budget year, notwithstanding the requirements of this section for determining the budgets and funding of media services and education services, an area education agency or school district may~~, within the limits of the total of the funds provided for the budget years pursuant to section 257.35~~, expend for special education support services an amount that exceeds the payment for special education support services ~~pursuant to section 257.35~~ in order to maintain the level of required special education support services in the area education agency or the school district, as applicable.

Sec. 20. APPLICABILITY. This division of this Act applies July 1, 2024, for school budget years beginning on or after that date.

DIVISION IV

INITIAL TEACHER COMPENSATION

Sec. 21. Section 257.10, subsection 12, paragraph d, Code 2024, is amended to read as follows:

d. Except as otherwise allowed under this paragraph, for the budget year beginning July 1, 2014, and succeeding budget years, the use of the funds calculated under this subsection shall comply with the requirements of chapter 284 and shall be distributed to teachers pursuant to section 284.15. The funds shall be used only to increase the payment for a teacher assigned to a leadership role pursuant to a framework or comparable system approved pursuant to section 284.15; to increase the percentages of teachers assigned to leadership roles; to increase the minimum teacher starting salary to ~~thirty-three thousand five hundred dollars~~ the amount provided in section 284.15, subsection 2, paragraph *"a"*, subparagraph (1); to cover the costs for the time mentor and lead teachers are not providing instruction to students in a classroom; for coverage of a classroom when an initial or career teacher is observing or co-teaching with a teacher assigned

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to a leadership role; for professional development time to learn best practices associated with the career pathways leadership process; and for other costs associated with a framework or comparable system approved by the department of education under section 284.15 with the goals of improving instruction and elevating the quality of teaching and student learning. If all requirements for the school district for the use of funds calculated under this subsection are met and funds received under this subsection remain unexpended and unobligated at the end of a fiscal year beginning on or after July 1, 2020, the school district may transfer all or a portion of such unexpended and unobligated funds for deposit in the school district's flexibility account established under section 298A.2, subsection 2. At the end of a fiscal year beginning on or after July 1, 2022, school districts may use all or a portion of funds under this subsection for the purposes authorized under subsection 9, paragraph "d", and, notwithstanding any provision of law to the contrary, school districts shall not be required to participate in or comply with section 284.15 in order to continue to receive funding under this subsection.

Sec. 22. Section 284.15, subsection 2, paragraph a, subparagraph (1), Code 2024, is amended to read as follows:

(1) The salary for an initial teacher who has successfully completed an approved practitioner preparation program as defined in section 256.145 or holds an initial or intern teacher license issued under chapter 256, subchapter VII, part 3, shall be at least ~~thirty-three thousand five hundred~~ forty-six thousand two hundred fifty-one dollars, which shall also constitute the minimum salary for an Iowa teacher.

Sec. 23. Section 284.16, subsection 1, paragraph a, unnumbered paragraph 1, Code 2024, is amended to read as follows:

The beginning teacher shall be paid not less than ~~thirty-three thousand five hundred~~ forty-six thousand two

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1 hundred fifty-one dollars and shall meet the following
2 requirements:
3 Sec. 24. Section 284.17, subsection 1, Code 2024, is amended
4 to read as follows:
5 1. A minimum salary of ~~thirty-three thousand five hundred~~
6 forty-six thousand two hundred fifty-one dollars for a
7 full-time teacher.
8 DIVISION V
9 AREA EDUCATION AGENCIES — REQUIRED EVALUATIONS AND REPORTS
10 Sec. 25. AREA EDUCATION AGENCIES — CONTINUOUS
11 IMPROVEMENT. On or before January 1, 2025, each area education
12 agency shall submit a report to the director of the department
13 of education and the general assembly that contains all of the
14 following information:
15 1. Progress the area education agency has made in reducing
16 expenses associated with executive administration by at least
17 thirty percent by July 1, 2026.
18 2. A proposal for the reorganization of services provided by
19 area education agencies to centralize some services provided by
20 the area education agencies, including media services, and to
21 create centers of excellence for other services.
22 Sec. 26. AREA EDUCATION AGENCY FACILITIES AND PROPERTY. On
23 or before January 1, 2025, the department of administrative
24 services, in coordination with the department of education
25 and each area education agency, shall submit a report to
26 the general assembly that contains all of the following
27 information:
28 1. An inventory of all real property and facilities owned
29 by the area education agencies.
30 2. An evaluation of the value of all real property and
31 facilities owned by the area education agencies.
32 3. An evaluation of how the real property and facilities
33 owned by the area education agencies are used.
34 DIVISION VI
35 TEACHER SALARY SUPPLEMENT DISTRICT COST PER PUPIL

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1 Sec. 27. Section 257.10, subsection 9, paragraph a, Code
2 2024, is amended to read as follows:
3 *a.* (1) For the budget year beginning July 1, 2009, the
4 department of management shall add together the teacher
5 compensation allocation made to each district for the fiscal
6 year beginning July 1, 2008, pursuant to section 284.13,
7 subsection 1, paragraph *"h"*, Code 2009, and the phase II
8 allocation made to each district for the fiscal year beginning
9 July 1, 2008, pursuant to section 294A.9, Code 2009, and divide
10 that sum by the district's budget enrollment in the fiscal
11 year beginning July 1, 2009, to determine the teacher salary
12 supplement district cost per pupil. For the budget year
13 beginning July 1, 2010, and succeeding budget years beginning
14 before July 1, 2024, the teacher salary supplement district
15 cost per pupil for each school district for a budget year
16 is the teacher salary supplement program district cost per
17 pupil for the base year plus the teacher salary supplement
18 supplemental state aid amount for the budget year.
19 (2) For the budget year beginning July 1, 2024, the teacher
20 salary supplement district cost per pupil for a school district
21 shall be the greater of the following:
22 (a) The teacher salary supplement district cost per pupil
23 for the school district for the base year plus the teacher
24 salary supplement supplemental state aid amount for the budget
25 year.
26 (b) The per pupil amount necessary, as calculated by
27 the department of management, to allow the school district
28 to provide a minimum teacher starting salary of forty-six
29 thousand two hundred fifty-one dollars in accordance with
30 the requirements of chapter 284, including costs associated
31 with the employer's share of contributions to the Iowa public
32 employees' retirement system and the employer's share of the
33 tax imposed by the federal Insurance Contributions Act.
34 (3) For the budget year beginning July 1, 2025, and
35 succeeding budget years, the teacher salary supplement district

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1 cost per pupil for each school district for a budget year
2 is the teacher salary supplement program district cost per
3 pupil for the base year plus the teacher salary supplement
4 supplemental state aid amount for the budget year.
5 DIVISION VII
6 STATE MANDATE
7 Sec. 28. IMPLEMENTATION OF ACT. Section 25B.2, subsection
8 3, shall not apply to this Act.
9 EXPLANATION
10 The inclusion of this explanation does not constitute agreement with
11 the explanation's substance by the members of the general assembly.
12 This bill relates to education, including modifying
13 provisions related to the duties and powers of area education
14 agencies, the department of education (DE), the department of
15 administrative services, area education agency funding, and the
16 calculation of the teacher salary supplement district cost per
17 pupil and the minimum teacher starting salary.
18 DIVISION I — DIVISION OF SPECIAL EDUCATION OF THE
19 DEPARTMENT OF EDUCATION. Current law requires the director
20 of DE to provide guidance and standards to area education
21 agencies for federal and state education initiatives which
22 the area education agencies must implement statewide. The
23 bill transfers this responsibility to the division of special
24 education of DE, beginning July 1, 2025. The bill also
25 requires the division of special education to oversee the
26 operation of each area education agency beginning July 1, 2025.
27 The bill requires DE to coordinate with each area education
28 agency, and with the division of special education, to develop
29 a plan to transfer certain specified employees of the area
30 education agency from employment under the area education
31 agency to employment under the division of special education.
32 The bill establishes that DE is to compile the plans and submit
33 the compilation to the general assembly on or before January
34 1, 2025.
35 DIVISION II — AREA EDUCATION AGENCIES — GENERAL

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1 PROVISIONS. The bill authorizes the area education agencies
2 to furnish evidence-based professional development services to
3 public or nonpublic schools located within the area education
4 agency's boundaries, subject to the approval of the director
5 of DE.
6 The bill requires area education agencies to provide special
7 education services to local school districts that request to
8 receive such services by February 1 of the preceding school
9 year. The bill authorizes an area education agency to provide
10 such services to local school districts that request to receive
11 such services after February 1 of the preceding school year.
12 The bill also authorizes area education agencies to provide for
13 media services for local school districts in the area. The
14 bill establishes that these provisions are effective July 1,
15 2025.
16 The bill requires area education agency boards to charge
17 reasonable costs that are consistent with market rates for the
18 educational services, special education services, professional
19 development services, and media services provided by the area
20 education agency.
21 The bill requires area education agency boards to provide an
22 annual report to the general assembly and DE related to student
23 outcomes and use of moneys.
24 The bill provides that the salary for an area education
25 agency administrator shall not exceed 125 percent of the
26 average salary of all superintendents of school districts that
27 are located within the boundaries of the area education agency.
28 The bill establishes that this provision applies to employment
29 agreements entered into or renewed on or after July 1, 2024.
30 The bill requires area education agencies to prepare and
31 submit to each school district within the area education
32 agency's boundaries an annual report containing information
33 related to an accounting of payments and a description of
34 services provided.
35 The bill modifies several provisions related to the

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1 accreditation of area education agency programs to incorporate
2 the division of special education of DE into the accreditation
3 process and to incorporate additional standards related to
4 accreditation. The bill provides that an area education agency
5 that was accredited on or before July 1, 2025, will remain
6 accredited unless and until the division of special education
7 takes action to remove accreditation. The bill establishes
8 that these provisions are effective July 1, 2025.
9 DIVISION III —— AREA EDUCATION AGENCIES —— FUNDING. The bill
10 provides that the funds calculated under Code section 257.10(7)
11 (special education support services district cost) and received
12 by a school district or an area education agency shall be used
13 for special education support services.
14 Under current law, amounts calculated for special education
15 support services, media services, area education agency
16 teacher salary supplement district cost, area education
17 agency professional development supplement district cost,
18 and educational services are deducted by the department of
19 management from state aid for each school district and instead
20 paid to the school district's area education agency.
21 The bill provides that, for the fiscal year beginning July
22 1, 2024, the department of management shall instead deduct
23 the following amounts from the state aid due to each school
24 district and pay the amounts to the respective area education
25 agencies: the amount calculated for special education support
26 services for the school district, 40 percent of the amount
27 calculated for media services for the school district, the
28 area education agency teacher salary supplement district cost,
29 the area education agency professional development supplement
30 district cost, and 40 percent of the amount calculated for
31 educational services for the school district.
32 The bill provides that, for the fiscal year beginning July
33 1, 2025, and each fiscal year thereafter, the department of
34 management shall deduct the following amounts from the state
35 aid due to each school district and pay the amounts to the

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1 respective area education agencies: 10 percent of the amount
2 calculated for special education support services for the
3 school district, 40 percent of the amount calculated for media
4 services for the school district, the area education agency
5 teacher salary supplement district cost, the area education
6 agency professional development supplement district cost, and
7 40 percent of the amount calculated for educational services
8 for the school district.
9 The bill modifies provisions related to the funding of media
10 services and educational services provided by a school district
11 or through an area education agency. The bill provides that
12 funds not required to be paid to the area education agency
13 pursuant to Code section 257.35 (area education agency
14 payments) may be used by the school district for media services
15 provided by the district or by contract through the area
16 education agency. The bill authorizes a school district to use
17 unreserved fund balances for media services in a manner which
18 the school district determines is appropriate to best maintain
19 the level of special education services.
20 The bill provides that, for purposes of Code section 257.37
21 (funding media and educational services), "enrollment served"
22 means the basic enrollment of all school districts within the
23 boundaries of the area education agency plus the number of
24 nonpublic school pupils served by the area education agency.
25 The bill authorizes area education agencies and school
26 districts to expend for special education support services an
27 amount that exceeds the payment for special education support
28 services in order to maintain the level of required special
29 education support services in the area education agency or the
30 school district.
31 DIVISION IV — INITIAL TEACHER COMPENSATION. Current Code
32 chapter 284 (teacher compensation) provides that the minimum
33 annual salary for an initial teacher who has successfully
34 completed an approved practitioner preparation program or holds
35 an initial or intern teacher license issued by the board of

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1 educational examiners shall be at least $33,500. The bill
2 increases this minimum annual salary to $46,251. The bill
3 makes conforming changes to Code chapter 257 (financial school
4 programs).
5 DIVISION V — AREA EDUCATION AGENCIES — REQUIRED
6 EVALUATIONS AND REPORTS. The bill requires each area education
7 agency, on or before January 1, 2025, to submit a report to
8 DE and the general assembly that contains information related
9 to progress the area education agency has made in reducing
10 executive administration expenses and a proposal for the
11 reorganization of services provided by area education agencies.
12 The bill requires the department of administrative services,
13 in coordination with DE and each area education agency, on
14 or before January 1, 2025, to submit a report to the general
15 assembly that contains an inventory of all real property and
16 facilities owned by the area education agencies, an evaluation
17 of the value of all real property and facilities owned by the
18 area education agencies, and an evaluation of how the real
19 property and facilities owned by the area education agencies
20 are used.
21 DIVISION VI — TEACHER SALARY SUPPLEMENT DISTRICT COST PER
22 PUPIL. The bill provides that, for the budget year beginning
23 July 1, 2024, the teacher salary supplement district cost per
24 pupil for a school district shall be the greater of the teacher
25 salary supplement district cost per pupil for the school
26 district for the base year plus the teacher salary supplement
27 supplemental state aid amount for the budget year or the per
28 pupil amount necessary to allow the school district to provide
29 a minimum teacher starting salary of $46,251. Additionally,
30 the bill provides that for the budget year beginning July
31 1, 2025, and succeeding budget years, the teacher salary
32 supplement district cost per pupil for each school district for
33 a budget year is the teacher salary supplement program district
34 cost per pupil for the base year plus the teacher salary
35 supplement supplemental state aid amount for the budget year.

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1 DIVISION VII —— STATE MANDATE. The bill provides that Code
2 section 25B.2(3) (effect of unfunded state mandate) shall not
3 apply to the bill.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

Senate File 2387 - Introduced

SENATE FILE 2387
BY COMMITTEE ON STATE
GOVERNMENT

(SUCCESSOR TO SSB 3118)

(COMPANION TO HF 2536 BY
COMMITTEE ON STATE GOVERNMENT)

A BILL FOR

1 An Act relating to the duties of the Iowa finance authority.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5332SV (2) 90
jm/ko

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IA-DHHS-24-0418-A-007694

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1 Section 1. NEW SECTION. **16.5E Application or award —**
2 **prohibition.**
3 1. The authority may prohibit a person from receiving an
4 award of financial assistance, or from being selected as a
5 vendor to provide goods or services to the authority in any of
6 the following circumstances:
7 *a.* An act or omission by the person seriously affects or
8 threatens public health, public safety, or the environment.
9 *b.* The person is charged with or convicted of a crime
10 involving dishonesty.
11 *c.* An act or omission by the person indicates a lack of
12 integrity or honesty.
13 *d.* The person violates the terms of an agreement or
14 transaction that detrimentally impacts the integrity of a
15 program administered by the authority, or other governmental
16 entity as defined in section 8A.101.
17 *e.* A compelling cause exists that is relevant to and affects
18 the person's obligations under the programs administered by the
19 authority, or is relevant to and affects the provision of goods
20 and services to the authority by a vendor.
21 2. Upon a determination by the authority, a person shall
22 be prohibited from receiving an award of financial assistance,
23 or from being selected as a vendor pursuant to subsection 1.
24 The authority shall provide written notice to the prohibited
25 person stating the reason for the prohibition. The authority
26 may immediately disqualify a prohibited person from receiving
27 financial assistance, or from being selected as a vendor.
28 3. The authority shall adopt rules as necessary pursuant to
29 chapter 17A to administer this section.
30 Sec. 2. Section 16.35, subsection 2, Code 2024, is amended
31 by striking the subsection and inserting in lieu thereof the
32 following:
33 2. The authority shall adopt a qualified allocation
34 plan that satisfies the requirements of section 42 of
35 the Internal Revenue Code. The authority may revise the

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qualified allocation plan provided the revision satisfies the requirements of section 42 of the Internal Revenue Code. When adopting the qualified allocation plan, the authority shall specify the selection criteria, the application procedure, and the allocation of low-income housing credits under the state housing credit ceiling. The selection criteria described in the qualified allocation plan shall include all of the following:

a. The selection criteria described in section 42 of the Internal Revenue Code.

b. The statutory preferences described in section 42 of the Internal Revenue Code.

c. The economic feasibility of the proposed project.

d. The ability of the applicant to complete the project in a timely manner.

Sec. 3. Section 16.35, subsection 3, Code 2024, is amended by striking the subsection.

Sec. 4. Section 16.154, subsection 1, Code 2024, is amended to read as follows:

1. An eligible entity may apply to the authority for financial assistance under the program by submitting a plan ~~that meets~~ on an application form as required by the authority. To be approved for an award of financial assistance, the plan must meet all of the following requirements:

a. The plan ~~includes~~ proposes one or more projects that improve water quality in the local area or watershed. Projects shall use practices identified in the Iowa nutrient reduction strategy.

b. The plan ~~describes in detail~~ describes the manner in which the projects will be financed and undertaken, including, as applicable, the sources of revenue directed to financing the improvements as well as the eligible entities that will be receiving the revenues and how such revenues will be spent on the projects.

EXPLANATION

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1 The inclusion of this explanation does not constitute agreement with
2 the explanation's substance by the members of the general assembly.

3 This bill relates to the duties of the Iowa finance authority
4 (authority).
5 The bill specifies the circumstances in which the authority
6 may prohibit a person from receiving an award or financial
7 assistance, or from being selected as a vendor to provide goods
8 or services to the authority. The circumstances include:
9 an act or omission by the person that seriously affects or
10 threatens public health, public safety, or the environment;
11 the person is charged with or convicted of a crime involving
12 dishonesty; an act or omission by the person that indicates a
13 lack of integrity or honesty; the person violates the terms
14 of an agreement or transaction; or a compelling cause exists
15 that is relevant to and affects the obligations of the person
16 or vendor under programs administered by the authority. The
17 authority is required to provide written notification to the
18 person of the reason for the prohibition, and may immediately
19 disqualify such a person from receiving financial assistance
20 or being selected as a vendor.
21 The authority is the designated housing credit agency
22 for the allowance of low-income housing credits under
23 the state housing credit ceiling. The bill requires the
24 authority to adopt a qualified allocation plan that satisfies
25 the requirements of section 42 of the Internal Revenue
26 Code (IRC). The bill allows the authority to revise the
27 qualified allocation plan provided the revision satisfies the
28 requirements of section 42 of the IRC. When adopting the
29 qualified allocation plan under the bill, the authority is
30 required to specify the selection criteria, the application
31 procedure, and the allocation of low-income housing credits
32 under the state housing credit ceiling.
33 Under the bill, the selection criteria shall include all of
34 the following: the selection criteria described in section 42
35 of the IRC, the statutory preferences described in section 42

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1 of the IRC, the economic feasibility of the proposed project,
2 and the ability of the applicant to complete the project in a
3 timely manner.
4 The bill strikes a provision allowing the authority to adopt
5 rules specifying the application procedure and the allowance
6 of low-income housing credits under the state housing credit
7 ceiling.
8 The bill amends Code section 16.154 relating to entities
9 applying for financial assistance under the water quality
10 financing program. The bill requires an applicant to submit
11 the plan project to the authority on a form required by
12 the authority. The bill provides the plan project describe
13 the manner in which the plan project will be financed and
14 undertaken, and strikes the requirement the description be
15 detailed.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

Senate File 2388 - Introduced

SENATE FILE 2388
BY COMMITTEE ON EDUCATION

(SUCCESSOR TO SF 2041)

A BILL FOR

1 An Act relating to severance payments provided for in
2 school administrator employment contracts and including
3 applicability provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5591SV (2) 90
je/jh

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IA-DHHS-24-0418-A-007699

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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1 Section 1. Section 279.23, subsection 1, Code 2024, is
2 amended by adding the following new paragraph:
3 NEW PARAGRAPH. *0e.* If the contract provides for one or
4 more severance payments, a statement that the administrator
5 shall not receive such payments if the contract is terminated
6 as a result of the administrator being found guilty in a
7 criminal proceeding on a charge relating to the administrator's
8 official duties or a dereliction thereof for which the period
9 for appeal has passed, other than a proceeding regarding a
10 simple misdemeanor or a parking violation as defined in section
11 321.210.
12 Sec. 2. APPLICABILITY. This Act applies to contracts
13 entered into pursuant to section 279.23, or continued pursuant
14 to section 279.24, on or after the effective date of this Act.
15 EXPLANATION

16 **The inclusion of this explanation does not constitute agreement with**
17 **the explanation's substance by the members of the general assembly.**

18 This bill provides that if an employment contract between
19 a school board and an administrator provides for one or more
20 severance payments, the contract shall contain a statement
21 that the administrator shall not receive such payments if the
22 contract is terminated as a result of the administrator being
23 found guilty in a criminal proceeding on a charge relating
24 to the administrator's official duties or a dereliction
25 thereof for which the period for appeal has passed, other
26 than a proceeding regarding a simple misdemeanor or a parking
27 violation.
28 The bill applies to contracts entered into or continued on or
29 after the effective date of the bill.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
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Senate File 2389 - Introduced

SENATE FILE 2389
BY COMMITTEE ON JUDICIARY

(SUCCESSOR TO SF 540)
(SUCCESSOR TO SSB 1177)

(COMPANION TO HF 2519 BY
COMMITTEE ON JUDICIARY)

A BILL FOR

1 An Act relating to commercial transactions, including control
2 and transmission of electronic records and digital assets.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 1411SZ (4) 90
da/jh

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IA-DHHS-24-0418-A-007701

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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DIVISION I
UNIFORM COMMERCIAL CODE
PART A
ARTICLE 14
CONTROLLABLE ELECTRONIC RECORDS

Section 1. Section 554.14101, Code 2024, is amended to read as follows:

554.14101 Short title.

This Article may be cited as ~~the~~ Uniform Commercial Code — Controllable Electronic Records.

Sec. 2. Section 554.14102, Code 2024, is amended to read as follows:

554.14102 Definitions.

1. ~~Article 14 definitions.~~ *Article 14 definitions.* In this Article:

a. "Controllable electronic record" means a record stored in an electronic medium that can be subjected to control under section 554.14105. The term does not include a controllable account, a controllable payment intangible, a deposit account, ~~electronic chattel paper,~~ an electronic copy of a record evidencing chattel paper, an electronic document of title, electronic money, investment property, or a transferable record.

b. "Qualifying purchaser" means a purchaser of a controllable electronic record or an interest in ~~the~~ a controllable electronic record that obtains control of the controllable electronic record for value, in good faith, and without notice of a claim of a property right in the controllable electronic record.

c. "Transferable record" ~~means~~ has the meaning provided for that term in:

(1) ~~*"Transferable record"*, as defined in the federal~~ Section 201(a)(1) of the Electronic Signatures in Global and National Commerce Act, 15 U.S.C. §7021(a)(1), as amended~~.~~; or

(2) ~~*"Transferable record"* as defined in~~ the ~~uniform~~

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1 ~~electronic transactions~~ Uniform Electronic Transactions Act,
2 section 554D.118, subsection 1.
3 *d.* *"Value"* has the meaning provided in section 554.3303,
4 subsection 1, as if references in that subsection to an
5 *"instrument"* were references to a controllable account,
6 controllable electronic record, or controllable payment
7 intangible.
8 2. ~~Definitions in Article 9.~~ *Definitions in Article 9.* The
9 definitions in Article 9 of *"account debtor"*, ~~*"authenticate"*,~~
10 *"controllable account"*, *"controllable payment intangible"*,
11 *"chattel paper"*, *"deposit account"*, ~~*"electronic chattel paper"*,~~
12 *"electronic money"*, and *"investment property"* apply to this
13 Article.
14 3. *Article 1 definitions and principles.* Article 1 contains
15 general definitions and principles of construction and
16 interpretation applicable throughout this Article.
17 Sec. 3. Section 554.14103, Code 2024, is amended to read as
18 follows:
19 **554.14103 ~~Scope~~ Relation to Article 9 and consumer laws.**
20 1. *Article 9 governs in case of conflict.* If there is
21 conflict between this Article and Article 9, Article 9 governs.
22 2. *Applicable consumer law and other laws.* A transaction
23 subject to this Article is subject to:
24 *a.* any applicable rule of law that establishes a different
25 rule for consumers, including as provided in chapter 537 and
26 any other consumer protection statute or regulation of this
27 state; and
28 *b.* any other statute or regulation of this state that
29 regulates the rates, charges, agreements, and practices for
30 loans, credit sales, or other extensions of credit or credit
31 transactions, including as provided in chapter 535.
32 2A. *National digital currency not supported, endorsed,*
33 *created, or implemented.* This Article shall not be construed
34 to support, endorse, create, or implement a national digital
35 currency.

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Sec. 4. Section 554.14104, Code 2024, is amended to read as follows:

554.14104 Rights in controllable account, controllable electronic record, and controllable payment intangible.

1. *Applicability of section to controllable account and controllable payment intangible.* This section applies to the acquisition and purchase of rights in a controllable account or controllable payment intangible, including the rights and benefits under subsections 3, 4, 5, 7, and 8 of a purchaser and ~~a~~ qualifying purchaser, ~~and under subsections 3, 4, and 6, and~~ in the same manner this section applies to a controllable electronic record.

2. *Control of controllable account and controllable payment intangible.* To determine whether a purchaser of a controllable account or a controllable payment intangible is a qualifying purchaser, the purchaser obtains control of the account or payment intangible if it obtains control of the controllable electronic record that evidences the account or payment intangible.

~~2.~~ 3. *Applicability of other law to acquisition of rights.* Except as provided in this section, law other than this Article determines whether a person acquires a right in a controllable electronic record and the right the person acquires.

~~3.~~ 4. *Shelter principle and purchase of limited interest.* A purchaser of a controllable electronic record acquires all rights in the controllable electronic record that the transferor had or had power to transfer, except that a purchaser of a limited interest in a controllable electronic record acquires rights only to the extent of the interest purchased.

~~4.~~ 5. *Rights of qualifying purchaser.* A qualifying purchaser acquires its rights in the controllable electronic record free of a claim of a property right in the controllable electronic record.

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1 ~~5.~~ 6. *Limitation of rights of qualifying purchaser in*
2 *other property.* Except as provided in subsections 1 and ~~4~~
3 5 for a controllable ~~accounts~~ account and a controllable
4 payment ~~intangibles~~ intangible or law other than this Article,
5 a qualifying purchaser takes a right to payment, right to
6 performance, or other interest in property evidenced by the
7 controllable electronic record subject to a claim of a property
8 right in the right to payment, right to performance, or other
9 interest in property.
10 ~~6.~~ 7. *No-action protection for qualifying purchaser.* An
11 action shall not be asserted against a qualifying purchaser
12 based on both a purchase by the qualifying purchaser of a
13 controllable electronic record and a claim of a property
14 right in another controllable electronic record, whether the
15 action is framed in conversion, replevin, constructive trust,
16 equitable lien, or other theory.
17 ~~7.~~ 8. *Filing not notice.* Filing of a financing statement
18 under Article 9 is not notice of a claim of a property right in
19 a controllable electronic record.
20 Sec. 5. Section 554.14105, Code 2024, is amended to read as
21 follows:
22 **554.14105 Control of controllable electronic record.**
23 1. *General rule: — control of controllable electronic*
24 *record.* A person has control of a controllable electronic
25 record if the electronic record, a record attached to or
26 logically associated with the electronic record, or a system in
27 which the electronic record is recorded:
28 *a.* ~~the electronic record, a record attached to or logically~~
29 ~~associated with the electronic record, or a system in which the~~
30 ~~electronic record is recorded~~ gives the person:
31 (1) ~~the~~ power to avail itself of substantially all the
32 benefit from the electronic record; and
33 (2) exclusive power, subject to subsection 2, to:
34 (a) prevent others from availing themselves of
35 substantially all the benefit from the electronic record; and

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(b) transfer control of the electronic record to another person or cause another person to obtain control of another controllable electronic record as a result of the transfer of the electronic record; and

b. ~~the electronic record, a record attached to or logically associated with the electronic record, or a system in which the electronic record is recorded~~ enables the person readily to identify itself in any way, including by name, identifying number, cryptographic key, office, or account number, as having the powers specified in paragraph *"a"*.

~~2. *Control through another person.* A person has control of a controllable electronic record if another person, other than the transferor of an interest in the electronic record:~~

~~*a.* has control of the electronic record and acknowledges that it has control on behalf of the person, or~~

~~*b.* obtains control of the electronic record after having acknowledged that it will obtain control of the electronic record on behalf of the person.~~

~~3.~~ 2. *Meaning of exclusive.* ~~A power specified in~~ Subject to subsection ~~1~~ 3, ~~paragraph *"a"*, subparagraph (2),~~ a power is exclusive~~,~~ under subsection 1, paragraph *"a"*, subparagraph (2), subparagraph divisions (a) and (b) even if:

a. the controllable electronic record, a record attached to or logically associated with the electronic record, or a system in which the electronic record is recorded limits the use of the electronic record or has a protocol programmed to cause a change, including a transfer or loss of control or a modification of benefits afforded by the electronic record; or

b. the ~~person has agreed to share the~~ power is shared with another person.

3. *When power not shared with another person.* A power of a person is not shared with another person under subsection 2, paragraph *"b"* and the person's power is not exclusive if:

a. the person can exercise the power only if the power also is exercised by the other person; and

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1 *b.* the other person:
2 (1) can exercise the power without exercise of the power by
3 the person; or
4 (2) is the transferor to the person of an interest in the
5 controllable electronic record or a controllable account or
6 controllable payment intangible evidenced by the controllable
7 electronic record.
8 4. *Presumption of exclusivity of certain powers.* If a
9 person has the powers specified in subsection 1, paragraph *"a"*,
10 subparagraph (2), subparagraph divisions (a) and (b) the powers
11 are presumed to be exclusive.
12 5. *Control through another person.* A person has control of
13 a controllable electronic record if another person, other than
14 the transferor to the person of an interest in the controllable
15 electronic record or a controllable account or controllable
16 payment intangible evidenced by the controllable electronic
17 record:
18 *a.* has control of the electronic record and acknowledges
19 that it has control on behalf of the person; or
20 *b.* obtains control of the electronic record after having
21 acknowledged that it will obtain control of the electronic
22 record on behalf of the person.
23 6. *No requirement to acknowledge.* A person that has control
24 under this section is not required to acknowledge that it has
25 control on behalf of another person.
26 7. *No duties or confirmation.* If a person acknowledges that
27 it has or will obtain control on behalf of another person,
28 unless the person otherwise agrees or law other than this
29 Article or Article 9 otherwise provides, the person does not
30 owe any duty to the other person and is not required to confirm
31 the acknowledgment to any other person.
32 Sec. 6. Section 554.14106, Code 2024, is amended to read as
33 follows:
34 **554.14106 Discharge of account debtor on controllable account**
35 **or controllable payment intangible.**

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1. *Discharge of account debtor.* An account debtor on a controllable account or controllable payment intangible may discharge its obligation by paying:

a. the person having control of the controllable electronic record that evidences the controllable account or controllable payment intangible; or

b. except as provided in subsection 2, a person that formerly had control of the controllable electronic record.

2. ~~*Effect*~~ *Content and effect of notification.* Subject to subsection 4, ~~an~~ the account debtor shall not discharge its obligation by paying a person that formerly had control of the controllable electronic record if the account debtor receives a notification that:

a. is ~~authenticated~~ signed by a person that formerly had control or the person to which control was transferred;

b. reasonably identifies the controllable account or controllable payment intangible;

c. notifies the account debtor that control of the controllable electronic record that evidences the controllable account or controllable payment intangible was transferred;

d. identifies the transferee, in any reasonable way, including by name, identifying number, cryptographic key, office, or account number; and

e. provides a commercially reasonable method by which the account debtor is to pay the transferee.

3. *Discharge following effective notification.* After receipt of a notification that complies with subsection 2, the account debtor may discharge its obligation ~~only~~ by paying in accordance with the notification and shall not discharge the obligation by paying a person that formerly had control.

4. *When notification ineffective.* ~~Notification~~ Subject to subsection 8, notification is ineffective under subsection 2:

a. unless, before the notification is sent, ~~an~~ the account debtor and the person that, at that time, had control of the controllable electronic record that evidences the controllable

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account or controllable payment intangible agree in ~~an authenticated~~ a signed record to a commercially reasonable method by which a person must furnish reasonable proof that control has been transferred;

b. to the extent an agreement between ~~an~~ the account debtor and seller of a payment intangible limits the account debtor's duty to pay a person other than the seller and the limitation is effective under law other than this Article; or

c. at the option of ~~an~~ the account debtor, if the notification notifies the account debtor to:

(1) divide a payment;

(2) make less than the full amount of ~~any~~ an installment or other periodic payment; or

(3) pay any part of a payment by more than one method or to more than one person.

5. *Proof of transfer of control.* ~~If~~ Subject to subsection 8, if requested by the account debtor, the person giving the notification under subsection 2 seasonably shall furnish reasonable proof, using the ~~agreed~~ method in the agreement referred to in subsection 4, paragraph *"a"*, that control of the controllable electronic record has been transferred. Unless the person complies with the request, the account debtor may discharge its obligation by paying a person that formerly had control, even if the account debtor has received a notification under subsection 2.

6. *What constitutes reasonable proof.* A person furnishes reasonable proof under subsection 5 that control has been transferred if the person demonstrates, using the ~~agreed~~ method in the agreement referred to in subsection 4, paragraph *"a"*, that the transferee has the power to:

a. avail itself of substantially all the benefit from the controllable electronic record;

b. prevent others from availing themselves of substantially all the benefit from the controllable electronic record; and

c. transfer the powers ~~mentioned~~ specified in paragraphs *"a"*

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1 and "*b*" to another person.
2 7. *Rights not waivable.* ~~An~~ Subject to subsection 8,
3 an account debtor shall not waive or vary its rights under
4 subsection 4, paragraph "*a*", and subsection 5 or its option
5 under subsection 4, paragraph "*c*".
6 8. *Rule for individual under other law.* This section is
7 subject to law other than this Article which establishes a
8 different rule for an account debtor who is an individual and
9 who incurred the obligation primarily for personal, family, or
10 household purposes.
11 Sec. 7. Section 554.14107, Code 2024, is amended by striking
12 the section and inserting in lieu thereof the following:
13 **554.14107 Governing law.**
14 1. *Governing law: general rule.* Except as provided in
15 subsection 2, the local law of a controllable electronic
16 record's jurisdiction governs a matter covered by this Article.
17 2. *Governing law: section 554.14106.* For a controllable
18 electronic record that evidences a controllable account
19 or controllable payment intangible, the local law of the
20 controllable electronic record's jurisdiction governs a matter
21 covered by section 554.14106 unless an effective agreement
22 determines that the local law of another jurisdiction governs.
23 3. *Controllable electronic record's jurisdiction.* The
24 following rules determine a controllable electronic record's
25 jurisdiction under this section:
26 *a.* if the controllable electronic record, or a record
27 attached to or logically associated with the controllable
28 electronic record and readily available for review, expressly
29 provides that a particular jurisdiction is the controllable
30 electronic record's jurisdiction for purposes of this section,
31 Article, or chapter, that jurisdiction is the controllable
32 electronic record's jurisdiction.
33 *b.* if paragraph "*a*" does not apply and the rules of the
34 system in which the controllable electronic record is recorded
35 are readily available for review and expressly provide that a

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1 particular jurisdiction is the controllable electronic record's
2 jurisdiction for purposes of this section, Article, or chapter,
3 that jurisdiction is the controllable electronic record's
4 jurisdiction.
5 *c.* if paragraphs *"a"* and *"b"* do not apply and the
6 controllable electronic record, or a record attached to or
7 logically associated with the controllable electronic record
8 and readily available for review, expressly provides that the
9 controllable electronic record is governed by the law of a
10 particular jurisdiction, that jurisdiction is the controllable
11 electronic record's jurisdiction.
12 *d.* if paragraphs *"a"*, *"b"*, and *"c"* do not apply and the
13 rules of the system in which the controllable electronic
14 record is recorded are readily available for review and
15 expressly provide that the controllable electronic record or
16 the system is governed by the law of a particular jurisdiction,
17 that jurisdiction is the controllable electronic record's
18 jurisdiction.
19 *e.* if paragraphs *"a"* through *"d"* do not apply, the
20 controllable electronic record's jurisdiction is the District
21 of Columbia.
22 4. *Applicability of Article 12.* If subsection 3, paragraph
23 *"e"*, applies and Article 12 is not in effect in the District of
24 Columbia without material modification, the governing law for
25 a matter covered by this Article is the law of the District of
26 Columbia as though Article 12 were in effect in the District of
27 Columbia without material modification. In this subsection,
28 *"Article 12"* means Article 12 of Uniform Commercial Code
29 Amendments (2022) approved by the uniform law commission at its
30 annual meeting in July 2022.
31 5. *Relation of matter or transaction to controllable*
32 *electronic record's jurisdiction not necessary.* To the
33 extent subsections 1 and 2 provide that the local law of the
34 controllable electronic record's jurisdiction governs a matter
35 covered by this Article, that law governs even if the matter

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1 or a transaction to which the matter relates does not bear any
2 relation to the controllable electronic record's jurisdiction.
3 6. *Rights of purchasers determined at time of purchase.* The
4 rights acquired under section 554.14104 by a purchaser or
5 qualifying purchaser are governed by the law applicable under
6 this section at the time of purchase.
7 Sec. 8. Section 554.14108, Code 2024, is amended to read as
8 follows:
9 **554.14108 Applicability.**
10 1. This Article applies to any transaction involving a
11 controllable electronic record that arises on or after July 1,
12 2022. This Article does not apply to any transaction involving
13 a controllable electronic record that arises before July 1,
14 2022, even if the transaction would be subject to this Article
15 if the transaction had arisen on or after July 1, 2022. This
16 Article does not apply to a right of action with regard to any
17 transaction involving a controllable electronic record that has
18 accrued before July 1, 2022.
19 2. This section is repealed on July 1, 2025.
20 Sec. 9. Section 554.14109, Code 2024, is amended to read as
21 follows:
22 **554.14109 Savings clause.**
23 1. Any transaction involving a controllable electronic
24 record that arose before July 1, 2022, and the rights,
25 obligations, and interests flowing from that transaction are
26 governed by any statute or other rule amended or repealed by
27 this Article as if such amendment or repeal had not occurred
28 and may be terminated, completed, consummated, or enforced
29 under that statute or other rule.
30 2. This section is repealed on July 1, 2025.
31 PART B
32 ARTICLE 1
33 GENERAL PROVISIONS
34 Sec. 10. Section 554.1201, subsection 2, paragraphs j, o, v,
35 y, ab, ak, and al, Code 2024, are amended to read as follows:

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j. *"Conspicuous"*, with reference to a term, means so written, displayed, or presented that, based on the totality of the circumstances, a reasonable person against which it is to operate ought to have noticed it. Whether a term is *"conspicuous"* or not is a decision for the court. ~~Conspicuous terms include the following:~~

~~(1) a heading in capitals equal to or greater in size than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same or lesser size; and~~

~~(2) language in the body of a record or display in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from surrounding text of the same size by symbols or other marks that call attention to the language.~~

o. *"Delivery"*, with respect to an electronic document of title, means voluntary transfer of control and, with respect to an instrument, a tangible document of title, or an authoritative tangible copy of a record evidencing chattel paper, means voluntary transfer of possession.

v. *"Holder"* means:

(1) the person in possession of a negotiable instrument that is payable either to bearer or to an identified person that is the person in possession;

(2) the person in possession of a negotiable tangible document of title if the goods are deliverable either to bearer or to the order of the person in possession; or

(3) the person in control, other than pursuant to section 554.7106, subsection 7, of a negotiable electronic document of title.

y. *"Money"* means a medium of exchange that~~:~~ is currently authorized or adopted by a domestic or foreign government. The term includes a monetary unit of account established by an intergovernmental organization, or pursuant to an agreement between two or more countries. The term does not include an electronic record that is a medium of exchange recorded and

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1 transferable in a system that existed and operated for the
2 medium of exchange before the medium of exchange was authorized
3 or adopted by the government.
4 ~~(1) is currently authorized or adopted by a domestic or~~
5 ~~foreign government, by an intergovernmental organization, or~~
6 ~~pursuant to an agreement between two or more governments; and~~
7 ~~(2) was initially issued, created, or distributed by~~
8 ~~a domestic or foreign government, by an intergovernmental~~
9 ~~organization, or pursuant to an agreement between two or more~~
10 ~~governments.~~
11 *ab.* *"Person"* means an individual, corporation, business
12 trust, estate, trust, partnership, limited liability company,
13 association, joint venture, government, governmental
14 subdivision, agency, or instrumentality, ~~public corporation,~~
15 or any other legal or commercial entity. The term includes
16 a protected series, however denominated, of an entity if the
17 protected series is established under law other than this
18 chapter that limits, or limits if conditions specified under
19 the law are satisfied, the ability of a creditor of the entity
20 or of any other protected series of the entity to satisfy a
21 claim from assets of the protected series.
22 *ak.* *"Send"* in connection with a ~~writing,~~ record~~,~~ or ~~notice~~
23 notification means:
24 (1) to deposit in the mail, ~~or~~ deliver for transmission,
25 or transmit by any other usual means of communication, with
26 postage or cost of transmission provided for, and ~~properly~~
27 addressed ~~and, in the case of an instrument, to an address~~
28 ~~specified thereon or otherwise agreed, or if there be none~~ to
29 any address reasonable under the circumstances; or
30 (2) ~~in any other way~~ to cause ~~to be received any~~ the record
31 or ~~notice~~ notification to be received within the time it would
32 have ~~arrived~~ been received if properly sent under subparagraph
33 (1).
34 *al.* (1) ~~*"Signed"* includes using any symbol executed~~
35 ~~or adopted~~ *"Sign"* means, with present ~~intention~~ intent to

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1 authenticate or adopt ~~or accept~~ a ~~writing.~~ record:
2 (a) to execute or adopt a tangible symbol; or
3 (b) to attach to or logically associate with the record an
4 electronic symbol, sound, or process.
5 (2) *"Signed"*, *"signing"*, and *"signature"* have corresponding
6 meanings.
7 Sec. 11. Section 554.1301, subsection 3, paragraph g, Code
8 2024, is amended to read as follows:
9 *g.* Sections 554.13105 and 554.13106~~.~~;
10 Sec. 12. Section 554.1301, subsection 3, Code 2024, is
11 amended by adding the following new paragraph:
12 NEW PARAGRAPH. *h.* Section 554.14107.
13 Sec. 13. Section 554.1306, Code 2024, is amended to read as
14 follows:
15 **554.1306 Waiver or renunciation of claim or right after**
16 **breach.**
17 A claim or right arising out of an alleged breach may
18 be discharged in whole or in part without consideration by
19 agreement of the aggrieved party in ~~an authenticated~~ a signed
20 record.
21 PART C
22 ARTICLE 2
23 SALES
24 Sec. 14. Section 554.2102, Code 2024, is amended to read as
25 follows:
26 **554.2102 Scope — certain security and other transactions**
27 **excluded from this Article.**
28 1. Unless the context otherwise requires, ~~this Article~~
29 ~~applies to transactions in goods; it does not apply to any~~
30 ~~transaction which although in the form of an unconditional~~
31 ~~contract to sell or present sale is intended to operate only~~
32 ~~as a security transaction nor does this Article impair or~~
33 ~~repeal any statute regulating sales to consumers, farmers or~~
34 ~~other specified classes of buyers~~ and except as provided in
35 subsection 3, this Article applies to transactions in goods

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1 and, in the case of a hybrid transaction, it applies to the
2 extent provided in subsection 2.
3 2. In a hybrid transaction:
4 *a.* if the sale-of-goods aspects do not predominate, only
5 the provisions of this Article which relate primarily to
6 the sale-of-goods aspects of the transaction apply, and the
7 provisions that relate primarily to the transaction as a whole
8 do not apply.
9 *b.* if the sale-of-goods aspects predominate, this Article
10 applies to the transaction but does not preclude application
11 in appropriate circumstances of other law to aspects of the
12 transaction which do not relate to the sale of goods.
13 3. This Article does not:
14 *a.* apply to a transaction that, even though in the form of
15 an unconditional contract to sell or present sale, operates
16 only to create a security interest; or
17 *b.* impair or repeal a statute regulating sales to consumers,
18 farmers, or other specified classes of buyers.
19 Sec. 15. Section 554.2106, Code 2024, is amended to read as
20 follows:
21 **554.2106 Definitions: "contract" — "agreement" — "contract**
22 **for sale" — "sale" — "present sale" — "conforming" to contract**
23 **— "termination" — "cancellation" — "hybrid transaction".**
24 1. In this Article unless the context otherwise requires
25 *"contract"* and *"agreement"* are limited to those relating to the
26 present or future sale of goods. *"Contract for sale"* includes
27 both a present sale of goods and a contract to sell goods at a
28 future time. A *"sale"* consists in the passing of title from the
29 seller to the buyer for a price (section 554.2401). A *"present*
30 *sale"* means a sale which is accomplished by the making of the
31 contract.
32 2. Goods or conduct including any part of a performance
33 are *"conforming"* or conform to the contract when they are in
34 accordance with the obligations under the contract.
35 3. *"Termination"* occurs when either party pursuant to

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a power created by agreement or law puts an end to the contract otherwise than for its breach. On "termination" all obligations which are still executory on both sides are discharged but any right based on prior breach or performance survives.

4. *"Cancellation"* occurs when either party puts an end to the contract for breach by the other and its effect is the same as that of "termination" except that the canceling party also retains any remedy for breach of the whole contract or any unperformed balance.

5. *"Hybrid transaction"* means a single transaction involving a sale of goods and:

a. the provision of services;

b. a lease of other goods; or

c. a sale, lease, or license of property other than goods.

Sec. 16. Section 554.2201, subsections 1 and 2, Code 2024, are amended to read as follows:

1. Except as otherwise provided in this section a contract for the sale of goods for the price of five hundred dollars or more is not enforceable by way of action or defense unless there is ~~some writing~~ a record sufficient to indicate that a contract for sale has been made between the parties and signed by the party against whom enforcement is sought or by ~~that~~ the party's authorized agent or broker. A ~~writing~~ record is not insufficient because it omits or incorrectly states a term agreed upon but the contract is not enforceable under this ~~paragraph~~ subsection beyond the quantity of goods shown in ~~such writing~~ the record.

2. Between merchants if within a reasonable time a ~~writing~~ record in confirmation of the contract and sufficient against the sender is received and the party receiving it has reason to know its contents, it satisfies the requirements of subsection 1 against ~~such~~ the party unless ~~written~~ notice in a record of objection to its contents is given within ten days after it is received.

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1 Sec. 17. Section 554.2202, Code 2024, is amended to read as
2 follows:
3 **554.2202 Final ~~written~~ expression — parol or extrinsic**
4 **evidence.**
5 Terms with respect to which the confirmatory memoranda of
6 the parties agree or which are otherwise set forth in a ~~writing~~
7 record intended by the parties as a final expression of their
8 agreement with respect to such terms as are included therein
9 may not be contradicted by evidence of any prior agreement or
10 of a contemporaneous oral agreement but may be explained or
11 supplemented:
12 1. by course of performance, course of dealing, or usage of
13 trade (section 554.1303); and
14 2. by evidence of consistent additional terms unless the
15 court finds the ~~writing~~ record to have been intended also as a
16 complete and exclusive statement of the terms of the agreement.
17 Sec. 18. Section 554.2203, Code 2024, is amended to read as
18 follows:
19 **554.2203 Seals inoperative.**
20 The affixing of a seal to a ~~writing~~ record evidencing a
21 contract for sale or an offer to buy or sell goods does not
22 constitute the ~~writing~~ record a sealed instrument and the law
23 with respect to sealed instruments does not apply to such a
24 contract or offer.
25 Sec. 19. Section 554.2205, Code 2024, is amended to read as
26 follows:
27 **554.2205 Firm offers.**
28 An offer by a merchant to buy or sell goods in a signed
29 ~~writing~~ record which by its terms gives assurance that it will
30 be held open is not revocable, for lack of consideration,
31 during the time stated or if no time is stated for a reasonable
32 time, but in no event may such period of irrevocability exceed
33 three months; but any such term of assurance on a form supplied
34 by the offeree must be separately signed by the offeror.
35 Sec. 20. Section 554.2209, subsection 2, Code 2024, is

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1 amended to read as follows:
2 2. A signed agreement which excludes modification or
3 rescission except by a signed writing or other signed record
4 cannot be otherwise modified or rescinded, but except as
5 between merchants such a requirement on a form supplied by the
6 merchant must be separately signed by the other party.
7 PART D
8 ARTICLE 3
9 NEGOTIABLE INSTRUMENTS
10 Sec. 21. Section 554.3104, subsection 1, paragraph c, Code
11 2024, is amended to read as follows:
12 *c.* does not state any other undertaking or instruction
13 by the person promising or ordering payment to do any act in
14 addition to the payment of money, but the promise or order
15 may contain an undertaking or power to give, maintain, or
16 protect collateral to secure payment, an authorization or
17 power to the holder to confess judgment or realize on or
18 dispose of collateral, ~~or~~ a waiver of the benefit of any law
19 intended for the advantage or protection of an obligor, a term
20 that specifies the law that governs the promise or order,
21 or an undertaking to resolve in a specified forum a dispute
22 concerning the promise or order.
23 Sec. 22. Section 554.3105, subsection 1, Code 2024, is
24 amended to read as follows:
25 1. *"Issue"* means:
26 *a.* the first delivery of an instrument by the maker or
27 drawer, whether to a holder or nonholder, for the purpose of
28 giving rights on the instrument to any person~~.~~; or
29 *b.* if agreed by the payee, the first transmission by the
30 drawer to the payee of an image of an item and information
31 derived from the item that enables the depositary bank to
32 collect the item by transferring or presenting under federal
33 law an electronic check.
34 Sec. 23. Section 554.3401, Code 2024, is amended to read as
35 follows:

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554.3401 Signature necessary for liability on instrument.

~~1.~~ A person is not liable on an instrument unless the person signed the instrument, or the person is represented by an agent or representative who signed the instrument and the signature is binding on the represented person under section 554.3402.

~~2. A signature may be made manually or by means of a device or machine, and by the use of any name, including a trade or assumed name, or by a word, mark, or symbol executed or adopted by a person with present intention to authenticate a writing.~~

Sec. 24. Section 554.3604, subsection 1, Code 2024, is amended to read as follows:

1. A person entitled to enforce an instrument, with or without consideration, may discharge the obligation of a party to pay the instrument by an intentional voluntary act, such as surrender of the instrument to the party, destruction, mutilation, or cancellation of the instrument, cancellation or striking out of the party's signature, or the addition of words to the instrument indicating discharge; or by agreeing not to sue or otherwise renouncing rights against the party by a signed ~~writing~~ record. The obligation of a party to pay a check is not discharged solely by destruction of the check in connection with a process in which information is extracted from the check and an image of the check is made and, subsequently, the information and image are transmitted for payment.

PART E

ARTICLE 5

LETTERS OF CREDIT

Sec. 25. Section 554.5104, Code 2024, is amended to read as follows:

554.5104 Formal requirements.

A letter of credit, confirmation, advice, transfer, amendment, or cancellation may be issued in any form that is a signed record ~~and is authenticated by a signature or in accordance with the agreement of the parties or the standard~~

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1 ~~practice referred to in section 554.5108, subsection 5~~.
2 Sec. 26. Section 554.5116, Code 2024, is amended to read as
3 follows:
4 **554.5116 Choice of law and forum.**
5 1. The liability of an issuer, nominated person, or
6 adviser for action or omission is governed by the law of the
7 jurisdiction chosen by an agreement in the form of a record
8 signed ~~or otherwise authenticated~~ by the affected parties ~~in~~
9 ~~the manner provided in section 554.5104~~ or by a provision
10 in the person's letter of credit, confirmation, or other
11 undertaking. The jurisdiction whose law is chosen need not
12 bear any relation to the transaction.
13 2. Unless subsection 1 applies, the liability of an issuer,
14 nominated person, or adviser for action or omission is governed
15 by the law of the jurisdiction in which the person is located.
16 The person is considered to be located at the address indicated
17 in the person's undertaking. If more than one address is
18 indicated, the person is considered to be located at the
19 address from which the person's undertaking was issued. ~~For~~
20 ~~the purpose of jurisdiction, choice of law, and recognition~~
21 ~~of interbranch letters of credit, but not enforcement of a~~
22 ~~judgment, all branches of a bank are considered separate~~
23 ~~juridical entities and a bank is considered to be located at~~
24 ~~the place where its relevant branch is considered to be located~~
25 ~~under this subsection.~~
26 3. For the purpose of jurisdiction, choice of law,
27 and recognition of interbranch letters of credit, but
28 not enforcement of a judgment, all branches of a bank are
29 considered separate juridical entities and a bank is considered
30 to be located at the place where its relevant branch is
31 considered to be located under subsection 4.
32 4. A branch of a bank is considered to be located at the
33 address indicated in the branch's undertaking. If more than
34 one address is indicated, the branch is considered to be
35 located at the address from which the undertaking was issued.

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1 5. Except as otherwise provided in this subsection, the
2 liability of an issuer, nominated person, or adviser is
3 governed by any rules of custom or practice, such as the
4 uniform customs and practice for documentary credits, to which
5 the letter of credit, confirmation, or other undertaking is
6 expressly made subject. If this Article would govern the
7 liability of an issuer, nominated person, or adviser under
8 subsection 1 or 2, the relevant undertaking incorporates
9 rules of custom or practice, and there is conflict between
10 this Article and those rules as applied to that undertaking,
11 those rules govern except to the extent of any conflict with
12 the nonvariable provisions specified in section 554.5103,
13 subsection 3.
14 ~~4.~~ 6. If there is conflict between this Article and Article
15 3, 4, 9, or 12, this Article governs.
16 ~~5.~~ 7. The forum for settling disputes arising out of an
17 undertaking within this Article may be chosen in the manner and
18 with the binding effect that governing law may be chosen in
19 accordance with subsection 1.
20 PART F
21 ARTICLE 7
22 DOCUMENTS OF TITLE
23 Sec. 27. Section 554.7102, subsection 1, paragraphs j and k,
24 Code 2024, are amended by striking the paragraphs.
25 Sec. 28. Section 554.7106, Code 2024, is amended to read as
26 follows:
27 **554.7106 Control of electronic document of title.**
28 1. A person has control of an electronic document of title
29 if a system employed for evidencing the transfer of interests
30 in the electronic document reliably establishes that person
31 as the person to which the electronic document was issued or
32 transferred.
33 2. A system satisfies subsection 1, and a person ~~is deemed~~
34 ~~to have~~ has control of an electronic document of title, if the
35 document is created, stored, and ~~assigned~~ transferred in ~~such~~

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a manner that:

a. a single authoritative copy of the document exists which is unique, identifiable, and, except as otherwise provided in paragraphs *"d"*, *"e"*, and *"f"*, unalterable;

b. the authoritative copy identifies the person asserting control as:

(1) the person to which the document was issued; or

(2) if the authoritative copy indicates that the document has been transferred, the person to which the document was most recently transferred;

c. the authoritative copy is communicated to and maintained by the person asserting control or its designated custodian;

d. copies or amendments that add or change an identified ~~assignee~~ transferee of the authoritative copy can be made only with the consent of the person asserting control;

e. each copy of the authoritative copy and any copy of a copy is readily identifiable as a copy that is not the authoritative copy; and

f. any amendment of the authoritative copy is readily identifiable as authorized or unauthorized.

3. A system satisfies subsection 1, and a person has control of an electronic document of title, if an authoritative electronic copy of the document, a record attached to or logically associated with the electronic copy, or a system in which the electronic copy is recorded:

a. enables the person readily to identify each electronic copy as either an authoritative copy or a nonauthoritative copy;

b. enables the person readily to identify itself in any way, including by name, identifying number, cryptographic key, office, or account number, as the person to which each authoritative electronic copy was issued or transferred; and

c. gives the person exclusive power, subject to subsection 4, to:

(1) prevent others from adding or changing the person to

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1 which each authoritative electronic copy has been issued or
2 transferred; and
3 (2) transfer control of each authoritative electronic copy.
4 4. Subject to subsection 5, a power is exclusive under
5 subsection 3, paragraph "c", subparagraphs (1) and (2), even if:
6 *a.* the authoritative electronic copy, a record attached
7 to or logically associated with the authoritative electronic
8 copy, or a system in which the authoritative electronic copy
9 is recorded limits the use of the document of title or has
10 a protocol that is programmed to cause a change, including a
11 transfer or loss of control; or
12 *b.* the power is shared with another person.
13 5. A power of a person is not shared with another person
14 under subsection 4, paragraph "b", and the person's power is not
15 exclusive if:
16 *a.* the person can exercise the power only if the power also
17 is exercised by the other person; and
18 *b.* the other person:
19 (1) can exercise the power without exercise of the power by
20 the person; or
21 (2) is the transferor to the person of an interest in the
22 document of title.
23 6. If a person has the powers specified in subsection
24 3, paragraph "c", subparagraphs (1) and (2), the powers are
25 presumed to be exclusive.
26 7. A person has control of an electronic document of title
27 if another person, other than the transferor to the person of
28 an interest in the document:
29 *a.* has control of the document and acknowledges that it has
30 control on behalf of the person; or
31 *b.* obtains control of the document after having acknowledged
32 that it will obtain control of the document on behalf of the
33 person.
34 8. A person that has control under this section is not
35 required to acknowledge that it has control on behalf of

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1 another person.
2 9. If a person acknowledges that it has or will obtain
3 control on behalf of another person, unless the person
4 otherwise agrees or law other than this Article or Article 9
5 otherwise provides, the person does not owe any duty to the
6 other person and is not required to confirm the acknowledgment
7 to any other person.
8 Sec. 29. DIRECTIONS TO CODE EDITOR — ARTICLE 7
9 RENAMED. The Code editor is directed to change the title of
10 chapter 554, Article 7, from "Warehouse Receipts, Bills of
11 Lading, and Other Documents of Title" to "Documents of Title".
12 PART G
13 ARTICLE 8
14 INVESTMENT SECURITIES
15 Sec. 30. Section 554.8102, subsection 1, paragraph f,
16 subparagraph (1), Code 2024, is amended to read as follows:
17 (1) send a signed ~~writing~~ record; or
18 Sec. 31. Section 554.8102, subsection 2, Code 2024, is
19 amended to read as follows:
20 2. ~~Other~~ The following definitions ~~applying to~~ in this
21 Article and ~~the sections in which they appear are~~ other
22 Articles apply to this Article:
23 *a.* "Appropriate person"..... Section 554.8107
24 *b.* "Control"..... Section 554.8106
25 *c.* "Controllable account"..... Section 554.9102
26 *d.* "Controllable electronic record". Section 554.14102
27 *e.* "Controllable payment intangible". Section 554.9102
28 *f.* "Delivery"..... Section 554.8301
29 ~~*d.*~~ *g.* "Investment company security". Section 554.8103
30 ~~*e.*~~ *h.* "Issuer"..... Section 554.8201
31 ~~*f.*~~ *i.* "Overissue"..... Section 554.8210
32 ~~*g.*~~ *j.* "Protected purchaser"..... Section 554.8303
33 ~~*h.*~~ *k.* "Securities account"..... Section 554.8501
34 Sec. 32. Section 554.8103, Code 2024, is amended by adding
35 the following new subsection:

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1 NEW SUBSECTION. 8. A controllable account, controllable
2 electronic record, or controllable payment intangible is not
3 a financial asset unless section 554.8102, subsection 1,
4 paragraph "i", subparagraph (1), subparagraph division (c),
5 applies.
6 Sec. 33. Section 554.8106, subsection 4, paragraph c, Code
7 2024, is amended to read as follows:
8 c. another person ~~has control of the security entitlement on~~
9 ~~behalf of the purchaser or, having previously acquired control~~
10 ~~of the security entitlement, acknowledges that it has control~~
11 ~~on behalf of the purchaser~~, other than the transferor to the
12 purchaser of an interest in the security entitlement:
13 (1) has control of the security entitlement and
14 acknowledges that it has control on behalf of the purchaser; or
15 (2) obtains control of the security entitlement after
16 having acknowledged that it will obtain control of the security
17 entitlement on behalf of the purchaser.
18 Sec. 34. Section 554.8106, Code 2024, is amended by adding
19 the following new subsections:
20 NEW SUBSECTION. 8. A person that has control under this
21 section is not required to acknowledge that it has control on
22 behalf of a purchaser.
23 NEW SUBSECTION. 9. If a person acknowledges that it has or
24 will obtain control on behalf of a purchaser, unless the person
25 otherwise agrees or law other than this Article or Article 9
26 otherwise provides, the person does not owe any duty to the
27 purchaser and is not required to confirm the acknowledgment to
28 any other person.
29 Sec. 35. Section 554.8110, Code 2024, is amended by adding
30 the following new subsection:
31 NEW SUBSECTION. 7. The local law of the issuer's
32 jurisdiction or the securities intermediary's jurisdiction
33 governs a matter or transaction specified in subsection 1 or 2
34 even if the matter or transaction does not bear any relation to
35 the jurisdiction.

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PART H
ARTICLE 9
SECURED TRANSACTIONS

Sec. 36. Section 554.9102, subsection 1, paragraphs b, c, d, ab, ac, as, ax, bf, and br, Code 2024, are amended to read as follows:

b. *"Account"*, except as used in *"account for"*, *"account statement"*, *"account to"*, *"commodity account"* in paragraph *"n"*, *"customer's account"*, *"deposit account"* in paragraph *"ae"*, *"on account of"*, and ~~paragraph *"ae"*~~ *"statement of account"*, means a right to payment of a monetary obligation, whether or not earned by performance, (i) for property that has been or is to be sold, leased, licensed, assigned, or otherwise disposed of; (ii) for services rendered or to be rendered; (iii) for a policy of insurance issued or to be issued; (iv) for a secondary obligation incurred or to be incurred; (v) for energy provided or to be provided; (vi) for the use or hire of a vessel under a charter or other contract; (vii) arising out of the use of a credit or charge card or information contained on or for use with the card; or (viii) as winnings in a lottery or other game of chance operated or sponsored by a state, governmental unit of a state, or person licensed or authorized to operate the game by a state or governmental unit of a state. The term includes controllable accounts and health care insurance receivables. The term does not include (i) chattel paper, (ii) commercial tort claims, (iii) deposit accounts, (iv) investment property, (v) letter-of-credit rights or letters of credit, (vi) rights to payment for money or funds advanced or sold, other than rights arising out of the use of a credit or charge card or information contained on or for use with the card, or (vii) rights to payment evidenced by an instrument.

c. *"Account debtor"* means a person obligated on an account, chattel paper, or general intangible. The term does not include persons obligated to pay a negotiable instrument, even if the negotiable instrument ~~constitutes part of~~ evidences

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1 chattel paper.
2 *d.* *"Accounting"*, except as used in *"accounting for"*, means a
3 record:
4 (1) ~~authenticated~~ signed by a secured party;
5 (2) indicating the aggregate unpaid secured obligations as
6 of a date not more than thirty-five days earlier or thirty-five
7 days later than the date of the record; and
8 (3) identifying the components of the obligations in
9 reasonable detail.
10 *ab.* *"Controllable account"* means an account evidenced by a
11 controllable electronic record that provides that the account
12 debtor undertakes to pay the person that has control under
13 section 554.14105 ~~has control~~ of the controllable electronic
14 record.
15 *ac.* *"Controllable payment intangible"* means a payment
16 intangible evidenced by a controllable electronic record that
17 provides that the account debtor undertakes to pay the person
18 that has control under section 554.14105 ~~has control~~ of the
19 controllable electronic record.
20 *as.* *"General intangible"* means any personal property,
21 including things in action, other than accounts, chattel paper,
22 commercial tort claims, deposit accounts, documents, goods,
23 instruments, investment property, letter-of-credit rights,
24 letters of credit, money, and oil, gas, or other minerals
25 before extraction. The term includes controllable electronic
26 records, payment intangibles, and software.
27 *ax.* *"Instrument"* means a negotiable instrument or any
28 other writing that evidences a right to the payment of a
29 monetary obligation, is not itself a security agreement or
30 lease, and is of a type that in ordinary course of business
31 is transferred by delivery with any necessary indorsement or
32 assignment. The term does not include (i) investment property,
33 (ii) letters of credit, ~~or~~ (iii) writings that evidence a right
34 to payment arising out of the use of a credit or charge card
35 or information contained on or for use with the card, or (iv)

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1 writings that evidence chattel paper.
2 *bf.* *"Money"* has the meaning provided in section 554.1201,
3 subsection 2, paragraph *"y"*, but does not include (i) a deposit
4 account or (ii) money in an electronic form that cannot be
5 subjected to control under section 554.9105A.
6 *br.* *"Proposal"* means a record ~~authenticated~~ signed by a
7 secured party which includes the terms on which the secured
8 party is willing to accept collateral in full or partial
9 satisfaction of the obligation it secures pursuant to sections
10 554.9620, 554.9621, and 554.9622.
11 Sec. 37. Section 554.9102, subsection 1, Code 2024, is
12 amended by adding the following new paragraphs:
13 NEW PARAGRAPH. *0g.* *"Assignee"*, except as used in *"assignee*
14 *for benefit of creditors"*, means a person (i) in whose favor
15 a security interest that secures an obligation is created or
16 provided for under a security agreement, whether or not the
17 obligation is outstanding or (ii) to which an account, chattel
18 paper, payment intangible, or promissory note has been sold.
19 The term includes a person to which a security interest has
20 been transferred by a secured party.
21 NEW PARAGRAPH. *00g.* *"Assignor"* means a person that (i)
22 under a security agreement creates or provides for a security
23 interest that secures an obligation or (ii) sells an account,
24 chattel paper, payment intangible, or promissory note. The
25 term includes a secured party that has transferred a security
26 interest to another person.
27 Sec. 38. Section 554.9102, subsection 1, paragraphs g, ag,
28 ca, and ce, Code 2024, are amended by striking the paragraphs.
29 Sec. 39. Section 554.9102, subsection 1, paragraph k, Code
30 2024, is amended by striking the paragraph and inserting in
31 lieu thereof the following:
32 *k.* (1) *"Chattel paper"* means:
33 (a) a right to payment of a monetary obligation secured by
34 specific goods, if the right to payment and security agreement
35 are evidenced by a record; or

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(b) a right to payment of a monetary obligation owed by a lessee under a lease agreement with respect to specific goods and a monetary obligation owed by the lessee in connection with the transaction giving rise to the lease, if:

(i) the right to payment and lease agreement are evidenced by a record; and

(ii) the predominant purpose of the transaction giving rise to the lease was to give the lessee the right to possession and use of the goods.

(2) *"Chattel paper"* does not include a right to payment arising out of a charter or other contract involving the use or hire of a vessel or a right to payment arising out of the use of a credit or charge card or information contained on or for use with the card.

Sec. 40. Section 554.9102, subsection 2, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *0ae. "Protected purchaser"* ... Section 554.8303.

Sec. 41. Section 554.9104, subsection 1, Code 2024, is amended to read as follows:

1. *Requirements for control.* A secured party has control of a deposit account if:

a. the secured party is the bank with which the deposit account is maintained;

b. the debtor, secured party, and bank have agreed in ~~an authenticated~~ a signed record that the bank will comply with instructions originated by the secured party directing disposition of the funds in the deposit account without further consent by the debtor; ~~or~~

c. the secured party becomes the bank's customer with respect to the deposit account~~.~~; or

d. another person, other than the debtor:

(1) has control of the deposit account and acknowledges that it has control on behalf of the secured party; or

(2) obtains control of the deposit account after having

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1 acknowledged that it will obtain control of the deposit account
2 on behalf of the secured party.
3 Sec. 42. Section 554.9105, Code 2024, is amended by striking
4 the section and inserting in lieu thereof the following:
5 **554.9105 Control of electronic copy of record evidencing**
6 **chattel paper.**
7 1. *General rule: control of electronic copy of record*
8 *evidencing chattel paper.* A purchaser has control of an
9 authoritative electronic copy of a record evidencing chattel
10 paper if a system employed for evidencing the assignment
11 of interests in the chattel paper reliably establishes the
12 purchaser as the person to which the authoritative electronic
13 copy was assigned.
14 2. *Single authoritative copy.* A system satisfies subsection
15 1 if the record or records evidencing the chattel paper are
16 created, stored, and assigned in a manner that:
17 *a.* a single authoritative copy of the record or records
18 exists which is unique, identifiable, and, except as otherwise
19 provided in paragraphs *"d"*, *"e"*, and *"f"*, unalterable;
20 *b.* the authoritative copy identifies the purchaser as the
21 assignee of the record or records;
22 *c.* the authoritative copy is communicated to and maintained
23 by the purchaser or its designated custodian;
24 *d.* copies or amendments that add or change an identified
25 assignee of the authoritative copy can be made only with the
26 consent of the purchaser;
27 *e.* each copy of the authoritative copy and any copy of
28 a copy is readily identifiable as a copy that is not the
29 authoritative copy; and
30 *f.* any amendment of the authoritative copy is readily
31 identifiable as authorized or unauthorized.
32 3. *One or more authoritative copies.* A system satisfies
33 subsection 1, and a purchaser has control of an authoritative
34 electronic copy of a record evidencing chattel paper, if the
35 electronic copy, a record attached to or logically associated

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1 with the electronic copy, or a system in which the electronic
2 copy is recorded:
3 *a.* enables the purchaser readily to identify each electronic
4 copy as either an authoritative copy or a nonauthoritative
5 copy;
6 *b.* enables the purchaser readily to identify itself in any
7 way, including by name, identifying number, cryptographic key,
8 office, or account number, as the assignee of the authoritative
9 electronic copy; and
10 *c.* gives the purchaser exclusive power, subject to
11 subsection 4, to:
12 (1) prevent others from adding or changing an identified
13 assignee of the authoritative electronic copy; and
14 (2) transfer control of the authoritative electronic copy.
15 4. *Meaning of exclusive.* Subject to subsection 5, a power
16 is exclusive under subsection 3, paragraph *"c"*, subparagraphs
17 (1) and (2), even if:
18 *a.* the authoritative electronic copy, a record attached
19 to or logically associated with the authoritative electronic
20 copy, or a system in which the authoritative electronic copy is
21 recorded limits the use of the authoritative electronic copy
22 or has a protocol programmed to cause a change, including a
23 transfer or loss of control; or
24 *b.* the power is shared with another person.
25 5. *When power not shared with another person.* A power of a
26 purchaser is not shared with another person under subsection 4,
27 paragraph *"b"*, and the purchaser's power is not exclusive if:
28 *a.* the purchaser can exercise the power only if the power
29 also is exercised by the other person; and
30 *b.* the other person:
31 (1) can exercise the power without exercise of the power by
32 the purchaser; or
33 (2) is the transferor to the purchaser of an interest in the
34 chattel paper.
35 6. *Presumption of exclusivity of certain powers.* If a

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purchaser has the powers specified in subsection 3, paragraph *"c"*, subparagraphs (1) and (2), the powers are presumed to be exclusive.

7. *Obtaining control through another person.* A purchaser has control of an authoritative electronic copy of a record evidencing chattel paper if another person, other than the transferor to the purchaser of an interest in the chattel paper:

a. has control of the authoritative electronic copy and acknowledges that it has control on behalf of the purchaser; or

b. obtains control of the authoritative electronic copy after having acknowledged that it will obtain control of the electronic copy on behalf of the purchaser.

Sec. 43. Section 554.9105A, Code 2024, is amended to read as follows:

554.9105A Control of electronic money.

1. *General rule:* — *control of electronic money.* A person has control of electronic money if:

a. the electronic money, a record attached to or logically associated with the electronic money, or a system in which the electronic money is recorded gives the person:

(1) ~~the~~ power to avail itself of substantially all the benefit from the electronic money; and

(2) exclusive power, subject to subsection 2, to:

(a) prevent others from availing themselves of substantially all the benefit from the electronic money; and

(b) transfer control of the electronic money to another person or cause another person to obtain control of other electronic money as a result of the transfer of the electronic money; and

b. the electronic money, a record attached to or logically associated with the electronic money, or a system in which the electronic money is recorded enables the person readily to identify itself in any way, including by name, identifying number, cryptographic key, office, or account number, as having

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1 the powers under paragraph "*a*".
2 2. *Meaning of exclusive.* Subject to subsection 3, a power
3 is exclusive under subsection 1, paragraph "*a*", subparagraph
4 (2), subparagraph divisions (a) and (b) even if:
5 *a.* the electronic money, a record attached to or logically
6 associated with the electronic money, or a system in which the
7 electronic money is recorded limits the use of the electronic
8 money or has a protocol programmed to cause a change, including
9 a transfer or loss of control; or
10 *b.* the power is shared with another person.
11 3. *When power not shared with another person.* A power of a
12 person is not shared with another person under subsection 2,
13 paragraph "*b*" and the person's power is not exclusive if:
14 *a.* the person can exercise the power only if the power also
15 is exercised by the other person; and
16 *b.* the other person:
17 (1) can exercise the power without exercise of the power by
18 the person; or
19 (2) is the transferor to the person of an interest in the
20 electronic money.
21 4. *Presumption of exclusivity of certain powers.* If a
22 person has the powers specified in subsection 1, paragraph "*a*",
23 subparagraph (2), subparagraph divisions (a) and (b) the powers
24 are presumed to be exclusive.
25 ~~2.~~ 5. *Control through another person.* A person has
26 control of electronic money if another person, other than the
27 transferor of an interest in the electronic money:
28 *a.* has control of the electronic money and acknowledges that
29 it has control on behalf of the person, or
30 *b.* obtains control of the electronic money after having
31 acknowledged that it will obtain control of the electronic
32 money on behalf of the person.
33 ~~3. *Meaning of exclusive.* A power is exclusive under~~
34 ~~subsection 1, paragraph "*a*", subparagraph (2), even if:~~
35 ~~*a.* the electronic money or a system in which the electronic~~

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1 ~~money is recorded limits the use of the electronic money or has~~
2 ~~a protocol programmed to transfer control; or~~
3 ~~*b.* the person has agreed to share the power with another~~
4 ~~person.~~
5 Sec. 44. NEW SECTION. **554.9107B No requirement to**
6 **acknowledge or confirm; no duties.**
7 1. *No requirement to acknowledge.* A person that has control
8 under section 554.9104, 554.9105, or 554.9105A is not required
9 to acknowledge that it has control on behalf of another person.
10 2. *No duties or confirmation.* If a person acknowledges
11 that it has or will obtain control on behalf of another
12 person, unless the person otherwise agrees or law other than
13 this Article otherwise provides, the person does not owe any
14 duty to the other person and is not required to confirm the
15 acknowledgment to any other person.
16 Sec. 45. Section 554.9203, subsection 2, Code 2024, is
17 amended to read as follows:
18 2. *Enforceability.* Except as otherwise provided in
19 subsections 3 through ~~10~~ 9, a security interest is enforceable
20 against the debtor and third parties with respect to the
21 collateral only if:
22 *a.* value has been given;
23 *b.* the debtor has rights in the collateral or the power to
24 transfer rights in the collateral to a secured party; and
25 *c.* one of the following conditions is met:
26 (1) the debtor has ~~authenticated~~ signed a security
27 agreement that provides a description of the collateral and, if
28 the security interest covers timber to be cut, a description
29 of the land concerned;
30 (2) the collateral is not a certificated security and is
31 in the possession of the secured party under section 554.9313
32 pursuant to the debtor's security agreement;
33 (3) the collateral is a certificated security in registered
34 form and the security certificate has been delivered to the
35 secured party under section 554.8301 pursuant to the debtor's

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1 security agreement; ~~or~~
2 (4) the collateral is controllable accounts, controllable
3 electronic records, controllable payment intangibles, deposit
4 accounts, ~~electronic chattel paper,~~ electronic documents,
5 electronic money, investment property, or letter-of-credit
6 rights, and the secured party has control under section
7 554.7106, 554.9104, ~~554.9105,~~ 554.9105A, 554.9106, 554.9107, or
8 554.9107A pursuant to the debtor's security agreement~~.~~; or
9 (5) the collateral is chattel paper and the secured party
10 has possession and control under section 554.9314A pursuant to
11 the debtor's security agreement.
12 Sec. 46. Section 554.9203, subsection 10, Code 2024, is
13 amended by striking the subsection.
14 Sec. 47. Section 554.9204, subsection 2, Code 2024, is
15 amended to read as follows:
16 2. *When after-acquired property clause not effective.* ~~A~~
17 Subject to subsection 4, a security interest does not attach
18 under a term constituting an after-acquired property clause to:
19 *a.* consumer goods, other than an accession when given as
20 additional security, unless the debtor acquires rights in them
21 within ten days after the secured party gives value; or
22 *b.* a commercial tort claim.
23 Sec. 48. Section 554.9204, Code 2024, is amended by adding
24 the following new subsection:
25 NEW SUBSECTION. 4. *Limitation on subsection 2.* Subsection
26 2 does not prevent a security interest from attaching:
27 *a.* to consumer goods as proceeds under section 554.9315,
28 subsection 1, or commingled goods under section 554.9336,
29 subsection 3;
30 *b.* to a commercial tort claim as proceeds under section
31 554.9315, subsection 1; or
32 *c.* under an after-acquired property clause to property that
33 is proceeds of consumer goods or a commercial tort claim.
34 Sec. 49. Section 554.9208, subsection 2, Code 2024, is
35 amended to read as follows:

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2. *Duties of secured party after receiving demand from debtor.* Within ten days after receiving ~~an authenticated~~ a signed demand by the debtor:

a. a secured party having control of a deposit account under section 554.9104, subsection 1, paragraph *"b"*, shall send to the bank with which the deposit account is maintained ~~an authenticated statement~~ a signed record that releases the bank from any further obligation to comply with instructions originated by the secured party;

b. a secured party having control of a deposit account under section 554.9104, subsection 1, paragraph *"c"*, shall:

(1) pay the debtor the balance on deposit in the deposit account; or

(2) transfer the balance on deposit into a deposit account in the debtor's name;

c. a secured party, other than a buyer, having control ~~of electronic chattel paper~~ under section 554.9105 ~~shall:~~ of an authoritative electronic copy of a record evidencing chattel paper shall transfer control of the electronic copy to the debtor or a person designated by the debtor;

~~(1) communicate the authoritative copy of the electronic chattel paper to the debtor or its designated custodian;~~

~~(2) if the debtor designates a custodian that is the designated custodian with which the authoritative copy of the electronic chattel paper is maintained for the secured party, communicate to the custodian an authenticated record releasing the designated custodian from any further obligation to comply with instructions originated by the secured party and instructing the custodian to comply with instructions originated by the debtor; and~~

~~(3) take appropriate action to enable the debtor or its designated custodian to make copies of or revisions to the authoritative copy which add or change an identified assignee of the authoritative copy without the consent of the secured party;~~

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d. a secured party having control of investment property under section 554.8106, subsection 4, paragraph *"b"*, or section 554.9106, subsection 2, shall send to the securities intermediary or commodity intermediary with which the security entitlement or commodity contract is maintained ~~an authenticated~~ a signed record that releases the securities intermediary or commodity intermediary from any further obligation to comply with entitlement orders or directions originated by the secured party;

e. a secured party having control of a letter-of-credit right under section 554.9107 shall send to each person having an unfulfilled obligation to pay or deliver proceeds of the letter of credit to the secured party ~~an authenticated~~ a signed release from any further obligation to pay or deliver proceeds of the letter of credit to the secured party;

f. a secured party having control under section 554.7106 of an authoritative electronic copy of an electronic document shall~~:~~ transfer control of the electronic copy to the debtor or a person designated by the debtor;

~~(1) give control of the electronic document to the debtor or its designated custodian;~~

~~(2) if the debtor designates a custodian that is the designated custodian with which the authoritative copy of the electronic document is maintained for the secured party, communicate to the custodian an authenticated record releasing the designated custodian from any further obligation to comply with instructions originated by the secured party and instructing the custodian to comply with instructions originated by the debtor; and~~

~~(3) take appropriate action to enable the debtor or its designated custodian to make copies of or revisions to the authoritative copy which add or change an identified assignee of the authoritative copy without the consent of the secured party;~~

g. a secured party having control under section 554.9105A of

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electronic money shall transfer control of the electronic money to the debtor or a person designated by the debtor; and

h. a secured party having control under section 554.14105 of a controllable electronic record, other than a buyer of a controllable account or controllable payment intangible evidenced by the controllable electronic record, shall transfer control of the controllable electronic record to the debtor or a person designated by the debtor.

Sec. 50. Section 554.9209, subsection 2, Code 2024, is amended to read as follows:

2. *Duties of secured party after receiving demand from debtor.* Within ten days after receiving ~~an authenticated~~ a signed demand by the debtor, a secured party shall send to an account debtor that has received notification under section 554.9406, subsection 1, or section 554.14106, subsection 2, of an assignment to the secured party as assignee ~~under section 554.9406, subsection 1, an authenticated~~ a signed record that releases the account debtor from any further obligation to the secured party.

Sec. 51. Section 554.9210, subsections 1, 2, 3, 4, and 5, Code 2024, are amended to read as follows:

1. *Definitions.* In this section:

a. *"Request"* means a record of a type described in paragraph *"b"*, *"c"*, or *"d"*.

b. *"Request for an accounting"* means a record ~~authenticated~~ signed by a debtor requesting that the recipient provide an accounting of the unpaid obligations secured by collateral and reasonably identifying the transaction or relationship that is the subject of the request.

c. *"Request regarding a list of collateral"* means a record ~~authenticated~~ signed by a debtor requesting that the recipient approve or correct a list of what the debtor believes to be the collateral securing an obligation and reasonably identifying the transaction or relationship that is the subject of the request.

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1 *d. "Request regarding a statement of account"* means a record
2 ~~authenticated~~ signed by a debtor requesting that the recipient
3 approve or correct a statement indicating what the debtor
4 believes to be the aggregate amount of unpaid obligations
5 secured by collateral as of a specified date and reasonably
6 identifying the transaction or relationship that is the subject
7 of the request.
8 2. *Duty to respond to requests.* Subject to subsections 3,
9 4, 5, and 6, a secured party, other than a buyer of accounts,
10 chattel paper, payment intangibles, or promissory notes or a
11 consignor, shall comply with a request within fourteen days
12 after receipt:
13 *a.* in the case of a request for an accounting, by
14 ~~authenticating~~ signing and sending to the debtor an accounting;
15 and
16 *b.* in the case of a request regarding a list of
17 collateral or a request regarding a statement of account, by
18 ~~authenticating~~ signing and sending to the debtor an approval
19 or correction.
20 3. *Request regarding list of collateral — statement*
21 *concerning type of collateral.* A secured party that claims a
22 security interest in all of a particular type of collateral
23 owned by the debtor may comply with a request regarding a
24 list of collateral by sending to the debtor ~~an authenticated~~
25 a signed record including a statement to that effect within
26 fourteen days after receipt.
27 4. *Request regarding list of collateral — no interest*
28 *claimed.* A person that receives a request regarding a list
29 of collateral, claims no interest in the collateral when
30 it receives the request, and claimed an interest in the
31 collateral at an earlier time shall comply with the request
32 within fourteen days after receipt by sending to the debtor ~~an~~
33 ~~authenticated~~ a signed record:
34 *a.* disclaiming any interest in the collateral; and
35 *b.* if known to the recipient, providing the name and mailing

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address of any assignee of or successor to the recipient's interest in the collateral.

5. *Request for accounting or regarding statement of account — no interest in obligation claimed.* A person that receives a request for an accounting or a request regarding a statement of account, claims no interest in the obligations when it receives the request, and claimed an interest in the obligations at an earlier time shall comply with the request within fourteen days after receipt by sending to the debtor ~~an authenticated~~ a signed record:

a. disclaiming any interest in the obligations; and

b. if known to the recipient, providing the name and mailing address of any assignee of or successor to the recipient's interest in the obligations.

Sec. 52. Section 554.9301, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Except as otherwise provided in sections 554.9303~~, 554.9304, 554.9305, and 554.9306~~ through 554.9306B, the following rules determine the law governing perfection, the effect of perfection or nonperfection, and the priority of a security interest in collateral:

Sec. 53. Section 554.9301, subsection 3, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Except as otherwise provided in subsection 4, while ~~tangible~~ negotiable tangible documents, goods, instruments, or tangible money~~, or tangible chattel paper~~ is located in a jurisdiction, the local law of that jurisdiction governs:

Sec. 54. Section 554.9304, subsection 1, Code 2024, is amended to read as follows:

1. *Law of bank's jurisdiction governs.* The local law of a bank's jurisdiction governs perfection, the effect of perfection or nonperfection, and the priority of a security interest in a deposit account maintained with that bank even if the transaction does not bear any relation to the bank's jurisdiction.

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1 Sec. 55. Section 554.9305, subsection 1, Code 2024, is
2 amended by adding the following new paragraph:
3 NEW PARAGRAPH. *e.* Paragraphs *"b"*, *"c"*, and *"d"* apply
4 even if the transaction does not bear any relation to the
5 jurisdiction.
6 Sec. 56. Section 554.9306A, Code 2024, is amended by
7 striking the section and inserting in lieu thereof the
8 following:
9 **554.9306A Law governing perfection and priority of security**
10 **interests in chattel paper.**
11 1. *Chattel paper evidenced by authoritative electronic*
12 *copy.* Except as provided in subsection 4, if chattel paper
13 is evidenced only by an authoritative electronic copy of the
14 chattel paper or is evidenced by an authoritative electronic
15 copy and an authoritative tangible copy, the local law of the
16 chattel paper's jurisdiction governs perfection, the effect of
17 perfection or nonperfection, and the priority of a security
18 interest in the chattel paper, even if the transaction does not
19 bear any relation to the chattel paper's jurisdiction.
20 2. *Chattel paper's jurisdiction.* The following rules
21 determine the chattel paper's jurisdiction under this section:
22 *a.* If the authoritative electronic copy of the record
23 evidencing chattel paper, or a record attached to or logically
24 associated with the electronic copy and readily available for
25 review, expressly provides that a particular jurisdiction is
26 the chattel paper's jurisdiction for purposes of this section,
27 this part, this Article, or this chapter, that jurisdiction is
28 the chattel paper's jurisdiction.
29 *b.* If paragraph *"a"* does not apply and the rules of the
30 system in which the authoritative electronic copy is recorded
31 are readily available for review and expressly provide that a
32 particular jurisdiction is the chattel paper's jurisdiction
33 for purposes of this section, this part, this Article, or this
34 chapter that jurisdiction is the chattel paper's jurisdiction.
35 *c.* If paragraphs *"a"* and *"b"* do not apply and the

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1 authoritative electronic copy, or a record attached to or
2 logically associated with the electronic copy and readily
3 available for review, expressly provides that the chattel paper
4 is governed by the law of a particular jurisdiction, that
5 jurisdiction is the chattel paper's jurisdiction.
6 *d.* If paragraphs *"a"*, *"b"*, and *"c"* do not apply and the
7 rules of the system in which the authoritative electronic copy
8 is recorded are readily available for review and expressly
9 provide that the chattel paper or the system is governed by
10 the law of a particular jurisdiction, that jurisdiction is the
11 chattel paper's jurisdiction.
12 *e.* If paragraphs *"a"* through *"d"* do not apply, the chattel
13 paper's jurisdiction is the jurisdiction in which the debtor
14 is located.
15 3. *Chattel paper evidenced by authoritative tangible*
16 *copy.* If an authoritative tangible copy of a record evidences
17 chattel paper and the chattel paper is not evidenced by an
18 authoritative electronic copy, while the authoritative tangible
19 copy of the record evidencing chattel paper is located in a
20 jurisdiction, the local law of that jurisdiction governs:
21 *a.* perfection of a security interest in the chattel paper by
22 possession under section 554.9314A; and
23 *b.* the effect of perfection or nonperfection and the
24 priority of a security interest in the chattel paper.
25 4. *When perfection governed by law of jurisdiction where*
26 *debtor located.* The local law of the jurisdiction in which the
27 debtor is located governs perfection of a security interest in
28 chattel paper by filing.
29 Sec. 57. NEW SECTION. **554.9306B Law governing perfection**
30 **and priority of security interests in controllable accounts,**
31 **controllable electronic records, and controllable payment**
32 **intangibles.**
33 1. *Governing law: general rules.* Except as provided in
34 subsection 2, the local law of the controllable electronic
35 record's jurisdiction specified in section 554.14107,

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subsections 3 and 4 governs perfection, the effect of perfection or nonperfection, and the priority of a security interest in a controllable electronic record and a security interest in a controllable account or controllable payment intangible evidenced by the controllable electronic record.

2. *When perfection governed by law of jurisdiction where debtor located.* The local law of the jurisdiction in which the debtor is located governs:

a. perfection of a security interest in a controllable account, controllable electronic record, or controllable payment intangible by filing; and

b. automatic perfection of a security interest in a controllable payment intangible created by a sale of the controllable payment intangible.

Sec. 58. Section 554.9308, subsection 8, Code 2024, is amended by striking the subsection.

Sec. 59. Section 554.9310, subsection 2, paragraph h, Code 2024, is amended to read as follows:

h. in controllable accounts, controllable electronic records, controllable payment intangibles, deposit accounts, ~~electronic chattel paper,~~ electronic documents, investment property, or letter-of-credit rights which ~~is~~ are perfected by control under section 554.9314;

Sec. 60. Section 554.9310, subsection 2, Code 2024, is amended by adding the following new paragraph:

NEW PARAGRAPH. *0i.* in chattel paper which is perfected by possession and control under section 554.9314A;

Sec. 61. Section 554.9312, Code 2024, is amended to read as follows:

554.9312 Perfection of security interests in chattel paper, controllable accounts, controllable electronic records, controllable payment intangibles, ~~chattel paper,~~ deposit accounts, negotiable documents, goods covered by documents, instruments, investment property, letter-of-credit rights, and money — perfection by permissive filing — temporary perfection

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without filing or transfer of possession.

1. *Perfection by filing permitted.* A security interest in chattel paper, controllable accounts, controllable electronic records, controllable payment intangibles, ~~chattel paper, negotiable documents,~~ instruments, ~~or~~ investment property, or negotiable documents may be perfected by filing.

2. *Control or possession of certain collateral.* Except as otherwise provided in section 554.9315, subsections 3 and 4, for proceeds:

a. a security interest in a deposit account may be perfected only by control under section 554.9314;

b. ~~and~~ except as otherwise provided in section 554.9308, subsection 4, a security interest in a letter-of-credit right may be perfected only by control under section 554.9314;

c. a security interest in tangible money may be perfected only by the secured party's taking possession under section 554.9313; and

d. a security interest in electronic money may be perfected only by control under section 554.9314.

3. *Goods covered by negotiable document.* While goods are in the possession of a bailee that has issued a negotiable document covering the goods:

a. a security interest in the goods may be perfected by perfecting a security interest in the document; and

b. a security interest perfected in the document has priority over any security interest that becomes perfected in the goods by another method during that time.

4. *Goods covered by nonnegotiable document.* While goods are in the possession of a bailee that has issued a nonnegotiable document covering the goods, a security interest in the goods may be perfected by:

a. issuance of a document in the name of the secured party;

b. the bailee's receipt of notification of the secured party's interest; or

c. filing as to the goods.

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5. *Temporary perfection — new value.* A security interest in certificated securities, negotiable documents, or instruments is perfected without filing or the taking of possession or control for a period of twenty days from the time it attaches to the extent that it arises for new value given under ~~an authenticated~~ a signed security agreement.

6. *Temporary perfection — goods or documents made available to debtor.* A perfected security interest in a negotiable document or goods in possession of a bailee, other than one that has issued a negotiable document for the goods, remains perfected for twenty days without filing if the secured party makes available to the debtor the goods or documents representing the goods for the purpose of:

a. ultimate sale or exchange; or

b. loading, unloading, storing, shipping, transshipping, manufacturing, processing, or otherwise dealing with them in a manner preliminary to their sale or exchange.

7. *Temporary perfection — delivery of security certificate or instrument to debtor.* A perfected security interest in a certificated security or instrument remains perfected for twenty days without filing if the secured party delivers the security certificate or instrument to the debtor for the purpose of:

a. ultimate sale or exchange; or

b. presentation, collection, enforcement, renewal, or registration of transfer.

8. *Expiration of temporary perfection.* After the twenty-day period specified in subsection 5, 6, or 7 expires, perfection depends upon compliance with this Article.

Sec. 62. Section 554.9313, subsections 1, 3, and 4, Code 2024, are amended to read as follows:

1. *Perfection by possession or delivery.* Except as otherwise provided in subsection 2, a secured party may perfect a security interest in ~~tangible negotiable documents,~~ goods, instruments, negotiable tangible documents, or tangible

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money~~, or tangible chattel paper~~ by taking possession of the collateral. A secured party may perfect a security interest in certificated securities by taking delivery of the certificated securities under section 554.8301.

3. *Collateral in possession of person other than debtor.* With respect to collateral other than certificated securities and goods covered by a document, a secured party takes possession of collateral in the possession of a person other than the debtor, the secured party, or a lessee of the collateral from the debtor in the ordinary course of the debtor's business, when:

a. the person in possession ~~authenticates~~ signs a record acknowledging that it holds possession of the collateral for the secured party's benefit; or

b. the person takes possession of the collateral after having ~~authenticated~~ signed a record acknowledging that it will hold possession of the collateral for the secured party's benefit.

4. *Time of perfection by possession — continuation of perfection.* If perfection of a security interest depends upon possession of the collateral by a secured party, perfection occurs ~~no~~ not earlier than the time the secured party takes possession and continues only while the secured party retains possession.

Sec. 63. Section 554.9314, subsections 1, 2, and 3, Code 2024, are amended to read as follows:

1. *Perfection by control.* A security interest in controllable accounts, controllable electronic records, controllable payment intangibles, deposit accounts, ~~electronic chattel paper,~~ electronic documents, electronic money, investment property, or letter-of-credit rights may be perfected by control of the collateral under section 554.7106, 554.9104, ~~554.9105,~~ 554.9105A, 554.9106, 554.9107, or 554.9107A.

2. *Specified collateral — time of perfection by control —*

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1 *continuation of perfection.* A security interest in controllable
2 accounts, controllable electronic records, controllable payment
3 intangibles, deposit accounts, ~~electronic chattel paper,~~
4 electronic documents, electronic money, or letter-of-credit
5 rights is perfected by control under section 554.7106,
6 554.9104, ~~554.9105,~~ 554.9105A, 554.9107, or 554.9107A ~~when~~
7 not earlier than the time the secured party obtains control
8 and remains perfected by control only while the secured party
9 retains control.
10 3. *Investment property — time of perfection by control —*
11 *continuation of perfection.* A security interest in investment
12 property is perfected by control under section 554.9106 ~~from~~
13 not earlier than the time the secured party obtains control and
14 remains perfected by control until:
15 *a.* the secured party does not have control; and
16 *b.* one of the following occurs:
17 (1) if the collateral is a certificated security, the debtor
18 has or acquires possession of the security certificate;
19 (2) if the collateral is an uncertificated security, the
20 issuer has registered or registers the debtor as the registered
21 owner; or
22 (3) if the collateral is a security entitlement, the debtor
23 is or becomes the entitlement holder.
24 Sec. 64. NEW SECTION. **554.9314A Perfection by possession**
25 **and control of chattel paper.**
26 1. *Perfection by possession and control.* A secured party
27 may perfect a security interest in chattel paper by taking
28 possession of each authoritative tangible copy of the record
29 evidencing the chattel paper and obtaining control of each
30 authoritative electronic copy of the electronic record
31 evidencing the chattel paper.
32 2. *Time of perfection; continuation of perfection.* A
33 security interest is perfected under subsection 1 not earlier
34 than the time the secured party takes possession and obtains
35 control and remains perfected under subsection 1 only while the

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1 secured party retains possession and control.
2 3. *Application of section 554.9313 to perfection by*
3 *possession of chattel paper.* Section 554.9313, subsections
4 3 and 6 through 9, apply to perfection by possession of an
5 authoritative tangible copy of a record evidencing chattel
6 paper.
7 Sec. 65. Section 554.9316, subsections 1 and 6, Code 2024,
8 are amended to read as follows:
9 1. *General rule — effect on perfection of change in*
10 *governing law.* A security interest perfected pursuant to
11 the law of the jurisdiction designated in section 554.9301,
12 subsection 1, ~~or~~ section 554.9305, subsection 3, section
13 554.9306A, subsection 4, or section 554.9306B, subsection 2,
14 remains perfected until the earliest of:
15 *a.* the time perfection would have ceased under the law of
16 that jurisdiction;
17 *b.* the expiration of four months after a change of the
18 debtor's location to another jurisdiction; or
19 *c.* the expiration of one year after a transfer of collateral
20 to a person that thereby becomes a debtor and is located in
21 another jurisdiction.
22 6. *Change in jurisdiction of chattel paper, controllable*
23 *electronic record, bank, issuer, nominated person, securities*
24 *intermediary, or commodity intermediary.* A security interest in
25 chattel paper, controllable accounts, controllable electronic
26 records, controllable payment intangibles, deposit accounts,
27 letter-of-credit rights, or investment property which is
28 perfected under the law of the chattel paper's jurisdiction,
29 the controllable electronic record's jurisdiction, the bank's
30 jurisdiction, the issuer's jurisdiction, a nominated person's
31 jurisdiction, the securities intermediary's jurisdiction, or
32 the commodity intermediary's jurisdiction, as applicable,
33 remains perfected until the earlier of:
34 *a.* the time the security interest would have become
35 unperfected under the law of that jurisdiction; or

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b. the expiration of four months after a change of the applicable jurisdiction to another jurisdiction.

Sec. 66. Section 554.9317, subsections 2 and 4, Code 2024, are amended to read as follows:

2. *Buyers that receive delivery.* Except as otherwise provided in subsection 5, a buyer, other than a secured party, of ~~tangible chattel paper, tangible documents,~~ goods, instruments, tangible documents, or a ~~certificated~~ security certificate takes free of a security interest or agricultural lien if the buyer gives value and receives delivery of the collateral without knowledge of the security interest or agricultural lien and before it is perfected.

4. *Licensees and buyers of certain collateral.* ~~A~~ Subject to subsections 6 through 9, a licensee of a general intangible or a buyer, other than a secured party, of collateral other than ~~tangible chattel paper, tangible documents,~~ electronic money, goods, instruments, tangible documents, or a certificated security takes free of a security interest if the licensee or buyer gives value without knowledge of the security interest and before it is perfected.

Sec. 67. Section 554.9317, Code 2024, is amended by adding the following new subsections:

NEW SUBSECTION. 6. *Buyers of chattel paper.* A buyer, other than a secured party, of chattel paper takes free of a security interest if, without knowledge of the security interest and before it is perfected, the buyer gives value and:

a. receives delivery of each authoritative tangible copy of the record evidencing the chattel paper; and

b. if each authoritative electronic copy of the record evidencing the chattel paper can be subjected to control under section 554.9105, obtains control of each authoritative electronic copy.

NEW SUBSECTION. 7. *Buyers of electronic documents.* A buyer of an electronic document takes free of a security interest if, without knowledge of the security interest and before it

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is perfected, the buyer gives value and, if each authoritative electronic copy of the document can be subjected to control under section 554.7106, obtains control of each authoritative electronic copy.

NEW SUBSECTION. 8. *Buyers of controllable electronic records.* A buyer of a controllable electronic record takes free of a security interest if, without knowledge of the security interest and before it is perfected, the buyer gives value and obtains control of the controllable electronic record.

NEW SUBSECTION. 9. *Buyers of controllable accounts and controllable payment intangibles.* A buyer, other than a secured party, of a controllable account or a controllable payment intangible takes free of a security interest if, without knowledge of the security interest and before it is perfected, the buyer gives value and obtains control of the controllable account or controllable payment intangible.

Sec. 68. Section 554.9323, subsections 4 and 6, Code 2024, are amended to read as follows:

4. *Buyer of goods.* Except as otherwise provided in subsection 5, a buyer of goods ~~other than a buyer in ordinary course of business~~ takes free of a security interest to the extent that it secures advances made after the earlier of:

a. the time the secured party acquires knowledge of the buyer's purchase; or

b. forty-five days after the purchase.

6. *Lessee of goods.* Except as otherwise provided in subsection 7, a lessee of goods~~, other than a lessee in ordinary course of business,~~ takes the leasehold interest free of a security interest to the extent that it secures advances made after the earlier of:

a. the time the secured party acquires knowledge of the lease; or

b. forty-five days after the lease contract becomes enforceable.

Sec. 69. Section 554.9324, subsection 2, paragraph b, Code

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2024, is amended to read as follows:

b. the purchase-money secured party sends an ~~authenticated~~ signed notification to the holder of the conflicting security interest;

Sec. 70. Section 554.9324, subsection 4, paragraph b, Code 2024, is amended to read as follows:

b. the purchase-money secured party sends ~~an authenticated~~ a signed notification to the holder of the conflicting security interest;

Sec. 71. Section 554.9330, subsections 1, 2, and 6, Code 2024, are amended to read as follows:

1. *Purchaser's priority — security interest claimed merely as proceeds.* A purchaser of chattel paper has priority over a security interest in the chattel paper which is claimed merely as proceeds of inventory subject to a security interest if:

a. in good faith and in the ordinary course of the purchaser's business, the purchaser gives new value, ~~and~~ takes possession of each authoritative tangible copy of the record evidencing the chattel paper ~~or~~, and obtains control ~~of~~ under section 554.9105 of each authoritative electronic copy of the record evidencing the chattel paper ~~under section 554.9105~~; and

b. the ~~chattel paper does~~ authoritative copies of the record evidencing the chattel paper do not indicate that ~~it~~ the chattel paper has been assigned to an identified assignee other than the purchaser.

2. *Purchaser's priority — other security interests.* A purchaser of chattel paper has priority over a security interest in the chattel paper which is claimed other than merely as proceeds of inventory subject to a security interest if the purchaser gives new value, ~~and~~ takes possession of each authoritative tangible copy of the record evidencing the chattel paper ~~or~~, and obtains control ~~of~~ under section 554.9105 of each authoritative electronic copy of the record evidencing the chattel paper ~~under section 554.9105~~ in good faith, in the ordinary course of the purchaser's business, and without

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1 knowledge that the purchase violates the rights of the secured
2 party.
3 6. *Indication of assignment gives knowledge.* For purposes of
4 subsections 2 and 4, if the authoritative copies of the record
5 evidencing chattel paper or an instrument ~~indicates~~ indicate
6 that ~~it~~ the chattel paper or instrument has been assigned to an
7 identified secured party other than the purchaser, a purchaser
8 of the chattel paper or instrument has knowledge that the
9 purchase violates the rights of the secured party.
10 Sec. 72. Section 554.9331, Code 2024, is amended to read as
11 follows:
12 **554.9331 Priority of rights of purchasers of controllable**
13 **accounts, controllable electronic records, controllable payment**
14 **intangibles, documents, instruments, and securities under**
15 **other Articles — priority of interests in financial assets**
16 **and security entitlements and ~~protections~~ protection against**
17 **~~assertions~~ assertion of claims under Articles 8 and 14.**
18 1. *Rights under Articles 3, 7, 8, and 14 not limited.* This
19 Article does not limit the rights of a holder in due course of a
20 negotiable instrument, a holder to which a negotiable document
21 of title has been duly negotiated, a protected purchaser of a
22 security, or a qualifying purchaser of a controllable account,
23 controllable electronic record, or controllable payment
24 intangible. These holders or purchasers take priority over an
25 earlier security interest, even if perfected, to the extent
26 provided in Articles 3, 7, 8, and 14.
27 2. *Protection under Articles 8 and 14.* This Article does
28 not limit the rights of or impose liability on a person to the
29 extent that the person is protected against the assertion of
30 a claim under Article 8 or 14.
31 3. *Filing not notice.* Filing under this Article does
32 not constitute notice of a claim or defense to the holders,
33 purchasers, or persons described in subsections 1 and 2.
34 Sec. 73. Section 554.9332, Code 2024, is amended to read as
35 follows:

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554.9332 Transfer of money — transfer of funds from deposit account.

1. *Transferee of tangible money.* A transferee of tangible money takes the money free of a security interest ~~in the money~~ if the transferee ~~when receiving delivery~~ receives possession of the money ~~does not act~~ without acting in collusion with the debtor in violating the rights of the secured party.

~~2. *Transferee of electronic money.* A transferee of electronic money takes the money free of a security interest in the money if the transferee when obtaining control of the money does not act in collusion with the debtor in violating the rights of the secured party.~~

~~3.~~ 2. *Transferee of funds from deposit account.* A transferee of funds from a deposit account takes the funds free of a security interest in the deposit account if the transferee ~~when receiving~~ receives the funds ~~does not act~~ without acting in collusion with the debtor in violating the rights of the secured party.

3. *Transferee of electronic money.* A transferee of electronic money takes the money free of a security interest if the transferee obtains control of the money without acting in collusion with the debtor in violating the rights of the secured party.

Sec. 74. Section 554.9334, subsection 6, paragraph a, Code 2024, is amended to read as follows:

a. the encumbrancer or owner has, in ~~an authenticated~~ a signed record, consented to the security interest or disclaimed an interest in the goods as fixtures; or

Sec. 75. Section 554.9341, unnumbered paragraph 1, Code 2024, is amended to read as follows:

Except as otherwise provided in section 554.9340, subsection 3, and unless the bank otherwise agrees in ~~an authenticated~~ a signed record, a bank's rights and duties with respect to a deposit account maintained with the bank are not terminated, suspended, or modified by:

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Sec. 76. Section 554.9404, subsection 1, paragraph b, Code 2024, is amended to read as follows:

b. any other defense or claim of the account debtor against the assignor which accrues before the account debtor receives a notification of the assignment ~~authenticated~~ signed by the assignor or the assignee.

Sec. 77. Section 554.9406, subsections 1, 4, 6, 7, and 11, Code 2024, are amended to read as follows:

1. *Discharge of account debtor — effect of notification.* Subject to subsections 2 through 9 and 11, an account debtor on an account, chattel paper, or a payment intangible may discharge its obligation by paying the assignor until, but not after, the account debtor receives a notification, ~~authenticated~~ signed by the assignor or the assignee, that the amount due or to become due has been assigned and that payment is to be made to the assignee. After receipt of the notification, the account debtor may discharge its obligation by paying the assignee and may not discharge the obligation by paying the assignor.

4. *Term restricting assignment generally ineffective.* In this subsection, *"promissory note"* includes a negotiable instrument that evidences chattel paper. Except as otherwise provided in ~~subsection~~ subsections 5 and 10A and sections 554.9407 and 554.13303, and subject to subsection 8, a term in an agreement between an account debtor and an assignor or in a promissory note is ineffective to the extent that it:

a. prohibits, restricts, or requires the consent of the account debtor or person obligated on the promissory note to the assignment or transfer of, or the creation, attachment, perfection, or enforcement of a security interest in, the account, chattel paper, payment intangible, or promissory note; or

b. provides that the assignment or transfer or the creation, attachment, perfection, or enforcement of the security interest may give rise to a default, breach, right of recoupment, claim,

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1 defense, termination, right of termination, or remedy under the
2 account, chattel paper, payment intangible, or promissory note.
3 6. Legal restrictions on assignment generally ineffective.
4 Except as otherwise provided in subsection 10A and sections
5 554.9407 and 554.13303 and subject to subsections 8 and 9, a
6 rule of law, statute, or regulation that prohibits, restricts,
7 or requires the consent of a government, governmental body or
8 official, or account debtor to the assignment or transfer of,
9 or creation of a security interest in, an account or chattel
10 paper is ineffective to the extent that the rule of law,
11 statute, or regulation:
12 *a.* prohibits, restricts, or requires the consent of the
13 government, governmental body or official, or account debtor
14 to the assignment or transfer of, or the creation, attachment,
15 perfection, or enforcement of a security interest in the
16 account or chattel paper; or
17 *b.* provides that the assignment or transfer or the creation,
18 attachment, perfection, or enforcement of the security interest
19 may give rise to a default, breach, right of recoupment, claim,
20 defense, termination, right of termination, or remedy under the
21 account or chattel paper.
22 7. *Subsection 2, paragraph "c", not waivable.* Subject to
23 ~~subsection~~ subsections 8 and 11, an account debtor ~~may~~ shall
24 not waive or vary its option under subsection 2, paragraph *"c"*.
25 11. *Inapplicability of certain subsections.* Subsections 1
26 ~~through~~, 2, 3, and 7 do not apply to a controllable account or
27 controllable payment intangible.
28 Sec. 78. Section 554.9406, Code 2024, is amended by adding
29 the following new subsection:
30 NEW SUBSECTION. 10A. *Inapplicability to interests in certain*
31 *entities.* Subsections 4, 6, and 10 do not apply to a security
32 interest in an ownership interest in a general partnership,
33 limited partnership, or limited liability company.
34 Sec. 79. Section 554.9408, subsection 1, unnumbered
35 paragraph 1, Code 2024, is amended to read as follows:

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1 Except as otherwise provided in ~~subsection 2~~ subsections 2
2 and 6, a term in a promissory note or in an agreement between
3 an account debtor and a debtor which relates to a health
4 care insurance receivable or a general intangible, including
5 a contract, permit, license, or franchise, and which term
6 prohibits, restricts, or requires the consent of the person
7 obligated on the promissory note or the account debtor to,
8 the assignment or transfer of, or creation, attachment, or
9 perfection of a security interest in, the promissory note,
10 health care insurance receivable, or general intangible, is
11 ineffective to the extent that the term:
12 Sec. 80. Section 554.9408, subsection 3, unnumbered
13 paragraph 1, Code 2024, is amended to read as follows:
14 ~~A~~ Except as otherwise provided in subsection 6, a rule
15 of law, statute, or regulation that prohibits, restricts, or
16 requires the consent of a government, governmental body or
17 official, person obligated on a promissory note, or account
18 debtor to the assignment or transfer of, or creation of a
19 security interest in, a promissory note, health care insurance
20 receivable, or general intangible, including a contract,
21 permit, license, or franchise between an account debtor and
22 a debtor, is ineffective to the extent that the rule of law,
23 statute, or regulation:
24 Sec. 81. Section 554.9408, Code 2024, is amended by adding
25 the following new subsections:
26 NEW SUBSECTION. 6. *Inapplicability to interests in certain*
27 *entities.* This section does not apply to a security interest
28 in an ownership interest in a general partnership, limited
29 partnership, or limited liability company.
30 NEW SUBSECTION. 7. *Promissory note.* In this section,
31 *"promissory note"* includes a negotiable instrument that
32 evidences chattel paper.
33 Sec. 82. Section 554.9509, subsections 1 and 2, Code 2024,
34 are amended to read as follows:
35 1. *Person entitled to file record.* A person may file an

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initial financing statement, amendment that adds collateral covered by a financing statement, or amendment that adds a debtor to a financing statement only if:

a. the debtor authorizes the filing in ~~an authenticated~~ a signed record or pursuant to subsection 2 or 3; or

b. the person holds an agricultural lien that has become effective at the time of filing and the financing statement covers only collateral in which the person holds an agricultural lien.

2. *Security agreement as authorization.* By ~~authenticating~~ signing or becoming bound as debtor by a security agreement, a debtor or new debtor authorizes the filing of an initial financing statement, and an amendment, covering:

a. the collateral described in the security agreement; and

b. property that becomes collateral under section 554.9315, subsection 1, paragraph *"b"*, whether or not the security agreement expressly covers proceeds.

Sec. 83. Section 554.9513, subsections 2 and 3, Code 2024, are amended to read as follows:

2. *Time for compliance with subsection 1.* To comply with subsection 1, a secured party shall cause the secured party of record to file the termination statement:

a. within one month after there is no obligation secured by the collateral covered by the financing statement and no commitment to make an advance, incur an obligation, or otherwise give value; or

b. if earlier, within twenty days after the secured party receives ~~an authenticated~~ a signed demand from a debtor.

3. *Other collateral.* In cases not governed by subsection 1, within twenty days after a secured party receives ~~an authenticated~~ a signed demand from a debtor, the secured party shall cause the secured party of record for a financing statement to send to the debtor a termination statement for the financing statement or file the termination statement in the filing office if:

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1 *a.* except in the case of a financing statement covering
2 accounts or chattel paper that has been sold or goods that
3 are the subject of a consignment, there is no obligation
4 secured by the collateral covered by the financing statement
5 and no commitment to make an advance, incur an obligation, or
6 otherwise give value;
7 *b.* the financing statement covers accounts or chattel paper
8 that has been sold but as to which the account debtor or other
9 person obligated has discharged its obligation;
10 *c.* the financing statement covers goods that were the
11 subject of a consignment to the debtor but are not in the
12 debtor's possession; or
13 *d.* the debtor did not authorize the filing of the initial
14 financing statement.
15 Sec. 84. Section 554.9605, Code 2024, is amended to read as
16 follows:
17 **554.9605 Unknown debtor or secondary obligor.**
18 1. ~~*Duties to unknown persons — general rule*~~ *In general: no*
19 *duty owed by a secured party.* Except as provided in subsection
20 2, a secured party does not owe a duty based on its status as
21 secured party:
22 *a.* to a person that is a debtor or obligor, unless the
23 secured party knows:
24 (1) that the person is a debtor or obligor;
25 (2) the identity of the person; and
26 (3) how to communicate with the person; or
27 *b.* to a secured party or lienholder that has filed a
28 financing statement against a person, unless the secured party
29 knows:
30 (1) that the person is a debtor; and
31 (2) the identity of the person.
32 2. ~~*When secured party owes duty to debtor notwithstanding*~~
33 ~~*subsection 1*~~ *Exception: secured party owes a duty to debtor*
34 *or obligor.* A secured party owes a duty based on its status
35 as a secured party to a person ~~that is a debtor~~ if, at the

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time the secured party obtains control of collateral that is a controllable account, controllable electronic record, or controllable payment intangible, or at the time the security interest attaches to the collateral, whichever is later:

a. the person is a debtor or obligor; and

b. the secured party ~~has knowledge~~ knows that the ~~nature of the collateral or a system in which the collateral is recorded would prevent the secured party from acquiring the knowledge specified~~ information in subsection 1, paragraph *"a"*, subparagraph (1), (2), or (3) relating to the person is not provided by the collateral, a record attached to or logically associated with the collateral, or the system in which the collateral is recorded.

Sec. 85. Section 554.9608, subsection 1, paragraph a, subparagraph (3), Code 2024, is amended to read as follows:

(3) the satisfaction of obligations secured by any subordinate security interest in or other lien on the collateral subject to the security interest or agricultural lien under which the collection or enforcement is made if the secured party receives ~~an authenticated~~ a signed demand for proceeds before distribution of the proceeds is completed.

Sec. 86. Section 554.9611, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. a secured party sends to the debtor and any secondary obligor ~~an authenticated~~ a signed notification of disposition; or

Sec. 87. Section 554.9611, subsections 2 and 3, Code 2024, are amended to read as follows:

2. *Notification of disposition required.* Except as otherwise provided in subsection 4, a secured party that disposes of collateral under section 554.9610 shall send to the persons specified in subsection 3 a reasonable ~~authenticated~~ signed notification of disposition.

3. *Persons to be notified.* To comply with subsection 2, the secured party shall send ~~an authenticated~~ a signed notification

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1 of disposition to:
2 *a.* the debtor;
3 *b.* any secondary obligor; and
4 *c.* if the collateral is other than consumer goods:
5 (1) any other person from which the secured party has
6 received, before the notification date, ~~an authenticated~~
7 a signed notification of a claim of an interest in the
8 collateral;
9 (2) any other secured party or lienholder that, ten days
10 before the notification date, held a security interest in or
11 other lien on the collateral perfected by the filing of a
12 financing statement that:
13 (a) identified the collateral;
14 (b) was indexed under the debtor's name as of that date; and
15 (c) was filed in the office in which to file a financing
16 statement against the debtor covering the collateral as of that
17 date; and
18 (3) any other secured party that, ten days before the
19 notification date, held a security interest in the collateral
20 perfected by compliance with a statute, regulation, or treaty
21 described in section 554.9311, subsection 1.
22 Sec. 88. Section 554.9611, subsection 5, paragraph b,
23 subparagraph (2), Code 2024, is amended to read as follows:
24 (2) received a response to the request for information and
25 sent ~~an authenticated~~ a signed notification of disposition to
26 each secured party or other lienholder named in that response
27 whose financing statement covered the collateral.
28 Sec. 89. Section 554.9613, Code 2024, is amended by striking
29 the section and inserting in lieu thereof the following:
30 **554.9613 Contents and form of notification before disposition**
31 **of collateral — general.**
32 1. *Contents and form of notification.* Except in a
33 consumer-goods transaction, the following rules apply:
34 *a.* The contents of a notification of disposition are
35 sufficient if the notification:

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1 (1) describes the debtor and the secured party;
2 (2) describes the collateral that is the subject of the
3 intended disposition;
4 (3) states the method of intended disposition;
5 (4) states that the debtor is entitled to an accounting of
6 the unpaid indebtedness and states the charge, if any, for an
7 accounting; and
8 (5) states the time and place of a public disposition or the
9 time after which any other disposition is to be made.
10 *b.* Whether the contents of a notification that lacks any
11 of the information specified in paragraph *"a"* are nevertheless
12 sufficient is a question of fact.
13 *c.* The contents of a notification providing substantially
14 the information specified in paragraph *"a"* are sufficient, even
15 if the notification includes:
16 (1) information not specified by that paragraph; or
17 (2) minor errors that are not seriously misleading.
18 *d.* A particular phrasing of the notification is not
19 required.
20 *e.* The following form of notification and the form appearing
21 in section 554.9614, subsection 1, paragraph *"c"*, when
22 completed in accordance with the instructions in subsection 2
23 and section 554.9614, subsection 2, each provides sufficient
24 information:
25 NOTIFICATION OF DISPOSITION
26 OF COLLATERAL
27 To: (Name of debtor, obligor, or other person to which the
28 notification is sent)
29 From: (Name, address, and telephone number of secured party)
30 {1} Name of any debtor that is not an addressee: (Name of
31 each debtor)
32 {2} We will sell (describe collateral) (to the highest
33 qualified bidder) at public sale. A sale could include a lease
34 or license. The sale will be held as follows:
35 (Date)

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1 (Time)
2 (Place)
3 {3} We will sell (describe collateral) at private sale
4 sometime after (date). A sale could include a lease or
5 license.
6 {4} You are entitled to an accounting of the unpaid
7 indebtedness secured by the property that we intend to sell or,
8 as applicable, lease or license.
9 {5} If you request an accounting you must pay a charge of
10 $(amount).
11 {6} You may request an accounting by calling us at (telephone
12 number).
13 [End of Form]
14 2. *Instructions for form of notification.* The following
15 instructions apply to the form of notification in subsection
16 1, paragraph *"e"*:
17 *a.* The instructions in this subsection refer to the
18 numbers in braces before items in the form of notification in
19 subsection 1, paragraph *"e"*. Do not include the numbers or
20 braces in the notification. The numbers and braces are used
21 only for the purpose of these instructions.
22 *b.* Include and complete item {1} only if there is a debtor
23 that is not an addressee of the notification and list the name
24 or names.
25 *c.* Include and complete either item {2}, if the notification
26 relates to a public disposition of the collateral, or item {3},
27 if the notification relates to a private disposition of the
28 collateral. If item {2} is included, include the words "to the
29 highest qualified bidder" only if applicable.
30 *d.* Include and complete items {4} and {6}.
31 *e.* Include and complete item {5} only if the sender will
32 charge the recipient for an accounting.
33 Sec. 90. Section 554.9614, Code 2024, is amended by striking
34 the section and inserting in lieu thereof the following:
35 **554.9614 Contents and form of notification before disposition**

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1 **of collateral — consumer-goods transaction.**
2 1. *Contents and form of notification.* In a consumer-goods
3 transaction, the following rules apply:
4 *a.* A notification of disposition must provide the following
5 information:
6 (1) the information specified in section 554.9613,
7 subsection 1, paragraph *"a"*;
8 (2) a description of any liability for a deficiency of the
9 person to which the notification is sent;
10 (3) a telephone number from which the amount that must
11 be paid to the secured party to redeem the collateral under
12 section 554.9623 is available; and
13 (4) a telephone number or mailing address from which
14 additional information concerning the disposition and the
15 obligation secured is available.
16 *b.* A particular phrasing of the notification is not
17 required.
18 *c.* The following form of notification, when completed in
19 accordance with the instructions in paragraph *"b"*, provides
20 sufficient information:
21 NOTICE OF OUR PLAN TO SELL PROPERTY
22 (Name and address of any obligor who is also a debtor)
23 Subject: (Identify transaction)
24 We have your (describe collateral), because you broke
25 promises in our agreement.
26 {1} We will sell (describe collateral) at public sale. A
27 sale could include a lease or license. The sale will be held
28 as follows:
29 (Date)
30 (Time)
31 (Place)
32 You may attend the sale and bring bidders if you want.
33 {2} We will sell (describe collateral) at private sale
34 sometime after (date). A sale could include a lease or
35 license.

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1 {3} The money that we get from the sale, after paying our
2 costs, will reduce the amount you owe. If we get less money
3 than you owe, you (will or will not, as applicable) still owe
4 us the difference. If we get more money than you owe, you will
5 get the extra money, unless we must pay it to someone else.
6 {4} You can get the property back at any time before we sell
7 it by paying us the full amount you owe, not just the past due
8 payments, including our expenses. To learn the exact amount
9 you must pay, call us at (telephone number).
10 {5} If you want us to explain to you in (writing) (writing
11 or in (description of electronic record)) (description of
12 electronic record) how we have figured the amount that you
13 owe us, {6} call us at (telephone number) (or) (write us at
14 (secured party's address)) (or contact us by (description
15 of electronic communication method)) {7} and request (a
16 written explanation) (a written explanation or an explanation
17 in (description of electronic record)) (an explanation in
18 (description of electronic record)).
19 {8} We will charge you $(amount) for the explanation if we
20 sent you another written explanation of the amount you owe us
21 within the last six months.
22 {9} If you need more information about the sale (call us
23 at (telephone number)) (or) (write us at (secured party's
24 address)) (or contact us by (description of electronic
25 communication method)).
26 {10} We are sending this notice to the following other people
27 who have an interest in (describe collateral) or who owe money
28 under your agreement:
29 (Names of all other debtors and obligors, if any)
30 [End of Form]
31 2. *Instructions for form of notification.* The following
32 instructions apply to the form of notification in subsection
33 1, paragraph *"c"*:
34 *a.* The instructions in this subsection refer to the
35 numbers in braces before items in the form of notification in

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1 subsection 1, paragraph "*c*". Do not include the numbers or
2 braces in the notification. The numbers and braces are used
3 only for the purpose of these instructions.
4 *b.* Include and complete either item {1}, if the notification
5 relates to a public disposition of the collateral, or item {2},
6 if the notification relates to a private disposition of the
7 collateral.
8 *c.* Include and complete items {3}, {4}, {5}, {6}, and {7}.
9 *d.* In item {5}, include and complete any one of the three
10 alternative methods for the explanation — writing, writing or
11 electronic record, or electronic record.
12 *e.* In item {6}, include the telephone number. In addition,
13 the sender may include and complete either or both of the two
14 additional alternative methods of communication — writing
15 or electronic communication — for the recipient of the
16 notification to communicate with the sender. Neither of the
17 two additional methods of communication is required to be
18 included.
19 *f.* In item {7}, include and complete the method or methods
20 for the explanation — writing, writing or electronic record,
21 or electronic record — included in item {5}.
22 *g.* Include and complete item {8} only if a written
23 explanation is included in item {5} as a method for
24 communicating the explanation and the sender will charge the
25 recipient for another written explanation.
26 *h.* In item {9}, include either the telephone number or
27 the address or both the telephone number and the address. In
28 addition, the sender may include and complete the additional
29 method of communication — electronic communication — for the
30 recipient of the notification to communicate with the sender.
31 The additional method of electronic communication is not
32 required to be included.
33 *i.* If item {10} does not apply, insert "None" after
34 "agreement:".
35 Sec. 91. Section 554.9615, subsection 1, paragraph c,

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1 subparagraph (1), Code 2024, is amended to read as follows:
2 (1) the secured party receives from the holder of the
3 subordinate security interest or other lien ~~an authenticated~~ a
4 signed demand for proceeds before distribution of the proceeds
5 is completed; and
6 Sec. 92. Section 554.9615, subsection 1, paragraph d, Code
7 2024, is amended to read as follows:
8 *d.* a secured party that is a consignor of the collateral if
9 the secured party receives from the consignor ~~an authenticated~~
10 a signed demand for proceeds before distribution of the
11 proceeds is completed.
12 Sec. 93. Section 554.9616, subsection 1, paragraph a,
13 unnumbered paragraph 1, Code 2024, is amended to read as
14 follows:
15 *"Explanation"* means a ~~writing~~ record that:
16 Sec. 94. Section 554.9616, subsection 1, paragraph b,
17 subparagraph (1), Code 2024, is amended to read as follows:
18 (1) ~~authenticated~~ signed by a debtor or consumer obligor;
19 Sec. 95. Section 554.9616, subsection 2, paragraph a,
20 subparagraph (1), Code 2024, is amended to read as follows:
21 (1) before or when the secured party accounts to the debtor
22 and pays any surplus or first makes ~~written~~ demand in a record
23 on the consumer obligor after the disposition for payment of
24 the deficiency; and
25 Sec. 96. Section 554.9616, subsection 3, unnumbered
26 paragraph 1, Code 2024, is amended to read as follows:
27 To comply with subsection 1, paragraph *"a"*, subparagraph (2),
28 ~~a writing~~ an explanation must provide the following information
29 in the following order:
30 Sec. 97. Section 554.9619, subsection 1, unnumbered
31 paragraph 1, Code 2024, is amended to read as follows:
32 In this section, *"transfer statement"* means a record
33 ~~authenticated~~ signed by a secured party stating:
34 Sec. 98. Section 554.9620, subsection 1, paragraph b,
35 unnumbered paragraph 1, Code 2024, is amended to read as

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1 follows:
2 the secured party does not receive, within the time set forth
3 in subsection 4, a notification of objection to the proposal
4 ~~authenticated~~ signed by:
5 Sec. 99. Section 554.9620, subsection 2, paragraph a, Code
6 2024, is amended to read as follows:
7 *a.* the secured party consents to the acceptance in ~~an~~
8 ~~authenticated~~ a signed record or sends a proposal to the
9 debtor; and
10 Sec. 100. Section 554.9620, subsection 3, Code 2024, is
11 amended to read as follows:
12 3. *Debtor's consent.* For purposes of this section:
13 *a.* a debtor consents to an acceptance of collateral in
14 partial satisfaction of the obligation it secures only if
15 the debtor agrees to the terms of the acceptance in a record
16 ~~authenticated~~ signed after default; and
17 *b.* a debtor consents to an acceptance of collateral in full
18 satisfaction of the obligation it secures only if the debtor
19 agrees to the terms of the acceptance in a record ~~authenticated~~
20 signed after default or the secured party:
21 (1) sends to the debtor after default a proposal that is
22 unconditional or subject only to a condition that collateral
23 not in the possession of the secured party be preserved or
24 maintained;
25 (2) in the proposal, proposes to accept collateral in full
26 satisfaction of the obligation it secures; and
27 (3) does not receive a notification of objection
28 ~~authenticated~~ signed by the debtor within twenty days after the
29 proposal is sent.
30 Sec. 101. Section 554.9620, subsection 6, paragraph b, Code
31 2024, is amended to read as follows:
32 *b.* within any longer period to which the debtor and all
33 secondary obligors have agreed in an agreement to that effect
34 entered into and ~~authenticated~~ signed after default.
35 Sec. 102. Section 554.9621, subsection 1, paragraph a, Code

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2024, is amended to read as follows:

a. any person from which the secured party has received, before the debtor consented to the acceptance, ~~an authenticated~~ a signed notification of a claim of an interest in the collateral;

Sec. 103. Section 554.9624, Code 2024, is amended to read as follows:

554.9624 Waiver.

1. *Waiver of disposition notification.* A debtor or secondary obligor may waive the right to notification of disposition of collateral under section 554.9611 only by an agreement to that effect entered into and ~~authenticated~~ signed after default.

2. *Waiver of mandatory disposition.* A debtor may waive the right to require disposition of collateral under section 554.9620, subsection 5, only by an agreement to that effect entered into and ~~authenticated~~ signed after default.

3. *Waiver of redemption right.* Except in a consumer-goods transaction, a debtor or secondary obligor may waive the right to redeem collateral under section 554.9623 only by an agreement to that effect entered into and ~~authenticated~~ signed after default.

Sec. 104. Section 554.9628, subsection 1, unnumbered paragraph 1, Code 2024, is amended to read as follows:

~~Unless~~ Subject to subsection 6, unless a secured party knows that a person is a debtor or obligor, knows the identity of the person, and knows how to communicate with the person:

Sec. 105. Section 554.9628, subsection 6, Code 2024, is amended by striking the subsection and inserting in lieu thereof the following:

6. *Exception: limitation of liability under subsections 1 and 2 does not apply.* Subsections 1 and 2 do not apply to limit the liability of a secured party to a person if, at the time the secured party obtains control of collateral that is a controllable account, controllable electronic record, or controllable payment intangible or at the time the security

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1 interest attaches to the collateral, whichever is later:
2 *a.* the person is a debtor or obligor; and
3 *b.* the secured party knows that the information in
4 subsection 2, paragraph *"a"*, subparagraph (1), (2), or (3),
5 relating to the person is not provided by the collateral, a
6 record attached to or logically associated with the collateral,
7 or the system in which the collateral is recorded.
8 PART I
9 ARTICLE 12
10 FUNDS TRANSFERS
11 Sec. 106. Section 554.12103, Code 2024, is amended to read
12 as follows:
13 **554.12103 Payment order — definitions.**
14 1. In this Article ~~unless the context otherwise requires~~:
15 ~~1.~~ *a.* *"Payment order"* means an instruction of a sender to
16 a receiving bank, transmitted orally~~, electronically, or in~~
17 ~~writing~~ or in a record, to pay, or to cause another bank to pay,
18 a fixed or determinable amount of money to a beneficiary if ~~all~~
19 ~~of the following apply~~:
20 (1) The instruction does not state a condition to payment to
21 the beneficiary other than time of payment~~.~~,
22 (2) The receiving bank is to be reimbursed by debiting an
23 account of, or otherwise receiving payment from, the sender~~.~~,
24 and
25 (3) The instruction is transmitted by the sender directly to
26 the receiving bank or to an agent, funds-transfer system, or
27 communication system for transmittal to the receiving bank.
28 ~~*b.* A payment order instructing more than one payment to be~~
29 ~~made to a beneficiary is a separate payment order with respect~~
30 ~~to each payment.~~
31 ~~*c.* A payment order is issued when it is sent to the~~
32 ~~receiving bank.~~
33 ~~2.~~ *b.* *"Beneficiary"* means the person to be paid by the
34 beneficiary's bank.
35 ~~3.~~ *c.* *"Beneficiary's bank"* means the bank identified in a

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payment order in which an account of the beneficiary is to be credited pursuant to the order or which otherwise is to make payment to the beneficiary if the order does not provide for payment to an account.

~~4.~~ *d.* *"Receiving bank"* means the bank to which the sender's instruction is addressed.

~~5.~~ *e.* *"Sender"* means the person giving the instruction to the receiving bank.

2. If an instruction complying with subsection 1, paragraph *"a"*, is to make more than one payment to a beneficiary, the instruction is a separate payment order with respect to each payment.

3. A payment order is issued when it is sent to the receiving bank.

Sec. 107. Section 554.12201, Code 2024, is amended to read as follows:

554.12201 Security procedure.

"Security procedure" means a procedure established by agreement between a customer and a receiving bank for the purpose of verifying that a payment order or communication amending or canceling a payment order is that of the customer, or detecting error in the transmission or the content of the payment order or communication. A security procedure may impose an obligation on the receiving bank or the customer and may require the use of algorithms or other codes, identifying words, ~~or~~ numbers, symbols, sounds, biometrics, encryption, callback procedures, or similar security devices. Comparison of a signature on a payment order or communication with an authorized specimen signature of the customer or requiring a payment order to be sent from a known electronic mail address, internet protocol address, or telephone number is not by itself a security procedure.

Sec. 108. Section 554.12202, subsections 2 and 3, Code 2024, are amended to read as follows:

2. If a bank and its customer have agreed that the

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1 authenticity of payment orders issued to the bank in the
2 name of the customer as sender will be verified pursuant
3 to a security procedure, a payment order received by the
4 receiving bank is effective as the order of the customer,
5 whether or not authorized, if the security procedure is a
6 commercially reasonable method of providing security against
7 unauthorized payment orders, and the bank proves that it
8 accepted the payment order in good faith and in compliance with
9 the bank's obligations under the security procedure and any
10 ~~written~~ agreement or instruction of the customer, evidenced
11 by a record, restricting acceptance of payment orders issued
12 in the name of the customer. The bank is not required to
13 follow an instruction that violates ~~a written~~ an agreement
14 with the customer, evidenced by a record, or notice of which
15 is not received at a time and in a manner affording the bank a
16 reasonable opportunity to act on it before the payment order
17 is accepted.
18 3. Commercial reasonableness of a security procedure is
19 a question of law to be determined by considering the wishes
20 of the customer expressed to the bank, the circumstances
21 of the customer known to the bank, including the size,
22 type, and frequency of payment orders normally issued by
23 the customer to the bank, alternative security procedures
24 offered to the customer, and security procedures in general
25 use by customers and receiving banks similarly situated. A
26 security procedure is deemed to be commercially reasonable if
27 the security procedure was chosen by the customer after the
28 bank offered, and the customer refused, a security procedure
29 that was commercially reasonable for that customer, and the
30 customer expressly agreed in ~~writing~~ a record to be bound by
31 any payment order, whether or not authorized, issued in the
32 customer's name and accepted by the bank in compliance with the
33 bank's obligations under the security procedure chosen by the
34 customer.
35 Sec. 109. Section 554.12203, Code 2024, is amended to read

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as follows:

554.12203 Unenforceability of certain verified payment orders.

1. If an accepted payment order is not, under section 554.12202, subsection 1, an authorized order of a customer identified as sender ~~pursuant to section 554.12202, subsection 1~~, but is effective as an order of the customer pursuant to section 554.12202, subsection 2, the following rules apply:

~~1.~~ *a.* By express ~~written~~ agreement, evidenced by a record the receiving bank may limit the extent to which it is entitled to enforce or retain payment of the payment order.

~~2.~~ *b.* The receiving bank is not entitled to enforce or retain payment of the payment order if the customer proves that the order was not caused, directly or indirectly, by a person entrusted at any time with the authority to act for the customer with respect to payment orders or the security procedure, or who obtained access to transmitting facilities of the customer or who obtained, from a source controlled by the customer and without authority of the receiving bank, information facilitating breach of the security procedure, regardless of how the information was obtained or whether the customer was at fault. Information includes any access device, computer software, or similar items.

~~3.~~ 2. This section applies to amendments of payment orders in the same manner it applies to payment orders.

Sec. 110. Section 554.12207, subsection 3, paragraph b, Code 2024, is amended to read as follows:

b. If the originator is not a bank and proves that the person identified by number was not entitled to receive payment from the originator, the originator is not ~~obligated~~ obliged to pay ~~the originator's~~ its order unless the originator's bank proves that the originator ~~had notice~~, before acceptance ~~by~~ of the ~~originator's bank of the~~ originator's order, had notice that payment of a payment order issued by the originator might be made by the beneficiary's bank on the basis of an

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identifying or bank account number even if it identifies a person different from the named beneficiary. Proof of notice may be made by any admissible evidence. The originator's bank satisfies the burden of proof if it proves that the originator, before the payment was accepted, signed a ~~writing~~ record stating the information to which the notice relates ~~before the payment order was accepted~~.

Sec. 111. Section 554.12208, subsection 2, paragraph b, Code 2024, is amended to read as follows:

b. If the sender is not a bank and the receiving bank proves that the sender, before the payment order was accepted, had notice that the receiving bank might rely on the number as the proper identification of the intermediary or beneficiary's bank even if it identifies a person different from the bank identified by name, the rights and obligations of the sender and the receiving bank are governed by paragraph *"a"*, as though the sender were a bank. Proof of notice may be made by any admissible evidence. The receiving bank satisfies the burden of proof if it proves that the sender, before the payment order was accepted, signed a ~~writing~~ record stating the information to which the notice relates.

Sec. 112. Section 554.12210, subsection 1, Code 2024, is amended to read as follows:

1. A payment order is rejected by the receiving bank by a notice of rejection transmitted to the sender orally~~,~~ ~~electronically,~~ or in ~~writing~~ a record. A notice of rejection need not use any particular words and is sufficient if the notice indicates that the receiving bank is rejecting the order or will not execute or pay the order. Rejection is effective when the notice is given if transmission is by a means that is reasonable under the circumstances. If notice of rejection is given by a means that is not reasonable, rejection is effective when the notice is received. If an agreement of the sender and receiving bank establishes the means to be used to reject a payment order, any means complying with the agreement is

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1 reasonable and any means not complying is not reasonable unless
2 no significant delay in receipt of the notice resulted from the
3 use of the noncomplying means.
4 Sec. 113. Section 554.12211, subsection 1, Code 2024, is
5 amended to read as follows:
6 1. A communication of the sender of a payment order
7 canceling or amending the order may be transmitted to the
8 receiving bank orally~~, electronically,~~ or in ~~writing~~ a record.
9 If a security procedure is in effect between the sender and
10 the receiving bank, the communication is not effective to
11 cancel or amend the order unless the communication is verified
12 pursuant to the security procedure or the bank agrees to the
13 cancellation or amendment.
14 Sec. 114. Section 554.12305, subsections 3 and 4, Code 2024,
15 are amended to read as follows:
16 3. In addition to the amounts payable under subsections
17 1 and 2, damages, including consequential damages, are
18 recoverable to the extent provided in an express ~~written~~
19 agreement of the receiving bank, evidenced by a record.
20 4. If a receiving bank fails to execute a payment order
21 that the receiving bank was obligated by express agreement
22 to execute, the receiving bank is liable to the sender for
23 the sender's expenses in the transaction and for incidental
24 expenses and interest losses resulting from the failure to
25 execute. Additional damages, including consequential damages,
26 are recoverable to the extent provided in an express ~~written~~
27 agreement of the receiving bank, evidenced by a record, but are
28 not otherwise recoverable.
29 PART J
30 ARTICLE 13
31 LEASES
32 Sec. 115. Section 554.13102, Code 2024, is amended to read
33 as follows:
34 **554.13102 Scope.**
35 1. This Article applies to any transaction, regardless of

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1 form, that creates a lease and, in the case of a hybrid lease,
2 it applies to the extent provided in subsection 2.
3 2. In a hybrid lease:
4 *a.* if the lease-of-goods aspects do not predominate:
5 (1) only the provisions of this Article which relate
6 primarily to the lease-of-goods aspects of the transaction
7 apply, and the provisions that relate primarily to the
8 transaction as a whole do not apply;
9 (2) section 554.13209 applies if the lease is a finance
10 lease; and
11 (3) section 554.13407 applies to the promises of the lessee
12 in a finance lease to the extent the promises are consideration
13 for the right to possession and use of the leased goods; and
14 *b.* if the lease-of-goods aspects predominate, this Article
15 applies to the transaction, but does not preclude application
16 in appropriate circumstances of other law to aspects of the
17 lease which do not relate to the lease of goods.
18 Sec. 116. Section 554.13103, subsection 1, Code 2024, is
19 amended by adding the following new paragraph:
20 NEW PARAGRAPH. *0i.* *"Hybrid lease"* means a single
21 transaction involving a lease of goods and:
22 (1) the provision of services;
23 (2) a sale of other goods; or
24 (3) a sale, lease, or license of property other than goods.
25 Sec. 117. Section 554.13107, Code 2024, is amended to read
26 as follows:
27 **554.13107 Waiver or renunciation of claim or right after**
28 **default.**
29 Any claim or right arising out of an alleged default or
30 breach of warranty may be discharged in whole or in part
31 without consideration by a ~~written~~ waiver or renunciation in a
32 signed ~~and~~ record delivered by the aggrieved party.
33 Sec. 118. Section 554.13201, subsections 1, 3, and 5, Code
34 2024, are amended to read as follows:
35 1. A lease contract is not enforceable by way of action or

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1 defense unless:
2 *a.* the total payments to be made under the lease contract,
3 excluding payments for options to renew or buy, are less than
4 one thousand dollars; or
5 *b.* there is a ~~writing~~ record, signed by the party against
6 whom enforcement is sought or by that party's authorized agent,
7 sufficient to indicate that a lease contract has been made
8 between the parties and to describe the goods leased and the
9 lease term.
10 3. A ~~writing~~ record is not insufficient because it omits or
11 incorrectly states a term agreed upon, but the lease contract
12 is not enforceable under subsection 1, paragraph "*b*", beyond
13 the lease term and the quantity of goods shown in the ~~writing~~
14 record.
15 5. The lease term under a lease contract referred to in
16 subsection 4 is:
17 *a.* if there is a ~~writing~~ record signed by the party against
18 whom enforcement is sought or by that party's authorized agent
19 specifying the lease term, the term so specified;
20 *b.* if the party against whom enforcement is sought admits in
21 that party's pleading, testimony, or otherwise in court a lease
22 term, the term so admitted; or
23 *c.* a reasonable lease term.
24 Sec. 119. Section 554.13202, Code 2024, is amended to read
25 as follows:
26 **554.13202 Final written expression — parol or extrinsic**
27 **evidence.**
28 Terms with respect to which the confirmatory memoranda of
29 the parties agree or which are otherwise set forth in a ~~writing~~
30 record intended by the parties as a final expression of their
31 agreement with respect to such terms as are included therein
32 may not be contradicted by evidence of any prior agreement or
33 of a contemporaneous oral agreement but may be explained or
34 supplemented:
35 1. by course of dealing or usage of trade or by course of

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1 performance; and
2 2. by evidence of consistent additional terms unless the
3 court finds the ~~writing~~ record to have been intended also as a
4 complete and exclusive statement of the terms of the agreement.
5 Sec. 120. Section 554.13203, Code 2024, is amended to read
6 as follows:
7 **554.13203 Seals inoperative.**
8 The affixing of a seal to a ~~writing~~ record evidencing a
9 lease contract or an offer to enter into a lease contract does
10 not render the ~~writing~~ record a sealed instrument and the law
11 with respect to sealed instruments does not apply to the lease
12 contract or offer.
13 Sec. 121. Section 554.13205, Code 2024, is amended to read
14 as follows:
15 **554.13205 Firm offers.**
16 An offer by a merchant to lease goods to or from another
17 person in a signed ~~writing~~ record that by its terms gives
18 assurance it will be held open is not revocable, for lack of
19 consideration, during the time stated or, if no time is stated,
20 for a reasonable time, but in no event may the period of
21 irrevocability exceed three months. Any such term of assurance
22 on a form supplied by the offeree must be separately signed by
23 the offeror.
24 Sec. 122. Section 554.13208, subsection 2, Code 2024, is
25 amended to read as follows:
26 2. A signed lease agreement that excludes modification or
27 rescission except by a signed ~~writing may~~ record shall not
28 be otherwise modified or rescinded, but, except as between
29 merchants, such a requirement on a form supplied by a merchant
30 must be separately signed by the other party.
31 PART K
32 ARTICLE 15
33 TRANSITIONAL PROVISIONS
34 Sec. 123. NEW SECTION. **554.15101 Short title.**
35 This Article may be cited as the Transitional Provisions for

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1 Uniform Commercial Code Amendments (2022).
2 Sec. 124. NEW SECTION. **554.15102 Definitions.**
3 1. *Article 15 definitions.* In this Article:
4 *a.* *"Article 14"* means Article 14 of this chapter.
5 *b.* *"Article 14 property"* means a controllable account,
6 controllable electronic record, or controllable payment
7 intangible.
8 2. *Definitions in other Articles.* The following definitions
9 in other Articles of this chapter apply to this Article:
10 *a.* *"Controllable account"* ... Section 554.9102.
11 *b.* *"Controllable electronic record"* ... Section 554.14102.
12 *c.* *"Controllable payment intangible"* ... Section 554.9102.
13 *d.* *"Electronic money"* ... Section 554.9102.
14 *e.* *"Financing statement"* ... Section 554.9102.
15 3. *Article 1 definitions and principles.* Article 1 contains
16 general definitions and principles of construction and
17 interpretation applicable throughout this Article.
18 Sec. 125. NEW SECTION. **554.15201 Saving clause.**
19 Except as provided in part 3, a transaction validly entered
20 into before the effective date of this Act and the rights,
21 duties, and interests flowing from the transaction remain valid
22 thereafter and may be terminated, completed, consummated,
23 or enforced as required or permitted by law other than this
24 chapter or, if applicable, this chapter, as though this Act had
25 not taken effect.
26 Sec. 126. NEW SECTION. **554.15301 Saving clause.**
27 1. *Pre-effective-date transaction, lien, or interest.* Except
28 as provided in this part, Article 9, as amended by this Act,
29 and Article 14, as amended by this Act, apply to a transaction,
30 lien, or other interest in property, even if the transaction,
31 lien, or interest was entered into, created, or acquired before
32 the effective date of this Act.
33 2. *Continuing validity.* Except as provided in subsection 3
34 and sections 554.15302 through 554.15306:
35 *a.* a transaction, lien, or interest in property that

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1 was validly entered into, created, or transferred before
2 the effective date of this Act and was not governed by this
3 chapter, but would be subject to Article 9 as amended by this
4 Act or Article 14, as amended by this Act, if it had been
5 entered into, created, or transferred on or after the effective
6 date of this Act, including the rights, duties, and interests
7 flowing from the transaction, lien, or interest, remains valid
8 on and after the effective date of this Act; and
9 *b.* the transaction, lien, or interest may be terminated,
10 completed, consummated, and enforced as required or permitted
11 by this Act or by the law that would apply if this Act had not
12 taken effect.
13 3. *Pre-effective-date proceeding.* This Act does not affect
14 an action, case, or proceeding commenced before the effective
15 date of this Act.
16 Sec. 127. NEW SECTION. **554.15302 Security interest**
17 **perfected before effective date.**
18 1. *Continuing perfection: perfection requirements*
19 *satisfied.* A security interest that is enforceable and
20 perfected immediately before the effective date of this Act
21 is a perfected security interest under this Act if, on the
22 effective date of this Act, the requirements for enforceability
23 and perfection under this Act are satisfied without further
24 action.
25 2. *Continuing perfection: enforceability or perfection*
26 *requirements not satisfied.* If a security interest is
27 enforceable and perfected immediately before the effective
28 date of this Act, but the requirements for enforceability or
29 perfection under this Act are not satisfied on the effective
30 date of this Act, the security interest:
31 *a.* is a perfected security interest until the earlier of
32 the time perfection would have ceased under the law in effect
33 immediately before the effective date of this Act or July 1,
34 2025;
35 *b.* remains enforceable thereafter only if the security

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1 interest satisfies the requirements for enforceability under
2 section 554.9203, as amended by this Act, before July 1, 2025;
3 and
4 *c.* remains perfected thereafter only if the requirements
5 for perfection under this Act are satisfied before the time
6 specified in paragraph *"a"*.
7 Sec. 128. NEW SECTION. **554.15303 Security interest**
8 **unperfected before effective date.**
9 A security interest that is enforceable immediately before
10 the effective date of this Act but is unperfected at that time:
11 1. remains an enforceable security interest until July 1,
12 2025;
13 2. remains enforceable thereafter if the security interest
14 becomes enforceable under section 554.9203, as amended by this
15 Act, on the effective date of this Act or before July 1, 2025;
16 and
17 3. becomes perfected:
18 *a.* without further action, on the effective date of this Act
19 if the requirements for perfection under this Act are satisfied
20 before or at that time; or
21 *b.* when the requirements for perfection are satisfied if the
22 requirements are satisfied after that time.
23 Sec. 129. NEW SECTION. **554.15304 Effectiveness of actions**
24 **taken before effective date.**
25 1. *Pre-effective-date action; attachment and perfection*
26 *before July 1, 2025.* If action, other than the filing of a
27 financing statement, is taken before the effective date of this
28 Act and this action would have resulted in perfection of the
29 security interest had the security interest become enforceable
30 before the effective date of this Act, this action is effective
31 to perfect a security interest that attaches under this Act
32 before July 1, 2025. An attached security interest becomes
33 unperfected on July 1, 2025, unless the security interest
34 becomes a perfected security interest under this Act before
35 July 1, 2025.

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1 2. *Pre-effective-date filing.* The filing of a financing
2 statement before the effective date of this Act is effective
3 to perfect a security interest on the effective date of this
4 Act to the extent the filing would satisfy the requirements for
5 perfection under this Act.
6 3. *Pre-effective-date enforceability action.* The taking of
7 an action before the effective date of this Act is sufficient
8 for the enforceability of a security interest on the effective
9 date of this Act if this action would satisfy the requirements
10 for enforceability under this Act.
11 Sec. 130. NEW SECTION. **554.15305 Priority.**
12 1. *Determination of priority.* Subject to subsections 2 and
13 3, this Act determines the priority of conflicting claims to
14 collateral.
15 2. *Established priorities.* Subject to subsection 3, if the
16 priorities of claims to collateral were established before the
17 effective date of this Act, Article 9, as in effect before the
18 effective date of this Act, determines priority.
19 3. *Determination of certain priorities on July 1, 2025.* On
20 July 1, 2025, to the extent the priorities determined by
21 Article 9, as amended by this Act, modify the priorities
22 established before the effective date of this Act, the
23 priorities of claims to Article 14 property and electronic
24 money established before the effective date of this Act cease
25 to apply.
26 Sec. 131. NEW SECTION. **554.15306 Priority of claims when**
27 **priority rules of Article 9 do not apply.**
28 1. *Determination of priority.* Subject to subsections 2 and
29 3, Article 14 determines the priority of conflicting claims to
30 Article 14 property when the priority rules of Article 9, as
31 amended by this Act, do not apply.
32 2. *Established priorities.* Subject to subsection 3, when
33 the priority rules of Article 9, as amended by this Act, do not
34 apply and the priorities of claims to Article 14 property were
35 established before the effective date of this Act, law other

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1 than Article 14 determines priority.
2 3. *Determination of certain priorities on July 1, 2025.* When
3 the priority rules of Article 9, as amended by this Act, do
4 not apply, to the extent the priorities determined by this Act
5 modify the priorities established before the effective date
6 of this Act, the priorities of claims to Article 14 property
7 established before the effective date of this Act cease to
8 apply on July 1, 2025.
9 Sec. 132. DIRECTIONS TO THE CODE EDITOR — ARTICLE 15
10 PARTS. The Code editor is directed to divide the provisions of
11 chapter 554, Article 15, as enacted in this division of this
12 Act, into parts as follows:
13 1. Part 1, including sections 554.15101 and 554.15102.
14 2. Part 2, including section 554.15201.
15 3. Part 3, including sections 554.15301, 554.15302,
16 554.15303, 554.15304, 554.15305, and 554.15306.
17 DIVISION II
18 DIGITAL ASSETS
19 Sec. 133. Section 554E.1, Code 2024, is amended by striking
20 the section and inserting in lieu thereof the following:
21 **554E.1 Definitions.**
22 As used in this chapter, unless the context otherwise
23 requires:
24 1. *"Contract"* means the same as defined in section 554D.103.
25 2. *"Digital asset"* means any electronic record that
26 represents, evidences, or comprises economic value or economic,
27 proprietary, or access rights, is maintained or stored in or
28 as an electronic ledger or other record of transactions, or
29 is used as a medium of exchange, unit of account, method of
30 payment, or store of value.
31 3. *"Distributed ledger technology"* means an electronic
32 record that is a ledger or other record of transactions or
33 other data to which all of the following apply:
34 *a.* The electronic record is uniformly ordered.
35 *b.* The electronic record is redundantly maintained or

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1 processed by or distributed over more than one computer
2 or machine to ensure the consistency, immutability,
3 decentralization, or nonrepudiation of the ledger or other
4 record of transactions or other data.
5 4. *"Electronic"* means the same as defined in section
6 554D.103.
7 5. *"Electronic record"* means the same as defined in section
8 554D.103.
9 6. *"Electronic services system"* means the county land record
10 information system, or electronic services system, created
11 under the agreement entered into under chapter 28E between the
12 counties and the Iowa county recorders association as required
13 by 2005 Iowa Acts, ch. 179, §101, as amended by 2021 Iowa Acts,
14 ch. 126, §2.
15 7. *"Record"* means the same as defined in section 554D.103.
16 8. *a. "Smart contract"* means an electronic record that is
17 an event-driven program or computerized transaction protocol
18 that runs on a distributed, decentralized, shared, and
19 replicated ledger that executes the terms of a contract.
20 *b.* For purposes of this subsection, *"executes the terms*
21 *of a contract"* may include taking, obtaining, exercising, or
22 transferring control or custody of assets or other property.
23 9. *"Transaction"* means a sale, trade, exchange, transfer,
24 payment, or conversion of a digital asset or any other property
25 or any other action or set of actions occurring between two or
26 more persons relating to the conduct of business, commercial,
27 or governmental affairs.
28 Sec. 134. Section 554E.2, Code 2024, is amended to read as
29 follows:
30 **554E.2 Classification of digital assets.**
31 Digital assets are ~~intangible~~ personal property.
32 EXPLANATION
33 The inclusion of this explanation does not constitute agreement with
34 the explanation's substance by the members of the general assembly.
35 GENERAL. This bill amends provisions regulating commercial

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1 transactions not involving land and specifically a number of
2 provisions in two Code chapters, Code chapter 554 (the Uniform
3 Commercial Code or UCC), especially as it relates to electronic
4 transactions, and Code chapter 554E, regulating digital assets.
5 GENERAL — UCC. The first part of the bill amends provisions
6 in Code chapter 554 governing certain commercial transactions
7 involving forms of personal electronic property that do not
8 derive value from physical attributes (sometimes referred
9 to as forms of intangible personal property). In 2022, the
10 general assembly enacted two bills dealing with these types of
11 transactions: (1) new Article 14 of the UCC (Code chapter 554)
12 and referred to as the "Uniform Commercial Code — Controllable
13 Electronic Records" (2022 Iowa Acts, chapter 1117) and (2) new
14 Code chapter 554E referring to smart contracts, distributed
15 ledger technology, and digital assets (2022 Iowa Acts, chapter
16 1116).
17 BACKGROUND — CONTROLLABLE ELECTRONIC RECORDS. The 2022
18 Act creating new Article 14 of the UCC, in part, included
19 amendments to Article 1 providing general provisions applicable
20 throughout the UCC, and amendments to Article 9 governing
21 secured transactions, as prepared by a committee appointed
22 jointly by the uniform law commission and the American law
23 institute. The Act provided for forms of electronic property
24 sometimes referred to as digital assets including non-fiat
25 currency and blockchain based non-fungible tokens, commonly
26 referred to as NFTs, and transactions involving a sale to a
27 purchaser (qualified purchaser) and an associated payment
28 obligation (a controllable payment intangible) by an account
29 debtor. Note, the UCC does not use the term "intangible
30 property" but "personal property" which includes general
31 intangibles, including controllable electronic records.
32 BILL'S PROVISIONS — CONTROLLABLE ELECTRONIC RECORDS. The
33 bill eliminates several terms, including "electronic chattel
34 paper" and substitutes the term used to complete a document
35 from "authenticate" to "sign". The bill provides for rights

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1 in controllable accounts, controllable electronic records,
2 and controllable payment intangibles (amended Code section
3 554.14104), the control of controllable electronic records
4 (amended Code section 554.14105), and what state law controls
5 in cases of jurisdictional questions (amended Code section
6 554.14107). The bill defines a number of terms used throughout
7 the UCC, including "money". The bill contains an Iowa-only
8 provision that provides that the Article is not to be construed
9 to support, endorse, create, or implement a national digital
10 currency.
11 BILL'S PROVISIONS — OTHER UCC ARTICLES. The remainder of
12 the bill's first part amends other UCC Articles. These include
13 Article 1, including general provisions, Article 2 regulating
14 sales, Article 3 regulating negotiable instruments, Article 5
15 regulating letters of credit, Article 7 regulating documents of
16 title (a change of title) currently referred to as warehouse
17 receipts and bills of lading, Article 8 regulating investment
18 securities, Article 9 regulating secured transactions, Article
19 12 regulating funds transfers, Article 13 regulating leases,
20 and Article 15 including transitional provisions.
21 BILL'S PROVISIONS — TERMINOLOGY. Article 1 includes
22 general provisions that govern the entire Code chapter,
23 including definitions (Code section 554.1201). The bill
24 defines "money" as a medium of exchange authorized or adopted
25 by a domestic or foreign government or as part of an agreement
26 between governments. The bill revises the definition of
27 "signed" to include an electronic signature. The bill broadens
28 the definition of "conspicuous", which is a term used to
29 describe a reliable record by eliminating references to print
30 media. The bill broadens the definition of "person" to include
31 a protected series which refers to a separate entity that is
32 associated with a business organization and specifically a
33 limited liability company (see Code chapter 489, subchapter
34 XIV). The bill also replaces the term "writing" with "record"
35 in Articles 3 and 9, which is a term connected to electronic

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1 commerce.
2 BILL´S PROVISIONS — SALES AND LEASES. The bill amends
3 provisions in Articles 2 and 13 by recognizing a "hybrid
4 transaction" (in Article 2, see Code sections 554.2102 and
5 554.2106 and in Article 13 see Code sections 554.13102 and
6 554.13103). This type of transaction involves two aspects:
7 first, either the sale or lease of goods and second, some
8 other form of property (e.g., a license) or services. The
9 bill provides rules for determining what law applies to a
10 given transaction based on the predominating aspect of that
11 transaction.
12 BILL´S PROVISIONS — NEGOTIABLE INSTRUMENTS. The bill
13 amends provisions in Article 3 by recognizing choice-of-law
14 provisions or choice-of-forum provisions included in a
15 negotiable instrument (Code section 554.3104). The bill
16 provides for transmission and processing of certain items as
17 electronic checks (Code section 554.3105). Finally, a party´s
18 obligation to pay a check is not discharged because of the
19 check´s destruction in cases where the information of the check
20 is preserved in an electronic format (Code section 554.3604).
21 BILL´S PROVISIONS — LETTERS OF CREDIT. The bill amends
22 provisions in Article 5 by providing that a letter of credit
23 may be issued in any form as a signed record rather than as
24 authenticated by signature. In determining a choice-of-law
25 question, a bank is considered to be located at the address of
26 its branch where the letter of credit was issued (Code section
27 554.5116).
28 BILL´S PROVISIONS — DOCUMENTS OF TITLE. The bill amends
29 provisions in Article 7 by providing criteria and conditions
30 for determining the rights of a person who has control of
31 an electronic document of title, and specifically under a
32 system for evidencing the transfer of interests in electronic
33 documents (Code section 554.7106). The electronic system must
34 operate to allow a person in control to identify the electronic
35 copy, allow the person to identify themselves, and give the

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1 person exclusive power over an electronic copy.
2 BILL´S PROVISIONS —— INVESTMENT SECURITIES. The bill
3 amends provisions in Article 8 regarding a person´s control
4 of a controllable account, controllable electronic record, or
5 controllable payment intangible (Code section 554.8102), the
6 rights of a entitlement holder identified as the person having
7 rights in a financial asset (Code section 554.8106), and the
8 rights of a purchaser who becomes an entitlement holder. The
9 bill revises conditions used to determine when a purchaser has
10 control over a security entitlement. The bill also provides
11 for choice-of-law rules involving the issuer´s jurisdiction
12 (Code section 554.8110).
13 BILL´S PROVISIONS —— SECURED TRANSACTIONS. New Article 14
14 is closely connected to Article 9, which allows a creditor to
15 obtain a security interest attached to a debtor´s personal
16 property as collateral and to obtain priority when enforcing
17 that security interest over other creditors having a security
18 interest in that same collateral. The bill amends a number
19 of important definitions (Code section 554.9102). The term
20 "account" means having a present and future right to a payment
21 based on the transfer of services or property including by sale
22 or lease, and includes accounts receivable, but excludes an
23 item represented by a negotiable instrument or chattel paper.
24 The term "assignor" means the person who grants a security
25 interest to secure an obligation or a seller of accounts,
26 chattel paper, payment intangibles, or promissory notes, and
27 the term "assignee" means the person in whose favor a security
28 interest is granted to secure an obligation or a buyer of
29 accounts, chattel paper, payment intangibles, or promissory
30 notes. The term "payment intangible" (under the catchall term
31 "general intangible") means a debtor´s principal obligation
32 is the payment of money and includes a controllable payment
33 intangible. The term "account debtor" means a person who owes
34 an obligation on an account, chattel paper, or intangible
35 property. The term "chattel paper" means a debt obligation

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1 supported with a security interest in tangible property.
2 The bill describes conditions in determining if a purchaser
3 has control of an authoritative electronic copy of a record
4 evidencing chattel paper (Code section 554.9105) or if a person
5 has control of electronic money (Code section 554.9105A). A
6 person who has control is not required to acknowledge that
7 control (Code section 554.9107B). The bill provides conditions
8 for determining if a security interest is enforceable against
9 a debtor or third party regarding collateral (Code section
10 554.9203). The bill states that a security interest may attach
11 to consumer goods as proceeds, to a commercial tort claim,
12 or under an after-acquired property clause (Code section
13 554.9204). The bill includes a new requirement applicable to
14 a secured party having control of an authoritative electronic
15 copy of a record evidencing chattel paper, an electronic
16 document, electronic money, or a controllable electronic
17 record. The secured party must transfer the copy or control
18 to the debtor or a person designated by the debtor (Code
19 section 554.9208). The bill provides for cases which govern
20 perfection and priority of a security interest in deposit
21 accounts and investment property when a bank's jurisdiction
22 is at issue (Code sections 554.9304 and 554.9305). The
23 bill sets forth requirements governing the perfection and
24 priority of security interests in chattel paper (Code section
25 554.9306A), and controllable accounts, controllable electronic
26 records, and controllable payment intangibles (Code section
27 554.9306B). The bill includes requirements for the perfection
28 of a security interest in chattel paper by possession and
29 control (Code section 554.9314A). The bill provides for
30 changes in law or jurisdiction governing chattel paper,
31 controllable accounts, controllable electronic records, and
32 controllable payment intangibles (Code section 554.9316).
33 The bill includes criteria for a buyer to take free of a
34 security interest of chattel paper, an electronic document, a
35 controllable electronic record, and a controllable account or a

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1 controllable payment intangible (Code section 554.9317). The
2 bill addresses the priority of chattel paper as it relates to
3 tangible copies and electronic copies (Code section 554.9330).
4 The bill provides that the transferee of electronic money
5 takes the money free of a security interest if the transferee
6 obtains control of the money without acting in collusion
7 with the debtor in violating the rights of the secured party
8 (Code section 554.9332). The bill provides criteria for
9 determining if a secured party owes a duty to an unknown debtor
10 or secondary obligor based on their status as a secured party
11 (Code section 554.9605). The bill revises the contents of the
12 notification of disposition of collateral form and provides for
13 corresponding instructions (Code section 554.9613). Similarly,
14 the bill revises the contests of the notification before
15 disposition of collateral form and provides for corresponding
16 instructions (Code section 554.9614).
17 FUNDS TRANSFER. The bill amends provisions in Article 12,
18 by providing for secure payments systems. The bill describes
19 what constitutes a security procedure, including the use of
20 certain protocols (Code section 554.12201). The bill provides
21 that verifying an electronic mail address, internet protocol
22 address, or telephone number is not a security procedure.
23 TRANSITIONAL PROVISIONS. The bill provides for a number
24 of transitional provisions, including a saving clause (Code
25 sections 554.15201 and 554.15301), the enforceability of a
26 security interest that is perfected or unperfected before the
27 bill's effective date (Code sections 554.15302 and 554.15303),
28 the effectiveness of actions taken before the bill's effective
29 date (Code section 554.15304), and rules of priority (Code
30 sections 554.15305 and 554.15306).
31 BACKGROUND — REGULATION OF DIGITAL ASSETS. The 2022 Act
32 regulating transactions involving distributed ledger technology
33 and smart contracts is connected to Article 14. In both
34 cases, the medium of exchange is a digital asset. Distributed
35 ledger technology allows different computers to validate

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1 transactions and update records and a smart contract is a type
2 of electronic record that executes the term of a contract,
3 including the transfer of assets. A digital asset is a form
4 of an electronic record that represents or is used as a medium
5 of exchange, unit of account, method of payment, or store of
6 value. However, the term expressly excludes certain personal
7 property recognized under the UCC, including a deposit account,
8 electronic record evidencing chattel paper, electronic chattel
9 paper, controllable account, controllable payment intangible,
10 money, electronic document of title, investment property, or a
11 transferable record (Code section 554E.1). A contract cannot
12 be denied legal effect or enforceability solely because it
13 is effectuated by distributed ledger technology or a smart
14 contract (Code section 554E.3). In addition, the 2022 Act
15 provides that a real estate conveyance can be recorded by a
16 county if the evidence of conveyance complies with the general
17 requirements of Code chapter 558 and is in a format conforming
18 with standards established by the electronic services system
19 allowing counties and the Iowa county recorders association
20 to enter into an agreement under Code chapter 28E for the
21 implementation of the county land record information system
22 (Code section 554E.4).
23 BILL'S PROVISIONS — REGULATION OF DIGITAL ASSETS. The
24 bill amends the definition of "digital asset" by eliminating
25 exceptions recognized by the UCC including electronic records
26 evidencing chattel paper. The bill provides that a digital
27 asset is classified simply as personal property rather than
28 intangible personal property. Finally, the bill defines
29 "electronic services system" by citing its source in the Iowa
30 Acts.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

Senate File 2390 - Introduced

SENATE FILE 2390
BY DONAHUE

A BILL FOR

1 An Act relating to youth employment and making penalties
2 applicable.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5917XS (3) 90
je/js

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IA-DHHS-24-0418-A-007792

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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Section 1. NEW SECTION. **92.1 Definition.**

As used in this chapter, unless the context otherwise requires, *"director"* means the director of the department of inspections, appeals, and licensing.

Sec. 2. NEW SECTION. **92.2 Under fourteen — work prohibited.**

No person under fourteen years of age shall be employed or permitted to work with or without compensation in any occupation.

Sec. 3. NEW SECTION. **92.3 Under sixteen — permitted occupations.**

No person under sixteen years of age shall be employed or permitted to work with or without compensation in any occupation during regular school hours, except:

1. Those persons legally out of school, if such status is verified by the submission of written proof to the director.

2. Those persons working in a supervised school-work program.

3. Those persons between the ages of fourteen and sixteen enrolled in school on a part-time basis and who are required to work as a part of their school training.

Sec. 4. NEW SECTION. **92.4 Fourteen and fifteen — permitted occupations.**

Persons fourteen and fifteen years of age may be employed or permitted to work in the following occupations:

1. Retail, food service, and gasoline service establishments.

2. Office and clerical work, including operation of office machines.

3. Cashiering, selling, modeling, art work, work in advertising departments, window trimming, and comparative shopping.

4. Price marking and tagging by hand or by machine, assembling orders, packing, and shelving.

5. Bagging and carrying out customers' orders.

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1 6. Errand and delivery work by foot, bicycle, and public
2 transportation.
3 7. Cleanup work, including the use of vacuum cleaners and
4 floor waxers, and maintenance of grounds.
5 8. Kitchen work and other work involved in preparing and
6 serving food and beverages, including the operation of machines
7 and devices used in the performance of such work, including
8 but not limited to dishwashers, toasters, dumbwaiters, popcorn
9 poppers, milk shake blenders, and coffee grinders.
10 9. *a.* Work in connection with motor vehicles and trucks if
11 confined to the following:
12 (1) Dispensing gasoline and oil.
13 (2) Courtesy service.
14 (3) Car cleaning, washing, and polishing.
15 *b.* Nothing in this subsection shall be construed to include
16 work involving the use of pits, racks, or lifting apparatus or
17 involving the inflation of any tire mounted on a rim equipped
18 with a removable retaining ring.
19 10. Cleaning vegetables and fruits, and wrapping, sealing,
20 labeling, weighing, pricing, and stocking goods when performed
21 in areas physically separate from areas where meat is prepared,
22 for sale and outside freezers or meat coolers.
23 11. Other work approved by the rules adopted pursuant to
24 chapter 17A by the director.
25 Sec. 5. NEW SECTION. **92.5 Fourteen and fifteen —**
26 **occupations not permitted.**
27 1. Persons fourteen and fifteen years of age may not be
28 employed in:
29 *a.* Any manufacturing occupation.
30 *b.* Any mining occupation.
31 *c.* Processing occupations, except in a retail, food service,
32 or gasoline service establishment in those specific occupations
33 expressly permitted under the provisions of section 92.4.
34 *d.* Occupations requiring the performance of any duties
35 in workrooms or work places where goods are manufactured,

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1 mined, or otherwise processed, except to the extent expressly
2 permitted in retail, food service, or gasoline service
3 establishments under the provisions of section 92.4.
4 *e.* Public messenger service.
5 *f.* Operation or tending of hoisting apparatus or of any
6 power-driven machinery, other than office machines and machines
7 in retail, food service, and gasoline service establishments
8 which are specified in section 92.4 as machines which such
9 minors may operate in such establishments.
10 *g.* Occupations prohibited by rules adopted pursuant to
11 chapter 17A by the director.
12 *h.* Occupations in connection with the following, except
13 office or sales work in connection with these occupations, not
14 performed on transportation media or at the actual construction
15 site:
16 (1) Transportation of persons or property by rail, highway,
17 air, on water, pipeline, or other means.
18 (2) Warehousing and storage.
19 (3) Communications and public utilities.
20 (4) Construction, including repair.
21 *i.* Any of the following occupations in a retail, food
22 service, or gasoline service establishment:
23 (1) Work performed in or about boiler or engine rooms.
24 (2) Work in connection with maintenance or repair of the
25 establishment, machines, or equipment.
26 (3) Outside window washing that involves working from
27 window sills, and all work requiring the use of ladders,
28 scaffolds, or their substitutes.
29 (4) Cooking, except at soda fountains, lunch counters,
30 snack bars, or cafeteria serving counters, and baking.
31 (5) Occupations which involve operating, setting up,
32 adjusting, cleaning, oiling, or repairing power-driven
33 food slicers and grinders, food choppers and cutters, and
34 bakery-type mixers.
35 (6) Work in freezers and meat coolers and all work in

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1 preparation of meats for sale, except wrapping, sealing,
2 labeling, weighing, pricing, and stocking when performed in
3 other areas.
4 (7) Loading and unloading goods to and from trucks, railroad
5 cars, or conveyors.
6 (8) All occupations in warehouses except office and
7 clerical work.
8 *j.* Laundering, except for the use of a washing machine
9 which has a capacity of less than ten cubic feet and which is
10 designed to reach an internal temperature which does not exceed
11 212 degrees Fahrenheit.
12 2. Nothing in this section shall be construed as prohibiting
13 office, errand, or packaging work when done away from moving
14 machinery.
15 Sec. 6. NEW SECTION. **92.6 Under sixteen — hours permitted.**
16 A person under sixteen years of age shall not be employed
17 with or without compensation before the hour of 7:00 a.m. or
18 after 7:00 p.m., except during the period from June 1 through
19 Labor Day when the hours may be extended to 9:00 p.m. If such
20 person is employed for a period of five hours or more each
21 day, an intermission of not less than thirty minutes shall be
22 given. Such a person shall not be employed for more than eight
23 hours in one day, exclusive of intermission, and shall not be
24 employed for more than forty hours in one week. The hours of
25 work of persons under sixteen years of age employed outside
26 school hours shall not exceed four in one day or twenty-eight
27 in one week while school is in session.
28 Sec. 7. NEW SECTION. **92.7 Under eighteen — prohibited**
29 **occupations.**
30 No person under eighteen years of age shall be employed or
31 permitted to work with or without compensation at any of the
32 following occupations or business establishments:
33 1. Occupations in or about plants or establishments
34 manufacturing or storing explosives or articles containing
35 explosive components.

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1 2. Occupations of motor vehicle driver and helper.
2 3. Logging occupations and occupations in the operation of
3 any sawmill, lath mill, shingle mill, or cooperage-stock mill.
4 4. Occupations involved in the operation of power-driven
5 woodworking machines.
6 5. Occupations involving exposure to radioactive substances
7 and to ionizing radiations.
8 6. Occupations involved in the operation of elevators and
9 other power-driven hoisting apparatus.
10 7. Occupations involved in the operation of power-driven
11 metal forming, punching, and shearing machines.
12 8. Occupations in connection with mining.
13 9. Occupations in or about slaughtering and meat packing
14 establishments and rendering plants.
15 10. Occupations involved in the operation of certain
16 power-driven bakery machines. Except as otherwise provided
17 in this subsection, this subsection does not apply to the
18 operation of pizza dough rollers that are a type of dough
19 sheeter that have been constructed with safeguards contained in
20 the basic design so as to prevent fingers, hands, or clothing
21 from being caught in the in-running point of the rollers,
22 that have gears that are completely enclosed, and that have
23 microswitches that disengage the machinery if the backs or
24 sides of the rollers are removed, only when all the safeguards
25 detailed in this subsection are present on the machinery, are
26 operational, and have not been overridden. However, this
27 subsection does apply to the setting up, adjusting, repairing,
28 oiling, or cleaning of pizza dough rollers as described in this
29 subsection.
30 11. Occupations involved in the operation of certain
31 power-driven paper products machines.
32 12. Occupations involved in the manufacture of brick, tile,
33 and related products.
34 13. Occupations involved in the operation of circular saws,
35 band saws, and guillotine shears.

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1 14. Occupations involved in wrecking, demolition, and
2 shipbreaking operations.
3 15. Occupations involved in roofing operations.
4 16. Excavation occupations.
5 17. In or about foundries; provided that office, shipping,
6 and assembly area employment shall not be prohibited by this
7 chapter.
8 18. Occupations involving the operation of dry cleaning or
9 dyeing machinery.
10 19. Occupations involving exposure to lead fumes or its
11 compounds, or to dangerous or poisonous dyes or chemicals.
12 20. Occupations involving the transmission, distribution,
13 or delivery of goods or messages between the hours of 10:00
14 p.m. and 5:00 a.m.
15 21. Occupations in establishments where nude or topless
16 dancing is performed.
17 22. Occupations prohibited by rules adopted pursuant to
18 chapter 17A by the director.
19 Sec. 8. NEW SECTION. **92.8 Instruction and training**
20 **permitted.**
21 The provisions of sections 92.7 and 92.9 shall not
22 apply to pupils working under an instructor in a career and
23 technical education department in a school district or under
24 an instructor in a career and technical education classroom
25 or laboratory, or industrial plant, or in a course of career
26 and technical education approved by the state board for career
27 and technical education, or to apprentices provided they are
28 employed under all of the following conditions:
29 1. The apprentice is employed in a craft recognized as an
30 apprenticeable trade.
31 2. The work of the apprentice in the occupations declared
32 particularly hazardous is incidental to the apprentice's
33 training.
34 3. The work is intermittent and for short periods of
35 time and is under the direct and close supervision of a

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1 journeyperson as a necessary part of apprentice training.
2 4. The apprentice is registered by the office of
3 apprenticeship of the United States department of labor as
4 employed in accordance with the standards established by that
5 department.
6 Sec. 9. NEW SECTION. **92.9 Permit on file.**
7 1. A person under sixteen years of age shall not be employed
8 or permitted to work with or without compensation unless the
9 person, firm, or corporation employing such person receives
10 and keeps on file accessible to any officer charged with the
11 enforcement of this chapter, a work permit issued as provided
12 in this chapter, and keeps a complete list of the names and
13 ages of all such persons under sixteen years of age employed.
14 2. Certificates of age shall be issued for persons sixteen
15 and seventeen years of age and for all other persons eighteen
16 and over upon request of the person's prospective employer.
17 Sec. 10. NEW SECTION. **92.10 Issuance of work permits.**
18 A work permit shall be issued only by the director upon
19 the application of the parent, guardian, or custodian of the
20 child desiring such permit. The application shall include the
21 following:
22 1. A statement from the person, firm, or corporation into
23 whose service the child under sixteen years of age is about to
24 enter, promising to give such child employment and describing
25 the industry in which the work will be performed.
26 2. Evidence of age showing that the child is fourteen years
27 old, or more, which shall consist of one of the following
28 proofs required in the order herein designated:
29 *a.* A certified copy of the birth certificate filed according
30 to law with a registrar of vital statistics or other officer
31 charged with the duty of recording births.
32 *b.* A passport or a certified copy of a certificate of
33 baptism showing the date and place of birth and the place of
34 baptism of such child.
35 *c.* An instruction permit issued under section 321.180B,

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1 subsection 1.
2 *d.* For cases for which the proofs designated in paragraphs
3 *"a"*, *"b"*, and *"c"* are not obtainable, documentation issued
4 by the federal government that is deemed by the director to
5 be sufficient evidence of age, or an affidavit signed by a
6 licensed physician certifying that in the physician's opinion
7 the applicant for the work permit is fourteen years of age or
8 more.
9 Sec. 11. NEW SECTION. **92.11 Optional refusal of permit.**
10 The director may refuse to grant a permit if, in the
11 director's judgment, the best interests of the minor would be
12 served by such refusal and the director shall keep a record of
13 such refusals, and the reasons therefor.
14 Sec. 12. NEW SECTION. **92.12 Contents of work permit.**
15 Every work permit shall state the date of issuance, name,
16 sex, the date and place of birth, the residence of the child
17 in whose name it is issued, the proof of age, the school grade
18 completed, the name and location of the establishment where
19 the child is to be employed, the industry, and that the papers
20 required for its issuance have been duly examined, approved,
21 and filed.
22 Sec. 13. NEW SECTION. **92.13 Application to director.**
23 An application for a work permit pursuant to section 92.10
24 shall be submitted to the office of the director within three
25 days after the child begins work.
26 Sec. 14. NEW SECTION. **92.14 Forms for permits formulated.**
27 The proper forms for the application for a work permit,
28 the work permit, the certificate of age, and the physician's
29 certificate shall be formulated by the director.
30 Sec. 15. NEW SECTION. **92.15 Exceptions.**
31 Nothing in this chapter shall be construed to prohibit:
32 1. A child from working in or around any home before or
33 after school hours or during vacation periods, provided such
34 work is not related to or part of the business, trade, or
35 profession of the employer.

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1 2. Work in the production of seed, limited to removal of
2 off-type plants, corn tassels, and hand-pollinating during the
3 months of June, July, and August by persons fourteen years of
4 age or over, and part-time work in agriculture.
5 3. A child from working in any occupation or business
6 operated by the child's parents. For the purposes of this
7 subsection, *"child"* and *"parents"* include a foster child and the
8 child's foster parents who are licensed by the department of
9 health and human services.
10 4. A child under sixteen years of age from being employed or
11 permitted to work, with or without compensation, as a model,
12 for a period of up to three hours in any day between the hours
13 of 7:00 a.m. and 10:00 p.m., not exceeding twelve hours in any
14 month, if the written permission of the parent, guardian, or
15 custodian of the child is obtained prior to the commencement
16 of the modeling. However, if the child is of school age this
17 exception allows modeling work only outside of school hours
18 during the regular school year and does not allow modeling
19 work during the summer term if the child is enrolled in
20 summer school. This subsection does not allow modeling for an
21 unlawful purpose or modeling that would violate any other law.
22 5. A juvenile court from ordering a child at least twelve
23 years old to complete a work assignment of value to the state
24 or to the public or to the victim of a crime committed by
25 the child, in accordance with section 232.52, subsection 2,
26 paragraph *"a"*.
27 6. A child from willfully volunteering as defined by 29
28 C.F.R. §553.101 for a charitable or public purpose. Section
29 92.7 applies to volunteering by a child pursuant to this
30 subsection.
31 7. A child twelve years of age or older from being employed
32 by a charitable organization or unit of state or local
33 government as a referee for a sport program sponsored by that
34 charitable organization or unit of state or local government
35 or by an organization of referees sponsored by an organization

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1 recognized by the United States olympic committee under 36
2 U.S.C. §220522. Section 92.7 applies to employment of a child
3 pursuant to this subsection.
4 8. A child under age sixteen from serving in the Iowa
5 summer youth corps program in accordance with section 15H.5 or
6 a child over fourteen years of age from serving in any other
7 recognized program of the Iowa national service corps program
8 in accordance with section 15H.9. Section 92.7 applies to
9 service by a child pursuant to this subsection.
10 Sec. 16. NEW SECTION. **92.16 Violations.**
11 1. No parent, guardian, or other person, having under the
12 parent's, guardian's, or other person's control any person
13 under eighteen years of age, shall negligently permit said
14 person to work or be employed in violation of the provisions of
15 this chapter.
16 2. No person shall negligently make, certify to, or cause
17 to be made or certified any statement, certificate, or other
18 paper for the purpose of procuring the employment of any person
19 in violation of this chapter.
20 3. No person shall make, file, execute, or deliver any
21 statement, certificate, or other paper containing false
22 statements for the purpose of procuring employment of any
23 person in violation of this chapter.
24 4. No person, firm, or corporation, or any agent thereof,
25 shall negligently conceal or permit a person to be employed in
26 violation of this chapter.
27 5. No person, firm, or corporation shall refuse to allow any
28 authorized persons to inspect the place of business or provide
29 information necessary to the enforcement of this chapter.
30 6. A person determined to be a sexually violent predator
31 pursuant to section 229A.7, a person required to register as a
32 sex offender under chapter 692A, or a person determined to be
33 a sexually violent predator or required to register as a sex
34 offender pursuant to similar laws of another state shall not
35 employ a person under eighteen years of age in this state.

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1 Sec. 17. NEW SECTION. **92.17 Penalty.**
2 1. Any person who furnishes or sells to any minor child
3 any article of any description which the person knows or
4 should have known the minor intends to sell in violation of
5 the provisions of this chapter shall be guilty of a serious
6 misdemeanor.
7 2. Any other violation of this chapter for which a penalty
8 is not specifically provided constitutes a serious misdemeanor.
9 3. Every day during which any violation of this chapter
10 continues constitutes a separate and distinct offense, and the
11 employment of any person in violation of this chapter, with
12 respect to each person so employed, constitutes a separate and
13 distinct offense.
14 Sec. 18. NEW SECTION. **92.18 Rules and orders of director.**
15 1. The director may adopt rules pursuant to chapter 17A
16 to more specifically define the occupations and equipment
17 permitted or prohibited in this chapter, to determine
18 occupations for which work permits are required, and to
19 issue general and special orders prohibiting or allowing the
20 employment of persons under eighteen years of age in any place
21 of employment defined in this chapter as hazardous to the
22 health, safety, and welfare of the persons.
23 2. The director shall adopt rules pursuant to chapter 17A
24 specifically defining the civil penalty amount to be assessed
25 for violations of this chapter.
26 Sec. 19. NEW SECTION. **92.19 Director to enforce — civil**
27 **penalty — judicial review.**
28 1. The director shall enforce this chapter. An employer
29 who violates this chapter or the rules adopted pursuant to this
30 chapter is subject to a civil penalty of not more than ten
31 thousand dollars for each violation.
32 2. The director shall notify the employer of a proposed
33 civil penalty by service in the same manner as an original
34 notice or by certified mail. If, within fifteen working days
35 from the receipt of the notice, the employer fails to file

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1 a notice of contest in accordance with rules adopted by the
2 director pursuant to chapter 17A, the penalty, as proposed,
3 shall be deemed final agency action for purposes of judicial
4 review.
5 3. The director shall notify the department of revenue
6 upon final agency action regarding the assessment of a penalty
7 against an employer. Interest shall be calculated from the
8 date of final agency action.
9 4. Judicial review of final agency action pursuant to this
10 section may be sought in accordance with the terms of section
11 17A.19. If no petition for judicial review is filed within
12 sixty days after service of the final agency action of the
13 director, the director's findings of fact and final agency
14 action shall be conclusive in connection with any petition for
15 enforcement which is filed by the director after the expiration
16 of the sixty-day period. In any such case, the clerk of court,
17 unless otherwise ordered by the court, shall forthwith enter
18 a decree enforcing the final agency action and shall transmit
19 a copy of the decree to the director and the employer named in
20 the petition.
21 5. Any penalties recovered pursuant to this section shall be
22 remitted by the director to the treasurer of state for deposit
23 in the general fund of the state.
24 6. Mayors and police officers, sheriffs, school
25 superintendents, and school truancy and attendance officers,
26 within their several jurisdictions, shall cooperate in the
27 enforcement of this chapter and furnish the director and the
28 director's designees with all information coming to their
29 knowledge regarding violations of this chapter. All such
30 officers and any person authorized in writing by a court of
31 record shall have the authority to enter, for the purpose of
32 investigation, any of the establishments and places mentioned
33 in this chapter and to freely question any person therein as to
34 any violations of this chapter.
35 7. County attorneys shall investigate all complaints made

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1 to them of violations of this chapter, and prosecute all such
2 cases of violation within their respective counties.
3 Sec. 20. NEW SECTION. **92.20 Group insurance.**
4 Anyone under the age of eighteen and subject to this
5 chapter employed in the occupations of selling or delivering
6 the product or service of another and who is designated in
7 such capacity as an independent contractor shall be provided
8 participation, if the person under the age of eighteen
9 desires it at group rate cost, in group insurance for medical,
10 hospital, nursing, and doctor expenses incurred as a result of
11 injuries sustained arising out of and in the course of selling
12 or delivering such product or service by the person, firm, or
13 corporation whose product or service is so delivered.
14 Sec. 21. Section 123.49, subsection 2, paragraph f, Code
15 2024, is amended by striking the paragraph and inserting in
16 lieu thereof the following:
17 *f.* Employ a person under eighteen years of age in the
18 sale or serving of alcoholic beverages for consumption on the
19 premises where sold.
20 Sec. 22. REPEAL. Chapter 92, Code 2024, is repealed.
21 EXPLANATION

22 **The inclusion of this explanation does not constitute agreement with**
23 **the explanation's substance by the members of the general assembly.**

24 This bill relates to youth employment. The bill generally
25 strikes statutory changes made by 2023 Iowa Acts, Senate File
26 542, and restores statutory language in effect prior to the
27 enactment of 2023 Iowa Acts, Senate File 542. The elimination
28 of the work categories of street occupations and migratory
29 labor, a prohibition on persons under 18 years of age working
30 in occupations in establishments where nude or topless dancing
31 is performed, and a prohibition on sexually violent predators
32 or sex offenders employing persons under 18 years of age,
33 enacted by 2023 Iowa Acts, Senate File 542, are retained.
34 The bill requires a permit for a person under 18 years of age
35 to work in most circumstances and provides procedures relating

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1 to such work and such permits under Code chapter 92, the state
2 child labor law. The bill modifies permitted and prohibited
3 work that can be performed by minors at various age levels, as
4 well as hours in which permitted work can be performed.
5 The bill strikes language providing for waiver of civil
6 penalties under Code chapter 92 and a grace period before such
7 penalties can be imposed. The bill strikes exceptions to and
8 limitations on the applicability of certain provisions of Code
9 chapter 92 for certain work-based learning programs. The
10 bill strikes an exceptions to Code chapter 92 for performing
11 in motion pictures, theatrical productions, or musical
12 performances and modifies an exception for modeling. The bill
13 strikes limitations on civil liability for businesses for
14 injury, sickness, or death resulting from student participation
15 in work-based learning programs.
16 The bill provides penalties for certain actions taken in
17 violation of Code chapter 92 to procure employment for oneself
18 or of another person. Under current law, a violation of Code
19 chapter 92 is a serious misdemeanor. A serious misdemeanor is
20 punishable by confinement for no more than one year and a fine
21 of at least $430 but not more than $2,560. Under current law,
22 an employer violating Code chapter 92 is subject to a civil
23 penalty of up to $10,000.
24 The bill changes terminology referring to "occupations" to
25 instead refer to "work activities".
26 The bill strikes language allowing a person 16 to 17 years
27 of age to be employed in the sale or serving of alcoholic
28 beverages for on-premises consumption under Code section
29 123.49 in specified circumstances if specified procedures are
30 followed.
31 The bill reflects the transfer of administration of Code
32 chapter 92 from the labor commissioner to the director of the
33 department of inspections, appeals, and licensing by 2023 Iowa
34 Acts, Senate File 514.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

Senate File 2391 - Introduced

SENATE FILE 2391
BY COMMITTEE ON AGRICULTURE

(SUCCESSOR TO SSB 3162)

A BILL FOR

1 An Act prohibiting the misbranding of certain food products,
2 and providing penalties.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5774SV (2) 90
da/ns

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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1 Section 1. NEW SECTION. **135.16C Vendors participating in**
2 **federal nutrition program — meat product sales.**
3 1. As used in this section, unless the context otherwise
4 requires:
5 *a. "Cultivated-protein food product"* means the same as
6 defined in section 137E.1.
7 *b. "Federal nutrition program"* means the special
8 supplemental nutrition program for women, infants, and children
9 as provided in 42 U.S.C. §1786 et seq.
10 *c. "Grocery store"* means the same as defined in section
11 137E.1.
12 *d. "Meat product"* means the same as defined in section
13 137E.1.
14 2. *a.* The department of inspections, appeals, and licensing
15 shall assist the department of health and human services in
16 adopting rules necessary to implement and administer this
17 section.
18 *b.* If necessary to implement, administer, and enforce
19 this section, the department of health and human services,
20 in cooperation with the department of agriculture and land
21 stewardship, shall submit a request to the United States
22 department of agriculture for a waiver or other exception from
23 regulations as deemed feasible by the department of health and
24 human services. The department of health and human services
25 shall regularly report the status of such a request to the
26 legislative services agency.
27 3. A grocery store that is a vendor participating in a
28 federal nutrition program and offering to sell or selling meat
29 products for retail sale shall not offer for sale or sell a
30 food product that is any of the following:
31 *a.* Misbranded as a meat product as prohibited in section
32 137E.4.
33 *b.* A cultivated-protein food product.
34 4. A violation of subsection 3 by a grocery store shall not
35 be construed to disqualify a grocery store from participating

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1 in a federal nutrition program unless otherwise authorized by
2 the United States department of agriculture.
3 Sec. 2. NEW SECTION. **137E.1 Definitions.**
4 As used in this chapter, unless the context otherwise
5 requires:
6 1. *"Agricultural food animal"* means a domesticated animal
7 belonging to the bovine, caprine, ovine, or porcine species; or
8 live domestic fowl limited to chickens or turkeys.
9 2. *"Cultivated-protein food product"* means a food product
10 having one or more sensory attributes that resemble a type
11 of tissue originating from an agricultural food animal but
12 that, in lieu of being derived from meat processing, is derived
13 from manufacturing cells, in which one or more stem cells are
14 initially isolated from an agricultural food animal, are grown
15 in vitro, and may be manipulated, as part of a manufacturing
16 operation.
17 3. *"Department"* means the department of inspections,
18 appeals, and licensing.
19 4. *"Food processing plant"* means the same as defined in
20 section 137F.1.
21 5. *"Food product"* means a perishable or nonperishable item
22 stored in a container or package, if the item is fit for human
23 consumption.
24 6. *"Grocery store"* means a food establishment required to be
25 licensed by a regulatory authority pursuant to section 137F.4
26 to offer for sale or sell food or food products to customers
27 intended for preparation or consumption off premises.
28 7. *"Insect-protein food product"* means a food product having
29 one or more sensory attributes that resemble a type of tissue
30 originating from an agricultural food animal but that, in
31 lieu of being derived from meat processing, is derived from
32 manufacturing insect parts.
33 8. *"Label"* means a display of written, printed, or graphic
34 matter placed upon any container storing a food product that
35 is offered for sale or sold on a wholesale or retail basis,

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1 regardless of whether the label is printed on the container's
2 packaging or a sticker affixed to the container.
3 9. *"Manufactured-protein food product"* means a
4 cultivated-protein food product, insect-protein food product,
5 or plant-protein food product.
6 10. *"Meat processing"* means the handling, preparation, and
7 slaughter of an agricultural food animal; the dressing of its
8 carcass; or the cutting, storage, and packaging of its tissue
9 or other parts as a food product.
10 11. *"Meat product"* means a food product derived from meat
11 processing.
12 12. *"Plant-protein food product"* means a food product having
13 one or more sensory attributes that resemble a type of tissue
14 found in a species of agricultural food animal but that, in
15 lieu of being derived from meat processing, is derived from
16 manufacturing plant parts.
17 13. *"Regulatory authority"* means the same as defined in
18 section 137F.1.
19 Sec. 3. NEW SECTION. **137E.2 Administration.**
20 1. In conducting a routine inspection of the premises of a
21 person licensed under chapter 137F, a regulatory authority is
22 not required to determine if any food product located on the
23 premises is misbranded as a meat product as provided in section
24 137E.4.
25 2. A regulatory authority shall inspect an inventory of food
26 products offered for sale or sold at a food processing plant
27 or grocery store based on a credible complaint that the food
28 products are misbranded as meat products as provided in section
29 137E.4.
30 3. A regulatory authority shall have the same powers to
31 inspect a food processing plant or grocery store under this
32 chapter as it does under chapter 137F.
33 4. The department shall adopt rules pursuant to chapter 17A
34 that are necessary or desirable to administer and enforce this
35 chapter.

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1 Sec. 4. NEW SECTION. **137E.3 Offense.**
2 A person shall not offer for sale or sell a food product that
3 is misbranded as a meat product as provided in section 137E.4.
4 Sec. 5. NEW SECTION. **137E.4 Misbranded meat product.**
5 A food product is misbranded as a meat product if all of the
6 following apply:
7 1. The food product is a manufactured-protein food product
8 or the food product contains a manufactured-protein food
9 product.
10 2. The food product is offered for sale or sold on a
11 wholesale or retail basis.
12 3. *a.* A label that is part of or placed on the package
13 or other container storing a food product includes any of
14 the following identifying terms whether used alone or as a
15 portmanteau:
16 (1) Beef.
17 (2) Chicken.
18 (3) Goat.
19 (4) Lamb or sheep.
20 (5) Pork.
21 (6) Turkey.
22 *b.* Paragraph *"a"* does not apply to a label that
23 conspicuously qualifies an identifying term as an imitation or
24 substitute.
25 Sec. 6. NEW SECTION. **137E.5 Enforcement — stop order.**
26 1. If a regulatory authority has reasonable cause to believe
27 that a food processing plant or grocery store is offering for
28 sale or selling a food product that is misbranded as a meat
29 product, the regulatory authority may issue a stop order. Upon
30 being issued the stop order, the food processing plant or
31 grocery store shall not offer for sale or sell the food product
32 until the regulatory authority determines that the food product
33 is or is not misbranded as a meat product.
34 2. The regulatory authority may require that the food
35 product be held by the food processing plant or grocery store

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1 and be secured from purchase.
2 3. If a regulatory authority determines that food product
3 being offered for sale or sold by a food processing plant or
4 grocery store is misbranded as a meat product, the regulatory
5 authority may issue an embargo order requiring the food
6 processing plant or grocery store to dispose of the misbranded
7 meat product other than by sale to consumers in this state.
8 4. The department, the attorney general, or the county
9 attorney in the county where the food product is being offered
10 for sale or sold may enforce the stop order or embargo order by
11 petitioning the district court of that county.
12 Sec. 7. NEW SECTION. **137E.6 Penalty.**
13 A person who willfully misbrands a food product in violation
14 of this chapter commits a simple misdemeanor.
15 Sec. 8. Section 137F.3A, subsection 1, paragraph a,
16 unnumbered paragraph 1, Code 2024, is amended to read as
17 follows:
18 The department may employ additional full-time equivalent
19 positions to enforce the provisions of this chapter and
20 chapters 137C, ~~and~~ 137D, and 137E with the approval of the
21 department of management, if either of the following apply:
22 Sec. 9. Section 137F.3A, subsection 1, paragraph b, Code
23 2024, is amended to read as follows:
24 *b.* Before approval may be given, the director of the
25 department of management must have determined that the expenses
26 exceed the funds budgeted by the general assembly for food
27 inspections to the department. The department may hire no more
28 than one full-time equivalent position for each six hundred
29 inspections required pursuant to this chapter and chapters
30 137C, ~~and~~ 137D, and 137E.
31 Sec. 10. Section 137F.4, Code 2024, is amended to read as
32 follows:
33 **137F.4 License required.**
34 1. A person shall not operate a food establishment or food
35 processing plant to provide goods or services to the general

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1 public, or open a food establishment to the general public,
2 until the appropriate license has been obtained from the
3 regulatory authority. Sale of products at wholesale to outlets
4 not owned by a commissary owner requires a food processing
5 plant license. A license shall expire one year from the date
6 of issue. A license is renewable if application for renewal is
7 made prior to expiration of the license or within sixty days
8 of the expiration date of the license. All licenses issued
9 under this chapter that are not renewed by the licensee on or
10 before the expiration date shall be subject to a penalty of ten
11 percent per month of the license fee if the license is renewed
12 at a later date.
13 2. A regulatory authority shall not suspend or revoke a
14 license issued to a person under this chapter for offering for
15 sale or selling a food product that is misbranded as a meat
16 product in violation of section 137E.4.
17 3. A license issued to a food processing plant or grocery
18 store under this section also covers the operation of a food
19 processing plant or grocery store under chapter 137E.
20 Sec. 11. NEW SECTION. **260C.10 Purchases — meat products.**
21 The board of directors providing services to a merged area,
22 and the board of directors of a community college, shall
23 establish policies to prevent the purchase of a food product
24 that is any of the following:
25 1. Misbranded as a meat product as prohibited in chapter
26 137E.
27 2. A cultivated-protein food product as defined in section
28 137E.1.
29 Sec. 12. Section 262.9, Code 2024, is amended by adding the
30 following new subsection:
31 NEW SUBSECTION. 39. Act together with institutions under
32 the control of the board to establish policies prohibiting
33 research into the production, distribution, or use of
34 manufactured-protein food products as defined in section
35 137E.1, to the extent that such research is supported by public

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1 moneys.
2 Sec. 13. NEW SECTION. **262.25D Purchases — meat products.**
3 The state board of regents, and institutions under the
4 control of the board, shall establish policies to prevent the
5 purchase of a food product that is any of the following:
6 1. Misbranded as a meat product as prohibited in chapter
7 137E.
8 2. A cultivated-protein food product as defined in section
9 137E.1.
10 Sec. 14. NEW SECTION. **283A.12 Purchases — meat products.**
11 The department of education, and school boards, shall
12 establish policies to prevent the purchase of a food product
13 that is any of the following:
14 1. Misbranded as a meat product as prohibited in chapter
15 137E.
16 2. A cultivated-protein food product as defined in section
17 137E.1.
18 EXPLANATION

19 **The inclusion of this explanation does not constitute agreement with**
20 **the explanation's substance by the members of the general assembly.**

21 GENERAL. This bill prohibits the purchase and sale of
22 certain food products that are manufactured to resemble
23 meat products but that are not derived from the processing
24 (slaughter) of domesticated agricultural food animals,
25 specifically cattle and bison, goats, sheep and lambs, swine,
26 chickens, and turkeys. A manufactured-protein food product
27 is formulated as a cultivated-protein food product, or either
28 an insect-protein food product or plant-protein food product.
29 In all three cases, the food product has one or more sensory
30 attributes that resemble a type of tissue originating from a
31 species of food animal but that, in lieu of being derived from
32 slaughter, is derived from manufacturing cells grown in vitro,
33 meaning outside the food animal's body, or that is derived from
34 manufacturing parts of insects or plants (new Code chapter
35 137E).

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1 BACKGROUND — INSPECTION REGULATIONS (DEPARTMENT OF
2 INSPECTIONS, APPEALS, AND LICENSING). Certain provisions of
3 the bill apply to food processing plants and grocery stores
4 regulated by the department of inspections, appeals, and
5 licensing (DIAL) or a political subdivision (a municipal
6 corporation) acting under contract with DIAL (Code section
7 137F.3). Both government entities are referred to as a
8 regulatory authority. The bill applies to two businesses
9 regulated by DIAL, a food processing plant and a grocery store
10 (licensee). A food processing plant manufactures, packages,
11 labels, or stores food for human consumption but does not
12 provide a food product directly to a consumer. However, a
13 number of businesses are excluded from the definition including
14 a food establishment (amended Code section 137F.1). A grocery
15 store is a type of food establishment that offers to sell or
16 sells food products to customers intended for preparation or
17 consumption off premises (Code section 137E.1). A regulatory
18 authority licenses and inspects both businesses for health and
19 safety purposes.
20 BILL'S PROVISIONS — LABELING REQUIREMENT — CRIMINAL
21 PENALTY. The bill provides that a food product is misbranded
22 as a meat product if it is a manufactured-protein food product
23 or the food product contains a manufactured-protein food
24 product; the food product is offered for sale or sold on a
25 wholesale or retail basis; and the label that is part of or
26 placed on the package or other container storing a food product
27 includes one of seven identifying terms, including beef,
28 chicken, goat, lamb or sheep, pork, or turkey. However, a
29 product is not misbranded if the label conspicuously qualifies
30 an identifying term as an imitation or substitute (new Code
31 section 137E.4). Any person who willfully misbrands a food
32 product commits a simple misdemeanor (new Code section 137E.3).
33 A simple misdemeanor is punishable by confinement for no more
34 than 30 days and a fine of at least $105 but not more than $855.
35 BILL'S PROVISIONS — LABELING REQUIREMENT AND PROHIBITIONS

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1 ON SALE — ENFORCEMENT. A regulatory authority is not required
2 to conduct an inspection of a licensee's inventory of food
3 products to determine whether a food product is misbranded as
4 a meat product (new Code section 137E.2). However, if the
5 regulatory authority has reasonable cause to believe that a
6 licensee is offering for sale or selling a food product that
7 is misbranded as a meat product, the regulatory authority
8 may issue a stop order (new Code section 137E.5). Upon
9 being issued the stop order, the licensee must not offer for
10 sale or sell the food product until the regulatory authority
11 determines that the food product is or is not misbranded
12 as a meat product. If a regulatory authority determines
13 that the food product is misbranded as a meat product, the
14 regulatory authority may issue an embargo order requiring
15 the food processing plant or grocery store to dispose of the
16 misbranded meat product other than by sale to consumers in this
17 state. DIAL, the attorney general, or a county attorney may
18 enforce the stop order. However, a licensee is not subject
19 to disciplinary action (the suspension or revocation of the
20 license) (amended Code section 137F.4).
21 RESTRICTIONS ON RESEARCH. The board of regents must act
22 together with institutions under its control (Iowa state
23 university of science and technology, the university of Iowa,
24 and the university of northern Iowa) to establish policies
25 prohibiting research into the production, distribution, or use
26 of manufactured-protein food products, to the extent that such
27 research is supported by public moneys (amended Code section
28 262.9).
29 RESTRICTIONS ON THE PURCHASE AND SALE OF MANUFACTURED MEAT
30 PRODUCTS (WIC PROGRAM). The bill applies to a grocery store
31 that participates as a vendor in the special supplemental
32 food program for women, infants, and children (WIC). WIC is
33 administered by the United States department of agriculture
34 (USDA). A grocery store that is a vendor participating in WIC
35 and offering to sell or selling meat products for retail sale

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1 is prohibited from selling a food product misbranded as a meat
2 product or a cultivated-protein food product (new Code section
3 135.16C).
4 RESTRICTIONS ON THE PURCHASE AND SALE OF MANUFACTURED
5 MEAT PRODUCTS (EDUCATIONAL INSTITUTIONS). The bill requires
6 a number of different educational institutions to establish
7 policies that prohibit the purchase of a food product that is
8 misbranded as a meat product or that is a cultivated-protein
9 food product. This includes school districts (new Code section
10 283A.12), community colleges (new Code section 260C.10), and
11 regents institutions (new Code section 262.25D).

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Senate File 2392 - Introduced

SENATE FILE 2392
BY COMMITTEE ON AGRICULTURE

(SUCCESSOR TO SSB 3163)

A BILL FOR

1 An Act relating to tort liability involving pesticides.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6249SV (1) 90
da/ns

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S.F. 2392

1 Section 1. Section 668.12, Code 2024, is amended by adding
2 the following new subsection:
3 NEW SUBSECTION. 5. Notwithstanding any provision to the
4 contrary, for any pesticide registered with the United States
5 environmental protection agency under the federal Insecticide,
6 Fungicide, and Rodenticide Act, 7 U.S.C. §136 et seq., the
7 label approved by the United States environmental protection
8 agency in registering the pesticide, or a label consistent with
9 the most recent human health assessment performed under the
10 federal Insecticide, Fungicide, and Rodenticide Act, or a label
11 consistent with the United States environmental protection
12 agency carcinogenicity classification for the pesticide
13 under the federal Insecticide, Fungicide, and Rodenticide
14 Act, shall be sufficient to satisfy any requirements for a
15 warning regarding health or safety under chapter 206, any
16 other provision or doctrine of state law, including without
17 limitation the duty to warn, or any other common law duty to
18 warn.
19 EXPLANATION
20 The inclusion of this explanation does not constitute agreement with
21 the explanation's substance by the members of the general assembly.
22 This bill provides for a defense from civil liability
23 associated with the use of pesticides that are registered with
24 the United States environmental protection agency (EPA) acting
25 under the federal Insecticide, Fungicide, and Rodenticide
26 Act (federal Act). The bill provides that a label provides
27 sufficient warning if it complies with any one of three
28 criteria: (1) it was approved by the EPA, (2) it is consistent
29 with the most recent human health assessment performed under
30 the federal Act, or (3) it is consistent with the EPA's
31 carcinogenicity classification for the pesticide. In each
32 case, the label is sufficient to satisfy any requirements for
33 a warning regarding health or safety under Code chapter 206
34 ("Pesticide Act of Iowa"), and any other provision of state law
35 or any other common law duty to warn.

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Senate File 2393 - Introduced

SENATE FILE 2393
BY COMMITTEE ON AGRICULTURE

(SUCCESSOR TO SSB 3174)

A BILL FOR

1 An Act regulating the marketing of grain, by providing for
2 fees paid by grain dealers and warehouse operators into
3 the grain depositors and sellers indemnity fund, and the
4 payment of claims to reimburse sellers and depositors for
5 losses covered by the fund, and including effective date
6 provisions.
7 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6323SV (1) 90
da/ns

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Section 1. Section 203.15, subsection 6, Code 2024, is amended by striking the subsection.

Sec. 2. Section 203D.1, subsection 2, Code 2024, is amended by striking the subsection.

Sec. 3. Section 203D.1, subsection 14, paragraph b, Code 2024, is amended to read as follows:

b. "Purchased grain" does not include grain that is subject to an exempt transaction based on documentation satisfactory to the department showing that the grain dealer did any of the following:

(1) Purchased the grain from the United States government or any of its subdivisions or agencies.

(2) Purchased the grain from a person licensed as a grain dealer in any jurisdiction.

~~(3) Purchased the grain under a credit-sale contract.~~

~~(4)~~ (3) Entered the grain in the company-owned paid position as a cancellation of a collateral warehouse receipt.

~~(5)~~ (4) Entered the grain in the company-owned paid position as an intra-company location transfer.

Sec. 4. Section 203D.1, subsection 16, Code 2024, is amended to read as follows:

16. *a. "Seller"* means a person who sells grain which the person has produced or caused to be produced to a licensed grain dealer~~, but excludes a person who executes a credit-sale contract as a seller as provided in section 203.15~~. ~~However, *"seller"*~~

b. "Seller" does not include any of the following:

~~*a.*~~ (1) A person licensed as a grain dealer in any jurisdiction who sells grain to a licensed grain dealer.

~~*b.*~~ (2) A person who sells grain that is not produced in this state unless such grain is delivered to a licensed grain dealer at a location in this state as the first point of sale.

Sec. 5. Section 203D.5, subsections 4 and 5, Code 2024, are amended to read as follows:

4. If on the last date of the fund's assessment year as

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provided in section 203D.3 the assets of the fund exceed ~~eight~~ sixteen million dollars, less any encumbered balances or pending or unsettled claims, all of the following apply:

a. The participation fee shall be waived and shall not be assessable or owing for the following assessment year of the fund. However, the licensee shall continue to pay any owing participation fee that was in effect on the prior September 1.

b. The per-bushel fee shall be waived and shall not be assessable or owing.

5. The board shall reinstate the fees as provided in this section if the assets of the fund, less any unencumbered balances or pending or unsettled claims, are ~~three~~ eight million dollars or less.

Sec. 6. Section 203D.6, subsection 4, paragraph d, Code 2024, is amended to read as follows:

d. That the claim derives from a covered transaction. For purposes of this paragraph, a claim derives from a covered transaction if the claimant is a seller who transferred title to the grain to a licensed grain dealer ~~other than by credit-sale contract~~ within six months of the incurrence date for a claim period as provided in subsection 2, or if the claimant is a depositor who delivered the grain to a licensed warehouse operator.

Sec. 7. EMERGENCY RULES. The department of agriculture and land stewardship shall adopt emergency rules under section 17A.4, subsection 3, and section 17A.5, subsection 2, paragraph "b", to implement the provisions of this Act and the adopted rules shall be effective July 1, 2024. The rules adopted in accordance with this section shall also be published as a notice of intended action as provided in section 17A.4.

Sec. 8. ASSESSMENT OF FEES. A grain dealer licensed under chapter 203 who is a party to a credit-sale contract shall owe any participation fee or per-bushel fee assessed on grain purchased under the credit-sale contract beginning on July 1 of the fourth assessment quarter pursuant to section 203D.3A.

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1 Sec. 9. EFFECTIVE DATE.
2 1. Except as provided in subsection 2, this Act takes effect
3 July 1, 2024.
4 2. The section of this Act requiring the department of
5 agriculture and land stewardship to adopt emergency rules takes
6 effect upon enactment.
7 EXPLANATION

8 The inclusion of this explanation does not constitute agreement with
9 the explanation's substance by the members of the general assembly.

10 BACKGROUND — GRAIN DEPOSITORS AND SELLERS INDEMNITY FUND.
11 This bill amends provisions regulating marketers of grain,
12 referred to as grain dealers purchasing grain (Code chapter
13 203), and grain warehouse operators storing grain under
14 bailment (Code chapter 203C). The department of agriculture
15 and land stewardship (DALS) issues a license to each type of
16 marketer (licensee) doing business in this state, including
17 inspections and audits. A person selling grain to a licensed
18 grain dealer (seller) or a person depositing grain with a
19 licensed warehouse operator (depositor) may be reimbursed for
20 a loss incurred by the failure of the licensee to honor a
21 contractual obligation regarding the transaction (Code section
22 203D.6). Payments are made from the grain depositors and
23 sellers indemnity fund (indemnity fund) upon a determination
24 that the claim is eligible for payment by the Iowa grain
25 indemnity fund board (indemnity board) acting in cooperation
26 with DALS.
27 BACKGROUND — FEES. In addition to license fees deposited
28 into the general fund of the state (Code sections 203.6 and
29 203C.33), each licensee pays either one or two special fees
30 (indemnity fees) to support the indemnity fund, referred
31 to as a participation fee and per-bushel fee. A licensed
32 grain dealer pays both fees based on the number of bushels of
33 grain purchased during the grain dealer's last fiscal year
34 (coinciding with the grain dealer's license period). The term
35 "purchased grain" is used to designate those bushels purchased

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1 for which a loss may be claimed under the indemnity fund and
2 therefore excluded from coverage (e.g., grain purchased from
3 the United States government or by credit-sale contract) (21
4 IAC 92.2). The rate for the participation fee is 0.014 cents
5 per bushel on all purchased grain with a minimum of $50, and
6 the rate for the per-bushel fee is 0.25 cents per bushel on
7 all purchased grain. A licensed warehouse operator pays only
8 a participation fee, based on bulk warehouse capacity. The
9 rate of the participation fee is 0.014 cents per bushel of
10 bulk grain storage capacity, or $500, whichever is less, with
11 a minimum of $50. Indemnity fees are collected quarterly
12 during the assessment year: September 1, December 1, March 1,
13 and June 1 (Code section 203D.3). The indemnity board must
14 annually review the debits of and credits to the indemnity fund
15 and by May 1 determine whether the balance triggers a waiver or
16 reinstatement (Code section 203D.5). The triggered waiver or
17 reinstatement is effective on the first day of the following
18 assessment year (September 1). If a waiver is triggered before
19 then, a licensee is subject to pay the outstanding amount of
20 the participation fee that is otherwise owing for the current
21 assessment year. However, a licensed grain dealer is no longer
22 obligated to pay the outstanding amount of the per-bushel
23 fee otherwise owing for that period, unless the amount is
24 delinquent (Code section 203D.5).
25 BACKGROUND —— CREDIT-SALE CONTRACTS. A credit-sale
26 contract (also referred to as deferred-payment contract,
27 deferred-pricing contract, or price-later contract) involves a
28 transaction for the sale of grain in which the sales price is
29 to be paid to the seller by the licensed grain dealer (buyer)
30 more than 30 days after the delivery of the grain to the buyer
31 (Code section 203.1). The delayed price arrangement may be
32 made on the basis of an expectation of higher price or tax
33 liability. In such a transaction, the seller becomes the
34 grain dealer´s creditor. For regulations regarding the use of
35 credit-sale contracts by licensees, see Code sections 203.3,

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1 203.8, 203.15, 203.17, and 203C.17.
2 BACKGROUND — PAYMENT OF CLAIMS. A claim by a seller or
3 depositor (claimant) for the reimbursement of a loss from the
4 indemnity fund begins on the incurrence date which is the
5 earlier of when the grain dealer's or warehouse operator's
6 state license ceases or when the grain dealer or warehouse
7 operator files a petition in bankruptcy (Code section 203D.6).
8 The claim must derive from a covered transaction, meaning that
9 it is timely filed, there is evidence of a loss incurred by a
10 claimant, and the claim derives from a covered transaction.
11 For a claimant who is a seller, a covered transaction requires
12 that title be transferred with six months of the incurrence
13 date. A covered transaction excludes sale by credit-sale
14 contract. The value of a loss incurred by a seller is based
15 on the sales price. If the sold grain was unpriced, the value
16 of a claim is presumed to be based upon the price paid on the
17 incurrence date at the nearest terminal. A seller or depositor
18 is entitled to be reimbursed 90 percent of a loss but not more
19 than $300,000.
20 BILL'S PROVISIONS — INDEMNITY FEES TRIGGERS. The bill
21 adjusts both triggers waiving or reinstating the two indemnity
22 fees. The bill increases from $8 million to $16 million the
23 balance in the indemnity fund required to trigger a waiver and
24 increases from $3 million to $8 million the balance in the
25 indemnity fund required to trigger a reinstatement.
26 BILL'S PROVISIONS — INDEMNITY FUND (FEES AND REIMBURSEMENT
27 BASED ON CREDIT-SALE CONTRACT TRANSACTIONS). The bill provides
28 that grain purchased by credit-sale contract is no longer
29 excluded from the definition of purchased grain. Therefore, a
30 grain dealer must pay the participation fee and per-bushel fee
31 and a warehouse operator must pay the participation fee. It
32 also provides that the sale of grain by credit-sale contract is
33 no longer excluded from the meaning of a covered transaction.
34 A seller may therefore claim a loss resulting from this type
35 of transaction. In the case of a claim filed for a loss

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1 resulting from a credit-sale contract for which no price was
2 established by the incurrence date, the unpriced valuation
3 would be determined in the manner described for unpriced grain.
4 The bill does not modify special regulations that apply to a
5 licensee's use of a credit-sale contract.
6 EMERGENCY RULEMAKING. The bill authorizes DALS to adopt
7 emergency rules in order to implement its provisions.
8 ASSESSMENT OF FEES. A grain dealer who is a party to a
9 credit-sale contract owing an indemnity fee assessed on grain
10 purchased by credit-sale contract is imposed on July 1 of the
11 fourth assessment quarter.
12 EFFECTIVE DATE. The bill takes effect July 1, 2024, except
13 for the provision authorizing DALS to adopt emergency rules
14 which takes effect upon enactment.

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Iowa General Assembly
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Senate Study Bill 3181 - Introduced

SENATE FILE _____
BY (PROPOSED COMMITTEE ON WAYS AND MEANS BILL BY CHAIRPERSON DAWSON)

A BILL FOR

1 An Act placing assessment limitations for property tax
2 purposes on commercial child care facilities, and including
3 effective date, applicability, and retroactive applicability
4 provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6319XC (2) 90
dg/jh

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1 Section 1. Section 441.21, subsection 5, paragraph b,
2 subparagraph (2), unnumbered paragraph 1, Code 2024, is amended
3 to read as follows:
4 ~~For~~ Except as prescribed for property subject to
5 subparagraph (3), for valuations established for the assessment
6 year beginning January 1, 2022, and each assessment year
7 thereafter, the portion of actual value at which each property
8 unit of commercial property shall be assessed shall be the sum
9 of the following:
10 Sec. 2. Section 441.21, subsection 5, paragraph b, Code
11 2024, is amended by adding the following new subparagraph:
12 NEW SUBPARAGRAPH. (3) (a) For valuations established
13 for the assessment year beginning January 1, 2024, and each
14 assessment year thereafter, the portion of actual value at
15 which each portion of a property unit of commercial property
16 that is primarily used as a child care facility as defined
17 in section 237A.1, and for which an application has been
18 allowed under this subparagraph, shall be assessed at an amount
19 equal to the product of the assessment limitation percentage
20 applicable to residential property under subsection 4 for that
21 assessment year multiplied by the actual value of the property.
22 (b) Applications to qualify a child care facility for the
23 assessment limitation allowed under this subparagraph shall be
24 filed with the assessor not later than July 1 of the assessment
25 year for which the person is requesting the assessment
26 limitation. The application shall be on forms prescribed by
27 the department of revenue and must include all of the following
28 information:
29 (i) A description of the property, including the property's
30 location.
31 (ii) A copy of the license to operate as a child care
32 facility issued by the department of health and human services,
33 or other proof of eligibility as set forth by the department
34 of revenue by rule.
35 (iii) Any other information as required by the department

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1 of revenue.
2 (c) Upon allowance of the application, the assessment
3 limitation shall be applied on the portion of the property
4 unit of commercial property that is primarily used as a child
5 care facility for successive years without further filing as
6 long as the property continues to be classified as commercial
7 property and is used for the purposes specified in the original
8 application for assessment limitation.
9 (d) No later than July 6 of each year, the assessor shall
10 remit the applications for assessment limitation to the county
11 auditor with the assessor's recommendation for allowance or
12 disallowance of the assessment limitation. If the assessor
13 recommends disallowance, the assessor shall submit the reasons
14 for the recommendation in writing to the county auditor.
15 (e) No later than July 15 of each year, the county auditor
16 shall forward the applications for assessment limitation to
17 the board of supervisors. The board shall determine the
18 eligibility for each application on or before September 1 of
19 each year.
20 (i) If the board disallows a claim, the board shall send
21 written notice by mail to the applicant at the applicant's
22 last known address. The notice shall state the reasons for
23 disallowing the application and shall state the applicant's
24 right to appeal the board's action to the district court. An
25 applicant may appeal the board's decision to the district court
26 of the county in which the property is located within thirty
27 days of the date of the notice of disallowance.
28 (ii) No later than October 1 of each year, the board of
29 supervisors shall certify all allowed assessment limitations
30 received for that year with the county auditor.
31 (f) If a property that has been granted an assessment
32 limitation ceases to be used as a child care facility, the
33 owner of the child care facility shall give written notice to
34 the assessor by the July 1 following the date the property
35 ceased to be used as a child care facility.

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1 (g) (i) If the board determines at any time within
2 thirty-six months of allowing an assessment limitation that the
3 assessment limitation was allowed in error, the board shall
4 notify the property owner by mail and conduct a hearing on the
5 matter.
6 (ii) If, after a hearing required by subparagraph
7 subdivision (i), the board determines the assessment limitation
8 was allowed in error and the assessment limitation should be
9 disallowed, the treasurer shall collect from the property owner
10 the amount of tax that would have been assessed on the property
11 if there had been no allowance of the assessment limitation
12 under this subparagraph (3). The amount due shall become a
13 lien on the property that received the assessment limitation
14 and shall be collected by the county treasurer in the same
15 manner as other taxes.
16 (h) The assessor shall retain a permanent file of properties
17 that have approved assessment limitations pursuant to this
18 subparagraph. If the assessor receives notice of a title
19 transfer pursuant to subparagraph division (i), then the
20 assessor shall file a notice of transfer of property.
21 (i) The county recorder shall give notice to the assessor
22 of each transfer of title filed in the recorder´s office for a
23 property which has an allowed assessment limitation pursuant to
24 this subparagraph. The notice from the county recorder shall
25 describe the property transferred, the name of the person who
26 transferred title, and the name of the person to whom title is
27 transferred.
28 (j) The department of revenue shall adopt rules to implement
29 and administer this subparagraph.
30 Sec. 3. Section 441.21, subsection 5, paragraph e,
31 subparagraphs (1) and (3), Code 2024, are amended to read as
32 follows:
33 (1) For the fiscal year beginning July 1, 2023, there
34 is appropriated from the general fund of the state to the
35 department of revenue the sum of one hundred twenty-two million

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three hundred fifty thousand dollars to be used for payments under this paragraph calculated as a result of the assessment limitations imposed under paragraph "b", subparagraph (2), subparagraph division (a), and paragraph "c", subparagraph (2), subparagraph division (a). For each fiscal year beginning on or after July 1, 2024, there is appropriated from the general fund of the state to the department of revenue the sum of one hundred twenty-five million dollars to be used for payments under this paragraph calculated as a result of the assessment limitations imposed under paragraph "b", subparagraph (2), subparagraph division (a), ~~and~~ paragraph "c", subparagraph (2), subparagraph division (a), and paragraph "b", subparagraph (3), for the portion of the actual value of the property unit equal to or less than one hundred fifty thousand dollars.

(3) On or before July 1 of each fiscal year, the assessor shall report to the county auditor that portion of the total actual value of all commercial property and industrial property in the county that is subject to the assessment limitations imposed under paragraph "b", subparagraph (2), subparagraph division (a), ~~and~~ paragraph "c", subparagraph (2), subparagraph division (a), and paragraph "b", subparagraph (3), for the portion of the actual value of the property unit equal to or less than one hundred fifty thousand dollars, for the assessment year used to calculate the taxes due and payable in that fiscal year.

Sec. 4. Section 441.21, subsection 5, paragraph e, subparagraph (4), subparagraph division (a), Code 2024, is amended to read as follows:

(a) The product of the portion of the total actual value of all commercial property, industrial property, and property valued by the department under chapter 434 in the county that is subject to the assessment limitations imposed under paragraph "b", subparagraph (2), subparagraph division (a); ~~,~~ ~~and~~ paragraph "c", subparagraph (2), subparagraph division (a); and paragraph "b", subparagraph (3), for the portion of the

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1 actual value of the property unit equal to or less than one
2 hundred fifty thousand dollars, for the applicable assessment
3 year used to calculate taxes which are due and payable in the
4 applicable fiscal year multiplied by the difference, stated
5 as a percentage, between ninety percent and the assessment
6 limitation percentage applicable to residential property under
7 subsection 4 for the applicable assessment year.
8 Sec. 5. EFFECTIVE DATE. This Act, being deemed of immediate
9 importance, takes effect upon enactment.
10 Sec. 6. APPLICABILITY. The following apply to fiscal years
11 beginning on or after July 1, 2025, for payments pursuant to
12 section 441.21, subsection 5, paragraph "e":
13 1. The section of this Act amending section 441.21,
14 subsection 5, paragraph "e", subparagraphs (1) and (3).
15 2. The section of this Act amending section 441.21,
16 subsection 5, paragraph "e", subparagraph (4), subparagraph
17 division (a).
18 Sec. 7. RETROACTIVE APPLICABILITY. The following apply
19 retroactively to assessment years beginning on or after January
20 1, 2024:
21 1. The section of this Act amending section 441.21,
22 subsection 5, paragraph "b", subparagraph (2), unnumbered
23 paragraph 1.
24 2. The section of this Act enacting section 441.21,
25 subsection 5, paragraph "b", subparagraph (3).
26 EXPLANATION

27 The inclusion of this explanation does not constitute agreement with
28 the explanation's substance by the members of the general assembly.

29 This bill relates to assessment limitations for property
30 taxation purposes for commercial child care facilities,
31 and includes effective date, applicability, and retroactive
32 applicability provisions.
33 Code section 441.21(5) determines the amount of actual value
34 of commercial property that is subject to property tax. The
35 amount is the sum of the residential assessment limitation

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1 to the portion of the property's value that does not exceed
2 $150,000 plus 90 percent of the property's value in excess of
3 $150,000.
4 The bill excludes property that is primarily used as a child
5 care facility from the calculation of the actual value of the
6 property. The bill instead specifies that for assessment years
7 beginning on or after January 1, 2024, the amount of actual
8 value used as child care facilities that is subject to tax is
9 equal to the product of the assessment limitation percentage
10 applicable to residential property multiplied by the actual
11 value of the property provided that the property owner has
12 applied for the assessment limitation and the county board of
13 supervisors has allowed such an assessment limitation.
14 The bill establishes application procedures, approval
15 procedures, and recordkeeping procedures for the assessment
16 limitation.
17 The bill makes conforming changes to reflect the child care
18 facility assessment limitation.
19 The bill takes effect upon enactment.
20 The bill applies retroactively to assessment years beginning
21 on or after January 1, 2024, and applies to payments to local
22 governments for fiscal years beginning on or after July 1,
23 2025.

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Iowa General Assembly
Daily Bills, Amendments and Study Bills
February 19, 2024

Senate Study Bill 3182 - Introduced

SENATE FILE _____
BY (PROPOSED COMMITTEE ON WAYS AND MEANS BILL BY CHAIRPERSON DAWSON)

A BILL FOR

1 An Act relating to unemployment insurance taxes on employers.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6318XC (2) 90
je/js

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
February 19, 2024

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Section 1. Section 96.1A, subsection 36, Code 2024, is amended to read as follows:

36. *"Taxable wages"* means an amount of wages upon which an employer is required to contribute based upon wages ~~which~~ that have been paid in this state during a calendar year to an individual by an employer or the employer's predecessor~~,~~ in this state ~~or another state which extends a like comity to this state, with respect to employment~~, upon which the employer is required to contribute, which equals the greater of the following:

a. ~~Sixty-six and two-thirds~~ Thirty-three and one-third percent of the statewide average weekly wage ~~which~~ that was used during the previous calendar year to determine maximum weekly benefit amounts, multiplied by fifty-two and rounded to the next highest multiple of one hundred dollars.

b. That portion of wages subject to a tax under a federal law imposing a tax against which credit may be taken for contributions required to be paid into a state unemployment compensation fund.

Sec. 2. Section 96.7, subsection 2, paragraph c, subparagraphs (1) and (2), Code 2024, are amended to read as follows:

(1) A nonconstruction contributory employer that is newly subject to this chapter shall pay contributions at the rate specified in the ~~twelfth~~ fourth benefit ratio rank but not less than one percent until the end of the calendar year in which the employer's account has been chargeable with benefits for twelve consecutive calendar quarters immediately preceding the computation date.

(2) A construction or landscaping contributory employer, as defined under rules adopted by the department pursuant to chapter 17A, ~~which~~ that is newly subject to this chapter shall pay contributions at the rate specified in the ~~twenty-first~~ ninth benefit ratio rank until the end of the calendar year in which the employer's account has been chargeable with benefits

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for twelve consecutive calendar quarters.

Sec. 3. Section 96.7, subsection 2, paragraph d, subparagraph (1), Code 2024, is amended to read as follows:

(1) The current reserve fund ratio is computed by dividing the total funds available for payment of benefits, on the computation date or on August 15 following the computation date if the total funds available for payment of benefits is a higher amount on August 15, by the total wages paid in covered employment excluding reimbursable employment wages during the ~~first four calendar quarters of the five calendar quarters~~ year immediately preceding the computation date. ~~However, in computing the current reserve fund ratio, beginning July 1, 2007, one hundred fifty million dollars shall be added to the total funds available for payment of benefits on each computation date.~~

Sec. 4. Section 96.7, subsection 2, paragraph d, subparagraph (2), subparagraph division (a), Code 2024, is amended by striking the subparagraph division.

Sec. 5. Section 96.7, subsection 2, paragraph d, subparagraph (2), subparagraph division (b), Code 2024, is amended by striking the subparagraph division and inserting in lieu thereof the following:

(b) If the current reserve fund ratio:

Equals or exceeds	But is less than	The contribution rate table in effect shall be
—	0.50	A
0.50	0.90	B
0.90	1.30	C
1.30	—	D

Sec. 6. Section 96.7, subsection 2, paragraph d, subparagraph (2), subparagraph division (d), Code 2024, is amended by striking the subparagraph division and inserting in lieu thereof the following:

(d) Each employer qualified for an experience rating

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1 shall be assigned a contribution rate for each rate year
2 that corresponds to the employer's benefit ratio rank in the
3 contribution rate table effective for the rate year from the
4 following contribution rate tables. Each employer's benefit
5 ratio rank shall be computed by listing all the employers by
6 increasing benefit ratios, from the lowest benefit ratio to the
7 highest benefit ratio and grouping the employers so listed into
8 nine separate ranks containing as nearly as possible fourteen
9 and twenty-nine hundredths percent of the total taxable wages,
10 excluding reimbursable employment wages, in the first six
11 ranks, and four and seventy-six hundredths percent of the total
12 taxable wages, excluding reimbursable employment wages, in
13 ranks seven, eight, and nine, paid in covered employment during
14 the four completed calendar quarters immediately preceding the
15 computation date. If an employer's taxable wages qualify the
16 employer for two separate benefit ratio ranks, the employer
17 shall be afforded the benefit ratio rank assigned the lower
18 contribution rate. Employers with identical benefit ratios
19 shall be assigned to the same benefit ratio rank.

20 Approximate Contribution Rate Tables

21 Benefit Ratio Rank	22 Cumulative Taxable Payroll Limit	23 A	B	C	D
24					
25 1	14.29%	0.00	0.00	0.00	0.00
26 2	28.58%	0.40	0.30	0.10	0.10
27 3	42.87%	1.20	0.80	0.40	0.20
28 4	57.16%	2.10	1.40	0.60	0.30
29 5	71.45%	3.60	2.40	1.10	0.50
30 6	85.74%	5.40	4.10	1.90	0.90
31 7	90.50%	5.40	5.40	4.20	2.00
32 8	95.26%	5.40	5.40	5.40	2.80
33 9	100.00%	5.40	5.40	5.40	5.40

34 EXPLANATION

35 The inclusion of this explanation does not constitute agreement with

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1 the explanation's substance by the members of the general assembly.

2 This bill modifies the definition of "taxable wages" for
3 purposes of unemployment insurance taxes on employers by
4 eliminating the wages paid to an employee from another state
5 from the calculation of wages upon which an employer is
6 required to contribute to the unemployment compensation fund
7 (fund) when the other state extends a like comity (reciprocity)
8 to Iowa for employment purposes.
9 Under current law, the calculation of taxable wages upon
10 which an employer is required to contribute to the fund is
11 the greater amount of the two amounts calculated pursuant to
12 paragraphs "a" and "b" under Code section 96.1A(36). The bill
13 changes the calculation of one these amounts under paragraph
14 "a" by reducing the percentage of statewide average weekly wage
15 used in the calculation from 66.66 percent to 33.33 percent
16 of the statewide average weekly wage used during the previous
17 calendar year which is then multiplied by 52 and rounded to the
18 nearest $100 to determine maximum weekly benefit amounts.
19 The amount in paragraph "a" as calculated under the bill
20 would be the amount used to calculate taxable wages upon which
21 an employer is required to contribute to the fund if that
22 amount exceeds the amount in paragraph "b" under Code section
23 96.1A(36).
24 The calculation of the unemployment contribution rate each
25 year is a dynamic calculation dependent upon the calculation
26 of the current reserve ratio, the benefit ratio rank, and
27 the contribution rate table in effect for the rate year.
28 The bill changes the current reserve ratio calculation, the
29 number of benefit ratio ranks, the contribution rates, and the
30 contribution rate table.
31 The current reserve ratio (calculation of available benefit
32 amount in fund) determines the contribution rate table in
33 effect for the rate year following the computation date. The
34 bill changes the computation of the current reserve fund
35 ratio in Code section 96.7(2)(d)(1) by basing the calculation

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1 of the ratio on the preceding year rather than the previous
2 five calendar quarters, and strikes the requirement that $150
3 million be added on the reserve ratio computation date to the
4 total funds available for benefits. The bill also strikes the
5 computation of the highest cost-benefit ratio and removes the
6 ratio from the computation of the current reserve ratio.
7 The bill modifies the contribution rate table by reducing
8 the number of possible rate tables that could be in effect
9 for the rate year from eight contribution rate tables to four
10 contribution rate tables. Under the bill and current law, only
11 one contribution rate table may be in effect per rate year. In
12 reducing the number of possible contribution rates tables from
13 eight to four, the bill also changes the numbered contribution
14 rate designations to lettered contribution rate designations.
15 Under current law, there are 21 benefit ratio ranks in the
16 contribution table. The benefit ratio is a calculation based
17 upon the average number of unemployment benefits charged to
18 an employer over previous calendar quarters. The higher the
19 benefits charged to an employer, the higher the benefit ratio
20 rank the employer receives. The bill reduces the number of
21 benefit ratio ranks from 21 to 9.
22 Under current law, each of the 21 benefit ratio rank
23 constitutes 4.76 percent of total taxable wages. The bill
24 groups the benefit ratio ranks differently by separating each
25 of the first six benefit ratio ranks by 14.29 percent of total
26 taxable wages, and separates the last three benefit ratio ranks
27 by 4.76 percent of total taxable wages.
28 Under current law, the highest contribution rate that
29 corresponds with the highest benefit ratio rank is 9.0 percent.
30 Under the bill, the highest contribution rate that corresponds
31 with the highest benefit ratio rank is 5.40 percent.
32 As a result of the bill, each employer will be assigned one
33 of the nine new benefit ratio ranks that corresponds with one
34 of the four new lettered contribution rate designations in
35 effect for the rate year to determine the contribution rate for

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1 the year.

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AROUND THE CAPITOL

The Legislature returned to Des Moines today, and after caucuses and subcommittee meetings, turned to floor work. The Senate is now largely caught up with successor bills. The House introduced sixty bills today, most of them successors, and should be caught up by Tuesday.

The Senate passed nine bills on the floor, with five being approved unanimously and four being approved on largely part-line votes.

The Senate approved SF 2311 **STATE AGENCY AUDITS**, which allows agencies to hire outside CPAs to do audit work, on a 31-16 vote, with three Republicans being absent (Driscoll, Koelker and McClintock). Senator Bousselot said that the bill is innovative and will give state agencies additional ways to meet audit requirements. He said that the current competitive bid laws will ensure that the costs for the CPA audits are competitive with those by the State Auditor. Democrats said that the bill is aimed at State Auditor Sand because he is the only statewide elected Democrat. They said that the outside audits will be more expensive and are likely to miss the kind of state spending problems that Auditor Sand has turned up.

The Senate approved SF 2251 **GOVERNOR POST-PARTUM COVERAGE** on a 34-13 vote, with Giddens, Trone Garriott and Wahls voting for the bill. Democrats said that they support the expansion of post-partum services but said that it should not paid for by removing the eligibility of some pregnant women for Medicaid. Senator Petersen said that Iowa has one of the best systems nationwide for low-income pregnant women. She said that the bill will hurt those women and eventually cost the state money. She offered an amendment to strike the eligibility reductions that was supported by all the Democrats and voted down on party-lines. Senator Costello, who managed the bill said that pregnant women who have insurance coverage, rather than Medicaid coverage, get better medical results for their pregnancies.

The Senate also approved SF 2252 **MOMS PROGRAM** on a 31-16 vote and SF 2275 **NOTICE ON CHALLENGING LAWS** on a 35-12 vote, after Senator Bousselot accepted some proposals from the Democrats in an amendment.

The House approved 17 bills, with almost all of the bills being approved unanimously. The House approved HF 2305 **CHILD SUPERVISION BY TEENS** on a 55-36 vote. Representative Wood said that the bill is meant to give childcare centers the ability to use teens for brief periods of flex care. Representative Baeth, who opposed the bill, said that the provisions on the bill are not clear enough on what would be a brief time.

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TODAY IN THE LEGISLATURE

Bills to the Senate: (17)

House Files: 59 (HF 2561 - HF 2619)
House Study Bills: 1 (HSB 716)

Bills to the House: (9)

Senate Files: 9 (SF 2385 - SF 2393)
Senate Study Bills: 2 (SSB 3181 - SSB 3182)

HOUSE FLOOR ACTION

Bills to the Senate: Voted Out (17)

HF 591 MIDWEST RAIL COMPACT

Enacts the Midwest Interstate Passenger Rail Compact to develop intercity passenger and high speed rail traffic and allows the state to join the existing compact.

The **House PASSED** the bill 85-6; it now GOES to the **Senate**

HF 2100 REINSURANCE REQUIREMENTS

Allows state and county mutual insurance associations to reinsure with any company that complies with reinsurance requirements.

The **House PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2101 WATER SYSTEM PURCHASES

Increases the threshold value for the purchase of a water utility by a public utility to $3 million before needing IUB approval. Requires a city to certify that it has met appraisal requirements and considered alternatives before the purchase of a city utility. Requires the rate base in the final order include reasonable closing costs. Retains the requirement that the IUB issue a final order in 120 days for at-risk utilities and gives the IUB 180 days for others.

The **House PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2237 ATVS/UTVS AT STATE PARKS

Allows registered ATVs and UTVs to be operated at state parks anywhere other vehicles are allowed.

The **House PASSED** the bill 78-13; it now GOES to the **Senate**

HF 2249 MINOR FUR HARVESTING

Allows a minor under 16 to trap without a trapping license if the minor is accompanied by a parent or another adult with a license. Requires one adult for every minor.

The **House PASSED** the bill 91-0; it now GOES to the **Senate**

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HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: Voted Out (continued)

HF 2260 PERFORMING ARTS SOCIETY

Requires a performing arts society to use its best efforts to make an appointment with the proprietor of an establishment before visiting the establishment to ask for payments. Requires representatives of the society to clearly identify themselves and their purpose when visiting. Prohibits misleading threats by the society or representations that the society is an agent of a public body or law enforcement. Makes the current remedies available to the proprietor in addition to any other remedies available through federal law or common law.

The **House** **PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2262 MONEY TRANSMISSION

Makes changes regarding Money Transmission. Creates an exception from licensing if an agent of payor provides payroll services and meet certain criteria. Authorizes the Superintendent of Banking to take certain actions on license revocations, revocations of authorized delegates and other matters. Establishes procedures for issuing cease and desist orders, including emergency procedures and for requiring a person to show cause regarding a cease-and-desist order. Authorizes the Superintendent to enter into consent orders. Authorizes the Superintendent to issue civil penalties for certain money transmission violations. **Other**: Authorizes the AG/county attorney to do investigations. Establishes criminal penalties for some offenses.

The **House** **PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2305 CHILD SUPERVISION BY TEENS

Requires the HHS to amend its rules to allow childcare center employees who are at least 16 to give flex care during nap time and for brief periods supervise children up to the age of 5, when other employees over the age of 18 are not present to supervise.

The **House** **PASSED** the bill 55-36; it now GOES to the **Senate**

HF 2306 MARINES ON THE VETERANS COMMISSION

Adds a 12th member to the Commission of Veterans Affairs. Requires that the Marine Corps League make two recommendations to the Governor for this position.

The **House** **PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2316 LOW-VALUE VEHICLE BONDS

Allows the owner of a low-value vehicle (under $1,000 & more than 12 years old) to register and title the vehicle without proof of ownership and without posting a surety bond.

The **House** **PASSED** the bill 90-0; it now GOES to the **Senate**

HF 2325 WARRANTLESS TOBACCO INSPECTIONS

Requires retailers of tobacco products and alternative nicotine products to allow warrantless searches and inspections by various law enforcement, fire and health officials and government agencies for violations as a condition of receiving a permit. Exempts private records from this inspection and requires warrants.

The **House** **PASSED** the bill 88-3; it now GOES to the **Senate**

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HOUSE FLOOR ACTION (CONTINUED)

Bills to the Senate: Voted Out (continued)

HF 2326 RENTAL MANAGEMENT EXCEPTIONS

Creates an exception to regulations on real estate brokers for a person or entity that is involved in renting property for various limited liability companies and partnerships. Creates an exception for a non-licensed employee of a real estate broker to perform various real estate rental practices. Effective on enactment and affects pending proceedings and proceedings that are not fully adjudicated.

The **House PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2390 DIAL POWERS

Allows DIAL to report to the appropriate agency on regulatory violations from otherwise confidential information that DIAL has. Allows reports to law enforcement, county attorneys and licensing boards on DIAL evaluations of dependent adult abuse. Allows DIAL to report to facilities which employ a dependent adult abuser various information from investigative reports. Harmonizes various definitions related to dependent adult abuse and makes conforming changes.

The **House PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2394 WHOLESALING RESIDENTIAL PROPERTY

Requires a person to be a licensed real estate broker or be represented by a broker in order to wholesale residential real estate. Makes definitions. Includes disclosure requirements and allows a seller or buyer to cancel a contract and keep any earnest money for disclosure violations. Authorizes civil penalties (the greater of $10,000 or 10% of the price of each of the residences).

The **House PASSED** the bill 91-0; it now GOES to the **Senate**

HF 2400 DENTAL CARE NETWORKS

Permits a contracting entity to grant 3rd party access to a dental provider care network if a number of specified conditions are met. Prohibits a dental service from requiring payment through a virtual credit card. Does not allow provisions to be waived. Requires the Insurance Commissioner to adopt rules.

H 8008 by **G Mohr** - Allows the Insurance Commissioner to adopt rules. **ADOPTED**

The **House PASSED** the bill as amended 91-0; it now GOES to the **Senate**

HF 2421 FIREARM HOLD AGREEMENTS

Authorizes firearm hold agreements and defines such agreements as a private transaction between a federally licensed dealer and a private individual for the dealer to hold a gun for an owner for a specific time before returning it. Gives the dealer immunity from liability for civil actions for injury or death that result from the firearms hold agreement, unless the dealer has acted unlawfully.

The **House PASSED** the bill 89-2; it now GOES to the **Senate**

HF 2446 MILITARY FILING WAIVERS

Exempts a business that receives a military service fee waiver from paying fees for filing specific other documents with the SOS. Details the eligible filers and documents. Makes conforming changes.

The **House PASSED** the bill 91-0; it now GOES to the **Senate**

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SENATE FLOOR ACTION

Bills to the House: (9)

SF 2054 COMPANY REINSTATEMENT PROCEDURES

Strikes requirements for a company that is seeking to overturn an administrative dissolution submit its federal TIN to the SOS. Includes related provisions.

The **Senate** **PASSED** the bill 47-0; it now GOES to the **House**

SF 2171 LEGISLATIVE LAWSUIT STANDING

Allows the majority and minority leaders and the Speaker to file amicus curiae briefs in an appellate lawsuit that is challenging the constitutionality of a law.

The **Senate** **PASSED** the bill 47-0; it now GOES to the **House**

SF 2186 PHOTO HARASSMENT/EXTORTION

Includes persons whose pictures that have been photoshopped in provisions covering harassment and extortion using the picture of another person. Includes under extortion provisions the threat to disseminate a picture showing partial nudity or a sex act if the depicted person has not consented to the dissemination of the photo. Allows for charges of involuntary manslaughter for causing a suicide.

The **Senate** **PASSED** the bill 47-0; it now GOES to the **House**

SF 2204 GOVERNOR'S FOREIGN LAND BILL

Establishes registration requirements for foreign ownership of agricultural land in owner and eliminates some current requirements. Specifies information that must be included in a registration. Gives the AG enforcement duties and increases civil penalties.

The **Senate** **PASSED** the bill 47-0; it now GOES to the **House**

SF 2251 GOVERNOR POST-PARTUM COVERAGE

Requires the HHS to submit a Medicare/Medicaid amendment to provide 12-months of continuous post-partum coverage to women at 215% of the FPL. Lowers the level for family income for Medicaid eligibility for pregnant woman from 300% to 215%. Effective as of January 2025.

S 5010 by Petersen - Strikes the reduction for Medicaid coverage. **FAILED** 31-16

The **Senate** **PASSED** the bill 34-13; it now GOES to the **House**

SF 2252 MOMS PROGRAM

Allows the DHHS to administer the MOMS program through a contract with a pregnancy support provider. Changes reporting dates and makes conforming changes.

S 5011 by Petersen - Requires that ultrasound & MH services be from licensed providers. Requires pregnancy support services to be evidence-based. Requires disclosure that MOMS program providers are not offering health care services. **FAILED** 31-16

S 5012 by Trone Garriott - Requires disclosures about the ultrasound services and whether the person performing an ultrasound is licensed or qualified. Requires written consent. **FAILED** 31-16

The **Senate** **PASSED** the bill 31-16; it now GOES to the **House**

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SENATE FLOOR ACTION (CONTINUED)

Bills to the House: (continued)

SF 2268 SERVICE ANIMAL ACCOMMODATIONS

Allows a housing provider to deny an accommodation for an assistance or service animal if the accommodation would impose an undue financial burden, or pose a threat to health and safety, cause substantial property damage or is otherwise unreasonable. **Finding**: Requires a written finding from an approved licensee that an assistance animal is a reasonable accommodation, and that the licensee has met with the animal owner in the last 30 days. Includes other requirements for the finding. Makes a written finding valid for 12 months. Instructs the Commission on Civil rights to create forms and offer training to medical boards.

S 5007 by **Webster** - Makes corrections. **ADOPTED**

The **Senate** **PASSED** the bill as amended 36-11; it now GOES to the **House**

SF 2275 NOTICE ON CHALLENGING LAWS

Requires notice to be served on the House and Senate for lawsuits, including appeals, that include challenges to the constitutionality of a law.

S 5014 by **Bousselot** - *Strike & Replace*: Requires notice only on appeals. Requires the Secretary of the Senate and the House Clerk to give notice to the majority and minority leaders. **ADOPTED**

S 5008, S 5009 - **OUT-OF-ORDER**

The **Senate** **PASSED** the bill as amended 35-12; it now GOES to the **House**

SF 2311 STATE AGENCY AUDITS

Allows a state agency to hire a CPA to perform an audit and release the results to the State Auditor, rather than have the Auditor perform the audit. Scoops the funding to the Auditor for such work to pay the CPA.

The **Senate** **PASSED** the bill 31-16; it now GOES to the **House**

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HOUSE COMMITTEE ACTION

From a late House Judiciary Committee meeting (2.14): Voted Out (5)

HF 2111 JUROR PAY (now HF 2587)

Increases the pay for jurors to $60 a day. **AMENDED & PASSED** 19-0; *FM: **Dunwell***

HF 2112 PUBLIC ASSISTANCE & SMUGGLING (now HF 2608)

Assistance: Requires the DHHS to verify the status of non-citizens applying for public assistance. Requires a non-citizen to be an Iowa resident and have a verified immigration status to receive assistance. **Smuggling**: Establishes offenses for knowingly helping persons to cross the border, or for helping them remain or evade arrest, ranging from a Class C felony to a Class A felony. **AMENDED & PASSED** 13-6; *FM: **Holt***

HSB 621 TERMINATION OF PREGNANCY (now HF 2575)

Increases the penalty for various offenses of the non-consensual termination of a pregnancy to a Class A or Class B felonies. Includes the non-consensual termination of a pregnancy in various other offenses. Changes references from human pregnancy to unborn person and defines unborn person. **PASSED** 13-6; *FM: **Wheeler***

HSB 660 END-OF-LIFE CARE (now HF 2577)

Includes end-of-life care decisions in the powers of a guardian (hospice, palliative, life-sustaining intervention and DNRs). Requires the guardian to have consulted with the person at least 14 days prior to any decision, and if the person is not capable of responding, then with family members or significant others. Does not allow the withdrawal of life-sustaining procedures without court approval unless the person is diagnosed with a terminal illness and has less than six months to live. **PASSED** 19-0; *FM: **Gustoff***

HSB 693 FENTANYL MURDER (now HF 2576)

Makes the delivery of fentanyl that results in a death a Class A felony. Does not allow a defense that the other person contributed to their death. **PASSED** 19-0; *FM: **A Meyer***

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HOUSE & SENATE AGENDA

TUESDAY, FEBRUARY 20, 2024		
7 AM-2 PM	*ISU Day at the Capitol*	***Rotunda***
7:30-9 AM	*Iowa Association of Mental Health Counselors Legislative Breakfast*	***Legislative Dining Room 15***
8:30 AM	**HOUSE CONVENES**	***House Chamber***
9 AM	**SENATE CONVENES**	***Senate Chamber***
2-5 PM	*Iowa Rivers Revival Lobby Day*	***Rotunda***
4-6 PM	*Open House at the Food Bank of Iowa*	***2220 E. 17th Street***
4:30-6:30 PM	*Iow Credit Union League Legislative Reception*	***Embassy Suites 101 E. Locust Street***

SUBCOMMITTEE MEETINGS

TUESDAY, FEBRUARY 20, 2024		
8:30 AM	**Senate Ways &Means Subcommittee** **SF 2236 TREASURER MATTERS: Dickey** (C), **Rowley**, Winckler	***Room 217***
NOON	**House Ways & Means Subcommittee** **HSB 683 MEDICAL CANNABIDIOL EXPENSES: Harris** (C), Forbes, **Siegrist**	***House Lounge***
12:30 PM	**House Ways & Means Subcommittee** **HF 2188 HOUSING TRUST FUND: Kniff McCulla** (C), **Osmundson**, Wilson	***House Lounge***

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HOUSE DEBATE CALENDAR

TUESDAY, FEBRUARY 20, 2024

HF 2098	JU	PROTECTIVE ORDER ASSAULTS (sim/comp to SF 2174)	*Collins*
HF 2136	JU	OWI BLOOD WITHDRAWALS	*P Thompson*
HF 2151	ED	BEE INVESTIGATION REPORTING (sim/comp to SF 2365)	*Gustoff*
HF 2168	SG	CAMPAIGN MATTERS	*Harris*
HF 2248	JU	ROBBERY SOL (sim/comp to SF 2282)	*P Thompson*
HF 2257	AG	CUSTOM POULTRY SLAUGHTER INSPECTIONS (sim/comp to SF 2207)	*Sexton*
HF 2263	CO	INSURANCE INFORMATION & POWERS (sim/comp to SF 2153)	*Lohse*
HF 2264	LG	PUBLIC FUNDING USES	*Osmundson*
HF 2265	CO	PERSONAL INSURANCE LINES NON-RENEWAL (sim/comp to SF 2359)	*Lohse*
HF 2269	LG	REPLACEMENT ASSESSOR SALARIES (sim/comp to SF 2028)	*Determann*
HF 2328	EP	CAMPGROUND SEPTIC SYSTEMS	*Fisher*
HF 2388	LG	EXTERIOR CLADDING RULES (sim/comp to SF 2231)	*Gehlbach*
HF 2404	HH	HHS MATTERS (sim/comp to SF 2355)	*Lohse*
HF 2405	CO	INSURANCE INVESTMENTS (sim/comp to SF 2297)	*Young*
HF 2423	PS	IGNITION INTERLOCK DEVICES (sim/comp to SF 2261)	*Meggers*
HF 2464	CO	PROTECTING FIREARM RECORDS (sim/comp to SF 2221)	*Sorensen*
HF 2490	CO	MUTAL INSURANCE COMPANIES	*Sorensen*
HF 2492	CO	BIOMARKER TESTING (sim/comp to SF 2159)	*Lohse*

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SENATE DEBATE CALENDAR

TUESDAY, FEBRUARY 20, 2024

SF 2095	SG	RELIGIOUS COURT TESTS II (sim/comp to HF 2454)	*Schultz*
SF 2096	SG	GENDER BALANCE (sim/comp to HF 2540)	*Schultz*
SF 2116	TR	DRIVING RULES	*Klimesh*
SF 2161	JU	SWATTING PENALTIES (sim/comp to HF 2165)	*Dawson*
SF 2205	LG	CIVIL SERVICE POLICE & FF HIRES	*Webster*
SF 2262	JU	ARREST WARRANTS (sim/comp to HF 2238)	*Dawson*
SF 2285	HH	HHS REPORTING	*Rowley*
SF 2291	CO	BROKER POWERS (sim/comp to HF 2552)	*Gruenhagen*

SENATE SUBCOMMITTEE ASSIGNMENTS

APPROPRIATIONS

SF 2008	DEMENTIA SPECIALISTS	Zumbach (C), Donahue, Kraayenbrink
SF 2253	FIREARM MH GRANTS	Zumbach (C), Celsi, Kraayenbrink
SF 2260	WORK-BASED LEARNING	J Taylor (C), Donahue, Lofgren
SF 2281	CEMETERY APPROPRIATION	Zumbach (C), Giddens, Kraayenbrink
SF 2327	UST FUNDS	Green (C), Giddens, Zumbach

WAYS & MEANS

SSB 3101	VAPOR PRODUCT DIRECTORY	Cournoyer (C), Dotzler, Klimesh *(reassigned)*

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HOUSE FILES (HF 2561 – HF 2571)

HF 2561 AMERICAN LEGION GIRLS STATE (Brown-Powers, 4 Ds) (Appropriations)
Establishes an American Legion Girls Auxiliary program in the DVA for grants to help girls attend the American Legion Girls State program.

HF 2562 FEMININE HYGIENE PRODUCTS IN SCHOOLS (**Young**) (Appropriations)
Requires schools to make feminine hygiene products (tampons & sanitary napkins) available at no cost in half of the school restrooms for grades 6-12 schools. Establishes a standing appropriation for the costs of compliance from 2024 to 2027 and requires schools to document those costs.

HF 2563 LOCAL PROPERTY SALES (**Siegrist**) (Local Government) (*funneled*)
Requires cities to get approval at a referendum for sales of property over $1 million.

HF 2564 INTERNATIONAL PHYSICIANS (**Young**) (State Government) *(funneled)*
Establishes a process for licensing international physicians.

HF 2565 RELEASED INMATE MEDICAID COVERAGE (**HHS**; Successor to HF 2236) (Appropriations)
Requires the DHHS to submit a Medicaid waiver request to allow coverage for inmates who are due to be released and otherwise eligible for Medicaid.

HF 2566 DELINQUENT PROPERTY COLLECTIONS (**Local Government**; Successor to HSB 685) (Ways & Means)
Allows collections related to a delinquent assessment for the cost of a public improvement adjacent to a property if the value of the building is more than $5,000. See SF 2124

HF 2567 RETURN ORDERS FOR ALIENS (**Judiciary**; Successor to HSB 703) *FM: **Holt***
Makes it an aggravated misdemeanor for a person who has been previously denied admission or deported from the US to be in Iowa. Does not allow police to make arrests on the school grounds, church grounds or hospitals. Requires a judge, after a finding of probably cause for an arrest under the bill, to order the person released and to leave the country. Allows courts to issue an order to return to the person's country at various points in proceedings, including at conviction. Makes a violation of an order to return a Class C felony. Authorizes indemnification of local officials, except for bad faith actions. Does not allow deferred sentences.

HF 2568 PEDESTRIANS & BIKES IN CROSSWALKS (**Transportation**; Successor to HF 586) *FM: **Gerhold***
Pedestrians: Defines persons traveling with pedestrian conveyances (human-powered or electric assistive devices and electric devices that produce fewer than 750 watts) as pedestrians. **Bikes:** Deems a bicyclist to be a pedestrian when riding in a crosswalk but generally excludes bikes as pedestrian conveyances.

HF 2569 4 LANE US 30 (**Transportation**; Successor to HF 589) *FM: **Determan***
Requires the Transportation Commission to prioritize making US 30 a four-lane divided road.

HF 2570 COUNTY ATTORNEY PROFESSIONAL PERMITS (**Judiciary**; Successor to HF 2083) *FM: **Jones***
Authorizes county attorneys and assistant county attorneys, with the consent of the county attorney, to receive a professional carry permit. Allows the sheriff to require a proficiency exam at the expense of the applicant. Makes the permit valid statewide and good for the term of employment or until otherwise cancelled.

HF 2571 72 HOUR EMERGENCY ORDERS (**Judiciary**; Successor to HSB 677) *FM: **Collins***
Allows a police officer to file for a 72-hour emergency domestic protection order if a person claims to be in danger and requests that the officer file for the order.

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HOUSE FILES (HF 2572 – HF 2579)

HF 2572 PERSISTENT FELONY OFFENDERS (**Judiciary**; Successor to HSB 702) *FM:* ***Collins***
Establishes a life sentence for a persistent felony offender (committed at least two forcible felonies, with one within at least twenty years of the most recent charge).

HF 2573 MEDICAL CANNABIDIOL TELEMEDICINE (**Judiciary**; Successor to HSB 701) *FM:* ***A Meyer***
Requires a health care practitioner who uses telemedicine to establish a relationship with a patient for medical cannabidiol comply with the rules from the BOM.

HF 2574 BOARDS & COMMISSIONS REPEAL (**Sate Government**; Successor to HSB 710) *FM:* ***Bloomingdale***
Repeals numerous boards and transfers their duties, including the Capitol Planning Commission, the Fire Extinguishing & Alarm System Board, the Conservation Education Borad, the Prison Industry Advisory Board, the Community College Faculty Advisory Board, the Commission on Educator Leadership, the Telecommunications Advisory Committee, the Integrated Roadside Vegetation Committee, the Tourist Signing Committee, the Perinatal Guidelines Committee, the Child Advisory Committee, the County Care MH/DS Committee, the 911 Communications Council, the Iowa Cultural Trust Board, the Iowa Great Places Board, the Farm Deer Council, the Grain Industry Panel, the Organic Advisory Council, the Well Contractors Council the Interstate Cooperation Commission, the State Building Code Advisory Council, the Board of Hearing Aid Specialists, the Horizontal & Vertical Infrastructure Board, the Early Child School Alliance, the Public Funds Interest Committee the Board of Shorthand Reporters. Repeals other advisory committees.

HF 2575 TERMINATION OF PREGNANCY (**Judiciary**; Successor to HSB 621) *FM:* ***Wheeler***
Increases the penalty for the non-consensual termination of a pregnancy during a felony, including forcible felonies, to a Class A felony; for other non-consensual terminations to a Class B felony and for attempts to do so to a Class C felony. Includes the non-consensual termination of a pregnancy in various other current offenses. Changes references from human pregnancy to unborn person and defines unborn person.

HF 2576 FENTANYL MURDER (**Judiciary**; Successor to HSB 693) *FM:* ***A Meyer***
Makes the unlawful delivery of fentanyl that results in a death a Class A felony. Does not allow a defense that the other person contributed to their death.

HF 2577 END-OF-LIFE CARE (**Judiciary**; Successor to HSB 660) *FM:* ***Gustoff***
Includes end-of-life care decisions in the powers of a guardian (hospice, palliative, life-sustaining intervention and DNRs. Requires the guardian to have consulted with the person at least 14 days prior to any decision, and if the person is not capable of responding, then with family members or significant others. Does not allow the withdrawal of life-sustaining procedures without court approval unless the person is diagnosed with a terminal illness and has less than six months to live.

HF 2578 FF/EMS EQUIPMENT & PAYMENTS (**Local Government**; Successor to HSB 598) *FM:* ***Golding***
Exempts the pay received by a city employee or officer for volunteer EMS and fire fighter services from provisions prohibiting contracts between a city and employees or officers. Allows a city council member to serve as a volunteer fire chief, with the approval of the council. Requires the member to abstain. **Reserve Funds**: Allows a city to establish a reserve fund to pay for emergency vehicles. Directs that insurance payments for related settlements be deposited in such an account if created. Allows the repayment of funds from the GF that were used to purchase emergency equipment.

HF 2579 PERSONALIZED FF/EMS PLATES (**Transportation**; Successor to HF 2142) *FM:* ***Latham***
Authorizes the DOT to produce personalized Fire Fighter/EMS plates. Limits the number of characters for five numbers and letters. Sets fees.

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HOUSE FILES (HF 2580 – HF 2588)

HF 2580 COUNSEL FOR CHILDREN (**Judiciary**; Successor to HF 2209) *FM:* ***Lohse***
Requires the appointment of legal counsel for a child in ChINA proceedings. Includes provisions on reappointment of previous counsel where appropriate and alternate counsel. Terminates a *guardian ad litem* at age 10 but allows the GAL to be appointed counsel. Includes provisions on compensation.

HF 2581 UNDERGROUND EXCAVATION NOTICE (**Commerce**; Successor to HSB 538) *FM:* ***Kniff McCulla***
Redefines the 48-hour notice requirement for underground excavations to start at 6 AM the day following when the notice is received and to exclude counting weekends and holidays. Commences the 20-day validity period from the day when the notice is provided.

HF 2582 UNIFORM LLC ACT (**Judiciary**; Successor to HSB 659) (Ways & Means)
Makes changes to terminology, corrections to references and other corrections and changes related to the Uniform LLC Act. See SF 2347

HF 2583 GOVERNOR POST-PARTUM COVERAGE (**Health & Human Services**; Successor to HSB 643) *FM:* ***Wood***
Requires the HHS to submit a Medicare/Medicaid amendment to provide 12-months of continuous post-partum coverage to women at 215% of the FPL. Lowers the level for family income for Medicaid eligibility for pregnant woman from 300% to 215%. Effective as of January 2025.

HF 2584 GOVERNOR CONTRACEPTIVES (**Health & Human Services**; Successor to HSB 642) *FM:* ***Wood***
Authorizes pharmacists to dispense a twelve-month supply of self-administered hormonal contraceptives pursuant to a standing order created by the HHS. Includes training and CE requirements for the pharmacist. Prohibits the pharmacist from requiring an appointment with the pharmacist or the purchase of other prescription drugs. Gives the pharmacist civil and criminal immunity. Includes requirements for coverage under health insurance and Medicaid. Requires the BOM and the BOP to collect information on the prescriptions.

HF 2585 NURSING HOME CITATIONS (**Health & Human Services**; Successor to HSB 691) *FM:* ***T Moore***
Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy.

HF 2586 SCHOOL GUARDS & EMPLOYEES (**Public Safety**; Successor to HSB 675) *FM:* ***P Thompson***
Requires school districts with an enrollment over 8,000 to employ at least one security guard, with a professional weapons carry permit, or an SRO per high school. Encourages smaller districts to do so. Establishes a school security grant program with grants up to $50,000 to help pay costs. Requires guards to have live training at least quarterly. **Permits:** Allows other school employees to have a carry permit. Requires the employee to have regular training and requires the DPS to implement live scenario training and quarterly live training. Includes immunity provisions. Prohibits requiring a school employee to get a permit as a condition of employment.

HF 2587 JUROR PAY (**Judiciary**; Successor to HF 2111) (Appropriations)
Increases the pay for jurors to $75 a day. Prohibits requiring an employee from working withing 10 hours of jury duty.

HF 2588 UST FUNDS (**Natural Resources**; Successor to HSB 699) (Appropriations)
Transfers the remaining funds in the Petroleum UST fund to a management account. Requires at least $3 million be used to close UST sites and that the rest of the money be used to reimburse UST owners. See SF 2327

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HOUSE FILES (HF 2589 – HF 2596)

HF 2589 WORK WITHOUT WORRY (**Health & Human Services**; Successor to HSB 198) (Appropriations)
Establishes a Work without Worry program to allow persons 16 and older who have disabilities and Medicaid coverage can work without losing health care coverage. Requires HHS to seek a waiver to create the program. Establishes income levels and asset tests for the program. Establishes implementing provisions and coordination with other programs. Requires the HHS to develop a public awareness program. Prohibits HHS from requiring a prescription for the reimbursement of providers for complex rehabilitation technology.

HF 2590 MOBILE HOME TAX EXEMPTION (**Judiciary**; Successor to HSB 706) (Ways & Means)
Exempts mobile homeowners making less than $40,000 annually from square footage tax for mobile homes and strikes previous income levels and reductions.

HF 2591 LYME DISEASE TESTING (**Health & Human Services**; Successor to HF 2289) *FM: **Boden***
Requires health care providers who draw blood to test for Lyme disease to include written notice to the patient about the limitations of Lyme disease testing. Requires the HHS to update the notice as needed. Requires medical licensing boards to develop CE rules on Lyme disease.

HF 2592 BRADY-GIGLIO LIST APPEALS (**Public Safety**; Successor to HF 2295) *FM: **Vondran***
Gives a police officer the right to appeal to a district or intervene in an action regarding the decision of a prosecutor to place the officer on Brady-Giglio list. Requires the review to be in camera and allows it to be a closed hearing. Seals the evidence and makes it confidential.

HF 2593 OFFICER-INVOLVED SHOOTINGS (**Public Safety**; Successor to HF 2231) *FM: **Meggars***
Requires the county attorney to review the evidence in officer-involved shootings and to render a written opinion and charging decision and convene a grand jury or to refer the matter to the AG. Requires the review to be given promptly to the officer and law enforcement agency. Requires the referral of cases with conflict of interest to the AG, another county attorney or special prosecutor.

HF 2594 ORGANIZED RETAIL THEFT (**Judiciary**; Successor to HSB 705) *FM: **Collins***
Makes various kinds of thefts from retailers that occur twice in a six-month period as organized retail theft. Makes it a Class D felony ($1,000 to $5,000); Class C felony (more than $5,000); Class D felony ($500 to $1,000 with two prior qualifying convictions). Allows for the value to property to be aggregated to determine the level of offense. Enhances the penalties if the offense creates a reasonably foreseeable risk of bodily harm.

HF 2595 TEXTING & TRAFFIC CAMERA BAN (**Transportation**; Successor to HSB 707) *FM: **Best***
Texting: Prohibits the use of any electronic devices while driving. Establishes exemptions in some situations for hands-free devices, for law enforcement, health care workers, transit workers, utility maintenance workers, in emergency situations, agricultural uses and for other reasons. Increases the scheduled fines ($150 1st; $250 2nd; $500 3rd). Allows for the suspension of a license. Allows a person to attend a traffic class in lieu of penalties and requires the person to verify attendance with the clerk of courts. Allows penalties to be enhanced. **ATE**: Bans the use of automated traffic enforcement devices on highways as of July 2025. Does not allow the DPS or DOT to share any information to collect civil penalties through interstate compacts unless the compact specifically requires that. Defines such systems. Voids local ordinances as of July 2025.

HF 2596 GOVERNMENT COMPETITIVE BIDS (**Public Safety**; Successor to HSB 700) *FM: **Meggars***
Prohibits a foreign adversary company or a federally banned company, or companies using their services, from submitting bids for local government contracts. Requires companies to certify that they are not ineligible. Requires DAS to assess a civil penalty of at least $250,000 for false certifications, voids any contracts and prohibits any bids by the company for five years. Requires disclosures from companies making bids.

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HOUSE FILES (HF 2597 – HF 2605)

HF 2597 DECERTIFYING OFFICERS FOR OWI (**Public Safety**; Successor to HF 2413) *FM: **Rinker***
Requires the ILEA to decertify an officer or reserve officer after two OWI arrests showing a BAC over 0.08% or any amount of a controlled substance.

HF 2598 LOOTING (**Judiciary**; Successor to HF 2259) *FM: **Stone***
Makes looting a Class D felony for damages between $1,000 and $10,000 and a Class C felony if the damage caused exceeds $10,000. Makes damages under $1,000 an aggravated misdemeanor. Defines looting. Authorizes business and property owners to bring civil actions for damages and attorney fees and makes violators jointly and severally liable.

HF 2599 GROCERY REINVESTMENT FUND (**Economic Growth**; Successor to HF 2176) (Appropriations)
Establishes a grocery reinvestment fund in the EDA to give financial assistance awards to groceries. Requires the EDA to adopt rules on eligibility for the program and gives priority to projects with matching funds or in underserved communities that serve low-income communities. Requires stores to accept SNAP benefits. Establishes a grant program for local food processors to increase the availability of local produce. Includes reporting requirements. Appropriates $2 million in FY 2025 and FY 2026 for the program.

HF 2600 CONTROLLED SUBSTANCE PROSECUTIONS (**Judiciary**; Successor to HF 2227) *FM: **Dunwell***
Makes the venue for a prosecution for causing a death or injury due to the manufacture or delivery of a controlled substance either the venue where the violation occurred or the venue where the death or injury occurred, with priority to the venue where the violation occurred.

HF 2601 PARKING METER TIME (**Public Safety**; Successor to HSB 669) *FM: **H Wilz***
Requires parking meters operated by governments to display the amount of time purchased by the previous user and to allow the next parker to buy time in addition to the time remaining.

HF 2602 GROOMING OFFENSES (**Judiciary**; Successor to HSB 575) *FM: **Kaufmann***
Makes grooming a Class D offense and defines it as using a person who uses a computer, or other forms of contact, to entice a minor under 17, including persons the offender believes to be under 17, to commit a sex act.

HF 2603 OUT-OF-STATE OFFICERS (**Public Safety**; Successor to HSB 546) *FM: **Vondran***
Requires out-of-state officers submitting an application to have been certified by another state rather than just in another state.

HF 2604 ILEA REQUIREMENTS (**Public Safety**; Successor to HSB 548) *FM: **Meggars***
Allows the needed two- or four-year course of education that applicants must submit to ILEA be from an accredited out-of-state school.

HF 2605 HEMP CONSUMABLES (**Public Safety**; Successor to HSB 665) *FM: **Holt***
Allows the HHS to adopt rules on the THC level of hemp consumables. Establishes criminal and civil penalties for failing to follow the rules/laws on hemp consumables. Makes it a serious misdemeanor to failure to register with the HHS. Makes it a simple misdemeanor to sell hemp consumables to persons under 21 and establishes a schedule of fines for a person under 21 who purchases hemp consumables. **Other**: Authorizes confiscation and destruction of hemp products under specified circumstances. Prohibits selling alcohol products with THC. Eliminates the negligent Violation Program that allows some violators to avoid criminal prosecution. See SF 2352

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HOUSE FILES (HF 2606 – HF 2611)

HF 2606 TRAFFIC VIOLATIONS CAUSING INJURY (**Public Safety**; Successor to HF 2088) *FM:* ***Meggars***
Adds additional traffic violations (causing an accident/losing control after failing to reduce speed to reasonable levels when approaching pedestrians, people on animals, marked slow moving vehicles, emergency vehicles, curves and similar road conditions and work zones) subject to enhanced penalties for causing injury or death.

HF 2607 VEHICLE REGISTRATION (**Transportation**; Successor to HSB 610) *FM:* ***Latham***
Strikes provisions on registering vehicles in contiguous counties and allows the initial registration of a vehicle, including lease registrations for vehicles under 10,000 pounds to be in any county. Makes an exception for the requirement for the county name to be on the plate, except for natural resource special license plates. **Other**: Strikes the context clause that applies to vehicle franchisers (322A) in response to *Sioux City Truck v Iowa DOT 975 NW 2nd 333* (Iowa 2022).

HF 2608 PUBLIC ASSISTANCE & SMUGGLING (**Judiciary**; Successor to HF 2112) *FM:* ***Holt***
Assistance: Requires the DHHS to verify the status of non-citizens applying for public assistance. Requires a non-citizen to be an Iowa resident and have a verified immigration status to receive assistance. **Smuggling**: Establishes offenses for knowingly helping persons to cross the border, or for helping them remain or evade arrest, ranging from a Class C felony to a Class A felony. Establishes an affirmative defense for smuggling a family member (2nd degree consanguinity/affinity).

HF 2609 SCHOOL BOARD LIAISONS (**Education**; Successor to HF 2189) *FM:* ***Ingels***
Requires school boards to appoint at least student to serve as a liaison between the board, administrators, teachers and student, if the applicant meets requirements. Requires the liaison be allowed to sit in on meetings and to have access to non-confidential material. Requires boards to develop a selection process.

HF 2610 SOS & VOTING MATTERS (**State Government**; Successor to HSB 697) *FM:* ***Kaufmann***
Addresses: Allows the SOS to send mail under the Address Confidentiality program to a person at a shelter. Allows the SOS to cancel a registration if the participant dies. Allows the SOS to hold mail for the participant for up to 30 days. **Objections**: Limits objections to federal candidates to the SOS to the legal sufficiency of the petition or residency, age or citizenship requirements in the US Constitution. Limits objections to presidential and vice-presidential candidates to the sufficiency of the nomination certificate. **Ranked Choice**: Prohibits ranked choice/instant runoff voting. **Drop Boxes**: Strikes the power of auditors to establish drop boxes. **Absentee**: Changes details on absentee ballots. Shortens deadlines for absentee ballots (mailed out 22 days before an election and returned one day before election day). **Voter Registration**: Requires the SOS to contract with a 3rd-party administrator on a pilot project to allow the state registrar to verify registration records. Requires the SOS to submit the information to county auditors before voter list maintenance reports are due. Repeals the program in 2027. **Broadlawns**: Strikes making the term for Broadlawns trustees six years and makes their terms for four years. See SF 2380

HF 2611 TEACHER SALARIES (**Education**; Successor to HSB 714) *FM:* ***Gustoff***
Raises teachers' salaries to $47,500 in the 2024-25 school year and to $50,000 in the 2026-27 school year. Requires the DOM to calculate a supplement to pay for the increased salary costs and to include an additional supplement, not to exceed $14 million, to raise education support personnel to $15. Requires calculations in later years related to growth. Appropriates $22 million to the DOE in DY 2025 for a funding supplement to help schools, at the district's discretion, to supplement salaries. Includes a distribution formula.

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HOUSE FILES (HF 2612 – HF 2616)

HF 2612 HOUSE AEA PLANS (**Education**; Successor to HSB 713) *FM: **Wheeler***

Makes the House proposals for AEAs. Gives the DOE supervision over the AEAs and makes AEA boards advisory. Requires the DOE to hire additional persons for the DOE and for the AEAs. Makes related changes to the powers and duties of AEAs and the DOE, including related to accreditation. **Services**: Requires AEAs to deliver services anywhere in the state, when requested by a public or private school. **Directors**: Requires the director of an AEA to have a special education teaching license. Limits the salaries of AEA administrators. **PD**: Allows AEAs to offer evidence-based professional development courses. **Task Force**: Requires the Legislature to convene a task force on AEAs and for the task force to make recommendations by December 2024. **Funding**: Directs that most funding for AEA services be paid directly to schools and allows for schools to pay for special education and other services out of unreserved fund balances. **Weighting**: Eliminates the eligibility for supplemental weighting for AEAs. **IE Plans**: Requires the DOE to develop a process for helping schools with Individualized Education Plans, and to help with other special education needs.

HF 2613 SCHOOL FOUNDATION AID (**Education**; Successor to HSB 712) *FM: **P Thompson***

Sets the growth rate for state school aid/categoricals for the 2024-2025 school year at 3%. See SF 2258

HF 2614 SOIL & WATER MATTERS (**Agriculture**; Successor to HSB 674) (Appropriations)

Soil Conservation: Requires a Soil Conservation Division plan to include efforts to improve soil health and can support practices to do so. Includes additional farming techniques such as temporary soil and water conservation measures. Eliminates the Blufflands program and fund and contains provisions related to that. **Groundwater**: Strikes the I on Iowa watershed program and clean water awards from DALS/DNR. Rewrites the conservation buffer strip program and strikes outdated goals. Specifies duties to be done by DALS or the DNR in the Water Quality program. **Surface Water**: Makes changes to definitions. Changes the duties of the council. Changes Watershed Management Authority to Watershed Management Partnership. Strikes some requirements on water assessments and education efforts. Limits how water quality money can be spent. Makes changes to the WMA board. **Other**: Makes conforming changes.

HF 2615 COLLEGE INFORMATION TO HS (**Education**; Successor to HF 2347) *FM: **Gehlbach***

Requires community colleges and schools which qualify for Iowa Tuition grants to publish information on students. Requires CCs to publish information on income and student debt of graduates. Requires schools qualifying for Tuition Grants to publish reports on the income and student debt of students with a bachelor's degree. Requires HS to give this information to grades 11-12 students who are interested in college. Makes the school college and career transition counselor responsible for giving out copies of the report. Excludes a shared college and career transition counselor from counting against the limits on supplementary weighting.

HF 2616 CRIMINAL SUBPOENAS (**Judiciary**; Successor to HSB 528) *FM: **Collins***

Prohibits a criminal defendant from issuing a subpoena without first applying to the court. Requires a showing, by clear and convincing evidence, that the subpoena will produce evidence that is material and exculpatory. Prohibits seeking private information of a crime victim or other persons. Makes evidence acquired by a subpoena that does not comply with these requirements inadmissible. Does not allow applications for a defense subpoena to be *ex parte*. Requires evidence acquired through a defense subpoena be supplied to the prosecutor within 24 hours. Limits the use of evidence acquired from a defense subpoena in post-conviction relief proceedings. Requires a court to appoint an attorney for an indigent crime victim who is served a defense subpoena if the victim or prosecutor applies for an attorney to be appointed.

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HOUSE FILES (HF 2617 – HF 2619)

HF 2617 PREGNANCY EDUCATION (**Education**; Successor to HF 2031) *FM: **Osmundson***
Requires that Human Growth & Development (Sex-Ed) courses include instruction on pregnancy and fetal development, including videos showing the development in the womb. Includes additional requirements.

HF 2618 READING TESTS & PLANS (**Education**; Successor to HSB 650) *FM: **Wheeler***
Requires teacher preparation programs to give a specific 2012 Massachusetts test (Foundations of Reading assessment) to students in the program. Requires the BEE to require current K-6 teachers to pass the test by 2027. **Plans**: Requires schools to notify parents in writing if a student is behind in reading progress. Allows the parent to request the student be retained in grade 3. Requires that students who are behind in reading in grade 3 get personalized reading plans and allows the plans to continue until grade 6.

HF 2619 JUDICIAL PENSIONS (**Judiciary**; Successor to HSB 529) (Appropriations)
Sets the fixed contribution rate for judges at 9.35% and the state contribution at 30.6% of all judge salaries. Strikes provisions related to rate changes due to the full funding of the judicial pension system. Makes related changes.

HOUSE STUDY BILLS (HSB 716)

HSB 716 CPA INCOME EXCEPTION (Ways & Means) **J Wills** (C), **Deyoe**, Wilson
Exempts the income earned by a CPA for a governmental audit from the income tax. (Auditor)

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SENATE FILES (SF 2385 – SF 2392)

SF 2385 BOARD REVIEWS (**State Government**; Successor to SSB 3172) *FM: **Cournoyer***
Requires legislation establishing boards to include a repeal date of no more than four years and no more than two years for advisory boards. Re-establishes the government efficiency review committee. Establishes salaries for the Regents and BOE and voting members for the Human Services Council. Makes changes to the powers of many boards. Eliminates or merges many boards. Contains implementing provisions.

SF 2386 GOVERNOR AEA/TEACHER BILL (**Education**; Successor to SSB 3073) *FM: **Evans***
Teachers: Raises the minimum salary for teachers $46,251 and adopts a formula on teacher salary supplements. **AEA**: Transfers the oversight on Special Education to a new Division of Special Education in the DOE. Requires the DOE to work with the AEAs on the transfer of power and employees to the DOE. Allows AEAS to offer professional development services. Allows AEAs to continue to offer SE and media services. Limits the pay of an AEA administrator (125% of school superintendents). Changes distribution of SE funding and media services funding (100% of SE/40% of media in the first year; 10% and 40% in later years). Requires schools to use SE funds for special education but gives the schools flexibility in spending MS money. Contains other related provisions.

SF 2387 IFA POWERS (**State Government**; Successor to SSB 3118) *FM: **Bousselot***
Specifies the circumstances that IFA can prohibit someone from receiving an award or being a vendor. Requires IFA to adopt a qualified allocation plan for low-income housing credits that satisfies federal requirements. Includes criteria to be used. Requires applicants for water quality financial assistance use an IFA form. See HF 2536

SF 2388 SCHOOL ADMINISTRATOR CONTRACTS (**Education**; Successor to SF 2041) *FM **Cournoyer***
Requires that contracts between school boards and school administrator include a statement that severance payments will not be made administrator is found liable in a criminal proceeding that is related to the duties of the administrator. Applies to contracts entered/continued after the effective date of the bill.

SF 2389 ELECTRONIC PROPERTY TRANSACTIONS (**Judiciary**; Successor to SF 540) *FM: **Bousselot***
Amends Iowa UCC provisions on electronic property. See HF 2519

SF 2390 CHILD LABOR (Donahue) (Workforce) *(funneled)*
Strikes most the child labor law changes enacted in 2023.

SF 2391 MISBRANDING MEAT (**Agriculture**; Successor to SSB 3162) *FM: **Driscoll***
Makes mislabeling meat products a simple misdemeanor. Defines a misbranded product as resembling meat from slaughtered animals (beef, bison, pork, chicken, turkey, mutton or goat) without labels specifying that it is a manufactured protein/insect or plant protein. Does not require a regulatory authority to inspect licensees but allows the authority to issue stop orders related to the sales of misbranded meats, including that it be disposed of by other than sale by retailer or processor. Allows enforcement by DIAL, the AG or county attorneys. **Regents**: Prohibits research at state universities into manufactured-protein food that is supported by public funding. Prohibits schools, CCs and state universities from purchasing misbranded meat/cultivated protein. **WIC**: Prohibits stores in the WIC program that sell meat from selling misbranded meat/cultivated protein.

SF 2392 PESTICIDE WARNING LABEL (**Agriculture**; Successor to SSB 3163) *FM: **Edler***
Establishes a defense from civil liability for pesticide use if it has a label that meets one of these criteria: EPA approval or is consistent with the most recent federal health assessments or is an update on the carcinogenic potential of the pesticide. Deems such a label to meet all warning requirements.

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SENATE FILES (SF 2393)

SF 2393 GRAIN SALES & INDEMNITY FUND (**Agriculture**; Successor to SSB 3174) *FM:* ***Gruenhagen***

Increases the trigger for a waiver of the fees related to grain sales to a fund balance of $16 million and the trigger to reinstate the fee to a fund balance of $8 million. Includes grain credit-sale contracts as purchased grain sales and subjecting such sales to fees.

SENATE STUDY BILLS (SSB 3181 – SSB 3182)

SSB 3181 CHILDCARE ASSESSMENTS (Ways & Means) **Bousselot** (C), **Brown**, Petersen

Exempts property primarily used as a childcare facility from the calculation of the actual value of the property. Establishes a formula for the assessment of childcare facilities. Contains implementing provisions. Effective on enactment.

SSB 3181 UE CONTRIBUTION RATES (Ways & Means) **Dickey** (C), Dotzler, **Schultz**

Reduces the number of benefit tables to 4 for UE contributions and reduces UE contributions.

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Subject: HHS Targets Biz Group's Standing In Bid To End Medicare Suit
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The Biden administration has asked an Ohio federal judge to dismiss a lawsuit challenging the Medicare price negotiation program, contending that the local business group serving as lead plaintiff lacks standing to sue.

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TOP NEWS

HHS Targets Biz Group's Standing In Bid To End Medicare Suit

By Dan McKay

The Biden administration has asked an Ohio federal judge to dismiss a lawsuit challenging the Medicare price negotiation program, contending that the local business group serving as lead plaintiff lacks standing to sue.

1 document attached | Read full article » | Save to favorites »

Profs Say W.Va. Mifepristone Ban 'Out Of Step' With Regs

By Mark Payne

AMERICAN OVERSIGHT

A group of history professors told the Fourth Circuit on Wednesday that a district court's decision in favor of a new West Virginia law limiting the abortion drug mifepristone is "out of step" with federal regulatory practices designed to fill the gap left by state-level failures to regulate drugs.

Brief attached | Read full article » | Save to favorites »

FTC's Khan Calls Healthcare 'Key' To Fight For Competition

By Matthew Perlman

Federal Trade Commission Chair Lina Khan told a conference of physicians the agency is fighting corporate control at several levels of the healthcare industry, touting the sector as a key battleground in the administration's push for more competition across the economy.

Read full article » | Save to favorites »

House Committee Blasts VA, Oracle For E-Record Failures

By Cassie M. Chew

Lawmakers on Thursday rebuked the U.S. Department of Veterans Affairs and Oracle Corp. for inadequate fixes to electronic medical records systems that they say continue to threaten the health and safety of thousands of veterans, who are not being advised of the risk.

Read full article » | Save to favorites »

3rd Circ. Says Rutgers Can Mandate COVID-19 Vaccines

By Gina Kim

The Third Circuit on Thursday upheld the dismissal of a lawsuit by Rutgers University students who challenged the school's COVID-19 vaccine policy, with the majority finding that, under the U.S. Supreme Court precedent in Jacobson v. Massachusetts, there is no fundamental right to refuse vaccinations.

Opinion attached | Read full article » | Save to favorites »

POLICY & REGULATION

Lawmakers Push PE Firm For Answers On Steward Health

By Jade Martinez-Pogue

A group of lawmakers demanded answers from private equity firm Cerberus Capital Management on Thursday over its relationship with financially troubled Steward Health Care-owned hospitals in Massachusetts, saying that Steward's recent collapse is a "textbook example" of the "grave risks" that come with private equity takeover of the healthcare system.

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Letter attached | Read full article » | Save to favorites »

Analysis

What Rescheduling Pot Would Mean For Criminal Justice Reform

By Sam Reisman

While federal drug enforcers mull a recommendation from health regulators to loosen restrictions on marijuana, criminal justice reformers are warning that rescheduling the drug would not realize President Joe Biden's campaign promise to decriminalize marijuana.

Read full article » | Save to favorites »

LITIGATION

Wash. High Court Affirms Liberty Mutual's Bill Review System

By Greg Lamm

The Washington State Supreme Court on Thursday said Liberty Mutual can use an industry database to cap payments to medical providers, rejecting a neurologist's argument that using computer-generated data to calculate medical bills violated consumer protection law because it didn't guarantee reasonable payment.

Opinion attached | Read full article » | Save to favorites »

Michigan Wants 1 Panel For 3 Appeals Of LGBTQ Rights Laws

By Ryan Harroff

The Michigan Civil Rights Commission asked the Sixth Circuit to put three separate appeals brought by religious organizations objecting to the state's laws designating gender identity and sexual orientation as protected classes before the same merits panel, arguing that doing so will ensure judicial consistency.

Motion attached | Read full article » | Save to favorites »

Lincare To Pay $25.5M To Settle FCA, Anti-Kickback Litigation

By Dan McKay

Lincare Inc. has agreed to pay about $25.5 million as part of a settlement with the Department of Justice and others resolving litigation over allegations it violated the False Claims Act and Anti-Kickback Statute by mishandling the rental of respiratory equipment to patients.

2 documents attached | Read full article » | Save to favorites »

Ga. Judge Hits Medicare Kickback Con Artist With 30 Months

By Chart Riggall

AMERICAN OVERSIGHT

A Texas man convicted of running a Medicare kickback scheme that reaped more than $11 million in reimbursements was sentenced to two and a half years in prison by a Georgia federal judge Thursday and ordered to pay $13.3 million in restitution to the government and health insurers.

Read full article » | Save to favorites »

Med Monitoring Claims In Philips MDL Sent Back For Review

By Matthew Santoni

The judge overseeing multidistrict litigation over Koninklijke Philips NV's recalled breathing machines has declined a special master's recommendation to trim claims seeking medical monitoring for some users, instead sending the case back for a deeper look at which states would allow such claims or whether they required proof of physical injury.

Opinion attached | Read full article » | Save to favorites »

DOJ Fights 'Outdated' Tenn. Law On HIV-Positive Sex Workers

By Corey Rothauser

The state of Tennessee uses a prostitution law to disproportionally punish people with HIV for engaging in sex work based on an outdated understanding of the virus's transmission, according to a lawsuit filed Thursday by the U.S. Department of Justice.

Complaint attached | Read full article » | Save to favorites »

'Body Sculpting' Device Co. Faces Investor Suit Over Pricing

By Emilie Ruscoe

Cosmetic medical device maker InMode Ltd. and certain members of its brass face claims in California federal court that they hurt investors, after trading prices for InMode shares sank because they allegedly misrepresented its product pricing and its U.S. Food and Drug Administration regulatory compliance.

Complaint attached | Read full article » | Save to favorites »

HCA Says NC Hospital's Standard Of Care Hasn't Changed

By Hayley Fowler

For-profit hospital network HCA Management Services has fired back at claims of rampant mismanagement at its Asheville, North Carolina, hospital, saying the state attorney general's office has made accusations about the quality of care that aren't based on the terms agreed to when HCA bought the hospital four years ago.

2 documents attached | Read full article » | Save to favorites »

Citadel Securities, Others Beat Biotech Spoofing Suit, For Now

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By Katryna Perera

A New York federal judge has adopted in full a magistrate judge's recommendation to toss a suit accusing several broker-dealers, including Citadel Securities LLC and Virtu Americas LLC, of carrying out a spoofing scheme that repeatedly drove a biotechnology company's share price down, saying he agrees with the report's finding that the suit fails to show that the alleged scheme caused lower stock prices in every instance.

2 documents attached | Read full article » | Save to favorites »

Petition Watch: Classes, Litigation Changes & Fraud Theories

By Katie Buehler

The U.S. Supreme Court receives thousands of petitions for review each term, but only a few make the news. Here, Law360 looks at four petitions filed in the past three weeks that you might've missed, including questions over how courts should analyze class certification bids and regulations restricting specific speech for content-neutral reasons, whether plaintiffs must reestablish standing after amending lawsuits, and what constitutes fraud.

4 documents attached | Read full article » | Save to favorites »

DEALS

Freenome Raises $254M For Early Cancer Detection Tests

By Yeji Jesse Lee

Cancer-focused biotechnology company Freenome said Thursday it has raised $254 million from investors to advance cancer detection tests in its pipeline.

Read full article » | Save to favorites »

Aurinia Refocusing After Failed Effort To Find A Buyer

By Yeji Jesse Lee

Kidney-focused biotech Aurinia Pharmaceuticals is hitting pause on drug development, cutting jobs and initiating a $150 million stock buyback program, the company disclosed in its year-end financial report Thursday.

Read full article » | Save to favorites »

BANKRUPTCY

Invitae Can Use Cash Collateral For Speedy Ch. 11

By Emily Lever

Bankrupt genetic testing company Invitae Corp. on Thursday got the approval of a New Jersey bankruptcy court for routine first-day motions as it moves toward a planned April auction of its assets.

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2 documents attached | Read full article » | Save to favorites »

Court Mulls If Claims Buyer Qualifies For Special Ch. 11 Trust

By Clara Geoghegan

A Delaware bankruptcy judge on Thursday considered whether a company that pursues claims on behalf of medical insurers and healthcare organizations can be paid from a specialized opioid trust created by the 2022 Chapter 11 plan of Irish pharmaceutical company Mallinckrodt PLC.

Read full article » | Save to favorites »

EXPERT ANALYSIS

Lessons From Rare Post-Verdict Healthcare Fraud Acquittal

A Maryland federal court recently overturned a jury verdict that found a doctor guilty of healthcare fraud related to billing levels for COVID-19 tests, providing defense attorneys with potential strategies for obtaining acquittals in similar prosecutions, says attorney Andrew Feldman.

Opinion attached | Read full article » | Save to favorites »

HR Antitrust Compliance Crucial Amid DOJ Scrutiny

The Justice Department's Antitrust Division recently announced a required human resources component for antitrust compliance programs, which means companies should evaluate their policies to prevent, detect and remediate potential violations as they add training for HR professionals, say attorneys at Morgan Lewis.

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USCIS Fee Increases May Have Unintended Consequences

U.S. Citizenship and Immigration Services' new fee schedule, intended to provide the agency with needed funds while minimizing the impact of higher fees on individual immigrants and their families, shifts too much of the burden onto employers, say Juan Steevens and William Coffman at Mintz.

Final Rule attached | Read full article » | Save to favorites »

LEGAL INDUSTRY

Bonus Spotlight

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Perkins Coie Matches Cravath On Associate Salaries

By Tracey Read

Perkins Coie LLP confirmed on Thursday that it will meet the scale set by Cravath Swaine & Moore LLP for associate salary increases this year, but there is a caveat for midlevel and senior associates.

Read full article » | Save to favorites »

Kirkland Fights Uphill To Get Atty's Info From 2 BigLaw Firms

By Dorothy Atkins

A California federal magistrate judge appeared skeptical Thursday of Kirkland & Ellis' bid to subpoena confidential personnel information from a former IP associate's prior employers Paul Hastings LLP and Fish & Richardson PC in Kirkland's defense against her discrimination suit, telling counsel the requests seem overbroad and "at best marginally relevant."

Motion attached | Read full article » | Save to favorites »

Ex-McElroy Deutsch CFO Charged With $1.5M Theft From Firm

By Jake Maher

McElroy Deutsch Mulvaney & Carpenter LLP's former chief financial officer has been hit with criminal charges in New Jersey state court alleging he embezzled more than $1.5 million from the firm over a five-year period in unauthorized compensation and company credit card charges for personal expenses, prosecutors said Thursday.

Complaint attached | Read full article » | Save to favorites »

Fla. High Court Gives Law School Grads More Time To Practice

By Madison Arnold

Law school graduates participating in a practice program will now be able to stay in the program for longer and have another chance to pass the Florida Bar before their certification expires, according to a rule change published by the Supreme Court of Florida Thursday.

Opinion attached | Read full article » | Save to favorites »

State Dept. Offers $5M For Info On 'BlackCat' Ransomware Group

By Jared Foretek

The State Department is offering millions for information on the "BlackCat" ransomware, claiming that the AlphV cybercrime group has compromised over 1,000 entities globally.

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4E Agent Floats Plan To Hand Disputed Atty Fees To Creditors

By Alex Wittenberg

The Chapter 11 agent for hand sanitizer maker 4E Brands Northamerica LLC has asked a Texas bankruptcy judge to approve a modified reorganization plan that would allow unsecured creditors to recover fees that Jackson Walker LLP may be forced to disgorge over an ethics scandal involving a former partner.

Motion attached | Read full article » | Save to favorites »

Trump Gets March 25 Trial Date In NY Hush Money Case

By Frank G. Runyeon

The Manhattan district attorney's hush money case against Donald Trump is on track to be the first of the former president's four criminal matters to go to trial, after a state judge on Thursday denied his motion to dismiss the charges and confirmed a March 25 date for jury selection.

Read full article » | Save to favorites »

Trump Asks Justices To Give Time For DC Immunity Appeal

By Lauren Berg

Donald Trump made a final plea Thursday asking the U.S. Supreme Court to stay a D.C. Circuit panel's ruling that he is not immune from federal charges of interfering in the 2020 presidential election, slamming special counsel Jack Smith's bid to get on with the former president's trial.

1 document attached | Read full article » | Save to favorites »

Ex-ArentFox Client Tentatively Denied Conflict Case Discovery

By Bonnie Eslinger

A California state judge tentatively ruled on Thursday that government contractor Peraton Corp. cannot get discovery for ArentFox Schiff's work for a business rival around the time it represented Peraton, saying since the discovery bid relates to an arbitration provision in Peraton's retainer, what happened after it was inked isn't irrelevant.

Read full article » | Save to favorites »

Chancery Caseload Concerns Persist, Del. Chief Justice Says

By Rose Krebs

As the Delaware Chancery Court prepares for the departure of another one of its longest-serving judges, the First State's chief justice told state legislators Thursday that more help is needed to address ongoing concerns about burnout on the bench.

Read full article » | Save to favorites »

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Stanford Prof Must Pay Atty Fees In Dropped Defamation Suit

By Ali Sullivan

A Stanford University professor who sued critics of his renewable energy research must pay more than $500,000 in attorney fees despite dropping the litigation, the D.C. Court of Appeals ruled Thursday.

Opinion attached | Read full article » | Save to favorites »

1st Circ. Says Atty's Absence No Reason To Toss RICO Case

By Brian Dowling

The First Circuit has said a Boston federal judge's decision to dismiss a civil racketeering lawsuit after the plaintiff's counsel missed a hearing was an unwarranted rush to the "draconian sanction," which should be reserved for more extreme misconduct.

Opinion attached | Read full article » | Save to favorites »

COMPANIES IN TODAY'S NEWS

Alliance Defending Freedom

American Bar Association

American Medical Association Inc.

Amgen Inc.

ArrowMark Partners

Aurinia Pharmaceuticals Inc.

BetterHelp

CACI International Inc.

Canaccord Genuity Group Inc.

Cerberus Capital Management LP

Cerner Corp.

Citadel Securities LLC

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Defender Association of Philadelphia

Democracy Forward Foundation

Drug Policy Alliance

F. Hoffmann-La Roche Ltd.

GoodRx Inc.

HCA Healthcare Inc.

Hearst Corp.

Horizon Therapeutics PLC

Invitae Corp.

Iqvia Holdings Inc.

Kimberly-Clark Corp.

Law Foundation of Silicon Valley

Liberty Mutual Insurance Group

LifeWallet

Lincare Holdings Inc.

Mallinckrodt PLC

MasterCard Inc.

Medical Properties Trust Inc.

National Academy of Sciences

Northwest Biotherapeutics Inc.

Oracle Corp.

Peraton Corp.

SIG Susquehanna

Sanofi

Signify N.V.

Steward Health Care System LLC

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Surgical Care Affiliates Inc.

Temple University

Tesla Inc.

The Florida Bar

Trump Organization Inc.

Twitter Inc.

U.S. Chamber of Commerce

US News & World Report LP

Visa Inc.

Welsh Carson Anderson & Stowe

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Arnold & Porter

Baker Botts

Ballard Spahr

Berkman Gordon

Bernstein Litowitz

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Bonds Ellis

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Dentons

Dykema

Faegre Drinker

Feldman Firm PLLC

Fenwick & West

Filippatos PLLC

Finkelstein Thompson

Fish & Richardson

Foley & Lardner

Gellert Scali

Gibbons PC

Greenberg Traurig

Hagens Berman

Halperin Battaglia

Hamilton Lincoln Law Institute

Haun Mena

Hunton Andrews

Jackson Walker LLP

Katten Muchin

Keesal Young

Kellogg Hansen

Kennedy & Madonna

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Long & Levit

Lovell Stewart

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McElroy Deutsch

Mintz Levin

MoginRubin

Morgan & Morgan

Morgan Lewis

Morrison Foerster

Munsch Hardt

NechelesLaw

Norton Rose

Orrick Herrington

Paul Hastings

Paul Weiss

Perkins Coie

Pietragallo Gordon

Porter Wright

Quinn Emanuel

Robert Peirce & Associates

Roberts & Stevens

Saul Ewing

Seeger Weiss

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Sequor Law

Shapiro Arato

Sheils Winnubst

Sheppard Mullin

Sullivan & Cromwell

Susman Godfrey

Talmadge Fitzpatrick

Tucker Ellis

Walker and Patterson

Williams & Connolly

Wilson Smith Cochran

Wilson Sonsini

Yetter Coleman

GOVERNMENT AGENCIES IN TODAY'S NEWS

California Labor Commissioner's Office

California Supreme Court

City of Dallas, Texas

Congressional Research Service

Delaware Court of Chancery

Federal Bureau of Investigation

Federal Trade Commission

Florida Supreme Court

Food and Drug Administration

Manhattan District Attorney's Office

Michigan Attorney General's Office

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Attachments:

OFFICE OF THE GOVERNOR
Governor Kim Reynolds★Lt. Governor Adam Gregg

FOR IMMEDIATE RELEASE: Thursday, April 11, 2024
CONTACT: Kollin Crompton, (515) 745-2840, Kollin.Crompton@Governor.Iowa.gov

Gov. Reynolds Statement on the Fetal Heartbeat Case Heard at the Iowa Supreme Court

DES MOINES – Gov. Kim Reynolds released the following statement in response to the Fetal Heartbeat case heard at the Iowa Supreme Court today:

“Since the United States Supreme Court overturned Roe v. Wade, the decision of when to limit abortion has been given back to the states and the people. For Iowa, the people’s elected representatives have drawn a clear line, multiple times, at when a heartbeat begins. Today, the unborn had their day at the Iowa Supreme Court. As a pro-Life Governor, I will do everything I can to protect the innocent unborn and promote strong, healthy families.”

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The Biden administration has asked an Ohio federal judge to dismiss a lawsuit challenging the Medicare price negotiation program, contending that the local business group serving as lead plaintiff lacks standing to sue.

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HHS Targets Biz Group's Standing In Bid To End Medicare Suit

By Dan McKay

The Biden administration has asked an Ohio federal judge to dismiss a lawsuit challenging the Medicare price negotiation program, contending that the local business group serving as lead plaintiff lacks standing to sue.

1 document attached | Read full article » | Save to favorites »

Profs Say W.Va. Mifepristone Ban 'Out Of Step' With Regs

By Mark Payne

AMERICAN OVERSIGHT

A group of history professors told the Fourth Circuit on Wednesday that a district court's decision in favor of a new West Virginia law limiting the abortion drug mifepristone is "out of step" with federal regulatory practices designed to fill the gap left by state-level failures to regulate drugs.

Brief attached | Read full article » | Save to favorites »

FTC's Khan Calls Healthcare 'Key' To Fight For Competition

By Matthew Perlman

Federal Trade Commission Chair Lina Khan told a conference of physicians the agency is fighting corporate control at several levels of the healthcare industry, touting the sector as a key battleground in the administration's push for more competition across the economy.

Read full article » | Save to favorites »

House Committee Blasts VA, Oracle For E-Record Failures

By Cassie M. Chew

Lawmakers on Thursday rebuked the U.S. Department of Veterans Affairs and Oracle Corp. for inadequate fixes to electronic medical records systems that they say continue to threaten the health and safety of thousands of veterans, who are not being advised of the risk.

Read full article » | Save to favorites »

3rd Circ. Says Rutgers Can Mandate COVID-19 Vaccines

By Gina Kim

The Third Circuit on Thursday upheld the dismissal of a lawsuit by Rutgers University students who challenged the school's COVID-19 vaccine policy, with the majority finding that, under the U.S. Supreme Court precedent in Jacobson v. Massachusetts, there is no fundamental right to refuse vaccinations.

Opinion attached | Read full article » | Save to favorites »

POLICY & REGULATION

Lawmakers Push PE Firm For Answers On Steward Health

By Jade Martinez-Pogue

A group of lawmakers demanded answers from private equity firm Cerberus Capital Management on Thursday over its relationship with financially troubled Steward Health Care-owned hospitals in Massachusetts, saying that Steward's recent collapse is a "textbook example" of the "grave risks" that come with private equity takeover of the healthcare system.

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Letter attached | Read full article » | Save to favorites »

Analysis

What Rescheduling Pot Would Mean For Criminal Justice Reform

By Sam Reisman

While federal drug enforcers mull a recommendation from health regulators to loosen restrictions on marijuana, criminal justice reformers are warning that rescheduling the drug would not realize President Joe Biden's campaign promise to decriminalize marijuana.

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LITIGATION

Wash. High Court Affirms Liberty Mutual's Bill Review System

By Greg Lamm

The Washington State Supreme Court on Thursday said Liberty Mutual can use an industry database to cap payments to medical providers, rejecting a neurologist's argument that using computer-generated data to calculate medical bills violated consumer protection law because it didn't guarantee reasonable payment.

Opinion attached | Read full article » | Save to favorites »

Michigan Wants 1 Panel For 3 Appeals Of LGBTQ Rights Laws

By Ryan Harroff

The Michigan Civil Rights Commission asked the Sixth Circuit to put three separate appeals brought by religious organizations objecting to the state's laws designating gender identity and sexual orientation as protected classes before the same merits panel, arguing that doing so will ensure judicial consistency.

Motion attached | Read full article » | Save to favorites »

Lincare To Pay $25.5M To Settle FCA, Anti-Kickback Litigation

By Dan McKay

Lincare Inc. has agreed to pay about $25.5 million as part of a settlement with the Department of Justice and others resolving litigation over allegations it violated the False Claims Act and Anti-Kickback Statute by mishandling the rental of respiratory equipment to patients.

2 documents attached | Read full article » | Save to favorites »

Ga. Judge Hits Medicare Kickback Con Artist With 30 Months

By Chart Riggall

AMERICAN OVERSIGHT

A Texas man convicted of running a Medicare kickback scheme that reaped more than $11 million in reimbursements was sentenced to two and a half years in prison by a Georgia federal judge Thursday and ordered to pay $13.3 million in restitution to the government and health insurers.

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Med Monitoring Claims In Philips MDL Sent Back For Review

By Matthew Santoni

The judge overseeing multidistrict litigation over Koninklijke Philips NV's recalled breathing machines has declined a special master's recommendation to trim claims seeking medical monitoring for some users, instead sending the case back for a deeper look at which states would allow such claims or whether they required proof of physical injury.

Opinion attached | Read full article » | Save to favorites »

DOJ Fights 'Outdated' Tenn. Law On HIV-Positive Sex Workers

By Corey Rothauser

The state of Tennessee uses a prostitution law to disproportionally punish people with HIV for engaging in sex work based on an outdated understanding of the virus's transmission, according to a lawsuit filed Thursday by the U.S. Department of Justice.

Complaint attached | Read full article » | Save to favorites »

'Body Sculpting' Device Co. Faces Investor Suit Over Pricing

By Emilie Ruscoe

Cosmetic medical device maker InMode Ltd. and certain members of its brass face claims in California federal court that they hurt investors, after trading prices for InMode shares sank because they allegedly misrepresented its product pricing and its U.S. Food and Drug Administration regulatory compliance.

Complaint attached | Read full article » | Save to favorites »

HCA Says NC Hospital's Standard Of Care Hasn't Changed

By Hayley Fowler

For-profit hospital network HCA Management Services has fired back at claims of rampant mismanagement at its Asheville, North Carolina, hospital, saying the state attorney general's office has made accusations about the quality of care that aren't based on the terms agreed to when HCA bought the hospital four years ago.

2 documents attached | Read full article » | Save to favorites »

Citadel Securities, Others Beat Biotech Spoofing Suit, For Now

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By Katryna Perera

A New York federal judge has adopted in full a magistrate judge's recommendation to toss a suit accusing several broker-dealers, including Citadel Securities LLC and Virtu Americas LLC, of carrying out a spoofing scheme that repeatedly drove a biotechnology company's share price down, saying he agrees with the report's finding that the suit fails to show that the alleged scheme caused lower stock prices in every instance.

2 documents attached | Read full article » | Save to favorites »

Petition Watch: Classes, Litigation Changes & Fraud Theories

By Katie Buehler

The U.S. Supreme Court receives thousands of petitions for review each term, but only a few make the news. Here, Law360 looks at four petitions filed in the past three weeks that you might've missed, including questions over how courts should analyze class certification bids and regulations restricting specific speech for content-neutral reasons, whether plaintiffs must reestablish standing after amending lawsuits, and what constitutes fraud.

4 documents attached | Read full article » | Save to favorites »

DEALS

Freenome Raises $254M For Early Cancer Detection Tests

By Yeji Jesse Lee

Cancer-focused biotechnology company Freenome said Thursday it has raised $254 million from investors to advance cancer detection tests in its pipeline.

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Aurinia Refocusing After Failed Effort To Find A Buyer

By Yeji Jesse Lee

Kidney-focused biotech Aurinia Pharmaceuticals is hitting pause on drug development, cutting jobs and initiating a $150 million stock buyback program, the company disclosed in its year-end financial report Thursday.

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BANKRUPTCY

Invitae Can Use Cash Collateral For Speedy Ch. 11

By Emily Lever

Bankrupt genetic testing company Invitae Corp. on Thursday got the approval of a New Jersey bankruptcy court for routine first-day motions as it moves toward a planned April auction of its assets.

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2 documents attached | Read full article » | Save to favorites »

Court Mulls If Claims Buyer Qualifies For Special Ch. 11 Trust

By Clara Geoghegan

A Delaware bankruptcy judge on Thursday considered whether a company that pursues claims on behalf of medical insurers and healthcare organizations can be paid from a specialized opioid trust created by the 2022 Chapter 11 plan of Irish pharmaceutical company Mallinckrodt PLC.

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EXPERT ANALYSIS

Lessons From Rare Post-Verdict Healthcare Fraud Acquittal

A Maryland federal court recently overturned a jury verdict that found a doctor guilty of healthcare fraud related to billing levels for COVID-19 tests, providing defense attorneys with potential strategies for obtaining acquittals in similar prosecutions, says attorney Andrew Feldman.

Opinion attached | Read full article » | Save to favorites »

HR Antitrust Compliance Crucial Amid DOJ Scrutiny

The Justice Department's Antitrust Division recently announced a required human resources component for antitrust compliance programs, which means companies should evaluate their policies to prevent, detect and remediate potential violations as they add training for HR professionals, say attorneys at Morgan Lewis.

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USCIS Fee Increases May Have Unintended Consequences

U.S. Citizenship and Immigration Services' new fee schedule, intended to provide the agency with needed funds while minimizing the impact of higher fees on individual immigrants and their families, shifts too much of the burden onto employers, say Juan Steevens and William Coffman at Mintz.

Final Rule attached | Read full article » | Save to favorites »

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Bonus Spotlight

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Perkins Coie Matches Cravath On Associate Salaries

By Tracey Read

Perkins Coie LLP confirmed on Thursday that it will meet the scale set by Cravath Swaine & Moore LLP for associate salary increases this year, but there is a caveat for midlevel and senior associates.

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Kirkland Fights Uphill To Get Atty's Info From 2 BigLaw Firms

By Dorothy Atkins

A California federal magistrate judge appeared skeptical Thursday of Kirkland & Ellis' bid to subpoena confidential personnel information from a former IP associate's prior employers Paul Hastings LLP and Fish & Richardson PC in Kirkland's defense against her discrimination suit, telling counsel the requests seem overbroad and "at best marginally relevant."

Motion attached | Read full article » | Save to favorites »

Ex-McElroy Deutsch CFO Charged With $1.5M Theft From Firm

By Jake Maher

McElroy Deutsch Mulvaney & Carpenter LLP's former chief financial officer has been hit with criminal charges in New Jersey state court alleging he embezzled more than $1.5 million from the firm over a five-year period in unauthorized compensation and company credit card charges for personal expenses, prosecutors said Thursday.

Complaint attached | Read full article » | Save to favorites »

Fla. High Court Gives Law School Grads More Time To Practice

By Madison Arnold

Law school graduates participating in a practice program will now be able to stay in the program for longer and have another chance to pass the Florida Bar before their certification expires, according to a rule change published by the Supreme Court of Florida Thursday.

Opinion attached | Read full article » | Save to favorites »

State Dept. Offers $5M For Info On 'BlackCat' Ransomware Group

By Jared Foretek

The State Department is offering millions for information on the "BlackCat" ransomware, claiming that the AlphV cybercrime group has compromised over 1,000 entities globally.

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4E Agent Floats Plan To Hand Disputed Atty Fees To Creditors

By Alex Wittenberg

The Chapter 11 agent for hand sanitizer maker 4E Brands Northamerica LLC has asked a Texas bankruptcy judge to approve a modified reorganization plan that would allow unsecured creditors to recover fees that Jackson Walker LLP may be forced to disgorge over an ethics scandal involving a former partner.

Motion attached | Read full article » | Save to favorites »

Trump Gets March 25 Trial Date In NY Hush Money Case

By Frank G. Runyeon

The Manhattan district attorney's hush money case against Donald Trump is on track to be the first of the former president's four criminal matters to go to trial, after a state judge on Thursday denied his motion to dismiss the charges and confirmed a March 25 date for jury selection.

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Trump Asks Justices To Give Time For DC Immunity Appeal

By Lauren Berg

Donald Trump made a final plea Thursday asking the U.S. Supreme Court to stay a D.C. Circuit panel's ruling that he is not immune from federal charges of interfering in the 2020 presidential election, slamming special counsel Jack Smith's bid to get on with the former president's trial.

1 document attached | Read full article » | Save to favorites »

Ex-ArentFox Client Tentatively Denied Conflict Case Discovery

By Bonnie Eslinger

A California state judge tentatively ruled on Thursday that government contractor Peraton Corp. cannot get discovery for ArentFox Schiff's work for a business rival around the time it represented Peraton, saying since the discovery bid relates to an arbitration provision in Peraton's retainer, what happened after it was inked isn't irrelevant.

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Chancery Caseload Concerns Persist, Del. Chief Justice Says

By Rose Krebs

As the Delaware Chancery Court prepares for the departure of another one of its longest-serving judges, the First State's chief justice told state legislators Thursday that more help is needed to address ongoing concerns about burnout on the bench.

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Stanford Prof Must Pay Atty Fees In Dropped Defamation Suit

By Ali Sullivan

A Stanford University professor who sued critics of his renewable energy research must pay more than $500,000 in attorney fees despite dropping the litigation, the D.C. Court of Appeals ruled Thursday.

Opinion attached | Read full article » | Save to favorites »

1st Circ. Says Atty's Absence No Reason To Toss RICO Case

By Brian Dowling

The First Circuit has said a Boston federal judge's decision to dismiss a civil racketeering lawsuit after the plaintiff's counsel missed a hearing was an unwarranted rush to the "draconian sanction," which should be reserved for more extreme misconduct.

Opinion attached | Read full article » | Save to favorites »

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City of Dallas, Texas

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Florida Supreme Court

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Manhattan District Attorney's Office

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New Jersey Attorney General's Office

North Carolina Attorney General's Office

North Carolina Department of Justice

Tennessee Attorney General's Office

U.S. Attorney's Office

U.S. Attorney's Office for the District of New Jersey

U.S. Attorney's Office for the Eastern District of Pennsylvania

U.S. Attorney's Office for the Northern District of Georgia

U.S. Attorney's Office for the Southern District of New York

U.S. Bankruptcy Court for the District of Delaware

U.S. Bankruptcy Court for the District of New Jersey

U.S. Citizenship and Immigration Services

U.S. Court of Appeals for the First Circuit

U.S. Court of Appeals for the Fourth Circuit

U.S. Court of Appeals for the Sixth Circuit

U.S. Court of Appeals for the Third Circuit

U.S. Customs and Border Protection

U.S. Department of Health and Human Services

U.S. Department of Justice

U.S. Department of State

U.S. Department of Veterans Affairs

U.S. District Court for the Central District of California

U.S. District Court for the District of Connecticut

U.S. District Court for the District of Maine

U.S. District Court for the District of Maryland

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U.S. District Court for the Eastern District of Kentucky

U.S. District Court for the Northern District of California

U.S. District Court for the Northern District of Georgia

U.S. District Court for the Northern District of Texas

U.S. District Court for the Southern District of New York

U.S. District Court for the Western District of Pennsylvania

U.S. District Court for the Western District of Tennessee

U.S. Drug Enforcement Administration

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To: Benson, Jess </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4e10f0c863f84dddb1228812c7ba0ef9-benson, jes>; Havig, Joe </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=c9dfb42ef9324a60ba2cbe82912098f6-havig, joe>

Cc:

Bcc:

Subject: Meeting

Date: Thu Feb 15 2024 18:52:13 CST

Attachments: FW: Fiscal Note Data Request for LSB 5180XL [HSB649] FN-103 (1).msg
FN24-103 Template V2.xlsx
HSB649.pdf
FW: Fiscal Note Data Request for LSB 5265YH [HF2199] FN-96 (2).msg
FN24-096 Template.xlsx
HF2199.pdf
FW: Fiscal Note Data Request for LSB 5556YC [HSB501] FN24-08.1 (3).msg
FN24-008.1 Template- Revised Version.xlsx
HSB501.pdf
FW: Fiscal Note Data Request for LSB 5873YH [HF2194] FN-87 (4).msg
FN24-087 Template.xlsx
HF2194.pdf
image001.jpg

Can we meet tomorrow on these fiscal notes? I think I need someone from Medicaid there too, and possibly compliance.

What time might work?

Carrie Malone

Director of Government Relations

Division of Strategic Operations

Iowa Department of Health and Human Services

200 E. Grand Avenue, Des Moines, IA 50309

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515-401-6180 mobile

cmalone@dhs.state.ia.us

HHS.Iowa.gov

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To: Hurtado-Peters, Sandra [IDOM][sandra.hurtado-peters@iowa.gov]
Cc: Malone, Carrie L.[cmalone@dhs.state.ia.us]
From: Lane-Molnari, Jody
Sent: Thur 2/15/2024 8:59:06 PM
Subject: FW: Fiscal Note Data Request for LSB 5180XL [HSB649] FN-103

HSB649.pdf
FN24-103 Template V2.xlsx

Fiscal impact cannot be determined, narrative provided.

Jody Lane-Molnari, LSBW, MPA
Associate Legislative Liaison
Division of Strategic Operations
Iowa Department of Health and Human Services
321 E 12th St., Des Moines, IA 50319
515-377-0157 Teams
jlanemo@dhs.state.ia.us
HHS.Iowa.gov

-----Original Message-----
From: louie.hoehle@legis.iowa.gov <louie.hoehle@legis.iowa.gov>
Sent: Thursday, February 1, 2024 2:49 PM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: Fiscal Note Data Request for LSB 5180XL [HSB649]

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 5180XL [HSB649].

Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 02/08/2024.

==========

==========

If you have questions or comments, please call me, Louie Hoehle at 515.281.6561 for more information.

cc.
Carrie Malone
Jody Lane-Molnari

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Filename: FN24-103 Template V2.xlsx <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

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Iowa Department of Health & Human Services
FN24-103 Assumptions
Date: 02/06/2024

Selected Impact Areas:

[X] UNDETERMINED FISCAL IMPACT
HHS is unable to assess the full impact from modifying data collection systems to comply with the bill. Based on a preliminary review of HHS data collection systems, every data system will need to be reviewed to determine compliance with the requirements of this bill. Currently, with the requirements of the bill, an IT estimate would be too ambiguous/high level to be determined. Every system (over 100) would need to be updated with the female data point. Some systems have sex, some have gender, and some have both data points and the bill is not clear on which would need to be updated in the systems. Depending on each system, some would require minimal effort and some would require significant effort to update. Updates would also be needed to non-internal vendor based systems as well. It is also unclear what impact this bill will have on HHS's ability to comply with federal funding requirements.

[ ] Clients Served/Caseloads

[ ] Wait Lists/Interest Lists

[ ] Study/Report

[ ] Advisory Committee

[ ] Cross Agency Collaboration

[ ] FTEs (and supporting costs)

[ ] Contractors (staff augmentation)

[ ] Training (current staff)

[ ] Health Equity Considerations

[ ] Applications/Systems Changes

[ ] Other IT Costs

[ ] Mailing/Community Outreach

[ ] Program Support Contract(s)

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Iowa Department of Health & Human Services
FN24-103 Assumptions
Date: 02/06/2024

Selected Impact Areas:

- [ ] Provider Reimbursement
- [ ] Fee-for-Service Rates
- [ ] Managed Care Rates
- [ ] Federal Matching Funds

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-103 Fiscal Impact Summary
Date: 02/06/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs										
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Services Contract										
FIP										
Caseload Increase										
Total Ongoing Costs										
GRAND TOTAL	**The fiscal impact cannot be determined.**									

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-103 Fiscal Impact Summary
Date: 02/06/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
Salary										
Support										
Capital										
Other										
GRAND TOTAL	**The fiscal impact cannot be determined.**									
By Appropriation										
Healthy Children and Families (K05)										
General Administration (M01)										
Family Investment Program Technology (N01)										
Medical Assistance (N20)										
GRAND TOTAL	**The fiscal impact cannot be determined.**									

	Name	Date
Lead Budget Analyst	Joe Havig	2/12/2024
Bureau Chief	Joe Havig	2/12/2024
Chief Financial Officer	Jess Benson	2/12/2024

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Filename: HSB649.pdf <extracted>
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House Study Bill 649 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED GOVERNOR BILL)

A BILL FOR

1 An Act relating to the term sex and related terms for purposes
2 of statutory construction, including an indication of
3 a person's sex on certain vital records and on certain
4 applications and identification cards.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

AMERICAN OVERSIGHT

S.F. _____ H.F. _____

1 Section 1. NEW SECTION. **4.1A Statutory construction — sex**
2 **and related terms.**
3 1. In the construction of statutes, the following rules
4 shall be observed with regard to a person's biological sex:
5 *a.* *"Sex"* means a person's biological sex, either male or
6 female, at birth, unless otherwise provided by law.
7 *b.* A *"female"* is a person whose biological reproductive
8 system is developed to produce ova and a *"male"* is a person
9 whose biological reproductive system is developed to fertilize
10 the ova of a female.
11 *c.* The term *"woman"* or *"girl"* refers to a female and the
12 term *"man"* or *"boy"* refers to a male.
13 *d.* The term *"mother"* means a parent who is female and the
14 term *"father"* means a parent who is male.
15 *e.* The term *"equal"* does not mean *"same"* or *"identical"*.
16 *f.* Separate accommodations are not inherently unequal.
17 *g.* A person born with a medically verifiable diagnosis of
18 disorder or difference of sex development shall be provided the
19 legal protections and accommodations afforded under the federal
20 Americans with Disabilities Act of 1990 and applicable state
21 law.
22 2. Any state law, policy, or program that prohibits
23 discrimination on the basis of sex shall be construed to forbid
24 unfair treatment of females or males in relation to similarly
25 situated members of the opposite sex.
26 3. Notwithstanding any provision of state law to the
27 contrary, distinctions based on sex, including but not limited
28 to in prisons or other detention facilities, domestic violence
29 shelters, rape crisis centers, locker rooms, restrooms, and in
30 other contexts where health, safety, or privacy are implicated
31 resulting in separate accommodations, are substantially related
32 to the important government objectives of protecting the
33 health, safety, and privacy of the persons in these contexts.
34 4. Any state department or subunit of a department, or any
35 political subdivision of the state including a city, county,

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IA-DHHS-24-0418-A-007923

1 township, or school district that collects vital statistics for
2 the purpose of complying with state antidiscrimination laws,
3 or for the purpose of gathering accurate state public health,
4 crime, economic, or other data, shall identify the sex of each
5 person included in the collected data as either male or female.
6 5. For the purposes of this section, *"state law"* includes
7 any state statute or rule.
8 Sec. 2. Section 144.13, Code 2024, is amended by adding the
9 following new subsection:
10 NEW SUBSECTION. 5. A certificate of birth filed under this
11 section shall include a designation of the sex of the person as
12 defined in section 4.1A.
13 Sec. 3. Section 144.23, Code 2024, is amended to read as
14 follows:
15 **144.23 State registrar to ~~issue~~ establish new certificate of**
16 **birth.**
17 1. The state registrar shall establish a new certificate of
18 birth for a person born in this state, when the state registrar
19 receives the following:
20 ~~1.~~ *a.* An adoption report as provided in section 144.19, or
21 a certified copy of the decree of adoption together with the
22 information necessary to identify the original certificate of
23 birth and to establish a new certificate of birth.
24 ~~2.~~ *b.* A request that a new certificate be established and
25 evidence proving that the person for whom the new certificate
26 is requested has been legitimated, or that a court of competent
27 jurisdiction has determined the paternity of the person.
28 ~~3.~~ *c.* A notarized affidavit by a licensed physician and
29 surgeon or osteopathic physician and surgeon stating that by
30 reason of surgery or other treatment by the licensee, the
31 sex designation of the person has been changed. The state
32 registrar may make a further investigation or require further
33 information necessary to determine whether a sex change has
34 occurred.
35 2. *a.* Pursuant to section 4.1A, a new certificate of birth

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IA-DHHS-24-0418-A-007924

1 established under subsection 1, paragraph "*a*" or "*b*", shall
2 include a designation of the sex of the person, as male or
3 female, at birth.
4 *b.* Pursuant to section 4.1A, a new certificate of birth
5 established under subsection 1, paragraph "*c*", following a
6 change in sex designation, shall include a designation of the
7 sex of the person, as male or female, both at the time of birth
8 and at the time the new certificate of birth is established.
9 Sec. 4. Section 144.24, subsections 1 and 2, Code 2024, are
10 amended to read as follows:
11 1. If a new certificate of birth is established, the actual
12 place and date of birth shall be shown on the certificate and
13 the certificate shall include a designation of the person's
14 sex pursuant to section 144.23. The certificate shall be
15 substituted for the original certificate of birth.
16 2. Following substitution of the original certificate of
17 birth with a new certificate of birth, the original certificate
18 and the evidence of adoption, paternity, or legitimation~~, or~~
19 ~~sex change~~ shall not be subject to inspection except under
20 order of a court of competent jurisdiction, including but
21 not limited to an order issued pursuant to section 600.16A,
22 as provided in section 144.23A or 144.24A, or as provided by
23 administrative rule for statistical or administrative purposes
24 only.
25 Sec. 5. Section 321.182, subsection 1, paragraph a, Code
26 2024, is amended to read as follows:
27 *a.* Make application on a form provided by the department
28 which shall include the applicant's full name, signature,
29 current mailing address, current residential address, date
30 of birth, social security number, and physical description
31 including sex, height, and eye color. The application may
32 contain other information the department may require by rule.
33 Pursuant to procedures established by the department and for
34 an applicant who is a foreign national temporarily present in
35 this state, the department may waive the requirement that the

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1 application include the applicant's social security number.
2 For the purposes of this paragraph, "*sex*" means the same as
3 defined in section 4.1A. If the applicant evidences through
4 a notarized affidavit by a licensed physician and surgeon or
5 osteopathic physician and surgeon that by reason of surgery or
6 other treatment the applicant's sex designation has changed,
7 the application shall reflect the sex designation of the person
8 both at the time of birth and at the time the application is
9 made.
10 Sec. 6. Section 321.189, subsection 2, paragraph a, Code
11 2024, is amended to read as follows:
12 *a.* Appearing on the driver's license shall be a
13 distinguishing number assigned to the licensee; the licensee's
14 full name, date of birth, sex, and residence address; a color
15 photograph; a physical description of the licensee; the name of
16 the state; the dates of issuance and expiration; and the usual
17 signature of the licensee. The license shall identify the
18 class of vehicle the licensee may operate and the applicable
19 endorsements and restrictions which the department shall
20 require by rule. For the purposes of this paragraph, "*sex*"
21 means the same as defined in section 4.1A. If the applicant
22 evidences through a notarized affidavit by a licensed physician
23 and surgeon or osteopathic physician that by reason of surgery
24 or other treatment the applicant's sex designation has changed,
25 the license shall reflect the sex designation of the person
26 both at the time of birth and at the time the application is
27 made under section 321.182.
28 Sec. 7. Section 321.190, subsection 1, paragraph a, Code
29 2024, is amended to read as follows:
30 *a.* (1) The department shall, upon application and payment
31 of the required fee, issue to an applicant a nonoperator's
32 identification card. To be valid the card shall bear a
33 distinguishing number other than a social security number
34 assigned to the cardholder, the full name, date of birth,
35 sex, residence address, a physical description and a color

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IA-DHHS-24-0418-A-007926

1 photograph of the cardholder, the usual signature of the
2 cardholder, and such other information as the department
3 may require by rule. An applicant for a nonoperator's
4 identification card shall apply for the card in the manner
5 provided in section 321.182, subsections 1 through 3. For
6 the purposes of this paragraph, "*sex*" means the same as
7 defined in section 4.1A. If the applicant evidences through
8 a notarized affidavit by a licensed physician and surgeon or
9 osteopathic physician and surgeon that by reason of surgery or
10 other treatment the applicant's sex designation has changed,
11 the nonoperator's identification card shall reflect the sex
12 designation of the person both at the time of birth and at the
13 time the application is made.
14 (2) The card shall be issued to the applicant at the time of
15 application pursuant to procedures established by rule.
16 (3) An applicant for a nonoperator's identification card
17 who is required by 50 U.S.C. app. §451 et seq. to register with
18 the United States selective service system shall be registered
19 by the department with the selective service system as provided
20 in section 321.183.
21 EXPLANATION

22 **The inclusion of this explanation does not constitute agreement with**
23 **the explanation's substance by the members of the general assembly.**

24 This bill relates to the term sex and related terms for
25 purposes of statutory construction.
26 The bill creates a new Code section 4.1A (statutory
27 construction — sex and related terms). The bill provides
28 that certain rules of statutory construction shall be observed
29 with regard to a person's sex. These rules with regard to a
30 person's sex include:
31 1. "Sex" means a person's biological sex, either male or
32 female, at birth, unless otherwise provided by law.
33 2. A "female" is a person whose biological reproductive
34 system is developed to produce ova and a "male" is a person
35 whose biological reproductive system is developed to fertilize

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IA-DHHS-24-0418-A-007927

1 the ova of a female.
2 3. The term "woman" or "girl" refers to a female and the
3 term "man" or "boy" refers to a male.
4 4. The term "mother" means a parent who is female and the
5 term "father" means a parent who is male.
6 5. The term "equal" does not mean "same" or "identical".
7 6. Separate accommodations are not inherently unequal.
8 7. A person born with a medically verifiable diagnosis of
9 disorder or difference of sex development shall be provided the
10 legal protections and accommodations afforded under the federal
11 Americans with Disabilities Act of 1990 and applicable state
12 law.
13 Additionally, under the bill, any state law, policy, or
14 program that prohibits discrimination on the basis of sex shall
15 be construed to forbid unfair treatment of females or males in
16 relation to similarly situated members of the opposite sex.
17 Notwithstanding any provision of state law to the contrary,
18 distinctions based on sex in various contexts where health,
19 safety, or privacy are implicated resulting in separate
20 accommodations, are substantially related to the important
21 government objectives of protecting the health, safety, and
22 privacy of the persons in these contexts. In addition, any
23 state department or subunit of a department, or any political
24 subdivision of the state including a city, county, township,
25 or school district that collects vital statistics for the
26 purpose of complying with state antidiscrimination laws or for
27 the purpose of gathering accurate state public health, crime,
28 economic, or other data, shall identify the sex of each person
29 included in the collected data as either male or female.
30 The bill defines "state law" for the purposes of new Code
31 section 4.1A.
32 The bill also amends provisions under Code chapter 144
33 (vital statistics). The bill requires that an original
34 certificate of birth shall include a designation of the sex of
35 the person as defined in new Code section 4.1A. With regard

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IA-DHHS-24-0418-A-007928

1 to a new certificate of birth, if a new certificate of birth
2 is established after the state registrar receives an adoption
3 report or a certified copy of an adoption decree or following
4 a determination of paternity, the new certificate of birth
5 shall include a designation of sex of the person at birth;
6 and if a new certificate of birth is established after the
7 state registrar receives a notarized affidavit by a licensed
8 physician and surgeon or osteopathic physician and surgeon
9 stating that by reason of surgery or other treatment by the
10 licensee, the sex designation of the person has been changed,
11 the new certificate of birth shall include a designation of the
12 sex of the person both at the time of birth and at the time of
13 establishment of the new certificate of birth.
14 The bill amends provisions in Code chapter 321 (motor
15 vehicles and law of the road) to define "sex" the same as in
16 new Code section 4.1A for the purposes of including the sex of
17 the person in an application for a license or a nonoperator's
18 identification card, and on a person's driver's license or
19 nonoperator's identification card.
20 If an applicant for a driver's license or a nonoperator's
21 identification card evidences through a notarized affidavit
22 by a licensed physician and surgeon or osteopathic physician
23 and surgeon that by reason of surgery or other treatment the
24 applicant's sex designation has changed, the applications and
25 the driver's license and nonoperator's identification card
26 shall reflect the sex designation of the person both at the
27 time of birth and at the time the application is made.

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Last Modified: Thu Feb 15 18:52:13 CST 2024

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To: Hurtado-Peters, Sandra [IDOM][sandra.hurtado-peters@iowa.gov]
Cc: Malone, Carrie L.[cmalone@dhs.state.ia.us]
From: Lane-Molnari, Jody
Sent: Thur 2/15/2024 8:56:07 PM
Subject: FW: Fiscal Note Data Request for LSB 5265YH [HF2199] FN-96

HF2199.pdf
FN24-096 Template.xlsx

Impacts noted.

Jody Lane-Molnari, LSBW, MPA
Associate Legislative Liaison
Division of Strategic Operations
Iowa Department of Health and Human Services
321 E 12th St., Des Moines, IA 50319
515-377-0157 Teams
jlanemo@dhs.state.ia.us
HHS.Iowa.gov

-----Original Message-----
From: louie.hoehle@legis.iowa.gov <louie.hoehle@legis.iowa.gov>
Sent: Wednesday, January 31, 2024 1:03 PM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: Fiscal Note Data Request for LSB 5265YH [HF2199]

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The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 5265YH [HF2199].

Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 02/07/2024.

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If you have questions or comments, please call me, Louie Hoehle at 515.281.6561 for more information.

cc.
Carrie Malone
Jody Lane-Molnari

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Filename: FN24-096 Template.xlsx <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-096 Assumptions: HF 2391
Date: 02/09/2024

Selected Impact Areas:

- [ ] No fiscal impact
- [ ] Clients Served/Caseloads
- [ ] Wait Lists/Interest Lists
- [ ] Study/Report
- [ ] Advisory Committee
- [ ] Cross Agency Collaboration
- [ ] FTEs (and supporting costs)
- [ ] Contractors (staff augmentation)
- [ ] Training (current staff)
- [ ] Health Equity Considerations
- [ ] Applications/Systems Changes
- [ ] Other IT Costs
- [ ] Mailing/Community Outreach

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-096 Assumptions: HF 2391
Date: 02/09/2024

Selected Impact Areas:

[X] Program Support Contract(s)

The current Provider Cost Audit contract does not cover reviews or compilation of data based on this bill. An amendment would be needed with the Medicaid contractor for additional scope of work for desk review. Our current contractor has provided two estimates. The 1st estimate could be absorbed within Health Program Operations. FFP on the additional work is factored in at 50%.

Estimate #1: If it is solely to compile the average hourly wage rates, calculate an average, and determine the 150% maximum for each staffing type/level from Schedule H of the cost report. The estimated cost is around $750 per year.

Estimate #2: If we needed to do any verification of costs reported on Schedule H of the cost report, it would require requesting payroll data and calculating wage rates based on that data for each category of staff that needs broken out. The estimated cost is around $252,000 per year.

[ ] Provider Reimbursement

[ ] Fee-for-Service Rates

[ ] Managed Care Rates

[ ] Federal Matching Funds

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-096 Fiscal Impact Summary
Date: 02/09/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs	-	-	-	-	-	-	-	-	-	-
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Cost & Audit Contract		252,000	126,000	126,000			252,000	126,000	126,000	
FIP										
Caseload Increase										
Total Ongoing Costs	-	252,000	126,000	126,000	-	-	252,000	126,000	126,000	-
GRAND TOTAL	**-**	**252,000**	**126,000**	**126,000**	**-**	**-**	**252,000**	**126,000**	**126,000**	**-**

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-096 Fiscal Impact Summary
Date: 02/09/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
Salary	-	-	-	-	-	-	-	-	-	-
Support	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Other	-	252,000	126,000	126,000	-	-	252,000	126,000	126,000	-
GRAND TOTAL	**-**	**252,000**	**126,000**	**126,000**	**-**	**-**	**252,000**	**126,000**	**126,000**	**-**
By Appropriation										
Health Program Operations (N28)	-	252,000	126,000	126,000	-	-	252,000	126,000	126,000	-
GRAND TOTAL	**-**	**252,000**	**126,000**	**126,000**	**-**	**-**	**252,000**	**126,000**	**126,000**	**-**

	Name	Date
Lead Budget Analyst	Soraya Miller	2/9/2024
Bureau Chief	Joe Havig	2/9/2024
Chief Financial Officer	Jess Benson	2/9/2024

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Document ID: 0.7.3995.5007-000006
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Filename: HF2199.pdf <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

House File 2199 - Introduced

HOUSE FILE 2199
BY GRASSLEY, FRY, NORDMAN,
P. THOMPSON, BEST,
INGELS, MOHR, JENEARY,
BRADLEY, GERHOLD, MOORE,
STOLTENBERG, FISHER,
JOHNSON, M. THOMPSON,
YOUNG, WULF, MEGGERS,
SIEGRIST, VONDRAN, MOMMSEN,
SHERMAN, HORA, BOSSMAN,
KNIFF MCCULLA, KAUFMANN,
COLLINS, and A. MEYER

A BILL FOR

1 An Act relating to health care employment agencies, including
2 the statewide maximum allowable charges schedule applicable
3 to nursing services provided by health care employment
4 agency workers, providing penalties, and including effective
5 date and retroactive applicability provisions.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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IA-DHHS-24-0418-A-007938

H.F. 2199

1 Section 1. Section 135Q.1, Code 2024, is amended to read as
2 follows:
3 **135Q.1 Definitions.**
4 As used in this chapter, unless the context otherwise
5 requires:
6 1. *"Department"* means the department of inspections,
7 appeals, and licensing.
8 2. *"Health care employment agency"* or *"agency"* means ~~an~~ any
9 of the following:
10 *a.* An agency that contracts with a health care entity
11 in this state to provide agency workers for temporary or
12 temporary-to-hire employee placements.
13 *b.* A health care technology platform.
14 3. *"Health care employment agency worker"* or *"agency worker"*
15 means an individual who contracts with or is employed by a
16 health care employment agency to provide nursing services to
17 health care entity consumers.
18 4. *"Health care entity"* means a facility, agency, or program
19 licensed or certified by the department or by the centers for
20 Medicare and Medicaid services of the United States department
21 of health and human services.
22 5. *"Health care technology platform"* or *"platform"* includes
23 an individual, a trust, a partnership, a corporation, a limited
24 liability partnership or company, or any other business entity
25 that develops and operates, offers, or maintains a system or
26 technology that provides an internet-based or application-based
27 marketplace through which an individual as an independent
28 contractor, and in the individual's sole discretion, chooses
29 when and how often to utilize the platform to bid on or select
30 open shifts posted by a health care entity to provide nursing
31 services to a health care entity.
32 6. *"Individual agency worker category"* includes registered
33 nurses, licensed practical nurses, certified nurse aides,
34 certified medication aides, home health aides, medication
35 managers, and noncertified or nonlicensed staff providing

AMERICAN OVERSIGHT

1 personal care as defined in section 231C.2 who are health care
2 employment agency workers.
3 ~~5.~~ 7. *"Managing entity"* means a business entity,
4 owner, ownership group, chief executive officer, program
5 administrator, director, or other decision maker whose
6 responsibilities include directing the management or policies
7 of a health care employment agency. *"Managing entity"* includes
8 an individual who, directly or indirectly, holds a beneficial
9 interest in a corporation, partnership, or other business
10 entity that constitutes a managing entity.
11 ~~6.~~ 8. *"Nursing services"* means those services which may be
12 provided only by or under the supervision of a nurse. *"Nursing*
13 *services"* includes services performed by a registered nurse, a
14 licensed practical nurse, a certified nurse aide, a certified
15 medication aide, a home health aide, a medication manager, or
16 by noncertified or nonlicensed staff providing personal care
17 as defined in section 231C.2. *"Nursing services"* does not
18 include the practice of nursing by an advanced registered nurse
19 practitioner or an advanced practice registered nurse licensed
20 under chapter 152 or 152E.
21 9. *"Nursing services professionals"* includes registered
22 nurses, licensed practical nurses, certified nurse aides,
23 certified medication aides, home health aides, medication
24 managers, and noncertified or nonlicensed staff providing
25 personal care as defined in section 231C.2 who are not health
26 care employment agency workers but instead are employed
27 directly by or contract directly with a health care entity.
28 Sec. 2. Section 135Q.2, Code 2024, is amended to read as
29 follows:
30 **135Q.2 Health care employment agency requirements —**
31 **registration — liability ~~— penalties~~.**
32 1. *a.* A health care employment agency operating in the
33 state shall register annually with the department. Each
34 separate location of a health care employment agency shall
35 register annually with and pay an annual registration fee of

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007940

1 five hundred dollars to the department. The department shall
2 issue each location a separate certification of registration
3 upon approval of registration and payment of the fee. The
4 annual registration fees shall be retained by the department as
5 repayment receipts as defined in section 8.2.
6 *b.* A health care employment agency that fails to register
7 with the department as required under this section is
8 prohibited from contracting with a health care entity in this
9 state.
10 2. A health care employment agency shall do all of the
11 following:
12 *a.* Ensure that agency workers comply with all applicable
13 requirements relating to the health requirements and
14 qualifications of personnel in health care entity settings.
15 *b.* Document that each agency worker meets the minimum
16 licensing, certification, training, and health requirements
17 and the continuing education standards for the agency worker's
18 position in the health care entity setting.
19 *c.* Maintain records for each agency worker and report,
20 file, or otherwise provide any required documentation to
21 external parties or regulators which would otherwise be the
22 responsibility of the health care entity if the agency worker
23 was employed by the health care entity.
24 *d.* Maintain professional and general liability insurance
25 coverage with minimum per occurrence coverage of one million
26 dollars and aggregate coverage of three million dollars to
27 insure against loss, damage, or expense incident to a claim
28 arising out of the death or injury of any person as the result
29 of negligence or malpractice in the provision of services by
30 the agency or an agency worker.
31 3. *a.* A health care employment agency shall not do any of
32 the following:
33 (1) Restrict in any manner the employment opportunities
34 of an agency worker by including a non-compete clause in any
35 contract with an agency worker or health care entity.

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HF2199.pdf <extracted> for Printed Item: 968 (Attachment 6 of 13)

1 (2) In any contract with an agency worker or health care
2 entity, require payment of liquidated damages, employment fees,
3 or other compensation if the agency worker is subsequently
4 hired as a permanent employee of the health care entity.
5 (3) Use the establishment of, or the required applicability
6 of, the statewide maximum allowable charges schedule as a basis
7 for prohibiting or otherwise interfering with a wage increase
8 for any agency worker.
9 *b.* This subsection shall not apply to a contract between
10 a health care employment agency and an agency worker or a
11 health care entity if the contract meets all of the following
12 criteria:
13 (1) The contract is entered into for the purpose of placing
14 an agency worker the health care employment agency assisted in
15 obtaining authorization to work in the United States.
16 (2) The contract contains an initial duration term of
17 not less than twenty-four months and a total duration term,
18 including any renewals or extensions, of not more than
19 thirty-six months.
20 (3) The contract requires the agency worker to work for
21 a single health care entity for the entire duration of the
22 contract.
23 *c.* Any contract that violates this subsection shall be
24 unenforceable in court.
25 4. A health care employment agency shall submit a report to
26 the department on a quarterly basis for each health care entity
27 participating in Medicare or Medicaid with whom the agency
28 contracts that includes all of the following by provider type:
29 *a.* A detailed list of the average amount charged to the
30 health care entity for each individual agency worker category.
31 *b.* A detailed list of the average amount paid by the agency
32 to agency workers in each individual agency worker category.
33 ~~5. *a.* A health care employment agency that violates~~
34 ~~subsection 1 or subsection 2 is subject to denial or revocation~~
35 ~~of registration for a period of one year and a monetary penalty~~

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007942

1 ~~of five hundred dollars for a first offense and five thousand~~
2 ~~dollars for each offense thereafter.~~
3 ~~*b.* A health care employment agency that violates subsection~~
4 ~~3 or that knowingly provides an agency worker who has an~~
5 ~~illegally or fraudulently obtained or issued diploma,~~
6 ~~registration, license, certification, or background check to~~
7 ~~a health care entity is subject to immediate revocation of~~
8 ~~registration. The department shall notify the agency thirty~~
9 ~~days in advance of the date of such revocation.~~
10 ~~*c.* (1) The managing entity of an agency for which~~
11 ~~registration has been denied or revoked under this subsection~~
12 ~~shall not be eligible to apply for or be granted registration~~
13 ~~for another agency during the two-year period following the~~
14 ~~date of the denial or revocation.~~
15 ~~(2) The department shall not approve a new registration~~
16 ~~or renew an existing registration for any agency for which~~
17 ~~the managing entity is also the managing entity of an agency~~
18 ~~for which registration has been denied or revoked during the~~
19 ~~two-year period in which registration of the violating agency~~
20 ~~is denied or revoked.~~
21 ~~6.~~ 5. The department shall establish a system for members
22 of the public to report complaints against an agency or
23 agency worker. The department shall investigate any complaint
24 received and shall report the department's findings to the
25 complaining party and the agency involved.
26 Sec. 3. NEW SECTION. **135Q.3 Statewide maximum allowable**
27 **charges schedule — establishment and annual revision — required**
28 **utilization and compliance — rules.**
29 1. The department of health and human services shall
30 annually establish and publish by September 30, a statewide
31 maximum allowable charges schedule that shall be applicable
32 January 1 of the immediately following calendar year to nursing
33 services provided by a health care employment agency worker.
34 The department of health and human services shall utilize the
35 most recently preceding nursing facility cost report schedule

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IA-DHHS-24-0418-A-007943

1 H to calculate the statewide maximum allowable charges. The
2 department of health and human services, in collaboration
3 with stakeholders, shall develop a process to periodically
4 obtain wage information from provider types other than nursing
5 facilities.
6 2. The amounts established in the statewide maximum
7 allowable charges schedule shall meet all of the following
8 requirements:
9 *a.* The amounts shall be no greater than one hundred fifty
10 percent of the statewide average wage paid in the most recently
11 preceding cost report year by a specific type of health care
12 entity to a nursing services professional, within a specific
13 nursing services professional category, and within the
14 applicable core-based statistical area of the state.
15 *b.* The amounts shall be inclusive of the hourly rate,
16 administrative fees, contract fees, transportation or travel
17 stipends, per diems, and any other costs a health care
18 employment agency is authorized to include in the charge to a
19 health care entity for nursing services provided by an agency
20 worker within an individual agency worker category.
21 3. Each separate location of a health care employment agency
22 registered under section 135Q.2 shall utilize and comply with
23 the statewide maximum allowable charges schedule established
24 under this section.
25 4. The department of health and human services, in
26 cooperation with the department, shall adopt rules pursuant to
27 chapter 17A to administer this section.
28 Sec. 4. NEW SECTION. **135Q.4 Penalties.**
29 1. *a.* A health care employment agency that violates
30 section 135Q.2, subsection 1 or 4, is subject to an initial
31 monetary penalty of five thousand dollars and shall be provided
32 notification and given a thirty-day grace period in which to
33 comply.
34 *b.* A health care employment agency that fails to comply
35 following the notification and within the thirty-day grace

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HF2199.pdf <extracted> for Printed Item: 968 (Attachment 6 of 13)

1 period under paragraph "*a*", shall be subject to a monetary
2 penalty of twenty-five thousand dollars.
3 *c.* If a health care employment agency fails to comply
4 with paragraph "*b*", the health care employment agency shall
5 be subject to an additional monetary penalty of twenty-five
6 thousand dollars, revocation of registration, and denial of
7 subsequent registration for up to three years.
8 2. *a.* A health care employment agency that violates section
9 135Q.2, subsection 2, or that knowingly provides an agency
10 worker who has an illegally or fraudulently obtained or issued
11 diploma, registration, license, certification, or background
12 check to a health care entity is subject to a monetary penalty
13 of five thousand dollars for each violation.
14 *b.* If a health care employment agency commits a second or
15 subsequent violation of section 135Q.2, subsection 2, within
16 any three-year period, the health care employment agency shall
17 be subject to immediate revocation of registration. The
18 department shall notify the agency thirty days in advance of
19 the date of such revocation.
20 3. A health care employment agency that violates section
21 135Q.2, subsection 3, is subject to a monetary penalty of
22 twenty-five thousand dollars for the first violation. If
23 a health care employment agency violates section 135Q.2,
24 subsection 3, a second or subsequent time, the health care
25 employment agency shall be subject to immediate revocation of
26 registration, and shall not be eligible to apply for or be
27 granted registration for the three-year period immediately
28 following the date of revocation.
29 4. A health care employment agency that violates section
30 135Q.3 shall be subject to a monetary penalty of five thousand
31 dollars for the first violation, and a monetary penalty of
32 twenty-five thousand dollars for each subsequent violation.
33 5. *a.* The managing entity of an agency for which
34 registration has been denied or revoked under this section
35 shall not be eligible to apply for or be granted registration

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1 for another agency during the three-year period following the
2 date of the denial or revocation.
3 *b.* The department shall not approve a new registration
4 or renew an existing registration for any agency for which
5 the managing entity is also the managing entity of an agency
6 for which registration has been denied or revoked during the
7 three-year period in which registration of the violating agency
8 is denied or revoked.
9 6. Any monetary penalties collected under this section
10 shall be retained by the department as repayment receipts as
11 defined in section 8.2.
12 Sec. 5. NEW SECTION. **135Q.5 Department annual report.**
13 The department shall submit an annual report to the general
14 assembly by January 15, for the immediately preceding fiscal
15 year, that includes a summary of the number of registrations
16 issued and the amount of registration fees collected, the
17 violations of this chapter, the amount of monetary penalties
18 collected, the number of health care employment agencies and
19 managing entities for whom a registration was revoked or
20 denied, the statewide maximum allowable charges schedule, and
21 any recommendations for changes to the chapter.
22 Sec. 6. EFFECTIVE DATE. This Act, being deemed of immediate
23 importance, takes effect upon enactment.
24 Sec. 7. RETROACTIVE APPLICABILITY. This Act applies
25 retroactively to any contract between a health care employment
26 agency and an agency worker or health care entity referred to
27 under this Act that was entered into or executed on or after
28 January 1, 2019.
29 EXPLANATION

30 **The inclusion of this explanation does not constitute agreement with**
31 **the explanation's substance by the members of the general assembly.**

32 This bill relates to health care employment agencies
33 (agency), including the maximum allowable charges an agency may
34 charge a health care entity for nursing services provided by a
35 health care employment agency worker (agency worker).

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IA-DHHS-24-0418-A-007946

1 The bill defines terms used in the bill, including "health
2 care employment agency" which includes a "health care
3 technology platform" as defined in the bill; "individual agency
4 worker category" which includes specified health professionals
5 who are agency workers, and "nursing services professionals"
6 which includes the same specified health professionals who are
7 not agency workers but are instead employed directly by, or
8 contract directly with, a health care entity.
9 The bill requires the department of health and human
10 services (HHS) to annually establish and publish by September
11 30, a statewide maximum allowable charges schedule (charges
12 schedule) applicable January 1 of the following calendar year
13 to nursing services provided by agency workers. The amounts
14 established in the charges schedule must be no greater than
15 150 percent of the statewide average wage paid in the most
16 recently preceding cost report year by a specific type of
17 health care entity to a nursing services professional, within
18 a specific nursing services professional category, and within
19 the applicable core-based statistical area of the state; and
20 must be inclusive of the hourly rate, administrative fees,
21 contract fees, transportation or travel stipends, per diems,
22 and any other costs an agency is authorized to include in the
23 charge to a health care entity for nursing services provided by
24 an agency worker within an individual agency worker category.
25 The bill requires each separate location of an agency
26 registered in the state to utilize and comply with the charges
27 schedule established under the bill. The bill directs HHS in
28 cooperation with the department of inspections, appeals, and
29 licensing (DIAL) to adopt administrative rules to administer
30 these provisions of the bill. The bill prohibits an agency
31 from using the establishment of, or the required applicability
32 of, the charges schedule as a basis for prohibiting or
33 otherwise interfering with a wage increase for any agency
34 worker.
35 The bill amends current penalties under Code chapter

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IA-DHHS-24-0418-A-007947

HF2199.pdf <extracted> for Printed Item: 968 (Attachment 6 of 13)

1 135Q and includes new penalties for violations of provisions
2 included in the bill.
3 The bill provides that an agency that violates Code
4 section 135Q.2(1) (relating to required registration and the
5 prohibition against contracting with a health care entity in
6 the state if the agency is not registered), or Code section
7 135Q.2(4) (relating to submitting quarterly reports to DIAL),
8 is subject to an initial monetary penalty of $5,000 and shall
9 be provided notification and given a 30-day grace period in
10 which to comply. If the agency fails to comply following the
11 notification and within the 30-day grace period, the agency
12 shall be subject to a monetary penalty of $25,000. If the
13 agency continues the noncompliance, the agency shall be subject
14 to an additional monetary penalty of $25,000, revocation of
15 registration, and denial of subsequent registration for up
16 to three years. The bill also provides that an agency that
17 violates Code section 135Q.2(2) (relating to certain prohibited
18 restrictions on agency workers or health care entities and
19 contracting prohibitions), or that knowingly provides an agency
20 worker who has an illegally or fraudulently obtained or issued
21 diploma, registration, license, certification, or background
22 check to a health care entity is subject to a monetary penalty
23 of $5,000 for each violation, and to immediate revocation of
24 registration. If the agency commits a second or subsequent
25 violation within any three-year period, the health care
26 employment agency shall be subject to immediate revocation of
27 registration. Under the bill, an agency that violates Code
28 section 135Q.2(3) (relating to contracting with agency workers
29 and health care entities) is subject to a monetary penalty of
30 $25,000 for a first offense, and to immediate revocation of
31 registration and denial of registration for the three-year
32 period following revocation for a second or subsequent
33 violation.
34 An agency that violates Code section 135Q.3 (relating
35 to requirements regarding the statewide allowable charges

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IA-DHHS-24-0418-A-007948

HF2199.pdf <extracted> for Printed Item: 968 (Attachment 6 of 13)

1 schedule), shall be subject to a monetary penalty of $5,000 for
2 the first violation and a monetary penalty of $25,000 for each
3 subsequent violation.
4 The bill also provides that the managing entity of an agency
5 for which registration has been denied or revoked shall not be
6 eligible to apply for or be granted registration for another
7 agency during the three-year period following the date of
8 the denial or revocation; and DIAL shall not approve a new
9 registration or renew an existing registration for any agency
10 for which the managing entity is also the managing entity of
11 an agency for which registration has been denied or revoked
12 during the three-year period in which registration of the
13 violating agency is denied or revoked. The bill provides that
14 any monetary penalties collected shall be retained by DIAL as
15 repayment receipts as defined in Code section 8.2.
16 The bill requires DIAL to submit an annual report to
17 the general assembly by January 15, for the immediately
18 preceding fiscal year, that includes a summary of the number
19 of registrations issued and the amount of registration
20 fees collected, the violations of the chapter, the amount
21 of monetary penalties collected, the number of health
22 care employment agencies and managing entities for whom a
23 registration was revoked or denied, the charges schedule, and
24 any recommendations for changes to the Code chapter. The bill
25 takes effect upon enactment and applies retroactively to any
26 contract between a health care employment agency and an agency
27 worker or health care entity referred to under the bill that
28 was entered into or executed on or after January 1, 2019.

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IA-DHHS-24-0418-A-007949

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Filename: FW: Fiscal Note Data Request for LSB 5556YC [HSB501] FN24-08.1 (3).msg <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

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To: Hurtado-Peters, Sandra [IDOM][sandra.hurtado-peters@iowa.gov]
Cc: Malone, Carrie L.[cmalone@dhs.state.ia.us]
From: Lane-Molnari, Jody
Sent: Thur 2/15/2024 8:52:38 PM
Subject: FW: Fiscal Note Data Request for LSB 5556YC [HSB501] FN24-08.1

HSB501.pdf
FN24-008.1 Template- Revised Version.xlsx

Impacts noted

Jody Lane-Molnari, LSBW, MPA
Associate Legislative Liaison
Division of Strategic Operations
Iowa Department of Health and Human Services
321 E 12th St., Des Moines, IA 50319
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HHS.Iowa.gov

-----Original Message-----
From: eric.richardson@legis.iowa.gov <eric.richardson@legis.iowa.gov>
Sent: Tuesday, January 9, 2024 9:43 AM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: Fiscal Note Data Request for LSB 5556YC [HSB501]

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 5556YC [HSB501].

Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 01/16/2024.

==========

==========

If you have questions or comments, please call me, Eric Richardson at 515.281.6767 for more information.

cc.
Carrie Malone
Jody Lane-Molnari

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Filename: FN24-008.1 Template- Revised Version.xlsx <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-008.1 Assumptions
Date: 02/07/2024

Selected Impact Areas:

- [ ] No fiscal impact
- [ ] Clients Served/Caseloads
- [ ] Wait Lists/Interest Lists
- [ ] Study/Report
- [ ] Advisory Committee
- [ ] Cross Agency Collaboration
- [ ] FTEs (and supporting costs)
- [ ] Contractors (staff augmentation)
- [ ] Training (current staff)
- [ ] Health Equity Considerations
- [ ] Applications/Systems Changes
- [ ] Other IT Costs
- [ ] Mailing/Community Outreach
- [ ] Program Support Contract(s)

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-008.1 Assumptions
Date: 02/07/2024

Selected Impact Areas:

[X] Provider Reimbursement
The fiscal impact is based on HSB 501 changing the length of time that Iowa Medicaid and the Managed Care Organizations (MCOs) have to review post payment claims to 24 months from the date of payment. The current process is a 5 year look back. Additionally, any provider overpayment identified outside of the 24-month look back would not be subject to repayment. We expect the MCOs to make administrative efforts to make recoveries within 24 months if this bill passes, and therefore, the loss of recoveries will likely be less than the $8M originally estimated. Although there may still be some loss of recoveries experienced by the MCOs, these types of uncertainties are what the 1.75% risk/contingency load already built into the rates is meant to cover. Therefore, we do not expect any additional adjustments to the MCO capitation rates to account for a loss of recoveries. The estimated fiscal impact is the FFS impact, $500K (state $).

[X] Fee-for-Service Rates/Recoveries
For FFS recoveries, the state must repay the federal share regardless of whether the overpayment was recovered from the provider.

[ ] Managed Care Rates

[X] Federal Matching Funds
The department will still be required to return the federal share on identified overpayments, even if the bill requirements prohibit collection of the overpayment.

NOTE: Because the Bill takes effect upon enactment, there could be an impact in SFY24 but that would not change the annual impact to the state, it would simply begin sooner. Because we don't know when this may be signed, if passed, the fiscal note reflects a SFY25 starting date.

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-008.1 Fiscal Impact Summary
Date: 02/07/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs	-	-	-	-	-	-	-	-	-	-
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Loss of Recoveries --FFS		535,132	$ -	$ 535,132			535,132	$ -	535,132	
Loss of Recoveries -- MCO Cap Pmts										
Health Program Operations										
Provider Services Contract										
FIP										
Caseload Increase										
Total Ongoing Costs	-	535,132	-	535,132	-	-	535,132	-	535,132	-
GRAND TOTAL	**-**	**535,132**	**-**	**535,132**	**-**	**-**	**535,132**	**-**	**535,132**	**-**

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-008.1 Fiscal Impact Summary
Date: 02/07/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
Salary	-	-	-	-	-	-	-	-	-	-
Support	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Other	-	535,132	-	535,132	-	-	535,132	-	535,132	-
GRAND TOTAL	**-**	**535,132**	**-**	**535,132**	**-**	**-**	**535,132**	**-**	**535,132**	**-**
By Appropriation										
Medical Assistance (N20)	-	535,132	-	535,132	-	-	535,132	-	535,132	-
GRAND TOTAL	**-**	**535,132**	**-**	**535,132**	**-**	**-**	**535,132**	**-**	**535,132**	**-**

	Name	Date
Lead Budget Analyst	Soraya Miller	2/7/2024
Bureau Chief	Joe Havig	2/7/2024
Chief Financial Officer	Jess Benson	2/7/2024

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5007-000009
Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Filename: HSB501.pdf <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

House Study Bill 501 - Introduced

HOUSE FILE _____
BY (PROPOSED COMMITTEE ON
HEALTH AND HUMAN SERVICES
BILL BY CHAIRPERSON MEYER)

A BILL FOR

1 An Act relating to limitations on activities related to paid
2 claims under the Medicaid program, and including effective
3 date provisions.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007958

H.F. _____

1 Section 1. NEW SECTION. **249A.42B Limitations on activities**
2 **related to paid claims — resubmission.**
3 1. Notwithstanding any provision of law to the contrary,
4 any post-payment review of Medicaid provider claims paid under
5 either Medicaid fee-for-service or managed care administration
6 that do not involve fraud or misrepresentation shall be
7 limited to a review of only those claims for which no more than
8 twenty-four months have elapsed since the date of payment of
9 the claim.
10 2. Additionally, any provider overpayment identified for
11 which twenty-four months or more have elapsed since the date
12 of payment of the claim shall not be subject to repayment or to
13 offset against future reimbursement of claims by the provider.
14 3. The limitations specified in this section shall not apply
15 to retroactive Medicaid cost settlements or rate changes based
16 on a Medicaid or Medicare cost report.
17 4. Any improper payment identified through a review may be
18 resubmitted by the provider as a claims adjustment.
19 Sec. 2. EFFECTIVE DATE. This Act, being deemed of immediate
20 importance, takes effect upon enactment.
21 EXPLANATION

22 **The inclusion of this explanation does not constitute agreement with**
23 **the explanation's substance by the members of the general assembly.**

24 This bill relates to the limitations on activities related
25 to paid claims under the Medicaid program.
26 The bill provides that notwithstanding any provision of
27 law to the contrary, any post-payment review of Medicaid
28 provider claims paid under either Medicaid fee-for-service
29 or managed care administration that do not involve fraud or
30 misrepresentation shall be limited to a review of only those
31 claims for which no more than 24 months have elapsed since
32 the date of payment of the claim. Additionally, any provider
33 overpayment identified for which 24 months or more have elapsed
34 since the date of payment of the claim shall not be subject
35 to repayment or to offset against future reimbursement of

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007959

HSB501.pdf <extracted> for Printed Item: 968 (Attachment 9 of 13)

1 claims by the provider. Any improper payment identified
2 through a review may be resubmitted by the provider as a claims
3 adjustment.
4 The bill takes effect upon enactment.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007960

Document ID: 0.7.3995.5007-000010
Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Filename: FW: Fiscal Note Data Request for LSB 5873YH [HF2194] FN-87 (4).msg <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

To: Hurtado-Peters, Sandra [IDOM][sandra.hurtado-peters@iowa.gov]
Cc: Malone, Carrie L.[cmalone@dhs.state.ia.us]
From: Lane-Molnari, Jody
Sent: Thur 2/15/2024 8:53:49 PM
Subject: FW: Fiscal Note Data Request for LSB 5873YH [HF2194] FN-87

HF2194.pdf
FN24-087 Template.xlsx

Impacts noted.

Jody Lane-Molnari, LSBW, MPA
Associate Legislative Liaison
Division of Strategic Operations
Iowa Department of Health and Human Services
321 E 12th St., Des Moines, IA 50319
515-377-0157 Teams
jlanemo@dhs.state.ia.us
HHS.Iowa.gov

-----Original Message-----
From: eric.richardson@legis.iowa.gov <eric.richardson@legis.iowa.gov>
Sent: Tuesday, January 30, 2024 12:39 PM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: Fiscal Note Data Request for LSB 5873YH [HF2194]

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 5873YH [HF2194].

Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 02/06/2024.

==========

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If you have questions or comments, please call me, Eric Richardson at 515.281.6767 for more information.

cc.
Carrie Malone
Jody Lane-Molnari

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5007-000011
Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Filename: FN24-087 Template.xlsx <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-087 Assumptions
Date: 02/07/2024

Selected Impact Areas:

[ ] No fiscal impact

[X] Clients Served/Caseloads
Fiscal impact based on unique member count plus 10% trend totaling 1,234 members.

[ ] Wait Lists/Interest Lists

[ ] Study/Report

[ ] Advisory Committee

[ ] Cross Agency Collaboration

[ ] FTEs (and supporting costs)

[ ] Contractors (staff augmentation)

[ ] Training (current staff)

[ ] Health Equity Considerations

[ ] Applications/Systems Changes

[ ] Other IT Costs

[ ] Mailing/Community Outreach

[X] Program Support Contract(s)
Iowa Medicaid would need to update the MMIS claims system to allow claims to process without a prior authorization and create thresholds for payment without PA. System enhancements could require up to 600 programing hours. Programing hours on the MMIS contract are $103 and receive 75% FFP.

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-087 Assumptions
Date: 02/07/2024

Selected Impact Areas:

[X] Provider Reimbursement
Policy has submitted recommendations to Medicaid leadership to implement a policy that would allow any repair or maintenance on wheelchairs up to a set dollar limit of $1000 per member per calendar year to be completed without a PA.

SFY25 Fiscal Impact: $1.2M (total $)/ $0.5M (state $)
SFY26 Fiscal Impact: $1.2M (total $)/ $0.5M (state $)

[X] Fee-for-Service Rates
The fee schedule would need to be updated and providers notified of the changes.

[X] Managed Care Rates
Iowa Medicaid and the MCOs would need to update claims system to allow claims to process without a prior authorization and create thresholds for payment without PA. The fee schedule would need to be updated and providers notified of the changes.

[ ] Federal Matching Funds

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-087 Fiscal Impact Summary
Date: 02/07/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs	-	-	-	-	-	-	-	-	-	-
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement		1,234,200	783,347	450,853			1,234,200	780,632	453,569	
Health Program Operations										
MMIS Core Contract		61,800	46,350	15,450						
FIP										
Caseload Increase										
Total Ongoing Costs	-	1,296,000	829,697	466,303	-	-	1,234,200	780,632	453,569	-
GRAND TOTAL	**-**	**1,296,000**	**829,697**	**466,303**	**-**	**-**	**1,234,200**	**780,632**	**453,569**	**-**

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-087 Fiscal Impact Summary
Date: 02/07/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
Salary	-	-	-	-	-	-	-	-	-	-
Support	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Other	-	1,296,000	829,697	466,303	-	-	1,234,200	780,632	453,569	-
GRAND TOTAL	**-**	**1,296,000**	**829,697**	**466,303**	**-**	**-**	**1,234,200**	**780,632**	**453,569**	**-**
By Appropriation										
Medical Assistance (N20)	-	1,234,200	783,347	450,853	-	-	1,234,200	780,632	453,569	-
Health Program Operations (N28)	-	61,800	46,350	15,450	-	-	-	-	-	-
GRAND TOTAL	**-**	**1,296,000**	**829,697**	**466,303**	**-**	**-**	**1,234,200**	**780,632**	**453,569**	**-**

	Name	Date
Lead Budget Analyst	Soraya Miller	2/7/2024
Bureau Chief	Joe Havig	2/9/2024
Chief Financial Officer	Jess Benson	2/9/2024

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5007-000012
Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Filename: HF2194.pdf <extracted>
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

House File 2194 - Introduced

HOUSE FILE 2194
BY TUREK

A BILL FOR

1 An Act relating to reimbursement for the repair of complex
2 rehabilitation technology under the Medicaid program.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

AMERICAN OVERSIGHT

H.F. 2194

1 Section 1. MEDICAID — REIMBURSEMENT FOR THE REPAIR OF
2 COMPLEX REHABILITATION TECHNOLOGY. Under both Medicaid
3 managed care and fee-for-service administration of the
4 Medicaid program, the department of health and human services
5 shall not require a prescription or prior authorization
6 for reimbursement of a provider for the repair of complex
7 rehabilitation equipment, if the complex rehabilitation
8 technology was previously prescribed and reimbursed under
9 the Medicaid program. For the purposes of this section,
10 "complex rehabilitation technology" means items classified
11 under the Medicare program as durable medical equipment that
12 is individually configured for individuals to meet their
13 specific and unique medical, physical, and functional needs
14 and capacities for basic activities of daily living and
15 instrumental activities of daily living identified as medically
16 necessary.

17 EXPLANATION

18 **The inclusion of this explanation does not constitute agreement with**
19 **the explanation's substance by the members of the general assembly.**

20 This bill provides that under both Medicaid managed care
21 and fee-for-service administration of the Medicaid program,
22 the department of health and human services shall not
23 require provision of a prescription or prior authorization
24 for reimbursement of a provider for the repair of complex
25 rehabilitation equipment, if the complex rehabilitation
26 technology was previously prescribed and reimbursed under the
27 Medicaid program. The bill defines "complex rehabilitation
28 technology" for the purposes of the bill.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007970

Document ID: 0.7.3995.5007-000013
Owner: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Filename: image001.jpg
Last Modified: Thu Feb 15 18:52:13 CST 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5006

From: None
To: Benson, Jess
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4e10f0c863f84dddb1228812c7ba0ef9-benson, jes>; Havig, Joe </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=c9dfb42ef9324a60ba2cbe82912098f6-havig, joe>
Cc:
Bcc:
Subject: Meeting
Date: Thu Feb 15 2024 18:49:36 CST
Attachments: FW: Fiscal Note Data Request for LSB 5180XL [HSB649] FN-103 (1).msg
FN24-103 Template V2.xlsx
HSB649.pdf
FW: Fiscal Note Data Request for LSB 5265YH [HF2199] FN-96 (2).msg
FN24-096 Template.xlsx
HF2199.pdf
image001.jpg

Can we meet tomorrow?

Carrie Malone
Director of Government Relations
Division of Strategic Operations
Iowa Department of Health and Human Services
200 E. Grand Avenue, Des Moines, IA 50309
515-401-6180 mobile
cmalone@dhs.state.ia.us
HHS.Iowa.gov

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5006-000001	
Owner:	None
Filename:	FW: Fiscal Note Data Request for LSB 5180XL [HSB649] FN-103 (1).msg <extracted>
Last Modified:	Thu Feb 15 18:49:36 CST 2024

AMERICAN OVERSIGHT

To: Hurtado-Peters, Sandra [IDOM][sandra.hurtado-peters@iowa.gov]
Cc: Malone, Carrie L.[cmalone@dhs.state.ia.us]
From: Lane-Molnari, Jody
Sent: Thur 2/15/2024 8:59:06 PM
Subject: FW: Fiscal Note Data Request for LSB 5180XL [HSB649] FN-103

HSB649.pdf
FN24-103 Template V2.xlsx

Fiscal impact cannot be determined, narrative provided.

Jody Lane-Molnari, LSBW, MPA
Associate Legislative Liaison
Division of Strategic Operations
Iowa Department of Health and Human Services
321 E 12th St., Des Moines, IA 50319
515-377-0157 Teams
jlanemo@dhs.state.ia.us
HHS.Iowa.gov

-----Original Message-----
From: louie.hoehle@legis.iowa.gov <louie.hoehle@legis.iowa.gov>
Sent: Thursday, February 1, 2024 2:49 PM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: Fiscal Note Data Request for LSB 5180XL [HSB649]

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 5180XL [HSB649].

Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 02/08/2024.

==========

==========

If you have questions or comments, please call me, Louie Hoehle at 515.281.6561 for more information.

cc.
Carrie Malone
Jody Lane-Molnari

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AMERICAN OVERSIGHT

Document ID: 0.7.3995.5006-000002
Owner: None
Filename: FN24-103 Template V2.xlsx <extracted>
Last Modified: Thu Feb 15 18:49:36 CST 2024

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-103 Assumptions
Date: 02/06/2024

Selected Impact Areas:

[X] UNDETERMINED FISCAL IMPACT
HHS is unable to assess the full impact from modifying data collection systems to comply with the bill. Based on a preliminary review of HHS data collection systems, every data system will need to be reviewed to determine compliance with the requirements of this bill. Currently, with the requirements of the bill, an IT estimate would be too ambiguous/high level to be determined. Every system (over 100) would need to be updated with the female data point. Some systems have sex, some have gender, and some have both data points and the bill is not clear on which would need to be updated in the systems. Depending on each system, some would require minimal effort and some would require significant effort to update. Updates would also be needed to non-internal vendor based systems as well. It is also unclear what impact this bill will have on HHS's ability to comply with federal funding requirements.

[ ] Clients Served/Caseloads

[ ] Wait Lists/Interest Lists

[ ] Study/Report

[ ] Advisory Committee

[ ] Cross Agency Collaboration

[ ] FTEs (and supporting costs)

[ ] Contractors (staff augmentation)

[ ] Training (current staff)

[ ] Health Equity Considerations

[ ] Applications/Systems Changes

[ ] Other IT Costs

[ ] Mailing/Community Outreach

[ ] Program Support Contract(s)

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-103 Assumptions
Date: 02/06/2024

Selected Impact Areas:

- [ ] Provider Reimbursement
- [ ] Fee-for-Service Rates
- [ ] Managed Care Rates
- [ ] Federal Matching Funds

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-103 Fiscal Impact Summary
Date: 02/06/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs										
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Services Contract										
FIP										
Caseload Increase										
Total Ongoing Costs										
GRAND TOTAL	**The fiscal impact cannot be determined.**									

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-103 Fiscal Impact Summary
Date: 02/06/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
Salary										
Support										
Capital										
Other										
GRAND TOTAL	**The fiscal impact cannot be determined.**									
By Appropriation										
Healthy Children and Families (K05)										
General Administration (M01)										
Family Investment Program Technology (N01)										
Medical Assistance (N20)										
GRAND TOTAL	**The fiscal impact cannot be determined.**									

	Name	Date
Lead Budget Analyst	Joe Havig	2/12/2024
Bureau Chief	Joe Havig	2/12/2024
Chief Financial Officer	Jess Benson	2/12/2024

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5006-000003
Owner: None
Filename: HSB649.pdf <extracted>
Last Modified: Thu Feb 15 18:49:36 CST 2024

AMERICAN OVERSIGHT

House Study Bill 649 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED GOVERNOR BILL)

A BILL FOR

1 An Act relating to the term sex and related terms for purposes
2 of statutory construction, including an indication of
3 a person's sex on certain vital records and on certain
4 applications and identification cards.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

AMERICAN OVERSIGHT

S.F. _____ H.F. _____

1 Section 1. NEW SECTION. **4.1A Statutory construction — sex**
2 **and related terms.**
3 1. In the construction of statutes, the following rules
4 shall be observed with regard to a person's biological sex:
5 *a.* *"Sex"* means a person's biological sex, either male or
6 female, at birth, unless otherwise provided by law.
7 *b.* A *"female"* is a person whose biological reproductive
8 system is developed to produce ova and a *"male"* is a person
9 whose biological reproductive system is developed to fertilize
10 the ova of a female.
11 *c.* The term *"woman"* or *"girl"* refers to a female and the
12 term *"man"* or *"boy"* refers to a male.
13 *d.* The term *"mother"* means a parent who is female and the
14 term *"father"* means a parent who is male.
15 *e.* The term *"equal"* does not mean *"same"* or *"identical"*.
16 *f.* Separate accommodations are not inherently unequal.
17 *g.* A person born with a medically verifiable diagnosis of
18 disorder or difference of sex development shall be provided the
19 legal protections and accommodations afforded under the federal
20 Americans with Disabilities Act of 1990 and applicable state
21 law.
22 2. Any state law, policy, or program that prohibits
23 discrimination on the basis of sex shall be construed to forbid
24 unfair treatment of females or males in relation to similarly
25 situated members of the opposite sex.
26 3. Notwithstanding any provision of state law to the
27 contrary, distinctions based on sex, including but not limited
28 to in prisons or other detention facilities, domestic violence
29 shelters, rape crisis centers, locker rooms, restrooms, and in
30 other contexts where health, safety, or privacy are implicated
31 resulting in separate accommodations, are substantially related
32 to the important government objectives of protecting the
33 health, safety, and privacy of the persons in these contexts.
34 4. Any state department or subunit of a department, or any
35 political subdivision of the state including a city, county,

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-007983

1 township, or school district that collects vital statistics for
2 the purpose of complying with state antidiscrimination laws,
3 or for the purpose of gathering accurate state public health,
4 crime, economic, or other data, shall identify the sex of each
5 person included in the collected data as either male or female.
6 5. For the purposes of this section, *"state law"* includes
7 any state statute or rule.
8 Sec. 2. Section 144.13, Code 2024, is amended by adding the
9 following new subsection:
10 NEW SUBSECTION. 5. A certificate of birth filed under this
11 section shall include a designation of the sex of the person as
12 defined in section 4.1A.
13 Sec. 3. Section 144.23, Code 2024, is amended to read as
14 follows:
15 **144.23 State registrar to ~~issue~~ establish new certificate of**
16 **birth.**
17 1. The state registrar shall establish a new certificate of
18 birth for a person born in this state, when the state registrar
19 receives the following:
20 ~~1.~~ *a.* An adoption report as provided in section 144.19, or
21 a certified copy of the decree of adoption together with the
22 information necessary to identify the original certificate of
23 birth and to establish a new certificate of birth.
24 ~~2.~~ *b.* A request that a new certificate be established and
25 evidence proving that the person for whom the new certificate
26 is requested has been legitimated, or that a court of competent
27 jurisdiction has determined the paternity of the person.
28 ~~3.~~ *c.* A notarized affidavit by a licensed physician and
29 surgeon or osteopathic physician and surgeon stating that by
30 reason of surgery or other treatment by the licensee, the
31 sex designation of the person has been changed. The state
32 registrar may make a further investigation or require further
33 information necessary to determine whether a sex change has
34 occurred.
35 2. *a.* Pursuant to section 4.1A, a new certificate of birth

AMERICAN OVERSIGHT

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1 established under subsection 1, paragraph "*a*" or "*b*", shall
2 include a designation of the sex of the person, as male or
3 female, at birth.
4 *b.* Pursuant to section 4.1A, a new certificate of birth
5 established under subsection 1, paragraph "*c*", following a
6 change in sex designation, shall include a designation of the
7 sex of the person, as male or female, both at the time of birth
8 and at the time the new certificate of birth is established.
9 Sec. 4. Section 144.24, subsections 1 and 2, Code 2024, are
10 amended to read as follows:
11 1. If a new certificate of birth is established, the actual
12 place and date of birth shall be shown on the certificate and
13 the certificate shall include a designation of the person's
14 sex pursuant to section 144.23. The certificate shall be
15 substituted for the original certificate of birth.
16 2. Following substitution of the original certificate of
17 birth with a new certificate of birth, the original certificate
18 and the evidence of adoption, paternity, or legitimation~~, or~~
19 ~~sex change~~ shall not be subject to inspection except under
20 order of a court of competent jurisdiction, including but
21 not limited to an order issued pursuant to section 600.16A,
22 as provided in section 144.23A or 144.24A, or as provided by
23 administrative rule for statistical or administrative purposes
24 only.
25 Sec. 5. Section 321.182, subsection 1, paragraph a, Code
26 2024, is amended to read as follows:
27 *a.* Make application on a form provided by the department
28 which shall include the applicant's full name, signature,
29 current mailing address, current residential address, date
30 of birth, social security number, and physical description
31 including sex, height, and eye color. The application may
32 contain other information the department may require by rule.
33 Pursuant to procedures established by the department and for
34 an applicant who is a foreign national temporarily present in
35 this state, the department may waive the requirement that the

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1 application include the applicant's social security number.
2 For the purposes of this paragraph, "*sex*" means the same as
3 defined in section 4.1A. If the applicant evidences through
4 a notarized affidavit by a licensed physician and surgeon or
5 osteopathic physician and surgeon that by reason of surgery or
6 other treatment the applicant's sex designation has changed,
7 the application shall reflect the sex designation of the person
8 both at the time of birth and at the time the application is
9 made.
10 Sec. 6. Section 321.189, subsection 2, paragraph a, Code
11 2024, is amended to read as follows:
12 *a.* Appearing on the driver's license shall be a
13 distinguishing number assigned to the licensee; the licensee's
14 full name, date of birth, sex, and residence address; a color
15 photograph; a physical description of the licensee; the name of
16 the state; the dates of issuance and expiration; and the usual
17 signature of the licensee. The license shall identify the
18 class of vehicle the licensee may operate and the applicable
19 endorsements and restrictions which the department shall
20 require by rule. For the purposes of this paragraph, "*sex*"
21 means the same as defined in section 4.1A. If the applicant
22 evidences through a notarized affidavit by a licensed physician
23 and surgeon or osteopathic physician that by reason of surgery
24 or other treatment the applicant's sex designation has changed,
25 the license shall reflect the sex designation of the person
26 both at the time of birth and at the time the application is
27 made under section 321.182.
28 Sec. 7. Section 321.190, subsection 1, paragraph a, Code
29 2024, is amended to read as follows:
30 *a.* (1) The department shall, upon application and payment
31 of the required fee, issue to an applicant a nonoperator's
32 identification card. To be valid the card shall bear a
33 distinguishing number other than a social security number
34 assigned to the cardholder, the full name, date of birth,
35 sex, residence address, a physical description and a color

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1 photograph of the cardholder, the usual signature of the
2 cardholder, and such other information as the department
3 may require by rule. An applicant for a nonoperator's
4 identification card shall apply for the card in the manner
5 provided in section 321.182, subsections 1 through 3. For
6 the purposes of this paragraph, "*sex*" means the same as
7 defined in section 4.1A. If the applicant evidences through
8 a notarized affidavit by a licensed physician and surgeon or
9 osteopathic physician and surgeon that by reason of surgery or
10 other treatment the applicant's sex designation has changed,
11 the nonoperator's identification card shall reflect the sex
12 designation of the person both at the time of birth and at the
13 time the application is made.
14 (2) The card shall be issued to the applicant at the time of
15 application pursuant to procedures established by rule.
16 (3) An applicant for a nonoperator's identification card
17 who is required by 50 U.S.C. app. §451 et seq. to register with
18 the United States selective service system shall be registered
19 by the department with the selective service system as provided
20 in section 321.183.
21 EXPLANATION

22 **The inclusion of this explanation does not constitute agreement with**
23 **the explanation's substance by the members of the general assembly.**

24 This bill relates to the term sex and related terms for
25 purposes of statutory construction.
26 The bill creates a new Code section 4.1A (statutory
27 construction — sex and related terms). The bill provides
28 that certain rules of statutory construction shall be observed
29 with regard to a person's sex. These rules with regard to a
30 person's sex include:
31 1. "Sex" means a person's biological sex, either male or
32 female, at birth, unless otherwise provided by law.
33 2. A "female" is a person whose biological reproductive
34 system is developed to produce ova and a "male" is a person
35 whose biological reproductive system is developed to fertilize

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1 the ova of a female.
2 3. The term "woman" or "girl" refers to a female and the
3 term "man" or "boy" refers to a male.
4 4. The term "mother" means a parent who is female and the
5 term "father" means a parent who is male.
6 5. The term "equal" does not mean "same" or "identical".
7 6. Separate accommodations are not inherently unequal.
8 7. A person born with a medically verifiable diagnosis of
9 disorder or difference of sex development shall be provided the
10 legal protections and accommodations afforded under the federal
11 Americans with Disabilities Act of 1990 and applicable state
12 law.
13 Additionally, under the bill, any state law, policy, or
14 program that prohibits discrimination on the basis of sex shall
15 be construed to forbid unfair treatment of females or males in
16 relation to similarly situated members of the opposite sex.
17 Notwithstanding any provision of state law to the contrary,
18 distinctions based on sex in various contexts where health,
19 safety, or privacy are implicated resulting in separate
20 accommodations, are substantially related to the important
21 government objectives of protecting the health, safety, and
22 privacy of the persons in these contexts. In addition, any
23 state department or subunit of a department, or any political
24 subdivision of the state including a city, county, township,
25 or school district that collects vital statistics for the
26 purpose of complying with state antidiscrimination laws or for
27 the purpose of gathering accurate state public health, crime,
28 economic, or other data, shall identify the sex of each person
29 included in the collected data as either male or female.
30 The bill defines "state law" for the purposes of new Code
31 section 4.1A.
32 The bill also amends provisions under Code chapter 144
33 (vital statistics). The bill requires that an original
34 certificate of birth shall include a designation of the sex of
35 the person as defined in new Code section 4.1A. With regard

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1 to a new certificate of birth, if a new certificate of birth
2 is established after the state registrar receives an adoption
3 report or a certified copy of an adoption decree or following
4 a determination of paternity, the new certificate of birth
5 shall include a designation of sex of the person at birth;
6 and if a new certificate of birth is established after the
7 state registrar receives a notarized affidavit by a licensed
8 physician and surgeon or osteopathic physician and surgeon
9 stating that by reason of surgery or other treatment by the
10 licensee, the sex designation of the person has been changed,
11 the new certificate of birth shall include a designation of the
12 sex of the person both at the time of birth and at the time of
13 establishment of the new certificate of birth.
14 The bill amends provisions in Code chapter 321 (motor
15 vehicles and law of the road) to define "sex" the same as in
16 new Code section 4.1A for the purposes of including the sex of
17 the person in an application for a license or a nonoperator's
18 identification card, and on a person's driver's license or
19 nonoperator's identification card.
20 If an applicant for a driver's license or a nonoperator's
21 identification card evidences through a notarized affidavit
22 by a licensed physician and surgeon or osteopathic physician
23 and surgeon that by reason of surgery or other treatment the
24 applicant's sex designation has changed, the applications and
25 the driver's license and nonoperator's identification card
26 shall reflect the sex designation of the person both at the
27 time of birth and at the time the application is made.

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Document ID: 0.7.3995.5006-000004	
Owner:	None
Filename:	FW: Fiscal Note Data Request for LSB 5265YH [HF2199] FN-96 (2).msg <extracted>
Last Modified:	Thu Feb 15 18:49:36 CST 2024

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To: Hurtado-Peters, Sandra [IDOM][sandra.hurtado-peters@iowa.gov]
Cc: Malone, Carrie L.[cmalone@dhs.state.ia.us]
From: Lane-Molnari, Jody
Sent: Thur 2/15/2024 8:56:07 PM
Subject: FW: Fiscal Note Data Request for LSB 5265YH [HF2199] FN-96

HF2199.pdf
FN24-096 Template.xlsx

Impacts noted.

Jody Lane-Molnari, LSBW, MPA
Associate Legislative Liaison
Division of Strategic Operations
Iowa Department of Health and Human Services
321 E 12th St., Des Moines, IA 50319
515-377-0157 Teams
jlanemo@dhs.state.ia.us
HHS.Iowa.gov

-----Original Message-----
From: louie.hoehle@legis.iowa.gov <louie.hoehle@legis.iowa.gov>
Sent: Wednesday, January 31, 2024 1:03 PM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: Fiscal Note Data Request for LSB 5265YH [HF2199]

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 5265YH [HF2199].

Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 02/07/2024.

==========

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If you have questions or comments, please call me, Louie Hoehle at 515.281.6561 for more information.

cc.
Carrie Malone
Jody Lane-Molnari

Please do not reply to this email as this email account is not monitored.

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Document ID: 0.7.3995.5006-000005	
Owner:	None
Filename:	FN24-096 Template.xlsx <extracted>
Last Modified:	Thu Feb 15 18:49:36 CST 2024

AMERICAN OVERSIGHT

Iowa Department of Health & Human Services
FN24-096 Assumptions: HF 2391
Date: 02/09/2024

Selected Impact Areas:

- [ ] No fiscal impact
- [ ] Clients Served/Caseloads
- [ ] Wait Lists/Interest Lists
- [ ] Study/Report
- [ ] Advisory Committee
- [ ] Cross Agency Collaboration
- [ ] FTEs (and supporting costs)
- [ ] Contractors (staff augmentation)
- [ ] Training (current staff)
- [ ] Health Equity Considerations
- [ ] Applications/Systems Changes
- [ ] Other IT Costs
- [ ] Mailing/Community Outreach

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Iowa Department of Health & Human Services
FN24-096 Assumptions: HF 2391
Date: 02/09/2024

Selected Impact Areas:

[X] Program Support Contract(s)

The current Provider Cost Audit contract does not cover reviews or compilation of data based on this bill. An amendment would be needed with the Medicaid contractor for additional scope of work for desk review. Our current contractor has provided two estimates. The 1st estimate could be absorbed within Health Program Operations. FFP on the additional work is factored in at 50%.

Estimate #1: If it is solely to compile the average hourly wage rates, calculate an average, and determine the 150% maximum for each staffing type/level from Schedule H of the cost report. The estimated cost is around $750 per year.

Estimate #2: If we needed to do any verification of costs reported on Schedule H of the cost report, it would require requesting payroll data and calculating wage rates based on that data for each category of staff that needs broken out. The estimated cost is around $252,000 per year.

[ ] Provider Reimbursement

[ ] Fee-for-Service Rates

[ ] Managed Care Rates

[ ] Federal Matching Funds

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Iowa Department of Health & Human Services
FN24-096 Fiscal Impact Summary
Date: 02/09/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs	-	-	-	-	-	-	-	-	-	-
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Cost & Audit Contract		252,000	126,000	126,000			252,000	126,000	126,000	
FIP										
Caseload Increase										
Total Ongoing Costs	-	252,000	126,000	126,000	-	-	252,000	126,000	126,000	-
GRAND TOTAL	**-**	**252,000**	**126,000**	**126,000**	**-**	**-**	**252,000**	**126,000**	**126,000**	**-**

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Iowa Department of Health & Human Services
FN24-096 Fiscal Impact Summary
Date: 02/09/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
Salary	-	-	-	-	-	-	-	-	-	-
Support	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Other	-	252,000	126,000	126,000	-	-	252,000	126,000	126,000	-
GRAND TOTAL	**-**	**252,000**	**126,000**	**126,000**	**-**	**-**	**252,000**	**126,000**	**126,000**	**-**
By Appropriation										
Health Program Operations (N28)	-	252,000	126,000	126,000	-	-	252,000	126,000	126,000	-
GRAND TOTAL	**-**	**252,000**	**126,000**	**126,000**	**-**	**-**	**252,000**	**126,000**	**126,000**	**-**

	Name	Date
Lead Budget Analyst	Soraya Miller	2/9/2024
Bureau Chief	Joe Havig	2/9/2024
Chief Financial Officer	Jess Benson	2/9/2024

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Document ID: 0.7.3995.5006-000006
Owner: None
Filename: HF2199.pdf <extracted>
Last Modified: Thu Feb 15 18:49:36 CST 2024

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House File 2199 - Introduced

HOUSE FILE 2199
BY GRASSLEY, FRY, NORDMAN,
P. THOMPSON, BEST,
INGELS, MOHR, JENEARY,
BRADLEY, GERHOLD, MOORE,
STOLTENBERG, FISHER,
JOHNSON, M. THOMPSON,
YOUNG, WULF, MEGGERS,
SIEGRIST, VONDRAN, MOMMSEN,
SHERMAN, HORA, BOSSMAN,
KNIFF MCCULLA, KAUFMANN,
COLLINS, and A. MEYER

A BILL FOR

1 An Act relating to health care employment agencies, including
2 the statewide maximum allowable charges schedule applicable
3 to nursing services provided by health care employment
4 agency workers, providing penalties, and including effective
5 date and retroactive applicability provisions.
6 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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H.F. 2199

1 Section 1. Section 135Q.1, Code 2024, is amended to read as
2 follows:
3 **135Q.1 Definitions.**
4 As used in this chapter, unless the context otherwise
5 requires:
6 1. *"Department"* means the department of inspections,
7 appeals, and licensing.
8 2. *"Health care employment agency"* or *"agency"* means ~~an~~ any
9 of the following:
10 *a.* An agency that contracts with a health care entity
11 in this state to provide agency workers for temporary or
12 temporary-to-hire employee placements.
13 *b.* A health care technology platform.
14 3. *"Health care employment agency worker"* or *"agency worker"*
15 means an individual who contracts with or is employed by a
16 health care employment agency to provide nursing services to
17 health care entity consumers.
18 4. *"Health care entity"* means a facility, agency, or program
19 licensed or certified by the department or by the centers for
20 Medicare and Medicaid services of the United States department
21 of health and human services.
22 5. *"Health care technology platform"* or *"platform"* includes
23 an individual, a trust, a partnership, a corporation, a limited
24 liability partnership or company, or any other business entity
25 that develops and operates, offers, or maintains a system or
26 technology that provides an internet-based or application-based
27 marketplace through which an individual as an independent
28 contractor, and in the individual's sole discretion, chooses
29 when and how often to utilize the platform to bid on or select
30 open shifts posted by a health care entity to provide nursing
31 services to a health care entity.
32 6. *"Individual agency worker category"* includes registered
33 nurses, licensed practical nurses, certified nurse aides,
34 certified medication aides, home health aides, medication
35 managers, and noncertified or nonlicensed staff providing

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1 personal care as defined in section 231C.2 who are health care
2 employment agency workers.
3 ~~5.~~ 7. *"Managing entity"* means a business entity,
4 owner, ownership group, chief executive officer, program
5 administrator, director, or other decision maker whose
6 responsibilities include directing the management or policies
7 of a health care employment agency. *"Managing entity"* includes
8 an individual who, directly or indirectly, holds a beneficial
9 interest in a corporation, partnership, or other business
10 entity that constitutes a managing entity.
11 ~~6.~~ 8. *"Nursing services"* means those services which may be
12 provided only by or under the supervision of a nurse. *"Nursing*
13 *services"* includes services performed by a registered nurse, a
14 licensed practical nurse, a certified nurse aide, a certified
15 medication aide, a home health aide, a medication manager, or
16 by noncertified or nonlicensed staff providing personal care
17 as defined in section 231C.2. *"Nursing services"* does not
18 include the practice of nursing by an advanced registered nurse
19 practitioner or an advanced practice registered nurse licensed
20 under chapter 152 or 152E.
21 9. *"Nursing services professionals"* includes registered
22 nurses, licensed practical nurses, certified nurse aides,
23 certified medication aides, home health aides, medication
24 managers, and noncertified or nonlicensed staff providing
25 personal care as defined in section 231C.2 who are not health
26 care employment agency workers but instead are employed
27 directly by or contract directly with a health care entity.
28 Sec. 2. Section 135Q.2, Code 2024, is amended to read as
29 follows:
30 **135Q.2 Health care employment agency requirements —**
31 **registration — liability ~~— penalties~~.**
32 1. *a.* A health care employment agency operating in the
33 state shall register annually with the department. Each
34 separate location of a health care employment agency shall
35 register annually with and pay an annual registration fee of

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1 five hundred dollars to the department. The department shall
2 issue each location a separate certification of registration
3 upon approval of registration and payment of the fee. The
4 annual registration fees shall be retained by the department as
5 repayment receipts as defined in section 8.2.
6 *b.* A health care employment agency that fails to register
7 with the department as required under this section is
8 prohibited from contracting with a health care entity in this
9 state.
10 2. A health care employment agency shall do all of the
11 following:
12 *a.* Ensure that agency workers comply with all applicable
13 requirements relating to the health requirements and
14 qualifications of personnel in health care entity settings.
15 *b.* Document that each agency worker meets the minimum
16 licensing, certification, training, and health requirements
17 and the continuing education standards for the agency worker's
18 position in the health care entity setting.
19 *c.* Maintain records for each agency worker and report,
20 file, or otherwise provide any required documentation to
21 external parties or regulators which would otherwise be the
22 responsibility of the health care entity if the agency worker
23 was employed by the health care entity.
24 *d.* Maintain professional and general liability insurance
25 coverage with minimum per occurrence coverage of one million
26 dollars and aggregate coverage of three million dollars to
27 insure against loss, damage, or expense incident to a claim
28 arising out of the death or injury of any person as the result
29 of negligence or malpractice in the provision of services by
30 the agency or an agency worker.
31 3. *a.* A health care employment agency shall not do any of
32 the following:
33 (1) Restrict in any manner the employment opportunities
34 of an agency worker by including a non-compete clause in any
35 contract with an agency worker or health care entity.

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1 (2) In any contract with an agency worker or health care
2 entity, require payment of liquidated damages, employment fees,
3 or other compensation if the agency worker is subsequently
4 hired as a permanent employee of the health care entity.
5 (3) Use the establishment of, or the required applicability
6 of, the statewide maximum allowable charges schedule as a basis
7 for prohibiting or otherwise interfering with a wage increase
8 for any agency worker.
9 *b.* This subsection shall not apply to a contract between
10 a health care employment agency and an agency worker or a
11 health care entity if the contract meets all of the following
12 criteria:
13 (1) The contract is entered into for the purpose of placing
14 an agency worker the health care employment agency assisted in
15 obtaining authorization to work in the United States.
16 (2) The contract contains an initial duration term of
17 not less than twenty-four months and a total duration term,
18 including any renewals or extensions, of not more than
19 thirty-six months.
20 (3) The contract requires the agency worker to work for
21 a single health care entity for the entire duration of the
22 contract.
23 *c.* Any contract that violates this subsection shall be
24 unenforceable in court.
25 4. A health care employment agency shall submit a report to
26 the department on a quarterly basis for each health care entity
27 participating in Medicare or Medicaid with whom the agency
28 contracts that includes all of the following by provider type:
29 *a.* A detailed list of the average amount charged to the
30 health care entity for each individual agency worker category.
31 *b.* A detailed list of the average amount paid by the agency
32 to agency workers in each individual agency worker category.
33 ~~5. *a.* A health care employment agency that violates~~
34 ~~subsection 1 or subsection 2 is subject to denial or revocation~~
35 ~~of registration for a period of one year and a monetary penalty~~

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1 ~~of five hundred dollars for a first offense and five thousand~~
2 ~~dollars for each offense thereafter.~~
3 ~~*b.* A health care employment agency that violates subsection~~
4 ~~3 or that knowingly provides an agency worker who has an~~
5 ~~illegally or fraudulently obtained or issued diploma,~~
6 ~~registration, license, certification, or background check to~~
7 ~~a health care entity is subject to immediate revocation of~~
8 ~~registration. The department shall notify the agency thirty~~
9 ~~days in advance of the date of such revocation.~~
10 ~~*c.* (1) The managing entity of an agency for which~~
11 ~~registration has been denied or revoked under this subsection~~
12 ~~shall not be eligible to apply for or be granted registration~~
13 ~~for another agency during the two-year period following the~~
14 ~~date of the denial or revocation.~~
15 ~~(2) The department shall not approve a new registration~~
16 ~~or renew an existing registration for any agency for which~~
17 ~~the managing entity is also the managing entity of an agency~~
18 ~~for which registration has been denied or revoked during the~~
19 ~~two-year period in which registration of the violating agency~~
20 ~~is denied or revoked.~~
21 ~~6.~~ 5. The department shall establish a system for members
22 of the public to report complaints against an agency or
23 agency worker. The department shall investigate any complaint
24 received and shall report the department's findings to the
25 complaining party and the agency involved.
26 Sec. 3. NEW SECTION. **135Q.3 Statewide maximum allowable**
27 **charges schedule — establishment and annual revision — required**
28 **utilization and compliance — rules.**
29 1. The department of health and human services shall
30 annually establish and publish by September 30, a statewide
31 maximum allowable charges schedule that shall be applicable
32 January 1 of the immediately following calendar year to nursing
33 services provided by a health care employment agency worker.
34 The department of health and human services shall utilize the
35 most recently preceding nursing facility cost report schedule

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1 H to calculate the statewide maximum allowable charges. The
2 department of health and human services, in collaboration
3 with stakeholders, shall develop a process to periodically
4 obtain wage information from provider types other than nursing
5 facilities.
6 2. The amounts established in the statewide maximum
7 allowable charges schedule shall meet all of the following
8 requirements:
9 *a.* The amounts shall be no greater than one hundred fifty
10 percent of the statewide average wage paid in the most recently
11 preceding cost report year by a specific type of health care
12 entity to a nursing services professional, within a specific
13 nursing services professional category, and within the
14 applicable core-based statistical area of the state.
15 *b.* The amounts shall be inclusive of the hourly rate,
16 administrative fees, contract fees, transportation or travel
17 stipends, per diems, and any other costs a health care
18 employment agency is authorized to include in the charge to a
19 health care entity for nursing services provided by an agency
20 worker within an individual agency worker category.
21 3. Each separate location of a health care employment agency
22 registered under section 135Q.2 shall utilize and comply with
23 the statewide maximum allowable charges schedule established
24 under this section.
25 4. The department of health and human services, in
26 cooperation with the department, shall adopt rules pursuant to
27 chapter 17A to administer this section.
28 Sec. 4. NEW SECTION. **135Q.4 Penalties.**
29 1. *a.* A health care employment agency that violates
30 section 135Q.2, subsection 1 or 4, is subject to an initial
31 monetary penalty of five thousand dollars and shall be provided
32 notification and given a thirty-day grace period in which to
33 comply.
34 *b.* A health care employment agency that fails to comply
35 following the notification and within the thirty-day grace

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1 period under paragraph *"a"*, shall be subject to a monetary
2 penalty of twenty-five thousand dollars.
3 *c.* If a health care employment agency fails to comply
4 with paragraph *"b"*, the health care employment agency shall
5 be subject to an additional monetary penalty of twenty-five
6 thousand dollars, revocation of registration, and denial of
7 subsequent registration for up to three years.
8 2. *a.* A health care employment agency that violates section
9 135Q.2, subsection 2, or that knowingly provides an agency
10 worker who has an illegally or fraudulently obtained or issued
11 diploma, registration, license, certification, or background
12 check to a health care entity is subject to a monetary penalty
13 of five thousand dollars for each violation.
14 *b.* If a health care employment agency commits a second or
15 subsequent violation of section 135Q.2, subsection 2, within
16 any three-year period, the health care employment agency shall
17 be subject to immediate revocation of registration. The
18 department shall notify the agency thirty days in advance of
19 the date of such revocation.
20 3. A health care employment agency that violates section
21 135Q.2, subsection 3, is subject to a monetary penalty of
22 twenty-five thousand dollars for the first violation. If
23 a health care employment agency violates section 135Q.2,
24 subsection 3, a second or subsequent time, the health care
25 employment agency shall be subject to immediate revocation of
26 registration, and shall not be eligible to apply for or be
27 granted registration for the three-year period immediately
28 following the date of revocation.
29 4. A health care employment agency that violates section
30 135Q.3 shall be subject to a monetary penalty of five thousand
31 dollars for the first violation, and a monetary penalty of
32 twenty-five thousand dollars for each subsequent violation.
33 5. *a.* The managing entity of an agency for which
34 registration has been denied or revoked under this section
35 shall not be eligible to apply for or be granted registration

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1 for another agency during the three-year period following the
2 date of the denial or revocation.
3 *b.* The department shall not approve a new registration
4 or renew an existing registration for any agency for which
5 the managing entity is also the managing entity of an agency
6 for which registration has been denied or revoked during the
7 three-year period in which registration of the violating agency
8 is denied or revoked.
9 6. Any monetary penalties collected under this section
10 shall be retained by the department as repayment receipts as
11 defined in section 8.2.
12 Sec. 5. NEW SECTION. **135Q.5 Department annual report.**
13 The department shall submit an annual report to the general
14 assembly by January 15, for the immediately preceding fiscal
15 year, that includes a summary of the number of registrations
16 issued and the amount of registration fees collected, the
17 violations of this chapter, the amount of monetary penalties
18 collected, the number of health care employment agencies and
19 managing entities for whom a registration was revoked or
20 denied, the statewide maximum allowable charges schedule, and
21 any recommendations for changes to the chapter.
22 Sec. 6. EFFECTIVE DATE. This Act, being deemed of immediate
23 importance, takes effect upon enactment.
24 Sec. 7. RETROACTIVE APPLICABILITY. This Act applies
25 retroactively to any contract between a health care employment
26 agency and an agency worker or health care entity referred to
27 under this Act that was entered into or executed on or after
28 January 1, 2019.
29 EXPLANATION

30 **The inclusion of this explanation does not constitute agreement with**
31 **the explanation's substance by the members of the general assembly.**

32 This bill relates to health care employment agencies
33 (agency), including the maximum allowable charges an agency may
34 charge a health care entity for nursing services provided by a
35 health care employment agency worker (agency worker).

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1 The bill defines terms used in the bill, including "health
2 care employment agency" which includes a "health care
3 technology platform" as defined in the bill; "individual agency
4 worker category" which includes specified health professionals
5 who are agency workers, and "nursing services professionals"
6 which includes the same specified health professionals who are
7 not agency workers but are instead employed directly by, or
8 contract directly with, a health care entity.
9 The bill requires the department of health and human
10 services (HHS) to annually establish and publish by September
11 30, a statewide maximum allowable charges schedule (charges
12 schedule) applicable January 1 of the following calendar year
13 to nursing services provided by agency workers. The amounts
14 established in the charges schedule must be no greater than
15 150 percent of the statewide average wage paid in the most
16 recently preceding cost report year by a specific type of
17 health care entity to a nursing services professional, within
18 a specific nursing services professional category, and within
19 the applicable core-based statistical area of the state; and
20 must be inclusive of the hourly rate, administrative fees,
21 contract fees, transportation or travel stipends, per diems,
22 and any other costs an agency is authorized to include in the
23 charge to a health care entity for nursing services provided by
24 an agency worker within an individual agency worker category.
25 The bill requires each separate location of an agency
26 registered in the state to utilize and comply with the charges
27 schedule established under the bill. The bill directs HHS in
28 cooperation with the department of inspections, appeals, and
29 licensing (DIAL) to adopt administrative rules to administer
30 these provisions of the bill. The bill prohibits an agency
31 from using the establishment of, or the required applicability
32 of, the charges schedule as a basis for prohibiting or
33 otherwise interfering with a wage increase for any agency
34 worker.
35 The bill amends current penalties under Code chapter

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1 135Q and includes new penalties for violations of provisions
2 included in the bill.
3 The bill provides that an agency that violates Code
4 section 135Q.2(1) (relating to required registration and the
5 prohibition against contracting with a health care entity in
6 the state if the agency is not registered), or Code section
7 135Q.2(4) (relating to submitting quarterly reports to DIAL),
8 is subject to an initial monetary penalty of $5,000 and shall
9 be provided notification and given a 30-day grace period in
10 which to comply. If the agency fails to comply following the
11 notification and within the 30-day grace period, the agency
12 shall be subject to a monetary penalty of $25,000. If the
13 agency continues the noncompliance, the agency shall be subject
14 to an additional monetary penalty of $25,000, revocation of
15 registration, and denial of subsequent registration for up
16 to three years. The bill also provides that an agency that
17 violates Code section 135Q.2(2) (relating to certain prohibited
18 restrictions on agency workers or health care entities and
19 contracting prohibitions), or that knowingly provides an agency
20 worker who has an illegally or fraudulently obtained or issued
21 diploma, registration, license, certification, or background
22 check to a health care entity is subject to a monetary penalty
23 of $5,000 for each violation, and to immediate revocation of
24 registration. If the agency commits a second or subsequent
25 violation within any three-year period, the health care
26 employment agency shall be subject to immediate revocation of
27 registration. Under the bill, an agency that violates Code
28 section 135Q.2(3) (relating to contracting with agency workers
29 and health care entities) is subject to a monetary penalty of
30 $25,000 for a first offense, and to immediate revocation of
31 registration and denial of registration for the three-year
32 period following revocation for a second or subsequent
33 violation.
34 An agency that violates Code section 135Q.3 (relating
35 to requirements regarding the statewide allowable charges

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HF2199.pdf <extracted> for Printed Item: 982 (Attachment 6 of 7)

1 schedule), shall be subject to a monetary penalty of $5,000 for
2 the first violation and a monetary penalty of $25,000 for each
3 subsequent violation.
4 The bill also provides that the managing entity of an agency
5 for which registration has been denied or revoked shall not be
6 eligible to apply for or be granted registration for another
7 agency during the three-year period following the date of
8 the denial or revocation; and DIAL shall not approve a new
9 registration or renew an existing registration for any agency
10 for which the managing entity is also the managing entity of
11 an agency for which registration has been denied or revoked
12 during the three-year period in which registration of the
13 violating agency is denied or revoked. The bill provides that
14 any monetary penalties collected shall be retained by DIAL as
15 repayment receipts as defined in Code section 8.2.
16 The bill requires DIAL to submit an annual report to
17 the general assembly by January 15, for the immediately
18 preceding fiscal year, that includes a summary of the number
19 of registrations issued and the amount of registration
20 fees collected, the violations of the chapter, the amount
21 of monetary penalties collected, the number of health
22 care employment agencies and managing entities for whom a
23 registration was revoked or denied, the charges schedule, and
24 any recommendations for changes to the Code chapter. The bill
25 takes effect upon enactment and applies retroactively to any
26 contract between a health care employment agency and an agency
27 worker or health care entity referred to under the bill that
28 was entered into or executed on or after January 1, 2019.

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IA-DHHS-24-0418-A-008009

Document ID: 0.7.3995.5006-000007
Owner: None
Filename: image001.jpg
Last Modified: Thu Feb 15 18:49:36 CST 2024

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IOWA Health and Human Services

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Document ID: 0.7.3995.5003

From: None
To: Benson, Jess
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4e10f0c863f84dddb1228812c7ba0ef9-benson, jes>
Cc:
Bcc:
Subject: FW: Fiscal Note Data Request for LSB 5180XL [HSB649] FN-103
Date: Thu Feb 15 2024 18:45:22 CST
Attachments: FN24-103 Template V2.xlsx
HSB649.pdf

-----Original Message-----
From: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Sent: Thursday, February 15, 2024 2:59 PM
To: Hurtado-Peters, Sandra [IDOM] <sandra.hurtado-peters@iowa.gov>
Cc: Malone, Carrie L. <cmalone@dhs.state.ia.us>
Subject: FW: Fiscal Note Data Request for LSB 5180XL [HSB649] FN-103

Fiscal impact cannot be determined, narrative provided.

Jody Lane-Molnari, LSBW, MPA
Associate Legislative Liaison
Division of Strategic Operations
Iowa Department of Health and Human Services
321 E 12th St., Des Moines, IA 50319
515-377-0157 Teams
jlanemo@dhs.state.ia.us
HHS.Iowa.gov

-----Original Message-----
From: louie.hoehle@legis.iowa.gov <louie.hoehle@legis.iowa.gov>
Sent: Thursday, February 1, 2024 2:49 PM
To: Lane-Molnari, Jody <jlanemo@dhs.state.ia.us>
Subject: Fiscal Note Data Request for LSB 5180XL [HSB649]

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 5180XL [HSB649].

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Please attach your working papers or spreadsheets used to calculate the cost. As an alternative, a form has been provided for calculating costs, if you prefer to use the LSA form. Please submit all spreadsheets and supporting documentation by 02/08/2024.

==========

==========

If you have questions or comments, please call me, Louie Hoehle at 515.281.6561 for more information.

cc.
Carrie Malone
Jody Lane-Molnari

Please do not reply to this email as this email account is not monitored.

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Document ID: 0.7.3995.5003-000001	
Owner:	None
Filename:	FN24-103 Template V2.xlsx
Last Modified:	Thu Feb 15 18:45:22 CST 2024

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Iowa Department of Health & Human Services
FN24-103 Assumptions
Date: 02/06/2024

Selected Impact Areas:

[X] UNDETERMINED FISCAL IMPACT
HHS is unable to assess the full impact from modifying data collection systems to comply with the bill. Based on a preliminary review of HHS data collection systems, every data system will need to be reviewed to determine compliance with the requirements of this bill. Currently, with the requirements of the bill, an IT estimate would be too ambiguous/high level to be determined. Every system (over 100) would need to be updated with the female data point. Some systems have sex, some have gender, and some have both data points and the bill is not clear on which would need to be updated in the systems. Depending on each system, some would require minimal effort and some would require significant effort to update. Updates would also be needed to non-internal vendor based systems as well. It is also unclear what impact this bill will have on HHS's ability to comply with federal funding requirements.

[ ] Clients Served/Caseloads

[ ] Wait Lists/Interest Lists

[ ] Study/Report

[ ] Advisory Committee

[ ] Cross Agency Collaboration

[ ] FTEs (and supporting costs)

[ ] Contractors (staff augmentation)

[ ] Training (current staff)

[ ] Health Equity Considerations

[ ] Applications/Systems Changes

[ ] Other IT Costs

[ ] Mailing/Community Outreach

[ ] Program Support Contract(s)

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Iowa Department of Health & Human Services
FN24-103 Assumptions
Date: 02/06/2024

Selected Impact Areas:

- [ ] Provider Reimbursement
- [ ] Fee-for-Service Rates
- [ ] Managed Care Rates
- [ ] Federal Matching Funds

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Iowa Department of Health & Human Services
FN24-103 Fiscal Impact Summary
Date: 02/06/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
One-Time Costs										
Information Technology										
FTEs										
IT Staffing, Software, Vendor and Services										
Contractors (staff augmentation)										
Applications/Systems Changes										
Other IT Costs										
Total One-Time Costs										
Ongoing Costs										
Field Operations										
FTEs										
Training										
Support Costs										
Addictive Disorders										
FTEs										
Training										
Support Costs										
Program Costs										
Medical Assistance										
Provider Reimbursement										
Health Program Operations										
Provider Services Contract										
FIP										
Caseload Increase										
Total Ongoing Costs										
GRAND TOTAL	**The fiscal impact cannot be determined.**									

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Iowa Department of Health & Human Services
FN24-103 Fiscal Impact Summary
Date: 02/06/2024

	SFY25					SFY26				
Program/Area	FTEs	Total	Federal	State	Other	FTEs	Total	Federal	State	Other
Salary										
Support										
Capital										
Other										
GRAND TOTAL	**The fiscal impact cannot be determined.**									
By Appropriation										
Healthy Children and Families (K05)										
General Administration (M01)										
Family Investment Program Technology (N01)										
Medical Assistance (N20)										
GRAND TOTAL	**The fiscal impact cannot be determined.**									

	Name	Date
Lead Budget Analyst	Joe Havig	2/12/2024
Bureau Chief	Joe Havig	2/12/2024
Chief Financial Officer	Jess Benson	2/12/2024

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Document ID: 0.7.3995.5003-000002
Owner: None
Filename: HSB649.pdf
Last Modified: Thu Feb 15 18:45:22 CST 2024

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House Study Bill 649 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED GOVERNOR BILL)

A BILL FOR

1 An Act relating to the term sex and related terms for purposes
2 of statutory construction, including an indication of
3 a person's sex on certain vital records and on certain
4 applications and identification cards.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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S.F. _____ H.F. _____

1 Section 1. NEW SECTION. **4.1A Statutory construction — sex**
2 **and related terms.**
3 1. In the construction of statutes, the following rules
4 shall be observed with regard to a person's biological sex:
5 *a.* *"Sex"* means a person's biological sex, either male or
6 female, at birth, unless otherwise provided by law.
7 *b.* A *"female"* is a person whose biological reproductive
8 system is developed to produce ova and a *"male"* is a person
9 whose biological reproductive system is developed to fertilize
10 the ova of a female.
11 *c.* The term *"woman"* or *"girl"* refers to a female and the
12 term *"man"* or *"boy"* refers to a male.
13 *d.* The term *"mother"* means a parent who is female and the
14 term *"father"* means a parent who is male.
15 *e.* The term *"equal"* does not mean *"same"* or *"identical"*.
16 *f.* Separate accommodations are not inherently unequal.
17 *g.* A person born with a medically verifiable diagnosis of
18 disorder or difference of sex development shall be provided the
19 legal protections and accommodations afforded under the federal
20 Americans with Disabilities Act of 1990 and applicable state
21 law.
22 2. Any state law, policy, or program that prohibits
23 discrimination on the basis of sex shall be construed to forbid
24 unfair treatment of females or males in relation to similarly
25 situated members of the opposite sex.
26 3. Notwithstanding any provision of state law to the
27 contrary, distinctions based on sex, including but not limited
28 to in prisons or other detention facilities, domestic violence
29 shelters, rape crisis centers, locker rooms, restrooms, and in
30 other contexts where health, safety, or privacy are implicated
31 resulting in separate accommodations, are substantially related
32 to the important government objectives of protecting the
33 health, safety, and privacy of the persons in these contexts.
34 4. Any state department or subunit of a department, or any
35 political subdivision of the state including a city, county,

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1 township, or school district that collects vital statistics for
2 the purpose of complying with state antidiscrimination laws,
3 or for the purpose of gathering accurate state public health,
4 crime, economic, or other data, shall identify the sex of each
5 person included in the collected data as either male or female.
6 5. For the purposes of this section, *"state law"* includes
7 any state statute or rule.
8 Sec. 2. Section 144.13, Code 2024, is amended by adding the
9 following new subsection:
10 NEW SUBSECTION. 5. A certificate of birth filed under this
11 section shall include a designation of the sex of the person as
12 defined in section 4.1A.
13 Sec. 3. Section 144.23, Code 2024, is amended to read as
14 follows:
15 **144.23 State registrar to ~~issue~~ establish new certificate of**
16 **birth.**
17 1. The state registrar shall establish a new certificate of
18 birth for a person born in this state, when the state registrar
19 receives the following:
20 ~~1.~~ *a.* An adoption report as provided in section 144.19, or
21 a certified copy of the decree of adoption together with the
22 information necessary to identify the original certificate of
23 birth and to establish a new certificate of birth.
24 ~~2.~~ *b.* A request that a new certificate be established and
25 evidence proving that the person for whom the new certificate
26 is requested has been legitimated, or that a court of competent
27 jurisdiction has determined the paternity of the person.
28 ~~3.~~ *c.* A notarized affidavit by a licensed physician and
29 surgeon or osteopathic physician and surgeon stating that by
30 reason of surgery or other treatment by the licensee, the
31 sex designation of the person has been changed. The state
32 registrar may make a further investigation or require further
33 information necessary to determine whether a sex change has
34 occurred.
35 2. *a.* Pursuant to section 4.1A, a new certificate of birth

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1 established under subsection 1, paragraph "*a*" or "*b*", shall
2 include a designation of the sex of the person, as male or
3 female, at birth.
4 *b.* Pursuant to section 4.1A, a new certificate of birth
5 established under subsection 1, paragraph "*c*", following a
6 change in sex designation, shall include a designation of the
7 sex of the person, as male or female, both at the time of birth
8 and at the time the new certificate of birth is established.
9 Sec. 4. Section 144.24, subsections 1 and 2, Code 2024, are
10 amended to read as follows:
11 1. If a new certificate of birth is established, the actual
12 place and date of birth shall be shown on the certificate and
13 the certificate shall include a designation of the person's
14 sex pursuant to section 144.23. The certificate shall be
15 substituted for the original certificate of birth.
16 2. Following substitution of the original certificate of
17 birth with a new certificate of birth, the original certificate
18 and the evidence of adoption, paternity, or legitimation~~, or~~
19 ~~sex change~~ shall not be subject to inspection except under
20 order of a court of competent jurisdiction, including but
21 not limited to an order issued pursuant to section 600.16A,
22 as provided in section 144.23A or 144.24A, or as provided by
23 administrative rule for statistical or administrative purposes
24 only.
25 Sec. 5. Section 321.182, subsection 1, paragraph a, Code
26 2024, is amended to read as follows:
27 *a.* Make application on a form provided by the department
28 which shall include the applicant's full name, signature,
29 current mailing address, current residential address, date
30 of birth, social security number, and physical description
31 including sex, height, and eye color. The application may
32 contain other information the department may require by rule.
33 Pursuant to procedures established by the department and for
34 an applicant who is a foreign national temporarily present in
35 this state, the department may waive the requirement that the

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1 application include the applicant's social security number.
2 For the purposes of this paragraph, "*sex*" means the same as
3 defined in section 4.1A. If the applicant evidences through
4 a notarized affidavit by a licensed physician and surgeon or
5 osteopathic physician and surgeon that by reason of surgery or
6 other treatment the applicant's sex designation has changed,
7 the application shall reflect the sex designation of the person
8 both at the time of birth and at the time the application is
9 made.
10 Sec. 6. Section 321.189, subsection 2, paragraph a, Code
11 2024, is amended to read as follows:
12 *a.* Appearing on the driver's license shall be a
13 distinguishing number assigned to the licensee; the licensee's
14 full name, date of birth, sex, and residence address; a color
15 photograph; a physical description of the licensee; the name of
16 the state; the dates of issuance and expiration; and the usual
17 signature of the licensee. The license shall identify the
18 class of vehicle the licensee may operate and the applicable
19 endorsements and restrictions which the department shall
20 require by rule. For the purposes of this paragraph, "*sex*"
21 means the same as defined in section 4.1A. If the applicant
22 evidences through a notarized affidavit by a licensed physician
23 and surgeon or osteopathic physician that by reason of surgery
24 or other treatment the applicant's sex designation has changed,
25 the license shall reflect the sex designation of the person
26 both at the time of birth and at the time the application is
27 made under section 321.182.
28 Sec. 7. Section 321.190, subsection 1, paragraph a, Code
29 2024, is amended to read as follows:
30 *a.* (1) The department shall, upon application and payment
31 of the required fee, issue to an applicant a nonoperator's
32 identification card. To be valid the card shall bear a
33 distinguishing number other than a social security number
34 assigned to the cardholder, the full name, date of birth,
35 sex, residence address, a physical description and a color

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1 photograph of the cardholder, the usual signature of the
2 cardholder, and such other information as the department
3 may require by rule. An applicant for a nonoperator's
4 identification card shall apply for the card in the manner
5 provided in section 321.182, subsections 1 through 3. For
6 the purposes of this paragraph, "*sex*" means the same as
7 defined in section 4.1A. If the applicant evidences through
8 a notarized affidavit by a licensed physician and surgeon or
9 osteopathic physician and surgeon that by reason of surgery or
10 other treatment the applicant's sex designation has changed,
11 the nonoperator's identification card shall reflect the sex
12 designation of the person both at the time of birth and at the
13 time the application is made.
14 (2) The card shall be issued to the applicant at the time of
15 application pursuant to procedures established by rule.
16 (3) An applicant for a nonoperator's identification card
17 who is required by 50 U.S.C. app. §451 et seq. to register with
18 the United States selective service system shall be registered
19 by the department with the selective service system as provided
20 in section 321.183.
21 EXPLANATION

22 **The inclusion of this explanation does not constitute agreement with**
23 **the explanation's substance by the members of the general assembly.**

24 This bill relates to the term sex and related terms for
25 purposes of statutory construction.
26 The bill creates a new Code section 4.1A (statutory
27 construction — sex and related terms). The bill provides
28 that certain rules of statutory construction shall be observed
29 with regard to a person's sex. These rules with regard to a
30 person's sex include:
31 1. "Sex" means a person's biological sex, either male or
32 female, at birth, unless otherwise provided by law.
33 2. A "female" is a person whose biological reproductive
34 system is developed to produce ova and a "male" is a person
35 whose biological reproductive system is developed to fertilize

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1 the ova of a female.
2 3. The term "woman" or "girl" refers to a female and the
3 term "man" or "boy" refers to a male.
4 4. The term "mother" means a parent who is female and the
5 term "father" means a parent who is male.
6 5. The term "equal" does not mean "same" or "identical".
7 6. Separate accommodations are not inherently unequal.
8 7. A person born with a medically verifiable diagnosis of
9 disorder or difference of sex development shall be provided the
10 legal protections and accommodations afforded under the federal
11 Americans with Disabilities Act of 1990 and applicable state
12 law.
13 Additionally, under the bill, any state law, policy, or
14 program that prohibits discrimination on the basis of sex shall
15 be construed to forbid unfair treatment of females or males in
16 relation to similarly situated members of the opposite sex.
17 Notwithstanding any provision of state law to the contrary,
18 distinctions based on sex in various contexts where health,
19 safety, or privacy are implicated resulting in separate
20 accommodations, are substantially related to the important
21 government objectives of protecting the health, safety, and
22 privacy of the persons in these contexts. In addition, any
23 state department or subunit of a department, or any political
24 subdivision of the state including a city, county, township,
25 or school district that collects vital statistics for the
26 purpose of complying with state antidiscrimination laws or for
27 the purpose of gathering accurate state public health, crime,
28 economic, or other data, shall identify the sex of each person
29 included in the collected data as either male or female.
30 The bill defines "state law" for the purposes of new Code
31 section 4.1A.
32 The bill also amends provisions under Code chapter 144
33 (vital statistics). The bill requires that an original
34 certificate of birth shall include a designation of the sex of
35 the person as defined in new Code section 4.1A. With regard

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1 to a new certificate of birth, if a new certificate of birth
2 is established after the state registrar receives an adoption
3 report or a certified copy of an adoption decree or following
4 a determination of paternity, the new certificate of birth
5 shall include a designation of sex of the person at birth;
6 and if a new certificate of birth is established after the
7 state registrar receives a notarized affidavit by a licensed
8 physician and surgeon or osteopathic physician and surgeon
9 stating that by reason of surgery or other treatment by the
10 licensee, the sex designation of the person has been changed,
11 the new certificate of birth shall include a designation of the
12 sex of the person both at the time of birth and at the time of
13 establishment of the new certificate of birth.
14 The bill amends provisions in Code chapter 321 (motor
15 vehicles and law of the road) to define "sex" the same as in
16 new Code section 4.1A for the purposes of including the sex of
17 the person in an application for a license or a nonoperator's
18 identification card, and on a person's driver's license or
19 nonoperator's identification card.
20 If an applicant for a driver's license or a nonoperator's
21 identification card evidences through a notarized affidavit
22 by a licensed physician and surgeon or osteopathic physician
23 and surgeon that by reason of surgery or other treatment the
24 applicant's sex designation has changed, the applications and
25 the driver's license and nonoperator's identification card
26 shall reflect the sex designation of the person both at the
27 time of birth and at the time the application is made.

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IA-DHHS-24-0418-A-008027

Document ID: 0.7.3995.5004

From: None
To: Frick, Lori
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Cc: Rhoads, Jana
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=7fca4091cff343588eb64139592ab189-rhoads, jan>
Bcc:
Subject: founded, confirmed, and not confirmed
Date:
Attachments: 232 (1).pdf
image001.jpg

Pursuant to Iowa Code section 232.71D(3)(a)(1) and (2)

232.71D Founded child abuse — central registry.
1. The requirements of this section shall apply to child abuse information relating to a report of child abuse and to a child abuse assessment performed in accordance with section 232.71B.
2. Except as otherwise provided in subsections 3 and 4, and section 235A.19, subsection 3, if the department issues a finding that the alleged child abuse meets the definition of child abuse under section 232.68, subsection 2, the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse.
3. a. Unless any of the circumstances listed in paragraph “b” are applicable, cases to which any of the following circumstances apply shall not be placed in the central registry:
(1) A finding of physical abuse in which the department has determined the injury resulting from the abuse was minor, isolated, and unlikely to reoccur.
(2) A finding of abuse by failure to provide adequate supervision or by failure to provide adequate clothing, in which the department has determined the risk from the abuse to the child’s health and welfare was minor, isolated, and unlikely to reoccur.
b. If any of the following circumstances apply in addition to those listed in paragraph “a”, the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse:
(1) The case was referred for juvenile or criminal court action as a result of the acts or omissions of the alleged perpetrator or a criminal or juvenile court action was initiated by the county attorney or juvenile court within twelve months of the date of the department’s report concerning the case, in which the alleged perpetrator was convicted of a crime involving the child or there was a delinquency or child in need of assistance adjudication.
(2) The department determines the acts or omissions of the alleged perpetrator meet the definition of child abuse and the department has previously determined within the five-year period preceding the issuance of the department’s report that the acts or omissions of the alleged perpetrator in a prior case met the definition of child abuse.

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(3) The department determines the alleged perpetrator of the child abuse will continue to pose a danger to the child who is the subject of the report of child abuse or to another child with whom the alleged perpetrator may come into contact.
4. Cases of alleged child abuse to which any of the following

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CHAPTER 232

JUVENILE JUSTICE

Referred to in §13B.9, 85.59, 123.47, 135.108, 135H.6, 135L.3, 232B.3, 232B.6, 233.2, 233A.5, 234.1, 234.46, 235A.13, 236.11, 236A.12, 237.1, 237.20, 238.32, 252D.1, 252D.16, 252D.16A, 252H.2, 252I.2, 252J.1, 256.177, 256.212, 257.11, 257.41, 273.2, 280.29, 299.8, 321.180B, 321.184, 321.482, 321G.14, 321I.15, 331.427, 331.756(42), 356.3, 462A.13, 483A.24, 598.21C, 600.5, 600.6, 600.8, 600.16A, 600B.41A, 602.6110, 602.7101, 602.7202, 602.8102(42), 664A.1, 664A.2, 664A.5, 664A.7, 709.12, 709A.1, 716.13, 716.14, 717B.1, 814.11, 815.9, 915.25, 915.37

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SUBCHAPTER I

CONSTRUCTION AND DEFINITIONS

232.1 Rules of construction.

This chapter shall be liberally construed to the end that each child under the jurisdiction of the court shall receive, preferably in the child's own home, the care, guidance and control that will best serve the child's welfare and the best interest of the state. When a child is removed from the control of the child's parents, the court shall secure the least restrictive care for the child's placement with a preference for placement with the child's family or a fictive kin.

[S13, §254-a14; C24, 27, 31, 35, 39, §**3617;** C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §232.1]

2022 Acts, ch 1098, §1

232.1A Foster care placement — annual goal.

The annual state goal for children placed in foster care that is funded under the federal Social Security Act, Tit. IV-E, is that not more than fifteen percent of the children will be in a foster care placement for a period of more than twenty-four months.

2005 Acts, ch 175, §101; 2010 Acts, ch 1061, §180

232.2 Definitions.

As used in this chapter unless the context otherwise requires:

1. *"Abandonment of a child"* means the relinquishment or surrender, without reference to any particular person, of the parental rights, duties, or privileges inherent in the parent-child relationship. Proof of abandonment must include both the intention to abandon and the acts by which the intention is evidenced. The term does not require that the relinquishment or surrender be over any particular period of time.

2. *"Adjudicatory hearing"* means a hearing to determine if the allegations of a petition are true.

3. *"Adult"* means a person other than a child.

4. *"Case permanency plan"* means the plan, mandated by Pub. L. No. 96-272 and Pub. L. No. 105-89, as codified in 42 U.S.C. §622(b)(10), 671(a)(16), and 675(1),(5), which is designed to achieve placement in the most appropriate, least restrictive, and most family-like setting available and in close proximity to the parent's home, consistent with the best interests and special needs of the child, and which considers the placement's proximity to the school in which the child is enrolled at the time of placement. The plan shall be developed by the department or agency involved and the child's parent, guardian, or custodian. If the child is fourteen years of age or older, the plan shall be developed in consultation with the child and, at the option of the child, with up to two persons chosen by the child to be members of the child's case planning team if such persons are not a foster parent of, or caseworker for, the child. The department may reject a person selected by a child to be a member of the child's case planning team at any time if the department has good cause to believe that the person would not act in the best interests of the child. One person selected by a child to be a member of the child's case planning team may be designated to be the child's advisor or, if necessary, the child's advocate with respect to the application of the reasonable and prudent parent standard. The plan shall specifically include all of the following:

a. Plans for carrying out the voluntary placement agreement or judicial determination pursuant to which the child entered care.

b. The type and appropriateness of the placement and services to be provided to the child.

c. The care and services that will be provided to the child, biological parents, and foster parents.

d. How the care and services will meet the needs of the child while in care and will facilitate the child's return home or other permanent placement.

e. The most recent information available regarding the child's health and education records, including the date the records were supplied to the agency or individual who is the child's foster care provider. If the child remains in foster care until the age of majority, the

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child is entitled to receive prior to discharge the most recent information available regarding the child's health and educational records.

f. Plans for retaining any suitable existing medical, dental, or mental health providers providing medical, dental, or mental health care to the child when the child entered foster care.

g. (1) When a child is fourteen years of age or older, a written transition plan of services, supports, activities, and referrals to programs which, based upon an assessment of the child's needs, would assist the child in preparing for the transition from foster care to adulthood. The transition plan and needs assessment shall be developed with a focus on the services, other support, and actions necessary to facilitate the child's successful entry into adulthood. The transition plan shall be personalized at the direction of the child and shall be developed with the child present, honoring the goals and concerns of the child, and shall address the following areas of need for the child's successful transition from foster care to adulthood, including but not limited to all of the following:

(a) Education.

(b) Employment services and other workforce support.

(c) Health and health care coverage.

(d) Housing and money management.

(e) Relationships, including local opportunities to have a mentor.

(f) If the needs assessment indicates the child is reasonably likely to need or be eligible for services or other support from the adult service system upon reaching age eighteen, the transition plan shall provide for the child's application for adult services.

(2) The transition plan shall be considered a working document and shall be reviewed and updated during a periodic case review, which shall occur at a minimum of once every six months. The transition plan shall also be reviewed and updated during the ninety calendar-day period preceding the child's eighteenth birthday and during the ninety calendar-day period immediately preceding the date the child is expected to exit foster care, if the child remains in foster care after the child's eighteenth birthday. The transition plan may be reviewed and updated more frequently.

(3) The transition plan shall be developed and reviewed by the department in collaboration with a child-centered transition team. The transition team shall be comprised of the child's caseworker and persons selected by the child, persons who have knowledge of services available to the child, and any person who may reasonably be expected to be a service provider for the child when the child becomes an adult or to become responsible for the costs of services at that time. If the child is reasonably likely to need or be eligible for adult services, the transition team membership shall include representatives from the adult services system. The membership of the transition team and the meeting dates for the team shall be documented in the transition plan.

(4) The final transition plan shall specifically identify how the need for housing will be addressed.

(5) If the child is interested in pursuing higher education, the transition plan shall provide for the child's participation in the college student aid commission's program of assistance in applying for federal and state aid under section 256.177.

(6) If the needs assessment indicates the child is reasonably likely to need or be eligible for services or other support from the adult service system upon reaching age eighteen, the transition plan shall be reviewed and approved by the transition committee for the area in which the child resides, in accordance with section 235.7, before the child reaches age seventeen and one-half. The transition committee's review and approval shall be indicated in the case permanency plan.

(7) The transition plan shall include a provision for the department or a designee of the department on or before the date the child reaches age eighteen, unless the child has been placed in foster care for less than thirty days, to provide to the child written verification of the child's foster care status, and a certified copy of the child's birth certificate, social security card, and driver's license or government-issued nonoperator's identification card. The fee for the certified copy of the child's birth certificate that is otherwise chargeable under section 144.13A, 144.46, or 331.605 shall be waived by the state or county registrar.

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h. The actions expected of the parent, guardian, or custodian in order for the department or agency to recommend that the court terminate a dispositional order for the child's out-of-home placement and for the department or agency to end its involvement with the child and the child's family.

i. If reasonable efforts to place a child for adoption or with a guardian are made concurrently with reasonable efforts as defined in section 232.102, the concurrent goals and timelines may be identified. Concurrent case permanency plan goals for reunification, and for adoption or for other permanent out-of-home placement of a child shall not be considered inconsistent in that the goals reflect divergent possible outcomes for a child in an out-of-home placement.

j. A provision that a designee of the department or other person responsible for placement of a child out-of-state shall visit the child at least once every six months.

k. If it has been determined that the child cannot return to the child's home, documentation of the steps taken to make and finalize an adoption or other permanent placement.

l. If it is part of the child's records or it is otherwise known that the child has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has been a victim or perpetrator of sexual abuse, that information shall be addressed in the plan and shall be provided to the child's parent, guardian, or foster parent or other person with custody of the child. The information shall be provided whether the child's placement is voluntary or made pursuant to a court determination. The information shall be provided at the time it is learned by the department or agency developing the plan and, if possible, at the time of the child's placement. The information shall only be withheld if ordered by the court or it is determined by the department or agency developing the plan that providing the information would be detrimental to the child or to the family with whom the child is living. In determining whether providing the information would be detrimental, the court, department, or agency shall consider any history of abuse within the child's family or toward the child.

m. The provisions involving sibling visitation or interaction required under section 232.108.

n. Documentation of the educational stability of the child while in foster care. The documentation shall include but is not limited to all of the following:

(1) Evidence there was an evaluation of the appropriateness of the child's educational setting while in placement and of the setting's proximity to the educational setting in which the child was enrolled at the time of placement.

(2) An assurance either that the department coordinated with appropriate local educational agencies to identify how the child could remain in the educational setting in which the child was enrolled at the time of placement or, if it was determined it was not in the child's best interest to remain in that setting, that the affected educational agencies would immediately and appropriately enroll the child in another educational setting during the child's placement and ensure that the child's educational records were provided for use in the new educational setting. For the purposes of this subparagraph, *"local educational agencies"* means the same as defined in the federal Elementary and Secondary Education Act of 1965, §9101, as codified in 20 U.S.C. §7801(26).

o. Any issues relating to the application of the reasonable and prudent parent standard and the child's participation in age or developmentally appropriate activities while in foster care.

5. *"Child"* means a person under eighteen years of age.

6. *"Child in need of assistance"* means a child who has been found to meet the grounds for adjudication pursuant to section 232.96A.

7. *"Chronic runaway"* means a child who is reported to law enforcement as a runaway more than once in any thirty-day period or three or more times in any year.

8. *"Complaint"* means an oral or written report which is made to the juvenile court by any person and alleges that a child is within the jurisdiction of the court.

9. *"Court"* means the juvenile court established under section 602.7101.

10. *"Court appointed special advocate"* means a person duly certified by the child

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advocacy board created in section 237.16 for participation in the court appointed special advocate program and appointed by the court to carry out duties pursuant to section 237.24.

11. *"Criminal or juvenile justice agency"* means any agency which has as its primary responsibility the enforcement of the state's criminal laws or of local ordinances made pursuant to state law.

12. *a.* *"Custodian"* means a stepparent or a relative within the fourth degree of consanguinity to a child who has assumed responsibility for that child, a person who has accepted a release of custody pursuant to subchapter IV, or a person appointed by a court or juvenile court having jurisdiction over a child.

b. The rights and duties of a custodian with respect to a child are as follows:

(1) To maintain or transfer to another the physical possession of that child.

(2) To protect, train, and discipline that child.

(3) To provide food, clothing, housing, and medical care for that child.

(4) To consent to emergency medical care, including surgery.

(5) To sign a release of medical information to a health professional.

c. All rights and duties of a custodian shall be subject to any residual rights and duties remaining in a parent or guardian.

13. *"Delinquent act"* means:

a. The violation of any state law or local ordinance which would constitute a public offense if committed by an adult except any offense which by law is exempted from the jurisdiction of this chapter.

b. The violation of a federal law or a law of another state which violation constitutes a criminal offense if the case involving that act has been referred to the juvenile court.

c. The violation of section 123.47 which is committed by a child.

d. The violation of sections 716.7 and 716.8, which is committed by a child.

e. The violation of section 724.4E which is committed by a child.

14. *"Department"* means the department of health and human services and includes the local and county officers of the department.

15. *"Desertion"* means the relinquishment or surrender for a period in excess of six months of the parental rights, duties, or privileges inherent in the parent-child relationship. Proof of desertion need not include the intention to desert, but is evidenced by the lack of attempted contact with the child or by only incidental contact with the child.

16. *"Detention"* means the temporary care of a child in a physically restricting facility designed to ensure the continued custody of the child at any point between the child's initial contact with the juvenile authorities and the final disposition of the child's case.

17. *"Detention hearing"* means a hearing at which the court determines whether it is necessary to place or retain a child in detention.

18. *"Director"* means the director of health and human services or the director's designee.

19. *"Dismissal of complaint"* means the termination of all proceedings against a child.

20. *"Dispositional hearing"* means a hearing held after an adjudication to determine what dispositional order should be made.

21. *"Family in need of assistance"* means a family in which there has been a breakdown in the relationship between a child and the child's parent, guardian, or custodian.

22. *"Fictive kin"* means an adult person who is not a relative of a child but who has an emotionally positive significant relationship with the child or the child's family.

23. *"Foster care"* means the provision of parental nurturing, including but not limited to the furnishing of food, lodging, training, education, supervision, treatment, or other care, to a child on a full-time basis by a person, including an adult relative or fictive kin of the child, and where the child is under the placement, care, or supervision of the department, juvenile court services, or tribes with whom the department has entered into an agreement pursuant to a court order or voluntary placement, but not including a guardian of the child.

24. *a.* *"Guardian"* means a person who is not the parent of a child, but who has been appointed by a court having jurisdiction over the child, to have a permanent self-sustaining relationship with the child and to make important decisions which have a permanent effect on the life and development of that child and to promote the general welfare of that child. A guardian may be a court. *"Guardian"* does not mean conservator, as defined in section

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633.3, although a person who is appointed to be a guardian may also be appointed to be a conservator.

b. Unless otherwise enlarged or circumscribed by a court or juvenile court having jurisdiction over the child or by operation of law, the rights and duties of a guardian with respect to a child shall be as follows:

(1) To consent to marriage, enlistment in the armed forces of the United States, or medical, psychiatric, or surgical treatment.

(2) To serve as guardian ad litem, unless the interests of the guardian conflict with the interests of the child or unless another person has been appointed guardian ad litem.

(3) To serve as custodian, unless another person has been appointed custodian.

(4) To make periodic visitations if the guardian does not have physical possession or custody of the child.

(5) To consent to adoption and to make any other decision that the parents could have made when the parent-child relationship existed.

(6) To make other decisions involving protection, education, and care and control of the child.

25. *a.* *"Guardian ad litem"* means a person appointed by the court to represent the interests of a child in any judicial proceeding to which the child is a party.

b. Unless otherwise enlarged or circumscribed after a finding of good cause by a court or juvenile court having jurisdiction over the child or by operation of law, the duties of a guardian ad litem with respect to a child shall include the following:

(1) Conducting in-person interviews with the child, if the child's age is appropriate for the interview, and interviewing each parent, guardian, or other person having custody of the child, if authorized by counsel.

(2) Conducting interviews with the child, if the child's age is appropriate for the interview, prior to any court-ordered hearing.

(3) Visiting the home, residence, or both home and residence of the child and any prospective home or residence of the child, including each time placement is changed.

(4) Interviewing any person providing medical, mental health, social, educational, or other services to the child, before any hearing referred to in subparagraph (2).

(5) Obtaining firsthand knowledge, if possible, of the facts, circumstances, and parties involved in the matter in which the person is appointed guardian ad litem.

(6) Attending any hearings in the matter in which the person is appointed as the guardian ad litem.

(7) If the child is required to have a transition plan developed in accordance with the child's case permanency plan and subject to review and approval of a transition committee under section 235.7, assisting the transition committee in development of the transition plan.

(8) Submitting a written report to the juvenile court and to each of the parties detailing compliance with this subsection. If the guardian ad litem is also appointed to represent the child as an attorney, the written report shall contain an assessment of this dual role and whether there is a need for the court to appoint a separate guardian ad litem. A written report shall be submitted for each court hearing unless otherwise ordered by the court.

(9) Providing a sibling of a child not placed with the child with the reasons why the child and the sibling have not been placed together and an explanation of the efforts being made to facilitate placement together or why efforts to place the child and sibling together are not appropriate. This subparagraph shall not apply if the sibling's age or mental state makes such explanations inappropriate.

c. The order appointing the guardian ad litem shall grant authorization to the guardian ad litem to interview any relevant person and inspect and copy any records relevant to the proceedings, if not prohibited by federal law. The order shall specify that the guardian ad litem may interview any person providing medical, mental health, social, educational, or other services to the child, may attend any departmental staff meeting, case conference, or meeting with medical or mental health providers, service providers, organizations, or educational institutions regarding the child, if deemed necessary by the guardian ad litem, and may inspect and copy any records relevant to the proceedings.

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d. If authorized by the court, a guardian ad litem may continue a relationship with and provide advice to a child for a period of time beyond the child's eighteenth birthday.

e. In determining the best interests of the child, rather than relying solely on a guardian ad litem's life experiences or instinct, a guardian ad litem shall, with the primary goal of achieving permanency for the child by preserving the child's family or reunifying the child with the child's family, do all of the following:

(1) Determine the child's circumstances through a full, independent, and efficient investigation, including the information gathered from the child's medical, mental health, and education professionals, social workers, other relevant experts, and other sources obtained in accordance with this subsection.

(2) Assess the child and the totality of the child's circumstances at the time of each placement determination, including any potential trauma to the child that may be caused by any recommended action.

(3) Examine all options available to the child in light of the permanency plans.

(4) Incorporate a child's expressed wishes in recommendations and reports.

26. *"Health practitioner"* means a licensed physician or surgeon, osteopathic physician or surgeon, dentist, optometrist, podiatric physician, or chiropractor, a resident or intern of any such profession, and any registered nurse or licensed practical nurse.

27. *"Informal adjustment"* means the disposition of a complaint without the filing of a petition and may include but is not limited to the following:

a. Placement of the child on nonjudicial probation.

b. Provision of intake services.

c. Referral of the child to a public or private agency other than the court for services.

28. *"Informal adjustment agreement"* means an agreement between an intake officer, a child who is the subject of a complaint, and the child's parent, guardian, or custodian providing for the informal adjustment of the complaint.

29. *"Intake"* means the preliminary screening of complaints by an intake officer to determine whether the court should take some action and if so, what action.

30. *"Intake officer"* means a juvenile court officer or other officer appointed by the court to perform the intake function.

31. *"Judge"* means the judge of a juvenile court.

32. *"Juvenile"* means the same as *"child"*. However, in the interstate compact for juveniles, section 232.173, *"juvenile"* means a person defined as a juvenile in the compact.

33. *"Juvenile court officer"* means a person appointed as a juvenile court officer under section 602.7202 and a chief juvenile court officer appointed under section 602.1217.

34. *"Juvenile court social records"* or *"social records"* means all records made with respect to a child in connection with proceedings over which the court has jurisdiction under this chapter other than official records and includes but is not limited to the records made and compiled by intake officers, predisposition reports, and reports of physical and mental examinations.

35. *"Juvenile detention home"* means a physically restricting facility used only for the detention of children.

36. *"Juvenile diversion program"* means an organized effort to coordinate services for a child who is alleged to have committed a delinquent act, when the organized effort results in the dismissal of a complaint alleging the commission of the delinquent act or results in informally proceeding without a complaint being filed against the child, and which does not result in an informal adjustment agreement involving juvenile court services or the filing of a delinquency petition.

37. *"Juvenile parole officer"* means a person representing an agency which retains jurisdiction over the case of a child adjudicated to have committed a delinquent act, placed in a secure facility and subsequently released, who supervises the activities of the child until the case is dismissed.

38. *"Juvenile shelter care home"* means a physically unrestricting facility used only for the shelter care of children.

39. *"Mental injury"* means a nonorganic injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to

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function within the child's normal range of performance and behavior, considering the child's cultural origin.

40. *"Neglect"* means the failure on the part of a person responsible for the care of a child to provide for adequate food, shelter, clothing, medical or mental health treatment, supervision, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

41. *"Newborn infant"* means the same as defined in section 233.1.

42. *"Nonjudicial probation"* means the informal adjustment of a complaint which involves the supervision of the child who is the subject of the complaint by an intake officer or juvenile court officer for a period during which the child may be required to comply with specified conditions concerning the child's conduct and activities.

43. *"Nonsecure facility"* means a physically unrestricting facility in which children may be placed pursuant to a dispositional order of the court made in accordance with the provisions of this chapter.

44. *"Official juvenile court records"* or *"official records"* means official records of the court of proceedings over which the court has jurisdiction under this chapter which includes but is not limited to the following:

a. The docket of the court and entries therein.

b. Complaints, petitions, other pleadings, motions, and applications filed with a court.

c. Any summons, notice, subpoena, or other process and proofs of publication.

d. Transcripts of proceedings before the court.

e. Findings, judgments, decrees, and orders of the court.

45. *"Parent"* means a biological or adoptive mother or father of a child; or a father whose paternity has been established by one of the methods enumerated in section 252A.3, subsection 10, or by operation of law due to the established father's marriage to the mother at the time of conception, birth, or at any time during the period between conception and birth of the child. *"Parent"* does not include a mother or father whose parental rights have been terminated or a father whose paternity has been overcome pursuant to section 232.3A.

46. *"Peace officer"* means a law enforcement officer or a person designated as a peace officer by a provision of the Code.

47. *"Petition"* means a pleading the filing of which initiates formal judicial proceedings in the juvenile court.

48. *"Physical abuse"* means any nonaccidental physical injury suffered by a child as the result of the acts or omissions of the child's parent, guardian, or custodian or other person legally responsible for the child.

49. *"Preadoptive care"* means the provision of parental nurturing on a full-time basis to a child in foster care by a person who has signed a preadoptive placement agreement with the department for the purposes of proceeding with a legal adoption of the child. Parental nurturing includes but is not limited to furnishing of food, lodging, training, education, treatment, and other care.

50. *"Predisposition investigation"* means an investigation conducted for the purpose of collecting information relevant to the court's fashioning of an appropriate disposition of a delinquency case over which the court has jurisdiction.

51. *"Predisposition report"* is a report furnished to the court which contains the information collected during a predisposition investigation.

52. *"Probation"* means a legal status which is created by a dispositional order of the court in a case where a child has been adjudicated to have committed a delinquent act, which exists for a specified period of time, and which places the child under the supervision of a juvenile court officer or other person or agency designated by the court. The probation order may require a child to comply with specified conditions imposed by the court concerning conduct and activities, subject to being returned to the court for violation of those conditions.

53. *"Putative father"* means a person who has been identified by the mother of a child as the child's potential biological father or a person who claims to be the biological father of a child and who was not married to the child's mother at the time of the child's birth, when all of the following circumstances apply:

a. Biological testing has not excluded the person as the child's biological father.

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b. No legal father has been established, biological testing excludes the previously identified father, or previous paternity has otherwise been disestablished.

c. Information sufficient to identify and find the person has been provided to the county attorney by the mother, the person, or a party to proceedings under this chapter.

d. The person has not been found by a court to be uncooperative with genetic testing.

54. *"Reasonable and prudent parent standard"* means the same as defined in section 237.1.

55. *"Registry"* means the central registry for child abuse information as established under chapter 235A.

56. *"Relative"* means an individual related to a child within the fourth degree of consanguinity or affinity, by marriage, or through adoption. For purposes of subchapters III and IV, *"relative"* includes the parent of a sibling of the child if the sibling's parent's parental rights were not previously terminated in relation to the child.

57. *"Residual parental rights and responsibilities"* means those rights and responsibilities remaining with the parent after transfer of legal custody or guardianship of the person of the child. These include but are not limited to the right of visitation, the right to consent to adoption, and the responsibility for support.

58. *"Secure facility"* means a physically restricting facility in which children adjudicated to have committed a delinquent act may be placed pursuant to a dispositional order of the court.

59. *"Sexual abuse"* means the commission of a sex offense as defined by the penal law.

60. *"Shelter care"* means the temporary care of a child in a physically unrestricting facility at any time between a child's initial contact with juvenile authorities and the final judicial disposition of the child's case.

61. *"Shelter care hearing"* means a hearing at which the court determines whether it is necessary to place or retain a child in shelter care.

62. *"Sibling"* means an individual who is related to another individual by blood, adoption, or affinity through a common legal or biological parent, regardless of whether a common legal or biological parent's parental rights have been terminated.

63. *"Social investigation"* means an investigation conducted for the purpose of collecting information relevant to the court's fashioning of an appropriate disposition of a child in need of assistance case over which the court has jurisdiction.

64. *"Social report"* means a report furnished to the court which contains the information collected during a social investigation.

65. *"Taking into custody"* means an act which would be governed by the laws of arrest under the criminal code if the subject of the act were an adult. The taking into custody of a child is subject to all constitutional and statutory protections which are afforded an adult upon arrest.

66. *"Termination hearing"* means a hearing held to determine whether the court should terminate a parent-child relationship.

67. *"Termination of the parent-child relationship"* means the divestment by the court of the parent's and child's privileges, duties, and powers with respect to each other.

68. *"Voluntary placement"* means a foster care placement in which the department provides foster care services to a child according to a signed placement agreement between the department and the child's parent or guardian.

69. *"Waiver hearing"* means a hearing at which the court determines whether it shall waive its jurisdiction over a child alleged to have committed a delinquent act so that the state may prosecute the child as if the child were an adult.

[S13, §254-a14, -a21; C24, 27, 31, 35, 39, §**3618, 3619, 3620, 3638;** C46, 50, 54, 58, 62, §232.2, 232.3, 232.4, 232.22; C66, 71, 73, 75, 77, 79, 81, §232.2; 82 Acts, ch 1209, §1]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10054, 10055, 10201; 84 Acts, ch 1279, §1, 2; 87 Acts, ch 121, §1, 2; 88 Acts, ch 1134, §46, 47; 89 Acts, ch 169, §1; 89 Acts, ch 229, §1 – 4; 89 Acts, ch 230, §1, 2; 90 Acts, ch 1251, §22; 91 Acts, ch 232, §1; 92 Acts, ch 1231, §10; 93 Acts, ch 93, §1; 94 Acts, ch 1046, §1, 2; 94 Acts, ch 1172, §12; 95 Acts, ch 108, §16; 95 Acts, ch 147, §3; 95 Acts, ch 182, §1, 2, 6; 95 Acts, ch 191, §7; 96 Acts, ch 1092, §1; 97 Acts, ch 90, §1; 97 Acts, ch 126, §10; 97 Acts, ch 164, §1; 98 Acts, ch 1019, §1; 98 Acts, ch 1047, §21; 98 Acts, ch 1190, §1 – 3; 99 Acts, ch 164, §1; 99 Acts, ch 208, §33, 34; 2000 Acts, ch 1067, §4, 5; 2000 Acts, ch 1232, §56; 2001 Acts, ch 46, §1; 2001 Acts, ch 67, §7, 13; 2002 Acts, ch 1081, §1; 2002 Acts,

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ch 1162, §16; 2003 Acts, ch 117, §1 – 3; 2004 Acts, ch 1090, §33; 2004 Acts, ch 1116, §3; 2005 Acts, ch 117, §2, 4; 2005 Acts, ch 124, §1; 2007 Acts, ch 67, §1, 2; 2007 Acts, ch 172, §2, 3; 2008 Acts, ch 1088, §141; 2008 Acts, ch 1112, §1; 2008 Acts, ch 1187, §131; 2009 Acts, ch 41, §231, 232; 2009 Acts, ch 120, §1, 2; 2010 Acts, ch 1151, §1; 2010 Acts, ch 1192, §74; 2013 Acts, ch 50, §1; 2015 Acts, ch 69, §72; 2016 Acts, ch 1063, §1 – 4; 2016 Acts, ch 1073, §83; 2016 Acts, ch 1087, §1; 2017 Acts, ch 86, §1; 2018 Acts, ch 1153, §1, 2; 2019 Acts, ch 126, §1, 2; 2020 Acts, ch 1062, §29, 94; 2022 Acts, ch 1055, §1; 2022 Acts, ch 1098, §2 – 14; 2022 Acts, ch 1153, §43, 44; 2023 Acts, ch 19, §590; 2023 Acts, ch 46, §1; 2023 Acts, ch 123, §1

Referred to in §13B.9, 135.119, 232.82, 232.89, 232.101A, 232.147, 235.7, 235A.15, 237.3, 237.15, 237.22, 282.30, 692.1, 709.13, 915.36, 915.37

Subsections 14 and 18 amended

NEW subsection 41 and former subsections 41 – 43 renumbered as 42 – 44

Former subsection 44 amended and renumbered as 45

Former subsections 45 – 68 renumbered as 46 – 69

232.3 Concurrent court proceedings.

1. During the pendency of an action under this chapter, a party to the action is estopped from litigating concurrently the custody, guardianship, or placement of a child who is the subject of the action, in a court other than the juvenile court. A district judge, district associate judge, magistrate, or judicial hospitalization referee, upon notice of the pendency of an action under this chapter, shall not issue an order, finding, or decision relating to the custody, guardianship, or placement of the child who is the subject of the action, under any law, including but not limited to chapter 232D, 598, 598B, or 633.

2. The juvenile court with jurisdiction of the pending action under this chapter, however, may, upon the request of a party to the action or on its own motion, authorize the party to litigate concurrently in another court a specific issue relating to the custody, guardianship, or placement of the child who is the subject of the action. Before authorizing a party to litigate a specific issue in another court, the juvenile court shall give all parties to the action an opportunity to be heard on the proposed authorization. The juvenile court may request but shall not require another court to exercise jurisdiction and adjudicate a specific issue relating to the custody, guardianship, or placement of the child.

83 Acts, ch 21, §2; 83 Acts, ch 186, §10056, 10201; 99 Acts, ch 103, §42; 2022 Acts, ch 1098, §15

232.3A Authority relating to action to overcome paternity in a child in need of assistance or termination of parental rights proceeding.

1. During an action under subchapter III, child in need of assistance proceedings, or subchapter IV, termination of parent-child relationship proceedings of this chapter, the court may on its own motion or that of any party, require the child and established father of the child to submit to blood or genetic testing in accordance with the procedures and method prescribed under section 600B.41 to overcome the paternity of the established father.

2. The juvenile court may enter an order overcoming paternity of an established father pursuant to section 600B.41A if all of the following conditions are met:

a. The child has been adjudicated a child in need of assistance in an active juvenile court case and a dispositional order in that case is in place.

b. Paternity of the child has been legally established, including by one of the methods enumerated in section 252A.3, subsection 10, or by operation of law due to the established father's marriage to the mother at the time of conception, birth, or at any time during the period between conception and the birth of the child.

c. Pursuant to section 600B.41, the conclusion of the expert as disclosed by the evidence based upon blood or genetic testing demonstrates that the established father is not the biological father of the child.

d. The established father agrees that the established father's paternity should be overcome or the established father objects to having his paternity overcome but the court finds that it is in the best interest of the child to overcome the established father's paternity.

3. When the criteria specified in subsection 2 are met, the juvenile court shall enter an order overcoming paternity, and shall send a copy of the order to the clerk of the district court. The juvenile court shall designate the petitioner and respondent for the purposes of the order.

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4. Upon receipt of the order by the district court, the clerk of the district court shall docket the case. Filing fees and other court costs shall not be assessed against the parties.

5. The district court shall take judicial notice of the juvenile file in any hearing related to the case. Records contained in the district court case file that were copied or transferred from the juvenile court file concerning the case shall be subject to section 232.147 and other confidentiality provisions of this chapter for cases not involving juvenile delinquency, and shall be disclosed, upon request, to child support services without a court order.

6. If paternity testing is completed and the established father is not excluded as the biological father of the child, the juvenile court shall find the established father to be the biological father of the child and a necessary party to the action.

7. Nothing in this section shall be construed to require appointment of counsel for the parties in the district court action.

2023 Acts, ch 19, §1358; 2023 Acts, ch 123, §2
Referred to in §232.2, 600B.41A, 602.6306
NEW section

232.4 Jurisdiction — support obligation.

Notwithstanding any other provision of this chapter, and for the purposes of establishing a parental liability obligation for a child under the jurisdiction of the juvenile court, a support obligation shall be established pursuant to section 234.39.

92 Acts, ch 1195, §302; 94 Acts, ch 1171, §7

232.5 Abortion performed on a minor — waiver of notification proceedings.

The court shall have exclusive jurisdiction over the proceedings for the granting of an order for waiver of the notification requirements relating to the performance of an abortion on a minor pursuant to section 135L.3.

96 Acts, ch 1011, §10; 96 Acts, ch 1174, §6

232.6 Jurisdiction — adoptions and terminations of parental rights.

The court may exercise jurisdiction over adoption and termination of parental rights proceedings under chapters 600 and 600A.

2000 Acts, ch 1145, §1

232.7 Iowa Indian child welfare Act.

1. If a proceeding held under this chapter involves an Indian child as defined in section 232B.3 and the proceeding is subject to the Iowa Indian child welfare Act under chapter 232B, the proceeding and other actions taken in connection with the proceeding or this chapter shall comply with chapter 232B.

2. In any proceeding held or action taken under this chapter involving an Indian child, the applicable requirements of the federal Adoption and Safe Families Act of 1997, Pub. L. No. 105-89, shall be applied to the proceeding or action in a manner that complies with chapter 232B and the federal Indian Child Welfare Act, Pub. L. No. 95-608.

2003 Acts, ch 153, §1; 2014 Acts, ch 1026, §49

232.7A Rules of juvenile procedure.

Proceedings under this chapter are subject to rules prescribed by the supreme court under section 602.4201.

[C79, 81, §232.152]
83 Acts, ch 186, §10058, 10201; 2021 Acts, ch 76, §150
C2022, §232.7A
Rules adopted by the supreme court are published in the compilation "Iowa Court Rules"

232.7B Applicability of this chapter prior to July 1, 1979.

1. Except as provided in subsections 2 and 3, this chapter does not apply to juvenile court cases brought prior to July 1, 1979, or to acts committed prior to July 1, 1979, which would otherwise bring a child or a child's parent, guardian, or custodian within the jurisdiction of the juvenile court pursuant to this chapter.

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2. In a case pending on or commenced after July 1, 1979, involving acts committed prior to July 1, 1979, upon the request of any party and the approval of the court:

a. Procedural provisions of this chapter shall apply insofar as they are justly applicable.

b. The court may order a disposition of the case pursuant to the provisions of this chapter.

3. Provisions of this chapter governing the termination, modification, or vacation of a dispositional order shall apply to persons to whom a dispositional order has been issued for acts committed prior to July 1, 1979, except that the maximum length of the order and the severity of the disposition shall not be increased. The provisions of this chapter shall not affect the substantive or procedural validity of a judgment entered before July 1, 1979, regardless of the fact that appeal time has not run or that an appeal is pending.

[C81, §232.153]

2021 Acts, ch 76, §150

C2022, §232.7B

SUBCHAPTER II

JUVENILE DELINQUENCY PROCEEDINGS

Referred to in §232.89

PART 1

GENERAL PROVISIONS

232.8 Jurisdiction.

1. *a.* The juvenile court has exclusive original jurisdiction in proceedings concerning a child who is alleged to have committed a delinquent act unless otherwise provided by law, and has exclusive original jurisdiction in proceedings concerning an adult who is alleged to have committed a delinquent act prior to having become an adult, and who has been transferred to the jurisdiction of the juvenile court pursuant to an order under section 803.5.

b. Violations by a child of provisions of chapter 321, 321G, 321I, 453A, 461A, 461B, 462A, 481A, 481B, 483A, 484A, or 484B, which would be simple misdemeanors if committed by an adult, and violations by a child of county or municipal curfew or traffic ordinances, are excluded from the jurisdiction of the juvenile court and shall be prosecuted as simple misdemeanors as provided by law. A child convicted of a violation excluded from the jurisdiction of the juvenile court under this paragraph shall be sentenced pursuant to section 805.8, where applicable, and pursuant to section 903.1, subsection 3, for all other violations.

c. Violations by a child, aged sixteen or older, which subject the child to the provisions of section 124.401, subsection 1, paragraph *"e"* or *"f"*, or violations of section 723A.2 which involve a violation of chapter 724, or violation of chapter 724 which constitutes a felony, or violations which constitute a forcible felony are excluded from the jurisdiction of the juvenile court and shall be prosecuted as otherwise provided by law unless the district court transfers jurisdiction of the child to the juvenile court upon motion and for good cause pursuant to section 803.6. Notwithstanding any other provision of the Code to the contrary, the district court may accept from a child in district court a plea of guilty, or may instruct the jury on a lesser included offense to the offense excluded from the jurisdiction of the juvenile court under this paragraph, in the same manner as regarding an adult. The judgment and sentence of a child in district court shall be as provided in section 901.5. However, the juvenile court shall have exclusive original jurisdiction in a proceeding concerning an offense of animal torture as provided in section 717B.3A alleged to have been committed by a child under the age of seventeen.

d. The juvenile court shall have jurisdiction in proceedings commenced against a child pursuant to section 236.3 over which the district court has waived its jurisdiction. The juvenile court shall hear the action in the manner of an adjudicatory hearing under section 232.47, subject to the following:

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(1) The juvenile court shall abide by the provisions of sections 236.4, 236.6, 236A.6, and 236A.8 in holding hearings and making a disposition.

(2) The plaintiff is entitled to proceed pro se under sections 236.3A and 236.3B.

e. The juvenile court shall have exclusive jurisdiction in a proceeding concerning a child under the age of eighteen alleged to have committed the offense of harassment in violation of section 708.7, subsection 1, paragraph "*a*", subparagraph (5).

2. *a.* A case involving a person charged in a court other than the juvenile court with the commission of a public offense not exempted by law from the jurisdiction of the juvenile court and who is within the provisions of subsection 1 of this section shall immediately be transferred to the juvenile court. The transferring court shall order a transfer and shall forward the transfer order together with all papers, documents, and a transcript of all testimony filed or admitted into evidence in connection with the case to the clerk of the juvenile court. The jurisdiction of the juvenile court shall attach immediately upon the signing of an order of transfer. From the time of transfer, the custody, shelter care, and detention of the person alleged to have committed a delinquent act shall be in accordance with the provisions of this chapter and the case shall be processed in accordance with the provisions of this chapter.

b. Upon completion of the transfer to juvenile court, the court shall file an order dismissing the charge in the transferring court and directing the clerk of court to seal all records of the charge initiated in the transferring court.

3. *a.* The juvenile court, after a hearing and in accordance with the provisions of section 232.45, may waive jurisdiction of a child alleged to have committed a public offense so that the child may be prosecuted as an adult or youthful offender for such offense in another court. If the child pleads guilty or is found guilty of a public offense other than a class "A" felony in another court of this state, that court may suspend the sentence or, with the consent of the child, defer judgment or sentence and, without regard to restrictions placed upon deferred judgments or sentences for adults, place the child on probation for a period of not less than one year upon such conditions as it may require. Upon fulfillment of the conditions of probation, a child who receives a deferred judgment shall be discharged without entry of judgment. A child prosecuted as a youthful offender shall be sentenced pursuant to section 907.3A.

b. This subsection does not apply in a proceeding concerning an offense of animal torture as provided in section 717B.3A alleged to have been committed by a child under the age of seventeen.

4. In a proceeding concerning a child who is alleged to have committed a second delinquent act or a second violation excluded from the jurisdiction of the juvenile court, the court or the juvenile court shall determine whether there is reason to believe that the child regularly abuses alcohol or other controlled substance and may be in need of treatment. If the court so determines, the court shall advise appropriate juvenile authorities and refer such offenders to the juvenile court for disposition pursuant to section 232.52A.

5. *a.* Juvenile court services may provide follow-up services for a child adjudicated to have committed a delinquent act upon the child reaching eighteen years of age until the child is twenty-one years of age, if the child and juvenile court services determine the child should remain under the guidance of a juvenile court officer. Follow-up services shall be made available to the child, as necessary, to meet the long-term needs of the child aging into adulthood.

b. A child who remains under the guidance of juvenile court services under paragraph "*a*" who is alleged to have committed a subsequent public offense shall be prosecuted as an adult.

6. Nothing in this chapter shall be interpreted as affecting the statutory limitations on prosecutions for murder in the first or second degree.

7. The supreme court shall prescribe rules under section 602.4202 to resolve jurisdictional and venue issues when juveniles who are placed in another court's jurisdiction are alleged to have committed subsequent delinquent acts.

[C71, 73, 75, 77, §232.63 – 232.67, 232.72; C79, 81, §232.8]

84 Acts, ch 1275, §6; 86 Acts, ch 1186, §1, 2; 87 Acts, ch 149, §1; 88 Acts, ch 1134, §48; 88 Acts, ch 1167, §1; 90 Acts, ch 1251, §23, 24; 91 Acts, ch 240, §9; 92 Acts, ch 1160, §21; 92 Acts,

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ch 1231, §12; 95 Acts, ch 180, §2; 95 Acts, ch 191, §8; 96 Acts, ch 1134, §1; 97 Acts, ch 126, §11; 2000 Acts, ch 1056, §1; 2000 Acts, ch 1152, §1, 2; 2000 Acts, ch 1232, §57, 58; 2004 Acts, ch 1132, §79; 2009 Acts, ch 41, §263; 2013 Acts, ch 42, §1, 2; 2015 Acts, ch 62, §1; 2017 Acts, ch 117, §1; 2017 Acts, ch 121, §2; 2018 Acts, ch 1153, §3; 2019 Acts, ch 24, §23
Referred to in §232.22, 232.45, 232.45A, 232.52A, 232.53, 232C.4, 717B.3A, 803.5, 803.6

232.9 Motion for change of judge.

Prior to a hearing pursuant to sections 232.44 through 232.47, 232.50, or 232.54, the child may file a motion with the district court for the appointment of a new judge. The chief judge of the district court for cause shown shall appoint a new judge.

[C79, 81, §232.9]
2021 Acts, ch 80, §125

232.10 Venue.

1. Venue for delinquency proceedings shall be in the judicial district where the child is found, where the child resides or where the alleged delinquent act occurred.

2. The court may transfer delinquency proceedings to the court of any county having venue at any stage in the proceeding as follows:

a. When it appears that the best interests of the child or society or the convenience of the parties will be served by a transfer, the court may transfer the case to the court of the county of the child's residence.

b. With the consent of the receiving court, the court may transfer the case to the court of the county where the child is found.

c. The court may transfer the case to the county where the alleged delinquent act occurred.

3. The court shall transfer the case by ordering the transfer and a continuance and by forwarding to the clerk of the receiving court a certified copy of all papers filed together with an order of transfer. The judge of the receiving court may accept the filings of the transferring court or may direct the filing of a new petition and hear the case anew.

[C71, 73, 75, 77, §232.68 – 232.70; C79, 81, §232.10]
88 Acts, ch 1134, §49

232.11 Right to assistance of counsel.

1. A child shall have the right to be represented by counsel at the following stages of the proceedings within the jurisdiction of the juvenile court under subchapter II or subchapter VIII:

a. From the time the child is taken into custody for any alleged delinquent act that constitutes a serious or aggravated misdemeanor or felony under the Iowa criminal code, and during any questioning thereafter by a peace officer or probation officer.

b. A detention or shelter care hearing as required by section 232.44.

c. A waiver hearing as required by section 232.45.

d. An adjudicatory hearing required by section 232.47.

e. A dispositional hearing as required by section 232.50.

f. Hearings to review and modify a dispositional order as required by section 232.54.

g. A hearing on a confidentiality order under section 232.149A or a public records order under section 232.149B.

2. The child's right to be represented by counsel under subsection 1, paragraphs "*b*" through "*f*", shall not be waived by a child of any age. The child's right to be represented by counsel under subsection 1, paragraph "*a*", shall not be waived by a child less than sixteen years of age without the written consent of the child's parent, guardian, or custodian. The waiver by a child who is at least sixteen years of age is valid only if a good faith effort has been made to notify the child's parent, guardian, or custodian that the child has been taken into custody and of the alleged delinquent act for which the child has been taken into custody, the location of the child, and the right of the parent, guardian, or custodian to visit and confer with the child.

3. If the child is not represented by counsel as required under subsection 1, counsel shall be provided as follows:

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a. If the court determines, after giving the child's parent, guardian, or custodian an opportunity to be heard, that such person has the ability in whole or in part to pay for the employment of counsel, it shall either order that person to retain an attorney to represent the child or shall appoint counsel for the child and order the parent, guardian, or custodian to pay for that counsel as provided in subsection 5.

b. If the court determines that the parent, guardian, or custodian cannot pay any part of the expenses of counsel to represent the child, it shall appoint counsel, who shall be reimbursed according to section 232.141, subsection 2, paragraph "*b*".

c. The court may appoint counsel to represent the child and reserve the determination of payment until the parent, guardian, or custodian has an opportunity to be heard.

4. If the child is represented by counsel and the court determines that there is a conflict of interest between the child and the child's parent, guardian, or custodian and that the retained counsel could not properly represent the child as a result of the conflict, the court shall appoint other counsel to represent the child and order the parent, guardian, or custodian to pay for such counsel as provided in subsection 5.

5. If the court determines, after an inquiry which includes notice and reasonable opportunity to be heard that the parent, guardian, or custodian has the ability to pay in whole or in part for the attorney appointed for the child, the court may order that person to pay such sums as the court finds appropriate in the manner and to whom the court directs. If the person so ordered fails to comply with the order without good reason, the court shall enter judgment against the person.

6. Nothing in this section shall be construed to prevent the child or the child's parent, guardian, or custodian from retaining counsel to represent the child in proceedings under this subchapter II in which the alleged delinquent act constitutes a simple misdemeanor under the Code.

[C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.28; C79, 81, §232.11; 82 Acts, ch 1209, §2]

90 Acts, ch 1168, §34; 2016 Acts, ch 1002, §1, 2, 17; 2020 Acts, ch 1062, §30, 94; 2021 Acts, ch 80, §126; 2023 Acts, ch 19, §591

Referred to in §232.28, 232.37, 232.52, 815.9

Subsections 3, 4, and 5 amended

232.12 Duties of county attorney.

Upon the filing of a petition the county attorney shall represent the state in all adversary proceedings arising under this subchapter and shall present evidence in support of the petition.

[C66, 71, 73, 75, 77, §232.19; C79, 81, §232.12]

2020 Acts, ch 1062, §94

232.13 State liability.

1. For purposes of chapter 669, the following persons shall be considered state employees:

a. A child given a work assignment of value to the state or the public or a community work assignment under this chapter.

b. A court appointed special advocate and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19.

2. The state of Iowa is exclusively liable for and shall pay any compensation becoming due a person under section 85.59.

84 Acts, ch 1280, §2; 85 Acts, ch 177, §2; 87 Acts, ch 24, §1; 87 Acts, ch 121, §3; 2005 Acts, ch 55, §1

232.14 through 232.18 Reserved.

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PART 2

CHILD CUSTODY

232.19 Taking a child into custody.

1. A child may be taken into custody:

a. By order of the court.

b. For a delinquent act pursuant to the laws relating to arrest.

c. By a peace officer, when the peace officer has reasonable grounds to believe the child has run away from the child's parents, guardian, or custodian, for the purposes of determining whether the child shall be reunited with the child's parents, guardian, or custodian or placed in shelter care.

d. By a peace officer, juvenile court officer, or juvenile parole officer when the officer has reasonable grounds to believe the child has committed a material violation of a dispositional order.

2. When a child is taken into custody as provided in subsection 1 the person taking the child into custody shall notify the child's parent, guardian, or custodian as soon as possible. The person may place bodily restraints, such as handcuffs, on the child if the child physically resists; threatens physical violence when being taken into custody; is being taken into custody for an alleged delinquent act of violence against a person; or when, in the reasonable judgment of the officer, the child presents a risk of injury to the child or others. The child may also be restrained by handcuffs or other restraints at any time after the child is taken into custody if the child has a known history of physical violence to others. Unless the child is placed in shelter care or detention in accordance with the provisions of section 232.21 or 232.22, the child shall be released to the child's parent, guardian, custodian, responsible adult relative, or other adult approved by the court upon the promise of such person to produce the child in court at such time as the court may direct.

3. Notwithstanding any other provision of this chapter, a child shall not be placed in detention as a result of a violation by that child of section 123.47.

4. Information pertaining to a child who is at least ten years of age and who is taken into custody for a delinquent act which would be a forcible felony offense if committed by an adult is a public record and is not confidential under section 232.147, subject to the provisions of section 232.149.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3630;** C46, 50, 54, 58, 62, §232.14; C66, 71, 73, 75, 77, §232.15, 232.16; C79, 81, §232.19]

83 Acts, ch 186, §10055, 10201; 90 Acts, ch 1251, §25; 94 Acts, ch 1172, §13; 97 Acts, ch 90, §2; 97 Acts, ch 126, §12, 13; 98 Acts, ch 1100, §24; 2016 Acts, ch 1002, §3, 17; 2022 Acts, ch 1098, §16

Referred to in §123.46, 232.20, 232.21, 232.149, 232.149A, 321J.1, 692.1

232.20 Admission of child to shelter care or detention.

1. If a child is taken into custody and not released as provided in section 232.19, subsection 2, the child shall immediately be taken to a detention or shelter care facility as specified in sections 232.21 or 232.22.

2. When a child is admitted to a detention or shelter care facility the person in charge of the facility or the person's designated representative shall notify the court, the child's attorney, and the child's parent, guardian, or custodian as soon as possible of the admission and the reasons for that admission.

[C66, 71, 73, 75, 77, §232.17; C79, 81, §232.20]

Referred to in §234.35

232.21 Placement in shelter care.

1. No child shall be placed in shelter care unless one of the following circumstances applies:

a. The child has no parent, guardian, custodian, responsible adult relative or other adult approved by the court who will provide proper shelter, care and supervision.

b. The child desires to be placed in shelter care.

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c. It is necessary to hold the child until the child's parent, guardian, or custodian has been contacted and has taken custody of the child.

d. It is necessary to hold the child for transfer to another jurisdiction.

e. The child is being placed pursuant to an order of the court.

2. *a.* A child may be placed in shelter care as provided in this section only in one of the following facilities:

(1) A juvenile shelter care home.

(2) A licensed foster home.

(3) An institution or other facility operated by the department, or one which is licensed or otherwise authorized by law to receive and provide care for the child.

(4) Any other suitable place designated by the court provided that no place used for the detention of a child may be so designated.

b. Placement shall be made in the least restrictive facility available consistent with the best interests and special needs of the child. Foster family care shall be used for a child unless the child has problems requiring specialized service or supervision which cannot be provided in a family living arrangement.

3. When there is reason to believe that a child placed in shelter care pursuant to section 232.19, subsection 1, paragraph "*c*", would not voluntarily remain in the shelter care facility, the shelter care facility shall impose reasonable restrictions necessary to ensure the child's continued custody.

4. A child placed in a shelter care facility under this section shall not be held for a period in excess of forty-eight hours without an oral or written court order authorizing the shelter care. When the action is authorized by an oral court order, the court shall enter a written order before the end of the next day confirming the oral order and indicating the reasons for the order. A child placed in shelter care pursuant to section 232.19, subsection 1, paragraph "*c*", shall not be held in excess of seventy-two hours in any event. If deemed appropriate by the court, an order authorizing shelter care placement may include a determination that continuation of the child in the child's home is contrary to the child's welfare and that reasonable efforts as defined in section 232.57 have been made. The inclusion of such a determination shall not under any circumstances be deemed a prerequisite for entering an order pursuant to this section. However, the inclusion of such a determination, supported by the record, may be used by the department to assist in obtaining federal funding for the child's placement.

5. If no satisfactory provision is made for uniting a child placed in shelter care pursuant to section 232.19, subsection 1, paragraph "*c*", with the child's family, a child in need of assistance complaint may be filed pursuant to section 232.81. Nothing in this subsection shall limit the right of a child to file a family in need of assistance petition under section 232.125.

6. A child twelve years of age or younger shall not be placed in a group shelter care home, unless there have been reasonable but unsuccessful efforts to place the child in an emergency foster family home which is able to meet the needs of the child. The efforts shall be documented at the shelter care hearing.

[S13, §254-a24; SS15, §254-a16; C24, 27, 31, 35, 39, §**3633;** C46, 50, 54, 58, 62, §232.17; C66, 71, 73, 75, 77, §232.17, 232.18; C79, 81, §232.21; 82 Acts, ch 1209, §3]

83 Acts, ch 96, §157, 159; 88 Acts, ch 1249, §10, 11; 2001 Acts, ch 135, §5; 2001 Acts, ch 176, §64; 2002 Acts, ch 1050, §22; 2009 Acts, ch 41, §263; 2023 Acts, ch 19, §592

Referred to in §232.19, 232.20, 232.44, 234.35

Subsection 2, paragraph a, subparagraph (3) amended

232.22 Placement in detention.

1. A child shall not be placed in detention unless one of the following conditions is met:

a. The child is being held under warrant for another jurisdiction.

b. The child is an escapee from a juvenile correctional or penal institution.

c. There is probable cause to believe that the child has violated conditions of release imposed under section 232.44, subsection 5, paragraph "*b*", or section 232.52 or 232.54, and there is a substantial probability that the child will run away or otherwise be unavailable for subsequent court appearance.

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d. There is probable cause to believe the child has committed a delinquent act, and one of the following conditions is met:

(1) There is a substantial probability that the child will run away or otherwise be unavailable for subsequent court appearance.

(2) There is a serious risk that the child if released may commit an act which would inflict serious bodily harm on the child or on another.

(3) There is a serious risk that the child if released may commit serious damage to the property of others.

e. There is probable cause to believe that the child has committed a delinquent act involving possession with intent to deliver any of the following controlled substances:

(1) A mixture or substance containing cocaine base, also known as crack cocaine, and if the act was committed by an adult, it would be a violation of section 124.401, subsection 1, paragraph "*a*", subparagraph (3), paragraph "*b*", subparagraph (3), or paragraph "*c*", subparagraph (3).

(2) A mixture or substance containing cocaine, its salts, optical and geometric isomers, and salts of isomers, and if the act was committed by an adult, it would be a violation of section 124.401, subsection 1, paragraph "*a*", subparagraph (2), subparagraph division (b), paragraph "*b*", subparagraph (2), subparagraph division (b), or paragraph "*c*", subparagraph (2), subparagraph division (b).

(3) A mixture or substance containing methamphetamine, its salts, isomers, or salts of isomers, or analogs of methamphetamine, and if the act was committed by an adult, it would be a violation of section 124.401, subsection 1.

f. A dispositional order has been entered under section 232.52 placing the child in secure custody in a facility defined in subsection 3, paragraph "*a*" or "*b*".

g. There is probable cause to believe that the child has committed a delinquent act which would be domestic abuse under chapter 236, sexual abuse under chapter 236A, or a domestic abuse assault under section 708.2A if committed by an adult.

2. If deemed appropriate by the court, an order for placement of a child in detention may include a determination that continuation of the child in the child's home is contrary to the child's welfare and that reasonable efforts as defined in section 232.57 have been made. The inclusion of such a determination shall not under any circumstances be deemed a prerequisite for entering an order pursuant to this section. However, the inclusion of such a determination, supported by the record, may assist the department in obtaining federal funding for the child's placement.

3. Except as provided in subsection 7, a child may be placed in detention as provided in this section in one of the following facilities only:

a. A juvenile detention home.

b. Any other suitable place designated by the court other than a facility under paragraph "*c*".

c. (1) A room in a facility intended or used for the detention of adults if there is probable cause to believe that the child has committed a delinquent act which if committed by an adult would be a felony, or aggravated misdemeanor under section 708.2 or 709.11, a serious or aggravated misdemeanor under section 321J.2, or a violation of section 123.46, and if all of the following apply:

(a) The child is at least fourteen years of age.

(b) The child has shown by the child's conduct, habits, or condition that the child constitutes an immediate and serious danger to another or to the property of another, and a facility or place enumerated in paragraph "*a*" or "*b*" is unavailable, or the court determines that the child's conduct or condition endangers the safety of others in the facility.

(c) The facility has an adequate staff to supervise and monitor the child's activities at all times.

(d) The child is confined in a room entirely separated from detained adults, is confined in a manner which prohibits communication with detained adults, and is permitted to use common areas of the facility only when no contact with detained adults is possible.

(2) However, if the child is to be detained for a violation of section 123.46 or section 321J.2, placement in a facility pursuant to this paragraph "*c*" shall be made only after an attempt has

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been made to notify the parents or legal guardians of the child and request that the parents or legal guardians take custody of the child. If the parents or legal guardians cannot be contacted, or refuse to take custody of the child, an attempt shall be made to place the child in another facility, including but not limited to a local hospital or shelter care facility. Also, a child detained for a violation of section 123.46 or section 321J.2 pursuant to this paragraph "*c*" shall only be detained in a facility with adequate staff to provide continuous visual supervision of the child.

d. A place used for the detention of children prior to an adjudicatory hearing may also be used for the detention of a child awaiting disposition to a placement under section 232.52, subsection 2, paragraph "*e*", while the adjudicated child is awaiting transfer to the disposition placement.

4. A child shall not be held in a facility under subsection 3, paragraph "*a*" or "*b*", for a period in excess of twenty-four hours without an oral or written court order authorizing the detention. When the detention is authorized by an oral court order, the court shall enter a written order before the end of the next day confirming the oral order and indicating the reasons for the order.

5. A child shall not be detained in a facility under subsection 3, paragraph "*c*", for a period of time in excess of six hours without the oral or written order of a judge or a magistrate authorizing the detention. A judge or magistrate may authorize detention in a facility under subsection 3, paragraph "*c*", for a period of time in excess of six hours but less than twenty-four hours, excluding weekends and legal holidays, but only if all of the following occur or exist:

a. The facility serves a geographic area outside a standard metropolitan statistical area as determined by the United States office of management and budget.

b. The court determines that an acceptable alternative placement does not exist pursuant to criteria developed by the department.

c. The facility has been certified by the department of corrections as being capable of sight and sound separation pursuant to this section and section 356.3.

d. The child is awaiting an initial hearing before the court pursuant to section 232.44.

6. An adult within the jurisdiction of the court under section 232.8, subsection 1, who has been placed in detention, is not bailable under chapter 811. If such an adult is detained in a room in a facility intended or used for the detention of adults, the adult shall be confined in a room entirely separated from adults not within the jurisdiction of the court under section 232.8, subsection 1.

7. *a.* If the juvenile court has waived its jurisdiction over the child pursuant to section 232.45 or 232.45A or the child is excluded from the jurisdiction of the juvenile court pursuant to section 232.8, subsection 1, paragraph "*c*", and the child is awaiting trial or other legal process, the child shall not be detained in any facility intended for the detention of adults unless the district court determines that after a hearing and issuing written findings, that such detention is in the best interest of the child and the community. In determining whether it is in the best interest of the child and the community to permit a child to be detained in a facility intended for the detention of adults, the court shall consider all of the following:

(1) The age of the child, including the child's physical and mental maturity.

(2) The present mental state of the child, including whether the child presents an imminent risk of harm to the child's self.

(3) The nature and circumstances of the alleged offense.

(4) The child's history of prior delinquent acts.

(5) The relative ability of available adult and juvenile detention facilities to not only meet the specific needs of the child but also to protect the safety of the public as well as other detained children.

(6) Any other relevant factor.

b. If a court determines pursuant to paragraph "*a*" that it is in the best interest of the child and the community to permit a child to be detained in a facility intended for the detention of adults, the following conditions shall apply:

(1) The child shall not have sight or sound contact with adult inmates.

(2) The court shall hold a hearing, not less than once every thirty days, or in the case of a

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rural, nonmetropolitan jurisdiction as determined by the United States office of management and budget, not less than once every forty-five days, to review whether it is still in the best interest of the child and the community to permit a child to be detained in a facility intended for the detention of adults.

(3) The child shall not be detained in a facility intended for the detention of adults for more than one hundred eighty days unless the court, in writing, determines there is good cause for an extension or the child expressly waives this limitation.

(4) A child detained in a county jail in a facility intended for the detention of adults under this subsection shall have all the rights of adult postarrest or pretrial detainees.

8. Notwithstanding any other provision of the Code to the contrary, a child shall not be placed in detention for a violation of section 123.47, or for failure to comply with a dispositional order which provides for performance of community service for a violation of section 123.47.

[S13, §254-a24; SS15, §254-a16; C24, 27, 31, 35, 39, §**3633;** C46, 50, 54, 58, 62, §232.17; C66, 71, 73, 75, 77, §232.17 – 232.19; C79, 81, §232.22; 82 Acts, ch 1209, §4, 5]

86 Acts, ch 1186, §3; 87 Acts, ch 149, §2 – 4; 88 Acts, ch 1167, §2, 3; 91 Acts, ch 232, §2, 3; 92 Acts, ch 1231, §14, 15; 95 Acts, ch 180, §3; 95 Acts, ch 191, §9; 96 Acts, ch 1164, §7; 97 Acts, ch 126, §14; 2001 Acts, ch 135, §6; 2009 Acts, ch 41, §233, 234, 263; 2017 Acts, ch 121, §3; 2021 Acts, ch 52, §1 – 3; 2023 Acts, ch 19, §593

Referred to in §232.19, 232.20, 232.23, 232.29, 232.44, 232.46, 232.52, 232.149, 803.6

Subsection 5, paragraph b amended

232.23 Detention — youthful offenders.

1. After waiver of a child who will be prosecuted as a youthful offender, the child shall be held in a facility under section 232.22, subsection 3, paragraph "*a*" or "*b*", unless released in accordance with subsection 2.

2. *a.* The court shall determine, at the detention hearing under section 232.44, the amount of bail, appearance bond, or other conditions necessary for a child who has been waived for prosecution as a youthful offender to be released from detention or that the child should not be released from detention.

b. A child placed in detention or released under this subsection shall be supervised by a juvenile court officer or juvenile court services personnel.

c. An order under this section may be reviewed by the court upon motion of either party.

97 Acts, ch 126, §15

Referred to in §232.44, 232.45, 602.1211

232.24 through 232.27 Reserved.

PART 3

INTAKE

232.28 Intake.

1. Any person having knowledge of the facts may file a complaint with the court or its designee alleging that a child has committed a delinquent act. A written record shall be maintained of any oral complaint received.

2. The court or its designee shall refer the complaint to an intake officer who shall consult with law enforcement authorities having knowledge of the facts and conduct a preliminary inquiry to determine what action should be taken.

3. In the course of a preliminary inquiry, the intake officer may:

a. Interview the complainant, victim, or witnesses of the alleged delinquent act.

b. Check existing records of the court, law enforcement agencies, public records of other agencies, and child abuse records as provided in section 235A.15, subsection 2, paragraph "*e*".

c. Hold conferences with the child and the child's parent or parents, guardian, or

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custodian for the purpose of interviewing them and discussing the disposition of the complaint in accordance with the requirements set forth in subsection 8.

d. Examine any physical evidence pertinent to the complaint.

e. Interview such persons as are necessary to determine whether the filing of a petition would be in the best interests of the child and the community as provided in section 232.35, subsections 2 and 3.

4. Any additional inquiries may be made only with the consent of the child and the child's parent or parents, guardian, or custodian.

5. Participation of the child and the child's parent or parents, guardian, or custodian in a conference with an intake officer shall be voluntary, and they shall have the right to refuse to participate in such conference. At such conference the child shall have the right to the assistance of counsel in accordance with section 232.11 and the right to remain silent when questioned by the intake officer.

6. The intake officer, after consultation with the county attorney when necessary, shall determine whether the complaint is legally sufficient for the filing of a petition. A complaint shall be deemed legally sufficient for the filing of a petition if the facts as alleged are sufficient to establish the jurisdiction of the court and probable cause to believe that the child has committed a delinquent act. If the intake officer determines that the complaint is legally sufficient to support the filing of a petition, the officer shall determine whether the interests of the child and the public will best be served by the dismissal of the complaint, the informal adjustment of the complaint, or the filing of a petition.

7. If the intake officer determines that the complaint is not legally sufficient for the filing of a petition or that further proceedings are not in the best interests of the child or the public, the intake officer shall dismiss the complaint.

8. If the intake officer determines that the complaint is legally sufficient for the filing of a petition and that an informal adjustment of the complaint is in the best interests of the child and the community, the officer may make an informal adjustment of the complaint in accordance with section 232.29.

9. If the intake officer determines that the complaint is legally sufficient for the filing of a petition and that the filing of a petition is in the best interests of the child and the public, the officer shall request the county attorney to file a petition in accordance with section 232.35.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621;** C46, 50, 54, 58, 62, §232.5; C66, 71, 73, 75, 77, §232.3; C79, 81, §232.28; 82 Acts, ch 1209, §6, 7]

88 Acts, ch 1134, §50; 95 Acts, ch 191, §10; 96 Acts, ch 1110, §1; 97 Acts, ch 126, §16, 17; 98 Acts, ch 1090, §61, 84; 2013 Acts, ch 42, §3; 2023 Acts, ch 19, §594

Referred to in §232.147, 235A.15, 915.26

Subsections 3, 4, and 5 amended

232.28A Victim rights. Repealed by 98 Acts, ch 1090, §81, 84.

232.29 Informal adjustment.

1. The informal adjustment of a complaint is a permissible disposition of a complaint at intake subject to the following conditions:

a. The child has admitted the child's involvement in a delinquent act.

b. The intake officer shall advise the child and the child's parent, guardian, or custodian that they have the right to refuse an informal adjustment of the complaint and demand the filing of a petition and a formal adjudication.

c. Any informal adjustment agreement shall be entered into voluntarily and intelligently by the child with the advice of the child's attorney, or by the child with the consent of a parent, guardian, or custodian if the child is not represented by counsel.

d. The terms of such agreement shall be clearly stated in writing and signed by all parties to the agreement and a copy of this agreement shall be given to the child; the counsel for the child; the parent, guardian, or custodian; and the intake officer, who shall retain the copy in the case file.

e. An agreement providing for the supervision of a child by a juvenile court officer or the provision of intake services shall not exceed six months.

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f. An agreement providing for the referral of a child to a public or private agency for services shall not exceed six months.

g. The child and the child's parent, guardian, or custodian shall have the right to terminate such agreement at any time and to request the filing of a petition and a formal adjudication.

h. If an informal adjustment of a complaint has been made, a petition based upon the events out of which the original complaint arose may be filed only during the period of six months from the date the informal adjustment agreement was entered into. If a petition is filed within this period the child's compliance with all proper and reasonable terms of the agreement shall be grounds for dismissal of the petition by the court.

i. The person performing the duties of intake officer shall file a report at least annually with the court listing the number of informal adjustments made during the reporting time, the conditions imposed in each case, the number of informal adjustments resulting in dismissal without the filing of a petition, and the number of informal adjustments resulting in the filing of a petition upon the original complaint.

2. An informal adjustment agreement may prohibit a child from driving a motor vehicle for a specified period of time or under specific circumstances, require the child to perform a work assignment of value to the state or to the public, or require the child to make restitution consisting of a monetary payment to the victim or a work assignment directly of value to the victim. The juvenile court officer shall notify the state department of transportation of the informal adjustment prohibiting the child from driving.

3. The person performing the duties of intake officer shall notify the superintendent of the school district or the superintendent's designee, or the authorities in charge of the nonpublic school which the child attends, of any informal adjustment regarding the child, fourteen years of age or older, for an act which would be an aggravated misdemeanor or felony if committed by an adult.

4. An informal adjustment agreement regarding a child who has been placed in detention under section 232.22, subsection 1, paragraph "g", may include a provision that the child voluntarily participate in a batterers' treatment program under section 708.2B.

[C79, 81, §232.29; 82 Acts, ch 1209, §8]

83 Acts, ch 186, §10055, 10201; 94 Acts, ch 1172, §14; 95 Acts, ch 180, §4; 95 Acts, ch 191, §11; 2023 Acts, ch 19, §595

Referred to in §232.28, 915.28

Juvenile victim restitution; see chapter 232A and §915.24 – 915.29

Subsection 1, paragraphs b, d, and g amended

232.30 through 232.34 Reserved.

PART 4

JUDICIAL PROCEEDINGS

232.35 Filing of petition.

1. A formal judicial proceeding to determine whether a child has committed a delinquent act shall be initiated by the filing by the county attorney of a petition alleging that a child has committed a delinquent act. After a petition has been filed, service of a summons requiring the child to appear before the court or service of a notice shall be made as provided in section 232.37.

2. If the intake officer determines that a complaint is legally sufficient for the filing of a petition alleging that a child has committed a delinquent act and that the filing of a petition would be in the best interests of the child and the community, the officer shall submit a written request for the filing of a petition to the county attorney. The county attorney may grant or deny the request of the intake officer for the filing of a petition. A determination by the county attorney that a petition should not be filed shall be final.

3. If the intake officer determines that a complaint is not legally sufficient for the filing of a petition or that the filing of a petition would not be in the best interests of the child and the community, the officer shall notify the complainant of the officer's determination and the

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reasons for such determination, and shall advise the complainant that the complainant may submit the complaint to the county attorney for review. Upon receiving a request for review, the county attorney shall consider the facts presented by the complainant, consult with the intake officer and make the final determination as to whether a petition should be filed. In the absence of a request by the complainant for a review of the intake officer's determination that a petition should not be filed, the officer's determination shall be final, and the intake officer shall inform the county attorney of this decision concerning complaints involving allegations of acts which, if committed by an adult, would constitute an aggravated misdemeanor or a felony.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621;** C46, 50, 54, 58, 62, §232.5; C66, 71, 73, 75, 77, §232.3; C79, 81, §232.35]

92 Acts, ch 1231, §16; 2003 Acts, ch 151, §4

Referred to in §232.28, 331.653, 692.1, 692.8, 692.15

232.36 Contents of petition.

1. The petition and subsequent court documents shall be entitled as follows:

In the interests of ....., a child.

2. The petition shall be verified and any statements in the petition may be made upon information and belief.

3. The petition shall set forth plainly:

a. The name, age, and residence of the child who is the subject of the petition.

b. The names and residences of any:

(1) Living parent of the child.

(2) Guardian of the child.

(3) Legal custodian of the child.

(4) Guardian ad litem.

c. With reasonable particularity, the time, place and manner of the delinquent act alleged and the penal law allegedly violated by such act.

4. If any of the facts required under subsection 3, paragraphs *"a"* and *"b"* are not known by the petitioner, the petition shall so state.

5. The petition shall set forth plainly the nearest known relative of the child if no parent or guardian can be found.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621, 3622;** C46, 50, 54, 58, 62, §232.5, 232.6; C66, 71, 73, 75, 77, §232.3; C79, 81, §232.36]

2019 Acts, ch 24, §24

Referred to in §232.87

232.37 Summons, notice, subpoenas, and service — order for removal.

1. After a petition has been filed the court shall set a time for an adjudicatory hearing and, unless the parties named in subsection 2 voluntarily appear, shall issue a summons requiring the child to appear before the court at a time and place stated and requiring the person who has custody or control of the child to appear before the court and to bring the child with the person at that time. The summons shall attach a copy of the petition and shall give notification of the right to counsel provided for in section 232.11.

2. Notice of the pendency of the case shall be served upon the known parents, guardians, or legal custodians of a child if these persons are not summoned to appear as provided in subsection 1. Notice shall also be served upon the child and upon the child's guardian ad litem, if any. The notice shall attach a copy of the petition and shall give notification of the right to counsel provided for in section 232.11.

3. Upon request of the child who is identified in the petition as a party to the proceeding, the child's parent, guardian, or custodian; or a county attorney; or on the court's own motion, the court or the clerk of the court shall issue subpoenas requiring the attendance and testimony of witnesses and production of papers at any hearing under this subchapter.

4. Service of summons or notice shall be made personally by the sheriff by delivering a copy of the summons or notice to the person being served. If the court determines that personal service of a summons or notice is impracticable, the court may order service by

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certified mail addressed to the last known address, by publication, or by electronic mail or other electronic means with the consent of the party to be served. Service of summons or notice shall be made not less than five days before the time fixed for hearing. Service of summons, notice, subpoenas or other process, after an initial valid summons or notice, shall be made in accordance with the rules of the court governing such service in civil actions.

5. If a person personally served with a summons or subpoena fails without reasonable cause to appear or to bring the child, the person may be proceeded against for contempt of court or the court may issue an order for the arrest of such person or both the arrest of the person and the taking into custody of the child.

6. The court may issue an order for the removal of the child from the custody of the child's parent, guardian, or custodian when there exists an immediate threat that the parent, guardian, or custodian will flee the state with the child, or when it appears that the child's immediate removal is necessary to avoid imminent danger to the child's life or health.

[SS15, 254-a16; C24, 27, 31, 35, 39, §**3623 – 3628, 3630;** C46, 50, 54, 58, 62, §232.7 – 232.12, 232.14; C66, 71, 73, 75, 77, §232.4 – 232.10; C79, 81, §232.37]

84 Acts, ch 1279, §3; 85 Acts, ch 195, §26; 95 Acts, ch 92, §1; 2003 Acts, ch 151, §5; 2019 Acts, ch 127, §1; 2020 Acts, ch 1062, §31; 2022 Acts, ch 1032, §45; 2022 Acts, ch 1098, §17

Referred to in §232.35, 232.45, 232.54, 232.88, 331.653

232.38 Presence of parents at hearings.

1. Any hearings or proceedings under this subchapter subsequent to the filing of a petition shall not take place without the presence of one or both of the child's parents, guardian, or custodian except that a hearing or proceeding may take place without such presence if the parent, guardian, or custodian fails to appear after reasonable notification, or if the court finds that a reasonably diligent effort has been made to notify the child's parent, guardian, or custodian, and the effort was unavailing.

2. In any such hearings or proceedings the court may temporarily excuse the presence of the parent, guardian, or custodian when the court deems it in the best interests of the child. Counsel for the parent, guardian, or custodian shall have the right to participate in a hearing or proceeding during the absence of the parent, guardian, or custodian.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.11, 232.30; C79, 81, §232.38]

2020 Acts, ch 1062, §94; 2023 Acts, ch 19, §596

Referred to in §232.91

Section amended

232.39 Exclusion of public from hearings.

At any time during the proceedings, the court, on the motion of any of the parties or upon the court's own motion, may exclude the public from hearings under this subchapter if the court determines that the possibility of damage or harm to the child outweighs the public's interest in having an open hearing. Upon closing the hearing to the public, the court may admit those persons who have direct interest in the case or in the work of the court.

[C24, 27, 31, 35, 39, §**3635;** C46, 50, 54, 58, 62, §232.19; C66, 71, 73, 75, 77, §232.27; C79, 81, §232.39]

88 Acts, ch 1134, §51; 2020 Acts, ch 1062, §94

Referred to in §232.147

232.40 Other issues adjudicated.

When it appears during the course of any hearing or proceeding that some action or remedy other than those indicated by the application or pleading is appropriate, the court, with the consent of all necessary parties, may proceed to hear and determine the additional or other issues as though originally properly sought and pleaded.

[C66, 71, 73, 75, 77, §232.12; C79, 81, §232.40]

232.41 Reporter required.

Stenographic notes or mechanical or electronic recordings shall be taken of all court hearings held pursuant to this subchapter unless waived by the parties. The child shall not

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be competent to waive the reporting requirement, but waiver may be made for the child by the child's counsel or guardian ad litem. Matters which must be reported under the provisions of this section shall be reported in the same manner as required in section 624.9.

[C66, 71, 73, 75, 77, §232.32; C79, 81, §232.41]

2020 Acts, ch 1062, §94

232.42 Continuances.

1. Continuances in juvenile delinquency proceedings may be granted by the court only for good cause shown on the record if the child is being held in detention.

2. Where the child requests a continuance of proceedings, the court, in an order granting the continuance, may suspend the time limitations imposed on the state by this subchapter for a period of time not to exceed the length of the continuance.

3. Proceedings may be continued for up to one year upon the request of the county attorney and the child to permit the making of probation arrangements prior to the adjudicatory hearing. If either the child or the county attorney requests that the adjudicatory hearing be held at any time during the period of the continuance, the court shall set the matter for hearing.

[S13, §254-a23; C24, 27, 31, 35, 39, §**3637;** C46, 50, 54, 58, 62, §232.21; C66, 71, 73, 75, 77, §232.34; C79, §232.13, 232.42; C81, §232.42]

94 Acts, ch 1172, §15; 2020 Acts, ch 1062, §94

232.43 Answer — plea agreement — acceptance of plea admitting allegations of petition.

1. A written answer to a delinquency petition need not be filed by the child, but any matters which might be set forth in an answer or other pleading may be filed in writing or pleaded orally before the court.

2. The county attorney and the child's counsel may mutually consider a plea agreement which contemplates entry of a plea admitting the allegations of the petition in the expectation that other charges will be dismissed or not filed or that a specific disposition will be recommended by the county attorney and granted by the court. Any plea discussion shall be open to the child and the child's parent, guardian, or custodian.

3. The court shall not accept a plea admitting the allegations of the petition without first addressing the child personally in court, determining that the plea is voluntary and not the result of any force or threats or promises other than promises made in connection with a plea agreement and informing the child of and determining that the child understands the following:

a. The nature of the allegations of the petition to which the plea is offered.

b. The severest possible disposition and the maximum length of such disposition which the court may order if the court accepts the plea.

c. The child has the right to deny the allegations of the petition.

d. If the child admits the allegations of the petition the child waives the right to a further adjudicatory hearing.

4. The court shall not accept a plea admitting the allegations of the petition without first addressing the county attorney and the child's counsel in court and making an inquiry into whether such a plea is the result of a plea agreement. The court shall require the disclosure of the terms of any such agreement in court. If a plea agreement has been reached which contemplates entry of the plea in the expectation that the court will order a specific disposition or dismiss other charges against the child before the court, the court shall state to the parties whether the court will concur in the proposed disposition or dismissal of charges. If the court will not concur in such disposition or dismissal, the court should advise the child personally of this fact, advise the child that the disposition of the case may be less favorable to the child than that contemplated by the plea agreement, and afford the child the opportunity to withdraw the plea. If the court defers decision as to whether the court will concur with the proposed disposition or dismissal until there has been an opportunity to consider the predisposition report, the court shall advise the child that the court is not bound by the plea agreement and afford the child the opportunity to withdraw the plea.

5. The court shall not accept a plea admitting the allegations of the petition without:

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a. Determining that there is a factual basis for the plea.

b. Determining that the child was given effective assistance of counsel prior to tender of the plea.

c. Inquiring of the parent or parents who are present in court whether they agree as to the course of action that their child has chosen. If either parent expresses disagreement with the plea, the court may refuse to accept that plea.

6. If the court determines that a plea is not in the child's best interest it may refuse to accept that plea regardless of the agreement of the parties.

[C79, 81, §232.43]

2023 Acts, ch 19, §597

Subsection 2 amended

232.44 Detention or shelter care hearing — release from detention upon change of circumstance.

1. *a.* A hearing shall be held within two working days of the time of the child's admission to a shelter care facility and within one working day of the time of a child's admission to a detention facility. If the hearing is not held within the time specified in this paragraph, except for good cause shown, the child shall be released from shelter care or detention.

b. Prior to the hearing a petition shall be filed, except where the child is already under the supervision of a juvenile court under a prior judgment.

c. If the child is placed in a detention facility in a county other than the county in which the child resides or in which the delinquent act allegedly occurred but which is within the same judicial district, the hearing may take place in the county in which the detention facility is located.

d. The child shall appear in person at the hearing required by this subsection.

2. The county attorney or a juvenile court officer may apply for a hearing at any time after the petition is filed to determine whether the child who is the subject of the petition should be placed in detention or shelter care. The court may upon the application or upon its own motion order such hearing. The court shall order a detention hearing for a child waived under section 232.45, subsection 7, at the time of waiver.

3. A notice shall be served upon the child, the child's attorney, the child's guardian ad litem if any, and the child's known parent, guardian, or custodian not less than twelve hours before the time the hearing is scheduled to begin and in a manner calculated fairly to apprise the parties of the time, place, and purpose of the hearing. In the case of a hearing for a child waived for prosecution as a youthful offender, this notice may accompany the waiver order. If the court finds that there has been reasonably diligent effort to give notice to a parent, guardian, or custodian and that the effort has been unavailing, the hearing may proceed without the notice having been served.

4. At the hearing to determine whether detention or shelter care is authorized under section 232.21 or 232.22 the court shall admit only testimony and other evidence relevant to the determination of whether there is probable cause to believe the child has committed the act as alleged in the petition and to the determination of whether the placement of the child in detention or shelter care is authorized under section 232.21 or 232.22. At the hearing to determine whether a child who has been waived for prosecution as a youthful offender should be released from detention the court shall also admit evidence of the kind admissible to determine bond or bail under chapter 811, notwithstanding section 811.1. Any written reports or records made available to the court at the hearing shall be made available to the parties. A copy of the petition or waiver order shall be given to each of the parties at or before the hearing.

5. The court shall find release to be proper under the following circumstances:

a. If the court finds that there is not probable cause to believe that the child is a child within the jurisdiction of the court under this chapter, it shall release the child and dismiss the petition.

b. If the court finds that detention or shelter care is not authorized under section 232.21 or 232.22, or is authorized but not warranted in a particular case, the court shall order the child's release, and in so doing, may impose one or more of the following conditions:

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(1) Place the child in the custody of a parent, guardian, or custodian under that person's supervision, or under the supervision of an organization which agrees to supervise the child.

(2) Place restrictions on the child's travel, association, or place of residence during the period of release.

(3) Impose any other condition deemed reasonably necessary and consistent with the grounds for detaining children specified in section 232.21 or 232.22, including a condition requiring that the child return to custody as required.

(4) In the case of a child waived for prosecution as a youthful offender, require bail, an appearance bond, or set other conditions consistent with this section or section 811.2.

c. An order releasing a child on conditions specified in this section may be amended at any time to impose equally or less restrictive conditions. The order may be amended to impose additional or more restrictive conditions, or to revoke the release, if the child has failed to conform to the conditions originally imposed.

6. If the court finds that there is probable cause to believe that the child is within the jurisdiction of the court under this chapter and that full-time detention or shelter care is authorized under section 232.21 or 232.22 or that detention is authorized under section 232.23, it may issue an order authorizing either shelter care or detention until the adjudicatory hearing or trial is held or for a period not exceeding seven days, whichever is shorter. However, in the case of a child placed in detention under section 232.23, this period may be extended by agreement of the parties and the court.

7. If a child held in shelter care or detention by court order has not been released after a detention hearing or has not appeared at an adjudicatory hearing before the expiration of the order of detention, an additional hearing shall automatically be scheduled for the next court day following the expiration of the order. The child, the child's counsel, the child's guardian ad litem, and the child's parent, guardian, or custodian shall be notified of this hearing not less than twenty-four hours before the hearing is scheduled to take place. The hearing required by this subsection may be held by telephone conference call.

8. A child held in a detention or shelter care facility pursuant to section 232.21 or 232.22 under order of court after a hearing may be released upon a showing that a change of circumstances makes continued detention unnecessary.

9. A written request for the release of the child, setting forth the changed circumstances, may be filed by the child, by a responsible adult on the child's behalf, by the child's custodian, or by the juvenile court officer.

10. Based upon the facts stated in the request for release the court may grant or deny the request without a hearing, or may order that a hearing be held at a date, time and place determined by the court. Notice of the hearing shall be given to the child and the child's custodian or counsel. Upon receiving evidence at the hearing, the court may release the child to the child's custodian or other suitable person, or may deny the request and remand the child to the detention or shelter care facility.

11. This section does not apply to a child placed in accordance with section 232.78, 232.79, or 232.95.

[C79, 81, §232.44; 82 Acts, ch 1209, §9, 10]

87 Acts, ch 149, §5; 94 Acts, ch 1172, §16, 17; 95 Acts, ch 67, §15; 97 Acts, ch 126, §19; 2009 Acts, ch 41, §94; 2018 Acts, ch 1153, §4; 2023 Acts, ch 19, §598, 599

Referred to in §232.9, 232.11, 232.22, 232.23, 232.45

Subsection 5, paragraph b, subparagraph (1) amended

Subsection 7 amended

232.45 Waiver hearing and waiver of jurisdiction.

1. After the filing of a petition which alleges that a child has committed a delinquent act on the basis of an alleged commission of a public offense and before an adjudicatory hearing on the merits of the petition is held, the county attorney or the child may file a motion requesting the court to waive its jurisdiction over the child for the alleged commission of the public offense or for the purpose of prosecution of the child as an adult or a youthful offender. If the county attorney and the child agree, a motion for waiver for the purpose of being prosecuted as a youthful offender may be heard by the district court as part of the proceedings under section 907.3A, or by the juvenile court as provided in this section. If the motion for waiver

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for the purpose of being prosecuted as a youthful offender is made as a result of a conditional agreement between the county attorney and the child, the conditions of the agreement shall be disclosed to the court in the same manner as provided in **rules of criminal procedure 2.8** and **2.10**.

2. The court shall hold a waiver hearing on all such motions.

3. Reasonable notice that states the time, place, and purpose of the waiver hearing shall be provided to the persons required to be provided notice for adjudicatory hearings under section 232.37. Summons, subpoenas, and other process may be issued and served in the same manner as for adjudicatory hearings as provided in section 232.37.

4. Prior to the waiver hearing, the juvenile probation officer or other person or agency designated by the court shall conduct an investigation for the purpose of collecting information relevant to the court's decision to waive its jurisdiction over the child for the alleged commission of the public offense and shall submit a report concerning the investigation to the court. The report shall include any recommendations made concerning waiver. Prior to the hearing the court shall provide the child's counsel and the county attorney with access to the report and to all written material to be considered by the court.

5. At the waiver hearing all relevant and material evidence shall be admitted.

6. At the conclusion of the waiver hearing the court may waive its jurisdiction over the child for the alleged commission of the public offense for the purpose of prosecution of the child as an adult if all of the following apply:

a. The child is fourteen years of age or older.

b. The court determines, or has previously determined in a detention hearing under section 232.44, that there is probable cause to believe that the child has committed a delinquent act which would constitute the public offense.

c. The court determines that the state has established that there are not reasonable prospects for rehabilitating the child if the juvenile court retains jurisdiction over the child and the child is adjudicated to have committed the delinquent act, and that waiver of the court's jurisdiction over the child for the alleged commission of the public offense would be in the best interests of the child and the community.

7. *a.* At the conclusion of the waiver hearing and after considering the best interests of the child and the best interests of the community the court may, in order that the child may be prosecuted as a youthful offender, waive its jurisdiction over the child if all of the following apply:

(1) The child is twelve through fifteen years of age or the child is ten or eleven years of age and has been charged with a public offense that would be classified as a class "A" felony if committed by an adult.

(2) The court determines, or has previously determined in a detention hearing under section 232.44, that there is probable cause to believe that the child has committed a delinquent act which would constitute a public offense under section 232.8, subsection 1, paragraph "*c*", notwithstanding the application of that paragraph to children aged sixteen or older.

(3) The court determines that the state has established that there are not reasonable prospects for rehabilitating the child, prior to the child's eighteenth birthday, if the juvenile court retains jurisdiction over the child and the child enters into a plea agreement, is a party to a consent decree, or is adjudicated to have committed the delinquent act.

b. The court shall retain jurisdiction over the child for the purpose of determining whether the child should be released from detention under section 232.23. If the court has been apprised of conditions of an agreement between the county attorney and the child which resulted in a motion for waiver for purposes of the child being prosecuted as a youthful offender, and the court finds that the conditions are in the best interests of the child, the conditions of the agreement shall constitute conditions of the waiver order.

8. In making the determination required by subsection 6, paragraph "*c*", the factors which the court shall consider include but are not limited to the following:

a. The nature of the alleged delinquent act and the circumstances under which it was committed.

b. The nature and extent of the child's prior contacts with juvenile authorities, including

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past efforts of such authorities to treat and rehabilitate the child and the response to such efforts.

c. The programs, facilities and personnel available to the juvenile court for rehabilitation and treatment of the child, and the programs, facilities and personnel which would be available to the court that would have jurisdiction in the event the juvenile court waives its jurisdiction so that the child can be prosecuted as an adult.

9. In making the determination required by subsection 7, paragraph "*a*", subparagraph (3), the factors which the court shall consider include but are not limited to the following:

a. The nature of the alleged delinquent act and the circumstances under which it was committed.

b. The nature and extent of the child's prior contacts with juvenile authorities, including past efforts of such authorities to treat and rehabilitate the child and the response to such efforts.

c. The age of the child, the programs, facilities, and personnel available to the juvenile court for rehabilitation and treatment of the child, and the programs, facilities, and personnel which would be available to the district court after the child reaches the age of eighteen in the event the child is given youthful offender status.

10. If at the conclusion of the hearing the court waives its jurisdiction over the child for the alleged commission of the public offense, the court shall make and file written findings as to its reasons for waiving its jurisdiction.

11. *a.* If the court waives jurisdiction, statements made by the child after being taken into custody and prior to intake are admissible as evidence in chief against the child in subsequent criminal proceedings provided that the statements were made with the advice of the child's counsel or after waiver of the child's right to counsel and provided that the court finds the child had voluntarily waived the right to remain silent. Other statements made by a child are admissible as evidence in chief provided that the court finds the statements were voluntary. In making its determination, the court may consider any factors it finds relevant and shall consider the following factors:

(1) Opportunity for the child to consult with a parent, guardian, custodian, lawyer, or other adult.

(2) The age of the child.

(3) The child's level of education.

(4) The child's level of intelligence.

(5) Whether the child was advised of the child's constitutional rights.

(6) Length of time the child was held in shelter care or detention before making the statement in question.

(7) The nature of the questioning which elicited the statement.

(8) Whether physical punishment such as deprivation of food or sleep was used upon the child during the shelter care, detention, or questioning.

b. Statements made by the child during intake or at a waiver hearing held pursuant to this section are not admissible as evidence in chief against the child in subsequent criminal proceedings over the child's objection in any event.

12. If the court waives its jurisdiction over the child for the alleged commission of the public offense so that the child may be prosecuted as an adult or a youthful offender, the judge who made the waiver decision shall not preside at any subsequent proceedings in connection with that prosecution if the child objects.

13. The waiver does not apply to other delinquent acts which are not alleged in the delinquency petition presented at the waiver hearing.

14. *a.* If a child who is alleged to have delivered, manufactured, or possessed with intent to deliver or manufacture, a controlled substance except marijuana, as defined in chapter 124, is waived to district court for prosecution, the mandatory minimum sentence provided in section 124.413 shall not be imposed if a conviction is had; however, each child convicted of such an offense shall be confined for not less than thirty days in a secure facility.

b. Upon application of a person charged or convicted under the authority of this subsection, the district court shall order the records in the case sealed if:

(1) Five years have elapsed since the final discharge of that person; and

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(2) The person has not been convicted of a felony or an aggravated or serious misdemeanor, or adjudicated a delinquent for an act which if committed by an adult would be a felony, or an aggravated or serious misdemeanor since the final discharge of that person.

[C79, 81, §232.45]

85 Acts, ch 130, §1, 2; 97 Acts, ch 126, §20 – 23; 2001 Acts, ch 135, §26; 2009 Acts, ch 41, §263; 2013 Acts, ch 42, §4, 5

Referred to in §232.8, 232.9, 232.11, 232.22, 232.44, 232.45A, 232.51, 232.89, 232.149B, 803.5, 803.6, 903.1, 904.503, 907.3A, 915.37

Age of majority deemed attained for certain purposes during incarceration following waiver and conviction; see §599.1

232.45A Waiver to and conviction by district court — processing.

1. Once jurisdiction over a child has been waived by the juvenile court as provided in section 232.45, for the alleged commission of a felony, and once a conviction is entered by the district court, for all other offenses, the clerk of the juvenile court shall immediately send a certified copy of the findings required by section 232.45, subsection 10, and the judgment of conviction, as applicable, to the department of public safety. The department shall maintain a file on each child who has previously been waived to or waived to and convicted by the district court in a prosecution as an adult. The file shall be accessible by law enforcement officers on a twenty-four hour per day basis.

2. Once a child sixteen years of age or older has been waived by the juvenile court to the district court, all subsequent criminal proceedings against the child for any delinquent act committed after the date of the waiver by the juvenile court shall begin in district court, notwithstanding sections 232.8 and 232.45. A copy of the findings required by section 232.45, subsection 10, shall be made a part of the record in the district court proceedings. However, upon acquittal or dismissal in district court of all waived offenses and all lesser included offenses of the waived offenses, the proceedings for any delinquent act committed by the child subsequent to such acquittal or dismissal shall begin in juvenile court. Any proceedings initiated in district court for a public offense committed by the child subsequent to the waiver by the juvenile court, but prior to any acquittal or dismissal of all waived offenses and lesser included offenses in district court, shall remain in district court.

3. If proceedings against a child sixteen years of age or older who has previously been waived to district court are mistakenly begun in the juvenile court, the matter shall be transferred to district court upon the discovery of the prior waiver, notwithstanding sections 232.8 and 232.45.

4. This section shall not apply to a child who was waived to the district court for the purpose of being prosecuted as a youthful offender.

91 Acts, ch 232, §4; 92 Acts, ch 1231, §17; 94 Acts, ch 1172, §18; 95 Acts, ch 191, §12; 97 Acts, ch 126, §24; 2013 Acts, ch 42, §6

Referred to in §232.9, 232.22

232.46 Consent decree.

1. *a.* At any time after the filing of a petition and prior to entry of an order of adjudication pursuant to section 232.47, the court may suspend the proceedings on motion of the county attorney or the child's counsel, enter a consent decree, and continue the case under terms and conditions established by the court. These terms and conditions may include any of the following:

(1) Prohibiting the child from driving a motor vehicle for a specified period of time or under specific circumstances. The court shall notify the department of transportation of an order prohibiting the child from driving.

(2) Supervision of the child by a juvenile court officer or other agency or person designated by the court.

(3) The performance of a work assignment of value to the state or to the public.

(4) Making restitution consisting of a monetary payment to the victim or a work assignment directly of value to the victim.

(5) Placement of the child in a group or family foster care setting, if the court makes a determination that such a placement is the least restrictive option.

b. A child's need for shelter placement or for inpatient mental health or substance use disorder treatment does not preclude entry or continued execution of a consent decree.

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2. A consent decree entered regarding a child placed in detention under section 232.22, subsection 1, paragraph "g", shall require the child to attend a batterers' treatment program under section 708.2B. The second time the child fails to attend the batterers' treatment as required by the consent decree shall result in the decree being vacated and proceedings commenced under section 232.47.

3. A consent decree shall not be entered unless the child and the child's parent, guardian, or custodian are informed of the consequences of the decree by the court and the court determines that the child has voluntarily and intelligently agreed to the terms and conditions of the decree. If the county attorney objects to the entry of a consent decree, the court shall proceed to determine the appropriateness of entering a consent decree after consideration of any objections or reasons for entering such a decree.

4. A consent decree shall remain in force for up to one year unless the child is sooner discharged by the court or by the juvenile court officer or other agency or person supervising the child. Upon application of a juvenile court officer or other agency or person supervising the child made prior to the expiration of the decree and after notice and hearing, or upon agreement by the parties, a consent decree may be extended for up to an additional year by order of the court.

5. When a child has complied with the express terms and conditions of the consent decree for the required amount of time or until earlier dismissed as provided in subsection 4, the original petition may not be reinstated. However, failure to so comply may result in the child's being thereafter held accountable as if the consent decree had never been entered.

6. A child who is discharged or who completes a period of continuance without the reinstatement of the original petition shall not be proceeded against in any court for a delinquent act alleged in the petition.

[C79, 81, §232.46; 82 Acts, ch 1209, §11]

83 Acts, ch 186, §10055, 10201; 94 Acts, ch 1172, §19; 95 Acts, ch 180, §5; 2008 Acts, ch 1187, §132; 2014 Acts, ch 1141, §74; 2015 Acts, ch 30, §76, 77; 2023 Acts, ch 19, §600, 601; 2023 Acts, ch 64, §32

Referred to in §232.9, 234.35

Juvenile victim restitution, see chapter 232A and §915.24 – 915.29

See Code editor's note on simple harmonization at the beginning of this Code volume

Subsection 1, paragraph b amended

Subsection 3 amended

232.47 Adjudicatory hearing — findings — adjudication.

1. If a child denies the allegations of the petition, that child may be found to be delinquent only after an adjudicatory hearing conducted in accordance with the provisions of this section.

2. The court shall hear and adjudicate all cases involving a petition alleging a child to have committed a delinquent act.

3. The child shall have the right to adjudication by an impartial finder of fact. A judge of the juvenile court may not serve as the finder of fact over objection of the child based upon a showing of prejudice on the part of the judge. In the event that a judge is disqualified from serving as a finder of fact under this provision, a substitute judge shall serve as the finder of fact.

4. At an adjudicatory hearing the state shall have the burden of proving the allegations of the petition.

5. Only evidence which is admissible under the rules of evidence applicable to the trial of criminal cases shall be admitted at the hearing except as otherwise provided by this section.

6. Statements or other evidence derived directly or indirectly from statements which a child makes to a law enforcement officer while in custody without presence of counsel may be admitted into evidence at an adjudicatory hearing over the child's objection only after the court determines whether the child has voluntarily waived the right to remain silent. In making its determination the court may consider any factors it finds relevant and shall consider the following factors:

a. Opportunity for the child to consult with a parent, guardian, custodian, lawyer or other adult.

b. The age of the child.

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c. The child's level of education.

d. The child's level of intelligence.

e. Whether the child was advised of the child's constitutional rights.

f. Length of time the child was held in shelter care or detention before making the statement in question.

g. The nature of the questioning which elicited the statement.

h. Whether physical punishment such as deprivation of food or sleep was used upon the child during the shelter care, detention, or questioning.

7. The following statements or other evidence shall not be admitted as evidence in chief at an adjudicatory hearing:

a. Statements or other evidence derived directly or indirectly from statements which a child makes to a juvenile intake officer without the presence of counsel subsequent to the filing of a complaint and prior to adjudication unless the child and the child's attorney consent to the admission of such statements or evidence.

b. Statements which the child makes to a juvenile probation officer or other person conducting a predisposition investigation during such an investigation.

8. At the conclusion of an adjudicatory hearing, the court shall make a finding as to whether the child has committed a delinquent act. The court shall make and file written findings as to the truth of the specific allegations of the petition and as to whether the child has engaged in delinquent conduct.

9. If the court finds that the child did not engage in delinquent conduct, the court shall enter an order dismissing the petition.

10. If the court finds that the child did engage in delinquent conduct, the court may enter an order adjudicating the child to have committed a delinquent act. The child shall be presumed to be innocent of the charges and no finding that a child has engaged in delinquent conduct may be made unless the state has proved beyond a reasonable doubt that the child engaged in such behavior.

11. If the court enters an order adjudicating the child to have committed a delinquent act, the court may issue an order authorizing either shelter care or detention until the dispositional hearing is held.

12. A juvenile court officer shall notify the superintendent of the school district or the superintendent's designee, or the authorities in charge of the nonpublic school which the child attends of the child's adjudication for a delinquent act which would be an indictable offense if committed by an adult.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.47]

94 Acts, ch 1172, §20

Referred to in §232.8, 232.9, 232.11, 232.46, 232.48, 232.49, 232.50, 232.133, 232.147

232.48 Predisposition investigation and report.

1. The court shall not make a disposition of the matter following the entry of an order of adjudication pursuant to section 232.47 until a predisposition report has been submitted to and considered by the court.

2. After a petition is filed, the court shall direct a juvenile court officer or any other agency or individual to conduct a predisposition investigation and to prepare a predisposition report. The investigation and report shall cover all of the following:

a. The social history, environment and present condition of the child and the child's family.

b. The performance of the child in school.

c. The presence of child abuse and neglect histories, learning disabilities, physical impairments and past acts of violence.

d. Other matters relevant to the child's status as a delinquent, treatment of the child or proper disposition of the case.

3. No predisposition report shall be submitted to or considered by the court prior to the completion of the adjudicatory hearing without the consent of the child and the child's counsel.

4. A predisposition report shall not be disclosed except as provided in this section and in subchapter VIII. The court shall permit the child's attorney to inspect the predisposition

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report prior to consideration by the court. The court may order counsel not to disclose parts of the report to the child, or to the child's parent, guardian, guardian ad litem, or custodian if the court finds that disclosure would seriously harm the treatment or rehabilitation of the child. If the report indicates the child has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has been a victim or perpetrator of sexual abuse, unless otherwise ordered by the court, the child's parent, guardian, or foster parent or other person with custody of the child shall be provided with that information.

[C79, 81, §232.48]

83 Acts, ch 186, §10055, 10201; 85 Acts, ch 88, §1; 2005 Acts, ch 124, §2; 2020 Acts, ch 1062, §32

Referred to in §232.147

232.49 Physical and mental examinations.

1. Following the entry of an order of adjudication under section 232.47 the court may, after a hearing which may be simultaneous with the adjudicatory hearing, order a physical or mental examination of the child if it finds that an examination is necessary to determine the child's physical or mental condition. The court may consider chemical dependency as either a physical or mental condition and may consider a chemical dependency evaluation as either a physical or mental examination. If the examination indicates the child has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has been a victim or perpetrator of sexual abuse, unless otherwise ordered by the court, the child's parent, guardian, or foster parent or other person with custody of the child shall be provided with that information.

2. When possible an examination shall be conducted on an outpatient basis, but the court may, if it deems necessary, commit the child to a suitable hospital, facility or institution for the purpose of examination. Commitment for examination shall not exceed thirty days and the civil commitment provisions of chapter 229 shall not apply.

3. *a.* At any time after the filing of a delinquency petition the court may order a physical or mental examination of the child if the following circumstances apply:

(1) The court finds such examination to be in the best interest of the child; and

(2) The parent, guardian, or custodian and the child's counsel agree.

b. An examination shall be conducted on an outpatient basis unless the court, the child's counsel, and the parent, guardian, or custodian agree that it is necessary the child be committed to a suitable hospital, facility, or institution for the purpose of examination. Commitment for examination shall not exceed thirty days and the civil commitment provisions of chapter 229 shall not apply.

[C66, 71, 73, 75, 77, §232.13; C79, 81, §232.49]

86 Acts, ch 1186, §4; 2005 Acts, ch 124, §3; 2009 Acts, ch 41, §235

Referred to in §232.147

232.50 Dispositional hearing.

1. As soon as practicable following the entry of an order of adjudication pursuant to section 232.47 or notification that the child has been placed on youthful offender status pursuant to section 907.3A, the court shall hold a dispositional hearing in order to determine what disposition should be made of the matter.

2. The court shall hold a periodic dispositional review hearing for each child in placement pursuant to section 232.52, subsection 2, paragraph *"d"* or *"e"*, to determine the future disposition status of the child. The hearings shall not be waived or continued beyond twelve months after the last dispositional hearing or dispositional review hearing.

3. At dispositional hearings under this section all relevant and material evidence shall be admitted.

4. When a dispositional hearing under this section is concluded the court shall enter an order to make any one or more of the dispositions authorized under section 232.52.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.50]

87 Acts, ch 159, §1; 97 Acts, ch 99, §1; 97 Acts, ch 126, §25; 2013 Acts, ch 42, §7

Referred to in §232.9, 232.11, 232.52, 232.103

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232.51 Disposition of child with mental illness.

1. If the evidence received at an adjudicatory or a dispositional hearing indicates that the child is mentally ill, the court may direct the juvenile court officer or the department to initiate proceedings or to assist the child's parent or guardian to initiate civil commitment proceedings in the juvenile court and such proceedings in the juvenile court shall adhere to the requirements of chapter 229.

2. *a.* If prior to the adjudicatory or dispositional hearing on the pending delinquency petition, the child is committed as a child with a mental illness and is ordered into a residential facility, institution, or hospital for inpatient treatment, the delinquency proceeding shall be suspended until such time as the juvenile court either terminates the civil commitment order or the child is released from the residential facility, institution, or hospital for purposes of receiving outpatient treatment.

b. During any time that the delinquency proceeding is suspended pursuant to this subsection, any time limits for speedy adjudicatory hearings and continuances shall be tolled.

c. This subsection shall not apply to waiver hearings held pursuant to section 232.45.

[C79, 81, §232.51]

83 Acts, ch 186, §10055, 10201; 86 Acts, ch 1186, §5; 96 Acts, ch 1129, §62; 2011 Acts, ch 10, §1; 2012 Acts, ch 1019, §85, 86; 2013 Acts, ch 130, §31, 35

Referred to in §229.26

232.52 Disposition of child found to have committed a delinquent act.

1. Pursuant to a hearing as provided in section 232.50, the court shall enter the least restrictive dispositional order appropriate in view of the seriousness of the delinquent act, the child's culpability as indicated by the circumstances of the particular case, the age of the child, the child's prior record, or the fact that the child has been placed on youthful offender status under section 907.3A. The order shall specify the duration and the nature of the disposition, including the type of residence or confinement ordered and the individual, agency, department, or facility in which custody is vested. In the case of a child who has been placed on youthful offender status, the initial duration of the dispositional order shall be until the child reaches the age of eighteen.

2. The dispositional orders which the court may enter subject to its continuing jurisdiction are as follows:

a. An order prescribing one or more of the following:

(1) A work assignment of value to the state or to the public.

(2) Restitution consisting of monetary payment or a work assignment of value to the victim.

(3) If the child is fourteen years of age or older, restitution consisting of monetary payment or a work assignment of value to the county or to the public for fees of attorneys appointed to represent the child at public expense pursuant to section 232.11.

(4) (a) The suspension or revocation of the driver's license or operating privilege of the child, for a period of one year, for the commission of delinquent acts which are a violation of any of the following:

(i) Section 123.46.

(ii) Section 123.47 regarding the purchase, attempt to purchase, or consumption of alcoholic beverages.

(iii) Chapter 124.

(iv) Section 126.3.

(v) Chapter 453B.

(vi) Two or more violations of section 123.47 regarding the consumption or possession of alcoholic beverages.

(vii) Section 708.1, if the assault is committed upon an employee of the school at which the child is enrolled, and the child intended to inflict serious injury upon the school employee or caused bodily injury or mental illness.

(viii) Section 724.4, if the child used the dangerous weapon in the commission of a crime.

(ix) Section 724.4B.

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(b) The child may be issued a temporary restricted license or school license if the child is otherwise eligible.

(5) The suspension of the driver's license or operating privilege of the child for a period not to exceed one year. The order shall state whether a work permit may or shall not be issued to the child.

b. An order placing the child on probation and releasing the child to the child's parent, guardian, or custodian.

c. An order providing special care and treatment required for the physical, emotional, or mental health of the child, and that does all of the following:

(1) Places the child on probation or other supervision.

(2) If the court deems appropriate, orders the parent, guardian, or custodian to reimburse the county for any costs incurred as provided in section 232.141, subsection 1, or to otherwise pay or provide for such care and treatment.

d. An order transferring the legal custody of the child, subject to the continuing jurisdiction of the court for purposes of section 232.54, to one of the following:

(1) An adult relative or other suitable adult and placing the child on probation.

(2) A child-placing agency or other suitable private agency or facility which is licensed or otherwise authorized by law to receive and provide care for children and placing the child on probation or other supervision.

(3) The department for purposes of foster care and prescribing the type of placement which will serve the best interests of the child and the means by which the placement shall be monitored by the court. The court shall consider ordering placement in family foster care as an alternative to group foster care.

(4) The chief juvenile court officer or the officer's designee for placement in a program under section 232.191, subsection 4.* The chief juvenile court officer or the officer's designee may place a child in group foster care for failure to comply with the terms and conditions of the supervised community treatment program for up to seventy-two hours without notice to the court or for more than seventy-two hours if the court is notified of the placement within seventy-two hours of placement, subject to a hearing before the court on the placement within ten days.

e. An order transferring the custody of the child, subject to the continuing jurisdiction and custody of the court for the purposes of section 232.54, to the director for purposes of placement in the state training school or other facility, provided that the child is at least twelve years of age and the court finds the placement to be in the best interests of the child or necessary for the protection of the public, and that the child has been found to have committed an act which is a forcible felony, as defined in section 702.11, or a felony violation of section 124.401 or chapter 707, or the court finds any three of the following conditions exist:

(1) The child is at least fifteen years of age and the court finds the placement to be in the best interests of the child or necessary to the protection of the public.

(2) The child has committed an act which is a crime against a person and which would be an aggravated misdemeanor or a felony if the act were committed by an adult.

(3) The child has previously been found to have committed a delinquent act.

(4) The child has previously been placed in a treatment facility outside the child's home or in a supervised community treatment program established pursuant to section 232.191, subsection 4,* as a result of a prior delinquency adjudication.

f. An order committing the child to a mental health institute or other appropriate facility for the purpose of treatment of a mental or emotional condition after making findings pursuant to the standards set out for involuntary commitment in chapter 229.

g. An order placing a child, other than a child who has committed a violation of section 123.47, in secure custody for not more than two days in a facility under section 232.22, subsection 3, paragraph *"a"* or *"b"*.

h. In the case of a child adjudicated delinquent for an act which would be a violation of chapter 236 or section 708.2A if committed by an adult, an order requiring the child to attend a batterers' treatment program under section 708.2B.

3. *a.* An order under subsection 2, paragraph *"a"*, may be the sole disposition or may be included as an element in other dispositional orders.

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b. A parent or guardian may be required by the juvenile court to participate in educational or treatment programs as part of a probation plan. A parent or guardian who does not participate in the probation plan when required to do so by the court may be held in contempt.

c. Notwithstanding subsection 2, the court shall not order group foster care placement of the child which is a charge upon the state unless the group foster care placement meets requirements as established by the department by rule.

4. When the court enters an order placing a child on probation pursuant to this section, the court may in cases of change of residency transfer jurisdiction of the child to the juvenile court of the county where the child's residence is established. The court to which the jurisdiction of the child is transferred shall have the same powers with respect to the child as if the petition had originally been filed in that court.

5. When the court enters an order transferring the legal and physical custody of a child to an agency, facility, department, or institution, the court shall transmit its order, its finding, and a summary of its information concerning the child to such agency, facility, department, or institution.

6. If the court orders the transfer of custody of the child to the department or other agency for placement, the department or agency responsible for the placement of the child shall submit a case permanency plan to the court and shall make every effort to return the child to the child's home as quickly as possible.

7. *a.* When the court orders the transfer of legal custody of a child pursuant to subsection 2, paragraph "*d*", "*e*", or "*f*", the order shall state that reasonable efforts as defined in section 232.57 have been made. If deemed appropriate by the court, the order may include a determination that continuation of the child in the child's home is contrary to the child's welfare. The inclusion of such a determination shall not under any circumstances be deemed a prerequisite for entering an order pursuant to this section. However, the inclusion of such a determination, supported by the record, may be used to assist the department in obtaining federal funding for the child's placement. If such a determination is included in the order, unless the court makes a determination that further reasonable efforts are not required, reasonable efforts shall be made to prevent permanent removal of a child from the child's home and to encourage reunification of the child with the child's parents and family. The reasonable efforts may include but are not limited to early intervention and follow-up programs implemented pursuant to section 232.191.**

b. When the court orders the transfer of legal custody of a child pursuant to subsection 2, paragraph "*d*", and the child is sixteen years of age or older, the order shall specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the child has a case permanency plan, the court shall consider the written transition plan of services and needs assessment developed for the child's case permanency plan. If the child does not have a case permanency plan containing the transition plan and needs assessment at the time the transfer order is entered, the written transition plan and needs assessment shall be developed and submitted for the court's consideration no later than six months from the date of the transfer order. The court shall modify the initial transfer order as necessary to specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the transition plan identifies services or other support needed to assist the child when the child becomes an adult and the court deems it to be beneficial to the child, the court may authorize the individual who is the child's guardian ad litem or court appointed special advocate to continue a relationship with and provide advice to the child for a period of time beyond the child's eighteenth birthday.

8. If the court orders the transfer of the custody of the child to the department or to another agency for placement in group foster care, the department or agency shall make every reasonable effort to place the child in the least restrictive, most family-like, and most appropriate setting available and in close proximity to the parents' home, consistent with the child's best interests and special needs, and shall consider the placement's proximity to the school in which the child is enrolled at the time of placement.

9. If a child has previously been adjudicated as a child in need of assistance, and a social worker or other caseworker from the department has been assigned to work on the child's

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case, the court may order the department to assign the same social worker or caseworker to work on any matters related to the child arising under this subchapter.

10. *a.* Upon receipt of an application from the director, the court shall enter an order to temporarily transfer a child who has been placed in the state training school pursuant to subsection 2, paragraph "*e*", to a facility which has been designated to be an alternative placement site for the state training school, provided the court finds that all of the following conditions exist:

(1) There is insufficient time to file a motion and hold a hearing for a substitute dispositional order under section 232.54.

(2) Immediate removal of the child from the state training school is necessary to safeguard the child's physical or emotional health.

(3) That reasonable attempts to notify the parents, guardian ad litem, and attorney for the child have been made.

b. If the court finds the conditions in paragraph "*a*" exist and there is insufficient time to provide notice as required under **rule of juvenile procedure 8.12**, the court may enter an ex parte order temporarily transferring the child to the alternative placement site.

c. Within three days of the child's transfer, the director shall file a motion for a substitute dispositional order under section 232.54 and the court shall hold a hearing concerning the motion within fourteen days of the child's transfer.

11. The court shall order a juvenile adjudicated a delinquent for an offense that requires DNA profiling under section 81.2 to submit a DNA sample for DNA profiling pursuant to section 81.4.

[C73, §1653 – 1659; C97, §2708, 2709; S13, §254-a23, 2708; C24, 27, 31, 35, 39, §**3637, 3646, 3647, 3652;** C46, 50, 54, 58, 62, §232.27, 232.28, 232.34; C66, 71, 73, 75, 77, §232.34, 232.38, 232.39; C79, 81, §232.52; 82 Acts, ch 1260, §22]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §5; 85 Acts, ch 124, §1; 88 Acts, ch 1249, §12, 13; 90 Acts, ch 1168, §35; 90 Acts, ch 1239, §7, 8; 90 Acts, ch 1271, §1505; 91 Acts, ch 232, §5, 6; 91 Acts, ch 258, §37; 92 Acts, ch 1229, §3; 92 Acts, ch 1231, §20, 21; 94 Acts, ch 1172, §21, 22; 95 Acts, ch 180, §6; 95 Acts, ch 191, §13, 14; 96 Acts, ch 1134, §2; 96 Acts, ch 1218, §57; 97 Acts, ch 51, §1; 97 Acts, ch 99, §2; 97 Acts, ch 126, §26, 27; 97 Acts, ch 208, §40; 98 Acts, ch 1073, §9; 99 Acts, ch 208, §35; 2001 Acts, ch 24, §39; 2001 Acts, ch 135, §7; 2002 Acts, ch 1081, §2; 2003 Acts, ch 117, §4; 2004 Acts, ch 1116, §4, 5; 2005 Acts, ch 158, §12, 19; 2007 Acts, ch 218, §113; 2009 Acts, ch 41, §236; 2009 Acts, ch 133, §220, 221; 2013 Acts, ch 42, §8; 2014 Acts, ch 1096, §5, 6; 2017 Acts, ch 69, §3; 2018 Acts, ch 1041, §61; 2018 Acts, ch 1101, §1; 2020 Acts, ch 1062, §94; 2021 Acts, ch 35, §7; 2022 Acts, ch 1021, §48; 2022 Acts, ch 1098, §74; 2023 Acts, ch 19, §602 – 605

Referred to in §92.17, 232.22, 232.50, 232.53, 232.54, 232.58, 232.133, 234.35, 321.213, 321.213A, 321.215, 321A.17, 692A.103, 907.3A, 915.28

Juvenile victim restitution, see chapter 232A and §915.24 – 915.29

*A reference to §232.192, subsection 1, paragraph d, probably intended; corrective legislation is pending

**A reference to §232.192 probably intended; corrective legislation is pending

Subsection 2, paragraph d, subparagraph (3) amended

Subsection 2, paragraph e, unnumbered paragraph 1 amended

Subsections 6, 8, and 9 amended

Subsection 10, paragraph a, unnumbered paragraph 1 amended

232.52A Disposition of certain juvenile offenders.

1. In addition to any other order of the juvenile court, a person under age eighteen, who may be in need of treatment as determined under section 232.8, may be ordered to participate in an alcohol or controlled substance education or evaluation program approved by the juvenile court. If recommended after evaluation, the court may also order the person to participate in a treatment program approved by the court. The juvenile court may also require the custodial parent or parents or other legal guardian to participate in an educational program with the person under age eighteen if the court determines that such participation is in the best interests of the person under age eighteen.

2. If the duration of a dispositional order is extended pursuant to section 232.53,

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subsection 3, the court may continue or extend supervision by an electronic tracking and monitoring system in addition to any other conditions of supervision.

90 Acts, ch 1251, §26; 2009 Acts, ch 119, §35

Referred to in §232.8

232.53 Duration of dispositional orders.

1. Any dispositional order entered by the court pursuant to section 232.52 shall remain in force for an indeterminate period or until the child becomes eighteen years of age unless otherwise specified by the court or unless sooner terminated pursuant to the provisions of section 232.54. No dispositional order made under section 232.52, subsection 2, paragraph "*e*", shall remain in force longer than the maximum possible duration of the sentence which may be imposed on an adult for the commission of the act which the child has been found by the court to have committed.

2. All dispositional orders entered prior to the child attaining the age of seventeen years shall automatically terminate when the child becomes eighteen years of age, except as provided in subsection 3. Dispositional orders entered subsequent to the child attaining the age of seventeen years and prior to the child's eighteenth birthday shall automatically terminate one year and six months after the date of disposition. In the case of an adult within the jurisdiction of the court under the provisions of section 232.8, subsection 1, the dispositional order shall automatically terminate one year and six months after the last date upon which jurisdiction could attach.

3. A dispositional order entered prior to the child attaining the age of seventeen, for a child required to register as a sex offender pursuant to the provisions of chapter 692A, may be extended one year and six months beyond the date the child becomes eighteen years of age.

4. Notwithstanding section 233A.13, a child committed to the training school subsequent to the child attaining the age of seventeen years and prior to the child's eighteenth birthday may be held at the school beyond the child's eighteenth birthday pursuant to subsection 2 or 3, provided that the training school makes application to and receives permission from the committing court. This extension shall be for the purpose of completion by the child of a course of instruction established for the child pursuant to section 233A.4 and cannot extend for more than one year and six months beyond the date of disposition unless the duration of the dispositional order was extended pursuant to subsection 3.

5. *a.* Any person supervising but not having custody of the child pursuant to such an order shall file a written report with the court at least every six months concerning the status and progress of the child.

b. Any agency, facility, institution, or person to whom custody of the child has been transferred pursuant to such order shall file a written report with the court at least every six months concerning the status and progress of the child.

c. Any report prepared pursuant to this subsection shall be included in the record considered by the court in a permanency hearing conducted pursuant to section 232.58.

[C73, §1653 – 1658; C97, §2708; S13, §254-a23, 2708; C24, 27, 31, 35, 39, §**3639, 3649;** C46, 50, 54, 58, 62, §232.23, 232.30; C66, 71, 73, 75, §232.36, 232.37; C79, 81, §232.53; 82 Acts, ch 1209, §12]

84 Acts, ch 1166, §1; 2000 Acts, ch 1056, §2; 2001 Acts, ch 135, §8; 2009 Acts, ch 119, §34, 36

Referred to in §232.52A

232.54 Termination, modification, or vacation and substitution of dispositional order.

1. At any time prior to its expiration, a dispositional order may be terminated, modified, or vacated and another dispositional order substituted therefor only in accordance with the following provisions:

a. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*a*", "*b*", or "*c*", and upon the motion of a child, a child's parent or guardian, a child's guardian ad litem, a person supervising the child under a dispositional order, a county attorney, or upon its own motion, the court may terminate the order and discharge the child, modify the order, or vacate the order and substitute another order pursuant to the provisions

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of section 232.52. Notice shall be afforded all parties, and a hearing shall be held at the request of any party.

b. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraphs "*d*" and "*e*", the court shall grant a motion of the person to whom custody has been transferred for termination of the order and discharge of the child, for modification of the order by imposition of less restrictive conditions, or for vacation of the order and substitution of a less restrictive order unless there is clear and convincing evidence that there has not been a change of circumstance sufficient to grant the motion. Notice shall be afforded all parties, and a hearing shall be held at the request of any party or upon the court's own motion.

c. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*d*", or "*e*", or "*f*", the court shall grant a motion of a person or agency to whom custody has been transferred for modification of the order by transfer to an equally restrictive placement, unless there is clear and convincing evidence that there has not been a change of circumstance sufficient to grant the motion. Notice shall be afforded all parties, and a hearing shall be held at the request of any party or upon the court's own motion.

d. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*d*", "*e*", or "*f*", the court may, after notice and hearing, either grant or deny a motion of the child, the child's parent or guardian, or the child's guardian ad litem, to terminate the order and discharge the child, to modify the order either by imposing less restrictive conditions or by transfer to an equally or less restrictive placement, or to vacate the order and substitute a less restrictive order. A motion may be made pursuant to this paragraph no more than once every six months.

e. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraphs "*d*" and "*e*", the court may, after notice and a hearing at which there is presented clear and convincing evidence to support such an action, either grant or deny a motion by a county attorney or by a person or agency to whom custody has been transferred, to modify an order by imposing more restrictive conditions or to vacate the order and substitute a more restrictive order.

f. With respect to a temporary transfer order made pursuant to section 232.52, subsection 10, if the court finds that removal of a child from the state training school is necessary to safeguard the child's physical or emotional health and is in the best interests of the child, the court shall grant the director's motion for a substitute dispositional order to place the child in a facility which has been designated to be an alternative placement site for the state training school.

g. With respect to a juvenile court dispositional order entered regarding a child who has been placed on youthful offender status under section 907.3A, the dispositional order may be terminated prior to the child reaching the age of eighteen upon motion of the child, the person or agency to whom custody of the child has been transferred, or the county attorney following a hearing before the juvenile court if it is shown by clear and convincing evidence that it is in the best interests of the child and the community to terminate the order. The hearing may be waived if all parties to the proceeding agree. The dispositional order regarding a child who has been placed on youthful offender status may also be terminated prior to the child reaching the age of eighteen upon motion of the county attorney, if the waiver of the child to district court was conditioned upon the terms of an agreement between the county attorney and the child, and the child violates the terms of the agreement after the waiver order has been entered. The district court shall discharge the child's youthful offender status upon receiving a termination order under this section.

h. With respect to a dispositional order entered regarding a child who has been placed on youthful offender status under section 907.3A, the juvenile court may, in the case of a child who violates the terms of the order, modify or terminate the order in accordance with the following:

(1) After notice and hearing at which the facts of the child's violation of the terms of the order are found, the juvenile court may refuse to modify the order, modify the order and impose a more restrictive order, or, after an assessment of the child by a juvenile court officer in consultation with the judicial district department of correctional services and if the child is

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age fourteen or over, terminate the order and return the child to the supervision of the district court under chapter 907.

(2) The juvenile court shall only terminate an order under this paragraph *"h"* if after considering the best interests of the child and the best interests of the community the court finds that the child should be returned to the supervision of the district court.

(3) A youthful offender over whom the juvenile court has terminated the dispositional order under this paragraph *"h"* shall be treated in the manner of an adult who has been arrested for a violation of probation under section 908.11 for sentencing purposes only.

i. With respect to a dispositional order requiring a child to register as a sex offender pursuant to chapter 692A, the juvenile court shall determine whether the child shall remain on the sex offender registry prior to termination of the dispositional order.

2. Notice requirements of this section shall be satisfied by providing reasonable notice to the persons required to be provided notice for adjudicatory hearings under section 232.37, except that notice shall be waived regarding a person who was notified of the adjudicatory hearing and who failed to appear. At a hearing under this section all relevant and material evidence shall be admitted.

[C79, 81, §232.54]

90 Acts, ch 1239, §9; 95 Acts, ch 92, §2; 97 Acts, ch 126, §28; 98 Acts, ch 1100, §25; 2001 Acts, ch 135, §27; 2009 Acts, ch 41, §237; 2009 Acts, ch 119, §37; 2013 Acts, ch 42, §9, 10

Referred to in §232.9, 232.11, 232.22, 232.52, 232.53, 692A.106, 907.3A

232.55 Effect of adjudication and disposition.

1. An adjudication or disposition in a proceeding under this subchapter shall not be deemed a conviction of a crime and shall not impose any civil disabilities or operate to disqualify the child in any civil service application or appointment.

2. *a.* Adjudication and disposition proceedings under this subchapter are not admissible as evidence against a person in a subsequent proceeding in any other court before or after the person reaches majority except in a proceeding pursuant to chapter 229A or in a sentencing proceeding after conviction of the person for an offense other than a simple or serious misdemeanor.

b. Adjudication and disposition proceedings may properly be included in a presentence investigation report prepared pursuant to chapter 901 and section 906.5.

c. However, the use of adjudication and disposition proceedings pursuant to this subsection shall be subject to the restrictions contained in section 232.150.

3. This section does not apply to dispositional orders entered regarding a child who has been placed on youthful offender status under section 907.3A who is not discharged from probation before or upon the child's eighteenth birthday.

[C79, 81, §232.55]

85 Acts, ch 179, §1; 97 Acts, ch 126, §29; 2009 Acts, ch 41, §238; 2013 Acts, ch 42, §11; 2014 Acts, ch 1059, §3; 2020 Acts, ch 1062, §94

Referred to in §321.213

232.56 Youthful offenders — transfer to district court supervision.

The juvenile court shall deliver a report, which includes an assessment of the child by a juvenile court officer after consulting with the judicial district department of correctional services, to the district court prior to the eighteenth birthday of a child who has been placed on youthful offender status under section 907.3A. A hearing shall be held in the district court in accordance with section 907.3A to determine whether the child should be discharged from youthful offender status or whether the child shall continue under the supervision of the district court after the child's eighteenth birthday.

97 Acts, ch 126, §30; 2013 Acts, ch 42, §12

Referred to in §907.3A

232.57 Reasonable efforts defined — effect of aggravated circumstances.

1. For the purposes of this subchapter, unless the context otherwise requires, *"reasonable efforts"* means the efforts made to prevent permanent removal of a child from the child's home and to encourage reunification of the child with the child's parents and family. Reasonable

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efforts shall include but are not limited to giving consideration, if appropriate, to interstate placement of a child in the permanency planning decisions involving the child and giving consideration to in-state and out-of-state placement options at a permanency hearing and when using concurrent planning. If a court order includes a determination that continuation of the child in the child's home is not appropriate or not possible, reasonable efforts may include the efforts made in a timely manner to finalize a permanency plan for the child.

2. If the court determines by clear and convincing evidence that aggravated circumstances exist, with written findings of fact based upon evidence in the record, the court may waive the requirement for making reasonable efforts. The existence of aggravated circumstances is indicated by any of the following:

a. The parent has abandoned the child.

b. The court finds the circumstances described in section 232.116, subsection 1, paragraph "*i*", are applicable to the child.

c. The parent's parental rights have been terminated under section 232.116 with respect to another child who is a member of the same family, and there is clear and convincing evidence to show that the offer or receipt of services would not be likely within a reasonable period of time to correct the conditions which led to the child's removal.

d. The parent has been convicted of the murder of another child.

e. The parent has been convicted of the voluntary manslaughter of another child.

f. The parent has been convicted of aiding or abetting, attempting, conspiring in, or soliciting the commission of the murder or voluntary manslaughter of another child.

g. The parent has been convicted of a felony assault which resulted in serious bodily injury of the child or of another child.

3. Any order entered under this subchapter may include findings regarding reasonable efforts.

2001 Acts, ch 135, §9; 2007 Acts, ch 172, §4; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §18
Referred to in §232.21, 232.22, 232.52, 232B.5

232.58 Permanency hearings.

1. If an order entered pursuant to this subchapter for an out-of-home placement of a child includes a determination that continuation of the child in the child's home is contrary to the child's welfare, the court shall review the child's continued placement by holding a permanency hearing or hearings in accordance with this section. The initial permanency hearing shall be the earlier of the following:

a. For an order for which the court has not waived reasonable efforts requirements, the permanency hearing shall be held within twelve months of the date the child was removed from the home.

b. For an order in a case in which aggravated circumstances exist for which the court has waived reasonable efforts requirements, the permanency hearing shall be held within thirty days of the date the requirements were waived.

2. Reasonable notice shall be provided of a permanency hearing for an out-of-home placement in which the court order has included a determination that continuation of the child in the child's home is contrary to the child's welfare. A permanency hearing shall be conducted in substantial conformance with the provisions of section 232.99. During the hearing, the court shall consider the child's need for a secure and permanent placement in light of any case permanency plan or evidence submitted to the court and the reasonable efforts made concerning the child. Upon completion of the hearing, the court shall enter written findings identifying a primary permanency goal for the child. If a case permanency plan is in effect at the time of the hearing, the court shall also make a determination as to whether reasonable progress is being made in achieving the permanency goal and in complying with the other provisions of that case permanency plan.

3. After a permanency hearing, the court shall do one of the following:

a. Enter an order pursuant to section 232.52 to return the child to the child's home.

b. Enter an order pursuant to section 232.52 to continue the out-of-home placement of the child for an additional six months at which time the court shall hold a hearing to consider modification of its permanency order. An order entered under this paragraph shall enumerate

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the specific factors, conditions, or expected behavioral changes which comprise the basis for the determination that the need for removal of the child from the child's home will no longer exist at the end of the additional six-month period.

c. Direct the county attorney or the attorney for the child to institute proceedings to terminate the parent-child relationship.

d. Enter an order, pursuant to findings based upon the existence of the evidence required by subsection 5, to do one of the following:

(1) Transfer guardianship and custody of the child to a suitable person.

(2) Transfer sole custody of the child from one parent to another parent.

(3) Transfer custody of the child to a suitable person for the purpose of long-term care.

(4) If the child is sixteen years of age or older and the department has documented to the court's satisfaction a compelling reason for determining that an order under the other subparagraphs of this paragraph "*d*" would not be in the child's best interest, order another planned permanent living arrangement for the child.

4. If the court enters an order for another planned permanent living arrangement pursuant to subsection 3, paragraph "*d*", the court shall do all of the following:

a. Ask the child about the child's desired permanency outcome and make a judicial determination that another planned permanent living arrangement is the best permanency plan for the child.

b. Require the department to do all of the following:

(1) Document the efforts to place a child permanently with a parent, relative, or in a guardianship or adoptive placement.

(2) Document that the planned permanent living arrangement is the best permanency plan for the child and compelling reasons why it is not in the child's best interest to be placed permanently with a parent, relative, or in a guardianship or adoptive placement.

(3) Document all of the following at the permanency hearing and the six-month periodic review:

(a) The steps the department is taking to ensure that the planned permanent living arrangement follows the reasonable and prudent parent standard.

(b) Whether the child has regular opportunities to engage in age-appropriate or developmentally appropriate activities.

5. Prior to entering a permanency order pursuant to subsection 3, paragraph "*d*", clear and convincing evidence must exist showing that all of the following apply:

a. A termination of the parent-child relationship would not be in the best interest of the child.

b. Services were offered to the child's family to correct the situation which led to the child's removal from the home.

c. The child cannot be returned to the child's home.

6. Any permanency order may provide restrictions upon the contact between the child and the child's parent or parents, consistent with the best interest of the child.

7. With respect to a dispositional order made pursuant to section 232.52, subsection 2, paragraph "*d*", "*e*", or "*f*", for which the court has suspended or terminated sibling visitation or interaction, when a review is made under this section the court shall consider whether the visitation or interaction can be safely resumed and may modify the suspension or termination as appropriate.

8. Subsequent to the entry of a permanency order pursuant to this section, the child shall not be returned to the care, custody, or control of the child's parent or parents, over a formal objection filed by the child's attorney or guardian ad litem, unless the court finds by a preponderance of the evidence that returning the child to such custody would be in the best interest of the child.

9. Following an initial permanency hearing and the entry of a permanency order which places a child in the custody or guardianship of another person or agency, the court shall retain jurisdiction and annually review the order to ascertain whether the best interest of the child is being served. When the order places the child in the custody of the department for the purpose of a planned permanent living arrangement, the review shall be in a hearing that shall not be waived or continued beyond twelve months after the initial permanency hearing

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or the last permanency review hearing. Any modification shall be accomplished through a hearing procedure following reasonable notice. During the hearing, all relevant and material evidence shall be admitted and procedural due process shall be provided to all parties.

2001 Acts, ch 135, §10; 2007 Acts, ch 67, §3; 2007 Acts, ch 172, §5; 2016 Acts, ch 1063, §5, 6; 2020 Acts, ch 1062, §94

Referred to in §232.53

232.59 and 232.60 Reserved.

SUBCHAPTER III

CHILD IN NEED OF ASSISTANCE PROCEEDINGS

Referred to in §232.2, 232.3A, 232.109, 600A.5

PART 1

GENERAL PROVISIONS

232.61 Jurisdiction.

1. The juvenile court shall have exclusive jurisdiction over proceedings under this chapter alleging that a child is a child in need of assistance.

2. In determining such jurisdiction the age and marital status of the child at the time the proceedings are initiated is controlling.

[C71, 73, 75, 77, §232.63; C79, 81, §232.61]

232.62 Venue.

1. Venue for child in need of assistance proceedings shall be in the judicial district where the child is found or in the judicial district of the child's residence.

2. The court may transfer any child in need of assistance proceedings brought under this chapter to the juvenile court of any county having venue at any stage in the proceedings as follows:

a. When it appears that the best interests of the child or the convenience of the proceedings shall be served by a transfer, the court may transfer the case to the court of the county of the child's residence.

b. With the consent of the receiving court, the court may transfer the case to the court of the county where the child is found.

3. The court shall transfer the case by ordering the transfer and a continuance and by forwarding to the clerk of the receiving court a certified copy of all papers filed together with an order of transfer. The judge of the receiving court may accept the filings of the transferring court or may direct the filing of a new petition and hear the case anew.

[C71, 73, 75, 77, §232.68 – 232.70; C79, 81, §232.62]

Referred to in §232.110, 232.123

232.63 through 232.66 Reserved.

PART 2

CHILD ABUSE REPORTING, ASSESSMENT, AND REHABILITATION

Referred to in §135L.3, 235A.13

232.67 Legislative findings — purpose and policy.

Children in this state are in urgent need of protection from abuse. It is the purpose and policy of subchapter III to provide the greatest possible protection to victims or potential victims of abuse through encouraging the increased reporting of suspected cases of abuse,

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ensuring the thorough and prompt assessment of these reports, and providing rehabilitative services, where appropriate and whenever possible to abused children and their families which will stabilize the home environment so that the family can remain intact without further danger to the child. The state recognizes removing a child from the child's family will cause the child harm and that the harm caused by a child's removal must be weighed against the potential harm in allowing a child to remain with the child's family.

[C66, 71, 73, 75, 77, §235A.1; C79, 81, §232.67]

97 Acts, ch 35, §3, 25; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §19

Referred to in §232.68

232.68 Definitions.

The definitions in section 235A.13 are applicable to this part 2 of subchapter III. As used in sections 232.67 through 232.77 and chapter 235A, subchapter II, unless the context otherwise requires:

1. *"Child"* means any person under the age of eighteen years.

2. *a.* *"Child abuse"* or *"abuse"* means:

(1) Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.

(2) Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined in section 622.10.

(3) The commission of a sexual offense with or to a child pursuant to chapter 709, section 726.2, or section 728.12, subsection 1, as a result of the acts or omissions of the person responsible for the care of the child or of a person who is fourteen years of age or older and resides in a home with the child. Notwithstanding section 702.5, the commission of a sexual offense under this subparagraph includes any sexual offense referred to in this subparagraph with or to a person under the age of eighteen years.

(4) (a) The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, medical or mental health treatment, supervision, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so and the failure occurred within five years of a report.

(b) For the purposes of subparagraph division (a), failure to provide for the adequate supervision of a child means the person failed to provide proper supervision of a child that a reasonable and prudent person would exercise under similar facts and circumstances and the failure resulted in direct harm or created a risk of harm to the child.

(c) A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child, however this provision shall not preclude a court from ordering that medical service be provided to the child where the child's health requires it.

(5) The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts prohibited pursuant to section 725.1. Notwithstanding section 702.5, acts or omissions under this subparagraph include an act or omission referred to in this subparagraph with or to a person under the age of eighteen years.

(6) An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.

(7) The person responsible for the care of a child, in the presence of a child, as defined in section 232.96A, subsection 16, paragraph *"e"*, unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance, as defined in section 232.96A, subsection 16, paragraph *"f"*, or knowingly allows such use, possession, manufacture, cultivation, or distribution by another person in the presence of a child; possesses a product with the intent to use the product as a precursor or an intermediary to a dangerous substance in the presence of a child; or unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous

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substance specified in section 232.96A, subsection 16, paragraph *"f"*, subparagraph (1), (2), or (3), in a child's home, on the premises, or in a motor vehicle located on the premises and the incident occurred within five years of a report to the department.

(8) The commission of bestiality in the presence of a minor under section 717C.1 by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.

(9) (a) A person who is responsible for the care of a child knowingly allowing another person custody of, control over, or unsupervised access to a child under the age of fourteen or a child with a physical or mental disability, after knowing the other person is required to register or is on the sex offender registry under chapter 692A.

(b) This subparagraph does not apply in any of the following circumstances:

(i) A child living with a parent or guardian who is a sex offender required to register or on the sex offender registry under chapter 692A.

(ii) A child living with a parent or guardian who is married to and living with a sex offender required to register or on the sex offender registry under chapter 692A.

(iii) A child who is a sex offender required to register or on the sex offender registry under chapter 692A who is living with the child's parent, guardian, or foster parent and is also living with the child to whom access was allowed.

(c) For purposes of this subparagraph, *"control over"* means any of the following:

(i) A person who has accepted, undertaken, or assumed supervision of a child from the parent or guardian of the child.

(ii) A person who has undertaken or assumed temporary supervision of a child without explicit consent from the parent or guardian of the child.

(10) The person responsible for the care of the child has knowingly allowed the child access to obscene material as defined in section 728.1 or has knowingly disseminated or exhibited such material to the child.

(11) The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a child for the purpose of commercial sexual activity as defined in section 710A.1.

b. *"Child abuse"* or *"abuse"* shall not be construed to hold a victim responsible for failing to prevent a crime against the victim.

2A. *"Child protection worker"* means an individual designated by the department to perform an assessment in response to a report of child abuse.

3. *"Confidential access to a child"* means access to a child, during an assessment of an alleged act of child abuse, who is alleged to be the victim of the child abuse. The access may be accomplished by interview, observation, or examination of the child. As used in this subsection and this part:

a. *"Interview"* means the verbal exchange between the child protection worker and the child for the purpose of developing information necessary to protect the child. A child protection worker is not precluded from recording visible evidence of abuse.

b. *"Observation"* means direct physical viewing of a child under the age of four by the child protection worker where the viewing is limited to the child's body other than the genitalia and pubes. *"Observation"* also means direct physical viewing of a child aged four or older by the child protection worker without touching the child or removing an article of the child's clothing, and doing so without the consent of the child's parent, custodian, or guardian. A child protection worker is not precluded from recording evidence of abuse obtained as a result of a child's voluntary removal of an article of clothing without inducement by the child protection worker. However, if prior consent of the child's parent or guardian, or an ex parte court order, is obtained, *"observation"* may include viewing the child's unclothed body other than the genitalia and pubes.

c. *"Physical examination"* means direct physical viewing, touching, and medically necessary manipulation of any area of the child's body by a physician licensed under chapter 148.

4. *"Department"* means the department of health and human services and includes the local and county offices of the department.

5. *"Differential response"* means an assessment system in which there are two discrete pathways to respond to accepted reports of child abuse, a child abuse assessment and a family

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assessment. The child abuse assessment pathway shall require a determination of abuse and a determination of whether criteria for placement on the central abuse registry are met. As used in this subsection and this part:

a. *"Assessment"* means the process by which the department responds to all accepted reports of alleged child abuse. An *"assessment"* addresses child safety, family functioning, culturally competent practice, and identifies the family strengths and needs, and engages the family in services if needed. The department's assessment process occurs either through a child abuse assessment or a family assessment.

b. *"Child abuse assessment"* means an assessment process by which the department responds to all accepted reports of child abuse which allege child abuse as defined in subsection 2, paragraph *"a"*, subparagraphs (1) through (3) and subparagraphs (5) through (10), or which allege child abuse as defined in subsection 2, paragraph *"a"*, subparagraph (4), that also allege imminent danger, death, or injury to a child. A *"child abuse assessment"* results in a disposition and a determination of whether a case meets the definition of child abuse and a determination of whether criteria for placement on the registry are met.

c. *"Family assessment"* means an assessment process by which the department responds to all accepted reports of child abuse which allege child abuse as defined in subsection 2, paragraph *"a"*, subparagraph (4), but do not allege imminent danger, death, or injury to a child. A *"family assessment"* does not include a determination of whether a case meets the definition of child abuse and does not include a determination of whether criteria for placement on the registry are met.

6. *"Health practitioner"* includes a licensed physician and surgeon, osteopathic physician and surgeon, dentist, optometrist, podiatric physician, or chiropractor; a resident or intern in any of such professions; a licensed dental hygienist, a registered nurse or licensed practical nurse; a physician assistant; and an emergency medical care provider certified under section 147A.6.

7. *"Mental health professional"* means a person who meets the following requirements:

a. Holds at least a master's degree in a mental health field, including but not limited to psychology, counseling, nursing, or social work; or is licensed to practice medicine pursuant to chapter 148.

b. Holds a license to practice in the appropriate profession.

c. Has at least two years of postdegree experience, supervised by a mental health professional, in assessing mental health problems and needs of individuals used in providing appropriate mental health services for those individuals.

8. *"Person responsible for the care of a child"* means:

a. A parent, guardian, or foster parent.

b. A relative or any other person with whom the child resides and who assumes care or supervision of the child, without reference to the length of time or continuity of such residence.

c. An employee or agent of any public or private facility providing care for a child, including an institution, hospital, health care facility, group home, mental health center, residential treatment center, shelter care facility, detention center, or child care facility.

d. Any person providing care for a child, but with whom the child does not reside, without reference to the duration of the care.

9. *"Registry"* means the central registry for child abuse information established in section 235A.14.

10. *"Sex trafficking"* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of commercial sexual activity as defined in section 710A.1.

11. *"Sex trafficking victim"* means a victim of sex trafficking.

[C66, 71, 73, 75, 77, §235A.2; C79, 81, §232.68]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1207, §1, 2; 85 Acts, ch 173, §2; 86 Acts, ch 1177, §1; 87 Acts, ch 153, §1, 2; 89 Acts, ch 24, §1; 89 Acts, ch 89, §16; 89 Acts, ch 230, §3, 4; 93 Acts, ch 76, §1; 93 Acts, ch 93, §2; 94 Acts, ch 1130, §1, 2; 95 Acts, ch 41, §24; 95 Acts, ch 108, §17; 95 Acts, ch 182, §7; 96 Acts, ch 1092, §2; 97 Acts, ch 35, §4, 5, 25; 97 Acts, ch 176, §1; 2001 Acts, ch 46, §2; 2001 Acts, ch 131, §1; 2003 Acts, ch 44, §49; 2004 Acts, ch 1116, §6; 2005 Acts, ch

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158, §20; 2008 Acts, ch 1088, §113 – 115; 2009 Acts, ch 119, §64; 2010 Acts, ch 1151, §2; 2011 Acts, ch 28, §1, 2; 2013 Acts, ch 115, §1, 19; 2016 Acts, ch 1063, §7 – 9; 2017 Acts, ch 86, §2; 2018 Acts, ch 1041, §120; 2018 Acts, ch 1165, §104, 105; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §20, 21; 2023 Acts, ch 19, §606

Referred to in §20.31, 135.119, 135L.3, 232.69, 232.70, 232.71B, 232.71D, 232.76, 232.96A, 235A.13, 235A.18, 235B.3, 280.17, 659A.4, 915.35, 915.84

Subsection 4 amended

232.69 Mandatory and permissive reporters — training required.

1. The classes of persons enumerated in this subsection shall make a report within twenty-four hours and as provided in section 232.70, of cases of child abuse. In addition, the classes of persons enumerated in this subsection shall make a report of abuse of a child which would be defined as child abuse under section 232.68, subsection 2, paragraph *"a"*, subparagraph (3) or (5), except that the abuse resulted from the acts or omissions of a person other than a person responsible for the care of the child.

a. Every health practitioner who in the scope of professional practice, examines, attends, or treats a child and who reasonably believes the child has been abused. Notwithstanding section 139A.30, this provision applies to a health practitioner who receives information confirming that a child is infected with a sexually transmitted disease.

b. Any of the following persons who, in the scope of professional practice or in their employment responsibilities, examines, attends, counsels, or treats a child and reasonably believes a child has suffered abuse:

(1) A social worker.

(2) An employee or operator of a public or private health care facility as defined in section 135C.1.

(3) A certified psychologist.

(4) A licensed school employee, certified para-educator, holder of a coaching authorization issued under section 256.165, school employee who is eighteen years of age or older, or an instructor employed by a community college.

(5) An employee or operator of a licensed child care center, registered child development home, head start program, family development and self-sufficiency grant program under section 216A.107, or healthy opportunities for parents to experience success – healthy families Iowa program under section 135.106.

(6) An employee or operator of a substance use disorder program or facility licensed under chapter 125.

(7) An employee of a department institution listed in section 218.1.

(8) An employee or operator of a juvenile detention or juvenile shelter care facility approved under section 232.142.

(9) An employee or operator of a foster care facility licensed or approved under chapter 237.

(10) An employee or operator of a mental health center.

(11) A peace officer.

(12) A counselor or mental health professional.

(13) An employee or operator of a provider of services to children funded under a federally approved medical assistance home and community-based services waiver.

(14) An employee, operator, owner, or other person who performs duties for a children's residential facility certified under chapter 237C.

(15) A massage therapist licensed pursuant to chapter 152C.

2. Any other person who believes that a child has been abused may make a report as provided in section 232.70.

3. *a.* For the purposes of this subsection, *"licensing board"* means a board designated in section 147.13, the board of educational examiners created in section 256.146, or a licensing board as defined in section 272C.1.

b. A person required to make a report under subsection 1, other than a physician whose professional practice does not regularly involve providing primary health care to children, shall complete two hours of training relating to the identification and reporting of child abuse within six months of initial employment or self-employment involving the

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examination, attending, counseling, or treatment of children on a regular basis. Within one month of initial employment or self-employment, the person shall obtain a statement of the abuse reporting requirements from the person's employer or, if self-employed, from the department. The person shall complete at least two hours of additional child abuse identification and reporting training every three years. If the person completes at least one hour of additional child abuse identification and reporting training prior to the three-year expiration period, the person shall be deemed in compliance with the training requirements of this section for an additional three years.

c. The core training curriculum relating to the identification and reporting of child abuse, as provided in paragraph "*b*", shall be developed and provided by the department.

d. An employer of a person required to make a report under subsection 1 may provide supplemental training, specific to identification and reporting of child abuse as it relates to the person's professional practice, in addition to the core training provided by the department.

e. A licensing board with authority over the license of a person required to make a report under subsection 1 shall require as a condition of licensure that the person is in compliance with the requirements for abuse training under this subsection. The licensing board shall require the person upon licensure renewal to accurately document for the licensing board the person's completion of the training requirements. However, the licensing board may adopt rules providing for waiver or suspension of the compliance requirements, if the waiver or suspension is in the public interest, applicable to a person who is engaged in active duty in the military service of this state or of the United States, to a person for whom compliance with the training requirements would impose a significant hardship, or to a person who is practicing a licensed profession outside this state or is otherwise subject to circumstances that would preclude the person from encountering child abuse in this state.

f. For persons required to make a report under subsection 1 who are not engaged in a licensed profession that is subject to the authority of a licensing board but are employed by a facility or program subject to licensure, registration, or approval by a state agency, the agency shall require as a condition of renewal of the facility's or program's licensure, registration, or approval, that such persons employed by the facility or program are in compliance with the training requirements of this subsection.

g. For peace officers, the elected or appointed official designated as the head of the agency employing the peace officer shall ensure compliance with the training requirements of this subsection.

h. For persons required to make a report under subsection 1 who are employees of state departments and political subdivisions of the state, the department director or the chief administrator of the political subdivision shall ensure the persons' compliance with the training requirements of this subsection.

[C66, 71, 73, 75, 77, §235A.3; C79, 81, §232.69]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §4, 6; 85 Acts, ch 173, §3 – 5; 87 Acts, ch 153, §3; 88 Acts, ch 1238, §1; 89 Acts, ch 89, §17; 89 Acts, ch 230, §5; 89 Acts, ch 265, §40; 94 Acts, ch 1130, §3; 97 Acts, ch 85, §1; 99 Acts, ch 192, §27, 33; 2000 Acts, ch 1066, §42; 2001 Acts, ch 122, §2, 3; 2002 Acts, ch 1047, §2, 20; 2002 Acts, ch 1142, §1, 31; 2005 Acts, ch 121, §2; 2007 Acts, ch 10, §164, 165; 2008 Acts, ch 1072, §3; 2013 Acts, ch 129, §54; 2018 Acts, ch 1113, §1; 2019 Acts, ch 91, §2, 3; 2022 Acts, ch 1078, §2; 2023 Acts, ch 19, §607; 2023 Acts, ch 95, §1, 2

Referred to in §135H.13, 152C.3, 232.68, 232.70, 232.75, 232.77, 237.9, 237A.5, 256.165, 907.3, 915.35

Subsection 1, unnumbered paragraph 1 amended

Subsection 1, paragraph b, subparagraphs (4), (6), and (7) amended

232.70 Reporting procedure.

1. Each report made by a mandatory reporter, as defined in section 232.69, subsection 1, or a permissive reporter, as defined in section 232.69, subsection 2, shall be oral.

2. The employer or supervisor of a person who is a mandatory or permissive reporter shall not apply a policy, work rule, or other requirement that interferes with the person making a report of child abuse.

3. The oral report shall be made by telephone or otherwise to the department. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency.

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4. Upon receipt of a report, the department shall do all of the following:

a. Immediately make a determination as to whether the report constitutes an allegation of child abuse as defined in section 232.68.

b. Notify the appropriate county attorney of the receipt of the report.

5. The oral and written reports shall contain the following information, or as much of the following information as the person making the report is able to furnish:

a. The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.

b. The child's present whereabouts if not the same as the parent's or other person's home address.

c. The child's age.

d. The nature and extent of the child's injuries, including any evidence of previous injuries.

e. The name, age and condition of other children in the same home.

f. If the person making the report is a licensed school employee who reasonably believes the person responsible for the injury is also a licensed school employee, the identity of the licensed school employee the person making the report believes is responsible for the injury.

g. Any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child.

h. The name and address of the person making the report.

6. A report made by a permissive reporter, as defined in section 232.69, subsection 2, shall be regarded as a report pursuant to this chapter whether or not the report contains all of the information required by this section and may be made to the department, county attorney, or law enforcement agency. If the report is made to any agency other than the department, such agency shall promptly refer the report to the department.

7. Within twenty-four hours of receiving a report from a mandatory or permissive reporter, the department shall inform the reporter, orally or by other appropriate means, whether or not the department has commenced an assessment of the allegation in the report.

8. If a report would be determined to constitute an allegation of child abuse as defined under section 232.68, subsection 2, paragraph "*a*", subparagraph (3) or (5), except that the suspected abuse resulted from the acts or omissions of a person other than a person responsible for the care of the child, the department shall refer the report to the appropriate law enforcement agency having jurisdiction to investigate the allegation. The department shall refer the report orally as soon as practicable and in writing within seventy-two hours of receiving the report.

9. If the department has reasonable cause to believe that a child under the placement, care, or supervision of the department is, or is at risk of becoming, a sex trafficking victim, the department shall do all of the following:

a. Identify the child as a sex trafficking victim or at risk of becoming a sex trafficking victim and include documentation in the child's department records.

b. Refer the child for appropriate services.

c. Refer the child identified as a sex trafficking victim, within twenty-four hours, to the appropriate law enforcement agency having jurisdiction to investigate the allegation.

[C66, 71, 73, 75, 77, §235A.4; C79, 81, §232.70]

83 Acts, ch 96, §157, 159; 87 Acts, ch 153, §4; 97 Acts, ch 176, §2, 17; 2000 Acts, ch 1137, §4, 14; 2001 Acts, ch 122, §4; 2013 Acts, ch 115, §2, 19; 2016 Acts, ch 1063, §10, 11; 2022 Acts, ch 1098, §22, 75; 2023 Acts, ch 19, §608; 2023 Acts, ch 95, §3

Referred to in §232.68, 232.69, 232.75

Subsections 3, 5, and 6 amended and subsection 5 editorially internally redesignated

232.71 and 232.71A Repealed by 97 Acts, ch 35, §24, 25.

232.71B Duties of the department upon receipt of report.

1. *Commencement of assessment — differential response — purpose.*

a. If the department determines a report constitutes a child abuse allegation, the

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department shall promptly commence either a child abuse assessment within twenty-four hours of receiving the report or a family assessment within seventy-two hours of receiving the report.

(1) Upon acceptance of a report of child abuse, the department shall commence a child abuse assessment when the report alleges child abuse as defined in section 232.68, subsection 2, paragraph "*a*", subparagraphs (1) through (3) and subparagraphs (5) through (11), or which alleges child abuse as defined in section 232.68, subsection 2, paragraph "*a*", subparagraph (4), that also alleges imminent danger, death, or injury to a child.

(2) Upon acceptance of a report of child abuse, the department shall commence a family assessment when the report alleges child abuse as defined in section 232.68, subsection 2, paragraph "*a*", subparagraph (4), but does not allege imminent danger, death, or injury to a child.

b. The primary purpose of either the child abuse assessment or the family assessment shall be the protection of the child named in the report. The secondary purpose of either type of assessment shall be to engage the child's family in services to enhance family strengths and to address needs.

2. *Notification of parents.* The department, within five working days of commencing the assessment, shall provide written notification of the assessment to the child's parents. If a parent is alleged to have committed the child abuse, the notice shall inform the parents regarding the complaint or allegation made regarding the parent. The parents shall be informed in a manner that protects the confidentiality rights of an individual who reported the child abuse or provided information as part of the assessment process. However, if the department shows the court to the court's satisfaction that notification is likely to endanger the child or other persons, the court shall orally direct the department to withhold notification. Within one working day of issuing an oral directive, the court shall issue a written order restraining the notification. The department shall not reveal in the written notification to the parents or otherwise the identity of the reporter of child abuse to a subject of a child abuse report listed in section 235A.15, subsection 2, paragraph "*a*".

3. *Involvement of law enforcement.*

a. The department shall apply protocols, developed with the local child protection assistance team established pursuant to section 915.35, to prioritize the actions taken in response to a child abuse assessment and shall work jointly with child protection assistance teams and law enforcement agencies in performing assessment and investigative processes for child abuse assessments in which a criminal act harming a child is alleged. The county attorney and appropriate law enforcement agencies shall also take any other lawful action which may be necessary or advisable for the protection of the child.

b. If a report is determined not to constitute a child abuse allegation or if the child abuse report is accepted but assessed under the family assessment, but a criminal act harming a child is alleged, the department shall immediately refer the matter to the appropriate law enforcement agency.

c. If the department has reasonable cause to believe that a child under the placement, care, or supervision of the department is, or is at risk of becoming, a sex trafficking victim, the department shall do all of the following:

(1) Identify the child as a sex trafficking victim or at risk of becoming a sex trafficking victim and include documentation in the child's department records.

(2) Refer the child for appropriate services.

(3) Refer the child identified as a sex trafficking victim, within twenty-four hours, to the appropriate law enforcement agency having jurisdiction to investigate the allegation.

d. The department shall report a child under the placement, care, or supervision of the department who is reported as missing or abducted to law enforcement and to the national center for missing and exploited children within twenty-four hours of receipt of the report.

4. *Assessment process.*

a. A child abuse assessment or family assessment shall include all of the following:

(1) A safety assessment and risk assessment. If at any time during a family assessment, a child is determined unsafe or in imminent danger, it appears that the immediate safety or well-being of a child is endangered, it appears that the family may flee or the child may

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disappear, or the facts otherwise warrant, the department shall immediately commence a child abuse assessment.

(2) An evaluation of the home environment. If concerns regarding protection of children are identified by the child protection worker, the child protection worker shall evaluate the child named in the report and any other children in the same home as the parents or other persons responsible for their care.

b. In addition to the requirements of paragraph "*a*", a child abuse assessment shall include the following:

(1) Identification of the nature, extent, and cause of the injuries, if any, to the child named in the report.

(2) Identification of the person or persons responsible for the alleged child abuse.

(3) A description of the name, age, and condition of other children in the same home as the child named in the report.

(4) An interview of the person alleged to have committed the child abuse, if the person's identity and location are known. The offer of an interview shall be made to the person prior to any consideration or determination being made that the person committed the alleged abuse. The person shall be informed of the complaint or allegation made regarding the person. The person shall be informed in a manner that protects the confidentiality rights of the individual who reported the child abuse or provided information as part of the assessment process. The purpose of the interview shall be to provide the person with the opportunity to explain or rebut the allegations of the child abuse report or other allegations made during the assessment. The court may waive the requirement to offer the interview only for good cause. The person offered an interview, or the person's attorney on the person's behalf, may decline the offer of an interview of the person.

5. *Child abuse determination.* Unless otherwise prohibited under section 234.40 or 280.21, the use of corporal punishment by the person responsible for the care of a child which does not result in a physical injury to the child shall not be considered child abuse.

6. *Home visit.* The assessment may, with the consent of the parent or guardian, include a visit to the home of the child named in the report and an interview or observation of the child may be conducted. If permission to enter the home to interview or observe the child is refused, the juvenile court or district court upon a showing of probable cause may authorize the person making the assessment to enter the home and interview or observe the child.

7. *Facility or school visit.* The assessment may include a visit to a facility providing care to the child named in the report or to any public or private school subject to the authority of the department of education where the child named in the report is located. The administrator of a facility, or a public or private school shall cooperate with the child protection worker by providing confidential access to the child named in the report for the purpose of interviewing the child, and shall allow the child protection worker confidential access to other children for the purpose of conducting interviews in order to obtain relevant information. The child protection worker may observe a child named in a report in accordance with the provisions of section 232.68, subsection 3, paragraph "*b*". A witness shall be present during an observation of a child. Any child aged ten years of age or older can terminate contact with the child protection worker by stating or indicating the child's wish to discontinue the contact. The immunity granted by section 232.73 applies to acts or omissions in good faith of administrators and their facilities or school districts for cooperating in an assessment and allowing confidential access to a child.

8. *Information requests.*

a. The department may request information from any person believed to have knowledge of a child abuse case. The county attorney, any law enforcement or social services agency in the state, and any mandatory reporter, whether or not the reporter made the specific child abuse report, shall cooperate and assist in the assessment upon the request of the department.

b. In performing an assessment, the department may request criminal history data from the department of public safety on any person believed to be responsible for an injury to a child which, if confirmed, would constitute child abuse. The department shall establish procedures for determining when a criminal history records check is necessary.

9. *Protective disclosure.* If the department determines that disclosure is necessary for

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the protection of a child, the department may disclose to a subject of a child abuse report referred to in section 235A.15, subsection 2, paragraph *"a"*, that an individual is listed in the child or dependent adult abuse registry or is required to register with the sex offender registry in accordance with chapter 692A.

10. *Physical examination.* If the department refers a child to a physician or physician assistant for a physical examination, the department shall contact the physician or physician assistant regarding the examination within twenty-four hours of making the referral. If the physician or physician assistant who performs the examination upon referral by the department reasonably believes the child has been abused, the physician or physician assistant shall report to the department within twenty-four hours of performing the examination.

11. *Multidisciplinary team.* In each county or multicounty area in which more than fifty child abuse reports are made per year, the department shall establish a multidisciplinary team, as defined in section 235A.13, subsection 9. Upon the department's request, a multidisciplinary team shall assist the department in the assessment, diagnosis, and disposition of a child abuse assessment and the subsequent provision of services.

12. *Facility protocol.*

a. The department shall apply a protocol, developed in consultation with facilities providing care to children, for conducting an assessment of reports of abuse of children allegedly caused by employees of facilities providing care to children. As part of such an assessment, the department shall notify the licensing authority for the facility, the governing body of the facility, and the administrator in charge of the facility of any of the following:

(1) A violation of facility policy noted in the assessment.

(2) An instance in which facility policy or lack of facility policy may have contributed to the reported incident of alleged child abuse.

(3) An instance in which general practice in the facility appears to differ from the facility's written policy.

b. The licensing authority, the governing body, and the administrator in charge of the facility shall take any lawful action which may be necessary or advisable to protect children receiving care.

13. *Written assessment report.*

a. The department, upon completion of the child abuse assessment or the family assessment, shall make a written report of the assessment, in accordance with all of the following:

(1) The written assessment report shall incorporate the information required by subsection 4, paragraph *"a"*.

(2) A written child abuse assessment report shall be completed within twenty business days of the receipt of the child abuse report. A written family assessment report shall be completed within ten business days of the receipt of the child abuse report.

(3) The written assessment report shall identify the strengths and needs of the child, and of the child's parent, home, and family.

(4) The written assessment report shall identify services available from the department and informal and formal services and other support available in the community to address the strengths and needs identified in the assessment.

(5) Upon completion of the assessment, the department shall consult with the child's family in offering services to the child and the child's family to address strengths and needs identified in the assessment.

b. In addition to the requirements of paragraph *"a"*, a written child abuse assessment report shall include a description of the child's condition, identification of the injury or risk to which the child was exposed, the circumstances which led to the injury or risk to the child, and the identity of any person alleged to be responsible for the injury or risk to the child.

c. Following a child abuse assessment, the department shall notify each subject of the child abuse report, as identified in section 235A.15, subsection 2, paragraph *"a"*, of the results of the child abuse assessment, of the subject's right, pursuant to section 235A.19, to correct the report data or disposition data which refers to the subject, and of the procedures to correct the data.

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d. Following a family assessment, the department shall notify the parent or guardian of each child listed in the report of suspected child abuse of the completion of the family assessment and any service recommendations. For cases assessed pursuant to a family assessment, there shall be no right to a contested case hearing pursuant to chapter 17A.

e. If after completing the assessment the child protection worker determines, with the concurrence of the worker's supervisor and the department's area administrator, that a report of suspected child abuse is a spurious report or that protective concerns are not present, the portions of the written assessment report described under paragraph *"a"*, subparagraphs (3) and (4) shall not be required.

14. *Court-ordered and voluntary services.* The department shall provide or arrange for and monitor services for abused children and their families on a voluntary basis or under a final or intermediate order of the juvenile court. The department may provide or arrange for and monitor services for children and their families on a voluntary basis for cases in which a family assessment is completed.

15. *Safety issue.* If the department determines that a safety issue continues to require a child to reside outside of the child's home at the conclusion of a family assessment, the department shall transfer the assessment to the child abuse assessment pathway for a disposition.

16. *Conclusion of family assessment.* At the conclusion of a family assessment, the department shall transfer the case, if appropriate, to a contracted provider to review the service plan for the child and family. The contracted provider shall make a referral to the department abuse hotline if a family's noncompliance with a service plan places a child at risk. If any of the criteria for child abuse as defined in section 232.68, subsection 2, paragraph *"a"*, are met, the department shall commence a child abuse assessment. If any of the criteria for a child in need of assistance pursuant to section 232.96A are met, the department shall determine whether to request a child in need of assistance petition.

17. *County attorney — juvenile court.* The department shall provide the juvenile court and the county attorney with a copy of the written child abuse assessment report, the written family assessment report for cases in which the department requests a child in need of assistance petition, or other reports for cases in which the department requests a child in need of assistance petition. The juvenile court and the county attorney shall notify the department of any action taken concerning an assessment provided by the department.

18. *False reports.* If a fourth report is received from the same person who made three earlier reports which identified the same child as a victim of child abuse and the same person responsible for the care of the child as the alleged abuser and which were determined by the department to be entirely false or without merit, the department may determine that the report is again false or without merit due to the report's spurious or frivolous nature and may in its discretion terminate its assessment of the report. If the department receives more than three reports which identify the same child as a victim of child abuse or the same person as the alleged abuser of a child, or which were made by the same person, and the department determined the reports to be entirely false or without merit, the department shall provide information concerning the reports to the county attorney for consideration of criminal charges under section 232.75, subsection 3.

19. *Rules.* The department shall adopt rules regarding the intake process, assessment process, assessment reports, contact with juvenile court or the county attorney, involvement with law enforcement, case record retention, and dissemination of records for both child abuse assessments and family assessments.

20. *Quality assurance.* The department shall engage external stakeholders, including but not limited to representatives of the county attorneys' offices, service providers, and parent partners to develop a quality assurance component to the differential response system.

97 Acts, ch 35, §6, 25; 97 Acts, ch 176, §24, 43; 2001 Acts, ch 122, §5; 2002 Acts, ch 1074, §1; 2003 Acts, ch 44, §50; 2003 Acts, ch 47, §1; 2003 Acts, ch 107, §1; 2003 Acts, ch 123, §1; 2003 Acts, ch 179, §68; 2004 Acts, ch 1152, §1, 2; 2009 Acts, ch 41, §239; 2013 Acts, ch 115, §3, 4, 19; 2016 Acts, ch 1063, §12, 13; 2022 Acts, ch 1066, §30; 2022 Acts, ch 1098, §23, 76

Referred to in §135.43, 232.68, 232.71C, 232.71D, 232.72, 232.73, 232.73A, 232.77, 232.78, 232.141, 235A.15, 235A.19, 279.76, 331.653, 601.1, 915.35

Section not amended; internal reference change applied

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232.71C Court action following assessment — guardian ad litem.

1. If, upon completion of an assessment performed under section 232.71B, the department determines that the best interests of the child require juvenile court action, the department shall act appropriately to initiate the action. If at any time during the assessment process the department believes court action is necessary to safeguard a child, the department shall act appropriately to initiate the action. The county attorney shall assist the department.

2. The department shall assist the juvenile court or district court during all stages of court proceedings involving an alleged child abuse case in accordance with the purposes of this chapter.

3. In every case involving child abuse which results in a child protective judicial proceeding, whether or not the proceeding arises under this chapter, a guardian ad litem shall be appointed by the court to represent the child in the proceedings. Before a guardian ad litem is appointed pursuant to this section, the court shall require the person responsible for the care of the child to complete under oath a detailed financial statement. If, on the basis of that financial statement, the court determines that the person responsible for the care of the child is able to bear the cost of the guardian ad litem, the court shall so order. In cases where the person responsible for the care of the child is unable to bear the cost of the guardian ad litem, the expense shall be paid out of the county treasury.

97 Acts, ch 35, §7, 25; 2013 Acts, ch 113, §1; 2013 Acts, ch 115, §5, 19
Referred to in §232.68, 331.424

232.71D Founded child abuse — central registry.

1. The requirements of this section shall apply to child abuse information relating to a report of child abuse and to a child abuse assessment performed in accordance with section 232.71B.

2. Except as otherwise provided in subsections 3 and 4, and section 235A.19, subsection 3, if the department issues a finding that the alleged child abuse meets the definition of child abuse under section 232.68, subsection 2, the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse.

3. *a.* Unless any of the circumstances listed in paragraph "*b*" are applicable, cases to which any of the following circumstances apply shall not be placed in the central registry:

(1) A finding of physical abuse in which the department has determined the injury resulting from the abuse was minor, isolated, and unlikely to reoccur.

(2) A finding of abuse by failure to provide adequate supervision or by failure to provide adequate clothing, in which the department has determined the risk from the abuse to the child's health and welfare was minor, isolated, and unlikely to reoccur.

b. If any of the following circumstances apply in addition to those listed in paragraph "*a*", the names of the child and the alleged perpetrator of the alleged child abuse and any other child abuse information shall be placed in the central registry as a case of founded child abuse:

(1) The case was referred for juvenile or criminal court action as a result of the acts or omissions of the alleged perpetrator or a criminal or juvenile court action was initiated by the county attorney or juvenile court within twelve months of the date of the department's report concerning the case, in which the alleged perpetrator was convicted of a crime involving the child or there was a delinquency or child in need of assistance adjudication.

(2) The department determines the acts or omissions of the alleged perpetrator meet the definition of child abuse and the department has previously determined within the five-year period preceding the issuance of the department's report that the acts or omissions of the alleged perpetrator in a prior case met the definition of child abuse.

(3) The department determines the alleged perpetrator of the child abuse will continue to pose a danger to the child who is the subject of the report of child abuse or to another child with whom the alleged perpetrator may come into contact.

4. Cases of alleged child abuse to which any of the following circumstances apply shall be placed in the central registry as follows:

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a. A finding of sexual abuse in which the alleged perpetrator of the abuse is age thirteen or younger. However, the name of the alleged perpetrator shall be withheld from the registry.

b. A finding of sexual abuse in which the alleged perpetrator of the abuse is age fourteen through seventeen and the court has found there is good cause for the name of the alleged perpetrator to be removed from the central registry. Only the name of the alleged perpetrator shall be removed from the registry.

5. If report data and disposition data are placed in the central registry in accordance with this section, the department shall make periodic follow-up reports in a manner prescribed by the registry so that the registry is kept up-to-date and fully informed concerning the case.

6. *a.* The confidentiality of all of the following shall be maintained in accordance with section 217.30:

(1) Assessment data.

(2) Information pertaining to an allegation of child abuse for which there was no assessment performed.

(3) Information pertaining to a report of suspected child abuse for which there was an assessment performed but no determination was made as to whether the definition of child abuse was met.

(4) Information pertaining to an allegation of child abuse which was determined to not meet the definition of child abuse. Individuals identified in section 235A.15, subsection 4, are authorized to have access to such information under section 217.30.

(5) Report data and disposition data pertaining to an allegation of child abuse determined to meet the definition of child abuse which is not subject to placement in the central registry. Individuals identified in section 235A.15, subsection 3, are authorized to have access to such data under section 217.30.

b. The confidentiality of report data and disposition data pertaining to an allegation of child abuse determined to meet the definition of child abuse which is subject to placement in the central registry, shall be maintained as provided in chapter 235A.

97 Acts, ch 176, §5, 25, 26, 43; 99 Acts, ch 192, §33; 2004 Acts, ch 1086, §43; 2005 Acts, ch 121, §3; 2011 Acts, ch 28, §3, 4; 2011 Acts, ch 131, §57, 158; 2012 Acts, ch 1082, §1; 2013 Acts, ch 115, §6 – 8, 19, 20

Referred to in §232.68, 235A.14, 235A.15, 235A.17, 235A.18, 235A.19, 237A.5

232.72 Jurisdiction — transfer.

1. For the purposes of this subchapter, the terms *"department of health and human services"*, *"department"*, or *"county attorney"* ordinarily refer to the local office of the department or of the county attorney's office serving the county in which the child's home is located.

2. If the person making a report of child abuse pursuant to this chapter does not know where the child's home is located, the report may be made to the department or to the local office serving the county where the person making the report resides or the county where the health practitioner examines, attends, or treats the child. These agencies shall promptly proceed as provided in section 232.71B, unless the matter is transferred as provided in this section.

3. If the child's home is located in a county not served by the office receiving the report, the department shall promptly transfer the matter by transmitting a copy of the report of injury and any other pertinent information to the office and the county attorney serving the other county. The office and the county attorney shall promptly proceed as provided in section 232.71B.

[C66, 71, 73, 75, 77, §235A.6; C79, 81, §232.72]

83 Acts, ch 96, §157, 159; 97 Acts, ch 35, §8, 25; 2004 Acts, ch 1116, §7; 2018 Acts, ch 1041, §62; 2020 Acts, ch 1062, §94; 2021 Acts, ch 80, §127; 2023 Acts, ch 19, §609

Referred to in §232.68

Subsections 1 and 2 amended

232.73 Medically relevant tests — immunity from liability.

1. A person participating in good faith in the making of a report, photographs, or X rays, or in the performance of a medically relevant test pursuant to this chapter, or aiding and

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assisting in an assessment of a child abuse report pursuant to section 232.71B, shall have immunity from any liability, civil or criminal, which might otherwise be incurred or imposed. The person shall have the same immunity with respect to participation in good faith in any judicial proceeding resulting from the report or relating to the subject matter of the report.

2. As used in this section and in sections 232.73A, 232.77, and 232.78, *"medically relevant test"* means a test that produces reliable results of exposure to cocaine, heroin, amphetamine, methamphetamine, or other illegal drugs, or combinations or derivatives of the illegal drugs, including a drug urine screen test.

[C66, 71, 73, 75, 77, §235A.7; C79, 81, §232.73]

83 Acts, ch 88, §1; 90 Acts, ch 1264, §28; 95 Acts, ch 182, §8; 96 Acts, ch 1092, §3; 97 Acts, ch 35, §9, 25; 2001 Acts, ch 135, §11; 2012 Acts, ch 1040, §1

Referred to in §232.68, 232.71B, 232.77, 232.96A, 232.106

232.73A Retaliation prohibited — remedy.

1. *a.* An employer shall not take retaliatory action against an employee as a reprisal for the employee's participation in good faith in making a report, photograph, or X ray, or in the performance of a medically relevant test pursuant to this chapter, or aiding and assisting in an assessment of a child abuse report pursuant to section 232.71B. This section does not apply to a disclosure of information that is prohibited by statute.

b. For purposes of this section, *"retaliatory action"* includes but is not limited to an employer's action to discharge an employee or to take or fail to take action regarding an employee's appointment or proposed appointment to a position in employment, to take or fail to take action regarding an employee's promotion or proposed promotion to a position in employment, or to fail to provide an advantage in a position in employment.

2. Subsection 1 may be enforced through a civil action.

a. A person who violates subsection 1 is liable to an aggrieved employee for affirmative relief including reinstatement, with or without back pay, or any other equitable relief the court deems appropriate, including attorney fees and costs.

b. When a person commits, is committing, or proposes to commit an act in violation of subsection 1, an injunction may be granted through an action in district court to prohibit the person from continuing such acts. The action for injunctive relief may be brought by an aggrieved employee or the county attorney.

2012 Acts, ch 1040, §2; 2013 Acts, ch 90, §59

Referred to in §232.68, 232.73

232.74 Evidence not privileged or excluded.

Sections 622.9 and 622.10 and any other statute or rule of evidence which excludes or makes privileged the testimony of a husband or wife against the other or the testimony of a health practitioner or mental health professional as to confidential communications, do not apply to evidence regarding a child's injuries or the cause of the injuries in any judicial proceeding, civil or criminal, resulting from a report pursuant to this chapter or relating to the subject matter of such a report.

[C66, 71, 73, 75, 77, §235A.8; C79, 81, §232.74]

83 Acts, ch 37, §1; 87 Acts, ch 153, §6

Referred to in §228.6, 232.68

232.75 Sanctions.

1. Any person, official, agency, or institution required by this chapter to report a suspected case of child abuse who knowingly and willfully fails to do so is guilty of a simple misdemeanor.

2. Any person, official, agency, or institution required by section 232.69 to report a suspected case of child abuse who knowingly fails to do so or who knowingly interferes with the making of such a report in violation of section 232.70 is civilly liable for the damages proximately caused by such failure or interference.

3. A person who reports or causes to be reported to the department false information

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regarding an alleged act of child abuse, knowing that the information is false or that the act did not occur, commits a simple misdemeanor.

[C75, 77, §235A.9; C79, 81, §232.75]

86 Acts, ch 1238, §11; 87 Acts, ch 13, §2; 2001 Acts, ch 122, §6; 2023 Acts, ch 19, §610

Referred to in §232.68, 232.71B

Subsection 3 amended

232.76 Publicity, educational, and training programs.

1. The department, within the limits of available funds, shall conduct a continuing publicity and educational program for the personnel of the department, persons required to report, and any other appropriate persons to encourage the fullest possible degree of reporting of suspected cases of child abuse. Educational programs shall include but not be limited to the diagnosis and cause of child abuse, the responsibilities, obligations, duties, and powers of persons and agencies under this chapter and the procedures of the department and the juvenile court with respect to suspected cases of child abuse and disposition of actual cases.

2. *a.* For the purposes of this subsection, in addition to the definition in section 232.68, a *"child protection worker"* also includes any employee of the department who provides services to or otherwise works directly with children and families for whom child abuse has been alleged.

b. The training of a child protection worker shall include but is not limited to the worker's legal duties to protect the constitutional and statutory rights of a child and the child's family members throughout the child or family members' period of involvement with the department beginning with the child abuse report and ending with the department's closure of the case. The curriculum used for the training shall specifically include instruction on the fourth amendment to the Constitution of the United States and parents' legal rights.

[C75, 77, §235A.10; C79, 81, §232.76]

2004 Acts, ch 1152, §3

Referred to in §232.68

232.77 Photographs, X rays, and medically relevant tests.

1. A person who is required to report suspected child abuse may take or cause to be taken, at public expense, photographs, X rays, or other physical examinations or tests of a child which would provide medical indication of allegations arising from an assessment. A health practitioner may, if medically indicated, cause to be performed radiological examination, physical examination, or other medical tests of the child. A person who takes any photographs or X rays or performs physical examinations or other tests pursuant to this section shall notify the department that the photographs or X rays have been taken or the examinations or other tests have been performed. The person who made notification shall retain the photographs or X rays or examination or test findings for a reasonable time following the notification. Whenever the person is required to report under section 232.69, in that person's capacity as a member of the staff of a medical or other private or public institution, agency or facility, that person shall immediately notify the person in charge of the institution, agency, or facility or that person's designated delegate of the need for photographs or X rays or examinations or other tests.

2. *a.* If a health practitioner discovers in a child physical or behavioral symptoms of the effects of exposure to cocaine, heroin, amphetamine, methamphetamine, or other illegal drugs, or combinations or derivatives thereof, which were not prescribed by a health practitioner, or if the health practitioner has determined through examination of the natural mother of the child that the child was exposed in utero, the health practitioner may perform or cause to be performed a medically relevant test, as defined in section 232.73, on the child. The practitioner shall report any positive results of such a test on the child to the department. The department shall begin an assessment pursuant to section 232.71B upon receipt of such a report. A positive test result obtained prior to the birth of a child shall not be used for the criminal prosecution of a parent for acts and omissions resulting in intrauterine exposure of the child to an illegal drug.

b. If a health practitioner involved in the delivery or care of a newborn or infant discovers

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in the newborn or infant physical or behavioral symptoms that are consistent with the effects of prenatal drug exposure or a fetal alcohol spectrum disorder, the health practitioner shall report such information to the department in a manner prescribed by rule of the department.

[C75, 77, §235A.11; C79, 81, §232.77]

83 Acts, ch 96, §157, 159; 90 Acts, ch 1264, §29; 93 Acts, ch 93, §3; 94 Acts, ch 1130, §6; 96 Acts, ch 1092, §4; 97 Acts, ch 35, §10, 25; 2013 Acts, ch 115, §9, 19; 2017 Acts, ch 86, §3

Referred to in §232.68, 232.73

PART 3

TEMPORARY CUSTODY OF A CHILD

232.78 Temporary custody of a child pursuant to ex parte court order.

1. The juvenile court may enter an ex parte order directing a peace officer or a juvenile court officer to take custody of a child before or after the filing of a petition under this chapter provided all of the following apply:

a. The person responsible for the care of the child is absent, or though present, was asked and refused to consent to the removal of the child and was informed of an intent to apply for an order under this section, or there is reasonable cause to believe that a request for consent would further endanger the child, or there is reasonable cause to believe that a request for consent will cause the parent, guardian, or legal custodian to take flight with the child.

b. The court has found that substantial evidence exists to demonstrate that the need for removal outweighs the potential harm removal of the child would cause the child, including but not limited to any physical, emotional, social, and mental trauma the removal may cause the child.

c. The court finds that the child's immediate removal is necessary to avoid imminent danger to the child's life or health. The circumstances or conditions indicating the presence of such imminent danger shall include but are not limited to any of the following:

(1) The refusal or failure of the person responsible for the care of the child to comply with the request of a peace officer, juvenile court officer, or child protection worker for such person to obtain and provide to the requester the results of a physical or mental examination of the child. The request for a physical examination of the child may specify the performance of a medically relevant test.

(2) The refusal or failure of the person responsible for the care of the child or a person present in the person's home to comply with a request of a peace officer, juvenile court officer, or child protection worker for such a person to submit to and provide to the requester the results of a medically relevant test of the person.

d. There is not enough time to file a petition and hold a hearing under section 232.95.

e. The application for the order includes a statement of the facts to support the findings specified in paragraphs "*a*", "*b*", "*c*", and "*d*".

2. The person making the application for an order shall assert facts showing there is reasonable cause to believe that the child cannot either be returned to the place where the child was residing or placed with the parent who does not have physical care of the child.

3. Except for good cause shown or unless the child is sooner returned to the place where the child was residing or permitted to return to the child care facility, a petition shall be filed under this chapter within three days of the issuance of the order.

4. The juvenile court may enter an order authorizing a physician or physician assistant or hospital to provide emergency medical or surgical procedures before the filing of a petition under this chapter provided all of the following conditions are met:

a. Such procedures are necessary to safeguard the life and health of the child.

b. There is not enough time to file a petition under this chapter and hold a hearing as provided in section 232.95.

5. The juvenile court, before or after the filing of a petition under this chapter, may enter an ex parte order authorizing a physician or physician assistant or hospital to conduct an outpatient physical examination or authorizing a physician or physician assistant, a

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psychologist certified under section 154B.7, or a community mental health center accredited pursuant to chapter 230A to conduct an outpatient mental examination of a child if necessary to identify the nature, extent, and cause of injuries to the child as required by section 232.71B, provided all of the following apply:

a. The parent, guardian, or legal custodian is absent, or though present, was asked and refused to provide written consent to the examination.

b. The juvenile court has entered an ex parte order directing the removal of the child from the child's home or a child care facility under this section.

c. There is not enough time to file a petition and to hold a hearing as provided in section 232.98.

6. Any person who may file a petition under this chapter may apply for, or the court on its own motion may issue, an order for temporary removal under this section. An appropriate person designated by the court shall confer with a person seeking the removal order, shall make every reasonable effort to inform the parent or other person legally responsible for the child's care of the application, and shall make such inquiries as will aid the court in disposing of such application. The person designated by the court shall file with the court a complete written report providing all details of the designee's conference with the person seeking the removal order, the designee's efforts to inform the parents or other person legally responsible for the child's care of the application, any inquiries made by the designee to aid the court in disposing of the application, and all information the designee communicated to the court. The report shall be filed within five days of the date of the removal order. If the court does not designate an appropriate person who performs the required duties, notwithstanding section 234.39 or any other provision of law, the child's parent shall not be responsible for paying the cost of care and services for the duration of the removal order.

7. Any order entered under this section authorizing temporary removal of a child must include all of the following:

a. A determination made by the court that continuation of the child in the child's home would be contrary to the welfare of the child. Such a determination must be made on a case-by-case basis. The grounds for the court's determination must be explicitly documented and stated in the order. However, preserving the safety of the child must be the court's paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determination shall not be a prerequisite to the removal of the child.

b. A determination made by the court that the necessity of the removal of the child from the child's home, due to an imminent risk to the child's life or health, is greater than the potential harm including but not limited to physical, emotional, social, and mental trauma the removal may cause the child.

c. A statement informing the child's parent that the consequences of a permanent removal may include termination of the parent's rights with respect to the child.

8. *a.* If the juvenile court determines that the child should be temporarily removed from the child's home under this section, the court shall consider placing the child in the custody of another parent of the child. If the juvenile court determines placing custody of the child with any of the child's parents is not in the child's best interests, the child's custody shall be transferred to the department for placement of the child in any of the following categories in the following order of priority:

(1) An adult relative of the child including but not limited to adult siblings and parents of siblings.

(2) A fictive kin.

(3) Any other suitable placement identified by the child's relatives.

(4) An individual licensed to provide foster care pursuant to chapter 237. If the child is placed with a licensed foster care provider, the department shall assign decision-making authority to the foster care provider for the purpose of applying the reasonable and prudent parent standard during the child's placement.

(5) A group care facility, shelter care facility, or other residential treatment facility.

b. (1) If the court places custody of the child with the department pursuant to paragraph "*a*", the court may identify a category listed in paragraph "*a*" for placement of the child, but

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the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

(2) The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

c. A juvenile court shall not order placement of a child in a category listed in paragraph *"a"*, subparagraph (2), (3), (4), or (5), without a specific finding that placement with a relative is not in the child's best interests and shall provide reasons for the court's finding.

9. *a.* Notwithstanding any provision to the contrary including priority in placement of a child under subsection 8, if an ex parte order is requested from the juvenile court under this section pursuant to section 233.2 for transfer of custody of a newborn infant, one of the following shall be applicable:

(1) If physical custody of the newborn infant was not initially relinquished under section 233.2 to an adoption service provider, the department shall request that custody be transferred to the department.

(2) If physical custody of the newborn infant was initially relinquished under section 233.2 to an adoption service provider, the adoption service provider shall request that custody be transferred to the adoption service provider.

b. Upon receiving the order, the department or the adoption service provider shall take custody of the newborn infant and proceed in accordance with chapter 233.

c. For the purposes of this subsection, *"adoption service provider"* means the same as defined in section 233.1.

[C79, 81, §232.78]

84 Acts, ch 1279, §9; 85 Acts, ch 173, §10, 11; 89 Acts, ch 230, §14; 94 Acts, ch 1172, §23; 97 Acts, ch 35, §11, 25; 98 Acts, ch 1190, §4 – 6; 99 Acts, ch 192, §33; 2000 Acts, ch 1067, §6, 7; 2001 Acts, ch 135, §12, 13; 2022 Acts, ch 1066, §31, 32; 2022 Acts, ch 1098, §24 – 26; 2023 Acts, ch 19, §611; 2023 Acts, ch 46, §2; 2023 Acts, ch 66, §44

Referred to in §232.44, 232.73, 232.79, 232.95, 232.98, 232.104, 233.2
Subsection 1, paragraph e amended
Subsection 4 amended
NEW subsection 9

232.79 Custody without court order.

1. A peace officer or juvenile court officer may take a child into custody, a physician or physician assistant treating a child may keep the child in custody, or a juvenile court officer may authorize a peace officer, physician or physician assistant, or medical security personnel to take a child into custody, without a court order as required under section 232.78 and without the consent of a parent, guardian, or custodian provided that both of the following apply:

a. The child is in a circumstance or condition that presents an imminent danger to the child's life or health.

b. There is not enough time to apply for an order under section 232.78.

2. If a person authorized by this section removes or retains custody of a child, the person shall:

a. Bring the child immediately to a place designated by the rules of the court for this purpose, unless the person is a physician or physician assistant treating the child and the child is or will presently be admitted to a hospital.

b. Make every reasonable effort to inform the parent, guardian, or custodian of the whereabouts of the child.

c. Make every reasonable effort to place the child with an adult relative or a fictive kin of the child.

d. In accordance with court-established procedures, immediately orally inform the court of the emergency removal and the circumstances surrounding the removal.

e. Within twenty-four hours of orally informing the court of the emergency removal in accordance with paragraph *"d"*, inform the court in writing of the emergency removal and the circumstances surrounding the removal.

3. Any person, agency, or institution acting in good faith in the removal or keeping of a

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child pursuant to this section, and any employer of or person under the direction of such a person, agency, or institution, shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed as the result of such removal or keeping.

4. *a.* When the court is informed that there has been an emergency removal or keeping of a child without a court order, the court shall direct the department or the juvenile probation department to make every reasonable effort to communicate immediately with the child's parent or parents or other person legally responsible for the child's care. Upon locating the child's parent or parents or other person legally responsible for the child's care, the department or the juvenile probation department shall, in accordance with court-established procedures, immediately orally inform the court. After orally informing the court, the department or the juvenile probation department shall provide to the court written documentation of the oral information.

b. The court shall authorize the department or the juvenile probation department to cause a child thus removed or kept to be returned if it concludes there is not an imminent risk to the child's life and health in so doing. If the department or the juvenile probation department receives information which could affect the court's decision regarding the child's return, the department or the juvenile probation department, in accordance with court established procedures, shall immediately orally provide the information to the court. After orally providing the information to the court, the department or the juvenile probation department shall provide to the court written documentation of the oral information. If the child is not returned, the department or the juvenile probation department shall cause a petition to be filed within three days after the removal.

c. If deemed appropriate by the court, upon being informed that there has been an emergency removal or keeping of a child without a court order, the court may enter an order in accordance with section 232.78.

5. When there has been an emergency removal or keeping of a child without a court order, a physical examination of the child by a licensed medical practitioner shall be performed within twenty-four hours of such removal, unless the child is returned to the child's home within twenty-four hours of the removal.

[C79, 81, §232.79]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §10; 89 Acts, ch 230, §15; 90 Acts, ch 1215, §1; 94 Acts, ch 1172, §24; 2001 Acts, ch 135, §14; 2022 Acts, ch 1066, §33, 34; 2022 Acts, ch 1098, §27; 2023 Acts, ch 19, §612

Referred to in §232.44, 232.79A, 232.95, 232.104, 232B.6

Subsection 4, paragraphs a and b amended

232.79A Children without adult supervision.

If a peace officer determines that a child does not have adult supervision because the child's parent, guardian, or other person responsible for the care of the child has been arrested and detained or has been unexpectedly incapacitated, and that no adult who is legally responsible for the care of the child can be located within a reasonable period of time, the peace officer shall attempt to place the child with an adult relative of the child or a fictive kin. The person with whom the child is placed is authorized to give consent for emergency medical treatment of the child and shall not be held liable for any action arising from giving the consent. Upon the request of the peace officer, the department shall assist in making the placement. The placement shall not exceed a period of twenty-four hours and shall be terminated when a person who is legally responsible for the care of the child is located and takes custody of the child. If a person who is legally responsible for the care of the child cannot be located within the twenty-four hour period or a placement in accordance with this section is unavailable, the provisions of section 232.79 shall apply. If the person with whom the child is placed charges a fee for the care of the child, the fee shall be paid from funds provided in the appropriation to the department for protective child care.

90 Acts, ch 1215, §2; 2022 Acts, ch 1098, §28

232.79B Safety plans.

1. For the purposes of this section, *"safety plan"* means a short-term, time-limited

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agreement entered into between the department and a child's parent or guardian designed to address signs of imminent or impending danger to a child identified by the department.

2. Upon the department's determination that potential harm to a child may be mitigated by the development of a safety plan, the department may enter into a safety plan with the child's parent or guardian.

3. A safety plan shall not be construed as a removal from parental or guardian custody absent a court order placing the child with a person or facility other than the parent or guardian who entered into the safety plan.

4. The department shall adopt rules to implement this section.

2022 Acts, ch 1098, §29, 93; 2023 Acts, ch 140, §2

Section applies beginning on the effective date specified in rules adopted by the department of health and human services pursuant to chapter 17A to implement the section; 2022 Acts, ch 1098, §93

Subsections 1, 2, and 3 amended

232.80 Homemaker services. Repealed by 2018 Acts, ch 1137, §19.

232.81 Complaint.

1. Any person having knowledge of the circumstances may file a complaint with the person or agency designated by the court to perform intake duties alleging that a child is a child in need of assistance.

2. Upon receipt of a complaint, the court may request the department, juvenile probation office, or other authorized agency or individual to conduct a preliminary investigation of the complaint to determine if further action should be taken.

3. A petition alleging the child to be a child in need of assistance may be filed pursuant to section 232.87 provided the allegations of the complaint, if proven, are sufficient to establish the court's jurisdiction and the filing is in the best interests of the child.

[SS15, §254-a15; C24, 27, 31, 35, 39, §**3621;** C46, 50, 54, 58, 62, §232.5; C71, 73, 75, 77, §232.3; C79, 81, §232.81]

83 Acts, ch 96, §157, 159; 2011 Acts, ch 98, §6; 2023 Acts, ch 19, §613

Referred to in §232.21, 232.83

Subsection 2 amended

232.82 Removal of sexual offenders, physical abusers, and domestic abusers from the residence pursuant to court order.

1. Notwithstanding section 561.15, if it is alleged by a person authorized to file a petition under section 232.87, subsection 2, or by the court on its own motion, that a parent, guardian, custodian, or an adult member of the household in which a child resides has committed a sexual offense with or against the child, pursuant to chapter 709 or section 726.2, or physical abuse as defined in section 232.2, subsection 48, or domestic abuse assault as defined in section 708.2A, against the child or another household member at a location or in a manner a reasonably prudent person would know the child could see, hear, or otherwise experience, the juvenile court may enter an ex parte order requiring the alleged sexual offender, physical abuser, or domestic abuser to vacate the child's residence upon a showing that probable cause exists to believe that the sexual offense, physical abuse, or domestic abuse has occurred and that substantial evidence exists to believe that the presence of the alleged sexual offender, physical abuser, or domestic abuser in the child's residence presents a danger to the child's life or physical, emotional, or mental health.

2. If an order is entered under subsection 1 and a petition has not yet been filed under this chapter, the petition shall be filed under section 232.87 by the county attorney, the department, or a juvenile court officer within three days of the entering of the order.

3. The juvenile court may order on its own motion, or shall order upon the request of the alleged sexual offender, physical abuser, or domestic abuser a hearing to determine whether the order to vacate the residence should be upheld, modified, or vacated. The hearing shall be held within thirty days of removal of the alleged sexual offender, physical abuser, or domestic

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abuser from the residence. The juvenile court may in any later child in need of assistance proceeding uphold, modify, or vacate the order to vacate the residence.

[82 Acts, ch 1209, §14]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 86 Acts, ch 1186, §6; 90 Acts, ch 1251, §27; 2022 Acts, ch 1098, §30; 2023 Acts, ch 19, §614

Subsection 2 amended

232.83 Child sexual abuse involving a person not responsible for the care of the child.

1. A complaint related to circumstances involving a child who is alleged to be a victim of an offense defined in chapter 709, 726, or 728 and an alleged offender who is not a person responsible for the care of the child shall be handled pursuant to section 232.81.

2. Anyone authorized to conduct a preliminary investigation in response to a complaint may apply for, or the court on its own motion may enter, an ex parte order authorizing a physician or physician assistant or hospital to conduct an outpatient physical examination or authorizing a physician or physician assistant, a psychologist certified under section 154B.7, or a community mental health center accredited pursuant to chapter 230A to conduct an outpatient mental examination of a child if necessary to identify the nature, extent, and causes of any injuries, emotional damage, or other such needs of a child as specified in section 232.96A, subsection 3, 5, or 6, provided that all of the following apply:

a. The parent, guardian, or legal custodian is absent, or though present, was asked and refused to authorize the examination.

b. There is not enough time to file a petition and hold a hearing under this chapter.

c. The parent, guardian, or legal custodian has not provided care and treatment related to their child's alleged victimization.

88 Acts, ch 1252, §2; 2022 Acts, ch 1066, §35; 2022 Acts, ch 1098, §77

Referred to in §709.13

232.84 Transfer of custody — notice to adult relatives.

1. For the purposes of this section, unless the context otherwise requires, "*agency*" means the department, juvenile court services, or a private agency.

2. Unless the custody of a child is transferred from one of the child's parents to another parent of the child, within thirty days after the entry of an order under this chapter removing a child from the custody of a parent or parents of the child, the department shall exercise due diligence in identifying and providing notice to the child's grandparents, aunts, uncles, adult siblings, parents of the child's siblings, and adult relatives suggested by the child's parents, subject to exceptions due to the presence of family or domestic violence.

3. The notice content shall include but is not limited to all of the following:

a. A statement that the child has been or is being removed from the custody of the child's parent or parents.

b. An explanation of the options the relative has under federal, state, and other law to participate in the care and placement of the child on a temporary or permanent basis. The options addressed shall include but are not limited to assistance and support options, options for participating in legal proceedings, and any options that may be lost by failure to respond to the notice.

c. A description of the requirements for the relative to serve as a foster family home provider or other type of care provider for the child and the additional services, training, and other support available for children receiving such care.

d. Information concerning the option to apply for kinship guardianship assistance payments.

4. The agency may share information as necessary to explore a child's potential placement with any adult relative who may receive notice pursuant to subsection 2.

5. If an adult relative entitled to notice pursuant to subsection 2 is later discovered by or identified to the department, the department shall provide notice to that relative within thirty days of that relative becoming known to the department.

2009 Acts, ch 120, §3; 2013 Acts, ch 50, §2; 2022 Acts, ch 1098, §31, 32

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232.85 and 232.86 Reserved.

PART 4

JUDICIAL PROCEEDINGS

232.87 Filing of a child in need of assistance petition — contents of petition.

1. A formal judicial proceeding to determine whether a child is a child in need of assistance under this chapter shall be initiated by the filing of a petition alleging a child to be a child in need of assistance.

2. A petition may be filed by the department, juvenile court officer, or county attorney.

3. The department, juvenile court officer, county attorney or judge may authorize the filing of a petition with the clerk of the court by any competent person having knowledge of the circumstances without the payment of a filing fee.

4. The petition shall be submitted in the form specified in section 232.36.

5. The petition shall contain the information specified in section 232.36 and a clear and concise summary of the facts which bring the child within the jurisdiction of the court under this subchapter.

[C79, 81, §232.87]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 2020 Acts, ch 1062, §94; 2023 Acts, ch 19, §615

Referred to in §232.81, 232.82, 232.95, 232.98, 232D.204, 233.2

Subsection 2 amended

232.88 Summons, notice, subpoenas, and service.

After a petition has been filed, the court shall issue and serve summons, subpoenas, and other process in the same manner as for adjudicatory hearings in cases of juvenile delinquency as provided in section 232.37. Reasonable notice shall be provided to the persons required to be provided notice under section 232.37, except that notice shall be waived regarding a person who was notified of the adjudicatory hearing and who failed to appear. In addition, reasonable notice for any hearing under this subchapter shall be provided to the agency, facility, institution, or person, including a foster parent, relative, or other individual providing preadoptive care, with whom a child has been placed.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3623;** C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §232.4; C79, 81, §232.88]

89 Acts, ch 229, §5; 95 Acts, ch 182, §3; 96 Acts, ch 1034, §10; 97 Acts, ch 164, §2; 2001 Acts, ch 135, §28; 2020 Acts, ch 1062, §94

Referred to in §232.91, 331.653

232.89 Right to and appointment of counsel.

1. Upon the filing of a petition the parent, guardian, putative father, or custodian identified in the petition shall have the right to counsel in connection with all subsequent hearings and proceedings. If that person desires but is financially unable to employ counsel, the court shall appoint counsel. A putative father is not a necessary party to a proceeding until the putative father's paternity is established.

2. Upon the filing of a petition, the court shall appoint counsel and a guardian ad litem for the child identified in the petition as a party to the proceedings. If a guardian ad litem has previously been appointed for the child in a proceeding under subchapter II or a proceeding in which the court has waived jurisdiction under section 232.45, the court shall appoint the same guardian ad litem upon the filing of the petition under this part. Counsel shall be appointed as follows:

a. If the child is represented by counsel and the court determines there is a conflict of interest between the child and the child's parent, guardian, putative father, or custodian and that the retained counsel could not properly represent the child as a result of the conflict, the court shall appoint other counsel to represent the child, who shall be compensated pursuant to the provisions of subsection 3.

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b. If the child is not represented by counsel, the court shall either order the parent, guardian, or custodian to retain counsel for the child or shall appoint counsel for the child, who shall be compensated pursuant to the provisions of subsection 3.

3. The court shall determine, after giving the parent, guardian, or custodian an opportunity to be heard, whether the person has the ability to pay in whole or in part for counsel appointed for the child. If the court determines that the person possesses sufficient financial ability, the court shall then consult with the department, the juvenile probation office, or other authorized agency or individual regarding the likelihood of impairment of the relationship between the child and the child's parent, guardian, or custodian as a result of ordering the parent, guardian, or custodian to pay for the child's counsel. If impairment is deemed unlikely, the court shall order that person to pay an amount the court finds appropriate in the manner and to whom the court directs. If the person fails to comply with the order without good reason, the court shall enter judgment against the person. If impairment is deemed likely or if the court determines that the parent, guardian, or custodian cannot pay any part of the expenses of counsel appointed to represent the child, counsel shall be reimbursed pursuant to section 232.141, subsection 2, paragraph "*b*".

4. The same person may serve both as the child's counsel and as guardian ad litem. However, the court may appoint a separate guardian ad litem, if the same person cannot properly represent the legal interests of the child as legal counsel and also represent the best interests of the child as guardian ad litem in accordance with section 232.2, subsection 25, paragraph "*e*", or a separate guardian ad litem is required to fulfill the requirements of subsection 2. If a child's guardian ad litem is also acting as an attorney for the child, each report submitted to a court by the guardian ad litem shall contain a statement indicating whether a separate guardian ad litem is required based on the guardian ad litem's interviews and investigations conducted until the time a report is submitted to the court.

[C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.28; C79, 81, §232.89]

83 Acts, ch 96, §157, 159; 86 Acts, ch 1186, §7; 87 Acts, ch 121, §4; 89 Acts, ch 283, §24; 90 Acts, ch 1271, §1506, 1507; 96 Acts, ch 1193, §5; 97 Acts, ch 23, §22; 97 Acts, ch 99, §3, 11; 2002 Acts, ch 1162, §17; 2020 Acts, ch 1062, §33; 2022 Acts, ch 1098, §34 – 36, 78; 2023 Acts, ch 19, §616

Referred to in §232.108

Subsection 3 amended

232.90 Duties of county attorney.

1. As used in this section, "*state*" means the general interest held by the people in the health, safety, welfare, and protection of all children living in this state.

2. The county attorney shall represent the state in proceedings arising from a petition filed under this subchapter and shall present evidence in support of the petition. The county attorney shall be present at proceedings initiated by petition under this subchapter filed by an intake officer or the county attorney, or if a party to the proceedings contests the proceedings, or if the court determines there is a conflict of interest between the child and the child's parent, guardian, or custodian or if there are contested issues before the court.

3. If there is disagreement between the department and the county attorney regarding the appropriate action to be taken, the department may request that the state be represented by the attorney general in place of the county attorney. If the state is represented by the attorney general, the county attorney may continue to appear in the proceeding and may present the position of the county attorney regarding the appropriate action to be taken in the case.

4. The county attorney and the attorney general shall comply with the requirements of chapter 232B and the federal Indian Child Welfare Act, Pub. L. No. 95-608, when either chapter 232B or the federal Indian Child Welfare Act is determined to be applicable in any proceeding under this subchapter.

[C66, 71, 73, 75, 77, §232.29; C79, 81, §232.90]

87 Acts, ch 151, §1; 89 Acts, ch 230, §16; 2013 Acts, ch 113, §2; 2014 Acts, ch 1092, §51; 2020 Acts, ch 1062, §94

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232.91 Presence of child, parents, guardian ad litem, and others at hearings — additional parties — department recordkeeping.

1. Any hearings or proceedings under this subchapter subsequent to the filing of a petition shall not take place without the presence of the child's parent, guardian, custodian, or guardian ad litem in accordance with and subject to section 232.38. A parent without custody shall be made a party to proceedings under this subchapter.

2. An agency, facility, institution, adult relative with a substantial relationship to the child, fictive kin, or individual providing custodial care to the child may petition the court to be made a party to proceedings under this subchapter.

3. Any person who is entitled under section 232.88 to receive notice of a hearing concerning a child shall be given the opportunity to be heard in any other review or hearing involving the child. A foster parent, adult relative, or other individual with whom a child has been placed for preadoptive care shall have the right to be heard in any proceeding involving the child. If a child is of an age appropriate to attend the hearing but the child does not attend, the court shall determine if the child was informed of the child's right to attend the hearing. A presumption exists that it is in the best interests of a child ten years of age or older to attend all hearings.

4. If a child is of an age appropriate to attend a hearing but the child does not attend, the court shall determine if the child was informed of the child's right to attend the hearing. A presumption exists that it is in the best interests of a child ten years of age or older to attend all hearings and all staff or family meetings involving placement options or services provided to the child. The department shall allow the child to attend all such hearings and meetings unless the attorney for the child finds the child's attendance is not in the best interests of the child. If the child is excluded from attending a hearing or meeting, the department shall maintain a written record detailing the reasons for excluding the child. Notwithstanding sections 232.147 through 232.151, a copy of the written record shall be made available to the child upon the request of the child after reaching the age of majority.

5. For purposes of this section, "*attend*" includes the appearance of the child at a hearing by video or telephonic means.

[SS15, §254-a16; C24, 27, 31, 35, 39, §**3631;** C46, 50, 54, 58, 62, §232.15; C66, 71, 73, 75, 77, §232.11; C79, 81, §232.91]

84 Acts, ch 1279, §11; 95 Acts, ch 182, §4; 97 Acts, ch 164, §3; 98 Acts, ch 1190, §7; 2007 Acts, ch 172, §13; 2008 Acts, ch 1114, §1; 2008 Acts, ch 1187, §133; 2010 Acts, ch 1065, §1, 2; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §37

Referred to in §600A.7

232.92 Exclusion of public from hearings.

Hearings held under this subchapter are open to the public unless the court, on the motion of any of the parties or upon the court's own motion, excludes the public. The court shall exclude the public from a hearing if the court determines that the possibility of damage or harm to the child outweighs the public's interest in having an open hearing. Upon closing the hearing to the public, the court may admit those persons who have direct interest in the case or in the work of the court.

[C79, 81, §232.92]

89 Acts, ch 230, §17; 2020 Acts, ch 1062, §94

Referred to in §232.147, 600A.7

232.93 Other issues adjudicated.

When it appears during the course of any hearing or proceeding that some action or remedy other than those indicated by the application or pleading appears appropriate, the court may, provided all necessary parties consent, proceed to hear and determine the other issues as though originally properly sought and pleaded.

[C66, 71, 73, 75, 77, §232.12; C79, 81, §232.93]

Referred to in §600A.7

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232.94 Reporter required.

Stenographic notes or electronic or mechanical recordings shall be taken of all court hearings held pursuant to this subchapter unless waived by the parties. The child shall not be competent to waive the reporting requirement, but waiver may be made for the child by the child's counsel or guardian ad litem. Matters which must be reported under the provisions of this section shall be reported in the same manner as required in section 624.9.

[C66, 71, 73, 75, 77, §232.32; C79, 81, §232.94]

2020 Acts, ch 1062, §94

Referred to in §232.94A, 600A.7

232.94A Records — subsequent hearings.

Juvenile court records, social records, and the material required to be recorded pursuant to section 232.94 shall be maintained and shall be a part of each hearing relating to the child so long as and whenever the child is a child in need of assistance.

84 Acts, ch 1279, §12

Referred to in §600A.7

232.94B Continuances.

A court may grant a continuance in a child in need of assistance proceeding or a termination of a parent-child relationship proceeding only for good cause shown.

2022 Acts, ch 1098, §38

Referred to in §600A.7

232.95 Hearing concerning temporary removal.

1. At any time after the petition is filed, any person who may file a petition under section 232.87 may apply for, or the court on its own motion may order, a hearing to determine whether the child should be temporarily removed from home. If the child is in the custody of a person other than the child's parent, guardian, or custodian as the result of action taken pursuant to section 232.78 or 232.79, the court shall hold a hearing within ten days of the date of temporary removal to determine whether the temporary removal should be continued.

2. Upon such hearing, the court may do any of the following:

a. Return the child to a person with legal custody of the child pending a final order of disposition.

b. Remove the child from home and place the child with a parent of the child pending a final order of disposition.

c. Remove the child from home and place custody of the child with the department for placement of the child, pending a final order of disposition, in any of the following categories in the following order of priority:

(1) An adult relative of the child including but not limited to adult siblings and parents of siblings.

(2) A fictive kin.

(3) Any other suitable placement identified by the child's relatives.

(4) An individual licensed to provide foster care pursuant to chapter 237. If the child is placed with a licensed foster care provider, the department shall assign decision-making authority to the foster care provider for the purpose of applying the reasonable and prudent parent standard during the child's placement.

(5) A group care facility, shelter care facility, or other residential treatment facility.

d. Authorize a physician, physician assistant, or hospital to provide medical or surgical procedures if such procedures are necessary to safeguard the child's life or health.

3. Notwithstanding any provision to the contrary including placement of custody of a child pursuant to subsection 2, if the hearing under this section is the result of a request for an ex parte order from the court pursuant to section 232.78 for a newborn infant for whom physical custody was relinquished pursuant to section 233.2, the court shall place custody of the child as provided in section 232.78, subsection 9, and proceed in accordance with chapter 233.

4. The court shall make and file written findings as to the grounds for granting or denying an application under this section.

5. If the court orders the child removed from the home pursuant to subsection 2,

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paragraph *"b"* or *"c"*, the court shall hold a hearing to review the removal order within six months unless a dispositional hearing pursuant to section 232.99 has been held.

6. *a.* If the court orders a removal pursuant to subsection 2, paragraph *"b"* or *"c"*, the court shall, in addition, make a determination that continuation of the child in the child's home would be contrary to the welfare of the child, and that reasonable efforts have been made to prevent or eliminate the need for removal of the child from the child's home. The court shall also make a finding that substantial evidence exists to demonstrate that the need for removal due to an imminent risk to the child's life or health is greater than the potential harm including but not limited to any physical, emotional, social, or mental trauma the removal may cause the child.

b. The court's determination regarding continuation of the child in the child's home and regarding reasonable efforts, including those made to prevent removal and those made to finalize any permanency plan in effect as well as any determination by the court that reasonable efforts are not required, must be made on a case-by-case basis. The grounds for each determination must be specifically documented and stated in the court order. However, preserving the safety of the child must be the court's paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determinations otherwise required under this paragraph shall not be a prerequisite for an order for temporary removal of the child.

7. *a.* (1) If the court places custody of the child with the department pursuant to subsection 2, paragraph *"c"*, the court may identify a category listed in subsection 2, paragraph *"c"*, for placement of the child, but the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

(2) The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

b. The court shall not order placement of a child in a category identified in subsection 2, paragraph *"c"*, subparagraph (2), (3), (4), or (5), without a specific finding that placement with an adult relative is not in the child's best interests and providing reasons for the finding.

c. If the court orders the removal of a child pursuant to subsection 2, paragraph *"b"* or *"c"*, the order shall also include a statement informing the child's parent that the consequences of a permanent removal may include termination of the parent's rights with respect to the child.

[C79, 81, §232.95]

84 Acts, ch 1279, §13; 86 Acts, ch 1186, §8; 87 Acts, ch 159, §2; 98 Acts, ch 1190, §8; 2000 Acts, ch 1067, §8; 2001 Acts, ch 135, §15

[Subsection 2, paragraphs b and c, were inadvertently omitted in the 2001 Code Supplement and 2003 Code]

2004 Acts, ch 1101, §28; 2022 Acts, ch 1066, §36; 2022 Acts, ch 1098, §39, 40; 2023 Acts, ch 46, §3; 2023 Acts, ch 140, §3

Referred to in §232.44, 232.78, 232.96, 232.104, 232B.6, 600A.7
NEW subsection 3 and former subsection 3 renumbered as 4
Former subsection 4 amended and renumbered as 5
Former subsections 5 and 6 renumbered as 6 and 7

232.96 Adjudicatory hearing.

1. The court shall hear and adjudicate cases involving a petition alleging a child to be a child in need of assistance.

2. The state shall have the burden of proving the allegations by clear and convincing evidence.

3. Only evidence which is admissible under the rules of evidence applicable to the trial of civil cases shall be admitted, except as otherwise provided by this section.

4. A report made to the department pursuant to chapter 235A shall be admissible in evidence, but such a report shall not alone be sufficient to support a finding that the child is a child in need of assistance unless the attorneys for the child and the parents consent to such a finding.

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5. Neither the privilege attaching to confidential communications between a health practitioner or mental health professional and patient nor the prohibition upon admissibility of communications between husband and wife shall be ground for excluding evidence at an adjudicatory hearing.

6. A report, study, record, or other writing or an audiotape or videotape recording made by the department, a juvenile court officer, a peace officer, a child protection center, or a hospital relating to a child in a proceeding under this subchapter is admissible notwithstanding any objection to hearsay statements contained in it provided it is relevant and material and provided its probative value substantially outweighs the danger of unfair prejudice to the child's parent, guardian, or custodian. The circumstances of the making of the report, study, record or other writing or an audiotape or videotape recording, including the maker's lack of personal knowledge, may be proved to affect its weight.

7. After the hearing is concluded, the court shall make and file written findings as to the truth of allegations of the petition and as to whether the child is a child in need of assistance.

8. If the court concludes facts sufficient to sustain a petition have not been established by clear and convincing evidence or if the court concludes that its aid is not required in the circumstances, the court shall dismiss the petition.

9. If the court concludes that facts sufficient to sustain the petition have been established by clear and convincing evidence and that its aid is required, the court may enter an order adjudicating the child to be a child in need of assistance.

10. If the court enters an order adjudicating the child to be a child in need of assistance, the court, if it has not previously done so, may issue an order authorizing temporary removal of the child from the child's home as set forth in section 232.95, subsection 2, paragraph "*b*" or "*c*", pending a final order of disposition. The order shall include all of the following:

a. A determination that continuation of the child in the child's home would be contrary to the welfare of the child, that reasonable efforts have been made to prevent or eliminate the need for removal of the child from the child's home and the court has found that substantial evidence exists to demonstrate that the need for removal due to an imminent risk to the child's life or health is greater than the potential harm including but not limited to any physical, emotional, social, or mental trauma the removal may cause the child. The court's determination regarding continuation of the child in the child's home, and regarding reasonable efforts, including those made to prevent removal and those made to finalize any permanency plan in effect, as well as any determination by the court that reasonable efforts are not required, must be made on a case-by-case basis. The grounds for each determination must be explicitly documented and stated in the court order. However, preserving the safety of the child is the paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determinations otherwise required under this paragraph shall not be a prerequisite for an order for temporary removal of the child.

b. A statement informing the child's parent that the consequences of a permanent removal may include termination of the parent's rights with respect to the child.

c. If the court orders a removal of a child pursuant to this subsection and placement of a child pursuant to section 232.95, subsection 2, paragraph "*c*", subparagraph (2), (3), (4), or (5), a specific finding that placement with an adult relative is not in the child's best interests and the reasons for the finding.

11. *a.* If the court places custody of the child with the department pursuant to subsection 10, the court may identify a category listed in section 232.95, subsection 2, paragraph "*c*", for placement of the child, but the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

b. The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the

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department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.96]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 84 Acts, ch 1207, §4; 87 Acts, ch 153, §7; 98 Acts, ch 1190, §9; 2000 Acts, ch 1067, §9; 2001 Acts, ch 135, §16; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §41 – 43; 2023 Acts, ch 19, §617

Referred to in §232.99, 232.104, 232.116, 600A.7

Subsections 4 and 6 amended

232.96A Child in need of assistance adjudication.

The court may adjudicate a child in need of assistance if such child is unmarried and meets any of the following requirements:

1. The child's parent, guardian, or other custodian has abandoned or deserted the child.

2. The child's parent, guardian, other custodian, or other member of the household in which the child resides has physically abused or neglected the child, or is imminently likely to physically abuse or neglect the child.

3. The child has suffered or is imminently likely to suffer harmful effects as a result of any of the following:

a. Mental injury caused by the acts of the child's parent, guardian, or custodian.

b. The failure of the child's parent, guardian, custodian, or other member of the household in which the child resides to exercise a reasonable degree of care in supervising the child.

c. The child's parent, guardian, custodian, or person responsible for the care of a child as defined in section 232.68, has knowingly disseminated or exhibited obscene material, as defined in section 728.1, to the child.

4. The child has been, or is imminently likely to be, sexually abused by the child's parent, guardian, custodian, or other member of the household in which the child resides.

5. The child is in need of medical treatment to cure, alleviate, or prevent serious physical injury or illness and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.

6. The child is in need of treatment to cure or alleviate serious mental illness or disorder, or emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward the child's self or others and the child's parent, guardian, or custodian is unwilling to provide such treatment.

7. The child's parent, guardian, or custodian fails to exercise a minimal degree of care in supplying the child with adequate food, clothing, or shelter and refuses other means made available to provide such essentials.

8. The child has committed a delinquent act as a result of pressure, guidance, or approval from a parent, guardian, custodian, or other member of the household in which the child resides.

9. The child has been the subject of or a party to sexual activities for hire or who poses for live display or for photographic or other means of pictorial reproduction or display which is designed to appeal to the prurient interest, is patently offensive, and taken as a whole, lacks serious literary, scientific, political, or artistic value.

10. The child is without a parent, guardian, or other custodian.

11. The child's parent, guardian, or other custodian for good cause desires to be relieved of the child's care and custody.

12. The child for good cause desires to have the child's parents relieved of the child's care and custody.

13. The child is in need of treatment to cure or alleviate chemical dependency and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.

14. The child's parent, guardian, or custodian suffers from a mental incapacity, a mental condition, imprisonment, or drug or alcohol abuse that results in the child not receiving adequate care or being imminently likely not to receive adequate care.

15. The child's body has an illegal drug present as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian. The presence of the drug shall be determined in accordance with a medically relevant test as defined in section 232.73.

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16. The child's parent, guardian, custodian, or other adult member of the household in which a child resides does any of the following:

a. Unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance in the presence of the child.

b. Knowingly allows the use, possession, manufacture, cultivation, or distribution of a dangerous substance by another person in the presence of the child.

c. Possesses a product with the intent to use the product as a precursor or an intermediary to a dangerous substance in the presence of the child.

d. Unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance listed in paragraph "*f*", subparagraph (1), (2), or (3), in the child's home, on the premises, or in a motor vehicle located on the premises.

e. For the purposes of this subsection, "*in the presence of a child*" means in the physical presence of a child or occurring under other circumstances in which a reasonably prudent person would know that the use, possession, manufacture, cultivation, or distribution of a dangerous substance may be seen, smelled, ingested, or heard by a child.

f. For the purposes of this subsection, "*dangerous substance*" means any of the following:

(1) Amphetamine, its salts, isomers, or salts of its isomers.

(2) Methamphetamine, its salts, isomers, or salts of its isomers.

(3) A chemical or combination of chemicals that poses a reasonable risk of causing an explosion, fire, or other danger to the life or health of persons who are in the vicinity while the chemical or combination of chemicals is used or is intended to be used in any of the following:

(a) The process of manufacturing an illegal or controlled substance.

(b) As a precursor in the manufacturing of an illegal or controlled substance.

(c) As an intermediary in the manufacturing of an illegal or controlled substance.

(4) Cocaine, its salts, isomers, salts of its isomers, or derivatives.

(5) Heroin, its salts, isomers, salts of its isomers, or derivatives.

(6) Opium and opiate, and any salt, compound, derivative, or preparation of opium or opiate.

17. The child is a newborn infant whose parent has voluntarily released custody of the child in accordance with chapter 233.

2022 Acts, ch 1098, §33

Referred to in §232.2, 232.68, 232.71B, 232.83, 232.98, 232.102, 232.117, 709A.5

232.97 Social investigation and report.

1. The court shall not make a disposition of the petition until five working days after a social report has been submitted to the court and counsel for the child and has been considered by the court. The court may waive the five-day requirement upon agreement by all the parties. The court may direct either the juvenile court officer or the department or any other agency licensed by the state to conduct a social investigation and to prepare a social report which may include any evidence provided by an individual providing foster care for the child. A report prepared shall include any founded reports of child abuse.

2. The social investigation may be conducted and the social history may be submitted to the court prior to the adjudication of the child as a child in need of assistance with the consent of the parties.

3. The social report shall not be disclosed except as provided in this section and except as otherwise provided in this chapter. At least five days prior to the hearing at which the disposition is determined, the department shall file a copy of the social report with the court and the court shall restrict access of the social report to counsel for the child, counsel for the child's parent, guardian, or custodian, the department, the court appointed special advocate, a local board as defined in section 237.15, the county attorney, the state's counsel, and the guardian ad litem. The court may in its discretion order counsel not to disclose parts of the report to the child, or to the parent, guardian, or custodian. If the report indicates the child or parent has behaved in a manner that threatened the safety of another person, has committed a violent act causing bodily injury to another person, or has committed sexual abuse, or the child has been a victim of sexual abuse, unless otherwise ordered by the court, the child's

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parent, guardian, or foster parent or other person with custody of or providing substantial care to the child shall be provided with that information.

[C66, 71, 73, 75, 77, §232.14; C79, 81, §232.97]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 84 Acts, ch 1279, §14; 86 Acts, ch 1186, §9; 2005 Acts, ch 124, §4; 2015 Acts, ch 62, §2; 2022 Acts, ch 1098, §44; 2023 Acts, ch 19, §618

Referred to in §232.147
Subsection 1 amended

232.98 Physical and mental examinations.

1. Except as provided in section 232.78, subsection 5, a physical or mental examination of the child may be ordered only after the filing of a petition pursuant to section 232.87 and after a hearing to determine whether an examination is necessary to determine the child's physical or mental condition. The court may consider chemical dependency as either a physical or mental condition and may consider a chemical dependency evaluation as either a physical or mental examination.

a. The hearing required by this section may be held simultaneously with the adjudicatory hearing.

b. An examination ordered prior to the adjudication shall be conducted on an outpatient basis when possible, but if necessary the court may commit the child to a suitable nonsecure hospital, facility, or institution for the purpose of examination for a period not to exceed fifteen days if all of the following are found to be present:

(1) Probable cause exists to believe that the child is a child in need of assistance pursuant to section 232.96A, subsection 5 or 6.

(2) Commitment is necessary to determine whether there is clear and convincing evidence that the child is a child in need of assistance.

(3) The child's attorney agrees to the commitment.

c. An examination ordered after adjudication shall be conducted on an outpatient basis when possible, but if necessary the court may commit the child to a suitable nonsecure hospital, facility, or institution for the purpose of examination for a period not to exceed thirty days.

d. The child's parent, guardian, or custodian shall be included in counseling sessions offered during the child's stay in a hospital, facility, or institution when feasible, and when in the best interests of the child and the child's parent, guardian, or custodian. If separate counseling sessions are conducted for the child and the child's parent, guardian, or custodian, a joint counseling session shall be offered prior to the release of the child from the hospital, facility, or institution. The court shall require that notice be provided to the child's guardian ad litem of the counseling sessions and of the participants and results of the sessions.

2. Following an adjudication that a child is a child in need of assistance, the court may after a hearing order the physical or mental examination of the parent, guardian, or custodian if that person's ability to care for the child is at issue.

[C66, 71, 73, 75, 77, §232.13; C79, 81, §232.98; 82 Acts, ch 1209, §15]

84 Acts, ch 1279, §15; 85 Acts, ch 173, §12; 86 Acts, ch 1186, §10; 2009 Acts, ch 41, §263; 2022 Acts, ch 1098, §79; 2023 Acts, ch 19, §619

Referred to in §232.78
Subsection 2 amended

232.99 Dispositional hearing — findings.

1. Following the entry of an order pursuant to section 232.96, the court shall, as soon as practicable, hold a dispositional hearing in order to determine what disposition should be made of the petition.

2. All relevant and material evidence shall be admitted.

3. In the initial dispositional hearing, any hearing held under section 232.103, and any dispositional review or permanency hearing, the court shall inquire of the parties as to the sufficiency of the services being provided and whether additional services are needed to facilitate the safe return of the child to the child's home. If the court determines such services are needed, the court shall order the services to be provided. The court shall advise

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the parties that failure to identify a deficiency in services or to request additional services may preclude the party from challenging the sufficiency of the services in a termination of parent-child relationship proceeding.

4. When the dispositional hearing is concluded the court shall make the least restrictive disposition appropriate considering all the circumstances of the case. The dispositions which may be entered under this subchapter are listed in sections 232.100 through 232.102 in order from least to most restrictive.

5. The court shall make and file written findings as to its reason for the disposition.

[C66, 71, 73, 75, 77, §232.31; C79, 81, §232.99]

98 Acts, ch 1190, §10; 2020 Acts, ch 1062, §94; 2020 Acts, ch 1063, §89

Referred to in §232.58, 232.95, 232.104

232.100 Suspended judgment.

After the dispositional hearing the court may enter an order suspending judgment and continuing the proceedings subject to terms and conditions imposed to assure the proper care and protection of the child. Such terms and conditions may include the supervision of the child and of the parent, guardian, or custodian by the department, juvenile court office, or other appropriate agency designated by the court. The maximum duration of any term or condition of a suspended judgment shall be twelve months unless the court finds at a hearing held during the last month of that period that exceptional circumstances require an extension of the term or condition for an additional six months.

[C79, 81, §232.100]

83 Acts, ch 96, §157, 159; 2023 Acts, ch 19, §620

Referred to in §232.99, 232.103, 232.117, 232.127

Section amended

232.101 Retention of custody by parent.

1. After the dispositional hearing, the court may enter an order permitting the child's parent, guardian, or custodian at the time of the filing of the petition to retain custody of the child subject to terms and conditions which the court prescribes to assure the proper care and protection of the child. Such terms and conditions may include supervision of the child and the parent, guardian, or custodian by the department, juvenile court office, or other appropriate agency which the court designates. Such terms and conditions may also include the provision or acceptance by the parent, guardian, or custodian of special treatment or care which the child needs for the child's physical or mental health. If the parent, guardian, or custodian fails to provide the treatment or care, the court may order the department or some other appropriate state agency to provide such care or treatment.

2. The duration of any period of supervision or other terms or conditions shall be for an initial period of no more than twelve months and the court, at the expiration of that period, upon a hearing and for good cause shown, may make not more than two successive extensions of such supervision or other terms or conditions of up to twelve months each.

[S13, §254-a20, 2708; C24, 27, 31, 35, 39, §**3637;** C46, 50, 54, 58, 62, §232.21; C66, 71, 73, 75, 77, §232.33; C79, 81, §232.101]

83 Acts, ch 96, §157, 159; 97 Acts, ch 99, §4; 2023 Acts, ch 19, §621

Referred to in §232.99, 232.103, 232.117, 232.127

Subsection 1 amended

232.101A Appointment of guardian.

1. After a dispositional hearing the court may close the child in need of assistance case and appoint a guardian pursuant to sections 232D.308 and 232D.401 if all of the following conditions are met:

a. The person receiving guardianship meets the definition of custodian in section 232.2.

b. The person receiving guardianship has assumed responsibility for the child prior to filing of the petition under this subchapter and has maintained placement of the child since the filing of the petition under this subchapter.

c. The parent of the child does not appear at the dispositional hearing, or the parent appears at the dispositional hearing, does not object to the transfer of guardianship, and agrees to waive the requirement for making reasonable efforts as defined in section 232.102.

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2. If the court appoints a guardian pursuant to subsection 1, the court may close the child in need of assistance case. The court shall inform the proposed guardian of the guardian's reporting duties under section 232D.501 and other duties under chapter 232D. The court shall direct the clerk of court, once the proposed guardian has filed an oath of office and identification, to issue letters of appointment for guardianship.

2014 Acts, ch 1048, §1; 2019 Acts, ch 56, §30, 44, 45; 2020 Acts, ch 1062, §94

Referred to in §232.99, 232.103, 232.127, 232D.201

2019 amendment is effective January 1, 2020, and applies to guardianships and guardianship proceedings of minors established or pending before, on, or after that date; 2019 Acts, ch 56, §44, 45

232.102 Transfer of legal custody of child and placement.

1. *a.* After a dispositional hearing, the court may enter an order transferring the legal custody of the child to a parent of the child. If the court finds that custody with either of the child's parents is not in the child's best interests, the child's custody shall be transferred to the department for placement of the child in any of the following categories in the following order of priority:

(1) An adult relative of the child including but not limited to adult siblings and parents of siblings.

(2) A fictive kin.

(3) Any other suitable placement identified by the child's relatives.

(4) An individual licensed to provide foster care pursuant to chapter 237. If the child is placed with a licensed foster care provider, the department shall assign decision-making authority to the foster care provider for the purpose of applying the reasonable and prudent parent standard during the child's placement.

(5) A group care facility, shelter care facility, or other residential treatment facility.

b. (1) If the court places custody of the child with the department pursuant to paragraph "*a*", the court may identify a category listed in paragraph "*a*" for placement of the child, but the department shall have the authority to select the specific person or facility within that category for placement, subject to court review at the request of an interested party.

(2) The court shall give deference to the department's decision for placement of a child. A party opposed to the department's placement of a child shall have the burden to prove the department failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge its duties in selecting a suitable placement for the child.

c. A court shall not order placement of a child in a category identified in paragraph "*a*", subparagraph (2), (3), (4), or (5) without a specific finding that placement with an adult relative is not in the child's best interests and providing reasons for the court's finding.

d. If the child is fourteen years of age or older, the order shall specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the child has a case permanency plan, the court shall consider the written transition plan of services and needs assessment developed for the child's case permanency plan. If the child does not have a case permanency plan containing the transition plan and needs assessment at the time the order is entered, the written transition plan and needs assessment shall be developed and submitted for the court's consideration no later than six months from the date of the transfer order. The court shall modify the initial transfer order as necessary to specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the transition plan identifies services or other support needed to assist the child when the child becomes an adult and the court deems it to be beneficial to the child, the court may authorize the individual who is the child's guardian ad litem or court appointed special advocate to continue a relationship with and provide advice to the child for a period of time beyond the child's eighteenth birthday.

2. The court shall not order group foster care placement of the child which is a charge upon the state unless the group foster care meets the requirements established by the department by rule.

3. After a dispositional hearing and upon the request of the department, the court may enter an order appointing the department as the guardian of an unaccompanied refugee child or of a child without parent or guardian.

4. *a.* Whenever possible the court should permit the child to remain at home with the

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child's parent, guardian, or custodian. Custody of the child should not be transferred unless the court finds there is clear and convincing evidence of any of the following:

(1) The child cannot be protected from physical abuse without transfer of custody.

(2) The child cannot be protected from some harm which would justify the adjudication of the child as a child in need of assistance and an adequate placement is available.

b. In order to transfer custody of the child under this subsection, the court must make a determination that continuation of the child in the child's home would be contrary to the welfare of the child, and shall identify the reasonable efforts that have been made. The court's determination regarding continuation of the child in the child's home, and regarding reasonable efforts, including those made to prevent removal and those made to finalize any permanency plan in effect, as well as any determination by the court that reasonable efforts are not required, must be made on a case-by-case basis. The grounds for each determination must be explicitly documented and stated in the court order. However, preserving the safety of the child is the paramount consideration. If imminent danger to the child's life or health exists at the time of the court's consideration, the determinations otherwise required under this paragraph shall not be a prerequisite for an order for removal of the child. If the court transfers custody of the child, unless the court waives the requirement for making reasonable efforts or otherwise makes a determination that reasonable efforts are not required, reasonable efforts shall be made to make it possible for the child to safely return to the family's home.

5. The child shall not be placed in the state training school.

6. In any order transferring custody to the department or an agency, or in orders pursuant to a custody order, the court shall specify the nature and category of disposition which will serve the best interests of the child, and shall prescribe the means by which the placement shall be monitored by the court. If the court orders the transfer of the custody of the child to the department or other agency for placement, the department or agency shall submit a case permanency plan to the court and shall make every reasonable effort to return the child to the child's home as quickly as possible consistent with the best interests of the child. When the child is not returned to the child's home and if the child has been previously placed in a licensed foster care facility, the department or agency shall consider placing the child in the same licensed foster care facility. If the court orders the transfer of custody to a parent who does not have physical care of the child, other relative, or other suitable person, the court may direct the department or other agency to provide services to the child's parent, guardian, or custodian in order to enable them to resume custody of the child. If the court orders the transfer of custody to the department or to another agency for placement in group foster care, the department or agency shall make every reasonable effort to place the child in the least restrictive, most family-like, and most appropriate setting available, and in close proximity to the parents' home, consistent with the child's best interests and special needs, and shall consider the placement's proximity to the school in which the child is enrolled at the time of placement.

7. Any order transferring custody to the department or an agency shall include a statement informing the child's parent that the consequences of a permanent removal may include the termination of the parent's rights with respect to the child.

8. An agency, facility, institution, or person to whom custody of the child has been transferred pursuant to this section shall file a written report with the court at least every six months concerning the status and progress of the child. The court shall hold a periodic dispositional review hearing for each child in placement pursuant to this section in order to determine whether the child should be returned home, an extension of the placement should be made, a permanency hearing should be held, or a termination of the parent-child relationship proceeding should be instituted. The placement shall be terminated and the child returned to the child's home if the court finds by a preponderance of the evidence that the child will not suffer harm in the manner specified in section 232.96A. If the placement is extended, the court shall determine whether additional services are necessary to facilitate the return of the child to the child's home, and if the court determines such services are needed, the court shall order the provision of such services. When the child is not returned to the child's home and if the child has been previously placed in a licensed foster care

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facility, the department or agency responsible for the placement of the child shall consider placing the child in the same licensed foster care facility.

a. The initial dispositional review hearing shall not be waived or continued beyond six months after the date of the dispositional hearing.

b. Subsequent dispositional review hearings shall not be waived or continued beyond twelve months after the date of the most recent dispositional review hearing.

c. For purposes of this subsection, a hearing held pursuant to section 232.103 satisfies the requirements for initial dispositional review or subsequent permanency hearing.

9. Unless prohibited by court order or the department or juvenile court services finds that allowing the visitation would not be in the child's best interests, the department or juvenile court services may authorize reasonable visitation between the child and the child's adult relative or a fictive kin.

10. Notwithstanding any provision to the contrary, transfer of legal custody and placement of a newborn infant for whom physical custody was relinquished pursuant to section 233.2 shall be determined in accordance with chapter 233.

[S13, §254-a20, -a23, 2708, 2709; C24, 27, 31, 35, 39, §**3637, 3646, 3647;** C46, 50, 54, 58, 62, §232.21, 232.27, 232.28; C66, 71, 73, 75, 77, §232.33; C79, 81, §232.102; 81 Acts, ch 11, §17; 82 Acts, ch 1260, §23]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §16 – 18; 85 Acts, ch 173, §13; 87 Acts, ch 159, §3; 88 Acts, ch 1134, §52; 88 Acts, ch 1249, §14; 90 Acts, ch 1239, §10, 11; 91 Acts, ch 232, §7, 8; 92 Acts, ch 1229, §5; 92 Acts, 1st Ex, ch 1004, §2; 95 Acts, ch 67, §16; 97 Acts, ch 99, §5; 98 Acts, ch 1190, §11 – 17; 2000 Acts, ch 1067, §10; 2001 Acts, ch 24, §40; 2001 Acts, ch 135, §17 – 19; 2002 Acts, ch 1081, §3; 2003 Acts, ch 117, §5; 2004 Acts, ch 1116, §8 – 10; 2007 Acts, ch 172, §6, 9; 2007 Acts, ch 218, §114; 2008 Acts, ch 1098, §1; 2009 Acts, ch 41, §263; 2014 Acts, ch 1092, §52; 2016 Acts, ch 1063, §14, 15; 2017 Acts, ch 54, §31; 2019 Acts, ch 100, §4; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §45 – 48, 80; 2023 Acts, ch 19, §622; 2023 Acts, ch 46, §4; 2023 Acts, ch 140, §4

Referred to in §225C.49, 232.2, 232.99, 232.101A, 232.103, 232.104, 232.116, 232.117, 232.127, 232B.5, 233.2, 234.35
Copy of dispositional order under subsection 8 to be submitted to foster care review boards; 84 Acts, ch 1279, §42
Limitation on placing child in mental health institute; 86 Acts, ch 1246, §305
Subsections 4 and 6 amended
Former subsection 10 stricken
NEW subsection 10

232.102A Reasonable efforts.

1. For the purposes of this subchapter:

a. *"Reasonable efforts"* means the efforts made to preserve and unify a family prior to the out-of-home placement of a child in foster care or to eliminate the need for removal of the child or make it possible for the child to safely return to the family's home. Reasonable efforts include but are not limited to giving consideration, if appropriate, to interstate placement of a child in the permanency planning decisions involving the child and giving consideration to in-state and out-of-state placement options at a permanency hearing and when using concurrent planning. If returning the child to the family's home is not appropriate or not possible, reasonable efforts shall include the efforts made in a timely manner to finalize a permanency plan for the child. A child's health and safety shall be the paramount concern in making reasonable efforts. Reasonable efforts may include but are not limited to family-centered services, if the child's safety in the home can be maintained during the time the services are provided. In determining whether reasonable efforts have been made, the court shall consider all of the following:

(1) The type, duration, and intensity of services or support offered or provided to the child and the child's family. If family-centered services were not provided, the court record shall enumerate the reasons the services were not provided, including but not limited to whether the services were not available, not accepted by the child's family, judged to be unable to protect the child and the child's family during the time the services would have been provided, judged to be unlikely to be successful in resolving the problems which would lead to removal of the child, or other services were found to be more appropriate.

(2) The relative risk to the child of remaining in the child's home versus removal of the child.

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b. *"Family-centered services"* means services and other support intended to safely maintain a child with the child's family or with an adult relative, to safely and in a timely manner return a child to the home of the child's parent or relative, or to promote achievement of concurrent planning goals by identifying and helping the child secure placement for adoption, with a guardian, or with other alternative permanent family connections. Family-centered services include services adapted to the individual needs of a family in regard to the specific services and other support provided to the child's family and the intensity and duration of service delivery and services intended to preserve a child's connections to the child's neighborhood, community, and family and to improve the overall capacity of the child's family to provide for the needs of the children in the family.

2. Family interactions shall continue regardless of a parent's failure to comply with the requirements of a court order or the department, provided there is no finding by a court or the department that such interaction would be detrimental to the child.

3. The performance of reasonable efforts to place a child for adoption or with a guardian may be made concurrently with making reasonable efforts as defined in this section.

4. If the court determines by clear and convincing evidence that aggravated circumstances exist supported by written findings of fact based upon evidence in the record, the court may waive the requirement for making reasonable efforts. The existence of aggravated circumstances is indicated by any of the following:

a. The parent has abandoned the child.

b. The court finds the circumstances described in section 232.116, subsection 1, paragraph "*i*", are applicable to the child.

c. The parent's parental rights have been terminated under section 232.116 or involuntarily terminated by an order of a court of competent jurisdiction in another state with respect to another child who is a member of the same family, and there is clear and convincing evidence to show that the offer or receipt of services would not be likely within a reasonable period of time to correct the conditions which led to the child's removal.

d. The parent has been convicted of the murder of another child.

e. The parent has been convicted of the voluntary manslaughter of another child.

f. The parent has been convicted of aiding or abetting, attempting, conspiring in, or soliciting the commission of the murder or voluntary manslaughter of another child.

g. The parent has been convicted of a felony assault which resulted in serious bodily injury to the child or another child.

5. Prior services the state provided to the family shall not be considered in making a determination as to whether a waiver of reasonable efforts is appropriate.

2022 Acts, ch 1098, §49
Referred to in §232.104, 232.111, 234.6

232.103 Termination, modification, vacation, and substitution of dispositional order.

1. At any time prior to expiration of a dispositional order and upon the motion of an authorized party or upon its own motion as provided in this section, the court may terminate the order and discharge the child, modify the order, or vacate the order and make a new order.

2. The following persons shall be authorized to file a motion to terminate, modify, or vacate and substitute a dispositional order:

a. The child.

b. The child's parent, guardian, or custodian, except that such motion may be filed by that person not more often than once every sixty days except with leave of court for good cause shown.

c. The child's guardian ad litem.

d. A person supervising the child pursuant to a dispositional order.

e. An agency, facility, institution, or person to whom legal custody has been transferred pursuant to a dispositional order.

f. The county attorney.

3. A change in the level of care for a child who is subject to a dispositional order for out-of-home placement requires modification of the dispositional order. A hearing shall be held on a motion to terminate or modify a dispositional order except that a hearing on

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a motion to terminate or modify an order may be waived upon agreement by all parties. Reasonable notice of the hearing shall be given to the parties. The hearing shall be conducted in accordance with the procedure established for dispositional hearings under section 232.50, subsection 3.

4. The court may modify a dispositional order, vacate and substitute a dispositional order, or terminate a dispositional order and release the child if the court finds that any of the following circumstances exist:

a. The purposes of the order have been accomplished and the child is no longer in need of supervision, care, or treatment.

b. The purposes of the order cannot reasonably be accomplished.

c. The efforts made to effect the purposes of the order have been unsuccessful and other options to effect the purposes of the order are not available.

d. The purposes of the order have been sufficiently accomplished and the continuation of supervision, care, or treatment is unjustified or unwarranted.

5. The court may modify or vacate an order for good cause shown provided that where the request to modify or vacate is based on the child's alleged failure to comply with the conditions or terms of the order, the court may modify or vacate the order only if it finds that there is clear and convincing evidence that the child violated a material and reasonable condition or term of the order.

6. If the court vacates the order it may make any other order in accordance with and subject to the provisions of sections 232.100 through 232.102.

[C79, 81, §232.103]

90 Acts, ch 1239, §12; 2001 Acts, ch 135, §20; 2003 Acts, ch 117, §6; 2004 Acts, ch 1154, §1, 2; 2012 Acts, ch 1021, §51; 2017 Acts, ch 54, §72; 2019 Acts, ch 100, §5; 2020 Acts, ch 1062, §34; 2020 Acts, ch 1063, §90; 2022 Acts, ch 1098, §50

Referred to in §232.99, 232.102, 232.104

232.103A Transfer of jurisdiction related to child in need of assistance case — bridge order.

1. The juvenile court may close a child in need of assistance case by transferring jurisdiction over the child's custody, physical care, and visitation to the district court through a bridge order, if all of the following criteria are met:

a. The child has been adjudicated a child in need of assistance in an active juvenile court case, and a dispositional order in that case is in place.

b. Paternity of the child has been legally established by one of the methods enumerated in section 252A.3, subsection 10, or by operation of law due to the established father's marriage to the mother at the time of conception, birth, or at any time during the period between conception and birth of the child.

c. The child is safely placed by the juvenile court with a parent.

d. There is not a current district court order for custody in place.

e. The juvenile court has determined that the child in need of assistance case can safely close once orders for custody, physical care, and visitation are entered by the district court.

f. A parent qualified for a court-appointed attorney in the juvenile court case.

2. When the criteria specified in subsection 1 are met, any party to a child in need of assistance proceeding in juvenile court may file a motion with the juvenile court for a bridge order under subsection 1. Such motion shall be set for hearing by the juvenile court no less than thirty days nor more than ninety days from the date of filing the motion. The juvenile court, on its own motion, may set a hearing on the issue of a bridge order if such hearing is set no less than thirty days from the date of notice to the parties.

3. The juvenile court shall designate the petitioner and respondent for the purposes of the bridge order. A bridge order shall only address matters of custody, physical care, and visitation. All other matters, including child support, shall be filed by separate petition or by action of child support services, and shall be subject to existing applicable statutory provisions.

4. Upon transferring jurisdiction from the juvenile court to the district court, the clerk of

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court shall docket the case. Filing fees and other court costs shall not be assessed against the parties.

5. The district court shall take judicial notice of the juvenile file in any hearing related to the case. Records contained in the district court case file that were copied or transferred from the juvenile court file concerning the case shall be subject to section 232.147 and other confidentiality provisions of this chapter for cases not involving juvenile delinquency, and shall be disclosed, upon request, to child support services without a court order.

6. Following the issuance of a bridge order, a party may file a petition in district court for modification of the bridge order for custody, physical care, or visitation. If the petition for modification is filed within one year of the filing date of the bridge order, the party requesting modification shall not be required to demonstrate a substantial change of circumstances but instead shall demonstrate that such modification is in the best interest of the child. If a petition for modification is filed within one year of the filing date of the bridge order, filing fees and other court costs shall not be assessed against the parties.

7. Nothing in this section shall be construed to require appointment of counsel for the parties in the district court action.

8. A court-appointed attorney shall be paid by the state public defender's office for work done relating to a bridge order.

2015 Acts, ch 43, §1; 2022 Acts, ch 1098, §51; 2023 Acts, ch 19, §623; 2023 Acts, ch 123, §3
Referred to in §232D.201
Subsection 1, paragraph b amended
Subsections 3 and 5 amended

232.103B Child in need of assistance cases — transfer of jurisdiction pursuant to bridge modification order.

1. A juvenile court may close a child in need of assistance case by returning jurisdiction of the child's custody to the district court through an order modifying issues of legal custody, physical care, and parenting time if all of the following criteria have been met:

a. The child has been adjudicated a child in need of assistance in an active juvenile court case, and a permanency order is in place in that case.

b. Legal paternity has been established for the child.

c. The child is safely unified with a parent.

d. The district court has issued an order concerning custody, physical care, and parenting time regarding the child and the order is in place at the time of the filing of the child in need of assistance petition.

e. The juvenile court has determined that the child in need of assistance case can safely close when the modified district court order for custody, physical care, and parenting time is in place.

f. Either parent has qualified for a court-appointed attorney in the juvenile case.

2. When the criteria specified in subsection 1 are met, any party to a child in need of assistance proceeding in juvenile court may file a motion with the juvenile court for a bridge modification order as described in subsection 1. Such motion shall be set for hearing by the juvenile court no less than thirty days but not more than ninety days from the date of filing of the motion. The juvenile court, on its own motion, may set a hearing on the issue of the bridge modification order if such hearing is set no less than thirty days from the date of notice to the parties.

3. Bridge modification orders shall only address legal custody, physical care, and parenting time. All other matters, including child support, shall be filed by separate petition in district court, and shall be subject to existing statutory requirements.

4. Upon transferring jurisdiction, the clerk of court shall docket the bridge modification order in the current district court custodial order court file. The clerk of court shall not assess any filing fees or other court costs. The juvenile court shall follow the previously designated listing of the parties as petitioner and as respondent for the purposes of the bridge modification order.

5. The district court shall take judicial notice of the current child in need of assistance case related to the bridge modification order, as well as any prior child in need of assistance cases relating to any prior bridge orders in any hearing related to the case. Records that are

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copied or transferred from the juvenile court file shall be subject to section 232.147 and other confidentiality provisions of this chapter for cases not involving juvenile delinquency. Such documents shall be disclosed, upon request, to child support services without a court order, subject to any statutory confidentiality provisions.

6. Nothing in this section shall be construed to require the appointment of counsel for the parties in the district court action.

2023 Acts, ch 19, §1358; 2023 Acts, ch 132, §1
NEW section

232.104 Permanency hearing — permanency order — subsequent proceedings.

1. *a.* The time for the initial permanency hearing for a child subject to out-of-home placement shall be the earlier of the following:

(1) For a temporary removal order entered under section 232.78, 232.95, or 232.96, for a child who was removed without a court order under section 232.79, or for an order entered under section 232.102, for which the court has not waived reasonable efforts requirements, the permanency hearing shall be held within twelve months of the date the child was removed from the home.

(2) For an order entered under section 232.102, for which the court has waived reasonable efforts requirements under section 232.102A, subsection 4, the permanency hearing shall be held within thirty days of the date the requirements were waived.

b. The permanency hearing may be held concurrently with a hearing under section 232.103 to review, modify, substitute, vacate, or terminate a dispositional order.

c. Reasonable notice of a permanency hearing shall be provided to the parties. A permanency hearing shall be conducted in substantial conformance with the provisions of section 232.99. During the hearing, the court shall consider the child's need for a secure and permanent placement in light of any permanency plan or evidence submitted to the court and the reasonable efforts made concerning the child. Upon completion of the hearing, the court shall enter written findings and make a determination identifying a primary permanency goal for the child. If a permanency plan is in effect at the time of the hearing, the court shall also make a determination as to whether reasonable progress is being made in achieving the permanency goal and complying with the other provisions of that permanency plan.

2. After a permanency hearing the court shall do one of the following:

a. Enter an order pursuant to section 232.102 to return the child to the child's home.

b. Enter an order pursuant to section 232.102 to continue placement of the child for an additional six months at which time the court shall hold a hearing to consider modification of its permanency order. An order entered under this paragraph shall enumerate the specific factors, conditions, or expected behavioral changes which comprise the basis for the determination that the need for removal of the child from the child's home will no longer exist at the end of the additional six-month period.

c. Direct the county attorney or the attorney for the child to institute proceedings to terminate the parent-child relationship.

d. Enter an order, pursuant to findings required by subsection 4, to do one of the following:

(1) Transfer sole custody of the child from one parent to another parent.

(2) Transfer guardianship and custody of the child to an adult relative, a fictive kin, or another suitable person.

(3) Transfer custody of the child to a suitable person for the purpose of long-term care.

(4) If the child is sixteen years of age or older and the department has documented to the court's satisfaction a compelling reason for determining that an order under the other subparagraphs of this paragraph "*d*" would not be in the child's best interest, order another planned permanent living arrangement for the child.

3. If the court enters an order for another planned permanent living arrangement pursuant to subsection 2, paragraph "*d*", the court shall do all of the following:

a. Ask the child about the child's desired permanency outcome and make a judicial determination that another planned permanent living arrangement is the best permanency plan for the child.

b. Require the department to do all of the following:

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(1) Document the efforts to place a child permanently with a parent, relative, or in a guardianship or adoptive placement.

(2) Document that the planned permanent living arrangement is the best permanency plan for the child and compelling reasons why it is not in the child's best interest to be placed permanently with a parent, relative, or in a guardianship or adoptive placement.

(3) Document all of the following at the permanency hearing and the six-month periodic review:

(a) The steps the department is taking to ensure that the planned permanent living arrangement follows the reasonable and prudent parent standard.

(b) Whether the child has regular opportunities to engage in age-appropriate or developmentally appropriate activities.

4. Prior to entering a permanency order pursuant to subsection 2, paragraph "*d*", convincing evidence must exist showing that all of the following apply:

a. A termination of the parent-child relationship would not be in the best interest of the child.

b. Services were offered to the child's family to correct the situation which led to the child's removal from the home.

c. The child cannot be returned to the child's home.

5. A court shall apply the priority of placement requirements of section 232.102, subsection 1, paragraphs "*a*" and "*c*", when entering a permanency order pursuant to subsection 2, paragraph "*d*".

6. Any permanency order may provide restrictions upon the contact between the child and the child's parent or parents, consistent with the best interest of the child.

7. With respect to a dispositional order providing for transfer of custody of a child and siblings to the department or other agency for placement for which the court has suspended or terminated sibling visitation or interaction, when a review is made under this section the court shall consider whether the visitation or interaction can be safely resumed and may modify the suspension or termination as appropriate.

8. Subsequent to the entry of a permanency order pursuant to this section, the child shall not be returned to the care, custody, or control of the child's parent or parents, over a formal objection filed by the child's attorney or guardian ad litem, unless the court finds by a preponderance of the evidence, that returning the child to such custody would be in the best interest of the child.

9. *a.* Following an initial permanency hearing and the entry of a permanency order which places a child in the custody or guardianship of another person or agency, the court shall retain jurisdiction and annually review the order to ascertain whether the best interest of the child is being served. When the order places the child in the custody of the department for the purpose of long-term foster care placement in a facility, the review shall be in a hearing that shall not be waived or continued beyond twelve months after the initial permanency hearing or the last permanency review hearing. Any modification shall be accomplished through a hearing procedure following reasonable notice. During the hearing, all relevant and material evidence shall be admitted and procedural due process shall be provided to all parties.

b. In lieu of the procedures specified in paragraph "*a*", the court may close the child in need of assistance case and may appoint a guardian pursuant to chapter 232D.

10. Notwithstanding any provision to the contrary, legal custody and placement of a newborn infant for whom physical custody was relinquished pursuant to section 233.2 shall be determined in accordance with chapter 233.

87 Acts, ch 159, §4; 89 Acts, ch 229, §6; 95 Acts, ch 182, §5; 98 Acts, ch 1190, §18, 19; 2000 Acts, ch 1067, §11, 12; 2001 Acts, ch 135, §21, 22; 2007 Acts, ch 67, §4; 2007 Acts, ch 172, §7; 2010 Acts, ch 1143, §1; 2016 Acts, ch 1063, §16, 17; 2017 Acts, ch 54, §73; 2019 Acts, ch 56, §31, 44, 45; 2022 Acts, ch 1098, §52, 53; 2023 Acts, ch 46, §5; 2023 Acts, ch 66, §45

Referred to in §232.117, 232D.201

2019 amendment is effective January 1, 2020, and applies to guardianships and guardianship proceedings of minors established or pending before, on, or after that date; 2019 Acts, ch 56, §44, 45

Subsection 1, paragraph a, subparagraph (2) amended

NEW subsection 10

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232.105 Reserved.

232.106 Terms and conditions on child's parent.

If the court enters an order under this chapter which imposes terms and conditions on the child's parent, guardian, or custodian, the purpose of the terms and conditions shall be to assure the protection of the child. The order is subject to the following provisions:

1. The order shall state the reasons for and purpose of the terms and conditions.

2. If a parent, guardian, or custodian is required to have a chemical test of blood or urine for the purpose of determining the presence of an illegal drug, the test shall be a medically relevant test as defined in section 232.73.

95 Acts, ch 182, §9; 96 Acts, ch 1092, §5

232.107 Parent visitation. Repealed by 2022 Acts, ch 1098, §90.

232.108 Sibling placement and ongoing interaction.

1. If the court orders the transfer of custody of a child and siblings to the department or other agency for placement under this chapter, the department or other agency shall make reasonable efforts to place the child and siblings together whenever possible if such placement is in the best interests of each child. The requirement of this subsection remains applicable to custody transfer orders made at separate times provided the requirement will not jeopardize the stability of placements and is in the best interests of each child. The requirement of this subsection also applies in addition to efforts made to place the child with an adult relative.

2. If the requirements of subsection 1 apply but the siblings are not placed in the same placement together, the child's attorney or guardian ad litem shall provide the siblings with the reasons why and the efforts being made to facilitate such placement, or why making efforts for such placement is not appropriate. An explanation is not required if the ages or mental states of the siblings make such an explanation inappropriate. Unless visitation or ongoing interaction with siblings is suspended or terminated by the court, the department shall make reasonable efforts to provide for visitation or other ongoing interaction between the child and the child's siblings from the time of the child's out-of-home placement until the child returns home or is in a permanent placement. The department shall make reasonable efforts for such visitations or interactions to occur at least once every thirty days unless more frequent or less frequent visitation is ordered by the court based on the child's circumstances.

3. A person who wishes to assert a sibling relationship with a child who is subject to an order under this chapter for an out-of-home placement and to request visitation or other ongoing interaction with the child may file a motion or petition with the court with jurisdiction over the child. Unless the court determines it would not be in the child's best interests, upon finding that the person is a sibling of the child, the provisions of this section providing for frequent visitation or other ongoing interaction between the siblings shall apply. Nothing in this section is intended to provide or expand a right to counsel under this chapter beyond the right provided and persons specified in sections 232.89 and 232.113.

4. If the court determines by clear and convincing evidence that visitation or other ongoing interaction between a child and the child's siblings would be detrimental to the well-being of the child or a sibling, the court shall order the visitation or interaction to be suspended or terminated. The reasons for the determination shall be noted in the court order suspending or terminating the visitation or interaction and shall be explained to the child and the child's siblings, and to the parent, guardian, or custodian of the child.

5. The case permanency plan of a child who is subject to this section shall comply with all of the following, as applicable:

a. The plan shall document the efforts being made to provide for the child's frequent visitation or other ongoing interaction with the child's siblings from the time of the child's out-of-home placement until the child returns home or is in a permanent placement. The child's parent, guardian, or custodian may comment on the efforts as documented in the case permanency plan.

b. If at any point the court determines that the child's visitation or interaction with

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siblings would be detrimental to the child's well-being and visitation or interaction with siblings is suspended or terminated by the court, the determination shall be noted in the case permanency plan. If the court lifts the suspension or termination, the case permanency plan shall be revised to document the efforts to provide for visitation or interaction as required under paragraph "*a*".

c. If one or more of the child's siblings are also subject to an order under this chapter for an out-of-home placement and the siblings are not placed in the same placement together, the plan shall document the reasons why and the efforts being made to facilitate such placement, or why making efforts for such placement is not appropriate.

6. If an order is entered for termination of parental rights of a child who is subject to this section, unless the court has suspended or terminated sibling visitation or interaction in accordance with this section, the department or child-placing agency shall do all of the following to facilitate frequent visitation or ongoing interaction between the child and siblings when the child is adopted or enters a permanent placement:

a. Include in the training provided to prospective adoptive parents information regarding the importance of sibling relationships to an adopted child and counseling methods for maintaining sibling relationships.

b. Provide prospective adoptive parents with information regarding the child's siblings. The address of a sibling's residence shall not be disclosed in the information unless authorized by court order for good cause shown.

c. Encourage prospective adoptive parents to plan for facilitating postadoption contact between the child and the child's siblings.

7. Any information regarding court-ordered or authorized sibling visitation, interaction, or contact shall be provided to the foster parent, relative caretaker, guardian, prospective adoptive parent, and child as soon as reasonably possible following the entry of the court order or authorization as necessary to facilitate the visitation or interaction.

2007 Acts, ch 67, §5; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §54

Referred to in §232.2, 232.117, 238.18

SUBCHAPTER IV

TERMINATION OF PARENT-CHILD RELATIONSHIP PROCEEDING

Referred to in §232.2, 232.3A, 600A.5

232.109 Jurisdiction.

The juvenile court shall have exclusive jurisdiction over proceedings under this chapter to terminate a parent-child relationship and all parental rights with respect to a child. No such termination shall be ordered except under the provisions of this chapter if the court has made an order concerning the child pursuant to the provisions of subchapter III and the order is in force at the time a petition for termination is filed.

[C79, 81, §232.109]

2020 Acts, ch 1062, §35

232.110 Venue.

1. Venue for termination proceedings under this chapter shall be in the judicial district where the child is found or the judicial district where the child resides except as otherwise provided in subsection 2.

2. If a court has made an order concerning the child pursuant to the provisions of this chapter and the order is still in force at the time the termination petition is filed, such court shall hear and adjudicate the case unless the court transfers the case.

3. The judge may transfer the case to the juvenile court of any county having venue in accordance with the provisions of section 232.62.

[C79, 81, §232.110]

232.111 Petition.

1. A child's guardian, guardian ad litem, or custodian, the department, a juvenile

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court officer, or the county attorney may file a petition for termination of the parent-child relationship and parental rights with respect to a child.

2. *a.* Unless any of the circumstances described in paragraph *"b"* exist, the county attorney shall file a petition for termination of the parent-child relationship and parental rights with respect to a child or if a petition has been filed, join in the petition, under any of the following circumstances:

(1) The child has been placed in foster care for fifteen months of the most recent twenty-two-month period. The petition shall be filed by the end of the child's fifteenth month of foster care placement.

(2) A court has determined aggravated circumstances exist and has waived the requirement for making reasonable efforts, as defined in section 232.102A, because the court has found the circumstances described in section 232.116, subsection 1, paragraph *"i"*, are applicable to the child.

(3) The child is less than twelve months of age and has been judicially determined to have been abandoned or the child is a newborn infant whose parent has voluntarily released custody of the child in accordance with chapter 233.

(4) The parent has been convicted of the murder or the voluntary manslaughter of another child.

(5) The parent has been convicted of aiding or abetting, attempting, conspiring in, or soliciting the commission of the murder or voluntary manslaughter of another child.

(6) The parent has been convicted of a felony assault which resulted in serious bodily injury of the child or of another child.

b. If any of the following conditions exist, the county attorney is not required to file a petition or join in an existing petition as provided in paragraph *"a"*:

(1) At the option of the department or by order of the court, the child is being cared for by a relative.

(2) The department or a state agency has documented in the child's case permanency plan provided or available to the court a compelling reason for determining that filing the petition would not be in the best interest of the child. A compelling reason shall include but is not limited to documentation in the child's case permanency plan indicating it is reasonably likely the completion of the services being received in accordance with the permanency plan will eliminate the need for removal of the child or make it possible for the child to safely return to the family's home within six months.

(3) The department has not provided the child's family, consistent with the time frames outlined in the child's case permanency plan, with those services the state deems necessary for the safe return of the child to the child's home, and the limited extension of time necessary to complete the services is clearly documented in the case permanency plan.

3. The department, juvenile court officer, county attorney or judge may authorize any competent person having knowledge of the circumstances to file a termination petition with the clerk of the court without the payment of a filing fee.

4. A petition for termination of parental rights shall include the following:

a. The legal name, age, and domicile, if any, of the child.

b. The names, residences, and domicile of any:

(1) Living parents of the child.

(2) Guardian of the child.

(3) Custodian of the child.

(4) Guardian ad litem of the child.

(5) Petitioner.

(6) Person standing in the place of the parents of the child.

c. A plain statement of those facts and grounds specified in section 232.116 which indicate that the parent-child relationship should be terminated.

d. A plain statement explaining why the petitioner does not know any of the information required under paragraphs *"a"* and *"b"* of this subsection.

e. A complete list of the services which have been offered to preserve the family and a statement specifying the services provided to address the reasons stated in any order for

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removal or in any dispositional or permanency order which did not return the child to the child's home.

f. The signature and verification of the petitioner.

[C79, 81, §232.111]

83 Acts, ch 96, §157, 159; 83 Acts, ch 186, §10055, 10201; 95 Acts, ch 147, §6; 98 Acts, ch 1190, §20, 21; 2001 Acts, ch 67, §8, 13; 2001 Acts, ch 135, §25; 2002 Acts, ch 1050, §23; 2022 Acts, ch 1098, §55; 2023 Acts, ch 19, §624

Referred to in §232.112, 233.2

Subsection 1 amended

232.112 Notice — service.

1. Persons listed in section 232.111, subsection 4, shall be necessary parties to a termination of parent-child relationship proceeding and are entitled to receive notice and an opportunity to be heard, except that notice may be dispensed with in the case of any such person whose name or whereabouts the court determines is unknown and cannot be ascertained by reasonably diligent search. In addition to the persons who are necessary parties who may be parties under section 232.111, notice for any hearing under this subchapter shall be provided to the child's foster parent, an individual providing preadoptive care for the child, or a relative providing care for the child.

2. Prior to the service of notice on the necessary parties, the juvenile court shall appoint a guardian ad litem for a child if the child does not have a guardian or guardian ad litem or if the interests of the guardian or guardian ad litem conflict with the interests of the child. Such guardian ad litem shall be a necessary party under subsection 1.

3. Notice under this section shall be served personally, sent by restricted certified mail, or sent by electronic mail or other electronic means with the consent of the party to be served, whichever is determined by the court to be the most effective means of notification. If the court determines that personal service is impracticable, the court may order service by publication. Such notice shall be made according to the rules of civil procedure relating to an original notice where not inconsistent with the provisions of this section. Notice by personal delivery and notice sent by electronic mail or other electronic means with the consent of the party to be served shall be served not less than seven days prior to the hearing on termination of parental rights. Notice by restricted certified mail shall be sent not less than fourteen days prior to the hearing on termination of parental rights. A notice by restricted certified mail which is refused by the necessary party given notice shall be sufficient notice to the party under this section.

[C79, 81, §232.112]

98 Acts, ch 1190, §22; 2019 Acts, ch 127, §2; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §56

232.113 Right to and appointment of counsel.

1. Upon the filing of a petition the parent identified in the petition shall have the right to counsel in connection with all subsequent hearings and proceedings. If the parent desires but is financially unable to employ counsel, the court shall appoint counsel.

2. Upon the filing of a petition the court shall appoint counsel for the child identified in the petition as a party to the proceedings. The same person may serve both as the child's counsel and as guardian ad litem.

[C79, 81, §232.113]

Referred to in §232.108

232.114 Duties of county attorney.

1. As used in this section, *"state"* means the general interest held by the people in the health, safety, welfare, and protection of all children living in this state.

2. Upon the filing of a petition the county attorney shall represent the state in all adversary proceedings arising under this subchapter and shall present evidence in support of the petition.

3. If there is disagreement between the department and the county attorney regarding the appropriate action to be taken, the department may request that the state be represented by the attorney general in place of the county attorney. If the state is represented by the attorney

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general, the county attorney may continue to appear in the proceeding and may present the position of the county attorney regarding the appropriate action to be taken in the case.

4. The county attorney and attorney general shall comply with the requirements of chapter 232B and the federal Indian Child Welfare Act, Pub. L. No. 95-608, when either chapter 232B or the federal Indian Child Welfare Act is determined to be applicable in any proceeding under this subchapter.

[C81, §232.114]

89 Acts, ch 230, §18; 2013 Acts, ch 113, §3; 2017 Acts, ch 29, §53; 2020 Acts, ch 1062, §94

232.115 Reporter required.

Stenographic notes or electronic or mechanical recordings shall be taken of all court hearings held pursuant to this subchapter unless waived by the parties. The child shall not be competent to waive the reporting requirement, but waiver may be made for the child by the child's counsel or guardian ad litem. Matters which must be reported under the provisions of this section shall be reported in the same manner as required in section 624.9.

[C81, §232.115]

2020 Acts, ch 1062, §94

232.116 Grounds for termination.

1. Except as provided in subsection 3, the court may order the termination of both the parental rights with respect to a child and the relationship between the parent and the child on any of the following grounds:

a. The parents voluntarily and intelligently consent to the termination of parental rights and the parent-child relationship and for good cause desire the termination.

b. The court finds that there is clear and convincing evidence that the child has been abandoned or deserted.

c. The court finds that there is clear and convincing evidence that the child is a newborn infant whose parent has voluntarily released custody of the child in accordance with chapter 233.

d. The court finds that both of the following have occurred:

(1) The court has previously adjudicated the child to be a child in need of assistance after finding the child to have been physically or sexually abused or neglected as the result of the acts or omissions of one or both parents, or the court has previously adjudicated a child who is a member of the same family to be a child in need of assistance after such a finding. This paragraph shall not be construed to require that a finding of sexual abuse or neglect requires a finding of a nonaccidental physical injury.

(2) Subsequent to the child in need of assistance adjudication, the parents were offered or received services to correct the circumstance which led to the adjudication, and the circumstance continues to exist despite the offer or receipt of services.

e. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(2) The child has been removed from the physical custody of the child's parents for a period of at least six consecutive months.

(3) There is clear and convincing evidence that the parents have not maintained significant and meaningful contact with the child during the previous six consecutive months and have made no reasonable efforts to resume care of the child despite being given the opportunity to do so. For the purposes of this subparagraph, *"significant and meaningful contact"* includes but is not limited to the affirmative assumption by the parents of the duties encompassed by the role of being a parent. This affirmative duty, in addition to financial obligations, requires continued interest in the child, a genuine effort to complete the responsibilities prescribed in the case permanency plan, a genuine effort to maintain communication with the child, and requires that the parents establish and maintain a place of importance in the child's life.

f. The court finds that all of the following have occurred:

(1) The child is four years of age or older.

(2) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

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(3) The child has been removed from the physical custody of the child's parents for at least twelve of the last eighteen months, or for the last twelve consecutive months and any trial period at home has been less than thirty days.

(4) There is clear and convincing evidence that at the present time the child cannot be returned to the custody of the child's parents as provided in section 232.102.

g. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(2) The court has terminated parental rights pursuant to section 232.117 with respect to another child who is a member of the same family or a court of competent jurisdiction in another state has entered an order involuntarily terminating parental rights with respect to another child who is a member of the same family.

(3) There is clear and convincing evidence that the parent continues to lack the ability or willingness to respond to services which would correct the situation.

(4) There is clear and convincing evidence that an additional period of rehabilitation would not correct the situation.

h. The court finds that all of the following have occurred:

(1) The child is three years of age or younger.

(2) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(3) The child has been removed from the physical custody of the child's parents for at least six months of the last twelve months, or for the last six consecutive months and any trial period at home has been less than thirty days.

(4) There is clear and convincing evidence that the child cannot be returned to the custody of the child's parents as provided in section 232.102 at the present time.

i. The court finds that all of the following have occurred:

(1) The child meets the definition of child in need of assistance based on a finding of physical or sexual abuse or neglect as a result of the acts or omissions of one or both parents. This paragraph shall not be construed to require that a finding of sexual abuse or neglect requires a finding of a nonaccidental physical injury.

(2) There is clear and convincing evidence that the abuse or neglect posed a significant risk to the life of the child or constituted imminent danger to the child.

(3) There is clear and convincing evidence that the offer or receipt of services would not correct the conditions which led to the abuse or neglect of the child within a reasonable period of time.

j. The court finds that both of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 and custody has been transferred from the child's parents for placement pursuant to section 232.102.

(2) The parent has been imprisoned for a crime against the child, the child's sibling, or another child in the household, or the parent has been imprisoned and it is unlikely that the parent will be released from prison for a period of five or more years.

k. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 and custody has been transferred from the child's parents for placement pursuant to section 232.102.

(2) The parent has a chronic mental illness and has been repeatedly institutionalized for mental illness, and presents a danger to self or others as evidenced by prior acts.

(3) There is clear and convincing evidence that the parent's prognosis indicates that the child will not be able to be returned to the custody of the parent within a reasonable period of time considering the child's age and need for a permanent home.

l. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 and custody has been transferred from the child's parents for placement pursuant to section 232.102.

(2) The parent has a severe substance use disorder as described by either of the following:

(a) The severe substance use disorder meets the definition for that term as defined in the most current edition of the diagnostic and statistical manual prepared by the American

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psychiatric association, and the parent presents a danger to self or others as evidenced by prior acts.

(b) The disorder is evidenced by continued and repeated use through the case, the parent's refusal to obtain a substance use disorder evaluation or treatment after given the opportunity to do so, and the parent presents a danger to self or others as evidenced by prior acts.

(3) There is clear and convincing evidence that the parent's prognosis indicates that the child will not be able to be returned to the custody of the parent within a reasonable period of time considering the child's age and need for a permanent home.

m. The court finds that both of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96 after finding that the child has been physically or sexually abused or neglected as a result of the acts or omissions of a parent.

(2) The parent found to have physically or sexually abused or neglected the child has been convicted of a felony and imprisoned for physically or sexually abusing or neglecting the child, the child's sibling, or any other child in the household.

n. The court finds that all of the following have occurred:

(1) The child has been adjudicated a child in need of assistance pursuant to section 232.96.

(2) The parent has been convicted of child endangerment resulting in the death of the child's sibling, has been convicted of three or more acts of child endangerment involving the child, the child's sibling, or another child in the household, or has been convicted of child endangerment resulting in a serious injury to the child, the child's sibling, or another child in the household.

(3) There is clear and convincing evidence that the circumstances surrounding the parent's conviction for child endangerment would result in a finding of imminent danger to the child.

o. The parent has been convicted of a felony offense that is a sex offense against a minor as defined in section 692A.101, the parent is divorced from or was never married to the minor's other parent, and the parent is serving a minimum sentence of confinement of at least five years for that offense.

p. The court finds there is clear and convincing evidence that the child was conceived as the result of sexual abuse as defined in section 709.1, and the biological parent against whom the sexual abuse was perpetrated requests termination of the parental rights of the biological parent who perpetrated the sexual abuse.

2. In considering whether to terminate the rights of a parent under this section, the court shall give primary consideration to the child's safety, to the best placement for furthering the long-term nurturing and growth of the child, and to the physical, mental, and emotional condition and needs of the child. This consideration may include any of the following:

a. Whether the parent's ability to provide the needs of the child is affected by the parent's mental capacity or mental condition or the parent's imprisonment for a felony.

b. For a child who has been placed in foster family care by a court or has been voluntarily placed in foster family care by a parent or by another person, whether the child has become integrated into the foster family to the extent that the child's familial identity is with the foster family, and whether the foster family is able and willing to permanently integrate the child into the foster family. In considering integration into a foster family, the court shall review the following:

(1) The length of time the child has lived in a stable, satisfactory environment and the desirability of maintaining that environment and continuity for the child.

(2) The reasonable preference of the child, if the court determines that the child has sufficient capacity to express a reasonable preference.

c. The relevant testimony or written statement that a foster parent, relative, or other individual with whom the child has been placed for preadoptive care or other care has a right to provide to the court.

3. The court need not terminate the relationship between the parent and child if the court finds any of the following:

a. A relative has legal custody of the child.

b. The child is over ten years of age and objects to the termination.

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c. There is clear and convincing evidence that the termination would be detrimental to the child at the time due to the closeness of the parent-child relationship.

d. It is necessary to place the child in a hospital, facility, or institution for care and treatment and the continuation of the parent-child relationship is not preventing a permanent family placement for the child.

e. The absence of a parent is due to the parent's admission or commitment to any institution, hospital, or health facility or due to active service in the state or federal armed forces.

[C79, §232.114; C81, §232.116]

84 Acts, ch 1279, §19, 20; 86 Acts, ch 1186, §11; 87 Acts, ch 159, §6; 89 Acts, ch 229, §7 – 12; 90 Acts, ch 1251, §28; 92 Acts, ch 1231, §27 – 29; 93 Acts, ch 76, §2; 94 Acts, ch 1174, §3, 22; 95 Acts, ch 182, §10, 11; 98 Acts, ch 1190, §23; 2001 Acts, ch 67, §9, 13; 2006 Acts, ch 1182, §59; 2007 Acts, ch 172, §14; 2008 Acts, ch 1098, §2; 2009 Acts, ch 119, §38; 2011 Acts, ch 121, §58, 62; 2016 Acts, ch 1046, §1; 2022 Acts, ch 1098, §57 – 59; 2023 Acts, ch 19, §625

Referred to in §232.57, 232.102A, 232.111, 232.117

Subsection 1, paragraph l amended

232.117 Termination — findings — disposition.

1. After the hearing is concluded the court shall make and file written findings.

2. If the court concludes that facts sufficient to terminate parental rights have not been established by clear and convincing evidence, the court shall dismiss the petition.

3. If the court concludes that facts sufficient to sustain the petition have been established by clear and convincing evidence, the court may order parental rights terminated. If the court terminates the parental rights of a child's parent, the court shall transfer the guardianship and custody of the child to a parent of the child whose parental rights have not been terminated. If the court finds guardianship and custody with the child's parents is not in the child's best interests, guardianship and custody shall be transferred for placement of the child in any of the following categories in the following order of priority:

a. The department if the department had custody of the child at the time of the filing of the petition for termination of parental rights, or if custody with the department is necessary to facilitate the permanency or adoption goal, unless the department waives its priority.

b. An adult relative of the child, including but not limited to adult siblings or parents of siblings.

c. A fictive kin.

d. A child-placing agency or other suitable private agency, facility, or institution which is licensed or otherwise authorized by law to receive and to provide care for the child.

4. If the court orders a termination of parental rights and siblings are not placed together but have an existing relationship, the court shall order ongoing contact between the siblings in accordance with section 232.108 if the court finds that either visitation or ongoing interaction is in the best interests of each sibling. This subsection shall not be construed to require visitation between a child and a parent whose parental rights have been terminated as to that child, even if a sibling remains with the parent.

5. If after a hearing the court does not order the termination of parental rights but finds that there is clear and convincing evidence that the child is a child in need of assistance, pursuant to section 232.96A, due to the acts or omissions of one or both of the child's parents the court may adjudicate the child to be a child in need of assistance and may enter an order in accordance with the provisions of section 232.100, 232.101, 232.102, or 232.104.

6. If the court orders the termination of parental rights and transfers guardianship and custody under subsection 3, the guardian shall submit a case permanency plan to the court and shall make every effort to establish a stable placement for the child by adoption or other permanent placement. Within forty-five days of receipt of the termination order, and every forty-five days thereafter until the court determines such reports are no longer necessary, the guardian shall report to the court regarding efforts made to place the child for adoption or providing the rationale as to why adoption would not be in the child's best interest.

7. The guardian of each child whose guardianship and custody has been transferred under subsection 3 and who has not been placed for adoption shall file a written report with the

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court every six months concerning the child's placement. The court shall hold a hearing to review the placement at intervals not to exceed six months after the date of the termination of parental rights or the last placement review hearing.

8. The guardian of each child whose guardianship and custody has been transferred under subsection 3 and who has been placed for adoption and whose adoption has not been finalized shall file a written report with the court every six months concerning the child's placement. The court shall hold a hearing to review the placement at intervals not to exceed twelve months after the date of the adoptive placement or the last placement review hearing.

9. Hearings held under this subchapter are open to the public unless the court, on the motion of any of the parties or upon the court's own motion, excludes the public. The court shall exclude the public from a hearing if the court determines that the possibility of damage or harm to the child outweighs the public's interest in having a public hearing. Upon closing the hearing, the court may admit persons who have a direct interest in the case or in the work of the court.

10. If a termination of parental rights order is issued on the grounds that the child is a newborn infant whose parent has voluntarily released custody of the child under section 232.116, subsection 1, paragraph "c", the court shall retain jurisdiction to change a guardian or custodian and to allow a parent whose rights have been terminated to request vacation or appeal of the termination order which request must be made within thirty days of issuance of the granting of the termination order. The period for request for vacation or appeal by a parent whose rights have been terminated shall not be waived or extended and a vacation or appeal shall not be granted for a request made after the expiration of this period. The court shall grant the vacation request only if it is in the best interest of the child. The supreme court shall prescribe rules to establish the period of thirty days, which shall not be waived or extended, in which a parent whose parental rights have been terminated may request a vacation or appeal of such a termination order.

[C79, §232.115; C81, §232.117]

83 Acts, ch 96, §157, 159; 84 Acts, ch 1279, §21; 87 Acts, ch 159, §5, 7; 89 Acts, ch 229, §13; 89 Acts, ch 230, §19; 92 Acts, ch 1229, §6; 94 Acts, ch 1046, §3; 98 Acts, ch 1190, §24, 25; 2001 Acts, ch 67, §10, 13; 2004 Acts, ch 1116, §11; 2020 Acts, ch 1062, §94; 2022 Acts, ch 1098, §60, 61, 81

Referred to in §232.116, 232.118, 232.119, 232.133, 237.20

232.118 Removal of guardian.

1. Upon application of an interested party or upon the court's own motion, the court having jurisdiction of the child may, after notice to the parties and a hearing, remove a court-appointed guardian and appoint a guardian in accordance with the provisions of section 232.117, subsection 3.

a. The moving party or a party opposed to the actions of the guardian has the burden to establish that the court-appointed guardian failed to act in the child's best interests by unreasonably or irresponsibly failing to discharge the guardian's duties in finding a suitable adoptive home for the child.

b. The court shall give deference to the decision of the guardian.

2. A child fourteen years of age or older who has not been adopted but who is placed in a satisfactory foster home may, with the consent of the foster parents, join with the guardian appointed by the court in an application to the court to remove the existing guardian and appoint the foster parents as guardians of the child.

3. The authority of a guardian appointed by the court terminates when the child reaches the age of majority or is adopted.

[C79, §232.116; C81, §232.118]

88 Acts, ch 1134, §53; 2022 Acts, ch 1098, §62

232.119 Adoption exchange established.

1. The purpose of this section is to facilitate the placement of all children in Iowa who are legally available for adoption through the establishment of an adoption exchange to help find adoptive homes for these children.

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2. An adoption information exchange is established within the department to be operated by the department or by an individual or agency under contract with the department.

a. All special needs children under state guardianship shall be registered on the adoption exchange within sixty days of the termination of parental rights pursuant to section 232.117 or 600A.9 and assignment of guardianship to the director.

b. Prospective adoptive families requesting a special needs child shall be registered on the adoption exchange upon receipt of an approved home study.

3. To register a child on the Iowa exchange, the department adoption worker or the private agency worker shall register the pertinent information concerning the child on the exchange. A photograph of the child and other necessary information shall be forwarded to the department to be included in the photo-listing book which shall be updated regularly. The department adoption worker or the private agency worker who places a child on the exchange shall update the registration information within ten working days after a change in the information occurs.

4. The exchange shall include a matching service for children registered or listed in the adoption photo-listing book and prospective adoptive families listed on the exchange. The department shall register a child with the national electronic exchange and electronic photo-listing system if the child has not been placed for adoption after three months on the exchange established pursuant to this section.

5. A request to defer registering the child on the exchange shall be submitted in writing and shall be granted if any of the following conditions exist:

a. The child is in an adoptive placement.

b. The child's foster parents or another person with a significant relationship is being considered as the adoptive family.

c. A diagnostic study or testing is necessary to clarify the child's needs and to provide an adequate description of the child's needs.

d. At the time of the request, the child is receiving medical care, mental health treatment, or other treatment and the child's care or treatment provider has determined that meeting prospective adoptive parents is not in the child's best interest.

e. The child is fourteen years of age or older and will not consent to an adoption plan and the consequences of not being adopted have been explained to the child.

6. The following requirements apply to a request to defer registering a child on the adoption exchange under subsection 5:

a. For a deferral granted by the exchange pursuant to subsection 5, paragraph "*a*", "*b*", or "*e*", the child's guardian shall address the child's deferral status in the report filed with the court and the court shall review the deferral status in the six-month review hearings held pursuant to section 232.117, subsection 7.

b. In addition to the requirements of paragraph "*a*", a deferral granted by the exchange pursuant to subsection 5, paragraph "*b*", shall be limited to not more than a one-time, ninety-day period unless the termination of parental rights order is appealed or the child is placed in a hospital or other institutional placement. However, if the foster parents or another person with a significant relationship continues to be considered the child's prospective adoptive family, additional extensions of the deferral request under subsection 5, paragraph "*b*", may be granted until sixty days after the date of the final decision regarding the appeal or until the date the child is discharged from a hospital or other institutional placement.

c. A deferral granted by the exchange pursuant to subsection 5, paragraph "*c*", shall be limited to not more than a one-time, ninety-day period.

d. A deferral granted by the exchange pursuant to subsection 5, paragraph "*d*", shall be limited to not more than a one-time, one-hundred-twenty-day period.

87 Acts, ch 159, §8; 91 Acts, ch 232, §9, 10; 93 Acts, ch 22, §1; 95 Acts, ch 182, §12; 98 Acts, ch 1190, §26; 2015 Acts, ch 29, §34

232.120 Preadoptive care — continued placement.

If a foster parent is providing preadoptive care to a child for whom a termination of parental rights petition has been filed, the placement of the child with that foster parent shall continue

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through the termination of parental rights proceeding unless the court orders otherwise based upon the best interests of the child.

98 Acts, ch 1190, §27

232.121 Reserved.

SUBCHAPTER V

FAMILY IN NEED OF ASSISTANCE PROCEEDINGS

232.122 Jurisdiction.

The juvenile court shall have exclusive jurisdiction over family in need of assistance proceedings.

[C79, 81, §232.122]

Referred to in §232C.2, 232C.3

232.123 Venue.

Venue for family in need of assistance proceedings shall be determined in accordance with section 232.62.

[C79, 81, §232.123]

Referred to in §232C.2, 232C.3

232.124 Reserved.

232.125 Petition.

1. A family in need of assistance proceeding shall be initiated by the filing of a petition alleging that a child and the child's parent, guardian, or custodian are a family in need of assistance.

2. Such a petition may be filed by the child's parent, guardian, or custodian, by the child, or on the court's own motion as provided in section 232C.2. The judge, county attorney, or juvenile court officer may authorize such parent, guardian, custodian, or child to file a petition with the clerk of the court without the payment of a filing fee.

3. The petition and subsequent court documents shall be entitled as follows:

In re the family of .....

4. The petition shall state all of the following:

a. The names and residences of the child.

b. The names and residences of the child's living parents, guardian, custodian, and guardian ad litem, if any.

c. The age of the child.

5. The petition shall allege that there has been a breakdown in the familial relationship and that the petitioner has sought services from public or private agencies to maintain and improve the familial relationship.

[C79, 81, §232.125]

83 Acts, ch 186, §10055, 10201; 2009 Acts, ch 153, §1; 2015 Acts, ch 30, §78; 2019 Acts, ch 24, §25

Referred to in §232.21, 232C.2, 232C.3

232.126 Appointment of counsel and guardian ad litem.

1. The court shall appoint counsel or a guardian ad litem to represent the interests of the child at the hearing to determine whether the family is a family in need of assistance unless the child already has such counsel or guardian. The court shall appoint counsel for the parent, guardian, or custodian if that person desires but is financially unable to employ counsel.

2. The court may appoint a court appointed special advocate. The court appointed special advocate shall receive notice of and may attend all depositions, hearings, and trial proceedings to support the child and advocate for the protection of the child. The court appointed special advocate shall not be allowed to separately introduce evidence or to

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directly examine or cross-examine witnesses. The court appointed special advocate shall submit reports to the court and the parties to the proceedings containing the information required in reports submitted by a court appointed special advocate under section 237.24, subsection 2, paragraphs "*g*" and "*h*". In addition, the court appointed special advocate shall file other reports to the court as required by the court.

[C79, 81, §232.126]

87 Acts, ch 121, §5; 2002 Acts, ch 1162, §18; 2022 Acts, ch 1098, §63

Referred to in §232C.2, 232C.3, 237.21

232.127 Hearing — adjudication — disposition.

1. Upon the filing of a petition, the court shall fix a time for a hearing and give notice thereof to the child and the child's parent, guardian, or custodian.

2. A parent without custody may petition the court to be made a party to proceedings under this subchapter.

3. The court shall exclude the general public from such hearing except the court in its discretion may admit persons having a legitimate interest in the case or the work of the court.

4. The hearing shall be informal and all relevant and material evidence shall be admitted.

5. The court may adjudicate the family to be a family in need of assistance and enter an appropriate dispositional order if the court finds all of the following:

a. There has been a breakdown in the relationship between the child and the child's parent, guardian, or custodian.

b. The child or the child's parent, guardian, or custodian has sought services from public or private agencies to maintain and improve the familial relationship.

c. The court has at its disposal services for this purpose which can be made available to the family.

6. If the court makes such a finding the court may order any or all of the parties to accept counseling and to comply with any other reasonable orders designed to maintain and improve the familial relationship. At the conclusion of any counseling ordered by the court, or at any other time deemed necessary, the parties shall be required to meet together and be apprised of the findings and recommendations of such counseling. Such an order shall remain in force for a period not to exceed one year unless the court otherwise specifies or sooner terminates the order.

7. The court may not order the child placed on probation, in a foster home or in a nonsecure facility unless the child requests and agrees to such supervision or placement. In no event shall the court order the child placed in the state training school or other secure facility.

8. The court shall not order group foster care placement of the child which is a charge upon the state unless the group foster care meets requirements as established by the department by rule.

9. A child found in contempt of court because of violation of conditions imposed under this section shall not be considered delinquent. Such a contempt may be punished by imposition of a work assignment or assignments to benefit the state or a governmental subdivision of the state. In addition to or in lieu of such an assignment or assignments, the court may impose one of the dispositions set out in sections 232.100 through 232.102.

10. If the child is fourteen years of age or older and an order for an out-of-home placement is entered, the order shall specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the child has a case permanency plan, the court shall consider the written transition plan of services and needs assessment developed for the child's case permanency plan. If the child does not have a case permanency plan containing the transition plan and needs assessment at the time the order is entered, the written transition plan and needs assessment shall be developed and submitted for the court's consideration no later than six months from the date of the transfer order. The court shall modify the initial transfer order as necessary to specify the services needed to assist the child in preparing for the transition from foster care to adulthood. If the transition plan identifies services or other support needed to assist the child in transitioning from foster care to adulthood and the court deems it to be beneficial to the child, the court may authorize

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the individual who is the child's guardian ad litem or court appointed special advocate to continue a relationship with and provide advice to the child for a period of time beyond the child's eighteenth birthday.

11. If after hearing pursuant to this section, the court finds, by clear and convincing evidence, that no remedy is available that would result in strengthening or maintaining the familial relationship, the court may order the minor emancipated pursuant to section 232C.3, subsection 4.

[C79, 81, §232.127; 82 Acts, ch 1260, §24]

92 Acts, ch 1229, §7; 2003 Acts, ch 117, §7; 2004 Acts, ch 1116, §12; 2009 Acts, ch 153, §2; 2016 Acts, ch 1063, §18; 2019 Acts, ch 59, §69; 2020 Acts, ch 1062, §94; 2021 Acts, ch 80, §128; 2022 Acts, ch 1098, §64

Referred to in §232C.2, 232C.3

232.128 through 232.132 Reserved.

SUBCHAPTER VI

APPEAL

Referred to in §232.147

232.133 Appeal.

1. An interested party aggrieved by an order or decree of the juvenile court may appeal from the court for review of questions of law or fact. However, an order adjudicating a child to have committed a delinquent act, entered pursuant to section 232.47, shall not be appealed until the court enters a corresponding dispositional order pursuant to section 232.52. An appeal that affects the custody of a child shall be heard at the earliest practicable time.

2. Except for appeals from orders entered in child in need of assistance proceedings or orders entered pursuant to section 232.117, appellate procedures shall be governed by the same provisions applicable to appeals from the district court. The supreme court may prescribe rules to expedite the resolution of appeals from orders entered in child in need of assistance proceedings or orders entered pursuant to section 232.117.

3. The pendency of an appeal or application therefor shall not suspend the order of the juvenile court regarding a child and shall not discharge the child from the custody of the court or the agency, association, facility, institution or person to whom the court has transferred legal custody unless the appellate court otherwise orders on application of an appellant.

4. If the appellate court does not dismiss the proceedings and discharge the child, the appellate court shall affirm or modify the order of the juvenile court and remand the child to the jurisdiction of the juvenile court for disposition not inconsistent with the appellate court's finding on the appeal.

[C66, 71, 73, 75, 77, §232.58; C79, 81, §232.133]

86 Acts, ch 1186, §12; 2001 Acts, ch 117, §1; 2003 Acts, ch 25, §1; 2006 Acts, ch 1129, §1; 2007 Acts, ch 126, §45

232.134 through 232.140 Reserved.

SUBCHAPTER VII

EXPENSES AND COSTS

232.141 Expenses.

1. Except as otherwise provided by law, the court shall inquire into the ability of the child or the child's parent to pay expenses incurred pursuant to subsections 2, 4, and 8. After giving the parent a reasonable opportunity to be heard, the court may order the parent to pay all or part of the costs of the child's care, examination, treatment, legal expenses, or other expenses. An order entered under this section does not obligate a parent paying child

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support under a custody decree, except that part of the monthly support payment may be used to satisfy the obligations imposed by the order entered pursuant to this section. If a parent fails to pay as ordered, without good reason, the court may proceed against the parent for contempt and may inform the county attorney who shall proceed against the parent to collect the unpaid amount. Any payment ordered by the court shall be a judgment against each of the child's parents and a lien as provided in section 624.23. If all or part of the amount that the parents are ordered to pay is subsequently paid by the county or state, the judgment and lien shall thereafter be against each of the parents in favor of the county to the extent of the county's payments and in favor of the state to the extent of the state's payments.

2. All of the following juvenile court expenses are a charge upon the county in which the proceedings are held, to the extent provided in subsection 3:

a. Juvenile court expenses incurred by an attorney appointed by the court to serve as counsel to any party or to serve as a guardian ad litem for any child, including fees and expenses for foreign language interpreters, costs of depositions and transcripts, fees and mileage of witnesses, and the expenses of officers serving notices and subpoenas.

b. Reasonable compensation for an attorney appointed by the court to serve as counsel to any party or as guardian ad litem for any child in juvenile court.

c. Fees and expenses incurred by the juvenile court for foreign language interpreters for court proceedings.

3. Costs incurred under subsection 2 shall be paid as follows:

a. A county shall be required to pay for the fiscal year beginning July 1, 1989, an amount equal to the county's base cost for witness and mileage fees and attorney fees established pursuant to section 232.141, subsection 8, paragraph "*d*", Code 1989, for the fiscal year beginning July 1, 1988, plus an amount equal to the percentage rate of change in the consumer price index as tabulated by the federal bureau of labor statistics for the current year times the county's base cost.

b. A county's base cost for a fiscal year plus the percentage rate of change amount as computed in paragraph "*a*" is the county's base cost for the succeeding fiscal year. The amount to be paid in the succeeding year by the county shall be computed as provided in paragraph "*a*".

c. The county, on an annual basis, shall pay to the indigent defense fund created under section 815.11 the amount of the county's base cost as determined in accordance with this subsection.

d. Costs incurred under subsection 2 shall be paid by the state from the appropriations to the indigent defense fund under section 815.11 in accordance with this chapter, chapter 815, and the rules adopted by the state public defender. The county shall be required to reimburse the indigent defense fund for costs incurred by the state up to the county's base in this subsection.

4. Upon certification of the court, all of the following expenses are a charge upon the state to the extent provided in subsection 5:

a. The expenses of transporting a child to or from a place designated by the court for the purpose of care or treatment.

b. Expenses for mental or physical examinations of a child if ordered by the court.

c. The expenses of care or treatment ordered by the court.

5. If no other provision of law requires the county to reimburse costs incurred pursuant to subsection 4, the department shall reimburse the costs as follows:

a. The department shall prescribe by administrative rule all services eligible for reimbursement pursuant to subsection 4 and shall establish an allowable rate of reimbursement for each service.

b. The department shall receive billings for services provided and, after determining allowable costs, shall reimburse providers at a rate which is not greater than allowed by administrative rule. Reimbursement paid to a provider by the department shall be considered reimbursement in full unless a county voluntarily agrees to pay any difference between the reimbursement amount and the actual cost. When there are specific program regulations prohibiting supplementation those regulations shall be applied to providers requesting supplemental payments from a county. Billings for services not listed in administrative rule

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shall not be paid. However, if the court orders a service not currently listed in administrative rule, the department shall review the order and, if reimbursement for the service of the department is not in conflict with other law or administrative rule, and meets the criteria of subsection 4, the department shall reimburse the provider.

6. If a child is given physical or mental examinations or treatment relating to an assessment performed pursuant to section 232.71B with the consent of the child's parent, guardian, or legal custodian and no other provision of law otherwise requires payment for the costs of the examination and treatment, the costs shall be paid by the state. Reimbursement for costs of services described in this subsection is subject to subsection 5.

7. A county charged with the costs and expenses under subsections 2 and 3 may recover the costs and expenses from the child's custodial parent's county of residence, as defined in section 225C.61, by filing verified claims which are payable as are other claims against the county. A detailed statement of the facts upon which a claim is based shall accompany the claim.

8. This subsection applies only to placements in a juvenile shelter care home which is publicly owned, operated as a county or multicounty shelter care home, organized under a chapter 28E agreement, or operated by a private juvenile shelter care home. If the actual and allowable costs of a child's shelter care placement exceed the amount the department is authorized to pay, the unpaid costs may be recovered from the child's custodial parent's county of residence. However, the maximum amount of the unpaid costs which may be recovered under this subsection is limited to the difference between the amount the department is authorized to pay and the statewide average of the actual and allowable rates as reasonably determined by the department annually. A home may only be reimbursed for the lesser of the home's actual and allowable costs or the statewide average of the actual and allowable rates as determined by the department in effect on the date the costs were paid. The unpaid costs are payable pursuant to filing of verified claims against the child's custodial parent's county of residence. A detailed statement of the facts upon which a claim is based shall accompany the claim. Any dispute between counties arising from filings of claims pursuant to this subsection shall be settled in the manner provided to determine residency in section 225C.61.

[S13, §254-a25, -a45; C24, 27, 31, 35, 39, §**3644, 3645;** C46, 50, 54, 58, 62, §232.25, 232.26; C66, 71, 73, 75, 77, §232.51 – 232.53; C79, 81, §232.141; 82 Acts, ch 1260, §119]

85 Acts, ch 173, §14; 87 Acts, ch 152, §1; 88 Acts, ch 1134, §54; 89 Acts, ch 283, §23; 90 Acts, ch 1233, §8; 92 Acts, ch 1229, §8; 92 Acts, 1st Ex, ch 1004, §3; 93 Acts, ch 76, §15; 93 Acts, ch 172, §34; 97 Acts, ch 35, §12, 25; 97 Acts, ch 126, §31; 99 Acts, ch 135, §20, 21; 2000 Acts, ch 1115, §2 – 4; 2002 Acts, ch 1119, §147; 2004 Acts, ch 1090, §51; 2004 Acts, ch 1175, §148; 2006 Acts, ch 1041, §5, 6; 2012 Acts, ch 1120, §118, 130; 2013 Acts, ch 115, §10, 19; 2018 Acts, ch 1137, §25; 2022 Acts, ch 1098, §66

Referred to in §232.11, 232.52, 232.89, 234.8, 237.20, 331.401, 602.1302, 602.1303, 815.11

Section not amended; internal reference change applied

232.142 Maintenance and cost of juvenile homes — fund.

1. County boards of supervisors which singly or in conjunction with one or more other counties provide and maintain juvenile detention and juvenile shelter care homes are subject to this section.

2. For the purpose of providing and maintaining a county or multicounty home, the board of supervisors of any county may issue general county purpose bonds in accordance with sections 331.441 through 331.449. Expenses for providing and maintaining a multicounty home shall be paid by the counties participating in a manner to be determined by the boards of supervisors.

3. A county or multicounty juvenile detention home approved pursuant to this section shall receive financial aid from the state in a manner approved by the director. Aid paid by the state shall be at least ten percent and not more than fifty percent of the total cost of the establishment, improvements, operation, and maintenance of the home.

4. The director shall adopt minimal rules and standards for the establishment, maintenance, and operation of such homes as shall be necessary to effect the purposes of this

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chapter. The rules shall apply the requirements of section 237.8, concerning employment and evaluation of persons with direct responsibility for a child or with access to a child when the child is alone and persons residing in a child foster care facility, to persons employed by, residing in, or volunteering for a home approved under this section. The director shall, upon request, give guidance and consultation in the establishment and administration of the homes and programs for the homes.

5. The director shall approve annually all such homes established and maintained under the provisions of this chapter. A home shall not be approved unless it complies with minimal rules and standards adopted by the director and has been inspected by the department of inspections, appeals, and licensing. The statewide number of beds in the homes approved by the director shall not exceed two hundred seventy-two beds beginning July 1, 2017.

6. A juvenile detention home fund is created in the state treasury under the authority of the department. The fund shall consist of moneys deposited in the fund pursuant to section 602.8108. The moneys in the fund shall be used for the costs of the establishment, improvement, operation, and maintenance of county or multicounty juvenile detention homes in accordance with annual appropriations made by the general assembly from the fund for these purposes.

[S13, §254-a20, -a26, -a29, -a30; C24, 27, 31, 35, 39, §**3653 – 3655;** C46, 50, 54, 58, 62, §232.35 – 232.37; C66, 71, 73, 75, 77, §232.21 – 232.26; C79, 81, S81, §232.142; 81 Acts, ch 117, §1031]

83 Acts, ch 123, §91, 209; 88 Acts, ch 1134, §55; 90 Acts, ch 1204, §47; 90 Acts, ch 1239, §13; 91 Acts, ch 138, §4; 92 Acts, ch 1229, §9; 2001 Acts, ch 191, §38; 2011 Acts, ch 98, §7; 2013 Acts, ch 138, §47; 2017 Acts, ch 174, §109; 2020 Acts, ch 1074, §50, 93; 2021 Acts, ch 80, §129; 2022 Acts, ch 1098, §67; 2023 Acts, ch 19, §626, 1932

Referred to in §232.69, 237.4, 237C.1, 331.382, 602.8108, 709.16

See Code editor's note on simple harmonization at the beginning of this Code volume

Section amended

232.143 Service area group foster care budget targets. Repealed by 2022 Acts, ch 1098, §90.

232.144 through 232.146 Reserved.

SUBCHAPTER VIII

RECORDS

Referred to in §232.11, 232.48

232.147 Confidentiality of juvenile court records.

1. Juvenile court social records shall be confidential. They shall not be inspected and their contents shall not be disclosed except as provided in this section or as authorized by other provisions in this chapter.

2. Official juvenile court records in all cases except those alleging delinquency shall be confidential and are not public records. Confidential records may be inspected and their contents shall be disclosed to the following without court order, provided that a person or entity who inspects or receives a confidential record under this subsection shall not disclose the confidential record or its contents unless required by law:

a. The judge and professional court staff, including juvenile court officers.

b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, and guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney, the county attorney's assistants, or the attorney representing the state in absence of the county attorney.

e. An agency, individual, association, facility, or institution responsible for the care,

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treatment, or supervision of the child pursuant to a court order or voluntary placement agreement with the department, juvenile officer, or intake officer.

f. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court proceeding.

g. The child's foster parent or an individual providing preadoptive care to the child.

h. The state public defender.

i. The statistical analysis center for the purposes stated in section 216A.136.

j. The department.

3. Official juvenile court records in all cases alleging the commission of a delinquent act except those alleging the commission of a delinquent act that would be a forcible felony if committed by an adult shall be confidential and are not public records. Unless an order sealing such confidential records in a delinquency proceeding has been entered pursuant to section 232.150, confidential records may be inspected and their contents shall be disclosed to the following without court order, provided that a person or entity who inspects or receives a confidential record under this subsection shall not disclose the confidential record or its contents unless required by law:

a. The judge and professional court staff, including juvenile court officers.

b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney, the county attorney's assistants, or the attorney representing the state in absence of the county attorney.

e. An agency, individual, association, facility, or institution responsible for the care, treatment, or supervision of the child pursuant to a court order or voluntary placement agreement with the department, juvenile court officer, or intake officer.

f. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court delinquency proceeding.

g. The state public defender.

h. The department.

i. The department of corrections.

j. A judicial district department of correctional services.

k. The board of parole.

l. The superintendent or the superintendent's designee of the school district for the school attended by the child or the authorities in charge of an accredited nonpublic school attended by the child.

m. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

n. The statistical analysis center for the purposes stated in section 216A.136.

o. A state or local law enforcement agency.

p. The alleged victim of the delinquent act.

q. An individual involved in the operation of a juvenile diversion program, who may also receive from a state or local law enforcement agency police reports and related information that assist in the operation of the juvenile diversion program.

4. Official juvenile court records containing a petition or complaint alleging the commission of a delinquent act that would be a forcible felony if committed by an adult shall be public records subject to a confidentiality order under section 232.149A or sealing under section 232.150. However, such official records shall not be available to the public or any governmental agency through the internet or in an electronic customized data report unless the child has been adjudicated delinquent in the matter. However, such official juvenile court records shall be disclosed through the internet or in an electronic customized data report prior to the child being adjudicated delinquent to the following without court order:

a. The judge and professional court staff, including juvenile court officers.

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b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney, the county attorney's assistants, or the attorney representing the state in absence of the county attorney.

e. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court proceeding.

f. An agency, individual, association, facility, or institution responsible for the care, treatment, or supervision of the child pursuant to a court order or voluntary placement agreement with the department, juvenile court officer, or intake officer.

g. A state or local law enforcement agency.

h. The state public defender.

i. The statistical analysis center for the purposes stated in section 216A.136.

j. The department.

k. The department of corrections.

l. A judicial district department of correctional services.

m. The board of parole.

n. The superintendent or the superintendent's designee of the school district for the school attended by the child or the authorities in charge of an accredited nonpublic school attended by the child.

o. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

p. The alleged victim of the delinquent act.

q. An individual involved in the operation of a juvenile diversion program, who may also receive from a state or local law enforcement agency police reports and related information that assist in the operation of the juvenile diversion program.

5. If the court has excluded the public from a hearing pursuant to section 232.39 or 232.92, the transcript of the proceedings shall not be deemed a public record and inspection and disclosure of the contents of the transcript shall not be permitted except pursuant to a court order or unless otherwise provided in this chapter.

6. Delinquency complaints under section 232.28 shall be released in accordance with section 915.25. Other official juvenile court records in a delinquency proceeding that are public records under this section and that have not been made confidential pursuant to section 232.149A or sealed pursuant to section 232.150 may be released under this section by a juvenile court officer.

7. Official juvenile court records enumerated in section 232.2, subsection 44, paragraph "*e*", relating to paternity, support, or the termination of parental rights, shall be disclosed, upon request, to child support services without court order.

8. Pursuant to court order, official juvenile court records may be inspected by and their contents may be disclosed to:

a. A person conducting bona fide research for research purposes under whatever conditions the court may deem proper, provided that no personal identifying data shall be disclosed to such a person.

b. Persons who have a direct interest in a proceeding or in the work of the court.

9. Social records prior to adjudication may be disclosed without court order to the superintendent or superintendent's designee of a school district, authorities in charge of an accredited nonpublic school, or any other state or local agency that is part of the juvenile justice system, in accordance with an interagency agreement established under section 280.25. The disclosure shall only include identifying information that is necessary to fulfill the purpose of the disclosure. The social records disclosed shall be used solely for the purpose of determining the programs and services appropriate to the needs of the child or the family of the child and shall not be disclosed for any other purpose unless otherwise provided by law.

10. Subject to restrictions imposed by sections 232.48, subsection 4, and 232.97,

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subsection 3, all juvenile court records shall be made available for inspection and their contents shall be disclosed to any party to the case and the party's counsel and to any trial or appellate court in connection with an appeal pursuant to subchapter VI.

11. The clerk of the district court shall enter information from the juvenile record on the judgment docket and lien index, but only as necessary to record support judgments.

12. The state agency designated to enforce support obligations may release information as necessary in order to meet statutory responsibilities.

13. Release of official juvenile court records to a victim of a delinquent act is subject to the provisions of section 915.24, notwithstanding contrary provisions of this chapter.

14. Notwithstanding any provision of this section or a confidentiality order entered pursuant to section 232.149A, the juvenile court shall notify the department of transportation as required by sections 321.213 and 321.213A.

15. The confidentiality of a final adjudication of delinquency under this section or pursuant to section 232.149A shall not prohibit the state from pleading or proving the adjudication at a subsequent criminal or delinquency proceeding for the purpose of penalty enhancement when a provision of the Code specifically deems the delinquency adjudication to constitute a final conviction.

16. A provision in this section or section 232.149A or 232.150 shall not be construed to limit or restrict the production, use, or introduction of official juvenile court records in any juvenile or adult criminal proceeding, where such records are relevant and deemed admissible under any other provision of the law.

17. A provision in this section or section 232.149A shall not limit or prohibit individuals from performing any duties or responsibilities as required by section 123.47B, 124.415, 232.47, 232.49, or 321J.2B.

18. Notwithstanding any provision of this section or section 232.149A to the contrary, if the child has been discharged from the jurisdiction of the juvenile court in a delinquency proceeding due to reaching the age of eighteen and restitution remains unpaid, the name of the court, the title of the action, and the court's file number shall not be kept confidential, and the restitution amount shall be a judgment and lien as provided in sections 910.7A, 910.8, 910.10, and 915.28 until the restitution is paid.

19. Notwithstanding any other provision of law, a public record which is confidential under the provisions of this chapter shall only be subject to release upon order of a court in a proceeding under this chapter.

[C66, 71, 73, 75, 77, §232.54, 232.57; C79, 81, §232.147; 82 Acts, ch 1209, §16]

83 Acts, ch 186, §10057, 10201; 84 Acts, ch 1208, §2; 90 Acts, ch 1271, §1508; 92 Acts, ch 1195, §301; 93 Acts, ch 172, §35, 56; 95 Acts, ch 191, §15; 96 Acts, ch 1110, §3; 97 Acts, ch 164, §4; 98 Acts, ch 1090, §63, 83, 84; 2000 Acts, ch 1123, §2; 2001 Acts, ch 79, §1; 2005 Acts, ch 55, §2; 2006 Acts, ch 1164, §1; 2006 Acts, ch 1185, §76; 2009 Acts, ch 41, §263; 2013 Acts, ch 116, §3; 2015 Acts, ch 58, §1; 2016 Acts, ch 1002, §4 – 9, 17; 2018 Acts, ch 1153, §5 – 7; 2020 Acts, ch 1062, §36; 2023 Acts, ch 19, §627 – 630

Referred to in §13B.4A, 135L.3, 216A.136, 228.6, 232.3A, 232.19, 232.91, 232.103A, 232.103B, 232.149A, 232.149B, 232.150, 232.151, 232C.4, 235A.17, 280.25, 692.2, 692A.121, 915.10A, 915.25

Subsection 2, paragraphs c, e, and j amended
Subsection 3, paragraphs c, e, and h amended
Subsection 4, paragraphs c, f, and j amended
Subsection 7 amended

232.148 Fingerprints — photographs.

1. Except as provided in this section, a child shall not be fingerprinted or photographed by a criminal or juvenile justice agency after the child is taken into custody.

2. Fingerprints of a child who has been taken into custody shall be taken and filed by a criminal or juvenile justice agency investigating the commission of a public offense other than a simple misdemeanor. In addition, photographs of a child who has been taken into custody may be taken and filed by a criminal or juvenile justice agency investigating the commission of a public offense other than a simple misdemeanor. The criminal or juvenile justice agency shall forward the fingerprints to the department of public safety for inclusion in the automated fingerprint identification system and may also retain a copy of the fingerprint card for comparison with latent fingerprints and the identification of repeat offenders.

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3. If a peace officer has reasonable grounds to believe that latent fingerprints found during the investigation of the commission of a public offense are those of a particular child, fingerprints of the child may be taken for immediate comparison with the latent fingerprints regardless of the nature of the offense. If the comparison is negative the fingerprint card and other copies of the fingerprints taken shall be immediately destroyed. If the comparison is positive, the fingerprint card and other copies of the fingerprints taken shall be delivered to the division of criminal investigation of the department of public safety in the manner and on the forms prescribed by the commissioner of public safety within two working days after the fingerprints are taken. After notification by the child or the child's representative that the child has not had a delinquency petition filed against the child or has not entered into an informal adjustment agreement, the fingerprint card and copies of the fingerprints shall be immediately destroyed.

4. Fingerprint and photograph files of children may be inspected by peace officers when necessary for the discharge of their official duties. The juvenile court may authorize other inspections of such files in individual cases upon a showing that inspection is necessary in the public interest.

5. Fingerprints and photographs of a child shall be removed from the file and destroyed upon notification by the child's guardian ad litem or legal counsel to the department of public safety that either of the following situations apply:

a. A petition alleging the child to be delinquent is not filed and the child has not entered into an informal adjustment, admitting involvement in a delinquent act alleged in the complaint.

b. After a petition is filed, the petition is dismissed or the proceedings are suspended and the child has not entered into a consent decree and has not been adjudicated delinquent on the basis of a delinquent act other than one alleged in the petition in question, or the child has not been placed on youthful offender status.

[C79, 81, §232.148; 82 Acts, ch 1209, §17]

94 Acts, ch 1172, §25; 95 Acts, ch 67, §17; 95 Acts, ch 191, §16, 17; 96 Acts, ch 1034, §11; 97 Acts, ch 126, §32, 33; 98 Acts, ch 1100, §26; 99 Acts, ch 37, §1

Referred to in §13B.4A, 216A.136, 232.91, 232.151, 232C.4, 692.15, 692A.121, 726.23

See also §690.2 and 690.4

232.149 Records of criminal or juvenile justice agencies, intake officers, and juvenile court officers.

1. The taking of a child into custody under the provisions of section 232.19 shall not be considered an arrest.

2. Records and files of a criminal or juvenile justice agency, an intake officer, or a juvenile court officer concerning a child involved in a delinquent act are confidential. The records are subject to sealing under section 232.150 unless the juvenile court waives its jurisdiction over the child so that the child may be prosecuted as an adult for a public offense. A criminal or juvenile justice agency may disclose to individuals involved in the operation of a juvenile diversion program police reports and related information that assist in the operation of the juvenile diversion program.

3. Records and files of a criminal or juvenile justice agency, an intake officer, or a juvenile court officer concerning a defendant transferred under section 803.6 to the juvenile court for the alleged commission of a public offense are public records, except that release of criminal history data, intelligence data, and law enforcement investigatory files is subject to the provisions of section 22.7 and chapter 692, and juvenile court social records shall be deemed confidential criminal identification files under section 22.7, subsection 9. The records are subject to sealing under section 232.150.

4. Notwithstanding subsection 2, if a juvenile who has been placed in detention under section 232.22 escapes from the facility, the criminal or juvenile justice agency may release the name of the juvenile, the facts surrounding the escape, and the offense or alleged offense which resulted in the placement of the juvenile in the facility.

5. Records of an intake officer or juvenile court officer containing a dismissal of a complaint or an informal adjustment of a complaint if no petition is filed relating to the

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complaint, shall not be available to the public and may only be inspected by or disclosed to the following:

a. The judge and professional court staff, including juvenile court officers.

b. The child's counsel or guardian ad litem.

c. The county attorney and county attorney's assistants.

d. The superintendent or the superintendent's designee of the school district for the school attended by the child or the authorities in charge of an accredited nonpublic school attended by the child.

e. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

f. The statistical analysis center for the purposes stated in section 216A.136.

g. The state public defender.

h. The department.

i. The alleged victim of the delinquent act.

6. Notwithstanding subsections 2 and 5, information from such records and files may be disclosed by a juvenile justice agency, intake officer, or juvenile court officer, when making referrals for placement of the child, to an agency, individual, association, facility, or institution that will have physical custody of the child, or will become responsible for the care, treatment, or supervision of the child upon placement.

[C66, 71, 73, 75, 77, §232.15; C79, 81, §232.149]

83 Acts, ch 186, §10057, 10201; 85 Acts, ch 173, §15; 94 Acts, ch 1172, §26; 95 Acts, ch 191, §18, 19; 97 Acts, ch 126, §34, 35; 2015 Acts, ch 58, §2; 2016 Acts, ch 1002, §10, 17; 2018 Acts, ch 1153, §8, 9; 2023 Acts, ch 19, §631

Referred to in §13B.4A, 216A.136, 232.19, 232.91, 232.150, 232.151, 232C.4, 692.2, 692A.121, 915.25

Subsection 5, paragraph h amended

232.149A Confidentiality orders.

1. Notwithstanding any other provision of the Code to the contrary, upon the court's own motion or application of a person who was the subject of a complaint or petition alleging the commission of a delinquent act that would be a forcible felony if committed by an adult, the court after hearing, shall order official juvenile court records in the case to be confidential and no longer public records under sections 232.19, 232.147, and 915.25, if the court finds both of the following apply:

a. The case has been dismissed without any adjudication of delinquency and the person is no longer subject to the jurisdiction of the juvenile court in the matter.

b. The child's interest in making the records confidential outweighs the public's interest in the records remaining public records.

2. The records subject to a confidentiality order may be sealed at a later date if section 232.150 applies.

3. Unless an order sealing the records has been entered pursuant to section 232.150, official juvenile court records subject to a confidentiality order may be inspected and their contents shall be disclosed to the following without court order:

a. The judge and professional court staff, including juvenile court officers.

b. The child and the child's counsel.

c. The child's parent, guardian, or custodian, court appointed special advocate, and guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.

d. The county attorney and the county attorney's assistants.

e. An agency, association, facility, or institution which has custody of the child, or is legally responsible for the care, treatment, or supervision of the child, including but not limited to the department.

f. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who had been the subject of a juvenile court proceeding.

g. The child's foster parent or an individual providing preadoptive care to the child.

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h. A state or local law enforcement agency.
i. The state public defender.
j. The department of corrections.
k. A judicial district department of correctional services.
l. The board of parole.
m. The statistical analysis center for the purposes stated in section 216A.136.
n. The alleged victim of the delinquent act.
o. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.

4. Pursuant to court order, official juvenile court records subject to a confidentiality order may be inspected by and their contents may be disclosed to:

a. A person conducting bona fide research for research purposes under whatever conditions the court may deem proper, provided that no personal identifying data shall be disclosed to such a person.

b. Persons who have a direct interest in a proceeding or in the work of the court.

2006 Acts, ch 1164, §2; 2006 Acts, ch 1185, §77; 2016 Acts, ch 1002, §11, 12, 17; 2023 Acts, ch 19, §632
Referred to in §13B.4A, 216A.136, 232.11, 232.91, 232.147, 232.150, 232.151, 232C.4, 692.2, 692A.121, 915.25
Subsection 3, paragraphs c and e amended

232.149B Public records orders.

1. A rebuttable presumption exists that official juvenile court records in delinquency proceedings that do not involve an allegation of delinquency that would be a forcible felony offense if committed by an adult shall remain confidential as provided by section 232.147.

2. Upon application of any person or upon the court's own motion at any time prior to the termination of juvenile court jurisdiction over the charged juvenile, and after hearing, the court shall order the official juvenile court records in such a delinquency proceeding to be public records if any of the following apply:

a. The public's interest in making the records public outweighs the juvenile's interest in maintaining the confidentiality of the records.

b. The juvenile has been placed on youthful offender status pursuant to section 232.45, subsection 7, and section 907.3A, subsection 1, and will be transferred back to the district court for sentencing prior to the child's eighteenth birthday.

3. Upon application of any person or upon the court's own motion at any time prior to the termination of juvenile court jurisdiction over the charged juvenile, and after hearing, the court may order the official juvenile court records in such a delinquency proceeding to be public records if the juvenile has been subsequently adjudicated delinquent for a public offense that would be a serious misdemeanor, aggravated misdemeanor, or felony offense if committed by an adult, or another delinquency proceeding is pending seeking such an adjudication.

4. Records subject to a public records order may be sealed at a later date pursuant to section 232.150.

2016 Acts, ch 1002, §13, 17
Referred to in §13B.4A, 216A.136, 232.11, 232.91, 232.150, 232.151, 232C.4, 692.2, 692A.121, 915.25

232.150 Sealing of records.

1. *a.* In the case of an adjudication of delinquency, the court shall upon its own motion schedule a sealing of records hearing to be held two years after the date of the last official action, or the date the child becomes eighteen years of age, whichever is later. The court shall also schedule a sealing of records hearing upon application of a person who was the subject of a complaint or petition alleging delinquency that did not result in an adjudication. The court, after hearing, shall order the official juvenile court records in the case including those specified in sections 232.147, 232.149, 232.149A, 232.149B, and 915.25, sealed if the court finds all of the following:

(1) The person is eighteen years of age or older and two years have elapsed since the last official action in the person's case.

(2) The person has not been subsequently convicted of a felony or an aggravated or

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serious misdemeanor or adjudicated a delinquent child for an act which if committed by an adult would be a felony, an aggravated misdemeanor, or a serious misdemeanor and no proceeding is pending seeking such conviction or adjudication.

(3) The person was not placed on youthful offender status, transferred back to district court after the youthful offender's eighteenth birthday, and sentenced for the offense which precipitated the youthful offender placement.

(4) The person was not adjudicated delinquent on an offense involving a violation of section 321J.2.

b. If the person was adjudicated delinquent for an offense which if committed by an adult would be an aggravated misdemeanor or a felony, the court shall not order the records in the case sealed unless, upon application of the person or upon the court's own motion and after hearing, the court finds that paragraph "*a*", subparagraphs (1) and (2), apply and that the sealing is in the best interests of the person and the public.

c. If the person is required to pay monetary restitution to a victim due to a delinquent act and the restitution is unpaid, the records in the case may be sealed, but the name of the court, the title of the action, and the court's file number shall remain unsealed as provided in section 910.10 and the restitution amount shall be a judgment and lien as provided in sections 910.7A, 910.8, 910.10, and 915.28 until the restitution is paid in full.

2. Reasonable notice of the hearing shall be given to the person who is the subject of the records named in the motion, the county attorney, and the agencies having custody of the records named in the application or motion.

3. Notice and copies of a sealing order shall be sent to each agency or person having custody or the records named in the sealing order.

4. On entry of a sealing order:

a. All agencies and persons having custody of records which are named therein, shall send such records to the court issuing the order. Maintenance or destruction of these records shall be prescribed by the state court administrator.

b. All index references to sealed records shall be deleted.

5. The sealed records shall no longer be deemed to exist as a matter of law, and the juvenile court and any other agency or person who received notice and a copy of the sealing order shall reply to an inquiry that no such records exist, except when such reply is made to an inquiry pursuant to subsection 6.

6. Inspection of sealed records and disclosure of their contents thereafter may be permitted only pursuant to an order of the court upon application of the person who is the subject of such records except that the court in its discretion may permit reports to be inspected by or their contents to be disclosed for research purposes to a person conducting bona fide research under whatever conditions the court deems proper.

[C79, 81, §232.150; 82 Acts, ch 1209, §18]

97 Acts, ch 126, §36; 2006 Acts, ch 1164, §3; 2014 Acts, ch 1105, §1; 2016 Acts, ch 1002, §14, 15, 17; 2018 Acts, ch 1153, §10; 2019 Acts, ch 59, §70

Referred to in §13B.4A, 216A.136, 229A.2, 232.55, 232.91, 232.147, 232.149, 232.149A, 232.149B, 232.151, 232C.4, 692.2, 692A.101, 692A.121

232.151 Criminal penalties.

1. Any person who knowingly discloses, receives, or makes use or permits the use of information derived directly or indirectly from the records concerning a child referred to in sections 232.147 through 232.150, except as provided by those sections or section 13B.4A, subsection 2, paragraph "*c*", shall be guilty of a serious misdemeanor.

2. This section does not apply to a person or entity authorized to receive or inspect the contents of confidential official juvenile court records, or the confidential records of a criminal or juvenile justice agency, juvenile court officer, or juvenile intake officer, when such person or entity discloses such information to another person or entity also authorized to receive or inspect the confidential information, or discloses to a witness or other interested person

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the date, time, and nature of a court proceeding concerning the child in order to secure the appearance of the witness or other interested person at the proceeding.

[C79, 81, §232.151]

2014 Acts, ch 1038, §2; 2018 Acts, ch 1041, §121; 2018 Acts, ch 1153, §11

Referred to in §216A.136, 232.91, 232C.4, 692A.121

232.152 Rules of juvenile procedure. Transferred to §232.7A; 2021 Acts, ch 76, §150.

232.153 Applicability of this chapter prior to July 1, 1979. Transferred to §232.7B; 2021 Acts, ch 76, §150.

232.154 through 232.157 Reserved.

SUBCHAPTER IX

INTERSTATE COMPACT ON PLACEMENT OF CHILDREN

232.158 Interstate compact on placement of children.

The interstate compact on the placement of children is hereby enacted into law and entered into with all other jurisdictions legally joining therein in form substantially as follows:

1. *Article I — Purpose and policy.* It is the purpose and policy of the party states to cooperate with each other in the interstate placement of children to the end that:

a. Each child requiring placement shall receive the maximum opportunity to be placed in a suitable environment and with persons or institutions having appropriate qualifications and facilities to provide a necessary and desirable degree and type of care.

b. The appropriate authorities in a state where a child is to be placed may have full opportunity to ascertain the circumstances of the proposed placement, thereby promoting full compliance with applicable requirements for the protection of the child.

c. The proper authorities of the state from which the placement is made may obtain the most complete information on the basis of which to evaluate a projected placement before it is made.

d. Appropriate jurisdictional arrangements for the care of children will be promoted.

2. *Article II — Definitions.* As used in this compact:

a. *"Child"* means a person who, by reason of minority, is legally subject to parental, guardianship or similar control.

b. *"Sending agency"* means a party state, officer or employee thereof; a subdivision of a party state, or officer or employee thereof; a court of a party state; a person, corporation, association, charitable agency or other entity which sends, brings, or causes to be sent or brought any child to another party state.

c. *"Receiving state"* means the state to which a child is sent, brought, or caused to be sent or brought, whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons.

d. *"Placement"* means the arrangement for the care of a child in a family free or boarding home or in a child-caring agency or institution, but not in an institution caring for the mentally ill, mentally defective, or epileptic, in an institution primarily educational in character, or in a hospital or other medical facility.

3. *Article III — Conditions for placement.*

a. A sending agency shall not send, bring, or cause to be sent or brought into any other party state a child for placement in foster care or as a preliminary to a possible adoption unless the sending agency complies with every requirement set forth in this article and with the applicable laws of the receiving state governing the placement of children in the receiving state.

b. Prior to sending, bringing or causing any child to be sent or brought into a receiving state for placement in foster care or as a preliminary to a possible adoption, the sending

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agency shall furnish the appropriate public authorities in the receiving state written notice of the intention to send, bring, or place the child in the receiving state. The notice shall contain:

(1) The name, date and place of birth of the child.

(2) The identity and address or addresses of the parents or legal guardian.

(3) The name and address of the person, agency or institution to or with which the sending agency proposes to send, bring or place the child.

(4) A full statement of the reasons for such proposed action and evidence of the authority pursuant to which the placement is proposed to be made.

c. Any public officer or agency in a receiving state which is in receipt of a notice pursuant to paragraph *"b"* of this article may request of the sending agency, or any other appropriate officer or agency of or in the sending agency's state, and shall be entitled to receive therefrom, such supporting or additional information as it may deem necessary under the circumstances to carry out the purpose and policy of this compact.

d. The child shall not be sent, brought, or caused to be sent or brought into the receiving state until the appropriate public authorities in the receiving state shall notify the sending agency, in writing, to the effect that the proposed placement does not appear to be contrary to the interests of the child.

4. *Article IV — Penalty for illegal placement.* The sending, bringing, or causing to be sent or brought into any receiving state of a child in violation of the terms of this compact shall constitute a violation of the laws respecting the placement of children of both the state in which the sending agency is located or from which it sends or brings the child and of the receiving state. Such violation may be punished or subjected to penalty in either jurisdiction in accordance with its laws. In addition to liability for any such punishment or penalty, any such violation shall constitute full and sufficient grounds for the suspension or revocation of any license, permit, or other legal authorization held by the sending agency which empowers or allows it to place, or care for children.

5. *Article V — Retention of jurisdiction.*

a. The sending agency shall retain jurisdiction over the child sufficient to determine all matters in relation to the custody, supervision, care, treatment and disposition of the child which it would have had if the child had remained in the sending agency's state, until the child is adopted, reaches majority, becomes self-supporting or is discharged with the concurrence of the appropriate authority in the receiving state. Such jurisdiction shall also include the power to effect or cause the return of the child or its transfer to another location and custody pursuant to law. The sending agency shall continue to have financial responsibility for support and maintenance of the child during the period of the placement. Nothing contained herein shall defeat a claim of jurisdiction by a receiving state sufficient to deal with an act of delinquency or crime committed therein.

b. When the sending agency is a public agency, it may enter into an agreement with an authorized public or private agency in the receiving state providing for the performance of one or more services in respect of such case by the latter as agent for the sending agency.

c. Nothing in this compact shall be construed to prevent a private charitable agency authorized to place children in the receiving state from performing services or acting as agent in that state for a private charitable agency of the sending state; nor to prevent the agency in the receiving state from discharging financial responsibility for the support and maintenance of a child who has been placed on behalf of the sending agency without relieving the responsibility set forth in paragraph *"a"* hereof.

6. *Article VI — Institutional care of delinquent children.* A child adjudicated delinquent may be placed in an institution in another party jurisdiction pursuant to this compact but no such placement shall be made unless the child is given a court hearing on notice to the parent or guardian with opportunity to be heard, prior to the child being sent to such other party jurisdiction for institutional care and the court finds that:

a. Equivalent facilities for the child are not available in the sending agency's jurisdiction; and

b. Institutional care in the other jurisdiction is in the best interest of the child and will not produce undue hardship.

7. *Article VII — Compact administrator.* The executive head of each jurisdiction party to

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this compact shall designate an officer who shall be general coordinator of activities under this compact in the officer's jurisdiction and who, acting jointly with like officers of other party jurisdictions, shall have power to promulgate rules and regulations to carry out more effectively the terms and provisions of this compact.

8. *Article VIII — Limitations.* This compact shall not apply to:

a. The sending or bringing of a child into a receiving state by the child's parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, or guardian and leaving the child with any such relative or nonagency guardian in the receiving state.

b. Any placement, sending or bringing of a child into a receiving state pursuant to any other interstate compact to which both the state from which the child is sent or brought and the receiving state are party, or to any other agreement between said states which has the force of law.

9. *Article IX — Enactment and withdrawal.* This compact shall be open to joinder by any state, territory or possession of the United States, the District of Columbia, the commonwealth of Puerto Rico, and, with the consent of Congress, the government of Canada or any province thereof. It shall become effective with respect to any such jurisdiction when such jurisdiction has enacted the same into law. Withdrawal from this compact shall be by the enactment of a statute repealing the same, but shall not take effect until two years after the effective date of such statute and until written notice of the withdrawal has been given by the withdrawing state to the governor of each other party jurisdiction. Withdrawal of a party state shall not affect the rights, duties and obligations under this compact of any sending agency therein with respect to a placement made prior to the effective date of withdrawal.

10. *Article X — Construction and severability.* The provisions of this compact shall be liberally construed to effectuate the purposes thereof. The provisions of this compact shall be severable and if any phrase, clause, sentence or provision of this compact is declared to be contrary to the constitution of any party state or of the United States or the applicability thereof to any government, agency, person or circumstance is held invalid, the validity of the remainder of this compact and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby. If this compact shall be held contrary to the constitution of any state party thereto, the compact shall remain in full force and effect as to the remaining states and in full force and effect as to the state affected as to all severable matters.

[S13, §3260-1; C24, §3672, 3675; C27, 31, 35, §3661-a90, -a93, -a95, -a96; C39, §**3661.104, 3661.107, 3661.109, 3661.110;** C46, 50, 54, 58, 62, 66, §238.33, 238.36, 238.38, 238.39; C71, 73, 75, 77, 79, 81, §238.33]

85 Acts, ch 173, §21 – 23, 30

CS85, §232.158

2008 Acts, ch 1032, §201

Referred to in §232.158A, 232.159, 232.160, 232.161, 232.162, 232.163, 232.164, 232.165, 232.166, 232.167, 422.12A

232.158A Legal risk placement.

1. Notwithstanding any provision of the interstate compact on the placement of children under section 232.158 to the contrary, the department shall permit the legal risk placement of a child under the interstate compact on the placement of children if the prospective adoptive parent provides a legal risk statement, in writing, acknowledging all of the following:

a. That the placement is a legal risk placement.

b. That the court of the party state of the sending agency retains jurisdiction over the child for purposes of the termination of the parental rights of the biological parents.

c. That if termination of parental rights cannot be accomplished in accordance with applicable laws, the child shall be promptly returned to the party state of the sending agency to be returned to the child's biological parent or placed as deemed appropriate by a court of the party state of the sending agency.

d. That the prospective adoptive parent assumes full legal, financial, and other risks associated with the legal risk placement and that the prospective adoptive parent agrees to hold the department harmless for any disruption or failure of the placement.

e. That the prospective adoptive parent shall provide support and medical and other

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appropriate care to the child pending the termination of parental rights of the biological parents and shall assume liability for all costs associated with the return of the child to the party state of the sending agency if the placement is disrupted or fails.

2. Any written legal risk statement utilized in establishing a legal risk placement shall, at a minimum, state all of the information required under subsection 1, shall be signed by any prospective adoptive parent, and shall be notarized. The legal risk statement shall also contain the following notice printed in clearly legible type:

> If termination of parental rights is not accomplished and return of the child to the biological parent is required, the prospective adoptive parents are encouraged to seek mental health counseling to address any resulting psychological or family problems.

3. For the purposes of this section, *"legal risk placement"* means the placement of a child, who is to be adopted, with a prospective adoptive parent prior to the termination of parental rights of the biological parents, under which the prospective adoptive parent assumes the risk that if the parental rights of the biological parents are not terminated the child shall be returned to the biological parents or placed as deemed appropriate by a court of the party state of the sending agency, and under which the prospective adoptive parent assumes other risks and liabilities specified in a written agreement.

2001 Acts, ch 57, §1; 2018 Acts, ch 1041, §63; 2023 Acts, ch 19, §633, 634
Referred to in §232.166, 232.167
Subsection 1, unnumbered paragraph 1 amended
Subsection 1, paragraph d amended

232.159 Financial responsibility.

Financial responsibility for any child placed pursuant to the provisions of the interstate compact on the placement of children under section 232.158 shall be determined in accordance with the provisions of article V of that interstate compact in the first instance. However, in the event of partial or complete default of performance thereunder, the provisions of chapters 252 and 252A, fixing responsibility for the support of children also may be invoked.

[C71, 73, 75, 77, 79, 81, §238.34]
85 Acts, ch 173, §30
CS85, §232.159
2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.160 Department of health and human services as public authority.

The *"appropriate public authorities"* as used in article III of the interstate compact on the placement of children under section 232.158 shall, with reference to this state, mean the state department of health and human services and the department shall receive and act with reference to notices required by article III of that interstate compact.

[C71, 73, 75, 77, 79, 81, §238.35]
83 Acts, ch 96, §157, 159
85 Acts, ch 173, §30
CS85, §232.160
2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §635
Referred to in §232.166, 232.167
Section amended

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232.161 Department as authority in receiving state.

As used in paragraph *"a"* of article V of the interstate compact on the placement of children under section 232.158, the phrase *"appropriate authority in the receiving state"* with reference to this state means the state department of health and human services.

[C71, 73, 75, 77, 79, 81, §238.36]
83 Acts, ch 96, §157, 159
85 Acts, ch 173, §30
CS85, §232.161
2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §636
Referred to in §232.166, 232.167
Section amended

232.162 Authority to enter agreements.

The officers and agencies of this state and its subdivisions having authority to place children may enter into agreements with appropriate officers or agencies of or in other party states pursuant to paragraph *"b"* of article V of the interstate compact on the placement of children under section 232.158. Any such agreement which contains a financial commitment or imposes a financial obligation on this state or a subdivision or agency of this state shall not be binding unless it has the approval in writing of the director or the director's designee in the case of the state and the county general assistance director in the case of a subdivision of the state.

[C71, 73, 75, 77, 79, 81, §238.37]
85 Acts, ch 173, §30
CS85, §232.162
92 Acts, ch 1212, §8; 2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §637
Referred to in §232.166, 232.167
Section amended

232.163 Visitation, inspection, or supervision.

1. Any requirements for visitation, inspection, or supervision of children, homes, institutions, or other agencies in another party state which may apply under the provisions of this chapter shall be deemed to be met if performed pursuant to an agreement entered into by appropriate officers or agencies of this state or a subdivision of this state as contemplated by paragraph *"b"* of article V of the interstate compact on the placement of children contained in section 232.158.

2. If a child is placed outside the residency state of the child's parent, the sending agency shall provide for a designee to visit the child at least once every twelve months and to submit a written report to the court concerning the child and the visit.

[C71, 73, 75, 77, 79, 81, §238.38]
85 Acts, ch 173, §30
CS85, §232.163
97 Acts, ch 99, §6; 98 Acts, ch 1100, §27; 2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.164 Court authority to place child in another state.

Any court having jurisdiction to place delinquent children may place such a child in an institution of or in another state pursuant to article VI of the interstate compact on the placement of children, section 232.158, and shall retain jurisdiction as provided in article V of that interstate compact.

[C71, 73, 75, 77, 79, 81, §238.39]
85 Acts, ch 173, §30
CS85, §232.164
2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.165 Executive head.

As used in article VII of the interstate compact on the placement of children, section 232.158, the term *"executive head"* means the governor. The governor is hereby authorized

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to appoint a compact administrator in accordance with the terms of article VII of that interstate compact.

[C71, 73, 75, 77, 79, 81, §238.40]
85 Acts, ch 173, §30
CS85, §232.165
2008 Acts, ch 1032, §201
Referred to in §232.166, 232.167

232.166 Statutes not affected.

Nothing contained in sections 232.158 through 232.165 shall be deemed to affect or modify the other provisions of this chapter or of chapter 600.

[C71, 73, 75, 77, 79, 81, §238.41]
85 Acts, ch 173, §30
CS85, §232.166
2020 Acts, ch 1063, §91
Referred to in §232.167

232.167 Penalty.

A person or agency which violates or aids and abets in the violation of any of the provisions of sections 232.158 through 232.166 commits a fraudulent practice.

88 Acts, ch 1249, §15

232.168 Attorney general to enforce.

The attorney general may, on the attorney general's own initiative, institute any criminal and civil actions and proceedings under this subchapter, at whatever stage of placement necessary, to enforce the interstate compact on the placement of children, including, but not limited to, seeking enforcement of the provisions of the compact through the courts of a party state. The department shall cooperate with the attorney general and shall refer any placement or proposed placement to the attorney general which may require enforcement measures.

94 Acts, ch 1174, §4; 2020 Acts, ch 1062, §94; 2023 Acts, ch 19, §638
Section amended

232.169 and 232.170 Reserved.

SUBCHAPTER X

INTERSTATE JUVENILE COMPACTS

232.171 Interstate compact on juveniles.

The state of Iowa through its courts and agencies is hereby authorized to enter into interstate compacts on juveniles in behalf of this state with any other contracting state which legally joins therein in substantially the following form and the contracting states solemnly agree:

1. *Article I — Findings and purposes.* That juveniles who are not under proper supervision and control, or who have absconded, escaped or run away, are likely to endanger their own health, morals and welfare, and the health, morals and welfare of others. The cooperation of the states party to this compact is therefore necessary to provide for the welfare and protection of juveniles and of the public with respect to

a. Cooperative supervision of delinquent juveniles on probation or parole;

b. The return, from one state to another, of delinquent juveniles who have escaped or absconded;

c. The return, from one state to another, of nondelinquent juveniles who have run away from home; and

d. Additional measures for the protection of juveniles and of the public, which any two or more of the party states may find desirable to undertake cooperatively. In carrying out the provisions of this compact the party states shall be guided by the noncriminal,

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reformative and protective policies which guide their laws concerning delinquent, neglected or dependent juveniles generally. It shall be the policy of the states party to this compact to cooperate and observe their respective responsibilities for the prompt return and acceptance of juveniles and delinquent juveniles who become subject to the provisions of this compact. The provisions of this compact shall be reasonably and liberally construed to accomplish the foregoing purposes.

2. *Article II — Existing rights and remedies.* That all remedies and procedures provided by this compact shall be in addition to and not in substitution for other rights, remedies and procedures, and shall not be in derogation of parental rights and responsibilities.

3. *Article III — Definitions.* That, for the purposes of this compact, *"delinquent juvenile"* means any juvenile who has been adjudged delinquent and who, at the time the provisions of this compact are invoked, is still subject to the jurisdiction of the court that has made such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court; *"probation or parole"* means any kind of conditional release of juveniles authorized under the laws of the states party hereto; *"court"* means any court having jurisdiction over delinquent, neglected or dependent children; *"state"* means any state, territory or possession of the United States, the District of Columbia, and the Commonwealth of Puerto Rico; and *"residence"* or any variant thereof means a place at which a home or regular place of abode is maintained.

4. *Article IV — Return of runaways.*

a. (1) That the parent, guardian, or person or agency entitled to legal custody of a juvenile who has not been adjudged delinquent but who has run away without the consent of such parent, guardian, or person or agency may petition the appropriate court in the demanding state for the issuance of a requisition for the juvenile's return. The petition shall state the name and age of the juvenile, the name of the petitioner and the basis of entitlement to the juvenile's custody, the circumstances of the juvenile's running away, the juvenile's location if known at the time application is made, and such other facts as may tend to show that the juvenile who has run away is endangering the juvenile's own welfare or the welfare of others and is not an emancipated minor. The petition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the document or documents on which the petitioner's entitlement to the juvenile's custody is based, such as birth certificates, letters of guardianship, or custody decrees. Such further affidavits and other documents as may be deemed proper may be submitted with such petition. The judge of the court to which this application is made may hold a hearing thereon to determine whether for the purposes of this compact the petitioner is entitled to the legal custody of the juvenile, whether or not it appears that the juvenile has in fact run away without consent, whether or not the juvenile is an emancipated minor, and whether or not it is in the best interest of the juvenile to compel the juvenile's return to the state. If the judge determines, either with or without a hearing, that the juvenile should be returned, the judge shall present to the appropriate court or to the executive authority of the state where the juvenile is alleged to be located a written requisition for the return of such juvenile. Such requisition shall set forth the name and age of the juvenile, the determination of the court that the juvenile has run away without the consent of a parent, guardian, or person or agency entitled to the juvenile's legal custody, and that it is in the best interest and for the protection of such juvenile that the juvenile be returned. In the event that a proceeding for the adjudication of the juvenile as a delinquent, neglected or dependent juvenile is pending in the court at the time when such juvenile runs away, the court may issue a requisition for the return of such juvenile upon its own motion, regardless of the consent of the parent, guardian, or person or agency entitled to legal custody, reciting therein the nature and circumstances of the pending proceeding. The requisition shall in every case be executed in duplicate and shall be signed by the judge. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of such court. Upon the receipt of a requisition demanding the return of a juvenile who has run away, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing the officer or person to take into custody and detain such juvenile. Such detention order must substantially recite the facts necessary to the

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validity of its issuance hereunder. No juvenile detained upon such order shall be delivered over to the officer whom the court demanding the juvenile shall have appointed to receive the juvenile, unless the juvenile shall first be taken forthwith before a judge of a court in the state, who shall inform the juvenile of the demand made for the juvenile's return, and who may appoint counsel or guardian ad litem for the juvenile. If the judge of such court shall find that the requisition is in order, the judge shall deliver such juvenile over to the officer whom the court demanding the juvenile shall have appointed to receive the juvenile. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

(2) Upon reasonable information that a person is a juvenile who has run away from another state party to this compact without the consent of a parent, guardian, or person or agency entitled to the juvenile's legal custody, such juvenile may be taken into custody without a requisition and brought forthwith before a judge of the appropriate court who may appoint counsel or guardian ad litem for such juvenile and who shall determine after a hearing whether sufficient cause exists to hold the person, subject to the order of the court, for the person's own protection and welfare, for such a time not exceeding ninety days as will enable the person's return to another state party to this compact pursuant to a requisition for the person's return from a court of that state. If, at the time when a state seeks the return of a juvenile who has run away, there is pending in the state wherein the juvenile is found any criminal charge, or any proceeding to have the juvenile adjudicated a delinquent juvenile for an act committed in such state, or if the juvenile is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, the juvenile shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the juvenile being returned, shall be permitted to transport such juvenile through any and all states party to this compact, without interference. Upon the juvenile's return to the state from which the juvenile ran away, the juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

b. That the state to which a juvenile is returned under this article shall be responsible for payment of the transportation costs of such return.

c. That *"juvenile"* as used in this article means any person who is a minor under the law of the state of residence of the parent, guardian, or person or agency entitled to the legal custody of such minor.

5. *Article V — Return of escapees and absconders.*

a. (1) That the appropriate person or authority from whose probation or parole supervision a delinquent juvenile has absconded or from whose institutional custody the delinquent juvenile has escaped shall present to the appropriate court or to the executive authority of the state where the delinquent juvenile is alleged to be located a written requisition for the return of such delinquent juvenile. Such requisition shall state the name and age of the delinquent juvenile, the particulars of the juvenile's adjudication as a delinquent juvenile, the circumstances of the breach of the terms of the juvenile's probation or parole or of the juvenile's escape from an institution or agency vested with the juvenile's legal custody or supervision, and the location of such delinquent juvenile, if known, at the time the requisition is made. The requisition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the judgment, formal adjudication, or order of commitment which subjects such delinquent juvenile to probation or parole or to the legal custody of the institution or agency concerned. Such further affidavits and other documents as may be deemed proper may be submitted with such requisition. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of the appropriate court. Upon the receipt of a requisition demanding the return of a delinquent juvenile who has absconded or escaped, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing the officer or person to take into custody and detain such delinquent juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder.

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No delinquent juvenile detained upon such order shall be delivered over to the officer whom the appropriate person or authority demanding the juvenile shall have appointed to receive the juvenile, unless the juvenile shall first be taken forthwith before a judge of an appropriate court in the state, who shall inform the juvenile of the demand made for the juvenile's return and who may appoint counsel or guardian ad litem for the juvenile. If the judge of such court shall find that the requisition is in order, the judge shall deliver such delinquent juvenile over to the officer whom the appropriate person or authority demanding the juvenile shall have appointed to receive the juvenile. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

(2) Upon reasonable information that a person is a delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with the person's legal custody or supervision in any state party to this compact, such person may be taken into custody in any other state party to this compact without a requisition. But in such event, the person must be taken forthwith before a judge of the appropriate court, who may appoint counsel or guardian ad litem for such person and who shall determine, after a hearing, whether sufficient cause exists to hold the person subject to the order of the court for such a time, not exceeding ninety days, as will enable the person's detention under a detention order issued on a requisition pursuant to this article. If, at the time when a state seeks the return of a delinquent juvenile who has either absconded while on probation or parole or escaped from an institution or agency vested with the juvenile's legal custody or supervision, there is pending in the state wherein the juvenile is detained any criminal charge or any proceeding to have the juvenile adjudicated a delinquent juvenile for an act committed in such state, or if the juvenile is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, the juvenile shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the delinquent juvenile being returned, shall be permitted to transport such delinquent juvenile through any and all states party to this compact, without interference. Upon the juvenile's return to the state from which the juvenile escaped or absconded, the delinquent juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

b. That the state to which a delinquent juvenile is returned under this article shall be responsible for payment of the transportation costs of such return.

6. *Article VI — Voluntary return procedure*. That any delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with the juvenile's legal custody or supervision in any state party to this compact, and any juvenile who has run away from any state party to this compact, who is taken into custody without a requisition in another state party to this compact under the provisions of article IV, paragraph "*a*", or of article V, paragraph "*a*", may consent to the juvenile's immediate return to the state from which the juvenile absconded, escaped or ran away. Such consent shall be given by the juvenile or delinquent juvenile and the juvenile's counsel or guardian ad litem, if any, by executing or subscribing a writing, in the presence of a judge of the appropriate court, which states that the juvenile or delinquent juvenile and the juvenile's counsel or guardian ad litem, if any, consent to the juvenile's return to the demanding state. Before such consent shall be executed or subscribed, however, the judge, in the presence of counsel or guardian ad litem, if any, shall inform the juvenile or delinquent juvenile of the juvenile's rights under this compact. When the consent has been duly executed, it shall be forwarded to and filed with the compact administrator of the state in which the court is located and the judge shall direct the officer having the juvenile or delinquent juvenile in custody to deliver the juvenile to the duly accredited officer or officers of the state demanding the juvenile's return, and shall cause to be delivered to such officer or officers a copy of the consent. The court may, however, upon the request of the state to which the juvenile or delinquent juvenile is being returned, order the juvenile to return unaccompanied to such state and shall provide the juvenile with a copy of such court order; in such event a copy of the consent shall be

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forwarded to the compact administrator of the state to which said juvenile or delinquent juvenile is ordered to return.

7. *Article VII — Cooperative supervision of probationers and parolees.*

a. That the duly constituted judicial and administrative authorities of a state party to this compact, herein called *"sending state"*, may permit any delinquent juvenile within such state, placed on probation or parole, to reside in any other state party to this compact, herein called *"receiving state"*, while on probation or parole, and the receiving state shall accept such delinquent juvenile, if the parent, guardian, or person entitled to the legal custody of such delinquent juvenile is residing or undertakes to reside within the receiving state. Before granting such permission, opportunity shall be given to the receiving state to make such investigations as it deems necessary. The authorities of the sending state shall send to the authorities of the receiving state copies of pertinent court orders, social case studies and all other available information which may be of value to and assist the receiving state in supervising a probationer or parolee under this compact. A receiving state, in its discretion, may agree to accept supervision of a probationer or parolee in cases where the parent, guardian, or person entitled to the legal custody of the delinquent juvenile is not a resident of the receiving state, and if so accepted the sending state may transfer supervision accordingly.

b. That each receiving state will assume the duties of visitation and of supervision over any such delinquent juvenile and in the exercise of those duties will be governed by the same standards of visitation and supervision that prevail for its own delinquent juveniles released on probation or parole.

c. That, after consultation between the appropriate authorities of the sending state and of the receiving state as to the desirability and necessity of returning such a delinquent juvenile, the duly accredited officers of a sending state may enter a receiving state and there apprehend and retake any such delinquent juvenile on probation or parole. For that purpose, no formalities will be required, other than establishing the authority of the officer and the identity of the delinquent juvenile to be retaken and returned. The decision of the sending state to retake a delinquent juvenile on probation or parole shall be conclusive upon and not reviewable within the receiving state, but if, at the time the sending state seeks to retake a delinquent juvenile on probation or parole, there is pending against the juvenile within the receiving state any criminal charge or any proceeding to have the juvenile adjudicated a delinquent juvenile for any act committed in such state, or if the juvenile is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, the juvenile shall not be returned without the consent of the receiving state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of the sending state shall be permitted to transport delinquent juveniles being so returned through any and all states party to this compact, without interference.

d. That the sending state shall be responsible under this article for paying the costs of transporting any delinquent juvenile to the receiving state or of returning any delinquent juvenile to the sending state.

8. *Article VIII — Responsibility for costs.*

a. That the provisions of article IV, paragraph *"b"*, article V, paragraph *"b"*, and article VII, paragraph *"d"* of this compact shall not be construed to alter or affect any internal relationship among the departments, agencies and officers of and in the government of a party state, or between a party state and its subdivisions, as to the payment of costs, or responsibilities therefor.

b. That nothing in this compact shall be construed to prevent any party state or subdivision thereof from asserting any right against any person, agency or other entity in regard to costs for which such party state or subdivision thereof may be responsible pursuant to article IV, paragraph *"b"*, article V, paragraph *"b"*, or article VII, paragraph *"d"* of this compact.

9. *Article IX — Detention practices.* That, to every extent possible, it shall be the policy of states party to this compact that no juvenile or delinquent juvenile shall be placed or detained in any prison, jail or lockup nor be detained or transported in association with criminal, vicious or dissolute persons.

10. *Article X — Supplementary agreements.* That the duly constituted administrative

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authorities of a state party to this compact may enter into supplementary agreements with any other state or states party hereto for the cooperative care, treatment and rehabilitation of delinquent juveniles whenever they shall find that such agreements will improve the facilities or programs available for such care, treatment and rehabilitation. Such care, treatment and rehabilitation may be provided in an institution located within any state entering into such supplementary agreement. Such supplementary agreements shall:

a. Provide the rates to be paid for the care, treatment and custody of such delinquent juveniles, taking into consideration the character of facilities, services and subsistence furnished;

b. Provide that the delinquent juvenile shall be given a court hearing prior to the juvenile being sent to another state for care, treatment and custody;

c. Provide that the state receiving such a delinquent juvenile in one of its institutions shall act solely as agent for the state sending such delinquent juvenile;

d. Provide that the sending state shall at all times retain jurisdiction over delinquent juveniles sent to an institution in another state;

e. Provide for reasonable inspection of such institutions by the sending state;

f. Provide that the consent of the parent, guardian, or person or agency entitled to the legal custody of the delinquent juvenile shall be secured prior to the juvenile being sent to another state; and

g. Make provision for such other matters and details as shall be necessary to protect the rights and equities of such delinquent juveniles and of the cooperating states.

11. *Article XI — Acceptance of federal and other aid.* That any state party to this compact may accept any and all donations, gifts and grants of money, equipment and services from the federal or any local government, or any agency thereof and from any person, firm or corporation, for any of the purposes and functions of this compact, and may receive and utilize the same subject to the terms, conditions and regulations governing such donations, gifts and grants.

12. *Article XII — Compact administrators.* That the governor of each state party to this compact shall designate an officer who, acting jointly with like officers of other party states, shall promulgate rules and regulations to carry out more effectively the terms and provisions of this compact.

13. *Article XIII — Execution of compact.* That this compact shall become operative immediately upon its execution by any state as between it and any other state or states so executing. When executed it shall have the full force and effect of law within such state, the form of execution to be in accordance with the laws of the executing state.

14. *Article XIV — Renunciation.* That this compact shall continue in force and remain binding upon each executing state until renounced by it. Renunciation of this compact shall be by the same authority which executed it, by sending six months' notice in writing of its intention to withdraw from the compact to the other states party hereto. The duties and obligations of a renouncing state under article VII hereof shall continue as to parolees and probationers residing therein at the time of withdrawal until retaken or finally discharged. Supplementary agreements entered into under article X hereof shall be subject to renunciation as provided by such supplementary agreements, and shall not be subject to the six months' renunciation notice of the present article.

15. *Article XV — Rendition amendment.*

a. This article shall provide additional remedies, and shall be binding only as among and between those party states which specifically execute the same.

b. All provisions and procedures of articles V and VI of the Interstate Compact on Juveniles shall be construed to apply to any juvenile charged with being a delinquent by reason of a violation of any criminal law. Any juvenile charged with being a delinquent by reason of violating any criminal law shall be returned to the requesting state upon a requisition to the state where the juvenile may be found. A petition in such case shall be filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed. The petition may be filed regardless of whether the juvenile has left the state before or after the filing of the petition. The requisition described

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in article V of the compact shall be forwarded by the judge of the court in which the petition has been filed.

16. *Out-of-state confinement amendment.*

a. Whenever the duly constituted judicial or administrative authorities in a sending state shall determine that confinement of a probationer or reconfinement of a parolee is necessary or desirable, said officials may direct that the confinement or reconfinement be in an appropriate institution for delinquent juveniles within the territory of the receiving state, such receiving state to act in that regard solely as agent for the sending state.

b. Escapees and absconders who would otherwise be returned pursuant to article V of the compact may be confined or reconfined in the receiving state pursuant to this amendment. In any such case the information and allegations required to be made and furnished in a requisition pursuant to such article shall be made and furnished, but in place of the demand pursuant to article V, the sending state shall request confinement or reconfinement in the receiving state. Whenever applicable, detention orders as provided in article V may be employed pursuant to this paragraph preliminary to disposition of the escapee or absconder.

c. The confinement or reconfinement of a parolee, probationer, escapee, or absconder pursuant to this amendment shall require the concurrence of the appropriate judicial or administrative authorities of the receiving state.

d. As used in this amendment:

(1) *"Sending state"* means sending state as that term is used in article VII of the compact or the state from which a delinquent juvenile has escaped or absconded within the meaning of article V of the compact.

(2) *"Receiving state"* means any state, other than the sending state, in which a parolee, probationer, escapee, or absconder may be found, provided that said state is a party to this amendment.

e. Every state which adopts this amendment shall designate at least one of its institutions for delinquent juveniles as a "compact institution" and shall confine persons therein as provided in paragraph *"a"* hereof unless the sending and receiving state in question shall make specific contractual arrangements to the contrary. All states party to this amendment shall have access to "compact institutions" at all reasonable hours for the purpose of inspecting the facilities thereof and for the purpose of visiting such of said state's delinquents as may be confined in the institution.

f. Persons confined in "compact institutions" pursuant to the terms of this compact shall at all times be subject to the jurisdiction of the sending state and may at any time be removed from said "compact institution" for transfer to an appropriate institution within the sending state, for return to probation or parole, for discharge or for any purpose permitted by the laws of the sending state.

g. All persons who may be confined in a "compact institution" pursuant to the provisions of this amendment shall be treated in a reasonable and humane manner. The fact of confinement or reconfinement in a receiving state shall not deprive any person so confined or reconfined of any rights which said person would have had if confined or reconfined in an appropriate institution of the sending state; nor shall any agreement to submit to confinement or reconfinement pursuant to the terms of this amendment be construed as a waiver of any rights which the delinquent would have had if the delinquent had been confined or reconfined in any appropriate institution of the sending state except that the hearing or hearings, if any, to which a parolee, probationer, escapee, or absconder may be entitled, prior to confinement or reconfinement, by the laws of the sending state may be had before the appropriate judicial or administrative officers of the receiving state. In this event, said judicial and administrative officers shall act as agents of the sending state after consultation with appropriate officers of the sending state.

h. Any receiving state incurring costs or other expenses under this amendment shall be reimbursed in the amount of such costs or other expenses by the sending state unless the states concerned shall specifically otherwise agree. Any two or more states party to this amendment may enter into supplementary agreements determining a different allocation of costs as among themselves.

i. This amendment shall take initial effect when entered into by any two or more states

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party to the compact and shall be effective as to those states which have specifically enacted this amendment. Rules and regulations necessary to effectuate the terms of this amendment may be promulgated by the appropriate officers of those states which have enacted this amendment.

[C62, 66, 71, 73, 75, 77, §231.14; C79, 81, §232.139]
85 Acts, ch 182, §1
CS85, §232.171
2008 Acts, ch 1032, §201; 2023 Acts, ch 19, §639 – 641
Referred to in §232.172
See §232.172 for limitations on applicability of this section
Subsection 4 amended
Subsection 7, paragraph a amended
Subsection 10, paragraph f amended

232.172 Confinement of delinquent juvenile.

1. For a juvenile under the jurisdiction of this state who is subject to the interstate compact for juveniles under section 232.173, the confinement of the juvenile in an institution located within another compacting state shall be as provided under the compact.

2. This subsection applies to the confinement of a delinquent juvenile under the jurisdiction of this state in an institution located within a noncompacting state, as defined in section 232.173, that entered into the interstate compact on juveniles under section 232.171. In addition to any institution in which the authorities of this state may otherwise confine or order the confinement of the delinquent juvenile, such authorities may, pursuant to the out-of-state confinement amendment to the interstate compact on juveniles in section 232.171, confine or order the confinement of the delinquent juvenile in a compact institution within another party state.

[C66, 71, 73, 75, 77, §231.15; C79, 81, §232.140]
CS85, §232.172
2010 Acts, ch 1192, §75; 2011 Acts, ch 34, §58

232.173 Interstate compact for juveniles.

1. *Article I — Purpose.*

a. The compacting states to this interstate compact recognize that each state is responsible for the proper supervision or return of juveniles, delinquents, and status offenders who are on probation or parole and who have absconded, escaped, or run away from supervision and control and in so doing have endangered their own safety and the safety of others. The compacting states also recognize that each state is responsible for the safe return of juveniles who have run away from home and in doing so have left their state of residence. The compacting states also recognize that Congress, by enacting the Crime Control Act, 4 U.S.C. §112 (1965), has authorized and encouraged compacts for cooperative efforts and mutual assistance in the prevention of crime.

b. It is the purpose of this compact, through means of joint and cooperative action among the compacting states to:

(1) Ensure that the adjudicated juveniles and status offenders subject to this compact are provided adequate supervision and services in the receiving state as ordered by the adjudicating judge or parole authority in the sending state.

(2) Ensure that the public safety interests of the citizens, including the victims of juvenile offenders, in both the sending and receiving states are adequately protected.

(3) Return juveniles who have run away, absconded, or escaped from supervision or control or have been accused of an offense to the state requesting their return.

(4) Make contracts for the cooperative institutionalization in public facilities in member states for delinquent youth needing special services.

(5) Provide for the effective tracking and supervision of juveniles.

(6) Equitably allocate the costs, benefits, and obligations of the compacting states.

(7) Establish procedures to manage the movement between states of juvenile offenders released to the community under the jurisdiction of courts, juvenile departments, or any other criminal or juvenile justice agency which has jurisdiction over juvenile offenders.

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(8) Insure immediate notice to jurisdictions where defined offenders are authorized to travel or to relocate across state lines.

(9) Establish procedures to resolve pending charges (detainers) against juvenile offenders prior to transfer or release to the community under the terms of this compact.

(10) Establish a system of uniform data collection on information pertaining to juveniles subject to this compact that allows access by authorized juvenile justice and criminal justice officials, and regular reporting of compact activities to heads of state executive, judicial, and legislative branches and juvenile and criminal justice administrators.

(11) Monitor compliance with rules governing interstate movement of juveniles and initiate interventions to address and correct noncompliance.

(12) Coordinate training and education regarding the regulation of interstate movement of juveniles for officials involved in such activity.

(13) Coordinate the implementation and operation of the compact with the interstate compact for the placement of children, the interstate compact for adult offender supervision, and other compacts affecting juveniles particularly in those cases where concurrent or overlapping supervision issues arise.

c. It is the policy of the compacting states that the activities conducted by the interstate commission created in this compact are the formation of public policies and therefore are public business. Furthermore, the compacting states shall cooperate and observe their individual and collective duties and responsibilities for the prompt return and acceptance of juveniles subject to the provisions of this compact. The provisions of this compact shall be reasonably and liberally construed to accomplish the purposes and policies of the compact.

2. *Article II — Definitions.* As used in this compact, unless the context clearly requires a different construction:

a. *"Bylaws"* means those bylaws established by the interstate commission for its governance, or for directing or controlling its actions or conduct.

b. *"Compact administrator"* means the individual in each compacting state appointed pursuant to the terms of this compact, responsible for the administration and management of the state's supervision and transfer of juveniles subject to the terms of this compact, the rules adopted by the interstate commission, and policies adopted by the state council under this compact.

c. *"Compacting state"* means any state which has enacted the enabling legislation for this compact.

d. *"Commissioner"* means the voting representative of each compacting state appointed pursuant to article III of this compact.

e. *"Court"* means any court having jurisdiction over delinquent, neglected, or dependent children.

f. *"Deputy compact administrator"* means the individual, if any, in each compacting state appointed to act on behalf of a compact administrator pursuant to the terms of this compact responsible for the administration and management of the state's supervision and transfer of juveniles subject to the terms of this compact, the rules adopted by the interstate commission, and policies adopted by the state council under this compact.

g. *"Interstate commission"* means the interstate commission for juveniles created by article III of this compact.

h. *"Juvenile"* means any person defined as a juvenile in any member state or by the rules of the interstate commission, including persons who are any of the following:

(1) An accused delinquent, meaning a person charged with an offense that, if committed by an adult, would be a criminal offense.

(2) An adjudicated delinquent, meaning a person found to have committed an offense that, if committed by an adult, would be a criminal offense.

(3) An accused status offender, meaning a person charged with an offense that would not be a criminal offense if committed by an adult.

(4) An adjudicated status offender, meaning a person found to have committed an offense that would not be a criminal offense if committed by an adult.

(5) A nonoffender, meaning a person in need of supervision who has not been accused or adjudicated a status offender or delinquent.

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i. *"Noncompacting state"* means any state which has not enacted the enabling legislation for this compact.

j. *"Probation or parole"* means any kind of supervision or conditional release of juveniles authorized under the laws of the compacting states.

k. *"Rule"* means a written statement by the interstate commission promulgated pursuant to article VI of this compact that is of general applicability, implements, interprets or prescribes a policy or provision of the compact, or an organizational, procedural, or practice requirement of the commission, and has the force and effect of statutory law in a compacting state, and includes the amendment, repeal, or suspension of an existing rule.

l. *"State"* means a state of the United States, the District of Columbia or its designee, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Northern Marianas Islands.

3. *Article III — Interstate commission for juveniles.*

a. The compacting states hereby create the interstate commission for juveniles. The commission shall be a body corporate and joint agency of the compacting states. The commission shall have all the responsibilities, powers, and duties set forth in this compact, and such additional powers as may be conferred upon it by subsequent action of the respective legislatures of the compacting states in accordance with the terms of this compact.

b. The interstate commission shall consist of commissioners appointed by the appropriate appointing authority in each state pursuant to the rules and requirements of each compacting state and in consultation with the state council for interstate juvenile supervision created in this compact. The commissioner shall be the compact administrator, deputy compact administrator, or designee from that state who shall serve on the interstate commission in such capacity under or pursuant to the applicable law of the compacting state.

c. In addition to the commissioners who are the voting representatives of each state, the interstate commission shall include individuals who are not commissioners, but who are members of interested organizations. Such noncommissioner members must include a member of the national organizations of governors, legislators, state chief justices, attorneys general, interstate compact for adult offender supervision, interstate compact for the placement of children, juvenile justice and juvenile corrections officials, and crime victims. All noncommissioner members of the interstate commission shall be ex officio, nonvoting members. The interstate commission may provide in its bylaws for such additional ex officio, nonvoting members, including members of other national organizations, in such numbers as shall be determined by the commission.

d. Each compacting state represented at any meeting of the commission is entitled to one vote. A majority of the compacting states shall constitute a quorum for the transaction of business, unless a larger quorum is required by the bylaws of the interstate commission.

e. The commission shall meet at least once each calendar year. The chairperson may call additional meetings and, upon the request of a simple majority of the compacting states, shall call additional meetings. Public notice shall be given of all meetings and meetings shall be open to the public.

f. The interstate commission shall establish an executive committee, which shall include commission officers, members, and others as determined by the bylaws. The executive committee shall have the power to act on behalf of the interstate commission during periods when the interstate commission is not in session, with the exception of rulemaking or amendment to the compact. The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and interstate commission staff; administer enforcement and compliance with the provisions of the compact, its bylaws, and rules; and perform such other duties as directed by the interstate commission or set forth in the bylaws.

g. Each member of the interstate commission shall have the right and power to cast a vote to which that compacting state is entitled and to participate in the business and affairs of the interstate commission. A member shall vote in person and shall not delegate a vote to another compacting state. However, a commissioner, in consultation with the state council, shall appoint another authorized representative, in the absence of the commissioner from that state, to cast a vote on behalf of the compacting state at a specified meeting. The

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bylaws may provide for members' participation in meetings by telephone or other means of telecommunication or electronic communication.

h. The interstate commission's bylaws shall establish conditions and procedures under which the interstate commission shall make its information and official records available to the public for inspection or copying. The interstate commission may exempt from disclosure any information or official records to the extent they would adversely affect personal privacy rights or proprietary interests.

i. Public notice shall be given of all meetings and all meetings shall be open to the public, except as set forth in the rules or as otherwise provided in the compact. The interstate commission and any of its committees may close a meeting to the public where it determines by two-thirds vote that an open meeting would be likely to:

(1) Relate solely to the interstate commission's internal personnel practices and procedures.

(2) Disclose matters specifically exempted from disclosure by statute.

(3) Disclose trade secrets or commercial or financial information which is privileged or confidential.

(4) Involve accusing any person of a crime, or formally censuring any person.

(5) Disclose information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy.

(6) Disclose investigative records compiled for law enforcement purposes.

(7) Disclose information contained in or related to an examination or operating or condition reports prepared by, or on behalf of or for the use of, the interstate commission with respect to a regulated person or entity for the purpose of regulation or supervision of such person or entity.

(8) Disclose information, the premature disclosure of which would significantly endanger the stability of a regulated person or entity.

(9) Specifically relate to the interstate commission's issuance of a subpoena, or its participation in a civil action or other legal proceeding.

j. For every meeting closed pursuant to this provision, the interstate commission's legal counsel shall publicly certify that, in the legal counsel's opinion, the meeting may be closed to the public, and shall reference each relevant exemptive provision. The interstate commission shall keep minutes which shall fully and clearly describe all matters discussed in any meeting and shall provide a full and accurate summary of any actions taken, and the reasons therefore, including a description of each of the views expressed on any item and the record of any roll call vote, reflected in the vote of each member on the question. All documents considered in connection with any action shall be identified in such minutes.

k. The interstate commission shall collect standardized data concerning the interstate movement of juveniles as directed through its rules which shall specify the data to be collected, the means of collection, and data exchange and reporting requirements. Such methods of data collection, exchange, and reporting shall insofar as is reasonably possible conform to up-to-date technology and coordinate its information functions with the appropriate repository of records.

4. *Article IV — Powers and duties of the interstate commission.* The commission shall have the following powers and duties:

a. To provide for dispute resolution among compacting states.

b. To promulgate rules to effect the purposes and obligations as enumerated in this compact, which shall have the force and effect of statutory law and shall be binding in the compacting states to the extent and in the manner provided in this compact.

c. To oversee, supervise, and coordinate the interstate movement of juveniles subject to the terms of this compact and any bylaws adopted and rules promulgated by the interstate commission.

d. To enforce compliance with the compact provisions, the rules promulgated by the interstate commission, and the bylaws, using all necessary and proper means, including but not limited to the use of judicial process.

e. To establish and maintain offices which shall be located within one or more of the compacting states.

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f. To purchase and maintain insurance and bonds.

g. To borrow, accept, hire, or contract for services of personnel.

h. To establish and appoint committees and hire staff which it deems necessary for the carrying out of its functions including but not limited to an executive committee as required by article III which shall have the power to act on behalf of the interstate commission in carrying out its powers and duties hereunder.

i. To elect or appoint such officers, attorneys, employees, agents, or consultants, and to fix their compensation, define their duties and determine their qualifications; and to establish the interstate commission's personnel policies and programs relating to, inter alia, conflicts of interest, rates of compensation, and qualifications of personnel.

j. To accept any and all donations and grants of money, equipment, supplies, materials, and services, and to receive, utilize, and dispose of it.

k. To lease, purchase, accept contributions or donations of, or otherwise to own, hold, improve, or use any property, real, personal, or mixed.

l. To sell, convey, mortgage, pledge, lease, exchange, abandon, or otherwise dispose of any property, real, personal, or mixed.

m. To establish a budget and make expenditures and levy dues as provided in article VIII of this compact.

n. To sue and be sued.

o. To adopt a seal and bylaws governing the management and operation of the interstate commission.

p. To perform such functions as may be necessary or appropriate to achieve the purposes of this compact.

q. To report annually to the legislatures, governors, judiciary, and state councils of the compacting states concerning the activities of the interstate commission during the preceding year. Such reports shall also include any recommendations that may have been adopted by the interstate commission.

r. To coordinate education, training, and public awareness regarding the interstate movement of juveniles for officials involved in such activity.

s. To establish uniform standards of the reporting, collecting, and exchanging of data.

t. The interstate commission shall maintain its corporate books and records in accordance with the bylaws.

5. *Article V — Organization and operation of the interstate commission.*

a. Bylaws. The interstate commission shall, by a majority of the members present and voting, within twelve months after the first interstate commission meeting, adopt bylaws to govern its conduct as may be necessary or appropriate to carry out the purposes of the compact, including but not limited to all of the following:

(1) Establishing the fiscal year of the interstate commission.

(2) Establishing an executive committee and such other committees as may be necessary.

(3) Provide for the establishment of committees governing any general or specific delegation of any authority or function of the interstate commission.

(4) Providing reasonable procedures for calling and conducting meetings of the interstate commission and ensuring reasonable notice of each such meeting.

(5) Establishing the titles and responsibilities of the officers of the interstate commission.

(6) Providing a mechanism for concluding the operations of the interstate commission and the return of any surplus funds that may exist upon the termination of the compact after the payment or reserving of all of its debts and obligations.

(7) Providing "start-up" rules for initial administration of the compact.

(8) Establishing standards and procedures for compliance and technical assistance in carrying out the compact.

b. Officers and staff.

(1) The interstate commission shall, by a majority of the members, elect annually from among its members a chairperson and a vice chairperson, each of whom shall have such authority and duties as may be specified in the bylaws. The chairperson or, in the chairperson's absence or disability, the vice chairperson shall preside at all meetings of the interstate commission. The officers so elected shall serve without compensation or

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remuneration from the interstate commission; provided that, subject to the availability of budgeted funds, the officers shall be reimbursed for any ordinary and necessary costs and expenses incurred by them in the performance of their duties and responsibilities as officers of the interstate commission.

(2) The interstate commission shall, through its executive committee, appoint or retain an executive director for such period, upon such terms and conditions and for such compensation as the interstate commission may deem appropriate. The executive director shall serve as secretary to the interstate commission, but shall not be a member and shall hire and supervise such other staff as may be authorized by the interstate commission.

c. Immunity, defense, and indemnification.

(1) The commission's executive director and employees shall be immune from suit and liability, either personally or in their official capacity, for any claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to any actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing occurred within the scope of commission employment, duties, or responsibilities; provided, that any such person shall not be protected from suit or liability for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

(2) The liability of any commissioner, or the employee or agent of a commissioner, acting within the scope of such person's employment or duties for acts, errors, or omissions occurring within such person's state may not exceed the limits of liability set forth under the constitution and laws of that state for state officials, employees, and agents. Nothing in this subparagraph shall be construed to protect any such person from suit or liability for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

(3) The interstate commission shall defend the executive director or the employees or representatives of the interstate commission and, subject to the approval of the attorney general of the state represented by any commissioner of a compacting state, shall defend such commissioner or the commissioner's representatives or employees in any civil action seeking to impose liability arising out of any actual or alleged act, error, or omission that occurred within the scope of interstate commission employment, duties, or responsibilities, or that the defendant had a reasonable basis for believing occurred within the scope of interstate commission employment, duties, or responsibilities, provided that the actual or alleged act, error, or omission did not result from intentional or willful and wanton misconduct on the part of such person.

(4) The interstate commission shall indemnify and hold the commissioner of a compacting state, or the commissioner's representatives or employees, or the interstate commission's representatives or employees, harmless in the amount of any settlement or judgment obtained against such persons arising out of any actual or alleged act, error, or omission that occurred within the scope of interstate commission employment, duties, or responsibilities, or that such persons had a reasonable basis for believing occurred within the scope of interstate commission employment, duties, or responsibilities, provided that the actual or alleged act, error, or omission did not result from intentional or willful and wanton misconduct on the part of such persons.

6. *Article VI — Rulemaking functions of the interstate commission.*

a. The interstate commission shall promulgate and publish rules in order to effectively and efficiently achieve the purposes of the compact.

b. Rulemaking shall occur pursuant to the criteria set forth in this article and the bylaws and rules adopted pursuant thereto. Such rulemaking shall substantially conform to the principles of the model state administrative procedures Act, 1981 Act, Uniform Laws Annotated, Vol. 15, p.1 (2000), or such other administrative procedures act, as the interstate commission deems appropriate consistent with due process requirements under the Constitution of the United States as now or hereafter interpreted by the United States supreme court. All rules and amendments shall become binding as of the date specified, as published with the final version of the rule as approved by the commission.

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c. When promulgating a rule, the interstate commission shall, at a minimum, do all of the following:

(1) Publish the proposed rule's entire text stating the reasons for that proposed rule.

(2) Allow and invite any and all persons to submit written data, facts, opinions, and arguments, which information shall be added to the record, and be made publicly available.

(3) Provide an opportunity for an informal hearing if petitioned by ten or more persons.

(4) Promulgate a final rule and its effective date, if appropriate, based on input from state or local officials, or interested parties.

d. Allow, not later than sixty days after a rule is promulgated, any interested person to file a petition in the United States district court for the District of Columbia or in the federal district court where the interstate commission's principal office is located for judicial review of such rule. If the court finds that the interstate commission's action is not supported by substantial evidence in the rulemaking record, the court shall hold the rule unlawful and set it aside. For purposes of this lettered paragraph, evidence is substantial if it would be considered substantial evidence under the model state administrative procedures Act.

e. If a majority of the legislatures of the compacting states rejects a rule, those states may, by enactment of a statute or resolution in the same manner used to adopt the compact, cause that such rule shall have no further force and effect in any compacting state.

f. The existing rules governing the operation of the interstate compact on juveniles superseded by this compact shall be null and void twelve months after the first meeting of the interstate commission created hereunder.

g. Upon determination by the interstate commission that a state of emergency exists, it may promulgate an emergency rule which shall become effective immediately upon adoption, provided that the usual rulemaking procedures provided hereunder shall be retroactively applied to said rule as soon as reasonably possible, but no later than ninety days after the effective date of the emergency rule.

7. *Article VII — Oversight, enforcement, and dispute resolution by the interstate commission.*

a. Oversight.

(1) The interstate commission shall oversee the administration and operations of the interstate movement of juveniles subject to this compact in the compacting states and shall monitor such activities being administered in noncompacting states which may significantly affect compacting states.

(2) The courts and executive agencies in each compacting state shall enforce this compact and shall take all actions necessary and appropriate to effectuate the compact's purposes and intent. The provisions of this compact and the rules promulgated hereunder shall be received by all the judges, public officers, commissions, and departments of the state government as evidence of the authorized statute and administrative rules. All courts shall take judicial notice of the compact and the rules. In any judicial or administrative proceeding in a compacting state pertaining to the subject matter of this compact which may affect the powers, responsibilities, or actions of the interstate commission, it shall be entitled to receive all service of process in any such proceeding, and shall have standing to intervene in the proceeding for all purposes.

b. Dispute resolution.

(1) The compacting states shall report to the interstate commission on all issues and activities necessary for the administration of the compact as well as issues and activities pertaining to compliance with the provisions of the compact and its bylaws and rules.

(2) The interstate commission shall attempt, upon the request of a compacting state, to resolve any disputes or other issues which are subject to the compact and which may arise among compacting states and between compacting and noncompacting states. The commission shall promulgate a rule providing for both mediation and binding dispute resolution for disputes among the compacting states.

(3) The interstate commission, in the reasonable exercise of its discretion, shall enforce the provisions and rules of this compact using any or all means set forth in article XI of this compact.

8. *Article VIII — Finance.*

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a. The interstate commission shall pay or provide for the payment of the reasonable expenses of its establishment, organization, and ongoing activities.

b. The interstate commission shall levy on and collect an annual assessment from each compacting state to cover the cost of the internal operations and activities of the interstate commission and its staff which must be in a total amount sufficient to cover the interstate commission's annual budget as approved each year. The aggregate annual assessment amount shall be allocated based upon a formula to be determined by the interstate commission, taking into consideration the population of each compacting state and the volume of interstate movement of juveniles in each compacting state and shall promulgate a rule binding upon all compacting states which governs said assessment.

c. The interstate commission shall not incur any obligations of any kind prior to securing the funds adequate to meet the same; nor shall the interstate commission pledge the credit of any of the compacting states, except by and with the authority of the compacting state.

d. The interstate commission shall keep accurate accounts of all receipts and disbursements. The receipts and disbursements of the interstate commission shall be subject to the audit and accounting procedures established under its bylaws. However, all receipts and disbursements of funds handled by the interstate commission shall be audited yearly by a certified or licensed public accountant and the report of the audit shall be included in and become part of the annual report of the interstate commission.

9. *Article IX — The state council.* Each member state shall create a state council for interstate juvenile supervision. While each state may determine the membership of its own state council, its membership must include at least one representative from the legislative, judicial, and executive branches of government, victims groups, and the compact administrator, deputy compact administrator, or designee. Each compacting state retains the right to determine the qualifications of the compact administrator or deputy compact administrator. Each state council will advise and may exercise oversight and advocacy concerning that state's participation in interstate commission activities and other duties as may be determined by that state, including but not limited to development of policy concerning operations and procedures of the compact within that state.

10. *Article X — Compacting states, effective date, and amendment.*

a. Any state, the District of Columbia, or its designee, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Northern Marianas Islands as defined in article II of this compact is eligible to become a compacting state.

b. The compact shall become effective and binding upon legislative enactment of the compact into law by no less than thirty-five of the states. The initial effective date shall be the later of July 1, 2004, or upon enactment into law by the thirty-fifth jurisdiction. Thereafter it shall become effective and binding as to any other compacting state upon enactment of the compact into law by that state. The governors of nonmember states or their designees shall be invited to participate in the activities of the interstate commission on a nonvoting basis prior to adoption of the compact by all states and territories of the United States.

c. The interstate commission may propose amendments to the compact for enactment by the compacting states. No amendment shall become effective and binding upon the interstate commission and the compacting states unless and until it is enacted into law by unanimous consent of the compacting states.

11. *Article XI — Withdrawal, default, termination, and judicial enforcement.*

a. Withdrawal.

(1) Once effective, the compact shall continue in force and remain binding upon each and every compacting state; provided that a compacting state may withdraw from the compact by specifically repealing the statute which enacted the compact into law.

(2) The effective date of withdrawal is the effective date of the repeal.

(3) The withdrawing state shall immediately notify the chairperson of the interstate commission in writing upon the introduction of legislation repealing this compact in the withdrawing state. The interstate commission shall notify the other compacting states of the withdrawing state's intent to withdraw within sixty days of its receipt thereof.

(4) The withdrawing state is responsible for all assessments, obligations, and liabilities

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incurred through the effective date of withdrawal, including any obligations, the performance of which extend beyond the effective date of withdrawal.

(5) Reinstatement following withdrawal of any compacting state shall occur upon the withdrawing state reenacting the compact or upon such later date as determined by the interstate commission.

b. Technical assistance, fines, suspension, termination, and default.

(1) If the interstate commission determines that any compacting state has at any time defaulted in the performance of any of its obligations or responsibilities under this compact, or the bylaws or duly promulgated rules, the interstate commission may impose any or all of the following penalties:

(a) Remedial training and technical assistance as directed by the interstate commission.

(b) Alternative dispute resolution.

(c) Fines, fees, and costs in such amounts as are deemed to be reasonable as fixed by the interstate commission.

(d) Suspension or termination of membership in the compact, which shall be imposed only after all other reasonable means of securing compliance under the bylaws and rules have been exhausted and the interstate commission has therefore determined that the offending state is in default. Immediate notice of suspension shall be given by the interstate commission to the governor, the chief justice or the chief judicial officer of the state, the majority and minority leaders of the defaulting state's legislature, and the state council.

(2) The grounds for default include, but are not limited to, failure of a compacting state to perform such obligations or responsibilities imposed upon it by this compact, the bylaws or duly promulgated rules, and any other grounds designated in commission bylaws and rules.

(3) The interstate commission shall immediately notify the defaulting state in writing of the penalty imposed by the interstate commission and of the default pending a cure of the default. The commission shall stipulate the conditions and the time period within which the defaulting state must cure its default. If the defaulting state fails to cure the default within the time period specified by the commission, the defaulting state shall be terminated from the compact upon an affirmative vote of a majority of the compacting states and all rights, privileges, and benefits conferred by this compact shall be terminated from the effective date of termination.

(4) Within sixty days of the effective date of termination of a defaulting state, the commission shall notify the governor, the chief justice or chief judicial officer, the majority and minority leaders of the defaulting state's legislature, and the state council of such termination.

(5) The defaulting state is responsible for all assessments, obligations, and liabilities incurred through the effective date of termination including any obligations, the performance of which extends beyond the effective date of termination.

(6) The interstate commission shall not bear any costs relating to the defaulting state unless otherwise mutually agreed upon in writing between the interstate commission and the defaulting state.

(7) Reinstatement following termination of any compacting state requires both a reenactment of the compact by the defaulting state and the approval of the interstate commission pursuant to the rules.

c. Judicial enforcement. The interstate commission may, by majority vote of the members, initiate legal action in the United States district court for the District of Columbia or, at the discretion of the interstate commission, in the federal district where the interstate commission has its offices, to enforce compliance with the provisions of the compact, its duly promulgated rules and bylaws, against any compacting state in default. In the event judicial enforcement is necessary the prevailing party shall be awarded all costs of such litigation including reasonable attorney fees.

d. Dissolution of compact.

(1) The compact dissolves effective upon the date of the withdrawal or default of the compacting state, which reduces membership in the compact to one compacting state.

(2) Upon the dissolution of this compact, the compact becomes null and void and shall be

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of no further force or effect, and the business and affairs of the interstate commission shall be concluded and any surplus funds shall be distributed in accordance with the bylaws.

12. *Article XII — Severability and construction.*

a. The provisions of this compact shall be severable, and if any phrase, clause, sentence, or provision is deemed unenforceable, the remaining provisions of the compact shall be enforceable.

b. The provisions of this compact shall be liberally construed to effectuate its purposes.

13. *Article XIII — Binding effect of compact and other laws.*

a. Other laws.

(1) Nothing in this compact prevents the enforcement of any other law of a compacting state that is not inconsistent with this compact.

(2) All compacting states' laws other than state constitutions and other interstate compacts conflicting with this compact are superseded to the extent of the conflict.

b. Binding effect of the compact.

(1) All lawful actions of the interstate commission, including all rules and bylaws promulgated by the interstate commission, are binding upon the compacting states.

(2) All agreements between the interstate commission and the compacting states are binding in accordance with their terms.

(3) Upon the request of a party to a conflict over meaning or interpretation of interstate commission actions, and upon a majority vote of the compacting states, the interstate commission may issue advisory opinions regarding such meaning or interpretation.

(4) In the event any provision of this compact exceeds the constitutional limits imposed on the legislature of any compacting state, the obligations, duties, powers, or jurisdiction sought to be conferred by such provision upon the interstate commission shall be ineffective and such obligations, duties, powers, or jurisdiction shall remain in the compacting state and shall be exercised by the agency thereof to which such obligations, duties, powers, or jurisdiction are delegated by law in effect at the time this compact becomes effective.

2010 Acts, ch 1192, §76

Referred to in §232.2, 232.172

232.174 Reserved.

SUBCHAPTER XI

VOLUNTARY FOSTER CARE PLACEMENT

232.175 through 232.183 Repealed by 2022 Acts, ch 1098, §90.

232.184 through 232.187 Reserved.

SUBCHAPTER XII

JUVENILE JUSTICE — DECATEGORIZATION AND EARLY INTERVENTION

232.188 Decategorization of child welfare and juvenile justice funding initiative.

1. *Definitions.* For the purposes of this section, unless the context otherwise requires:

a. "Decategorization governance board" or *"governance board"* means the group that enters into and implements a decategorization project agreement.

b. "Decategorization project" means the county or counties that have entered into a decategorization agreement to implement the decategorization initiative in the county or multicounty area covered by the agreement.

c. "Decategorization services funding pool" or *"funding pool"* means the funding designated for a decategorization project from all sources.

2. *Purpose.* The decategorization of the child welfare and juvenile justice funding initiative is intended to establish a system of delivering human services based upon client

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needs to replace a system based upon a multitude of categorical programs and funding sources, each with different service definitions and eligibility requirements. The purposes of the decategorization initiative include but are not limited to redirecting child welfare and juvenile justice funding to services which are more preventive, family-centered, and community-based in order to reduce use of restrictive approaches which rely upon institutional, out-of-home, and out-of-community services.

3. *Implementation.*

a. Implementation of the initiative shall be through creation of decategorization projects. A project shall consist of either a single county or a group of counties interested in jointly implementing the initiative. Representatives of the department, juvenile court services, and county government shall develop a project agreement to implement the initiative within a project.

b. The initiative shall include community planning activities in the area covered by a project. As part of the community planning activities, the department shall partner with other community stakeholders to develop service alternatives that provide less restrictive levels of care for children and families receiving services from the child welfare and juvenile justice systems within the project area.

c. The decategorization initiative shall not be implemented in a manner that limits the legal rights of children and families to receive services.

4. *Governance board.*

a. In partnership with an interested county or group of counties which has demonstrated the commitment and involvement of the affected county department, or departments, of human services, the juvenile justice system within the project area, and board, or boards, of supervisors in order to form a decategorization project, the department shall develop a process for combining specific state and state-federal funding categories into a decategorization services funding pool for that project. A decategorization project shall be implemented by a decategorization governance board. The decategorization governance board shall develop specific, quantifiable short-term and long-term plans for enhancing the family-centered and community-based services and reducing reliance upon out-of-community care in the project area.

b. The department shall work with the decategorization governance boards to best coordinate planning activities and most effectively target funding resources. The department shall work with the decategorization governance boards to support board planning and service development activities and to promote the most effective alignment of resources.

c. A decategorization governance board shall coordinate the project's planning and budgeting activities with the department's designee for the county or counties comprising the project area and the early childhood Iowa area board or boards for the early childhood Iowa area or areas within which the decategorization project is located.

5. *Funding pool.*

a. The governance board for a decategorization project has authority over the project's decategorization services funding pool and shall manage the pool to provide more flexible, individualized, family-centered, preventive, community-based, comprehensive, and coordinated service systems for children and families served in that project area. A funding pool shall also be used for child welfare and juvenile justice systems enhancements.

b. Notwithstanding section 8.33, moneys designated for a project's decategorization services funding pool that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure as directed by the project's governance board for child welfare and juvenile justice systems enhancements and other purposes of the project for the next three succeeding fiscal years. Such moneys shall be known as "*carryover funding*". Moneys may be made available to a funding pool from one or more of the following sources:

(1) Funds designated for the initiative in a state appropriation.

(2) Child welfare and juvenile justice services funds designated for the initiative by the department.

(3) Juvenile justice program funds designated for the initiative by a chief juvenile court officer.

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(4) Carryover funding.

(5) Any other source designating moneys for the funding pool.

c. The services and activities funded from a project's funding pool may vary depending upon the strategies selected by the project's governance board and shall be detailed in an annual child welfare and juvenile justice decategorization services plan developed by the governance board. A decategorization governance board shall involve community representatives and county organizations in the development of the plan for that project's funding pool. In addition, the governance board shall coordinate efforts through communication with the department regarding budget planning and decategorization service decisions.

d. A decategorization governance board is responsible for ensuring that decategorization services expenditures from that project's funding pool do not exceed the amount of funding available. If necessary, the governance board shall reduce expenditures or discontinue specific services as necessary to manage within the funding pool resources available for a fiscal year.

e. The annual child welfare and juvenile justice decategorization services plan developed for use of the funding pool by a decategorization governance board shall be submitted to the department and the early childhood Iowa state board. In addition, the decategorization governance board shall submit an annual progress report to the department and the early childhood Iowa state board which summarizes the progress made toward attaining the objectives contained in the plan. The progress report shall serve as an opportunity for information sharing and feedback.

6. *Departmental role.* The departmental share of the child welfare appropriation that is not allocated by law for the decategorization initiative shall be managed by and is under the authority of the department. The department is responsible for meeting the child welfare service needs with the available funding resources.

92 Acts, ch 1229, §18; 98 Acts, ch 1206, §11, 20; 99 Acts, ch 111, §10; 99 Acts, ch 190, §16; 99 Acts, ch 192, §33; 2004 Acts, ch 1116, §14; 2005 Acts, ch 95, §1; 2010 Acts, ch 1031, §297; 2011 Acts, ch 129, §90, 156; 2017 Acts, ch 29, §54; 2022 Acts, ch 1098, §69; 2023 Acts, ch 19, §642

Referred to in §225C.49, 235.7, 237A.1, 249A.26

Section amended

232.189 Reasonable efforts administrative requirements. Repealed by 2022 Acts, ch 1098, §91.

2022 repeal of this section effective July 1, 2023; 2022 Acts, ch 1098, §91

For proposed amendment to this section by 2023 Acts, ch 19, §643, see Code editor's note on simple harmonization at the beginning of this Code volume

232.190 Community grant fund. Repealed by its own terms; 2000 Acts, ch 1222, §14.

232.191 Early intervention and follow-up programs. Repealed by 2022 Acts, ch 1098, §91. See §232.192.

2022 repeal of this section effective July 1, 2023; 2022 Acts, ch 1098, §91

232.192 Early intervention and follow-up programs.

1. Contingent on a specific appropriation for juvenile delinquent graduated sanctions services, juvenile court services shall do the following:

a. Develop or expand programs providing specific life skills and interpersonal skills training for adjudicated delinquent youth who pose a low or moderate risk to the community.

b. Develop or expand a school-based program addressing truancy and school behavioral problems for youth ages twelve through seventeen.

c. Develop or expand an intensive tracking and supervision program for adjudicated delinquent youth at risk for placement who have been released from resident facilities, which shall include telephonic or electronic tracking and monitoring and intervention by juvenile authorities.

d. Develop or expand supervised community treatment for adjudicated delinquent youth who experience significant problems and who constitute a moderate community risk.

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2. The supreme court shall prescribe rules to implement this section.

2022 Acts, ch 1098, §70, 92
Section effective July 1, 2023; 2022 Acts, ch 1098, §92
NEW section

232.193 and 232.194 Reserved.

SUBCHAPTER XIII

RUNAWAY TREATMENT PLANS

232.195 and 232.196 Repealed by 2022 Acts, ch 1098, §90.

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OFFICE OF THE GOVERNOR
Governor Kim Reynolds★Lt. Governor Adam Gregg

FOR IMMEDIATE RELEASE: Thursday, April 11, 2024
CONTACT: Kollin Crompton, (515) 745-2840, Kollin.Crompton@Governor.Iowa.gov

Gov. Reynolds Statement on the Fetal Heartbeat Case Heard at the Iowa Supreme Court

DES MOINES – Gov. Kim Reynolds released the following statement in response to the Fetal Heartbeat case heard at the Iowa Supreme Court today:

“Since the United States Supreme Court overturned Roe v. Wade, the decision of when to limit abortion has been given back to the states and the people. For Iowa, the people’s elected representatives have drawn a clear line, multiple times, at when a heartbeat begins. Today, the unborn had their day at the Iowa Supreme Court. As a pro-Life Governor, I will do everything I can to protect the innocent unborn and promote strong, healthy families.”

###

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Iowa General Assembly
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House File 2574

H-8297

1 Amend the amendment, H-8279, to House File 2574, as follows:
2 1. By striking page 18, line 26, through page 23, line 31.
3 2. Page 24, lines 4 and 5, by striking <one member> and
4 inserting <two members>
5 3. Page 24, line 7, by striking <one member> and inserting
6 <two members>
7 4. Page 24, line 11, after <designee,> by inserting <the
8 director of the department of administrative services or the
9 director´s designee,>
10 5. By striking page 24, line 34, through page 31, line 27.

_____

NIELSEN of Johnson

AMERICAN OVERSIGHT

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House File 2574

H-8298

1 Amend the amendment, H-8279, to House File 2574, as follows:

2 1. By striking page 57, line 15, through page 60, line 27.

_____

NIELSEN of Johnson

AMERICAN OVERSIGHT

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House File 2574

H-8299

1 Amend the amendment, H-8279, to House File 2574, as follows:

2 1. Page 96, line 25, by striking <~~**rules**~~ **procedures**> and

3 inserting <**rules**>

4 2. Page 96, line 31, by striking <~~rules~~ procedures> and

5 inserting <rules>

6 3. Page 98, line 33, by striking <procedures> and inserting

7 <rules>

WILBURN of Story

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House File 2574

H-8300

1 Amend the amendment, H-8279, to House File 2574, as follows:
2 1. By striking page 204, line 1, through page 219, line 8.
3 2. Page 234, by striking lines 20 through 26.
4 3. Page 236, by striking lines 14 through 20.
5 4. By renumbering, redesignating, and correcting internal
6 references as necessary.

_____

AMOS JR. of Black Hawk

AMERICAN OVERSIGHT

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Senate File 2370

H-8301

1 Amend the amendment, H-8281, to Senate File 2370, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. Page 1, after line 20 by inserting:
4 <___. Page 6, line 6, by striking <paragraph *"a"*> and
5 inserting <this subsection>>
6 2. Page 1, after line 21 by inserting:
7 *<<f.* The administrative rules review committee may grant
8 a six-month extension of the date of rescission of a chapter
9 of rules provided in this subsection upon written request by
10 the agency that adopted the chapter. The request shall be
11 submitted to the administrative rules review committee by the
12 agency at least thirty days before the date of rescission with
13 a copy provided to the administrative code editor. The request
14 shall include an explanation of the agency's reasoning for
15 seeking an extension and any other information the agency finds
16 appropriate. If the administrative rules review committee
17 approves the request, the administrative code editor shall
18 update the rescission date included with the chapter pursuant
19 to paragraph *"d"*.>
20 3. By renumbering as necessary.

NIELSEN of Johnson

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Senate File 2109

H-8302

1 Amend the amendment, H-8275, to Senate File 2109, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. Page 2, after line 12 by inserting:
4 <___. Page 8, by striking lines 21 through 23.
5 ___. Page 8, line 24, by striking <*c.*> and inserting <*b.*>
6 ___. Page 8, line 26, by striking <*d.*> and inserting <*c.*>>
7 2. Page 2, after line 16 by inserting:
8 <___. Page 8, line 32, by striking <*e.*> and inserting <*d.*>>
9 3. Page 2, after line 23 by inserting:
10 <___. Page 9, line 2, by striking <*f.*> and inserting <*e.*>>
11 4. By renumbering, redesignating, and correcting internal
12 references as necessary.

_____

SIEGRIST of Pottawattamie

AMERICAN OVERSIGHT

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House File 2574

H-8303

1 Amend the amendment, H-8279, to House File 2574, as follows:
2 1. Page 232, after line 34 by inserting:
3 <DIVISION ___
4 WOMEN´S HEALTH BOARD
5 Sec. ___. NEW SECTION. **219A.1 Women´s health board**
6 1. There is created within the department of health and
7 human services a women´s health board, which shall investigate
8 and provide advice to the department regarding all of the
9 following:
10 *a.* Access to birth control.
11 *b.* Improving the state infant mortality rate.
12 *c.* Access to in vitro fertilization treatments.
13 *d.* Access to prenatal care.
14 *e.* Postpartum health care access.
15 *f.* Rising cancer rates, with a focus on breast cancer rates.
16 2. The department shall adopt rules pursuant to chapter 17A
17 necessary for the functioning of the board, including rules
18 relating to membership of the board.>
19 2. By renumbering as necessary.

WESSEL-KROESCHELL of Story

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House File 2574

H-8304

1 Amend the amendment, H-8279, to House File 2574, as follows:
2 1. Page 19, by striking lines 15 through 18 and inserting
3 <and efficacy of each board as provided in subsection 2. After
4 completing a>
5 2. Page 19, lines 30 and 31, by striking <all of the
6 following information> and inserting <but is not limited to all
7 of the following>
8 3. Page 20, line 9, by striking <all of>
9 4. Page 20, line 10, after <applicable> by inserting <,
10 in addition to any other information deemed relevant by the
11 committee>
12 5. Page 20, by striking line 18.
13 6. Page 21, by striking lines 4 through 11.
14 7. Page 21, by striking lines 15 through 31.
15 8. Page 22, by striking lines 3 through 6.
16 9. Page 22, by striking lines 22 through 24.
17 10. Page 23, by striking lines 6 through 11.
18 11. Page 23, line 14, after <regulations> by inserting <that
19 adequately protect the public>
20 12. Page 23, by striking lines 18 and 19.
21 13. Page 23, by striking lines 22 through 26 and inserting:
22 <1. Except as provided in subsection 2, a board established
23 by an Act of the general assembly after the effective date of
24 this division of this Act shall dissolve four years after the
25 establishment of the board, unless the Act establishing the
26 board expressly states an alternative dissolution date.>
27 14. Page 25, by striking lines 16 and 17.
28 15. Page 25, line 27, after <regulation> by inserting <,
29 that adequately protects the public,>
30 16. Page 26, line 11, by striking <report, prepared by the
31 legislative services agency,> and inserting <report>
32 17. Page 26, line 18, after <address> by inserting <, at a
33 minimum,>
34 18. Page 26, lines 20 and 21, by striking <all of the
35 following:> and inserting <the nature of the proven harm to the

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1 public if the unregulated health profession is not regulated
2 and the extent to which there is a threat to the public health
3 or safety.>
4 19. Page 26, by striking lines 22 through 28.
5 20. Page 26, line 30, by striking <solve, including all of
6 the following:> and inserting <solve.>
7 21. Page 26, by striking lines 31 through 34.
8 22. Page 27, by striking lines 4 and 5 and inserting:
9 <(2) Voluntary efforts to regulate the profession.>
10 23. Page 27, by striking line 8.
11 24. Page 27, by striking lines 16 and 17.
12 25. Page 27, by striking lines 20 through 25.
13 26. Page 28, by striking lines 9 through 18.
14 27. Page 29, by striking lines 16 through 18.
15 28. Page 30, line 2, after <necessary> by inserting <to
16 adequately protect the public>
17 29. Page 30, lines 19 and 20, by striking <report, prepared
18 by the legislative services agency,> and inserting <report>
19 30. Page 30, by striking line 30.
20 31. Page 31, by striking lines 18 through 27.
21 32. By striking page 39, line 23, through page 40, line 28.
22 33. Page 89, line 8, by striking <a,>
23 34. Page 89, by striking lines 10 through 15.
24 35. Page 89, line 21, after <program> by inserting <, and
25 one of whom shall be an advanced registered nurse practitioner>
26 36. Page 125, line 3, by striking <so> and inserting <~~so~~>
27 37. Page 125, by striking lines 4 through 6 and inserting
28 <~~that the portion of the board membership appointed under this~~
29 ~~paragraph includes two male board members and two female board~~
30 ~~members at all times:~~>
31 38. Page 149, line 30, by striking <three> and inserting
32 <four>
33 39. By renumbering, redesignating, and correcting internal
34 references as necessary.

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BLOOMINGDALE of Worth

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House File 2641

H-8305

1 Amend House File 2641 as follows:
2 1. Page 8, after line 14 by inserting:
3 <Sec. ___. Section 200.11, Code 2024, is amended to read as
4 follows:
5 **200.11 Filler material.**
6 1. It shall be unlawful for any person to manufacture, offer
7 for sale or sell in this state, any commercial fertilizer, or
8 soil conditioner containing any substance used as a filler that
9 is injurious to crop growth or deleterious to the soil, or to
10 use in such commercial fertilizer, or soil conditioner as a
11 filler any substance that contains inert or useless plant food
12 material for the purpose or with the effect of deceiving or
13 defrauding the purchaser.
14 2. A manufacturer, seller, and distributor shall provide
15 information in writing to a buyer or recipient of a fertilizer
16 or soil conditioner regarding the results of testing for the
17 presence of a perfluoroalkyl or polyfluoroalkyl substance.>
18 2. By renumbering as necessary.

ISENHART of Dubuque

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008179

House File 2641

H-8306

1 Amend House File 2641 as follows:
2 1. Page 6, after line 17 by inserting:
3 <Sec. ___. Section 162.10B, Code 2024, is amended to read
4 as follows:
5 **162.10B Commercial establishments — inspecting ~~state~~**
6 **~~licensees and~~ registrants or state licensees.**
7 1. The department ~~may~~ shall inspect the commercial
8 establishment of a registrant or state licensee ~~by entering~~ on
9 a priority and scheduled basis.
10 2. *a.* The department shall inspect a commercial
11 establishment on a priority basis according to criteria
12 determined relevant by the department.
13 *b.* The department shall enter onto ~~its~~ the business premises
14 ~~at any time during normal working hours~~ of the registrant or
15 state licensee. The department shall determine whether the
16 registrant or state licensee is complying with section 162.10A.
17 *c.* The department may inspect records required to be
18 maintained by the state licensee or registrant as provided in
19 this chapter.
20 *d.* The department must inspect the commercial establishment
21 during normal business hours.
22 *e.* The department shall inspect the commercial establishment
23 regardless of when the department inspected the commercial
24 establishment on a scheduled basis.
25 3. The department shall inspect a commercial establishment
26 on a scheduled basis subject to all of the following:
27 *a.* The department is limited to entering onto the business
28 premises of a state licensee operating as a commercial breeder.
29 *b.* The department must enter on the business premises of the
30 state licensee once each twelve-month period.
31 *c.* The department must inspect the commercial establishment
32 during normal business hours.
33 *d.* The department shall determine whether the state licensee
34 is complying with section 162.10A.
35 *e.* The department may inspect records required to be

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maintained by the state licensee.

4. If the owner or person in charge of the commercial establishment refuses ~~admittance~~ to allow an inspection under this section, the department may obtain an administrative search warrant issued under section 808.14. The person shall comply with the search warrant.

Sec. ___. Section 162.10C, Code 2024, is amended to read as follows:

162.10C Commercial establishments — monitoring permittees.

1. The department ~~may~~ shall monitor the commercial establishment of a permittee ~~by entering onto its business premises at any time during normal working hours~~ for the limited purpose of determining whether the permittee is providing for a standard of care required for permittees under section 162.10A. ~~The department shall monitor the commercial establishment for the limited purpose of determining whether the permittee is providing for a standard of care required for permittees under section 162.10A. If the owner or person in charge of the commercial establishment refuses admittance, the department may obtain an administrative search warrant issued under section 808.14.~~

2. ~~In order to enter onto the business premises of a permittee's commercial establishment,~~ The department shall inspect the commercial establishment of a permittee on a priority and scheduled basis.

3. *a.* The department shall monitor a commercial establishment on a priority basis, if the department ~~must have~~ has reasonable cause to suspect that the permittee is not providing for the standard of care required for permittees under section 162.10A.

(1) Reasonable cause must be supported by any of the following:

~~*a.*~~ (a) An oral or written complaint received by the department by a person. The complainant must provide the complainant's name and address and telephone number.

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1 Notwithstanding chapter 22, the department's record of a
2 complaint is confidential, unless any of the following apply:
3 ~~(1)~~ (i) The results of the monitoring are used in a
4 contested case proceeding as provided in chapter 17A or in a
5 judicial proceeding.
6 ~~(2)~~ (ii) The record is sought in discovery in any
7 administrative, civil, or criminal case.
8 ~~(3)~~ (iii) The department's record of a complaint is filed
9 by a person other than an individual.
10 ~~*b.*~~ (b) A report prepared by a person employed by the United
11 States department of agriculture that requires a permittee to
12 take action necessary to correct a breach of standard of care
13 required of federal licensees by the Animal Welfare Act or of
14 permittees by section 162.10A. The department is not required
15 to dedicate any number of hours to viewing or analyzing such
16 reports.
17 ~~3.~~ (2) When carrying out this ~~section~~ paragraph, the
18 department may cooperate with the United States department
19 of agriculture. The department shall report any findings
20 resulting in an enforcement action under section 162.10D to the
21 United States department of agriculture.
22 *b.* If the department has reasonable cause, it shall enter
23 onto the business premises of the permittee. The department
24 shall inspect a commercial establishment subject to all of the
25 following:
26 (1) The department shall determine whether the permittee is
27 complying with section 162.10A.
28 (2) The department must inspect the commercial
29 establishment during normal business hours.
30 (3) The department shall inspect the commercial
31 establishment regardless of when the department inspected the
32 commercial establishment on a scheduled basis.
33 4. The department shall inspect a commercial establishment
34 on a scheduled basis subject to all of the following:
35 *a.* The department is limited to entering onto the business

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1 premises of a permittee operating as a commercial breeder.
2 *b.* The department must enter onto the business premises of
3 the permittee once each twelve-month period.
4 *c.* The department must inspect the commercial establishment
5 during normal business hours.
6 *d.* The department shall determine whether the permittee is
7 complying with section 162.10A.
8 5. If the owner or person in charge of the commercial
9 establishment refuses to allow the inspection under this
10 section, the department may obtain an administrative search
11 warrant issued under section 808.14. The person shall comply
12 with the search warrant.>
13 2. Title page, line 3, after <appropriations,> by inserting
14 <making penalties applicable,>
15 3. By renumbering as necessary.

JACOBY of Johnson

AMERICAN OVERSIGHT

Senate File 2071

H-8307

1 Amend Senate File 2071, as passed by the Senate, as follows:
2 1. Page 1, by striking lines 8 through 15 and inserting:
3 *<c.* A merchandise prize may be awarded in the game of bingo,
4 but the actual retail value of the prize, or if the prize
5 consists of more than one item, unit, or part, the aggregate
6 retail value of all items, units, or parts, shall not exceed
7 ~~two hundred fifty~~ five thousand dollars in value.>

_____
GJERDE of Linn

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008184

House File 2574

H-8308

1 Amend the amendment, H-8279, to House File 2574, as follows:

2 1. Page 24, lines 4 and 5, by striking <one member> and

3 inserting <two members>

4 2. Page 24, line 7, by striking <one member> and inserting

5 <two members>

NIELSEN of Johnson

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008185

Senate Amendment to
House File 2490

H-8309

1 Amend House File 2490, as passed by the House, as follows:
2 1. Page 1, before line 1 by inserting:
3 <Section 1. Section 515D.7, subsection 1, Code 2024, is
4 amended to read as follows:
5 1. Notwithstanding the provisions of sections 515.125~~,~~
6 and515.128, ~~515.129B, and 515.129C,~~ an insurer shall not fail
7 to renew a policy except by notice to the insured as provided
8 in this chapter. A notice of intention not to renew shall
9 not be effective unless mailed or delivered by the insurer
10 to the named insured at least thirty calendar days prior to
11 the expiration date of the policy. A post office department
12 certificate of mailing to the named insured at the address
13 shown in the policy shall be proof of receipt of such mailing.
14 Unless the reason accompanies the notice of intent not to
15 renew, the notice shall state that, upon written request of
16 the named insured, mailed or delivered to the insurer not less
17 than thirty calendar days prior to the expiration date of the
18 policy, the insurer will state the reason for nonrenewal.
19 Sec. ___. Section 515D.7, Code 2024, is amended by adding
20 the following new subsection:
21 NEW SUBSECTION. 1A. Notwithstanding the provisions of
22 sections 515.129B and 515.129C, an insurer shall not fail to
23 renew a policy except by notice to the insured as provided
24 in this chapter. A notice of intention not to renew shall
25 not be effective unless mailed or delivered by the insurer
26 to the named insured at least sixty calendar days prior to
27 the expiration date of the policy. A post office department
28 certificate of mailing to the named insured at the address
29 shown in the policy shall be proof of receipt of such mailing.
30 Unless the reason accompanies the notice of intent not to
31 renew, the notice shall state that, upon written request of the
32 named insured, mailed or delivered to the insurer not less than
33 sixty calendar days prior to the expiration date of the policy,
34 the insurer will state the reason for nonrenewal.>
35 2. Page 1, after line 5 by inserting:

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1 <Sec. ___. Section 518.23, subsection 3, Code 2024, is
2 amended to read as follows:
3 3. *Nonrenewal by association.* A notice of intention not
4 to renew is not effective unless mailed or delivered by the
5 insurer to the named insured at least ~~thirty~~ sixty days prior
6 to the expiration date of the policy. If the reason does not
7 accompany the notice of nonrenewal, the association, upon
8 receipt of a timely request by the named insured, shall provide
9 the reason for the nonrenewal in writing.
10 Sec. ___. Section 518A.29, subsection 3, Code 2024, is
11 amended to read as follows:
12 3. *Nonrenewal by association.* A notice of intention not
13 to renew is not effective unless mailed or delivered by the
14 insurer to the named insured at least ~~thirty~~ sixty days prior
15 to the expiration date of the policy. If the reason does not
16 accompany the notice of nonrenewal, the association, upon
17 receipt of a timely request by the named insured, shall provide
18 in writing the reason for the nonrenewal.>
19 3. Page 1, after line 29 by inserting:
20 <Sec. ___. EFFECTIVE DATE. The following take effect
21 January 1, 2025:
22 1. The sections of this Act amending section 515D.7.
23 2. The section of this Act amending section 518.23.
24 3. The section of this Act amending section 518A.29.>
25 4. Title page, line 2, by striking <associations> and
26 inserting <associations, nonrenewal notices for automobile
27 insurance, and nonrenewal notices by county and state
28 mutual insurance associations, and including effective date
29 provisions>
30 5. By renumbering as necessary.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008187

Senate Amendment to
House File 2686

H-8310

1 Amend House File 2686, as amended, passed, and reprinted by
2 the House, as follows:
3 1. By striking page 71, line 2, through page 75, line 23.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008188

House File 2543

H-8311

Amend House File 2543 as follows:

1. Page 1, line 9, after <salary supplement> by inserting <state>

2. By striking page 1, line 21, through page 2, line 7.

3. Page 2, by striking lines 13 through 15 and inserting <or vacant property owned by a school district pursuant to section 297.24.>

4. Page 2, line 32, after <**for**> by inserting <**nonpublic schools and**>

5. Page 3, line 6, after <allow> by inserting <nonpublic schools and>

6. Page 3, lines 15 and 16, by striking <a charter school> and inserting <an educational institution>

7. Page 3, line 31, by striking <**schools — right of first refusal for charter schools**> and inserting <**schools**>

8. Page 3, after line 32 by inserting:

<a. "Educational institution" means all of the following:

(1) A school district.

(2) A nonpublic school.

(3) A charter school established pursuant to chapter 256E.

(4) A charter school or innovation zone school established pursuant to chapter 256F.

(5) An institution of higher education under the control of the state board of regents.

(6) A community college established under chapter 260C.

(7) The state training school established under chapter 233A.

(8) An accredited private institution as defined in section 256.183.>

9. Page 3, line 33, by striking <*a.*> and inserting <*b.*>

10. Page 4, line 5, by striking <*b.*> and inserting <*c.*>

11. Page 4, by striking lines 11 through 22 and inserting <property to an educational institution.>

12. By striking page 4, line 23, through page 5, line 6, and inserting:

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IA-DHHS-24-0418-A-008189

1 <3. *a.* The board of directors of a school district shall
2 not sell or lease underutilized property or vacant property
3 unless the board of directors of the school district first
4 provides notice to each educational institution that is located
5 within the school district that describes the underutilized
6 property or vacant property and offers to sell or lease the
7 underutilized property or vacant property to the educational
8 institution at a price that is to be determined pursuant to
9 paragraph *"b"*.
10 *b.* (1) If an educational institution desires to purchase
11 or lease underutilized property or vacant property described
12 in a notice provided under paragraph *"a"*, the educational
13 institution shall provide notice to the school district
14 within a reasonable time after receipt of the notice provided
15 under paragraph *"a"* indicating the educational institution's
16 preliminary intent to purchase or lease such property, pending
17 the determination of the purchase or lease price of the
18 property under subparagraph (2).
19 (2) If the school district and the educational institution
20 cannot agree on the purchase or lease price of the
21 underutilized property or vacant property, the purchase or
22 lease price of the underutilized property or vacant property
23 shall be an amount equal to the average of the fair market
24 purchase or lease value of the underutilized property or vacant
25 property as determined by two independent appraisals prepared
26 by certified appraisers. The board of directors of the school
27 district shall select, and pay the costs associated with, one
28 certified appraiser, and the educational institution electing
29 to purchase or lease the underutilized property or vacant
30 property shall select, and pay the costs associated with, the
31 other certified appraiser.
32 (3) If, within a reasonable time after the determination
33 of the purchase or lease price of the underutilized property
34 or vacant property under subparagraph (2), an educational
35 institution elects to purchase or lease the underutilized

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1 property or vacant property, the educational institution shall
2 provide notice to the board of directors of the school district
3 indicating the educational institution's election to purchase
4 or lease such property, and the board of directors of the
5 school district and the educational institution shall proceed
6 to negotiate the additional terms of, and effectuate, the sale
7 or lease.
8 4. Subsection 3 shall be construed as independent of
9 the power vested in the electors by section 278.1, and as
10 additional to such power. If a board of directors of a school
11 district has exercised its independent power under subsection 3
12 regarding selling or leasing underutilized property or vacant
13 property to an educational institution that is located within
14 the school district, and has by resolution approved such
15 action, the electors shall not subsequently proceed to exercise
16 their power under section 278.1 for a purpose directly contrary
17 to the action previously approved by the board of directors in
18 accordance with subsection 3.
19 5. The state board of education shall adopt rules pursuant
20 to chapter 17A to administer this section. The rules shall
21 include provisions that determine which educational institution
22 shall be allowed to purchase or lease underutilized property
23 or vacant property when more than one educational institution
24 provides notice to the board of directors of a school district
25 pursuant to subsection 3, paragraph "b", subparagraph (3),
26 indicating the educational institution's election to purchase
27 or lease the same underutilized property or vacant property.>
28 13. Page 5, after line 17 by inserting:
29 <DIVISION ___
30 CHARTER SCHOOLS — PARTICIPATION IN SCHOOL ACTIVITIES
31 Sec. ___. NEW SECTION. **256E.13 Students receiving**
32 **instruction over the internet — participation in activities in**
33 **district of residence.**
34 1. A student enrolled in a charter school who receives
35 educational instruction and course content primarily over the

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1 internet may participate in any cocurricular or extracurricular
2 activities offered to children in the student's grade or group
3 and sponsored by the district of residence under the same
4 conditions and requirements as the students enrolled in the
5 district of residence. The student may participate in not more
6 than two cocurricular or extracurricular activities during a
7 school year unless the resident district approves the student's
8 participation in additional activities. The student shall
9 comply with the eligibility, conduct, and other requirements
10 relating to the activity that are established by the district
11 of residence for any student who applies to participate or who
12 is participating in the activity.
13 2. If a student participates in a cocurricular or
14 extracurricular activity in accordance with this section,
15 the district of residence may charge the charter school
16 up to two hundred dollars per activity, for up to two
17 activities. For a cocurricular activity, one semester shall
18 equal one activity. Extracurricular activities for which a
19 resident district may charge up to two hundred dollars per
20 activity for up to two activities under this section include
21 interscholastic athletics, music, drama, and any other activity
22 with a general fund expenditure exceeding five thousand
23 dollars annually. A student may participate in additional
24 extracurricular activities at the discretion of the resident
25 district. The resident district may charge the student a fee
26 for participation in such cocurricular or extracurricular
27 activities equivalent to the fee charged to and paid in the
28 same manner by other resident students.
29 Sec. ___. Section 280.13A, subsection 1, Code 2024, is
30 amended to read as follows:
31 1. If a school district, ~~or~~ nonpublic school, or charter
32 school operating under section 256E.5 does not provide an
33 interscholastic activity for its students, the board of
34 directors of that school district, ~~or~~ the authorities in
35 charge of the nonpublic school, or governing board of the

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1 charter school may complete an agreement with another school
2 district, ~~or~~ nonpublic school, or charter school operating
3 under section 256E.5 to provide for the eligibility of its
4 students in interscholastic activities provided by that other
5 school district, ~~or~~ nonpublic school, or charter school. A
6 copy of each agreement completed under this section shall be
7 filed with the appropriate organization as organization is
8 defined in section 280.13 not later than April 30 of the school
9 year preceding the school year in which the agreement takes
10 effect, unless an exception is granted by the organization
11 for good cause. An agreement completed under this section
12 shall be deemed approved unless denied by the organization
13 within ten days after its receipt. The organization shall
14 determine whether an agreement would substantially prejudice
15 the interscholastic activities of other schools. An agreement
16 denied by the organization under this section may be appealed
17 to the state board of education under chapter 290.>
18 14. Title page, by striking lines 1 through 5 and inserting
19 <An Act relating to education, including by establishing
20 requirements related to the sale or lease of underutilized
21 property or vacant property by school districts, modifying
22 charter school funding and charter school board member
23 requirements, and authorizing students enrolled in charter
24 schools who receive instruction primarily over the internet to
25 participate in activities offered by school districts.>
26 15. By renumbering as necessary.

GEHLBACH of Dallas

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008193

House File 2689 - Introduced

HOUSE FILE 2689
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HF 2407)

A BILL FOR

1 An Act creating a rural attorney recruitment assistance
2 program, and making appropriations.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5389HV (2) 90
cm/ns

AMERICAN OVERSIGHT

H.F. 2689

Section 1. NEW SECTION. **256.20 Rural attorney recruitment assistance program — fund.**

1. *Program created.* The department may establish a program to assist rural counties and municipalities in recruiting attorneys.

2. *Application.* Each interested county or municipality must apply to the department to be included in the rural attorney recruitment assistance program. Before making a determination of eligibility, the department shall conduct a county or municipality assessment designed to evaluate the county's or municipality's need for an attorney and the county's or municipality's ability to sustain and support an attorney. The department shall maintain a list of counties and municipalities that have been assessed and are eligible for participation in the program. The department may revise any county or municipality assessment or conduct a new assessment as necessary to reflect any change in conditions within a county or municipality.

3. *County or municipality eligible to participate.* A county or municipality is eligible to participate in the program if all of the following are true:

a. The county or municipality has a population of less than twenty-six thousand and is located more than twenty miles from a city with a population of at least fifty thousand, based on the 2020 federal decennial census.

b. The county or municipality agrees to provide the county's or municipality's portion of the incentive payment pursuant to the provisions of this section. Such payments shall be in addition to the advertised salary and benefits of the attorney position.

c. The department determines the county or municipality is eligible.

4. *Incentive payment to participating attorneys.* Any attorney who is selected to enter into an agreement and who, in conjunction with the eligible county or municipality, fulfills

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1 the requirements of the program is entitled to receive an
2 incentive payment in five equal annual installments, each in
3 an amount equal to ninety percent of the annual university of
4 Iowa college of law resident tuition and fees as determined on
5 July 1, 2024.
6 5. *Agreement for payment of recruitment assistance.*
7 *a.* Any agreement for the payment of recruitment assistance
8 pursuant to this section must obligate the rural county or
9 municipality served by the attorney to provide thirty-five
10 percent of the total amount of the incentive payments in
11 five equal annual installments. After the rural county or
12 municipality certifies to the department that the county
13 or municipality has paid the attorney the required amount,
14 the department shall pay to the attorney the remaining
15 balance. The department shall pay the required amount out of
16 moneys appropriated pursuant to this section. A county or
17 municipality may prepay its portion of the incentive payments
18 at any time during the five-year period. The department shall
19 only pay upon completion of each annual employment obligation.
20 *b.* The agreement must require the attorney to become a
21 contract attorney with the office of the state public defender
22 and agree to participate in volunteer lawyer projects through
23 nonprofit organizations providing critical legal assistance to
24 low-income and vulnerable Iowans.
25 6. *County and municipality funding.* Any eligible county
26 or municipality may appropriate moneys for the purpose of
27 carrying out the provisions of this section. An eligible
28 county or municipality may enter an agreement with any county,
29 municipality, school district, or nonprofit entity to assist
30 the county or municipality in carrying out the provisions of
31 this section.
32 7. *Filing and approval of recruitment assistance*
33 *agreement.* A recruitment assistance agreement entered into
34 pursuant to this section is not effective until it is filed
35 with and approved by the department. The agreement must

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1 provide that the attorney practice law full-time in the
2 eligible county or municipality for at least five years.
3 8. *Ineligibility for participation in other programs.* A
4 person shall not participate in the program if the person has
5 previously participated in the program, or any other state or
6 federal scholarship, loan repayment, or tuition reimbursement
7 program that obligates the person to provide attorney services
8 within an underserved area.
9 9. *Fund established.* A rural attorney recruitment
10 assistance program fund is created in the state treasury under
11 the control of the department. The department may accept
12 gifts, grants, bequests, and other private contributions, as
13 well as state or federal moneys, for deposit in the fund. The
14 department shall remit all repayments made pursuant to this
15 section to the fund. All moneys deposited or paid into the
16 fund are appropriated to the department to be used for meeting
17 the requirements of this section and increasing the number of
18 attorneys participating in the program. During a fiscal year,
19 up to five percent of the moneys in the fund may be used by the
20 department to cover implementation and administration costs
21 associated with this section. Notwithstanding section 8.33,
22 moneys in the fund that remain unencumbered or unobligated
23 at the close of a fiscal year shall not revert but shall
24 remain available for expenditure for the purposes designated.
25 Notwithstanding section 12C.7, subsection 2, interest or
26 earnings on moneys in the fund shall be credited to the fund.
27 10. *Rules.* The department shall adopt rules to administer
28 this section.
29 11. *Limitation.* The program shall not provide assistance
30 for more than five attorneys. This subsection is repealed July
31 1, 2025.
32 EXPLANATION
33 **The inclusion of this explanation does not constitute agreement with**
34 **the explanation's substance by the members of the general assembly.**
35 This bill creates the rural attorney recruitment assistance

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1 program. The bill allows the department of education to
2 establish a program for attorneys to assist rural counties and
3 municipalities in recruiting attorneys. The bill requires each
4 interested county or municipality to apply to the department.
5 The department is required to conduct a county or municipality
6 assessment designed to evaluate the county's or municipality's
7 need for an attorney and the county's or municipality's ability
8 to sustain and support an attorney before admitting a county
9 or municipality into the program. The bill requires the
10 department to maintain a list of counties and municipalities
11 that have been assessed and are eligible for participation in
12 the program. The department is allowed to revise any county
13 or municipality assessment or conduct a new assessment as
14 necessary to reflect any change in conditions within a county
15 or municipality.
16 The bill provides that a county or municipality is eligible
17 to participate in the program if it has a population of less
18 than 26,000 and is located more than 20 miles from a city with
19 a population of at least 50,000, based on the 2020 federal
20 decennial census.
21 The bill provides that any attorney who fulfills the
22 requirements of the program is entitled to receive an incentive
23 payment in five equal annual installments, each in an amount
24 equal to 90 percent of the university of Iowa college of law
25 resident tuition and fees as determined on July 1, 2024. This
26 is in addition to the advertised salary and benefits for the
27 attorney position.
28 The bill provides that any agreement for payment under
29 the program shall obligate the county or municipality served
30 by the attorney to pay 35 percent of the total amount of the
31 incentive payments in five equal annual installments. The bill
32 requires the department, upon certification that the county
33 or municipality has paid the attorney the annual amount to
34 the department, to pay the attorney the remaining balance.
35 The bill provides that the department shall pay the required

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1 amount out of moneys appropriated from the state. The bill
2 further provides that a county or municipality may prepay
3 its portion of the incentive payment at any time during the
4 five-year period. The bill requires the agreement to require
5 the attorney to become a contract attorney with the office of
6 the state public defender and agree to participate in volunteer
7 lawyer projects.
8 The bill allows any rural county or municipality to
9 appropriate moneys for the purpose of funding the program.
10 The bill provides that no recruitment assistance agreement
11 entered into is effective until it is filed with and approved
12 by the department. The agreement shall provide that the
13 attorney practice law full-time in the eligible county or
14 municipality for at least five years.
15 The bill provides that no person may participate in the
16 program if the person has previously participated in the
17 program, or any other state or federal scholarship, loan
18 repayment, or tuition reimbursement program that obligates the
19 person to provide attorney services within an underserved area.
20 A rural attorney recruitment assistance program fund
21 is created and moneys in the fund are appropriated to the
22 department to be used for the program and to increase the
23 number of attorneys in the program. The program is limited to
24 five attorneys in the first year.

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IA-DHHS-24-0418-A-008199

House Resolution 118 - Introduced

HOUSE RESOLUTION NO. 118

BY WHEELER, SHIPLEY, STONE, JENEARY, GEHLBACH, HOLT, GERHOLD, WILLS, DUNWELL, FISHER, JOHNSON, BODEN, YOUNG, MOORE, BOSSMAN, WILBURN, ANDREWS, SORENSEN, and BLOOMINGDALE

1 A Resolution honoring the historic performance of the
2 Dordt University women´s basketball team.
3 WHEREAS, on March 26, 2024, the Dordt University
4 women´s basketball team defeated the University of
5 Providence to become the 2024 National Association
6 of Intercollegiate Athletics (NAIA) national
7 champions; and
8 WHEREAS, the Dordt University women´s basketball
9 team spent 11 weeks of the season ranked first in the
10 country and ended the season with a program-best 35-2
11 record; and
12 WHEREAS, Macy Sievers was named the most valuable
13 player of the NAIA women´s national championship
14 tournament by averaging 12.6 points, 6.8 assists, 6.3
15 rebounds, and 2.8 steals per game; and
16 WHEREAS, Karly Gustafson was given first-team
17 all-tournament honors and concluded her final season
18 with program records for career points (1,976) and
19 career rebounds (1,099); and
20 WHEREAS, Janie Schoonhoven received second-team
21 all-tournament honors and was awarded the tournament
22 hustle award, and Bailey Beckman finished her final
23 season with 1,887 career points and a program record
24 228 three-point field goals; and
25 WHEREAS, academics were very important to the team

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H.R. 118

1 evidenced by Bailey Beckman, Janie Schoonhoven, and
2 Macy Sievers being named a part of the College Sports
3 Communicators Academic All-District team; and
4 WHEREAS, head coach Bill Harmsen was honored as NAIA
5 2024 coach of the year; NOW THEREFORE,
6 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES,
7 That the House of Representatives honors the Dordt
8 University women´s basketball team for their
9 achievement as NAIA national champions; and
10 BE IT FURTHER RESOLVED, That upon adoption, the
11 Chief Clerk of the House of Representatives shall
12 transmit a copy of this resolution for presentation to
13 head coach Bill Harmsen, the Dordt University women´s
14 basketball team, and Dordt University President Erik
15 Hoekstra.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008201

House File 664

S-5138

1 Amend House File 664 as follows:
2 1. Page 1, line 2, by striking <2023> and inserting <2024>
3 2. Page 1, by striking lines 7 through 9 and inserting:
4 <(i) *"Affiliate"* means a lessor that directly or indirectly
5 controls, is controlled with or by, or is under common control
6 with the lessee.>
7 3. Page 1, line 20, by striking <2023> and inserting <2024>
8 4. Page 1, by striking lines 23 through 27 and inserting
9 <rental of a motor vehicle between affiliates when the lessor
10 or entity providing the motor vehicle for lease or rental
11 has paid a fee imposed under section 321.105A on the motor
12 vehicle leased or rented prior to such lease or rental to the
13 affiliate.>
14 5. Page 1, by striking lines 29 through 31 and inserting:
15 <(1) *"Affiliate"* means a lessor or entity providing the
16 motor vehicle for rental that directly or indirectly controls,
17 is controlled with or by, or is under common control with the
18 lessee or renter.>

_____

DAN DAWSON

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008202

House File 2586

S-5139

1 Amend House File 2586, as amended, passed, and reprinted by
2 the House, as follows:
3 1. By striking page 1, line 1, through page 2, line 29.
4 2. Title page, by striking lines 1 through 4 and inserting
5 <An Act authorizing school employees to be issued professional
6 permits to carry weapons.>
7 3. By renumbering as necessary.

_____
LYNN EVANS

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008203

House File 2490

S-5140

Amend House File 2490, as passed by the House, as follows:

1. Page 1, before line 1 by inserting:

<Section 1. Section 515D.7, subsection 1, Code 2024, is amended to read as follows:

1. Notwithstanding the provisions of sections 515.125~~,~~ and 515.128, ~~515.129B, and 515.129C,~~ an insurer shall not fail to renew a policy except by notice to the insured as provided in this chapter. A notice of intention not to renew shall not be effective unless mailed or delivered by the insurer to the named insured at least thirty calendar days prior to the expiration date of the policy. A post office department certificate of mailing to the named insured at the address shown in the policy shall be proof of receipt of such mailing. Unless the reason accompanies the notice of intent not to renew, the notice shall state that, upon written request of the named insured, mailed or delivered to the insurer not less than thirty calendar days prior to the expiration date of the policy, the insurer will state the reason for nonrenewal.

Sec. ___. Section 515D.7, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 1A. Notwithstanding the provisions of sections 515.129B and 515.129C, an insurer shall not fail to renew a policy except by notice to the insured as provided in this chapter. A notice of intention not to renew shall not be effective unless mailed or delivered by the insurer to the named insured at least sixty calendar days prior to the expiration date of the policy. A post office department certificate of mailing to the named insured at the address shown in the policy shall be proof of receipt of such mailing. Unless the reason accompanies the notice of intent not to renew, the notice shall state that, upon written request of the named insured, mailed or delivered to the insurer not less than sixty calendar days prior to the expiration date of the policy, the insurer will state the reason for nonrenewal.>

2. Page 1, after line 5 by inserting:

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1 <Sec. ___. Section 518.23, subsection 3, Code 2024, is
2 amended to read as follows:
3 3. *Nonrenewal by association.* A notice of intention not
4 to renew is not effective unless mailed or delivered by the
5 insurer to the named insured at least ~~thirty~~ sixty days prior
6 to the expiration date of the policy. If the reason does not
7 accompany the notice of nonrenewal, the association, upon
8 receipt of a timely request by the named insured, shall provide
9 the reason for the nonrenewal in writing.
10 Sec. ___. Section 518A.29, subsection 3, Code 2024, is
11 amended to read as follows:
12 3. *Nonrenewal by association.* A notice of intention not
13 to renew is not effective unless mailed or delivered by the
14 insurer to the named insured at least ~~thirty~~ sixty days prior
15 to the expiration date of the policy. If the reason does not
16 accompany the notice of nonrenewal, the association, upon
17 receipt of a timely request by the named insured, shall provide
18 in writing the reason for the nonrenewal.>
19 3. Page 1, after line 29 by inserting:
20 <Sec. ___. EFFECTIVE DATE. The following take effect
21 January 1, 2025:
22 1. The sections of this Act amending section 515D.7.
23 2. The section of this Act amending section 518.23.
24 3. The section of this Act amending section 518A.29.>
25 4. Title page, line 2, by striking <associations> and
26 inserting <associations, nonrenewal notices for automobile
27 insurance, and nonrenewal notices by county and state
28 mutual insurance associations, and including effective date
29 provisions>
30 5. By renumbering as necessary.

_____
DAVID D. ROWLEY

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008205

Senate File 2408

S-5141

1 Amend Senate File 2408 as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <DIVISION I
5 AUTOMATED OR REMOTE SYSTEMS FOR TRAFFIC LAW ENFORCEMENT —
6 AUTOMATIC REGISTRATION PLATE READERS
7 Section 1. NEW SECTION. **321P.1 Definitions.**
8 As used in this chapter, unless the context otherwise
9 requires:
10 1. *"Automated or remote system for traffic law enforcement"*
11 or *"system"* means a camera or other optical device designed to
12 work in conjunction with a speed measuring device to detect
13 motor vehicles being operated in violation of the speed limit,
14 the use of which results in the issuance of citations sent
15 through the mail or by electronic means.
16 2. *"Critical traffic safety issues"* include traffic
17 violations resulting in a traffic collision or accident and
18 traffic collisions and accidents resulting in serious injury or
19 death occurring at a location.
20 3. *"Department"* means the state department of
21 transportation.
22 4. *"Local authority"* means a county or municipality
23 having authority to adopt local police regulations under the
24 Constitution of the State of Iowa and laws of this state.
25 Sec. 2. NEW SECTION. **321P.2 Permit required — local**
26 **ordinances.**
27 1. A person shall not use an automated or remote system
28 for traffic law enforcement unless authorized under this
29 chapter. A local authority shall not adopt, enforce, or
30 otherwise administer an ordinance authorizing the use of a
31 system, and shall not use a system, unless the local authority
32 holds a valid permit to use a system at the system's location.
33 Notwithstanding section 331.302, subsection 6, and section
34 380.3, the governing body of a local authority that is
35 considering an ordinance to authorize or implement traffic law

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1 enforcement by automated or remote systems shall not suspend
2 the requirements of section 331.302, subsection 6, or section
3 380.3, as applicable.
4 2. A local authority may apply for a permit by submitting
5 an application to the department in a manner determined by
6 the department. The department may approve or disapprove
7 the application for a permit based on the department's
8 determination that a system is appropriate and necessary and
9 the least restrictive means to address the critical traffic
10 safety issues at a location. The department shall only issue
11 one permit for a local authority, which shall set forth all
12 locations at which a local authority is authorized to use a
13 system. A local authority may submit an application to the
14 department to update the local authority's permit with a new
15 location in the same manner and with the same information as
16 required for the initial permit. An application for a permit
17 must contain all of the following for a location at which the
18 local authority intends to operate a system:
19 *a.* Records detailing the number and description of traffic
20 violations at the location, which shall be compiled and
21 maintained by the local authority for at least one year prior
22 to the installation of the system and for each year the system
23 is in operation. The records shall be considered public
24 records for purposes of chapter 22.
25 *b.* Records detailing the number and severity of traffic
26 collisions and accidents occurring at the location.
27 *c.* An analysis of existing traffic speed data, posted speed
28 limits, traffic volume data, and intersection and roadway
29 measurements of the location. The analysis must demonstrate to
30 the department that existing speed restrictions are appropriate
31 and must describe how the speed restrictions were established.
32 *d.* The proposed cause of critical traffic safety issues at
33 the location.
34 *e.* Alternative methods to improve traffic safety at the
35 location that the local authority has implemented or has

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1 considered but declined to implement. Alternative methods
2 to improve traffic safety may include but are not limited to
3 changes relating to law enforcement practices, roadway or
4 intersection design, traffic control devices used, and public
5 education campaigns.
6 *f.* Details of discussions, if any, held with an entity
7 that has resources which may aid the reduction of traffic
8 collisions and accidents caused at the location by failure to
9 obey speed restrictions and subsequent actions taken by the
10 local authority.
11 *g.* An explanation detailing the reasons that the use of a
12 system at the location is appropriate and necessary and the
13 least restrictive means to address the critical traffic safety
14 issues.
15 Sec. 3. NEW SECTION. **321P.3 Use limited.**
16 1. A local authority shall not use an automated or remote
17 system for traffic law enforcement to issue a citation for a
18 traffic violation unless the violation is for exceeding the
19 speed limit by more than ten miles per hour.
20 2. A local authority with a population of twenty thousand or
21 less based on the most recent federal decennial census shall
22 not use a mobile system to issue a citation for a traffic
23 violation. The department shall adopt rules pursuant to
24 chapter 17A otherwise authorizing and regulating the operation
25 of mobile systems, taking into consideration a mobile system's
26 mobility, flexible usage, and the needs of a local authority to
27 control traffic speed to address critical traffic safety issues
28 at a location. However, the rules shall not authorize the use
29 of a mobile system other than in neighborhoods, construction
30 zones, school zones, including collegiate zones, and locations
31 where traffic enforcement is difficult or dangerous to enforce
32 by alternative methods.
33 3. A local authority, regardless of its population, may
34 issue a warning memorandum to the owner of a vehicle that was
35 operated in violation of a traffic law if the violation was

AMERICAN OVERSIGHT

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1 detected by an automated or remote system for traffic law
2 enforcement, including a mobile system.
3 Sec. 4. NEW SECTION. **321P.4 Automatic registration plate**
4 **readers — data retention limited.**
5 1. The operator of an automatic registration plate reader
6 or any associated data storage device shall permanently delete
7 from the plate reader and storage device, as applicable, every
8 image of a vehicle registration plate captured by the plate
9 reader, and any other accompanying data, no later than thirty
10 days after the image was captured.
11 2. Prior to deletion under subsection 1, an image of
12 a vehicle registration plate captured by an automatic
13 registration plate reader, and any other accompanying data,
14 may be copied and stored by a law enforcement agency if the
15 image and data are relevant to an ongoing criminal case or
16 investigation. The law enforcement agency shall maintain
17 the copied registration plate image and accompanying data in
18 accordance with the agency's evidence retention policies.
19 Copies maintained by the law enforcement agency are not subject
20 to subsection 1.
21 3. For purposes of this section, *"automatic registration*
22 *plate reader"* or *"plate reader"* means a camera or other optical
23 device designed or programmed to automatically detect a
24 vehicle's registration plate, or to automatically capture
25 or store an image of a vehicle's registration plate and any
26 accompanying data.
27 4. A person who violates subsection 1 commits a simple
28 misdemeanor.
29 Sec. 5. NEW SECTION. **321P.5 Notice — signage and reports.**
30 1. *a.* A local authority shall not operate an automated or
31 remote system for traffic law enforcement at a fixed location
32 unless permanent signs meeting the requirements as specified in
33 the department manual on uniform traffic-control devices and
34 giving notice of the system are erected at least five hundred
35 feet but not more than one thousand feet along the approach of

AMERICAN OVERSIGHT

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1 the highway where the system is used.
2 *b.* A local authority shall not operate a mobile automated
3 or remote system for traffic law enforcement unless permanent
4 signs meeting the requirements as specified in the department
5 manual on uniform traffic-control devices and giving notice
6 of the local authority's use of a mobile system within the
7 boundaries of the local authority are posted at every location
8 where a highway enters the boundaries of the local authority.
9 *c.* Signs required under this subsection shall be erected
10 by the local authority at the local authority's expense at
11 least thirty days prior to a system enforcing any detected
12 violations.
13 2. A local authority using a system shall submit to the
14 department an annual report by March 1 of each year detailing
15 the number of traffic collisions and accidents that occurred at
16 each location where a system is in use, the number of citations
17 issued for each system during the previous calendar year, and
18 any other relevant information about the systems that the local
19 authority deems appropriate. The local authority shall post
20 the report on the local authority's internet site, if the local
21 authority has an internet site.
22 Sec. 6. NEW SECTION. **321P.6 Enforcement.**
23 1. A local authority shall not issue a citation or warning
24 memorandum for a violation detected by a system until a peace
25 officer of the local authority, or an individual trained and
26 certified by the local authority, has reviewed and approved
27 the recorded photograph or video to affirm a traffic violation
28 occurred.
29 2. *a.* For an excessive speed violation detected by a system
30 other than as provided in paragraph *"b"*, the fine shall not
31 exceed the following amounts:
32 (1) Seventy-five dollars for speed greater than ten miles
33 per hour in excess of the limit but not more than twenty miles
34 per hour in excess of the limit.
35 (2) One hundred dollars for speed greater than twenty miles

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1 per hour in excess of the limit but not more than twenty-five
2 miles per hour in excess of the limit.
3 (3) Two hundred fifty dollars for speed greater than
4 twenty-five miles per hour in excess of the limit but not more
5 than thirty miles per hour in excess of the limit.
6 (4) Five hundred dollars for speed greater than thirty miles
7 per hour in excess of the limit.
8 *b.* For an excessive speed violation detected by a system in
9 a road work zone, as defined in section 321.1, the fine shall
10 not exceed the following amounts:
11 (1) One hundred fifty dollars for speed greater than ten
12 miles per hour in excess of the limit but not more than twenty
13 miles per hour in excess of the limit.
14 (2) Two hundred dollars for speed greater than twenty miles
15 per hour in excess of the limit but not more than twenty-five
16 miles per hour in excess of the limit.
17 (3) Five hundred dollars for speed greater than twenty-five
18 miles per hour in excess of the limit but not more than thirty
19 miles per hour in excess of the limit.
20 (4) One thousand dollars for speed greater than thirty miles
21 per hour in excess of the limit.
22 3. A system not in compliance with this chapter shall not
23 be used to detect violations. A citation issued while the
24 system is not in compliance with this chapter is void and
25 unenforceable.
26 4. A violation detected by an automated or remote system
27 for traffic law enforcement is a civil infraction. Such
28 a violation shall not be considered by the department of
29 transportation for purposes of driver´s license sanctions,
30 and shall not be considered by an insurer for purposes of a
31 person´s automobile insurance rates. The fine associated with
32 a citation issued by a local authority as the result of the use
33 of a system must be a civil penalty.
34 Sec. 7. NEW SECTION. **321P.7 Liability for violations**
35 **detected.**

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008211

1 1. A citation for a violation detected by an automated or
2 remote system for traffic law enforcement shall be issued to
3 the owner of the identified motor vehicle.
4 2. *a.* Notwithstanding subsection 1, a local authority shall
5 provide the owner of a motor vehicle who receives a citation
6 for a violation detected by a system with an opportunity
7 to submit evidence that the owner was not operating the
8 motor vehicle at the time of the violation. As part of the
9 proceeding, the owner shall provide the name and address of the
10 person who was operating the motor vehicle at the time of the
11 violation.
12 *b.* Notwithstanding subsection 1, a citation issued to the
13 owner of a motor vehicle may be amended and issued to the
14 person identified under paragraph *"a"* who was operating the
15 motor vehicle.
16 3. For purposes of this section, *"owner"* means a person
17 who holds the legal title to a motor vehicle. However, if the
18 motor vehicle is the subject of a security agreement with a
19 right of possession in the debtor, the debtor is deemed the
20 owner for purposes of this section, or if the motor vehicle is
21 leased as defined in section 321.493, the lessee is deemed the
22 owner for purposes of this section.
23 Sec. 8. NEW SECTION. **321P.8 Restrictions on use of revenue.**
24 A local authority shall not use any revenue received as
25 a result of the use of a system and retained by the local
26 authority, not including the cost to install, operate, and
27 maintain the system, other than for any of the following
28 purposes:
29 1. To fund transportation infrastructure improvement
30 projects.
31 2. To offset costs incurred relating to the operation of a
32 police department or fire department.
33 Sec. 9. NEW SECTION. **321P.9 Installation and maintenance.**
34 1. A local authority shall install a system in a manner that
35 minimizes the effect of camera flash on drivers, if a camera

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008212

1 flash is used.
2 2. An automated or remote system for traffic law enforcement
3 must only record a photograph or video of the rear of a vehicle
4 and the vehicle's registration plate while the vehicle is used
5 to commit an alleged traffic violation. A local authority
6 shall not install a system such that the system's camera is
7 placed to capture the front of a motor vehicle or the face of
8 any person in the vehicle being recorded. In accordance with
9 section 321P.6, subsection 3, a citation issued by a system
10 that captures the front of a motor vehicle or the face of any
11 person in the vehicle is void and unenforceable.
12 3. A system must verify its internal calibrations daily, and
13 a person trained in the calibration of the system shall conduct
14 a monthly calibration.
15 4. A local authority operating a system shall maintain
16 a monthly log detailing whether a person trained in the
17 calibration of the system successfully performed the monthly
18 calibrations and whether the system successfully performed the
19 daily internal calibrations.
20 5. The log and documentation of the calibrations required
21 under this section are admissible in any court proceeding
22 relating to a violation detected by the system.
23 6. If a daily or monthly calibration is not successfully
24 performed, the system shall not operate until a successful
25 calibration is subsequently performed.
26 DIVISION II
27 EXISTING SYSTEMS
28 Sec. 10. EXISTING SYSTEMS.
29 1. A local authority using an automated or remote system for
30 traffic law enforcement prior to January 1, 2024, may submit
31 to the department of transportation by July 1, 2024, a list
32 of system locations and justifications for placement and use
33 of the systems at the locations in conformance with section
34 321P.2, as enacted by this Act, to the extent practicable,
35 as determined by the department. The department shall, by

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008213

1 October 1, 2024, issue a permit as provided in section 321P.2,
2 as enacted by this Act, to a local authority that provided
3 valid submissions in accordance with this subsection. A local
4 authority using a system prior to January 1, 2024, may continue
5 to use the system in the same manner and at the same locations
6 as the system was used on or before January 1, 2024, during
7 the period of time between the local authority's submission to
8 the department and the date the department issues the permit
9 to the local authority, unless the system is a mobile system
10 prohibited under section 321P.3, as enacted by this Act. If,
11 on October 1, 2024, a local authority has not been issued a
12 permit by the department as a result of a submission that was
13 not timely filed, or due to a timely filed submission that did
14 not otherwise comply with this subsection, the local authority
15 shall cease using all systems until the local authority obtains
16 a permit from the department pursuant to section 321P.2, as
17 enacted by this Act.
18 2. A local authority using an automated or remote system
19 for traffic law enforcement at a location for the first time
20 on or after January 1, 2024, shall not be issued a permit by
21 the department of transportation pursuant to section 321P.2, as
22 enacted by this Act, before July 1, 2026.
23 Sec. 11. EFFECTIVE DATE. This division of this Act, being
24 deemed of immediate importance, takes effect upon enactment.>
25 2. Title page, lines 3 and 4, by striking <providing for the
26 use of associated revenue for length of service award programs,
27 making appropriations,>

MIKE KLIMESH

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008214

House File 2581

S-5142

1 Amend House File 2581, as amended, passed, and reprinted by
2 the House, as follows:
3 1. Page 4, line 24, after <general.> by inserting <If a
4 locator employed by an operator violates this paragraph, the
5 operator employing the locator shall be subject to a civil
6 penalty in an amount determined by the attorney general, which
7 shall be the same as though assessed against the locator.>
8 2. Page 5, lines 9 and 10, by striking <and engages in
9 location services under a contract with an operator>
10 3. Page 5, by striking line 23 and inserting <operator
11 except as provided in section 480.6, subsection 1, paragraph
12 *"c"*.>
13 4. Page 5, before line 24 by inserting:
14 <3. Any enforcement action taken against a locator employed
15 by an operator for a violation of this chapter shall not result
16 in the operator being subject to penalties as both a locator
17 and an operator.>

WAYLON BROWN

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008215

Senate Joint Resolution 2003

S-5143

1 Amend Senate Joint Resolution 2003 as follows:
2 1. By striking everything after the resolving clause and
3 inserting:
4 <Section 1. The following amendment to the Constitution of
5 the State of Iowa is proposed:
6 The Constitution of the State of Iowa is amended by adding
7 the following new section to new Article XIII:
8 ARTICLE XIII.
9 TAXATION LIMITATIONS.
10 Section 1. **Two-thirds majority vote for state tax law**
11 **changes.** Passage of a bill that increases the individual income
12 tax rate or the corporate income tax rate, or the rate of
13 any other type of tax based upon income or legal and special
14 reserves, shall require the affirmative votes of at least
15 two-thirds of the members elected to each house of the general
16 assembly. This requirement does not apply to taxes imposed at
17 the option of a local government.
18 Passage of a bill that establishes a new tax on any type of
19 income or legal and special reserves imposed by the state shall
20 require the affirmative votes of at least two-thirds of the
21 members elected to each house of the general assembly.
22 A lawsuit challenging the proper enactment of a bill under
23 this section must be filed no later than one year following the
24 enactment. If such a lawsuit is not filed within the one-year
25 limit, the bill shall be considered properly enacted under this
26 section.
27 Each bill to which this section applies must include a
28 separate provision describing the requirements for enactment
29 prescribed by this section.
30 The general assembly shall enact laws to implement this
31 section.
32 Sec. 2. REFERRAL AND PUBLICATION. The foregoing proposed
33 amendment to the Constitution of the State of Iowa is referred
34 to the general assembly to be chosen at the next general
35 election for members of the general assembly, and shall be

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008216

1 published as provided by law for three months previous to the
2 date of that election.>
3 2. Title page, by striking lines 1 through 4 and inserting
4 <A Joint Resolution proposing an amendment to the Constitution
5 of the State of Iowa relating to requirements for certain state
6 tax law changes.>

_____
DAN DAWSON

AMERICAN OVERSIGHT

Senate File 2385

S-5144

1 Amend the amendment, S-5132, to Senate File 2385, as
2 follows:
3 1. Page 4, after line 2 by inserting:
4 <___. Page 83, by striking lines 8 through 29.>
5 2. Page 4, after line 8 by inserting:
6 <___. By striking page 132, line 5, through page 133, line
7 3.
8 ___. By striking page 135, line 33, through page 136, line
9 16.>
10 3. Page 5, by striking line 32 and inserting:
11 <___. Page 180, line 32, by striking <135.173A, 147.16,
12 148I.7,> and inserting <147.16,>>
13 4. Page 5, by striking line 34.
14 5. Page 6, before line 1 by inserting:
15 <___. Page 207, by striking lines 25 through 27 and
16 inserting:
17 <~~17.~~ 16. *"State child care advisory committee"* means the
18 state child care advisory committee established pursuant to
19 section 135.173A.>>
20 6. Page 6, line 3, by striking <page 245, line 2> and
21 inserting <page 246, line 34>
22 7. Page 6, line 4, by striking <page 281, line 8> and
23 inserting <page 293, line 22>
24 8. Page 6, after line 4 by inserting:
25 <___. Page 294, by striking line 32.>
26 9. Page 6, by striking lines 15 through 19.
27 10. By renumbering as necessary.

MOLLY DONAHUE

NATE BOULTON

AMERICAN OVERSIGHT

_____

WILLIAM A. DOTZLER, JR.

_____

TODD TAYLOR

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008219

Senate File 2385

S-5145

1 Amend the amendment, S-5132, to Senate File 2385, as
2 follows:
3 1. Page 3, after line 20 by inserting:
4 <___. By striking page 55, line 16, through page 57, line
5 10.>
6 2. Page 3, line 22, by striking <page 75, line 8> and
7 inserting <page 77, line 20>
8 3. Page 3, by striking lines 23 through 33.
9 4. Page 4, by striking line 2 and inserting:
10 <___. By striking page 78, line 19, through page 79, line
11 1.>
12 5. Page 5, after line 29 by inserting:
13 <___. Page 180, line 30, by striking <34A.15,>>
14 6. Page 5, after line 34 by inserting:
15 <___. Page 180, line 35, by striking <328.13,>>
16 7. Page 6, after line 3 by inserting:
17 <___. By striking page 249, line 27, through page 250, line
18 17.>
19 8. By renumbering as necessary.

_____

CLAIRE CELSI

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008220

Senate File 2385

S-5146

1 Amend the amendment, S-5132, to Senate File 2385, as
2 follows:
3 1. Page 3, after line 20 by inserting:
4 <___. By striking page 53, line 27, through page 54, line
5 19.>
6 2. Page 4, after line 4 by inserting:
7 <___. Page 91, by striking lines 2 through 35.>
8 3. Page 4, after line 8 by inserting:
9 <___. By striking page 95, line 24, through page 96, line
10 24.
11 ___. Page 107, line 4, by striking <~~rules~~ **procedures**> and
12 inserting <**rules**>
13 ___. Page 107, line 10, by striking <~~rules~~ procedures> and
14 inserting <rules>
15 ___. Page 109, line 12, by striking <procedures> and
16 inserting <rules>
17 ___. Page 131, by striking lines 1 and 2.
18 ___. Page 131, line 12, by striking <subsection 1 and 4> and
19 inserting <subsection 4>
20 ___. Page 131, line 13, by striking <are> and inserting <is>
21 ___. Page 131, by striking lines 14 through 21.
22 ___. By striking page 131, line 32, through page 132, line
23 4.>
24 4. Page 5, line 32, after <148I.7,> by inserting <153.33A,>
25 5. Page 6, after line 3 by inserting:
26 <___. Page 263, by striking lines 6 through 25.
27 ___. Page 267, by striking lines 4 through 7.
28 ___. By striking page 267, line 12, through page 268, line
29 4.>
30 6. By renumbering as necessary.

_____
SARAH TRONE GARRIOTT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008221

Senate File 2416

S-5147

1 Amend Senate File 2416 as follows:
2 1. Page 5, after line 28 by inserting:
3 <Sec. ___. Section 272C.2, subsection 2, Code 2024, is
4 amended by adding the following new paragraph:
5 NEW PARAGRAPH. *h.* Allow a licensee to apply continuing
6 education credit obtained in excess of the requirements for a
7 renewal period to the continuing education requirements for
8 the following renewal period in an amount not to exceed fifty
9 percent of the continuing education credits required for a
10 renewal period. A licensing board may adopt rules specifying
11 types of continuing education credits earned in a renewal
12 period that cannot be applied to the continuing education
13 requirements for the following renewal period.>
14 2. Page 49, before line 19 by inserting:
15 <Sec. ___. Section 84A.5, subsection 5, paragraph o, Code
16 2024, is amended to read as follows:
17 *o.* Adult education and literacy programs with community
18 colleges under section 84A.19.>
19 3. Page 50, by striking lines 1 through 8.
20 4. Page 65, by striking lines 23 through 25 and inserting
21 <academy,>
22 5. Page 65, line 33, after <positions:> by inserting
23 <superintendent of banking of the department of insurance and
24 financial services, superintendent of credit unions of the
25 department of insurance and financial services,>
26 6. By renumbering as necessary.

JASON SCHULTZ

SF 2416.4127 (2) 90
(amending this SF 2416 to CONFORM to HF 2686)
md/ns 1/1

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008222

House File 2686

S-5148

1 Amend House File 2686, as amended, passed, and reprinted by
2 the House, as follows:
3 1. By striking page 71, line 2, through page 75, line 23.

_____
JASON SCHULTZ

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008223

House File 2686

S-5149

1 Amend House File 2686, as amended, passed, and reprinted by
2 the House, as follows:
3 1. By striking page 63, line 20, through page 64, line 1.
4 2. By renumbering as necessary.

_____
CLAIRE CELSI

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008224

House File 2686

S-5150

1 Amend House File 2686, as amended, passed, and reprinted by
2 the House, as follows:
3 1. By striking page 16, line 28, through page 20, line 16.
4 2. By renumbering as necessary.

_____
CINDY WINCKLER

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008225

House File 2686

S-5151

1 Amend House File 2686, as amended, passed, and reprinted by
2 the House, as follows:
3 1. Page 36, by striking lines 30 through 33 and inserting:
4 <~~(3)~~ *c.* A number of members equal to the number of citizen
5 members shall be appointed by the chief judge of the judicial
6 district on or before December 31 to serve on the district
7 advisory board for the following calendar year.>

_____
TODD TAYLOR

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008226

House Amendment to
Senate File 2109

S-5152

1 Amend Senate File 2109, as amended, passed, and reprinted by
2 the Senate, as follows:
3 1. Page 3, by striking lines 10 through 12 and inserting <in
4 section 321.189. A license or permit shall not be issued>
5 2. Page 3, line 32, by striking <under the age of sixteen>
6 and inserting <between the ages of fourteen and eighteen years>
7 3. Page 4, line 1, by striking <state.> and inserting
8 <state, and has held such permit for a minimum of six months
9 prior to applying for the special minor´s restricted license.>
10 4. Page 4, by striking lines 20 through 28 and inserting
11 <farm, the applicant´s parent or guardian must complete a
12 written consent form prescribed by the department.>
13 5. Page 4, before line 29 by inserting:
14 *<a.* The written consent form must include, at minimum, the
15 name and address of the applicant´s current place of employment
16 or primary farm location, as applicable.
17 *b.* If the place of employment or primary farm location
18 changes, the parent or guardian must complete a new written
19 consent form prior to the licensee being authorized to operate
20 a motor vehicle unsupervised to the new location.
21 *c.* While a licensee is operating a motor vehicle as
22 described in this subsection, the licensee shall carry a copy
23 of the written consent form in the vehicle and present the form
24 for inspection upon request by a certified peace officer.>
25 6. Page 7, lines 8 and 9, by striking <submitted written
26 consent to the department> and inserting <completed a written
27 consent form and the form is carried in the motor vehicle and
28 available for inspection>
29 7. Page 7, line 11, by striking <form.> and inserting <form
30 for purposes of meeting the requirement under subsection 1,
31 paragraph *"c"*.>
32 8. By striking page 7, line 29, through page 8, line 12, and
33 inserting:
34 <7. *License sanctions.* A special minor´s restricted license
35 issued under this section is subject to suspension, revocation,

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008227

1 or other sanction for the same reasons and in the same manner
2 as suspension or revocation of any other driver´s license, and
3 as provided in this section. The department shall suspend
4 a special minor´s restricted license for three months, as
5 follows:
6 *a.* Upon receiving satisfactory evidence that the licensee
7 violated the restrictions of the license or was at fault in an
8 accident or collision.
9 *b.* Upon receiving a record of the licensee´s conviction
10 for one violation of a law of this state or a city ordinance
11 regulating the operation of motor vehicles on highways other
12 than parking violations as described in section 321.210.>
13 9. Page 8, by striking lines 21 through 23.
14 10. Page 8, line 24, by striking <*c.*> and inserting <*b.*>
15 11. Page 8, line 26, by striking <*d.*> and inserting <*c.*>
16 12. Page 8, lines 27 and 28, by striking <under sixteen
17 years of age in accordance with chapter 92,> and inserting
18 <between the ages of fourteen and eighteen in accordance with
19 chapter 92, as applicable,>
20 13. Page 8, line 32, by striking <*e.*> and inserting <*d.*>
21 14. Page 9, line 1, by striking <to the department.> and
22 inserting <on a form prescribed by the department. If a
23 licensee has two or three different residences, the licensee
24 shall carry a copy of the written consent form required under
25 this paragraph in the vehicle operated by a licensee pursuant
26 to this section, and the licensee shall present the form for
27 inspection upon request by a certified peace officer.>
28 15. Page 9, line 2, by striking <*f.*> and inserting <*e.*>
29 16. Page 10, line 6, by striking <provides written consent
30 to the department> and inserting <completes the written consent
31 form>

AMERICAN OVERSIGHT

House File 2586

S-5153

Amend House File 2586, as amended, passed, and reprinted by the House, as follows:

1. Page 1, by striking lines 1 and 2 and inserting:

<Section 1. NEW SECTION. **279.84 School security.**>

2. Page 2, by striking lines 5 through 29.

3. Page 3, after line 34 by inserting:

<Sec. ___. EFFECTIVE DATE. The following, being deemed of immediate importance, take effect upon enactment:

1. The section of this Act amending section 724.6, subsection 1, paragraph "a".

2. The section of this Act amending section 724.6, subsection 2.

4. Title page, by striking lines 1 through 4 and inserting <An Act relating to school security, including the use of school security personnel by school districts and authorizing school employees to be issued professional permits to carry weapons, and including effective date provisions.>

5. By renumbering as necessary.

_____

LYNN EVANS

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008229

House File 2661

S-5154

1 Amend House File 2661, as passed by the House, as follows:
2 1. Page 4, line 32, by striking <two thousand dollars> and
3 inserting <a maximum amount of two thousand dollars per move>
4 2. Page 5, after line 10 by inserting:
5 <5. A new resident is not eligible for the credit pursuant
6 to this section to the extent the moving expenses were deducted
7 for federal tax purposes.>
8 3. By renumbering, redesignating, and correcting internal
9 references as necessary.

_____

MIKE BOUSSELOT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008230

Senate File 2437 - Introduced

SENATE FILE 2437
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO SSB 3205)

A BILL FOR

1 An Act relating to and making appropriations for veterans
2 and health and human services, including other related
3 provisions and appropriations, and including effective date
4 and retroactive applicability provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5004SV (1) 90
pf/ko

AMERICAN OVERSIGHT

S.F. 2437

1 DIVISION I
2 DEPARTMENT OF VETERANS AFFAIRS — FY 2024-2025
3 Section 1. DEPARTMENT OF VETERANS AFFAIRS. There is
4 appropriated from the general fund of the state to the
5 department of veterans affairs for the fiscal year beginning
6 July 1, 2024, and ending June 30, 2025, the following amounts,
7 or so much thereof as is necessary, to be used for the purposes
8 designated:
9 1. DEPARTMENT OF VETERANS AFFAIRS ADMINISTRATION
10 For salaries, support, maintenance, and miscellaneous
11 purposes, and for not more than the following full-time
12 equivalent positions:
13 ..... $ 1,369,205
14 ..... FTEs 15.00
15 2. IOWA VETERANS HOME
16 For salaries, support, maintenance, and miscellaneous
17 purposes:
18 ..... $ 8,145,736
19 a. The Iowa veterans home billings involving the department
20 of health and human services shall be submitted to the
21 department on at least a monthly basis.
22 b. The Iowa veterans home expenditure report shall be
23 submitted monthly to the general assembly.
24 c. The Iowa veterans home shall continue to include in the
25 annual discharge report applicant information to provide for
26 the collection of demographic information including but not
27 limited to the number of individuals applying for admission and
28 admitted or denied admittance and the basis for the admission
29 or denial; the age, gender, and race of such individuals;
30 and the level of care for which such individuals applied for
31 admission including residential or nursing level of care.
32 3. HOME OWNERSHIP ASSISTANCE PROGRAM
33 For transfer to the Iowa finance authority for the
34 continuation of the home ownership assistance program for
35 persons who are or were eligible members of the armed forces of

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008232

S.F. 2437

1 the United States, pursuant to section 16.54:
2 ..... $ 2,200,000
3 Sec. 2. LIMITATION OF COUNTY COMMISSIONS OF VETERAN AFFAIRS
4 FUND STANDING APPROPRIATIONS. Notwithstanding the standing
5 appropriation in section 35A.16 for the fiscal year beginning
6 July 1, 2024, and ending June 30, 2025, the amount appropriated
7 from the general fund of the state pursuant to that section
8 for the following designated purposes shall not exceed the
9 following amount:
10 For the county commissions of veteran affairs fund under
11 section 35A.16:
12 ..... $ 990,000
13 DIVISION II
14 AGING AND DISABILITY SERVICES — FY 2024-2025
15 Sec. 3. DEPARTMENT OF HEALTH AND HUMAN SERVICES — AGING
16 AND DISABILITY SERVICES. There is appropriated from the
17 general fund of the state to the department of health and human
18 services for the fiscal year beginning July 1, 2024, and ending
19 June 30, 2025, the following amount, or so much thereof as is
20 necessary, to be used for the purposes designated:
21 For aging programs for the department of health and human
22 services and area agencies on aging to provide citizens of
23 Iowa who are 60 years of age and older with case management;
24 Iowa's aging and disabilities resource centers; for the
25 return to community program; for the purposes of chapter 231E,
26 to administer the prevention of elder abuse, neglect, and
27 exploitation program pursuant to section 231.56A, in accordance
28 with the requirements of the federal Older Americans Act of
29 1965, 42 U.S.C. §3001 et seq., as amended; for the reporting
30 and evaluation of cases of dependant adult abuse pursuant to
31 chapter 235B; and for other services which may include but are
32 not limited to adult day, respite care, chore, information
33 and assistance, and material aid, for information and options
34 counseling for persons with disabilities, and for salaries,
35 support, administration, maintenance, and miscellaneous

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008233

1 purposes:
2 ..... $ 19,088,714
3 1. Funds appropriated in this section may be used to
4 supplement federal funds under federal regulations. To
5 receive funds appropriated in this section, a local area
6 agency on aging shall match the funds with moneys from other
7 sources according to rules adopted by the department. Funds
8 appropriated in this section may be used for services not
9 specifically enumerated in this section only if approved by the
10 department as part of an area agency on aging's area plan.
11 2. Of the funds appropriated in this section, $949,282
12 shall be used for the family support center component of the
13 comprehensive family support program under chapter 225C,
14 subchapter V.
15 3. Of the funds appropriated in this section, $33,632 shall
16 be used to build community capacity through the coordination
17 and provision of training opportunities in accordance with the
18 consent decree of Conner v. Branstad, No. 4-86-CV-30871 (S.D.
19 Iowa, July 14, 1994).
20 DIVISION III
21 BEHAVIORAL HEALTH — FY 2024-2025
22 Sec. 4. DEPARTMENT OF HEALTH AND HUMAN SERVICES —
23 BEHAVIORAL HEALTH. There is appropriated from the general fund
24 of the state to the department of health and human services for
25 the fiscal year beginning July 1, 2024, and ending June 30,
26 2025, the following amount, or so much thereof as is necessary,
27 to be used for the purposes designated:
28 For behavioral health prevention, treatment, and recovery
29 efforts to reduce the prevalence of the use of, provide
30 treatment for, and support recovery from tobacco and substance
31 use and misuse pursuant to the applicable policy, purpose,
32 and intent described in sections 125.1 and 142A.1, alcohol,
33 problem gambling, and other addictive behaviors. Activities
34 shall align with accepted best practice guidance standards for
35 behavioral health including those published by the centers for

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IA-DHHS-24-0418-A-008234

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1 disease control and prevention and the substance abuse and
2 mental health services administration of the United States
3 department of health and human services for health promotion;
4 universal, selective, and indicated prevention; treatment; and
5 recovery services and supports; and shall include a 24-hour
6 helpline, public information resources, professional training,
7 youth prevention, program evaluation, and efforts at the state
8 and local levels:
9 ..... $ 24,400,114
10 1. Of the funds appropriated in this section, $300,000 shall
11 be used to support the work of the children's behavioral health
12 system including evidence-based behavioral health prevention,
13 treatment, and recovery services and supports for children and
14 their families pursuant to the intent specified in section
15 225C.6B, subsection 1.
16 2. Of the funds appropriated in this section, $950,000
17 shall be used for an integrated substance use disorder managed
18 care system. The department shall maintain the level of mental
19 health and substance use disorder treatment services provided
20 by the managed care contractors. The department shall take the
21 steps necessary to continue the federal waivers as needed to
22 maintain the level of services.
23 Sec. 5. DEPARTMENT OF HEALTH AND HUMAN SERVICES — SPORTS
24 WAGERING RECEIPTS FUND. There is appropriated from the sports
25 wagering receipts fund created in section 8.57, subsection 6,
26 to the department of health and human services for the fiscal
27 year beginning July 1, 2024, and ending June 30, 2025, the
28 following amount, or so much thereof as is necessary, to be
29 used for behavioral health prevention, treatment, and recovery
30 efforts to reduce the prevalence of the use of, provide
31 treatment for, and support recovery from tobacco and substance
32 use and misuse pursuant to the applicable policy, purpose, and
33 intent described in sections 125.1 and 142A.1, alcohol, problem
34 gambling, and other addictive behaviors:
35 ..... $ 1,750,000

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IA-DHHS-24-0418-A-008235

S.F. 2437

1 DIVISION IV
2 PUBLIC HEALTH — FY 2024-2025
3 Sec. 6. DEPARTMENT OF HEALTH AND HUMAN SERVICES — PUBLIC
4 HEALTH. There is appropriated from the general fund of the
5 state to the department of health and human services for the
6 fiscal year beginning July 1, 2024, and ending June 30, 2025,
7 the following amount, or so much thereof as is necessary, to be
8 used for the purposes designated:
9 For programs that support health promotion, protect the
10 health and safety of the public, conduct disease surveillance
11 and investigation to reduce the incidence of morbidity and
12 mortality, serve individuals with chronic conditions including
13 but not limited to cancer, support the Iowa donor registry as
14 specified in section 142C.18, and strengthen the health care
15 delivery system and workforce to improve health outcomes for
16 all Iowans:
17 ..... $ 22,916,821
18 1. Of the funds appropriated in this section, $1,055,000
19 shall be used for the brain injury services program pursuant
20 to section 135.22B, including $861,000 for contracting with an
21 existing nationally affiliated and statewide organization whose
22 purpose is to educate, serve, and support Iowans with brain
23 injury and their families, for resource facilitator services
24 in accordance with section 135.22B, subsection 9, and for
25 contracting to enhance brain injury training and recruitment
26 of service providers on a statewide basis. Of the amount
27 allocated in this subsection, a sufficient amount shall be used
28 to support 1.00 full-time equivalent position to serve as the
29 state brain injury services program manager.
30 2. Of the funds appropriated in this section, $144,000
31 shall be used for the public purpose of continuing to contract
32 with an existing nationally affiliated organization to provide
33 education, client-centered programs, and client and family
34 support for people living with epilepsy and their families.
35 The amount allocated in this subsection in excess of $50,000

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IA-DHHS-24-0418-A-008236

1 shall be matched dollar-for-dollar by the organization
2 specified. Funds allocated under this subsection shall be
3 distributed in their entirety for the purpose specified on July
4 1, 2024.
5 3. Of the funds appropriated in this section, $48,000 shall
6 be used for a grant to a statewide association of psychologists
7 that is affiliated with the American psychological association,
8 to be used for continuation of a program to rotate intern
9 psychologists in placements that serve urban and rural
10 mental health professional shortage areas. Once an intern
11 psychologist begins service, the intern psychologist may
12 continue serving in the location of the intern psychologist's
13 placement, notwithstanding any change in the mental health
14 professional shortage area designation of such location. The
15 intern psychologist may also provide services via telehealth
16 to underserved populations and to Medicaid members. For the
17 purposes of this subsection, "mental health professional
18 shortage area" means a geographic area in this state that has
19 been designated by the United States department of health and
20 human services, health resources and services administration,
21 bureau of health professionals, as having a shortage of mental
22 health professionals.
23 4. Of the funds appropriated in this section, the following
24 amounts are allocated to be used as follows to support the
25 goals of increased access, health system integration, and
26 engagement:
27 a. $600,000 is allocated to the Iowa prescription
28 drug corporation for continuation of the pharmaceutical
29 infrastructure for safety net providers originally established
30 as described in 2007 Iowa Acts, chapter 218, section 108, and
31 for the prescription drug donation repository program created
32 in chapter 135M. Funds allocated under this paragraph shall
33 be distributed in their entirety for the purpose specified on
34 July 1, 2024.
35 b. $334,000 is allocated to free clinics and free clinics

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IA-DHHS-24-0418-A-008237

1 of Iowa for necessary infrastructure, statewide coordination,
2 provider recruitment, service delivery, and provision of
3 assistance to patients in securing a medical home inclusive of
4 oral health care. Funds allocated under this paragraph shall
5 be distributed in their entirety for the purpose specified on
6 July 1, 2024.
7 c. $25,000 is allocated to the Iowa association of rural
8 health clinics for necessary infrastructure and service
9 delivery transformation. Funds allocated under this paragraph
10 shall be distributed in their entirety for the purpose
11 specified on July 1, 2024.
12 d. $225,000 is allocated to the Polk county medical society
13 for continuation of the safety net provider patients access
14 to specialty care initiative as described in 2007 Iowa Acts,
15 chapter 218, section 109. Funds allocated under this paragraph
16 shall be distributed in their entirety for the purpose
17 specified on July 1, 2024.
18 5. Of the funds appropriated in this section, $2,100,000
19 shall be deposited in the medical residency training account
20 created in section 135.175, subsection 5, paragraph "a", and is
21 appropriated from the account to the department to be used for
22 the purposes of the medical residency training state matching
23 grants program as specified in section 135.176.
24 6. Of the funds appropriated in this section, $250,000 shall
25 be used for the public purpose of providing funding to Des
26 Moines university to continue a provider education project that
27 provides primary care physicians with the training and skills
28 necessary to recognize the signs of mental illness in patients.
29 7. Of the funds appropriated in this section, $800,000
30 shall be used for rural psychiatric residencies to annually
31 fund eight psychiatric residents who will provide mental health
32 services in underserved areas of the state.
33 8. Of the funds appropriated in this section, $150,000 shall
34 be used for psychiatric training to increase access to mental
35 health care services by expanding the mental health workforce

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008238

1 via training of additional physician assistants and nurse
2 practitioners.
3 9. Of the funds appropriated in this section, $425,000
4 shall be used for the continuation of a centers of excellence
5 program for the awarding of two grants to encourage innovation
6 and collaboration among regional health care providers in a
7 rural area based upon the results of a regional community
8 needs assessment to transform health care delivery in order to
9 provide quality, sustainable care that meets the needs of the
10 local communities. An applicant for the grant shall specify
11 how the grant will be expended to accomplish the goals of the
12 program and shall provide a detailed five-year sustainability
13 plan prior to being awarded any grant. Following receipt
14 of the grant, a recipient shall submit periodic reports as
15 specified by the department to the governor and the general
16 assembly regarding the recipient's expenditure of the grant and
17 progress in accomplishing the program's goals.
18 10. Of the funds appropriated in this section, $560,000
19 shall be deposited in the state-funded family medicine
20 obstetrics fellowship program fund to be used for the
21 state-funded family medicine obstetrics fellowship program, in
22 accordance with section 135.193.
23 11. The university of Iowa hospitals and clinics under
24 the control of the state board of regents shall not receive
25 indirect costs from the funds appropriated in this section.
26 The university of Iowa hospitals and clinics billings to the
27 department shall be on at least a quarterly basis.
28 12. The department shall work with the board established
29 in chapter 135D to develop plans for program enhancements
30 in the Iowa health information network for the purpose of
31 empowering Iowa patients to access and direct their health
32 information utilizing the Iowa health information network.
33 Program enhancements shall protect data privacy, facilitate the
34 interchange of health data for the purpose of improving public
35 health outcomes, and increase participation by health care

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IA-DHHS-24-0418-A-008239

S.F. 2437

1 providers.
2 DIVISION V
3 COMMUNITY ACCESS AND ELIGIBILITY — FY 2024-2025
4 Sec. 7. DEPARTMENT OF HEALTH AND HUMAN SERVICES — COMMUNITY
5 ACCESS AND ELIGIBILITY. There is appropriated from the
6 general fund of the state to the department of health and human
7 services for the fiscal year beginning July 1, 2024, and ending
8 June 30, 2025, the following amount, or so much thereof as is
9 necessary, to be used for the purposes designated:
10 To be used for salaries, support, maintenance, and
11 miscellaneous purposes and for family investment program (FIP)
12 assistance in accordance with chapter 239B, and for other costs
13 associated with providing needs-based benefits or assistance
14 including but not limited to maternal and child health, oral
15 health, obesity prevention, the promoting independence and
16 self-sufficiency through employment, job opportunities and
17 basic skills (PROMISE JOBS) program, supplemental nutrition
18 assistance program (SNAP) employment and training, the FIP
19 diversion program, family planning, rent reimbursement,
20 and eligibility determinations for medical assistance, food
21 assistance, the children's health insurance program, and the
22 Iowa commission on volunteer service programs and grants:
23 ..... $ 68,043,944
24 1. Of the child support collections assigned under FIP,
25 the federal share of support collections shall be credited to
26 the child support services appropriation made in this division
27 of this Act. Of the remainder of the assigned child support
28 collections received by child support services, a portion
29 shall be credited to community access and eligibility, and
30 the remaining funds may be used to increase recoveries, to
31 sustain cash flow in the child support payments account, or for
32 technology needs. If child support collections assigned under
33 FIP are greater than estimated or are otherwise determined not
34 to be required for maintenance of effort, the state share of
35 either amount may be transferred to or retained in the child

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008240

1 support payments account.
2 2. Of the funds appropriated in this section, $3,075,000
3 shall be used for continuation of the department's initiative
4 to provide for adequate developmental surveillance and
5 screening during a child's first five years. The funds shall
6 be used first to fully fund the current participating counties
7 to ensure that those counties are fully operational, with the
8 remaining funds to be used for expanding participation to
9 additional counties. The full implementation and expansion
10 shall include enhancing the scope of the initiative through
11 collaboration with the child health specialty clinics to
12 promote the use of developmental surveillance and screening to
13 support healthy child development through early identification
14 and response to both biomedical and social determinants of
15 healthy development by providing practitioner consultation
16 and continuous improvement through training and education,
17 particularly for children with behavioral conditions and
18 needs. The department shall also collaborate with the Medicaid
19 program and the child health specialty clinics to assist in
20 coordinating the activities of the first five initiative into
21 the establishment of patient-centered medical homes developed
22 to improve health quality and population health while reducing
23 health care costs. To the maximum extent possible, funding
24 allocated in this subsection shall be utilized as matching
25 funds for Medicaid program reimbursement.
26 3. The university of Iowa hospitals and clinics under
27 the control of the state board of regents shall not receive
28 indirect costs from the funds appropriated in this section.
29 The university of Iowa hospitals and clinics billings to the
30 department shall be on at least a quarterly basis.
31 CHILD SUPPORT SERVICES
32 Sec. 8. CHILD SUPPORT SERVICES. There is appropriated from
33 the general fund of the state to the department of health and
34 human services for the fiscal year beginning July 1, 2024, and
35 ending June 30, 2025, the following amount, or so much thereof

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-008241

1 as is necessary, to be used for the purposes designated:
2 For child support services, including salaries, support,
3 maintenance, and miscellaneous purposes:
4 ..... $ 15,434,282
5 1. Federal access and visitation grant moneys shall be used
6 for services designed to increase compliance with the child
7 access provisions of court orders, including but not limited to
8 neutral visitation sites and mediation services.
9 2. The appropriation made to the department for child
10 support services may be used throughout the fiscal year in the
11 manner necessary for purposes of cash flow management, and for
12 cash flow management purposes the department may temporarily
13 draw more than the amount appropriated, provided the amount
14 appropriated is not exceeded at the close of the fiscal year.
15 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES BLOCK GRANT
16 Sec. 9. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES BLOCK
17 GRANT. There is appropriated from the special fund created in
18 section 8.41 to the department of health and human services
19 for the fiscal year beginning July 1, 2024, and ending June
20 30, 2025, from moneys received under the federal temporary
21 assistance for needy families (TANF) block grant pursuant
22 to the federal Personal Responsibility and Work Opportunity
23 Reconciliation Act of 1996, Pub. L. No. 104-193, and successor
24 legislation, the following amounts, or so much thereof as is
25 necessary, to be used for the purposes designated:
26 1. For community access and eligibility, FIP, the PROMISE
27 JOBS program, implementing family investment agreements in
28 accordance with chapter 239B, and for continuation of the
29 program promoting awareness of the benefits of a healthy
30 marriage:
31 ..... $ 12,988,627
32 2. For community access and eligibility to provide
33 pregnancy prevention grants on the condition that family
34 planning services are funded:
35 ..... $ 1,913,203

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1 Pregnancy prevention grants shall be awarded to programs
2 in existence on or before July 1, 2024, if the programs have
3 demonstrated positive outcomes. Grants shall be awarded to
4 pregnancy prevention programs which are developed after July
5 1, 2024, if the programs are based on existing models that
6 have demonstrated positive outcomes. Grants shall comply with
7 the requirements provided in 1997 Iowa Acts, chapter 208,
8 section 14, subsections 1 and 2, including the requirement that
9 grant programs must emphasize sexual abstinence. Priority in
10 the awarding of grants shall be given to programs that serve
11 areas of the state which demonstrate the highest percentage of
12 unplanned pregnancies of females of childbearing age within the
13 geographic area to be served by the grant.
14 3. For community access and eligibility to meet one of the
15 four core purposes of TANF as specified in 45 C.F.R. §260.20,
16 including by modernizing the program to promote economic
17 mobility and self-sufficiency, ensuring that families are able
18 to overcome benefit cliffs, encouraging healthy families, and
19 streamlining service delivery to reduce duplication:
20 ..... $ 5,000,000
21 4. For technology needs related to child support
22 modernization of the Iowa collections and reporting (ICAR)
23 system and for a closed loop referral system for the thrive
24 Iowa program:
25 ..... $ 5,000,000
26 5. For early intervention and supports for the family
27 development and self-sufficiency (FaDSS) grant program in
28 accordance with section 216A.107:
29 ..... $ 2,888,980
30 Of the funds allocated for the FaDSS grant program in this
31 subsection, not more than 5 percent of the funds shall be used
32 for administrative purposes.
33 6. For early intervention and supports for child abuse
34 prevention grants:
35 ..... $ 125,000

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1 7. For accountability, compliance, program integrity,
2 technology needs, and other resources necessary to meet federal
3 and state reporting, tracking, and case management requirements
4 and other departmental needs:
5 ..... $ 3,533,647
6 8. For state child care assistance:
7 ..... $ 47,166,826
8 9. For child protective services:
9 ..... $ 62,364,100
10 10. For child protective services for the kinship stipend
11 program:
12 ..... $ 3,000,000
13 DIVISION VI
14 MEDICAL ASSISTANCE — STATE SUPPLEMENTARY ASSISTANCE — HEALTHY
15 AND WELL KIDS IN IOWA PROGRAM AND OTHER HEALTH-RELATED PROGRAMS
16 — FY 2024-2025
17 Sec. 10. MEDICAL ASSISTANCE, STATE SUPPLEMENTARY
18 ASSISTANCE, AND HEALTHY AND WELL KIDS IN IOWA PROGRAM. There
19 is appropriated from the general fund of the state to the
20 department of health and human services for the fiscal year
21 beginning July 1, 2024, and ending June 30, 2025, the following
22 amount, or so much thereof as is necessary, to be used for the
23 purposes designated:
24 For medical assistance program reimbursement and associated
25 costs as specifically provided in the reimbursement
26 methodologies in effect on June 30, 2024, except as otherwise
27 expressly authorized by law, consistent with options under
28 federal law and regulations, and contingent upon receipt of
29 approval from the office of the governor of reimbursement
30 for each abortion performed under the program; for the state
31 supplementary assistance program; for the health insurance
32 premium payment program; and for maintenance of the healthy and
33 well kids in Iowa (Hawki) program pursuant to chapter 514I,
34 including supplemental dental services, for receipt of federal
35 financial participation under Tit. XXI of the federal Social

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1 Security Act, which creates the children's health insurance
2 program; and for other specified health-related programs:
3 ..... $ 1,627,974,166
4 1. Of the funds appropriated in this section,
5 $1,581,251,282 is allocated for medical assistance program
6 reimbursement and associated costs.
7 a. Of the funds allocated in this subsection, $800,000 shall
8 be used for the renovation and construction of certain nursing
9 facilities, consistent with the provisions of chapter 249K.
10 b. Of the funds allocated in this subsection, $150,000
11 shall be used for lodging expenses associated with care
12 provided at the university of Iowa hospitals and clinics for
13 patients with cancer whose travel distance is 30 miles or more
14 and whose income is at or below 200 percent of the federal
15 poverty level as defined by the most recently revised poverty
16 income guidelines published by the United States department of
17 health and human services. The department of health and human
18 services shall establish the maximum number of overnight stays
19 and the maximum rate reimbursed for overnight lodging, which
20 may be based on the state employee rate established by the
21 department of administrative services. The funds allocated in
22 this paragraph shall not be used as nonfederal share matching
23 funds.
24 c. Of the funds allocated in this subsection, $3,383,880
25 shall be used for program administration, outreach, and
26 enrollment activities of the state family planning services
27 program pursuant to section 217.41B, and of this amount, the
28 department may use $200,000 for administrative expenses.
29 2. Iowans support reducing the number of abortions
30 performed in our state. Funds appropriated under this section
31 shall not be used for abortions, unless otherwise authorized
32 under this section.
33 3. The provisions of this section relating to abortions
34 shall also apply to the Iowa health and wellness plan created
35 pursuant to chapter 249N.

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1 4. Of the funds appropriated in this section, $4,479,762 is
2 allocated for the state supplementary assistance program.
3 5. Of the funds appropriated in this section, $42,243,122
4 is allocated for maintenance of the Hawki program pursuant
5 to chapter 514I, including supplemental dental services, for
6 receipt of federal financial participation under Tit. XXI of
7 the federal Social Security Act, which creates the children's
8 health insurance program.
9 HEALTH PROGRAM OPERATIONS
10 Sec. 11. HEALTH PROGRAM OPERATIONS. There is appropriated
11 from the general fund of the state to the department of health
12 and human services for the fiscal year beginning July 1,
13 2024, and ending June 30, 2025, the following amount, or so
14 much thereof as is necessary, to be used for the purposes
15 designated:
16 For health program operations and the autism support
17 program:
18 ..... $ 39,597,231
19 1. The department of inspections, appeals, and licensing
20 shall provide all state matching funds for survey and
21 certification activities performed by the department of
22 inspections, appeals, and licensing. The department of health
23 and human services is solely responsible for distributing the
24 federal matching funds for such activities.
25 2. Of the funds appropriated in this section, a sufficient
26 amount shall be used for the administration of the health
27 insurance premium payment program, including salaries, support,
28 maintenance, and miscellaneous purposes.
29 3. Of the funds appropriated in this section, $750,000 shall
30 be used for the state poison control center. Pursuant to the
31 directive under 2014 Iowa Acts, chapter 1140, section 102, the
32 federal matching funds available to the state poison control
33 center from the department under the federal Children's Health
34 Insurance Program Reauthorization Act of 2009 allotment shall
35 be subject to the federal administrative cap rule of 10 percent

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1 applicable to funding provided under Tit. XXI of the federal
2 Social Security Act and included within the department's
3 calculations of the cap.
4 4. Unless otherwise provided, annual increases for services
5 provided through contracts funded under this section shall
6 not exceed the amount by which the consumer price index for
7 all urban consumers increased during the most recently ended
8 calendar year.
9 HEALTH CARE ACCOUNTS AND FUNDS
10 Sec. 12. PHARMACEUTICAL SETTLEMENT ACCOUNT — DEPARTMENT
11 OF HEALTH AND HUMAN SERVICES. There is appropriated from the
12 pharmaceutical settlement account created in section 249A.33 to
13 the department of health and human services for the fiscal year
14 beginning July 1, 2024, and ending June 30, 2025, the following
15 amount, or so much thereof as is necessary, to be used for the
16 purposes designated:
17 Notwithstanding any provision of law to the contrary, to
18 supplement the appropriation made in this Act for health
19 program operations under the medical assistance program for the
20 same fiscal year:
21 ..... $ 234,193
22 Sec. 13. QUALITY ASSURANCE TRUST FUND — DEPARTMENT OF
23 HEALTH AND HUMAN SERVICES. Notwithstanding any provision to
24 the contrary and subject to the availability of funds, there is
25 appropriated from the quality assurance trust fund created in
26 section 249L.4 to the department of health and human services
27 for the fiscal year beginning July 1, 2024, and ending June 30,
28 2025, the following amount, or so much thereof as is necessary,
29 for the purposes designated:
30 To supplement the appropriation made in this Act from the
31 general fund of the state to the department of health and human
32 services for medical assistance for the same fiscal year:
33 ..... $111,216,205
34 Sec. 14. HOSPITAL HEALTH CARE ACCESS TRUST FUND —
35 DEPARTMENT OF HEALTH AND HUMAN SERVICES. Notwithstanding any

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1 provision to the contrary and subject to the availability of
2 funds, there is appropriated from the hospital health care
3 access trust fund created in section 249M.4 to the department
4 of health and human services for the fiscal year beginning July
5 1, 2024, and ending June 30, 2025, the following amount, or so
6 much thereof as is necessary, for the purposes designated:
7 To supplement the appropriation made in this Act from the
8 general fund of the state to the department of health and human
9 services for medical assistance for the same fiscal year:
10 ..... $ 33,920,554
11 REIMBURSEMENT RATES
12 Sec. 15. REIMBURSEMENT RATES. Reimbursement for medical
13 assistance, state supplementary assistance, and social service
14 providers and services reimbursed under the purview of the
15 department of health and human services shall remain at the
16 reimbursement rate or shall be determined pursuant to the
17 reimbursement methodology in effect on June 30, 2024, unless
18 reimbursement is otherwise negotiated by contract or pursuant
19 to an updated fee schedule.
20 DIVISION VII
21 FAMILY WELL-BEING AND PROTECTION —— FY 2024-2025
22 STATE CHILD CARE ASSISTANCE
23 Sec. 16. STATE CHILD CARE ASSISTANCE. There is appropriated
24 from the general fund of the state to the department of health
25 and human services for the fiscal year beginning July 1,
26 2024, and ending June 30, 2025, the following amount, or so
27 much thereof as is necessary, to be used for the purposes
28 designated:
29 For state child care assistance in accordance with section
30 237A.13:
31 ..... $ 34,966,931
32 1. If the appropriations made for purposes of the state
33 child care assistance program for the fiscal year are
34 determined to be insufficient, it is the intent of the general
35 assembly to appropriate sufficient funding for the fiscal year

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1 in order to avoid establishment of waiting list requirements.
2 2. A portion of the state match for the federal child care
3 and development block grant shall be provided as necessary to
4 meet federal matching funds requirements through the state
5 general fund appropriation made for child development grants
6 and other programs for at-risk children in section 279.51.
7 EARLY INTERVENTION AND SUPPORTS
8 Sec. 17. EARLY INTERVENTION AND SUPPORTS. There is
9 appropriated from the general fund of the state to the
10 department of health and human services for the fiscal year
11 beginning July 1, 2024, and ending June 30, 2025, the following
12 amount, or so much thereof as is necessary, to be used for the
13 purposes designated:
14 For promoting the optimum health status for children
15 and adolescents from birth through 21 years of age, and for
16 families:
17 ..... $ 35,277,739
18 1. Of the funds appropriated in this section, not more
19 than $734,000 shall be used for the healthy opportunities for
20 parents to experience success (HOPES)-healthy families Iowa
21 (HFI) program established pursuant to section 135.106.
22 2. Of the funds appropriated in this section, $4,313,854 is
23 allocated for the FaDSS grant program. Of the funds allocated
24 for the FaDSS grant program in this subsection, not more than 5
25 percent of the funds shall be used for administration of the
26 grant program.
27 3. Of the funds appropriated in this section, $29,256,799
28 shall be used for the purposes of the early childhood Iowa fund
29 created in section 256I.11.
30 4. Of the funds appropriated in this section, $1,000,000
31 shall be used for the purposes of program administration and
32 provision of pregnancy support services through the more
33 options for maternal support program in accordance with section
34 217.41C.
35 CHILD PROTECTIVE SERVICES

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1 Sec. 18. CHILD PROTECTIVE SERVICES. There is appropriated
2 from the general fund of the state to the department of health
3 and human services for the fiscal year beginning July 1,
4 2024, and ending June 30, 2025, the following amount, or so
5 much thereof as is necessary, to be used for the purposes
6 designated:
7 For child, family, and adoption services, and for salaries,
8 support, maintenance, and miscellaneous purposes:
9 ..... $164,644,037
10 1. Of the funds appropriated in this section, $1,717,000
11 is allocated specifically for expenditure for fiscal year
12 2024-2025 through the decategorization services funding pools
13 and governance boards established pursuant to section 232.188.
14 2. A portion of the funds appropriated in this section
15 may be used to provide other resources based on client need
16 required to support family preservation, emergency client need,
17 or family reunification efforts.
18 3. Of the funds appropriated in this section, a sufficient
19 amount is allocated for group foster care maintenance and
20 services, shelter care, child welfare emergency services, and
21 supervised apartment living contracts.
22 4. Federal funds received by the state during the fiscal
23 year beginning July 1, 2024, as the result of the expenditure
24 of state funds appropriated during a previous state fiscal
25 year for a service or activity funded under this section, are
26 appropriated to the department to be used as additional funding
27 for services and purposes provided for under this section.
28 Notwithstanding section 8.33, moneys received in accordance
29 with this subsection that remain unencumbered or unobligated at
30 the close of the fiscal year shall not revert to any fund but
31 shall remain available for the purposes designated until the
32 close of the succeeding fiscal year.
33 5. a. Of the funds appropriated in this section, $748,000
34 is allocated for the payment of the expenses of court-ordered
35 services provided to children who are under the supervision

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1 of the department, which expenses are a charge upon the state
2 pursuant to section 232.141, subsection 4.
3 b. Notwithstanding chapter 232 or any other provision of
4 law to the contrary, a district or juvenile court shall not
5 order any service which is a charge upon the state pursuant
6 to section 232.141 if the court-ordered services distribution
7 amount is insufficient to pay for the service.
8 6. Of the funds appropriated in this section, $1,658,000
9 shall be used for the child protection center grant program for
10 child protection centers located in Iowa in accordance with
11 section 135.118. The grant amounts under the program shall be
12 equalized so that each center receives a uniform base amount of
13 $245,000, and so that the remaining funds are awarded through
14 a funding formula based upon the volume of children served.
15 To increase access to child protection center services for
16 children in rural areas, the funding formula for the awarding
17 of the remaining funds shall provide for the awarding of an
18 enhanced amount to eligible grantees to develop and maintain
19 satellite centers in underserved regions of the state.
20 7. Of the funds appropriated in this section, $4,359,500 is
21 allocated for the preparation for adult living program pursuant
22 to section 234.46.
23 8. Of the funds appropriated in this section, up to $227,000
24 shall be used for the public purpose of continuing a grant to a
25 nonprofit human services organization, providing services to
26 individuals and families in multiple locations in southwest
27 Iowa and Nebraska for support of a project providing immediate,
28 sensitive support and forensic interviews, medical exams, needs
29 assessments, and referrals for victims of child abuse and their
30 nonoffending family members.
31 9. Of the funds appropriated in this section, a portion may
32 be used for family-centered services for purposes of complying
33 with the federal Family First Prevention Services Act of 2018,
34 Pub. L. No. 115-123, and successor legislation.
35 10. a. Of the funds appropriated in this section, a

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1 sufficient amount is allocated for adoption subsidy payments
2 and related costs.
3 b. Any funds allocated in this subsection remaining after
4 the allocation under paragraph "a" are designated and allocated
5 as state savings resulting from implementation of the federal
6 Fostering Connections to Success and Increasing Adoptions Act
7 of 2008, Pub. L. No. 110-351, and successor legislation, as
8 determined in accordance with 42 U.S.C. §673(a)(8), and shall
9 be used for post-adoption services and for other purposes
10 allowed under these federal laws, Tit. IV-B or Tit. IV-E of the
11 federal Social Security Act.
12 11. Of the funds appropriated in this section, a sufficient
13 amount is allocated to support training needs for child welfare
14 providers and to address disproportionality within the child
15 welfare system.
16 12. If a separate funding source is identified that reduces
17 the need for state funds within an allocation under this
18 section, the allocated state funds may be redistributed to
19 other allocations under this section for the same fiscal year.
20 DIVISION VIII
21 STATE SPECIALTY CARE — FY 2024-2025
22 Sec. 19. STATE SPECIALTY CARE. There is appropriated from
23 the general fund of the state to the department of health and
24 human services for the fiscal year beginning July 1, 2024, and
25 ending June 30, 2025, the following amount, or so much thereof
26 as is necessary, to be used for the purposes designated:
27 For salaries, support, maintenance, and miscellaneous
28 purposes at institutions under the jurisdiction of the
29 department of health and human services:
30 ..... $100,006,128
31 1. The department shall utilize the funds appropriated in
32 this section as necessary to maximize bed capacity and to most
33 effectively meet the needs of the individuals served.
34 2. Of the amount appropriated in this section, the following
35 amounts are allocated to each institution as follows:

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a. For the state mental health institute at Cherokee:
..... $ 18,482,310
b. For the state mental health institute at Independence:
..... $ 22,876,090
c. For the civil commitment unit for sexual offenders at Cherokee:
..... $ 16,793,575
d. For the state resource center at Woodward:
..... $ 13,389,577
e. For the state resource center at Glenwood:
..... $ 5,255,132
f. For the state training school at Eldora:
..... $ 18,529,635

DIVISION IX

ADMINISTRATION AND COMPLIANCE — FY 2024-2025

Sec. 20. ACCOUNTABILITY, COMPLIANCE, AND PROGRAM INTEGRITY. There is appropriated from the general fund of the state to the department of health and human services for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amount, or so much thereof as is necessary, to be used for the purposes designated:

For accountability, compliance, and program integrity, including salaries, support, maintenance, and miscellaneous purposes:
..... $ 21,194,894

1. Of the funds appropriated in this section, $200,000 shall be transferred to and deposited in the Iowa ABLE savings plan trust administrative fund created in section 12I.4, to be used for implementation and administration activities of the Iowa ABLE savings plan trust.

2. Of the funds appropriated in this section, $2,602,312 shall be used for foster care review and the court appointed special advocate program, including for salaries, support, maintenance, and miscellaneous purposes.

3. Of the funds appropriated in this section, $1,148,959

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1 shall be used for the office of long-term care ombudsman
2 for salaries, support, administration, maintenance, and
3 miscellaneous purposes.
4 4. For the fiscal year beginning July 1, 2024, and ending
5 June 30, 2025, the department of health and human services
6 may utilize the funds appropriated from the general fund of
7 the state to the department under this Act for up to 4,156.00
8 full-time equivalent positions. The department shall report to
9 the general assembly by December 15, 2024, the distribution of
10 the approved number of full-time equivalent positions across
11 the organizational divisions of the department.
12 DIVISION X
13 DEPARTMENT OF HEALTH AND HUMAN SERVICES TRANSFERS, CASHFLOW,
14 AND NONREVERSIONS
15 Sec. 21. DEPARTMENT OF HEALTH AND HUMAN SERVICES TRANSFERS
16 AND CASHFLOW.
17 1. The department of health and human services may transfer
18 funds appropriated in this Act to support continuing alignment
19 efforts, to maximize federal support in accordance with the
20 department's federal costs allocation plan, and for resources
21 necessary to implement and administer the services for which
22 funds are provided. The department shall report any transfers
23 made pursuant to this subsection to the general assembly.
24 2. If the savings to the appropriations made for the
25 Medicaid program from ongoing cost management efforts exceed
26 the associated costs for the fiscal year, the department may
27 transfer any savings generated for the fiscal year due to cost
28 management efforts to the appropriations made in this Act for
29 health program operations or for accountability, compliance,
30 and program integrity to defray the costs associated with
31 implementation of the cost management efforts.
32 3. The department may transfer funds appropriated for
33 child protective services to pay the nonfederal share costs of
34 services reimbursed under the medical assistance program, state
35 child care assistance program, or the family investment program

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1 which are provided to children who would otherwise receive
2 services paid under the appropriation for child protective
3 services.
4 4. The department may transfer funds from the temporary
5 assistance for needy families block grant to the federal social
6 services block grant appropriation, and to the child care and
7 development block grant appropriation, in accordance with
8 federal law.
9 5. To the extent the department determines that moneys
10 appropriated under this Act or allocated for a specific purpose
11 under the Act will remain unencumbered or unobligated at the
12 close of the fiscal year, such unencumbered or unobligated
13 moneys may be used in the same fiscal year for any other
14 purpose for which the moneys appropriated may be used, or for
15 any other allocation within the same appropriation.
16 6. To the extent the department determines that moneys
17 appropriated under this Act will remain unencumbered or
18 unobligated at the close of the fiscal year or that services
19 will not be impacted, the department may utilize such
20 unencumbered or unobligated moneys appropriated to develop and
21 support the thrive Iowa program, a closed-loop referral system
22 utilizing a navigator model, that acts as the connection point
23 to link Iowans on an individualized path to prosperity and
24 self-sufficiency to available resources in all sectors of the
25 community.
26 Sec. 22. DEPARTMENT OF HEALTH AND HUMAN SERVICES
27 NONREVERSIONS.
28 1. Notwithstanding section 8.33, moneys appropriated from
29 the general fund of the state and the temporary assistance for
30 needy families block grant to the department of health and
31 human services for the fiscal year beginning July 1, 2024,
32 and ending June 30, 2025, for the purposes of the FaDSS grant
33 program that remain unencumbered or unobligated at the close of
34 the fiscal year shall not revert, but shall remain available
35 for expenditure for the purposes designated until the close of

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1 the succeeding fiscal year.
2 2. Notwithstanding section 8.33, of the moneys appropriated
3 from the general fund of the state, the quality assurance trust
4 fund, and the hospital health care access trust fund to the
5 department of health and human services for the fiscal year
6 beginning July 1, 2024, and ending June 30, 2025, for the
7 purposes of the medical assistance program, the amount that is
8 in excess of actual expenditures for the medical assistance
9 program that remains unencumbered or unobligated at the close
10 of the fiscal year shall not revert, but shall remain available
11 for expenditure for the medical assistance program until the
12 close of the succeeding fiscal year.
13 3. Notwithstanding section 8.33, and notwithstanding the
14 nonreversion amount limitation specified in section 222.92,
15 moneys appropriated from the general fund of the state to the
16 department of health and human services for the fiscal year
17 beginning July 1, 2024, and ending June 30, 2025, for the
18 purposes of state specialty care that remain unencumbered or
19 unobligated at the close of the fiscal year shall not revert,
20 but shall remain available for expenditure for the purposes
21 designated for subsequent fiscal years.
22 4. Notwithstanding section 8.33, moneys appropriated from
23 the general fund of the state to the department of health and
24 human services for the fiscal year beginning July 1, 2024,
25 and ending June 30, 2025, and allocated for rural psychiatric
26 residencies to annually fund eight psychiatric residents who
27 will provide mental health services to underserved areas of the
28 state that remain unencumbered or unobligated at the close of
29 the fiscal year shall not revert, but shall remain available
30 for expenditure for the purposes designated until the close of
31 the succeeding fiscal year.
32 5. Notwithstanding section 8.33, moneys appropriated from
33 the general fund of the state to the department of health and
34 human services for the fiscal year beginning July 1, 2024,
35 and ending June 30, 2025, and allocated for adoption subsidy

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payments and related costs or for post-adoption services and related allowable purposes that remain unencumbered or unobligated at the close of the fiscal year shall not revert, but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.

DIVISION XI

HEALTH AND HUMAN SERVICES — PRIOR APPROPRIATIONS AND OTHER PROVISIONS — FY 2022-2023

RURAL PSYCHIATRIC RESIDENCIES

Sec. 23. 2022 Iowa Acts, chapter 1131, section 3, subsection 4, paragraph j, is amended to read as follows:

j. Of the funds appropriated in this subsection, $800,000 shall be used for rural psychiatric residencies to support the annual creation and training of ~~six~~ eight psychiatric residents who will provide mental health services in underserved areas of the state. Notwithstanding section 8.33, moneys that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated for subsequent fiscal years.

FAMILY INVESTMENT PROGRAM

Sec. 24. 2022 Iowa Acts, chapter 1131, section 9, subsection 7, as enacted by 2023 Iowa Acts, chapter 112, section 41, is amended to read as follows:

7. Notwithstanding section 8.33, moneys appropriated in this section that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for the purposes designated, or may be transferred to other appropriations in this division of this Act or used as necessary to enhance agency accountability, program integrity, compliance, and efficiency, until the close of the succeeding fiscal year.

STATE SUPPLEMENTARY ASSISTANCE

Sec. 25. 2022 Iowa Acts, chapter 1131, section 15, subsection 4, is amended to read as follows:

4. Notwithstanding section 8.33, moneys appropriated

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1 in this section that remain unencumbered or unobligated
2 at the close of the fiscal year shall not revert but
3 shall remain available for expenditure for the purposes
4 designated, including for liability amounts associated with
5 the supplemental nutrition assistance program payment error
6 rate, or may be transferred to other appropriations in this
7 division of this Act or used as necessary to enhance agency
8 accountability, program integrity, compliance, and efficiency,
9 until the close of the succeeding fiscal year.
10 Sec. 26. EFFECTIVE DATE. This division of this Act, being
11 deemed of immediate importance, takes effect upon enactment.
12 Sec. 27. RETROACTIVE APPLICABILITY. This division of this
13 Act applies retroactively to July 1, 2022.
14 DIVISION XII
15 HEALTH AND HUMAN SERVICES — PRIOR APPROPRIATIONS AND OTHER
16 PROVISIONS — FY 2023-2024
17 OFFICE OF PUBLIC GUARDIAN
18 Sec. 28. 2023 Iowa Acts, chapter 112, section 3, is amended
19 by adding the following new subsection:
20 NEW SUBSECTION. 7. Notwithstanding section 8.33,
21 moneys appropriated in this section for the state office of
22 public guardian established under chapter 231E that remain
23 unencumbered or unobligated at the close of the fiscal year
24 shall not revert but shall remain available for the purposes
25 designated until the close of the succeeding fiscal year.
26 RURAL PSYCHIATRIC RESIDENCIES
27 Sec. 29. 2023 Iowa Acts, chapter 112, section 5, subsection
28 4, paragraph j, is amended to read as follows:
29 j. Of the funds appropriated in this subsection, $800,000
30 shall be used for rural psychiatric residencies to annually
31 fund ~~six~~ eight psychiatric residents who will provide
32 mental health services in underserved areas of the state.
33 Notwithstanding section 8.33, moneys that remain unencumbered
34 or unobligated at the close of the fiscal year shall not revert
35 but shall remain available for expenditure for the purposes

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1 designated for subsequent fiscal years.
2 FAMILY INVESTMENT PROGRAM
3 Sec. 30. 2023 Iowa Acts, chapter 112, section 9, is amended
4 by adding the following new subsection:
5 NEW SUBSECTION. 7. Notwithstanding section 8.33, moneys
6 appropriated in this section that remain unencumbered or
7 unobligated at the close of the fiscal year shall not revert
8 but shall remain available for the purposes designated, or may
9 be transferred to other appropriations in this division of this
10 Act or used as necessary to enhance agency accountability,
11 program integrity, compliance, and efficiency, until the close
12 of the succeeding fiscal year.
13 STATE SUPPLEMENTARY ASSISTANCE
14 Sec. 31. 2023 Iowa Acts, chapter 112, section 15, subsection
15 4, is amended to read as follows:
16 4. Notwithstanding section 8.33, moneys appropriated
17 in this section that remain unencumbered or unobligated
18 at the close of the fiscal year shall not revert but
19 shall remain available for expenditure for the purposes
20 designated, including for liability amounts associated
21 with the SNAP payment error rate, or may be transferred to
22 other appropriations in this division of this Act or used as
23 necessary to enhance agency accountability, program integrity,
24 compliance, and efficiency, until the close of the succeeding
25 fiscal year.
26 CHILD CARE ASSISTANCE
27 Sec. 32. 2023 Iowa Acts, chapter 112, section 17, subsection
28 8, is amended to read as follows:
29 8. Notwithstanding section 8.33, moneys ~~advanced for~~
30 ~~purposes of the programs developed by early childhood Iowa~~
31 ~~areas, advanced for purposes of wraparound child care, or~~
32 ~~received from the federal appropriations made for the purposes~~
33 ~~of~~ appropriated in this section that remain unencumbered or
34 unobligated at the close of the fiscal year shall not revert
35 to any fund but shall remain available for expenditure for the

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1 purposes designated until the close of the succeeding fiscal
2 year.
3 CHILD AND FAMILY SERVICES
4 Sec. 33. 2023 Iowa Acts, chapter 112, section 19, is amended
5 by adding the following new subsection:
6 NEW SUBSECTION. 23. Notwithstanding section 8.33, moneys
7 appropriated in this section that remain unencumbered or
8 unobligated at the close of the fiscal year shall not revert
9 but shall remain available for the purposes designated until
10 the close of the succeeding fiscal year.
11 FIELD OPERATIONS
12 Sec. 34. 2023 Iowa Acts, chapter 112, section 26, is amended
13 by adding the following new subsection:
14 NEW SUBSECTION. 4. Notwithstanding section 8.33, moneys
15 appropriated in this section that remain unencumbered or
16 unobligated at the close of the fiscal year shall not revert
17 but shall remain available for the purposes designated until
18 the close of the succeeding fiscal year.
19 GENERAL ADMINISTRATION — MORE OPTIONS FOR MATERNAL SUPPORT
20 PROGRAM
21 Sec. 35. 2023 Iowa Acts, chapter 112, section 27, subsection
22 8, is amended to read as follows:
23 8. Of the funds appropriated under this section, $1,000,000
24 shall be used for the purposes of program administration and
25 provision of pregnancy support services through the more
26 options for maternal support program in accordance with section
27 217.41C. Notwithstanding section 8.33, moneys allocated in
28 this subsection that remain unencumbered or unobligated at the
29 close of the fiscal year shall not revert but shall remain
30 available for the purposes designated until the close of the
31 succeeding fiscal year.
32 GENERAL ADMINISTRATION
33 Sec. 36. 2023 Iowa Acts, chapter 112, section 27, is amended
34 by adding the following new subsection:
35 NEW SUBSECTION. 10. Notwithstanding section 8.33, moneys

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appropriated in this section that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for the purposes designated until the close of the succeeding fiscal year.

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM ADMINISTRATIVE ALLOCATION — FEDERAL BLOCK GRANT

Sec. 37. 2023 Iowa Acts, chapter 161, section 10, subsection 3, is amended to read as follows:

3. After subtracting the allocation in subsection 2, ~~up to 10~~ no less than 8.4 percent of the remaining moneys for each federal fiscal year are allocated for administrative expenses of low-income home energy assistance program contractors and up to 1.6 percent of the remaining moneys for each fiscal year are allocated for the administrative expenses of the department of health and human services under the low-income home energy assistance program ~~of which $377,000 is allocated each federal fiscal year for administrative expenses of the department of health and human services~~. The costs of auditing the use and administration of the portion of the appropriation in this section that is retained by the state shall be paid from the amount allocated in this subsection each federal fiscal year to the department of health and human services. The auditor of state shall bill the department of health and human services for the audit costs.

Sec. 38. EFFECTIVE DATE. This division of this Act, being deemed of immediate importance, takes effect upon enactment.

Sec. 39. RETROACTIVE APPLICABILITY. This division of this Act applies retroactively to July 1, 2023.

DIVISION XIII

EMERGENCY RULES AND REPORTS

Sec. 40. EMERGENCY RULES.

1. If necessary to comply with federal requirements including time frames, or if specifically authorized by a provision of this Act, the department of health and human services or the mental health and disability services

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1 commission shall adopt administrative rules under section
2 17A.4, subsection 3, and section 17A.5, subsection 2, paragraph
3 "b", to implement the applicable provisions of this Act. The
4 rules shall be effective immediately upon filing unless a
5 later date is specified in the rules. Any rules adopted in
6 accordance with this section shall also be published as a
7 notice of intended action as provided in section 17A.4.
8 2. If during a fiscal year, the department of health and
9 human services is adopting rules in accordance with this
10 section or as otherwise directed or authorized by state
11 law, and the rules will result in an expenditure increase
12 beyond the amount anticipated in the budget process or if the
13 expenditure was not addressed in the budget process for the
14 fiscal year, the department shall notify the general assembly
15 and the department of management concerning the rules and the
16 expenditure increase. The notification shall be provided at
17 least thirty calendar days prior to the date notice of the
18 rules is submitted to the administrative rules coordinator and
19 the administrative code editor.
20 Sec. 41. REPORTS. Unless otherwise provided, any reports or
21 other information required to be compiled and submitted under
22 this Act during the fiscal year beginning July 1, 2024, shall
23 be submitted on or before the date specified for submission of
24 the reports or information.
25 DIVISION XIV
26 CODIFIED PROVISIONS
27 SUBSTANCE USE DISORDER — BEER AND LIQUOR CONTROL FUND
28 Sec. 42. Section 123.17, subsection 5, Code 2024, is amended
29 to read as follows:
30 5. After any transfer provided for in subsection 3 is
31 made, the department shall transfer into a special revenue
32 account in the general fund of the state, a sum of money at
33 least equal to seven percent of the gross amount of sales made
34 by the department from the beer and liquor control fund on a
35 monthly basis but not less than nine million dollars annually.

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1 Of the amounts transferred, two million dollars~~, plus an~~
2 ~~additional amount determined by the general assembly,~~ shall be
3 appropriated to the department of health and human services for
4 use by the staff who administer the comprehensive substance use
5 disorder program under chapter 125 for substance use disorder
6 treatment and prevention programs. Any amounts received in
7 excess of the amounts appropriated to the department of health
8 and human services for use by the staff who administer the
9 comprehensive substance use disorder program under chapter 125
10 shall be considered part of the general fund balance.
11 TOBACCO USE PREVENTION AND CONTROL
12 Sec. 43. Section 142A.5, Code 2024, is amended by adding the
13 following new subsection:
14 NEW SUBSECTION. 9. Collaborate with the department of
15 revenue for enforcement of tobacco laws, regulations, and
16 ordinances and to engage in tobacco control activities approved
17 by the departments.
18 PERSONAL NEEDS ALLOWANCE FOR FACILITIES UNDER MEDICAID
19 Sec. 44. Section 249A.30A, Code 2024, is amended to read as
20 follows:
21 **249A.30A Medical assistance — personal needs allowance.**
22 1. The personal needs allowance under the medical
23 assistance program, which may be retained by a person who is a
24 resident of a nursing facility, an intermediate care facility
25 for persons with an intellectual disability, or an intermediate
26 care facility for persons with mental illness, as defined in
27 section 135C.1, or a person who is a resident of a psychiatric
28 medical institution for children as defined in section 135H.1,
29 shall be fifty dollars per month.
30 2. A resident who has income of less than fifty dollars
31 per month shall receive a supplement from the state in the
32 amount necessary to receive a personal needs allowance of fifty
33 dollars per month~~, if funding is specifically appropriated for~~
34 ~~this purpose~~. The general assembly shall annually appropriate
35 a sufficient amount from the general fund of the state to the

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1 department of health and human services for this purpose.
2 REPLACEMENT GENERATION TAX REVENUES
3 Sec. 45. Section 437A.8, subsection 4, paragraph d, Code
4 2024, is amended to read as follows:
5 *d.* Notwithstanding paragraph *"a"*, a taxpayer who owns
6 or leases a new electric power generating plant and who has
7 no other operating property in the state of Iowa except for
8 operating property directly serving the new electric power
9 generating plant as described in section 437A.16 shall pay
10 the replacement generation tax associated with the allocation
11 of the local amount to the county treasurer of the county in
12 which the local amount is located and shall remit the remaining
13 replacement generation tax, if any, to the director according
14 to paragraph *"a"* for remittance of the tax to county treasurers.
15 The director shall notify each taxpayer on or before August 31
16 following a tax year of its remaining replacement generation
17 tax to be remitted to the director. All remaining replacement
18 generation tax revenues received by the director shall be
19 ~~deposited in the property tax relief fund created in section~~
20 ~~426B.1, and shall be distributed as provided in section 426B.2~~
21 appropriated annually to the department of health and human
22 services to supplement any appropriation made for medical
23 assistance.
24 If a taxpayer has paid an amount of replacement tax,
25 penalty, or interest which was ~~deposited into the property~~
26 ~~tax relief fund~~ appropriated to the department of health and
27 human services under this paragraph and which was not due, all
28 of the provisions of section 437A.14, subsection 1, paragraph
29 *"b"*, shall apply with regard to any claim for refund or credit
30 filed by the taxpayer. The director shall have sole discretion
31 as to whether the erroneous payment will be refunded to the
32 taxpayer or credited against any replacement tax due, or to
33 become due, from the taxpayer that would be ~~subject to deposit~~
34 ~~in the property tax relief fund~~ appropriated to the department
35 of health and human services under this paragraph.

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1 Sec. 46. Section 437A.15, subsection 3, paragraph f, Code
2 2024, is amended to read as follows:
3 *f.* Notwithstanding the provisions of this section, if
4 a taxpayer is a municipal utility or a municipal owner of
5 an electric power facility financed under the provisions
6 of chapter 28F or 476A, the assessed value, other than the
7 local amount, of a new electric power generating plant shall
8 be allocated to each taxing district in which the municipal
9 utility or municipal owner is serving customers and has
10 electric meters in operation in the ratio that the number of
11 operating electric meters of the municipal utility or municipal
12 owner located in the taxing district bears to the total number
13 of operating electric meters of the municipal utility or
14 municipal owner in the state as of January 1 of the tax year.
15 If the municipal utility or municipal owner of an electric
16 power facility financed under the provisions of chapter 28F
17 or 476A has a new electric power generating plant but the
18 municipal utility or municipal owner has no operating electric
19 meters in this state, the municipal utility or municipal owner
20 shall pay the replacement generation tax associated with the
21 new electric power generating plant allocation of the local
22 amount to the county treasurer of the county in which the local
23 amount is located and shall remit the remaining replacement
24 generation tax, if any, to the director at the times contained
25 in section 437A.8, subsection 4, for remittance of the tax to
26 the county treasurers. All remaining replacement generation
27 tax revenues received by the director shall be ~~deposited in~~
28 ~~the property tax relief fund created in section 426B.1, and~~
29 ~~shall be distributed as provided in section 426B.2~~ appropriated
30 annually to the department of health and human services to
31 supplement any appropriation made for medical assistance.
32 PERSONAL NEEDS ALLOWANCE FOR STATE SUPPLEMENTARY ASSISTANCE
33 Sec. 47. NEW SECTION. **249.9A Personal needs allowance.**
34 1. The department shall increase the personal needs
35 allowance for residents of residential care facilities by the

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1 same percentage and at the same time as federal supplemental
2 security income and federal social security benefits are
3 increased due to a recognized increase in the cost of living.
4 2. If during a fiscal year, the department projects that
5 state supplementary assistance expenditures for a calendar year
6 will not meet the federal pass-through requirement specified
7 in Tit. XVI of the federal Social Security Act, section 1618,
8 as codified in 42 U.S.C. §1382g, the department may take
9 actions including but not limited to increasing the personal
10 needs allowance for residential care facility residents
11 and making programmatic adjustments or upward adjustments
12 of the residential care facility or in-home health-related
13 care reimbursement rates to ensure compliance with federal
14 requirements. In addition, the department may make other
15 programmatic and rate adjustments necessary to remain within
16 the funds appropriated for a fiscal year while ensuring
17 compliance with federal requirements.
18 3. The department may adopt emergency rules under section
19 17A.4, subsection 3, and section 17A.5, subsection 2, paragraph
20 *"b"*, to implement the provisions of this section and the rules
21 shall be effective immediately upon filing unless a later date
22 is specified in the rules. Any rules adopted in accordance
23 with this section shall also be published as a notice of
24 intended action as provided in section 17A.4.
25 MEDICAID FRAUD FUND AND HEALTH CARE TRUST FUND
26 Sec. 48. Section 249A.50, subsection 3, Code 2024, is
27 amended to read as follows:
28 3. *a.* A Medicaid fraud fund is created in the state
29 treasury under the authority of the department of inspections,
30 appeals, and licensing. Moneys from penalties, investigative
31 costs recouped by the Medicaid fraud control unit, and other
32 amounts received as a result of prosecutions involving
33 the department of inspections, appeals, and licensing
34 investigations and audits to ensure compliance with the medical
35 assistance program that are not credited to the program shall

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1 be credited to the fund.
2 *b.* Notwithstanding section 8.33, moneys credited to the
3 fund from any other account or fund shall not revert to the
4 other account or fund. Moneys in the fund shall only be used as
5 provided in appropriations from the fund and shall be used in
6 accordance with applicable laws, regulations, and the policies
7 of the office of inspector general of the United States
8 department of health and human services.
9 *c.* Any funds remaining in the Medicaid fraud fund at the
10 close of a fiscal year are appropriated to the department of
11 health and human services to supplement any medical assistance
12 program appropriation for the same fiscal year to be used
13 for medical assistance reimbursement and associated costs,
14 including program administration and costs associated with
15 program implementation.
16 ~~*c.*~~ *d.* For the purposes of this subsection, *"investigative*
17 *costs"* means the reasonable value of a Medicaid fraud control
18 unit investigator's, auditor's or employee's time, any moneys
19 expended by the Medicaid fraud control unit, and the reasonable
20 fair market value of resources used or expended by the Medicaid
21 fraud control unit in a case resulting in a criminal conviction
22 of a provider under this chapter or chapter 714 or 715A.
23 Sec. 49. Section 453A.35A, Code 2024, is amended to read as
24 follows:
25 **453A.35A Health care trust fund — appropriation to Medicaid**
26 **program.**
27 1. A health care trust fund is created in the office of
28 the treasurer of state. The fund consists of the revenues
29 generated from the tax on cigarettes pursuant to section
30 453A.6, subsection 1, and from the tax on tobacco products
31 as specified in section 453A.43, subsections 1, 2, 3, and 4,
32 that are credited to the health care trust fund, annually,
33 pursuant to section 453A.35. Moneys in the fund shall be
34 separate from the general fund of the state and shall not be
35 considered part of the general fund of the state. However, the

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1 fund shall be considered a special account for the purposes
2 of section 8.53 relating to generally accepted accounting
3 principles. Moneys in the fund shall be used only as specified
4 in this section and shall be appropriated only for the uses
5 specified. Moneys in the fund are not subject to section 8.33
6 and shall not be transferred, used, obligated, appropriated,
7 or otherwise encumbered, except as provided in this section.
8 Notwithstanding section 12C.7, subsection 2, interest or
9 earnings on moneys deposited in the fund shall be credited to
10 the fund.
11 2. Moneys in the fund shall be used only for purposes
12 related to health care, substance use disorder treatment and
13 prevention, and tobacco use prevention, cessation, and control.
14 3. Any funds remaining in the health care trust fund at the
15 close of a fiscal year are appropriated to the department of
16 health and human services to supplement any medical assistance
17 program appropriation for the same fiscal year to be used
18 for medical assistance reimbursement and associated costs,
19 including program administration and costs associated with
20 program implementation.
21 MENTAL HEALTH INSTITUTES — RETAINING OF REVENUE
22 Sec. 50. NEW SECTION. **218.97 Retaining of revenue by mental**
23 **health institutes.**
24 Notwithstanding sections 218.78 and 249A.11, any revenue
25 received from the state mental health institute at Cherokee or
26 the state mental health institute at Independence pursuant to
27 42 C.F.R. §438.6(e) may be retained and expended by the mental
28 health institute.
29 RESIDENTS OF MENTAL HEALTH INSTITUTES — RETAINING MEDICAID
30 ELIGIBILITY
31 Sec. 51. NEW SECTION. **249A.38A Residents of mental health**
32 **institutes — retaining of Medicaid eligibility.**
33 Notwithstanding any provision of law to the contrary,
34 a Medicaid recipient residing at the state mental health
35 institute at Cherokee or the state mental health institute

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1 at Independence shall retain Medicaid eligibility during the
2 period of the Medicaid recipient's stay for which federal
3 financial participation is available.
4 STATE RESOURCES CENTERS — SCOPE OF SERVICES
5 Sec. 52. NEW SECTION. **218.97A State resource centers —**
6 **scope of services approach — time-limited assessment and respite**
7 **services.**
8 1. The department may continue to bill for state resource
9 center services utilizing a scope of services approach used for
10 private providers of intermediate care facilities for persons
11 with an intellectual disability services, in a manner which
12 does not shift costs between the medical assistance program,
13 mental health and disability services regions, or other sources
14 of funding for the state resource centers.
15 2. The state resource centers may expand the time-limited
16 assessment and respite services during a fiscal year.
17 JUVENILE DETENTION HOME FUND — APPROPRIATION
18 Sec. 53. Section 232.142, Code 2024, is amended to read as
19 follows:
20 **232.142 Maintenance and cost of juvenile homes — fund —**
21 **appropriation of moneys in fund.**
22 1. County boards of supervisors which singly or in
23 conjunction with one or more other counties provide and
24 maintain juvenile detention and juvenile shelter care homes are
25 subject to this section.
26 2. For the purpose of providing and maintaining a county
27 or multicounty home, the board of supervisors of any county
28 may issue general county purpose bonds in accordance with
29 sections 331.441 through 331.449. Expenses for providing and
30 maintaining a multicounty home shall be paid by the counties
31 participating in a manner to be determined by the boards of
32 supervisors.
33 3. A county or multicounty juvenile detention home approved
34 pursuant to this section shall receive financial aid from the
35 state in a manner approved by the director. Aid paid by the

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1 state shall be at least ten percent and not more than fifty
2 percent of the total cost of the establishment, improvements,
3 operation, and maintenance of the home.
4 4. The director shall adopt minimal rules and standards for
5 the establishment, maintenance, and operation of such homes as
6 shall be necessary to effect the purposes of this chapter. The
7 rules shall apply the requirements of section 237.8, concerning
8 employment and evaluation of persons with direct responsibility
9 for a child or with access to a child when the child is
10 alone and persons residing in a child foster care facility,
11 to persons employed by, residing in, or volunteering for a
12 home approved under this section. The director shall, upon
13 request, give guidance and consultation in the establishment
14 and administration of the homes and programs for the homes.
15 5. The director shall approve annually all such homes
16 established and maintained under the provisions of this
17 chapter. A home shall not be approved unless it complies with
18 minimal rules and standards adopted by the director and has
19 been inspected by the department of inspections, appeals, and
20 licensing. The statewide number of beds in the homes approved
21 by the director shall not exceed two hundred seventy-two beds
22 beginning July 1, 2017.
23 6. *a.* A juvenile detention home fund is created in the
24 state treasury under the authority of the department. The
25 fund shall consist of moneys deposited in the fund pursuant to
26 section 602.8108. The moneys in the fund shall be used for
27 the costs of the establishment, improvement, operation, and
28 maintenance of county or multicounty juvenile detention homes
29 in accordance with ~~annual appropriations made by the general~~
30 ~~assembly from the fund for these purposes~~ this subsection.
31 *b.* (1) Moneys deposited in the juvenile detention home
32 fund during a fiscal year are appropriated to the department
33 for the same fiscal year for distribution of an amount equal to
34 a percentage of the costs of the establishment, improvement,
35 operation, and maintenance of county or multicounty juvenile

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1 detention homes in the prior fiscal year. Such percentage
2 shall be determined by the department based on the amount
3 available for distribution from the fund.
4 (2) Moneys appropriated for distribution in accordance with
5 this subsection shall be allocated among eligible detention
6 homes, prorated on the basis of an eligible detention home's
7 proportion of the costs of all eligible detention homes in the
8 prior fiscal year.
9 FAMILY INVESTMENT PROGRAM ACCOUNT ELIMINATION
10 Sec. 54. Section 239B.14, subsection 2, Code 2024, is
11 amended to read as follows:
12 2. An individual who commits a fraudulent practice under
13 this section is personally liable for the amount of assistance
14 or other benefits fraudulently obtained. The amount of the
15 assistance or other benefits may be recovered from the offender
16 or the offender's estate in an action brought or by claim
17 filed in the name of the state and the recovered funds shall
18 be ~~deposited in the family investment program account~~ credited
19 to the appropriation to the department for community access
20 and eligibility to be used for the purposes of the family
21 investment program. The action or claim filed in the name of
22 the state shall not be considered an election of remedies to
23 the exclusion of other remedies.
24 Sec. 55. Section 252B.27, subsection 1, Code 2024, is
25 amended to read as follows:
26 1. The director, within the limitations of the amount
27 appropriated for child support services, or moneys transferred
28 for this purpose from the ~~family investment program account~~
29 ~~created in section 239B.11~~ appropriation to the department for
30 community access and eligibility, may establish new positions
31 and add employees to child support services if the director
32 determines that both the current and additional employees
33 together can reasonably be expected to maintain or increase net
34 state revenue at or beyond the budgeted level for the fiscal
35 year.

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1 Sec. 56. REPEAL. Section 239B.11, Code 2024, is repealed.
2 Sec. 57. TRANSITION PROVISION. All unencumbered and
3 unobligated moneys remaining on June 30, 2024, in the family
4 investment program account created in section 239B.11, are
5 appropriated to the department of health and human services for
6 community access and eligibility.
7 CHILD SUPPORT COLLECTION SERVICES CENTER REFUND ACCOUNT
8 Sec. 58. Section 252B.13A, Code 2024, is amended by adding
9 the following new subsection:
10 NEW SUBSECTION. 3. Support payments received by the
11 collection services center shall be deposited in the collection
12 services center refund account. The account shall be separate
13 from the general fund of the state and shall not be considered
14 part of the general fund of the state. The moneys deposited
15 in the account are not subject to section 8.33 and shall not
16 be transferred, used, obligated, appropriated, or otherwise
17 encumbered except as provided for the purposes of this chapter.
18 Notwithstanding section 12C.7, subsection 2, interest or
19 earnings on moneys deposited in the account shall be credited
20 to the account.
21 FOSTER CARE SERVICES — RESPONSIBILITY FOR SERVICES —
22 PLACEMENT WITH RELATIVE OR FICTIVE KIN
23 Sec. 59. Section 234.39, subsection 2, Code 2024, is amended
24 to read as follows:
25 2. *a.* A person entitled to periodic support payments
26 pursuant to an order or judgment entered in any action for
27 support, who also is or has a child receiving foster care
28 services, is deemed to have assigned to the department
29 current and accruing support payments attributable to the
30 child effective as of the date the child enters foster care
31 placement, to the extent of expenditure of foster care funds.
32 The department shall notify the clerk of the district court
33 when a child entitled to support payments is receiving foster
34 care services pursuant to chapter 234. Upon notification
35 by the department that a child entitled to periodic support

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1 payments is receiving foster care services, the clerk of
2 the district court shall make a notation of the automatic
3 assignment in the judgment docket and lien index. The notation
4 constitutes constructive notice of assignment. The clerk of
5 court shall furnish the department with copies of all orders
6 and decrees awarding support when the child is receiving
7 foster care services. At the time the child ceases to receive
8 foster care services, the assignment of support shall be
9 automatically terminated. Unpaid support accrued under the
10 assignment of support rights during the time that the child was
11 in foster care remains due to the department up to the amount
12 of unreimbursed foster care funds expended. The department
13 shall notify the clerk of court of the automatic termination
14 of the assignment. Unless otherwise specified in the support
15 order, an equal and proportionate share of any child support
16 awarded shall be presumed to be payable on behalf of each child
17 subject to the order or judgment for purposes of an assignment
18 under this section.
19 *b.* This subsection shall not apply when a child is placed
20 with a relative or fictive kin as those terms are defined in
21 section 232.2, who is not licensed under chapter 237 to provide
22 child foster care.
23 QUALITY ASSURANCE ASSESSMENT — PAYMENT PERIOD BASIS
24 Sec. 60. Section 249L.3, subsection 2, Code 2024, is amended
25 to read as follows:
26 2. The quality assurance assessment shall be paid by each
27 nursing facility to the department on a ~~quarterly~~ monthly basis
28 after the nursing facility's medical assistance payment rates
29 are adjusted to include funds appropriated from the quality
30 assurance trust fund for that purpose. The department shall
31 prepare and distribute a form upon which nursing facilities
32 shall calculate and report the quality assurance assessment.
33 A nursing facility shall submit the completed form with the
34 assessment amount ~~no later than thirty days following the end~~
35 ~~of each calendar quarter~~.

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EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill makes appropriations from the general fund of the state to the department of veterans affairs and to the department of health and human services (HHS) for fiscal year 2024-2025. The appropriations from the general fund of the state to the department of veterans affairs include appropriations for administration, the state veterans cemetery, the Iowa veterans home, the home ownership assistance program, and county commissions of veterans affairs. The appropriations from the general fund of the state to HHS include appropriations for aging and disability services; behavioral health; public health; community access and eligibility including for child support services; Medicaid, state supplementary assistance, the healthy and well kids in Iowa (Hawki) program, and other specified health-related programs including health program operations and reimbursement rate provisions; family well-being and protection including state child care assistance, early intervention and supports, and child protective services; state specialty care; and administration and compliance. The bill also makes appropriations to HHS from the temporary assistance for needy families block grant, the pharmaceutical settlement account, the quality assurance trust fund, and the hospital health care access trust fund.

The bill includes transfer, cashflow, and nonreversion provisions; emergency rulemaking authority and reporting requirements; and certain codified provisions relating to the duties and programs under the purview of HHS.

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Senate File 2438 - Introduced

SENATE FILE 2438
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO SSB 3202)

A BILL FOR

1 An Act relating to and making appropriations from the rebuild
2 Iowa infrastructure fund and technology reinvestment fund,
3 providing for related matters, and including effective date
4 provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5008SV (1) 90
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DIVISION I

REBUILD IOWA INFRASTRUCTURE FUND

Section 1. REBUILD IOWA INFRASTRUCTURE FUND — APPROPRIATIONS. There is appropriated from the rebuild Iowa infrastructure fund created in section 8.57 to the following departments and agencies for the following fiscal years, the following amounts, or so much thereof as is necessary, to be used for the purposes designated:

1. DEPARTMENT OF ADMINISTRATIVE SERVICES

a. For the demolition of the fleet building located at 307 East Seventh Street, Des Moines, Iowa, notwithstanding section 8.57, subsection 5, paragraph "c":

FY 2024-2025:

..... $ 1,997,500

b. For major maintenance projects:

FY 2024-2025:

..... $ 20,000,000

c. For elevator upgrades and replacement on the capitol complex and Terrace Hill:

FY 2024-2025:

..... $ 5,364,500

2. DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP

a. (1) For deposit in the water quality initiative fund created in section 466B.45 for purposes of supporting the water quality initiative administered by the division of soil conservation and water quality as provided in section 466B.42, including salaries, support, maintenance, and miscellaneous purposes, notwithstanding section 8.57, subsection 5, paragraph "c":

FY 2024-2025:

..... $ 8,200,000

(2) (a) The moneys appropriated in this lettered paragraph shall be used to support demonstration projects in subwatersheds as designated by the department that are part of high-priority watersheds identified by the water resources

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1 coordinating council.
2 (b) The moneys appropriated in this lettered paragraph
3 shall be used to support demonstration projects in watersheds
4 generally, including regional watersheds, as designated by the
5 division and high-priority watersheds identified by the water
6 resources coordinating council.
7 (3) In supporting projects in watersheds and subwatersheds
8 as provided in subparagraph (2), all of the following apply:
9 (a) The demonstration projects must utilize water quality
10 practices as described in the latest revision of the document
11 entitled "Iowa Nutrient Reduction Strategy" initially presented
12 in November 2012 by the department of agriculture and land
13 stewardship, the department of natural resources, and Iowa
14 state university of science and technology.
15 (b) The division shall implement demonstration projects
16 as provided in subparagraph division (a) by providing
17 for participation by persons who hold a legal interest in
18 agricultural land used in farming. To every extent practical,
19 the division shall provide for collaborative participation by
20 such persons who hold a legal interest in agricultural land
21 located within the same subwatershed.
22 (c) The division shall implement demonstration projects on
23 a cost-share basis as determined by the division. Except for
24 edge-of-field practices, the state's share of the amount shall
25 not exceed 50 percent of the estimated cost of establishing the
26 practice as determined by the division or 50 percent of the
27 actual cost of establishing the practice, whichever is less.
28 (d) The demonstration projects shall be used to educate
29 other persons about the feasibility and value of establishing
30 similar water quality practices. The division shall promote
31 field day events for purposes of allowing interested persons to
32 establish water quality practices on such persons' agricultural
33 land.
34 (e) The division shall conduct water quality evaluations
35 within supported subwatersheds. Within a reasonable period

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1 after accumulating information from such evaluations, the
2 division shall create an aggregated database of water quality
3 practices. Any information identifying a person holding a
4 legal interest in agricultural land or specific agricultural
5 land shall be a confidential record.
6 (4) The moneys appropriated in this lettered paragraph
7 shall be used to support education and outreach in a manner
8 that encourages persons who hold a legal interest in
9 agricultural land used for farming to implement water quality
10 practices, including the establishment of such practices in
11 watersheds generally, and not limited to subwatersheds or
12 high-priority watersheds.
13 (5) The moneys appropriated in this lettered paragraph
14 may be used to contract with persons to coordinate the
15 implementation of efforts provided in this paragraph.
16 (6) The moneys appropriated in this lettered paragraph
17 may be used by the department to support urban soil and water
18 conservation efforts, which may include but are not limited
19 to management practices related to bioretention, landscaping,
20 the use of permeable or pervious pavement, and soil quality
21 restoration. The moneys shall be allocated on a cost-share
22 basis as provided in chapter 161A.
23 (7) Notwithstanding any other provision of law to the
24 contrary, the department may use moneys appropriated in
25 this lettered paragraph to carry out the provisions of this
26 paragraph on a cost-share basis in combination with other
27 moneys available to the department from a state or federal
28 source.
29 (8) Not more than 10 percent of the moneys appropriated in
30 this lettered paragraph may be used for costs of administration
31 and implementation of the water quality initiative administered
32 by the soil conservation division.
33 b. For deposit in the renewable fuels infrastructure fund
34 created in section 159A.16 for renewable fuel infrastructure
35 programs:

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1 FY 2024-2025:
2 ..... $ 10,000,000
3 The appropriation made in this paragraph is in lieu of the
4 standing appropriation from the general fund of the state in
5 section 159A.17 for the fiscal year beginning July 1, 2024, and
6 ending June 30, 2025, which shall be zero.
7 c. For updating the maximum return to nitrogen modeling
8 system for fertilizer management, notwithstanding section 8.57,
9 subsection 5, paragraph "c":
10 FY 2024-2025:
11 ..... $ 1,000,000
12 Any information received, collected, or held for purposes
13 of this paragraph is a confidential record exempt from public
14 release if the information identifies a person who holds a
15 legal interest in agricultural land or who has previously held
16 a legal interest in agricultural land, a person who is involved
17 or who was previously involved in managing the agricultural
18 land or producing crops or livestock on the agricultural land,
19 or the identifiable location of the agricultural land.
20 3. DEPARTMENT FOR THE BLIND
21 For building repairs for the building located at 524 Fourth
22 Street, Des Moines, Iowa:
23 FY 2024-2025:
24 ..... $ 225,600
25 4. ECONOMIC DEVELOPMENT AUTHORITY
26 a. For deposit in the community attraction and tourism fund
27 created in section 15F.204:
28 FY 2024-2025:
29 ..... $ 8,000,000
30 b. For deposit in the destination Iowa fund created in
31 section 15.281, notwithstanding section 8.57, subsection 5,
32 paragraph "c":
33 FY 2024-2025:
34 ..... $ 8,500,000
35 c. For equal distribution to regional sports authority

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1 districts certified by the department pursuant to section
2 15E.321, notwithstanding section 8.57, subsection 5, paragraph
3 "c":
4 FY 2024-2025:
5 ..... $ 1,000,000
6 d. For grants to nonprofit organizations committed to
7 strengthening communities through youth development, healthy
8 living, and social responsibility for costs associated with
9 the renovation and maintenance of facility infrastructure at
10 facilities located in cities with a population of less than
11 28,000 as determined by the 2020 federal decennial census:
12 FY 2024-2025:
13 ..... $ 250,000
14 5. DEPARTMENT OF HEALTH AND HUMAN SERVICES
15 a. For renovation of the Lucas Building:
16 FY 2024-2025:
17 ..... $ 10,000,000
18 b. For patient door conversion at the unit located at the
19 state mental health institute at Cherokee:
20 FY 2024-2025:
21 ..... $ 50,000
22 c. For renovation and expansion at the unit located at the
23 state mental health institute at Cherokee:
24 FY 2024-2025:
25 ..... $ 7,000,000
26 d. For renovation and expansion at the Iowa office of the
27 state medical examiner building:
28 FY 2024-2025:
29 ..... $ 18,150,000
30 FY 2025-2026:
31 ..... $ 18,150,000
32 e. For tunnel decentralization for the state resource
33 center at Woodward:
34 FY 2024-2025:
35 ..... $ 21,700,000

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1 6. DEPARTMENT OF NATURAL RESOURCES
2 a. For implementation of lake projects that have
3 established watershed improvement initiatives and community
4 support in accordance with the department's annual lake
5 restoration plan and report, notwithstanding section 8.57,
6 subsection 5, paragraph "c":
7 FY 2024-2025:
8 ..... $ 9,600,000
9 b. For state park infrastructure improvements:
10 FY 2024-2025:
11 ..... $ 5,000,000
12 c. For water trails and low head dam safety grants,
13 including grants for projects relating to eligible water
14 bodies, as defined in section 456A.33C:
15 FY 2024-2025:
16 ..... $ 1,500,000
17 d. For grants to communities or organizations for tree
18 planting projects through the community forestry grant program,
19 notwithstanding section 8.57, subsection 5, paragraph "c":
20 FY 2024-2025:
21 ..... $ 250,000
22 7. DEPARTMENT OF PUBLIC DEFENSE
23 a. For major maintenance projects at national guard
24 armories and facilities:
25 FY 2024-2025:
26 ..... $ 2,100,000
27 b. For improvement projects for Iowa national guard
28 installations and readiness centers to support operations and
29 training requirements:
30 FY 2024-2025:
31 ..... $ 2,100,000
32 c. For construction improvement projects at the Camp Dodge
33 facility:
34 FY 2024-2025:
35 ..... $ 550,000

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1 d. The department of public defense shall report to the
2 general assembly by December 15, 2024, regarding the projects
3 the department has funded or intends to fund from moneys
4 appropriated to the department pursuant to this subsection.
5 8. DEPARTMENT OF PUBLIC SAFETY
6 a. For payments and other costs due under a financing
7 agreement entered into by the treasurer of state for building
8 the statewide interoperable communications system pursuant to
9 section 29C.23, subsection 2, notwithstanding section 8.57,
10 subsection 5, paragraph "c":
11 FY 2024-2025:
12 ..... $ 6,424,379
13 b. For deposit in the public safety equipment fund created
14 in section 80.48, notwithstanding section 8.57, subsection 5,
15 paragraph "c":
16 FY 2024-2025:
17 ..... $ 2,500,000
18 9. BOARD OF REGENTS
19 a. For allocation by the state board of regents to the
20 state university of Iowa, Iowa state university of science
21 and technology, and the university of northern Iowa to
22 reimburse the institutions for deficiencies in the operating
23 funds resulting from the pledging of tuition, student fees
24 and charges, and institutional income to finance the cost of
25 providing academic and administrative buildings and facilities
26 and utility services at the institutions:
27 FY 2024-2025:
28 ..... $ 26,500,000
29 b. For the renovation and construction of an industrial
30 technology center at the university of northern Iowa:
31 FY 2024-2025:
32 ..... $ 3,850,000
33 c. For nonresidential infrastructure renovations at the
34 Iowa lakeside laboratory regent resource center:
35 FY 2024-2025:

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1 ..... $ 1,000,000
2 10. DEPARTMENT OF TRANSPORTATION
3 a. For acquiring, constructing, and improving recreational
4 trails within the state:
5 FY 2024-2025:
6 ..... $ 2,500,000
7 b. For deposit in the public transit infrastructure grant
8 fund created in section 324A.6A, for projects that meet
9 the definition of vertical infrastructure in section 8.57,
10 subsection 5, paragraph "c":
11 FY 2024-2025:
12 ..... $ 1,500,000
13 c. For deposit in the railroad revolving loan and grant
14 fund created in section 327H.20A, notwithstanding section 8.57,
15 subsection 5, paragraph "c":
16 FY 2024-2025:
17 ..... $ 2,000,000
18 d. For vertical infrastructure improvements at the
19 commercial service airports within the state:
20 FY 2024-2025:
21 ..... $ 1,900,000
22 e. For vertical infrastructure improvements at general
23 aviation airports within the state:
24 FY 2024-2025:
25 ..... $ 1,000,000
26 11. TREASURER OF STATE
27 For distribution in accordance with chapter 174 to qualified
28 fairs that belong to the association of Iowa fairs for county
29 fair vertical infrastructure improvements:
30 FY 2024-2025:
31 ..... $ 1,060,000
32 12. JUDICIAL BRANCH
33 For chiller replacement at the judicial building:
34 FY 2024-2025:
35 ..... $ 475,000

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1 13. DEPARTMENT OF VETERANS AFFAIRS
2 For replacement of cemetery equipment, notwithstanding
3 section 8.57, subsection 5, paragraph "c":
4 FY 2024-2025:
5 ..... $ 168,388
6 Sec. 2. REVERSION. For purposes of section 8.33, unless
7 specifically provided otherwise, unencumbered or unobligated
8 moneys from an appropriation made in this division of this Act
9 shall not revert but shall remain available for expenditure for
10 the purposes designated until the close of the fiscal year that
11 ends two years after the end of the fiscal year for which the
12 appropriation is made. However, if the project or projects for
13 which such appropriation was made are completed in an earlier
14 fiscal year, unencumbered or unobligated moneys shall revert at
15 the close of that same fiscal year.
16 Sec. 3. CONTINGENT TRANSFER. There is transferred from the
17 rebuild Iowa infrastructure fund created in section 8.57 to
18 the Iowa major events and tourism fund established in section
19 15G.104, if enacted by 2024 Iowa Acts, Senate File 2419,
20 section 4, or successor legislation, the following amount:
21 ..... $ 10,000,000
22 DIVISION II
23 TECHNOLOGY REINVESTMENT FUND
24 Sec. 4. TECHNOLOGY REINVESTMENT FUND. There is
25 appropriated from the technology reinvestment fund created in
26 section 8.57C to the following departments and agencies for the
27 fiscal year beginning July 1, 2024, and ending June 30, 2025,
28 the following amounts, or so much thereof as is necessary, to
29 be used for the purposes designated:
30 1. DEPARTMENT OF JUSTICE
31 For cybersecurity and technology projects:
32 ..... $ 278,503
33 2. DEPARTMENT OF CORRECTIONS
34 For camera systems upgrades and replacement, Iowa medical
35 and classification center pharmacy technology upgrades,

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1 Iowa medical and classification center and Iowa correctional
2 institution for women data and voice network switching and
3 server replacements, and community-based corrections technology
4 updates:
5 ..... $ 3,604,279
6 3. DEPARTMENT OF EDUCATION
7 a. For the continued development and implementation of an
8 educational data warehouse that will be utilized by teachers,
9 parents, school district administrators, area education agency
10 staff, department of education staff, and policymakers:
11 ..... $ 600,000
12 Of the moneys appropriated in this lettered paragraph, the
13 department may use a portion for an e-transcript data system
14 capable of tracking students throughout the students' education
15 via interconnectivity with multiple schools.
16 b. For maintenance and lease costs associated with
17 connections for part III of the Iowa communications network:
18 ..... $ 2,727,000
19 c. To the public broadcasting division for costs associated
20 with a searchable digital asset management system:
21 ..... $ 196,000
22 4. DEPARTMENT OF HEALTH AND HUMAN SERVICES
23 To fund the transition to maintenance and operations of the
24 Medicaid enterprise modernization effort at the Iowa department
25 of health and human services:
26 ..... $ 330,000
27 5. DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT
28 For the continuing implementation of a statewide mass
29 notification and emergency messaging system:
30 ..... $ 400,000
31 6. DEPARTMENT OF MANAGEMENT
32 a. For the continued development and implementation of
33 a searchable database that can be placed on the internet for
34 budget and financial information:
35 ..... $ 45,000

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1 b. For the continued development and implementation of the
2 comprehensive electronic grant management system:
3 ..... $ 70,000
4 c. For the upgrade of the local government budget and
5 property tax system:
6 ..... $ 120,000
7 d. For the annual licensing of a searchable database that is
8 placed on the internet for budget and financial information:
9 ..... $ 382,131
10 e. For the cost of equipment and computer software for the
11 continued development and implementation of Iowa's criminal
12 justice information system:
13 ..... $ 1,400,000
14 f. For the costs associated with the justice enterprise data
15 warehouse:
16 ..... $ 282,664
17 g. For the security office of the chief information officer
18 for statewide endpoint detection and response:
19 ..... $ 1,117,658
20 h. For the security office of the chief information officer
21 for cybersecurity incident investigation response:
22 ..... $ 1,830,000
23 7. DEPARTMENT OF REVENUE
24 For tax system modernization:
25 ..... $ 4,070,460
26 8. DEPARTMENT OF NATURAL RESOURCES
27 For the replacement of law enforcement radios:
28 ..... $ 1,565,000
29 9. SECRETARY OF STATE
30 For the upgrade of cyberanalysis and cybersecurity
31 technology:
32 ..... $ 324,000
33 10. TREASURER OF STATE
34 a. For the purchase of software relating to investment
35 tracking:

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1 ..... $ 192,000
2 b. For the purchase of software relating to banking
3 reconciliations:
4 ..... $ 228,000
5 Sec. 5. REVERSION. For purposes of section 8.33, unless
6 specifically provided otherwise, unencumbered or unobligated
7 moneys from an appropriation made in this division of this Act
8 shall not revert but shall remain available for expenditure for
9 the purposes designated until the close of the fiscal year that
10 ends two years after the end of the fiscal year for which the
11 appropriation is made. However, if the project or projects for
12 which such appropriation was made are completed in an earlier
13 fiscal year, unencumbered or unobligated moneys shall revert at
14 the close of that same fiscal year.
15 DIVISION III
16 CHANGES TO PRIOR APPROPRIATIONS
17 Sec. 6. 2018 Iowa Acts, chapter 1162, section 4, as amended
18 by 2022 Iowa Acts, chapter 1150, section 6, is amended to read
19 as follows:
20 SEC. 4. REVERSION.
21 1. Except as provided in subsection 2, for purposes
22 of section 8.33, unless specifically provided otherwise,
23 unencumbered or unobligated moneys made from an appropriation
24 in this division of this Act shall not revert but shall remain
25 available for expenditure for the purposes designated until the
26 close of the fiscal year that ends three years after the end of
27 the fiscal year for which the appropriation is made. However,
28 if the project or projects for which such appropriation was
29 made are completed in an earlier fiscal year, unencumbered
30 or unobligated moneys shall revert at the close of that same
31 fiscal year.
32 2. a. For purposes of section 8.33, unless specifically
33 provided in paragraph "b" or otherwise, unencumbered or
34 unobligated moneys from an appropriation made in section 3,
35 subsection 4, of this division of this 2018 Iowa Act shall

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1 not revert but shall remain available for expenditure for the
2 purposes designated until the close of the fiscal year that
3 ends four years after the end of the fiscal year for which
4 the appropriation is made, or until the project for which the
5 appropriation was made is completed, whichever is earlier.
6 b. For purposes of section 8.33, unencumbered or
7 unobligated moneys from an appropriation made for the fiscal
8 year that begins July 1, 2019, in section 3, subsection 4, of
9 this division of this 2018 Iowa Act shall not revert but shall
10 remain available for expenditure for the purposes designated
11 until the close of the fiscal year that ends five years after
12 the end of the fiscal year for which the appropriation is made,
13 or until the project for which the appropriation was made is
14 completed, whichever is earlier.
15 Sec. 7. 2021 Iowa Acts, chapter 167, section 2, as amended
16 by 2023 Iowa Acts, chapter 118, section 6, is amended to read
17 as follows:
18 SEC. 2. REVERSION.
19 1. Except as provided in subsection 2, for purposes
20 of section 8.33, unless specifically provided otherwise,
21 unencumbered or unobligated moneys from an appropriation made
22 in this division of this Act shall not revert but shall remain
23 available for expenditure for the purposes designated until the
24 close of the fiscal year that ends two years after the end of
25 the fiscal year for which the appropriation is made. However,
26 if the project or projects for which such appropriation was
27 made are completed in an earlier fiscal year, unencumbered
28 or unobligated moneys shall revert at the close of that same
29 fiscal year.
30 2. a. For purposes of section 8.33, unless specifically
31 provided otherwise, unencumbered or unobligated moneys from
32 an appropriation made in section 1, subsection 10, paragraph
33 "d", of this division of this 2021 Iowa Act, as amended by 2022
34 Iowa Acts, chapter 1150, section 11, shall not revert but shall
35 remain available for expenditure for the purposes designated

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1 until the project for which the appropriation was made is
2 completed.
3 b. For purposes of section 8.33, unencumbered or
4 unobligated moneys from an appropriation made in section 1,
5 subsection 4, of this division of this 2021 Iowa Act, shall
6 not revert but shall remain available for expenditure for the
7 purposes designated until the close of the fiscal year that
8 ends three years after the end of the fiscal year for which
9 the appropriation is made, or until the project for which the
10 appropriation was made is completed, whichever is earlier.
11 Sec. 8. 2021 Iowa Acts, chapter 167, section 4, is amended
12 to read as follows:
13 SEC. 4. REVERSION.
14 1. For purposes of section 8.33, unless specifically
15 provided in subsection 2 or otherwise, unencumbered or
16 unobligated moneys from an appropriation made in this division
17 of this Act shall not revert but shall remain available for
18 expenditure for the purposes designated until the close of
19 the fiscal year that ends two years after the end of the
20 fiscal year for which the appropriation is made. However,
21 if the project or projects for which such appropriation was
22 made are completed in an earlier fiscal year, unencumbered
23 or unobligated moneys shall revert at the close of that same
24 fiscal year.
25 2. For purposes of section 8.33, unencumbered or
26 unobligated moneys from an appropriation made in section 3,
27 subsection 7, of this division of this 2021 Iowa Act, shall
28 not revert but shall remain available for expenditure for the
29 purposes designated until the close of the fiscal year that
30 ends three years after the end of the fiscal year for which
31 the appropriation was made, or until the project for which the
32 appropriation was made is completed, whichever is earlier.
33 Sec. 9. 2022 Iowa Acts, chapter 1150, section 2, is amended
34 to read as follows:
35 SEC. 2. REVERSION.

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1 1. For purposes of section 8.33, unless specifically
2 provided in subsection 2 or otherwise, unencumbered or
3 unobligated moneys from an appropriation made in this division
4 of this Act shall not revert but shall remain available for
5 expenditure for the purposes designated until the close of
6 the fiscal year that ends two years after the end of the
7 fiscal year for which the appropriation is made. However,
8 if the project or projects for which such appropriation was
9 made are completed in an earlier fiscal year, unencumbered
10 or unobligated moneys shall revert at the close of that same
11 fiscal year.
12 2. For purposes of section 8.33, unencumbered or
13 unobligated moneys from an appropriation made in section 1,
14 subsection 4, of this division of this 2022 Iowa Act, shall
15 not revert but shall remain available for expenditure for the
16 purposes designated until the close of the fiscal year that
17 ends three years after the end of the fiscal year for which
18 the appropriation is made, or until the project for which the
19 appropriation was made is completed, whichever is earlier.
20 Sec. 10. EFFECTIVE DATE. This division of this Act, being
21 deemed of immediate importance, takes effect upon enactment.
22 DIVISION IV
23 MISCELLANEOUS PROVISIONS
24 Sec. 11. Section 8.57C, subsection 3, paragraph k, Code
25 2024, is amended by striking the paragraph and inserting in
26 lieu thereof the following:
27 *k.* There is appropriated from the rebuild Iowa
28 infrastructure fund for the fiscal year beginning July 1,
29 2024, and ending June 30, 2025, the sum of twenty-one million
30 ninety-seven thousand eight hundred seventy-three dollars to
31 the technology reinvestment fund, notwithstanding section 8.57,
32 subsection 5, paragraph *"c"*.
33 EXPLANATION
34 The inclusion of this explanation does not constitute agreement with
35 the explanation's substance by the members of the general assembly.

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1 This bill relates to and makes appropriations from the
2 rebuild Iowa infrastructure fund (RIIF) and the technology
3 reinvestment fund (TRF) and provides for related matters. The
4 bill is organized by divisions.
5 REBUILD IOWA INFRASTRUCTURE FUND. This division
6 appropriates project funding from RIIF for multiple fiscal
7 years for projects for the departments of administrative
8 services, agriculture and land stewardship, the blind, health
9 and human services, natural resources, public defense, public
10 safety, transportation, and veterans affairs, and for the
11 economic development authority, treasurer of state, board of
12 regents, and judicial branch. As part of an appropriation
13 from RIIF, the bill reduces a standing appropriation from the
14 general fund to the renewable fuel infrastructure fund to zero
15 for FY 2024-2025. The bill transfers moneys from RIIF to the
16 Iowa major events and tourism fund, if enacted by 2024 Iowa
17 Acts, Senate File 2419, or successor legislation.
18 TECHNOLOGY REINVESTMENT FUND. This division appropriates
19 project funding for FY 2024-2025 from TRF for projects for the
20 departments of justice, corrections, education, health and
21 human services, homeland security and emergency management,
22 management, revenue, and natural resources, and for the
23 secretary of state and treasurer of state.
24 CHANGES TO PRIOR APPROPRIATIONS. This division delays
25 the reversion of all of the following: an FY 2019-2020
26 appropriation from TRF to the department of health and human
27 services for the upgrade of the Medicaid management information
28 system, an FY 2021-2022 appropriation from RIIF to the
29 department of corrections for the remodel and expansion of the
30 kitchen and visitation areas at the Clarinda treatment complex,
31 an FY 2021-2022 appropriation from TRF to the department
32 of inspections and appeals (currently the department of
33 inspections, appeals, and licensing) for a registry of children
34 receiving foster care, and an FY 2022-2023 appropriation from
35 RIIF to the department of corrections for kitchen equipment

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1 at the Clarinda treatment complex and various infrastructure
2 projects at correctional facilities. These provisions take
3 effect upon enactment.
4 MISCELLANEOUS PROVISIONS. Code section 8.57C (TRF) is
5 amended to provide for an appropriation to TRF from RIIF for
6 FY 2024-2025.

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Senate Resolution 109 - Introduced

SENATE RESOLUTION NO. 109

BY SINCLAIR, GARRETT, SALMON, COSTELLO, LOFGREN, GREEN, DICKEY, SCHULTZ, DAWSON, DRISCOLL, KOELKER, WESTRICH, REICHMAN, EDLER, COURNOYER, GRUENHAGEN, ROZENBOOM, KRAAYENBRINK, SWEENEY, SHIPLEY, ROWLEY, WEBSTER, BROWN, ALONS, J. TAYLOR, McCLINTOCK, QUIRMBACH, JOCHUM, BOULTON, KNOX, GIDDENS, WINCKLER, CELSI, DONAHUE, DOTZLER, TRONE GARRIOTT, T. TAYLOR, PETERSEN, and WEINER

1 A Resolution recognizing and congratulating the
2 Iowa State University Cyclones (Cyclones) men´s
3 basketball team for a successful 2023-2024 season.
4 WHEREAS, the Cyclones men´s basketball team
5 finished second in the Big 12 conference regular-season
6 standings earning a double-bye in the first two rounds
7 of the conference tournament; and
8 WHEREAS, the Cyclones won the Big 12 Conference
9 Tournament championship for the sixth time in school
10 history, having now won every Conference championship
11 game in which the team has competed, by defeating the
12 Houston Cougars, 69-41; and
13 WHEREAS, the championship matchup featured a clash
14 between the conference´s best defensive teams, the
15 Cyclones reigned supreme and held the Associated Press
16 Top-25 (AP Poll) number-one team to just 26.8 percent
17 shooting, landing the Cyclones as the fourth-ranked
18 team in the AP Poll; and
19 WHEREAS, the victory marked the fourth time the
20 Cyclones have won against the top-ranked team with the
21 28-point margin of victory becoming the worst loss for

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1 a number-one ranked team since 1968; and
2 WHEREAS, the Cyclones used a second-half run
3 outscoring the Cougars 18-3, eventually building the
4 lead to 32 points in front of the "Hilton South" crowd
5 in Kansas City before the final whistle; and
6 WHEREAS, the Cyclones were led by freshman Milan
7 Momcilovic (18 points), Keshon Gilbert (16 points),
8 and Hason Ward (13 points off the bench) in the
9 championship game, with Milan Momcilovic, Keshon
10 Gilbert, and Tamin Lipsey earning spots on the Big
11 12 Championship All-Tournament team, and Keshon
12 Gilbert being named the tournament's Most Outstanding
13 Player; and
14 WHEREAS, the Cyclones head coach T.J. Otzelberger,
15 became the program's fourth coach to win a conference
16 championship tournament and won the second-most games
17 in a single season in school history (29) on his way to
18 being named a finalist for the Naismith Coach of the
19 Year honors; and
20 WHEREAS, following the conference-champion automatic
21 bid into the National Collegiate Athletic Association
22 (NCAA) men's basketball tournament, the Cyclones earned
23 a No. 2 seed and claimed victories over South Dakota
24 State and Washington State to reach the "Sweet 16",
25 eventually falling to Illinois; and
26 WHEREAS, sophomore point guard Tamin Lipsey was one
27 of four finalists for the Naismith Defensive Player
28 of the Year and received an AP All-American honorable
29 mention, in addition to earning National Association of
30 Basketball Coaches All-District 8 Honors and College

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1 Sports Communicators Academic All-District honors; and
2 WHEREAS, head coach T.J. Otzelberger became the
3 Cyclones' first coach to lead two teams to the Sweet
4 16, and joined Tim Floyd as the only coaches in program
5 history to take a team to the NCAA tournament in each
6 of the coach's respective first three seasons; NOW
7 THEREFORE,
8 BE IT RESOLVED BY THE SENATE, That the Senate
9 congratulates head coach T.J. Otzelberger, and all
10 the members of the Cyclones men's basketball team for
11 an outstanding 2023-2024 season, and for representing
12 the state in the second and third rounds of the NCAA
13 Division 1 men's basketball tournament.

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:58 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Myers, Laura; Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
Recurring: No
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Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

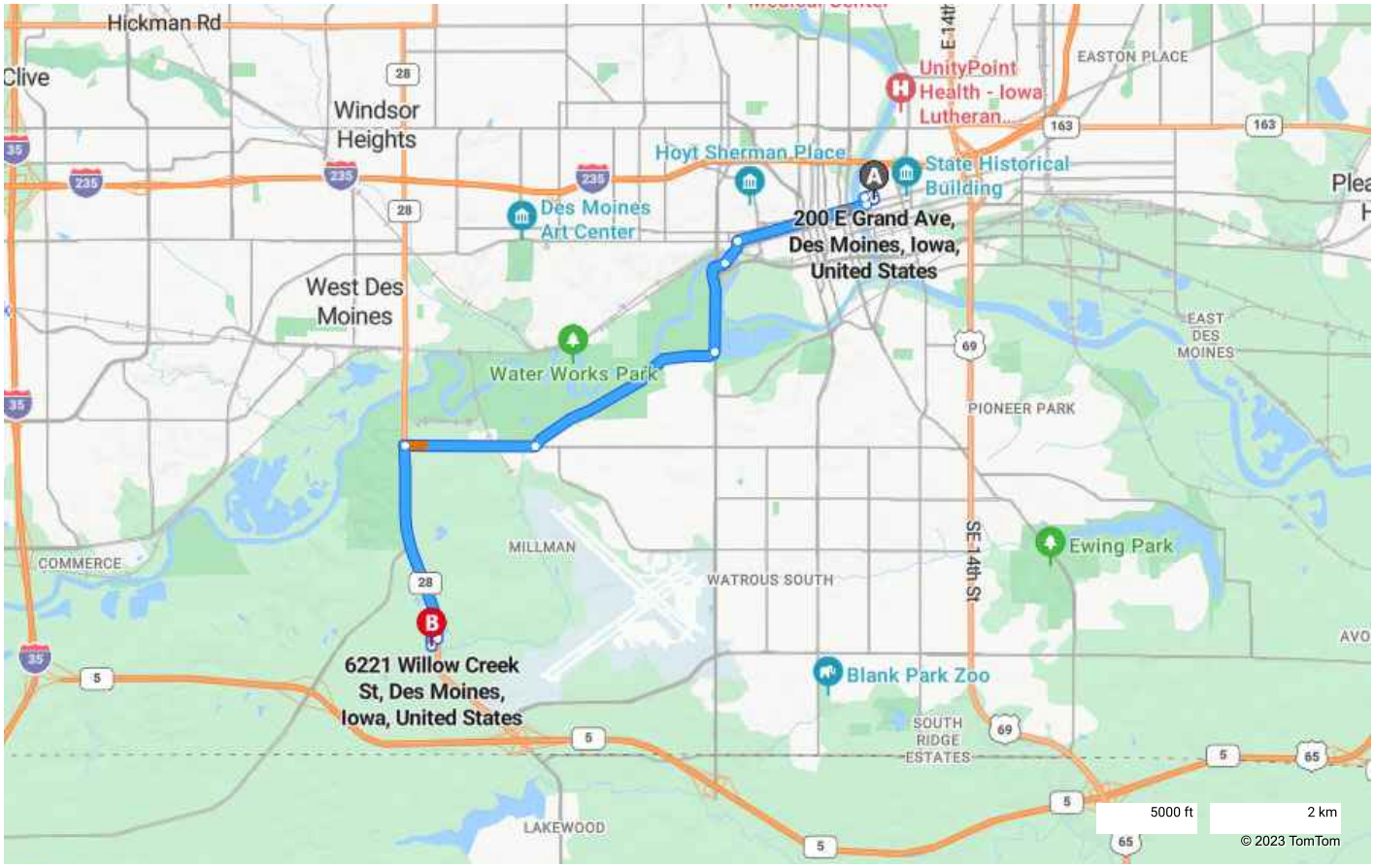
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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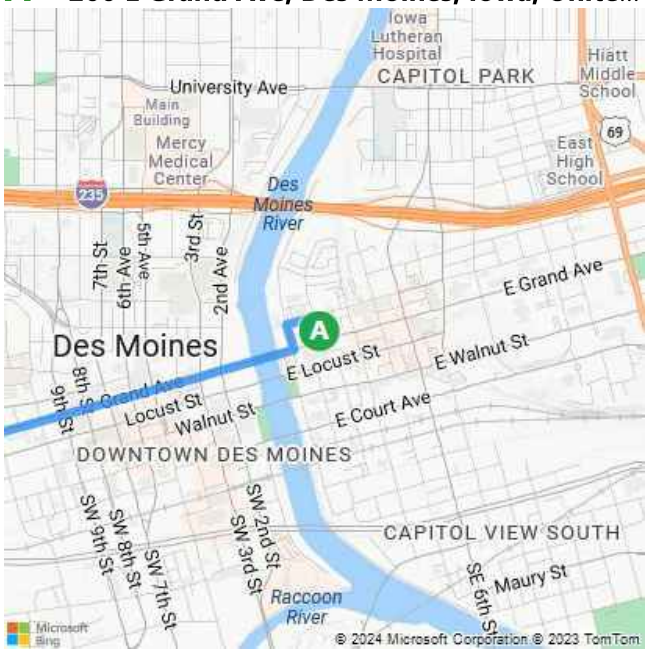

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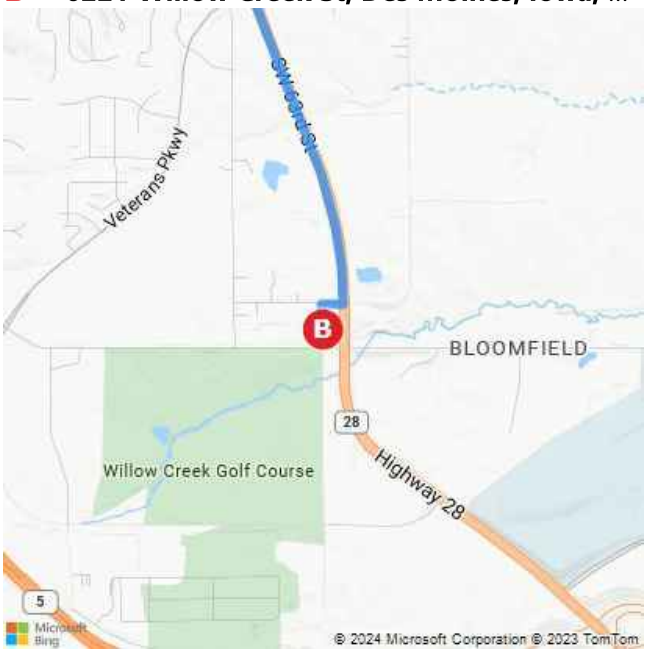

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Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

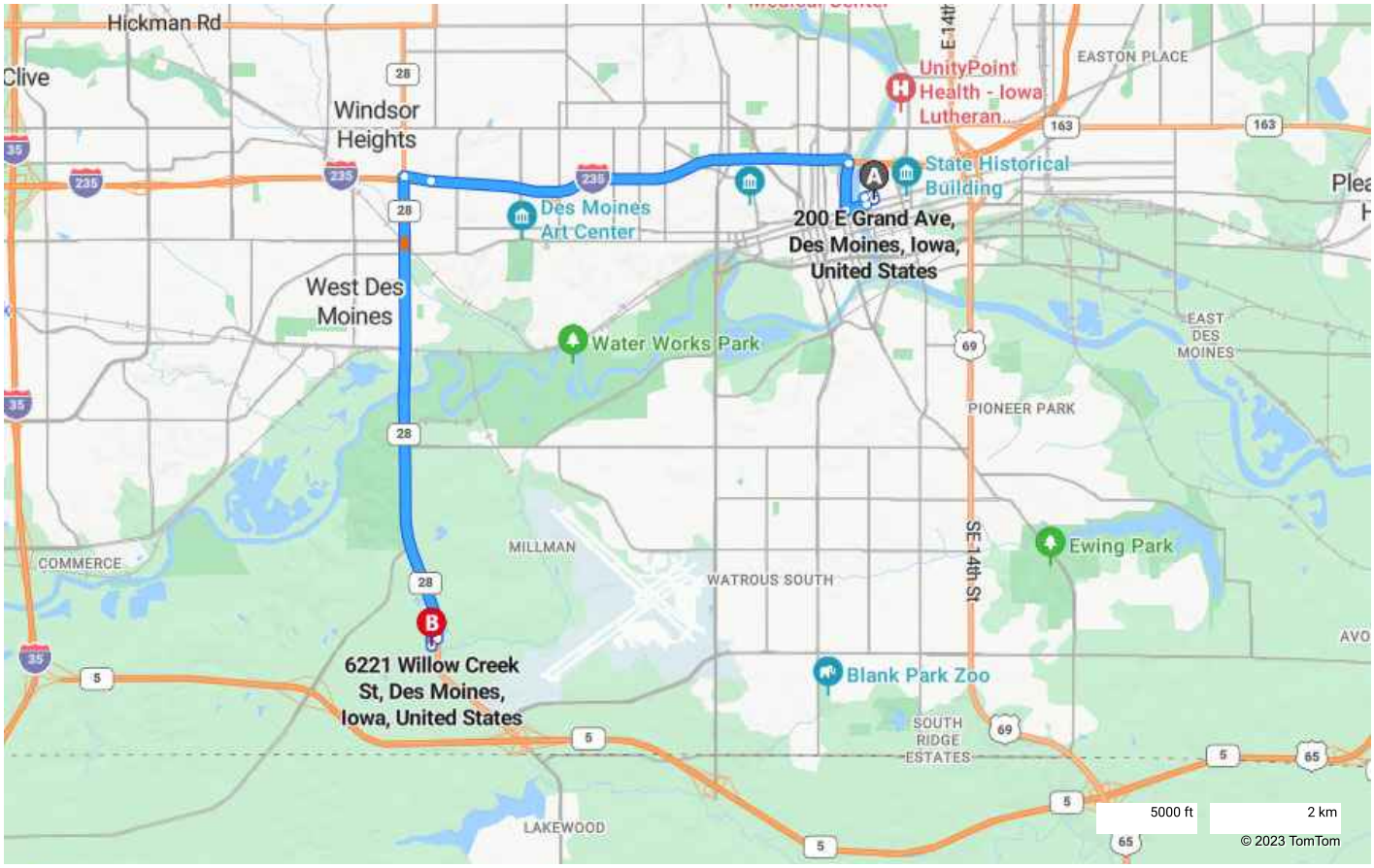
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

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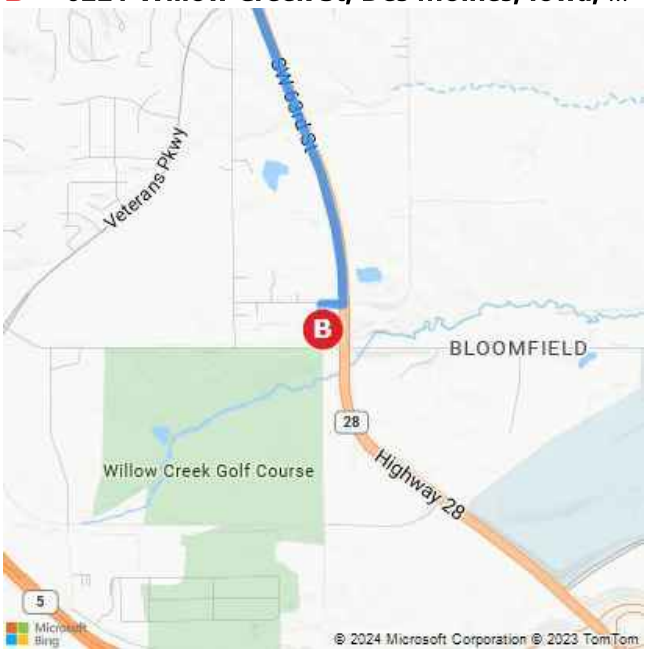

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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

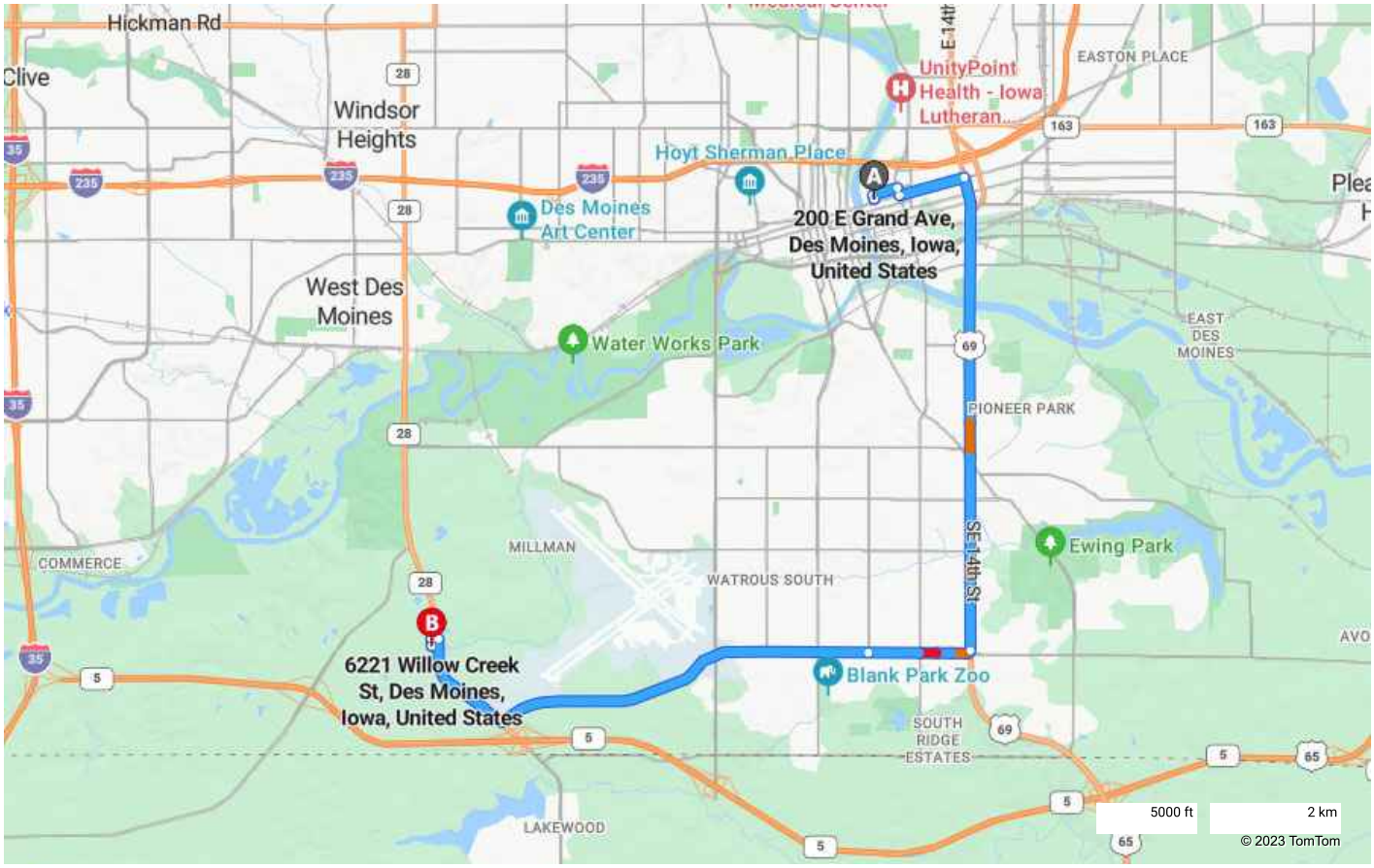
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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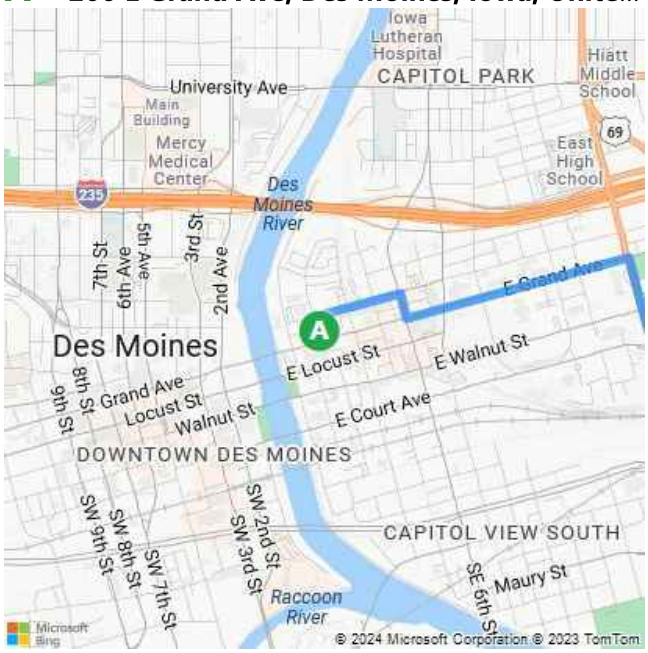

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:09:58 CDT 2024

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

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B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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Filename: Leadership ServiceProject.pdf
Last Modified: Wed Apr 10 11:09:58 CDT 2024

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:58 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin
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ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Apr 10 11:10:40 Central Daylight Time 2024

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Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

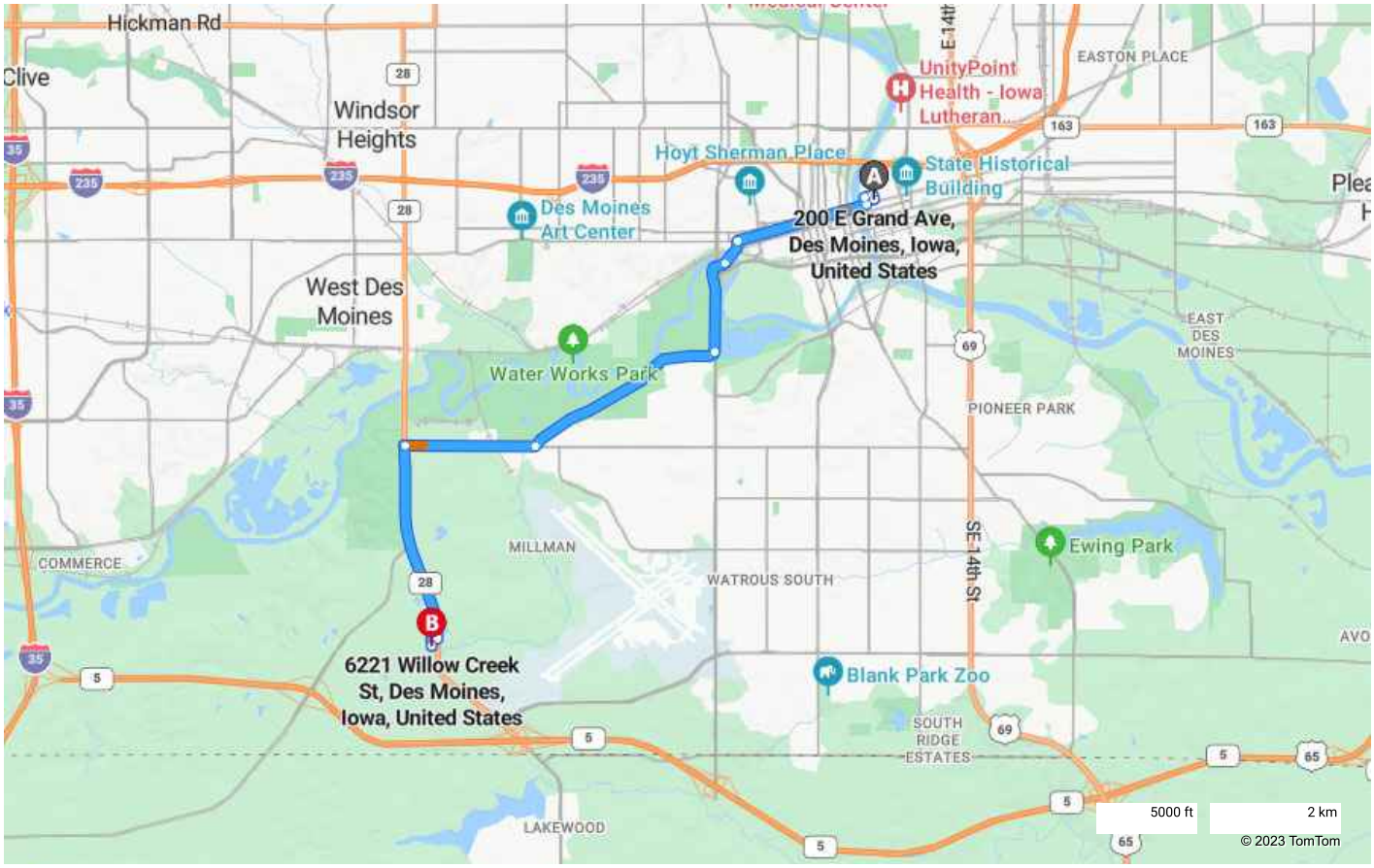
17 min , 8.1 miles
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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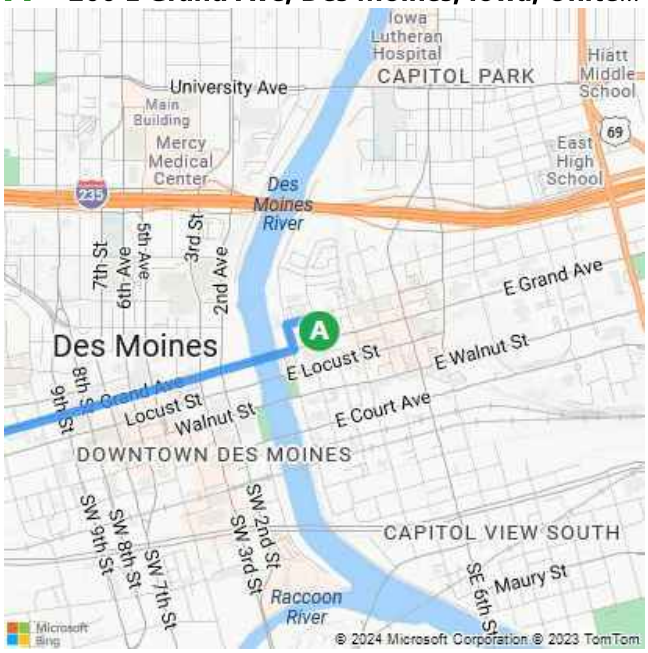

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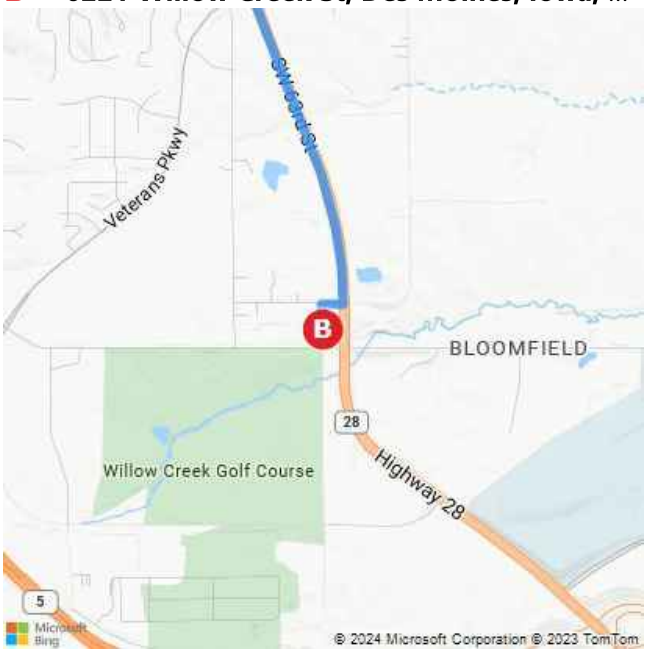

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Filename: driving direction - 2 - Baymont.pdf
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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

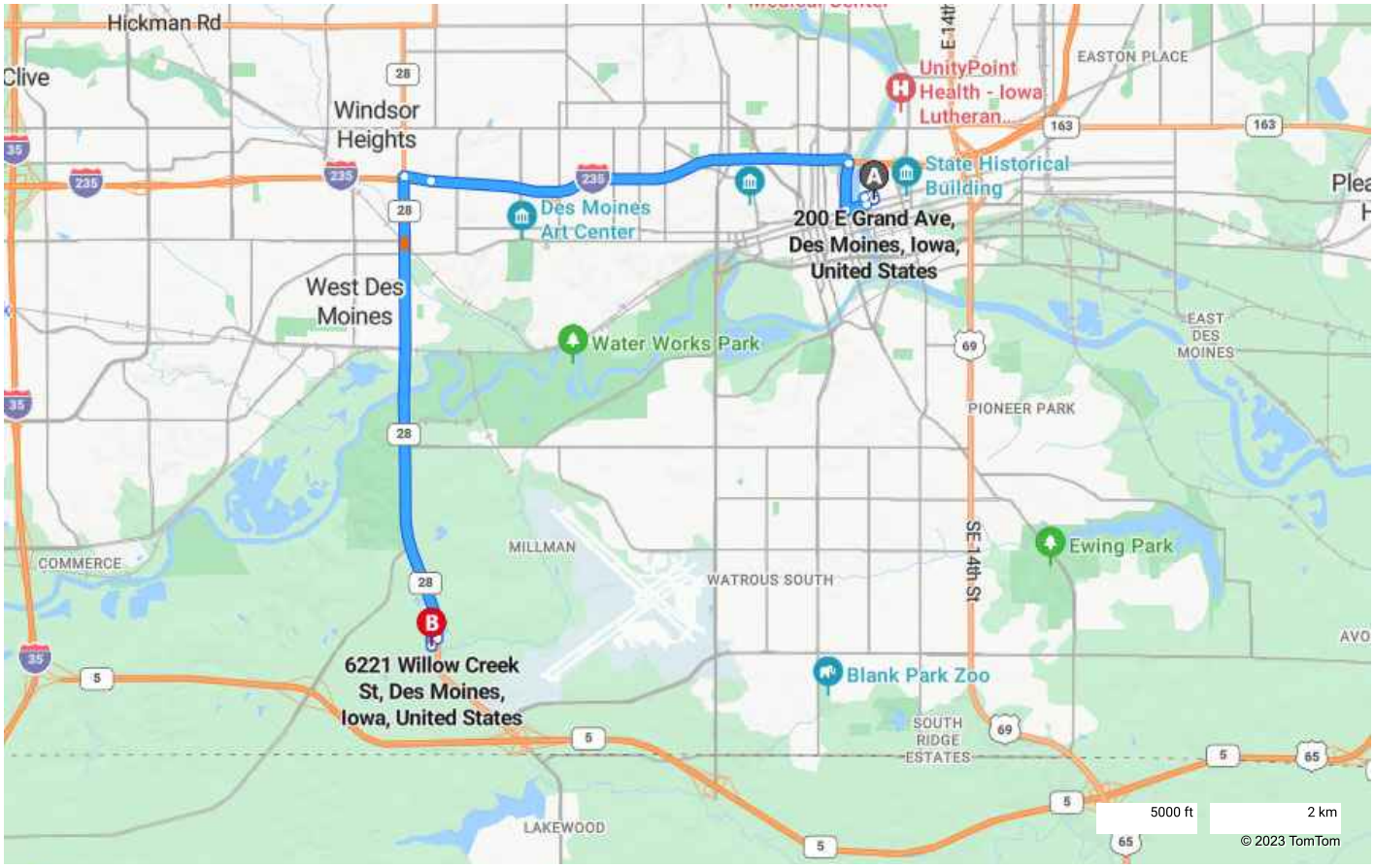
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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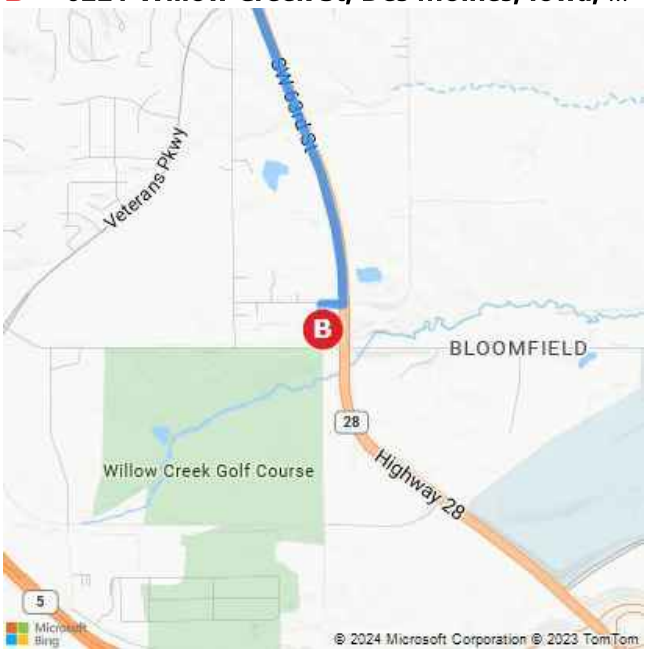
B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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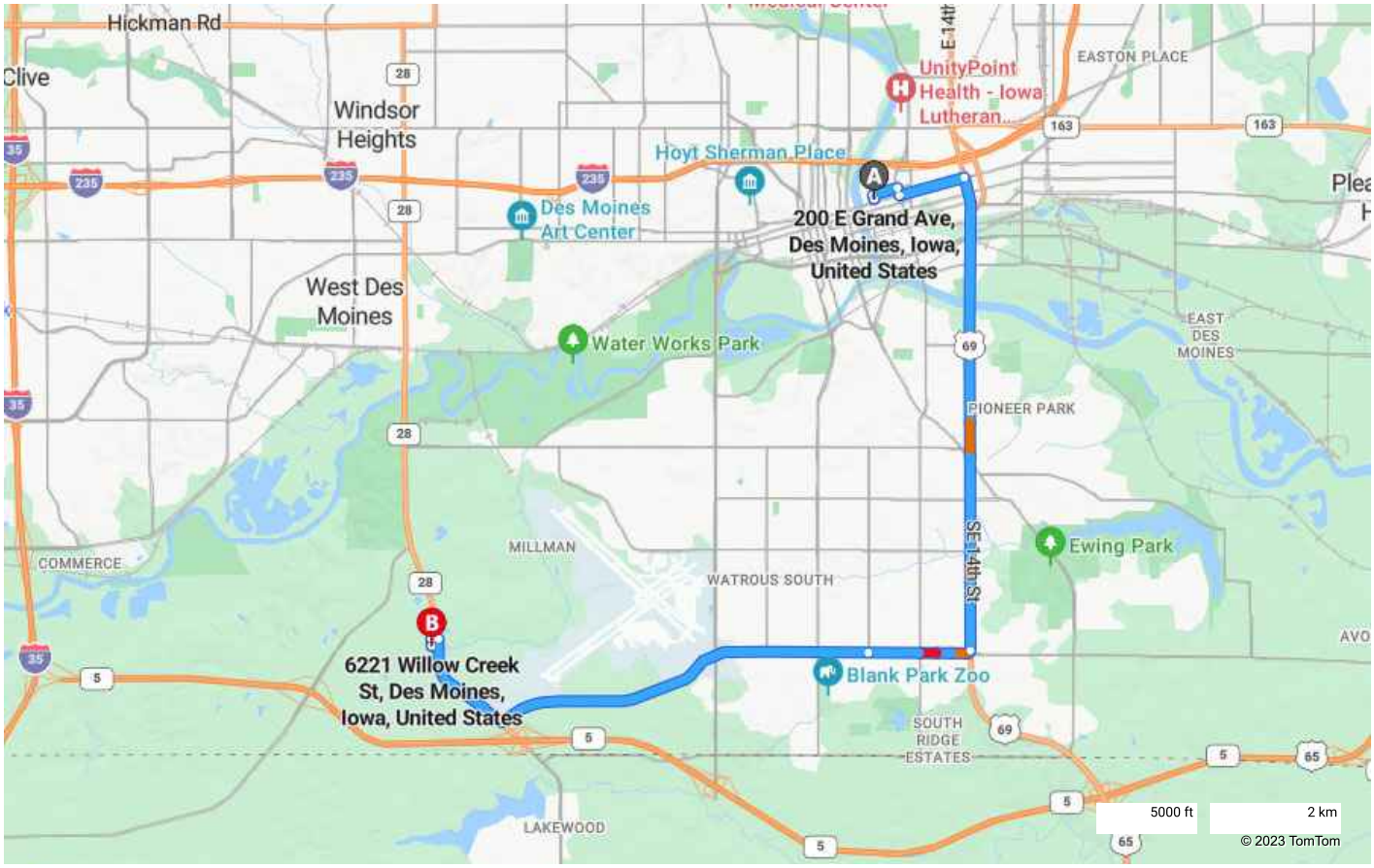

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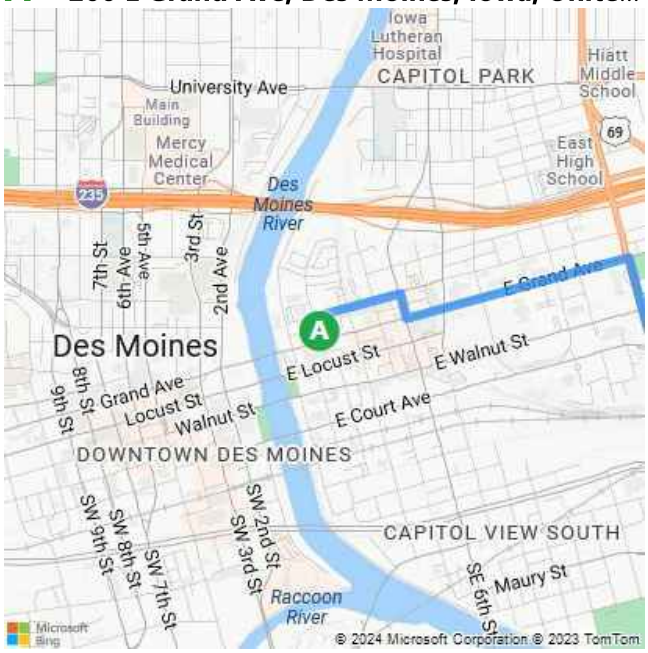

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

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Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

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B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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April 2024

HHS Leadership Retreat

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- Cards
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NON-GAME RELATED ITEMS IN NEED

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IOWA Health and Human Services

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:58 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Invitees: Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey

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C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
Recurring: No
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: Yes
AcceptedTime: Wed Apr 10 11:10:40 Central Daylight Time 2024

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Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

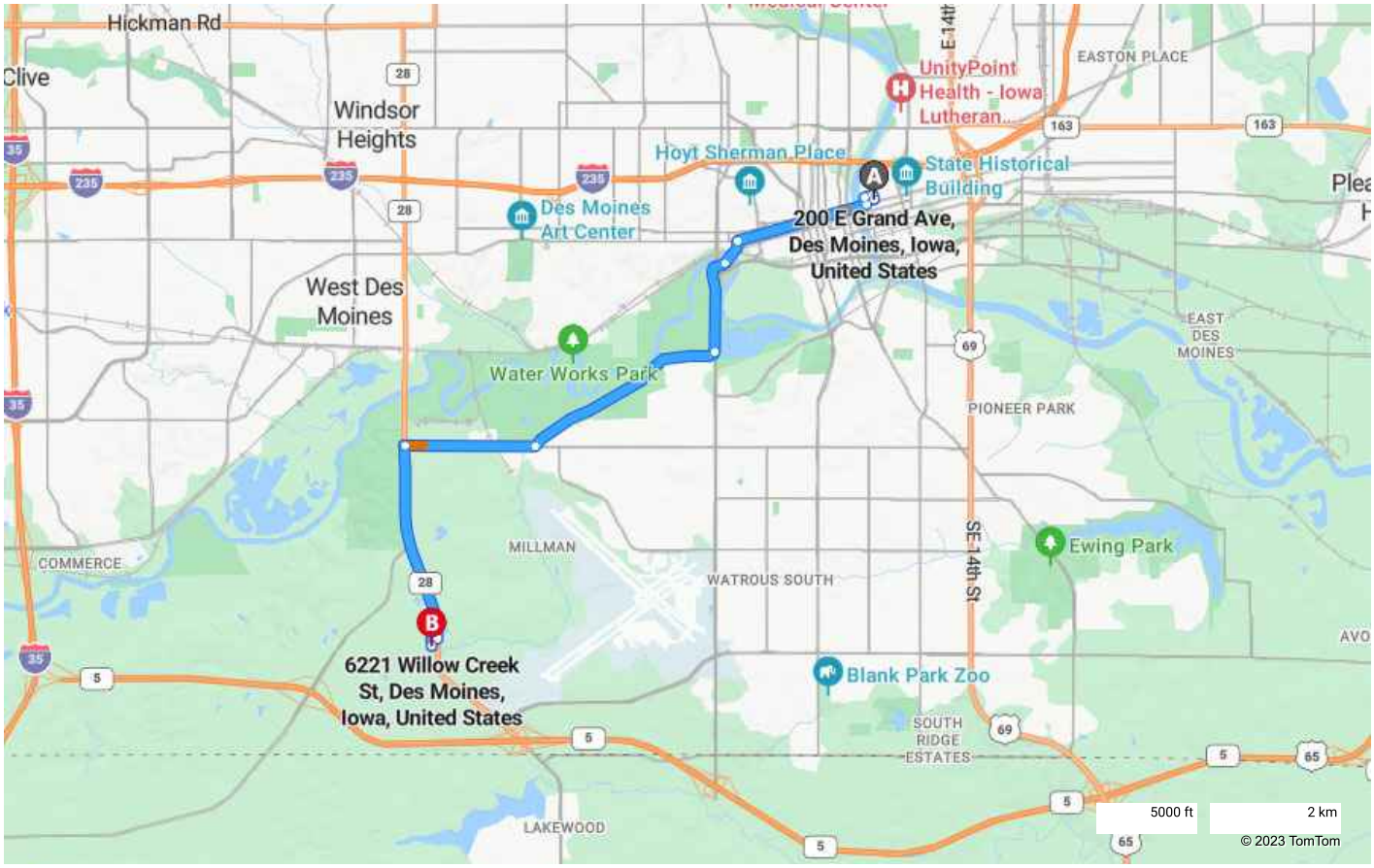
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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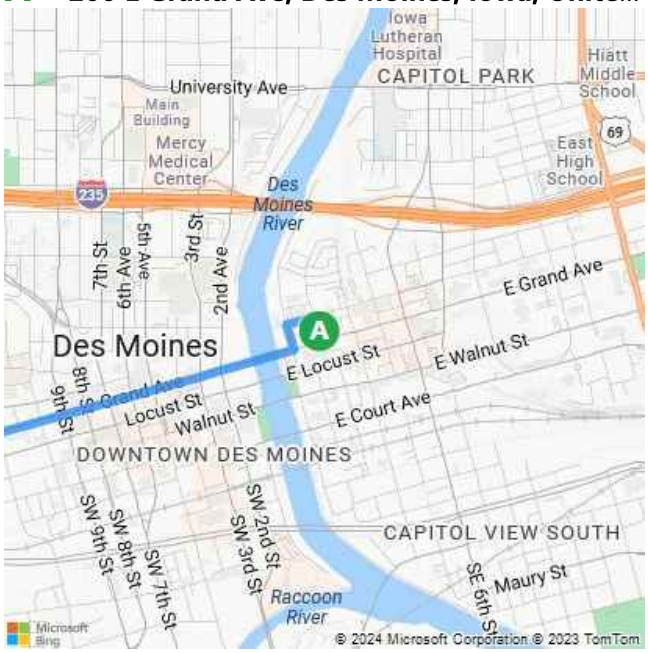

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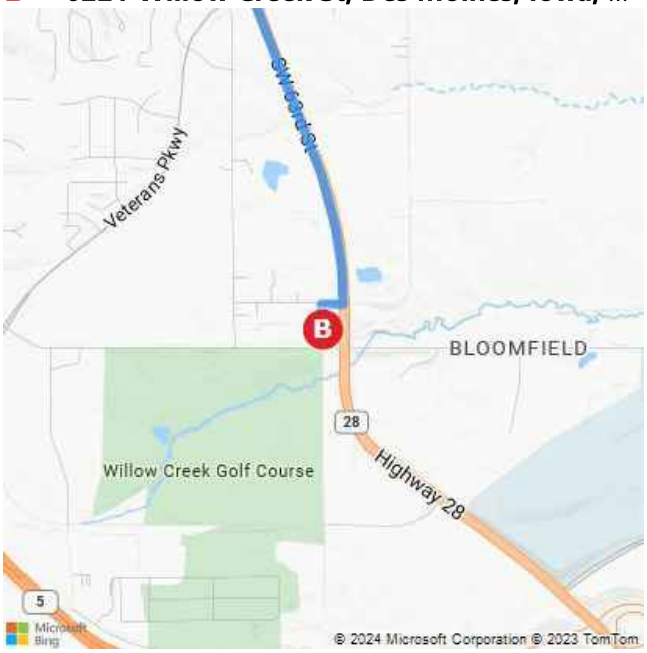

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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

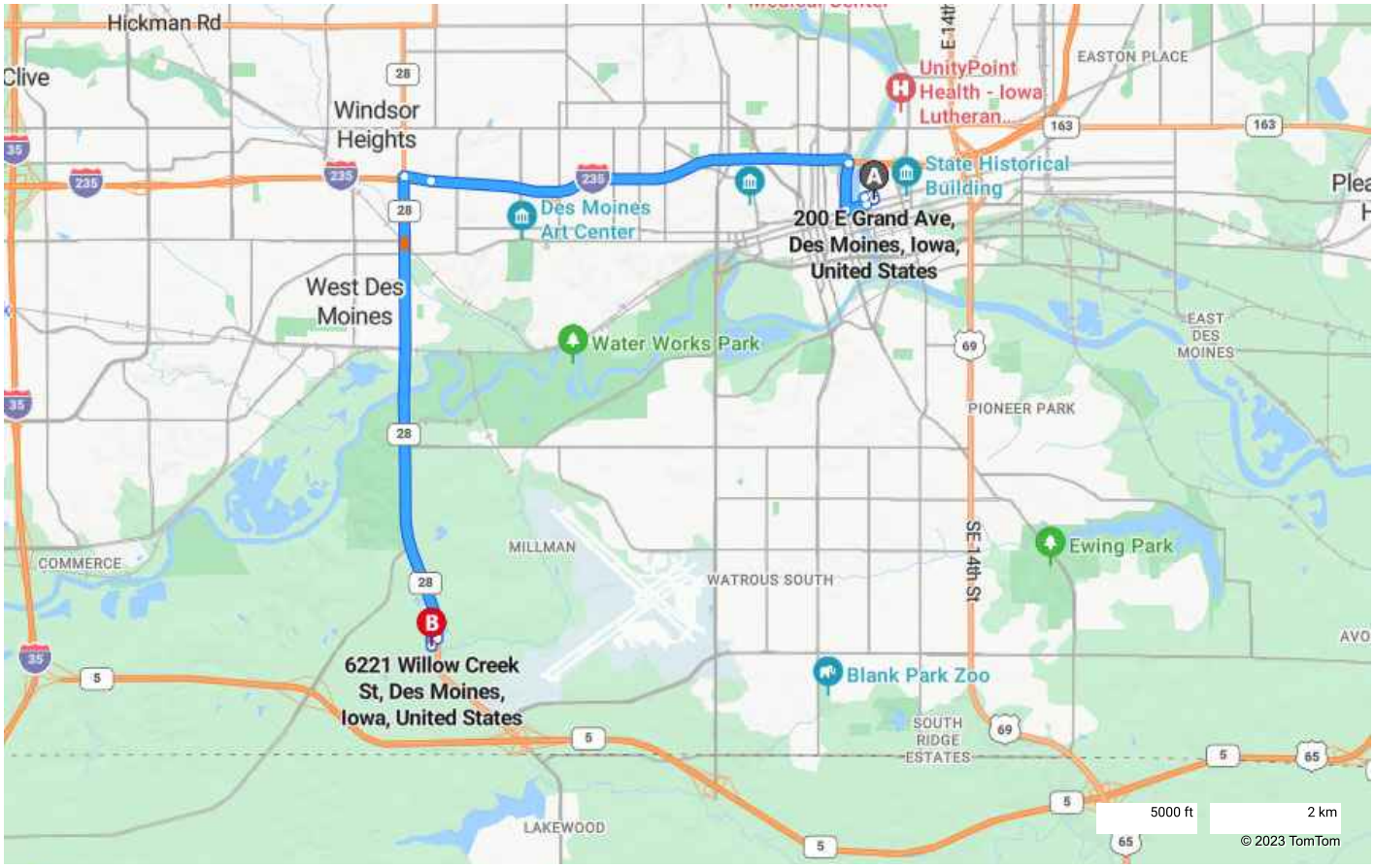
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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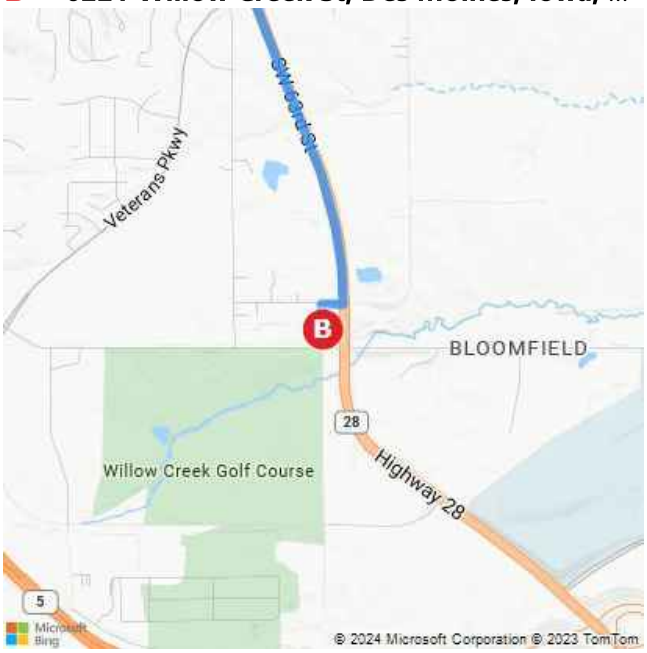

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Last Modified: Wed Apr 10 11:09:58 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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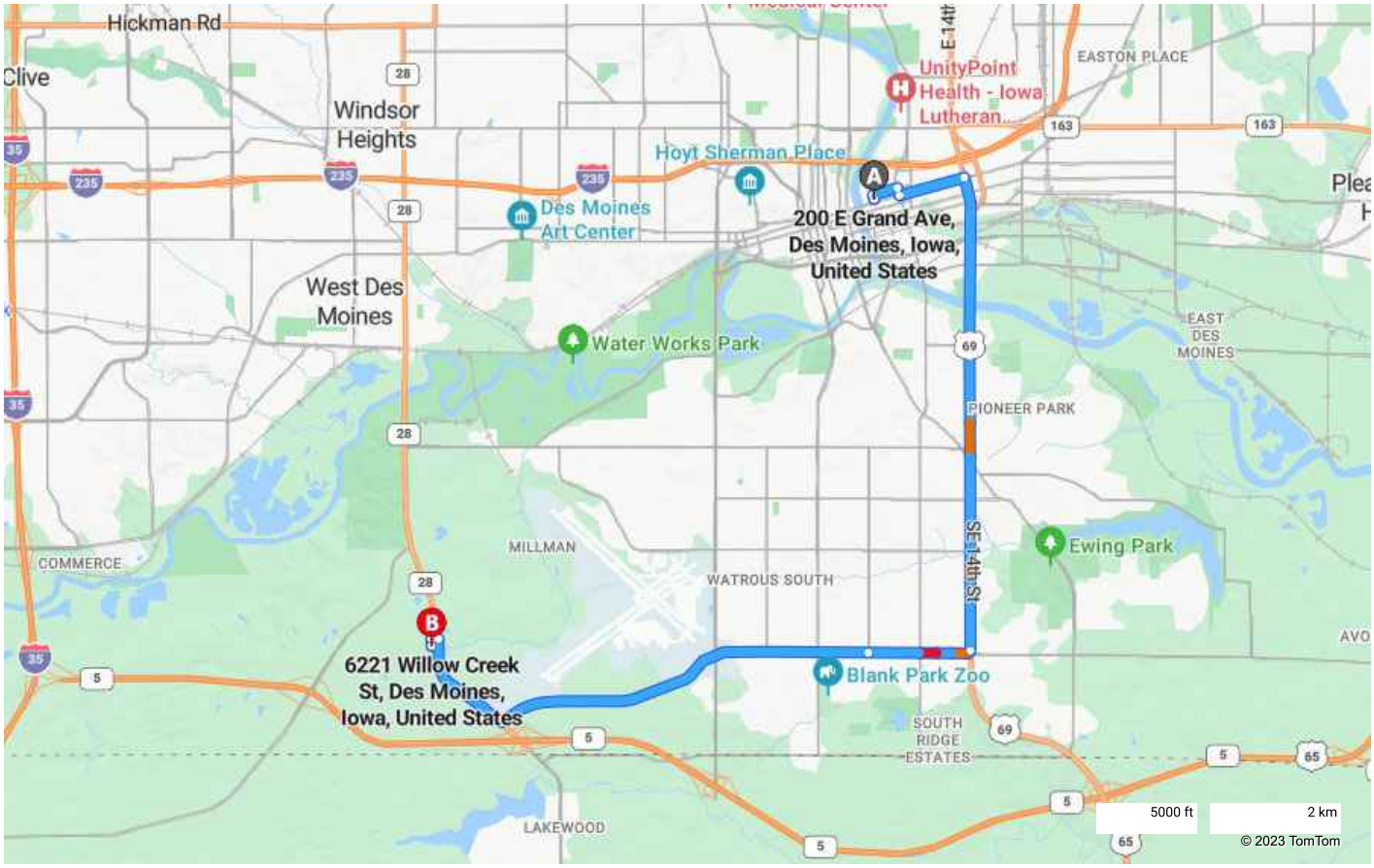
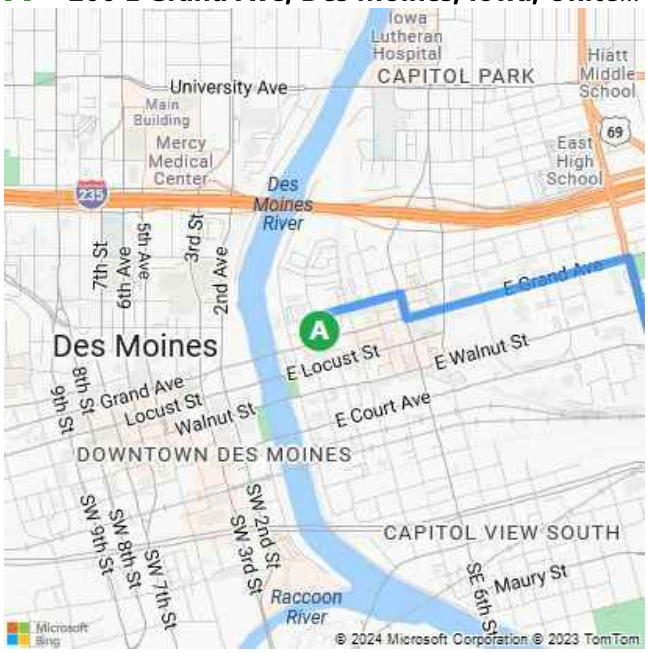


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2024 TomTom.

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

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Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Last Modified: Wed Apr 10 11:09:58 CDT 2024

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

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IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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April 2024

HHS Leadership Retreat

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- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:44 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Myers, Laura; Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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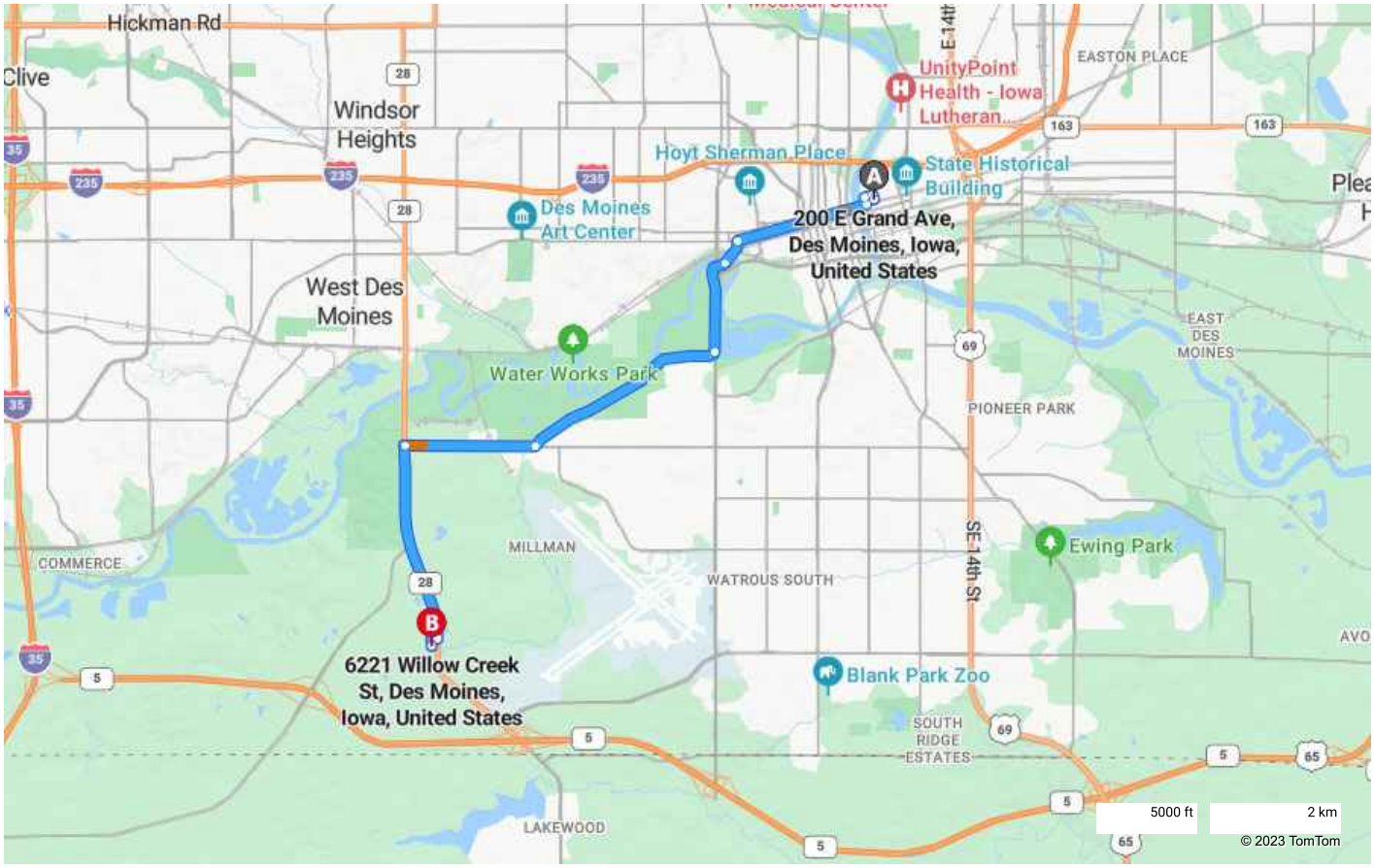

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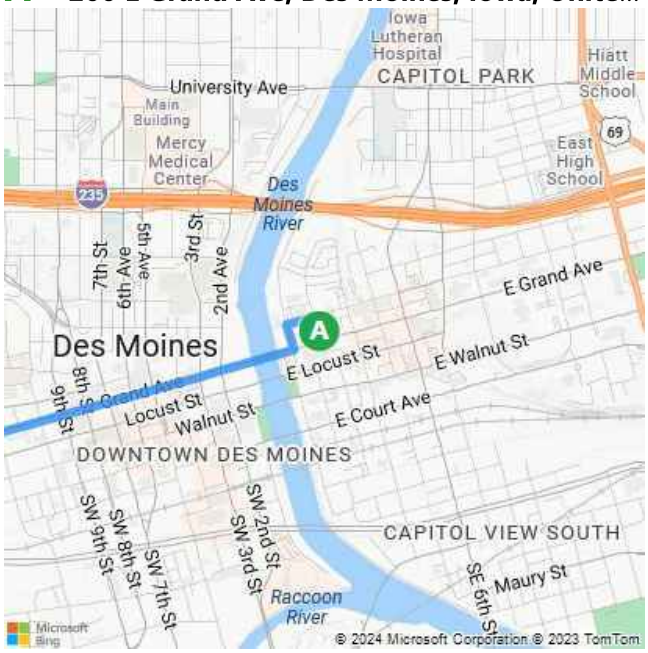

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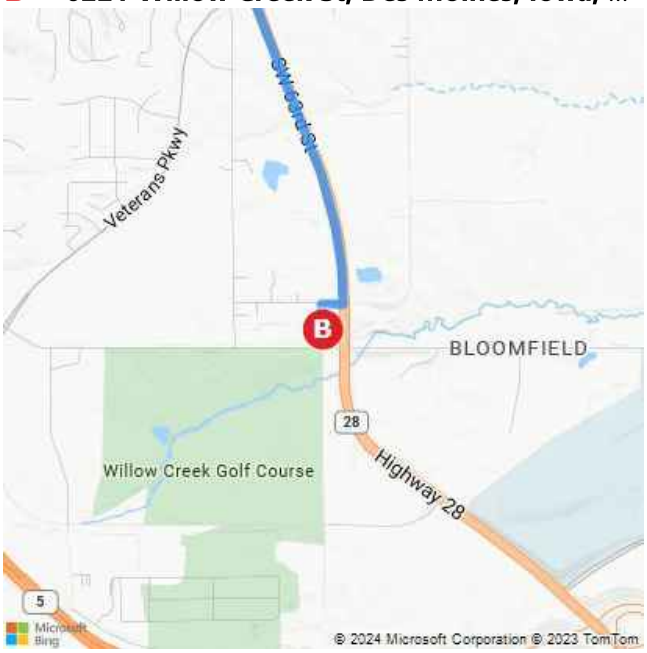

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Last Modified: Wed Apr 10 11:09:44 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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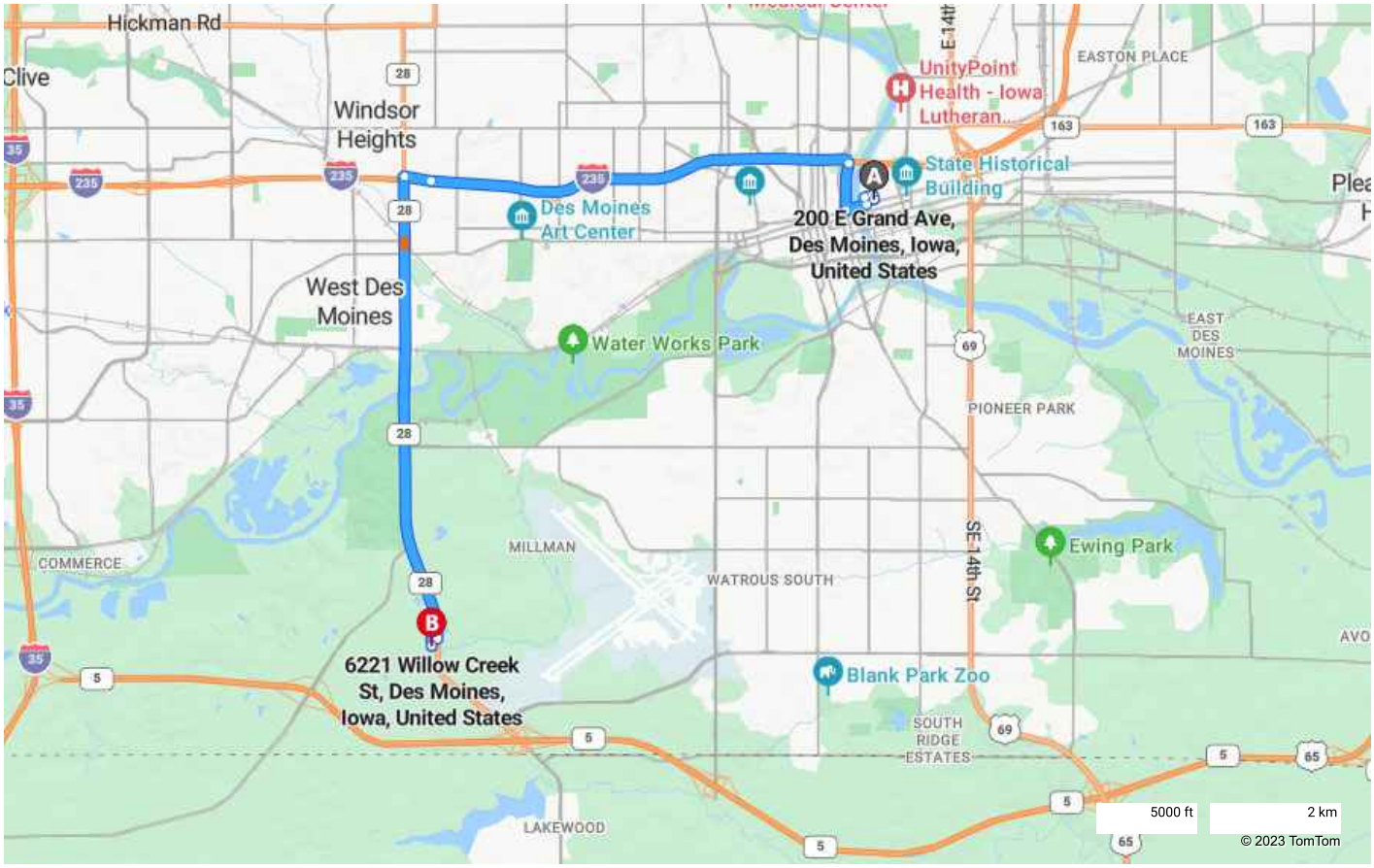
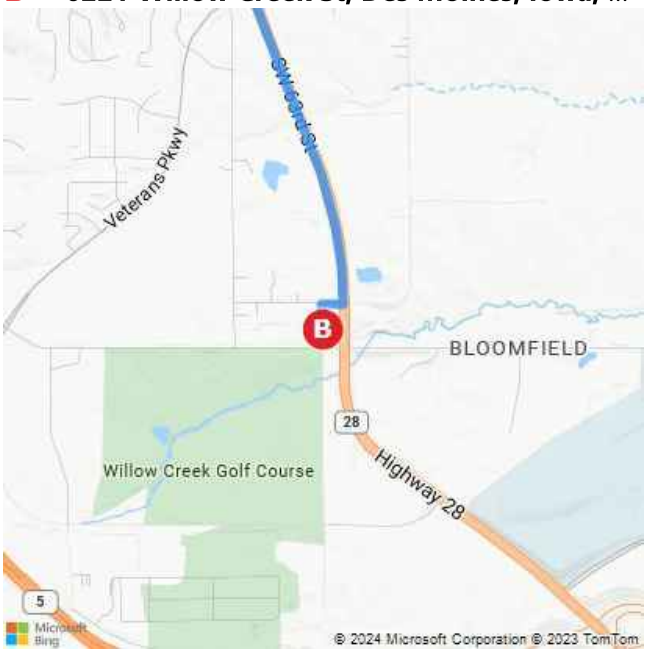


A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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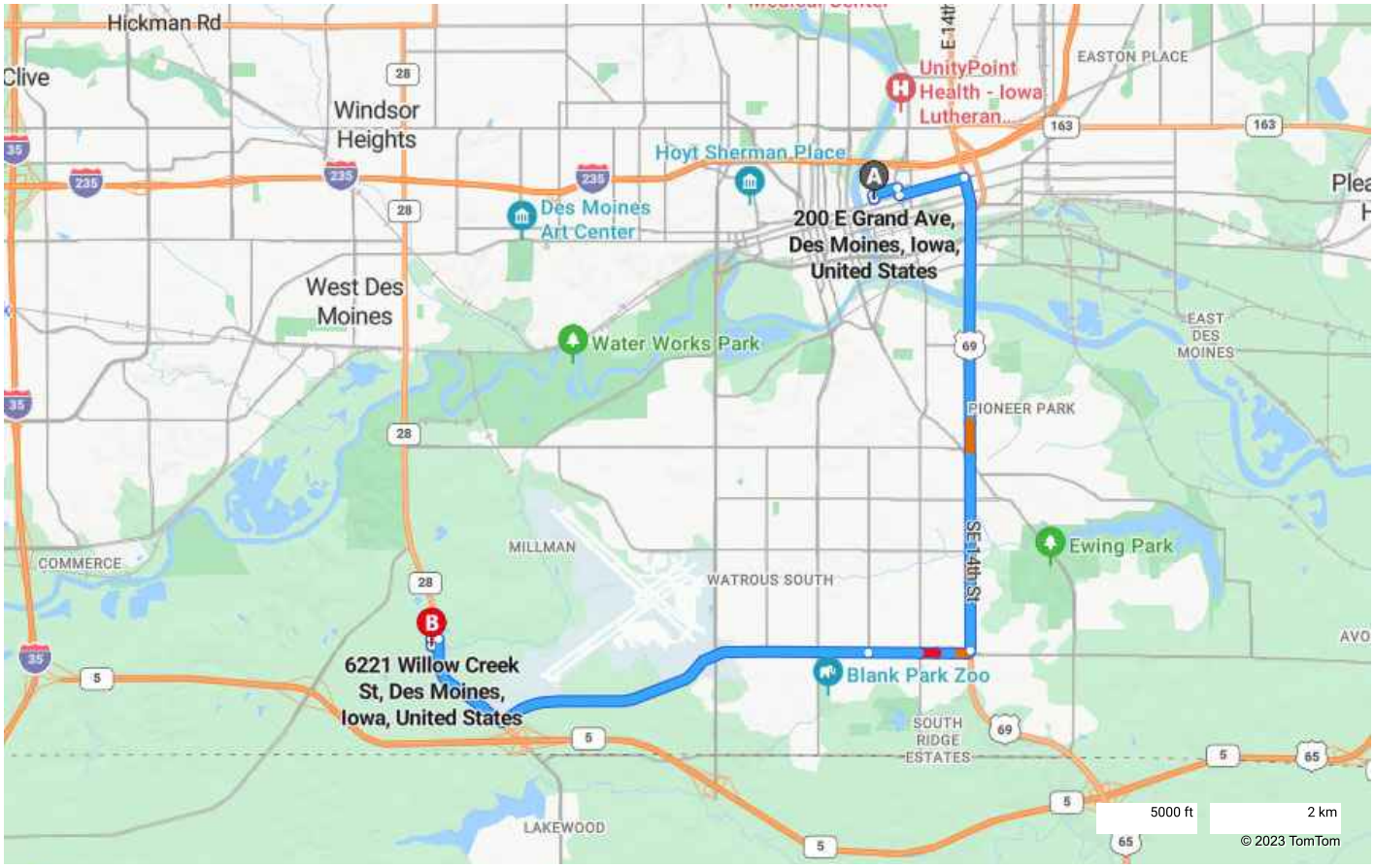
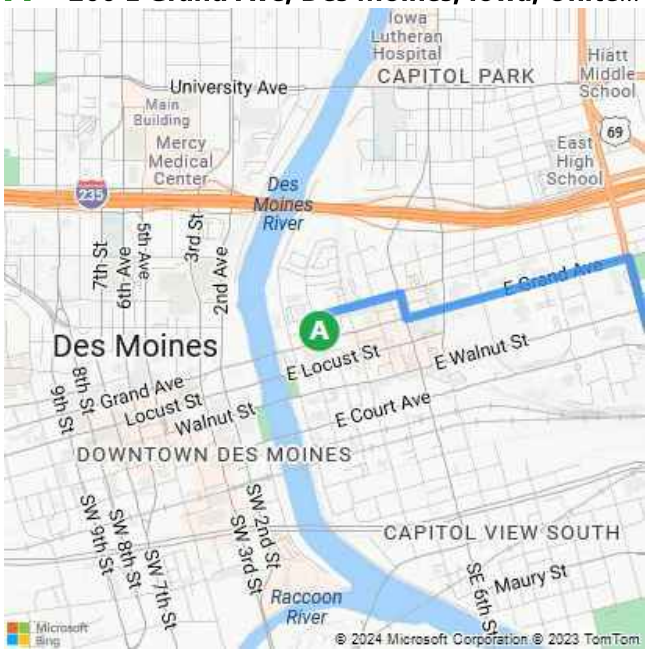


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

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IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

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IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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April 2024

HHS Leadership Retreat

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SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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AMERICAN OVERSIGHT

administrative group
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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Invitees: Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey

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C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan. thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline. Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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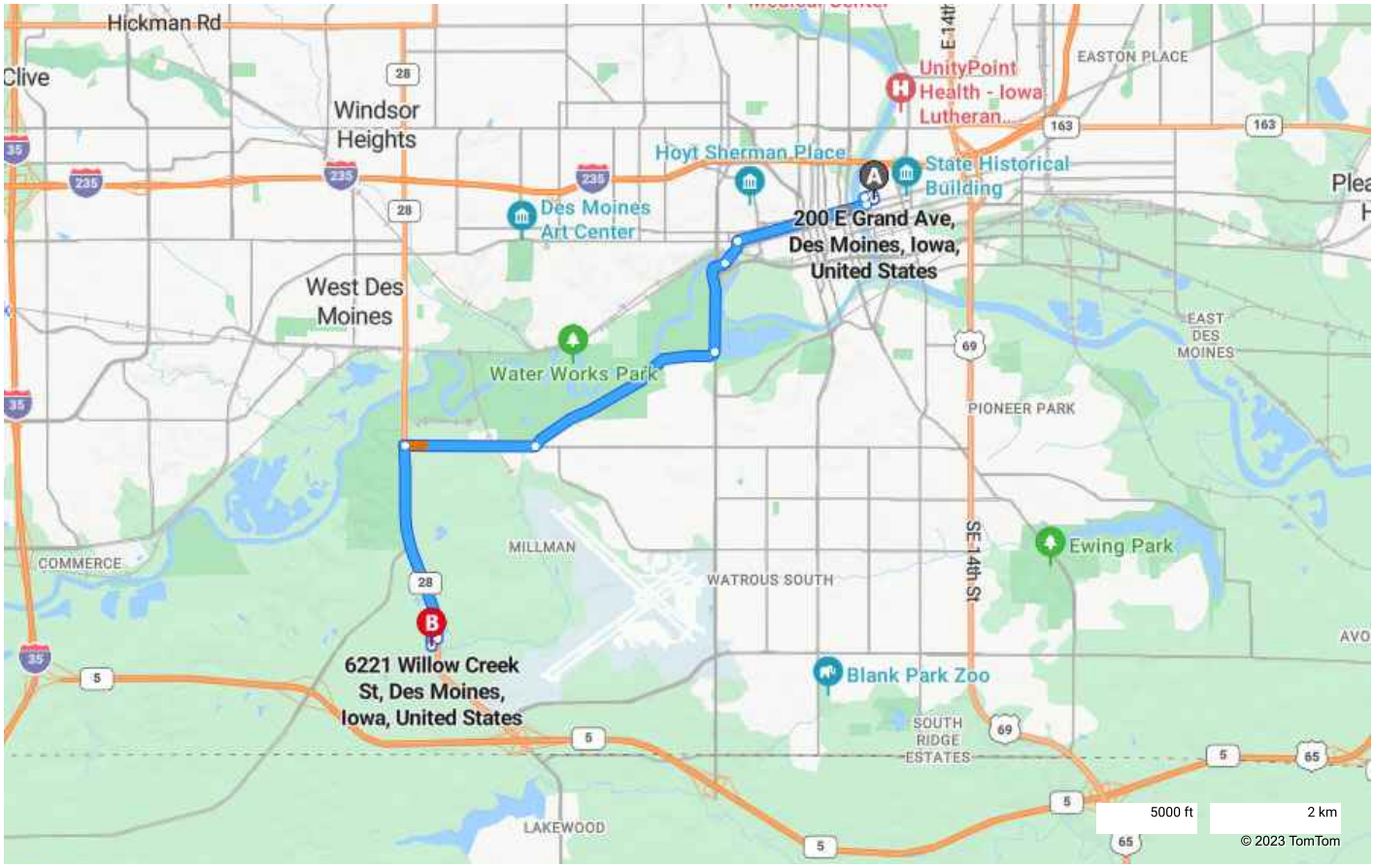

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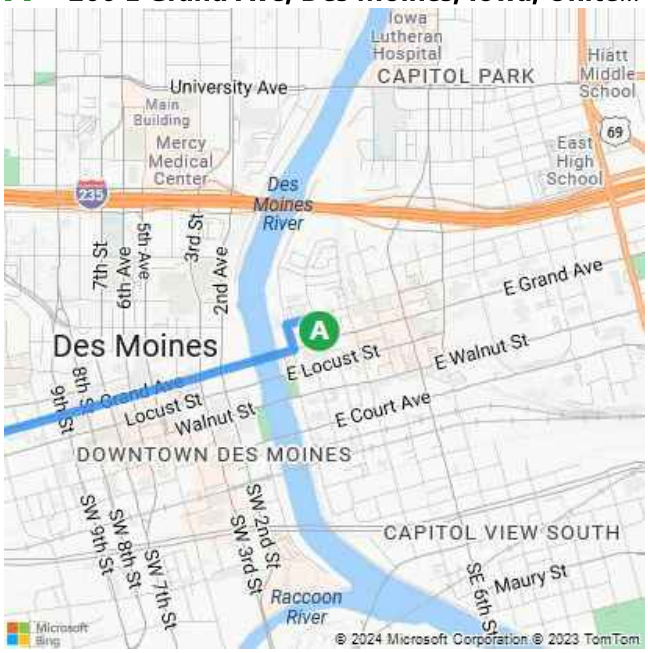

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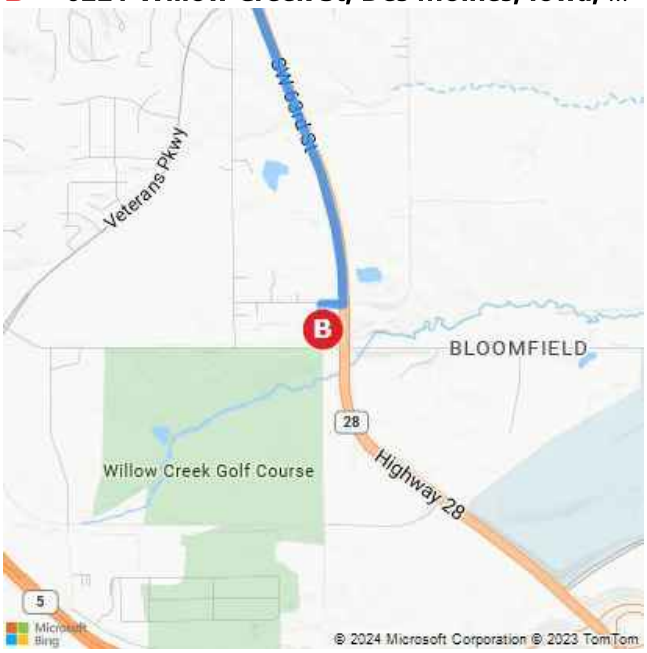

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

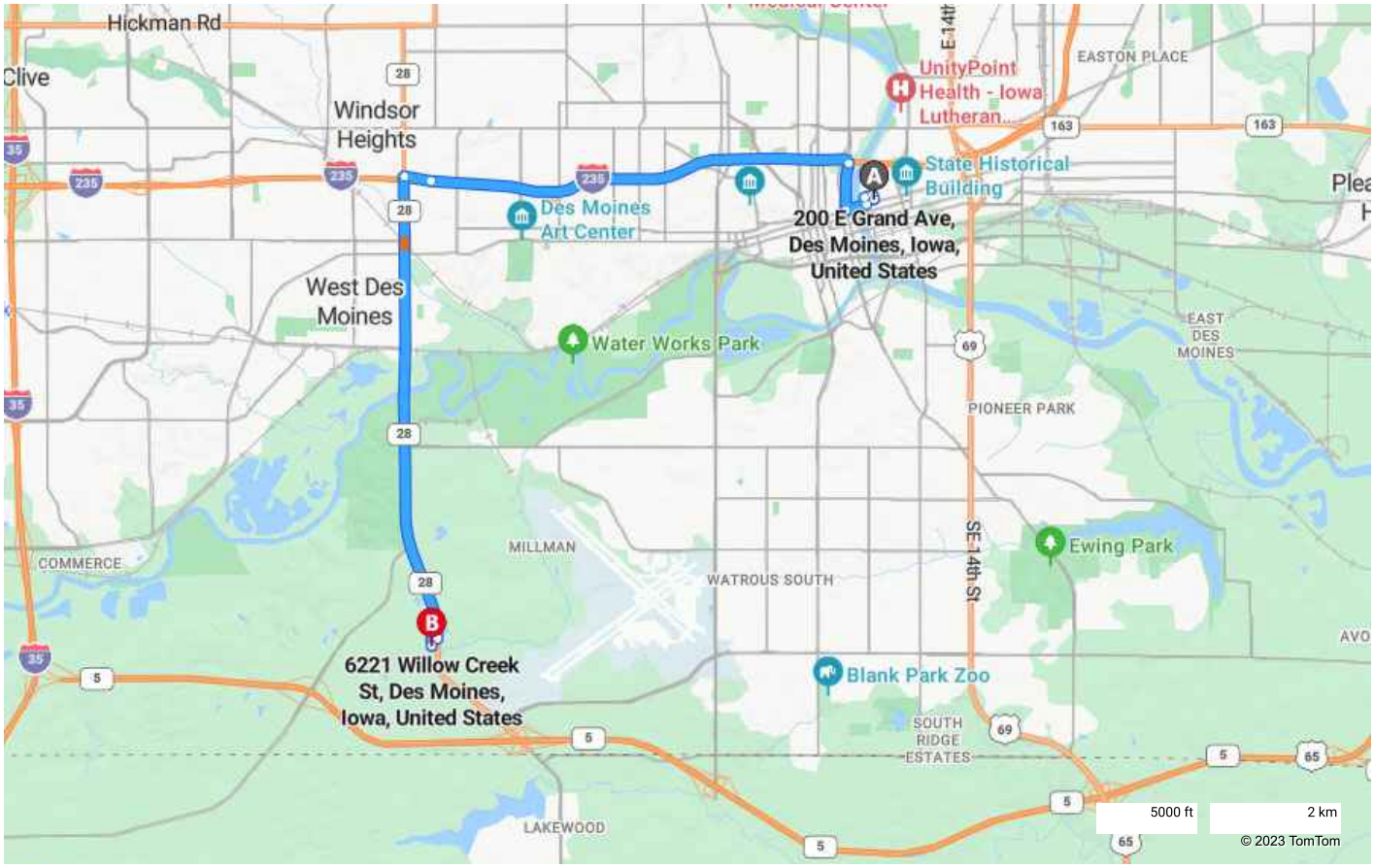
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

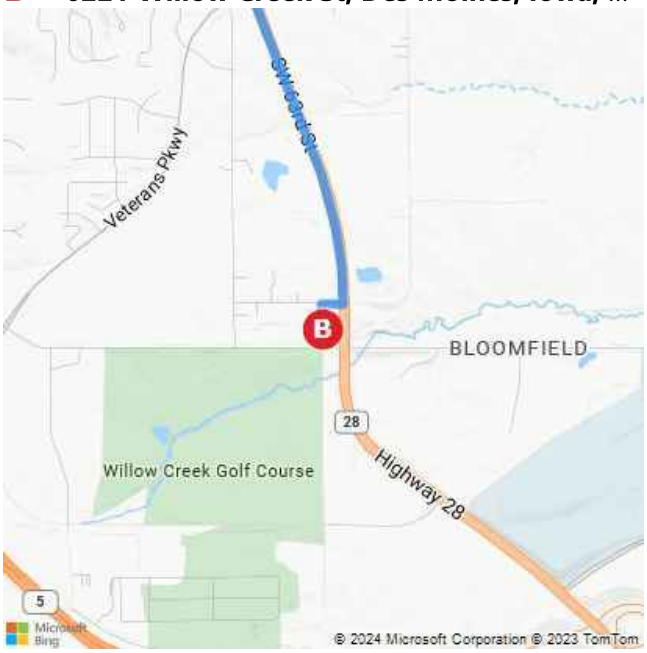
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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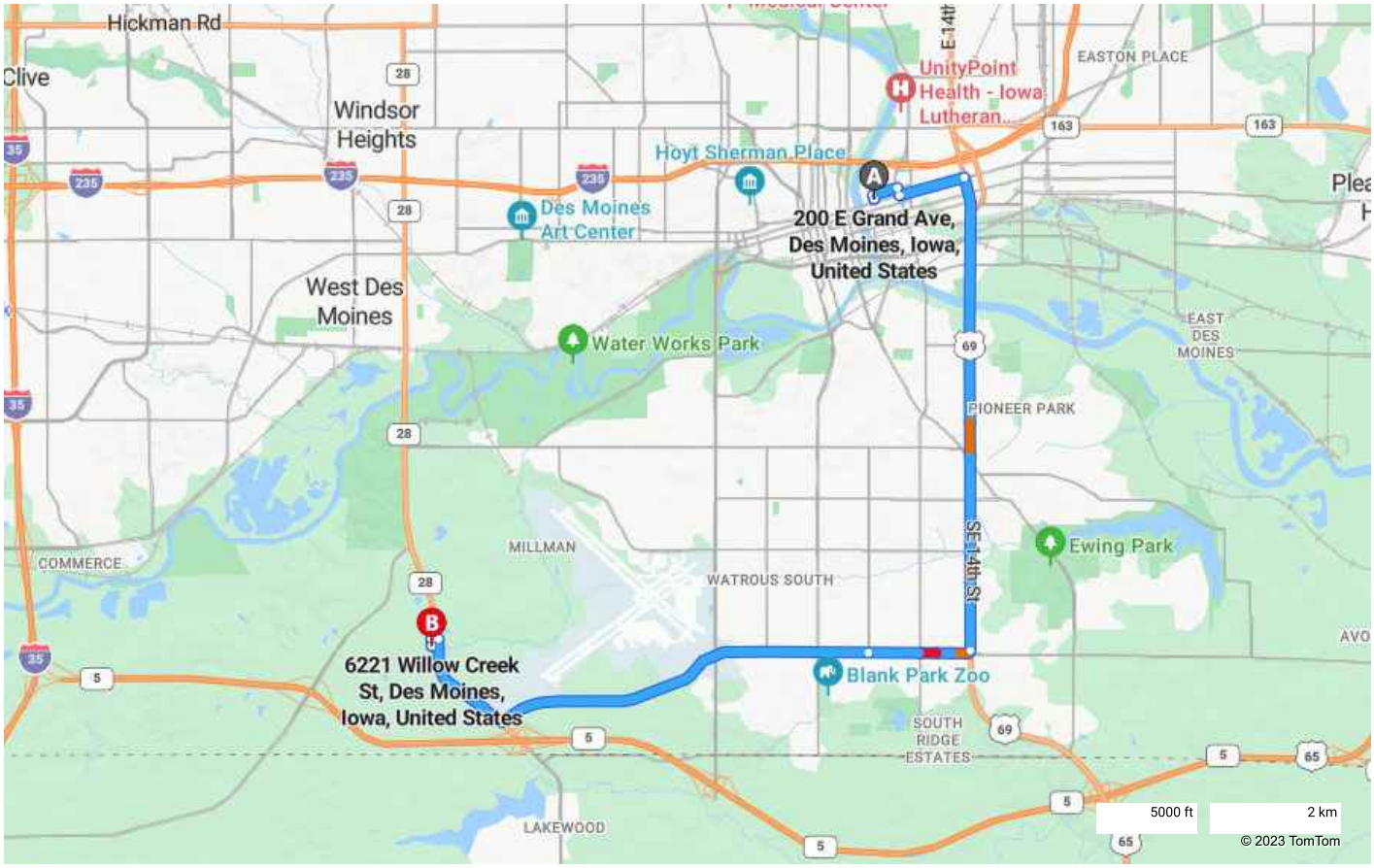
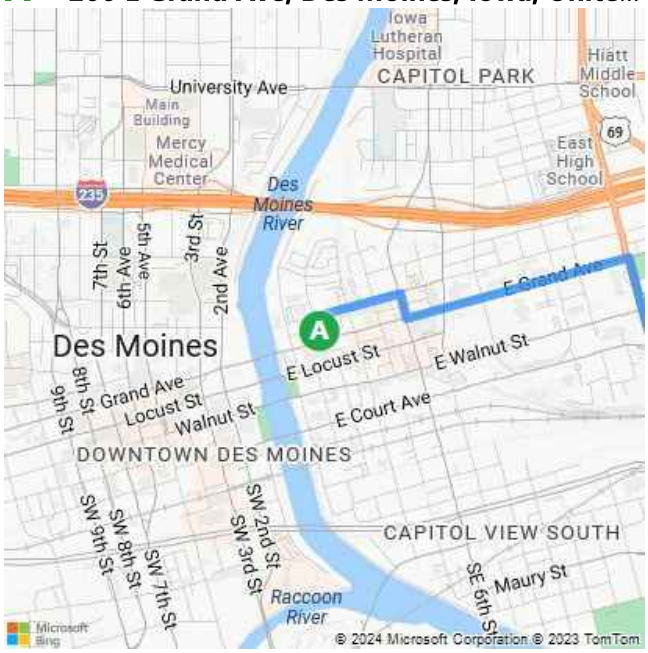


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

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IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

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SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Myers, Laura; Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
Recurring: No
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

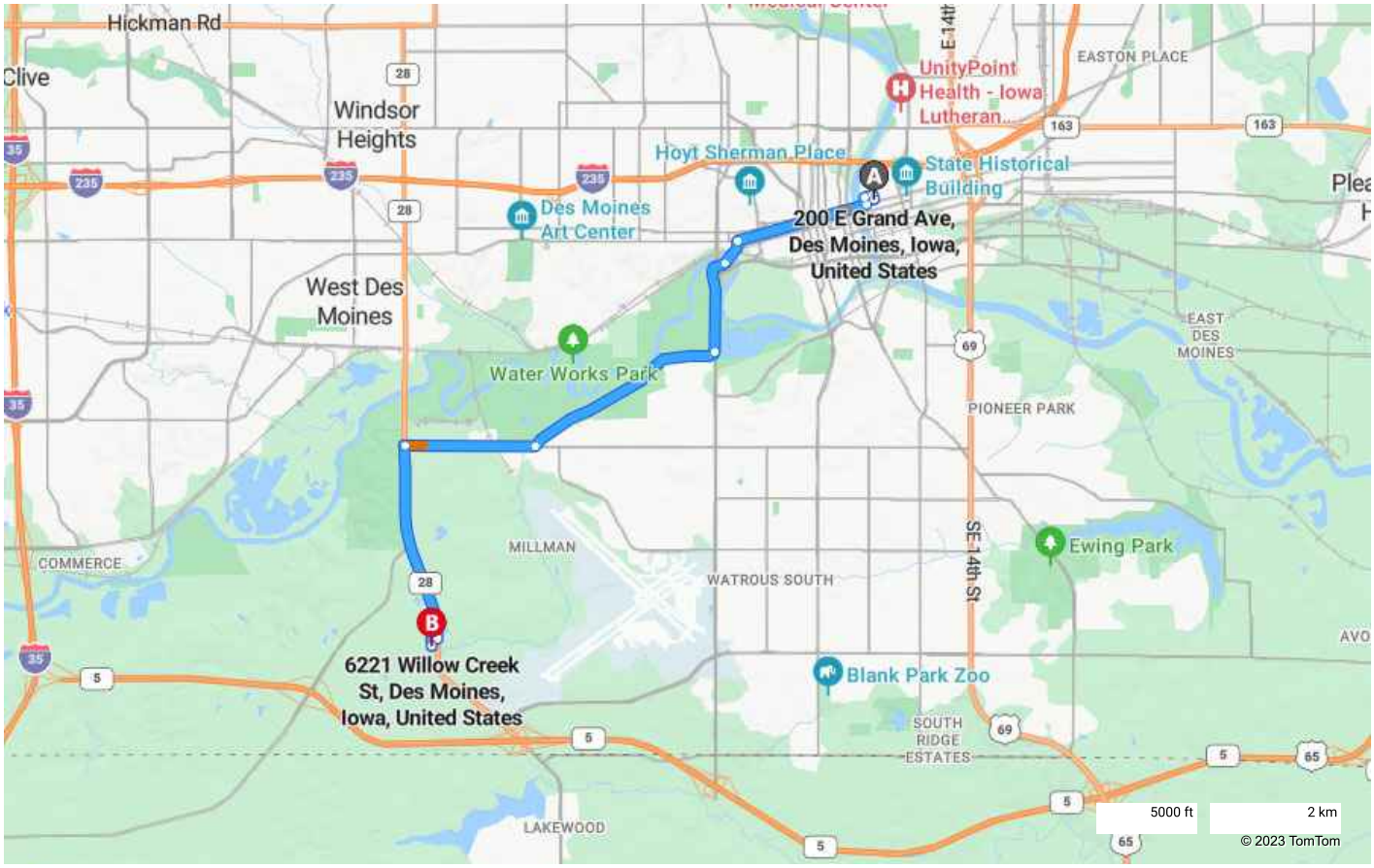
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

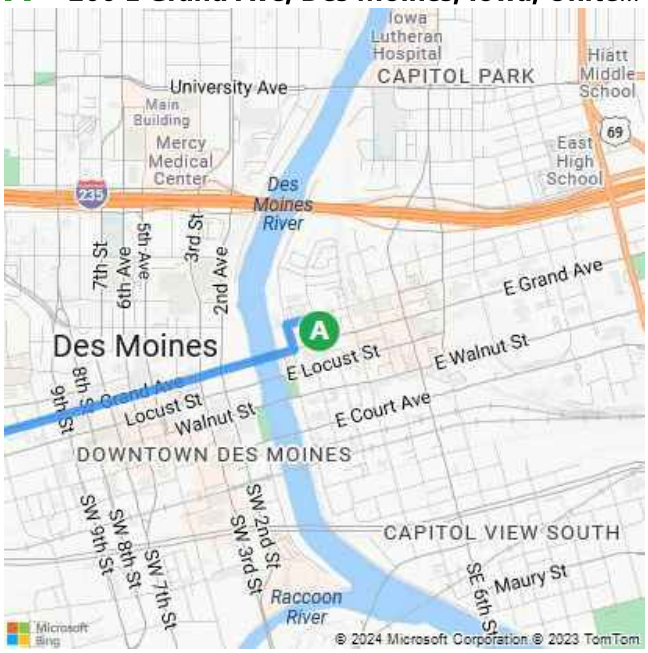
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

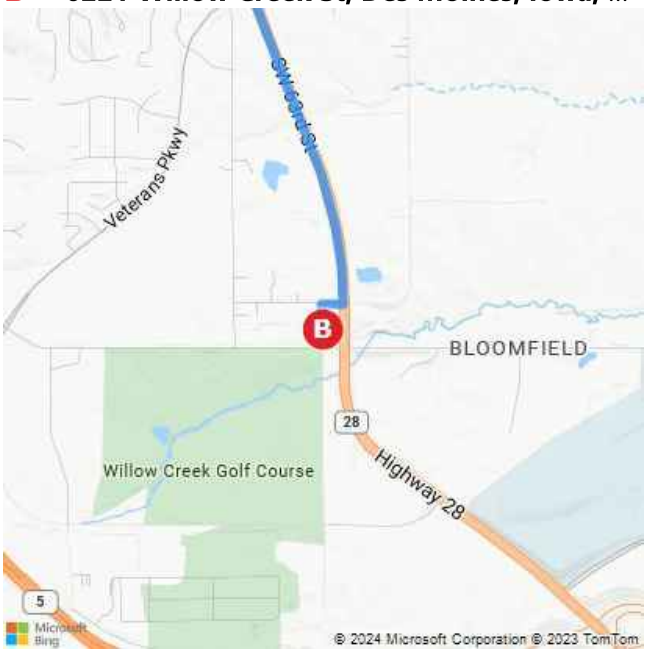
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

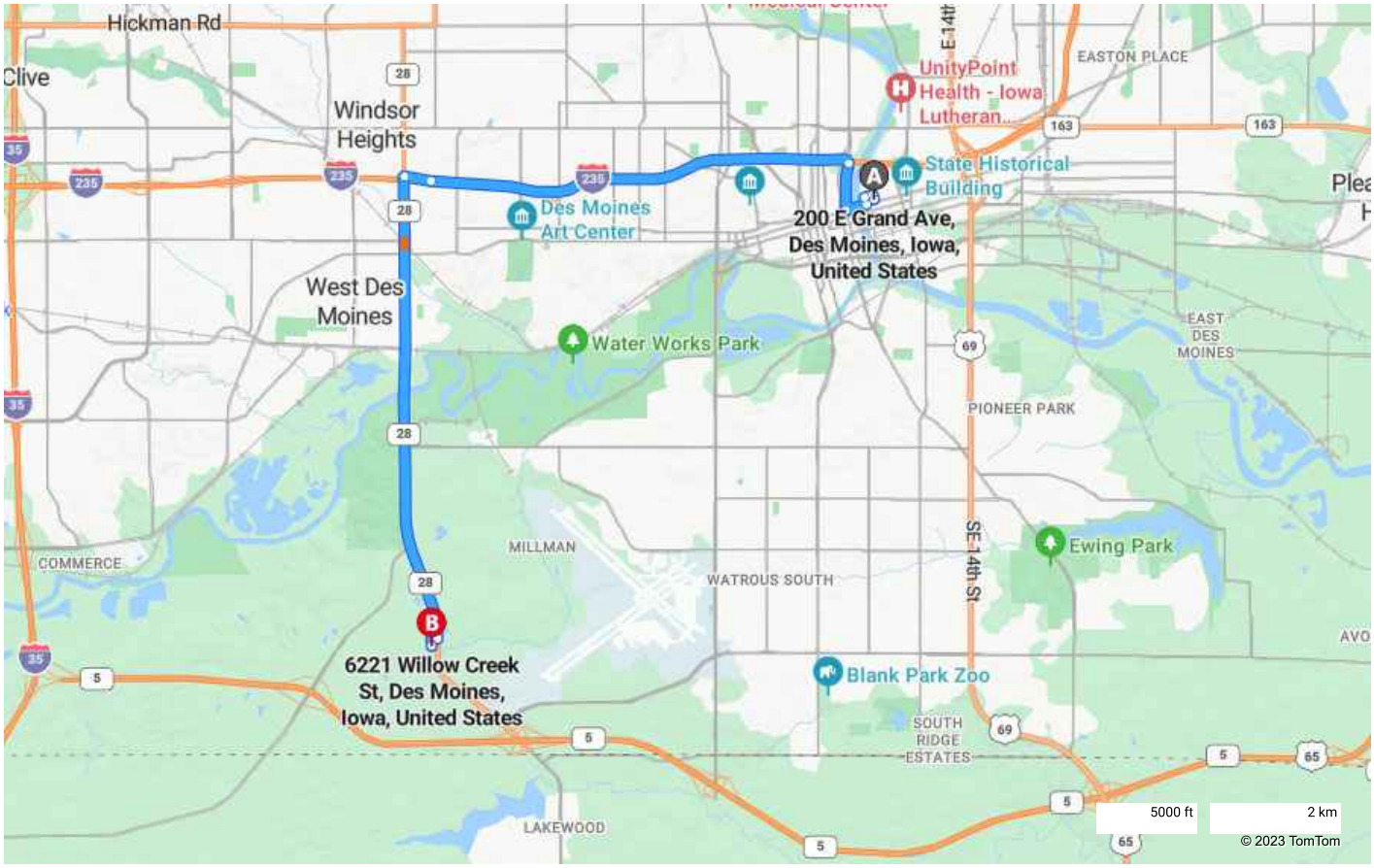
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

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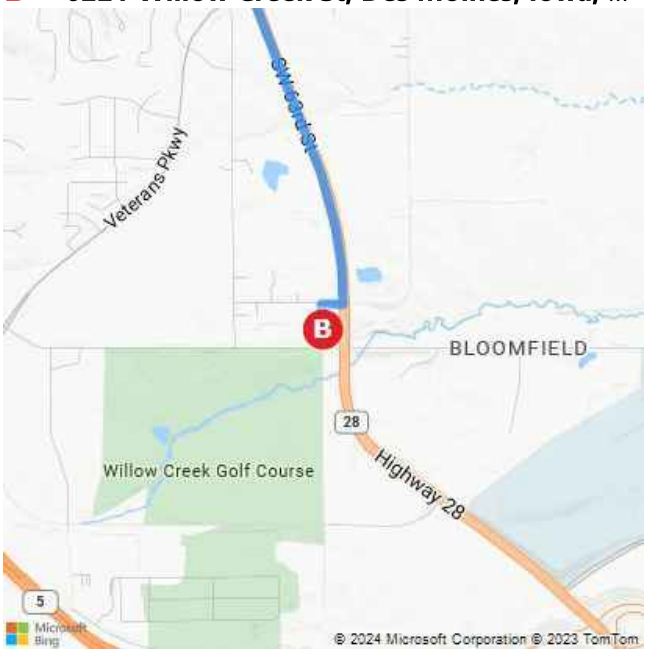

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Filename: driving direction - 3 - Baymont.pdf
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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

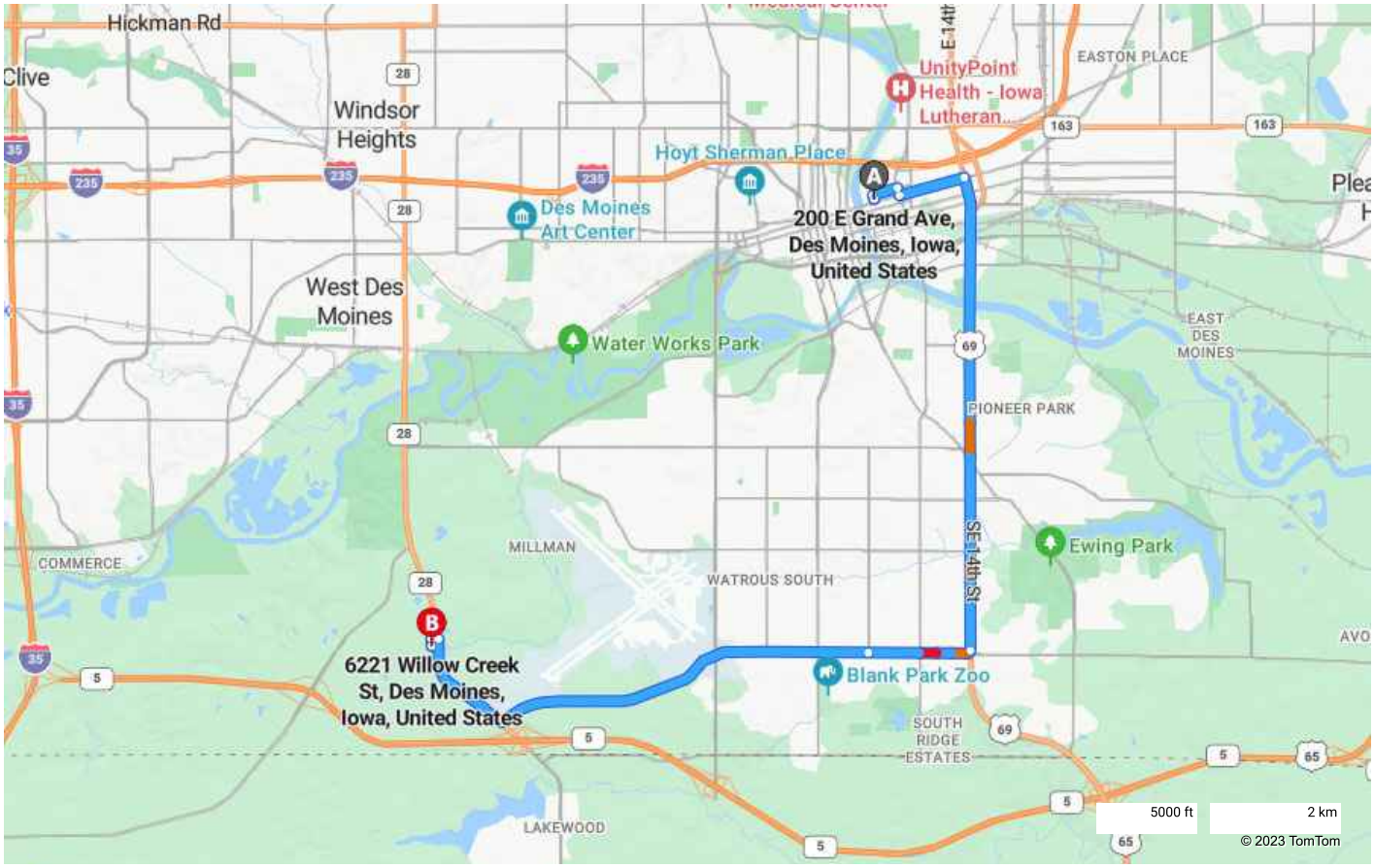
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

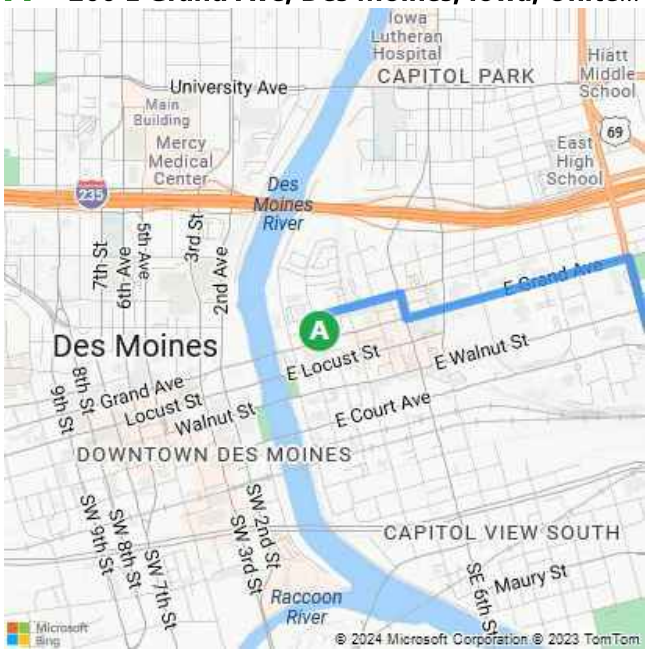
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

AMERICAN OVERSIGHT

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin
Recurring: No
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

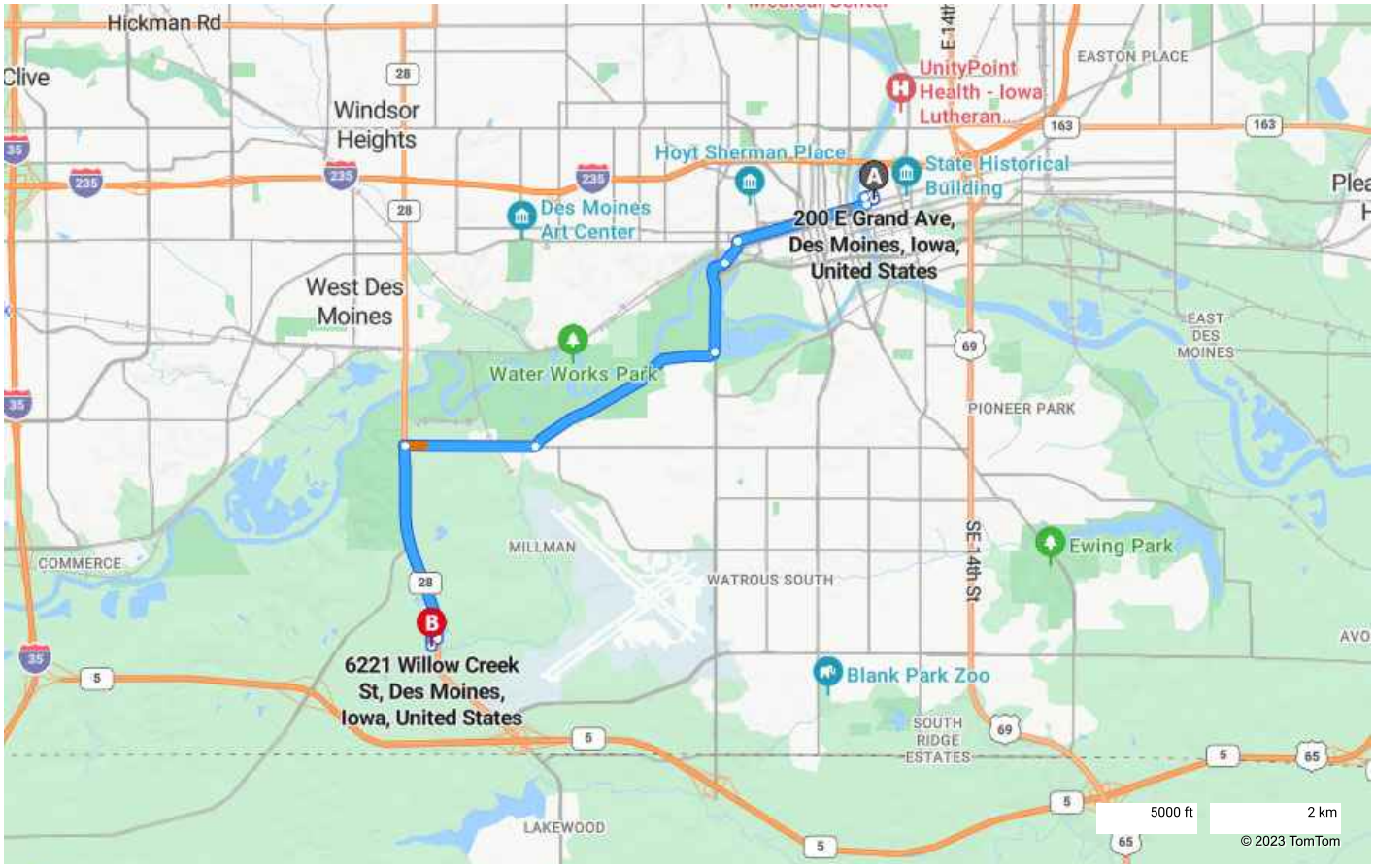
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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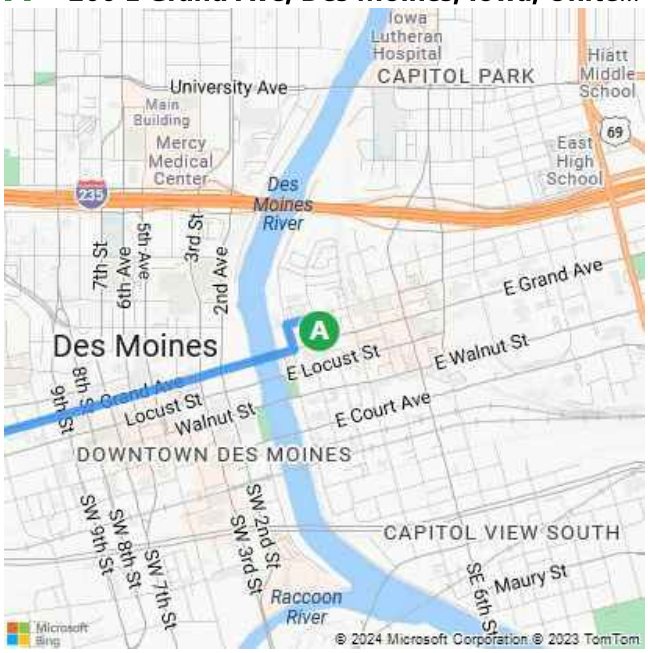
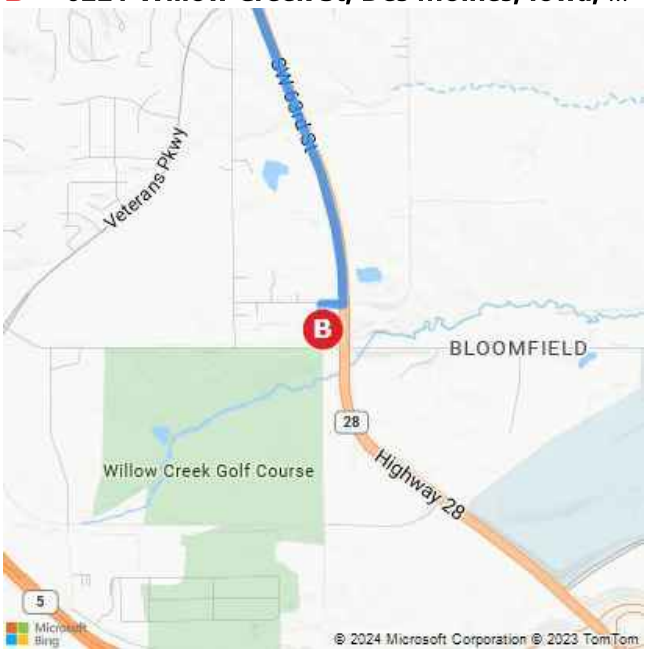


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

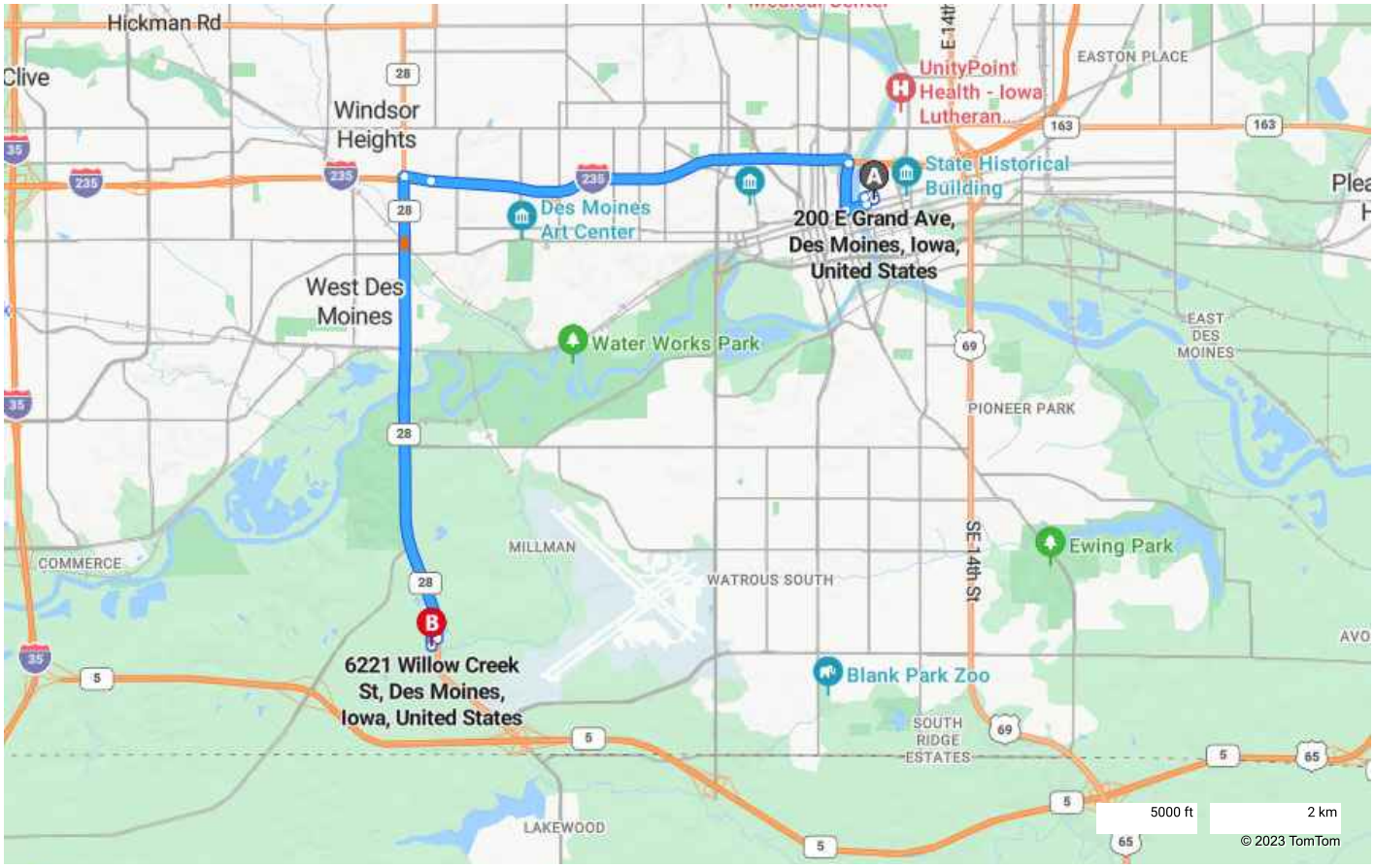
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

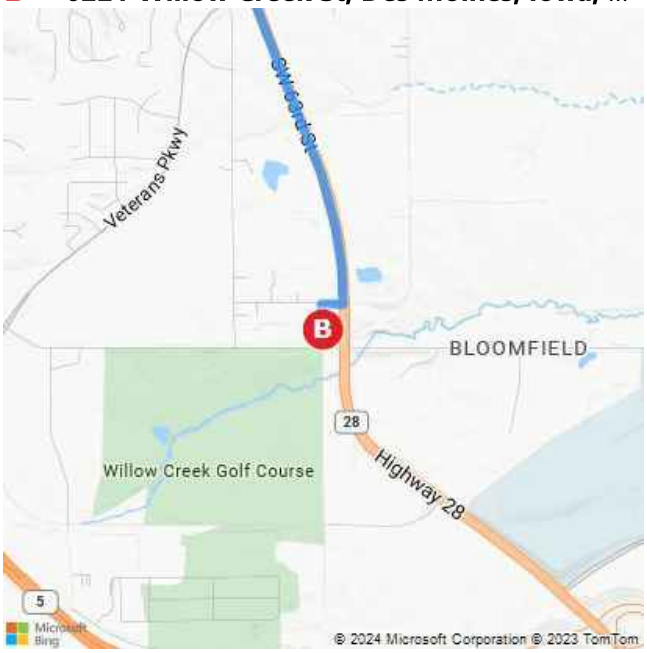
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

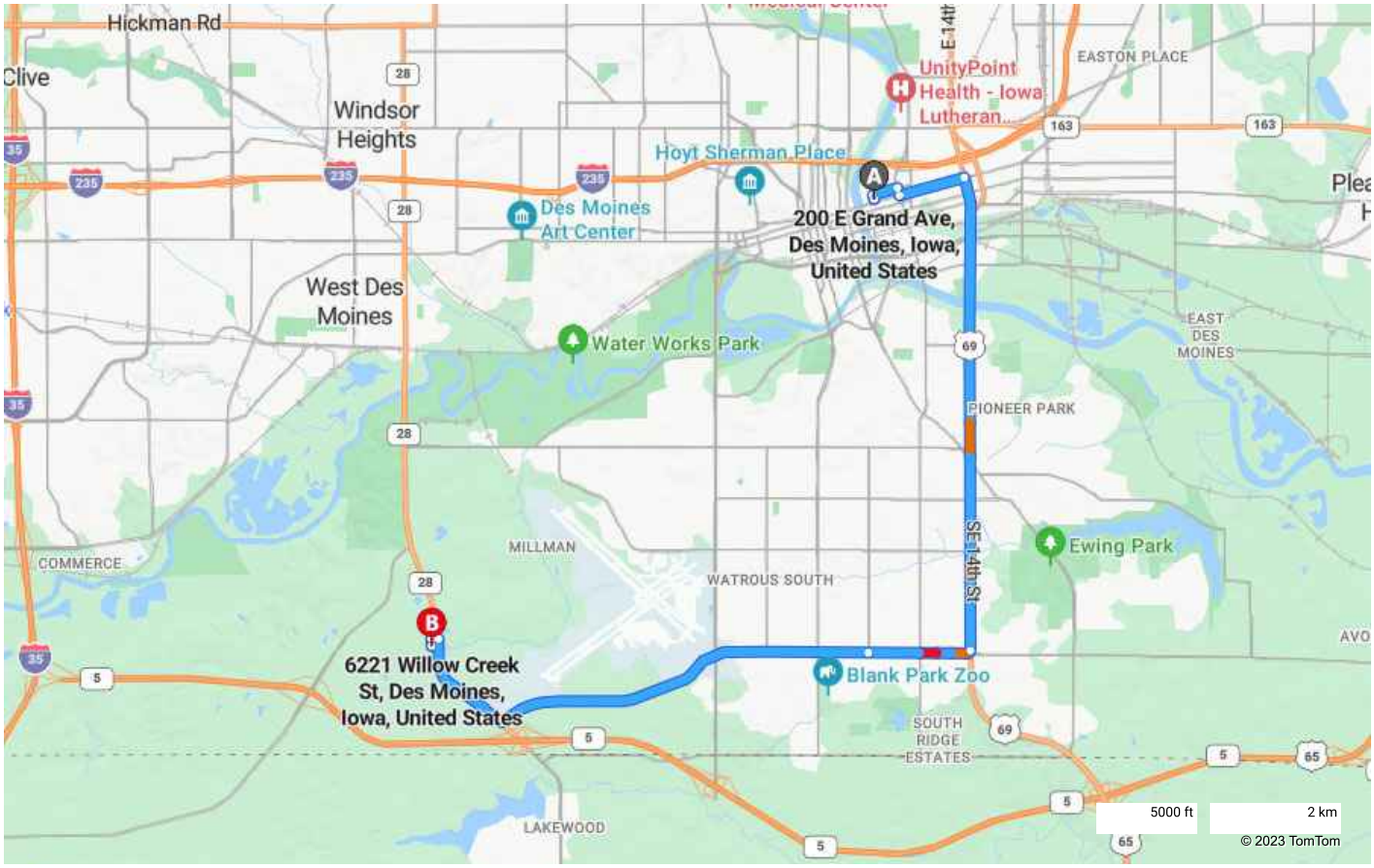
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

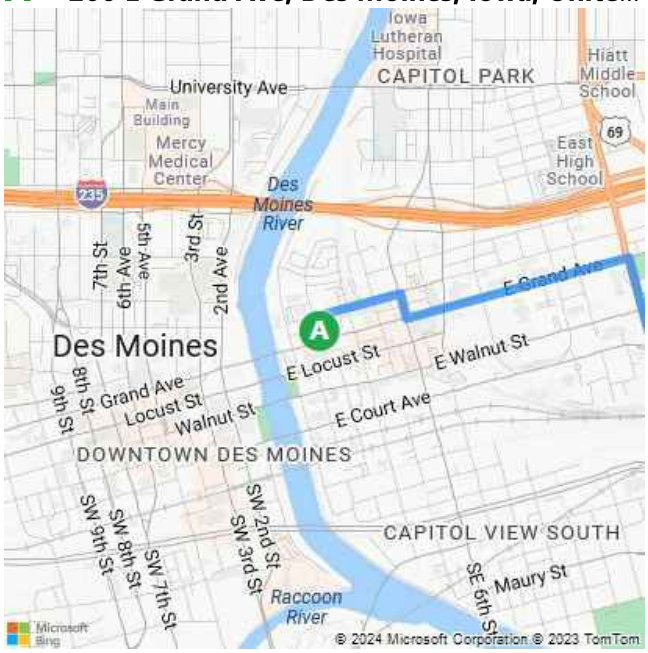
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5157-000005
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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

AMERICAN OVERSIGHT

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Filename: Leadership-Retreat-BINGO-April-2024.pdf
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AMERICAN OVERSIGHT

IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

AMERICAN OVERSIGHT

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Filename: Leadership ServiceProject.pdf
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AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5152

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Myers, Laura; Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
Recurring: No
ShowReminder: No
Accepted: Yes
AcceptedTime: Wed Apr 10 11:10:57 Central Daylight Time 2024

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

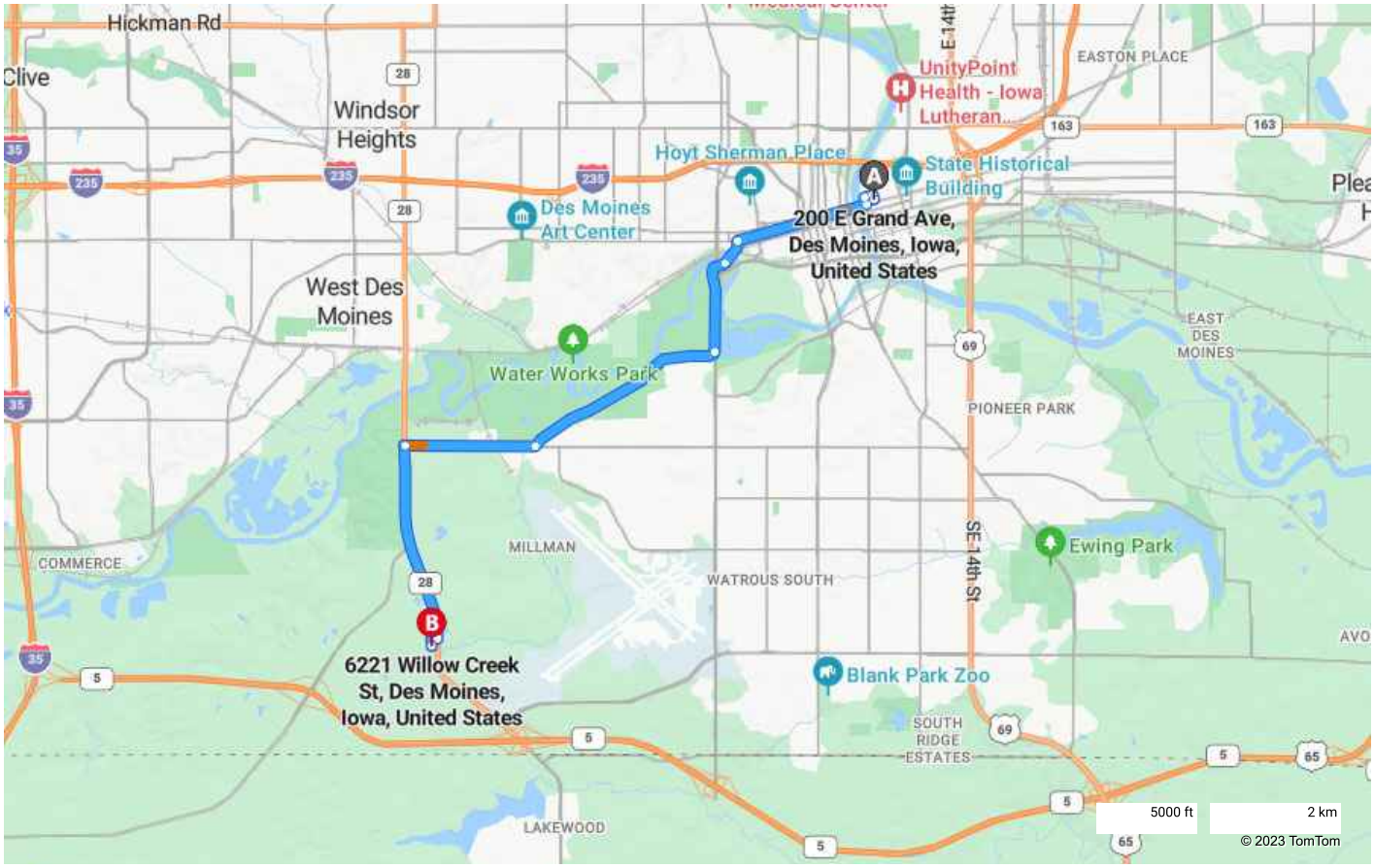
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

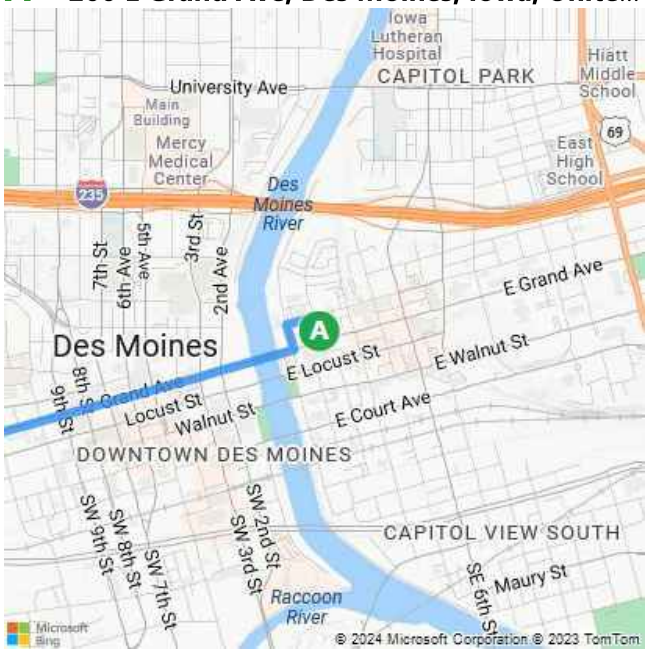
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

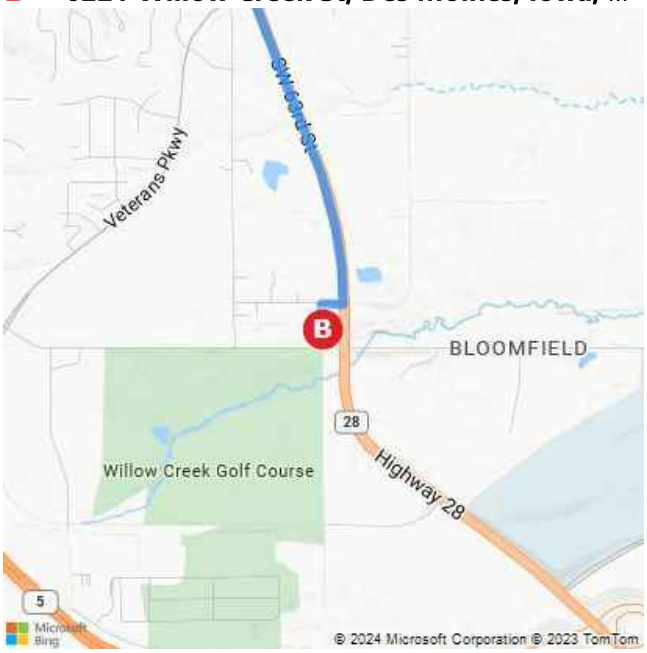
AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

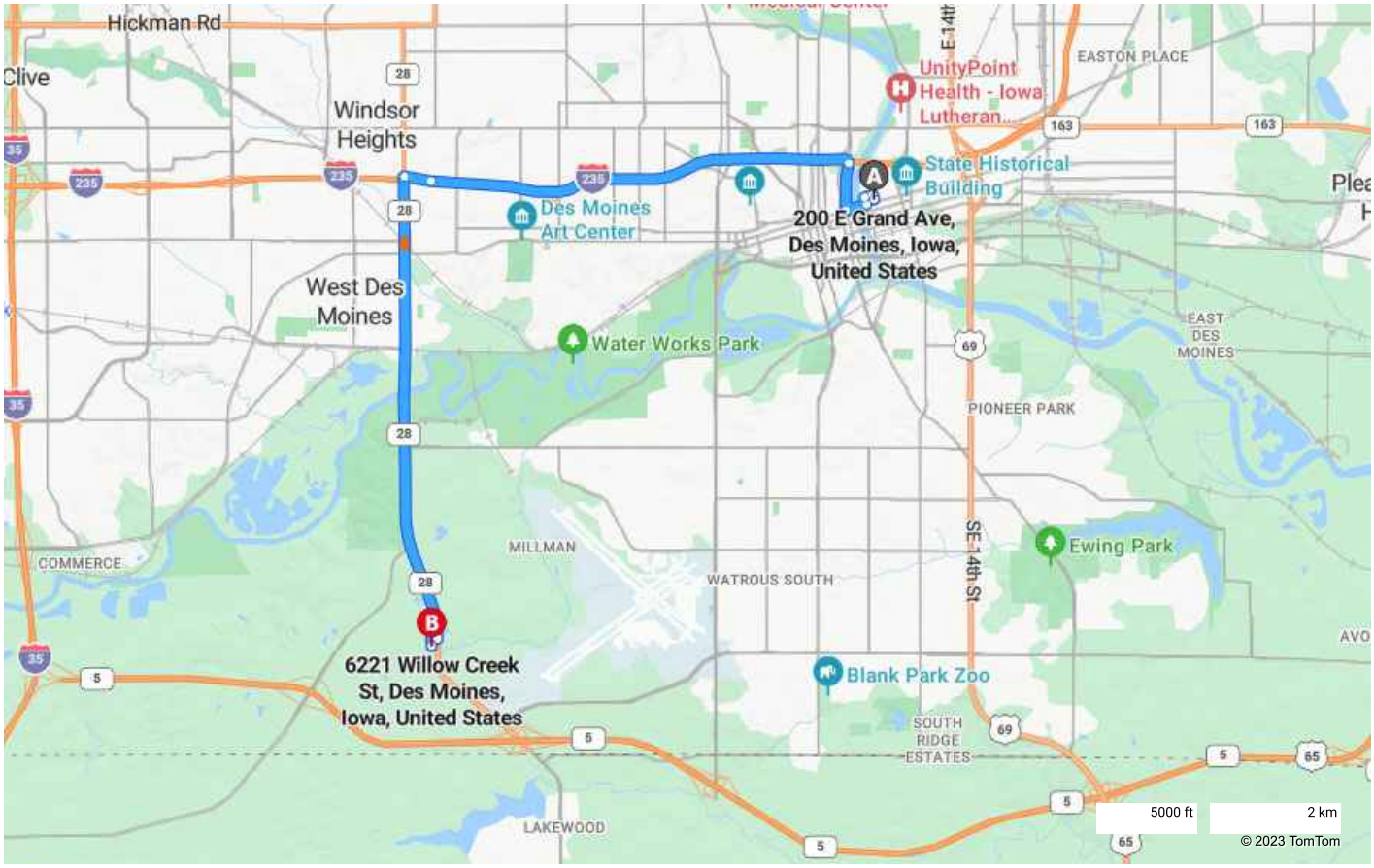
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

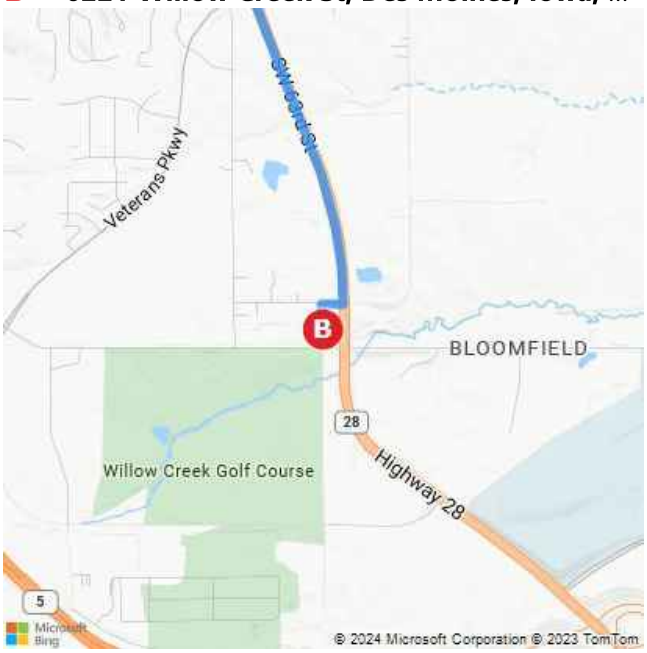
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

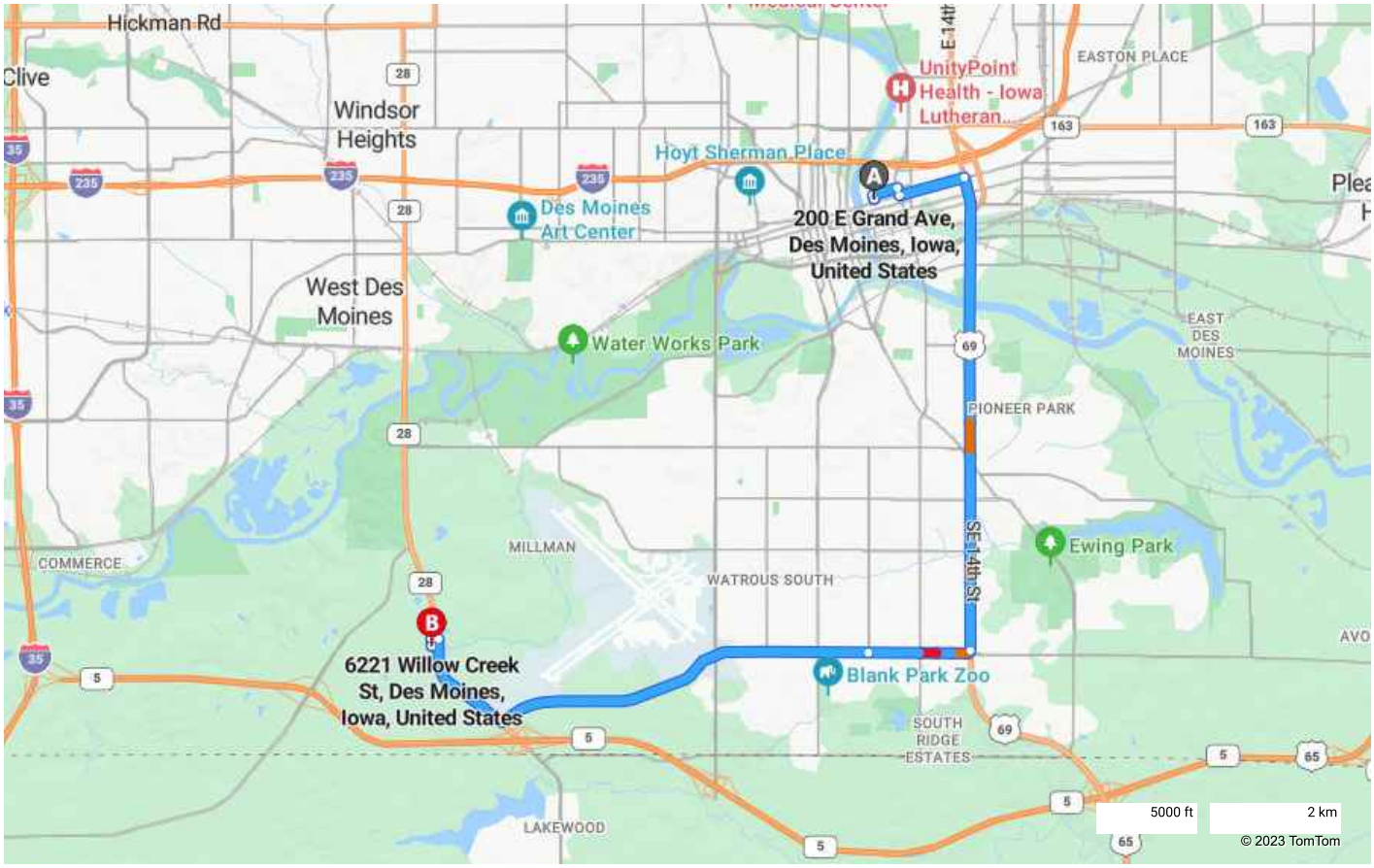
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

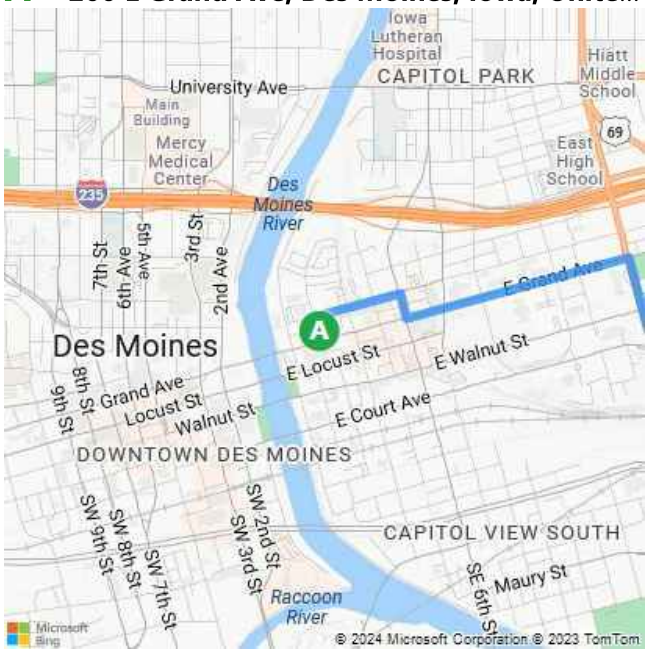
↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5152-000005
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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5152-000006
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Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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Filename: Leadership ServiceProject.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5353

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)
Invitees: Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey

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C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan. thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline. Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
Recurring: No
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

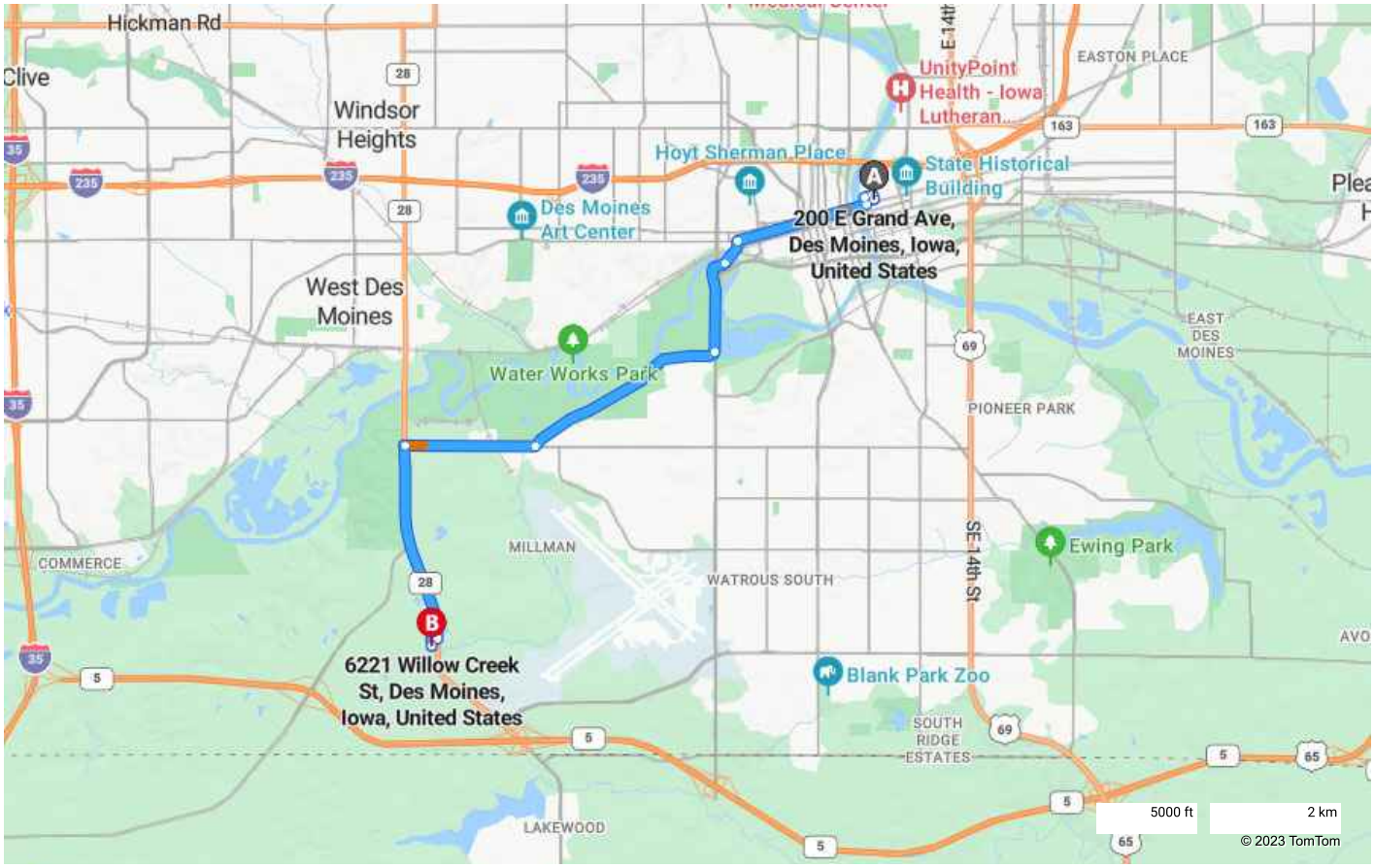
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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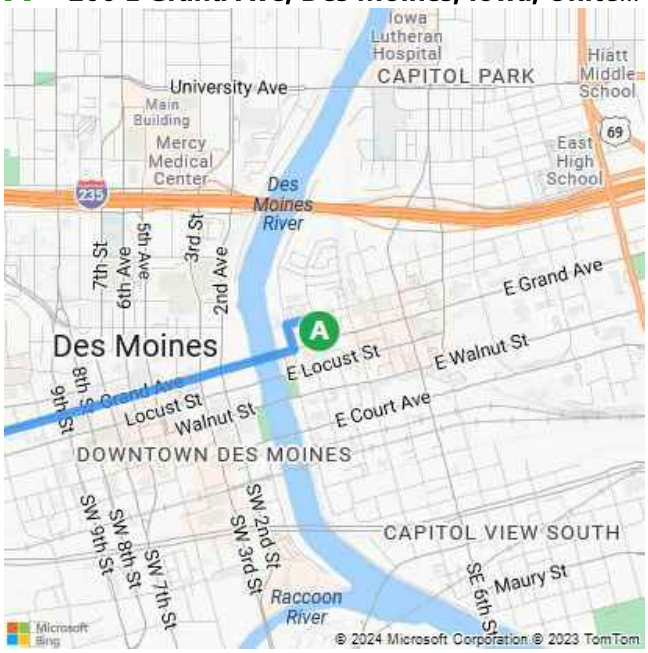

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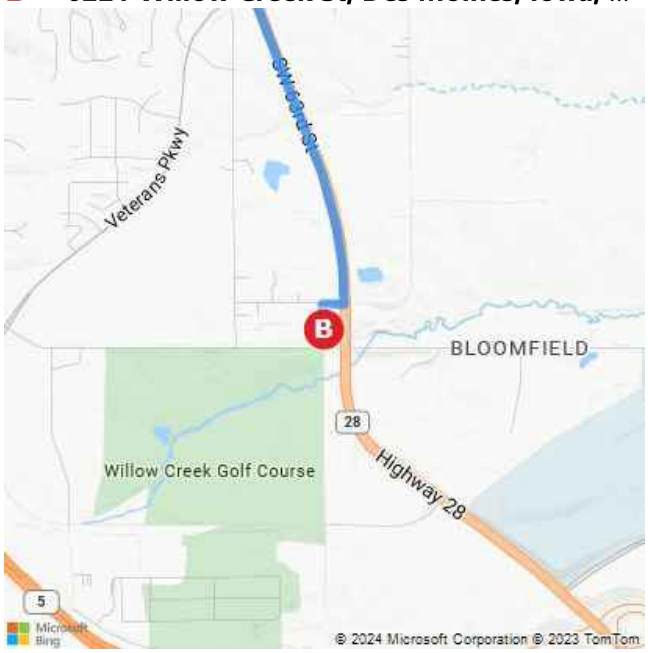

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

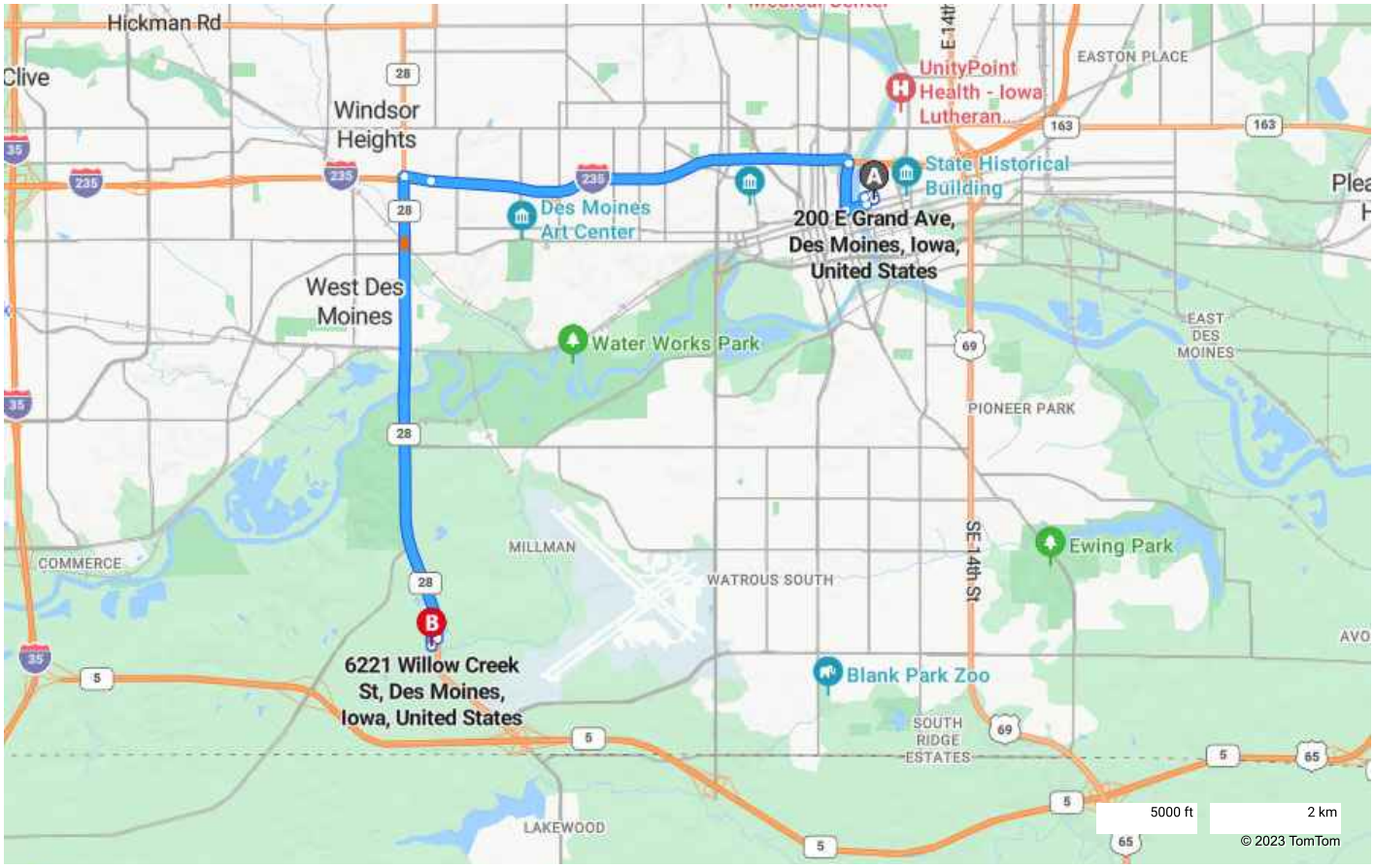
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

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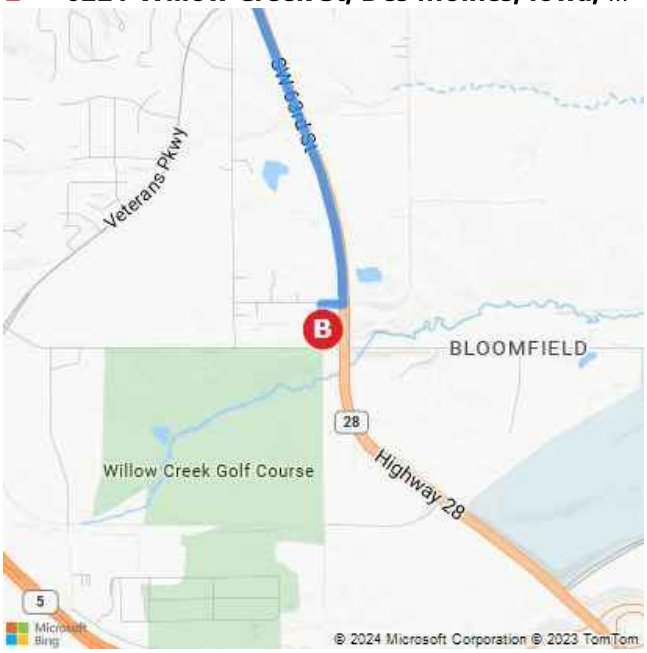

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

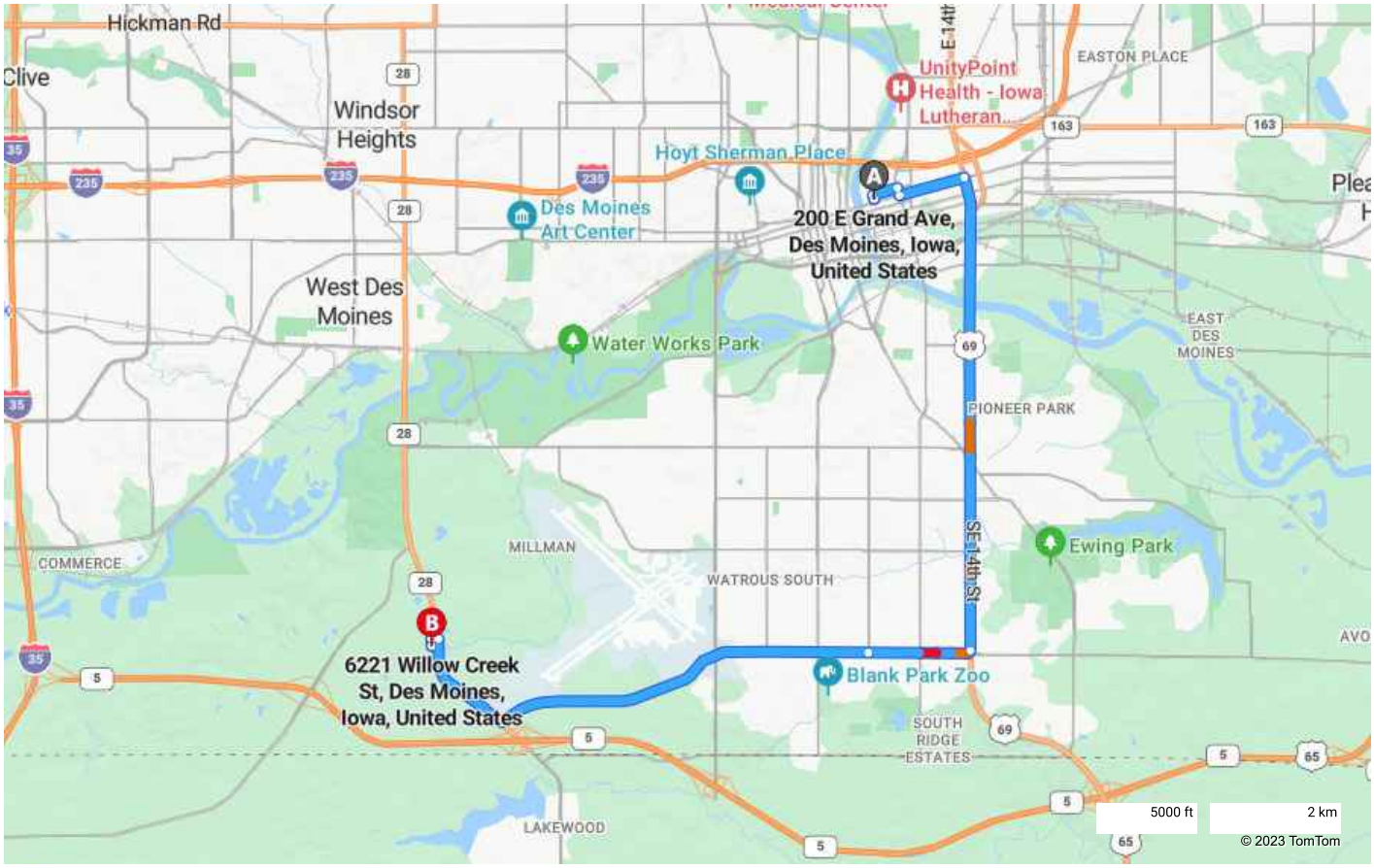
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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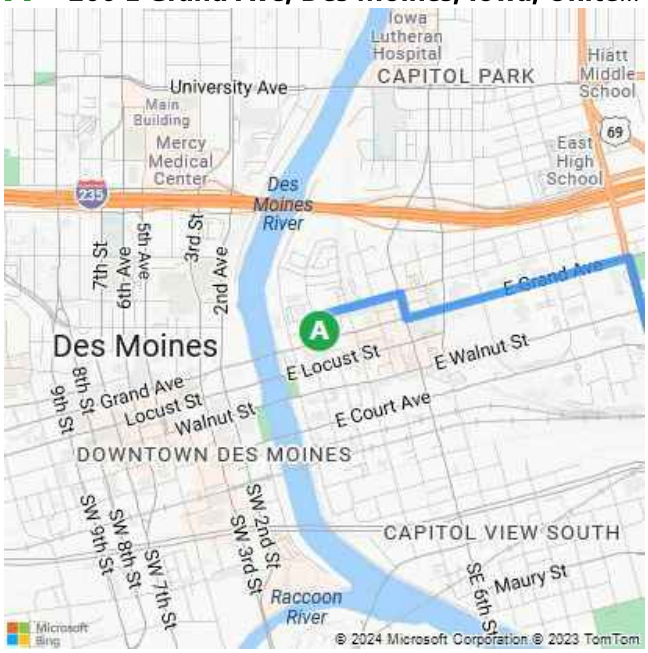

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

AMERICAN OVERSIGHT

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

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From: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Myers, Laura; Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
Recurring: No
ShowReminder: Yes
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Accepted: No

AMERICAN OVERSIGHT

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

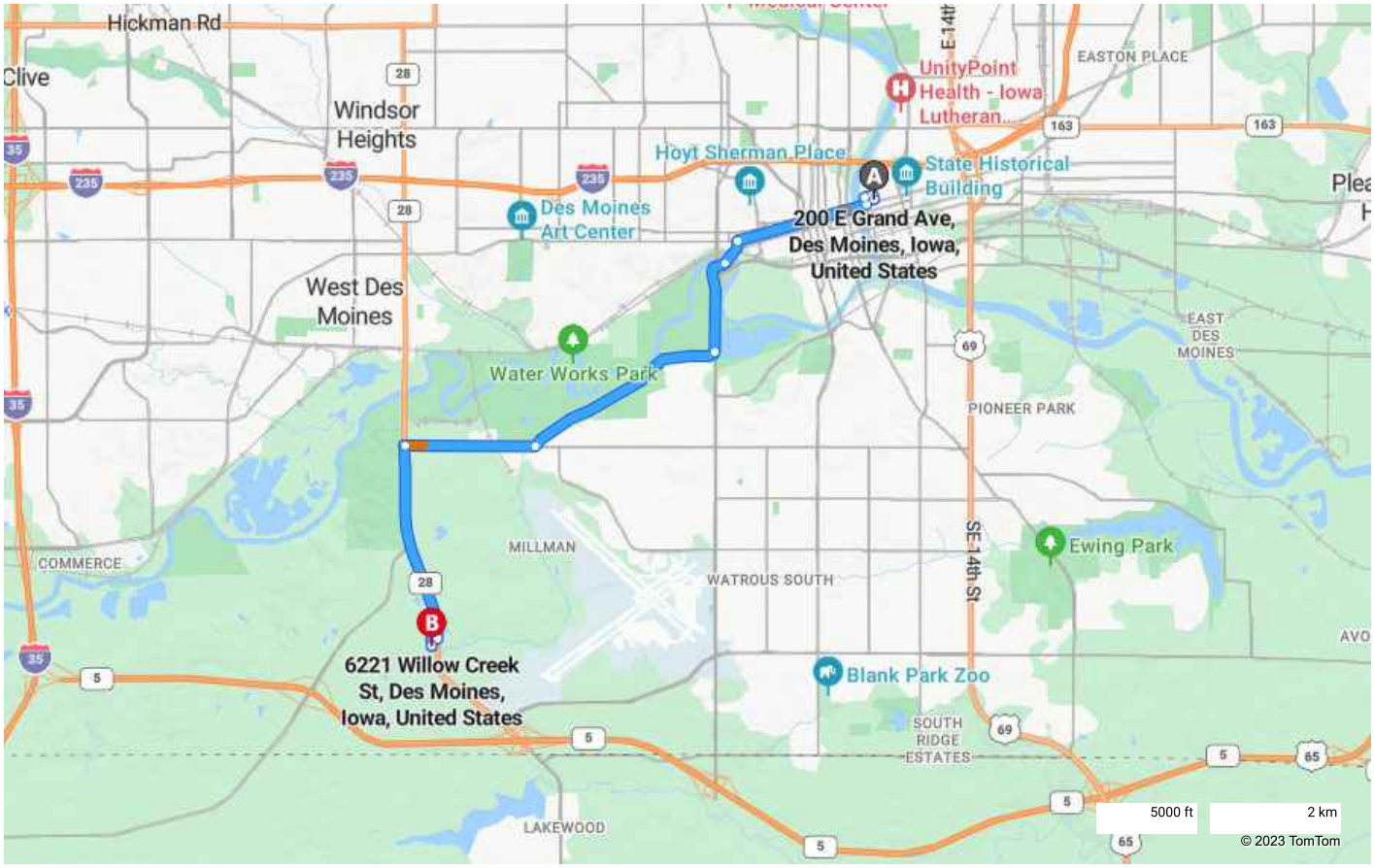
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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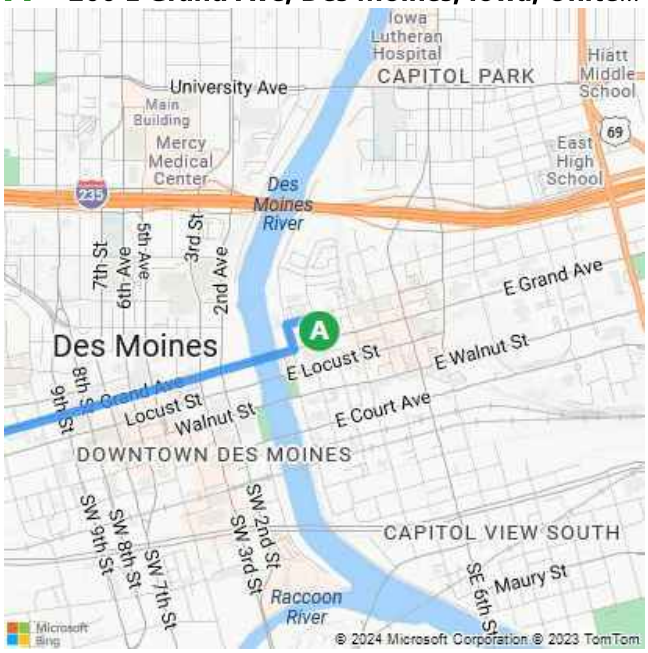

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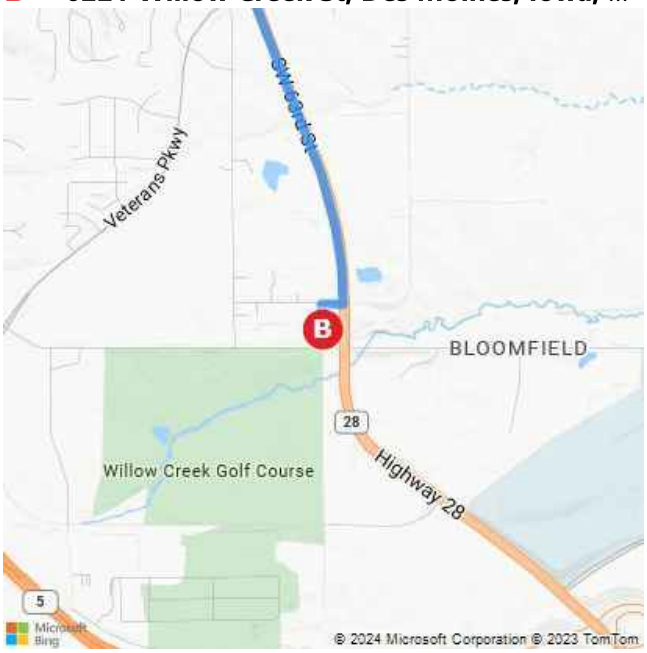

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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

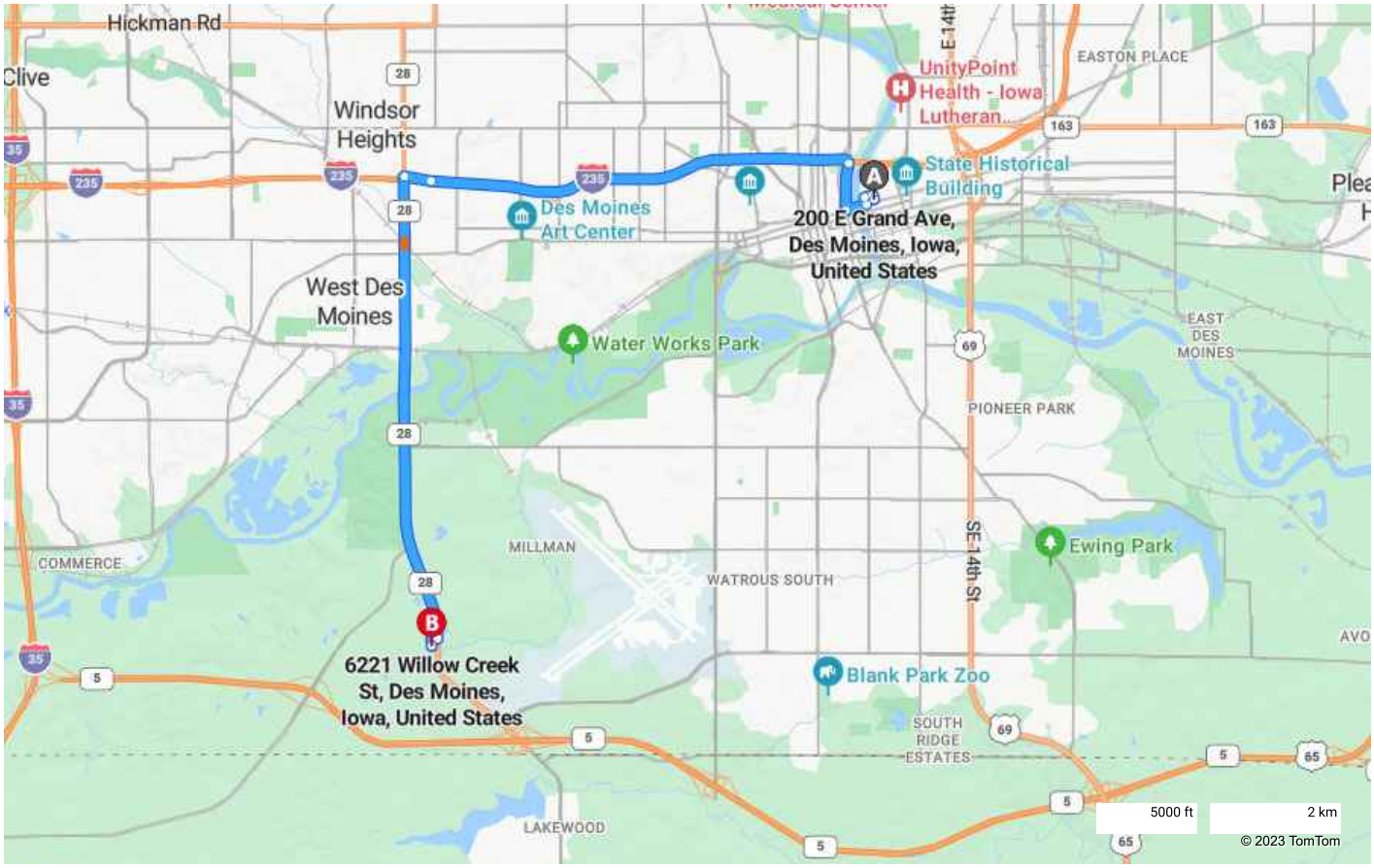
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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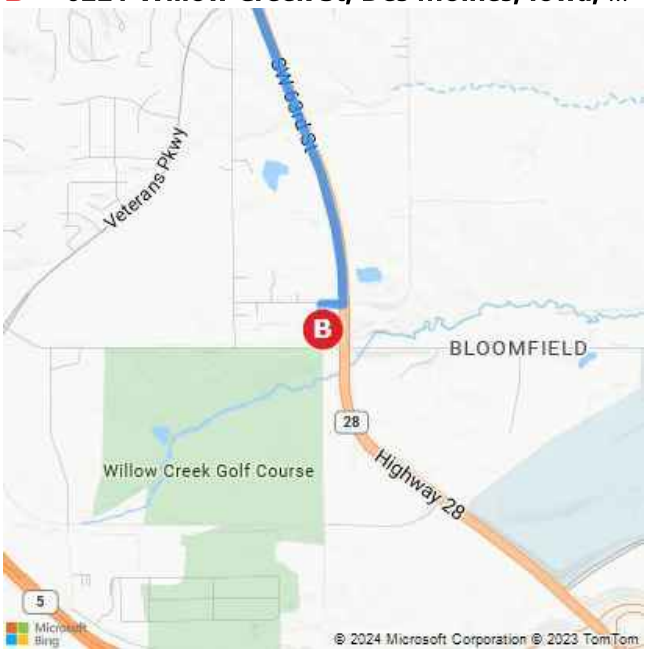

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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

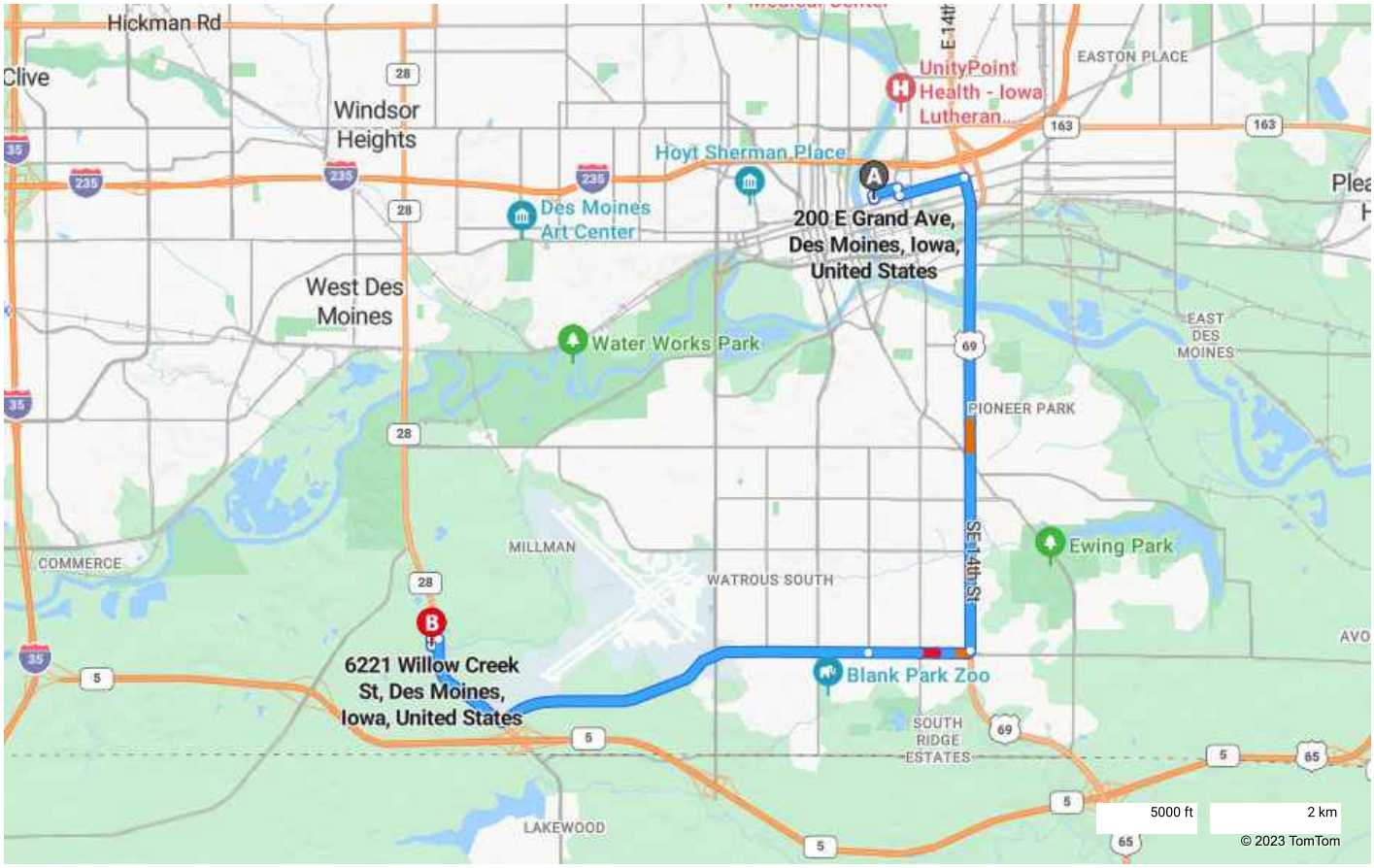
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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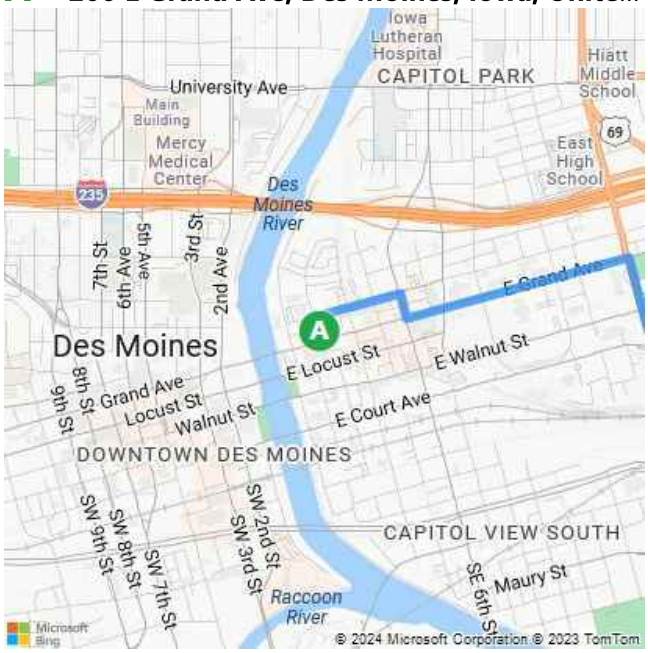

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Document ID: 0.7.3995.5356-000006
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Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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Document ID: 0.7.3995.5356-000007
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Filename: Leadership ServiceProject.pdf
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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Document ID: 0.7.3995.5352

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin
Recurring: No
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Apr 17 09:45:00 Central Daylight Time 2024
Accepted: No

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

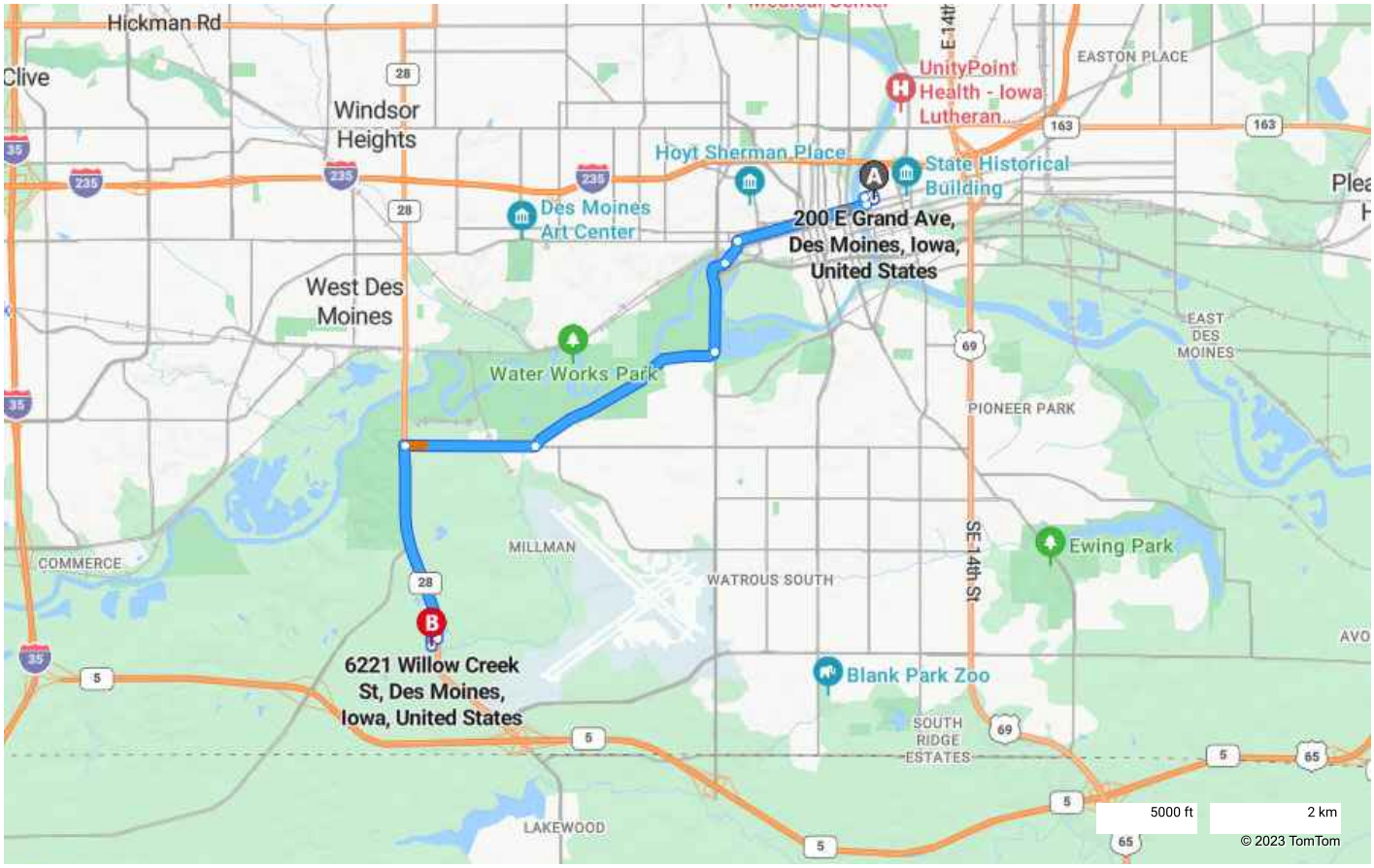
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

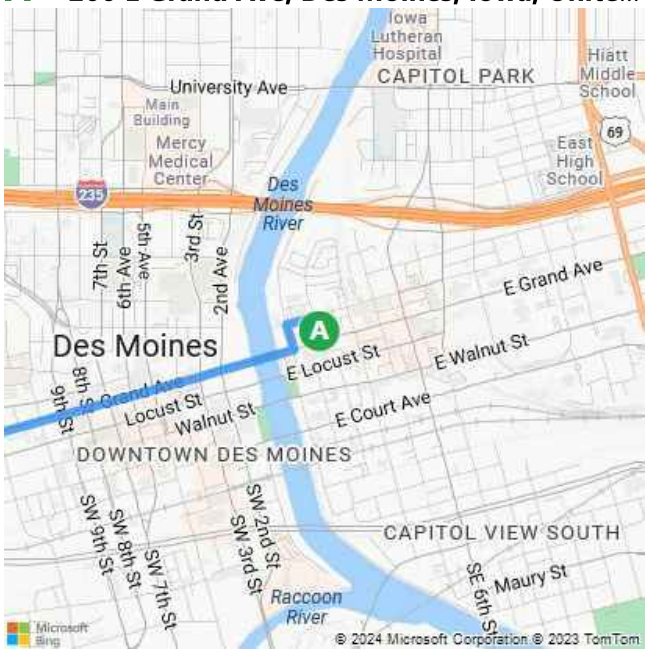
↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...



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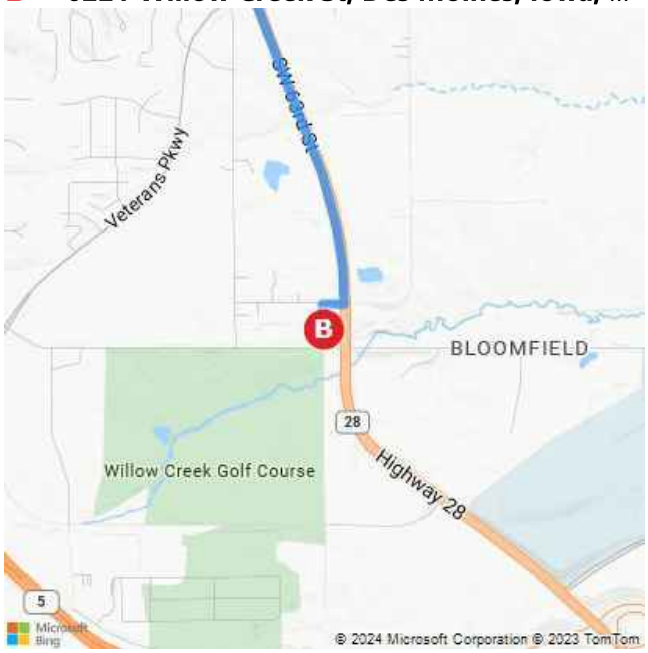

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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

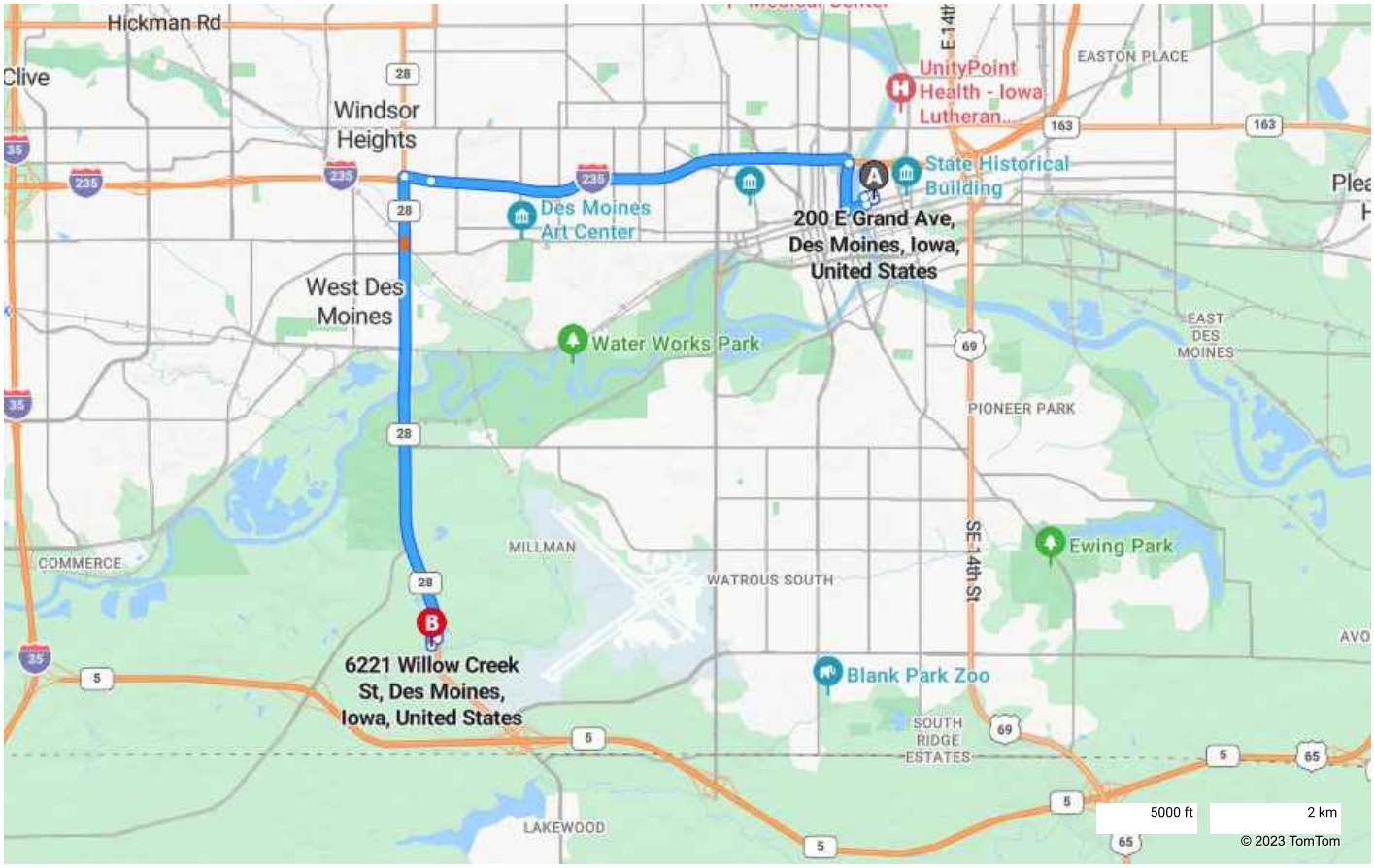
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

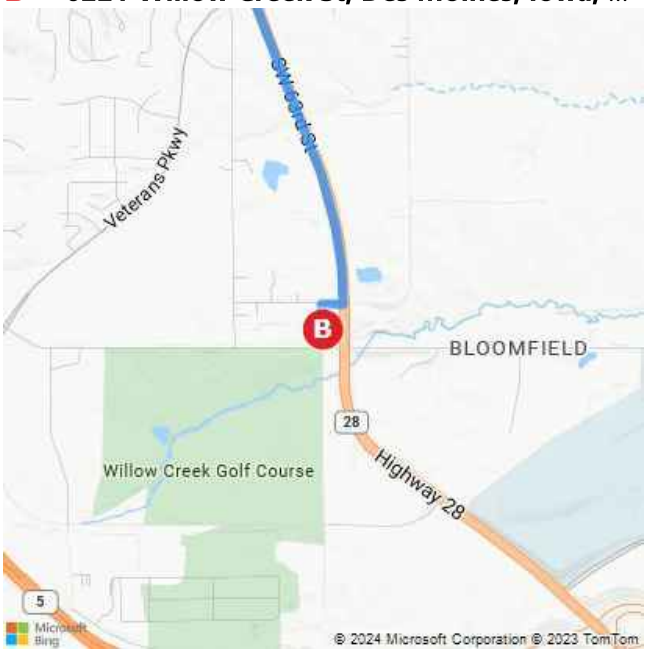
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** • *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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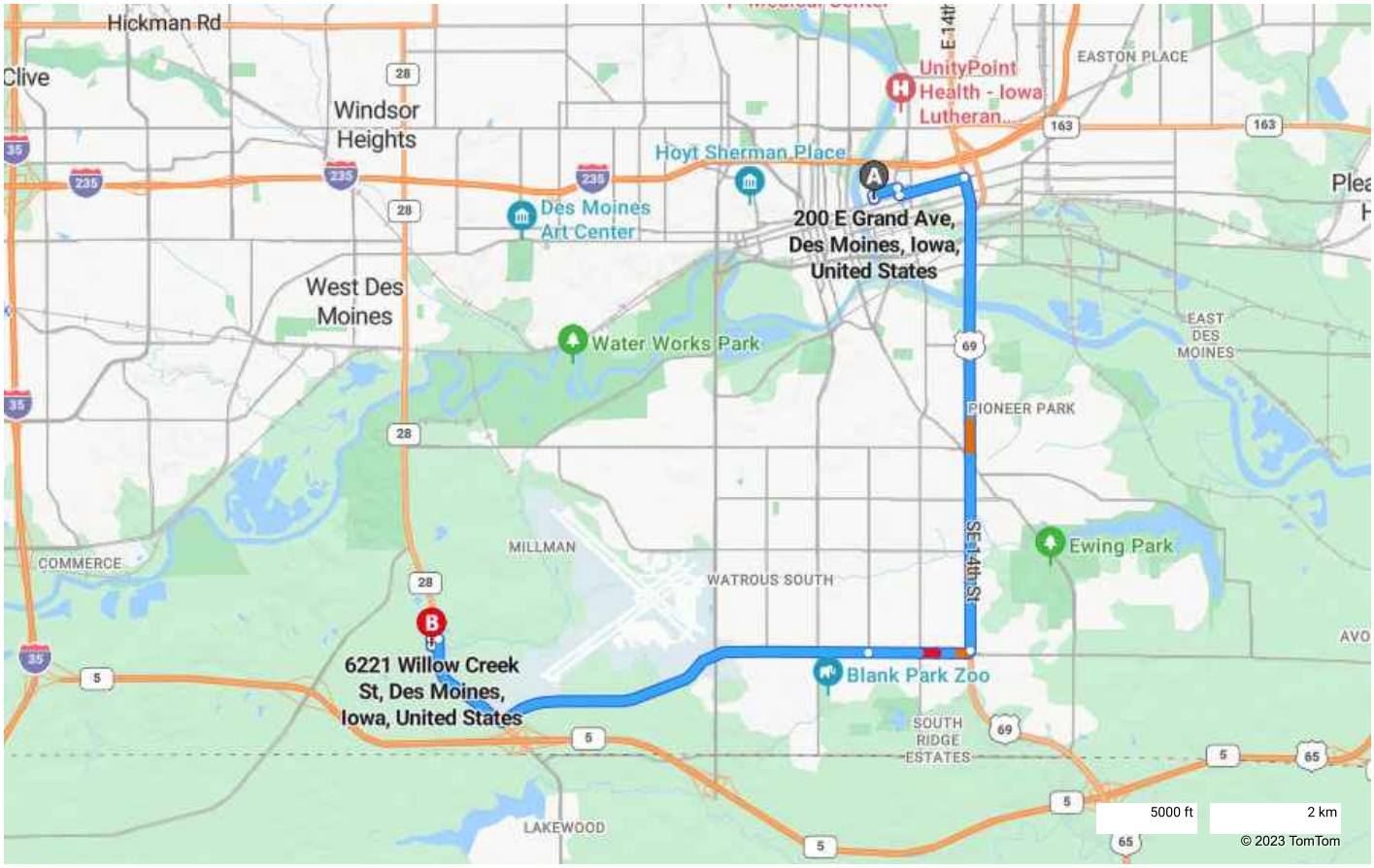
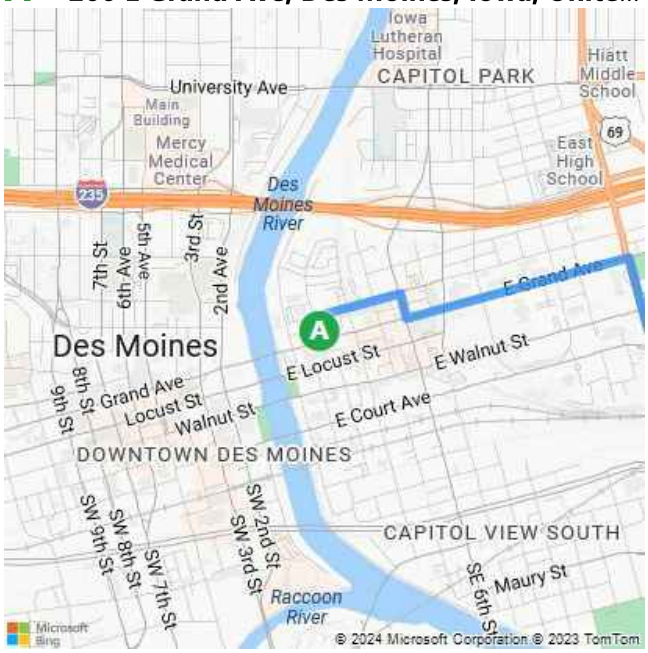


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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Filename: Leadership ServiceProject.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Document ID: 0.7.3995.5116

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Myers, Laura; Erdman, Jenny; Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin; Robertson-Hill, Jennifer [IDPH]
Recurring: No
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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

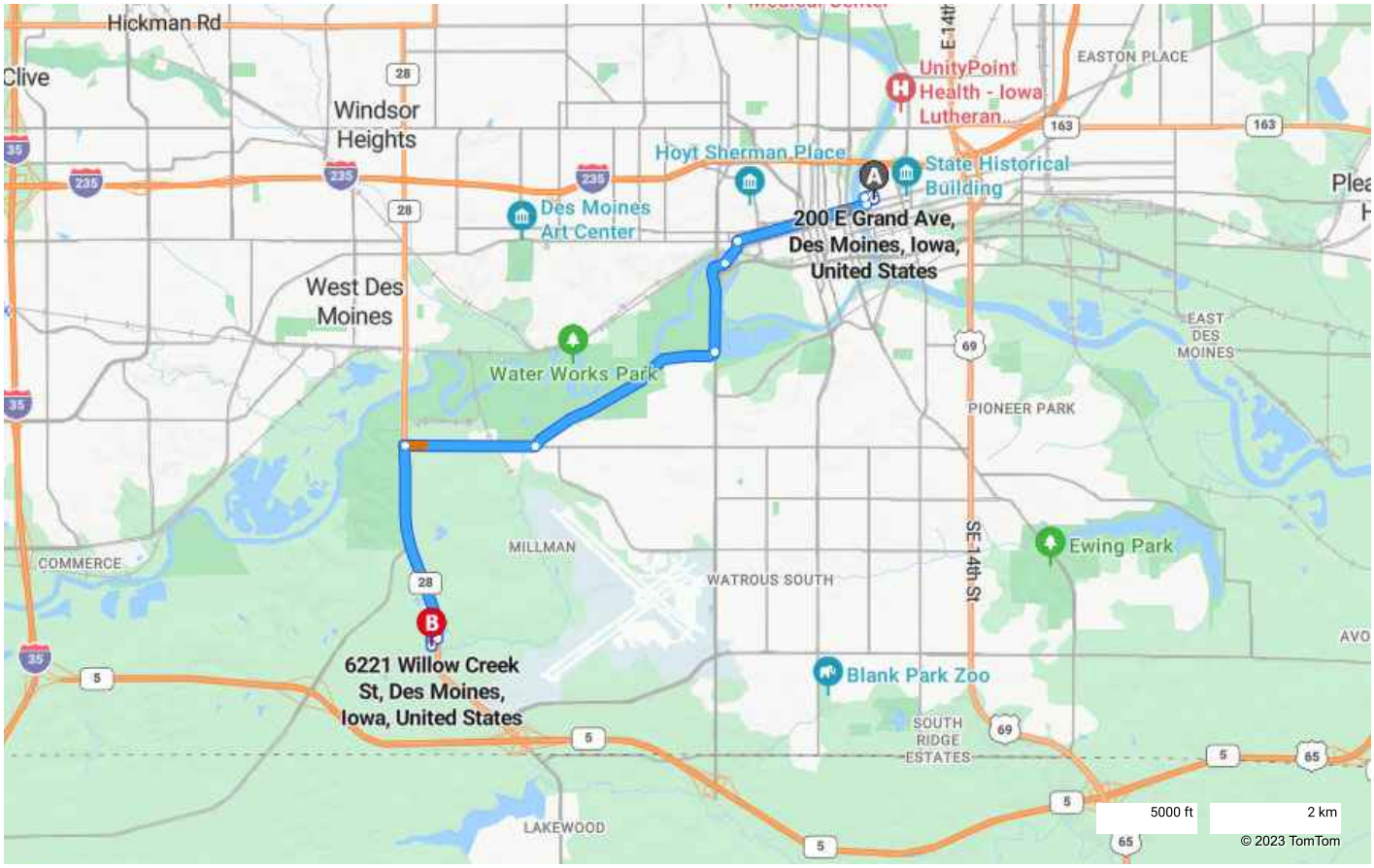
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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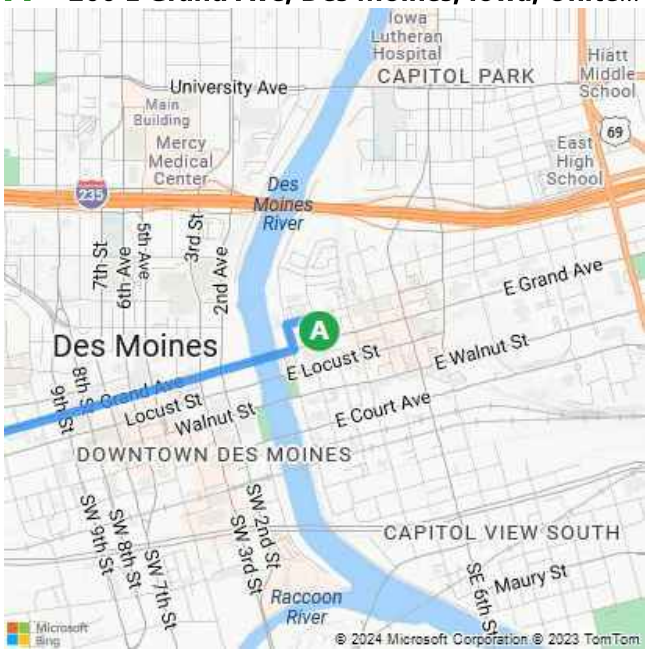

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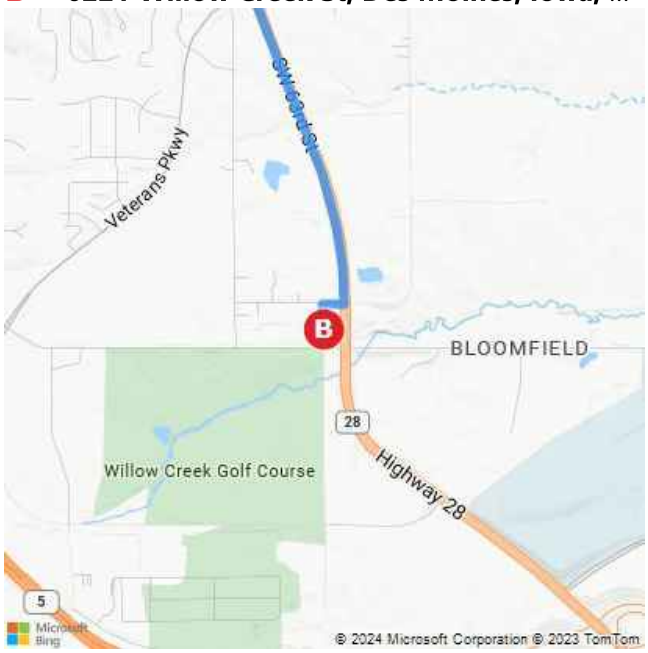

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

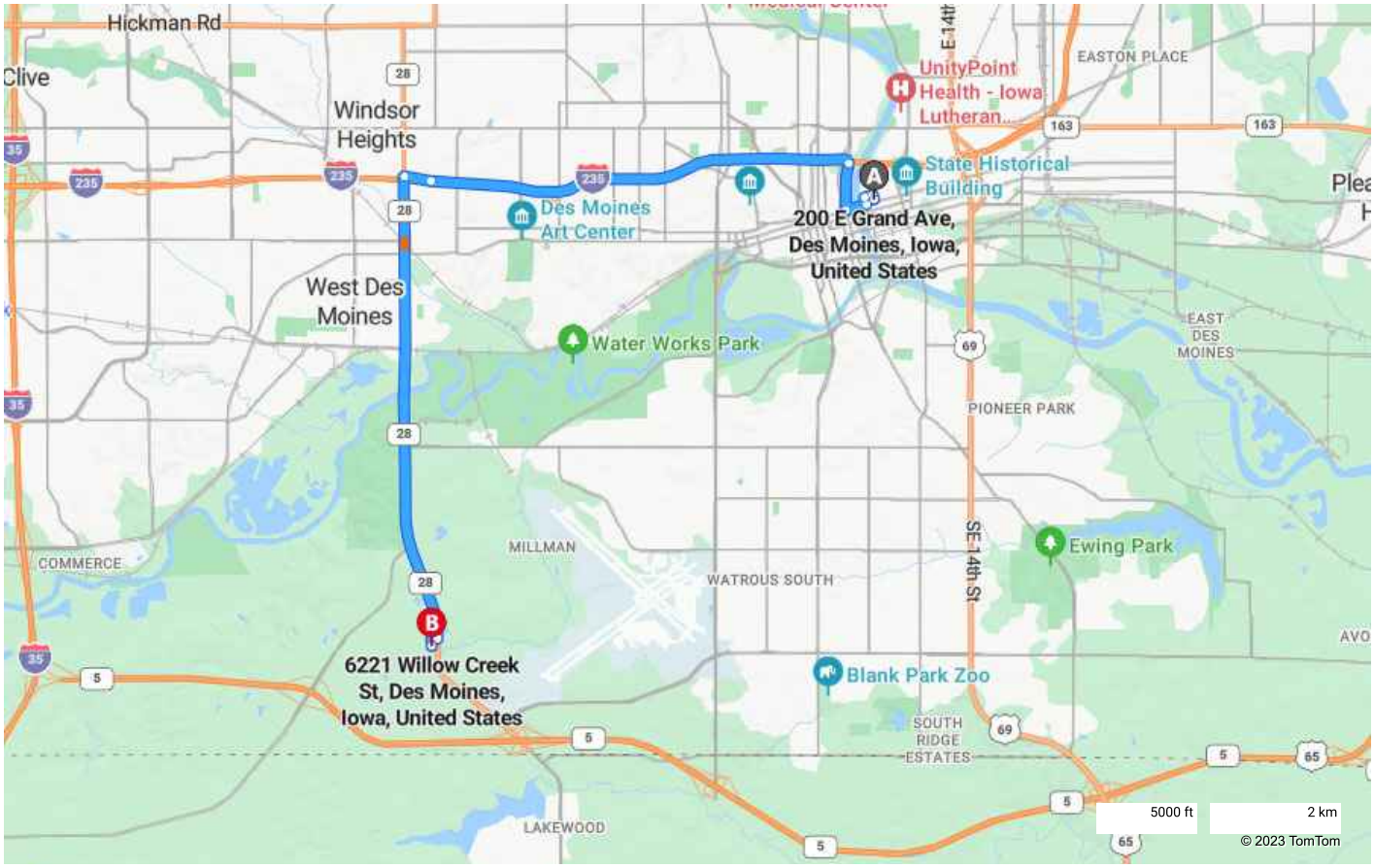
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

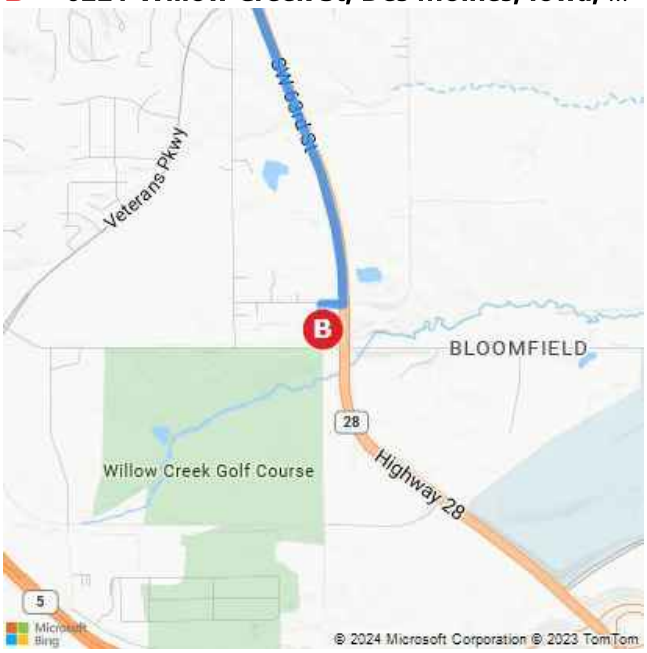
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

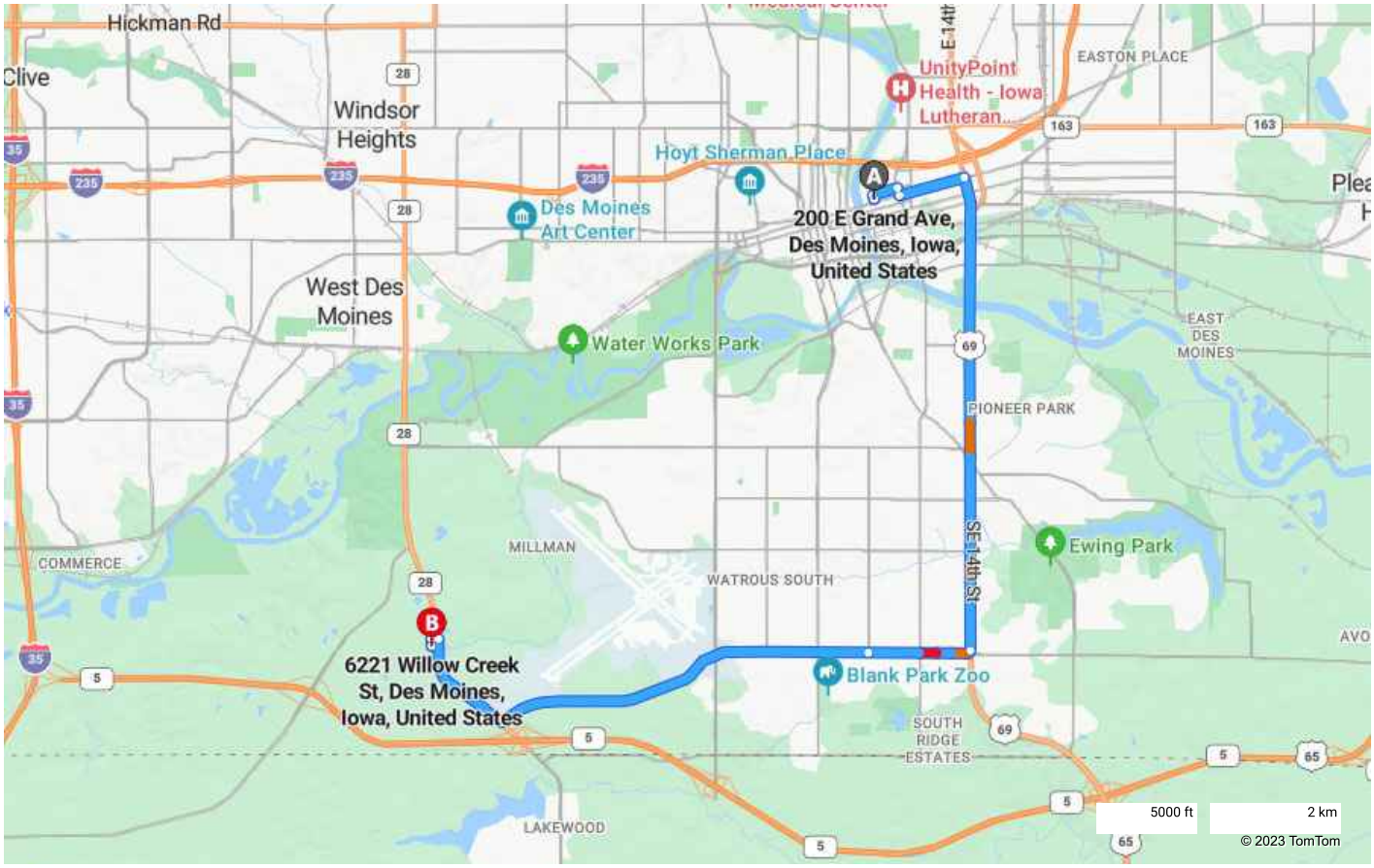
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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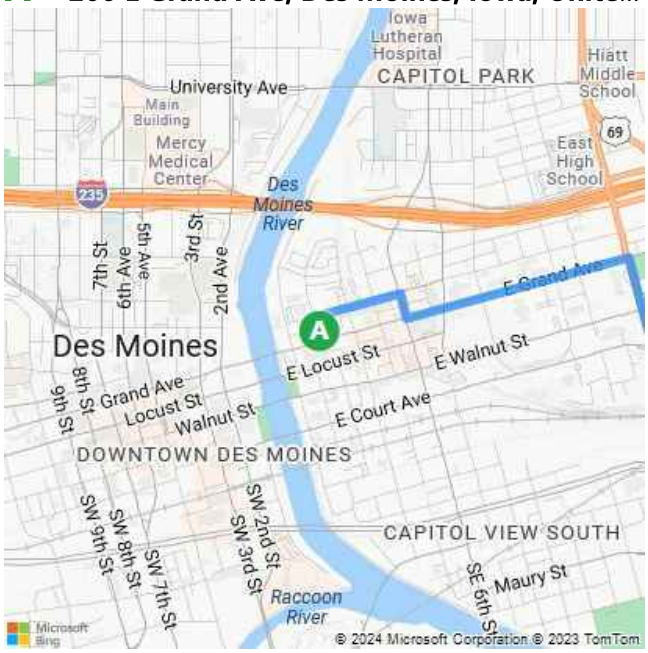

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Last Modified: Wed Apr 10 11:09:24 CDT 2024

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

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IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

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B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:09:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

StartTime: Wed Apr 17 10:00:00 Central Daylight Time 2024
EndTime: Wed Apr 17 14:00:00 Central Daylight Time 2024
Location: Baymont by Wyndham Des Moines Airport (6221 Willow Creek Ave, Des Moines, IA 50321)

AMERICAN OVERSIGHT

Invitees: Lange, Jill M; Alger, Pamela; Alibasic, Amela; Allison, Julie; Anderson, Kimberly; Armstrong, Theresa; Bauman, Alexandra; Beard, Micki [IDPH]; DBell@dhs.state.ia.us; Bell, Lynn; Benedict, Brandy [IDPH]; Benson, Jess; abentle@dhs.state.ia.us; Bird, Melissa; Boudreau, Hailey [IDPH]; Bouska, Tom; Brand, Bill [DHR]; pbrodeu@dhs.state.ia.us; kburkis@dhs.state.ia.us; Bush, Joanne; Callaghan, Don [IDPH]; Carfrae, Alex; Carpenter, Amy [DIA]; Casteel, Anna M.; Casteel, Paige; Claycomb, Kylie; Cunningham, Jai Li; Curtiss, Rebecca; Decker, DeAnn [IDPH]; Dixon, Susan [IDPH]; kdonald@dhs.state.ia.us; Drinnin, Erin; ddutton@dhs.state.ia.us; Easter, Lorie [DHR]; Edgington, Marsha; nedging@dhs.state.ia.us; Ekstrand, Sarah; Enderle, Nicki; Eyanson, Marissa A.; Fegley, Brian; Feller, Kelsey C; Fisher, Gloriana; Frick, Lori; Geyer, Jason; Godwin, Susan; Gordon, Stacie; Govind, Bhargava; Gowin, Trisha; Grossman, Alexandra [IDPH]; Harvey, Janee; Havig, Joe; Haynes, Matt; Healy, Liam; Heaton, Travis; Hess, Derek; Hickman, Andrea; Hoefer, Shirley [DIA]; Holman, TaLana; Horak, Shelley; Huynh, Haley; Iversen, Cade; Johnson-Miller, Marcus W; Kekstadt, Dawn; Kilby, Jason; Kintigh, Bethany [IDPH]; Krahenbuhl, Susan; Kruse, Robert [IDPH]; Van Der Brink, Krystal; Landeen, Dax; Lathrop, Angela; Lipscomb, Lori; Lounsbury, Adam F; Lovaglia, Valarie; Lunsford, Rachel; Majeski, Matt; Malone, Carrie L.; Matney, Elizabeth; May, Jenna [IDPH]; Mayer, Randy [IDPH]; Mcchesney, Biz [IDPH]; McComas, Margot [IDPH]; McGill, Latonya; McGovern, Christopher; McIntosh, Renae; McMahon, Teresa; Meier, Brian; Michael, Steve [DHR]; sue.miranda@idph.iowa.gov; Motsinger, Paula; Murphy, Alexander; Myers-Geadelmann, Jill [IDPH]; Nation, Brett; Navin, Sylvia [IDPH]; Nielsen, Peter; bneuweg@dhs.state.ia.us; Nichols, Sammui [IDPH]; Norris, Bob; Oestreich, Kera; Oshel, Jerilyn [IDPH]; Parker, Owen [IDPH]; Pigg, Sarah; Ponnada, Satya K.; Prucha, Brooke; Reisetter, Sarah G; 'sarah.reisetter@idph.iowa.gov'; Reynolds, Stephanie; Rhein, Zachary [IDA]; Rhoads, Jana; Riesberg, Patricia [IDPH]; Roberts, Tracey; Roby, Christy [IDPH]; Rodgers, Tracy [IDPH]; Rosa, Rachele; Roseberry, Marisa L; Rupp, Christine E.; Page, Ryan; Sasser, Shan [IDA]; Savage, Todd; Sharp, Ken [IDPH]; Sheetz, Wendy; Simbric, Steffani [DIA]; Sloan, Dena; Sodders, Jason; Southwick, Jeri [IDPH]; Spear, Brent [IDPH]; Steenblock, Jennifer; Stone, Monica [DHR]; NStorm@dhs.state.ia.us; Taylor, Kate; jonathan.thompson@idph.iowa.gov; Towey, Michael; cassie.tracy@idph.iowa.gov; Turner, Cory M; Turner, Dawn; mindy.uhle@idph.iowa.gov; Van Liew, Juliann [IDPH]; Van Pelt, Angela [IDA]; Vincent, Clarice; Walton, George [IDPH]; jennifer.ware@idph.iowa.gov; Webb, Julia; Jaqueline.Welchans@idph.iowa.gov; Wernimont, Jessica; Winchester, Tammi; Wittrock, Bradley; Wong, San [DHR]; Xaykose, Sone; Konchalski, Kristin
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Accepted: No

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

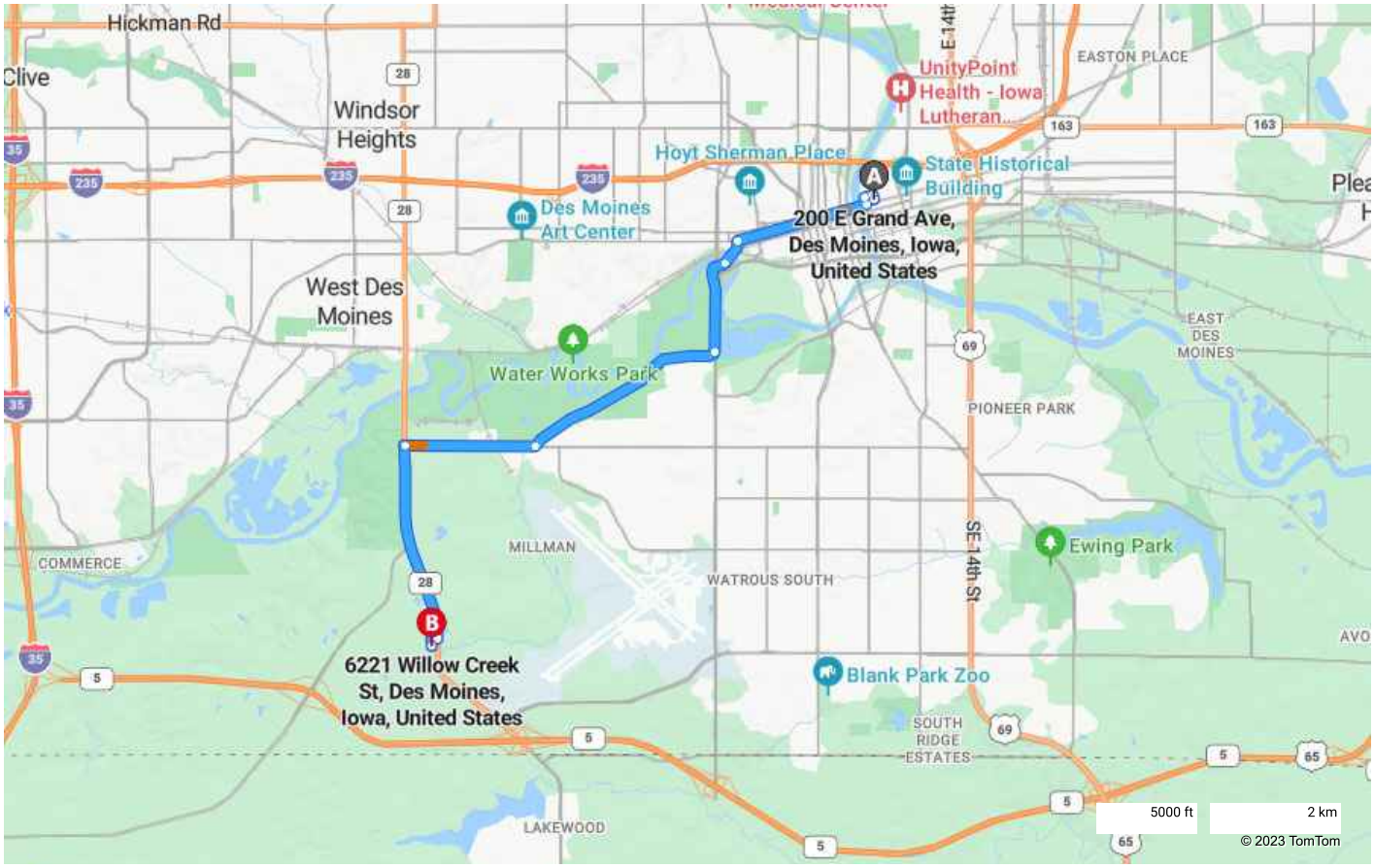
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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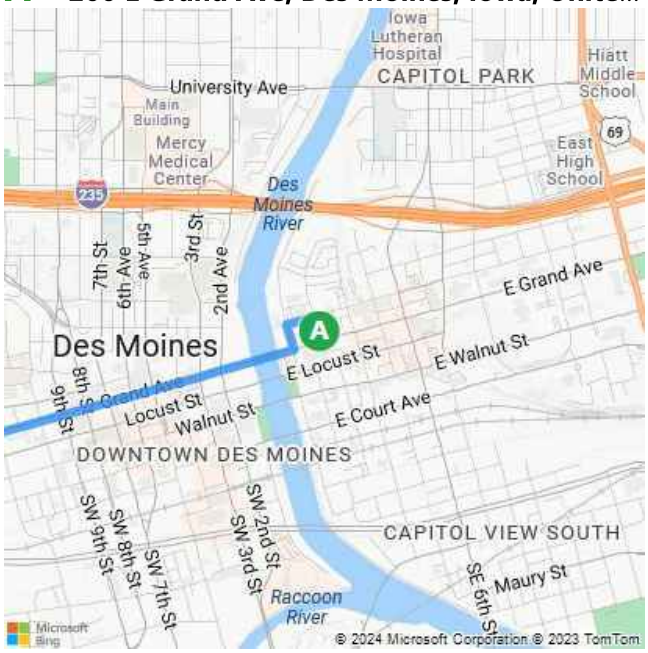

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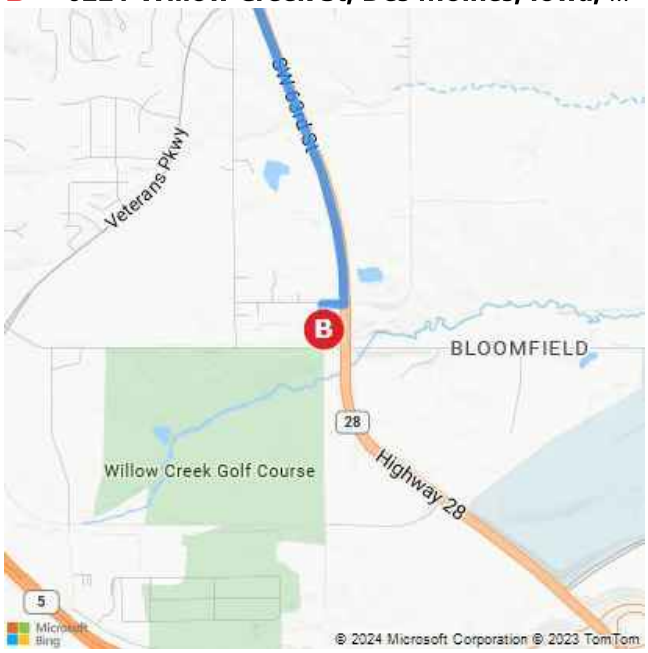

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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

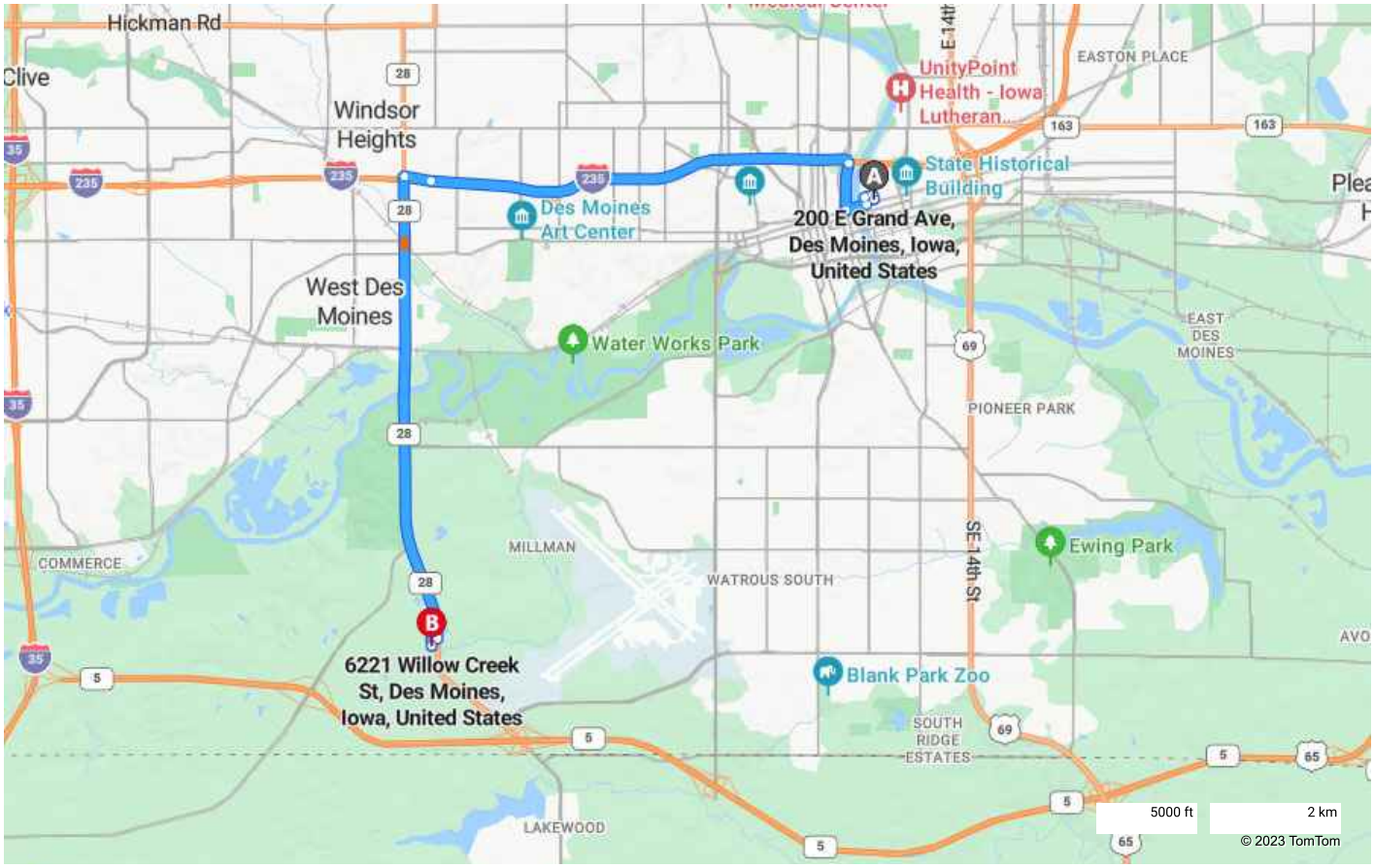
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

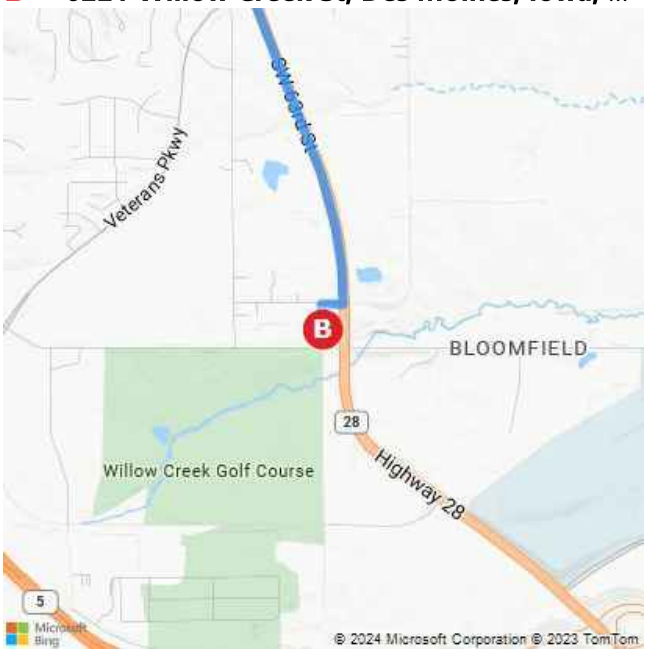
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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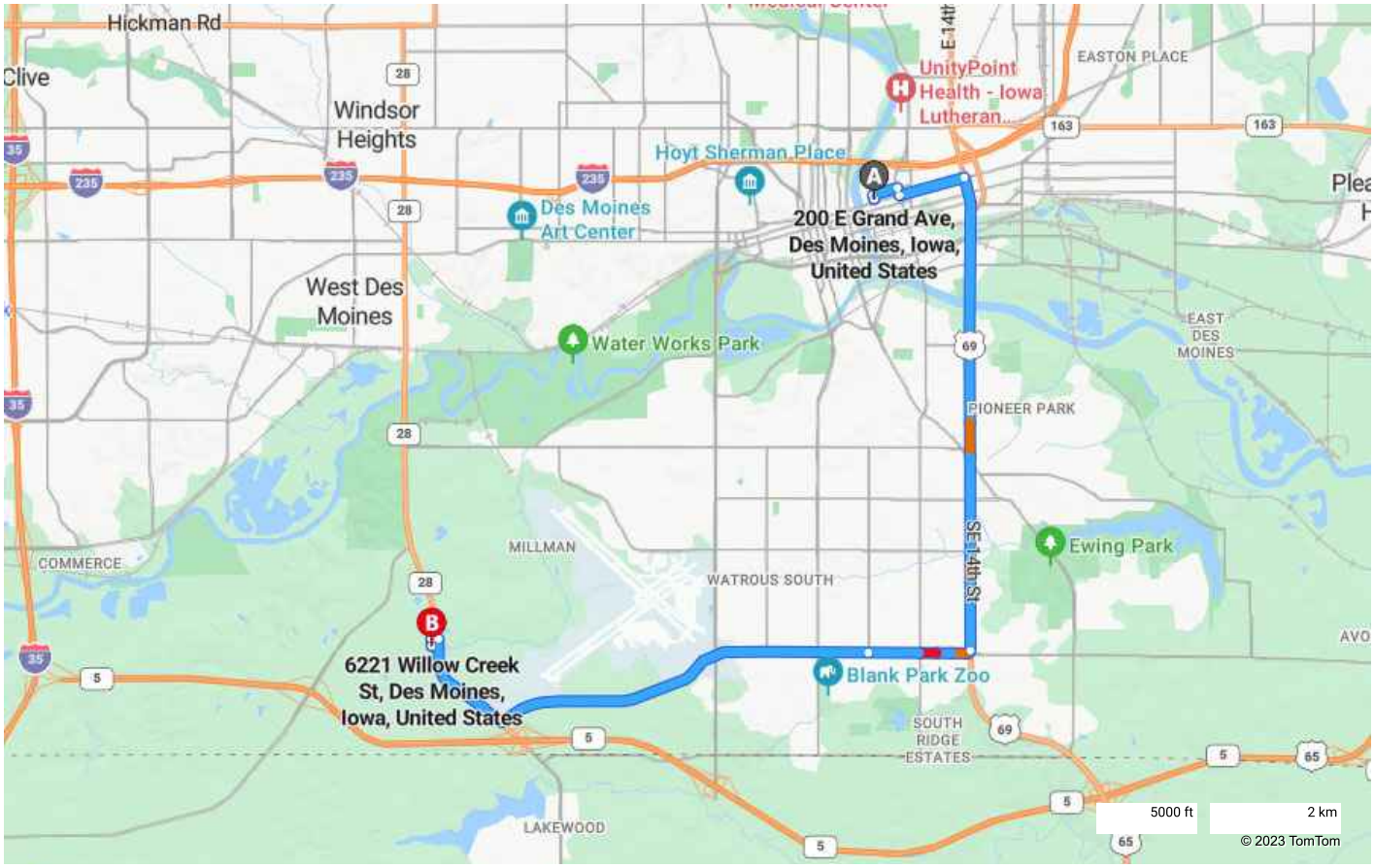

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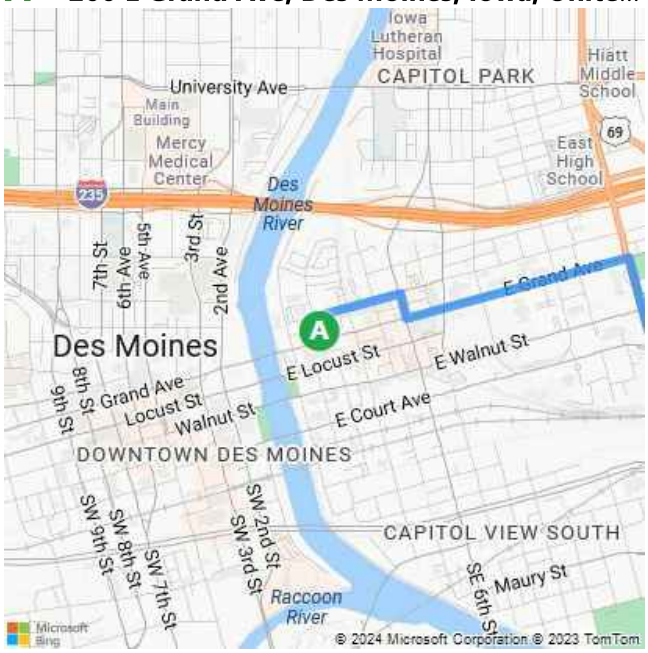

B 6221 Willow Creek St, Des Moines, Iowa, ...

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AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

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IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

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Document ID: 0.7.3995.5114-000006
Owner: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>
Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

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IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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Filename: Leadership ServiceProject.pdf
Last Modified: Wed Apr 10 11:09:24 CDT 2024

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April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Document ID: 0.7.3995.5313

From: Health Law360 <news-q2@law360.com>
To: Garcia, Kelly K.
</o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=1d73c1cccdcc44bab77d7985756b b121-garcia, kel>
Cc:
Bcc:
Subject: DOJ Unveils $139M Deal For Larry Nassar Victims
Date: Wed Apr 24 2024 04:40:46 CDT
Attachments:

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The U.S. Department of Justice will pay $138.7 million to settle 139 tort claims accusing the Federal Bureau of Investigation of not doing enough to stop the sprawling, decades-long sexual abuse of hundreds of victims at the hands of USA Gymnastics physician Larry Nassar, according to a Tuesday announcement.

Health
WEDNESDAY, APRIL 24, 2024

TOP NEWS

DOJ Unveils $139M Deal For Larry Nassar Victims

By Elaine Briseño

The U.S. Department of Justice will pay $138.7 million to settle 139 tort claims accusing the Federal Bureau of Investigation of not doing enough to stop the sprawling, decades-long sexual abuse of hundreds of victims at the hands of USA Gymnastics physician Larry Nassar, according to a Tuesday announcement.

Read full article » | Save to favorites »

Analysis

Colo. Neural Privacy Law Has Attys Scratching Their Heads

By Daniel Ducassi

Colorado's governor signed the nation's first law specifically protecting neural data last week,

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but privacy attorneys say key caveats in the legislation leave them unsure how far the measure really goes.

Bill attached | Read full article » | Save to favorites »

Expert Doc's License Probation Upends $6.5M Med Mal Verdict

By Mike Curley

An Ohio state appeals panel has vacated a $6.5 million verdict in a medical malpractice trial by a son alleging a doctor and hospital are responsible for his mother contracting deadly pneumonia, saying the trial court should have allowed the defense to cross-examine the plaintiff's expert on a prior probation of his medical license.

Decision attached | Read full article » | Save to favorites »

Calif. Fertility Clinic Implanted Dead Embryos, Couples Say

By Hailey Konnath

An Orange County, California, fertility clinic accidentally destroyed embryos but still implanted them into patients in an attempt to cover up its mistakes, nine couples said in a suit filed Tuesday in Golden State court.

Complaint attached | Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

AGs Urged To Probe Anti-Abortion Centers' Privacy Claims

By Allison Grande

A watchdog group on Tuesday pressed the attorneys general from Idaho, Minnesota, New Jersey, Pennsylvania and Washington to investigate certain "crisis pregnancy centers" that are allegedly misrepresenting their compliance with federal health privacy law, arguing that the organizations are exploiting consumers' misconception that the statute broadly protects their medical data.

Letter attached | Read full article » | Save to favorites »

Feds Seek To Bar Fox Rothschild Atty From Fraud Retrial

By Carla Baranauckas

The government is seeking to bar a Fox Rothschild LLP partner from testifying as an expert witness for the defense in the retrial of a federal securities fraud case that ended in a dramatic mistrial after a lone juror told the judge that he disagreed with the guilty verdict the forewoman had delivered to the court.

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2 documents attached | Read full article » | Save to favorites »

LITIGATION

Drugmakers Hit With RICO Suit Over Insulin Price Hikes

By Brian Steele

The world's three largest insulin manufacturers engineered an enormous increase in the price of the lifesaving diabetes medication through an "unfair and deceptive conspiracy" with household-name pharmacies, letting all involved reap extraordinary profits for 20 years, according to a lawsuit in Connecticut federal court.

Complaint attached | Read full article » | Save to favorites »

Virtua Says Trinity Health Won't Pay $12M ER Fight Legal Bill

By George Woolston

Virtua claimed Monday in New Jersey federal court that Trinity Health has backed out of an agreement to cover $12 million in counsel fees and costs incurred in a legal fight with a rival healthcare system over Virtua's acquisition of Our Lady of Lourdes Health Care Services from Trinity.

Complaint attached | Read full article » | Save to favorites »

GoodRx Hid Revenue Reliance On Kroger, Suit Claims

By Sydney Price

GoodRx Holdings Inc. has been hit with a proposed class action alleging it concealed from investors the indispensability of its relationship with Kroger, leading to share declines when GoodRx announced revenue would be severely impacted because the grocery chain would no longer be accepting its discount codes.

Complaint attached | Read full article » | Save to favorites »

Doctor Renews $20M Claim His Hospital Made Up 25 Murders

By Ryan Harroff

An Ohio physician accused of 25 counts of murder and found guilty of none just renewed his $20 million malicious-prosecution suit against Trinity Health Corp., the parent company of his former employer, claiming that the company misled prosecutors to get him indicted as a distraction from the internal issues of the hospital where he worked.

Complaint attached | Read full article » | Save to favorites »

La. Atty Asks Justices To Stay Frivolous Filing Fine

By Jared Foretek

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A Louisiana attorney is asking the U.S. Supreme Court to bail her out of a $29,000 penalty from a district judge for frivolous filings and claiming that she was poisoned in retaliation for claims against Louisiana State University's medical residency program.

Petition attached | Read full article » | Save to favorites »

DEALS

Fenwick, Covington Build $750M Sale Of Pharmaceutical Biz

By Jade Martinez-Pogue

Global biopharmaceutical company Incyte, advised by Covington & Burling LLP, on Tuesday announced plans to buy clinical-stage drug discovery company Escient Pharmaceuticals, led by Fenwick & West LLP, for $750 million.

Read full article » | Save to favorites »

EXPERT ANALYSIS

Ch. 11 Case Shows Why Plan Acceptance Procedures Are Key

Sunland Medical's recent liquidation plan proposal is an important example of how top-notch judges and attorneys propose and analyze complex issues during the confirmation process, and the bankruptcy court was forward-thinking to consider the implications of such proposed treatment in the face of the Bankruptcy Code, says Kyle Arendsen at Squire Patton.

Read full article » | Save to favorites »

9th Circ. Ruling Puts Teeth Into Mental Health Parity Claims

In its recent finding that UnitedHealth applied an excessively strict review process for substance use disorder treatment claims, the Ninth Circuit provided guidance on how to plead a Mental Health Parity and Addiction Equity Act violation and took a step toward achieving mental health parity in healthcare, says Mark DeBofsky at DeBofsky Law.

Opinion attached | Read full article » | Save to favorites »

Breaking Down DOJ's Individual Self-Disclosure Pilot Program

The U.S. Department of Justice’s recently announced pilot program aims to incentivize individuals to voluntarily self-disclose corporate misconduct they were personally involved in, complementing a new whistleblower pilot program for individuals not involved in misconduct as well as the government's broader corporate enforcement approach, say attorneys at Paul Weiss.

1 document attached | Read full article » | Save to favorites »

Cos. Must Prepare For Calif. Legislation That Would Ban PFAS

Pending California legislation that would ban the sale or distribution of new products containing intentionally added per- and polyfluoroalkyl substances could affect thousands of businesses

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— and given the bill's expected passage, and its draconian enforcement regime, companies must act now to prepare for it, say attorneys at Alston & Bird.

Read full article » | Save to favorites »

LEGAL INDUSTRY

Paul Hastings Adds Private Equity Team At New Boston Office

By Emily Sawicki

Paul Hastings LLP has expanded into Boston, the firm announced Tuesday, establishing its new Beantown foothold with the help of a seasoned private equity buyout team headed up by a former Sidley Austin LLP partner, the firm's latest move to strengthen its growing global private equity platform.

Read full article » | Save to favorites »

Why A New York Federal Judge 'Loves' Discovery Disputes

By Matthew Perlman

While discovery disputes can be a frustration for many judges and attorneys, U.S. District Judge Denise L. Cote says that she loves them because they teach her a lot about the cases she is overseeing, the parties involved and the attorneys working on them.

Read full article » | Save to favorites »

Podcast

Approach The Bench: Judge Rosenberg Fosters Young Talent

Soon after U.S. District Judge Robin Rosenberg of the Southern District of Florida began presiding over her first multidistrict litigation — a case alleging the heartburn medication Zantac caused cancer — she took a novel approach to selecting leadership on the plaintiffs' side.

Read full article » | Save to favorites »

JAMS Implements Rules For AI-Related Disputes

By Sarah Jarvis

JAMS announced Tuesday that it has implemented new rules governing disputes involving artificial intelligence, making it the first organization in the alternative dispute resolution industry to establish an AI-tailored legal framework.

1 document attached | Read full article » | Save to favorites »

Trump Atty 'Losing Credibility' In Defending Posts, Judge Says

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By Frank G. Runyeon

The New York judge presiding over former President Donald Trump's hush money case on Tuesday gave a harsh appraisal of defense attorney Todd Blanche's attempts to keep his client out of criminal contempt for disparaging witnesses online, saying the lawyer was "losing all credibility" as he argued Trump was "being very careful" with his words.

Read full article » | Save to favorites »

Tabloid Made Deal To Save Trump 'Embarrassment,' Jury Told

By Frank G. Runyeon

A longtime tabloid executive told a Manhattan jury Tuesday that he struck a secret deal with Donald Trump ahead of the 2016 presidential election to plant negative stories about his opponents and suppress salacious stories that could cause his campaign "embarrassment."

Read full article » | Save to favorites »

Coverage Recap: Day 2 Of Trump's NY Hush Money Trial

By Stewart Bishop

Law360 reporters are providing live updates from the Manhattan criminal courthouse as Donald Trump goes on trial for allegedly falsifying business records related to hush money payments ahead of the 2016 election. Here's a full recap from day two.

Read full article » | Save to favorites »

Lisa Blatt Becomes 1st Woman To Argue 50 High Court Cases

By Katie Buehler

Williams & Connolly LLP partner Lisa Blatt began her historic 50th oral argument in front of the U.S. Supreme Court with a chuckle Tuesday.

Read full article » | Save to favorites »

Judge Allows $956M Atty Fees In 3M, DuPont PFAS Settlements

By Emily Field

A South Carolina federal judge on Tuesday signed off on attorney fees totaling more than $956 million in settlements with 3M and DuPont over so-called forever chemicals in firefighting foam that contaminated drinking water, saying that another group of lawyers may not have been able to reach the same outcome.

Order attached | Read full article » | Save to favorites »

ABI Names Christopher Ward President, Elects New Directors

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By Alex Wittenberg

Christopher A. Ward of Polsinelli LLP will lead the American Bankruptcy Institute as president for a one-year term, the organization said Tuesday, and U.S. Bankruptcy Judge Bruce Harwood will succeed him next April.

Read full article » | Save to favorites »

Atty Can Deduct $303K In Racing Ad Costs, 10th Circ. Told

By Jared Serre

A Colorado attorney asked the Tenth Circuit to reverse a U.S. Tax Court decision that prevented him from deducting $303,000 in advertising expenses tied to his automobile racing, saying the lower court incorrectly ruled that the costs were related to a hobby rather than his litigation practice.

Brief attached | Read full article » | Save to favorites »

Denver Wants Law Firm To Turn Over Docs For Fraud Probe

By Daniel Ducassi

Fraud investigators for Denver Human Services have asked a state judge to force personal injury firm Ramos Law to provide employment records for one of the firm's case managers, saying the law firm has not yet provided records in response to subpoenas.

Petition attached | Read full article » | Save to favorites »

6th Circ. Backs Dykema's Win In Ex-Secretary's Age Bias Suit

By Emmy Freedman

The Sixth Circuit won't reinstate a former Dykema legal secretary's age discrimination case, saying Tuesday she failed to show that her supervisor — whom she accused of giving her adult diapers for her 50th birthday and frequently asking her if she planned to retire — had anything to do with her firing.

Decision attached | Read full article » | Save to favorites »

Feds Ask 30 Years For Ex-FDIC Atty In Child Exploitation Case

By Lauren Berg

A former attorney with the Federal Deposit Insurance Corp. who admitted to participating in online groups aimed at sexually exploiting children should be sentenced to 30 years behind bars, prosecutors told a Virginia federal judge Tuesday, saying he "treated the online enticement of children like a sport."

1 document attached | Read full article » | Save to favorites »

Fla. Atty Subpoenas Google To ID User Posting Fake Reviews

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By David Minsky

A Florida state court judge granted a motion Tuesday to subpoena Google to unmask what's alleged to be a single anonymous user posting defamatory reviews about a Miami-based attorney and her law firm, arguing that the First Amendment doesn't protect false statements meant to deceive consumers.

2 documents attached | Read full article » | Save to favorites »

Ga. Bar Race Bias Suit Should Stay Dead, 11th Circ. Told

By Chart Riggall

The State Bar of Georgia told the Eleventh Circuit on Tuesday that a federal court was right to wash its hands of a racial bias suit filed by an attorney against the bar last year, because the Peach State's high court is the only court with jurisdiction over attorney discipline issues.

Brief attached | Read full article » | Save to favorites »

COMPANIES IN TODAY'S NEWS

3M Co.

American Bankruptcy Institute

American Bar Association

American Media Inc.

Apple Inc.

CVS Health Corp.

Cornell University

Corteva Inc.

Deborah Heart & Lung Center

DuPont de Nemours Inc.

Eli Lilly & Co.

Express Scripts Holding Co.

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Getzler Henrich & Associates LLC

GoodRx Inc.

Google LLC

Great Hill Partners

Health Net Inc.

Incyte Corp.

International Union Of Operating Engineers

Jack Daniel's Properties Inc.

Mount Carmel Health System

NASDAQ Inc.

Natural Resources Defense Council

North Texas Municipal Water District

Northern Mariana Islands Retirement Fund

Novo Nordisk A S

OptumRx Inc.

Sanofi

Spotify Technology SA

Starbucks Corp.

State Bar of Georgia

The Goldman Sachs Group Inc.

Trinity Health Corp.

Trump Organization Inc.

Twitter Inc.

USA Gymnastics

UnitedHealth Group Inc.

Virtua Health Inc.

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LAW FIRMS IN TODAY'S NEWS

Adams & Reese

Alston & Bird

Ballard Spahr

Baron & Budd

Bartlit Beck

Bernstein Shur

Bryan Cave

Buckingham Doolittle

Clement & Murphy

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DeBofsky Law

Douglas & London

Duane Morris

Duffy & Young

Dykema Gossett

FeganScott

Fenwick & West

Foley & Lardner

Ford O'Brien

Fox Rothschild

Gibson Law Partners

Goodwin Procter

Gray Reed

Greenberg Traurig

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Grewal Law

Gruel Mills

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Kravitz Talamo

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Mayer Brown

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Motley Rice

Nall & Miller

Napoli Shkolnik

NechelesLaw

Norris McLaughlin

Paul Hastings

Paul Weiss

Pitt McGehee

Polsinelli PC

Portalatin Law Firm

Proskauer Rose

Ramos & Law

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Ramos Law (Wheat Ridge, CO)

Schlam Stone

Seeger Weiss

Shook Hardy

Sidley Austin

Skadden Arps

Spangenberg Shibley

Squire Patton

Sterling Employment Law

Taft Stettinius

Underwood Murray

Williams & Connolly

Williams Mullen

Wyche PA

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California Environmental Protection Agency

California Health and Human Services Agency

Federal Bureau of Investigation

Federal Deposit Insurance Corp.

Federal Trade Commission

Food and Drug Administration

Franklin County Court of Common Pleas

Georgia Supreme Court

Internal Revenue Service

Maine Department of Environmental Protection

Manhattan District Attorney's Office

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National Labor Relations Board

New York Attorney General's Office

U.S. Attorney's Office for the Eastern District of Virginia

U.S. Court of Appeals for the Eleventh Circuit

U.S. Court of Appeals for the Fifth Circuit

U.S. Court of Appeals for the Ninth Circuit

U.S. Court of Appeals for the Sixth Circuit

U.S. Court of Appeals for the Tenth Circuit

U.S. Department of Health and Human Services

U.S. Department of Justice

U.S. Department of Labor

U.S. District Court for the Central District of California

U.S. District Court for the District of Connecticut

U.S. District Court for the District of New Jersey

U.S. District Court for the District of South Carolina

U.S. District Court for the Eastern District of Michigan

U.S. District Court for the Eastern District of Virginia

U.S. Environmental Protection Agency

U.S. Securities and Exchange Commission

U.S. Supreme Court

U.S. Tax Court

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Eli Lilly & Co.

Express Scripts Holding Co.

Getzler Henrich & Associates LLC

GoodRx Inc.

Google LLC

Great Hill Partners

Health Net Inc.

Incyte Corp.

International Union Of Operating Engineers

Jack Daniel's Properties Inc.

Mount Carmel Health System

NASDAQ Inc.

Natural Resources Defense Council

North Texas Municipal Water District

Northern Mariana Islands Retirement Fund

Novo Nordisk A S

OptumRx Inc.

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Sanofi

Spotify Technology SA

Starbucks Corp.

State Bar of Georgia

The Goldman Sachs Group Inc.

Trinity Health Corp.

Trump Organization Inc.

Twitter Inc.

USA Gymnastics

UnitedHealth Group Inc.

Virtua Health Inc.

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Dykema Gossett

FeganScott

Fenwick & West

Foley & Lardner

Ford O'Brien

Fox Rothschild

Gibson Law Partners

Goodwin Procter

Gray Reed

Greenberg Traurig

Grewal Law

Gruel Mills

Holland & Knight

Husch Blackwell

Kapila Mukamal

Kessler Topaz

Kienbaum Hardy

Kozyak Tropin

Kravitz Talamo

Latham & Watkins

Levin Papantonio

Lewis Brisbois

Mayer Brown

Mignott Law Group

Motley Rice

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Nall & Miller

Napoli Shkolnik

NechelesLaw

Norris McLaughlin

Paul Hastings

Paul Weiss

Pitt McGehee

Polsinelli PC

Portalatin Law Firm

Proskauer Rose

Ramos & Law

Ramos Law (Wheat Ridge, CO)

Schlam Stone

Seeger Weiss

Shook Hardy

Sidley Austin

Skadden Arps

Spangenberg Shibley

Squire Patton

Sterling Employment Law

Taft Stettinius

Underwood Murray

Williams & Connolly

Williams Mullen

Wyche PA

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Federal Trade Commission

Food and Drug Administration

Franklin County Court of Common Pleas

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Internal Revenue Service

Maine Department of Environmental Protection

Manhattan District Attorney's Office

National Labor Relations Board

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U.S. District Court for the Eastern District of Michigan

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U.S. Environmental Protection Agency

U.S. Securities and Exchange Commission

U.S. Supreme Court

U.S. Tax Court

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From: Myers, Laura </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=68ea664e7b7c4b3187ddc6cdc7c13fd8-c3ffd0d7-b9>

To: Lange, Jill M </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=90c83cb92e934f0ca9d25ba0d03d870a-51894d32-d9>; Alger, Pamela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=a3efe35d2b334058bc37281920d98f6b-alger, pame>; Alibasic, Amela </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=71e30ac7808a4a4298a056deb15561e9-alibasic, a>; Allison, Julie </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b6ab17a822d34eb9b48ac531737f9dd6-allison, ju>; Anderson, Kimberly </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=d43f049a4d784716816f781e1779ce0b-anderson, k>; Armstrong, Theresa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dbe7dbb60e874174bd4e7c3e83494429-armstrong,>; Bauman, Alexandra </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=7b876c7f963046479ef917a61e90a146-alexandra.b>; Beard, Micki [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=3ce74882a6294853af4c40c57c5d7057-a9302d1d-c1>; Bell, Dena </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e339c6757ae34c9da12d2f5e969c5427-bell, dena>; Bell, Lynn </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=5d1429f05f704289ac2a19c969aa695e-bell, lynn>; Benedict, Brandy [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4c71dcfb7dea45ce9639c7f007b5f2b1-brandy.bene>; Benson, Jess </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=4e10f0c863f84dddb1228812c7ba0ef9-benson, jes>; Tack, Amy M. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=3c43d190d6e6462ead3fc9ef608b35a2-bentley, am>; Bird, Melissa </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=f65f7c848e5e49bfbfd76c85c166554d-16f3fff2-58>; Boudreau, Hailey [IDPH] </o=exchangelabs/ou=exchange administrative group

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Bcc:

Subject: Iowa HHS Quarterly Leadership Meeting (one time invite)

Date: Wed Apr 10 2024 11:07:24 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

AMERICAN OVERSIGHT

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:07:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

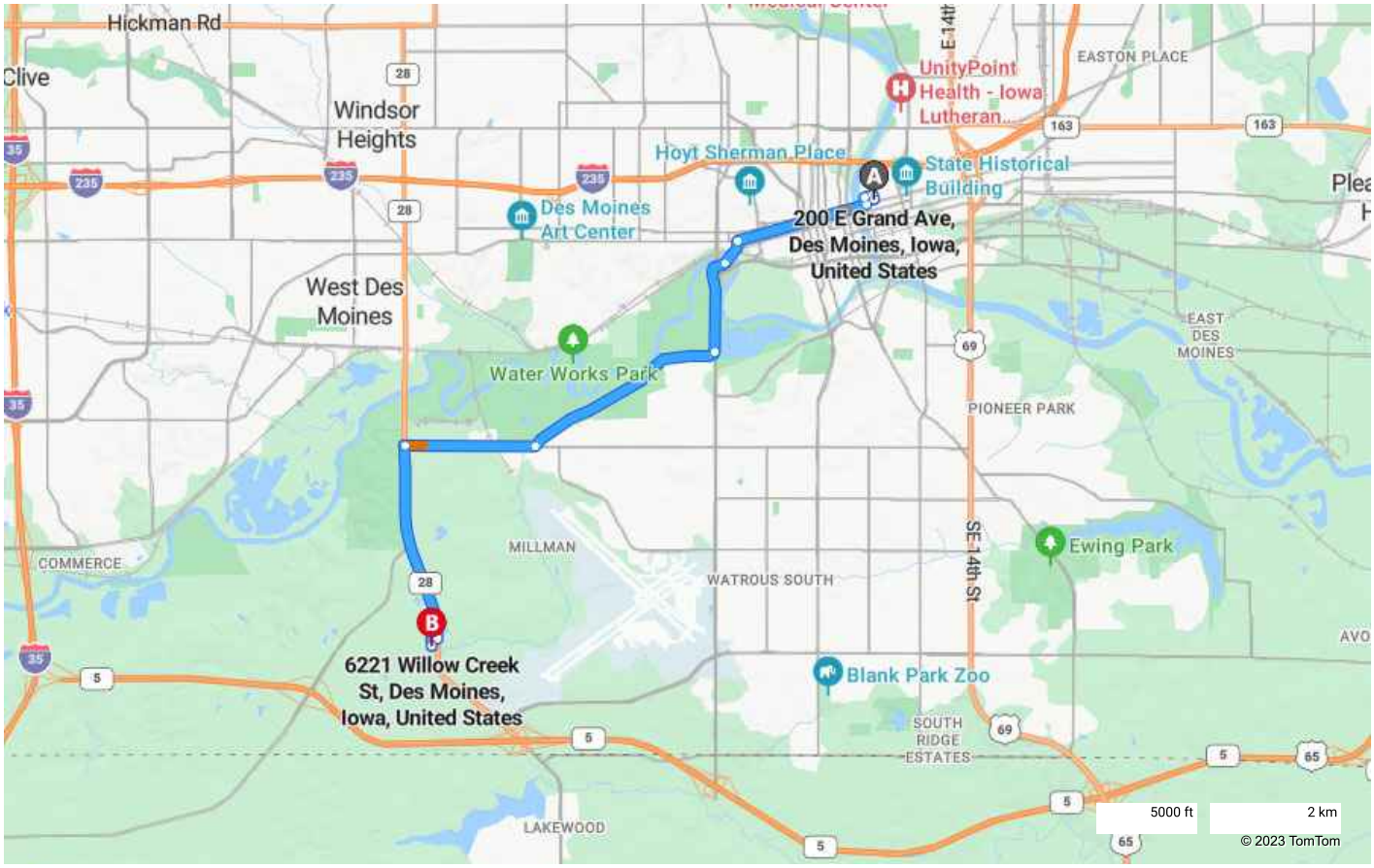
17 min , 8.1 miles
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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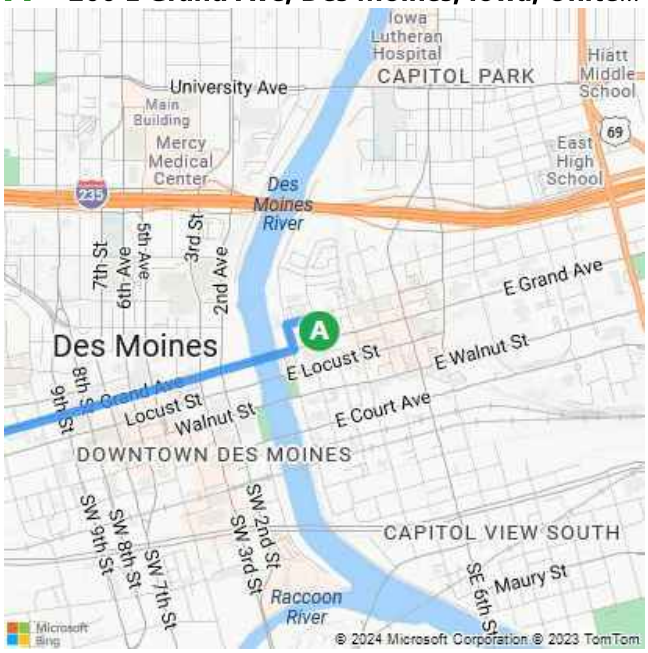
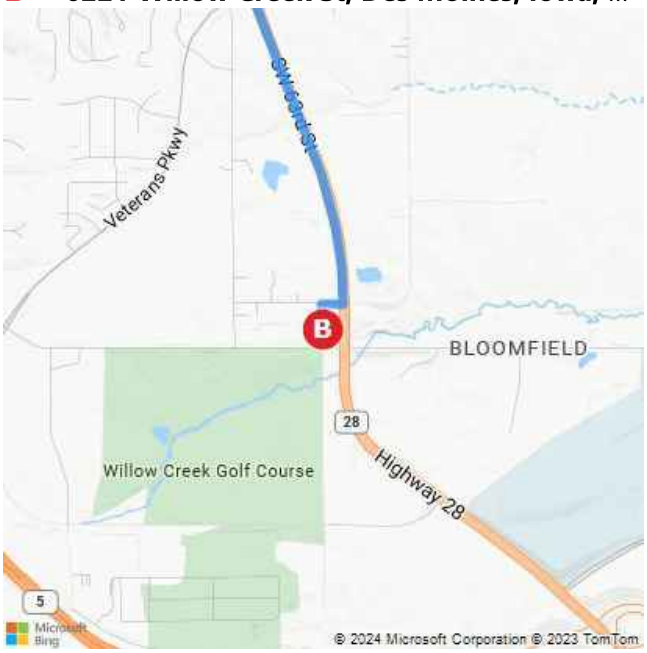


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Wed Apr 10 11:07:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

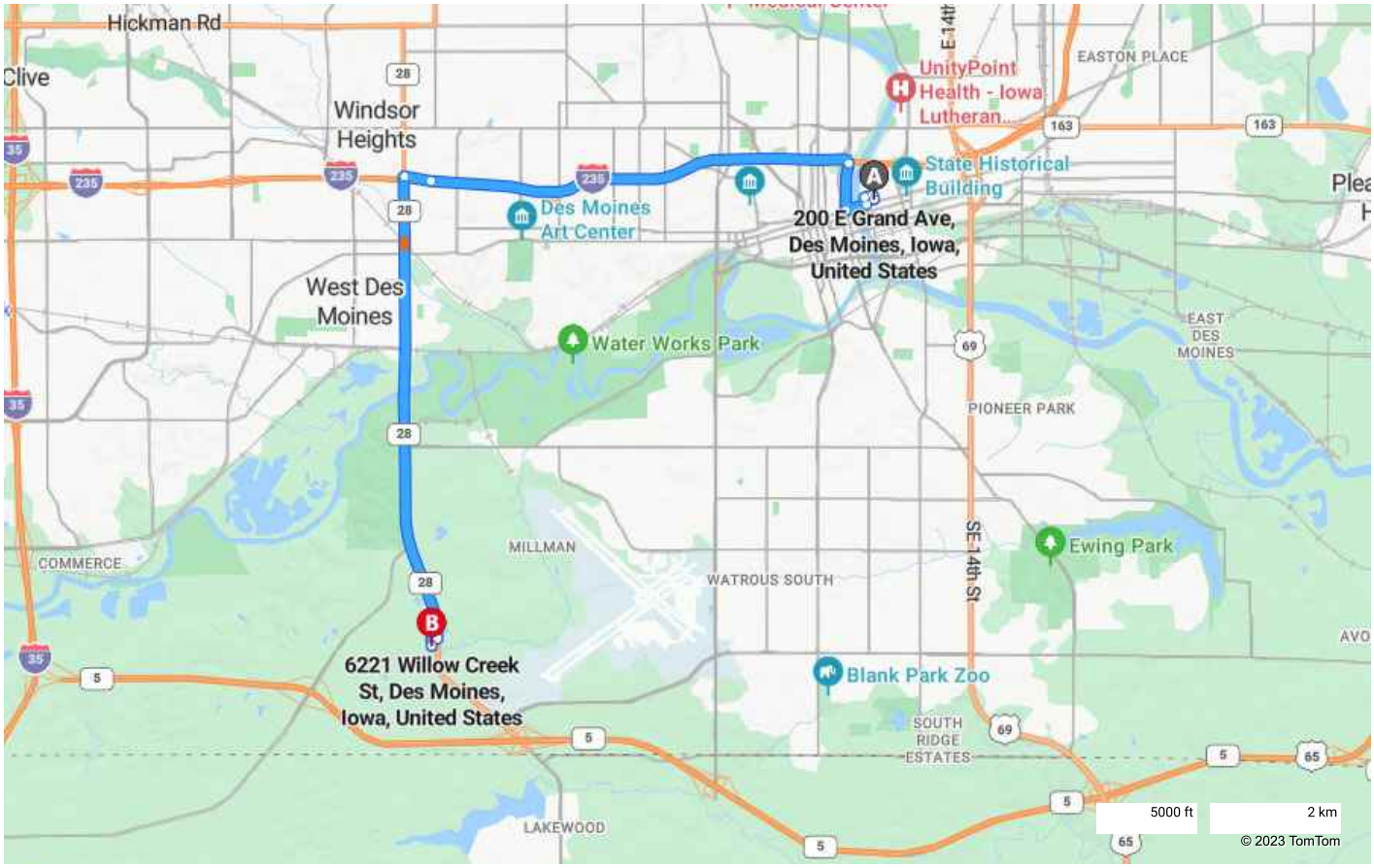
17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

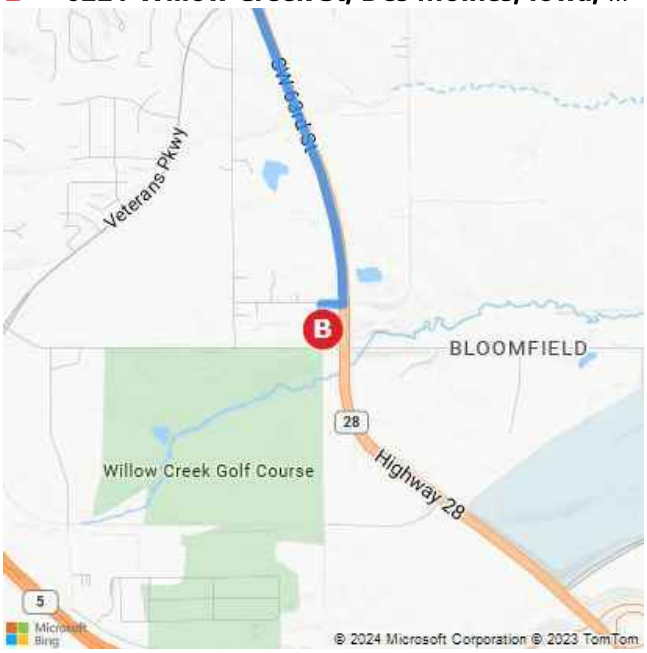
B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



A 200 E Grand Ave, Des Moines, Iowa, Unite...

B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Wed Apr 10 11:07:24 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

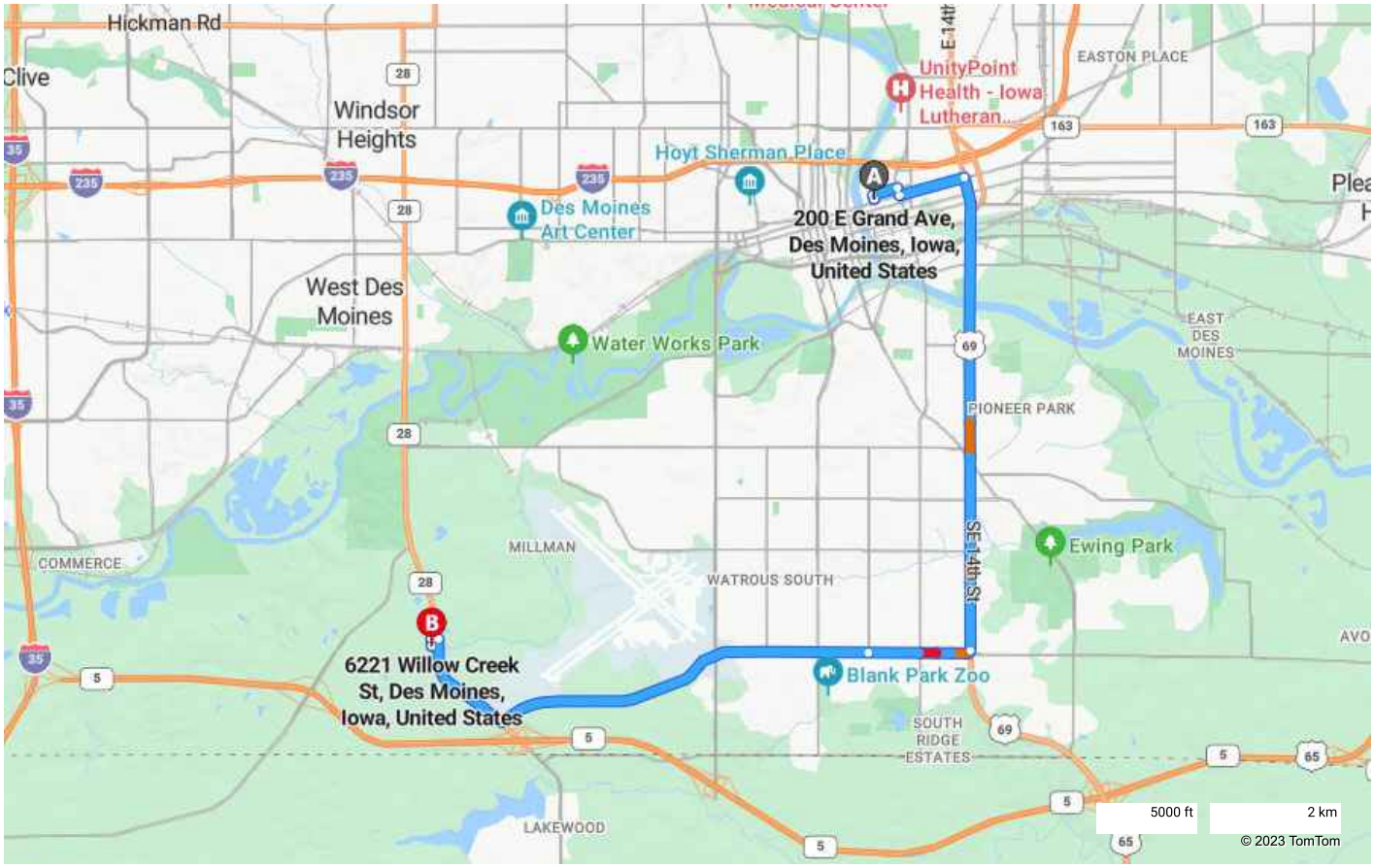
25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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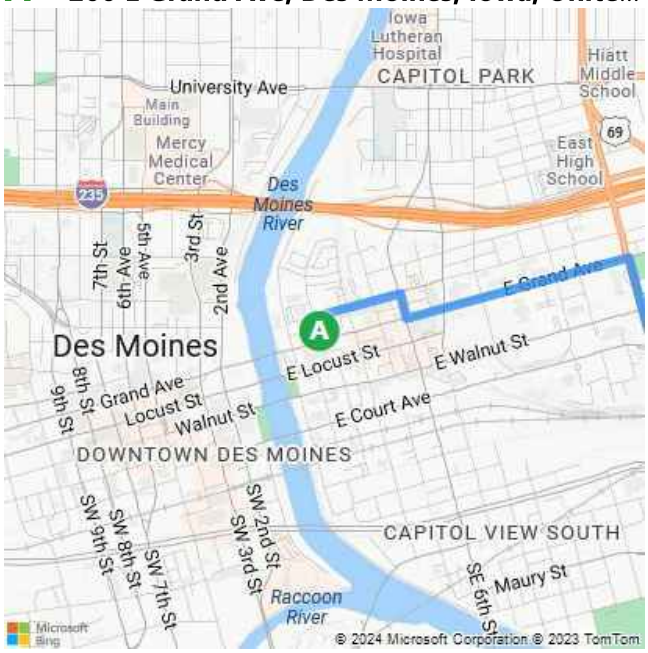

B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Wed Apr 10 11:07:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5113-000005
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Last Modified: Wed Apr 10 11:07:24 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5113-000006
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Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:07:24 CDT 2024

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IOWA | Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

AMERICAN OVERSIGHT

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Last Modified: Wed Apr 10 11:07:24 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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AMERICAN OVERSIGHT

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Bcc:

Subject: HHS Leadership Retreat next week

Date: Wed Apr 10 2024 11:07:17 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.jpg
Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Leadership-Retreat-BINGO-April-2024.pdf
Leadership_ServiceProject.pdf

Hello HHS Leadership,

I will be sending out a new invitation to the Leadership Retreat next week. This will be a onetime calendar invitation.

I would like to apologize for so many emails and invites you are receiving, however we are still having issues with the Google / Outlook migration, and participants not receiving the invitation.

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If you receive this email but do not (soon after) receive a new calendar invitation, please reach out to me so that we can create a comprehensive list of where the issues are.

(P.S. for those attending the Senior Leadership meeting, you will receive a new invitation for that as well.)

Thank you so much, Laura

Laura Myers

Executive Assistant to Sarah Ekstrand, Chief of Staff

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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Wed Apr 10 11:07:17 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

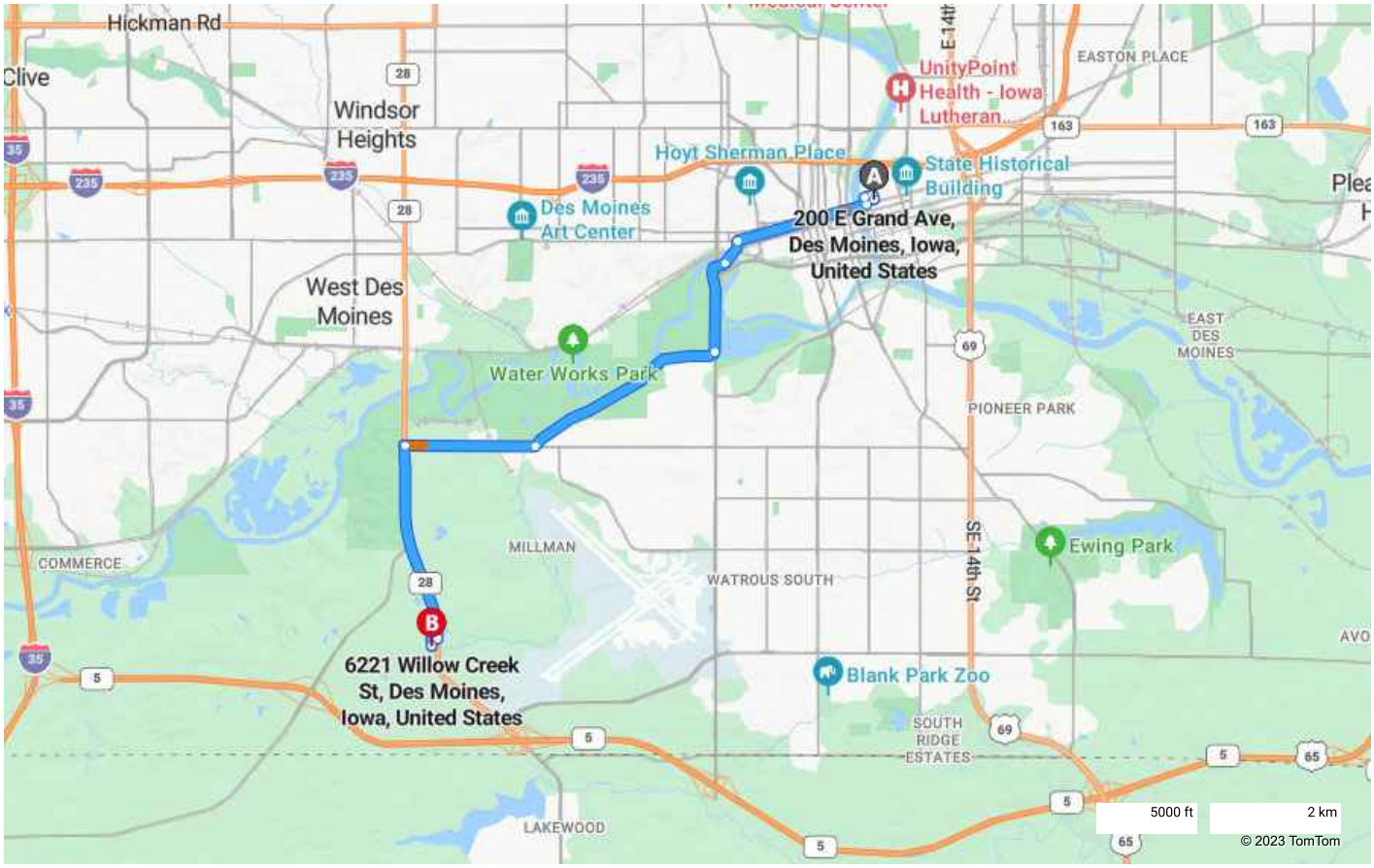
17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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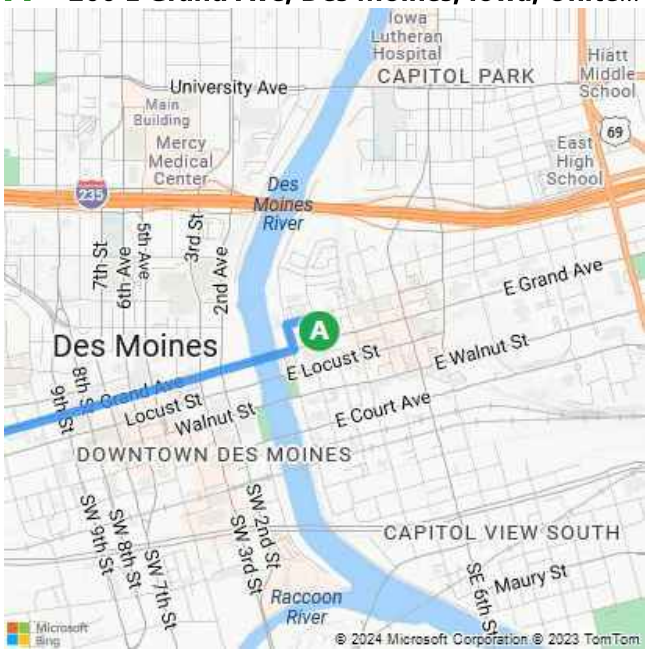
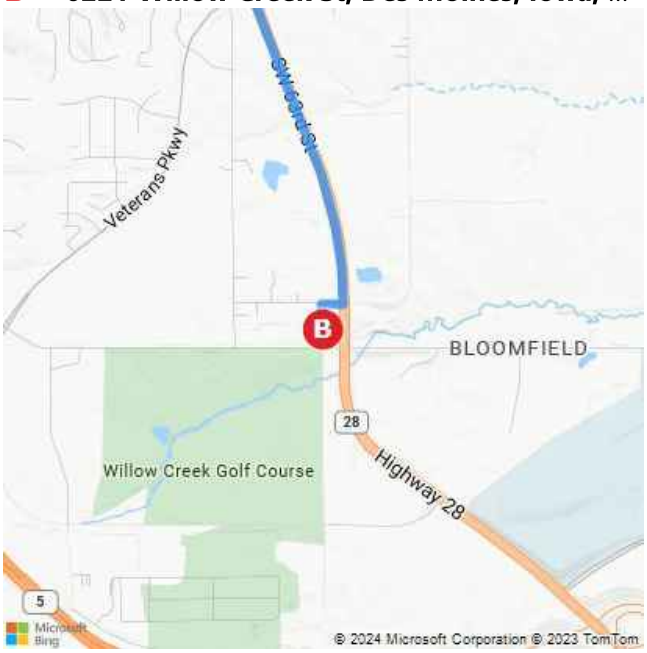


B 6221 Willow Creek St, Des Moines, Iowa, ...



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AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

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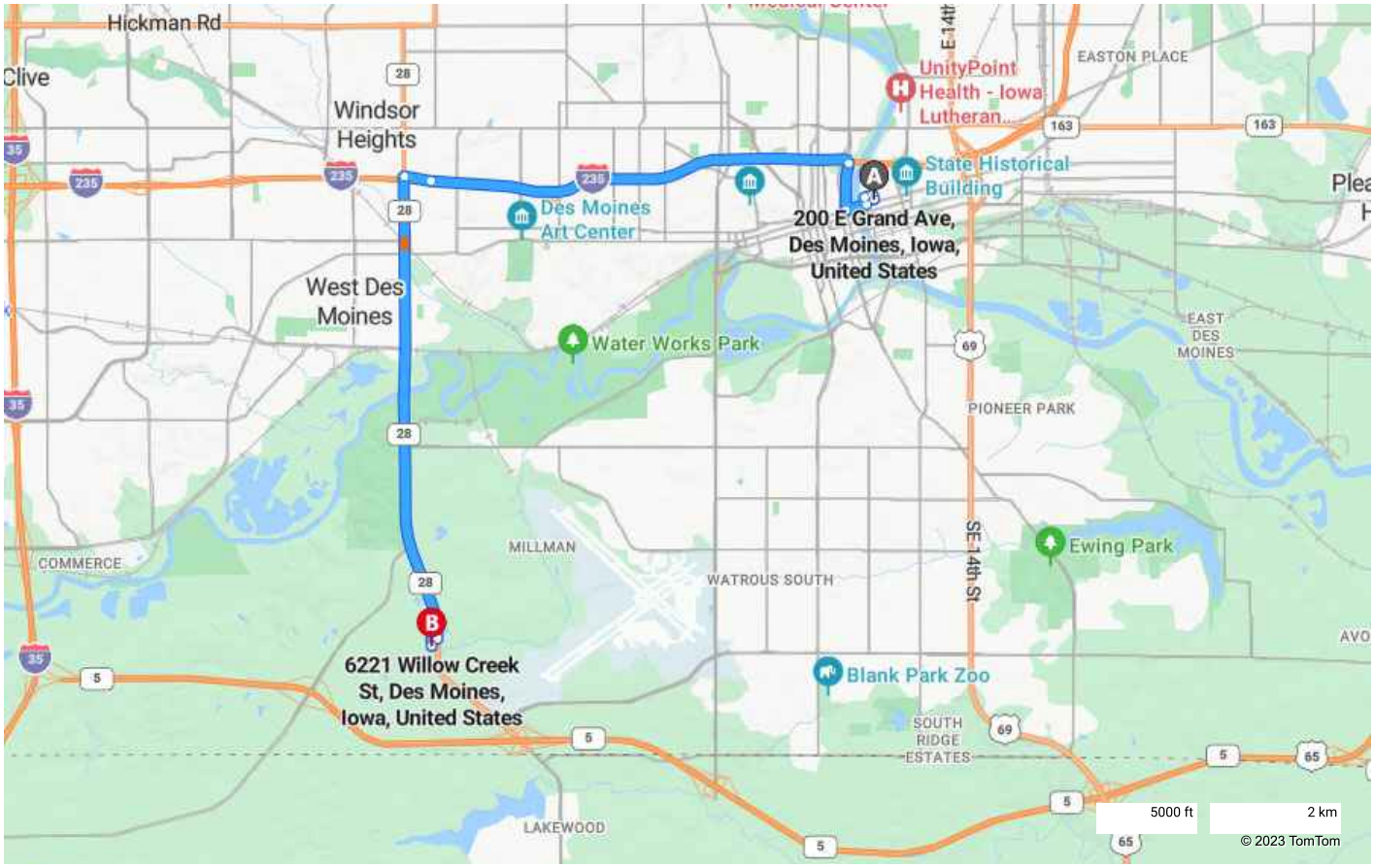
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

AMERICAN OVERSIGHT



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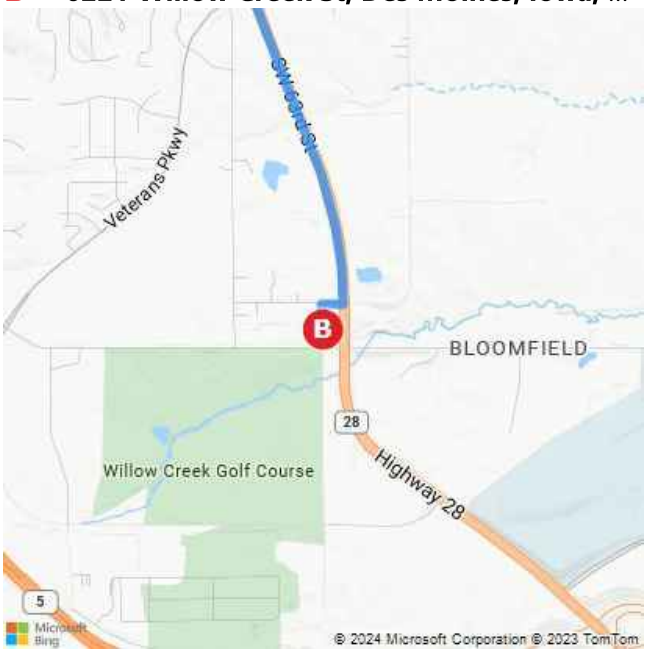

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AMERICAN OVERSIGHT

bing maps

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25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

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↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
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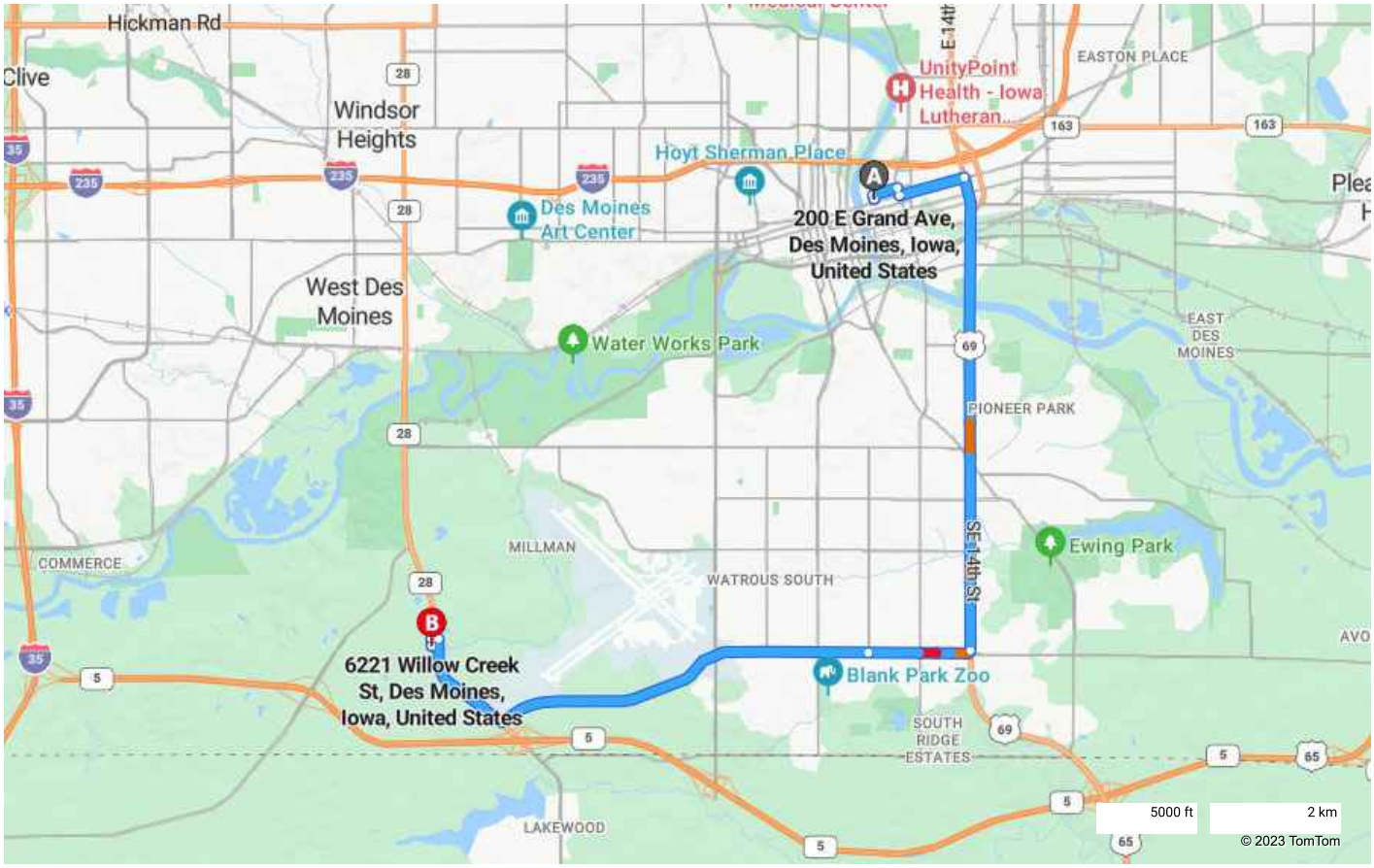

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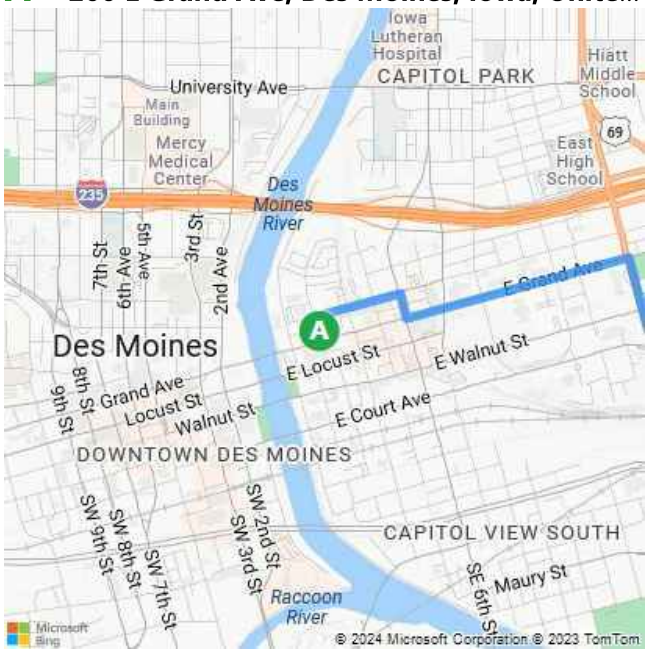

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AMERICAN OVERSIGHT

IOWA Health and Human Services

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Filename: Leadership-Retreat-Agenda-April-2024-FINAL.pdf
Last Modified: Wed Apr 10 11:07:17 CDT 2024

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Bingo!**

11:00 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:30 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds**

Strategic Priority
Elevate Organizational Health

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

AMERICAN OVERSIGHT

IOWA | Health and Human Services

Noon **Lunch**

12:30 p.m. **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:50 p.m. **Volunteer Engagement Updates – Ben Cohen**

Scan the QR code to complete a survey to share your feedback on these retreats!

AMERICAN OVERSIGHT

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Filename: Leadership-Retreat-BINGO-April-2024.pdf
Last Modified: Wed Apr 10 11:07:17 CDT 2024

AMERICAN OVERSIGHT

IOWA Health and Human Services

Icebreaker Bingo

1. Answer these questions. Write your answers in the corresponding ("a", "b", "c") spaces on the back of this card.

   a. **What Division do you know the least about?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

   b. **Which HHS guiding principle do you incorporate into your daily work the most?**
      - Data Driven: We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
      - Accountability: We use public resources responsibly to improve lives through the programs and services we provide.
      - Integrity: We generate trust through honest, respectful, and reliable work that we can be proud of.
      - Equity: We actively identify and remove barriers to access and inclusion so that we can provide all individuals an opportunity to succeed.
      - Communication: We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
      - Collaboration: We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

   c. **Which Division do you see the most connections with?**
      - Compliance
      - Administration
      - Medicaid
      - State Operated Speciality Care
      - Behavioral Health
      - Public Health
      - Community Access and Eligibility
      - Family Well-Being and Protection
      - Aging and Disability Services
      - External Relations

2. Find someone who matches one of the squares, and introduce yourself (name, how long you have been with HHS, what team you are from, and what you work on). Write the name of the person on the square. **You may only use a person's name once!**

3. **Yell out BINGO once you have completed five in a row! Yell out BINGO once you have completed a blackout!**

AMERICAN OVERSIGHT

IOWA | Health and Human Services

B I N G O

WENT ON A TRIP OVER THE SUMMER	CAN SPEAK ANOTHER LANGUAGE	HAS 2 OR MORE SISTERS	HAS WORKED AT HHS FOR OVER 10 YEARS	HAS A DOG
IS FROM THIS TEAM a. _____	IS AN ONLY CHILD	LIKES SPICY FOOD	IS TALLER THAN YOU	*ALSO WROTE* b. _____
IS LEFT-HANDED	PLAYS AN INSTRUMENT	**FREE SPACE**	IS IN A FANTASY FOOTBALL LEAGUE	DRIVES A RED CAR
HAS A CAT	WENT TO THE IOWA STATE FAIR THIS YEAR	IS WEARING AN HHS T-SHIRT	HAS A BIRTHDAY THIS MONTH	FIND YOUR ADMINSITRATOR (Teresa, Amy, Melissa, Sarah)
WENT TO COLLEGE OUTSIDE OF IOWA	*ALSO WROTE* c. _____	LIVES OVER 30 MINUTES FROM DES MOINES	IS WEARING CONTACTS	HAS BEEN TO EUROPE

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Filename: Leadership ServiceProject.pdf
Last Modified: Wed Apr 10 11:07:17 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Cc:

Bcc:

Subject: Iowa HHS, Quarterly Leadership Retreat

Date: Tue Apr 09 2024 09:21:10 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf
image001.png
Leadership-Retreat-Agenda-April-2024 (1).pdf
Leadership_ServiceProject.pdf

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AMERICAN OVERSIGHT

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17 min , **8.1 miles**
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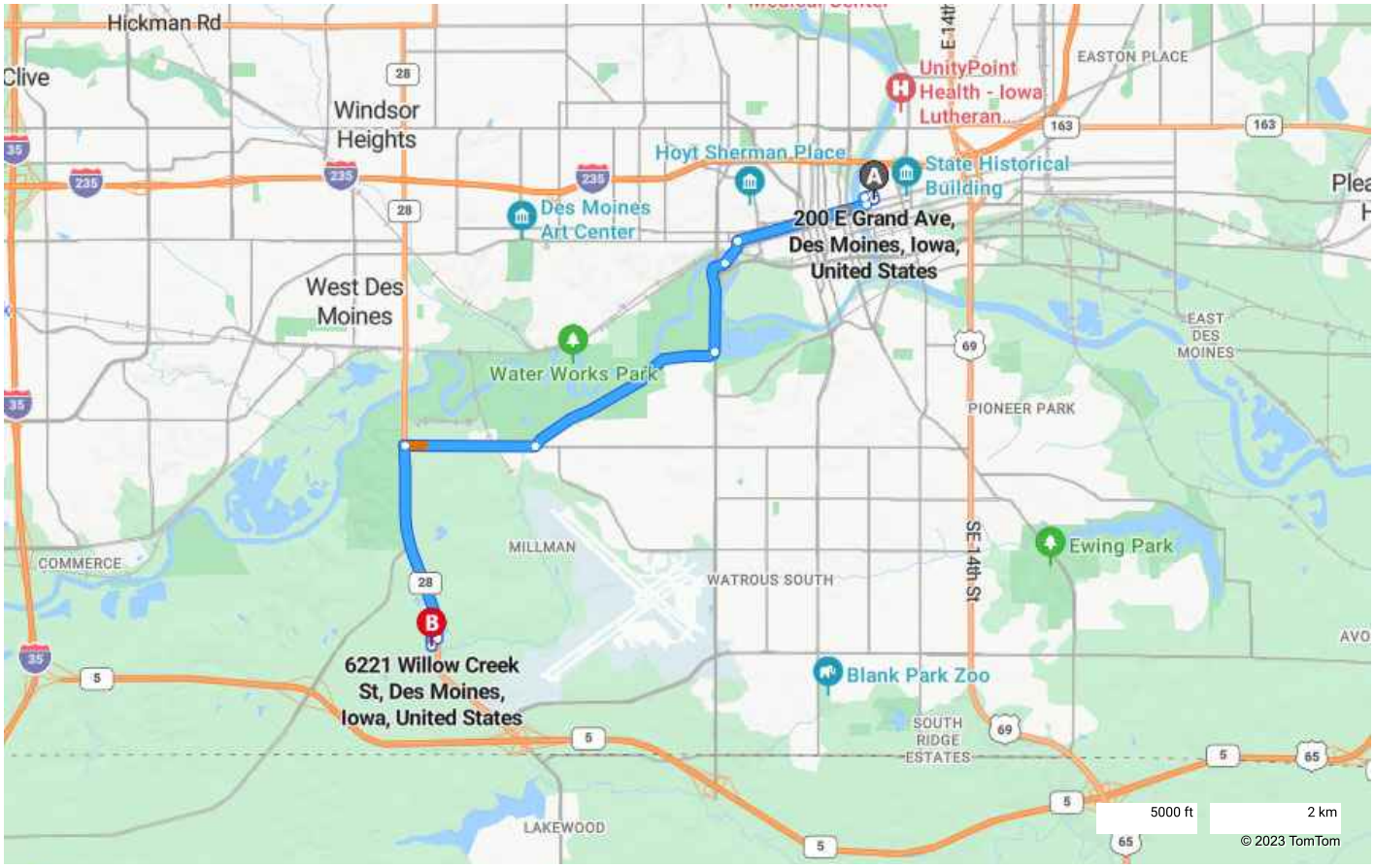

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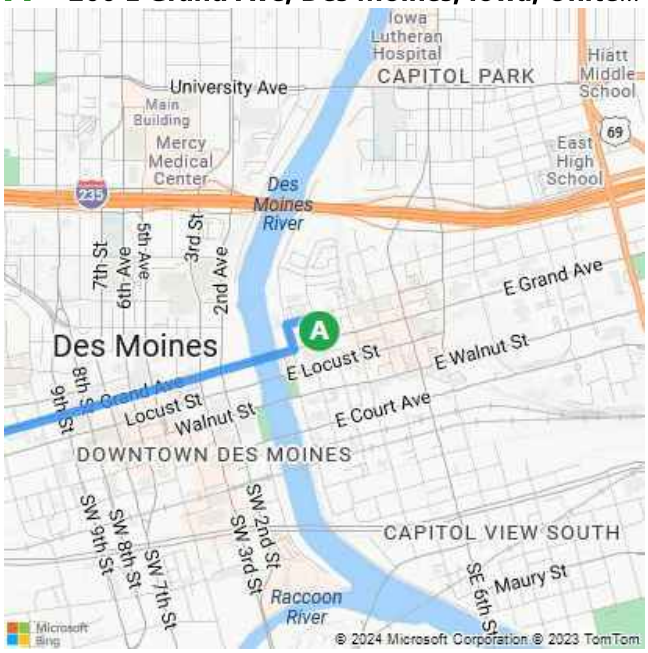

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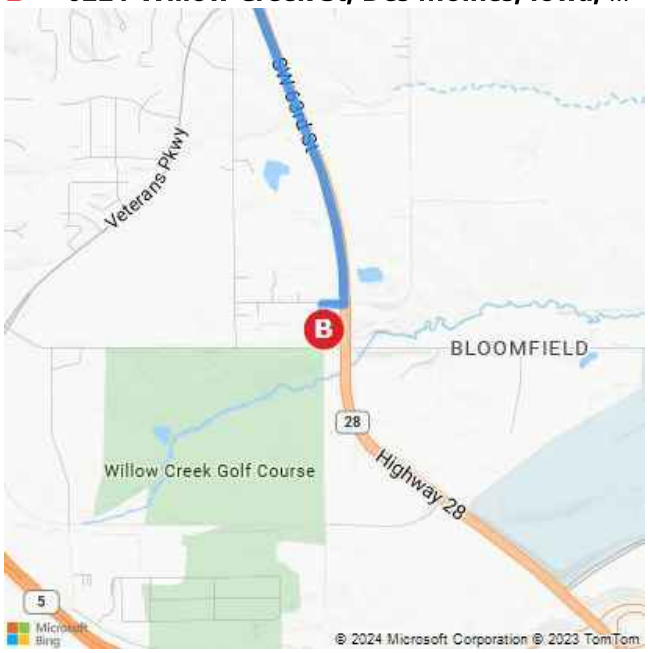

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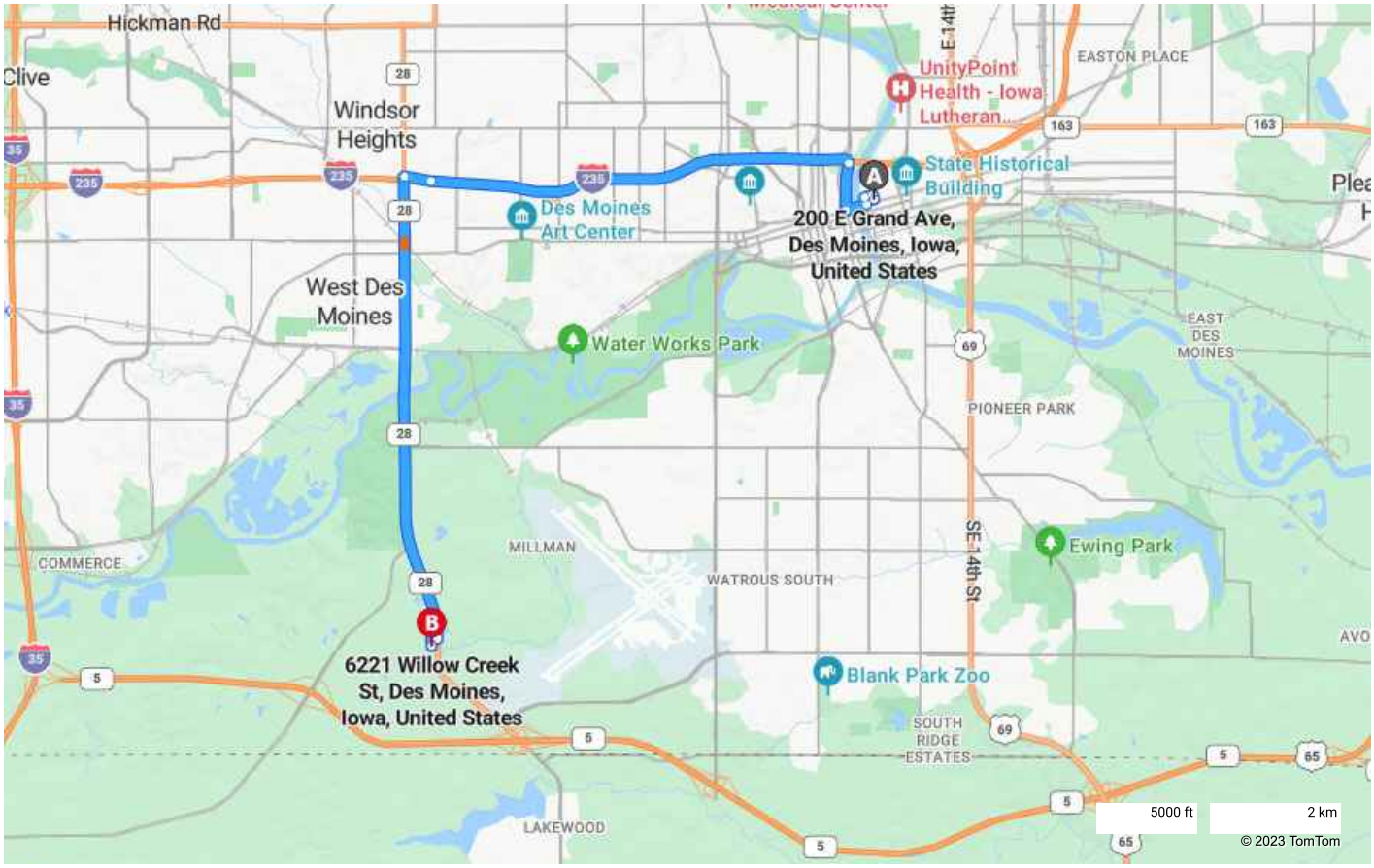

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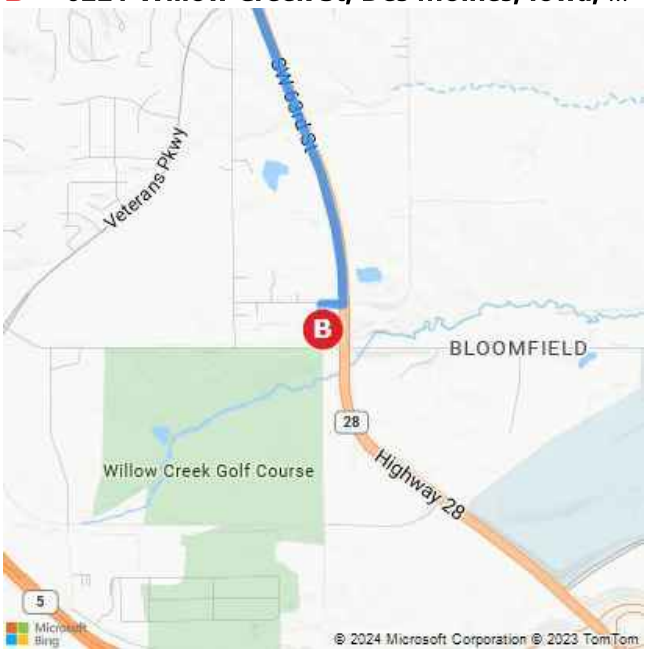

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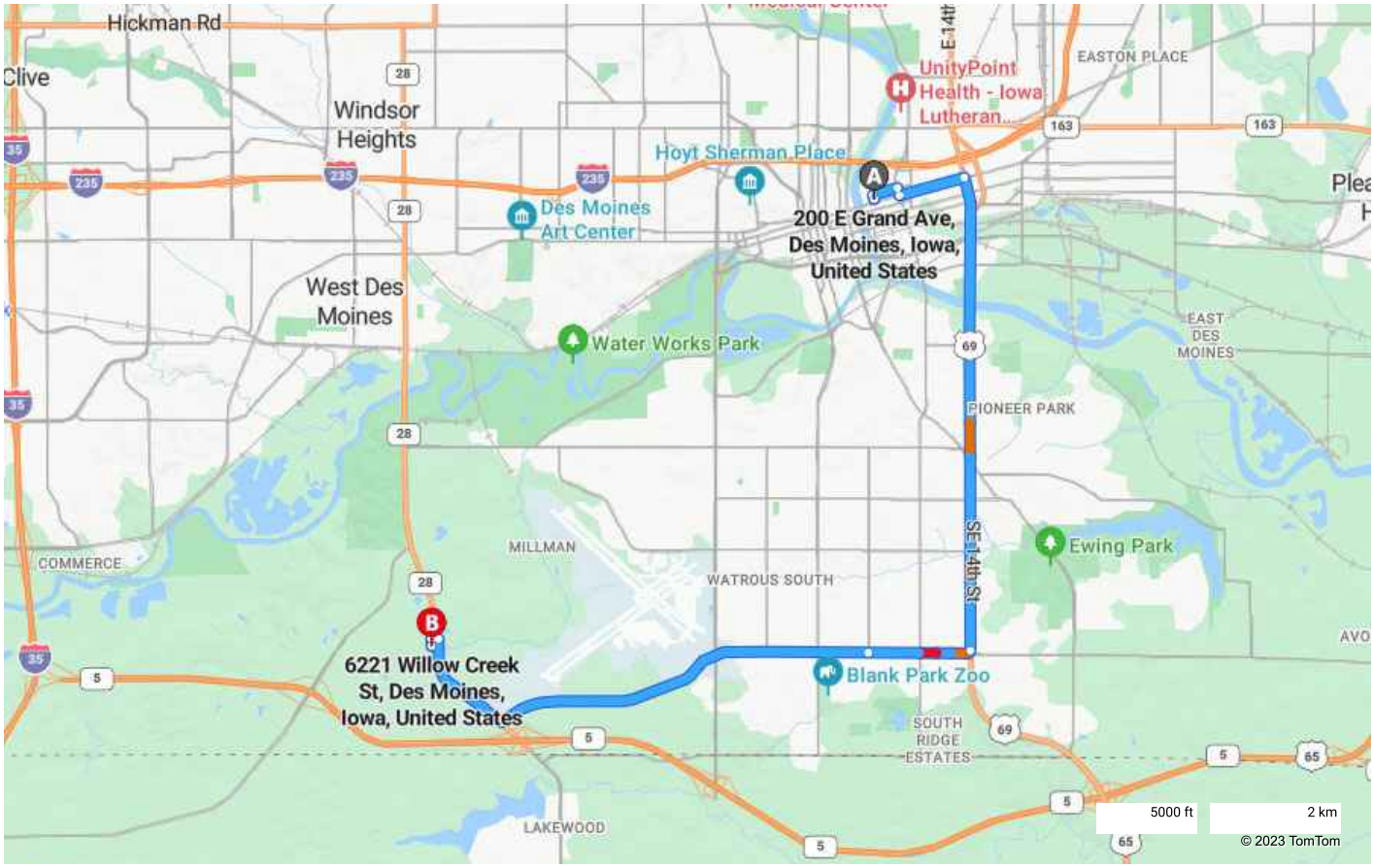
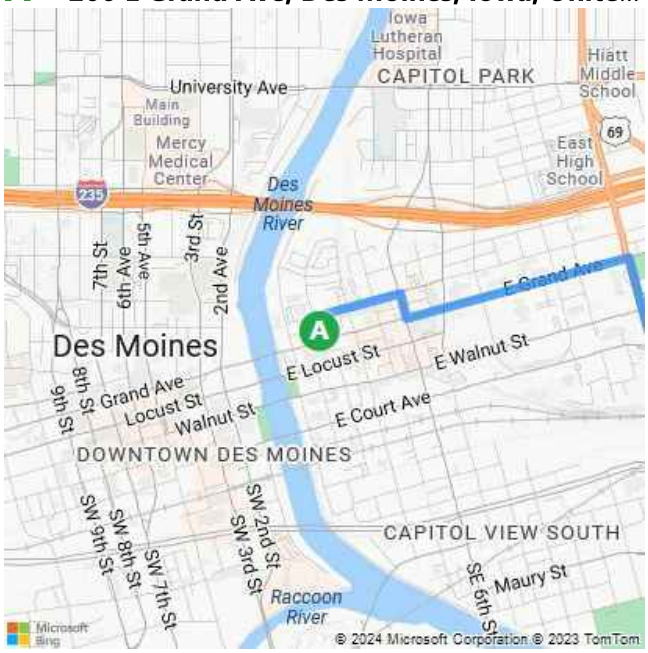


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...

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Last Modified: Tue Apr 09 09:21:10 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

Community Care of Iowa's mission is to create an integrated environment to enhance the quality of life of individuals with disabilities within their community. They are located in Central Iowa and provide supported community living, mental health services and residential care to Iowa's veterans and people with disabilities.

For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

AMERICAN OVERSIGHT

Document ID: 0.7.3995.5317-000005
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Filename: Leadership-Retreat-Agenda-April-2024 (1).pdf
Last Modified: Tue Apr 09 09:21:10 CDT 2024

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IOWA | Health and Human Services

Leadership Retreat Spring 2024:

SPRING INTO ACTION

April 17, 2024 | 10:00am – 2:00pm

10:00 a.m. **Opening Remarks - Director Garcia**

10:30 a.m. **Employee survey results – Marisa Roseberry and Rob Stewart**

Strategic Priority	Strategy
Elevate Organizational Health	Focus efforts to elevate employee experience

Session Objectives:

- ✓ Learn about the agency's results from the employee engagement survey
- ✓ Understand their responsibility for sharing the survey results and building action plans with their teams.

11:00 a.m. **Attorney-Client Privilege and Scope of HHS Representation – Kayla Burkhiser Reynolds – Elevate Organizational Health**

Session Objectives:

- ✓ Develop a better understanding of best practices in communicating with the agency's attorneys and the bounds of the attorney-client privilege.
- ✓ Develop a better understanding of their right to representation by the State's attorneys in employment-related lawsuits, as well as the limitations of that representation.

11:30 a.m. **Lunch**

Noon **Incident Command Structure Overview – Ken Sharp**

Strategic Priority	Strategy
Help Iowa Thrive	Transform programmatic operations to improve Iowa HHS program outcomes

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IOWA | Health and Human Services

Session Objectives:

- ✓ Gain knowledge and the ability to describe the basic concepts of an Incident Command Structure (ICS).
- ✓ Gain an understanding of the benefits and value of applied ICS for a recent HHS emergency response effort.
- ✓ Describe HHS planning efforts to create an agency-wide ICS in order to inform HHS staff about future emergency response capacity for HHS.

1:30 p.m. **Volunteer Engagement Updates – Ben Cohen**

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Document ID: 0.7.3995.5317-000006
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Last Modified: Tue Apr 09 09:21:10 CDT 2024

AMERICAN OVERSIGHT

April 2024

HHS Leadership Retreat

SERVICE PROJECT

Donate games and items in need to Community Care of Iowa!

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For more information, visit communitycareiowa.com.

SEE PREFERENCES FOR GAMES

- Family friendly
- Lightly used or new
- Board games
- Puzzles
- Cards
- Adult/stress relief coloring books

NON-GAME RELATED ITEMS IN NEED

- AA batteries
- Combs
- 3 in 1 body wash

IOWA Health and Human Services

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Cc:

Bcc:

Subject: Canceled: Iowa HHS, Quarterly Leadership Retreat

Date: Tue Apr 09 2024 09:08:34 CDT

Attachments: driving direction - 1 - Baymont.pdf
driving direction - 2 - Baymont.pdf
driving direction - 3 - Baymont.pdf

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Document ID: 0.7.3995.5316-000001
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Filename: driving direction - 1 - Baymont.pdf
Last Modified: Tue Apr 09 09:08:34 CDT 2024

AMERICAN OVERSIGHT

bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , **8.1 miles**
Light traffic
Via George Flagg Pkwy, IA-28
· Local roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	1.3 mi
↰	5.	Turn **left** onto **Fleur Dr**	0.3 mi
	6.	Take the ramp for **Fleur Dr**	0.9 mi
↱	7.	Turn **right** onto **George Flagg Pkwy**	2.0 mi
↗	8.	Bear **right** onto **Park Ave**	1.3 mi
↰	9.	Turn **left** onto **IA-28 / SW 63rd St**	1.9 mi
↱	10.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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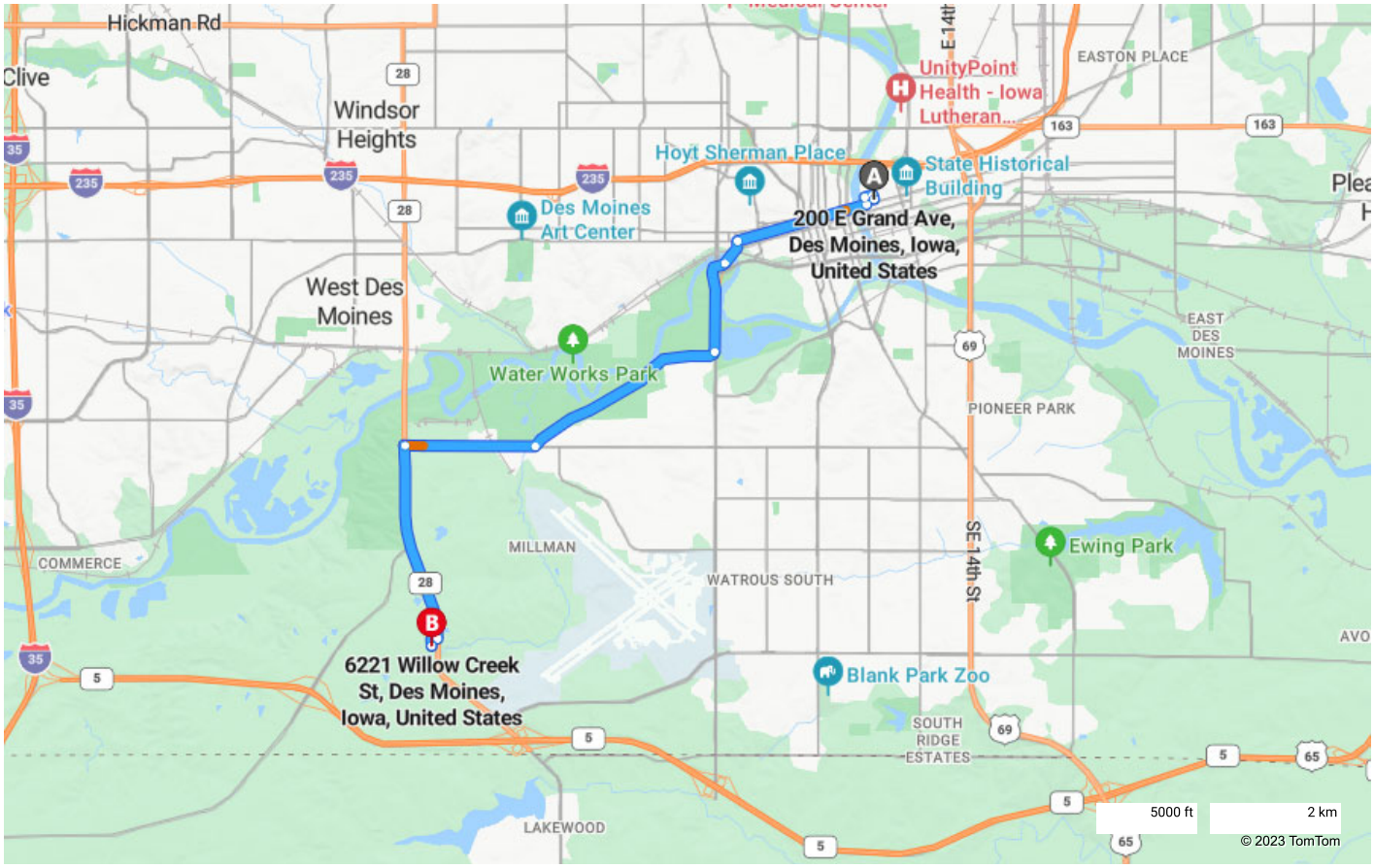

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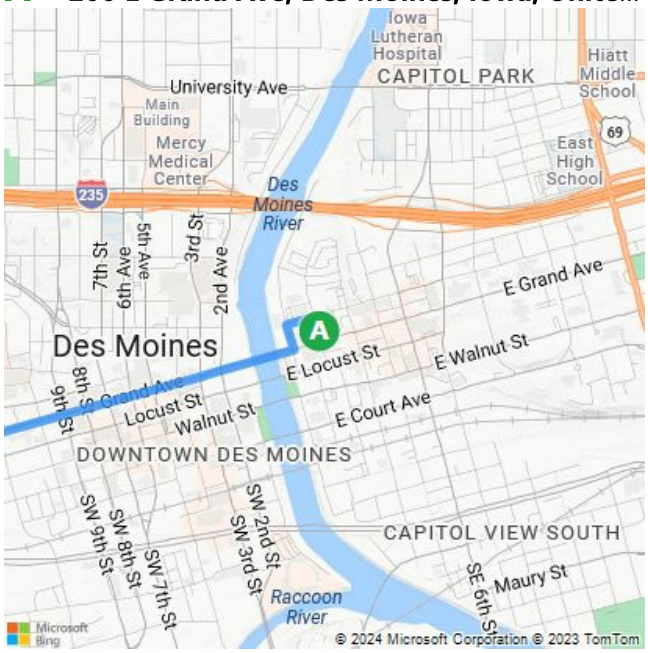
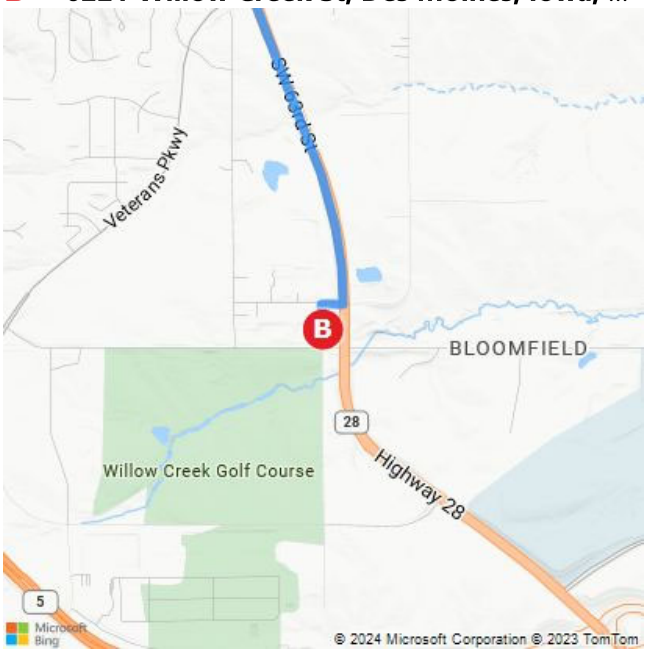


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 2 - Baymont.pdf
Last Modified: Tue Apr 09 09:08:34 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

17 min , 10.0 miles
Light traffic
Via I-235 W, IA-28

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↰	2.	Turn **left** onto **Des Moines St**	440 ft
↰	3.	Turn **left** onto **Robert D Ray Dr**	377 ft
↱	4.	Turn **right** onto **Grand Ave**	0.2 mi
↱	5.	Turn **right** onto **2nd Ave**	0.5 mi
235	6.	Take the ramp on the **left** and follow signs for **I-235 West**	4.2 mi
↱	7.	At Exit **4**, head **right** on the ramp for **IA-28** toward **63rd St / Windsor Heights**	0.3 mi
↰	8.	Turn **left** onto **IA-28 / 63rd St**	4.6 mi
↱	9.	Turn **right** onto **Leland Ave**, then immediately turn **left** onto **SW 60th St**	0.1 mi
	10.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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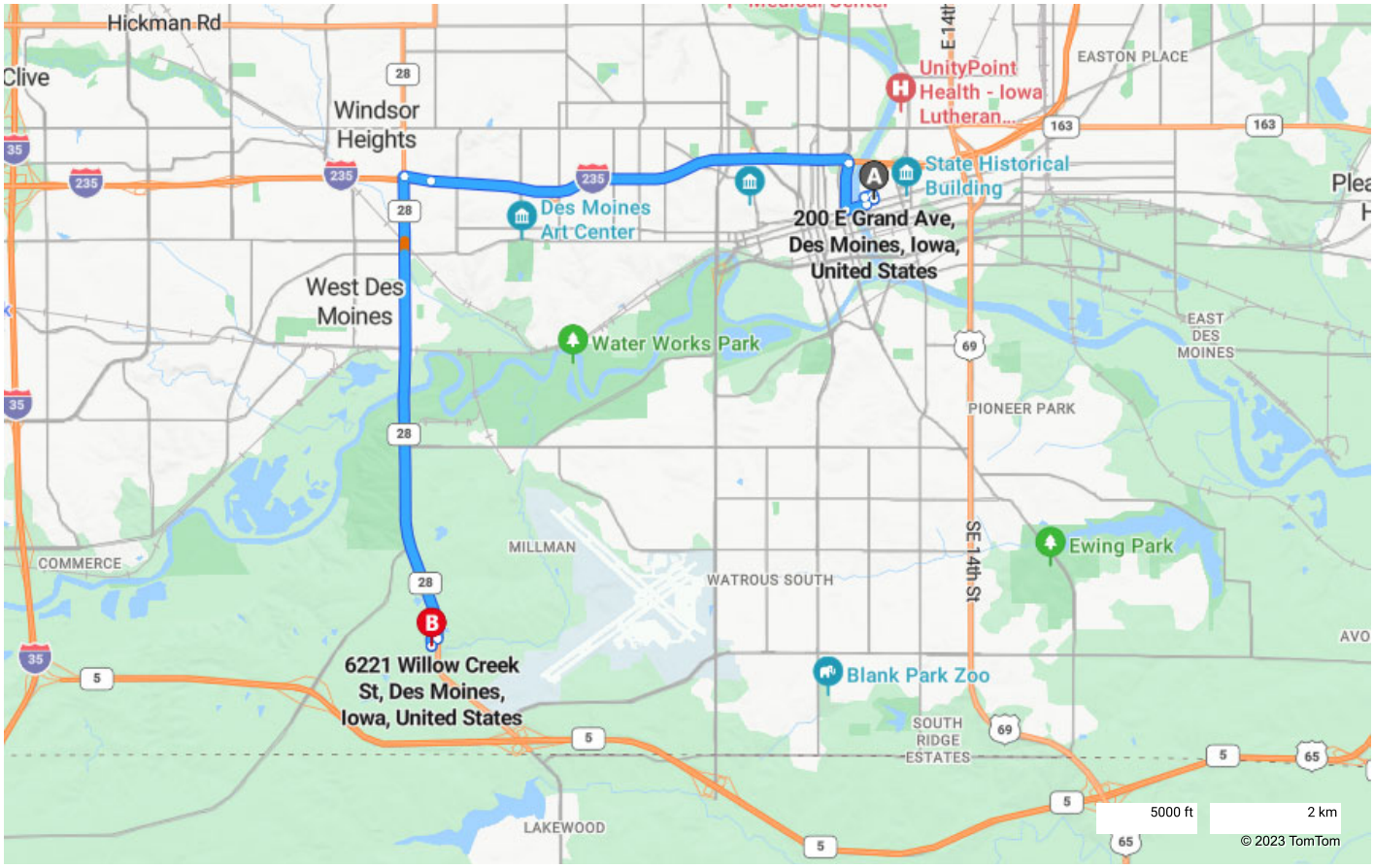

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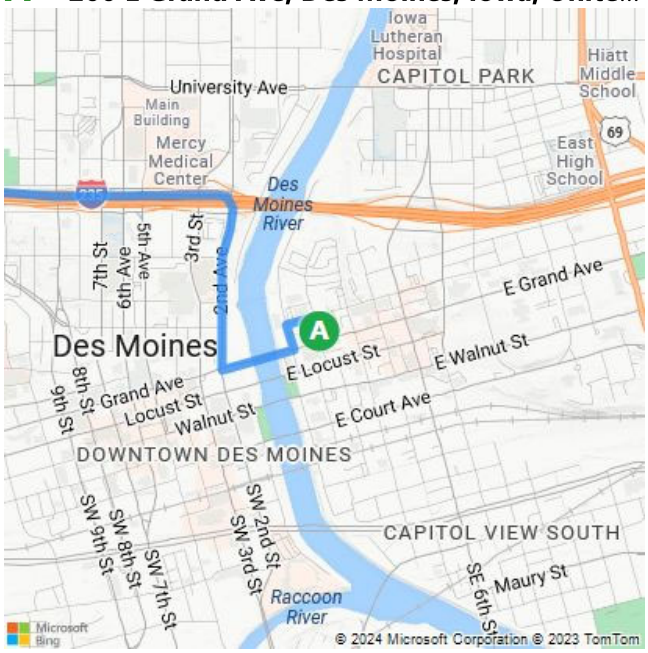
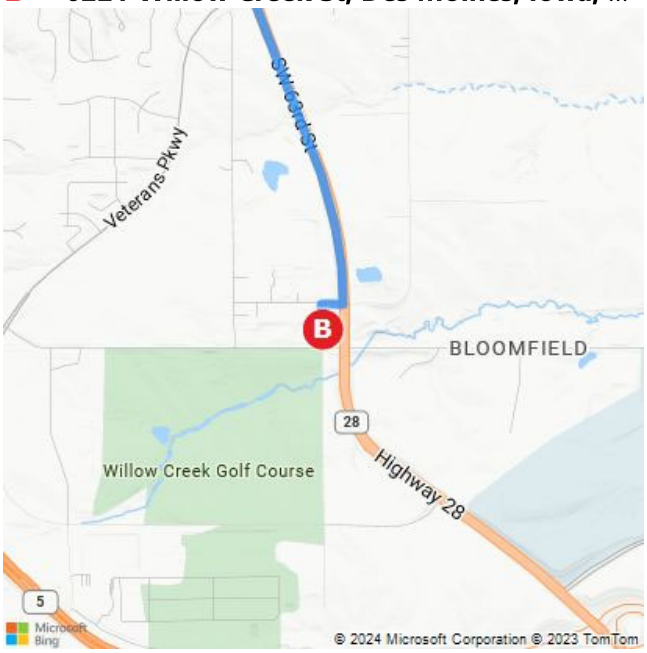


B 6221 Willow Creek St, Des Moines, Iowa, ...



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Filename: driving direction - 3 - Baymont.pdf
Last Modified: Tue Apr 09 09:08:34 CDT 2024

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bing maps

A 200 E Grand Ave, Des Moines, Iowa, United States

B 6221 Willow Creek St, Des Moines, Iowa, United States

25 min , 11.7 miles
Light traffic
Via US-69 S, Army Post Rd
· Unpaved roads

A 200 E Grand Ave, Des Moines, Iowa, United States

↑	1.	Depart and head toward **Des Moines St**	233 ft
↱	2.	Turn **right** onto **Des Moines St**	0.2 mi
↱	3.	Turn **right** onto **E 6th St**	397 ft
↰	4.	Turn **left** onto **E Grand Ave**	0.7 mi
↱	5.	Turn **right** onto **US-69 S / E 14th St** Tasty Tacos on the corner ▲ *Minor congestion*	4.6 mi
↱	6.	Turn **right** onto **E Army Post Rd**	1.0 mi
↑	7.	Road name changes to **Army Post Rd** Pass Ramada by Wyndham Des Moines Airport on the left in 1.3 mi	3.8 mi
↱	8.	Turn **right** onto **IA-28 / Highway 28**	1.1 mi
↰	9.	Turn **left** onto **Leland Ave** ● *Unpaved Road*	364 ft
↰	10.	Turn **left** onto **SW 60th St**	374 ft
	11.	Arrive at **SW 60th St** The last intersection before your destination is Leland Ave	

B 6221 Willow Creek St, Des Moines, Iowa, United States

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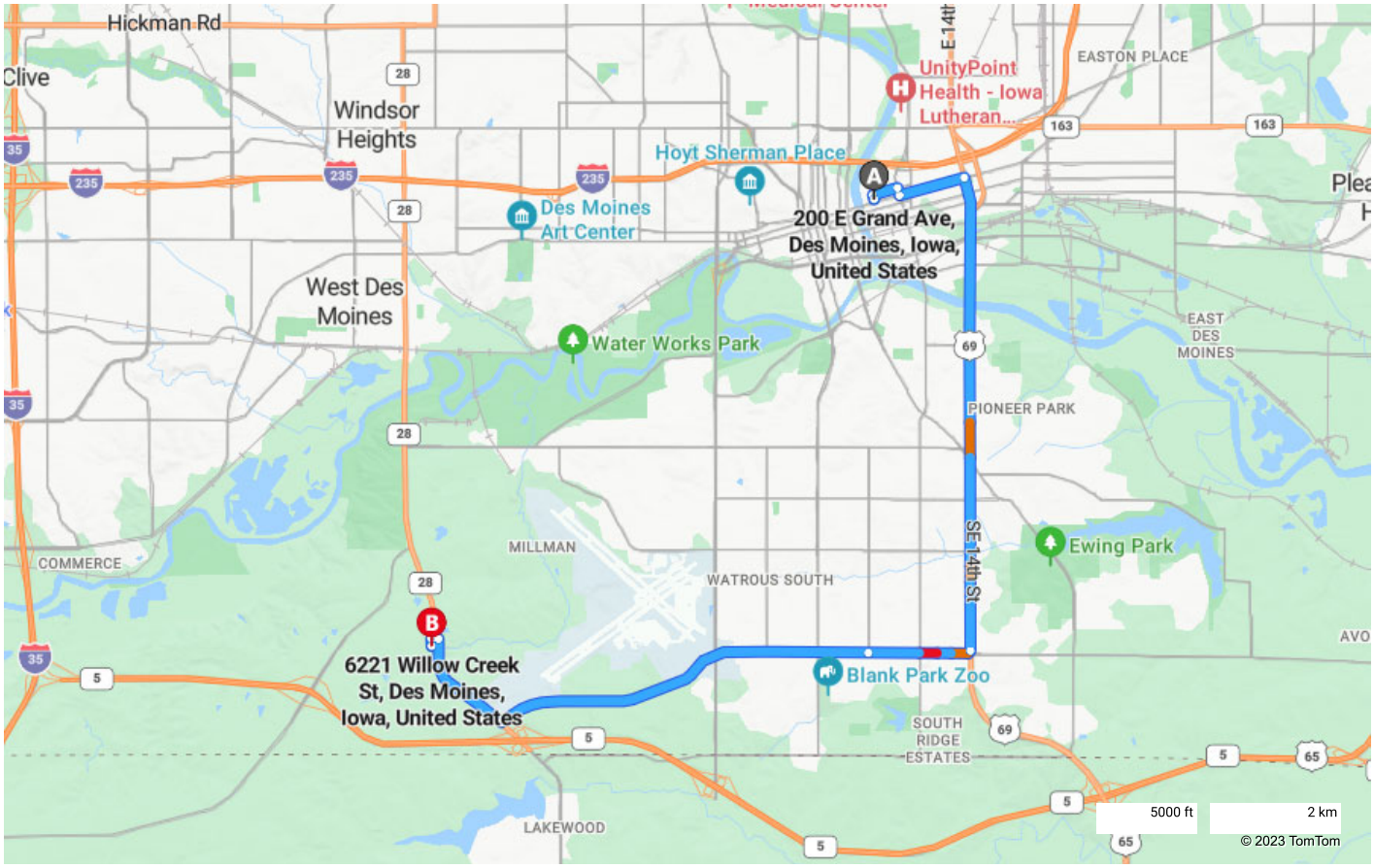
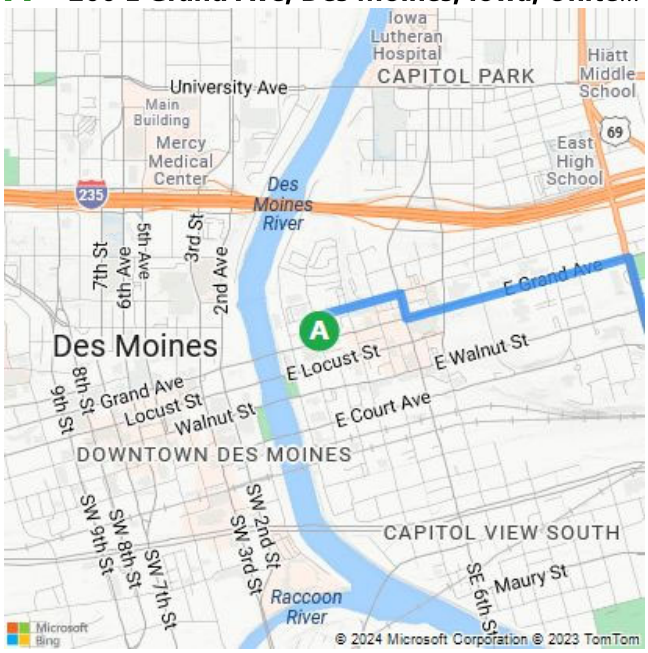
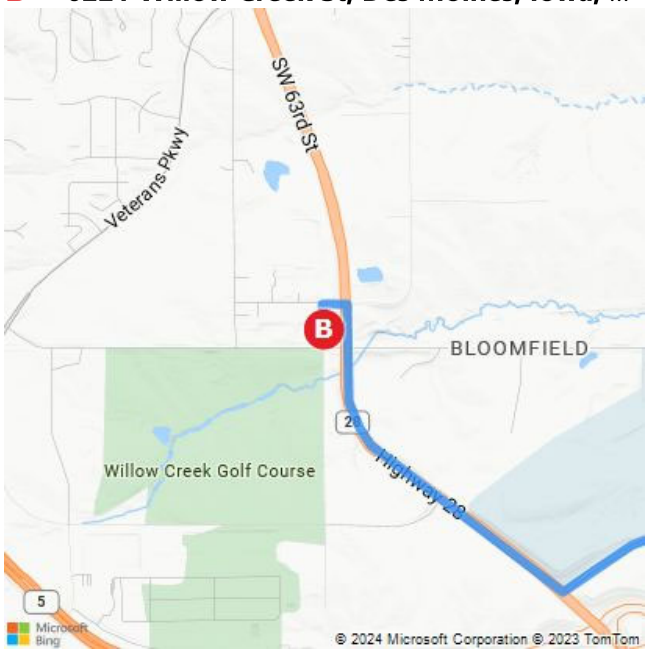


A 200 E Grand Ave, Des Moines, Iowa, Unite...



B 6221 Willow Creek St, Des Moines, Iowa, ...



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Document ID: 0.7.3995.5110

From: Iowa Cancer Consortium <iowacancerconsortium@wildapricot.org>
To: Malone, Carrie L. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=20f89dc99740450cbcde9fd50992f6ff-malone, car>
Cc:
Bcc:
Subject: New Resource to Connect Iowans with Cancer Clinical Trials
Date: Mon Apr 08 2024 12:36:08 CDT
Attachments:

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New Resource to Connect Iowans with Cancer Clinical Trials

Dear Cancer Control Partners,

We are excited to officially launch a new resource for cancer patients, caregivers, and providers to find available clinical trials in Iowa. The new Cancer Clinical Trials in Iowa webpage has been a collaborative effort and we hope cancer centers, patient navigators, cancer survivors, and families will find it a helpful "one stop shop" to easily access treatment options.

Health care providers and cancer centers, please consider linking to https://canceriowa.org/clinicaltrials on your website.

All partners, please consider sharing this resource on social media using our prepared social media message set.

To learn more, read the press release below or on our blog.

Special thanks to the University of Iowa Holden Comprehensive Cancer Center Clinical Trials Advisory Board for their help in putting these resources together.

CORALVILLE, IA – April 8, 2024 – Partners across the state are working together to ensure that there is one resource for Iowans to locate and find information about cancer clinical trials in the state. Clinical trials are research studies that identify the best ways to prevent, detect, and treat cancer. While many trials exist for a variety of cancer types and stages, it can be challenging for a patient or their care team to find the right one.

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The Iowa Cancer Consortium's webpage at www.canceriowa.org/clinicaltrials includes a comprehensive list of where to find cancer clinical trials in the state and where to learn more about the importance of trials. Health partners who collaborated on the project included Genesis Cancer Center in the Quad Cities, Hall-Perrine Cancer Center in Cedar Rapids, Blank Children's Hospital in Des Moines, William R. Bliss Cancer Center in Ames, Mission Cancer + Blood statewide, and University of Iowa Holden Comprehensive Cancer Center in Iowa City.

Being faced with a cancer diagnosis and choosing treatment can be overwhelming. Cancer clinical trials often allow patients to access treatment that may not yet be part of the standard of care. When a person participates in a cancer clinical trial, they also contribute to knowledge about cancer that will benefit future generations. Other benefits may include closer monitoring by a healthcare team and potential cost savings. Iowans are encouraged to review the Consortium's new resource and talk to their doctors about options for cancer clinical trials.

One Iowan who benefited from a cancer clinical trial is Jordan Hauck from Huxley, Iowa. Jordan was in his 20s when he found a lump in his armpit. Young and with no family history of cancer, he didn't pay it much attention. But when the lump grew to about the size of a baseball in a matter of months, he went to the doctor. Unfortunately, the lump was cancerous and the cancer had spread to his liver and lungs. His doctor helped him look into clinical trials at the University of Iowa, and found one led by Mohammed Milhem, MBBS. Dr. Milhem diagnosed Jordan with stage 4 melanoma and began his treatment through the clinical trial, consisting of an oral medication and injections. After a year, Jordan was cancer-free. When his cancer came back in 2023, his treatment was a relatively new immunotherapy medication approved 2 years ago. This treatment, developed through clinical trials, was successful, and Jordan is cancer-free again. (Source: University of Iowa)

In addition to the website, the Iowa Cancer Consortium has created a social media message set so that anyone can share this resource and crucial information about cancer clinical trials. The message set can be downloaded at www.canceriowa.org/clinicaltrials.

###

The Iowa Cancer Consortium is Iowa's statewide comprehensive cancer control coalition. As a leader in cancer control, the Iowa Cancer Consortium offers the state's cancer partners and advocates access to resources, expertise, and non-competitive collaboration across traditional boundaries for a bigger impact in cancer prevention, early detection, treatment, quality of life, and health equity. Learn more at www.canceriowa.org.

CANCERIOWA.ORG | Blog | Iowa Cancer Plan | Membership

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OVERSIGHT

Document ID: 0.7.3995.5301

From: Miene, Vickie L <vickie-miene@uiowa.edu>
To: Garcia, Kelly K. </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=1d73c1cccdcc44bab77d7985756bb121-garcia, kel>; Kruse, Robert [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b4ef3dd75ec9401195b78858a714544d-robert krus>; Ekstrand, Sarah </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=0fd592d4a2324b8a86fd0f5fb05a3337-2dfbba52-c8>
Cc: Parker, Edith A <edith-parker@uiowa.edu>
Bcc:
Subject: Follow up from College of Public Health Visit
Date: Mon Apr 08 2024 10:13:24 CDT
Attachments: Mishka Terplan CV_October_2023.docx
Wyper Evaluating the Impact of Alcohol Minimum Unit Pricing.pdf

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Kelly, Robb and Sarah

Edith and I would like to thank you again, for taking time to come and visit with us at the College on April 4th . I continue to hear very positive feedback from the visit with folks especially being grateful for the opportunity to meet and get to know you, as well as appreciation to gain a better understanding of the broadened scope of Iowa HHS.

There are some things that I want to follow up with from our time together. Below are some links, documents and questions as follows:

* In our meeting with maternal and child health, we discussed the complex child welfare issue of addicted moms. This is a very complex issue with a lot to unpack – Dr Nicole Nidey is very passionate about this subject and I think it would be helpful to her, if she can be connected to one of your folks in child welfare for ongoing conversations. I think it is important for Nicole to understand the complexities of this issue as she builds her research portfolio. Can you provide the name and contact information of a person that you think could be helpful to Nicole? I can help to set up a meeting and facilitate conversation between them.
* Carrie Casteel provided information about SIDS/Safe Sleep work that our colleagues at

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Stead Family Hospital have collaborated on. Carrie is willing to introduce you (or your designee) to those partners when you are ready. I'm happy to facilitate that connection or you can email Carrie directly at carrie-casteel@uiowa.edu

* We can help to disseminate the latest Child Death Review Team report - Ann Saba, Outreach coordinator for the Injury Prevention Research Center can help with dissemination to injury/violence audiences. I am happy to connect you to Ann or her direct email is ann-saba@uiowa.edu
* We talked about the importance of continuing the connections between our organizations. We have lots to offer, like student interest, expertise in various topics, the ability to contribute to policy briefs and community coalition building etc.. There are lots of activities happening already between our entities, but I'm wondering if we can be a bit more organized as leaders to stay connected and expand the coordination and partnership for the things that are coming up on your radar in the future. Perhaps Sara and I can communicate regularly so we can be most planful in collaboration for the future?
* During the Cancer Faculty meeting we discussed the Iowa cancer report and you asked for information on the new visualizations that Jake mentioned. Here is a link to the developmental website for the Geographical Visualizations. These are not live yet so should not be broadly shared. Jake Oleson can meet with Dr Kruse or members of your team to walk through the page if interested. Jake's email is jacob-oleson@uiowa.edu or I am happy to connect you.
* We mentioned Dr Mishka Terplan, a visiting scholar who will be at the college September 17-18 and you expressed interest in knowing more information – I have attached Dr Terplan's CV. He is board certified in Obstetrics and gynecology and in addiction medicine. His primary clinical, research, public health and advocacy interests lie along the intersections of reproductive and behavioral health. I will send you information about his visit when the details are ironed out. He will provide a lecture that will be available via zoom if you are able to attend.
* Paul Gilbert bought forward the idea of minimum unit pricing Policies for alcoholic beverages as a way to reduce alcohol related disease, injury and death. More information can be found on the websites below and I'm attached a copy of a good study that he forwarded to me about the topic. Dr Gilbert is available to assist in any way that may be helpful. His email is paul-gilbert@uiowa.edu

* Here's a link to a webpage by the Scottish government that explains what they did: https://www.gov.scot/policies/alcohol-and-drugs/minimum-unit-pricing/#:~:text=Minimum%20unit%20pricing%20set%20a,higher%20the%20minimum%20unit%20price.
* Link to the CDC website about alcohol minimum unit pricing: https://www.cdc.gov/alcohol/fact-sheets/minimum-pricing-policies.html

* We are continuing to monitor the contract language progress and data sharing agreements. If we have issue's with either of these processes, I believe you said that Sarah Reisetter, Division of Compliance, was the person to contact. Can you please provide Sarah's new email address?

Please let us know your ideas for continued collaboration!

AMERICAN OVERSIGHT

Vickie

Vickie Miene, MS, MA, LMHC

Executive Director, Institute for Public Health Practice, Research and Policy

Director, Administrative Services, Iowa Cancer Affiliate Network I-CAN

Director, Iowa Healthy LifeStars

Assistant Adjunct Professor, Department of Health Management and Policy

College of Public Health, University of Iowa

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Curriculum Vitae

Mishka Terplan, MD MPH FACOG DFASAM

Date October 2, 2023

Contact Information

Business Address:	1040 Park Ave, Suite 103, Baltimore, MD, 21201
Business Phone Number:	410-387-0298 x 240
Email:	mishka.terplan@ucsf.edu
	mterplan@friendsresearch.org
Twitter:	@do_less_harm

Education

1991	B.A.	Anthropology, University of Chicago (General Honors)
2000	M.D.	University of California, San Francisco
2006	M.P.H.	University of North Carolina School of Public Health, Epidemiology

Post Graduate Education and Training

2000 - 2004	Residency Obstetrics and Gynecology, Los Angeles County, University of Southern California
2004 - 2006	Fellowship Clinical Research and Reproductive Health, University of North Carolina, Chapel Hill

Certifications

2008	Diplomate, American Board of Obstetrics and Gynecology
2009	Fellow, American Congress of Obstetricians and Gynecologists
2012	Diplomate, American Board of Addiction Medicine
2016	Fellow, American Society of Addiction Medicine
2018	Distinguished Fellow, American Society of Addiction Medicine

Medical Licensures

Active:	Virginia (0101261470. Issue date 11/10/16)
	Maryland (D0069726. Exp 9/30/21)
	District of Columbia (MD049162, Issue 3/5/21)
Inactive	Illinois, North Carolina, California

Employment

2014-present	Consultant, National Center for Substance Abuse and Child Welfare
2018-present	Consultant, Pew Charitable Trust
2019-present	Clinician, National Clinician Consultation Center, Substance Use Warmline, University of California San Francisco
2020-present	Chief Visionary, Do Less Harm LLC
2020-present	Senior Physician Research Scientist, Opioid Policy Institute
2021-present	Medical Director, Friends Research Institute

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Academic Appointments

2005 -2006	Clinical Instructor, Department of Obstetrics and Gynecology, University of North Carolina Chapel Hill
2006 -2009	Assistant Professor, Department of Obstetrics and Gynecology, University of Chicago
2009-2014	Assistant Professor, Department Obstetrics, Gynecology & Reproductive Sciences, University of Maryland School of Medicine
2010-2014	Assistant Professor, Department of Epidemiology & Public Health, University of Maryland School of Medicine (Secondary Appointment)
2014-2016	Member Graduate Faculty, University of Maryland School of Medicine
2014-2016	Adjunct Assistant Professor, Department of Epidemiology & Public Health, University of Maryland School of Medicine
2017-2019	Professor, Department Obstetrics and Gynecology, Virginia Commonwealth University
2017-2019	Professor, Department Psychiatry, Virginia Commonwealth University
2017-2019	Faculty, Institute for Drug and Alcohol Studies, Virginia Commonwealth University
2019-present	Senior Research Scientist, Friends Research Institute
2019-present	Adjunct Faculty, Department of Family and Community Medicine, University of California, San Francisco
2020-2021	Associate Medical Director, Friends Research Institute
2021-present	Medical Director, Friends Research Institute

Professional Society Membership

2000-2009	Junior Fellow, American Congress of Obstetricians and Gynecologists
2005-2017	General Member, Association of Clinicians for the Underserved
2006-2015	General Member, American Society of Addiction Medicine
2009-present	Fellow, American Congress of Obstetricians and Gynecologists
2013-present	Associate Member, College on Problems of Drug Dependence
2014-2019	Regular Member, American Association for the Treatment of Opioid Dependence
2016-2018	Fellow, American Society of Addiction Medicine
2018-present	Distinguished Fellow, American Society of Addiction Medicine

Honors And Awards

2000	UCSF Medical School Commencement Speaker
2004	Daniel R. Mishell Jr., MD Teaching Award, University of Southern California, awarded for distinguished medical student teaching in gynecology.
2008	Young Investigator Award, American Society of Addiction Medicine, awarded for distinguished research by young investigator in addiction medicine.
2011	Council on Resident Education in Obstetrics and Gynecology, National Faculty Award for excellence in resident education, University of Maryland
2012	Council on Resident Education in Obstetrics and Gynecology, National Faculty Award for excellence in resident education, University of Maryland
2018	Top Doctor, Addiction Medicine, Virginia Living, Richmond Magazine, VA
2019	Top Doctor, Addiction Medicine, Virginia Living, Richmond Magazine, VA
2023	Betty Ford Award,

Clinical Activities

2006-2009	Medical Director, Women's Health Center, University of Chicago

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2009-2013	Medical Director, Women's Health Center at Western Penn, University of Maryland
2010-2016	Volunteer Physician and Consultant, The Baltimore City Needle Exchange Reproductive Health Services on The Block Project, Baltimore City Health Department, Division of Risk Reduction Services
2010-2014	Physician Consultant, Maryland Department of Health and Mental Hygiene, Division of Reproductive Health
2011-2016	Volunteer Surgeon, Medical Mission Group
2014-2015	Medical Staff, Department Obstetrics and Gynecology, Mercy Medical Center, Baltimore MD
2014-2017	Medical Director, Behavioral Health System Baltimore, Baltimore MD
2014-2016	Medical Staff, Planned Parenthood Maryland, Baltimore MD
2015-2018	Supervising Physician, Baltimore City Police Department Overdose Response Program
2016	Interim Medical Director, Behavioral Health Administration, including the State Opioid Treatment Authority and the Overdose Response Program, Department Health and Mental Hygiene, Maryland
2017-2019	Associate Director Addiction Medicine, Virginia Commonwealth University
2017-2019	Medical Director MOTIVATE Clinic, Virginia Commonwealth University
2017-2019	Addiction Medicine Fellowship Director, Virginia Commonwealth University
2017-2021	Addiction Medicine Specialist, Department Medical Assistance Services, Virginia
2018-2019	Project ECHO Substance Use Disorder Tele ECHO, VCU, Clinic Medical Director
2018-2019	Substance Use Consultant, Substance Use Warmline, Clinician Consultation Center, UCSF, Health Resources and Service Administration (HRSA)
2018-2019	Volunteer Physician, Health Brigade, Richmond, VA
2019-present	Clinician, Substance Use Warmline, National Clinician Consultation Center, UCSF
2020-2021	Medical Director, Confidant Health
2020-2021	Consultant, Los Angeles County Department of Health Services, Women's Health Programs and Innovation
2020-2021	Deputy Chief Clinical Officer, Department of Behavioral Health, Washington DC

Clinical Expertise

Board Certified in Obstetrics and Gynecology (2009)
Board Certified in Addiction Medicine (2012)

Institutional Service

2011 – 2013	Associate Member, School of Medicine Council, University of Maryland, Baltimore
2011 – 2013	Consultant, Internal Review Board, University of Maryland, Baltimore
2013 - 2014	Member, Internal Review Board, University of Maryland, Baltimore

Local Service

2008-2009	Member Diagnostic and Assessment Committee, National Organization on Fetal Alcohol Syndrome, Illinois Chapter
2010-2016	Member Steering Committee Maryland PRAMS (Pregnancy Risk Assessment Monitoring System)
2010-2016	Volunteer Physician and Consultant, Baltimore City Needle Exchange: Reproductive Health Services on The Block Project, Baltimore City Health Department

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2012-2014	Member PSEP (Prevention of Substance Exposed Pregnancy) work group, Project Match, Baltimore City Health Department (Rebecca Dineen, Chair)
2012-2013	Member Baltimore City Health Department Title X Sub-grantee Review Panel (Cindy Watson, Chair)
2014-2016	Co-Lead PSEP (Prevention of Substance Exposed Pregnancy) work group, Project Match, Baltimore City Health Department
2014-2015	Member Heroin/Substance Use Treatment Improvement Task Force, Behavioral Health System Baltimore and Baltimore City Office of the Mayor
2014-2015	Co-Lead Baltimore City Overdose Fatality Review Team, Behavioral Health System Baltimore and Baltimore City Health Department
2014-2016	Member Maryland State Overdose Advisory Council
2014-2015	Co-Lead Baltimore City Overdose Prevention Work Group
2014-2016	Member MedChi Addictions Committee
2014-2016	Member Baltimore Needle Exchange Program Oversight Committee, Baltimore City Health Department, Community Risk Reduction Services
2014-2017	Medical Director, Baltimore Buprenorphine Initiative, Behavioral Health System Baltimore
2015	Member MedChi Legislative Council
2015	New Day Campaign Advisory Group – Peter Bruun Director
2015-2016	Member Baltimore City Overdose Fatality Review Team, Baltimore City Health Department
2015	Invited Participant, Access to Treatment/Overdose Prevention Workgroup to the Heroin and Opioid Emergency Task Force (Executive Order 01.01.2015.12 signed by Governor Hogan February 24, 2015)
2016	Member B'More for Healthy Babies Steering Committee, Baltimore City Health Department and Baltimore City Office of the Mayor
2016	Member OTP Quality of Care Workgroup, Behavioral Health Administration, Department of Health and Mental Hygiene, Maryland State
2017-2019	Member Addiction and Recovery Treatment Services (ARTS) Implementation Workgroup, Department of Medical Assistance Services (DMAS), Virginia
2017-2019	Member CMO and Pharmacy Workgroup, DMAS, Virginia
2017	Oral testimony in support of HB 1930 Overdoses; safe reporting. Virginia House subcommittee: Criminal Law. January 30, 2017
2017	Member, Substance Exposed Infant (SEI) Barriers to Treatment Work Group (representing DMAS), organized under HB2162, Department of Social Services (DSS) and Virginia Department of Behavioral Health & Developmental Services, Virginia
2017-2019	Co-lead, Office-Based Opioid Treatment (OBOT) Quality Collaborative, DMAS, Virginia
2017-2018	Member, Virginia Board of Medicine, Regulatory Advisory Panel
2017	Member, Opioid Curricula Workgroup Steering Committee, Virginia Department Health and Human Resources and Virginia Department of Health Professionals (HB2161)
2017-2019	Member, Virginia Neonatal Perinatal Collaborative Executive Leadership Team (representing DMAS)
2018-2019	Subject Matter Expert eLearning Development regarding Child Protective Services response to Substance Exposed Infants, Virginia Department Social Services
2018-2019	Member, Richmond City Heroin and Opioid Task Force

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2018-2019 Member (Representing DMAS), Governor's Addiction Executive Leadership Team, Harm Reduction Workgroup
2018-2019 Member, Opioid Data Workgroup, Richmond City Health Department
2018-2019 Subject Matter Expert on the Opioid Crisis, representing Virginia Department of Health, reporting to Governor Northam's Executive Leadership Team on Opioids and Addiction
2018-2019 Member, Governor's Commission on the Opioid Epidemic, Virginia
2021 Member (Representing DBH), Perinatal Quality Collaborative, Washington DC
2022 Testimony in support of MD HB 1335 "Perinatal Care – Drug and Alcohol Testing and Screening – Consent", MD HB 626 "Pregnant Person's Freedom Act of 2022", Virtual, March 11, 2022

National Service

2008-2009 Member of the Ob/Gyn Alliance Resident and Fellow Program Advisory Board
2008-pres. *Ad Hoc* Reviewer: *American Journal of Obstetrics and Gynecology, Obstetrics and Gynecology, Journal of Addiction Medicine, Women's Health Issues, Journal of Perinatology, Journal of Substance Abuse Treatment, Addiction, Journal of Healthcare for the Poor and Underserved, BMC Surgery, General Hospital Psychiatry, International Journal of Gynecological Cancer, Annals of Epidemiology, Current Women's Health Reviews, The International Journal of Alcohol and Drug Research, Archives of Women's Mental Health, Journal of Family Planning and Reproductive Health Care, Neurotoxicology & Teratology, Academic Psychiatry, PLOS One, British Medical Journal, Preventive Medicine, BMC Pregnancy and Childbirth, Journal of Addiction Medicine and Therapeutic Science, Perspectives on Sexual and Reproductive Health, Drug and Alcohol Dependence, Women's Health International, Contraception, The American Journal on Addictions, Children and Youth Services Review, American Journal of Public Health, Addictive Behaviors, Canadian Journal of Addiction, Maternal and Child Health Journal, Current Medical Research and Opinion, JAMA Pediatrics, Health Equity, Pain Management, New England Journal of Medicine, BMC Medical Ethics, Sexual and Reproductive Healthcare, International Journal of Environmental Research and Public Health, Cochrane Drug and Alcohol Group, CNS Drugs, Global Pediatric Health, American Journal of Preventive Medicine, The American Journal Psychiatry, Journal of Obstetrics and Gynaecology Canada, Child Welfare, Addiction Science and Clinical Practice, Health Services Research, Journal of the National Medical Association, eClinical Medicine (Lancet), NEJM Catalyst Innovations in Care Delivery, Developmental Cognitive Neuroscience, American Journal of Managed Care, Vaccine, Pediatrics, DAD Reports, AIMS Public Health, AJOG Global Reports, The Lancet Regional Health Americas, Fertility and Sterility Reviews, Journal of Substance Use and Addiction Treatment, JAMA Health Forum, Contemporary Clinical Trials, Heliyon, Inquiry, The Social History of Alcohol and Drugs, Parenting: Science and Practice*
Average number of reviews/year = 30-60
2009 Grant Reviewer for South African Medical Research Council
2009-2010 Chair "Women and Addiction" work group, American Society of Addiction Medicine
2010-pres Member "Women and Substance Use Disorders Action Group", American Society of Addiction Medicine

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2010	Invited participant (representing ACOG) NIH/NICHD Workshop: *Pregnancy in Women with Physical Disabilities* (January 25-26th), Rockville, MD
2010-pres	Member Women's Harm Reduction International Network (WHRIN)
2010-pres	Member International Doctors for Healthy Drug Policy
2010-2011	*At Risk Drinking and Women of Reproductive Age*, ACOG work group participant
2010-2018	Member NIDA International Women's and Children's Health and Gender Group (InWomen)
2011	Medical Mission Group – Surgical Mission, Guatemala (April 29th – May 7th)
2012	Invited Participant of the Office of the National Drug Control Policy (ONDCP) *Leadership Meeting on Maternal Addiction, Opioid Exposed Infants, and Neonatal Abstinence Syndrome* (August 30th), Washington DC
2012	Invited Participant: *Expert Meeting on Perinatal Illicit Drug Abuse* Center for Disease Control and Prevention (CDC), (September 12-14) Atlanta, GA
2012	Medical Mission Group – Surgical Mission, Guatemala (November 9th - 17th)
2012-2013	Editorial Board *Journal of Epidemiology & Drug Research*
2012-2013	Data Safety Monitoring Committee, Member "Diagnostic yield of Narrow Band Imaging (NBI) and standard visible white light laparoscopy for the detection of endometriosis" PI: Fermin F, Barrueto, Baltimore, MD
2013-2015	Medical Adviser, National Research Center for Women and Families, Washington DC
2013	Medical Mission Group: Surgical Mission, Ecuador (April 5-13)
2014	Medical Mission Group: Surgical Mission, Dominican Republic (October 31-Nov 8)
2014	Reviewer Pennsylvania Department of Health, Final Performance Review: 13-14 Cycle B
2014-present	Member (representing ACOG) American Medical Association *Federation Task Force to Reduce Opioid Abuse* renamed (2016) to *AMA Opioid Task Force*
2015	Member Prenatal Substance Use Special Emphasis Panel, Grant Review DP15-003 "Comparison and validation of screening tools for substance use among pregnant women", Center for Disease Control, March 18th
2015	Invited participant (representing ACOG) "Development Effects of Nicotine and Implications for Emerging Tobacco Products". CDC/NCI/NIDA. Rockville MD. May 5th-6th
2015-2016	Member Expert Panel to develop *A guide to the management of opioid-dependent pregnant and parenting women and their children* SAMHSA (Chair Hendree Jones PhD, Organized by Melinda Campopiano MD SAMHSA)
2015	Testimony (representing ASAM) at FDA regarding approaches to communicating information about fetal effects and maternal benefits in product labeling for methadone or buprenorphine maintenance therapy for opioid addiction (Docket: FDA-2015-N-0001). FDA Risk Communications Advisory Committee, Silver Spring, MD, June 8th
2015	Testimony (written and oral) (representing ACOG) before the House Energy and Commerce Subcommittee on Health Regarding Examining Public Health Legislation: H.R. 2820, H.R. 1344, and H.R. 1462, Washington DC, June 25th Testimony: http://docs.house.gov/meetings/IF/IF14/20150625/103685/HHRG-114-IF14-Wstate-TerplanM-20150625.pdf (accessed October 20, 2015)
2015	Member (representing ACOG) American Medical Association, *Pain Management and Practical Guidance on the Clinical Use of Opioid Analgesics: Expert Panel* Chicago, IL, July 10th

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2015-2021	Member Public Policy Committee American Society of Addiction Medicine
2015-2021	Member Editorial Board, *Journal of Addiction Medicine*
2015-2016	Member Maryland FASD Coalition (Chair: Diana Cheng MD, Department of Health and Mental Hygiene)
2015-2022	Fetal Alcohol Spectrum Disorder (FASD) Champion (representing ACOG), *Improving Fetal Alcohol Spectrum Disorders Prevention and Practice through National Partnerships* (CDC funded project)
2015	Congressional Briefing (representing ASAM) "Medications in the treatment of opioid use disorders: Buprenorphine", for Addiction Treatment and Recovery Caucus Briefing *Realities of Treating Substance Abuse*, Washington DC, October 28th
2015-present	Member and Co-Chair, *Opioid and Addiction Medicine Expert Work Group*, ACOG
2016-2017	Member, *Postpartum Care Basics for Maternal Safety Workgroup*, Alliance for Innovation on Maternal Health (AIM) Program
2016-2017	Member, Drug Testing Expert Panel, American Society of Addiction Medicine
2016	Invited Participant (representing ACOG) *Opioid Use in Pregnancy, Neonatal Abstinence Syndrome, and Childhood Outcomes Workshop*, Co-sponsored by NICHD/ACOG/AAP/SMFM/CDC/MOD, Rockville MD, April 4-5
2016-2019	Member Media Committee, College on Problems of Drug Dependence (CPDD)
2016	Member Family Toolkit Workgroup, National Perinatal Association
2016	Member SAHMSA Advisory Panel for Opioid Treatment Program Performance Monitoring
2016	Invited Participant, *National Meeting on Opioid Use, Abuse, and Overdose in Women*, Office of Women's Health, Crystal City, VA, September 29-30. "What does the Secretary's Initiative mean for women?", Panel Discussion with Vice Admiral VH Murthy, US Surgeon General and Courtney Lovell (https://youtu.be/FIjJR_oVmOA); and "Exploring issues for prevention in women" Panel Oral Presentation (https://youtu.be/8ATs7D8zf-w)
2016-2019	Co-chair (with Elizabeth Krans), *Obstetric Care for Women with Opioid Dependence*, Alliance for Innovation on Maternal Health (AIM) Program
2017	Invited Participant and Presenter, Norwegian Consensus Conference Opioid Maintenance Treatment in Pregnancy, Norwegian Directorate of Health, Oslo, Norway June 13-14
2017-2018	Member ASAM Annual Conference Program Planning Committee
2017	Invited Participant (representing ACOG) *Opioid Epidemic: Crisis to Care in Medicaid*, Institute for Medicaid Innovation, Washington DC, June 22 "Women, Babies, and the Opioid Epidemic: Opportunities in Medicaid" (https://www.youtube.com/watch?v=sQfhiFAiu_4)
2017	Invited Participant, Maternal Depression Experts Meeting, SAMHSA, Rockville, MD, August 10-11
2017	Field review of draft TIP 63 *Medications for Opioid Use Disorder*, SAMHSA
2017	Invited Panelist, *Medicaid's Role in Addressing Substance Use Disorders Through Innovative Care Pathways*, The Partnership for Medicaid, Washington DC, December 12
2018	Invited Participant, NIDA Workshop, "Neonatal Opioid Withdrawal Syndrome," NIDA, Rockville, MD, January 10

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2018	Invited Subject Matter Expert "Developmental Impacts on Children of Opioid Use During Pregnancy: Pragmatic Approaches to Supporting Children and Families", SAMHSA, Rockville, MD, April 9-10
2018	Invited Participant, NIDA Clinical Trials Network, Medication treatment for opioid-dependent expecting mothers (MOMs): a pragmatic randomized trial comparing two buprenorphine formulations, NIDA-CTN-0080, Protocol Development Meeting, Rockville, MD, May 15
2018	SUD Advisory Panel, CareFirst SUD RFP, BlueCross BlueShield
2018-2020	Expert Advisor, "Preventing Opioid Misuse in Pregnant Women and New Moms Challenge" HRSA, Maternal and Child Health Bureau (MCHB)
2018	UpToDate Peer Reviewer for "Overview of management of opioid use disorder during pregnancy" and "Methadone and buprenorphine substitution therapy of opioid use disorder during pregnancy"
2018	Invited Participant "Substance Use Disorder (SUD): Understanding the Research to Practice Continuum in Family Planning Settings" Expert Workgroup, Office of Population Affair (OPA), Washington DC, June 26 – 27
2018-present	Advisor Pew Charitable Trust Substance Use Prevention and Treatment Initiative
2018-2020	Member, Task Force for the Elimination of Perinatal HIV Stakeholders Group, City MatCH
2018-2019	Member of the Legal Services Corporation's (LSC) Opioid Task Force (August 2018-April 2019)
2018-present	Member Medical Advisory Board NEXT
2018-present	Member External Advisory Committee, Center of Biomedical Research and Excellence (COBRE) on Opioids and Overdose, PI Josiah Rich
2018	Member Advisory Review Panel, Grant Review for RFA "Catalyzing Expansion of Substance Use Disorder Treatment Services", CareFirst BlueCross BlueShield
2018	Invited Participant "Opioid and Nicotine Use, Dependence, and Recovery: *Influences of Sex and Gender*" Health Policy, Research, Professional Education, and Clinical Care, FDA, Silver Spring, MD, September 27-28
2018	Invited Participant, HHS National Subject Matter Convening on NAS, US Department of Health and Human Services, Philadelphia, PA, October 17
2018	Invited Participant, Public Workshop of the Committee on Medication-Assisted Treatment for Opioid Use Disorder, Panel Presentation "Opportunities and barriers – Social determinants of health and treatment for OUD", The National Academies of Sciences, Engineering, Medicine, Washington DC, October 30-31
2018	Member Study Section NIH RPG, meeting November 18
2018-present	Member, Editorial Board, Addiction Science and Clinical Practice
2019	Member Task Force to Update Terms Related to Addiction and Treatment of Addiction, ASAM
2019-2021	Member, Child Welfare Rapid Response Network, Research-To-Policy Collaboration
2019	Peer Reviewer, National Family Treatment Court Best Practices Standards
2019	Expert Reviewer, California's Maternal and Infant Health Assessment (MIHA) Survey, Supplemental Opioid Module
2019	Grant Review, HEAL Initiative: Antenatal Opioid Exposure Longitudinal Study Consortium, NICHD
2019	Invited Participant and Facilitator, Regional Opioid Consultation Initiative: Patient and Family-Centered Treatment and Care Coordination Model for Women Served

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	by HRSA Programs, Region III Expert Review Workgroup, HRSA (administered by Mathematica), Rockville, MD, February 5
2019-present	Advisory Board, Movement for Family Power
2019	Member, Protocol Review Committee, Advancing Clinical Trials in Neonatal Opioid Withdrawal Syndrome (ACT NOW), Environmental Influences on Child Health Outcomes (ECHO) Program, IDeA States Pediatric Network, Rockville, MD, March 20, 2019
2019-2020	Member, Society for Obstetric Anesthesia and Perinatology (SOAP) and Society for Maternal Fetal Medicine (SMFM) Task Force on Peridelivery Pain Management in Women with Opioid Use Disorder
2019	Invited Participant, Foundation for Opioid Response Efforts (FORE), Advisory Meeting: Access to Treatment, New York City, May 14, 2019
2019	Invited Participant (representing ACOG), Office of National Drug Control Policy (ONDCP) and American College of Academic Addiction Medicine (ACAAM), "Building the Addiction Medicine Workforce: Giving Americans Access to the Care They Need", Washington DC, June 25, 2019
2019	Invited Participant, Integrating SUD and OB/GYN Care: Policy Challenges and Opportunities, Technical Expert Panel (TEP) for HHS, Research Triangle Institute, Rockville, MD July 30, 2019
2019	Invited Participant (representing ACOG), Fetal Alcohol Syndrome Disorders: Policy Challenges and Opportunities, Technical Expert Panel (TEP) Meeting for ASPE/HHS organized by RTI, Washington DC, September 12, 2019
2019	Invited Discussant, Innovative Legislation and MAT for Pregnant Mothers with OUD, Panel organized by Bennett J, Medicaid Medical Directors Network, Washington DC, September 18, 2019
2019	Invited Participant, "Best practices in the use of long-acting medications for the treatment of opioid use disorder" Focus Group, Medscape, November 2017, 2019
2019-present	Advisory Board Member, State Laws Related to Drug Use in Pregnancy, Bloomberg School of Public Health (McGinty B, Goodman D, McCourt A, Bandara S PIs)
2020	Ad hoc Reviewer, Addiction Risks and Mechanisms NIH Study Section, February 24-25, 2020, San Diego, CA
2020	Invited Member, ASAM COVID-19 Task Force, "Caring for Patients During the COVID-19 Pandemic", outpatient setting focus response
2020-2021	Member, Delaware SUPPORT Act Grant, Subject Matter Expert Council
2020-present	Member Scientific Advisory Council, Foundation for Opioid Response Efforts
2020	Policy Volunteer, Biden-Harris First 100 Days Priority
2020	Academic Expert Panel "SUD Stigma and the Media" Opioid Policy Institute
2020	Expert Consultant, HRSA "Caring for Women with Opioid Use Disorder: A Toolkit for Organization Leaders and Providers"
2021-present	Advisory Council Member, Supportive Pregnancy Care: Implementation and Session Guides, March of Dimes
2021	Faculty and Content Development for ASAM Treatment of Opioid Use Disorder Course, OB/GYN Focus, On-Demand Course, https://elearning.asam.org/products/treatment-of-opioid-use-disorder-course-obgyn-focus
2021	Expert peer review, "Substance Use Disorder Treatment in Pregnant Adults" Clinical Guideline, NYSDOH AIDS Institute

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2021-present	Research-to-Policy Collaboration Scholar, Edna Bennett Pierce Prevention Research Center, Pennsylvania State University
2021-present	Advisory Board Member, to the HHS Initiative on Substance Exposure in the Mother-Infant Dyad
2022	Content-Area Expert, National Institutes of Health Pathways to Prevention Workshop: Identifying Risks and Interventions to Optimize Postpartum Health, Virtual Meeting, January 25, 26, 28, 2022
2022	Expert Consultant, Informal Technical Consultation Meeting, UN Office on Drugs and Crime, "Leaving no infant behind in the shadow of the opioid crisis: Addressing the need for comprehensive, multi-disciplinary responses to neonatal abstinence syndrome related to prenatal exposure to synthetic opioids", Virtual Meeting, February 1-3, 2022
2022	Invited Judge, Incubate Debate, Semifinals: A Resolution to Ban Prescription Drug Advertisements, February 20, 2022
2022	Invited Participant "Methadone Treatment for Opioid Use Disorder: Examining Federal Regulations and Laws, A Workshop" National Academies of Sciences Engineering Medicine, March 3-4, 2022, Virtual
2022	Grant Review, NIMHHD, Special Emphasis Panel, ZMD1 XLN L4 1, Loan Repayment Program Review, April 2022, Virtual
2022	Invited Expert, Institute for Healthcare Improvement and AIM, Obstetric Substance Use Disorder Change Package Expert Meeting, May 16, 2022, Virtual
2022-present	Member, Community Professional Advisory Board, Center on Parenting and Opioids, University of Oregon
2022	Invited Panelist, "Impact of Comorbid COVID-19 and Substance Use During Pregnancy on Fetal and Infant Development Workshop" NIDA Brain Development Research Consortium, July 20, 2022
2022	Moderator "Roundtable on Behavioral Health Concerns Impacting Postpartum Health" Pathways to Prevention (P2P) Program, Identifying Risks and Interventions to Optimize Postpartum Health, NIH, November 29, 2022
2022	Subject Matter Expert and Facilitator, "Substance Use and Maternal Health "Though Leader" Convening", New York City, NY, November 30, 2022
2022	Subject Matter Expert and Editor "Management of Substance Use Disorder During Pregnancy" Online Learning Module, MI CARES (Michigan Collaborative Addiction Resources and Education System)
2023	Invited Participant, Engagement Sessions to Inform Overdose Prevention Indicators, CDC Foundation
2023	Planning Committee for Engaging Child Welfare Systems in Research on Young Children Hybrid Workshop, HEAL Initiative
2023	Loan Repayment Program Review, NIMHD, March 2023
2023	Grant Review, University of Nebraska Collaboration Initiative
2023	Invited Participant, American Psychiatric Association, Convening on Confronting Addiction from Prevention to Recovery, representing ACOG, Washington DC, July 27, 2023
2023-present	Editorial Board Associate Member, Drug and Alcohol Dependence Reports

Legal Service

2014	Expert Testimony for Defendant, *Sagendorf v State of Utah*, No. 1105208, Fifth District Juvenile Ct., Wash. Cnty., Utah, Nov. 26, 2014

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2015 Expert Affidavit for Plaintiff, *Loertscher v Schimel* et al., No. 14-cv-870, W.D. Wis., Jan. 5, 2015

2015 Expert Affidavit and Testimony for Defendant, *In the Interests of Tommy Stephen Shockley a Child in County Court at Law*, No. CC-020150239, Jackson Cnty. Ct., Texas, Dec. 8, 2015

2016 Expert Deposition for Plaintiff, *Tamara M Loertscher v J.B. Van Hollen, Attorney General of the State of Wisconsin and Eloise Anderson, Secretary of the Department of Children Families*, Case No. 14-cv-870 W.D. Wis., Madison WI, Sept 27, 2016.

2017 Expert Affidavit for Defendant, *In the Matter of AA, A Child Alleged to be Neglected by KA*, Docket No.: NN-12088-17, Bronx, New York, September 13, 2017

2017 Expert Affidavit for Defendant, *In the Matter of KG, A Child Alleged to be Neglected by KB*, Docket No: NN-15506-17, Bronx, New York, November 30, 2017

2018 Expert Affidavit for Defendant, *In the Matter of AF and AF, Children Alleged to be Neglected by MB and AF*, Docket Nos: NN-22791-17, NN-22792-17, Bronx, New York, January 30, 2018

2018 Affirmation in Support of Defendant, *GS Motion for Summary Judgement*, Docket Nos: NN-16904-17, NN-16905-17, Bronx, New York, February 7, 2018

2018 Expert Affidavit for Defendant, *Commonwealth of Virginia v. MR*, Case No. CR17F00844-01, Chesterfield County, VA, June 22, 2018

2018 Expert Affidavit for Defendant, *State of Mississippi vs TD*, Jones County, MI, July 20, 2018

2019 Expert Affidavit for Defendant, *In the Interest of AB and PB*, Case No:2018-1339 CJ-DP, Broward County, FL, March 25, 2019

2019 Expert Testimony for the Defendant, *Dinwiddie Department of Social Services vs. LJ*, Case No: CJ 18-32, Dinwiddie County, VA, March 26, 2019

2020 Record Review *Baldwin, ppa, et al. vs. Roy, M.D., et al.*

2020 Affidavit in support of Emergency Motion for Preliminary Injunctive Relief, *Mothers 1-5, Fathers 1-5, Children 1-2 vs. C Baker, Governor, M Sudders, Secretary of HHS, L Spears, Commissioner Dept Children and Families*, Commonwealth of Massachusetts, May 20, 2020

2021 Expert Testimony for evidentiary hearing on a state post-conviction relief petition (habeas corpus), *PF vs Jerry Howell, Warden*, Case No. CV 0022510, Sixth Judicial District Court of the State of Nevada in and for the County of Humboldt, Winnemucca, NV, May 27, 2021

2021 Declaration in support of petitioner's response to request for supplemental briefing in *re Adora Perez* Case No.: 21W-0033A, Related kings County Superior Court Case No.: 18CMS-0021, October 14, 2021

2021 Amicus Curiae Brief of Medical Experts in Support of Appellee in *The State of OK v. ES Akers* Case No. S-2021-378, November 16, 2021

2022 Letter in opposition to WY HB0085 "Child endangering-controlled substance use while pregnant" March 3, 2022

2022 Expert Deposition for Applicant *SG v. State of South Carolina* Post-Conviction Relief, June 17, 2022

2023 Affidavit In the Matter of EK, Children Under Eighteen Years Of Age Alleged to be Neglected by OG, Docket No.: NN-01447/23, May 16, 2023

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2023 Expert Testimony (Remote) In the Interest of: KS (077-21JT-003), KH (077-22JT-003), and KH (077-22JT-002), in the Juvenile Court for the County of Irwin, State of Georgia, June 12, 2023

2023 Memo to the Court Re: BS, Comanche County, OK CF 21-287

Teaching Service

Undergraduate Student Teaching

2005 Instructor "International Health in a Global Perspective", Hampshire College
25 students, 20 contact hours total

2006 Thesis Advisor (external), Hampshire College
1 student 15 contact hours total

2008 Lecturer, Chicago Academic Medicine Program
10 undergraduates and high school students, 3-4 contact hours per summer

2017-2018 Clinical Mentor, Duru Ergun, VCU, 40 hours

2018-2019 Clinical Mentor, Tesiya Franklin, VCU, 60 hours

Medical Student Teaching

2005 Instructor, "Exploring International Perspectives in Medicine and Public Health" (Family Medicine 425), University of North Carolina, Chapel Hill
10 student, weekly 2 hour class for a quarter

2008-2009 Small Group Discussion Leader, University of Chicago
Clinical Epidemiology and Clinical Investigation
5-7, 1st year medical students - 3-4 contacts hours/year

2009-2013 Faculty preceptor OB/Gyn Clerkship, University of Maryland
3 students, 3 hours a week for six weeks each year

2011 Summer Research Mentor: Gold Grant Recipients Sreela Namboodiri, Jen Redd, and Amy Rouse "B'More in the Kitchen: Food-related behaviors and food security in pregnant and postpartum women in west Baltimore".
Presentation received first prize at Medical Student Research Day 2011.

2011 Summer Research Mentor: Neggin Mokhtari "Overshadowed by Smoke: The relationship between psychiatric diagnosis and illicit substance use among pregnant women."

2011-2014 Faculty Mentor, Physicians for Human Rights Medical Student Interest Group

2012 Summer Research Mentor: Gold Grant Recipient, Shaalini Ramanadhan, "Acceptability of Screening, Brief intervention, and Referral to Treatment (SBIRT) in an abortion clinic setting"
Presentation received first prize at Medical Student Research Day 2012.

2012-2014 Research Mentor, Caitlin Martin, John Hopkins Medical Student, "Depo Provera Adherence among Exotic Dancers on the Block"

2013 Summer Research Mentor, Marthe Bryant-Genevier, "Reproductive Health Needs among Drug Treatment Clients"

2013 Summer Research Mentor, Rochelle Arbuah, "Contraceptive Literacy: A pilot study with preliminary validation of the Newest Vital Sign"

2014 Mentor, Nicholas Pumilia, "Intimate partner violence and prenatal care utilization"

2014 Summer Research Mentor, Brooke Farquhar, "Electronic cigarettes knowledge and attitudes among pregnant women"

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2014	Research Mentor for Research Elective in Epidemiology and Public Health, Shaalini Ramanadhan "Use of Acupuncture to Treat Illicit Substance Addiction – Cochrane Review"
2015-2016	Research Mentor Mary Peeler, volunteer with Baltimore City Health Department Maternal Child Health, JHU SOM "Screening and Testing for Drug Use among Maryland Birthing Hospitals"
2017-2019	Research Mentor Jack Craven, VCU SOM "Knowledge and attitudes regarding drug laws among drug treatment clients"
2017-2018	Mentor Allison Mui, VCU SOM "Hypertension among drug treatment clients"
2018-2019	Mentor Devin Buennemeyer, VCU SOM "Knowledge and attitudes regarding mid-trimester ultrasound"
2018-2020	Research Mentor Caroline Shadowen, VCU SOM "Measuring knowledge and attitudes on pharmacotherapy during pregnancy in three distinct populations"
2020	Faculty Lecturer FMD 820 "Addiction and Pregnancy" May 21 and June 17, 2020, lecture for Addiction Medicine Elective, University of Buffalo; Student Mentor for Timothy Felong, Jennifer George, Haeja Kessler
2020	Lecture "Addiction and Pregnancy" for UCSF Student Harm Reduction Workgroup, October 8, 2020

Post-Graduate Teaching

2006-2008	Research Mentor and Thesis Advisor for Family Planning Fellows Amy Whitaker, Bri Tristan University of Chicago
2009-2010	PhD Thesis Advisor, Becky Dawson, University of Maryland, Baltimore, Department of Epidemiology and Preventative Medicine
2010	Faculty Mentor Department of Preventive Medicine Course Number 747/748 Research Practicum I & II Mentored Students Brianna Lindsay and Jennifer Albrecht
2012	Faculty Mentor Department of Epidemiology and Public Health Course Number 747/748 Research Practicum I & II Mentored Students Nyaradzo Longinaker and Kristin Bornstein
2013-2014	Dissertation Committee member, Department Epidemiology and Public Health PhD candidate Nyaradzo Longinaker "Educational interventions to improve patient understanding of contraceptive PPI instructions," Secondary data analysis of NSRCK
2013-2014	Thesis Committee member, Institute for Genomic Sciences, PhD candidate Laura Latey Bradford, "Dynamics of the vaginal ecosystem in women with yeast infection"
2013-2014	Dissertation Committee member, Department of Epidemiology and Public Health PhD candidate Nicholas Schluterman, "Correlates to adherence and safety of the HPV vaccine in Bamako, Mali" – PhD awarded 2014.
2014-2015	Co-Chair Dissertation Committee, Department of Epidemiology and Public Health PhD candidate Nyaradzo Longinaker, "Medical marijuana policy and use among women in the US"
2014-2016	Lecturer "Women's Health" University of Maryland School of Medicine Preventive Medicine Core Curriculum

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2015-2016	Capstone Mentor Kate Raisler MD, MPH candidate Bloomberg School of Public Health "The Role of Perceived Discrimination in Racial/Ethnic Disparities in Contraceptive Use"
2015-2016	Mentor Lauren MacAfee MD, Family Planning Fellow University of Michigan Department of Obstetrics and Gynecology "Family Planning Services in MI Substance Treatment Facilities"
2015	Preceptor Carolyn Summer, MSN/MPH candidate Johns Hopkins School of Nursing "Access to buprenorphine for pregnant women with opioid use disorders on the eastern shore"
2015	Preceptor Alexa Dougherty, CNM/MPH candidate Johns Hopkins School of Nursing "Evaluation of Baltimore Reproductive Health Initiative"
2015	Preceptor Kevin Burns MD, preventive medicine resident Johns Hopkins Bloomberg School of Public Health
2015-2016	Lauren Ramsey, PhD candidate University of Maryland School of Public Health, Maternal Child Health "Substance use in pregnancy and subsequent child abuse: a systematic review"
2015-2017	Mentor Agatha Berger, MD, Family Planning Fellow University of California Los Angeles Department of Obstetrics and Gynecology "Health Literacy and Contraceptive Decision-Making in Women in Methadone Clinics: A Mixed Methods Study"
2016	Lecturer "Behavioral Health" Preventive Medicine Residency, Johns Hopkins Bloomberg School of Public Health
2016-2018	Mentor Lauren Owens, MD, Family Planning Fellow University of Washington "Understanding and meeting family planning needs of women who inject drugs"
2016-2019	Mentor Jonathan Stoltman, Doctoral Student Behavioral Neuroscience, West Virginia University Morgantown, "Reproductive health integration into treatment"
2016-2018	Mentor Curtis Bone, MD MHS, Fellow Research in Addiction Medicine Scholars Program, Yale University, "Integration of family planning into a substance use treatment facility: A feasibility study"
2017-2018	Mentor Anna Scialli, MPH Student, VCU "Disparities in screening for substance use and use disorder"
2017-2018	Faculty Advisor Tran Hoang Huyen Tram, Humphrey Fellow, VCU
2017-2019	Mentor Courtney Forbis MD, Family Planning Fellow University of Chicago "Attitudes toward pregnancy intention and pregnancy prevention among women recovering from substance use disorder"
2017-2020	Mentor Tani Malhotra MD, ObGyn Resident, Penn State "Ethical issues in screening for substance use and use disorder in pregnancy"
2018-2019	Mentor Lindsay Admon MD, Fellow and Assistant Professor, University of Michigan "Postpartum Behavioral Health Morbidity"
2018-2019	Faculty Advisor Kaustubh Sharma MD, Humphrey Fellow, VCU
2018-2023	K23 Mentor, Carolyn Sufrin MD, Assistant Professor, Johns Hopkins School of Medicine "Treatment for Incarcerated Pregnant Women with Opioid Use Disorder: Implementation Research on Medication Assisted Treatment in Jails" National Institute on Drug Abuse 1K23DA045934-01 (8/2018-7/31/2022)
2018	Invited Lecturer "Public Health Perspectives on US Drug Policy" Online Course 2018-2019 (Instructors Mojtabi R and Kennedy-Hendricks A), Johns Hopkins Bloomberg School of Public Health

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2019-present	K23 Mentor Davida Schiff MD, Assistant Professor, Massachusetts General Hospital, "Improving Treatment Engagement and Adherence to Optimize Outcomes for Opioid-Exposed Mother-Infant Dyads" 5K23DA048169-02
2020-present	Dissertation Committee Member, Shayna Mazel, Heller School for Social Policy and Management, Brandeis University, "Measuring access, outcomes and stigma for pregnant women with substance use disorders who utilize medication treatment" (Sharon Reif PhD Chairperson)
2021-present	Mentor Leah Habersham MD, Addiction Medicine Fellow, Mt. Sinai, NYC
2021-present	Mentor Cecily Barber MD, OBGYN Addiction Medicine Fellow, BMC
2022	Lecturer, National Curriculum, in Reproductive Psychiatry, March 2 and 4, 2022
2022	Examiner, Dissertation, Rachel Landis, "An Examination of OUD Diagnosis, OUD Treatment and Perinatal Health Care Utilization among Pregnant Women in Medicaid from 2007-2012: Trends, Disparities and Association with Punitive Child Welfare Policies" The George Washington University Trachtenberg School of Public Policy and Administration, Milken Institute School of Public Health, Defense March 25, 2022
2022	UCSF Addiction Medicine Journal Club, "Cocaine in Pregnancy", July 8, 2022
2022-present	Mentor Jess Ratner MD, Assistant Professor, Division of Addiction Medicine, JHU and BCHD
2022-2023	K23 Mentor Elizabeth Patton MD, Assistant Professor, Boston Medical Center, "Tailored Contraceptive Decision Support for Pregnant Women with Opioid Use Disorder" 1K23DA052674-01A1
2022-2023	Mentor Tatyana Roberts, UCSF Medical Student and Kaiser Family Foundation Fellow "OUD and Pregnancy"
2023	Lecturer, National Curriculum, in Reproductive Psychiatry, March 1 and 3, 2023
2023	Mentor Suzula Bidon JD, "Substance use is not child abuse: Reforming reporting policies for pregnant and postpartum persons" Masters Program in Addiction Policy and Practice, Georgetown University
2023	Speaker, UNC Women's Health Research Fellows speakers series, May 18, 2023

Grant Support

Active Grants/Contracts

8/28-23-8/22/25	(Consultant; PI: Cioffi C) 1R43DA057785-01 NIDA *VisitBoost: A Home Visiting Enhancement to Reduce Harm for Families Affected by Substance Misuse* Total Costs: $259,611
6/1/23-5/31/25	(Co-I 5%;/in kind MPI Gordon PhD Carswell PhD) 1UG3DA058305-01 NIDA *Continuing Care App for Justice-Involved Individuals with Substance Use Disorders* Total Costs: $573,506

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4/15/23-3/31/26	(Consultant; PI C Sufrin MD PhD) 1R34DA056014 NIDA *Expanding Access to Pregnancy Specific Opioid Use Disorder Treatment in Jail: Piloting and Adaptable Implementation Strategy to Advance Equitable and Patient-Centered Care* Total Costs: $450,000
9/30/22-6/30/26	(Co-I 5-10% PI: J Gryczynski PhD) 1 R01 DA057052 NIDA *Scope and impact of methadone take-home and telehealth practice changes during the COVID-19 pandemic and beyond* Total Costs: $2,483,369
7/20/22-6/30/26	(Co-I: 5% Site PI: B Howell PhD Virginia Tech) 1U01DA055357-01 NIDA *The Healthy Brain and Child Development National Consortium* FRI Total Costs: $103,080
9/1/21-8/31/24	(Co-I: 15% PI: M Fishman MD) 4R33DA056230-02 NIDA *The Youth Opioid Recovery Support (YORS) Intervention: An assertive community treatment model for improving medication adherence in young adults with opioid use disorder* Total Costs: $463,950
9/13/22-6/30/25	(PI:20%) H-709385 Los Angeles County, Department of Health Services *Reproductive Health Integration into SUD Treatment* Total Annual Costs: $224,492.80
9/30/22-7/28/23	(Consultant) Bowling Business Strategies LLC Subject Matter Expert for Delaware Division of Medicaid and Medical Assistance (DMMA) re OUD and Pregnancy $150/hour
3/1/22-2/28/24	(PI: 15%, Co-PI S Roberts DrPH) Foundation for Opioid Response Efforts *Doing Right by Birth: Reducing Stigma and Improving Recovery through Professional Education around Child Welfare Reporting* Total Costs: $596,921

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11/1/21-10/30/23 (Independent Contractor Agreement with Friends Research Institute)
CDC via Goldbelt Professional Services LLC
Subject Matter Expert for CDC's MAT-LINK Project
Total Costs: $120,000

8/01/19-4/30/24 (Co-I:15% PI: J Lee MD)
1 U01 DA047982-01 NIDA
Long-acting buprenorphine vs. naltrexone opioid treatments in CJS-involved adults
Total Costs: $3,337,149

7/20/20-9/29/24 (Consultant)
HRSA State Maternal Health Innovation Program
Maryland Maternal Health Innovation Program (MDMOM)
Total Costs: $20,000

8/20/21-8/30/25 (Advisory Board Member) MPI: WC Kerr PhD K Karriker-Jaffe PhD
NIAAA R01AA029001
Secondhand Harms from Alcohol and Drugs: Impacts on Families and Communities across the US
Total Consultant Cost: $6,000

4/15/19-1/31/24 (Co-I: 10-20%) PI: J Gryczynski PhD
NIH/NIDA 1 R01 DA 045724
Opioid Use Disorder Treatment Linkage at STD Clinics using Buprenorphine (OUTLAST-B)
Total Costs: $426,887

Completed Grants:

2004-2006 Research Fellow PI - David Grimes, MD
Training in epidemiology and clinical trials (TECT)
T32HD04672

2007 – 2008 (Co-Principal Investigator) Co-PI: Steve Lui, PhD
"Interventions for women enrolled in alcohol treatment during pregnancy"
Alcohol Education and Research Council, UK
Direct Costs: 5000 pounds

2007-2008 (PI)
"Methamphetamine Use and Pregnancy: Trends in prevalence and risk factors in drug treatment admissions 1994-2005"
Chicago Lying-in Women's Board
Direct Costs: $7374

2007-2008 (PI)
"Patterns of "Compassionate Coercion": Factors Associated with Court Mandated Drug and Alcohol Treatment in Pregnancy"

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Center for Health Administration Studies, University of Chicago
Direct Costs: $7978

2009-2011 (Co-Investigator: 5% FTE) PI: Kate Keenan, PhD
"Impact of omega-3 intake on maternal stress during pregnancy and infant Outcome"
R21 HD058269
Direct Costs: n/a
My participation in grant declined secondary to relocation

2010-2012 (Co-PI cost share) Co-PI: Kathleen Tracy, PhD
ISP ID 37944: *"A randomized, controlled trial to compare the effectiveness of SMS test message reminders compared to usual care to increase adherence to the Gardasil vaccine dosing schedule"*
Merck Investigator Initiated Studies Program
Direct Costs: $111,144

2011-2012 (Co-Investigator: 10-20% FTE) PI: Katherine Hladky MD
Private Sponsor
Kenneth J. Ryan Residency Training Program in Abortion and Family Planning
Grant Award Period: 07/2011 – 06/13
Total Direct Costs: $405,981

2012-2013 (Medical Consultant: Mishka Terplan) PI: Jeanne Mahoney
Open Society Foundation: Develop and conduct a forum to gather recommendations and garner interest from a wide variety of senior stakeholders in the design of substance abuse care that ensures improved recruitment and retention of women and preserving the unity of the family.
Grant Award Period: 9/1/12 – 1/31/13
Total Direct Costs: $57,110
My participation ($150/hr, 25 hours)

2012 - 2013 (Consultant: Mishka Terplan) PI: Kelly J Vander Ley PhD
SAMHSA U79T1020257: *Medical Provider Training on Prescription Opioid Addiction in Pregnant Women*
My Participation ($150/hour, 40 maximum hours)
Total Direct Costs: $150,000

2011 – 2014 (Consultant: 15% FTE) PI: May Blanchard MD
OCPMP12-010735G Maryland Department of Mental Health & Hygiene
Family Planning Services-Technical Assistance Consultation and Training
Total Direct Costs: $386, 413

2009 – 2014 (Co-Investigator: 5% FTE) PI: Christopher Welsh MD
SAMHSA U79T1020257: *SBIRT Medical Residency Program*
Total Direct Costs: $350,000

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2013 - 2014	(Consultant: Mishka Terplan 5% FTE) PI: Wendy G Lane MD MPH Clinical and Translational Science Institute (CTSI): *Improving Access to Mental Health Care for Low-Income, Inner-City Pregnant and Post-partum Women* Total Direct Costs: $60,050
2011 - 2014	(PI Clinical Core: Mishka Terplan 15-30% FTE) PI of U19: Patrik Bavoil PhD and Jacques Ravel PhD NIAID U19AI084044-03: *Eco-pathogenomics of chlamydial reproductive tract infection (EPCRTI)* My involvement started 3/2012 Total Direct Costs (for Clinical Core): $2,450,282
2012 - 2015	(Co-I: Mishka Terplan, 5-15% FTE) PI: Victoria Coleman-Cowger PhD NIDA R34DA032683-01A1: *Phone-Based Postpartum Continuing Care: Smoking Cessation Beginning in Pregnancy* Total Direct Costs: $633,082
2014 – 2015	(Consultant: Mishka Terplan, $90/hour for 120 hours) (Grant awarded to Behavioral Health System Baltimore) Department of Health and Mental Hygiene, Small Procurement Contract ID Number: PHPA-S1660 *Substance Abuse and Pregnancy: Expert Trainer* Total Direct Costs: $25,000
2014-2016	(Consultant: Mishka Terplan, in kind) (Grant awarded to Behavioral Health System Baltimore) Open Society Institute – Baltimore, Grant Number OR2014-18310: Overdose Prevention Training for Baltimore City Police Department Total Direct Costs: $25,000
2015-2016	(PI: Mishka Terplan, in kind) (Grant awarded to Behavioral Health System Baltimore) The Abell Foundation: *Contraception and Reproductive Health Access Program: A BHSB and BCHD Collaborative Pilot Program to Increase Reproductive Health Access and Contraceptive Uptake among Substance Use Disorder Treatment Clients in Baltimore City* Total Direct Costs: $73,733
2015 – 2016	(Consultant: Mishka Terplan, $100/hour for 120 hours) (Grant awarded to Behavioral Health System Baltimore) Department of Health and Mental Hygiene, Small Procurement Contract ID Number: PHPA-S1899, MDM0031021368 *Substance Abuse and Pregnancy: Expert Trainer* Total Direct Costs: $25,000
2015-2017	(Consultant: Mishka Terplan: In Kind) PI: Susan Sherman PhD NIH BSPH R01 DA041243-01 *A Structural HIV Prevention Intervention Targeting High-Risk Women*

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Total Direct Costs: $2,719,681

2015 – 2017 (Co-I: Mishka Terplan, 5% FTE)
(Grant awarded to Behavioral Health System Baltimore)
Gilead Sciences, Inc: *BHSB/Gilead HCV FOCUS*
Total Direct Costs: $180,118

2018 (Co-I: 12%) PI: V Mishra MD
709D73692 *Project ECHO Hub*
Total Direct Costs: $105,000

2018-2019 (Consultant and Executive Team Member: 5%) PI: TM Winhusen PhD
3UG1DA013732-19S2 (Subaward No: 009942-023)
Ohio Valley Node-Network of the NIDA Clinical Trials Network CTN-0080
Subaward: $20,307

2018-2019 (Medical Director: 5%) PI: V Mishra MD
Virginia Department of Health
Project ECHO Hub #2
Total Costs: $50,000

2017-2019 (Co-I: 10-20% FTE) PI: F Gerard Moeller MD
U54 DA038999
Center for Medication Development for Cocaine Use Disorder
Direct Costs: $959,853 (Annual)

2017-2019 (Co-I: 10%) PI: F Gerard Moeller MD
VBHRC00006862
Novel Preventive Treatment Paradigm to Change the Standard of Care for Those Who Recover from Opioid Overdose
Total Direct Costs: $1,200,000

2018-2019 (Co-I: 1.5%) PI: P Cunningham PhD
Robert Wood Johnson Foundation 76035
Using Section 1115 Demonstration Waivers to Increase Access to Substance Use Disorder Services: Experiences in Virginia and Maryland
Total Costs: $149,407

2016-2020 (Co-I:5% from 2019-2020) PI: S Mitchell PhD
National Council for Behavioral Health 2436.0004
Adolescent SBIRT Implementation Evaluation
Total Costs: $92,910

2015-2020 (Co-I:5% from 2019-2020) MPIs: G Bigelow PhD & R Schwartz MD
NIH/NIDA 2 UG1 DA013034
Clinical Trials Network - Mid Atlantic Node
Total Costs: $110,000

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2019-2020 (Project Director: 10%) PI: Frank MD
Opioid Settlement Recommendation Guide
Laura and John Arnold Foundation, Grant ID: 19-02823
Total Costs: $54,127

2020-2021 (Consultant)
Deleware SUPPORT Act Grant
Subject Matter Expert Council Participant
Total Costs: Reimbursement declined

2019-2021 (Consultant)
Association of State and Territorial Health Officials
Opioid Use Disorder, Maternal Outcomes, and NAS Learning Community
Total Costs: $25,000

2017-2021 (Co-I: 10%) PI: S Mitchell PhD
Conrad N. Hilton Foundation 16743
Comprehensive RCT of FaCES Adolescent SBIRT Change Package
Total Costs: $472,920

2019-2021 (Co-I: 5%) PI: J Gryczynski PhD
NIH/NIDA 1R21 DA047580-01A1
People Preferring Fentanyl (PPF): Characteristics, Outcomes, and Perspectives
Total Costs: $150,000

2020-2021 (Consultant and Faculty Lead)
DMMA, CMS SUPPORT Act
OBOT Fellowship, Training and Technical Assistance
Total Costs: $35,000

2022 (Consultant)
Contract# 2500288904
United Nations, Office of Drug Control
Synthetic Opioids, Child Development, Research, and Policy
Total Costs: $19,260

2021-2022 (Contract with Friends Research Institute)
Southeast Louisiana Area Health Education Center
Louisiana Perinatal Quality Collaborative "Improving Care for the Substance-Exposed Dyad" Initiative
Total Costs: $12,050

2022 (Consultant)
Texas Health and Human Services via Swift Solutions
Webinar Development for TEXASAIM
Total Costs: $9,000

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2022	(Consultant: 5% FTE) Bowling Business Strategies LLC *Subject Matter Expert for Delaware Division of Medicaid and Medical Assistance (DMMA) re OUD and Pregnancy* Total Costs: $13,500
2021-2022	(Co-I:5% PI: S Mitchell PhD) Zane Networks, LLC *A Qualitative Process Evaluation of AmeriHealth Caritas' Caring Communities Pilot Program* Total Costs: $67,772
2020-2023	(Independent Provider Agreement w FRI; 10% FTE) CDC 20IPA2008288 Division of Reproductive Health, Maternal and Infant Health Branch
2018-2023	(Consultant 9/19-present; Site PI: 10% 7/18-6/19; PI: HE Jones PhD) NIDA 1R01DA047867 *Medically supervised withdrawal vs. agonist maintenance in the treatment of pregnant women with opioid use disorder: Maternal, fetal and neonatal outcomes* Total Site Costs: $797,350
2023	(Consultant) Southeast Louisiana Area Health Education Center SME and Trainings for the Louisiana Perinatal Quality Collaborative *"Improving Care for the Substance-Exposed Dyad" Initiative* Total Costs: $8,500

Publications

Peer-reviewed journal articles

* Indicates collaboration with a medical student, resident, fellow or graduate student.

1. Steiner AZ, **Terplan M,** Paulson RJ. "Comparison of tamoxifen and clomiphene citrate for ovulation induction: a meta-analysis" *Hum Reprod*. 2005 Jun;20(6):1511-5.
2. **Terplan M**, Lui S. "Psychosocial interventions for pregnant women in outpatient illicit drug treatment programs compared to other interventions." *Cochrane Database of Systematic Reviews* 2007, Issue 4.
3. **Terplan M**. "Beyond nature versus nurture: race matters, but how?" *Obstetrics & Gynecology*. 110(3):550-1, 2007 Sep.
4. Lui S, **Terplan M**, Smith EJ. "Psychosocial interventions for women enrolled in alcohol treatment during pregnancy." *Cochrane Database of Systematic Reviews* 2008, Issue 3.
5. **Terplan M**, Temkin S, Tergas A*, Lengyl E "Does equal treatment yield equal outcomes? The impact of race on survival in epithelial ovarian cancer". *Gynecologic Oncology* 111(2):117-8, November 2008
6. **Terplan M**, Garrett J, Hartmann K. "Gestational Age at Enrollment and Continued Substance Use Among Pregnant Women in Drug Treatment Programs" *Journal of Addictive Diseases* 28(2) April 2009

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7. **Terplan M**, Smith EJ, Kowlowski M*, Pollack H. "Methamphetamine Use Among Pregnant Women." *Journal of Obstetrics and Gynecology* Vol. 113(6) June 2009
8. **Terplan M**, Smith EJ, Temkin S. "Racial Disparities in Ovarian Cancer Treatment and Outcomes: A systematic review" *Cancer Causes and Control* Vol 20 (7), 2009 p 1139.
9. Smith E, Lui S, **Terplan M** "Pharmacological intervention for women enrolled in alcohol treatment during pregnancy" *Cochrane Database of Systematic Reviews*, 2009 Issue 3.
10. Lui S, Li C, Xia J, **Terplan M** "Auricular acupuncture for opiate dependence in substance misuse treatment programmes" *Cochrane Database of Systematic Reviews* 2009, Issue 4.
11. **Terplan M**, Smith EJ, Kowlowski M*, Pollack H "Compassionate Coercion: Factors associated with court mandated drug and alcohol treatment in pregnancy 1994-2005" *American Journal of Addiction Medicine* Vol. 4 (Number 1), January 2010.
12. Whitaker AK*, **Terplan M**, Gold MA, Johnson LM, Creinin "Effect of a brief educational intervention on the attitudes of young women toward the intrauterine device" *Journal of Pediatric and Adolescent Health* Volume 23 (Issue 2) April 2010.
13. **Terplan M**, Glavin S, Smith EJ "Trends in Injection Drug Use in Pregnancy" *Journal of Women's Health* Volume 19 (Issue 3), March 2010.
14. Lui S, Smith EJ, **Terplan M "**Heterogeneity in search strategies among Cochrane acupuncture reviews: Is there room for improvement?" *Acupuncture in Medicine* 28(3):149-53, September 2010.
15. Domin CM*, Smith EJ, **Terplan M** "Transvaginal Ultrasonographic Measurement of Cervical Length as a Predictor of Preterm Birth: A Systematic Review with Meta-Analysis" *Ultrasound Quarterly* 26(4), December 2010.
16. **Terplan M**, Wright T "The Effects of Cocaine and Amphetamine Use during Pregnancy on the Newborn: Myth versus Reality" *Journal of Addictive Diseases*, 30(1):1-5, January 2011.
17. Albrecht J*, Lindsay B*, **Terplan M** "Effect of Waiting Time on Substance Abuse Treatment Completion in Pregnant Women" *Journal of Substance Abuse Treatment*, 41(1):71-7, July 2011.
18. Schluterman N*, **Terplan M**, Lydecker AD, Tracy JK "Human Papillomavirus (HPV) Vaccine Uptake and Completion at an Urban Hospital" *Vaccine*, 29(21), May 2011.
19. Lindsay B*, Albrecht J*, **Terplan M.** "Against Professional Advice: Treatment Attrition among Pregnant Methamphetamine Users" *Substance Abuse and Rehabilitation* 2011:2 189-195 October.
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7. **Terplan M**, Martin CE, Premkumar A, Krans EE "Caring for Pregnant and Parenting Women with Opioid Use Disorder" in Treating Opioid Use Disorder in General Medical Settings Editors Wakeman S, Rich J, Springer, 2021
8. Smid MC, **Terplan M** "Substance Use and Addiction in Pregnancy and the Postpartum Period" in Creasy and Resnik's Maternal-Fetal Medicine Editor: Lockwood CJ, 68, 1328-1356.e15, Elsevier, 2023

Edited Books and Journals

1. Moeller FG, **Terplan M,** Editors Primer on Substance Use Disorders, Oxford University Press, 2021
2. **Terplan M,** Guest Editor "Substance use and use disorder in pregnancy and postpartum" *International Review of Psychiatry*, Volume 33, Issue 6 (2021) International Review of Psychiatry: Vol 33, No 6 (tandfonline.com)

Book Reviews

1. **Terplan M** Book Review of Cancer disparities: Causes and evidence-based solutions" *Journal of Health Care for the Poor and Underserved* November 2012 issue 23 (4)

Other Publications

1. Anderson B, **Terplan M** "Understanding the IUD" http://center4research.org/medical-care-for-adults/birth-control/understanding-the-iud/ July 2013
2. **Terplan, M** "Prescription Contraceptive Use Among Opioid Using Women" Topic Teaser Blog Post InWomen, http://wp.me/p3k6IT-5q January 26, 2015
3. **Terplan, M** "Reproductive health services for women with drug and alcohol addictions" Topic Teaser Blog Post InWomen https://inwomenhealth.wordpress.com/2015/02/06/reproductive-health-services-for-women-with-drug-and-alcohol-addictions-topic-teaser/ February 6, 2015
4. **Terplan, M** "Substance Use Screening and Reproductive Education and Counseling for Substance Using Women of Child-bearing Age" Providers' Clinical Support System for Medication Assisted Treatment (PCCS-MAT), sponsored by the American Academy of Addiction Psychiatry and American Society of Addiction Medicine, online module, http://pcssmat.org/substance-use-screening-and-reproductive-education-and-counseling-for-substance-using-women-of-child-bearing-age-asam/ 2015
5. **Terplan, M** Q&A with Mishka Terplan of the University of Maryland AJPH Talks http://ajphtalks.blogspot.com/2015/10/q-with-mishka-terplan-of-university-of.html October 2, 2015
6. **Terplan M** "Addressing Addiction Myths", Guest Expert Column, Maryland Addictions Directors Council (MADC) Highlights & Happenings, October 2016 http://files.constantcontact.com/4882409b001/b375aecc-1b31-4282-b0e1-e630b5d0460c.pdf
7. Sherman SS, **Terplan M**, Boecker K "Monitored drug use sites save lives" Baltimore Sun Op-Ed October 27, 2016 http://www.baltimoresun.com/news/opinion/oped/bs-ed-drug-consumption-20161026-story.html
8. **Terplan M** and Perdue M "The Opioid Epidemic and Women" Blog Post for Academy of Women's Health, March 28, 2017 http://www.academyofwomenshealth.org/index.php?option=com_lyftenbloggie&view=entry&year=2017&month=03&day=27&id=45%3Athe-opioid-epidemic-and-women&Itemid=149

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9. Wright T (Moderator), DeRoo AJ**, Terplan M** "Maternal/Fetal Risks from Opioid Use Disorder: What You Need to Know" ACOG Update, Volume 43, Issue 5, November 1, 2017
10. **Terplan M** GenMed Podcast, VCU "Episode 37: The Opioid Crisis: Pain, Addiction, and Public Health Solutions with Dr. Mishka Terplan" https://rampages.us/dgimpodcast/ Posted February 27, 2018
11. Brown QL "The future of research in substance use and maternal and child health: An interview with Dr. Mishka Terplan" *Drug and Alcohol Dependence*, 2018, 187:141
12. **Terplan M** "Pro/Con: Are children placed in foster care too often in response to the opioid crisis?" I wrote "Pro" column, CQ Researcher, Volume 28: 26, July 20, 2018 http://library.cqpress.com/cqresearcher/document.php?id=cqresrre2018072006
13. **Terplan M** "The opioid crisis: Treating pregnant women with addiction" Expert Commentary/Interview, *OBG Management*, September 1, 2018 https://www.mdedge.com/obgyn/article/174412/obstetrics/opioid-crisis-treating-pregnant-women-addiction
14. **Terplan M** "Reproductive health is grounded in human rights" Baltimore Sun Op-Ed, November 22, 2018 https://www.baltimoresun.com/news/opinion/oped/bs-ed-op-1123-gag-rule-20181119-story.html
15. **Terplan M** "Treating the pregnant patient with opioid addiction: Q&A with Mishka Terplan, MD", *OBG Manag*. 2019 April;31(4) https://www.mdedge.com/obgyn/article/198810/opioid-resource-center/treating-pregnant-patient-opioid-addiction
16. **Terplan M** "A Path to Excellence in Treating the Whole Woman: A Subspecialty in Addiction Medicine", ACOG Rounds Monthly Newsletter, June 2019 https://www.asam.org/resources/publications/magazine/read/magazine-feature-story/2019/05/30/a-path-to-excellence-in-treating-the-whole-woman-a-subspecialty-in-addiction-medicine
17. **Terplan M** "Snapshot: Protocol 3 - Opioid Use, Misuse, and Addiction in Pregnancy and Postpartum" *Contemporary OB/GYN Journal* Vol 66 (3), March 12, 2021
18. Landis RK, Faherty LJ, **Terplan M** "How policies that punish pregnant women backfire" Santa Monica Daily News, Op Ed, August 2, 2022, https://www.smdp.com/how-policies-that-punish-pregnant-women-backfire/220052
19. Stoltman JJK, **Terplan M** "OTC naloxone is a baby step toward making the life-saving medication accessible" First Opinion STAT News, April 17, 2023 https://www.statnews.com/2023/04/17/otc-narcan-naloxone-price-availability/

Media Appearances (TV and Radio)

Print media interviews and references found at:
https://www.google.com/search?q=mishka+terplan&source=lnms&tbm=nws&sa=X&ved=0ahUKEwj5j6jF-vzfAhXL34MKHQjdD8AQ_AUIDigB&biw=1366&bih=657

1. Interviewed on WBAL, 5 o'clock news, segment titled "Price hikes could put lifesaving drug out of reach", December 5, 2014
2. Guest on "Fresh Start Today" WNOV 860, discussing drug-exposed pregnancies, March 16, 2016
3. VCU Health Facebook Live Event, July 14, 2017 https://www.facebook.com/vcuhealth/videos/10154490947936529/
4. Interviewed on WRIC, Evening news, segment titled "Henrico Sheriff treating more pregnant inmates with addiction", August 29, 2017 http://wric.com/2017/08/29/henrico-sheriff-treating-more-pregnant-inmates-with-addiction/

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5. Interviewed as part of "Staying the Course: Supporting Pregnant and Postpartum Women's Use of Medications", eLearning module produced by JMU's Institute for Innovation in Health and Human Services, for DBHDS (Opioid STR grant) 2018
6. Interviewed on WRIC, News "ER's Taking on a new role as opioid overdoses soar" May 7, 2018, http://www.wric.com/news/8-investigates/ers-taking-on-new-role-as-opioid-overdoses-soar/1159762186
7. Interviewed on WJHL "What is "Psuedoaddiction?" Virginia AG files lawsuit against Purdue, claiming it's "Fabricated"" July 6, 2018 https://www.wjhl.com/top-news/regional/what-is-pseudoaddiction-virginia-ag-files-lawsuit-against-purdue-claiming-it-s-fabricated-/1285456429
8. Interviewed on West Virginia Public Broadcasting, West Virginia Morning, March, 4, 2021 https://www.wvpublic.org/podcast/west-virginia-morning/2021-03-05/legislative-updates-and-an-hiv-outbreak-this-west-virginia-morning and "Appalachia Has 'Most Alarming' HIV Outbreak In Nation. The Proposed Solutions Are Controversial" March 5, 2021 ,https://www.wvpublic.org/inside-appalachia-2021/2021-03-05/appalachia-has-most-alarming-hiv-outbreak-in-nation-the-proposed-solutions-are-controversial
9. Interviewed on WJLA ABC7 "Addicted in America Special" aired March 27, 2021 at 6pm
10. Interviewed for BBC "Adopting a child with an opioid addiction" aired April 5, 2021 https://www.bbc.com/news/av/world-us-canada-56581394

Podcasts

1. "Essentials of Screening with Dr. Mishka Terplan" On the Front Lines Podcast Series: Managing OUD in Pregnancy, ACOG District 2, recorded 2/11/20
2. "Cannabis and Pregnancy" Episode #56, ReeferMedness, recorded 7/21/20, https://reefermed.ca/index.php#listen
3. "A Review of SUD and MOUD for Family Planning Clinicians", The Family Planning Files, National Clinical Training Center for Family Planning, December 2, 2020 https://podcasts.apple.com/us/podcast/a-review-of-sud-and-moud-for-family-planning-clinicians/id1502767481?i=1000500888786
4. "How the Pandemic is Impacting the Opioid Crisis and People in Recovery" Talk Justice Podcast, Legal Services Corporation, September 14, 2021 https://legaltalknetwork.com/podcasts/talk-justice/2021/09/how-the-pandemic-is-impacting-the-opioid-crisis-and-people-in-recovery/
5. "Substance Use and Addiction in Pregnancy" Episode 13, Trapped: Understanding Addiction Podcast, January 24, 2022 https://trappedcast.buzzsprout.com/1790086/9940162-episode-13-substance-use-and-addiction-in-pregnancy-with-dr-mishka-terplan
6. "National Clinician Consultation Center" High Truths on Drugs and Addiction Podcast, Goldhammer B, Defries T, **Terplan M**, Ristau J, with Lev R, recorded July 22, 2022 https://www.youtube.com/watch?v=oqzSeHtX-BY
7. "SMFM Care for Pregnant and Parenting People with Substance Use Disorder Bundle" SMFM Podcast Bischoff B, Chavan B, **Terplan M** recorded October 5, 2022
8. "Substance use, pregnancy, and stigma" American College of Medical Toxicology, Tox in Ten Highlights. Podcast audio, December 20, 2022, https://toxinten.libsyn.com/
9. "What to Expect: Managing Opioid Use Disorder in Pregnancy with Dr. Terplan" The Curbsiders Addiction Medicine, July 13, 2023, https://thecurbsiders.com/addiction-medicine-podcast/13-what-to-expect-managing-opioid-use-disorder-in-pregnancy-with-dr-terplan

Abstract Publication

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1. **Terplan M** "Why is there no moral panic surrounding methamphetamine use in pregnancy in the US?" *Adiktologie supplementum* 8(2):300-1 2008
2. **Terplan M** "Towards a Dynamic Model of Methamphetamine Use During Pregnancy: Where did the current surge in drug treatment admissions come from?" Adiktologie supplementum 8(2):299-300 2008
3. Tracy JK, **Terplan M**, Lydecker AD, Schluterman N. "HPV vaccine adherence in urban youth" *Cancer Prevention Research* 3(12 Suppl): PR-1 2010
4. Chisolm M, Friedman C, **Terplan M**. "The use of twitter® to advance perinatal mental health/addiction care and research." *Archives of Women's Mental Health* 16(1) Supplement:1-146 2012
5. Ma B, Brotman RM, Gajer P, Fadrosh D, Mahurkar A, White O, **Terplan M**, Bavoil P, Forney LJ, Ravel J. "Association between chlamydia trachomatis genital infection and the vaginal microbiome" *Sex Transm Infect* 89 (A35): doi:10.1136/sextrans-2013-051184.0110; 2013.
6. Bavoil PM, Myers GSA, Ma B, Marques PX, Gajer P, Craig A, Huot-Creasy H, Humphrys M, Collinetti E, Lowe S, Nandy M, George N, Shou H, Hovis K, Wand H, Mark K, Mahurkar A, Forney L, Hsia R, Wilson D, **Terplan M**, Ravel J. 2014. "Eco-Pathogenomics of Chlamydial Reproductive Tract Infection (EPCRTI)". Thirteenth International Symposium on Human Chlamydial Infection, *Schachter et al. (eds.)*, pp. 63-66.
7. Desai A, Mark K, **Terplan M.** "Marijuana Use and Pregnancy: Prevalence, Associated Behaviors, and Birth Outcomes" *Obstetrics & Gynecology* 123():46S, May 2014.
8. Bryant-Genevier MM, Martin CE, **Terplan M**. "Reproductive Health Needs Among Drug Treatment Clients" *Obstetrics & Gynecology* 123():104S, May 2014.
9. Ma B, Gajer P, Humphrys M, Yang H, Fu L, **Terplan M**, Bavoil P, Ravel J "Azythromycin treatment for chlamydia trachomatis is associated with vaginal microbiota lacking protective lactobacillus" Sexually Transmitted Infections 91(Suppl 2):A116.2-A116 · August 2015
10. Premkumar A, Grobman WA, **Terplan M**, Miller ES "Methadone, buprenorphine, or detoxification for management of perinatal opioid use disorder: A cost-effectiveness analysis" AJOG, Vol 220, Issue 1, S486, January 2019

Major Invited Speeches

Local

1. "Prenatal Care – A Game", University of Chicago Department of OB/Gyn Grand Rounds, Chicago IL 2006
2. "Racial Disparities in the Treatment and Outcome of Ovarian Cancer", University of Chicago Department of OB/Gyn Grand Rounds, Chicago IL 2008
3. "Prenatal Substance Use and Moral Panic: Crack versus Meth", University of Chicago Department of OB/Gyn Section of Family Planning, Chicago IL 2009
4. "Racial Disparities in Ovarian Cancer Treatment and Survival", Grand Rounds Northshore Hospital, Evanston, IL. 2009
5. "Updates in Contraception", Grand Rounds, Evelyn Jordan Center, University of Maryland Medical Center, Baltimore, MD. 2010
6. "Prenatal Substance Use and Moral Panic: Crack versus meth in science and society", Grand Rounds, University of Maryland, Department of Obstetrics and Gynecology, Baltimore, MD. 2010
7. "Substance Use in Pregnancy", Addiction Psychiatry Fellowship, Department of Psychiatry, Baltimore MD. 2010

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8. "Contraception: History and Updates", May 13th, Health Care for the Homeless, Women's Health Conference, Baltimore, MD. 2010
9. "Racial Disparities in Ovarian Cancer", May 27th, Grand Rounds, Providence Hospital, Washington DC. 2010
10. "Medical Eligibility Criteria for Contraceptive Use", June 18th, Family Planning Provider Meeting, Maryland Department of Health and Mental Hygiene, Annapolis, MD. 2010
11. "Trends in Illicit Drug Use in Pregnancy in the US" Grand Rounds Southern Maryland Hospital November 3rd, Clinton, MD. 2010
12. "Contraceptive Conundrums", January 21st, Family Planning Provider Meeting, Maryland Department of Health and Mental Hygiene, Annapolis, MD. 2011
13. "Updates in Contraception", Lunch and Learn, January 25th, University of Maryland Medical Center, Baltimore MD. 2011
14. "Trends in Substance Use in Pregnancy" Grand Rounds St Joseph's Medical Center, , Towson, MD. February 10, 2011
15. "Reproductive Health for Women with Disabilities" Grand Rounds, Kernan Orthopaedics and Rehabilitation Hospital, Baltimore, MD. , July 26, 2011
16. "Women and Illicit Drug Use" Grand Rounds, Frederick Memorial Hospital, Frederick MD. March 16, 2012
17. "Crack Babies" Grand Rounds, Laurel Regional Hospital, Laurel MD. April 26, 2012
18. "The CHARM Cohort", Scientific Advisory Committee Meeting Maryland STI-CRC, Baltimore, MD. October 25, 2012
19. "Contraceptive Update". Maryland's 31st Annual Reproductive Heath Update, Baltimore, MD. April 26, 2013
20. "Drug Scares and Science: What we can learn from 'crack babies'". Regional Perinatal Advisory Group: The Challenges of Substance Use in Pregnancy and a Toolkit to Help. Westminster, MD. November 13th, 2013.
21. "Pregnancy and Substance Use Disorders". Perinatal Social Work Meeting Department of Social Services. November 20th, 2014, Baltimore, MD.
22. "Overdose and Prevention Baltimore City". Legislative Breakfast, Behavioral Health System Baltimore, December 20th, 2014, Baltimore, MD.
23. "What is Behavioral Health System Baltimore and what's happening there?" Food for Thought Lecture Series, Office of Policy and Planning, Baltimore City Health Department, January 27th, 2015, Baltimore, MD.
24. "Pregnancy and Substance Use Disorders". Baltimore Healthy Start, February 5th, 2015, Baltimore, MD.
25. "Marijuana Use in Pregnancy". Baltimore Baby Stat, February 24th, 2015, Baltimore, MD.
26. "Pregnancy and Substance Use". Department of Health and Mental Hygiene, Behavioral Health Administration, Women's Services Office of Education and Training. Washington County Health Department – Cameo House, April 27th, 2015, Hagerstown, MD.
27. "Pregnancy and Substance Use". Department of Health and Mental Hygiene, Behavioral Health Administration, Women's Services Office of Education and Training. Worcester County Health Department. May 21st, 2015, Snow Hill, MD.
28. "Pregnancy and Substance Use" Capital Women's Care Lunch Lecture. May 27th, 2015, Hagerstown, MD.
29. "Trends, treatment and outcomes of opioid use during pregnancy" Perinatal/neonatal Network Maryland Patient Safety, June 11th, 2015, Ellicott City, MD.
30. "Opioid use and addiction in Baltimore" National Physicians Alliance Maryland, Baltimore community discussion and potluck dinner, September 27, 2015, Baltimore City, MD

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31. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Cecil County Health Department, November 5, 2015, Elkton, MD
32. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Carroll Hospital Center Campus, November 16, 2015, Westminster, MD https://www.youtube.com/watch?v=qFPr4oOOUnU&feature=em-upload_owner#action=share
33. "How Healthcare Does Harm: A conversation about substance use and pregnancy" Johns Hopkins School of Nursing, December 2, 2015, Baltimore, MD
34. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Eastern Shore Hospital Center, December 3, 2015, Cambridge, MD
35. "Understanding Addiction as a Disease: The special case of pregnancy" Maternal Substance Use Disorder and Substance Exposed Newborns, Peninsula Regional Medical Center, December 16, 2015, Salisbury, MD
36. "Ethical Issues in the Care of Women with Opioid Use Disorder, their Children and Families" Maternal Substance Use Disorder and Substance Exposed Newborns, Peninsula Regional Medical Center, December 16, 2015, Salisbury, MD
37. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Prince George's County, February 8, 2016, Largo, MD
38. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Prince George's County, February 18, 2016, Largo, MD
39. "How Healthcare Does Harm: Substance use in pregnancy" Medical Students for Choice, University of Maryland School of Medicine, February 25, 2016, Baltimore, MD
40. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Baltimore County, February 26, 2016, Catonsville, MD
41. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Prince George's County, March 3, 2016, Largo, MD
42. "Substance Use in Pregnancy" Maryland Maternal Mortality Review Summit, MedChi, March 12, 2016, Baltimore, MD
43. "Drugs and Addiction", Success Academy High School, March 17, 2016, Baltimore, MD
44. "Opioids and Patient Safety" 12th Annual Maryland Patient Safety Conference, March 18, 2016, Baltimore, MD
45. "Medical Cannabis and Maryland" Calvert County Commissioners, March 22, 2016, Prince Frederick, MD
46. "Screening Brief Intervention Referral to Treatment" Planned Parenthood Maryland, March 26, 2016, Baltimore, MD
47. "Substance Use During Reproductive Health Years & Pregnancy: Review of Current Clinical Guidelines" Calvert Memorial Hospital, April 18, 2016, Prince Frederick, MD
48. "Pregnancy and Substance Use" Behavioral Health System Baltimore and Behavioral Health Administration/Office of Workforce Development and Training. Prince George's County, April 21, 2016, Largo, MD
49. "Medication Assisted Treatment: Standards of Care" Maryland State Attorney General's Office, May 12, 2016, Baltimore, MD

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50. "Substance Use, Pregnancy and Parenting: Info for Home Visitors" Family League Baltimore, May 19, 2016, Baltimore, MD
51. "Caring for Pregnant Women with Addiction: Care in Context" Anne Arundel Medical Center, CME Grand Rounds, July 20, 2016, Annapolis, MD
52. "The Opiate Epidemic" Maryland Association of Healthcare Executives, Panel Discussion with O'Brien KO and Myers-Preston T, July 21, 2016, Columbia, MD
53. "Opioids and Patient Safety" American Case Management Association, Maryland Chapter, August 15, 2016, Westminster, MD
54. "The opioid epidemic and the care of pregnant women" Baltimore Washington Medical Center, Grand Rounds, Department of Obstetrics and Gynecology, September 8, 2016, Glenn Burnie, MD
55. "Medical Cannabis Maryland" Calvert County Commissioners, September 13, 2016, Prince Frederick, MD
56. "Opioid as Pharmakon: Harm and Healing from the 19th Century to the Present Day" Maryland Patient Safety Conference, the Opioid Crisis: Maryland Healthcare Reacts, November 9, 2016, Ellicott City, MD
57. "Why addiction is a chronic disease and not a moral failing" Department of Medical Assistance Services, Addiction and Recovery Treatment Services, Provider Association Monthly Meeting, December 15, 2016, Richmond, VA
58. "Why addiction is a chronic disease and not a moral failing" Department of Medical Assistance Services CMO and Pharmacy Workgroup Monthly Meeting, January 5, 2017, Richmond, VA
59. "A brief introduction to addiction as a brain disease" Virginia Senate Education and Health and Virginia House Health, Welfare, and Institutions Joint Meeting (I spoke at the request of Secretory Hazel), January 12, 2017, Richmond, VA
60. "Integration as prevention: Reproductive health in treatment and recovery" Lecture for Hubert H. Humphrey Fellowship Program, VCU Department of Psychology, January 20, 2017, Richmond VA
61. "Opioid use in context with pregnant women" Virginia Association of Medication Assisted Recovery Programs Annual Conference, March 28, 2017, Richmond, VA
62. "At the intersections of opioids, pregnancy and HIV: Care in context" Webinar for AIDS Education and Training Center Program MidAtlantic, April 5, 2017, Richmond, VA
63. "Gender and use, misuse, treatment and recovery" The College Behavioral and Emotional Health Institute (COBE) From Research to Recovery Conference, April 18, 2017, Richmond, VA https://youtu.be/siC6Cd4Q3MQ?list=PLRxmPJtBsRReibDK8iG1GnlSKygQnSPDe
64. "New VCU OBOT Clinic" Presentation to the Governor's Executive Leadership Team on Opioids and Addiction, April 26, 2017, Richmond, VA
65. "Pregnancy, opioid addiction, and care issues in Virginia" Virginia Neonatal-Perinatal Collaborative Spring Meeting, May 12, 2017, Richmond VA
66. "Addiction: Treatment and Recovery" Henrico Area Mental Health and Developmental Services, May 31, 2017, Glenn Ellen, VA
67. "MAT: Review" Virginia Opioid Prevention, Treatment and Recovery (VA OPT-R) Initial Implementation Meeting, Virginia Department of Behavioral Health and Developmental Services, June 1, 2017, Staunton, VA
68. "Substance Abuse Crisis in Virginia" Eastern Region Pre-Exposure Prophylaxis (PrEP) /Non-Occupational Post-Exposure Prophylaxis (nPEP) & The Substance Abuse Crisis in Virginia Symposium, Virginia HIV/AIDS Resource Center in collaboration with MidAtlantic AETC, June 27, 2017, Newport News, VA

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69. "Substance use in pregnancy: Treatment considerations", Community Service Board Substance Abuse Council, July 21, 2017, Glen Allen, VA
70. "From brain science to public health: Addiction as disease" Virginia Drug Treatment Courts, Virginia Drug Court Dockets are the Best Practice Solutions to New Challenges Training, August 8, 2017, Roanoke, VA
71. "Evidence Based Treatment for Pregnant Women" and "Considerations for Pregnant Women and ASAM Levels of Care" ARTS and Pregnant Women's Services, September 13, 2017, DMAS, Richmond VA
72. "Addiction: An introduction to brain science and public health" Virginia Board of Nursing, September 19, 2017, Henrico, VA
73. "Pregnancy and Punishment: How to do less harm" Best Practices in Community Mobilization in Response to Substance Use Related Epidemics, University of Virginia, Center for Global Health, September 26, 2017, Charlottesville, VA
74. "The opioid crisis: Pain, addiction and public health solutions" Markham Lecture for Department of Internal Medicine VCU, Medical Grand Rounds, September 28, 2017, Richmond, VA
75. "Empathy and adherence: A practitioner perspective on addiction treatment and recovery" Langston Center for Quality, Safety and Innovation Annual Symposium, "Patients and Practitioners: Partnering for Health", VCU, October 3, 2017, Richmond, VA
76. "Pain, women and the opioid crisis" Grand Rounds, Department of Psychiatry, VCU, October 6, 2017, Richmond, VA
77. "Women in the Opioid Crisis: Pain, Pregnancy and Life Course" Addressing the Opioid Crisis: Treatment that Works, Sponsored by: Fauquier Health, Mental Health Association of Fauquier, Rappahannock Rapidan Community Services, and Come As You Are Coalition, October 11, 2017, Warrenton, VA
78. "The 4 Ps: Pain, Pregnancy, Policy, and Punishment" Grand Rounds, Department of Obstetrics and Gynecology, VCU October 12, 2017, Richmond, VA
79. "What is Addiction and how can it be prevented and treated?" Keynote for "Chasing the Dragon: The danger to our community of prescription opioids and heroin" Rural Substance Abuse Awareness Coalition; Goochland Commonwealth's Attorney's Office, October 25, 2017, Goochland, VA
80. "The opioid epidemic in women: Managing pain and addiction in pregnancy and beyond" Mid-Atlantic Permanente Medical Group 3rd Annual Pain Summit: "Unique perspectives on the opioid crisis in America: Increasing awareness to improve patient outcomes" November 4, 2017, Tysons Corner, VA
81. "Addiction and Pain: Assessment and Management" The 23rd Annual Sports Medicine Update: Managing Sports Injuries Across the Lifespan, VCU Health Continuing Medical Education, December 3, 2017, Williamsburg, VA
82. "The Opioid Crisis: Pain, Addiction & Public Health Solutions", Health Brigade, January 9, 2018, Richmond, VA
83. "Addiction: Prevention, Treatment and Richmond Resources", VCU Student Health, January 18, 2018, Richmond, VA
84. "Dyad or Disaster: Reflections on Pharmacotherapy for Opioid Use Disorder in Pregnancy", Ware Dunn Advances in Obstetrics and Gynecology Conference, VCU Health, February 9, 2018, Richmond, VA
85. "Do Less Harm: Public vs Punitive Health in the US Response to the Opioid Crisis", The Ache of Addiction, St. James's Episcopalian Church Lenten Speaker Series, February 28, 2018, Richmond, VA

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86. "The Opioid Epidemic: Engaging Our Community", Keynote Address, Horizon Behavioral Health and the Central Virginia Opioid Epidemic Coalition, March 1, 2018, Lynchburg, VA
87. "Overview of Treatment for Pregnant Women with Opioid Use Disorder", Grand Rounds Virginia Baptist Hospital, March 2, 2018, Lynchburg, VA
88. "The Opioid Crisis: Pregnancy, Substance Use and Treatment" Family Lifeline Board Meeting, March 6, 2018, Richmond, VA
89. "Opioid Crisis and OUD Treatment: Overview in US and Commonwealth" VCU Department of Psychiatry Inpatient Monthly Service Meeting, March 6, 2018, Richmond VA
90. "Opioid Epidemic" American College of Physicians, Virginia Chapter, Annual Meeting and Clinical Update, March 17, 2018, Richmond VA
91. "ACEs and the War on Drugs: Prevention, Treatment and Recovery" From Research to Recovery: A Town Hall Meeting, COBE (College Behavioral and Emotional Health Institute), VCU, April 19, 2018, Richmond VA
92. "Treatment: Women with Substance Use Disorders, Pregnancy and Postpartum" (With Jenny Fox MD) Virginia Association of Community Services Boards, Development and Training Conference, May 2, 2018, Portsmouth, VA
93. "The Opioid Crisis Demands Dynamic Public Health Solutions" Grand Rounds, Department Neurology, VCU, May 17, 2018, Richmond VA
94. "Addiction: Prevention, Assessment, Treatment and Recovery" Virginia Department of Health Professions, All Staff Training, May 23, 2018, Henrico, VA
95. "Working with Substance Use Disorder Mothers and Substance Exposed Infants" (Organized by Foster R) Central Virginia Family Resiliency Project Training, May 30, 2018, Richmond, VA
96. "The Impact of the Opioid Abuse Epidemic on Women [sic]" Family Education Program, Rams in Recovery, July 9, 2018, Richmond VA
97. "The Opioid Crisis in the US" Family Education Program, Rams in Recovery, July 19, 2018, Richmond VA
98. "Addiction Treatment and Recovery" Joint CHIEFs & CHAPs Conference, Virginia Department of Corrections, August 15, 2018, Crozier VA
99. "The Opioid Crisis and Appropriate Public Health Response" Grand Rounds, Department of Surgery, VCU, August 23, 2018, Richmond VA
100. "Women & Addiction: Best Practices Across the Lifespan" Virginia Drug Treatment Courts Annual Conference, August 27, 2018, Williamsburg, VA
101. "Health Effects of Alcohol, Cannabis and Opioids: The Real Deal" VCU Mental Health Mini University, sponsored by L. Douglas Wilder School of Government and Public Affairs and the Department of Psychiatry VCU, in conjunction with the Joint Subcommittee to Study Mental Health Services in the Commonwealth in the 21st century (the Deeds Commission), September 6, 2018, Richmond, VA
102. "Medical Considerations for MAT" Medication Assisted Treatment Reentry Initiative (MATRI) Protocol, Virginia Department of Corrections, September 11, 2018, Richmond VA
103. "Self-Managed Abortion" Blue Ridge Abortion Fund and If/When/How Panel presentation with Diaz-Tello F and Bracken H, UVA School of Law, October 2, 2018, Charlottesville, VA
104. "Opioids, Gender, Treatment, Pregnancy" Keynote Virginia Association of Medicated Assisted Recovery Program Conference, October 12, 2018, Portsmouth, VA
105. "Opiates, Addiction, Treatment" ACOG Virginia Section 7th Annual Meeting, October 12, 2018, Richmond, VA
106. "Intake/Orientation and Induction on Pharmacotherapy" FQHC Training, DMAS, October 22, 2018, Henrico, VA

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107. "Addiction Treatment and Recovery: A Primer for Re-entry" *Future Directions in Re-entry: People Who Make a Difference* 2018 Statewide Jail Re-entry Conference, Presented by the Office of Attorney General Mark R. Herring, October 23, 2018, Virginia Beach, VA
108. "Addiction Treatment and Recovery: An Introduction" Henrico Community Service Board, November 1, 2018, Henrico, VA
109. "An Introduction to Addiction Treatment and Recovery" Presentation and discussion with Southwest VA Drug Court Judges, November 12, 2018, Lebanon, VA
110. "Opioid Use Disorder Treatment in Pregnancy" Grand Rounds with C Chisolm MD, St. Mary's Hospital, Bon Secours Hospital System, November 28, 2018, Henrico, VA
111. "Overview of Addiction: Special Issues with Pregnant and Postpartum Women" Metro CASA (Court Appointed Special Advocates) Training, December 1, 2018, Henrico, VA
112. "The Opioid Crisis" VCU Alumni Continuing Education Lecture, January 15, 2019, Richmond, VA
113. "Women and the Opioid Crisis: Pain, Pregnancy Policy and Punishment" The Woman's Club, Monday Programs Lecture Series, January 21, 2019, Richmond, VA
114. "Health Effects of Alcohol, Cannabis and Opioids" Presentation to The Courts of Justice Committee of the Virginia State Senate, January 23, 2019, Richmond, VA
115. "Opioid Use Disorder: Diagnosis and Treatment" Presentation to the Henrico Drug Court, March 22, 2019, Henrico, VA
116. "From Principle to Practice: Integration of Care for Addiction Treatment" 2nd Annual Virginia Interprofessional Summit for Addiction Education, Department of Behavioral Health and Developmental Services, March 29, 2019 Henrico, VA
117. "Landscape of Opioids in VA" *Opioids, The Changing Landscape: Regulatory and Legal Implications*, Central Virginia Addiction and Recovery Resources Community Meeting, March 30, 2019. Lynchburg, VA
118. "Opioids 101: Medication and Recovery" *VADOC Reentry Summit 2019*, Virginia Department of Corrections, May 7 and 8, 2019, Crozier, VA
119. "Clinical Guidance for Treating Pregnant and Parenting Women with Opioid Use Disorder and their Infants" 2019 SAMHSA Training with Peglow D, DeRoo AJ, Martin CE, Eastern Virginia Medical School, May 11, 2019, Norfolk, VA
120. "Understanding Addiction as a Chronic Disease" Addiction & Recovery Training Summits, Virginia Department of Social Services, May 21, 2019, Harrisonburg, VA
121. "Prescribing Medications For Opioid Use Disorder (MOUD) Via Telehealth During The COVID-19 Pandemic" DMAS, Webinar, April 2 and 3, 2020
122. "Addiction Medicine in the COVID-19 Pandemic: Home Induction" DMAS, Webinar, April 22, 2020
123. "Withdrawal Syndromes and Tele-Behavioral Health" DMAS and SUPPORT Act Grant Webinar with Brasler P, April 23 and May 5, 2020
124. "Pregnant and Postpartum Care for People with SUD During the COVID-19 Pandemic" DMAS SUPPORT Act Grant Webinar, May 28, 2020
125. "HIV and Hepatitis C Update: Pregnancy and Postpartum" DMAS SUPPORT Act Grant Webinar, June 4 and 22, 2020
126. "Prenatal Screenings and Assessments" Virginia ECHO Series Caring for Pregnant and Parenting Patients with Opioid Use Disorder, Webinar, June 5, 2020
127. "Caring for Chronic Pain within Addiction Treatment" DMAS SUPPORT Act Grant Webinar, June 10 and 24, 2020
128. "Pregnant and Postpartum Care for People with SUD During the COVID-19 Pandemic" Virginia Pharmacists Association, Webinar, June 18, 2020

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129. "Medication for Opioid Use Disorder in Pregnancy" VA Department of Corrections, Health Services Unit, Project ECHO, July 15, 2020
130. "Medication for Opioid Use Disorder in Pregnancy" VCU Project ECHO, July 17, 2020
131. "Caring for pregnant and parenting women with opioid use disorder?" SAMHSA Course in support of Mayor Muriel Bowser's National Maternal and Infant Health Initiative (With Drs. HE Jones, CE Martin and KJ Taylor, J Bennet Moderator), Webinar, Washington DC September 17-18, 2020
132. "Opioids and Maternal Health: Screening and Stigma, Treatment and Trauma" Opioid Response Symposium, District of Columbia Hospital Association, September 30, 2020
133. "Long Acting Reversible Contraceptives" Virginia ECHO Series Caring for Pregnant and Parenting Patients with Opioid Use Disorder, October 2, 2020
134. "(Re)Considering Withdrawal Management in Addiction Treatment", MHRS/SUD Clinical Director's Meeting, DBH, DCH, January 28, 2021
135. "Cannabis and Pregnancy: History and Outcomes, Criticism and Something Concrete" Community of Hope Provider Meeting, March 9, 2021
136. "Pregnancy and Substance: Policy, Punishment, and Public Health", Pyxis Team Lunch and Learn, April 12, 2021
137. "Methadone Save Lives But Stigma Kills" Clinical Champions Roundtable, DCHA, June 8, 2021
138. "Discrimination and Drug Policy: Centering on Pregnant People and their Infants" (with Taylor K) Annual Women's Conference, Behavioral Health Authority, MD, June 17, 2021
139. "Addiction 101" Behavioral Health Annual Training for Secret Service Officers, Washington DC, July 15, 2021
140. "California Statewide Poison Control Conference" Discussant, NCCC, CPCC, October 11, 2021
141. "Addiction 101" Secret Service Officer Training, Washington DC, October 22, 2021
142. "Screening and Testing for Drug Use During the Birth Hospitalization: Clinical Considerations" (with Ralston S, Hunt S) OCME MMR and IMR Drug Testing Workgroup, December 21, 2021
143. "Screening and Testing for Drug Use During the Birth Hospitalization: Clinical Considerations" DC AAP Fetus and Newborn Committee, March 15, 2022
144. "Addiction 101" Secret Service Officer Training, Washington DC, March 22, 2022
145. "Drug Test and Consequence: Rethinking Clinical Priorities" MedStar Perinatal Conference, May 24, 2022
146. "Addiction 101" Secret Service Officer Training, Washington DC, June 29, 2022
147. "Addiction 101" Access Help Line, DBH, Washington DC, September 13, 2022
148. "Addiction 101" Access Help Line, DBH, Washington DC, September 22, 2022
149. "Caring for Maternal-Infant Dyads Impacted by Addiction" MDMOM Home Visiting Community of Practice Meeting, November 7, 2022
150. "Cannabis in Pregnancy" The Maryland Office of the Public Defender, Recurring Classes, December 8, 2022
151. "Cannabis Use During Pregnancy" DC Perinatal Consortium, Developing Brain Research Laboratory, DC Children's, February 8, 2023
152. "Language and OUD Stigma Training" Amerihealth, DE Medicaid, April 10, 2023
153. "Language and OUD Stigma Training" Delaware First Health, DE Medicaid, April 17, 2023
154. "Language and OUD Stigma Training" Highmark Health Options, DE Medicaid, April 24, 2023

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155. "Pregnancy, Drug Use, Treatment, Recovery, and Criminalization". Maryland Office of the Public Defender, July 12, 2023

National

1. **Terplan M** "Cocaine and Pregnancy: Two decades of evidence", Hampshire College, Hampshire MA 2005
2. **Terplan M** "Prenatal Substance Use and Moral Panic: Crack versus Meth", Brown University Department of OB/Gyn Section of General Gynecology, Providence RI 2009
3. **Terplan M**, Jones HE. "Expert Host: Perinatal/Neonatal Addictions." International Women's and Children's Health and Gender Group (InWomen's) 1st Half-Day Conference, Scottsdale, AZ. June 11, 2010
4. **Terplan, M** "Drug Scares and Science: Learning from the 'Crack Babies'" Law and Policy of the Developing Brain: Neuroscience from Womb to Death, hosted by University of California Hastings College of Law & Stanford Law School, San Francisco and Palo Alto, CA. February 10 and 11, 2012
5. **Terplan M** "The Regulation of Illicit Substance Exposure in Pregnancy" Law and Policy of the Developing Brain: Neuroscience from Womb to Death, hosted by University of California Hastings College of Law & Stanford Law School San Francisco and Palo Alto, CA. February 10 and 11, 2012
6. **Terplan M** "Substance Abuse Treatment in Pregnant Women: Does wait time matter?" Behavioral Health Data Users Conference: Translational Research for Policy and Programs, hosted by Center for Behavioral Health Statistics and Quality, SAMHSA, Washington D.C. August 8-10, 2012
7. **Terplan M** "Drug Scares and Science: What "Crack Babies" can teach us about current drug problems in pregnancy" National Association of Prenatal Social Workers 37th Annual Conference, Baltimore, MD. May 8-11, 2013
8. **Terplan M** "Science and Drug Scares: What "crack babies" can teach us about study design" Invited Faculty for Grand Rounds Resident Research Day Faculty, University of Illinois College of Medicine, Department Obstetrics and Gynecology, Chicago, IL. May 17, 2013
9. **Terplan M** " Science and Drug Scares: What "crack babies" can teach us about study design" Invited Webinar to March of Dimes NICU Family Support Specialists, Webinar. July 17th, 2013
10. **Terplan M** SEI-IDTA Webinar: A Dialogue with Dr. Mishka Terplan on Prenatal Care and Substance Use During Pregnancy "Substance use in pregnancy: The OB/Gyn perspective" Invited Webinar to National Center on Substance Abuse and Child Welfare, Webinar, March 5th, 2015. http://www.cffutures.org/presentations/webinars/substance-use-pregnancy-obgyn-perspective
11. **Terplan M** "El impacto de la salud conductal en los resultados medicos: El rol de la salud mental en la medicina" (The role of behavioral health in medical care). Primero Congresso Fundacion Montilla, New York City, March 21st, 2015.
12. **Terplan M** "Substance Use Disorders and Stigma". American Medical Association Task Force To Reduce Opioid Abuse, Washington DC, March 26th, 2015.
13. **Terplan M** "Reproducing inequities and stigma: Why the integration of family planning services are needed in drug treatment" Treatment Research Institute, Philadelphia PA, August 26th, 2015.
14. **Terplan M** "Prevention though Integration: Behavioral Health in Wellness" University of Louisville School of Public Health, Louisville KY, September 15th, 2015.

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15. **Terplan M** "Medications in the treatment of opioid use disorders: Buprenorphine", Congressional Briefing, Addiction Treatment and Recovery Caucus, Washington DC, October 28th, 2015.
16. **Terplan M** "Opioid use in pregnancy: Trends, treatment and controversies" Innovative Discoveries Series, Delaware-CTR ACCEL (Accelerating Clinical and Translational Research), Christiana Medical Center, Newark, DE, March 25th, 2016. https://www.de-ctr.org/node/1511
17. **Terplan M** "Multidisciplinary care of pregnant women" Opioid Use in Pregnancy, Neonatal Abstinence Syndrome, and Childhood Outcomes Workshop, Co-sponsored by NICHD/ACOG/AAP/SMFM/CDC/MOD, Rockville MD, April 4-5, 2016.
18. **Terplan M** "Addressing substance use and use disorders in pregnancy" National Center for Substance Abuse and Child Welfare, New Jersey Substance Exposed Infant Site Visit, Voorhees, NJ, April 13, 2016.
19. **Terplan M** "Drug and alcohol use in pregnancy: Where reproductive health and addiction intersect" Annual meeting of the Interagency Coordinating Committee on Fetal Alcohol Spectrum Disorders, NIAAA, Rockville, MD, April 14, 2016.
20. **Terplan M** "Care in Context: Treating the Whole Mother from Preconception to Postpartum" 2016 Texas Neonatal Abstinence Syndrome Conference, Texas Department of State Health Services, Austin, TX, May 16, 2016.
21. **Terplan M** "Pregnancy and the Opioid Epidemic: Where From and Whither To" 2016 Texas Neonatal Abstinence Syndrome Conference, Texas Department of State Health Services, Austin, TX, May 16, 2016.
22. **Terplan M** "Substance Use in Pregnancy: The OB/GYN Perspective" Cross System Collaboration: Addressing Maternal Substance Use, Virginia Department of Behavioral Health and Developmental Services, Charlottesville, VA, June 22, 2016
23. **Terplan M** "Women and the Opioid Epidemic(s): Historical Context and Public Health Response" Grand Rounds, Department of Obstetrics and Gynecology, Thomas Jefferson University, Philadelphia, PA, July 7, 2016.
24. **Terplan M** "Pregnancy and the Opioid Epidemic: Where from and wither to" 2016 Texas Behavioral Health Institute, Texas Department of State Health Services, Austin, TX, July 14, 2016.
25. **Terplan M** "Women and the opioid epidemic(s): Historical context and public health response" Grand Rounds University of Southern California, Los Angeles County, Grand Rounds, Department of Obstetrics and Gynecology, Los Angeles, CA, August 5, 2016.
26. **Terplan M** "Women who use drugs: A lifecourse perspective" Keynote speaker Minnesota American Indian Mental Health Advisory Council Conference, Walker, MN, August 24, 2016.
27. **Terplan M** "Substance use in pregnancy" California Society of Addiction Medicine, Essentials of Addiction Medicine, Anaheim, CA, August 27, 2016.
28. **Terplan M** "Prevention though integration: Life course perspectives" Office on Women's Health, National Meeting on Opioid Use, Abuse, and Overdose in Women, Crystal City, VA, September 29, 2016.
29. **Terplan M** "Opioid use and treatment in pregnancy" Southern Psychiatric Association and Maryland Psychiatric Society Joint Scientific Meeting, Baltimore, MD, September 30, 2016.
30. **Terplan M** "Marijuana legalization: potential impacts on maternal-infant health" Vermont Center on Behavior and Health, 4th Annual Conference, Burlington, VT, October 6-7, 2016.
31. **Terplan M** "Opioids and pregnancy – life course perspectives" 7th Annual Prescription Drug Abuse & Heroin Symposium, Indiana Prescription Drug Abuse Prevention Taskforce, Indianapolis, IN, October 13 - 14, 2016.

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32. **Terplan M**, Roberts E "Chemical endangerment prosecutions for in utero substance exposure: Social and medical perspective" Court Referral, Community Corrections, and Drug Courts Joint Conference, the Alabama Administrative Office of the Courts, Orange Beach, AL, October 18-21, 2016.
33. **Terplan M** "Supporting women who use opioids during pregnancy: Clinical and public health considerations" Cook County Hospital and Health Systems Grand Rounds in collaboration with Chicago Department of Health, Chicago, IL, November 7, 2016.
34. **Terplan M** "Overview of pregnant women and substance use" Bridging the divide, pregnant women and substance use roundtable, Jacobs Institute of Women's Health, the George Washington University, Washington DC, November 17, 2016.
35. **Terplan M** "Pregnancy and Buprenorphine for the General ObGyn" The ASAM Buprenorphine Waiver Course Instructor (with Edwin Salsitz), ACOG Headquarters, Washington DC, December 2, 2016
36. **Terplan M** "Prevention of substance use through integration into healthcare" CDC Public Health Grand Rounds (Addressing the unique challenges of opioid use disorder in women), CDC, Atlanta, GA, January 17, 2017. https://www.youtube.com/watch?v=w8f6zJdVbv8
37. **Terplan M** "Collaborative Approach to Treatment for Pregnant and Postpartum Women with Opioid Use Disorders and their Infants and Families" 2017 Policy Academy: Improving outcomes for pregnant and postpartum women with opioid use disorders and their infants, families and caregiver, SAMHSA, Children's Bureau, Baltimore, MD, February 8, 2017
38. **Terplan M** "Maternal Opioid Use and Neonatal Abstinence Syndrome" Committee on American Indian/Alaska Native Women's Health Meeting, ACOG, Denver, CO, February 10, 2017
39. **Terplan M** "Buprenorphine for the General ObGyn" The ASAM Buprenorphine Waiver Course, Instructor, ACOG Headquarters, Washington DC, March 3, 2017
40. **Terplan M** "Pregnant Women Who Use Drugs: Stigma, Science and Society" March of Dimes 17th Annual Birth Conference, Orange County, CA, March 14, 2017
41. **Terplan M** "Caring for pregnant women who use drugs: Ethics and evidence" Grand Rounds, Department Obstetrics, Gynecology & Reproductive Sciences University of Vermont, Burlington, VT, April 11, 2017
42. **Terplan M** "Overcoming addiction stigma: Reflections on the care of pregnant women" The Winding Road of Addiction: Hope on the Horizon, Massachusetts Medical Society Annual Meeting Boston, MA, April 28, 2017
43. **Terplan M** "Women, Pain Management, and the Opioid Epidemic: How We Got Here, What We Can Do" Women's Health 2017: The 25th Anniversary Congress, Pentagon City, VA, April 20, 2017
44. **Terplan M** "Your role in effectively managing pain through opioids" Responding to the Impact of the Opioid Epidemic on Women, The American Medical Association's Women Physician Section (WPS), 2017 Annual Meeting of the AMA House of Delegates, Chicago, IL, June 10, 2017
45. **Terplan M** "Lifecourse considerations: Contraception for women with opioid use disorder" Norwegian Consensus Conference Opioid Maintenance Treatment in Pregnancy, Oslo, Norway, June 14, 2017
46. **Terplan M** "Pregnancy and the addiction treatment gap" Institute for Medicaid Innovation, Opioid Epidemic: Crisis to Care in Medicaid Conference, Washington DC, June 22, 2017 https://www.youtube.com/watch?v=sQfhiFAiu_4
47. **Terplan M** "Cannabis opioids pregnancy postpartum" DC, MD & NJ Healthy Start Regional Meeting, HRSA, Rockville, MD August 4, 2017

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48. **Terplan M** "Women, pain management, and the opioid crisis: How we got here, what we can do" Webinar, Office of the Assistant Secretary Regional Women's Health Coordinators (RWHC), HHS, August 17, 2017
49. **Terplan M** "Substance use in Pregnancy" California Society of Addiction Medicine, Essentials of Addiction Medicine, San Francisco, CA, August 27, 2017
50. **Terplan M**, Krans E "Obstetric care for women with opioid use disorder: Patient safety bundle" Safety Action Series, Council on Patient Safety in Women's Health, Webinar, September 6, 2017
51. **Terplan M**, "Policy and punishment: Pregnancy in the opioid Crisis" National Academy of Medicine Annual Meeting, Maternal and Child Health and Human Development Interest Group, Washington DC, October 15, 2017
52. **Terplan M**, Simon SG "Outpatient abortion care for Patients with opioid addiction" Abortion Care Network, Webinar, October 24, 2017
53. **Terplan M,** Neuhausen K "Supporting integrated physical and behavioral health through APMS" LAN (Health Care Payment and Action Network), Arlington, VA, Panel Presentation, October 30, 2017
54. **Terplan M** "Opioid Use Disorder: Caring for the Pregnant Patient, A Life Course Perspective" Responses to the Opioid Epidemic: Improving the Health of Women Who Use Drugs, Keynote Address, New York State Department of Health, Troy, NY, November 1, 2017
55. **Terplan M** "Caring for Pregnant Women with Opioid Use Disorder: Challenges and Opportunities" Mississippi Perinatal Quality Collaborative State Meeting, Keynote Address, Mississippi Public Health Association, Jackson, MI, November 3, 2017
56. **Terplan M** "Substance Use and Family Planning" National Clinical Training Center for Family Planning, Webinar, November 8, 2017
57. **Terplan M** "Pregnancy and Buprenorphine for the General ObGyn" and "Special Populations" The ASAM Treatment of Opioid Use Disorder Course, Instructor (with Kirk Moberg), St Louis, MO, December 4, 2017
58. **Terplan M** "A Women's Health-focused Approach to Opioid Use: Policy Approaches to Support Prevention, Intervention, and Treatment" SSM Health, Bridgeton, MO, December 4, 2017
59. **Terplan M** "Women, Babies, and the Opioid Epidemic: Opportunities in Mediciad; Pregnancy and the Addiction Treatment Gap", Medicaid's Role in Addressing Substance Use Disorders Through Innovative Care Pathways, The Partnership for Medicaid, Washington DC, December 12, 2017
60. **Terplan M** "Pregnant Women Who Use Drugs: Stigma, Science and Society" Office of Drug User Health, NY State Department of Health, Webinar, December 13, 2017
61. **Terplan M** "Overview of treatment for pregnant women with opioid use disorder" NIDA, Neonatal Opioid Withdrawal Syndrome Workshop, Rockville, MD, January 10, 2018
62. **Terplan M**, Keats M "Addressing Opioids in Integrated Care Settings: Roundtable Discussion" SAMHSA-HRSA Center for Integrated Health Solutions and National Council for Behavioral Health Webinar, January 16, 2018
63. **Terplan M** "Prevention of substance use disorders in pregnancy" President's Workshop: Substance Use Disorders in Pregnancy (Co-sponsored by SMFM, ACOG, ASAM), Society for Maternal-Fetal Medicine The Pregnancy Meeting™ 38th Annual Meeting Dallas, TX, January 29-30, 2018
64. **Terplan M** "Updates on Opioid Use Disorder in Pregnancy" Society for Maternal-Fetal Medicine The Pregnancy Meeting™ 38th Annual Meeting, Dallas, TX, January 31, 2018

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65. **Terplan M** "Opioid analgesia for women on opioid pharmacotherapy for opioid use disorder" Presentation to Lovelace Women's Hospital, Albuquerque, NM, February 22, 2018
66. **Terplan M** "Pain, Addiction and Gender in the Opioid Crisis", 2018 Annual Women's Health Conference: Caring for Women Through Shared Decision Making in Today's Social and Medical Context, Albuquerque, NM February 23, 2018
67. **Terplan M** "Opioid analgesia for women on opioid pharmacotherapy for opioid use disorder", 2018 Annual Women's Health Conference: Caring for Women Through Shared Decision Making in Today's Social and Medical Context, Albuquerque, NM February 24, 2018
68. Campbell N, Cherry A, **Terplan M** (Expert Discussants) "Screening and Surveillance for Pregnant Patients Who Use Illicit Drugs" AMA Journal of Ethics Discussion Forum (Premkumar A, Moderator), March 1-8, 2018 https://ethics.communities.ama-assn.org/discussions/599
69. **Terplan M**, Klie K, Thompson H, Lopez J "Perspective on Perinatal Substance Use" Panel Discussion, Moderated by National Advocates for Pregnant Women, Sponsored by Colorado Coalition to Protect Children and Family Rights, Denver, CO, March 16, 2018
70. **Terplan M** "The 4 Ps: Pain, Pregnancy, Policy and Punishment in the Opioid Crisis", Grand Rounds UCSF, Department Obstetrics and Gynecology, San Francisco, CA, April 2, 2018
71. **Terplan M** "Approaches to Treatment During Pregnancy" SAMHSA Expert Meeting, Developmental Impacts on Children of Opioid Use During Pregnancy: Pragmatic Approaches to Supporting Children and Families, Rockville, MD, April 9, 2018
72. **Terplan M**, Keats M, Szubiak "Addressing the Opioid Epidemic in your Community: Planning, Partnerships and Possibilities" SAMHRA-HRSA Center for Integrated Health Solutions, Webinar Roundtable, April 16, 2018
73. **Terplan M** "FASD Prevention Policies and Stigma for Pregnant Women" Meeting of the Interagency Coordinating Committee on Fetal Alcohol Spectrum Disorders, NIAAA, Rockville, MD, April 25, 2018
74. Jones HE and **Terplan M** "Treating Women for Substance Use Disorder During the Perinatal Period: Integrated Medical and Behavioral Health" Addiction Medicine Conference, Pre-Conference Intensive Workshop, Ashville, NC, April 26, 2018
75. **Terplan M** "The 4Ps: Pain, Pregnancy, Policy, and Punishment" Addiction Medicine Conference, Afternoon Plenary, Ashville, NC, April 27, 2018
76. **Terplan M** "Pain, Addiction and Overdose in Women: Lessons from the Opioid Epidemic" ACPG Annual Clinical Meeting, Clinical Seminar, Austin, TX, April 28, 2018
77. Mikosz C, Coffa D, **Terplan M** "Consultation Services for Treating Pregnant Women with Opioid Use Disorder" HRSA Telehealth Learning Webinar, May 16, 2018 https://hrsa.connectsolutions.com/consultation_services_webinar_archive/event/registration.html
78. **Terplan M** "Pregnant Women and Substance Use Disorders: An OBGYN's Perspective" National Center on Substance Abuse and Child Welfare, Delaware Substance Exposed Infant, Christiana Medical Center, Newark, DE, May 21, 2018
79. **Terplan M** "Supporting Pregnant Women with Substance Use Disorders" National Center on Substance Abuse and Child Welfare, Delaware Substance Exposed Infant, Nanticoke Memorial Hospital, Seaford, DE, May 21, 2018
80. Blakey J, Tula M, **Terplan M** "Caring for Women who are Substance Involved" HIVE, UCSF, Moderated by Oseguera-Bhatnagar Y, YouTube Live, June 4, 2018 https://www.youtube.com/watch?v=vJRFvCQHVXI
81. Kaltenbach K, Rosenthal E, **Terplan M**, with Mammen P, Bennett J (Discussants) "Clinical Guidance for Treating Pregnant and Parenting Women with Opioid Use Disorder and their

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Infants" Day-long training sponsored by SAMHSA, Postgraduate Institute for Medicine, Thomas Jefferson University, Philadelphia, PA, June 9, 2018

82. **Terplan M** "Dyad or Disaster: Caring for pregnant and parenting women who use drugs" (Keynote) A Comprehensive Approach to Caring for Pregnant, Postpartum and Parenting Women with Substance Use Disorders, Boston Medical Center Needham, MA, June 14, 2018
83. **Terplan M** "Reproductive Health in Addiction and Recovery" Behavioral Medicine and Psychiatry Grand Rounds, West Virginia University, Morgantown, WV, June 20, 2018
84. **Terplan M** "The SUD Research Environment: Opportunities for Family Planning" Substance Use Disorder (SUD): Understanding the Research to Practice Continuum in Family Planning Settings, Expert Workgroup, Office of Population Affair (OPA), Washington DC, June 26 – 27, 2018
85. **Terplan M** "The Opioid Crisis in the US" National Reproductive Health Title X Conference, Keynote Address, Kansas City, MO, July 16, 2018
86. **Terplan M**, Rowley J, Gresham J "A Café Conversation, Planning for Safe Care: What Your Family Drug Court Needs To Know To Serve Women Affected by Opioid Use Disorders and Their Infants" National Family Drug Court TTA Program, Office of Juvenile Justice and Delinquency Prevention Training and Technical Assistance, Webinar, July 31, 2018
87. **Terplan M,** Lusero I, Whedon S (Moderator) "Pregnancy and Drug Use: The Facts – Circle 22" Full Spectrum Doula, Webinar, August 8, 2018 https://app.ruzuku.com/courses/17971/events/30330
88. **Terplan M** "Opioids, Pregnancy and STIs: Intersection of Reproductive and Behavioral Health" 2018 National STD Prevention Conference, Plenary Session, Washington DC, August 28, 2018
89. **Terplan M** "Opioid Crisis" American Gynecological and Obstetrical Society Annual Meeting, Philadelphia, PA, September 8, 2018
90. **Terplan M** "Opioid and Nicotine Use, Dependence and Recovery: Challenges of Pregnancy and the Postpartum Period" (Panel presentation with Jones H, Oncken CA, Nguyen CP and Cornelison) "Opioid and Nicotine Use, Dependence, and Recovery: *Influences of Sex and Gender*" Health Policy, Research, Professional Education, and Clinical Care, FDA, Silver Spring, MD, September 27-28, 2018
91. **Terplan M** "Pregnancy and the Opioid Crisis" MCH EPI Grand Rounds, Webinar, CDC, October 3, 2018
92. **Terplan M** "Cannabis and Pregnancy: Context and Considerations for Future Enquiry" Frontiers in Addiction Research and Pregnancy, NIDA R25 (PI Schatten G), Morehouse School of Medicine, Atlanta, GA, October 13, 2018
93. **Terplan M** with Taylor KJ and DiPietro B "Advancing Health Equity with Harm Reduction Strategies" Grant Makers in Health, Webinar, October 24, 2018 http://www.gih.org/Audio/audiodetail.cfm?ItemNumber=9627
94. **Terplan M** "Dissecting the Opioid Crisis: From Drug Testing to Public Health" The 19th Annual Terplan Lecture, Department of Pathology and Anatomical Sciences, Jacobs School of Medicine and Biomedical Sciences, University at Buffalo, Buffalo, NY, October 25, 2018
95. **Terplan M** (with Hansen HB, Rich J, Kumar A, moderator Wolf DPS) "Opportunities and barriers: Social determinants of health and treatment for OUD" Panel Presentation, Public Workshop of the Committee on Medication-Assisted Treatment for Opioid Use Disorder, National Academies of Sciences, Engineering and Medicine, Washington DS, October 31, 2018 http://nationalacademies.org/hmd/Reports/2018/medication-assisted-treatment-for-opioid-use-disorders-proceedings-in-brief.aspx

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96. **Terplan M** "Women and Opioids: A Family-Centered Response to the Current Crisis" New York State WIC Training Center, sponsored by CAI and NYS DOH, Webinar, January 16, 2019
97. **Terplan M** "The 4 Ps: Pain, Pregnancy, Policy and Punishment" Grand Rounds University of Michigan, Department of Obstetrics and Gynecology, Ann Arbor, MI, February 7, 2019
98. **Terplan M** (with Friedman S, George B, Quinn E, Simmons T, moderator Davis S) "Barriers to Care" Legal Services Corporation Opioid Task Force, Field Hearing, Louisville, KY, February 13, 201
99. **Terplan M** "Opioids and the 4th Trimester: Family-Centered Care" Keynote, 2nd Annual MHA Opioid Summit: Addressing Perinatal and Neonatal Clinical Care Issues, Missouri Hospital Association, Blue Springs, MO, February 27, 2019
100. **Terplan M** "Opioids and Reproductive Health: Medical Care and Ethical Practice" Keynote, MeDC 15th Annual Update on Reproductive Health and Medical Leadership, Dallas, TX, March 1, 2019
101. **Terplan M** "Gender, Opioids and STIs: Science and Public Health" Part of "Exploring the intersections of Opioids, STIs, Behavioral Health, and Reproductive Health" Workshop with Millet G and Russo J, Planned Parenthood National Conference, Washington DC, March 14, 2019
102. **Terplan M** "Assessment and Integration of Behavioral Health into Family Planning", oral presentation on panel "Implementing Substance Use Disorder Screening into Your Health Center" with Churchill L, National Family Planning and Reproductive Health Association National Conference, Washington DS, March 19, 2019
103. **Terplan M** and Martin C "Women and Addiction Across the Life Span", pre-conference Intensive Workshop, Governor's Institute, Addiction Medicine Conference, Asheville, NC, March 21, 2019
104. **Terplan M** "ACEs and the War on Drugs" Keynote 1 *Wisconsin's Opioid Crisis: A Trauma-Informed Response Wisconsin Department of Health Services*, Green Bay WI, April 3, 2019
105. **Terplan M** "Gender and the Opioid Crisis: Appropriate Public Health Response" Keynote 2 *Wisconsin's Opioid Crisis: A Trauma-Informed Response Wisconsin Department of Health Services*, Green Bay WI, April 3, 2019
106. **Terplan M** "Opioids, Crisis, Family Planning, and Human Rights" Contraceptive Technology East, Washington DC, April 4, 2019
107. Khan A, Cohen D, **Terplan M** "Pregnancy, Substance Use & the Child Welfare System" American Bar Association Center on Children and the Law, National Conference on Parent Representation, Tyson's Corner, VA, April 12, 2019
108. **Terplan M** "Substance Use and Pregnancy: The OBGYN Perspective" Arizona Department of Child Safety, Phoenix, AZ, April 17, 2019
109. **Terplan M** "Substance Use and Pregnancy" St. Joseph's Hospital & Medical Center, Phoenix, AZ, April 17, 2019
110. **Terplan M** "Cannabis Use During Pregnancy" Association of Cannabis Specialists, Webinar, April 30, 2019
111. **Terplan M** "Women and Opioids: A Family-Centered Response to the Current Crisis", Maternal and Infant Health Project, New York City Department of Health and Mental Hygiene, Webinar, May 9, 2019
112. **Terplan M** "Overview of Addiction, Pain, their Co-Management and Cannabis" Foundation for Sickle Cell Research, 13th Annual Symposium, Panel Presentation "Pain, Opioids and Sickle Cell Disease" (with Smith WR (Chair), Harris RE, Carden MA, Guy M), Fort Lauderdale, FL, June 8, 2019

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113. **Terplan M** and Wright T "Caring for Pregnant and Breastfeeding Women with Opioid Use Disorder" ACOG, Webinar, www.acog.org/sud , June 11, 2019
114. **Terplan M** "Substance and Stigma, Pregnancy and Discrimination" The Association of State and Territorial Health Officials (ASTHO), Opioid Use Disorder, Maternal Outcomes, and Neonatal Abstinence Syndrome Initiative (OMNI), Webinar http://www.astho.org/generickey/GenericKeyDetails.aspx?contentid=21410&folderid=5162&catid=7254, June 11, 2019
115. **Terplan M** "Dose and Overdose: Drug Testing in Response to the Opioid Crisis" PharmedOut 7th Conference, *Opioids: Conflicts and Controversies*, Washington DC, June 14, 2019
116. **Terplan M "**Maternal Long-term Effects of Methadone & Buprenorphine", Keynote, New York State Opioid Use Disorder in Pregnancy & Neonatal Abstinence Syndrome Project Learning Session #2, New York State Department of Health, ACOG District II, Albany, NY, June 27, 2019
117. **Terplan M** "Cannabis Use in Pregnancy", New York State Opioid Use Disorder in Pregnancy & Neonatal Abstinence Syndrome Project Learning Session #2, New York State Department of Health, ACOG District II, Albany, NY, June 27, 2019
118. **Terplan M** "Buprenorphine in Pregnancy" Opioid Use Disorder Treatment Fellowship Program, Rush University, School of Medicine, Webinar, July 8, 2019
119. **Terplan M** "Screening, Assessing, and Treating Pregnant Women with Substance Use Disorder" Keynote, Second Annual All Sites Meeting, Quality Improvement Center for Collaborative Community Court Teams, Children and Families Future, Newport Beach, CA, July 10, 2019
120. **Terplan M** "Gender and Opioids: Past and Crisis" Opioid and Overdose Symposium, Center of Biomedical Research Excellence on Opioids and Overdose (COBRE), Providence, RI, July 11, 2019
121. **Terplan M** and Brico E "War on Drugs, Myths, and Family Separation through Child Protective Services" Fighting for Power: Organizing and Advocacy at the intersection of the Family and Criminal Punishment Systems, Movement for Family Power and National Council for Incarcerated and Formerly Incarcerated Women and Girls, Philadelphia, PA, July 13, 2019
122. Haverkate R, Chu C, Lutes ER, **Terplan M** "Tele-consultation support for clinicians in Indian Country: Expanding access to HCV, HIV, and substance use expertise to address overlapping epidemics" Indian Health Services Clinical Rounds, Webinar, July 18, 2019
123. **Terplan M** "From the Field: Integration and Gender Equity" Integrating SUD and OB/GYN Care: Policy Challenges and Opportunities, Technical Expert Panel (TEP), RTI, Rockville, MD July 30, 2019
124. **Terplan M** "Empathy and Evidence: Assessment and Management of Opioid Use Disorder in Pregnancy" Keynote, Neonatal Abstinence Syndrome Symposium, Texas Health and Human Services, Fort Worth, TX, August 12, 2019
125. **Terplan M** "Management of Labor & Postpartum Pain for Women Receiving Medication for OUD" Neonatal Abstinence Syndrome Symposium, Texas Health and Human Services, Fort Worth, TX, August 12, 2019
126. **Terplan M** "Opioids, Pregnancy and STIs: Intersection of Sexual Health" Paving the Roads with Health Equity, State of Michigan HIV & STD Conference, Detroit, MI, August 13, 2019
127. **Terplan M** "Medication for Opioid Use Disorder and Pregnancy" Douglas County Early Childhood August Mini-Summit, Collaborative Community Court Teams, Web-based presentation, Douglas County, GA, August 15, 2019

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128. **Terplan M**, Mitchell K, Daskalov R (Dang E, Facilitator) "Connections: Adding Perspective of Individuals with Lived Experience to Healthcare Provider Trainings" Fetal Alcohol Spectrum Disorders Grantee Meeting, CDC, Atlanta, GA, August 16, 2019
129. **Terplan M** "Ethical and Policy Considerations for Pregnant People who Use Drugs" Opioid Use Disorder, Maternal Outcomes, and Neonatal Abstinence Syndrome Initiative (OMNI) Learning Community, Association of State and Territorial Health Officials (ASTHO), Crystal City, VA, August 21, 2019
130. **Terplan M** "Accessing Consultation Services and Warmline Assistance for OUD" NY State OUD/NAS Project, NICHQ NYSMCH Team, Webinar, September 10, 2019
131. **Terplan M** "The 4 Ps: Pain, Pregnancy, Policy and Punishment" Grand Rounds Departments of Obstetrics & Gynecology and Psychiatry, University of Minnesota School of Medicine, Minneapolis, MN, September 17, 2019
132. **Terplan M** "Substance Use Warmline TA Office Hours: Evaluation and Management of Perinatal Opioid Use Disorder" Office of Quality Improvement, Bureau of Primary Health Care (BPHC) Health Resources and Services Administration (HRSA), Webinar, September 26, 2019
133. **Terplan M** "Addiction and Pregnancy" Addiction Medicine Didactic Series, University of Buffalo, Job Talk, Buffalo, NY, October, 11, 2019
134. **Terplan M** "ACEs and the War on Drugs: Prevention, Treatment, Recovery" ACOG District 2 Annual Meeting, New York City, NY, October 19, 2019
135. **Terplan M** "The 4 Ps: Pain, Pregnancy, Policy and Punishment" Grand Rounds, Harbor UCLA, Department Obstetrics and Gynecology, Torrance, CA, October 21, 2019
136. Brico E, Radel L, Young N, **Terplan M** "Addiction and Child Welfare Policy: Healthier Outcomes For Families" Panel Presentation, *Applying the Evidence: Legal and Policy Approaches to Address Opioid Use Disorder in Criminal Justice and Child Welfare*, O'Neill Institute for National and Global Health Law, Georgetown Law, Washington DC, October 30, 2019
137. **Terplan M** "Improving Care Improves Outcomes for Pregnant and Postpartum Women with Opioid Use Disorder" Keynote, Illinois Perinatal Quality Collaborative, 7th Annual Conference, Lombard, IL, November 4, 2019
138. **Terplan M** "Screening, Assessment and Treatment for Pregnant Women with Substance Use Disorder" Expanding Possibilities: Prevention and Recovery Conference, Oklahoma Department of Mental Health and Substance Abuse Services (OKMHSAS), Norman OK, December 5, 2019
139. **Terplan M** "Improving Care Improves Outcomes: Substance Use Disorder in Pregnancy and Postpartum", OKMHSAS and the Oklahoma Perinatal Quality Improvement Collaborative, Oklahoma City, OK, December 5, 2019
140. **Terplan M** "Confronting the Stigma: Increasing Access to Treatment for Pregnant Women with Substance Use Disorders" The Quality Improvement Center for Collaborative Community Court Teams, Symposium, Oklahoma City, OK, December 6, 2019
141. **Terplan M** "Empathy and Evidence: Opioids Gender and Policy" Compassionate Care for Women, Infants, Families and Communities Impacted by Substance Use Disorders, Women and Addiction Group of ASAM first national summit, Seattle, WA, January 24-25, 2020
142. Jones C, Martin C, **Terplan M** "Sexual Health in Treatment and Recovery" Compassionate Care for Women, Infants, Families and Communities Impacted by Substance Use Disorders, Women and Addiction Group of ASAM first national summit, Seattle, WA, January 24-25, 2020
143. Brico E, Buck T, **Terplan M** "Evidence and Advocacy: Perspectives on Child Welfare" Compassionate Care for Women, Infants, Families and Communities Impacted by Substance

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Use Disorders, Women and Addiction Group of ASAM first national summit, Seattle, WA, January 24-25, 2020

144. **Terplan M**, Taylor KJ "Equity, Autonomy and Substance Use Disorder: Lifecourse Considerations for Pregnant and Parenting People" Centers of Excellence in Maternal and Child Health at Boston University and Harvard T.H. Chan School of Public Health, Webinar, February 5, 2020 https://youtu.be/Id9Pzq1VqmQ
145. **Terplan M**, "SUD, Pregnancy and Postpartum" Women's Services Collaborative Call, National Association of State Alcohol and Drug Abuse Directors, INC. (NASADAD), Webinar, February 12, 2020
146. **Terplan M**, Saleeby E "Reproduction and Recovery: Providing Care Responsive to the Needs of Clients with Substance Use Disorders" Women's Health Update, Los Angeles, CA February 26, 2020
147. **Terplan M**, "Sexual Health in Addiction Treatment and Recovery" Keynote, Arizona Women's Health Conference, Phoenix, AZ, February 27, 2020
148. **Terplan M** "Substance and Stigma, Pregnancy and Discrimination" Keynote, Tennessee Initiative for Perinatal Quality Care (TIPQC), Annual Meeting, Franklin, TN, March 2-3, 2020
149. **Terplan M**, Jones HE, Miller B, Olsen M, Young J "Opioid use disorder – Discussion on treatment options" TIPQC, Franklin, TN, March 2, 2020
150. **Terplan M** "Pregnant women with opioid use disorder and their infants: stigma, treatment and outcomes" 2020 Community Trauma Conference, Fairfield County Building Trauma-Informed Systems Initiative, Keynote, Lancaster, OH, March 13, 2020, Cancelled Due to COVID-19
151. **Terplan M** "Addiction and Pregnancy" Opioid Use Disorder Treatment Fellowship Program, Rush University, Webinar, April 6, 2020
152. **Terplan M**, Wright TE "Cannabis and Controversy: A Debate" ACOG Annual Clinical and Scientific Meeting, April 24-27, Seattle, WA, Cancelled Due to COVID-19
153. Jones HE, Shogren M, **Terplan M** "Caring for Pregnant and Parenting Women with OUD During the COVID-19 Pandemic" Foundation for Opioid Response Efforts (FORE), Webinar, https://www.youtube.com/watch?v=bbQMd-IGtPk&feature=youtu.be April 23, 2020
154. Haus H, **Terplan M** "Treatment of Opioid Use Disorder Course" Hosted by ASAM and IL Perinatal Quality Collaborative, Webinar, May 1, 2020
155. **Terplan M** "Overview of initiatives for improving care for women with substance use disorder" MDMOM Maryland Maternal Health Innovation Program Expert Meeting *Care for Pregnant and Postpartum Women with Opioid Use Disorder*, May 8, 2020
156. **Terplan M** "Caring for Pregnant and Postpartum People OUD in COVID19 Pandemic: State Public Health and Public Policy" Webinar for New York State Perinatal Quality Collaborative and OUD/NAS Coaching Call, May 13, 2020
Awarded ACOG's 2021 Council of District Chairs Service Recognition Award
157. **Terplan M** "The What, Why and How of Fetal Alcohol Spectrum Disorder Prevention" Sinai Hospital, Department Obstetrics and Gynecology, Grand Rounds, May 14, 2020
158. McClain EK, Ramage M, **Terplan M** "Substance Use and Preconception Health and Wellbeing" Preconception CoIIN Year Three Virtual Meeting, May 18, 2020
159. **Terplan M** "Improving Care Improves Outcomes for Pregnant and Postpartum Women with Opioid Use Disorder" 2020 Practice and Policy Academy: Improving Outcomes for Pregnant and Postpartum Women with Opioid Use Disorder and Their Infants, Families, and Caregivers, NCSACW, Plenary, Webinar, June 18, 2020

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160. **Terplan M** , Rampage M "Facts vs Myths: Understanding How to Care for Families Affected by Perinatal Substance Use Disorder" UNC Health Sciences Mountain Area Health Education Center, Webinar, Panel Discussion, June 24, 2020
161. **Terplan M** "Engaging Women with OUD in the COVID-19 Crisis: Tools and Principles" Florida Perinatal Quality Collaborative 10th Anniversary Conference, June 25, 2020
162. **Terplan M**, Thompson K, Piper M "Advancing Equity: Reproductive Health Services and Considerations for Women with Substance Use Disorder: Frameworks for Understanding" Center for HOPES & Center for Public Health Practice, Ohio State University, College of Public Health, Webinar and Panel Discussion, July 15, 2020
163. **Terplan M** "Destigmatizing Pregnant and Parenting Individuals with Substance Use Disorder" Washington State Departments of Health and of Children, Youth & Families, Webinar, August 12, 2020
164. **Terplan M** "The What, Why and How of Fetal Alcohol Spectrum Disorder Prevention", Department of Obstetrics, Gynecology & Reproductive Sciences, University of Miami Miller School of Medicine, Grand Rounds, September 17, 2020
165. **Terplan M**, Bone C, Stoner G, Durrani F (Bennett J Moderator), "Clinical Guidance for Treating Pregnant and Parenting Women With Opioid Use Disorder and Their Infants" PA Department of Health and SAMHSA virtual training, September 22 and 23, 2020
166. **Terplan M** "Addiction, Treatment, Recovery in Pregnancy and Postpartum" What's New in Opioids Mental Health, HIV and STIs, National Family Planning and Reproductive Health Association, MAAETC, September 25, 2020
167. **Terplan M**, Schwartz R, Chu C "Person-Centered Care for Pregnant and Parenting Individuals with Substance Use Disorder" Communities of Practice, IMPACT WV, Webinar, October 6, 2020
168. **Terplan M** "Substance and Stigma, Pregnancy and Punishment: From the 19th Century to the COVID-19 Pandemic" Western Canada Addiction Forum, Virtual Meeting, October 8, 2020
169. **Terplan M** "Opioid Use, Misuse and Addiction: Policies and Practice in Virginia" Virginia Osteopathic Medical Association Virtual Meeting, October 11, 2020
170. **Terplan M**, Frederique K Special Guests for "Office Hours: Pregnancy and Substance Use", National Harm Reduction Coalition, Webinar October 14, 2020
171. **Terplan M**, Naidoo T, Colliver V "Chelsea Becker and the Politization of Health" HLTH VRTL, Panel Discussion, October 15, 2020
172. **Terplan M** "Reproductive Health in the War on Drugs: Ignorance and Inequities" Colorado Consortium for Prescription Drug Abuse Prevention and COSAM, Keynote, October 21, 2020
173. Sufrin C, **Terplan M** "Care of Pregnant and Postpartum People with OUD Who Experience Incarceration" OMNI Learning Community Webinar, October 22, 2020
174. **Terplan M** "Destigmatizing Pregnant and Parenting Individuals with Substance Use Disorder" Plenary Key Note, Kentucky Perinatal Quality Collaborative Conference, https://www.cecentral.com/KyPQC October 27, 2020
175. **Terplan M** "Validated Screening Tools to Identify Drug and Alcohol Use" Utah AIM, Opioid Use Disorder Safety Bundle, Telehealth Session, October 28, 2020
176. Bradley ET, Wright T, **Terplan M** "EdTalk- Compassionate Care for the Pregnant Patient Who Uses Substances" (Alcohol, Opioids, Cannabis) ACOG ACM Virtual, October 31, 2020
177. **Terplan M** "Medication & Withdrawal Management: Empathy, Stigma and Safe Care" Pain & Addiction, Best Practices & Proper Prescribing: Crossroads of Addiction Treatment in Unprecedented Times, Appalachian Addiction & Prescription Drug Abuse Conference, November 5, 2020

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178. **Terplan M** "Management of and Care for Pregnant Women with Opioid and Other Substance Use Disorders" National Quality Improvement Center for Collaborative Community Court Teams funded SHIFT Collaborative Yavapai Pilot, Arizona webinar, November 5, 2020
179. **Terplan M** "Courageous Mothers: Understanding Medications for Opioid Use Disorder, Neonatal Abstinence Syndrome, and Stigma" Suicide Prevention and Prevention & Recovery Conference, Oklahoma Department of Mental Health and Substance Abuse Services, Virtual Live, November 18, 2020 https://youtu.be/XZ494eJ8N9Y
180. **Terplan M** "Pregnant Women with Opioid Use Disorder and their Infants: Stigma, Treatment and Outcomes" National Quality Improvement Center for Collaborative Community Court Teams, Fairfield Medical Center OH, Virtual Live, December 2, 2020 https://www.youtube.com/watch?v=LfUbUDc7yyU&feature=youtu.be
181. **Terplan M** "Medication for Opioid Use Disorder in Pregnancy: Promise and Barriers" Treatment of OUD in the General Hospital Roundtable, American Psychiatric Association Council on Consultation-Liaison Psychiatry [Representing ACOG] December 2, 2020
182. **Terplan M** "Addiction, OUD: Signs, Symptoms and Diagnosis" Addiction, Neonatal Abstinence Syndrome, Plans of Safe Care and Peer Support: A QIC-CCT Virtual Mini-Summit, GA, December 14, 2020
183. Herold D, Oza-Frank R, Shogren M, Puccio J, **Terplan M** (Moderator) "Advancing Equity: Reproductive Health Services and Considerations for Women with Substance Use Disorder" Session 6: Stakeholders Panel Discussion, December 16, 2020
184. **Terplan M** "Addressing Emergent and Urgent Physical Health Issues in Women Participating in Substance Use Disorder Treatment" Wisconsin Connect ECHO, January 14, 2021
185. **Terplan M**, Mitchell K "The What, Why and How of Fetal Alcohol Spectrum Disorders Prevention" Grand Rounds, Department of OBGYN, St. Luke's University Hospital System, Bethlehem, PA, January 20, 2021
186. Williams JL, Johnson S, Thomas N, McNeil C, **Terplan M**, Sample-Hughes S, Anderson BJ and Hammond LM (Moderator) "On Becoming a Community Validator of COVID-19 Vaccination with Special Attention to Impact of COVID-19 on Opioid Addiction" Auxiliary of the National Medical Association, Inc, Virtual Town Hall, January 25, 2021
187. **Terplan M** "Pregnancy and Punishment: Addiction and Gender" Grand Rounds, Department of Obstetrics and Gynecology, Rush University Medical Center, January 27, 2021
188. **Terplan M** "Medication for Opioid Use Disorder in Pregnancy: How to Make it Work" SMFM 41st Annual Pregnancy Meeting, Virtual Live, January 27, 2021
189. **Terplan M "**Empathy and Evidence: Care of Pregnant and Parenting People with Substance Use Disorder" Grand Rounds, Department of Psychiatry, Rush University Medical Center, January 28, 2021
190. **Terplan M**, Salsitz E "The ASAM Treatment of Opioid Use Disorder Course for Prenatal Care Providers" Virtual, February 6, 2021
191. **Terplan M** "Improving Care Improves Outcomes for Pregnant and Postpartum Women with Opioid Use Disorder" Learning with the Expert: A Dialogue with Dr. Mishka Terplan, Weaving Wellness QIC-CCCT Webinar, February 11, 2021
192. **Terplan M** "Pregnancy and Substance: Policy, Punishment, and Public Health" Braeburn Lunch and Learn, February 24, 2021
193. **Terplan M** "Addiction, Pregnancy, Policy: A Brief Introduction" *How to Defend Clients from Charges Related to Pregnancy: Judicial Expansion of Felony "Child" Neglect to Include Pregnant Women and Fetuses and What Medical Experts Have to Say about Pregnancy, Drug*

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Use, and Use Disorder, presented by Oklahoma Criminal Defense Lawyers Association & National Advocates for Pregnant Women, February 26, 2021

194. **Terplan M** "Substance Use and Use Disorder in Pregnancy: A Very Brief Introduction" Didactic and Facilitator, Conference on Retroviruses and Opportunistic Infections, Substance Use and HIV in Pregnancy: Providing Patient-Centered Care", March 9, 2021
195. Jones H, Horton E, Johnson E, Hairston E (Discussants: **Terplan M**, Walker-Harding LR) "Supporting the Care of the Mother-Child Dyad in Substance Use Disorder Treatment" Foundation for Opioid Response Efforts, Webinar, March 16, 2021
196. **Terplan M**, Grossman M, Jansson L (Moderator Bremer A) "Longitudinal Clinical Care Framework for the Mother-Infant Dyad" HHS Second National Convening on Substance Exposure in the Mother-Infant Dyad: Strategies for Improving Long-term Care, March 17-18, 2021
197. **Terplan M** "Drug Policy, Pregnancy, and Discrimination: Care in Context" Keynote, PA PQC Learning Session, March 24, 2021
198. Taylor K, **Terplan M "**Fireside Chat: A Conversation About Health Equity, Racism, and Stigma" Keynote, ASTHO Virtual March 25, 2021
199. **Terplan M** "Confronting Clinician Culpability: A Concrete Response to CAPTA/CARA and Cannabis" Colorado Perinatal Quality Collaborative Learning Session, April 2, 2021
200. **Terplan M** "Improving Care Improves Outcomes for Pregnant and Postpartum Women with Substance Use Disorder" Alaska Perinatal Quality Collaborative and Maternal Child Death Review Joint Summit, April 16, 2021
201. **Terplan M** "Pregnancy and Substance Use: Combatting Stigma through Treatment across the 4 Trimesters" Washington State Help Me Grow Training organized by NCSACW, April 22, 2021
202. **Terplan M**, Sufrin C, Cloud EM, (Penny SC, Moderator) "Health Care and Criminal Justice: A Call to Action for PQCs Supporting Pregnancy and Parenting People Who Use Opioids" NICHQ and NNPQC Symposium, April 28, 2021
203. Wright TE, **Terplan M** "Marijuana [sic] Use in Pregnancy" Edith Louise Potter Memorial Lecture, ACOG ACM, May 2, 2021
204. Patrick S, **Terplan M** "Prenatal Neuroscience: Mommies Matter!" National Head Start Association, May 4, 2021
205. **Terplan M** "Recognizing and Resisting Discrimination: Behavioral Health in Pregnancy and Postpartum" Maryland Behavioral Health Administration Annual Conference, *Health Disparities, Racial Equity and Stigma in Behavioral Healthcare* Workshop, May 5, 2021
206. **Terplan M** "Sex and Gender, Policy and Punishment in the Opioid Crisis" Women and Opioids Conference, The Connecticut Women's Consortium, May 21, 2021
207. Battaglino B, Kulkarni S, **Terplan M**, Wolf N (McNeil G, Moderator) "Healthy Pregnancy, Healthy Mom: Reducing Barriers to Treatment for Opioid Use Disorder", HealthyWomen Webinar recorded 5/26/21, posted 7/19/21 https://www.healthywomen.org/programs/webinar-pregnancy-opioid-use-disorder/resources
208. **Terplan M** "Integration of Sexual and Reproductive Health and SUD" MN Perinatal Opioid Use Disorder ECHO, a part of Hennepin Healthcare's Integrated Opioid and Addiction Care ECHO May 27, 2021
209. **Terplan M** "History and epidemiology of drug use in pregnancy/Stigma of SUD in pregnancy" [Keynote], (with Pierce S) "Biologic testing for substances: Medical and ethical considerations", and "Maternal cannabis use in pregnancy", Oklahoma Perinatal Quality Collaborative, OK Mothers and Newborns Affected by Opioids Project, June 14, 2021

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210. **Terplan M** "Pregnancy and Substance: Policy, Punishment, and Public Health" Grand Rounds, Carle Hospital IL, June 17, 2021
211. **Terplan M** "Life-Saving Medications for Pregnant and Parenting People Who Use Opioids" National Network of Perinatal Quality Collaboratives Webinar, June 30, 2021
212. **Terplan M** "Opioid Addiction - More Than A Generation at Risk: A Call for a Community Action Plan" Keynote, Auxiliary to the National Medical Association, Virtual Convention, July 19, 2021
213. **Terplan M** "Cannabis in Pregnancy and Postpartum: Context and Conundrum" SUD Bundle Interest Group (BIG) Call, Alliance for Innovation on Maternal Health, July 22, 2021
214. Boss R, O'Brien J, **Terplan M**, Calvert D, McBournie A (Facilitator), "Models for Achieving Integration" PEW OTP Policy Academy Plenary Session, July 26, 2021
215. **Terplan M**, Jones HE, Wright TE, Rudolf V "Treating Birthing People with Opioid Use disorder Course" Washington Society of Addiction Medicine, March of Dimes, August 27, 2021
216. **Terplan M** "MOUD in Pregnancy and Postpartum" JCOIN ECHO Study Project ECHO for Fostering MAT Use within Justice Populations, University of Wisconsin, September 13, 2021
217. **Terplan M**, Taylor KJ, Martine CE, Mark K (Bennett J Moderator), "Clinical Guidance for Treating Pregnant and Parenting Women With Opioid Use Disorder and Their Infants" MD Department of Health and Mental Hygiene, SAMHSA virtual training, September 13, 2020
218. **Terplan M** "Deserving Justice: Reproductive Health for People who use Drugs" 1st Annual Substance Use in Pregnancy Regional Conference, University of Iowa Hospitals and Clinics, September 14, 2021
219. **Terplan M** "Trust and Mistrust, Injustice and Opportunity: Reflection on Addiction Medicine in the COVID" Adapting and Advancing Addiction and Behavioral Health Services in an Evolving World, OKATOD, Keynote, September 16, 2021
220. **Terplan M** "Substance Use in Pregnancy: Stigma, Discrimination, and Empathy" Maternal Health Summit, IL Department of Public Health, September 29, 2021
221. **Terplan M** "Cannabis and Controversy: Pregnancy and Postpartum" Conception to Cradle Conference, Stony Brook Medicine, October 20, 2021
222. **Terplan M**, Martin CE "The Intersection of Addiction with Sex and Gender Across the Life Span", Governor's Institute Addiction Medicine Essentials, North Carolina Department of Public Health, October 23, 2021
223. **Terplan M**, Goodman D "Bundle Elements" AIM Care for Pregnant and Postpartum People with Substance Use Disorder Webinar, Alliance for Innovation on Maternal Health, October 25, 2021
224. Mack M, Natarajan N, Lee S, Lusero I, **Terplan M** "CAPTA/CARA Pregnancy, Birthing, Hospitals, and Drug Testing" NYDOH Webinar, December 2, 2021
225. Premkumar A, **Terplan M** "Perinatal Opioid Use Disorder: Stigma, Inequity, and Physician-Patient Solidarity" North American Society for Psychosocial Obstetrics and Gynecology, Webinar, December 9, 2021
226. **Terplan M** "The long-term effects of intrauterine exposure to synthetic opioids on educational and social development" Informal Technical Consultation Meeting, United Nations Office on Drugs and Crime, Virtual, February 1-3, 2022
227. **Terplan M** "A Brief Introduction to Addiction as a Chronic Condition" with Taylor K, Sufrin C, Hartzler S, Hamilton L as part of "Pregnant People and SUD's: Best Court Practices to Ensure Both Parent Welfare and Child Welfare" National Council of Juvenile and Family Court Judges, February 15, 2022, Virtual

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228. **Terplan M** "Considerations for Special Populations and Circumstances: Pregnant/Parenting People" National Academies Workshop Methadone, Treatment for OUD: Examining Federal Regulations and Laws, March 3, 2022, Virtual
229. Chang R, Barron S, **Terplan M,** Samura T (Moderator) "Mandatory Reporting for People with SUD: A Panel Discussion" UCLA Harbor Hospital Advocacy Session, March 7, 2022, Virtual
230. Cleveland L, **Terplan M** "Opioids and Pregnancy: The Importance of a Harm Reduction Approach" American College of Medical Toxicology Pre-Symposium Drug Science Meets Social Science: SUD, Pregnancy, and the Baby, March 10, 2022, Virtual
231. Cleveland L, **Terplan M**, Downey K, Quesada M, Kleinschmidt "A Case to Close" American College of Medical Toxicology Pre-Symposium Drug Science Meets Social Science: SUD, Pregnancy, and the Baby, March 10, 2022, Virtual
232. **Terplan M** "Effects of prenatal Exposure to Synthetic Opioids on Education and Social Development", Long-Term Effects of Intra-Uterus Exposure to Synthetic Opioids, Side Event, 65th Session of the Commission on Narcotic Drugs, March 17, 2022, Virtual
233. **Terplan M** "ICSED Perinatal SUD Case-Based Discussion: Trauma-Informed Communication", March 25, 2022, Virtual
234. **Terplan M** "The Fourth Trimester: Addiction and Recovery in Pregnancy and Postpartum" New Mexico Improving Perinatal Health Project ECHO, NMPQC, April 4, 2022, Virtual
235. **Terplan M** "Trust and Mistrust, Stigma and Discrimination: Care and Ethics in Pregnancy and Postpartum" Rural Communities Opioid Response Program, Neonatal Abstinence Syndrome, RCORP 2022, Federal Office of Rural Health Policy, April 6, 2022, Virtual
236. **Terplan M** "OUD, Pregnancy, and Development: Gaps is Research, Gaps in Dignity" IOMRPB Grand Rounds, National Center on Birth Defects and Developmental Disabilities (NCBDDD), CDC, April 8, 2022, Virtual
237. **Terplan M** "MOUD in Pregnancy and Postpartum" JCOIN ECHO Study Project ECHO for Fostering MAT Use within Justice Populations, University of Wisconsin, April 18, 2022
238. **Terplan M** "Drugs and Development: Reflections on Human Rights and Science" Center on Parenting and Opioids, Webinar, April 20, 2022
239. **Terplan M** "Stigma and Science: Updates in the Care of SUD in the Perinatal Period" PA PQC SEN Learning Session, Webinar, April 27, 2022
240. Mack M and Moore M (lead) McMillian J, Sangoi L, Taylor KJ, **Terplan M** "Informed Consent Legislative Co-Sponsors Briefing" Bronx Defenders and Drug Policy Alliance
241. **Terplan M** "Substance Use in Pregnancy and Postpartum: Medication, Stigma, and Justice" IRMC Physician Group, Indiana PA, May 11, 2022
242. **Terplan M** "Pregnancy in the Opioid Crisis: Addiction, Punishment, and Gender" Grand Rounds, Department Obstetrics & Gynecology, Texas Tech, El Paso, May 13, 2022
243. **Terplan M** "Drug Tests: Limitations and Consequences During the Birthing Hospitalization" Invited Lecture, Department ObGyn, Texas Tech, El Paso, May 13, 2022
244. George B, Gratil H, **Terplan M**, Davis S (Moderator) Civil Legal Aid Panel, "Breaking the Stigma and Ending the Addiction Cycle: Critical Steps for States, Counties & Tribes", Washington DC, May 17, 2022
245. **Terplan M** "Stigma and Scapegoat: The Opioid in History and Health" Keynote, 2022 Harm Reduction Conference, DMHAS and CT Women's Consortium, Bristol CT, May 20, 2022
246. **Terplan M** "Legalizing Medical and Other Legal Use of Cannabis on Individuals in Treatment for SUD" SAMHSA & NASADAD Annual Meeting, June 8, 2022

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247. Jilani S (presenter) , Davis J, Grossman M, Jansson L, Jones H, **Terplan M** (panel) "Standardizing the Clinical Definition of Opioid Withdrawal in the Neonate" SAMHSA and NASADAD Annual Meeting, Women's Services Network, June 9, 2022
248. **Terplan M** "Pregnancy and Substance Use Disorders" Indian Country ECHO Grand Rounds, June 28, 2022
249. Morgese D, **Terplan M** "Plans of Safe Care: Roles and Responsibilities" Florida Association of Healthy Start Coalitions, June 29, 2022
250. Jones C, **Terplan M** "A Harm Reduction Approach to the Issue of Substance Use During Pregnancy" Mayo Clinic: Neurobiology – Brain Science of Addiction Training. Mille Lac Band Judicial Branch Healing to Wellness Court, Onamia, MN, July 13, 2022
251. Arshack D, Ginsberg N, Owen CM, Pierre Y, Kavattur P, **Terplan M** "Defending Prosecutions with Medical Experts: Addressing Myths, Challenging False Dichotomies" Post-Rose: Building Defenses in Pregnancy-Related Prosecutions, National Association of Criminal Defense Lawyers and National Advocates for Pregnant Women, July 20, 2022
252. **Terplan M** "Maximizing the Post-Partum Coverage Extension: Part 3 Behavioral Health Deep Dive" National Association of Medicaid Directors, July 29, 2022
253. **Terplan M** "Drugs and Development: Stigma and Separation" Grand Rounds, Medical Toxicology, UT Southwestern, August 2, 2022
254. **Terplan M** "Destigmatizing Care, Supporting Pregnancy and Parents Who Use Substances", Keynote, Washington Perinatal & Parenting with Substance Use Summit, Seattle, WA, August 11, 2022
255. **Terplan M**, Ballout A "The Language We Use When Talking About Substance Use" Washington Perinatal & Parenting with Substance Use Summit, Seattle, WA, August 11, 2022
256. **Terplan M** "Bioethics, Trust and Mistrust" National Women and Addiction Group (WAG) Summit 2022 Compassionate Addiction Medicine: Whole Person Care for Birthing People, Seattle, WA, August 12-14, 2022
257. **Terplan M** "Child Welfare" WAG Summit, Seattle, WA, August 12-14, 2022
258. Chin J, Smid, M, **Terplan M** "Post Roe; Now What?" WAG Summit, Seattle, WA August 12-14, 2022
259. Rudolf V, Wright T, **Terplan M,** Jones H "Moving beyond the barriers of treating opioid use disorder, DEI and bias training" ASAM Course, Seattle WA, August 14, 2022
260. **Terplan M**, "Buprenorphine initiation in the Age of Fentanyl", G.R.A.C.E. Clinic, Lovelace Health, Albuquerque, NM, August 19, 2022
261. **Terplan M** "Obstetric Assessment and Treatment of Addiction as a Chronic Condition" LaPQC Improving Care for the Substance-Exposed Dyad Grand Rounds, August 30, 2022
262. **Terplan M** "Management of Labor and Postpartum Pain for Women Receiving Medication for OUD" TEXAS AIM recorded webinar, August 31, 2022
263. **Terplan M** "Overview of SUD and Pregnancy, and AIM Bundle Implementation" AWHONN AIM State Nursing Leaders for PQCs, September 1, 2022
264. **Terplan M** "Empathy and Evidence: Assessment and Management of Opioid Use Disorder in Pregnancy" TEXAS AIM recorded webinar, September 7, 2022
265. **Terplan M** "SUD Screening, Treatment, and Outcomes" TEXAS AIM recorded webinar, September 14, 2022
266. **Terplan M** "Setting Ourselves Up For Stigma and Bias? How We Codify Stigma and Bias in Our Words, Actions, and Policies" Louisiana Perinatal Quality Collaborative ICSED Learning Session, September 16, 2022

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267. **Terplan M**, Jones H, Shogren M, (Scott K, Moderator): Hot Issue: "Maternal Health and Opioid Use Disorder" Foundation for Opioid Response Efforts Grantee Meeting, September 27, 2022
268. **Terplan M** "Do Less Harm: Stigma & Structure in Pregnancy & Parenting" Alabama PQC Action Period Call NOWS Initiative, September 28, 2022
269. **Terplan M**, Jackson M, Anderson, C, Spearman L (Facilitator Fitzgerald M) "Substance Use Disorder Treatment Panel" WA Family Treatment Court All-Sites Meeting, September 30, 2022
270. **Terplan M** "Best Practices for Identification, Care, and Treatment for Perinatal Substance Use Disorder", ICSED Grand Rounds, LAPQC, September 30, 2022
271. **Terplan M** "Reflections on Addiction, Early Childhood Development, and Human Rights" NMPC Fall Educational Series, recorded October 5, 2022
272. **Terplan M** "Screening Pregnant & Parenting Women with Substance Use Disorder" Indian Country Project ECHO, October 6, 2022
273. McMichael B, Quick-Graham L, Reed A, **Terplan M**, (Dunham R, Puccio J moderators) "Fundamental of Perinatal Harm Reduction" Panel presentation, October 6, 2022
274. **Terplan M** "Stigma and Scapegoat; Pregnancy and Parenting" Keynote, Prevent Child Abuse Arizona, October 14, 2022
275. **Terplan M**, Taylor K, Hendon R, James T, Martinez N, McMillan J, Sangoi L, Sunderlin K, Vega J "Doing Right by Birth: Reducing Stigma and Improving Recovery through Professional Education around Child Welfare Reporting" FORE Webinar #1, October 21, 2022
276. **Terplan M** "MOUD in Pregnancy and Postpartum" JCOIN ECHO Study Project ECHO for Fostering MAT Use within Justice Populations, University of Wisconsin, October 24, 2022
277. **Terplan M**, He Y, Monroe D (Heit A Moderator) "Caring for Maternal-Infant Dyads Impacted by Addiction", MI Public Health Institute, Home Visitor Training, November 2, 2022
278. **Terplan M**, Habersham L*, Holm M*, Katugampala I*, Stancliff S "Medical Mythbusting: The Truth about Drugs, Developmental Consequences, and Family Policing" JMACforFamilies, Unapologetically Dismantling the War on Families, Panel Discussion, New York City, NY, November 3, 2022
279. **Terplan M** "Supporting the Family Unit: Reflections on Addiction, Early Childhood Development, and Human Rights" Keynote, MAHEC Perinatal Substance Exposure Summit, November 4, 2022
280. **Terplan M** "Screening, Assessing, and Treating Pregnant Women with Substance Use Disorder" NCSACW Practice and Policy Academy, Plenary, November 9, 2022
281. Sangoi L, **Terplan M**, Pena NB, Schiff D (Moderator) "Beyond the Evidence Base: Preserving dignity and countering discrimination in pregnancy and parenting" Plenary Panel, AMERSA, Boston, MA November 11, 2022
282. Paulk L, **Terplan M**, Pierre Y (Moderator) "Pregnancy Criminalization: Physicians and Harm Reduction" IfWhenHow Lit Mondays, Webinar, November 14, 2022
283. **Terplan M**, Taylor K, Hendon R, James T, Martinez N, McMillan J, Sangoi L, Sunderlin K, Vega J "Doing Right by Birth: Reducing Stigma and Improving Recovery through Professional Education around Child Welfare Reporting" FORE Webinar #2, November 16, 2022
284. **Terplan M** "Substance, Stigma, and Society: Pregnancy and Parenting" HBCD All Hands Meeting, Virtual, November 18, 2022
285. **Terplan M** "Improving Care of Substance Use Disorder to Improve Maternal Health" Pathways to Prevention (P2P) Program, Identifying Risks and Interventions to Optimize Postpartum Health, NIH, November 29, 2022

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286. **Terplan M** "Maternal Health and Substance Use: Current State and Future Directions" Maternal Infant Health Collaborative Learning Session, CAI Global, New York City, NY, December 1, 2022
287. **Terplan M** "Introduction to Buprenorphine: Pregnancy and Parenting" Indian Country Project ECHO, December 1, 2022
288. Norris J, **Terplan M**, Whitacre A "Office Based Opioid Treatment Programs" National Conference of State Legislators Health Fellows Alumni Meeting, Opioid Policy and Maternal and Child Health, San Diego, CA, December 4, 2022
289. **Terplan M** "Child Abuse Prevention Treatment Act and Plans of Safe Care" AMA Opioid Task Force, Washington DC, December 7, 2022
290. **Terplan M** "Stigma, Science, and Stimulants" Pennsylvania Psychostimulant Symposium, Closing Plenary, Virtual, December 7, 2022
291. **Terplan M** "Pregnancy and the Criminal Legal System" NIDA Clinical Trial Network Webinar, December 9, 2022
292. **Terplan M** and Taylor KJ "Test and Consequence: The evidence and ethics of drug use assessment in the perinatal period" Grand Rounds, Department of OBGYN, John Hopkins School of Medicine, Baltimore, MD, January 5, 2023
293. **Terplan M** "Managing Polysubstance Use Disorder" Indian Country Project ECHO, January 5, 2023
294. **Terplan M**, Taylor K, Hendon R, James T, Martinez N, McMillan J, Sangoi L, Sunderlin K, Vega J "Doing Right by Birth: Reducing Stigma and Improving Recovery through Professional Education around Child Welfare Reporting" FORE Webinar #3, January 19, 2023
295. **Terplan M** "Policy Academy Breakout Session 1: Ask the Experts" NCSACW Practice and Policy Academy, January 25, 2023
296. Moore P, Perez C, **Terplan M** (Brown E, Moderator) Preconception and Pregnancy: Conversation" National Substance Use Disorder Summit, Families in Recovery: The First 1,000 Days – Pregnancy, Newborns, and the First Years, Brazelton Touchpoints Center, February 1, 2023
297. **Terplan M** "Test and Consequence: The evidence and ethics of drug testing in pregnancy" SMFM, San Francisco, CA, February 8, 2023
298. **Terplan M** "Drugs and Development, Stigma and Separation" Grand Rounds, Department of Epidemiology and Biostatistics, East Tennessee State University, Johnson City TN, February 22, 2023
299. **Terplan M** "Basic Reproductive Biology and Drug Use" Missouri State Public Defenders, Spring Training, Branson, MO, March 8, 2023
300. **Terplan M**, Kondras C, Havens J, Wilcox W (Moderator) "Panel: Treatment Options" Decriminalizing Substance Use in Pregnancy, NYC Health and Hospitals, March 15, 2023
301. Bach W, **Terplan M** "Reproductive Medicine, Medical Experts, and Healthcare Privacy for Post-Dobbs Prosecutions" National Association of Criminal Defense Lawyers, March 17, 2023 https://www.youtube.com/watch?v=qepOUSwDrkw
302. **Terplan M** "Test and Consequence: The evidence and ethics of drug use assessment in the perinatal period" Grand Rounds, Department of Obstetrics and Gynecology, University of Miami, March 23, 2023
303. **Terplan M** "Opioids and Pregnancy: Myths, Principles, and Gaps in Care" NOWs the Time: A collaborative Care Workshop for the Treatment of Neonatal Opioid Withdrawal Syndrome, University of Arizona, Banner Health, Keynote, Tucson AZ, March 30, 2023 https://cpac.arizona.edu/education/nows-conference-2023

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304. **Terplan M** "Screening, Assessing, and Treating Pregnant Women with Substance Use Disorder" Improving Care for Opioid Exposed Newborns (ICON) Conference, VT PQC, Keynote, April 11, 2023
305. **Terplan M** "Pregnancy and SUD" UCSF Addiction CME, April 14, 2023
306. **Terplan M** "What's NOWS Got to Do With It?: Caring for Maternal-Infant Dyads Impacted by OUD" Annual Education, Bureau of Family Health, Maternal, Infant, and Early Childhood Home Visiting Program, Louisiana, April 20, 2023
307. **Terplan M**, Gresham J "Substance Use and Pregnancy: Understanding Plans of Safe Care for Maternal Health Professionals" Maternal Health Learning and Innovation Center, Webinar, May 1, 2023
308. **Terplan M** "Reproductive Health for PWUD: Punitive Policies, Health Professional Complicity, and Harm Reduction" National Health Care for the Homeless Council, Harm Reduction Pre-Conference Institute, Supporting Reproductive Health for People who use Drugs, Baltimore, MD, May 15, 2023
309. **Terplan M** "Support of Surveillance: Health Professionals, Carceral Complicity, and Birth", Facilitator Panel "Substance Use, Criminal Justice, and Child Welfare" (Couch S, Schlafer R), Engaging Child Welfare Systems in Research on Young Children Workshop, HEAL Initiative, Bethesda MD, May 25-26, 2023 https://apps1.seiservices.com/HEAL/Agenda.aspx
310. Gibbons L, **Terplan M** "Screening, Assessing, and Treating Pregnant Women with Substance Use Disorder" WY IDTA, NCSACW, June 6, 2023
311. **Terplan M** "Structural Racism and the Child Welfare System: Healthcare Reporting and Consequences" Maternity Hospital Quality Improvement Network (MHQIN) Learning Collaborative, NYC DOHMH, June 7, 2023
312. **Terplan M** "Drug policy and reproductive health: Harm and harm reduction in pregnancy and parenting" Compassionate Addiction Medicine: Treatment of Opioid Use Disorder and Substance Use Disorder (General, Pregnant, and Vulnerable Populations) Washington Society of Addiction Medicine, the Washington State Medical Association, CHOICES and the Women and Addiction Group, June 17, 2023
313. **Terplan M** "An Introduction to Substance Use, Addiction, Treatment, and Recovery" Washington 1227 Series, Kings County Public Defenders, June 28, 2023
314. Bower K, Kramer B, **Terplan M**, Warren N "Development and Implementation of a Training to Address Substance Use Disorder Bias Among Maternal Healthcare Professionals" National Maternal Health Innovation Symposium, August 9, 2023
315. **Terplan M** "Pregnancy, Substance Use, and Child Welfare: Evidence and Consequence" National Conference of State Legislators, Child Welfare Fellow Convening, Denver, CO, September 19, 2023
316. Price K, Bach WA, **Terplan M**, Soohoo C (McCabe K moderator) "Criminalizing Reproduction" Reproductive Justice: Scholarship for Solidarity and Social Change series, Notre Dame, Gender Studies, September 29, 2023

Proffered Communications

* Indicates collaboration with a medical student, resident, fellow, or graduate student.

National

1. Myers ER, Bastian LA, Havrilesky LJ, Kulasingam SL, **Terplan M**, Cline KE, Gray RN, McCrory DC. "Evidence Review on Evaluation of Adnexal Masses" UICC World Cancer Congress, Washington DC, Oral Presentation 2006

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2. **Terplan, M**., Garrett J, Hartman K, "Risk Factors for Continued Drug Use Among Pregnant Women Enrolled in Drug Treatment Programs: Does gestational age upon entry matter?" American Society of Addiction Medicine, Miami FL, Poster Presentation 2007
3. **Terplan M**, Kozloski M*, Pollack H, "Methamphetamine Use and Pregnancy: Trends in prevalence and risk factors in drug treatment admissions 1994-2005", Society for Gynecologic Investigation, San Diego CA, Poster Presentation 2008
4. **Terplan M**, Smith E, Kozlowski M*, Pollack H, "Methamphetamine Use in Pregnancy: Trends in National Treatment Admission and Treatment Request 1994-2006", Society for Epidemiologic Research, Chicago IL, Poster Presentation 2008
5. Whitaker AK*, **Terplan M**, Gold MA, Johnson LM, Creinin MD, "Effect of a brief educational intervention on the attitudes of young women toward the intrauterine device", The Association of Reproductive Health Professionals, Planned Parenthood Federation of America, and Society of Family Planning, Washington DC, Poster Presentation 2008
6. Johnston A*, Holmquist S, **Terplan M** "Beyond the journal club: A decade of evidence-based medicine at the University of Chicago", Medical Education Day University of Chicago, Chicago IL, Poster Presentation 2009
7. Johnston A*, Holmquist S, **Terplan M** "Beyond the journal club: A decade of evidence-based medicine at the University of Chicago", Association of Professors of Obstetrics and Gynecology, CREOG & APGO Annual Meeting, San Diego CA, California, Poster Presentation 2009
8. Leung E*, Wu S, Kay H, **Terplan M**, "Placenta Accreta: Depth of Invasion and Perinatal Outcome", American College of Obstetrics and Gynecology Annual Clinical Meeting, Chicago IL, Poster Presentation 2009
9. Taylor C*, Nicosia A, **Terplan M**, "Patient Satisfaction with the Levonorgestrel Intrauterine System for Treatment of Abnormal Uterine Bleeding", American College of Obstetrics and Gynecology Annual Clinical Meeting, Chicago IL, Poster Presentation 2009
10. Smith EJ, **Terplan M**, "Is there a window of opportunity: pregnancy and disparities in treatment need versus receipt", College on Problems of Drug Dependence 2009 Annual Meeting, Reno NV, Poster Presentation 2009
11. **Terplan M**, Lui S, Smith EJ, "How useful is what we have? Limitations of Cochrane Reviews, the case of substance treatment in pregnancy", College on Problems of Drug Dependence 2009 Annual Meeting, Reno NV, Poster Presentation 2009
12. Bergin A*, Whitaker AK, **Terplan M**, Gilliam M, "Failure to return for intrauterine device insertion after initial clinic visit", Association of Reproductive Health Professionals 2009 Annual Meeting, Los Angeles, CA, Poster Presentation 2009
13. Hoffman M*, Johnston M, **Terplan M**, Smith E, Cholkeri-Singh A, Miller CE, "Laparoscopic Myomectomy for Abnormal Uterine Bleeding and Pain: Preliminary results from a large case series", 38th Global Congress of Minimally Invasive Gynecology, Orlando, FL, Oral Presentation 2009
14. **Terplan M**, "Pregnancy Prevention and Well-Woman Care for the Addiction Provider", 22nd Cape Cod Symposium on Addictive Disorders, Cape Cod, MA, Oral Presentation 2009
15. **Terplan M**, Smith E, Temkin S. "Have improvements in treatment amplified racial disparities in ovarian cancer? An analysis of SEER data "Society for Gynecologic Oncologists 41st Annual Meeting on Women's Cancer, San Francisco, CA, Poster Presentation 2010
16. **Terplan M**, Tristan B*, Friedman C. "Addiction and Pregnancy: A Life Course Perspective", American Society of Addiction Medicine Annual Clinical Meeting, San Francisco, CA, Oral Presentation, 2010

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17. **Terplan M**, Palisoul M*, Lui S, Friedman C. "Gender, Pregnancy, and Treatment Completion by Criminal Justice Referral Status" 2010 NIDA International Forum, Scottsdale, AZ, Poster Presentation
18. **Terplan M**, Friedman C. "Intensity of care is the only predictor of outpatient opiate treatment retention among pregnant women." 2010 College on Problems of Drug Dependence Scientific Meeting, Scottsdale, AZ, Poster Presentation
19. Chisolm M, Yunus F, Andersen A, Smith C, **Terplan M**. "Maternal and Child Health Consequences of Reducing the Nicotine Content in Cigarettes" 2010 Bayview Scientific Symposium, Baltimore, MD, Poster Presentation
20. Tracy JK, **Terplan M**, Lydecker AD, Schluterman N*. "HPV Vaccine Adherence in Urban Youth" 2010 AACR International Conference on Frontiers in Cancer Prevention Research, Philadelphia, PA, Poster Presentation.
21. Johnston A*, **Terplan M**, Temkin S. "Obesity as a Risk Factor for Morbidity in Patients Undergoing Total Abdominal Hysterectomy" Annual Scientific Meeting of the SGI, Miami, FL, Poster Presentation 2011
22. Mak C*, Miller C, **Terplan M**. "The Snuffing Out of Cocaine: Trends in Drug-Exposed Deliveries 2001-2009" American College of Obstetrics and Gynecology, Annual Clinical Meeting, Washington DC, Poster Presentation 2011
23. Duncan N*, Kay H, **Terplan** M. "Induction of Labor at Term Versus Primary Cesarean Delivery: A Cost Analysis" American College of Obstetrics and Gynecology, Annual Clinical Meeting, Washington DC, Poster Presentation 2011
24. Johnston A*, **Terplan M**, Temkin S. "Obesity as a Risk Factor for Morbidity in Patients Undergoing Total Abdominal Hysterectomy" American College of Obstetrics and Gynecology, Annual Clinical Meeting, Washington DC, Poster Presentation 2011
25. **Terplan M**, Hladky K, Chisolm M, Tristan S*. "Contraceptive Adherence and Method Choice among Women with Drug and Alcohol Problems: A Systematic Review" College on Problems of Drug Dependence Scientific Meeting, Hollywood, FL, Poster Presentation 2011
26. **Terplan M**, "Trends in Substance Use in Pregnancy in the US", 24th Cape Cod Symposium on Addictive Disorders, Cape Cod, MA, Oral Presentation 2011
27. Mokhtari N*, **Terplan M**, Welsh C. "Overshadowed by Smoke: The relationship between psychiatric diagnosis and illicit substance use among pregnant women." 34th Annual Medical Student Research Day, University of Maryland School of Medicine, Baltimore, MD, Poster Presentation 2011
28. Namboodiri S*, Redd J*, Rouse A*, **Terplan M**, Lane W, Stephens S. "B'More in the Kitchen: Food-related behaviors and food security in pregnant and postpartum women in west Baltimore". 34th Annual Medical Student Research Day, University of Maryland School of Medicine, Baltimore, MD, Oral Presentation 2011
29. Moore EM, Han J, Serio-Chapman C, Mobley C, Watson C, **Terplan M**. "Contraception and clean needles: Feasibility of combining mobile reproductive health and needle exchange services prioritizing female exotic dancers". 2012 Society for Adolescent Health and Medicine New Orleans Annual Meeting, New Orleans, LA, Poster Presentation 2012
30. Justice M*, Amrane S*, **Terplan M**. "The Effect of an Unwanted Pregnancy on Smoking Behavior". Women's Health 2012. The 20th Annual Congress. Washington DC. Poster Presentation. 2012
31. Mokhtari N*, Appel L*, Welsh C, Friedman C, **Terplan M**. "The Relationship between Illicit Drug Use and Psychiatric Diagnosis among Pregnant Women". American Society for Addiction Medicine, 43rd Annual Medical-Scientific Conference. Atlanta, GA. Poster Presentation. 2012

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32. **Terplan M**. "Integrating SBIRT into Prenatal Care". American Society for Addiction Medicine, 43rd Annual Medical-Scientific Conference. Atlanta, GA. Oral Presentation. 2012
33. **Terplan M**, Wright T. "Screening for and Managing Substance Use in Practice". American College of Obstetrics and Gynecology 60th Annual Clinical Meeting, San Diego, CA. Oral Presentation. 2012
34. Rabin L*, **Terplan M**, Hladky K. "Contraceptive Knowledge Among Women Seeking Termination of Pregnancy." American College of Obstetrics and Gynecology 60th Annual Clinical Meeting, San Diego, CA. Poster Presentation. 2012
35. Daley KS*, Alger L, **Terplan M**. "Negative pressure wound therapy to prevent post-cesarean complications in morbidly obese women." American College of Obstetrics and Gynecology 60th Annual Clinical Meeting, San Diego, CA. Poster Presentation. 2012
36. Coleman-Cowger VH, **Terplan M**. “Smoking behaviors during pregnancy: Focus group findings from a public obstetrics clinic” College on Problems of Drug Dependence Scientific Meeting, Palm Springs CA, Poster Presentation. 2012
37. **Terplan M**, Cheng D, Chisolm MS. "The relationship between pregnancy intention and perinatal drinking behavior: An analysis of PRAMS data." College on Problems of Drug Dependence Scientific Meeting, Palm Springs CA, Poster Presentation. 2012
38. Chisolm MS, Cheng D, **Terplan M**. "The relationship between pregnancy intention and perinatal smoking behavior: An analysis of PRAMS data." College on Problems of Drug Dependence Scientific Meeting, Palm Springs CA, Poster Presentation. 2012
39. Longinaker N*, Chisolm MS, **Terplan M.** "The graying of female substance abusers: An analysis of TEDS-D data." 9th Annual Women's Health Research Conference, Minneapolis, MN, Poster Presentation. 2012
40. **Terplan M**, Husman C, Lowe S, Collinetti E. "Screening Adolescents for Chlamydia at Non-Traditional Sites." Scientific Advisory Committee Meeting Maryland STI-CRC, Year 3 EPCRTI Progress, Baltimore, MD, Poster Presentation. 2012
41. Bavoil P, Brotman R, Forney L, Gajer P, Mahurkar A, Maurelli A, Myers G, Rank R, **Terplan M**, White O, Wilson D, Yeruva L, Ravel J. " Project “Eco-Pathogenomics of Chlamydial Reproductive Tract Infection (EPCRTI).” Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Taos, NM, Poster Presentation. 2013
42. Collinetti E, Brotman R, Lowe S, Husman C, Tran R, Ravel J, Bavoil P, **Terplan M**. "*Chlamydia trachomatis* Re-infection: Rates and other Sexually Transmitted Co-infections." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Taos, NM, Poster Presentation. 2013
43. Brotman R, Collinetti E, Lowe S, Husman C, Tran R, Ravel J, Bavoil P, **Terplan M**. "Sexting rates, behaviors and attitudes among a cohort of *Chlamydia trachomatis*- infected adolescents and young adults." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Taos, NM, Poster Presentation. 2013
44. Ma B, Gajer P, Collinetti E, Neuendorf E, Yang H, Sakamoto J, Koenig S, Fadrosh D, Mekosh S, Mahurkar A, White O, **Terplan M**, Bavoil P, Forney LJ, Ravel J. " Vaginal microbiome upon Chlamydia trachomatis infection." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Taos, NM, Oral Presentation. 2013
45. Myers GSA, Humphrys M, Neuendorf E, Marques PX, **Terplan M**, Collinetti E, Bavoil P, Ravel J. "The Challenge of Sequencing Chlamydia Genomes Directly From Clinical Samples." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Taos, NM, Oral Presentation. 2013
46. Marques P, Craig A, Carrasco J, George N, Collinetti E, Mekosh S, Mahurkar A, White O, **Terplan M**, Want H, Wilson D, Ravel J, Bavoil P, Hsia R. "Are Antibodies to Distinct

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Polymorphic Membrane Protein Subtypes Associated with Gender and Ethnicity of Chlamydia trachomatis-Infected Patients?" Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Taos, NM, Poster Presentation. 2013

47. Salimi S, **Terplan M**, Cheng D, Chisolm MS. "The relationship between prenatal cigarette smoking and postpartum depression: An analysis of PRAMS data." Society for Research on Nicotine and Tobacco 19th Annual Meeting, Boston, MA, Poster Presentation. 2013
48. Martin CE*, **Terplan M**, Han J, Chaulk P, Serio-Chapman C. "Depot Medroxyprogesterone Acetate Continuation Among Female Exotic Dancers Seeking Mobile Reproductive Health Services." Second Annual Symposium on the Social Determinants of Health—Action for Equity, Baltimore, MD, Poster Presentation. 2013
49. **Terplan M**, Wright T. "SBIRT (It's coming. Are we ready?): Screening for and Managing Substance Use in Practice". American College of Obstetrics and Gynecology 61st Annual Clinical Meeting, New Orleans, LA. Oral Presentation. 2013
50. Appel L*, Ramanadhan S*, Hladky K, Rawls C, Welsh C, **Terplan M**. "Patient Acceptability of SBIRT in an Abortion Clinic Setting". American College of Obstetrics and Gynecology 61st Annual Clinical Meeting, New Orleans, LA. Poster Presentation. 2013
51. Longinaker N*, **Terplan M**. "Cohort trends in US drug use: An analysis of the Treatment Episode Data Set 2006-8". First Annual Mid Atlantic PREP & IMSD Research Symposium, Blacksburg, VA. Poster Presentation. 2013
52. Martin CE*, **Terplan M**, Han J, Chaulk P, Serio-Chapman C. "Contraception Continuation among Female Exotic Dancers Seeking Mobile Reproductive Health Services Concurrent with Syringe Exchange". College on Problems of Drug Dependence 75th Annual Meeting, San Diego, CA. Poster Presentation. 2013
53. Salimi S, Chisolm M, Cheng D, **Terplan, M**. "The Relationship between Postpartum Depression and Change in Prenatal Alcohol Use: An analysis of PRAMS data." College on Problems of Drug Dependence 75th Annual Meeting, San Diego, CA. Poster Presentation. 2013
54. Appel L*, Ramanadhan S*, Hladky K, Rawls C, Welsh C, **Terplan M**. "Patient Acceptability of Screening, Brief Intervention, and Referral to Treatment (SBIRT) in an Abortion Clinic Setting." Association for Medical Education and Research in Substance Abuse 37th Annual Conference, Bethesda, MD. Poster Presentation. 2013
55. Marques PX, Craig A, Huse V, George N, Collinetti E, Mekosh S, Mahurkar A, White O, Mark K, **Terplan M**, Wand H, Wilson D, Ravel J, Hsia R, Bavoil PM. "High-titer MOMP and Pmp-specific antibodies are biomarkers of upper tract disease, not immunity, in *Chlamydia trachomtis*-infected women" Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Boston, MA, Oral Presentation. 2014.
56. Myers GS, Humphrys M, Neuendorf E, Creasy HH, Marques PX, Shou H, **Terplan M**, Collinetti E, Nandy M, Bavoil PM, Ravel J. "Sequencing *Chlamydia* Genomes Directly from Clinical Samples." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Boston, MA, Oral Presentation. 2014.
57. Longinaker N*, Mark K, Lowe S, Collinetti E, Husman C, Nandy M, Brotman R, Ravel R, Bavoil PM, **Terplan M**. "Retention in an STI cohort study" An analysis of the *Chlamydia* Adolescent/Adult Reproductive Management (CHARM) cohort." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Boston, MA, Poster Presentation. 2014
58. Ma B, Gajer P, Collinetti E, Neuendorf E, Yang H, Sakamoto J, Koenig S, Fadrosh D, Mark K, **Terplan M**, Bavoil PM, Forney LJ, Ravel J. "Concordant bacterial community composition at

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the cervix and vagina." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Boston, MA, Poster Presentation. 2014

59. Mark K, Lowe S, Collinetti E, Hussman C, Nandy M, Brotman R, Ravel J, Bavoil PM, **Terplan M**. "The *Chlamydia* Adolescent/Adult Reproductive Management (CHARM) cohort of Baltimore City." Annual Meeting of the Sexually Transmitted Infections Cooperative Research Centers, Boston, MA, Poster Presentation. 2014
60. Bavoil PM, Myers GSA, Ma B, Marques PX, Gajer P, Craig A, Huot-Creasy H, Humphrys M, Collinetti E, Lowe S, Nandy M, George N, Shou H, Hovis K, Wand H, Mark K, Mahurkar A, Forney L, Hsia R-c, Wilson D, **Terplan M**, Ravel J. "Eco-Pathogenomics of Chlamydial Reproduction Tract Infection (EPCRTI)." 13th International Symposium on Human Chlamydial Infections, Pacific Grove, CA. Oral Presentation. 2014
61. Mark K, Longinaker N*, Collinetti E, Lowe S, Husman C, **Terplan M**. "Gender differences in sexting behaviors among Chlamydia positive adolescents and young adults". Annual Meeting of the Society for Adolescent Health and Medicine, Austin, TX, Poster Presentation, 2014.
62. Miller-Thomas T, Leoustakos JS, **Terplan M**, Brigham EP, Chisolm MS. "Comparison of cigarette smoking knowledge, attitudes, and practices among staff in prenatal and other substance abuse treatment settings". American Society of Addiction Medicine 45th Annual Medical-Scientific Conference, Orlando, FL, Poster Presentation, 2014.
63. Desai A*, Mark K, **Terplan M**. "Marijuana use and Pregnancy: Prevalence, Associated Behaviors, and Birth Outcomes". American College of Obstetrics and Gynecology 62nd Annual Clinical Meeting, Chicago, IL. Poster Presentation. 2014.
64. Bryant-Genevier M*, Martin CE*, **Terplan M**. "Reproductive Health Needs Among Drug Treatment Clients". American College of Obstetrics and Gynecology 62nd Annual Clinical Meeting, Chicago, IL. Poster Presentation. 2014.
65. Martin CE*, Chisolm MS, **Terplan M**. "Trends in Substance Use Treatment for Marijuana during Pregnancy: 2006 to 2009". Society for Prevention Research, 22nd Annual Meeting, Washington DC, Poster Presentation, 2014.
66. Salimi S, **Terplan M**, Chisolm M, Cheng D. "Association of intimate partner violence with cigarette smoking before and during pregnancy, 2004-2008 births." International Women's (InWomen) Group Conference, San Juan, Puerto Rico, Poster Presentation, 2014.
67. **Terplan M**, Longinaker N*, Chisolm MS. "How well do we understand older female substance abusers in the US? An analysis of TEDS-D 2006-09." International Women's (InWomen) Group Conference, San Juan, Puerto Rico. Poster Presentation, 2014.
68. Salimi S, **Terplan M**, Chisolm M, Cheng D. "Association of intimate partner violence with cigarette smoking before and during pregnancy, 2004-2008 births." NIDA International Forum. San Juan, Puerto Rico. Poster Presentation, 2014.
69. Coleman-Cowger VH, Belur V, **Terplan M**. "Differences between recent quitters and current smokers during pregnancy." College of Drug Dependence 76th Annual Scientific Meeting. San Juan, Puerto Rico. Poster Presentation, 2014.
70. Longinaker N*, Appel L*, **Terplan M**. "Availability of women-centered drug treatment services: An analysis of NSSATS 2002-2010" College of Drug Dependence 76th Annual Scientific Meeting, San Juan, Puerto Rico. Poster Presentation, 2014.
71. Bryant-Genevier M*, Appel L*, Mark KD, **Terplan M**. "Reproductive health needs among drug treatment clients." College of Drug Dependence 76th Annual Scientific Meeting, San Juan, Puerto Rico. Poster Presentation, 2014.
72. **Terplan M**, Longinaker N*, Chisolm MS. "How well do we understand older female substance abusers in the US? An analysis of TEDS-D 2006-09." College of Drug Dependence 76th Annual Scientific Meeting, San Juan, Puerto Rico. Poster Presentation, 2014.

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73. Farquhar B*, **Terplan M**, Chisolm MS, Coleman-Cowger V, Mark K. "Pregnant Women's Knowledge and Attitudes regarding Electronic Cigarettes" ACOG District I, III and IV Annual Meeting, Baltimore, MD. Poster Presentation, 2014.
74. Longinaker N*, Appel L*, **Terplan M**. "Availability of women-centered drug treatment services: An analysis of NSSATS 2002-2010" ACOG District I, III and IV Annual Meeting, Baltimore, MD. Poster Presentation, 2014.
75. **Terplan M**. "Working across the lines: innovative work with exotic dancers' reproductive health needs" Harm Reduction Coalition 10th National Harm Reduction Conference, Baltimore, MD. Oral Presentation, 2014.
76. **Terplan M**. "Is harm reduction relevant to pregnant women and parents in the child welfare system" Harm Reduction Coalition 10th National Harm Reduction Conference, Baltimore, MD. Oral Panel Presentation (Lynn Paltrow Chair) 2014.
77. Muqueeth S, Robinowitz N, Scheibler J, **Terplan** M, Salisbury-Afshar E. "Family planning in substance use disorder treatment centers: opportunities and challenges" Association of Maternal and Child Health Programs 2015: United to Build Healthier Communities, Washington DC, Poster Presentation, 2015.
78. Marques PX, Craig AP, Longinaker N, Colinetti E, Nandy M, Mekosh S, Mahurkar A, Carrasco JA, George N, **Terplan M**, Mark K, Wand H, Wilson DP, Brotman R, Ravel J, Hsia R, Bavoil PM. "Association of specific antibodies with upper genital tract disease in *Chlamydia trachomatis*-infected women: an update" Chlamydia Basic Research Society, 2015 Biennial Meeting, New Orleans, LA. Oral Presentation, 2015.
79. Whaley N*, Sznajder K*, **Terplan M** "The challenges of abortion care for women with substance use disorders" National Abortion Federation Conference 2015, Baltimore, MD, Oral Presentation, 2015.
80. Schauberger CW, Wright TE, **Terplan M** "Best practices for the care of pregnant women with addiction" American Society of Addiction Medicine 46th Annual Conference, Austin, TX, Oral Presentation, 2015.
81. Chisolm MS, **Terplan M**, Wright TE "Screening, brief intervention, and referral to treatment (SBIRT) for perinatal tobacco/alcohol use" American Society of Addiction Medicine 46th Annual Conference, Austin, TX, Oral Presentation, 2015.
82. Appel LF*, Longinaker N*, **Terplan M**. "Availability of women-centered drug treatment services in the United States" American Congress of Obstetricians and Gynecologists, Annual Clinical and Scientific Meeting, San Francisco, CA, Poster Presentation, 2015.
83. Mark KS, Farquhar B*, Chisolm MS, Coleman-Cowger V, **Terplan M**. "Pregnant women's knowledge and attitudes regarding electronic cigarettes" American Congress of Obstetricians and Gynecologists, Annual Clinical and Scientific Meeting, San Francisco, CA, Poster Presentation, 2015.
84. Coleman-Cowger VH, Koszowski B, Mark K, **Terplan M**. "Smoking and mental health from first prenatal visit to postpartum" 8th Annual International Women's and Children's Health and Gender Working Group (InWomen's) Conference, Phoenix, AZ, Poster Presentation, 2015.
85. **Terplan M** "Beyond pregnancy: addressing the reproductive health needs of women with SUDs" 8th Annual International Women's and Children's Health and Gender Working Group (InWomen's) Conference, Phoenix, AZ, Oral Presentation, 2015.
86. Coleman-Cowger VH, Koszowski B, Mark K, **Terplan M**. "Smoking and mental health from first prenatal visit to postpartum" College on Problems of Drug Dependence 77th Annual Scientific Meeting, Phoenix, AZ, Poster Presentation, 2015.

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87. Flores JM*, Abreu FM, **Terplan M**, Chisolm MS. "Preoperative cigarette/alcohol use increases 30-day post-surgical mortality/morbidity and accelerates time to death" College on Problems of Drug Dependence 77th Annual Scientific Meeting, Phoenix, AZ, Oral Presentation, 2015.
88. **Terplan M** "Developing, implementing, and improving guidelines and protocols: Addressing myths and formulating principles" National Perinatal Association *Pregnant Women, Drug Use, and Neonatal Abstinence Syndrome: Research & Policies that Support Mothers, Babies, and Families* Symposium, Nashville, TN, Oral Presentations, 2015.
89. Murphy J, Sawyer A, **Terplan M**, Shipley M. "Paps and New Needles: Cancer Prevention as Part of a Harm Reduction Program". Association of Nurses in AIDS Care (ANAC) 2015 Annual Conference, Chicago, IL, Oral Presentation, 2015.
90. Coleman-Cowger V, Koszowski B, Rosenberry ZR, Mark KM, **Terplan M**. "Pilot study findings of phone-based postpartum continuing care for low-income pregnant smokers". Society for Research on Nicotine and Tobacco, 22nd Annual Meeting, Chicago, IL, Oral Presentation, 2016.
91. Martin CE*, **Terplan M**, Nail J, Sherman SG. "Contraceptive use among female exotic dancers" Ending Gender Inequalities: Addressing the nexus of HIV, drug use, and violence with evidence-based action. Chapel Hill, NC, Poster Presentation, 2016.
92. Jones HE, Campopiano M, Coffa D, **Terplan M**, Patrick S, Issacs KR, Perpich, JG, Hayashi S, Leopold A. "Clinical guidelines for treating opioid-dependent pregnant and parenting women and their babies" American Society of Addiction Medicine, 47th Annual Conference, Baltimore, MD, Oral Presentation, 2016. Jones, H., Campopiano, M., Coffa, D., Terplan, M., Patrick, S.,
93. **Terplan M**, Chisolm MS, Robert S, Kennedy-Hendricks A* "Substance-exposed newborn reporting for the addiction medicine provider: Guidelines and critical appraisal" American Society of Addiction Medicine, 47th Annual Conference, Baltimore, MD, Oral Presentation, 2016.
94. **Terplan M**, Jones HE, Matusiewicz AK*, MacAfee L* "Health care reform and integration: Women's reproductive health in SUD treatment" American Society of Addiction Medicine, 47th Annual Conference, Baltimore, MD, Oral Presentation, 2016.
95. **Terplan M** "Opiate Addiction in Pregnancy", American College of Obstetricians and Gynecologists Annual Clinical and Scientific Meeting, Lunch with Expert Host, Washington DC, 2016.
96. **Terplan M**, Friedman C "Using structural interventions for women and girls who use drugs" International Women's and Children's Health and Gender Group Conference, Palm Springs, CA, Discussion Table Host, 2016.
97. MacAfee L*, Harfmann R, **Terplan M** "Barriers to integration of reproductive health services at substance use treatment facilities in Michigan" International Women's and Children's Health and Gender Group Conference, Palm Springs, CA, Poster Presentation, 2016.
98. MacAfee L*, Harfmann R, **Terplan M** "Pregnancy intentions and contraceptive use among substance using pregnant women" International Women's and Children's Health and Gender Group Conference, Palm Springs, CA, Poster Presentation, 2016.
99. Coleman-Cowger VH, Bartosz K, **Terplan M** "Trajectory of mental health among low-income smokers across pregnancy and postpartum" International Women's and Children's Health and Gender Group Conference, Palm Springs, CA, Poster Presentation, 2016.
100. **Terplan M** "Neonatal abstinence syndrome in context: Science, family and society" College on Problems of Drug Dependence Scientific Meeting, Palm Springs, CA, Oral Presentation/Discussant "Neonatal abstinence syndrome: Context and consequences in 2016" (with Jones HE, Kaltenbach K, Heil SH), 2016.

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101. MacAfee L*, Sawyer A, **Terplan M** "Trends in receipt of medication-assisted treatment for pregnant women with opioid use disorder in the United States" College on Problems of Drug Dependence Scientific Meeting, Palm Springs, CA, Poster Presentation, 2016.
102. Coleman-Cowger VH, Koszowski B, **Terplan M** "Trajectory of mental health among low-income smokers across pregnancy and postpartum: College on Problems of Drug Dependence Scientific Meeting, Palm Springs, CA, Poster Presentation, 2016.
103. **Terplan M**, Kirschner J, Muqueeth S, Dineen R. " The Baltimore reproductive health initiative: Bringing family planning to women in treatment" College on Problems of Drug Dependence Scientific Meeting, Palm Springs, CA, Poster Presentation, 2016.
104. Carpenter L, Gresham J, **Terplan** M, Greene M "Developing a plan of safe care for infants with prenatal substance exposure, their mothers and caregivers: Collaborative approaches learned in a six-state initiative" Child Welfare League of America National Conference, Orange County, CA, Oral Presentation, 2016.
105. **Terplan M** "Integration as prevention: Addressing reproductive health needs of women in substance use disorder treatment" Child Welfare League of America National Conference, Orange County, CA, Oral Presentation, 2016.
106. Gresham J, **Terplan M** "Medication-assisted treatment for pregnant women with opioid use disorders" Child Welfare League of America National Conference, Orange County, CA, Oral Presentation, 2016.
107. **Terplan M**, Krans EE, Saia K "Opioid use disorder in pregnancy: Care and context of mother and newborn" Medicaid Health Plans of America Annual Conference, Washington DC, Oral Presentation, 2016.
108. Martin C*, Washio Y, Goldstein ND, **Terplan M** "Alcohol use among pregnant women seeking substance use treatment from 1992 to 2012" Vermont Center on Behavior and Health 4th Annual Conference, Burlington, VT, Poster Presentation, 2016.
109. **Terplan M** "Addressing the reproductive health needs of women in SUD treatment" American Association for the Treatment of Opioid Dependence 2016 Conference, Baltimore, MD, Oral Presentation, 2016.
110. Ali S, **Terplan** M, Schauberger C "Treating pregnant/parenting opioid-dependent women and their children" American Association for the Treatment of Opioid Dependence 2016 Conference, Baltimore MD, Oral Presentation, 2016.
111. **Terplan M**, Wright TE, Jones HE, Walsh J, Rudolf V "Substance withdrawal in pregnancy: From research to practice to public health" American Society of Addiction Medicine Annual Conference, New Orleans LA, Oral Presentation, 2017.
112. Martin CE*, **Terplan M**, O'Grady K, Jones HE "Pregnancy intention and opioid use disorder treatment: Retention in the MOTHER study" American Society of Addiction Medicine Annual Conference, New Orleans LA, Poster Presentation, 2017.
113. MacAfee LK, Harfmann R, **Terplan M** "Barriers to integration of reproductive health services at substance use treatment facilities" American Society of Addiction Medicine Annual Conference, New Orleans LA, Poster Presentation, 2017.
114. Sufrin C, Fiscella K, **Terplan M** "Caring for the pregnant patient in custody" National Commission on Correctional Health Care, Spring Conference on Correctional Health Care, Atlanta, GA, Oral Presentation, 2017.
115. Rubinsak LA, Fields EC, Carter JS, McGuire WP, **Terplan M**, Temkin SM "Co-occurring substance use disorder: The impact on treatment adherence in women with locally advanced cervical cancer treated at an academic medical center." Mid-Atlantic Gynecologic Oncology Society Annual Meeting. Charleston, SC, Poster Presentation, 2017.

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116. **Terplan M**, Finnegan L "Opioids, Pregnancy, NAS: How we provide the best care for women and babies" American Association for the Treatment of Opioid Dependence (AATOD) Conference, New York, NY, Oral Presentation, 2018.
117. Rubinsak LA, Fields EC, McGuire WP, Carter JS, **Terplan M**, Temkin SM "Co-occurring substance use disorder: The impact on treatment adherence in women with locally advanced cervical cancer" Society for Gynecologic Oncology, Annual Meeting on Women's Cancer, New Orleans, LA, Poster Presentation, 2018.
118. Scialli A*, **Terplan M** "Screening for illicit drug use by healthcare professionals, 2013-2015" American Society of Addiction Medicine, Annual Conference, San Diego, CA, Poster Presentation, 2018.
119. Scialli A*, **Terplan M** "Screening for illicit drug use by healthcare professionals, 2013-2015" Virginia Public Health Association, Student Research Day and Annual Meeting, Lynchburg, VA, Poster Presentation, 2018.
120. Bone C, Madden L, Tetrault J, **Terplan M**, Barry D "Risk of unintended pregnancy among women enrolling in methadone maintenance treatment program" College on Problems of Drug Dependence, 80th Annual Scientific Meeting, San Diego, CA, Poster Presentation, 2018.
121. Lander L, Stoltman J*, Patrick JH, **Terplan M,** Jones HE "Birth control knowledge and interest in reproductive health services in patients receiving treatment for opioid use disorder" College on Problems of Drug Dependence, 80th Annual Scientific Meeting, San Diego, CA, Poster Presentation, 2018.
122. Stoltman J*, Lander L, Patrick JH, **Terplan M**, Jones HE "Birth control use and talking with health professionals about birth control in female patients receiving treatment for opioid use disorder in rural Appalachia" College on Problems of Drug Dependence, 80th Annual Scientific Meeting, San Diego, CA, Poster Presentation, 2018.
123. Shadowen C*, **Terplan M** "Measuring Knowledge and Attitudes Towards Pharmacotherapy During Pregnancy" Virginia Society of Addiction Medicine, Annual Meeting, Henrico, VA, Poster Pregnancy, 2018. *Received "Best Poster" Award*
124. Premkumar A, Grobman WA, **Terplan M**, Miller ES "Methadone, buprenorphine, or detoxification for management of perinatal opioid use disorder: A cost-effectiveness analysis" The Society for Maternal Fetal Medicine 39th Annual Pregnancy Meeting, Las Vegas, NV, Poster Presentation, 2019.
125. Dave B, Collins D, **Terplan M**, Mishra V "Knowledge is Power: Impacting the Opioid Crisis Though the VCU Virginia Opioid Project ECHO" Mid-Atlantic Telehealth Resource Center Convergence Summit, Williamsburg, VA, Poster Presentation, 2019.
126. Shadowen C*, **Terplan M** "Measuring Knowledge and Attitudes Toward Pharmacotherapy During Pregnancy in Two Distinct Populations" 2nd Annual Virginia Interprofessional Summit for Addiction Education, Richmond, VA, Poster Presentation, 2019.
127. Martin CE, Scialli A, **Terplan M** "Addiction and Depression: Current Unmet Treatment Needs Among Reproductive Aged Women" American Society of Addiction Medicine 50th Annual Conference, Orlando, FL, Poster Presentation, 2019.
128. Martin CE, Scialli A, **Terplan M "**Unindicated Substance Use Disorder Treatment: Difference by Gender?" American Society of Addiction Medicine 50th Annual Conference, Orlando, FL, Poster Presentation, 2019.
129. Rudolf V, Jones HE, Wright TE, Walsh J, **Terplan M** "Perinatal Substance Use: From Research to Practice to Public Health" Workshop Session, my presentation: "Postpartum and Beyond: Life Course Considerations", American Society of Addiction Medicine 50th Annual Conference, Panel Presentation, Orlando, FL, 2019.

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130. Patrick SW, **Terplan M** (Dreyzehner J, Moderator) "Improving Outcomes for Pregnant Women with Opioid Use Disorder and Their Infants", Rx Drug Abuse and Heroin Summit, Oral Presentations, Atlanta, GA, 2019.
131. Shadowen C*, **Terplan M** "Patient and Student Knowledge and Attitudes Regarding Pharmacotherapy During Pregnancy" American College of Obstetricians and Gynecologists, Annual Clinical Meeting, Poster Presentation, Nashville, TN, 2019.
132. Buennemeyer DE*, Morgan D*, **Terplan M**, Springel EH "A Survey Assessment of Maternal Understanding of the Midtrimester Anatomy Scan" American College of Obstetricians and Gynecologists, Annual Clinical Meeting, Poster Presentation, Nashville, TN, 2019.
133. Minns A, Peahl AF, Kusunoki Y, **Terplan M**, Dalton V, Admon LK "Prevalence and Screening Perinatal Intimate Partner Violence Pregnancy Risk Assessment Monitoring System 2012-15" American College of Obstetricians and Gynecologists, Annual Clinical Meeting, Poster Presentation, Nashville, TN, 2019.
134. Olsen N*, Eagan A*, Udayakumar A*, Romutis K*, Martin C, **Terplan M** "The Effect of Decreased Opioid Prescribing After Routine Vaginal Delivery on Post Discharge Patient Encounters" American College of Obstetricians and Gynecologists, Annual Clinical Meeting, Poster Presentation, Nashville, TN, 2019.
135. **Terplan M** "Pregnancy in the Opioid Crisis" American College of Obstetricians and Gynecologists, Annual Clinical Meeting, Oral Presentation, Nashville, TN, 2019.
136. **Terplan M,** Friedman A, Lagrew DC "AIM Safety Bundles Three Bundles: Cesarean Reduction VTE and Opioids" American College of Obstetricians and Gynecologists, Annual Clinical Meeting, Panel Presentation, Nashville, TN, 2019.
137. Stein B, Faherty L, Schiff D, **Terplan M** (Discussant) "Opioid Use and the Maternal-Infant Dyad: State Policies, County-Level Factors, and Patient-Level Impacts" Academy Health, Annual Research Meeting, Panel Presentation, Washington DC, 2019.
138. Martin C, Scialli A, **Terplan M** "Current unmet addiction treatment needs among reproductive-aged women" College on Problems of Drug Dependence, 81st Annual Scientific Meeting, Poster Presentation, San Antonio, TX, 2019.
139. Martin C, Scialli A, **Terplan M** "Unmet addiction treatment need in the US: Is there a gender difference?" College on Problems of Drug Dependence 81st Annual Scientific Meeting, Poster Presentation, San Antonio, TX, 2019.
140. Mark K, Pierce E*, **Terplan M** "The relationship between pregnant women's interaction with the justice system and their admission of and continuation of use of cannabis" College on Problems of Drug Dependence 81st Annual Scientific Meeting, Oral Presentation, San Antonio, TX, 2019.
141. Ma L, Steinberg J, Bjork J, Taylor B, Arias A, **Terplan M**, Zuniga E, Lennon M, Anastasio N, Cunningham K, Moeller F "Cingulo-hippocampal effective connectivity and drug cue related attentional bias in opioid use disorder" College on Problems of Drug Dependence 81st Annual Scientific Meeting, Poster Presentation, San Antonio, TX, 2019.
142. Martin C, Scialli A, **Terplan M** "Current unmet addiction treatment needs among reproductive-aged women" 11th InWomen, Group Conference, Poster Presentation, San Antonio, TX, 2019.
143. Martin C, Scialli A, **Terplan M** "Unmet addiction treatment need in the US: Is there a gender difference?" 11th InWomen Group Conference, Poster Presentation, San Antonio, TX, 2019.

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144. Olsen N*, Eagan A*, Romutis R*, Udayakumar A*, **Terplan M**, Martin C "Evaluation of a Quality Initiative to Decrease Routine Opioid Prescribing After Vaginal Delivery" Society of OBGYN Hospitalists Annual Clinical Meeting, Poster Presentation, La Jolla, CA, 2019.
145. Roberts SCM, Fuentes L, **Terplan M**, Thompson K "The "LARC Solution" to substance use during pregnancy: A clinical, ethical, and public health critique" Morning Plenary, Society for Family Planning Annual Meeting, Panel Presentation, Los Angeles, CA, 2019.
146. Mijares D*, Morgan D*, **Terplan** M, Springel E "A Survey Assessment of Patients' Knowledge of Trisomy 21 at First Trimester Screen Ultrasound" Society for Maternal Fetal Medicine (SMFM), Poster Presentation, Grapevine, TX, 2020.
147. Mijares D*, Morgan D*, **Terplan** M, Springel E "A Survey of Subjective Experience toward the First Trimester Aneuploidy Screening Ultrasound" SMFM, Poster Presentation, Grapevine, TX, 2020.
148. Young N, **Terplan M** "Mandatory Child Welfare Reporting: What the Addiction Physician Needs to Know" American Society of Addiction Medicine 51st Annual Conference, Panel Presentation, Virtual Recorded Session, 2020.
149. HE Jones, **Terplan M**, Wright T, Rudolf V "Compassionate Care for Neonatal Abstinence Syndrome: Research, Practice and Public Health" Panel Presentation, American Society of Addiction Medicine 51st Annual Conference, Panel Presentation, Virtual Live Session April 3, 2020.
150. Stoltman JK, Patrick JH, Lander LR, Pollini R, **Terplan M**, Jones HE "Developing a novel pregnancy risk delay discounting condition for patients receiving opioid use disorder in rural Appalachia" CPDD Annual Scientific Virtual Meeting, Poster Presentation, 2020.
151. Samura T, **Terplan M**, Woodhams E, Patton E " Addiction 101: Filling the Gap for the Reproductive Health Provider", Panel Presentation, Society for Family Planning, Virtual Recorded Session, 2020.
152. **Terplan M** "COVID-19 and OUD on Labor and Delivery: Policy and Consequence" COVID-19's Impact on SUD Research Virtual Symposium, CPDD, October 29, 2020
153. Dietrich E*, **Terplan M** "Management of Kratom Addiction with Buprenorphine-Naloxone: A Case Report", Poster Presentation, VASAM, 2020.
154. Monico LB, Mitchell SG, Gryczynski J, **Terplan M** "Delivering Adolescent SBIRT as Part of a Cluster Randomized Trial in Rural US Health Centers: Provider Fidelity to Delivery of the Intervention" Poster Presentation, Symposium on Substance Use Research, 2020.
155. Finnegan LP, **Terplan M**, Abatemarco DJ, "Principles and Partners: Multidisciplinary Services Providing Quality Care for Pregnant Women with Opioid Use Disorder" AATOD Annual Conference, Workshop, 2021
156. Rudolf V, Schiff DA, Tamar H, **Terplan M** "Caring for Opioid-Exposed Dyads: child welfare, breastfeeding policies and zero separation" Panel Presentation, ASAM Annual Conference, 2021
157. Faherty L Landis R, Stein B, **Terplan M**, "Trends and Inequities by Race/Ethnicity in Co-Prescribing for Medicaid-Insured Pregnant and Postpartum Women with Opioid Use Disorder" Poster Presentation, Academy Health, Annual Research Meeting 2021
158. Patel E, Bandara S, Saloner B, Stuart E, Goodman D, **Terplan M**, McCourt A, White S, McGinty E, "Heterogeneity in Prenatal Substance Use Screening Despite Universal Screening Recommendations: Findings from PRAMS, 2016-2018" Poster Presentation, Academy Health ARM 2021
159. Mitchell SG, Monico LB, Gryczynski J, **Terplan M** "Delivering Adolescent SBIRT as Part of a Cluster Randomized Trial in Rural U.S. Health Centers: Provider Fidelity to Delivery of the Intervention" Oral Presentation, INEBRIA 2021, Virtual

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160. Monico LB, Mitchell SG, Gryczynski J, Garrison K, Ross T, **Terplan M** "Behavioral and mental health responses to COVID-19-related stressors among adolescents in two rural communities" Poster Presentation, AHSR 2021, Virtual
161. Nidey N, Marcotte M, Kair L, Greiner A, **Terplan M**, Tabb K, Wilder C "Maternal mortality among persons with illicit substance use" Poster Presentation, SMFM 2022, Virtual
162. Mark KM, Schiff D, **Terplan M** "Cannabis Use in Pregnancy: Person Centered Perspectives" ASAM ACM, Hollywood, FL, April 1, 2022
163. Kair LR, Hoyt-Austin A, Chen MJ, Bentley B, Tabb KM, **Terplan M**, McAllister JM, Wexelblatt SL, Murnan A, Anyigbo C, and Nidey N "Racial Inequities in Breastfeeding Counseling among Pregnant People who use Cannabis" Poster Presentation, Pediatric Academic Societies Annual Meeting. Denver, CO. April 24, 2022
164. Mitchell SG, Gryczynski J, Monico LP, **Terplan M**, MD1, O'Grady KE, Hochstatter KR, "Adolescent SBIRT in Primary Care: Provider Training and Fidelity to Delivery of the Intervention" Poster Presentation, SPR, May31-June 3, 2022, Seattle, WA
165. **Terplan M,** Young-Wolff K, Alexander K, Kelty E, Krans E, Wallhed-Finn S "US Treatment Admissions for Alcohol Use Disorder by Gender and Reproduction 2015-2019" Poster Presentation, CPDD Annual Meeting, Minneapolis, MN June 11-15, 2022
166. Alexander K, **Terplan M**, Sanjuan P, Preston K "How Has Ecological Momentary Assessment Been Used With People Who Are in Medication-Based Treatment for Opioid Use Disorder?" Poster Presentation, CPDD Annual Meeting, Minneapolis, MN June 11-15, 2022
167. Mitchell M, **Terplan M**, Brooks J, Akinwolere G, Mark K "Patterns of Substance Use and Mental Health Profiles Among Pregnant Women" Poster Presentation, CPDD Annual Meeting, Minneapolis, MN June 11-15, 2022
168. Hochstatter K, **Terplan M**, Mitchell S, Schwartz R, Dusek K, Gryczynski J "Characteristics and Correlates of Fentanyl Preferences Among People With Opioid Use Disorder (OUD)" Oral Presentation, CPDD, Minneapolis, MN, June 11-15, 2022
169. Kair LR, Hoyt-Austin A, Chen MJ, Bentley B, Tabb KM, Anyigbo C, Wilder C, **Terplan M**, McAllister JM, Wexelblatt SL, Murnan A, and Nidey N. "Racial Inequities in Breastfeeding Counseling among Pregnant People who use Cannabis" Platform Presentation & Poster, Academy of Breastfeeding Medicine, Baltimore, MD, September 15-18, 2022
170. Bach WA, **Terplan M** "Stopping Criminalization at the Bedside" Panel Presentation, National Harm Reduction Coalition Conference, San Juan, Puerto Rico, October 13-16, 2022
171. Marra A, Stoltman JJK, **Terplan M** "Harnessing you Expertise: Media Training with Reporting on Addiction" Panel Presentation, AATOD, Baltimore, MD November 1-3, 2022
172. Habersham LL, Taylor KJ, **Terplan M**, Mark K "Disparities in Toxicology Testing Results During the Birthing Hospitalization" Poster Presentation, ASAM, Washington DC, April 13-16
173. Kair LR, McAllister JM, **Terplan M**, Nidey N "Breastfeeding and Developmental Outcomes in Infants with Prenatal Cannabis Exposure" Poster Presentation, Pediatric Academic Societies Meeting, Washington DC, April 28, 2023
174. Xu, JH*, Merhar S, DeFranco E, McAllister J, Wilder C, Muman A, **Terplan M**, Nidey N "Experiences of Discrimination and Treatment Outcomes Among Pregnant and Postpartum People with Opioid Use Disorder" Poster Presentation, ACOG, Baltimore, MD, May 19-21, 2023
175. Kobernik EK, DeSisto CL, Welder L, Levecke M, **Terplan M**, Ko, JY "Past 30-day suicide attempts among women ages 18–55 years with past 30-day nonmedical prescription opioid use" Poster Presentation, The Society for Pediatric and Perinatal Epidemiologic Research, Portland, OR, June 12-13, 2023

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176. Gryczynski J, Nordeck C, Dusek K, Sharma A, **Terplan M**, Gilliams E "Screening for Opioid Use Disorder at Public Sexual Health Clinics" Poster Presentation, CPDD, Denver, CO, June 17-21, 2023
177. Cioffi C, Acevedo AM, Kauffman M, Marino M, Parker K, **Terplan M**, Linder S "An Observational Study of Medication for Opioid Use Disorder Prescribing Practices During Pregnancy" Poster Presentation, CPDD, Denver, CO, June 17-21, 2023
178. Malekmadani A*, Puglisi L*, Campos M, Starikov R, **Terplan M** "Understanding Disparities in Substance use Screening: A closer look at bias in birthing parent toxicology testing" Poster Presentation, CSAM, San Diego, CA, August 23, 2023
179. A Malekmadani A*, Puglisi L*, Campos M, Starikov R, Terplan M "Understanding Disparities in Substance use Screening: A closer look at bias in birthing parent toxicology testing" Poster Presentation, ACOG District VIII & IX, Wailea, HI, September 28-30, 2023
180. Kair LR, McAllister JM, **Terplan M**, Nidey N "Breastfeeding and Developmental Outcomes in Infants with Prenatal Cannabis Exposure" Academy of Breastfeeding Medicine, Podium Presentation, Schaumburg, IL, November 9-12, 2023
181.

International

1. **Terplan, M**. Lui, S, "A systematic review of psychosocial interventions for pregnant women in illicit drug treatment programmes", The Society for the Study of Addiction, York UK, Poster Presentation 2006
2. **Terplan M,** "Compassionate Coercion: Factors Associated With Court Mandated Drug and Alcohol Treatment in Pregnancy, 1994-2006", American Society of Addiction Medicine, Ontario, Canada, Oral Presentation 2008
3. **Terplan M,** Kozloski M*, "Trends in Days Waiting to Enter Treatment: Has Anything Improved for Pregnant Women?", American Society of Addiction Medicine, Ontario, Canada, Poster Presentation 2008
4. **Terplan M**, "Why is there no moral panic surrounding methamphetamine use in pregnancy in the US?" Global Conference on Methamphetamine: Science, Strategy, and Response, Prague, Czech Republic, Oral Presentation 2008
5. **Terplan M**, "Towards a Dynamic Model of Methamphetamine use During Pregnancy: Where did the current surge in drug treatment admissions come from?", 2008 Global Conference on Methamphetamine: Science, Strategy, and Response, Prague, Czech Republic, Oral Presentation 2008
6. **Terplan M**, Smith EJ, Temkin S, "Racial Disparities in Ovarian Cancer Treatment and Survival in the United States: A systematic review", XVIII IEA World Congress of Epidemiology, Porto Alegre, Brazil, Poster Presentation 2008
7. **Terplan M**, Smith EJ, Pollack H "Towards a dynamic model of drug trends in pregnancy in the United States 1994 – 2005", XVIII IEA World Congress of Epidemiology, Porto Alegre, Brazil, Poster Presentation 2008
8. Narayanan R*, **Terplan M**, DiGiovanni L "The Effect of Maternal Obesity on Pregnancy and Neonatal Outcomes", Society Gynecologic Investigation Annual Scientific Meeting, Glasgow, Scotland, Poster Presentation 2009
9. Lui S, Smith EJ, **Terplan M**, "Heterogeneity in search strategies among Cochrane acupuncture reviews" Cochrane Colloquia, Singapore, Poster Presentation 2009
10. Chisolm MS, Friedman C, **Terplan M** "The use of Twitter to advance perinatal mental health/addiction care and research" International Biennial Congress of the Marce Society, Paris, France, Poster Presentation 2012

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11. Ma B, Brotman RM, Gajer P, Fadrosh D, Mahurkar A, White O, **Terplan M**, Bavoil P, Forney L, Ravel J. "Association between Chlamydia trachomatis genital infection and the vaginal microbiome". The International Society for Sexually Transmitted Diseases Research, 20th Meeting, Vienna, Austria, Poster Presentation. 2013
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Evaluating the impact of alcohol minimum unit pricing on deaths and hospitalisations in Scotland: a controlled interrupted time series study

Grant M A Wyper, Daniel F Mackay, Catriona Fraser, Jim Lewsey, Mark Robinson, Clare Beeston, Lucie Giles

Summary

Background Since May 1, 2018, every alcoholic drink sold in Scotland has had minimum unit pricing (MUP) of £0·50 per unit. Previous studies have indicated that the introduction of this policy reduced alcohol sales by 3%. We aimed to assess whether this has led to reductions in alcohol-attributable deaths and hospitalisations.

Methods Study outcomes, wholly attributable to alcohol consumption, were defined using routinely collected data on deaths and hospitalisations. Controlled interrupted time series regression was used to assess the legislation's impact in Scotland, and any effect modification across demographic and socioeconomic deprivation groups. The pre-intervention time series ran from Jan 1, 2012, to April 30, 2018, and for 32 months after the policy was implemented (until Dec 31, 2020). Data from England, a part of the UK where the intervention was not implemented, were used to form a control group.

Findings MUP in Scotland was associated with a significant 13·4% reduction (95% CI –18·4 to –8·3; p=0·0004) in deaths wholly attributable to alcohol consumption. Hospitalisations wholly attributable to alcohol consumption decreased by 4·1% (–8·3 to 0·3; p=0·064). Effects were driven by significant improvements in chronic outcomes, particularly alcoholic liver disease. Furthermore, MUP legislation was associated with a reduction in deaths and hospitalisations wholly attributable to alcohol consumption in the four most socioeconomically deprived deciles in Scotland.

Interpretation The implementation of MUP legislation was associated with significant reductions in deaths, and reductions in hospitalisations, wholly attributable to alcohol consumption. The greatest improvements were in the four most socioeconomically deprived deciles, indicating that the policy is positively tackling deprivation-based inequalities in alcohol-attributable health harm.

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Introduction

Harmful alcohol consumption is a leading risk factor of the global disease burden.[1] In 2021, the highest number of deaths from alcohol-specific causes on record were reported for the UK.[2] Within the UK, health harms from alcohol are disproportionately higher in Scotland, and are strongly patterned by level of socioeconomic deprivation to the extent that the death rate from alcohol-specific causes is over five times higher in the most, compared with least, deprived areas.[3] This socioeconomic deprivation gradient remains after adjusting for alcohol consumption levels.[4] In the wider public health context, over the last decade, there has been a slow-down in improvements in life expectancy, with evidence of increasing inequalities, potentially further worsened due to the COVID-19 pandemic and the ongoing cost-of-living crisis.[5–7]

As part of a comprehensive strategy to reduce levels of alcohol consumption and related harms, Scotland became one of very few countries in the world to implement minimum unit pricing (MUP), of £0·50 per unit, for alcoholic drinks sold directly to the public.[8] The legislation was introduced on May 1, 2018. MUP sets a legal minimum price below which alcohol cannot be sold, and differs from taxation policies, which are potentially circumvented by retailer-based changes in alcohol pricing.[9] Among the envisaged benefits of MUP are reduced deaths and decreased health-care use.[10] As the heaviest drinkers typically drink the cheapest alcohol, MUP has the potential to positively tackle inequalities in health harms, and reduce harms in subgroups at greatest risk.[11]

Previous international modelling and observational studies have estimated the effect of increasing alcohol pricing as a mechanism to reduce alcohol-attributable harms.[12–20] Some studies estimate that MUP can lead to reductions in consumption in the heaviest drinkers, a key pathway to reducing overall, and inequalities in, harm. In the Scottish context, following 3 years of MUP legislation, alcohol sales in Scotland were estimated to have reduced by 3%. This reduction was driven by reduced sales of

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Research in context

Evidence before this study

Scotland has the highest levels of alcohol health harms in the UK, which are strongly patterned by level of socioeconomic deprivation to the extent that the death rate from alcohol-specific causes is over five times higher in the most, compared with least, deprived areas. As part of a comprehensive strategy to reduce levels of alcohol consumption and related harms, Scotland became one of very few countries in the world to implement minimum unit pricing (MUP), of £0·50 per unit, for alcoholic drinks sold directly to the public. Previous international modelling and observational studies have estimated the effect of increasing alcohol pricing as a mechanism to reduce alcohol-attributable harms. Some studies estimate that MUP can lead to reductions in consumption in the heaviest drinkers, a key pathway to reducing overall, and inequalities in, harm.

We identified literature from primary research studies that evaluated the impact of the implementation of alcohol MUP legislation on alcohol consumption, sales, or health outcomes, in Scotland. We searched PubMed for related papers published between May 2, 2018, and March 1, 2023, with the search terms ("alcohol" AND "minimum unit pricing" AND ("health" OR "consumption" OR "sales") AND "Scotland"), with no language restrictions. Theoretical modelling studies using historical data to forecast outcomes were excluded, as were studies reporting subnational results. Several studies report that alcohol sales reduced in Scotland following the implementation of alcohol MUP legislation. Evidence following 3 years of implementation of alcohol MUP legislation indicates that population-level alcohol sales reduced by 3%, with the greatest reductions in alcohol purchasing observed in households that purchased the most alcohol before the policy was implemented. There was no causal evidence of country-level impact of the implementation of alcohol MUP legislation on deaths and hospital admissions wholly attributable to alcohol consumption in Scotland, before this study.

Added value of this study

We used high-quality data sources, pertaining to individual deaths and hospitalisations with recorded person-specific demographic attributes. Both UK countries under study have a universal health-care system free at the point of use; therefore, there was minimal risk of sampling or recruitment bias. The use of a controlled interrupted time series study design allowed us to infer that the estimated impacts were plausible causal effects attributable to the implementation of alcohol MUP legislation.

Our findings indicate that the implementation of alcohol MUP legislation in May, 2018 in Scotland led to significant reductions in deaths, and reductions in hospitalisations, wholly attributable to alcohol consumption. We evaluated effect modification of the legislation and found that reductions were largest in the 40% most socioeconomically deprived areas, and for males. These are groups that experience disproportionately high levels of alcohol health harms. This evidence from our study is consistent with the theory of change underpinning the legislation, and shows that alcohol MUP has reduced alcohol health harms.

Implications of all the available evidence

Previous evidence had indicated that the implementation of alcohol MUP reduced population-level alcohol sales by 3%. Other studies have found that the greatest reductions in alcohol purchasing were observed in households that purchased the most alcohol before the policy was implemented, with very little or no impact on those purchasing at lower levels. Our study illustrates how alcohol health harms have changed due to the implementation of this legislation, both overall and by population subgroup. Previous studies have indicated that the subgroups experiencing the greatest alcohol health harms tend to purchase the cheapest alcohol, and that most dose–response curves between alcohol consumption and adverse health outcomes show that the largest impacts could occur through shifts in consumption in the heaviest drinkers. Our findings indicate that the largest reductions in harms were in subgroups known to be experiencing disproportionately higher levels of alcohol health harms. In combination with the previous evidence on alcohol sales, our study suggests that a 3% reduction in population-level alcohol sales led to a 13% significant reduction in deaths, and 4% reduction in hospitalisations, wholly attributable to alcohol consumption.

spirits, cider, and perry through the off-trade (ie, the sale of alcohol for consumption off the premises, such as from supermarkets).[21] Increases in average prices were higher in Scotland, compared with England and Wales, in the year following MUP being implemented.[22] Whether the legislation led to reductions in alcohol-attributable deaths and hospitalisations at a population level is not known. Previous evidence has illustrated that immediate impacts on outcomes wholly attributable to alcohol are plausible, following changes in consumption.[23]

The aim of this paper was to estimate the effect of alcohol MUP legislation on deaths and hospitalisations wholly attributable to alcohol consumption.

See Online for appendix

Methods

Study design

The study setting was Scotland, a country of the UK with a residential population of 5·5 million that implemented a policy legislating MUP for alcohol, where a single unit is equivalent to 10 mL or 8 g of pure alcohol. We used a controlled interrupted time series study design to estimate the impact of MUP on study outcomes, incorporating data from England, a part of the UK where the legislation was not implemented, to form a control group.[24] Study outcomes were included for people aged 16 years and older. A summary of the study flow is presented in diagrammatic form (appendix p 3). We published a

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pre-specified statistical analysis plan before undertaking the study, and report minor changes to our pre-specified approach (appendix p 14).[25] This study is reported in adherence with the STROBE statement (appendix p 15).[26]

Study data and outcomes

For Scotland and England, we obtained routinely collected data on deaths and hospitalisations for causes wholly attributable to alcohol consumption before the legislation was implemented (Jan 1, 2012, to April 30, 2018) and 32 months thereafter (May 1, 2018, to Dec 31, 2020, inclusive).[3,27–29] Wholly attributable causes were defined using International Statistical Classification of Diseases and Related Health Problems 10th revision (ICD-10) codes, for each calendar month (appendix p 4). Deaths were defined using the underlying cause of death and registered date of death. Hospitalisations were defined using the main diagnosis and date of admission. Where multiple study outcomes were identified in a single month, the details of the first hospitalisation were chosen. Each study outcome was further defined by sex and age group (16–34 years, 35–64 years, and ≥65 years), using routinely collected individual-level characteristic data. Furthermore, we stratified study outcomes by socioeconomic deprivation group. This was achieved by linking each individual's postcode of residence to deprivation deciles based on small-level administrative geographies, as a proxy for individual-level socioeconomic status.[30,31] The Scottish Index of Multiple Deprivation was used to assign Scottish outcomes, and the Index of Multiple Deprivation was used to map English outcomes. These indices are commonly used in routine reporting of statistics from public health institutes, and are used to rank the distribution of within-country deprivation. Further information on study outcome definitions and allocation to deprivation deciles is published elsewhere.[25]

We sourced estimates of mid-year residential populations for each country by sex, age group, deprivation decile, and year.[32,33] Monthly populations were estimated using linear interpolation between mid-year population estimates. Additionally, we also sourced data on the level of COVID-19 restrictions imposed during the part of the study period that overlapped with the COVID-19 pandemic, separately for the governments of the UK and Scotland.[34]

Statistical analysis

We estimated monthly rates per 100 000 residential population for each study outcome for each country, overall, and for each population subgroup. Monthly rates were adjusted to account for differences in month length. Monthly rates were decomposed into trend (the increasing or decreasing value) and seasonal (the monthly seasonal pattern) components using seasonal-trend decomposition LOESS methodology.[35] When evidence of residual seasonality was present, adjustments were made to the seasonal window parameter until no patterning in the residuals remained.

We used controlled interrupted time series methods with seasonal autoregressive integrated moving average (SARIMA) errors to assess the effect of MUP legislation on study outcomes.[36] Interrupted time series methods are appropriate to apply to outcomes consistently identified before, and after, an intervention of interest. Adjustments for underlying temporal and seasonal trends were incorporated.[37] Models were also adjusted for the level of government restrictions imposed over time, and by country, during the COVID-19 pandemic, using the Oxford COVID-19 Government Response Tracker (OxCGRT).[34] The OxCGRT is an index, ranging from 0 to 100, that incorporates systematic information on containment, economic, health system, and vaccine policy measures that governments implemented throughout the COVID-19 pandemic. Higher values indicate more stringent restrictions. Weighted averages were calculated using daily values so that the index value represented full monthly periods. The OxCGRT took a value of 0 for all months before the start of the pandemic.

We included a binary variable to reflect the implementation of MUP legislation in Scotland, taking a value of 0 from Jan 1, 2012, to April 30, 2018, and a value of 1 from May 1, 2018, to Dec 31, 2020 (inclusive). England was defined as the control group, where the legislation was not implemented.

We log-transformed rates and derived models for each study outcome for Scotland and England separately. We then used the control group data from England as a covariate in the Scottish SARIMA models to produce controlled models. Model effect estimates and 95% CIs were transformed to the absolute scale. A p-value cutoff of less than 0·05 was used to determine whether effect estimates were statistically significant for primary outcomes. Confidence intervals were not adjusted for multiplicity, so should not be used in place of hypothesis testing for subgroup analyses. To assess effect modification, we undertook exploratory analysis of study outcomes across a range of demographic and socioeconomic deprivation subgroups. The term significant is reserved to describe statistically significant results. When other effects have been observed that are not statistically significant, but might be of clinical or public health importance, we report the direction of the effect estimate. Further information on the methods used can be found in our pre-specified statistical analysis plan.[25]

EViews 13 software was used to undertake all time series decompositions, and all interrupted time series modelling was carried out using the econometrics toolbox from MATLAB 9.1 Update 2.

Sensitivity analyses

We pre-specified several sensitivity analyses to test the robustness of study findings on primary study outcomes. These included: modelling the difference between the Scottish and English time series, instead of incorporating English data as a covariate in Scottish SARIMA models;

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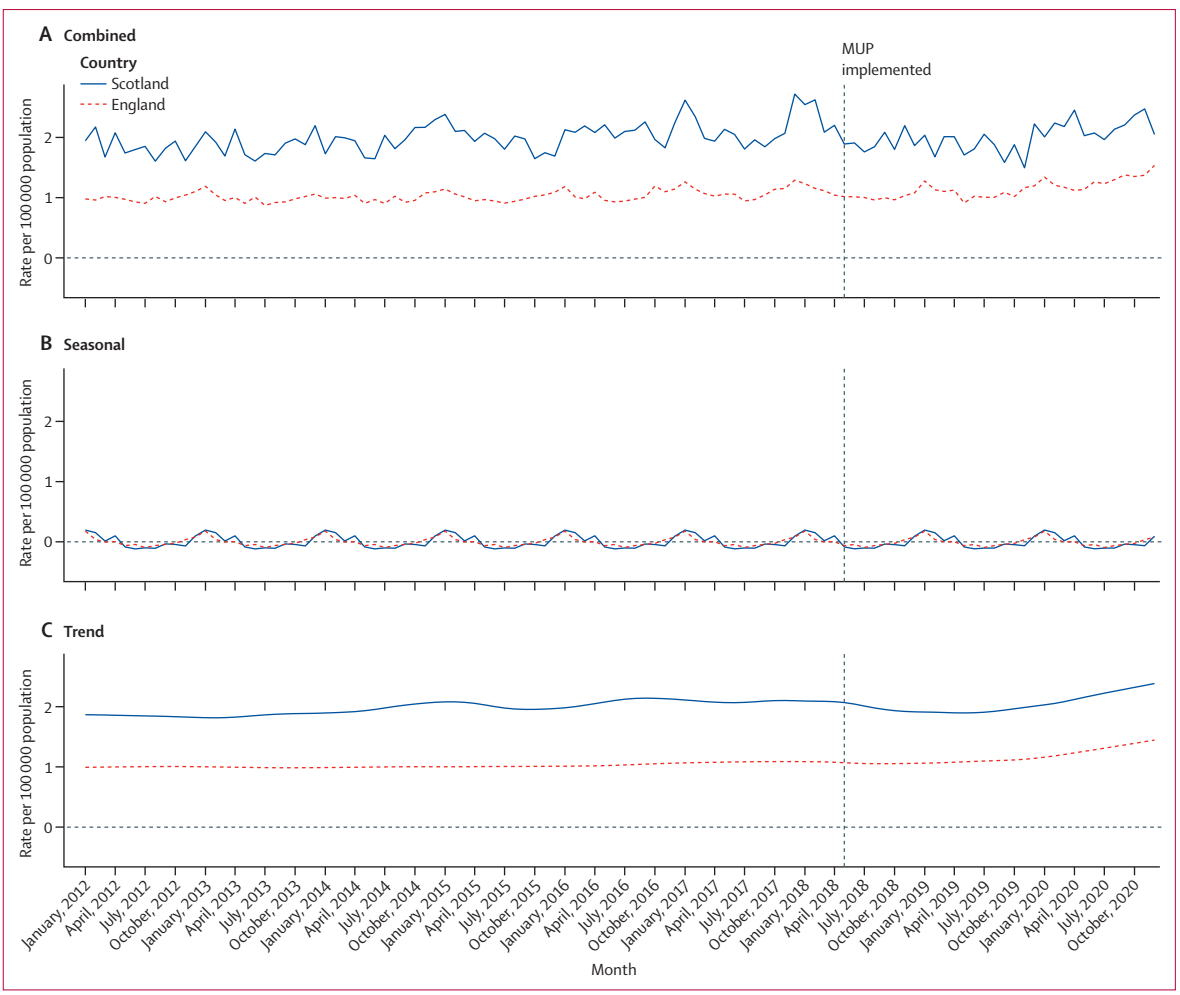

Figure 1: **Rate of deaths wholly attributable to alcohol consumption per 100 000 population by country**
Monthly rate (A), and decomposed seasonal (B) and trend (C) components. MUP=minimum unit pricing.

using an unobserved components model to estimate the effect; removing the COVID-19 pandemic post-intervention period; using subnational regions of England as a control group as they were potentially more similar to Scotland; and adopting the use of a non-geographical control group.[38] We selected genitourinary conditions as the non-geographical control group. This choice was made on the basis of ensuring that the choice of non-geographical control was not attributable to alcohol consumption; not expected to have been influenced by MUP; and was unlikely to have been displaced as a cause of death due to the emergence of COVID-19. We also did a falsification test by modelling the impact of MUP legislation as if MUP had been implemented 6 months before the actual intervention.

Role of the funding source

The funder of the study had no role in study design, data collection, data analysis, data interpretation, or writing of the report.

Results

The rate of deaths wholly attributable to alcohol consumption was relatively stable in both Scotland and England throughout the study period (figure 1). The underlying decomposed trend rate was approximately two deaths per month per 100 000 population in Scotland before the implementation of MUP legislation, approximately double the decomposed trend rate in England. Before the implementation of MUP legislation, there was a slight increase in the decomposed trend rate of deaths wholly attributable to alcohol consumption in Scotland, which decreased following the implementation of MUP legislation. From late 2019 to the end of the study period, the rate of deaths wholly attributable to alcohol consumption increased in both Scotland and England, and was the highest across the entire study period. Seasonality in the rate of deaths wholly attributable to alcohol consumption was evident in both Scotland and England, with rates peaking in January each year. The contribution of seasonality to the overall time series was stable throughout the full study period.

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The rate of hospitalisations wholly attributable to alcohol consumption remained stable for both Scotland and England, for the entirety of the study period (figure 2). The decomposed trend rate was around 20 hospitalisations per month per 100 000 population in Scotland, almost double the decomposed trend rate for England. The rate dropped to the lowest point in April, 2020, the first month in which a national lockdown had been implemented in both countries as a result of the COVID-19 pandemic. Seasonality in the rate of hospitalisations wholly attributable to alcohol consumption was clear in Scotland and England, with rates peaking in July of each year. The contribution of seasonality to the overall time series was stable throughout the full study period.

In the 32 months following the implementation of MUP legislation, the policy was associated with a significant 13·4% decrease (95% CI –18·4 to –8·3; p=0·0004) in deaths wholly attributable to alcohol consumption compared with what would have been observed in the absence of MUP legislation (table 1). On average, 156 (–243 to –69) deaths wholly attributable to alcohol consumption were estimated to have been averted each year due to the implementation of MUP. These effects were driven by a significant decrease in chronic deaths wholly attributable to alcohol consumption (–14·9%, –20·8 to –8·5; p<0·0001). MUP implementation was also associated with significant reductions in deaths due to alcoholic liver disease (–11·7%, –16·7 to –6·4; p<0·0001) and alcohol dependence syndrome (–23·0%, –36·9 to –6·0; p=0·0093).

On average, and after 32 months, the implementation of alcohol MUP legislation was associated with a 4·1% decrease (95% CI –8·3 to 0·3; p=0·064) in hospitalisations wholly attributable to alcohol consumption (table 1). Contributing to this estimate, significant reductions in hospitalisations due to chronic conditions (–7·3%, –9·5 to –4·9; p<0·0001) were slightly offset with potential increases in hospitalisations due to acute conditions (9·9%, –1·1 to 22·0; p=0·076). MUP implementation was also associated with significant reductions in

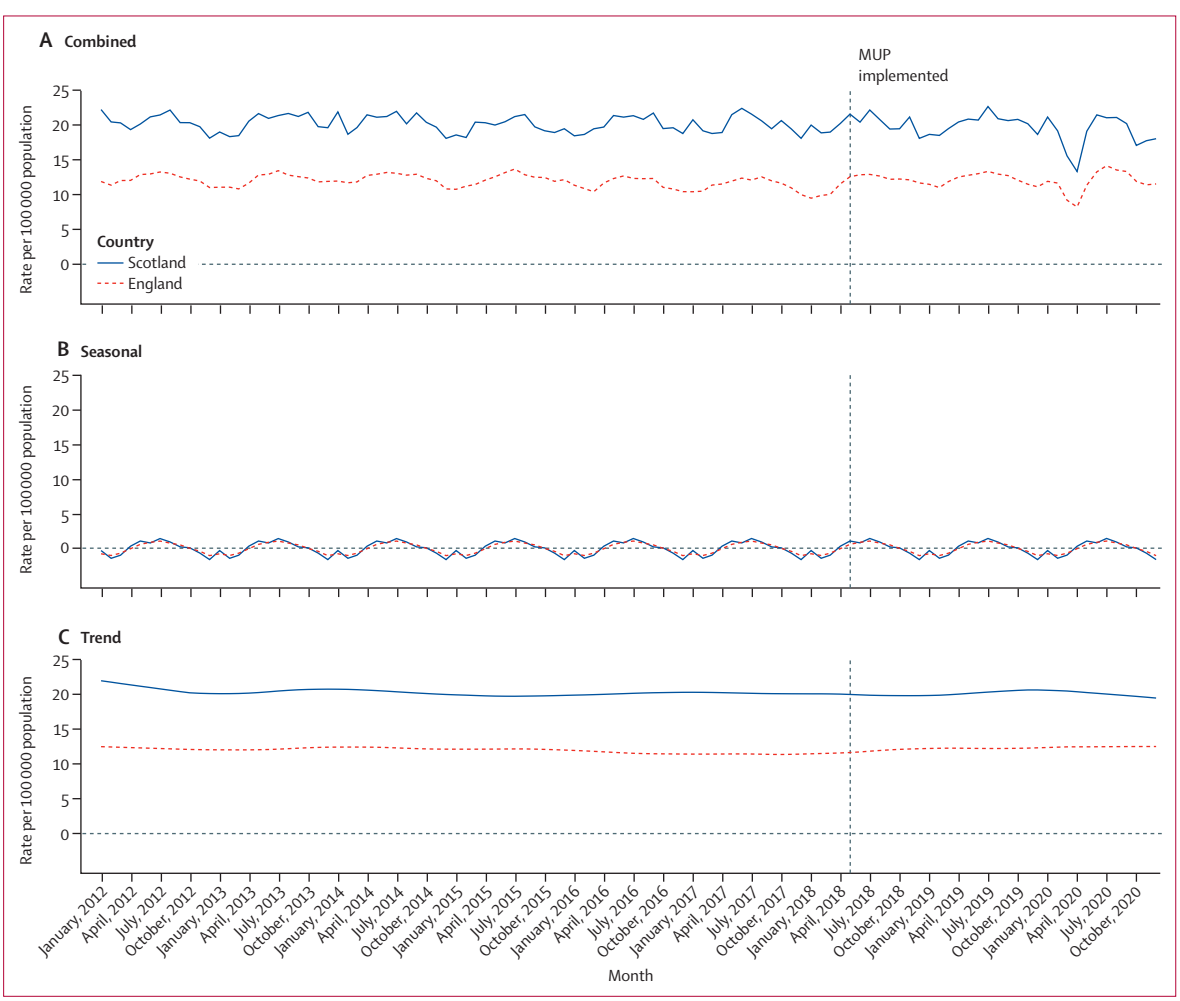

Figure 2: **Rate of hospitalisations wholly attributable to alcohol consumption per 100 000 population by country**
Monthly rate (A), and decomposed seasonal (B) and trend (C) components. MUP=minimum unit pricing.

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	Effect estimate, % (95% CI)	Effect estimate, N per year (95% CI)	p value
Deaths			
All deaths	−13·4% (−18·4 to −8·3)	−156 (−243 to −69)	0·0004
Deaths from chronic causes	−14·9% (−20·8 to −8·5)	−186 (−253 to −119)	<0·0001
Alcoholic liver disease	−11·7% (−16·7 to −6·4)	Not estimated	<0·0001
Alcohol dependence syndrome	−23·0% (−36·9 to −6·0)	Not estimated	0·0093
Deaths from acute causes	6·6% (−13·7 to 31·8)	10 (−3 to 23)	0·55
Hospitalisations			
All hospitalisations	−4·1% (−8·3 to 0·3)	−411 (−908 to 86)	0·064
Hospitalisations for chronic causes	−7·3% (−9·5 to −4·9)	−622 (−880 to −364)	<0·0001
Alcoholic liver disease	−9·8% (−17·5 to −1·3)	Not estimated	0·023
Alcohol dependence syndrome	7·2% (0·3 to 14·7)	Not estimated	0·039
Alcohol psychoses	−7·2% (−12·9 to −1·1)	Not estimated	0·019
Alcohol misuse	−2·1% (−13·2 to 10·5)	Not estimated	0·73
Hospitalisations for acute causes	9·9% (−1·1 to 22·0)	146 (−65 to 357)	0·076
Acute intoxication	3·9% (−11·0 to 21·2)	Not estimated	0·63

Table 1: **Change in primary outcomes from controlled models associated with the implementation of alcohol minimum unit pricing legislation**

	Deaths wholly attributable to alcohol consumption	Hospitalisations wholly attributable to alcohol consumption
Sex		
Males	−14·8% (−18·7 to −10·7)	−6·2% (−10·0 to −2·3)
Females	−12·0% (−20·5 to −2·6)	3·1% (−2·8 to 9·3)
Age group		
16–34 years	Not estimated	3·0% (−6·2 to 13·3)
35–64 years	−10·0% (−14·7 to −5·0)	−4·8% (−9·4 to 0·2)
≥65 years	−26·7% (−35·6 to −16·5)	−2·8% (−9·2 to 3·9)
Deprivation decile		
1 (Most deprived)	−21·6% (−31·8 to −10·0)	−6·8% (−11·9 to −1·3)
2	−17·5% (−27·5 to −5·9)	−4·5% (−10·8 to 2·3)
3	−33·6% (−43·4 to −22·1)	−6·3% (−11·3 to −1·0)
4	−19·3% (−29·4 to −7·7)	−6·9% (−11·4 to −2·3)
5	−9·7% (−27·2 to 12·2)	11·9% (−0·5 to 25·7)
6	−6·3% (−28·7 to 23·1)	−0·7% (−9·8 to 9·2)
7	−2·8% (−23·2 to 23·2)	0·7% (−7·6 to 9·7)
8	−9·2% (−28·3 to 14·8)	−1·2% (−8·1 to 6·4)
9	−2·9% (−23·5 to 23·2)	0·3% (−8·3 to 9·7)
10 (Least deprived)	−8·2% (−22·1 to 8·1)	−2·0% (−16·8 to 15·5)

Data are effect estimates, % (95% CI).

Table 2: **Change in outcomes from controlled models associated with the implementation of alcohol minimum unit pricing legislation, by subgroup**

hospitalisations for alcoholic liver disease (−9·8%, −17·5 to −1·3; p=0·023) and alcohol psychoses (−7·2%, −12·9 to −1·1; p=0·019), as well as significant increases in hospitalisations for alcohol dependence syndrome (7·2%, 0·3 to 14·7; p=0·039). Further results on uncontrolled country-specific models can be found in the appendix (pp 8–9).

Subgroup analyses showed that MUP legislation was associated with reductions in deaths wholly attributable to alcohol consumption in males; females; 35–64 year olds; those aged 65 years and older; and the four most socioeconomically deprived decile groups (table 2). For hospitalisations wholly attributable to alcohol consumption, subgroup analyses indicated that MUP legislation was associated with reductions in males; 35–64 year olds; and the four most socioeconomically deprived decile groups. Further subgroup results for controlled and country-specific uncontrolled models can be found in the appendix (pp 5–13).

The effect size of the primary deaths outcome varied from −13·8% to −11·6% across sensitivity analyses (table 3). The effect size reduced (−2·1%, 95% CI −11·7 to 8·5) when we modelled the introduction of alcohol MUP legislation 6 months before the actual implementation, increasing confidence that the significant reduction in the primary deaths outcome was attributable to the implementation of alcohol MUP legislation.

There was some variation in effect size of our primary hospitalisations outcome across sensitivity analyses (table 3). Using a different analytical method, and restricting the time series to pre-pandemic periods, yielded the most similar results. Furthermore, the effect size reduced (−0·2%, 95% CI −4·1 to 3·9) when we modelled the introduction of alcohol MUP legislation 6 months before the actual implementation, increasing confidence that the reduction in the primary hospitalisations outcome was attributable to the implementation of alcohol MUP legislation.

Discussion

Across 32 months of implementation, we found a significant 13% reduction in deaths wholly attributable to alcohol consumption compared with our best estimate of what would have been expected had the legislation not been implemented. This is equivalent to avoiding 156 deaths per year, on average. There was a corresponding estimated reduction of 4% in hospitalisations for conditions wholly attributable to alcohol consumption, equivalent to avoiding 411 hospitalisations per year, on average. The use of a controlled interrupted time series study design allowed us to infer that the estimated impacts were plausible causal effects attributable to MUP legislation.

Exploratory analyses indicated that the largest reductions were estimated in the 40% most socioeconomically deprived areas in Scotland, indicating that the implementation of MUP has had a positive impact in tackling deprivation-based health inequalities in alcohol health harms. The implementation of MUP legislation was associated with reductions in deaths wholly attributable to alcohol consumption for males and females. Furthermore, we found associated reductions in the age groups of 35–64 years and 65 years and older, but were unable to evaluate change in the 16–34 years age

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group due to the relatively small number of deaths for this group. The positive impact of MUP legislation by population subgroup was generally similar for hospitalisations, although to a lesser degree.

We found potential indications that MUP was associated with a worsening of acute outcomes for deaths and hospitalisations wholly attributable to alcohol consumption. These findings are in contrast to findings from previous observational studies.[12] Acute outcomes are a relatively small proportion of alcohol harms, around 5% of alcohol-specific deaths in Scotland, and these estimates therefore had a large degree of associated uncertainty.[3] However, the findings were consistent across almost all subgroups. One identified plausible mechanism was that some subgroups reduced their spending on food or lowered their food intake due to the financial pressures of the policy being implemented, which might have led to faster intoxication or poisoning.[39] Findings from another study offer another potential explanation, reporting evidence of switching of consumption from lower to higher alcohol-by-volume products (eg, cider to spirits), which could lead to quicker intoxication.[18] These findings underscore the importance of ensuring timely, accessible services for those dependent on alcohol to coincide with the implementation of population-level policies. We estimated that reductions in chronic outcomes, particularly alcoholic liver disease, drove changes in total outcomes, offsetting the potential adverse consequence on acute outcomes. Taking both of these findings together indicates that the implementation of MUP has had a net benefit in reducing deaths and hospitalisations wholly attributable to alcohol consumption.

Our study has several strengths. Our study outcome definitions are wholly attributable to harmful levels of consumption of alcohol, and have been coded using internationally agreed definitions. We used high-quality data sources, pertaining to individual deaths and hospitalisations with recorded person-specific demographic attributes. Both UK countries under study have a universal health-care system free at the point of use, so there was minimal risk of sampling or recruitment bias. Many other health outcomes are known to be partially attributable to alcohol consumption, such as liver cancer and liver cirrhosis. The attributable fraction for these outcomes is estimated under the hypothetical assumption that the attributable fraction is based on reducing alcohol consumption to a theoretical minimum risk exposure level. Lag periods between changes in consumption and the occurrence of the attributable harm would vary across outcomes; for example, changes in liver cancer outcomes would take longer to emerge, relative to liver cirrhosis outcomes. Furthermore, alcohol consumption is only one of a range of possible causative factors that could influence the occurrence of these outcomes. In the context of our study design with monthly outcomes, there would be increased uncertainty over associating changes in partially attributable outcomes with the implementation of MUP. In terms of other possible study outcomes, all-cause mortality is a frequently used outcome. However, it has been suggested that evaluating changes in all-cause mortality due to changes in alcohol consumption might not be suitable, given that the distribution of all-cause mortality in those at risk of alcohol health harms is different to the distribution in society as a whole.[40]

	Deaths wholly attributable to alcohol consumption	Hospitalisations wholly attributable to alcohol consumption
Changes to model		
Modelled using unobserved components model	−13·0% (−20·7 to −4·5)	−4·4% (−9·8 to 1·4)
Modelled difference between Scottish and English time series	−11·6% (−17·1 to −5·8)	−6·0% (−10·6 to −1·2)
Modelled pre-pandemic time series	−13·1% (−18·9 to −6·8)	−3·2% (−7·3 to 0·9)
Changes to control group		
North East England control group	−13·8% (−19·4 to −7·8)	−2·8% (−7·7 to 2·4)
North West England control group	−13·8% (−19·4 to −7·7)	0·5% (−5·2 to 6·5)
Non-geographical control group	−13·3% (−17·8 to −8·5)	2·9% (−0·4 to 6·3)
Falsification test		
Modelled implementation date 6 months earlier	−2·1% (−11·7 to 8·5)	−0·2% (−4·1 to 3·9)

Data are effect estimates, % (95% CI).

Table 3: **Change in outcomes from controlled models associated with the implementation of alcohol minimum unit pricing legislation, by sensitivity analyses**

Study outcomes were assessed using a controlled interrupted time series study design, allowing us to determine the difference between outcomes we observed and our best representation of what might have happened under the counterfactual situation that MUP legislation was not enacted in Scotland. We therefore have increased certainty that our findings were associated with the implementation of MUP legislation, rather than unexplained factors impacting the occurrence of alcohol health harms. There were no biases related to the timing of, or deviation from, the policy intervention or measurement of study outcomes.[41] Bias due to confounding was minimised through measuring outcomes over a long pre-intervention study period in monthly increments, to appropriately characterise pre-intervention trends and patterns, in both countries. As the MUP policy is highly publicised, the context and awareness regarding the policy was not experienced equally in Scotland and England. However, this is unlikely to have influenced the recording of study outcomes, as records for deaths and hospital diagnoses are coded using agreed standards. Our choice of control group was England, a neighbouring country with the same UK government, economy, and culture. We incorporated the level of country-specific COVID-19-related restrictions, which meant that the timing of restrictions was well aligned with England as a whole. Using regions of England as our primary control group would have potentially meant that differences in timing

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of regional COVID-19 waves, and subsequent pressures on services, might not have always aligned well with country-level restrictions. However, we also did sensitivity analyses by altering our control group to the North East and North West regions of England, areas that directly border Scotland. Although cross-border purchases from Scotland to England might have occurred, they are likely to be infrequent, and unlikely to have a major impact on our reported effect sizes due to the low population density around the Scottish–English border.[42,43]

Part of our time series data covered a period of the COVID-19 pandemic. During this period, restrictions on the purchasing of alcohol were imposed for on-trade premises (eg, pubs and restaurants).[44] Although on-trade premises were largely unaffected by MUP, these restrictions had the potential to affect the level of alcohol health harms. Furthermore, COVID-19 and associated protection measures had a substantial impact on hospital capacity, and individuals reported increased reluctance in interacting with health-care services for immediate medical concerns during this period.[45,46] We adjusted for temporal and country-specific differences in the extent of restrictions, and acknowledge that the COVID-19 pandemic increases the uncertainty of our findings related to hospitalisations. We included sensitivity analyses to assess the impact of MUP legislation before the COVID-19 pandemic, as a means of removing the pandemic-related uncertainty, which yielded similar effect sizes as our main analyses. We also did a range of pre-specified sensitivity analyses to test the robustness of the study findings and obtained largely similar results, validating the interpretation of the main study findings. However, we found some variations across sensitivity analyses for the primary hospitalisations outcome relating to different geographical choices of a control group. This might, in part, be explained by differences in the timing of regional waves of COVID-19 cases leading to temporal differences in pressures on hospital capacity.

A previous study has indicated that the implementation of MUP legislation reduced alcohol sales by 3%.[21] This finding relates to the change in overall population-level alcohol sales, and might mask important subgroup-specific changes in sales and consumption. Indeed, the greatest reductions in alcohol purchasing were observed in households that purchased the most alcohol before the policy was implemented, with very little or no impact on those purchasing at lower levels.[17,42,47] This is consistent with the theory of change that underpinned the legislation. Our study reports on the final intended outcome and finds that this reduction in sales led to a 13% reduction in deaths and a 4% reduction in hospitalisations. The methods used suggest plausibility that these effects can be causally attributed to MUP.[48] Our findings are most positive for socioeconomically deprived groups and males, which is consistent with the intended impact of MUP legislation in tackling subgroups experiencing disproportionately high levels of alcohol health harms. Previous evidence has illustrated that the subgroups experiencing the greatest alcohol health harms tend to purchase the cheapest alcohol.[11] Furthermore, most dose–response curves between consumption and alcohol health harms are exponential, meaning that risk reductions are greater for changes in heavier drinkers, compared with moderate drinkers, if both groups were to reduce their consumption by the same level.[49] Our findings show larger relative effect sizes for deaths than hospitalisations outcomes. This could partly be because increasing the lifespan of individuals by averting alcohol-attributable deaths might increase the need for health-care support. It is likely that the deaths that were averted were in subgroups that remain vulnerable to alcohol health harms and require additional preventive, planned, and unplanned support from health-care services.

Published estimates have indicated a recent worsening in alcohol-specific mortality in both Scotland and England.[2] Our study period did not include these recent data. However, the increase in the rate in Scotland from 2020 to 2021 (4%) was lower than in England (7%). It is therefore unlikely that the inclusion of more recent data would have altered our main findings.

In conclusion, the implementation of MUP legislation in Scotland has led to significant overall reductions in deaths, and reductions in hospitalisations, wholly attributable to alcohol consumption. Furthermore, the legislation has had a positive impact in tackling alcohol-related health inequalities.

Contributors

DFM, JL, MR, CB, and LG generated the idea for the study. GMAW, DFM, CF, JL, MR, CB, and LG developed the methodological approach. GMAW, CF, and LG sourced the data for the study, and DFM and JL undertook the statistical analyses. GMAW drafted the manuscript and all authors provided critical input into the interpretation of the results, revisions, and approval of the final submission. GMAW, CF, and LG accessed and verified the data. GMAW, DFM, CF, JL, and LG had full access to all the data in the study. All authors had final responsibility for the decision to submit for publication.

Declaration of interests

GMAW, CF, CB, and LG report funding from the Scottish Government. All other authors declare no competing interests.

Data sharing

Metadata relating to the source data used in this manuscript have been previously published by the data controllers (Scottish deaths: https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/vital-events/deaths/deaths-background-information; English deaths: https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/methodologies/userguidetomortalitystatisticsjuly2017; Scottish hospitalisations: https://www.ndc.scot.nhs.uk/Data-Dictionary/SMR-Datasets; English hospitalisations: https://digital.nhs.uk/data-and-information/data-tools-and-services/data-services/hospital-episode-statistics). Requests to access the data used in this study can be made through formal application to the relevant agencies (Scottish data: Public Health Scotland; English hospitalisations: NHS Digital; English deaths: Office for National Statistics Secure Research Service). Further results relating to pre-specified partially attributable outcomes will be reported by Public Health Scotland on March 21, 2023.

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Acknowledgments
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The U.S. Department of Justice will pay $138.7 million to settle 139 tort claims accusing the Federal Bureau of Investigation of not doing enough to stop the sprawling, decades-long sexual abuse of hundreds of victims at the hands of USA Gymnastics physician Larry Nassar, according to a Tuesday announcement.

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TOP NEWS

DOJ Unveils $139M Deal For Larry Nassar Victims

By Elaine Briseño

The U.S. Department of Justice will pay $138.7 million to settle 139 tort claims accusing the Federal Bureau of Investigation of not doing enough to stop the sprawling, decades-long sexual abuse of hundreds of victims at the hands of USA Gymnastics physician Larry Nassar, according to a Tuesday announcement.

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Analysis

Colo. Neural Privacy Law Has Attys Scratching Their Heads

By Daniel Ducassi

Colorado's governor signed the nation's first law specifically protecting neural data last week,

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but privacy attorneys say key caveats in the legislation leave them unsure how far the measure really goes.

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Expert Doc's License Probation Upends $6.5M Med Mal Verdict

By Mike Curley

An Ohio state appeals panel has vacated a $6.5 million verdict in a medical malpractice trial by a son alleging a doctor and hospital are responsible for his mother contracting deadly pneumonia, saying the trial court should have allowed the defense to cross-examine the plaintiff's expert on a prior probation of his medical license.

Decision attached | Read full article » | Save to favorites »

Calif. Fertility Clinic Implanted Dead Embryos, Couples Say

By Hailey Konnath

An Orange County, California, fertility clinic accidentally destroyed embryos but still implanted them into patients in an attempt to cover up its mistakes, nine couples said in a suit filed Tuesday in Golden State court.

Complaint attached | Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

AGs Urged To Probe Anti-Abortion Centers' Privacy Claims

By Allison Grande

A watchdog group on Tuesday pressed the attorneys general from Idaho, Minnesota, New Jersey, Pennsylvania and Washington to investigate certain "crisis pregnancy centers" that are allegedly misrepresenting their compliance with federal health privacy law, arguing that the organizations are exploiting consumers' misconception that the statute broadly protects their medical data.

Letter attached | Read full article » | Save to favorites »

Feds Seek To Bar Fox Rothschild Atty From Fraud Retrial

By Carla Baranauckas

The government is seeking to bar a Fox Rothschild LLP partner from testifying as an expert witness for the defense in the retrial of a federal securities fraud case that ended in a dramatic mistrial after a lone juror told the judge that he disagreed with the guilty verdict the forewoman had delivered to the court.

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LITIGATION

Drugmakers Hit With RICO Suit Over Insulin Price Hikes

By Brian Steele

The world's three largest insulin manufacturers engineered an enormous increase in the price of the lifesaving diabetes medication through an "unfair and deceptive conspiracy" with household-name pharmacies, letting all involved reap extraordinary profits for 20 years, according to a lawsuit in Connecticut federal court.

Complaint attached | Read full article » | Save to favorites »

Virtua Says Trinity Health Won't Pay $12M ER Fight Legal Bill

By George Woolston

Virtua claimed Monday in New Jersey federal court that Trinity Health has backed out of an agreement to cover $12 million in counsel fees and costs incurred in a legal fight with a rival healthcare system over Virtua's acquisition of Our Lady of Lourdes Health Care Services from Trinity.

Complaint attached | Read full article » | Save to favorites »

GoodRx Hid Revenue Reliance On Kroger, Suit Claims

By Sydney Price

GoodRx Holdings Inc. has been hit with a proposed class action alleging it concealed from investors the indispensability of its relationship with Kroger, leading to share declines when GoodRx announced revenue would be severely impacted because the grocery chain would no longer be accepting its discount codes.

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Doctor Renews $20M Claim His Hospital Made Up 25 Murders

By Ryan Harroff

An Ohio physician accused of 25 counts of murder and found guilty of none just renewed his $20 million malicious-prosecution suit against Trinity Health Corp., the parent company of his former employer, claiming that the company misled prosecutors to get him indicted as a distraction from the internal issues of the hospital where he worked.

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La. Atty Asks Justices To Stay Frivolous Filing Fine

By Jared Foretek

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A Louisiana attorney is asking the U.S. Supreme Court to bail her out of a $29,000 penalty from a district judge for frivolous filings and claiming that she was poisoned in retaliation for claims against Louisiana State University's medical residency program.

Petition attached | Read full article » | Save to favorites »

DEALS

Fenwick, Covington Build $750M Sale Of Pharmaceutical Biz

By Jade Martinez-Pogue

Global biopharmaceutical company Incyte, advised by Covington & Burling LLP, on Tuesday announced plans to buy clinical-stage drug discovery company Escient Pharmaceuticals, led by Fenwick & West LLP, for $750 million.

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EXPERT ANALYSIS

Ch. 11 Case Shows Why Plan Acceptance Procedures Are Key

Sunland Medical's recent liquidation plan proposal is an important example of how top-notch judges and attorneys propose and analyze complex issues during the confirmation process, and the bankruptcy court was forward-thinking to consider the implications of such proposed treatment in the face of the Bankruptcy Code, says Kyle Arendsen at Squire Patton.

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9th Circ. Ruling Puts Teeth Into Mental Health Parity Claims

In its recent finding that UnitedHealth applied an excessively strict review process for substance use disorder treatment claims, the Ninth Circuit provided guidance on how to plead a Mental Health Parity and Addiction Equity Act violation and took a step toward achieving mental health parity in healthcare, says Mark DeBofsky at DeBofsky Law.

Opinion attached | Read full article » | Save to favorites »

Breaking Down DOJ's Individual Self-Disclosure Pilot Program

The U.S. Department of Justice’s recently announced pilot program aims to incentivize individuals to voluntarily self-disclose corporate misconduct they were personally involved in, complementing a new whistleblower pilot program for individuals not involved in misconduct as well as the government's broader corporate enforcement approach, say attorneys at Paul Weiss.

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Cos. Must Prepare For Calif. Legislation That Would Ban PFAS

Pending California legislation that would ban the sale or distribution of new products containing intentionally added per- and polyfluoroalkyl substances could affect thousands of businesses

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— and given the bill's expected passage, and its draconian enforcement regime, companies must act now to prepare for it, say attorneys at Alston & Bird.

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LEGAL INDUSTRY

Paul Hastings Adds Private Equity Team At New Boston Office

By Emily Sawicki

Paul Hastings LLP has expanded into Boston, the firm announced Tuesday, establishing its new Beantown foothold with the help of a seasoned private equity buyout team headed up by a former Sidley Austin LLP partner, the firm's latest move to strengthen its growing global private equity platform.

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Why A New York Federal Judge 'Loves' Discovery Disputes

By Matthew Perlman

While discovery disputes can be a frustration for many judges and attorneys, U.S. District Judge Denise L. Cote says that she loves them because they teach her a lot about the cases she is overseeing, the parties involved and the attorneys working on them.

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Podcast

Approach The Bench: Judge Rosenberg Fosters Young Talent

Soon after U.S. District Judge Robin Rosenberg of the Southern District of Florida began presiding over her first multidistrict litigation — a case alleging the heartburn medication Zantac caused cancer — she took a novel approach to selecting leadership on the plaintiffs' side.

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JAMS Implements Rules For AI-Related Disputes

By Sarah Jarvis

JAMS announced Tuesday that it has implemented new rules governing disputes involving artificial intelligence, making it the first organization in the alternative dispute resolution industry to establish an AI-tailored legal framework.

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Trump Atty 'Losing Credibility' In Defending Posts, Judge Says

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By Frank G. Runyeon

The New York judge presiding over former President Donald Trump's hush money case on Tuesday gave a harsh appraisal of defense attorney Todd Blanche's attempts to keep his client out of criminal contempt for disparaging witnesses online, saying the lawyer was "losing all credibility" as he argued Trump was "being very careful" with his words.

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Tabloid Made Deal To Save Trump 'Embarrassment,' Jury Told

By Frank G. Runyeon

A longtime tabloid executive told a Manhattan jury Tuesday that he struck a secret deal with Donald Trump ahead of the 2016 presidential election to plant negative stories about his opponents and suppress salacious stories that could cause his campaign "embarrassment."

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Coverage Recap: Day 2 Of Trump's NY Hush Money Trial

By Stewart Bishop

Law360 reporters are providing live updates from the Manhattan criminal courthouse as Donald Trump goes on trial for allegedly falsifying business records related to hush money payments ahead of the 2016 election. Here's a full recap from day two.

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Lisa Blatt Becomes 1st Woman To Argue 50 High Court Cases

By Katie Buehler

Williams & Connolly LLP partner Lisa Blatt began her historic 50th oral argument in front of the U.S. Supreme Court with a chuckle Tuesday.

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Judge Allows $956M Atty Fees In 3M, DuPont PFAS Settlements

By Emily Field

A South Carolina federal judge on Tuesday signed off on attorney fees totaling more than $956 million in settlements with 3M and DuPont over so-called forever chemicals in firefighting foam that contaminated drinking water, saying that another group of lawyers may not have been able to reach the same outcome.

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ABI Names Christopher Ward President, Elects New Directors

AMERICAN OVERSIGHT

By Alex Wittenberg

Christopher A. Ward of Polsinelli LLP will lead the American Bankruptcy Institute as president for a one-year term, the organization said Tuesday, and U.S. Bankruptcy Judge Bruce Harwood will succeed him next April.

Read full article » | Save to favorites »

Atty Can Deduct $303K In Racing Ad Costs, 10th Circ. Told

By Jared Serre

A Colorado attorney asked the Tenth Circuit to reverse a U.S. Tax Court decision that prevented him from deducting $303,000 in advertising expenses tied to his automobile racing, saying the lower court incorrectly ruled that the costs were related to a hobby rather than his litigation practice.

Brief attached | Read full article » | Save to favorites »

Denver Wants Law Firm To Turn Over Docs For Fraud Probe

By Daniel Ducassi

Fraud investigators for Denver Human Services have asked a state judge to force personal injury firm Ramos Law to provide employment records for one of the firm's case managers, saying the law firm has not yet provided records in response to subpoenas.

Petition attached | Read full article » | Save to favorites »

6th Circ. Backs Dykema's Win In Ex-Secretary's Age Bias Suit

By Emmy Freedman

The Sixth Circuit won't reinstate a former Dykema legal secretary's age discrimination case, saying Tuesday she failed to show that her supervisor — whom she accused of giving her adult diapers for her 50th birthday and frequently asking her if she planned to retire — had anything to do with her firing.

Decision attached | Read full article » | Save to favorites »

Feds Ask 30 Years For Ex-FDIC Atty In Child Exploitation Case

By Lauren Berg

A former attorney with the Federal Deposit Insurance Corp. who admitted to participating in online groups aimed at sexually exploiting children should be sentenced to 30 years behind bars, prosecutors told a Virginia federal judge Tuesday, saying he "treated the online enticement of children like a sport."

1 document attached | Read full article » | Save to favorites »

Fla. Atty Subpoenas Google To ID User Posting Fake Reviews

AMERICAN OVERSIGHT

By David Minsky

A Florida state court judge granted a motion Tuesday to subpoena Google to unmask what's alleged to be a single anonymous user posting defamatory reviews about a Miami-based attorney and her law firm, arguing that the First Amendment doesn't protect false statements meant to deceive consumers.

2 documents attached | Read full article » | Save to favorites »

Ga. Bar Race Bias Suit Should Stay Dead, 11th Circ. Told

By Chart Riggall

The State Bar of Georgia told the Eleventh Circuit on Tuesday that a federal court was right to wash its hands of a racial bias suit filed by an attorney against the bar last year, because the Peach State's high court is the only court with jurisdiction over attorney discipline issues.

Brief attached | Read full article » | Save to favorites »

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American Media Inc.

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California Health and Human Services Agency

Federal Bureau of Investigation

Federal Deposit Insurance Corp.

Federal Trade Commission

Food and Drug Administration

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Georgia Supreme Court

Internal Revenue Service

Maine Department of Environmental Protection

Manhattan District Attorney's Office

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National Labor Relations Board

New York Attorney General's Office

U.S. Attorney's Office for the Eastern District of Virginia

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U.S. Court of Appeals for the Fifth Circuit

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U.S. Court of Appeals for the Sixth Circuit

U.S. Court of Appeals for the Tenth Circuit

U.S. Department of Health and Human Services

U.S. Department of Justice

U.S. Department of Labor

U.S. District Court for the Central District of California

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U.S. District Court for the District of New Jersey

U.S. District Court for the District of South Carolina

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U.S. Securities and Exchange Commission

U.S. Supreme Court

U.S. Tax Court

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WEDNESDAY, APRIL 3, 2024

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AROUND THE CAPITOL

The Senate approved five bills on the floor today, sending four down to the Governor and one over to the House for the first time. The Senate also confirmed Kayla Lyon as the director of the DNR on a 40-9 vote. The Senate approved all five bills on unanimous votes, including SF 2414 **UST FUNDS** and HF 2308 **DISASTER RELIEF FUNDING**. SF 2414 moves $6 million from the Petroleum UST fund to the Groundwater Protection fund and brings the Petroleum UST fund and board to an end, transferring duties with the DNR.

The House approved seven bills, with five going to the Governor, one returning to the Senate with an amendment and one going over to the Senate for the first time.

The House approved SF 2252 **MOMS PROGRAM**, which expands the MOMS program, on a 61-34 party-line vote. Representative Bergan said that the changes in the bill update the program and make more products and services available to mothers. Representative Baeth said that such programs can lack safeguards to ensure that the personnel who are certified to perform procedures such as ultrasounds. The House approved SF 2251 **GOVERNOR POST-PARTUM COVERAGE** on a 70-25 vote. The bill expands the number of months that a mother covered under Medicaid is eligible for post-partum coverage to 12 months but decreases the income level for qualifying for Medicaid coverage. The LSA estimates that the bill will make about 1,300 women currently eligible for coverage have incomes that would prevent them ineligible under the lower income levels Some of those women will be shifted over to HAWK-I. Overall, with the cost increases and savings, the bill is expected to cost the state about $3.3 million in FY 2026 and Representative Wood said mothers currently receiving post-partum services under Medicaid will be grandfathered into the expansion. Representative Matson offered an amendment to strike the changes in eligibility, which was rejected on a largely party-line 60-35 vote. Representative Konfrst said that House Democrats support expanding Medicaid post-partum coverage but object to the Republicans insisting on reducing eligibility in the bill. She said that the cost savings measures in the bill will lead to far greater costs for Iowa mothers who wind up uninsured due to the bill. Democrats said that federal law prevents the state from disenrolling women who are currently on Medicaid. They said that the bill will lead to less insurance coverage for mothers.

The House approved SF 2391 **MISBRANDING MEAT** on a 60-34 party-line vote. Representative Hora said that the bill is a truth-in-labeling bill and will protect Iowa agriculture. Democrats said that they support the labeling requirements but objected to the provisions which would ban the purchase of some alternative products from the SNAP & WIC programs, and other state buyers.

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COMMITTEE WORK

The Senate Ways & Means Committee moved nine bill forward including HF 2639 **GADSDEN PLATES ON** a 12-6 vote after amending the bill to strike the provisions that allow a county name on a license plate to be covered. Democrats said that the bill offers special treatment denied other groups to the NRA to help it with its financial problems. Senator Cournoyer said that the decision to pay extra for a Gadsen plate is voluntary and does not involve state funding. The committee approved SSB 3195 **CONSUMABLE HEMP DRAM SHOP** to require places that allow hemp products to be consumed on-premises to have insurance comparable to Dram Shop insurance. Several Democrats voted against the bill and asked whether such insurance is currently available.

REYNOLD'S LAWSUIT STATEMENT

Governor Reynolds issued the following statement in response to the lawsuit from AG Bird challenging the Greenhouse Gas Disclosure Rule from the SEC. Reynolds said:

> Joe Biden has become a radical climate alarmist, seeking to transform every agency, including the SEC, into his personal EPA. The SEC is not a climate regulator, and the Greenhouse Gas Disclosure Rule is not constitutional. I appreciate Attorney General Bird taking the lead on this lawsuit, taking Biden to court yet again. It has become increasingly clear that the Biden Administration wants to destroy America's energy independence, trounce on the sovereign rights of states, and cripple the livelihoods of American workers.

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APPROPRIATIONS BILLS

AS OF WEDNESDAY APRIL 3, 2024					
SF 2421	AGRICULTURE & NATURAL RESOURCES	PASSED Senate committee 4/2	in Senate 4.3		
SSB 3199	ADMINISTRATION & REGULATION	PASSED Senate subcommittee 4.3			
SSB 3198	ECONOMIC DEVELOPMENT	PASSED Senate subcommittee 4/2			
SSB 3201	EDUCATION	in Senate subcommittee 4/3			
SSB 3203	JUDICIAL BRANCH	in Senate subcommittee 4/3			
SSB 3200	JUSTICE SYSTEMS	PASSED Senate subcommittee 4/3			
SSB 3202	REBUILD IOWA INFRASTRUCTURE FUND (RIIF)	in Senate subcommittee 4/3			
HF 2683	TRANSPORTATION, INFRASTRUCTURE & CAPITALS	PASSED House committee 4/2	in House 4.3		
SF 2422		PASSED Senate committee 4/2	in Senate 4.3		

SIGNED BY THE GOVERNOR

SF 2095 RELIGIOUS COURT TESTS

Requires courts to use the compelling interest test when reviewing if a law unduly burdens the practice of religion by a person. Prohibits treating religious conduct more restrictively than religious conduct. Prohibits cities and counties from enacting laws that would burden a person's religious conduct beyond the protections in the bill. Allows a person whose religious conduct is unduly burdened to assert this as a defense and deems that a government may be liable for damages and attorney costs. Authorizes injunctive relief.

The **Senate PASSED** the bill 31-16

The **House PASSED** the bill 61-33

SF 2096 GENDER BALANCE

Repeals the requirements for boards to be gender balanced. Makes conforming changes.

The **Senate PASSED** the bill 32-15

The **House PASSED** the bill 62-33

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RFRA STATEMENTS

Governor Reynolds proclaimed April 3 as UI Women's Wrestling Day after the adoption of resolutions in the House and Senate (SR 107/HR 114 **UI WOMEN'S WRESTLING**) today.

Governor Reynolds released a statement on the signing of SF 2095, the state Religious Freedom Restoration Act. She said:

> Thirty years ago, the Religious Freedom Restoration Act passed almost unanimously at the federal level. Since then, religious rights have increasingly come under attack. Today, Iowa enacts a law to protect these unalienable rights - just as twenty-six other states have done - upholding the ideals that are the very foundation of our country.

Representative James, the House Minority Whip, released a statement for House Democrats:

> This bill is not about religious liberty - it's about weaponizing religion to justify discrimination. It's wrong. This bill opens the door for a business to deny services to an LGBTQ+ patron, a landlord to evict a single mom from because she's not married, for a pharmacist to deny a birth control prescription on religious grounds. It's no surprise the Governor signed the bill behind closed doors with the biggest special interest group in Iowa, an organization that wants to ban all abortions, ban gay marriage, and ban books. This has never been about people, it's all politics.

Senator Weiner released a statement for Senate Democrats:

> Tonight, Governor Kim Reynolds went behind closed doors to sign into law an unjust, discriminatory bill. It may help her politically, but it will hurt Iowans and undermine economic opportunity in our state. Iowans don't want legalized discrimination," Weiner said. They don't want someone to be able to refuse to rent to someone or serve someone based on religious or moral beliefs. What they want is justice and fairness and economic opportunity and personal freedom. The so-called RFRA law is an attack on all of those Iowa values - and we'll be paying the price for a long time to come.

Governor Reynolds released a statement on signing SF 2096 **GENDER BALANCE** today, which strikes the requirements for boards and commissions to be gender balanced:

> I believe that our focus should always be on appointing the most qualified people. That includes engaged citizens with a genuine interest in serving their state or local community, as well as individuals with valuable experience that directly relates to the position. This approach ensures that boards and commissions at all levels of government are effective and that each one serves Iowans well. That's exactly what this bill aims to accomplish.

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TODAY IN THE LEGISLATURE

Bills Signed by the Governor: (2)
Bills to the Governor: (9)
Bills to the House: (1)
Bills RETURNED to the Senate: (1)
Bills to the Senate: (1)

House Files: 5 (HF 2683 - HF 2686)
House Study Bills: 1 (HSB 747)

Resolutions INTRODUCED by the House: (1)
HR 115 TAWAIN RESOLUTION (Andrews)
Honors Taiwan and the trade relationship with Iowa.

Resolutions ADOPTED by the House: (1)
HR 114 UI WOMEN'S WRESTLING
Honors the 2024 UI Hawkeye Women's wrestling team for winning the NCAA championship and for drawing record crowds in Iowa City.

WITHDRAWN: HF 2057, HF 2267, HF 2423, HF 2583, SF 2202

Senate Files: 2 (SF 2421 - SF 2422)
Senate Study Bills: 3 (SSB 3201 - SSB 3203)

Resolutions ADOPTED by the Senate: (1)
SR 107 UI WOMEN'S WRESTLING
Honors the 2024 UI Hawkeye Women's wrestling team for winning the NCAA championship and for drawing record crowds in Iowa City.

Confirmation Calendar
En Bloc Calendar, **CONFIRMED** 48-0
Kayla Lyons, *Director of the DNR*, **CONFIRMED** 49-0

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HOUSE FLOOR ACTION

Bills to the Governor: Voted Out (5)

HF 555 PHARMACY MATTERS

Reorganizes provisions on the practice of pharmacy. States general principles that pharmacists and registrants under the BOP must follow. Requires the BOP to adopt rules on pharmacist interns, technicians and support personnel, on tele-pharmacies, and on other matters. Includes requirements for the rules and strikes provisions in the Code. Allows the BOP to discipline a pharmacist for engaging in conduct outside of the standard of care. Authorizes administrative penalties. Allows the BOP to request criminal history checks on various parties. Contains provisions on prescriptions, therapeutic substitutions and other related matters.

H 8060 by the **Senate** - Makes technical and other corrections. Adds language on prohibiting the BOP from adopting a protocol to allow a pharmacist from administering abortion drugs. Updates the bill. **ADOPTED**

H 8202 by **Golding** - **WITHDRAWN**

The **Senate** **AMENDED &PASSED** the bill as amended 46-0 *(2/26)*

The **House** **CONCURRED &PASSED** the bill as amended 87-9; it now GOES to the **Governor**

HF 2264 PUBLIC FUNDING USES

Allows county funds to be used by an ecclesiastical or sectarian institution for programs that benefit the public. Excludes religious, secular or educational purposes.

H 8262 by the **House** - Strikes secular and makes it sectarian. **ADOPTED**

The **Senate** **PASSED** the bill as amended 38-10 *(4/1)*

The **House** **CONCURRED & PASSED** the bill 94-2; it now GOES to the **Governor**

SF 2251 GOVERNOR POST-PARTUM COVERAGE

Requires the HHS to submit a Medicare/Medicaid amendment to provide 12-months of continuous post-partum coverage to women at 215% of the FPL. Lowers the level for family income for Medicaid eligibility for pregnant woman from 300% to 215%. Effective as of January 2025.

H 8137 by Matson - Raises the eligibility income level to 375% of the FPL. **FAILED** 60-35

The **Senate** **PASSED** the bill 34-13 *(2/19)*

The **House** **PASSED** the bill 70-25; it now GOES to the **Governor**

SF 2252 MOMS PROGRAM

Allows the HHS to administer the MOMS program through a contract with a pregnancy support provider. Changes reporting dates and makes conforming changes.

The **Senate** **PASSED** the bill 31-16 *(2/19)*

The **House** **PASSED** the bill 61-34; it now GOES to the **Governor**

SF 2261 IGNITION INTERLOCK DEVICE

Offsets part of the one-year period an ignition interlock must be installed after an OWI 2nd by any time the driver had and IID while driving with a temporary restricted license. Requires the DPS to adopt rules that an IID will not operate for an alcohol level above 0.04%. Allows these periods to be extended for compliance removal violations. Defines violations (BAC levels over 0.04% or failing to give a detectable sample). Makes unauthorized removal of an IID a serious misdemeanor. Prohibits issuing a temporary restricted license to drivers under 18. Authorizes the DOT to adopt rules that allow the waiver of IID requirements but limits where a person can drive under a temporary restricted license without an IID.

The **Senate** **PASSED** the bill 39-8 *(4/1)*

The **House** **PASSED** the bill 87-7; it now GOES to the **Governor**

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HOUSE FLOOR ACTION (CONTINUED)

Bills RETURNED to the Senate: Voted Out (1)

SF 2391 MISBRANDING MEAT

Makes mislabeling meat products a simple misdemeanor. Defines a misbranded product as resembling meat from slaughtered animals (beef, bison, pork, chicken, turkey, mutton or goat) without labels specifying that it is a manufactured protein/insect or plant protein. Does not require a regulatory authority to inspect licensees but allows the authority to issue stop orders related to the sales of misbranded meats, including that it be disposed of by other than sale by retailer or processor. Allows enforcement by DIAL, the AG or county attorneys. **Regents**: Prohibits research at state universities into manufactured-protein food that is supported by public funding. Prohibits schools, CCs and state universities from purchasing misbranded meat/cultivated protein. **WIC**: Prohibits stores in the WIC program that sell meat from selling misbranded meat/cultivated protein.

Amendments to SF 2391

H 8273 by **Hora** - Adds eggs and includes restrictions on SNAP and state purchases. Requires HHS to request a waiver from federal requirements if such alternative purchases are federally approved. **ADOPTED**

H 8236 by **Sexton** - Deems a product is not restricted due to a trace of plant protein. **ADOPTED**

H 8239, H 8242, H 8247, H 8256 by **Mommsen** - **WITHDRAWN/OUT-OF-ORDER**

The **House PASSED** the bill as amended 60-34; it now RETURNS to the **Senate**

Bills to the Senate: Voted Out (1)

HF 2677 VAPOR PRODUCT DIRECTORY

Requires the Code Editor to develop a new Code chapter, the Vapor Product Directory and Regulation. Requires vapor product manufacturers to comply with specific requirements for listing in the directory, on annual certification, unannounced inspections, on penalties and on other matters related to the vapor products directory. Requires non-resident vapor products manufacturer to have an in-state agent if the manufacturer has not registered in the state as a business. Establishes civil penalties. Transfers fees and penalties to the Health Care Trust fund. **Reports**: Requires the DOR to make the directory available on January 15 and to make annual reports to the Legislature. Requires the DOR to update the directory online on a monthly basis. Establishes other reporting requirements for the DOR.

H 8265 by **Siegrist** - Requires the DOR to notify retailers, distributors and wholesalers of changes to the directory, including the removal of a product, on a monthly basis. **ADOPTED**

The **House PASSED** the bill as amended 90-4; it now GOES to the **Senate**

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SENATE FLOOR ACTION

Bills to the Governor: (4)

HF 2308 DISASTER RELIEF FUNDING

Conforms state language on accepting federal disaster relief funding by the Governor with federal language. Allows the Executive Council to make grants to meet matching funds requirements for disaster relief.

The **House PASSED** the bill 97-0 *(2/27)*

The **Senate PASSED** the bill 48-0; it now GOES to the **Governor**

HF 2366 CHARITABLE DONATIONS IN PROBATE

Allows a charity to file an affidavit with a person in order to receive the property of a decedent. Prohibits the person from requesting personal information about charity board members. Gives the person who receives the affidavit 30 days to verify the affidavit. Makes a person who delivers the property in good faith due to the affidavit immune from liability for the reliance. Allows actions to be brought for the failure to deliver, and allows for damages, costs, attorney fees and a penalty between $500 and $10,000. Establishes good faith protections for persons who rely on the affidavit.

The **House PASSED** the bill 95-0*(2/26)*

The **Senate PASSED** the bill 48-0; it now GOES to the **Governor**

HF 2465 AG CLASSES AS SCIENCE

Allows HS agriculture classes to include units that meet science curriculum requirements. Requires the state BOE to adopt rules. Limits this to two units. Includes math classes. Deems the State BOE cannot waive certain requirements.

The **House PASSED** the bill as amended 95-0 *(2/28)*

The **Senate PASSED** the bill 48-0; it now GOES to the **Governor**

HF 2512 SOCIAL WORK COMPACT

Establishes the multi-state Social Work License Compact to allow social workers licensed in one state to practice in another state in the compact. Creates a commission to administer the compact. Contains implementing provisions. Makes the compact effective when seven states adopt the compact.

The **House PASSED** the bill 94-0 *(2/22)*

The **Senate PASSED** the bill 48-0; it now GOES to the **Governor**

HF 2600 CONTROLLED SUBSTANCE PROSECUTIONS

Makes the venue for a prosecution for causing a death or injury due to the manufacture or delivery of a controlled substance either the venue where the violation occurred or the venue where the death or injury occurred, with priority to the venue where the violation occurred.

The **House PASSED** the bill 93-0 *(2/29)*

The **Senate PASSED** the bill 48-0; it now GOES to the **Governor**

Bills to the House: (1)

SF 2414 UST FUNDS

Transfers the remaining funds in the Petroleum UST fund to the Groundwater Protection fund. Includes transition provisions to move duties to the DNR and to administratively close the Petroleum UST fund. Effective immediately.

S 5118 by **Sweeney** - Makes technical corrections. **ADOPTED**

The **Senate PASSED** the bill as amended 48-0; it now GOES to the **House**

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SENATE COMMITTEE ACTION

Senate Rules & Administration Committee: Voted Out (1)

SR 107 UI WOMEN'S WRESTLING

Honors the 2024 UI Hawkeye Women's wrestling team for winning the NCAA championship and for drawing record crowds in Iowa City. **PASSED** 8-0; *FM:* ***Cournoyer***

Senate Ways & Means Committee: Voted Out (9)

SF 555 VOLUNTEER EMS TAX ABATEMENT

Allows a volunteer EMS to request an abatement of property taxes of up to 10% on a home or up to $500. Requires the volunteer EMS to have been a volunteer for at least five years and to have made less than $5,000 annually. Allows a volunteer who has been a volunteer for more than 20 years to receive a lifetime abatement. Includes other requirements. **AMENDED & PASSED** 18-0; *FM:* ***Dickey*** (Updates the bill and makes technical changes.)

SF 570 EMERGENCY MANAGEMENT COMMISSIONS

Allows a local emergency management commission to levy for the agency and strikes the county or city authority for the levy if the commission is imposing the levy. Authorizes a special levy for special or unique services. **Board**: Adds the presidents of school boards to the board of an emergency management commission and makes the sheriff the chair and a non-voting member. Changes the voting procedures for the board to give the various categories of members (supervisors, mayors, school boards) one vote and requires a 2/3 vote. Authorizes certain actions by an executive committee. **Other**: Makes salaries and benefits paid to emergency workers eligible for payment through a county Emergency Services fund. Allows the commission to reserve funds for future use if other obligations are met and establishes reserve limits. **AMENDED & PASSED** 18-0; *FM:* ***Klimesh*** (*Strike & Replace*: Makes changes related to emergency management commissions and spending.)

SF 2155 SNOWMOBILE PERMIT FEES

Strikes the snowmobile user permit fees and combines the fee with the registration fee, making it $30. Requires non-residents to have a $15 user permit and affix the decal to their machine. Applies the resident penalties for failing to have a user permit to non-residents. **PASSED** 17-1; *FM:* ***Sweeney***

SSB 3179 DOR ADMINISTRATIVE MATTERS

Records: Allows the DOR to submit an entire confidential record under seal for judicial review. **Betting**: Deems sports wagering winnings are Iowa income and requires that income tax be withheld for winnings over $5,000. **Lottery**: Prohibits a person from operating as a Lottery courier for another person (buying tickets without a bona fide social relationship. Makes some Lottery information confidential, including records that adversely impact the security or fairness of the Lottery. **Tobacco**: Makes changes related to tobacco/cigarette sales reporting. Allows cities and counties to approve tobacco retail permits but requires the permit to be issued to the city/county and for the use of electronic portal for reporting unless the DOR grants permission for another reporting method. Includes other requirements on electronic filing. **Alcohol**: Prohibits a member of the ABC from holding other offices. Prohibits political lobbying or support of candidates. Prohibits more than two members of the commission from having interests in alcohol-related interests. Prohibits DOR employees from participating in permitting and other matters or from enforcing laws for alcohol businesses if the employee has an ownership interest. Makes violations subject to discharge. **AMENDED & PASSED** 18-0; *FM:* ***Dawson*** (Makes corrections to couple some parts of sports wagering law to federal law and to regulations on alcohol products.)

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SENATE COMMITTEE ACTION (CONTINUED)

Senate Ways & Means Committee: Voted Out (continued)

SSB 3194 AMENDED DEATH CERTIFICATE

Requires HHS to issue an amended death certificate if a person submits substantiated evidence of an error on a death certificate within 12 months of the certificate being issued. Requires the certificate to be marked amended. Includes related changes. **AMENDED & PASSED** 18-0; *FM:* ***Rowley*** (*Strike & Replace*: Rewrites the bill.)

SSB 3195 CONSUMABLE HEMP DRAM SHOP

Includes licensees who sell consumable hemp products under the requirements of the Dram Shop Act. **AMENDED & PASSED** 15-3; *FM:* ***Dawson*** (*Strike & Replace*: Makes corrections to make the requirements similar to Dram Shop insurance a separate Code section.)

HF 664 VEHICLE LEASE EXEMPTIONS

Exempts the lease of a vehicle between affiliates from new registration fees or the sales tax if such fees or taxes have been paid by the original affiliates. Makes definitions. **PASSED** 18-0; *FM:* ***Dawson***

HF 2639 GADSDEN PLATES

Requires the DOT to develop a Gadsden flag license plates, with a coiled rattlesnake and the words "Don't Tread On Me" and a specific color background. Sets fees for the plate and requires the money be transferred to the DPS for grants to organizations on education on the right to keep and bear arms, with a preference for any official state affiliate of the NRA. **Name**: Allows a county name on a plate to be covered. **Other**: Prohibits DOT from conditioning the release of such plates on the number ordered. **AMENDED & PASSED** 11-7; *FM:* ***Cournoyer*** (Strikes the county name provision.)

HF 2648 TEMPORARY ALCOHOL PERMITS

Authorizes the DOR to issue temporary alcohol sales permit for on-site sales and consumption. Authorizes a 5-day license for Class C native wine licenses. Allows native distilleries to get up to six 5-day retail licenses in a year. Allows a native brewer to get two 5-day licenses in a year. **Alternating Proprietors**: Allows a native distiller to share space with another distiller in an alternating proprietorship. Requires separate Class A licenses for the distillers and limits the premises to one Class C retail alcohol license. **PASSED** 18-0; *FM:* ***Koelker***

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HOUSE & SENATE AGENDA

THURSDAY, APRIL 4, 2024		
7-9 AM	*Ad Day at the Capitol*	*Rotunda, East & North Wings*
8:30 AM	**HOUSE CONVENES**	*House Chamber*
9 AM	**SENATE CONVENES**	*Senate Chamber*
	House Appropriations Committee HF 2407 RURAL ATTORNEY RECRUITMENT: Lohse (C) HF 2428 RURAL VETERINARY GRANTS: Wood (C) SF 2405 COMMUNITY COLLEGE FUNDING: Nordman (C)	*Room 103*
9:30 AM-2 PM	*Iowa Propane Gas Association*	*Rotunda, West & South Wings*
11 AM-1:30 PM	*Association of Iowa Fairs Annual Legislator & Staff Social*	*Rotunda, East Wing*
Upon Adjournment	**Senate Appropriations Committee** SSB 3197 MINOR SOL EXTENSION (w/amend): Kraayenbrink (C) SSB 3198 ECONOMIC DEVELOPMENT APPROPRIATIONS: Lofgren (C) SSB 3199 ADMINISTRATION & REGULATION APPROPRIATIONS: Rowley (C) HF 2658 CHILDCARE HALF DAY RATES: Costello (C)	*Room 116*
6-8 PM	*American Physical Therapy Association - Iowa Chapter - Reception*	*Ken's Speakeasy 215 E Third St. #100*

SUBCOMMITTEE MEETINGS

THURSDAY, APRIL 4, 2024		
8:30 AM	**Senate Ways & Means Subcommittee** HF 2669 WINE AUCTIONS: Koelker (C), Cournoyer, Winckler	*Senate Lounge*
10:30 AM	**Senate Appropriations Subcommittee** SSB 3203 JUDICIAL BRANCH APPROPRIATIONS : Garrett (C), Reichman, T Taylor	*Senate Lounge*
NOON	**Senate Appropriations Subcommittee** SSB 3201 EDUCATION APPROPRIATIONS: J Taylor (C), Kraayenbrink, Winckler	*Senate Lounge*

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HOUSE DEBATE CALENDAR

THURSDAY, APRIL 4, 2024

HF 2551	CO	ELECTRIC TRANSMISSION LINES (sim/comp to SF 2372)	*G Mohr*
HF 2679	WM	INDIGENT INCOME DEDUCTION	*Jones*
HF 2680	WM	POLICE/FF RETIREMENT (sim/comp to SF 505)	*Kaufmann*

SENATE SUBCOMMITTEE ASSIGNMENTS

APPROPRIATIONS

HF 2671	CHILD PROTECTION	Edler (C), Costello, Donahue

WAYS & MEANS

HF 2654	DELINQUENT PROPERTY	Rowley (C), Driscoll, Quirmbach
HF 2664	EMINENT DOMAIN MATTERS	Schultz (C), Dawson, Quirmbach
HF 2666	FARM INCOME	Driscoll (C), Sweeney, T Taylor
HF 2674	RURAL DEVELOPMENT CREDITS	Sweeney (C), Brown, Dotzler

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HOUSE FILES (HF 2683 – HF 2687)

HF 2683 TRANSPORTATION INFRASTRUCTURE & CAPITALS (**Appropriations**) *FM:* ***Bossman***
Makes the spending for FY 2024 from the PRF and the RUTF. **FY 2024 Total:** $453.12 million. **RUTF:** $60.13 million. **PRF:** $394.78 million. Funded from **RUTF/PRF:** Motor Vehicles $30.54 million ($30.54 million/$0); Transportation Operations $350.97 million ($16.98 million/$328.23 million); DAS $3.25 million ($455,647/ $2.8 million); Auditor $770,600 ($107,884/$662,716); Indirect Cost Recovery $750,000 ($90,000/$660,000); Statewide Communications $442,162 ($0/$442,162); UE $145,000 ($7,000/$138,000); Worker's Comp $3.57 million ($141,577/$3.43 million); Electronic Records $2.1 million ($1.97 million/$126,000). **Funded from RUTF:** Driver's Licenses ($1.6 million); County DLs ($1.41 million); Mississippi River Parkway Commission ($40,000); Traffic Software ($300,000); MVD Facility Maintenance ($400,000); Personal Delivery of Services ($225,000). **Funded from PRF:** Garage Fuel & Waste Management ($1 million); Maps ($195,000); Equipment Replacement ($29.62 million in FY 2025); Major Maintenance ($6.3 million); Routine Maintenance ($5.2 million); Albia Garage ($7.29 million); Jefferson Garage ($7 million). See SF 2422

HF 2684 MEDICAL CANNABIDIOL CARD (**Ways & Means**; Successor to HSB 733) *FM:* ***Siegrist***
Allows a non-resident to receive a medical cannabidiol card.

HF 2685 CPA INCOME EXCEPTION (**Ways & Means**; Successor to HSB 716) *FM:* ***J Wills***
Exempts the income earned by a CPA for a governmental audit from the income tax. Sunsets 2029.

HF 2686 GOVERNOR REORG CORRECTIONS (**Ways & Means**; Successor to HF 2550) *FM:* ***Kaufmann***
Makes corrections and changes to the organization and duties of various government agencies. Amends language, changes references, strikes programs.

HF 2687 ETHANOL PUMP EQUIPMENT (**Ways & Means**; Successor to HSB 742) *FM:* ***Mommsen***
Establishes a transition period for gas pump equipment paid through cost-share infrastructure money (compatible with E-15 through January 2026; with E-40 through July 2030; and compatible with E-85 after that date). Deems that the E-85 infrastructure compatibility requirement ends at the dispenser breakaway. Effective on enactment. See SF 2418

HOUSE STUDY BILLS (HSB 747)

HSB 747 MEDICAID EMPLOYMENT PROGRAMS (Appropriations) **A Meyer** (C), **Bergan**, Brown-Powers
Increases the income eligibility level for the Medicaid for Employed Persons with Disabilities program to 300% of the FPL. Increases the disregard for couples in the program to $21,000 in addition to resources in retirement accounts, medical retirement accounts or approved savings accounts.

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SENATE FILES (SF 2421 – SF 2422)

SF 2421 AGRICULTURE & NATURAL RESOURCE APPROPS (AP; Successor to SSB 3196) *FM: **Zumbach***

Makes the FY 2025 GF appropriations for the DALS, DNR, UI and ISU and appropriations from other funds. Makes appropriations for REAP. **GF Total:** $43.5 million. **DALS Total:** $24.36 million; Admin ($19.68 million with earmarks for the ISU wine institute at $325, 000 and for meat inspection at $250,000); Milk Inspections ($189,196); Farmers with Disabilities ($230,000); Local Food ($75,000); FFA/Agri Education ($75,000); Foreign Animal Disease ($1 million); Foreign Animal Disease Capitals ($250,000); Vaccines ($250,000); Loess Hills ($400,000, with an earmark for $360,000 for Hungry Canyons); Southern Iowa ($150,000); Grain Regulation ($350,000); Value-Add Agri Grants ($463,000); Choose Iowa ($500,000); Dairy Innovation ($750,000). **DNR Total:** $15.49 million; Admin ($12.48 million); Floodplains ($1.51 million); Forestry ($500,000); State Parks ($1 million). **Regents:** ISU Vet Lab ($4.4 million); ISU Livestock disease ($191,390); UI Agri Safety ($128,154). **Other Funds Total:** $96.43 million. **DALS Total:** $18.11 million; Native Horse & Dog ($305,516); Fuel ($500,000); CR Enhancements ($1 million); Watershed ($900,000); Soil & Water Conservation ($3.8 million); CRP ($900,000); Cost Share ($8.3 million with an earmark of $140,000 for Hungry Canyons); Fuel Inspection ($500,000); Water Quality Monitoring ($2.38 million). **DNR Total:** $77.51 million; F & G Administration ($49.75 million); Storage Tank study ($100,303); Household Hazardous ($447,324); Well Testing ($62,461); Water Monitoring ($1.69 million); Landfill Alternatives ($618,993); Waste Reduction ($192,000); Solid Waste ($50,000); GIS ($297,518); Snowmobile Fees ($100,000); UST Administrative Match ($200,000); Park Operations ($6.24 million); GIS Watersheds ($195,000); Water Quality Monitoring ($2.96 million); Public Water ($500,000); Animal Feeding Operations ($1.32 million); Air Quality Monitoring ($425,000); Floodplain Management ($375,000); REAP ($12 million from the Environment First Fund). **Regents:** ISU Vet Lab ($120,000); UI Water Resources ($495,000); UI Geological Survey ($200,000). **Other:** Includes requirements for 50 seasonal park employees. Includes limits on spending for administration for Hungry Canyons.

SF 2422 TRANSPORTATION INFRASTRUCTURE & CAPITALS (AP; Successor to SSB 3184) *FM: **Koelker***

Makes the spending for FY 2024 from the PRF and the RUTF. **FY 2024 Total:** $453.12 million. **RUTF:** $60.13 million. **PRF:** $394.78 million. Funded from **RUTF/PRF:** Motor Vehicles $30.54 million ($30.54 million/$0); Transportation Operations $350.97 million ($16.98 million/$328.23 million); DAS $3.25 million ($455,647/ $2.8 million); Auditor $770,600 ($107,884/$662,716); Indirect Cost Recovery $750,000 ($90,000/ $660,000); Statewide Communications $442,162 ($0/$442,162); UE $145,000 ($7,000/$138,000; Worker's Comp $3.57 million ($141,577/$3.43 million); Electronic Records $2.1 million ($1.97 million/$126,000). **Funded from RUTF:** Driver's Licenses ($1.6 million); County DLs ($1.41 million); Mississippi River Parkway Commission ($40,000); Traffic Software ($300,000); MVD Facility Maintenance ($400,000); Personal Delivery of Services ($225,000). **Funded from PRF:** Garage Fuel & Waste Management ($1 million); Maps ($195,000); Equipment Replacement ($29.62 million in FY 2025); Major Maintenance ($6.3 million); Routine Maintenance ($5.2 million); Albia Garage ($7.29 million); Jefferson Garage ($7 million). See HF 2683

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SENATE STUDY BILLS (SSB 3201 – SSB 3203)

SSB 3201 EDUCATION APPROPRIATIONS (Appropriations) **J Taylor** (C), **Kraayenbrink**, Winckler
Makes the FY 2025 appropriations for the DOE, the DOB and the Regents.

SSB 3202 RIIF APPROPRIATIONS (Appropriations) **Koelker** (C), Petersen, **Zumbach**
Makes the new FY 2024 appropriations from RIIF and for the Technology Reinvestment Fund.

SSB 3203 JUDICIAL BRANCH APPROPRIATIONS (Appropriations) **Garret** (C), **Reichman**, T Taylor
Makes the FY 2025 appropriations for the Judicial Branch ($197.01 million). Changes the contribution rate by judges to the judicial retirement fund. Increases the number of electors selected by the Governor to the Judicial Nominating Commission to six. Allows civil trials to be held in contiguous counties if the parties agree. Allows a judicial officer to waive travel reimbursement. States the intent to use the ICN in lieu of traveling,
when possible.

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To: Harvey, Janee
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Cc:
Bcc:
Subject: IV-E Meeting Question
Date: Wed Apr 03 2024 15:37:46 CDT
Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
image001.png
image002.png

Question: I am scheduling a weekly 30 minute meeting as a follow up to the March 27th meeting? And is the invite list below correct?

I found a meeting that Lori L scheduled on 3/27

Here is what she put in the body of the meeting: We have been conversing with Amy Hance re our IVE claiming and want to talk internally about how data elements flow through the systems, populate fiscal reports and whether we are within the policy guidelines on our claiming.

This is the group she included.

Christie Templeton

Executive Officer

Division of Family Well-Being & Protection

Iowa Department of Health and Human Services

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Filename: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg <extracted>
Last Modified: Wed Apr 03 15:37:46 CDT 2024

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose	Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway. The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.
Source	This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Distribution	After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian. The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date. ▪ Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS. ▪ Household Composition ▪ Non-Custodial Parent ▪ Others Involved in the Assessment – Not in Household ▪ Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose

Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.

Source

Complete this form using the template in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license.

Mark the reasons for the request as indicated on the form. *Other reasons* can be for:

- Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook;
- Behavior that could have negative impact on foster children, such as alcohol or substance abuse;
- Health or mental health concern.

The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request.

Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.

Distribution

Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office.

The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date.

The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*. **NOTE:** Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose	A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s):* Enter the names of the child subject(s). ▪ *Worker:* Enter the HHS worker's name. ▪ *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with. ▪ *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified. ▪ Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions. ▪ *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009305

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009306

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009308

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-009309

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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IA-DHHS-24-0418-A-009311

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-009316

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-009318

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Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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IA-DHHS-24-0418-A-009323

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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IA-DHHS-24-0418-A-009328

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009334

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009335

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009336

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009337

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009338

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009339

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009340

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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IA-DHHS-24-0418-A-009341

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009343

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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IA-DHHS-24-0418-A-009344

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009345

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009346

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009347

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009348

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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IA-DHHS-24-0418-A-009349

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-009350

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-009352

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-009353

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-009354

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-009355

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-009356

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-009357

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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IA-DHHS-24-0418-A-009358

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-009359

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-009360

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

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IA-DHHS-24-0418-A-009361

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-009362

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-009363

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-009364

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-009365

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 275 (Attachment 2 of 5)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-009366

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Filename:	Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified:	Wed Apr 03 15:37:46 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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All Attendees

Required Attendee

- Lipscomb, Lori
- Lipscomb, Lori
- Philmon, David
- Riewer, Mark
- Havig, Joe
- Sheetz, Wendy
- Haynes, Matt
- Konchalski, Kristin
- Frick, Lori
- Harvey, Janee

Optional Attendee

- Storm, Natalie

Resource (Room or Equipment)

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Document ID: 0.7.3995.5351

From: info@nphic.org <info@nphic.org>
To: Ekstrand, Sarah [IDPH]
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Subject: NPHIC News Highlights
Date: Tue Apr 02 2024 14:04:20 CDT
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This week's edition of NPHIC's public health News Highlights

News Highlights

Tuesday, 2 April 2024

This Week is National Public Health Week!

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This week, April 1-7, is National Public Health Week (NPHW). The American Public Health Association (APHA) brings together communities across the U.S. to observe NPHW as a time to recognize the contributions of public health and highlight issues that are important to improving our nation's health. APHA developed a national campaign to educate the public, policymakers and practitioners about issues related to each year's theme.

This year's theme is Protecting, Connecting and Thriving: We Are All Public Health. Trust for America's Health (TFAH) provides examples of the contributions of the public health system to advancing Americans' health. They include increasing life expectancy, delivering vaccines, promoting maternal and infant health and more. See the list from TFAH here.

In addition, the Cook County Department of Public Health's NPHW Public Health Heroes League campaign and social media toolkit are available to NPHIC members. Login as a member to NPHIC.org, go to "member only/ COVID" then "what's new" for access to the toolkit for download, or email lespino@nphic.org.

Public Health is a Business Issue: A Discussion Dr. Mandy Cohen

Delve into an exclusive interview from Forbes with Dr. Mandy Cohen, Director of the CDC, as she shares insights on navigating the pandemic's impact on businesses and public health.

The article explores the intersection of public health and business, highlighting the crucial role the CDC plays in safeguarding public health. Director Cohen emphasizes the importance of clear communication, operational efficiency, and partnerships in addressing health threats like COVID-19. She also discusses the CDC's priorities, including vaccination, hygiene, cleaner air, testing, and treatment, while also emphasizing the agency's international efforts to combat diseases like avian flu. Read the article from Forbes here.

STI Awareness Week Toolkit: April 14 – 20

STI Awareness Week, happening April 14-20, 2024, provides an opportunity to raise awareness about STIs and how they impact our lives; reduce STI-related stigma, fear, and discrimination; and ensure people have the tools and knowledge for prevention, testing, and treatment.

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This toolkit provided by CDC serves as a comprehensive guide for public health communicators for their outreach activities during STI Awareness Week. Users can choose from three distinct campaigns—GYT: Get Yourself Tested, Prepare Before You're There, and Talk. Test. Treat.— each targeting different aspects of STI prevention and diverse audiences.

CDC Announces “Think. Test. Treat TB.” – A Campaign to Raise Awareness of Latent TB Infection

The CDC has launched “Think. Test. Treat TB.” – the inaugural national communications campaign aimed at bolstering testing and treatment for latent tuberculosis (TB) infection in the U.S. With an estimated 13 million individuals living with latent TB infection nationwide, the campaign highlights the imperative of expanding testing and treatment efforts to prevent the development of TB disease.

The initiative seeks to dispel the misconception that TB is no longer a concern and underscores the importance of addressing TB as a public health priority to foster healthier communities and promote health equity. The campaign offers free multilingual resources including digital and print materials, social media content, patient and provider education tools, and a partner toolkit, accessible nationwide. See more from the CDC here.

AIM Resource: Managing Vaccine Hesitancy During an Outbreak: A Focus on Cultural Competence

Recent outbreaks of vaccine-preventable diseases (VPDs) have emerged in areas with low vaccination rates. Vaccine hesitancy is a common factor in these outbreaks and understanding vaccine hesitancy among diverse populations is crucial for effective public health strategies.

The Association of Immunization Managers (AIM) provides Chapter 2 of their “Lessons from the Field: Promoting Vaccine Confidence” resource, where they offer essential, culturally competent steps for identifying and engaging with communities at risk for vaccine-preventable diseases to manage vaccine hesitancy, particularly in outbreak situations. Each step highlights key considerations, experiences from the field, immunization program and stakeholder insights, lessons learned, and resources to support programs’ community engagement efforts. See it here.

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Feeding Our Children Nutritious Foods Should Be the Easiest of Decisions

"Health and Well-Being Matter," the monthly blog from the Director of the Office of Disease Prevention and Health Promotion, addresses the critical issue of childhood obesity in the U.S. Shockingly, nearly 1 in 5 children and adolescents are affected by obesity, with rates rising during the pandemic and showing no signs of improvement.

The heart of the epidemic lies in unhealthy dietary habits, with children consuming too few fruits and vegetables while indulging in calorie-rich, nutritionally deficient foods. Despite efforts outlined in Healthy People 2030 objectives, the situation remains dire, with little progress seen in improving dietary habits. Urgent action is needed to reverse these trends and safeguard the health of future generations. Read the blog here.

COVID-19 Side Effect Reports Mirror Red-Blue State Divide, Study Finds

People in Republican-voting states were more likely to report adverse events after receiving a COVID-19 vaccination than people living in Democratic-leaning states, a new analysis in JAMA Network Open finds, suggesting that how people view their post-vaccine side effects or decide whether to report them may be shaped by their political views.

More people died of COVID-19 in states where more voters registered as Republicans and voted that way. “The anti-vaccine movement might have started out along libertarian lines like, ‘Let’s not have compulsory vaccination,’ but it gradually moved into thinking that either the vaccines weren’t effective or that they were unsafe,” study author David Asch told STAT’s Elizabeth Cooney. Read the full article from STAT here.

CDC / NPHIC Member Call Recap and Slides (March)

NPHIC government members are invited to meet virtually with CDC on every fourth Wednesday of the month from 4-5 p.m. EST to discuss situational updates with CDC’s Office of the Associate Director of Communication. Find a recording of the most recent meeting on March 20, along with a transcript and presentation slides, directly on our website. After logging in as a member, under NPHIC’s membership tab click “Recordings Dashboard” then “NPHIC / CDC Meetings” or click here.

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The meeting focused on addressing current outbreaks, enhancing communication efforts, and adapting strategies to effectively educate and protect communities. Other updates included highlighting the director's recent trip to Africa for public health diplomacy work and the upcoming launch of the CDC website. The discussion then shifted to an update on the measles outbreak and an update on mpox, including efforts to reach at-risk populations and the importance of vaccine stockpiles.

Nursing Workforce is Becoming More Diverse

The latest federal data reveals a positive trend in the increasing diversity of America's nursing workforce over the past 15 years, though underrepresentation persists, particularly among Black and Hispanic nurses. Despite gains, Black and Hispanic nurses remain underrepresented compared to the overall population.

A diverse nursing workforce is crucial for reducing health disparities, delivering culturally competent care, and ultimately enhancing patient outcomes. It's imperative for healthcare organizations to prioritize sustained efforts in recruiting and retaining nurses of color to further diversify the field and address ongoing disparities in healthcare delivery. Read more from Axios here.

Four-Part Series Explores the Hidden Public Health Infrastructure in America That Saves Lives Every Day – The Invisible Shield

"The Invisible Shield" is a new four-part documentary series sponsored by Bloomberg Philanthropies and produced by RadicalMedia, which delves into the crucial role of public health in safeguarding lives in the U.S. Premiering on PBS, the series sheds light on the often overlooked infrastructure that underpins modern public health efforts.

Through captivating storytelling and archival footage, "The Invisible Shield" emphasizes the transformative impact of public health initiatives, underscoring its role as a silent guardian that has significantly extended lifespans and improved societal well-being. Find The Invisible Sheild streaming beginning March 26 at 10/9c on the PBS App or pbs.org.

New Report Links Civic Engagement to Community Health

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County Health Rankings & Roadmaps has just released its highly anticipated 2024 Annual Data and National Findings Report, shedding light on the vital connection between thriving communities and civic participation. The report underscores the importance of fostering community spaces where everyone can engage, stay informed, and have a voice, not only for community well-being but also for the vitality of our democracy.

This year's updates include a refined assessment tool, enriched county health snapshots, and expanded data collection on health disparities. They've invited NPHIC members to use their toolkit to share the data release and findings report. For access, contact lespino@nphic.org. See the full national findings report here.

Seven Strategies for Regaining Trust in Public Health Messaging

GKV, a full-service communications agency based in Baltimore, recently launched a new webinar series, Good Point by GKV. Their first webinar, titled "Rebuilding Trust in Public Health Messaging" focused on regaining trust and credibility for public health messaging.

Discover actionable strategies for regaining trust and credibility in public health communications in GKV's latest thought leadership piece. Authored by an industry expert, this article offers invaluable insights derived from real-world experiences during the COVID-19 pandemic. Read the full report here.

U.S. Measles Cases Surpass 2023 Total in First Three Months of This Year, CDC Says

The CDC reported a concerning increase in measles cases in the U.S., surpassing the total for 2023. As of March 21, 64 cases have been confirmed across 17 jurisdictions. The CDC issued a health advisory urging vaccination, especially for children and international travelers, emphasizing the high contagiousness of measles.

Several countries, including Austria, the Philippines, Romania, and the United Kingdom, are grappling with measles outbreaks. Despite the increase, the CDC noted low risk of widespread spread due to high population immunity in most U.S. communities, but cautioned about potential outbreaks in areas with low vaccination coverage. Read more from USA Today here.

Nearly 108,000 Americans Died of Drug Overdoses in 2022, Breaking Record, CDC Says

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The CDC released final figures showing that nearly 108,000 Americans died of drug overdoses in 2022, marking a continuous rise in overdose deaths over the past two decades. This trend has led to the worst overdose epidemic in American history. The fatal overdose rate for synthetic opioids like fentanyl increased by 4.1% between 2021 and 2022, along with increases in cocaine and psychostimulants.

However, there were declines in overdose rates for certain drugs such as heroin, natural and semisynthetic opioids, and methadone. The report also noted a decrease in overdose death rates among females for the first time in five years, while the rates for males continued to rise, constituting about 70% of U.S. overdose deaths. Read more from CBS here.

Global Fertility Rates to Plunge in Decades Ahead

A recent study published in The Lancet reveals a continuing decline in global fertility rates, predicting a significant demographic shift by the end of the century. From 1950 to 2021, the average number of children born to a woman has dropped from 4.84 to 2.23, with projections indicating a further decrease to 1.59 by 2100.

Factors contributing to this trend include increased opportunities for women in education and employment, better access to contraception and reproductive health services, and economic considerations such as the cost of raising children and changing societal values. Read more from CNN here.

COVID Vaccines Can Cut Post-Infection Heart Failure, Blood Clot Risk

A study across three European countries involving over 20 million people found that COVID-19 vaccination significantly lowers the risk of heart failure by up to 55% and blood clots by up to 78% post-infection. The study analyzed data from recipients of various vaccines and emphasized that the benefits are most pronounced within 30 days post-vaccination but can last up to a year.

Medical experts stress that the risks of COVID-19 complications outweigh any potential vaccine side effects. The findings support the CDC's recommendation for updated vaccines for adults aged 65 and above, with recent data showing a 54% effectiveness in preventing symptomatic infections among adults. Read more from the Hill here.

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First Pig Kidney Transplant in a Person: What it Means for the Future

The first successful transplant of a pig kidney into a human, performed on a 62-year-old man named Richard Slayman with end-stage renal failure, has ignited optimism among researchers for expanded clinical trials involving pig organs. Slayman is reported to be recovering well following the surgery on March 16, with the kidney sourced from a miniature pig engineered with a record 69 genomic edits to minimize rejection and virus transmission risks.

The biotech firm behind the genetically modified pigs notes that the case demonstrates the short-term safety and functionality of these organs. eGenesis is currently in talks with the US FDA to plan clinical trials for transplanted pig kidneys, pediatric hearts, and pig livers designed for external connection to recipients. Read more from Nature here.

Everything You Need to Know About Solar Eclipse Glasses Before April 8

With the total solar eclipse approaching on April 8, 2024, and an estimated 99% of people in the U.S. poised to witness either a partial or total eclipse, it's crucial to prioritize public health by ensuring safe viewing practices.

Special solar eclipse glasses are essential for direct viewing, as looking at the sun without proper eye protection—even for a short duration—can lead to severe eye damage or even blindness due to solar retinopathy. These glasses, designed to filter out harmful rays, are significantly darker than ordinary sunglasses, with filters permitting only a tiny fraction of visible light. Adhering to these safety measures is imperative, particularly as this rare astronomical event unfolds. Read more from NPR here.

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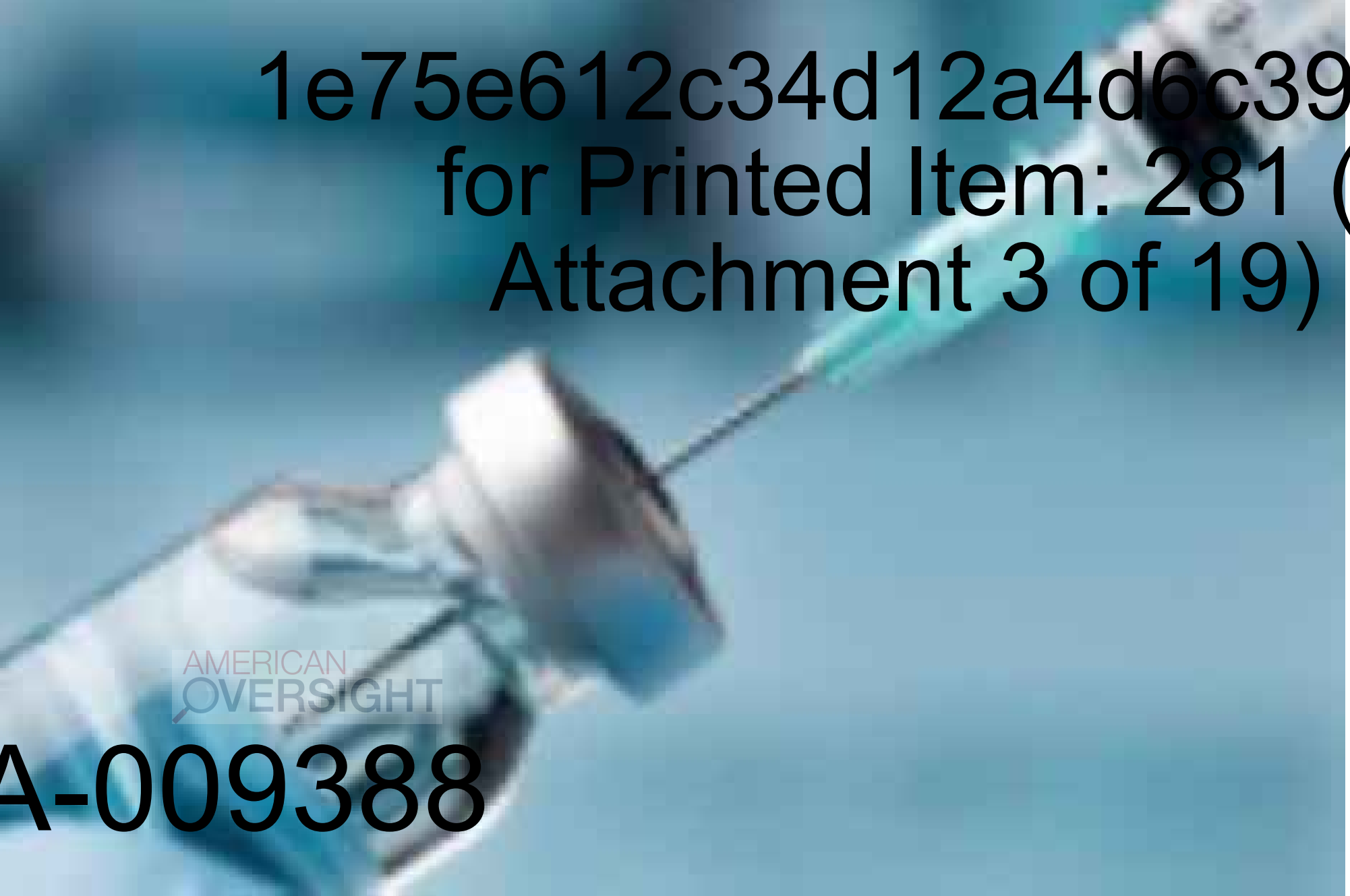
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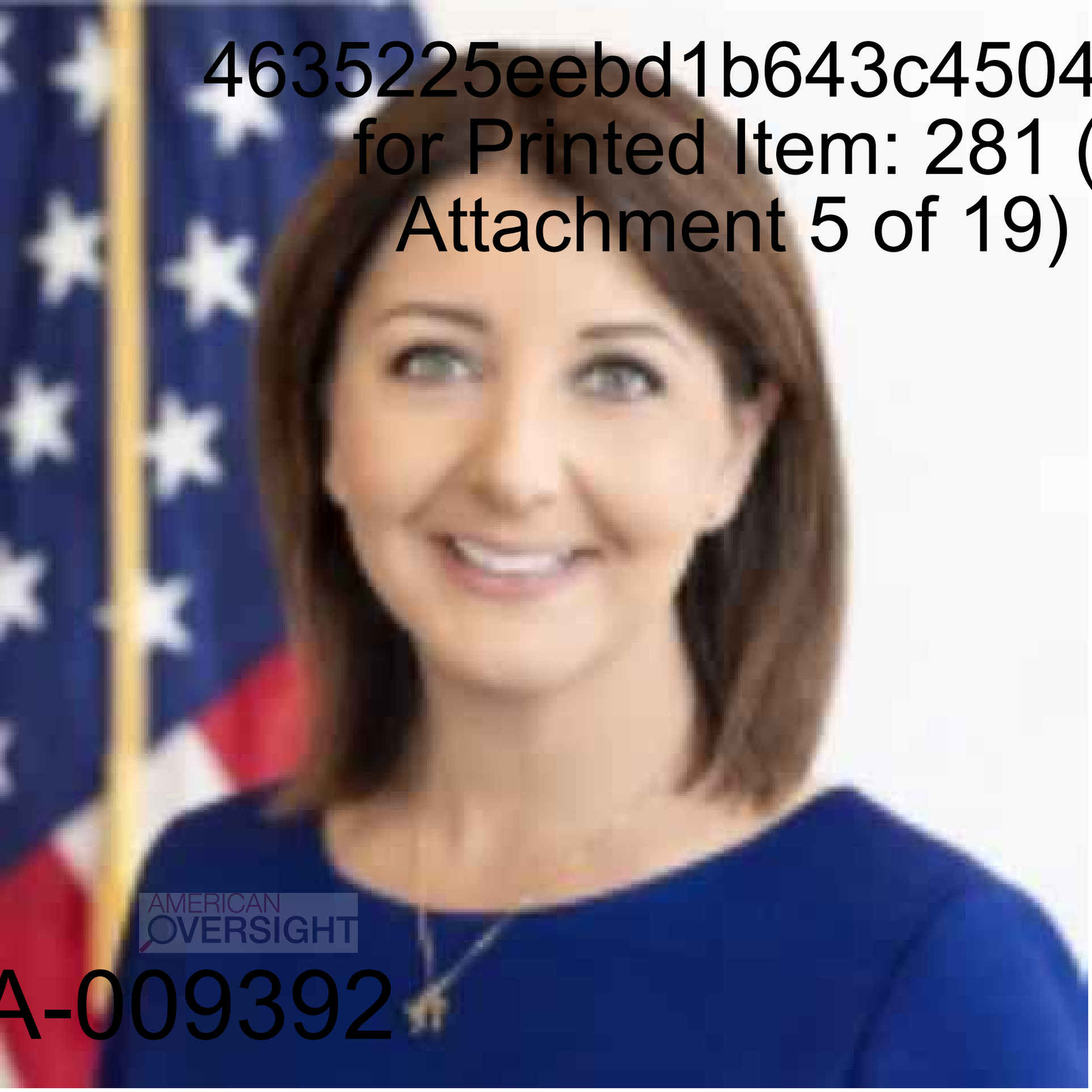
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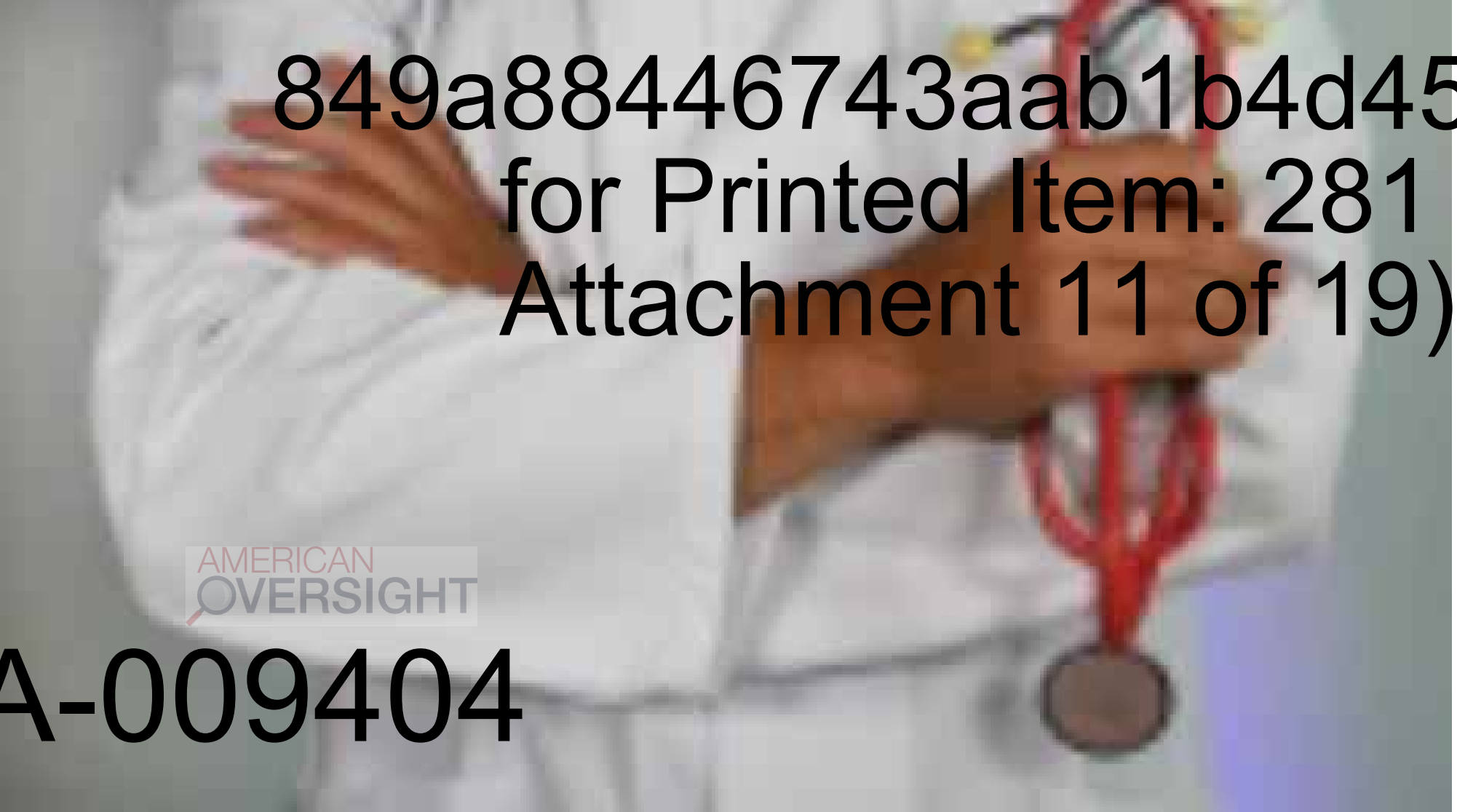

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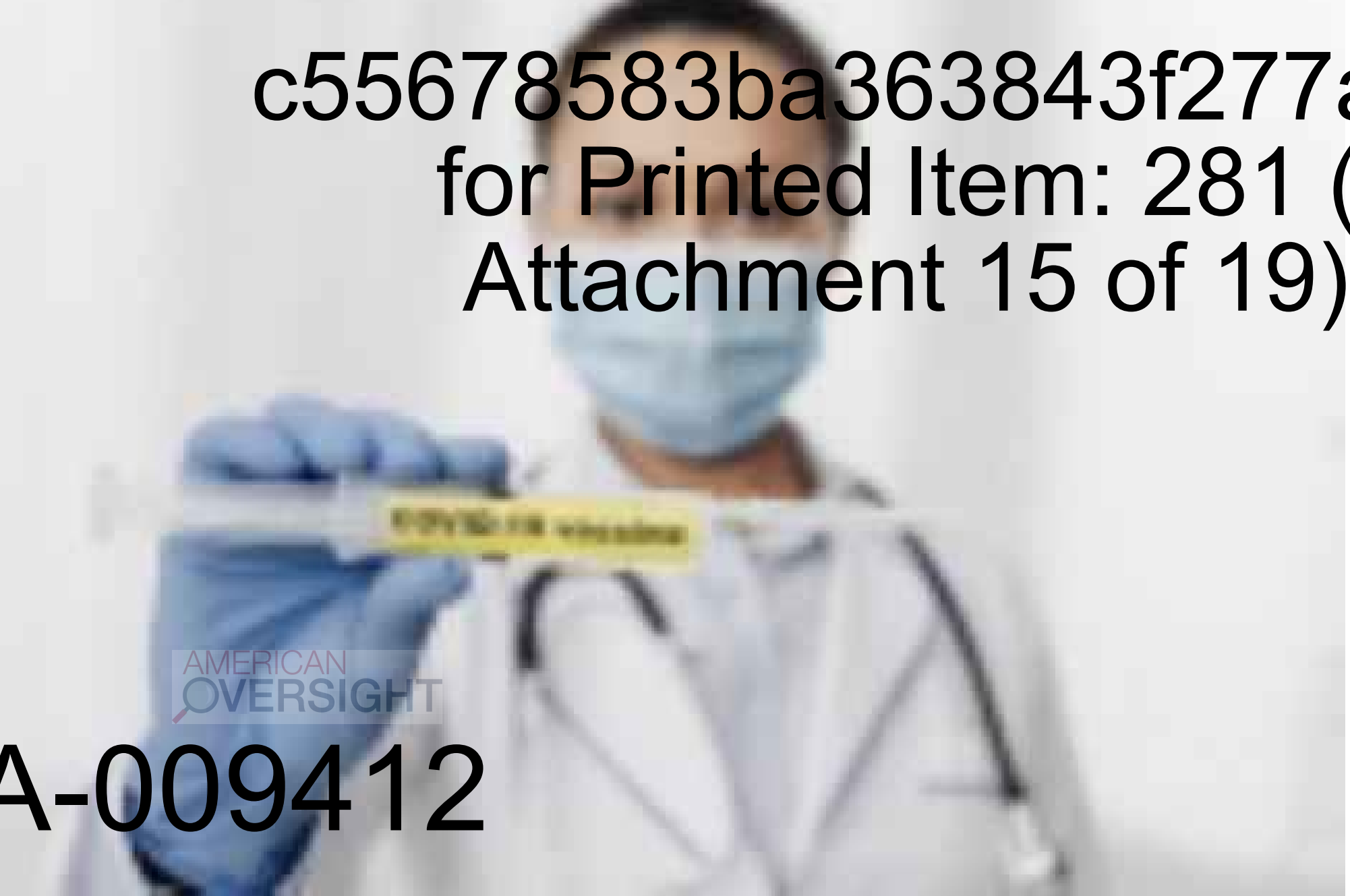

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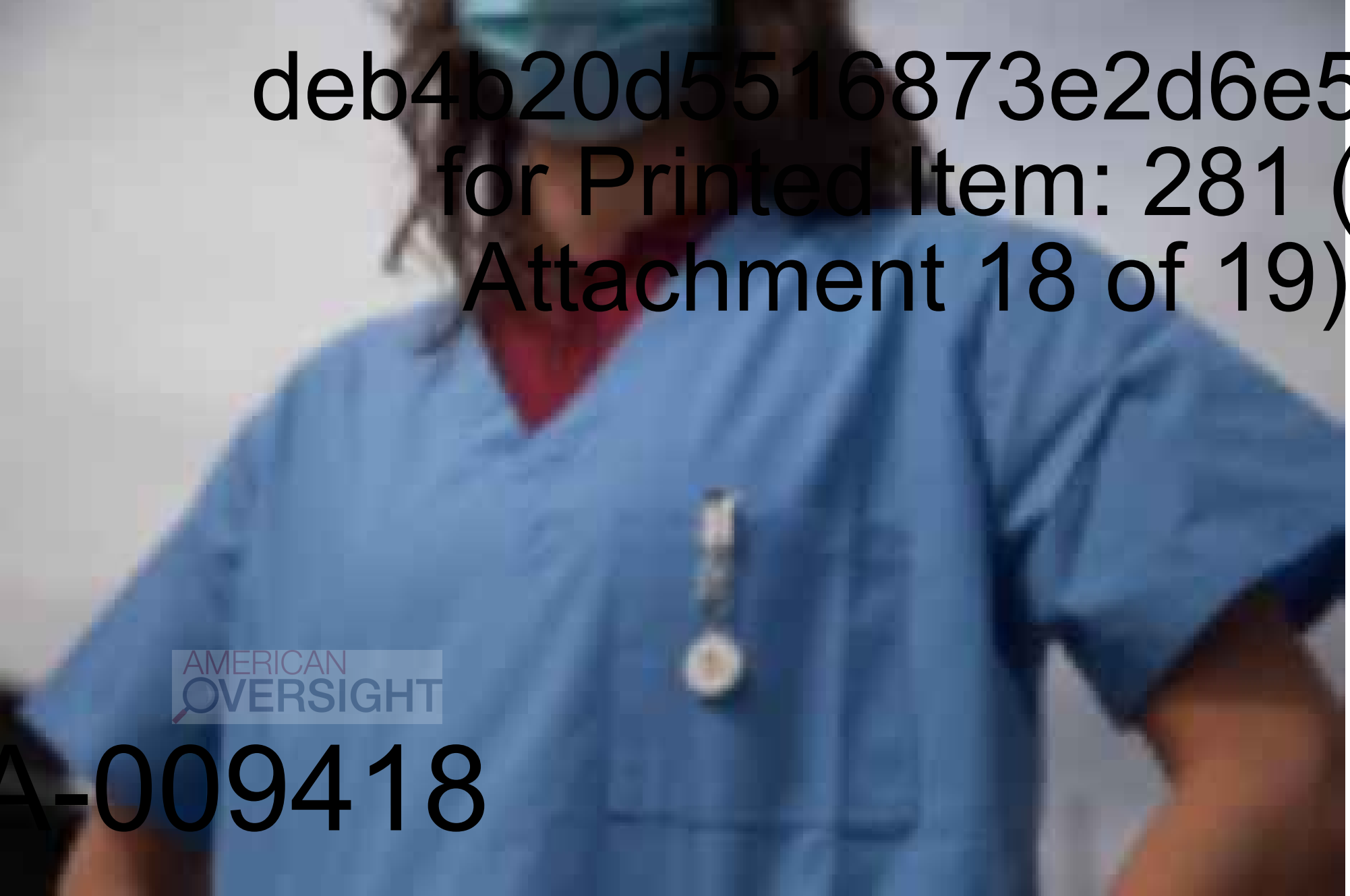

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This is a courtesy copy of an email bulletin sent by Bea Sanchez - DPH.

This bulletin was sent to the following groups of people:

Subscribers of DPH_MCAH Title V (113 recipients)

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Updates for the week of April 1, 2024

How to apply for HHS Benefits PDF

We need your help!

The Iowa Breastfeeding Database is an online platform housed on the Coffective dashboard that helps organizations find and learn about community partners, share information about their maternal and child health services with local organizations and families, and access resources for working together. The more organizations/individuals that are populated in the database, the more effective the database will be to improve access to breastfeeding services!

How to Sign Up:

To sign up for an account and participate in the Iowa Breastfeeding Database - Here is the link to login or request to sign up https://app.coffective.com/-dashboard/login

View the step-by-step guidance on how to sign up or watch this brief how-to video

More Information on the Iowa Breastfeeding Database:

* View the Breastfeeding Database https://app.coffective.com/-resources/

* Check out Iowa's Initiative https://www.coffective.com/-iowa/

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If you have questions about the dashboard, please reach out to Jane Stockton at jane.stockton@idph.iowa.gov or solutions@coffective.com

INFORMATIONAL LETTER NO. 2555-MC-FFS RE: Universal Prior Authorization (PA) Forms for Medical Requests

Providers for both Managed Care (MC) and Fee-for-Service (FFS) must begin using the updated universal forms for requesting medical prior authorizations (PAs). The updated universal forms include one PA request form for outpatient services (470-5595)1, another PA form for inpatient services (470-5594)2 and a supplemental form (470-5619)3 for additional provider addresses, member diagnosis and procedure codes. All three universal forms can be downloaded and printed from the Provider Forms webpage on the HHS site4. All medical PA requests must be submitted on the new universal forms.

* Outpatient Medicaid PA form
* Medicaid Supplemental Information
* Outpatient Medicaid Prior Authorization Resource Guide

Register now for the 2024 CMS Health Equity Conference!

We are excited to announce that registration for the second CMS Health Equity Conference is now open! The conference will be held on May 29-30, 2024, at the Hyatt Regency hotel in Bethesda, Maryland, and available online for virtual participation.

Register for in-person or virtual attendance today!

Attendance is free and open to all, but please note that registration fills up quickly and there are a limited number of slots open for in-person attendance. If you are planning on attending in person and do not live locally to Bethesda, we encourage you to book your stay through our Hyatt Regency room block before April 30.

CMS is excited to host the 2024 CMS Health Equity Conference, and we look forward to your attendance and participation!

Iowa’s Project LAUNCH initiative and Infant Toddler Court Program are sponsoring a series of “lunch and learn” webinars on topics related to infant mental health and equity.

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The webinar topics are listed below (dates for the final two webinars are yet to be determined). Each webinar will be held from 12:00 – 1:00 and is open to anyone interested in the topic. These webinars are free to attend. Feel free to share this with your contacts and let me know if you have any questions.

* Maternal Health, Birth Outcomes, and Early Childhood Development: This workshop will focus on the integration of maternal health, birth journey, and early childhood development from an equity perspective. Infant mental health is impacted by epigenetics. The impact of genes and environmental conditions begin in utero and continue throughout the lifespan. Many cognitive and social emotional delays can be linked to pregnancy outcomes. This course will highlight environmental and genetic factors contributing to infant mental health and childhood development.

March 27th * Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJYkdeCrqzIjHdc3bz9u45OWt4MSEh-JoUsNI

* Connecting with "Hard to Reach Families" IECMH Community Engagement Toolkit: One of the difficulties with the term "hard-to-reach" is that it places blame on families, when in fact, it may be the services that are "hard to reach". Families that are deemed "hard-to-reach" are those who are less likely to engage in services that are offered to them. They may be disinterested in the services, unwilling to accept help, or reluctant to ask for help. Participants will engage in activities to more deeply understand the challenges faced and how to face their own bias when interacting with families. They will learn why some families may not want to participate, while others may have difficulty accessing the services and many may not know the resources exist.

April 23rd *Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJwucuqsrjwqE9as-5--t7BJigEVQxPu6cyva#/-registration

* Secondary Traumatic Stress: Understanding the Impact on Professionals in Trauma-Exposed Workplaces: Designed for all child-serving professionals who are exposed to details of traumatic events and/or individuals suffering from post-traumatic distress in the context of their work. Participants will learn the risks associated with working with individuals suffering with traumatic stress symptoms, strategies to reduce the impact of secondary traumatic stress (STS), and how to support wellness in staff. This course addresses how STS is an ethical mandate for organizations and individuals working in trauma-exposed environments. Building in STS mitigation into systems supports equity efforts by supporting BIPOC populations with historical trauma they carry and present day stressors.

May 29th Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJckdOiupzwoGdDcFH--hGWK1lhItrFhjdOZf#/-registration

* Uncovering Implicit Bias and Racial Inequality through Reflective Supervision: This training will identify the elements of Reflective Supervision/Consultation and discuss how this intentional space is ideal to uncover implicit bias and process experiences of racial inequity to drive more equitable IECMH policies and practices.

June 27th * Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJ0pduyuqDouHtXDe3PrSgEp7L10y--ClaMYs

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Maternal Health Monthly Contractor Calls

As a reminder, contractors are required to have representation at 75% of all contractor calls. Due to the last minute change in topic for the November call, that will count as a "freebie" for all agencies, so if you did not attend that call but need to miss three calls in addition to that, you are still in compliance. (Unless the call requires registration, the Zoom information is listed below).

* April 3 - RFA walk-through / Q&A
* May 1 - Data with Debbie regarding nicotine use in Iowa + Iowa Quitline updates

New ZoomGov link (this invite is recurring for all of the MH calls):
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://www.zoomgov.-com/meeting/vJItfu6pqDsiH_-EecJkawNQ3SAg1twHweVk/ics?-icsToken=-98tyKuiurjItG9KVuBzBeI89EJm7bu-rFkXhmlYZYnzXuAjd9U1DFF--UTJqVXB93m

Join ZoomGov Meeting
https://www.zoomgov.com/j/-1609716085

Meeting ID: 160 971 6085

Maternal Health Resources

AIM Obstetric Emergency Readiness Resource Kit

Share with your local emergency department contacts! Developed in response to the decline of hospitals providing obstetric services in rural areas of the United States and the disparate rates of pregnancy-related mortality based on race, ethnicity, and geographic location. The resource kit contains best practices, resources, and planning materials for use by teams in healthcare settings that may not typically provide obstetric services or frequently care for people experiencing obstetric emergencies.

POST-BIRTH Warning Signs

POST-BIRTH Warning Signs is available to download in 23 languages at the link below - go to the bottom of the screen 'download' and choose language.

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* https://saveyourlife.awhonn.-org/?utm_source=nurses_-station_newsletter&utm_medium=-email&utm_campaign=PBWS_-Digital_Download_Launch_2023

Oral Health Resources

Fluoridation Page

The American Academy of Pediatrics has launched a new and extensive Fluoridation page on AAP.org. The page is extensively linked to the Campaign for Dental Health website and provides numerous downloadable resources for health professionals and families alike. Topics – everything from how fluoride works to an explanation of fluorosis – are addressed using frequently asked questions and printable information sheets.

Toolkit Provides Tips for Referring Patients to State QuitLines

A toolkit released by the ADA offers dentists guidance on managing and how to refer patients to State QuitLines to support tobacco and vaping cessation efforts. The toolkit, Implementing & Fostering QuitLine Referrals: A Guide for Oral Health Professionals, was developed by the ADA's Council on Advocacy for Access and Prevention (CAAP) in collaboration with the North American Quitline Consortium (NAQC).

Child Health Resources

How does the CCNC role and services fit into the ECI Strategic Plan for 2023-2026?

The HCCI CCNC program is evidence-based and helps to ensure that children have access to healthy and safe care. The CCNC program supports the following activities outlined in the Child Care Nurse Consultant Role Guidance and national Child Care Health Consultant Competencies:

* COMPETENCY 1A. Understands the role of the CCNC
* Competency 1D. Applies principles of health equity and cultural and linguistic competence to work with ECE programs, including staff, children, and families.
* COMPETENCY 2A. Uses evidence-based instruments to assess the quality of health,

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safety, and wellness practices in ECE programs.
*
COMPETENCY 2B. Collaborates with ECE programs to improve the quality of their health, safety, and wellness practices.
* COMPETENCY 7A. Collaborates with programs and families to support the care and inclusion of children with special health care needs and/or chronic physical health or mental health conditions.

Early Childhood Iowa Strategic Plan 2023-2026:

* Goal 1: Promote a coordinated infrastructure to advance the early childhood system.

*
Strategy: Expand collaboration and coordination among state and local programs and agencies serving young children and their families.
*
Strategy: Infuse data-based discussions and decision-making processes throughout the early childhood system.

*
Goal 3: Transform the early childhood workforce through formal education, improved professionalization, increased skills and competence, and new approaches to implementing best practices.

*
Strategy: Provide new or expanded early childhood workforce supports to enhance the quality of early childhood programs and services.

*
Goal 4: Ensure that young children and families receive the services they need when they need them.

*
Strategy: Improve and expand equitable access to high quality early learning opportunities and services, with focused intentionality for young children and families who have at-risk factors.

*
Goal 5: Improve the quality of early childhood services for young children and their families across early care and education; health, mental health, and nutrition; and family support services.

*
Strategy: Adopt a collective impact approach to investing in high-quality, evidence-based services, programs, and activities across the early childhood system.

Here is the link to the ECI Strategic Plan ECI_StrategicPlan-2023-26_-online Final.pdf (iowa.gov)
Contact Heidi Hotvedt at heidi.k.hotvedt@hhs.iowa.gov for questions.

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Helpful Agency Links

* MCAH Portal
* Instructions to Report MCO Billing Issues
* Healthy Families Line Material Order Form
* HRSA Hotline Promotional Materials
* Maternal Health Agency Resources - Google Folder

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Iowa Department of Public Health Bureau of Family Health

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Cc:
Bcc:
Subject: March 2024 - Health Matters for Women
Date: Fri Mar 29 2024 10:31:19 CDT
Attachments:

March 2024

New from CDC Authors

High Impact of Quadrivalent Human Papillomavirus Vaccine Across Racial/Ethnic Groups: National Health and Nutrition Examination Survey, 2003-2006 And 2015-2018

Human papillomavirus (HPV) causes cervical as well as other cancers. Racial and ethnic disparities in cervical cancer incidence and mortality in the United States are well documented. This study provides estimates of vaccine impact by race/ethnicity using 2015–2018 data, the most recent National Health and Nutrition Examination Survey data.

Folate and Vitamin B12 Status and Predicted Neural Tube Defects Risk Among Nonpregnant Women of Reproductive Age from the Malawi National Micronutrient Survey, 2015-2016

Maternal folate and vitamin B12 deficiency can lead to serious adverse pregnancy outcomes. There are no nationally representative estimates on folate and vitamin B12 status among women of reproductive age (WRA: ages 15–49 years) in Malawi. This study assesses folate and vitamin B12 status among nonpregnant WRA in Malawi and predicted the risk of folate-sensitive neural tube defects (NTDs) were they to become pregnant using data from the cross-sectional, nationally representative 2015-2016 Malawi Micronutrient Survey,

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Plasma Per- and Polyfluoroalkyl Substance Mixtures During Pregnancy and Duration of Breastfeeding in the New Hampshire Birth Cohort Study

Prior studies suggest that prenatal per- and polyfluoroalkyl substances (PFAS) exposures are associated with shorter breastfeeding duration. Studies assessing PFAS mixtures and populations in North America are sparse. This study quantifies PFAS concentrations in maternal plasma collected during pregnancy in the New Hampshire Birth Cohort Study (2010-2017).

Challenges, Risks, and Opportunities of Antiretroviral Drugs in Women of Reproductive Potential

The HIV/AIDS epidemic has been one of the greatest challenges in global health, significantly affecting women of reproductive potential. Despite the progress made, persistent challenges in access and adherence to antiretroviral drugs may limit their benefits for some women. This study analyzes the challenges, risks, and opportunities of antiretroviral drugs in women of reproductive potential.

Differences in Cesarean Rates for Nulliparous, Term, Singleton, Vertex Births Among Racial and Ethnic Groups and States Before and After Stay-at-Home Orders During the COVID-19 Pandemic, United States, 2017-2021

Evidence is limited on differences in cesarean rates for nulliparous, term, singleton, vertex (NTSV) births across racial and ethnic groups at the national and state level during the COVID-19 pandemic. This study assesses changes in levels and trends of NTSV cesarean rates before and after stay-at-home orders were implemented in the United States overall, by racial and ethnic groups, and by 50 US states from January 2017 through December 2021.

Changes in Breastfeeding and Related Maternity Care Practices After Hurricanes Irma and Maria in Puerto Rico

Breastfeeding is recommended globally for most infants, especially during and after natural disasters when risk of adverse outcomes increases because of unsanitary conditions and lack of potable water. Using 2017–2019 data from Puerto Rico's Pregnancy Risk Assessment Monitoring System for 2,448 respondents with a recent live birth, this study examines the association between maternity care practices during delivery hospitalization and exclusive breastfeeding at 3 months overall and stratified by time period.

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Expanding the Massachusetts Birth Defects Monitoring Program to include additional pregnancy outcomes: Programmatic efforts and impacts on case ascertainment, 2012-2020

Birth defects affect 1 in 33 infants in the United States and are a leading cause of infant mortality. Birth defects surveillance is crucial for informing public health action. The Massachusetts Birth Defects Monitoring Program began collecting other pregnancy losses (OPLs) in 2011 including miscarriages (<20 weeks gestation) or elective terminations (any gestational age), in addition to live births and stillbirths (≥20 weeks gestation). This study describes programmatic changes for adding OPLs and their impact on prevalence estimates.

Snapshots:

QuickStats: Percentage of Adults Aged ≥18 Years Who Were Advised During the Past 12 Months by a Doctor or Other Health Professional to Increase Their Amount of Physical Activity or Exercise, by Age Group and Sex — National Health Interview Survey, United States, 2022

Question of the Month:

Endometriosis is a disease found within adolescents and reproductive-age women that can cause _____.

A. Infertility

B. Pain

C. Very heavy periods

D. All of the above

How did you do on last month's question?

Heart disease causes about 1 in every ____ female deaths.

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The correct answer is 5! Heart disease is the leading cause of death for women in the United States, killing 310,661 women in 2021—or about 1 in every 5 female deaths. Despite this, only about half (56%) of women recognize that heart disease is their number 1 killer. Learn more about how you can lower your risk for heart disease.

Federal Agencies

Select Announcements, Statements, Reports, and Events from Federal Agencies

* FACT SHEET: President Biden Issues Executive Order and Announces New Actions to Advance Women's Health Research and Innovation - The White House
* Repurposed Drug Shows Promise Against Endometriosis-Related Pain in Animal Model - National Institutes of Health (NIH)
* Vaginal Ring and Oral Pre-Exposure Prophylaxis Found Safe for HIV Prevention Throughout Pregnancy - NIH
* National Women and Girls HIV/AIDS Awareness Day - Health and Human Services Office of Women's Health (HHS OWH)
* Biden-Harris Administration Announces Utah's Medicaid and CHIP Postpartum Coverage Expansion; 45 States Now Offer Full Year of Coverage After Pregnancy - Centers for Medicare & Medicaid Services (CMS)

National, State, Tribal, Local, and Territorial

Select Announcements, Statements, Reports, and Events from National, State, Tribal, Local, and Territorial Agencies and Organizations

* Illinois Kicks Off Heart Health Month by Embracing National Wear Red Day - Illinois Department of Public Health
* South Carolina Department of Health and Environmental Control Celebrates International Day of Women and Girls in Science, Welcomes Science-minded Individuals to Consider a Career with Environmental or Public Health Protection
* The South Carolina Department of Health and Environmental Control (DHEC) Promotes Testing, Awareness for National Women and Girls HIV/AIDS Awareness Day
* New York State Health Department Releases Maternal Mortality Reports Detailing Stark Racial, Ethnic Disparities
* Governor Hochul Announces New York Pharmacists Can Now Provide Hormonal Contraception Without a Prescription - New York State Department of Health

Global

Select Announcements, Statements, Reports, and Events from Global Organizations

* Pushing Forward for Gender Equality: CSW68 Event Showcases Strategies for Countering Pushback and Advancing Women's Rights Around the World - United Nations Women
* World Health Organization (WHO) Calls for Greater Attention to Violence Against Women with Disabilities and Older Women
* Unpacking Artificial Intelligence in Sexual and Reproductive Health and Rights - WHO
* WHO Report Reveals Gender Inequalities at the Root of Global Crisis in Health and Care

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Work

Health Observances, April 2024

STD Awareness Month

* Sexually Transmitted Diseases

Sexual Assault Awareness Prevention Month

* Sexual Violence

Women's Eye Health and Safety Month

* Keep an Eye on Your Vision Health

4/21 – 4/27 National Infertility Awareness Week

* Infertility FAQs
* Assisted Reproductive Technology (ART)

4/11 – 4/17 Black Maternal Health Week

* Working Together to Reduce Black Maternal Mortality

View this email in your web browser.

This service is provided by the CDC/ATSDR Office of Women's Health. Email comments or suggestions to owh@cdc.gov.

For more information about women's health, visit www.cdc.gov/women.

Disclaimer:

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The U.S. Supreme Court seemed skeptical Tuesday of efforts by anti-abortion groups to severely limit access to the abortion medication mifepristone, with several justices appearing unconvinced that the groups had the right to sue over the Food and Drug Administration's regulation of the pill.

Health
WEDNESDAY, MARCH 27, 2024

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TOP NEWS

High Court Wary Of Bid To Limit Abortion Pill Access

By Theresa Schliep

The U.S. Supreme Court seemed skeptical Tuesday of efforts by anti-abortion groups to severely limit access to the abortion medication mifepristone, with several justices appearing unconvinced that the groups had the right to sue over the Food and Drug Administration's regulation of the pill.

Read full article » | Save to favorites »

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In Abortion Case, Gorsuch Frets 'Rash' Of National Injunctions

By Katie Buehler

U.S. Supreme Court Justice Neil Gorsuch renewed his criticisms of nationwide injunctions Tuesday, saying a Texas judge's universal order limiting access to popular abortion medication mifepristone turned a potentially small legal challenge into a national debate.

Read full article » | Save to favorites »

Analysis

Jackson Paints Abortion Clash As Microcosm Of Bigger Brawl

By Jeff Overley

A war of words Tuesday at the U.S. Supreme Court over access to abortion medication marked a climactic moment after a lengthy legal slugfest. But probing questions from Justice Ketanji Brown Jackson illustrated that the main event for reproductive rights was also simply a single round in a much larger fight over the government's regulatory powers.

Read full article » | Save to favorites »

Opioid Public Nuisance Claims 'Unique,' Ohio High Court Told

By Emily Field

Counsel for two Ohio counties that won a $650 million verdict against Walmart, CVS and Walgreens told the Ohio Supreme Court on Tuesday that opioids are a "unique" problem during oral arguments about whether the counties' public nuisance claims are blocked by the state's product liability law.

2 documents attached | Read full article » | Save to favorites »

Ex-Veterans Home Leaders Resolve Landmark COVID-19 Case

By Brian Dowling

The former leaders of a Massachusetts veterans facility charged in the first pandemic-related criminal neglect case against a nursing home operator resolved the charges Tuesday with separate statements of admission, acknowledging they could be found guilty if they stood trial.

Motion attached | Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

Pharmacy Owner Gets 42 Months For $25M Kickback Scam

By Lauraann Wood

AMERICAN OVERSIGHT

A medical equipment pharmacy owner was sentenced to 42 months in prison Tuesday for carrying out a $25 million kickback scheme with a patient-leads broker as part of a scheme to falsely bill the federal government for care.

Read full article » | Save to favorites »

Indicted Exec Wants Suit Tossed For Prosecutors' Misconduct

By Emily Sawicki

A former healthcare CEO indicted on novel insider trading charges is trying once again to have the case tossed from California federal court, this time accusing prosecutors of improperly contacting a represented party in a separate but related civil case, weeks after a previous attempt to duck the charges failed.

Memorandum attached | Read full article » | Save to favorites »

LITIGATION

Student Focused On Claims, Not Classes, 11th Circ. Suggests

By Chart Riggall

Two of three judges on an Eleventh Circuit panel raised doubts Tuesday that Atlanta's Morehouse School of Medicine had failed to accommodate a disabled student, suggesting the student had failed his classes not because of inadequate note-taking services, but because he was too busy preparing to sue the school.

Read full article » | Save to favorites »

11th Circ. Considers Reviving Urologist's Sex Bias Suit

By Kelcey Caulder

A urologist who alleged gender discrimination led to her removal from the University of Florida's urology department urged the Eleventh Circuit on Tuesday to overturn a district court decision freeing the university and two clinic doctors from claims levied against them in her sex bias suit.

Read full article » | Save to favorites »

DOL Urges 4th Circ. To Keep $9M Nurse Classification Ruling

By Irene Spezzamonte

A medical staffing company is trying to circumvent clear error standards simply because it didn't like a federal court's conclusion that the company must pay $9 million in a misclassification suit, the U.S. Department of Labor told the Fourth Circuit.

Brief attached | Read full article » | Save to favorites »

AMERICAN OVERSIGHT

Wash. Appeals Court Reinstates Nurse's Sex Harassment Suit

By Emmy Freedman

A trial court jumped the gun when it tossed a lawsuit from a nurse who said a University of Washington-owned air ambulance outfit transferred her after she complained about sexual harassment, a state appeals court ruled, saying a reasonable jury could find in her favor.

Opinion attached | Read full article » | Save to favorites »

FTC Urges Court To Pause Novant's NC Hospital Deal

By Matthew Perlman

The Federal Trade Commission is urging a North Carolina federal court to pause Novant Health's $320 million deal for a pair of hospitals, contending the move would give Novant an "eye-popping" share of the hospital market in a Charlotte suburb.

Brief attached | Read full article » | Save to favorites »

Conn. Fertility Doctor Says Law Doesn't Support Distress Claim

By Brian Steele

A retired fertility doctor facing a lawsuit for allegedly impregnating a patient with his own sperm wants a Connecticut state court judge to dismiss a claim for negligent infliction of emotional distress, arguing that the accusation amounts to medical malpractice and the plaintiff failed to clear a mandatory procedural hurdle.

Memorandum attached | Read full article » | Save to favorites »

Ohio Health Staffing Co. Settles Visa Fraud Probe For $9.25M

By Ryan Harroff

An Ohio healthcare staffing company has agreed to pay a $9.25 million penalty to resolve criminal and civil investigations that the U.S. Department of Justice was conducting into its visa sponsorship program over what the firm's chief executive officer called "problematic conduct in our visa process."

Read full article » | Save to favorites »

Geico Alleges $5.6M Billing Scam Targeted NY Insurance Cos.

By Dan McKay

The insurance giant Geico has sued a New Jersey man and three medical imaging companies in New York federal court, accusing them of a $5.6 million scheme to submit fraudulent bills for unnecessary or otherwise useless tests on auto accident victims.

Complaint attached | Read full article » | Save to favorites »

AMERICAN OVERSIGHT

Workers, Athena Health Seek OK For Meal Break Wage Deal

By Ryan Harroff

Athena Health Care Systems and two of its former workers asked a Connecticut federal court to approve their proposed settlement agreement resolving claims that the company deducted wages for meal breaks even though it purportedly made them work during those breaks.

Motion attached | Read full article » | Save to favorites »

Ailing Health Co. Steward Owes Attys $600K, Firm Says

By Julie Manganis

A small Boston law firm that represented Steward Health Care System in a variety of cases says the beleaguered healthcare provider has strung it along with promises to pay fees that now total more than $600,000.

Complaint attached | Read full article » | Save to favorites »

Nashville Settles Trooper's HIV Bias Suit Over Pulled Job Offer

By Grace Elletson

Nashville has agreed to settle a state trooper's disability bias suit alleging the city's police department illegally yanked back a job offer after it found out he was HIV positive, according to a news release announcing the deal reached in the Tennessee federal court case.

Read full article » | Save to favorites »

DEALS

6 Firms Build $340M SPAC Merger For AI-Driven Medicine Biz

By Jade Martinez-Pogue

Precision medicine company OmnigenicsAI Corp. on Tuesday announced it and artificial intelligence-enabled preventative medicine company MultiplAI Health Ltd., which it recently agreed to acquire, will go public through a merger with blank-check company APx Acquisition Corp. I in a deal built by six firms, valuing the two businesses at a combined $340 million.

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PEOPLE

Nelson Mullins Expands DC Team With DOJ Fraud Atty

By Jack Rodgers

Nelson Mullins Riley & Scarborough LLP has hired a nearly nine-year veteran of the U.S. Department of Justice who joins the firm in Washington, D.C., to continue her practice counseling clients on related government investigations.

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McCarter & English Lands Riker Danzig Litigator In NJ

By Lynn LaRowe

McCarter & English LLP announced Tuesday that it has strengthened its healthcare practice in Newark, New Jersey, with the addition of Khaled "Kay" Klele, a litigator who joined from Riker Danzig LLP.

Read full article » | Save to favorites »

EXPERT ANALYSIS

Opinion

Pharmacies Need More Protection Against PBM Fee Practices

The Centers for Medicare & Medicaid Services' recent reform regarding direct and indirect remuneration fees will mitigate the detrimental effects that pharmacy benefit manager policies have on struggling pharmacies, but more is needed to prevent PBMs from exploiting loopholes, says Bhavesh Desai at Mazina Law.

Read full article » | Save to favorites »

Series

Spray Painting Makes Me A Better Lawyer

My experiences as an abstract spray paint artist have made me a better litigator, demonstrating — in more ways than one — how fluidity and flexibility are necessary parts of a successful legal practice, says Erick Sandlin at Bracewell.

Read full article » | Save to favorites »

LEGAL INDUSTRY

Approach The Bench: Justice Stewart Blasts Partisan Races

Ohio Supreme Court Justice Melody Stewart has some choice words for a colleague who chose to challenge her reelection bid rather than run for the seat he occupies now.

Read full article » | Save to favorites »

Sedgwick Judge Rips Attys 'Playing Games' In Clawback Trial

By Dorothy Atkins

AMERICAN OVERSIGHT

A California federal judge presiding over the Sedgwick LLP trustee's bid to claw back $1.1 million from two ex-partners overruled defense objections to Sedgwick's financial statements, asking, "How am I supposed to do this without numbers?" and telling counsel, "You're playing games with me on this, because I need to see numbers."

Read full article » | Save to favorites »

Trailblazing SEC Commissioner Roberta Karmel Dies At 86

By Jessica Corso

Roberta Karmel, a well-regarded legal scholar who pushed back against early-career sexism to become the U.S. Securities and Exchange Commission's first female commissioner, died over the weekend at the age of 86, according to the law school where she taught for decades.

Read full article » | Save to favorites »

Meridian Capital Taps Former Top Regulator As New CEO

By Henrik Nilsson

Meridian Capital Group announced Tuesday that it has appointed top banking executive and former financial regulator Brian Brooks as its CEO and chairman amid a breakdown in the firm's relationship with Freddie Mac.

Read full article » | Save to favorites »

Calif. Atty Tapped To Be RFK Jr.'s Running Mate

By Jack Karp

Independent presidential candidate Robert F. Kennedy Jr. announced Tuesday that a Silicon Valley lawyer will be his running mate as the pair make a longshot bid for the White House this year.

Read full article » | Save to favorites »

Trump Hit With Gag Order In NY Criminal Trial After Threats

By Frank G. Runyeon

The New York judge overseeing Donald Trump's hush money case on Tuesday imposed a limited gag order on the former president, barring him from speaking publicly about jurors or witnesses and limiting what he can say about any attorneys in the case, prosecutors, court staff or their families.

Read full article » | Save to favorites »

Ex-DOJ Official Clark's Atty Discipline Hearing Begins In DC

By Ali Sullivan

AMERICAN OVERSIGHT

D.C. Bar authorities told a Washington, D.C., ethics panel on Tuesday that former U.S. Department of Justice official Jeffrey Clark attempted to leverage the DOJ to overturn the 2020 presidential election based on a lie, while Clark's attorney denounced the ethics charges against his client as "absurd."

Read full article » | Save to favorites »

Fox Rothschild Wants Gag Order To Silence Atty's 'Bombast'

By Tracey Read

Fox Rothschild LLP has doubled down on its request for a gag order against an attorney pursuing a malpractice suit against the firm over allegedly mishandled immigration work, telling a New Jersey federal court that the attorney's "bombast and recklessness needs to end."

Brief attached | Read full article » | Save to favorites »

Legal Aid Union Fights Subpoena Over Palestine Resolution

By Andrea Keckley

The New York Civil Liberties Union on Monday backed the Association of Legal Aid Attorneys in its fight against a subpoena from the U.S. House Committee on Education and the Workforce following the union's adoption of a resolution in support of the Palestinian cause.

2 documents attached | Read full article » | Save to favorites »

Ex-CLO Must Arbitrate Firing Suit Against Gambling Co. GAN

By Rose Krebs

Online gaming and sports betting company GAN Ltd. has won its bid in California federal court to force its former chief legal officer into arbitration over claims in his wrongful firing complaint alleging his termination was motivated in part by his whistleblowing and objections to a hostile work environment.

Order attached | Read full article » | Save to favorites »

Girardi Fraud Trial Moved To Aug. 6

By Emily Lever

A California federal judge has agreed to postpone disgraced California plaintiffs attorney Tom Girardi's trial to Aug. 6, setting the proceedings to begin 16 months later than originally required at the outset of the case.

Order attached | Read full article » | Save to favorites »

Meta, Porn Stars Fight Over Fate Of OnlyFans Suit

By Bryan Koenig

AMERICAN OVERSIGHT

Meta traded barbs with adult entertainment performers about how to end a suit claiming the social media giant conspired with OnlyFans to boost the risqué platform over competitors, with the performers fighting to drop their California federal court allegations in a way that they could still be refiled.

2 documents attached | Read full article » | Save to favorites »

Judge Declines 'Mini-Trial' Over Fees In 'Reply All' TM Suit

By Andrew Karpan

A federal magistrate judge in Brooklyn has awarded nearly $1.1 million in legal fees to Spotify's Gimlet Media while calling out "the extensive finger-pointing and mutual accusations" from a software company and its lawyers over who owes fees after bringing a failed trademark suit targeting the "Reply All" podcast.

3 documents attached | Read full article » | Save to favorites »

COMPANIES IN TODAY'S NEWS

Aetna Inc.

Alliance Defending Freedom

American Bar Association

Apple Inc.

Athena Health Care Systems Inc.

Binance.US

Bitfury Group Ltd.

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The U.S. Supreme Court seemed skeptical Tuesday of efforts by anti-abortion groups to severely limit access to the abortion medication mifepristone, with several justices appearing unconvinced that the groups had the right to sue over the Food and Drug Administration's regulation of the pill.

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High Court Wary Of Bid To Limit Abortion Pill Access

By Theresa Schliep

The U.S. Supreme Court seemed skeptical Tuesday of efforts by anti-abortion groups to severely limit access to the abortion medication mifepristone, with several justices appearing unconvinced that the groups had the right to sue over the Food and Drug Administration's regulation of the pill.

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AMERICAN OVERSIGHT

In Abortion Case, Gorsuch Frets 'Rash' Of National Injunctions

By Katie Buehler

U.S. Supreme Court Justice Neil Gorsuch renewed his criticisms of nationwide injunctions Tuesday, saying a Texas judge's universal order limiting access to popular abortion medication mifepristone turned a potentially small legal challenge into a national debate.

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Analysis

Jackson Paints Abortion Clash As Microcosm Of Bigger Brawl

By Jeff Overley

A war of words Tuesday at the U.S. Supreme Court over access to abortion medication marked a climactic moment after a lengthy legal slugfest. But probing questions from Justice Ketanji Brown Jackson illustrated that the main event for reproductive rights was also simply a single round in a much larger fight over the government's regulatory powers.

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Opioid Public Nuisance Claims 'Unique,' Ohio High Court Told

By Emily Field

Counsel for two Ohio counties that won a $650 million verdict against Walmart, CVS and Walgreens told the Ohio Supreme Court on Tuesday that opioids are a "unique" problem during oral arguments about whether the counties' public nuisance claims are blocked by the state's product liability law.

2 documents attached | Read full article » | Save to favorites »

Ex-Veterans Home Leaders Resolve Landmark COVID-19 Case

By Brian Dowling

The former leaders of a Massachusetts veterans facility charged in the first pandemic-related criminal neglect case against a nursing home operator resolved the charges Tuesday with separate statements of admission, acknowledging they could be found guilty if they stood trial.

Motion attached | Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

Pharmacy Owner Gets 42 Months For $25M Kickback Scam

By Lauraann Wood

AMERICAN OVERSIGHT

A medical equipment pharmacy owner was sentenced to 42 months in prison Tuesday for carrying out a $25 million kickback scheme with a patient-leads broker as part of a scheme to falsely bill the federal government for care.

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Indicted Exec Wants Suit Tossed For Prosecutors' Misconduct

By Emily Sawicki

A former healthcare CEO indicted on novel insider trading charges is trying once again to have the case tossed from California federal court, this time accusing prosecutors of improperly contacting a represented party in a separate but related civil case, weeks after a previous attempt to duck the charges failed.

Memorandum attached | Read full article » | Save to favorites »

LITIGATION

Student Focused On Claims, Not Classes, 11th Circ. Suggests

By Chart Riggall

Two of three judges on an Eleventh Circuit panel raised doubts Tuesday that Atlanta's Morehouse School of Medicine had failed to accommodate a disabled student, suggesting the student had failed his classes not because of inadequate note-taking services, but because he was too busy preparing to sue the school.

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11th Circ. Considers Reviving Urologist's Sex Bias Suit

By Kelcey Caulder

A urologist who alleged gender discrimination led to her removal from the University of Florida's urology department urged the Eleventh Circuit on Tuesday to overturn a district court decision freeing the university and two clinic doctors from claims levied against them in her sex bias suit.

Read full article » | Save to favorites »

DOL Urges 4th Circ. To Keep $9M Nurse Classification Ruling

By Irene Spezzamonte

A medical staffing company is trying to circumvent clear error standards simply because it didn't like a federal court's conclusion that the company must pay $9 million in a misclassification suit, the U.S. Department of Labor told the Fourth Circuit.

Brief attached | Read full article » | Save to favorites »

AMERICAN OVERSIGHT

Wash. Appeals Court Reinstates Nurse's Sex Harassment Suit

By Emmy Freedman

A trial court jumped the gun when it tossed a lawsuit from a nurse who said a University of Washington-owned air ambulance outfit transferred her after she complained about sexual harassment, a state appeals court ruled, saying a reasonable jury could find in her favor.

Opinion attached | Read full article » | Save to favorites »

FTC Urges Court To Pause Novant's NC Hospital Deal

By Matthew Perlman

The Federal Trade Commission is urging a North Carolina federal court to pause Novant Health's $320 million deal for a pair of hospitals, contending the move would give Novant an "eye-popping" share of the hospital market in a Charlotte suburb.

Brief attached | Read full article » | Save to favorites »

Conn. Fertility Doctor Says Law Doesn't Support Distress Claim

By Brian Steele

A retired fertility doctor facing a lawsuit for allegedly impregnating a patient with his own sperm wants a Connecticut state court judge to dismiss a claim for negligent infliction of emotional distress, arguing that the accusation amounts to medical malpractice and the plaintiff failed to clear a mandatory procedural hurdle.

Memorandum attached | Read full article » | Save to favorites »

Ohio Health Staffing Co. Settles Visa Fraud Probe For $9.25M

By Ryan Harroff

An Ohio healthcare staffing company has agreed to pay a $9.25 million penalty to resolve criminal and civil investigations that the U.S. Department of Justice was conducting into its visa sponsorship program over what the firm's chief executive officer called "problematic conduct in our visa process."

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Geico Alleges $5.6M Billing Scam Targeted NY Insurance Cos.

By Dan McKay

The insurance giant Geico has sued a New Jersey man and three medical imaging companies in New York federal court, accusing them of a $5.6 million scheme to submit fraudulent bills for unnecessary or otherwise useless tests on auto accident victims.

Complaint attached | Read full article » | Save to favorites »

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Workers, Athena Health Seek OK For Meal Break Wage Deal

By Ryan Harroff

Athena Health Care Systems and two of its former workers asked a Connecticut federal court to approve their proposed settlement agreement resolving claims that the company deducted wages for meal breaks even though it purportedly made them work during those breaks.

Motion attached | Read full article » | Save to favorites »

Ailing Health Co. Steward Owes Attys $600K, Firm Says

By Julie Manganis

A small Boston law firm that represented Steward Health Care System in a variety of cases says the beleaguered healthcare provider has strung it along with promises to pay fees that now total more than $600,000.

Complaint attached | Read full article » | Save to favorites »

Nashville Settles Trooper's HIV Bias Suit Over Pulled Job Offer

By Grace Elletson

Nashville has agreed to settle a state trooper's disability bias suit alleging the city's police department illegally yanked back a job offer after it found out he was HIV positive, according to a news release announcing the deal reached in the Tennessee federal court case.

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DEALS

6 Firms Build $340M SPAC Merger For AI-Driven Medicine Biz

By Jade Martinez-Pogue

Precision medicine company OmnigenicsAI Corp. on Tuesday announced it and artificial intelligence-enabled preventative medicine company MultiplAI Health Ltd., which it recently agreed to acquire, will go public through a merger with blank-check company APx Acquisition Corp. I in a deal built by six firms, valuing the two businesses at a combined $340 million.

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PEOPLE

Nelson Mullins Expands DC Team With DOJ Fraud Atty

By Jack Rodgers

Nelson Mullins Riley & Scarborough LLP has hired a nearly nine-year veteran of the U.S. Department of Justice who joins the firm in Washington, D.C., to continue her practice counseling clients on related government investigations.

AMERICAN OVERSIGHT

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McCarter & English Lands Riker Danzig Litigator In NJ

By Lynn LaRowe

McCarter & English LLP announced Tuesday that it has strengthened its healthcare practice in Newark, New Jersey, with the addition of Khaled "Kay" Klele, a litigator who joined from Riker Danzig LLP.

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EXPERT ANALYSIS

Opinion

Pharmacies Need More Protection Against PBM Fee Practices

The Centers for Medicare & Medicaid Services' recent reform regarding direct and indirect remuneration fees will mitigate the detrimental effects that pharmacy benefit manager policies have on struggling pharmacies, but more is needed to prevent PBMs from exploiting loopholes, says Bhavesh Desai at Mazina Law.

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Series

Spray Painting Makes Me A Better Lawyer

My experiences as an abstract spray paint artist have made me a better litigator, demonstrating — in more ways than one — how fluidity and flexibility are necessary parts of a successful legal practice, says Erick Sandlin at Bracewell.

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LEGAL INDUSTRY

Approach The Bench: Justice Stewart Blasts Partisan Races

Ohio Supreme Court Justice Melody Stewart has some choice words for a colleague who chose to challenge her reelection bid rather than run for the seat he occupies now.

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Sedgwick Judge Rips Attys 'Playing Games' In Clawback Trial

By Dorothy Atkins

AMERICAN OVERSIGHT

A California federal judge presiding over the Sedgwick LLP trustee's bid to claw back $1.1 million from two ex-partners overruled defense objections to Sedgwick's financial statements, asking, "How am I supposed to do this without numbers?" and telling counsel, "You're playing games with me on this, because I need to see numbers."

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Trailblazing SEC Commissioner Roberta Karmel Dies At 86

By Jessica Corso

Roberta Karmel, a well-regarded legal scholar who pushed back against early-career sexism to become the U.S. Securities and Exchange Commission's first female commissioner, died over the weekend at the age of 86, according to the law school where she taught for decades.

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Meridian Capital Taps Former Top Regulator As New CEO

By Henrik Nilsson

Meridian Capital Group announced Tuesday that it has appointed top banking executive and former financial regulator Brian Brooks as its CEO and chairman amid a breakdown in the firm's relationship with Freddie Mac.

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Calif. Atty Tapped To Be RFK Jr.'s Running Mate

By Jack Karp

Independent presidential candidate Robert F. Kennedy Jr. announced Tuesday that a Silicon Valley lawyer will be his running mate as the pair make a longshot bid for the White House this year.

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Trump Hit With Gag Order In NY Criminal Trial After Threats

By Frank G. Runyeon

The New York judge overseeing Donald Trump's hush money case on Tuesday imposed a limited gag order on the former president, barring him from speaking publicly about jurors or witnesses and limiting what he can say about any attorneys in the case, prosecutors, court staff or their families.

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Ex-DOJ Official Clark's Atty Discipline Hearing Begins In DC

By Ali Sullivan

AMERICAN OVERSIGHT

D.C. Bar authorities told a Washington, D.C., ethics panel on Tuesday that former U.S. Department of Justice official Jeffrey Clark attempted to leverage the DOJ to overturn the 2020 presidential election based on a lie, while Clark's attorney denounced the ethics charges against his client as "absurd."

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Fox Rothschild Wants Gag Order To Silence Atty's 'Bombast'

By Tracey Read

Fox Rothschild LLP has doubled down on its request for a gag order against an attorney pursuing a malpractice suit against the firm over allegedly mishandled immigration work, telling a New Jersey federal court that the attorney's "bombast and recklessness needs to end."

Brief attached | Read full article » | Save to favorites »

Legal Aid Union Fights Subpoena Over Palestine Resolution

By Andrea Keckley

The New York Civil Liberties Union on Monday backed the Association of Legal Aid Attorneys in its fight against a subpoena from the U.S. House Committee on Education and the Workforce following the union's adoption of a resolution in support of the Palestinian cause.

2 documents attached | Read full article » | Save to favorites »

Ex-CLO Must Arbitrate Firing Suit Against Gambling Co. GAN

By Rose Krebs

Online gaming and sports betting company GAN Ltd. has won its bid in California federal court to force its former chief legal officer into arbitration over claims in his wrongful firing complaint alleging his termination was motivated in part by his whistleblowing and objections to a hostile work environment.

Order attached | Read full article » | Save to favorites »

Girardi Fraud Trial Moved To Aug. 6

By Emily Lever

A California federal judge has agreed to postpone disgraced California plaintiffs attorney Tom Girardi's trial to Aug. 6, setting the proceedings to begin 16 months later than originally required at the outset of the case.

Order attached | Read full article » | Save to favorites »

Meta, Porn Stars Fight Over Fate Of OnlyFans Suit

By Bryan Koenig

AMERICAN OVERSIGHT

Meta traded barbs with adult entertainment performers about how to end a suit claiming the social media giant conspired with OnlyFans to boost the risqué platform over competitors, with the performers fighting to drop their California federal court allegations in a way that they could still be refiled.

2 documents attached | Read full article » | Save to favorites »

Judge Declines 'Mini-Trial' Over Fees In 'Reply All' TM Suit

By Andrew Karpan

A federal magistrate judge in Brooklyn has awarded nearly $1.1 million in legal fees to Spotify's Gimlet Media while calling out "the extensive finger-pointing and mutual accusations" from a software company and its lawyers over who owes fees after bringing a failed trademark suit targeting the "Reply All" podcast.

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GOVERNMENT AGENCIES IN TODAY'S NEWS

Centers for Medicare & Medicaid Services

Committee on Education and the Workforce

Commonwealth of Massachusetts

Connecticut General Assembly

Consumer Financial Protection Bureau

European Union

Federal Deposit Insurance Corp.

Federal Housing Finance Agency

Federal Reserve System

Federal Trade Commission

Food and Drug Administration

Los Angeles Superior Court

Manhattan District Attorney's Office

New Jersey Attorney General's Office

Office of the Comptroller of the Currency

Ohio Supreme Court

Oklahoma Supreme Court

U.S. Attorney's Office

U.S. Attorney's Office for the Central District of California

U.S. Attorney's Office for the Northern District of Illinois

U.S. Bankruptcy Court for the Northern District of California

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U.S. Court of Appeals for the Eleventh Circuit

U.S. Court of Appeals for the Fifth Circuit

U.S. Court of Appeals for the Fourth Circuit

U.S. Department of Commerce

U.S. Department of Health and Human Services

U.S. Department of Justice

U.S. Department of Labor

U.S. District Court for the Central District of California

U.S. District Court for the District of Connecticut

U.S. District Court for the District of New Jersey

U.S. District Court for the Eastern District of New York

U.S. District Court for the Middle District of Tennessee

U.S. District Court for the Northern District of California

U.S. District Court for the Northern District of Illinois

U.S. Securities and Exchange Commission

U.S. Supreme Court

United States District Court for the Southern District of Ohio

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This week's edition of NPHIC's public health News Highlights

News Highlights

Tuesday, 26 March 2024

National Public Health Week is Almost Here!

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During the first full week of April each year, the American Public Health Association (APHA) brings together communities across the U.S. to observe National Public Health Week (NPHW) as a time to recognize the contributions of public health and highlight issues that are important to improving our nation's health. This year's NPHW is April 1-7, 2024. Every year, APHA develops a national campaign to educate the public, policymakers and practitioners about issues related to each year's theme.

NPHW is a great opportunity to raise awareness about public health and how your organization and community support it! Use their toolkit to plan local events in your community and share their fact sheets and social media shareables — available in Spanish and English — with your community members, neighbors, clients and students!

Four-Part Series Explores the Hidden Public Health Infrastructure in America That Saves Lives Every Day – The Invisible Shield

"The Invisible Shield" is a new four-part documentary series sponsored by Bloomberg Philanthropies and produced by RadicalMedia, which delves into the crucial role of public health in safeguarding lives in the U.S. Premiering on PBS, the series sheds light on the often overlooked infrastructure that underpins modern public health efforts.

Through captivating storytelling and archival footage, "The Invisible Shield" emphasizes the transformative impact of public health initiatives, underscoring its role as a silent guardian that has significantly extended lifespans and improved societal well-being. Find The Invisible Sheild streaming beginning March 26 at 10/9c on the PBS App or pbs.org.

New Report Links Civic Engagement to Community Health

County Health Rankings & Roadmaps has just released its highly anticipated 2024 Annual Data and National Findings Report, shedding light on the vital connection between thriving communities and civic participation. The report underscores the importance of fostering community spaces where everyone can engage, stay informed, and have a voice, not only for community well-being but also for the vitality of our democracy.

This year's updates include a refined assessment tool, enriched county health snapshots, and expanded data collection on health disparities. They've invited NPHIC members to use their toolkit to share the data release and findings report. For access, contact lespino@nphic.org. See the full national findings report here.

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Seven Strategies for Regaining Trust in Public Health Messaging

GKV, a full-service communications agency based in Baltimore, recently launched a new webinar series, Good Point by GKV. Their first webinar, titled “Rebuilding Trust in Public Health Messaging” focused on regaining trust and credibility for public health messaging.

Discover actionable strategies for regaining trust and credibility in public health communications in GKV’s latest thought leadership piece. Authored by an industry expert, this article offers invaluable insights derived from real-world experiences during the COVID-19 pandemic. Read the full report here.

U.S. Measles Cases Surpass 2023 Total in First Three Months of This Year, CDC Says

The CDC reported a concerning increase in measles cases in the U.S., surpassing the total for 2023. As of March 21, 64 cases have been confirmed across 17 jurisdictions. The CDC issued a health advisory urging vaccination, especially for children and international travelers, emphasizing the high contagiousness of measles.

Several countries, including Austria, the Philippines, Romania, and the United Kingdom, are grappling with measles outbreaks. Despite the increase, the CDC noted low risk of widespread spread due to high population immunity in most U.S. communities, but cautioned about potential outbreaks in areas with low vaccination coverage. Read more from USA Today here.

Nearly 108,000 Americans Died of Drug Overdoses in 2022, Breaking Record, CDC Says

The CDC released final figures showing that nearly 108,000 Americans died of drug overdoses in 2022, marking a continuous rise in overdose deaths over the past two decades. This trend has led to the worst overdose epidemic in American history. The fatal overdose rate for synthetic opioids like fentanyl increased by 4.1% between 2021 and 2022, along with increases in cocaine and psychostimulants.

However, there were declines in overdose rates for certain drugs such as heroin, natural and semisynthetic opioids, and methadone. The report also noted a decrease in overdose death

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rates among females for the first time in five years, while the rates for males continued to rise, constituting about 70% of U.S. overdose deaths. Read more from CBS here.

Global Fertility Rates to Plunge in Decades Ahead

A recent study published in The Lancet reveals a continuing decline in global fertility rates, predicting a significant demographic shift by the end of the century. From 1950 to 2021, the average number of children born to a woman has dropped from 4.84 to 2.23, with projections indicating a further decrease to 1.59 by 2100.

Factors contributing to this trend include increased opportunities for women in education and employment, better access to contraception and reproductive health services, and economic considerations such as the cost of raising children and changing societal values. Read more from CNN here.

COVID Vaccines Can Cut Post-Infection Heart Failure, Blood Clot Risk

A study across three European countries involving over 20 million people found that COVID-19 vaccination significantly lowers the risk of heart failure by up to 55% and blood clots by up to 78% post-infection. The study analyzed data from recipients of various vaccines and emphasized that the benefits are most pronounced within 30 days post-vaccination but can last up to a year.

Medical experts stress that the risks of COVID-19 complications outweigh any potential vaccine side effects. The findings support the CDC's recommendation for updated vaccines for adults aged 65 and above, with recent data showing a 54% effectiveness in preventing symptomatic infections among adults. Read more from the Hill here.

First Pig Kidney Transplant in a Person: What it Means for the Future

The first successful transplant of a pig kidney into a human, performed on a 62-year-old man named Richard Slayman with end-stage renal failure, has ignited optimism among researchers for expanded clinical trials involving pig organs. Slayman is reported to be recovering well following the surgery on March 16, with the kidney sourced from a miniature pig engineered with a record 69 genomic edits to minimize rejection and virus transmission risks.

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The biotech firm behind the genetically modified pigs notes that the case demonstrates the short-term safety and functionality of these organs. eGenesis is currently in talks with the US FDA to plan clinical trials for transplanted pig kidneys, pediatric hearts, and pig livers designed for external connection to recipients. Read more from Nature here.

Everything You Need to Know About Solar Eclipse Glasses Before April 8

With the total solar eclipse approaching on April 8, 2024, and an estimated 99% of people in the U.S. poised to witness either a partial or total eclipse, it's crucial to prioritize public health by ensuring safe viewing practices.

Special solar eclipse glasses are essential for direct viewing, as looking at the sun without proper eye protection—even for a short duration—can lead to severe eye damage or even blindness due to solar retinopathy. These glasses, designed to filter out harmful rays, are significantly darker than ordinary sunglasses, with filters permitting only a tiny fraction of visible light. Adhering to these safety measures is imperative, particularly as this rare astronomical event unfolds. Read more from NPR here.

Cook County Public Health Officials Say Recent Measles Cases Important Reminder to Get Vaccinated

Cook County public health officials in Illinois are emphasizing the importance of measles vaccination following recent cases in Chicago. Highlighting the severity of measles, especially for vulnerable groups like infants, pregnant women, and those with weakened immune systems, they stress the need for vaccination to prevent serious complications such as pneumonia and brain damage.

Measles spreads easily through the air, and symptoms typically appear 7-14 days after exposure, including fever, cough, runny nose, and distinctive rashes. The public is advised to contact healthcare providers promptly if symptoms develop to prevent further spread. Read their press release, written by NPHIC member Kim Junius here.

By 2022, COVID Pandemic had Shaved 1.6 Years from Global Life Expectancy, Research Reveals

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A recent study published in The Lancet reveals a startling decline in global life expectancy, dropping by 1.6 years from 2019 to 2021, largely due to the COVID-19 pandemic. The research analyzed data from over 200 countries and territories, showing a significant increase in death rates and highlighting the pandemic's toll on global health.

Despite these setbacks, the study notes overall progress in global health over the past 72 years but underscores the need for proactive policies to address demographic shifts and health challenges exacerbated by the pandemic. Read more from UMN here.

EPA Bans Last Form of Asbestos Used in U.S.

The U.S. Environmental Protection Agency (EPA) has announced a significant milestone in public health by implementing a ban on ongoing uses of asbestos, a substance linked to various cancers. The ban applies specifically to chrysotile asbestos, the only form currently used in the U.S., primarily in car parts and friction products.

Despite its low cost and versatility, asbestos has been recognized as a carcinogen for decades, with exposure linked to over 40,000 deaths in the U.S. alone. The agency has set deadlines for different industries to phase out asbestos, aiming to mitigate its harmful effects on public health. Read more from CNN here.

FDA Seeks $7.2 Billion to Strengthen Public Health

The U.S. Food and Drug Administration (FDA) has proposed a budget of $7.2 billion for fiscal year (FY) 2025, with a focus on bolstering public health efforts. This funding increase, totaling $495 million above the FY 2023 level, aims to strengthen food safety and nutrition initiatives, enhance medical product safety, ensure supply chain resiliency, and modernize agency infrastructure and facilities.

Specifically, investments will support root-cause investigations to prevent foodborne illnesses, address supply chain disruptions, maintain a qualified workforce, implement cosmetics regulation, and modernize data infrastructure. These initiatives reflect the agency's commitment to safeguarding public health and addressing critical challenges in food safety, nutrition, and medical product regulation. Read more here.

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‘Alarming’ Rise in Americans with Long COVID Symptoms

A recent survey by the CDC indicates that approximately 6.8% of American adults are currently grappling with long COVID symptoms, marking a concerning uptick from previous months despite the CDC's relaxation of COVID isolation guidelines. This increase, from 5.3% in October, suggests that about 17.6 million Americans could be affected by long COVID.

Experts view this rise with alarm, particularly given the significant impact on individuals' daily activities, affecting approximately 3.8 million Americans severely. Factors such as recent infection surges, vaccination rates, and new variants contribute to this trend. This surge in long COVID cases represents the highest rate since November 2022, raising concerns among health officials about the ongoing challenges posed by post- COVID symptoms. Read more in the Guardian here.

Cancer-Causing Chemical Can Form at ‘Unacceptably High Levels’ in Certain Acne Products

A recent report from Valisure, an independent laboratory, highlights concerns regarding benzene formation in acne treatment products containing benzoyl peroxide, a known carcinogen. The report indicates that high levels of benzene, exceeding FDA concentration limits by over 800 times, can develop when these products are exposed to high temperatures, such as in a hot car.

Tests conducted by Valisure demonstrated benzene presence not only within the products but also in the surrounding air, with levels surpassing EPA thresholds for inhalation exposure by over 1,200 times. However, acne treatments containing alternative active ingredients like salicylic acid or adapalene did not exhibit similar benzene formation. Read more from CNN here.

FDA Approves First Drug for Serious Liver Disease

The FDA has approved Rezdiffra (resmetirom), the first drug for treating nonalcoholic steatohepatitis (NASH), a severe liver disease characterized by inflammation due to excessive fatty cells. NASH can lead to liver scarring and dysfunction over time, often associated with type 2 diabetes and high blood pressure.

Rezdiffra, a partial activator of the thyroid hormone receptor, aims to reduce liver fat

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accumulation. With an estimated 6-8 million affected individuals in the U.S., the approval marks a significant advancement, providing a treatment option beyond diet and exercise. Read more from The Hill here.

What to Know About the EPA's Upcoming Car Emissions Standards

The U.S. Environmental Protection Agency (EPA) is on track to finalize new emissions standards for cars and light trucks, continuing its legacy of safeguarding public health under the Clean Air Act. These standards, applicable from 2027 to 2032, are projected to yield significant public health benefits, potentially amounting to $280 billion.

By reducing local pollutant emissions by 60%, including nitrous oxide and particulate matter, the standards aim to mitigate health issues such as asthma and heart disease. Additionally, cutting greenhouse gas emissions from vehicles by 56% is crucial for combating climate change, given that the transportation sector accounts for 29% of total U.S. emissions. Read more from American Progress here.

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NATIONAL PUBLIC HEALTH WEEK

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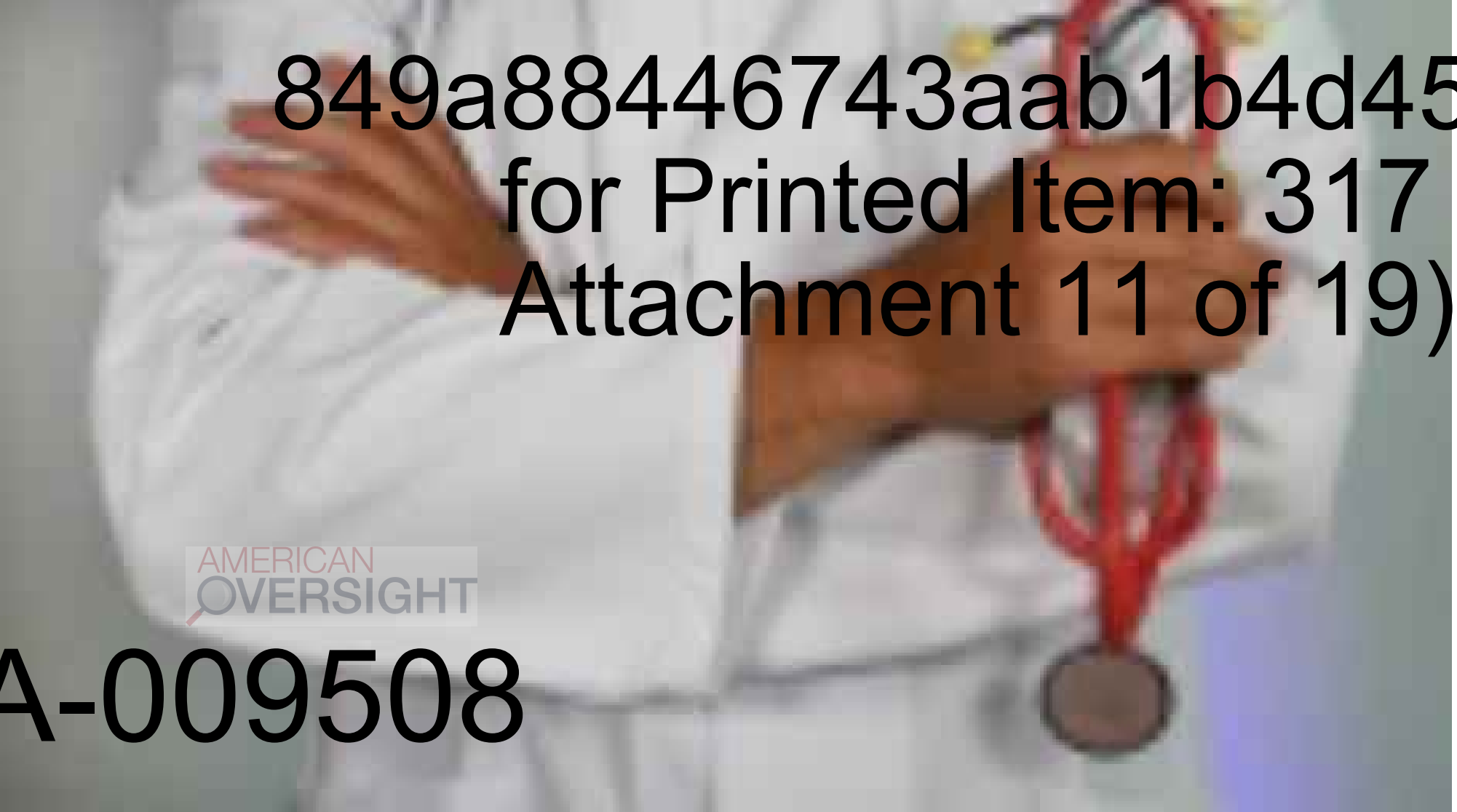

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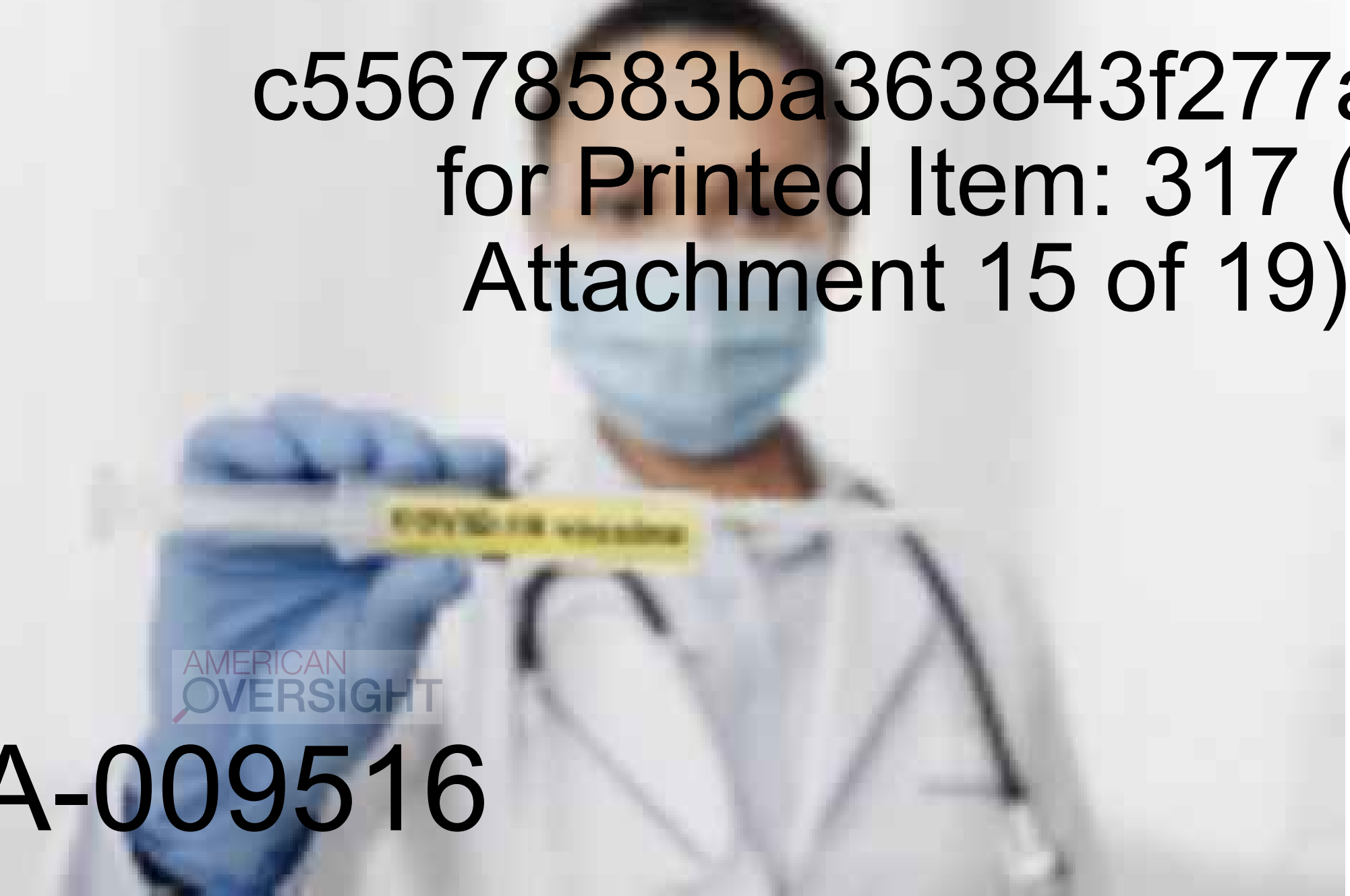

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Date: Tue Mar 26 2024 11:38:26 CDT
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Vyas 2024 COSMOS Clinic and MA.pdf
Yeung AJCN'23 COSMOS-Web.pdf

Let's discuss.

KKG

From: Lon Anderson <Lon.Anderson@policyworksllc.com>
Sent: Wednesday, February 7, 2024 10:24 AM
To: Malone, Carrie L. <cmalone@dhs.state.ia.us>; Garcia, Kelly K. <kgarcia@dhs.state.ia.us>; Robert Kruse <robert.kruse@idph.iowa.gov>
Subject: FW: Vitamin Studies for HHS to use

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Good morning!

As a follow-up to the Director's meeting with Haleon, please see the attached studies as well

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as further discussion below. This can be used by the Department to promote vitamin usage on its social media platforms.

Any questions, let us know.

Lon

From: Alpa Shah <alpa.v.shah@haleon.com>
Sent: Wednesday, February 7, 2024 10:13 AM
To: Lon Anderson <lon_anderson@live.com>; Darius Lovett <darius.a.lovett@haleon.com>
Subject: RE: Senate companion to Rep. Shipley's bill

Hi Lon and Darius,

This is a nice summary from the MassGen PR statement you can also share with the full article pfds of the studies:

Third Major Study Finds Evidence that Daily Multivitamin Supplements Improve Memory and Slow Cognitive Aging in Older Adults | Mass General Brigham

Kind Regards,

Alpa

Alpa V. Shah, MS, RDN

Medical Lead - US Wellness Medical Affairs

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From: Alpa Shah <alpa.v.shah@haleon.com>
Sent: Tuesday, February 6, 2024 3:25 PM
To: Darius Lovett <darius.a.lovett@haleon.com>; Lon Anderson <lon_anderson@live.com>
Subject: RE: Senate companion to Rep. Shipley's bill

Hi there,

Please see below and attached for information on the Centrum MVM & Cognition Studies. I'm happy to do any follow-up discussion on this topic with Rep. Shilpley, Director Garcia, or their medical director. We know from previous nutrition research data that older adults have compromised dietary intakes of many nutrients and these studies now give us evidence of tangible benefits – and from well-done studies conducted independently of Haleon.

Centrum brand multivitamins have now been studied in 3 ancillary clinical studies from the large COSMOS parent trial (https://cosmostrial.org/) conducted by investigators at Brigham & Women's Hospital/Harvard Medical School. The three studies examined cognitive health in aging adults 65+ and found daily multivitamin use in this population had a significant positive effect on Global Cognitive Function & Memory.

Summary of 3 studies below and I've attached the three publications.

COSMOS-Mind: September 2022

* 3-year, double-blind, randomized controlled trial
* 2,262 older adults
* Primary outcome: Telephone-based assessment of Global Cognitive Function
* Secondary outcome: Episodic memory & Executive function

Findings: MVM supplementation significantly improved global cognitive function, episodic memory & executive function over 3 years.

COSMOS-Web: May 2023

* 3-year, double-blind, randomized controlled trial
* 3,562 older adults
* Primary outcome: Web-based assessment of episodic memory

Findings: Centrum Silver significantly improved memory at 1 year with persistent effects over 3

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years.

[NEW] COSMOS Clinic & Meta-Analysis: January 18, 2024

* 2 year, double-blind, randomized controlled trial
* 573 older adults
* Primary Outcome: In-person assessment of Global Cognitive Function
* Secondary Outcome: Episodic memory & Executive function

Findings: Directionally positive effect of MVM intervention on Global Cognitive Function & significantly improved episodic memory

Meta-Analysis:

* Combining MVM outcome data from all 3 COSMOS Cognition studies

Findings: MVM had a significant positive effect on Global Cognitive Function & Memory

Kind Regards,

Alpa

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FEATURED ARTICLE

Effects of cocoa extract and a multivitamin on cognitive function: A randomized clinical trial

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Abstract

Introduction: Dietary supplements are touted for cognitive protection, but supporting evidence is mixed. COSMOS-Mind tested whether daily administration of cocoa extract (containing 500 mg/day flavanols) versus placebo and a commercial multivitamin-mineral (MVM) versus placebo improved cognition in older women and men.

Methods: COSMOS-Mind, a large randomized two-by-two factorial 3-year trial, assessed cognition by telephone at baseline and annually. The primary outcome was a global cognition composite formed from mean standardized (z) scores (relative to baseline) from individual tests, including the Telephone Interview of Cognitive Status, Word List and Story Recall, Oral Trail-Making, Verbal Fluency, Number Span, and Digit Ordering. Using intention-to-treat, the primary endpoint was change in this composite with 3 years of cocoa extract use. The pre-specified secondary endpoint was change in the composite with 3 years of MVM supplementation. Treatment effects were also examined for executive function and memory composite scores, and in pre-specified subgroups at higher risk for cognitive decline.

Results: A total of 2262 participants were enrolled (mean age = 73y; 60% women; 89% non-Hispanic White), and 92% completed the baseline and at least one annual assessment. Cocoa extract had no effect on global cognition (mean z-score = 0.03, 95% CI: -0.02 to 0.08; $P = .28$). Daily MVM supplementation, relative to placebo, resulted in a statistically significant benefit on global cognition (mean z = 0.07, 95% CI 0.02 to 0.12; $P = .007$), and this effect was most pronounced in participants with a history of cardiovascular disease (*no history*: 0.06, 95% CI 0.01 to 0.11; *history*: 0.14, 95% CI -0.02 to 0.31; interaction, nominal $P = .01$). Multivitamin-mineral benefits were also observed for memory and executive function. The cocoa extract by MVM group interaction was not significant for any of the cognitive composites.

Discussion: Cocoa extract did not benefit cognition. However, COSMOS-Mind provides the first evidence from a large, long-term, pragmatic trial to support the potential efficacy of a MVM to improve cognition in older adults. Additional work is needed to

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confirm these findings in a more diverse cohort and to identify mechanisms to account for MVM effects.

KEYWORDS
aging, clinical trial, cocoa extract, cognition, cognitive function, flavanols, multivitamin, older adults

Highlights

- COSMOS-Mind was a large simple pragmatic randomized clinical trial in older adults conducted by mail and telephone.
- The trial used a two-by-two factorial design to assess treatment effects of two different interventions within a single large study.
- We found no cognitive benefit of daily cocoa extract administration (containing 500 mg flavanols) for 3 years.
- Daily multivitamin-mineral (MVM) supplementation for 3 years improved global cognition, episodic memory, and executive function in older adults.
- The MVM benefit appeared to be greater for adults with cardiovascular disease.

1 | BACKGROUND

There is an urgent need to identify effective strategies to preserve cognitive function to mitigate the heavy societal burden associated with Alzheimer's disease (AD) and related dementia, which affect more than 46 million people worldwide.[1] No interventions to prevent cognitive decline in asymptomatic older adults have been approved by the United States Food and Drug Administration (FDA), and to date, there is insufficient evidence to support a clinical benefit of any pharmacologic treatment for adults with mild cognitive impairment due to AD.[2,3] Identifying a safe, affordable, and accessible intervention to protect cognitive function against decline in older adults is a pressing public health priority.[4]

Cocoa, in its unprocessed form, contains high quantities of catechins and epicatechins, members of a subclass of flavonoids known as flavanols,[5,6] and modest amounts of theobromine (an alkaloid of the cacao bean) and caffeine. Dietary consumption of cocoa flavanols may slow cognitive decline through improved cerebral vasodilation,[7] blood flow, perfusion and angiogenesis.[8,9] Epicatechin, the most common flavanol in cocoa, is rapidly absorbed, readily crosses the blood-brain barrier, can be detected in the brain,[10] and may have accumulating physiological effects at higher levels.[11,12] Much of the support for cognition-enhancing effects of flavonoids in healthy older adults comes from epidemiological studies,[13,14] and a few small clinical trials.[15–17] Memory and executive function appear to benefit the most, particularly with higher amounts of cocoa flavanols (500–750 mg/day), according to a recent review.[18]

Individual micronutrients and minerals target multiple biologic pathways that support normal body and brain function,[19] and deficiencies in older adults may increase risk for cognitive decline and dementia.[20] Trials of single nutrients such as folic acid with or without other B vitamins,[21–24] omega-3 fatty acids,[25,26] and vitamin D[20,27,28] on cognition have yielded mixed results, which could reflect either no benefit or study design issues that impede cross-study comparisons. Some of these issues relate to the specific micronutrients tested (alone or in combination), the specific cognitive tests administered, the outcome measure (single test vs. composite score), and participant demographics and nutritional status.[29,30] Although not without controversy, particularly with respect to potential cognition-enhancing effects of B vitamins,[21,22] the conclusion of meta-analytic reviews is that the evidence is insufficient to encourage care providers to recommend use of individual nutrient supplements for brain health.[31,32]

Longer-term daily intake (>12 months) of a multivitamin-mineral (MVM) alone or with other dietary supplements to enhance global cognitive function in older adults (≥65 years) has been examined in just one large randomized controlled trial (RCT), which included only male physicians.[33] Further study is needed given their widespread use in the general population.[34] Here we tested whether daily treatment with cocoa extract (CE) and/or a MVM for 3 years protected cognitive function in older adults.

2 | METHODS

2.1 | Study design

COSMOS-Mind (COcoa Supplement and Multivitamin Outcomes Study of the Mind) was an ancillary study to a large pragmatic, placebo-controlled, 2 × 2 factorial clinical trial testing the effects of daily supplementation with cocoa extract (CE) and/or a MVM on cardiovascular and cancer outcomes.[35–37] Given that no additive or synergistic effects were expected with CE and MVM supplementation, the 2 × 2 factorial design provided an efficient strategy to examine treatment effects of two different agents within a single trial. The CE (Mars Edge,

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of Mars, Inc.) contained 500 mg of cocoa flavanols, including 80 mg (-)-epicatechins and modest amounts of theobromine (~50 mg/day) and caffeine (~15 mg/day) that likely enhance flavanols' central and vascular effects.[38,39] The 500 mg/day of cocoa flavanols exceeds mean reported intake[40] and is consistent with amounts tested in short-term cardiovascular trials.[41] The essential nutrients contained in the MVM (Centrum Silver; Pfizer Consumer Healthcare, now Haleon) are listed in Table S6. COSMOS-Mind examined the effects of these supplements on cognitive function, and the details of study design, participant demographics, and baseline characteristics are published.[42] The study was conducted in accordance with The Code of Ethics of the World Medical Association, and was approved by the Institutional Review Board of Wake Forest University School of Medicine.

2.2 | Participants

Enrollment of two thousand parent trial participants was targeted for COSMOS-Mind. Parent trial eligibility criteria included: (1) no history of myocardial infarction (MI) or stroke (history of other cardiovascular events including transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, and stent was permitted); (2) no history of cancer within the past 2 years (excluding non-melanoma skin cancer); (3) no serious illness precluding participation; (4) not taking cocoa or vitamin/mineral supplements, or, willing to forego use during the trial; (5) no reported extreme sensitivity to cocoa products or caffeine; (6) successful completion of ≥2-month placebo run-in with ≥75% study pill adherence; and (7) not currently participating in another clinical trial. Additional COSMOS-Mind eligibility criteria included: (1) ≥65 years of age; (2) not taking insulin for diabetes; and (3) able to complete the telephone cognitive assessment (to screen out participants with significant impairment). Participants provided informed consent and received a $15 gift card upon completion of each assessment.

2.3 | Randomization and masking

Randomization was controlled by the parent trial using a computer-generated sequential list of random allocations for the four treatment combinations.[36,37] The random allocation sequence was created using SAS statistical software (version 9.4) and was stratified by sex, age (5-year bins), and recruitment source (Brigham and Women's Hospital, Women's Health Initiative). All trial investigators, examiners, and participants were masked to treatment group assignment.

2.4 | Procedures

As previously described,[42] parent trial participants were recruited through mailings to Women's Health Initiative Extension Study participants and by Brigham and Women's Hospital to participants contacted for, but not randomized into, the vitamin D and OmegA-3 TriaL, and through commercial mailing lists and media campaigns. As a result, 35,669 adults began a placebo run-in, of which 21,442 (60%) were ultimately randomized into COSMOS. During the placebo run-in, eligible candidates received an invitation to also participate in COSMOS-Mind. Interested individuals were contacted to: (1) provide more information about the ancillary study, (2) test for hearing acuity, and (3) schedule the baseline telephone cognitive assessment. Individuals from traditionally underrepresented groups in research (self-identified as American Indian/Alaska Native, Asian/Pacific Islander, Black/African American, Hispanic; completing 12 years or less of education) were prioritized in the COSMOS-Mind initial contact queue (pre-randomization) to increase their representation in the sample. Demographics and baseline anthropometrics (height, weight) and medical history were provided by participants via questionnaires.

RESEARCH IN CONTEXT

1. **Systematic review**: The literature was reviewed using PubMed and MEDLINE. Much of the support for potential cognitive benefits of cocoa flavanols in older adults is based on observational studies. Only a few controlled trials have examined the effects of a multivitamin-mineral (MVM) supplement on cognition for older adults.
2. **Interpretation**: There was no cognitive improvement with daily intake for 3 years of cocoa extract containing 500 mg/day cocoa flavanols. However, we provide the first evidence in a long-term, randomized controlled trial of older women and men that daily use of a safe, readily accessible, and low-cost MVM can improve cognition. This finding could have important public health implications for brain health and resilience against future cognitive decline.
3. **Future directions**: Our results challenge the current status quo regarding the efficacy of MVM supplementation to improve cognitive function and set the stage for new avenues of research to identify mechanisms and alternate approaches involving combination therapy.

2.5 | Outcomes

A standardized telephone cognitive battery was administered at baseline and annually for 3 years to assess general cognitive status, episodic memory and executive function. Tests included the 50-point modified Telephone Interview for Cognitive Status (TICSm with 10-minute short delay word list recall), an additional 40-minute Long Delay Word List Recall,[43] immediate and delayed Story Recall (SRI & II),[44] Oral Trail-Making Test Part B (OTMT-B, log transformed; Part A was administered for practice only),[45] Verbal Fluency by category (VF-C) and letter (VF-L),[46] Number Span (NS),[47] and Digit Ordering Test (DOT).[48]

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Details about testing procedures, including hearing acuity screening, and administration and scoring are published.[42]

The primary outcome was a global cognition composite (reported as a z-score based on baseline data from the study cohort) formed from mean standardized (z) scores of pre-specified individual test metrics, with higher scores reflecting better performance. Key secondary outcomes included an episodic memory composite (Long Delay Word List Recall, SRI, SRII) and an executive function composite (OTMT-B, VF-C, VF-L, NST, DOT) that were also formed using mean standardized (z) scores.

Tertiary outcomes included the Cognitive Change Index (CCI),[49] a self-report measure of cognitive concerns, and the short 15-item version of the Geriatric Depression Scale (GDS-SF) to permit subgroup analyses for individuals scoring low and high on these scales. Adverse events were recorded by the parent trial, and events reported during a cognitive assessment were relayed to the COSMOS team for tracking and follow-up.

2.6 | Statistical analyses

The primary and secondary endpoints have been previously described[42] and were pre-specified in the protocol (provided as a supplement). We followed the intention-to-treat approach: all participants were grouped as originally randomly assigned and scores from all cognitive assessments (baseline and Years 1, 2 and 3) for all participants were included in analyses. Scores were used as dependent variables in linear mixed effects models. Time was a categorical factor. No covariates were included in models for the primary comparisons. As specified in the protocol, inference was based on the mean difference of scores obtained across follow-up assessments relative to the baseline score for participants assigned to receive CE versus CE-placebo (primary endpoint), and for participants assigned to receive MVM versus MVM-placebo (key secondary endpoint). That is, for means at Years 0, 1, 2, and 3 represented by μ_0, μ_1, μ_2, and μ_3, this can be expressed as $(\mu_1 + \mu_2 + \mu_3)/3 - \mu_0$. Separate linear contrasts were used to compare active and placebo arms by CE and by MVM group assignment. For example, the contrast for CE effects is described by $[(\mu_{CE1} + \mu_{CE2} + \mu_{CE3})/3 - \mu_{CE0}] - [(\mu_{CE\text{-}PL1} + \mu_{CE\text{-}PL2} + \mu_{CD\text{-}PL3})/3 - \mu_{CE\text{-}PL0}]$, where μ_{CE} and $\mu_{CE\text{-}PL}$ represent the marginal means for CE and CE-placebo at each time point, respectively. This corresponds to an intention-to-treat approach in which all data are included in analyses irrespective of follow-up. We chose to parameterize our primary and secondary endpoints as mean differences from baseline across follow-up to avoid making specific assumptions about the nature of intervention effects (for example, we did not assume that intervention effects accumulated linearly and base comparisons on differences between slopes) and to treat any differences at each of the time points equally. We explored interactions between the CE and MVM treatments and the consistency of CE and MVM treatment effects among subgroups (using forest plots[50]) based on sex, and baseline age (<70 or ≥70 years), body mass index (BMI; < 25, 25-29, ≥30 kg/m^2), general cognitive function (TICSm tertiles), subjective cognitive concerns (CCI median split), depressive symptoms (GDS-SF median split), type 2 diabetes, history of hypertension, and history of CVD (based on self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent). Subgroups were pre-specified given their possible associations with cognitive and/or cardiovascular response to the interventions.[51–53] Multiple imputation by fully conditional specification was used to examine the influence of missing data.[54] No adjustments were made for multiple comparisons. The targeted 2000-person sample was projected to provide >90% power to detect an effect size of 0.10 standard deviations (see Statistical Power supplement for more information. Analyses were performed using SAS v9.4.

3 | RESULTS

COSMOS-Mind participants were enrolled from August 2, 2016 to August 17, 2017. A total of 5342 individuals screening for the parent trial were approached for ancillary study enrollment. Phone calls were attempted for 3223 individuals (60%) and of these, 2262 (70%) were enrolled in COSMOS-Mind (Figure 1). Baseline characteristics and baseline cognitive test scores were well balanced across treatment groups (Table 1 and Table S1). Of enrolled participants, 2082 (92%) completed the cognitive assessment at Year 1, 1906 (84%) at Year 2, 1790 (79%) at Year 3, and 1732 (77%) in all 3 years of follow-up. Relative to participants who completed all assessments, those missing at least one assessment were more likely to be from underrepresented racial or ethnic groups, reported less physical activity and chocolate intake and more smoking, tended to have lower education and baseline TICSm scores, and higher prevalence of type 2 diabetes (Table S2). Characteristics of participants with no follow-up data (N = 180) are provided in Table S3. Self-reported compliance (pill count) was comparable across treatment groups (% taking ≥75% study pills in Years 1, 2, and 3: 92%, 88%, and 84%).

Figure 2A shows change in global cognition, relative to baseline, for participants assigned to CE (Figure 1, Groups 2 & 4) versus CE-placebo (Figure 1, Groups 1 & 3). Mean scores in both CE groups increased through the first 2 years (likely due to retest practice effects[55]) and then plateaued but did not differ significantly from one another. The mean change (CE minus CE-placebo) z-score for global cognition was 0.03 (95% CI: -0.02 to 0.08; P = .28). In contrast, Figure 2B shows a significant treatment effect of MVM (Figure 1, Groups 3 & 4) versus MVM-placebo (Figure 1, Groups 1 & 2) on global cognition (secondary endpoint), with a mean change (MVM minus MVM-placebo) z-score of 0.07 (95% CI: 0.02 to 0.12; P = .007). Baseline MVM use was not associated with MVM treatment response (*no prior use*: 0.062, 95% CI: -0.002 to 0.13; *prior use*: 0.077, 95% CI: 0.003 to 0.15; interaction, nominal P = .88).

In pre-specified subgroup analyses of the primary outcome (global cognition composite), forest plots of CE effects (Figure 2C) suggest that response may vary with baseline BMI. Figure 2D forest plots show a relative benefit of MVM versus MVM-placebo for participants with a

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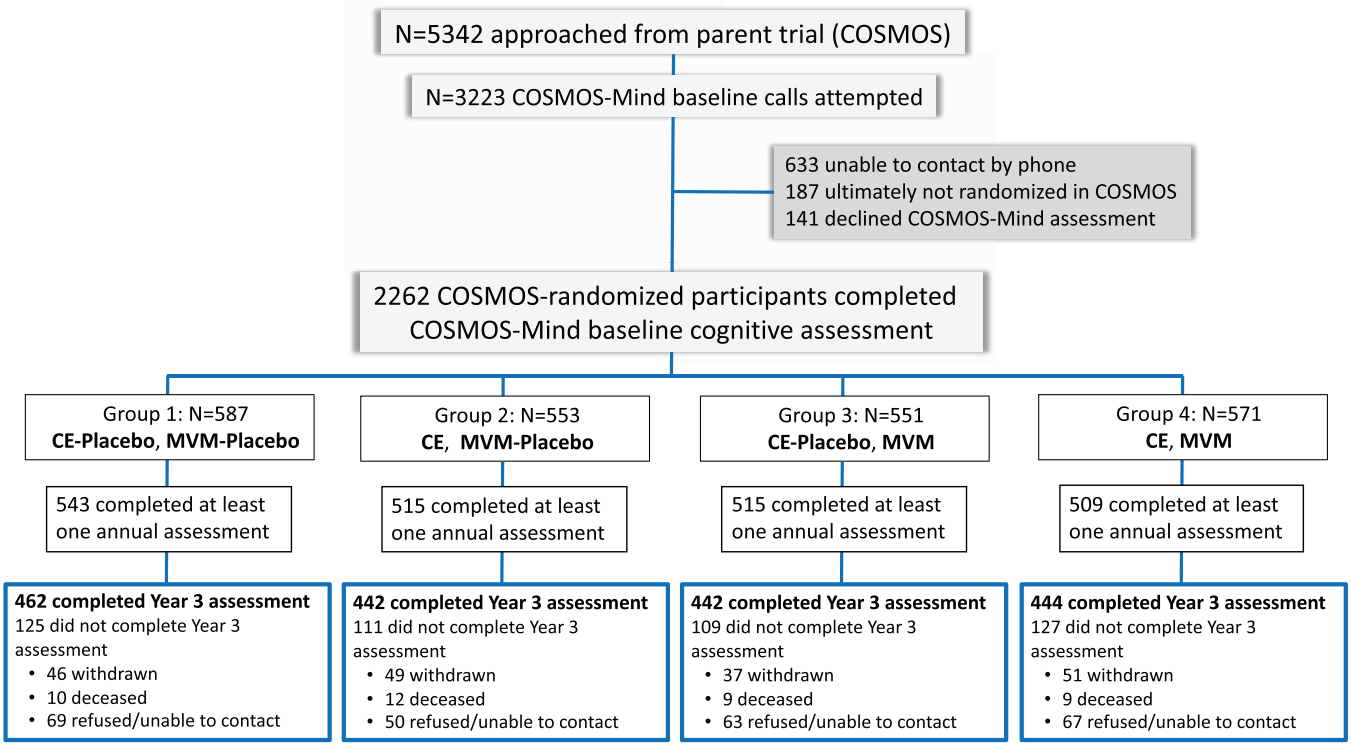

FIGURE 1 Consort diagram showing flow of participants from first approach through randomization to each of the four treatment combinations in the two-by-two factorial design. Abbreviations: CE, cocoa extract; MVM, multivitamin-mineral

CVD history (*no history*: 0.06, 95% CI: 0.01 to 0.11; *history*: 0.14, 95% CI: -0.02 to 0.31; interaction, nominal $P = .01$). As seen in Figure 3, at baseline, participants without CVD history outperformed those with CVD history on the global cognition composite (mean difference = 0.22, 95% CI: 0.08 to 0.37; $P = .003$); after Year 1, the MVM-placebo declined while the MVM group showed relative improvement (or protection against decline). There was no evidence of disproportionate loss of Year 3 data by CVD history (Table S4). The CVD history subgroup (compared to subgroup without CVD history) included more men, and tended to be older, have higher BMI, more hypertension, more statin use, more depression, less physical activity, and lower scores on the TICSm. When participants with CVD history were excluded in a sensitivity test from the overall analysis of MVM effects on the global cognition composite, the main MVM finding remained unchanged (mean change z-score = 0.06, 95% CI: 0.01 to 0.11; $P = .02$). That is, even though the pattern of results differed for subgroups with and without CVD at baseline, 3 years of MVM treatment improved global cognition for all participants, not just those with CVD history.

CE had no effect on the episodic memory composite (mean change z-score = 0.03, 95% CI: -0.04 to 0.09; $P = .40$) or on the executive function composite (mean change z-score = 0.03, 95% CI: -0.02 to 0.08; $P = .23$) (Figure S1). In contrast, but consistent with the positive MVM effect described above, MVM supplementation led to relative improvements both for memory (mean change z-score = 0.06, 95% CI: 0.002 to 0.13; $P = .04$) and for executive function (mean change z-score = 0.06, 95% CI: 0.01 to 0.11; $P = .02$) (Figure 4).

There was no evidence for an interaction between CE and MVM supplementation for the primary outcome (mean change z-score [95% CI]; CE-placebo/MVM-placebo: 0.15 [0.10 to 0.20]; CE/MVM-placebo: 0.15 [0.11 to 0.20]; CE-placebo/MVM: 0.20[0.15 to 0.24]; CE/MVM: 0.24 [0.19 to 0.29]; interaction, $P = .40$) or for the memory and executive function composites. That is, adding CE did not alter the benefit of MVM on cognition.

Multiple imputation provided no evidence that differential attrition biased the results (Table S5), and there were no safety concerns of supplement use during the trial.

4 | DISCUSSION

COSMOS-Mind is the first large-scale, long-term RCT to assess the effects of cocoa extract and a MVM supplement on global cognition in older women and men from the general population. Although our findings did not support a positive effect of CE (primary endpoint), cognition significantly benefited from 3 years of daily MVM use (secondary endpoint). Moreover, the results of pre-planned subgroup analyses indicated that participants with baseline history of CVD may show a more pronounced MVM benefit, suggesting either greater relative improvement or more protection from CVD-related cognitive decline.

Daily CE supplementation for 3 years did not affect cognitive function in our trial. Only a handful of controlled, shorter-term trials have examined the potential benefits of cocoa flavanols on cognition in older adults. While some studies showed cognitive benefits,[16,17,56] others

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TABLE 1 Distribution of baseline characteristics for COSMOS-Mind participants by cocoa extract (CE) and multivitamin-mineral (MVM) treatment assignment

Characteristic[a]	Overall (*N* = 2262)	CE-Placebo, MVM-Placebo (*N* = 587)	CE, MVM-Placebo (*N* = 553)	CE-Placebo, MVM (*N* = 551)	CE, MVM (*N* = 571)
Age, mean (SD), years	72.97 (5.63)	73.10 (5.72)	73.21 (5.62)	72.86 (5.64)	72.70 (5.52)
Sex, *N* (%)					
Male	914 (40.4)	227 (38.7)	223 (40.3)	232 (42.1)	232 (40.6)
Female	1348 (59.6)	360 (61.3)	330 (59.7)	319 (57.9)	339 (59.4)
Race and ethnicity, *N* (%)					
American Indian/Alaska native	13 (0.6)	2 (0.3)	1 (0.2)	8 (1.5)	2 (0.4)
Asian/Pacific Islander	39 (1.7)	8 (1.4)	12 (2.2)	10 (1.8)	9 (1.6)
Black/African American	131 (5.8)	34 (5.8)	23 (4.2)	34 (6.2)	40 (7.0)
Hispanic	67 (3.0)	21 (3.6)	18 (3.3)	15 (2.7)	13 (2.3)
Multiracial/unknown/not reported	6 (0.3)	2 (0.3)	1 (0.2)	2 (0.4)	1 (0.2)
Non-Hispanic White	2006 (88.7)	520 (88.6)	498 (90.1)	482 (87.5)	506 (88.6)
Education, *N* (%)					
Did not complete high school	11 (0.5)	4 (0.7)	1 (0.2)	4 (0.7)	2 (0.4)
High school diploma or G.E.D.	258 (11.4)	69 (11.8)	68 (12.3)	58 (10.5)	63 (11.0)
Attended or graduated college	880 (38.9)	230 (39.2)	207 (37.4)	220 (39.9)	223 (39.1)
Post-college	1113 (49.2)	284 (48.4)	277 (50.1)	269 (48.8)	283 (49.6)
Body mass index, mean (SD), kg/m^2	27.64 (5.16)	27.48 (5.08)	27.86 (5.40)	27.57 (5.15)	27.65 (5.01)
Diabetes, *N* (%)	255 (11.3)	74 (12.6)	60 (10.9)	61 (11.1)	60 (10.5)
CVD history, *N* (%)[b]	197 (8.7)	59 (10.1)	36 (6.5)	44 (8.0)	58 (10.2)
Hypertension, *N* (%)	1333 (59.2)	358 (61.3)	321 (58.3)	318 (57.7)	336 (59.3)
Medication use, *N* (%)					
Antihypertensive	1013 (54.3)	327 (56.2)	292 (53.5)	296 (54.0)	314 (55.5)
Non-steroidal anti-inflammatory drug (NSAID)	627 (28.0)	168 (28.9)	152 (27.7)	137 (25.3)	170 (30.0)
Statin	976 (43.5)	262 (45.0)	240 (43.8)	224 (41.0)	250 (44.1)
Total metabolic equivalent (MET) hours of exercise per week, mean (SD)	22.41 (23.47)	21.51 (22.65)	22.55 (23.83)	23.57 (25.78)	22.07 (21.51)
Depression, *N* (%)	469 (20.9)	123 (21.2)	105 (19.1)	124 (22.8)	117 (20.6)
Smoking status, *N* (%)					
Never	1153 (51.8)	308 (53.4)	271 (49.5)	276 (51.2)	298 (53.1)
Past	1004 (45.1)	247 (42.8)	267 (48.7)	245 (45.5)	245 (43.7)
Current	68 (3.0)	22 (3.8)	10 (1.8)	18 (3.3)	18 (3.2)
Alcohol intake, *N* (%)					
Rarely/never	646 (29.4)	193 (33.6)	140 (25.9)	152 (28.4)	161 (29.4)
Monthly	152 (6.9)	37 (6.5)	42 (7.8)	38 (7.1)	35 (6.4)
Weekly	812 (36.9)	196 (34.2)	219 (40.5)	192 (35.8)	205 (37.5)
Daily	588 (26.8)	148 (25.8)	140 (25.9)	154 (28.7)	146 (26.7)
Baseline chocolate intake, *N* (%)					
Rarely/never	361 (16.5)	88 (15.4)	90 (16.7)	91 (17.0)	92 (16.8)
Monthly	307 (14.0)	77 (13.5)	74 (13.8)	70 (13.1)	86 (15.7)
Weekly	1274 (58.2)	337 (59.0)	319 (59.3)	312 (58.3)	306 (55.9)
Daily	249 (11.4)	69 (12.1)	55 (10.2)	62 (11.6)	63 (11.5)

(Continues)

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TABLE 1 (Continued)

Characteristic[a]	Overall (*N* = 2262)	CE-Placebo, MVM-Placebo (*N* = 587)	CE, MVM-Placebo (*N* = 553)	CE-Placebo, MVM (*N* = 551)	CE, MVM (*N* = 571)
Baseline multivitamin-mineral use, *N* (%)	956 (42.5)	242 (41.7)	232 (42.3)	238 (43.4)	244 (42.7)
Baseline cognitive function, mean (SD)					
Global cognition composite	0.00 (1.00)	-0.05 (0.99)	0.02 (1.00)	0.05 (1.02)	-0.01 (0.99)
Executive function composite	0.00 (1.00)	-0.05 (0.99)	-0.03 (0.97)	0.08 (1.04)	0.01 (1.00)
Episodic memory composite	0.00 (1.00)	-0.03 (1.01)	0.07 (0.99)	0.01 (1.00)	-0.04 (1.01)
TICSm[c]	36.60 (3.89)	36.45 (3.88)	36.66 (3.96)	36.63 (3.84)	36.68 (3.87)
Long Delay Word List Recall[d]	3.02 (1.83)	2.95 (1.78)	3.05 (1.83)	3.09 (1.86)	2.99 (1.85)
Story Recall[e]					
Immediate	12.00 (3.85)	11.91 (3.91)	12.26 (3.77)	11.95 (3.79)	11.89 (3.91)
Delayed	10.77 (3.94)	10.77 (3.95)	10.98 (3.88)	10.75 (3.86)	10.57 (4.06)
Oral Trail-Making Test, median (IQR)[f]					
Part A	9 (8, 11)	9 (8, 11)	9 (8, 11)	9 (8, 11)	9 (8, 11)
Part B	30 (24, 46)	30 (23, 44)	30 (24, 46)	30 (24, 46)	31 (24, 48)
Verbal Fluency[g]					
Category	35.02 (8.24)	34.80 (7.88)	34.89 (8.26)	35.32 (8.33)	35.07 (8.51)
Letter	25.54 (8.12)	25.34 (7.82)	25.40 (7.67)	26.01 (8.29)	25.42 (8.65)
Number Span[h]					
Forward	8.19 (2.39)	8.10 (2.32)	8.06 (2.43)	8.39 (2.51)	8.22 (2.29)
Backward	6.87 (2.32)	6.85 (2.32)	6.86 (2.17)	6.97 (2.53)	6.80 (2.25)
Digit Ordering Test[i]	6.27 (2.19)	6.16 (2.22)	6.25 (2.08)	6.39 (2.27)	6.27 (2.19)

[a]There were no significant group differences for any baseline characteristic (i.e., $P > .05$).
[b]Based on self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent.
[c]Telephone Interview for Cognitive Status-modified (TICSm; maximum score = 50) is a measure of global cognition and includes short delay word list recall (10-minute delay).
[d]Long Delay Word List Recall (40-minute delay; maximum score = 10) measures verbal memory.
[e]Immediate and Delayed Story Recall (SRI & II) measures verbal memory (maximum score per test = 25).
[f]Oral Trail-Making Test is a modified version of the original paper and pencil version that measures simple attention (Part A; not included in analyses) and executive function (Part B); times to complete Part B were log transformed prior to analysis.
[g]Verbal Fluency is a measure of language accessibility and includes fluency by category (animals, vegetables) and by letter (F, L).
[h]Number Span measures simple attention and working memory.
[i]Digit Ordering Test is a task of working memory that is similar to but more difficult than Number Span Backward.

did not.[8,57–59] In the CoCoA study, a double-blind, 8-week RCT that examined cocoa flavanol effects on cognition, 90 cognitively healthy older adults[17] and 90 individuals with amnestic MCI[16] received a daily drink containing low (45 mg/day), medium (520 mg/day), or high (993 mg/day) amounts of cocoa flavanols. Performance on the Trail-Making Test, verbal fluency, and the cognitive composite that combined these test scores improved for high- and medium-dose groups relative to the low-dose group, regardless of participant cognitive status. In a smaller ($n = 37$) 3-month RCT comparing 900 mg/day versus 45 mg/day of cocoa flavanols, blood flow increased in the dentate gyrus of the hippocampus, which was associated with a treatment-related improvement on a hippocampal-dependent memory task in adults (50–69 years old).[56] In a 12-week RCT of 260, 510, or 770 mg/day of cocoa flavanols in 211 adults (50–75 years old), although there was no effect on the primary endpoint (computer-administered object-recognition task), secondary analyses indicated a dose-dependent improvement on list-learning in adults with a poor quality baseline diet.[60] These trials all included short treatment durations showing acute effects of cocoa flavanols on cognition. In COSMOS-Mind, acute cognitive effects of cocoa flavanols (less than 3 months) that were not sustained would have been missed as our assessments were completed only once per year. COSMOS-Mind also differed from these studies as the active supplement included not only cocoa flavanols, but also theobromine and caffeine. Furthermore, it is possible that the COSMOS-Mind cocoa flavanol dose was too low to provide cognitive benefit within the study observation period, particularly in light of previous dose-dependent findings.[60]

In contrast to the negative CE findings, we found that assignment to 3 years of MVM improved global cognition, episodic memory, and executive function. Previous RCTs of MVM supplements on cognition have

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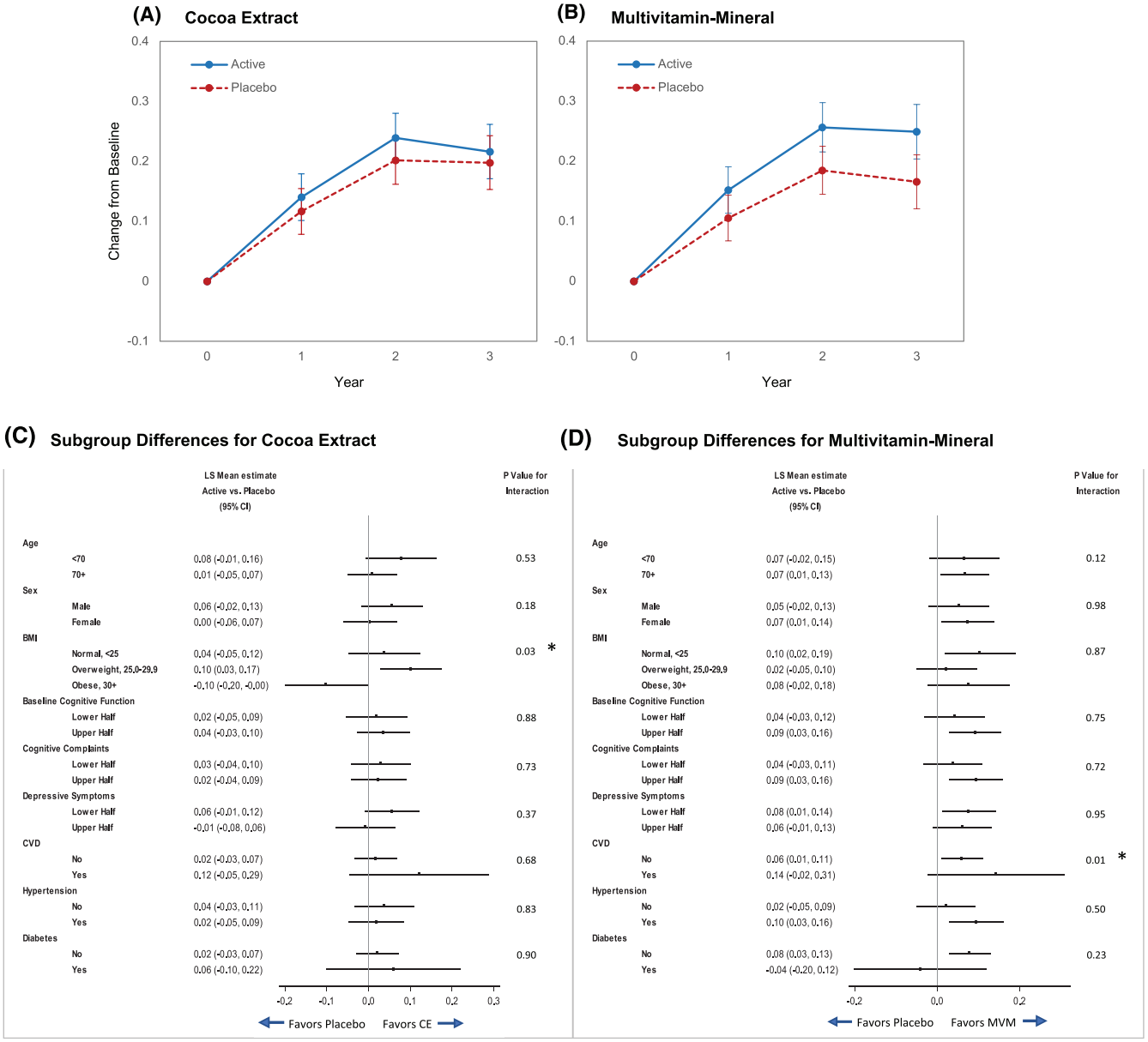

FIGURE 2 Three-year change in global cognition composite by assignment to (A) daily cocoa extract supplementation, and (B) daily multivitamin-mineral supplementation (plotted values: mean standardized (z) scores (relative to baseline) and 95% confidence intervals). Forest plot marginal differences by baseline subgroups for (C) cocoa extract and (D) multivitamin-mineral treatment groups

reported inconsistent effects. The majority were short in duration (up to 12 months) and relied on individual test scores to assess cognitive effects rather than a composite, which may provide greater statistical power to detect a difference across multiple tests and cognitive domains (if effect sizes are similar across its components).[61]

The only long-term MVM RCT prior to our study was the 12-year Physician's Health Study II (PHS II) of older U.S. male physicians that tested whether a daily MVM supplement prevented risk of major CVD[62] and cancer.[63] A PHS II cognitive substudy of 5947 healthy, highly educated men (aged ≥65 years) reported no MVM effects on a global cognition composite.[33] There are several differences between COSMOS-Mind and PHS II worth highlighting. The COSMOS-Mind and PHS II cohorts differed on key baseline characteristics: PHS II participants were restricted to male physicians who were predominantly White and non-Hispanic, whereas COSMOS-Mind included a relatively more diverse cohort. Although baseline cognitive scores were comparable for participants across studies (i.e., TICSm; VF-C for animals), COSMOS-Mind administered additional tests of executive function (i.e., OTMT-B, VF-L, NS, DOT) and more challenging episodic memory tests (i.e., Long Delay Word List Recall, and a longer version of Story Recall with 55% more components to remember) that may have increased sensitivity to detect effects. In PHS II, the initial cognitive testing began an average of 2.5 years (range: 0.18–5.3 years) after randomization to MVM or placebo, nearly at the point in time when the final follow-up assessment was completed in COSMOS-Mind. Our data suggest that MVM treatment effects increased from baseline in

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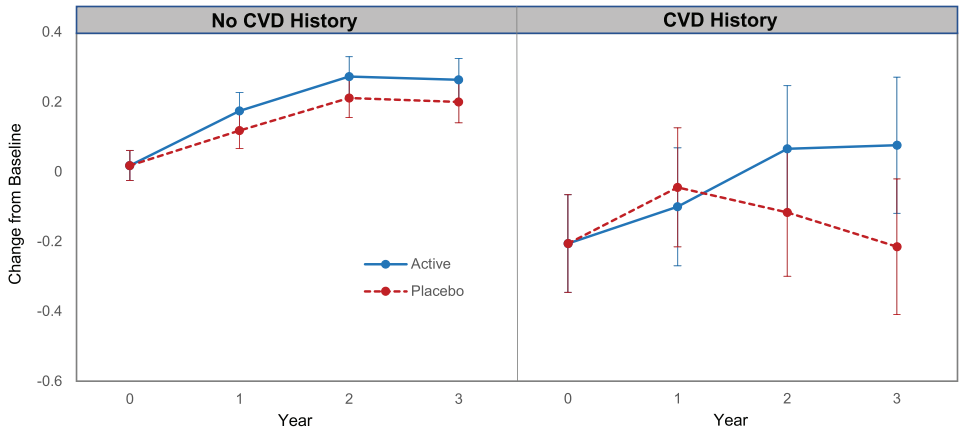

FIGURE 3 Three-year change in global cognition composite for the active and placebo multivitamin-mineral groups by history of cardiovascular disease, which was based on self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent (plotted values: mean standardized (z) scores and 95% confidence intervals).

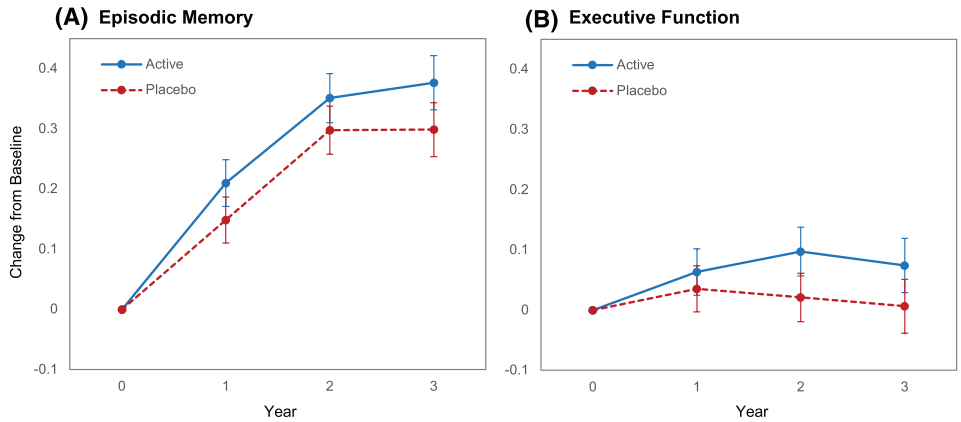

FIGURE 4 Three-year change in the episodic memory composite (A) and executive function composite (B) for the active and placebo multivitamin-mineral groups (plotted values: mean standardized (z) scores and 95% confidence intervals).

the first 2 years and then remained stable between Years 2 and 3 (Figure 2). As a result, any early cognitive benefits of MVM in PHS II would likely have been missed because of their assessment schedule given the COSMOS-Mind cognitive trajectory showing benefit within 2 years. Also, the specific components of the MVM supplements administered in the two studies differed (Table S6); in COSMOS (parent study), lutein and lycopene were added, amounts of vitamins D and K were 150%–300% higher, and amounts of vitamin A and minerals such as iron, magnesium, and copper were lower. Although some reports suggest cognition-protecting benefits of components that were at higher levels in the COSMOS MVM,[64–67] no consensus has been reached about the role of specific supplement quantities for brain health.

Our results suggest that MVM cognitive benefits may be more pronounced among older adults with CVD. At baseline, global cognitive function was lower for adults with versus without CVD history, which is consistent with other reports.[68] The MVM-treated CVD history subgroup had sustained increases in cognitive function after 2 years (Figure 3), while the placebo-treated CVD history subgroup showed cognitive decline after Year 1. One account for this finding relates to the potential treatment-related improvement in micronutrient levels in CVD-compromised individuals, which could, in turn, have beneficial consequences for brain health. The results of observational studies[69] suggest that micronutrient levels are typically lower in patients with CVD versus those without CVD (e.g., heart failure), and may be susceptible to drug interactions.[52] In CVD patients, for example, vitamin D deficiency is highly prevalent and predicts disease severity; vitamin K deficiency is linked to coronary artery calcification and increased CVD-related mortality; circulating levels of thiamine, vitamin C and selenium are relatively low (suboptimal, not necessarily deficient)[69]; and certain medications can reduce vitamin B12 absorption and bioavailability.[70] In PHS II, there was no evidence that MVM supplementation affected cardiovascular health status.[62] Nonetheless, additional investigation of treatment-related micronutrient status in a more diverse cohort of participants is warranted to confirm COSMOS-Mind findings and to explore mechanisms that might account for the observed benefit.

To estimate clinical significance of our findings, we used COSMOS-Mind data to model treatment-related protection against cognitive

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aging. At baseline, slope of the global cognition composite scores by participant age (ranging from 64 to 100 years) was -0.045 SD/year (standard error = 0.004). The treatment effect of MVM relative to MVM-placebo was 0.083 SDs (95% CI: 0.020 to 0.146) at Year 3. This corresponds to baseline composite scores for individuals who were 1.8 years apart in age. By this albeit imprecise yardstick, 3 years of MVM supplementation appeared to have slowed aging by 1.8 years, or by 60%. Further speculation regarding the clinical significance of our MVM findings is difficult at this time given the relatively short duration of follow-up and the likely impact of practice effects commonly observed in trials with repeat cognitive testing that distort estimates of treatment-related change on metrics such as 'cognitive age.' Another trial is needed in a diverse cohort to confirm our findings and further assess the clinical significance of MVM supplementation on cognitive health in older women and men.

COSMOS-Mind had several strengths. The 2 × 2 factorial design allowed us to efficiently examine the effects of two different interventions within a single study, under the assumption of no additive effects when interventions are combined. The pragmatic approach (using mail and telephone only) facilitated recruitment of over 2000 older adults in less than 15 months, minimized participant burden (no travel needed), and provided an opportunity for research participation to individuals who may not have had ready access to an academic institution.

Study limitations included: (1) race and ethnicity of the cohort was not representative of older Americans, which affects generalizability of our results; (2) adherence to study pills and health history (e.g., CVD) were tracked using self-report; (3) inability to assess whether specific components of the COSMOS MVM were responsible for the observed cognitive benefits; (4) data were not collected to permit analyses of biomarkers or potential effect modifiers (e.g., apolipoprotein E genotype); and (5) type 1 error was not controlled across secondary and tertiary analyses in COSMOS-Mind and for outcomes measured in the parent COSMOS trial and its other ancillary studies.

In conclusion, daily intake of cocoa extract for 3 years had no effect on cognition. However, COSMOS-Mind provides the first evidence from a large-scale, long-term, pragmatic RCT to suggest that daily use of a safe, readily accessible, and relatively low-cost MVM supplement has the potential to improve or protect cognitive function for older women and men. An additional trial is needed to confirm these findings in a more representative cohort and to explore potential mechanisms for cognitive benefit. This work may ultimately have important public health implications for standard of care to improve or protect cognitive function in older adults.

AUTHOR CONTRIBUTIONS

Concept and design: Laura D. Baker, Mark A. Espeland, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso. Acquisition, analysis, or interpretation of data: Laura D. Baker, Mark A. Espeland, Sarah A. Gaussoin, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso. Statistical analysis: Mark A. Espeland and Sarah A. Gaussoin. Manuscript development: Laura D. Baker, Mark A. Espeland, Sarah A. Gaussoin, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso. Obtained funding: Laura D. Baker, Mark A. Espeland, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso.

OTHER CONTRIBUTIONS

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CONFLICT OF INTERESTS

Research reported in this publication was supported by the National Institute on Aging of the National Institutes of Health and the content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health. Neither the National Institutes on Health, Mars, nor Pfizer contributed to any aspect of the trial including design and conduct of the study; collection, management, analysis, and interpretation of the data; preparation, review, or approval of the manuscript; or decision to submit the manuscript for publication. The authors have no competing interests to report. Author disclosures are available in the supporting information.

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SUPPORTING INFORMATION

Additional supporting information can be found online in the Supporting Information section at the end of this article.

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Original Research Article

Effect of multivitamin-mineral supplementation versus placebo on cognitive function: results from the clinic subcohort of the COcoa Supplement and Multivitamin Outcomes Study (COSMOS) randomized clinical trial and meta-analysis of 3 cognitive studies within COSMOS

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A B S T R A C T

Background: Longer effects of multivitamin-mineral (MVM) supplementation on late-life cognitive function remain untested using in-person, detailed neuropsychologic assessments. Furthermore, insufficient evidence exists for healthcare providers to recommend daily MVM supplements to prevent cognitive decline.

Objectives: This study aimed to test MVM effects on cognitive change using in-person, detailed neuropsychologic assessments and conduct a meta-analysis within COSMOS (COcoa Supplement and Multivitamin Outcomes Study) cognitive substudies for a robust evaluation of MVM effects on cognition.

Methods: COSMOS is a 2 × 2 factorial trial of cocoa extract (500 mg flavanols/d) and/or a daily MVM supplement for cardiovascular disease and cancer prevention among 21,442 United States adults aged ≥60 y. There were 573 participants in the clinic subcohort of COSMOS (that is, COSMOS-Clinic) who completed all cognitive tests administered at baseline. For the meta-analysis, we included nonoverlapping participants across 3 COSMOS cognitive substudies: COSMOS-Clinic (n = 573); COSMOS-Mind (n = 2158); COSMOS-Web (n = 2472).

Results: In COSMOS-Clinic, we observed a modest benefit of MVM compared with placebo on global cognition over 2 y {mean difference [95% confidence interval (CI)] = 0.06 SD units (SU) (−0.003, 0.13)}, with a significantly more favorable change in episodic memory [mean difference (95% CI) = 0.12 SU (0.002, 0.23)] but not in executive function or attention [mean difference (95% CI) = 0.04 SU (−0.04, 0.11)]. The meta-analysis of COSMOS substudies showed clear evidence of MVM benefits on global cognition [mean difference (95% CI) = 0.07 SU (0.03, 0.11); P = 0.0009] and episodic memory [mean difference (95% CI) = 0.06 SU (0.03, 0.10); P = 0.0007]; the magnitude of effect on global cognition was equivalent to reducing cognitive aging by 2 y.

Abbreviations: 3MS, Modified Mini-Mental State; ADRD, Alzheimer's disease and related dementias; CCI, Center for Clinical Investigation; CE, cocoa extract; CERAD, Consortium to Establish a Registry for Alzheimer's Disease; CI, confidence interval; COSMOS, COcoa Supplement and Multivitamin Outcomes Study; CVD, cardiovascular disease; EBMT, East Boston Memory Test; IU, international unit; MVM, multivitamin-mineral; PHS II, Physicians' Health Study II; RCT, randomized clinical trial; STIDA, Structured Telephone Interview for Dementia Assessment; SU, SD units; τ^2, tau squared; TMT, Trail Making Test.

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Q4 **Conclusions:** In COSMOS-Clinic, daily MVM supplementation leads to a significantly more favorable 2-y change in episodic memory. The meta-analysis within COSMOS cognitive substudies indicates that daily MVM significantly benefits both global cognition and episodic memory. These findings within the COSMOS trial support the benefits of a daily MVM in preventing cognitive decline among older adults.

This trial was registered at COSMOS—clinicaltrials.gov as NCT02422745, at COSMOS-Mind—clinicaltrials.gov as NCT03035201, and at COSMOS-Web—clinicaltrials.gov as NCT04582617. Q5

Q6 *Keywords*: multivitamin-multimineral supplementation, cognition, randomized clinical trial, meta-analysis

Introduction

By 2060, nearly 1 in 4 Americans will be aged ≥65 y—an age group at elevated risk of cognitive decline and Alzheimer's disease and related dementias (ADRD) [1,2]. Studies have shown that even modest deficits in cognitive function during aging can predict worsened cognitive decline and an increased risk of ADRD in late life [3,4]; these early signs of cognitive decline may be delayed through a safe, efficacious, and broadly applicable intervention, such as a multivitamin-mineral (MVM) supplement. Although a few long-term randomized clinical trials (RCTs) have tested MVM supplements on cognitive change in older adults [5–7], effects remain untested using in-person detailed neuropsychologic assessments, capturing subtle changes across multiple cognitive domains.

A typical broad-based MVM supplement contains most or all essential vitamins and minerals at lower levels than individual supplements to target multiple biologic pathways to support cognitive health [8–10]. Prior RCTs examining single or smaller combinations of nutrients have shown no or limited benefits on late-life cognition [9–13]. Only 3 long-term RCTs (>12 mo) have tested a daily broad-based MVM on cognitive change in older adults. In the Physicians' Health Study II (PHS II), telephone-based cognitive assessments began after an average duration of 2.5 y following randomization to intervention groups and found no MVM benefits on cognition [5]. In the COSMOS (COcoa Supplement and Multivitamin Outcomes Study), initial cognitive assessments took place before randomization for COSMOS-Mind (n = 2262; telephone-based) [6] and COSMOS-Web (n = 3960; computer-based) [7] and found evidence of MVM benefits on cognitive function. However, in-person, detailed neuropsychologic assessments, with the potential to measure subtle changes across multiple cognitive domains, have not been previously conducted to confirm the effects of MVM supplementation on cognitive function among older adults.

Therefore, we tested the effects of MVM supplementation on cognitive change in the clinic subcohort of 573 COSMOS participants (that is, COSMOS-Clinic) who underwent in-person detailed neuropsychologic assessments at baseline and 2 y. Because COSMOS is unique in integrating 3 separate cognitive ancillary studies, all of which had prerandomization and follow-up neuropsychologic assessments within the broader parent trial, a meta-analysis among nonoverlapping participants (n > 5000) across COSMOS-Clinic, COSMOS-Mind, and COSMOS-Web was conducted to evaluate the strength of evidence regarding the effects of an MVM on cognition with potential clinical and public health relevance.

Methods

COSMOS trial

COSMOS is a recently completed randomized, double-blind, placebo-controlled, 2 × 2 factorial design testing cocoa extract (CE; Mars Edge; 500 mg flavanols/d, including 80 mg (−)-epicatechin) and/or a daily MVM supplement (Haleon; Centrum Silver®) for cardiovascular disease (CVD) and cancer prevention in 21,442 United States adults, aged ≥60 y; protocol details and main findings are published elsewhere [14–16]. Randomization was performed using a computer-generated sequential list of random allocations for the 4 treatment combinations. The random allocation sequence was created using SAS version 9.4 (SAS Institute) and was stratified by sex, age (5-y bins), and recruitment source (that is, mass mailings to Women's Health Initiative Extension Study participants, or mass mailings to participant recruitment pools from large studies led by Brigham and Women's Hospital). All trial investigators, examiners, and participants were masked to treatment group assignment. Randomization occurred from June 2015 through March 2018; randomized treatment ended on 31 December, 2020, and this was the final date of follow-up.

The exclusion criteria for the COSMOS trial were as follows: *1*) history of myocardial infarction or stroke (individuals with other cardiovascular events, including transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, and stent were permitted); *2*) diagnosis of cancer except for nonmelanoma skin cancer within the past 2 y; *3*) other serious illnesses precluding participation; *4*) unwillingness to forego the use of CE, multivitamins, vitamin D (>1000 international unit (IU)/d), or high-dose calcium (>1200 mg/d) supplements during the trial; *5*) extreme sensitivity to caffeine; *6*) <75% compliance to study pills during the study period; and *7*) inability to communicate in English. Regarding compliance, participants answered study pill adherence questions (that is, number of days per month taking study pills from their monthly calendar packs) in questionnaires every 6 mo [14].

COSMOS-clinic cognitive substudy

A subcohort of 603 participants from the parent COSMOS trial who lived within driving distance of the Center for Clinical Investigation (CCI) at Brigham and Women's Hospital (that is, COSMOS-Clinic) were invited to complete detailed, in-person health evaluations at CCI, which included 45-min neuropsychologic evaluations at baseline and 2 y [14]. All participants provided written informed consent, and study approvals were obtained from the Institutional Review Board at Mass General Brigham. COSMOS-Clinic cognitive substudy analyses were prespecified as tertiary aims on the clinicaltrials.gov registration page of COSMOS (NCT02422745).

COSMOS-clinic cognitive substudy procedures

Study procedures followed a protocol developed before clinic enrollment and randomization (see Supplemental Methods A). Of 603 COSMOS participants enrolled in the COSMOS-Clinic subcohort, 602 were interested in neuropsychologic evaluations and completed hearing screening [17] and the Clock-in-the-Box test [18], a rapid (1–2 min) cognitive screening test, followed by the Modified Mini-Mental State (3MS) [19], a measure of general cognition. Participants without serious hearing impairment were administered these additional neuropsychologic measures: *1*) Consortium to Establish a Registry for

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Alzheimer's Disease [(CERAD) immediate total learning, delayed recall, and recognition] [20,21], *2*) immediate and delayed recall trials of the East Boston Memory Test (EBMT) [22], *3*) 2 category fluency tests (naming animals and vegetables) [20], *4*) Trail Making Tests (TMTs) A and B [23], and *5*) Digit Span Backwards [24]. COSMOS-Clinic neuropsychologic assessments were conducted at baseline and follow-up an average of 2 y later (interquartile range: 2.0–2.1 y).

COSMOS-clinic: ascertainment of primary and secondary outcomes

In COSMOS-Clinic, our primary outcome was the global cognition composite (averaging mean standardized (*z*) scores of 11 tests: 3MS; CERAD immediate total learning, delayed recall, and recognition; immediate and delayed EBMT recall trials; 2 category fluency tests; TMT-A and TMT-B; Digit Span Backwards), with higher *z*-scores reflecting better performance.

Secondary outcomes were composites of episodic memory (averaging *z*-scores of 4 tests: EBMT immediate and delayed recall trials, and CERAD immediate total learning and delayed recall) and executive function/attention (averaging z-scores of 5 tests: 2 category fluency tests, TMT-A, TMT-B, and Digit Span Backwards). We standardized follow-up composite scores using fixed baseline means and SDs of the respective cognitive measures.

Meta-analysis: description of COSMOS cognitive substudies

In the meta-analysis, we included nonoverlapping participants across the 3 COSMOS cognitive substudies: *1*) COSMOS-Clinic ($n = 573$; in-person cognitive assessments over 2 y); *2*) COSMOS-Mind ($n = 2158$; annual telephone-based cognitive assessments for 3 y) [6]; and *3*) COSMOS-Web ($n = 2472$; annual computer-based cognitive assessments for 3 y) [7]. MVM findings of COSMOS-Mind and COSMOS-Web are published elsewhere [6,7]. We prioritized COSMOS-Clinic, followed by COSMOS-Mind, and then COSMOS-Web study samples to exclude overlapping participants across these studies. Our selection favored a study with a smaller sample size when choosing data of overlapping participants across these studies.

Meta-analysis: coprimary cognitive outcomes

Global cognition and episodic memory were prespecified as the coprimary cognitive outcomes for this meta-analysis because of their relevance to age-related cognitive decline and ADRD. Global cognition reflects overall ability across multiple cognitive domains; episodic memory declines with aging and is typically the primary cognitive domain affected by AD, the leading cause of dementia [25].

Supplemental Table 1 provides a list of neuropsychologic measures used in each COSMOS cognitive substudy to assess meta-analysis outcomes. The COSMOS-Clinic and COSMOS-Mind cognitive substudies had parallel approaches to assessing global cognition and episodic memory outcomes. The COSMOS-Web was specifically designed to examine the treatment effects on hippocampus-mediated episodic memory [7]. As a result, COSMOS-Web did not report global cognition as a prespecified cognitive endpoint. Thus, the meta-analysis of global cognition included nonoverlapping participants from the COSMOS-Clinic and COSMOS-Mind studies. Regarding the meta-analysis of episodic memory, we included nonoverlapping participants across 3 COSMOS cognitive substudies.

Statistical analyses

COSMOS-clinic: main analyses

The study was designed to have >80% power to detect an effect size of 0.12 SD units (SU) or greater in the global cognition composite score comparing MVM and placebo groups, with a planned sample size of 500 and assumed 10% loss to follow-up (see Supplemental Methods B).

The analysis for the effect of MVM supplementation compared with placebo included all randomly assigned participants, regardless of pill compliance, participation in the year 2 follow-up, and scores from all cognitive assessments (baseline or year 2); 573 participants who completed all neuropsychologic tests at baseline made up the sample (see CONSORT diagram, Figure 1). Descriptive characteristics of participants were compared between MVM and placebo groups. To examine the mean difference in change in global cognition over time between the MVM and placebo groups, we used repeated measures models over a 2-y follow-up time with an unstructured covariance matrix to incorporate the within-participant correlation. Models were adjusted for the prespecified design variables: age, sex, randomization to CE, and CE effect over time (that is, time-x-CE). We estimated the mean difference between the MVM and placebo groups in change in global cognition score over time using a time-x-MVM interaction. Regarding model assumptions, the averaged z-score cognitive outcomes met assumptions for normality and missing data were considered missing at random; as the repeated measures models can handle missing data, all participants contributed to the analysis at 1 or both time points. Models were fitted by maximum likelihood and we used Wald tests for statistical testing [26]. For secondary outcomes, we constructed repeated measures models with the abovementioned model specifications and covariates adjustment.

COSMOS-clinic: subgroup analyses

We addressed whether the effect of MVM supplementation compared with placebo on global cognitive change over 2 y was modified by design variables or subgroups selected *a priori* on the basis of the importance in cognitive decline and ADRD [27,28]: age (<70 or ≥70 y); sex; self-identified racial and ethnic group {non-Hispanic White, or other racial and ethnic groups [Black or African American, Hispanic (not Black or African American)], Asian, Native Hawaiian or other Pacific Islander, American Indian or Alaska Native, and multiple or unknown race and/or unknown ethnicity; see details in Table 1}; CE randomization group; healthy diet adherence level (tertiles of the Alternative Healthy Eating Index-2010 score) [29]; baseline general cognition score (3MS tertiles); presence of subjective cognitive concerns [0 or ≥1 points on Structured Telephone Interview for Dementia Assessment (STIDA)] [30]; body mass index (<25, 25–29, ≥30 kg/m^2); history of CVD (on the basis of self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent), hypertension, type 2 diabetes, and depression.

For all COSMOS-Clinic analyses, tests were two-sided, and a P value < 0.05 was used for statistical significance. The analyses of secondary outcomes and subgroups were considered hypothesis generating and were not adjusted for multiple comparisons; thus, results should be interpreted with caution.

Meta-analysis of prespecified outcomes within COSMOS cognitive substudies

We performed a meta-analysis for the effect of MVM supplementation on global cognition and episodic memory using

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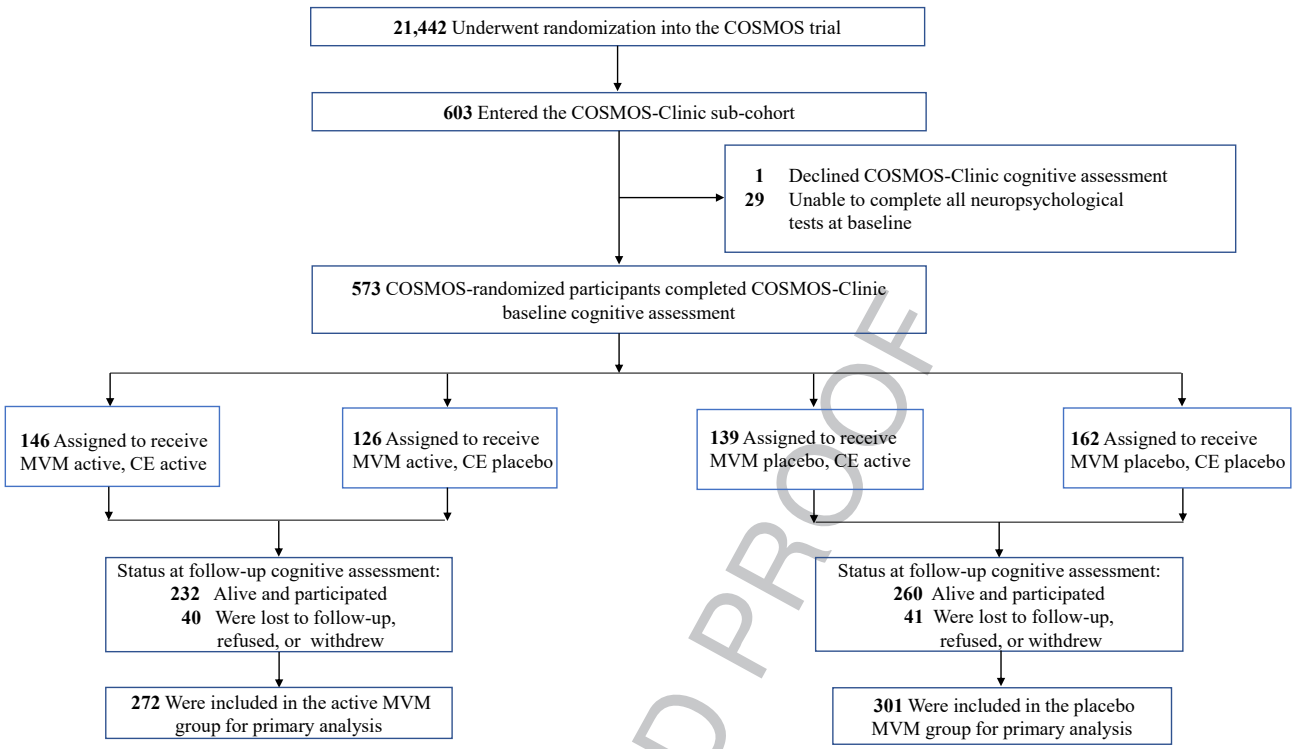

FIGURE 1. Flow of participants in the COSMOS-Clinic cognitive substudy. CE, cocoa extract; COSMOS, the COcoa Supplement and Multivitamin Outcomes Study [14–16]; MVM, multivitamin-mineral.

random-effects models. The outcomes were mean standardized (z) scores, relative to baseline, in each cognitive substudy; the study-specific estimates were pooled, and a summary effect estimate [95% confidence interval (CI)] and P value were reported. Heterogeneity across substudies (using the Q statistic) and between-study variance [using tau squared (τ^2)] were examined using the %METAANAL macro (DerSimonian–Laird method) [31,32]. Tests were two-sided; for an α-level of 0.05 with 2 coprimary outcomes, $P < 0.025$ was used to indicate statistical significance for each coprimary outcome after Bonferroni correction [33].

All analyses were performed using SAS version 9.4 (SAS Institute) and R version 4.1.1 (R Foundation for Statistical Computing).

Results

Of the 603 COSMOS-Clinic participants, 573 completed all neuropsychologic tests at baseline (Figure 1). Among these 573 participants, 81 (14.1%) were lost to follow-up, refused follow-up cognitive assessment, or withdrew from the study before the follow-up cognitive assessment; 492 of 573 (85.9%) completed all neuropsychologic assessments at baseline and 2 y. Among participants who returned study pill adherence questionnaires (98% of this sample), 95.5% in the MVM group, and 95.3% in the placebo group reported adequate study pill adherence (that is, taking ≥75% study pills per month) at year 1. At 2 y, 90.9% of the MVM group and 90.0% of the placebo group reported adequate study pill adherence. This report includes results regarding the effects of MVM on cognition in the COSMOS-Clinic cognitive substudy; results regarding the effects of CE on cognition are described elsewhere [34].

COSMOS-clinic: baseline characteristics

There were 272 participants randomly assigned to MVM, and 301 were randomly assigned to placebo. The mean (SD) age was 69.6 (5.3) y, females comprised 49.2%, and 37.9% reported prerandomization use of multivitamins (Table 1). Descriptive characteristics were comparable across treatment groups.

COSMOS-clinic: main analyses

Participants randomly assigned to MVM compared with placebo showed a modest benefit in global cognition over 2 y; the mean difference in change in global cognition score, relative to baseline, was 0.06 SU (95% CI: −0.003, 0.13) (Table 2).

Regarding secondary outcomes, MVM supplementation compared with placebo led to a statistically significant more favorable change in episodic memory; the mean difference in change in episodic memory score, comparing the MVM and placebo groups, was 0.12 SU (95% CI: 0.002, 0.23) (Table 2). To assess the clinical importance of findings, we compared the observed estimate of the treatment effect with the estimate within the multivariable model for a 1-y increase in participant age, because age is the most robust predictor of cognitive decline. The estimate for the association between a 1-y difference in age at baseline and a 2-y change in episodic memory was −0.025 SU; this translates to the effect of a 2-y MVM supplementation that was equivalent to 4.8 y less aging in episodic memory than placebo. In contrast, there was no MVM benefit for executive function or attention over 2 y in this sample.

COSMOS-clinic: subgroup analyses

We did not observe significant interactions by selected subgroups for the effect of MVM supplementation compared with placebo on

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TABLE 1
Characteristics of COSMOS-Clinic cognitive substudy participants at baseline

Characteristic	No. (%) of participants[1]	
	MVM group (n = 272)	Placebo group (n = 301)
Age, mean (SD)	69.3 (5.1)	69.8 (5.5)
Sex, n (%)		
Male	139 (51.1)	152 (50.5)
Female	133 (48.9)	149 (49.5)
Randomization to CE supplement		
Active group	146 (53.7)	139 (46.2)
Placebo group	126 (46.3)	162 (53.8)
Self-reported racial and ethnic group,[2] n (%)		
Non-Hispanic White	267 (98.2)	286 (95.0)
Other racial and ethnic groups	5 (1.8)	15 (5.0)
Education, n (%)	(n = 268)	(n = 297)
≤College	107 (39.9)	151 (50.8)
After college	161 (60.1)	146 (49.2)
BMI, median (IQR), (kg/m^2)	27.1 (24.1–30.4)	27.3 (24.5–30.6)
Leisure-time physical activity, median (IQR), MET (h/wk)	21.5 (6.9–36.1)	19.0 (9.1–37.3)
Adherence to a healthy diet, AHEI-2010 (points), n (%)	(n = 246)	(n = 275)
Lowest tertile (15.5–38.5)	68 (27.6)	101 (36.7)
Middle tertile (39.5–47.5)	84 (34.2)	90 (32.7)
Highest tertile (48.5–72.5)	94 (38.2)	84 (30.6)
Smoking status, n (%)	(n = 269)	(n = 298)
Never	147 (54.7)	164 (55.0)
Past or current	122 (45.4)	134 (45.0)
Frequency of alcohol use, n (%)	(n = 256)	(n = 286)
Never or rarely	54 (21.1)	69 (24.1)
Monthly	20 (7.8)	13 (4.6)
Weekly	99 (38.7)	114 (39.9)
Daily	83 (32.4)	90 (31.5)
Regular use of multivitamin supplement, n (%)	105 (38.6)	112 (37.3)
History of hypertension, n (%)	125 (46.0)	157 (52.2)
History of CVD,[3] n (%)	16 (6.0)	19 (6.4)
History of diabetes, n (%)	25 (9.2)	38 (12.7)
History of high-cholesterol medication, n (%)	109 (40.2)	116 (38.7)
History of depression, n (%)	80 (29.5)	77 (25.8)
Baseline cognitive outcomes, SU, mean (SD)		
Primary outcome		
Global cognition composite[4]	0.02 (0.57)	−0.02 (0.54)
Secondary outcomes		
Episodic memory composite[5]	0.01 (0.74)	−0.01 (0.72)
Executive attention or function composite[6]	0.04 (0.65)	−0.04 (0.66)
Presence of subjective cognitive complaints,[7] n (%)		
Yes	86 (31.6)	98 (32.6)
No	186 (68.4)	203 (67.4)

Abbreviations: 3MS, Modified Mini-Mental State Examination [19]; AHEI, alternative healthy eating index; CE, cocoa extract; CERAD, Consortium to Establish a Registry for Alzheimer's Disease [20,21]; COSMOS, COcoa Supplement and Multivitamin Outcomes Study; CVD, cardiovascular disease; IQR, interquartile range; MET, metabolic equivalent of task; MVM, multivitamin-mineral; SU, SD units.

[1] Unless otherwise indicated. The percentages may not sum to 100 because of rounding.

[2] In the COSMOS prerandomization questionnaire, participants were presented with the following categories of race and asked to check all that apply: American Indian or Alaska Native; Black or African American; Asian; Native Hawaiian or other Pacific Islander; White; Unknown. Regarding ethnicity, participants were asked to select one of these options: Hispanic; non-Hispanic; Unknown. On the basis of the responses, we derived a binary variable for self-reported racial and ethnic background, with categories of non-Hispanic White and other racial and ethnic groups (Black or African American; Hispanic (not Black or African American); Asian; Native Hawaiian or other Pacific Islander; American Indian or Alaska Native; multiple races or unknown race and/or unknown ethnicity).

[3] On the basis of the self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent.

[4] Global cognition composite was obtained by averaging z-scores of 11 tests: 3MS [19], immediate and delayed recalls of the East Boston Memory Test [22], category fluency tests (naming animals and vegetables) [20], tests from CERAD (immediate learning, delayed recall, recognition) [20,21], Trail Making Tests A and B [23], and Digit Span Backwards [24].

[5] Episodic memory composite was obtained by averaging z-scores of 4 tests: immediate and delayed recalls of the East Boston Memory Test [22], and CERAD immediate learning and delayed recall tests [20,21].

[6] Executive function or attention composite was obtained by averaging z-scores of 5 tests: category fluency tests (naming animals and vegetables) [20], Trail Making Tests A and B [23], and Digit Span Backwards [24].

[7] Subjective cognitive complaints were ascertained using the Structured Telephone Interview for Dementia Assessment (STIDA) [30].

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TABLE 2
Adjusted mean difference in change in cognitive outcomes over a 2-y follow-up, comparing MVM and placebo groups[1]

	MVM group		Placebo group		Adjusted mean difference (95% CI) for change over a 2-y follow-up, SU
	N	Mean (SE)[2]	*N*	Mean (SE)[2]	
Primary outcome					
Global cognition[3]					
Baseline	272	0.02 (0.03)	301	−0.01 (0.03)	
Year 2	232	0.19 (0.03)	260	0.09 (0.03)	0.06 (−0.003, 0.13)
Secondary outcomes					
Episodic memory[4]					
Baseline	272	0.01 (0.04)	301	−0.01 (0.04)	
Year 2	232	0.36 (0.04)	260	0.23 (0.04)	0.12 (0.002, 0.23)
Executive function or attention[5]					
Baseline	272	0.03 (0.04)	301	−0.03 (0.04)	
Year 2	232	0.05 (0.04)	260	−0.05 (0.04)	0.04 (−0.04, 0.11)

Abbreviations: 3MS, Modified Mini-Mental State Examination [19]; CE, cocoa extract; CERAD, Consortium to Establish a Registry for Alzheimer's Disease [20, 21]; CI, confidence interval; MVM, multivitamin-mineral; SU, SD units.

[1] Results are from the repeated measures model; all participants contributed to the repeated measure analysis at 1 and/or both time points. Models were controlled for baseline age, sex, randomization to the CE group, and CE effect over time (that is, CE-x-time).

[2] Mean and SEs (in SU) are calculated from a multivariable model adjusted by age, sex, randomization to the CE group, and CE effect over time (that is, CE-x-time). The analyses of secondary outcomes were not adjusted for multiple comparisons.

[3] Global cognition composite was obtained by averaging *z*-scores of 1 tests: 3MS [19], immediate and delayed recalls of the East Boston Memory Test [22], category fluency tests (naming animals and vegetables) [20], tests from CERAD (immediate learning, delayed recall, recognition) [20,21], Trail Making Tests A and B [23], and Digit Span Backwards [24].

[4] Episodic memory composite was obtained by averaging *z*-scores of 4 tests: immediate and delayed recalls of the East Boston Memory Test [22], and CERAD immediate learning and delayed recall tests [20,21].

[5] Executive function or attention composite was obtained by averaging *z*-scores of 5 tests: category fluency tests (naming animals and vegetables) [20], Trail Making Tests A and B [23], and Digit Span Backwards [24].

global cognitive change over 2 y (Figure 2); furthermore, there was no significant interaction between the MVM and CE interventions for global cognition (P-interaction = 0.46).

Meta-analysis of prespecified outcomes within COSMOS cognitive substudies

The meta-analysis results for global cognition (Figure 3) show that participants randomly assigned to the MVM group compared with placebo had a statistically significant more favorable change in global cognition over time (mean difference (95% CI): 0.07 (0.03, 0.11) SU; P = 0.0009); findings remained significant after Bonferroni correction. The overall effect was not heterogeneous across studies (P-heterogeneity = 0.88), with no between-study variance (τ^2 = 0%).

The meta-analysis results for episodic memory (Figure 3) show that participants randomly assigned to the MVM group compared with placebo had a statistically significant more favorable change in episodic memory over time [mean difference (95% CI): 0.06 (0.03, 0.10) SU; P = 0.0007]; findings remained significant after Bonferroni correction. The overall effect was not heterogeneous across studies (P-heterogeneity = 0.61), with no between-study variance (τ^2 = 0%).

Regarding the clinical importance of our meta-analysis findings: the magnitude of the effect of MVM supplementation compared with placebo on global cognition score was equivalent on average to the difference observed between participants 2 y apart in age (that is, 2 y less cognitive aging).

Discussion

We observed a statistically significant beneficial effect of MVM supplementation compared with placebo on episodic memory in the well-characterized COSMOS-Clinic subcohort of 573 participants. Furthermore, our meta-analysis among over 5000 nonoverlapping participants across the 3 COSMOS cognitive substudies showed clear evidence of MVM benefits on both global cognition and episodic memory. Regarding clinical importance, the effect of daily MVM supplementation on global cognition over a duration of 2–3 y may translate to a reduction in cognitive aging by 2 y compared with placebo. Overall, our findings provide support for the benefits of an MVM supplement in preventing cognitive decline among older adults.

There is biologic plausibility for the findings, as combinations of vitamins and minerals interact with multiple biologic pathways that support cognitive health, and nutritional and micronutrient deficiencies in older adults may elevate risk of cognitive decline [8]. Prior RCTs testing single or limited combinations of vitamins or minerals on cognitive change have usually shown null results; however, short treatment durations (≤12 mo), lack of a baseline prerandomization cognitive assessment, the specific cognitive tests administered, insufficient statistical power, reliance on a post hoc analysis, or a combination of these factors limit cross-study comparisons [9–13]. In addition to the COSMOS-Clinic cognitive substudy, 3 other RCTs (that is, PHS II, COSMOS-Mind, and COSMOS-Web) [5–7] have investigated long-term (>12 mo) effects of a typical broad-based MVM on cognitive change among older adults. In COSMOS-Clinic, MVM supplementation led to better episodic memory scores over time compared with placebo; similar benefits were observed in COSMOS-Mind and COSMOS-Web studies [6,7]. Although COSMOS-Clinic had the smallest sample among the 3 COSMOS cognitive substudies, the estimate of the MVM effect on episodic memory was larger in the COSMOS-Clinic. The use of in-person assessments in COSMOS-Clinic, including the addition of tests from the CERAD, may have enhanced measurement precision.

Our meta-analysis of findings within COSMOS regarding the cognitive benefits of MVM supplementation among older adults has

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Subgroup	No. of participants	Adjusted mean difference (95% CI) in change, SU	P−interaction[2]
Age, years			0.78
<70	334	0.05 (−0.03, 0.14)	
70+	239	0.07 (−0.03, 0.18)	
Sex			0.88
Female	282	0.06 (−0.03, 0.16)	
Male	291	0.06 (−0.03, 0.14)	
Self−reported racial and ethnic group[3]			0.07
Non−Hispanic White	553	0.05 (−0.01, 0.12)	
Other racial and ethnic groups	20	0.41 (0.04, 0.78)	
Randomization to CE supplement			0.46
Active group	285	0.09 (−0.004, 0.18)	
Placebo group	288	0.04 (−0.05, 0.13)	
AHEI−2010, points (range)			0.32
Lowest tertile (15.5−38.5)	169	0.09 (−0.04, 0.23)	
Middle tertile (39.5−47.5)	174	0.07 (−0.04, 0.19)	
Highest tertile (48.5−72.5)	178	0.01 (−0.09, 0.11)	
Body mass index, kg/m^2			0.83
Normal, <25.0	173	0.06 (−0.06, 0.19)	
Overweight, 25.0−29.9	230	0.09 (−0.01, 0.19)	
Obesity, 30.0+	170	0.04 (−0.07, 0.15)	
CVD[4]			0.90
Yes	35	0.06 (−0.15, 0.28)	
No	528	0.06 (−0.008, 0.13)	
Depression			0.28
Yes	157	0.11 (0.006, 0.22)	
No	413	0.04 (−0.04, 0.12)	
Hypertension			0.35
Yes	282	0.04 (−0.05, 0.12)	
No	291	0.09 (−0.004, 0.18)	
Diabetes			0.20
Yes	63	0.20 (0.001, 0.40)	
No	509	0.05 (−0.01, 0.12)	
General cognitive function (3MS),[5] points(range)			0.57
Lowest tertile (74.0−95.0)	188	0.12 (−0.01, 0.24)	
Middle tertile (96.0−98.0)	180	0.02 (−0.09, 0.14)	
Highest tertile (99.0−100.0)	205	0.06 (−0.05, 0.16)	
Presence of subjective cognitive complaints[6]			0.83
Yes	184	0.07 (−0.06, 0.19)	
No	389	0.05 (−0.02, 0.13)	

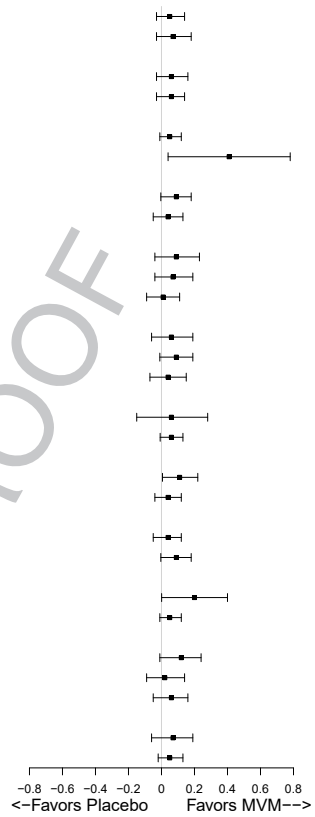

FIGURE 2. Adjusted mean difference in change in global cognition composite over a 2-y follow-up comparing MVM and placebo groups, according to prespecified subgroups.[1] 3MS, Modified Mini-Mental State [19]; AHEI, alternative healthy dietary index [29]; CE, cocoa extract; CI, confidence interval; CVD, cardiovascular disease; MVM, multivitamin-mineral; SU, SD units.

[1]Analyses were performed using repeated measures models adjusted for baseline age, sex, randomization to the CE group, and CE effect over time (that is, CE-x-time). All participants contributed to the repeated measure analysis at 1 and/or both time points. Adjusted mean differences (95% CI) between MVM and placebo groups in global cognition scores over a 2-y follow-up period are shown within subgroups. Analyses were not adjusted for multiple comparisons.

[2]*P*-interaction is from the 1-df test of the subgroup-x-treatment-x-follow-up time interaction term in the model.

[3]In the COSMOS prerandomization questionnaire, participants were presented with the following categories of race and asked to check all that apply: American Indian or Alaska Native; Black or African American; Asian; Native Hawaiian or other Pacific Islander; White; Unknown. Regarding ethnicity, participants were asked to select one of these options: Hispanic; non-Hispanic; Unknown. On the basis of the responses, we derived a binary variable for self-reported racial and ethnic background, with categories of non-Hispanic White and other racial and ethnic groups [Black or African American; Hispanic (not Black or African American); Asian; Native Hawaiian or other Pacific Islander; American Indian or Alaska Native; multiple race or unknown race and/or unknown ethnicity].

[4]On the basis of the self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent.

[5]For this subgroup analysis, we excluded the *z*-score of the general cognition test from the global cognition composite.

[6]Subjective cognitive complaints were ascertained using the Structured Telephone Interview for Dementia Assessment (STIDA) [30].

important implications for future clinical practice and scientific research. In clinical settings, MVM supplements merit greater consideration as a recommended treatment strategy to prevent cognitive decline among older adults without dementia at baseline. Also, in both PHS II and COSMOS, long-term MVM use is safe without notable adverse effects. Regarding implications for scientific research, further investigations should confirm findings among participants from more diverse backgrounds, with greater representation of the entire United States population. Additionally, future studies may incorporate ADRD biomarkers (for example, amyloid, tau), -omics (for example, epigenomics, microbiome, metabolomics), or genetics (for example, apolipoprotein E genotype) in an experimental framework to provide novel insights into how MVM supplements work to prevent cognitive decline and for whom they may be most effective.

Outside of the 3 COSMOS cognitive ancillaries (that is, COSMOS-Clinic, COSMOS-Mind, and COSMOS-Web), no other RCTs in the literature to date featured both prerandomization and follow-up neuropsychologic assessments, a comprehensive MVM supplement intervention (containing ≥20 vitamins and minerals), intervention durations of 12 mo or longer, and sufficiently large sample sizes ($n \geq 500$). Results regarding the MVM intervention in COSMOS cognition ancillaries differ from earlier findings in PHS II ($n = 5947$; mean age: 71.6 y), in which no MVM benefits on cognitive change were observed over an average follow-up of 10 y [5]. However, important differences between the COSMOS and PHS II trials should be noted. First, COSMOS included both older males and females, whereas PHS II included only older males. Second, PHS II started cognitive testing, on average, 2.5 y after randomization. As a result, cognitive benefits associated with MVM supplementation over the first 2–3 y of follow-up, observed in 3 COSMOS cognitive substudies, might have been missed in PHS II. Third, differences may be explained by subtle distinctions in the MVM formulations (Centrum Silver) from

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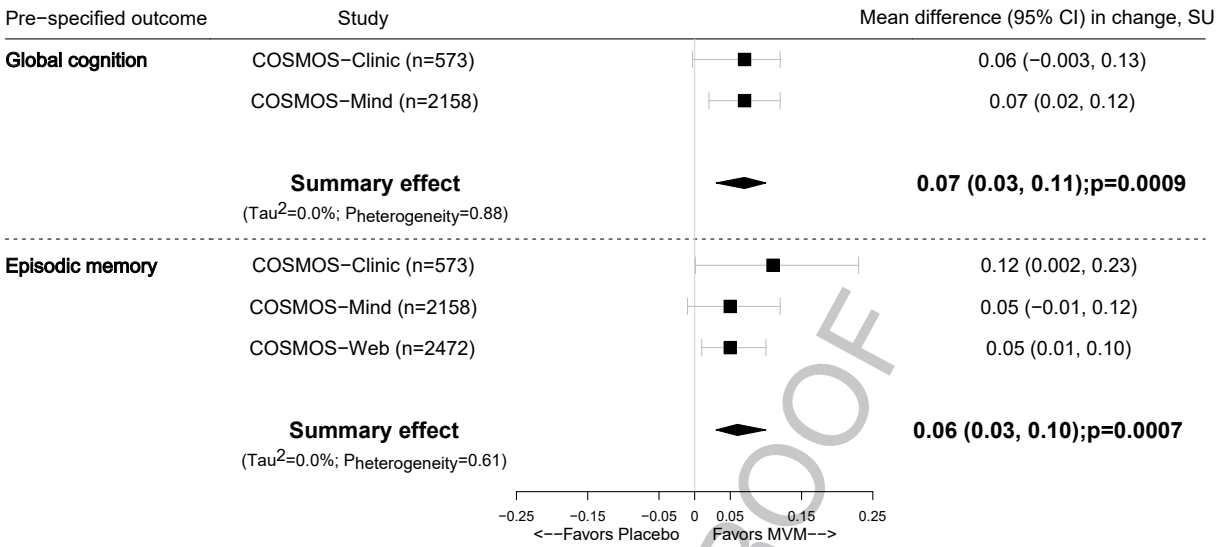

FIGURE 3. Meta-analyses of findings of global cognition and episodic memory, comparing MVM and placebo groups, among nonoverlapping participants across COSMOS cognitive substudies.[1] CI, confidence interval; COSMOS, COcoa Supplement and Multivitamin Outcomes Study [14–16]; MVM, multivitamin-mineral; SU, SD units.

[1]Meta-analysis was performed using random-effects models. A pooled summary effect estimate with 95% (CI) was reported. Heterogeneity across substudies (using the Q statistic) and between-study variance [using tau squared (τ^2)] were examined using the %METAANAL macro (DerSimonian–Laird method) [31, 32]. $P < 0.025$ was used to indicate statistical significance for each coprimary outcome after Bonferroni correction [33].

PHS II to COSMOS (Supplemental Table 2), particularly with the addition of lutein and lycopene for COSMOS.

Study strengths should be noted: well-characterized sample; detailed in-person neuropsychologic assessments that assessed subtle changes across multiple cognitive domains; high adherence and retention rates. Furthermore, this report makes a unique contribution by including a meta-analysis of over 5000 COSMOS participants from 3 cognitive substudies randomly assigned to an MVM supplement compared with placebo with prerandomization and follow-up assessments, providing clear evidence for cognitive benefits of MVM supplementation among older adults.

There were also study limitations. First, COSMOS had relatively low racial and ethnic diversity, which may limit generalizability. Second, we are unable to determine whether specific individual vitamins or minerals of the MVM supplement may explain our observed cognitive benefits. Furthermore, we do not know whether these favorable results associated with the COSMOS MVM supplement (Centrum Silver) can be generalized to other broad-based MVM supplements, as our findings may or may not represent a class effect. Third, we did not control for type-1 error in secondary outcomes and subgroup analyses in COSMOS-Clinic; these findings should be considered exploratory. Fourth, although useful for clinical translation, a simplified approach to addressing the clinical relevance of daily MVM in terms of years of aging has inherent limitations.

Q7 In conclusion, among 573 COSMOS-Clinic subcohort participants who underwent repeat in-person, detailed neuropsychologic assessments over 2 y, MVM supplementation led to a statistically significantly more favorable change in episodic memory compared with placebo. A meta-analysis of 3 COSMOS cognitive substudies ($n >$ 5000) provided clear evidence that daily MVM use showed benefits for both global cognition and memory among older adults; the magnitude of effect on global cognition appears equivalent to reducing cognitive aging by 2 y. Our findings warrant consideration by clinical guidelines committees for the role of daily MVM use in preventing cognitive decline in older adults.

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Author contributions

The authors' responsibilities were as follows – CMV, OIO: had full access to all of the data in the study and took responsibility for the integrity of the data and the accuracy of the data analysis; CMV, JEM, HDS, OIO: concept and design; all authors: acquisition, analysis, or interpretation of data; CMV: initial drafting of the manuscript; all authors: critical revision of the manuscript for important intellectual content; CMV, JEM, NRC, OIO: statistical analysis; JEM, HDS: obtained funding; and JEM, HDS, NRC, OIO: supervision.

Conflict of interest

CMV has received research support from Nestlé-Purina Petcare Company, Mars Edge, and American Foundation for Suicide Prevention. JEM has received research support from Mars Edge. HDS has received research support from Mars Edge, Pure Encapsulations, and Pfizer Inc., and honoraria and/or travel for lectures from the Council for Responsible Nutrition, BASF, NIH, and American Society of Nutrition during the conduct of the study. AMB has received research support from Mars Edge. OIO receives royalties from Springer Publishing for a book on late-life depression prevention. OIO has received research support from the NIH and the Alzheimer's Association. LDB received funding for COSMOS-Mind from the NIH. MAE receives research

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support from the NIH and the Alzheimer's Association. MAE is also compensated for service on a Steering Committee for a study conducted by Nestle. No other authors have disclosures to report.

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Data availability

Data described in the manuscript, code book, and analytic code will be made available upon request. The dataset(s) will be de-identified before release for sharing. We will make the data and associated documentation available to users only under a data-sharing agreement. Details on the availability of the study data to other investigators will be Q9 on our study website at https://cosmostrial.org/.

Appendix A. Supplementary data

Supplementary data to this article can be found online at https://doi.org/10.1016/j.ajcnut.2023.12.011.

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Original Research Article

Multivitamin Supplementation Improves Memory in Older Adults: A Randomized Clinical Trial

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A B S T R A C T

Background: Maintenance of cognitive abilities is of critical importance to older adults, yet few effective strategies to slow cognitive decline currently exist. Multivitamin supplementation is used to promote general health; it is unclear whether it favorably affects cognition in older age.
Objectives: To examine the effect of daily multivitamin/multimineral supplementation on memory in older adults.
Methods: The COcoa Supplement and Multivitamin Outcomes Study Web (COSMOS-Web) ancillary study (NCT04582617) included 3562 older adults. Participants were randomly assigned to a daily multivitamin supplement (Centrum Silver) or placebo and evaluated annually with an Internet-based battery of neuropsychological tests for 3 y. The prespecified primary outcome measure was change in episodic memory, operationally defined as immediate recall performance on the ModRey test, after 1 y of intervention. Secondary outcome measures included changes in episodic memory over 3 y of follow-up and changes in performance on neuropsychological tasks of novel object recognition and executive function over 3 y.
Results: Compared with placebo, participants randomly assigned to multivitamin supplementation had significantly better ModRey immediate recall at 1 y, the primary endpoint ($t(5889) = 2.25$, $P = 0.025$), as well as across the 3 y of follow-up on average ($t(5889) = 2.54$, $P = 0.011$). Multivitamin supplementation had no significant effects on secondary outcomes. Based on cross-sectional analysis of the association between age and performance on the ModRey, we estimated that the effect of the multivitamin intervention improved memory performance above placebo by the equivalent of 3.1 y of age-related memory change.
Conclusions: Daily multivitamin supplementation, compared with placebo, improves memory in older adults. Multivitamin supplementation holds promise as a safe and accessible approach to maintaining cognitive health in older age. This trial was registered at clinicaltrials.gov as NCT04582617.

Keywords: multivitamins, cognition, aging, remote testing, clinical trial, diet

Introduction

The maintenance of cognitive abilities is a top priority for older adults [1]. Healthy dietary patterns are implicated in slowing cognitive aging and may explain some degree of inter-individual differences in cognitive change over time [2]. Many older adults believe that taking vitamins or dietary supplements delays cognitive impairment [3], yet few larger-scale, longer-term randomized trials have rigorously tested this assumption. Although observational data suggest an association

Abbreviations: aHEI, alternative Healthy Eating Index; COSMOS, COcoa Supplement and Multivitamin Outcomes Study; CVD, cardiovascular disease; DSMB, Data Safety Monitoring Board; ITT, intention-to-treat.

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between selected blood-derived vitamin concentrations, such as vitamin B_{12}, and cognition [4,5], results from randomized trials of multivitamins and cognitive change in older adults are mixed, with some meta-analytic evidence of improvement to immediate verbal memory [6] and others suggesting a null effect [7–9].

The recently completed COcoa Supplement and Multivitamin Outcomes Study (COSMOS; NCT02422745), a 2 × 2 factorial trial that examined the effect of dietary flavanol and multivitamin/multimineral (hereafter referred to as multivitamin) supplementation compared with placebo on cardiovascular and cancer outcomes in 21,442 older women and men with 3.6 y of follow-up [10–12], included 2 cognitive ancillary studies (Figure 1). In the COSMOS-Mind ancillary study, 2262 COSMOS participants underwent telephone-administered cognitive assessments over 3 y and reported that multivitamin supplementation benefited global cognition compared with placebo, an effect that was more prominent among participants reporting a history of cardiovascular disease (CVD) [13].

Here, we report results from the COSMOS-Web (NCT04582617) ancillary study, which was designed to examine the effects of dietary flavanol and multivitamin supplementation on hippocampus-mediated cognition in older adults after 1 y of intervention. There is converging work that the hippocampus is particularly susceptible to the effects of normal aging [14], and our previous intervention studies with dietary supplementation showed a positive effect on the hippocampus, indexed both by neuroimaging [15] and neuropsychological assessment [16]. This report focuses on the multivitamin intervention of COSMOS-Web; and the results of the cocoa flavanol intervention are reported separately [17]. In addition to providing the opportunity to replicate multivitamin results from the COSMOS-Mind ancillary study [13], the COSMOS-Web study extends these findings by focusing on outcomes hypothesized to be particularly vulnerable in aging through a novel approach to cognitive outcome assessment. We hypothesized that multivitamin supplementation, similar to our previous observations with cocoa flavanol supplementation, would affect hippocampus-mediated aspects of declarative memory. To test this hypothesis, we designed the COSMOS-Web cognitive battery, which included neuropsychological outcome measures designed to be sensitive to cognitive changes typically seen in older adults and to capture the dynamic range of cognitive function. A unique and innovative design element of the study was that neuropsychological outcome measures were collected remotely via self-administered Web-based assessment tools.

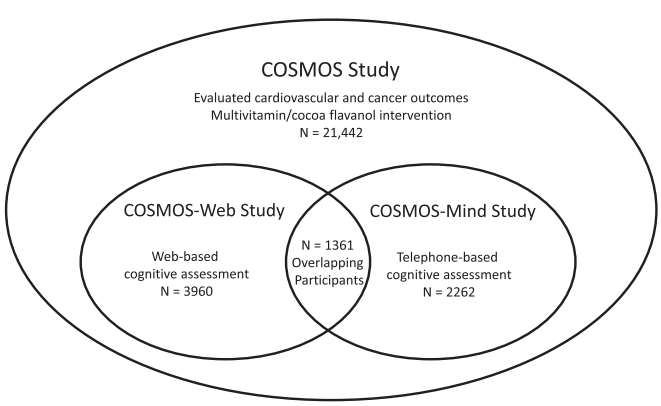

FIGURE 1. The COSMOS study and its ancillary studies. COSMOS, COcoa Supplement and Multivitamin Outcomes Study.

Methods

COSMOS trial

COSMOS-Web (NCT04582617) is an ancillary study to the COSMOS trial (NCT02422745), which examined the effects of daily cocoa extract and multivitamin supplementation for 3 y in a 2 × 2 double-blind, randomized controlled factorial design on cardiovascular and cancer outcomes. The nationwide recruitment of the COSMOS study population (N = 21,442) was described previously [10–12,18]. The 2 COSMOS intervention arms included 500 mg/d cocoa flavanol extract (including 80 mg (–)-epicatechin) capsules or a placebo (provided by Mars Edge) and a Centrum Silver daily multivitamin or placebo (provided by Pfizer Consumer Healthcare [now Haleon]; see [18] and Supplemental Data 1 for further details). Randomization occurred between April 2016 and March 2018. A computer-generated permuted block approach, blinded to study investigators, was used to randomly assign equal proportions of eligible participants to 1 of 4 treatment arms, as described previously [18]: *1*) active multivitamin + active cocoa extract; *2*) active multivitamin + cocoa extract placebo; *3*) active cocoa extract + multivitamin placebo; or *4*) cocoa extract placebo + multivitamin placebo. Randomization was stratified by gender, age (separate 5-y groups for women and men), and recruitment source, as described previously [18]. Active multivitamin and matching placebo and active cocoa extract and placebo were packaged in blinded monthly calendar packs and regularly sent to participants by US mail. Major exclusion criteria for the main COSMOS trial were age (<65 y for women, <60 y for men), history of myocardial infarction or stroke; diagnosis of invasive cancer within the past 2 y; other serious illnesses precluding participation; unwillingness to stop the use of cocoa extract, multivitamins, high dose vitamin D (>2000 IU/d), or high dose calcium (>1200 mg/d) supplements during the trial; extreme sensitivity to caffeine; <75% compliance to study pills during ≥2-mo placebo run-in period; and inability to communicate in English. Compliance was assessed during the placebo run-in from self-reports on mailed questionnaires returned from participants. After randomization and during follow-up, participants were sent questionnaires via mail or REDCap every 6 mo, on which they self-reported the number of pills missed during a typical month.

COSMOS-Web

COSMOS-Web (NCT04582617) was designed to test the primary hypothesis that supplementation with dietary flavanols improves memory over 1 y [15,16,19]. We separately reported the results for the primary arm of COSMOS-Web that examined the effect of dietary flavanol supplementation on cognitive outcomes [17]. Because the COSMOS-Web ancillary study was embedded in the parent COSMOS trial, we could additionally examine the effect of daily multivitamin supplementation. The COSMOS-Web prespecified primary outcome was performance on the immediate recall trial of the ModRey test [20] following 1 y of intervention. Prespecified secondary outcomes included change in ModRey immediate recall performance after 2 and 3 y, ModRey retention (the ratio of delayed recall to immediate recall), performance on tests of novel object recognition (ModBent; [15]), and executive function (Flanker; [21]). Our decision to assess the primary outcome at the 1-y endpoint was constrained by the design of the parent COSMOS trial and based on our interest in examining a sustained effect of the supplementation when adherence and study pill compliance would be highest to maximize statistical power and reduce potential bias from selective dropouts. Leveraging the 3-y design of the main COSMOS trial, we additionally assessed performance after 2 and 3 y, and averaged over the 3-y follow-up period, as secondary outcomes.

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Participants

During the enrollment process, participants in the COSMOS trial were mailed an invitation to enroll in the COSMOS-Web study. The COSMOS-Web enrollment period spanned from August 2016 to August 2017. In addition to inclusion criteria for the COSMOS trial, the COSMOS-Web study required participants to have access to an Internet-connected computer. Instructions on how to access the study online were emailed to the participants who enrolled in COSMOS-Web. Participants received a $15 gift card for attempting each annual assessment, regardless of completion. COSMOS-Web received ethical approval from the Institutional Review Boards at Partners Healthcare/Mass General Brigham and Columbia University.

Participants completed the baseline COSMOS-Web assessment during the placebo run-in period to evaluate compliance and continued eligibility before randomization. Subsequently, they completed follow-up COSMOS-Web assessments annually for 3 y after the baseline assessment. All assessments used the same COSMOS-Web cognitive

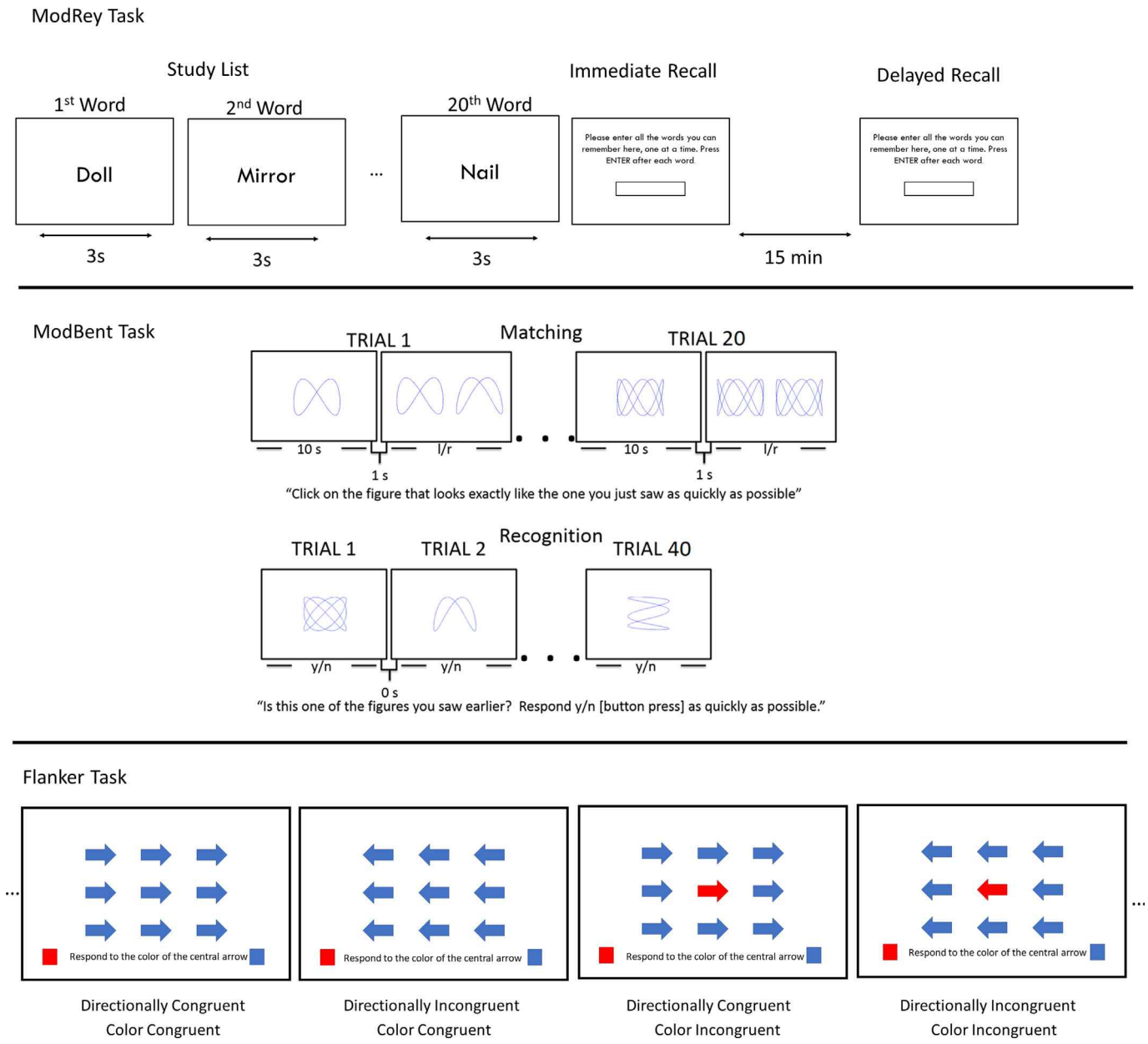

FIGURE 2. Schematic depiction of the COSMOS-Web Tasks: *1*) ModRey list learning task: Participants were presented with a list of 20 words, one at a time, for 3 s each, with the instruction to try to remember the words. Recall was assessed, by having participants type in all the words they remembered, immediately after the word list was presented, and again after ~15-min delay, following administration of the other tests in the battery. To account for the possibility of typographical errors, responses with ≥80% match to the letters in the original word were scored as correct, unless they spelled out a different common English word. For example, for "river," "riber" would be counted as correct, but "rider" would not. *2*) ModBent object recognition task: Participants first complete 20 matching trials where they are shown a stimulus and are asked to pick it out from an array of two stimuli. Then participants complete 40 forced-choice recognition trials where they indicate if a given stimulus had been studied in the matching trials, and *3*) Flanker task: Participants are shown an array of colored arrows, and asked to indicate the color of the central arrow as a test of executive control. Trials vary on directional congruency (that is, whether the direction of the arrow matches the correct response) and color congruency (that is, whether the surrounding arrows are the same color as the central arrow). COSMOS, COcoa Supplement and Multivitamin Outcomes Study.

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battery, with counterbalancing on stimulus sets presented across sessions and participants.

COSMOS-Web online platform

Neuropsychological outcome measures were collected via the self-administered COSMOS-Web cognitive battery on home computers. Cognitive tests were administered using the Inquisit-Web platform (Millisecond Software). Following instructions, participants downloaded an Inquisit-Web client and the COSMOS-Web battery on their home computers, where the software was operated locally to avoid latency variability in reaction time measurements. After the completion of the battery, participants' performance data were uploaded automatically to the Inquisit servers. A phone helpline was provided to aid participants if they had technical difficulties.

The COSMOS-Web cognitive battery consisted of 3 neuropsychological instruments, the ModRey, the ModBent, and the Flanker test. The ModRey immediate recall trial [20] is the outcome measure designed to be most sensitive and specific to hippocampus function [22] and we, therefore, prespecified it as our primary outcome measure. Although the ModBent task [15,16] was previously proposed as a primary outcome based on its association with dentate gyrus function, we had concerns about its psychometric properties and changed it to a secondary outcome before the completion of the trial and before analyzing any data in the trial. The Flanker test reflects prefrontal cortex function [21] and the retention trial of the ModRey test reflects entorhinal cortex function [23], a cognitive operation not hypothesized to be differentially affected by normal aging. We included the Flanker and ModRey retention trials to test the specificity of our hypothesis regarding hippocampus function.

In addition to using well-established paradigms in the cognitive aging literature and previous literature providing evidence for the validity of these paradigms in the target population [15,16,20,21,24–26], we conducted a small pilot study (unpublished) confirming that in a group of community-dwelling older adults performance assessed with the remote battery was comparable with the performance on the original, in-person, versions of the outcomes.

Cognitive battery

The COSMOS-Web cognitive battery included the following tasks (Figure 2):

- One-trial ModRey, a 20-item word recall task measuring episodic memory [20]. The primary outcome measure was the number of words recalled immediately (immediate recall), which is related to hippocampus function [22]. The secondary outcome measure was the ratio of words recalled after a delay to words recalled immediately (retention), which relates to entorhinal cortex function [23]. The delay trial was administered after administration of the other tests in the battery.
- Short-form ModBent, a test of novel object recognition [15]. The outcome measure was the reaction time to correctly reject the lures during the recognition trials. This task is related to the functioning of the dentate gyrus of the hippocampus [15].

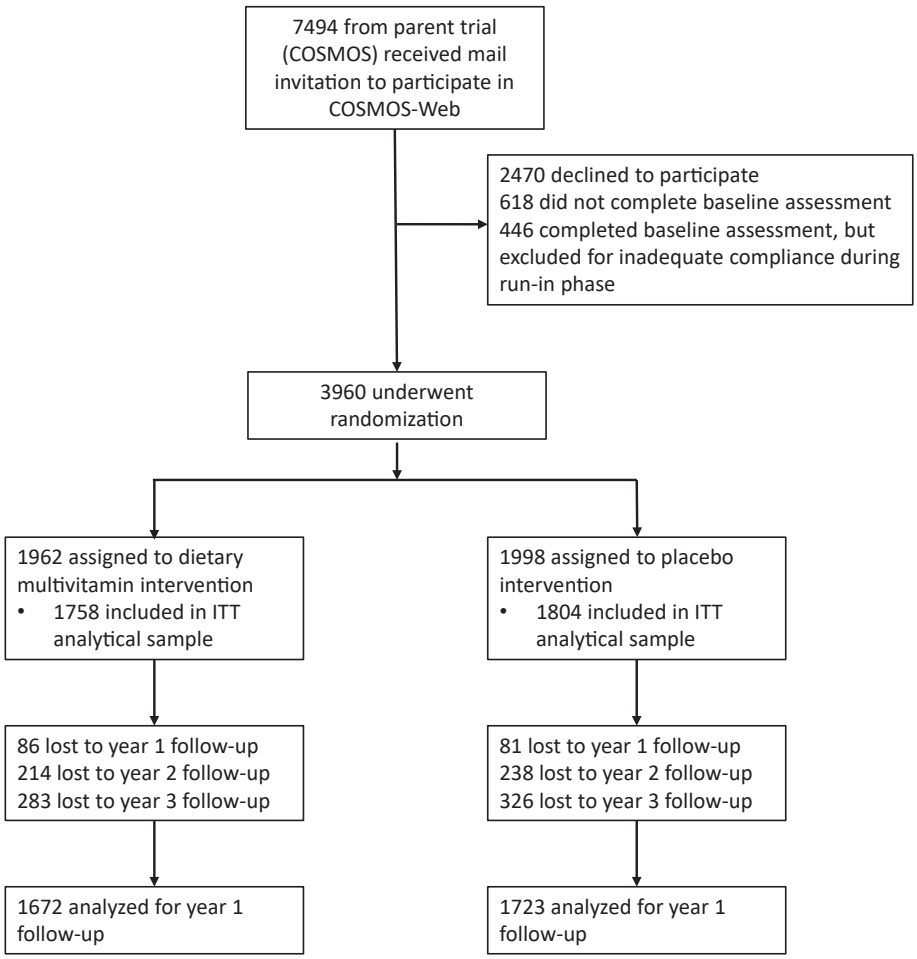

FIGURE 3. CONSORT diagram. ITT, intention-to-treat.

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- Color/Directional Flanker, a measure of executive control [21]. The outcome measure was the size of the directional Flanker effect (that is, the difference in reaction time between directionally congruent and incongruent trials). Performance on this task is mediated by the prefrontal cortex [21].

Statistical analysis

An intention-to-treat (ITT) analysis included randomly assigned participants who had a baseline plus ≥1 follow-up measurement completed (years 1, 2, or 3) regardless of pill compliance [18]; 3562 (90.0%) participants made up the ITT sample (see CONSORT diagram, Figure 3). The proportion of randomly assigned participants included in the ITT analysis was similar between treatment groups [$n = 1758$ of 1962 (89.6%) multivitamin group; $n = 1804$ of 1998 (90.3%) placebo group]. Completion of follow-up measurements for the primary outcome, ModRey, at years 1, 2, and 3 among the ITT sample was 95.3%, 87.3%, and 82.9%. Pill compliance (not missing >8 d/mo of study pills) based on self-reported pill counts was high among the ITT sample (6, 12, 18, 24, 30, and 36 mo: 94.4%, 91.8%, 87.0%, 86.6%, 82.7%, and 77.1%, respectively) with no difference between randomly assigned groups at any assessment (all $\chi^2(2) \leq 4.4$, all $P \geq 0.10$). We also defined a nonoverlapping sample as the subset of 2475 participants who did not participate in the related COSMOS-Mind study [13].

A per-protocol sample was defined as the subset of participants who met the definition for pill compliance in the first year. A total of 3189 participants in the ITT sample were included in the per-protocol sample. Task data were set to missing for the years 2 and 3 visits if a participant reported having missed >8 doses/mo at any of the compliance assessments preceding the given visit. Analyses were conducted with SAS 9.4.

Demographic, clinical, and baseline cognitive data were summarized in the ITT sample by treatment group, along with standardized absolute mean differences between groups (values > 0.25 were considered to be nontrivial imbalance due to chance).

Linear mixed-effects models tested for differences between treatment groups in changes in the primary outcome (ModRey immediate recall) from baseline to the 1-y follow-up visit within the ITT sample, the nonoverlapping sample, and the per-protocol sample. Additional linear mixed-effects models were used for secondary outcomes (ModRey immediate recall from baseline to the 2- and 3-y follow-up, and averaged over all 3 y of follow-up, ModRey retention, ModBent correct rejection, and Flanker direction effect from baseline to 1-, 2- and 3-y follow-up visits). Predictors were the baseline value of the respective outcome, dichotomous treatment (multivitamin or placebo), categorical visit, treatment × visit interaction, and a random intercept to account for repeated measures. For all mixed-effects models, missing data for follow-up were accounted for under a missing at-random assumption. Cohen's d effect sizes were calculated for all estimated treatment differences using baseline standard deviations of each variable across all participants to allow the direct comparison of magnitude. These analyses were repeated with the nonoverlapping and the per-protocol samples. A linear regression model tested the association between age and baseline ModRey immediate recall scores to estimate the expected memory decline for each year of aging. The mean treatment difference was divided by the expected memory decline per

TABLE 1
Baseline demographic, dietary, and cognitive testing data across intervention groups in COSMOS-Web

Measure	Total sample ($N = 3562$)		Placebo ($N = 1804$)		Multivitamin ($N = 1758$)		Absolute standardized mean difference[1]
	N	% or M (SD)	N	% or M (SD)	N	% or M (SD)	
Demographics							
Age	3562	71.0 (4.6)	1804	71.0 (4.6)	1758	70.9 (4.5)	0.021
Gender							
Men	1180	33.1%	602	33.4%	578	32.9%	0.010
Women	2382	66.9%	1202	66.6%	1180	67.1%	0.010
Race							
White	3322	93.3%	1686	93.5%	1636	93.1%	0.016
African American	88	2.5%	47	2.6%	41	2.3%	0.018
Hispanic	51	1.4%	25	1.4%	26	1.5%	0.008
Other race or multiple	54	1.5%	22	1.2%	32	1.8%	0.049
Asian or Native Hawaiian	6	0.2%	2	0.1%	4	0.2%	0.028
American Indian or Alaska Native	41	1.2%	22	1.2%	19	1.1%	0.013
Education							
Missing	23	0.6%	7	0.4%	16	0.9%	0.065
High school	173	4.9%	97	5.4%	76	4.3%	0.049
Some college	1387	38.9%	693	38.4%	694	39.5%	0.022
Completed college or more	1979	55.6%	1007	55.8%	972	55.3%	0.011
Baseline diet							
Alternate Healthy Eating Index	3344	43.3 (10.8)	1692	43.4 (11.0)	1652	43.2 (10.6)	0.023
Baseline health							
History of CVD							
No	3396	95.3%	1725	95.6%	1671	95.1%	0.027
Yes	166	4.7%	79	4.4%	87	4.9%	0.027
Baseline testing							
ModRey immediate recall	3560	7.16 (3.22)	1803	7.21 (3.19)	1757	7.10 (3.26)	0.034
ModRey retention	3342	0.86 (0.43)	1707	0.84 (0.34)	1635	0.88 (0.51)	0.082
ModBent correct rejection	3548	2759.56 (1333.59)	1796	2747.93 (1222.19)	1752	2771.47 (1439.12)	0.018
Flanker direction effect	3561	31.50 (57.93)	1804	33.06 (58.60)	1757	29.89 (57.21)	0.055

Abbreviations: COSMOS, COcoa Supplement and Multivitamin Outcomes Study.
[1] Standardized absolute mean difference is calculated as the difference between treatment groups divided by the overall standard deviation. Values >0.25 are considered to be non-trivial imbalance due to chance.

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year of aging to determine the effect of multivitamin intervention in years of cognitive aging.

Based on results from the COSMOS-Mind study [13], which showed differential effects of multivitamin supplementation by baseline history of CVD, we conducted post hoc analyses that examined the interaction of treatment condition and baseline history of CVD, controlling for baseline performance and the interaction between history of CVD and baseline performance. History of CVD was defined as a dichotomous variable indicating a self-reported history of any of the following at baseline: transient ischemic attack, congestive heart failure, coronary artery bypass graft, percutaneous transluminal coronary angioplasty, or stent (those with a prior history of myocardial infarction or stroke at baseline were excluded from the parent trial).

In COSMOS, safety data were routinely collected via follow-up questionnaires sent to participants every 6 mo for 16 different prespecified self-reported symptoms and conditions. We also collected data on spontaneous reports from participants via phone, e-mail, or other communications. These and other self-reported outcomes collected on follow-up questionnaires were systematically evaluated by an external Data and Safety Monitoring Board (DSMB) to ensure that there were no adverse safety signals that warranted consideration.

Results

Baseline characteristics

Characteristics of the 3562 participants included in the ITT sample are displayed in Table 1. Baseline demographic characteristics, performance on the outcome measures, and alternative Healthy Eating Index (aHEI; [27]) scores were similar between the randomly assigned multivitamin and placebo groups. The nonoverlapping sample of COSMOS-Web participants differed slightly from the overall ITT sample (Supplemental Table 1). Baseline demographic, dietary, and cognitive characteristics were similar between groups in the per-protocol sample and were comparable to the overall COSMOS-Web sample (Supplemental Table 2).

Multivitamin supplementation improved memory

A linear mixed-effects model using the ITT sample showed that, compared with placebo, participants receiving multivitamin supplementation had significantly greater improvement in ModRey immediate recall memory between baseline and year 1 (Table 2 and Figure 4), the primary prespecified outcome for the study. Performance on the ModRey improved from a mean of 7.10 words at baseline to 7.81 words after 1 y in the multivitamin supplementation group and from an average of 7.21 words at baseline to 7.65 words after 1 y in the placebo group. The contrast estimate of the multivitamin compared with placebo effect averaged across all 3 y of follow-up demonstrated a significant effect of the multivitamin intervention, suggesting that the memory improvement is sustained, on average, over ≥3 y postbaseline (Table 2). In contrast, secondary outcomes did not differ significantly between groups in any of the follow-up years. The same effect on the primary outcome remained significant in the nonoverlapping sample that did not include participants co-enrolled in COSMOS-Mind (Supplemental Table 3), and in the per-protocol sample (Supplemental Table 4).

Treatment differences in terms of age-related memory differences

Each year of aging was associated with a baseline ModRey immediate recall memory reduction of 0.074 words ($B = -0.074$; 95% CI: 0.056, 0.092; $\beta = -0.110$; $P < 0.001$). Dividing the mean treatment difference of the multivitamin intervention compared with placebo at the 1-y primary endpoint by this value suggests that the effect of multivitamin supplementation was equivalent to ~3.1 y of age-related memory change on the ModRey.

Multivitamin supplementation and history of CVD

Individuals with a history of CVD had lower baseline ModRey scores than those without a history of CVD (mean difference = 1.04 words, SE = 0.26 words, $t(3558) = 4.05$, $P < 0.0001$). In the ITT sample, the effect of multivitamin supplementation on improvement in ModRey immediate recall memory at the 1-y follow-up was significantly higher than placebo in participants reporting a history of CVD compared with participants with no history of CVD [mean difference in treatment differences = 1.24 words, SE = 0.48 words, $t(5885) = 2.60$, $P = 0.009$ (Supplemental Table 5)]. The same effect was observed in the per-protocol sample [mean difference in treatment differences = 1.29 words, SE = 0.51 words, $t(4638) = 2.29$, $P = 0.011$ (Supplemental Table 6)], but only trended toward significance in the nonoverlapping sample [mean difference in treatment differences = 1.05 words, SE = 0.60 words, $t(4292) = 1.40$, $P = 0.081$ (Supplemental Table 7)].

Safety

Overall in the COSMOS trial, comparing side effects of multivitamin supplementation with placebo included lower rates of stomach pain, diarrhea, skin rash, and bruising, but an increased rate of gastrointestinal bleeding [12].

Discussion

Daily multivitamin supplementation improved immediate recall memory after 1 y among older adults, above practice effects observed in a placebo group. Examining the change from baseline averaged over 3 y, the effect of multivitamin supplementation on memory was sustained over the 3 y of the COSMOS trial. In contrast, we found that multivitamin supplementation did not significantly affect memory retention, executive function, or novel object recognition. Based on cross-sectional analysis of the association between age and performance on the ModRey, we estimated that the effect of the multivitamin intervention improved memory performance above placebo by the equivalent of 3.1 y of age-related memory change. Our study provides evidence that multivitamin supplementation can help maintain or enhance cognitive functioning in later life, a top health concern among older adults [1]. Although our observed effect size is small and may not be noticeable to all individuals receiving multivitamin supplementation, even small effect sizes can result in large health benefits at the population level [28]. Vitamin supplementation is relatively inexpensive, accessible, and has a few adverse effects, and thus might be a potentially useful population health intervention. In addition to its documented impact on nutritional status and selected health outcomes [29–31], our study provides a strong parallel replication of the findings in the COSMOS-Mind ancillary study [13], which found benefits for a multivitamin on a global composite cognitive score and on composite scores for memory and executive function, including among individuals with a history of CVD who might have insufficient or deficient micronutrient concentrations [32]. We found very similar benefits for memory, and we also confirmed that multivitamin supplementation may improve memory after 1 y among nonoverlapping participants

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TABLE 2

Longitudinal mixed effect model results of the randomized multivitamin intervention on primary (ModRey immediate recall) and secondary (ModRey retention, ModBent correct rejection, Flanker direction effect) outcomes (ITT analyses)

Time point	Placebo				Multivitamin				Treatment difference			
	N	Raw mean (SD)	Raw mean change from baseline (SD)	Within group *P* value	*N*	Raw mean (SD)	Raw mean change from baseline (SD)	Within group *P* value	Mean (SE)[1]	Cohen's *d*	Test statistic	*P* value
Primary endpoint: ModRey: Immediate Recall												
Baseline	1803	7.21 (3.19)			1757	7.10 (3.26)						
Year 1	1722	7.65 (3.28)	0.43 (3.33)	<.001	1671	7.81 (3.37)	0.70 (3.30)	<.001	0.23 (0.10)	0.070	$t(5889) = 2.25$	0.025
Secondary endpoints: ModRey: Immediate Recall												
Year 2	1565	8.03 (3.26)	0.77 (3.40)	<.001	1543	8.06 (3.39)	0.91 (3.43)	<.001	0.09 (0.10)	0.028	$t(5889) = 0.86$	0.391
Year 3	1477	8.17 (3.39)	0.92 (3.22)	<.001	1475	8.28 (3.43)	1.13 (3.39)	<.001	0.16 (0.11)	0.050	$t(5889) = 1.50$	0.133
Overall[2]									0.15 (0.06)	0.048	$t(5889) = 2.54$	0.011
ModRey: Retention												
Baseline	1668	0.85 (0.34)			1593	0.88 (0.50)						
Year 1	1489	0.87 (0.54)	0.02 (0.62)	0.233	1428	0.86 (0.37)	−0.01 (0.60)	0.793	−0.02 (0.02)	0.039	$t(4989) = -1.02$	0.307
Year 2	1394	0.85 (0.41)	0.00 (0.52)	0.301	1348	0.87 (0.48)	−0.01 (0.68)	0.558	0.02 (0.02)	0.045	$t(4989) = 1.14$	0.254
Year 3	1301	0.85 (0.39)	0.01 (0.51)	0.625	1294	0.86 (0.43)	−0.02 (0.57)	0.810	0.00 (0.02)	0.007	$t(4989) = 0.17$	0.862
ModBent: Correct rejection												
Baseline	1766	2747.73 (1219.25)			1721	2774.06 (1446.39)						
Year 1	1646	2814.83 (1325.91)	70.89 (1497.58)	0.047	1598	2789.45 (1404.38)	18.09 (1676.45)	0.439	−38.07 (45.16)	0.028	$t(5573) = -0.84$	0.399
Year 2	1509	2815.80 (1338.84)	51.73 (1532.25)	0.113	1482	2758.24 (1375.31)	2.31 (1631.12)	0.906	−48.26 (46.84)	0.036	$t(5573) = -1.03$	0.303
Year 3	1415	2813.40 (1286.66)	71.35 (1500.78)	0.091	1415	2803.16 (1428.16)	53.16 (1565.08)	0.218	−15.49 (47.99)	0.012	$t(5573) = -0.32$	0.747
Flanker: Direction effect												
Baseline	1773	32.59 (57.95)			1722	29.50 (56.82)						
Year 1	1654	27.62 (56.92)	−4.85 (73.62)	0.004	1598	26.24 (51.29)	−3.32 (71.39)	<0.001	−0.92 (1.86)	0.016	$t(5581) = -0.50$	0.619
Year 2	1511	28.32 (53.49)	−4.95 (69.16)	0.022	1481	25.33 (47.16)	−4.02 (70.31)	<0.001	−2.47 (1.93)	0.043	$t(5581) = -1.28$	0.201
Year 3	1419	24.01 (53.97)	−9.11 (73.11)	<0.001	1417	23.60 (56.94)	−5.96 (77.59)	<0.001	0.21 (1.99)	0.004	$t(5581) = 0.11$	0.916

[1] Treatment effect controlling for baseline.

[2] Overall is the contrast estimate of the multivitamin compared with placebo effect averaged across all 3 y derived from the longitudinal mixed-effects model.

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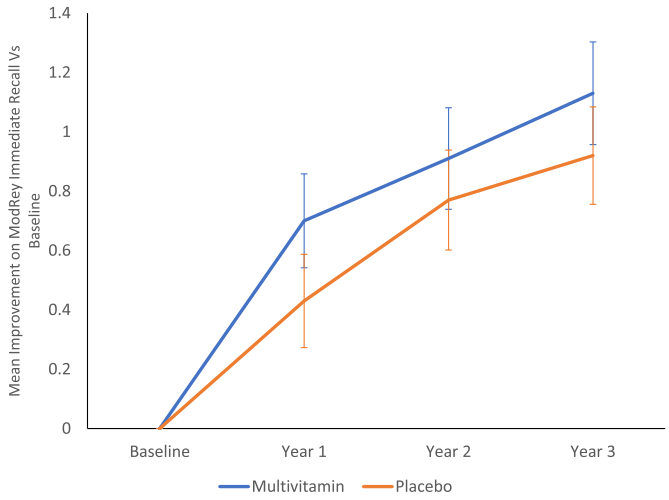

FIGURE 4. Mean improvement on ModRey immediate recall between treatment groups. Error bars represent 95% CIs.

between the 2 ancillary studies. Participants in the 2 treatment arms had very similar baseline dietary patterns, as indexed by the aHEI (Table 1), which were consistent with averages from the US population [33]. We therefore do not believe that differences in background dietary quality confounded the results and we did not have a priori or prespecified hypotheses with respect to effect modification by dietary status. A major innovation of our study was the incorporation of novel neuropsychological outcome measures, designed specifically to detect subtle aspects of cognitive aging that were self-administered via a Web-based platform. This approach affords several advantages over traditional methods that rely on in-person testing with traditional neuropsychological instruments. We assessed thousands of participants in ~15,000 individual testing sessions over 36 mo, which maximized statistical power and geographical representation. A previous trial that tested a multivitamin on cognitive outcomes [9] relied on clinical neuropsychological outcomes that were designed to detect frank cognitive impairment; these scales may result in performance at the ceiling for many participants and lack sensitivity to detect meaningful individual differences among cognitively healthy adults. That study, which included close to 6000 older men, showed that multivitamin supplementation did not affect a global cognition composite score over a period of ≤12 y [9]. Because the baseline cognition assessment was not performed until 2.5 y after randomization, the study could not assess the shorter-term effects of multivitamin supplementation.

We created the COSMOS-Web battery to capture variation in cognitive functioning among healthy older adults by designing tests with varying difficulty, without ceiling effects, and with the ability to capture finely calibrated reaction times. The computerized administration of the test removes systematic biases due to variable interexaminer and site reliability. We also explored whether the multivitamin supplementation differentially affected individuals with a history of CVD. Consistent with the recent report from Baker and colleagues [13], our results show a relatively stronger impact of multivitamin supplementation on memory among those reporting a history of CVD. Participants with a history of CVD had worse baseline memory performance than those without. However, after 1 y of multivitamin supplementation, their performance recovered to a level comparable to those without CVD. The implication here is that multivitamin supplementation might attenuate micronutrient deficits observed in people with CVD [34,35], which might underlie the reduced baseline memory performance.

Our study provides evidence that multivitamin supplementation has cognitive benefits but does not provide information about the underlying mechanisms that mediate this effect, or specific essential nutrients for cognitive aging [36]. We note that the selective effect of the multivitamin intervention on immediate recall memory—a cognitive operation that is particularly vulnerable in normal cognitive aging [37]—suggests that one possible mechanism for the cognitive effects of multivitamin intervention could be through micronutrient receptors in the hippocampus [38]. As the hippocampus is differentially affected by age, the detection of the cognitive effects of multivitamins in older adults might be most obvious with tasks that are hippocampus dependent. However, it is important to note that all cognitive tasks depend on networks of brain regions, and that multivitamin supplementation might also act on any number of other regions of the brain to produce the observed cognitive effects. Low vitamin concentrations, including vitamin B_{12} and vitamin D, may be linked to cognitive decline [4,5] and dementia [39,40]. We measured selected vitamin concentrations in the blood for a small subset of participants, confirming increases in folate, vitamin B_{12}, and serum 25(OH)D with multivitamin supplementation compared with placebo [12]. Future studies should examine specific nutrients or nutrient combinations that contribute to cognitive health in aging.

The strengths of the study are the large sample size, high compliance with study pills, methodological rigor of the clinical trial, and an innovative and highly scalable cognitive assessment. A key potential limitation of this study, however, is the generalizability of our results. Participants had to meet requirements to have a computer, a degree of computer skills, and internet connectivity and comprised more highly educated, mostly White participants. Therefore, our findings might not generalize to a more educationally and racially/ethnically diverse population. Further, although we could not perform a comprehensive clinical assessment of cognitive status at baseline, the large sample size and randomization scheme provide reassurance that participants with cognitive impairment at baseline would be evenly distributed between treatment groups.

In conclusion, in the COSMOS-Web ancillary study, daily multivitamin supplementation improved verbal memory in older adults at 1 y, an effect that was sustained, over the duration of the trial. Our findings provide support for the cognitive benefits found with multivitamin supplementation in a parallel and independent subcohort in COSMOS [13], warranting further consideration of multivitamin supplementation as a targeted, safe, and accessible approach to slow cognitive decline in older adults.

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The authors' responsibilities were as follows—L-KY, RS, HDS, JEM, and AMB designed the research; L-KY, HL-G, TC, and CH conducted the research; DMA and MW analyzed data; L-KY and AMB wrote the article; AMB had primary responsibility for final content. All authors read and approved the final manuscript.

Conflict of interest

HDS, JEM, and AMB received investigator-initiated grant support to their institutions from Mars Edge. Pfizer Consumer Healthcare (now Haleon) provided support through the partial provision of study pills and packaging. HDS received investigator-initiated grants from Pure Encapsulations and Pfizer Inc and honoraria and/or travel for lectures from the Council for Responsible Nutrition, BASF, NIH, and the American Society of Nutrition during the conduct of the study. No funding sources had a role in the design and conduct of the study; collection, management, analysis, and interpretation of the data; preparation, review, or approval of the manuscript; and the decision to submit the manuscript for publication.

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Data availability

Researchers interested in study data may contact the study principal investigators to request access. Data requests must be submitted in writing for approval by qualified individuals and will be reviewed by the study investigators. External investigators who are granted access to data for analysis must identify a COcoa Supplement and Multivitamin Outcomes Study (COSMOS)-Web investigator, who will participate in analyses and manuscript preparation as a coauthor. Researchers interested in accessing data related to the COSMOS parent trial (NCT02422745) should contact the administrators of that study.

Appendix A. Supplementary data

Supplementary data to this article can be found online at https://doi.org/10.1016/j.ajcnut.2023.05.011.

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To: Murphy, Alexander </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=8bd4135e0504497b97365a1b02717777-c2f99d08-35>; Ekstrand, Sarah </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=0fd592d4a2324b8a86fd0f5fb05a3337-2dfbba52-c8>
Cc:
Bcc:
Subject: FW: Vitamin Studies for HHS to use
Date: Tue Mar 26 2024 11:38:26 CDT
Attachments: Alzheimers Dementia 2022 Baker Effects of cocoa extract and a multivitamin on cognitive function.pdf
image001.png
Vyas 2024 COSMOS Clinic and MA.pdf
Yeung AJCN'23 COSMOS-Web.pdf

Let's discuss.

KKG

From: Lon Anderson <Lon.Anderson@policyworksllc.com>
Sent: Wednesday, February 7, 2024 10:24 AM
To: Malone, Carrie L. <cmalone@dhs.state.ia.us>; Garcia, Kelly K. <kgarcia@dhs.state.ia.us>; Robert Kruse <robert.kruse@idph.iowa.gov>
Subject: FW: Vitamin Studies for HHS to use

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning!

As a follow-up to the Director's meeting with Haleon, please see the attached studies as well

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as further discussion below. This can be used by the Department to promote vitamin usage on its social media platforms.

Any questions, let us know.

Lon

From: Alpa Shah <alpa.v.shah@haleon.com>
Sent: Wednesday, February 7, 2024 10:13 AM
To: Lon Anderson <lon_anderson@live.com>; Darius Lovett <darius.a.lovett@haleon.com>
Subject: RE: Senate companion to Rep. Shipley's bill

Hi Lon and Darius,

This is a nice summary from the MassGen PR statement you can also share with the full article pfds of the studies:

Third Major Study Finds Evidence that Daily Multivitamin Supplements Improve Memory and Slow Cognitive Aging in Older Adults | Mass General Brigham

Kind Regards,

Alpa

Alpa V. Shah, MS, RDN

Medical Lead - US Wellness Medical Affairs

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From: Alpa Shah <alpa.v.shah@haleon.com>
Sent: Tuesday, February 6, 2024 3:25 PM
To: Darius Lovett <darius.a.lovett@haleon.com>; Lon Anderson <lon_anderson@live.com>
Subject: RE: Senate companion to Rep. Shipley's bill

Hi there,

Please see below and attached for information on the Centrum MVM & Cognition Studies. I'm happy to do any follow-up discussion on this topic with Rep. Shilpley, Director Garcia, or their medical director. We know from previous nutrition research data that older adults have compromised dietary intakes of many nutrients and these studies now give us evidence of tangible benefits – and from well-done studies conducted independently of Haleon.

Centrum brand multivitamins have now been studied in 3 ancillary clinical studies from the large COSMOS parent trial (https://cosmostrial.org/) conducted by investigators at Brigham & Women's Hospital/Harvard Medical School. The three studies examined cognitive health in aging adults 65+ and found daily multivitamin use in this population had a significant positive effect on Global Cognitive Function & Memory.

Summary of 3 studies below and I've attached the three publications.

COSMOS-Mind: September 2022

* 3-year, double-blind, randomized controlled trial
* 2,262 older adults
* Primary outcome: Telephone-based assessment of Global Cognitive Function
* Secondary outcome: Episodic memory & Executive function

Findings: MVM supplementation significantly improved global cognitive function, episodic memory & executive function over 3 years.

COSMOS-Web: May 2023

* 3-year, double-blind, randomized controlled trial
* 3,562 older adults
* Primary outcome: Web-based assessment of episodic memory

Findings: Centrum Silver significantly improved memory at 1 year with persistent effects over 3

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years.

[NEW] COSMOS Clinic & Meta-Analysis: January 18, 2024

* 2 year, double-blind, randomized controlled trial
* 573 older adults
* Primary Outcome: In-person assessment of Global Cognitive Function
* Secondary Outcome: Episodic memory & Executive function

Findings: Directionally positive effect of MVM intervention on Global Cognitive Function & significantly improved episodic memory

Meta-Analysis:

* Combining MVM outcome data from all 3 COSMOS Cognition studies

Findings: MVM had a significant positive effect on Global Cognitive Function & Memory

Kind Regards,

Alpa

Alpa V. Shah, MS, RDN

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THE JOURNAL OF THE ALZHEIMER'S ASSOCIATION

FEATURED ARTICLE

Effects of cocoa extract and a multivitamin on cognitive function: A randomized clinical trial

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Abstract

Introduction: Dietary supplements are touted for cognitive protection, but supporting evidence is mixed. COSMOS-Mind tested whether daily administration of cocoa extract (containing 500 mg/day flavanols) versus placebo and a commercial multivitamin-mineral (MVM) versus placebo improved cognition in older women and men.

Methods: COSMOS-Mind, a large randomized two-by-two factorial 3-year trial, assessed cognition by telephone at baseline and annually. The primary outcome was a global cognition composite formed from mean standardized (z) scores (relative to baseline) from individual tests, including the Telephone Interview of Cognitive Status, Word List and Story Recall, Oral Trail-Making, Verbal Fluency, Number Span, and Digit Ordering. Using intention-to-treat, the primary endpoint was change in this composite with 3 years of cocoa extract use. The pre-specified secondary endpoint was change in the composite with 3 years of MVM supplementation. Treatment effects were also examined for executive function and memory composite scores, and in pre-specified subgroups at higher risk for cognitive decline.

Results: A total of 2262 participants were enrolled (mean age = 73y; 60% women; 89% non-Hispanic White), and 92% completed the baseline and at least one annual assessment. Cocoa extract had no effect on global cognition (mean z-score = 0.03, 95% CI: -0.02 to 0.08; $P = .28$). Daily MVM supplementation, relative to placebo, resulted in a statistically significant benefit on global cognition (mean z = 0.07, 95% CI 0.02 to 0.12; $P = .007$), and this effect was most pronounced in participants with a history of cardiovascular disease (*no history*: 0.06, 95% CI 0.01 to 0.11; *history*: 0.14, 95% CI -0.02 to 0.31; interaction, nominal $P = .01$). Multivitamin-mineral benefits were also observed for memory and executive function. The cocoa extract by MVM group interaction was not significant for any of the cognitive composites.

Discussion: Cocoa extract did not benefit cognition. However, COSMOS-Mind provides the first evidence from a large, long-term, pragmatic trial to support the potential efficacy of a MVM to improve cognition in older adults. Additional work is needed to

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confirm these findings in a more diverse cohort and to identify mechanisms to account for MVM effects.

KEYWORDS
aging, clinical trial, cocoa extract, cognition, cognitive function, flavanols, multivitamin, older adults

Highlights

- COSMOS-Mind was a large simple pragmatic randomized clinical trial in older adults conducted by mail and telephone.
- The trial used a two-by-two factorial design to assess treatment effects of two different interventions within a single large study.
- We found no cognitive benefit of daily cocoa extract administration (containing 500 mg flavanols) for 3 years.
- Daily multivitamin-mineral (MVM) supplementation for 3 years improved global cognition, episodic memory, and executive function in older adults.
- The MVM benefit appeared to be greater for adults with cardiovascular disease.

1 | BACKGROUND

There is an urgent need to identify effective strategies to preserve cognitive function to mitigate the heavy societal burden associated with Alzheimer's disease (AD) and related dementia, which affect more than 46 million people worldwide.[1] No interventions to prevent cognitive decline in asymptomatic older adults have been approved by the United States Food and Drug Administration (FDA), and to date, there is insufficient evidence to support a clinical benefit of any pharmacologic treatment for adults with mild cognitive impairment due to AD.[2,3] Identifying a safe, affordable, and accessible intervention to protect cognitive function against decline in older adults is a pressing public health priority.[4]

Cocoa, in its unprocessed form, contains high quantities of catechins and epicatechins, members of a subclass of flavonoids known as flavanols,[5,6] and modest amounts of theobromine (an alkaloid of the cacao bean) and caffeine. Dietary consumption of cocoa flavanols may slow cognitive decline through improved cerebral vasodilation,[7] blood flow, perfusion and angiogenesis.[8,9] Epicatechin, the most common flavanol in cocoa, is rapidly absorbed, readily crosses the blood-brain barrier, can be detected in the brain,[10] and may have accumulating physiological effects at higher levels.[11,12] Much of the support for cognition-enhancing effects of flavonoids in healthy older adults comes from epidemiological studies,[13,14] and a few small clinical trials.[15–17] Memory and executive function appear to benefit the most, particularly with higher amounts of cocoa flavanols (500–750 mg/day), according to a recent review.[18]

Individual micronutrients and minerals target multiple biologic pathways that support normal body and brain function,[19] and deficiencies in older adults may increase risk for cognitive decline and dementia.[20] Trials of single nutrients such as folic acid with or without other B vitamins,[21–24] omega-3 fatty acids,[25,26] and vitamin D[20,27,28] on cognition have yielded mixed results, which could reflect either no benefit or study design issues that impede cross-study comparisons. Some of these issues relate to the specific micronutrients tested (alone or in combination), the specific cognitive tests administered, the outcome measure (single test vs. composite score), and participant demographics and nutritional status.[29,30] Although not without controversy, particularly with respect to potential cognition-enhancing effects of B vitamins,[21,22] the conclusion of meta-analytic reviews is that the evidence is insufficient to encourage care providers to recommend use of individual nutrient supplements for brain health.[31,32]

Longer-term daily intake (>12 months) of a multivitamin-mineral (MVM) alone or with other dietary supplements to enhance global cognitive function in older adults (≥65 years) has been examined in just one large randomized controlled trial (RCT), which included only male physicians.[33] Further study is needed given their widespread use in the general population.[34] Here we tested whether daily treatment with cocoa extract (CE) and/or a MVM for 3 years protected cognitive function in older adults.

2 | METHODS

2.1 | Study design

COSMOS-Mind (COcoa Supplement and Multivitamin Outcomes Study of the Mind) was an ancillary study to a large pragmatic, placebo-controlled, 2 × 2 factorial clinical trial testing the effects of daily supplementation with cocoa extract (CE) and/or a MVM on cardiovascular and cancer outcomes.[35–37] Given that no additive or synergistic effects were expected with CE and MVM supplementation, the 2 × 2 factorial design provided an efficient strategy to examine treatment effects of two different agents within a single trial. The CE (Mars Edge,

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of Mars, Inc.) contained 500 mg of cocoa flavanols, including 80 mg (-)-epicatechins and modest amounts of theobromine (~50 mg/day) and caffeine (~15 mg/day) that likely enhance flavanols' central and vascular effects.[38,39] The 500 mg/day of cocoa flavanols exceeds mean reported intake[40] and is consistent with amounts tested in short-term cardiovascular trials.[41] The essential nutrients contained in the MVM (Centrum Silver; Pfizer Consumer Healthcare, now Haleon) are listed in Table S6. COSMOS-Mind examined the effects of these supplements on cognitive function, and the details of study design, participant demographics, and baseline characteristics are published.[42] The study was conducted in accordance with The Code of Ethics of the World Medical Association, and was approved by the Institutional Review Board of Wake Forest University School of Medicine.

2.2 | Participants

Enrollment of two thousand parent trial participants was targeted for COSMOS-Mind. Parent trial eligibility criteria included: (1) no history of myocardial infarction (MI) or stroke (history of other cardiovascular events including transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, and stent was permitted); (2) no history of cancer within the past 2 years (excluding non-melanoma skin cancer); (3) no serious illness precluding participation; (4) not taking cocoa or vitamin/mineral supplements, or, willing to forego use during the trial; (5) no reported extreme sensitivity to cocoa products or caffeine; (6) successful completion of ≥2-month placebo run-in with ≥75% study pill adherence; and (7) not currently participating in another clinical trial. Additional COSMOS-Mind eligibility criteria included: (1) ≥65 years of age; (2) not taking insulin for diabetes; and (3) able to complete the telephone cognitive assessment (to screen out participants with significant impairment). Participants provided informed consent and received a $15 gift card upon completion of each assessment.

2.3 | Randomization and masking

Randomization was controlled by the parent trial using a computer-generated sequential list of random allocations for the four treatment combinations.[36,37] The random allocation sequence was created using SAS statistical software (version 9.4) and was stratified by sex, age (5-year bins), and recruitment source (Brigham and Women's Hospital, Women's Health Initiative). All trial investigators, examiners, and participants were masked to treatment group assignment.

2.4 | Procedures

As previously described,[42] parent trial participants were recruited through mailings to Women's Health Initiative Extension Study participants and by Brigham and Women's Hospital to participants contacted for, but not randomized into, the vitamin D and OmegA-3 TriaL, and through commercial mailing lists and media campaigns. As a result, 35,669 adults began a placebo run-in, of which 21,442 (60%) were ultimately randomized into COSMOS. During the placebo run-in, eligible candidates received an invitation to also participate in COSMOS-Mind. Interested individuals were contacted to: (1) provide more information about the ancillary study, (2) test for hearing acuity, and (3) schedule the baseline telephone cognitive assessment. Individuals from traditionally underrepresented groups in research (self-identified as American Indian/Alaska Native, Asian/Pacific Islander, Black/African American, Hispanic; completing 12 years or less of education) were prioritized in the COSMOS-Mind initial contact queue (pre-randomization) to increase their representation in the sample. Demographics and baseline anthropometrics (height, weight) and medical history were provided by participants via questionnaires.

RESEARCH IN CONTEXT

1. **Systematic review**: The literature was reviewed using PubMed and MEDLINE. Much of the support for potential cognitive benefits of cocoa flavanols in older adults is based on observational studies. Only a few controlled trials have examined the effects of a multivitamin-mineral (MVM) supplement on cognition for older adults.
2. **Interpretation**: There was no cognitive improvement with daily intake for 3 years of cocoa extract containing 500 mg/day cocoa flavanols. However, we provide the first evidence in a long-term, randomized controlled trial of older women and men that daily use of a safe, readily accessible, and low-cost MVM can improve cognition. This finding could have important public health implications for brain health and resilience against future cognitive decline.
3. **Future directions**: Our results challenge the current status quo regarding the efficacy of MVM supplementation to improve cognitive function and set the stage for new avenues of research to identify mechanisms and alternate approaches involving combination therapy.

2.5 | Outcomes

A standardized telephone cognitive battery was administered at baseline and annually for 3 years to assess general cognitive status, episodic memory and executive function. Tests included the 50-point modified Telephone Interview for Cognitive Status (TICSm with 10-minute short delay word list recall), an additional 40-minute Long Delay Word List Recall,[43] immediate and delayed Story Recall (SRI & II),[44] Oral Trail-Making Test Part B (OTMT-B, log transformed; Part A was administered for practice only),[45] Verbal Fluency by category (VF-C) and letter (VF-L),[46] Number Span (NS),[47] and Digit Ordering Test (DOT).[48]

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Details about testing procedures, including hearing acuity screening, and administration and scoring are published.[42]

The primary outcome was a global cognition composite (reported as a z-score based on baseline data from the study cohort) formed from mean standardized (z) scores of pre-specified individual test metrics, with higher scores reflecting better performance. Key secondary outcomes included an episodic memory composite (Long Delay Word List Recall, SRI, SRII) and an executive function composite (OTMT-B, VF-C, VF-L, NST, DOT) that were also formed using mean standardized (z) scores.

Tertiary outcomes included the Cognitive Change Index (CCI),[49] a self-report measure of cognitive concerns, and the short 15-item version of the Geriatric Depression Scale (GDS-SF) to permit subgroup analyses for individuals scoring low and high on these scales. Adverse events were recorded by the parent trial, and events reported during a cognitive assessment were relayed to the COSMOS team for tracking and follow-up.

2.6 | Statistical analyses

The primary and secondary endpoints have been previously described[42] and were pre-specified in the protocol (provided as a supplement). We followed the intention-to-treat approach: all participants were grouped as originally randomly assigned and scores from all cognitive assessments (baseline and Years 1, 2 and 3) for all participants were included in analyses. Scores were used as dependent variables in linear mixed effects models. Time was a categorical factor. No covariates were included in models for the primary comparisons. As specified in the protocol, inference was based on the mean difference of scores obtained across follow-up assessments relative to the baseline score for participants assigned to receive CE versus CE-placebo (primary endpoint), and for participants assigned to receive MVM versus MVM-placebo (key secondary endpoint). That is, for means at Years 0, 1, 2, and 3 represented by μ_0, μ_1, μ_2, and μ_3, this can be expressed as $(\mu_1 + \mu_2 + \mu_3)/3 - \mu_0$. Separate linear contrasts were used to compare active and placebo arms by CE and by MVM group assignment. For example, the contrast for CE effects is described by $[(\mu_{CE1} + \mu_{CE2} + \mu_{CE3})/3 - \mu_{CE0}] - [(\mu_{CE\text{-}PL1} + \mu_{CE\text{-}PL2} + \mu_{CD\text{-}PL3})/3 - \mu_{CE\text{-}PL0}]$, where μ_{CE} and $\mu_{CE\text{-}PL}$ represent the marginal means for CE and CE-placebo at each time point, respectively. This corresponds to an intention-to-treat approach in which all data are included in analyses irrespective of follow-up. We chose to parameterize our primary and secondary endpoints as mean differences from baseline across follow-up to avoid making specific assumptions about the nature of intervention effects (for example, we did not assume that intervention effects accumulated linearly and base comparisons on differences between slopes) and to treat any differences at each of the time points equally. We explored interactions between the CE and MVM treatments and the consistency of CE and MVM treatment effects among subgroups (using forest plots[50]) based on sex, and baseline age (<70 or ≥70 years), body mass index (BMI; < 25, 25-29, ≥30 kg/m^2), general cognitive function (TICSm tertiles), subjective cognitive concerns (CCI median split), depressive symptoms (GDS-SF median split), type 2 diabetes, history of hypertension, and history of CVD (based on self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent). Subgroups were pre-specified given their possible associations with cognitive and/or cardiovascular response to the interventions.[51–53] Multiple imputation by fully conditional specification was used to examine the influence of missing data.[54] No adjustments were made for multiple comparisons. The targeted 2000-person sample was projected to provide >90% power to detect an effect size of 0.10 standard deviations (see Statistical Power supplement for more information. Analyses were performed using SAS v9.4.

3 | RESULTS

COSMOS-Mind participants were enrolled from August 2, 2016 to August 17, 2017. A total of 5342 individuals screening for the parent trial were approached for ancillary study enrollment. Phone calls were attempted for 3223 individuals (60%) and of these, 2262 (70%) were enrolled in COSMOS-Mind (Figure 1). Baseline characteristics and baseline cognitive test scores were well balanced across treatment groups (Table 1 and Table S1). Of enrolled participants, 2082 (92%) completed the cognitive assessment at Year 1, 1906 (84%) at Year 2, 1790 (79%) at Year 3, and 1732 (77%) in all 3 years of follow-up. Relative to participants who completed all assessments, those missing at least one assessment were more likely to be from underrepresented racial or ethnic groups, reported less physical activity and chocolate intake and more smoking, tended to have lower education and baseline TICSm scores, and higher prevalence of type 2 diabetes (Table S2). Characteristics of participants with no follow-up data (N = 180) are provided in Table S3. Self-reported compliance (pill count) was comparable across treatment groups (% taking ≥75% study pills in Years 1, 2, and 3: 92%, 88%, and 84%).

Figure 2A shows change in global cognition, relative to baseline, for participants assigned to CE (Figure 1, Groups 2 & 4) versus CE-placebo (Figure 1, Groups 1 & 3). Mean scores in both CE groups increased through the first 2 years (likely due to retest practice effects[55]) and then plateaued but did not differ significantly from one another. The mean change (CE minus CE-placebo) z-score for global cognition was 0.03 (95% CI: -0.02 to 0.08; P = .28). In contrast, Figure 2B shows a significant treatment effect of MVM (Figure 1, Groups 3 & 4) versus MVM-placebo (Figure 1, Groups 1 & 2) on global cognition (secondary endpoint), with a mean change (MVM minus MVM-placebo) z-score of 0.07 (95% CI: 0.02 to 0.12; P = .007). Baseline MVM use was not associated with MVM treatment response (*no prior use*: 0.062, 95% CI: -0.002 to 0.13; *prior use*: 0.077, 95% CI: 0.003 to 0.15; interaction, nominal P = .88).

In pre-specified subgroup analyses of the primary outcome (global cognition composite), forest plots of CE effects (Figure 2C) suggest that response may vary with baseline BMI. Figure 2D forest plots show a relative benefit of MVM versus MVM-placebo for participants with a

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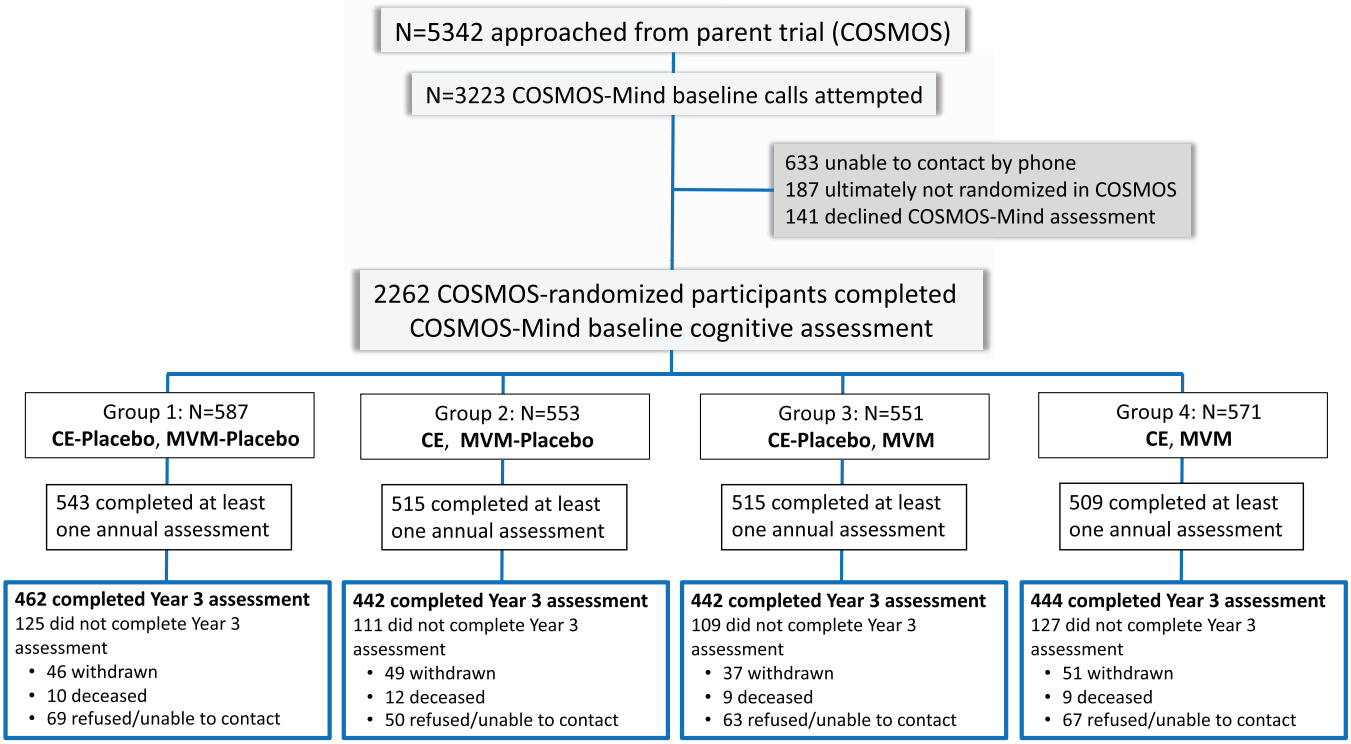

FIGURE 1 Consort diagram showing flow of participants from first approach through randomization to each of the four treatment combinations in the two-by-two factorial design. Abbreviations: CE, cocoa extract; MVM, multivitamin-mineral

CVD history (*no history*: 0.06, 95% CI: 0.01 to 0.11; *history*: 0.14, 95% CI: -0.02 to 0.31; interaction, nominal $P = .01$). As seen in Figure 3, at baseline, participants without CVD history outperformed those with CVD history on the global cognition composite (mean difference = 0.22, 95% CI: 0.08 to 0.37; $P = .003$); after Year 1, the MVM-placebo declined while the MVM group showed relative improvement (or protection against decline). There was no evidence of disproportionate loss of Year 3 data by CVD history (Table S4). The CVD history subgroup (compared to subgroup without CVD history) included more men, and tended to be older, have higher BMI, more hypertension, more statin use, more depression, less physical activity, and lower scores on the TICSm. When participants with CVD history were excluded in a sensitivity test from the overall analysis of MVM effects on the global cognition composite, the main MVM finding remained unchanged (mean change z-score = 0.06, 95% CI: 0.01 to 0.11; $P = .02$). That is, even though the pattern of results differed for subgroups with and without CVD at baseline, 3 years of MVM treatment improved global cognition for all participants, not just those with CVD history.

CE had no effect on the episodic memory composite (mean change z-score = 0.03, 95% CI: -0.04 to 0.09; $P = .40$) or on the executive function composite (mean change z-score = 0.03, 95% CI: -0.02 to 0.08; $P = .23$) (Figure S1). In contrast, but consistent with the positive MVM effect described above, MVM supplementation led to relative improvements both for memory (mean change z-score = 0.06, 95% CI: 0.002 to 0.13; $P = .04$) and for executive function (mean change z-score = 0.06, 95% CI: 0.01 to 0.11; $P = .02$) (Figure 4).

There was no evidence for an interaction between CE and MVM supplementation for the primary outcome (mean change z-score [95% CI]; CE-placebo/MVM-placebo: 0.15 [0.10 to 0.20]; CE/MVM-placebo: 0.15 [0.11 to 0.20]; CE-placebo/MVM: 0.20[0.15 to 0.24]; CE/MVM: 0.24 [0.19 to 0.29]; interaction, $P = .40$) or for the memory and executive function composites. That is, adding CE did not alter the benefit of MVM on cognition.

Multiple imputation provided no evidence that differential attrition biased the results (Table S5), and there were no safety concerns of supplement use during the trial.

4 | DISCUSSION

COSMOS-Mind is the first large-scale, long-term RCT to assess the effects of cocoa extract and a MVM supplement on global cognition in older women and men from the general population. Although our findings did not support a positive effect of CE (primary endpoint), cognition significantly benefited from 3 years of daily MVM use (secondary endpoint). Moreover, the results of pre-planned subgroup analyses indicated that participants with baseline history of CVD may show a more pronounced MVM benefit, suggesting either greater relative improvement or more protection from CVD-related cognitive decline.

Daily CE supplementation for 3 years did not affect cognitive function in our trial. Only a handful of controlled, shorter-term trials have examined the potential benefits of cocoa flavanols on cognition in older adults. While some studies showed cognitive benefits,[16,17,56] others

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TABLE 1 Distribution of baseline characteristics for COSMOS-Mind participants by cocoa extract (CE) and multivitamin-mineral (MVM) treatment assignment

Characteristic[a]	Overall (*N* = 2262)	CE-Placebo, MVM-Placebo (*N* = 587)	CE, MVM-Placebo (*N* = 553)	CE-Placebo, MVM (*N* = 551)	CE, MVM (*N* = 571)
Age, mean (SD), years	72.97 (5.63)	73.10 (5.72)	73.21 (5.62)	72.86 (5.64)	72.70 (5.52)
Sex, *N* (%)					
Male	914 (40.4)	227 (38.7)	223 (40.3)	232 (42.1)	232 (40.6)
Female	1348 (59.6)	360 (61.3)	330 (59.7)	319 (57.9)	339 (59.4)
Race and ethnicity, *N* (%)					
American Indian/Alaska native	13 (0.6)	2 (0.3)	1 (0.2)	8 (1.5)	2 (0.4)
Asian/Pacific Islander	39 (1.7)	8 (1.4)	12 (2.2)	10 (1.8)	9 (1.6)
Black/African American	131 (5.8)	34 (5.8)	23 (4.2)	34 (6.2)	40 (7.0)
Hispanic	67 (3.0)	21 (3.6)	18 (3.3)	15 (2.7)	13 (2.3)
Multiracial/unknown/not reported	6 (0.3)	2 (0.3)	1 (0.2)	2 (0.4)	1 (0.2)
Non-Hispanic White	2006 (88.7)	520 (88.6)	498 (90.1)	482 (87.5)	506 (88.6)
Education, *N* (%)					
Did not complete high school	11 (0.5)	4 (0.7)	1 (0.2)	4 (0.7)	2 (0.4)
High school diploma or G.E.D.	258 (11.4)	69 (11.8)	68 (12.3)	58 (10.5)	63 (11.0)
Attended or graduated college	880 (38.9)	230 (39.2)	207 (37.4)	220 (39.9)	223 (39.1)
Post-college	1113 (49.2)	284 (48.4)	277 (50.1)	269 (48.8)	283 (49.6)
Body mass index, mean (SD), kg/m^2	27.64 (5.16)	27.48 (5.08)	27.86 (5.40)	27.57 (5.15)	27.65 (5.01)
Diabetes, *N* (%)	255 (11.3)	74 (12.6)	60 (10.9)	61 (11.1)	60 (10.5)
CVD history, *N* (%)[b]	197 (8.7)	59 (10.1)	36 (6.5)	44 (8.0)	58 (10.2)
Hypertension, *N* (%)	1333 (59.2)	358 (61.3)	321 (58.3)	318 (57.7)	336 (59.3)
Medication use, *N* (%)					
Antihypertensive	1013 (54.3)	327 (56.2)	292 (53.5)	296 (54.0)	314 (55.5)
Non-steroidal anti-inflammatory drug (NSAID)	627 (28.0)	168 (28.9)	152 (27.7)	137 (25.3)	170 (30.0)
Statin	976 (43.5)	262 (45.0)	240 (43.8)	224 (41.0)	250 (44.1)
Total metabolic equivalent (MET) hours of exercise per week, mean (SD)	22.41 (23.47)	21.51 (22.65)	22.55 (23.83)	23.57 (25.78)	22.07 (21.51)
Depression, *N* (%)	469 (20.9)	123 (21.2)	105 (19.1)	124 (22.8)	117 (20.6)
Smoking status, *N* (%)					
Never	1153 (51.8)	308 (53.4)	271 (49.5)	276 (51.2)	298 (53.1)
Past	1004 (45.1)	247 (42.8)	267 (48.7)	245 (45.5)	245 (43.7)
Current	68 (3.0)	22 (3.8)	10 (1.8)	18 (3.3)	18 (3.2)
Alcohol intake, *N* (%)					
Rarely/never	646 (29.4)	193 (33.6)	140 (25.9)	152 (28.4)	161 (29.4)
Monthly	152 (6.9)	37 (6.5)	42 (7.8)	38 (7.1)	35 (6.4)
Weekly	812 (36.9)	196 (34.2)	219 (40.5)	192 (35.8)	205 (37.5)
Daily	588 (26.8)	148 (25.8)	140 (25.9)	154 (28.7)	146 (26.7)
Baseline chocolate intake, *N* (%)					
Rarely/never	361 (16.5)	88 (15.4)	90 (16.7)	91 (17.0)	92 (16.8)
Monthly	307 (14.0)	77 (13.5)	74 (13.8)	70 (13.1)	86 (15.7)
Weekly	1274 (58.2)	337 (59.0)	319 (59.3)	312 (58.3)	306 (55.9)
Daily	249 (11.4)	69 (12.1)	55 (10.2)	62 (11.6)	63 (11.5)

(Continues)

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TABLE 1 (Continued)

Characteristic[a]	Overall (*N* = 2262)	CE-Placebo, MVM-Placebo (*N* = 587)	CE, MVM-Placebo (*N* = 553)	CE-Placebo, MVM (*N* = 551)	CE, MVM (*N* = 571)
Baseline multivitamin-mineral use, *N* (%)	956 (42.5)	242 (41.7)	232 (42.3)	238 (43.4)	244 (42.7)
Baseline cognitive function, mean (SD)					
Global cognition composite	0.00 (1.00)	-0.05 (0.99)	0.02 (1.00)	0.05 (1.02)	-0.01 (0.99)
Executive function composite	0.00 (1.00)	-0.05 (0.99)	-0.03 (0.97)	0.08 (1.04)	0.01 (1.00)
Episodic memory composite	0.00 (1.00)	-0.03 (1.01)	0.07 (0.99)	0.01 (1.00)	-0.04 (1.01)
TICSm[c]	36.60 (3.89)	36.45 (3.88)	36.66 (3.96)	36.63 (3.84)	36.68 (3.87)
Long Delay Word List Recall[d]	3.02 (1.83)	2.95 (1.78)	3.05 (1.83)	3.09 (1.86)	2.99 (1.85)
Story Recall[e]					
Immediate	12.00 (3.85)	11.91 (3.91)	12.26 (3.77)	11.95 (3.79)	11.89 (3.91)
Delayed	10.77 (3.94)	10.77 (3.95)	10.98 (3.88)	10.75 (3.86)	10.57 (4.06)
Oral Trail-Making Test, median (IQR)[f]					
Part A	9 (8, 11)	9 (8, 11)	9 (8, 11)	9 (8, 11)	9 (8, 11)
Part B	30 (24, 46)	30 (23, 44)	30 (24, 46)	30 (24, 46)	31 (24, 48)
Verbal Fluency[g]					
Category	35.02 (8.24)	34.80 (7.88)	34.89 (8.26)	35.32 (8.33)	35.07 (8.51)
Letter	25.54 (8.12)	25.34 (7.82)	25.40 (7.67)	26.01 (8.29)	25.42 (8.65)
Number Span[h]					
Forward	8.19 (2.39)	8.10 (2.32)	8.06 (2.43)	8.39 (2.51)	8.22 (2.29)
Backward	6.87 (2.32)	6.85 (2.32)	6.86 (2.17)	6.97 (2.53)	6.80 (2.25)
Digit Ordering Test[i]	6.27 (2.19)	6.16 (2.22)	6.25 (2.08)	6.39 (2.27)	6.27 (2.19)

[a]There were no significant group differences for any baseline characteristic (i.e., $P > .05$).
[b]Based on self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent.
[c]Telephone Interview for Cognitive Status-modified (TICSm; maximum score = 50) is a measure of global cognition and includes short delay word list recall (10-minute delay).
[d]Long Delay Word List Recall (40-minute delay; maximum score = 10) measures verbal memory.
[e]Immediate and Delayed Story Recall (SRI & II) measures verbal memory (maximum score per test = 25).
[f]Oral Trail-Making Test is a modified version of the original paper and pencil version that measures simple attention (Part A; not included in analyses) and executive function (Part B); times to complete Part B were log transformed prior to analysis.
[g]Verbal Fluency is a measure of language accessibility and includes fluency by category (animals, vegetables) and by letter (F, L).
[h]Number Span measures simple attention and working memory.
[i]Digit Ordering Test is a task of working memory that is similar to but more difficult than Number Span Backward.

did not.[8,57–59] In the CoCoA study, a double-blind, 8-week RCT that examined cocoa flavanol effects on cognition, 90 cognitively healthy older adults[17] and 90 individuals with amnestic MCI[16] received a daily drink containing low (45 mg/day), medium (520 mg/day), or high (993 mg/day) amounts of cocoa flavanols. Performance on the Trail-Making Test, verbal fluency, and the cognitive composite that combined these test scores improved for high- and medium-dose groups relative to the low-dose group, regardless of participant cognitive status. In a smaller ($n = 37$) 3-month RCT comparing 900 mg/day versus 45 mg/day of cocoa flavanols, blood flow increased in the dentate gyrus of the hippocampus, which was associated with a treatment-related improvement on a hippocampal-dependent memory task in adults (50–69 years old).[56] In a 12-week RCT of 260, 510, or 770 mg/day of cocoa flavanols in 211 adults (50–75 years old), although there was no effect on the primary endpoint (computer-administered object-recognition task), secondary analyses indicated a dose-dependent improvement on list-learning in adults with a poor quality baseline diet.[60] These trials all included short treatment durations showing acute effects of cocoa flavanols on cognition. In COSMOS-Mind, acute cognitive effects of cocoa flavanols (less than 3 months) that were not sustained would have been missed as our assessments were completed only once per year. COSMOS-Mind also differed from these studies as the active supplement included not only cocoa flavanols, but also theobromine and caffeine. Furthermore, it is possible that the COSMOS-Mind cocoa flavanol dose was too low to provide cognitive benefit within the study observation period, particularly in light of previous dose-dependent findings.[60]

In contrast to the negative CE findings, we found that assignment to 3 years of MVM improved global cognition, episodic memory, and executive function. Previous RCTs of MVM supplements on cognition have

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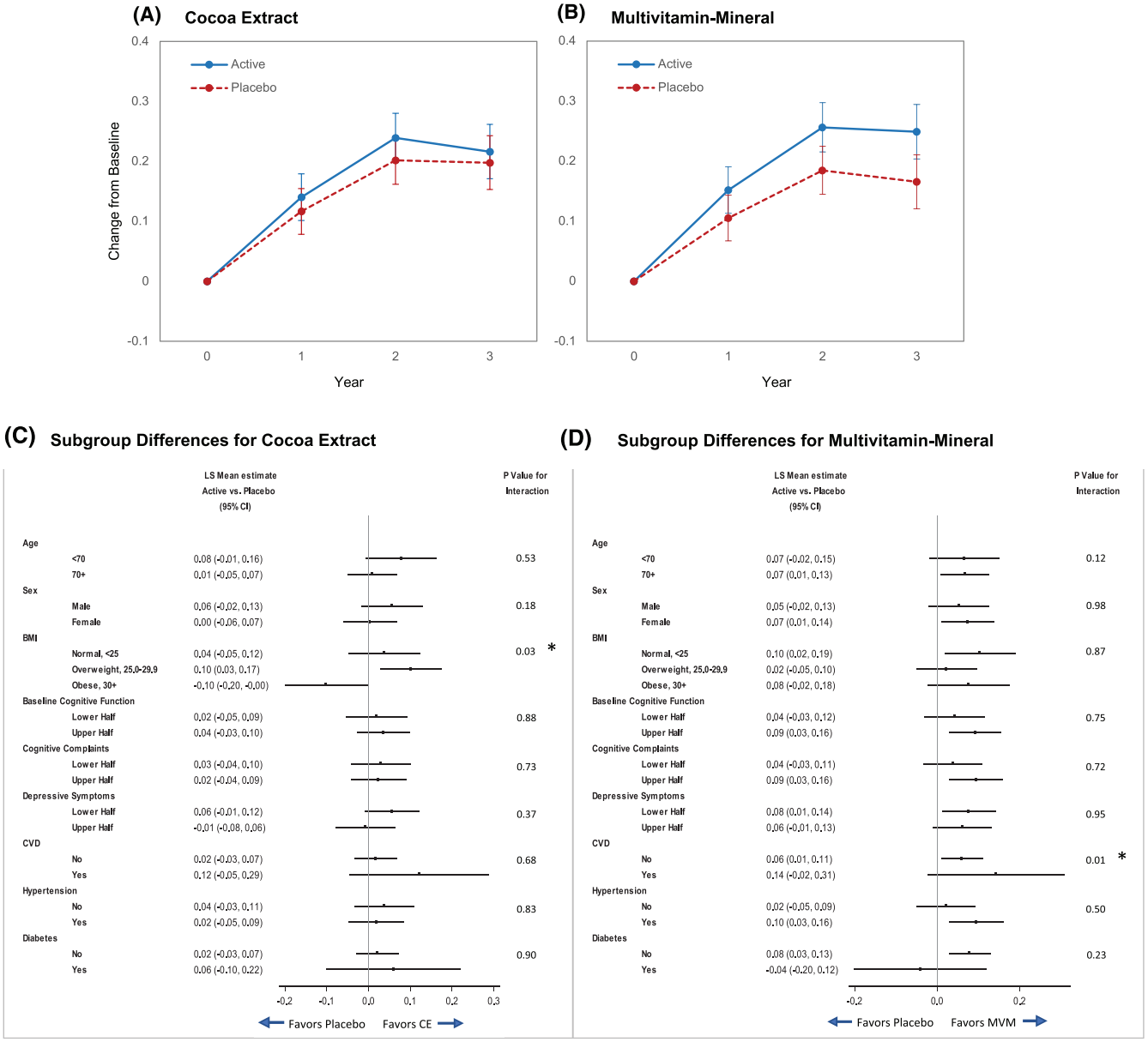

FIGURE 2 Three-year change in global cognition composite by assignment to (A) daily cocoa extract supplementation, and (B) daily multivitamin-mineral supplementation (plotted values: mean standardized (z) scores (relative to baseline) and 95% confidence intervals). Forest plot marginal differences by baseline subgroups for (C) cocoa extract and (D) multivitamin-mineral treatment groups

reported inconsistent effects. The majority were short in duration (up to 12 months) and relied on individual test scores to assess cognitive effects rather than a composite, which may provide greater statistical power to detect a difference across multiple tests and cognitive domains (if effect sizes are similar across its components).[61]

The only long-term MVM RCT prior to our study was the 12-year Physician's Health Study II (PHS II) of older U.S. male physicians that tested whether a daily MVM supplement prevented risk of major CVD[62] and cancer.[63] A PHS II cognitive substudy of 5947 healthy, highly educated men (aged ≥65 years) reported no MVM effects on a global cognition composite.[33] There are several differences between COSMOS-Mind and PHS II worth highlighting. The COSMOS-Mind and PHS II cohorts differed on key baseline characteristics: PHS II participants were restricted to male physicians who were predominantly White and non-Hispanic, whereas COSMOS-Mind included a relatively more diverse cohort. Although baseline cognitive scores were comparable for participants across studies (i.e., TICSm; VF-C for animals), COSMOS-Mind administered additional tests of executive function (i.e., OTMT-B, VF-L, NS, DOT) and more challenging episodic memory tests (i.e., Long Delay Word List Recall, and a longer version of Story Recall with 55% more components to remember) that may have increased sensitivity to detect effects. In PHS II, the initial cognitive testing began an average of 2.5 years (range: 0.18–5.3 years) after randomization to MVM or placebo, nearly at the point in time when the final follow-up assessment was completed in COSMOS-Mind. Our data suggest that MVM treatment effects increased from baseline in

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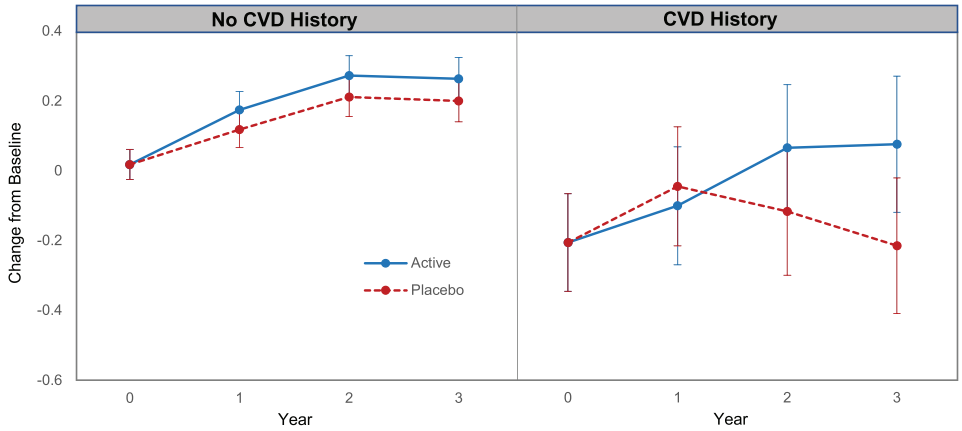

FIGURE 3 Three-year change in global cognition composite for the active and placebo multivitamin-mineral groups by history of cardiovascular disease, which was based on self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent (plotted values: mean standardized (z) scores and 95% confidence intervals).

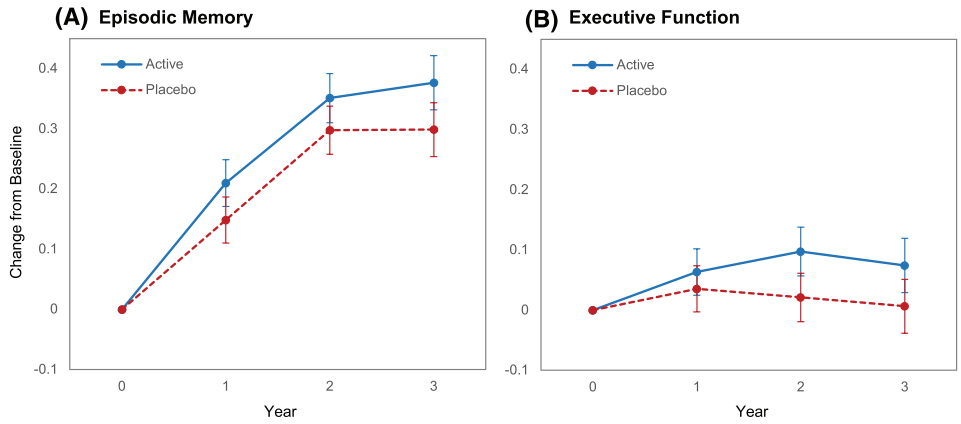

FIGURE 4 Three-year change in the episodic memory composite (A) and executive function composite (B) for the active and placebo multivitamin-mineral groups (plotted values: mean standardized (z) scores and 95% confidence intervals).

the first 2 years and then remained stable between Years 2 and 3 (Figure 2). As a result, any early cognitive benefits of MVM in PHS II would likely have been missed because of their assessment schedule given the COSMOS-Mind cognitive trajectory showing benefit within 2 years. Also, the specific components of the MVM supplements administered in the two studies differed (Table S6); in COSMOS (parent study), lutein and lycopene were added, amounts of vitamins D and K were 150%–300% higher, and amounts of vitamin A and minerals such as iron, magnesium, and copper were lower. Although some reports suggest cognition-protecting benefits of components that were at higher levels in the COSMOS MVM,[64–67] no consensus has been reached about the role of specific supplement quantities for brain health.

Our results suggest that MVM cognitive benefits may be more pronounced among older adults with CVD. At baseline, global cognitive function was lower for adults with versus without CVD history, which is consistent with other reports.[68] The MVM-treated CVD history subgroup had sustained increases in cognitive function after 2 years (Figure 3), while the placebo-treated CVD history subgroup showed cognitive decline after Year 1. One account for this finding relates to the potential treatment-related improvement in micronutrient levels in CVD-compromised individuals, which could, in turn, have beneficial consequences for brain health. The results of observational studies[69] suggest that micronutrient levels are typically lower in patients with CVD versus those without CVD (e.g., heart failure), and may be susceptible to drug interactions.[52] In CVD patients, for example, vitamin D deficiency is highly prevalent and predicts disease severity; vitamin K deficiency is linked to coronary artery calcification and increased CVD-related mortality; circulating levels of thiamine, vitamin C and selenium are relatively low (suboptimal, not necessarily deficient)[69]; and certain medications can reduce vitamin B12 absorption and bioavailability.[70] In PHS II, there was no evidence that MVM supplementation affected cardiovascular health status.[62] Nonetheless, additional investigation of treatment-related micronutrient status in a more diverse cohort of participants is warranted to confirm COSMOS-Mind findings and to explore mechanisms that might account for the observed benefit.

To estimate clinical significance of our findings, we used COSMOS-Mind data to model treatment-related protection against cognitive

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aging. At baseline, slope of the global cognition composite scores by participant age (ranging from 64 to 100 years) was -0.045 SD/year (standard error = 0.004). The treatment effect of MVM relative to MVM-placebo was 0.083 SDs (95% CI: 0.020 to 0.146) at Year 3. This corresponds to baseline composite scores for individuals who were 1.8 years apart in age. By this albeit imprecise yardstick, 3 years of MVM supplementation appeared to have slowed aging by 1.8 years, or by 60%. Further speculation regarding the clinical significance of our MVM findings is difficult at this time given the relatively short duration of follow-up and the likely impact of practice effects commonly observed in trials with repeat cognitive testing that distort estimates of treatment-related change on metrics such as 'cognitive age.' Another trial is needed in a diverse cohort to confirm our findings and further assess the clinical significance of MVM supplementation on cognitive health in older women and men.

COSMOS-Mind had several strengths. The 2 × 2 factorial design allowed us to efficiently examine the effects of two different interventions within a single study, under the assumption of no additive effects when interventions are combined. The pragmatic approach (using mail and telephone only) facilitated recruitment of over 2000 older adults in less than 15 months, minimized participant burden (no travel needed), and provided an opportunity for research participation to individuals who may not have had ready access to an academic institution.

Study limitations included: (1) race and ethnicity of the cohort was not representative of older Americans, which affects generalizability of our results; (2) adherence to study pills and health history (e.g., CVD) were tracked using self-report; (3) inability to assess whether specific components of the COSMOS MVM were responsible for the observed cognitive benefits; (4) data were not collected to permit analyses of biomarkers or potential effect modifiers (e.g., apolipoprotein E genotype); and (5) type 1 error was not controlled across secondary and tertiary analyses in COSMOS-Mind and for outcomes measured in the parent COSMOS trial and its other ancillary studies.

In conclusion, daily intake of cocoa extract for 3 years had no effect on cognition. However, COSMOS-Mind provides the first evidence from a large-scale, long-term, pragmatic RCT to suggest that daily use of a safe, readily accessible, and relatively low-cost MVM supplement has the potential to improve or protect cognitive function for older women and men. An additional trial is needed to confirm these findings in a more representative cohort and to explore potential mechanisms for cognitive benefit. This work may ultimately have important public health implications for standard of care to improve or protect cognitive function in older adults.

AUTHOR CONTRIBUTIONS

Concept and design: Laura D. Baker, Mark A. Espeland, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso. Acquisition, analysis, or interpretation of data: Laura D. Baker, Mark A. Espeland, Sarah A. Gaussoin, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso. Statistical analysis: Mark A. Espeland and Sarah A. Gaussoin. Manuscript development: Laura D. Baker, Mark A. Espeland, Sarah A. Gaussoin, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso. Obtained funding: Laura D. Baker, Mark A. Espeland, Sally A. Shumaker, Stephen R. Rapp, JoAnn E. Manson, and Howard D. Sesso.

OTHER CONTRIBUTIONS

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CONFLICT OF INTERESTS

Research reported in this publication was supported by the National Institute on Aging of the National Institutes of Health and the content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health. Neither the National Institutes on Health, Mars, nor Pfizer contributed to any aspect of the trial including design and conduct of the study; collection, management, analysis, and interpretation of the data; preparation, review, or approval of the manuscript; or decision to submit the manuscript for publication. The authors have no competing interests to report. Author disclosures are available in the supporting information.

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SUPPORTING INFORMATION

Additional supporting information can be found online in the Supporting Information section at the end of this article.

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Original Research Article

Effect of multivitamin-mineral supplementation versus placebo on cognitive function: results from the clinic subcohort of the COcoa Supplement and Multivitamin Outcomes Study (COSMOS) randomized clinical trial and meta-analysis of 3 cognitive studies within COSMOS

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A B S T R A C T

Background: Longer effects of multivitamin-mineral (MVM) supplementation on late-life cognitive function remain untested using in-person, detailed neuropsychologic assessments. Furthermore, insufficient evidence exists for healthcare providers to recommend daily MVM supplements to prevent cognitive decline.

Objectives: This study aimed to test MVM effects on cognitive change using in-person, detailed neuropsychologic assessments and conduct a meta-analysis within COSMOS (COcoa Supplement and Multivitamin Outcomes Study) cognitive substudies for a robust evaluation of MVM effects on cognition.

Methods: COSMOS is a 2 × 2 factorial trial of cocoa extract (500 mg flavanols/d) and/or a daily MVM supplement for cardiovascular disease and cancer prevention among 21,442 United States adults aged ≥60 y. There were 573 participants in the clinic subcohort of COSMOS (that is, COSMOS-Clinic) who completed all cognitive tests administered at baseline. For the meta-analysis, we included nonoverlapping participants across 3 COSMOS cognitive substudies: COSMOS-Clinic (n = 573); COSMOS-Mind (n = 2158); COSMOS-Web (n = 2472).

Results: In COSMOS-Clinic, we observed a modest benefit of MVM compared with placebo on global cognition over 2 y {mean difference [95% confidence interval (CI)] = 0.06 SD units (SU) (−0.003, 0.13)}, with a significantly more favorable change in episodic memory [mean difference (95% CI) = 0.12 SU (0.002, 0.23)] but not in executive function or attention [mean difference (95% CI) = 0.04 SU (−0.04, 0.11)]. The meta-analysis of COSMOS substudies showed clear evidence of MVM benefits on global cognition [mean difference (95% CI) = 0.07 SU (0.03, 0.11); P = 0.0009] and episodic memory [mean difference (95% CI) = 0.06 SU (0.03, 0.10); P = 0.0007]; the magnitude of effect on global cognition was equivalent to reducing cognitive aging by 2 y.

Abbreviations: 3MS, Modified Mini-Mental State; ADRD, Alzheimer's disease and related dementias; CCI, Center for Clinical Investigation; CE, cocoa extract; CERAD, Consortium to Establish a Registry for Alzheimer's Disease; CI, confidence interval; COSMOS, COcoa Supplement and Multivitamin Outcomes Study; CVD, cardiovascular disease; EBMT, East Boston Memory Test; IU, international unit; MVM, multivitamin-mineral; PHS II, Physicians' Health Study II; RCT, randomized clinical trial; STIDA, Structured Telephone Interview for Dementia Assessment; SU, SD units; τ^2, tau squared; TMT, Trail Making Test.

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Q4 **Conclusions:** In COSMOS-Clinic, daily MVM supplementation leads to a significantly more favorable 2-y change in episodic memory. The meta-analysis within COSMOS cognitive substudies indicates that daily MVM significantly benefits both global cognition and episodic memory. These findings within the COSMOS trial support the benefits of a daily MVM in preventing cognitive decline among older adults.

This trial was registered at COSMOS—clinicaltrials.gov as NCT02422745, at COSMOS-Mind—clinicaltrials.gov as NCT03035201, and at COSMOS-Web—clinicaltrials.gov as NCT04582617. Q5

Q6 *Keywords*: multivitamin-multimineral supplementation, cognition, randomized clinical trial, meta-analysis

Introduction

By 2060, nearly 1 in 4 Americans will be aged ≥65 y—an age group at elevated risk of cognitive decline and Alzheimer's disease and related dementias (ADRD) [1,2]. Studies have shown that even modest deficits in cognitive function during aging can predict worsened cognitive decline and an increased risk of ADRD in late life [3,4]; these early signs of cognitive decline may be delayed through a safe, efficacious, and broadly applicable intervention, such as a multivitamin-mineral (MVM) supplement. Although a few long-term randomized clinical trials (RCTs) have tested MVM supplements on cognitive change in older adults [5–7], effects remain untested using in-person detailed neuropsychologic assessments, capturing subtle changes across multiple cognitive domains.

A typical broad-based MVM supplement contains most or all essential vitamins and minerals at lower levels than individual supplements to target multiple biologic pathways to support cognitive health [8–10]. Prior RCTs examining single or smaller combinations of nutrients have shown no or limited benefits on late-life cognition [9–13]. Only 3 long-term RCTs (>12 mo) have tested a daily broad-based MVM on cognitive change in older adults. In the Physicians' Health Study II (PHS II), telephone-based cognitive assessments began after an average duration of 2.5 y following randomization to intervention groups and found no MVM benefits on cognition [5]. In the COSMOS (COcoa Supplement and Multivitamin Outcomes Study), initial cognitive assessments took place before randomization for COSMOS-Mind (n = 2262; telephone-based) [6] and COSMOS-Web (n = 3960; computer-based) [7] and found evidence of MVM benefits on cognitive function. However, in-person, detailed neuropsychologic assessments, with the potential to measure subtle changes across multiple cognitive domains, have not been previously conducted to confirm the effects of MVM supplementation on cognitive function among older adults.

Therefore, we tested the effects of MVM supplementation on cognitive change in the clinic subcohort of 573 COSMOS participants (that is, COSMOS-Clinic) who underwent in-person detailed neuropsychologic assessments at baseline and 2 y. Because COSMOS is unique in integrating 3 separate cognitive ancillary studies, all of which had prerandomization and follow-up neuropsychologic assessments within the broader parent trial, a meta-analysis among nonoverlapping participants (n > 5000) across COSMOS-Clinic, COSMOS-Mind, and COSMOS-Web was conducted to evaluate the strength of evidence regarding the effects of an MVM on cognition with potential clinical and public health relevance.

Methods

COSMOS trial

COSMOS is a recently completed randomized, double-blind, placebo-controlled, 2 × 2 factorial design testing cocoa extract (CE; Mars Edge; 500 mg flavanols/d, including 80 mg (−)-epicatechin) and/or a daily MVM supplement (Haleon; Centrum Silver®) for cardiovascular disease (CVD) and cancer prevention in 21,442 United States adults, aged ≥60 y; protocol details and main findings are published elsewhere [14–16]. Randomization was performed using a computer-generated sequential list of random allocations for the 4 treatment combinations. The random allocation sequence was created using SAS version 9.4 (SAS Institute) and was stratified by sex, age (5-y bins), and recruitment source (that is, mass mailings to Women's Health Initiative Extension Study participants, or mass mailings to participant recruitment pools from large studies led by Brigham and Women's Hospital). All trial investigators, examiners, and participants were masked to treatment group assignment. Randomization occurred from June 2015 through March 2018; randomized treatment ended on 31 December, 2020, and this was the final date of follow-up.

The exclusion criteria for the COSMOS trial were as follows: *1*) history of myocardial infarction or stroke (individuals with other cardiovascular events, including transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, and stent were permitted); *2*) diagnosis of cancer except for nonmelanoma skin cancer within the past 2 y; *3*) other serious illnesses precluding participation; *4*) unwillingness to forego the use of CE, multivitamins, vitamin D (>1000 international unit (IU)/d), or high-dose calcium (>1200 mg/d) supplements during the trial; *5*) extreme sensitivity to caffeine; *6*) <75% compliance to study pills during the study period; and *7*) inability to communicate in English. Regarding compliance, participants answered study pill adherence questions (that is, number of days per month taking study pills from their monthly calendar packs) in questionnaires every 6 mo [14].

COSMOS-clinic cognitive substudy

A subcohort of 603 participants from the parent COSMOS trial who lived within driving distance of the Center for Clinical Investigation (CCI) at Brigham and Women's Hospital (that is, COSMOS-Clinic) were invited to complete detailed, in-person health evaluations at CCI, which included 45-min neuropsychologic evaluations at baseline and 2 y [14]. All participants provided written informed consent, and study approvals were obtained from the Institutional Review Board at Mass General Brigham. COSMOS-Clinic cognitive substudy analyses were prespecified as tertiary aims on the clinicaltrials.gov registration page of COSMOS (NCT02422745).

COSMOS-clinic cognitive substudy procedures

Study procedures followed a protocol developed before clinic enrollment and randomization (see Supplemental Methods A). Of 603 COSMOS participants enrolled in the COSMOS-Clinic subcohort, 602 were interested in neuropsychologic evaluations and completed hearing screening [17] and the Clock-in-the-Box test [18], a rapid (1–2 min) cognitive screening test, followed by the Modified Mini-Mental State (3MS) [19], a measure of general cognition. Participants without serious hearing impairment were administered these additional neuropsychologic measures: *1*) Consortium to Establish a Registry for

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Alzheimer's Disease [(CERAD) immediate total learning, delayed recall, and recognition] [20,21], *2*) immediate and delayed recall trials of the East Boston Memory Test (EBMT) [22], *3*) 2 category fluency tests (naming animals and vegetables) [20], *4*) Trail Making Tests (TMTs) A and B [23], and *5*) Digit Span Backwards [24]. COSMOS-Clinic neuropsychologic assessments were conducted at baseline and follow-up an average of 2 y later (interquartile range: 2.0–2.1 y).

COSMOS-clinic: ascertainment of primary and secondary outcomes

In COSMOS-Clinic, our primary outcome was the global cognition composite (averaging mean standardized (z) scores of 11 tests: 3MS; CERAD immediate total learning, delayed recall, and recognition; immediate and delayed EBMT recall trials; 2 category fluency tests; TMT-A and TMT-B; Digit Span Backwards), with higher z-scores reflecting better performance.

Secondary outcomes were composites of episodic memory (averaging z-scores of 4 tests: EBMT immediate and delayed recall trials, and CERAD immediate total learning and delayed recall) and executive function/attention (averaging z-scores of 5 tests: 2 category fluency tests, TMT-A, TMT-B, and Digit Span Backwards). We standardized follow-up composite scores using fixed baseline means and SDs of the respective cognitive measures.

Meta-analysis: description of COSMOS cognitive substudies

In the meta-analysis, we included nonoverlapping participants across the 3 COSMOS cognitive substudies: *1*) COSMOS-Clinic (n = 573; in-person cognitive assessments over 2 y); *2*) COSMOS-Mind (n = 2158; annual telephone-based cognitive assessments for 3 y) [6]; and *3*) COSMOS-Web (n = 2472; annual computer-based cognitive assessments for 3 y) [7]. MVM findings of COSMOS-Mind and COSMOS-Web are published elsewhere [6,7]. We prioritized COSMOS-Clinic, followed by COSMOS-Mind, and then COSMOS-Web study samples to exclude overlapping participants across these studies. Our selection favored a study with a smaller sample size when choosing data of overlapping participants across these studies.

Meta-analysis: coprimary cognitive outcomes

Global cognition and episodic memory were prespecified as the coprimary cognitive outcomes for this meta-analysis because of their relevance to age-related cognitive decline and ADRD. Global cognition reflects overall ability across multiple cognitive domains; episodic memory declines with aging and is typically the primary cognitive domain affected by AD, the leading cause of dementia [25].

Supplemental Table 1 provides a list of neuropsychologic measures used in each COSMOS cognitive substudy to assess meta-analysis outcomes. The COSMOS-Clinic and COSMOS-Mind cognitive substudies had parallel approaches to assessing global cognition and episodic memory outcomes. The COSMOS-Web was specifically designed to examine the treatment effects on hippocampus-mediated episodic memory [7]. As a result, COSMOS-Web did not report global cognition as a prespecified cognitive endpoint. Thus, the meta-analysis of global cognition included nonoverlapping participants from the COSMOS-Clinic and COSMOS-Mind studies. Regarding the meta-analysis of episodic memory, we included nonoverlapping participants across 3 COSMOS cognitive substudies.

Statistical analyses

COSMOS-clinic: main analyses

The study was designed to have >80% power to detect an effect size of 0.12 SD units (SU) or greater in the global cognition composite score comparing MVM and placebo groups, with a planned sample size of 500 and assumed 10% loss to follow-up (see Supplemental Methods B).

The analysis for the effect of MVM supplementation compared with placebo included all randomly assigned participants, regardless of pill compliance, participation in the year 2 follow-up, and scores from all cognitive assessments (baseline or year 2); 573 participants who completed all neuropsychologic tests at baseline made up the sample (see CONSORT diagram, Figure 1). Descriptive characteristics of participants were compared between MVM and placebo groups. To examine the mean difference in change in global cognition over time between the MVM and placebo groups, we used repeated measures models over a 2-y follow-up time with an unstructured covariance matrix to incorporate the within-participant correlation. Models were adjusted for the prespecified design variables: age, sex, randomization to CE, and CE effect over time (that is, time-x-CE). We estimated the mean difference between the MVM and placebo groups in change in global cognition score over time using a time-x-MVM interaction. Regarding model assumptions, the averaged z-score cognitive outcomes met assumptions for normality and missing data were considered missing at random; as the repeated measures models can handle missing data, all participants contributed to the analysis at 1 or both time points. Models were fitted by maximum likelihood and we used Wald tests for statistical testing [26]. For secondary outcomes, we constructed repeated measures models with the abovementioned model specifications and covariates adjustment.

COSMOS-clinic: subgroup analyses

We addressed whether the effect of MVM supplementation compared with placebo on global cognitive change over 2 y was modified by design variables or subgroups selected *a priori* on the basis of the importance in cognitive decline and ADRD [27,28]: age (<70 or ≥70 y); sex; self-identified racial and ethnic group {non-Hispanic White, or other racial and ethnic groups [Black or African American, Hispanic (not Black or African American)], Asian, Native Hawaiian or other Pacific Islander, American Indian or Alaska Native, and multiple or unknown race and/or unknown ethnicity; see details in Table 1}; CE randomization group; healthy diet adherence level (tertiles of the Alternative Healthy Eating Index-2010 score) [29]; baseline general cognition score (3MS tertiles); presence of subjective cognitive concerns [0 or ≥1 points on Structured Telephone Interview for Dementia Assessment (STIDA)] [30]; body mass index (<25, 25–29, ≥30 kg/m^2); history of CVD (on the basis of self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent), hypertension, type 2 diabetes, and depression.

For all COSMOS-Clinic analyses, tests were two-sided, and a P value < 0.05 was used for statistical significance. The analyses of secondary outcomes and subgroups were considered hypothesis generating and were not adjusted for multiple comparisons; thus, results should be interpreted with caution.

Meta-analysis of prespecified outcomes within COSMOS cognitive substudies

We performed a meta-analysis for the effect of MVM supplementation on global cognition and episodic memory using

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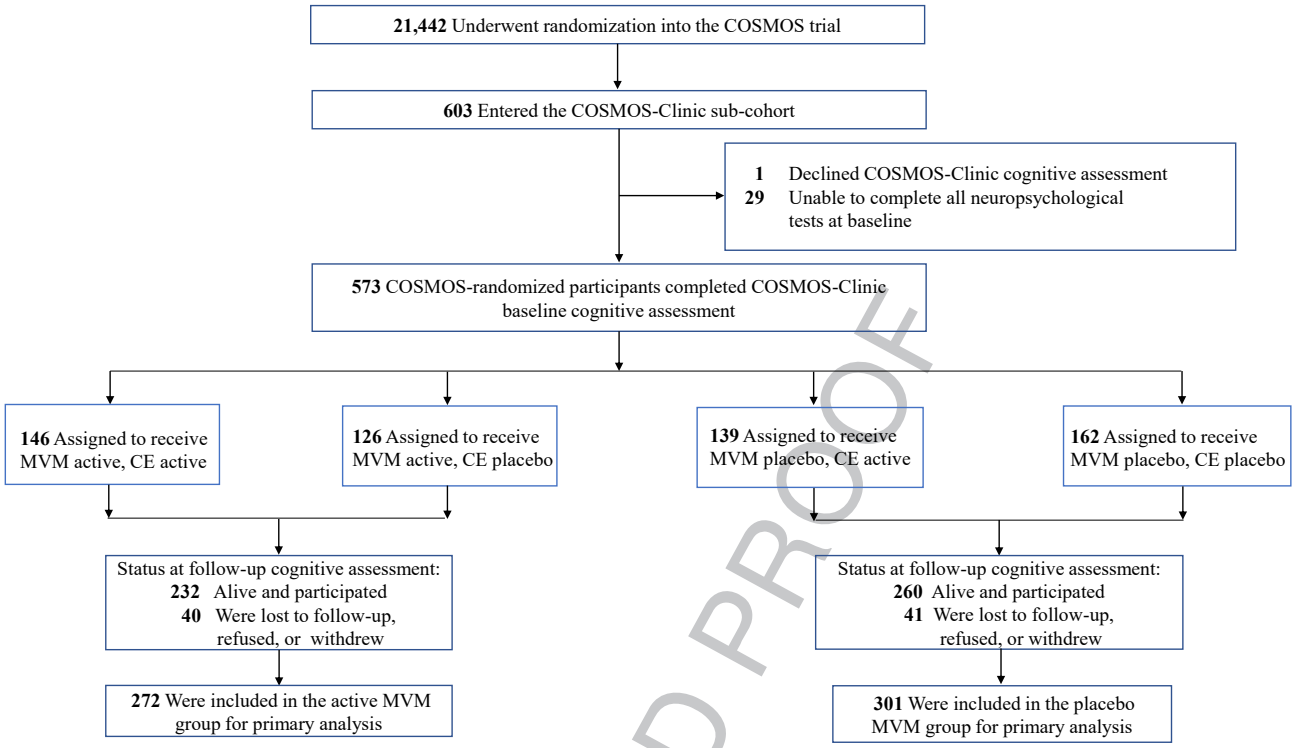

FIGURE 1. Flow of participants in the COSMOS-Clinic cognitive substudy. CE, cocoa extract; COSMOS, the COcoa Supplement and Multivitamin Outcomes Study [14–16]; MVM, multivitamin-mineral.

random-effects models. The outcomes were mean standardized (z) scores, relative to baseline, in each cognitive substudy; the study-specific estimates were pooled, and a summary effect estimate [95% confidence interval (CI)] and P value were reported. Heterogeneity across substudies (using the Q statistic) and between-study variance [using tau squared (τ^2)] were examined using the %METAANAL macro (DerSimonian–Laird method) [31,32]. Tests were two-sided; for an α-level of 0.05 with 2 coprimary outcomes, $P < 0.025$ was used to indicate statistical significance for each coprimary outcome after Bonferroni correction [33].

All analyses were performed using SAS version 9.4 (SAS Institute) and R version 4.1.1 (R Foundation for Statistical Computing).

Results

Of the 603 COSMOS-Clinic participants, 573 completed all neuropsychologic tests at baseline (Figure 1). Among these 573 participants, 81 (14.1%) were lost to follow-up, refused follow-up cognitive assessment, or withdrew from the study before the follow-up cognitive assessment; 492 of 573 (85.9%) completed all neuropsychologic assessments at baseline and 2 y. Among participants who returned study pill adherence questionnaires (98% of this sample), 95.5% in the MVM group, and 95.3% in the placebo group reported adequate study pill adherence (that is, taking ≥75% study pills per month) at year 1. At 2 y, 90.9% of the MVM group and 90.0% of the placebo group reported adequate study pill adherence. This report includes results regarding the effects of MVM on cognition in the COSMOS-Clinic cognitive substudy; results regarding the effects of CE on cognition are described elsewhere [34].

COSMOS-clinic: baseline characteristics

There were 272 participants randomly assigned to MVM, and 301 were randomly assigned to placebo. The mean (SD) age was 69.6 (5.3) y, females comprised 49.2%, and 37.9% reported prerandomization use of multivitamins (Table 1). Descriptive characteristics were comparable across treatment groups.

COSMOS-clinic: main analyses

Participants randomly assigned to MVM compared with placebo showed a modest benefit in global cognition over 2 y; the mean difference in change in global cognition score, relative to baseline, was 0.06 SU (95% CI: −0.003, 0.13) (Table 2).

Regarding secondary outcomes, MVM supplementation compared with placebo led to a statistically significant more favorable change in episodic memory; the mean difference in change in episodic memory score, comparing the MVM and placebo groups, was 0.12 SU (95% CI: 0.002, 0.23) (Table 2). To assess the clinical importance of findings, we compared the observed estimate of the treatment effect with the estimate within the multivariable model for a 1-y increase in participant age, because age is the most robust predictor of cognitive decline. The estimate for the association between a 1-y difference in age at baseline and a 2-y change in episodic memory was −0.025 SU; this translates to the effect of a 2-y MVM supplementation that was equivalent to 4.8 y less aging in episodic memory than placebo. In contrast, there was no MVM benefit for executive function or attention over 2 y in this sample.

COSMOS-clinic: subgroup analyses

We did not observe significant interactions by selected subgroups for the effect of MVM supplementation compared with placebo on

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TABLE 1
Characteristics of COSMOS-Clinic cognitive substudy participants at baseline

Characteristic	No. (%) of participants[1]	
	MVM group (n = 272)	Placebo group (n = 301)
Age, mean (SD)	69.3 (5.1)	69.8 (5.5)
Sex, n (%)		
Male	139 (51.1)	152 (50.5)
Female	133 (48.9)	149 (49.5)
Randomization to CE supplement		
Active group	146 (53.7)	139 (46.2)
Placebo group	126 (46.3)	162 (53.8)
Self-reported racial and ethnic group,[2] n (%)		
Non-Hispanic White	267 (98.2)	286 (95.0)
Other racial and ethnic groups	5 (1.8)	15 (5.0)
Education, n (%)	(n = 268)	(n = 297)
≤College	107 (39.9)	151 (50.8)
After college	161 (60.1)	146 (49.2)
BMI, median (IQR), (kg/m^2)	27.1 (24.1–30.4)	27.3 (24.5–30.6)
Leisure-time physical activity, median (IQR), MET (h/wk)	21.5 (6.9–36.1)	19.0 (9.1–37.3)
Adherence to a healthy diet, AHEI-2010 (points), n (%)	(n = 246)	(n = 275)
Lowest tertile (15.5–38.5)	68 (27.6)	101 (36.7)
Middle tertile (39.5–47.5)	84 (34.2)	90 (32.7)
Highest tertile (48.5–72.5)	94 (38.2)	84 (30.6)
Smoking status, n (%)	(n = 269)	(n = 298)
Never	147 (54.7)	164 (55.0)
Past or current	122 (45.4)	134 (45.0)
Frequency of alcohol use, n (%)	(n = 256)	(n = 286)
Never or rarely	54 (21.1)	69 (24.1)
Monthly	20 (7.8)	13 (4.6)
Weekly	99 (38.7)	114 (39.9)
Daily	83 (32.4)	90 (31.5)
Regular use of multivitamin supplement, n (%)	105 (38.6)	112 (37.3)
History of hypertension, n (%)	125 (46.0)	157 (52.2)
History of CVD,[3] n (%)	16 (6.0)	19 (6.4)
History of diabetes, n (%)	25 (9.2)	38 (12.7)
History of high-cholesterol medication, n (%)	109 (40.2)	116 (38.7)
History of depression, n (%)	80 (29.5)	77 (25.8)
Baseline cognitive outcomes, SU, mean (SD)		
Primary outcome		
Global cognition composite[4]	0.02 (0.57)	−0.02 (0.54)
Secondary outcomes		
Episodic memory composite[5]	0.01 (0.74)	−0.01 (0.72)
Executive attention or function composite[6]	0.04 (0.65)	−0.04 (0.66)
Presence of subjective cognitive complaints,[7] n (%)		
Yes	86 (31.6)	98 (32.6)
No	186 (68.4)	203 (67.4)

Abbreviations: 3MS, Modified Mini-Mental State Examination [19]; AHEI, alternative healthy eating index; CE, cocoa extract; CERAD, Consortium to Establish a Registry for Alzheimer's Disease [20,21]; COSMOS, COcoa Supplement and Multivitamin Outcomes Study; CVD, cardiovascular disease; IQR, interquartile range; MET, metabolic equivalent of task; MVM, multivitamin-mineral; SU, SD units.

[1] Unless otherwise indicated. The percentages may not sum to 100 because of rounding.

[2] In the COSMOS prerandomization questionnaire, participants were presented with the following categories of race and asked to check all that apply: American Indian or Alaska Native; Black or African American; Asian; Native Hawaiian or other Pacific Islander; White; Unknown. Regarding ethnicity, participants were asked to select one of these options: Hispanic; non-Hispanic; Unknown. On the basis of the responses, we derived a binary variable for self-reported racial and ethnic background, with categories of non-Hispanic White and other racial and ethnic groups (Black or African American; Hispanic (not Black or African American); Asian; Native Hawaiian or other Pacific Islander; American Indian or Alaska Native; multiple races or unknown race and/or unknown ethnicity).

[3] On the basis of the self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent.

[4] Global cognition composite was obtained by averaging z-scores of 11 tests: 3MS [19], immediate and delayed recalls of the East Boston Memory Test [22], category fluency tests (naming animals and vegetables) [20], tests from CERAD (immediate learning, delayed recall, recognition) [20,21], Trail Making Tests A and B [23], and Digit Span Backwards [24].

[5] Episodic memory composite was obtained by averaging z-scores of 4 tests: immediate and delayed recalls of the East Boston Memory Test [22], and CERAD immediate learning and delayed recall tests [20,21].

[6] Executive function or attention composite was obtained by averaging z-scores of 5 tests: category fluency tests (naming animals and vegetables) [20], Trail Making Tests A and B [23], and Digit Span Backwards [24].

[7] Subjective cognitive complaints were ascertained using the Structured Telephone Interview for Dementia Assessment (STIDA) [30].

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TABLE 2
Adjusted mean difference in change in cognitive outcomes over a 2-y follow-up, comparing MVM and placebo groups[1]

	MVM group		Placebo group		Adjusted mean difference (95% CI) for change over a 2-y follow-up, SU
	N	Mean (SE)[2]	*N*	Mean (SE)[2]	
Primary outcome					
Global cognition[3]					
Baseline	272	0.02 (0.03)	301	−0.01 (0.03)	
Year 2	232	0.19 (0.03)	260	0.09 (0.03)	0.06 (−0.003, 0.13)
Secondary outcomes					
Episodic memory[4]					
Baseline	272	0.01 (0.04)	301	−0.01 (0.04)	
Year 2	232	0.36 (0.04)	260	0.23 (0.04)	0.12 (0.002, 0.23)
Executive function or attention[5]					
Baseline	272	0.03 (0.04)	301	−0.03 (0.04)	
Year 2	232	0.05 (0.04)	260	−0.05 (0.04)	0.04 (−0.04, 0.11)

Abbreviations: 3MS, Modified Mini-Mental State Examination [19]; CE, cocoa extract; CERAD, Consortium to Establish a Registry for Alzheimer's Disease [20, 21]; CI, confidence interval; MVM, multivitamin-mineral; SU, SD units.

[1] Results are from the repeated measures model; all participants contributed to the repeated measure analysis at 1 and/or both time points. Models were controlled for baseline age, sex, randomization to the CE group, and CE effect over time (that is, CE-x-time).

[2] Mean and SEs (in SU) are calculated from a multivariable model adjusted by age, sex, randomization to the CE group, and CE effect over time (that is, CE-x-time). The analyses of secondary outcomes were not adjusted for multiple comparisons.

[3] Global cognition composite was obtained by averaging *z*-scores of 1 tests: 3MS [19], immediate and delayed recalls of the East Boston Memory Test [22], category fluency tests (naming animals and vegetables) [20], tests from CERAD (immediate learning, delayed recall, recognition) [20,21], Trail Making Tests A and B [23], and Digit Span Backwards [24].

[4] Episodic memory composite was obtained by averaging *z*-scores of 4 tests: immediate and delayed recalls of the East Boston Memory Test [22], and CERAD immediate learning and delayed recall tests [20,21].

[5] Executive function or attention composite was obtained by averaging *z*-scores of 5 tests: category fluency tests (naming animals and vegetables) [20], Trail Making Tests A and B [23], and Digit Span Backwards [24].

global cognitive change over 2 y (Figure 2); furthermore, there was no significant interaction between the MVM and CE interventions for global cognition (P-interaction = 0.46).

Meta-analysis of prespecified outcomes within COSMOS cognitive substudies

The meta-analysis results for global cognition (Figure 3) show that participants randomly assigned to the MVM group compared with placebo had a statistically significant more favorable change in global cognition over time (mean difference (95% CI): 0.07 (0.03, 0.11) SU; $P = 0.0009$); findings remained significant after Bonferroni correction. The overall effect was not heterogeneous across studies (P-heterogeneity = 0.88), with no between-study variance ($\tau^2 = 0\%$).

The meta-analysis results for episodic memory (Figure 3) show that participants randomly assigned to the MVM group compared with placebo had a statistically significant more favorable change in episodic memory over time [mean difference (95% CI): 0.06 (0.03, 0.10) SU; $P = 0.0007$]; findings remained significant after Bonferroni correction. The overall effect was not heterogeneous across studies (P-heterogeneity = 0.61), with no between-study variance ($\tau^2 = 0\%$).

Regarding the clinical importance of our meta-analysis findings: the magnitude of the effect of MVM supplementation compared with placebo on global cognition score was equivalent on average to the difference observed between participants 2 y apart in age (that is, 2 y less cognitive aging).

Discussion

We observed a statistically significant beneficial effect of MVM supplementation compared with placebo on episodic memory in the well-characterized COSMOS-Clinic subcohort of 573 participants. Furthermore, our meta-analysis among over 5000 nonoverlapping participants across the 3 COSMOS cognitive substudies showed clear evidence of MVM benefits on both global cognition and episodic memory. Regarding clinical importance, the effect of daily MVM supplementation on global cognition over a duration of 2–3 y may translate to a reduction in cognitive aging by 2 y compared with placebo. Overall, our findings provide support for the benefits of an MVM supplement in preventing cognitive decline among older adults.

There is biologic plausibility for the findings, as combinations of vitamins and minerals interact with multiple biologic pathways that support cognitive health, and nutritional and micronutrient deficiencies in older adults may elevate risk of cognitive decline [8]. Prior RCTs testing single or limited combinations of vitamins or minerals on cognitive change have usually shown null results; however, short treatment durations (≤12 mo), lack of a baseline prerandomization cognitive assessment, the specific cognitive tests administered, insufficient statistical power, reliance on a post hoc analysis, or a combination of these factors limit cross-study comparisons [9–13]. In addition to the COSMOS-Clinic cognitive substudy, 3 other RCTs (that is, PHS II, COSMOS-Mind, and COSMOS-Web) [5–7] have investigated long-term (>12 mo) effects of a typical broad-based MVM on cognitive change among older adults. In COSMOS-Clinic, MVM supplementation led to better episodic memory scores over time compared with placebo; similar benefits were observed in COSMOS-Mind and COSMOS-Web studies [6,7]. Although COSMOS-Clinic had the smallest sample among the 3 COSMOS cognitive substudies, the estimate of the MVM effect on episodic memory was larger in the COSMOS-Clinic. The use of in-person assessments in COSMOS-Clinic, including the addition of tests from the CERAD, may have enhanced measurement precision.

Our meta-analysis of findings within COSMOS regarding the cognitive benefits of MVM supplementation among older adults has

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Subgroup	No. of participants	Adjusted mean difference (95% CI) in change, SU	P−interaction[2]
Age, years			0.78
<70	334	0.05 (−0.03, 0.14)	
70+	239	0.07 (−0.03, 0.18)	
Sex			0.88
Female	282	0.06 (−0.03, 0.16)	
Male	291	0.06 (−0.03, 0.14)	
Self−reported racial and ethnic group[3]			0.07
Non−Hispanic White	553	0.05 (−0.01, 0.12)	
Other racial and ethnic groups	20	0.41 (0.04, 0.78)	
Randomization to CE supplement			0.46
Active group	285	0.09 (−0.004, 0.18)	
Placebo group	288	0.04 (−0.05, 0.13)	
AHEI−2010, points (range)			0.32
Lowest tertile (15.5−38.5)	169	0.09 (−0.04, 0.23)	
Middle tertile (39.5−47.5)	174	0.07 (−0.04, 0.19)	
Highest tertile (48.5−72.5)	178	0.01 (−0.09, 0.11)	
Body mass index, kg/m^2			0.83
Normal, <25.0	173	0.06 (−0.06, 0.19)	
Overweight, 25.0−29.9	230	0.09 (−0.01, 0.19)	
Obesity, 30.0+	170	0.04 (−0.07, 0.15)	
CVD[4]			0.90
Yes	35	0.06 (−0.15, 0.28)	
No	528	0.06 (−0.008, 0.13)	
Depression			0.28
Yes	157	0.11 (0.006, 0.22)	
No	413	0.04 (−0.04, 0.12)	
Hypertension			0.35
Yes	282	0.04 (−0.05, 0.12)	
No	291	0.09 (−0.004, 0.18)	
Diabetes			0.20
Yes	63	0.20 (0.001, 0.40)	
No	509	0.05 (−0.01, 0.12)	
General cognitive function (3MS),[5] points(range)			0.57
Lowest tertile (74.0−95.0)	188	0.12 (−0.01, 0.24)	
Middle tertile (96.0−98.0)	180	0.02 (−0.09, 0.14)	
Highest tertile (99.0−100.0)	205	0.06 (−0.05, 0.16)	
Presence of subjective cognitive complaints[6]			0.83
Yes	184	0.07 (−0.06, 0.19)	
No	389	0.05 (−0.02, 0.13)	

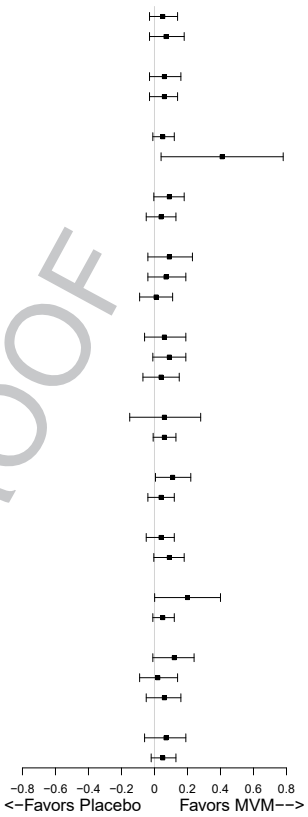

FIGURE 2. Adjusted mean difference in change in global cognition composite over a 2-y follow-up comparing MVM and placebo groups, according to prespecified subgroups.[1] 3MS, Modified Mini-Mental State [19]; AHEI, alternative healthy dietary index [29]; CE, cocoa extract; CI, confidence interval; CVD, cardiovascular disease; MVM, multivitamin-mineral; SU, SD units.

[1]Analyses were performed using repeated measures models adjusted for baseline age, sex, randomization to the CE group, and CE effect over time (that is, CE-x-time). All participants contributed to the repeated measure analysis at 1 and/or both time points. Adjusted mean differences (95% CI) between MVM and placebo groups in global cognition scores over a 2-y follow-up period are shown within subgroups. Analyses were not adjusted for multiple comparisons.

[2]*P*-interaction is from the 1-df test of the subgroup-x-treatment-x-follow-up time interaction term in the model.

[3]In the COSMOS prerandomization questionnaire, participants were presented with the following categories of race and asked to check all that apply: American Indian or Alaska Native; Black or African American; Asian; Native Hawaiian or other Pacific Islander; White; Unknown. Regarding ethnicity, participants were asked to select one of these options: Hispanic; non-Hispanic; Unknown. On the basis of the responses, we derived a binary variable for self-reported racial and ethnic background, with categories of non-Hispanic White and other racial and ethnic groups [Black or African American; Hispanic (not Black or African American); Asian; Native Hawaiian or other Pacific Islander; American Indian or Alaska Native; multiple race or unknown race and/or unknown ethnicity].

[4]On the basis of the self-report of transient ischemic attack, congestive heart failure, coronary artery bypass graft, angioplasty, or stent.

[5]For this subgroup analysis, we excluded the *z*-score of the general cognition test from the global cognition composite.

[6]Subjective cognitive complaints were ascertained using the Structured Telephone Interview for Dementia Assessment (STIDA) [30].

important implications for future clinical practice and scientific research. In clinical settings, MVM supplements merit greater consideration as a recommended treatment strategy to prevent cognitive decline among older adults without dementia at baseline. Also, in both PHS II and COSMOS, long-term MVM use is safe without notable adverse effects. Regarding implications for scientific research, further investigations should confirm findings among participants from more diverse backgrounds, with greater representation of the entire United States population. Additionally, future studies may incorporate ADRD biomarkers (for example, amyloid, tau), -omics (for example, epigenomics, microbiome, metabolomics), or genetics (for example, apolipoprotein E genotype) in an experimental framework to provide novel insights into how MVM supplements work to prevent cognitive decline and for whom they may be most effective.

Outside of the 3 COSMOS cognitive ancillaries (that is, COSMOS-Clinic, COSMOS-Mind, and COSMOS-Web), no other RCTs in the literature to date featured both prerandomization and follow-up neuropsychologic assessments, a comprehensive MVM supplement intervention (containing ≥20 vitamins and minerals), intervention durations of 12 mo or longer, and sufficiently large sample sizes ($n \geq 500$). Results regarding the MVM intervention in COSMOS cognition ancillaries differ from earlier findings in PHS II ($n = 5947$; mean age: 71.6 y), in which no MVM benefits on cognitive change were observed over an average follow-up of 10 y [5]. However, important differences between the COSMOS and PHS II trials should be noted. First, COSMOS included both older males and females, whereas PHS II included only older males. Second, PHS II started cognitive testing, on average, 2.5 y after randomization. As a result, cognitive benefits associated with MVM supplementation over the first 2–3 y of follow-up, observed in 3 COSMOS cognitive substudies, might have been missed in PHS II. Third, differences may be explained by subtle distinctions in the MVM formulations (Centrum Silver) from

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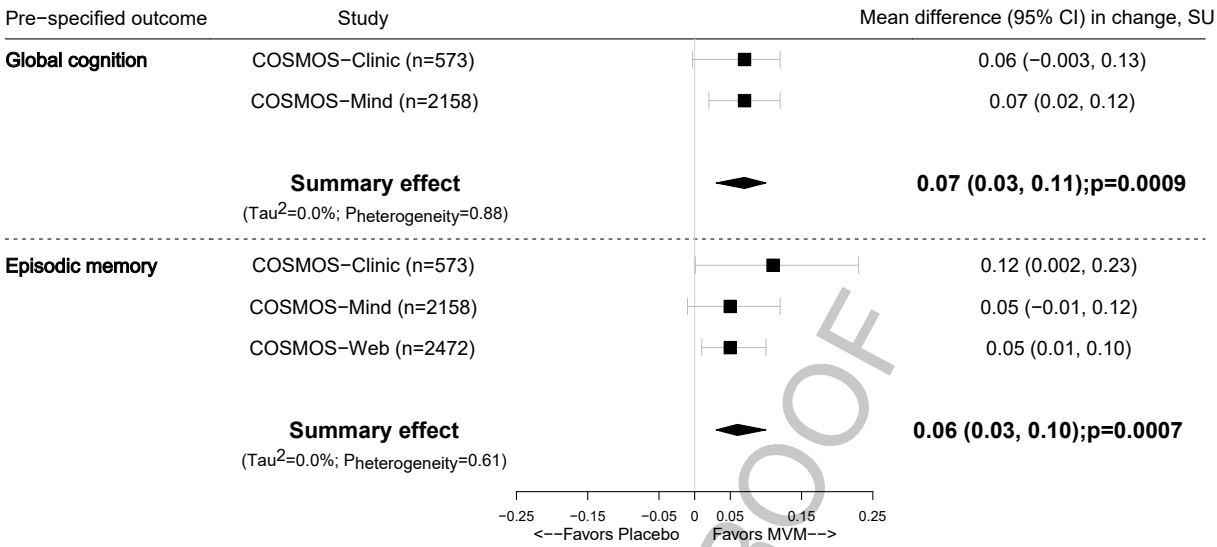

FIGURE 3. Meta-analyses of findings of global cognition and episodic memory, comparing MVM and placebo groups, among nonoverlapping participants across COSMOS cognitive substudies.[1] CI, confidence interval; COSMOS, COcoa Supplement and Multivitamin Outcomes Study [14–16]; MVM, multivitamin-mineral; SU, SD units.

[1]Meta-analysis was performed using random-effects models. A pooled summary effect estimate with 95% (CI) was reported. Heterogeneity across substudies (using the Q statistic) and between-study variance [using tau squared (τ^2)] were examined using the %METAANAL macro (DerSimonian–Laird method) [31, 32]. $P < 0.025$ was used to indicate statistical significance for each coprimary outcome after Bonferroni correction [33].

PHS II to COSMOS (Supplemental Table 2), particularly with the addition of lutein and lycopene for COSMOS.

Study strengths should be noted: well-characterized sample; detailed in-person neuropsychologic assessments that assessed subtle changes across multiple cognitive domains; high adherence and retention rates. Furthermore, this report makes a unique contribution by including a meta-analysis of over 5000 COSMOS participants from 3 cognitive substudies randomly assigned to an MVM supplement compared with placebo with prerandomization and follow-up assessments, providing clear evidence for cognitive benefits of MVM supplementation among older adults.

There were also study limitations. First, COSMOS had relatively low racial and ethnic diversity, which may limit generalizability. Second, we are unable to determine whether specific individual vitamins or minerals of the MVM supplement may explain our observed cognitive benefits. Furthermore, we do not know whether these favorable results associated with the COSMOS MVM supplement (Centrum Silver) can be generalized to other broad-based MVM supplements, as our findings may or may not represent a class effect. Third, we did not control for type-1 error in secondary outcomes and subgroup analyses in COSMOS-Clinic; these findings should be considered exploratory. Fourth, although useful for clinical translation, a simplified approach to addressing the clinical relevance of daily MVM in terms of years of aging has inherent limitations.

Q7 In conclusion, among 573 COSMOS-Clinic subcohort participants who underwent repeat in-person, detailed neuropsychologic assessments over 2 y, MVM supplementation led to a statistically significantly more favorable change in episodic memory compared with placebo. A meta-analysis of 3 COSMOS cognitive substudies ($n >$ 5000) provided clear evidence that daily MVM use showed benefits for both global cognition and memory among older adults; the magnitude of effect on global cognition appears equivalent to reducing cognitive aging by 2 y. Our findings warrant consideration by clinical guidelines committees for the role of daily MVM use in preventing cognitive decline in older adults.

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Author contributions

The authors' responsibilities were as follows – CMV, OIO: had full access to all of the data in the study and took responsibility for the integrity of the data and the accuracy of the data analysis; CMV, JEM, HDS, OIO: concept and design; all authors: acquisition, analysis, or interpretation of data; CMV: initial drafting of the manuscript; all authors: critical revision of the manuscript for important intellectual content; CMV, JEM, NRC, OIO: statistical analysis; JEM, HDS: obtained funding; and JEM, HDS, NRC, OIO: supervision.

Conflict of interest

CMV has received research support from Nestlé-Purina Petcare Company, Mars Edge, and American Foundation for Suicide Prevention. JEM has received research support from Mars Edge. HDS has received research support from Mars Edge, Pure Encapsulations, and Pfizer Inc., and honoraria and/or travel for lectures from the Council for Responsible Nutrition, BASF, NIH, and American Society of Nutrition during the conduct of the study. AMB has received research support from Mars Edge. OIO receives royalties from Springer Publishing for a book on late-life depression prevention. OIO has received research support from the NIH and the Alzheimer's Association. LDB received funding for COSMOS-Mind from the NIH. MAE receives research

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support from the NIH and the Alzheimer's Association. MAE is also compensated for service on a Steering Committee for a study conducted by Nestle. No other authors have disclosures to report.

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Data availability

Data described in the manuscript, code book, and analytic code will be made available upon request. The dataset(s) will be de-identified before release for sharing. We will make the data and associated documentation available to users only under a data-sharing agreement. Details on the availability of the study data to other investigators will be Q9 on our study website at https://cosmostrial.org/.

Appendix A. Supplementary data

Supplementary data to this article can be found online at https://doi.org/10.1016/j.ajcnut.2023.12.011.

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Original Research Article

Multivitamin Supplementation Improves Memory in Older Adults: A Randomized Clinical Trial

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A B S T R A C T

Background: Maintenance of cognitive abilities is of critical importance to older adults, yet few effective strategies to slow cognitive decline currently exist. Multivitamin supplementation is used to promote general health; it is unclear whether it favorably affects cognition in older age.
Objectives: To examine the effect of daily multivitamin/multimineral supplementation on memory in older adults.
Methods: The COcoa Supplement and Multivitamin Outcomes Study Web (COSMOS-Web) ancillary study (NCT04582617) included 3562 older adults. Participants were randomly assigned to a daily multivitamin supplement (Centrum Silver) or placebo and evaluated annually with an Internet-based battery of neuropsychological tests for 3 y. The prespecified primary outcome measure was change in episodic memory, operationally defined as immediate recall performance on the ModRey test, after 1 y of intervention. Secondary outcome measures included changes in episodic memory over 3 y of follow-up and changes in performance on neuropsychological tasks of novel object recognition and executive function over 3 y.
Results: Compared with placebo, participants randomly assigned to multivitamin supplementation had significantly better ModRey immediate recall at 1 y, the primary endpoint ($t(5889) = 2.25$, $P = 0.025$), as well as across the 3 y of follow-up on average ($t(5889) = 2.54$, $P = 0.011$). Multivitamin supplementation had no significant effects on secondary outcomes. Based on cross-sectional analysis of the association between age and performance on the ModRey, we estimated that the effect of the multivitamin intervention improved memory performance above placebo by the equivalent of 3.1 y of age-related memory change.
Conclusions: Daily multivitamin supplementation, compared with placebo, improves memory in older adults. Multivitamin supplementation holds promise as a safe and accessible approach to maintaining cognitive health in older age. This trial was registered at clinicaltrials.gov as NCT04582617.

Keywords: multivitamins, cognition, aging, remote testing, clinical trial, diet

Introduction

The maintenance of cognitive abilities is a top priority for older adults [1]. Healthy dietary patterns are implicated in slowing cognitive aging and may explain some degree of inter-individual differences in cognitive change over time [2]. Many older adults believe that taking vitamins or dietary supplements delays cognitive impairment [3], yet few larger-scale, longer-term randomized trials have rigorously tested this assumption. Although observational data suggest an association

Abbreviations: aHEI, alternative Healthy Eating Index; COSMOS, COcoa Supplement and Multivitamin Outcomes Study; CVD, cardiovascular disease; DSMB, Data Safety Monitoring Board; ITT, intention-to-treat.

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between selected blood-derived vitamin concentrations, such as vitamin B_{12}, and cognition [4,5], results from randomized trials of multivitamins and cognitive change in older adults are mixed, with some meta-analytic evidence of improvement to immediate verbal memory [6] and others suggesting a null effect [7–9].

The recently completed COcoa Supplement and Multivitamin Outcomes Study (COSMOS; NCT02422745), a 2 × 2 factorial trial that examined the effect of dietary flavanol and multivitamin/multimineral (hereafter referred to as multivitamin) supplementation compared with placebo on cardiovascular and cancer outcomes in 21,442 older women and men with 3.6 y of follow-up [10–12], included 2 cognitive ancillary studies (Figure 1). In the COSMOS-Mind ancillary study, 2262 COSMOS participants underwent telephone-administered cognitive assessments over 3 y and reported that multivitamin supplementation benefited global cognition compared with placebo, an effect that was more prominent among participants reporting a history of cardiovascular disease (CVD) [13].

Here, we report results from the COSMOS-Web (NCT04582617) ancillary study, which was designed to examine the effects of dietary flavanol and multivitamin supplementation on hippocampus-mediated cognition in older adults after 1 y of intervention. There is converging work that the hippocampus is particularly susceptible to the effects of normal aging [14], and our previous intervention studies with dietary supplementation showed a positive effect on the hippocampus, indexed both by neuroimaging [15] and neuropsychological assessment [16]. This report focuses on the multivitamin intervention of COSMOS-Web; and the results of the cocoa flavanol intervention are reported separately [17]. In addition to providing the opportunity to replicate multivitamin results from the COSMOS-Mind ancillary study [13], the COSMOS-Web study extends these findings by focusing on outcomes hypothesized to be particularly vulnerable in aging through a novel approach to cognitive outcome assessment. We hypothesized that multivitamin supplementation, similar to our previous observations with cocoa flavanol supplementation, would affect hippocampus-mediated aspects of declarative memory. To test this hypothesis, we designed the COSMOS-Web cognitive battery, which included neuropsychological outcome measures designed to be sensitive to cognitive changes typically seen in older adults and to capture the dynamic range of cognitive function. A unique and innovative design element of the study was that neuropsychological outcome measures were collected remotely via self-administered Web-based assessment tools.

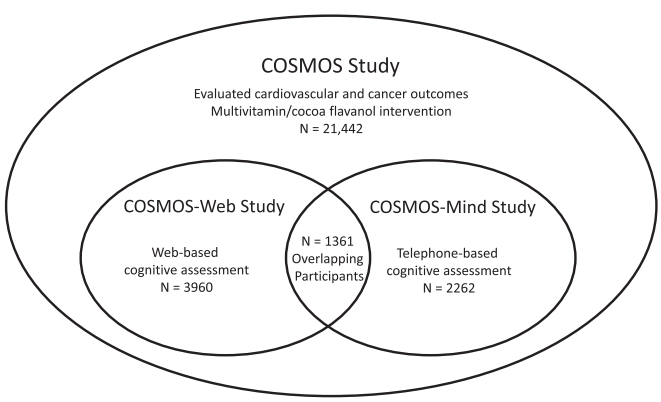

FIGURE 1. The COSMOS study and its ancillary studies. COSMOS, COcoa Supplement and Multivitamin Outcomes Study.

Methods

COSMOS trial

COSMOS-Web (NCT04582617) is an ancillary study to the COSMOS trial (NCT02422745), which examined the effects of daily cocoa extract and multivitamin supplementation for 3 y in a 2 × 2 double-blind, randomized controlled factorial design on cardiovascular and cancer outcomes. The nationwide recruitment of the COSMOS study population (N = 21,442) was described previously [10–12,18]. The 2 COSMOS intervention arms included 500 mg/d cocoa flavanol extract (including 80 mg (–)-epicatechin) capsules or a placebo (provided by Mars Edge) and a Centrum Silver daily multivitamin or placebo (provided by Pfizer Consumer Healthcare [now Haleon]; see [18] and Supplemental Data 1 for further details). Randomization occurred between April 2016 and March 2018. A computer-generated permuted block approach, blinded to study investigators, was used to randomly assign equal proportions of eligible participants to 1 of 4 treatment arms, as described previously [18]: *1*) active multivitamin + active cocoa extract; *2*) active multivitamin + cocoa extract placebo; *3*) active cocoa extract + multivitamin placebo; or *4*) cocoa extract placebo + multivitamin placebo. Randomization was stratified by gender, age (separate 5-y groups for women and men), and recruitment source, as described previously [18]. Active multivitamin and matching placebo and active cocoa extract and placebo were packaged in blinded monthly calendar packs and regularly sent to participants by US mail. Major exclusion criteria for the main COSMOS trial were age (<65 y for women, <60 y for men), history of myocardial infarction or stroke; diagnosis of invasive cancer within the past 2 y; other serious illnesses precluding participation; unwillingness to stop the use of cocoa extract, multivitamins, high dose vitamin D (>2000 IU/d), or high dose calcium (>1200 mg/d) supplements during the trial; extreme sensitivity to caffeine; <75% compliance to study pills during ≥2-mo placebo run-in period; and inability to communicate in English. Compliance was assessed during the placebo run-in from self-reports on mailed questionnaires returned from participants. After randomization and during follow-up, participants were sent questionnaires via mail or REDCap every 6 mo, on which they self-reported the number of pills missed during a typical month.

COSMOS-Web

COSMOS-Web (NCT04582617) was designed to test the primary hypothesis that supplementation with dietary flavanols improves memory over 1 y [15,16,19]. We separately reported the results for the primary arm of COSMOS-Web that examined the effect of dietary flavanol supplementation on cognitive outcomes [17]. Because the COSMOS-Web ancillary study was embedded in the parent COSMOS trial, we could additionally examine the effect of daily multivitamin supplementation. The COSMOS-Web prespecified primary outcome was performance on the immediate recall trial of the ModRey test [20] following 1 y of intervention. Prespecified secondary outcomes included change in ModRey immediate recall performance after 2 and 3 y, ModRey retention (the ratio of delayed recall to immediate recall), performance on tests of novel object recognition (ModBent; [15]), and executive function (Flanker; [21]). Our decision to assess the primary outcome at the 1-y endpoint was constrained by the design of the parent COSMOS trial and based on our interest in examining a sustained effect of the supplementation when adherence and study pill compliance would be highest to maximize statistical power and reduce potential bias from selective dropouts. Leveraging the 3-y design of the main COSMOS trial, we additionally assessed performance after 2 and 3 y, and averaged over the 3-y follow-up period, as secondary outcomes.

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Participants

During the enrollment process, participants in the COSMOS trial were mailed an invitation to enroll in the COSMOS-Web study. The COSMOS-Web enrollment period spanned from August 2016 to August 2017. In addition to inclusion criteria for the COSMOS trial, the COSMOS-Web study required participants to have access to an Internet-connected computer. Instructions on how to access the study online were emailed to the participants who enrolled in COSMOS-Web. Participants received a $15 gift card for attempting each annual assessment, regardless of completion. COSMOS-Web received ethical approval from the Institutional Review Boards at Partners Healthcare/Mass General Brigham and Columbia University.

Participants completed the baseline COSMOS-Web assessment during the placebo run-in period to evaluate compliance and continued eligibility before randomization. Subsequently, they completed follow-up COSMOS-Web assessments annually for 3 y after the baseline assessment. All assessments used the same COSMOS-Web cognitive

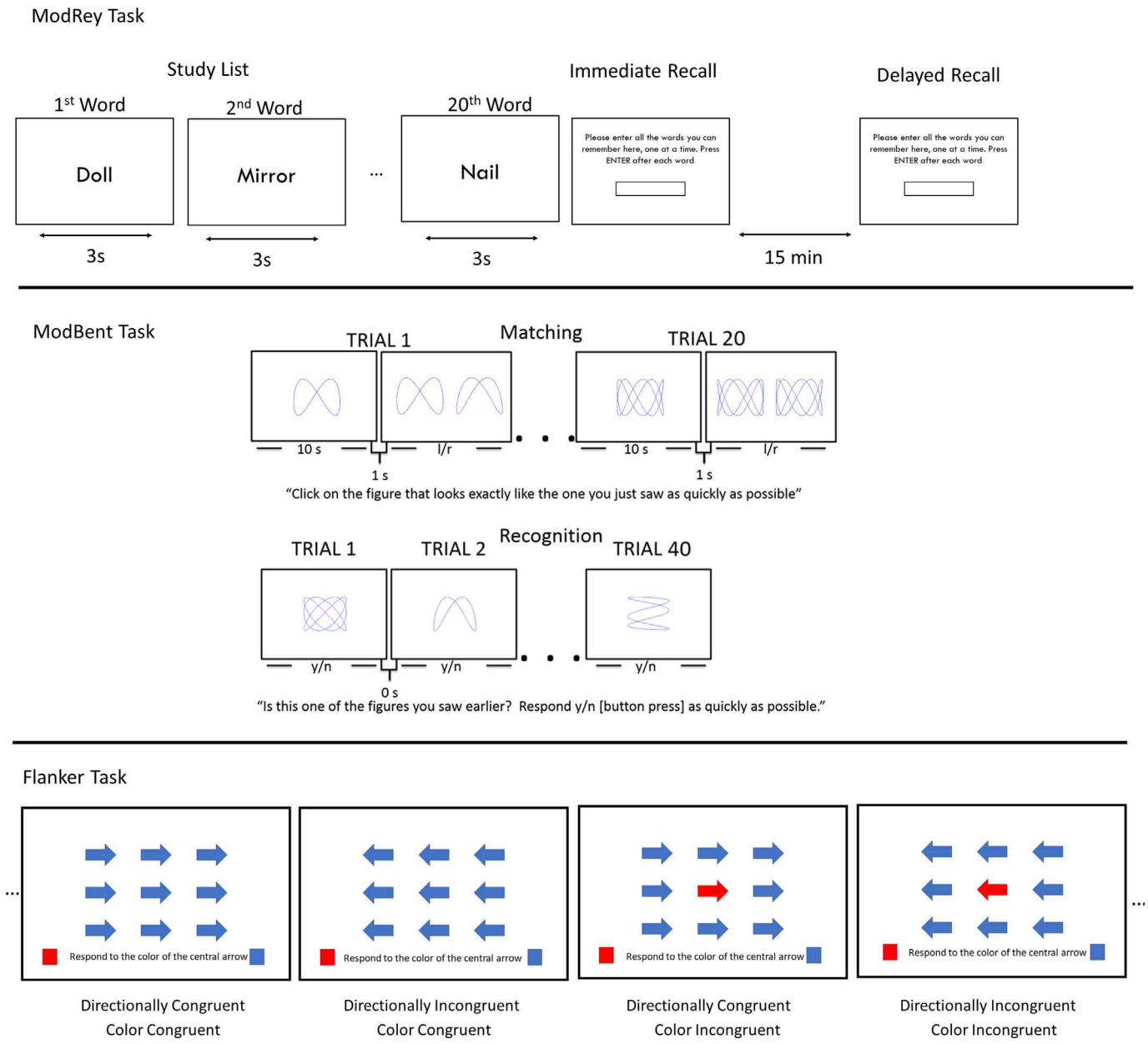

FIGURE 2. Schematic depiction of the COSMOS-Web Tasks: *1*) ModRey list learning task: Participants were presented with a list of 20 words, one at a time, for 3 s each, with the instruction to try to remember the words. Recall was assessed, by having participants type in all the words they remembered, immediately after the word list was presented, and again after ~15-min delay, following administration of the other tests in the battery. To account for the possibility of typographical errors, responses with ≥80% match to the letters in the original word were scored as correct, unless they spelled out a different common English word. For example, for "river," "riber" would be counted as correct, but "rider" would not. *2*) ModBent object recognition task: Participants first complete 20 matching trials where they are shown a stimulus and are asked to pick it out from an array of two stimuli. Then participants complete 40 forced-choice recognition trials where they indicate if a given stimulus had been studied in the matching trials, and *3*) Flanker task: Participants are shown an array of colored arrows, and asked to indicate the color of the central arrow as a test of executive control. Trials vary on directional congruency (that is, whether the direction of the arrow matches the correct response) and color congruency (that is, whether the surrounding arrows are the same color as the central arrow). COSMOS, COcoa Supplement and Multivitamin Outcomes Study.

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battery, with counterbalancing on stimulus sets presented across sessions and participants.

COSMOS-Web online platform

Neuropsychological outcome measures were collected via the self-administered COSMOS-Web cognitive battery on home computers. Cognitive tests were administered using the Inquisit-Web platform (Millisecond Software). Following instructions, participants downloaded an Inquisit-Web client and the COSMOS-Web battery on their home computers, where the software was operated locally to avoid latency variability in reaction time measurements. After the completion of the battery, participants' performance data were uploaded automatically to the Inquisit servers. A phone helpline was provided to aid participants if they had technical difficulties.

The COSMOS-Web cognitive battery consisted of 3 neuropsychological instruments, the ModRey, the ModBent, and the Flanker test. The ModRey immediate recall trial [20] is the outcome measure designed to be most sensitive and specific to hippocampus function [22] and we, therefore, prespecified it as our primary outcome measure. Although the ModBent task [15,16] was previously proposed as a primary outcome based on its association with dentate gyrus function, we had concerns about its psychometric properties and changed it to a secondary outcome before the completion of the trial and before analyzing any data in the trial. The Flanker test reflects prefrontal cortex function [21] and the retention trial of the ModRey test reflects entorhinal cortex function [23], a cognitive operation not hypothesized to be differentially affected by normal aging. We included the Flanker and ModRey retention trials to test the specificity of our hypothesis regarding hippocampus function.

In addition to using well-established paradigms in the cognitive aging literature and previous literature providing evidence for the validity of these paradigms in the target population [15,16,20,21,24–26], we conducted a small pilot study (unpublished) confirming that in a group of community-dwelling older adults performance assessed with the remote battery was comparable with the performance on the original, in-person, versions of the outcomes.

Cognitive battery

The COSMOS-Web cognitive battery included the following tasks (Figure 2):

- One-trial ModRey, a 20-item word recall task measuring episodic memory [20]. The primary outcome measure was the number of words recalled immediately (immediate recall), which is related to hippocampus function [22]. The secondary outcome measure was the ratio of words recalled after a delay to words recalled immediately (retention), which relates to entorhinal cortex function [23]. The delay trial was administered after administration of the other tests in the battery.
- Short-form ModBent, a test of novel object recognition [15]. The outcome measure was the reaction time to correctly reject the lures during the recognition trials. This task is related to the functioning of the dentate gyrus of the hippocampus [15].

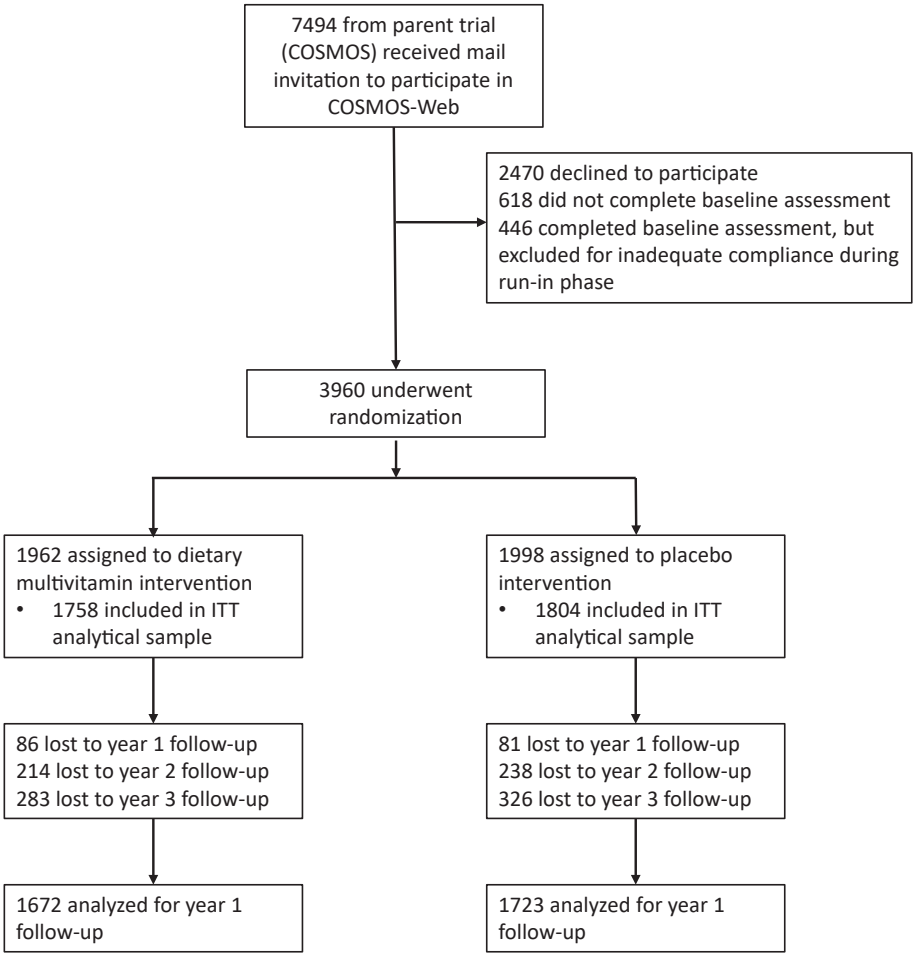

FIGURE 3. CONSORT diagram. ITT, intention-to-treat.

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- Color/Directional Flanker, a measure of executive control [21]. The outcome measure was the size of the directional Flanker effect (that is, the difference in reaction time between directionally congruent and incongruent trials). Performance on this task is mediated by the prefrontal cortex [21].

Statistical analysis

An intention-to-treat (ITT) analysis included randomly assigned participants who had a baseline plus ≥1 follow-up measurement completed (years 1, 2, or 3) regardless of pill compliance [18]; 3562 (90.0%) participants made up the ITT sample (see CONSORT diagram, Figure 3). The proportion of randomly assigned participants included in the ITT analysis was similar between treatment groups [$n = 1758$ of 1962 (89.6%) multivitamin group; $n = 1804$ of 1998 (90.3%) placebo group]. Completion of follow-up measurements for the primary outcome, ModRey, at years 1, 2, and 3 among the ITT sample was 95.3%, 87.3%, and 82.9%. Pill compliance (not missing >8 d/mo of study pills) based on self-reported pill counts was high among the ITT sample (6, 12, 18, 24, 30, and 36 mo: 94.4%, 91.8%, 87.0%, 86.6%, 82.7%, and 77.1%, respectively) with no difference between randomly assigned groups at any assessment (all $\chi^2(2) \leq 4.4$, all $P \geq 0.10$). We also defined a nonoverlapping sample as the subset of 2475 participants who did not participate in the related COSMOS-Mind study [13].

A per-protocol sample was defined as the subset of participants who met the definition for pill compliance in the first year. A total of 3189 participants in the ITT sample were included in the per-protocol sample. Task data were set to missing for the years 2 and 3 visits if a participant reported having missed >8 doses/mo at any of the compliance assessments preceding the given visit. Analyses were conducted with SAS 9.4.

Demographic, clinical, and baseline cognitive data were summarized in the ITT sample by treatment group, along with standardized absolute mean differences between groups (values > 0.25 were considered to be nontrivial imbalance due to chance).

Linear mixed-effects models tested for differences between treatment groups in changes in the primary outcome (ModRey immediate recall) from baseline to the 1-y follow-up visit within the ITT sample, the nonoverlapping sample, and the per-protocol sample. Additional linear mixed-effects models were used for secondary outcomes (ModRey immediate recall from baseline to the 2- and 3-y follow-up, and averaged over all 3 y of follow-up, ModRey retention, ModBent correct rejection, and Flanker direction effect from baseline to 1-, 2- and 3-y follow-up visits). Predictors were the baseline value of the respective outcome, dichotomous treatment (multivitamin or placebo), categorical visit, treatment × visit interaction, and a random intercept to account for repeated measures. For all mixed-effects models, missing data for follow-up were accounted for under a missing at-random assumption. Cohen's d effect sizes were calculated for all estimated treatment differences using baseline standard deviations of each variable across all participants to allow the direct comparison of magnitude. These analyses were repeated with the nonoverlapping and the per-protocol samples. A linear regression model tested the association between age and baseline ModRey immediate recall scores to estimate the expected memory decline for each year of aging. The mean treatment difference was divided by the expected memory decline per

TABLE 1
Baseline demographic, dietary, and cognitive testing data across intervention groups in COSMOS-Web

Measure	Total sample ($N = 3562$)		Placebo ($N = 1804$)		Multivitamin ($N = 1758$)		Absolute standardized mean difference[1]
	N	% or M (SD)	N	% or M (SD)	N	% or M (SD)	
Demographics							
Age	3562	71.0 (4.6)	1804	71.0 (4.6)	1758	70.9 (4.5)	0.021
Gender							
Men	1180	33.1%	602	33.4%	578	32.9%	0.010
Women	2382	66.9%	1202	66.6%	1180	67.1%	0.010
Race							
White	3322	93.3%	1686	93.5%	1636	93.1%	0.016
African American	88	2.5%	47	2.6%	41	2.3%	0.018
Hispanic	51	1.4%	25	1.4%	26	1.5%	0.008
Other race or multiple	54	1.5%	22	1.2%	32	1.8%	0.049
Asian or Native Hawaiian	6	0.2%	2	0.1%	4	0.2%	0.028
American Indian or Alaska Native	41	1.2%	22	1.2%	19	1.1%	0.013
Education							
Missing	23	0.6%	7	0.4%	16	0.9%	0.065
High school	173	4.9%	97	5.4%	76	4.3%	0.049
Some college	1387	38.9%	693	38.4%	694	39.5%	0.022
Completed college or more	1979	55.6%	1007	55.8%	972	55.3%	0.011
Baseline diet							
Alternate Healthy Eating Index	3344	43.3 (10.8)	1692	43.4 (11.0)	1652	43.2 (10.6)	0.023
Baseline health							
History of CVD							
No	3396	95.3%	1725	95.6%	1671	95.1%	0.027
Yes	166	4.7%	79	4.4%	87	4.9%	0.027
Baseline testing							
ModRey immediate recall	3560	7.16 (3.22)	1803	7.21 (3.19)	1757	7.10 (3.26)	0.034
ModRey retention	3342	0.86 (0.43)	1707	0.84 (0.34)	1635	0.88 (0.51)	0.082
ModBent correct rejection	3548	2759.56 (1333.59)	1796	2747.93 (1222.19)	1752	2771.47 (1439.12)	0.018
Flanker direction effect	3561	31.50 (57.93)	1804	33.06 (58.60)	1757	29.89 (57.21)	0.055

Abbreviations: COSMOS, COcoa Supplement and Multivitamin Outcomes Study.
[1] Standardized absolute mean difference is calculated as the difference between treatment groups divided by the overall standard deviation. Values >0.25 are considered to be non-trivial imbalance due to chance.

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year of aging to determine the effect of multivitamin intervention in years of cognitive aging.

Based on results from the COSMOS-Mind study [13], which showed differential effects of multivitamin supplementation by baseline history of CVD, we conducted post hoc analyses that examined the interaction of treatment condition and baseline history of CVD, controlling for baseline performance and the interaction between history of CVD and baseline performance. History of CVD was defined as a dichotomous variable indicating a self-reported history of any of the following at baseline: transient ischemic attack, congestive heart failure, coronary artery bypass graft, percutaneous transluminal coronary angioplasty, or stent (those with a prior history of myocardial infarction or stroke at baseline were excluded from the parent trial).

In COSMOS, safety data were routinely collected via follow-up questionnaires sent to participants every 6 mo for 16 different prespecified self-reported symptoms and conditions. We also collected data on spontaneous reports from participants via phone, e-mail, or other communications. These and other self-reported outcomes collected on follow-up questionnaires were systematically evaluated by an external Data and Safety Monitoring Board (DSMB) to ensure that there were no adverse safety signals that warranted consideration.

Results

Baseline characteristics

Characteristics of the 3562 participants included in the ITT sample are displayed in Table 1. Baseline demographic characteristics, performance on the outcome measures, and alternative Healthy Eating Index (aHEI; [27]) scores were similar between the randomly assigned multivitamin and placebo groups. The nonoverlapping sample of COSMOS-Web participants differed slightly from the overall ITT sample (Supplemental Table 1). Baseline demographic, dietary, and cognitive characteristics were similar between groups in the per-protocol sample and were comparable to the overall COSMOS-Web sample (Supplemental Table 2).

Multivitamin supplementation improved memory

A linear mixed-effects model using the ITT sample showed that, compared with placebo, participants receiving multivitamin supplementation had significantly greater improvement in ModRey immediate recall memory between baseline and year 1 (Table 2 and Figure 4), the primary prespecified outcome for the study. Performance on the ModRey improved from a mean of 7.10 words at baseline to 7.81 words after 1 y in the multivitamin supplementation group and from an average of 7.21 words at baseline to 7.65 words after 1 y in the placebo group. The contrast estimate of the multivitamin compared with placebo effect averaged across all 3 y of follow-up demonstrated a significant effect of the multivitamin intervention, suggesting that the memory improvement is sustained, on average, over ≥3 y postbaseline (Table 2). In contrast, secondary outcomes did not differ significantly between groups in any of the follow-up years. The same effect on the primary outcome remained significant in the nonoverlapping sample that did not include participants co-enrolled in COSMOS-Mind (Supplemental Table 3), and in the per-protocol sample (Supplemental Table 4).

Treatment differences in terms of age-related memory differences

Each year of aging was associated with a baseline ModRey immediate recall memory reduction of 0.074 words ($B = -0.074$; 95% CI: 0.056, 0.092; $\beta = -0.110$; $P < 0.001$). Dividing the mean treatment difference of the multivitamin intervention compared with placebo at the 1-y primary endpoint by this value suggests that the effect of multivitamin supplementation was equivalent to ~3.1 y of age-related memory change on the ModRey.

Multivitamin supplementation and history of CVD

Individuals with a history of CVD had lower baseline ModRey scores than those without a history of CVD (mean difference = 1.04 words, SE = 0.26 words, $t(3558) = 4.05$, $P < 0.0001$). In the ITT sample, the effect of multivitamin supplementation on improvement in ModRey immediate recall memory at the 1-y follow-up was significantly higher than placebo in participants reporting a history of CVD compared with participants with no history of CVD [mean difference in treatment differences = 1.24 words, SE = 0.48 words, $t(5885) = 2.60$, $P = 0.009$ (Supplemental Table 5)]. The same effect was observed in the per-protocol sample [mean difference in treatment differences = 1.29 words, SE = 0.51 words, $t(4638) = 2.29$, $P = 0.011$ (Supplemental Table 6)], but only trended toward significance in the nonoverlapping sample [mean difference in treatment differences = 1.05 words, SE = 0.60 words, $t(4292) = 1.40$, $P = 0.081$ (Supplemental Table 7)].

Safety

Overall in the COSMOS trial, comparing side effects of multivitamin supplementation with placebo included lower rates of stomach pain, diarrhea, skin rash, and bruising, but an increased rate of gastrointestinal bleeding [12].

Discussion

Daily multivitamin supplementation improved immediate recall memory after 1 y among older adults, above practice effects observed in a placebo group. Examining the change from baseline averaged over 3 y, the effect of multivitamin supplementation on memory was sustained over the 3 y of the COSMOS trial. In contrast, we found that multivitamin supplementation did not significantly affect memory retention, executive function, or novel object recognition. Based on cross-sectional analysis of the association between age and performance on the ModRey, we estimated that the effect of the multivitamin intervention improved memory performance above placebo by the equivalent of 3.1 y of age-related memory change. Our study provides evidence that multivitamin supplementation can help maintain or enhance cognitive functioning in later life, a top health concern among older adults [1]. Although our observed effect size is small and may not be noticeable to all individuals receiving multivitamin supplementation, even small effect sizes can result in large health benefits at the population level [28]. Vitamin supplementation is relatively inexpensive, accessible, and has a few adverse effects, and thus might be a potentially useful population health intervention. In addition to its documented impact on nutritional status and selected health outcomes [29–31], our study provides a strong parallel replication of the findings in the COSMOS-Mind ancillary study [13], which found benefits for a multivitamin on a global composite cognitive score and on composite scores for memory and executive function, including among individuals with a history of CVD who might have insufficient or deficient micronutrient concentrations [32]. We found very similar benefits for memory, and we also confirmed that multivitamin supplementation may improve memory after 1 y among nonoverlapping participants

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TABLE 2

Longitudinal mixed effect model results of the randomized multivitamin intervention on primary (ModRey immediate recall) and secondary (ModRey retention, ModBent correct rejection, Flanker direction effect) outcomes (ITT analyses)

Time point	Placebo				Multivitamin				Treatment difference			
	N	Raw mean (SD)	Raw mean change from baseline (SD)	Within group *P* value	*N*	Raw mean (SD)	Raw mean change from baseline (SD)	Within group *P* value	Mean (SE)[1]	Cohen's *d*	Test statistic	*P* value
Primary endpoint: ModRey: Immediate Recall												
Baseline	1803	7.21 (3.19)			1757	7.10 (3.26)						
Year 1	1722	7.65 (3.28)	0.43 (3.33)	<.001	1671	7.81 (3.37)	0.70 (3.30)	<.001	0.23 (0.10)	0.070	$t(5889) = 2.25$	0.025
Secondary endpoints: ModRey: Immediate Recall												
Year 2	1565	8.03 (3.26)	0.77 (3.40)	<.001	1543	8.06 (3.39)	0.91 (3.43)	<.001	0.09 (0.10)	0.028	$t(5889) = 0.86$	0.391
Year 3	1477	8.17 (3.39)	0.92 (3.22)	<.001	1475	8.28 (3.43)	1.13 (3.39)	<.001	0.16 (0.11)	0.050	$t(5889) = 1.50$	0.133
Overall[2]									0.15 (0.06)	0.048	$t(5889) = 2.54$	0.011
ModRey: Retention												
Baseline	1668	0.85 (0.34)			1593	0.88 (0.50)						
Year 1	1489	0.87 (0.54)	0.02 (0.62)	0.233	1428	0.86 (0.37)	−0.01 (0.60)	0.793	−0.02 (0.02)	0.039	$t(4989) = -1.02$	0.307
Year 2	1394	0.85 (0.41)	0.00 (0.52)	0.301	1348	0.87 (0.48)	−0.01 (0.68)	0.558	0.02 (0.02)	0.045	$t(4989) = 1.14$	0.254
Year 3	1301	0.85 (0.39)	0.01 (0.51)	0.625	1294	0.86 (0.43)	−0.02 (0.57)	0.810	0.00 (0.02)	0.007	$t(4989) = 0.17$	0.862
ModBent: Correct rejection												
Baseline	1766	2747.73 (1219.25)			1721	2774.06 (1446.39)						
Year 1	1646	2814.83 (1325.91)	70.89 (1497.58)	0.047	1598	2789.45 (1404.38)	18.09 (1676.45)	0.439	−38.07 (45.16)	0.028	$t(5573) = -0.84$	0.399
Year 2	1509	2815.80 (1338.84)	51.73 (1532.25)	0.113	1482	2758.24 (1375.31)	2.31 (1631.12)	0.906	−48.26 (46.84)	0.036	$t(5573) = -1.03$	0.303
Year 3	1415	2813.40 (1286.66)	71.35 (1500.78)	0.091	1415	2803.16 (1428.16)	53.16 (1565.08)	0.218	−15.49 (47.99)	0.012	$t(5573) = -0.32$	0.747
Flanker: Direction effect												
Baseline	1773	32.59 (57.95)			1722	29.50 (56.82)						
Year 1	1654	27.62 (56.92)	−4.85 (73.62)	0.004	1598	26.24 (51.29)	−3.32 (71.39)	<0.001	−0.92 (1.86)	0.016	$t(5581) = -0.50$	0.619
Year 2	1511	28.32 (53.49)	−4.95 (69.16)	0.022	1481	25.33 (47.16)	−4.02 (70.31)	<0.001	−2.47 (1.93)	0.043	$t(5581) = -1.28$	0.201
Year 3	1419	24.01 (53.97)	−9.11 (73.11)	<0.001	1417	23.60 (56.94)	−5.96 (77.59)	<0.001	0.21 (1.99)	0.004	$t(5581) = 0.11$	0.916

[1] Treatment effect controlling for baseline.

[2] Overall is the contrast estimate of the multivitamin compared with placebo effect averaged across all 3 y derived from the longitudinal mixed-effects model.

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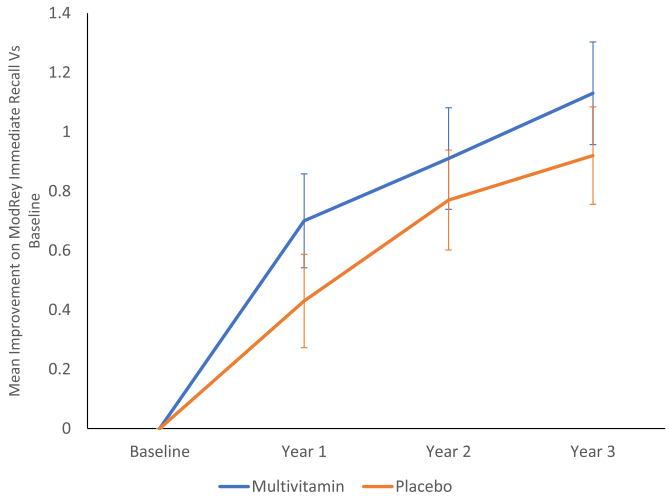

FIGURE 4. Mean improvement on ModRey immediate recall between treatment groups. Error bars represent 95% CIs.

between the 2 ancillary studies. Participants in the 2 treatment arms had very similar baseline dietary patterns, as indexed by the aHEI (Table 1), which were consistent with averages from the US population [33]. We therefore do not believe that differences in background dietary quality confounded the results and we did not have a priori or prespecified hypotheses with respect to effect modification by dietary status. A major innovation of our study was the incorporation of novel neuropsychological outcome measures, designed specifically to detect subtle aspects of cognitive aging that were self-administered via a Web-based platform. This approach affords several advantages over traditional methods that rely on in-person testing with traditional neuropsychological instruments. We assessed thousands of participants in ~15,000 individual testing sessions over 36 mo, which maximized statistical power and geographical representation. A previous trial that tested a multivitamin on cognitive outcomes [9] relied on clinical neuropsychological outcomes that were designed to detect frank cognitive impairment; these scales may result in performance at the ceiling for many participants and lack sensitivity to detect meaningful individual differences among cognitively healthy adults. That study, which included close to 6000 older men, showed that multivitamin supplementation did not affect a global cognition composite score over a period of ≤12 y [9]. Because the baseline cognition assessment was not performed until 2.5 y after randomization, the study could not assess the shorter-term effects of multivitamin supplementation.

We created the COSMOS-Web battery to capture variation in cognitive functioning among healthy older adults by designing tests with varying difficulty, without ceiling effects, and with the ability to capture finely calibrated reaction times. The computerized administration of the test removes systematic biases due to variable interexaminer and site reliability. We also explored whether the multivitamin supplementation differentially affected individuals with a history of CVD. Consistent with the recent report from Baker and colleagues [13], our results show a relatively stronger impact of multivitamin supplementation on memory among those reporting a history of CVD. Participants with a history of CVD had worse baseline memory performance than those without. However, after 1 y of multivitamin supplementation, their performance recovered to a level comparable to those without CVD. The implication here is that multivitamin supplementation might attenuate micronutrient deficits observed in people with CVD [34,35], which might underlie the reduced baseline memory performance.

Our study provides evidence that multivitamin supplementation has cognitive benefits but does not provide information about the underlying mechanisms that mediate this effect, or specific essential nutrients for cognitive aging [36]. We note that the selective effect of the multivitamin intervention on immediate recall memory—a cognitive operation that is particularly vulnerable in normal cognitive aging [37]—suggests that one possible mechanism for the cognitive effects of multivitamin intervention could be through micronutrient receptors in the hippocampus [38]. As the hippocampus is differentially affected by age, the detection of the cognitive effects of multivitamins in older adults might be most obvious with tasks that are hippocampus dependent. However, it is important to note that all cognitive tasks depend on networks of brain regions, and that multivitamin supplementation might also act on any number of other regions of the brain to produce the observed cognitive effects. Low vitamin concentrations, including vitamin B_{12} and vitamin D, may be linked to cognitive decline [4,5] and dementia [39,40]. We measured selected vitamin concentrations in the blood for a small subset of participants, confirming increases in folate, vitamin B_{12}, and serum 25(OH)D with multivitamin supplementation compared with placebo [12]. Future studies should examine specific nutrients or nutrient combinations that contribute to cognitive health in aging.

The strengths of the study are the large sample size, high compliance with study pills, methodological rigor of the clinical trial, and an innovative and highly scalable cognitive assessment. A key potential limitation of this study, however, is the generalizability of our results. Participants had to meet requirements to have a computer, a degree of computer skills, and internet connectivity and comprised more highly educated, mostly White participants. Therefore, our findings might not generalize to a more educationally and racially/ethnically diverse population. Further, although we could not perform a comprehensive clinical assessment of cognitive status at baseline, the large sample size and randomization scheme provide reassurance that participants with cognitive impairment at baseline would be evenly distributed between treatment groups.

In conclusion, in the COSMOS-Web ancillary study, daily multivitamin supplementation improved verbal memory in older adults at 1 y, an effect that was sustained, over the duration of the trial. Our findings provide support for the cognitive benefits found with multivitamin supplementation in a parallel and independent subcohort in COSMOS [13], warranting further consideration of multivitamin supplementation as a targeted, safe, and accessible approach to slow cognitive decline in older adults.

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The authors' responsibilities were as follows—L-KY, RS, HDS, JEM, and AMB designed the research; L-KY, HL-G, TC, and CH conducted the research; DMA and MW analyzed data; L-KY and AMB wrote the article; AMB had primary responsibility for final content. All authors read and approved the final manuscript.

Conflict of interest

HDS, JEM, and AMB received investigator-initiated grant support to their institutions from Mars Edge. Pfizer Consumer Healthcare (now Haleon) provided support through the partial provision of study pills and packaging. HDS received investigator-initiated grants from Pure Encapsulations and Pfizer Inc and honoraria and/or travel for lectures from the Council for Responsible Nutrition, BASF, NIH, and the American Society of Nutrition during the conduct of the study. No funding sources had a role in the design and conduct of the study; collection, management, analysis, and interpretation of the data; preparation, review, or approval of the manuscript; and the decision to submit the manuscript for publication.

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Data availability

Researchers interested in study data may contact the study principal investigators to request access. Data requests must be submitted in writing for approval by qualified individuals and will be reviewed by the study investigators. External investigators who are granted access to data for analysis must identify a COcoa Supplement and Multivitamin Outcomes Study (COSMOS)-Web investigator, who will participate in analyses and manuscript preparation as a coauthor. Researchers interested in accessing data related to the COSMOS parent trial (NCT02422745) should contact the administrators of that study.

Appendix A. Supplementary data

Supplementary data to this article can be found online at https://doi.org/10.1016/j.ajcnut.2023.05.011.

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IA-DHHS-24-0418-A-009606

Document ID: 0.7.3995.5345

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Cc:

Bcc:

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Subject: Courtesy Copy: Title V Weekly Update 3-25-2024
Date: Tue Mar 26 2024 09:51:22 CDT
Attachments:

This is a courtesy copy of an email bulletin sent by Bea Sanchez - DPH.

This bulletin was sent to the following groups of people:

Subscribers of DPH_MCAH Title V (114 recipients)

_____

Updates for the week of March 25, 2024

We need your help!

The Iowa Breastfeeding Database is an online platform housed on the Coffective dashboard that helps organizations find and learn about community partners, share information about their maternal and child health services with local organizations and families, and access resources for working together. The more organizations/individuals that are populated in the database, the more effective the database will be to improve access to breastfeeding services!

How to Sign Up:

To sign up for an account and participate in the Iowa Breastfeeding Database - Here is the link to login or request to sign up https://app.coffective.com/-dashboard/login

View the step-by-step guidance on how to sign up or watch this brief how-to video

More Information on the Iowa Breastfeeding Database:

* View the Breastfeeding Database https://app.coffective.com/-resources/

* Check out Iowa's Initiative https://www.coffective.com/-iowa/

If you have questions about the dashboard, please reach out to Jane Stockton at jane.stockton@idph.iowa.gov or solutions@coffective.com

INFORMATIONAL LETTER NO. 2555-MC-FFS RE: Universal Prior Authorization (PA) Forms for Medical Requests

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Providers for both Managed Care (MC) and Fee-for-Service (FFS) must begin using the updated universal forms for requesting medical prior authorizations (PAs). The updated universal forms include one PA request form for outpatient services (470-5595)1, another PA form for inpatient services (470-5594)2 and a supplemental form (470-5619)3 for additional provider addresses, member diagnosis and procedure codes. All three universal forms can be downloaded and printed from the Provider Forms webpage on the HHS site4. All medical PA requests must be submitted on the new universal forms.

* Outpatient Medicaid PA form
* Medicaid Supplemental Information
* Outpatient Medicaid Prior Authorization Resource Guide

Register now for the 2024 CMS Health Equity Conference!

We are excited to announce that registration for the second CMS Health Equity Conference is now open! The conference will be held on May 29-30, 2024, at the Hyatt Regency hotel in Bethesda, Maryland, and available online for virtual participation.

Register for in-person or virtual attendance today!

Attendance is free and open to all, but please note that registration fills up quickly and there are a limited number of slots open for in-person attendance. If you are planning on attending in person and do not live locally to Bethesda, we encourage you to book your stay through our Hyatt Regency room block before April 30.

CMS is excited to host the 2024 CMS Health Equity Conference, and we look forward to your attendance and participation!

Iowa's Project LAUNCH initiative and Infant Toddler Court Program are sponsoring a series of "lunch and learn" webinars on topics related to infant mental health and equity.

The webinar topics are listed below (dates for the final two webinars are yet to be determined). Each webinar will be held from 12:00 – 1:00 and is open to anyone interested in the topic. These webinars are free to attend. Feel free to share this with your contacts and let me know if you have any questions.

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* Maternal Health, Birth Outcomes, and Early Childhood Development: This workshop will focus on the integration of maternal health, birth journey, and early childhood development from an equity perspective. Infant mental health is impacted by epigenetics. The impact of genes and environmental conditions begin in utero and continue throughout the lifespan. Many cognitive and social emotional delays can be linked to pregnancy outcomes. This course will highlight environmental and genetic factors contributing to infant mental health and childhood development.

March 27th * Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJYkdeCrqzIjHdc3bz9u45OWt4MSEh-JoUsNI

* Connecting with “Hard to Reach Families” IECMH Community Engagement Toolkit: One of the difficulties with the term “hard-to-reach” is that it places blame on families, when in fact, it may be the services that are “hard to reach”. Families that are deemed “hard-to-reach” are those who are less likely to engage in services that are offered to them. They may be disinterested in the services, unwilling to accept help, or reluctant to ask for help. Participants will engage in activities to more deeply understand the challenges faced and how to face their own bias when interacting with families. They will learn why some families may not want to participate, while others may have difficulty accessing the services and many may not know the resources exist.

April 23rd *Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJwucuqsrjwqE9as-5--t7BJigEVQxPu6cyva#/-registration

* Secondary Traumatic Stress: Understanding the Impact on Professionals in Trauma-Exposed Workplaces: Designed for all child-serving professionals who are exposed to details of traumatic events and/or individuals suffering from post-traumatic distress in the context of their work. Participants will learn the risks associated with working with individuals suffering with traumatic stress symptoms, strategies to reduce the impact of secondary traumatic stress (STS), and how to support wellness in staff. This course addresses how STS is an ethical mandate for organizations and individuals working in trauma-exposed environments. Building in STS mitigation into systems supports equity efforts by supporting BIPOC populations with historical trauma they carry and present day stressors.

May 29th Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJckdOiupzwoGdDcFH--hGWK1IhItrFhjdOZf#/-registration

* Uncovering Implicit Bias and Racial Inequality through Reflective Supervision: This training will identify the elements of Reflective Supervision/Consultation and discuss how this intentional space is ideal to uncover implicit bias and process experiences of racial inequity to drive more equitable IECMH policies and practices.

June 27th * Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJ0pduyuqDouHtXDe3PrSgEp7L10y--ClaMYs

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Maternal Health Monthly Contractor Calls

As a reminder, contractors are required to have representation at 75% of all contractor calls. Due to the last minute change in topic for the November call, that will count as a "freebie" for all agencies, so if you did not attend that call but need to miss three calls in addition to that, you are still in compliance. (Unless the call requires registration, the Zoom information is listed below).

* April 3 - RFA walk-through / Q&A
* May 1 - Data with Debbie regarding nicotine use in Iowa + Iowa Quitline updates

New ZoomGov link (this invite is recurring for all of the MH calls):
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://www.zoomgov.-com/meeting/vJItfu6pqDsiH_-EecJkawNQ3SAg1twHweVk/ics?-icsToken=-98tyKuiurjItG9KVuBzBeI89EJm7bu-rFkXhmlYZYnzXuAjd9U1DFF--UTJqVXB93m

Join ZoomGov Meeting
https://www.zoomgov.com/j/-1609716085

Meeting ID: 160 971 6085

Maternal Health Resources

AIM Obstetric Emergency Readiness Resource Kit

Share with your local emergency department contacts! Developed in response to the decline of hospitals providing obstetric services in rural areas of the United States and the disparate rates of pregnancy-related mortality based on race, ethnicity, and geographic location. The resource kit contains best practices, resources, and planning materials for use by teams in healthcare settings that may not typically provide obstetric services or frequently care for people experiencing obstetric emergencies.

POST-BIRTH Warning Signs

POST-BIRTH Warning Signs is available to download in 23 languages at the link below - go to the bottom of the screen 'download' and choose language.

* https://saveyourlife.awhonn.-org/?utm_source=nurses_-station_newsletter&utm_medium=-email&utm_campaign=PBWS_-Digital_Download_Launch_2023

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Oral Health Resources

Fluoridation Page

The American Academy of Pediatrics has launched a new and extensive Fluoridation page on AAP.org. The page is extensively linked to the Campaign for Dental Health website and provides numerous downloadable resources for health professionals and families alike. Topics – everything from how fluoride works to an explanation of fluorosis – are addressed using frequently asked questions and printable information sheets.

Toolkit Provides Tips for Referring Patients to State QuitLines

A toolkit released by the ADA offers dentists guidance on managing and how to refer patients to State QuitLines to support tobacco and vaping cessation efforts. The toolkit, Implementing & Fostering QuitLine Referrals: A Guide for Oral Health Professionals, was developed by the ADA's Council on Advocacy for Access and Prevention (CAAP) in collaboration with the North American Quitline Consortium (NAQC).

Child Health Resources

How does the CCNC role and services fit into the ECI Strategic Plan for 2023-2026?

The HCCI CCNC program is evidence-based and helps to ensure that children have access to healthy and safe care. The CCNC program supports the following activities outlined in the Child Care Nurse Consultant Role Guidance and national Child Care Health Consultant Competencies:

* COMPETENCY 1A. Understands the role of the CCNC
* Competency 1D. Applies principles of health equity and cultural and linguistic competence to work with ECE programs, including staff, children, and families.
* COMPETENCY 2A. Uses evidence-based instruments to assess the quality of health, safety, and wellness practices in ECE programs.
* COMPETENCY 2B. Collaborates with ECE programs to improve the quality of their health, safety, and wellness practices.
* COMPETENCY 7A. Collaborates with programs and families to support the care and inclusion of children with special health care needs and/or chronic physical health or mental

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health conditions.

Early Childhood Iowa Strategic Plan 2023-2026:

* Goal 1: Promote a coordinated infrastructure to advance the early childhood system.

* Strategy: Expand collaboration and coordination among state and local programs and agencies serving young children and their families.
* Strategy: Infuse data-based discussions and decision-making processes throughout the early childhood system.

* Goal 3: Transform the early childhood workforce through formal education, improved professionalization, increased skills and competence, and new approaches to implementing best practices.

* Strategy: Provide new or expanded early childhood workforce supports to enhance the quality of early childhood programs and services.

* Goal 4: Ensure that young children and families receive the services they need when they need them.

* Strategy: Improve and expand equitable access to high quality early learning opportunities and services, with focused intentionality for young children and families who have at-risk factors.

* Goal 5: Improve the quality of early childhood services for young children and their families across early care and education; health, mental health, and nutrition; and family support services.

* Strategy: Adopt a collective impact approach to investing in high-quality, evidence-based services, programs, and activities across the early childhood system.

Here is the link to the ECI Strategic Plan ECI_StrategicPlan-2023-26_-online Final.pdf (iowa.gov)
Contact Heidi Hotvedt at heidi.k.hotvedt@hhs.iowa.gov for questions.

Helpful Agency Links

* MCAH Portal
* Instructions to Report MCO Billing Issues
* Healthy Families Line Material Order Form

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* HRSA Hotline Promotional Materials
* Maternal Health Agency Resources - Google Folder

This message was sent by the
Iowa Department of Public Health Bureau of Family Health

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Document ID: 0.7.3995.5298

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Cc: Montero Cardenas, Jose (CDC/PHIC/OD) <znn3@cdc.gov>; Amber Williams <awilliams@astho.org>; Palm, Joseph (HHS/IEA) <joseph.palm@hhs.gov>; Bolerjack, Mallory (HHS/ORD) <mallory.bolerjack@hhs.gov>; Sives, Katelyn (CDC/NCIRD/ISD) <oot9@cdc.gov>; Cantrell, Kimberly (CDC/PHIC/OD) <klw6@cdc.gov>

Bcc:

Subject: Region 7 SHO Meeting (Monthly)

Date: Mon Mar 25 2024 11:03:11 CDT

Attachments: CDC Regional Updates_ HHS Region 7 March_25_2024 .docx
image001.png
image002.png

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning all,

Thank you for a great monthly SHO meeting.

Here are the updates we shared:

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OASH:

Naloxone in Public Housing Webinar: Success in St. Louis. Please promote to Local Health Departments and partners. Will send in separate email.

ASTHO:

ASTHO's Government Relations team sent a legislative alert last week with details about the final federal funding for HHS discretionary programs, which was approved and signed into law over the weekend. Please let us know if there are any questions or needs for additional information.

ELM Leadership Accelerator Program | April 11 - May 30 | Applications are now open for ASTHO's ELM Leadership Accelerator program. The virtual eight-week course offers sessions related to effective communication, strategic decision-making, and team building. Space will be limited to 40 supervisors and managers per cohort.

This program utilizes a multifaceted learning approach, including live facilitated online training with expert in-session coaching, leadership self-assessments, opportunities to collaborate with peers from across the country, and access to in-depth self-paced learning. Applications due April 2 More information & registration

TEFCA Overview and Perspectives from the Field | April 4 | 4 - 5:30 p.m. ET | Join ASTHO and expert panelists, including ASTHO President Steven Stack (SHO-KY), for this upcoming virtual discussion on the Trusted Exchange Framework and Common Agreement (TEFCA) in the context of public health participation in TEFCA-based data exchange. Participants will also learn more about legal and policy considerations for this topic. Register now.

CDC:

Please see attached!

Will see you all on April 22nd!

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Thank you,

Kimberly Davids, PharmD, MPH, CPH

Captain (CAPT), United States Public Health Service

Regional Health Administrator, Region 7 (KS, IA, NE, MO)

Office of Regional Health Operations

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Document ID: 0.7.3995.5298-000001	
Owner:	Davids, Kimberly (OS/OASH) <kimberly.davids@hhs.gov>
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CDC Updates for Region 7

March 25, 2024

CDC's National Institute for Occupational Safety and Health's Impact Wellbeing™ Campaign Releases Hospital-Tested Guide to Improve Healthcare Worker Burnout

As part of the first federal campaign to address healthcare worker burnout, the Centers for Disease Control and Prevention's (CDC) National Institute for Occupational Safety and Health (NIOSH) on March 18, 2024, released an evidence-informed and actionable guide for the nation's hospital leaders to improve healthcare worker wellbeing – *Impact Wellbeing*™ Guide: Taking Action to Improve Healthcare Worker Wellbeing. This Guide is the newest addition to the *Impact Wellbeing*™ Campaign, launched in October 2023, and provides a step-by-step process for hospitals to start making organizational-level changes that will impact and improve the mental health of their employees.

CDC Statement on the President's Fiscal Year 2025

March 11, 2024, the Biden-Harris Administration released the President's Budget for Fiscal Year (FY) 2025. The Centers for Disease Control and Prevention (CDC) budget request for FY 2025 includes $9.683 billion in discretionary budget authority, Prevention and Public Health Funds, and Public Health Service Evaluation Funds, which is $499.2 million over the FY 2023 appropriation. This budget request will enable the CDC to prioritize efforts to rapidly identify and respond to health threats; continue addressing the mental health and overdose crises; and support young families to help children thrive.

CDC study shows effectiveness of RSV immunization for infants

New data released on March 7, 2024, in CDC's MMWR show that nirsevimab, a long-acting monoclonal antibody product, was highly effective in protecting infants from hospitalizations associated with respiratory syncytial virus (RSV). RSV is the leading cause of hospitalization among infants in the United States, and this finding supports CDC's recommendation to protect infants in their first RSV season by giving the infant nirsevimab if the mother did not receive the maternal RSV vaccine during pregnancy.

CDC updates and simplifies respiratory virus recommendations

On March 1, 2024, CDC released updated recommendations for how people can protect themselves and their communities from respiratory viruses, including COVID-19. The new guidance brings a unified approach to addressing risks from a range of common respiratory viral illnesses, such as COVID-19, flu, and RSV, which can cause significant health impacts and strain on hospitals and health care workers. CDC is making updates to the recommendations now because the U.S. is seeing far fewer hospitalizations and deaths associated with COVID-19 and because we have more tools than ever to combat flu, COVID, and RSV.

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Older Adults Now Able to Receive Additional Dose of Updated COVID-19 Vaccine

On February 28, 2024, CDC Director Mandy Cohen endorsed the CDC Advisory Committee on Immunization Practices' (ACIP) recommendation for adults ages 65 years and older to receive an additional updated 2023-2024 COVID-19 vaccine dose. The recommendation acknowledges the increased risk of severe disease from COVID-19 in older adults, along with the currently available data on vaccine effectiveness.

Epidemiology Elective Program (EEP) Host Site Application Period Open Now until May 3, 2024

CDC's EEP is a short-term experiential, service-learning rotation in applied epidemiology, public health, and global health. EEP provides the opportunity for medical and veterinary students to learn through trainings and by completing projects with CDC sites; state, tribal, local, and territorial health departments; and other federal sites. Click the link above or email epielective@cdc.gov to learn more.

Clinician Outreach and Communication Activity (COCA)

Recording of webinar available: Overdoses Involving Xylazine Mixed with Fentanyl: Clinical and Public Health Implications

The non-opioid drug xylazine was found in the U.S. illegal drug supply and is associated with overdose deaths from fentanyl. Xylazine is not approved for use in people and can cause sedation and other adverse health effects. During this COCA Call held on February 29, 2024, presenters discussed the epidemiology of overdoses involving xylazine mixed with fentanyl, the current understanding of health risks related to these overdoses, and acute treatment strategies. Presenters also reviewed the state of laboratory testing, outlined potential harm reduction activities, and provided an example of an ongoing public health and clinical partnership to mitigate harms from xylazine mixed with fentanyl.

Recording of webinar available: Diagnostic Testing and Treatment Guidelines for COVID-19 and Influenza

Diagnostic testing for SARS-CoV-2 and influenza viruses can guide clinical management, including appropriate antiviral treatment, particularly in persons at higher risk for progression to severe disease from COVID-19 and influenza, regardless of vaccination status. Antivirals are available that can reduce the risk of severe illness and death from COVID-19 and mitigate influenza illness. During

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this COCA Call held on February 1, 2024, subject matter experts presented an overview of COVID-19 and influenza therapeutic options, including eligibility, indications, and efficacy. The recording and transcript of this call are available.

Health Alert Network (HAN)

Increase in Global and Domestic Measles Cases and Outbreaks: Ensure Children in the United States and Those Traveling Internationally 6 Months and Older are Current on MMR Vaccination

March 18, 2024: The Centers for Disease Control and Prevention (CDC) is issuing this Health Alert Network (HAN) Health Advisory to inform clinicians and public health officials of an increase in global and U.S. measles cases and to provide guidance on measles prevention for all international travelers aged ≥6 months and all children aged ≥12 months who do not plan to travel internationally. Measles (rubeola) is highly contagious; one person infected with measles can infect 9 out of 10 unvaccinated individuals with whom they come in close contact. From January 1 to March 14, 2024, CDC has been notified of 58 confirmed U.S. cases of measles across 17 jurisdictions, including seven outbreaks in seven jurisdictions compared to 58 total cases and four outbreaks reported the entire year in 2023. Among the 58 cases reported in 2024, 54 (93%) were linked to international travel. Most cases reported in 2024 have been among children aged 12 months and older who had not received measles-mumps-rubella (MMR) vaccine. Many countries, including travel destinations such as Austria, the Philippines, Romania, and the United Kingdom, are experiencing measles outbreaks. To prevent measles infection and reduce the risk of community transmission from importation, all U.S. residents traveling internationally, regardless of destination, should be current on their MMR vaccinations. Healthcare providers should ensure children are current on routine immunizations, including MMR. Given currently high population immunity against measles in most U.S. communities, the risk of widescale spread is low. However, pockets of low coverage leave some communities at higher risk for outbreaks.

CDC Leadership Updates

None to report

NCHS Statistical Products and Reports:

Release Date	Title	Keywords
02/01/24	Telemedicine Usage Among Physicians by	Data Brief, National Health Care Surveys, National Electronic Health Records Survey, Health Care Utilization, Electronic Medical Records, Access to

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	Physician Specialty: United States, 2021	Health Care
02/02/24	Quarterly Provisional Estimates for Selected Birth Indicators: Q1 2021 – Q3 2023	Vital Statistics Rapid Release Report, Vital Statistics, Births, Reproductive Health, Children's Health
02/02/24	Quarterly Provisional Estimates of Infant Mortality: 2021 – Q3 2023	Vital Statistics Rapid Release Report, Vital Statistics, Births, Reproductive Health, Children's Health, Deaths, Mortality
02/13/24	Trends and characteristics in Maternal Syphilis Rates During Pregnancy: United States, 2016-2022	Data Brief, Vital Statistics, STDs, Reproductive Health, Women's Health
02/14/24	Monthly Provisional Drug Overdose Death Counts (thru September 2023)	Vital Statistics Rapid Release Report, Vital Statistics, Mortality, Deaths, Health Behaviors, Risk Factors, Drug Use, Overdoses, Opioids
02/14/24	Human Papillomavirus Vaccination Coverage in Children Ages 9–17 Years: United States, 2022	Data Brief, National Health Interview Survey, Immunization, Children's Health, Health Care Utilization, Cancer
02/15/24	Living Alone and Feelings of Depression Among Adults Ages 18 and Older	National Health Statistics Report, National Health Interview Survey, Mental Health, Depression
02/16/24	Interactive Quarterly Early Release Estimates From the National Health Interview Survey, January 2019 – September 2023	Early Release from NHIS, National Health Interview Survey, Mental Health, Asthma, Disability, Hypertension, Dental Visits, Access to Health Care, Smoking, E-cigarettes
02/16/24	Health Insurance Coverage: Early Release of Quarterly Estimates From the National Health Interview Survey, July 2022 –	Early Release from NHIS, Web Table, National Health Interview Survey, Health Insurance Coverage

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	September 2023	
02/21/24	NCHS Rapid Surveys System Round 1 Release	Data Visualization, Web Tables, NCHS Rapid Surveys System
02/22/24	Infection Control Policies and Practices in Residential Care Communities, by Select Organizational and Geographical Characteristics: United States, 2020	National Health Statistics Report, National Health Care Surveys, National Post-acute and Long-term Care Study, Residential Care Communities, Elderly Health, Emergency Department Visits
02/28/24	Hysterectomy Among Women Age 18 and Older: United States, 2021	Data Brief, National Health Interview Survey, Fertility, Disability, Cancer, Reproductive Health, Women's Health
02/29/24	Arthritis in Adults Age 18 and Older: United States, 2022	Data Brief, National Health Interview Survey, Arthritis, Chronic Disease, Disability
03/05/24	Infant Mortality by Selected Maternal Characteristics and Race and Hispanic Origin in the United States, 2019-2021	National Vital Statistics Report, Vital Statistics, Births, Maternal Health, Infant Health, Mortality, Infant Mortality
03/08/24	Marriage Rates in the U.S. by State, 1990-2022	Web Tables, Vital Statistics, marriage, state data
03/08/24	Divorce Rates in the U.S. by State, 1990-2022	Web Tables, Vital Statistics, Divorce, State data
03/13/24	Monthly Provisional Drug Overdose Death Counts (thru October 2023)	Vital Statistics Rapid Release Report, Vital Statistics, Mortality, Deaths, Health Behaviors, Risk Factors, Drug Use, Overdoses, Opioids
03/14/24	Chronic School Absenteeism for Health-related Reasons Among Children Ages 5–17 Years:	Data Brief, National Health Interview Survey, Children's Health, Adolescent Health

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	United States, 2022	
03/20/24	Attention-Deficit/Hyperactivity Disorder in Children Ages 5-17 Years: United States, 2020-2022	Data Brief, National Health Interview Survey, Children's Health, Adolescent Health, ADHD
03/21/24	Mortality in the United States, 2022	Data Brief, Vital Statistics, Leading Causes of Death, COVID-19, Children's Health, Chronic Disease, Elderly Health, Health Behaviors, Risk Factors, Deaths, Mortality, Life Expectancy
03/21/24	Drug Overdose Deaths in the United States, 2002-2022	Data Brief, Vital Statistics, Deaths, Drug Use, Drug Overdose, Opioids, Mortality, Health Behaviors, Risk Factors
03/22/24	National Hospital Care Survey Demonstration Projects: Examination of Maternal Health Outcomes by Housing Assistance Status	National Health Statistics Report, National Health Care Surveys, Health Insurance Coverage, Access to Health Care

Notice of Funding Opportunities (NOFOs)

Source Grants.gov

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
CDC-RFA-DP-24-0048	State Promotion of Strategies to Advance Oral Health	HHS-CDC-NCCDPHP	Posted	3/25/2024	5/28/2024

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CDC-RFA-TU-24-0142	Regional Centers for Public Health Preparedness and Response	HHS-CDC-ORR	Posted	3/21/2024	5/21/2024
CDC-RFA-PS-24-0020	Capacity Building Assistance (CBA) for HIV Prevention Programs to End the HIV Epidemic in the United States	HHS-CDC-NCHHSTP	Posted	3/21/2024	4/30/2024
CDC-RFA-DP-24-0053	Enhancing Reviews and Surveillance to Eliminate Maternal Mortality	HHS-CDC-NCCDPHP	Posted	3/18/2024	5/20/2024
CDC-RFA-IP-24-0079	Partnerships to Enhance Immunization Information Systems (IIS)	HHS-CDC-NCIRD	Posted	3/14/2024	5/15/2024

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CDC-RFA-DD-24-0051	Surveillance of Congenital Heart Defects Among Children, Adolescents, and Adults	HHS-CDC-NCBDDD	Posted	3/14/2024	5/14/2024
CDC-RFA-DP-24-0021	Expanding the National Approach to Chronic Disease Education and Awareness	HHS-CDC-NCCDPHP	Posted	3/11/2024	5/10/2024
CDC-RFA-DP-24-0061	Supporting Young Breast Cancer Survivors, Metastatic Breast Cancer Patients, and their Families	HHS-CDC-NCCDPHP	Posted	3/4/2024	5/6/2024
CDC-RFA-DD-24-0064	Surveillance of Muscular Dystrophies	HHS-CDC-NCBDDD	Posted	3/1/2024	5/8/2024
CDC-RFA-PS-24-0121	Secure Deduplication Tool for HIV Surveillance	HHS-CDC-NCHHSTP	Posted	3/1/2024	5/1/2024

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CDC-RFA-TU-24-0137	Public Health Emergency Preparedness (PHEP) Cooperative Agreement	HHS-CDC-ORR	Posted	2/23/2024	4/24/2024
CDC-RFA-DP-24-0056	Building Capacity to Increase Commercial Tobacco Cessation	HHS-CDC-NCCDPHP	Posted	2/21/2024	4/24/2024
CDC-RFA-EH-24-0016	Advancing Health Equity in Asthma Control through EXHALE Strategies	HHS-CDC-NCEH	Posted	2/16/2024	4/19/2024
CDC-RFA-EH-24-0043	State Biomonitoring Programs: Assessing disproportionate exposure to environmental chemicals among communities	HHS-CDC-NCEH	Posted	2/15/2024	4/15/2024
CDC-RFA-TS-24-0005	Pediatric Environmental Health Specialty Units (PEHSU)	HHS-CDC-ATSDR	Posted	2/15/2024	5/7/2024
CDC-RFA-CE20-200406CONT24	Drug-Free Communities (DFC) Support Program-Competing Continuation (Year 6)	HHS-CDC-NCIPC	Posted	2/15/2024	4/17/2024

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CDC-RFA-DD-24-0083	Documenting outcomes associated with Persistent Tic Disorders (including Tourette Syndrome) in Children, Adolescents, and Young Adults through Surveillance	HHS-CDC-NCBDDD	Posted	2/15/2024	4/15/2024
CDC-RFA-CE-24-0068	Rape Prevention and Education: Enhancing Capacity for Sexual Violence Prevention Across State and Territory Sexual Assault Coalitions	HHS-CDC-NCIPC	Posted	2/15/2024	4/16/2024
CDC-RFA-CE-24-0120	Rape Prevention and Education: Enhancing Capacity for Sexual Violence Prevention among Tribal Coalitions	HHS-CDC-NCIPC	Posted	2/15/2024	4/16/2024
CDC-RFA-DD-24-0065	Surveillance of Spina Bifida across the Lifespan	HHS-CDC-NCBDDD	Posted	2/15/2024	4/15/2024
CDC-RFA-CE-24-0050	Drug-Free Communities (DFC) Support Program - NEW (Year 1)	HHS-CDC-NCIPC	Posted	2/15/2024	4/17/2024

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CDC-RFA-CK-24-0002	Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)	HHS-CDC-NCEZID	Posted	2/14/2024	4/30/2024
CDC-RFA-TS-24-0032	Early Detection of Certain Medical Conditions Related to Environmental Health Hazards	HHS-CDC-ATSDR	Posted	2/14/2024	4/15/2024
CDC-RFA-DP-24-0023	Behavioral Risk Factor Surveillance System (BRFSS): Impact on Population Health	HHS-CDC-NCCDPHP	Posted	2/13/2024	4/15/2024
CDC-RFA-DD-24-0055	Implementing Evidence-Based Health Promotion Programs for Attention-Deficit Hyperactivity Disorder (ADHD) or Tourette Syndrome (TS)	HHS-CDC-NCBDDD	Posted	2/13/2024	4/15/2024
CDC-RFA-PS-24-0047	High-Impact HIV Prevention and Surveillance Programs for Health Departments	HHS-CDC-NCHHSTP	Posted	2/9/2024	4/29/2024
CDC-RFA-PS-24-0082	Sexually Transmitted Infection Surveillance Network (SSuN) Cycle 5	HHS-CDC-NCHHSTP	Posted	2/8/2024	5/15/2024

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CDC-RFA-PS-24-0028	NCHHSTP Epidemiologic and Economic Modeling for HIV, Viral Hepatitis, STD, and TB	HHS-CDC-NCHHSTP	Posted	2/5/2024	4/8/2024
CDC-RFA-DP-24-0139	Improving Adolescent Health and Well-Being Through School-Based Surveillance and the What Works in Schools Program	HHS-CDC-NCCDPHP	Posted	2/1/2024	4/1/2024
CDC-RFA-PW-24-0080	Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health	HHS-CDC	Posted	1/31/2024	4/1/2024
CDC-RFA-TO-23-0001-02SUPP24	FY 2024 Supplement: Strengthening Public Health Systems and Services in Indian Country	HHS-CDC-CSTLTS	Forecasted	3/1/2024	no data
CDC-RFA-PS-25-0008	Medical Monitoring Project	HHS-CDC-NCHHSTP	Forecasted	3/1/2024	no data
CDC-RFA-PS-25-0003	TUBERCULOSIS ELIMINATION AND LABORATORY COOPERATIVE AGREEMENT	HHS-CDC-NCHHSTP	Forecasted	2/15/2024	no data
CDC-RFA-IP19-19010101SUPP24	Immunization and Vaccines for Children	HHS-CDC-NCIRD	Forecasted	2/15/2024	no data

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CDC-RFA-PS-25-0005	Transgender Women's Interventions: Pilot and Evaluation	HHS-CDC-NCHHSTP	Forecasted	2/9/2024	
CDC-RFA-JG-24-0131	Public Health Partnerships to Accelerate Prevention and Control of Infectious Diseases and Emerging Public Health Threats in China and Globally	HHS-CDC	Forecasted	1/25/2024	no data
CDC-RFA-JG-24-0134	Advancing Diagnostic Network Optimization, Stepwise Laboratory Accreditation, and Integrated One Health Specimen Transport in Liberia	HHS-CDC	Forecasted	1/25/2024	no data
CDC-RFA-JG-24-0135	Achieving Global Health Security Through Strengthening Public Health Emergency Preparedness and Management Platforms in Liberia	HHS-CDC	Forecasted	1/25/2024	no data

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CDC-RFA-EH-24-0044	Centers of Excellence to Enhance Disease Detection in Newborns	HHS-CDC-NCEH	Forecasted	8/11/2023	no data
CDC-RFA-DP-24-0025	A Cultural Approach to Good Health and Wellness in Indian Country (GHWIC)	HHS-CDC-NCCDPHP	Forecasted	8/7/2023	no data
CDC-RFA-DP-24-0060	Paul Coverdell National Acute Stroke Program	HHS-CDC-NCCDPHP	Forecasted	8/7/2023	no data
CDC-RFA-DP-24-0049	Partner Promotion of Strategies to Advance Oral Health	HHS-CDC-NCCDPHP	Forecasted	8/4/2023	no data

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Document ID: 0.7.3995.5298-000003	
Owner:	Davids, Kimberly (OS/OASH) <kimberly.davids@hhs.gov>
Filename:	image002.png
Last Modified:	Mon Mar 25 11:03:11 CDT 2024

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image002.png for Printed Item: 348 (Attachment 3 of

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IA-DHHS-24-0418-A-009636

Document ID: 0.7.3995.5243

From: content@hrmorning.com <content@hrmorning.com> on behalf of HRMorning <content@hrmorning.com>
To: Harvey, Janee </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=25e08e93635c4147b891a83e2017b932-harvey, jan>
Cc:
Bcc:
Subject: How to find (and keep) top talent
Date: Tue Apr 23 2024 08:02:26 CDT
Attachments:

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Learn how in this free webinar

Finding and keeping top talent is more challenging than ever – especially if you don't have a competitive edge.
The truth is that without innovative benefits, you risk falling behind. Because today's workforce expects more than just the basics.

So join us for this free webinar on May 14th that will equip you with strategies to attract and retain top talent through impactful fertility benefits. You'll master the art of fertility benefits that make a real difference.

You will also:

* Discover how fertility benefits can be a game-changer in attracting and retaining top talent,

* Grasp how fertility benefits can be a powerful tool in your talent recruitment and retention strategy,

* Explore beyond IVF with cost-effective family-building options for a diverse workforce,

* Align your company's and vendors' incentives for more meaningful fertility benefits,

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* Learn how to thoroughly vet fertility benefits vendors for a partnership that aligns with your needs,

* Master the criteria for evaluating fertility benefits vendors to ensure alignment with your company's goals,

* Equip yourself to navigate the fertility benefits landscape with confidence for your company's advantage.

Don't miss out – save your spot for The Fertility Benefits Masterclass: Winning Strategies for Employee Retention and Well-Being today.
REGISTER NOW

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From: Robin Misel <robin.misel@idph.iowa.gov>
To: Robin Misel <robin.misel@idph.iowa.gov>; Kruse, Robert [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b4ef3dd75ec9401195b78858a714544d-robert krus>; Schmauss, Lindsay [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=6405bca530254beaa7e1f7d1558b0b5d-lindsay.sch>; Myers-Geadelmann, Jill [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=73bcc99f67214990a91fb28053172714-jill.myers->; Van Liew, Juliann </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=49dc8bab93cb42cc89be919a591c6d37-35b2b700-ec>; Sharp, Ken [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=be86ad0474ec45d9971ba5b11d507c0e-kenneth.sha>
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Bcc:
Subject: PHHS Block Grant
Date: Thu Mar 21 2024 13:59:20 CDT
Attachments: invite.ics
open.url

StartTime: Thu Mar 28 16:15:00 Central Daylight Time 2024
EndTime: Thu Mar 28 17:15:00 Central Daylight Time 2024
Location: Virtual
Recurring: No
ShowReminder: No
Accepted: Yes
AcceptedTime: Thu Mar 21 14:08:44 Central Daylight Time 2024

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PHHS Block Grant
Join with Google Meet – Discuss PH Prevention Block Grant

This event has been updated with a note:
"Agenda added"
Changed: attachments

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Join with Google Meet

Meeting link

meet.google.com/ivf-cbnj-bvf

Join by phone

(US) +1 251-262-4174
PIN: 804474992

More joining options

Attachments

CHANGED
Agenda - 3-28-24 PHHS ...
Discuss PH Prevention Block Grant

When

Thursday Mar 28, 2024 · 4:15pm – 5:15pm (Central Time - Chicago)

Location

Virtual
View map

Guests

Robin Misel
- organizer
Robert Kruse
Lindsay Schmauss
Jill Myers Geadelmann
juliann.vanliew@hhs.iowa.gov
Ken Sharp
edrinni@dhs.state.ia.us
- optional
View all guest info
Reply for edrinni@dhs.state.ia.us (your attendance is optional)

Yes

No

Maybe

More options

Invitation from Google Calendar

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You are receiving this email because you are an attendee on the event. To stop receiving future updates for this event, decline this event.

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Version
2.0

CALSCALE
GREGORIAN

METHOD
REQUEST

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America/Chicago

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-0500

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CDT

Start Date/Time
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Recurrence Rule
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19701101T020000

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Start Date/Time
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Recurrence Rule
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PHHS Block Grant
Virtual
20240328T161500
CONFIRMED

Start Date/Time
20240328T161500

End Date/Time
20240328T171500

DTSTAMP
20240326T144148Z

ORGANIZER (CN=Robin Misel)
mailto:robin.misel@idph.iowa.gov

UID
2oph8lahg2ssb46f6k3sj7es7t@google.com

Attendee **mailto:edrinni@dhs.state.ia.us**
Role OPT-PARTICIPANT
RSVP TRUE

Attendee **mailto:robert.kruse@idph.iowa.gov**
Role REQ-PARTICIPANT
RSVP TRUE

Attendee **mailto:lindsay.schmauss@idph.iowa.gov**
Role REQ-PARTICIPANT
RSVP TRUE

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Role REQ-PARTICIPANT
RSVP TRUE

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Role REQ-PARTICIPANT
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Attendee **mailto:juliann.vanliew@hhs.iowa.gov**
Role REQ-PARTICIPANT
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Attendee **mailto:kenneth.sharp@idph.iowa.gov**
Role REQ-PARTICIPANT
RSVP TRUE

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CREATED
20240321T185914Z

Description
Discuss PH Prevention Block Grant

-::~:~::~::~:~::-
Join with Google Meet: https://meet.google.com/ivf-cbnj-bvf
Or dial: (US) +1 251-262-4174 PIN: 804474992#
More joining options: https://tel.meet/ivf-cbnj-bvf?pin=2110645803248&hs=7

Learn more about Meet at: https://support.google.com/a/users/answer/9282720

Please do not edit this section.
-::~:~::~::~:~::-

Last Modified
20240326T144145Z

Location
Virtual

Sequence Number
1

Status
CONFIRMED

Summary
PHHS Block Grant

Time Transparency
OPAQUE

Attachment
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ACTION
DISPLAY

Description
This is an event reminder

TRIGGER
-P0DT0H10M0S

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Document ID: 0.7.3995.5224

From: Lipscomb, Lori
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Cc: Storm, Natalie
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8f33-storm, nata>

Bcc:

Subject: IVE Claiming

Date: Thu Mar 21 2024 12:15:35 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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StartTime: Wed Mar 27 11:00:00 Central Daylight Time 2024
EndTime: Wed Mar 27 12:30:00 Central Daylight Time 2024
Location: Microsoft Teams Meeting
Invitees: Philmon, David; Riewer, Mark; Havig, Joe; Wendy Sheetz; Matt Haynes; Konchalski, Kristin; Lori Frick; Harvey, Janee C.

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Recurring: No
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Mar 27 10:45:00 Central Daylight Time 2024
Accepted: No

We have been conversing with Amy Hance re our IVE claiming and want to talk internally about how data elements flow through the systems, populate fiscal reports and whether we are within the policy guidelines on our claiming.

Microsoft Teams meeting

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Filename: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg <extracted>
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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

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Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record.
EXCEPTIONS:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose

Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

Source

This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to:

- The child being assessed and
- The child's custodial and noncustodial parents or guardian.

The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date.
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition
- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose	The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.
Source	Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.
Distribution	The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.
Data	**Case Information**. Enter the following information: ▪ Child or children's name or names ▪ Parent or caregiver's name ▪ Parent, caregiver or noncustodial parent's name ▪ Date of the FTDM meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Family Functioning Domains**. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers. The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision. The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories): ▪ Child Well-Being: • Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose

Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.

Completion

The social worker or facility staff member prepares the form when a child under the guardianship of the Department:

- Is placed in foster care or pre-adoptive care (to authorize emergency care only);
- Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or
- Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry.

The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.

Distribution

Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows:

- Send the original:
  - To the medical provider in medical cases;
  - To the recruiter in enlistment cases; or
  - To the child for marriage or operation of a motor vehicle.
- Send one copy to the court with jurisdiction over the child.
- When the child has parents with residual parental rights, send one copy to the parents.
- File a copy in the child's case record.
- When the child is in a facility, keep one copy in the institutional record.

Data

The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose

Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.

Source

Complete this form using the template in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license.

Mark the reasons for the request as indicated on the form. *Other reasons* can be for:

- Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook;
- Behavior that could have negative impact on foster children, such as alcohol or substance abuse;
- Health or mental health concern.

The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request.

Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.

Distribution

Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office.

The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date.

The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*. **NOTE:** Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose

The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The recruitment and retention home study worker shall:

- Complete this form before preparing the licensing or approval recommendation; and
- Complete an update of this form when significant changes occur.

NOTE: If an approved home study is more than one year old, then an update is required.

Distribution

The recruitment and retention contractor:

- Sends the original to the Department for the licensing file.
- Keeps a copy for its file.
- Gives a copy to the family upon request.

Data

The *Resource Parent Initial Home Study* format includes sections summarizing the following:

- The dates of training and family consultations
- The family's motivation for becoming a foster family
- The family's strengths and needs relative to the skills needed
- The family's commitment to safety
- A summary of references
- The family's willingness to work with the child's birth family
- The family's understanding and support of concurrent planning
- Plans for supporting the family after placement
- Placement recommendations for this family
- Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose	A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s):* Enter the names of the child subject(s). ▪ *Worker:* Enter the HHS worker's name. ▪ *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with. ▪ *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified. ▪ Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions. ▪ *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose

Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.

Source

Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.

Distribution

Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.

Data

If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010011

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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IA-DHHS-24-0418-A-010013

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010015

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010017

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010019

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010022

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010025

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010027

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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IA-DHHS-24-0418-A-010028

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010029

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010030

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010031

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010033

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010034

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010035

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010036

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010038

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010039

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010040

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010041

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-010042

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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IA-DHHS-24-0418-A-010043

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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IA-DHHS-24-0418-A-010044

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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IA-DHHS-24-0418-A-010045

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010047

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010048

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010050

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010051

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010052

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010053

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010054

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010055

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010056

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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IA-DHHS-24-0418-A-010057

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-010081

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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IA-DHHS-24-0418-A-010082

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RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-010083

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RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-010086

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-010088

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-010089

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RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

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IA-DHHS-24-0418-A-010094

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010095

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010096

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010097

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 355 (Attachment 2 of 3)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-010099

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Filename:	Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified:	Thu Mar 21 12:15:35 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
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Bcc:

Subject: IVE Claiming

Date: Thu Mar 21 2024 12:15:35 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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StartTime: Wed Mar 27 11:00:00 Central Daylight Time 2024
EndTime: Wed Mar 27 12:30:00 Central Daylight Time 2024
Location: Microsoft Teams Meeting
Invitees: Philmon, David; Riewer, Mark; Havig, Joe; Wendy Sheetz; Matt Haynes; Konchalski, Kristin; Lori Frick; Harvey, Janee C.

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Recurring: No
ShowReminder: No
Accepted: Yes
AcceptedTime: Thu Mar 21 12:36:00 Central Daylight Time 2024

We have been conversing with Amy Hance re our IVE claiming and want to talk internally about how data elements flow through the systems, populate fiscal reports and whether we are within the policy guidelines on our claiming.

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
E-Mail: amy.hance@acf.hhs.gov

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose	Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway. The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.
Source	This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Distribution	After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian. The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date. ▪ Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS. ▪ Household Composition ▪ Non-Custodial Parent ▪ Others Involved in the Assessment – Not in Household ▪ Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose

The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.

Distribution

Keep the original form in the child or youth's case file.

Data

Referral Type: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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IA-DHHS-24-0418-A-010230

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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IA-DHHS-24-0418-A-010231

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*. **NOTE:** Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

  S Single
  M Married
  Sep Separated
  D Divorced
  W Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

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Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

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Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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IA-DHHS-24-0418-A-010498

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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IA-DHHS-24-0418-A-010536

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-010544

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-010547

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-010548

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 359 (Attachment 2 of 3)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010549

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RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010550

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RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-010551

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RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-010552

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RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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Last Modified:	Thu Mar 21 12:15:35 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
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Bcc:

Subject: IVE Claiming

Date: Thu Mar 21 2024 12:15:35 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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StartTime: Wed Mar 27 11:00:00 Central Daylight Time 2024
EndTime: Wed Mar 27 12:30:00 Central Daylight Time 2024
Location: Microsoft Teams Meeting
Invitees: Philmon, David; Riewer, Mark; Havig, Joe; Wendy Sheetz; Matt Haynes; Konchalski, Kristin; Lori Frick; Harvey, Janee C.

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Recurring: No
ShowReminder: No
Accepted: No

We have been conversing with Amy Hance re our IVE claiming and want to talk internally about how data elements flow through the systems, populate fiscal reports and whether we are within the policy guidelines on our claiming.

Microsoft Teams meeting

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
E-Mail: amy.hance@acf.hhs.gov

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose

Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

Source

This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to:

- The child being assessed and
- The child's custodial and noncustodial parents or guardian.

The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date.
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition
- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.

Data	Enter:
	▪ The date.
	▪ Name of Perpetrator.
	▪ Address of Perpetrator.
	▪ Name of Perpetrator.
	▪ Date of Report.
	▪ Name of Adult Subject/Victim.
	▪ Your Name.
	▪ Your Address.
	▪ Your Contact Information.
	▪ Copies To: Adult Subject/Victim
	▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following:
	  • Bank
	  • Credit Union
	  • Savings Association
	  • Broker-Dealer
	  • Investment Provider
	  • Financial Advisor
	  • Securities Administrator or
	  • other Financial Institution
	▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable)
	▪ Copies To: Guardian of Adult Subject/Victim (if applicable)
	▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose	The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.
Source	Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.
Distribution	The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.
Data	**Case Information**. Enter the following information: ▪ Child or children's name or names ▪ Parent or caregiver's name ▪ Parent, caregiver or noncustodial parent's name ▪ Date of the FTDM meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Family Functioning Domains**. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers. The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision. The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories): ▪ Child Well-Being: • Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE:* Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose	Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license. Mark the reasons for the request as indicated on the form. *Other reasons* can be for: ▪ Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook; ▪ Behavior that could have negative impact on foster children, such as alcohol or substance abuse; ▪ Health or mental health concern. The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request. Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.
Distribution	Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office. The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date. The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*. **NOTE:** Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 363 (Attachment 2 of 3)

Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 363 (Attachment 2 of 3)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

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Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

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Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

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RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-010995

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RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-010996

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RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-010997

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RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-010998

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RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-011001

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RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011002

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RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011003

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RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011004

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RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011005

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RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-011006

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RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-011007

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Filename:	Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified:	Thu Mar 21 12:15:35 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Bcc:

Subject: IVE Claiming

Date: Thu Mar 21 2024 12:15:34 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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StartTime: Wed Mar 27 11:00:00 Central Daylight Time 2024
EndTime: Wed Mar 27 12:30:00 Central Daylight Time 2024
Location: Microsoft Teams Meeting
Invitees: Philmon, David; Riewer, Mark; Havig, Joe; Wendy Sheetz; Matt Haynes; Konchalski, Kristin; Lori Frick; Harvey, Janee C.

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Recurring: No
ShowReminder: Yes
ReminderMinutes: 15
ReminderTime: Wed Mar 27 10:45:00 Central Daylight Time 2024
Accepted: No

We have been conversing with Amy Hance re our IVE claiming and want to talk internally about how data elements flow through the systems, populate fiscal reports and whether we are within the policy guidelines on our claiming.

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 211 285 650 388
Passcode: MDTozK

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Filename: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg <extracted>
Last Modified: Thu Mar 21 12:15:34 CDT 2024

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
E-Mail: amy.hance@acf.hhs.gov

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Last Modified: Thu Mar 21 12:15:34 CDT 2024

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose	The *Adult Protective Notification* form is used to: ▪ Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment. ▪ Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report. ▪ Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.
Distribution	Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.
Data	Enter: ▪ The date. ▪ The registry number (automatically entered on second page). ▪ The incident number. ▪ Your name and address. ▪ Your supervisor's name. ▪ Your office phone number. ▪ A check for the role of the person. ▪ Whether this notice is about an addendum. Your finding (founded; unfounded; or confirmed, not registered). ▪ The type of allegation. ▪ The name of the dependent adult. ▪ The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose

Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

Source

This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to:

- The child being assessed and
- The child's custodial and noncustodial parents or guardian.

The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date.
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition
- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose	Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.
Source	Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment." This form may also be printed from "My Links" in JARVIS and entered into DARES later.
Completion	The adult protective worker must complete the *Safety Assessment* portion: ▪ Within 24 hours of the first contact with the adult subject, and ▪ Before closing the adult protective evaluation or assessment. The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment. The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.
Distribution	The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.
Data	Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition. Safety Assessment (Initial and Final) If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by: ▪ Obtaining medical care or placement, ▪ Engaging additional formal and informal supports, ▪ Safety planning, ▪ Use of law enforcement, or ▪ Seeking legal intervention. DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed. **Referring Worker Information**. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker. **Referring Worker Supervisor Information**. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor. **FSRP Care Coordinator Information**. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services. Child Information at the Time of Referral. Enter the child's: ▪ Name, ▪ Gender, ▪ Date of birth, ▪ State identification number, ▪ Race, ▪ Language, ▪ ICWA eligibility, ▪ Current address including city, state, and zip code, ▪ Financial county, ▪ Discussion of the child's strengths and needs, ▪ Child's special interests or activities, and ▪ Continued contact with siblings on every child referred. Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE:* Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose	Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.
Source	Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.
Completion	The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including: ▪ Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license. ▪ Issuance of a provisional license on application or reapplication. ▪ Denial of a license on application, reapplication, or expiration of a provisional license. **NOTE:** The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.
Distribution	Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes. The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form. File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.
Data	Indicate if a new license or renewed license is being issued. Check the applicable choice and fill in the dates and license capacity if requested. If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided. If the application is denied: ▪ Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number. ▪ Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose

Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.

Source

Complete this form using the template in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license.

Mark the reasons for the request as indicated on the form. *Other reasons* can be for:

- Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook;
- Behavior that could have negative impact on foster children, such as alcohol or substance abuse;
- Health or mental health concern.

The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request.

Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.

Distribution

Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office.

The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date.

The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*.

NOTE: Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose

The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The recruitment and retention home study worker shall:

- Complete this form before preparing the licensing or approval recommendation; and
- Complete an update of this form when significant changes occur.

NOTE: If an approved home study is more than one year old, then an update is required.

Distribution

The recruitment and retention contractor:

- Sends the original to the Department for the licensing file.
- Keeps a copy for its file.
- Gives a copy to the family upon request.

Data

The *Resource Parent Initial Home Study* format includes sections summarizing the following:

- The dates of training and family consultations
- The family's motivation for becoming a foster family
- The family's strengths and needs relative to the skills needed
- The family's commitment to safety
- A summary of references
- The family's willingness to work with the child's birth family
- The family's understanding and support of concurrent planning
- Plans for supporting the family after placement
- Placement recommendations for this family
- Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose

Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.

Source

Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.

Distribution

Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.

Data

If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011391

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011392

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011395

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011399

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011400

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011403

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-011404

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011406

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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IA-DHHS-24-0418-A-011418

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RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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IA-DHHS-24-0418-A-011438

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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IA-DHHS-24-0418-A-011439

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-011440

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

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IA-DHHS-24-0418-A-011441

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-011442

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011443

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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IA-DHHS-24-0418-A-011444

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011445

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011447

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011448

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-011449

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RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-011450

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RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-011451

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RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-011452

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RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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IA-DHHS-24-0418-A-011453

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RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-011455

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

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IA-DHHS-24-0418-A-011456

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011457

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011458

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011459

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 367 (Attachment 2 of 3)

RC-0168, New Adoption Legal Requirements

Purpose	RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes: ▪ Changes to the Adoption Petition Content ▪ Changes to the Adoption Petition Attachments ▪ Changes to the Preplacement Investigation ▪ Changes to the Notice Requirement ▪ Changes to Allow Access to the Adoption File
Source	Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-011460

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RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-011461

Document ID: 0.7.3995.5223-000003	
Owner:	Lipscomb, Lori </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e73e6dc4689d4b109cc85c3ec8f34470-lipscomb, l>
Filename:	Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified:	Thu Mar 21 12:15:34 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5221

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Bcc:

Subject: IVE Claiming

Date: Thu Mar 21 2024 12:15:34 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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StartTime: Wed Mar 27 11:00:00 Central Daylight Time 2024
EndTime: Wed Mar 27 12:30:00 Central Daylight Time 2024
Location: Microsoft Teams Meeting
Invitees: Philmon, David; Riewer, Mark; Havig, Joe; Wendy Sheetz; Matt Haynes; Konchalski, Kristin; Lori Frick; Harvey, Janee C.

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Recurring: No
ShowReminder: No
Accepted: Yes
AcceptedTime: Thu Mar 21 12:16:00 Central Daylight Time 2024

We have been conversing with Amy Hance re our IVE claiming and want to talk internally about how data elements flow through the systems, populate fiscal reports and whether we are within the policy guidelines on our claiming.

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 211 285 650 388
Passcode: MDTozK

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Filename: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg <extracted>
Last Modified: Thu Mar 21 12:15:34 CDT 2024

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
E-Mail: amy.hance@acf.hhs.gov

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Filename: Employee Manual 18-Appendix.pdf <extracted>
Last Modified: Thu Mar 21 12:15:34 CDT 2024

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose	Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway. The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.
Source	This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Distribution	After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian. The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date. ▪ Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS. ▪ Household Composition ▪ Non-Custodial Parent ▪ Others Involved in the Assessment – Not in Household ▪ Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

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Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose	Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.
Source	The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for: ▪ The subjects of the report. ▪ The mandatory reporter who made the report, if applicable. ▪ The employees of a child protection center involved in the child abuse assessment, if applicable. ▪ Child care facility administrators, if applicable. ▪ The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable. **NOTE:** A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.
Distribution	The form is mailed from Central Printing when completed in JARVIS. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. The county attorney and juvenile court have access through the portal.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose

Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.

Source

Complete this form using the template in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license.

Mark the reasons for the request as indicated on the form. *Other reasons* can be for:

- Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook;
- Behavior that could have negative impact on foster children, such as alcohol or substance abuse;
- Health or mental health concern.

The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request.

Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.

Distribution

Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office.

The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date.

The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*.

NOTE: Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose	The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Initial Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

  S Single
  M Married
  Sep Separated
  D Divorced
  W Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

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Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011854

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Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

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Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011857

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Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-011858

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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IA-DHHS-24-0418-A-011859

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Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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IA-DHHS-24-0418-A-011872

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RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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IA-DHHS-24-0418-A-011877

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RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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IA-DHHS-24-0418-A-011883

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011884

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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IA-DHHS-24-0418-A-011885

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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IA-DHHS-24-0418-A-011886

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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IA-DHHS-24-0418-A-011887

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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IA-DHHS-24-0418-A-011889

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

AMERICAN OVERSIGHT

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011892

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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IA-DHHS-24-0418-A-011893

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-011894

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-011895

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-011896

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011897

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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IA-DHHS-24-0418-A-011898

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011899

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011901

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-011902

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-011903

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-011904

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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IA-DHHS-24-0418-A-011905

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-011906

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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IA-DHHS-24-0418-A-011907

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-011908

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-011909

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

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IA-DHHS-24-0418-A-011910

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011911

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011912

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-011913

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0168, New Adoption Legal Requirements

Purpose	RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes: ▪ Changes to the Adoption Petition Content ▪ Changes to the Adoption Petition Attachments ▪ Changes to the Preplacement Investigation ▪ Changes to the Notice Requirement ▪ Changes to Allow Access to the Adoption File
Source	Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-011914

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 371 (Attachment 2 of 3)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-011915

Document ID: 0.7.3995.5221-000003
Owner: Lipscomb, Lori </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e73e6dc4689d4b109cc85c3ec8f34470-lipscomb, l>
Filename: Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified: Thu Mar 21 12:15:34 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5220

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To: Philmon, David
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Bcc:

Subject: IVE Claiming

Date: Thu Mar 21 2024 12:14:50 CDT

Attachments: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg
Employee Manual 18-Appendix.pdf
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx

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We have been conversing with Amy Hance re our IVE claiming and want to talk internally about how data elements flow through the systems, populate fiscal reports and whether we are within the policy guidelines on our claiming.

Microsoft Teams meeting

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Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 211 285 650 388
Passcode: MDTozK

Download Teams | Join on the web

Or call in (audio only)

+1 469-998-6046,,46243263# United States, Dallas

Phone Conference ID: 462 432 63#

Find a local number | Reset PIN

Learn More | Meeting options

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Document ID: 0.7.3995.5220-000001
Owner: Lipscomb, Lori </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e73e6dc4689d4b109cc85c3ec8f34470-lipscomb, l>
Filename: CB-496 Part 1 Claiming - Caseload Counts Conversation (1).msg <extracted>
Last Modified: Thu Mar 21 12:14:50 CDT 2024

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To: Harvey, Janee[jharvey1@dhs.state.ia.us]; Lipscomb, Lori[LLIPSCO1@dhs.state.ia.us]; Philmon, David[dphilmo@dhs.state.ia.us]
Cc: Darling, Mr. Kendall (ACF)[Kendall.Darling@ACF.hhs.gov]; Havig, Joe[jhavig@dhs.state.ia.us]
From: Hance, Amy (ACF)
Sent: Wed 3/6/2024 9:56:08 PM
Subject: CB-496 Part 1 Claiming - Caseload Counts Conversation
Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx
Employee Manual 18-Appendix.pdf

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone. Based on our discussion today, we need to have more discussion about what's happening with the caseload count data being reported for title IV-E Foster Care Candidates (not Prevention Plan candidates) and children in title IV-E FC placements for Iowa's CB-496 reports. As noted, there is a significant discrepancy between what's being reported for caseload counts in both populations across administration claiming (Case Planning and Management Administration vs. Independent Legal Representation) where it should be comparable (see attached spreadsheet). From what David shared, the Case Planning and Management Administration caseload data is pulled from DHHS sources and the Independent Legal Representation data is entered on the form as reported by the State Public Defender's office.

I am also sharing Children's Bureau policy guidance pertaining to Title IV-E candidates for foster care found in the CB Child Welfare Policy Manual online. During the call today, I was referencing Question 2 found in this section but I encourage you to review any/all questions as you see necessary.
https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=79

Wendy Sheetz and I had a conversation about these candidates last Spring and she shared a reference to Iowa's Employee Manual 18-Appendix. It's on page 119 (see attached).

If I missed sharing anything that you anticipated seeing, please let me know and I will share.

As you know, I will be in Des Moines (at the 525 SW 5th Street Building) next week on Monday and Tuesday but I can drive to another location as well. If you are available, I have time on Monday (3/11) between 11AM-1PM and then again at 3PM. I also have time on Tuesday morning before 10:30AM. If those dates/times won't work, we can revisit dates/times for a Teams call just let me know.

Thank you!
Amy Hance, MSW
Child and Family Program Specialist
Children's Bureau/ACF

US Department of Health & Human Services
601 East 12th Street
Kansas City, Missouri 64106
Phone: (816) 426-2230
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Filename: Employee Manual 18-Appendix.pdf <extracted>
Last Modified: Thu Mar 21 12:14:50 CDT 2024

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STATE OF IOWA DEPARTMENT OF
Health AND Human
SERVICES

Employees' Manual
Title 18
Appendix

Revised September 16, 2022

Family Services Appendix

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Access to Confidential Abuse Information and Non-Redissemination Agreement, Form 470-3767

Purpose	Form 470-3767 is used to document the agreement of agencies and facilities electronically accessing child or dependent adult abuse information from the Single Contact Repository (SING) to abide by the laws of access and redissemination for child abuse and dependent adult abuse information. The purpose of the authorized access is to complete employee abuse background record checks if the agency or facility is authorized to do so under Iowa Code.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Agencies or facilities mandated to complete child or dependent adult abuse background checks on employees, who access information on SING, complete the form.
Distribution	Email, fax, or mail the completed and signed form. ▪ Email to DHSAbuseRegistry@dhs.state.ia.us, or ▪ Fax to (515) 564-4112, or ▪ Mail to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305 Post a signed copy within sight of the work area in which SING is accessed.
Data	Enter the name of the facility or agency, billing account number, and the name of the administrator. The administrator of the agency or facility must sign the agreement after gaining access to the electronic information system.

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Adoption Family Interview Questions, Form 470-5615

Purpose	The *Adoption Family Interview Questions* form is a standard set of questions used during the family interview portion of the Adoption Selection Staffing Process.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff use this form of standard questions while conducting an adoption selection staffing interview.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provide a statewide of standard interview questions to be used during the adoption selection process.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)

Purpose	Form 470-3614 or 470-3614(S) outlines the minimum information about the child that shall be given to the adoptive family **before** an adoptive placement.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

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Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall complete this form for every child who has an agreement for presubsidy, subsidy, or future subsidy, including an agreement that provides subsidy for legal services only. Complete and sign the form: ▪ Within three days after the adoption decree is received, and ▪ When a child that is eligible for a subsidy reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Adoption Notice of Decision, Form 470-0745 or 470-0745(S)

Purpose	Form 470-0745 or 470-0745(S) is used to: ▪ Close a case. ▪ Notify parents regarding subsidy payments.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form. Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed. Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."

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Adoption Report to the Court, Form 470-3355

Purpose	The *Adoption Report to the Court* is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The DHS adoption worker prepares two copies of this report before the final adoption hearing date. Attach the following documents to this report: ▪ Supervisory reports ▪ Home study summary and recommendations ▪ Form 470-3615, *Social History* ▪ Form 470-3698, *Child Study* ▪ Form 470-0744, Application for Subsidy
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	The report must include: ▪ Dates of the preplacement report and the placement. ▪ Identifying information about the adoptive family and the children. ▪ References to the attached reports about the children and family. ▪ Information regarding the adoptive family not covered in the home study or other documents. ▪ Signatures of the adoption worker and supervisor.

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Adoption Selection Meeting Agreement on Confidentiality, Form 470-5641

Purpose	The *Adoption Selection Meeting Agreement on Confidentiality* form is an agreement between all members in attendance to an adoption selection staffing, interview or committee meeting to keep personal and identifying information confidential.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	DHS Adoption Staff prepare this form before conducting or facilitating an adoption selection staffing, interview or committee meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	The form identifies all team members who participated in the adoption selection staffing, interview or committee meeting agreeing to keep information confidential.

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Adoption Staffing Summary, Form 470-0774

Purpose	The purpose of form 470-0774 is to: ▪ Record the results of the selection staffing. ▪ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.
Distribution	Keep one copy in the child's record and one copy in the family's DHS file.
Data	The form addresses: ▪ Consideration of placement with relatives. ▪ Consideration of placement with foster parents. ▪ Consideration of placement of siblings. ▪ Strengths of the selected family. ▪ Needs of the family that will require additional support. ▪ Other considerations. ▪ Option of alternate family.

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Adoption Subsidy 17.5 Eligibility Letter, Form 470-5786 or 470-5786(S)

Purpose	The *Adoption Subsidy 17.5 Eligibility Letter* is used to: ▪ Notify a youth's adoptive parents of the possibility their adopted youth may be eligible for continued adoption subsidy to the age of 21 ▪ Inform a youth's adoptive parents of the documentation needed for the youth to continue to be eligible for continued adoption subsidy to the age of 21 ▪ Provide the process information on how to make application for continued adoption subsidy to the age of 21
Source	The form is housed in Appendix 18.
Completion	The adoption subsidy social work case manager completes the required fields in the letter and mails the letter to the identified youth and/or adoptive family.
Distribution	The is sent and a copy is housed in the youth's adoption subsidy file.
Data	The adoption subsidy social work case manager completes the process for adoption subsidy approval or denial or documents the lack of response and application for continued adoption subsidy.

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Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)

Purpose

Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive parents.

Source

Department staff may complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms.

Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.

Completion

The adoption worker prepares a separate agreement for each child. Each adoptive parent, the adoption worker, and the service area manager or designee must sign the agreement.

An agreement for presubsidy may be completed at any time during the adoptive placement, but must be completed before the adoption. No payments can be made before the subsidy agreement is completed and signed by the Department and the parents.

Prepare the agreement before finalizing the adoption and whenever modifying the agreement.

Distribution

After obtaining all signatures, distribution is as follows:

- Keep one copy in the subsidy file.
- Give one copy to the adoptive parents.
- Provide one copy to the adoptive parents' attorney or to the court to be included with the petition to adopt.

For revisions, keep the original in the subsidy file and give a copy to the adoptive parents.

Data

The form identifies:

- The type of agreement (presubsidy, subsidy or future needs).
- The parties to agreement (the Department and the parents).
- The eligibility criteria of the child.
- A summary of the benefits agreed to:
  - The adoption subsidy maintenance payment.
  - The child's IV-E status and effective date.
  - The non-recurring expenses related to the finalization of the adoption.
  - Any special services, the amount, and the reason for the service.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the adoptive parents.

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Adoption Subsidy Special Needs Documentation, Form 470-4312

Purpose	The *Adoption Subsidy Special Needs Documentation* form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker shall send the form to the medical, mental health, or intellectual disabilities professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child. Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include: ▪ Evaluations, ▪ School reports, ▪ Provider reports, ▪ Home studies, and ▪ Input from parents and the resource family.

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Adoption Transfer Checklist/Discussion Guide, Form 470-5721

Purpose	The *Adoption Transfer Checklist/Discussion Guide* is a standard set of guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff use this form of standard process and exchange of information for case transfer.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard for guidelines used during the case transfer process from ongoing SWCM to Adoption SWCM.

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AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting website. Form 470-4155 documents this request.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting website. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	Send completed waiver forms by fax or mail to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place one copy of the *AdoptUsKids Website Waiver* in the child's case record.
Data	This form requests a reason for not considering out-of-state families and requires a guardian's signature.

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Adult Protective Notification, Form 470-2444

Purpose

The *Adult Protective Notification* form is used to:

- Notify the subjects of the report of the results in a dependent adult abuse evaluation or assessment.
- Provide a simple means for subjects of an evaluation or assessment to obtain a copy of a report.
- Notify a mandatory reporter of the results of a dependent adult abuse evaluation or assessment.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The worker doing the evaluation or assessment completes this form within 48 hours of completion of the *Dependent Adult Protective Services Evaluation or Assessment Summary*, form 470-0688. Complete separate forms for each subject of the report and for the mandatory reporter, if applicable.

Distribution

Send a copy to the subject or mandatory reporter and to the Central Abuse Registry. Maintain a copy of each notice in the case file.

Data

Enter:

- The date.
- The registry number (automatically entered on second page).
- The incident number.
- Your name and address.
- Your supervisor's name.
- Your office phone number.
- A check for the role of the person.
- Whether this notice is about an addendum.

Your finding (founded; unfounded; or confirmed, not registered).

- The type of allegation.
- The name of the dependent adult.
- The names of the persons responsible for the abuse if founded.

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Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker prepares an original and one copy of the *Agreement of Placement for Adoption* on the day of placement. The form requires the signature of each adoptive parent. Since guardianship is with the Department, the adoption worker and the service area manager or designee from the receiving service area also sign the form. When an adoptive placement is made when the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family. ▪ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made. ▪ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family. If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.

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Ancestry Chart, Form 470-5623

Purpose	The purpose of form 470-5623, *Ancestry Chart* is to collect information to help determine if the Indian Child Welfare Act (ICWA) applies to the case involving the child(ren).
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	If the child may have Indian heritage, the social worker has each parent, custodian, or guardian complete this form. The worker may assist with completion of the form if needed.
Distribution	The worker provides this form and form 470-5632, *Tribal Membership Inquiry,* to the county attorney as soon as possible so that the county attorney may provide Notice to the Tribe(s) within legally required timeframes. The worker keeps a copy of this form in the case file.
Data	Document completion of the form in the case narrative: ▪ the date the form was given to each parent, custodian, or guardian, ▪ the date the worker received a completed form from each parent, custodian, or guardian, and ▪ the date the worker provided the completed form to the county attorney.

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Application for Adoption, Form 470-0743 or 470-0743(S)

Purpose

The purpose of forms 470-0743 and 470-0743(S) is to provide:

- A formal request by the prospective adoptive parents for the placement of a child in their home.
- Identifying and descriptive information concerning the prospective adoptive parents used by the worker assigned to make a home study.

Source

Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.

The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.

Distribution

Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.

Data

The worker completes the box in the top right corner indicating who received the form and the date received.

The applicants complete the sections on:

- Identifying information.
- The type of child the applicant can best parent.
- Factual information about the applicants.
- Acknowledgment and signature.

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Application for All Social Services, Form 470-0615 or 470-0615(S)

Purpose

Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Prepare an original and one copy of this form when:

- A referral for service is made after an abuse assessment (unless an application is already on file).
- A decision is made to provide one or more of the following services:
  - Family-centered services
  - Protective child care
  - Shelter care (unless placement is less than 48 hours)
  - Foster family care
  - Foster group care
  - Supervised apartment living foster care

  This application is not required for PMIC placements.
- A person wishes to apply for services that are not court-ordered.
- When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A-funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered.

The Department worker completes the form with the applicant. The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

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The applicant certifies the information by signing and dating the form. Signature of the parent or specified kin is not required for child abuse assessments and when the child is in Department custody. When an applicant's signature is required, a parent or one of the following specified adult kin must sign the application:

- Father, adoptive father, or stepfather
- Mother, adoptive mother, or stepmother
- Grandfather, grandfather-in-law, or adoptive grandfather
- Grandmother, grandmother-in-law, or adoptive grandmother
- Great-grandfather, great-great-grandfather
- Great-grandmother, great-great-grandmother
- Brother, half-brother, or stepbrother
- Brother-in-law or adoptive brother
- Sister, half-sister, or stepsister
- Sister-in-law or adoptive sister
- Uncle, aunt, half-uncle, or half-aunt
- Uncle-in-law, aunt-in-law
- Great-uncle, great-great-uncle
- Great-aunt, great-great-aunt
- First cousin, nephew, or niece
- Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give a copy to the applicant or recipient. Keep the original in the case record. **EXCEPTIONS**:

- Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Data

Part A. Complete all information in Part A. The applicant, recipient, or legal guardian signs and dates the form. The DHS or JCO worker signs the form and enters the date the form was received.

Part B. Complete this part only for Title IV-A Emergency Assistance. Check each box either "yes" or "no." The DHS worker signs, dates, and enters the date service commences.

IV-A Decision Making. Circle "yes" or "no" for each question on page 3.

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Application for an Iowa Vital Record

Purpose

The *Application for an Iowa Vital Record* is used to request a copy of an Iowa birth certificate from the Iowa Department of Public Health.

Source

For more information, click on this link or copy the link into your browser:
https://hhs.iowa.gov/programs/vital-records/how-request-certified-record

To access this form, click on this link or copy the link into your browser:
https://idph.iowa.gov/Portals/1/userfiles/68/Forms/app_certified_copies_generic-20200101.pdf

Completion

The social work case manager or juvenile court officer completes this form when:

- It is necessary to obtain a child's birth certificate for agency use; or
- A child in foster care who is age 14 or older needs a certified copy of the birth certificate to obtain a driver's permit or license, for employment, or because the child is leaving foster care at age 18.

Iowa Code Section 232.2(f) requires DHS to provide a birth certificate to a child in foster care on or before the child reaches the age of 18 so the child can obtain a social security card. The Department of Public Health will waive the fee for only one certified birth certificate.

Distribution

Send the completed form to the Department of Public Health at the address below along with:

- Form 470-4567, Birth Certificate Request, and
- A current, clear copy of the social work case manager or juvenile court officer's government-issued photo identification.

Iowa Department of Public Health
Bureau of Vital Records and Health Statistics
321 E 12th St #124
Des Moines, IA 50319-0075

NOTE: A birth certificate stamped "Agency Use Only" is for DHS use only and should under no circumstances be given to the child or family.

Data

The social work case manager or juvenile court officer completes this form as follows:

1. **EVENT TYPE**: Check "birth."
2. **PERSON'S NAME AS IT APPEARS ON THE RECORD**: Enter the first, middle, and last name of the child.
3. **DATE OF EVENT**: Enter the child's date of birth.

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4. **PLACE OF EVENT**: Indicate the city or county where the child was born. If unknown, indicate "unknown."
5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE**: Enter the biological parent's full name, or if adopted, the name of the adoptive parent.
6. **2ND PARENT'S FULL NAME**: Enter the biological parent's full name, or if the child is adopted, the name of the adoptive parent.
7. **WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Indicate yes, no, or unknown.
8. **LEGAL ACTIONS TO BIRTH RECORD**: If the child has been adopted or for any other reason has experienced a change of name, indicate by checking the box that applies. If no legal actions were previously recorded, check none.

8a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate): If the child has been adopted, state the child's previous name, if available. Marriage does **not** change the birth certificate.

9. **PURPOSE FOR COPY**: Print "DHS agency use copy" or "Copy for foster child 14 and older per Iowa Code 232.2(4)f."
10. **BIRTHDATE OF APPLICANT**: Enter "DHS agency request for record."
11. **RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD:** Enter juvenile court officer or DHS social work case manager.
12. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY**: Enter social work case manager or juvenile court officer's first and last name.

12a. **Name of Applicant/Recipient**: Enter the social work case manager or juvenile court officer's name.

12b. **Street address and P.O. Box:** Enter the social work case manager or juvenile court officer's address.

12c. **City, State and Zip Code**: Enter the social work case manager or juvenile court officer's city, state, and zip code.

13. **THE CERTIFICATE IS TO BE:** Check "mailed."
14. **THE FEE IS $15.00**: Enter "waived fee request."
15. **THIS REQUEST PAID BY:** Leave blank.
16. **AMOUNT ENCLOSED**: Leave blank.

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17. **APPLICANT'S NAME** (Print clearly): Enter the social work case manager or juvenile court officer's name.
18. **DAYTIME PHONE #**: Enter the social work case manager or juvenile court officer's phone number, including area code.
19. **APPLICANT'S SIGNATURE**: Enter the social work case manager or juvenile court officer's signature.
20. **DATE**: Enter the date the form is signed.

The box requesting the applicant's name, state, county, etc. as they appear on the photo ID may be left blank. A notary is not required for a request for birth certificate by the Department.

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Application for Certification, Form 470-0606

Purpose	Families that wish to be certified as a family-life home use the *Application for Certification*, form 470-0606. The information on the form is used to determine the family's eligibility for certification.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Issue the form to the family that wishes to be certified as a family-life home. Complete the cover page with your name, address, and phone number. The family completes the rest of the form.
Distribution	The family submits one copy of the form to the local office. Make a photocopy if the family wants a copy of the form.
Data	The form requests: ▪ Demographic data about the family, ▪ Information about the family's living situation and activities, and ▪ The family's preferences for the person to be placed.

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Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the *Application for Certification of Adoption Investigator* to certify compliance with the minimum requirements.
Source	The form is available on the Department's website at http://dhs.iowa.gov/child-placing-group-care-licensing. Access the form by clicking on the link under "Certified Adoption Investigator Applications." Supplies of this form may also be printed from the manual or SharePoint.
Completion	The applicant-provider completes the application: ▪ At the initial application for certification. ▪ When reporting a change of address. ▪ When applying for renewal.
Distribution	The applicant-provider keeps one copy of the application and: ▪ Sends the original and one copy to: ATTN: Licensing – Carol G DHS Division of Adult, Children and Family Services 5th Floor Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114 ▪ Or submits the form by email to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: ▪ Completely fill in all requested information. ▪ Check the box for either a new application or recertification. ▪ Give names of two references not related to the applicant. ▪ Attach any documents required to verify information. ▪ Sign and date the form. For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.

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Application for Extended Foster Care, Form 470-5761

Purpose	Form 470-5761, *Application for Extended Foster Care* collects information from youth formerly in foster care (applicant) who is requesting to re-enter foster care after having exited care at age 18 or older. The information is required to determine eligibility for foster care at the youth's age 18, 19, or 20.
Source	An applicant who requests to return to foster care completes this form. The form is provided to the youth by HHS staff. The template is available in SharePoint under Employee Manual/Forms.
Completion	An applicant completes this form when there is a need for extended foster care.
Distribution	The applicant returns the completed form to the Transition Planning Specialist in the service area where the youth submits the form. Keep a copy of the form in the service file, if applicable.
Data	The applicant will be reviewed and a written decision will be provided to the applicant. To be considered for extended foster care, the applicant must have been in court ordered foster care or in an institution listed in section 218.1 upon reaching age 18. Other requirements apply.

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Application for Foster Care and Subsidized Adoption Medicaid, Form 470-5535 or 470-5535(S)

Purpose	The *Application for Foster Care and Subsidized Adoption Medicaid* is designed to assist people applying for health care coverage for a child living in Iowa in a foster care or subsidized adoption placement.
Source	The English version of this form is printed with 25 sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. The English and Spanish versions of this form are available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	Complete the fillable PDF online, or mail or give the *Application for Foster Care and Subsidized Adoption Medicaid* to a person applying for a child living in Iowa in a foster care or subsidized adoption placement. The applicant or an adult acting on a child's behalf completes the form. A friend, relative, authorized representative, or DHS/JCO staff may help, if needed. When the applicant is a child, the application must be signed by a parent, stepparent, or other adult in the home who has primary responsibility for the child's care, if applicable. If there is a guardian or other responsible person, the guardian or responsible person participates in completing the form and signs for the child. See 8-B, *Information Provided* for a list of pamphlets to provide with the Application for Foster Care and Subsidized Adoption Medicaid.
Distribution	If the client wants a copy of the application, photocopy the form for the client. When a person does not file the application at a DHS office, and the person also requests Medicaid, the originating agency routes the original to the DHS office responsible for the applicant's county of residence within two working days of receipt. The originating agency photocopies the application for their files.
Data	Date-stamp the original application before faxing or mailing the photocopy of the form to another agency. For the purpose of Medicaid, the application date is the date the originating agency received the application.

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Application for Health Coverage and Help Paying Costs, 470-5170 or 470-5170(S)

Purpose	Forms 470-5170 and 470-5170(S) are used to apply for State Supplementary Assistance programs and Medicaid. The information contained on the application is used to determine eligibility for assistance.
Source	Central Office has a contract to provide automatic shipments of form 470-5170 to local offices. The shipments are intended to cover a six-month supply. Additional supplies of form 470-5170 are also available through Central Office. DHS staff may complete this form using the templates available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Provide or mail the form to the applicant when assistance is requested. The client completes the form or may enlist help in preparing the form. If the client is mentally incompetent, the form may be completed by a relative, a person in whose home the client resides, or by the DHS service worker. The client must sign the form unless mentally or physically unable to do so. If the client is mentally competent but unable to sign the application form, an "X" or a thumbprint may be used if witnessed by two persons who know the client. If the application is not complete when it is filed, it must be fully completed upon the interview with the client or representative.
Distribution	The client submits one copy of the form to the local office. Date-stamp the completed application before sending it to the income maintenance worker. Provide a copy for the client upon request. **NOTE:** The form is kept in the income maintenance case record. A copy of the form is not required to be kept in the DHS service case file.
Data	The form requests information necessary to determine State Supplementary Assistance and Medicaid eligibility.

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Application for License or Certificate of Approval, Form 470-0723

Purpose	Form 470-0723 is used to apply for a license to operate a foster group care facility.
Source	DHS workers can complete this form using the template available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	If an applicant has never had a license, complete and submit the application as soon as possible. If an applicant wants to renew a license, submit the completed application between 30 and 90 days before the expiration of the current certificate.
Distribution	Send two copies of the completed application to the Division of Adult, Children and Family Services. Forward one copy to the licensing manager. The applicant keeps a copy for the facility's records.
Data	Send the application to the facility upon when request by the facility. The following people may sign the application: ▪ The chairperson of the board of directors, or ▪ The chairperson's designee, or ▪ The owner or co-owners of the facility.

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Application for Subsidy, Form 470-0744 or 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Department staff may also print the English and Spanish versions of this form from the manual or SharePoint.
Completion	For presubsidy, complete the application at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application. For subsidy, complete the application before the hearing to finalize the adoption. The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	For a presubsidy application, use the child's birth name. For a subsidy application, use the child's adoptive name.

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Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	Form 470-3301 and 470-3301(S) provide a means for persons who do not have authorized access to child abuse and dependent adult abuse information to request a background check when the person being checked agrees and signs the form.
Source	This English form is available on the Department's website: www.hhs.iowa.gov/. Click on "Family Services" then click on "Adult Protection" and then on the left side "Resources." The form may be printed from the website. Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of the English or Spanish versions of this form may also be printed from the manual or SharePoint.
Completion	The person who is requesting the background check initiates this form. The person being checked provides the needed information and signs the form to authorize the Department to release the information. Central Registry staff complete the background check.
Distribution	The person requesting the background check mails or faxes the form to the Central Abuse Registry. Registry staff completes the background check and mails or faxes it back to the requester.
Data	The data is entered by the person being checked, the person requesting the background check, and Registry staff.

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Authorization to Obtain or Release Health Care Information, Form 470-3951 or 470-3951(S)

Purpose

Forms 470-3951 and 470-3951(S) are two-way release forms used to get the permission of a client or a family that wishes to be certified as a family-life home to obtain health information needed to:

- Determine a family's eligibility to be certified, or
- Provide service to a client; and
- Release health information about the client to the registered nurse and the provider family.

Source

The English version of this form is printed in pads of 25 three-part precarboned sets. Order supplies from Iowa Prison Industries at Anamosa.

DHS staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this from may also be printed from the manual or SharePoint.

Completion

Complete this form when first meeting with a new client or prospective provider. Complete the identifying information and description of the information being requested or released. Complete one form for each member of the provider family.

The person or the person's personal or legal representative signs the section to give the authorization. Discuss the authorization and explanation paragraph regarding the use of the form and answer any questions raised. Make sure that the person understands the right to revoke the authorization at any time by completing form 470-3949, *Request to End an Authorization*. Explain the consequences of failure to sign the form.

Distribution

For the client, send one copy to the registered nurse with a self-addressed, stamped envelope enclosed when you request the physician's plan of care and nurse's provider instructions.

For the provider, send one copy for each family member to take to the family member's health care provider with form 470-0672, *Provider Health Assessment*.

Keep one copy of the form in the client's case file. The client and provider keep the third copy.

Data

When initiating the form enter:

- The person's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name, if applicable.
- Your name, address, telephone number, and fax number in the first set of agency information.
- The name or the agency to which the information is being released, or from which the information is being requested, and the agency's address, telephone number, and fax number.

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- In "the information released or shared may include" section, check the applicable boxes. If the "other" box is checked, describe the specific information being requested.
- Describe any exceptions or limitations under "other." Sample entry: "The Department may obtain information from, but not release information to, the client's daughter."
- State the purpose for which the information will be used.
- In the "SPECIFIC AUTHORIZATION FOR RELEASE" section, secure the initials of the person or the person's legal representative if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

  NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

  "Mental health evaluation/treatment" means oral, written, or recorded information that indicates the identity of a person receiving professional services and which relates to the diagnosis, course, or treatment or the person's mental or emotional condition.

  "AIDS" means a medical diagnosis of acquired immunodeficiency syndrome, based on the Center for Disease Control's "Revision of the CDC Surveillance Case Definition for Acquired Immunodeficiency Syndrome."

  "HIV-related" means a medical diagnosis of human immunodeficiency virus infection based on a positive HIV-related test.

  "Substance abuse" means the use of chemical substances by persons suffering from chemical dependency, persons who are incapacitated by a chemical substance, substance abusers, or chronic substance abusers.
- Ask the person to sign and date the form and enter a date when the authorization is to expire.
- Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.
- Obtain the signature of two witnesses for people who are incapable of signing their name due to a physical or mental disability.

To use the form as the required documentation for the disclosure of mental health information, document on the back of the form kept in the case file:

- The date.
- The name of recipient of information.
- The information disclosed.
- The name of the person who disclosed the information.

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Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	This form must be signed before the Department releases specific information about HIV. Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

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Birth Certificate Request, Form 470-4567

Purpose	The *Birth Certificate Request* is a cover letter that provides background information and authorization for the Department to obtain a certified copy of a foster child's birth certificate.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager or juvenile court officer completes this form when it is necessary to obtain a child's birth certificate, whether for agency use or for a child in foster care. When requesting a certified copy for the child, this form must be signed by the area social work administrator or chief juvenile court officer in order for the Iowa Department of Public Health to issue the birth certificate without charge.
Distribution	When the request is for a certified copy for the child, send the form to the social work administrator for signature along with: ▪ A completed Iowa Department of Public Health's *Application for an Iowa Vital Record*, and ▪ A current, clear copy of the worker's government-issued photo identification. Send the completed form, with the administrative signature if required, and the listed items to the Department of Public Health at this address: Iowa Department of Public Health Bureau of Health Statistics 321 E 12th Street Des Moines, IA 50319-0075
Data	Complete the *Birth Certificate Request* being certain to: ▪ Check the applicable box to indicate whether a certified copy or a copy for agency use only is being requested. ▪ Obtain the signature of the area social work administrator or chief juvenile court officer when requesting a certified copy for the child. (This is not needed for an agency copy.) ▪ Include your phone number.

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Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized. Give a copy to the birth parents. Keep a copy in the child's adoption file (and the guardianship file, if desired).
Data	This form is self-explanatory.

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Bureau of Refugee Services Family Self-Sufficiency Plan (FSSP), Form 470-5734

Purpose	Form 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan* serves as an assessment tool to determine family plan in reaching economic self-sufficiency.
Source	Complete this form using the template available in SharePoint.
Completion	The Refugee Services case worker completes this form when client determined eligible for services through Bureau of Refugee Services.
Distribution	Keep a copy of the form in the family file and provide a copy to the family.
Data	The case worker completes the following information: ▪ RIMS case ▪ Principal applicant Name ▪ Scale ▪ Dates ▪ Initial assessment and Progress Score ▪ Document in RIMS about completed assessment, family plan and scheduled dates ▪ Document family plan, progress and goal to economic self-sufficiency ▪ Refer to services available at the Bureau and outside community partners NOTE: Case worker will upload FSSP in RIMS

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Casey Life Skills Assessment, Form 470-5701

Purpose:

Form 470-5701 is used to ensure children in foster care age 14 and older are assessed for life skills which are necessary for successful transition to adulthood. When a child in foster care is age 14 or older, provide form 470-5701 Casey Life Skills Assessment to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process.

Form 470-5701 is available as a fillable PDF on the Department's website. DHS workers may also download the fillable PDF from SharePoint under Employee Manual/Forms, or print from this manual.

Completion

The social work case manager completes the form with the child or ensures a caregiver and the child complete the form:

- When a child age 14 or older has entered foster care, or
- When the child reaches age 14, 16, 18 and other times as needed.

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

Distribution

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

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Certificate of Adoption Investigator, Form 470-0619

Purpose	The *Certificate of Adoption Investigator* is issued to an applicant-provider who meets all requirements to be certified.
Source	The *Certificate of Adoption Investigator* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff prepare one copy of the *Certificate of Adoption Investigator* when all requirements are met.
Distribution	Mail the *Certificate of Adoption Investigator* to the applicant-provider. A gold seal is affixed carrying the expiration date (24 months from the beginning date). Keep a copy for the licensing file.
Data	The *Certificate of Adoption Investigator* shall contain: ▪ The name of the investigator. ▪ The expiration date of the certificate. ▪ The signature of the person designated by the director of the Department to issue the license.

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Certificate of Adoption Investigator Letter, Form 470-5550

Purpose	The *Certificate of Adoption Investigator Letter* is sent with form 470-0619, *Certificate of Adoption Investigator*, to confirm the adoption investigator's approval.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	HHS workers complete this letter after an adoption investigator is approved and the certificate is ready to be mailed.
Distribution	Send the completed letter and a copy of the documents listed on the form to the adoption investigator. Keep a copy of the letter in the adoption investigator record.
Data	The DHS worker completes the letter, obtains the needed signature, and indicates the date the form and required documents were sent to the adoption investigator.

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Certificate of Approval, Form 470-0616

Purpose	The *Certificate of Approval* documents the Department's certification of the home as a residence for clients in the family-life home program.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The worker completes this form when the family meets the requirements for certification. The service area manager signs the form to indicate approval.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0640, *State Supplementary Assistance Certification or Termination* When the service area manager returns the form, send it to the family approved to provide family-life home services. Make a copy to keep in the client's case file.
Data	Enter: ▪ The names of the adult family members ▪ The number of people the home is allowed to care for (one or two) ▪ The family's address ▪ The effective date of the certificate ▪ 249 for the Code Chapter ▪ The date the service area manager signs the certificate

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Certificate of Approval, Form 470-0620

Purpose	The *Certificate of Approval* is awarded to a facility upon completion of requirements to operate a juvenile detention or shelter care home.
Source	The *Certificate of Approval* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	**New certificates**. Send the *Certificate of Approval* to the facility along with the civil rights statement. The facility must display the certificate in a conspicuous place on the premises. **Renewals**. After the first year, mail a gold seal to facilities with no changes in the approval provisions.
Data	**Juvenile shelter care homes**. Enter "N/A" for each special provision. Juvenile shelter care homes are not allowed to use these types of restraint. **Juvenile detention homes**. Enter a "Yes" or "No" depending on whether the special type of restraint has been approved. The chief of the Bureau of Child Welfare and Community Services signs the *Certificate of Approval*. A gold seal is affixed indicating the date of expiration and provisional status, if any.

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Certificate of Completion, Form 470-3378

Purpose	The *Certificate of Completion* shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: ▪ Mails the original certificate directly to the participant; ▪ Keeps a copy of the post-training questionnaire in the family's file; and ▪ Sends a copy to the Department licensing worker for the Department's licensing file.
Data	Prepare a *Certificate of Completion* for each prospective foster parent, listing the parent's name and the date of completion.

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Certificate of Inspection Fire Safety Rules, Regulations and Standards, Form 470-4848

Purpose	Form 470-4848 is used by the State Fire Marshal when the applying or reapplying for a license to operate a foster group care facility.
Source	The *Certificate of Inspection Fire Safety Rules, Regulations and Standards* is available from staff in the Bureau of Child Welfare and Community Services.
Completion	The State Fire Marshall or designee completes this form at the time of application and annually thereafter.
Distribution	Send the completed inspection to the Division of Adult, Children and Family Services. The applicant keeps a copy for the facility's records. The State Fire Marshal or designee may keep a copy for their records.
Data	The State Fire Marshall or designee signs the inspection, noting any difficulties on an attached sheet of paper.

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Certificate of License, Form 470-0727

Purpose	The *Certificate of License*, form 470-0727, authorizes a foster family home to operate for the time period of one or two years per policy.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.
Completion	Service area staff prepares the *Certificate of License* when: ▪ The service area manager or designee approves a new application or reapplication for a foster family home license, or ▪ The conditions on an existing license change. Enter the period of the licensure on the blank space after "for the time period."
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department's licensing file.
Data	Complete: ▪ The type of license (full or provisional). ▪ The names of the licensees. ▪ The maximum capacity of the foster family home (1-5). ▪ The address of the home. ▪ The period of the license. ▪ Special conditions, if it applies. ▪ Date the licensing authority signs the certificate.

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Certificate of License, Form 470-3623

Purpose	The *Certificate of License*, form 470-3623, is awarded to a foster group care facility after completing the licensing requirements.
Source	The *Certificate of License* is only available to staff in the Bureau of Child Welfare and Community Services. A sample certificate is on SharePoint under Employee Manual/Forms.
Completion	Bureau staff complete the certificate only after the application is approved by the Bureau Chief.
Distribution	Send the *Certificate of License* to the facility along with the civil rights statement if this is a new license. The facility must display the license in a conspicuous place on the premises of the facility.
Data	Enter "Yes" or "No" depending on whether a special form of restraint has been approved for use by: ▪ Comprehensive residential facilities ▪ Comprehensive residential facilities for children with intellectual disabilities ▪ Juvenile detention homes The following facilities are **not** allowed to use these forms of restraint. Enter "N/A" for each form of restraint for these facilities: ▪ Community residential facilities ▪ Community residential facilities for children with intellectual disabilities ▪ Private juvenile shelter care homes A gold seal is affixed indicating the date of expiration and provisional status, if any. A gold seal is issued each time a state of Iowa *Certificate of License* is issued.

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Child Abuse and Family Assessment Parental Notification, Form 470-3239 or 470-3239(S)

Purpose	Form 470-3239 or 470-3239(S) is used to notify parents that a child protective assessment has been initiated regarding their child.
Source	The English version of this form is available for Central Printing through the Parental Notices tab on the STAR Assessment module in JARVIS. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child protective worker completes the form within five working days of initiating a child protective assessment. If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.
Distribution	When completed in JARVIS, the form is mailed to the parents of the child by Central Printing. Make no distinction between custodial and noncustodial parents of a child. Notify both using this form. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The parent's name and address in the box provided. ▪ The date of notification. ▪ The incident number. ▪ The name of the child subject. ▪ The child protective worker's name, office phone number, and office address. ▪ The type of abuse alleged.

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Child Care Expense Statement for Foster Children, Form 470-5612 or 470-5612(S)

Purpose	Form 470-5612 and 470-5612(S) are used to provide standard documentation of childcare use and expenses incurred by foster parents. Staff will have concise, consistent means of reviewing childcare use and expenses, which will expedite reimbursement payments to foster parents. Form 470-5612 will also provide documentation of childcare use.
Source	Print supplies of this form from the manual or SharePoint. A fillable version of the form can be found on SharePoint and distributed.
Completion	The childcare provider completes the form. The childcare provider and the foster parent must sign the form.
Distribution	The child's HHS worker gives the form to the foster parent. The foster parent asks the child care provider to complete, sign, and return the form. The foster parent submits the form to the child's HHS worker for payment.
Data	The childcare provider completes all applicable fields, signs, and dates the form. The foster parent signs and dates the form.

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Child Protective Services Child Abuse Assessment Summary, Form 470-3240

Purpose

Form 470-3240 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Child Abuse Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

The form also addresses the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Child Abuse Assessment* to:

- The child being assessed, and
- The child's custodial and noncustodial parents or guardian, and
- All other subjects.

The county attorney and juvenile court have access through the portal.

For reports placed on the Central Abuse Registry only, provide the summary to the mandatory reporter who made the report upon completion of a request for child abuse information.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, completion date, addendum date (if applicable), intake date, child protection worker, and county name/county number.
- Assessment Findings
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition

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- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Person Determined Responsible for the Abuse. Completed only if abuse is confirmed.
- Intake Allegation Type
- Concerns Reported
- Summary of Previously Confirmed or Founded Reports Concerning Person Alleged Responsible. If the victim on a prior report is not a subject of the current report, the victim's name will be displayed as "confidential."

  When parental rights have been terminated and a child abuse incident occurred before the termination, the parents' names will be displayed as "biological parents."
- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Summary of Contacts. Include in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
  - Date, time, and type of contact and the contact name, location, and phone.
  - The date and time you observed the child subject or your efforts to observe the child.

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- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child (if applicable).
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.
- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Summary of Contacts Addendum. When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

  Complete the "Summary of Contacts" related to the addendum when additional information is received. This field appears only if an addendum is in progress.

  If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child based on the credible evidence available. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

▪ Findings and Determination of Abuse Allegations. Determine if abuse occurred.

  - List the factors that must be proven for each type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.

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- If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.

- Findings and Determination of Abuse Allegation Addendums. This field will appear only if an addendum is in progress.
  - List the factors that must be proven for the type of abuse and state your conclusions and rationale.
  - Enter your finding of not confirmed, confirmed, or founded.
  - If denial of critical care, physical abuse, or presence of illegal drugs in a child's body is founded, the last contact must include a determination of child death or serious injury. Document whether the abuse DID or DID NOT result in the death or serious injury of a child. This determination impacts whether or not the name of the person responsible is eligible for removal from the registry after five years.
- Placement on Registry and Justification. For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

  For confirmed reports that are not placed on the Registry, document the justification for nonplacement by describing how the information supports that the finding was minor AND isolated AND unlikely to reoccur.

  NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

  For not confirmed reports, document what factor of abuse was not evidenced.
- Safety Assessment Summary.

  Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger).

  Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm). If no danger indicators were identified, please provide your rationale.

  Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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- Summary and Analysis of Safety/Risk Assessments.

  Provide a narrative description of the family safety concerns by addressing the following:

  - Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

  Provide a narrative description of individual parent/caretaker concerns by addressing the following:

  - Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

  Provide a narrative description of family consensus regarding safety concerns by addressing the following:

  - What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Addendum to Safety Assessment Summary. Use this section to update or edit the Safety Assessment Summary, based off the last Safety Assessment completed. This field appears only in addendum status.
- Addendum to Analysis of Safety/Risk Assessments. Use this section to update or edit the assessment after completion of the original report. This field appears only if in addendum status.
- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

- Recommendation for Service. The finding of the child abuse assessment and the family risk score determine the family's eligibility for information or information and referral, non-agency voluntary services, or Department services.

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When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- Document your recommendation for services.

When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

When the family is being referred for Department services, identify the prevention services to meet the foster care prevention strategy and describe what that prevention strategy is.

When the family is eligible for Department services, but is not being referred, indicate the exception reason.

Document any additional service information that is needed.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.
  - If you recommend juvenile court involvement, include:
    - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
    - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
    - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low-risk).
  - If you recommend criminal court involvement, include:
    - Reference to any joint assessment with law enforcement.
    - The status of the criminal investigation when charges have already been filed in a matter.

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- Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
- Your rationale to support that recommendation.

- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Family Assessment Summary, Form 470-5371

Purpose

Form 470-5371 provides identifying information about the child subject and the household in which the child subject resides. This summary addresses abuse reported and assigned to the Family Assessment pathway.

The form assesses the child subject's safety when an evaluation of the reported incident is conducted. The form also documents the assessment of the family's needs and strengths, and recommendations for services or court intervention as indicated.

Source

This form 470-5371 is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.

Completion

The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.

Distribution

After supervisory approval in JARVIS, the form is mailed via Central Printing with the *Notice of Family Assessment Recommendation* to:

- The child being assessed and
- The child's custodial and noncustodial parents or guardian.

The county attorney and juvenile court do not have access to the *Family Assessment Summary* through the portal. The *Family Assessment Summary* may be provided upon request for a Child In Need of Assistance petition or upon written request, in accordance with Iowa Code section 217.30.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- Report Information. List case names, address, phone numbers, incident number, child protection worker, county name/county number, intake date, and completion date.
- Safety Assessment Findings. The safety assessment findings are pulled from the *Safety Assessment* completed through the Safety Assessment tab of the STAR Assessment module in JARVIS.
- Household Composition
- Non-Custodial Parent
- Others Involved in the Assessment – Not in Household
- Concerns Reported

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- Summary of Assessment Process. Enter the dates in which the child or children were observed, as well as, a justification explanation if child observed outside of assigned timeframes. Also enter:
  - The dates the custodial and non-custodial (if applicable) parents were interviewed,
  - The date the evaluation of the home environment was completed, and
  - The dates the safety assessments, safety plans (if applicable), and risk assessment were completed.

  Provide additional information regarding:
  - ICWA/Native American heritage information,
  - Dates and time contacts were attempted if there is difficulty in meeting observation timeframes,
  - Supervisory approval if contact is delayed, and
  - The date and time of supervisory safety decision check back.
- Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.
- Assessment of Family Functioning Domain Criteria. The *Family Functioning Domain Criteria* form makes up the main content of the Family Assessment Summary. The family's strengths and needs are identified using the family functioning domains:
  - Child Well-Being
  - Parental Capabilities (includes use of drugs or alcohol)
  - Family Safety (includes domestic violence)
  - Family Interactions
  - Home Environment

  Provide general narrative documenting observations of strengths and needs or challenges under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

  Protected sections that can be suppressed before printing are available to list any child specific statements or information regarding parent's physical health, mental health, or substance abuse.

  Also identify in this section:
  - Whether confidential access was used and your rationale and justification according to policy for using confidential access (if applicable).
  - A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.

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- Date, time, and type of contact and the contact name, location, and phone.
- The date and time you observed the child subject or your efforts to observe the child.
- Your rationale for delaying observation of the child beyond the assigned timeframe or for not observing the child, if applicable.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- Relevant information from any previous Department contact with the child or family, including information obtained from Child Abuse Registry checks and Department case files.
- Findings from other states, if the family has lived elsewhere.

▪ Safety Assessment Summary.

Provide a narrative description of the current factors influencing child vulnerability (conditions resulting in a child being more vulnerable to danger)

Provide a narrative description of the current danger indicators you identified (behaviors or conditions that describe a child being in imminent danger of serious harm).

If no danger indicators were identified, please provide your rationale.

Provide a narrative description of the caretaker's capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

▪ Summary and Analysis of Safety/Risk Assessments

Provide a narrative description of the family safety concerns by addressing the following:

- Given the child(ren)'s level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family? What everyday family life issues need to be better managed (i.e. new plan for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being.

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Provide a narrative description of individual parent/caretaker concerns by addressing the following:

- Describe what individual issues parents/caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e. new plans for managing anger/control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.) and what kind of new plan needs to be in place to ensure child safety and well-being.

Provide a narrative description of family consensus regarding safety concerns by addressing the following:

- What is the level of consensus with the family regarding the safety concerns and/or threats of danger described above?

- Final Risk Level. The neglect, abuse, and scored risk levels are pulled in from the *Family Risk Assessment* completed through the Family Risk Assessment tab of the STAR Assessment module in JARVIS. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

  The final risk level is used to determine what the client's service eligibility is in based on findings, age, and risk.

  Review and consider information gathered from child and family interviews, collateral contacts, Department service records, and all prior assessments.

  If the risk level is safe with a plan or unsafe at the end of a family assessment, the report is required to be reassigned as a child abuse assessment.

- Recommendation for Service. The family risk score determines the family's eligibility for information or information and referral, or non-agency voluntary services. Family assessments are not eligible for Department services.

  When the family is being referred to non-agency voluntary services, document the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

  - Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
  - Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
  - Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
  - Document your recommendation for services.

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When the family is eligible for non-agency voluntary services, but is not being referred, indicate the exception reason.

- Recommendations for Court Involvement. Enter your recommendations for juvenile or criminal court involvement.

  If you recommend juvenile court involvement, include:

  - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
  - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
  - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of Department services).
  - If you do not recommend juvenile court involvement, include under "Type of Action Requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or was confirmed or founded but low risk).
- Approval/Signature Line. Sign off by the CPW and Supervisor required.

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Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	The form is available on the STAR Intake module in JARVIS.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	The intake is maintained on the STAR Intake module in JARVIS. If accepted, send a copy to the appropriate service area for assignment and to any Department personnel who needs the information. If rejected, send to any Department personnel who needs the information. If a criminal act harming a child is alleged, send to the appropriate law enforcement agency. The county attorney and juvenile court have access through the portal.
Data	*Date*: Enter the date you received the report of suspected child abuse or CINA. *Time*: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name or worker number of the person conducting the intake. *Assigned Worker*: Enter the name or worker number of the person assigned to complete the assessment if accepted. *Incident #*: Enter the number assigned by the STAR system. *Household Name and Address*: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

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Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field.

Non-Custodial Parent: Enter the name, date of birth of noncustodial parent, relationship of the noncustodial parent, social security number, FACS ID, address, phone number, and name of the noncustodial parent's child.

Use the "Comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter type and reporter notification. Enter the date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, and phone numbers.

Use the "Comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. **NOTE:** This information is not required on a CINA intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral source to the child, and address of collateral sources identified by the reporter or the intake worker.

Allegations Abuse Type: Check all applicable abuse types alleged.

Narrative Description/Child Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child protective assessment or a CINA assessment. All cases accepted for a child protective assessment must clearly state that the three criteria have been met.

Additional Information: Include information learned from the results of checks of the databases in this section. Provide as much information as is known about the list of additional questions/topics as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

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Preliminary Decision From Intake Worker Provided to Reporter: Check the appropriate preliminary decision box and advise the reporter of the preliminary decision. Call the reporter back if the final decision is different.

Intake Screening Tool – Determining the Assessment Type: Check the box for all statements that are known to be true. Check the appropriate assessment type box based on whether or not any criteria apply.

Supervisory Decision: Enter the name of the supervisor who completed the verbal consult. Check the applicable box and indicate the date and time the intake was accepted and assigned, or the date and time the report was rejected and the reason for the rejection. Check the appropriate boxes to identify all further action taken.

If there is an open assessment or service case, add the name of the worker. If the addendum is being accepted, add the incident number for the addendum. Provide any additional comments.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Case Assignment: Check the appropriate assessment type and the date and time that it was assigned.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour, 96-hour, or 72-hour period for response time.

NOTE: Only a Family Assessment can be assigned with a 72-hour timeframe.

System Checks Completed: Include history from:

- STAR (for all household members),
- CINA (for all household members),
- DARES (if applicable),
- FACS (for all victims),
- WISE (for all household members),
- ICAR (NCP information from CHILD2 screen and REFER2 screen),
- CRIMINAL (from Iowa Courts Online),
- KINDERTRACK (if applicable), and
- SOR (Sex Offender Registry from the National Sex Offender public website, if applicable).

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Child Study, Form 470-3698

Purpose	Form 470-3698 provides a specific guide for completing the written child study report for each child whose parental rights have been terminated.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Within 30 days of issuing the child's termination of parental rights order, the child's foster care worker or adoptive worker completes the *Child Study*. The worker completing the study is determined by service area protocol. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.) Get an updated copy of the *Social History*, form 470-3615, if the worker responsible for completing the *Child Study* is different from the past worker. Update the *Child Study* annually for children with termination of parental rights who have not been placed for adoption.
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster care provider and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	Attachments to the child study shall include: ▪ Hospital birth records ▪ A current photo of the child ▪ Current case plan ▪ Immunization record ▪ Current physical, psychiatric, psychological, school, and provider reports

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Child Welfare Multidisciplinary Team (MDT) Agreement, Form 470-2328

Purpose	The purpose of form 470-2328 is to formulate an agreement between the Department and various individuals and agencies for consultation during the course of abuse assessments to discuss assessment, diagnosis, coordination of services, possible referrals, and disposition. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-2328. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Child Welfare Services Referral Face Sheet, Form 470-5150

Purpose	The *Child Welfare Services Referral Face Sheet* is used by the Department worker to make referrals.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint as needed.
Completion	The Department worker, as the "referral worker," completes the form before making a referral for Department (Agency) Child Welfare Services – Solution Based Casework (SBC), SBC – QRTP post discharge services, family preservation services, SafeCare, parent partners, kinship navigator services, recruitment, retention, training, and support (RRTS), or for a Solution Focused Meeting (SFM) or YTDM meeting.
Distribution	Keep the original form in the child or youth's case file.
Data	*Referral Type*: Select the appropriate service or support referral. You may select more than one box if referring to multiple services or supports:

- Agency (Department) Child Welfare Services –SBC
- SBC – QRTP Post Discharge Services
- Family Preservation Services
- SafeCare
- Parent Partners
- Kinship Navigator Services
- Recruitment, Retention, Training, and Support (RRTS)
- SFM or YTDM Meeting

I. Case Information

Complete all fields in this section of the referral including:

- *Referral Date*: Enter the date of referral.
- *Case ID, State ID, FACS ID*: Enter the respective identification numbers of the identified youngest child victim.
- *Youngest Child Victim Name*: Enter the name of the identified youngest child victim (billing child) for the case being referred for child welfare services.
- *Race*: Select the race from the drop down box:

W	White
B	Black or African American
A	Asian
I	American Indian or Alaska Native
N	Native Hawaiian or Other Pacific Islander

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- *Ethnicity*: Select the ethnicity from the drop down box.

  H Hispanic or Latino or Spanish Origin
  N Not Hispanic or Latino or Spanish Origin

- *Date of Birth (DOB)*: Enter the youngest child victim's date of birth.
- *County of Residence*: Enter the county name or number.
- *Financial County*: Enter the county name or number.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the contractor should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Reason for Referral, Family Safety Concerns, Individual Parent/Caretaker Concerns*: Enter the reason for referral including any family safety concerns and individual parent or caretaker concerns.

  For family safety concerns, consider the following:

  - Given the child or children's level of vulnerability, what are the concerns and/or threats of danger in everyday life of the family?
  - What everyday family life issues need to be better managed (i.e., new plans for discipline, safe home environment, more rigorous supervision, proper nutrition, etc.) to ensure child safety and well-being?

  For individual parent/caretaker concerns, consider the following:

  - Describe what individual issues parents or caretakers have that need to be better managed or replaced so that the family tasks can go better (i.e., new plans for managing anger and control issues, improving emotional stability, stopping or limiting use of substances, managing sexual behavior, etc.).
  - Describe what kind of new plan needs to be in place to ensure child safety and well-being.

- *Family consensus regarding safety concerns.* Check full, partial, or none identifying the level of consensus with the family regarding safety concerns and/or threats of danger.

II. DHS Referral Worker, DHS Social Work Case Manager (SWCM), and Supervisor Information

Complete all fields in this section of the referral including:

- *Referral Worker Name, Contact Number with area code, Email Address*: Enter the name and contact information of the Department referral worker.
- *Assigned SWCM Name, Address, Contact Number with area code, and Email Address*: Enter the name and contact information of the assigned Department social worker case manager (SWCM).

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- *SWCM Supervisor Name, Contact Number with area code, and Email Address*: Enter the name and contact information of the Department SWCM's supervisor.
- Dates/Times SWCM and Child Protection Worker (CPW) Available for Case Handoff/Transition Meeting. Enter dates and times for when SWCM and CPW are available for case handoff.

III. Family Information

Complete all fields in this section of the referral including:

- *Name of Parents, FACS IDs, Race, Ethnicity, and Cultural Needs/Interpreter/Translator*: Enter the name of the parents and their assigned FACS IDs. Select the race and ethnicity from the drop down boxes. Refer to the codes listed above.

  Check yes or no if there are any cultural needs or special accommodations or a need for a translator/interpreter that the contractor should be made aware. If yes, enter the identified needs or accommodations and the specific language or interpretation needed.
- *Family Address and Contact Number with area code*: Enter the address and contact number with area code for the parents listed.
- Out-of-Home Placement, Date of Removal, Name and Address of Placement, Family Interaction Plan, Type of Placement, Contact Person, and Number of Placement: Check yes or no if the youngest child victim is placed out of the home by order of the court. Check yes or no if the youngest child victim is temporarily out of the home through a Safety Plan. If yes is checked for either of these, enter the date of removal from the home and date of placement. Check yes or no if there is a current family interaction plan. Enter the name, address, type, and contact information of the placement.

IV. Family Composition

Complete all fields in this section of the referral including:

Last, First Name of Household and Family Members, Date of Birth (DOB), Race/Ethnicity, Relationship to Youngest Child Victim, Address and Contact Number with area code: Enter all of the identified information in this section.

If making a referral for Department (Agency) child welfare services - Solution Based Casework (SBC): In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to Department (Agency) child welfare services -SBC.

- *QRTP and Court Involvement*: Enter the dates for the most recent and next scheduled court date, as well as, county of court jurisdiction.

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If the referral is for QRTP post discharge services, enter the QRTP contact information and QRTP discharge date.

- *Current Services and Supports*: Check any of the applicable services and supports. Enter the name and contact information of the person connected to the service or support. If known, enter the dates that the services or supports began.

If making a referral for family preservation services: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to family preservation services.

Describe the threats of danger placing the child or children at imminent risk of removal.

- Check yes or no if there is a current open child abuse assessment.
- Check yes or no if there is a current open CINA assessment.
- Check yes or no if there is an open ongoing department (Agency) service case.

If making a referral for SafeCare: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SafeCare.

Check yes or no to the following before making a referral. If parents or caretakers reside in separate households and SafeCare is referred for both, check yes or no for both households. Do any of the following concerns exist about the parent or caretaker's ability to:

- Engage/bond with their infant?
- Structure daily activities that stimulate their child?
- Manage the toddler's behaviors?
- Maintain a safe home?
- Make good health decisions for the child?

If making a referral for parent partners: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to parent partners.

- *Participant Family Information*: Enter the last and first name of the referred participants and the county of court jurisdiction.
- Check yes or no if the participants have been involved with child protective services in the past.
- Check yes or no if the participants are aware a referral was made.

NOTE: When making a referral to parent partners, the referral worker should send the completed referral form to both the local coordinator and service area contact.

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There is no need for a signed release of information due to having a business associate agreement (BAA) with the parent partner contractor.

If making a referral for a SFM or YTDM meeting: In addition to completing the sections on case information; referral worker, SWCM, and supervisor information; family information; and family composition, you must complete the section specific to SFM or YTDM meetings.

- Enter the dates for the most recent and next scheduled meeting by type.
- *Type of Meeting*: Check the appropriate box for the type of meeting during the life of the case that the referral is being made.

  For SFM, this includes:

  - Initial SFM (within 45 calendar days from the date of referral to services)
  - Subsequent SFM Six months from the date of referral to services
  - 12 months from the date of referral to services and every six months the case remains open
  - Upon family request
  - Prior to case closure
  - Other
  - When the family agreement/service plan is complete and action plans need the assistance of others (between milestone 2 and milestone 3)
  - When the family is in mid milestone 3 and tasks are stalled
  - When ready to acknowledge and recognize change and brainstorm specific ways to measure change
  - When the family is in milestone 4 to recognize and celebrate change and identify what is left to accomplish

  If making a referral for a subsequent SFM, document what changes occurred with the family since the prior SFM. Check the box for the correct milestone the family is in at the time of the referral. Specify the desired outcome of the meeting by checking the options listed.

  For YTDM meetings, this includes:

  - On or after the youth's 16th birthday
  - Within 90 days prior to youth's 18th birthday
- *Contact*: Check yes or no if the family or youth are aware that the facilitator will be contacting them.
- *Court Involvement*: Check yes or no if there is court involvement. If yes, enter the date, time, and type of next hearing.

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- *No Contact Order (NCO)*: Check yes or no if there is a NCO in place. If yes, enter who the NCO is between. Check yes or no if separate meetings are required.
- *Cultural Needs or Special Accommodations*: Check yes or no if there are any cultural needs or special accommodations that the facilitator should be made aware. If yes, enter the identified needs or accommodations.
- *Translator or Interpreter*: Check yes or no if there is a need for a translator or interpreter. If yes, enter the specific language or interpretation needed.
- *Family Interaction Plan*: Check yes or no if there is a current *Family Interaction Plan* developed and in place.

V. Potential Team Members

Enter the name, email address, and phone number with area code of the potential team members invited to the SFM or YTDM meeting.

Attachments: Check the appropriate box for any attachments that will be included with the referral form. Be sure to include the appropriate attachments with the referral form.

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CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form online using the template available on the Case Flow home page.
Completion	The child protective worker or SW II completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	A copy of the *CINA Services Assessment Summary* must be printed and kept in the case file. ▪ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition. ▪ If CINA action is not recommended, the form is not distributed.
Data	The client name, address, home phone, other phone, intake date, CINA assessment worker, county, and household composition fields are automatically filled from the STAR system. *Non-Custodial Parent*: Enter the name, date of birth, address, and phone number of the non-custodial parent. *CINA Issue Reported*: Provide a description of the CINA intake issues. *Summary of Previously Confirmed or Founded Reports concerning Family Members*: Enter the date, incident number, type of reports, victim, and findings of any previous reports. *Summary of Previously Confirmed or Founded Report concerning Subjects as found in ACAN*: Enter the date, incident number, person responsible, type, victim, and finding of any previous reports. *Summary of Contacts*: Enter date, time, contact name, and contact summary. *Summary of Observations, Findings and Determination of CINA Criteria*: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA. *CINA Assessment Summary*: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA petition and the identified services needed.

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Foster Care Prevention Strategy. In the event CINA adjudication occurs, select all applicable prevention services to meet the foster care prevention strategy. Document the foster care prevention strategy identified for the family in the event CINA adjudication occurs on the case.

Family Functioning Domain: Complete this area of the form only if a CINA petition is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area is for referring the case for types of service. Based on the recommendation for services, check the box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

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Communicable Diseases General Agreement, Form 470-3226 or 470-3226(S)

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis, or has Hepatitis or Meningitis.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the English and Spanish versions of this form from the manual or SharePoint.
Completion	The home study worker and the foster parent complete the form: ▪ At initial application for foster home license. ▪ At each renewal. **NOTE:** If the family refuses to sign this form, enter a statement in the family's record, e.g., Family refuses to accept a child who is: at risk or tests positive for HIV, has Hepatitis or Meningitis. Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	Enter the family's name. Have the family: ▪ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected. ▪ Sign and date the form.

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Complex Youth Care Assessment Referral, Form 470-0015

Purpose	*Complex Youth Care Assessment Referral* is used to refer youth to the University of Iowa Complex Youth Care Clinic for a Complex Youth Care Assessment.
Source	Print supplies of Form 470-015 from SharePoint or the manual as needed.
Completion	The social work case manager completes this referral form when requesting a Complex Youth Care Assessment on a youth experiencing complex medical care needs.
Distribution	When the referral is completed, send this form to the centralized email inbox. Helpdesk staff will manage the inbox and send a prioritization list as well as the referral forms to the University of Iowa.

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Consent to Adoption, Form 470-0755 or 470-0755(S)

Purpose	The Department uses the *Consent to Adoption* to file consent to the adoption of a child by an adoptive family.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of the Spanish form from the manual or SharePoint.
Completion	The child's adoption worker prepares two copies of this form when: ▪ A child has resided in the home 180 days, or ▪ The waiting period has been waived. The service area manager signs the form on behalf of the Department. The form must be notarized.
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

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Consent to Obtain and Release Information, Form 470-0429 or 470-0429(S)

Purpose

Form 470-0429 is designed to get the permission of the client or the client's legally authorized representative to:

- Release information about the client to a third party.
- Obtain information needed to provide service to the client.

The Department uses this form to secure or release non-health-related information for purposes of determining a client's eligibility for services. See *Authorization to Obtain or Release Health Care Information*, Form 470-3951 or 470-3951(S) for information used to authorize exchange of health care information.

Staff from a county case management or central point of coordination office (a county worker) may also use this form.

Source

Department workers may complete the English or Spanish form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department or county worker prepares the form and secures the signature of the client or the client's representative:

- At the initial request for services.
- When the current authorization expires.
- When new services are added to the client's plan.

Distribution

File the original in the case record. Give a copy to the client or the client's representative. Provide a photocopy to each person or agency authorized to share information.

Data

Enter the requested identifying information at the top of the form. Check the applicable box to identify whether a Department worker or a county worker is preparing the form. For a county worker, also enter the name of the county.

List each person or agency authorized to share information with or receive information from the Department or the identified county. In the box to the right of the list, enter the name, phone number, and address of the Department or county worker who is to receive the information.

Describe any exceptions or limitations under **Other**. Sample entry: DHS may obtain information from but not release information to Heartland AEA.

Enter the expiration date if it is other than "*upon termination of services*."

If the client **withdraws** authorization to share information with a listed person or agency, cross out the entry and secure the date and initials of the client or the client's legally authorized representative.

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CPW to SWCM Transfer Packet Face Sheet, Form 470-5562

Purpose	The *CPW to SWCM Transfer Packet Face Sheet* assists in the handoff from the Child Protection Worker (CPW) to the Social Work Case Manager (SWCM). This form is used as a tool to identify the required documents that need completing before handoff from the CPW to the SWCM.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Complete the *CPW to SWCM Transfer Packet Face Sheet* as part of the transfer packet. The CPW must provide the transfer packet to their supervisor within five business days from completion of the assessment. All documents listed in this form are linked to the state approved forms. By checking the boxes to the left of the task required, the CPW is verifying that the task was completed and uploaded to the File Manager tab within the STAR Assessment Module of JARVIS. CPWs will want to create a system to save the forms and information gathered throughout the assessment process to upload together into File Manager before transferring the case to the SWCM. The SWCM and the SWCM's supervisor sign and date the form.
Distribution	Upload a copy of this form into File Manager within the STAR Assessment Module of JARVIS. Keep a copy in the case file.
Data	Refer to the CPW to SWCM Transfer Packet Face Sheet Guidance, RC-0140.

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Criminal History Record Check Request Form, DCI-77

Purpose	The *Criminal History Record Check Request Form*, DCI-77, is used to request a check for criminal records on persons who work in a childcare center. The Division of Criminal Investigations also uses this form to report the results of the check.
Source	This form can be found at: https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.
Completion	The licensed childcare center completes this form for each person working or applying for employment in the center: ▪ Upon application for employment. ▪ Every two years after hire. ▪ When there is reason to believe there is a transgression.
Distribution	The center sends the completed form to the Iowa Department of Public Safety. The Iowa Division of Criminal Investigation (DCI) returns the form to the requestor. The center needs to keep this form in its personnel records to verify the record check occurred. When a criminal record is found, notify the childcare consultant supervisor responsible for making the Department's decision regarding involvement with childcare.
Data	The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.

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Dependent Adult Abuse Checklist for Facility, Agency or Program, Form 470-3860

Purpose	Form 470-3860 is used to assist the facility, agency, or program director, administrator, or other person in charge with a list of what is necessary to do and what documents to provide to DHS when there is an allegation of abuse of a dependent adult.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The field worker with primary responsibility for the report completes the form before notifying the person in charge of the facility, agency, or program that an allegation of abuse of a dependent adult has been made on someone in that facility, agency, or program.
Distribution	Make two copies, one for the person in charge and one for the completed report. Deliver the form in person or mail it if the person in charge is not available at the first visit.
Data	Enter the date. Enter the name of the person in charge in the facility, agency, or program. Complete "other" if there are other actions or data that need to be made available to DHS.

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Dependent Adult Abuse Information Request, Form 470-3326

Purpose	Form 470-3326 requests dependent adult abuse information from persons (i.e., collaterals) who are believed to have knowledge of a case of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request information from someone believed to have dependent adult abuse information.
Distribution	Mail the completed form to the person from whom you are requesting information. Keep a copy in the investigation file.
Data	Enter: ▪ The person's name and address. ▪ The date. ▪ An explanation of the specific information you are requesting. ▪ Your name and address.

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Dependent Adult Abuse Notice of Intake Decision, 470-3944

Purpose	Form 470-3944 is used to provide written notification to all reporters of dependent adult abuse of the decision made by the Department about whether or not to accept the report of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms or print this form from JARVIS in the DARES module.
Completion	The supervisor making the determination to reject or accept a report for evaluation or assessment completes the form.
Distribution	Send one copy to the reporter. Maintain a copy with the *Dependent Adult Protective Services Intake*, form 470-0657. Destroy rejected intakes and notices after three years.
Data	Enter: ▪ The date of notification. ▪ The name of the reporter. ▪ The reporter's address. ▪ The name of the county office making the decision. ▪ The date the report was received. ▪ The name of the dependent adult named in the report. Check the applicable box to indicate whether the report of dependent adult abuse is being accepted or rejected. If the report is rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you made to the reporter about contacting other agencies.

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Dependent Adult Alleged Person Responsible Contact Attempt Letter, Form 470-5794

Purpose

The Dependent Adult Alleged Person Responsible Contact Attempt Letter is used to:

- Notify the alleged person responsible for Dependent Adult Abuse that HHS is attempting to contact them for an interview.
- Engage the alleged person responsible to contact the Adult Protective Worker to schedule an interview.
- To document efforts made to offer an interview to the alleged person responsible.
- To notify the alleged person responsible of HHS' statutory requirements and how HHS will proceed should they not respond to attempts to contact them.

Source

Complete this form using the template available in SharePoint under Employee Manual/ Forms.

Supplies of this form may be printed from the manual or SharePoint.

Completion

The protective services worker completes this form after unsuccessful attempts have been made to contact the alleged person responsible by other means, such as face-to-face and phone calls. The letter should be sent as soon as other attempts of contact do not appear successful. The letter can be sent multiple times throughout the assessment process.

Distribution

Mail the completed form to the alleged person responsible from whom you are attempting to contact. Upload each copy of the request into DARES file manager within JARVIS.

Data

Enter:

- The Date
- Name of the Alleged Person Responsible
- Worker Name
- Date the Alleged Person needs to contact worker by.
- Worker Phone Number
- Again, the date indicated above as to when the alleged person responsible needs to contact the worker by (The two dates should be the exact same date.)
- Worker Name

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- Worker County Office
- Worker Mailing Address
- Worker City, State, and Zip
- Worker Email Address
- Worker Phone Number
- Select which attempt letter this is, 1st, 2nd, 3rd……final

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Dependent Adult Assessment Tool, Form 470-4841

Purpose

Form 470-4841 is a three-part tool used to assess a dependent adult's *degree of dependency*, as well as, to analyze safety and risk. Complete an assessment of safety, dependency, and risk on every alleged victim for whom an evaluation or assessment is conducted.

Source

Complete the assessment tool online in DARES under each tab, respectively labeled "Safety Assessment," "Dependency Assessment," and "Risk Assessment."

This form may also be printed from "My Links" in JARVIS and entered into DARES later.

Completion

The adult protective worker must complete the *Safety Assessment* portion:

- Within 24 hours of the first contact with the adult subject, and
- Before closing the adult protective evaluation or assessment.

The adult protective worker must complete the *Dependency Assessment* portion before the end of the dependent adult protective evaluation or assessment.

The adult protective worker must complete the *Risk Assessment* portions before the end of the dependent adult protective evaluation or assessment.

Distribution

The *Dependent Adult Assessment Tool* is not distributed as part of the *Dependent Adult Protective Services Evaluation or Assessment Summary*. Print the *Dependent Adult Assessment Tool* and keep it in the case file.

Data

Asterisked (*) items are generated by the DARES database if the information has been entered into DARES. The adult subject's name, date of birth, age, form of alleged maltreatment, and caretaker, if applicable, are pulled from household composition.

Safety Assessment (Initial and Final)

If any of 2 through 6 are **No** or 7 through 14 are **Yes**, assist the adult subject, caretaker, service providers, and support system to take steps to alleviate the safety issues. This may be done by:

- Obtaining medical care or placement,
- Engaging additional formal and informal supports,
- Safety planning,
- Use of law enforcement, or
- Seeking legal intervention.

DARES will narrow the results of the safety decision in compliance with the scoring instructions. Only the subsequent safety status score is pulled from

DARES and populates into form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

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Initial Safety Decision

Check the box to indicate your determination as to whether the dependent adult is "safe," "conditionally safe," "unsafe," or "unable to remediate safety concerns." When selecting "unable to remediate safety concerns," the adult protective worker must select one of the following reasons why:

- Protective order requested but not granted.
- Dependent adult has the capacity to consent and is refusing services.
- Dependent adult has accepted some, but not all of the recommended services.
- Other. If selecting other, please provide a brief explanation.

Dependency Assessment

Health conditions and diagnoses: Enter medical information. Document the overall condition of the adult, any existing allergies, and behavioral indicators or observations of health.

Medications: Enter all the adult's medications.

Current services: Enter **Yes** or **No** for each question. Use "Other" for services not represented on the list. Explain all other services not on the list.

Cognitive impairments: Enter **Yes** or **No** for each question. Completing IQ is optional. Explain any temporary conditions.

Cognitive screening: Enter the type of mental status screening tool conducted. If the mental status screening tool used by the adult protective worker or other qualified professional is not represented in the list, select "other." List the score and what the score means pertaining to the adult subject's cognition. Screening will allow the adult protective worker to determine if the adult subject needs a more comprehensive assessment on capacity to consent.

Physical impairments: Enter **Yes** or **No** for each question. Explain if necessary.

Katz (Activities of Daily Living) (ADL): The Katz Index ranks adequacy of performance in the six functions of *bathing, dressing, toileting, transferring, continence, and feeding*. Clients are scored for independence in each of the six functions.

Each category has a check box. DARES calculates the score. Completion of all questions is required. A score of six indicates full function; four indicates moderate impairment; and two or less indicates severe functional impairment.

Lawton – Brody Instrumental Activities of Daily Living Scale (IADL): The IADL is an appropriate instrument to assess independent living skills. These skills are considered more complex than the basic activities of daily living as measured by the Katz Index.

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The instrument is most useful for identifying how a person is functioning now and identifying improvement or deterioration over time. There are eight domains of function measured with the Lawton IADL scale.

To obtain a score for each category, check the box for the item description that most closely resembles the client's highest independence level. Each category requires one box to be checked. The total score ranges from zero which indicates low functioning to eight which indicates high functioning.

Instruction courtesy of The Hartford Institute for Geriatric Nursing, Hartford Institute website: https://hign.org/
ConsultGeriRN website: https://zhangnandi.com/about/news-publications/news/2008/january/introducing_consultgerirnorg.html

Summary of dependency status: Determine if the information collected through the dependency portion of your assessment indicates the adult subject (alleged victim) is dependent.

Use the narrative to summarize the evidence gathered through the dependency assessment to support or refute that the adult subject is a dependent adult. A diagnosis or level of care alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of dependency status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Adult Subject Risk of Abuse or Neglect Assessment

The risk assessment must be completed by the conclusion of the assessment or evaluation.

The scored risk levels are pulled from the risk assessment of the adult subject and the alleged person responsible that are completed through DARES for the incident. If the risk assessments have not been completed, levels will not appear in the printed version.

The final risk level score is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, under "Final Risk Level." The DARES system uses this score to determine what the client's periodic visit eligibility is based on, age, dependency status, mitigating interventions, and risk level.

Summary and Analysis of Safety Constructs Narrative

- Describe the threats of maltreatment that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation).

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- Describe the adult subject's vulnerability to maltreatment (i.e., the degree that the adult subject cannot on the adult's own avoid, negate, or minimize the impact of present or impending danger).
- Describe the adult subject and caretaker or alleged person responsible protective capacities (i.e., family, household, or support system strengths or resources that reduce, control, or prevent threats of maltreatment from arising and the factors and deficiencies that have a negative impact on the adult subject's safety).

Policy Overrides

After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and adult subject vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

Discretionary override reason: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. You must receive supervisory approval for a discretionary override. The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Supervisor's Review/Approval of Discretionary Override: Enter a signature.

Date: Enter the date.

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Dependent Adult Financial Information Request, Form 470-5696

Purpose	Form 470-5696 requests information from financial institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request financial information from a financial institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the financial institution. ▪ Your Name. ▪ Customer's Name and Date of Birth. ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Identify the type of format you wish to receive the records ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Investment Information Request, Form 470-5697

Purpose	Form 470-5697 requests information from investment institutions necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request investment information from an investment institution.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the financial institution. ▪ Your Name. ▪ Client's Name. ▪ Last 4 Numbers of the Client's Social Security Number. ▪ Client's Date of Birth. ▪ Account Owner. ▪ Account number or Other Unique Identifier (if known). ▪ Start date and end date of requested records. ▪ Check the type of record you are requesting. ▪ Date by which you are requesting the records. ▪ Identify the type of format you wish to receive the records ▪ Your Signature. ▪ Your Name. ▪ Your Title. ▪ Your Agency. ▪ Your Contact Information.

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Dependent Adult Medical Information Request, Form 470-5698

Purpose	Form 470-5698 requests information from medical providers necessary to assess allegations of dependent adult abuse.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker wants to request medical information from a medical provider.
Distribution	Mail, fax or scan the completed form to the institution from whom you are requesting information. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name and address of the medical provider. ▪ Name of medical provider ▪ Patient's Name. ▪ Patient's Date of Birth. ▪ Identify the type of format you wish to receive the records ▪ Your Contact Information. ▪ Your Name. ▪ Your Title. ▪ Your Contact Information.

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Dependent Adult Multidisciplinary Team (MDT) Agreement, Form 470-5737

Purpose	The purpose of form 470-5737 is to formulate an agreement between the Department and various individuals and agencies for consultation of dependent adult abuse assessments/evaluations to discuss diagnosis, limitations, coordination of services, possible referrals, and disposition of an adult subject. Multidisciplinary teams (MDTs) will be convened at the Department's request during the course of an assessment or evaluation. No case specific information can be discussed outside the scope of the abuse assessment and evaluation.
Source	Complete this form (except for signatures) using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	All parties of the multidisciplinary team must sign during the formulation of a multidisciplinary team and before the dissemination of any individual dependent adult abuse information. Any ad hoc members whose participation has been approved by the Department, must sign each and every time they attend the meeting. The form is considered complete and the team is considered approved by the service area manager or designee as evidenced by signature on form 470-5737. Each agreement must be signed again by all parties at least annually on or before July 1 of each year with final approval by the service area administrator or designee.
Distribution	The service area administrator or designee keeps one copy, sends one copy to Central Office, and gives a copy to each team member.
Data	Complete the name of the team members and the date of the agreement. Additional lines may be added for the signature of team members.

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Dependent Adult Notice of POA Termination, Form 470-5699

Purpose	Form 470-5699 provides notice of an agent's authority under a financial power of attorney terminated in accordance with Iowa Code 633B.110.
Source	Complete this form using the template or print from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker founds a dependent adult abuse evaluation and the perpetrator is an agent under a financial power of attorney. NOTE: The protective services worker will need to manually address envelopes to all persons/entities listed in the "Copies To:" section and mail to the persons/entities listed. These letters will not be sent from Central Print.
Distribution	Mail the completed form to the perpetrating caretaker and send copies to all persons/entities listed. Upload a copy of the notice into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of Perpetrator. ▪ Address of Perpetrator. ▪ Name of Perpetrator. ▪ Date of Report. ▪ Name of Adult Subject/Victim. ▪ Your Name. ▪ Your Address. ▪ Your Contact Information. ▪ Copies To: Adult Subject/Victim ▪ Copies To: All Adult Subject/Victim's Financial Holding Institutions, including any of the following: • Bank • Credit Union • Savings Association • Broker-Dealer • Investment Provider • Financial Advisor • Securities Administrator or • other Financial Institution ▪ Copies To: Care Facility where Adult Subject/Victim resides(if applicable) ▪ Copies To: Guardian of Adult Subject/Victim (if applicable) ▪ Copies To: Conservatory of Adult Subject/Victim (if applicable)

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Dependent Adult POA Record Request, Form 470-5700

Purpose	Form 470-5700 request information from an agent assigned as financial power of attorney necessary for an assessment of dependent adult abuse allegations.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The protective services worker completes this form whenever the worker requires a financial power of attorney agent's records.
Distribution	Mail the completed form to financial power of attorney agent. Upload a copy of the request into DARES file manager within JARVIS.
Data	Enter: ▪ The date. ▪ Name of the Power of Attorney. ▪ Address of the Power of Attorney. ▪ Your Name. ▪ Adult Subject's Name. ▪ Start and End date of your record request. ▪ Your Name. ▪ Your Address. ▪ Your Email. ▪ The format you wish to receive records. ▪ Your Name. ▪ Your Title.

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Dependent Adult Protective Services Evaluation or Assessment Summary, Form 470-0688

Purpose

Form 470-0688 provides identifying information about the adult subject and the household in which the adult subject resides. This summary addresses the abuse reported and the determination of whether abuse occurred.

The form assesses the adult subject's safety when an evaluation or assessment of the reported incident is conducted. The form also documents the assessment of risk, dependency, household strengths and needs, and recommendations for services or court intervention as indicated.

If abuse is confirmed, the summary identifies the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

Source

This form may be completed online, including the narrative, using the DARES system.

Completion

The adult protective worker who completes the evaluation or assessment completes the form. The supervisor approves and signs off on the final report.

Distribution

Automatically provide the summary to the county attorney. Keep a copy in the case record.

For an inter-county referral, also send one copy to the referring or receiving county attorney.

Data

Asterisked (*) items are generated by the DARES database system if the information has been entered into DARES. Case name, address, phone, registry number, completion date, and addendum date are pulled from DARES.

* *Report Information*: The intake date, adult protection worker, county name or county number are pulled from the DARES data entry.

* *Assessment Findings*: Findings are pulled from the "Determination" screen after completion of assessment and data entry.

The safety assessment findings are generated by the "Safety Assessment" page for the incident using subsequent findings from worker entry into DARES.

* *Household Composition*: Information is pulled from the "Household Composition" screen in DARES.

Guardian: Enter or modify information on the adult subject's guardian, conservator, or other person responsible for the adult subject. Document or modify the person's name, address, and phone number.

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Collateral Information: This field prints only if information is entered in DARES.

Person Determined Responsible for the Abuse: Complete only if abuse is confirmed.

* *Intake Allegation Type*: Information is pulled from the "Allegations" screen.

* *Concerns Reported*: Information is pulled from "Allegations" screen.

Summary of Previously Founded Reports Concerning Alleged Person Responsible: (Information is pulled from DARES, STAR, and CINA for all victims and perpetrators.) If the victim on a previous report is not a subject of the current report, the victim's name displays as "confidential."

Summary of Assessment Process: Information is pulled from DARES screen entries with the exception of "guardian interview." Guardian interview requires entry directly into the field by the adult protective worker.

Summary of Contacts: Include in this section a list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with regard to the adult subject. Address the actions developed jointly with the adult subject, supports, and family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of safety, dependency, and risk. Include:

- The date, time, and type of contact and the contact name, location, and phone number.
- The date and time you observed the adult subject or your reasonable efforts to observe the adult timely.
- Physical evidence pertaining to the abuse allegations.
- Identification of those interviewed and a summary of their remarks.
- Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable, while conducting the evaluation.
- Documents requested and examined pertaining to the abuse allegations.
- Relevant information from any previous Department contact with the adult subject or other household members, including information obtained from abuse registry checks and Department case files.
- Findings from other states, if the adult subject or alleged person responsible has lived elsewhere.
- Current resources, services, and supports considered and available to meet the adult subject's needs and increase protection.
- Services and supports identified and provided to the adult subject or alleged person responsible that have failed to prevent the adult subject's abuse or re-abuse.

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- Caretaker's refusal of needed services or supports despite protective concerns, increasing the adult's risk.
- Documentation of your recommendation for services. Documentation should include any action taken or contemplated.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum. Complete the "Summary of Contacts" related to the addendum. This field appears only if an addendum is in progress.

Summary of Dependency Status: The narrative listed is pulled from the "Dependency Assessment" tab completed in DARES to summarize the evidence to support or refute that the adult subject is a dependent adult. A diagnosis alone is not sufficient to determine a person is a dependent adult. A worker needs to describe the impairments in functioning using the objective measures mentioned above. An adult subject may be impaired in some domains of functioning and not others.

Only the "Summary of Dependency Status" narrative is pulled from DARES and populates form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary.* The remainder of the form is not disseminated.

Findings and Determination of Abuse Allegations: Determine if abuse occurred.

- List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- Enter your finding of unfounded, confirmed, not registered, or founded.

Addendum Findings and Determination of Abuse Allegations: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: Enter:

- The adult subject's name,
- The alleged person responsible,
- The abuse type,
- Your evaluation or assessment finding, and
- Whether the report will be placed on the Registry.

Summary and Analysis of Safety/Risk Assessments Identified: Provide a narrative description of the safety and risk factors identified:

- Document a full description of information gathered regarding the safety of and risk to the adult subject.

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- Address safety factors identified in the safety assessment and the related issues associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- Document risk factors indicated on risk assessment relating to risk of abuse or re-abuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- How long or how frequently abuse has occurred.
- Willingness and ability of a caretaker not responsible for the abuse to protect the adult subject; or the ability of the adult subject to self-protect.
- The frequency, severity, and type of abuse.
- Factors or situations contributing to the abuse.
- The risks of dependent adult abuse for the adult subject and any other potentially dependent adults in the home.

Addendum Summary and Analysis of Safety/Risk Assessments Identified: Use this section to update or edit the assessment after completion of the original report. This header will print only if an addendum date has been entered in DARES.

Final Risk Level: Information is pulled from the "Risk Assessment" tab completed in DARES.

Recommendations for Service: Select one or more services you recommended or referred the adult subject to during or as a result of your evaluation or assessment.

Narrative can be entered into "Summary of Contacts" to provide details as needed. In this section, the adult protective worker can check the box if no additional supports are needed. Otherwise, select one or more from the following list of "Services Referred for Adult Subject":

- Care/case management services (includes AAA/ADRC)
- Caregiver support services
- Education, employment, and training services
- Emergency assistance and material aid services
- Financial planning services
- In-home assistance services
- Legal services referral
- Medical and dental services

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- Mental health services
- Public assistance benefits
- Substance use services
- Transportation
- Victim services
- Other services
- None. If selected, a narrative box will populate and must be completed.
- Recommended service is unavailable in the subject's area. If selected, please state why in the narrative box.
- Department services – Periodic visits – Referral date. This pulls from DARES.

Family does not need additional supports beyond current formal and informal systems.

Perpetrator Legal Remedy: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Recommendation of removal of guardianship rights
- Recommendation of restraining order on perpetrator regarding the client
- Recommendation of eviction of perpetrator
- Recommendation of restitution by perpetrator
- Recommendation of other legal remedy (removal as caretaker, POA, conservator)
- No crime charged
- None. If none, must complete the field stating why.

Interagency Coordination: Narrative can be entered into "Summary of Contacts" to provide details as needed. The adult protective worker must select one or more from the following list:

- Law enforcement or prosecutorial offices (includes DCI, county attorney, local law enforcement)
- Protection and Advocacy or Client Advocacy Program (CAP) such as Disability Rights Iowa, Iowa Civil Rights Commission, and the Equal Opportunity Commission, Federal Department of Labor
- State licensing agency (Department of Inspections and Appeals, Department of Public Health, Iowa Medicaid Enterprise)
- State Medicaid Fraud Control Unit (MFCU)

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- Long-Term Care Ombudsman Program
- Office of the Substitute Decision Maker
- AAA/ADRC (or Iowa Department on Aging)
- Crime Victim Assistance Program
- Child Protection Center (AKA Child Action Center)
- Iowa Workforce Development, Division of Labor Services
- Fire Marshall's Office
- None. If none, must complete the field stating why.

Recommendations for Court Involvement: Enter your recommendations for district or criminal court involvement.

- If you recommend district court involvement, include:
  - A summary of the status of any current district court involvement if the adult is already under a guardianship or conservatorship.
  - Your specific recommendations to the county attorney on the initiation or modification of district court action.
  - Your rationale to support that recommendation (e.g., alleged person responsible has refused services for the adult subject creating immediate danger or the adult subject does not have capacity to consent to services and is in immediate danger).
- If you do not recommend district court involvement, include under "type of action requested" your rationale to support that recommendation (i.e., court is not recommended as abuse was unfounded, or was confirmed or founded but low risk).
- If you recommend criminal court involvement, include:
  - Reference to any joint assessment with law enforcement.
  - The status of the criminal investigation when charges have already been filed in a matter.
  - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
  - Your rationale to support that recommendation.

Case Closure Reason: Pulled from DARES.

Approval: The adult protective worker and supervisor's signatures are automatically filled in based on approval in DARES.

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Dependent Adult Protective Services Intake, Form 470-0657

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: ▪ DARES module, or ▪ Template available in "My Links" in JARVIS, or ▪ Printable template located in the JARVIS-DARES module. Transfer the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether or not the referral is accepted for assessment or evaluation.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Send a copy of the dependent adult abuse intake to the county attorney. Make additional copies as needed.
Data	*Date*: Enter the date you received the report of suspected dependent adult abuse. *Time*: Enter the time you received the report of dependent adult abuse using a 12-hour clock with "A.M." or "P.M." as needed. *County Name/County #*: Enter the county name and number. *Intake Person*: Enter the name of the person conducting the intake. *Assigned Worker*: Enter the name of the person assigned to complete the evaluation or assessment if accepted. *Registry #*: The DARES system assigns this number. *Household Name and Address*: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. *Directions to Home*: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible. *Telephones*: Enter the household telephone number, including the area code, and any other contact telephone numbers.

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Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. Race and social security number will not appear on a printed intake document downloaded from DARES.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Enter whether or not the alleged person responsible has access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to adult subject, social security number, FACS ID (if applicable), address, and phone number. DARES will generate person IDs or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from DARES.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker. Use the comments section labeled "In-Depth Intake Information" to document information from mandatory reporters gathered during an in depth intake.

In-Depth Intake Information: Enter information into DARES in the "comments" box under each collateral source and indicate if an in-depth intake was conducted. Only mandatory reporters can be contacted. Send each mandatory reporter a notice.

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Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the "Alleged Abuse Type" screen in DARES.

System Checks Completed. DARES, STAR, ISIS, FACS, IMPA, Criminal, SOR, and WISE: Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, are as follows:

- Subject of the report is not a dependent adult.
- Alleged perpetrator is not a caretaker.
- The allegations do not constitute abuse under Iowa law.
- Sufficient evidence exists that abuse or neglect did not occur.
- Additional or duplicate information to previous report.
- Referred report to DIA.

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1, 2, and 3 to gather information from the caller. Use questions 4 through 10 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision: For a dependent adult abuse intake, indicate the reasons for the rejection and the date and time.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1 hour or 12 hour period to accept or reject the dependent adult abuse intake.

Case Assignment: Check the applicable box and indicate the date and time the report was:

- Accepted and assigned, or
- Rejected and the name of the supervisor making the rejection decision.

Supervisor Assignment of Response Time for Observation of the Adult Subject: Check either the 1 hour or 24 hour period for response time. Timeframes cannot be waived or delayed for seeing an adult subject (victim).

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Determination Not Eligible for Five-Year Removal: Notice of Addendum, Form 470-5443

Purpose

Form 470-5443, *Determination Not Eligible for Five-Year Removal: Notice of Addendum*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years.

The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name does not qualify for removal from the Central Abuse Registry after five years. Addendum and right to appeal information is also provided.

Source

The form is not available to field staff.

Completion

Identified staff complete the form following a review of the incident and a determination that the person named responsible does not qualify for removal after five years.

Distribution

A copy of the completed form is sent to the person named responsible. A copy of the completed form is maintained in the File Manager specific to the incident number.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The date the form is sent.
- The name and address of the person to whom the form is sent.
- The incident number referenced in the form.
- The name of the person responsible for the abuse.
- *Report Information*: Intake date, child protection worker, household address, completion date, incident #, addendum date, and county.
- *Household Composition*: Name, DOB, sex, role, FACS ID, and comments.
- *Non-Custodial Parent*. Name, phone, address, parent of, and comments.
- *Person Determined Responsible for Abusive Incident*: Name, DOB, FACS ID, relationship, address, phone, comments, and work phone.
- Original Concerns Reported
- Addendum to Summary of Contacts
- Addendum to Findings and Determination
- Rights to Appeal This Action

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Determination of Eligibility for Five-Year Removal, Form 470-5444

Purpose	Form 470-5444, *Determination of Eligibility for Five-Year Removal*, was created as a temporary form to address a backlog of incidents impacted by a law change on January 1, 2014. The law requires the Department to determine whether the person responsible for the abuse on a founded child abuse assessment should be placed on the Central Abuse Registry for ten years or become eligible to have their name removed after five years. The form provides notice to individuals who had founded assessments of denial of critical care, physical abuse, or presence of illegal drugs on or after January 1, 2014. The form explains that their name will be removed from the Central Abuse Registry after five years unless they have additional founded child abuse against them.
Source	The form is not available to field staff.
Completion	Identified staff complete the form following a review of the incident and a determination that the person named responsible does qualify for removal after five years.
Distribution	Send a copy of the completed form to the person named responsible. Keep a copy of the completed form in the File Manager specific to the incident number.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The date the form is sent. ▪ The name and address of the person to whom the form is sent. ▪ The incident number referenced in the form. ▪ The incident number reviewed. ▪ The original assessment date.

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Discovering Connections, Form 470-5648 or 470-5648(S)

Purpose	Forms 470-5648 and 470-5648(S), *Discovering Connections* are used to assist children and youth with identifying potential family and other positive adult connections.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Any professional may complete the Discovering Connections tool with a child or youth throughout the life of the case.
Distribution	The child protection worker or social work case manager should utilize the information obtained from the completed tool to assist in Diligent Search activities and to engage informal supports. Ensure that you have signed releases from the child's parents before releasing information to identified supports.
Data	Using the tool: ▪ Pick a setting that promotes conversation and openness and matches the youth's interests. For example, take a walk outside, do an art project, etc. ▪ Be honest about the purpose of the questions and with whom the information will be shared. ▪ Not all questions need to be asked, or asked exactly as written. Strive to make this a conversation. ▪ Record as much information as possible about people the youth identifies and ensure that the youth is okay with these people being contacted. ▪ Give specific details about the next steps in the process. Do not over-promise but be sure the next steps are reached. ▪ Be sure to thank the youth for their willingness to share. ▪ If youth are unable to name anyone, have a conversation about opportunities to build new relationships and connections while acknowledging the youth's resilience in the absence of these connections.

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Eco-Map, Form 470-4086 or 470-4086(S)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	Page 1 of the form includes sections for the applicant to: ▪ Draw a central circle with names of all the people who live in the household. ▪ Draw circles outside the central circle representing systems that give and take away energy. ▪ Describe the relationships between the outside systems and the family. ▪ Describe the flow of energy: Is this system a source of support or stress for the family? Page 2 of the form includes sections for the applicant to: ▪ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family. ▪ Develop preventive strategies to reduce the stresses and increase the support.

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Evaluation and Recommendation for Approval to Operate a Control Room, Form 470-0700

Purpose	Form 470-0700 is used to evaluate a foster group care facility's request to operate a control room.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a control room. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Operate a Locked Cottage, Form 470-0701

Purpose	Form 470-0701 is used to evaluate a foster group care facility's request to operate a locked cottage.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to operate a locked cottage. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Evaluation and Recommendation for Approval to Use Mechanical Restraints, Form 470-0703

Purpose	Form 470-0703 is used to evaluate a foster group care facility's request to use mechanical restraints.
Source	Department workers may complete the form using the fillable PDF available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The licensing worker and the executive director of the facility complete the form when an applicant for a comprehensive residential facility, comprehensive residential facility for children with an intellectual disability, or detention home wishes to use mechanical restraints. Complete the form at each subsequent licensing renewal.
Distribution	Send the completed form to the Bureau of Child Welfare and Community Services, which makes photocopies. Return a copy to the agency. Send a copy to the licensing manager and the service area office where the facility is located. Keep the original copy for the Bureau of Child Welfare and Community Services' records.
Data	The licensing worker completes the checklist by placing an "X" in the appropriate column. The executive director of the facility completes the commitment section including signature and date. The licensing worker signs and dates the form.

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Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly. **NOTE:** A family can be listed on the exchange only if the family has a current home study and has indicated on the *Application for Adoption* the intent to adopt a child with special needs.
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	The top area is self-explanatory except for registration status codes. Insert A2 for an original active case. **Sections I, II, and IV**. These sections are self-explanatory. **Section III**. Enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical, behavior or emotional disability. Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives. **Section V**. Enter the licensed child-placing agency worker or the certified adoption investigator's name and data.

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Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed childcare center.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as: ▪ A residential group care facility ▪ A shelter care facility ▪ A detention facility ▪ A psychiatric medical institution for children ▪ A state juvenile institution ▪ An ICF/ID for children ▪ A hospital ▪ A nursing facility ▪ A licensed substance abuse treatment facility
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	Child protective workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

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Family Case Plan, Form 470-3453 or 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- Help determine and document the most appropriate services and supports needed to assure and promote child safety, permanency, and well-being. The family's plan includes a description of:
  - A plan to keep children safe.
  - Individual family strengths, supports, and needs.
  - How the strengths and family supports can be used to assist the family in self-directed change.
  - How the Department and others will assist the family in overcoming the needs.
- Document compliance with applicable state and federal laws and regulations.

Source

These forms are all accessed and completed in the DHS Case Flow system at: http://dhsintranet/cwis_caseflow/

- Family Case Plan Face Sheet, Part A
- Family Case Plan, Part B
- Child Placement Plan, Part C
- *Family Functioning Domain Criteria*, form 470-4138 (also located on SharePoint under Employee Manual/Forms), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas
- Family Risk Reassessment, form 470-4134

Completion

The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.

The case plan must be completed within 60 calendar days from the date the Department opens a DHS child welfare service case.

The case plan must be reviewed and updated:

- At a minimum, every six months thereafter while the case remains open, or
- More frequently if there are significant changes or if required by the court.

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Information on the child and family entered in the FACS system automatically completes the case plan. Information not entered in FACS will not appear in the case plan. The worker must enter this information when the case plan is prepared.

Distribution

Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:

- Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the "Signatures and Notifications" page.
- Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the "Signatures and Notifications" page.
- Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place the copy in the case file.

Data

A. Family Case Plan Face Sheet

The face sheet includes identification, statistical, historical, service summary, and placement information for the family.

- *Identifying information*: Enter information on the child's name, FACS ID, date of birth, address, and family members is automatically entered from the FACS system.
- *Service History* and *Placement History*: Enter information about services opened for the child and family in the FACS system is automatically entered from the FACS system.
- *Additional Services Provided*: The social work case manager completes this section. (This data is not contained in the FACS system.) Once entered, this information will be saved and become part of the case plan history over the life of the case.
- *Court Involvement*: The social work case manager enters information on any court involvement into FACS on the Court Detail screen. This information then fills the Court Involvement section of the *Family Case Plan Face Sheet*, Part A.

Information shown in green on Part A may be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Date." Individual lines may also be highlighted and removed. Suppressed information reappears when the Case Flow form is reopened.

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B. Family Case Plan

- *Identifying information*: The child's name and FACS ID and the DHS worker's name are automatically completed from information in the FACS system.
- *Family Plan Participants*: The worker fills in the list of participants involved in developing the case plan.
- *Date of Initial Plan* and *Family Team Meeting*: The worker must enter dates in these fields.
- Anticipated date of case closure: The worker enters the date.
- *Household Composition*: This information is automatically completed based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the *Family Functioning Domains* to provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- *Child Well-Being*: Child's mental health behavior, relationship with peers, school performance, motivation and cooperation, relationship with caregivers, and relationship with siblings
- *Parental Capabilities*: Parental supervision of children, mental health, disciplinary practices, physical health, developmental and enrichment activities, and use of drugs or alcohol
- *Family Safety*: Physical abuse, neglect, sexual, or emotional abuse of child; and domestic violence
- *Family interactions*: Bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- *Home environment*: Housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- *Other*: Additional issues or concerns about the child or family

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Become familiar with the family functioning domain categories and criteria. Consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them.

- Information gathered in a family team may be helpful in evaluating the domain categories.
- Evaluate each individual's functioning through the common "lens" of the domain areas when:
  - There are multiple children in the family,
  - There is a noncustodial parent or stepparent, or
  - A relative is caring for the child.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category automatically appear as you complete the domain sections) and:

- Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain.

  Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

  Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family.

  Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.
- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible for each step and
  - The dates for beginning and completing the necessary actions.

  Update revisions to or completion dates for the steps throughout the life of the case plan.
- Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.

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- Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided.

"Imminent risk" means there is an immediate threat or likelihood that the child will suffer maltreatment.

When assessing "imminent risk," consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities to determine if the child would be unsafe without in-home services in place.

Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

In the comments section of the most applicable family functioning domain area, document whether DHS would ask the court to consider the removal of the child if the family refused or terminated in-home services and why.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.
- At least once every six months, review the status of any child who has been previously determined to be at "imminent risk of removal" if in-home services are not provided. Document if services should continue and why in the *Review Summary and Recommendations* box.

  Reference **Other Comments** if an evaluation determines that the location of the foster home is suppressed and review this determination every six months or less.

Signatures and Notifications

- Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.

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- Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.

  Every six months or less, evaluate and review the decision to suppress the location of the foster home to determine if suppression continues or the need for suppression no longer is applicable.

- The **Other Comments** section may be used to include information concerning:
  - Case child abuse and criminal record histories;
  - Whether the Indian Child Welfare Act applies to the case;
  - Evidence of a direct or indirect threat to harm the foster child or foster family or credible third-party information of a threat of harm to the foster child or foster family as listed in 18-D(4). This information is needed if there has been a decision to suppress the address and contact information of the foster home.

- Distribute copies of the plan to those that should receive them.

C. Child Placement Plan

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- A description of the placement and the appropriateness of the placement.
- The permanency goal for the child including any concurrent permanency goals.
- A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- The health and educational status of the child.
- When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which the Department has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete the *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement.

For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

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The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and keep it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto-filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- The child's name and FACS ID will be automatically completed.
- Enter the following:
  - Child's date of birth
  - Anticipated date of child's return home
  - Date of family plan development
  - Date of initial out-of-home placement
  - Placement authority (court or voluntary placement)
  - Date of current placement
  - Whether "contrary to welfare" language is in the appropriate court order (yes or no)
  - Whether "reasonable efforts" language is in the appropriate court order (yes or no)
- *Permanency Goal*: Select and enter the current permanency goal for the child.
- *Concurrent Goal Assessment*: Assess and answer the two questions concerning the child. **NOTE:** If you answer "no" to either question, you must enter a concurrent goal in the next section.
- *Concurrent Goals*: Complete this section if the answer to either question in "Concurrent Goal Assessment" is "no." Describe concurrent goal planning underway for the child.
- *Child Well-Being Domain*: Review information about the child entered in the family domain criteria "child well-being" area and indicate whether each of the domain subcategories is currently a strength (S) or need (N) for the child.
- *Placement Status Information*: Assess and answer the six questions pertaining to the characteristics of the current placement for the child. **NOTE:** If you answer "no" to any question, you must enter an explanation in the adjacent box.
- *Efforts Made by DHS to Support the Placement and Prevent Disruption*: Check the boxes to indicate the DHS efforts to support the placement and prevent disruption.

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- *Placement History*: Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- *Permanency (ASFA)*: Answer the four questions in this section. **NOTE:** If you answer "yes" to any question, you must enter an explanation in the adjacent box. If termination of parental rights is not indicated, explain this by selecting a reason provided or by citing other compelling reasons in the space provided.
- *Visitation*: Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- *Documentation*: Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- *Health and Health Records*: Answer the question whether the child was able to retain known care providers. If not, explain efforts to do so and reasons why continuity of care was not possible.

  Document whether the child is a victim of sex trafficking. If yes, explain services provided. If the youth is pregnant or has a child, check "yes" in the final question.

  In the table provided, enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life.

  Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

  NOTE: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."
- *Mental Health/Psychological/Psychiatric Records*: Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received.

  Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- *Education Records*: Complete this section to provide information on the child's current educational stats. Contact educational partners at the local school district or Area Education Agency (AEA) if needed to obtain this information.

  If the child was not able to remain in the school the child was attending upon entry or change in foster care placement, explain efforts to keep the

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child's educational placement stable and why the change was best for the child.

Transition Plan

"Transition planning" is the process of assisting the child in foster care to prepare to be a self-sufficient adult.

This process includes an assessment of life skills, strength and concerns, services and supports, and outcomes to be accomplished for successful transition.

Planning for transition to adulthood for children in foster care with special needs may need to begin before age 14 to ensure needed funding and services are available.

Service area transition planning specialists (TPS) can provide ongoing consultation and information regarding transition planning for adolescents.

For a child who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the child becomes an adult.

This section is required for a child in foster care of any type who is age 14 years of age or older. The plan shall be updated at required intervals with the *Case Permanency Plan*. In addition, the *Transition Plan* needs to be updated within 90 days of the child turning 18, and if the child remains in care past the age of 18, in the 90 days before discharge.

Organization of a youth-centered planning team is required for every child age 14 and older in foster care. Ask the child to select members of the team. Include specific names of formal and informal supports in the box that asks about membership.

A referral to transition planning specialist (TPS) may be needed for more challenging needs, such as transition planning for a child in long-term foster care or a child needing adult services. If a referral has been made to a TPS, select "yes."

Include the date the Case Life Skills Assessment was completed. It must be done at least once after the child in foster care's 14th birthday. Replace with the new date if it is done again throughout the child's time in foster care.

If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

Indicate whether the child has a driver's license or non-operator ID. If the child does not have at least one or the other, provide steps to obtain one or both.

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Review and explain form 470-5337, *Rights of Youth in Out-of-Home Placement*, to a child age 14 and older. Have the child sign and date the form indicating you have reviewed the rights so the child understands and have answered any questions about their rights. After the form has been signed, give the child the original rights document and provide a copy to all legal parties on the child's case. Document the date the form was most recently given to the child in the *Case Permanency Plan*.

Before the child reaches age 17½, present the completed *Transition Plan* to the transition committee for the service area that applies to the child. The local transition committee must review and approve the *Transition Plan*. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

There are six domain areas in the *Transition Plan* and a box for each. Follow the instructions for each section below:

- *Education*: Include information about the child's current education status and plans, including steps that still need to be taken, dates, and who will assist.
- *Employment and Workforce Supports*: Include information about the child's current work status and plans, including steps that still need to be taken, dates, and who will assist. This section needs to show the child has a clean credit report and banking experience, or it should provide plans or activities to achieve.
- *Health and Health Insurance*: Include information about the child and the child's health insurance status and plans.
- *Housing*: Describe the child's housing and housing plans.
- *Supportive Relationships and Services*: Describe relationships and opportunities for social and developmentally appropriate activities. Describe efforts to repair relationships or help child reconnect. Refer child age 17 to aftercare and include the date. If aftercare has not been contacted, leave the box blank.
- *Youth with Special Needs*: Relevant information about any special needs of the child should be included here, as well as referrals to SSI and adult services. The connections to SSI or adult services must be made before the Transition Planning Committee review, which typically occurs when the child is age 17. The date the plan was reviewed should be included in the last box of this section.

Child Signature

Obtain the child's and guardian's signatures as appropriate.

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Family Foster Care Referral, Form 470-5508

Purpose	The *Family Foster Care Referral*, form 470-5508, provides demographic, medical, behavioral, mental health, educational, and other relevant information about a child in need of foster family care to the contractor responsible for matching activities.
Source	Complete this form using the fillable PDF available in SharePoint under Employee Manual/Forms.
Completion	When time and circumstances allow, the Department caseworker as the "referral worker" completes the form when seeking a foster family home for a child.
Distribution	Submit this form electronically to the contractor responsible for matching responsibilities. Keep a copy in the child's case file.
Data	**Referral Information**. Enter the date of the referral, the time of the referral, and the date and time the foster family is needed.

Referring Worker Information. Enter the name, email, office phone, city, county, and cell phone information of the child's Department caseworker.

Referring Worker Supervisor Information. Enter the name, email, and cell phone information of the child's Department caseworker's supervisor.

FSRP Care Coordinator Information. Enter the name, email, and cell phone number of the child's FSRP Care Coordinator if the child is receiving FSRP services.

Child Information at the Time of Referral. Enter the child's:

- Name,
- Gender,
- Date of birth,
- State identification number,
- Race,
- Language,
- ICWA eligibility,
- Current address including city, state, and zip code,
- Financial county,
- Discussion of the child's strengths and needs,
- Child's special interests or activities, and
- Continued contact with siblings on every child referred.

Enter if youth has a driver's license, school information, church attendance, sexual identity, and sexually active when applicable.

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Physical Health and Medical Concerns: Using the scale on the form, complete as applicable for each known medical or health need of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Mental Health Diagnosis: Using the scale on the form, complete as applicable for each known diagnosis of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Serious Behavioral Issues: Using the scale on the form, complete as applicable for each known behavior of the child and explain or describe the severity. Leave items blank if not applicable to the child.

Current Formal Information. Provide the child's current mental health or medical diagnosis, the medication the child is taking, and the reason for the medication.

Transportation Needs. Check yes or no for all items.

Risk Management. Complete all items as applicable providing as detailed information as is known.

Form Prepared By. Enter the name of the person who completed the form.

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Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 is used to assist with assessment of the strengths and needs of the child, and of the child's parent(s)/caretaker(s), home, and family. It is an example of statements regarding areas of strengths and needs.
Source	This form is available on the STAR Assessment module in JARVIS. In the event of issues with accessing the form in JARVIS, it is available in this manual or in SharePoint, under Employee Manual/Forms.
Completion	The child protection worker uses this tool during the child protective assessment process to aid in the assessment of strengths and needs. Strengths and needs are identified using the family functioning domains: ▪ Child well-being ▪ Parental capabilities (includes use of drugs or alcohol) ▪ Family safety (includes domestic violence) ▪ Family interactions ▪ Home environment Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the child, family, or home. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed. The child protection worker completes this form in JARVIS with approval and sign-off by the supervisor.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during a child protective assessment or CINA assessment, and developing a family plan.

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Family Interaction Plan General Roles and Responsibilities, Form 470-5148 or 470-5148(S)

Purpose

The *Family Interaction Plan General Roles and Responsibilities*, form 470-5148 and 470-5148(S), is the official family interaction plan developed for children placed out of the home. All children who are placed out of the home need to have a family interaction plan in place to ensure interactions occur in safe and healthy ways. The family interaction plan should be tailored to meet the safety needs of the family.

Source

Complete the English or Spanish version of this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint.

Completion

The most effective way of developing or reassessing a family interaction plan is during a warm hand-off or Solution Focused Meeting. The written family interaction plan may be incorporated as part of the Solution Focused Meeting notes or identified separately on the family interaction plan form. However, not all children placed out of the home will have a Solution Focused Meeting but family interaction planning should still occur.

Distribution

Give a copy of the completed family interaction plan to the identified team members. Keep the original form in the child's case file.

Data

Background Information. Enter the following information:

- *Children's names*: If multiple children have different needs or safety concerns, the family's team may want to consider a separate plan for each child.
- *Date of plan*: This is the date the plan was developed.
- *Placed with*: Document where the child is placed and with whom. If multiple children are in different places, indicate the type of placement (i.e., resource family, relative, residential placement, etc.).
- *Placement date for children*: This is the date the child was removed and placed out of the home.
- *Permanency goal*: Document the identified permanency goal.

Safety Concerns/Required level of supervision. Utilizing the Family Interaction Planning Tool (Comm. 649) provide explanations for questions A-F of the Interaction Supervision Decision Tree.

Family Interaction Plan. Family interaction should begin as soon as possible after removal from parental custody. At a minimum, interactions should occur within 24 hours of placement, be regular, and of increasing frequency and duration.

- *Types of Interaction*: Document the type of interaction approved. Creativity in defining interactions should be supported. Every opportunity needs to be

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considered such as doctor appointments, school activities, meetings, and other functions in which the family would have participated if the children were in the home. This should be documented in the Attendance at Child Centered Appointments/Events section of the plan.

Interactions should be built around meaningful activities including:

- Mealtimes,
- Bathing,
- Grooming,
- Naptimes,
- Homework time,
- Grocery shopping,
- Doctors' appointments,
- School activities (i.e., conferences, plays, band and choir concerts, family nights, carnivals, graduation, etc.),
- Sports activities, and
- Should be geared towards the child's developmental abilities.

Creative planning should not only support face-to-face time but also other methods, such as calls, letters, texting, emails, and other electronic methods of communication. Families should be encouraged to explore other ways to connect and interact with one another.

- *Frequency* and *Length of Interaction*: Document the frequency and length of interaction. In determining how often and how long interactions should be, consider the following:
  - The age of the children.
  - The severity and chronicity of the abuse.
  - The potential for abduction or continued abuse of the children.
  - The progress of the parent in learning new skills or managing inappropriate behaviors, protective capacities displayed by the parent.
- *Locations*: Document the locations where the interactions will occur. Utilize the Planning Tool to aid in decision making around interaction locations.

  Family interaction should occur in the least restrictive, most homelike setting that allows for natural interaction and appropriate to meet the child's needs for safety. Generally, the parental, relative, or resource family home will provide the best environment. When safety is an issue, a more secure setting should be chosen and a safety plan developed for the interactions to continue.

  Consider the type of interaction as you document the location. For example, if an interaction is built around school activities, sport activities,

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or doctors' appointments, you would document the location of the event (i.e., school, gymnasium, ball field, doctor office, etc.).

- *Types of Supervision*: Document the type of supervision for the identified interaction. Types of supervision include fully supervised, relaxed supervision, semi or partially supervised, or no supervision necessary. Supervision can be provided by a professional or other person identified by the family's team.
- *Supervised By*: If supervision is required, document who is responsible to provide supervision during interaction. This will be determined by the family's team. Consideration should be given based on the safety concerns and the developmental needs of the child.

  Family interactions are most "natural" when interactions are supported by those with a relationship with the child, such as other family members versus professionals. Family supports can be relied on to assist with all aspects of services including attendance at meetings, role modeling, transportation, observing interactions, etc.

Family Routines to Practice During Family Interaction. Document the goals to be accomplished during family interaction. Family interaction should focus on allowing the most natural parent-child interactions, such as:

- Cooking and eating a meal,
- Reading stories,
- Cleaning a room,
- Playing a game,
- Bath time,
- Naptime, or
- Bedtime routines.

The focus is on maintaining ties between the parent and child and assessing the parent's capacity to care for the child. Primary routines should reflect the family's SBC outcomes.

Goals are the family routines to target during the family interaction. These behavioral changes are most likely related back to the safety concerns as identified by the team.

- Family Routines to Target: Document the routines to practice during family interaction.
- Family Members Involved: Document who is expected to be involved in the routines.
- *Date Reviewed or Revised*: Document the date when the goal was reviewed or revised.

Family interaction needs to be reviewed during a Solution Focused Meeting or by those the family's team identifies, at a minimum, when:

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- There are changes in behavioral patterns demonstrated by the parents or children.
- Protective provisions that may be a safety concern change or arise.
- There is a change in family supports.
- There is a change in legal issues or court requirements (change in custody or guardianship) that may impact family interaction planning.
- Agreed upon behavioral changes are accomplished or not.

Transportation. Describe how transportation will be provided once individuals who are available to assist in transportation are identified. Transportation is a key component for interactions to be successful.

Resource family and other relative caregivers should be encouraged to transport children at least one way. Parents and extended family members should be expected to arrange their own transportation, though they may be given temporary support when necessary to ensure there is not a gap in family interaction; however, this will likely be accomplished by public transportation. Children in placement may have to be transported by a provider or HHS staff, one or both ways to interactions.

Other Planning Notes. Considerations when setting expectations could include, but are not limited to, the following:

- Expectations of what parents should bring to the interaction.
- Activities that parents should plan or consider doing during the interaction.
- Behaviors that provide an unsafe situation may terminate the interaction. It is important that there is a follow up with the parents in order to reduce the risk for another unsafe situation.
- The use of physical discipline or threats towards others.
- Negative comments about others, which includes the children, family members, HHS worker, contractor or provider, and other professionals part of the family's team.
- Possession or bringing any drug paraphernalia, illicit substances, or alcohol to the interaction.
- All legal decisions or documents regarding contact, including No Contact Orders, etc. will be abided by all parties.
- Obtain approval before bringing any additional individuals to family interactions. Approvals are determined by the HHS case manager or the family's team.

Family Interaction Calendar. Utilize the calendar to document the initial plan for family interactions. Include any events, appointments or activities which the parent may also attend.

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Family-Life Home Placement Agreement, Form 470-0634

Purpose	The *Family-Life Home Placement Agreement* is a contract between the client, the family, and the Department. The purpose of the contract is to ensure there is understanding and agreement between everyone concerning the rights and responsibilities of each party.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares this form, except for the effective date, when the client and the family agree to the living arrangement. The client and the family sign the form. The worker signs and dates the form after the service area manager approves the family-life home.
Distribution	Send the form to the service area manager for approval along with: ▪ 470-0616, Certificate of Approval ▪ 470-0583, Individual Service Plan ▪ 470-0640, State Supplementary Assistance Certification or Termination Give a copy of the form to the client and to the family. Keep a copy in the client's case file.
Data	The form lists the conditions governing the placement and has room for negotiated conditions unique to the client.

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Family Map, Form 470-4087 or 470-4087(S)

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations. The recruitment and retention contractor: ▪ Submits a copy to the Department with the home study. ▪ Keeps a copy in the family's file.
Data	The form includes sections for the applicant to report: ▪ Circles representing all of the people who live in the household. ▪ Connecting lines between the household members representing the relationships between the members. ▪ Ways they might manage their family's relationships with the addition of a child to their home. ▪ Strategies for managing changes in family relationships.

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Family Risk Assessment, Form 470-4133

Purpose

Form 470-4133 is used to identify risk factors during an assessment. The *Family Risk Assessment* is composed of two scales that measure the level of risk regarding neglect and abuse.

Source

Complete this form on the Family Risk Assessment tab on the STAR Assessment module in JARVIS.

Completion

The child protection worker completes the *Family Risk Assessment* during the assessment process. This form must be completed before the assessment is approved.

Exception: When abuse occurred or is alleged in an out-of-home setting and child protective concerns do not exist in the child's household, the safety assessment and risk assessment is not required.

Only **one** household can be assessed on the *Family Risk Assessment* form. Assess the child's primary residence. When the alleged perpetrator resides in the household of the noncustodial parent, assess the household of the noncustodial parent. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.

- If the child will remain in the new household, complete the risk assessment on the new household.
- If the plan is to reunify the family, complete the risk assessment on the household **from which the child was removed**.

Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services.

The final risk level is populated on the Child Protective Services Child Abuse Assessment Summary or the Child Protective Services Family Assessment Summary. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).

Distribution

The form is maintained within JARVIS and is considered assessment data.

Data

Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any previous or current court involvement. Review the risk assessment definitions and complete the *Family Risk Assessment* form by checking the most applicable response.

On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than

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two caregivers in a home.

Only one primary caregiver can be identified. The "primary caregiver" is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most childcare responsibility, select the adult with custody or guardianship or the caregiver responsible for the child involved in the incident as the primary caregiver.

> Ms. X and her partner Mr. Y live together and appear to share caregiver responsibilities for Ms. X's children equally. Because Ms. X has legal custody of the children, select her as the primary caretaker.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator.

> Mr. and Mrs. Z live together and appear to share caregiver responsibilities for their children equally. Mrs. Z is the alleged perpetrator of abuse, so she is selected as the primary caretaker.

When both parents are in the household, equally sharing care giving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The "secondary caregiver" is defined as an adult living in the household who has routine responsibility for childcare, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior**.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale. For detailed guidance, see *Family Risk Assessment Guidance*, RC-0123.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides

Policy Overrides: After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. They upgrade the risk level to "high" regardless of the scored risk level.

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Discretionary Override: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

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Family Risk Reassessment, Form 470-4134

Purpose	Form 470-4134 is used to identify risk factors and assist in assessing the impact of services provided to the family during a particular timeframe and whether certain events in the family have occurred during the period being measured.
Source	Complete this form on the Risk Reassessment tab on the Child Services module in JARVIS.
Completion	The social work case manager completes the *Family Risk Reassessment*: ▪ During case permanency planning reviews and ▪ Before case closure. The social work case manager will receive an alert to complete the *Family Risk Reassessment* a minimum of 180 days from the initial risk assessment or risk reassessment. The rating on the formal risk reassessment reflects changes in family functioning and provides a framework to identify critical factors that indicate changes in a child's risk maltreatment.
Distribution	The risk reassessment completed and contained within JARVIS is part of the case management service file. When the case permanency plan is updated: ▪ Document information from the *Family Risk Reassessment* in the comment section of the most applicable domain, and ▪ Incorporate the results into the case planning process.
Data	Refer to *Family Risk Reassessment Guidance*, RC-0124.

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Family Team Decision-Making (FTDM) Meeting Notes, Form 470-4126 or 470-4126(S)

Purpose

The *Family Team Decision-Making (FTDM) Meeting Notes*, form 470-4126 or 470-4126(S), is the official family plan developed during the family team decision-making meeting.

Source

Complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The FTDM meeting facilitator engages the family team and develops the family's plan after a family team decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the child's case file.

Data

Case Information. Enter the following information:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver or noncustodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time
- Type of hearing

Desired Outcomes of this Meeting. Enter the desired outcome of the meeting.

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from child protective workers to ongoing workers and service providers.

The domains provide a "common lens" through which the strengths and needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being:
  - Child's physical and mental health,

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- Behavior,
- Relationship with peers,
- School performance,
- Motivation and cooperation to stay with family,
- Relationship with siblings, and
- Supports.

▪ Parental Capabilities:

- Supervision of children,
- Mental health,
- Informal supports,
- Disciplinary practices,
- Physical health,
- Developmental and enrichment activities, and
- Use of drugs or alcohol.

▪ Family Safety:

- Physical abuse,
- Neglect of a child,
- Sexual abuse,
- Domestic violence, or
- Emotional abuse.

▪ Family Interactions:

- Bonding with child or children,
- Expectations of children,
- Family interaction planning,
- Relationship between parents or caregivers,
- Mutual support within the family, and
- Concurrent planning.

NOTE: A written *Family Interaction Plan*, tailored to meet the safety needs of the family is developed and/or reassessed during a family team meeting involving a child placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

▪ Home Environment

- Housing stability,
- Food and nutrition,
- Transportation,
- Safety in community,
- Financial management,
- Learning environment,
- Habitability of housing,
- Personal hygiene, and
- Income and employment.

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- **Other**. Additional issues or concerns about the child or family.

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Complete the family functioning domain section of the FTDM family plan by working through each domain category. Consider the child and family's strengths and needs in the various domain areas as you have discussions during the family team meeting. Fill in the narrative "strengths" and "needs" section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and check whether or not they attended the family team meeting.

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Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of this form from the manual or SharePoint as needed.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker. The recruitment and retention contractor: ▪ Gives a copy to the Department as part of the home study. ▪ Keeps a copy in the contractor's file on the family.
Data	The form includes sections for the applicants to report: ▪ What role they are ready to commit to and why ▪ What are their strengths ▪ Where they will need help ▪ What special needs they can handle ▪ Their preferences regarding children to be placed ▪ What has kept them involved with the program ▪ What support they will need to remain committed ▪ What other ways they might help children

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Firearms Safety Plan, Form 470-4657

Purpose	Form 470-4657, *Firearms Safety Plan*, is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the online policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm or does not have a permit but has firearms: ▪ Completes the form, and ▪ Attaches a copy of their current, valid permit to carry firearms. The safety plan describes how children will not have access to firearms, the gunlock, and key to the gun safe. The form also describes how the foster parent will monitor.
Distribution	The foster parent completes the *Firearms Safety Plan* and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit or lack of permit, the permit number, and the safety plan.

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Floor Plan, Form 470-5097

Purpose	Form 470-5097 provides a specific guide for completing the floor plan of a foster family home.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor completes the floor plan with the foster family.
Distribution	The recruitment and retention contractor: ▪ Puts the floor plan in the foster home licensing packet. ▪ Sends the packet to the Department licensing social worker for the foster family.
Data	Check the box indicating either an initial or revised floor plan. Use one floor plan page per floor of the home. Enter the family name and date on each page of the floor plan. Show all rooms on each floor and label accordingly, i.e., kitchen, bathroom, etc. Include all exits to the outside and include stairs from one level to another. Use the icons to label smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor. When drawing the bedrooms (including the foster parents' bedroom) in the floor plan: ▪ Number each bedroom (MBR #1, BR #2, etc.). ▪ Write the first names of the foster family's own children in the bedrooms they sleep in. ▪ Draw each of the beds in the bedroom. ▪ Draw where the closet and dresser are located. ▪ Draw the bedroom door and the way it swings (in or out). ▪ Indicate which bedrooms will be used for foster children. ▪ Draw each bedroom window ▪ Indicate the window's opening height and width measurements. ▪ Show how the window opens. ▪ Label the type of window (single- or double-hung, slider, casement, hopper, awning, bay or bow windows, louvered, or fixed [picture] window). At the bottom of each page indicate what floor it represents. Number each page of the floor plan and staple the pages together.

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Foster Care and/or Subsidized Adoption Information Exchange, Report S472N111-01

Purpose

Report S472N111-01, *Foster Care and/or Subsidized Adoption Information Exchange*, provides IV-E workers information that is needed to determine IV-E and Medicaid eligibility for children in foster care and adoption assistance programs.

Source

The FACS system generates this report nightly.

Completion

The FACS system automatically generates this form on foster care and adoption subsidy cases when:

- There is a start date recorded on FACS (labeled as "new placement" on the report).
- There is an end date recorded on FACS (labeled as "exit placement" on the report). (A move from one placement to another generates two reports.)
- The FACS case is transferred to a new service worker.

The IV-E worker examines the report to determine whether the change affects IV-E or Medicaid eligibility (or if additional information is needed).

Distribution

If there is an open Medicaid case with an FBU of 19, the report is issued to the IV-E worker responsible for that case. If there is no open case with a 19 FBU, the report is issued to worker number CM00 in the office where the service worker is located.

Exception: For PMIC placements, the form is generated to the IM unit in the county where the facility is.

File the report in the IV-E case record.

Data

Data reported includes:

- Identification of the workers and the reason for the report.
- Information about the child.
- Information about the child's parents.
- Information about the child's placement.

NOTE: Do not use the PLACEMENT IV-E field or the SERVICE IV-E field to evaluate IV-E eligibility.

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Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, *Foster Care Clothing Allowance*, is used for children in foster family care to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social work case manager completes the form in conjunction with the foster parent, using the clothing receipts submitted by the foster parent. The worker obtains the foster parent's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
Distribution	Keep the original in the child's case file.
Data	Complete all items on the form.

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Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	Complete this form using the template available in SharePoint.
Completion	The service worker prepares the form when: ▪ A child leaves foster care, or ▪ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. Service area manager approval is required on this form.
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll. Make a copy to file in the child's case record.
Data	Complete all items. When the child leaves foster care, the escrow funds are paid either: ▪ To the custodial parents or guardian of a minor child, or ▪ To the child when the child has attained the age of majority, unless a guardian has been appointed.

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Foster Care Private Water Supply Survey, Form 470-0693

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form from the manual or SharePoint as needed.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system at initial license and change in address.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy in the contractor's file.
Data	Complete Items A through D for the initial evaluation and a change in address. A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only: ▪ At initial evaluation. ▪ When any changes are made to the well area.

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Foster Care Reimbursement Request for Child Care Assistance Gap Funding, Form 470-5796

Purpose	The CCA Foster Care Gap Form is used to document the difference between the state Child Care Assistance (CCA) reimbursement rate and the rate the provider would typically charge a private-pay family. Additionally, the form would be used to request reimbursement for absent days beyond the six that they are authorized.
Source	The form is generated from 18-Appendix.
Completion	Resource parents who have been charged amounts beyond what Child Care Assistance will pay or absence days beyond six per month may submit this completed form along with a copy of the written agreement between the provider and resource family regarding the additional charges to receive reimbursement. The form must be sent to fc-ccagap@dhs.state.ia.us. The approved amount will be entered into the SPIL screen in FACS.
Distribution	The payment will be generated through the FACS system and sent to the Resource Parent.
Data	The social work case manager completes the required data fields in FACS through SPIL payment screen.

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Foster Care Provider Medical Letter, Form 470-2747 or 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Department staff may print and manually complete the Spanish version of this form from the manual or SharePoint. Juvenile court staff should print the form from the online manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Give the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

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Foster Care Review Notice, Form 470-0714 or 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. Send the original to the addressee. File the copy in the child's case record.
Data	If the person notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is sent along with the letter, add a sentence explaining this.

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Foster Child Behavioral Assessment, Form 470-4401 or 470-4401(S)

Purpose

The *Foster Child Behavioral Assessment* checklist serves two purposes.

- It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.
- Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.

Source

Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

Print the Spanish version of this form from the manual or SharePoint.

Completion

Complete the *Foster Child Behavioral Assessment*:

- Within the first 30 days of a child's initial entry into foster care.
- Whenever the child's behavior changes significantly.
- When the child's placement changes.
- After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.
- Before a court hearing on guardianship subsidy. **Note**: The highest guardianship subsidy is limited to Level 2, basic rate plus level 2.

If a child comes out of group care or PMIC, the child's payment in the foster family home is the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. Complete the *Foster Child Behavioral Assessment* within the first 30 days of placement.

If a child leaves foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family before the child goes to shelter care. Complete an assessment within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

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Distribution

Keep the original form in the child's case file. Give a copy to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

See 18-D(2), *Maintenance Payment*.

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Foster Family Assurances Agreement, Form 470-5610

Purpose	Form 470-5610 is used to make sure the family has a clear understanding of the family's expected behavior before approved as a foster family home.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker reviews the form with the family applying for a foster family home license during the initial evaluation or reevaluation. The home study worker also reviews the agreement with the foster parent when a child is placed in the foster parent's care.
Distribution	Forward a copy to the DHS licensing worker. Return a copy to the contractor after the service area manager makes the licensing decision. Keep the original in the DHS licensing file.
Data	Applicants must initial each numbered item and sign the agreement indicating that the applicant and all household members will comply with the roles and responsibilities when a child is placed in the family's care.

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Foster Family Home License Application, Form 470-0689 or 470-0689(S)

Purpose

Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

Source

Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form can print the form from the manual or SharePoint.

Completion

The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home signs the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- Sign the original form on the appropriate line,
- Enter the date by the person's signature,
- Enter any out-of-state residence locations in the last five years, and
- Specify the state and the crime and abuse that occurred.

NOTE: If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Complete applications for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- Submits the original to the Department with the home study so that a decision can be issued on the application, and
- Keeps the yellow copy in the family's record.

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Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

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Foster Family Placement Contract, Form 470-0716 or 470-0716(S)

Purpose

Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.

Source

Department staff may complete the English version of this form online either through the FACS system or using the template available in SharePoint under Employee Manual/Forms.

Department staff may print the Spanish version of this form from the manual or SharePoint.

Juvenile court staff should print the form from the online manual and complete it manually.

Completion

The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services completes the contract with the foster parents when they are responsible for the placement.

Complete the form when:

- A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.
- There is a change in any of the terms of the placement (e.g., rate of payment).

The contract is approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.

Distribution

After the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.

Data

The child's name and birth date corresponds to the information entered in FACS.

The effective date is the date of placement or the date the revised terms become effective.

Special provisions include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent signs the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The social work case manager responsible for the placement of a child in family foster care enters their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need are entered in this section.

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Foster Family Record Check Letter, Form 470-2369

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child and dependent adult abuse reports on members of the foster family household.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, *Record Check Evaluation*, is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

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Foster Family Removal Letter, Form 470-0718 or 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse. In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker. When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the foster parents. File a copy in the child's case record.
Data	The form is self-explanatory.

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Resource Family Survey Report, Form 470-0695

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study discussion and process, references, medical reports, and checking and observations in the family home is used to complete the report.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license, moved to a new address, or remodeled or added an addition to the home. If a "No" is checked for any item in Sections B through K, explain this item within this form and submit form 470-0698, *Recommendation for Provisional License*, or form 470-0704, *Recommendation for Denial of a Foster Family License*. If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required and the date the standard will be met. Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."
Distribution	Forward a copy to the DHS licensing worker (along with a copy of forms 470-0698, *Provisions for Alternate Water Supply*, form 470-0699, or 470-0704, if applicable) with the narrative. When the service area manager makes the licensing decision, return a copy to the contractor. Keep the original in the DHS licensing file.
Data	Items are self-explanatory, with the exception of the following: Use the floor plan, form 470-4657, and draw where the exits, stairways, windows, room dimensions, the smoke and carbon monoxide detectors, and the fire extinguishers are in this floor plan. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights. Note in this form that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

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Foster Home Licensing Corrective Action Plan, Form 470-5404

Purpose	The *Foster Home Licensing Corrective Action Plan* is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	Complete the *Foster Home Licensing Corrective Action Plan* when: ▪ The Department licensing worker engages the foster family and other team members in developing this action plan, ▪ The foster family does not meet licensing standards, or ▪ Has issues that may negatively impact foster children. Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP). The foster family may document their responses to the corrective action plan on the form.
Distribution	Keep the original. File the signed form in the licensing case file. Give a copy of the signed form to: ▪ The foster parents, ▪ The recruitment and retention provider and, ▪ To other team members, as needed.
Data	Complete the: ▪ Names of the licensees. ▪ Date. ▪ Address and phone number of the home. ▪ License renewal month. ▪ Licensed capacity of the foster family home. ▪ Start and end date of the corrective action plan. ▪ Concerns that led to the corrective action plan. ▪ Legal references. ▪ Conditions that need to change. ▪ Action steps.

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Foster Home Property Fund Notice of Loss, Form 470-5659

Purpose	The *Foster Home Property Fund Notice of Loss* is a form that the foster family can use to provide information on damages to property resulting from foster child action.
Source	The form is available from the DHS website, this manual, and is available for Department staff to print from SharePoint and provide to families.
Completion	This form may be completed by the foster parent by hand.
Distribution	Once completed, the form should be submitted to EMC Risk Services Foster Care Property Damage Fund PO BOX 9399 Des Moines, IA 50306
Data	Questions on the form are self-explanatory.

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Foster Parent Post-Adjudication Hearing Report, Form 470-4614

Purpose	The *Foster Parent Post-Adjudication Hearing Report* is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms. Give the form to the recruitment and retention contractor. The recruitment and retention contractor gives the form to a foster parent who does not have Internet access to print the form.
Completion	This form is elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

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Foster Parent Training Application, Form 470-2541 or 470-2541(S)

Purpose

Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.

Source

The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.

Print supplies of the Spanish version of the form from the manual or SharePoint.

Completion

A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.

Submit the application at least 30 days before the training. Since the Department has 30 days to approve or deny the training, it is recommended that applications be submitted 60 days before the training.

Distribution

When the training is offered statewide:

- Send the form to the foster family program manager in Central Office at:
  DHS Division of Adult, Children and Family Services
  5th floor, 1305 E Walnut St
  Des Moines, IA 50319-0114
- Upon approval or denial of the request, the program manager returns one copy to the applicant and keeps the original with the attached detailed description.

When the training is offered within one service area:

- Send the form to the Department office for that service area.
- Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and keeps the original with the attached detailed description.

Data

The person (applicant) submitting the form:

- Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.

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- Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator reviews the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

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Foster Parent Training Compliance Letter, Form 470-5656 or 470-5656(S)

Purpose	The *Training Compliance Letter* is used to: ▪ Notify licensed foster parents that they are out of compliance with Iowa Code regarding their renewal foster parent training hours. ▪ Provide licensed foster parents the opportunity to submit any documents for completed trainings or contact their licensing worker to discuss a training plan. ▪ Advise licensed foster parents that if not completed by a specified date on the letter, their foster care license will be denied.
Source	The Department licensing worker may print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care licensing worker or their supervisor completes this form when a licensed foster parent has not completed six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license.
Distribution	The letter will be sent by certified mail through the Iowa Postal Service to the licensed foster parent's home address.
Data	This letter will be uploaded into the CareMatch system in the foster parents file.

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Foster Parent Training History, Form 470-2080

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing year.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms. The recruitment and retention contractor gives the form to each individual foster parent at the time of the start of their training year.
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	At each renewal, the foster parent: ▪ Gives the completed form to the home study worker. ▪ Keeps a copy with the license. The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file.
Data	The foster parent entries include: ▪ The title and content of the training. ▪ The number of hours. ▪ The instructor. ▪ The date the training was received. ▪ The expenses claimed for the training.

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Foster Parent Training Plan, Form 470-3341

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form for every licensing year. The contractor and the foster parents jointly review this form annually to identify: ▪ Training needs in relation to the age and needs of children the family intends to care for, and ▪ Options for obtaining training during the licensing year.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file, ▪ Gives a copy to the foster parent, and ▪ Keeps a copy for its file.
Data	This form is self-explanatory.

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Foster Parent Training Report, Form 470-2540 or 470-2540(S)

Purpose	Form 470-2540 or 470-2540(S) provides: ▪ Documentation of the foster parent's in-service training. ▪ An idea of the usefulness of the particular training obtained.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	Each foster parent completes the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: ▪ Sends the original to the Department for the licensing file. ▪ Gives a copy to the foster parent. ▪ Keeps a copy for its file.
Data	The form contains four sections: ▪ Identification of the foster parent. ▪ Identification of the training. ▪ Evaluation of the training. ▪ Audio-visual media or book reviews.

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Foster/Adoptive Parent Preparation Training Certificate of Completion, Form 470-2066

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training. If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant. The Department keeps a copy in the licensing file.
Data	Check the applicable box on the certificate for the type of training. The certificate shows the: ▪ Foster parent's name, ▪ Location of the training, ▪ Date the training was completed, ▪ County, ▪ Service area, and ▪ Training coordinator.

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Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 or 470-4384(S)

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Keep a copy in the case file.
Data	Enter: ▪ The date of notification ▪ Parent's name and address ▪ Type of abuse ▪ The name of the provider of nonregistered child care ▪ The name of the child enrolled or previously enrolled at the nonregistered child care ▪ Worker phone number ▪ Worker signature

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Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker sends the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	Keep the original in the child's case file. Give a copy to the resource family upon their request.
Data	When completing the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

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General Accounting Expenditure, GAX

Purpose

The *General Accounting Expenditure* is used to authorize payment for a variety of expenses. These instructions relate to:

- Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;
- Claiming the following foster care and adoption expenses:
  - Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.
  - Respite care of over 24 days per year.
  - Life books.
  - Funeral expenses for children under the guardianship of the Department.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Completion

The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.

Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.

For **child abuse assessment** expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:

- A cover letter in duplicate.
- A *General Accounting Expenditure* in triplicate for each child.
- Invoices when available.

The cover letter contains the following information:

- The child's name, age, and address
- The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- The date the photographs or X-rays were taken
- A statement by the claimant indicating agreement to keep documentation of the services provided for five years, or agreeing to provide them to the Department for retention

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Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- For child abuse assessment expenses, send both copies of the cover letter and the form to:

  DHS Central Abuse Registry
  PO Box 4826
  Des Moines, IA 50309-4826

- For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments, Receipts and Payroll.
- For other expenses, send the material to the service area manager for approval and then to the foster care or adoption program manager in the Division of Adult, Children and Family Services.
- For medical expenses, also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

- *BUDGET FY*: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.
- *DATE*: Enter the date that the form is initiated.
- *I/3 VENDOR CUSTOMER NUMBER*: The I/3 vendor number is a number the state accounting system assigns to identify vendors. It is associated in the I/3 system with the federal EIN (tax identification number) or the SSN (social security number).
- *AGENCY NAME*: Enter "Department of Human Services."
- *VENDOR NAME AND ADDRESS*: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.
- *FOB*: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.
- *ORDER APPROVED BY*: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

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- *DESCRIPTION*: Enter an itemized list of expenses claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

02-04-00	Slide film
02-04-00	Processing of slides
03-30-00	20 duplicate X-rays copied at $5 each

- *UNIT PRICE*: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is $5.
- *TOTAL PRICE*: Enter the total price for this bill.
- *CLAIMANT'S CERTIFICATION*: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.
- *AGENCY CERTIFICATION*: Leave blank for sign-off by Bureau of Purchasing, Payments, Receipts and Payroll.
- *LINE*: Multiple lines are needed only if more than one type of claim is combined on one form.
- *FUND*: Enter "0001."
- *AGENCY*: Enter "413."
- *UNIT*: Enter the code for the child's type of care.

Code	Type of Care
DAL3	Legal fees
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for **non-**IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for **non**-IV-E-eligible child receiving family foster care

- *SUB UNIT*: Enter the decategorization project number, if applicable.
- *DEPARTMENT OBJECT*: Enter the four-digit Department object code, if applicable.

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- *OBJECT*: Enter the code for the type of claim made.

Code	Type of Claim
2213	Life books
2349	Counseling services
2355	Child abuse expert witness or review
2447	Child abuse medical and laboratory fees
2453	Court reporters or transcription
2455	Sheriff fees
2462	Legal fees
4240	Funeral expenses
4334	Noncovered medical care
4355	Foster care respite over 24 days
4518	Noncovered medical supplies and equipment

- *AMOUNT*: Enter the amount payable for each line.
- *DOCUMENT TOTAL*: Enter the total of the amounts from each line. This will be the amount of the warrant.

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Guardian's Initial/Annual/Final Report for Protected Person

Purpose	The *Guardian's Initial/Annual/Final Report for Protected Person* forms are used by: ▪ A guardian in a guardianship proceeding to complete the required initial, annual, and final reports for the juvenile court. ▪ The judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	Forms are available at https://www.iowacourts.gov/for-the-public/court-forms/
Completion	A guardian may complete any of these reports online at the URL address above. The forms can be used as guides for guardianship reports filed through the juvenile court.
Distribution	File the reports directly with the designated court.
Data	These forms report on: ▪ The ward's living arrangement and current condition, ▪ The services provided to the ward, and ▪ The guardian's activities on behalf of the ward.

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Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The social worker or facility staff member prepares the form when a child under the guardianship of the Department: ▪ Is placed in foster care or pre-adoptive care (to authorize emergency care only); ▪ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or ▪ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. The form is valid for one authorization only. Keep pre-signed forms in each office for emergency medical situations only.
Distribution	Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, sent it back to the originator for distribution as follows: ▪ Send the original: • To the medical provider in medical cases; • To the recruiter in enlistment cases; or • To the child for marriage or operation of a motor vehicle. ▪ Send one copy to the court with jurisdiction over the child. ▪ When the child has parents with residual parental rights, send one copy to the parents. ▪ File a copy in the child's case record. ▪ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the Department's authority, and the purpose of the authorization.

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Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory. Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department. Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child is no longer under the guardianship of the Department.

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Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement. Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court. The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.
Distribution	After obtaining all signatures, distribution is as follows: ▪ Keep a copy in the child's file. ▪ Give a copy to the guardian. ▪ Provide a copy to the court.
Data	The form identifies: ▪ The parties to the agreement (the Department and the guardian). ▪ The terms of the agreement. ▪ A successor guardian if named. ▪ A summary of the benefits agreed to: • The guardianship subsidy maintenance payment. • Non-recurring expenses related to finalizing the guardianship. • Any agreed upon special services and the reason for special services. Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.

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Guardianship Subsidy Application, Form 470-3632

Purpose	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the manual or SharePoint under Employee Manual/Forms.
Completion	When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child. The worker may need to assist the family in completing the application. Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.
Distribution	Make a copy for the guardian after obtaining all signatures. Keep the original in the child's subsidy case record.
Data	The applicants complete the sections on: ▪ Identifying information. ▪ Factual information about the applicants. ▪ Acknowledgements and signature.

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Health Report for Resource Families, Form 470-0720

Purpose	Form 470-0720 provides health information on the prospective foster family members to satisfy the regulatory mandate that applicants must meet.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete the form before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency. The recruitment and retention contractor: ▪ Completes Section A, addressed to the practitioner, and ▪ Inserts the name of the agency to whom the information is to be released. Separate forms are required if family members are under the care of different physicians. The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent signs the form.) The practitioner completes Section B.
Distribution	Give one copy of the form to the applicant. You may make a photocopy as a control. When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

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ICJ Application for Services and Waiver, Form IA/VI

Purpose	Form IA/VI is part of the initial out-of-state placement referral packet.
Source	Form IA/VI is available as a template at juvenilecompact.org.
Completion	The probation officer prepares the form when a juvenile court, state agency or institution, voluntary agency, or any other juvenile facility in Iowa determines that an out-of-state placement should be considered in an aftercare program of a delinquent juvenile. The judge or ICJ commissioner (parole cases only) must sign the form before a transfer of supervision occurs. If the youth is unable to sign the form before the transfer request is made, the receiving state can assist in getting this signature.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Form IA – Application for Compact Services *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state. *I, (blank)*: Print the juvenile's name here. *In view of the above,…*: Check either "parole" or "probation" and fill in the name of the receiving state. Form VI – Memorandum of Understanding and Waiver *I, (blank)*: Enter the juvenile's name. Select "parole" or "probation." Fill in the name of the state under whose jurisdiction the juvenile is placed and the name of the state in which the juvenile is residing or will reside. *1.* Enter the name, relationship, and address of the home where the juvenile is residing or will reside. *2.* Check either "parole" or "probation." *3.* Check either "parole" or "probation." The juvenile and witness must sign and date the form. *Pursuant to…*: Enter the state in which the juvenile resides or will reside. *Signature*: If the juvenile is on probation, the sending state's judge or court designee signs here. If the juvenile is on parole, the sending state's Interstate Compact on Juveniles official or designee signs here.

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ICJ Consent for Voluntary Return of Out of State Juvenile, Form III

Purpose	Form III is used to obtain the consent for voluntary return by a runaway, escapee, or absconder.
Source	Form III is available at juvenilecompact.org.
Completion	When a known or purported juvenile is absconded from another state's probation, parole or institution supervision and is placed in an Iowa detention facility, the juvenile probation officer uses this form to immediately notify the interstate compact office. Complete an original and submit it to the court for approval.
Distribution	The court keeps one copy. Give one copy to the juvenile. Send one certified copy electronically to the interstate compact office through the electronic database.
Data	This form is self-explanatory.

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ICJ Home Evaluation Report Form, Form VIII

Purpose	Form VIII is used as a legal social evaluation to determine if placement in a proposed and specified resource home or place is in the best interest of the child or juvenile and the community.
Source	Form VIII is available as a template at juvenilecompact.org.
Completion	The receiving state completes this form to inform the sending state of any placements that have been investigated and whether placement is recommended.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Complete as follows:

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing or will reside.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.

  Check either "Supervision recommended" or "Supervision not recommended."
- Proposed Residence Evaluated: Complete the:
  - Parent or guardian's name;
  - Relationship;
  - Address, including street, city, state, and zip code; and
  - Primary and secondary telephone numbers, including area codes.
- *Home/Neighborhood/Peers*: Provide a detailed statement about the home, the neighborhood, or peers, including physical descriptions, criminal or gang activity, etc.
- *Family Status*: Provide a detailed statement about family composition, interactions, at-risk family members, attitude, support capabilities, etc.
- *Family Employment/Financial Resources*: Provide a detailed statement about the family's employment and who will supervise the juvenile.
- *Legal History of Family*: Provide a detailed statement about the family's history with the legal system, such as current charges, probation or parole status.

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- *Proposed Plan*: Provide a specific statement about the proposed plan for the juvenile once placed with this family or to continue placement with the family.
- *Other Comments*: Explain any other instructions that pertain to the juvenile that have not already been addressed, give any recommendations, and list any questions or concerns.
- *Reporting Instructions*: Complete this section, which includes the name and agency of the investigating worker and the investigating worker's supervisor.

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ICJ Out of State Travel Permit and Agreement to Return, Form VII

Purpose	Depending on whether Form VII is used by the sending state as a provisional or temporary travel form, the form is used when a parolee or probationer is: ▪ Traveling to establish residence in a member state before formal acceptance. ▪ Visiting a member state. Form VII is also used when a juvenile is being placed into a residential facility in a receiving state. The juvenile shall possess a copy of the approved form signed by the guardian when traveling outside of Iowa.
Source	Form VII is available as a template at juvenilecompact.org.
Completion	Complete this form when a child is given permission to travel out of state for more than 24 hours but less than 30 days. The exception is if the form is used for a residential facility placement.
Distribution	Complete the form as a PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	The form is self-explanatory.

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ICJ Parole or Probation Investigation Request, Form IV

Purpose	Form IV is used when requesting placement of a juvenile in another state under Article VII of the Interstate Compact on Juveniles.
Source	Form IV is available at juvenilecompact.org.
Completion	The probation officer completes this form at the time of the initial request. Complete the form in the electronic database or complete the PDF and upload it to the electronic database.
Distribution	The requesting person sends this form through the electronic database to their state's Interstate Compact Office.
Data	Complete as follows:

- *Date*: Enter the date the form is completed.
- *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside.
- *FROM (Sending State)*: Enter the state of probation, parole, or adjudication; the requesting state.
- *Name of Juvenile, etc.*: Enter the juvenile's name and vital information as indicated.
- *Status*: Select parole or probation.
- *Sending State File #*: Enter the case number given to the juvenile's file or case.
- *To reside with* **or** *Is residing with*: Check one. Enter the name of the person or persons with whom the juvenile will reside or does reside in the receiving state. Complete the information regarding full address, including phone number with area code, and relationship to the juvenile.
- *Reason for Adjudication/Commitment*: Enter the adjudication or pending offenses for which the juvenile is to be supervised.
- *Date of Adjudication*: Enter the date of court-ordered supervision of the juvenile.
- *Date of Commitment*: Enter the date of court-ordered commitment of the juvenile.
- *Minimum Parole/Probation Expiration Date*: Enter the earliest date the juvenile could be released from supervision.
- *Maximum Parole/Probation Expiration Date*: Enter the latest date the juvenile could be released from supervision.

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- *Anticipated Placement Date*: Enter the approximate date the juvenile is anticipated to arrive in the proposed home.
- *Present Location*: Enter the current location of the juvenile (at the time this request for supervision is being transmitted to the ICJ office).
- *We desire to transfer this juvenile*: Select parole or probation. If the juvenile's parent or legal guardian resides in the state, select the appropriate box. If the juvenile will be living with someone other than a parent or legal guardian, complete the "for the following reasons" section.
- *The following materials are enclosed*: Check the appropriate boxes that apply to the enclosures submitted with the referral packet. **All** applications **should** have a cover letter. Include at the very minimum:
  - Form IV and Form IA/VI,
  - Petitions and arrest reports,
  - Orders of adjudication and disposition, and
  - Parole or probation conditions (agreement).

  If a social history is available, it must be included as well. All other items are helpful to the successful investigation and supervision of this case by the proposed new state of residency.
- *Referred by*: **Print** the name of the caseworker or the officer making the request for supervision.
- *Referring Agency*: **Print** the name of the requester's agency.

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ICJ Petition for Requisition to Return a Runaway Juvenile, Form A

Purpose	Form A is used by the parent, agency, or probation officer having legal custody of a child who has run away.
Source	Form A is available at juvenilecompact.org.
Completion	The legal custodian prepares this form with the assistance of a Department worker, a probation officer, or county attorney when a child has run away to another state. Use this form when requesting the return of a child refusing to return voluntarily under Article IV of the Interstate Compact on Juveniles. Complete two originals. Attach verification and documentation that the petitioner is the rightful legal custodian.
Distribution	Present this form to the juvenile court in the jurisdiction of the custodian's legal residence. Provide a copy of this form to the Iowa Interstate Compact Unit through the electronic database.
Data	This form is self-explanatory.

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ICJ Quarterly Progress, Violation, or Absconder Report, Form IX

Purpose	Form XI is a report of services and violation/absconder information provided by the receiving state at the request of the sending state.
Source	Form IX is available as a template at juvenilecompact.org.
Completion	The juvenile court services officer completes this form at the end of every three months detailing the progress a youth has made at the new placement. This form is also completed if the youth absconds from placement or if the Juvenile Court Officer needs to report a violation.
Distribution	Complete the form in the electronic database or complete the PDF and upload it to the electronic database. Send the form to the deputy compact administrator through the electronic database after the form is completed.
Data	Check at the top if the report is a quarterly report, a violation report, or an absconder report.

- *Sending State*: Enter the state of probation, parole, or adjudication; the state requesting cooperative supervision services.
- *Receiving State*: Enter the state in which the juvenile is residing.
- *Case #*: Complete the sending state's case number in the first blank and the receiving state's case number in the second blank.
- *Juvenile's Name, etc.*: Enter the juvenile's name and vital information as indicated.
- *Supervision Level*: Enter the juvenile's level of supervision.
- *Exp. Date*: Enter the expiration date.
- *Juvenile's Last Personal Contact with Supervising Agent*: Enter the date of the last face-to-face meeting with the juvenile.
- *Progress Topic*: Select a rating that best describes how the juvenile is doing in the following topics:
  - Adjustment in the home
  - School and education performance
  - Compliance with orders
  - Family and peer relationships
  - Employment performance
  - Treatment and counseling
  - General attitude
- *Summary of Progress Since Last Report*: Provide a brief detailed statement regarding any progress made by the juvenile since the last report. List any citations or violation, if any, and any information about the juvenile absconding.

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- *Court Appearances* **or** *Pending Charges in the Receiving State*: Check the appropriate box that indicates whether the juvenile has made any court appearances since the last report and if there are any pending charges. If you select yes to either of these questions, provide a description in the box below.
- *Efforts or Interventions to Redirect Behavior*: Provide a detailed description of any interventions needed for the juvenile.
- *Sanctions, if Applicable*: Provide any sanctions given to the juvenile.
- *Status/Disposition* **and** *Date of Citation or Violation*: Provide the status or disposition of any charges. Provide the date of any citation or violation if it applies.
- *Recommendation*: Check the box that indicates whether the recommendation is to continue supervision, request discharge, or request revocation. The juvenile worker, the worker's supervisor, and the compact administrator signs and dates the form.

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ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State, Form V

Purpose	Form V is used to notify the state that has approved placement that a youth is being transferred to their jurisdiction for supervision. The form provides information concerning travel. Do not transfer supervision to another state without verbal or written approval from the Interstate Compact on Juveniles office in the receiving state. Follow up all verbal approvals with a written approval within ten working days of the date the verbal approval was granted.
Source	Form V is available as a template at juvenilecompact.org.
Completion	Complete this form and acknowledge the receipt of the form.
Distribution	Complete the original in the electronic database or complete the PDF and upload it to the electronic database and then route to the deputy compact administrator.
Data	Complete as follows: ▪ *TO (Receiving State)*: Enter the state in which the juvenile is residing or will reside. ▪ *DATE*: Enter the date the form is completed. ▪ *FROM (Sending State)*: Enter the state of probation, parole or adjudication; the state requesting cooperative supervision services. ▪ *RE (Name of Juvenile, etc.)*: Enter the juvenile's name and vital information as indicated. ▪ *Select the appropriate box*: Select "will depart" or "has departed" the sending state. Enter the mode of transportation. Enter the date of departure. Select either "in person" or "by telephone" or "by letter." Complete the reporting instructions as indicated on the receiving state's report. Check any enclosures if they apply. ▪ *Signed*: The sending state's caseworker or parole or probation officer signs the form. Enter the title and agency of the signer as requested.

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ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent, Form II

Purpose	Form II is used when Article V of the Juvenile Compact is used.
Source	Form II is available at juvenilecompact.org.
Completion	The juvenile compact administrator or deputy or an Iowa juvenile judge of the court of jurisdiction completes Form II when an escapee or absconder refuses to return to Iowa under voluntary proceedings. Attach certified copies of the adjudicatory and dispositional orders and verification to the original form. The person authorized above signs the original.
Distribution	Send a copy to the Iowa Interstate Compact Office through the electronic database. File a copy according to the practices for filing of legal documents by the requisitioning court. The compact administrator or deputy issuing the requisition can also transmit the remaining copy to the probation officer for the case record.
Data	This form is self-explanatory.

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ICJ Requisition for Runaway Juvenile, Form I

Purpose	Form I is used when requisitioning for the return of a non-delinquent runaway under Article IV of the Interstate Compact on Juveniles.
Source	Form I is available at juvenilecompact.org.
Completion	The person petitioning the court or the person designated by the court completes this form after determining that Form A, *ICJ Petition for Requisition to Return a Runaway Juvenile*, is in order. Complete two originals to submit to the asylum court. The court must sign the originals and certify any legal documents according to the recognized practice of the court.
Distribution	Send a signed copy of Form I, verification, and all supporting documentation electronically to the Iowa Interstate Compact Office.
Data	This form is self-explanatory.

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ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, *ICPC Financial and Medical Plan*, is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while the child is in the receiving state and the sending state retains legal custody or protective supervision.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The Department worker completes the form.
Distribution	Email form 470-3827 to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	Complete as follows: ▪ *Child's Name*: Enter the child's full name. ▪ *Date of Birth*: Enter the child's date of birth in mm/dd/yy format. ▪ *Iowa Medicaid State ID #*: Enter the Medicaid state identification number. ▪ *Today's Date*: Enter today's date in mm/dd/yy format. ▪ *Legal Status*: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child. ▪ *Placement*: Choose the type of placement and check the correct box or choose "Other." Explain the resource for the financial or medical plan. Complete only one placement section option. ▪ *Emergency*: Enter the phone number and the name of the person to call in case of a medical emergency. ▪ Sign the form and include the worker's phone number.

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ICPC Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose

Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.

Source

Form 470-0788 (ICPC 100B) is available as a template in SharePoint under Employee Manual/Forms. Supplies of the form may also be printed from the manual or SharePoint.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The person supervising the placement or causing the child to be placed completes this form each time:

- A placement is made.
- A placement is changed.
- An approved placement is canceled.
- A placement is terminated.
- A case is closed.
- There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Email form 470-0788 (ICPC 100B) to the ICPC service area liaison. The liaison sends to the ICPC office who forwards to the receiving state.

Data

Section I – Identifying Information

Enter the full legal name and birthdate of the child for whom this placement information is being reported.

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Enter the names of the legal parents as on form 470-0781 (ICPC 100A). Enter the name of the resource, the address, and type of care. Enter the same type of care that was chosen on form 470-0781 (ICPC 100A) (e.g., adoptive home, foster family home, group home care). Enter the relationship for relative placements.

Section II – Placement Status

To confirm the initial placement, check the box that applies. Enter the exact date the child was placed in the receiving state.

If some aspect of the placement changes while the child remains in the receiving state, complete another ICPC 100B. Check the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, enter the updated placement information. For example, if a child leaves the parents' home and is placed in a residential treatment center, complete the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100B forms will list the new placement resource under "Identifying Information." Any additional moves to place the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother remarries) or address (original placement resource moves) changes, check and complete only those items that apply.

Section III – Compact Placement Termination

Check the boxes that apply:

- *Adoption Finalized*: If an ICPC adoptive placement has been finalized (consummated), check that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- *Child Reached Majority/Legally Emancipated*: Check this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through legal action such as marriage or court decision.
- *Legal Custody Returned to Parent(s)*: Check this box when the child's legal custody or guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- *Legal Custody Given to Relative*: Check this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to form 470-0788 (ICPC 100B).

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- *Legal Custody Given to Other*: Check this box when the child's legal custody or guardianship is other (other than parents or relatives) with the concurrence of the receiving state. Enter the name and relationship to the child. Attach the court order transferring custody to the other to form 470-0788 (ICPC 100B).
- *Treatment Completed*: Check this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility (e.g., residential treatment center). This box may also be checked if the child was placed through Article VI of the Compact.
- *Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State*: Check this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

  For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

  If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody or guardianship transfer), the decision was made unilaterally and that box should be checked.
- *Unilateral Termination*: Check this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one in which one state ends the interstate placement agreement without the concurrence of the receiving state.
- *Child Returned to Sending State*: Check this box when the child returns to the state the child was placed from. This may be due to a disruption in placement.
- *Child Moved to Another State*: Check this box when the child moves to a state other than the sending state.
- *Proposed Placement Request Withdrawn*: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, check this box, list the "Name of the Proposed Placement Resource," and date of your decision to terminate the compact.

  Check this box only when no action has yet been taken on form 470-0781 (ICPC 100A). If you are withdrawing more than one request, submit a separate form on each and list each respective "Placement Resource."
- *Approved Resource Will Not Be Used for Placement*: Check this box when you have received an approved form 470-0781 (ICPC 100A) but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to terminate the compact.

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- *Other*: Check and specify if the reason for compact placement termination is not listed above. For example, the entire family moved to another state (new address should be entered under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Enter the exact date of the activity that ended the Compact Placement Agreement.

Section IV – Signatures

If a private person or local agency is completing the form, have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The compact administrator, deputy, or alternate should sign and date the second block.

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ICPC Request (ICPC 100A), Form 470-0781

Purpose

Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.

Following review by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.

Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.

Source

Form 470-0781 (ICPC 100A) is available as a template in SharePoint under Employee Manual/Forms.

Completion

Complete one form per child or per sibling if the action applies to siblings at the same time.

The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.

Distribution

Distribute as follows:

- The sending agency/Iowa ICPC service area liaison uploads the completed 100A into the National Electronic Interstate Compact Enterprise (NEICE) and electronically sends to the sending state deputy compact administrator.
- The deputy compact administrator reviews, signs, and sends to the receiving state's identified administrator.
- The receiving agency administrator completes Section IV of the form and returns to the sending state ICPC office.
- The sending state administrator sends via NEICE to the sending agency.

Data

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, enter only the name of the state.

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Section I – Identifying Data

Enter the full legal name, social security number, Indian Child Welfare Act (ICWA) eligibility, IV-E eligibility, sex, gender, date of birth, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

NOTE: An "Indian child" means any unmarried person who is under age 18 and is either:

- A member of an Indian tribe or
- Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal parents, usually the birth parents. When an adoption is finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights are voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most cases, these two items will be the same (the sending agency). Email addresses are optional.

Section II – Placement Information

Types of Care Requested. Check the boxes designating the following:

- *Public Placement*: Public placement means a placement processed by a public child welfare agency where the state or local agency, or the court has authority to make the placement.
- *Private Placement*: Private placement means a placement made by a parent or a private or independent agency or representative not acting as an agent of the state (e.g., private adoption) or, in the case of a private residential treatment placement, where a parent or guardian is making the placement (e.g., private Residential Treatment Facility (RTF)/Residential Treatment Center (RTC) placement, etc.).
- *Subsidy*: Check the box for public foster care or adoption to denote IV-E federal, non-IV-E state or local, or none for no financial support. Select pending if not yet determined.
- *Adoptive Home*: Adoptive home refers to both agency and private or independent adoptive placement before finalization of an adoption. This may refer to an initial placement with a family where adoption is the intention or it may refer to the movement of an adoptive family from state A to state B following placement.

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If this is a request for private or independent adoption, you are required to also complete the fields for the names, address, social security numbers, and telephone number for the prospective adoptive resource. Indicate if it is a federally-funded adoption subsidy (IV-E) or a state- or local-funded subsidy (non IV-E), pending (if not yet determined), or none.

- *Finalizing in*: Check one box to indicate the state in which the adoption will be finalized if known, otherwise mark pending.
- *Foster Family Home*: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24-hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- *Group Home Care*: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- *Child-Caring Institution*: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- *Residential Treatment Center*: A group care facility that provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital, or institution for children with an intellectual disability (e.g., a residential program for the treatment of alcohol or drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.
- *Parent*: A biological or adoptive parent or legal guardian as determined by applicable state law and who is responsible for the care, custody, and control of a child or upon whom there is legal duty for such care.
- *Institutional Care – Article VI Adjudicated Delinquent*: A group care facility for adjudicated delinquents whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.
- *Relative (Not Parent) Relationship*: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- *Other*: Specify a type of care not already listed, such as:
  - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
  - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)

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- Maternity home
- Extended foster care (youth aged 18–21 years old)

Current Legal Status of Child. Check the appropriate box.

- *Sending Agency Custody/Guardianship*: The child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency. For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.
- *Parent/Relative Custody/Guardianship*: The child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of a parent or relative. This choice is most likely to be marked when a parent, relative or guardian wishes to place a child in one of the types of care listed.
- *Court Jurisdiction Only*: The court has an open abuse, neglect, or dependency case that establishes court jurisdiction with the authority to supervise or remove and place the child for whom the court has not taken guardianship or legal custody.
- *Protective Supervision*: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- *Parental Rights Terminated – Right to Place for Adoption*: The sending agency has accepted a voluntary relinquishment of parental rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- *Unaccompanied Refugee Minor*: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Check this box only if that is the case.

  Also mark the "Sending Agency Custody/Guardianship" box. If this is an unaccompanied refugee minor whose status warrants the ICPC 100A specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.
- *Other*: Legal status is not otherwise listed (e.g., legal action, such as a petition for custody or guardianship or to terminate parental rights, is pending).

  For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter the family member's legal rights over the child.

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Name of Person(s) or Facility Child is to be Placed with. Enter the name, address, and telephone number of the agency, facility, or individuals where the child will be placed. These entries are required.

Name(s) of Prospective Adoptive or Foster Resource. If placement is with an agency (e.g., adoption, foster care, etc.) other than a residential treatment facility (RTF), provide the foster or adoptive resource where the child will reside.

Enter the name, address, social security number, and telephone number of the individual with whom the child will be residing if it differs from the information in the section "Name of Person(s) or Facility Child is to be Placed with."

Section III – Services Requested

Initial Report Requested. If the proposed placement is not for a group care placement and a current home study has not yet been received, check the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested. Check one of the following boxes to indicate how supervisory services are to be conducted:

- *Request Receiving State to Arrange Supervision*: Check this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- *Another Agency Agreed to Supervise*: Check this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be checked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

  Do not check this item because you know which county office of the public agency will receive this referral and may have discussed the case over the telephone. That does not constitute an agreement to supervise.
- *Sending Agency to Supervise*: Check this box if it is logistically feasible, it is the best-case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.
- *Other*: Check this box if requesting supervision for extended foster care youth (defined as youth aged 18–21 years).

Supervisory Reports Requested. Complete even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports. Standard timeframes are semi-annually, quarterly, monthly, or other. Check "other" when you wish to receive reports in a timeframe not listed.

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Name and Address of Supervising Agency in Receiving State. If you know the name and address of the supervising agency, enter that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed. Check which of the following items are enclosed:

- *Child's Social History*: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- *Home Study of Placement Resource*: Attach a current home study if one is not being requested; most likely to be checked if you already have an approved home study or the child is relocating with a placement resource and the home study is enclosed.
- *Court Order*: All applicable court documents should be enclosed (e.g., custody or guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court).
- *ICWA Enclosure*: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.
- *Financial/Medical Plan*: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- *IV-E Eligibility Documentation*: Attach a copy of the determination of IV-E eligibility.
- *Other Enclosures*: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, school reports, birth certificates, and social security cards. It is not necessary to list them on the form.

Signature of Sending Agency or Person. The form should be signed and dated by anyone outside of the compact office who is completing the form as the sending agency. This includes a person with authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate. Pursuant to Article III(d) of ICPC.

If the regulations of the sending state provide for transmittal of the form through the sending state's compact office, the compact administrator, deputy, or alternative in the sending state must sign and date the form. This is almost always the case.

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Section IV – Action by Receiving State

This section is completed by the compact administrator, deputy, or alternate in the receiving state.

The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator, deputy, or alternate then signs and dates the form.

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ICPC Supervision Report, 30 Day, Form 470-4992

Purpose	Form 470-4992 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on the initial 30-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4992 with the cover memo and attachments to the ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form reports on the child's safety and well-being and the supervising worker's recommendations regarding the placement and the child's permanency goal.

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ICPC Supervision Report, 90 Day, Form 470-4993

Purpose	Form 470-4993 is used to prepare supervisory reports for states that have placed children into Iowa.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The supervising worker completes this form to report on each 90-day visit after the child is placed. The provider's progress reports to DHS may be attached and submitted with the report form. To ensure the proper routing of the information, attach a cover memo that identifies: ▪ The state that placed the child in Iowa, ▪ The child who is the subject of the report, and ▪ The DHS worker to contact if further service arrangements need to be made.
Distribution	Email form 470-4993 with the cover memo and attachments to the Iowa ICPC service area liaison. The liaison sends to the ICPC office who adds a recommendation and forwards the report to the sending state.
Data	The form includes: ▪ Reports on the child's safety and well-being, school performance, caretakers, permanency plan status, and unmet needs. ▪ The supervising worker's recommendations regarding the placement and the child's permanency goal.

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Individual Service Plan, Form 470-0583

Purpose	Form 470-0583, *Individual Service Plan*, records the Department's service case plan for state supplement services (IHHRC and Family Life Homes).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The service worker completes this form when an eligible client's services commence, at the time of review, and when the service is terminated.
Distribution	Send the form to the service supervisor for signature. When the service supervisor returns the form, give one copy to the client or the client's representative and send a copy to the provider of IHHRC services or the individual providing a Family Life Home. Make a copy to keep in the client's case file.
Data	The service worker enters the following information: ▪ State Supplemental Program (either IHHRC or Family Life Home) ▪ Member's Name: Enter the client's name ▪ SID #: Enter the client's state identification number. ▪ Date of Plan: Enter the date the service began. ▪ Date of Home Visit: Enter the date of the yearly home visit. ▪ Introduction Section: Enter the demographic information about the client, including power of attorney and emergency contact. ▪ Medical Information Section: Enter the diagnosis, and physicians or other providers, and how often they are seen. Enter current medications, hospitalizations, etc. ▪ Level of Care: Enter if level of care certification date (if applicable) ▪ Health Status/ADLs: Enter information regarding which areas require assistance and what assistance is needed. ▪ Additional Comments: Enter other pertinent information about the client in a narrative format. ▪ Team Communication: Enter a goal for each service provided by the program. ▪ Safety and Crisis Plan: Address all safety concerns that are present in the home environment. NOTE: If there is a safety issue that was addressed with the client, but the client chooses to do nothing about that safety issue, document that in the case plan (under additional comments).

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- Service: List all services both formal and informal that the client receives, including natural supports.
- Responsibilities. List the responsibilities of all members of the team. Example: A client's goal may be to communicate with HHS if there is a change in circumstances, i.e., the client moves, income changes, etc.
- Signatures. Enter the HHS service worker's and the HHS supervisor's names. The HHS service worker and HHS supervisor must sign and date the form.
- Member's Signature: The client must sign and check the appropriate box to indicate that the client agrees. NOTE: Document in the client narrative if the client refuses to sign the case plan.
- Service Plan Review: The HHS service worker for IHHRC state supplemental services will enter the date of the review and any observation/information noted during the service plan review. The service worker will sign that they completed the review.

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Iowa Adoption Program Discussion Guide, 470-5722

Purpose	The *Iowa Adoption Program Discussion Guide* is a standard set of talking points for HHS staff working with families in preparation for adoption.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Print supplies of this form from the manual or SharePoint as needed.
Completion	HHS SWCM and Adoption Staff can use this form of standard information for exchange of information with families regarding adoption.
Distribution	Keep the original form in the child or youth's case file.
Data	The form provided a statewide standard exchange of information with families regarding adoption.

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IV-E Changes, Form 470-3918

Purpose	Form 470-3918, *IV-E Changes*, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E workers regarding changes that occur during a child's episode of out-of-home care. The IV-E worker uses the form to document the effect the reported change has on IV-E eligibility and claiming.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM or IV-E worker** completes this form as changes occur during a child's out-of-home care episode.
Distribution	The SWCM submits the form to the IV-E worker in JARVIS / IV-E Tracking. The IV-E worker must print and file the completed copy of the form and associated documents in the IV-E case record.
Data	Complete the form as follows: **Section 1: SWCM or IV-E Worker**. Complete the child's information. Section 2: SWCM ▪ Complete the applicable section based on the type of change that occurred. ▪ Upload applicable court orders to JARVIS / IV-E Tracking. Section 3: SW4 ▪ Identify the RE2 due date. ▪ Indicate whether the court order contains an RE2 finding and the date FCTL / database entries were completed. ▪ If the child is placed in a Qualifying Residential Treatment Program (QRTP), complete the sections regarding ongoing QRTP requirements. ▪ Sign and date the form. **Section 4: IV-E Worker**. Check the box next to the applicable change and complete the information regarding the change. **Section 5: IV-E Worker**. Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change. **Section 6: Medicaid Entries**. The IV-E worker completes the information on Medicaid entries and signs and dates the form.

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IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker regarding a child's removal from the home. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form in JARVIS / IV-E Tracking.
Completion	The **SWCM** completes Section 1 of this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order. Upload the following to JARVIS / IV-E Tracking: ▪ For voluntary placements, a copy of the agreement signed by the parents or guardian and the DHS case manager. ▪ For emergency removals and court-ordered removals, a copy of the first court order authorizing the removal. The **SW4** completes Section 4 only if the child is placed in a Qualifying Residential Treatment Program (QRTP) placement. The **IV-E worker** completes Sections 2, 3, and 5 to document whether IV-E initial eligibility and claiming requirements are met.
Distribution	The IV-E worker must print and file a completed copy of the form in the IV-E case record.
Data	Complete the form as follows: **Section 1: Information Needed About the Removal**. The SWCM completes the information regarding the child's removal situation and removal household information. **Section 2: (IV-E Worker)**. Determine if IV-E initial eligibility requirements are met and check the applicable "Yes/No" box for each requirement. Include dates where applicable. **Section 3: IV-E Claiming**. The IV-E worker completes this section regarding responsibility for placement and care and claimable placement if the child meets IV-E eligibility requirements. **Section 4: (SW4)**. If the child is placed in a Qualifying Residential Treatment Program (QRTP), indicate whether the Initial Assessment was completed and whether the QRTP facility meets criteria to claim IV-E.

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Section 5: System Entries. The IV-E worker indicates whether the appropriate system entries have been made and the date entered.

The IV-E worker signs and dates the form.

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JCS Referral for Payment, Form 470-3334

Purpose	The *JCS Referral for Payment* transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children supervised by a JCO.
Source	Print supplies of this form from the online manual.
Completion	The JCO prepares the form on "payment-only" foster care cases (supervised by the JCO instead of a DHS service worker) when: ▪ The child is placed in foster care. ▪ There is a change or new information relevant to the case (changes in demographics, new placements, reviews). ▪ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	The form includes information about: ▪ The JCO. ▪ The foster child and the child's parents. ▪ The child's school status. ▪ The child's removal and placement. ▪ The circumstances leading to the child's removal. ▪ The child's current living arrangement. ▪ The child's current case permanency plan. ▪ Foster care administrative reviews. ▪ The child's finances. ▪ Parental support, FIP, and SSI.

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Kinship Caregiver Payment Notice of Decision Approval, Form 470-5664

Purpose	Form 470-5664, *Kinship Caregiver Payment Notice of Decision Approval* approves a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Kinship Caregiver Payment Notice of Decision Termination, Form 470-5663

Purpose	Form 470-5663, *Kinship Caregiver Payment Notice of Decision Termination* closes a KCP case.
Source	DHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. DHS workers can print the Spanish version of this form from the manual or SharePoint.
Completion	Form is automatically generated from information generated from entries made by the assigned SWCM into the state's data entry system.
Distribution	Give the original to the family. Keep one copy in the individual's file.
Data	The "issue date" is the date the notice is completed.

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Lead Paint Assessment, Form 470-4819

Purpose	Form 470-4819, *Lead Paint Assessment*, is used to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The recruitment and retention contractor can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall complete the form: ▪ During the initial home study. ▪ When the family has moved to a new home. ▪ Before renewal.
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.
Data	This form is self-explanatory.

AMERICAN OVERSIGHT

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Letter of Removal, Form 470-3018 or 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's guardian (DHS) decides who sends the *Letter of Removal* when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

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License Capacity Variance Request, Form 470-3342

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity. The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care. The service area manager or designee must approve all variance requests.
Distribution	Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file. File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.
Data	Enter the identifying information for the family. Check the kind of variance being requested. Explain why the variance is needed and how the family is qualified to provide care for more children. If the variance is for specific children, enter identifying information for them.

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Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, *Long-Term Permanency Placement Agreement*, is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print this form from the manual and complete it manually.
Completion	The social work case manager or juvenile court officer facilitates the *Long-Term Permanency Placement Agreement* for completion in conjunction with the caregivers and the foster child. The social work case manager or juvenile court officer can fill in the foster child's name, date of birth, and check the box that reflects the planned permanent living arrangement. Then give the form to the caregivers to sign and return to the Department social work case manager or juvenile court officer.
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Give a copy to the caregivers and to the foster child.
Data	Complete a new *Long-Term Permanency Placement Agreement* if there is a change in the long-term permanency placement.

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Medicaid Referral, Form 470-3061 or 470-3061(S)

Purpose	The *Medicaid Referral,* form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is used in conjunction with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S).
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall: ▪ Complete the identifying information on the form. ▪ Give this form to the family along with an application.
Distribution	Make two copies of the completed form. Attach one to the application and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	*County No.*: Enter the number of the county where the family resides. *Referring Worker No.*: Enter your worker number (e.g., CSA1). *Date of Referral*: Enter the current date. *Client (Child)*: Enter the name of the child who is the focus of the services. *S.S. No.*: Enter the child's social security number. *Custodial/Relative*: Enter the name of the head of the child's household. *Address*: Enter the family's address.

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Medicaid/State Supp Review, Form 470-5482, 470-5482(S), 470-5482(M), or 470-5482(MS)

Purpose

The *Medicaid/State Supp Review* is designed as the annual review document for Non-MAGI-related Medicaid.

This form contains instructions for completion and informs clients of their rights and responsibilities.

Source

The ELIAS and ABC system generate form 470-5482 automatically. Form 470-5482(S) is generated when the Medicaid member has indicated that Spanish is the preferred language.

DHS IM staff may issue a manual version of the form, 470-5482(M) or 470-5482(MS), using the templates in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The ELIAS and ABC system produce form 470-5482 at the end of the month for Non-MAGI Medicaid when a case is active for Medicaid and due for an annual review. Give or issue the form to the member upon request.

The worker or the ELIAS or ABC system completes the top portion of page 1 before the form is sent or issued to the participant.

The member must complete the answers to all applicable questions. The participant may obtain help in completing the form from friends, relatives, advocate groups, or Department staff, if needed.

Distribution

Give or mail one copy of the form to the client for completion. The completed form is scanned and filed in the case record.

Data

Whenever the form is issued manually, provide a pre-addressed return envelope. Prepare the form as follows:

- Enter the Imaging Center name and address in the upper left hand corner of the form.
- Enter the case name and current mailing address.
- *Due Date*: Enter the date the renewal form is due back to the Department.
- *Case Number*: Enter the complete case number.
- *County Number*: Enter the county number.
- *Worker Name*: Enter the worker or team name.
- *Return this form by…*: Enter the date the renewal form is due back to the Department.
- *What if I have questions?* Enter the telephone number of the worker or team.

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Medical Referral Request, Form 470-0741 or 470-0741(S)

Purpose	Form 470-0741 or 470-0741(S) is used to refer a child in placement at the Eldora State Training School to the University of Iowa Hospitals.
Source	Department staff can complete the English or Spanish versions of this form using the templates available in SharePoint under Employee Manual/Forms.
Completion	Facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to the University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: ▪ The counselor ▪ The child's case file ▪ The facility's office file ▪ The court
Data	List the days and reasons for treatment.

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IA-DHHS-24-0418-A-012159

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Mexican Consulate Notification, Form 470-4385

Purpose

Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha when:

- the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. **NOTE:** This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.
- a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.
- the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple-nationality minor).

Source

Complete this form using the template available in SharePoint.

Completion

Address the written notification to the Mexican Consulate and complete and send within ten working days of the initial date the child entered state custody.

NOTE: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send the written notification to the Consulate without delay.

Distribution

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court.
- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska:

  Mexican General Consul
  Consulate of Mexico
  Protection Department
  7444 Farnam Street
  Omaha, Nebraska 68114
  Phone: (402) 595-1863, (402) 312-5006 (cell)
  Fax: (402) 595-1845
  Email: proteccionomh@sre.gob.mx
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- Document the date you sent the notification letter in the case file. Keep a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

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Next Steps, Form 470-5592

Purpose

Form 470-5592 is an optional resource for working with families to document agreements or activities that fall outside of the scope of a *Safety Plan*. The *Next Steps* can be used whether or not a *Safety Plan* is required.

Families are often eager to get started on resolving issues identified during a protective assessment or service case. For example, parents may voice a commitment to making a mental health appointment for themselves or their child, seeking child care, cleaning their house, etc. The *Next Steps* should be simple – who will do what by when. Unlike the *Safety Plan*, the *Next Steps* can be a promissory note – a tool for creating a reminder of commitments that have been made for the good of the children and the family.

Never use the *Next Steps* to make temporary or voluntary changes in child custody. The *Next Steps* does not replace the *Safety Plan*, which must be completed if a child is determined to be safe with a plan. The *Next Steps* is not binding, but a way to engage families regarding commitments they or others (including the Department) make to help preserve and strengthen family connections.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

This form is also printed as a three-part carbonless set. Order supplies from Iowa Prison Industries in Anamosa.

Completion

When deemed useful, the child protection worker or social work case manager completes the *Next Steps* with the family, documenting who has agreed to an action step, what that action step is, and when it will be completed.

Use the *Next Steps* during the course of an assessment or anytime throughout the Life of the Case. Only those who are agreeing to an action step need to be present and sign the *Next Steps*. The *Next Steps* can be created in the family's home, at a meeting involving the family, or in other circumstances where action steps are identified.

Distribution

If a printed form is used in place of the three-part carbonless form, a picture of the *Next Steps* must be taken with a state-issued phone or camera.

Leave a copy or the original of the completed form with the family. Keep a copy for the Department's records by uploading the copy or photo of the completed form into File Manager (located within the JARVIS-STAR assessment module) or in the service case file.

Data

Family name: Document the last name of the family. The child protection worker may want to include the name of the child victim. The social work case manager may want to include the name of the youngest child.

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Who: Document who has committed to an action step.

Action Step: Document the action step the person has committed to in the box to the right of the person's name.

By When: Document the date the person has committed to completing the action step in the box to the right of the person's name and the action step.

Parent/Caretaker and Date: Only the parents or caregivers agreeing to an action step need to sign and date the *Next Steps*.

DHS and Date: The child protection worker or social work case manager needs to sign and date the *Next Steps* whether or not they agree to an action step.

Provider and Date: Providers agreeing to an action step need to sign and date the *Next Steps*.

Other and Date: Others agreeing to an action step need to sign and date the *Next Steps.* Also, document the relationship of the other person to the family.

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Non-Law Enforcement Record Check Request Form A, Form 595-1489 or 595-1489(S)

Purpose

Non-Law Enforcement Record Check Request Form A, form 595-1489 or 595-1489(S), is used to authorize a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

Source

DHS service staff can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms.

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print the Spanish version of this form from the manual or SharePoint.

Completion

At the time of initial consideration of the relative for placement, complete this form for:

- The relative, and
- Each person aged 14 or over who:
  - Resides in the relative's home,
  - Works in the home, or
  - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

When the family returns the forms, check each person's records using the Single Contact Repository (SING) system or the Courts Online website.

When a person has criminal or abuse records, send form 470-2310, *Record Check Evaluation*, to the subject of the record if still wanting to consider the home as a possible placement.

Distribution

Send the family one copy of the form for each person to be checked.

The completed forms are filed in the child's file.

Data

Complete the form as follows:

- Enter the requesting worker's name, work address, fax number, and telephone number in the "From:" spaces.
- Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- The requesting worker signs the "request" section.
- The person being checked signs the "waiver" section.

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Notice of Action, Form 470-0728

Purpose	Form 470-0728 is used to inform the facility and Purchase of Service staff of the action the Department has taken on the facility's application.
Source	Department staff complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Bureau of Child Welfare and Community Services' staff complete the notice after signing the certificate of license.
Distribution	Send the original to the facility or to the parent agency if there is more than one facility. Send copies to the following: ▪ The licensing and certification manager who prepared the evaluation and recommendation for the license. ▪ The purchase of service manager for the service area involved. ▪ The facility record kept in the Division of Adult, Children and Family Services.
Data	Only comprehensive residential facilities, comprehensive residential facilities for children with an intellectual disability, and private juvenile detention homes may be approved for special provisions. Special provisions may include approval to: ▪ Operate a control room, ▪ Operate a locked cottage, or ▪ Use mechanical restraints. The administrator of the Division of Adult, Children and Family Services signs the form.

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Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)

Purpose

Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.

Source

Complete the English or Spanish versions of the form using the templates in SharePoint under Employee Manual/Forms.

Completion

The licensing supervisor or SWCM completes the form when making a foster family home licensing decision, including:

- Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.
- Issuance of a provisional license on application or reapplication.
- Denial of a license on application, reapplication, or expiration of a provisional license.

NOTE: The license will not be renewed if the applicant fails to return the application for renewal. The notice is effective the last day of the licensing year. The service area manager or designee reviews and signs the form.

Distribution

Make three copies of the completed form. Send the original to the applicant. **NOTE:** Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor. The contractor initiates payment of the training stipend if the initial license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is denied:

- Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number.
- Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

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Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 or 470-3575(S)

Purpose

Form 470-3575 or 470-3575(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when abuse is determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Central Abuse Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATIONS FOR SERVICE and RECOMMENDATIONS FOR COURT INVOLVEMENT screens.
- The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Founded, Form 470-3243 or 470-3243(S)

Purpose

Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Central Abuse Registry. Prepare a form for:

- The subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- The DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.
- An explanation of why the person is receiving the notice.

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- A determination of whether the responsible person's name will be eligible for removal from the Central Abuse Registry after ten years or after five years.
- The names of the child subject and the person determined to be responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

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Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 or 470-3242(S)

Purpose

Form 470-3242 or 470-3242(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.

Source

The English version of this form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS.

The English and Spanish forms may also be printed from SharePoint under Employee Manual/Forms.

Completion

The child protective worker generates this form following the assessment, when it cannot be determined by more than half of the evidence gathered, that abuse occurred and the incident was not placed on the Central Abuse Registry. Prepare a form for:

- Subjects of the report.
- The mandatory reporter who made the report, if applicable.
- The employees of a child protection center involved in the child abuse assessment, if applicable.
- Child care facility administrators, if applicable.
- DHS child protective worker who assisted in completing the assessment by conducting a courtesy interview, if applicable.

NOTE: A subject of the assessment or that person's legal representative completes page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.

Distribution

The form is mailed from Central Printing when completed in JARVIS.

If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS.

The county attorney and juvenile court have access through the portal.

Data

If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS:

- The name and address of the person to whom the form is sent.
- The date the notice is sent.
- The incident number that was assigned to the report at intake.
- The name of the child protective worker, the supervisor, and the Department's office telephone number and address.

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- An explanation of why the person is receiving the notice.
- The names of the child subject and the person responsible for the abuse.
- An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data entered on the RECOMMENDATION FOR SERVICE and RECOMMENDATION FOR COURT INVOLVEMENT screens.
- The type of abuse that was alleged but not confirmed.

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Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose

The *Notice of Decision: Services* notifies a service applicant or recipient of all actions taken which affect the client's case and which are not court-ordered. Due process requirements are met when a *Notice of Decision: Services* is issued.

Source

Complete the English or Spanish versions of this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The DHS worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:

- An application is approved, denied, or withdrawn.
- A client is required to pay client participation.
- The client participation amount changes.
- The service is changed.
- Services are terminated.
- Services are renewed as a result of a regular or special review.

Distribution

Give the original to the client. File a copy in the case record.

Data

Identifying Information: The case number may be omitted on applications.

Explanation of Action: Include in this section:

- The action taken;
- The services, if new or changed, and
- The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the Employees' Manual that supports the action taken. (Administrative rule reference may be added.)

Fees: For clients with client participation, specify:

- The service the client participation covers.
- The amount of the client participation.
- The period covered by the client participation (e.g., $20 per month).
- The person to whom the fee is payable.

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Notice of Family Assessment Recommendation, Form 470-5373

Purpose	Form 470-5373 is used to notify designated persons that a family assessment has been concluded and of any recommendations for service.
Source	The form is available for Central Printing through the Outcome Notices tab on the STAR Assessment module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	The child protective worker generates this form following the completion of a family assessment.
Distribution	After supervisory approval in JARVIS, the form is mailed from Central Printing with the *Child Protective Services Family Assessment Summary* to: ▪ The child being assessed and ▪ The child's custodial and noncustodial parents or guardian.
Data	If information has been entered into STAR, the following items are generated by the STAR Assessment module in JARVIS: ▪ The name and address of the person to whom the form is sent. ▪ The date the notice is sent. ▪ The incident number that was assigned to the report at intake. ▪ The name of the child protective worker, the supervisor, and the Department's office telephone number and address. ▪ An explanation of why the person is receiving the notice. ▪ The recommendation for service being made. ▪ The names of the child subject and the abuse types reported.

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Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of suspected child abuse.
Source	This form is available for Central Printing through the Collateral Information tab, under the reporter screen, on the STAR Intake module in JARVIS. This form may also be completed using the template located in SharePoint under Employee Manual/Forms.
Completion	Form 470-3789 is completed automatically and mailed to the reporter within five working days of the receipt of a report.
Distribution	One copy is sent to the reporter. If Central Print is not used, mail the form and upload a copy into the File Manager, located on the STAR Assessment module in JARVIS. Destroy rejected intakes and notices after three years. The county attorney and juvenile court have access through the portal.
Data	The system will enter: ▪ The date of notification. ▪ The reporter's name and address. ▪ The date the report was received. ▪ The name of the child named in the report. ▪ The applicable box will be checked to indicate whether the report of child abuse is being accepted or rejected. ▪ If the report is being rejected, the applicable box will be checked to indicate the reason why the report has not been accepted. ▪ The applicable box will be checked to indicate if the information will be forwarded to the county attorney's office or law enforcement. ▪ The name of the supervisor who made the decision. ▪ The date of the decision. ▪ The child abuse hotline number.

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Notice to Relatives and Parents, Form 470-4769 or 470-4769(S)

Purpose

The *Notice to Relatives and Parents* is used to:

- Notify a child's relatives that the child's custody has been transferred to DHS for the purpose of placement.
- Ask if the relative is willing to be considered for placement of the child or to provide assistance or support for the child.
- Identify possible resources available for the relative if the relative takes placement of the child and many of the requirements for becoming a licensed foster parent.
- Identify benefits and availability of the State's Subsidized Guardianship Program.

Source

The form is generated from the Comprehensive Child Welfare Information System (CCWIS), under the Child Services module in JARVIS.

Completion

The child protection worker or social work case manager completes the required fields in CCWIS within 30 days of the court order that transfers the child's custody to DHS for placement with the child's grandparents, adult siblings, parents of the child's siblings or half siblings, aunts, uncles, and other relatives identified by the child's parents.

Ensure that you have signed releases from the child's parents before releasing any information to the relatives regarding the child and the removal. A release of information is not needed to send the relative notice to the relative.

Distribution

The notice is generated and sent to each relative through Central Print. A copy is stored in the CCWIS system, under the Child Services module in JARVIS.

Data

The child protection worker or social work case manager completes the required data fields in CCWIS, under the Child Services module in JARVIS.

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Notice to Relatives Worksheet, Form 470-4840

Purpose	The *Notice to Relatives Worksheet* is used to obtain information about the relatives of a child who has been removed from the custody of a parent or guardian.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Form 470-4840 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.
Completion	The social work case manager initiates the *Notice to Relatives Worksheet* for each removal episode from the home, even if the child returns home within 30 days of removal. The parents may complete the form independently or with the assistance of the worker. Each parent should complete the worksheet. Send the *Notice to Relatives*, form 470-4769, to the persons listed on the worksheet.
Distribution	Keep the original in the child's case file. Give a copy to the foster parents if requested.
Data	"Relatives of the child" include the grandparents, aunts and uncles, adult siblings, and other adult relatives who are suggested by the parents.

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Notice to Schools for Child in Foster Care, Form 470-4894

Purpose

Form 470-4894 is used to notify school personnel that a child is in foster care or to engage educators to ensure and monitor appropriate school placement. If the child is transferring schools, the form triggers a five-day requirement for the district to transfer records. This form notifies educators at the receiving school to enroll the child immediately. Guidance regarding education of children in foster care, including how to access the appropriate school district Point of Contact, can be found in SharePoint.

Source

Form 470-4894 is available as a fillable PDF on the Department's website. DHS workers may also complete the fillable PDF in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint.

Completion

The social work case manager completes this form and initiates a Best Interest Determination:

- When a child has entered foster care, or
- When a placement change is expected for a child in foster care, or
- To engage educators regarding the education or behavior of a child in foster care.

Iowa Code section 232.2 requires the Department to:

- Provide evidence that there was an evaluation of the appropriateness of the child's educational setting;
- Provide evidence that a Best Interest Determination was conducted as follows:
  - The Department coordinated with appropriate local educational agencies to identify how the child could remain in the home school; or
  - If it was determined not to be in the child's best interest to remain in that school, that local educational agencies immediately and appropriately enrolled the child in another educational setting during the child's placement.
- Ensure that the child's educational records were provided to the new educational setting.
- Document the education stability of a child in foster care.

Iowa Code section 280.29 requires a school district, upon notification by the Department:

- That a child in foster care is transferring from one school district to another school district, to transfer all education records to that district no later than five school days after receiving notification.

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- That a child in foster care is transferring into the school district, to provide for the immediate and appropriate enrollment of the child.

Distribution

Contact the parent or guardian, as appropriate, to explain the necessity of communication with the school professionals. Send the completed form to the Point of Contact at the child's school district of origin, who may forward the form to the appropriate education professional (i.e., counselor, homeless liaison). Send to one or both of the following, as appropriate, and place in the child's case file.

- The school the child is currently attending (school of origin).
- The school the child is likely to be enrolled in if a school change is being considered.

Data

The social work case manager completes this form as follows:

- *Name*: Include the name of a the Point of Contact at the child's school district of origin or the Point of Contact at the school the child is likely to be enrolled if a school change is being considered.
- *Address*: Address of the school district.
- *Greeting*: After "Dear," print the name of the Point of Contact at the school district
- *Child's Name*: Print the first, middle, and last name of the child.
- *Date of Birth*: Print the child's date of birth to help the schools identify the child.
- Date of Placement: Print the date the child was or is expected to be placed in a foster care home or facility.
- *Official Notification*: Check the appropriate selections.
- *Legal authority* **and** *Consent and release of information*: Consent from the parent or guardian is not required for DHS to share that the child is in foster care or to discuss the appropriate school placement. However, health, substance abuse, child protection, and HIV information may not be shared without parent or guardian consent. Encourage the parent to communicate with educators on behalf of their child, as appropriate.

  School officials with questions may contact the Department of Education staff indicated on the form.

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Parent's/Guardian's/Custodian's Consent, Form 430018

Purpose

Department of Transportation form 430018 is used to provide permission for a child to obtain a driver license or operator instruction permit.

Source

Access this form by copying this link into your browser: https://iowadot.gov/#/services. When the website opens:

1. Click on the FORMS tab.
2. When the Iowa DOT Portal opens, enter either 430018 or Parent/Guardian Consent. It is not necessary to check Form under Type.
3. Click on the form from the list of forms appearing on the right.
4. Click on Form Details for instructions. Click on Complete Form to open the form.

Completion

The Department may provide consent only when all of the following conditions are met:

- A child in foster care is of appropriate age to obtain a driver license or operator instruction permit according to the Department of Transportation guidelines, and
- The parent is unable or unwilling to sign consent for the child to obtain the license or permit, and
- It is in the child's best interest to have a driver license or operator instruction permit, and
- Provisions of Iowa Code 321.180B have been met (as indicated on this form) if the consent is for an intermediate or full-privilege driver license.

The social work case manager or juvenile court officer completes all the fields on the form as directed. Check "ward" to represent the child.

A social work supervisor, social work administrator, or service area manager is required to sign the form.

The Department of Transportation will check the Department signature against a list of Department staff approved to sign.

Distribution

Provide the completed and signed form to the child's caretaker for use in obtaining an operator instruction permit or a full or intermediate driver license for the child.

Data

Type or print in ink all entries.

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Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Print the form. FAX the form to the SSI Advocacy Project contractor at the telephone number on the form, along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

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Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform the parent when the Recruitment, Retention, Training and Support (RRTS) arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session. Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session. To obtain information on participating photographers in your area, contact the RRTS provider.
Distribution	Mail or fax one copy of the completed form to the RRTS provider. Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.
Data	List all children in a sibling group and their Exchange numbers on the same form. **NOTE:** The RRTS provider can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.

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Physical Record, Form 470-0580 or 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish versions of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The child's physician completes the *Physical Record* or equivalent document: ▪ Before a child's entry into foster care, if at all possible, and ▪ At least annually thereafter. Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care. If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed. If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination. If the *Physical Record* does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.
Distribution	File the original form, signed by the physician, in the child's record. Make two or more copies. Give a copy to the foster care provider.
Data	This form is self-explanatory.

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Physician's Report, Form 470-0673

Purpose	Form 470-0673, *Physician's Report/Health Care Plan*, is used to obtain medical information from a physician about a client for a state supplemental care program. (Family Life Homes or In-Home Health-Related Cares.) The physician's recommendations and orders regarding the client's level of care and health needs are used for determining eligibility and for developing a plan of care and services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	Supply this form to the client as early as feasible after an application is completed. The service worker should complete the demographic information contained within the box above Section I. The physician completes sections 1-V of the form. (Section V is only applicable for IHHRC cases). If the client requires "skilled services" for IHHRC, a supervising practitioner will complete sections VI and VII. Distribution The physician completes the form and returns it to the service worker for the client's case record.
Data	This form is self-explanatory.

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Placement Agreement and Service Authorization for Supervised Apartment Living (SAL), Form 470-5081

Purpose	Form 470-5081 is a written agreement with a child-placing agency contracted with the Department to provide SAL services used to secure acceptance of a child in SAL foster care. The Department worker also uses this form to authorize the purchase of SAL services.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The Department worker, as the "referral worker" completes the form before: ▪ The child is placed into SAL foster care. ▪ Initiation of services by the SAL contractor. The immediate supervisor of the referring worker must approve the form.
Distribution	Send the original to the contractor. Keep a copy in the child's case record.
Data	In the "Placement Agreement" section, complete: ▪ Information identifying the contractor and child, and ▪ Necessary information within the agreement. Under "Service Authorization," enter: ▪ The appropriate SAL service codes, ▪ The effective and end dates of authorized services. Standard services include supervision, guidance, monitoring, and life skills training. If specific services beyond these are needed to meet the needs of the child (e.g., parent skill development services, emphasis on a specific life skills, specific medical needs), describe them under "Special Provisions."

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Placement Agreement: Child-Placing Provider, Form 470-0719

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies may also be printed from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form at the time a child enters purchased foster care and upon each change in placement. The immediate supervisor approves the form.
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "Special Provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

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Placement Notification, Form 470-3617 or 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers may complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child. Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Placement Notification (Relatives Involved), Form 470-5645

Purpose	Form 470-5645 is used to inform adoptive families who participated in an adoption selection interview, they were not selected for a particular child.
Source	DHS Adoption workers may complete the form using the template available in SharePoint under Employee Manual/Forms.
Completion	The adoption worker may send this letter to all adoptive families who were considered during the selection staffing process for a particular child. However, the form must be sent out to the families not chosen.
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter in both the child's record and the adoptive family's file.
Data	This form is self-explanatory.

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Pre-Aftercare Referral Form, Form 470-5717

Purpose	The Iowa Aftercare Services Program (aftercare) serves youth age 18-22 who are transitioning from foster care to adulthood. The *Pre-Aftercare Referral*, Form 470-5717 is used to refer youth who are expected to be eligible for aftercare services. Referrals may be made as young as the youth's age 17, but typical referrals are at age 17 ½ or later if the youth remains in extended foster care. Pre-aftercare services are so youth can learn about aftercare and to support the transition for youth from foster care to aftercare.
Source	Complete this form using the fillable document available in SharePoint under Employee Manual/Forms.
Completion	The Department caseworker as the "referral worker" completes this form to refer potentially eligible youth to start pre-aftercare services in the year prior to them turning age 18, or later date if the youth remains in voluntary foster care past age 18. Complete all fields as indicated. In "Supports-Service Providers and Informal Connections" include the name of provider or individual as well as the status of the relationship (e.g. Jane Doe, sister/close relationship).
Distribution	Send completed referral form to Joanie Havel, IASN Coordinator at jhavel@iastate.edu. Place a copy of the referral form in the record.

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Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care, Form 470-5596

Purpose	Form 470-5596 is a screening tool used to determine appropriate referrals to foster group care's Neurodevelopmental and Comorbid Conditions (NACC) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Neurodevelopmental and Comorbid Conditions programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the NACC level of care, the referral to the NACC program or programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a NACC bed shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care, Form 470-5553

Purpose	Form 470-5553 is a screening tool used to determine appropriate referrals to foster group care's Problematic Sexualized Behavior (PSB) programs.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department and Juvenile Court Services referral workers complete this screening tool when a foster group care eligible child is believed to need care and treatment in one of the Departments contracted Problematic Sexualized Behavior programs. For Department cases, the completed tool is submitted to the Department's service area manager (SAM) in which the child resides. For juvenile court cases, the completed tool is submitted to the Chief Juvenile Court Officer of the judicial district in which the child resides. If it is determined by the SAM or Chief (or their respective designees) that the referral is appropriate for the PSB level of care, the referral to one of Iowa's PSB programs may proceed according to the foster group referral process. If the referral is determined not appropriate, the referral to a PSB shall not occur.
Distribution	Send the original to the SAM or Chief. File a copy in the child's case record.
Data	The elements of the form are self-explanatory. Complete each section before submitting the form.

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Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063

Purpose	Form 470-4063 assists social work case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The child's social work case manager prepares an original and one copy of the form when considering placement of the child in supervised apartment living.
Distribution	Attach a copy of the form to the *Request for Approval of Supervised Apartment Living Foster Care Placement*, form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	Complete all items on the form to assist in determination of placement. The form covers the child's: ▪ School and work history ▪ Medical or mental health issues, including pregnancy ▪ Substance abuse ▪ Parenting responsibilities ▪ Cooperation and compliance at the current placement ▪ History of delinquency ▪ History of violence

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Pre-Service Training and License Variance Request, Form 470-5511

Purpose	Department licensing staff uses the *Pre-Service Training and License Variance Request* to request a variance: ▪ For foster parent applicants to complete the 30 hours of pre-service training, or ▪ Of a non-safety licensing standard that meets an alternative equivalent licensure standard and does not have a negative impact on child safety.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form. To request a variance of a licensing standard: ▪ Enter the rule needing approval of the variance. ▪ Enter the effective date that the variance is requested. ▪ Describe the proposed equivalent alternative to meeting the licensure rule. The social work administrator or designee checks the box indicating approval or denial of the request and signs the form.
Distribution	Send the completed original form to the service area manager or social work administrator for a response to a variance request. When the request for a variance is approved or denied: ▪ Return the original to the Department licensing worker. ▪ Send a copy to the retention and recruitment worker. ▪ Send a copy to the policy program manager in Central Office and enter the date sent.
Data	Document the reasons why the variance to 30 hours of pre-service training and the non-safety licensing standard is an alternative equivalent to the licensure standard.

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Professional Development Plan, Form 470-4023

Purpose	The purpose of form 470-4023, *Professional Development Plan*, is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker keeps the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: ▪ In-service training needs for the family, ▪ Needs for development of other family members, and ▪ The plan the family agrees to carry out to meet those needs.

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Progress Notes, Form 470-5438

Purpose	*Progress Notes* is used to document foster home visits in the narrative of what took place and address: ▪ People present, ▪ Location of contact, ▪ Purpose of contact, ▪ Home environment, ▪ Foster child's perception of the home, ▪ Each foster child's health, education, behavior, and socialization, ▪ In-service training progress and list training completed, ▪ License capacity discussion, ▪ The conversation about the child's current medications and review the current therapeutic plan, ▪ Other issues noted, and ▪ The next steps (who will do what by when).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention licensing worker completes the *Progress Notes* after consulting with the Department licensing and placement worker.
Distribution	The RRTS contractor sends: ▪ The original to the DHS licensing worker, ▪ A copy to the foster child's DHS placement worker, and ▪ A copy to the resource parents.
Data	Complete a new *Progress Notes* form for each visit and annually for the unannounced visit.

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Proof of Foster Care, Form 470-5536

Purpose

Proof of Foster Care, form 470-5536, is completed and given to a child "aging out" of foster care. The child may use this memo to:

- Provide proof of participation in foster care.
- Receive certain benefits made available to children who were in foster care.
- Determine eligibility for federal financial assistance to attend college.

Source

Complete this memo using the template available in SharePoint under Employee Manual/Forms.

Completion

The case manager completes this memo for any child exiting foster care of any type at age 17 and 6 months or older. If requested, complete and give this memo to a person who previously exited foster care at age 17 and 6 months or older.

The case manager has discretion to provide one or more additional copies.

Distribution

Provide this memo to the child before the child exits foster care. Hand deliver, email or mail the completed letter to the child.

NOTE: Provide a copy of the memo to Iowa Aftercare Services with the referral, if applicable.

Data

Enter information in following fields:

- Child's first and last name
- Child's date of birth
- Case manager's first and last name
- Case manager's title
- Case manager's complete address
- Case manager's email
- Case manager's phone number
- Issue date of the letter
- In the first paragraph, the date the child exited foster care or reenter the issue date of the letter

If the child is currently in foster care, the memo calculates the child's age when the memo is issued. If the child has exited foster care, the memo calculates the child's age upon exiting foster care. This age can be changed if necessary.

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Protective/Foster Care Child Care Documentation, Form 470-4895

Purpose	Form 470-4895, *Protective / Foster Care Child Care Documentation*, collects information on children needing protective childcare or foster care children needing child care that is required to determine eligibility for Child Care Assistance.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child protective worker or social work case manager completes this form when there is a need for protective childcare.
Distribution	Keep a copy of the form in the service file and email a copy to the worker entering the case into KinderTrack.
Data	The service worker enters the following information:

- A check indicates if this is a new application, review, or change.
- *Need for Service*: A check indicates the need for service to prevent or alleviate child abuse or neglect, or for a foster care child.
- *Action Requested*: A check indicates the action requested: beginning eligibility, continued eligibility, or close protective or foster care child care. The effective date must be entered for the action requested. If case is closing, enter a reason.
- Child resides with:
  - A check indicates who the children reside with (parent, caretaker or foster parent).
  - Enter the full name of the parent or caretaker of the children needing care. (If there are two parents or caretakers in the home, information is needed for both.) If the caretaker is a relative, custody or guardianship is not required to be formalized through the court.
  - Enter the parent or caretaker's relationship to the child.
  - Enter the parent or caretaker's gender. Enter the parent or caretaker's social security number.
  - Enter the parent or caretaker's date of birth (DOB).
- Address where children live:
  - Enter the address, including the street, city, and ZIP code where the children live.

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- Child's Information:
  - Enter the name, date of birth, social security number, state identification number, sex, date the child started kindergarten (for 5-year-olds), name of school, race, ethnicity, citizenship, and alien status.
  - Check "yes" or "No" to indicate if any child has special needs.
  - Enter the names of the children with special needs.
- Hours/Days of Child Care Needed:
  - Enter the days and times the child needs care for both school days and non-school days.
  - A check indicates need for supervisory approval for three or more units of childcare per day.

  The supervisor must provide an explanation of why three or more units of childcare are needed per day and must sign the form. **NOTE:** Childcare cannot be approved for
  24-hour-a-day care.
- Child Care Provider Information:
  - Enter the child care provider's name, phone number, street address, city, state, and ZIP code, the provider number (if known), date care started, and date care ended (if appropriate).
  - Duplicate information for a new provider, if applicable.

  NOTE: The family can choose any provider unless the choice is not safe. Document in the service file the reasons the provider chosen is not safe and work with the family to identify a safe provider.

  NOTE: To pay a special-needs rate, you must have documentation of a child's special needs and a statement from the provider explaining the extra services that will be provided.

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Provider Agreement, 470-0636

Purpose Form 470-0636, *Provider Agreement*, describes the responsibilities of a person providing in-home health-related care services to an IHHRC client. The agreement specifies the payment made to each provider by the client. The Department assures the eligibility of the client.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The client and worker complete a Provider Agreement with each of the client's providers. If a provider has more than one client, the provider must have a different agreement for each client. A client may have more than one valid Provider Agreement if they have multiple providers. Before the service is initiated and annually thereafter, the form shall be signed by:

- The client,
- The provider,
- The HHS service worker, and
- The service area manager or designee.

Complete a new agreement when any of the following changes occur:

- Rate of payment
- Service to be provided
- Maximum cost
- Provider
- Who receives the client participation

Distribution Enter the information in IoWANS when the form is completed and signed by all parties. The original goes to the HHS service worker for the service case file. Mail a copy to the provider and to the client.

Data

Provider Number: IoWANS generates the provider number after the HHS service worker enters all information into IoWANS. (Information is entered in IoWANS under the provider tab.)

NOTE: The provider may already be a traditional Medicaid provider. Search the provider name before entering new information.

- State ID: Enter the client's state identification number.
- Amendment: Indicates this amends an agreement already in effect.
- Payee Demographic Information (if applicable): Enter the name of the payee, if different from the client. Examples of payees are legal conservators, power of attorneys for financial affairs, and protective payees. If there is a payee, enter the telephone number, street address, city, state and zip code.

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- Client Demographic Information: Enter the client's name, social security number, telephone number, street address, city, state, and zip code for all agreements.
- Instruction for Emergency Situations: Enter and instruction or information on the delivery of care services as noted on the physician's report/health care plan (if applicable). Enter the physician's name and telephone number for every agreement. If applicable, enter the supervising practitioner's name and telephone number. Enter the IHHRC service worker's name and phone number. Enter any individual the client indicates they want contacted in case of emergency under the family/significant other name and phone number section. Enter the client's preference on hospital and ambulance service to use in case of emergency.
- Description of specific duties: Enter the specific service codes that will be provided:

  R0001 Personal care number of 15-minute units, rate per unit, and total
  R0002 Homemaker number of 15-minute units, rate per unit, and total
  R0003 Medication supervision number of 15-minute units, rate per unit, and total
  R0004 Food preparation number of 15-minute units, rate per unit, and total
  R0005 Transportation number of 15-minute units, rate per unit, and total
  R0006 Other number of 15-minute units, rate per unit, and total
- Is the client and provider related: Answer the question on if the client and provider are related. (If the IHHRC client is under the age of 18, the provider cannot be a member of the family as noted on the form)
- POA relationship: Answer the question on if the care provider is an agent for the client under a healthcare power of attorney. (If the proposed care provider is listed as the client's agent under a health care power of attorney, the individual cannot be a IHHRC care provider for that client).
- Supervising practitioner conflict of interest: Answer the question on if the proposed care provider is also the individual providing supervising practitioner duties for skilled services under IHHRC. (f the proposed care provider cannot be the supervising practitioner).
- Legally designated person to handle finances: Check Yes or No.
- Provider Signature and Date: Indicates approval of contract.
- Client Signature and Date: Indicates approval of contract.
- Start Date: The date on which the agreement begins.
- End Date: The maximum term of the agreement, no longer than one year.
- Unit Cost: The dollar amount for the rate agreed upon. Example: $2.00 per 15- minute increment. Per: The basis for the rate. Use 15 minutes.

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- Billable Per Month HHS: The maximum amount the Department has agreed to provide to the client to purchase the service identified in this agreement.
- Client Participation (CP): The amount of client participation, if any.
- Worker Signature and Date: Approves payment for the service and certifies that the client is eligible.
- Area Administrator or Designee Signature and Date: The service area manager or designee certifies the client for the program and gives final approval for the payment.

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Provider Health Assessment, Form 470-0672

Purpose	Form 470-0672, *Provider Health Assessment*, is used to certify providers for state supplementary service programs (family life homes and in-home health-related cares).
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint. Completion The provider's physician, advanced registered nurse practitioner, or by a physician assistant working under the direction of a physician, completes and assessment for each IHHRC care provider OR one assessment on each member of the family for a Family Life Home. This form needs completed before certification and annually thereafter. The provider is responsible for delivering the completed form to the worker. The provider assumes full responsibility for any costs that may be incurred in the completion of this form.
Distribution	Keep the completed form in the client's HHS service case record. Make a copy for the provider upon request.
Data	This form is self-explanatory.

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Provisions for Alternate Water Supply, Form 470-0699

Purpose	Applicants whose private water supply is unsafe use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager or designee's decision.
Data	The form: ▪ Identifies the place where the family will obtain water. ▪ Describes the source. ▪ Describes the procedures that will ensure the safety of this water supply. ▪ Describes the procedures to prevent foster children from drinking unsafe water. ▪ Is signed by: • The foster parents. • The home study worker. • The service area manager or designee.

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PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)

Purpose

The *PS-MAPP Family Profile* is used to collect information about prospective foster/adoptive families during PS-MAPP training during family home studies.

Source

Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.

Completion

PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.

If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.

It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them

Distribution

The family returns the original of the completed profile to the home study worker. It is retained in the family's HHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.

Data

Part I of the profile includes sections for the applicants to report:

- General information on household members, including:
  - Demographic information
  - Medical and personal information
  - Legal information
  - Financial information
- References
- Special projects (pictures, letters, scrapbook)
- Personal profile for the mother
- Personal profile for the father

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- A couple with children
- A couple with no children
- A single person with children
- A single person with no children
- A parent's profile of children now in the home
- A personal profile for children 12 years of age or older
- A personal profile for children under age 12

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Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

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Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a way to complete a relative home study whenever a court has created a priority placement order.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	Email form 470-3926 (ICPC 102) to the Iowa ICPC service area liaison.
Distribution	The Iowa ICPC office transmits the form to the receiving state.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

- *Name of child to be placed*: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.
- *Age*: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.
- *Sending state*: Enter the name of the state that issued form ICPC 101.
- *Ethnic group*: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.
- *DOB*: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.
- *Dates of telephone contact*: Enter the dates (mm/dd/yy) that you made telephone contact with the proposed caretaker.
- *Dates of home visits*: Enter the dates (mm/dd/yy) of each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse. This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed **caretaker**. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact

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the deputy compact administrator for instruction before completing the rest of the form.)

- *Social security number*: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.
- *Address*: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.
- *Telephone number (home) and (work)*: Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."
- *Marital status*: Check the box of the marital status of the proposed caretaker.
- *Living with (name)*: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.
- *Caretaker/spouse*: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.
- *Employer's name and address*: Enter the company name and address of the employer, if the proposed caretaker is employed.
- *Employer's telephone number*: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.
- *Income*: Enter a dollar amount for the gross income of the household. Check the box that reflects the pay period involved. You **must** submit income verification.
- *Head of household*: Enter the name of the adult (aged 18 or older) who is considered the head of the household, as evidenced by the name on rent receipts, utility bills, etc.
- *Number of members in household*: Enter the number of adults aged 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.
- *Relationship to proposed caretaker*: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."
- *Length of relationship (if not marital)*: Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

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- *Relationship of proposed caretaker to child*: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a half-sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

  A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.
- *Reason for wanting to care for children*: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.
- *How did you hear about child's situation?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Do you understand the situation that caused this request?* Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Ability to protect child from offender*: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.
- *Willingness to provide care (time-limited or open-ended)*: Enter the response of the proposed caretaker to this question and your assessment of the response.
- *Appropriateness of child care plans*: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use childcare or if the child to be placed with the caretaker does not require childcare.
- *Forms of discipline*: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.
- *Is present income adequate?* Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.
- *Willingness (ability) to care for child without financial help*: Enter the response of the proposed caretaker and your assessment of the response.

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- *Willingness to accept/apply for FIP?* Check "yes" or "no" to indicate the caretaker's response.
- *Requests foster care benefits?* Check "yes" or "no" to indicate the caretaker's response.
- *Willingness to undergo licensure?* Check "yes" or "no" to indicate the caretaker's response.

Special Needs. Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household. List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, NOTE:

- Name
- Age
- Relationship to proposed caretaker
- Relationship to child to be placed
- Attitude towards placement

Other Children in Household. List each child in the household separately. **NOTE:**

- Name.
- Age.
- Relationship to proposed caretaker.
- Relationship to child to be placed.
- *Attitude towards placement*: If children in household are too young to respond to "attitude towards placement," enter "child too young."
- *School progress /problems*: For each child in the household who is school age, enter the progress and problems being encountered in school.
- *Previous contacts with public/social service agencies*: Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
  - The dates of contact
  - Types of contact
  - Services offered and provided
  - Outcomes

Clearances. Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

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- *Police*: Conduct a criminal record check as directed in 18-B(4), *Protective Services Assessment*.
- *Child abuse and neglect*: Check the Central Abuse Registry using the procedures in 18-B(4), *Protective Services Assessment*.
- *Family known to public/social services agencies*: Check the FACS system for current or previous cases on the family.

Health. Check "yes" or "no" to indicate whether the proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

- *Adequacy of space*: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.
- *Will the child have his/her own bed?* Check "yes" or "no." If no, explain.
- Will the child have his/her own closet space? Check "yes" or "no." If no, explain.
- Will the child share a bedroom? Check "yes" or "no."
- *With whom?* If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.
- *Housekeeping standards*: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.
- *Viewed potential hazards, safety problems (please specify)*: Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."
- *Appropriateness of neighborhood*: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.
- *Proximity to schools, medical services, etc.*: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern. Explain any potential problem areas that you anticipate.

Case Plan From Sending State

- Is the submitted case plan suitable/adequate for this proposed placement? Check "yes" or "no." If no, explain in the space provided.
- Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

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- Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.
- Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If no, explain why.

Study Narrative. Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

- *Worker's recommendations*: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

  NOTE: The ICPC unit or the sending agency will not accept the form if this section is left blank.
- Comments (if appropriate): Self-explanatory.
- *Name of worker*: Print your name.
- *Name of supervisor*: Print the name of your immediate supervisor.
- *Title*: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.
- *Signature*: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.
- *Date*: On the left side of the page, enter the date you signed the form. On the right side of the page, enter the date your supervisor signed the form, if applicable.
- *Telephone number*: Enter the respective work telephone numbers of yourself and your supervisor. Include the area code and, if applicable, the extension.

References. Space is provided to enter information for four references as given by the proposed caretaker. For each one enter the:

- Street address,
- City,
- State,
- Zip code,
- Home telephone number, and
- Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

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Recommendation for Denial of a Foster Family License, Form 470-0704

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 18-E(1), *Denial of License* for further discussion.)
Source	Department staff can complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	The licensing worker submits the form to the service area manager or designee and keeps a copy as a control. After a decision is made, the licensing worker: ▪ Files a copy in the licensing file, ▪ Sends a copy to the foster family program manager in the Division of Adult, Children and Family Services along with the documentation supporting the denial, and ▪ Sends a copy to the recruitment and retention contractor.
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when submitting this form.

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Recommendation for Provisional License, Form 470-0698

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes the form when form 470-0695, *Resource Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license. Refer to 18-E(1), *Licensing Decision: Approval of License: Provisional License* for a discussion of the conditions for issuance of a provisional license. The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.
Distribution	The licensing worker: ▪ Submits the form to the service area manager for a decision. ▪ Keeps a control copy until the form is returned with the licensing decision. ▪ Sends the applicant a photocopy of the completed form as the approved plan for correction. ▪ Keeps the completed form in the licensing file.
Data	The form describes: ▪ The applicant home's deficiencies, ▪ The applicant's plan, and ▪ The time frames for correction of the deficiencies. Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is recommended and sign in the space provided.

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Recommendation for Suspension of a License, Form 470-0710

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form using the template in SharePoint under Employee Manual/Forms.
Completion	The Department licensing worker completes sections A through E when recommending the suspension of a license. Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction. The service area manager or designee signs section G. The administrator of the Division of Adult, Children and Family Services completes section H.
Distribution	The licensing worker submits the copy to the service area manager. The service area manager or designee submits the approved copy to the administrator in the Division of Adult, Children and Family Services and keeps a copy until the approved copy is returned with a suspension decision. Place the completed form in the licensee's record.
Data	Ensure that: ▪ The deficiencies are clearly and completely identified in section A. ▪ Section D clearly describes the plan for correcting the deficiencies including the completion date.

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Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. The Department reviews this information. On approved evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity. On denied evaluations, a copy of the completed *Record Check Evaluation* is sent to the requesting entity and the person subject to the evaluation.
Data	*Part A. Agency/Provider/Person Requesting Evaluation*: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information. *Part B. Person Being Evaluated*: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for. *Part C. Evaluation Determination/Notice of Decision*: The Department will evaluate and approve or deny a person's involvement in the role they have requested. *Part D*: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

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Referral and Authorization for Child Welfare Services, Form 470-3055 or 470-3055(S)

Purpose	Form 470-3055 or 470-3055(S) is used by the Department worker as a referral to inform the contractor about: ▪ Services the contractor is authorized to provide. ▪ When services are terminated or changed during the authorization period.
Source	Department staff may complete the English version of this form using the template in the FACS system or the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The HHS worker, as the "referral worker," completes the form before: ▪ Initiation of services, when referring to a contractor for service delivery, ▪ The date of change, when terms of the services change, or ▪ The termination date, if services are terminated during the authorization period.
Distribution	Send the original to the contractor. Keep a copy in the case record.
Data	Complete the contractor's name and address, the name of the billing child, the service code, effective date, and final eligibility date.

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Relative Home Study Face Sheet, Form 470-5035

Purpose	Form 470-5035 provides demographic information about family and household members who are being studied for the placement of a child.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may be printed from the manual or SharePoint.
Completion	The Department worker or the recruitment and retention contract worker completes the *Relative Home Study Face Sheet* as part of completing the relative home study. The home study worker should complete the information at the first meeting with the family.
Distribution	Attach a copy to the completed relative home study and keep it in the child's file. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	The form: ▪ Identifies the referred children and the home study worker. ▪ Contains demographic information about the relative family. ▪ Notes environmental factors and family preferences. ▪ Records the results of background checks on family members.

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Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The worker prepares one copy of the form.
Distribution	File the form in the client's record.
Data	Record: ▪ The type or method of release, ▪ The date HIV information was released, ▪ The type of information released, ▪ The recipient of the information, and ▪ The reason why HIV information was released.

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Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's adoption worker initially completes this form within 45 days of receipt of the termination order. A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary. **NOTE:** Other report formats may be used according to service area protocol.
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues used to recruit an adoptive family.

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Request for a One Year Foster Family License, Form 470-5124

Purpose

Form 470-5124 is used to document the request for approval or denial of one-year licensure for foster families.

Source

Complete this form using the template in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes this form upon receipt of the licensing renewal packet for foster families who have completed their first two years of licensure. Use this form only for foster families whose performance in the previous licensing year indicates the need for a one-year license.

Mark the reasons for the request as indicated on the form. *Other reasons* can be for:

- Continuing lack of compliance with adherence to foster care licensing rules, foster care placement contract, or foster family handbook;
- Behavior that could have negative impact on foster children, such as alcohol or substance abuse;
- Health or mental health concern.

The occurrence of one or more of the reasons does not require a recommendation of a one-year license. Take into consideration the circumstances, foster family's history, willingness to take responsibility and made adjustments, and other relevant factors when deciding whether to make the request.

Also document voluntary requests by the foster family in this section. If you need more space to write the information under *Other reasons*, use another sheet of paper and attach it to this form.

Distribution

Attach the home study, corrective action plan, letter to the foster parents, and other supporting documents or reports to this form. Send the completed form with attachments to the Foster Family Program Manager in Central Office.

The Adult, Children and Family Services Division Administrator reviews the request and indicates on the form approval or denial and an effective date.

The division administrator signs the form. The foster family program manager returns a copy to the Department licensing worker. The Department licensing worker then sends the foster family the *Notice of Action* and enters the foster home renewal date in FACS. If the division administrator approves the request for a one-year license, the Department licensing worker notifies the foster family program manager who completes the override in FACS.

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If the decision is for another one-year license, document the reasons on the *Notice of Action*. Do not send a copy of the request form to the foster family.

Keep the original in the licensing case file until the signed form is returned to you. Then file the signed form in the licensing case file. Give a copy of the signed form to the recruitment and retention provider.

Data

Use all available information about the family for a thorough recommendation to the division administrator including:

- The final home study,
- Discussions with the recruitment and retention provider and other providers, HHS staff, the foster family;
- Corrective action plans, and
- Child abuse assessments.

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Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose

Form 470-3186 is used to:

- Obtain the service area manager's approval for:
  - A child aged 16½ or older to be placed into a SAL cluster-site placement, or
  - A child aged 17 or older to be placed into a SAL scattered-site placement.
- Obtain authorization for payment of start-up costs needed by the child.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's social work case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the child.

Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.

The service area manager or designee:

- Approves or denies the placement,
- Approves or denies a waiver request for continuous placement (if applicable), and
- Indicates the amount of the initial allowance.

Distribution

File the signed original in the case record.

Data

The form lists the eligibility requirements for supervised apartment living placement and the amount of funds, if needed, for start-up costs.

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Request for Child and Dependent Adult Abuse Information, Form 470-0643

Purpose

Form 470-0643 is provided for authorized persons to request information from the Central Abuse Registry.

Source

HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The person requesting information concerning a dependent adult that has been reported as abused completes this form.

Distribution

Send the form to the Registry for approval before releasing dependent adult abuse information, except when information is needed immediately as provided in 18-B(3), *Requests for Dependent Adult Abuse Information*.

The Registry completes the form indicating approval or denial of the request. The Registry returns the form to the requestor when:

- The request is an employment check, or
- The local office no longer has a copy of the report, or
- The request is delivered personally to the Registry, or
- The request is denied.

For other requests, the Registry returns the form to the local office. The local office provides the information that has been authorized for release to the person making the request.

NOTE: Do not release the social security numbers of either the dependent adult or the person responsible for the abuse. Delete them when you release a copy of form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*.

Data

The requester completes:

- Name, phone number, and address of the requestor.
- Position and basis for authorization to receive the information.
- First, middle, and last name of the person the request is about.
- That person's maiden name or alias.
- That person's social security number, birth date, and address.
- The reason for the request.
- The date and the requestor's signature.

Section 1: This section identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

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Section 2: This section is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

Section 3: This section is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4: This section gives the outcome of the request.

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Request for Medicaid Information, Form 470-2737 or 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The service worker prepares and mails this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535 or 470-5535(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: ▪ Fill in the date the letter is sent to the family. ▪ Enter the family's name and address. ▪ Enter the date that the letter is to be returned to the worker in the designated area. ▪ Enter the service worker's phone number. ▪ Enter the worker's signature.

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Request for Medicaid Service Data Changes and Verifications, Form 470-3923

Purpose	Form 470-3923, *Request for Medicaid Service Data Changes and Verification* collects information changes which needs to be made to service plan for IHHRC in the IoWANS database.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The service worker completes this form when there is a need for changes for IHHRC services in IoWANS.
Distribution	Email a completed copy to the IoWANS HelpDesk.
Data	The service worker enters the following information: ▪ Consumer (client) and Staff Information ▪ Program Type - IHHRC ▪ Level of Care ▪ Current Program Start Date ▪ Current Program End Date (if applicable) ▪ Current Service Plan Dates/Corrected Service Plan Dates ▪ Information currently shown on the IoWANS system ▪ Correct information to display in the IoWANS system

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Request for Revocation of Foster Family License, Form 470-0705

Purpose	Form 470-0698 summarizes the grounds for recommending revocation of a foster family home license and records the decision on the recommendation.
Data	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	When making the decision to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision." The division administrator completes the "Revocation Decision."
Distribution	The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary). The service area keeps a control copy and forwards the form and the supporting information to the foster family program manager in the Division of Adult, Children and Family Services. The program manager reviews the information and writes the revocation notice letter. The letter, form 470-0705, and supporting information is submitted to the division administrator for review and approval. If the division administrator does not approve the revocation, return the form immediately to the service area. If the revocation is approved, the division issues the revocation notice by certified mail. Return the completed form to the service area: ▪ 30 days after the licensee receives the revocation notice, or ▪ If the licensee appeals the revocation, when the appeal process is completed. When the service area receives the completed form, return the form to the licensing worker. The HHS licensing worker enters revocation status including pertinent text into FACS.
Data	Indicate all reasons for revocation of the license. (See 18-E(1), *Revoking the License* for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

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Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 or 470-3056(S)

Purpose	Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The foster care worker prepares two copies of this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services. The immediate supervisor approves the form.
Distribution	Give the original to the foster parent and file a copy in the child's case record.
Data	The items on the form are completed as follows: ▪ *Child's Name*: Enter the child's name. ▪ *Age*: Enter the child's current age. ▪ *Foster Parent's Name and Address*: Enter the foster parent's name and address. ▪ *Reason for Request*: Enter a brief statement (1 or 2 sentences) detailing the reason for the request. ▪ *Describe Child's Special Need*: Briefly describe the special need and how the special need relates to the request. ▪ *Identify Service*: Check the appropriate service. ▪ *Total Amount Requested*: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment. For childcare requests, enter the projected number of hours per month care will be provided and the hourly rate. **NOTE:** Childcare services may be provided by a licensed foster parent or a licensed or registered childcare provider. ▪ *Signatures*: Obtain the indicated signatures. After obtaining the service area manager's authorization, generate payment to the foster parent or service provider through the ABC system according to instructions in 18-D(1), *Family Foster Care Policies and Procedures*.

NOTE: Secure original receipts, signed by the foster parent or service provider and keep them in the child's case record.

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Request for Taxpayer Identification Number and Certification, Form W-9

Purpose	The *Request for Taxpayer Identification Number and Certification*, form W-9, is used to obtain the client's social security number and legal name as registered with the Internal Revenue Service (IRS). **NOTE:** The W-9 form is also used to obtain the provider's social security number when the client passes away before the last payment is made to the provider.
Source	Access the form electronically at https://www.irs.gov/pub/irs-pdf/fw9.pdf.
Completion	The HHS service worker provides the form to the client before completion of the provider agreement.
Distribution	The HHS service worker sends the original form signed by the client to the address listed below. Keep a copy for the HHS service file. Department of Human Services Bureau of Purchasing, Payments, Receipts and Payroll 1305 E Walnut St Des Moines, IA 50319-0114 Or scan this information and email it to: inhomehealthdemographic@dhs.state.ia.us.
Data	The client follows the instructions provided with the form.

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Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives, Form 470-4873

Purpose

Department licensing staff uses the *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives* to:

- Request a waiver for relatives to complete the 30 hours of pre-service training, and
- Waive the non-safety licensing standard that does not have a negative impact on child safety.

Source

Complete this form using the fillable PDF file in SharePoint under Employee Manual/Forms.

Completion

The Department licensing worker completes the form, except for the "response" section, which the service area manager or social work administrator completes.

Choose the reason for waiving pre-service training that applies. To request a waiver of another licensing standard:

- Check the licensing standard that has the deficiency.
- Enter the effective date that the waiver is requested.
- Describe the circumstances that warrant the waiver.
- Describe the impact if a waiver is not approved.

Distribution

Send the completed original form to the service area manager or social work administrator for a response for a waiver request. When the request for a waiver is approved or denied:

- Return the original to the Department licensing worker.
- Send a copy to the retention and recruitment worker.
- Send a copy to the policy program manager in Central Office.

Data

Document the reasons why the 30 hours of pre-service training may be waived or why a licensing standard could be waived.

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Request to End an Authorization, Form 470-3949

Purpose	Clients may use form 470-3949 to request that form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, or form 470-4459, *Authorization to Disclose Information to the Iowa Department of Human Services*, be revoked.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The client wanting to make the request or the client's personal representative completes the form and mails or gives it to the Department's Security and Privacy Office or to the facility privacy official.
Distribution	Give a copy of the form to anyone requesting it. If this request revokes an authorization in the case file for information already requested, file the request with the authorization. Mark the authorization **void** to make it clear the authorization is no longer valid. If this request revokes an authorization sent to the Security and Privacy Office for information that is not available locally, forward the authorization to the Security and Privacy Office.
Data	Staff may complete the identifying information and date on the form or the client or client's representative may complete it. The client completes the section identifying which authorization to revoke.

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Rescinding the Consent to Adoption, Form 470-2990 or 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the *Consent to Adoption* that the Department previously granted.
Source	HHS workers can complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based on one or more of the following circumstances: ▪ The request of the adoptive family. ▪ A founded child abuse report or an accusation of child abuse, pending the determination of the report. ▪ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime. ▪ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption. ▪ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.
Data	This form is self-explanatory.

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Resource Home Concern, Form 470-5510

Purpose	HHS workers use form 470-5510, *Resource Home Concern*, to document concerns identified regarding a resource home that needs to be addressed and to coordinate successful resolution. The form provides a tracking mechanism for the resource home's history.
Source	Complete this form using the fillable PDF in SharePoint under Employee Manual/Forms.
Completion	**Part 1**. The HHS social worker, who has observed a concern, completes Part 1 of the form no later than one business day and sends it to the HHS licensing supervisor in the applicable service area to review and identify concerns requiring resolution. The supervisor assigns a timeframe for the RRTS provider to complete the initial home contact. If the concern requires an urgent resolution, the HHS supervisor calls the RRTS provider right away to ensure an immediate response. The HHS supervisor discusses the concerns and any immediate actions to be taken with the resource home. Any suspected child abuse will be reported to the Child Abuse Hotline: 1-800-362-2178. **Part 2**. The RRTS contractor completes this part with the steps to resolve the concern and any recommendation for a Corrective Action Plan, if applicable, and sends it to the HHS licensing supervisor within 10 business days of receiving the concern form to review. **Part 3**. The HHS licensing supervisor reviews the resolution plan in this part and signs it if the resolution is approved.
Distribution	Send a copy of the approved form to the HHS placement worker, HHS licensing worker, and the RRTS provider to file in the resource family file.
Data	The HHS licensing worker and the RRTS worker monitors the resolution plan and any corrective action plan to rectify the concerns. Keep documentation in the resource family file.

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Resource Parent Initial Home Study, Form 470-5436

Purpose

The *Resource Parent Initial Home Study* provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The recruitment and retention home study worker shall:

- Complete this form before preparing the licensing or approval recommendation; and
- Complete an update of this form when significant changes occur.

NOTE: If an approved home study is more than one year old, then an update is required.

Distribution

The recruitment and retention contractor:

- Sends the original to the Department for the licensing file.
- Keeps a copy for its file.
- Gives a copy to the family upon request.

Data

The *Resource Parent Initial Home Study* format includes sections summarizing the following:

- The dates of training and family consultations
- The family's motivation for becoming a foster family
- The family's strengths and needs relative to the skills needed
- The family's commitment to safety
- A summary of references
- The family's willingness to work with the child's birth family
- The family's understanding and support of concurrent planning
- Plans for supporting the family after placement
- Placement recommendations for this family
- Signatures, titles, address, and phone number for the worker that prepared the home study

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Resource Parent Renewal Home Study, Form 470-5776

Purpose	The *Resource Parent Renewal Home Study* provides an outline for formatting the narrative evaluation of a currently licensed foster or approved adoptive home.
Source	Print this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The recruitment and retention home study worker shall: ▪ Complete this form before preparing the licensing or approval recommendation; and ▪ Complete an update of this form when significant changes occur. **NOTE:** If an approved home study is more than one year old, then an update is required.
Distribution	The recruitment and retention contractor: ▪ Sends the original to the Department for the licensing file. ▪ Keeps a copy for its file. ▪ Gives a copy to the family upon request.
Data	The *Resource Parent Renewal Home Study* format includes sections summarizing the following: ▪ The dates of training and family consultations ▪ The family's motivation for becoming a foster family ▪ The family's strengths and needs relative to the skills needed ▪ The family's commitment to safety ▪ A summary of references ▪ The family's willingness to work with the child's birth family ▪ The family's understanding and support of concurrent planning ▪ Plans for supporting the family after placement ▪ Placement recommendations for this family ▪ Signatures, titles, address, and phone number for the worker that prepared the home study

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Review Decision on Nonregistered Report, Form 470-3396 or 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template completes the date field. Enter: ▪ The name and address of the person requesting review, in the format for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request for review. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Review Decision on Registered Report, Form 470-3395 or 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse assessment.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The staff person designated by the service area at the time of the review decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: ▪ The name and address of the person requesting a review, in the format suitable for a window envelope. ▪ The date of the request. ▪ The name of the office receiving the request. ▪ The incident number of the report reviewed. ▪ A check in the box for the response to the request. ▪ The date of the *Notice of Child Abuse Assessment* for that report. ▪ The name and signature of the person making the decision.

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Rights of Youth in Out-of-Home Placement, Form 470-5337

Purpose

Form 470-5337 describes the rights of a youth in an out-of-home placement with respect to:

- Education,
- Health,
- Visitation,
- Court participation,
- The right to receive a credit report every year while in foster care,
- The right to be given certain documents if the youth leaves out-of-home placement at age 18 or older, and
- The right for the youth to stay safe and avoid exploitation.

Source

Form 470-5337 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa in the usual manner.

Supplies of this form may also be printed from the manual or SharePoint under Employee Manual/Forms.

Completion

The Department worker must explain the rights, in an age-appropriate manner, to youth on the worker's caseload when the youth becomes 14 years of age or, if the youth is older than 14, after the youth enters out-of-home placement.

After explaining the youth's rights, the youth must sign and date the form indicating that the worker has reviewed the rights in a way the youth understood and answered any questions the youth had.

The worker will review the rights with the youth as needed. The youth must sign and date a new form each time.

In Part C (Transition Plan section) of form 470-3453, *Family Case Plan*, the following statement appears in the transition plan:

A list of rights with respect to education, health, visitation, and court participation has been discussed with the youth. Also addressed was the right to stay safe and avoid exploitation. The rights document was provided to and signed by the youth, most recently on **(date)**. The rights document was provided to all legal parties of the case and was made part of the case plan. The document is stored in the case file.

The worker needs to put the most recent date the youth signed the form in this statement in the case plan.

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Distribution	After the youth signs and dates the form give the original to the youth. Place the copy in the case file. If the form was printed from the manual, make two copies. The youth must sign and date both copies. Give one copy to the youth. Place the other copy in the case file. Give a signed and dated copy of the form to all legal parties of the case.
Data	This form is self-explanatory.

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Safe Plan of Care, Form 470-5616

Purpose

The purpose of the *Safe Plan of Care* is to protect the safety and well-being of infants born and identified as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder following the infant's release from the care of a health provider.

The *Safe Plan of Care* addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver. Monitoring the *Safe Plan of Care* helps to ensure that referrals are made and critical services are provided to the infant and family.

Source

Print this form from the manual or SharePoint under Employee Manual/Forms.

Completion

A safe plan of care must be developed for all infants (under one year of age) born and identified by a health care provider as affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder. A safe plan of care is required for infants affected by all substance abuse, legal or illegal.

After confirming with the health care provider that the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder and treatment services are appropriate, the child protective worker or social work case manager completes the *Safe Plan of Care* with the family and all relevant participants.

Whenever possible, complete the *Safe Plan of Care* before the infant is released from the hospital or immediately following the infant's release from a health care provider.

Distribution

Give a copy of the *Safe Plan of Care* to all participants involved in the plan.

If completing the *Safe Plan of Care* for a child abuse assessment or a family assessment, upload it into the File Manager on the STAR Assessment module in JARVIS.

If completing the *Safe Plan of Care* for a CINA assessment or an open child welfare case, file the document in the ongoing case file.

Data

Incident Number. Enter the number assigned to the relevant assessment.

Infant Affected. Enter the name of the child victim, the child's date of birth, and the FACS identification number assigned to the child.

Household Composition. Enter the name of each person living in the home with the child victim. For each person identified enter the date of birth, FACS identification number, and the relationship to the child. If applicable, under *Substance Dependency*, check the box regarding the type of substance abuse for each person listed. If the type of substance abuse is not listed, enter the name in the "Note" section.

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Infant Health Needs. Enter the health and substance use disorder treatment needs of the infant.

Family/Caregiver Substance Use Disorder Treatment and Health Needs. Enter the health and substance use disorder treatment needs of the family members or caregiver.

Plan for Infant. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization who will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Plan for Caregiver. Under each of the applicable services, enter the name of the person or organization that is making the referral and the date the referral was made. Identify the need for the service and include the date of the next appointment. List the person or organization that will be responsible for monitoring the safe plan of care and the contact information. Enter the length of time that the safe plan of care needs to be monitored. If a particular service is not listed, enter it in the section entitled "Other Referrals."

Family and Participant Agreement. Obtain the parents or caregivers and all other participants' signatures on the *Safe Plan of Care*. If the family is not willing to participate in the safe plan of care, consultation with the county attorney is required.

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Safety Assessment, Form 470-4132 or 470-4132(S)

Purpose

The *Safety Assessment*, form 470-4132 or 470-4132(S), helps to assess (at a point in time) whether any child is likely to be in imminent danger of serious harm or maltreatment, which requires a safety intervention and to determine what interventions should be initiated or maintained to provide appropriate protection.

Source

The English version of this form is available on the Safety Assessment tab on the STAR Assessment module in JARVIS.

Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

The child protection worker must complete the *Safety Assessment*:

- Within 24 hours of the first contact with the child, and
- At the end of all child abuse assessments and on all family assessments when the child was not determined to be safe in the initial safety assessment.

The social work case manager must complete the *Safety Assessment* with supervisory consultation before:

- Deciding to initiate unsupervised visitation, and
- Deciding to reunify the child with the family, and
- Deciding to close the case or recommend case closure to the court.

Either worker also completes the *Safety Assessment* whenever circumstances suggest that the child is in unsafe situation.

Use RC-0104, *SDM Safety Assessment Guidance*, to complete the safety assessment. Review information obtained from systems checks, Department records, and any previous or current court involvement.

Distribution

The *Safety Assessment* is not distributed as part of the *Child Protective Services Child Abuse Assessment Summary* nor the *Child Protective Services Family Assessment Summary*. It is maintained within JARVIS and is considered assessment data. If the case is transferred for ongoing Department services, include a copy of the *Safety Assessment* in the referral packet.

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Data

Complete the following:

- **Client name**: The child protection worker enters the names of all of the child victims. The social worker case manager enters the youngest child's name.

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- **Incident number/FACS ID**: The child protection worker enters the incident number. The social work case manager enters the FACS ID number.
- **County**: Enter the name of the county of residence of the child.
- **Worker name**: Enter the name of the assigned worker.
- **Date Assessment Completed**: Enter the date the Safety Assessment is completed (not the date it is entered into the system).
- **Assessment Type:** Check the item that describes the circumstances of the assessment:
  - **Initial**: Initial child protective safety assessment
  - Subsequent:
    - Child protective safety assessment at the end of the assessment, or
    - Unsupervised visitation safety assessment, or
    - Reunification safety assessment, or
    - Unsafe situations safety assessment
- **Case closure**: safety assessment prior to the decision to close a service case
- **Names of Children Assessed**: List the names of all children assessed.
- **Household name**: List the address of the household being assessed.
- **Caregiver(s) assessed**: List the names of all parents and caregivers assessed.

SECTION 1: Factors Influencing Child Vulnerability. Identify all the conditions resulting in any child in the household being more vulnerable to danger.

SECTION 2: Current Danger Indicators. Assess the household for each behavior or condition that describes a child being in imminent danger of serious harm and select all of the danger indicators that apply. If none apply, select "no danger indictors present" and skip to section 4.

SECTION 3: Safety Response – Protective Capacities And Safety Interventions. For each danger indicator identified, consider the resources available to the family and in the community that might help to keep the child safe. Select each protective capacity and safety intervention taken and explain how each protected or protects the child from the identified dangers.

SECTION 4: Safety Decision. The safety decision is based on the assessment of all danger indicators, all safety interventions, and any other information known about the case. Identify whether the child is:

- "Safe" (Do not complete a *Safety Plan* when no danger indicators are identified, but the Next Steps form may be used if desired.)

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- "Safe with a plan" (A *Safety Plan* is required when one or more danger indicators are present and safety interventions address the danger.)
- "Unsafe" (Removal is the only protecting intervention possible when one or more danger indicators are present and safety interventions do not address the danger.)

Safety Assessment Summary. Describe the current factors influencing child vulnerability, any current danger indicators, and the caretaker's protective capacities and safety interventions that have been taken and how each protected or protects the child from the identified danger indicators.

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Safety Plan, Form 470-4461 or 470-4461(S)

Purpose	A *Safety Plan*, Form 470-4461 or 470-4461(S) is written when it has been determined that a child is in danger and safety interventions are sufficient to protect the child. The plan addresses specific danger to the child identified during the process of assessing safety and describes ways in which the child will be safe from harm.
Source	The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version from the manual or SharePoint.
Completion	If in the process of assessing safety or completing a *Safety Assessment*, a worker determines a child is safe with a plan, a *Safety Plan* must be developed. The worker creates the *Safety Plan* with the family. If additional room for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions" step sections are needed, please complete the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S).
Distribution	Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the family-centered services worker upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send a copy electronically, and/or allow the family to take a picture of the Safety Plan. The Safety Plan is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.
Data	Complete the following: ▪ *Child(ren)'s name(s)*: Enter the name of the child subject(s). ▪ *Worker*: Enter the HHS worker's name. ▪ *Date/time Safety Plan completed*: Enter the date and time at which the plan was completed. ▪ *Parent(s)/guardian(s) involved in plan:* Enter the names of the parents and/or guardians with whom you are developing the *Safety Plan*. ▪ *Other support(s)*: Enter the names of the other individuals with whom you are developing the plan. ▪ *Date Safety Plan to be reviewed*: Based on discussion with the family and any involved supports, enter a date within twenty business days or fewer. Safety Plans involving a child in temporary care must be reviewed with the county attorney or Attorney General's office no later than 45 days.

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- *Temporary caregiver*: If someone other than the child's parent or guardian has been caring for the child or will be as a result of the *Safety Plan*, enter the name(s).
- *Incident #*: If the Safety Plan is developed during the course of a protective assessment, enter the protective assessment incident number.
- *When Safety Plan is expected to end*: Safety Plans developed during the course of a protective assessment shall be ended no later than at the conclusion of the assessment. Following the assessment or at any other point during an open service case, if the child continues to be or is determined to be safe with a plan, the SWCM will complete a new Safety Plan in collaboration with the family. Safety Plans developed during an open service case shall be ended or a new Safety Plan shall be created, no later than 60 days from development of the previous Safety Plan. The end dates of any Safety Plan shall be developed with the family and any involved supports.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.
- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.
- *Acknowledgement of rights and responsibilities:* This section pertains to the parent or guardian consenting to the plan. HHS worker will review this section with the parent or guardian and ask them to initial each statement.
- *Temporary caregiver:* This section pertains to the person(s) who has agreed to provide temporary care to the child(ren) as part of the *Safety Plan*. HHS worker will review this section with the temporary caregiver and ask them to initial the statement.
- *Family and participant agreement:* All participants must sign and date the form at the point of its completion to document their agreement with the *Safety Plan*. The worker shall enter the name of the supervisor consulted regarding the *Safety Plan* and when that consultation occurred.

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- If a safety plan removes or keeps a child from his or her usual and customary home, the signature of both custodial parents must be obtained. If the signature of both custodial parents cannot be obtained, then the safety plan may not include the removal or keeping a child from his or her usual and customary home unless sanctioned by a court.
- If a safety plan interferes with the custodial rights for a parent or otherwise prevents a parent from having physical contact with the child, the signature of that parent must be obtained. If the signature of that parent cannot be obtained, then the safety plan may not include language that interferes with the custodial rights for a parent or prevents the parent from having physical contact with the child unless sanctioned by a court.
- If a safety plan involves a third-party individual that is not a parent to the child, assure that you obtain the signature of the parents (as described above) as well as the signature of the individuals directly involved with implementing or monitoring the safety plan. Having other individuals sign the safety plan along with the parents does not interfere with the custodial rights of either parent.

▪ *Contact information:* Enter the name, phone number, and email address for each contact.

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Safety Plan Supplement, Form 470-5622 or 470-5622(S)

Purpose

A *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) is completed in conjunction with a *Safety Plan*, Form 470-4461 or 470-4461(S) when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe. The *Safety Plan Supplement* is not to be used without a corresponding *Safety Plan*.

Source

The English version of the form may be printed from the template linked in manual, SharePoint, JARVIS, or ordered from Iowa Prison Industries in a three-part NCR set. Print the Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.

Completion

If in the process of developing a *Safety Plan,* the child protection worker or social work case manager determines additional space is needed for the "SPECIFIC DANGER TO THE CHILD'S WELL-BEING" and "Actions needed right now to keep the child(ren) safe" sections, the *Safety Plan Supplement*, Form 470-5622 or 470-5622(S) may be used. While only one *Safety Plan* can be used at a time, multiple *Safety Plan Supplement* forms may be used in conjunction the *Safety Plan*.

Distribution

Provide a copy to the family, to all who have a role in implementing the *Safety Plan*, to the provider of family-centered services upon referral, and to the social worker case manager upon case transfer. Keep a copy of the *Safety Plan* in File Manager or the child's case file. It is acceptable to give the family a hard copy of the Safety Plan, send it to the family electronically, and/or allow the family to take a picture of the Safety Plan.

The Safety Plan Supplement is not distributed as part of the Child Protective Services Child Abuse Assessment Summary.

Data

Complete the following:

- *Child(ren)'s name(s):* Enter the names of the child subject(s).
- *Worker:* Enter the HHS worker's name.
- *Date/time Safety Plan completed:* Enter the date and time at which the *Safety Plan Supplement* was completed. This date/time must match the *Safety Plan* it was created in conjunction with.
- *Specific danger to the child's well-being:* Describe the current danger indicator(s) identified. This should not be a re-statement of the abuse allegations, but rather the specific danger indicator identified.
- Actions needed right now to keep the child(ren) safe: Enter the agreed-upon actions.
- *Who will do this?* Enter the name of the participant who agreed to take this action.

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- *By when?* Enter the agreed-upon date for completion of the action or time period for the activity.
- *How will this be checked?* Describe how the action will be monitored, who will do so, and how it will be reported.
- *Initials of all involved in this action:* HHS worker will review the action with those involved. The parent(s)/caregiver(s) and person responsible for the action will initial to verify their understanding, agreement, and commitment.

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Safety Plan for At-Risk Adult, Form 470-4835

Purpose

The *Safety Plan for At-Risk Adult*, form 470-4835, is used to:

- Identify concerns about an at-risk adult's health or safety,
- Involve the at-risk adult in elevating those concerns, and
- Documenting them for the at-risk adult.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. This form may also be printed from the manual or SharePoint and completed by hand.

Completion

The protective worker with responsibility for completing the dependent adult abuse report completes the form on the alleged victim during the evaluation or assessment.

Distribution

Keep the form in the case file.

Data

Complete the following:

- *At-risk adult name*: Enter the at-risk adult's name.
- *Worker*: Enter the worker's name.
- *County*: Enter the county name or number.
- *Registry #*: Enter the registry number assigned by the DARES database system.
- *Date and time safety plan completed*: Enter the date the safety plan was completed.

Safety concerns. Enter the cause for concern currently or impending, using the results of the *Dependent Adult Assessment Tool*, form 470-4841. Include in the plan what the dependent adult is capable or willing to do in case of emergencies. Include in the plan ways to alleviate the issues causing the adult to be at risk of health or safety.

How the plan is monitored. Enter how the plan will be monitored.

Back-up plan. Enter a specific back-up plan for each action to alleviate issues causing the adult to be at risk for health or safety.

- *At-Risk Adult and Participant Agreement*: The at-risk adult must sign or mark and date the form, if physically capable.
- *HHS worker/supervisor agreement with the Safety Plan*: The protective service worker and supervisor must sign and date the agreement.

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SAL+ Life Skills Service Referral Form, 470-0014

Purpose	This referral form is for use by the Social Work Case Manager (SWCM) to make a referral to the Iowa Aftercare Services Program for a life skills service in Linn County. SAL+ Life Skills is a pilot project in Linn County only and is a component of the Iowa Aftercare Services Program. The service is a service directed to youth in a court ordered scattered site Supervised Apartment Living placement in Linn County, Iowa. The SAL placement must be supervised by a SWCM or Juvenile Court Officer. For youth age 18 to 20, a court order is not needed. Instead, use an approved voluntary placement agreement form 470-0715.
Source	Maintain in SharePoint staff resources.
Distribution	The SWCM completes the form and makes the referral as indicated at the bottom of the form. Keep a copy in the case record.

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Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose

Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.

Source

Form 470-3925 is available as a template in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.

Distribution

Send the original and two copies to the deputy compact administrator in the Division of Field Operations. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.

Data

If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

- *Name of child to be placed*: Enter the child's complete name, (last name, first name, and middle initial, if any).
- *Age*: Enter the child's age as of the date the form is completed.
- *Mother's name*: Enter the name of the mother of the child as found on the child's birth certificate.
- *Ethnic group*: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.
- *DOB*: Enter the child's date of birth as listed on the child's birth certificate.
- *Father's name*: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker. This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

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Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

- *Name*: Enter the name (last name, first name, middle initial) of the proposed caretaker.
- *Marital Status*: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

- *Living with*: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.
- *Address*: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.
- *Home telephone number*: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.
- *Work telephone number*: Enter the work telephone number of the proposed caretaker, including the area code. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.
- *Social security number*: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.
- *Relationship to child identified above*: Specify paternal or maternal to identify which side of the family is involved.

  NOTE: Consider "half" relationships the same as whole relationships (e.g., a "half-sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

  A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

  Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

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- *Best time of day to contact caretaker*: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

  Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (local time of the caretaker).

- *Employer*: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

- *Alternate contact name and address*: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box number, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child. This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

- *Case plan attached*: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

- *Financial/medical plan attached*: Check "yes" or "no" to indicate if the financial and the medical plans for the child are attached to the referral.

  For proposed placement with the child's parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

  For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child's financial and medical needs.

- *Special needs*: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

  If this information is contained elsewhere in the referral packet, enter the location for the information.

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- *Handicaps: mental/physical*: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.
- *Service needs/treatment requirements*: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

  For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).
- *School information*: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:
  - Name of school.
  - Grade last attended.
  - Report that includes most recent grades.
  - Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
  - Copies of the child's Individualized Educational Plan (IEP), if applicable.
  - Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
  - If the child is not attending school, give the reasons for nonattendance.
- *Other required pertinent information*: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.
- *Worker's name*: Print your name (first name, last name).
- *Telephone number*: Enter your telephone number, including area code. If applicable, include the extension number.
- *Worker's signature*: Self-explanatory.
- *Date*: Self-explanatory.
- *Supervisor's signature*: If required by local office policy, enter the signature of your immediate supervisor.
- *Date*: Self-explanatory.
- *Telephone number*: If required by local office policy, enter your supervisor's telephone number, including area code.

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Service Worker Comprehensive Assessment, 470-5602

Purpose Form 470-5602, *Service Worker Comprehensive Assessment*, makes an initial assessment of the client's medical and daily care needs.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion Complete the assessment at the time of application and annually thereafter.

Distribution

Keep the original in the client's HHS service case file.

Data

The HHS service worker completes the worker's name and HHS address in the first section of the form.

The HHS service worker also completes page 10 if applicable.

The client completes the other sections on the form where applicable including:

- Demographic information and living arrangements,
- Emergency contact information,
- Household care,
- Personal medical care,
- Services,
- Assistive devices,
- Medical conditions and equipment,
- Mobility,
- Wound care,
- Activities of daily living,
- Other services,
- Medication, and
- The narrative sections.

The client may request assistance from the provider or designate another party to assist in completing the form. The HHS service worker may also assist the client in completing the form. The client or designee assisting the client in completing the form for the client should certify it by signing and dating the form.

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Social History, Form 470-3615 or 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written social history that is required for each child in foster care.
Source	Complete this form using the templates available in SharePoint under Employee Manual/Forms. Save a copy to your My Documents.
Completion	The child's foster care worker completes the *Social History* within 60 days of the date the child enters foster care or kinship placement. Leave the child's social security number off the form until after termination of parental rights. When termination of parental rights is issued, give an updated copy of the *Social History*, form 470-3615, to the worker responsible for completing the *Social History* (if different than the child's current worker).
Distribution	Keep one copy in the child's case record. Attach a copy of the child's hospital birth records to the social history. The child's social security number is confidential and can only be shared with the foster parents, relatives, or foster care agency provider when a release has been signed by the child's parent or parents. Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. **NOTE:** After termination of parental rights, include a copy in the child's adoption and guardianship file.
Data	Consult with the child's parents, relatives, and foster parents to obtain information needed to complete the social history. If the parent is unavailable or refuses to provide information, the worker completes as much as possible, using available information. AIDS/HIV information may be shared **only with written permission** of the child's parent or guardian or by order of the court.

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Social History and Evaluation for Family-Life Home Placement, Form 470-0647

Purpose	The *Social History and Evaluation for Family-Life Home Placement* is used to obtain information concerning applicants for family-life home placement.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	Complete this form with the client. If the client is not capable of providing the information, ask the client's guardian or a family member to assist with completing the form. Use the information in the form to assist with determining the appropriateness of the client living in a family-life home.
Distribution	Maintain the form in the client's family-life home case file.
Data	The form collects information identifying the client and the client's financial and social resources, health situation, and living arrangements.

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SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The child's service worker prepares an original and one copy of the form to request that HHS be named payee when: ▪ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for **more** than 90 days. ▪ A child entering care who has significant physical or mental health problems.
Distribution	Send the original to the contractor for the SSI Advocacy Project at the address listed on the form. File a copy in the child's case record.
Data	The form collects identifying information about the child and the child's disabilities.

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State Supplementary Assistance Certification or Termination, Form 470-0640

Purpose	The *State Supplementary Assistance Certification or Termination*, form 470-0640, is used by income maintenance to tell the worker an application for State Supplementary Assistance has been approved or that eligibility has terminated.
Source	Income maintenance (IM) workers complete 470-0640 using the form in the Worker Information System Exchange (WISE).
Completion	The IM worker completes the form and sends it to the service worker. The service worker sends it to the service area manager for approval along with: ▪ 470-0634, *Family-Life Home Placement Agreement* ▪ 470-0583, *Individual Service Plan* ▪ 470-0616, *Certificate of Approval*
Distribution	After receiving the form from the service area manager, send it to the IM worker for submission to the Social Security Administration. When Social Security returns the form, the IM worker sends a copy to the service worker for the case file.
Data	IM completes Part 1, Identification. Service completes Part 2, Certification, and comments and signature in Part 4 (Page 1). The Social Security Administration completes Page 2, indicating the client's income, the SSI eligibility decision, and the State Supplementary payment decision.

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Statement of Services Rendered, 470-0648

Purpose Form 470-0648, *Statement of Services Rendered*, is used by an individual provider of service to keep a record of services provided to a client and to submit an invoice to the Department for payment.

Source Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.

Completion

The HHS service worker supplies the forms to the client and provider when the Provider Agreement is approved. Providers should complete Section A at the beginning of each month. The provider should complete the list of specific services, Section B, and each day that services are provided to the client. The provider signs the provide verification.

At the end of each month, the client completes Section C and signs the form to provide verification. Section D is completed by the service worker to document the amount of client participation and the HHS payment.

If there is more than one provider, complete a statement of services rendered for each provider.

Distribution The client sends the original to the HHS service worker for the client's service file. Clients should keep one copy for themselves and give one copy to the provider.

Data

Section A. Enter the provider's name, provider number, client's name and the dates (month and year) that service has been provided.

Section B. A log of time spent during which service was provided.

- Specific Services lists the actual work done.
- Rate lists the rate of payment for the specific service.
- Unit lists the units of work for the specific service. (Example: 8:30 - 10:00 am should be broken down into six 15-minute units)
- Monthly Total lists the total dollar amount due to the provider for the specific service.
- Total row is the total number of units worked and the total payment due to the provider.
- Provider's Signature. The provider signs and dates the first line.

Section C. Enter the client's name, provider name and the dates (month and year) that service has been provided. The client signs to verify services received as documented on the statement of services rendered form.

Section D. Enter the client participate amount and HHS payment to show total payment rendered to provider for services.

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Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs relating to: ▪ Communicating effectively ▪ Knowing the children ▪ Building their strengths and meeting their needs

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Strengths/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts

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Strengths/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build self-esteem ▪ Assure health and safety

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Strengths/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs relating to: ▪ Know your family ▪ Communicate effectively ▪ Know the children ▪ Build strengths; meet needs ▪ Work in partnership ▪ Be loss and attachment experts ▪ Manage behaviors ▪ Build connections ▪ Build self-esteem ▪ Assure health and safety ▪ Assess impact ▪ Make an informed decision

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Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024(S)

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of this form from the manual or SharePoint under Employee Manual/Forms as needed.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	Return the completed form to the recruitment and retention contractor. The form is included with the home study report and is kept in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs relating to 14 tasks involved in fostering a child.

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Subsidized Guardianship IV-E Checklist, Form 470-5599

Purpose	Form 470-5599 is used to: ▪ Document the information that is needed to determine a child's eligibility for IV-E subsidized guardianship assistance (subsidy), and ▪ Determine if the child remains eligible for subsidized guardianship assistance through age 21.
Source	HHS workers complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	The subsidized guardianship worker completes this form for every child who has an agreement for subsidized guardianship. Complete and sign the form: ▪ Within three days of receiving the subsidized guardianship court order, and ▪ When a child has been determined eligible for continued subsidy after age 18.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's guardianship subsidy case record.
Data	The subsidized guardianship worker: ▪ Completes the form, ▪ Signs the form, and ▪ Indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

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Subsidized Guardianship Notice of Action, Form 470-5613 or 470-5613(S)

Purpose	Form 470-5613 or 470-5613(S) is used to: ▪ Close a case. ▪ Notify guardians regarding subsidy payments.
Source	HHS workers may complete the English or Spanish version of this form using the templates available in SharePoint under Employee Manual/Forms. Private agencies can print the form from the online manual.
Completion	The identified guardian's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.
Distribution	Give the original to the family. Keep one copy in the file.
Data	The "issue date" is the date the notice is completed.

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Suspected Dependent Adult Abuse Report, Form 470-2441

Purpose	The purpose of form 470-2441 is to provide a method for gathering the information required for the evaluation.
Source	Form 470-2441 is published as part of Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, and is available on the HHS website. Mandatory reporters can also print this form from the online manual. HHS staff may complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from SharePoint.
Completion	To meet the requirements of the reporting law, the mandatory reporter completes this form or a form developed by the reporter within 48 hours after the oral report of the dependent adult abuse to the Department.
Distribution	The reporter forwards one copy to the protective services unit. Additional copies may be prepared for the reporter's records and for the evaluator's files. The protective services unit forwards the form to the Central Abuse Registry. If that office keeps a copy of the form, it must be expunged if required. (See 18-B(3), *Sealing and Expungement of Reports*.)
Data	The reporter attaches any collateral information on the report to the form.

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Therapeutic Foster Care (TFC) Daily Log, Form 470-5766

Purpose	Form 470-5766 is used as a tracking system to note successes, differences in behavior, and interventions.
Source	Print supplies from the manual or SharePoint as needed.
Completion	The worker will take notes on the Daily Log as prompted.

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Therapeutic Foster Care (TFC) Resource Parent Agreement, Form 470-0013

Purpose	Form 470-0013 ensures that TFC Resource Parents agree and understand the roles and responsibilities of receiving placement of an identified TFC youth into their home
Source	Print supplies from the manual or SharePoint as needed.
Completion	The RRTS worker will assist the TFC Resource Family in the completion of this form. The TFC Resource Parent(s) will initial each appropriate assurance and both the RRTS worker and TFC Resource Parent will sign the form.
Distribution	This form will be uploaded into Care Match by RRTS, and the original form will be sent to HHS to be kept in the TFC Resource Family's licensing file. A copy of the form will be given to the TFC Resource Family.
Data	RRTS caseworkers and HHS licensing workers/caseworkers will share this form.

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Travel Permit, Form 470-5079

Purpose	Form 470-5079 documents the guardian's: ▪ Time-limited approval for foster children to travel with the foster parents, and ▪ Consent for emergency medical treatment if attempts to secure permission of the parent or guardian, and Department are unsuccessful.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms.
Completion	When there is more than one child traveling with the foster parents, indicate the gender after each child's name by putting an "M" or "F." The form is signed by the: ▪ Child's parent or guardian, ▪ Area service administrator or designee. If one of the child's parents is not available or cannot be located, document the attempt to locate the parent in the case narrative and have the other parent sign the form.
Distribution	Give the original form to the foster parent and place a copy in the child's case file.
Data	This form is self-explanatory.

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Tribal Membership Inquiry, Form 470-5632

Purpose	The purpose of form 470-5632, *Tribal Membership Inquiry* is to request information from a Tribe as to whether the child(ren) in the case are members of the Tribe or eligible for membership. Form 470-5623, *Ancestry Chart* is an attachment to this form.
Source	HHS workers complete this letter using the template available in SharePoint under Employee Manual/Forms.
Completion	The worker completes this form if the worker has information or a reason to believe that the child(ren) are members of the Tribe or eligible for membership.
Distribution	The worker sends this form and form 470-5623*, Ancestry Chart* to the Tribe as soon as possible for the Tribe to provide membership or eligibility for membership information. The worker keeps a copy of this form in the case file. Once the worker receives the completed form from the Tribe, the worker provides the completed form and its attachment to the county attorney for the county attorney to send an official Notice to the Tribe. The worker keeps a copy of the completed form and its attachment in the case file. If the Tribe does not accept the form or will not provide requested information, the worker contacts their county attorney for assistance in sending the legal Notice to the Tribe.
Data	Document completion of the form in the case narrative: ▪ The date the form was sent to the Tribe, ▪ The date the worker received a completed form from the Tribe or received notification the Tribe will not provide the information unless it is in the legal Notice, and ▪ The date the worker provided the completed form to the county attorney or consulted with the county attorney if the Tribe did not provide the requested information.

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Voluntary Foster Care Petition, Form 470-2634 or 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print the English or Spanish version of this form from the manual or SharePoint under Employee Manual/Forms.
Completion	The foster care worker completes this form before placement.
Distribution	Make three copies of the competed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record. Follow any alternative procedures as developed by the juvenile court.
Data	This form is self-explanatory.

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Voluntary Foster Care Placement Agreement, Form 470-0715 or 470-0715(S)

Purpose	Form 470-0715 or 470-0715(S) is used for securing a written agreement for all voluntary placements in foster care.
Source	Complete the English version of this form using the template available in SharePoint under Employee Manual/Forms. Print the Spanish version of this form from the manual or SharePoint.
Completion	The social work case manager completes the Voluntary Foster Care Placement Agreement before the child's placement into foster care (unless it is an emergency placement) and, for a child aged 18 or older, upon each six months' redetermination. All voluntary placement agreements for children under age 18 terminate after 90 days. See 18-C(2), *Voluntary Placement for Children Under Age 18* and *Voluntary Placement for Children Aged 18 or Older* for more specific policies. Make three copies for children under the age of 18; make two copies for children aged 18 or over. An youth age 18, 19, or 20 completes this form when extended foster care is approved.
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child under age 18. Youth age 18, 19, or 20 may sign, unless a guardian is appointed to sign.

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Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our website, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, Form 470-4155, if you do not want your child listed on AdoptUsKids.)
Source	Complete this form using the template located in SharePoint under Employee Manual/Forms. **It is preferred that this form be completed electronically**.
Completion	The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, complete a separate enrollment form for each child in the sibling group. If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.
Distribution	Fax, mail, or email the completed form to: Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Ave Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399 Place a completed copy of the *Waiting Child Enrollment* form in the child's case record.
Data	This form is self-explanatory.

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Youth Transition Decision-Making (YTDM) Meeting Notes, Form 470-5161

Purpose	The *Youth Transition Decision-Making (YTDM) Meeting Notes*, form 470-5161, is the official youth plan developed during the YTDM meeting.
Source	Complete this form using the template available in SharePoint under Employee Manual/Forms. Supplies of this form may also be printed from the manual or SharePoint.
Completion	The YTDM meeting facilitator engages the youth team and develops the youth's plan, with the youth, after a meeting is held.
Distribution	The facilitator disseminates the completed form to the identified team members. Keep the original form in the youth's case file.
Data	**Case Information**. Enter the following information: ▪ Youth's name ▪ Parent/caregiver name (if applicable) ▪ Parent/caregiver/noncustodial names ▪ Date of the youth transition decision-making meeting ▪ Facilitator's name ▪ Facilitator's approval number ▪ Next court hearing date and time ▪ Type of hearing **Desired Outcomes of this Meeting**. Enter the desired outcome of the meeting. **Fostering Connections**. The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the strengths and needs of the youth can be assessed, discussed, and used in planning and service provision. The five fostering connections areas consist of the following broad areas of functioning (each area has related subcategories): ▪ *Education*: Academic performance, graduation date, GED or high school diploma, extracurricular activities, job training options, IEP, financial aid, ACT/SAT/COMPASS tests.

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- *Employment*: Transportation needs, dressing for success, vocational rehabilitation, application and interview skills, maintaining employment, resume, informal support.
- *Health*: Insurance cards (medical, dental, vision), access to a physician, medication management, SSI, physical health, hygiene, mental health, reproductive health.
- *Housing*: Safe, affordable and stable, after 18, supervised apartment living, preparation for adult living, current housing.
- *Supportive Relationships*: Aftercare, healthy family connections, peers, Iowa foster care youth council, adult services, permanency pact, community connections, mentors, church.
- *Other*: Discuss financial management, life skills, vital documents (birth certificate, Social Security card, driver's license or state picture identification, Selective Service, healthcare proxy, etc.).

  NOTE: Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act applies.

Establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each area, identify the strategies, services, and informal supports that may be helpful to achieving the goals.

- In each area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:
  - Who is responsible,
  - What do they agree to do, and
  - By when.
- Document the date for when the goal was completed or modified.

Crisis Plan. Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

Signatures and Notifications. Enter the name of invited team members, including their role, contact information, and whether or not they attended the YTDM meeting.

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Youth Transition Decision-Making (YTDM) Youth's Dream Path, Form 470-5176

Purpose

The *Youth Transition Decision-Making (YTDM) Youth's Dream Path*, form 470-5176, is the official model to use during the YTDM meeting.

Source

Complete this form using the template available in SharePoint under Employee Manual/Forms.

Supplies of this form may also be printed from the manual or SharePoint as needed.

Completion

The YTDM meeting facilitator develops the youth's dream path, in collaboration with the youth, after a youth transition decision-making meeting is held.

Distribution

The facilitator gives a copy of the completed form to the identified team members. Keep the original form in the youth's case file.

Data

Case Information. Enter the following information:

- Youth name
- Parent/caregiver name
- Parent/caregiver/noncustodial names
- Date of the YTDM meeting
- Date of the next YTDM meeting
- Facilitator name and approval number
- Next court hearing date and time
- Type of hearing

Desired Outcome of this Meeting. Use the Dream Path as a tool for the stabilization and action planning parts of the YTDM meeting.

The Dream Path includes the stabilization phase, which identifies the five Fostering Connection areas that need to be addressed and stabilized in the first column.

The five Fostering Connections areas are:

- Education
- Employment
- Health
- Housing
- Supportive Relationships

Complete the stabilization section of the YTDM youth plan by working through each of the five fostering connections categories from left to right. The far left column is available to write the current or 'Now" situation for the youth. Under the column, "What will happen," establish a goal for each applicable area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

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After reviewing the strengths, needs, and goals for each area, identify the "Who will help me" (services or supports that may be helpful) to achieving the goals.

In each category list the action steps needed to achieve the goal. The steps should clearly identify:

- If youth is in agreement;
- Who is responsible;
- What do they agree to do; and
- By when, which is documented under either the 0 to 3 months column or the 4 to 9 months column.

Crisis Plan (Plan B). Identify and discuss what will be done if some part of the plan breaks down and a crisis happens.

Identify the risks and necessary steps needed to address the risk. The steps should clearly identify when and dated when completed or if ongoing.

To move into the Dream Path phase. Each YTDM meeting begins with a review of the five Fostering Connections areas to determine if changes or adaptations need to be made. Once the youth has achieved stability, the longer range planning can begin. Review the 'Dream' written in the 'cloud' on the far right of the document and determine the steps to head in that direction. Develop action plans with a six to nine months' time frame.

Each additional meeting of the team can look ahead further. The youth will be fully listened to and have input every step of the way. If there is disagreement, take the time to discuss the issue and resolve it before moving forward.

Each meeting covers strengths of the youth and a review of the previous assignments. Establish a new Crisis Plan (Plan B) at each meeting as well. Completion of the YTDM meeting process is determined by the youth and the team. It can continue informally after the youth ages out of the system, if desired.

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Comm. 013, Therapeutic Foster Care Flow Chart

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Flow Chart is a visual representation of the step by step process for the TFC pilot project, for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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IA-DHHS-24-0418-A-012280

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Comm. 014, Therapeutic Foster Care Resource Guide and Toolkit

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the TFC Resource Guide and Toolkit is a comprehensive manual for the TFC pilot project for use by the Social Work Case Manager (SWCM) and team members involved with a TFC service.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker may utilize to understand appropriate use of forms and procedures. It may be shared at caseworker discretion.

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Comm. 015, Complex Youth Care Assessment Protocol

Purpose	*Complex Youth Care Assessment Protocol* is used to help Social Work Case Manager's understand the process to follow when referring a youth for a Complex Youth Care Assessment at the University of Iowa Complex Youth Care Clinic.
Source	Print supplies of Comm. 015 from SharePoint Metadata List or the manual as needed.

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Comm. 033 or Comm. 033(S), Foster Parent Handbook

Purpose	The *Foster Parent Handbook* provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the *Handbook* through the Internet. (Access either the English or Spanish version of the *Handbook* by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the TIPS-MAPP training process.
Data	The *Handbook* addresses:

- Descriptions of the members of a child's team.
- Rights and responsibilities of foster parents.
- Confidentiality policies.
- Partnering with a child's parents and other family members.
- Reasonable and prudent parenting standards.
- Record keeping.
- Discipline policies.
- Out of state travel.
- Medicaid and medical consents.
- Maintenance payments and reimbursable expenses.
- Juvenile court.
- Ten-day notice to remove a child from the foster home.
- Corrective action plans.
- Additional resources and services.

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Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters

Purpose	*Dependent Adult Abuse: A Guide for Mandatory Reporters* is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected dependent adult abuse.
Source	Access the booklet by clicking on the "Comm." number above. Print the booklet if desired.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Comm. 146 or Comm. 146(S), The State Has My Child! What Can I Do?

Purpose	Comm. 146, *The State Has My Child! What Can I Do?*, and its Spanish translation, Comm. 146(S), inform parents about the potential for termination of parental rights when a child enters foster care.
Source	Order supplies of this booklet from Iowa State Industries at Anamosa.
Distribution	Give or mail this booklet to parents or guardians before or when a child is placed in foster care or relative care.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 164 or Comm. 164(S), Child Abuse: A Guide for Mandatory Reporters

Purpose	*Child Abuse: A Guide for Mandatory Reporters* provides information regarding definitions and statutory obligations for mandatory reporters to identify and report suspected child abuse.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, *How Can I Help This Child?*, and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), *Family Team Decision-Making Meetings*, informs families on: ▪ Family team decision-making meetings, ▪ Who is invited to these meetings, ▪ What happens before these meetings, ▪ What happens at these meetings, and ▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

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Comm. 283, Youth Transition Decision-Making Standards

Purpose	The *Youth Transition Decision-Making Standards* provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

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Comm. 315 or Comm. 315(S), Medication Management

Purpose	The *Medication Management* booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the "Comm." number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: ▪ Responsibilities when a child enters care ▪ Types and names of medication ▪ Preparation forms ▪ Routes of administration ▪ Who should administer medication ▪ Guidelines for administration ▪ Recording administration ▪ Dispensing oral medications ▪ Medication errors ▪ Refusal to take medication ▪ Administering medication away from home ▪ Storage and disposal of medication ▪ Psychiatric medications

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Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: ▪ How to decide if special needs adoption is right for a family, ▪ The purpose of the subsidy program, ▪ Eligibility for subsidy, and ▪ The agreement to future adoption subsidy.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	The brochure provides a brief description of: ▪ The Family Investment Program, ▪ Licensed foster care, ▪ Medicaid, ▪ Child Care Assistance, and ▪ Food Assistance. The descriptions include basic eligibility factors and how to apply for the program.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 435, Family Interaction Standards

Purpose	The *Family Interaction Standards*, Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

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Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, *Iowa Foster Child and Youth Bill of Rights*, is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, *Differential Response System: Family Assessment*, and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the *Differential Response System: Family Assessment*: ▪ From the manual as needed **or** ▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 462, Parents Rights & Responsibilities

Purpose	*Parents Rights & Responsibilities*, Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

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Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, *Dependent Adult Protection*, informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, *Dependent Adult Protection,* from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 581, Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: ▪ The purpose of the adoption selection process and interview ▪ Possible questions which may be asked during the interview process ▪ Expectations for the family Post Adoption Selection Interview

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 603 or Comm. 603(S), Benefits of Becoming a Licensed Foster Parent

Purpose	Comm. 603, Benefits of Becoming a Licensed Foster Parent informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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IA-DHHS-24-0418-A-012301

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 645, Worker Safety Brochure

Purpose	Comm. 645, *Worker Safety Brochure*, informs workers on tips to keep themselves safe while working in the field: ▪ Before you go ▪ Outside the Home ▪ Inside the Home ▪ De-escalation Tips
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012302

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 649, Family Interaction Planning Tool

Purpose	The *Family Interaction Planning Tool* is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from SharePoint Metadata List or the manual as needed.

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IA-DHHS-24-0418-A-012303

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 650, Reunification Staffing Guide

Purpose

Comm. 650, *Reunification Staffing Guide*, provides a template for the Reunification Staffing which is to be held prior to children being returned home.

- Discuss/document the readiness of the parents and children to be reunified.
- Identify supports
- Discuss/document the transition plan
- Discuss school/daycare/services/appointments
- Discuss parent's and children's needs
- Identify any barriers and HHS/FCS expectations

Source

Print supplies of Comm. 650 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-012304

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 651, Reunification Follow-Up Staffing Guide

Purpose

Comm. 651, *Reunification Follow-Up Staffing Guide* provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.

- Identify all parts of the original plan that are working well
- Identify any obstacles and problem solve to come up with solutions to these issues and barriers
- Give time for the parent's and child's voice
- Discuss next steps including timelines, reduction of services and safe case closure.

Source

Print supplies of Comm. 651 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-012305

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship

Purpose	Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship* provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-012306

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm 654, ESSA Best Interest Determination

Purpose	Comm. 654, *ESSA Best Interest Determination* is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

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Comm 655, ESSA Checklist: Things DHS Workers Should Do

Purpose	Comm. 655, *ESSA Checklist: Things DHS Workers Should Do* is a checklist which provides HHS workers with information on what their responsibility is regarding the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-012308

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm 656, ESSA Flowchart

Purpose	Comm. 656, *ESSA Flowchart* is a chart which provides HHS workers with information on the "Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-012309

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm 657, ESSA School Transportation Decision Matrix

Purpose	Comm. 657, *ESSA School Transportation Decision Matrix* provides information on who is responsible for transportation costs under the "Every Student Succeeds Act" (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm 658, What DHS Workers Need to Know About ESSA

Purpose	Comm. 658, *What DHS Workers Need to Know About ESSA* provides DHS Workers with information regarding the "Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012311

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 660, Practice Standards for Family Centered Services Contractors

Purpose	*Practice Standards for Family Centered Services Contractors* is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.

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IA-DHHS-24-0418-A-012312

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm 664, Contractor Expectations for Provision of Family Centered Services

Purpose	Comm. 664, *Contractor Expectations for Provision of Family Centered Services* provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

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IA-DHHS-24-0418-A-012313

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 675, Preventing Sex Trafficking in Foster Care

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

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IA-DHHS-24-0418-A-012314

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 676, Human Trafficking: Safety of Children in Foster Care

Purpose	*Human Trafficking: Safety of Children in Foster care* is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter 18-C(2).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 680, Family Centered Services Provider Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 681, Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 682, Peer Support Resource Parents

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Comm. 683, Pre-Placement Coordination Plan

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 685, Social Work Case Managers Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 686, Therapetuic Case Manager Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 687, Therapetuic Foster Care Resource Parent Roles & Responsibilities

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-012323

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

Comm. 688, MCO Care Coordinator Roles & Responsibilities

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

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IA-DHHS-24-0418-A-012324

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0003, Child Abuse Registry Report Code Card

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the *Child Abuse Registry Report Code Card* from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

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IA-DHHS-24-0418-A-012326

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0049, Dissemination Desk Aid

Purpose

RC-0049 is used to identify:

- The type of information that can be released to specific persons upon request.
- The form on which the request is be to be submitted.

Source

Print supplies of the *Dissemination Desk Aid* from the manual or SharePoint as needed.

Data

The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

  The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.
- Form 470-0643, *Request for Child and Dependent Adult Abuse Information*, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

  The written summary is provided to the subjects with the notification.
- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

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Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

  The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

NOTE: As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to I-C for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

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IA-DHHS-24-0418-A-012329

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0053, Home Study Update Guide: Transition to Adoption

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	The guide includes a list of recommended areas to explore with the foster parent during the interviews, including: ▪ Legal responsibilities ▪ Decision making ▪ Emotional and psychological impact ▪ Financial obligation ▪ Anticipated adjustments ▪ Support system

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0076, CPS and CINA Intake Decision Tree

Purpose	The *CPS and CINA Intake Decision Tree*, RC-0076, is a desk aid used at intake.
Source	Print the *CPS and CINA Intake Decision Tree* from the manual or SharePoint as needed.
Use	Intake workers may use the *CPS and CINA Intake Decision Tree* to determine if a child protective services assessment should be accepted and the response time that must be met based on the report. The *CPS and CINA Intake Decision Tree* also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0077, CINA Guidance Tool

Purpose

The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

Source

Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

Data The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0078, Relative Home Study Outline

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study. The home study worker uses the *Relative Home Study Outline* as a guide to arrange the information gathered for the study.
Distribution	Keep a copy of the completed home study in the child's file with the *Relative Home Study Face Sheet*. If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the *Relative Home Study Face Sheet* in the narrative.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0082, How-Do-I? Guide: Case Planning

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the *How-Do-I? Guide: Case Planning*, RC-0082, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance, and covers: ▪ Preparation for case planning, ▪ Engaging the family, ▪ Developing the initial *Family Case Plan*, ▪ Establishing the permanency goal, ▪ Concurrent planning, ▪ Review of the case plan, ▪ Transition planning, and ▪ Safe case closure.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0083, How-Do-I? Guide: Case Management

Purpose

RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.

Source Print supplies of the *How-Do-I? Guide: Case Management*, RC-0083, from the manual or SharePoint as needed.

Data The information is separated according to policy, procedure, and practice guidance. Topic areas include:

- Reviewing the family plan and family profile,
- Determining and accessing RTSS and non-RTSS services,
- Coordinating and monitoring provision of services,
- Reassuring safety and risk,
- Providing case management, and
- Closing the case.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0084, How-Do-I? Guide: In-Home Case Management

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the *How-Do-I? Guide: In-Home Case Management*, RC-0084, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Requirements for reasonable efforts, ▪ Assessing service needs, ▪ Types of available services, ▪ Service application and approval process, and ▪ Monitoring and follow-up of services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0086, How-Do-I? Guide: CPS Assessment

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Assessment*, RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0087, How-Do-I? Guide: CINA Assessment

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the *How-Do-I? Guide: CINA Assessment*, RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0088, How-Do-I? Guide: CINA Intake

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the *How-Do-I? Guide: CINA Intake*, RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0089, How-Do-I? Guide: CPS Intake

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the *How-Do-I? Guide: CPS Intake*, RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0090, Drug Testing Guidelines

Purpose	The *Drug Testing Guidelines* is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the *Drug Testing Guidelines* from the manual or SharePoint as needed.
Data	The *Drug Testing Guidelines* lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0093, CPS Assessment – Case Disposition Decision Tree

Purpose	The *CPS Assessment – Case Disposition Decision Tree* is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the *CPS Assessment – Case Disposition Decision Tree* from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0095, Criminal Record Case Codes

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the *Criminal Record Case Codes*, RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0096, How-Do-I? Guide: Out-of-Home Case Management

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the *How-Do-I? Guide: Out-of-Home Case Management*, RC-0096, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Determining placement type, ▪ Services to the child in foster care, ▪ Parental rights and responsibilities, ▪ Unauthorized absence of a child from placement, ▪ Foster care payment, ▪ Foster care recovery, ▪ Medical coverage for children, ▪ Review of the foster care placement, ▪ Providing out-of-home case management, ▪ Closing the case, and ▪ Transition services.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0099, How-Do-I? Guide: Adoption

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, *How-Do-I? Guide: Adoption*, from the manual or SharePoint.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: ▪ Transitioning from foster care to adoption, ▪ Adoptive family application process, ▪ Adoptive services, ▪ Finalizing the adoption, ▪ Eligibility determinations ▪ Adoption subsidies, and ▪ Ongoing case responsibilities.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0101, Case Closure

Purpose	The *Case Closure* document is a summary of considerations made when closing a case.
Source	Print RC-0101, *Case Closure*, from the manual or SharePoint.
Use	Use the *Case Closure* document as a desk aid for workers or a training tool.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0102, How-Do-I? Guide: Case Closure

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, *How-Do-I? Guide: Case Closure*, from the manual or SharePoint. Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0104, Safety Assessment Guidance

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Safety Assessment Guidance* from the manual or SharePoint.

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IA-DHHS-24-0418-A-012348

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0122, Factoring Child Abuse Desk Aid

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the *Factoring Child Abuse Desk Aid* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0123, Family Risk Assessment Guidance

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the *Family Risk Assessment Guidance* from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0124, Family Risk Reassessment Guidance

Purpose	The *Family Risk Reassessment Guidance* provides a directive as to how to complete form 470-4134, *Family Risk Reassessment*.
Source	Print supplies of the *Family Risk Reassessment Guidance* from the manual or SharePoint.
Distribution	The *Family Risk Reassessment Guidance* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0126, Factoring Dependent Adult Abuse Desk Aid

Purpose	RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in 18-B(3). The purpose is to provide a document that is condensed and more accessible than the Handbook.
Source	Print supplies of the desk aid from the manual or SharePoint.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0131, Multidisciplinary Team Practice Guidance

Purpose	The *Multidisciplinary Team Practice Guidance* provides a directive as to how to complete form 470-2328, *Multidisciplinary Team (MDT) Agreement*.
Source	Print supplies of the *Multidisciplinary Team Practice Guidance* from the manual or SharePoint.
Distribution	The *Multidisciplinary Team Practice Guidance* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0135, Dependent Adult Abuse Dissemination Desk Aid

Purpose	The *Dependent Adult Abuse Dissemination Desk Aid*, RC-0135, is used to identify: ▪ The type of information that can be released to specific persons upon request. ▪ The form on which the request is to be submitted.
Source	Print supplies of the *Dependent Adult Abuse Dissemination Desk Aid* from the manual or SharePoint.
Distribution	The *Dependent Adult Abuse Dissemination Desk Aid* is an internal desk aid.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance

Purpose	The dependent adult assessment tool, *Safety, Dependency, and Risk Assessment Practice Guidance*, RC-0139, is a guidance tool to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The *Safety, Dependency, and Risk Assessment Practice Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-012355

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance

Purpose	The *CPW to SWCM Transfer Packet Face Sheet Guidance* provides a directive on how to complete form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*.
Source	Print supplies of the *CPW to SWCM Transfer Packet Face Sheet Guidance* from the manual or SharePoint.
Distribution	The *CPW to SWCM Transfer Packet Face Sheet Guidance* is an internal desk aid.

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IA-DHHS-24-0418-A-012356

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0141, Child Trafficking Indicators

Purpose	The *Child Trafficking Indicators*, RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the *Child Trafficking Indicators* from the manual or SharePoint as needed.
Use	Intake workers may use the *Child Trafficking Indicators* to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child. Assessment workers may also use the *Child Trafficking Indicators* during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.

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IA-DHHS-24-0418-A-012357

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0142, Intake Screening Tool – Determining the Assessment Type

Purpose	The *Intake Screening Tool – Determining the Assessment Type*, RC-0142, is a screening tool used at intake and during an assessment.
Source	The *Intake Screening Tool – Determining the Assessment Type* is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment. Department staff may also reference or print the *Intake Screening Tool – Determining the Assessment Type* from the manual or SharePoint as needed.
Use	Intake workers must use the *Intake Screening Tool – Determining the Assessment Type* to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment. Assessment workers must also use the *Intake Screening Tool – Determining the Assessment Type* during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.

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IA-DHHS-24-0418-A-012358

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0143, JARVIS Reference

Purpose	The *JARVIS Reference*, RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *JARVIS Reference* to assist in completing the documentation of an intake on the STAR intake module of JARVIS. Assessment workers may use the *JARVIS Reference* to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Purpose	The *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*, RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the *JARVIS Reference* from the manual or SharePoint as needed.
Use	Intake workers may use the *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid* to assist in determining Iowa's role in assessing allegations of child abuse that involve other states.

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IA-DHHS-24-0418-A-012360

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0145, Structured Interview

Purpose	The *Structured Interview*, RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the *Structured Interview* from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the *Structured Interview* as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

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IA-DHHS-24-0418-A-012361

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes

Purpose	The *System Checks for Child Abuse and Dependent Adult Abuse Intakes*, RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks for Child Abuse and Dependent Adult Abuse Intakes* to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-012362

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0147, System Checks Guidance for Intake

Purpose	The *System Checks Guidance for Intake*, RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the *System Checks Guidance for Intake* from the manual or SharePoint as needed.
Use	Intake workers may use the *System Checks Guidance for Intake* as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

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IA-DHHS-24-0418-A-012363

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation

Purpose	The *Unlicensed Kin and Fictive Kin Caregiver Evaluation* is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

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IA-DHHS-24-0418-A-012364

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0149, Field Guide for Assessing and Planning for the Safety of Children

Purpose

The *Field Guide for Assessing and Planning for the Safety of Children* is a resource for field workers to use as a quick reference to the following policy information:

- Key Decision Points To Assess Safety
- Safety Assessment Outcomes
- Which Household To Assess
- Child Protective Assessments – Initial Assessment of Safety
- Child Protective Assessments – Subsequent Assessments of Safety
- Child Welfare Services – Assessments of Safety
- When A Safety Assessment is Not Required

Source

Print the *Field Guide for Assessing and Planning for the Safety of Children* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-012365

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

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IA-DHHS-24-0418-A-012366

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0159, Court Appearance Quick Reference Card

Purpose

RC-0159, *Court Appearance Quick Reference Card*, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.

- Consulting with a supervisor
- Requesting a recess to consult legal counsel
- Responding to requests regarding your personal opinion
- Responding to requests for confidential information

Source

Print supplies of RC-0159 from the manual or SharePoint as needed.

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Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0168, New Adoption Legal Requirements

Purpose

RC-0168, *New Adoption Legal Requirements* provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:

- Changes to the Adoption Petition Content
- Changes to the Adoption Petition Attachments
- Changes to the Preplacement Investigation
- Changes to the Notice Requirement
- Changes to Allow Access to the Adoption File

Source

Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.

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IA-DHHS-24-0418-A-012368

Employee Manual 18-Appendix.pdf <extracted> for Printed Item: 375 (Attachment 2 of 3)

RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.

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IA-DHHS-24-0418-A-012369

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Filename:	Iowa CB 496 Part 1 Claiming Information Ind Legal Rep FFY 2020 -2023.xlsx <extracted>
Last Modified:	Thu Mar 21 12:14:50 CDT 2024

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Iowa CB-496 Claiming Info	2020				2021	
	Q1	Q2	Q3	Q4	Q1	Q2
In-Pl ILR	$0	$0	$1,291,188	$544,078	$1,377,126	$1,533,936
In Case Plan & Man Admin Caseload #	0	1244	1172	1082	1029	982
In Placement ILR Caseload #	0	1142	3550	2598	4182	4108
FCC ILR	$0	$622,384	$757,481	$794,933	$624,370	$685,096
FCC CP & MA Caseload #	0	846	868	744	722	697
FCC ILR Caseload #	0	1774	5632	4040	6079	4561

FCC=Title IV-E Foster Care Candidate
In-Pl = Title IV-E Eligible Children in FC

These numbers are pulled from Iowa's CB-496, Part 1 reports found in OLDC.

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2021		2022				2023			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
$1,076,099	$1,859,260	$1,728,260	$1,291,247	$1,820,714	$1,850,906	$1,938,707	$1,605,633	$341,852	$296,033
957	904	911	887	870	825	820	798	725	776
3646	3962	4565	4722	3806	3151	4823	3839	2854	1112
$397,846	$147,711	$384,211	$205,029	$70,677	$38,682	$116,370	$139,154	$708,093	$707,749
768	750	683	639	674	629	666	585	612	604
3806	3832	4997	5262	3349	1684	4334	3867	5218	2175

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Document ID: 0.7.3995.5217

From: Harvey, Janee
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To: FWB Admin Team
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Cc:
Bcc:
Subject: FW: March Under the Dome Newsletter
Date: Thu Mar 21 2024 10:57:34 CDT
Attachments: image001.jpg
UnderTheDome_Mar_2024.pdf

Please review the attached document and cascade to team members as appropriate.

Janee Harvey

Director, Division of Family Well-Being & Protection

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Sent: Thursday, March 21, 2024 9:55 AM
To: Armstrong, Theresa <TArmstr1@dhs.state.ia.us>; Benson, Jess <jbenson1@dhs.state.ia.us>; Bird, Melissa <mbird@dhs.state.ia.us>; Brooks, Sarah [IDPH] <sarah.brooks@idph.iowa.gov>; Burkhiser Reynolds, Kayla <kburkhi@dhs.state.ia.us>; Bushell, Courtney <cbushel@dhs.state.ia.us>; Campagna, Steven <SCAMPAG@dhs.state.ia.us>; Campos, Joseph [IDPH] <joe.campos@idph.iowa.gov>; Caruso, Barbara <BCaruso@dhs.state.ia.us>; Casteel, Anna M. <acastee1@dhs.state.ia.us>; Crawford, Nicholas <ncrawfo@dhs.state.ia.us>; Crook, Nicole <ncrook@dhs.state.ia.us>; Curtiss, Rebecca <rcurtis@dhs.state.ia.us>;

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Daniels, Victoria <vdaniel@dhs.state.ia.us>; Decker, DeAnn [IDPH] <deann.decker@idph.iowa.gov>; Easter, Lorie [DHR] <lorie.easter@iowa.gov>; Ekstrand, Sarah <sekstra2@dhs.state.ia.us>; Erskine, Bobbi <berskin@dhs.state.ia.us>; Evans, Kaitee <kevans2@dhs.state.ia.us>; Eyanson, Marissa A. <meyanso@dhs.state.ia.us>; Fisher, Gloriana <gfisher@dhs.state.ia.us>; Garcia, Kelly K. <kgarcia@dhs.state.ia.us>; Goodvin, Adam <agoodvi@dhs.state.ia.us>; Hess, Derek <dhess@dhs.state.ia.us>; Kruse, Robert [IDPH] <robert.kruse@idph.iowa.gov>; Lange, Jill M <jill.m.lange@hhs.iowa.gov>; Malone, Carrie L. <cmalone@dhs.state.ia.us>; Matney, Elizabeth <ematney@dhs.state.ia.us>; McAllister, Cassie <CMCALLI@dhs.state.ia.us>; McMahon, Teresa <tmcmaho@dhs.state.ia.us>; McTaggart, Jordan <jmctagg@dhs.state.ia.us>; Misel, Robin [IDPH] <robin.misel@idph.iowa.gov>; Motsinger, Paula <pmotsin@dhs.state.ia.us>; Nielson, Jancy <jnielso@dhs.state.ia.us>; Oberbroeckling, Christel [IDA] <christel.oberbroeckling@iowa.gov>; Murphy, Alexander <alex.murphy@hhs.iowa.gov>; Oestreich, Kera <koestre@dhs.state.ia.us>; Parker, Owen [IDPH] <owen.parker@idph.iowa.gov>; Reisetter, Sarah [IDPH] <sarah.reisetter@idph.iowa.gov>; Reynolds, Stephanie <sreynol@dhs.state.ia.us>; Roseberry, Marisa L <marisa.l.roseberry@hhs.iowa.gov>; Scott, Allison <ascott2@dhs.state.ia.us>; Sharp, Ken [IDPH] <kenneth.sharp@idph.iowa.gov>; Shaw, Julie <Jshaw1@dhs.state.ia.us>; Smith, Iesha <iesha.smith@idph.iowa.gov>; Steenblock, Jennifer <JSTEENB@dhs.state.ia.us>; Streit, Sonya [DHR] <sonya.streit@iowa.gov>; Tack, Amy M. <atack@dhs.state.ia.us>; Drinnin, Erin <edrinni@dhs.state.ia.us>; Templeton, Christie <ctemple@dhs.state.ia.us>; Todd, Lynn [IDPH] <lynn.todd@idph.iowa.gov>; Harvey, Janee <jharvey1@dhs.state.ia.us>; Tracy, Cassandra L <cassandra.l.tracy@hhs.iowa.gov>; Malone, Carrie L. <cmalone@dhs.state.ia.us>; Garcia, Kelly K. <kgarcia@dhs.state.ia.us>; Turner, Cory M <cturner@dhs.state.ia.us>; Van Der Brink, Krystal [IDPH] <krystal.vanderbrink@idph.iowa.gov>; Van Engelenhoven, Jeff [IDPH] <jeff.vanengelenhoven@idph.iowa.gov>; Van Liew, Juliann <juliann.vanliew@hhs.iowa.gov>; Van Engelenhoven, Jeff <jvaneng@dhs.state.ia.us>; Van Maanen, Amy [IDPH] <amy.vanmaanen@idph.iowa.gov>; Van Pelt, Angela R <angela.r.vanpelt@hhs.iowa.gov>; Wickman, Tiffany <twickma@dhs.state.ia.us>; Rhein, Zachary [IDA] <zachary.rhein2@iowa.gov>
Subject: March Under the Dome Newsletter

I have published the March Under The Dome Newsletter to the GCR SPO site. It is also attached here for your convenience. Feel free to distribute to your teams!

Jody Lane-Molnari, LSBW, MPA

Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

321 E 12th St., Des Moines, IA 50319

515-377-0157 Teams

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IOWA Health and Human Services

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March 2024

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STATE OF IOWA DEPARTMENT OF Health Human Services

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Compliance

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Date: Thu Mar 21 2024 09:54:31 CDT
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UnderTheDome_Mar_2024.pdf

I have published the March Under The Dome Newsletter to the GCR SPO site. It is also attached here for your convenience. Feel free to distribute to your teams!

Jody Lane-Molnari, LSBW, MPA

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Associate Legislative Liaison

Division of Strategic Operations

Iowa Department of Health and Human Services

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IOWA Health and Human Services

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Under the Dome

HHS Government Relations Newsletter

March 2024

Government Relations Updates

It's hard to believe that we are in the 11th week of Session!

Post Funnel

March 15th was the second and last funnel deadline for the 2024 session. This means that bills needed to pass out of one chamber and voted out of committee in the other chamber to remain alive. There are some exceptions. Bills related to taxes and spending are not subject to funnel deadlines. Leadership bills and bills that were placed in the unfinished business calendar are still eligible for consideration. Legislators can also resurrect dead bills using procedural tools such as adding it to another bill.

The Revenue Estimating Conference (REC) met on March 15th. The REC is responsible for estimating the state's revenues which will help the legislature craft its budget. The legislature will also focus on the budget and taxes in the final weeks of session.

100th Day of Session

April 16th is the 100th day of session and the target date for session to wrap up. Legislators will not be paid their per diem stipends for expenses after April 16th, even if session runs past that date. In the 2023 session, legislators went six days past their target date.

NOTEWORTHY

- 2024 is an election year, so it may have an impact on how soon legislators adjourn.
- All 100 Iowa House seats are up for election, as well as 25 of the 50 Iowa Senate seats.
- A reminder, it's not too early to be thinking of those Annual Reports due from your division! June is a huge month for Legislative Reports being due! All annual reports are due no later than June 14th!

STATE OF IOWA DEPARTMENT OF Health Human Services

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Bills of Interest

Bills That Survived Funnel

- **HF 2612 AEA.** Changes how Area Education Agencies are funded and operated.
- **HF 2509/SF 2354 Behavioral Health Service System.** Makes changes to behavioral health and disability services delivery and funding.
- **SF 2385/HF 2574 Boards and Commissions.** SF2385 proposes the merging or cutting of 111 of Iowa's 256 existing boards, while HF2574 proposes to cut 49 boards and commissions. Both bills were placed on "unfinished business" calendars and are still eligible for consideration.
- **HF 2404 HHS Omnibus Prefile.** Makes changes to HHS processes.
- **HF 2397 Mental Health Transportation.** Allows Medicaid reimbursement for ambulance trips to mental health access centers.
- **HF 2589 Work Without Worry.** Makes changes to income limits and assets for people with disability and allowing them to remain eligible for Medicaid.
- **HF 2668 Biomarker Testing.** Requires insurers to cover biomarker testing.
- **HF 2488 Prior Authorization.** Requires a utilization review organization to respond to a request for prior authorization within a certain amount of time.
- **HF 2605 Hemp Regulation.** Provides for the regulation of hemp and hemp products.
- **HF 2401 Prescription Drug Reform.** Provides protections for pharmacies and pharmacists, contract requirements for prescription drug pricing, and requirements for conflict between pharmacy benefit managers and pharmacies.
- **SF 2251/HF 2583 Postpartum Medicaid.** Extends postpartum Medicaid coverage for new mothers from 60 days to a year, while limiting eligibility to families with income at or below 215% of the federal poverty line.
- **HF 2134 Juveniles in Supervised Apartments.** Allows a court to place a child who is the subject of a delinquency hearing in a supervised apartment living situation as part of a consent decree regarding the case. Makes HHS responsible for the costs of foster care.
- **HF 2566 Released Inmate Coverage.** Requires HHS to submit a Medicaid waiver request to provide coverage for certain inmates due to be released.
- **HF 2242 Foster Care and Adoption.** Appropriates dollars to HHS for foster care rate increases, eliminates certain circumstances when a child may be adjudicated CINA. Makes a child who has been adopted from foster care automatically eligible for the state child care assistance program, and appropriates dollars to be used to lower the required ratio of supervisors to social workers.

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Bills That Did Not Survived Funnel

- **HF2268 Medicaid Look Back.** Shortens the time for Medicaid to find errors and get money paid back.
- **HF 2577 End-of-Life Care Under Guardianships For Adults.** Provides circumstances when court approval is needed for end-of-life care.
- **HF2584 Over-the-Counter Birth Control.** Makes birth control available at a pharmacy without a prescription. would allow pharmacists to dispense birth control from behind the pharmacy counter.
- **HF2608 Public Assistance Verification and Smuggling.** Requires HHS to verify citizenship status of applicants for public assistance; expands the definition of human smuggling.
- **HF2317 Nursing home 'granny cam."** Allows nursing home residents' families to install electronic surveillance to live steam and monitor their care.
- **HF2585 Nursing Home Inspections.** Requires DIAL to provide joint training sessions for nursing facilities, inspectors, long-term care ombudsman, and others and to review citations.
- **HF 2363 Child support in pregnancy.** Allows courts to require fathers to make payments related to medical expenses related to a mother's pregnancy and the birth of a child born out of wedlock. During House floor debate, concern was expressed that courts could order a pregnant woman to take an in-utero paternity test, which has risks of fetal abnormalities or miscarriages.
- **SF 2064 Minor Consent.** Eliminates a minor's legal right to consent to vaccinations against sexually transmitted disease or infections.

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Calendar

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 H Rep Caucus	5	6
7	8	9	10	11 H Rep Caucus HHS Council	12	13
14	15 Leg Reports Due	16 100th Day of Session	17	18 H Rep Caucus	19	20
21	22	23	24	25 H Rep Caucus	26	27
28	29	30				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 H Rep Caucus HHS Council	10	11
12	13 Leg Reports Due	14	15	16 H Rep Caucus	17	18
19	20	21	22	23 H Rep Caucus	24	25
26	27 State Designated Holiday	28	29	30 H Rep Caucus	31	

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Pending Legislative Reports by Division: Apr-Jun

Aging & Disability

- LR24-43 Dependent Adult Abuse Registry Annual Report, 1/1/23-12/31/23, due 6/14 for review

Behavioral Health

- LR24-38 MHDS Regional Service System Annual Report, 7/1/23-6/30/24, due 6/14 for review
- LR24-50 Gambling Treatment Program Annual Report, 7/1/23-6/30/24, due 6/14 for review
- LR24-51 Requests for MHDS Region Incentive Fund Annual Report, 1/1/23-12/31/24, due 6/14 for review
- LR24-66 Nicotine Replacement Product Savings Annual Report, 7/1/23-6/30/24, due 6/14 for review

Community Access

- LR24-03.4 Iowa Commission on Volunteer Service Quarterly Report, 4/1/24-6/30/34, due 3/15 for review
- LR24-40 RefugeeRISE AmeriCorp Program Annual Report, 1/1/23-12/31/23, due 6/14 for review
- LR24-47 Iowa Reading Corps Annual Report, 7/1/23-6/30/24, due 6/14/for review
- LR24-49 Community Action Agencies Annual Report, 7/1/23-6/30/24, due 6/14 for review

Compliance

- LR24-61 Emergency Rule Expenditure Report, as needed, due 5/13 for review
- LR24-64 Justice Advisory Board Legislative Monitoring Annual Report – Criminal Justice System, 7/1/23-6/30/24, due 6/14 for review
- LR24-65 Justice Advisory Board Legislative Monitoring Annual Report – Juvenile Justice System, 7/1/23-6/30/24, due 6/14 for review
- LR24-72 CAB, CASA, Citizen Foster Care Evaluation Annual Report, 1/1/23-12/31/23, due 6/14 for review

Family Well Being & Protection

- LR24-42 Child Abuse Registry Annual Report, 1/1/23-12/31/23, due 6/14 for review

Fiscal

- LR24-07.3 Non-Reversion of Funds Quarterly Report, 1/1/24-3/31/24, due 3/15 for review
- LR24-06.3 Department of Human Services Transfer of Appropriations Made to Institutions Report, 1/1/23-3/31/23, due 4/15 for review
- LR24-07.4 Non-Reversion of Funds Quarterly Report, 4/1/24-6/30/24, due 6/14 for review
- LR24-39 Department-Wide Duties Funds Annual Report, 7/1/23-6/30/24, due 6/14 for review
- LR24-48 Reversion Report – Training & Technology Expenditures Annual Report, 7/1/23-6/30/24, due 6/14 for review
- LR24-63 Judicial Review Annual Report, 7/1/23-6/30/24, due 6/14 for review

Medicaid

- LR24-37 Nursing Facilities Private Room Supplementation Report, 1/1/23-12/31/23, LR24-37, due 4/15 for review
- LR24-41 Biennial (2-Year) Mental Health Services Report (IHAWP), 1/1/22-12/31/23, due 6/14 for review
- LR24-44 Nursing Facility Quality Assurance Assessment Fee Usage Annual Report, 7/1/23-6/30/24, due 6/14 for review

Public Health

- LR24-46 Iowa Child Death Review Team Annual Report, 7/1/23-6/30/24, due 6/14 for review
- LR24-52 Hearing Aid & Audiological Services Funding Nonreversion Annual Report, 7/1/23-6/30/24, due 6/14 for review
- LR24-62 Preserving Sight & Preventing Blindness Annual Report, 7/1/23-6/30/24, due /6/14 for review
- LR24-67 USDA Waiver Request Status Annual Report, 7/1/23-6/30/24, due 6/14 for review

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From: Murphy, Alexander
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Date: Mon Apr 22 2024 09:24:57 CDT
Attachments: HHS News Clips - 4.22.2024.pdf
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HHS News Clips – 4.22.2024 ***Please see the attached pdf which includes the articles that are behind paywalls.***

https://www.nbcnews.com/politics/congress/new-bipartisan-bill-seeks-tackle-national-child-care-shortage-help-pen-rcna145283

New bipartisan bill seeks to tackle national child care shortage with help from the Pentagon

https://www.desmoinesregister.com/story/news/politics/2024/04/19/iowa-legislature-votes-to-eliminate-dozens-of-boards-and-commissions-sending-bill-kim-reynolds/73380043007/ (attached)

Iowa lawmakers vote to eliminate dozens of boards and commissions

https://www.communitynewspapergroup.com/waverly_newspapers/lsi-closes-residential-program-at-bremwood-campus-to-remain-open-for-other-services/article_250f551c-fe84-11ee-9aca-d39f0011076d.html

LSI closes residential program at Bremwood, campus to remain open for other services

https://www.kwwl.com/news/top-stories/lutheran-services-in-iowa-to-end-waverly-residential-program/article_3ceb4d66-0047-11ef-b30a-530ef9d2e4c1.html

Lutheran Services in Iowa to end Waverly Residential Program

https://www.usatoday.com/story/money/2024/04/21/child-care-costs-rise-take-more-

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income/73355358007/ (attached)

'Child care desert': In this state, parents pay one-third of their income on child care

https://www.thegazette.com/state-government/which-bills-did-iowa-lawmakers-pass-in-2024-which-failed-to-pass/ (attached)

Which bills did Iowa lawmakers pass in 2024? Which failed to pass?

https://www.desmoinesregister.com/story/news/politics/2024/04/20/iowa-legislature-adjourns-2024-session-after-late-night-marathon-aea-tax-cuts-illegal-reentry/73332460007/ (attached)

All-night marathon caps Iowa Legislature's 2024 session. What's changing: AEAs, your taxes

https://www.kimt.com/news/cerro-gordo-county/clear-lake-police-department-puts-suicide-hotline-number-on-patrol-cars/article_e09b2704-ff31-11ee-bab7-bf22b69dccf5.html

Clear Lake Police Department puts suicide hotline number on patrol cars

https://www.southeastiowaunion.com/se-iowa-union-hometown-current/state-reorganizes-mental-health-regions/ (attached)

State reorganizes mental health regions

Have a great Monday!
AM

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Filename: HHS News Clips - 4.22.2024.pdf
Last Modified: Mon Apr 22 09:24:57 CDT 2024

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Iowa lawmakers vote to eliminate dozens of boards and commissions. See which ones will go:

Stephen Gruber-Miller
Des Moines Register

AD
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SKIP

Iowa will eliminate dozens of state boards and commissions under a bill headed to Gov. Kim Reynolds' desk for her signature.

The legislation was a priority for Reynolds, who proposed the mergers as part of her efforts to further shrink state government, following a massive government reorganization plan she signed into law last year that reduced cabinet-level state government agencies from 37 to 16.

The Iowa Senate voted 32-14 Friday along party lines to pass Senate File 2385, sending it to Reynolds after House lawmakers passed the measure Wednesday.

"Government works for the people, not the other way around," Reynolds said in a statement. "We should be consistently reviewing and improving the quality of services we provide. The bill headed to my desk today is a continuation of that work. It eliminates unnecessary and redundant boards and commissions, returning accountability to the people of Iowa through their elected representatives."

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House and Senate Republicans had been at odds over how to handle Reynolds' original proposal, which would have consolidated 111 of Iowa's 256 boards and commissions, shrinking the number by 43%.

House Republicans initially proposed a narrower bill that would have eliminated about 49 boards and commissions that they described as defunct, while the Senate used Reynolds' bill as its starting point.

The final bill eliminates 67 boards and commissions, merges a number of others and reduces the membership of several boards.

The bill would also require every remaining board and commission to be reviewed once every four years to determine whether it should continue to exist. That process would be carried out by a new committee: the State Government Efficiency Review Committee.

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Democrats said the bill goes too far and diminishes Iowans' voices in state government.

"We should welcome Iowans' voices as checks and balances," said Sen. Janice Weiner, D-Iowa City. "We should welcome their expertise and input and not diminish it. This could have been a really positive process that we need. Instead, it ends up consolidating more power in the executive."

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Reynolds' proposal is based on recommendations from a review committee established as part of last year's government reorganization.

The bill requires governmental bodies, including boards and commissions, to offer hybrid, virtual or remote options for the public to participate.

It also removes the requirement that most boards meet at specific meeting times, or hold meetings at certain intervals, such as quarterly or monthly.

Reynolds also signed a law this month eliminating the requirement that mandates a balance of men and women on state and local boards and commissions. The gender balance rule will be repealed effective July 1.

More: Kim Reynolds signs law repealing gender balance requirement for Iowa boards and commissions

Democrats oppose Iowa Civil Rights Commission changes

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Democrats in the House and Senate raised concerns about how the bill would change the Iowa Civil Rights Commission.

The bill places many of the duties of the commission —which hears cases alleging discrimination in housing, employment and other areas —under the Office of Civil Rights, which is overseen by a director appointed by Reynolds.

The bill would also reduce the commission's membership from seven to five. Its members are appointed by the governor.

The Iowa-Nebraska NAACP spoke out against the changes, urging lawmakers to leave the commission untouched.

Weiner said the bill will "dissolve the Iowa Civil Rights Commission in all but name."

"The Iowa Civil Rights Act vests authority in an independent commission removed from politics," she said. "This bill with this amendment will dismantle that authority and assign it to a single political appointee. It strips the commission of all meaningful authority and converts the commissioners into advisers to the director."

More: Iowa lawmakers weigh big changes to Civil Rights Commission in move to cut state boards

Another change would eliminate the commissions on the Status of African Americans, Asian and Pacific Islanders, Persons with Disabilities, the Status of Women, Native American Affairs and Latino Affairs and transfer those commissions' duties to the Human Rights Board, which would be reduced in size.

An analysis of the bill by Iowa's nonpartisan Legislative Services Agency provides a look at how Iowa's boards and commissions would change.

Boards and commissions that would be eliminated

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- Advisory Committee for Children with Special Health Care Needs
- Advisory Committee for Perinatal Guidelines
- Advisory Council for Public Outdoor Recreation and Resources
- Advisory Council on Brain Injuries
- Area Education Agency Advisory Group
- Autism Council
- Board of Hearing Aid Specialists
- Board of Pharmacy Alternates
- Child Care Advisory Committee
- Child Support Services Task Force on Liens and Motor Vehicle Registrations
- Commercial Air Service Retention and Expansion Committee
- Commercial Pesticide Applicator Peer Review Panel
- Commission of Latino Affairs
- Commission of Native American Affairs
- Commission on Community Action Agencies
- Commission on Educator Leadership and Compensation
- Commission on Status of African Americans
- Commission on Status of Asian and Pacific Islanders
- Commission on Status of Persons with Disabilities
- Commission on Status of Women
- Community College Council and Nonpublic School Advisory Committee
- Community College Faculty Advisory Committee
- Community Mental Health Centers and Disability Services Standards Advisory Committee
- Congenital and Inherited Disorders Advisory Committee
- Conservation Education Program Board
- Consumer Advisory Panel
- Dependent Adult Protective Advisory Council
- Early Childhood Stakeholders Alliance
- Emergency Medical Services Advisory Council
- Enhance Iowa Board

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- Family Development and Self-Sufficiency Council
- Farm Deer Council
- Farmer Advisory Committee
- Federal Clean Air Act Compliance Advisory Panel
- Fire Extinguishing System Contractors and Alarms Systems Advisory Board
- Grain Industry Peer Review Panel
- Hawki Board
- Horizontal and Vertical Infrastructure Bid Threshold Committee
- Integrated Roadside Vegetation Management Technical Advisory Committee
- Interagency Coordinating Council
- Interstate Cooperation Commission
- Interstate Midwest Energy Commission
- Iowa Collaboration for Youth Development Council
- Iowa Council on Homelessness
- Iowa Cultural Trust Board of Trustees
- Iowa Drug Policy Advisory Council
- Iowa Great Places Board
- Justice Advisory Board
- Leadership Council for Child Care Training and Development
- Leopold Center for Sustainable Agriculture Advisory Board
- Ongoing Quality Faculty Plan Professional Development Committee
- Organic Advisory Council
- Postsecondary Course Audit Committee
- Prison Industries Advisory Board
- Private Pesticide Applicator Peer Review Panel
- Public Employment Relations Board
- Public Funds Interest Rates Committee
- Public Policy Research Foundation
- Secondary Road Fund Distribution Committee
- State Advisory Board for Preserves

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- State Child Care Advisory Committee
- Streamlined Sales Tax Advisory Council
- Street Construction Fund Distribution Advisory Committee
- Telecommunication Advisory Committee
- Tourist Signing Committee
- Trauma System Advisory Council
- Watershed Planning Advisory Council
- Well Contractors' Council

New and merging boards that would be created by the bill

- Behavioral Science, Psychology, and Social Work into the Board of Behavioral Health Professionals
- Iowa Child Death Review Team, Child Fatality Review Committee, and Iowa Domestic Abuse Death Review Team into the State Mortality Review Committee
- Commission of Deaf Services and Dual Party Relay Council
- Iowa Special Education Council

Boards whose membership would be reduced by the bill

- Architectural Examining Board from 7 to 5
- Board of Education from 10 to 9
- Human Rights Board voting members from 11 to 7
- Iowa Accountancy Examining Board from 8 to 5
- Iowa Civil Rights Commission from 7 to 5
- Iowa Innovation Council from 29 to 9
- Real Estate Appraiser Examining Board from 7 to 5
- State Fire Service and Emergency Response Council from 11 to 7
- State Historical Society Board from 12 to 7

AMERICAN OVERSIGHT

Stephen Gruber-Miller covers the Iowa Statehouse and politics for the Register. He can be reached by email at sgrubermil@registermedia.com or by phone at 515-284-8169. Follow him on Twitter at @sgrubermiller.

AMERICAN OVERSIGHT

'Child care desert': In this state, parents pay one-third of their income on child care

Daniel de VisÂ
USA TODAY

AD
0:52

A new report says American families that pay for child care spend nearly one-fifth of their income on the service, and costs are rising.

The average household with child-care bills spends $325 a week, or 18.6% of its weekly income, according to an analysis by LendingTree, a personal finance site.

In Nevada, the costliest child care state, families spend 32.3% of their income, an average of $493 a week, for others to tend their children, the report says.

LendingTree released the analysis last month, drawing on Census data.

Child care expenses eat up more than one-fifth of parental income in eight other states, including Illinois, Louisiana and Texas, the report found.

Learn more: Best current CD rates

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'It felt like a necessity'

Child care costs pushed Morgan Frey out of her Sparks, Nevada, home.

Frey, 31, was paying $245 a week on child care for her son, who is now 5. That was half of her take-home pay, from her job as a caregiver to seniors. In February 2023, poverty forced her and her son into a homeless shelter.

"It was really hard," she said. "And, honestly, the decision to keep him in school came down to knowing it was best for him. It felt like a necessity."

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Relief arrived the next month. The Children's Cabinet, a Nevada nonprofit, swept in to pick up Frey's child care costs. In June 2023, she and her son moved into a new home.

"I have enough money to put gas in the car, food on the table," she said.

Only now does Frey realize how stressed out she had become over child care bills.

"I'm able to be a more present parent," she said. "We play catch. We go outside and do things."

Several economic factors have pushed up costs and stretched supply in the child care industry, experts say.

One is inflation, which has raised prices in the past few years. Another is the pandemic, which shuttered thousands of child care centers. A third is the expiration of pandemic-era federal funding for child care centers last fall, a cutback observers liken to a "child care cliff."

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"There's so much that goes into proper child care, whether it's wages or rent or insurance or 500 other things," said Matt Schulz, chief credit analyst at LendingTree. "When the cost of everything is rising, it makes all the sense in the world that the cost of child care would, too."

A child care desert

Nevada, the costliest child care state, exemplifies the national problem and caregiving challenges particular to the state.

Child care options in Nevada are spread thin, because of population growth, a scarcity of providers, and a hospitality industry whose workers need child care at all hours.

"Along with being in the actual desert, it's full of what they call child care deserts, where there's simply not enough supply for all the demand that's out there," Schulz said of Nevada. "It stands to reason that any place that's grown so fast would have some issues with keeping up with demand."

The LendingTree analysis shows that the average child care client in Nevada pays roughly one-third of the $1,529 average weekly family income in the state.

New Jersey ranks second among the states in child care costs, at $442 a week, but that sum reflects only 19% of the average weekly family income in the Garden State, $2,325.

Montana ranks second in its share of parent income devoted to child care: 22.6%, or $372 a week from a family income of $1,643.

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Which state has the cheapest child care?

The cheapest child care state? Iowa, with an average weekly cost of $182, or 10.1% of the state's average weekly family income, $1,812.

Other recent reports sound a similar alarm on the spiraling costs of child care.

The 2024 Cost of Care Report from the caregiver site Care.com found that the average family spends 24% of household income on child care. The report draws from a November survey of 2,000 adults.

According to the federal Department of Health and Human Services, "affordable" child care means spending no more than 7% of household income on the service.

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"It certainly is the case that child care costs have gone up faster than inflation," said Elise Gould, a senior policy analyst at the Economic Policy Institute, a nonpartisan, left-leaning thinktank that has also studied child care costs in depth.

"What we discovered a few years ago is that child care is more expensive than rent for quite a few families. And that was pretty shocking."

A looming child care cliff

The federal government's pandemic-era Child Care Stabilization Program delivered $24 billion in aid to child care programs. Among other things, it covered wages and benefits, and rent and utilities, helping keep struggling programs afloat.

Those funds expired in September, setting the stage for programs to raise prices, shed staff or shut down.

Parents are reporting "higher costs, longer waitlists, daycare closures, and greater difficulty finding care than previous years," said Sean Lacey, general manager of child care at Care.com. "Daycare availability is shrinking, while demand continues to grow."

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The Care.com report found that weekly infant daycare cost an average of $321 for one child in 2023, up from $284 in 2022. Toddler daycare cost $293 a week, up from $268.

A 2023 report from the Annie E. Casey Foundation reached similarly dire conclusions. Care for a single child cost $10,600 in 2021, on average, the study found. That's one-tenth of the median income for a married couple and more than one-third of the income of a single parent.

A crippling choice between care and career

The crippling costs of child care force many parents, and especially mothers, into a difficult choice between care and career.

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According to the Casey Foundation report, 13% of children 5 and under lived in families in which someone quit a job, changed jobs or refused a job because of child care conflicts.

Women are several times more likely than men to suffer negative consequences in their employment from caregiving duties, the report said.

"No parent should be forced to choose between their family and their work, which, unfortunately, happens all too often," Lacey said.

Mothers often leave the job market rather than spend much of their salary on child care, financial experts said. That choice can unravel their lifetime career prospects.

"Sometimes it feels like you're working just to pay for that child care," said Catherine Valega, a certified financial planner in Boston.

Nonetheless, Valega urges her female clients to remain in the workforce.

"I'm just a big believer in staying in the market," she said. "I think it's important to keep up your skills, but I also think it's important for your own mental health."

Care.com offers some tips for parents to manage child care costs:

Find the best care for your budget

Care.com and the Economic Policy Institute offer calculators for child care costs by region. They can help you choose the right provider.

Looking to stash some cash? These places offer the highest interest rates and lowest fees.

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Talk to your employer

Many firms offer family care benefits, including on-site daycare, child care subsidies, flexible spending accounts and backup child care.

Set aside pre-tax funds for child care

With a Dependent Care Account, you can divert up to $5,000 for caregiving expenses.

Take advantage of child care tax breaks

For those who qualify, the Child and Dependent Care Tax Credit covers up to $3,000 of expenses for one child, $6,000 for two or more children. The actual credit is a percentage of those expenses.

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Which bills did Iowa lawmakers pass in 2024? Which failed to pass?

A look at which legislation was approved during the session

Erin Murphy

Apr. 20, 2024 11:16 am, Updated: Apr. 22, 2024 7:25 am

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Sen. Dan Zumbach, R-Ryan, votes yes on an education bill Friday evening at the Iowa Capitol in Des Moines. (Jim Slosiarek/The Gazette)

DES MOINES — It may have seemed many times that there was only one piece of legislation being considered by state lawmakers this year at the Iowa Capitol — an overhaul of Iowa area education agencies' funding and operations. But in fact hundreds of bills were introduced during the session that concluded this weekend.

Which bills were approved by the 2024 Session of the 90th General Assembly? Which failed?

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Sen. Claire Celsi, D-West Des Moines, votes no on an education bill Friday evening at the Iowa Capitol in Des Moines. (Jim Slosiarek/The Gazette)

The following lists show which bills were passed by both legislative chambers, including those that have already been signed into law by Gov. Kim Reynolds and those that await her approval or veto.

Reynolds has 30 days from the end of the legislative session to decide whether to sign any bill passed by the Iowa Legislature.

Signed into law

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Area education agency funding and operations changes, teacher salary increases, K-12 public school funding **(House File 2612)**

State income tax reductions **(Senate File 2442)**

Mental and behavioral health care delivery redesign **(House File 2673)**

Civil statute of limitations extension for Boy Scouts settlement **(Senate File 2431)**

Legal protections for expression of religious beliefs **(Senate File 2095)**

Reducing state boards and commissions **(Senate File 2385)**

Repeal gender balance requirements for government boards and commissions **(Senate File 2096)**

Allowing state to operate program to fund pregnancy centers that oppose abortion **(Senate File 2252)**

Disclosure requirements and penalties for foreign farmland owners **(Senate File 2204)**

State immigration crime of illegal reentry **(Senate File 2340)**

Adding artificial intelligence or other digital images to child pornography laws **(Senate File 2243)**

Required reporting of grooming behavior **(House File 2487)**

Heightened penalties for swatting **(Senate File 2161)**

Establishing crime of organized retail theft **(House File 2594)**

Allowing local funding for religious charities **(House File 2264)**

Staff retention bonuses and state requirements waived for Perry schools **(House File 2653)**

Regulating topsoil and stormwater at construction sites (**Senate File 455)**

Distributing digitally altered image or video portraying sex act as harassment **(House File 2240)**

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Mandatory minimum sentences and earned time accrued **(House File 2191)**

Passed, awaiting governor

Regulating automated traffic enforcement cameras **(House File 2681)**

Early literacy proficiency and instruction **(House File 2618)**

Medicaid postpartum care expansion and limitation **(Senate File 2251)**

Legal protections to allow school staff to carry firearms **(House File 2586)**

Penalties for cities that enact firearm regulations that exceed state's **(House File 2556)**

Conservative-written social studies curriculum **(House File 2545)**

Requirement to publish schools' vaccine exemptions **(Senate File 2196)**

Allow landlords to require documentation for need for service animal **(Senate File 2268)**

Creates state crime of looting **(House File 2598)**

Creates state crime of grooming **(House File 2602)**

Meat substitute labeling requirement and limits on egg substitute products **(Senate File 2391)**

Regulating potency of hemp-derived products and retailers **(House File 2605)**

Vape product regulation **(House File 2677)**

Loosening gas stations' E15 requirement deadlines **(House File 2687)**

Tax incentives for $1 billion investments **(Senate File 574)**

Requiring insurance to cover biomarker testing **(House File 2668)**

Pharmacy benefits managers regulation **(House File 2099)**

Prohibition of guaranteed basic income programs **(House File 2319)**

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Prohibiting use of merchant code to identify gun shops **(House File 2464)**

Ignition interlock device requirements **(Senate File 2261)**

Expanding police and firefighter health care benefits **(House File 2680)**

Sheriffs' retirement benefits and assaulting officers **(House File 2661)**

Allowing cities to address nuisance adult cabarets **(House File 2531)**

Expanding teen driving permissions **(Senate File 2109)**

Penalties for violating open meetings law **(House File 2539)**

Increased penalties for trespassing while hunting **(House File 2310)**

Tax increase on tobacco inhalation products **(Senate File 345)**

Eliminating requirement for periodic state inspections of hotels **(House File 2426)**

Trespassing by drone near agricultural buildings **(House File 572)**

Study accessibility of Iowa's state parks **(House File 2364)**

Assaults in violation of protective orders **(House File 2098)**

Expanded penalties for witness and juror tampering **(House File 2250)**

Amend Iowa Constitution to require two-thirds legislative approval to increase state income tax **(House Joint Resolution 2006)**

Amend Iowa Constitution to require one state income tax rate **(Senate Joint Resolution 2004)**

Failed to pass

Fetal homicide penalties and "unborn person" in state law **(House File 2575)**

Allowing landowners to ask court review of eminent domain **(House File 2664)**

Birth control without a prescription **(House File 2584)**

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Early voting changes, banning ballot drop boxes, and candidate guidelines **(House File 2610)**

Opioid settlement allocations **(Senate File 2395)**

Defining “man” and “woman” in state law **(House File 2389)**

Legal protections for pesticide manufacturers over labeling **(Senate File 2412)**

Allowing CPA to audit state agencies instead of state auditor **(Senate File 2311)**

Prohibit Department of Natural Resources from purchasing land at auction **(Senate File 2324)**

Collective bargaining unit decertification for employer’s failure to comply **(Senate File 2374)**

Tuition cap, diversity, equity and inclusion program constraints at public universities **(House File 2558)**

Ban on citizen police review boards **(Senate File 2325)**

Require employers to use E-Verify for all workers **(Senate File 108)**

Human smuggling penalties and barring undocumented immigrants from public assistance **(House File 2608)**

Requiring anti-abortion human growth and development curriculum **(House File 2617)**

Composition of district judicial nominating commissions **(Senate File 2436)**

County supervisor board representation **(Senate File 2439)**

Community college funding formula **(Senate File 2405)**

Film production tax credit **(House File 2662)**

Capping rates charged by staffing agencies for temporary nurses **(House File 2391)**

Additional cannabidiol dispensary licenses **(Senate File 2335)**

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Financial assistance for rural attorneys **(House File 2407)**

Gadsden flag license plates **(House File 2639)**

Increasing legislator salaries **(House File 2700)**

Soil and water resource management **(House File 2642)**

Rural development tax credit **(House File 2674)**

Increased civil liability for hemp-derived beverage sellers **(Senate File 2425)**

Limiting revocation of police officers' certification **(House Study Bill 738)**

Paternal support requirements through pregnancy **(House File 2363)**

Fire alarms and school shootings **(Senate File 2191)**

Civil asset forfeiture constraints **(House File 2560)**

Cancer treatment coverage in firefighter retirement benefits **(House File 2482)**

Work search requirements for unemployment benefits **(Senate File 2106)**

State rule-making process changes **(Senate File 2370)**

Legal protections for physicians with religious-based objections to health care practices **(Senate File 2286)**

Eliminating state Certificate of Need process **(Senate File 506)**

Requiring hands-free mobile device use while driving **(Senate File 547)**

Ban automated traffic enforcement cameras and require hands-free mobile device use while driving **(Senate File 2337)**

Prioritizing Highway 30 expansion **(House File 2569)**

Expanding ban on traffic stop quotas **(House File 2304)**

Banning cruising in left late of traffic **(Senate File 2116)**

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Requirement to honor patient's request for known blood donor **(Senate File 2369)**

Radon control requirements for new houses **(House File 2491)**

Drug paraphernalia regulation **(Senate File 345)**

Medical standards for certifying medical conditions for medical cannabis **(House File 2573)**

Banning use of bots to buy event tickets in bulk **(Senate File 2322)**

Regulations for teenage workers in child care centers **(House File 2305)**

Legal protections for pesticide manufacturers **(Senate File 2392)**

Allowing animal feedlots to operate under proposed manure plans before state approval **(Senate File 2371)**

Placing right to collectively bargain in Iowa Constitution **(House Joint Resolution 2003)**

Removing gender identity from Iowa Civil Rights Act **(House File 2082)**

Prohibiting local bans on conversion therapy **(Senate File 2037)**

Freezing tuition at regents universities **(House File 2352)**

Canceling student organizations that support terrorism **(House File 2077)**

Requiring administrators to also teach **(House File 2072)**

Public library operations (Senate version) **(Senate File 3168)**

Public library operations (House version) **(House Study Bill 678)**

State-funded teacher spending accounts **(Senate File 2009)**

Requiring the national anthem to be sung daily in school **(House Study Bill 587)**

Requiring teaching about patriotic holidays in public schools **(House Study Bill 604)**

Making local elections partisan **(House Study Bill 633)**

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Allowing cities to limit rent increases **(House File 2221)**

Death penalty for murder of peace officer **(Senate Study Bill 3085)**

Banning "social credit scores" **(Senate Study Bill 3094)**

Adding raw cannabis flower to medical cannabidiol program **(House Study Bill 532)**

Restricting minors from using tanning beds **(House File 2169)**

Putting the right to abortion services in the Iowa Constitution **(Senate Joint Resolution 2001)**

Adding right to contraception in state law **(Senate File 2135)**

Reinstating state-funded family planning program **(Senate File 2137)**

Nursing home patients' Medicaid allowance **(Senate File 2303)**

Nursing home oversight **(Senate File 2304)**

Minimum wage for direct care workers **(Senate File 2305)**

Home health care for seniors funding **(Senate File 2306)**

County zoning to restrict pipeline projects **(Senate File 2097)**

Requiring water pollution permit for concentrated animal feeding operations **(House File 2354)**

Registration of "ghost guns" **(House File 488)**

Homelessness funding and criminal charges **(Senate Study Bill 3175)**

Driving after consuming medical cannabidiol **(Senate File 2074)**

Civil liability for pornography on social media **(House File 2051)**

Comments: (515) 355-1300, erin.murphy@thegazette.com

AMERICAN OVERSIGHT

All-night marathon caps Iowa Legislature's 2024 session. What's changing: AEAs, your taxes

Stephen Gruber-MillerGalen Bacharier
Des Moines Register

AD
0:15
SKIP

Iowa lawmakers have dropped the final gavel on the 2024 legislative session, working overnight to adjourn a year marked by Republicans approving consequential bills on education, taxes and a range of other subjects.

The session officially ended at 4:23 a.m. Saturday —its 104th day —after both chambers passed a resolution to adjourn sine die, capping a marathon final

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few days as lawmakers passed a series of bills setting the state's $8.9 billion budget and addressing a final cluster of policy priorities.

Republicans, who control both the House and Senate, passed many of the proposals set out in Gov. Kim Reynolds' annual January address.

The most prominent, and controversial, was an overhaul of Iowa's Area Education Agencies that makes broad changes to how special education, media and other services are provided to K-12 districts and raises minimum teacher pay to $50,000 per year.

Republicans used the final budget of the year to cut an additional $32.5 million out of the AEAs' budget, using the bulk of the money to fund a new Division of Special Education in the Iowa Department of Education and to pay for higher wages for paraeducators in schools.

Lawmakers also shepherded through measures to implement a 3.8% flat tax next year, create a new crime of "illegal reentry" into the state by

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undocumented immigrants, enact language intended to protect religious freedom, consolidate dozens of state boards and commissions and allow teachers and other school staff to obtain a professional permit to carry guns at school.

"Big and bold ideas have always been our focus, and our caucus has never shied away from difficult or complex issues. This year was no different," Senate Majority Leader Jack Whitver, R-Grimes, said in prepared remarks. "This session was another tremendous success for Senate Republicans as we kept our promises to Iowans and focused on big reforms, bold changes and major tax relief."

Democrats, limited to minorities in both chambers, frequently sought to dilute Republican priorities while urging them to pursue policies raising wages and improving health care, among other issues.

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"Everything House Democrats proposed is for everyday Iowans. I'm darn proud of that," said House Minority Leader Jennifer Konfrst, D-Windsor Heights. "I'm really proud of what we did this year. And we think it draws a very sharp contrast about who in this Legislature is fighting for Iowans and who's fighting for special interests."

Democrats pledged to take that message to the campaign trail this fall.

“Iowans will remember how Republicans chose to serve their governor rather than their constituents. They’ll remember how they slashed our Area Education Agencies and put special interests over Iowa’s children,” said

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Senate Minority Leader Pam Jochum, D-Dubuque. “And they will remember in November.”

Camaraderie and closed-door negotiations in session's final days

Lawmakers and staff found ways to keep themselves entertained during long hours of waiting in the final days before the session's end.

Legislative pages and doormen lounged around the entrance to the House, humming along to the song "Come and Get Your Love” being played through a phone while lawmakers huddled in closed-door meetings. Another page plucked tunes on a banjo on the Senate floor Friday afternoon.

On Thursday evening, when the Senate had moved after 10 p.m. to adjourn for the day, staff seated along the edge of the chamber quietly cheered.

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Retiring lawmakers drew praise and gratitude from their colleagues as they wrapped up their work.

"My very last tax committee meeting in my life!" Jochum exclaimed Thursday, on the verge of retiring after 30 years in the Iowa Legislature.

"Keep up the good work and always keep in mind that when we do anything we need to do it for the greatest good for the greatest number," Jochum told her fellow Ways and Means Committee members.

Sen. Dan Dawson, R-Council Bluffs, called it "an honor" to serve on the committee with her and declared that "no one else is going to beat you as a ranking member."

A few filled their downtime with some good-natured ribbing of their colleagues.

Rep. Hans Wilz, R-Ottumwa, turned the nameplate on Rep. Austin Harris' desk upside down Thursday night. A few hours later, Harris, R-Moulton, noticed the sign and flipped it back around.

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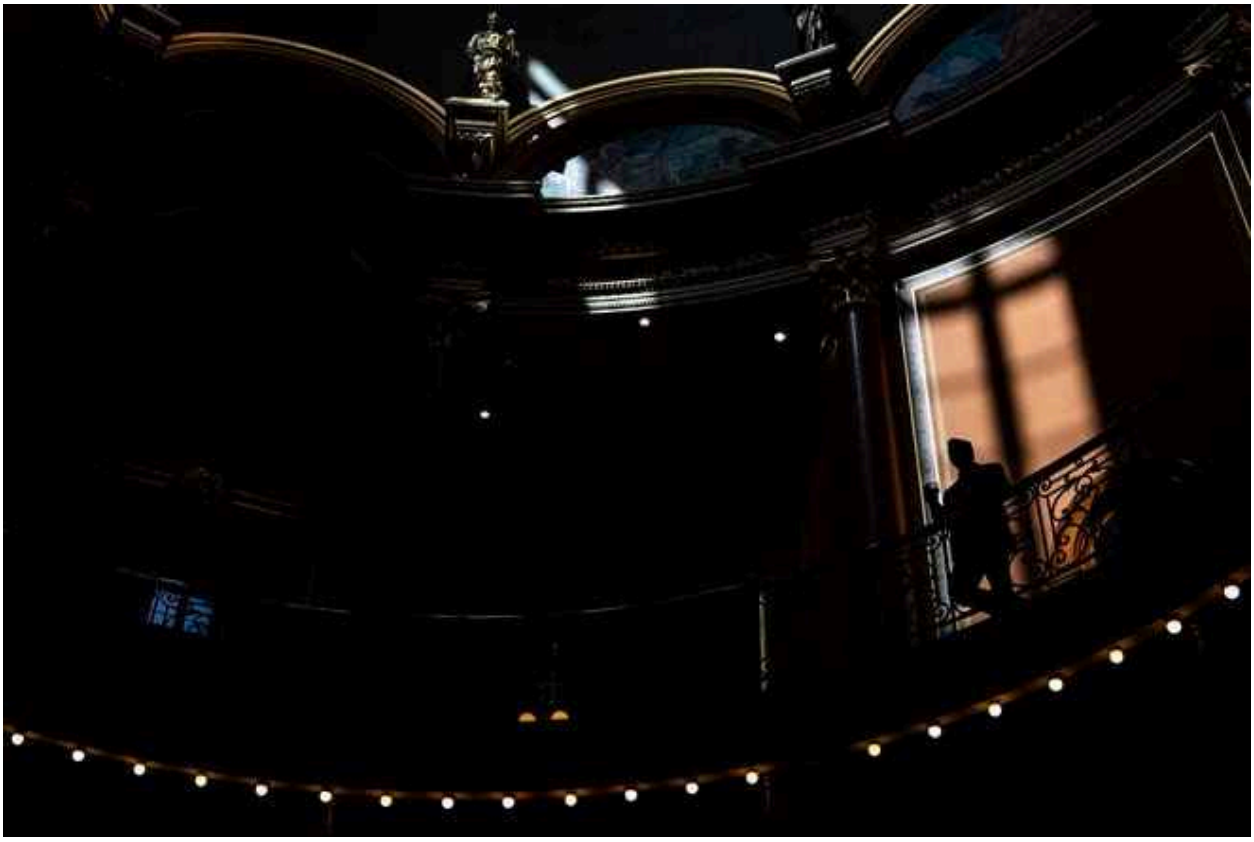

Last-minute debate on AEA budget cuts and a casino moratorium keeps lawmakers through early Saturday

A series of eleventh-hour debates kept the Capitol lights on overnight and into early Saturday morning.

House Republicans suspended the chamber's rules just after midnight to vote on legislation preventing new casinos from being built in Iowa until 2029. But the Senate adjourned without passing the measure.

And throughout the night, both parties frequently broke for closed-door caucus meetings as key spending bills inched closer to agreement.

The final budget of the year, for standing appropriations, cuts $32.5 million out of the AEAs' budget. That includes a $7.5 million cut required by law, $10 million to fund the Division of Special Education and $14 million for pay

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increases for paraeducators and other school staff. The final $1 million returns to the state's general fund.

The budget also includes $2 million in new money for the Department of Public Safety to fund 12 positions "to address the rise in illegal immigration and related criminal conduct such as drug trafficking and human trafficking."

Lawmakers set $8.9 billion budget for Iowa's upcoming fiscal year

Much of the final week of the session was dedicated to final negotiations on the annual budget, which ended up at $8.9 billion for fiscal year 2025 and landed on Reynolds' desk by late Friday.

The spending marks a roughly 4.5% increase over last year's $8.5 billion budget. Still, the Republicans' budget spends only 92% of the state's overall available revenue.

Republicans have consistently budgeted less than the state takes in, leaving themselves room to continue annual discussions about cutting taxes. This year, that meant accelerating an existing series of gradual income tax cuts —a plan released by Republican tax writing chairs on Thursday and approved by both chambers Friday.

More: Iowa lawmakers vote to speed up 3.8% flat income tax, sending it to Gov. Kim Reynolds

Tucked into the budget bills were a 5% pay bump for judges and staff in the Iowa Judicial Branch, plus several policy priorities, including a ban on diversity, equity and inclusion operations in higher education, with exceptions for compliance with federal law and accreditation.

In a House committee Thursday debating the plan to cut taxes, lawmakers were offered a taste of the politics that are likely to await them as they head into election season this fall.

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"I would like to thank President Biden and this economy," said Rep. Dave Jacoby, D-Coralville. "Without that economy, we wouldn't be able to consider this bill today."

Rep. Bobby Kaufmann, R-Wilton —who served as an adviser to former President Donald Trump's Iowa caucus campaign —advanced the legislation while pledging to "make taxes great again."

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AMERICAN OVERSIGHT

State reorganizes mental health regions

By Winona Whitaker, Hometown Current

Apr. 21, 2024 11:02 am

Mae Hingtgen, chief executive officer of the East Central Mental Health Region, updates Iowa County Supervisors on the State's new mental health services plan. (Winona Whitaker/Hometown Current)

MARENGO — The State of Iowa is reorganizing its Mental Health Regions, tentatively moving Iowa and Johnson Counties out of the east and into the southeast.

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Mae Hingtgen, East Central Region chief executive officer, told Iowa County Supervisors last week that Iowa and Johnson County mental health representatives are lobbying to keep Iowa and Johnson Counties together and to keep them in the eastern district with Linn County.

The realignment bill, House File 2673, eliminates the current mental health regions June 30, 2025, Hingtgen said. Mental health services will be governed by several behavioral health districts with administrative services offices managing them.

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Health and Human Services must have a final map of the new Districts by Aug. 1, 2024.

The proposed division splits Iowa and Johnson County from the counties they've been working with in East Central Region and moves them to the southeast Iowa group, said Hingtgen.

"That's not what we want."

To convince HHS to keep Iowa and Johnson Counties in the east, mental health officials have shown HHS the relationship between Iowa and Johnson Counties, Hingtgen said.

"We really need to show collaboration."

HHS looks at where people go for services, said Hingtgen. Officials have shown HHS that Iowa County residents go to Johnson County for services, so the two counties should stay together.

Because Johnson and Linn Counties coordinate in the northeast district, they should also stay together, Hingtgen said.

The ties between Iowa City and Cedar Rapids are unique in Iowa, said Hingtgen. Therefore Johnson and Linn Counties should stay together. She hopes the argument will be enough to keep the three counties together when HHS approves its final map.

HHS will release a map — or two or three — for public comment July 1, said Hingtgen. That leaves a month for comment before the final map is approved Aug. 1.

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“We are sill a region until next June,” said Hingtgen.

Between the time the map is approved and the time the new districts must be operational, the districts will be organizing. Administrative services organizations will be established for each district.

The administrative organizations can be private nonprofits or the current regions, said Hingtgen. East Central Region plans to submit a proposal to administer the new district, she said.

The administrative services organization will have an advisory council which will be different from the governing board the regions currently operate under, Hingtgen said.

Whether the new district have a 28E agreement with the counties it serves or whether it develops a 501c3, it will still have to have a board, she said.

“It’s pretty confusing.”

Iowa County Supervisor Chairman Kevin Heitshusen asked about the purpose of restructuring. Mental Health services were under county control, then they were under the control of fewer, larger regions. Now the State is giving control to seven larger districts.

“To what end?” Heitshusen asked. “I don’t get the whole point.”

Some regions have not developed the services they were supposed to, said Hingtgen. And they haven’t gotten down to the fund balances required by the State.

The mental health regions are supposed to spend their money for services, not maintain balances. The State implemented a gradual plan to lower account balances.

By the end of the last fiscal year, regions were supposed to have balances of less than 20% of their budgets. Some were in the mid 60s, said Hingtgen.

Regions are supposed to be at 5% by the end of this fiscal year. Unspent money is sent back to the State, and that practice will continue under the new structure.

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Iowa County Supervisor Abby Maas said that the State is trying to help regions that weren't performing well by putting counties that did perform well — such as Iowa County — with them.

"You're not strengthening them," said Heitshusen. "You're just weakening us."

Hingtgen said that some regions may not have performed as well because of geography or workforce or reimbursement rates. Counties aren't situated the same.

Maas said the southern district Iowa County is currently destined for won't have the workforce the East Central Region has.

"Your law enforcement agencies felt pretty strongly about staying [with the East Central counties]," Hingtgen said.

The State plan will also add substance use services. Right now it's illegal for the region to pay for substance abuse treatment, said Hingtgen.

Under the new districts, the administrative services organizations will be able to accept black grant money for treating substance abuse, she said.

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Trump Allies Say DC Circ. Gave Partisan Attys 'A Loaded Gun'

By Jeff Overley

The D.C. Circuit's rejection of former President Donald Trump's purported immunity from indictment will trigger "the complete partisan weaponization of criminal law" and empower officeholders to "clear the field of their political rivals," supporters of the beleaguered ex-president told the U.S. Supreme Court on Tuesday.

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Pro-Trump Mich. Atty Evading Warrant Arrested In DC

By Ali Sullivan

A Michigan attorney facing state criminal charges of tampering with voting machines was released on a $10,000 unsecured bond in Washington, D.C., on Tuesday after she was arrested following a hearing in separate defamation litigation brought by Dominion Voting Systems.

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Ex-Lynch Carpenter Atty Hits Firm With Whistleblower Case

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By Emily Sawicki

A former associate for Lynch Carpenter LLP has brought a whistleblower suit in Los Angeles Superior Court claiming labor code violations, discrimination, breach of contract and retaliation after allegedly witnessing "multiple instances of unethical conduct that he believed constituted fraud and/or legal malpractice."

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Vicente LLP Sues Recruiter Over Fee Demand In Failed Search

By Julie Manganis

Vicente LLP is alleging that a Florida-based recruiter wants money for nothing after a failed search for a corporate attorney to join the cannabis law firm, during which one of the two proposed candidates turned out to be someone Vicente already worked with and later hired in a different role.

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Confederate Statue At NC Courthouse Must Stay, Panel Says

By Hayley Fowler

The North Carolina Court of Appeals ruled Tuesday that local officials can't get rid of a Confederate statue outside a county courthouse, finding the statue is protected by a state law barring the removal of historic monuments.

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2 Arbitration Bodies Donate $750K For Diversity Efforts

By Matt Perez

Two nonprofits focused on the alternative dispute resolution field — the American Arbitration Association-International Centre for Dispute Resolution Foundation and the JAMS Foundation — jointly announced on Monday a $750,000 grant to support efforts to increase diversity among arbitrators and mediators.

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Former President Donald Trump implored the U.S. Supreme Court on Tuesday to find that former presidents are absolutely immune from criminal charges related to official acts, warning the court that its adoption of a fact-specific test could appear as a "gerrymandered ruling tailored to deprive" him alone of immunity.

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Trump Allies Say DC Circ. Gave Partisan Attys 'A Loaded Gun'

By Jeff Overley

The D.C. Circuit's rejection of former President Donald Trump's purported immunity from indictment will trigger "the complete partisan weaponization of criminal law" and empower officeholders to "clear the field of their political rivals," supporters of the beleaguered ex-president told the U.S. Supreme Court on Tuesday.

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Pro-Trump Mich. Atty Evading Warrant Arrested In DC

By Ali Sullivan

A Michigan attorney facing state criminal charges of tampering with voting machines was released on a $10,000 unsecured bond in Washington, D.C., on Tuesday after she was arrested following a hearing in separate defamation litigation brought by Dominion Voting Systems.

Complaint attached | Read full article » | Save to favorites »

Ex-Lynch Carpenter Atty Hits Firm With Whistleblower Case

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By Emily Sawicki

A former associate for Lynch Carpenter LLP has brought a whistleblower suit in Los Angeles Superior Court claiming labor code violations, discrimination, breach of contract and retaliation after allegedly witnessing "multiple instances of unethical conduct that he believed constituted fraud and/or legal malpractice."

Complaint attached | Read full article » | Save to favorites »

Vicente LLP Sues Recruiter Over Fee Demand In Failed Search

By Julie Manganis

Vicente LLP is alleging that a Florida-based recruiter wants money for nothing after a failed search for a corporate attorney to join the cannabis law firm, during which one of the two proposed candidates turned out to be someone Vicente already worked with and later hired in a different role.

3 documents attached | Read full article » | Save to favorites »

Confederate Statue At NC Courthouse Must Stay, Panel Says

By Hayley Fowler

The North Carolina Court of Appeals ruled Tuesday that local officials can't get rid of a Confederate statue outside a county courthouse, finding the statue is protected by a state law barring the removal of historic monuments.

Opinion attached | Read full article » | Save to favorites »

2 Arbitration Bodies Donate $750K For Diversity Efforts

By Matt Perez

Two nonprofits focused on the alternative dispute resolution field — the American Arbitration Association-International Centre for Dispute Resolution Foundation and the JAMS Foundation — jointly announced on Monday a $750,000 grant to support efforts to increase diversity among arbitrators and mediators.

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U.S. Department of Labor

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U.S. District Court for the District of New Jersey

U.S. District Court for the Middle District of Florida

U.S. District Court for the Northern District of California

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Senate File 506

H-8210

Amend Senate File 506, as amended, passed, and reprinted by the Senate, as follows:

1. By striking everything after the enacting clause and inserting:

<DIVISION I

CERTIFICATE OF NEED

Section 1. Section 10A.711, subsection 3, Code 2024, is amended by striking the subsection.

Sec. 2. Section 10A.711, subsections 13 and 17, Code 2024, are amended to read as follows:

13. *"Institutional health facility"* means any of the following, without regard to whether the facilities referred to are publicly or privately owned or are organized for profit or not or whether the facilities are part of or sponsored by a health maintenance organization:

a. A hospital.

b. A health care facility.

c. An organized outpatient health facility.

d. An ambulatory surgical center.

~~*e.* A community mental health facility.~~

~~*f.* A birth center.~~

17. *"New institutional health service"* or *"changed institutional health service"* means any of the following:

a. The construction, development or other establishment of a new institutional health facility regardless of ownership.

b. Relocation of an institutional health facility.

c. Any capital expenditure, lease, or donation by or on behalf of an institutional health facility in excess of ~~one million five hundred thousand dollars~~ the following amounts, as applicable, within a twelve-month period~~.~~:

(1) Beginning July 1, 2024, three million five hundred thousand dollars.

(2) Beginning July 1, 2029, four million dollars.

(3) Beginning July 1, 2034, four million five hundred thousand dollars.

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(4) Beginning July 1, 2039, five million dollars.

d. A permanent change in the bed capacity, as determined by the department, of an institutional health facility. For purposes of this paragraph, a change is permanent if it is intended to be effective for one year or more.

~~*e.* Any expenditure in excess of five hundred thousand dollars by or on behalf of an institutional health facility for health services which are or will be offered in or through an institutional health facility at a specific time but which were not offered on a regular basis in or through that institutional health facility within the twelve-month period prior to that time.~~

~~*f.* The deletion of one or more health services, previously offered on a regular basis by an institutional health facility or health maintenance organization or the relocation of one or more health services from one physical facility to another.~~

~~*g.* Any acquisition by or on behalf of a health care provider or a group of health care providers of any piece of replacement equipment with a value in excess of one million five hundred thousand dollars, whether acquired by purchase, lease, or donation.~~

~~*h.*~~ *e.* (1) Any acquisition by or on behalf of a health care provider or group of health care providers of any piece of equipment with a value in excess of ~~one million five hundred thousand dollars~~ the following amounts, as applicable, whether acquired by purchase, lease, or donation, which results in the offering or development of a health service not previously provided~~.~~:

(a) Beginning July 1, 2024, three million five hundred thousand dollars.

(b) Beginning July 1, 2029, four million dollars.

(c) Beginning July 1, 2034, four million five hundred thousand dollars.

(d) Beginning July 1, 2039, five million dollars.

(2) A mobile service provided on a contract basis is not

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1 considered to have been previously provided by a health care
2 provider or group of health care providers.
3 ~~*i.* Any acquisition by or on behalf of an institutional~~
4 ~~health facility or a health maintenance organization of any~~
5 ~~piece of replacement equipment with a value in excess of one~~
6 ~~million five hundred thousand dollars, whether acquired by~~
7 ~~purchase, lease, or donation.~~
8 ~~*j.*~~ *f.* (1) Any acquisition by or on behalf of an
9 institutional health facility or health maintenance
10 organization of any piece of equipment with a value in excess
11 of ~~one million five hundred thousand dollars~~ the following
12 amounts, as applicable, whether acquired by purchase, lease,
13 or donation, which results in the offering or development of a
14 health service not previously provided~~.~~:
15 (a) Beginning July 1, 2024, three million five hundred
16 thousand dollars.
17 (b) Beginning July 1, 2029, four million dollars.
18 (c) Beginning July 1, 2034, four million five hundred
19 thousand dollars.
20 (d) Beginning July 1, 2039, five million dollars.
21 (2) A mobile service provided on a contract basis is not
22 considered to have been previously provided by an institutional
23 health facility.
24 ~~*k.* Any air transportation service for transportation of~~
25 ~~patients or medical personnel offered through an institutional~~
26 ~~health facility at a specific time but which was not offered~~
27 ~~on a regular basis in or through that institutional health~~
28 ~~facility within the twelve-month period prior to the specific~~
29 ~~time.~~
30 ~~*l.*~~ *g.* Any mobile health service with a value in excess
31 of ~~one million five hundred thousand dollars.~~ the following
32 amounts, as applicable:
33 (1) Beginning July 1, 2024, three million five hundred
34 thousand dollars.
35 (2) Beginning July 1, 2029, four million dollars.

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(3) Beginning July 1, 2034, four million five hundred thousand dollars.

(4) Beginning July 1, 2039, five million dollars.

~~*m.*~~ *h.* Any of the following:

(1) Cardiac catheterization service.

(2) Open heart surgical service.

(3) Organ transplantation service.

(4) Radiation therapy service applying ionizing radiation for the treatment of malignant disease using megavoltage external beam equipment.

Sec. 3. Section 10A.713, subsection 2, paragraph a, Code 2024, is amended to read as follows:

a. Private offices and private clinics of an individual physician, dentist, or other practitioner or group of health care providers, except as provided by section 10A.711, subsection 17, paragraphs ~~"*g*",~~ "*e*" and "*h*"~~, and "*m*"~~, and section 10A.711, subsections 2 and 19.

Sec. 4. Section 10A.713, subsection 2, paragraph e, subparagraphs (1) and (2), Code 2024, are amended to read as follows:

(1) Constructs, develops, renovates, ~~relocates,~~ or otherwise establishes an institutional health facility.

(2) Acquires major medical equipment as provided by section 10A.711, subsection 17, ~~paragraphs "*i*" and "*j*"~~ paragraph "*f*".

Sec. 5. Section 10A.713, subsection 2, paragraph h, subparagraphs (2) and (3), Code 2024, are amended to read as follows:

(2) If these conditions are not met, the institutional health facility or health maintenance organization is subject to review as a "new institutional health service" or "changed institutional health service" ~~under section 10A.711, subsection 17, paragraph "*f*",~~ and subject to sanctions under section 10A.723.

(3) If the institutional health facility or health maintenance organization reestablishes the deleted service

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or services at a later time, review as a "new institutional health service" or "changed institutional health service" may be required ~~pursuant to section 10A.711, subsection 17~~.

Sec. 6. Section 135.131, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. *"Birth center"* means ~~birth center as defined in section 10A.711~~ a facility or institution, which is not an ambulatory surgical center or hospital or in a hospital, in which births are planned to occur following a normal, uncomplicated, low-risk pregnancy.

DIVISION II

BIRTH CENTERS

Sec. 7. NEW SECTION. **147.165 Birth centers — civil and criminal liability limitations of health care providers.**

1. A health care provider accepting the transfer of a patient from a birth center shall not be civilly or criminally liable for any injuries, damages, or outcomes arising from or related to the acts or omissions of the birth center or any of the employees, agents, contractors, or assigns of such birth center.

2. For the purposes of this section:

a. *"Birth center"* means the same as defined in section 135.131.

b. *"Health care provider"* means the same as defined in section 147.136A.

Sec. 8. BIRTH CENTERS — PROVISIONAL LICENSURE. The department of inspections, appeals, and licensing shall develop minimum standards for provisional licensure of a birth center and shall adopt rules pursuant to chapter 17A to administer birth center provisional licensure. The department shall issue a provisional license to a birth center that meets the minimum standards. A provisional license may be granted for a period of no more than one year from the date the specified administrative rules are adopted. A provisional license shall expire at the end of the license term and is

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1 not renewable. During the term of a provisional license, a
2 health care provider accepting the transfer of a patient from
3 a provisionally licensed birth center shall not be civilly
4 or criminally liable for any injuries, damages, or outcomes
5 arising from or related to the acts or omissions of the
6 provisionally licensed birth center or any of the employees,
7 agents, contractors, or assigns of such birth center.
8 Sec. 9. EMERGENCY RULES. The department of inspections,
9 appeals, and licensing shall adopt emergency rules under
10 section 17A.4, subsection 3, and section 17A.5, subsection
11 2, paragraph "b", to implement the birth center provisional
12 licensure provisions of this division of this Act, within six
13 months of the effective date of this division of this Act and
14 shall submit such rules to the administrative rules coordinator
15 and the administrative code editor pursuant to section 17A.5,
16 subsection 1, within the same period. The rules shall be
17 effective immediately upon filing unless a later date is
18 specified in the rules. Any rules adopted in accordance with
19 this section shall also be published as a notice of intended
20 action as provided in section 17A.4.
21 Sec. 10. PROPOSED LEGISLATION — BIRTH CENTER
22 LICENSURE. The department of inspections, appeals, and
23 licensing shall submit proposed legislation under section
24 2.16 that provides for state licensure of and inspection
25 requirements for birth centers to be considered by the 2025
26 session of the general assembly.
27 Sec. 11. DEFINITIONS. For the purposes of this division of
28 this Act:
29 1. "Birth center" means a facility or institution, which
30 is not an ambulatory surgical center or a hospital or in a
31 hospital, in which births are planned to occur following a
32 normal, uncomplicated, low-risk pregnancy.
33 2. "Health care provider" means the same as defined in
34 section 147.136A.
35 Sec. 12. EFFECTIVE DATE. This division of this Act, being

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1 deemed of immediate importance, takes effect upon enactment.>
2 2. Title page, line 2, after <process,> by inserting
3 <providing civil and criminal liability limitations for health
4 care providers in certain circumstances,>

COMMITTEE ON HEALTH AND HUMAN SERVICES
A. MEYER of Webster, Chairperson

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IA-DHHS-24-0418-A-012494

Senate File 477

H-8211

1 Amend the amendment, H-8173, to Senate File 477, as amended,
2 passed, and reprinted by the Senate, as follows:
3 1. Page 1, before line 5 by inserting:
4 <DIVISION I
5 LICENSURE OF INTERNATIONALLY TRAINED PHYSICIANS>
6 2. Page 3, line 6, before <Act> by inserting <division of
7 this>
8 3. Page 3, after line 7 by inserting:
9 <DIVISION ___
10 ELECTRONIC PROTECTED HEALTH INFORMATION
11 Sec. ___. NEW SECTION. **135.194 Electronic protected health**
12 **information of minor — disclosure to legal guardian — option**
13 **to provide printed copy.**
14 1. A health care provider or facility that maintains
15 or transmits electronic protected health information shall
16 disclose to the legal guardian of a minor the minor's
17 electronic protected health information, with the following
18 exceptions:
19 *a.* Electronic protected health information that relates
20 to health care for which the minor is legally authorized to
21 consent without the consent of a legal guardian.
22 *b.* If disclosure of the electronic protected health
23 information to a legal guardian is otherwise prohibited
24 by state law or federal law, including federal statute,
25 regulation, or centers for disease control and prevention
26 guidelines.
27 2. In lieu of disclosing the minor's electronic protected
28 health information to the legal guardian of a minor as required
29 pursuant to subsection 1, a health care provider or facility
30 may comply with this section by providing a printed copy of the
31 minor's electronic protected health information, subject to
32 the exceptions prescribed pursuant to subsection 1, and at no
33 charge to the legal guardian of the minor.
34 3. For the purposes of this section:
35 *a.* *"Disclosure"* means the release, transfer, provision of

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1 access to, or divulging in any manner of electronic protected
2 health information outside the entity holding the electronic
3 protected health information.
4 *b. "Electronic media"* means electronic storage material
5 on which data is or may be recorded electronically and
6 transmission media used to exchange information already in
7 electronic storage media.
8 *c. "Electronic protected health information"* means protected
9 health information that is transmitted or maintained by or in
10 electronic media.
11 *d. "Facility"* means a health care delivery system location
12 that provides a range of primary, secondary, and tertiary
13 inpatient, outpatient, and physician services; an institution
14 providing health care services; and any other health care
15 setting including but not limited to a hospital or other
16 licensed inpatient center, ambulatory surgical center
17 or treatment center, skilled nursing center, residential
18 treatment center, diagnostic, laboratory or imaging centers,
19 rehabilitation or other therapeutic health setting, or the
20 private office or clinic of an individual health care provider
21 or group of health care providers.
22 *e. "Health care"* means care, services, or supplies related
23 to the health of a person and includes but is not limited to:
24 (1) Preventive, diagnostic, therapeutic, rehabilitative,
25 maintenance, or palliative care, and any counseling, service,
26 assessment, or procedure with respect to the physical or mental
27 condition, or functional status of a person, or that affects
28 the structure or function of the body.
29 (2) The sale or dispensing of a drug, device, equipment, or
30 other item in accordance with a prescription.
31 *f. "Health care provider"* means a physician or osteopathic
32 physician licensed under chapter 148, a physician assistant
33 licensed under chapter 148C, a podiatrist licensed under
34 chapter 149, a chiropractor licensed under chapter 151, a
35 licensed practical nurse, a registered nurse, or an advanced

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1 registered nurse practitioner licensed under chapter 152 or
2 152E, a dentist licensed under chapter 153, an optometrist
3 licensed under chapter 154, a pharmacist licensed under chapter
4 155A, or any other person who is licensed, certified, or
5 otherwise authorized or permitted by the law of this state to
6 administer health care in the ordinary course of business or in
7 the practice of a profession.
8 *g. "Health information"* means health information as defined
9 in 45 C.F.R. §160.103 that is maintained or transmitted by a
10 health care provider or facility.
11 *h. "Legal guardian"* means a person appointed by a court as
12 the guardian of a minor pursuant to chapter 633, or the parent
13 or other person responsible for the care of the minor.
14 *i. "Protected health information"* means protected health
15 information as defined in 45 C.F.R. §160.103 that is maintained
16 or transmitted by a health care provider or facility.
17 ___. Title page, line 1, after <to> by inserting <health
18 care, including>
19 ___. Title page, line 2, after <and> by inserting
20 <electronic protected health information, and>>
21 4. By renumbering as necessary.

FRY of Clarke

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IA-DHHS-24-0418-A-012497

House File 319

H-8212

1 Amend the Senate amendment, H-1317, to House File 319, as
2 passed by the House, as follows:
3 1. Page 1, by striking lines 2 through 23 and inserting:
4 <___. Page 1, after line 2 by inserting:
5 <Sec. ___. DEPARTMENT OF HEALTH AND HUMAN SERVICES — FLEX
6 CARE.
7 1. The department of health and human services is directed
8 to amend its administrative rules pursuant to chapter 17A to
9 provide that employees of a child care center who are sixteen
10 years of age or older may, without additional supervision,
11 provide flex care to children up to five years of age.
12 2. For purposes of this section:
13 a. "Child care" means the same as defined in section 237A.1.
14 b. "Child care center" means the same as defined in section
15 237A.1.
16 c. "Flex care" means child care provided during designated
17 nap hours and during brief periods when a child care center
18 employee who is eighteen years of age or older is not present
19 to provide supervision.>
20 ___. Title page, by striking lines 1 and 2 and inserting
21 <An Act relating to the requirements for certain child care
22 facilities for personnel physical examinations and providing
23 flex care.>>

FRY of Clarke

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IA-DHHS-24-0418-A-012498

Senate File 2268

H-8213

1 Amend the amendment, H-8208, to Senate File 2268, as
2 amended, passed, and reprinted by the Senate, as follows:
3 1. Page 1, by striking lines 3 through 6 and inserting:
4 <___. Page 4, line 2, after <154D> by inserting <, or a
5 licensee of another state who is licensed under a similar law
6 and who is in good standing with that state,>>
7 2. By renumbering as necessary.

_____
BOSSMAN of Woodbury

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IA-DHHS-24-0418-A-012499

House File 2536

H-8214

1 Amend House File 2536 as follows:

2 1. Page 1, by striking lines 24 and 25 and inserting <The
3 authority shall provide written notice to the person stating
4 the reason for the prohibition. The person may dispute the
5 authority's determination in writing within thirty-five days
6 of receiving the notice. The authority shall refer a dispute
7 to the department of inspections, appeals, and licensing
8 for a contested case hearing under chapter 17A before an
9 administrative law judge. Notwithstanding chapter 17A, the
10 authority shall bear the burden to demonstrate by clear and
11 convincing evidence that one or more of the circumstances
12 provided in subsection 1 is applicable to the person, the
13 administrative law judge shall issue a decision no later than
14 ninety days from the date of the referral of the dispute unless
15 otherwise agreed to by the parties, and the decision shall
16 be considered final agency action. Notwithstanding section
17 17A.19, subsection 7, judicial review of the administrative
18 law judge's decision shall be tried de novo, additional
19 discovery shall be permitted subject to the Iowa rules of civil
20 procedure, and additional evidence shall be admissible subject
21 to the rules of evidence. Upon conclusion of the period for
22 any appeals, the authority>

HARRIS of Appanoose

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012500

House File 2616

H-8215

1 Amend House File 2616 as follows:
2 1. Page 1, line 10, by striking <*a.*>.
3 2. Page 1, line 15, by striking <(1)> and inserting <*a.*>
4 3. Page 1, lines 16 and 17, by striking <necessary,
5 exculpatory, and admissible at trial> and inserting <necessary,
6 and exculpatory>
7 4. Page 1, line 18, by striking <(2)> and inserting <*b.*>
8 5. Page 1, by striking lines 21 through 31.
9 6. Page 1, lines 32 and 33, by striking <Notwithstanding
10 any rule of criminal procedure concerning the issuance of a
11 subpoena> and inserting <Notwithstanding rule of criminal
12 procedure 2.15(3)(a), Iowa court rules, concerning defense
13 subpoenas>
14 7. Page 2, line 19, by striking <three> and inserting <five>
15 8. Page 2, line 20, after <evidence> by inserting <or longer
16 for good cause>
17 9. Page 2, by striking lines 26 through 29.
18 10. By renumbering, redesignating, and correcting internal
19 references as necessary.

B. MEYER of Polk

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012501

House File 2648

H-8216

Amend House File 2648 as follows:

1. Page 2, after line 3 by inserting:

<Sec. ___. Section 123.43A, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 8. A manufacturer may use the space and equipment of another manufacturer for the purpose of manufacturing native distilled spirits, provided that such an alternating proprietorship arrangement is approved by the alcohol and tobacco tax and trade bureau of the United States department of the treasury. A separate class "A" native distilled spirits license shall be issued to each manufacturer, and each manufacturer shall be subject to the provisions of this chapter and the rules of the department. Notwithstanding subsection 6, not more than one class "C" retail alcohol license shall be issued to a premises with alternating proprietorships.>

2. Title page, line 1, after <to> by inserting <alcoholic beverage licenses, including native distilled spirits alternating proprietorships and>

3. By renumbering as necessary.

KONFRST of Polk

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IA-DHHS-24-0418-A-012502

Iowa General Assembly
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House File 2658 - Introduced

HOUSE FILE 2658
BY COMMITTEE ON APPROPRIATIONS

(SUCCESSOR TO HSB 729)

A BILL FOR

1 An Act relating to state child care assistance program
2 reimbursement rates and eligibility for the children of
3 certain child care providers.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6354HV (1) 90
dg/ko

AMERICAN OVERSIGHT

H.F. 2658

Section 1. DEPARTMENT OF HEALTH AND HUMAN SERVICES — REIMBURSEMENT RATES AND ELIGIBILITY — STATE CHILD CARE ASSISTANCE.

1. The department of health and human services shall amend its administrative rules pursuant to chapter 17A to set the half-day reimbursement rates paid to child care providers reimbursed under the state child care assistance program to at least the sixty-fifth percentile, but no more than the eightieth percentile, of the 2023 market rate survey conducted by the department to analyze and evaluate the market rate of child care services throughout the state.

2. a. The department of health and human services shall extend the child care workforce one-year pilot program for the state child care assistance program, implemented by the department of health and human services beginning July 5, 2023, until June 30, 2025.

b. The department of health and human services shall publish data relating to children and families who receive state child care assistance under paragraph "a" through utilization of modernized, interactive displays found on the department's internet site.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to state child care assistance program (CCA) reimbursement rates and eligibility for the children of certain child care providers.

The bill requires the department of health and human services (HHS) to set half-day reimbursement rates for child care providers participating in the CCA program to at least the 65th percentile, but not more than the 80th percentile, of the 2023 market rate survey conducted by HHS to analyze and evaluate the market rate of child care services throughout the state.

On July 5, 2023, HHS initiated a one-year pilot program that

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1 allows children of certain full-time child care providers to
2 qualify for CCA. The bill directs HHS to extend the pilot
3 program until June 30, 2025, and requires HHS to publish data
4 relating to children and families who receive CCA through the
5 pilot program through utilization of modernized, interactive
6 displays found on the department's internet site.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012505

House File 2659 - Introduced

HOUSE FILE 2659
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HSB 684)

A BILL FOR

1 An Act relating to the licensure of medical cannabidiol
2 dispensaries.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5831HV (1) 90
ss/ko

AMERICAN OVERSIGHT

H.F. 2659

Section 1. Section 124E.8, subsection 1, paragraph a, Code 2024, is amended to read as follows:

a. The department shall ~~issue a request for proposals~~ accept applications to select and license ~~by April 1, 2018, up to five~~ ten medical cannabidiol dispensaries to dispense medical cannabidiol within this state consistent with the provisions of this chapter. The department shall license new medical cannabidiol dispensaries or relicense the existing medical cannabidiol dispensaries by December 1 of each year. A licensee may hold any number of medical cannabidiol dispensary licenses.

Sec. 2. Section 124E.8, subsection 2, Code 2024, is amended by striking the subsection.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to the licensure of medical cannabidiol dispensaries. The bill increases the maximum number of medical cannabidiol dispensary licenses in the state from 5 to 10. The bill allows a licensee to hold any number of medical cannabidiol dispensary licenses.

The bill strikes a provision in current law requiring a medical cannabidiol dispensary to agree to begin supplying medical cannabidiol by December 1, 2018.

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IA-DHHS-24-0418-A-012507

House File 2660 - Introduced

HOUSE FILE 2660
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HSB 727)

A BILL FOR

1 An Act relating to eligibility for claiming the research
2 activities tax credit available against the individual
3 and corporate income tax, and including retroactive
4 applicability provisions.
5 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5768HV (1) 90
jm/jh

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H.F. 2660

Section 1. Section 422.10, subsection 1, paragraph a, subparagraph (1), subparagraph division (b), subparagraph subdivision (i), Code 2024, is amended to read as follows:

(i) (A) A person engaged in agricultural production as defined in section 423.1, except a person conducting agriscience research as defined in subparagraph part (B) shall not be considered to be engaged in agricultural production as defined in section 423.1.

(B) As used in this subparagraph subdivision, *"agriscience research"* means research conducted in this state in the areas of animal science, veterinary medicine, nutritional science, or genetic science that is intended to improve the scientific knowledge base, or to increase innovation, performance, or viability within this state, and the results of such research are evaluated for statistical relevance, and when appropriate the research results are published in a journal, magazine, or similar periodical or submitted for publication in such a periodical, and the research is relied upon within the industry that may benefit from the research.

Sec. 2. Section 422.33, subsection 5, paragraph e, subparagraph (1), subparagraph division (b), subparagraph subdivision (i), Code 2024, is amended to read as follows:

(i) (A) A person engaged in agricultural production as defined in section 423.1, except a person conducting agriscience research as defined in subparagraph part (B) shall not be considered to be engaged in agricultural production as defined in section 423.1.

(B) As used in this subparagraph subdivision, *"agriscience research"* means research conducted in this state in the areas of animal science, veterinary medicine, nutritional science, or genetic science that is intended to improve the scientific knowledge base, or to increase innovation, performance, or viability within this state, and the results of such research are evaluated for statistical relevance, and when appropriate the research results are published in a journal, magazine,

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1 or similar periodical or submitted for publication in such a
2 periodical, and the research is relied upon within the industry
3 that may benefit from the research.
4 Sec. 3. RETROACTIVE APPLICABILITY. This Act applies
5 retroactively to January 1, 2017, for tax years beginning on
6 or after that date.
7 EXPLANATION

8 The inclusion of this explanation does not constitute agreement with
9 the explanation's substance by the members of the general assembly.

10 This bill relates to eligibility for claiming the research
11 activities tax credit available against the individual and
12 corporate income tax.
13 Under current law, a person engaged in agricultural
14 production as defined in Code section 423.1(5), is not eligible
15 for claiming the research activities tax credit. However,
16 the bill specifies a person conducting agriscience research
17 is eligible to claim the research activities tax credit and
18 is not considered agricultural production for purposes of the
19 tax credit. The calculation of the tax credit is based upon
20 increasing research activities in the state and is refundable.
21 The bill defines "agriscience research".
22 The bill applies retroactively to January 1, 2017, for tax
23 years beginning on or after that date.

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House File 2661 - Introduced

HOUSE FILE 2661
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HF 2533)
(SUCCESSOR TO HF 2206)

A BILL FOR

1 An Act relating to public safety personnel by modifying the
2 retirement benefits of sheriffs and deputy sheriffs,
3 restricting bail for murder in the first degree or felonious
4 assaults committed upon public safety personnel, and
5 providing for a tax credit for moving expenses available
6 against the individual income tax for new public safety
7 personnel moving to the state, and including retroactive
8 applicability provisions.
9 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5454HZ (2) 90
jm/ns

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DIVISION I
IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM — SHERIFFS AND DEPUTY SHERIFFS

Section 1. Section 97B.49C, subsection 1, paragraph a, subparagraph (3), Code 2024, is amended to read as follows:

(3) For each active or inactive vested member retiring on or after July 1, 1998, and before July 1, 2024, sixty percent plus, if applicable, an additional three-eighths of one percentage point for each additional calendar quarter of eligible service beyond twenty-two years of service, not to exceed a total of twelve additional percentage points.

Sec. 2. Section 97B.49C, subsection 1, paragraph a, Code 2024, is amended by adding the following new subparagraph:

NEW SUBPARAGRAPH. (4) For each active or inactive vested member retiring on or after July 1, 2024, sixty percent plus, if applicable, an additional five-eighths of one percentage point for each additional calendar quarter of eligible service beyond twenty-two years of service, not to exceed a total of twenty additional percentage points.

Sec. 3. Section 97B.49C, Code 2024, is amended by adding the following new subsection:

NEW SUBSECTION. 2A. *Annual adjustment of allowance.* A member who retires from employment as a sheriff or deputy sheriff on or after July 1, 2024, and who receives a monthly retirement allowance under this section shall have the monthly allowance adjusted as follows:

a. On each July 1, the monthly retirement allowance authorized in this section and payable to a member retired prior to that date, and to a beneficiary or contingent annuitant entitled to a monthly retirement allowance prior to that date, shall be adjusted by adding to the monthly retirement allowance payable on that date an amount equal to the sum of one and one-half percent of the monthly retirement allowance payable on that date.

b. A retired member, beneficiary, or contingent annuitant

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1 shall not be eligible for an annual readjustment of allowance
2 provided in this subsection unless the member has twenty-two
3 years of eligible service and attained the age of fifty years
4 prior to the member's termination of employment.
5 *c.* A retired member, beneficiary, or contingent annuitant
6 that receives an annual adjustment of allowance provided in
7 this subsection shall not be eligible for the retirement
8 dividends under section 97B.49F.
9 DIVISION II
10 ASSAULT ON PUBLIC SAFETY PERSONNEL — BAIL
11 Sec. 4. Section 124.416, Code 2024, is amended to read as
12 follows:
13 **124.416 Exception to restrictions on bail.**
14 Notwithstanding section 811.1, the court, after making the
15 finding required by section 811.1, subsection ~~3~~ 2, paragraph
16 *"d"*, may admit a person convicted of a violation of section
17 124.401, subsection 2, or of a violation of section 124.406,
18 to bail if the prosecuting attorney in the action and the
19 defendant's counsel jointly petition the court to admit the
20 person to bail.
21 Sec. 5. Section 811.1, Code 2024, is amended to read as
22 follows:
23 **811.1 Bail and bail restrictions.**
24 1. For purposes of this section:
25 *a. "Assault"* means the same as defined in section 708.1.
26 *b. "Charged"* means the same as *"charge"* as defined in
27 section 801.4.
28 *c. "Felonious assault upon an officer"* means the defendant
29 committed an assault, for which the penalty is a felony, with
30 the knowledge the person against whom the felonious assault was
31 committed was a peace officer or correctional officer, acting
32 in the peace officer's or correctional officer's official
33 capacity.
34 *d. "Peace officer"* means the same as defined in section
35 801.4.

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2. All defendants are bailable both before and after conviction, by sufficient surety, or subject to release upon condition or on their own recognizance, except that the following defendants shall not be admitted to bail:

a. A defendant charged with murder in the first degree of a peace officer in violation of section 707.2, if the murder in the first degree was committed with the knowledge the person against whom the murder was committed was a peace officer or correctional officer, acting in the peace officer's or correctional officer's official capacity.

~~1.~~ *b.* A defendant awaiting judgment of conviction and sentencing following either a plea or verdict of guilty of a class "A" felony; forcible felony as defined in section 702.11; a felonious assault upon an officer; any class "B" felony included in section 462A.14 or 707.6A; any felony included in section 124.401, subsection 1, paragraph *"a"* or *"b"*; a second or subsequent offense under section 124.401, subsection 1, paragraph *"c"*; any public offense committed while detained pursuant to section 229A.5; or any public offense committed while subject to an order of commitment pursuant to chapter 229A.

~~2.~~ *c.* A defendant appealing a conviction of a class "A" felony; forcible felony as defined in section 702.11; a felonious assault upon an officer; any class "B" or "C" felony included in section 462A.14 or 707.6A; any felony included in section 124.401, subsection 1, paragraph *"a"* or *"b"*; or a second or subsequent conviction under section 124.401, subsection 1, paragraph *"c"*; any public offense committed while detained pursuant to section 229A.5; or any public offense committed while subject to an order of commitment pursuant to chapter 229A.

~~3.~~ *d.* Notwithstanding ~~subsections 1 and 2~~ paragraphs *"b"* and *"c"*, a defendant awaiting judgment of conviction and sentencing following either a plea or verdict of guilty of, or appealing a conviction of, any felony offense included in

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1 section 708.11, subsection 3, or a felony offense under chapter
2 124 not provided for in subsection 1 or 2, is presumed to be
3 ineligible to be admitted to bail unless the court determines
4 that such release reasonably will not result in the person
5 failing to appear as required and will not jeopardize the
6 personal safety of another person or persons.
7 DIVISION III
8 PUBLIC SAFETY OFFICER MOVING EXPENSES — TAX CREDIT
9 Sec. 6. NEW SECTION. **422.12P Public safety officer moving**
10 **expense — tax credit.**
11 1. For purposes of this section, unless the context
12 otherwise requires:
13 *a. "Moving expense"* means an unreimbursed expense for moving
14 household goods and personal effects from the former residence
15 of the new resident to this state including travel expenses for
16 meals and lodging.
17 *b. "New resident"* means an individual who becomes a resident
18 of Iowa, after July 1, 2024, upon taking full-time employment
19 as a public safety officer in this state, who remains a
20 resident of and employed full-time as a public safety officer
21 in this state when claiming the credit, and who has not been
22 a resident of this state at any time during the previous
23 twelve-month period prior to establishing residency in this
24 state.
25 *c. "Public safety officer"* means a peace officer as defined
26 in section 801.4 or a correctional officer.
27 2. The taxes imposed under this subchapter, less the credits
28 allowed under section 422.12, shall be reduced by a public
29 safety officer moving expense tax credit equal to the amount of
30 moving expense incurred by the new resident in connection with
31 taking full-time employment as a public safety officer in this
32 state, not to exceed two thousand dollars.
33 3. Any credit in excess of the tax liability is refundable.
34 In lieu of claiming a refund, the taxpayer may elect to have
35 the overpayment shown on the taxpayer's final, completed return

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1 credited to the tax liability for the following tax year.
2 4. The credit under this section with respect to any moving
3 expense shall be allowed during a tax year as follows:
4 *a.* For any moving expense paid or incurred prior to or
5 during the tax year in which the new resident is employed
6 full-time in the state, the tax year in which the full-time
7 employment begins.
8 *b.* For any qualified moving expense paid or incurred after
9 the tax year in which the full-time employment begins, the tax
10 year in which the moving expense is paid or incurred.
11 5. The department of revenue shall adopt rules to administer
12 this section.
13 Sec. 7. RETROACTIVE APPLICABILITY. This division of this
14 Act applies retroactively to January 1, 2024, for tax years
15 beginning on or after that date.
16 EXPLANATION

17 **The inclusion of this explanation does not constitute agreement with**
18 **the explanation's substance by the members of the general assembly.**

19 This bill relates to public safety personnel by modifying
20 the retirement benefits of sheriffs and deputy sheriffs,
21 restricting bail for a murder offense in the first degree or
22 felonious assaults committed upon public safety personnel,
23 and providing for a tax credit for moving expenses available
24 against the individual income tax for new public safety
25 personnel moving to the state.
26 DIVISION I —— IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM ——
27 SHERIFFS AND DEPUTY SHERIFFS. The bill modifies the portion
28 of the Iowa public employees' retirement system (IPERS)
29 established for sheriffs and deputies (member).
30 The monthly retirement benefit under IPERS for a sheriff
31 or deputy sheriff is calculated by multiplying the retiree's
32 applicable covered wage by a percentage. The bill increases,
33 for sheriffs and deputy sheriffs retiring on or after July 1,
34 2024, the applicable percentage used to calculate the retiree's
35 monthly retirement benefit by five-eighths of one percentage

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1 point for each calendar quarter of service beyond 22 years of
2 service up to a maximum of 20 additional percentage points.
3 Under current law, the applicable percentage is increased by
4 three-eighths of one percentage point up to a maximum of 12
5 additional percentage points for calendar quarters of service
6 beyond 22 years of service.
7 The bill establishes a cost-of-living adjustment (COLA) to
8 the monthly allowance for active and inactive members and to
9 any beneficiaries and contingent annuitants for retirements
10 occurring on or after July 1, 2024. Beginning July 1, 2024,
11 and on each July 1 thereafter, the monthly retirement allowance
12 of such a member or a beneficiary or contingent annuitant shall
13 be adjusted by adding to the monthly retirement allowance an
14 amount equal to 1.5 percent of the monthly retirement allowance
15 payable on that date. Such a member, or a beneficiary or
16 contingent annuitant, is not eligible for the COLA increase
17 unless the member has 22 years of eligible service and attained
18 50 years of age prior to the retirement date of the member.
19 A retired member, beneficiary, or contingent annuitant that
20 receives the COLA is not eligible for the retirement dividends
21 under Code section 97B.49F.
22 DIVISION II —— MURDER OR FELONIOUS ASSAULT ON PUBLIC SAFETY
23 PERSONNEL —— BAIL RESTRICTIONS. The bill specifies a defendant
24 charged with murder in the first degree of a peace officer or
25 correctional officer is not eligible for bail if the murder in
26 the first degree was committed with the knowledge the person
27 against whom the murder was committed was a peace officer
28 or correctional officer, acting in the peace officer´s or
29 correctional officer´s official capacity.
30 The bill also specifies a defendant awaiting sentencing
31 after a plea of guilty or a conviction for a felonious assault
32 upon a peace officer or correctional officer is not eligible
33 for bail and a defendant appealing a conviction for a felonious
34 assault upon a peace officer or correctional officer is not
35 eligible for bail.

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1 For a defendant awaiting sentencing after a conviction or
2 guilty plea of, or appealing a conviction for, a felonious
3 assault upon a peace officer or correctional officer for which
4 bail is restricted under the bill, the defendant is required to
5 have knowledge the person against whom the felonious assault
6 was committed was such an officer acting in the officer's
7 official capacity.
8 DIVISION III — PUBLIC SAFETY OFFICER MOVING EXPENSES —
9 TAX CREDIT. The bill creates a public safety officer moving
10 expense tax credit available against the individual income
11 tax. The amount of the tax credit shall equal the amount of
12 the unreimbursed moving expenses incurred by a new resident in
13 connection with taking full-time employment as a public safety
14 officer not to exceed $2,000.
15 The tax credit is refundable. In lieu of claiming a refund,
16 the new resident may elect to have the overpayment shown on the
17 taxpayer's final, completed return for the following tax year.
18 The bill specifies the tax year when the tax credit is
19 allowed dependent upon when the full-time employment begins or
20 when the moving expenses are incurred.
21 This division applies retroactively to January 1, 2024, for
22 tax years beginning on or after that date.

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IA-DHHS-24-0418-A-012518

House File 2662 - Introduced

HOUSE FILE 2662
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HSB 731)

A BILL FOR

1 An Act establishing the Iowa film production incentive program
2 and fund within the economic development authority.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6301HV (3) 90
jm/ko

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1 Section 1. NEW SECTION. **15.490 Iowa film production**
2 **incentive program.**
3 1. As used in this section:
4 *a.* *"Fund"* means the Iowa film production incentive fund.
5 *b.* *"Program"* means the Iowa film production incentive
6 program.
7 *c.* *"Qualified expenditure"* means an allowed expense, as
8 determined by the authority by rule, that is incurred by a
9 qualified production facility on or after July 1, 2024, but
10 before July 1, 2026, for producing a qualified production.
11 *d.* *"Qualified production"* means a feature film, television
12 series, documentary, or unscripted series that is rated G, PG,
13 PG-13, or R by the classification and ratings administration of
14 the motion picture association of America or the TV parental
15 guidelines monitoring board.
16 *e.* *"Qualified production facility"* or *"facility"* means any
17 of the following:
18 (1) A dedicated studio located in this state at which
19 qualified productions can be produced.
20 (2) A studio located in this state at which all
21 preproduction and film production take place for a qualified
22 production filmed on location in this state.
23 2. *a.* The authority shall establish and administer an Iowa
24 film production incentive program for the purpose of providing
25 rebates to qualified production facilities for qualified
26 expenditures.
27 *b.* The authority shall establish eligibility criteria for
28 the program by rule.
29 (1) The eligibility criteria for qualified production
30 facilities must require that a facility have all of the
31 following:
32 (a) A soundstage with dimensions covering at least twelve
33 thousand five hundred square feet of floor space.
34 (b) A permanent grid system or an alternative rigging
35 support structure rated for overhead suspension, or on-site

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1 resources for fly rigging.
2 (c) Production and postproduction sound rooms that are
3 sound treated to meet sound engineer-approved ambient noise
4 level ratings.
5 (d) Electric service from an electric utility, or
6 sufficient electric service that does not require use of an
7 electric generator.
8 (e) An agreement between the authority and the facility that
9 the phrase "filmed in Iowa" appears at the beginning of any
10 credits in the qualified production.
11 (2) The eligibility criteria for a qualified production
12 must include:
13 (a) A production budget of at least one million dollars and
14 evidence the production budget is fully funded.
15 (b) Availability to the public for viewing at a venue where
16 admission is charged, or availability for purchase, for rental,
17 or through a streaming service that requires a subscription.
18 (3) The eligibility criteria for qualified expenditures
19 must include the following:
20 (a) The requirements for substantiation of and submission
21 of expenses for industry standard activities including expenses
22 for cast members, equipment, studio production facilities,
23 hospitality services, certified public accountant services,
24 per diem payments, payments to businesses located in this
25 state, accommodations, and any other expenses allowed by the
26 authority. Qualified expenditures shall not include expenses
27 for entertainment, studio executive airfare, royalties, and
28 publicity for the qualified production.
29 (b) Written acknowledgment by the qualified production
30 facility that no qualified expenses were incurred prior to
31 approval of the application by the authority.
32 3. An application for a rebate under the program shall be
33 submitted by a qualified production facility to the authority
34 for approval in the form and manner prescribed by the authority
35 by rule.

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1 4. *a.* If a qualified production facility's application
2 is approved by the authority, the maximum rebate paid to the
3 facility under the program shall equal thirty percent of the
4 facility's qualified expenditures excluding any sales, use, and
5 hotel and motel taxes paid.
6 *b.* Prior to disbursement of the rebate, a qualified
7 production facility shall submit all of the following to the
8 authority at the expense of the facility:
9 (1) An examination of the qualified expenditures completed
10 by a certified public accountant as defined in section 542.3 in
11 accordance with the currently effective statements on standards
12 for attestation engagements established by the American
13 institute of certified public accountants.
14 (2) A statement of the final amount of qualified
15 expenditures.
16 (3) Any other information the authority deems necessary to
17 ensure compliance with this section.
18 5. *a.* An Iowa film production incentive fund is created
19 in the state treasury under the control of the authority. The
20 fund shall consist of moneys appropriated to the authority and
21 any other moneys available to, obtained by, or accepted by the
22 authority for placement in the fund. The fund shall be used to
23 provide rebates under the program.
24 *b.* The cumulative value of rebates claimed each fiscal year
25 by qualified production facilities pursuant to this section
26 shall not exceed five million dollars.
27 *c.* Notwithstanding section 8.33, moneys in the fund
28 that remain unencumbered or unobligated at the close of the
29 fiscal year shall not revert but shall remain available for
30 expenditure for the purposes designated until the close of
31 the succeeding fiscal year. Notwithstanding section 12C.7,
32 interest or earnings on moneys in the fund shall be credited
33 to the fund.
34 6. The authority shall not use more than five percent of
35 the moneys in the fund at the beginning of each fiscal year for

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1 purposes of administrative costs, technical assistance, and
2 other program support.
3 7. The authority shall adopt rules pursuant to chapter 17A
4 to administer this section.
5 8. This section is repealed July 1, 2026.
6 Sec. 2. CODE EDITOR DIRECTIVE. The Code editor shall
7 designate section 15.490, as enacted in this Act, as part 31
8 of chapter 15, subchapter II.
9 EXPLANATION
10 The inclusion of this explanation does not constitute agreement with
11 the explanation's substance by the members of the general assembly.
12 This bill establishes the Iowa film production incentive
13 program (program) and fund within the department of economic
14 development authority (authority).
15 The bill requires the authority to administer the program
16 for the purpose of providing rebates to qualified production
17 facilities for qualified expenditures incurred to produce a
18 qualified production.
19 The bill defines "qualified production" to mean a feature
20 film, television series, documentary, or unscripted series that
21 is rated G, PG, PG-13, or R by the motion picture film rating
22 system or by the TV parental guidelines monitoring board.
23 The bill defines "qualified production facility" (facility)
24 to mean a dedicated studio located in this state that is able
25 to produce qualified productions, or a studio located in this
26 state at which all preproduction and film production take place
27 for a qualified production filmed on location in this state.
28 The bill requires the authority to establish eligibility
29 criteria by rule.
30 The eligibility criteria for qualified production facilities
31 must require that a facility have a soundstage with dimensions
32 covering at least 12,500 square feet, a permanent grid system
33 or an alternative rigging support structure rated for overhead
34 suspension, production and postproduction sound rooms,
35 sufficient electric service that does not require use of an

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H.F. 2662

1 electric generator, and an agreement between the authority and
2 the facility that the phrase "filmed in Iowa" appears at the
3 beginning of any credits.
4 The eligibility criteria for a qualified production must
5 include a fully funded production budget of at least $1
6 million, and the qualified production must be made available to
7 the public for purchase.
8 The eligibility criteria for qualified expenditures
9 must include expenses for industry standard activities
10 for cast members, equipment, studio production facilities,
11 hospitality services, certified public accountant services,
12 per diem payments, payments to businesses located in this
13 state, accommodations, and any other expenses allowed by the
14 authority. Qualified expenditures do not include expenses
15 for entertainment, studio executive airfare, royalties, and
16 publicity for the qualified production. The eligibility
17 criteria for qualified expenditures must include a written
18 acknowledgment by the facility that no qualified expenses were
19 incurred prior to approval of the application by the authority.
20 Prior to disbursement of the rebate, the facility must
21 comply with additional requirements as detailed in the bill.
22 The bill provides that the rebate amount shall equal 30
23 percent of the gross amount of qualified expenditures incurred
24 to produce a qualified production excluding any sales, use, and
25 hotel and motel taxes paid.
26 The bill creates an Iowa film production incentive fund in
27 the state treasury under the control of the authority. The
28 fund shall consist of moneys appropriated to the authority and
29 any other moneys available to, obtained by, or accepted by the
30 authority for placement in the fund.
31 The cumulative value of rebates claimed pursuant to the bill
32 shall not exceed $5 million per fiscal year.
33 The bill applies to qualified expenditures incurred between
34 July 1, 2024, but before July 1, 2026. The program is repealed
35 on July 1, 2026.

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IA-DHHS-24-0418-A-012524

House Joint Resolution 2006 - Introduced

HOUSE JOINT RESOLUTION 2006
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HSB 721)

(COMPANION TO SJR 2003 BY
COMMITTEE ON WAYS AND MEANS)

HOUSE JOINT RESOLUTION

1 A Joint Resolution proposing amendments to the Constitution of
2 the State of Iowa relating to requirements for certain state
3 tax law changes and requiring a single rate for individual
4 income taxes.
5 BE IT RESOLVED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5022HV (1) 90
jm/jh

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H.J.R. 2006

1 Section 1. The following amendment to the Constitution of
2 the State of Iowa is proposed:
3 The Constitution of the State of Iowa is amended by adding
4 the following new section to new Article XIII:
5 ARTICLE XIII.
6 TAXATION LIMITATIONS.
7 Section 1. **Two-thirds majority vote for state tax law**
8 **changes.** Passage of a bill that increases the individual income
9 tax rate or the corporate income tax rate, or the rate of
10 any other type of tax based upon income or legal and special
11 reserves, shall require the affirmative votes of at least
12 two-thirds of the members elected to each house of the general
13 assembly. This requirement does not apply to taxes imposed at
14 the option of a local government.
15 Passage of a bill that establishes a new tax on any type of
16 income or legal and special reserves imposed by the state shall
17 require the affirmative votes of at least two-thirds of the
18 members elected to each house of the general assembly.
19 A lawsuit challenging the proper enactment of a bill under
20 this section must be filed no later than one year following the
21 enactment. If such a lawsuit is not filed within the one-year
22 limit, the bill shall be considered properly enacted under this
23 section.
24 Each bill to which this section applies must include a
25 separate provision describing the requirements for enactment
26 prescribed by this section.
27 The general assembly shall enact laws to implement this
28 section.
29 Sec. 2. The following amendment to the Constitution of the
30 State of Iowa is proposed:
31 The Constitution of the State of Iowa is amended by adding
32 the following new section to new Article XIII:
33 ARTICLE XIII.
34 TAXATION LIMITATIONS.
35 Sec. 2. **Single individual income tax rate.** A tax on income

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1 or based upon income for individuals shall be imposed at a
2 single rate if imposed, and shall not be imposed at a graduated
3 rate for individuals. There shall not be more than one income
4 tax rate above zero imposed by the state for state purposes on
5 an individual at any one time.
6 Sec. 3. REFERRAL AND PUBLICATION. The foregoing proposed
7 amendments to the Constitution of the State of Iowa are
8 referred to the general assembly to be chosen at the next
9 general election for members of the general assembly, and shall
10 be published as provided by law for three months previous to
11 the date of that election.
12 EXPLANATION

13 **The inclusion of this explanation does not constitute agreement with**
14 **the explanation's substance by the members of the general assembly.**

15 This joint resolution proposes amendments to the
16 Constitution of the State of Iowa by restricting certain state
17 tax law changes and requiring a single rate for individual
18 income taxes.
19 RESTRICTIONS ON CERTAIN STATE TAX LAW CHANGES. The
20 amendment requires a bill that increases the individual income
21 tax rate or corporate income tax rate, or the rate of any other
22 type of tax based upon income or legal and special reserves,
23 to be adopted by at least two-thirds of the members elected to
24 each house of the general assembly. In addition, the amendment
25 requires a bill that establishes a new tax on any type of
26 income or legal and special reserves imposed by the state to
27 be adopted by at least two-thirds of the members elected to
28 each house of the general assembly. A lawsuit challenging
29 enactment of a bill subject to the two-thirds majority passage
30 requirement must be filed no later than one year following the
31 enactment of the bill. Finally, the amendment requires the
32 general assembly to enact laws to implement the amendment.
33 SINGLE INDIVIDUAL INCOME TAX RATE. Under the amendment, a
34 tax on income or based upon income for individuals shall be
35 imposed at a single rate if imposed, and a graduated rate of

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1 taxation on such income is prohibited. The amendment prohibits
2 more than one income tax rate above zero imposed by the state
3 for state purposes on an individual at any one time.
4 REFERRAL. The resolution, if adopted, would be published
5 and then referred to the next general assembly (91st) for
6 adoption, before being submitted to the electorate for
7 ratification.

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House File 2612

S-5062

1 Amend the amendment, S-5043, to House File 2612, as amended,
2 passed, and reprinted by the House, as follows:
3 1. Page 3, line 5, by striking <or nonpublic> and inserting
4 <~~or nonpublic~~>
5 2. Page 3, line 7, after <256.11.> by inserting <The
6 area education agency board shall furnish educational and
7 media services and programs as provided in section 273.1,
8 this section, sections 273.3 through 273.8, and chapter 256B
9 to the pupils enrolled in nonpublic schools located within
10 its boundaries which are on the list of accredited nonpublic
11 schools pursuant to section 256.11 regardless of whether the
12 school district in which the accredited nonpublic school is
13 located receives such services and programs from the area
14 education agency.>
15 3. Page 17, by striking lines 18 and 19 and inserting:
16 <(a) The greater of the following:
17 (i) Ten percent of the amount calculated for special
18 education support services for the school district.
19 (ii) The amount calculated for special education support
20 services for the school district that is attributable to that
21 portion of the special education support services weighted
22 enrollment that is nonpublic school pupils served with special
23 education support services by the area education agency.>
24 4. Page 17, after line 23 by inserting:
25 <(d) The amount calculated in section 257.37 for media
26 services for the school district that is attributable to that
27 portion of the enrollment served, as defined in section 257.37,
28 subsection 4, that is nonpublic school pupils served with media
29 services by the area education agency.
30 (e) The amount calculated in section 257.37 for educational
31 services for the school district that is attributable to that
32 portion of the enrollment served, as defined in section 257.37,
33 subsection 4, that is nonpublic school pupils served with
34 educational services by the area education agency.>

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LYNN EVANS

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House File 2488

S-5063

1 Amend House File 2488, as amended, passed, and reprinted by
2 the House, as follows:
3 1. Page 1, before line 1 by inserting:
4 <DIVISION I
5 PRIOR AUTHORIZATIONS AND EXEMPTIONS>
6 2. Page 3, after line 8 by inserting:
7 <DIVISION ___
8 COST CONTROLS FOR HEALTH CARE SERVICES
9 Sec. ___. Section 507B.4, subsection 3, Code 2024, is
10 amended by adding the following new paragraph:
11 NEW PARAGRAPH. *v. Improper denial of claims.* A health
12 carrier improperly denying claims under chapter 514M.
13 Sec. ___. NEW SECTION. **514M.1 Short title.**
14 This chapter shall be known and may be cited as *"The*
15 *Patient's Right to Save Act"*.
16 Sec. ___. NEW SECTION. **514M.2 Definitions.**
17 As used in this chapter, unless the context otherwise
18 requires:
19 1. *"Average allowed amount"* means the average of all
20 contractually agreed upon amounts paid by a health benefit
21 plan or a health carrier to a health care provider or other
22 entity participating in the health carrier's network. The
23 average shall be calculated according to payments within a
24 reasonable amount of time not to exceed one calendar year. The
25 commissioner may approve methodologies for calculating the
26 average allowed amount that are based on any of the following:
27 *a.* A specific covered person's health plan.
28 *b.* All health plans offered in the state by a specific
29 health carrier.
30 *c.* Geographic area.
31 2. *"Cost-sharing"* means any coverage limit, copayment,
32 coinsurance, deductible, or other out-of-pocket expense
33 obligation imposed on a covered person by a policy, contract,
34 or plan providing for third-party payment or prepayment of
35 health or medical expenses.

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1 3. *"Covered benefits"* or *"benefits"* means health care
2 services that a covered person is entitled to under the terms
3 of a health benefit plan.
4 4. *"Covered person"* means a policyholder, subscriber,
5 enrollee, or other individual participating in a health benefit
6 plan.
7 5. *"Discounted cash price"* means the price an individual
8 pays for a specific health care service if the individual pays
9 for the health care service with cash or a cash equivalent.
10 6. *"Health benefit plan"* means a policy, contract,
11 certificate, or agreement offered or issued by a health carrier
12 to provide, deliver, arrange for, pay for, or reimburse any of
13 the costs of health care services.
14 7. *"Health care provider"* means a physician or other
15 health care practitioner licensed, accredited, registered, or
16 certified to perform specified health care services consistent
17 with state law, an institution providing health care services,
18 a health care setting, including but not limited to a hospital
19 or other licensed inpatient center, an ambulatory surgical
20 or treatment center, a skilled nursing center, a residential
21 treatment center, a diagnostic, laboratory, and imaging center,
22 or a rehabilitation or other therapeutic health setting.
23 8. *"Health care services"* means services for the diagnosis,
24 prevention, treatment, cure, or relief of a health condition,
25 illness, injury, or disease.
26 9. *a.* *"Health carrier"* means an entity subject to the
27 insurance laws and regulations of this state, or subject
28 to the jurisdiction of the commissioner, including an
29 insurance company offering sickness and accident plans, a
30 health maintenance organization, a nonprofit health service
31 corporation, a plan established pursuant to chapter 509A
32 for public employees, or any other entity providing a plan
33 of health insurance, health care benefits, or health care
34 services.
35 *b.* For purposes of this chapter, *"health carrier"* does not

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1 include an entity providing any of the following:
2 (1) Coverage for accident-only, or disability income
3 insurance.
4 (2) Coverage issued as a supplement to liability insurance.
5 (3) Liability insurance, including general liability
6 insurance and automobile liability insurance.
7 (4) Workers' compensation or similar insurance.
8 (5) Automobile medical-payment insurance.
9 (6) Credit-only insurance.
10 (7) Coverage for on-site medical clinic care.
11 (8) Other similar insurance coverage, specified in
12 federal regulations, under which benefits for medical care
13 are secondary or incidental to other insurance coverage or
14 benefits.
15 *c.* For purposes of this chapter, *"health carrier"* does not
16 include an entity providing benefits under a separate policy
17 including any of the following:
18 (1) Limited scope dental or vision benefits.
19 (2) Benefits for long-term care, nursing home care, home
20 health care, or community-based care.
21 (3) Any other similar limited benefits as provided by the
22 commissioner by rule.
23 *d.* For purposes of this chapter, *"health carrier"* does not
24 include an entity providing benefits offered as independent
25 noncoordinated benefits including any of the following:
26 (1) Coverage only for a specified disease or illness.
27 (2) A hospital indemnity or other fixed indemnity
28 insurance.
29 *e.* For purposes of this chapter, *"health carrier"* does
30 not include an entity providing a Medicare supplemental
31 health insurance policy as defined under section 1882(g)(1)
32 of the federal Social Security Act, coverage supplemental to
33 the coverage provided under 10 U.S.C. ch. 55, and similar
34 supplemental coverage provided to coverage under group health
35 insurance coverage.

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1 10. *"Pharmacist"* means the same as defined in section
2 155A.3.
3 11. *"Pharmacy"* means the same as defined in section 155A.3.
4 Sec. ___. NEW SECTION. **514M.3 Health care services — cost**
5 **controls.**
6 1. *a.* All health care providers shall establish and
7 disclose the discounted cash price the health care provider
8 will accept for specific health care services. The disclosure
9 shall specify if the discounted cash price varies due to
10 different circumstances, including but not limited to the
11 day or time a health care service is provided, the office or
12 location at which the health care service is provided, how
13 quickly an individual pays the discounted cash price for a
14 health care service the individual received, the income level
15 of the individual who received the health care service, or
16 the ancillary services or amenities provided to an individual
17 at the same time the health care service is provided. The
18 discounted cash price shall be available to all covered persons
19 and to all uninsured individuals. A health care provider may
20 satisfy the requirements of this paragraph by complying with
21 the centers for Medicare and Medicaid services of the United
22 States department of health and human services hospital price
23 transparency final rule published in the federal register on
24 November 22, 2023, or any amendment thereto.
25 *b.* A health care provider shall post all discounted cash
26 prices on the health care provider's internet site in a
27 manner that is easily accessible to the public. A health care
28 provider shall update any change in a discounted cash price
29 within ten calendar days of the change, and shall review each
30 discounted cash price at least annually.
31 *c.* (1) Prior to the provision of a scheduled health care
32 service, a health care provider shall inform all covered
33 persons and uninsured individuals of the right of the covered
34 person or uninsured individual to pay for a health care service
35 via the discounted cash price. The notice may be provided

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1 electronically, verbally, in writing, or posted at the physical
2 location of the health care provider.
3 (2) Prior to the provision of a scheduled health care
4 service, a health care provider shall inform a covered person
5 that the covered person may qualify for a deductible credit
6 if the covered person pays the discounted cash price for the
7 health care service and if the discounted cash price is below
8 the average allowed amount paid by the health carrier to
9 network providers for a comparable health care service. The
10 notice may be provided electronically, verbally, in writing, or
11 posted at the physical location of the health care provider.
12 *d.* A health care provider shall not enter into a contract
13 that prohibits the health care provider from offering a
14 discounted cash price below the contracted rates the health
15 care provider has with a health carrier, or that prohibits the
16 health care provider from disclosing the health care provider's
17 discounted cash price under paragraph "*b*".
18 *e.* A health carrier shall not enter into a contract with a
19 health care provider that prohibits the health care provider
20 from offering a discounted cash price below the contracted
21 rates the health care provider has with a health carrier, or
22 that prohibits the health care provider from disclosing the
23 health care provider's discounted cash price under paragraph
24 "*b*".
25 *f.* A covered person's out-of-pocket pricing for each
26 prescription drug on a health carrier's formulary shall be
27 available to a pharmacist via an easily accessible and secure
28 internet site hosted by the health carrier at the point the
29 pharmacist fills a prescription drug to the covered person.
30 *g.* A health care provider shall provide an individual with
31 an itemized list of all health care services provided to the
32 individual, a statement that the individual paid out-of-pocket
33 for the health care services, and a statement that the health
34 care provider will not make a claim against a health carrier
35 for payment for the health care services provided to the

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1 individual if the individual is a covered person.
2 2. Each health benefit plan shall disclose to the health
3 benefit plan's covered persons the average allowed amount for
4 each health care service that is covered under the covered
5 person's health benefit plan. If a health benefit plan fails
6 to disclose the average allowed amount for a health care
7 service, a covered person may substitute a benchmark selected
8 by the commissioner.
9 3. A covered person who elects to receive a covered health
10 care service at a discounted cash price that is below the
11 average allowed amount shall receive credit toward the covered
12 person's in-network cost-sharing as specified in the covered
13 person's health benefit plan, as if the health care service is
14 provided by an in-network health care provider.
15 4. A health benefit plan shall not discriminate in the
16 form of payment for any covered in-network health care service
17 solely on the basis that the covered person was referred for
18 the health care service by an out-of-network health care
19 provider.
20 5. *a.* If a covered person elects to pay cash price for
21 a generic-brand covered prescription drug that results in a
22 lower cost than the average allowed amount for the name-brand
23 covered prescription drug under the covered person's health
24 benefit plan, excluding any drug manufacturer's rebate or
25 other discount from the average allowed amount, the health
26 benefit plan shall apply any payments made by the covered
27 person for the generic-brand covered prescription drug
28 to the covered person's cost-sharing as specified in the
29 covered person's health benefit plan as if the covered person
30 purchased the generic-brand prescription drug from a network
31 pharmacy using the covered person's health benefit plan. The
32 health benefit plan shall credit half the difference in the
33 cash price for the generic-brand covered prescription drug
34 and the average allowed amount for the name-brand covered
35 prescription drug, excluding any drug manufacturer's rebate

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1 or other discount from the average allowed amount, toward
2 the covered person's cost-sharing for health care services
3 that are covered or that are considered formulary under the
4 covered person's health benefit plan. The health benefit
5 plan may credit half the difference in the cash price for
6 the generic-brand covered prescription drug and the average
7 allowed amount for the name-brand covered prescription drug,
8 excluding any drug manufacturer's rebate or other discount
9 from the average allowed amount, toward the covered person's
10 cost-sharing for health care services that are not covered
11 or that are considered nonformulary under the covered
12 person's health benefit plan. This paragraph shall not be
13 construed to restrict a health benefit plan from requiring a
14 preauthorization or other precertification normally required by
15 the health benefit plan.
16 *b.* A health benefit plan shall provide a downloadable or
17 interactive online form for a covered person to submit proof of
18 payment under paragraph *"a"*, and shall annually inform covered
19 persons of their options under this subsection.
20 6. Annually at enrollment or renewal, a health carrier shall
21 provide notice to covered persons via the health carrier's
22 health benefit plan materials and the health carrier's internet
23 site of the option, and the process, to receive a covered
24 health care service at a discounted cash price.
25 7. If a covered person pays a discounted cash price that is
26 above the average allowed amount, the health benefit plan shall
27 credit the covered person's cost-sharing an amount equal to
28 the lesser of the discounted cash price or the average allowed
29 amount.
30 8. *a.* If a health carrier denies a claim submitted by a
31 covered person pursuant to this chapter, the health carrier
32 shall notify the commissioner and provide evidence to support
33 the denial to the covered person and to the commissioner.
34 *b.* A covered person may appeal a claim denial pursuant to
35 chapter 514J.

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1 9. *a.* A covered person shall have access to a program that
2 directly rewards the covered person with a savings incentive
3 for medically necessary covered health care services received
4 from health care providers that offer a discounted cash price
5 below the average allowed amount. Annually at enrollment or
6 renewal, a health carrier shall provide notice to covered
7 persons via the health carrier's health benefit plan materials
8 and the health carrier's internet site of the savings incentive
9 program and how the savings incentive program works. If a
10 covered person exceeds the covered person's annual deductible,
11 the covered person's health benefit plan shall notify the
12 covered person of the savings incentive program and how the
13 savings incentive program works.
14 *b.* A covered person's savings incentive for a specific
15 health care service shall be calculated as the difference
16 between the discounted cash price and the average allowed
17 amount. A savings incentive shall be divided equally between
18 the covered person and the covered person's health benefit
19 plan, and may include a cash payment to the covered person. If
20 a third party helps facilitate a covered person in utilizing
21 a discounted cash price that saves money for the covered
22 person, the covered person may share a portion of their savings
23 incentive with the third party.
24 *c.* Savings incentives under this subsection shall not be
25 an administrative expense of the health benefit plan for rate
26 development or rate filing purposes.
27 10. This chapter shall not be construed to prohibit a health
28 care provider from billing a covered person, a covered person's
29 guarantor, or a third-party payor including a health insurer,
30 for health care services provided to a covered person; or to
31 require a health care provider to refund any payment made to
32 the health care provider for a health care service provided to
33 a covered person.
34 11. If a provision of this chapter or its application to
35 any person or circumstance is held invalid, the invalidity does

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1 not affect other provisions or applications of this chapter
2 which can be given effect without the invalid provision or
3 application.
4 Sec. ___. SAVINGS INCENTIVE PROGRAM AND DEDUCTIBLE CREDIT
5 PROGRAM FOR STATE EMPLOYEES.
6 1. Before August 1, 2025, the department of administrative
7 services shall conduct an analysis of the cost-effectiveness of
8 offering a savings incentive program and deductible credit for
9 state employees and retirees.
10 2. On or before September 1, 2025, the department of
11 administrative services shall submit a report to the general
12 assembly that contains an explanation as to the decision to
13 implement, or not implement, a savings incentive program or
14 deductible credit program.
15 3. Any savings incentive program or deductible credit found
16 to be cost-effective shall be implemented for the 2026 state
17 employee health insurance open enrollment period.>
18 3. Title page, line 2, by striking <organizations> and
19 inserting <organizations, and certain cost controls for health
20 care services>
21 4. By renumbering as necessary.

COMMITTEE ON HEALTH AND HUMAN SERVICES
JEFF EDLER, CHAIRPERSON

AMERICAN OVERSIGHT

House File 2402

S-5064

1 Amend House File 2402, as amended, passed, and reprinted by
2 the House, as follows:
3 1. By striking page 1, line 18, through page 4, line 3.

COMMITTEE ON HEALTH AND HUMAN SERVICES
JEFF EDLER, CHAIRPERSON

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IA-DHHS-24-0418-A-012540

Senate File 2387

S-5065

1 Amend Senate File 2387 as follows:
2 1. Page 1, after line 27 by inserting:
3 <3. A prohibited person may request a review of the
4 determination made by the authority pursuant to subsection 2.
5 *a.* The request to review the determination shall be made
6 within thirty-five calendar days of the date the authority
7 provided written notice to the prohibited person. The request
8 to review the determination must be in writing and state the
9 specific reasons or legal basis for review.
10 *b.* Within sixty calendar days of the receipt of the request
11 to review, the authority shall approve, deny, or modify the
12 determination, if the authority finds that the determination
13 is based on a clear error of material fact or law, or if the
14 authority finds the determination was arbitrary, capricious, or
15 an abuse of discretion.
16 *c.* The authority shall issue its decision in writing and
17 provide written notice of the decision to the prohibited
18 person.
19 *d.* The decision of the authority pursuant to this subsection
20 shall be considered final agency action. A petition for
21 judicial review of the decision of the authority shall be filed
22 pursuant to section 17A.19.>
23 2. Page 1, line 28, by striking <3.> and inserting <4.>

MIKE BOUSSELOT

AMERICAN OVERSIGHT

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House File 131

S-5066

Amend House File 131, as amended, passed, and reprinted by the House, as follows:

1. Page 1, line 2, by striking <2023> and inserting <2024>
2. By striking page 1, line 12, through page 2, line 25.
3. Page 2, line 26, by striking <2023> and inserting <2024>
4. Page 2, by striking lines 28 through 33 and inserting:

<8. *a.* ~~A credit union director shall not receive compensation for service as a director. However, a director may be reimbursed for reasonable expenses directly related to such service~~ Subject to its bylaws, a credit union may provide compensation to members of the credit union's board, elected pursuant to section 533.204, in an amount not to exceed sixteen thousand dollars per year per board member for a credit union with one billion dollars or greater in assets, or not to exceed eight thousand dollars per year per board member for a credit union with less than one billion dollars in assets. A director who receives compensation under this paragraph shall not be reimbursed for expenses directly related to service as a director.

b. A credit union director who does not receive compensation under paragraph "*a*" may be reimbursed for reasonable expenses directly related to service as a director.>

5. Page 2, line 34, by striking <2023> and inserting <2024>
6. Page 3, after line 22 by inserting:

<NEW SUBSECTION. 13. *a.* In addition to any other liability imposed by law upon the directors of a state credit union, the directors of a state credit union shall be liable for all of the following:

(1) The directors of a state credit union who vote for, or assent to, the declaration of any dividend or other distribution of the assets of the state credit union to the state credit union's members in willful or negligent violation of this chapter, any restrictions contained in the articles of incorporation, or any order by the superintendent restricting the payment of dividends or other distribution of assets, shall

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1 be jointly and severally liable to the state credit union for
2 the amount of the dividend which is paid, or the value of
3 such assets which are distributed, in excess of the amount of
4 such dividend or distribution which could have been paid or
5 distributed had the violation not occurred.
6 (2) The directors of a state credit union who vote for,
7 or assent to, any distribution of the assets of the state
8 credit union to the state credit union's members during the
9 dissolution of the state credit union without the payment and
10 discharge of, or making adequate provision for, all known
11 debts, obligations, and liabilities of the state credit union
12 shall be jointly and severally liable to the state credit union
13 for the value of the distributed assets to the extent that such
14 debts, obligations, and liabilities of the state credit union
15 are not thereafter paid and discharged.
16 (3) The directors of a state credit union who willfully
17 or negligently vote for, or assent to, a loan or an extension
18 of credit in violation of this chapter shall be jointly and
19 severally liable to the state credit union for the total amount
20 of any loss sustained by the state credit union.
21 (4) The directors of a state credit union who willfully or
22 negligently vote for, or assent to, any investment of funds of
23 the state credit union in violation of this chapter shall be
24 jointly and severally liable to the state credit union for the
25 amount of any loss sustained by the state credit union on the
26 investment of funds.
27 *b.* A director shall not be liable under paragraph *"a"* if
28 the director relied and acted in good faith on information
29 that was held out to the director to be correct by any officer
30 of the state credit union, or was stated in a written report
31 by a certified public accountant or firm of certified public
32 accounts. A director shall not be deemed to be negligent if
33 the director in good faith exercised the diligence, care, and
34 skill which an ordinarily prudent person would exercise as a
35 director under similar circumstances.

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1 *c.* When deemed necessary by the superintendent, and after
2 affording an opportunity for a hearing upon adequate notice,
3 the superintendent may require that a director whom the
4 superintendent reasonably believes to be liable to a state
5 credit union pursuant to paragraph *"a"* to place in an escrow
6 account in an insured credit union located in this state,
7 as directed by the superintendent, an amount sufficient to
8 discharge any liability which may accrue pursuant to paragraph
9 *"a"*. Upon a final determination of the amount of liability owed
10 pursuant to paragraph *"a"*, the superintendent shall pay over the
11 amount due to the state credit union from the escrow account.
12 Any portion of the escrow account in excess of the amount of
13 liability owed shall be refunded on a pro rata basis to the
14 directors required to contribute to the escrow account pursuant
15 to this paragraph.
16 *d.* The liability provisions of this subsection shall not
17 apply to a director of a credit union who is not directly
18 compensated for services as a director other than the
19 reimbursement of actual expenses.
20 NEW SUBSECTION. 14. *a.* Any director held liable for
21 the payment of a dividend or other distribution of assets of
22 a state credit union under subsection 13 shall be entitled
23 to contribution from any member of the state credit union
24 who accepted or received a dividend or other distribution of
25 assets, knowing that the dividend or distribution of assets was
26 made in violation of this chapter, in proportion to the amount
27 received by each member.
28 *b.* Any director held liable under subsection 13 shall be
29 entitled to contribution from any other director found to be
30 similarly liable.
31 NEW SUBSECTION. 15. *a.* A director of a state credit union
32 who is present at a meeting of the state credit union's board
33 of directors shall be presumed to have assented to any matter
34 taken up by, or action taken by, the board, unless the director
35 dissents by doing any of the following:

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1 (1) Has the director's dissent entered into the minutes of
2 the board meeting.
3 (2) Files the director's written dissent with the
4 individual acting as the secretary of the board meeting before
5 the adjournment of the board meeting.
6 (3) Forwards the director's written dissent by registered
7 or certified mail to the board secretary of the state credit
8 union promptly after the adjournment of the board meeting.
9 *b.* The right to dissent pursuant to paragraph *"a"* shall not
10 apply to a director who votes in favor of the action of the
11 board.
12 NEW SUBSECTION. 16. Any action seeking to impose liability
13 under this section, other than liability for contribution,
14 shall be commenced within five years of the event giving rise
15 to the liability.>
16 7. Page 3, line 23, by striking <2023> and inserting <2024>
17 8. Page 4, line 10, by striking <2023> and inserting <2024>
18 9. Page 5, by striking lines 1 through 24.
19 10. By renumbering as necessary.

MIKE BOUSSELOT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012545

House File 2612

S-5067

1 Amend the amendment, S-5043, to House File 2612, as amended,
2 passed, and reprinted by the House, as follows:
3 1. By striking page 1, line 5, through page 26, line 17, and
4 inserting:
5 <Section 1. AREA EDUCATION AGENCY COMMISSION.
6 1. A commission is established to conduct a comprehensive
7 study of area education agencies and make recommendations
8 related to how to improve the outcomes of students who utilize
9 services provided by area education agencies.
10 2. a. A statewide association located in this state that
11 represents educational professionals shall appoint one co-chair
12 to the commission.
13 b. The co-chair appointed pursuant to paragraph "a" must be
14 a current or recently retired special education teacher or a
15 current or recently retired superintendent who has many years
16 of experience as a licensed educator or administrator in this
17 state.
18 c. The co-chair appointed pursuant to paragraph "a" shall
19 not be a member of the general assembly.
20 3. a. A statewide organization located in this state
21 that represents educational administrators shall appoint one
22 co-chair to the commission.
23 b. The co-chair appointed pursuant to paragraph "a" must be
24 a current or recently retired special education teacher or a
25 current or recently retired superintendent who has many years
26 of experience as a licensed educator or administrator in this
27 state.
28 c. The co-chair appointed pursuant to paragraph "a" shall
29 not be a member of the general assembly.
30 4. The association described in subsection 2, paragraph
31 "a", and the organization described in subsection 3, paragraph
32 "a", shall consult to ensure that one co-chair has declared a
33 political party affiliation with the republican party and the
34 other co-chair has declared a political party affiliation with
35 the democratic party.

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1 5. a. Subject to paragraphs "b" and "c", the co-chairs
2 shall appoint additional members to the commission, as
3 determined by the co-chairs, including members representing
4 the office of the governor, the general assembly, and the
5 department of education.
6 b. The commission shall be bipartisan in its composition.
7 c. All members of the commission appointed by the co-chairs
8 must be residents of this state.
9 6. All contractors engaged by the commission shall be
10 residents of this state.
11 7. The co-chairs may create working groups to study and make
12 recommendations related to any of the following:
13 a. Area education agency funding and finances.
14 b. Area education agency governance structures.
15 c. Area education agency oversight.
16 d. Services area education agencies should provide in the
17 school year beginning July 1, 2024, and subsequent school
18 years.
19 e. The educational and service standards that apply to area
20 education agencies.
21 f. The quality of the educational programs and services
22 provided by area education agencies to school districts.
23 g. The role of school districts in guiding the services
24 provided by area education agencies.
25 h. The role of parents, students, and communities in guiding
26 the services provided by area education agencies.
27 i. How to improve the outcomes of students in this state who
28 receive special education programs and services.
29 8. The commission shall submit a report, including findings
30 and recommendations for policy changes, to the general assembly
31 by December 31, 2024.>
32 2. Page 26, by striking lines 18 through 26 and inserting:
33 <___. Title page, by striking lines 1 through 7 and
34 inserting <An Act establishing a commission to study and make
35 recommendations related to area education agencies.>>

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1 3. By renumbering as necessary.

_____
MOLLY DONAHUE

_____
TONY BISIGNANO

_____
NATE BOULTON

_____
CLAIRE CELSI

_____
WILLIAM A. DOTZLER, JR.

_____
ERIC GIDDENS

_____
PAM JOCHUM

_____
IZAAH KNOX

AMERICAN OVERSIGHT

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_____
JANET PETERSEN

_____
HERMAN C. QUIRMBACH

_____
TODD TAYLOR

_____
SARAH TRONE GARRIOTT

_____
ZACH WAHLS

_____
JANICE WEINER

_____
CINDY WINCKLER

AMERICAN OVERSIGHT

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House File 259

S-5068

1 Amend House File 259, as passed by the House, as follows:
2 1. Page 6, after line 3 by inserting:
3 <Sec. ___. Section 124E.12, Code 2024, is amended by adding
4 the following new subsection:
5 NEW SUBSECTION. 4A. In a prosecution for operating while
6 intoxicated under chapter 321J, if the violation is solely
7 based on an amount of a controlled substance that the person
8 is authorized to consume under this chapter, present in the
9 person as measured in the person's blood or urine, it is an
10 affirmative and complete defense to the prosecution if the
11 person is a veteran, as defined in section 35.1, and furnishes
12 proof in accordance with section 321J.2, subsection 11,
13 paragraph "*b*", subparagraph (2).
14 Sec. ___. Section 321J.2, subsection 8, Code 2024, is
15 amended by adding the following new paragraph:
16 NEW PARAGRAPH. *d.* A conviction for a violation of
17 subsection 1, paragraph "*c*", committed prior to the effective
18 date of this Act shall not be considered a previous offense
19 if the person is a veteran, as defined in section 35.1, and
20 furnishes proof that a medical cannabidiol registration card
21 was issued to the person pursuant to chapter 124E, the card was
22 valid on the date the person committed the offense, and there
23 was no admissible evidence of consumption of alcohol or any
24 other controlled substance that was not covered by the person's
25 medical cannabidiol registration card.
26 Sec. ___. Section 321J.2, Code 2024, is amended by adding
27 the following new subsection:
28 NEW SUBSECTION. 11A. *a.* This section does not apply to a
29 person who is a veteran, as defined in section 35.1, operating
30 a motor vehicle while under the influence of a drug if the
31 substance was consumed in accordance with chapter 124E and
32 there is no admissible evidence of the consumption of alcohol.
33 *b.* When charged with a violation of subsection 1, paragraph
34 "*c*", a person who is a veteran may assert, as an affirmative
35 defense, that the controlled substance present in the person's

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1 blood or urine was consumed in accordance with chapter
2 124E. For purposes of this paragraph, it is presumed that
3 a controlled substance present in a person's blood or urine
4 was consumed in accordance with chapter 124E if the person
5 furnishes proof that the person held a medical cannabidiol
6 registration card issued pursuant to chapter 124E valid on the
7 date the person is alleged to have committed the offense.
8 Sec. ___. Section 321J.6, Code 2024, is amended by adding
9 the following new subsection:
10 NEW SUBSECTION. 4. If a person is suspected of violating
11 section 321J.2, and at the time of the traffic stop the person
12 is a veteran, as defined in section 35.1, and furnishes proof
13 in accordance with section 321J.2, subsection 11A, and if
14 there are no reasonable grounds to believe the person consumed
15 alcohol or any other controlled substance that is not covered
16 by the person's medical cannabidiol registration card, then
17 no reasonable grounds exist to subject the person to chemical
18 testing under this section.>
19 2. Title page, line 1, before <matters> by inserting
20 <veterans, including>
21 3. Title page, lines 2 and 3, by striking <including county
22 commissions of veteran affairs and cemetery expenditures.> and
23 inserting <county commissions of veteran affairs, cemetery
24 expenditures, and certain defenses available to a veteran
25 operating a motor vehicle after consuming medical cannabidiol.>
26 4. By renumbering as necessary.

LIZ BENNETT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012551

House File 2240

S-5069

1 Amend House File 2240, as passed by the House, as follows:

2 1. Page 1, line 9, after <or posting.> by inserting

3 <Notwithstanding subsection 5, or section 692A.102, subsection

4 1, paragraph "a", a person who commits a violation of this

5 subparagraph shall be required to register as a sex offender

6 pursuant to the provisions of chapter 692A.>

LIZ BENNETT

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012552

House File 2404

S-5070

1 Amend House File 2404, as amended, passed, and reprinted by
2 the House, as follows:
3 1. Page 5, after line 8 by inserting:
4 <DIVISION ___
5 HEALTH CARE COORDINATION AND INTERVENTION TEAMS
6 Sec. ___. NEW SECTION. **249A.4A Health care coordination**
7 **and intervention teams.**
8 1. For purposes of this section, *"health care provider"*
9 means a health care provider as defined in section 135.24, a
10 mental health professional, or a substance use professional.
11 2. The director may establish health care coordination and
12 intervention teams as part of the state medical assistance
13 program to conduct individual case reviews to determine whether
14 additional health services or interventions may be appropriate
15 for an individual's care needs.
16 3. *a.* A health care coordination and intervention team
17 shall review individual cases including but not limited to
18 cases involving individuals with complex conditions who are in
19 need of urgent placement and services.
20 *b.* A review of an individual case by a health care
21 coordination and intervention team may be initiated by the
22 department or by a health care provider.
23 *c.* In conducting an individual case review, a health care
24 coordination and intervention team shall:
25 (1) Review and analyze all relevant case information for the
26 purpose of recommending additional health services, treatments,
27 and interventions as appropriate to meet the individual's needs
28 and to ensure the protection of human health and safety.
29 (2) Consult with the individual's health care providers to
30 assist and facilitate care coordination and treatment referral
31 actions as appropriate.
32 (3) Collect and review clinical records and other pertinent
33 information, both confidential and nonconfidential, from
34 hospitals and health care providers as necessary to review the
35 individual's health treatment needs.

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1 4. *a.* Upon request of a health care coordination and
2 intervention team, a hospital or health care provider shall
3 provide records relating to an individual case being reviewed
4 by the health care coordination and intervention team.
5 *b.* Upon request of a health care coordination and
6 intervention team, a person in possession or control of
7 medical, investigative, assessment, or other information
8 pertaining to an individual case under review by the health
9 care coordination and intervention team shall provide the
10 information to the health care coordination and intervention
11 team.
12 *c.* Confidential records and information provided to a health
13 care coordination and intervention team under this subsection
14 shall remain confidential and the health care coordination and
15 intervention team shall not release the records or information
16 to any person or entity without a court order.
17 *d.* A person or entity shall not be liable for providing
18 records or information requested by a health care coordination
19 and intervention team under this subsection to the health care
20 coordination and intervention team or to the department.
21 5. A health care coordination and intervention team member,
22 and an agent of a health care coordination and intervention
23 team member, shall be immune from any liability, civil or
24 criminal, which might otherwise be incurred or imposed as
25 a result of any act, omission, proceeding, decision, or
26 determination undertaken or performed, or recommendation made
27 provided that the team member or agent acted in good faith and
28 without malice in carrying out official duties as a member of a
29 health care coordination and intervention team or an agent of a
30 health care coordination and intervention team member.
31 6. Subject to federal law, individual case reviews
32 conducted pursuant to this section shall be considered care
33 coordination as defined in section 135D.2.
34 Sec. ___. EFFECTIVE DATE. This division of this Act, being
35 deemed of immediate importance, takes effect upon enactment.>

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1 2. Title page, line 4, by striking <and mandatory reporter
2 training> and inserting <mandatory reporter training, and
3 health care coordination and intervention teams, and including
4 effective date provisions>

_____
WAYLON BROWN

AMERICAN OVERSIGHT

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Senate File 2158

S-5071

1 Amend Senate File 2158 as follows:
2 1. Page 1, after line 9 by inserting:
3 <Sec. ___. Section 97A.1, subsection 6, Code 2024, is
4 amended by striking the subsection and inserting in lieu
5 thereof the following:
6 6. *"Cancer"* means a group of diseases involving abnormal
7 cell growth with the potential to invade or spread to other
8 parts of the body.
9 Sec. ___. Section 411.1, subsection 6, Code 2024, is amended
10 by striking the subsection and inserting in lieu thereof the
11 following:
12 6. *"Cancer"* means a group of diseases involving abnormal
13 cell growth with the potential to invade or spread to other
14 parts of the body.
15 Sec. ___. Section 411.1, Code 2024, is amended by adding the
16 following new subsection:
17 NEW SUBSECTION. 8A. *"Cost-sharing"* means any coverage
18 limit, copayment, coinsurance, deductible, or other
19 out-of-pocket cost obligation related to an injury or disease
20 incurred while in the performance of duties.
21 Sec. ___. Section 411.15, Code 2024, is amended to read as
22 follows:
23 **411.15 Hospitalization and medical attention.**
24 1. Cities shall provide hospital, nursing, and physical
25 or mental medical attention for the members of the police and
26 fire departments of the cities, when injured while in the
27 performance of their duties as members of such department, and
28 shall continue to provide hospital, nursing, and physical or
29 mental medical attention for injuries or diseases incurred
30 while in the performance of their duties for members receiving
31 a retirement allowance under section 411.6, subsection 6.
32 2. Cities may fund the cost of the hospital, nursing, and
33 physical or mental medical attention required by this section
34 through the purchase of insurance, including by processing
35 claims concerning the cancer, heart, and lung or respiratory

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1 issues described in section 411.6, subsection 5, paragraph "c",
2 through their group health insurance plan as long as the member
3 is not responsible for any cost-sharing; by self-insuring
4 the obligation~~,~~; or through payment of moneys into a local
5 government risk pool established for the purpose of covering
6 the costs associated with the requirements of this section.
7 However, the cost of the hospital, nursing, and physical or
8 mental medical attention required by this section shall not
9 be funded through an employee-paid health insurance policy,
10 except as otherwise specified in this subsection . Cancers,
11 heart disease, and lung or respiratory diseases described in
12 section 411.6, subsection 5, paragraph "c", shall not be deemed
13 work-related for purposes of coverage through the employer's
14 group health insurance plan.
15 3. The cost of the hospital, nursing, and physical or mental
16 medical attention required by this section shall be paid from
17 moneys held in a trust and agency fund established pursuant to
18 section 384.6, or out of the appropriation for the department
19 to which the injured person belongs or belonged~~;~~, provided
20 that any amounts received by the injured person from any other
21 source for such specific purposes~~,~~ shall be deducted from the
22 amount paid by the city under the provisions of this section.>
23 2. Page 1, after line 19 by inserting:
24 <Sec. ___. IMPLEMENTATION OF ACT. Section 25B.2,
25 subsection 3, shall not apply to this Act.>
26 3. Title page, line 1, after <telecommunicators> by
27 inserting <, members of the public safety peace officers'
28 retirement, accident, and disability system, and the municipal
29 fire and police retirement system>
30 4. By renumbering as necessary.

NATE BOULTON

AMERICAN OVERSIGHT

House File 2163

S-5072

1 Amend House File 2163, as passed by the House, as follows:
2 1. Page 1, after line 9 by inserting:
3 <Sec. ___. Section 97A.1, subsection 6, Code 2024, is
4 amended by striking the subsection and inserting in lieu
5 thereof the following:
6 6. *"Cancer"* means a group of diseases involving abnormal
7 cell growth with the potential to invade or spread to other
8 parts of the body.
9 Sec. ___. Section 411.1, subsection 6, Code 2024, is amended
10 by striking the subsection and inserting in lieu thereof the
11 following:
12 6. *"Cancer"* means a group of diseases involving abnormal
13 cell growth with the potential to invade or spread to other
14 parts of the body.
15 Sec. ___. Section 411.1, Code 2024, is amended by adding the
16 following new subsection:
17 NEW SUBSECTION. 8A. *"Cost-sharing"* means any coverage
18 limit, copayment, coinsurance, deductible, or other
19 out-of-pocket cost obligation related to an injury or disease
20 incurred while in the performance of duties.
21 Sec. ___. Section 411.15, Code 2024, is amended to read as
22 follows:
23 **411.15 Hospitalization and medical attention.**
24 1. Cities shall provide hospital, nursing, and physical
25 or mental medical attention for the members of the police and
26 fire departments of the cities, when injured while in the
27 performance of their duties as members of such department, and
28 shall continue to provide hospital, nursing, and physical or
29 mental medical attention for injuries or diseases incurred
30 while in the performance of their duties for members receiving
31 a retirement allowance under section 411.6, subsection 6.
32 2. Cities may fund the cost of the hospital, nursing, and
33 physical or mental medical attention required by this section
34 through the purchase of insurance, including by processing
35 claims concerning the cancer, heart, and lung or respiratory

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1 issues described in section 411.6, subsection 5, paragraph "c",
2 through their group health insurance plan as long as the member
3 is not responsible for any cost-sharing; by self-insuring
4 the obligation~~,~~; or through payment of moneys into a local
5 government risk pool established for the purpose of covering
6 the costs associated with the requirements of this section.
7 However, the cost of the hospital, nursing, and physical or
8 mental medical attention required by this section shall not
9 be funded through an employee-paid health insurance policy,
10 except as otherwise specified in this subsection . Cancers,
11 heart disease, and lung or respiratory diseases described in
12 section 411.6, subsection 5, paragraph "c", shall not be deemed
13 work-related for purposes of coverage through the employer's
14 group health insurance plan.
15 3. The cost of the hospital, nursing, and physical or mental
16 medical attention required by this section shall be paid from
17 moneys held in a trust and agency fund established pursuant to
18 section 384.6, or out of the appropriation for the department
19 to which the injured person belongs or belonged~~.~~, provided
20 that any amounts received by the injured person from any other
21 source for such specific purposes~~,~~ shall be deducted from the
22 amount paid by the city under the provisions of this section.>
23 2. Page 1, after line 19 by inserting:
24 <Sec. ___. IMPLEMENTATION OF ACT. Section 25B.2,
25 subsection 3, shall not apply to this Act.>
26 3. Title page, line 1, after <telecommunicators> by
27 inserting <, members of the public safety peace officers'
28 retirement, accident, and disability system, and the municipal
29 fire and police retirement system>
30 4. By renumbering as necessary.

NATE BOULTON

AMERICAN OVERSIGHT

House File 2617

S-5073

1 Amend House File 2617, as passed by the House, as follows:
2 1. By striking everything after the enacting clause and
3 inserting:
4 <Section 1. Section 256.11, subsection 4, Code 2024, is
5 amended to read as follows:
6 4. The following shall be taught in grades seven and
7 eight: English-language arts; social studies; mathematics;
8 science; health; age-appropriate and research-based human
9 growth and development that incorporates the standards
10 established under section 279.50, subsection 3, paragraph "b";
11 career exploration and development; physical education; music;
12 and visual art. Computer science instruction incorporating
13 the standards established under section 256.7, subsection
14 26, paragraph "a", subparagraph (4), shall be offered in
15 at least one grade level commencing with the school year
16 beginning July 1, 2023. Career exploration and development
17 shall be designed so that students are appropriately prepared
18 to create an individual career and academic plan pursuant to
19 section 279.61, incorporate foundational career and technical
20 education concepts aligned with the six career and technical
21 education service areas as defined in subsection 5, paragraph
22 "h", incorporate relevant twenty-first century skills to
23 facilitate career readiness, and introduce students to career
24 opportunities within the local community and across this
25 state. The health curriculum shall include age-appropriate
26 and research-based information regarding the characteristics
27 of sexually transmitted diseases. The state board as part of
28 accreditation standards shall adopt curriculum definitions for
29 implementing the program in grades seven and eight. However,
30 this subsection shall not apply to the teaching of career
31 exploration and development in nonpublic schools.
32 Sec. 2. Section 256.11, subsection 5, paragraph j,
33 subparagraph (1), Code 2024, is amended to read as follows:
34 (1) One unit of health education which may include personal
35 health; food and nutrition; environmental health; safety and

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1 survival skills; consumer health; family life; age-appropriate
2 and research-based human growth and development that
3 incorporates the standards established under section 279.50,
4 subsection 3, paragraph "b"; substance use disorder and nonuse;
5 emotional and social health; health resources; cardiopulmonary
6 resuscitation; and prevention and control of disease, including
7 age-appropriate and research-based information regarding
8 sexually transmitted diseases.
9 Sec. 3. Section 256E.7, subsection 2, paragraph g, Code
10 2024, is amended to read as follows:
11 *g.* Be subject to and comply with the requirements of section
12 256.7, subsection 21, and the educational standards of section
13 256.11, unless specifically waived by the state board during
14 the application process; provided, however, that the state
15 board shall not waive the educational standards of section
16 256.11 relating to the human growth and development curriculum
17 for grades seven and eight or the health curriculum for grades
18 nine through twelve.
19 Sec. 4. Section 256F.4, subsection 2, Code 2024, is amended
20 by adding the following new paragraph:
21 NEW PARAGRAPH. *p.* Be subject to and comply with the
22 requirements of section 256.11 relating to the human growth
23 and development curriculum for grades seven and eight and the
24 health curriculum for grades nine through twelve.
25 Sec. 5. Section 279.50, subsection 3, Code 2024, is amended
26 to read as follows:
27 3. *a.* Each school board shall provide age-appropriate and
28 research-based instruction in human growth and development
29 including instruction regarding human sexuality, self-esteem,
30 stress management, interpersonal relationships, domestic abuse,
31 and the prevention and control of disease, including sexually
32 transmitted diseases as required in section 256.11, in grades
33 seven through twelve.
34 *b.* The age-appropriate and research-based instruction in
35 human growth and development described in paragraph "a" shall

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1 include all of the following:
2 (1) Instruction related to human development inside the
3 womb.
4 (2) A high-definition ultrasound video showing the presence
5 of the brain, heart, and other vital organs in early fetal
6 development.
7 (3) A high-quality, computer-generated rendering or
8 animation that depicts the humanity of the unborn child, that
9 shows every stage of human development inside the uterus,
10 starting at conception, and that notes significant markers in
11 cell growth and organ development for every significant marker
12 of pregnancy until birth.>

COMMITTEE ON EDUCATION
KEN ROZENBOOM, CHAIRPERSON

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012562

House Amendment to
Senate File 2289

S-5074

Amend Senate File 2289, as amended, passed, and reprinted by the Senate, as follows:

1. Page 6, after line 33 by inserting:

<4. Promulgate rules necessary to carry out the provisions of this chapter, subject to review in accordance with chapter 17A. Rules promulgated by the governor pursuant to a proclamation issued under section 473.8 shall not be subject to review or a public hearing as required in chapter 17A; however, authority rules for implementation of the governor's proclamation are subject to the requirements of chapter 17A.>

2. Page 7, after line 9 by inserting:

<Sec. ___. Section 473.8, subsection 1, Code 2024, is amended to read as follows:

1. If the ~~authority by resolution determines~~ director makes a determination the health, safety, or welfare of the people of this state is threatened by an actual or impending acute shortage of usable energy, ~~it shall transmit the resolution~~ the director shall provide the determination to the governor together with ~~its recommendation~~ the director's recommendations on the declaration of an emergency by the governor and recommended actions, if any, to be undertaken. Within thirty days of the date of the ~~resolution~~ determination by the director, the governor may issue a proclamation of emergency which shall be filed with the secretary of state. The proclamation shall state the facts relied upon and the reasons for the proclamation.

Sec. ___. Section 473.8, subsection 2, paragraph a, subparagraph (6), Code 2024, is amended to read as follows:

(6) Accept the delegation of the authority for other mandatory measures as allowed ~~by~~ under the federal Emergency Energy Conservation Act of 1979, Pub. L. No. 96-102, as amended.

Sec. ___. Section 473.10, Code 2024, is amended to read as follows:

473.10 Reserve required.

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IA-DHHS-24-0418-A-012563

1 1. If the ~~authority~~ director or the governor finds that
2 an impending or actual shortage or distribution imbalance of
3 liquid fossil fuels may cause hardship or pose a threat to the
4 health and economic well-being of the people of the state or a
5 significant segment of the state's population, the ~~authority~~
6 ~~or the~~ governor may authorize the director to operate a liquid
7 fossil fuel set-aside program as provided in subsection 2.
8 2. Upon authorization by ~~the authority or~~ the governor
9 the director may require a prime supplier to reserve a
10 specified fraction of the prime supplier's projected total
11 monthly release of liquid fossil fuel in Iowa. The director
12 may release any or all of the fuel required to be reserved
13 by a prime supplier to end-users or to distributors for
14 release through normal retail distribution channels to retail
15 customers. However, the specified fraction required to be
16 reserved shall not exceed three percent for propane, aviation
17 fuel and residual oil, and five percent for motor gasoline,
18 heating oil, and diesel oil.
19 3. The ~~authority~~ director shall periodically review and
20 may terminate the operation of a set-aside program authorized
21 by the ~~authority~~ director under subsection 1 when the
22 ~~authority~~ director finds that the conditions that prompted the
23 authorization no longer exist. The governor shall periodically
24 review and may terminate the operation of a set-aside program
25 authorized by the governor under subsection 1 when the governor
26 finds that the conditions that prompted the authorization no
27 longer exist.
28 4. The authority shall adopt rules to implement this
29 section.>
30 3. Page 7, line 10, after <Sections> by inserting <473.7,>

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IA-DHHS-24-0418-A-012564

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 18, 2024

House Amendment to
Senate File 477

S-5075

1 Amend Senate File 477, as amended, passed, and reprinted by
2 the Senate, as follows:
3 1. By striking everything after the enacting clause and
4 inserting:
5 <DIVISION I
6 LICENSURE OF INTERNATIONALLY TRAINED PHYSICIANS
7 Section 1. NEW SECTION. **148J.1 Definitions.**
8 For the purposes of this chapter:
9 1. *"Board"* means the board of medicine established pursuant
10 to chapter 147.
11 2. *"Health care facility"* means all of the following:
12 *a.* A facility as defined in section 514J.102.
13 *b.* A facility licensed pursuant to chapter 135B.
14 *c.* A facility licensed pursuant to chapter 135C.
15 3. *"International medical program"* means a medical school,
16 residency program, medical internship program, or entity that
17 provides physicians with a medical education or training
18 outside of the United States that is substantially similar to
19 the practice of medicine and surgery or osteopathic medicine
20 and surgery in Iowa and that has been evaluated by the
21 educational commission on foreign medical graduates.
22 4. *"International physician"* means an individual who meets
23 all of the following requirements:
24 *a.* Has a medical doctorate or substantially similar degree
25 issued by an international medical program in good standing.
26 *b.* Has been in good standing with the medical licensing or
27 regulatory institution of the individual's resident country
28 during the immediately preceding five years and has no pending
29 discipline before the licensing or regulatory institution.
30 *c.* Has completed a residency or substantially similar
31 postgraduate medical training in the individual's resident
32 country.
33 *d.* Has practiced medicine and surgery or osteopathic
34 medicine and surgery as a licensed physician for five years
35 following the completion of a residency or substantially

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IA-DHHS-24-0418-A-012565

1 similar postgraduate medical training.
2 *e.* Possesses basic fluency in the English language.
3 Sec. 2. NEW SECTION. **148J.2 International physicians —**
4 **provisional licenses.**
5 1. *a.* The board shall grant a provisional license to
6 practice medicine and surgery or osteopathic medicine and
7 surgery in this state to an international physician with an
8 offer for employment as a physician at a health care facility
9 in this state. However, the board shall not grant a license
10 pursuant to this subsection to an international physician who
11 does not possess a federal immigration status allowing the
12 international medical graduate to practice as a physician
13 in the United States, or to an international physician who
14 fails to obtain a passing score on the United States medical
15 licensing examination.
16 *b.* A provisional license granted pursuant to paragraph *"a"*
17 may be converted to a full license to practice medicine and
18 surgery or osteopathic medicine and surgery after three years,
19 unless the license has been revoked pursuant to subsection 2
20 or surrendered by the licensee.
21 2. *a.* The board may revoke a provisional license granted
22 pursuant to subsection 1, paragraph *"a"*, if the board finds by
23 clear and compelling evidence that the licensee has violated
24 a provision of section 148.6. A licensee may appeal a
25 revocation pursuant to this subsection in a court of competent
26 jurisdiction within one hundred twenty days of the date of
27 revocation.
28 *b.* The board may revoke a provisional license granted
29 pursuant to subsection 1, paragraph *"a"*, if the international
30 physician is not employed by a health care facility in this
31 state during the entirety of the provisional licensing period.
32 3. This section does not require the board to grant a
33 provisional license or full license pursuant to subsection 1 to
34 an individual that does not do all of the following:
35 *a.* Complete training substantially similar to a physician

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1 and surgeon or osteopathic physician and surgeon.
2 *b.* Receive a passing score on the United States medical
3 licensing examination.
4 *c.* Pass a background check as required by the board.
5 *d.* Complete a licensure application as required by the
6 board.
7 *e.* Pay all required fees as required by the board.
8 Sec. 3. EFFECTIVE DATE. This division of this Act takes
9 effect January 1, 2025.
10 DIVISION II
11 ELECTRONIC PROTECTED HEALTH INFORMATION
12 Sec. 4. NEW SECTION. **135.194 Electronic protected health**
13 **information of minor — disclosure to legal guardian — option**
14 **to provide printed copy.**
15 1. A health care provider or facility that maintains
16 or transmits electronic protected health information shall
17 disclose to the legal guardian of a minor the minor's
18 electronic protected health information, with the following
19 exceptions:
20 *a.* Electronic protected health information that relates
21 to health care for which the minor is legally authorized to
22 consent without the consent of a legal guardian.
23 *b.* If disclosure of the electronic protected health
24 information to a legal guardian is otherwise prohibited
25 by state law or federal law, including federal statute,
26 regulation, or centers for disease control and prevention
27 guidelines.
28 2. In lieu of disclosing the minor's electronic protected
29 health information to the legal guardian of a minor as required
30 pursuant to subsection 1, a health care provider or facility
31 may comply with this section by providing a printed copy of the
32 minor's electronic protected health information, subject to
33 the exceptions prescribed pursuant to subsection 1, and at no
34 charge to the legal guardian of the minor.
35 3. For the purposes of this section:

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1 *a.* *"Disclosure"* means the release, transfer, provision of
2 access to, or divulging in any manner of electronic protected
3 health information outside the entity holding the electronic
4 protected health information.
5 *b.* *"Electronic media"* means electronic storage material
6 on which data is or may be recorded electronically and
7 transmission media used to exchange information already in
8 electronic storage media.
9 *c.* *"Electronic protected health information"* means protected
10 health information that is transmitted or maintained by or in
11 electronic media.
12 *d.* *"Facility"* means a health care delivery system location
13 that provides a range of primary, secondary, and tertiary
14 inpatient, outpatient, and physician services; an institution
15 providing health care services; and any other health care
16 setting including but not limited to a hospital or other
17 licensed inpatient center, ambulatory surgical center
18 or treatment center, skilled nursing center, residential
19 treatment center, diagnostic, laboratory or imaging centers,
20 rehabilitation or other therapeutic health setting, or the
21 private office or clinic of an individual health care provider
22 or group of health care providers.
23 *e.* *"Health care"* means care, services, or supplies related
24 to the health of a person and includes but is not limited to:
25 (1) Preventive, diagnostic, therapeutic, rehabilitative,
26 maintenance, or palliative care, and any counseling, service,
27 assessment, or procedure with respect to the physical or mental
28 condition, or functional status of a person, or that affects
29 the structure or function of the body.
30 (2) The sale or dispensing of a drug, device, equipment, or
31 other item in accordance with a prescription.
32 *f.* *"Health care provider"* means a physician or osteopathic
33 physician licensed under chapter 148, a physician assistant
34 licensed under chapter 148C, a podiatrist licensed under
35 chapter 149, a chiropractor licensed under chapter 151, a

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1 licensed practical nurse, a registered nurse, or an advanced
2 registered nurse practitioner licensed under chapter 152 or
3 152E, a dentist licensed under chapter 153, an optometrist
4 licensed under chapter 154, a pharmacist licensed under chapter
5 155A, or any other person who is licensed, certified, or
6 otherwise authorized or permitted by the law of this state to
7 administer health care in the ordinary course of business or in
8 the practice of a profession.
9 *g. "Health information"* means health information as defined
10 in 45 C.F.R. §160.103 that is maintained or transmitted by a
11 health care provider or facility.
12 *h. "Legal guardian"* means a person appointed by a court as
13 the guardian of a minor pursuant to chapter 633, or the parent
14 or other person responsible for the care of the minor.
15 *i. "Protected health information"* means protected health
16 information as defined in 45 C.F.R. §160.103 that is maintained
17 or transmitted by a health care provider or facility.>
18 2. Title page, line 1, after <to> by inserting <health care,
19 including>
20 3. Title page, line 2, after <and> by inserting <electronic
21 protected health information, and>

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012569

House Amendment to
Senate File 2275

S-5076

1 Amend Senate File 2275, as amended, passed, and reprinted by
2 the Senate, as follows:
3 1. Page 1, line 12, by striking <of application for>
4 2. Page 1, by striking line 13 and inserting <the
5 pleading, motion, or petition that raises the challenge to the
6 constitutionality of the statute is filed.>
7 3. Page 1, by striking lines 14 through 23 and inserting:
8 <2. Failure to provide notice pursuant to subsection 1 shall
9 not constitute grounds for a dismissal of the appeal.>

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012570

Senate Study Bill 3189 - Introduced

SENATE JOINT RESOLUTION _____
BY (PROPOSED COMMITTEE ON WAYS
AND MEANS RESOLUTION BY
CHAIRPERSON DAWSON)

SENATE JOINT RESOLUTION

1 A Joint Resolution proposing an amendment to the Constitution
2 of the State of Iowa by requiring a single rate for
3 individual income taxes.
4 BE IT RESOLVED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 6352XC (1) 90
jm/jh

AMERICAN OVERSIGHT

S.J.R. _____

Section 1. The following amendment to the Constitution of the State of Iowa is proposed:

The Constitution of the State of Iowa is amended by adding the following new section to new Article XIII:

ARTICLE XIII.

TAXATION LIMITATIONS.

Section 1. **Single individual income tax rate.** A tax on income or based upon income for individuals shall be imposed at a single rate if imposed, and shall not be imposed at a graduated rate for individuals. There shall not be more than one income tax rate above zero imposed by the state for state purposes on an individual at any one time.

Sec. 2. REFERRAL AND PUBLICATION. The foregoing proposed amendment to the Constitution of the State of Iowa is referred to the general assembly to be chosen at the next general election for members of the general assembly, and shall be published as provided by law for three months previous to the date of that election.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This joint resolution proposes an amendment to the Constitution of the State of Iowa by requiring a single rate for individual income taxes.

Under the amendment, a tax on income or based upon income for individuals shall be imposed at a single rate if imposed, and a graduated rate of taxation on such income is prohibited. The amendment prohibits more than one income tax rate above zero imposed by the state for state purposes on an individual at any one time.

The resolution, if adopted, would be published and then referred to the next general assembly (91st) for adoption, before being submitted to the electorate for ratification.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012572

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 18, 2024

Senate Study Bill 3190 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED GOVERNOR BUDGET BILL)

A BILL FOR

1 An Act relating to and making appropriations to the judicial
2 branch, and including effective date provisions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5015XG (5) 90
cm/ns

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012573

S.F. _____ H.F. _____

1 Section 1. JUDICIAL BRANCH.
2 1. There is appropriated from the general fund of the state
3 to the judicial branch for the fiscal year beginning July 1,
4 2024, and ending June 30, 2025, the following amounts, or so
5 much thereof as is necessary, to be used for the purposes
6 designated:
7 a. For salaries of supreme court justices, appellate court
8 judges, district court judges, district associate judges,
9 associate juvenile judges, associate probate judges, judicial
10 magistrates and staff, state court administrator, clerk of
11 the supreme court, district court administrators, clerks of
12 the district court, juvenile court officers, board of law
13 examiners, board of examiners of shorthand reporters, and
14 commission on judicial qualifications; receipt and disbursement
15 of child support payments; reimbursement of the auditor
16 of state for expenses incurred in completing audits of the
17 offices of the clerks of the district court during the fiscal
18 year beginning July 1, 2024; and maintenance, equipment, and
19 miscellaneous purposes:
20 ..... $197,009,531
21 Of the moneys appropriated in this lettered paragraph,
22 no more than $250,000 is allocated for reimbursement to the
23 indigent defense fund created in section 815.11 for travel time
24 claims as required under section 815.7A, subsection 2.
25 b. For deposit in the revolving fund created pursuant to
26 section 602.1302, subsection 3, for jury and witness fees,
27 mileage, costs related to summoning jurors, costs and fees for
28 interpreters and translators, and reimbursement of attorney
29 fees paid by the state public defender:
30 ..... $ 3,600,000
31 c. For payment of expenses for court-ordered services
32 provided to juveniles who are under the supervision of juvenile
33 court services, which expenses are a charge upon the state
34 pursuant to section 232.141, subsection 4:
35 ..... $ 3,290,000

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IA-DHHS-24-0418-A-012574

S.F. _____ H.F. _____

1 (1) Of the moneys appropriated in this lettered paragraph,
2 no more than $1,556,000 is allocated to provide school-based
3 supervision of children under chapter 232, of which no more
4 than $15,000 may be used for purposes of training. A portion
5 of the cost of each school-based liaison officer shall be paid
6 by the school district or other funding source as approved by
7 the chief juvenile court officer.
8 (2) Notwithstanding section 232.141 or any other provision
9 of law to the contrary, the moneys appropriated in this
10 lettered paragraph shall be distributed to the judicial
11 districts as determined by the state court administrator. The
12 state court administrator shall make the determination of the
13 distribution amounts on or before June 15, 2024.
14 (3) Notwithstanding chapter 232 or any other provision of
15 law to the contrary, a district or juvenile court shall not
16 order any service which is a charge upon the state pursuant
17 to section 232.141 if there are insufficient court-ordered
18 services moneys available in the district court distribution
19 amounts to pay for the service. The chief juvenile court
20 officer shall encourage use of the moneys appropriated in this
21 lettered paragraph such that there are sufficient moneys to pay
22 for all court-ordered services during the entire fiscal year.
23 The chief juvenile court officer shall attempt to anticipate
24 potential surpluses and shortfalls in the distribution amounts
25 and shall cooperatively request the state court administrator
26 to transfer moneys between the judicial districts' distribution
27 amounts as prudent.
28 (4) Notwithstanding any provision of law to the contrary,
29 a district or juvenile court shall not order a county to pay
30 for any service provided to a juvenile pursuant to an order
31 entered under chapter 232 which is a charge upon the state
32 under section 232.141, subsection 4.
33 (5) Of the moneys appropriated in this lettered paragraph,
34 no more than $83,000 may be used by the judicial branch
35 for administration of the requirements under this lettered

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IA-DHHS-24-0418-A-012575

1 paragraph.
2 (6) Of the moneys appropriated in this lettered paragraph,
3 $23,000 is allocated to the judicial branch to support the
4 interstate commission for juveniles in accordance with the
5 interstate compact for juveniles as provided in section
6 232.173.
7 d. For juvenile delinquent graduated sanctions services
8 pursuant to section 232.192:
9 ..... $ 12,253,000
10 Any state moneys saved as a result of efforts by juvenile
11 court services to earn a federal fund match pursuant to Tit.
12 IV-E of the federal Family First Prevention Services Act
13 of 2018, Pub. L. No. 115-123, for juvenile court services
14 administration is appropriated to the judicial branch for
15 purposes of this lettered paragraph.
16 2. The judicial branch, except for purposes of internal
17 processing, shall use the current state budget system, the
18 state payroll system, and the Iowa finance and accounting
19 system in administration of programs and payments for services,
20 and shall not duplicate the state payroll, accounting, and
21 budgeting systems.
22 3. The judicial branch shall submit monthly financial
23 statements to the legislative services agency and the
24 department of management containing all appropriated accounts
25 in the same manner as provided in the monthly financial status
26 reports and personal services usage reports of the department
27 of administrative services. The monthly financial statements
28 shall include a comparison of the dollars and percentage
29 spent of budgeted versus actual revenues and expenditures on
30 a cumulative basis for full-time equivalent positions and
31 dollars.
32 4. The judicial branch shall focus efforts upon the
33 collection of delinquent fines, penalties, court costs, fees,
34 surcharges, or similar amounts.
35 5. It is the intent of the general assembly that the offices

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IA-DHHS-24-0418-A-012576

S.F. _____ H.F. _____

1 of the clerks of the district court operate in all 99 counties
2 and be accessible to the public as much as is reasonably
3 possible in order to address the relative needs of the citizens
4 of each county. An office of the clerk of the district court
5 shall be open regular courthouse hours.
6 6. In addition to the requirements for transfers under
7 section 8.39, the judicial branch shall not change the
8 appropriations from the amounts appropriated to the judicial
9 branch in this Act, unless notice of the revisions is given to
10 the legislative services agency prior to the effective date.
11 The notice shall include information on the judicial branch's
12 rationale for making the changes and details concerning the
13 workload and performance measures upon which the changes are
14 based.
15 7. The judicial branch shall submit a semiannual update
16 to the legislative services agency and the department of
17 management specifying the amounts of fines, surcharges, and
18 court costs collected using the Iowa court information system
19 since the last report. The judicial branch shall continue
20 to facilitate the sharing of vital sentencing and other
21 information with other state departments and governmental
22 agencies involved in the criminal justice system through the
23 Iowa court information system.
24 8. The judicial branch shall provide a report to the general
25 assembly and the department of management by January 1, 2025,
26 concerning the amounts received and expended from the court
27 technology and modernization fund created in section 602.8108,
28 subsection 7, during the fiscal year beginning July 1, 2023,
29 and ending June 30, 2024, and the plans for expenditures from
30 each fund during the fiscal year beginning July 1, 2024, and
31 ending June 30, 2025.
32 Sec. 2. CIVIL TRIALS — LOCATION. Notwithstanding any
33 provision to the contrary, for the fiscal year beginning July
34 1, 2024, and ending June 30, 2025, if all parties in a case
35 agree, a civil trial including a jury trial may take place in a

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1 county contiguous to the county with proper jurisdiction, even
2 if the contiguous county is located in an adjacent judicial
3 district or judicial election district. If the trial is moved
4 pursuant to this section, court personnel shall treat the case
5 as if a change of venue occurred.
6 Sec. 3. TRAVEL REIMBURSEMENT. Notwithstanding section
7 602.1509, for the fiscal year beginning July 1, 2024, and
8 ending June 30, 2025, a judicial officer may waive travel
9 reimbursement for any travel outside the judicial officer's
10 county of residence to conduct official judicial business.
11 Sec. 4. JUDICIAL OFFICER — UNPAID LEAVE. Notwithstanding
12 the annual salary rates for judicial officers established by
13 this Act, for the fiscal year beginning July 1, 2024, and
14 ending June 30, 2025, the supreme court may by order place all
15 judicial officers on unpaid leave status on any day employees
16 of the judicial branch are placed on temporary layoff status.
17 The biweekly pay of the judicial officers shall be reduced
18 accordingly for the pay period in which the unpaid leave date
19 occurred in the same manner as for noncontract employees of the
20 judicial branch. Through the course of the fiscal year, the
21 judicial branch may use an amount equal to the aggregate amount
22 of salary reductions due to the judicial officer unpaid leave
23 days for any purpose other than for judicial salaries.
24 Sec. 5. IOWA COMMUNICATIONS NETWORK. It is the intent
25 of the general assembly that the judicial branch utilize
26 the Iowa communications network or other secure electronic
27 communications in lieu of traveling for the fiscal year
28 beginning July 1, 2024, and ending June 30, 2025.
29 Sec. 6. SALARIES — STATE COURT JUSTICES, JUDGES, AND
30 MAGISTRATES.
31 1. The salary rates specified in subsection 2 are for the
32 fiscal year beginning July 1, 2024, effective for the pay
33 period beginning June 21, 2024, and for subsequent fiscal
34 years until otherwise provided by the general assembly. The
35 salaries provided for in this section shall be paid from moneys

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IA-DHHS-24-0418-A-012578

S.F. _____ H.F. _____

1 appropriated to the judicial branch pursuant to this Act or any
2 other Act of the general assembly.
3 2. The following annual salary rates shall be paid to the
4 persons holding the judicial positions indicated during the
5 fiscal year beginning July 1, 2024, effective with the pay
6 period beginning June 21, 2024, and for subsequent pay periods:
7 a. Chief justice of the supreme court:
8 ..... $ 200,034
9 b. Each justice of the supreme court:
10 ..... $ 191,069
11 c. Chief judge of the court of appeals:
12 ..... $ 179,130
13 d. Each associate judge of the court of appeals:
14 ..... $ 173,160
15 e. Each chief judge of a judicial district:
16 ..... $ 167,190
17 f. Each district judge except the chief judge of a judicial
18 district:
19 ..... $ 161,221
20 g. Each district associate judge:
21 ..... $ 143,312
22 h. Each associate juvenile judge:
23 ..... $ 143,312
24 i. Each associate probate judge:
25 ..... $ 143,312
26 j. Each judicial magistrate:
27 ..... $ 44,179
28 k. Each senior judge:
29 ..... $ 9,547
30 3. Persons receiving salary rates established under this
31 section shall not receive any additional salary adjustments
32 provided by this Act or any other Act of the general assembly.
33 Sec. 7. EFFECTIVE DATE. The section of this Act enacting
34 salaries for state court justices, judges, and magistrates
35 takes effect June 21, 2024.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012579

S.F. _____ H.F. _____

1 EXPLANATION

2 The inclusion of this explanation does not constitute agreement with
3 the explanation's substance by the members of the general assembly.

4 This bill relates to and makes appropriations to the
5 judicial branch.
6 The bill appropriates moneys from the general fund
7 of the state for FY 2024-2025 to the judicial branch for
8 salaries, receipt and disbursement of child support payments,
9 reimbursement of the auditor of state, maintenance, equipment,
10 miscellaneous purposes, deposit in the revolving fund created
11 pursuant to Code section 602.1302(3) for certain purposes,
12 payment of court-ordered juvenile services, and juvenile
13 delinquent graduated sanctions services.
14 The bill provides that a civil trial including a jury trial
15 may take place in a county contiguous to the county with proper
16 jurisdiction, even if the contiguous county is located in an
17 adjacent judicial district or judicial election district, if
18 all the parties in a case agree. If a trial is moved to another
19 county that is located in another judicial district or judicial
20 election district, the judicial officers serving the judicial
21 district or judicial election district receiving the case shall
22 preside over the case.
23 The bill permits a judicial officer to waive travel
24 reimbursement for any travel outside the judicial officer's
25 county of residence to conduct official business.
26 The bill allows a judicial officer to be placed on unpaid
27 leave on any day a court employee is required to furlough.
28 The bill provides that if a judicial officer is placed on
29 unpaid leave, the salary of the judicial officer shall be
30 reduced accordingly for the pay period in which the unpaid
31 leave occurred. The bill provides that the judicial branch
32 may use an amount equal to the aggregate amount of the salary
33 reductions due to judicial officer unpaid leave for any purpose
34 other than judicial salaries.
35 The bill states legislative intent that the judicial

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IA-DHHS-24-0418-A-012580

S.F. _____ H.F. _____

1 branch utilize the Iowa communications network or other secure
2 electronic communications in lieu of traveling.
3 The bill sets forth salaries for justices, judges, and
4 magistrates. This provision takes effect June 21, 2024.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012581

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 18, 2024

Senate Study Bill 3191 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED GOVERNOR BUDGET BILL)

A BILL FOR

1 An Act relating to and making appropriations to the justice
2 system.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5014XG (5) 90
as/ns

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012582

S.F. _____ H.F. _____

1 DIVISION I
2 FY 2024-2025 APPROPRIATIONS
3 Section 1. DEPARTMENT OF JUSTICE.
4 1. There is appropriated from the general fund of the state
5 to the department of justice for the fiscal year beginning July
6 1, 2024, and ending June 30, 2025, the following amounts, or
7 so much thereof as is necessary, to be used for the purposes
8 designated:
9 a. For the general office of attorney general for
10 salaries, support, maintenance, and miscellaneous purposes,
11 including the prosecuting attorneys training program, matching
12 funds for federal violence against women grant programs,
13 victim assistance grants, the office of drug control policy
14 prosecuting attorney program, and odometer fraud enforcement:
15 ..... $ 9,042,483
16 As a condition of receiving the appropriation provided
17 in this lettered paragraph, the department of justice shall
18 maintain a record of the estimated time incurred representing
19 each agency or department.
20 The general office of attorney general may temporarily
21 exceed and draw more than the amount appropriated in this
22 lettered paragraph and incur a negative cash balance as long
23 as there are receivables equal to or greater than the negative
24 balances and the amount appropriated in this lettered paragraph
25 is not exceeded at the close of the fiscal year.
26 b. For victim assistance grants:
27 ..... $ 5,016,708
28 The moneys appropriated in this lettered paragraph shall be
29 used to provide grants to care providers providing services to
30 crime victims of domestic abuse or to crime victims of rape and
31 sexual assault.
32 The balance of the victim compensation fund established in
33 section 915.94 may be used to provide salary and support of not
34 more than 24.00 full-time equivalent positions and to provide
35 maintenance for the victim compensation functions of the

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012583

S.F. _____ H.F. _____

1 department of justice. In addition to the full-time equivalent
2 positions authorized pursuant to this paragraph, 7.00 full-time
3 equivalent positions are authorized and shall be used by the
4 department of justice to employ one accountant and four program
5 planners. The department of justice may employ the additional
6 7.00 full-time equivalent positions authorized pursuant to
7 this paragraph that are in excess of the number of full-time
8 equivalent positions authorized only if the department
9 of justice receives sufficient federal moneys to maintain
10 employment for the additional full-time equivalent positions
11 during the current fiscal year. The department of justice
12 shall only employ the additional 7.00 full-time equivalent
13 positions in succeeding fiscal years if sufficient federal
14 moneys are received during each of those succeeding years.
15 The department of justice shall transfer at least $150,000
16 from the victim compensation fund established in section 915.94
17 to the victim assistance grant program established in section
18 13.31.
19 Notwithstanding section 8.33, moneys appropriated in this
20 lettered paragraph that remain unencumbered or unobligated at
21 the close of the fiscal year shall not revert but shall remain
22 available for expenditure for the purposes designated until the
23 close of the succeeding fiscal year.
24 c. For legal services for persons in poverty grants as
25 provided in section 13.34:
26 ..... $ 2,634,601
27 d. To improve the department of justice's cybersecurity and
28 technology infrastructure:
29 ..... $ 202,060
30 2. a. The department of justice, in submitting budget
31 estimates for the fiscal year beginning July 1, 2025, pursuant
32 to section 8.23, shall include a report of funding from sources
33 other than amounts appropriated directly from the general fund
34 of the state to the department of justice or to the office of
35 consumer advocate. These funding sources shall include but

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1 are not limited to reimbursements from other state agencies,
2 commissions, boards, or similar entities, and reimbursements
3 from special funds or internal accounts within the department
4 of justice. The department of justice shall also report actual
5 reimbursements for the fiscal year beginning July 1, 2023,
6 and actual and expected reimbursements for the fiscal year
7 beginning July 1, 2024.
8 b. The department of justice shall include the report
9 required under paragraph "a", as well as information regarding
10 any revisions occurring as a result of reimbursements actually
11 received or expected at a later date, in a report to the
12 general assembly. The department of justice shall submit the
13 report on or before January 15, 2025.
14 3. a. The department of justice shall fully reimburse
15 the costs and necessary related expenses incurred by the Iowa
16 law enforcement academy to continue to employ one additional
17 instructor position who shall provide training for human
18 trafficking-related issues throughout the state.
19 b. The department of justice shall obtain the moneys
20 necessary to reimburse the Iowa law enforcement academy to
21 employ such an instructor from unrestricted moneys from either
22 the victim compensation fund established in section 915.94 or
23 the human trafficking victim fund established in section 915.95
24 or the human trafficking enforcement fund established in 2015
25 Iowa Acts, chapter 138, section 141.
26 Sec. 2. OFFICE OF CONSUMER ADVOCATE. There is appropriated
27 from the commerce revolving fund created in section 546.12 to
28 the office of consumer advocate of the department of justice
29 for the fiscal year beginning July 1, 2024, and ending June 30,
30 2025, the following amount, or so much thereof as is necessary,
31 to be used for the purposes designated:
32 For salaries, support, maintenance, and miscellaneous
33 purposes:
34 ..... $ 3,450,713
35 The office of consumer advocate shall include in its charges

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1 assessed or revenues generated an amount sufficient to cover
2 the amount stated in its appropriation and any state-assessed
3 indirect costs determined by the department of administrative
4 services.
5 Sec. 3. DEPARTMENT OF CORRECTIONS — FACILITIES.
6 1. There is appropriated from the general fund of the state
7 to the department of corrections for the fiscal year beginning
8 July 1, 2024, and ending June 30, 2025, the following amounts,
9 or so much thereof as is necessary, to be used for the purposes
10 designated:
11 a. For the operation of the Fort Madison correctional
12 facility, including salaries, support, maintenance, and
13 miscellaneous purposes:
14 ..... $ 45,522,762
15 b. For the operation of the Anamosa correctional facility,
16 including salaries, support, maintenance, and miscellaneous
17 purposes:
18 ..... $ 38,887,065
19 c. For the operation of the Oakdale correctional facility,
20 including salaries, support, maintenance, and miscellaneous
21 purposes:
22 ..... $ 57,703,792
23 d. For the Oakdale correctional facility for
24 department-wide institutional pharmaceuticals and miscellaneous
25 purposes:
26 ..... $ 9,925,417
27 e. For the operation of the Newton correctional facility,
28 including salaries, support, maintenance, and miscellaneous
29 purposes:
30 ..... $ 31,522,181
31 f. For the operation of the Mount Pleasant correctional
32 facility, including salaries, support, maintenance, and
33 miscellaneous purposes:
34 ..... $ 29,729,489
35 g. For the operation of the Rockwell City correctional

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1 facility, including salaries, support, maintenance, and
2 miscellaneous purposes:
3 ..... $ 11,364,524
4 h. For the operation of the Clarinda correctional facility,
5 including salaries, support, maintenance, and miscellaneous
6 purposes:
7 ..... $ 28,625,610
8 Moneys received by the department of corrections as
9 reimbursement for services provided to the Clarinda youth
10 corporation are appropriated to the department and shall be
11 used for the purpose of operating the Clarinda correctional
12 facility.
13 i. For the operation of the Mitchellville correctional
14 facility, including salaries, support, maintenance, and
15 miscellaneous purposes:
16 ..... $ 25,512,183
17 j. For the operation of the Fort Dodge correctional
18 facility, including salaries, support, maintenance, and
19 miscellaneous purposes:
20 ..... $ 33,279,423
21 k. For reimbursement of counties for temporary confinement
22 of prisoners, as provided in sections 901.7, 904.908, and
23 906.17, and for offenders confined pursuant to section 904.513:
24 ..... $ 1,345,319
25 l. For federal prison reimbursement, reimbursements for
26 out-of-state placements, and miscellaneous contracts:
27 ..... $ 234,411
28 2. The department of corrections shall use moneys
29 appropriated in subsection 1 to continue to contract for the
30 services of a Muslim imam and a Native American spiritual
31 leader.
32 Sec. 4. DEPARTMENT OF CORRECTIONS — ADMINISTRATION.
33 There is appropriated from the general fund of the state to the
34 department of corrections for the fiscal year beginning July
35 1, 2024, and ending June 30, 2025, the following amounts, or

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1 so much thereof as is necessary, to be used for the purposes
2 designated:
3 1. For general administration, including salaries and the
4 adjustment of salaries throughout the department, support,
5 maintenance, employment of an education director to administer
6 a centralized education program for the correctional system,
7 and miscellaneous purposes:
8 ..... $ 7,662,297
9 a. It is the intent of the general assembly that each
10 lease negotiated by the department of corrections with a
11 private corporation for the purpose of providing private
12 industry employment of inmates in a correctional institution
13 shall prohibit the private corporation from utilizing inmate
14 labor for partisan political purposes for any person seeking
15 election to public office in this state and that a violation
16 of this requirement shall result in a termination of the lease
17 agreement.
18 b. It is the intent of the general assembly that as a
19 condition of receiving the appropriation provided in this
20 subsection the department of corrections shall not enter into
21 a lease or contractual agreement pursuant to section 904.809
22 with a private corporation for the use of building space for
23 the purpose of providing inmate employment without providing
24 that the terms of the lease or contract establish safeguards to
25 restrict, to the greatest extent feasible, access by inmates
26 working for the private corporation to personal identifying
27 information of citizens.
28 2. For educational programs for inmates at state penal
29 institutions:
30 ..... $ 2,608,109
31 a. To maximize the funding for educational programs,
32 the department shall establish guidelines and procedures to
33 prioritize the availability of educational and vocational
34 training for inmates based upon the goal of facilitating an
35 inmate´s successful release from the correctional institution.

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1 b. The director of the department of corrections may
2 transfer moneys from Iowa prison industries and the canteen
3 operating funds established pursuant to section 904.310, for
4 use in educational programs for inmates.
5 c. Notwithstanding section 8.33, moneys appropriated in
6 this subsection that remain unencumbered or unobligated at the
7 close of the fiscal year shall not revert but shall remain
8 available to be used only for the purposes designated in this
9 subsection until the close of the succeeding fiscal year.
10 3. For the development and operation of the Iowa corrections
11 offender network (ICON) data system:
12 ..... $ 2,000,000
13 4. For offender mental health and substance abuse
14 treatment:
15 ..... $ 28,065
16 5. For department-wide duties, including operations, costs,
17 and miscellaneous purposes:
18 ..... $ 8,654,633
19 Sec. 5. JUDICIAL DISTRICT DEPARTMENTS OF CORRECTIONAL
20 SERVICES.
21 1. There is appropriated from the general fund of the state
22 to the department of corrections for the fiscal year beginning
23 July 1, 2024, and ending June 30, 2025, for salaries, support,
24 maintenance, and miscellaneous purposes, the following amounts,
25 or so much thereof as is necessary, to be used for the purposes
26 designated:
27 a. For the first judicial district department of
28 correctional services:
29 ..... $ 16,826,981
30 It is the intent of the general assembly that the first
31 judicial district department of correctional services maintains
32 the drug courts operated by the district department.
33 b. For the second judicial district department of
34 correctional services:
35 ..... $ 13,637,109

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1 It is the intent of the general assembly that the second
2 judicial district department of correctional services maintains
3 two drug courts to be operated by the district department.
4 c. For the third judicial district department of
5 correctional services:
6 ..... $ 8,615,128
7 d. For the fourth judicial district department of
8 correctional services:
9 ..... $ 6,465,898
10 e. For the fifth judicial district department of
11 correctional services, including funding for electronic
12 monitoring devices for use on a statewide basis:
13 ..... $ 24,328,291
14 It is the intent of the general assembly that the fifth
15 judicial district department of correctional services maintains
16 the drug court operated by the district department.
17 f. For the sixth judicial district department of
18 correctional services:
19 ..... $ 17,128,661
20 It is the intent of the general assembly that the sixth
21 judicial district department of correctional services maintains
22 the drug court operated by the district department.
23 g. For the seventh judicial district department of
24 correctional services:
25 ..... $ 10,671,655
26 It is the intent of the general assembly that the seventh
27 judicial district department of correctional services maintains
28 the drug court operated by the district department.
29 h. For the eighth judicial district department of
30 correctional services:
31 ..... $ 10,001,148
32 2. Each judicial district department of correctional
33 services, within the moneys available, shall continue programs
34 and plans established within that district to provide for
35 intensive supervision, sex offender treatment, diversion of

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1 low-risk offenders to the least restrictive sanction available,
2 job development, and expanded use of intermediate criminal
3 sanctions.
4 3. Each judicial district department of correctional
5 services shall provide alternatives to prison consistent with
6 chapter 901B. The alternatives to prison shall ensure public
7 safety while providing maximum rehabilitation to the offender.
8 A judicial district department of correctional services may
9 also establish a day program.
10 4. The office of drug control policy of the department
11 of public safety shall consider federal grants made to the
12 department of corrections for the benefit of each of the eight
13 judicial district departments of correctional services as local
14 government grants, as defined pursuant to federal regulations.
15 5. The department of corrections shall continue to contract
16 with a judicial district department of correctional services to
17 provide for the rental of electronic monitoring equipment which
18 shall be available statewide.
19 6. The public safety assessment shall not be utilized in
20 pretrial hearings when determining whether to detain or release
21 a defendant before trial until such time the use of the public
22 safety assessment has been specifically authorized by the
23 general assembly.
24 Sec. 6. DEPARTMENT OF CORRECTIONS — REALLOCATION OF
25 APPROPRIATIONS. Notwithstanding section 8.39, within the
26 moneys appropriated in this division of this Act to the
27 department of corrections, the department may reallocate the
28 moneys appropriated and allocated as necessary to best fulfill
29 the needs of the correctional institutions, administration
30 of the department, and the judicial district departments of
31 correctional services. However, in addition to complying with
32 the requirements of sections 904.116 and 905.8 and providing
33 notice to the legislative services agency, the department
34 of corrections shall also provide notice to the department
35 of management, prior to the effective date of the revision

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1 or reallocation of an appropriation made pursuant to this
2 section. The department of corrections shall not reallocate an
3 appropriation or allocation for the purpose of eliminating any
4 program.
5 Sec. 7. INTENT — REPORTS.
6 1. The department of corrections, in cooperation with
7 townships, the Iowa cemetery associations, and other nonprofit
8 or governmental entities, may use inmate labor during the
9 fiscal year beginning July 1, 2024, to restore or preserve
10 rural cemeteries and historical landmarks. The department, in
11 cooperation with the counties, may also use inmate labor to
12 clean up roads, major water sources, and other water sources
13 around the state.
14 2. By January 15, 2025, the department shall provide an
15 annual status report regarding private-sector employment to
16 the general assembly. The report shall include the number
17 of offenders employed in the private sector, the combined
18 number of hours worked by the offenders, the total amount of
19 allowances, and the distribution of allowances pursuant to
20 section 904.702, including any moneys deposited in the general
21 fund of the state.
22 Sec. 8. ELECTRONIC MONITORING REPORT. The department of
23 corrections shall submit a report on electronic monitoring
24 to the general assembly by January 15, 2025. The report
25 shall specifically address the number of persons being
26 electronically monitored and break down the number of persons
27 being electronically monitored by offense committed. The
28 report shall also include a comparison of any data from the
29 prior fiscal year with the current fiscal year.
30 Sec. 9. STATE AGENCY PURCHASES FROM PRISON INDUSTRIES.
31 1. As used in this section, unless the context otherwise
32 requires, "state agency" means the government of the state
33 of Iowa, including but not limited to all executive branch
34 departments, agencies, boards, bureaus, and commissions, the
35 judicial branch, the general assembly and all legislative

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1 agencies, institutions within the purview of the state board of
2 regents, and any corporation whose primary function is to act
3 as an instrumentality of the state.
4 2. State agencies are encouraged to purchase products from
5 Iowa state industries, as defined in section 904.802, when
6 purchases are required and the products are available from
7 Iowa state industries. State agencies shall obtain bids from
8 Iowa state industries for purchases of office furniture during
9 the fiscal year beginning July 1, 2024, exceeding $5,000 or
10 in accordance with applicable administrative rules related to
11 purchases for the agency.
12 Sec. 10. IOWA LAW ENFORCEMENT ACADEMY.
13 1. There is appropriated from the general fund of the
14 state to the Iowa law enforcement academy for the fiscal year
15 beginning July 1, 2024, and ending June 30, 2025, the following
16 amount, or so much thereof as is necessary, to be used for the
17 purposes designated:
18 a. For salaries, support, maintenance, and miscellaneous
19 purposes, including jailer training and technical assistance:
20 ..... $ 2,904,407
21 b. The Iowa law enforcement academy may temporarily exceed
22 and draw more than the amount appropriated in this subsection
23 and incur a negative cash balance as long as there are
24 receivables equal to or greater than the negative balance and
25 the amount appropriated in this subsection is not exceeded at
26 the close of the fiscal year.
27 2. The Iowa law enforcement academy may select at least
28 five automobiles of the department of public safety, division
29 of state patrol, prior to turning over the automobiles to
30 the department of administrative services to be disposed
31 of by public auction, and the Iowa law enforcement academy
32 may exchange any automobile owned by the academy for each
33 automobile selected if the selected automobile is used in
34 training law enforcement officers at the academy. However, any
35 automobile exchanged by the academy shall be substituted for

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1 the selected vehicle of the department of public safety and
2 sold by public auction with the receipts being deposited in the
3 depreciation fund maintained pursuant to section 8A.365 to the
4 credit of the department of public safety, division of state
5 patrol.
6 3. The Iowa law enforcement academy shall provide training
7 for domestic abuse and human trafficking-related issues
8 throughout the state. The training shall be offered at no
9 cost to the attendees and the training shall not replace any
10 existing domestic abuse or human trafficking training offered
11 by the academy.
12 Sec. 11. STATE PUBLIC DEFENDER.
13 1. There is appropriated from the general fund of the state
14 to the office of the state public defender of the department
15 of inspections, appeals, and licensing for the fiscal year
16 beginning July 1, 2024, and ending June 30, 2025, the following
17 amounts, or so much thereof as is necessary, to be used for the
18 purposes designated:
19 a. For salaries, support, maintenance, and miscellaneous
20 purposes:
21 ..... $ 31,477,894
22 b. For payments on behalf of eligible adults and juveniles
23 from the indigent defense fund, in accordance with section
24 815.11:
25 ..... $ 44,046,374
26 2. Moneys received by the office of the state public
27 defender pursuant to Tit. IV-E of the federal Social Security
28 Act remaining unencumbered and unobligated at the end of the
29 fiscal year shall not revert but shall be transferred to the
30 Tit. IV-E juvenile justice improvement fund created in 2022
31 Iowa Acts, chapter 1146, section 11, subsection 3, to remain
32 available for expenditure by the office of the state public
33 defender in succeeding fiscal years for the purposes allowed by
34 Tit. IV-E of the federal Social Security Act.
35 Sec. 12. BOARD OF PAROLE. There is appropriated from the

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1 general fund of the state to the board of parole for the fiscal
2 year beginning July 1, 2024, and ending June 30, 2025, the
3 following amount, or so much thereof as is necessary, to be
4 used for the purposes designated:
5 For salaries, support, maintenance, and miscellaneous
6 purposes:
7 ..... $ 1,545,114
8 Sec. 13. DEPARTMENT OF PUBLIC DEFENSE.
9 1. There is appropriated from the general fund of the
10 state to the department of public defense, for the fiscal year
11 beginning July 1, 2024, and ending June 30, 2025, the following
12 amount, or so much thereof as is necessary, to be used for the
13 purposes designated:
14 For salaries, support, maintenance, and miscellaneous
15 purposes:
16 ..... $ 7,211,221
17 2. The department of public defense may temporarily exceed
18 and draw more than the amount appropriated in this section and
19 incur a negative cash balance as long as there are receivables
20 of federal funds equal to or greater than the negative balance
21 and the amount appropriated in this section is not exceeded at
22 the close of the fiscal year.
23 Sec. 14. DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY
24 MANAGEMENT.
25 1. There is appropriated from the general fund of the state
26 to the department of homeland security and emergency management
27 for the fiscal year beginning July 1, 2024, and ending June 30,
28 2025, the following amount, or so much thereof as is necessary,
29 to be used for the purposes designated:
30 For salaries, support, maintenance, and miscellaneous
31 purposes:
32 ..... $ 2,442,595
33 2. The department of homeland security and emergency
34 management may temporarily exceed and draw more than the amount
35 appropriated in this section and incur a negative cash balance

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as long as there are receivables of federal funds equal to or greater than the negative balance and the amount appropriated in this section is not exceeded at the close of the fiscal year.

Sec. 15. DEPARTMENT OF PUBLIC SAFETY. There is appropriated from the general fund of the state to the department of public safety for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amounts, or so much thereof as is necessary, to be used for the purposes designated:

1. For administrative functions, including salaries and the adjustment of salaries throughout the department, and the criminal justice information system:
..... $ 7,092,910

2. For the division of criminal investigation, including the state's contribution to the peace officers' retirement, accident, and disability system provided in chapter 97A in the amount of the state's normal contribution rate, as defined in section 97A.8, multiplied by the salaries for which the moneys are appropriated, and to meet federal fund matching requirements:
..... $ 21,189,769

3. For the criminalistics laboratory fund created in section 691.9:
..... $ 650,000

Notwithstanding section 8.33, moneys appropriated in this subsection that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.

4. a. For the division of narcotics enforcement, including the state's contribution to the peace officers' retirement, accident, and disability system provided in chapter 97A in the amount of the state's normal contribution rate, as defined in section 97A.8, multiplied by the salaries for which the moneys are appropriated, and to meet federal fund matching

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1 requirements:
2 ..... $ 9,243,545
3 b. For the division of narcotics enforcement for undercover
4 purchases:
5 ..... $ 209,042
6 5. For the division of state fire marshal, for fire
7 protection services as provided through the state fire service
8 and emergency response council as created in the department,
9 and for the state's contribution to the peace officers'
10 retirement, accident, and disability system provided in chapter
11 97A in the amount of the state's normal contribution rate, as
12 defined in section 97A.8, multiplied by the salaries for which
13 the moneys are appropriated:
14 ..... $ 3,418,466
15 6. For the division of state patrol, for salaries, support,
16 maintenance, workers' compensation costs, and miscellaneous
17 purposes, including the state's contribution to the peace
18 officers' retirement, accident, and disability system provided
19 in chapter 97A in the amount of the state's normal contribution
20 rate, as defined in section 97A.8, multiplied by the salaries
21 for which the moneys are appropriated:
22 ..... $ 90,056,257
23 It is the intent of the general assembly that members of the
24 state patrol be assigned to patrol the highways and roads in
25 lieu of assignments for inspecting school buses for the school
26 districts.
27 7. For deposit in the sick leave benefits fund established
28 in section 80.42 for all departmental employees eligible to
29 receive benefits for accrued sick leave under the collective
30 bargaining agreement:
31 ..... $ 279,517
32 8. For costs associated with the training and equipment
33 needs of volunteer fire fighters:
34 ..... $ 1,075,520
35 Notwithstanding section 8.33, moneys appropriated in this

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1 subsection that remain unencumbered or unobligated at the close
2 of the fiscal year shall not revert but shall remain available
3 for expenditure for the purposes designated in this subsection
4 until the close of the succeeding fiscal year.
5 9. For the public safety interoperable and broadband
6 communications fund established in section 80.44:
7 ..... $ 115,661
8 10. For the office to combat human trafficking established
9 pursuant to section 80.45, including salaries, support,
10 maintenance, and miscellaneous purposes:
11 ..... $ 200,742
12 11. For department-wide duties, including operations,
13 costs, and miscellaneous purposes:
14 ..... $ 4,649,789
15 12. For deposit in the public safety equipment fund
16 established in section 80.48 for the purchase, maintenance, and
17 replacement of equipment used by the department:
18 ..... $ 2,500,000
19 13. For the office of drug control policy, for salaries,
20 support, maintenance, and miscellaneous purposes, including
21 statewide coordination of the drug abuse resistance education
22 (D.A.R.E) programs or other similar programs:
23 ..... $ 249,219
24 Notwithstanding section 8.39, the department of public
25 safety may reallocate moneys appropriated in this section
26 as necessary to best fulfill the needs provided for in the
27 appropriation. However, the department shall not reallocate
28 moneys appropriated to the department in this section unless
29 notice of the reallocation is given to the legislative services
30 agency and the department of management prior to the effective
31 date of the reallocation. The notice shall include information
32 regarding the rationale for reallocating the moneys. The
33 department shall not reallocate moneys appropriated in this
34 section for the purpose of eliminating any program.
35 Sec. 16. GAMING ENFORCEMENT.

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1 1. There is appropriated from the gaming enforcement
2 revolving fund created in section 80.43 to the department of
3 public safety for the fiscal year beginning July 1, 2024, and
4 ending June 30, 2025, the following amount, or so much thereof
5 as is necessary, to be used for the purposes designated:
6 For any direct support costs for agents and officers of
7 the division of criminal investigation's excursion gambling
8 boat, gambling structure, and racetrack enclosure enforcement
9 activities, including salaries, support, maintenance, and
10 miscellaneous purposes:
11 ..... $ 11,442,487
12 2. For each additional license to conduct gambling games on
13 an excursion gambling boat, gambling structure, or racetrack
14 enclosure issued during the fiscal year beginning July 1, 2024,
15 there is appropriated from the gaming enforcement revolving
16 fund to the department of public safety for the fiscal year
17 beginning July 1, 2024, and ending June 30, 2025, an additional
18 amount of not more than $300,000 to be used for full-time
19 equivalent positions.
20 3. The department of public safety, with the approval of the
21 department of management, may employ no more than three special
22 agents for each additional riverboat or gambling structure
23 regulated after July 1, 2025, and three special agents for each
24 racing facility which becomes operational during the fiscal
25 year which begins July 1, 2025.
26 Sec. 17. DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY
27 MANAGEMENT. There is appropriated from the 911 emergency
28 communications fund created in section 34A.7A to the department
29 of homeland security and emergency management for the fiscal
30 year beginning July 1, 2024, and ending June 30, 2025, the
31 following amount, or so much thereof as is necessary, to be
32 used for the purposes designated:
33 For implementation, support, and maintenance of the
34 functions of the administrator and program manager under
35 chapter 34A and to employ the auditor of the state to perform

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1 an annual audit of the 911 emergency communications fund:
2 ..... $ 300,000
3 Sec. 18. CONSUMER EDUCATION AND LITIGATION — FARM
4 MEDIATION AND PROSECUTIONS, APPEALS, AND CLAIMS.
5 Notwithstanding section 714.16C, there is appropriated from the
6 consumer education and litigation fund to the department of
7 justice for the fiscal year beginning July 1, 2024, and ending
8 June 30, 2025, the following amounts, or so much thereof as is
9 necessary, to be used for the purposes designated:
10 1. For farm mediation services as specified in section
11 13.13, subsection 2:
12 ..... $ 300,000
13 2. For salaries, support, maintenance, and miscellaneous
14 purposes for criminal prosecutions, criminal appeals, and
15 performing duties pursuant to chapter 669:
16 ..... $ 2,000,000
17 DIVISION II
18 IOWA LAW ENFORCEMENT ACADEMY
19 Sec. 19. Section 80B.11B, subsection 2, paragraph c, Code
20 2024, is amended to read as follows:
21 *c.* For a candidate sponsored by a political subdivision
22 and hired by the political subdivision, to the political
23 subdivision, one-third of the total cost~~; to the candidate,~~
24 ~~one-third of the total cost;~~ and to the state, the remainder of
25 the total cost. ~~The political subdivision may pay for all or a~~
26 ~~portion of the candidate's share of the costs.~~
27 EXPLANATION

28 The inclusion of this explanation does not constitute agreement with
29 the explanation's substance by the members of the general assembly.

30 This bill relates to and makes appropriations to the justice
31 system. The bill is organized in divisions.
32 FY 2024-2025 APPROPRIATIONS. The bill makes appropriations
33 for FY 2024-2025 from the general fund of the state to the
34 departments of justice, corrections, public defense, public
35 safety, and homeland security and emergency management, and

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1 the Iowa law enforcement academy, office of the state public
2 defender, and board of parole.
3 The bill appropriates moneys from the commerce revolving
4 fund to the office of consumer advocate of the department
5 of justice; from the gaming enforcement revolving fund to
6 the department of public safety; from the 911 emergency
7 communications fund to the department of homeland security
8 and emergency management; and from the consumer education and
9 litigation fund to the department of justice for farm mediation
10 services and for criminal prosecutions, criminal appeals, and
11 performing certain duties.
12 IOWA LAW ENFORCEMENT ACADEMY. For a basic training course
13 provided to a candidate sponsored by a political subdivision
14 and hired by the political subdivision, current law requires
15 the Iowa law enforcement academy to charge one-third of the
16 cost to the political subdivision, one-third to the candidate,
17 and the remainder to the state. The bill provides that the
18 state will be charged the cost previously charged to the
19 candidate.

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Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 18, 2024

Senate Study Bill 3192 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED GOVERNOR BUDGET BILL)

A BILL FOR

1 An Act relating to and making appropriations for the economic
2 development of the state, including to the economic
3 development authority, the Iowa finance authority, the
4 public employment relations board, the department of
5 workforce development, and the state board of regents and
6 certain regents institutions.
7 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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S.F. _____ H.F. _____

1 Section 1. GOALS AND ACCOUNTABILITY — ECONOMIC
2 DEVELOPMENT.
3 1. For the fiscal year beginning July 1, 2024, the goals
4 for the economic development authority shall be to expand and
5 stimulate the state economy, increase the wealth of Iowans, and
6 increase the population of the state.
7 2. To achieve the goals in subsection 1, the economic
8 development authority shall do all of the following for the
9 fiscal year beginning July 1, 2024:
10 a. Concentrate its efforts on programs and activities that
11 result in commercially viable products and services.
12 b. Adopt practices and services consistent with free
13 market, private sector philosophies.
14 c. Ensure economic growth and development throughout the
15 state.
16 d. Work with businesses and communities to continually
17 improve the economic development climate along with the
18 economic well-being and quality of life for Iowans.
19 e. Coordinate with other state agencies to ensure that they
20 are attentive to the needs of an entrepreneurial culture.
21 f. Establish a strong and aggressive marketing image to
22 showcase Iowa's workforce, existing industry, and potential.
23 A priority shall be placed on recruiting new businesses,
24 business expansion, and retaining existing Iowa businesses.
25 Emphasis shall be placed on entrepreneurial development through
26 helping entrepreneurs secure capital, and developing networks
27 and a business climate conducive to entrepreneurs and small
28 businesses.
29 g. Encourage the development of communities and quality of
30 life to foster economic growth.
31 h. Prepare communities for future growth and development
32 through development, expansion, and modernization of
33 infrastructure.
34 i. Develop public-private partnerships with Iowa businesses
35 in the tourism industry, Iowa tour groups, Iowa tourism

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1 organizations, and political subdivisions in this state to
2 assist in the development of advertising efforts.
3 j. Develop, to the fullest extent possible, cooperative
4 efforts for advertising with contributions from other sources.
5 Sec. 2. ECONOMIC DEVELOPMENT AUTHORITY.
6 1. APPROPRIATION
7 a. There is appropriated from the general fund of the state
8 to the economic development authority for the fiscal year
9 beginning July 1, 2024, and ending June 30, 2025, the following
10 amount, or so much thereof as is necessary, to be used for the
11 purposes designated in this subsection:
12 ..... $ 12,921,510
13 b. (1) For salaries, support, miscellaneous purposes,
14 programs, marketing, and the maintenance of an administration
15 division, a business development division, a community
16 development division, a small business development division,
17 and other divisions the authority may organize.
18 (2) For business development operations and programs,
19 international trade, export assistance, workforce recruitment,
20 and the partner state program.
21 (3) For transfer to a fund created pursuant to section
22 15.313 for purposes of financing strategic infrastructure
23 projects.
24 (4) For community economic development programs, tourism
25 operations, community assistance, the main street program,
26 the school-to-career program, the community development block
27 grant, and housing programs.
28 (5) For achieving the goals and accountability, and
29 fulfilling the requirements and duties required under this Act.
30 c. Notwithstanding section 8.33, moneys appropriated in
31 this subsection that remain unencumbered or unobligated at the
32 close of the fiscal year shall not revert but shall remain
33 available for expenditure for the purposes designated in this
34 subsection until the close of the succeeding fiscal year.
35 2. FINANCIAL ASSISTANCE RESTRICTIONS

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1 a. A business creating jobs through moneys appropriated in
2 subsection 1 shall be subject to contract provisions requiring
3 new and retained jobs to be filled by individuals who are
4 citizens of the United States who reside within the United
5 States, or any person authorized to work in the United States
6 pursuant to federal law, including legal resident aliens
7 residing in the United States.
8 b. Any vendor who receives moneys appropriated in
9 subsection 1 shall adhere to such contract provisions and
10 provide periodic assurances as the state shall require that the
11 jobs are filled solely by citizens of the United States who
12 reside within the United States, or any person authorized to
13 work in the United States, pursuant to federal law, including
14 legal resident aliens residing in the United States.
15 c. A business that receives financial assistance from
16 the authority from moneys appropriated in subsection 1 shall
17 only employ individuals legally authorized to work in this
18 state. In addition to all other applicable penalties provided
19 by current law, all or a portion of the assistance received
20 by a business which is found to knowingly employ individuals
21 not legally authorized to work in this state is subject to
22 recapture by the authority.
23 3. USES OF APPROPRIATIONS
24 a. From the moneys appropriated in subsection 1, the
25 authority may provide financial assistance in the form of a
26 grant to a community economic development entity for conducting
27 a local workforce recruitment effort designed to recruit former
28 citizens of the state and former students at colleges and
29 universities in the state to meet the needs of local employers.
30 b. From the moneys appropriated in subsection 1, the
31 authority may provide financial assistance to early stage
32 industry companies being established by women entrepreneurs.
33 c. From the moneys appropriated in subsection 1, the
34 authority may provide financial assistance in the form of
35 grants, loans, or forgivable loans for advanced research and

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1 commercialization projects involving value-added agriculture,
2 advanced technology, or biotechnology.
3 4. WORLD FOOD PRIZE
4 In lieu of the standing appropriation in section 15.368,
5 there is appropriated from the general fund of the state to the
6 economic development authority for the fiscal year beginning
7 July 1, 2024, and ending June 30, 2025, the following amount
8 for the world food prize:
9 ..... $ 750,000
10 5. COUNCILS OF GOVERNMENTS — ASSISTANCE
11 There is appropriated from the general fund of the state
12 to the economic development authority for the fiscal year
13 beginning July 1, 2024, and ending June 30, 2025, the following
14 amount to be used for the purposes of providing financial
15 assistance to Iowa's councils of governments:
16 ..... $ 250,000
17 6. TOURISM OFFICE
18 a. There is appropriated from the general fund of the state
19 to the economic development authority for the fiscal year
20 beginning July 1, 2024, and ending June 30, 2025, the following
21 amount for the tourism office to be used for advertising,
22 promoting, placement, and implementation of the economic
23 development authority's strategic plan for tourism and travel:
24 ..... $ 1,100,000
25 b. Notwithstanding section 8.33, moneys appropriated in
26 this subsection that remain unencumbered or unobligated at the
27 close of the fiscal year shall not revert but shall remain
28 available for expenditure for the purposes designated until the
29 close of the succeeding fiscal year.
30 c. The economic development authority shall submit an
31 annual report on or before January 15 to the general assembly
32 regarding the tourism office's activities funded with moneys
33 appropriated under this subsection. The report shall be
34 provided in an electronic format and shall include metrics
35 and criteria that allow the general assembly to quantify

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1 and evaluate the effectiveness and economic impact of the
2 tourism office's activities related to advertising, promoting,
3 placement, and implementation of the economic development
4 authority's strategic plan for tourism and travel.
5 7. CULTURAL AFFAIRS ACTIVITIES
6 a. There is appropriated from the general fund of the state
7 to the economic development authority for the fiscal year
8 beginning July 1, 2024, and ending June 30, 2025, the following
9 amounts, or so much thereof as is necessary, to be used for the
10 purposes designated:
11 (1) For planning and programming for the community cultural
12 grants program established under section 15.436:
13 ..... $ 172,090
14 (2) For support of the Iowa arts council:
15 ..... $ 1,400,000
16 Of the moneys appropriated in this subparagraph, the
17 authority shall allocate $300,000 for purposes of the film
18 office.
19 (3) For the Iowa great places program established under
20 section 15.439:
21 ..... $ 149,710
22 (4) For grant programs administered by the Iowa arts
23 council including those programs supporting the long-term
24 financial stability and sustainability of nonprofit cultural
25 organizations:
26 ..... $ 150,000
27 b. Notwithstanding section 8.33, moneys appropriated in
28 this subsection that remain unencumbered or unobligated at the
29 close of the fiscal year shall not revert but shall remain
30 available for expenditure for the purposes designated until the
31 close of the succeeding fiscal year.
32 Sec. 3. LIMITATIONS OF STANDING APPROPRIATIONS —— FY
33 2024-2025. Notwithstanding the standing appropriations
34 in the following designated sections for the fiscal year
35 beginning July 1, 2024, and ending June 30, 2025, the amounts

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appropriated from the general fund of the state pursuant to those sections for the following purposes shall not exceed the following amounts:

1. For operational support grants and community cultural grants under section 99F.11, subsection 4, paragraph "d", subparagraph (1):

..... $ 448,403

2. For the purposes of regional tourism marketing under section 99F.11, subsection 4, paragraph "d", subparagraph (2):

..... $ 1,443,700

Sec. 4. FINANCIAL ASSISTANCE REPORTING — ECONOMIC DEVELOPMENT AUTHORITY. The economic development authority shall submit an annual report to the general assembly no later than November 1, 2024, that details the amount of every direct loan, forgivable loan, tax credit, tax exemption, tax refund, grant, or any other financial assistance awarded to a person during the prior fiscal year by the authority under an economic development program administered by the authority. The report shall identify the county where the project associated with each such award is located.

Sec. 5. INSURANCE ECONOMIC DEVELOPMENT. From the moneys collected by the insurance division of the department of insurance and financial services in excess of the anticipated gross revenues under section 505.7, subsection 3, during the fiscal year beginning July 1, 2024, $100,000 shall be transferred to the economic development authority for insurance economic development and international insurance economic development.

Sec. 6. IOWA FINANCE AUTHORITY.

1. There is appropriated from the general fund of the state to the Iowa finance authority for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amounts, or so much thereof as is necessary, to be used for the purposes designated:

a. Rent subsidy program

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1 (1) To provide reimbursement for rent expenses to eligible
2 persons under the home and community-based services rent
3 subsidy program established in section 16.55:
4 ..... $ 873,000
5 (2) Of the moneys appropriated in this paragraph, not more
6 than $35,000 may be used for administrative costs.
7 b. Housing renewal pilot program
8 To provide housing renewal moneys to a nonprofit Iowa
9 affiliate to award grants to eligible communities for a housing
10 renewal pilot program:
11 ..... $ 500,000
12 2. Notwithstanding section 8.33, moneys appropriated in
13 this section that remain unencumbered or unobligated at the
14 close of the fiscal year shall not revert but shall remain
15 available for expenditure for the purposes designated until the
16 close of the succeeding fiscal year.
17 Sec. 7. IOWA FINANCE AUTHORITY AUDIT. The auditor of state
18 is requested to review the audit of the Iowa finance authority
19 performed by the auditor hired by the authority.
20 Sec. 8. PUBLIC EMPLOYMENT RELATIONS BOARD.
21 1. There is appropriated from the general fund of the state
22 to the public employment relations board for the fiscal year
23 beginning July 1, 2024, and ending June 30, 2025, the following
24 amount, or so much thereof as is necessary, to be used for the
25 purposes designated:
26 For salaries, support, maintenance, and miscellaneous
27 purposes:
28 ..... $ 1,295,264
29 2. Of the moneys appropriated in this section, the board
30 shall allocate $15,000 for maintaining an internet site that
31 allows access to a searchable database of collective bargaining
32 information.
33 Sec. 9. DEPARTMENT OF WORKFORCE DEVELOPMENT. There
34 is appropriated from the general fund of the state to the
35 department of workforce development for the fiscal year

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1 beginning July 1, 2024, and ending June 30, 2025, the following
2 amounts, or so much thereof as is necessary, to be used for the
3 purposes designated:
4 1. WORKFORCE DEVELOPMENT OPERATIONS
5 a. For the operation of field offices and the workforce
6 development board:
7 ..... $ 6,902,636
8 b. Of the moneys appropriated in paragraph "a", the
9 department shall allocate $150,000 to the state library for the
10 purpose of licensing an online resource which prepares persons
11 to succeed in the workplace through programs which improve job
12 skills and vocational test-taking abilities.
13 2. OFFENDER REENTRY PROGRAM
14 a. For the development and administration of an offender
15 reentry program to provide offenders with employment skills:
16 ..... $ 387,158
17 b. The department of workforce development shall partner
18 with the department of corrections to provide staff within
19 the correctional facilities resources to improve offenders'
20 abilities to find and retain productive employment.
21 3. INTEGRATED INFORMATION FOR IOWA SYSTEM
22 For the payment of services provided by the department of
23 administrative services related to the integrated information
24 for Iowa system:
25 ..... $ 228,822
26 4. WORKPLACE INJURY AND SAFETY SURVEYS
27 For the operation of workplace safety surveys and workplace
28 data collection and analysis, including salaries, support,
29 maintenance, and miscellaneous purposes:
30 ..... $ 125,555
31 5. SUMMER YOUTH INTERN PILOT PROGRAM
32 For the funding of a summer youth intern pilot program that
33 will help young people at risk of not graduating from high
34 school to explore and prepare for high-demand careers through
35 summer work experience, including the development of soft

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1 skills:
2 ..... $ 250,000
3 6. DIVISION OF VOCATIONAL REHABILITATION SERVICES
4 a. For salaries, support, maintenance, and miscellaneous
5 purposes:
6 ..... $ 6,226,739
7 For purposes of optimizing the job placement of individuals
8 with disabilities, the division shall make its best efforts
9 to work with community rehabilitation program providers for
10 job placement and retention services for individuals with
11 significant disabilities and most significant disabilities. By
12 January 15, 2025, the division shall submit a written report to
13 the general assembly regarding the division's outreach efforts
14 with community rehabilitation program providers.
15 b. For matching moneys for programs to enable persons
16 with severe physical or mental disabilities to function more
17 independently, including salaries and support:
18 ..... $ 84,804
19 c. For the entrepreneurs with disabilities program
20 established pursuant to section 84H.4:
21 ..... $ 138,506
22 d. For costs associated with centers for independent
23 living:
24 ..... $ 86,547
25 7. ADULT EDUCATION AND LITERACY PROGRAMS
26 For distribution as grants to community colleges for
27 the purpose of adult basic education programs for students
28 requiring instruction in English as a second language:
29 ..... $ 500,000
30 In issuing grants under this subsection, the department of
31 workforce development shall use the same application process
32 and criteria as are used for purposes of awarding grants to
33 community colleges for the purpose of adult basic education
34 programs for students requiring instruction in English as a
35 second language using moneys that are appropriated to the

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1 department from the Iowa skilled worker and job creation fund.
2 8. REGISTERED APPRENTICESHIP DEVELOPMENT PROGRAMS
3 For the funding of registered apprenticeship development
4 programs in the department of workforce development:
5 ..... $ 760,000
6 Notwithstanding section 8.33, moneys appropriated in this
7 section that remain unencumbered or unobligated at the close of
8 the fiscal year shall not revert but shall remain available for
9 expenditure for the purposes designated until the close of the
10 succeeding fiscal year.
11 Sec. 10. GENERAL FUND — EMPLOYEE MISCLASSIFICATION
12 PROGRAM. There is appropriated from the general fund of the
13 state to the department of workforce development for the fiscal
14 year beginning July 1, 2024, and ending June 30, 2025, the
15 following amount, or so much thereof as is necessary, to be
16 used for the purposes designated:
17 For enhancing efforts to investigate employers that
18 misclassify workers:
19 ..... $ 379,631
20 Sec. 11. SPECIAL EMPLOYMENT SECURITY CONTINGENCY FUND.
21 1. There is appropriated from the special employment
22 security contingency fund created in section 96.13 to the
23 department of workforce development for the fiscal year
24 beginning July 1, 2024, and ending June 30, 2025, the following
25 amount, or so much thereof as is necessary, to be used for
26 field offices:
27 ..... $ 2,416,084
28 2. Any remaining additional penalty and interest revenue
29 collected by the department of workforce development is
30 appropriated to the department for the fiscal year beginning
31 July 1, 2024, and ending June 30, 2025, to accomplish the
32 mission of the department.
33 Sec. 12. UNEMPLOYMENT COMPENSATION RESERVE FUND — FIELD
34 OFFICES. Notwithstanding section 96.9, subsection 8, paragraph
35 "e", there is appropriated from interest earned on the

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1 unemployment compensation reserve fund created in section 96.9
2 to the department of workforce development for the fiscal year
3 beginning July 1, 2024, and ending June 30, 2025, the following
4 amount, or so much thereof as is necessary, to be used for the
5 purposes designated:
6 For the operation of field offices:
7 ..... $ 2,200,000
8 Sec. 13. IOWA SKILLED WORKER AND JOB CREATION FUND.
9 1. There is appropriated from the Iowa skilled worker and
10 job creation fund created in section 8.75 to the following
11 departments, agencies, and institutions for the fiscal year
12 beginning July 1, 2024, and ending June 30, 2025, the following
13 amounts, or so much thereof as is necessary, to be used for the
14 purposes designated:
15 a. ECONOMIC DEVELOPMENT AUTHORITY
16 (1) For the purposes of providing assistance as described in
17 section 15.335B for the high quality jobs program:
18 ..... $ 11,700,000
19 (a) From the moneys appropriated in this subparagraph
20 (1), the economic development authority may use not more than
21 $1,000,000 for purposes of providing infrastructure grants to
22 main street communities under the main street Iowa program.
23 (b) As a condition of receiving moneys appropriated in this
24 subparagraph (1), an entity shall testify upon the request of
25 the joint appropriations subcommittee on economic development
26 regarding the expenditure of such moneys.
27 (2) For support of the manufacturing 4.0 technology
28 investment program established in section 15.371:
29 ..... $ 2,016,675
30 (3) For the empower rural Iowa program:
31 ..... $ 700,000
32 b. STATE BOARD OF REGENTS AND REGENTS INSTITUTIONS
33 (1) STATE BOARD OF REGENTS. For capacity building
34 infrastructure in areas related to technology
35 commercialization, marketing and business development

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1 efforts in areas related to technology commercialization,
2 entrepreneurship, and business growth, and infrastructure
3 projects and programs needed to assist in implementation of
4 activities under chapter 262B:
5 ..... $ 3,000,000
6 (a) Of the moneys appropriated pursuant to this
7 subparagraph (1), 35 percent shall be allocated for Iowa state
8 university of science and technology, 35 percent shall be
9 allocated for the state university of Iowa, and 30 percent
10 shall be allocated for the university of northern Iowa.
11 (b) The institutions shall provide a one-to-one match
12 of additional moneys for the activities funded with moneys
13 appropriated under this subparagraph (1).
14 (c) The state board of regents shall submit a report by
15 January 15, 2025, to the governor and the general assembly
16 regarding the activities, projects, and programs funded with
17 moneys appropriated under this subparagraph (1). The report
18 shall be provided in an electronic format and shall include a
19 list of metrics and criteria mutually agreed to in advance by
20 the board of regents and the economic development authority.
21 The metrics and criteria shall allow the governor's office and
22 the general assembly to quantify and evaluate the progress
23 of the board of regents institutions with regard to their
24 activities, projects, and programs in the areas of technology
25 commercialization, entrepreneurship, regional development, and
26 market research.
27 (2) IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY. For
28 small business development centers, the research park, and the
29 center for industrial research and service:
30 ..... $ 2,424,302
31 (a) Of the moneys appropriated in this subparagraph (2),
32 Iowa state university of science and technology shall allocate
33 at least $735,728 for purposes of funding small business
34 development centers. Iowa state university of science and
35 technology may allocate the appropriated moneys to the various

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1 small business development centers in any manner necessary to
2 achieve the purposes of this subparagraph.
3 (b) Iowa state university of science and technology shall
4 do all of the following:
5 (i) Direct expenditures for research toward projects that
6 will provide economic stimulus for Iowa.
7 (ii) Provide emphasis to providing services to Iowa-based
8 companies.
9 (c) It is the intent of the general assembly that the
10 industrial incentive program focus on Iowa industrial sectors
11 and seek contributions and in-kind donations from businesses,
12 industrial foundations, and trade associations, and that moneys
13 for the center for industrial research and service industrial
14 incentive program shall be allocated only for projects which
15 are matched by private sector moneys for directed contract
16 research or for nondirected research. The match required of
17 small businesses as defined in section 15.102 for directed
18 contract research or for nondirected research shall be $1
19 for each $3 of state funds. The match required for other
20 businesses for directed contract research or for nondirected
21 research shall be $1 for each $1 of state funds. The match
22 required of industrial foundations or trade associations shall
23 be $1 for each $1 of state funds.
24 (d) Iowa state university of science and technology shall
25 report annually to the general assembly the total amount of
26 private contributions, the proportion of contributions from
27 small businesses and other businesses, and the proportion for
28 directed contract research and nondirected research of benefit
29 to Iowa businesses and industrial sectors.
30 (3) STATE UNIVERSITY OF IOWA
31 (a) For the state university of Iowa research park and for
32 university of Iowa pharmaceuticals located at the research
33 park, including salaries, support, maintenance, equipment, and
34 miscellaneous purposes:
35 ..... $ 209,279

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1 The state university of Iowa shall do all of the following:
2 (i) Direct expenditures for research toward projects that
3 will provide economic stimulus for Iowa.
4 (ii) Provide emphasis to providing services to Iowa-based
5 companies.
6 (b) For the purpose of implementing the entrepreneurship
7 and economic growth initiative:
8 ..... $ 2,000,000
9 (4) UNIVERSITY OF NORTHERN IOWA. For the metal casting and
10 foundry 4.0 centers, advance Iowa, family business center, and
11 the institute for decision making, including salaries, support,
12 maintenance, and miscellaneous purposes:
13 ..... $ 1,466,419
14 The university of northern Iowa shall do all of the
15 following:
16 (a) Direct expenditures for research toward projects that
17 will provide economic stimulus for Iowa.
18 (b) Provide emphasis to providing services to Iowa-based
19 companies.
20 (5) As a condition of receiving moneys appropriated in
21 this lettered paragraph "b", an entity shall testify upon the
22 request of the joint appropriations subcommittee on economic
23 development regarding the expenditure of such moneys.
24 c. DEPARTMENT OF WORKFORCE DEVELOPMENT
25 (1) To develop a long-term sustained program to train
26 unemployed and underemployed central Iowans with skills
27 necessary to advance to higher-paying jobs with full benefits:
28 ..... $ 100,000
29 As a condition of receiving moneys appropriated under this
30 subparagraph (1), an entity shall testify upon the request of
31 the joint appropriations subcommittee on economic development
32 regarding the expenditure of such moneys.
33 (2) For distribution to community colleges for the purposes
34 of implementing adult education and literacy programs pursuant
35 to section 84A.19:

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1 ..... $ 5,500,000
2 (a) From the moneys appropriated in this numbered
3 subparagraph, $3,883,000 shall be allocated pursuant to the
4 formula established in section 260C.18C.
5 (b) From the moneys appropriated in this numbered
6 subparagraph, not more than $150,000 shall be used by the
7 department of workforce development for implementation of adult
8 education and literacy programs pursuant to section 84A.19.
9 (c) From the moneys appropriated in this numbered
10 subparagraph, not more than $1,257,000 shall be distributed
11 as grants to community colleges for the purpose of adult
12 basic education programs for students requiring instruction
13 in English as a second language. The department of workforce
14 development shall establish an application process and criteria
15 to award grants pursuant to this subparagraph division to
16 community colleges. The criteria shall be based on need for
17 instruction in English as a second language in the region
18 served by each community college as determined by factors
19 including data from the latest federal decennial census and
20 outreach efforts to determine regional needs.
21 (d) From the moneys appropriated in this numbered
22 subparagraph, $210,000 shall be transferred to the department
23 of health and human services for purposes of administering a
24 program to provide access to international resources to Iowans
25 and new Iowans to provide economic and leadership development
26 resulting in Iowa being a more inclusive and welcoming place
27 to live, work, and raise a family. The program shall provide
28 supplemental support services for international refugees to
29 improve learning, English literacy, life skills, cultural
30 competencies, and integration in a county with a population
31 over 350,000 as determined by the 2020 federal decennial
32 census. The department of health and human services shall
33 utilize a request for proposals process to identify the entity
34 best qualified to implement the program.
35 (3) For the funding of internships for students studying in

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1 the fields of science, technology, engineering, and mathematics
2 with eligible Iowa employers as provided in section 15.411,
3 subsection 3, paragraph "c":
4 ..... $ 633,325
5 2. Notwithstanding section 8.33, moneys appropriated in
6 this section that remain unencumbered or unobligated at the
7 close of the fiscal year shall not revert but shall remain
8 available for expenditure for the purposes designated until the
9 close of the succeeding fiscal year.
10 Sec. 14. GENERAL FUND — CERTAIN REGENTS INSTITUTIONS.
11 1. There is appropriated from the general fund of the state
12 to the following institutions for the fiscal year beginning
13 July 1, 2024, and ending June 30, 2025, the following amounts,
14 or so much thereof as is necessary, to be used for the purposes
15 designated:
16 a. IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY
17 In cooperation with the economic development authority, for
18 support of a biosciences innovation ecosystem, to strengthen
19 Iowa's leadership positions in the area of bio-based chemicals,
20 digital agriculture, vaccines, and medical devices, including
21 salaries, support, maintenance, and miscellaneous purposes:
22 ..... $ 2,963,995
23 b. STATE UNIVERSITY OF IOWA
24 In cooperation with the economic development authority, for
25 support of a biosciences innovation ecosystem, to strengthen
26 Iowa's leadership positions in the area of bio-based chemicals,
27 digital agriculture, vaccines, and medical devices, including
28 salaries, support, maintenance, and miscellaneous purposes:
29 ..... $ 1,000,000
30 c. UNIVERSITY OF NORTHERN IOWA
31 For equipment and technology to expand the university's
32 additive manufacturing capabilities related to investment
33 castings technology and industry support, including salaries,
34 support, maintenance, and miscellaneous purposes:
35 ..... $ 394,321

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The university of northern Iowa shall make a good-faith effort to coordinate with private entities to seek moneys to supplement this appropriation to support the expansion of the university's additive manufacturing capabilities.

2. Notwithstanding section 8.33, moneys appropriated in subsection 1, paragraphs "a" and "b", that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the purposes designated until the close of the succeeding fiscal year.

EXPLANATION

The inclusion of this explanation does not constitute agreement with the explanation's substance by the members of the general assembly.

This bill relates to and makes appropriations for the economic development of the state.

The bill appropriates moneys for FY 2024-2025 from the general fund of the state to the economic development authority, the Iowa finance authority, the public employment relations board, the department of workforce development, Iowa state university of science and technology, the state university of Iowa, and the university of northern Iowa.

The bill appropriates moneys for FY 2024-2025 from the Iowa skilled worker and job creation fund to the economic development authority, the department of workforce development, and the state board of regents and institutions under the control of the board.

For FY 2024-2025, the bill limits standing appropriations for the world food prize, certain operational support grants, community cultural grants, and regional tourism marketing.

The bill transfers $100,000 of the moneys collected by the insurance division in excess of the anticipated gross revenues under Code section 505.7 to the economic development authority.

The bill appropriates moneys for FY 2024-2025 from the special employment security contingency fund and interest earned on the unemployment compensation reserve fund to the department of workforce development.

AMERICAN OVERSIGHT

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S.F. _____ H.F. _____

1 The auditor of state is requested to review the audit of the
2 Iowa finance authority performed by the auditor hired by the
3 authority.
4 The bill requires the economic development authority,
5 the division of vocational rehabilitation services of the
6 department of workforce development, the state board of
7 regents, and Iowa state university of science and technology to
8 submit various reports to the general assembly.

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012620

Iowa General Assembly
Daily Bills, Amendments and Study
Bills
March 18, 2024

Senate Study Bill 3193 - Introduced

SENATE/HOUSE FILE _____
BY (PROPOSED GOVERNOR BUDGET BILL)

A BILL FOR

1 An Act relating to and making appropriations involving state
2 government entities associated with agriculture, natural
3 resources, and environmental protection.
4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

TLSB 5010XG (5) 90
da/js

AMERICAN OVERSIGHT

S.F. _____ H.F. _____

1 DIVISION I
2 DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP
3 GENERAL FUND APPROPRIATIONS
4 Section 1. GENERAL FUND — DEPARTMENT.
5 1. There is appropriated from the general fund of the state
6 to the department of agriculture and land stewardship for the
7 fiscal year beginning July 1, 2024, and ending June 30, 2025,
8 the following amount, or so much thereof as is necessary, to be
9 used for the purposes designated:
10 For purposes of supporting the department, including its
11 divisions, for administration, regulation, and programs; and
12 for salaries, support, maintenance, and miscellaneous purposes:
13 ..... $ 19,682,310
14 2. Of the amount appropriated in subsection 1, the following
15 amount is transferred to Iowa state university of science and
16 technology, to be used for the university's midwest grape and
17 wine industry institute:
18 ..... $ 325,000
19 3. Of the amount appropriated in subsection 1, the
20 department shall use $250,000 for purposes of administering
21 and supporting additional meat and poultry inspectors and fuel
22 inspectors.
23 4. The department shall submit a report each quarter of
24 the fiscal year to the general assembly and the department
25 of management. The report shall describe in detail the
26 expenditure of moneys appropriated in this section to support
27 the department's administration, regulation, and programs.
28 DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS
29 Sec. 2. UNCLAIMED PARI-MUTUEL WAGERING WINNINGS —
30 HORSE AND DOG RACING. There is appropriated from the moneys
31 available under section 99D.13 to the department of agriculture
32 and land stewardship for the fiscal year beginning July 1,
33 2024, and ending June 30, 2025, the following amount, or so
34 much thereof as is necessary, to be used for the purposes
35 designated:

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1 For purposes of supporting the department's administration
2 and enforcement of horse and dog racing law pursuant to section
3 99D.22, including for salaries, support, maintenance, and
4 miscellaneous purposes:
5 ..... $ 305,516
6 Sec. 3. RENEWABLE FUEL INFRASTRUCTURE FUND — MOTOR
7 FUEL INSPECTION. There is appropriated from the renewable
8 fuel infrastructure fund created in section 159A.16 to the
9 department of agriculture and land stewardship for the fiscal
10 year beginning July 1, 2024, and ending June 30, 2025, the
11 following amount, or so much thereof as is necessary, to be
12 used for the purposes designated:
13 For purposes of the inspection of motor fuel, including
14 salaries, support, maintenance, and miscellaneous purposes:
15 ..... $ 500,000
16 SPECIAL GENERAL FUND APPROPRIATIONS
17 Sec. 4. SPECIAL APPROPRIATIONS FROM GENERAL FUND TO
18 DEPARTMENT. There is appropriated from the general fund of the
19 state to the department of agriculture and land stewardship
20 for the fiscal year beginning July 1, 2024, and ending June
21 30, 2025, the following amounts, or so much thereof as is
22 necessary, to be used for the purposes designated:
23 1. DAIRY REGULATION
24 a. For purposes of performing functions pursuant to section
25 192.109, including conducting a survey of grade "A" milk and
26 certifying the results to the secretary of agriculture:
27 ..... $ 189,196
28 b. Notwithstanding section 8.33, moneys appropriated in
29 this subsection that remain unencumbered or unobligated at the
30 close of the fiscal year shall not revert but shall remain
31 available for expenditure for the purposes designated until the
32 close of the succeeding fiscal year.
33 2. LOCAL FOOD AND FARM PROGRAM
34 a. For purposes of supporting the local food and farm
35 program pursuant to chapter 267A:

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1 ..... $ 75,000
2 b. The department shall enter into a cost-sharing agreement
3 with Iowa state university of science and technology to support
4 the local food and farm program coordinator position as part of
5 the university's cooperative extension service in agriculture
6 and home economics pursuant to chapter 267A.
7 c. Notwithstanding section 8.33, moneys appropriated in
8 this subsection that remain unencumbered or unobligated at the
9 close of the fiscal year shall not revert but shall remain
10 available for expenditure for the purposes designated until the
11 close of the succeeding fiscal year.
12 3. AGRICULTURAL EDUCATION
13 a. For purposes of allocating moneys to an Iowa association
14 affiliated with a national organization that promotes
15 agricultural education providing for future farmers:
16 ..... $ 75,000
17 b. Notwithstanding section 8.33, moneys appropriated in
18 this subsection that remain unencumbered or unobligated at the
19 close of the fiscal year shall not revert but shall remain
20 available for expenditure for the purposes designated until the
21 close of the succeeding fiscal year.
22 4. FOREIGN ANIMAL DISEASES AFFLICTING LIVESTOCK
23 a. For deposit in the foreign animal disease preparedness
24 and response fund created in section 163.3B:
25 ..... $ 1,000,000
26 b. For purposes of purchasing and maintaining equipment
27 to further the implementation of the foreign animal disease
28 preparedness and response strategy developed under section
29 163.3B:
30 ..... $ 250,000
31 c. For purposes of assisting in the development of vaccines
32 against foreign animal diseases by a company based in Iowa that
33 develops livestock and other animal vaccines:
34 ..... $ 250,000
35 5. FARMERS WITH DISABILITIES PROGRAM

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S.F. _____ H.F. _____

1 a. For purposes of supporting a program for farmers with
2 disabilities:
3 ..... $ 230,000
4 b. The moneys appropriated in this subsection shall be
5 used for the public purpose of providing a grant to a national
6 nonprofit organization with over 80 years of experience in
7 assisting children and adults with disabilities and special
8 needs. The moneys shall be used to support a nationally
9 recognized program that began in 1986 and has been replicated
10 in at least 30 other states, but is not available through
11 any other entity in this state, and that provides assistance
12 to farmers with disabilities in all 99 counties to allow the
13 farmers to remain in their own homes and be gainfully engaged
14 in farming through provision of agricultural worksite and home
15 modification consultations, peer support services, services
16 to families, information and referral, and equipment loan
17 services.
18 c. Notwithstanding section 8.33, moneys appropriated in
19 this subsection that remain unencumbered or unobligated at the
20 close of the fiscal year shall not revert but shall remain
21 available for expenditure for the purposes designated until the
22 close of the succeeding fiscal year.
23 6. LOESS HILLS DEVELOPMENT AND CONSERVATION FUND
24 a. For deposit in the loess hills development and
25 conservation fund created pursuant to section 161D.2:
26 ..... $ 400,000
27 b. (1) Of the amount appropriated to the loess hills
28 development and conservation fund in this subsection, $360,000
29 shall be allocated to the fund's hungry canyons account.
30 (2) Not more than 10 percent of the moneys allocated to the
31 fund's hungry canyons account as provided in this paragraph may
32 be used for administrative costs.
33 c. (1) Of the amount appropriated to the loess hills
34 development and conservation fund in this subsection, $40,000
35 shall be allocated to the fund's loess hills alliance account.

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1 (2) Not more than 10 percent of the moneys allocated to
2 the fund's loess hills alliance account as provided in this
3 paragraph may be used for administrative costs.
4 7. SOUTHERN IOWA DEVELOPMENT AND CONSERVATION FUND
5 a. For deposit in the southern Iowa development and
6 conservation fund created pursuant to section 161D.12:
7 ..... $ 150,000
8 b. Not more than 10 percent of the moneys appropriated
9 to the fund as provided in this subsection may be used for
10 administrative costs.
11 8. GRAIN REGULATION
12 For the administration and enforcement of chapters 203
13 and 203C, including salaries, support, maintenance, and
14 miscellaneous purposes:
15 ..... $ 350,000
16 9. VALUE ADDED AGRICULTURE GRANT PROGRAM
17 a. For the administration and execution of a value added
18 agriculture grant program to identify, evaluate, and support
19 programs and services that add value to agriculture products,
20 enable new technology, and support marketing strategies:
21 ..... $ 463,000
22 b. The department shall adopt rules pursuant to chapter 17A
23 necessary to implement and administer this subsection.
24 c. Notwithstanding section 8.33, moneys appropriated in
25 this subsection that remain unencumbered or unobligated at the
26 close of the fiscal year shall not revert but shall remain
27 available for expenditure for the purposes designated until the
28 close of the succeeding fiscal year.
29 10. CHOOSE IOWA PROMOTIONAL PROGRAM
30 For deposit in the choose Iowa fund established pursuant to
31 section 159.31:
32 ..... $ 600,000
33 11. DAIRY INNOVATION FUND
34 For deposit in the dairy innovation fund created in section
35 159.31A:

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S.F. _____ H.F. _____

1 ..... $ 750,000
2 DIVISION II
3 DEPARTMENT OF NATURAL RESOURCES
4 Sec. 5. GENERAL FUND — DEPARTMENT.
5 1. There is appropriated from the general fund of the state
6 to the department of natural resources for the fiscal year
7 beginning July 1, 2024, and ending June 30, 2025, the following
8 amount, or so much thereof as is necessary, to be used for the
9 purposes designated:
10 For purposes of supporting the department, including its
11 divisions, for administration, regulation, and programs; and
12 for salaries, support, maintenance, and miscellaneous purposes:
13 ..... $ 12,479,695
14 2. The department shall submit a report each quarter of
15 the fiscal year to the general assembly and the department
16 of management. The report shall describe in detail the
17 expenditure of moneys appropriated under this section to
18 support the department's administration, regulation, and
19 programs.
20 Sec. 6. STATE FISH AND GAME PROTECTION FUND — REGULATION
21 AND ADVANCEMENT OF OUTDOOR ACTIVITIES.
22 1. There is appropriated from the state fish and game
23 protection fund created pursuant to section 456A.17 to the
24 department of natural resources for the fiscal year beginning
25 July 1, 2024, and ending June 30, 2025, the following amount,
26 or so much thereof as is necessary, to be used for the purposes
27 designated:
28 For purposes of supporting the regulation or advancement of
29 hunting, fishing, or trapping, or the protection, propagation,
30 restoration, management, or harvest of fish or wildlife,
31 including for administration, regulation, law enforcement, and
32 programs; and for salaries, support, maintenance, equipment,
33 and miscellaneous purposes:
34 ..... $ 49,752,093
35 2. Notwithstanding section 455A.10, the department may use

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1 the unappropriated balance remaining in the state fish and game
2 protection fund to provide for the funding of health and life
3 insurance premium payments from unused sick leave balances of
4 conservation peace officers employed in a protection occupation
5 who retire, pursuant to section 97B.49B.
6 3. Notwithstanding section 455A.10, the department may
7 use the unappropriated balance remaining in the state fish
8 and game protection fund for the fiscal year beginning July
9 1, 2024, and ending June 30, 2025, as is necessary to fund
10 salary adjustments for departmental employees for which the
11 general assembly has made an operating budget appropriation in
12 subsection 1.
13 Sec. 7. GROUNDWATER PROTECTION FUND — WATER QUALITY. There
14 is appropriated from the groundwater protection fund created
15 in section 455E.11 to the department of natural resources for
16 the fiscal year beginning July 1, 2024, and ending June 30,
17 2025, from those moneys that are not allocated pursuant to
18 that section, the following amount, or so much thereof as is
19 necessary, to be used for the purposes designated:
20 For purposes of supporting the department's protection
21 of the state's groundwater, including for administration,
22 regulation, and programs, and for salaries, support,
23 maintenance, equipment, and miscellaneous purposes:
24 ..... $ 3,455,850
25 DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS
26 Sec. 8. SPECIAL SNOWMOBILE FUND — SNOWMOBILE
27 PROGRAM. There is appropriated from the special snowmobile
28 fund created under section 321G.7 to the department of natural
29 resources for the fiscal year beginning July 1, 2024, and
30 ending June 30, 2025, the following amount, or so much thereof
31 as is necessary, to be used for the purposes designated:
32 For purposes of administering and enforcing the state
33 snowmobile programs:
34 ..... $ 100,000
35 Sec. 9. UNASSIGNED REVENUE FUND — UNDERGROUND STORAGE

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S.F. _____ H.F. _____

1 TANKS SECTION EXPENSES. There is appropriated from the
2 unassigned revenue fund administered by the Iowa comprehensive
3 petroleum underground storage tank fund board established
4 pursuant to section 455G.4 to the department of natural
5 resources for the fiscal year beginning July 1, 2024, and
6 ending June 30, 2025, the following amount, or so much thereof
7 as is necessary, to be used for the purposes designated:
8 For purposes of paying for administration expenses of the
9 department's underground storage tanks section:
10 ..... $ 200,000
11 SPECIAL GENERAL FUND APPROPRIATIONS
12 Sec. 10. SPECIAL APPROPRIATIONS FROM GENERAL FUND TO
13 DEPARTMENT. There is appropriated from the general fund of the
14 state to the department of natural resources for the fiscal
15 year beginning July 1, 2024, and ending June 30, 2025, the
16 following amounts, or so much thereof as is necessary, to be
17 used for the purposes designated:
18 1. FLOODPLAIN MANAGEMENT AND DAM SAFETY
19 a. For purposes of supporting floodplain management and dam
20 safety:
21 ..... $ 1,510,000
22 b. Of the amount appropriated in this subsection, up to
23 $400,000 may be used by the department to acquire or install
24 stream gages for purposes of tracking and predicting flood
25 events and for compiling necessary data to improve flood
26 frequency analysis.
27 c. Notwithstanding section 8.33, moneys appropriated in
28 this subsection that remain unencumbered or unobligated at the
29 close of the fiscal year shall not revert but shall remain
30 available for expenditure for the purposes designated until the
31 close of the succeeding fiscal year.
32 2. FORESTRY HEALTH MANAGEMENT
33 a. For purposes of providing for forestry health management
34 programs:
35 ..... $ 500,000

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S.F. _____ H.F. _____

1 b. Notwithstanding section 8.33, moneys appropriated in
2 this subsection that remain unencumbered or unobligated at the
3 close of the fiscal year shall not revert but shall remain
4 available for expenditure for the purposes designated until the
5 close of the succeeding fiscal year.
6 3. STATE PARK OPERATIONS
7 For supporting operations at state parks, including
8 maintenance and repair of grounds and facilities:
9 ..... $ 1,000,000
10 DIVISION III
11 IOWA STATE UNIVERSITY
12 SPECIAL GENERAL FUND APPROPRIATIONS
13 Sec. 11. VETERINARY DIAGNOSTIC LABORATORY.
14 1. There is appropriated from the general fund of the state
15 to Iowa state university of science and technology for the
16 fiscal year beginning July 1, 2024, and ending June 30, 2025,
17 the following amount, or so much thereof as is necessary, to be
18 used for the purposes designated:
19 For purposes of supporting the college of veterinary
20 medicine for the operation of the veterinary diagnostic
21 laboratory:
22 ..... $ 4,400,000
23 2. a. Iowa state university of science and technology
24 shall not reduce the amount that it allocates to support the
25 college of veterinary medicine from any other source due to the
26 appropriation made in this section.
27 b. Paragraph "a" does not apply to a reduction made
28 to support the college of veterinary medicine if the same
29 percentage of reduction imposed on the college of veterinary
30 medicine is also imposed on all of Iowa state university of
31 science and technology's budget units.
32 3. If by June 30, 2025, Iowa state university of science and
33 technology fails to allocate the moneys appropriated in this
34 section to the college of veterinary medicine in accordance
35 with this section, the moneys appropriated in this section for

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1 that fiscal year shall revert to the general fund of the state.
2 Sec. 12. LIVESTOCK DISEASE RESEARCH.
3 1. There is appropriated from the general fund of the state
4 to Iowa state university of science and technology for the
5 fiscal year beginning July 1, 2024, and ending June 30, 2025,
6 the following amount, or so much thereof as is necessary, to be
7 used for the purposes designated:
8 For deposit in the livestock disease research fund created
9 in section 267.8:
10 ..... $ 191,390
11 2. Moneys appropriated under subsection 1 shall be used
12 by Iowa state university of science and technology to support
13 animal disease research in areas of importance to livestock
14 producers.
15 DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS
16 Sec. 13. IOWA NUTRIENT REDUCTION FUND —— VETERINARY
17 DIAGNOSTIC LABORATORY. Notwithstanding section 466B.46, there
18 is appropriated from the Iowa nutrient research fund created
19 in section 466B.46 to Iowa state university of science and
20 technology for the fiscal year beginning July 1, 2024, and
21 ending June 30, 2025, the following amount, or so much thereof
22 as is necessary, to be used for the purpose designated:
23 For the purpose of supporting the college of veterinary
24 medicine for the operation of the veterinary diagnostic
25 laboratory:
26 ..... $ 120,000
27 DIVISION IV
28 STATE UNIVERSITY OF IOWA
29 SPECIAL GENERAL FUND APPROPRIATIONS
30 Sec. 14. IOWA´S CENTER FOR AGRICULTURAL SAFETY AND HEALTH
31 (I-CASH).
32 1. There is appropriated from the general fund of the state
33 to the state university of Iowa for the fiscal year beginning
34 July 1, 2024, and ending June 30, 2025, the following amount,
35 or so much thereof as is necessary, to be used for the purposes

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1 designated:
2 For supporting the operations of Iowa's center for
3 agricultural safety and health, as part of the university's
4 college of public health, and in cooperation with the
5 department of agriculture and land stewardship, to anticipate,
6 recognize, and prevent occupational illness and injury among
7 members of the agricultural community:
8 ..... $ 128,154
9 2. a. As a condition of the appropriation made in
10 subsection 1, the state university of Iowa shall retain the
11 director of Iowa's center for agricultural safety and health
12 employed on the effective date of this division of this Act for
13 at least the same number of hours for the fiscal year beginning
14 July 1, 2024, as worked by the director during the fiscal year
15 beginning July 1, 2023.
16 b. As a condition of the appropriation made in subsection
17 1, the state university of Iowa shall not reduce the amount
18 allocated to support Iowa's center for agricultural safety and
19 health from any other source due to the appropriation made in
20 subsection 1.
21 3. If by June 30, 2025, the state university of Iowa fails
22 to use the moneys appropriated in subsection 1 in accordance
23 with the purposes and conditions of subsections 1 and 2, any
24 unencumbered or unobligated moneys appropriated in subsection
25 1 for the fiscal year beginning July 1, 2024, and ending June
26 30, 2025, shall revert to the general fund of the state. In
27 addition, if moneys revert as required pursuant to section
28 8.33, the state university of Iowa shall transfer to the
29 general fund of the state from any otherwise unencumbered or
30 unobligated moneys from any other general fund appropriation or
31 from any moneys available from other funding sources an amount
32 equal to the amount appropriated in subsection 1 less any
33 amount that reverted to the general fund of the state pursuant
34 to section 8.33.
35 DIVISION V

AMERICAN OVERSIGHT

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S.F. _____ H.F. _____

1 ENVIRONMENT FIRST FUND
2 GENERAL APPROPRIATIONS
3 Sec. 15. DEPARTMENT OF AGRICULTURE AND LAND
4 STEWARDSHIP. There is appropriated from the environment first
5 fund created in section 8.57A to the department of agriculture
6 and land stewardship for the fiscal year beginning July 1,
7 2024, and ending June 30, 2025, the following amounts, or so
8 much thereof as is necessary, to be used for the purposes
9 designated:
10 1. CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP)
11 a. For the conservation reserve enhancement program to
12 restore and construct wetlands for the purposes of intercepting
13 tile line runoff, reducing nutrient loss, improving water
14 quality, and enhancing agricultural production practices:
15 ..... $ 1,000,000
16 b. Not more than 10 percent of the moneys appropriated
17 in paragraph "a" may be used for costs of administration and
18 implementation of soil and water conservation practices.
19 c. Notwithstanding any other provision of law, the
20 department may use moneys appropriated in this subsection,
21 in combination with other appropriate environment first
22 fund appropriations, for cost sharing to match United States
23 department of agriculture, natural resources conservation
24 service, wetlands reserve enhancement program (WREP) funding
25 available to Iowa.
26 2. WATERSHED PROTECTION
27 a. For continuation of a program that provides
28 multiobjective resource protections for flood control, water
29 quality, erosion control, and natural resource conservation:
30 ..... $ 900,000
31 b. Not more than 10 percent of the moneys appropriated
32 in paragraph "a" may be used for costs of administration and
33 implementation of soil and water conservation practices.
34 3. CONSERVATION RESERVE PROGRAM (CRP)
35 a. To encourage and assist farmers in enrolling in and the

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1 implementation of the federal conservation reserve program and
2 to work with them to enhance their revegetation efforts to
3 improve water quality and habitat:
4 ..... $ 900,000
5 b. Not more than 10 percent of the moneys appropriated
6 in paragraph "a" may be used for costs of administration and
7 implementation of soil and water conservation practices.
8 4. SOIL AND WATER CONSERVATION
9 a. For use by the department in providing for soil and water
10 conservation:
11 ..... $ 8,325,000
12 b. (1) Of the amount appropriated in paragraph "a", for
13 transfer to the hungry canyons account of the loess hills
14 development and conservation fund created in section 161D.2:
15 ..... $ 140,000
16 (2) Not more than 10 percent of the moneys transferred to
17 the fund's hungry canyons account as provided in subparagraph
18 (1) may be used for administrative costs.
19 c. Of the remaining amount appropriated in paragraph "a",
20 for use by the department in providing for soil and water
21 conservation administration, the conservation of soil and
22 water resources, or the support of soil and water conservation
23 districts:
24 ..... $ 8,185,000
25 d. Of the amount appropriated in paragraph "c" that the
26 department allocates to a soil and water conservation district,
27 the first $15,000 may be expended by the district for the
28 purpose of providing financial incentives under section 161A.73
29 to establish management practices for the control of soil
30 erosion on land that is row-cropped, including but not limited
31 to nontill planting, ridge-till planting, and contouring
32 strip-cropping. Of any remaining amount of that appropriation
33 allocated by the department to a district, 30 percent may be
34 expended by the district for that same purpose.
35 e. Not more than 5 percent of the moneys appropriated in

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1 paragraph "c" may be allocated for cost sharing to address
2 complaints filed under section 161A.47.
3 f. Of the moneys appropriated in paragraph "c", 5 percent
4 shall be allocated for financial incentives to establish
5 practices to protect watersheds above publicly owned lakes of
6 the state from soil erosion and sediment as provided in section
7 161A.73.
8 g. The state soil conservation and water quality committee
9 established by section 161A.4 may allocate moneys appropriated
10 in paragraph "c" to conduct research and demonstration projects
11 to promote conservation tillage and nonpoint source pollution
12 control practices.
13 h. The allocation of moneys as financial incentives as
14 provided in section 161A.73 may be used in combination with
15 moneys allocated by the department of natural resources.
16 i. Not more than 15 percent of the moneys appropriated
17 in paragraph "c" may be used for costs of administration and
18 implementation of soil and water conservation practices.
19 5. SOIL AND WATER CONSERVATION — ADMINISTRATION
20 a. For use by the department for costs of administration and
21 implementation of soil and water conservation practices:
22 ..... $ 3,800,000
23 b. Of the moneys appropriated in paragraph "a", $150,000
24 is allocated to support field staff providing technical
25 assistance.
26 Sec. 16. DEPARTMENT OF NATURAL RESOURCES. There is
27 appropriated from the environment first fund created in section
28 8.57A to the department of natural resources for the fiscal
29 year beginning July 1, 2024, and ending June 30, 2025, the
30 following amounts, or so much thereof as is necessary, to be
31 used for the purposes designated:
32 1. STATE PARKS MAINTENANCE AND OPERATIONS
33 For regular maintenance and operations of state parks and
34 staff time associated with these activities:
35 ..... $ 6,235,000

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2. GEOGRAPHIC INFORMATION SYSTEM (GIS)
To provide local watershed managers with geographic information system data for their use in developing, monitoring, and displaying results of their watershed work:
..... $ 195,000
3. WATER QUALITY MONITORING
For continuing the establishment and operation of water quality monitoring stations:
..... $ 2,955,000
4. PUBLIC WATER SUPPLY SYSTEM ACCOUNT
For deposit in the public water supply system account of the water quality protection fund created in section 455B.183A:
..... $ 500,000
5. REGULATION OF ANIMAL FEEDING OPERATIONS
For the regulation of animal feeding operations, including as provided for in chapters 459, 459A, and 459B:
..... $ 1,320,000
6. FLOODPLAIN MANAGEMENT AND DAM SAFETY
For supporting floodplain management and dam safety:
..... $ 375,000
7. AMBIENT AIR QUALITY
For the abatement, control, and prevention of ambient air pollution in this state, including measures as necessary to assure attainment and maintenance of ambient air quality standards from particulate matter:
..... $ 425,000
Sec. 17. STATE UNIVERSITY OF IOWA — IOWA GEOLOGICAL SURVEY. There is appropriated from the environment first fund created in section 8.57A to the state university of Iowa for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following amounts, or so much thereof as is necessary, to be used for the purposes designated:
1. OPERATIONS
For purposes of supporting the operations of the Iowa geological survey of the state as created within the state

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1 university of Iowa pursuant to section 456.1, including but not
2 limited to providing analysis; data maintenance, collection,
3 and compilation; investigative programs; and information for
4 water supply development and protection:
5 ..... $ 200,000
6 2. WATER RESOURCE MANAGEMENT
7 For purposes of supporting the Iowa geological survey in
8 measuring, assessing, and evaluating the quantity of water
9 sources in this state and assisting the department of natural
10 resources in regulating water quantity as provided in chapter
11 455B, subchapter III, part 4, pursuant to sections 455B.262B
12 and 456.14:
13 ..... $ 495,000
14 Sec. 18. REVERSION.
15 1. a. Except as provided in paragraph "b", and
16 notwithstanding section 8.33, moneys appropriated for the
17 fiscal year beginning July 1, 2024, in this division of this
18 Act that remain unencumbered or unobligated at the close of
19 the fiscal year shall not revert but shall remain available
20 for expenditure for the purposes designated until the close of
21 the succeeding fiscal year, or until the project for which the
22 appropriation was made is completed, whichever is earlier.
23 b. Notwithstanding section 8.33, moneys appropriated for
24 the fiscal year beginning July 1, 2024, in this division of
25 this Act to the department of agriculture and land stewardship
26 to provide financial assistance for the establishment of
27 permanent soil and water conservation practices that remain
28 unencumbered or unobligated at the close of the fiscal year
29 shall not revert but shall remain available for expenditure
30 for the purposes designated until the close of the fiscal year
31 beginning July 1, 2027.
32 2. Subsection 1 does not apply to moneys transferred
33 pursuant to this division of this Act to the loess hills
34 development and conservation fund created in section 161D.2,
35 which shall not revert as provided in that section.

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S.F. _____ H.F. _____

1 DIVISION VI
2 ENVIRONMENT FIRST FUND
3 SPECIAL APPROPRIATIONS
4 Sec. 19. WATER QUALITY INITIATIVE — DEPARTMENT OF
5 AGRICULTURE AND LAND STEWARDSHIP.
6 1. There is appropriated from the environment first fund
7 created in section 8.57A to the department of agriculture
8 and land stewardship for the fiscal year beginning July 1,
9 2024, and ending June 30, 2025, the following amount, or so
10 much thereof as is necessary, to be used for the purposes
11 designated:
12 For deposit in the water quality initiative fund created in
13 section 466B.45, for purposes of supporting the water quality
14 initiative administered by the division of soil conservation
15 and water quality as provided in section 466B.42, including
16 salaries, support, maintenance, and miscellaneous purposes:
17 ..... $ 2,375,000
18 2. a. The moneys appropriated in subsection 1 shall be
19 used to support projects in subwatersheds as designated by the
20 division that are part of high-priority watersheds identified
21 by the water resources coordinating council established
22 pursuant to section 466B.3.
23 b. The moneys appropriated in subsection 1 shall be used to
24 support projects in watersheds generally, including regional
25 watersheds, as designated by the division and high-priority
26 watersheds identified by the water resources coordinating
27 council established pursuant to section 466B.3.
28 3. In supporting projects in subwatersheds and watersheds
29 as provided in subsection 2, all of the following apply:
30 a. The demonstration projects shall utilize water quality
31 practices as described in the Iowa nutrient reduction strategy
32 as defined in section 455B.171.
33 b. The division shall implement demonstration projects as
34 provided in paragraph "a" by providing for participation by
35 persons who hold a legal interest in agricultural land used in

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1 farming. To every extent practical, the division shall provide
2 for collaborative participation by such persons who hold a
3 legal interest in agricultural land located within the same
4 subwatershed.
5 c. The division shall implement a demonstration project on
6 a cost-share basis as determined by the division. However,
7 except for edge-of-field practices, the state's share of the
8 amount shall not exceed 50 percent of the estimated cost of
9 establishing the practice as determined by the division or
10 50 percent of the actual cost of establishing the practice,
11 whichever is less.
12 d. The demonstration projects shall be used to educate other
13 persons about the feasibility and value of establishing similar
14 water quality practices. The division shall promote field day
15 events for purposes of allowing interested persons to establish
16 water quality practices on their agricultural land.
17 e. The division shall conduct water quality evaluations
18 within supported subwatersheds. Within a reasonable period
19 after accumulating information from such evaluations, the
20 division shall create an aggregated database of water quality
21 practices. Any information identifying a person holding a
22 legal interest in agricultural land or specific agricultural
23 land shall be a confidential record under section 22.7.
24 4. The moneys appropriated in subsection 1 shall be used
25 to support education and outreach in a manner that encourages
26 persons who hold a legal interest in agricultural land used for
27 farming to implement water quality practices, including the
28 establishment of such practices in watersheds generally, and
29 not limited to subwatersheds or high-priority watersheds.
30 5. The moneys appropriated in subsection 1 may be used
31 to contract with persons to coordinate the implementation of
32 efforts provided in this section.
33 6. The moneys appropriated in subsection 1 may be used by
34 the department to support urban soil and water conservation
35 efforts, which may include but are not limited to management

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1 practices related to bioretention, landscaping, the use of
2 permeable or pervious pavement, and soil quality restoration.
3 The moneys shall be allocated on a cost-share basis as provided
4 in chapter 161A.
5 7. Notwithstanding any other provision of law to the
6 contrary, the department may use moneys appropriated in
7 subsection 1 to carry out the provisions of this section on a
8 cost-share basis in combination with other moneys available to
9 the department from a state or federal source.
10 8. Not more than 10 percent of the moneys appropriated in
11 this section may be used to pay for the costs of administering
12 and implementing the water quality initiative by the
13 department's division of soil conservation and water quality as
14 provided in section 466B.42 and this section.
15 DIVISION VII
16 IOWA RESOURCES ENHANCEMENT AND PROTECTION — OPEN SPACES
17 Sec. 20. REAP — IN LIEU OF GENERAL FUND APPROPRIATION. In
18 lieu of the standing appropriation in section 455A.18, there is
19 appropriated from the environment first fund created in section
20 8.57A to the Iowa resources enhancement and protection fund
21 for the fiscal year beginning July 1, 2024, and ending June
22 30, 2025, the following amount, to be allocated as provided in
23 section 455A.19:
24 ..... $ 12,000,000
25 Sec. 21. REAP — OPEN SPACES ACCOUNT —
26 STATE PARK MAINTENANCE, OPERATIONS, AND FACILITY
27 REFURBISHMENT. Notwithstanding section 455A.19, subsection 1,
28 paragraph "a", subparagraph (1), of the moneys allocated to
29 the open spaces account of the Iowa resources enhancement and
30 protection fund, up to $1,000,000 may be used by the department
31 of natural resources for state park maintenance, development,
32 operations, and facility refurbishment for the fiscal year
33 beginning July 1, 2024, and ending on June 30, 2025.
34 EXPLANATION
35 The inclusion of this explanation does not constitute agreement with

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S.F. _____ H.F. _____

1 the explanation's substance by the members of the general assembly.
2 GENERAL. This bill relates to agriculture and natural
3 resources by making appropriations for FY 2024-2025 to support
4 related entities, including the department of agriculture and
5 land stewardship (DALS), the department of natural resources
6 (DNR), Iowa state university (ISU), and the university of Iowa
7 (UI).
8 The bill primarily appropriates moneys to DALS and DNR.
9 The appropriations are made to support those departments for
10 administration, regulation, and support of programs. The bill
11 requires the departments to submit quarterly reports to the
12 general assembly and department of management regarding the
13 expenditure of appropriated moneys. The bill also provides
14 moneys to support specific programs or projects administered by
15 those departments.
16 The bill primarily appropriates moneys from the state
17 general fund (GF) and the environment first fund (EFF) to
18 support DALS and DNR, but also UI and ISU, and to support
19 a number of designated activities, projects, and programs
20 administered by those agencies. General appropriations are
21 made from other major sources, including the state fish and
22 game protection fund (SFGPF) and the groundwater protection
23 fund (GPF), both administered by DNR. Finally, appropriations
24 are made from and to a number of dedicated sources, including
25 the resources enhancement and protection (REAP) fund
26 administered by DNR, and the renewable fuel infrastructure
27 fund (RFIF) and the water quality initiative fund (WQIF)
28 administered by DALS.
29 DALS —— GF APPROPRIATIONS. The bill appropriates moneys
30 to DALS from the GF in order to support its administrative
31 divisions, including consumer protection and industry services,
32 soil conservation, and food safety and animal health. Moneys
33 are transferred to ISU to support its midwest grape and wine
34 industry institute.
35 DALS —— DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS.

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S.F. _____ H.F. _____

1 The bill appropriates moneys from several sources to support a
2 number of designated purposes, including moneys derived from
3 unclaimed winnings from horse and dog races, for administration
4 and enforcement of racing regulations; and moneys credited to
5 the RFIF, for purposes of regulating motor fuel.
6 DALS — SPECIAL GF APPROPRIATIONS. The bill makes special
7 appropriations from the GF to DALS in order to support specific
8 purposes including milk inspection, the local food and farm
9 program, an agricultural education organization, foreign animal
10 disease preparedness, assistance to farmers with disabilities,
11 loess hills protections, southern Iowa development and
12 conservation, grain regulation, a value added agriculture grant
13 program, the choose Iowa promotional program, and the dairy
14 innovation fund.
15 DNR — GF AND OTHER MAJOR FUNDS APPROPRIATIONS. The bill
16 makes appropriations from a number of funds to DNR in order
17 to support its administrative divisions involving natural
18 resources and environmental protection from the GF, the SFGPF,
19 and the GPF.
20 DNR — DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS.
21 The bill appropriates moneys to DNR from a number of sources
22 to support designated purposes, including moneys deposited in
23 the special snowmobile fund to provide for administering and
24 enforcing the state snowmobile programs; and moneys deposited
25 in the unassigned revenue fund for purposes of paying for
26 administration of DNR´s underground storage tanks section.
27 DNR — SPECIAL GF APPROPRIATIONS. The bill makes special
28 appropriations from the GF to DNR in order to support specific
29 purposes including floodplain management, dam safety and
30 forestry health management programs, and state parks.
31 ISU — SPECIAL GF APPROPRIATIONS. The bill appropriates
32 moneys from the GF to ISU to support the operation of its
33 veterinary diagnostic laboratory and livestock disease
34 research.
35 ISU — DESIGNATED APPROPRIATIONS FROM MISCELLANEOUS FUNDS.

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S.F. _____ H.F. _____

1 The bill also appropriates moneys from the Iowa nutrient
2 reduction fund to ISU for the veterinary diagnostic laboratory.
3 UI — SPECIAL GF APPROPRIATIONS. The bill appropriates
4 moneys from the GF to UI to support the operations of Iowa's
5 center for agricultural safety and health, which is part of
6 UI's college of public health.
7 DALS, DNR, AND UI — EFF — GENERAL APPROPRIATIONS. The
8 bill appropriates moneys from the EFF to support a number of
9 programs administered by DALS, DNR, and UI. For DALS, the
10 moneys are appropriated to support programs involving soil
11 conservation, watershed protection and nutrient management,
12 and the loess hills development and conservation fund. For
13 DNR, moneys are appropriated to support programs involving
14 state parks, geographic information systems, water quality
15 monitoring, public water supplies, regulation of animal feeding
16 operations, air quality, and floodplain management and dam
17 safety. For UI, moneys are appropriated to support the Iowa
18 geological survey. The bill includes provisions that delay the
19 reversion of these moneys.
20 EFF — SPECIAL APPROPRIATIONS FOR WQIF. The bill
21 appropriates moneys from the EFF to the WQIF subject to certain
22 conditions.
23 REAP FUND — EFF APPROPRIATION IN LIEU OF GF APPROPRIATION.
24 The bill appropriates moneys from the EFF to the REAP
25 fund instead of the $20 million otherwise required to be
26 appropriated to the REAP fund from the GF. Notwithstanding
27 the standing allocation from the REAP fund to its open
28 spaces account, DNR may use moneys in the account for state
29 park maintenance, development, operations, and facility
30 refurbishment.

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AROUND THE CAPITOL

The Legislature appears to be on course to finish at some point on Saturday, though it is uncertain if they will adjourn the Friday session and come back at 9 AM or simply stay in session overnight and into Saturday morning until 4 AM or 5 AM is uncertain. We are publishing at midnight with the action from the day and will catch up on any of the action that occurs afterward in the Saturday *Bulletin.*

Legislators have largely finished work on the budget bills, with only Standings and HF 2691 **RIIF APPROPRIATIONS** left to be completed. They also passed SF 2442 **TAX OMNIBUS** which includes the accelerated tax cuts, which have been a Republican priority for this session. The bill makes several other changes, including allowing counties to end county compensation boards. Representative Kaufmann said that the income tax cuts are part of historic changes to taxes in Iowa. He said that giving county supervisors the power to eliminate county compensation boards will help lower property taxes. According to the LSA, the income tax changes in SF 2442 are expected to reduce revenues as follows over the next six years: $328.2 million (FY 2025); $605.3 million (FY 2026); $97.0 million (FY 2027); $96.8 million (FY 2028); $99.5 million (FY 2029); $102.4 million (FY 2030).

As of midnight, Governor Reynolds signed 41 bills on Friday. Legislators finished floor work on seven budget bills and sent fifteen other bills down to the Governor. Today's Bulletin has full reports on those bills. Legislators have taken some action on a number of other bills but still need to reach agreements on those bills. We will cover those bills fully in the Saturday *Bulletin*. The list of remaining bills includes:

- HF 207 **DRAINAGE SYSTEM EXEMPTION**
- HF 674 **COUNTY CAR TITLING SERVICES & FEES**
- HF 681 **FAIR SALES TAX EXEMPTION**
- HF 2667 **TREASURER MATTERS**
- HF 2706 **COMPLEX REHAB PAYMENTS**
- SF 2395 **OPIOID SETTLEMENT**
- SF 2396 **TAX ADMINISTRATION**
- SF 2440 **529 APPRENTICESHIP PAYMENTS**
- SF 2109 **SPECIAL MINOR LICENSES** *(conference committee)*

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BILL STATEMENTS

Senator Petersen released a statement on the signing of SF 2431 **MINOR SOL EXTENSION:**

> I'm grateful lawmakers and the governor stood up for Iowa survivors who are part of the largest child sex-abuse case in US history. Iowans who were abused as children should not be financially penalized in their settlement simply because the abuse occurred within the borders of Iowa. Today's victory is a great example of how the legislature can help people when we work together for justice and when the media shines a light on an important issue. Hundreds of Iowans will have a chance at receiving their full settlement thanks to a group of survivors who came forward, shared their painful stories and asked for our help.

Governor Reynolds also released a statement on SF 2431:

> Those who were sexually abused while in Boy Scouts should have the ability to receive the greatest amount of compensation available. Even after an initial disclosure, it may take many more years before a victim is willing to file a legal action in a public court proceeding. We should not stand in the way of these survivors receiving their justified compensation. I am proud to sign this bill and I hope it brings some sense of justice and closure.

Governor Reynolds released a statement on the passage of SF 2385 **BOARD REVIEWS**:

> Last year, I introduced and signed into law legislation that aligned state government to more effectively and efficiently deliver better services to Iowans. It cut 21 agencies from my cabinet, reduced government bureaucracy, and made state government more responsive to the people of Iowa. We are already seeing the results with increased responsiveness to Iowans and cost savings to taxpayers. Government works for the people, not the other way around. We should be consistently reviewing and improving the quality of services we provide. The bill headed to my desk today is a continuation of that work. It eliminates unnecessary and redundant boards and commissions, returning accountability to the people of Iowa through their elected representatives. Iowa's boards and commissions have never been comprehensively reviewed and adjusted for effectiveness, only growing in numbers and scope over our state's history. Today, we reverse that trend.

Governor Reynolds released a statement on the passage of SF 2442 **TAX OMNIBUS**:

> When I took office, Iowa's income tax rate was nearly 9 percent - the sixth highest in the country. Since 2018, I've proposed four tax packages that have delivered historic income tax cuts and established a flat income tax for every Iowan who pays them; eliminated inheritance tax and taxes on retirement income; and reformed the corporate tax system by gradually reducing the rate from 9.8% to 5.5%.

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APPROPRIATIONS BILLS

AS OF FRIDAY, APRIL 19, 2024					
SF 2433	ADMINISTRATION & REGULATION	PASSED Senate committee 4.4	AMENDED & PASSED Senate 4.18		
HF 2696		PASSED House committee 4.15	sub for SF 2433	PASSED House 4.18	to Governor
SF 2421	AGRICULTURE & NATURAL RESOURCES	PASSED Senate committee 4.2	AMENDED & PASSED Senate 4.18		
HF 2694		PASSED House committee 4.15	sub for SF 2421	PASSED House 4.18	to Governor
SF 2432	ECONOMIC DEVELOPMENT	PASSED Senate committee 4.4	AMENDED & PASSED Senate 4.17		
HF 2697		PASSED House committee 4.15	sub for SF 2432	PASSED House 4.18	to Governor
SF 2437	HEALTH & HUMAN SERVICES	PASSED Senate committee 4.9	in Senate 4.10		
HF 2698		AMENDED & PASSED House 4.18	sub for SF 2437	PASSED House 4.19	to Governor
SF 2435	EDUCATION	AMENDED & PASSED Senate 4.18	AMENDED & PASSED House 4.18	CONCURRED & PASSED Senate 4.19	to Governor
SF 2436	JUDICIAL BRANCH	AMENDED & PASSED Senate 4.18	Sub for HF 2695	PASSED House 4.19	to Governor
HF 2695		PASSED House committee 4.15	AMENDED & PASSED House 4.19		
SF 2434	JUSTICE SYSTEMS	PASSED Senate committee 4.8	in Senate 4.8		
HF 2693		AMENDED & PASSED House 4.19	sub for SF 2434	PASSED House 4.19	to Governor
SF 2438	REBUILD IOWA INFRASTRUCTURE FUND (RIIF)	PASSED Senate committee 4.9	in Senate 4.10		
HF 2691		AMENDED & PASSED House 4.16	sub for SF 2438 AMENDED & PASSED Senate 4.19	House 4.19	
	STANDINGS				
SF 2422	TRANSPORTATION, INFRASTRUCTURE & CAPITALS	PASSED Senate committee 4.2	PASSED Senate 4.11	PASSED House 4.15	to Governor

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TODAY IN THE LEGISLATURE

Bills Signed by the Governor: (41)
Appropriations Bills to the Governor: (7)
Bills to the Governor (15)

House Files: 1 (HF 2711)
House Study Bills: none (last introduced HSB 752)

Resolutions ADOPTED by the House: (1)
SJR 2004 INCOME TAX AMENDMENT
Proposes a constitutional amendment to require that the income tax be set at one flat rate and prohibits graduated income tax rate.
H 8389 by Jacoby - Strikes the amendment and proposes an amendment giving Iowans the right to petition for referendum votes. **FAILED** 57-36
The **House ADOPTED** the Resolution 58-35

WITHDRAWN: HF 2543, HF 2622, HF 2694, HF 2695, HF 2696, HF 2697, HF 2703, HF 2704, HF 2705, SF 2170, SF 2300, SF 2409, SF 2437, SF 2441, SF 2438

Senate Files: none (last introduced SF 2442)
Senate Study Bills: none (last introduced SSB 3207)

Resolutions ADOPTED by the Senate: (2)
SR 109 HONORING ISU BASKETBALL
Honors the 2024 ISU Men's Basketball Team for a successful season.

SR 114 GOVERNOR APPOINTMENTS
Defers the action on all appointments submitted by the Governor in the last 30 days of the session that have not been acted on until the next General Assembly.

SIGNED BY THE GOVERNOR

Bills Signed by the Governor: (41)
HF 204 RR CROSSING FINES
Doubles the fine for illegally crossing RR tracks in a quiet zone to $520. Allows the fine to be waived if the driver successfully completes a DOT-approved driver improvement course at the driver's expense. Requires the driver to notify the clerk of courts of the intent to attend the course prior to the court date and to complete the course within 90 days.
The **House PASSED** the bill 99-0
The **Senate PASSED** the bill 50-0

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SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

HF 555 PHARMACY MATTERS

Reorganizes provisions on the practice of pharmacy. States general principles that pharmacists and registrants under the BOP must follow. Requires the BOP to adopt rules on pharmacist interns, technicians and support personnel, on tele-pharmacies, and on other matters. Includes requirements for the rules and strikes provisions in the Code. Allows the BOP to discipline a pharmacist for engaging in conduct outside of the standard of care. Authorizes administrative penalties. Allows the BOP to request criminal history checks on various parties. Prohibits the BOP from adopting a protocol that allows a pharmacist to administer abortion drugs. Contains provisions on prescriptions, therapeutic substitutions and other related matters.

The **Senate PASSED** the bill 46-0
The **House PASSED** the bill 87-9

HF 2153 COLLEGE AID COMMISSION REPORTING

Makes changes to the reporting requirements for the College Student Aid Commission on various tuition grant and loan forgiveness programs and strikes or consolidates some of the reporting requirements.

The **House PASSED** the bill 95-0
The **Senate PASSED** the bill 48-0

HF 2163 PUBLIC SAFETY TELECOMMUNICATORS

Specifies that public safety telecommunicators are covered under the Peace Officer Bill of Rights and corrects other references.

The **House PASSED** the bill 96-0
The **Senate PASSED** the bill 50-0

HF 2185 CAR TITLE INFO

Strikes the requirement that a car title include the name and address of the previous owner and requires the county treasurer and the DOT to maintain such information.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 39-8

HF 2186 APPRAISAL WAIVERS

Allows the DOT to waive the need for an appraisal for the disposal of right-of-way property that is worthless than $50,000 in a comparable market analysis. Requires notices to be sent by verified mail or hand delivered.

The **House PASSED** the bill 72-23
The **Senate PASSED** the bill 49-0

HF 2187 RUTF EFFICIENCY REPORTS

Strikes certain older reporting requirements on the efficiency of the use of certain RUTF increases.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 49-0

HF 2190 SEIZED PROPERTY

Allows an officer to give a magistrate a list of property seized pursuant to a warrant rather than the property.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 49-0

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SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

HF 2191 ACCRUED GOOD TIME

Does not allow accrued good time to be used to reduce mandatory minimum sentences for forcible felonies committed with a dangerous weapon, for habitual offenders and or the eligibility of a forcible felon for parole or work release.

The **House PASSED** the bill 75-22
The **Senate PASSED** the bill 37-12

The LSA writes that the bill could have a fiscal impact due to increased length of stays for some prisoners, but that impact cannot be estimated. The marginal cost of an inmate staying in prison is $25 a day to the DOC. According to the LSA, 479 prisoners could be affected by the bill, with a disproportionate impact on minorities: 2/3 of the affected prisoners are white, and the rest are African American or other races.

HF 2232 TRANSLATION LICENSES

Allows the employers of translators and transliterators to be licensed by the Board of Sign Language Interpreters & Transliterators. Allows an employee to give such services without being licensed if the employee meets the requirements for a license.

The **House PASSED** the bill 93-1
The **Senate PASSED** the bill 49-0

HF 2240 PHOTO HARASSMENT

Deems that a person whose pictures have been photoshopped to create a visual depiction of nudity or partial nudity are included in provisions covering harassment using the picture of another person. Requires persons over 18 found guilty to register as a Tier 1 sex offender. Strikes the requirement that the offender acted knowingly.

The **Senate PASSED** the bill 49-0
The **House PASSED** the bill 93-0

According to the LSA, there were 658 convictions for 1st degree harassment in FY 2023; the fiscal and correctional impact of expanding the crime cannot be estimated.

HF 2249 MINOR FUR HARVESTING

Allows a minor under 16 to trap without a trapping license if the minor is accompanied by a parent or another adult with a license. Requires one adult for every minor.

The **House PASSED** the bill 91-0
The **Senate PASSED** the bill 45-0

HF 2260 PERFORMING ARTS SOCIETY

Requires a performing arts society to use its best efforts to make an appointment with the proprietor of an establishment before visiting the establishment to ask for payments. Requires representatives of the society to clearly identify themselves and their purpose when visiting. Prohibits misleading threats by the society or representations that the society is an agent of a public body or law enforcement. Makes the current remedies available to the proprietor in addition to any other remedies available through federal law or common law.

The **House PASSED** the bill 91-0
The **Senate PASSED** the bill 45-0

AMERICAN OVERSIGHT

SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

HF 2277 BREWER WHOLESALER AGREEMENTS

Prohibits brewer from requiring wholesalers to agree to unreasonable conditions regarding the use or non-user of an e-commerce platform from the brewer. Prohibits the brewer from asking a wholesaler using the platform about competitive products.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 45-1

HF 2308 DISASTER RELIEF FUNDING

Conforms state language on accepting federal disaster relief funding by the Governor with federal language. Allows the Executive Council to make grants to meet matching funds requirements for disaster relief.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 48-0

HF 2310 TRESPASS FINES

Increases scheduled fines for knowing trespasses while hunting deer ($500 for 1st offense, $1,000 for 2nd and $1,500 for 3rd).

The **House PASSED** the bill 87-7
The **Senate PASSED** the bill 39-9

HF 2325 WARRANTLESS TOBACCO INSPECTIONS

Requires retailers of tobacco products and alternative nicotine products to allow warrantless searches and inspections by various law enforcement, fire and health officials and government agencies for violations as a condition of receiving a permit. Exempts private records from this inspection and requires warrants.

The **House PASSED** the bill 88-3
The **Senate PASSED** the bill 47-0

HF 2326 RENTAL MANAGEMENT EXCEPTIONS

Entities: Creates an exception to regulations on real estate brokers for a person or entity that is involved in renting property for various limited liability companies and partnerships. Creates an exception for a non-licensed employee of a real estate broker to perform various real estate rental practices. Makes this division effective on enactment and affects proceedings that are not fully adjudicated. **Agreements**: Requires brokerage agreements to display a statement that fees and commissions are not set in law and are subject to agreement. Requires an agreement before showing a house. Allows a seller to designate a portion of the sale, or funds from another source, to pay for the buyer's licensee compensation.

The **House PASSED** the bill 98-0
The **Senate PASSED** the bill 48-0

HF 2390 DIAL POWERS

Allows DIAL to report to the appropriate agency on regulatory violations from otherwise confidential information that DIAL has. Allows reports to law enforcement, county attorneys and licensing boards on DIAL evaluations of dependent adult abuse. Allows DIAL to report to facilities which employ a dependent adult abuser various information from investigative reports. Harmonizes various definitions related to dependent adult abuse and makes conforming changes.

The **House PASSED** the bill 91-0
The **Senate PASSED** the bill 49-0

AMERICAN OVERSIGHT

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SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

HF 2398 PUBLIC OFFICER BOND

Allows a public officer to purchase an insurance policy in lieu of posting a bond. Requires the policy to substantially meet the bond requirements. Allows for the reasonable expenses of the insurance policy be paid for by the government to the extent the expenses of the bond would be covered. Allows an officer who fails to post a bond to be suspended for failing to do so, and to be removed after a reasonable time if the bond is not posted. **Other**: Allows CC board members to be covered by insurance.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 46-0

HF 2404 HHS MATTERS

Allows HHS to share adoption information within the department for continuity purposes. Allows the HHS to have access to all juvenile court social records. Requires the court to disclose certain records to the HHS without the HHS having to make a request. Strikes specific time requirements for mandatory reporter training and strikes recertification training. Includes provisions on health care coordination and intervention teams to assess the care of children with high acuity needs.

The **House PASSED** the bill 95-0
The **Senate PASSED** the bill 46-0

HF 2426 HOTEL INSPECTIONS

Strikes requirements for biennial sanitation inspections of hotels and requires inspections only on complaint.

The **House PASSED** the bill 64-33
The **Senate PASSED** the bill 32-17

HF 2464 PROTECTING FIREARM RECORDS

Prohibits governments from keeping records of private gun owners, except as related to criminal investigations. Makes definitions and prohibits the use of merchant codes to identify sales of guns and ammo. Makes exceptions for tracking by law enforcement. Gives the AG enforcement powers and gives a merchant in violation 60 days to comply. Establishes civil penalties.

The **Senate PASSED** the bill 45-0
The **House PASSED** the bill 73-24

HF 2487 REPORTING GROOMING BEHAVIOR

Adds discipline for grooming behavior to the kinds of discipline taken against teachers that must be reported to the BEE. Defines such behavior by teachers. Adds investigation provisions (Requires the BEE to include the number of investigations of school employees who are not licensed or holders of certificates or authorizations that are referred to law enforcement in its annual reports. Includes protections for personal information. Requires the use of a unique identifier so that an investigation can be searched on the BEE website but limits who can search.

The **Senate PASSED** the bill 49-0
The **House PASSED** the bill 89-0

AMERICAN OVERSIGHT

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SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

HF 2515 LICENSING COUNSELORS

Prohibits the Board of Behavioral Sciences from requiring by rule that required supervised clinical experience include live or recorded direct observation of client interaction. Effective on enactment. **Out-of-State**: Allows a licensed out-of-state counselor to be licensed in Iowa by showing evidence of a license similar to Iowa requirements and paying a fee.

The **House PASSED** the bill 94-0
The **Senate PASSED** the bill 45-0

HF 2517 TRUST ACTIONS

Deems that a spendthrift provision may be used to advance a material interest of a trust. Allows the provision to be used against beneficiaries that try to force the trustee to do something against the provisions of the trust or to give them access. Allows an interested party to a trust to petition the court about the internal affairs of the trust. Includes settling accounts or passing on the acts of the trustee, instructing or modifying the powers of the trustee, trustee compensation, removal or resignation of the trustee in the scope of proceedings.

The **House PASSED** the bill 93-0
The **Senate PASSED** the bill 46-0

HF 2538 DOM GOVERNMENT GUIDANCE

Authorizes the DOM to implement guidelines for the accountable government act, including for the Regent institutions. Requires agencies to share records with the DOM. Strikes various reporting and consultation requirements. Substitutes enterprise strategic plan and agency operational plan for other terms.

The **House PASSED** the bill 96-0
The **Senate PASSED** the bill 48-0

HF 2579 PERSONALIZED FF/EMS PLATES

Authorizes the DOT to produce personalized Fire Fighter/EMS plates. Limits the number of characters for five numbers and letters. Sets fees.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 46-0

HF 2586 SCHOOL GUARDS & EMPLOYEES

Requires school districts with an enrollment over 8,000 to employ at least one security guard, with a professional weapons carry permit, or an SRO per high school. Encourages smaller districts to do so. Requires guards to have live training at least quarterly. **Permits:** Allows other school employees to have a carry permit. Requires the employee to have regular training and requires the DPS to implement live scenario training and quarterly live training. Includes immunity provisions. Prohibits requiring a school employee to get a permit as a condition of employment.

The **Senate PASSED** the bill 30-14
The **House PASSED** the bill 62-36

AMERICAN OVERSIGHT

SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

HF 2598 LOOTING

Makes looting a Class D felony for damages between $1,000 and $10,000 and a Class C felony if the damage caused exceeds $10,000. Makes damages under $1,000 an aggravated misdemeanor. Defines looting. Authorizes business and property owners to bring civil actions for direct or indirect damages and attorney fees and makes violators jointly and severally liable.

The **House PASSED** the bill 94-0
The **Senate PASSED** the bill 42-6

HF 2636 REINSURANCE TAX RATES

Decreases the rates for reinsurance premiums for captive insurance companies: (0.02 % for the first $20 million; 0.0125% for $20 million to $40 million; 0.045% over $40 million). Effective on enactment.

The **House PASSED** the bill 95-0
The **Senate PASSED** the bill 46-0

The LSA cannot estimate an impact as there are currently no reinsurance premium taxes collected on captive insurance companies.

HF 2648 TEMPORARY ALCOHOL PERMITS

Authorizes the DOR to issue temporary alcohol sales permit for on-site sales and consumption. Authorizes a 5-day license for Class C native wine licenses. Allows native distilleries to get up to six 5-day retail licenses in a year. Allows a native brewer to get two 5-day licenses in a year. **Alternating Proprietors**: Allows a native distiller to share space with another distiller in an alternating proprietorship. Requires separate Class A licenses for the distillers and limits the premises to one Class C retail alcohol license.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 45-1

HF 2669 WINE AUCTIONS

Authorizes wine sales from a private collection to a Class A permittee or wine auction permittee. Allows the permittee to sell the wines, subject to putting labels on the bottles indicating a private collection as the source. Authorizes the DOR to issue permits for wine auctions. Makes the fee $100. Imposes other requirements for a wine auction, including for the wine tax. Includes biennial reporting requirements.

The **House PASSED** the bill 97-0
The **Senate PASSED** the bill 46-1

SF 2054 COMPANY REINSTATEMENT PROCEDURES

Strikes requirements for a company that is seeking to overturn an administrative dissolution submit its federal TIN to the SOS. Includes related provisions.

The **Senate PASSED** the bill 47-0
The **House PASSED** the bill 89-0

SF 2171 LEGISLATIVE LAWSUIT STANDING

Allows the majority and minority leaders and the Speaker to file amicus curiae briefs in an appellate lawsuit that is challenging the constitutionality of a law.

The **Senate PASSED** the bill 47-0
The **House PASSED** the bill 85-11

AMERICAN OVERSIGHT

SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

SF 2261 IGNITION INTERLOCK DEVICE

Offsets part of the one-year period an ignition interlock must be installed after an OWI 2nd by any time the driver had and IID while driving with a temporary restricted license. Requires the DPS to adopt rules that an IID will not operate for an alcohol level above 0.04%. Allows these periods to be extended for compliance removal violations. Defines violations (BAC levels over 0.04% or failing to give a detectable sample). Makes unauthorized removal of an IID a serious misdemeanor. Prohibits issuing a temporary restricted license to drivers under 18. Authorizes the DOT to adopt rules that allow the waiver of IID requirements but limits where a person can drive under a temporary restricted license without an IID.

The **Senate PASSED** the bill 39-8
The **House PASSED** the bill 87-7

SF 2275 NOTICE ON APPEAL CHALLENGES

Requires notice to be served on the House and Senate for appeals that include challenges to the constitutionality of a law. Requires the Secretary of the Senate and the House Clerk to give notice to the majority and minority leaders. Deems that a failure to provide notice is not grounds for dismissal of the lawsuit.

The **House PASSED** the bill 67-29
The **Senate PASSED** the bill 35-11

SF 2291 BROKER POWERS

Includes in the definition of a real estate broker a person acting under a buyer's representation agreement. Requires a brokerage agreement to specify the compensation for the broker and for the broker to review the compensation. Adds a duty for licensees to treat all parties to a brokerage agreement with good faith, to disclose all adverse material facts, to put a client's interest first and adds other specifics.

The **Senate PASSED** the bill 46-0
The **House PASSED** the bill 97-0

SF 2362 SERVICE CONTRACTS

Requires motor vehicle service companies to submit a list of the service contract forms used, including the form name and number. Requires the company to pay $35 for each form filed with the Insurance Commissioner s forms with the Commissioner. Requires a service contract company to accept cancellations in a variety of ways, including any cost-effective method.

The **Senate PASSED** the bill 46-0
The **House PASSED** the bill 97-0

SF 2414 UST FUNDS

Transfers the remaining funds in the Petroleum UST fund to the Groundwater Protection fund. Includes transition provisions to move duties to the DNR and to administratively close the Petroleum UST fund. Effective immediately.

The **Senate PASSED** the bill 48-0
The **House PASSED** the bill 97-0

AMERICAN OVERSIGHT

SIGNED BY THE GOVERNOR (CONTINUED)

Bills Signed by the Governor: (continued)

SF 2431 MINOR SOL EXTENSION

Creates an exception to the SOL for sex offenses against minors (under 18) if the claim is intended to be against a congressionally chartered organization that filed for bankruptcy on February 18, 2020, and is retroactive for claims that occurred before the effective date of the bill. Effective on enactment. Sunsets December 2026. Makes legislative findings that this is an unusual case, that the parties have agreed to the exception and that it should not be considered as a future precedent.

The **House PASSED** the bill 90-1

The **Senate PASSED** the bill 47-0

APPROPRIATIONS BILLS

Appropriations Bills RETURNED to the House: (1)

HF 2691 RIIF APPROPRIATIONS

Makes the new FY 2025 appropriations from RIIF and for the Technology Reinvestment Fund (includes the EFF standing appropriation and an adjustment for the tech reinvestment fund).

Amendments by the Senate

S 5220 by **Koelker** - *Strike & Replace:* **DAS:** Major Maintenance ($22 million); Elevators ($5.36 million). **DALS:** Water Quality ($8.2 million); Renewable Fuels Fund ($10 million); RF retailers ($2 million); RF fund ($2 million); Nitrogen Modeling ($1 million); **DOB:** Building Repairs ($225,600). **EDA:** CAT Grants ($10 million); Destination Iowa ($10 million); Regional Sports ($700,000); Community Grants YMCAs ($250,000); BB Iowa Renovations ($750,000). **DHS:** Lucas ($5 million); CC Doors ($50,000); CC Renovation ($7 million); Iowa Medical Examiner ($5 million in FY 2025; $28 million in FY 2026; $3.3 million in FY 2027); DHS Woodward Tunnel ($14.5 FY 2025 and $14.275 million in FY 2026). **DHS/ED**: Levee Improvement ($10 million). **Judicial Branch**: HVAC ($475,000); Dallas County ($481,000); Johnson County ($111,000). **DNR:** Lake Restoration Water Quality ($9.6 million); State Park Infrastructure ($5 million); State Park Disability ($1 million); Water Trails ($1.5 million); Tree planting ($250,000). **DPD:** Armories ($2.1 million); Readiness Centers ($2.1 million); Camp Dodge ($550,000). **DPS:** Statewide Comm System ($6.42 million); Equipment ($2.5 million). **Regents:** Tuition Replacement ($26.5 million); UNI Industrial Tech Center ($3.85 million); Iowa Lakeside Lab ($3 million in FY 2025 and FY 2026). **DOT:** Rec Trails ($2.5 million and $1 million); Public Transit ($1.5 million); RR Revolving Fund ($2 million); Commercial Aviation ($1.9 million); General Aviation ($1 million). **Treasurer:** County Fairs ($1.06 million); **DVA** Cemetery Equipment ($168,388). **DOM Tech Reinvestment:** $21.13 million. **EFF** (standing appropriation)**:** $42 million. **Other:** Includes reporting requirements. Makes changes to previous appropriations effective on enactment.

The **Senate PASSED** the bill as amended 47-0; it RETURNS to the **House**

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012658

APPROPRIATIONS BILLS TO THE GOVERNOR

Appropriations Bills to the Governor: (7)

HF 2693 JUSTICE SYSTEMS APPROPRIATIONS

Makes the FY 2025 appropriations for the DOJ, DOC, DPD, DPS, Homeland Security/Emergency Management, ILEA, Public Defender and BOP. Makes appropriations from other funds. **GF Total:** $694.47 million. **DOJ: Total:** $17.71 million Office ($7.5 million); Victim Grants ($5.02 million); Legal Services Grants ($2.63 million); Cybersecurity ($202,060). **DOC Total:** $442.29 million. **Central Office: Total:** $22.54 million County Confinement ($1.35 million); Federal Prisoners ($234,411); Admin ($7.66 million); Education ($2.61 million); Iowa Corrections Offender Network (ICON) ($2 million); MH/SA ($28,065); Departmental Duties ($8.65 million); State Cases ($10,000). **Prisons:** Ft. Madison ($45.52 million); Anamosa ($38.89 million); Oakdale ($67.63 million); Newton ($31.52 million); Mt. Pleasant ($29.73 million); Rockwell City ($11.36 million); Clarinda ($28.63 million); Mitchellville ($25.51 million); Ft. Dodge ($33.28 million). **CBCs:** District I ($16.83 million); District II ($13.64 million); District III ($8.62 million); District IV ($6.47 million); District V ($24.33 million); District VI ($17.13 million); District VII ($10.67 million); District VIII ($10 million). **ILEA:** $3.62 million. **Public Defender:** $31.98 million. **Indigent Defense:** $46.65 million. **Parole Board:** $1.56 million. **DPD:** $7.28 million. **DHS/EM:** Homeland Security/ Emergency Management ($2.44 million). **DPS: Total:** 140.93 million; Administration ($7.09 million); DCI ($21.19 million); Crime Lab ($650,000); Narcotics Enforcement ($9.24 million); Undercover Funds ($209,042); Fire Marshal ($3.42 million); State Patrol ($90.06 million); Sick Leave ($279,517); Fire Fighter Training ($1.08 million); Human Trafficking ($200,742); Interop Comm Systems Board ($115,661); Department-wide Duties ($4.65 million); Equipment ($2.5 million); Office of Drug Control Policy ($249,219). **Other Funds Total:** $19.49 million. **DOJ:** Prosecutions/Appeals ($2 million); Consumer Fraud Education ($1.88 million); Consumer Fraud Litigation ($125,000); Farm Mediation ($300,000); Consumer Advocate ($3.45 million). **DPS:** Gaming Enforcement ($11.44 million). **DHS/EM:** E-911 Admin ($300,000). **Other:** Includes requirements for drug courts, programs for sex offenders and diversion of low-risk offenders in CBCs. Requires the Office of Drug Control Policy to consider federal grants for CBC programs as local grants. Prohibits the use of safety assessments in pre-trial hearings until authorized by the Legislature. Allows inmate labor to for cemeteries, historical landmarks and litter control. Encourages agencies to buy products from IPI and to obtain bids from IPI for office furniture purchases exceeding $5,000. States the intent that the state patrol assign education officers to perform school bus inspections. Splits the cost for ILEA training as 1/3 to the local government and 2/3 to the state but requires ILEA to pay for the full cost for one candidate from a local government, including tribal agencies. Includes reporting requirements.

Amendments by the House

H 8376 by **Lohse** - *Strike & Replace*: **Total** ($693.3 million). **DOJ: Total:** $18.39 million; Office ($10.54 million); ILEA ($2.9 million); Public Defender ($33.48 million); Indigent Defense ($43.61 million); Parole Board ($1.55 million); DPD ($7.21 million). **DPS: Total:** 141.43 million; Department-wide Duties ($5.15 million). Specifies travel time for contract attorneys does not count against the maximum cap. Includes other language.

H 8376 by Wilburn - *Strike & Replace*: Enacts the Democratic proposed appropriations.

Amendments by the Senate

S 5224 by Petersen - Requires AG office allow crime victims emergency contraception. **FAILED** 32-15

S 5225 by Trone Garriott - Appropriates an additional $5 million for victim services. **FAILED** 31-15

S 5226 by Boulton - Increases the appropriations to various prisons by $27 million in order to raise salaries for DOC officers to at least $24. **FAILED** 31-15

S 5227 by Quirmbach - Appropriates $1 million for MH advocates and body cameras in county sheriff and police departments. **FAILED** 30-16

The **House PASSED** the bill 59-32

The **Senate PASSED** the bill 47-0; it now GOES to the **Governor**

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APPROPRIATIONS BILLS TO THE GOVERNOR (CONTINUED)

Appropriations Bills to the Governor: (continued)

HF 2698 HEALTH & HUMAN SERVICES APPROPRIATIONS

Makes the FY 2025 appropriations for the DVA, the Iowa Veterans Home and the HHS (Aging, Public Health, Assistance, MHIs, Administration and Human Rights) from the GF. **GF Total:** $2.217 billion. **DVA Total:** $13 million; Administration ($1.37 million); Veteran County Grants ($990,000); Veteran's Home ($8.15 million); Home Ownership ($2.2 million); Cemetery Grounds ($292,000). **HHS Aging:** Aging Programs ($19.09 million). **HHS Assistance:** Medicaid ($1.65 billion); Child Abuse Prevention ($232,570). **HHS Human Services**: **Total**: $509.44 million; Inquiry ($1,394); Non-Resident Commitment ($142,802); Behavioral Health ($24.4 million); Community Access ($68.04 million); Child Support Services ($15.43 million); Health Programs ($39.6 million); State Child Care Assistance ($34.97 million); Early Intervention ($35.28 million); Child Protective Services ($170.37 million); State Specialty Care ($100.01 million); Administration ($21.19 million). **HHS Public Health Total:** $24.34 million; Public Health ($22.92 million); Psychiatric Residencies ($1.2 million); Congenital disorders ($223,521). **Other Funds** (appropriates from TANF and other funds) **Total:** $470.72 million; Administration ($143.98 million); Assistance ($324.99 million); Gambling Treatment ($1.8 million).
Other: Requires health care platforms to register with DIAL and pay a $500 fee. Makes changes to previous appropriations. Prohibits a court from ordering services if there is insufficient funds. Includes reversion language and other language on the transfer of funds. Increases the number of psychiatric residencies to 8. Includes language on costs related to placement of foster children with fictive kin/relatives. Requires quality assessments for nursing homes to be paid monthly.

Amendments to HF 2698 *(4/18 LATE)*

H 8348 by **Fry** - *Strike & Replace*: Increases HHS Human Services Administration ($22.36 million); Adds in HHS Human Services Grant Program ($425,000). **Decreases**: Strikes Cemetery Grounds ($292,000); HHS Public Health ($22.53 million); Medicaid ($500,000 reduction); Child Protective Services ($166.1 million). **Other Funds**: Strikes $3 million in BH funding; Adds $750,000 for Autism support. **Other**: Requires DIAL to conduct semiannual joint training with inspectors and nursing homes to review the most common citations. Requires DIAL to identify regional citation patterns. Requires DIAL to review citations for substandard care or instances of immediate jeopardy. Prohibits courts from ordering services if there are not sufficient funds to pay for the service. Allows the use of telemedicine for medical cannabidiol. Requires health care platforms to register with DIAL and pay a $500 fee. Makes changes to previous appropriations. Includes reversion language. Moves a psychiatric residency to Broadlawns and one to Cedar Rapids and increases the number to 9. Includes language on costs related to placement of foster children with fictive kin/relatives. Requires quality assessments for nursing homes to be paid monthly.

Amendments to H 8348 *(4/18 LATE)*

H 8359 by Wilson - Aligns Medicaid dental rates with HAWK-I. **FAILED** 52-39
H 8371 by Isenhart - Increases the Medicaid personal needs allowance to $75. **FAILED** 57-35
H 8361 by Turek - Appropriates $1.5 million for pediatric cancer research at the UI. **FAILED** 53-39
H 8362 by Steckman - Moves CASA back to DIAL. **RULED NOT GERMANE**; *MTSR* **FAILED** 57-34
H 8360 by Isenhart - **WITHDRAWN**

Amendments to HF 2698 *(4/19)*

S 5217 by Weiner - Appropriates $2 million for Return to Community. **FAILED** 32-15
S 5218 by Weiner - Appropriates for $5.2 million to UI for cancer research. **FAILED** 32-15
S 5216 by Trone Garriott - Appropriates $1.2 million for foster care costs and requires that the SS funds for those children be put in trust until the child is 18. **FAILED** 32-15

The **House PASSED** the bill 56-35 (*4/18 LATE)*
The **Senate PASSED** the bill 32-15; it GOES to the **Governor** *(4/19)*

AMERICAN OVERSIGHT

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APPROPRIATIONS BILLS TO THE GOVERNOR (CONTINUED)

Appropriations Bills to the Governor: (continued)

SF 2421 AGRICULTURE & NATURAL RESOURCE APPROPRIATIONS

Makes the FY 2025 GF appropriations for the DALS, DNR, UI and ISU and appropriations from other funds. Makes appropriations for REAP. **GF Total:** $43.5 million. **DALS Total:** $24.36 million; Admin ($19.68 million with earmarks for the ISU wine institute at $325, 000 and for meat inspection at $250,000); Milk Inspections ($189,196); Farmers with Disabilities ($230,000); Local Food ($75,000); FFA/Agri Education ($75,000); Foreign Animal Disease ($1 million); Foreign Animal Disease Capitals ($250,000); Vaccines ($250,000); Loess Hills ($400,000, with an earmark for $360,000 for Hungry Canyons); Southern Iowa ($150,000); Grain Regulation ($350,000); Value-Add Agri Grants ($463,000); Choose Iowa ($500,000); Dairy Innovation ($750,000). **DNR Total:** $15.49 million; Admin ($12.48 million); Floodplains ($1.51 million); Forestry ($500,000); State Parks ($1 million). **Regents:** ISU Vet Lab ($4.4 million); ISU Livestock disease ($191,390); UI Agri Safety ($128,154). **Other Funds Total:** $96.43 million. **DALS Total:** $18.11 million; Native Horse & Dog ($305,516); Fuel ($500,000); CR Enhancements ($1 million); Watershed ($900,000); Soil & Water Conservation ($3.8 million); CRP ($900,000); Cost Share ($8.3 million with an earmark of $140,000 for Hungry Canyons); Fuel Inspection ($500,000); Water Quality Monitoring ($2.38 million). **DNR Total:** $77.51 million; F & G Administration ($49.75 million); Storage Tank study ($100,303); Household Hazardous ($447,324); Well Testing ($62,461); Water Monitoring ($1.69 million); Landfill Alternatives ($618,993); Waste Reduction ($192,000); Solid Waste ($50,000); GIS ($297,518); Snowmobile Fees ($100,000); UST Administrative Match ($200,000); Park Operations ($6.24 million); GIS Watersheds ($195,000); Water Quality Monitoring ($2.96 million); Public Water ($500,000); Animal Feeding Operations ($1.32 million); Air Quality Monitoring ($425,000); Floodplain Management ($375,000); REAP ($12 million from the Environment First Fund). **Regents:** ISU Vet Lab ($120,000); UI Water Resources ($495,000); UI Geological Survey ($200,000). **Other:** Includes requirements for 50 seasonal park employees. Includes limits on spending for administration for Hungry Canyons.

Amendments to SF 2421 *(4/18)*

S 5185 by **Zumbach** - *Strike & Replace*: Appropriation increases include: Admin $20.16 million; FFA/Ag Ed ($15,000); Foreign Animal ($1.01 million); Southern Iowa ($200,000); Choose Iowa pilot ($200,000); DNR $12.5 million; Forestry Health ($525,000); ISU Vet school ($4.5 million); Private Forest Management ($150,000); Livestock disease ($291,000); Choose Iowa Promotions ($600,000); Butchery Innovation ($249,695); Transfers include Iowa Geological Society ($250,000); Choose Iowa contingent ($100,000); Park Accessibility ($250,000). Adds additional language. **ADOPTED**

Amendments to SF 2421 *(4/18 LATE)*

H 8351 by Scheetz - Increases the REAP appropriation to $20 million. **FAILED** 56-36

The **Senate PASSED** the bill as amended 33-14 *(4/18)*

The **House PASSED** the bill 79-12; it now GOES to the **Governor** *(4/18 LATE)*

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APPROPRIATIONS BILLS TO THE GOVERNOR (CONTINUED)

Appropriations Bills to the Governor: (continued)

SF 2432 ECONOMIC DEVELOPMENT APPROPRIATIONS

Makes the FY 2025 GF appropriations and appropriations from other funds for the EDA, the IFA, PERB, DWD, ISU, UI and UNI. **GF Total:** $41.63 million. **EDA Total:** $18.54 million; ED Appropriation ($12.92 million); World Food Prize ($500,000); COGS ($250,000); Butchery Innovation ($633,325); Tourism plan ($1.1 million); Community Grants ($172,090); Arts ($1.4 million); Great Places ($149,710); Cultural Trust Grants ($150,000); DCA Grants (448,403); Tourism Marketing ($1.4 million). **IFA:** Rent Subsidy Program ($873,000); Housing Pilot Program ($500,000). **PERB Total:** $1.29 million. **DWD Total:** $16.07 million; Field Offices ($6.9 million); Offender Reentry ($387,158); I/3 Accounting ($228,822); Summer Intern ($250,000); Employee Misclassification ($379,361); **Rehab Services**: Voc Rehab ($6.23 million); Independent Living ($84,823); Entrepreneurs with Disabilities ($138,506); IL Centers ($86,457). **Regents Total:** $4.36 million; ISU Biosciences ($2.96 million); UI Biosciences ($1 million); UNI Casting ($394,321). **Other Funds Total:** $34.37 million. **EDA Total:** $13.42 million; High Quality Jobs ($11.7 million); Manufacturing 4.0 ($1.02 million); Empower Rural Iowa ($700,000). **DWD Total:** $11.85 million; Field Offices ($4.62 million); AMOS ($100,000); Adult Literacy ($5.5 million); Work-Based Learning ($1 million); STEM ($633,325). **Regents Total:** $9.1 million; Regents Innovation Fund ($3 million); ISU Economic Development ($2.42 million); UI Economic Development ($209,279); UI Entrepreneur ($2 million); UNI Econ Development ($1.47 million). **Other:** Includes intent language for various programs on the use of funds, including for Voc Rehab to work with a community rehabilitation program and for UNI to seek outside support for additive manufacturing. Includes non-reversion language. Includes reporting requirements.

AMENDMENTS TO SF 2432 *(4/18)*

S 5176 by **Lofgren** - *Strike & Replace:* Makes increases to the GF appropriations, including the World Food Prize ($150,000); COGS ($100,000); Workplace Injury Survey ($125,555); Adult Literacy ($500,000); Apprenticeship ($760,000). **ADOPTED**

AMENDMENTS TO SF 2432 *(4/18 LATE)*

H 8352 by Amos - Extends UE benefits to 26 weeks. **RULED NOT GERMANE**; *MTSR* **FAILED** 57-34

The **Senate PASSED** the bill as amended 45-0 *(4/18)*

The **House PASSED** the bill 75-16; it now GOES to the **Governor** *(4/18 LATE)*

SF 2433 ADMINISTRATION & REGULATION APPROPRIATIONS

Makes the FY 2025 GF appropriations for the DAS, State Auditor, Ethics & Campaign Board, Governor, Lieutenant Governor, Department of Inspections & Licensing, Department of Insurance & Financial Services, DOM, IPERS, Public Information Board, DOR, Secretary of State, Treasurer and IUB. **Total:** $71.66 million. **DAS Total:** $17.42 million; Administration ($3.71 million); Utilities ($4.49 million); Terrace Hill ($460,884); State Library ($2.56 million); Enrich Iowa ($2.46 million); Cultural Activities ($168,403); Historical Sites ($3.14 million); Historic Administration ($425,751). **Auditor:** $983,971; **Ethics and Campaign:** $773,554. **DIFS:** Captive Insurers ($450,000). **Governor:** $2.86 million; Terrace Hill ($142,281). **DIAL Total:** $20.25 million; Administration ($1.09 million); Administrative Hearings ($624,374); Investigations ($2.71 million); Health Facilities ($6.01 million); Employment Board ($38,865); Food Safety ($509,565); Civil Rights ($1.34 million); Labor Services ($2.9 million); Workers Comp ($3.32 million); Professional licensing ($1.63 million). **DOM:** Operations ($3.98 million); CIO ($4.42 million). **Information Board:** $362,101. **DOR:** $15.32 million; Tobacco & Cigarettes ($142,177). **Secretary of State:** Administration ($2.12 million); Business ($1.42 million). **Treasurer:** $1.02 million. **Other Funds Total:** $66.53 million. **DIAL:** R & G Gaming ($7.17 million); DIAL ($1.62 million); Housing Field Auditor ($62,317). **DOM:** $56,000. **IPERS:** $20.77 million. **DOR:** Motor Fuel ($1.31 million). **Treasurer:** $316,788. **SOS:** Addresses ($195,400). *(continued)*

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012662

APPROPRIATIONS BILLS TO THE GOVERNOR (CONTINUED)

Appropriations Bills to the Governor: (continued)

SF 2433 ADMINISTRATION & REGULATION APPROPRIATIONS *(continued)*

DIFS: Insurance ($7.4 million); Banking ($14 million); Credit Union ($2.62 million). **IUB**: $11 million. **Other:** Authorizes DAS to charge $2 per month to employees for health plans. Requires the Auditor to spend the GF appropriation only on audit work until the annual report is finished. Includes reporting requirements for public assistance fraud. Requires the Health Facilities Division in DIAL to report on positions in the Division. Allows DIAL to retain licensing fees. Allows the Employment Appeal Board to spend money on contractor registration. Adds requirements for the Insurance Division for two investigators for fraud, two for PBMs and one for the financial exploitation of elders. Requires the DOR to prepare an appraisal manual for cities and counties at no charge. Requires the Treasurer to support the Executive Council.

Amendments to SF 2433 *(4/18)*

S 5192 by **Rowley** - *Strike & Replace*: Appropriation increases/reductions in red: State Library ($2.63 million); Auditor ($1.01 million); Ethics and Campaign ($897,151); Terrace Hill ($144,222). **DIAL:** Administration ($933,285 reduction); Administrative Hearings ($654,983); Investigations ($2.77 million); Health Facilities ($6.21 million); Employment Board ($40,000); Civil Rights ($1.39 million); Labor Services ($2.97 million); Workers Comp ($3.38 million); DOM Operations ($2.79 million reduction); Information Board ($363,227); DOR ($15.38 million); **Secretary of State**: Administration ($2.57 million); Business ($1.57 million); Voter Registration Program ($50,000); **Treasurer**: $1.05 million. **Other:** Insurance ($8 million). **ADOPTED**

Amendments to SF 2433 *(4/18 LATE)*

H 8370 by Srinivas - Appropriates $1.2 million for 15 additional NH inspectors. **FAILED** 53-38

The **Senate PASSED** the bill as amended 31-13 *(4/18)*

The **House PASSED** the bill 56-35; it now GOES to the **Governor** *(4/18 LATE)*

SF 2435 EDUCATION APPROPRIATIONS

Makes the FY 2025 appropriations for the DOE, the DOB and the Regents. **Total:** $1.02 billion. **DOB:** $3.09 million. **DOE Total:** $439.48 million; Administration ($6.85 million); Career Tech Administration ($598,197); Career Tech Secondary ($2.95 million); Food Service ($2.18 million); Special Ed 0-3 ($1.72 million); Early Head Start ($574,500); Teacher Quality ($2.99 million); Statewide Assessment ($3 million); Work-Based Learning ($300,000); Summer Joint Enrollment ($600,000); JAG ($9.15 million); Attendance Centers ($250,000); Early Readers ($7.82 million); Early Literacy ($1.92 million); Reading Research Center ($1.5 million); Children MH training ($3.38 million); Computer Science Fund ($500,000); Best Buddies ($35,000); Midwestern Compact ($115,000); Concurrent Enrollment ($1 million); STEM ($6.35 million); Therapeutic Class ($2.35 million); TC Transportation ($500,000); Lead-K ($200,000); Special Ed Division ($10 million); Professional Development ($2.18 million); **CSC:** CSC/Future Ready ($591,533); Health Recruitment ($500,973); National Guard ($6.6 million); Opportunity Scholarships ($3.23 million); Rural Care Loans ($2.5 million); Teach Iowa Scholars ($650,000); Health Care Loans ($500,000); Rural Veterinarian ($700,000); Future Ready Loans ($23.93 million); Future Ready grants ($275,000); MH Loan Repayment ($520,00); Iowa Workforce Grants ($6.5 million); Child Development ($10.52 million); Tuition Grants ($52.71 million); Tuition Grants For-Profit ($110,700); Vo-Tech Grant ($1.75 million). **Iowa Deaf School:** $11.71 million. **Braille School:** $4.93 million. **IPTV:** $7.94 million. **Community Colleges**: General ($234.58 million). **Regents: Total** $572.95 million; Office ($764,642); SW Regents Centers ($268,297); Papajohn Centers ($125,000); Strategic Initiative ($12.29 million). **UI General:** $218.05 million; Oakdale ($2.1 million); Hygienic Lab ($4.82 million); Family Practice ($2.22 million); Specialized Child Health Service ($634,502); Cancer Registry ($143,410); Substance Abuse ($53,427); Bio-catalysis ($696,342); Primary Health Care ($624,374); Birth Defects Registry ($36,839); Non-profit Center ($156,389); On-line Academy ($463,616); Flood Center ($1.15 million). *(continued)*

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APPROPRIATIONS BILLS TO THE GOVERNOR (CONTINUED)

Appropriations Bills to the Governor: (continued)

SF 2435 EDUCATION APPROPRIATIONS *(continued)*

ISU General: $174.09 million; Ag Station ($29.46 million); Co-op ($18.16 million); STEM & Bioscience ($2.8 million). **UNI General:** $99.41 million; Teacher licensing ($1.5 million); RE Education ($123,523). **Other Funds:** $34 million. **DOE:** Training ($15.1 million); Tuition Grants ($5 million); ACE ($6 million); PACE/Regional Sectors ($5 million); GAP Tuition ($2 million); Workforce Reporting ($200,000); STEM ($200,000). **Other:** Requires the DOE to use some funds for Early Head Start pilot programs, to provide reading assessments for PK-6 students and to work with community colleges on programs for STEM instructors. Prohibits the Regents from reducing funds for police officers and allows the Regents to use indebtedness to pay for energy-savings programs if the programs can be paid off in six years. Includes non-reversion language Adds non-reversion language and reporting requirements.

Amendments to SF 2435 *(4/18)*

S 5190 by **J Taylor** - *Strike & Replace:* Appropriation increases include Administration ($6.92 million); Career Tech Administration ($729,779); JAG ($9.65 million); IPTV ($8.12 million). **Community Colleges**: General ($235.86 million); Rural Care Loans ($2.5 million). **Regents**: Strikes the $12.5 million strategic initiative and increases UI ($223.45 million); ISU ($178.45 million); UNI ($101.89 million). Increases UI Flood Center to $1.21 million. Adds provisions from HF 2547 **ABSENT STUDENTS** increasing requirements for parents and schools on chronically absent children. Adds prohibitions on DEI programs at universities including prohibiting a DEI office. Makes the open enrollment deadline to March 1. Extends the dyslexia commission sunset. **ADOPTED**

Amendments to SF 2435 *(4/18 LATE)*

H 8369 by **Nordman** - Makes corrections related to DOE duties and CCs. **ADOPTED**

H 8364 by Buck - Appropriates $12 million for PD at the AEAs. **FAILED** 60-35

H 8365 by Levin - Appropriates $587,000 to the state universities for MH services. **FAILED** 59-36

H 8366 by Ehlert - Expands statewide preschool. **FAILED** 59-36

The **Senate PASSED** the bill as amended 31-13 *(4/18)*

The **House CONCURRED & PASSED** the bill as amended 52-43 *(4/18 LATE)*

The **Senate CONCURRED** to S 5203 **& PASSED** the bill 32-14; it now GOES to the **Governor** *(4/19)*

SF 2436 JUDICIAL BRANCH APPROPRIATIONS

Makes the FY 2025 appropriations for the Judicial Branch ($197.01 million). Changes the contribution rate by judges to the judicial retirement fund. Increases the number of electors selected by the Governor to the Judicial Nominating Commission to six. Allows civil trials to be held in contiguous counties if the parties agree. Allows a judicial officer to waive travel reimbursement. States the intent to use the ICN

S 5197 by **Garrett** - Judicial Branch ($201.02 million). Appropriates for the jury fund ($3.6 million); Court-ordered services ($3.29 million); graduated sanctions ($12.53 million). Includes provisions on collecting fines, maintaining clerk of courts, civil trials in contiguous counties, waiving travel reimbursement and the intent to use the ICN. Sets judicial salaries. Includes judicial retirement provisions. **ADOPTED**

The **Senate PASSED** the bill as amended 44-0 (*4/18)*

The **House PASSED** the bill 90-1 (*4/19*)

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B.4.19.24 fri.pdf for Printed Item: 13 (Attachment 1 of 1)

BILLS TO THE GOVERNOR

Bills to the Governor (15)

HF 2167 DISASTER GRANTS

Increases the amount of emergency disaster grants to $7,000. Allows the DHS/ED to implement on-going contracts with local entities to administer disaster grants.

The **House** **PASSED** the bill 97-0 *(2/24)*

The **Senate** **PASSED** the bill 46-0; it now GOES to the **Governor**

HF 2279 UTILITIES OMNIBUS

Alternate Energy: Adds electric energy storage facilities and nuclear facilities to the definition of alternative energy facilities. Strikes certain reporting requirements by the IUB on wind energy facilities. **Public Utilities:** Raises the reporting threshold for certain financial disclosures by public utility affiliates to $250,000. **Cable**: Makes changes related to cable franchises, including in definitions and in extending franchises to 25 years.

H 8176 by **Wilz** - Includes requirements for cities to conduct hearings on merchant lines and to not unreasonably deny a franchise request. Requires the city to make written findings after a franchise denial. Deems a line to be approved if a city does not hold a hearing within 90 days of a request. Allows denials to be appealed in Polk County. **ADOPTED**

H 8011 by **Wilz** - Technical corrections. **ADOPTED**

S 5223 by **Klimesh** - **WITHDRAWN**

The **House** **PASSED** the bill as amended 86-5

The **Senate** **PASSED** the bill 45-1; it now GOES to the **Governor**

HF 2460 HUMAN TRAFFICKING

Requires persons convicted of certain Class B human trafficking offenses to serve between 50% and 70% of the sentence before being eligible for work release or parole. Requires the appointment of a *guardian ad litem* for a prosecution witness with a mental disability in sex abuse and trafficking cases, with the same priority as for other *GaL* appointments. Makes changes to definitions of victims and victim counselors.

The **House** **PASSED** the bill as amended 91-3 *(3/6)*

The **Senate** **PASSED** the bill 46-0; it now GOES to the **Governor**

HF 2539 OPEN MEETINGS FINES

Increases the range of fines for violations of the open meeting law to $500 to $2,500. Requires a court to issue an order removing a member from a governmental body if the member has previously violated the open meetings law. Requires members of such bodies to take a course on open meetings and open records laws. Requires the IPI Board to make such training available and for the group overseeing the training to issue certificates.

Amendments to HF 2539 *(4/18)*

S 5061 by **State Government** - Strikes the mandatory training by the IPIB. **ADOPTED**

S 5184 by **Webster** - Excludes gatherings by political parties, candidates or civic organizations that include local government officials from the definition of a meeting. **ADOPTED**

The **Senate** **PASSED** the bill as amended 46-0 *(4/18)*

The **House** **CONCURRED** in H 8345 **& PASSED** the bill 87-6; it GOES to the **Governor** *(4/18)*

HF 2644 COURT REPORTER EQUIPMENT FUND

Appropriates $100,000 for a court reporter equipment fund. Allows the state court administrator to make interest-free loans to court reporters for the purchase of equipment.

The **House** **PASSED** the bill 97-0 *(4/9)*

The **Senate** **PASSED** the bill 46-0; it now GOES to the **Governor**

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012665

BILLS TO THE GOVERNOR (CONTINUED)

Bills to the Governor (continued)

HF 2649 FARM CAPITAL EXCLUSIONS

Excludes the net capital gain from the sale of horses or cattle if held for breeding, sporting, draft or dairy purposes for more than 2 years if the owner received farming income of 50% of gross income. Allows other breeding livestock to be excluded after a year. Makes the bill retroactive to 2023.

The **House** **PASSED** the bill 97-0 *(3/19)*

The **Senate** **PASSED** the bill 46-0; it now GOES to the **Governor**

HF 2677 VAPOR PRODUCT DIRECTORY

Requires the Code Editor to develop a new Code chapter, the Vapor Product Directory and Regulation. Requires vapor product manufacturers to comply with specific requirements for listing in the directory, on annual certification, unannounced inspections, on penalties and on other matters related to the vapor products directory. Requires non-resident vapor products manufacturer to have an in-state agent if the manufacturer has not registered in the state as a business. Requires the DOR to notify retailers, distributors and wholesalers of changes to the directory, including the removal of a product, on a monthly basis. Establishes civil penalties. Transfers fees and penalties to the Health Care Trust fund. **Reports**: Requires the DOR to make the directory available on January 15 and to make annual reports to the Legislature. Requires the DOR to update the directory online on a monthly basis. Establishes other reporting requirements;

Amendments to HF 2677

S 5183 by **Zaun** - **WITHDRAWN**

S 5205 by **Zaun** - Allows a vaping manufacturer with a valid permit or marketing authorization to sell in Iowa. Includes restrictions on marketing vapes, including prohibitions against marketing to children or using social media to market.

S 5229 to S 5205 by **Zaun** - Requires non-resident vaping manufacturers to include a safety data sheet. **ADOPTED**

S 5205 by **Zaun** as amended - **FAILED** 31-15

The **House** **PASSED** the bill 90-4 *(4/3)*

The **Senate** **PASSED** the bill 42-4; it now GOES to the **Governor**

HF 2707 CATALYTIC CONVERTOR SALES

Allows the seller of a catalytic converter to show a valid business permit and a signed affidavit of ownership instead of a sales tax permit and the original receipts or junking certificate. Includes a requirements that a violation of the law on the sales of convertors be intentional.

H 8372 by **Kaufmann** - Strikes the requirement that the violation be intentional. **ADOPTED**

The **House** **PASSED** the bill as amended 90-0

The **Senate** **PASSED** the bill 44-1; it now Goes to the **Governor**

AMERICAN OVERSIGHT

IA-DHHS-24-0418-A-012666

BILLS TO THE GOVERNOR (CONTINUED)

Bills to the Governor (continued)

HF 2708 DOM POWERS & ORGANIZATION

Authorizes the Director of the DOM to establish or eliminate divisions in the DOM. Makes changes to standing appropriations reporting and standing appropriations. Makes changes to the duties of the DOM. **Funds**: Combines the EEF and CRF into a single fund and makes related changes. **IPERS**: Strikes an exception for IPERS and makes it supported entity subject to the DOM. **Other**: Makes changes to the CIO related to the consolidation. Removes DOM employees from the 24-month limit on employee interchange among agencies. Makes changes regarding the penalties for violating gift/lobbying laws.

H 8373 by **Bergan** - Corrective. **ADOPTED**

The **House** **PASSED** the bill as amended 89-1

The **Senate** **PASSED** the bill 46-0; it now GOES to the **Governor**

SF 2370 GOVERNOR RULEMAKING PROCEDURES

Requires preclearance of rules by the ARRC Coordinator before publication. Requires a regulatory analysis of all rules. Strikes a requirement that materials incorporated by reference be deposited in the State Law Library and allows agencies to post the references on the internet. Establishes a five-year process for the recission of existing rules and adds additional requirements for analyzing the rules. Exempts certain environmental rules. Establishes standards and authority for rules. Allows the ARRC Coordinator to adopt uniform rules procedures.

AMENDMENTS TO SF 2370

S 5182 by the **House** - Strikes provisions on pre-clearance authorization and sections on explicit authority. Reviews rules every four years and allows the ARRC to delay the recission of a rule by six-months on the written request of the agency.

The **House** **PASSED** the bill as amended 91-3 *(4/17)*

The **Senate** **CONCURRED & PASSED** the bill 32-14; it now GOES to the **Governor**

SF 2411 WORK-BASED LEARNING

Makes changes to work-based learning related programs. **CC**: Strikes the use of funds for the Pathways to for Academic Careers program for regional partnerships. **WBL**: Allows HS tech classes to use work-based learning. **Teachers**: Allows a student teacher experience requirement to be reduced to four weeks if the teacher meets certain criteria. **Terms**: Makes changes to terms related to work-based learning and apprenticeships. **Fund:** Establishes a Workforce Opportunity fund in DWD and uses the money to support workforce programs. **Last Dollar**: Makes additional programs eligible for Last Dollar scholarships. Deems that a student can only receive a Last Dollar scholarship if the student and family have an expected financial contribution under $20,000. Authorizes the CSC to reduce scholarships in line with funding.

H 8384 by **Deyoe** - Strikes the Senate language on Last Dollar scholarships. Allows a student to receive a Last Dollar scholarship for a two-year period and strikes requirements to apply annually. Requires the student and family have an expected financial contribution under $20,000. Authorizes emergency rules. **ADOPTED**

The **House** **PASSED** the bill as amended 72-21

The **Senate** **CONCURRED** in S 5230 **& PASSED** the bill 33-13; it now GOES to the **Governor**

AMERICAN OVERSIGHT

BILLS TO THE GOVERNOR (CONTINUED)

Bills to the Governor (continued)

SF 2430 AMENDED DEATH CERTIFICATE

Requires HHS to issue an amended death certificate if a person submits substantiated evidence of an error on a death certificate within 12 months of the certificate being issued. Requires changes after 12 months be done through a court order. Requires changes to the death certificates be done in accordance with the rules for amending records. Prohibits charging a fee for amended certificates.

H 8380 - **WITHDRAWN**

The **Senate PASSED** the bill 46-0 *(4/9)*

The **House PASSED** the bill 92-0; it now GOES to the **Governor**

SF 2431 MINOR SOL EXTENSION

Creates an exception to the SOL for sex offenses against minors (under 18) if the claim is intended to be against a congressionally chartered organization that filed for bankruptcy on February 18, 2020, and is retroactive for claims that occurred before the effective date of the bill. Effective on enactment. Sunsets December 2026.

H 8374 by **Thomson** - Makes legislative findings that this is an unusual case, that the parties have agreed to the exception and that it should not be considered as a future precedent. **ADOPTED**

The **House PASSED** the bill as amended 90-1

The **Senate CONCURRED** in S 5215 **& PASSED** the bill 47-0; it now GOES to the **Governor**

SF 2442 TAX OMNIBUS

Cuts: Accelerates previously approved income tax cuts. **Targeted Jobs**: Increases the employer investment for a targeted jobs credit pilot program to $1 million. **Franchise**: Allows a portion of the investment in an investment subsidiary to be deducted from the franchise tax. **PT Statements**: Makes changes to property tax reporting deadlines and statements. **Other Property Tax**: Makes changes to levy rates and limits on property taxes. **Seats:** Allows a county with two county seats (Lee) to consolidate to one county seat by ordinance. **Compensation Boards:** Allows county supervisors to create or dissolve a county compensation board. **TRF**: Changes transfers from the Taxpayer Relief Fund.

H 8390 by Scheetz - Strikes the acceleration of the tax cuts and cuts the sales tax by one cent. **RULED NOT GERMANE**; *MTSR* **FAILED** 57-36

The **Senate PASSED** the bill 39-7

The **House PASSED** the bill 68-24; it now GOES to the **Governor**

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BILLS TO CONFERENCE COMMITTEE

Conference Committee appointed:

SF 2109 SPECIAL MINOR LICENSES

Incorporates recommendations from the Special Minor license interim study committee. **Special Licenses**: Authorizes the DOT to issue a special license (minors under 16) to drive up to 25 miles, or more if driver lives in public school district and drives to a public school in the district. Includes requirements for the SMRL (previously issued an instruction permit, completion of Driver's Ed courses, with hardship exceptions from the Driver's Ed requirement, and school certification of enrollment or extracurricular activity. Maintains requirements to use direct routes. Changes driving hours (an hour before or after school and events). **Work Restricted Licenses**: Renames current licenses issued for work as work-restricted licenses. Authorizes a licensee to drive up to 25 miles for work and strikes restrictions between farm and other work. Does not allow a licensee to drive for work without a parent haven given the DOT written consent. Changes driving hours (an hour before or after work). Specifies farm locations where drivers can go, including leased and operated farmland. **Other**: Includes restrictions on getting a license and provisions on license suspensions for tickets or accidents.

AMENDMENTS to SF 2109

S 5057 by the **House** - Makes corrections and includes requirements that a written notice regarding job location or farm signed by the parent be in the vehicle with a minor driver.

The **Senate** **REFUSED TO CONCUR**;

The **House** **INSISTED**

House Conference Committee- **Siegrist**, Bagniewski, **Best**, **Henderson**, B Meyer

Senate Conference Committee - **Dickey**, Bisignano, Dotzler, **Klimesh**, **Cournoyer**

Conference Committee Report

The **House** RECEDES from its amendment. Requires that a work consent form include the address of the primary place of employment or form and that the driver carry it while driving. Strikes the definition of farm-related work in the Senate file (a farm property owned, leased or operated by the licensee's parents, guardians or employer). Retains the 14-18 age range for certain enforcement actions related to the loss of a license rather than under 16. Makes corrections.

The changes to the conference committee maintaining the enforcement mechanism preferred by the Senate and adopting the House definitions for farm-related tasks.

The **Senate** **ADOPTED** the Report **& PASSED** the bill, 32-14

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IA-DHHS-24-0418-A-012669

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HOUSE COMMITTEE ACTION

House Appropriation Committee: (1)
SF 2431 MINOR SOL EXTENSION
Creates an exception to the SOL for sex offenses against minors (under 18) if the claim is intended to be against a congressionally chartered organization that filed for bankruptcy on February 18, 2020, and is retroactive for claims that occurred before the effective date of the bill. Effective on enactment. Sunsets December 2026. **PASSED** 23-1; *FM: **A Meyer***

SENATE COMMITTEE ACTION

Senate Rules: Voted Out (1)
SR 114 GOVERNOR APPOINTMENTS
Defers the action on all appointments submitted by the Governor in the last 30 days of the session that have not been acted on until the next General Assembly. **PASSED** *FM: **Whitver***

HOUSE FILES (HF 2711)

HF 2711 SPECIALTY FOOD CREDIT (Isenhart) (Ways & Means)
Establishes a Specialty Food Beginning Farmer Tax Credit. Contains implementing provisions.

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IA-DHHS-24-0418-A-012670

From: State Of Iowa <stateofiowa@public.govdelivery.com>

To: kelly.haase@idph.iowa.gov <kelly.haase@idph.iowa.gov>; Sanchez, Bea [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=a38ab2e6e7b64a378efaf95f044fdb8e-bea.sanchez>; Navin, Sylvia [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=2ffe35e8b5f94654847529cc08d27d6c-sylvia.navi>; molly.gosselink@idph.iowa.gov <molly.gosselink@idph.iowa.gov>; Manternach, John </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e6347d9ecbe747f9b7770b53c5a8a983-john.manter>; Ekstrand, Sarah [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b611df2ecf1a490a9871e6ecb3b9c138-sarah.ekstr>; abby.halderson@idph.iowa.gov <abby.halderson@idph.iowa.gov>; Kenworthy, Mike [OCIO] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b368728e4fa34dc9a8de076e04aa3434-mike.kenwor>; Murphy, Alexander </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=8bd4135e0504497b97365a1b02717777-c2f99d08-35>; Hall, Chad [OCIO] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=b466d2884ec7466a84351c0ecb9cbc9f-chad.hall>; Belli, Michael </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=de66f5849fbb4a008e88643b6e54afda-michael.bel>; analisa.pearson@idph.iowa.gov <analisa.pearson@idph.iowa.gov>; Konz, Bridget [IDPH] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=739de49fd44e4ba8874019388effb087-bridget.kon>; Tesch, Danielle </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=859c55296ff148859e84d3d092ef8803-tesch, dani>; jean.johnson@idph.iowa.gov <jean.johnson@idph.iowa.gov>; Carfrae, Alex </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=e1ee243517c84f4e93d5825f492a0f11-carfrae, al>; Connet, Dawn [OCIO] </o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=dc4eb1b1112243b0b0765a2bfd391b2a-dawn.connet>; sekstra@dhs.state.ia.us <sekstra@dhs.state.ia.us>; govdelivery@dhs.state.ia.us <govdelivery@dhs.state.ia.us>

Cc:

Bcc:

AMERICAN OVERSIGHT

Subject: Courtesy Copy: Title V Weekly Update 3-18-2024
Date: Mon Mar 18 2024 12:30:07 CDT
Attachments:

This is a courtesy copy of an email bulletin sent by Bea Sanchez - DPH.

This bulletin was sent to the following groups of people:

Subscribers of DPH_MCAH Title V (115 recipients)

Updates for the week of March 18, 2024

We need your help!

The Iowa Breastfeeding Database is an online platform housed on the Coffective dashboard that helps organizations find and learn about community partners, share information about their maternal and child health services with local organizations and families, and access resources for working together. The more organizations/individuals that are populated in the database, the more effective the database will be to improve access to breastfeeding services!

How to Sign Up:

To sign up for an account and participate in the Iowa Breastfeeding Database - Here is the link to login or request to sign up https://app.coffective.com/-dashboard/login

View the step-by-step guidance on how to sign up or watch this brief how-to video

More Information on the Iowa Breastfeeding Database:

* View the Breastfeeding Database https://app.coffective.com/-resources/

* Check out Iowa's Initiative https://www.coffective.com/-iowa/

If you have questions about the dashboard, please reach out to Jane Stockton at jane.stockton@idph.iowa.gov or solutions@coffective.com

AMERICAN OVERSIGHT

Pick a Better Snack Nutrition Education Grant Opportunity

The Iowa Department of Health and Human Services Healthy Eating and Active Living Team will take applications for the next round of funding for the Pick a Better Snack (PABS) program. A Request for Application (RFP) will open in early March and stay open for 7 weeks. This is a competitive grant application process. All interested and eligible organizations are encouraged to apply. This includes public schools and private non-profit accredited schools in Iowa and other non-profit or governmental organizations.

The Pick a Better Snack program (PABS) is an evidence-based nutrition education and physical activity program for K-3 students. The program centers on monthly lessons in the classroom around fruits and vegetables using the PABS curriculum. The program is funded by SNAP-Ed, and therefore, is intended for those who participate or are eligible for SNAP. For that reason, only schools with free and reduced-price meal participation rates or factored Identified Student Percentages (ISP) above 55% for rural schools and 60% for urban schools are eligible.

The RFP will post on IowaGrants.gov under “View Current Funding Opportunities.” You don’t have to be registered in IowaGrants to view the grant, but you do have to register to apply.

An Applicant’s Conference will take place on March 20 at 10:00 – 11:00 am to review the RFP and answer questions from interested organizations.

To view the PABS lessons and other materials, go to PABS Materials | Health & Human Services (iowa.gov).

INFORMATIONAL LETTER NO. 2555-MC-FFS RE: Universal Prior Authorization (PA) Forms for Medical Requests

Providers for both Managed Care (MC) and Fee-for-Service (FFS) must begin using the updated universal forms for requesting medical prior authorizations (PAs). The updated universal forms include one PA request form for outpatient services (470-5595)1, another PA form for inpatient services (470-5594)2 and a supplemental form (470-5619)3 for additional provider addresses, member diagnosis and procedure codes. All three universal forms can be downloaded and printed from the Provider Forms webpage on the HHS site4. All medical PA requests must be submitted on the new universal forms.

* Outpatient Medicaid PA form
* Medicaid Supplemental Information
* Outpatient Medicaid Prior Authorization Resource Guide

Talking with Families about Developmental Screenings and Concern

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Wednesday, March 20th, 2- 3:00pm (CST)Conversations about developmental screening results and concerns can be time-consuming and anxiety-provoking for families and for family-facing providers. Yet the benefits are clear: when families and their child's providers have productive conversations about a child's development, they are better equipped to work as a team to co-create and follow through on a collaborative plan that supports the best outcomes for the child. The Development is a Journey Conversation Roadmap was created to simplify, support, and strengthen these important and often challenging conversations. The Roadmap is designed to facilitate these conversations with seven short and simple steps to actively engage parents and other caregivers in planning for their child's developmental needs, and enhance the provider-parent partnership, especially when parents and providers find themselves having different perspectives about the child and the possible challenge. This webinar will introduce participants to this strengths-based, relationally-focused, family-centered tool and process for engaging families and providers in collaborative partnership to address developmental challenges in service of best outcomes for children and their caregivers. Come learn and practice together implementing this way of understanding and supporting the developmental screening process!

Click Here To Register

Register now for the 2024 CMS Health Equity Conference!

We are excited to announce that registration for the second CMS Health Equity Conference is now open! The conference will be held on May 29-30, 2024, at the Hyatt Regency hotel in Bethesda, Maryland, and available online for virtual participation.

Register for in-person or virtual attendance today!

Attendance is free and open to all, but please note that registration fills up quickly and there are a limited number of slots open for in-person attendance. If you are planning on attending in person and do not live locally to Bethesda, we encourage you to book your stay through our Hyatt Regency room block before April 30.

CMS is excited to host the 2024 CMS Health Equity Conference, and we look forward to your attendance and participation!

Iowa's Project LAUNCH initiative and Infant Toddler Court Program are sponsoring a series of "lunch and learn" webinars on topics related to infant mental health and equity.

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The webinar topics are listed below (dates for the final two webinars are yet to be determined). Each webinar will be held from 12:00 – 1:00 and is open to anyone interested in the topic. These webinars are free to attend. Feel free to share this with your contacts and let me know if you have any questions.

* Maternal Health, Birth Outcomes, and Early Childhood Development: This workshop will focus on the integration of maternal health, birth journey, and early childhood development from an equity perspective. Infant mental health is impacted by epigenetics. The impact of genes and environmental conditions begin in utero and continue throughout the lifespan. Many cognitive and social emotional delays can be linked to pregnancy outcomes. This course will highlight environmental and genetic factors contributing to infant mental health and childhood development.

Wed., March 27th

* Register by clicking here: https://georgetown.zoom.us/-meeting/register/-tJYkdeCrqzIjHdc3bz9u45OWt4MSEh-JoUsNI

* Connecting with “Hard to Reach Families” IECMH Community Engagement Toolkit: One of the difficulties with the term “hard-to-reach” is that it places blame on families, when in fact, it may be the services that are “hard to reach”. Families that are deemed “hard-to-reach” are those who are less likely to engage in services that are offered to them. They may be disinterested in the services, unwilling to accept help, or reluctant to ask for help. Participants will engage in activities to more deeply understand the challenges faced and how to face their own bias when interacting with families. They will learn why some families may not want to participate, while others may have difficulty accessing the services and many may not know the resources exist.

Tues., April 23rd

*Registration not yet available

* Secondary Traumatic Stress: Understanding the Impact on Professionals in Trauma-Exposed Workplaces: Designed for all child-serving professionals who are exposed to details of traumatic events and/or individuals suffering from post-traumatic distress in the context of their work. Participants will learn the risks associated with working with individuals suffering with traumatic stress symptoms, strategies to reduce the impact of secondary traumatic stress (STS), and how to support wellness in staff. This course addresses how STS is an ethical mandate for organizations and individuals working in trauma-exposed environments. Building in STS mitigation into systems supports equity efforts by supporting BIPOC populations with historical trauma they carry and present day stressors.

Date TBD

*Registration not yet available

* Uncovering Implicit Bias and Racial Inequality through Reflective Supervision: This training will identify the elements of Reflective Supervision/Consultation and discuss how this intentional space is ideal to uncover implicit bias and process experiences of racial inequity to drive more equitable IECMH policies and practices.

Date TBD

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*Registration not yet available

Maternal Health Monthly Contractor Calls

As a reminder, contractors are required to have representation at 75% of all contractor calls. Due to the last minute change in topic for the November call, that will count as a "freebie" for all agencies, so if you did not attend that call but need to miss three calls in addition to that, you are still in compliance. (Unless the call requires registration, the Zoom information is listed below).

* March 6 - SB
* April 3 - RFA walk-through / Q&A
* May 1 - Data with Debbie regarding nicotine use in Iowa + Iowa Quitline updates

New ZoomGov link (this invite is recurring for all of the MH calls):
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://www.zoomgov.-com/meeting/vJItfu6pqDsiH_-EecJkawNQ3SAg1twHweVk/ics?-icsToken=-98tyKuiurjItG9KVuBzBeI89EJm7bu-rFkXhmlYZYnzXuAjd9U1DFF--UTJqVXB93m

Join ZoomGov Meeting
https://www.zoomgov.com/j/-1609716085

Meeting ID: 160 971 6085

Maternal Health Resources

AIM Obstetric Emergency Readiness Resource Kit

Share with your local emergency department contacts! Developed in response to the decline of hospitals providing obstetric services in rural areas of the United States and the disparate rates of pregnancy-related mortality based on race, ethnicity, and geographic location. The resource kit contains best practices, resources, and planning materials for use by teams in healthcare settings that may not typically provide obstetric services or frequently care for people experiencing obstetric emergencies.

POST-BIRTH Warning Signs

POST-BIRTH Warning Signs is available to download in 23 languages at the link below - go to

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the bottom of the screen 'download' and choose language.

* https://saveyourlife.awhonn.-org/?utm_source=nurses_-station_newsletter&utm_medium=-email&utm_campaign=PBWS_-Digital_Download_Launch_2023

Oral Health Resources

Fluoridation Page

The American Academy of Pediatrics has launched a new and extensive Fluoridation page on AAP.org. The page is extensively linked to the Campaign for Dental Health website and provides numerous downloadable resources for health professionals and families alike. Topics – everything from how fluoride works to an explanation of fluorosis – are addressed using frequently asked questions and printable information sheets.

Toolkit Provides Tips for Referring Patients to State QuitLines

A toolkit released by the ADA offers dentists guidance on managing and how to refer patients to State QuitLines to support tobacco and vaping cessation efforts. The toolkit, Implementing & Fostering QuitLine Referrals: A Guide for Oral Health Professionals, was developed by the ADA's Council on Advocacy for Access and Prevention (CAAP) in collaboration with the North American Quitline Consortium (NAQC).

Child Health Resources

How does the CCNC role and services fit into the ECI Strategic Plan for 2023-2026?

The HCCI CCNC program is evidence-based and helps to ensure that children have access to healthy and safe care. The CCNC program supports the following activities outlined in the Child Care Nurse Consultant Role Guidance and national Child Care Health Consultant Competencies:

* COMPETENCY 1A. Understands the role of the CCNC
* Competency 1D. Applies principles of health equity and cultural and linguistic

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competence to work with ECE programs, including staff, children, and families.
* COMPETENCY 2A. Uses evidence-based instruments to assess the quality of health, safety, and wellness practices in ECE programs.
* COMPETENCY 2B. Collaborates with ECE programs to improve the quality of their health, safety, and wellness practices.
* COMPETENCY 7A. Collaborates with programs and families to support the care and inclusion of children with special health care needs and/or chronic physical health or mental health conditions.

Early Childhood Iowa Strategic Plan 2023-2026:

* Goal 1: Promote a coordinated infrastructure to advance the early childhood system.

* Strategy: Expand collaboration and coordination among state and local programs and agencies serving young children and their families.
* Strategy: Infuse data-based discussions and decision-making processes throughout the early childhood system.

* Goal 3: Transform the early childhood workforce through formal education, improved professionalization, increased skills and competence, and new approaches to implementing best practices.

* Strategy: Provide new or expanded early childhood workforce supports to enhance the quality of early childhood programs and services.

* Goal 4: Ensure that young children and families receive the services they need when they need them.

* Strategy: Improve and expand equitable access to high quality early learning opportunities and services, with focused intentionality for young children and families who have at-risk factors.

* Goal 5: Improve the quality of early childhood services for young children and their families across early care and education; health, mental health, and nutrition; and family support services.

* Strategy: Adopt a collective impact approach to investing in high-quality, evidence-based services, programs, and activities across the early childhood system.

Here is the link to the ECI Strategic Plan ECI_StrategicPlan-2023-26_-online Final.pdf (iowa.gov)
Contact Heidi Hotvedt at heidi.k.hotvedt@hhs.iowa.gov for questions.

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Helpful Agency Links

* MCAH Portal
* Instructions to Report MCO Billing Issues
* Healthy Families Line Material Order Form
* HRSA Hotline Promotional Materials
* Maternal Health Agency Resources - Google Folder

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Iowa Department of Public Health Bureau of Family Health

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Bcc:
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Date: Fri Mar 15 2024 10:18:07 CDT
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We are thrilled to announce three Changemakers joining us for the 10th Annual Changemakers Luncheon

Changemakers Luncheon Welcomes Additional Speakers

The 10th Annual Changemakers Luncheon is fast approaching! This year's event will be held on Monday, April 22 at the Iowa Events Center in Des Moines, Iowa. Today we are excited to announce three additional speakers who will join us for this impactful event.

As a healthcare executive and former nurse, Rose L. Horton is the changemaker that created the hashtag #notonmywatch to galvanize nurses (the frontline providers and largest healthcare employee contingent) to make the difference in their patients' lives and to help change the trajectory of the alarming trends in maternal morbidity and mortality. What started as a simple call to action became a movement.

Rose is a member of the Healthy Birth Day, Inc. Board of Directors, the Founder and CEO of NotOnMyWatch Consulting Partners, and the President-Elect of the Association of Women's Health and Neonatal Nurses (AWHONN). As a nurse leader committed to finding creative solutions to mitigate maternal morbidity and mortality for all, you're sure to be inspired by Rose's impactful and powerful message.

We are also excited to welcome Healthy Birth Day, Inc. Board Member Emma Kelly and her husband, NFL Player Ryan Kelly, the starting Center for the Indianapolis Colts. Emma and Ryan are the parents of Mary Kate, a daughter they lost during the 19th week of pregnancy, and infant twins Duke and Ford, who arrived safely last summer. They have dedicated their lives to make sure other parents don't have to experience the pain of losing a baby. These two changemakers will share their personal experience with loss, and help us celebrate the impact

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Count the Kicks is having on families across the country.

Reserve Your Tables and Tickets Today!

The 10th Annual Changemakers Luncheon is an opportunity to celebrate babies saved while raising funds and awareness to support Healthy Birth Day, Inc.'s mission to prevent stillbirths and improve birth outcomes for moms and babies through the Count the Kicks program.

Tickets are going fast! If you plan to join us in person at the Iowa Events Center on Monday, April 22, we encourage you to purchase your table or ticket right away! In-person registration will remain open until Friday, April 5 at 10 a.m. CST or until seats sell out.

If you can't attend in-person, we encourage you to join us virtually from wherever you are! You can host a Virtual Watch Party and invite friends and family to watch the event with you or buy a single virtual ticket! Virtual registration will remain open until Wednesday, April 17 at 5 p.m. CST.

-EVENT DETAILS-

10th Annual Changemakers Luncheon

Monday, April 22
Doors open: 10:45 a.m.
Program: 11:30 a.m.-1 p.m.

In-Person Tickets: $85 per ticket | $850 per table
Virtual: $45 per ticket | $400 per watch party

Last year's event was sold out, so we encourage you to register today.

REGISTER TODAY

Visit our event website to learn more and reserve your spot today. We look forward to seeing you there!

Changemakers Luncheon Presenting Sponsor: MercyOne
Improving Maternal Health Outcomes

Reducing health disparities and improving maternal health outcomes for women of color in Iowa is a priority for MercyOne. We are actively working to improve health outcomes and reduce stillbirths for women of color in the Des Moines community.

Through community outreach, research, partnerships and events, MercyOne is implementing a series of interventions to help address barriers and connect Black and Brown women to

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prenatal care and other support.

MercyOne is partnering with Count the Kicks to help make stillbirth a maternal health tragedy of the past and eliminate the racial disparities that persist in birth outcomes in Iowa.

Learn more about MercyOne's community health and well-being efforts at MercyOne.org.

LEARN MORE

Advocacy Update: Congress Advances Stillbirth Prevention Legislation in Markup Hearing

We are thrilled to let you know two critical pieces of stillbirth prevention legislation were considered by the Energy and Commerce Committee in a Health Subcommittee Markup Hearing on Tuesday. The Maternal and Child Health Stillbirth Prevention Act was forwarded, as amended, to the full committee by a bipartisan roll call vote of 25-0. The SHINE for Autumn Act was also forwarded to the full committee for consideration.

This hearing was an important step in advancing stillbirth prevention legislation in Congress, and we are now one step closer to getting both bills passed in the 118th Congress.

Our organization is proud to be the primary stakeholder of the Maternal and Child Health Stillbirth Prevention Act. We would especially like to thank the bill's House lead sponsor, Congresswoman Ashley Hinson (R-Iowa), and our lead co-sponsor, Congresswoman Alma S. Adams, Ph.D. (D-North Carolina), for helping push the bill to where it is today!

The Maternal and Child Health Stillbirth Prevention Act will provide both clarity and a vital call of action from Congress to state health departments across the nation that they CAN and SHOULD use a portion of the existing $2.6 billion of Title V Block Grant funding to prevent stillbirth. The Title V Block Grant is the single largest funding mechanism to support maternal and child health issues in the United States.

Passage of this bill has the ability to immediately unleash these significant and existing funds to address the stillbirth crisis. There is no additional funding associated with this legislation. The Stillbirth Prevention Act passed the U.S. Senate in September of last year.

Our organization is also proud to endorse the SHINE for Autumn Act, which was also forwarded to the full committee for consideration this week. This bill would increase awareness and education, improve data collection and research, and provide funding to focus on long-term solutions for stillbirth prevention.

Help Us Keep Up the Momentum in Congress!

The message from lawmakers' offices is clear! Advocate outreach and sharing of personal stories is a KEY component of making progress. This constituent outreach is helping to bring attention to the issue of stillbirth prevention in Congress.

Please help us keep up the momentum by reaching out to members of Congress NOW and

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asking them to support both pieces of stillbirth prevention legislation. Once you have taken action, recruit friends, family members, or colleagues to take action too!

Every voice and story shared will add crucial momentum to make change in honor of the 21,000 babies born still every year.

CONTACT CONGRESS

Black Maternal Health Week Webinar

You're invited to attend "Our Future Belongs to Us: Amplifying Innovations in Black Maternal Health," presented by UnityPoint Health, on April 11 at 12 p.m. CST as we recognize Black Maternal Health Week. Attendees will learn about creative and exciting solutions emerging in Black Maternal Health from a powerful, multidisciplinary panel of professionals from across the United States.

Panelists include:

* Dr. L. Joy Baker, MD, FACOG, PMH-C, C-EFM, MT(ASCP), Founder of Delivering Joy MD
* Sheridan Blackwell, MHA Head of Systems Change, Hospitals, and Partnerships, Irth
* Toni Hill, Midwife, CLC, Midwife at Blooming Moon Midwifery, LLC
* TaKiesha Smith, CLC, CHW, Founder of A Caring Doula, Neuro Spicy Birth
* Christine Tucker, Health Equity Manager, Healthy Birth Day, Inc.

Join us to be empowered to improve birth outcomes and learn concrete action steps that can play a part in building a better future!

REGISTER TODAY

Brand New Baby Save: Meet Fernando

Fernando's mom learned about Count the Kicks from her doula, and shared how knowledge about her son's normal movement patterns helped lead to his safe arrival.

She started feeling unwell when she was 36 weeks pregnant, and was experiencing severe congestion and a cough. She also noticed a decrease in her baby's movements, which prompted her to go to the hospital to get checked.

"When I arrived at the hospital they did an ultrasound and a non-stress test (NST). Once monitoring started, it was determined fairly quickly that my baby was in danger. I also tested positive for the COVID-19 virus.

Although I was only 36 weeks, the doctors decided an emergency cesarean section was necessary to save my baby. Baby boy Fernando was delivered four weeks early and weighed

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4 pounds 15 ounces. Fernando was severely anemic and was given two blood transfusions. The doctors think that due to me being sick that the placenta started sending healing cells from the placenta to me, which took them away from baby Fernando." -Fernando's mom

READ FERNANDO'S STORY

-BOARD UPDATE-

Tim O'Neil Joins Healthy Birth Day, Inc. Board of Directors

We are thrilled to announce the addition of Tim O'Neil, Senior Workforce Solutions Specialist for TrueNorth Companies to the Healthy Birth Day, Inc. Board of Directors. O'Neil is a nationally recognized and award-winning leader in the benefits and wellness industry.

He helps organizations to identify and mitigate risk, enhance levels of well-being and drive improved financial outcomes. His approach in connecting the people strategy to the overall reduction of risk has been featured in Forbes.

O'Neil was named the Editors' Pick for "Benefits Professional of the Year" in 2020 by Employee Benefit News. He is a graduate of Central College and previously served as a member of our Influencer Advisory Board.

LEARN MORE

Adriane Burgess Joins Medical Advisory Board

Adriane Burgess, Ph.D., has been a registered nurse for over 25 years working in a variety of academic, leadership, and maternal child health clinical settings. She holds certifications in health care quality, education, and obstetrical care.

Currently, she works as the Director of Perinatal and Neonatal Quality and Patient Safety at the Maryland Patient Safety Center and is Co-Founder of Perinatal Quality Consultants. Adriane is currently leading the statewide implementation of Count the Kicks in Maryland with the support of the Maryland Patient Safety Center. She is passionate about moving forward and supporting initiatives aimed at improving the health and outcomes of birthing people and their babies.

LEARN MORE

Webinar Recording: The AWHONN Practice Brief and What it Means for Maternal Health Professionals

On Feb. 15, 2024, Healthy Birth Day, Inc. hosted a webinar discussing the recently released AWHONN Practice Brief on Decreased Fetal Movement. A panel of maternal health

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professionals joined us to discuss evidence-based practices and responses to fetal movement monitoring as well as clinical implementation of the practice brief.

This webinar, which is now available on our YouTube channel, is a must-watch for obstetric nurses, healthcare providers, and anyone involved in maternal-fetal care. We encourage you to watch it and share it with your colleagues to stay ahead of the curve with the latest information on decreased fetal movement. This information will enhance your ability to provide optimal care to expectant mothers during their pregnancy journey.

Grant Update: Grant Funding Supports Capacity, App Updates

Chrysalis: Chrysalis invests in the safety, security, education, and economic empowerment of girls and women in our community. We are thankful for the continued support from Chrysalis (pictured above), which goes toward capacity to continue our work to improve the lives of families in Central Iowa.

Antioch: This year our organization was honored to receive funding from the Antioch foundation to support our life-saving Count the Kicks app. The Antioch Foundation provides financial support to innovative people and institutions across the U.S. and around the world, focusing on the areas of faith, education, medicine, and humanitarian need.

Let’s Be (Social Media) Friends!

Follow Healthy Birth Day, Inc. to find daily updates on our organization's work to improve birth outcomes through education, advocacy and research! Find us on your favorite social media platform today!

In The News

* Steelers Depot- 2024 NFL Draft Scouting Report- Iowa P Tory Taylor

* Akron Beacon Journal, Ohio- CORVI Fund Works to Help Those Going Through Pregnancy and Infant Loss

* Star Herald, Mississippi- Mississippi Mom Uses Count the Kicks, Saves Her Baby’s Life

* Kristen Schell Birth Service- Count the Kicks

* WVU Medicine, W.V.- Every Kick Counts | Count the Kicks Phone App for Expectant

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Mothers

* Dr. Berlin's Informed Pregnancy- 112. How to Count the Kicks (and why it's important)

* WJTV-12 News- Mississippi- Mississippi mother uses app to save unborn child's life

* Jackson Advocate- Mississippi- Mississippi mom uses 'Count the Kicks,' saves her baby's life

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Healthy Birth Day, Inc.
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Clive, IA 50325
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515.650.8685
info@HealthyBirthDay.org

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A California federal judge told counsel Thursday it's "very awesome" that their recently amended putative class action complaint alleging privacy violations against Google used Google's own AI tool to argue that Google Analytics illegally scoops personal data from healthcare providers' websites, but he doubted the viability of other pleadings.

Health
FRIDAY, MARCH 15, 2024

Are you satisfied at work?

Click here to take our survey.

TOP NEWS

Judge Applauds Attys' 'Very Awesome' Use Of Google AI Bot

By Dorothy Atkins

A California federal judge told counsel Thursday it's "very awesome" that their recently amended putative class action complaint alleging privacy violations against Google used Google's own AI tool to argue that Google Analytics illegally scoops personal data from healthcare providers' websites, but he doubted the viability of other pleadings.

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8th Circ. Questions Patient Standing In ERISA Claims Dispute

By Kellie Mejdrich

An Eighth Circuit panel appeared skeptical Thursday of reviving a suit from patients insured by UnitedHealth Group alleging a billing practice known as cross-plan offsetting violated federal benefits law, with judges questioning whether the patients sufficiently established injury.

Read full article » | Save to favorites »

Cannabis Cos. Say Federal Position On Pot Is 'Irrational'

By Sam Reisman

The federal ban on marijuana is plainly "irrational" and negatively affects operators in state-regulated cannabis markets, depriving them of their constitutional rights, a group of marijuana companies are expected to tell a Massachusetts federal judge on Friday.

Read full article » | Save to favorites »

POLICY & REGULATION

EPA Slashes Ethylene Oxide Emissions Levels For Sterilizers

By Juan-Carlos Rodriguez

The U.S. Environmental Protection Agency on Thursday finalized new Clean Air Act standards that it said will reduce emissions of ethylene oxide from commercial sterilization facilities by 90%, an action the agency said is necessary to help reduce the impact of the carcinogen on communities.

Final Rule attached | Read full article » | Save to favorites »

Lawmakers Secure $1.3B For Native American Housing

By Crystal Owens

A record $1.34 billion will go toward Native American housing programs as part of an appropriations package passed by Congress, a $324 million increase over last year's funding.

Read full article » | Save to favorites »

ENFORCEMENT & COMPLIANCE

Feds Seek 20 Mos. For Aegerion Fraud 'Puppet Master'

By Brian Dowling

A pharmaceutical sales representative who gloated about being a "puppet master" for false

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insurance claims for Aegerion's cholesterol drug should serve 20 months in prison, the U.S. government has told a Boston federal judge.

Memorandum attached | Read full article » | Save to favorites »

Ariz. AG Says Delta-8 THC Products Unlawful For General Sale

By Sam Reisman

Arizona's attorney general has issued a formal legal opinion finding that retailers who are not approved to sell marijuana cannot lawfully sell intoxicating products derived from hemp, such as products containing delta-8 THC and delta-10 THC.

Opinion attached | Read full article » | Save to favorites »

LITIGATION

2nd Circ. Backs Health System's Win In COVID Vax Bias Suit

By Emmy Freedman

The Second Circuit declined Thursday to reopen a former NYC Health and Hospitals employee's suit alleging he was fired because he refused to get the COVID-19 vaccine in accordance with his Christian beliefs, saying his new arguments on appeal can't be considered.

Opinion attached | Read full article » | Save to favorites »

Drug Wholesalers Want Preliminary OK On $265M Sandoz Deal

By Matthew Santoni

A group of direct purchasers of generic drugs has asked a Pennsylvania federal court for approval of a $265 million settlement with Swiss drugmaker Sandoz over allegations of federal antitrust violations.

Brief attached | Read full article » | Save to favorites »

Colo. Surgery Center Can't Undo Contract Breach Verdict

By Daniel Ducassi

A Colorado appellate panel saw no reason to disturb a jury's half-million-dollar verdict finding a surgery center breached a contract with a management firm and failed to pay for work outside the contract, concluding that even if jurors got the wrong instructions, they wouldn't have made a different decision.

Opinion attached | Read full article » | Save to favorites »

NC Tells Appeals Court Worker Was Transferred, Not Demoted

By Caleb Drickey

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The state of North Carolina has asked a state appeals court to uphold a state agency's determination that a Department of Health and Human Services employee was not unlawfully demoted, arguing that the facts indicate that the worker was merely reassigned.

Brief attached | Read full article » | Save to favorites »

Health Co. Says Future Harm Risk Falls Short In Breach Suit

By George Woolston

New Jersey healthcare provider Capital Health System urged a Garden State federal judge on Wednesday to toss a proposed class action seeking damages as a result of a 2023 data breach, arguing that the plaintiffs failed to allege their personal identifying information was actually misused.

Memorandum attached | Read full article » | Save to favorites »

Feds Say Healthcare Ruling Could Upset Tribal Relationships

By Crystal Owens

The federal government is urging the U.S. Supreme Court to overturn a lower court's ruling that ordered Indian Health Services to reimburse millions in administrative healthcare costs, saying if the two tribes prevail in the litigation, it would upend 35 years of practice between the agency and its contracting tribes.

Response attached | Read full article » | Save to favorites »

NJ Urologist Keeps Win In Prostate Procedure Med Mal Suit

By Mike Curley

A New Jersey appeals panel won't let a man revive his claims alleging a urologist botched a prostate procedure resulting in his inability to ejaculate, finding the trial court was correct in finding that his standard of care expert should be excluded.

Opinion attached | Read full article » | Save to favorites »

Trial Challenging NC Abortion Restrictions Pushed To July

By Hayley Fowler

A July trial date has been set in a closely watched constitutional challenge seeking to dismantle a state law that restricts access to abortions in North Carolina after 12 weeks, marking a pushback from the court's earlier projected spring timetable for the trial.

Read full article » | Save to favorites »

Extended Workers' Comp Needs High Bar, NC Justices Told

By Hayley Fowler

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The North Carolina Department of Public Safety told the state's top court Wednesday that injured workers must clear a higher hurdle to keep collecting disability benefits after their initial workers' compensation runs out, saying an appellate court got it wrong by applying a more lax standard.

2 documents attached | Read full article » | Save to favorites »

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8th Circ. Questions Patient Standing In ERISA Claims Dispute

By Kellie Mejdrich

An Eighth Circuit panel appeared skeptical Thursday of reviving a suit from patients insured by UnitedHealth Group alleging a billing practice known as cross-plan offsetting violated federal benefits law, with judges questioning whether the patients sufficiently established injury.

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Cannabis Cos. Say Federal Position On Pot Is 'Irrational'

By Sam Reisman

The federal ban on marijuana is plainly "irrational" and negatively affects operators in state-regulated cannabis markets, depriving them of their constitutional rights, a group of marijuana companies are expected to tell a Massachusetts federal judge on Friday.

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POLICY & REGULATION

EPA Slashes Ethylene Oxide Emissions Levels For Sterilizers

By Juan-Carlos Rodriguez

The U.S. Environmental Protection Agency on Thursday finalized new Clean Air Act standards that it said will reduce emissions of ethylene oxide from commercial sterilization facilities by 90%, an action the agency said is necessary to help reduce the impact of the carcinogen on communities.

Final Rule attached | Read full article » | Save to favorites »

Lawmakers Secure $1.3B For Native American Housing

By Crystal Owens

A record $1.34 billion will go toward Native American housing programs as part of an appropriations package passed by Congress, a $324 million increase over last year's funding.

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ENFORCEMENT & COMPLIANCE

Feds Seek 20 Mos. For Aegerion Fraud 'Puppet Master'

By Brian Dowling

A pharmaceutical sales representative who gloated about being a "puppet master" for false

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insurance claims for Aegerion's cholesterol drug should serve 20 months in prison, the U.S. government has told a Boston federal judge.

Memorandum attached | Read full article » | Save to favorites »

Ariz. AG Says Delta-8 THC Products Unlawful For General Sale

By Sam Reisman

Arizona's attorney general has issued a formal legal opinion finding that retailers who are not approved to sell marijuana cannot lawfully sell intoxicating products derived from hemp, such as products containing delta-8 THC and delta-10 THC.

Opinion attached | Read full article » | Save to favorites »

LITIGATION

2nd Circ. Backs Health System's Win In COVID Vax Bias Suit

By Emmy Freedman

The Second Circuit declined Thursday to reopen a former NYC Health and Hospitals employee's suit alleging he was fired because he refused to get the COVID-19 vaccine in accordance with his Christian beliefs, saying his new arguments on appeal can't be considered.

Opinion attached | Read full article » | Save to favorites »

Drug Wholesalers Want Preliminary OK On $265M Sandoz Deal

By Matthew Santoni

A group of direct purchasers of generic drugs has asked a Pennsylvania federal court for approval of a $265 million settlement with Swiss drugmaker Sandoz over allegations of federal antitrust violations.

Brief attached | Read full article » | Save to favorites »

Colo. Surgery Center Can't Undo Contract Breach Verdict

By Daniel Ducassi

A Colorado appellate panel saw no reason to disturb a jury's half-million-dollar verdict finding a surgery center breached a contract with a management firm and failed to pay for work outside the contract, concluding that even if jurors got the wrong instructions, they wouldn't have made a different decision.

Opinion attached | Read full article » | Save to favorites »

NC Tells Appeals Court Worker Was Transferred, Not Demoted

By Caleb Drickey

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The state of North Carolina has asked a state appeals court to uphold a state agency's determination that a Department of Health and Human Services employee was not unlawfully demoted, arguing that the facts indicate that the worker was merely reassigned.

Brief attached | Read full article » | Save to favorites »

Health Co. Says Future Harm Risk Falls Short In Breach Suit

By George Woolston

New Jersey healthcare provider Capital Health System urged a Garden State federal judge on Wednesday to toss a proposed class action seeking damages as a result of a 2023 data breach, arguing that the plaintiffs failed to allege their personal identifying information was actually misused.

Memorandum attached | Read full article » | Save to favorites »

Feds Say Healthcare Ruling Could Upset Tribal Relationships

By Crystal Owens

The federal government is urging the U.S. Supreme Court to overturn a lower court's ruling that ordered Indian Health Services to reimburse millions in administrative healthcare costs, saying if the two tribes prevail in the litigation, it would upend 35 years of practice between the agency and its contracting tribes.

Response attached | Read full article » | Save to favorites »

NJ Urologist Keeps Win In Prostate Procedure Med Mal Suit

By Mike Curley

A New Jersey appeals panel won't let a man revive his claims alleging a urologist botched a prostate procedure resulting in his inability to ejaculate, finding the trial court was correct in finding that his standard of care expert should be excluded.

Opinion attached | Read full article » | Save to favorites »

Trial Challenging NC Abortion Restrictions Pushed To July

By Hayley Fowler

A July trial date has been set in a closely watched constitutional challenge seeking to dismantle a state law that restricts access to abortions in North Carolina after 12 weeks, marking a pushback from the court's earlier projected spring timetable for the trial.

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CR Gazette: Iowa lawmakers table two immigration enforcement bills

IA Cap Dispatch: Committee declines to discuss controversial public lands bill

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5 Trends To Watch As Value-Based Healthcare Gains Steam

Value-based care has grown and evolved as healthcare providers, payors and policymakers

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seek to improve patient results while containing costs, and this shift in the industry is expected to accelerate in the near future, say attorneys at Holland & Knight.

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LEGAL INDUSTRY

Davis Wright's Managing Partner Steps Down From Post

By Xiumei Dong

Davis Wright Tremaine LLP's firmwide managing partner Scott MacCormack is stepping down after nearly three years at the helm, and the firm is appointing its Seattle office leader as an interim leader to guide the transition, the firm confirmed Wednesday.

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Ex-Alston & Bird Aide Should Arbitrate Vax Suit, Judge Says

By Peter McGuire

A former Alston & Bird LLP aide fired for refusing to get vaccinated against COVID-19 should have to take her discrimination claims against the firm to arbitration, a Georgia magistrate judge recommended Wednesday.

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Uber Recruits Ex-NY Chief Judge DiFiore For Safety Board

By Emily Sawicki

Ride-hailing company Uber announced Wednesday it is bolstering its safety advisory board with the addition of Janet DiFiore, the former chief judge of the New York Court of Appeals who abruptly resigned in 2022 amid an ethics probe.

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BigLaw Paper Poacher Gets 15 Mos. In Merck Insider Case

By Pete Brush

A Manhattan federal judge hit a former FBI trainee from Pennsylvania with a 15-month prison sentence Wednesday for illegally trading on a Merck & Co. deal using secrets gleaned from legal papers in the possession of his BigLaw ex-girlfriend.

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Ex-Law Firm Office Manager Gets 3 Years For Embezzlement

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By Lauren Berg

A 42-year-old California man who pled guilty to bank fraud after embezzling close to $1.2 million from the San Francisco-based law firm where he worked as an office manager for more than 20 years was sentenced to three years in prison, the U.S. Department of Justice announced Wednesday.

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Google Calls DOJ's 'Fake Privilege' Docs Citation 'Misleading'

By Bryan Koenig

The D.C. federal judge weighing the fate of Google's search business should pay no heed to discussions, cited by the Justice Department, from company lawyers in a separate case of "fake privilege" hiding otherwise discoverable evidence, Google has said.

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NJ Ethics Board Says Referral Fees Only For In-State Attys

By Emily Sawicki

New guidance provided by the New Jersey Supreme Court's Advisory Committee on Professional Ethics recommends against the payment of referral fees for out-of-state lawyers, reasoning that such fees, considered payment for legal services, can only be provided to attorneys licensed to practice law in the state.

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5 Trends To Watch As Value-Based Healthcare Gains Steam

Value-based care has grown and evolved as healthcare providers, payors and policymakers

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seek to improve patient results while containing costs, and this shift in the industry is expected to accelerate in the near future, say attorneys at Holland & Knight.

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LEGAL INDUSTRY

Davis Wright's Managing Partner Steps Down From Post

By Xiumei Dong

Davis Wright Tremaine LLP's firmwide managing partner Scott MacCormack is stepping down after nearly three years at the helm, and the firm is appointing its Seattle office leader as an interim leader to guide the transition, the firm confirmed Wednesday.

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Ex-Alston & Bird Aide Should Arbitrate Vax Suit, Judge Says

By Peter McGuire

A former Alston & Bird LLP aide fired for refusing to get vaccinated against COVID-19 should have to take her discrimination claims against the firm to arbitration, a Georgia magistrate judge recommended Wednesday.

Report attached | Read full article » | Save to favorites »

Uber Recruits Ex-NY Chief Judge DiFiore For Safety Board

By Emily Sawicki

Ride-hailing company Uber announced Wednesday it is bolstering its safety advisory board with the addition of Janet DiFiore, the former chief judge of the New York Court of Appeals who abruptly resigned in 2022 amid an ethics probe.

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BigLaw Paper Poacher Gets 15 Mos. In Merck Insider Case

By Pete Brush

A Manhattan federal judge hit a former FBI trainee from Pennsylvania with a 15-month prison sentence Wednesday for illegally trading on a Merck & Co. deal using secrets gleaned from legal papers in the possession of his BigLaw ex-girlfriend.

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Ex-Law Firm Office Manager Gets 3 Years For Embezzlement

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By Lauren Berg

A 42-year-old California man who pled guilty to bank fraud after embezzling close to $1.2 million from the San Francisco-based law firm where he worked as an office manager for more than 20 years was sentenced to three years in prison, the U.S. Department of Justice announced Wednesday.

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Google Calls DOJ's 'Fake Privilege' Docs Citation 'Misleading'

By Bryan Koenig

The D.C. federal judge weighing the fate of Google's search business should pay no heed to discussions, cited by the Justice Department, from company lawyers in a separate case of "fake privilege" hiding otherwise discoverable evidence, Google has said.

Brief attached | Read full article » | Save to favorites »

NJ Ethics Board Says Referral Fees Only For In-State Attys

By Emily Sawicki

New guidance provided by the New Jersey Supreme Court's Advisory Committee on Professional Ethics recommends against the payment of referral fees for out-of-state lawyers, reasoning that such fees, considered payment for legal services, can only be provided to attorneys licensed to practice law in the state.

Opinion attached | Read full article » | Save to favorites »

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